

WEST HANTS REGIONAL MUNICIPALITY

Committee of the Whole Meeting Agenda **Amended**

January 9th, 2024 - 6:00 p.m.

In-person Sanford Council Chambers, 76 Morison Dr, Windsor, NS

Virtual via Zoom (also FB Livestream)

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



West Hants
something inspiring awaits

1. Call to Order
2. Attendance
3. Approval of the Agenda, including additions or deletions
 - a) Dashboard Action Items – Information Log (Pg. 4)
 - b) Dashboard Action Items – Dangerous or Unsightly Premises (Pg. 9)
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Approval of Previous Meeting Minutes
 - a) 2023-12-05 Committee of the Whole Minutes
 - b) **Asset Retirement Obligation Policy RCOFN-014.00 Recommendation Report– Manager Gibson (Pg. 10)**
 - c) **Region 6 Solid Waste Management 2024-25 Budget Recommendation Report –Manager Gibson (Pg. 16)**
7. Presentations
 - a) Falmouth Dog Park – Matt Dunfield
8. Unfinished Business/Postponed Motions
 - a) 2022-06-14 Sidewalk Needs Assessment Information Report – Councillor Smith (Pg. 24)
 - b) Public Participation Program Policy Information Report – Director Poirier (Pg. 30)
 - c) 2024 Municipal Elections – Alternate Voting Recommendation Report – Clerk Snair (Pg. 126)
 - d) Falmouth Town Pond Ownership Verbal Update – Clerk Snair
 - e) Follow Up Supplementary Information Related to Water and Sewer Rates – Director Rochon and Gerry Isenor (Pg. 159)
9. Reports
 - a. CAO Activity Update - Information Report (Pg. 233)
 - b. Financial Update Ending November 30, 2023 - Director Rochon (Pg. 236)
10. Correspondence
 - a. Information (Pg. 237)

1. Avon Causeway Activity Log as of January 9th, 2024 - None
2. Correspondence Received Ledger as of January 9th, 2024 (Pg. 246)
 - a) Myra Stephen Re Removing Signage and Imagery related to Sam Slick –When you know better, do better. (Pg. 259)
 - b) Katherine Wadden Re PID 45215290 Riverview Drive Brooklyn (Pg. 262)
 - c) Jeff Dunfield Re Thank you for Council Meeting Called for Next Week (Pg. 266)
 - d) Peter Moore Re December 19th Special Council Meeting (Pg. 267)
 - e) NSFA Letter to Minister Morrow Re Dyke System (WHRM copied) (Pg. 268)
 - f) Peter Moore Re COTW - October 12, 2021 (Pg. 270)
 - g) Response from Minister Rushton Re Smiley's Provincial Park (Pg. 272)
 - h) Robert Crow Re Lot 13 Rezoning Milliard Crt (Pg. 273)
 - i) AVRIL Letter to Minister MacMaster Received 2024-01-04 (WHRM copied) (Pg. 275)
 - j) Emily Seaboyer Re Application for Rezone of OS lot, Millard Court, Union Corner (Pg. 278)
 - k) Denise Forand Re The rezoning of gifted lands for subdivisions and our Historic Architectural zone (Pg. 279)
 - l) Elizabeth Rondhuis Re Land Rezoning PID45236601 (Pg. 280)
 - m) Peter Moore Re Rainfall Warning (Pg. 281)
- b. Requests
 - i. Request for Postponement of Commercial Wine Support Program Announcement (Pg. 282)
- c. Out-going Correspondence Ledger as of January 9th, 2024 (Pg. 285)
 - i. 2023-12-18 Call for an immediate ceasefire by all parties in the occupied Gaza Strip and Israel (Pg. 288)
 - ii. 2023-12-18 School Bus Cancellation Concerns (Pg. 290)
11. New Business
 - a) Renaming Cottage Street Information Report – Councillor Bob Morton (Pg. 292)
 - b) Windsor and West Hants Water Utilities Detailed Audit Recommendation Report – Councillor Ivey (Pg. 295)
 - c) Windsor Flood Study Recommendation Report – Councillor Ivey (Pg. 300)
 - d) Accessibility Advisory Committee Member Appointment Recommendation Report -Clerk Snair (Pg. 303)
 - e) Meeting and Committee Procedural Policy RCOGE-003.00 Amendment Recommendation Report – Clerk Snair (Pg. 306)
 - f) ~~Solid Waste Collection Contract – 1 year Extension Recommendation Report – Director Richard~~

~~g) Asset Retirement Obligation Policy RCOFN-014.00 Recommendation Report – Manager Gibson~~

~~h) Region 6 Solid Waste Management 2024-25 Budget Recommendation Report – Manager Gibson~~

12. Public Participation Period

13. In-Camera

a) MGA 22 (a) Land Matter

b) MGA 22(a) Legal Matter (Update)

c) MGA 22 (2)(A) Contract Matter

14. Date / Adjournment – January 23rd, 2024 Council Meeting at 6 p.m.

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Sewer Billing Review - Staff explore what the sewer rates would be if sewer util. fees were put back on the taxes.	2020-05-12		Discussions to occur once the Rate Study was completed. Rebate discussed at the December Council Mtg and a report is coming.	CAO/Fin
Pedestrian Signage and Barriers - Have consistent and align with Branding outcomes. Staff prepare report for 2021/22 Capital & Operating budgets. (These items should be incorporated into our growth centres). Staff report back.	2020-09-22	On-going	Beautification Strategy presentation provided at Nov, 2023 COTW mtg. PRIME has been engaged to create how the signs will look and are working on gathering suitable photos for Hantsport, Windsor and West Hants.	PW/Comm. Dev
W. B Stephens Building Design Project Management Tender Award (Municipal Office) - Draft an RFP that will look at A) the 100 King Street Building B) The 76 Morison Building and C) or an alternative new location is required to facilitate the needs of the Municipality.	2020-10-27	2022-on going	Ongoing - RFP pending	CAO
Panuke Rd Event - Event to be arranged by Mayor	2021-03-09	Late Spring/Summer 2024	On-going, an event will be scheduled this year.	Mayor
Glooscap First Nation & WHRM Council Meeting - Send formal invite for a meeting to discuss many topics including reconciliation.	2021-06-22		On-going	Mayor
Request to Meet with Avon Causeway Gate Stakeholders - Send letter to Glooscap First Nation requesting immediate joint council mtg. to discuss Avon River Causeway/Aboiteau Gate System and Ministerial Order	2021-06-22	Unknown	Pending, awaiting meeting dates from Glooscap Council. Mayor will follow up.	Mayor/CAO
Subdivision Street Lighting - Create a policy to come back to Council for review.	2023-01-10	2024	Report at October COTW, More information will be presented to Council for discussion/decision.	PW
WFD Rescue Engine - approve the award of tender WHRMAD22-03A for the supply of a Rescue Engine to the compliant bidder, Techno Fu Inc., at the tendered price of \$1,496,490.36 plus applicable taxes.	2023-01-10	2024	Goudreault Associates reviewing and developing the request for proposals for WFD's Rescue Engine 4	CAO

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Waste Collection By-Law - initiate the process for consolidating the Windsor and West Hants waste by-law to remove the disparities that exist between the two.	2023-03-28	2024	Approved, staff are gathering information, a report will follow.	PW
Sidewalk Extension from Wentworth Road to the WH Sports Complex - prepare a report on what is required to extend the sidewalk from Wentworth Rd. to the WH Sports Complex and as a second step to include extending the sidewalk to the end of the block (intersection of Wentworth and Tregothic).	2023-04-11	2024	Approved, Report to follow	PW
Bulk Water Options - staff explore options for having bulk water rates reduced to previous levels prior to regulation from the UARB.	2023-04-19	2024	Approved, Report to follow. Discussion to occur at December Council Mtg. Rebate report being presented in 2024	Fin
Short Term Rentals - Planning staff prepare a report with recommendations/regulations if appropriate for short term rentals within WHRM rentals. Report will go to PAC first.	2023-05-09	2024	Approved, Report to follow	Plan
Noise By-Law/Peace and Good Order - staff revisit the Noise By-Law/Peace and Good Order.	2023-09-12	2024	Approved, Report to follow	CAO
Sewer Odours - staff explore options on masking sewer odours arising from the Combined Storm/Sewer System & report back to Council with recommendations.	2023-10-10	2024	Approved, Report to follow	PW
Fresh Water Resources/Explore Ownership of the pond - 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	2024-03	Approved, Report to follow	PW/PLAN/CAO

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Public Participation Policy - 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	2024-01-23	Approved, Report to follow	Plan
Affordable Housing - 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	Completed	Plan/CAO
Water and Sewer Consolidation - Direct the CAO to begin the process of consolidating the Windsor and West Hants water utilities into one utility and have it completed by Sept. 1, 2024. CAO also be directed to begin the process of consolidating the Windsor and West Hants sewer services into one utility and make the necessary changes to the By-Law and have it completed by September 1, 2024.	2023-11-14	2023-12-12	Approved	Fin
Alternate means of recording meetings - Staff explore alternate means for recording public meetings held outside of Council Chambers.	2023-11-28	2023-12-12	Approved, Equipment has been ordered	CAO
Review Committee - A committee of four (4) be formed for the committee review.	2023-11-28	2022-12-12	Completed	Council/CAO
Consulting Services & Writing Fire Apparatus RFPs - Goudreault Associates be awarded the contract to review and develop the request for proposals for WFD's Rescue Engine 4 and Engine 4 at the quoted price of \$14,794.16 plus taxes.	2023-12-05	2023-12-12	Approved	CAO

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Letter of Support for Ceasefire in Gaza - Staff write a letter requesting the Canadian Gov't defend the rights of all the innocent people who do not have a voice in the Gaza conflict and denounce all human rights violations currently taking place and call for peace and a permanent ceasefire in Gaza.	2023-12-05	2023-12-12	Approved and Sent	CAO
Dykeland Lodge Request - staff review possible options for an alternate route in and out of College Road.	2023-11-28	2024	Approved, Pending a report	PW
Affordable Housing - Staff write a letter to the province of NS and all ministers responsible urging them to transfer the proposal from the affordable housing association of NS to another suitable site in West Hants.	2023-12-12	2024	Approved, letter being drafted	CAO
Bulk Water and Sewer Rebate - 1. Staff create a regional sewer rebate in the same manner as the low income residential tax rebate that includes a \$50/quarter rebate with funding avenues to be presented by staff. 2. Staff create a regional bulk water rebate that would be similar to the low income residential tax rebate that includes a \$200/yr/residential property owner to be funded through avenues presented by staff.	2023-12-12	2024	Approved, Pending report	Finance
Brooklyn School - Staff write a letter to the Province expressing concern Re: bus cancellations and the letter be sent to the Schoolboard, The Premier and MLASheehy-Richard.	2023-12-12	2024	Approved, letter sent	CAO

<u>Matter</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status/Progress Updates</u>	<u>Resp.</u>
Stormwater Management - Staff come back with more information including a suggested RFP for Council to review utilizing the CBCL report and that the RFP identifies developing a stormwater mitigation plan identifying both short and longer term phased in solutions.	2023-12-19	2024	Approved, Pending report and RFP	PW
Emergency Portable Generator Repair - approves the emergency repairs to the portable generator from Cummins Canada for \$29,352.58 plus applicable taxes, to be funded through the sewer reserves.	2023-12-19	2023-12-12	Approved	PW

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

January 9, 2024

Green - Complete
Yellow - In-progress
Red - Not started

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WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

Date: January 9, 2023

Subject: RCOFN-014.00 Asset Retirement Obligation Policy

LEGISLATIVE AUTHORITY

- Public Sector Accounting Board (PSAB) Handbook, Section 3280

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that . . .

. . . Council approves policy RCOFN-014.00 Asset Retirement Obligation, which is substantively the same as the draft presented on January 9, 2024.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic v	Councillor Activity ☐
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A formal standard, PSAS 3280, for Asset Retirement Obligations (ARO) was issued in August of 2018, which covered:

- Retirement obligations related to tangible capital assets controlled by a public sector entity, which may still be in productive use, or no longer in use.
- Legal obligations, including an obligation created by a promissory estoppel.
- Solid waste landfill closure and post-closure liabilities (formerly covered by PSAS 3270).

PSAS 3280 had an effective date of April 1, 2022. Meaning that municipalities were required in fiscal year 2022-23 to start accounting for asset retirement obligations.

DISCUSSION

The attached policy formalizes the process West Hants Regional Municipality will follow for tangible capital assets currently under their control or for new capital items that are acquired. Formalizing this process allows users of our financial statements to understand the information provided for these assets and their retirement obligations.

This policy indicates that a liability for an asset retirement shall be recognized only if there is a legal obligation, transactions, or events to give rise to the liability have occurred, there is an expected future economic benefit given up, and the amount can be reasonably estimated.

The majority of this policy relates to new capital assets being acquired and how to account for the potential retirement obligation of these. However, there was a requirement before now to review all owned assets and determine a possible retirement obligation for those items as well, this was discussed in detail during our 2023-24 budget sessions:

- We have the following known assets requiring retirement:
 - Windsor Community Centre
 - Windsor Courthouse
 - Windsor Town Office
 - Hantsport Library
 - Hantsport Water Hauler Well
 - Closed Cogmagun Landfill

NEXT STEPS

- Over the next four years, the obligation required for the above assets will be added to our ARO reserve.
- New purchases will be reviewed for any known required retirement obligations.

FINANCIAL IMPLICATIONS

There are financial implications related to the new standard, as we must allocate funds into a reserve specifically for the retirement obligations. However, the 2022-23 Audited Financial Statements have already included the ARO for capital assets the Municipality currently owns that have retirement obligations and is included in the notes section of the statements.

When budgeting for 2023-24 we have accounting for transferring our closed landfill reserve to the new ARO reserve, as well as one fifth of the obligations for other assets we own with retirement obligations. Over the next four budget years, we will move the remaining obligation into the reserve.

ALTERNATIVES

- Council could request changes to policy RCOFN-014.00 Asset Retirement Obligation
- Council could not approve the policy

ATTACHMENTS

- FCOFN-014.00 Asset Retirement Obligation Policy

CHIEF ADMINISTRATIVE OFFICER REVIEW

The policy and recommended financial strategy to address the retirement obligations align with the requirements of the municipality. The value of the reserves and annual allocation towards the reserves should be highlighted during budget deliberations annually including the up-and-coming 2024/25 budget sessions.

I support the recommendation.

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

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

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer

1. PURPOSE

The purpose of this Policy is to stipulate the accounting treatment for Asset Retirement Obligations (ARO) so users of the Municipal financial statements can discern information about these assets, and their end-of-life obligations.

2. DEFINITIONS

Term	Definition
Accretion Expense	The increase in the carrying amount of a liability for asset retirement obligations due to the passage of time.
Asset Retirement Activities	All activities related to an asset retirement obligations. Including, but not limited to: • Decommissioning or dismantling a tangible capital asset that was acquired, constructed, developed, or leased. • Remediation of contamination of a tangible capital asset created by its normal use. • Post-retirement activities such as monitoring. • Constructing other tangible capital assets to perform post-retirement activities.
Asset Retirement Cost	The estimated amount required to retire a tangible capital asset.
Asset Retirement Obligation	Legal obligation associated with the retirement of a tangible capital asset.
Tangible Capital Assets	Tangible capital assets are non-financial assets, having physical substance that: • are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance, or repair of other Municipal tangible capital assets. • Have useful economic lives extending beyond an accounting period. • Are to be used on a continuing basis in the Municipality's operations. • Are not for sale in the ordinary course of Municipality operations.

3. APPLICATION

The Municipality shall account for and report on Asset Retirement Obligations (ARO) in compliance with the Public Sector Accounting Board (PSAB) Handbook, section 3280.

4. RECOGNITION

4.1. A liability should be recognised when, as at the financial reporting date:

- 4.1.1. There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- 4.1.2. The past transactions or events giving rise to the liability has occurred;
- 4.1.3. It is expected that future economic benefits will be given up; and
- 4.1.4. A reasonable estimate of the amount can be made.

4.2. A liability for an asset retirement obligation cannot be recognized unless **ALL** of the criteria above are met.

4.3. The estimate of the liability would be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.

4.4. The estimate of the liability should include only costs directly attributable to asset retirement activities. Cost would include post-retirement operation, maintenance, and monitoring that are an integral part of the retirement of the tangible capital assets.

4.5. Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs related to the asset retirement activity.

4.6. Upon initial recognition of a liability for an asset retirement obligation, the Municipality will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset by the same amount as the liability. Where the obligation related to an asset which is no longer in service, and not providing economic benefit, or to an item not recorded by the Municipality as an asset, the obligation will be expensed upon recognition.

- 4.7. The capitalization thresholds used by the Municipality will also be applied to the asset retirement obligations to be recognized.

5. SUBSEQUENT MEASUREMENT

- 5.1. The asset retirement costs will be allocated to accretion expenses in a rational and systemic manner (straight-line method) over the useful life of the tangible capital asset.
- 5.2. On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

6. PRESENTATION AND DISCLOSURE

- 6.1. The liability for asset retirement obligations will be disclosed in the Municipal financial statements.

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

Deanna Snair, Municipal Clerk

Adoption	
Notice to Council	Date
Approval	Date
Description	



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

Date: January 9, 2024

Subject: Region 6 Solid Waste Management 2024-25 Budget

LEGISLATIVE AUTHORITY

- Municipal Government Act, Part IV Finance, Section 65
- Region 6 Solid Waste Management Services Inter-Municipal Agreement, Items 34 to 39

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that . . .

. . . Council approves the 2024-25 operating budget for Region 6 Solid Waste Management for the amount of \$878,660, as presented on January 9, 2024.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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Region 6 Solid Waste Management is a liaison group of 12 Municipalities, including those located along the South Shore and West Hants in Nova Scotia. It is dedicated to reducing waste in homes, businesses, and communities. Through programs and educational outreach, they promote proper waste sorting and diversion.

As outlined in the Inter-Municipal Agreement, Section 35 each participating Council must approve the proposed budget, or refuse, by March 15th the year the budget applies to.

DISCUSSION

After the audit was completed for the 2022-23 fiscal year, Region 6 has an operational deficit of \$7,864. This amount has been added to the total municipal contributions in 2024-25, paid by each participating Municipal Unit.

Region 6 prepares their annual budget for review by their Technical and Inter-Municipal Committee, which was held a meeting on December 1, 2023, with the Inter-Municipal Committee unanimously voting in favour of the draft 2024-25 budget. Now Region 6 requests that each participating Council approve the annual budget.

The 2024-25 budget is in the amount of \$878,660, which is a 2% increase from last year's budget of \$861,578. Region 6 was able to fully open all education programs up across the region last fiscal year, and this year they will continue with the same services.

NEXT STEPS

Notify Region 6 Solid Waste Management once ratified by Council.

FINANCIAL IMPLICATIONS

For the 2024-25 fiscal year, the Region 6 budget has resulted in increased of 13% Municipal Contributions over the 2023-24 fiscal year. Additionally, the previous year deficit adds \$7,864 to that contribution. Resulting in an increase of 26% to the require Municipal Contribution from all inter-municipal units.

	2023-24 Budget	2024-25 Budget	Variance
Total Budget	\$ 861,578	\$ 878,660	2% ^
Municipal Contribution	\$ 127,975	\$ 145,057	13% ^
Contribution Adjustment*	\$ (6,596)	\$ 7,864	
Updated Contribution	\$ 121,379	\$ 152,921	26% ^
WHRM Contribution (21%)	\$ 25,666	\$ 32,323	26% ^

* Contribution is adjusted each year based on the previous years (surplus) deficit

West Hants Regional Municipality make up 21% of the population in Region 6 and therefore also pays 21% of the municipal contribution total. This results in a 2024-25 contribution of \$32,322.86 for WHRM.

This amount will be paid by funds in the diversion credit reserve and will have no impact on the general tax rate.

ALTERNATIVES

Council could refuse to approve the Region 6 Solid Waste Management budget and ask that changes be made, by the Committee.

ATTACHMENTS

- Budget Approval Request, Region 6 Solid Waste Management, dated December 6, 2023

- Region 6 Activities Summary 2023

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation pending further comments from the council representative of Region 6 Committee.

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

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

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



PO Box 639 / 45 School St, Suite 304 Region 6 Solid Waste-Resource Management Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

Mark Phillips
West Hants Regional Municipality
PO Box 3000
76 Morison Dr
Windsor NS B0N 2T0

December 6, 2023

RE: Budget Approval 2024-25

Dear Mr. Phillips,

On Friday, December 1, 2023, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2024 – March 31, 2025.

The following motion was passed:

MOTION: to recommend approval of the 2024-25 Region 6 Inter-Municipal Committee Budget to member units, as circulated. **M/C**

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

- “34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.
- 35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.
- 36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.
- 37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.
- 38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.
- 39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council.”



PO Box 639 / 45 School St , Suite 304 Region 6 Solid Waste-Resource Management Phone: 902-624-1339

Mahone Bay, NS BoJ 2Eo

E-mail: Christine.McClare@Region6SWM.ca

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 15, 2024 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Chair, Wayne Thorburne at 902-543-7771.

If you require my attendance at the council meeting when the budget is up for discussion, feel free to contact me by phone or email.

Regards,

A handwritten signature in black ink that reads "Christine H. McClare". The signature is written in a cursive, flowing style.

Christine H. McClare BA Psych
Regional Coordinator

encl.



Region 6 Solid Waste-Resource Management

PO Box 639 / 45 School St , Suite 304

Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

Region 6 Solid Waste Management

INCOME	2023-24 Actuals as of September 30	2023-24 Projection	2023-24 Budget	2024-25 ESTIMATE
Contracts/Service Agreements				
Education Contract	\$ 11,710	\$ 80,392	\$ 80,392	\$ 80,392
Coordinator Agreement	\$ 9,410	\$ 43,286	\$ 43,286	\$ 43,286
Enforcement Contract	\$ 13,326	\$ 89,425	\$ 89,425	\$ 89,425
Sub-total	\$ 34,446	\$ 213,103	\$ 213,103	\$ 213,103
Stewardship/Incentives				
Dairy Stewardship	\$ -	\$ 81,350	\$ 90,000	\$ 90,000
Diversion ¹	\$ 317,200	\$ 350,000	\$ 350,000	\$ 350,000
Municipal Approved Programs	\$ 60,600	\$ 80,500	\$ 80,500	\$ 80,500
Interest	\$ 4,047	\$ 8,095		
Sub-total	\$ 381,847	\$ 519,945	\$ 520,500	\$ 520,500
Municipal Contribution				
Municipal Billing ²	\$ 60,689	\$ 127,975	\$ 127,975	\$ 145,057
Previous Year Deficit (Surplus) ²	\$ -	\$ (6,596)	\$ (6,596)	\$ 7,864
Sub-total	\$ 60,689	\$ 121,379	\$ 121,379	\$ 152,921
TOTAL	\$ 476,983	\$ 854,427	\$ 854,982	\$ 886,524
Inter-Municipal Reserves Schedule	Previous Years Expenses	F2023-24 Projection	Approved Expense	Program Amount Remaining
Inter-Municipal program	\$ 37,432	\$ -	\$ 37,432	\$ -



Region 6 Solid Waste-Resource Management

PO Box 639 / 45 School St , Suite 304

Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

EXPENSES	2023-24 Actuals as of September 30	2023-24 Projection	2023-24 Budget	2024-25 ESTIMATE
OPERATING EXPENSE				
Coordinator Salary	\$ 35,589	\$ 85,329	\$ 85,329	\$ 89,200
Coordinator Benefits	\$ 8,222	\$ 11,350	\$ 11,350	\$ 16,020
Travel (Coordinator)	\$ -	\$ 2,200	\$ 3,500	\$ 3,000
Training and conference	\$ 1,097	\$ 2,500	\$ 2,000	\$ 2,200
Office Rental	\$ 5,366	\$ 10,731	\$ 10,000	\$ 9,675
Cell phones	\$ 1,024	\$ 2,049	\$ 1,000	\$ 2,000
Internet/Phone/Fax	\$ 600	\$ 1,200	\$ 1,300	\$ 1,300
Office supplies and services	\$ 850	\$ 1,700	\$ 3,500	\$ 3,000
Computer/materials	\$ 383	\$ 3,000	\$ 1,500	\$ 3,600
Insurance	\$ -	\$ 3,900	\$ 3,700	\$ 3,900
Administration	\$ -	\$ 9,390	\$ 9,390	\$ 9,390
Legal & Auditor	\$ -	\$ 9,281	\$ 10,000	\$ 9,500
Sub-total	\$ 53,131	\$ 142,630	\$ 142,569	\$ 152,785
EDUCATION				
Education salary	\$ 27,087	\$ 66,305	\$ 66,305	\$ 69,780
Educator Benefits	\$ 5,976	\$ 11,279	\$ 11,279	\$ 14,390
Travel (education)	\$ 5,552	\$ 13,886	\$ 14,000	\$ 14,000
Advertising	\$ -	\$ -	\$ 1,500	\$ 1,000
R6RECYCLES	\$ 12,777	\$ 12,777	\$ 12,000	\$ 12,780
Program materials	\$ 575	\$ 2,500	\$ 4,000	\$ 4,000
Sub-total	\$ 51,966	\$ 106,746	\$ 109,084	\$ 115,950
PAYMENTS TO UNITS				
Enforcement Contract	\$ -	\$ 89,425	\$ 89,425	\$ 89,425
Dairy Stewardship	\$ -	\$ 90,000	\$ 90,000	\$ 90,000
Diversion ¹	\$ -	\$ 350,000	\$ 350,000	\$ 350,000
Municipal Approved Programs	\$ -	\$ 80,500	\$ 80,500	\$ 80,500
Sub-total	\$ -	\$ 609,925	\$ 609,925	\$ 609,925
TOTAL	\$ 105,097	\$ 859,301	\$ 861,578	\$ 878,660
Revenue/Expenditure	\$ 371,886	-\$ 4,874	-\$ 6,596	\$ 7,864

Notes to BUDGET:

1. Diversion Credits - \$5.5 million is available Provincially, up from \$5 million available last year. It is expected that a new smoothing agreement will take place during this year.

2. Municipal Billing - this now includes two lines, the first line pays for the operations that are not covered through grant and contracted services. The second line, shows the deficit for 2022-23 which is added to the first line resulting in the subtotal, showing the required Municipal Billing (see Table 1 for details).

TABLE 1: Municipal billing 2024-25				
Municipal Area Served:	2021 Population	% of Region	2024-25	
Shelburne Shared Services	6,456	6.99%	\$	10,696.42
Town of Bridgewater	8,790	9.52%	\$	14,563.43
Town of Mahone Bay	1,064	1.15%	\$	1,762.85
Municipality of Lunenburg	25,545	27.68%	\$	42,323.42
Municipality of Barrington	6,523	7.07%	\$	10,807.42
Town of Clark's Harbour	725	0.79%	\$	1,201.19
Municipality of Chester	10,804	11.71%	\$	17,900.26
Town of Lunenburg	2,396	2.60%	\$	3,969.74
Region of Queens Municipality	10,486	11.36%	\$	17,373.39
West Hants Regional Municipality	19,509	21.14%	\$	32,322.86
Total	92,298	100.00%	\$	152,921.00



Region 6 Activities Summary 2023-24

Region 6 staff are responsible to delivery Solid Waste Education and Administration throughout our 12 member municipalities. In addition to representing and liaising for the region at the provincial level and accomplishing the required activities under the Education and Regional Coordinator contracts with Divert NS, some focus areas included:

Education

- Collaboration with Scotian Shores group to clean up Ghost Fishing Gear and other litter on our beaches and coastlines went to a new level this past summer. A partnership with another group has allowed for a helicopter to be used in inaccessible areas. At Cape Sable (Cape Sable Island, Barrington) they have removed many pounds of gear that were identified last year.
- Use of social media and videos aims to reduce litter and educate on proper waste management. Posts are an additional and effective way to reach more of our residents and businesses (What Goes Where Wednesday, Let's Be Clear Litter Doesn't Belong Here and many more).
- The Master Recycler program is being offered to both youth and adults. This on-line and in person, has educated residents to spread the word on the benefits of recycling.

Administration

- Work continues with the province to implement EPR for Printed Paper and Packaging (PPP) with the first milestone of municipalities getting registered for the industry-led. Assistance and guidance provided to units to supply the required recycling program data to register for the industry-led program. Between now and October 1, 2023, industry will consult municipalities and develop a program plan for submission to the province. Contracts may be negotiated with municipalities for collection and/or education services.
- Other EPR programs are being created simultaneously for Batteries, Light Bulbs and Small Appliances. The program plans are due to the province and programs are to be in place by July, August and September 2024. Once in effect, these programs will see more material diverted from landfill and industry covering the cost of managing these materials.
- Getting to 300kg/person/year consultation feedback to the province to maximize diversion while minimizing negative impacts to funding and managing programs.
- Working with the Province to mitigate the impact of the ban on pressure treated lumber from disposal at C&D sites. New methods will be required to keep pressure treated timber separate. Compliance steps continue to be taken.
- Ongoing work to lessen the impact of waste generated by natural disasters. Wildfire and Flooding impacts this past summer, saw additional material sent for disposal. With documentation on weights, it is possible that these materials will not count against diversion.

Christine H McClare
Regional Coordinator
Dec 7, 2023



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Todd Richard, Director of Public Works

Date: June 10, 2022

Subject: Rural Sidewalks and Shared-Use AT Pathways

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

Council to determine interest in conducting a formal sidewalk needs assessment (in the form of a formal Urban Studies study), implementation of a formal sidewalk policy of Council and/or revision of the existing Active Transportation (AT) Plan, which is currently scheduled for 2023/24 revision; to provide municipal staff the guidance and formality to assess the need for sidewalks or shared-use pathways during planning and development or as new capital construction activities throughout the densely-populated rural communities of West Hants.

This is not currently being presented as a recommendation to Council; it only being presented for preliminary discussion purposes.

BACKGROUND

Property ☒	Public Opinion ☒	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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Staff has received the following formal direction from Council:

COUNCIL DIRECT STAFF TO COMPLETE A SIDEWALK NEEDS ASSESSMENT IN THE GROWTH CENTRES OF THE DENSELY POPULATED AREAS OF WEST HANTS REGIONAL MUNICIPALITY THE EXACT LOCATION OF THE NEEDED SIDEWALKS AND ASSOCIATED CROSSWALKS, THE WIDTH AND COMPOSITON, THE ESTIMATED CAPITAL COSTS, OPERATING COSTS, THE IMPACT ON PROPERTY TAX RATES AS WELL AS EXPECTED COST SHARE AGREEMENT THAT COULD BE IN PLACE WITH THE PROVINCE, A PRIORITY RANKING ALONG WITH A REASONABLE CONSTRUCTION CYCLE, A PUBLIC ENGAGEMENT TOOL AND AN EXPLANATION OF THE METHODOLOGY USED TO DO THE ASSESSMENT AND FURTHER STAFF REPORT IN JUNE THE HIGHLIGHTS OF THIS RECOMMENDATION

For background research, public works and engineering staff has started performing a review of similar sidewalk and AT studies, policies, procedures, development, and new construction activities performed by the Municipality of East Hants as well as the County of Kings. In addition, staff has reviewed the existing Active Transportation plan in place for the West Hants Regional Municipality.

DISCUSSION

Through preliminary research, staff has determined that there are numerous factors that need to be considered by Council to evaluate the needs assessment for sidewalks and/or shared-use AT pathways throughout the regional municipality in West Hants. When evaluating the methodology for implementing this same infrastructure in rural communities, other municipalities have reached out to professional consultants and to graduate students of Urban Planning studies programs to evaluate regional need and have made recommendation for formal multi-phase, capital-intensive projects for rural development. Existing municipal staff would not have the specific qualification to present a formal recommendation as directed by Council.

As a preliminary review by municipal staff, there are tremendous benefits to be gained with the implementation of a formal sidewalks policy and/or revision of the existing AT policy that incorporate shared-use pathways throughout the highly-densely populated areas of our rural community (excerpts from the formal studies performed by graduate students and consultants on behalf of the Municipality of East Hants¹).



- Active Transportation (AT) is a broad term, which refers to all forms of human powered or non-motorized transportation. AT includes walking and cycling, as well as other modes of transportation such as rollerblading and wheelchair use. AT is

¹ An Active Transportation Strategy for the South Corridor; M-cue Consulting (Maher, Shaw, Tiniakos-Doran) on behalf of Municipality of East Hants (April, 2013)

largely functional; that is, while recreation is a major motivator for increased AT usage, it is not the ultimate goal. Driving to a given trail to go for a walk is recreational activity, while walking to a workplace or to the grocery store is active transportation... Using AT to access recreational facilities or trails is another goal of an AT network. Ultimately, AT helps people move around their communities more healthily, easily, and safely.

- Given the prevalence of the automobile, and the fact that approximately half of Canadian household daily trips are between 1 and 3 km, AT can be an alternative mode of transportation. AT, then, is a method of transportation that decreases our reliance on motorized forms of transportation. By choosing to walk, ride or roll to this destination we are choosing to not drive. Municipalities can actively support safe and enjoyable AT within their neighbourhoods. AT promotes independence of mobility to all residents, which fosters healthier, and more sustainable communities. To be effective, AT planning needs to create complete networks that link users to destinations, and are inclusive of a range of other transportation options. There are many benefits to active transportation. These can be summarized under five main categories:
 - a Equity
 - b Healthy, cohesive, and safe communities
 - c Economic Development
 - d Sustainability

These categories provide reasoning for an increased focus on AT in municipalities.



It should be noted that the province (NSDPW) does not perform any roads condition or criticality assessment of these roads with respect to Active Transportation opportunities; leaving the Municipality the responsibility to determine which roads and routes should be determined for this type of strategic methodology. Considerations that would need to be evaluated by Council prior to pursuing this initiative, may include the following:

- The Province has already designated routes as future Blue Routes that they will fund/construct when they upgrade necessary infrastructure
- Capital cost to construct sidewalks
- Asphalt vs. concrete (life expectancy, capital and operational costs for each material)
- One vs. both side bike pathways, or combined one-side shared use pathway (along with consideration for roadway crossings)
- Road width Right-of-Way (ROW) available on provincial and municipal-owned roads
- Potential cost to construct a sidewalk median/buffer or other safety barrier from traffic
- Potential cost to construct piped stormwater system
- Potential requirement of filling in of ditches to gain adequate width for sidewalks/pathways
- Potential relocating or installing guardrails
- Requirement for signage and additional public education
- Requirement for AT specific crosswalks at roadway intersections
- Annual maintenance and operations costs for sidewalks/pathways
- Potential maintenance and operations costs for new stormwater systems
- Limited programs available from the Province to help fund capital costs and or extra operations costs
- Increased operations cost requirements (personnel, equipment, maintenance, and materials) to accommodate regular cleaning, sweeping, snow removal and de-icing of sidewalks/pathways
- Requirement for regular inspections and additional liability insurance
- Potential costs associated with land expropriation (there is likely not adequate width of existing provincial ROW's for sidewalks/pathways)
- Agreements with province for road maintenance and new construction
- Majority of existing J-Class provincial roads in rural West Hants communities are in disrepair and require immediate maintenance, which may have prioritization over constructing new sidewalks/pathways
- Staff would recommend using an evidence-based criteria model for strategy of determining which communities and roads would qualify for sidewalks/pathways prioritization (not determined by Council)

NEXT STEPS

Staff is recommending that Council review the attached studies, plans and policies from neighboring municipalities with the following questions being considered. With the further understanding that Municipal Public Works funding is also required to be directed towards 100% of existing Municipal-owned infrastructure (roads, sidewalks, water, sewer, stormwater management, facilities, fleet, and properties):

- what source is the capital funding to come from?
- what funding model is to be considered for operational costs?
 - 100% Municipal (general rated to all residents in the municipality)
 - 50% Municipal + 50% Area Rated (50% charged back to the road frontage or to the local community residents)
 - 100% Area Rated (100% charged back to the road frontage or to the local community residents)
- what communities and roads are deemed priority?
 - this should be evidence-based; based on condition, capacity, function, criticality, economic-impact
- is Council committed for long-term funding of this initiative?

Staff requires the direction of Council if this initiative is to be further pursued and may be recommended that this be a project/study that is outsourced to a professional consultant with the experience to perform this type of Urban Planning recommendation.

FINANCIAL IMPLICATIONS

Staff believes that the high-level cost estimate to perform a targeted needs assessment study by an experienced consultant could be approximately \$15,000 - \$25,000, depending on the scope of work to be requested by Council.

ALTERNATIVES

1. Council may choose not to pursue this initiative at this time.
2. Council may choose to review and revise the existing Active Avon Active Transportation Plan and make revisions to strengthen opportunities for cooperative AT features to be implemented during future development activities (currently included in the 2023/24 Capital Budget)

ATTACHMENTS

- [Active Avon, An Active Transportation Plan for the Avon Region](#); Upland Urban Planning + Design Studio (Käubler, Mans, Nheiley, Maher, Bryce, Milligan) on behalf of Municipality of the District of the West Hants, Town of Windsor and Town of Hantsport (May, 2015)
- [An Active Transportation Strategy for the South Corridor](#); M-cue Consulting (Maher, Shaw, Tiniakos-Doran) on behalf of Municipality of East Hants (April, 2013)
- [Sidewalk Construction Project Prioritization EPW-04-014](#); Municipality of the County of Kings (April, 2022)

- [Active Transportation Project Prioritization EPW-04-015](#); Municipality of the County of Kings (April, 2022)

Report Prepared by: _____


Brad Carrigan, Manager Engineering & Capital Projects

Report Reviewed by: _____

Todd Richard, Director of Public Works

Report Approved by: _____


Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

Date: 2024-01-09

Subject: Public Participation Program Policy; File 23-08C

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) s. 204 Public Participation Program and s. 204A Engagement Program

RECOMMENDATION or DECISION REQUEST

This report is provided for informational purposes only.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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During the Planning and Heritage Advisory Committee (PAC/HAC) meeting on March 9, 2023 the Committee discussed the current process for notification of Public Information Meetings (PIMs) and ways this could be improved, including larger sized signage on site, notification in local community centres and/or post offices, and hosting the PIM in the community where the subject property is located. Council approved the following motion on March 28, 2023:

...that Council have staff explore amending the PPPP to include strengthened public notice of information meetings.

An information report was provided to the PAC/HAC on May 11, 2023, which outlined the Municipal Government Act requirements, the current WHRM Public Participation Program

Policy and Fees Policy, and policies in other jurisdictions (Attachment A). The report was discussed at the PAC/HAC meeting and the Committee provided feedback to staff.

At the July 13, PAC/HAC meeting the Committee reviewed the staff recommendation report (Attachment B) and made the following recommendation:

...that PAC/HAC recommends that Council approve the Public Participation Program Policy in a manner substantively the same as Attachment A to the July 13, 2023, report File 23-08B "Public Participation Program Policy".

This recommendation was reviewed by CoTW on September 14, 2023, and then by Council on September 26, 2023. Council did not provide any direction to staff at the September 26, 2023 Council meeting.

At the October 24, 2023 Council meeting, Councillor Ivey brought forward a report related to the Public Participation Program Policy (Attachment C). The following motion was approved by Council at that meeting:

...that Council recommends the original report, Public Participation Program be referred back to staff to enhance awareness of Public Information Meetings and come back to Council in a reasonable amount of time.

This information report is in response to the October 24, 2023, motion.

DISCUSSION

Councillor Ivey's report from the October 24, 2023, Council meeting highlighted a few areas for potential improvement:

- Increasing notification distance for letters;
- Increasing the newspaper publication date from 7 days to 12 days;
- Enhancing the sign design for notices posted on the property.

Notification distance

The current practice is to notify property owners within 300 ft. (91.44 m.) of a subject property in Windsor and Hantsport, and notify property owners within 500 ft. (152.4 m.) outside of those areas by mail for any PIM or Public Hearing for a proposed development agreement or site-specific amendment.

On July 13, PAC/HAC recommended increasing this distance to 1,000 ft. (300 m.) for all applications for proposed development agreements or site-specific amendments.

Councillor Ivey's report suggested increasing the notification distance to 500 ft. (152.4 m.) in Windsor and Hantsport, and 750 ft. (228.6 m.) outside of those areas. Staff reviewed the mail

lists for 10 completed applications to determine the impact of these proposed changes (Table 1). In some cases the increased mail out would make a minimal difference in the number of residents being notified and in other cases it significantly increases the number of letters being sent.

Table 1 Example mail list sizes from completed applications

Application	300 ft.	(increase to) 500 ft.	increase to 750 ft.
#20-17 543 O'Brien St., Windsor	29	(51)	x
#20-20 426 Ashdale Rd., Ashdale	x	7	11
#20-25 Fairfield Crt., Windsor	16	(23)	x
#21-05 20 Empire Ln., Windsor	19	(30)	x
#21-08 233 Gray St., Windsor	57	(119)	x
#21-10 Community Way, Windsor	53	(83)	x
#21-10 Community Way, WH	x	96	144
#21-18 Benjamins Mill Wind Project	x	153	175
#21-20 College Rd., Windsor	22	(33)	x
#22-23 MacLeod Crt., Three Mile Plains	x	40	58
#22-29 Scotch Village Station Rd.	x	7	9

It is expected that increasing the notification distance to 500 ft. (152.4 m.) in Windsor and Hantsport, and 750 ft. (228.6 m.) outside of those areas would increase the number of residents notified as well as the cost to the applicant.

Newspaper advertisement

The current Public Participation Program Policy requires notices for PIMs to be placed in the newspaper and sent to surrounding property owners at least seven (7) days prior to any PIM. The Public Participation Program Policy requires the newspaper advertisement to be placed in a newspaper circulating in the local area. Planning staff currently place advertisements for PIMs and PH in the Valley Journal Advertiser.

On July 13, PAC/HAC recommended increasing this to at least 14 days prior to the meeting.

Staff contacted the SaltWire Network for information on the number of residential subscriptions within WHRM, advertisement cost, and lead time required for advertisements in the Valley Journal Advertiser and Chronicle Herald. The staff at SaltWire Network stated that the number of print copies of the newspapers sent to residents of WHRM is almost identical, at approximately 250 households. However, that there are a lot more people that read the newspapers online. The following table describes information about each newspaper as provided by SaltWire (Table 2).

Table 2 Information about the Valley Journal Advertiser and Chronicle Herald

	Valley Journal Advertiser	Chronicle Herald
	Approximately 250 print papers sent out to residents of WHRM	
<i>Cost of 1/8 page, black and white advertisement (Dec 2023)</i>	\$234	\$510
<i>Day of newspaper publication</i>	Tuesdays	Everyday
<i>Lead time for advertisements</i>	Wednesday prior to the newspaper date	Two days prior

Councillor Ivey's report suggested increasing the newspaper advertising date to 12 days prior to the PIM date. Staff reviewed the current advertising practice using an example PIM date to determine the impact of these proposed changes to the timeline for applications (Table 3).

Table 3 Estimated newspaper advertising timelines for PIMs

	<i>Current - Valley Journal Advertiser, published 7 days prior</i>	<i>Valley Journal Advertiser – published 12 days prior</i>	<i>Chronicle Herald – published 12 days prior</i>
Advertisement sent to Saltwire	Wednesday, October 18	Wednesday, October 11	Tuesday, October 17
Advertisement published in newspaper	Tuesday, October 24	Tuesday, October 17	Friday, October 20
PIM date	Thursday, November 2		

If Council wishes to increase the advertising publishing date to 12 days prior to the PIM, in this example it would increase the lead time required for advertising by one week if placed in the Valley Journal Advertiser but remain on a similar timeline as the current 7 day notices if placed in the Chronicle Herald. If Council wishes to move advertising to the Chronicle Herald it would approximately double the cost of advertising to the applicant.

Signage

A requirement for signage to be posted on application sites was added during the pandemic to increase awareness of applications. The current practice is for staff to create an approximately 22 in. x 17 in. sign in office and request that the Building Officials post it on site while they are in the community for their regular inspections. PAC/HAC requested an increase in signage size, with the suggestion of creating a template that the applicants will use to print and post on the site themselves.

Councillor Ivey's report suggested maintaining the size of the signage posted on site but enhancing design of the sign to attract greater attention and awareness of the PIMs and Public Hearings. This could be completed by staff without an increase in timeline or cost to the applicant.

NEXT STEPS

The Public Participation Program Policy will need to be amended pending Council's direction to staff in relation to this report.

FINANCIAL IMPLICATIONS

The WHRM Public Participation Program Policy states that "Any fees related to any action required by the Public Participation Program Policy will be established by policy of Council." The WHRM Fees Policy outlines the cost for any Land Use By-law or development agreement application. The fees are currently set at \$1,600 which includes a \$500.00 processing fee and \$1100.00 deposit for direct costs such as notice. Application fees are charged up front with the excess of the deposit for direct costs being refunded following completion of the application process.

The fees cover all advertising in the newspaper for PIMs, Public Hearings and the notice of approval, and any postage to mail meeting notification letters to nearby property owners. If the application is for a development agreement, the fee also covers the recording fee charged by the Land Registry Office. Where possible, staff combine newspaper advertisements to reduce fees to applicants.

Any proposed changes to the Public Participation Program Policy may have financial implications to the applicant as noted elsewhere in the report.

ALTERNATIVES

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

- recommend Council direct staff to draft revisions to the Public Participation Program Policy based on the feedback received from Committee of the Whole;

- recommend Council does not make revisions to the Public Participation Program Policy; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Appendix A	2023-05-11 Information Report to PAC/HAC: Public Participation Program Policy; File 23-08
Appendix B	2023-07-13 Recommendation Report to PAC/HAC: Public Participation Program Policy; File 23-08 B
Appendix C	2023-10-24 Councillor Ivey Report to Council: Public Participation Program – Amendment Recommendation

CHIEF ADMINISTRATIVE OFFICER COMMENTS

The following comments reflect my past comments regarding this matter with modifications.

After observing past PAC / HAC and Council discussions, the intent is to increase the opportunity for public awareness, and hopefully participation, as it relates to decision making of Council regarding applications and / or amendments to planning policy.

The report discusses the manner in which the public notices are delivered, and it highlights that properties closer to the subject property require special notice (mailed letter) vs. the notice to the general public which is also carried out.

Generally, I do have concerns with the suggested policy changes. I considered if the current policy has adequate procedures for notifying the public and that the public has adequate time and opportunities to express their point of views. My opinion is that they do under the current policy and that the current policy has an appropriate balance between accommodating the applicants who must pay for associated costs, the wait time associated with the review and approval process and ensuring the public has opportunity to participate in the PPP.

Comments

- The current practice of 300' in Hantsport and Windsor and 500' in West Hants I feel is adequate combined with the public notice and numerous other opportunities provided to the public for participation.
- The added costs to the developer and associated timing is concerning and may be prohibitive to construction timelines.
- We are currently prioritizing the construction of homes and any increase in time and costs are a concern. The 2023 Nova Scotia Housing Needs Report highlights that the WHRM is essentially keeping pace with the housing demands. Efficiently conducted planning process, including the PPPP, has contributed to the pace of development and approvals in the WHRM.
- The WHRM requires Development Agreements in areas and under development conditions that some municipal units do not as the developments are "as of right". This is often specific to multi-unit residential developments. Increasing process may impact development.
- Under the current policy the public has several opportunities to be present and observe or make comments regarding the application. In addition, the public can send communications to Council and staff or speak at public comment period at COTW. Often emails are sent to Council and staff in addition to the formal public feedback periods after PIMs or through Public Hearings. The current policy is adequate and provides ample formal and informal opportunities for PPP.
 - PIM
 - PAC /HAC (correspondence)
 - COTW
 - Council First Reading
 - Public Hearing
 - Second Reading

Increase Notification Distance

- I do not support this suggested change.

Increased Notification Lead Time

- I do not support a change to this practice but encourage staff to utilize whatever method they find suitable to reach the largest population possible in the most time efficient manner.

Increased Signage Size

- The size of the sign should reflect the open space or other site characteristics that challenge the noticeability of the sign. Perhaps two sizing standards can be adopted recognizing the local speed of traffic, distance from street right of way, etc...
- I support the creation of a template sign standard.
- I suggest that the sign responsibilities remain with the municipality to ensure the sign gets posted. If a sign is not posted correctly enforcement may be problematic and it may result in criticism of process during the decision-making phase.

I have made the comments above as my advice to Council. As noted, I do feel the current policy provides ample opportunity for the public's awareness and participation. Additional process may delay the development process unnecessarily.

Report Prepared by: _____

Sara Poirier, Director of Planning and Development

Report Reviewed by: _____

Mark Fredericks, Senior Planner

Alex Dunphy, Planner

Report Approved by:  _____

Mark Phillips, Chief Administrative Officer



Appendix A

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

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

Date: 2023-05-11

Subject: Public Participation Program Policy; File 23-08

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) s. 204 Public Participation Program and s. 204A Engagement Program

RECOMMENDATION or DECISION REQUEST

This report is being provided for information purposes only.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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During the PAC/HAC meeting on March 9, 2023 the Committee discussed the current process for notification of Public Information Meetings and ways this could be improved, including larger sized signage on site, notification in local community centres and/or post offices, and hosting the Public Information Meeting in the community where the property is located.

Council approved the following motion on March 28, 2023:

COUNCIL HAVE STAFF EXPLORE AMENDING THE PPPP TO INCLUDE STRENGTHENED PUBLIC NOTICE OF INFORMATION MEETINGS.

DISCUSSION

Municipal Government Act

The MGA outlines the powers provided to municipalities. Section 204 of the MGA states the following:

- (1) A council shall adopt, by policy, a public participation program concerning the preparation of planning documents.
- (2) A council may adopt different public participation programs for different types of planning documents.
- (3) The content of a public participation program is at the discretion of the council, but it shall identify opportunities and establish ways and means of seeking the opinions of the public concerning the proposed planning documents.

Section 204A states:

- (1) A council shall adopt, by policy, an engagement program for engaging with abutting municipalities when the council is adopting or amending a municipal planning strategy.
- (2) Subject to the regulations, the content of an engagement program is at the discretion of the council.
- (3) The Minister may make regulations respecting the content of an engagement program.
- (4) The exercise by the Minister of the authority contained in subsection (3) is regulations within the meaning of the Regulations Act.

Public Participation Program Policy

A Public Participation Program Policy for West Hants Regional Municipality was established on April 28, 2020. Revisions to the policy were approved by Council on January 24, 2023 (Attachment A). The policy requires the following as a minimum for any development agreement, amendments to a development agreement, and adoption of revised documents or amendments to the West Hants, Hantsport and Windsor planning documents or Land Use By-laws:

- Holding one or more public meetings, usually held prior to a Planning and Heritage Advisory Committee meeting, prior to First Reading.
- Advertising any Public Information Meeting by placing a notice in a newspaper circulating in the local area and notifying by mail the owners of all lots within 300 ft. of

the site of both the Public Information Meeting and any Public Hearing. Within a Land Use by-law Council may specify a greater distance for notification.

- Notices for Public Information Meetings shall be placed in the newspaper and sent to abutting property owners at least seven (7) days prior to any Public Information Meeting. Notices for Public Hearings shall follow the MGA notification requirements.
- In addition, in accordance with MGA 206 (5), when a notice of Public Hearing is published, the clerk shall send a copy of the notice to the clerk of every municipality that abuts an area affected by the proposal.

The WHRM Public Participation Program Policy currently meets all of the requirements of Section 204 and 204A of the MGA.

In accordance with the Public Participation Program Policy, Planning staff use the following notification process to advertise a Public Information Meeting for any site specific Land Use By-law amendment or development agreement:

- Send letters to property owners within 300 ft. (Windsor and Hantsport) or 500 ft. of the subject lot (West Hants) at least 7 days prior to the meeting;
- Place an advertisement in the local newspaper at least 7 days prior the meeting;
- Post notification on WHRM website and social media accounts;
- Notify Councillors when advertisement appears in the newspaper;
- Post an approximately 22 in. x 17 in. sign on the site at least 7 days prior to the meeting;
- Host the Public Information Meeting in-person with an option to attend via Zoom. The meeting is also live streamed on the Municipal Facebook page.

Following the meeting, the presentation is posted on the Municipal website. The Public Information Meeting comment period remains open for two weeks following the Public Information Meeting to allow residents that may not have been able to attend the meeting to have the opportunity to provide comments to planning staff.

Other Jurisdictions

Staff investigated the public participation policies from other Municipalities in Nova Scotia. The chart in Attachment B shows a summary of the requirements in the policies which were available on the corresponding municipal websites. The requirements outlined in the chart would be in addition to the Public Hearing requirements outlined in Section 206 of the MGA.

Public participation policies are unique across the Province. Most policies enable one or more public meetings to be held by staff for each application. However, some policies do not require Public Information Meetings as part of an application process. Some municipalities host public meetings immediately before a regularly scheduled planning advisory committee meeting

whereas others host them in the community where the application has been received, at a local community hall or similar venue.

Notification distances for letter mail varies from 100 ft. (30.48 m.) to 1000ft. (304.8 m.), with HRM mailing letters to property owners within 2000 ft. (609.6 m.) in certain circumstances. Similarly, the timeline for notification varies from the notice needing to be sent only 3 days prior to the meeting in some cases and up to 14 days prior to the meeting in other cases. A few policies note that the notice should be placed in the municipal office in addition to the newspaper and website.

A few policies establish time limits for comments from individual members of the public. These time limits range between 5 minutes to 15 minutes per speaker.

Only the Halifax Regional Municipality and East Hants processes mention signage to be posted on site.

The review of the public participation program policies from other jurisdictions shows that it is really at the discretion of each municipality to set a public participation policy that fits their context.

Current Fees

The WHRM Public Participation Program Policy states that “Any fees related to any action required by the Public Participation Program Policy will be established by policy of Council.” The WHRM Fees Policy outlines the cost for any Land Use By-law or development agreement application. The fees are currently set at \$1,600 per application which includes a \$500.00 processing fee and \$1100.00 deposit for direct costs such as notices and advertisements. Application fees are charged up front with the excess of the deposit for direct costs being refunded following completion of the application process.

The fees cover all advertising in the newspaper for Public Information Meetings, Public Hearings and the notice of approval, and any postage to mail meeting notification letters to nearby property owners. If the application is for a development agreement, the fee also covers the recording fee charged by the Land Registry Office. Where possible, staff combine newspaper advertisements to reduce fees to applicants.

Any change in notification procedure such as increased signage, a wider notification area or additional newspaper advertisements would impact the cost being charged to applicants.

Considerations for Policy Amendments

Staff request feedback from the PAC/HAC on potential amendments to the Public Participation Program Policy based on the information provided in this report. Items that staff bring forward for specific consideration are outlined below.

- Increasing notification:
 - What would the Committee consider an appropriate distance for mail notifications?
 - How far in advance should the letters be mailed, newspaper advertisement appear and sign be posted on site?
- Increasing signage size:
 - What types of applications should have increased signage?
 - What size of signage would be appropriate?
- Hosting meetings in communities where the application is received:
 - If there is no community hall/meeting space in the community of the application, where should the meeting be held?
 - If the community hall/meeting space within the community is not accessible, where should the meeting be held?
 - If the community hall/meeting space within the community does not have the technical ability to share the meeting on Facebook live, what remedies should be taken?
- General:
 - What if increasing the signage size requirements and notification distance makes the application process cost prohibitive for applicants?
 - What if increasing the requirements for a Public Information Meeting to be held in the community where the application is received or increasing signage requirements increases the timeline for applications to be considered?
 - Are there certain application types, or map amendments of a certain size that could be processed without a Public Information Meeting?

NEXT STEPS

Based on feedback from the Committee, staff will draft amendments to the Public Participation Program Policy for review and seek recommendation from the Committee to Council.

FINANCIAL IMPLICATIONS

There are no financial implications in association with the filing of this report.

ALTERNATIVES

In response to the report, the PAC/HAC may:

- allow staff to draft the revisions to the Public Participation Program Policy based on the feedback received from the Committee; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A Public Participation Program Policy

Attachment B Examples of Public Participation Policies from Other Municipalities

Report Prepared by: _____

Sara Poirier, Director of Planning and Development

Report Reviewed by: _____

Mark Fredericks, Senior Planner

1. PURPOSE

- 1.1 Section 204 of the *Municipal Government Act* (MGA) requires Council to adopt a public participation program before undertaking the preparation or amendment of development agreements or planning documents.
- 1.2 The *Engagement Programs Content Regulations* made under Section 204A of the MGA require the public participation program to contain specific content.

2. DEFINITIONS

- 2.1 The terms used in this Policy have the same meaning as those found in the MGA.

3. DEVELOPMENT AGREEMENTS and AMENDMENTS to DEVELOPMENT AGREEMENTS; ADOPTION OF REVISED PLANNING DOCUMENTS, AMENDMENTS to PLANNING DOCUMENTS and AMENDMENTS to the LAND-USE BY-LAW

- 3.1 Council resolves to seek the views of the public and encourage public participation regarding development agreements, amendments to development agreements, and adoption of revised documents or amendments to the West Hants, Hantsport and Windsor Planning Documents or Land Use By-laws by, at a minimum:
 - holding one or more public meetings, usually held prior to a Planning and Heritage Advisory Committee meeting, prior to First Reading of any proposed development agreement or amendment;
 - advertising any public participation or information meeting regarding any proposed development agreement or site-specific amendment by: (1) placing a notice in a newspaper circulating in the local area and (2) notifying by mail the owners of all lots within 300' of the site of both the public information meeting and any public hearing. Within a Land Use By-law Council may specify a greater distance for notification.

Notices for public participation or information meetings shall be placed in the paper and sent to abutting property owners at least seven (7) days prior to any public participation or public information meeting. Notices for public hearings shall follow the MGA notification requirements.

- 3.2 In addition, during any comprehensive review of any planning document, Council resolves to seek the views of the public and encourage public participation by developing and implementing a public engagement plan to inform the public and

receive comments from the public. The contents are at the discretion of Council but may involve committees, meetings, open houses, surveys, questionnaires, and publications.

- 3.3 In accordance with the requirements of the MGA, where:
- (a) a revised Municipal Planning Strategy is considered; or
 - (b) where an amendment to the Municipal Planning Strategy affects policy regarding:
 - drinking water;
 - flood risk areas;
 - agricultural land;
 - infrastructure; or
 - housing,
- Council shall seek input from all abutting municipalities; and
- (c) where an amendment to the Municipal Planning Strategy is specific to land that lies within 2 km of an adjacent municipality, Council shall seek input from the abutting municipality.

In each case, Council shall seek input by:

- notifying abutting municipalities of the proposal. The notice shall include the date by which a response must be received in order to be considered by Council;
- ensuring that there is sufficient opportunity for a response to be received so that it may be considered before First Reading of the proposal by Council.

- 3.4 In addition, in accordance with MGA 206 (5), when a notice of public hearing is published, the clerk shall send a copy of the notice to the clerk of every municipality that abuts an area affected by the proposal.

4. GENERAL

- 4.1 Councillors shall receive no new information regarding a planning matter once a public hearing is complete.
- 4.2 Any fees related to any action required by the Public Participation Program Policy will be established by policy of Council.



WEST HANTS REGIONAL MUNICIPALITY
PUBLIC PARTICIPATION PROGRAM POLICY

RCOPL-006.00

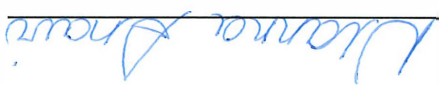
5. REPEAL

5.1 The Public Participation Program Policy CPL-001.00, dated April 28, 2020, of West Hants Regional Municipality is hereby repealed.

6. RELATED LEGISLATION, POLICIES and PROCEDURES

6.1 Municipal Government Act

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


Deanna Snair
Municipal Clerk

Adoption	
Notice to Council:	January 13, 2023
Approval:	January 24, 2023
Description: Initial Approval of the Public Participation Policy RCOPL-006.00	

Appendix B

Examples of Public Participation Policies from Other Municipalities

Staff investigated the public participation policies from other Municipalities in Nova Scotia. The chart below shows a summary of the requirements in the policies which were available on the corresponding municipal websites. The requirements outlined in this chart would be in addition to the Public Hearing requirements outlined in Section 206 of the Municipal Government Act.

In this chart the following acronyms have the following meanings:

LUB = Land Use By-law

MPS = Municipal Planning Strategy

PAC = Planning Advisory Committee

SUB = Subdivision By-law

Town / Municipality	Policy Name	Requirements
Town of Amherst	Public Participation and Notification Policy	• A public participation session prior to making a recommendation to Council • A summary of the session to be provided to all members of the PAC and Council prior to First Reading
Municipality of the County of Annapolis	Public Participation Policy	• Post notice on social media and website • Public participation meeting held at PAC • Newspaper notice for Public Hearings only • Notification to property owners within 30 m. (98 ft.) of subject property and Public Hearing for most applications
Town of Annapolis Royal	Public Participation Policy	• One advertisement in the local newspaper • Notification to landowners within 200 ft. (60.96 m.) of the property by personal service or mail • Public meeting held
Municipality of the County of Antigonish	Public Participation Policy	• No Public Information Meeting or advertising • Only opportunity to speak is at Public Hearing via petition
Town of Antigonish	Public Participation Program Policy	• One or more public participation meetings hosted by the PAC • Notice to be published in a local newspaper at least 6 days prior to the meeting and posted in municipal office

Municipality of the District of Barrington	Public Participation Program Policy	• One or more public participation meetings hosted by the PAC prior to recommendation to Council • Notice to be published in a local newspaper, in municipal office, on the website and social media prior to the meeting
Town of Bridgewater	Public Participation Meeting Procedures Policy	• Outlines standards for public participation meetings when more than six (6) members of the public are in attendance • No member of the public can speak more than twice and no more than five (5) minutes at one time
Cape Breton Regional Municipality	Public Participation Program Policy	• Only applies to MPS or SUB amendments • Format to use any of the following suggestions depending on the specifics of the proposed amendment: • Public meeting: notice shall be an ad in the local newspaper, notice mailed to surrounding land owners, or notice on the CBRM website or other social media. • Open house: notice places in local newspaper, mailed to surrounding land owners, or notice on website or other social media. • Notification requesting input: notice mailed to land owners within the vicinity. • Surveys: should be considered when the jurisdiction of the proposed amendment is too large for public notification by mail. Note: in each case where letters are mailed to land owners within the vicinity, the area to mail the letters is determined by planning staff based on the geography affected by the proposed planning documents.
Municipality of the County of Colchester	Public Participation Program Policy	• A minimum of three public meetings to be held in the affected community for the adoption of any MPS and LUB • The PAC to hold at least one public meeting in the affected community for amendments to the existing MPS with or without LUB amendments • Any public meeting to be advertised at least once in the local newspaper, at least 3 days in advance of the meeting

Municipality of the County of Cumberland	Public Participation Policy	• A minimum of one public meeting advertised in the local newspaper and other media as deemed necessary • Planning staff to determine location, time and date of meeting • The meetings may include a staff presentation, open house or a workshop style gathering • Presentations from the public not to exceed 15 mins
Town of Digby	Public Participation Program Resolution	• The PAC is responsible for identifying the appropriate process for seeking public input. It must include at least one public meeting • Notice of any meeting to be posted in the Town office and published at least once in the local newspaper at least one week before the meeting • When deemed appropriate by the PAC they are to seek input from identifiable community stakeholder groups
Municipality of the District of East Hants		Staff could not find a formal policy on East Hants website however the website did outline the process chart attached at the end of this document for a development agreement or rezoning application
Municipality of the District of Guysborough	Policy on Public Participation Program	• MPS and LUB adoption requires a minimum of one informal meeting and one formal Public Hearing • Amendments to the MPS and LUB requires one or more public meetings • Notice of public participation meetings to be published in local newspaper and notice on municipal building • Notices to be posted a minimum of 14 days prior to the meeting
Halifax Regional Municipality		HRM is currently in the process to adopt a formal public participation program. A staff report on this topic can be found here https://cdn.halifax.ca/sites/default/files/documents/city-hall/regional-council/230425rc1513.pdf Staff contacted an HRM Planner III to receive insights into their current process. The existing public participation process has been determined on

		a case-by-case basis for each application, requiring separate Council policy, but typically includes: For discretionary approvals not requiring a plan amendment (rezoning or DA): • A public meeting is not held. However, at a planning manager's discretion where a proposal is expected to be contentious, one meeting can be held. • Webpage is created and posted. • No newspaper advertisement for any planning notices since the HRM Charter was amended to replace newspaper with websites. • Direct mail for landowners and tenants living in vicinity: minimum of 250 ft. (76 m.) for urban areas and 500 ft. (152 m.) for rural areas. This can go up to 2000 ft. (609 m.) depending on the context. Mail outs sent 14 days before a public meeting. • If there is no public meeting, 30 days is provided as a public engagement period from the date the application is deemed to be received. Only after the elapse of that period, can staff complete a staff report or a negotiation with an application about a proposed development agreement may begin. • Sign is posted and planner is responsible for providing the design. • A courtesy email to a local councillor after mails notifications are sent, typically asking them to attend the meeting if they are free. For discretionary approvals requiring a plan amendment (MPS amendment): • A public meeting is mandatory before first reading, unless a planner thinks it is not necessary due to the amendment being site-specific and minor. If so, a separate Council policy to exempt a public meeting must be passed at the Council initiation stage.
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		• A presentation is posted after the meeting and a summary of the public meeting is posted online. • The rest of the process is the same as above (i.e., webpage, no newspaper, direct mails, signage.) In terms of signage for the subject lot, HRM has signage guidelines. In summary it includes: • Large 1930 × 1219mm (76 × 48") - intended for large urban sites, and for most sites outside urban areas, where the sign should be visible (if not legible) from a distance. The large size sign may include 2 portrait-oriented images, 1 landscape-oriented image, or no images at all. • Medium 1422 × 1219mm (56 × 48") - intended for smaller sites in suburban or urban areas. • Small 914 × 610mm (24 × 36") – a small, portrait-oriented sign should be used only in urban areas, where a sidewalk or trail is within a few metres of the sign. It may be applied to hoardings or to the face of an existing building. This sign does not have any options for including images. The HRM Planner III noted that planners typically require a medium sized sign in rural areas. The cost of the sign is paid by the applicant on top of an application fee and advertising deposit. Planners send the applicant a pdf file, and then the applicant takes that pdf file to a printing company and pays for the full expense. The applicant must submit a few photos once the sign is installed, and only then, a planner may start working on booking a venue for a public meeting.
Town of Kentville	Public Participation Policy (Planning)	• Any new MPS and concurrent LUB, SUB or amendments to any of those need one public participation meeting prior to Public Hearing • Advertised in local newspaper once per week for two weeks, with first ad appearing at least 14 days prior and at Town hall

		• Meeting may include staff presentation, open house or workshop style gathering • Presentations from the public limited to 10 minutes
Municipality of the County of Kings	Public Participation Policy	All amendments to the MPS and New Minas Sector Plan • make the proposed amendments and associated staff report available to the public; • require the PAC to hold one or more public participation meetings to explain the proposed amendments and receive comments from the public; and • place a notice of the meeting in a local newspaper at least one week prior to the meeting date. • Following the meeting, the PAC may make changes to the proposed amendments before forwarding the proposed amendments onto Council, provided the purpose of the proposed amendments are not significantly altered. The PAC must repeat the process if major changes are made to the proposed amendments that fundamentally alter the purpose of the proposed amendments reviewed by the public at the public participation meeting. The decision about whether a significant alteration is made to the proposed amendments shall rest with PAC, which shall consider the goal of seeking the opinions of the public prior to forwarding the proposed amendments to Council for consideration. Comprehensive Review of the MPS or New Minas Sector Plan Council • Follow process above; • Develop and implement a public engagement plan to further inform and receive comments from the public. The contents of the public engagement plan are at the discretion of Council and may involve one or more approaches, including but not

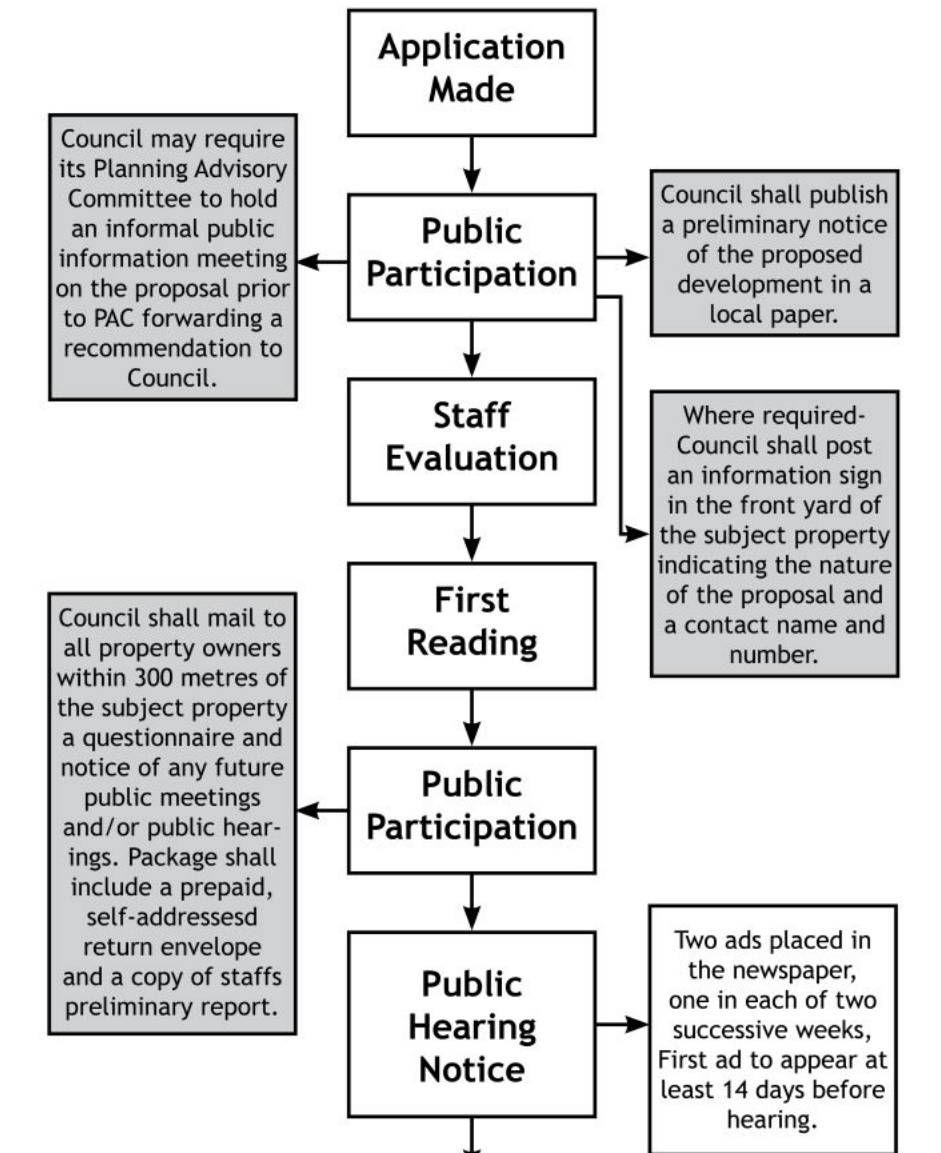
		limited to sub-committees, public meetings, open houses, focus groups, questionnaires, newsletters and interviews. Development Agreements and Amendments to the Kings County or New Minas Land Use Bylaw • holding one or more public meetings to inform the public and receive comments from the public about the proposal. Council has the discretion to choose to follow the processes outlined above for review of a discrete component of the MPS or New Minas Sector Plan.
Municipality of the District of Lunenburg	Public Participation Strategy	• Gives the discretion to staff on how they should engage with the public on different subject matter (inform, consult, involve, collaborate, empower)
Town of Mahone Bay	Public Participation in Planning Policy	• Staff notify the public at a Council meeting of the intention to prepare or amend planning documents • Council directs staff to consider the proposed amendment and to schedule a PIM • PIM is advertised in the local newspaper, on the website and social media, and at the Town office at least 5 business days prior to the meeting • Public Hearing process follows MGA requirements
Town of Middleton	Public Participation Program	• For any MPS and LUB amendment a public meeting is schedule; advertised in the local newspaper and notice provided by mail to landowners within 200 ft. (60.96 m.) of the affected area • At the meeting, prior to PAC discussion, the public has the ability to ask questions and make comments • Council may choose to extend the public information process, require more advertisements for matters of major importance, such as significant amendments or revisions to the MPS • In the case of a LUB or development agreement, Council allows the CAO to refer the

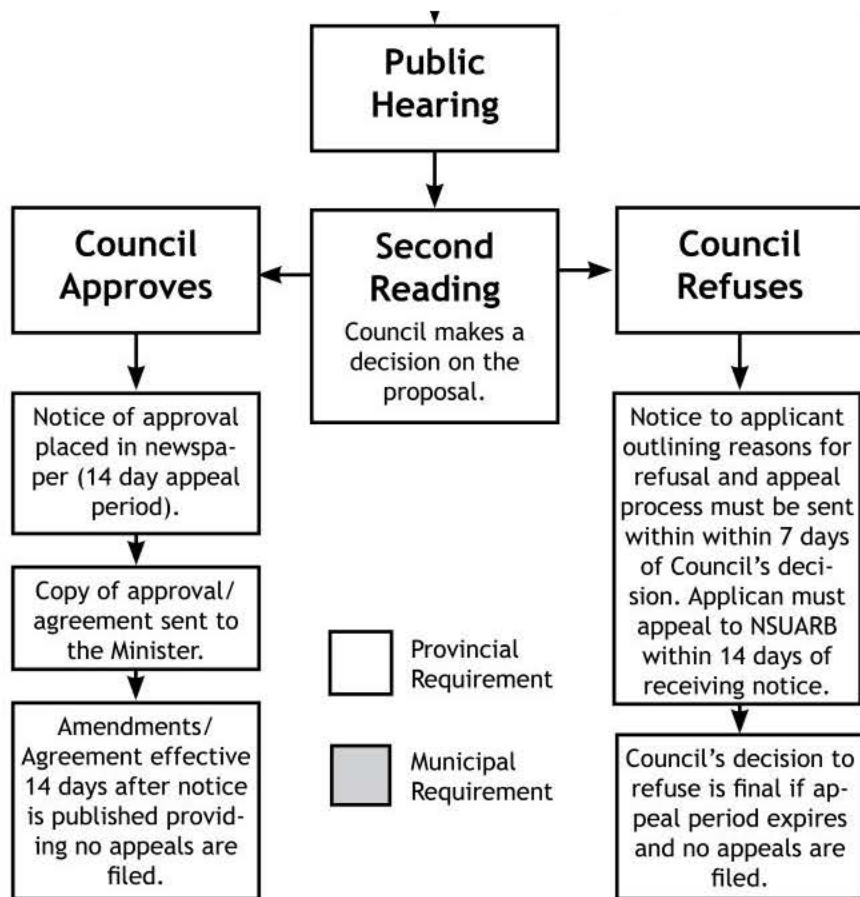
		application to PAC for recommendation and to set and advertise the date for a Public Hearing
Queens Regional Municipality	Public Participation Program	• Hold one or more public information meetings prior to Council • Notice published in a local newspaper at 14 days prior, posted in the appropriate district, and posted in the Municipal office
Municipality of the County of Richmond	Public Participation Program – Engagement with Abutting Municipalities	• No public participation program policy found online • Only applies to engagement to abutting municipalities when adopting or replacing an MPS, or amending a MPS when it affects lands that share boundaries
Municipality of the District of Shelburne	Public Participation Respecting Planning Documents	• Hold one or more public meetings • Staff notify the public at a Council meeting of the intention to prepare or amend planning documents, and a public information session shall be held dealing with the proposed amendments • Notice to be published in a local newspaper, on the municipal website and in the municipal courthouse
Town of Shelburne	Public Participation Program Policy	• MPS amendments, including all amendments of LUB and/or SUB where MPS amendment is also required, requires both a public meeting/information session and a Public Hearing • Notice of public meetings/information sessions to be published in local newspaper and on Town's website
Municipality of the District of St. Mary's	Public Participation Program & Engagement Policy	• Preparing MPS or LUB requires at least one informal public meeting and one formal Public Hearing • Amendments to MPS or LUB requires one or more public meetings • Notice for any meeting to be published in the local newspaper and municipal social media, appearing a minimum of 14 days prior • Notes engagement with abutting municipalities
Town of Stewiacke	Public Participation Program	• PAC to hold a minimum of one public meeting • Advertised at least once in a local newspaper, Town office and two other locations throughout the Town

		• Notice to be placed a minimum of at least 3 days prior to meeting • Council may direct PAC to determine if additional public participation meetings and additional advertising is required
Municipality of the County of Victoria	Public Participation Policy	• Council to hold one or more public participation meeting • Notice to be published in the local newspaper and on municipal website
Town of Wolfville	Public Participation Program Policy	• Amendments of planning documents or a development agreement: hold one or more public meetings; publish notice in the newspaper and Town website; notices by mail to properties within 328 ft. (100 m.) of the property of both public information meeting and Public Hearing • Site Plan approval: notice on the property and Town website; properties within 98 ft. (30 m.) get notices by mail and notice area may increase to 328 ft. (100 m.) under certain circumstances as determined by the Development Officer • Plan Review: developing and implementing a public engagement plan at the discretion of Council which may involve committees, meetings, open houses, surveys, questionnaires, and publications • Notes engagement with abutting municipalities
Municipality of the District of Yarmouth	Public Participation Program Policy	• Council to hold one or more public participation meetings • Published in the local newspaper and Municipal website and social media at least 5 business days prior to the meeting • The meeting shall be conducted by Municipal staff of the Planning and Development Department, on behalf of PAC
Town of Yarmouth	Public Participation Program Policy	• LUB amendments and development agreements: Property owners within 98 ft. (30 m.) of the subject property to be notified by mail prior to Public Hearing • Plan Review: develop and implement a public engagement plan at the discretion of Council

		which may involve committees, meetings, open houses, and surveys • Site Plan or Variance: The Development Officer to give notice to property owner within 98 ft. (30 m.) of the subject lot at least 7 days prior to the approval • Notes engagement with abutting municipalities
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East Hants Process Chart







Appendix B

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Members of the Planning and Heritage Advisory Committee (PAC/HAC)

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

Date: 2023-07-13

Subject: Public Participation Program Policy; File 23-08B

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) s. 204 Public Participation Program and s. 204A Engagement Program

RECOMMENDATION

Should PAC/HAC wish to forward a positive recommendation, the following motion would be in order:

...that PAC/HAC recommends that Council approve the Public Participation Program Policy in a manner substantively the same as Attachment A to the July 13, 2023 report File 23-08B "Public Participation Program Policy".

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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During the PAC/HAC meeting on March 9, 2023 the Committee discussed the current process for notification of Public Information Meetings (PIMs) and ways this could be improved, including larger sized signage on site, notification in local community centres and/or post offices, and hosting the PIM in the community where the subject property is located. Council approved the following motion on March 28, 2023:

COUNCIL HAVE STAFF EXPLORE AMENDING THE PPPP TO INCLUDE STRENGTHENED PUBLIC NOTICE OF INFORMATION MEETINGS.

An information report was provided to the PAC/HAC on May 11, 2023 which outlined the Municipal Government Act requirements, the current WHRM Public Participation Program Policy and Fees Policy, and policies in other jurisdictions (Attachment B). The report was discussed at the May 11, 2023 PAC/HAC meeting and the Committee provided feedback to staff. The revised Public Participation Program Policy in Attachment A was created based on feedback from the Committee.

DISCUSSION

During the PAC/HAC meeting on May 11, 2023 the Committee discussed the current practice for public notification of meetings. The Committee requested certain changes to the practice and staff comments on the impact of those changes on cost to applicant, timelines for applications and staff resources. The Committee's requested changes included:

- Increased notification distance to 1000 ft. (300 m.) for all areas of WHRM;
- Increased notification lead time of 14-days for mail outs, advertisement in the newspaper and signage on site;
- Increased sized signage, with the suggestion of creating a template that the applicants will use to print and post the signs themselves; and
- Hosting the PIMs on a separate night from PAC/HAC, preferably in the community where the application is located.

Increase notification distance

The current practice is to notify property owners within 300 ft. (91.44 m.) of a subject property in Windsor and Hantsport, and notify property owners within 500 ft. (152.4 m.) outside of those areas for any PIM or Public Hearing. Applicants are currently expected to pay the cost of notification for public meetings, which includes the cost of mailing letters to surrounding properties. The cost is currently \$0.92 per letter.

Staff reviewed mail lists for applications since 2020. For applications in Windsor the lowest number of letters sent for an application was 14, the highest amount was 188, and the average was 42 letters being sent per application. For applications outside of Windsor or Hantsport the lowest number of letters sent for an application was 7, the highest was 154, and the average was 34 letters being sent per application. It is expected that increasing the notification distance to 1,000 ft. (300 m.) would increase the number of residents notified as well as the cost to the applicant.

Staff investigated bulk mailing options through Canada Post. There are options for mail to be sent to mail routes, however mail routes are not restricted to a specific community, district or municipality therefore there may be confusion for property owners who receive a notice for an application that is nowhere near them. Additionally, Municipal staff would still need to print and prepare the envelopes if using this option.

Staff will continue to determine the appropriate mail list based on the distance specified in the Public Participation Program Policy and mail the individual letters. For some of the larger mail lists this will require more time of staff to print, stuff, label and mail the letters, however this process ensures residents are receiving accurate notice.

The proposed amendment to increase the notification distance to 1,000 ft. (300 m.) has been added to the draft Public Participation Program Policy in Attachment A.

Increase notification lead time

The current Public Participation Program Policy requires notices for PIMs to be placed in the newspaper and sent to surrounding property owners at least seven (7) days prior to any PIM. The Committee requested this to be increased to at least 14 days prior to the meeting. This will increase the lead time required to schedule a PIM by one week, meaning that meeting advertisements will have to be created and sent to the newspaper one month prior to the meeting date. This amendment is not anticipated to add any cost the applicant.

This proposed amendment to increase the notification time to 14 days has been added to the draft Public Participation Program Policy in Attachment A.

Increased signage size

A requirement for signage to be posted on application sites was added during the pandemic to increase awareness of applications. The current practice is for staff to create an approximately 22 in. x 17 in. sign in office and request that the Building Officials post it on site while they are in the community for their regular inspections. PAC/HAC requested an increase in signage size, with the suggestion of creating a template that the applicants will use to print and post on the site themselves.

Following the PAC/HAC meeting, staff requested quotes from three separate print shops regarding signage. For a 24 in. x 36 in. sign the cost was an average of \$67.92 per sign. For a 48 in. x 56 in. sign the cost was an average of \$214.60. The print shops typically need a few days lead time for a sign to be made.

It is anticipated that the process for signage would change to put the responsibility on the applicant to print and post the signage. Staff would create a sign template and provide this to the applicant. The applicant will add the necessary information to the template and have the sign printed and posted on site prior to staff being able to schedule a PIM. This process will

slightly reduce workload for staff as they will no longer have to create, print, laminate and post the signs on site. It will however increase the cost and process for the applicant.

A minimum signage requirement of 24 in. x 36 in. has been included in the draft Public Participation Program Policy in Attachment A. The signage is to include at a minimum the property address, information about the proposal and contact information for the Municipal Planning and Development Department.

Public Information Meetings

The Committee discussed hosting the PIM in the Community where the subject property is located to increase public participation and moving the PIM to a separate night from the PAC/HAC meeting to reduce meeting length for the Committee members.

In the Community

Hosting the PIM in the community where the subject property is located may increase public participation especially from those residents that may be most impacted by an application. It was noted that in the event that the community did not have a community hall, the next closest suitable location should be used.

The Committee discussed the ability for the meeting to be recorded and posted online following the meeting in the community. Staff requested information from the IT Department to determine if this was possible. The IT Department noted that the Municipality does not currently have the mobile technology to be able to record both audio and video, at a quality the that the public have come to expect, from each community meeting and then upload that to the Municipal public social media locations. This type of technology would be very costly and was not budgeted for. If the Committee would like the meeting recorded the best option is to host the meeting in Council Chambers.

For each PIM, a minimum of two staff members would need to attend. Those staff members would get paid for travel to and from the meeting location, as well as kilometers travelled, and a meal allowance. Additional costs would also be incurred to rent the meeting space.

Every month staff typically attend the PAC/HAC and Council meetings. Occasionally staff also have to attend the Committee of the Whole meeting and other evening meetings such as the Tregothic Marshbody meetings and Diversity and Inclusive Communities Committee meetings. In a single month, that could mean each staff member is attending three evening meetings.

With the current influx of applications each month, staff would need to work multiple additional nights per month to be able to keep up the current pace of work if the meetings were to be held in the community where the application is located. The other option would be to delay the PIMs for a few months to ensure a reasonable number of evening meetings per month for each staff member. The more evening meetings staff work, the less time they have

to work on applications, inquiries and Council projects. It is not recommended that staff host meetings in the community where the application is located at this time.

On a Separate night

The current Public Participation Program Policy states that a public meeting shall be held for any application for development agreement, amendments to a development agreement, and adoption of revised documents or amendments to the West Hants, Hantsport and Windsor Planning Documents or Land Use By-laws. This meeting is usually held immediately prior to a PAC/HAC meeting. The Committee requested moving the meeting to a separate night from the PAC/HAC meeting to reduce meeting length for the Committee members.

Staff held PIMs for five (5) applications on a separate night from the PAC/HAC meeting during the months of June and July on a trial basis. This included:

Date	Staff Time	Application	No. of Residents in Attendance
Tuesday, June 6	5:45 – 7:30 p.m.	Hwy 215, Summerville PID 45180635 Proposed paintball facility	25
		Cole Dr., Windsor PID 45056447 Proposed mixed use, multi-unit apartment building	0
Monday, June 19	5:45 – 6:45 p.m.	Nesbit St., Windsor PID 45056447 Proposed mixed use, multi-unit apartment building	8
Wednesday, July 5	5:45 – 6:45 p.m.	Community Way, Windsor PID 45276441 Proposed community centre	2
		8 Water St., Windsor PID 45333291 Proposed mixed use, multi-unit apartment building	0

Hosting the PIMs on separate nights from the June PAC/HAC meant the Committee meeting was reduced to a 2-hour meeting.

If the Committee and Council were to require PIMs to be held on a separate night from the PAC/HAC meeting, staff would allocate one night per month as a “PIM night” and host all PIMs

on that night. That creates consistency for staff, applicants and members of the public, and ensures staff do not get burnt out with an influx of evening meetings.

No changes have been proposed in the draft Public Participation Program Policy in Attachment A in relation to PIM location and date.

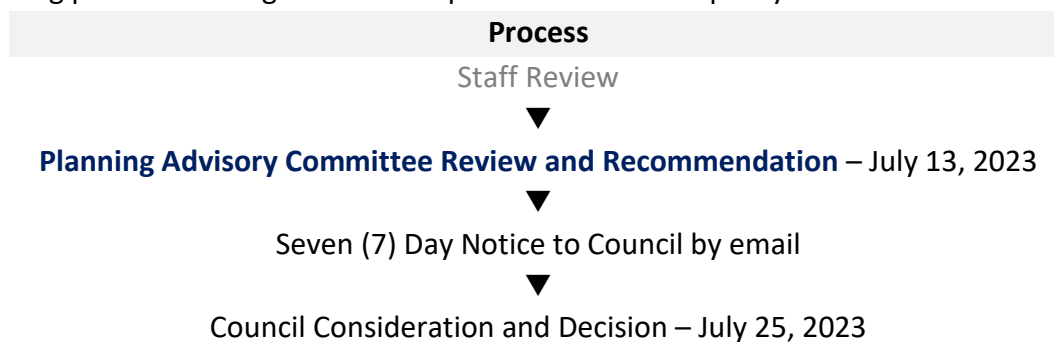
Policy Amendments

The draft Public Participation Program Policy is included in Attachment A. The amendments proposed ensure there is consistency for any application requiring a PIM. The policy has been amended to:

- increase the notification distance of mail letters to 1,000 ft. (300 m.);
- increase the notification time to at least 14 days prior to the meeting; and
- specify signage requirements.

NEXT STEPS

The following process is being used for adoption of the revised policy:



FINANCIAL IMPLICATIONS

The WHRM Public Participation Program Policy states that “Any fees related to any action required by the Public Participation Program Policy will be established by policy of Council.” The WHRM Fees Policy outlines the cost for any Land Use By-law or development agreement application. The fees are currently set at \$1,600 which includes a \$500.00 processing fee and \$1100.00 deposit for direct costs such as notice. Application fees are charged up front with the excess of the deposit for direct costs being refunded following completion of the application process.

The fees cover all advertising in the newspaper for PIMs, Public Hearings and the notice of approval, and any postage to mail meeting notification letters to nearby property owners. If the application is for a development agreement, the fee also covers the recording fee charged by

the Land Registry Office. Where possible, staff combine newspaper advertisements to reduce fees to applicants.

The requested changes to the Public Participation Program Policy have financial implications to the applicant and to the Municipality. Increasing the distance for notification by mail will increase the fees charged to the applicant and requiring the applicant to print and post the signage on site will be an additional cost. Changing the location of PIMs to the community where the application is located or to a separate night from PAC/HAC would increase the cost to the municipality in relation to staff time for meetings, kilometers travelled, meal allowances and rental costs for the meeting space.

ALTERNATIVES

In response to the report, the PAC/HAC may:

- recommend that Council approve the draft revisions to the Public Participation Program Policy based on the feedback received from the Committee; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A	Draft Revised Public Participation Program Policy
Attachment B	2023-05-11 Information Report to PAC/HAC: Public Participation Program Policy; File 23-08

Report Prepared by: _____

Sara Poirier, Director of Planning and Development

Report Reviewed by: _____

Mark Fredericks, Senior Planner

Alex Dunphy, Planner



Attachment A
DRAFT AMENDMENTS
WEST HANTS REGIONAL MUNICIPALITY
PROPOSED PUBLIC PARTICIPATION PROGRAM POLICY

RCOPL-006.00

1. PURPOSE

- 1.1 Section 204 of the *Municipal Government Act* (MGA) requires Council to adopt a public participation program before undertaking the preparation or amendment of development agreements or planning documents.
- 1.2 The *Engagement Programs Content Regulations* made under Section 204A of the MGA require the public participation program to contain specific content.

2. DEFINITIONS

- 2.1 The terms used in this Policy have the same meaning as those found in the MGA.

3. DEVELOPMENT AGREEMENTS and AMENDMENTS to DEVELOPMENT AGREEMENTS; ADOPTION OF REVISED PLANNING DOCUMENTS, AMENDMENTS to PLANNING DOCUMENTS and AMENDMENTS to the LAND-USE BY-LAW

- 3.1 Council resolves to seek the views of the public and encourage public participation regarding development agreements, amendments to development agreements, and adoption of revised documents or amendments to the West Hants, Hantsport and Windsor Planning Documents or Land Use By-laws by, at a minimum:
- holding one or more public meetings, usually held prior to a Planning and Heritage Advisory Committee meeting, prior to First Reading of any proposed development agreement or amendment;
 - advertising any public participation or information meeting regarding any proposed development agreement or site-specific amendment by: (1) placing a notice in a newspaper circulating in the local area, (2) notifying by mail the owners of all lots within **1,000 ft. (300 m.)** of the site of both the public information meeting and any public hearing, **and (3) requiring the developer to post signage on site with a minimum size of 24 in. by 36 in. in advance of the first public meeting. The signage shall include at a minimum the property address, information about the proposal and contact information for the Municipal Planning and Development Department. Within a Land Use By-law Council may specify a greater distance for notification.**
- Notices for public participation or information meetings shall be placed in the paper, sent to abutting property owners **and posted on site** at least **fourteen (14)**

days prior to any public participation or public information meeting. Notices for public hearings shall follow the MGA notification requirements.

3.2 In addition, during any comprehensive review of any planning document, Council resolves to seek the views of the public and encourage public participation by developing and implementing a public engagement plan to inform the public and receive comments from the public. The contents are at the discretion of Council but may involve committees, meetings, open houses, surveys, questionnaires, and publications.

3.3 In accordance with the requirements of the MGA, where:

- (a) a revised Municipal Planning Strategy is considered; or
- (b) where an amendment to the Municipal Planning Strategy affects policy regarding:
 - drinking water;
 - flood risk areas;
 - agricultural land;
 - infrastructure; or
 - housing,

Council shall seek input from all abutting municipalities; and

- (c) where an amendment to the Municipal Planning Strategy is specific to land that lies within 2 km of an adjacent municipality, Council shall seek input from the abutting municipality.

In each case, Council shall seek input by:

- notifying abutting municipalities of the proposal. The notice shall include the date by which a response must be received in order to be considered by Council;
- ensuring that there is sufficient opportunity for a response to be received so that it may be considered before First Reading of the proposal by Council.

3.4 In addition, in accordance with MGA 206 (5), when a notice of public hearing is published, the clerk shall send a copy of the notice to the clerk of every municipality that abuts an area affected by the proposal.



DRAFT AMENDMENTS
WEST HANTS REGIONAL MUNICIPALITY
PROPOSED PUBLIC PARTICIPATION PROGRAM POLICY

RCOPL-006.00

4. GENERAL

- 4.1 Councillors shall receive no new information regarding a planning matter once a public hearing is complete.
- 4.2 Any fees related to any action required by the Public Participation Program Policy will be established by policy of Council.

5. REPEAL

- 5.1 The Public Participation Program Policy COPL-001.00, dated April 28, 2020, of West Hants Regional Municipality is hereby repealed.

6. RELATED LEGISLATION, POLICIES and PROCEDURES

- 6.1 Municipal Government Act

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

Deanna Snair
Municipal Clerk

Adoption	
Notice to Council:	Not Applicable
Approval:	
Description: Initial Approval of the Public Participation Policy RCOPL-006.00	



DRAFT AMENDMENTS
WEST HANTS REGIONAL MUNICIPALITY
PROPOSED PUBLIC PARTICIPATION PROGRAM POLICY

RCOPL-006.00



Attachment B

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

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

Date: 2023-05-11

Subject: Public Participation Program Policy; File 23-08

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) s. 204 Public Participation Program and s. 204A Engagement Program

RECOMMENDATION or DECISION REQUEST

This report is being provided for information purposes only.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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During the PAC/HAC meeting on March 9, 2023 the Committee discussed the current process for notification of Public Information Meetings and ways this could be improved, including larger sized signage on site, notification in local community centres and/or post offices, and hosting the Public Information Meeting in the community where the property is located.

Council approved the following motion on March 28, 2023:

COUNCIL HAVE STAFF EXPLORE AMENDING THE PPPP TO INCLUDE STRENGTHENED PUBLIC NOTICE OF INFORMATION MEETINGS.

DISCUSSION

Municipal Government Act

The MGA outlines the powers provided to municipalities. Section 204 of the MGA states the following:

- (1) A council shall adopt, by policy, a public participation program concerning the preparation of planning documents.
- (2) A council may adopt different public participation programs for different types of planning documents.
- (3) The content of a public participation program is at the discretion of the council, but it shall identify opportunities and establish ways and means of seeking the opinions of the public concerning the proposed planning documents.

Section 204A states:

- (1) A council shall adopt, by policy, an engagement program for engaging with abutting municipalities when the council is adopting or amending a municipal planning strategy.
- (2) Subject to the regulations, the content of an engagement program is at the discretion of the council.
- (3) The Minister may make regulations respecting the content of an engagement program.
- (4) The exercise by the Minister of the authority contained in subsection (3) is regulations within the meaning of the Regulations Act.

Public Participation Program Policy

A Public Participation Program Policy for West Hants Regional Municipality was established on April 28, 2020. Revisions to the policy were approved by Council on January 24, 2023 (Attachment A). The policy requires the following as a minimum for any development agreement, amendments to a development agreement, and adoption of revised documents or amendments to the West Hants, Hantsport and Windsor planning documents or Land Use By-laws:

- Holding one or more public meetings, usually held prior to a Planning and Heritage Advisory Committee meeting, prior to First Reading.
- Advertising any Public Information Meeting by placing a notice in a newspaper circulating in the local area and notifying by mail the owners of all lots within 300 ft. of

the site of both the Public Information Meeting and any Public Hearing. Within a Land Use by-law Council may specify a greater distance for notification.

- Notices for Public Information Meetings shall be placed in the newspaper and sent to abutting property owners at least seven (7) days prior to any Public Information Meeting. Notices for Public Hearings shall follow the MGA notification requirements.
- In addition, in accordance with MGA 206 (5), when a notice of Public Hearing is published, the clerk shall send a copy of the notice to the clerk of every municipality that abuts an area affected by the proposal.

The WHRM Public Participation Program Policy currently meets all of the requirements of Section 204 and 204A of the MGA.

In accordance with the Public Participation Program Policy, Planning staff use the following notification process to advertise a Public Information Meeting for any site specific Land Use By-law amendment or development agreement:

- Send letters to property owners within 300 ft. (Windsor and Hantsport) or 500 ft. of the subject lot (West Hants) at least 7 days prior to the meeting;
- Place an advertisement in the local newspaper at least 7 days prior the meeting;
- Post notification on WHRM website and social media accounts;
- Notify Councillors when advertisement appears in the newspaper;
- Post an approximately 22 in. x 17 in. sign on the site at least 7 days prior to the meeting;
- Host the Public Information Meeting in-person with an option to attend via Zoom. The meeting is also live streamed on the Municipal Facebook page.

Following the meeting, the presentation is posted on the Municipal website. The Public Information Meeting comment period remains open for two weeks following the Public Information Meeting to allow residents that may not have been able to attend the meeting to have the opportunity to provide comments to planning staff.

Other Jurisdictions

Staff investigated the public participation policies from other Municipalities in Nova Scotia. The chart in Attachment B shows a summary of the requirements in the policies which were available on the corresponding municipal websites. The requirements outlined in the chart would be in addition to the Public Hearing requirements outlined in Section 206 of the MGA.

Public participation policies are unique across the Province. Most policies enable one or more public meetings to be held by staff for each application. However, some policies do not require Public Information Meetings as part of an application process. Some municipalities host public meetings immediately before a regularly scheduled planning advisory committee meeting

whereas others host them in the community where the application has been received, at a local community hall or similar venue.

Notification distances for letter mail varies from 100 ft. (30.48 m.) to 1000ft. (304.8 m.), with HRM mailing letters to property owners within 2000 ft. (609.6 m.) in certain circumstances. Similarly, the timeline for notification varies from the notice needing to be sent only 3 days prior to the meeting in some cases and up to 14 days prior to the meeting in other cases. A few policies note that the notice should be placed in the municipal office in addition to the newspaper and website.

A few policies establish time limits for comments from individual members of the public. These time limits range between 5 minutes to 15 minutes per speaker.

Only the Halifax Regional Municipality and East Hants processes mention signage to be posted on site.

The review of the public participation program policies from other jurisdictions shows that it is really at the discretion of each municipality to set a public participation policy that fits their context.

Current Fees

The WHRM Public Participation Program Policy states that “Any fees related to any action required by the Public Participation Program Policy will be established by policy of Council.” The WHRM Fees Policy outlines the cost for any Land Use By-law or development agreement application. The fees are currently set at \$1,600 per application which includes a \$500.00 processing fee and \$1100.00 deposit for direct costs such as notices and advertisements. Application fees are charged up front with the excess of the deposit for direct costs being refunded following completion of the application process.

The fees cover all advertising in the newspaper for Public Information Meetings, Public Hearings and the notice of approval, and any postage to mail meeting notification letters to nearby property owners. If the application is for a development agreement, the fee also covers the recording fee charged by the Land Registry Office. Where possible, staff combine newspaper advertisements to reduce fees to applicants.

Any change in notification procedure such as increased signage, a wider notification area or additional newspaper advertisements would impact the cost being charged to applicants.

Considerations for Policy Amendments

Staff request feedback from the PAC/HAC on potential amendments to the Public Participation Program Policy based on the information provided in this report. Items that staff bring forward for specific consideration are outlined below.

- Increasing notification:
 - What would the Committee consider an appropriate distance for mail notifications?
 - How far in advance should the letters be mailed, newspaper advertisement appear and sign be posted on site?
- Increasing signage size:
 - What types of applications should have increased signage?
 - What size of signage would be appropriate?
- Hosting meetings in communities where the application is received:
 - If there is no community hall/meeting space in the community of the application, where should the meeting be held?
 - If the community hall/meeting space within the community is not accessible, where should the meeting be held?
 - If the community hall/meeting space within the community does not have the technical ability to share the meeting on Facebook live, what remedies should be taken?
- General:
 - What if increasing the signage size requirements and notification distance makes the application process cost prohibitive for applicants?
 - What if increasing the requirements for a Public Information Meeting to be held in the community where the application is received or increasing signage requirements increases the timeline for applications to be considered?
 - Are there certain application types, or map amendments of a certain size that could be processed without a Public Information Meeting?

NEXT STEPS

Based on feedback from the Committee, staff will draft amendments to the Public Participation Program Policy for review and seek recommendation from the Committee to Council.

FINANCIAL IMPLICATIONS

There are no financial implications in association with the filing of this report.

ALTERNATIVES

In response to the report, the PAC/HAC may:

- allow staff to draft the revisions to the Public Participation Program Policy based on the feedback received from the Committee; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A Public Participation Program Policy

Attachment B Examples of Public Participation Policies from Other Municipalities

Report Prepared by: _____

Sara Poirier, Director of Planning and Development

Report Reviewed by: _____

Mark Fredericks, Senior Planner



1. PURPOSE

- 1.1 Section 204 of the *Municipal Government Act* (MGA) requires Council to adopt a public participation program before undertaking the preparation or amendment of development agreements or planning documents.
- 1.2 The *Engagement Programs Content Regulations* made under Section 204A of the MGA require the public participation program to contain specific content.

2. DEFINITIONS

- 2.1 The terms used in this Policy have the same meaning as those found in the MGA.

3. DEVELOPMENT AGREEMENTS and AMENDMENTS to DEVELOPMENT AGREEMENTS; ADOPTION OF REVISED PLANNING DOCUMENTS, AMENDMENTS to PLANNING DOCUMENTS and AMENDMENTS to the LAND-USE BY-LAW

- 3.1 Council resolves to seek the views of the public and encourage public participation regarding development agreements, amendments to development agreements, and adoption of revised documents or amendments to the West Hants, Hantsport and Windsor Planning Documents or Land Use By-laws by, at a minimum:

- holding one or more public meetings, usually held prior to a Planning and Heritage Advisory Committee meeting, prior to First Reading of any proposed development agreement or amendment;
- advertising any public participation or information meeting regarding any proposed development agreement or site-specific amendment by: (1) placing a notice in a newspaper circulating in the local area and (2) notifying by mail the owners of all lots within 300' of the site of both the public information meeting and any public hearing. Within a Land Use By-law Council may specify a greater distance for notification.

Notices for public participation or information meetings shall be placed in the paper and sent to abutting property owners at least seven (7) days prior to any public participation or public information meeting. Notices for public hearings shall follow the MGA notification requirements.

- 3.2 In addition, during any comprehensive review of any planning document, Council resolves to seek the views of the public and encourage public participation by developing and implementing a public engagement plan to inform the public and

receive comments from the public. The contents are at the discretion of Council but may involve committees, meetings, open houses, surveys, questionnaires, and publications.

- 3.3 In accordance with the requirements of the MGA, where:
- (a) a revised Municipal Planning Strategy is considered; or
 - (b) where an amendment to the Municipal Planning Strategy affects policy regarding:
 - drinking water;
 - flood risk areas;
 - agricultural land;
 - infrastructure; or
 - housing,
- Council shall seek input from all abutting municipalities; and
- (c) where an amendment to the Municipal Planning Strategy is specific to land that lies within 2 km of an adjacent municipality, Council shall seek input from the abutting municipality.

In each case, Council shall seek input by:

- notifying abutting municipalities of the proposal. The notice shall include the date by which a response must be received in order to be considered by Council;
- ensuring that there is sufficient opportunity for a response to be received so that it may be considered before First Reading of the proposal by Council.

- 3.4 In addition, in accordance with MGA 206 (5), when a notice of public hearing is published, the clerk shall send a copy of the notice to the clerk of every municipality that abuts an area affected by the proposal.

4. GENERAL

- 4.1 Councillors shall receive no new information regarding a planning matter once a public hearing is complete.
- 4.2 Any fees related to any action required by the Public Participation Program Policy will be established by policy of Council.



West Hants

WEST HANTS REGIONAL MUNICIPALITY
PUBLIC PARTICIPATION PROGRAM POLICY

RCOPL-006.00

5. REPEAL

5.1 The Public Participation Program Policy CPL-001.00, dated April 28, 2020, of West Hants Regional Municipality is hereby repealed.

6. RELATED LEGISLATION, POLICIES and PROCEDURES

6.1 Municipal Government Act

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

Deanna Snair
Municipal Clerk

Adoption	
Notice to Council:	January 13, 2023
Approval:	January 24, 2023
Description: Initial Approval of the Public Participation Policy RCOPL-006.00	

Appendix B

Examples of Public Participation Policies from Other Municipalities

Staff investigated the public participation policies from other Municipalities in Nova Scotia. The chart below shows a summary of the requirements in the policies which were available on the corresponding municipal websites. The requirements outlined in this chart would be in addition to the Public Hearing requirements outlined in Section 206 of the Municipal Government Act.

In this chart the following acronyms have the following meanings:

LUB = Land Use By-law

MPS = Municipal Planning Strategy

PAC = Planning Advisory Committee

SUB = Subdivision By-law

Town / Municipality	Policy Name	Requirements
Town of Amherst	Public Participation and Notification Policy	• A public participation session prior to making a recommendation to Council • A summary of the session to be provided to all members of the PAC and Council prior to First Reading
Municipality of the County of Annapolis	Public Participation Policy	• Post notice on social media and website • Public participation meeting held at PAC • Newspaper notice for Public Hearings only • Notification to property owners within 30 m. (98 ft.) of subject property and Public Hearing for most applications
Town of Annapolis Royal	Public Participation Policy	• One advertisement in the local newspaper • Notification to landowners within 200 ft. (60.96 m.) of the property by personal service or mail • Public meeting held
Municipality of the County of Antigonish	Public Participation Policy	• No Public Information Meeting or advertising • Only opportunity to speak is at Public Hearing via petition
Town of Antigonish	Public Participation Program Policy	• One or more public participation meetings hosted by the PAC • Notice to be published in a local newspaper at least 6 days prior to the meeting and posted in municipal office

Municipality of the District of Barrington	Public Participation Program Policy	• One or more public participation meetings hosted by the PAC prior to recommendation to Council • Notice to be published in a local newspaper, in municipal office, on the website and social media prior to the meeting
Town of Bridgewater	Public Participation Meeting Procedures Policy	• Outlines standards for public participation meetings when more than six (6) members of the public are in attendance • No member of the public can speak more than twice and no more than five (5) minutes at one time
Cape Breton Regional Municipality	Public Participation Program Policy	• Only applies to MPS or SUB amendments • Format to use any of the following suggestions depending on the specifics of the proposed amendment: • Public meeting: notice shall be an ad in the local newspaper, notice mailed to surrounding land owners, or notice on the CBRM website or other social media. • Open house: notice places in local newspaper, mailed to surrounding land owners, or notice on website or other social media. • Notification requesting input: notice mailed to land owners within the vicinity. • Surveys: should be considered when the jurisdiction of the proposed amendment is too large for public notification by mail. Note: in each case where letters are mailed to land owners within the vicinity, the area to mail the letters is determined by planning staff based on the geography affected by the proposed planning documents.
Municipality of the County of Colchester	Public Participation Program Policy	• A minimum of three public meetings to be held in the affected community for the adoption of any MPS and LUB • The PAC to hold at least one public meeting in the affected community for amendments to the existing MPS with or without LUB amendments • Any public meeting to be advertised at least once in the local newspaper, at least 3 days in advance of the meeting

Municipality of the County of Cumberland	Public Participation Policy	• A minimum of one public meeting advertised in the local newspaper and other media as deemed necessary • Planning staff to determine location, time and date of meeting • The meetings may include a staff presentation, open house or a workshop style gathering • Presentations from the public not to exceed 15 mins
Town of Digby	Public Participation Program Resolution	• The PAC is responsible for identifying the appropriate process for seeking public input. It must include at least one public meeting • Notice of any meeting to be posted in the Town office and published at least once in the local newspaper at least one week before the meeting • When deemed appropriate by the PAC they are to seek input from identifiable community stakeholder groups
Municipality of the District of East Hants		Staff could not find a formal policy on East Hants website however the website did outline the process chart attached at the end of this document for a development agreement or rezoning application
Municipality of the District of Guysborough	Policy on Public Participation Program	• MPS and LUB adoption requires a minimum of one informal meeting and one formal Public Hearing • Amendments to the MPS and LUB requires one or more public meetings • Notice of public participation meetings to be published in local newspaper and notice on municipal building • Notices to be posted a minimum of 14 days prior to the meeting
Halifax Regional Municipality		HRM is currently in the process to adopt a formal public participation program. A staff report on this topic can be found here https://cdn.halifax.ca/sites/default/files/documents/city-hall/regional-council/230425rc1513.pdf Staff contacted an HRM Planner III to receive insights into their current process. The existing public participation process has been determined on

		a case-by-case basis for each application, requiring separate Council policy, but typically includes: For discretionary approvals not requiring a plan amendment (rezoning or DA): • A public meeting is not held. However, at a planning manager's discretion where a proposal is expected to be contentious, one meeting can be held. • Webpage is created and posted. • No newspaper advertisement for any planning notices since the HRM Charter was amended to replace newspaper with websites. • Direct mail for landowners and tenants living in vicinity: minimum of 250 ft. (76 m.) for urban areas and 500 ft. (152 m.) for rural areas. This can go up to 2000 ft. (609 m.) depending on the context. Mail outs sent 14 days before a public meeting. • If there is no public meeting, 30 days is provided as a public engagement period from the date the application is deemed to be received. Only after the elapse of that period, can staff complete a staff report or a negotiation with an application about a proposed development agreement may begin. • Sign is posted and planner is responsible for providing the design. • A courtesy email to a local councillor after mails notifications are sent, typically asking them to attend the meeting if they are free. For discretionary approvals requiring a plan amendment (MPS amendment): • A public meeting is mandatory before first reading, unless a planner thinks it is not necessary due to the amendment being site-specific and minor. If so, a separate Council policy to exempt a public meeting must be passed at the Council initiation stage.
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		• A presentation is posted after the meeting and a summary of the public meeting is posted online. • The rest of the process is the same as above (i.e., webpage, no newspaper, direct mails, signage.) In terms of signage for the subject lot, HRM has signage guidelines. In summary it includes: • Large 1930 × 1219mm (76 × 48") - intended for large urban sites, and for most sites outside urban areas, where the sign should be visible (if not legible) from a distance. The large size sign may include 2 portrait-oriented images, 1 landscape-oriented image, or no images at all. • Medium 1422 × 1219mm (56 × 48") - intended for smaller sites in suburban or urban areas. • Small 914 × 610mm (24 × 36") – a small, portrait-oriented sign should be used only in urban areas, where a sidewalk or trail is within a few metres of the sign. It may be applied to hoardings or to the face of an existing building. This sign does not have any options for including images. The HRM Planner III noted that planners typically require a medium sized sign in rural areas. The cost of the sign is paid by the applicant on top of an application fee and advertising deposit. Planners send the applicant a pdf file, and then the applicant takes that pdf file to a printing company and pays for the full expense. The applicant must submit a few photos once the sign is installed, and only then, a planner may start working on booking a venue for a public meeting.
Town of Kentville	Public Participation Policy (Planning)	• Any new MPS and concurrent LUB, SUB or amendments to any of those need one public participation meeting prior to Public Hearing • Advertised in local newspaper once per week for two weeks, with first ad appearing at least 14 days prior and at Town hall

		• Meeting may include staff presentation, open house or workshop style gathering • Presentations from the public limited to 10 minutes
Municipality of the County of Kings	Public Participation Policy	All amendments to the MPS and New Minas Sector Plan • make the proposed amendments and associated staff report available to the public; • require the PAC to hold one or more public participation meetings to explain the proposed amendments and receive comments from the public; and • place a notice of the meeting in a local newspaper at least one week prior to the meeting date. • Following the meeting, the PAC may make changes to the proposed amendments before forwarding the proposed amendments onto Council, provided the purpose of the proposed amendments are not significantly altered. The PAC must repeat the process if major changes are made to the proposed amendments that fundamentally alter the purpose of the proposed amendments reviewed by the public at the public participation meeting. The decision about whether a significant alteration is made to the proposed amendments shall rest with PAC, which shall consider the goal of seeking the opinions of the public prior to forwarding the proposed amendments to Council for consideration. Comprehensive Review of the MPS or New Minas Sector Plan Council • Follow process above; • Develop and implement a public engagement plan to further inform and receive comments from the public. The contents of the public engagement plan are at the discretion of Council and may involve one or more approaches, including but not

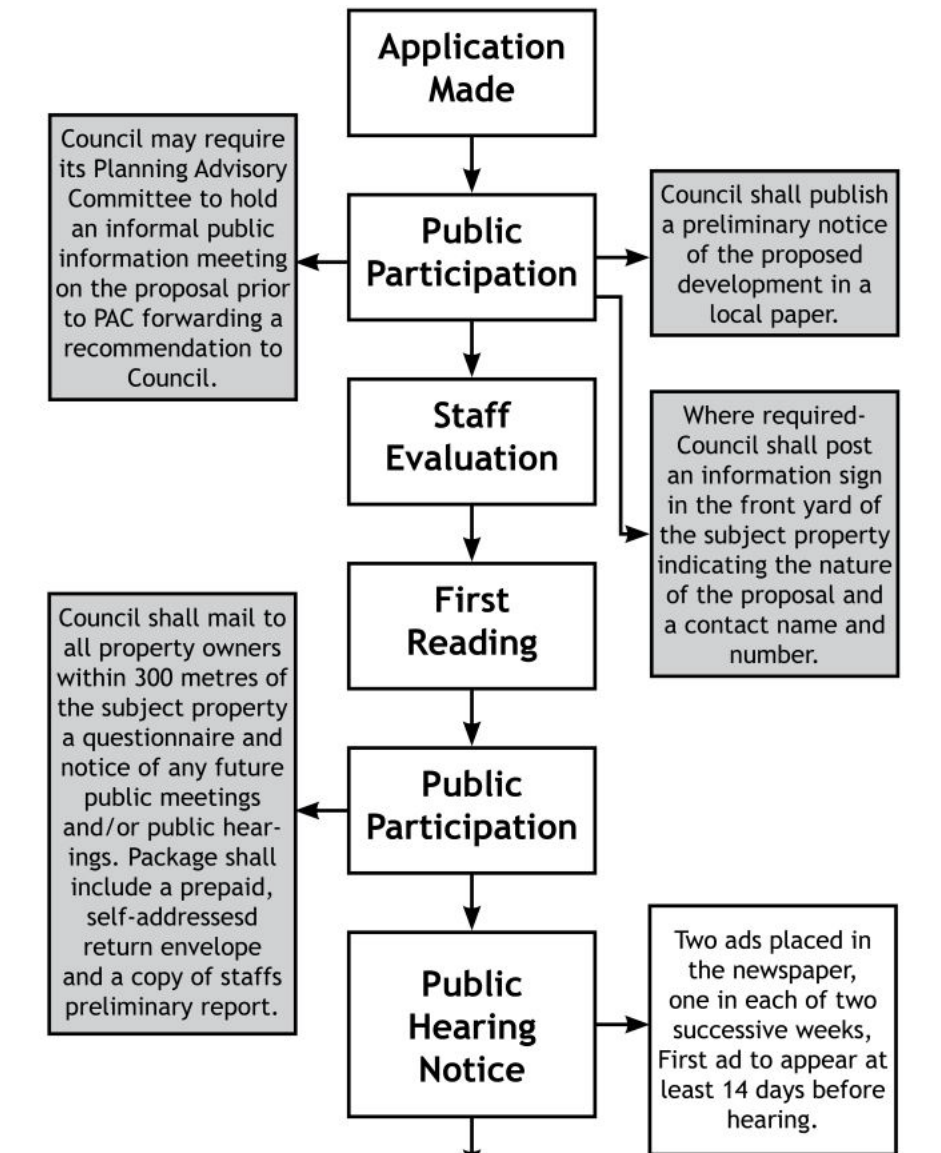
		limited to sub-committees, public meetings, open houses, focus groups, questionnaires, newsletters and interviews. Development Agreements and Amendments to the Kings County or New Minas Land Use Bylaw holding one or more public meetings to inform the public and receive comments from the public about the proposal. Council has the discretion to choose to follow the processes outlined above for review of a discrete component of the MPS or New Minas Sector Plan.
Municipality of the District of Lunenburg	Public Participation Strategy	Gives the discretion to staff on how they should engage with the public on different subject matter (inform, consult, involve, collaborate, empower)
Town of Mahone Bay	Public Participation in Planning Policy	- Staff notify the public at a Council meeting of the intention to prepare or amend planning documents - Council directs staff to consider the proposed amendment and to schedule a PIM - PIM is advertised in the local newspaper, on the website and social media, and at the Town office at least 5 business days prior to the meeting - Public Hearing process follows MGA requirements
Town of Middleton	Public Participation Program	- For any MPS and LUB amendment a public meeting is schedule; advertised in the local newspaper and notice provided by mail to landowners within 200 ft. (60.96 m.) of the affected area - At the meeting, prior to PAC discussion, the public has the ability to ask questions and make comments - Council may choose to extend the public information process, require more advertisements for matters of major importance, such as significant amendments or revisions to the MPS - In the case of a LUB or development agreement, Council allows the CAO to refer the

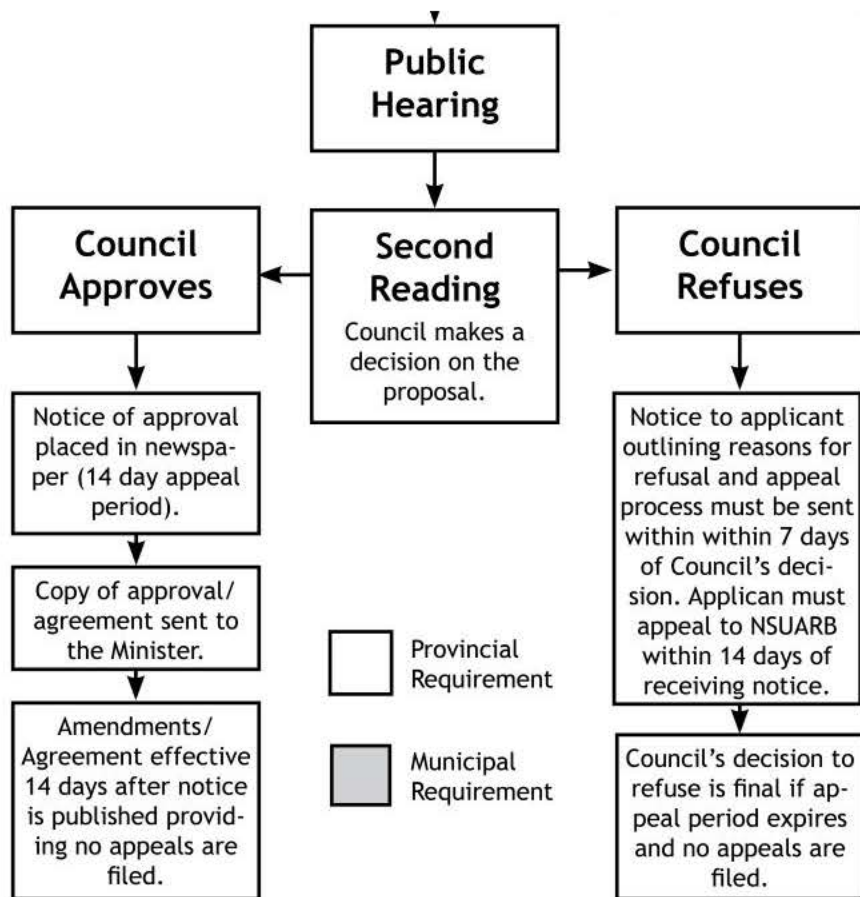
		application to PAC for recommendation and to set and advertise the date for a Public Hearing
Queens Regional Municipality	Public Participation Program	• Hold one or more public information meetings prior to Council • Notice published in a local newspaper at 14 days prior, posted in the appropriate district, and posted in the Municipal office
Municipality of the County of Richmond	Public Participation Program – Engagement with Abutting Municipalities	• No public participation program policy found online • Only applies to engagement to abutting municipalities when adopting or replacing an MPS, or amending a MPS when it affects lands that share boundaries
Municipality of the District of Shelburne	Public Participation Respecting Planning Documents	• Hold one or more public meetings • Staff notify the public at a Council meeting of the intention to prepare or amend planning documents, and a public information session shall be held dealing with the proposed amendments • Notice to be published in a local newspaper, on the municipal website and in the municipal courthouse
Town of Shelburne	Public Participation Program Policy	• MPS amendments, including all amendments of LUB and/or SUB where MPS amendment is also required, requires both a public meeting/information session and a Public Hearing • Notice of public meetings/information sessions to be published in local newspaper and on Town's website
Municipality of the District of St. Mary's	Public Participation Program & Engagement Policy	• Preparing MPS or LUB requires at least one informal public meeting and one formal Public Hearing • Amendments to MPS or LUB requires one or more public meetings • Notice for any meeting to be published in the local newspaper and municipal social media, appearing a minimum of 14 days prior • Notes engagement with abutting municipalities
Town of Stewiacke	Public Participation Program	• PAC to hold a minimum of one public meeting • Advertised at least once in a local newspaper, Town office and two other locations throughout the Town

		• Notice to be placed a minimum of at least 3 days prior to meeting • Council may direct PAC to determine if additional public participation meetings and additional advertising is required
Municipality of the County of Victoria	Public Participation Policy	• Council to hold one or more public participation meeting • Notice to be published in the local newspaper and on municipal website
Town of Wolfville	Public Participation Program Policy	• Amendments of planning documents or a development agreement: hold one or more public meetings; publish notice in the newspaper and Town website; notices by mail to properties within 328 ft. (100 m.) of the property of both public information meeting and Public Hearing • Site Plan approval: notice on the property and Town website; properties within 98 ft. (30 m.) get notices by mail and notice area may increase to 328 ft. (100 m.) under certain circumstances as determined by the Development Officer • Plan Review: developing and implementing a public engagement plan at the discretion of Council which may involve committees, meetings, open houses, surveys, questionnaires, and publications • Notes engagement with abutting municipalities
Municipality of the District of Yarmouth	Public Participation Program Policy	• Council to hold one or more public participation meetings • Published in the local newspaper and Municipal website and social media at least 5 business days prior to the meeting • The meeting shall be conducted by Municipal staff of the Planning and Development Department, on behalf of PAC
Town of Yarmouth	Public Participation Program Policy	• LUB amendments and development agreements: Property owners within 98 ft. (30 m.) of the subject property to be notified by mail prior to Public Hearing • Plan Review: develop and implement a public engagement plan at the discretion of Council

		which may involve committees, meetings, open houses, and surveys • Site Plan or Variance: The Development Officer to give notice to property owner within 98 ft. (30 m.) of the subject lot at least 7 days prior to the approval • Notes engagement with abutting municipalities
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East Hants Process Chart







Appendix C

WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

Date: Oct 24, 2023

Subject: Public Participation Program – Amendment Recommendation

LEGISLATIVE AUTHORITY

MGA 30 (1) (2) (3)

RECOMMENDATION or DECISION REQUEST

Original Recommendation:

COUNCIL APPROVES THE PUBLIC PARTICIPATION PROGRAM POLICY IN A MANNER SUBSTANTIVELY THE SAME AS ATTACHMENT A TO THE JULY 13, 2023 REPORT FILE 23-08B “PUBLIC PARTICIPATION PROGRAM POLICY”.

Alternative Recommendation: To Be Determined within Council discussion but may include:

COUNCIL RECOMMENDS THE PUBLIC PARTICIPATION PROGRAM POLICY BE MODIFIED IN A MANNER THAT WOULD SERVE TO :

1. Increase the distance for letter notifications from 300 feet in Windsor and Hantsport to 500 feet and the distance in West Hants from 500 feet to 750 feet
2. Expand the newspaper publication date prior to Public Hearing or Information Meetings from 7 days to 12 days.
3. Maintain the size of the signage notification on the properties but enhance the sign design or template to attract greater attention and awareness of the Public Hearings and Information Meetings.

Alternatively Council may choose to defer discussion to a future date.

BACKGROUND

Abridged from the Minutes of the September 26 Council Meeting:

The original report (attached) was presented highlighting the amendments proposed to the Public Participation Program Policy. Its intent was to increase awareness / notification of the public

information meetings.

Within the report it was identified that PACHAC recommended the following amendments to the policy:

- increase the notification distance of mail letters to 1,000 ft. (300 m.)
- increase the notification time to at least 14 days prior to the meeting;
- increase the size of signage used and
- host PIM's on a separate night (preferably in the community where the application s located) from PACHAC meetings.

Discussions focused on the proposed changes to the policy and possible implications (increased financial costs including fees to applicants, increased advertising time resulting in potential delays in the process and increased staff time if approved. The proposed changes were not supported. No motion was made.

Property ✓	Public Opinion ✓	Environment ☐	Social ☐	Economic ☐	Councillor Activity ✓
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DISCUSSION

As noted in the background no motion was made and as such this report is bringing the topic back to Council as it is felt that without a motion, the report's recommendations were not 'dealt with'.

Options for Council could be to support the original motion, defeat it or amend it as deemed appropriate.

A few points for Council to consider:

1. If the average streetfront in Windsor and Hantsport is 55 feet – providing letter notices for a **300 foot radius** would reach approximately 20 properties – current cost \$20 approximately. Providing letter notices within a **500 foot radius** would reach approximately 35 homes. Added Cost \$15 approx. Providing letter notices within a **1000 foot radius** would reach approximately 70 homes. Added cost \$50.
2. **Increaseing the notice period in the newspaper** would not increase the cost unless the ads were run twice which is not apparent as the intent. So no cost increase. It would not increase the time in the process either. It would only increase the time for delivering the ad copy to the newspaper from 7 days before publication to 14 days. While it is possible an applicant might not be ready within the 14 day window,
3. **Modifying the sign design style** / template while keeping the same size does not need to incur a cost and the implementation can be kept within municipal control , not adding any costs aside from staff time. Examples might be:

 PUBLIC INFORMATION Meeting Tuesday, Oct 24 at 6 PM 73 Morison Drive, Council Chambers PID Number: 45059797 Request redesignation from community use to residential and from open space to 2-unit residential on Fort Edward Street. View public hearing live at www.Facebook.com/RMWindsorWestHants Direct comments and questions by October 20th at 12 PM to Alex Dunphy: Email: ADunphy@westhants.ca or Call 902- 798-8391 Ext 118	 PUBLIC HEARING Tuesday October 24, 2023 at 6 PM 73 Morison Drive, Council Chambers PID Number: 45059797 Request redesignation from community use to residential and from open space to 2-unit residential on Fort Edward Street. View public hearing live at www.Facebook.com/RMWindsorWestHants Direct comments and questions by October 20th at 12 PM to Alex Dunphy: Email: ADunphy@westhants.ca or Call 902- 798-8391 Ext 118
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NEXT STEPS

To be determined based on Council’s discussion

FINANCIAL IMPLICATIONS

To be determined

ALTERNATIVES

As noted in recommendations, Council may choose to support, defeat, modify or defer for more information.

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)



Planning and Heritage Advisory Committee (PAC/HAC) Excerpt

September 14, 2023

Public Participation Program Policy

During the PAC/HAC meeting on March 9, 2023 the Committee discussed the current process for notification of Public Information Meetings (PIMs) and ways this could be improved, including larger sized signage on site, notification in local community centres and/or post offices, and hosting the PIM in the community where the subject property is located. On March 28, 2023 Council approved staff exploring amendments to the Public Participation Program Policy to strengthen public notice of information meetings.

An amended Public Participation Program Policy was reviewed by the Committee on September 14, 2023. The policy has been amended to:

- increase the notification distance of mail letters to 1,000 ft. (300 m.);
- increase the notification time to at least 14 days prior to the meeting; and
- specify signage requirements.

The recommended motion was that PAC/HAC recommend that...

**COUNCIL APPROVES THE PUBLIC PARTICIPATION PROGRAM POLICY IN A MANNER
SUBSTANTIVELY THE SAME AS ATTACHMENT A TO THE JULY 13, 2023 REPORT FILE 23-
08B "PUBLIC PARTICIPATION PROGRAM POLICY".**

Chief Administrative Officer Comments

After observing the PAC / HAC discuss and reviewing the report, the intent by the committee is to increase the opportunity for public awareness, and hopefully participation, as it relates to decision making for applications and / or amendments to planning policy.

The report discusses the manner in which the public notices are delivered, and it highlights that properties closer to the subject property require special notice (mailed letter) vs. the notice to the general public which is also carried out.

Generally, I do have concerns with the suggested policy changes. I reflect if the current policy has adequate procedures for notifying the public and that the public has adequate time and opportunities to express their point of views. My opinion is that they do under the current policy and that the current policy has an appropriate balance between accommodating the applicants who must pay for associated costs and wait for the review and approval process and ensuring the public has opportunity to participate in the PPP.

Comments

- The current practice of 300' in Hantsport and Windsor and 500' in West Hants I feel is adequate combined with the public notice and numerous other opportunities provided to the public for participation.
- The added costs to the developer and associated timing is concerning and may be prohibitive to construction timelines.
- We are currently prioritizing the construction of homes and any increase in time and costs are a concern.
- There have been continual review and changes to the PPPP to-date by the former WH and Windsor municipalities. The current policy reflects a modern approach.
- Under the current policy the public has several opportunities to be present and observe or make comments regarding the application. In addition, the public can send communications to Council and staff or speak at public comment period at COTW. Often emails are sent to Council and staff in addition to the formal public feedback periods after PIMs or through Public Hearings. The current policy is adequate and provides ample formal and informal opportunities for PPP.
 - PIM
 - PAC /HAC (correspondence)
 - COTW

- Council First Reading
- Public Hearing
- Second Reading

Increase Notification Distance

- I do not support this suggested change.

Increased Notification Lead Time

- I do not support this suggested change.

Increased Signage Size

- I do not support increasing the size of the signs.
- I support the creation of a template sign standard.
- I suggest that the sign responsibilities remain with the municipality to ensure the sign gets posted. If a sign is not posted correctly enforcement may be problematic and it may result in criticism of process during the decision-making phase.

I have made the comments above as advice to Council. I would like to express my sincerest appreciation and thanks to the PAC/HAC for their discussion and recommendations as I believe they do promote changes that provide for a greater opportunity for public engagement. However, as noted I do not feel they are warranted as the current policy provides ample opportunity for participation and additional process and procedures may delay the development process during the pre-housing crisis environment as well as the current housing crisis environment.



Reviewed by: Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Members of the Planning and Heritage Advisory Committee (PAC/HAC)

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

Date: 2023-07-13

Subject: Public Participation Program Policy; File 23-08B

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) s. 204 Public Participation Program and s. 204A Engagement Program

RECOMMENDATION

Should PAC/HAC wish to forward a positive recommendation, the following motion would be in order:

...that PAC/HAC recommends that Council approve the Public Participation Program Policy in a manner substantively the same as Attachment A to the July 13, 2023 report File 23-08B "Public Participation Program Policy".

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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During the PAC/HAC meeting on March 9, 2023 the Committee discussed the current process for notification of Public Information Meetings (PIMs) and ways this could be improved, including larger sized signage on site, notification in local community centres and/or post offices, and hosting the PIM in the community where the subject property is located. Council approved the following motion on March 28, 2023:

COUNCIL HAVE STAFF EXPLORE AMENDING THE PPPP TO INCLUDE STRENGTHENED PUBLIC NOTICE OF INFORMATION MEETINGS.

An information report was provided to the PAC/HAC on May 11, 2023 which outlined the Municipal Government Act requirements, the current WHRM Public Participation Program Policy and Fees Policy, and policies in other jurisdictions (Attachment B). The report was discussed at the May 11, 2023 PAC/HAC meeting and the Committee provided feedback to staff. The revised Public Participation Program Policy in Attachment A was created based on feedback from the Committee.

DISCUSSION

During the PAC/HAC meeting on May 11, 2023 the Committee discussed the current practice for public notification of meetings. The Committee requested certain changes to the practice and staff comments on the impact of those changes on cost to applicant, timelines for applications and staff resources. The Committee's requested changes included:

- Increased notification distance to 1000 ft. (300 m.) for all areas of WHRM;
- Increased notification lead time of 14-days for mail outs, advertisement in the newspaper and signage on site;
- Increased sized signage, with the suggestion of creating a template that the applicants will use to print and post the signs themselves; and
- Hosting the PIMs on a separate night from PAC/HAC, preferably in the community where the application is located.

Increase notification distance

The current practice is to notify property owners within 300 ft. (91.44 m.) of a subject property in Windsor and Hantsport, and notify property owners within 500 ft. (152.4 m.) outside of those areas for any PIM or Public Hearing. Applicants are currently expected to pay the cost of notification for public meetings, which includes the cost of mailing letters to surrounding properties. The cost is currently \$0.92 per letter.

Staff reviewed mail lists for applications since 2020. For applications in Windsor the lowest number of letters sent for an application was 14, the highest amount was 188, and the average was 42 letters being sent per application. For applications outside of Windsor or Hantsport the lowest number of letters sent for an application was 7, the highest was 154, and the average was 34 letters being sent per application. It is expected that increasing the notification distance to 1,000 ft. (300 m.) would increase the number of residents notified as well as the cost to the applicant.

Staff investigated bulk mailing options through Canada Post. There are options for mail to be sent to mail routes, however mail routes are not restricted to a specific community, district or municipality therefore there may be confusion for property owners who receive a notice for an application that is nowhere near them. Additionally, Municipal staff would still need to print and prepare the envelopes if using this option.

Staff will continue to determine the appropriate mail list based on the distance specified in the Public Participation Program Policy and mail the individual letters. For some of the larger mail lists this will require more time of staff to print, stuff, label and mail the letters, however this process ensures residents are receiving accurate notice.

The proposed amendment to increase the notification distance to 1,000 ft. (300 m.) has been added to the draft Public Participation Program Policy in Attachment A.

Increase notification lead time

The current Public Participation Program Policy requires notices for PIMs to be placed in the newspaper and sent to surrounding property owners at least seven (7) days prior to any PIM. The Committee requested this to be increased to at least 14 days prior to the meeting. This will increase the lead time required to schedule a PIM by one week, meaning that meeting advertisements will have to be created and sent to the newspaper one month prior to the meeting date. This amendment is not anticipated to add any cost the applicant.

This proposed amendment to increase the notification time to 14 days has been added to the draft Public Participation Program Policy in Attachment A.

Increased signage size

A requirement for signage to be posted on application sites was added during the pandemic to increase awareness of applications. The current practice is for staff to create an approximately 22 in. x 17 in. sign in office and request that the Building Officials post it on site while they are in the community for their regular inspections. PAC/HAC requested an increase in signage size, with the suggestion of creating a template that the applicants will use to print and post on the site themselves.

Following the PAC/HAC meeting, staff requested quotes from three separate print shops regarding signage. For a 24 in. x 36 in. sign the cost was an average of \$67.92 per sign. For a 48 in. x 56 in. sign the cost was an average of \$214.60. The print shops typically need a few days lead time for a sign to be made.

It is anticipated that the process for signage would change to put the responsibility on the applicant to print and post the signage. Staff would create a sign template and provide this to the applicant. The applicant will add the necessary information to the template and have the sign printed and posted on site prior to staff being able to schedule a PIM. This process will

slightly reduce workload for staff as they will no longer have to create, print, laminate and post the signs on site. It will however increase the cost and process for the applicant.

A minimum signage requirement of 24 in. x 36 in. has been included in the draft Public Participation Program Policy in Attachment A. The signage is to include at a minimum the property address, information about the proposal and contact information for the Municipal Planning and Development Department.

Public Information Meetings

The Committee discussed hosting the PIM in the Community where the subject property is located to increase public participation and moving the PIM to a separate night from the PAC/HAC meeting to reduce meeting length for the Committee members.

In the Community

Hosting the PIM in the community where the subject property is located may increase public participation especially from those residents that may be most impacted by an application. It was noted that in the event that the community did not have a community hall, the next closest suitable location should be used.

The Committee discussed the ability for the meeting to be recorded and posted online following the meeting in the community. Staff requested information from the IT Department to determine if this was possible. The IT Department noted that the Municipality does not currently have the mobile technology to be able to record both audio and video, at a quality the that the public have come to expect, from each community meeting and then upload that to the Municipal public social media locations. This type of technology would be very costly and was not budgeted for. If the Committee would like the meeting recorded the best option is to host the meeting in Council Chambers.

For each PIM, a minimum of two staff members would need to attend. Those staff members would get paid for travel to and from the meeting location, as well as kilometers travelled, and a meal allowance. Additional costs would also be incurred to rent the meeting space.

Every month staff typically attend the PAC/HAC and Council meetings. Occasionally staff also have to attend the Committee of the Whole meeting and other evening meetings such as the Tregothic Marshbody meetings and Diversity and Inclusive Communities Committee meetings. In a single month, that could mean each staff member is attending three evening meetings.

With the current influx of applications each month, staff would need to work multiple additional nights per month to be able to keep up the current pace of work if the meetings were to be held in the community where the application is located. The other option would be to delay the PIMs for a few months to ensure a reasonable number of evening meetings per month for each staff member. The more evening meetings staff work, the less time they have

to work on applications, inquiries and Council projects. It is not recommended that staff host meetings in the community where the application is located at this time.

On a Separate night

The current Public Participation Program Policy states that a public meeting shall be held for any application for development agreement, amendments to a development agreement, and adoption of revised documents or amendments to the West Hants, Hantsport and Windsor Planning Documents or Land Use By-laws. This meeting is usually held immediately prior to a PAC/HAC meeting. The Committee requested moving the meeting to a separate night from the PAC/HAC meeting to reduce meeting length for the Committee members.

Staff held PIMs for five (5) applications on a separate night from the PAC/HAC meeting during the months of June and July on a trial basis. This included:

Date	Staff Time	Application	No. of Residents in Attendance
Tuesday, June 6	5:45 – 7:30 p.m.	Hwy 215, Summerville PID 45180635 Proposed paintball facility	25
		Cole Dr., Windsor PID 45056447 Proposed mixed use, multi-unit apartment building	0
Monday, June 19	5:45 – 6:45 p.m.	Nesbit St., Windsor PID 45056447 Proposed mixed use, multi-unit apartment building	8
Wednesday, July 5	5:45 – 6:45 p.m.	Community Way, Windsor PID 45276441 Proposed community centre	2
		8 Water St., Windsor PID 45333291 Proposed mixed use, multi-unit apartment building	0

Hosting the PIMs on separate nights from the June PAC/HAC meant the Committee meeting was reduced to a 2-hour meeting.

If the Committee and Council were to require PIMs to be held on a separate night from the PAC/HAC meeting, staff would allocate one night per month as a “PIM night” and host all PIMs

on that night. That creates consistency for staff, applicants and members of the public, and ensures staff do not get burnt out with an influx of evening meetings.

No changes have been proposed in the draft Public Participation Program Policy in Attachment A in relation to PIM location and date.

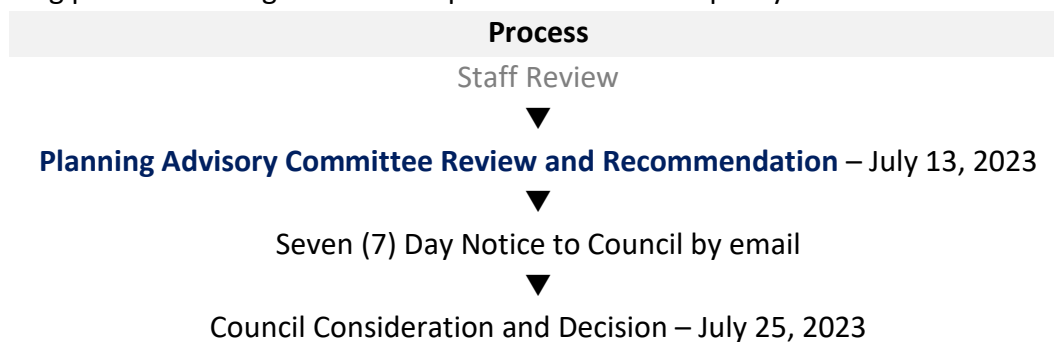
Policy Amendments

The draft Public Participation Program Policy is included in Attachment A. The amendments proposed ensure there is consistency for any application requiring a PIM. The policy has been amended to:

- increase the notification distance of mail letters to 1,000 ft. (300 m.);
- increase the notification time to at least 14 days prior to the meeting; and
- specify signage requirements.

NEXT STEPS

The following process is being used for adoption of the revised policy:



FINANCIAL IMPLICATIONS

The WHRM Public Participation Program Policy states that “Any fees related to any action required by the Public Participation Program Policy will be established by policy of Council.” The WHRM Fees Policy outlines the cost for any Land Use By-law or development agreement application. The fees are currently set at \$1,600 which includes a \$500.00 processing fee and \$1100.00 deposit for direct costs such as notice. Application fees are charged up front with the excess of the deposit for direct costs being refunded following completion of the application process.

The fees cover all advertising in the newspaper for PIMs, Public Hearings and the notice of approval, and any postage to mail meeting notification letters to nearby property owners. If the application is for a development agreement, the fee also covers the recording fee charged by

the Land Registry Office. Where possible, staff combine newspaper advertisements to reduce fees to applicants.

The requested changes to the Public Participation Program Policy have financial implications to the applicant and to the Municipality. Increasing the distance for notification by mail will increase the fees charged to the applicant and requiring the applicant to print and post the signage on site will be an additional cost. Changing the location of PIMs to the community where the application is located or to a separate night from PAC/HAC would increase the cost to the municipality in relation to staff time for meetings, kilometers travelled, meal allowances and rental costs for the meeting space.

ALTERNATIVES

In response to the report, the PAC/HAC may:

- recommend that Council approve the draft revisions to the Public Participation Program Policy based on the feedback received from the Committee; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A	Draft Revised Public Participation Program Policy
Attachment B	2023-05-11 Information Report to PAC/HAC: Public Participation Program Policy; File 23-08

Report Prepared by: _____

Sara Poirier, Director of Planning and Development

Report Reviewed by: _____

Mark Fredericks, Senior Planner

Alex Dunphy, Planner



Attachment A
DRAFT AMENDMENTS
WEST HANTS REGIONAL MUNICIPALITY
PROPOSED PUBLIC PARTICIPATION PROGRAM POLICY

RCOPL-006.00

1. PURPOSE

- 1.1 Section 204 of the *Municipal Government Act* (MGA) requires Council to adopt a public participation program before undertaking the preparation or amendment of development agreements or planning documents.
- 1.2 The *Engagement Programs Content Regulations* made under Section 204A of the MGA require the public participation program to contain specific content.

2. DEFINITIONS

- 2.1 The terms used in this Policy have the same meaning as those found in the MGA.

3. DEVELOPMENT AGREEMENTS and AMENDMENTS to DEVELOPMENT AGREEMENTS; ADOPTION OF REVISED PLANNING DOCUMENTS, AMENDMENTS to PLANNING DOCUMENTS and AMENDMENTS to the LAND-USE BY-LAW

- 3.1 Council resolves to seek the views of the public and encourage public participation regarding development agreements, amendments to development agreements, and adoption of revised documents or amendments to the West Hants, Hantsport and Windsor Planning Documents or Land Use By-laws by, at a minimum:
 - holding one or more public meetings, usually held prior to a Planning and Heritage Advisory Committee meeting, prior to First Reading of any proposed development agreement or amendment;
 - advertising any public participation or information meeting regarding any proposed development agreement or site-specific amendment by: (1) placing a notice in a newspaper circulating in the local area, (2) notifying by mail the owners of all lots within **1,000 ft. (300 m.)** of the site of both the public information meeting and any public hearing, **and (3) requiring the developer to post signage on site with a minimum size of 24 in. by 36 in. in advance of the first public meeting. The signage shall include at a minimum the property address, information about the proposal and contact information for the Municipal Planning and Development Department. Within a Land Use By-law Council may specify a greater distance for notification.**
- Notices for public participation or information meetings shall be placed in the paper, sent to abutting property owners **and posted on site** at least **fourteen (14)**

days prior to any public participation or public information meeting. Notices for public hearings shall follow the MGA notification requirements.

3.2 In addition, during any comprehensive review of any planning document, Council resolves to seek the views of the public and encourage public participation by developing and implementing a public engagement plan to inform the public and receive comments from the public. The contents are at the discretion of Council but may involve committees, meetings, open houses, surveys, questionnaires, and publications.

3.3 In accordance with the requirements of the MGA, where:

- (a) a revised Municipal Planning Strategy is considered; or
- (b) where an amendment to the Municipal Planning Strategy affects policy regarding:
 - drinking water;
 - flood risk areas;
 - agricultural land;
 - infrastructure; or
 - housing,

Council shall seek input from all abutting municipalities; and

- (c) where an amendment to the Municipal Planning Strategy is specific to land that lies within 2 km of an adjacent municipality, Council shall seek input from the abutting municipality.

In each case, Council shall seek input by:

- notifying abutting municipalities of the proposal. The notice shall include the date by which a response must be received in order to be considered by Council;
- ensuring that there is sufficient opportunity for a response to be received so that it may be considered before First Reading of the proposal by Council.

3.4 In addition, in accordance with MGA 206 (5), when a notice of public hearing is published, the clerk shall send a copy of the notice to the clerk of every municipality that abuts an area affected by the proposal.



DRAFT AMENDMENTS
WEST HANTS REGIONAL MUNICIPALITY
PROPOSED PUBLIC PARTICIPATION PROGRAM POLICY

RCOPL-006.00

4. GENERAL

- 4.1 Councillors shall receive no new information regarding a planning matter once a public hearing is complete.
- 4.2 Any fees related to any action required by the Public Participation Program Policy will be established by policy of Council.

5. REPEAL

- 5.1 The Public Participation Program Policy COPL-001.00, dated April 28, 2020, of West Hants Regional Municipality is hereby repealed.

6. RELATED LEGISLATION, POLICIES and PROCEDURES

- 6.1 Municipal Government Act

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

Deanna Snair
Municipal Clerk

Adoption	
Notice to Council:	Not Applicable
Approval:	
Description: Initial Approval of the Public Participation Policy RCOPL-006.00	



DRAFT AMENDMENTS
WEST HANTS REGIONAL MUNICIPALITY
PROPOSED PUBLIC PARTICIPATION PROGRAM POLICY

RCOPL-006.00



Attachment B

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
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To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

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

Date: 2023-05-11

Subject: Public Participation Program Policy; File 23-08

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) s. 204 Public Participation Program and s. 204A Engagement Program

RECOMMENDATION or DECISION REQUEST

This report is being provided for information purposes only.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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During the PAC/HAC meeting on March 9, 2023 the Committee discussed the current process for notification of Public Information Meetings and ways this could be improved, including larger sized signage on site, notification in local community centres and/or post offices, and hosting the Public Information Meeting in the community where the property is located.

Council approved the following motion on March 28, 2023:

COUNCIL HAVE STAFF EXPLORE AMENDING THE PPPP TO INCLUDE STRENGTHENED PUBLIC NOTICE OF INFORMATION MEETINGS.

DISCUSSION

Municipal Government Act

The MGA outlines the powers provided to municipalities. Section 204 of the MGA states the following:

- (1) A council shall adopt, by policy, a public participation program concerning the preparation of planning documents.
- (2) A council may adopt different public participation programs for different types of planning documents.
- (3) The content of a public participation program is at the discretion of the council, but it shall identify opportunities and establish ways and means of seeking the opinions of the public concerning the proposed planning documents.

Section 204A states:

- (1) A council shall adopt, by policy, an engagement program for engaging with abutting municipalities when the council is adopting or amending a municipal planning strategy.
- (2) Subject to the regulations, the content of an engagement program is at the discretion of the council.
- (3) The Minister may make regulations respecting the content of an engagement program.
- (4) The exercise by the Minister of the authority contained in subsection (3) is regulations within the meaning of the Regulations Act.

Public Participation Program Policy

A Public Participation Program Policy for West Hants Regional Municipality was established on April 28, 2020. Revisions to the policy were approved by Council on January 24, 2023 (Attachment A). The policy requires the following as a minimum for any development agreement, amendments to a development agreement, and adoption of revised documents or amendments to the West Hants, Hantsport and Windsor planning documents or Land Use By-laws:

- Holding one or more public meetings, usually held prior to a Planning and Heritage Advisory Committee meeting, prior to First Reading.
- Advertising any Public Information Meeting by placing a notice in a newspaper circulating in the local area and notifying by mail the owners of all lots within 300 ft. of

the site of both the Public Information Meeting and any Public Hearing. Within a Land Use by-law Council may specify a greater distance for notification.

- Notices for Public Information Meetings shall be placed in the newspaper and sent to abutting property owners at least seven (7) days prior to any Public Information Meeting. Notices for Public Hearings shall follow the MGA notification requirements.
- In addition, in accordance with MGA 206 (5), when a notice of Public Hearing is published, the clerk shall send a copy of the notice to the clerk of every municipality that abuts an area affected by the proposal.

The WHRM Public Participation Program Policy currently meets all of the requirements of Section 204 and 204A of the MGA.

In accordance with the Public Participation Program Policy, Planning staff use the following notification process to advertise a Public Information Meeting for any site specific Land Use By-law amendment or development agreement:

- Send letters to property owners within 300 ft. (Windsor and Hantsport) or 500 ft. of the subject lot (West Hants) at least 7 days prior to the meeting;
- Place an advertisement in the local newspaper at least 7 days prior the meeting;
- Post notification on WHRM website and social media accounts;
- Notify Councillors when advertisement appears in the newspaper;
- Post an approximately 22 in. x 17 in. sign on the site at least 7 days prior to the meeting;
- Host the Public Information Meeting in-person with an option to attend via Zoom. The meeting is also live streamed on the Municipal Facebook page.

Following the meeting, the presentation is posted on the Municipal website. The Public Information Meeting comment period remains open for two weeks following the Public Information Meeting to allow residents that may not have been able to attend the meeting to have the opportunity to provide comments to planning staff.

Other Jurisdictions

Staff investigated the public participation policies from other Municipalities in Nova Scotia. The chart in Attachment B shows a summary of the requirements in the policies which were available on the corresponding municipal websites. The requirements outlined in the chart would be in addition to the Public Hearing requirements outlined in Section 206 of the MGA.

Public participation policies are unique across the Province. Most policies enable one or more public meetings to be held by staff for each application. However, some policies do not require Public Information Meetings as part of an application process. Some municipalities host public meetings immediately before a regularly scheduled planning advisory committee meeting

whereas others host them in the community where the application has been received, at a local community hall or similar venue.

Notification distances for letter mail varies from 100 ft. (30.48 m.) to 1000ft. (304.8 m.), with HRM mailing letters to property owners within 2000 ft. (609.6 m.) in certain circumstances. Similarly, the timeline for notification varies from the notice needing to be sent only 3 days prior to the meeting in some cases and up to 14 days prior to the meeting in other cases. A few policies note that the notice should be placed in the municipal office in addition to the newspaper and website.

A few policies establish time limits for comments from individual members of the public. These time limits range between 5 minutes to 15 minutes per speaker.

Only the Halifax Regional Municipality and East Hants processes mention signage to be posted on site.

The review of the public participation program policies from other jurisdictions shows that it is really at the discretion of each municipality to set a public participation policy that fits their context.

Current Fees

The WHRM Public Participation Program Policy states that “Any fees related to any action required by the Public Participation Program Policy will be established by policy of Council.” The WHRM Fees Policy outlines the cost for any Land Use By-law or development agreement application. The fees are currently set at \$1,600 per application which includes a \$500.00 processing fee and \$1100.00 deposit for direct costs such as notices and advertisements. Application fees are charged up front with the excess of the deposit for direct costs being refunded following completion of the application process.

The fees cover all advertising in the newspaper for Public Information Meetings, Public Hearings and the notice of approval, and any postage to mail meeting notification letters to nearby property owners. If the application is for a development agreement, the fee also covers the recording fee charged by the Land Registry Office. Where possible, staff combine newspaper advertisements to reduce fees to applicants.

Any change in notification procedure such as increased signage, a wider notification area or additional newspaper advertisements would impact the cost being charged to applicants.

Considerations for Policy Amendments

Staff request feedback from the PAC/HAC on potential amendments to the Public Participation Program Policy based on the information provided in this report. Items that staff bring forward for specific consideration are outlined below.

- Increasing notification:
 - What would the Committee consider an appropriate distance for mail notifications?
 - How far in advance should the letters be mailed, newspaper advertisement appear and sign be posted on site?
- Increasing signage size:
 - What types of applications should have increased signage?
 - What size of signage would be appropriate?
- Hosting meetings in communities where the application is received:
 - If there is no community hall/meeting space in the community of the application, where should the meeting be held?
 - If the community hall/meeting space within the community is not accessible, where should the meeting be held?
 - If the community hall/meeting space within the community does not have the technical ability to share the meeting on Facebook live, what remedies should be taken?
- General:
 - What if increasing the signage size requirements and notification distance makes the application process cost prohibitive for applicants?
 - What if increasing the requirements for a Public Information Meeting to be held in the community where the application is received or increasing signage requirements increases the timeline for applications to be considered?
 - Are there certain application types, or map amendments of a certain size that could be processed without a Public Information Meeting?

NEXT STEPS

Based on feedback from the Committee, staff will draft amendments to the Public Participation Program Policy for review and seek recommendation from the Committee to Council.

FINANCIAL IMPLICATIONS

There are no financial implications in association with the filing of this report.

ALTERNATIVES

In response to the report, the PAC/HAC may:

- allow staff to draft the revisions to the Public Participation Program Policy based on the feedback received from the Committee; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A Public Participation Program Policy

Attachment B Examples of Public Participation Policies from Other Municipalities

Report Prepared by: _____

Sara Poirier, Director of Planning and Development

Report Reviewed by: _____

Mark Fredericks, Senior Planner

1. PURPOSE

- 1.1 Section 204 of the *Municipal Government Act* (MGA) requires Council to adopt a public participation program before undertaking the preparation or amendment of development agreements or planning documents.
- 1.2 The *Engagement Programs Content Regulations* made under Section 204A of the MGA require the public participation program to contain specific content.

2. DEFINITIONS

- 2.1 The terms used in this Policy have the same meaning as those found in the MGA.

3. DEVELOPMENT AGREEMENTS and AMENDMENTS to DEVELOPMENT AGREEMENTS; ADOPTION OF REVISED PLANNING DOCUMENTS, AMENDMENTS to PLANNING DOCUMENTS and AMENDMENTS to the LAND-USE BY-LAW

- 3.1 Council resolves to seek the views of the public and encourage public participation regarding development agreements, amendments to development agreements, and adoption of revised documents or amendments to the West Hants, Hantsport and Windsor Planning Documents or Land Use By-laws by, at a minimum:
 - holding one or more public meetings, usually held prior to a Planning and Heritage Advisory Committee meeting, prior to First Reading of any proposed development agreement or amendment;
 - advertising any public participation or information meeting regarding any proposed development agreement or site-specific amendment by: (1) placing a notice in a newspaper circulating in the local area and (2) notifying by mail the owners of all lots within 300' of the site of both the public information meeting and any public hearing. Within a Land Use By-law Council may specify a greater distance for notification.

Notices for public participation or information meetings shall be placed in the paper and sent to abutting property owners at least seven (7) days prior to any public participation or public information meeting. Notices for public hearings shall follow the MGA notification requirements.

- 3.2 In addition, during any comprehensive review of any planning document, Council resolves to seek the views of the public and encourage public participation by developing and implementing a public engagement plan to inform the public and

receive comments from the public. The contents are at the discretion of Council but may involve committees, meetings, open houses, surveys, questionnaires, and publications.

- 3.3 In accordance with the requirements of the MGA, where:
- (a) a revised Municipal Planning Strategy is considered; or
 - (b) where an amendment to the Municipal Planning Strategy affects policy regarding:
 - drinking water;
 - flood risk areas;
 - agricultural land;
 - infrastructure; or
 - housing,
- Council shall seek input from all abutting municipalities; and
- (c) where an amendment to the Municipal Planning Strategy is specific to land that lies within 2 km of an adjacent municipality, Council shall seek input from the abutting municipality.

In each case, Council shall seek input by:

- notifying abutting municipalities of the proposal. The notice shall include the date by which a response must be received in order to be considered by Council;
- ensuring that there is sufficient opportunity for a response to be received so that it may be considered before First Reading of the proposal by Council.

- 3.4 In addition, in accordance with MGA 206 (5), when a notice of public hearing is published, the clerk shall send a copy of the notice to the clerk of every municipality that abuts an area affected by the proposal.

4. GENERAL

- 4.1 Councillors shall receive no new information regarding a planning matter once a public hearing is complete.
- 4.2 Any fees related to any action required by the Public Participation Program Policy will be established by policy of Council.



West Hants

WEST HANTS REGIONAL MUNICIPALITY
PUBLIC PARTICIPATION PROGRAM POLICY

RCOPL-006.00

5. REPEAL

5.1 The Public Participation Program Policy CPL-001.00, dated April 28, 2020, of West Hants Regional Municipality is hereby repealed.

6. RELATED LEGISLATION, POLICIES and PROCEDURES

6.1 Municipal Government Act

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

Deanna Snair
Municipal Clerk

Adoption	
Notice to Council:	January 13, 2023
Approval:	January 24, 2023
Description: Initial Approval of the Public Participation Policy RCOPL-006.00	

Appendix B

Examples of Public Participation Policies from Other Municipalities

Staff investigated the public participation policies from other Municipalities in Nova Scotia. The chart below shows a summary of the requirements in the policies which were available on the corresponding municipal websites. The requirements outlined in this chart would be in addition to the Public Hearing requirements outlined in Section 206 of the Municipal Government Act.

In this chart the following acronyms have the following meanings:

LUB = Land Use By-law

MPS = Municipal Planning Strategy

PAC = Planning Advisory Committee

SUB = Subdivision By-law

Town / Municipality	Policy Name	Requirements
Town of Amherst	Public Participation and Notification Policy	• A public participation session prior to making a recommendation to Council • A summary of the session to be provided to all members of the PAC and Council prior to First Reading
Municipality of the County of Annapolis	Public Participation Policy	• Post notice on social media and website • Public participation meeting held at PAC • Newspaper notice for Public Hearings only • Notification to property owners within 30 m. (98 ft.) of subject property and Public Hearing for most applications
Town of Annapolis Royal	Public Participation Policy	• One advertisement in the local newspaper • Notification to landowners within 200 ft. (60.96 m.) of the property by personal service or mail • Public meeting held
Municipality of the County of Antigonish	Public Participation Policy	• No Public Information Meeting or advertising • Only opportunity to speak is at Public Hearing via petition
Town of Antigonish	Public Participation Program Policy	• One or more public participation meetings hosted by the PAC • Notice to be published in a local newspaper at least 6 days prior to the meeting and posted in municipal office

Municipality of the District of Barrington	Public Participation Program Policy	• One or more public participation meetings hosted by the PAC prior to recommendation to Council • Notice to be published in a local newspaper, in municipal office, on the website and social media prior to the meeting
Town of Bridgewater	Public Participation Meeting Procedures Policy	• Outlines standards for public participation meetings when more than six (6) members of the public are in attendance • No member of the public can speak more than twice and no more than five (5) minutes at one time
Cape Breton Regional Municipality	Public Participation Program Policy	• Only applies to MPS or SUB amendments • Format to use any of the following suggestions depending on the specifics of the proposed amendment: • Public meeting: notice shall be an ad in the local newspaper, notice mailed to surrounding land owners, or notice on the CBRM website or other social media. • Open house: notice places in local newspaper, mailed to surrounding land owners, or notice on website or other social media. • Notification requesting input: notice mailed to land owners within the vicinity. • Surveys: should be considered when the jurisdiction of the proposed amendment is too large for public notification by mail. Note: in each case where letters are mailed to land owners within the vicinity, the area to mail the letters is determined by planning staff based on the geography affected by the proposed planning documents.
Municipality of the County of Colchester	Public Participation Program Policy	• A minimum of three public meetings to be held in the affected community for the adoption of any MPS and LUB • The PAC to hold at least one public meeting in the affected community for amendments to the existing MPS with or without LUB amendments • Any public meeting to be advertised at least once in the local newspaper, at least 3 days in advance of the meeting

Municipality of the County of Cumberland	Public Participation Policy	• A minimum of one public meeting advertised in the local newspaper and other media as deemed necessary • Planning staff to determine location, time and date of meeting • The meetings may include a staff presentation, open house or a workshop style gathering • Presentations from the public not to exceed 15 mins
Town of Digby	Public Participation Program Resolution	• The PAC is responsible for identifying the appropriate process for seeking public input. It must include at least one public meeting • Notice of any meeting to be posted in the Town office and published at least once in the local newspaper at least one week before the meeting • When deemed appropriate by the PAC they are to seek input from identifiable community stakeholder groups
Municipality of the District of East Hants		Staff could not find a formal policy on East Hants website however the website did outline the process chart attached at the end of this document for a development agreement or rezoning application
Municipality of the District of Guysborough	Policy on Public Participation Program	• MPS and LUB adoption requires a minimum of one informal meeting and one formal Public Hearing • Amendments to the MPS and LUB requires one or more public meetings • Notice of public participation meetings to be published in local newspaper and notice on municipal building • Notices to be posted a minimum of 14 days prior to the meeting
Halifax Regional Municipality		HRM is currently in the process to adopt a formal public participation program. A staff report on this topic can be found here https://cdn.halifax.ca/sites/default/files/documents/city-hall/regional-council/230425rc1513.pdf Staff contacted an HRM Planner III to receive insights into their current process. The existing public participation process has been determined on

		a case-by-case basis for each application, requiring separate Council policy, but typically includes: For discretionary approvals not requiring a plan amendment (rezoning or DA): • A public meeting is not held. However, at a planning manager's discretion where a proposal is expected to be contentious, one meeting can be held. • Webpage is created and posted. • No newspaper advertisement for any planning notices since the HRM Charter was amended to replace newspaper with websites. • Direct mail for landowners and tenants living in vicinity: minimum of 250 ft. (76 m.) for urban areas and 500 ft. (152 m.) for rural areas. This can go up to 2000 ft. (609 m.) depending on the context. Mail outs sent 14 days before a public meeting. • If there is no public meeting, 30 days is provided as a public engagement period from the date the application is deemed to be received. Only after the elapse of that period, can staff complete a staff report or a negotiation with an application about a proposed development agreement may begin. • Sign is posted and planner is responsible for providing the design. • A courtesy email to a local councillor after mails notifications are sent, typically asking them to attend the meeting if they are free. For discretionary approvals requiring a plan amendment (MPS amendment): • A public meeting is mandatory before first reading, unless a planner thinks it is not necessary due to the amendment being site-specific and minor. If so, a separate Council policy to exempt a public meeting must be passed at the Council initiation stage.
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		• A presentation is posted after the meeting and a summary of the public meeting is posted online. • The rest of the process is the same as above (i.e., webpage, no newspaper, direct mails, signage.) In terms of signage for the subject lot, HRM has signage guidelines. In summary it includes: • Large 1930 × 1219mm (76 × 48") - intended for large urban sites, and for most sites outside urban areas, where the sign should be visible (if not legible) from a distance. The large size sign may include 2 portrait-oriented images, 1 landscape-oriented image, or no images at all. • Medium 1422 × 1219mm (56 × 48") - intended for smaller sites in suburban or urban areas. • Small 914 × 610mm (24 × 36") – a small, portrait-oriented sign should be used only in urban areas, where a sidewalk or trail is within a few metres of the sign. It may be applied to hoardings or to the face of an existing building. This sign does not have any options for including images. The HRM Planner III noted that planners typically require a medium sized sign in rural areas. The cost of the sign is paid by the applicant on top of an application fee and advertising deposit. Planners send the applicant a pdf file, and then the applicant takes that pdf file to a printing company and pays for the full expense. The applicant must submit a few photos once the sign is installed, and only then, a planner may start working on booking a venue for a public meeting.
Town of Kentville	Public Participation Policy (Planning)	• Any new MPS and concurrent LUB, SUB or amendments to any of those need one public participation meeting prior to Public Hearing • Advertised in local newspaper once per week for two weeks, with first ad appearing at least 14 days prior and at Town hall

		• Meeting may include staff presentation, open house or workshop style gathering • Presentations from the public limited to 10 minutes
Municipality of the County of Kings	Public Participation Policy	All amendments to the MPS and New Minas Sector Plan • make the proposed amendments and associated staff report available to the public; • require the PAC to hold one or more public participation meetings to explain the proposed amendments and receive comments from the public; and • place a notice of the meeting in a local newspaper at least one week prior to the meeting date. • Following the meeting, the PAC may make changes to the proposed amendments before forwarding the proposed amendments onto Council, provided the purpose of the proposed amendments are not significantly altered. The PAC must repeat the process if major changes are made to the proposed amendments that fundamentally alter the purpose of the proposed amendments reviewed by the public at the public participation meeting. The decision about whether a significant alteration is made to the proposed amendments shall rest with PAC, which shall consider the goal of seeking the opinions of the public prior to forwarding the proposed amendments to Council for consideration. Comprehensive Review of the MPS or New Minas Sector Plan Council • Follow process above; • Develop and implement a public engagement plan to further inform and receive comments from the public. The contents of the public engagement plan are at the discretion of Council and may involve one or more approaches, including but not

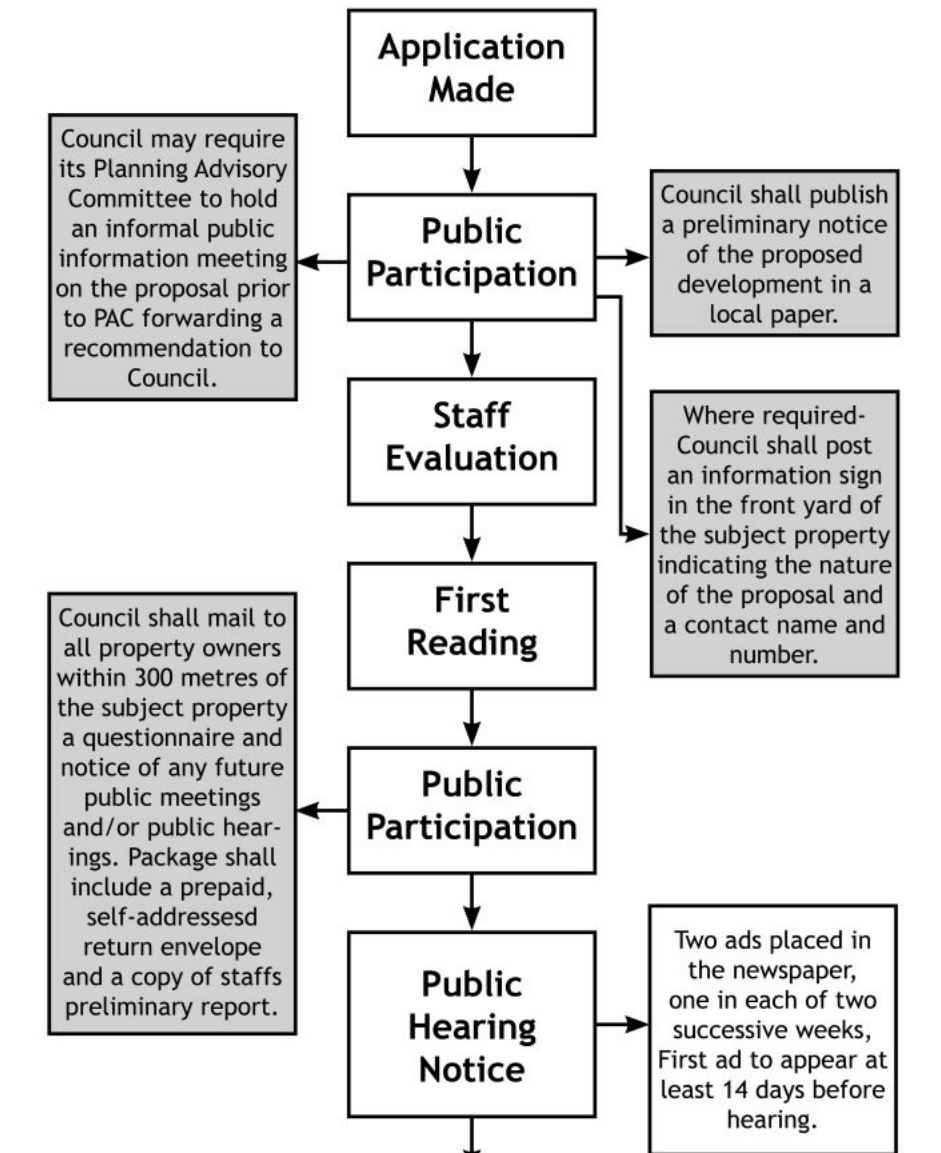
		limited to sub-committees, public meetings, open houses, focus groups, questionnaires, newsletters and interviews. Development Agreements and Amendments to the Kings County or New Minas Land Use Bylaw holding one or more public meetings to inform the public and receive comments from the public about the proposal. Council has the discretion to choose to follow the processes outlined above for review of a discrete component of the MPS or New Minas Sector Plan.
Municipality of the District of Lunenburg	Public Participation Strategy	Gives the discretion to staff on how they should engage with the public on different subject matter (inform, consult, involve, collaborate, empower)
Town of Mahone Bay	Public Participation in Planning Policy	- Staff notify the public at a Council meeting of the intention to prepare or amend planning documents - Council directs staff to consider the proposed amendment and to schedule a PIM - PIM is advertised in the local newspaper, on the website and social media, and at the Town office at least 5 business days prior to the meeting - Public Hearing process follows MGA requirements
Town of Middleton	Public Participation Program	- For any MPS and LUB amendment a public meeting is schedule; advertised in the local newspaper and notice provided by mail to landowners within 200 ft. (60.96 m.) of the affected area - At the meeting, prior to PAC discussion, the public has the ability to ask questions and make comments - Council may choose to extend the public information process, require more advertisements for matters of major importance, such as significant amendments or revisions to the MPS - In the case of a LUB or development agreement, Council allows the CAO to refer the

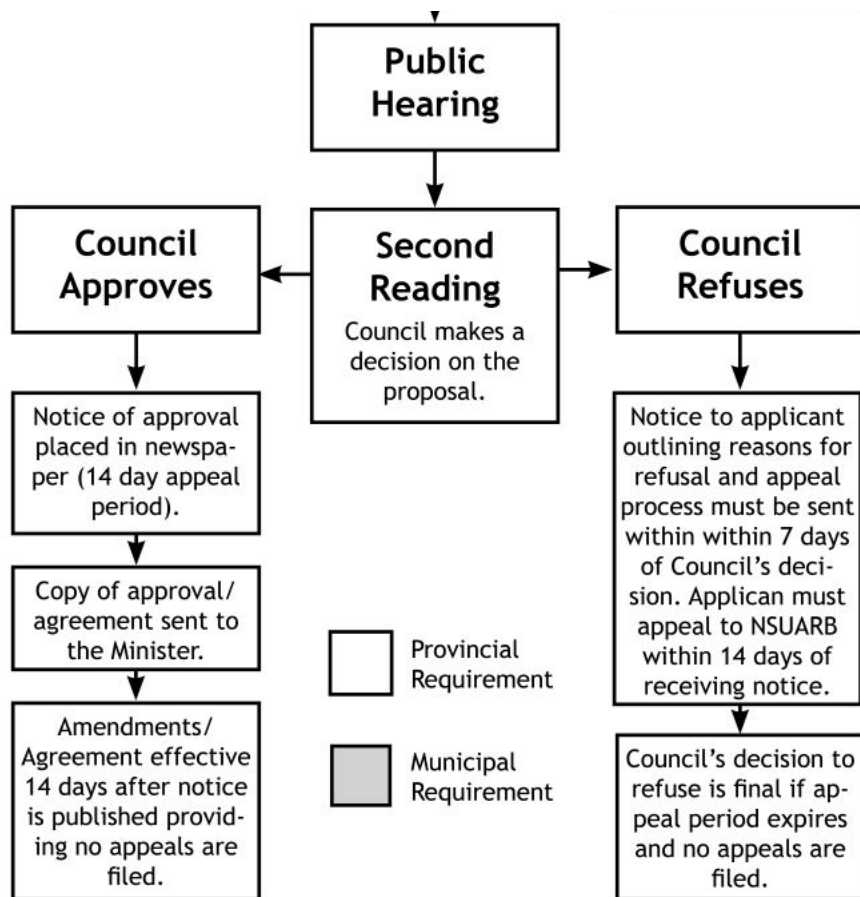
		application to PAC for recommendation and to set and advertise the date for a Public Hearing
Queens Regional Municipality	Public Participation Program	• Hold one or more public information meetings prior to Council • Notice published in a local newspaper at 14 days prior, posted in the appropriate district, and posted in the Municipal office
Municipality of the County of Richmond	Public Participation Program – Engagement with Abutting Municipalities	• No public participation program policy found online • Only applies to engagement to abutting municipalities when adopting or replacing an MPS, or amending a MPS when it affects lands that share boundaries
Municipality of the District of Shelburne	Public Participation Respecting Planning Documents	• Hold one or more public meetings • Staff notify the public at a Council meeting of the intention to prepare or amend planning documents, and a public information session shall be held dealing with the proposed amendments • Notice to be published in a local newspaper, on the municipal website and in the municipal courthouse
Town of Shelburne	Public Participation Program Policy	• MPS amendments, including all amendments of LUB and/or SUB where MPS amendment is also required, requires both a public meeting/information session and a Public Hearing • Notice of public meetings/information sessions to be published in local newspaper and on Town's website
Municipality of the District of St. Mary's	Public Participation Program & Engagement Policy	• Preparing MPS or LUB requires at least one informal public meeting and one formal Public Hearing • Amendments to MPS or LUB requires one or more public meetings • Notice for any meeting to be published in the local newspaper and municipal social media, appearing a minimum of 14 days prior • Notes engagement with abutting municipalities
Town of Stewiacke	Public Participation Program	• PAC to hold a minimum of one public meeting • Advertised at least once in a local newspaper, Town office and two other locations throughout the Town

		• Notice to be placed a minimum of at least 3 days prior to meeting • Council may direct PAC to determine if additional public participation meetings and additional advertising is required
Municipality of the County of Victoria	Public Participation Policy	• Council to hold one or more public participation meeting • Notice to be published in the local newspaper and on municipal website
Town of Wolfville	Public Participation Program Policy	• Amendments of planning documents or a development agreement: hold one or more public meetings; publish notice in the newspaper and Town website; notices by mail to properties within 328 ft. (100 m.) of the property of both public information meeting and Public Hearing • Site Plan approval: notice on the property and Town website; properties within 98 ft. (30 m.) get notices by mail and notice area may increase to 328 ft. (100 m.) under certain circumstances as determined by the Development Officer • Plan Review: developing and implementing a public engagement plan at the discretion of Council which may involve committees, meetings, open houses, surveys, questionnaires, and publications • Notes engagement with abutting municipalities
Municipality of the District of Yarmouth	Public Participation Program Policy	• Council to hold one or more public participation meetings • Published in the local newspaper and Municipal website and social media at least 5 business days prior to the meeting • The meeting shall be conducted by Municipal staff of the Planning and Development Department, on behalf of PAC
Town of Yarmouth	Public Participation Program Policy	• LUB amendments and development agreements: Property owners within 98 ft. (30 m.) of the subject property to be notified by mail prior to Public Hearing • Plan Review: develop and implement a public engagement plan at the discretion of Council

		which may involve committees, meetings, open houses, and surveys • Site Plan or Variance: The Development Officer to give notice to property owner within 98 ft. (30 m.) of the subject lot at least 7 days prior to the approval • Notes engagement with abutting municipalities
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East Hants Process Chart







WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Deanna Snair, Municipal Clerk

Date: January 9, 2024 Committee of the Whole

Subject: 2024 Municipal Election

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 recommends that

1. that Council approves contracting and performing alternative voting for the 2024 Nova Scotia Municipal and Conseil scolaire acadien provincial (CSAP) elections to Intelivote for the quoted price of 41,075.00 plus applicable taxes and be funded through the Regional Election Reserves.
2. that that Council approves the use of alternative (electronic) voting as the voting methods in the 2024 Nova Scotia Municipal and Conseil scolaire acadien provincial (CSAP) elections from the first advanced poll day to the close of Ordinary Poll Day and further that paper ballots be only used on Ordinary Poll Day.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☒	Economic ☒	Councillor Activity ☐ ☒
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During the November 14th Committee of the Whole meeting, a Request for Decision report was presented by Municipal Operations Supervisor Thornton requesting directions for next steps for the 2024 Nova Scotia Municipal and Conseil scolaire acadien provincial (CSAP) elections.

Much discussion was held around voting methods (hybrid vs electronic vs paper ballots), mobile polls and security levels. Some key points raised were:

- A hybrid option would include both electronic and paper ballots.
- Mobile polls could be considered for areas with limited access to internet connectivity.
- Electronic voting requires a secondary means for voting (telephone) as per the Municipal Election Act (MEA).
- High security levels (similar to those in banking institutions) are in place as well as an auditor for security purposes and to ensure the voting system is not able to be broken or tampered with.

During this meeting Council noted that a hybrid model could serve as a transitional phase to get residents used to moving towards solely electronic voting for future elections.

At the November 28th Council meeting the following motion was ratified:

“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”.

DISCUSSION

Following the November meeting, the RFQ#WHRM24-01 (Alternate Voting – Hybrid for the 2024 Municipal and CSAP Election) was released on the NS Procurement site on **December 15, 2023 and closed at 2 p.m. on January 3, 2024.**

Tender Timeline

Posted to Procurement	December 15, 2023
Closing Date	January 3, 2024,
Price Expiry Date	March 3, 2024
Days Remaining (based on January 23 rd Council Meeting)	40 Days

Five quotes were received for this one envelope process. Submissions were to be in a sealed envelope (or as an email submission) and marked clearly as RFQ # WHRMAD24-01.

The chart below reflects each submission and price.

Proposal Submission	Financial Quote before taxes
Intelivote	\$41,075.00
Voatz	\$41,681.55
Scytl	\$44,182.92
Simply Voting	\$59,615.20
VOTEASE	\$232,425.00

Of the five submissions, two (2) (Scytl and Intelivote) have had successful experience with Municipal Elections and are frequently used by the Province and other Municipal Units.

It is important to recognize that approving a voting method is a critical step necessary in order to secure a Returning Officer (RO) for the 2024 Nova Scotia Municipal and Conseil scolaire acadien provincial (CSAP) elections. An RO must be appointed by Council **on or before March 15, 2024** in order to meet deadlines as per the NS Municipal Elections Act (MEA).

The role of the Returning Officer cannot be understated, as there is a significant amount of work to ensure a successful election in compliance with the Nova Scotia MEA.

In anticipation of the 2024 election, staff have reached out to former RO's to gauge their interest in acting as the RO for WHRM's 2024 and CSAP election. Each person responded that they were not interested in the RO position should WHRM choose to proceed with a Hybrid model for Advanced and Ordinary Polling days. In having conversations with other municipal units, WHRM anticipates it may be difficult to find an RO for a hybrid election and if successful, it will come at a greater cost.

In addition to this challenge, it is anticipated there will be a lack of available election staff for all 2024 elections. Municipalities are expected to have trouble finding workers and pay rates are expected to be significantly higher than in previous years to meet current demands.

In an effort to support Council's decision to move forward with a Hybrid election, staff are recommending that alternative/electronic voting be used on the first advance poll day (to be determined) to the close of voting on Ordinary Election Poll Day of October 19, 2024 and that paper ballots only be used on the Ordinary Polling day (October 19, 2024).

Electronic voting offers voters the ability to vote by phone or online, which removes physical access barriers such as transportation and provides an opportunity for residents to vote from the comfort of their own homes. In addition, areas identified as having connectivity issues could be supported with electronic voting. IT has identified that the STARLINK could be utilized in these areas to provide an internet connection to allow eligible electors the ability to vote via a tablet. Staff could act as poll workers, resulting in the need to secure approximately 50 election workers.

As noted in the 2023-22-14 report to Council, WHRM 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. Contracted IT support resources can also be utilized

to act as an auditor throughout the election period, and to act as an additional test of all the election voting mechanisms.

In addition, Mobile Polls should be considered for licensed nursing homes, hospitals, homes for the aged, and homes for the care and treatment of chronic diseases. Mobile polls would be open during ordinary poll day (not advance poll days) from 8:00 a.m. – 7:00 p.m. and can be any of the voting methods opted for by Council.

NEXT STEPS

Pending Council approval, staff will award the alternate voting method contract to and proceed with securing a Returning Officer (RO) for the 2024 Nova Scotia Municipal and Conseil scolaire acadien provincial (CSAP) elections.

FINANCIAL IMPLICATIONS

It is estimated that 2024 costs will be approximately 20-25% higher than 2020. The projected balance in the Regional Elections Reserves on March 31, 2024 is \$50,000. Pending Council approval any remaining costs (Returning Officer, Assistant Returning Officer, Printing, Hall Rentals, Poll Workers, etc.) associated with the 2024 Municipal and CSAP (Conseil scolaire acadien provincial) would need to be identified and approved in the upcoming 2024-25 Budget. The total cost associated to the recommendation is **\$42,837.12**.

As identified in a previous report the 2023-24 municipal operating budget had \$1,500.00 allocated to support preliminary 2024 municipal election budget expenditures. There are financial implications.

ALTERNATIVES

1. Council could choose not to support the recommendations.
2. Council could choose to provide alternate direction to staff. This is not staff's recommendation.

ATTACHMENTS

1. Table detailing polling stations and dates and timing for voting options
2. 2023-11-14 2024 Municipal and CSAP Elections – Request for Decision Report

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation detailing the hybrid option as noted in the report but further ask Council to consider the need for paper ballots. A table is attached to the report displaying the details associated with polling stations and dates and timing for voting options.

Council's direction for a hybrid is certainly respected but if the primary concern from Council on behalf of voters is the availability of internet, access to a computer or a telephone those needs can be addressed through a solely electronic election as displayed in option #3 listed in the table. Multiple mobile polling stations can be facilitated around the WHRM from October 10th through to October 19th to address these concerns and the eleven (11) traditional polling stations on the ordinary poll day can be outfitted with user friendly technology. Paper would not be required.

If the primary rationale for a hybrid option is simply to provide voters with the traditional paper option and not due to internet, computer, telephone availability or for other reasons then a hybrid model remains the best option for Council.

We share these perspectives with Council so that options of efficiency, improved accessibility to voters and to help address what we anticipate in advance will be human resource challenges when conducting the election. It might be that these HR challenges do not become a reality.

Report Prepared by: _____

Deanna Snair, Municipal Clerk

Report Reviewed by: _____

Shelleena Thornton, Municipal Operations Supervisor

Report Approved by: _____


Mark Phillips, CAO

WHRM 2024 Municipal Elections Voting Options

	Method of Voting	Timing and Dates	Polling Stations
Option #1	Hybrid (electronic & paper)	Electronic – the electronic method has the capacity to offer voting from the earliest advanced poll date legislatively authorized, if approved by Council, through to ordinary poll day. October 10 th to 19 th (9 days).	Electronic – 1. Not required <i>and / or</i> 2. Mobile voting options - TBD (predetermined sites or tech mobility) <i>and / or</i> 3. Electronic options at the polling stations on the ordinary poll day - TBD
		Paper – advanced poll dates, determined by Council and ordinary poll day. 1. Oct 15 th -4 th day before ordinary poll day. 2. Oct 19 th – ordinary poll day 3. One (1) additional day TBD by Council, not earlier than Oct 10 th .	Paper – 1. Number of advanced poll dates with eleven (11) polling stations. 2. Eleven (11) polling stations on ordinary poll day.
Option #2	Hybrid (electronic & paper)	Electronic – the electronic method has the capacity to offer voting from the earliest advanced poll date legislatively authorized, if approved by Council, through to ordinary poll day. October 10 th to 19 th (9 days).	Electronic – 1. Not required <i>and / or</i> 2. Mobile voting options - TBD (predetermined sites or tech mobility) <i>and / or</i> 3. Electronic options at the polling stations on the ordinary poll day - TBD
		Paper – ordinary poll day only. 1. Oct 19 th – ordinary poll day	Paper – 1. Eleven (11) polling stations on ordinary poll day.
Option #3	Electronic only	Electronic – the electronic method has the capacity to offer voting from the earliest advanced poll date legislatively authorized, if approved by Council, through to ordinary poll day. October 10 th to 19 th (9 days).	Electronic – 1. Not required <i>and / or</i> 2. Mobile voting options - TBD (predetermined sites or tech mobility) <i>and / or</i> 3. Electronic options at the polling stations on the ordinary poll day - TBD



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: 
Shelleena Thornton, Municipal Operations Supervisor

Date: 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 ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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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
• Appoints Municipal Elections Officer • Oversee and navigate the <i>Municipal Elections Act</i> and associated forms • Provides support to Returning Officers (RO), including RO training • Fields questions from municipalities and the public • Distributes materials to assist ROs – Handbook, Calendar, and Candidates Guide • Collects election statistics	• Responsible for coordinating and administering the election • Ensures sufficient resources to support election • Plan for execution of election (i.e. all electronic, all paper, hybrid, booking polling stations, staffing, ordering of materials and supplies, etc.) • Ensures bylaw is updated if required (e.g. Alternative Voting Bylaw) • Ensures compliance and meeting legislative requirements through the MEA • Trains elections staff

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:

PAPER BALLOT	ELECTRONIC (INTERNET & PHONE)
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
2020 Actual Municipal Election Costs	
\$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.

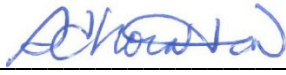
Staff recommendation is either Option 1 or 2.

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

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;

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- (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:

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- (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.

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.

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 **28th** day of **July, 2020**.



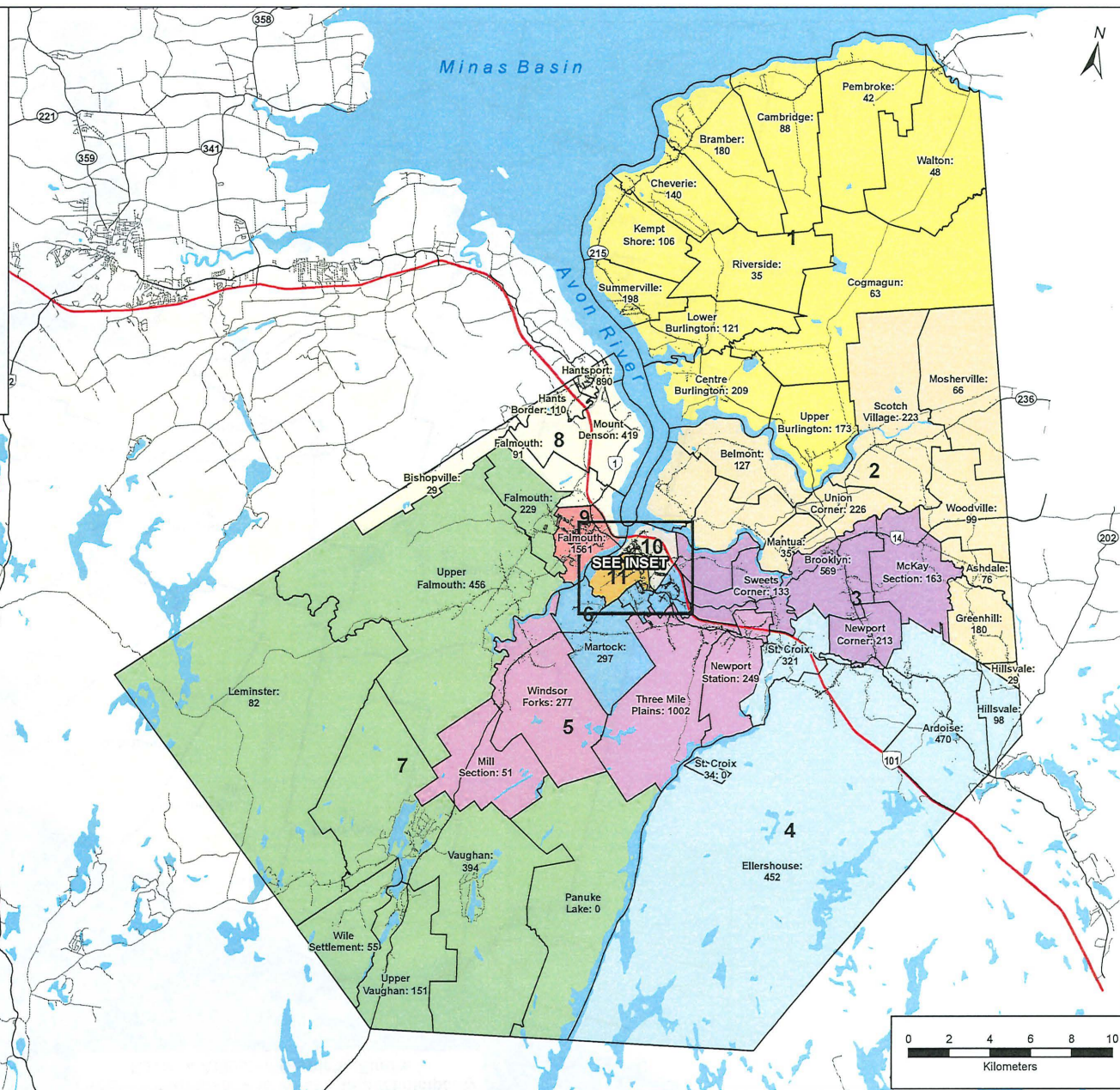
R. N. Brown
Municipal Clerk

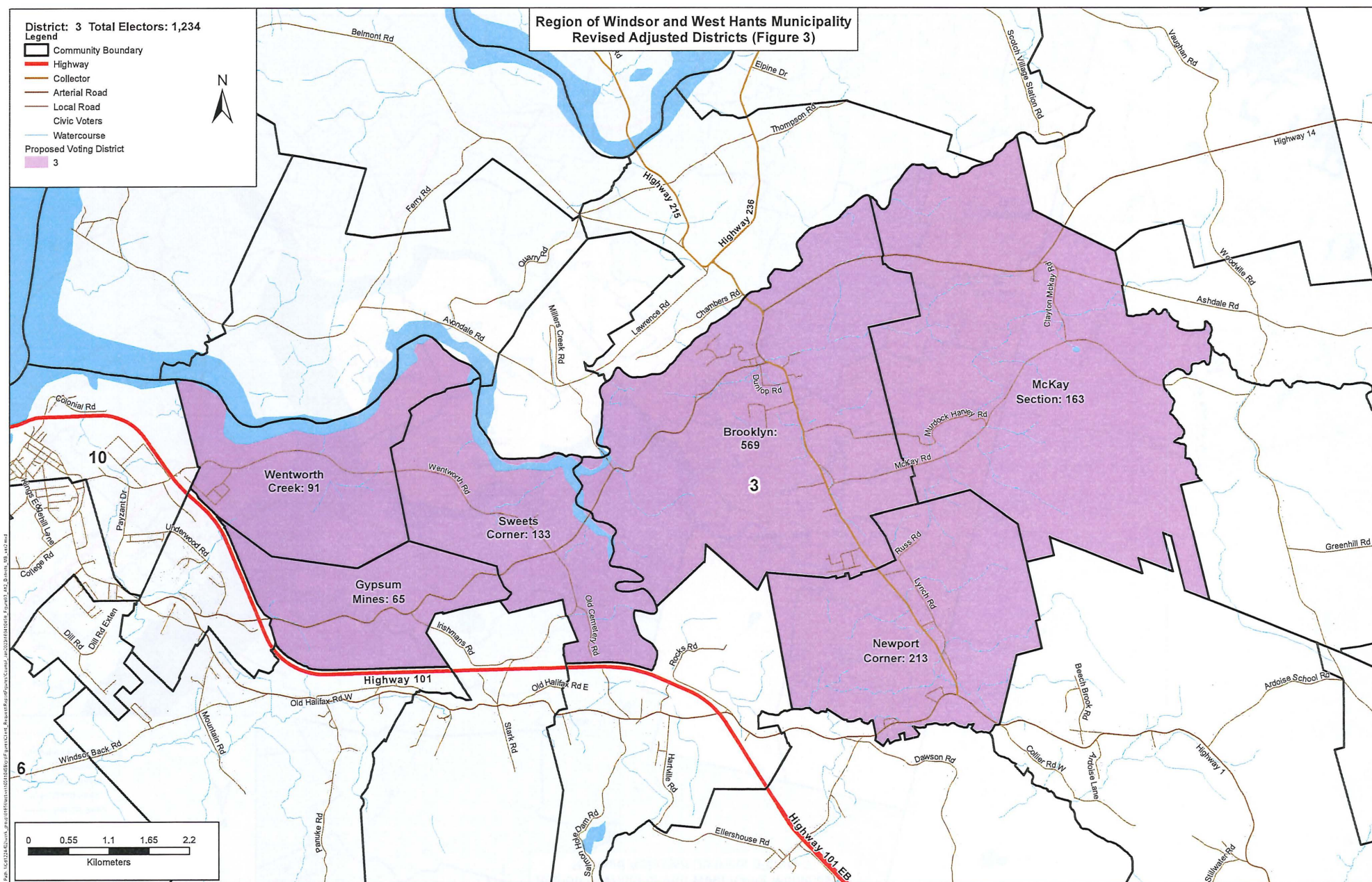
By-Law Adoption	
First Reading:	June 23, 2020
Notice Published:	June 27, 2020
Second Reading & Approval	July 28, 2020
Final Publication	August 1, 2020
Notice to Municipal Affairs	August 4, 2020
Description: Initial approval of Municipal and School Board Elections Voting By-law, RE-001.	

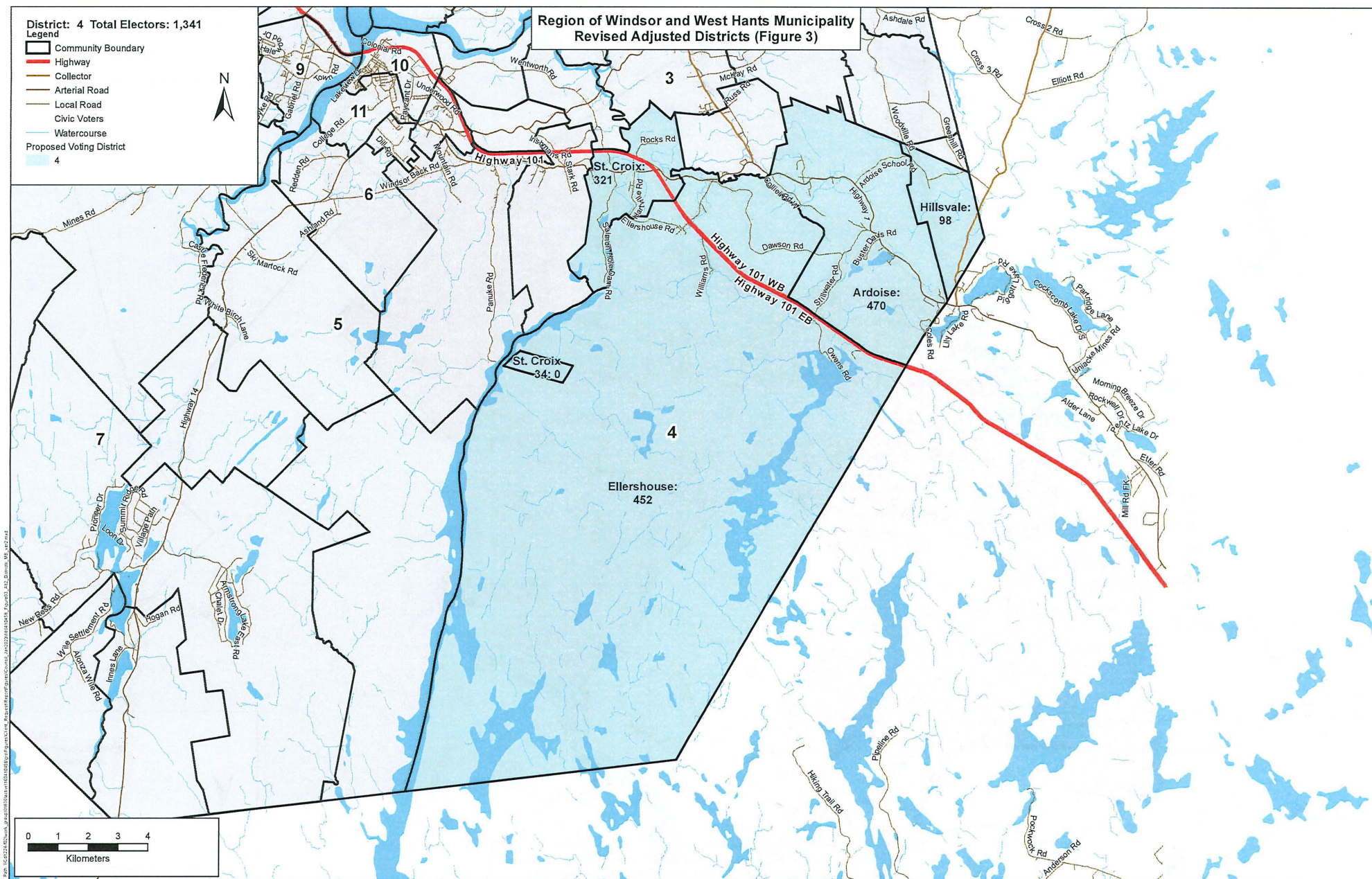
Region of Windsor and West Hants Municipality - 11 Adjusted Districts
(Adjusted January 2023-01-16 Community Label)

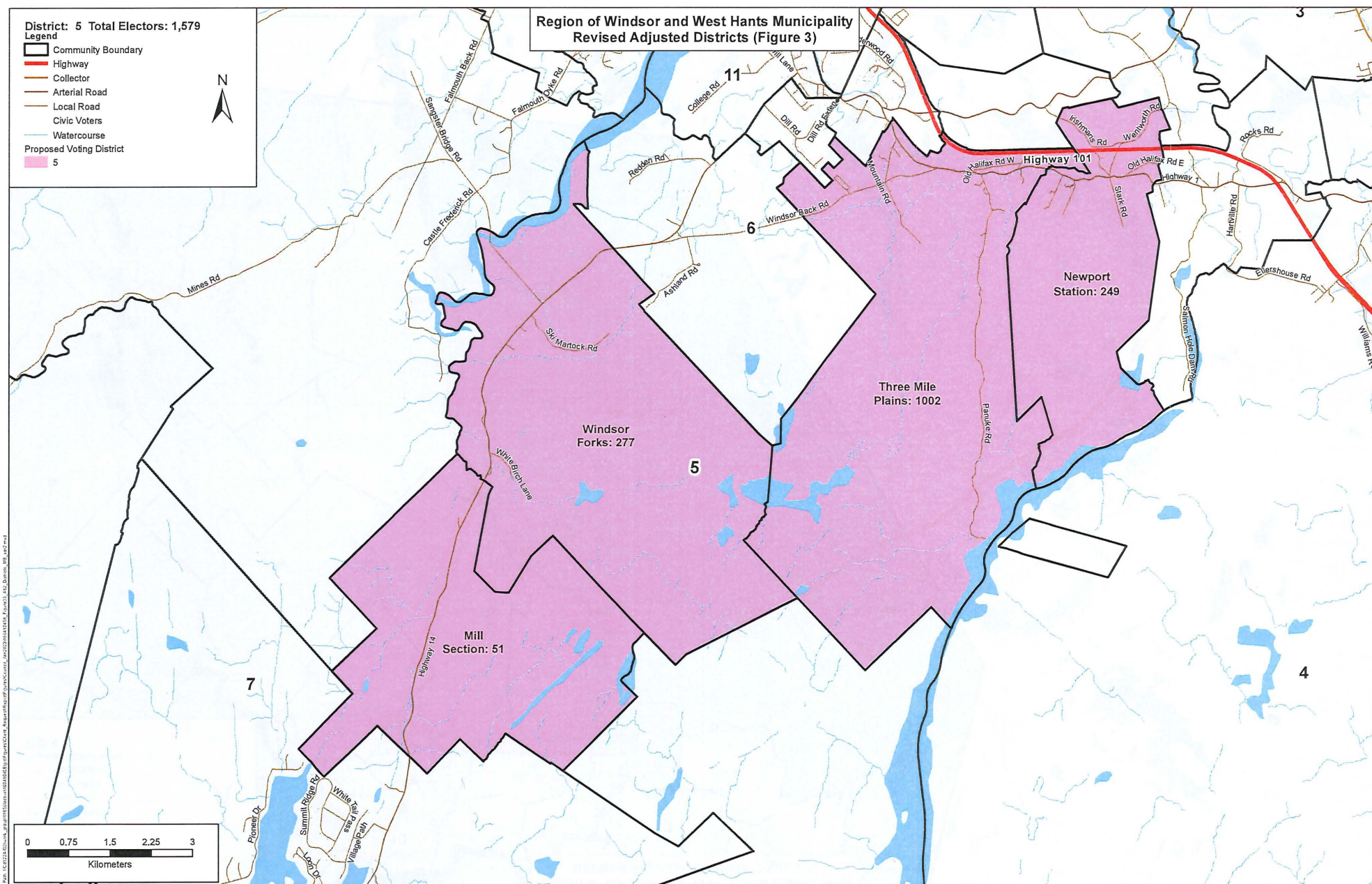
Community Electors
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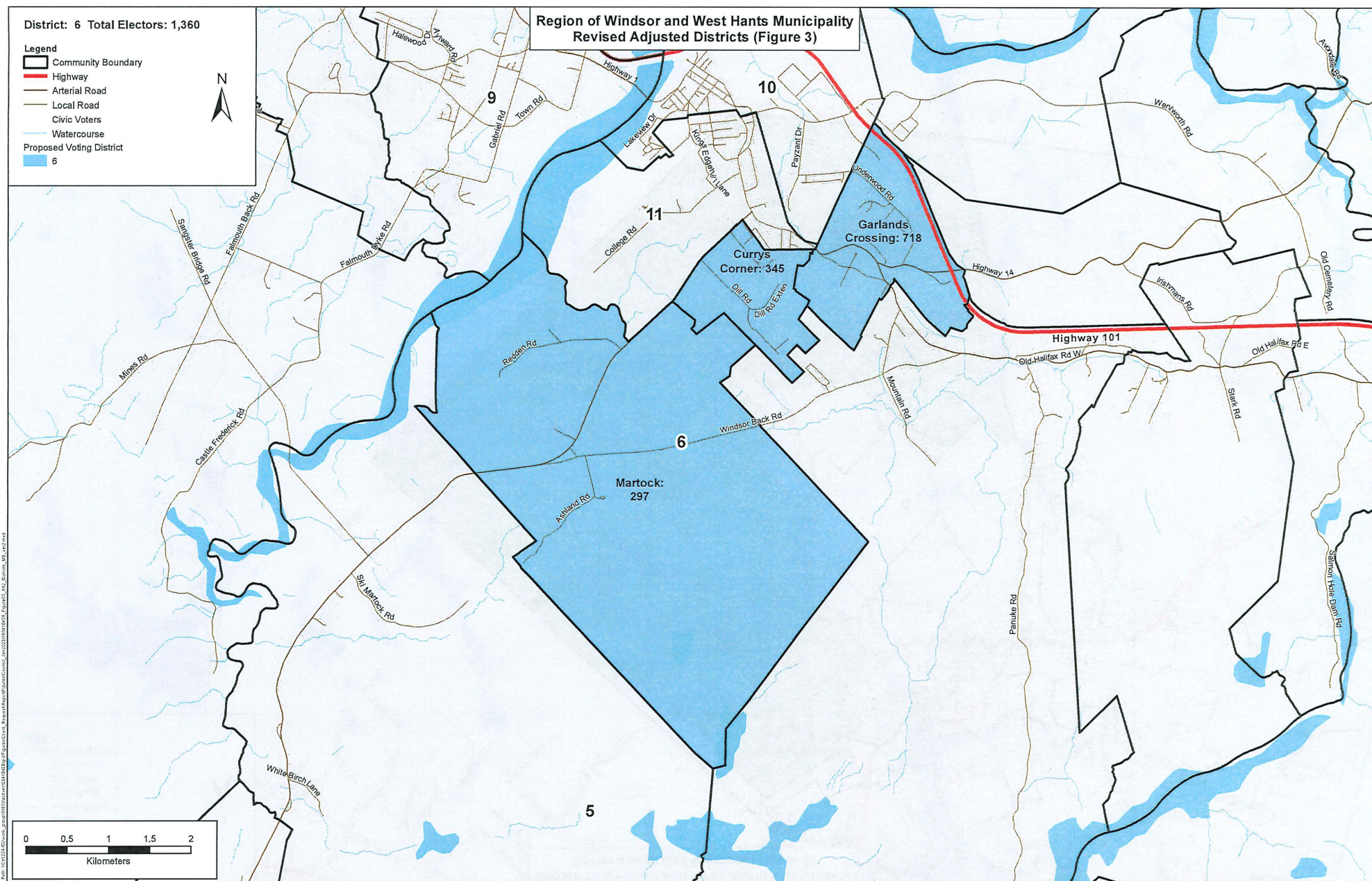
District	Electors	Land Area (km ²)	Variation from Average	
			Number	%
1	1,403	288	-6	-0.4%
2	1,306	147	-103	-7.3%
3	1,234	59	-175	-12.4%
4	1,341	252	-68	-4.8%
5	1,579	100	170	12.1%
6	1,360	22	-49	-3.5%
7	1,367	406	-42	-3.0%
8	1,539	43	130	9.3%
9	1,561	8	152	10.8%
10	1,305	5	-104	-7.4%
11	1,500	5	91	6.5%
TOTALS	15,495	1,336		
Average	1,409	121		

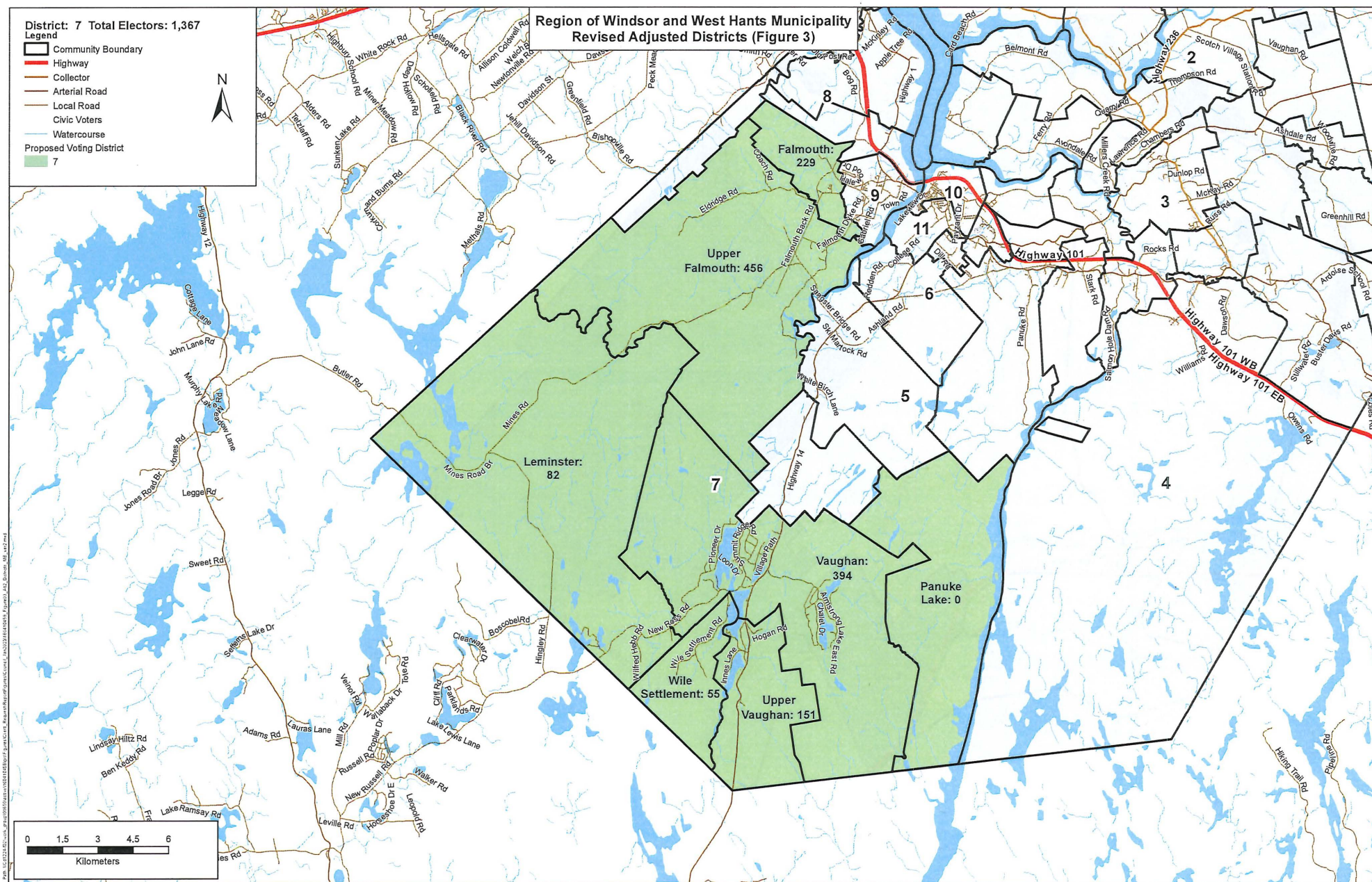


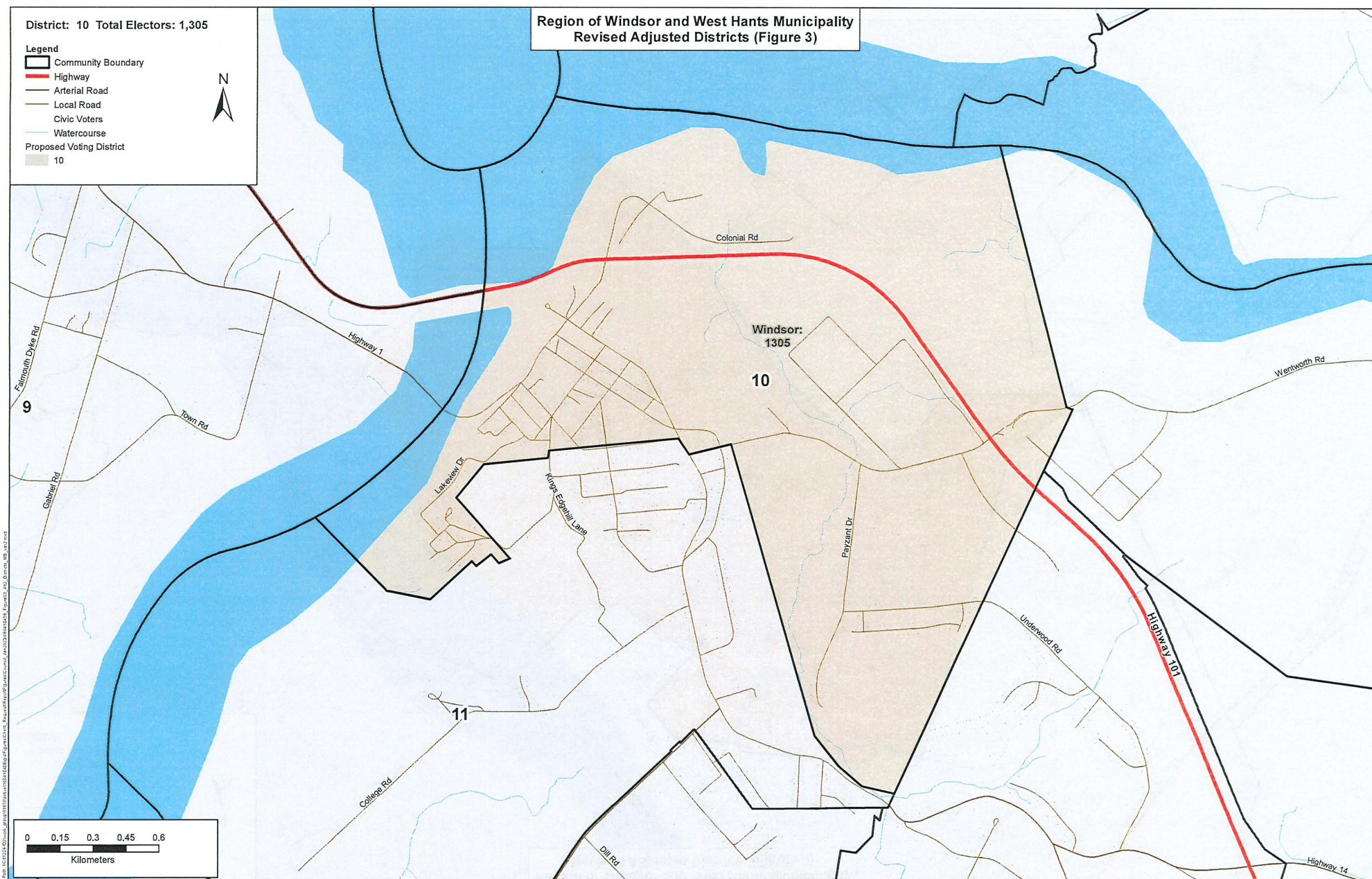


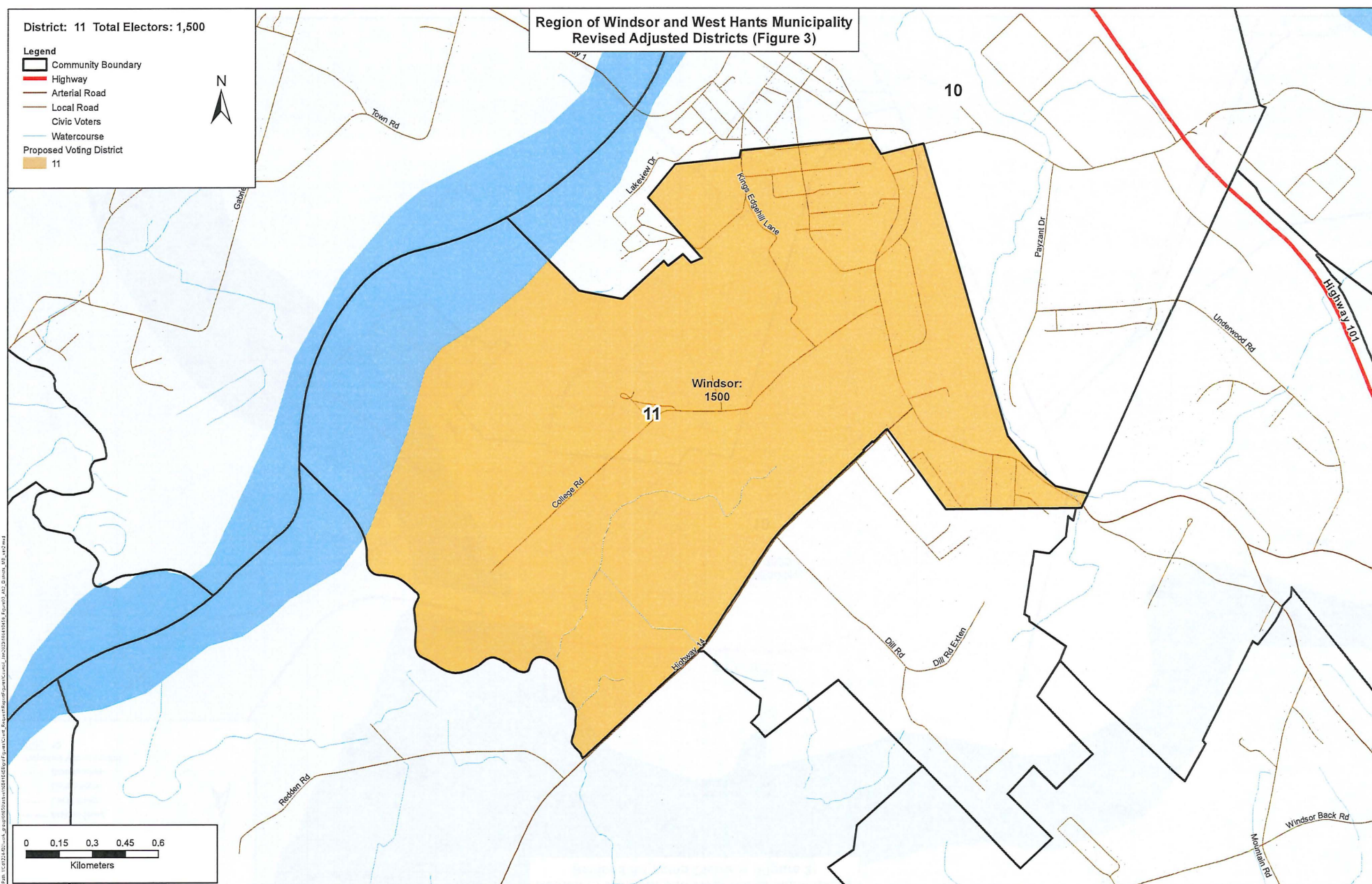






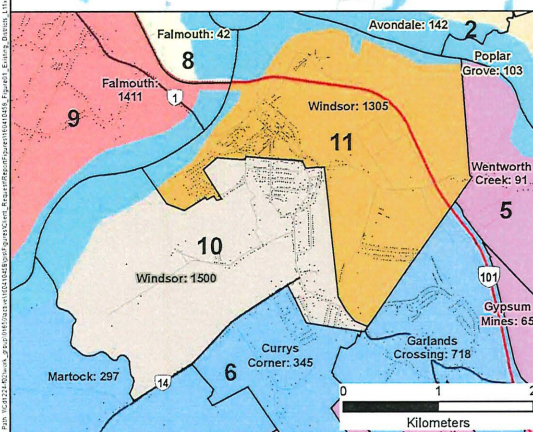
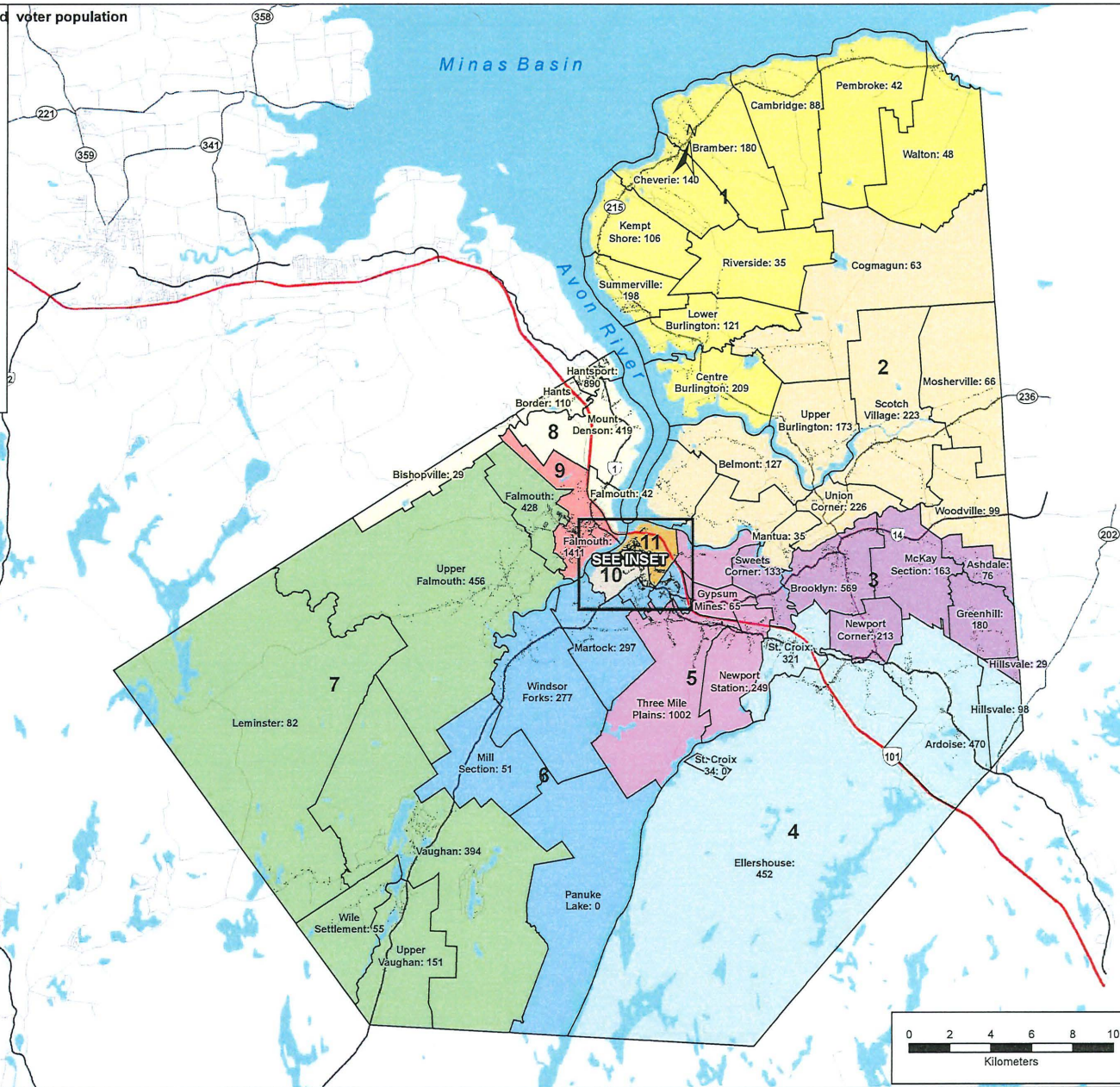






Region of Windsor and West Hants Municipality - 11 Existing Districts with updated voter population	Community Label
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Community		Electorates		
District	Electors	Land Area (km ²)	Variation from Average	
			Number	%
1	1,167	216	-242	-17.2%
2	1,257	202	-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		





COVER PAGE

Date: January 9, 2024

Meeting: Committee of the Whole

Submitted by: Carlee Rochon, Director of Financial Services

Subject Matter: Windsor Water Utility – Three Mile Plains Bulk Water Review

Summary: Below is a comparison of the 2022-23 Three Mile Plains annual consumption billed to customers, and the reads from the two bulk meters at 5 Back Rd. that supply water to Three Mile Plains from the Windsor Water Utility.

Quarterly Consumption Bill to Three Mile Plains Customers

Meter Size	Q1	Q2	Q3	Q4	TOTAL CONSUMPTION
5/8 "	7,562,095	8,688,776	6,725,993	7,190,787	30,167,651
3/4 "	6,159	11,218	9,239	20,457	47,073
1.0 "	186,534	196,212	199,512	213,810	796,068
1.5 "	352,390	391,325	346,011	285,740	1,375,466
2.0 "	-	-	-	-	-
3.0 "	-	-	-	-	-
4.0 "	-	-	-	-	-
6.0 "	-	-	-	-	-
8.0 "	-	-	-	-	-
Total	8,107,178	9,287,532	7,280,755	7,710,794	32,386,259 Imp. Gallons
Avg. Consumption per user					28,635

Windsor Water Utility to TMP - Master Meters

TMP Master Meters	Q1	Q2	Q3	Q4	TOTAL CONSUMPTION
Meter 1 - 5 Back Rd	139,240	9,411,154	4,502,545	3,722,535	17,775,474
Meter 2 - 5 Back Rd	11,878,326	5,697,197	6,973,017	5,389,241	29,937,781
Total	12,017,566	15,108,351	11,475,562	9,111,776	47,713,255 Imp. Gallons

Estimated Consumption Billing @ West Hants Bulk Water Rate 119,760 \$2.51 per 1000 Imp. Gallons

(48,989,075 - 32,386,259) 15,326,996 * Unaccounted for Imp. Gallons water
32%

* The unaccounted for imp. gallons has been reviewed by staff and is considered within an acceptable range. This unaccounted water is attributed to leakage, system flushing, fire hydrants, unauthorized usage, and old meter equipment, etc.

Memo Report

Date: January 4, 2024

To: Todd Richard, P.Eng - Director of Public Works
Carlee Rochon, CPA – Director of Financial Services

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

Re: Water and Sewer Rate Comparison with Varying Percentage Base Charge

Further to your email request we have prepared a comparison of the average 5/8" customer rates for the following scenarios:

Water Rates

- 35% of Revenue from Base Charge
- 40% of Revenue from Base Charge

Table 1 contains the projected 5/8" (Residential) water rates with a combined Utility for the year 2025/26.

Table 1

% Revenue from Base Charge	35%	40%
Base Rate per Quarter 2025/26	\$73.90	\$86.05
Volumetric Rate (\$ per cubic meter) 2025/26	\$3.05	\$2.77
Estimated Average Quarterly Rate for Residential Customer 2025/26	\$175.70	\$178.60

No Scenario was prepared for a higher percentage of base charges as the Utility is regulated by the UARB.

Sewer Rates

- 35% of Revenue from Base Charge
- 40% of Revenue from Base Charge
- 45% of Revenue from Base Charge
-

Table 2 contains the projected 5/8" (Residential) sewer rates with a combined Utility for the year 2025/26.

Table 2

% Revenue from Base Charge	35%	40%	45%
Base Rate per Quarter 2025/26	\$63.16	\$71.95	\$80.95
Consumption Rate (\$ per cubic meter) 2025/26	\$2.65	\$2.45	\$2.24
Estimated Average Quarterly Rate for Residential Customer 2025/26	\$151.59	\$153.65	\$155.75

Combined Windsor West Hants Water Utility

Water Rate Study

Prepared By

G. A. Isenor Consulting Limited

in Association with

Blaine S. Rooney Consulting Limited

04-Jan-24

INDEX

NOTES TO WORKSHEETS

WORKSHEETS B-1 TO D-2

SCHEDULES A, B, AND C – RATES AND CHARGES

SCHEDULE D – RULES AND REGULATIONS

WINDSOR WEST HANTS WATER UTILITY
SUPPLEMENTAL NOTES ON WORKSHEETS

WORKSHEET B-1

The Utility has included a transfer from the operating surplus to the capital works in 2023/24 (\$300,000) and 2024/25 (\$450,000) to reduce the needed borrowing and to smooth rates.

WORKSHEET B-2a/b/c/d/e

The Worksheet was prepared by summing the projected expenses for the Windsor Water Utility and the West Hants Water Utility for the current year, 2023/24. Expenses for the Test Years are based on a 3% increase per year or other increases if known.

WORKSHEET B-3

The capital program is based summing the capital programs for the Windsor Water Utility and the West Hants Water Utility for the current year as well as the test years.

WORKSHEET C-3

Depreciation and Return on Rate Base is allocated 70% to Base, 15% to Delivery, and 15% to Production in the first two test years. Depreciation is allocated 60% to Base 20% to Delivery and 20% to Production in the final test year for rate design purposes. All other allocations are consistent with the Handbook. The proposed allocation provides approximately 40% of the total revenue from customer base charges in the first test year, 41% in the second and 39% third test years

WORKSHEET C-4

The total number of 5/8" customers served by the Utility is projected to increase by 15 new customers per year.

WORKSHEET D-1

The revenue from metered sales and the fire protection rate in Worksheet D-2 are calculated based on 3 months at the existing rates and 9 months at the proposed rates based on receiving new UARB approved rates effective 1 July 2024.

WINDSOR WEST HANTS WATER UTILITY
GENERAL NOTES ON WORKSHEETS

Worksheet B-1

This worksheet includes a summary of the operating revenues, operating expenditures, non-operating revenues and non-operating expenditures for the years 22/23 (Actual) and 23/24 (Budget) as provided by the Utility.

Operating Revenues - The operating revenue for 24/25, 25/26 and 26/27 is based on the Utility's budget. The revenue includes no projected growth of new customers. The fire protection rate is based on rate approved in the last rate hearing.

Operating Expenditures - The projection of expenses for the test years is as derived from Worksheet B-2a/2b/2c/2d/2e. The Depreciation has been calculated based on the addition of the planned infrastructure.

Non-operating Revenues – The non-operating revenue projected during the test years are detailed in Worksheet B-1.

Non-operating Expenditures – The non-operating expenditures projected during the test years are detailed on worksheet B-1.

Accumulated Surplus (Deficit) The Utility has a projected deficit in all test years.

Worksheet B-2

This worksheet takes the information from Worksheet B-1 to develop revenue requirements for the years for 24/25, 25/26 and 26/27.

Worksheet B-2a/2b/2c/2d/2e

This worksheet provides the breakdown of the operating expenditures for 22/23 and the estimated operating expenditures as provided by the Utility for the year 23/24. The projected expenditures for the years for 24/25, 25/26 and 26/27 are taken from information provided by the Utility and are based on a 3% increase per year for inflation or other increases if known.

Worksheet B-3

This worksheet calculates the depreciation per year and the depreciation fund balance based on the proposed capital works for the years 23/24, 24/25, 25/26 and 26/27. The depreciation fund balance for the year 22/23 is taken from the Financial Statements.

Worksheet B-4

This worksheet is used for the projected capital contribution.

Worksheet B-5

This worksheet allocates the assets of the Utility between general service and fire protection. Each year includes the addition of the proposed capital works identified in Worksheet B-3. Production assets are allocated 90% general service and 10% fire protection. Demand assets are allocated 40% general service and 60% fire protection.

Worksheet C-1

This worksheet uses the percentage of total assets allocated to fire protection from Worksheet B-5 to determine the allocation of transmission and distribution; depreciation, taxes and return on rate base to the fire protection charge. The remaining expenses are allocated at 10% to fire protection.

Worksheet C-2

This worksheet calculates the return on rate base

Worksheet C-3

This worksheet allocates expenses among customer charge, base charge, delivery and production.

Worksheet C-4

This worksheet sets out the number and size of meters in the Utility and by use of the capacity ratio establishes the system equivalents. There is a projected growth in the number of residential customers of 15 per year.

Worksheet C-5

This worksheet uses the information from Worksheet's C-3 and C-4 to calculate quarterly base charge for each size of meter.

Worksheet C-6

This worksheet sets out the water consumption by meter size. The data for current year is based on information provided by the Utility. In addition to the projected increase in customers it is anticipated that there will be an annual reduction of 1% annually as a result of conservation.

Worksheet C-7

This worksheet uses information from Worksheet's C-3 and C-6 to calculate the consumption charge for years 24/25, 25/26 and 26/27.

Worksheet C-8

This worksheet is used as a check to determine that the potential revenues will be the same as the requirements on Worksheet C-3.

Worksheet D-1

This worksheet is a comparison of existing and proposed rates.

Worksheet D-2

This worksheet provides a comparative statement of Operations for the current year as well as the test years.

DRAFT

Combined Windsor West Hants Water Utility
Comparative Statement of Operations

Fiscal Years ending March 31st

	2022/23 (Actual)	2023/24 (Budget)	Projection Using Current Rates		
			2024/25 (Test)	2025/26 (Test)	2026/27 (Test)
OPERATING REVENUES					
Metered Sales	2,837,540	2,882,969	2,882,969	2,882,969	2,882,969
Public Fire Protection - Windsor	319,208	319,208	319,208	319,208	319,208
Public Fire Protection from West Hants	155,095	155,095	155,095	155,095	155,095
Public Fire Protection West Hants	595,789	595,789	595,789	595,789	595,789
Commercial	0	2,033	2,094	2,157	2,222
Sprinkler Service/Private Hydrants	5,728	8,142	8,281	8,349	8,416
Sales to Other Utilities	241,903	250,000			
Bulk Water Sales	0	161,727	166,579	171,576	176,723
Other Income	8,361	9,695	9,828	9,958	12,945
Total	4,163,624	4,384,658	4,139,843	4,145,101	4,153,367
OPERATING EXPENDITURES					
Source of Supply	309,736	289,800	20,394	21,006	21,636
Power and Pumping	45,465	0	0	0	0
Water Treatment	898,534	1,001,742	1,036,197	1,067,283	1,099,301
Transmission and Distribution	1,122,483	1,339,222	1,379,844	1,421,239	1,463,876
Administration and General	518,114	567,812	587,311	607,766	625,999
Depreciation	639,311	814,831	1,065,450	1,121,887	1,159,042
Taxes	63,891	72,018	74,178	76,404	78,696
Total	3,597,534	4,085,425	4,163,373	4,315,584	4,448,551
OPERATING PROFIT (LOSS)	566,090	299,233	-23,530	-170,483	-295,184
		0			
NON-OPERATING REVENUES					
Interest on Customer Accounts	9,602	7,432	7,655	7,655	7,884
Interest	0	2,459	2,533	2,533	2,609
Special Service	0	17,661	18,191	18,191	18,737
Other	0	721	743	743	765
Other- Bank Interest	0	3,500	3,605	3,605	3,713
Total	9,602	31,773	32,727	32,727	33,708
NON-OPERATING EXPENDITURES					
Debt Charges - Principal	572,672	206,177	107,582	254,162	78,269
Debt Charges - Interest	45,416	33,661	29,448	22,946	17,053
New Debt - Principal	0	154,402	163,667	173,487	183,896
New Debt - Interest	0	340,787	331,523	321,703	311,294
New Debt - Principal	0	0	159,993	169,593	179,768
New Debt - Interest	0	0	353,126	343,527	333,351
New Debt - Principal	0	0		39,786	42,173
New Debt - Interest	0	0		87,813	85,426
New Debt - Principal	0	0	0	0	23,933
New Debt - Interest	0	0	0		87,813
Transfer to Sludge Handling Reserve	0	20,000	10,000	10,000	10,000
Capital out of Revenue	42,862	58,000	78,000	58,000	58,000
Earnings	0	0	0	0	0
Total	660,950	813,028	1,233,339	1,481,016	1,410,976
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-85,258	-482,021	-1,224,142	-1,618,773	-1,672,452
SURPLUS AT BEGINNING OF YEAR	1,459,569	1,374,311	792,290	792,290	-881,853
CAPITAL FROM SURPLUS	0	100,000	450,000	0	0
ACCUMULATED SURPLUS (DEFICIT)	1,374,311	792,290	-881,853	-826,483	-2,554,305

Worksheet B-2

04-Jan-24

Combined Windsor West Hants Water Utility Statement of Operating Expenditures and Revenue Requirements					
	2022/23 (Budget)	2023/24 (Budget)	2024/25 (Test)	2025/26 (Test)	2026/27 (Test)
OPERATING EXPENDITURES					
Source of Supply	309,736	289,800	20,394	21,006	21,636
Power and Pumping	45,465				
Water Treatment	898,534	1,001,742	1,036,197	1,067,283	1,099,301
Transmission and Distribution	1,122,483	1,339,222	1,379,844	1,421,239	1,463,876
Administration and General	518,114	567,812	587,311	607,766	625,999
Depreciation	639,311	814,831	1,065,450	1,121,887	1,159,042
Taxes	63,891	72,018	74,178	76,404	78,696
Total	3,597,534	4,085,425	4,163,373	4,315,584	4,448,551
NON OPERATING EXPENSES					
Debt Charges - Principal	572,672	206,177	107,582	254,162	78,269
Debt Charges - Interest	45,416	33,661	29,448	22,946	17,053
New Debt - Principal	0	154,402	163,667	173,487	183,896
New Debt - Interest	0	340,787	331,523	321,703	311,294
New Debt - Principal	0	0	159,993	169,593	179,768
New Debt - Interest	0	0	353,126	343,527	333,351
New Debt - Principal	0	0	0	39,786	42,173
New Debt - Interest	0	0	0	87,813	85,426
New Debt - Principal				0	23,933
New Debt - Interest				0	87,813
Amortization of Debenture Discount	0	0	0	0	0
Interest Paid on consumer deposits	0	20,000	10,000	10,000	10,000
Capital out of Revenue	42,862	58,000	78,000	58,000	58,000
Earnings	0	0	0	0	0
Total	660,950	813,028	1,233,339	1,481,016	1,410,976
LESS NON-OPERATING REVENUES					
Interest on Customer Accounts	9,602	7,432	7,655	7,655	7,884
Interest	0	2,459	2,533	2,533	2,609
Special Service	0	17,661	18,191	18,191	18,737
Other	0	721	743	743	765
Bank Interest	0	3,500	3,605	3,605	3,713
Total	9,602	31,773	32,727	32,727	33,708
LESS OTHER OPERATING REVENUE					
Sundry	8,361	9,695	9,828	9,958	12,945
Sprinkler Service	5,728	8,142	8,281	8,349	8,416
Commercial	0	2,033	2,094	2,157	2,222
Bulk Water Service	0	161,727	166,579	171,576	176,723
Total	14,089	181,597	186,782	192,040	200,306
REVENUE REQUIRED FROM FIRE PROTECTION AND WATER CUSTOMERS	4,234,793	4,685,082	5,177,203	5,571,834	5,625,513

**Combined Windsor West Hants Water Utility
Statement of Operating Expenditures**

	2022/23 (Estimated)	2023/24 (Projected)	2024/25 (Budget)	2025/26 (Budget)	2026/27 (Budget)
SOURCE OF SUPPLY					
Professional Services	0	0	0	0	0
Operational Labour and Benefits	44,001	0	0	0	0
Maintenance - Watershed Roads	5,000	5,000	5,150	5,305	5,464
Maintenance	6,072	8,000	8,240	8,487	8,742
Water Purchased - TMP Excluding Fire Protection Charge	265,554	270,000		0	0
Other Supplies & Expenses	10,082	300	309	318	328
Water Withdrawal Fees	5,000	6,500	6,695	6,896	7,103
Other	0	0	0	0	0
TOTAL SOURCE OF SUPPLY	335,709	289,800	20,394	21,006	21,636
POWER AND PUMPING					
Operations Labour	43,358	0	0	0	0
Structures and Improvements	1,667	0	0	0	0
Pumping Equipment	107	0	0	0	0
Other	333	0	0	0	0
Power Hantsport WTP	0	0	0	0	0
Fuel/Propane-Generator	0	0	0	0	0
TOTAL POWER AND PUMPING	45,465	0	0	0	0
WATER TREATMENT					
Engineering					
Operational Labour	328,359	425,192	437,948	451,086	464,619
Telephone Services	7,665	0	0	0	0
Power - Eldridge Rd	41,456	37,100	39,697	40,888	42,115
Power - Hantsport WTP	21,364	18,350	19,635	20,224	20,831
Photocopier Expenses	450	500	515	530	546
Office Supplies	0	200	206	212	219
Computer Expenses	0	0	0	0	0
Engineering Services	1,672	0	0	0	0
Training & Travel	7,560	0	0	0	0
Chemicals	222,845	235,000	242,050	249,312	256,791
Other Supplies & Expenses	2,641	3,000	3,090	3,183	3,278
Maintenance - Plant Roadways	7,584	8,500	8,755	9,018	9,288
Maintenance - Building	23,162	26,600	27,398	28,220	29,067
Maintenance - Equipment	45,978	60,500	62,315	64,184	66,110
Maintenance - Treatment Equipment	39,925	55,000	56,650	58,350	60,100
Maintenance - Waste Water Lagoon	3,754	5,000	5,150	5,305	5,464
Power	58,981	54,600	58,422	60,175	61,980
Fuel	56,620	38,000	39,140	40,314	41,524
Telephone	0	0	0	0	0
Alarm	480	700	721	743	765
Lab Supplies	16,312	18,000	18,540	19,096	19,669
Outside Testing	11,521	14,000	14,420	14,853	15,298
All Terrain Vehicle	205	500	515	530	546
Other	0	1,000	1,030	1,061	1,093
TOTAL WATER TREATMENT	898,534	1,001,742	1,036,197	1,067,283	1,099,301

Worksheet B-2a/2b/2c/2d/2e

TRANSMISSION AND DISTRIBUTION					
Computer & Asset Management	0	0	0	0	0
Supervision	249,929	251,777	259,330	267,110	275,124
Operational Labour	585,097	647,398	666,820	686,825	707,429
Engineering Services	0	0	0	0	0
Training, Travel	0	0	0	0	0
Maintenance Standpipe Industrial Park	21,871	20,000	20,600	21,218	21,855
Small Tools & Equipment	8	6,000	6,180	6,365	6,556
Structures and Improvements	167	0	0	0	0
Safety Equipment and Clothing	0	0	0	0	0
Maintenance - Transmission Mains	0	0	0	0	0
Other Distribution Plants (Leak Detection)	10,118	7,500	7,725	7,957	8,195
Maintenance - Mains and Standpipes	138,388	150,000	154,500	159,135	163,909
Bulk Water Haul Station	0	4,500	4,635	4,774	4,917
Maintenance - Services	-40,883	55,000	56,650	58,350	60,100
Maintenance - Meters	11,914	10,500	10,815	11,139	11,474
Maintenance - Hydrants	-1,697	14,500	14,935	15,383	15,845
PW Cost Distribution	26,810	30,150	31,055	31,986	32,946
Power - Isolation Valve Chamber	1,383	1,450	1,552	1,599	1,647
PW Contribution	0	32,000	32,960	33,949	34,967
Rents (DMA Radio)	0	600	618	637	656
Vehicle Use from Public Works	67,839	55,000	56,650	58,350	60,100
Fleet Fuel	25,082	25,000	25,750	26,523	27,318
Lab Analyst	13,971	15,000	15,450	15,914	16,391
Monitoring Services	0	2,000	2,060	2,122	2,185
Power	11,434	9,647	10,323	10,633	10,952
Consumer Billing and Accounting	0	0	0	0	0
Other	1,052	1,200	1,236	1,273	1,311
TOTAL TRANSMISSION AND DISTRIBUTION	1,122,483	1,339,222	1,379,844	1,421,239	1,463,876
ADMINISTRATION AND GENERAL					
Professional Services	14,211	25,000	25,750	26,523	27,318
Computer & Asset Management	5,426	6,700	6,901	7,108	7,321
Advertising	1,859	1,700	1,751	1,804	1,858
Auditors	8,134	18,000	18,540	19,096	19,669
UARB	9,058	19,500	20,085	20,688	21,308
Professional Services	23,069	45,000	46,350	47,741	49,173
Computer & Asset Management	6,002	10,200	10,506	10,821	11,146
Mileage & Expenses	5,947	4,500	4,635	4,774	4,917
Insurance	18,279	20,545	23,626	27,170	27,985
Uncollectible Accounts	0	5,000	5,150	5,305	5,464
Training & Travel	18,857	17,000	17,510	18,035	18,576
Telephone	14,920	12,800	13,184	13,580	13,987
Administration Fee	387,203	375,867	387,143	398,758	410,721
General Office Expenses	1,765	4,000	4,120	4,244	4,371
General Property	0	0	0	0	0
Other	3,384	2,000	2,060	2,122	2,185
TOTAL ADMINISTRATION AND GENERAL	518,114	567,812	587,311	607,766	625,999

Combined Windsor West Hants Water Utility Calculation of Depreciation of Tangible Plant at Total Cost 2022/23					
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
			Depreciation rate as March 31		669,430
					0
LAND AND LAND RIGHTS					
Source of Supply Land					0
Land - General					0
STRUCTURES AND IMPROVEMENTS					0
Source of Supply Structures Roads and Gates	40,000		40,000	0.04	1,600
Power and Pumping Structures	0		0	0.04	0
Electrical Upgrades & Lagoons Workshop	0		0	0.04	0
Storage Reservoir	10,000	0	10,000	0.05	500
Water Treatment Plant	50,000		50,000	0.05	2,500
Treatment Plant Gate and Security	0	0	0	0.04	0
Other- System Report	15,000		15,000	0.1	1,500
Equipment			0		0
Electrical Pumping	10,000	0	10,000	0.04	400
Purification Equipment	100,000	0	100,000	0.05	5,000
Office Furniture and Equipment	0		0	0.1	0
Transportation Equipment	0	0	0	0.1	0
Tools and Work Equipment	0		0	0.2	0
Backwash Piping	0		0	0.02	0
Distribution Mains Equipment	16,000	0	16,000	0.05	800
Flushing station and Valve replacement	23,000	0	23,000	0.04	920
Mains Service Repairs	155,000	0	155,000	0.04	6,200
Mains			0		0
Transmission	0	0	0	0.0133	0
Distribution	85,125	0	85,125	0.0133	1,132
Meters	40,800	0	40,800	0.05	2,040
Hydrants	0	0	0	0.0133	0
Sprinkler Connections		0	0		0
Services	20,000	0	20,000	0.02	400
Other	0	0	0	0.333	0
TOTAL	564,925	0	564,925		22,992
Source of Funding					
Outside Funding	0	Depreciation Fund Balance beginning of year		959,483	
Capital out of Revenue	50,000	Interest on Fund balance		11,994	
Depreciation fund	514,925	Fund balance before expenditures		971,477	
Long Term Debt	0	Depreciation Payment in Current Year		692,422	
		Depreciation Expenditure in Current Year		-514,925	
TOTAL	564,925	Balance after expenditures		1,148,974	

Combined Windsor West Hants Water Utility
Calculation of Depreciation of Tangible Plant at Total Cost
2023/24

	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
			Depreciation rate as March 31		639,311
LAND AND LAND RIGHTS					
Source of Supply Land	0		0		0
Land - Water Storage Tank	0		0		0
STRUCTURES AND IMPROVEMENTS			0		0
Source of Supply Structures	850,000		850,000	0.0133	11,305
Source of Supply Structures	80,000		80,000	0.04	3,200
Power and Pumping Structures	25,000		25,000	0.04	1,000
Purification	0		0	0	0
Distribution Reservoirs and Standpipes	6,000,000	3,000,000	3,000,000	0.0133	79,800
Water Treatment Plant	40,000		40,000	0.04	1,600
Bulk Water Station	150,000	0	150,000	0.05	7,500
Other- System Assessment Report/Modeling	40,000		40,000	0.1	4,000
Equipment	0		0		0
Electrical Pumping	25,000	0	25,000	0.05	1,250
Purification Equipment	150,000	0	150,000	0.04	6,000
Purification Equipment	105,000		105,000	0.05	5,250
Office Furniture and Equipment	0		0	0.05	0
Transportation Equipment	0	0	0	0.2	0
Tools and Work Equipment	9,000		9,000	0.1	900
Backwash Piping	0		0	0.05	0
Control and Monitoring equipment	105,000		105,000	0.01	1,050
Distribution Mains Equipment	8,000		8,000	0.05	400
Meter Reading System	150,000	0	150,000	0.05	7,500
Mains Service Repairs/ PRV Upgrade	238,000		238,000	0.04	9,520
Other	0	0	0	0.05	0
Mains	0		0		0
Transmission	200,000	0	200,000	0.0133	2,660
Distribution	1,777,787	0	1,777,787	0.0133	23,645
Meters	50,800	40,800	10,000	0.05	2,540
Hydrants	0	0	0	0.02	0
Sprinkler Connections	0	0	0	0.0133	0
Services	320,000	20,000	300,000	0.02	6,400
Other	0	0	0	0.333	0
TOTAL	10,323,587	3,060,800	7,262,787		175,520
Source of Funding					
			Depreciation Fund Balance beginning of year		959,765
Outside Funding	3,060,800		Interest on Fund balance		11,997
Capital out of Revenue	58,000		Fund balance before expenditures		971,762
Depreciation fund	1,425,000		Depreciation Payment in Current Year		814,831
Long Term Debt	5,679,787		Depreciation Expenditure in Current Year		-1,425,000
Capital From Surplus	100,000				
TOTAL	10,323,587		Balance after expenditures		361,593

Combined Windsor West Hants Water Utility
Calculation of Depreciation of Tangible Plant at Total Cost
2024/25

	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
			Depreciation rate as March 31		814,831
LAND AND LAND RIGHTS					
Source of Supply Land	0	0	0	0	0
Future Reservoir Land	0				0
STRUCTURES AND IMPROVEMENTS					0
Source of Supply Structures-Roads	60,000	0	60,000	0.04	2,400
Power and Pumping Structures	0	0	0	0.02	0
Purification		0	0	0.02	0
Distribution Reservoirs and Standpipes	50,000	25,000	25,000	0.04	2,000
Water Treatment Plant	40,000	0	40,000	0.04	1,600
General Wellfield Development	0	0	0	0.04	0
Other - Future Development Capital Require	0	0	0	0.05	0
Equipment		0	0		0
Electrical Pumping	15,000	0	15,000	0.04	600
Purification Equipment	3,048,000	0	3,048,000	0.04	121,920
Purification Equipment	85,000		85,000	0.05	4,250
Emergency Generator	0	0	0	0.05	0
Transportation Equipment	170,030	0	170,030	0.1	17,003
Tools and Work Equipment	0	0	0	0.1	0
GIS System		0	0	0.05	0
Distribution Mains Equipment	8,000	0	8,000	0.05	400
Meter Pit	0	0	0	0.05	0
Mains Service Repairs/ PRV Upgrade	198,000	0	198,000	0.04	7,920
Mains		0	0		0
Transmission	4,112,000	2,056,000	2,056,000	0.01333	54,813
Distribution	1,708,410	0	1,708,410	0.01333	22,773
Meters	290,800	40,800	250,000	0.05	14,540
Hydrants		0	0	0.02	0
Sprinkler Connections			0	0.0133	0
Services	20,000	20,000	0	0.02	400
Other	0		0	0.02	0
TOTAL	9,805,240	2,141,800	7,663,440		250,619
Source of Funding					
			Depreciation Fund Balance beginning of year		361,593
Outside Funding	2,141,800		Interest on Fund balance		4,520
Capital out of Revenue	78,000		Fund balance before expenditures		366,113
Depreciation fund	1,250,000		Depreciation Payment in Current Year		1,065,450
Long Term Debt	5,885,440		Depreciation Expenditure in Current Year		-1,250,000
Capital from Surplus	450,000		Balance after expenditures		181,562
TOTAL	9,805,240				

Combined Windsor West Hants Water Utility
Calculation of Depreciation of Tangible Plant at Total Cost
2025/26

	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
			Depreciation rate as March 31		1,065,450
LAND AND LAND RIGHTS					
Source of Supply Land	0		0		0
Land - General	0		0		0
STRUCTURES AND IMPROVEMENTS			0		0
Source of Supply Structures-Roads	10,000		10,000	0.04	400
Power and Pumping Structures			0	0.02	0
Purification			0	0	0
Distribution Reservoirs and Standpipes	0	0	0	0.01333	0
Water Treatment Plant	0		0	0.0133	0
General Test well	0	0	0	0.04	0
Other Water Source Structures			0	0.05	0
Equipment			0		0
Electrical Pumping	10,000		10,000	0.04	400
Purification Equipment	85,000	0	85,000	0.05	4,250
Office Furniture and Equipment			0	0.05	0
Transportation Equipment	0	0	0	0.1	0
Tools and Work Equipment	0		0	0.1	0
GIS System			0	0.05	0
Distribution Mains Equipment	8,000		8,000	0.05	400
Geotubes for Biosolids Handling	30,000	0	30,000	0.333	9,990
Mains Service Repairs/ PRV Upgrade	198,000		198,000	0.04	7,920
Mains			0		0
Transmission	0		0	0.0133	0
Distribution	2,303,550	102,225	2,201,325	0.0133	30,637
Meters	40,800	40,800	0	0.05	2,040
Hydrants	0		0	0.02	0
Sprinkler Connections			0	0.0133	0
Services	20,000	20,000	0	0.02	400
Other					0
TOTAL	2,705,350	163,025	2,542,325	1	56,437
Source of Funding	Depreciation Fund Balance beginning of year				181,562
Outside Funding	163,025		Interest on Fund balance		2,270
Capital out of Revenue	58,000		Fund balance before expenditures		183,832
Depreciation fund	1,020,775		Depreciation Payment in Current Year		1,121,887
Long Term Debt	1,463,550		Depreciation Expenditure in Current Year		-1,020,775
Capital from Surplus	0		Balance after expenditures		284,944
TOTAL	2,705,350				

Combined Windsor West Hants Water Utility
Calculation of Depreciation of Tangible Plant at Total Cost
2026/27

	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
			Depreciation rate as March 31		1,121,887
LAND AND LAND RIGHTS					
Source of Supply Land	0		0		0
Land - General	0		0		0
STRUCTURES AND IMPROVEMENTS			0		0
Source of Supply Structures-Roads	10,000		10,000	0.04	400
Power and Pumping Structures			0	0.02	0
Purification			0	0	0
Distribution Reservoirs and Standpipes	0	0	0	0.01333	0
Water Treatment Plant	0		0	0.0133	0
General Test well	0	0	0	0.04	0
Other Water Source Structures			0	0.05	0
Equipment			0		0
Electrical Pumping	0		0	0.04	0
Purification Equipment	55,000	0	55,000	0.05	2,750
Office Furniture and Equipment			0	0.05	0
Transportation Equipment	0	0	0	0.1	0
Tools and Work Equipment	0		0	0.1	0
GIS System			0	0.05	0
Distribution Mains Equipment	8,000		8,000	0.05	400
Geotubes for Biosolids Handling	0	0	0	0.333	0
Mains Service Repairs/ PRV Upgrade	198,000		198,000	0.04	7,920
Mains			0		0
Transmission	0		0	0.0133	0
Distribution	1,747,775	0	1,747,775	0.0133	23,245
Meters	40,800	40,800	0	0.05	2,040
Hydrants	0	0	0	0.02	0
Sprinkler Connections		0	0	0.0133	0
Services	20,000	20,000	0	0.02	400
Other					0
TOTAL	2,079,575	60,800	2,018,775	1	37,155
Source of Funding					
			Depreciation Fund Balance beginning of year		284,944
Outside Funding	60,800		Interest on Fund balance		3,562
Capital out of Revenue	58,000		Fund balance before expenditures		288,505
Depreciation fund	1,080,375		Depreciation Payment in Current Year		1,159,042
Long Term Debt	880,400		Depreciation Expenditure in Current Year		-1,080,375
Capital from Surplus	0		Balance after expenditures		367,173
TOTAL	2,079,575				

04-Jan-24

Combined Windsor West Hants Water Utility
Calculation of Amortization on Capital Contributions (to Plant)
2023/24

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS		0.00	0
Source of Supply Structures	0	0.01	0
Power and Pumping Structures	0	0.04	0
Purification	0	0.00	0
Distribution Reservoirs and Standpipes	25,000	0.04	1,000
Water Treatment Plant	0	0.04	0
General - Watershed Study	0	0.05	0
Other Water Source Structures	0	0.10	0
Equipment		0.00	0
Electrical Pumping	0	0.05	0
Purification Equipment	0	0.04	0
Office Furniture and Equipment	0	0.05	0
Transportation Equipment	0	0.2000	0
Tools and Work Equipment	0	0.10	0
GIS System	0	0.05	0
Distribution Mains Equipment	0	0.05	0
Meter Shop Equipment	0	0.05	0
Other Equipment	0	0.05	0
Mains		0.00	0
Transmission	1,553,000	0.0133	20,701
Distribution	453,263	0.0133	6,028
Meters	0	0.050	0
Hydrants	0	0.0200	0
Sprinkler Connections	0	0.01	0
Services	0	0.02	0
Other	0	0.00	0
TOTAL	2,031,263		27,730

Combined Windsor West Hants Water Utility
Calculation of Amortization on Capital Contributions (to Plant)
2024/25

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS		0.00	0
Source of Supply Structures	0	0.04	0
Power and Pumping Structures	0	0.02	0
Purification	0	0.02	0
Distribution Reservoirs and Standpipes	25,000	0.0400	1,000
Water Treatment Plant	0	0.04	0
General - Watershed Study	0	0.04	0
Other Water Source Structures	0	0.05	0
Equipment		0.00	0
Electrical Pumping	0	0.04	0
Purification Equipment	0	0.04	0
Office Furniture and Equipment	0	0.05	0
Transportation Equipment	0	0.10	0
Tools and Work Equipment	0	0.10	0
GIS System	0	0.05	0
Distribution Mains Equipment	0	0.05	0
Meter Shop Equipment	0	0.05	0
Other Equipment	0	0.04	0
Mains		0.00	0
Transmission	503,000	0.0133	6,705
Distribution	651,474	0.0133	8,684
Meters	20,000	0.05	1,000
Hydrants	0	0.02	0
Sprinkler Connections	0	0.01	0
Services	0	0.02	0
Other	0	0.02	0
TOTAL	1,199,474		17,389

Combined Windsor West Hants Water Utility
Calculation of Amortization on Capital Contributions (to Plant)
2025/26

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS		0.00	0
Source of Supply Structures	0	0.04	0
Power and Pumping Structures	0	0.02	0
Purification	0	0.00	0
Distribution Reservoirs and Standpipes	0	0.01	0
Water Treatment Plant	0	0.01	0
General - Watershed Study	0	0.04	0
Other Water Source Structures	0	0.05	0
Equipment		0.00	0
Electrical Pumping	0	0.04	0
Purification Equipment	0	0.05	0
Office Furniture and Equipment	0	0.05	0
Transportation Equipment	0	0.10	0
Tools and Work Equipment	0	0.10	0
GIS System	0	0.05	0
Distribution Mains Equipment	0	0.05	0
Meter Shop Equipment	0	0.33	0
Other Equipment	0	0.04	0
Mains		0.00	0
Transmission	0	0.0133	0
Distribution	401,975	0.0133	5,346
Meters	20,000	0.05	1,000
Hydrants	0	0.02	0
Sprinkler Connections	0	0.01	0
Services	0	0.02	0
Other	0	0.00	0
TOTAL	421,975		6,346

Combined Windsor West Hants Water Utility
Calculation of Amortization on Capital Contributions (to Plant)
2026/27

	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS		0.00	0
Source of Supply Structures	0	0.04	0
Power and Pumping Structures	0	0.02	0
Purification	0	0.00	0
Distribution Reservoirs and Standpipes	0	0.01	0
Water Treatment Plant	0	0.01	0
General - Watershed Study	0	0.04	0
Other Water Source Structures	0	0.05	0
Equipment		0.00	0
Electrical Pumping	0	0.04	0
Purification Equipment	0	0.05	0
Office Furniture and Equipment	0	0.05	0
Transportation Equipment	0	0.10	0
Tools and Work Equipment	0	0.10	0
GIS System	0	0.05	0
Distribution Mains Equipment	0	0.05	0
Meter Shop Equipment	0	0.33	0
Other Equipment	0	0.04	0
Mains		0.00	0
Transmission	0	0.0133	0
Distribution	0	0.0133	0
Meters	20,000	0.05	1,000
Hydrants	0	0.02	0
Sprinkler Connections	0	0.01	0
Services	0	0.02	0
Other	0	0.00	0
TOTAL	20,000		1,000

Combined Windsor West Hants Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2023/24							
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Organization and Working Capital	1,293		1,293	100.0%	1,293	0.0%	0
Tangible Plant	-	-					
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	-	-	-	90.0%	0	10.0%	0
Land - General	694,591	-	694,591	90.0%	625,132	10.0%	69,459
STRUCTURES AND IMPROVEMENTS	-	-	-		0		0
Source of Supply Structures	727,151	850,000	1,577,151	90.0%	1,419,436	10.0%	157,715
Structures and Improvements	261,840	80,000	341,840	90.0%	307,656	10.0%	34,184
Power and Pumping Structures	626,059	25,000	651,059	90.0%	585,953	10.0%	65,106
Purification Building	2,172,409		2,172,409	90.0%	1,955,168	10.0%	217,241
Water Treatment Plant	1,904,071	-	1,904,071	80.0%	1,523,257	20.0%	380,814
Distribution Reservoirs and Standpipes	1,467,771	6,000,000	7,467,771	40.0%	2,987,108	60.0%	4,480,663
Water Treatment Plant	-	40,000	40,000	90.0%	36,000	10.0%	4,000
Other Structures and Improvements	463,174		463,174	90.0%	416,857	10.0%	46,317
Lagoon Drying Bed/Sludget Lagoon	204,870		204,870	90.0%	184,383	10.0%	20,487
Treatment Plant Gate and Security	-	-	-	90.0%	0	10.0%	0
Bulk Water Station	88,943	150,000	238,943	90.0%	215,049	10.0%	23,894
Flushing Station and Valve Replacement	-		-	90.0%	0	10.0%	0
Other System Assessment Report	-	40,000	40,000	90.0%	36,000	10.0%	4,000
Equipment	-	-	-		0		0
Electrical Pumping	160,471	25,000	185,471	90.0%	166,924	10.0%	18,547
Water Treatment Equipment	-	150,000	150,000	90.0%	135,000	10.0%	15,000
Purification Equipment	4,011,450	105,000	4,116,450	90.0%	3,704,805	10.0%	411,645
Office Furniture and Equipment	-	-	-	90.0%	0	10.0%	0
Transportation Equipment	285,118		285,118	90.0%	256,606	10.0%	28,512
Tools and Work Equipment	21,834	9,000	30,834	90.0%	27,750	10.0%	3,083
Software/Computers General	3,293	-	3,293	90.0%	2,963	10.0%	329
Control and Monitoring equipment	-	105,000	105,000	90.0%	94,500	10.0%	10,500
Distribution Mains Equipment	-	8,000	8,000	40.0%	3,200	60.0%	4,800
Geotubes for Biosolids Handling	7,175						
Meter Reading Equipment	-	150,000	150,000	90.0%	135,000	10.0%	15,000
Mains Service Repairs/ PRV Upgrade	-	238,000	238,000	40.0%	95,200	60.0%	142,800
Other	-	-	-	40.0%	0	60.0%	0
Mains	-	-	-		0		0
Transmission	2,975,134	200,000	3,175,134	40.0%	1,270,054	60.0%	1,905,081
Distribution	7,408,328	1,777,787	9,186,115	40.0%	3,674,446	60.0%	5,511,669
Meters	1,289,833	50,800	1,340,633	100.0%	1,340,633	0.0%	0
Hydrants	513,147	-	513,147	0.0%	0	100.0%	513,147
Donated Assets	2,087,143		2,087,143	50.0%	1,043,572	50.0%	1,043,572
Services	971,144	320,000	1,291,144	100.0%	1,291,144	0.0%	0
Other	133,925	-	133,925	90.0%	120,533	10.0%	13,393
TOTAL	28,480,167	10,323,587	38,796,579	61.0%	23,655,621	39.0%	15,140,958

Combined Windsor West Hants Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2024/25							
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	1,293		1,293	100.0%	1,293	0.0%	0
Tangible Plant	-						
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	-	0	-	90.0%	0	10.0%	0
Land - General	694,591	0	694,591	90.0%	625,132	10.0%	69,459
STRUCTURES AND IMPROVEMENTS	-	0	-		0		0
Source of Supply Structures	1,577,151	60,000	1,637,151	90.0%	1,473,436	10.0%	163,715
Structures and Improvements	341,840		341,840	90.0%	307,656	10.0%	34,184
Power and Pumping Structures	651,059		651,059	90.0%	585,953	10.0%	65,106
Purification Building	2,172,409	0	2,172,409	90.0%	1,955,168	10.0%	217,241
Water Treatment Plant	1,904,071	40,000	1,944,071	80.0%	1,555,257	20.0%	388,814
Distribution Reservoirs and Standpipes	7,467,771	50,000	7,517,771	40.0%	3,007,108	60.0%	4,510,663
Water Treatment Plant	40,000		40,000	90.0%	36,000	10.0%	4,000
Other Structures and Improvements	463,174	0	463,174	90.0%	416,857	10.0%	46,317
Lagoon Drying Bed	204,870		204,870	90.0%	184,383	10.0%	20,487
Treatment Plant Gate and Security	-		-	90.0%	0	10.0%	0
Bulk Water Station	238,943		238,943	90.0%	215,049	10.0%	23,894
Flushing Station and Valve Replacement	-		-	90.0%	0	10.0%	0
Other System Assessment Report	40,000	0	40,000	90.0%	36,000	10.0%	4,000
Equipment	-	0	-		0		0
Electrical Pumping	185,471	15,000	200,471	90.0%	180,424	10.0%	20,047
Water Treatment Equipment	150,000		150,000	90.0%	135,000	10.0%	15,000
Purification Equipment	4,116,450	3,048,000	7,164,450	90.0%	6,448,005	10.0%	716,445
Purification Equipment		85,000	85,000	90.0%	76,500	10.0%	8,500
Office Furniture and Equipment	-	0	-	90.0%	0	10.0%	0
Transportation Equipment	285,118	170,030	455,148	90.0%	409,633	10.0%	45,515
Tools and Work Equipment	30,834	0	30,834	90.0%	27,750	10.0%	3,083
Software/Computers General	3,293	0	3,293	90.0%	2,963	10.0%	329
Control and Monitoring equipment	105,000		105,000	90.0%	94,500	10.0%	10,500
Distribution Mains Equipment	8,000	8,000	16,000	40.0%	6,400	60.0%	9,600
Meter Shop Equipment	150,000	0	150,000	90.0%	135,000	10.0%	15,000
Mains Service Repairs/ PRV Upgrade	238,000	198,000	436,000	40.0%	174,400	60.0%	261,600
Other	-		-	40.0%	0	60.0%	0
Mains	-	0	-		0		0
Transmission	3,175,134	4,112,000	7,287,134	40.0%	2,914,854	60.0%	4,372,281
Distribution	9,186,115	1,708,410	10,894,525	40.0%	4,357,810	60.0%	6,536,715
Meters	1,340,633	290,800	1,631,433	100.0%	1,631,433	0.0%	0
Hydrants	513,147	0	513,147	0.0%	0	100.0%	513,147
Donated Assets	2,087,143		2,087,143	50.0%	1,043,572	50.0%	1,043,572
Services	1,291,144	20,000	1,311,144	100.0%	1,311,144	0.0%	0
Other	133,925	0	133,925	90.0%	120,533	10.0%	13,393
TOTAL	38,796,579	9,805,240	48,601,819	60.6%	29,469,212	39.4%	19,132,607

Combined Windsor West Hants Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2025/26							
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	1,293		1,293	100.0%	1,293	0.0%	0
Tangible Plant							
LAND AND LAND RIGHTS	-		-				
Source of Supply Land	-	0	-	90.0%	0	10.0%	0
Land - General	694,591	0	694,591	90.0%	625,132	10.0%	69,459
STRUCTURES AND IMPROVEMENTS	-	0	-		0		0
Source of Supply Structures-Roads	1,637,151	10,000	1,647,151	90.0%	1,482,436	10.0%	164,715
Structures and Improvements	341,840		341,840	90.0%	307,656	10.0%	34,184
Power and Pumping Structures	651,059		651,059	90.0%	585,953	10.0%	65,106
Purification Building	2,172,409	0	2,172,409	90.0%	1,955,168	10.0%	217,241
Water Treatment Plant	1,944,071	0	1,944,071	80.0%	1,555,257	20.0%	388,814
Distribution Reservoirs and Standpipes	7,517,771	0	7,517,771	40.0%	3,007,108	60.0%	4,510,663
Water Treatment Plant	40,000		40,000	90.0%	36,000	10.0%	4,000
Other Structures and Improvements	463,174	0	463,174	90.0%	416,857	10.0%	46,317
Lagoon Drying Bed	204,870		204,870	90.0%	184,383	10.0%	20,487
Treatment Plant Gate and Security	-		-	90.0%	0	10.0%	0
Bulk Water Station	238,943		238,943	90.0%	215,049	10.0%	23,894
Flushing Station and Valve Replacement	-		-	90.0%	0	10.0%	0
Other System Assessment Report	40,000	0	40,000	90.0%	36,000	10.0%	4,000
Equipment	-	0	-				
Electrical Pumping	200,471	10,000	210,471	90.0%	189,424	10.0%	21,047
Water Treatment Equipment	150,000		150,000	90.0%	135,000	10.0%	15,000
Purification Equipment	7,164,450	85,000	7,249,450	90.0%	6,524,505	10.0%	724,945
Purification Equipment	85,000		85,000	90.0%	76,500	10.0%	8,500
Office Furniture and Equipment	-	0	-	90.0%	0	10.0%	0
Transportation Equipment	455,148	0	455,148	90.0%	409,633	10.0%	45,515
Tools and Work Equipment	30,834	0	30,834	90.0%	27,750	10.0%	3,083
Software/Computers General	3,293	0	3,293	90.0%	2,963	10.0%	329
Control and Monitoring equipment	105,000		105,000	90.0%	94,500	10.0%	10,500
Distribution Mains Equipment	16,000	8,000	24,000	40.0%	9,600	60.0%	14,400
Mains Service Repairs/ PRV Upgrade	436,000	198,000	634,000	40.0%	253,600	60.0%	380,400
Geotubes for Biosolids Handling		30,000	30,000	90.0%	27,000	10.0%	3,000
Meter Shop Equipment	150,000		150,000	90.0%	135,000	10.0%	15,000
Other	-		-	40.0%	0	60.0%	0
Mains	-	0	-		0		0
Transmission	7,287,134	0	7,287,134	40.0%	2,914,854	60.0%	4,372,281
Distribution	10,894,525	2,303,550	13,198,075	40.0%	5,279,230	60.0%	7,918,845
Meters	1,631,433	40,800	1,672,233	100.0%	1,672,233	0.0%	0
Hydrants	513,147	0	513,147	0.0%	0	100.0%	513,147
Donated Assets	2,087,143		2,087,143	50.0%	1,043,572	50.0%	1,043,572
Services	1,311,144	20,000	1,331,144	100.0%	1,331,144	0.0%	0
Other	133,925	0	133,925	90.0%	120,533	10.0%	13,393
TOTAL	48,601,819	2,705,350	51,307,169	59.7%	30,655,332	40.3%	20,651,837

Combined Windsor West Hants Water Utility
Allocation of the Total Cost of Utility Plant in Service
Between General Service and Fire Protection
2026/27

	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	1,293		1,293	100.0%	1,293	0.0%	0
Tangible Plant	-						
LAND AND LAND RIGHTS							
Source of Supply Land	-	0	-	90.0%	0	10.0%	0
Land - General	694,591	0	694,591	90.0%	625,132	10.0%	69,459
STRUCTURES AND IMPROVEMENTS							
Source of Supply Structures-Roads	1,647,151	10,000	1,657,151	90.0%	1,491,436	10.0%	165,715
Structures and Improvements	341,840	0	341,840	90.0%	307,656	10.0%	34,184
Power and Pumping Structures	651,059	0	651,059	90.0%	585,953	10.0%	65,106
Purification Building	2,172,409	0	2,172,409	90.0%	1,955,168	10.0%	217,241
Water Treatment Plant	1,944,071	0	1,944,071	80.0%	1,555,257	20.0%	388,814
Distribution Reservoirs and Standpipes	7,517,771	0	7,517,771	40.0%	3,007,108	60.0%	4,510,663
Water Treatment Plant	40,000	0	40,000	90.0%	36,000	10.0%	4,000
Other Structures and Improvements	463,174	0	463,174	90.0%	416,857	10.0%	46,317
Lagoon Drying Bed	204,870	0	204,870	90.0%	184,383	10.0%	20,487
Treatment Plant Gate and Security	-	0	-	90.0%	0	10.0%	0
Bulk Water Station	238,943	0	238,943	90.0%	215,049	10.0%	23,894
Flushing Station and Valve Replacement	-	0	-	90.0%	0	10.0%	0
Other System Assessment Report	40,000	0	40,000	90.0%	36,000	10.0%	4,000
Equipment							
Electrical Pumping	210,471	0	210,471	90.0%	189,424	10.0%	21,047
Water Treatment Equipment	150,000	0	150,000	90.0%	135,000	10.0%	15,000
Purification Equipment	7,249,450	55,000	7,304,450	90.0%	6,574,005	10.0%	730,445
Purification Equipment	85,000	0	85,000	90.0%	76,500	10.0%	8,500
Office Furniture and Equipment	-	0	-	90.0%	0	10.0%	0
Transportation Equipment	455,148	0	455,148	90.0%	409,633	10.0%	45,515
Tools and Work Equipment	30,834	0	30,834	90.0%	27,750	10.0%	3,083
Software/Computers General	3,293	0	3,293	90.0%	2,963	10.0%	329
Control and Monitoring equipment	105,000	0	105,000	90.0%	94,500	10.0%	10,500
Distribution Mains Equipment	24,000	8,000	32,000	40.0%	12,800	60.0%	19,200
Mains Service Repairs/ PRV Upgrade	634,000	198,000	832,000	40.0%	332,800	60.0%	499,200
Geotubes for Biosolids Handling	30,000	0	30,000	90.0%	27,000	10.0%	3,000
Meter Shop Equipment	150,000	0	150,000	90.0%	135,000	10.0%	15,000
Other	-	0	-	40.0%	0	60.0%	0
Mains							
Transmission	7,287,134	0	7,287,134	40.0%	2,914,854	60.0%	4,372,281
Distribution	13,198,075	1,747,775	14,945,850	40.0%	5,978,340	60.0%	8,967,510
Meters	1,672,233	40,800	1,713,033	100.0%	1,713,033	0.0%	0
Hydrants	513,147	0	513,147	0.0%	0	100.0%	513,147
Donated Assets	2,087,143	0	2,087,143	50.0%	1,043,572	50.0%	1,043,572
Services	1,331,144	20,000	1,351,144	100.0%	1,351,144	0.0%	0
Other	133,925	0	133,925	90.0%	120,533	10.0%	13,393
TOTAL	51,307,169	2,079,575	53,386,744	59.1%	31,556,142	40.9%	21,830,602

Combined Windsor West Hants Water Utility**Allocation of Fire Protection Charges**

Projected Expenses for Year 2024/25

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Source of Supply	20,394	10.0%	2,039
Water Treatment	1,036,197	10.0%	103,620
Transmission and Distribution	1,379,844	39.4%	543,190
Adminstration and General	587,311	10.0%	58,731
Depreciation	1,065,450	39.4%	419,425
Taxes	74,178	39.4%	29,201
Return on Rate Base	1,013,830	39.4%	399,105
Total	5,177,203	30.0%	1,555,311

Combined Windsor West Hants Water Utility**Allocation of Fire Protection Charges**

Projected Expenses for Year 2025/26

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Source of Supply	21,006	10.0%	2,101
Water Treatment	1,067,283	10.0%	106,728
Transmission and Distribution	1,421,239	40.3%	572,068
Adminstration and General	607,766	10.0%	60,777
Depreciation	1,121,887	40.3%	451,575
Taxes	76,404	40.3%	30,754
Return on Rate Base	1,256,249	40.3%	505,657
Total	5,571,834	31.0%	1,729,659

Combined Windsor West Hants Water Utility**Allocation of Fire Protection Charges**

Projected Expenses for Year 2026/27

	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Source of Supply	21,636	10.0%	2,164
Water Treatment	1,099,301	10.0%	109,930
Transmission and Distribution	1,463,876	40.9%	598,600
Adminstration and General	625,999	10.0%	62,600
Depreciation	1,159,042	40.9%	473,949
Taxes	78,696	40.9%	32,180
Return on Rate Base	1,176,962	40.9%	481,277
Total	5,625,513	31.3%	1,760,699

Combined Windsor West Hants Water Utility					
Calculation of rate Base and required Return on rate Base					
Years Ending March 31st					
	2022/23	2023/24	2024/25	2025/26	2026/27
	(Actual)	(Estimate)	(Estimate)	(Estimate)	(Estimate)
RATE BASE					
Utility plant in Service March 31st	28,265,156	38,796,579	48,601,819	51,307,169	53,386,744
Less Accumulated Depreciaton on actual cost of plant in service (Estimated)	(9,353,667)	(10,168,498)	(11,233,947)	(11,290,384)	(12,392,989)
Less unamortized amount of capital contribution for plant in service	-	(2,003,533)	(3,157,888)	3,528,398	(3,528,398)
Estimated Rate Base at Year End	18,911,489	26,624,548	34,209,983	43,545,182	37,465,356
REQUIRED RETURN					
Non-operating Expenditures (B-2)	660,950	813,028	1,233,339	1,481,016	1,410,976
Less Non-operating Revenue	(9,602)	(31,773)	(32,727)	(32,727)	(33,708)
Less Other Non-operating Revenue (B-2)	(14,089)	(181,597)	(186,782)	(192,040)	(200,306)
Return on Rate Base	637,259	599,658	1,013,830	1,256,249	1,176,962
Required Rate of Return (Req'd Return/Est Rate Base)	3.37%	2.25%	2.96%	2.88%	3.14%

Combined Windsor West Hants Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2024/25

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Source of Supply	20,394	2,039	18,355							100%	18,355
Water Treatment	1,036,197	103,620	932,577							100%	932,577
Transmission and Distribution	1,379,844	543,190	836,654			0%	0	100%	836,654		
Administration and General	587,311	58,731	528,580	10%	52,858	90%	475,722				
Depreciation	1,065,450	419,425	646,024			70%	452,217	15%	96,904	15%	96,904
Taxes	74,178	29,201	44,977			100%	44,977				
Return on Rate Base	1,013,830	399,105	614,725			70%	430,308	15%	92,209	15%	92,209
SUBTOTAL	5,177,203	1,555,311	3,621,893		52,858		1,403,224		1,025,767		1,140,044
TOTAL	5,177,203	1,555,311	3,621,893		52,858		1,403,224		1,025,767		1,140,044

Combined Windsor West Hants Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2025/26

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Source of Supply	21,006	2,101	18,905							100%	18,905
Water Treatment	1,067,283	106,728	960,554							100%	960,554
Transmission and Distribution	1,421,239	572,068	849,171			0%	0	100%	849,171		
Administration and General	607,766	60,777	546,989	10%	54,699	90%	492,290				
Depreciation	1,121,887	451,575	670,312			70%	469,218	15%	100,547	15%	100,547
Taxes	76,404	30,754	45,650			100%	45,650				
Return on Rate Base	1,256,249	505,657	750,592			70%	525,414	15%	112,589	15%	112,589
SUBTOTAL	5,571,834	1,729,659	3,842,174		54,699		1,532,573		1,062,306		1,192,595
TOTAL	5,571,834	1,729,659	3,842,174		54,699		1,532,573		1,062,306		1,192,595

Combined Windsor West Hants Water Utility
Calculation of Revenue Required for Each Billing/Cost Category
2026/27

	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer		Base		Delivery		Production	
Source of Supply	21,636	2,164	19,472							100%	19,472
Water Treatment	1,099,301	109,930	989,371							100%	989,371
Transmission and Distribution	1,463,876	598,600	865,276			0%	0	100%	865,276		
Administration and General	625,999	62,600	563,399	10%	56,340	90%	507,059				
Depreciation	1,159,042	473,949	685,093			60%	411,056	20%	137,019	20%	137,019
Taxes	78,696	32,180	46,516			100%	46,516				
Return on Rate Base	1,176,962	481,277	695,686			70%	486,980	15%	104,353	15%	104,353
SUBTOTAL	5,625,513	1,760,699	3,864,814		56,340		1,451,611		1,106,648		1,250,215
TOTAL	5,625,513	1,760,699	3,864,814		56,340		1,451,611		1,106,648		1,250,215

Worksheet C-4

04-Jan-24

Combined Windsor West Hants Water Utility Service Connections and Equivalents 2023/24			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	3832	1	3,832
3/4"	55	1.5	83
1"	48	2.5	120
1.5"	19	5	95
2"	35	8	280
3"	6	16	96
4"	4	25	100
6"	0	50	0
8"	0	90	0
TOTAL	3999		4,606

Combined Windsor West Hants Water Utility Service Connections and Equivalents 2024/25			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	3847	1	3,847
3/4"	55	1.5	83
1"	48	2.5	120
1.5"	19	5	95
2"	35	8	280
3"	6	16	96
4"	4	25	100
6"	0	50	0
8"	0	90	0
TOTAL	4014		4,621

Combined Windsor West Hants Water Utility Service Connections and Equivalents 2025/26			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	3862	1	3,862
3/4"	55	1.5	83
1"	48	2.5	120
1.5"	19	5	95
2"	35	8	280
3"	6	16	96
4"	4	25	100
6"	0	50	0
8"	0	90	0
TOTAL	4029		4,636

Combined Windsor West Hants Water Utility Service Connections and Equivalents 2026/27			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	3877	1	3,877
3/4"	55	1.5	83
1"	48	2.5	120
1.5"	19	5	95
2"	35	8	280
3"	6	16	96
4"	4	25	100
6"	0	50	0
8"	0	90	0
TOTAL	4044		4,651

Worksheet C-5

04-Jan-24

Combined Windsor West Hants Water Utility Service Connections and Equivalents 2024/25					
Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	303.70	13.17	316.86	79.22
5/8"	1	303.70	13.17	316.86	79.22
3/4"	1.5	455.54	13.17	468.71	117.18
1"	2.5	759.24	13.17	772.41	193.10
1.5"	5	1,518.48	13.17	1,531.64	382.91
2"	8	2,429.56	13.17	2,442.73	610.68
3"	16	4,859.12	13.17	4,872.29	1,218.07
4"	25	7,592.38	13.17	7,605.55	1,901.39
6"	50	15,184.76	13.17	15,197.93	3,799.48
8"	90	27,332.57	13.17	27,345.74	6,836.44
TOTAL					

Combined Windsor West Hants Water Utility Service Connections and Equivalents 2025/26					
Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	330.62	13.58	344.19	86.05
5/8"	1	330.62	13.58	344.19	86.05
3/4"	1.5	495.92	13.58	509.50	127.38
1"	2.5	826.54	13.58	840.12	210.03
1.5"	5	1,653.08	13.58	1,666.66	416.66
2"	8	2,644.93	13.58	2,658.51	664.63
3"	16	5,289.87	13.58	5,303.44	1,325.86
4"	25	8,265.42	13.58	8,278.99	2,069.75
6"	50	16,530.83	13.58	16,544.41	4,136.10
8"	90	29,755.50	13.58	29,769.07	7,442.27
TOTAL					

Combined Windsor West Hants Water Utility Service Connections and Equivalents 2026/27					
Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	312.14	13.93	326.07	81.52
5/8"	1	312.14	13.93	326.07	81.52
3/4"	1.5	468.21	13.93	482.14	120.54
1"	2.5	780.35	13.93	794.28	198.57
1.5"	5	1,560.70	13.93	1,574.64	393.66
2"	8	2,497.13	13.93	2,511.06	627.76
3"	16	4,994.25	13.93	5,008.19	1,252.05
4"	25	7,803.52	13.93	7,817.45	1,954.36
6"	50	15,607.05	13.93	15,620.98	3,905.24
8"	90	28,092.68	13.93	28,106.61	7,026.65
TOTAL					

Worksheet C-6

04-Jan-24

Combined Windsor West Hants Water Utility Water Consumption by Block		
Meter Size	Actual Current Consumption	2023/24 Consumption
	1st Block Cubic Meters	1st Block Cubic Meters
Unmetered	0	0
5/8"	525,812	518,642
3/4"	26,680	26,680
1"	32,694	32,694
1.5"	30,080	30,080
2"	157,997	157,997
3"	27,066	27,066
4"	30,068	30,068
6"	0	0
8"	0	0
TOTAL	830,397	823,227

Combined Windsor West Hants Water Utility Water Consumption by Block		
Meter Size	2024/25 Current Consumption	2025/26 Consumption
	1st Block Cubic Meters	1st Block Cubic Meters
Unmetered	0	0
5/8"	513,501	508,449
3/4"	26,680	26,680
1"	32,694	32,694
1.5"	30,080	30,080
2"	157,997	157,997
3"	27,066	27,066
4"	30,068	30,068
6"	0	0
8"	0	0
TOTAL	818,086	813,034

Combined Windsor West Hants Water Utility Water Consumption by Block		
Meter Size	2026/27 Current Consumption	0 Consumption
	1st Block Cubic Meters	1st Block Cubic Meters
Unmetered	0	0
5/8"	503,365	0
3/4"	26,680	0
1"	32,694	0
1.5"	30,080	0
2"	157,997	0
3"	27,066	0
4"	30,068	0
6"	0	0
8"	0	0
TOTAL	807,949	0

Worksheet C-7

04-Jan-24

Combined Windsor West Hants Water Utility Calculation of Consumption Charge 2024/25	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.39
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.25
TOTAL CONSUMPTION CHARGE PER 1000 Imp.Gallons	
	2.65

Combined Windsor West Hants Water Utility Calculation of Consumption Charge 2025/26	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.47
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.31
TOTAL CONSUMPTION CHARGE PER 1000 Imp.Gallons	
	2.77

Combined Windsor West Hants Water Utility Calculation of Consumption Charge 2026/27	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.55
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.37
TOTAL CONSUMPTION CHARGE PER 1000 Imp.Gallons	
	2.92

Worksheet C-8

04-Jan-24

Combined Windsor West Hants Water Utility
Water Consumption by Block
2024/25

BASE CHARGE

<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>
Unmetered	0	316.86	0
5/8"	3,847	316.86	1,218,974
3/4"	55	468.71	25,779
1"	48	772.41	37,076
1.5"	19	1,531.64	29,101
2"	35	2,442.73	85,496
3"	6	4,872.29	29,234
4"	4	7,605.55	30,422
6"	0	15,197.93	0
8"	0	27,345.74	0

TOTAL BASE REVENUE 1,456,082

CONSUMPTION CHARGE

	<u>Quantity</u>	<u>\$/ Cubic Meter</u>	
1st Block	818,086	2.65	2,165,811

TOTAL CONSUMPTION REVENUE 2,165,811

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 3,621,893

Combined Windsor West Hants Water Utility
Water Consumption by Block
2025/26

BASE CHARGE

<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>
Unmetered	0	344.19	0
5/8"	3,862	344.19	1,329,273
3/4"	55	509.50	28,023
1"	48	840.12	40,326
1.5"	19	1,666.66	31,667
2"	35	2,658.51	93,048
3"	6	5,303.44	31,821
4"	4	8,278.99	33,116
6"	0	16,544.41	0
8"	0	29,769.07	0

TOTAL BASE REVENUE 1,587,272

CONSUMPTION CHARGE

	<u>Quantity</u>	<u>\$/ Cubic Meter</u>	
1st Block	813,034	2.77	2,254,902

TOTAL CONSUMPTION REVENUE 2,254,902

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 3,842,174

Combined Windsor West Hants Water Utility
Water Consumption by Block
2026/27

BASE CHARGE

<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>
Unmetered	0	326.07	0
5/8"	3,877	326.07	1,264,184
3/4"	55	482.14	26,518
1"	48	794.28	38,126
1.5"	19	1,574.64	29,918
2"	35	2,511.06	87,887
3"	6	5,008.19	30,049
4"	4	7,817.45	31,270
6"	0	15,620.98	0
8"	0	28,106.61	0

TOTAL BASE REVENUE

1,507,951

CONSUMPTION CHARGE

	<u>Quantity</u>	<u>\$/ Cubic Meter</u>	
1st Block	807,949	2.92	2,356,863

TOTAL CONSUMPTION REVENUE

2,356,863

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION)

3,864,814

Combined Windsor West Hants Water Utility Calculation of Bulk Water Rate Years Ending March 31st				
	2023/24	2024/25	2025/26	2026/27
Cost Base				
Total Operating Expenses (Worksheet B-2)	4,085,425	4,163,373	4,315,584	4,448,551
Total Non Operating Expenses (Worksheet B-2)	813,028	1,233,339	1,481,016	1,410,976
Total Expenses	4,898,452	5,396,712	5,796,601	5,859,527
Water Consumption in Cubic Meters	823,227	818,086	813,034	807,949
Unit Calculations				
Unit cost per cubic metre	5.95	6.60	7.13	7.25
Operating cost and profit mark-up	30%	30%	30%	30%
Bulk rate per cubic metre	7.74	8.58	9.27	9.43

WEST HANTS UTILITY CUSTOMERS

Combined Windsor West Hants Water Utility Comparison of Current Water Rates with Proposed New Rates 2024/25										
Meter Size	Average Quarterly Consumption	Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Percent Change
	1st Block	Current	Proposed		Current	Proposed		Current	Proposed	
Unmetered										
5/8"	32	62.25	79.22	27.3%	78.40	84.72	8.1%	140.65	163.93	16.6%
3/4"	65	92.42	117.18	26.8%	159.25	172.08	8.1%	251.67	289.26	14.9%
1"	167	152.74	193.10	26.4%	409.15	442.12	8.1%	561.89	635.22	13.1%
1.5"	335	303.56	382.91	26.1%	820.75	886.88	8.1%	1,124.31	1,269.79	12.9%
2"	567	484.53	610.68	26.0%	1,389.15	1,501.08	8.1%	1,873.68	2,111.77	12.7%
3"	2,061	967.14	1,218.07	25.9%	5,049.45	5,456.32	8.1%	6,016.59	6,674.39	10.9%
4"	459	1,510.07	1,901.39	25.9%	1,124.55	1,215.16	8.1%	2,634.62	3,116.55	18.3%
6"	-	3,018.20	3,799.48	0.0%	-	-				0.0%

WINDSOR UTILITY CUSTOMERS

Combined Windsor West Hants Water Utility Comparison of Current Water Rates with Proposed New Rates 2024/25										
Meter Size	Average Quarterly Consumption	Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Percent Change
	1st Block	Current	Proposed		Current	Proposed		Current	Proposed	
Unmetered										
5/8"	38	69.75	79.22	13.6%	55.40	99.77	80.1%	125.15	178.99	43.0%
3/4"	131	102.00	117.18	14.9%	192.41	346.53	80.1%	294.41	463.70	57.5%
1"	172	166.51	193.10	16.0%	252.58	454.89	80.1%	419.09	647.99	54.6%
1.5"	423	327.78	382.91	16.8%	622.12	1,120.41	80.1%	949.90	1,503.32	58.3%
2"	1,245	521.30	610.68	17.1%	1,829.81	3,295.42	80.1%	2,351.11	3,906.11	66.1%
3"	194	1,037.36	1,218.07	17.4%	285.38	513.97	80.1%	1,322.74	1,732.04	30.9%
4"	3,300	1,617.93	1,901.39	17.5%	4,850.32	8,735.23	80.1%	6,468.25	10,636.62	64.4%
6"	-	3,230.61		0.0%	-	-				0.0%

Combined Windsor West Hants Water Utility Comparison of Current Water Rates with Proposed New Rates 2025/26										
Meter Size	Average Quarterly Consumption	Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Percent Change
	1st Block	Current	Proposed		Current	Proposed		Current	Proposed	
Unmetered										
5/8"	33	79.22	86.05	8.6%	99.77	92.55	-7.2%	178.99	178.60	-0.2%
3/4"	121	117.18	127.38	8.7%	346.53	336.35	-2.9%	463.70	463.72	0.0%
1"	170	193.10	210.03	8.8%	454.89	472.26	3.8%	647.99	682.29	5.3%
1.5"	396	382.91	416.66	8.8%	1,120.41	1,097.69	-2.0%	1,503.32	1,514.35	0.7%
2"	1,129	610.68	664.63	8.8%	3,295.42	3,129.97	-5.0%	3,906.11	3,794.60	-2.9%
3"	1,128	1,218.07	1,325.86	8.8%	513.97	3,127.70	508.5%	1,732.04	4,453.56	157.1%
4"	1,879	1,901.39	2,069.75	8.9%	8,735.23	5,211.95	-40.3%	10,636.62	7,281.70	-31.5%
6"	-	-			-					

Combined Windsor West Hants Water Utility
Comparison of Current Water Rates with Proposed New Rates
2026/27

Meter Size	Average Quarterly Consumption Base Charge			Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Percent Change
	1st Block	Current	Proposed		Current	Proposed		Current	Proposed	
Unmetered										
5/8"	32	86.05	81.52	-5.3%	92.55	94.68	2.3%	178.60	176.20	-1.3%
3/4"	121	127.38	120.54	-5.4%	336.35	353.77	5.2%	463.72	474.31	2.3%
1"	170	210.03	198.57	-5.5%	472.26	496.72	5.2%	682.29	695.29	1.9%
1.5"	396	416.66	393.66	-5.5%	1,097.69	1,154.55	5.2%	1,514.35	1,548.20	2.2%
2"	1,129	664.63	627.76	-5.5%	3,129.97	3,292.09	5.2%	3,794.60	3,919.86	3.3%
3"	1,128	1,325.86	1,252.05	-5.6%	3,127.70	3,289.70	5.2%	4,453.56	4,541.75	2.0%
4"	1,879	2,069.75	1,954.36	-5.6%	5,211.95	5,481.90	5.2%	7,281.70	7,436.27	2.1%
6"										

Worksheet D-2

04-Jan-24

**Combined Windsor West Hants Water Utility
Comparative Statement of Operations**

Fiscal Years ending March 31st

	2022/23 (Actual)	2023/24 (Budget)	Projection Using Proposed Rates		
			2024/25 Test Yr 2	2025/26 Test Yr 3	2026/27 Test Yr 3
OPERATING REVENUES					
Metered Sales	2,837,540	2,882,969	3,429,232	3,842,174	3,864,814
Public Fire Protection - Windsor	319,208	319,208			
Public Fire Protection from West Hants	155,095	155,095			
Public Fire Protection West Hants	595,789	595,789	1,434,006	1,729,659	1,760,699
Commercial	0	2,033	2,094	2,157	2,222
Sprinkler Service/Private Hydrants	5,728	8,142	8,281	8,349	8,416
Sales to Other Utilities	241,903	250,000	62,500	0	0
Bulk Water Sales	0	161,727	166,579	171,576	176,723
Other Income	8,361	9,695	9,828	9,958	12,945
Total	4,163,624	4,384,658	5,112,520	5,763,874	5,825,819
OPERATING EXPENDITURES					
Source of Supply	309,736	289,800	82,894	21,006	21,636
Power and Pumping	45,465	0			
Water Treatment	898,534	1,001,742	1,036,197	1,067,283	1,099,301
Transmission and Distribution	1,122,483	1,339,222	1,379,844	1,421,239	1,463,876
Administration and General	518,114	567,812	587,311	607,766	625,999
Depreciation	639,311	814,831	1,065,450	1,121,887	1,159,042
Taxes	63,891	72,018	74,178	76,404	78,696
Total	3,597,534	4,085,425	4,225,873	4,315,584	4,448,551
OPERATING PROFIT (LOSS)	566,090	299,233	886,647	1,448,289	1,377,268
NON-OPERATING REVENUES					
Interest on Customer Accounts	9,602	7,432	7,655	7,655	7,884
Interest	0	2,459	2,633	2,533	2,609
Special Service	0	17,661	18,191	18,191	18,737
Other	0	721	743	743	765
Bank Interest	0	3,500	3,605	3,605	3,713
Total	9,602	31,773	32,727	32,727	33,708
NON-OPERATING EXPENDITURES					
Debt Charges - Principal	572,672	206,177	107,582	254,162	78,269
Debt Charges - Interest	45,416	33,661	29,448	22,946	17,053
New Debt - Principal	0	154,402	163,667	173,487	183,896
New Debt - Interest	0	340,787	331,523	321,703	311,294
New Debt - Principal	0	0	159,993	169,593	179,768
New Debt - Interest	0	0	353,126	343,527	333,351
New Debt - Principal	0	0	0	39,786	42,173
New Debt - Interest	0	0	0	87,813	85,426
New Debt - Principal	0	0	0	0	87,813
New Debt - Interest	0	0	0	0	23,933
Interest Paid on consumer deposits	0	20,000	10,000	10,000	10,000
Capital out of Revenue	42,862	58,000	78,000	58,000	58,000
Earnings	0	0	0	0	0
Total	660,950	813,028	1,233,339	1,481,016	1,410,976
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-85,258	-482,021	-313,965	0	0
SURPLUS AT BEGINNING OF YEAR	1,459,569	1,374,311	792,290	28,324	28,324
CAPITAL FROM SURPLUS	0	100,000	450,000	0	0
ACCUMULATED SURPLUS (DEFICIT)	1,374,311	792,290	28,324	28,324	28,324

Sales revenue for 24/25 based on new rates on July 1

Existing	2,882,969	25%	720,742
Proposed	3,621,893	75%	2,716,419
			3,437,162

250,000 25% 62,500

Add \$62,500 to cover cost of water from above

Appendix 1

Loan Calculator Long Term Debt 2022/23

Interest Rate	6.0%
Term in years	20
Capital \$	-

Payment Schedule

	Principal	Interest	Total	Balance
Year				
1	\$0.00	-	-	-
2	\$0.00	-	-	-
3	\$0.00	-	-	-
4	\$0.00	-	-	-
5	\$0.00	-	-	-
6	\$0.00	-	-	-
7	\$0.00	-	-	-
8	\$0.00	-	-	-
9	\$0.00	-	-	-
10	\$0.00	-	-	-
11	\$0.00	-	-	-
12	\$0.00	-	-	-
13	\$0.00	-	-	-
14	\$0.00	-	-	-
15	\$0.00	-	-	-
16	\$0.00	-	-	-
17	\$0.00	-	-	-
18	\$0.00	-	-	-
19	\$0.00	-	-	-
20	\$0.00	-	-	-

Loan Calculator Long Term Debt 2023/24

Interest Rate	6.0%
Term in years	20
Capital \$	5,679,787

Payment Schedule

	Principal	Interest	Total	Balance
Year				
1	\$154,402.49	340,787.22	495,189.71	5,525,384.51
2	\$163,666.64	331,523.07	495,189.71	5,361,717.86
3	\$173,486.64	321,703.07	495,189.71	5,188,231.22
4	\$183,895.84	311,293.87	495,189.71	5,004,335.38
5	\$194,929.59	300,260.12	495,189.71	4,809,405.79
6	\$206,625.37	288,564.35	495,189.71	4,602,780.43
7	\$219,022.89	276,166.83	495,189.71	4,383,757.54
8	\$232,164.26	263,025.45	495,189.71	4,151,593.28
9	\$246,094.12	249,095.60	495,189.71	3,905,499.16
10	\$260,859.76	234,329.95	495,189.71	3,644,639.40
11	\$276,511.35	218,678.36	495,189.71	3,368,128.05
12	\$293,102.03	202,087.68	495,189.71	3,075,026.02
13	\$310,688.15	184,501.56	495,189.71	2,764,337.86
14	\$329,329.44	165,860.27	495,189.71	2,435,008.42
15	\$349,089.21	146,100.51	495,189.71	2,085,919.22
16	\$370,034.56	125,155.15	495,189.71	1,715,884.65
17	\$392,236.63	102,953.08	495,189.71	1,323,648.02
18	\$415,770.83	79,418.88	495,189.71	907,877.19
19	\$440,717.08	54,472.63	495,189.71	467,160.11
20	\$467,160.11	28,029.61	495,189.71	(0.00)

Loan Calculator
Long Term Debt
2024/25

Interest Rate **6.0%**
Term in years **20**
Capital \$ **5,885,440**

Payment Schedule for Capital Works

Year	Principal	Interest	Total	Balance
1	\$159,993.08	\$353,126.40	513,119.48	5,725,446.92
2	\$169,592.66	\$343,526.82	513,119.48	5,555,854.26
3	\$179,768.22	\$333,351.26	513,119.48	5,376,086.03
4	\$190,554.32	\$322,565.16	513,119.48	5,185,531.72
5	\$201,987.58	\$311,131.90	513,119.48	4,983,544.14
6	\$214,106.83	\$299,012.65	513,119.48	4,769,437.31
7	\$226,953.24	\$286,166.24	513,119.48	4,542,484.07
8	\$240,570.43	\$272,549.04	513,119.48	4,301,913.63
9	\$255,004.66	\$258,114.82	513,119.48	4,046,908.97
10	\$270,304.94	\$242,814.54	513,119.48	3,776,604.03
11	\$286,523.24	\$226,596.24	513,119.48	3,490,080.80
12	\$303,714.63	\$209,404.85	513,119.48	3,186,366.17
13	\$321,937.51	\$191,181.97	513,119.48	2,864,428.66
14	\$341,253.76	\$171,865.72	513,119.48	2,523,174.90
15	\$361,728.99	\$151,390.49	513,119.48	2,161,445.91
16	\$383,432.72	\$129,686.75	513,119.48	1,778,013.19
17	\$406,438.69	\$106,680.79	513,119.48	1,371,574.50
18	\$430,825.01	\$82,294.47	513,119.48	940,749.49
19	\$456,674.51	\$56,444.97	513,119.48	484,074.98
20	\$484,074.98	\$29,044.50	513,119.48	(0.00)

Loan Calculator
Long Term Debt
2025/26

Interest Rate **6.0%**
Term in years **20**
Capital \$ **1,463,550**

Payment Schedule for Capital Works

Year	Principal	Interest	Total	Balance
1	\$39,785.96	\$87,813.00	127,598.96	1,423,764.04
2	\$42,173.12	\$85,425.84	127,598.96	1,381,590.93
3	\$44,703.50	\$82,895.46	127,598.96	1,336,887.42
4	\$47,385.71	\$80,213.25	127,598.96	1,289,501.71
5	\$50,228.86	\$77,370.10	127,598.96	1,239,272.85
6	\$53,242.59	\$74,356.37	127,598.96	1,186,030.27
7	\$56,437.14	\$71,161.82	127,598.96	1,129,593.12
8	\$59,823.37	\$67,775.59	127,598.96	1,069,769.75
9	\$63,412.77	\$64,186.19	127,598.96	1,006,356.98
10	\$67,217.54	\$60,381.42	127,598.96	939,139.44
11	\$71,250.59	\$56,348.37	127,598.96	867,888.85
12	\$75,525.63	\$52,073.33	127,598.96	792,363.22
13	\$80,057.17	\$47,541.79	127,598.96	712,306.06
14	\$84,860.59	\$42,738.36	127,598.96	627,445.46
15	\$89,952.23	\$37,646.73	127,598.96	537,493.23
16	\$95,349.36	\$32,249.59	127,598.96	442,143.87
17	\$101,070.33	\$26,528.63	127,598.96	341,073.54
18	\$107,134.55	\$20,464.41	127,598.96	233,938.99
19	\$113,562.62	\$14,036.34	127,598.96	120,376.38
20	\$120,376.38	\$7,222.58	127,598.96	-

DRAFT

**SCHEDULES A, B, AND C
RATES AND CHARGES**

SCHEDULE D
RULES AND REGULATIONS

To Follow

Combined WWH Sewer Rate Study

Sewer Rate Model

Prepared By
G. A. Isenor Consulting Limited
in Association with
Blaine S. Rooney Consulting Limited

04-Jan-24

INPUTS REQUIRED FOR RATE CALCULATION

The following Inputs are required

Table 1-1

(a)	Assumed Inflation Rate	3%	Per Year
(b)	Current Year	2022/23	
	Test Years	2023/24	
		2024/25	
		2025/26	
		2026/27	
(c)	Estimated Annual Growth Rate	0.00%	
(d)	Estimated Unmetered Production Rate	23	cubic meters per month
(e)	Number of Customers by Class/Meter Size for Current Year		
	Unmetered	124	
	15mm - 5/8"	3832	15
	19 mm - 3/4"	55	
	25 mm - 1"	48	
	37 mm - 1.5"	19	
	50 mm - 2"	35	
	75 mm - 3 "	6	
	100 mm - 4"	4	
	150 mm - 6"	0	
	200 mm - 8"	0	
(f)	Estimated Decrease in Consumption per customer from previous year		
	Year	Decrease (%)	
	2023	1%	
	2024	1%	
	2025	1%	
	2026	1%	
	2027	1%	
(f)	Effluent Flow by Customer Class/Meter Size for Current Year		
	(cubic meters)		
	Unmetered	16,120	
	15mm - 5/8"	525,812	
	19 mm - 3/4"	26,680	
	25 mm - 1"	32,694	
	37 mm - 1.5"	30,080	
	50 mm - 2"	157,997	
	75 mm - 3 "	27,066	
	100 mm - 4"	30,068	
	150 mm - 6"	0	
	200 mm - 8"	0	
	Credit for water that is not sent to Sewer	-	
(g)	Long Term Interest Rate on Borrowing	6.00%	

Table 2-1

04-Jan-24

Combined WWH Sewer Rate Study Comparative Statement of Operations Fiscal Years ending March 31st						
	2021/22 (Actual)	2022/23 (Actual)	2023/24 (Projected)	Projection Using Current Rates		
				2024/25 (Test)	2025/26 (Test)	2026/27 (Test)
OPERATING REVENUES						
WEST HANTS						
Sewer Rate West Hants	1,183,918	1,186,564	1,193,994	1,201,424	1,208,854	1,216,284
Other revenue - West Hants	3,049	0	3,286	3,385	3,486	3,591
WINDSOR						
Sewer Rate	960,331	959,968	1,030,000	1,030,000	1,030,000	1,030,000
Leachate Treatment Revenue		0	39,500	45,500	56,000	59,000
West Hants Treatment Revenue		0	0	0	0	0
Other Revenue	3,887	4,000	4,000	4,000	4,000	4,000
Total	2,151,185	2,150,532	2,270,780	2,284,308	2,302,340	2,312,874
OPERATING EXPENDITURES						
Sewage Collection	20,744	64,500	69,500	71,585	73,733	75,945
Sewage Lift Stations	153,198	134,771	155,587	164,688	171,317	178,421
Sewage Treatment West Hants	109,503	106,000	121,150	127,231	131,048	134,979
Sewage Treatment - Lagoon Drive	99,812	84,830	89,160	93,780	96,731	99,633
Sewage Treatment - Wentworth Road	61,229	61,814	78,250	81,796	84,678	87,218
Administration and General	989,701	1,006,489	1,001,703	1,024,598	1,055,810	1,089,324
Capital Reserve Contribution Windsor	0	180,444	216,687	281,706	354,083	381,951
Capital Reserve Contribution West Hants	253,224	340,305	361,945	412,868	484,120	539,691
Taxes	0	0	0	0	0	0
Total	1,687,411	1,979,153	2,093,982	2,258,251	2,451,519	2,587,163
OPERATING PROFIT (LOSS)	463,774	171,379	176,798	26,057	-149,179	-274,289
NON-OPERATING REVENUES						
Interest and other income	0	0	0	0	0	0
Contract Services	0	0	0	0	0	0
Sludge Handling	0	0	0	0	0	0
Transfer from Depreciation Fund	0	0	0	0	0	0
Other - Capital Reserve Reduction	0	0	0	0	0	0
Total	0	0	0	0	0	0
NON-OPERATING EXPENDITURES						
WEST HANTS						
Principal on Existing Debt	91,667	91,667	108,867	108,867	156,137	156,137
Interest on Existing Debt	19,022	26,290	13,278	13,278	15,479	15,479
New Debt - Principal (Current Year)		0	0	0	0	0
New Debt - Interest (Current Year)		0	0	0	0	0
New Debt - Principal (Test Year 1)			0	0	0	0
New Debt - Interest (Test Year 1)			0	0	0	0
New Debt - Principal (Test Year 2)				0	0	0
New Debt - Interest (Test Year 2)				0	0	0
New Debt - Principal (Test Year 3)					-	-
New Debt - Interest (Test Year 3)					-	-
New Debt - Principal Test Year 4)						-
New Debt - Interest (Test Year 4)						-
Capital out of Revenue -Sewer Equipment	0	0	0	0	0	0
Capital out of Revenue - Sewer Renewal	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total West Hants	110,689	117,957	122,145	122,145	171,616	171,616
WINDSOR						
Principal on Existing Debt - Windsor	241,729	253,648	210,950	260,293	368,293	368,293
Interest on Existing Debt - Windsor	112,584	104,420	97,264	99,562	104,586	104,586
New Debt - Principal and Interest			35,669	35,669	35,669	35,669
New Debt - Principal and Interest				109,344	109,344	109,344
New Debt - Principal and Interest					266,087	266,087
New Debt - Principal and Interest						120,757
Short Term Borrowing						
Capital out of Revenue	0	0	0	8,500	10,000	9,000
Other	0	0	0	0	0	0
Total	465,002	476,025	466,028	635,513	1,065,595	1,185,352
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-1,228	-304,646	-289,231	-609,456	-1,214,774	#####

Revenue Required

04-Jan-24

Table 3-1

Combined WWH Sewer Rate Study Statement of Operating Expenditures and Revenue Requirements					
	2022/23 (Actual)	2023/24 (Projected)	2024/25 (Test)	2025/26 (Test)	2026/27 (Test)
OPERATING EXPENDITURES					
Sewage Collection	64,500	69,500	71,585	73,733	75,945
Sewage Lift Stations	134,771	155,587	164,688	171,317	178,421
Sewage Treatment West Hants	106,000	121,150	127,231	131,048	134,979
Sewage Treatment - Lagoon Drive	84,830	89,160	93,780	96,731	99,633
Sewage Treatment - Wentworth Road	61,814	78,250	81,796	84,678	87,218
Administration and General	1,006,489	1,001,703	1,024,598	1,055,810	1,089,324
Capital Reserve Contribution Windsor	180,444	216,687	281,706	354,083	381,951
Capital Reserve Contribution West Hants	340,305	361,945	412,868	484,120	539,691
Taxes	0	0	0	0	0
Total	1,979,153	2,093,982	2,258,251	2,451,519	2,587,163
ADD NON-OPERATING EXPENDITURES					
Non-Operating Expenditures - WEST HANTS	117,957	122,145	122,145	171,616	171,616
Debt Charges - Principal	253,648	210,950	260,293	368,293	368,293
Debt Charges - Interest	104,420	97,264	99,562	104,586	104,586
New Debt - Principal and Interest	0	35,669	35,669	35,669	35,669
New Debt - Principal and Interest	0	0	109,344	109,344	109,344
New Debt - Principal and Interest	0	0	0	266,087	266,087
New Debt - Principal and Interest	0	0	0	0	120,757
Short Term Borrowing	0	0	0	0	0
Capital out of Revenue	0	0	8,500	10,000	9,000
Other	0	0	0	0	0
Total	476,025	466,028	635,513	1,065,595	1,185,352
LESS NON-OPERATING REVENUES					
Interest and other income	0	0	0	0	0
Contract Services	0	0	0	0	0
Sludge Handling	0	0	0	0	0
Transfer from Depreciation Fund	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0
LESS OTHER OPERATING REVENUE					
Leachate Treatment Revenue	0	39,500	45,500	56,000	59,000
	0	0	0		0
Interest and Other Income	0	0	0	0	0
Other Revenue	4,000	7,286	7,385	7,486	7,591
Total	4,000	46,786	52,885	63,486	66,591
REVENUE REQUIRED FROM CUSTOMERS	2,451,178	2,513,225	2,840,879	3,453,628	3,705,924

Table 4-1

04-Jan-24

Combined WWH Sewer Rate Study Statement of Operating Expenditures					
	2022/23 (Actual)	2023/24 (Projected)	2024/25 (Test)	2025/26 (Test)	2026/27 (Test)
SEWAGE COLLECTION SYSTEM					
WEST HANTS					
Pipe Maintenance	20,000	20,000	20,600	21,218	21,855
Operational Expense	3,500	3,500	3,605	3,713	3,825
Other	0	0	0	0	0
SUB-TOTAL WH SEWAGE COLLECTION	23,500	23,500	24,205	24,931	25,679
WINDSOR					
Pipe Maintenance	6,500	6,500	6,695	6,896	7,103
Operational Expenses	6,000	5,000	5,150	5,305	5,464
Maintenance - Manhole Structure	3,500	4,500	4,635	4,774	4,917
Outside Contract Work	25,000	30,000	30,900	31,827	32,782
Other	0	0	0	0	0
SUB-TOTAL WINDSOR SEWAGE COLLECTION	41,000	46,000	47,380	48,801	50,265
TOTAL WWH COLLECTION SYSTEM	64,500	69,500	71,585	73,733	75,945
SEWAGE LIFT STATIONS					
WEST HANTS					
Insurance	8,321	9,937	11,428	13,142	15,113
Power	28,000	49,000	52,430	54,003	55,623
Maintenance	41,000	40,000	41,200	42,436	43,709
Portable Generator	0	0	0	0	0
Other	0	0	0	0	0
SUB-TOTAL WEST HANTS SEWAGE LIFT STATIONS	77,321	98,937	105,058	109,581	114,445
WINDSOR					
Insurance	1,950	2,300	2,645	3,042	3,521
Power	2,500	2,500	2,575	2,652	2,732
Maintenance	31,500	25,100	26,857	27,663	28,493
Stock Items	21,000	26,000	26,780	27,583	28,411
Portable Generator	500	750	773	796	820
Other	0	0	0	0	0
SUB-TOTAL WINDSOR SEWAGE LIFT STATIONS	57,450	56,650	59,630	61,736	63,976
TOTAL PUMPING STATIONS	134,771	155,587	164,688	171,317	178,421
SEWAGE TREATMENT					
WEST HANTS					
Power	50,000	61,150	65,431	67,394	69,416
Sewage Treatment Fee	6,000	10,000	10,300	10,609	10,927
Operational Expense	50,000	50,000	51,500	53,045	54,636
Other	0	0	0	0	0
SUB-TOTAL WEST HANTS SEWAGE TREATMENT	106,000	121,150	127,231	131,048	134,979
WINDSOR					
WINDSOR TREATMENT- LAGOON DRIVE					
Water/Sewer Charges - Lagoon Drive	550	550	567	583	601
Power - Lagoon Drive	56,000	45,610	48,803	50,267	51,775
Chemical Supplies - Lagoon Drive	11,000	25,000	25,750	26,523	27,318
Insurance - Lagoon Drive	780	1,000	1,150	1,323	1,363
Operation Expenses - Lagoon Drive	6,500	7,000	7,210	7,426	7,649
Maintenance - Lagoon Drive	10,000	10,000	10,300	10,609	10,927
Other Costs - Lagoon Drive	0	0	0	0	0
SUB-TOTAL WINDSOR TREATMENT LAGOON DRIVE	84,830	89,160	93,780	96,731	99,633
WINDSOR					
SEWAGE TREATMENT - WENTWORTH ROAD					
Water/Sewer Charges - Wentworth Road	8,500	8,500	8,755	9,018	9,288
Power - Wentworth Road	8,500	20,650	22,096	22,759	23,442
Insurance - Wentworth Road	2,314	3,100	3,565	4,100	4,223

Operation Expenses - Wentworth Road	7,500	11,000	11,330	11,670	12,020
Equipment Maintenance - Wentworth Road	35,000	35,000	36,050	37,132	38,245
Other Costs - Wentworth Road	0	0	0	0	0
SUB-TOTAL TREATMENT WENTWORTH ROAD	61,814	78,250	81,796	84,678	87,218
ADMINISTRATION AND GENERAL					
WEST HANTS					
Salary	251,700	271,700	279,645	288,034	296,675
Employer share Benefits	41,650	51,500	53,045	54,636	56,275
Mileage and Expenses	750	750	773	796	820
Training and Development	2,500	3,500	3,605	3,713	3,825
Telephone	2,000	2,000	2,266	2,334	2,404
Mandated Communications	500	0	0	0	0
Adminsitration Fee	69,520	81,654	84,104	86,627	89,226
Public Works Cost Distribution	19,000	19,000	19,570	20,157	20,762
Computer & Asset Management	8,500	6,500	6,695	6,896	7,103
Insurance	3,183	4,400	4,532	4,668	6,648
Fleet Maintenance	18,100	19,000	19,570	20,157	20,762
Fleet Fuel	14,200	24,000	24,720	25,462	26,225
Other	5,000	5,000	5,150	5,305	5,464
Professional Services	10,800	10,000	6,000	6,180	6,365
Capital Out of Revenue	0	0		0	0
Treatment Plant Kings County	95,600	95,600	98,468	101,422	104,465
Treatment Plant Windsor	60,000	0	0	0	0
LESS Treatment Plant Windsor	0	0	0	0	0
SUB-TOTAL WEST HANTS ADMIN AND GENERAL	603,003	594,604	608,143	626,387	647,019
WINDSOR					
Salary	238,300	222,500	229,175	236,050	243,132
Employer Share Benefits	41,100	42,600	43,878	45,194	46,550
Mileage & Expenses	600	600	618	637	656
Training and Development	2,000	3,000	3,090	3,183	3,278
Telephone	500	900	927	955	983
Administration Fee	51,436	61,560	63,407	65,309	67,268
PW Cost Distribution	19,000	19,000	19,570	20,157	20,762
Computer & Asset Management	8,500	6,500	6,695	6,896	7,103
Insurance	3,500	3,439	3,955	4,548	4,684
Equipment Maintenance	7,000	9,000	9,270	9,548	9,835
Equipment	5,000	5,000	5,150	5,305	5,464
Fleet Maintenance	8,500	8,500	8,755	9,018	9,288
Fleet Fuel	8,000	15,000	15,450	15,914	16,391
Other	750	500	515	530	546
Professional Services	9,300	9,000	6,000	6,180	6,365
Other	0	0	0	0	0
SUB-TOTAL WINDSOR ADMIN AND GENERAL	403,486	407,099	416,455	429,423	442,305
TOTAL WWH ADMINISTRATION AND GENERAL	1,006,489	1,001,703	1,024,598	1,055,810	1,089,324

04-Jan-24

Table 6-1

Combined WWH Sewer Rate Study Calculation of Depreciation of Tangible Plant at Total Cost 2022/23				
	Planned Capital Spending Program	Estimated Average Life in Years	Depreciation Rate	Annual Depreciation
	Capital Reserve Rate at the beginning of the Year			2,149,036
LAND AND LAND RIGHTS				
Land - General	0			0
STRUCTURES AND IMPROVEMENTS				
Power and Pumping Structures	0	50	0.02	0
Wastewater Treatment Plant	0	25	0.04	0
Other Wastewater Structures	0	25	0.04	0
Other Wastewater Structures	0	25	0.04	0
Equipment				0
Electrical Pumping	80,000	20	0.05	4,000
Treatment Equipment	63,000	20	0.05	3,150
Office Furniture and Equipment	0	5	0.20	0
Transportation Equipment	0	5	0.20	0
Tools and Work Equipment	0	5	0.200	0
Lift Station Upgrade	40,000	20	0.05	2,000
Collection Mains & Manholes Equipment	30,000			0
Other - SCADA	0	10	0.1000	0
Other Equipment	0	10	0.1000	0
Collection System				
Forcemain	0	50	0.02	0
Mains	319,500	75	0.0133	4,260
Manholes	0	30	0.03	0
Meters	0	20	0.05	0
Services	20,000	50	0.02	400
Other	0	20	0.05	0
Other	0	20	0.05	0
TOTAL	552,500			13,810
Source of Funding				
			Reserve Fund Balance	2,149,036
External Funding	0		Contribution to Reserve Fund in Current Year	520,749
Capital Reserve	532,500		Reserve Fund Expenditure in Current Year	-532,500
Customers (services)	20,000			
Long Term Debt	0		Reserve Fund Fund Balance	2,137,285
Capital from Revenue	0			
TOTAL	552,500			

Table 6-2

Combined WWH Sewer Rate Study Calculation of Depreciation of Tangible Plant at Total Cost 2023/24				
	Planned Capital Spending Program		Capital Cost Contribution by Others	Net Capital Cost
	Capital Reserve Rate at the beginning of the Year			520,749
LAND AND LAND RIGHTS				
Land - General	0			0
STRUCTURES AND IMPROVEMENTS				
Power and Pumping Structures	15,000	20	0.05	750
Power and Pumping Structures	80,000	30	0.03	2,667
Wastewater Treatment Plant	50,000	25	0.04	2,000
Wastewater Treatment Plant	42,000	20	0.05	2,100
Other Wastewater Structures	0	25	0.04	0
Other Wastewater Structures	0	25	0.04	0
Equipment				0
Electrical Pumping	80,000	20	0.05	4,000
Treatment Equipment	50,000	20	0.05	2,500
Office Furniture and Equipment	0	5	0.20	0
Transportation Equipment	0	5	0.20	0
Tools and Work Equipment	25,000	5	0.200	5,000
Lift Station Upgrade	50,000	20	0.05	2,500
Collection Mains & Manholes Equipment	0			0
Other Generator	140,000	10	0.1000	14,000
Other SCADA & Electrical	42,000	10	0.1000	4,200
SCADA	30,000	7	0.1429	4,286
Collection System				
Forcemain	0	50	0.02	0
Mains	1,011,060	75	0.0133	13,481
Manholes	0	30	0.03	0
Meters	0	20	0.05	0
Services	20,000	50	0.02	400
Other	0	20	0.05	0
Other	0	20	0.05	0
TOTAL	1,635,060			57,883
Source of Funding				
External Funding	0		Reserve Fund Balance	2,137,285
Capital Reserve	1,205,938		Contribution to Reserve Fund in Current Year	578,632
Customers (services)	20,000		Reserve Fund Expenditure in Current Year	-1,205,938
Long Term Debt	409,122			
Capital from Revenue	0		Reserve Fund Fund Balance	1,509,979
TOTAL	1,635,060			

Table 6-3

Combined WWH Sewer Rate Study Calculation of Depreciation of Tangible Plant at Total Cost 2024/25				
	Planned Capital Spending Program		Capital Cost Contribution by Others	Net Capital Cost
			Capital Reserve Rate at the beginning of the Year	578,632
LAND AND LAND RIGHTS				
Land - General	0			0
STRUCTURES AND IMPROVEMENTS				
Power and Pumping Structures	40,000	50	0.02	800
Wastewater Treatment Plant	0	25	0.04	0
Other Sludge Drying Bed	336,440	25	0.04	13,458
Other Treatment Equipment	158,500	20	0.05	7,925
Equipment				0
Electrical Pumping	80,000	20	0.05	4,000
Treatment Equipment	8,500	25	0.04	340
Treatment Equipment	40,000	20	0.05	2,000
Office Furniture and Equipment	0	5	0.20	0
Transportation Equipment	283,390	5	0.20	56,678
Tools and Work Equipment	16,000	5	0.200	3,000
Lift Station Upgrade	40,000	20	0.05	2,000
Collection Mains & Manholes Equipment	0	10	0.10	0
Other SCADA	30,000	10	0.1000	3,000
Other SCADA	30,000	7	0.1429	4,286
Other Equipment	0	10	0.1000	0
Collection System				
Forcemain	0	50	0.02	0
Mains	1,354,190	75	0.0133	18,056
Manholes	0	30	0.03	0
Meters	0	20	0.05	0
Services	20,000	50	0.02	400
Other	0	20	0.05	0
Other	0	20	0.05	0
TOTAL	2,436,020			115,942
Source of Funding				
External Funding	0		Reserve Fund Balance	1,509,979
Capital Reserve	1,153,357		Contribution to Reserve Fund in Current Year	694,574
Customers (services)	20,000		Reserve Fund Expenditure in Current Year	-1,153,357
Long Term Debt	1,254,163		Reserve Fund Fund Balance	1,051,196
Capital from Revenue	8,500			
TOTAL	2,436,020			

Table 6-4

Combined WWH Sewer Rate Study Calculation of Depreciation of Tangible Plant at Total Cost 2025/26				
	Planned Capital Spending Program		Capital Cost Contribution by Others	Net Capital Cost
	Capital Reserve Rate at the beginning of the Year			694,574
LAND AND LAND RIGHTS				
Land - General	0			0
STRUCTURES AND IMPROVEMENTS				
Power and Pumping Structures	0	50	0.02	0
Wastewater Treatment Plant	0	40	0.03	0
Other Wastewater Structures	600,000	25	0.04	24,000
Other Treatment Equipment	3,100,000	50	0.02	62,000
Equipment	0			0
Electrical Pumping	80,000	20	0.05	4,000
Treatment Equipment	695,000	20	0.05	34,750
Office Furniture and Equipment	0	5	0.20	0
Transportation Equipment	0	5	0.20	0
Tools and Work Equipment	0	5	0.200	0
Lift Station Upgrade	35,000	20	0.05	1,750
Collection Mains & Manholes Equipment	0	20	0.05	0
Other SCADA	0	10	0.1000	0
Other Equipment	0	10	0.1000	0
Collection System				
Forcemain	0	50	0.02	0
Mains	1,254,600	75	0.0133	16,728
Manholes	0	30	0.03	0
Meters	0	20	0.05	0
Services	20,000	50	0.02	400
Lagoon Drive STP Sludge Removal	0	20	0.05	0
Other	0	20	0.05	0
TOTAL	5,784,600			143,628
Source of Funding				
			Reserve Fund Balance	1,051,196
External Funding	1,550,000		Contribution to Reserve Fund in Current Year	838,202
Capital Reserve	1,152,600		Reserve Fund Expenditure in Current Year	-1,152,600
Customers (services)	20,000			
Long Term Debt	3,052,000		Reserve Fund Fund Balance	736,799
Capital from Revenue	10,000			
TOTAL	5,784,600			

Table 6-5

Combined WWH Sewer Rate Study Calculation of Depreciation of Tangible Plant at Total Cost 2026/27				
	Planned Capital Spending Program		Capital Cost Contribution by Others	Net Capital Cost
		Capital Reserve Rate at the beginning of the Year		838,202
LAND AND LAND RIGHTS				
Land - General	0			0
STRUCTURES AND IMPROVEMENTS				
Power and Pumping Structures	0	50	0.02	0
Wastewater Treatment Plant	0	25	0.04	0
Other Wastewater Structures	0	25	0.04	0
Other Treatment Equipment	1,008,500	20	0.05	50,425
Equipment				0
Electrical Pumping	80,000	20	0.05	4,000
Treatment Equipment	44,000	20	0.05	2,200
Office Furniture and Equipment	0	5	0.20	0
Transportation Equipment	0	5	0.20	0
Tools and Work Equipment	15,000	5	0.200	3,000
Lift Station Upgrade	35,000	20	0.05	1,750
Collection Mains & Manholes Equipment	0			0
Other Equipment	0	10	0.1000	0
Other Equipment	0	10	0.1000	0
Collection System				
Forcemain	0	50	0.02	0
Mains	1,624,850	75	0.0133	21,665
Manholes	0	30	0.03	0
Meters	0	20	0.05	0
Services	20,000	50	0.02	400
Other	0	20	0.05	0
Other	0	20	0.05	0
TOTAL	2,827,350			83,440
Source of Funding				
		Reserve Fund Balance		736,799
External Funding	500,000	Contribution to Reserve Fund in Current Year		921,642
Capital Reserve	913,280	Reserve Fund Expenditure in Current Year		-913,280
Customers (services)	20,000			
Long Term Debt	1,385,070	Reserve Fund Fund Balance		745,161
Capital from Revenue	9,000			
TOTAL	2,827,350			

Leachate Treatment Charge

04-Jan-24

Total Flow combined System

Effluent into all Plants	846,036	cubic meters	
Effluent into plant from Windsor	0	cubic meters	
Effluent into plant - TMP and Wentworth	-	cubic meters	
Leachate Flow	38,503	cubic meters	(38,503 tonnes)
Total Effluent flow into STP	884,539	cubic meters	
Percent of Effluent from Leachate	4.4%		

Flow to Treatment Plant only

Effluent into plant from Windsor	381,817	cubic meters	
Effluent into plant - TMP and Wentworth	169,583	cubic meters	
Leachate Flow	38,503	cubic meters	(38,503 tonnes)
Total Effluent flow into STP	589,903	cubic meters	
Percent of Effluent from Leachate	6.5%		

Table 7-1

Combined WWH Sewer Rate Study Allocation of Leachate Treatment Charge 2023/24				
	Revenue	Service	Leachate Flow	Leachate Treatment
OPERATING EXPENDITURES	Required	Allocation	Allocation	Charge
Sewage Collection	69,500	0.0%	4.4%	-
Sewage Lift Stations	155,587	25.0%	4.4%	1,693
Sewage Treatment West Hants	121,150	100.0%	4.4%	5,331
Sewage Treatment - Lagoon Drive	89,160	100.0%	4.4%	3,923
Sewage Treatment - Wentworth Road	78,250	100.0%	4.4%	3,443
Administration and General	1,001,703	25.0%	4.4%	10,901
Capital Reserve Contribution Windsor	216,687	50.0%	6.5%	7,042
Capital Reserve Contribution West Hants	361,945	0.0%	0.0%	-
Taxes	0	0.0%	0.0%	-
Non Opt Expenditures less Non Opt Revenue	419,242	40.0%	4.4%	7,300
TOTAL	2,513,225			39,633

Table 7-2

Combined WWH Sewer Rate Study Allocation of Leachate Treatment Charge 2024/25				
	Revenue	Service	Leachate Flow	Leachate Treatment
OPERATING EXPENDITURES	Required	Allocation	Allocation	Charge
Sewage Collection	71,585	0.0%	4.4%	-
Sewage Lift Stations	164,688	25.0%	4.4%	1,792
Sewage Treatment West Hants	127,231	100.0%	4.4%	5,538
Sewage Treatment - Lagoon Drive	93,780	100.0%	4.4%	4,082
Sewage Treatment - Wentworth Road	81,796	100.0%	4.4%	3,560
Administration and General	1,024,598	25.0%	4.4%	11,150
Capital Reserve Contribution Windsor	281,706	50.0%	6.5%	9,155
Capital Reserve Contribution West Hants	412,868	0.0%	0.0%	-
Taxes	0	0.0%	0.0%	-
Non Opt Expenditures less Non Opt Revenue	582,628	40.0%	4.4%	10,144
TOTAL	2,840,879			45,423

Table 7-3

Combined WWH Sewer Rate Study Allocation of Leachate Treatment Charge 2025/26				
	Revenue	Service	Leachate Flow	Leachate Treatment
OPERATING EXPENDITURES	Required	Allocation	Allocation	Charge
Sewage Collection	73,733	0.0%	4.4%	-
Sewage Lift Stations	171,317	25.0%	4.4%	1,864
Sewage Treatment West Hants	131,048	100.0%	4.4%	5,704
Sewage Treatment - Lagoon Drive	96,731	100.0%	4.4%	4,211
Sewage Treatment - Wentworth Road	84,678	100.0%	4.4%	3,686
Administration and General	1,055,810	25.0%	4.4%	11,490
Capital Reserve Contribution Windsor	354,083	50.0%	6.5%	11,508
Capital Reserve Contribution West Hants	484,120	0.0%	0.0%	-
Taxes	0	0.0%	0.0%	-
Non Opt Expenditures less Non Opt Revenue	1,002,109	40.0%	4.4%	17,448
TOTAL	3,453,628			55,911

Table 7-4

Combined WWH Sewer Rate Study Allocation of Leachate Treatment Charge 2026/27				
	Revenue	Service	Leachate Flow	Leachate Treatment
OPERATING EXPENDITURES	Required	Allocation	Allocation	Charge
Sewage Collection	75,945	0.0%	4.4%	-
Sewage Lift Stations	178,421	25.0%	4.4%	1,942
Sewage Treatment West Hants	134,979	100.0%	4.4%	5,876
Sewage Treatment - Lagoon Drive	99,633	100.0%	4.4%	4,337
Sewage Treatment - Wentworth Road	87,218	100.0%	4.4%	3,797
Administration and General	1,089,324	25.0%	4.4%	11,854
Capital Reserve Contribution Windsor	381,951	50.0%	6.5%	12,413
Capital Reserve Contribution West Hants	539,691	0.0%	0.0%	-
Taxes	0	0.0%	0.0%	-
Non Opt Expenditures less Non Opt Revenue	1,118,761	40.0%	4.4%	19,479
TOTAL	3,705,924			59,698

Table 8-1

04-Jan-24

Combined WWH Sewer Rate Study Calculation of Revenue Required for Each Billing/Cost Category 2023/24							
	Total Revenue	Less	Net Revenue				
	Required	Leachate	from	Base	Effluent		
		Charge	Customers				
Sewage Collection	69,500	0	69,500	0%	0	100%	69,500
Sewage Lift Stations	155,587	1,693	153,894	0%	0	100%	153,894
Sewage Treatment West Hants	121,150	5,331	115,819	0%	0	100%	115,819
Sewage Treatment - Lagoon Drive	89,160	3,923	85,237	0%	0	100%	85,237
Sewage Treatment - Wentworth Road	78,250	3,443	74,807	0%	0	100%	74,807
Administration and General	1,001,703	10,901	990,802	100%	990,802	0%	0
Capital Reserve Contribution Windsor	216,687	7,042	209,644	0%	0	100%	209,644
Capital Reserve Contribution West Hants	361,945	0	361,945	0%	0	100%	361,945
Taxes	0	0	0	0%	0	100%	0
Non Opt Expenditures less Non Opt Revenue	419,242	7,300	411,943	5%	20,597	95%	391,346
SUBTOTAL	2,513,225	39,633	2,473,592		1,011,399		1,462,193
TOTAL	2,513,225	39,633	2,473,592		1,011,399		1,462,193

Table 8-2

Combined WWH Sewer Rate Study Calculation of Revenue Required for Each Billing/Cost Category 2024/25							
	Total Revenue	Less	Net Revenue				
	Required	Leachate	from	Base	Effluent		
		Charge					
Sewage Collection	71,585	0	71,585	0%	0	100%	71,585
Sewage Lift Stations	164,688	1,792	162,895	0%	0	100%	162,895
Sewage Treatment West Hants	127,231	5,538	121,693	0%	0	100%	121,693
Sewage Treatment - Lagoon Drive	93,780	4,082	89,697	0%	0	100%	89,697
Sewage Treatment - Wentworth Road	81,796	3,560	78,236	0%	0	100%	78,236
Administration and General	1,024,598	11,150	1,013,448	100%	1,013,448	0%	0
Capital Reserve Contribution Windsor	281,706	9,155	272,550	18%	49,059	82%	223,491
Capital Reserve Contribution West Hants	412,868	0	412,868	0%	0	100%	412,868
Taxes	0	0	0	0%	0	100%	0
Non Opt Expenditures less Non Opt Revenue	582,628	10,144	572,484	15%	85,873	85%	486,611
SUBTOTAL	2,840,879	45,423	2,795,457		1,148,380		1,647,077
TOTAL	2,840,879				1,148,380		1,647,077

Table 8-3

Combined WWH Sewer Rate Study Calculation of Revenue Required for Each Billing/Cost Category 2025/26							
	Total Revenue	Less	Net Revenue				
	Required	Leachate Charge	from	Base		Effluent	
Sewage Collection	73,733	0	73,733	0%	0	100%	73,733
Sewage Lift Stations	171,317	1,864	169,453	0%	0	100%	169,453
Sewage Treatment West Hants	131,048	5,704	125,344	0%	0	100%	125,344
Sewage Treatment - Lagoon Drive	96,731	4,211	92,521	0%	0	100%	92,521
Sewage Treatment - Wentworth Road	84,678	3,686	80,992	0%	0	100%	80,992
Administration and General	1,055,810	11,490	1,044,320	100%	1,044,320	0%	0
Capital Reserve Contribution Windsor	354,083	11,508	342,575	20%	68,515	80%	274,060
Capital Reserve Contribution West Hants	484,120	0	484,120	0%	0	100%	484,120
Taxes	0	0	0	0%	0	100%	0
Non Opt Expenditures less Non Opt Revenue	1,002,109	17,448	984,661	26%	256,012	74%	728,649
SUBTOTAL	3,453,628	55,911	3,397,717		1,368,847		2,028,870
TOTAL	3,453,628				1,368,847		2,028,870

Table 8-4

Combined WWH Sewer Rate Study Calculation of Revenue Required for Each Billing/Cost Category 2026/27							
	Total Revenue	Less	Net Revenue				
	Required	Leachate Charge	from	Base		Effluent	
Sewage Collection	75,945	0	75,945	0%	0	100%	75,945
Sewage Lift Stations	178,421	1,942	176,479	0%	0	100%	176,479
Sewage Treatment West Hants	134,979	5,876	129,104	0%	0	100%	129,104
Sewage Treatment - Lagoon Drive	99,633	4,337	95,296	0%	0	100%	95,296
Sewage Treatment - Wentworth Road	87,218	3,797	83,422	0%	0	100%	83,422
Administration and General	1,089,324	11,854	1,077,470	100%	1,077,470	0%	0
Capital Reserve Contribution Windsor	381,951	12,413	369,537	20%	73,907	80%	295,630
Capital Reserve Contribution West Hants	539,691	0	539,691	0%	0	100%	539,691
Taxes	0	0	0	0%	0	100%	0
Non Opt Expenditures less Non Opt Revenue	1,118,761	19,479	1,099,282	30%	329,785	70%	769,497
SUBTOTAL	3,705,924	59,698	3,646,226		1,481,162		2,165,064
TOTAL	3,705,924				1,481,162		2,165,064

Table 9-1

04-Jan-24

Combined WWH Sewer Rate Study Service Connections and Equivalents 2023/24			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	121	1	121
15mm - 5/8"	3832	1	3,832
19 mm - 3/4"	55	1.5	83
25 mm - 1"	48	2.5	120
37 mm - 1.5"	19	5	95
50 mm - 2"	35	8	280
75 mm - 3 "	6	16	96
100 mm - 4"	4	25	100
150 mm - 6"	0	50	0
200 mm - 8"	0	90	0
TOTAL	4120		4,727

Table 9-2

Combined WWH Sewer Rate Study Service Connections and Equivalents 2024/25			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	121	1	121
15mm - 5/8"	3847	1	3,847
19 mm - 3/4"	55	1.5	83
25 mm - 1"	48	2.5	120
37 mm - 1.5"	19	5	95
50 mm - 2"	35	8	280
75 mm - 3 "	6	16	96
100 mm - 4"	4	25	100
150 mm - 6"	0	50	0
200 mm - 8"	0	90	0
TOTAL	4135		4,742

Table 9-3

Combined WWH Sewer Rate Study Service Connections and Equivalents 2025/26			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	121	1	121
15mm - 5/8"	3862	1	3,862
19 mm - 3/4"	55	1.5	83
25 mm - 1"	48	2.5	120
37 mm - 1.5"	19	5	95
50 mm - 2"	35	8	280
75 mm - 3 "	6	16	96
100 mm - 4"	4	25	100
150 mm - 6"	0	50	0
200 mm - 8"	0	90	0
TOTAL	4150		4,757

Table 9-4

Combined WWH Sewer Rate Study Service Connections and Equivalents 2026/27			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	121	1	121
15mm - 5/8"	3877	1	3,877
19 mm - 3/4"	55	1.5	83
25 mm - 1"	48	2.5	120
37 mm - 1.5"	19	5	95
50 mm - 2"	35	8	280
75 mm - 3 "	6	16	96
100 mm - 4"	4	25	100
150 mm - 6"	0	50	0
200 mm - 8"	0	90	0
TOTAL	4165		4,772

Table 10-1

04-Jan-24

Combined WWH Sewer Rate Study Wastewater Base Charges 2023/24					
Meter Size	Capacity Ratio	Base Charge	Total Base Charge		
			Annual	Quarterly	Monthly
Unmetered	1	213.98	213.98	53.50	17.83
15mm - 5/8"	1	213.98	213.98	53.50	17.83
19 mm - 3/4"	1.5	320.98	320.98	80.24	26.75
25 mm - 1"	2.5	534.96	534.96	133.74	44.58
37 mm - 1.5"	5	1,069.92	1,069.92	267.48	89.16
50 mm - 2"	8	1,711.88	1,711.88	427.97	142.66
75 mm - 3 "	16	3,423.76	3,423.76	855.94	285.31
100 mm - 4"	25	5,349.62	5,349.62	1,337.41	445.80
150 mm - 6"	50	10,699.24	10,699.24	2,674.81	891.60
200 mm - 8"	90	19,258.64	19,258.64	4,814.66	1,604.89
TOTAL					

Table 10-2

Combined WWH Sewer Rate Study Wastewater Base Charges 2024/25					
Meter Size	Capacity Ratio	Base Charge	Total Base Charge		
			Annual	Quarterly	Monthly
Unmetered	1	242.20	242.20	60.55	20.18
15mm - 5/8"	1	242.20	242.20	60.55	20.18
19 mm - 3/4"	1.5	363.30	363.30	90.82	30.27
25 mm - 1"	2.5	605.49	605.49	151.37	50.46
37 mm - 1.5"	5	1,210.99	1,210.99	302.75	100.92
50 mm - 2"	8	1,937.58	1,937.58	484.40	161.47
75 mm - 3 "	16	3,875.16	3,875.16	968.79	322.93
100 mm - 4"	25	6,054.94	6,054.94	1,513.73	504.58
150 mm - 6"	50	12,109.88	12,109.88	3,027.47	1,009.16
200 mm - 8"	90	21,797.78	21,797.78	5,449.44	1,816.48
TOTAL					

Table 10-3

Combined WWH Sewer Rate Study Wastewater Base Charges 2025/26					
Meter Size	Capacity Ratio	Base Charge	Total Base Charge		
			Annual	Quarterly	Monthly
Unmetered	1	287.78	287.78	71.95	23.98
15mm - 5/8"	1	287.78	287.78	71.95	23.98
19 mm - 3/4"	1.5	431.68	431.68	107.92	35.97
25 mm - 1"	2.5	719.46	719.46	179.87	59.96
37 mm - 1.5"	5	1,438.92	1,438.92	359.73	119.91
50 mm - 2"	8	2,302.28	2,302.28	575.57	191.86
75 mm - 3 "	16	4,604.55	4,604.55	1,151.14	383.71
100 mm - 4"	25	7,194.61	7,194.61	1,798.65	599.55
150 mm - 6"	50	14,389.23	14,389.23	3,597.31	1,199.10
200 mm - 8"	90	25,900.61	25,900.61	6,475.15	2,158.38
TOTAL					

Table 10-4

Combined WWH Sewer Rate Study Wastewater Base Charges 2026/27					
Meter Size	Capacity Ratio	Base Charge	Total Base Charge		
			Annual	Quarterly	Monthly
Unmetered	1	310.42	310.42	77.60	25.87
15mm - 5/8"	1	310.42	310.42	77.60	25.87
19 mm - 3/4"	1.5	465.63	465.63	116.41	38.80
25 mm - 1"	2.5	776.05	776.05	194.01	64.67
37 mm - 1.5"	5	1,552.09	1,552.09	388.02	129.34
50 mm - 2"	8	2,483.35	2,483.35	620.84	206.95
75 mm - 3 "	16	4,966.70	4,966.70	1,241.67	413.89
100 mm - 4"	25	7,760.46	7,760.46	1,940.12	646.71
150 mm - 6"	50	15,520.93	15,520.93	3,880.23	1,293.41
200 mm - 8"	90	27,937.67	27,937.67	6,984.42	2,328.14
TOTAL					

DRAFT

Table 11-1

04-Jan-24

Combined WWH Sewer Rate Study Estimated Effluent Flow by Block		
Meter Size	Actual Current Consumption	2023/24 Estimated Consumption
	1st Block (Cubic meters)	1st Block (Cubic Meters)
Unmetered	15,639	15,639
15mm - 5/8"	525,812	518,642
19 mm - 3/4"	26,680	26,680
25 mm - 1"	32,694	32,694
37 mm - 1.5"	30,080	30,080
50 mm - 2"	157,997	157,997
75 mm - 3 "	27,066	27,066
100 mm - 4"	30,068	30,068
150 mm - 6"	0	0
200 mm - 8"	0	0
Less non-treated flows	0	0
TOTAL	846,036	838,866

Table 11-2

Combined WWH Sewer Rate Study Estimated Effluent Flow by Block		
Meter Size	2024/25 Estimated Consumption	2025/26 Estimated Consumption
	1st Block (Cubic meters)	1st Block (Cubic Meters)
Unmetered	15,639	15,639
15mm - 5/8"	513,501	508,449
19 mm - 3/4"	26,680	26,680
25 mm - 1"	32,694	32,694
37 mm - 1.5"	30,080	30,080
50 mm - 2"	157,997	157,997
75 mm - 3 "	27,066	27,066
100 mm - 4"	30,068	30,068
150 mm - 6"	0	0
200 mm - 8"	0	0
Less non-treated flows	0	0
TOTAL	833,725	828,673

Table 11-3

Combined WWH Sewer Rate Study Estimated Effluent Flow by Block		
Meter Size	2026/27	
	Current Consumption	
	1st Block	
	(Cubic meters)	
Unmetered	15,639	
15mm - 5/8"	503,365	
19 mm - 3/4"	26,680	
25 mm - 1"	32,694	
37 mm - 1.5"	30,080	
50 mm - 2"	157,997	
75 mm - 3 "	27,066	
100 mm - 4"	30,068	
150 mm - 6"	0	
200 mm - 8"	0	
Less non-treated flows	0	
TOTAL	823,588	

Effluent Charge

Table 12-1

04-Jan-24

Combined WWH Sewer Rate Study Calculation of Wastewater Effluent Charge 2023/24	
BLOCK 1	
<u>Total Charge Base and Commodity Worksheet (Table 9-1)</u>	1.743
Quantity from Effluent Flow Worksheet (Table 12-1)	
TOTAL EFFLUENT CHARGE PER Cubic Meter	1.743

Table 12-2

Combined WWH Sewer Rate Study Calculation of Wastewater Effluent Charge 2024/25	
BLOCK 1	
<u>Total Charge Base and Commodity Worksheet (Table 9-2)</u>	1.976
Quantity from Effluent Flow Worksheet (Table 12-2)	
TOTAL EFFLUENT CHARGE PER Cubic Meter	1.976

Table 12-3

Combined WWH Sewer Rate Study Calculation of Wastewater Effluent Charge 2025/26	
BLOCK 1	
<u>Total Charge Base and Commodity Worksheet (Table 9-3)</u>	2.448
Quantity from Effluent Flow Worksheet (Table 12-3)	
TOTAL EFFLUENT CHARGE PER Cubic Meter	2.448

Table 12-4

Combined WWH Sewer Rate Study Calculation of Wastewater Effluent Charge 2026/27	
BLOCK 1	
<u>Total Charge Base and Commodity Worksheet (Table 9-4)</u>	2.629
Quantity from Effluent Flow Worksheet (Table 12-4)	
TOTAL EFFLUENT CHARGE PER Cubic Meter	2.629

DRAFT

Table 13-1

04-Jan-24

Combined WWH Sewer Rate Study				
Wastewater Effluent Charge				
2023/24				
BASE CHARGE				
Meter Size	Number	Base Rate	Dollar Revenue	
Unmetered	121	213.98	25,892	
15mm - 5/8"	3,832	213.98	819,990	
19 mm - 3/4"	55	320.98	17,654	
25 mm - 1"	48	534.96	25,678	
37 mm - 1.5"	19	1,069.92	20,329	
50 mm - 2"	35	1,711.88	59,916	
75 mm - 3 "	6	3,423.76	20,543	
100 mm - 4"	4	5,349.62	21,398	
150 mm - 6"	0	10,699.24	0	
200 mm - 8"	0	19,258.64	0	
TOTAL BASE REVENUE			1,011,399	
EFFLUENT CHARGE				
	Quantity	\$/ Cubic Meter		
1st Block	838,866	1.743	1,462,193	
LEACHATE CHARGE			39,633	
TOTAL OPERATING REVENUES FOR YEAR (BASE + EFFLUENT)			2,513,225	

Table 13-2

Combined WWH Sewer Rate Study				
Wastewater Effluent Charge				
2024/25				
BASE CHARGE				
Meter Size	Number	Base Rate	Dollar Revenue	
Unmetered	121	242.20	29,306	
15mm - 5/8"	3,847	242.20	931,734	
19 mm - 3/4"	55	363.30	19,981	
25 mm - 1"	48	605.49	29,064	
37 mm - 1.5"	19	1,210.99	23,009	
50 mm - 2"	35	1,937.58	67,815	
75 mm - 3 "	6	3,875.16	23,251	
100 mm - 4"	4	6,054.94	24,220	
150 mm - 6"	0	12,109.88	0	
200 mm - 8"	0	21,797.78	0	
TOTAL BASE REVENUE			1,148,380	
EFFLUENT CHARGE				
	Quantity	\$/ Cubic Meter		
1st Block	833,725	1.976	1,647,077	
LEACHATE CHARGE			45,423	
TOTAL OPERATING REVENUES FOR YEAR (BASE + EFFLUENT)			2,840,879	

Table 13-3

Combined WWH Sewer Rate Study Wastewater Effluent Charge 2025/26			
BASE CHARGE			
<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>
Unmetered	121	287.78	34,822
15mm - 5/8"	3,862	287.78	1,111,424
19 mm - 3/4"	55	431.68	23,742
25 mm - 1"	48	719.46	34,534
37 mm - 1.5"	19	1,438.92	27,340
50 mm - 2"	35	2,302.28	80,580
75 mm - 3 "	6	4,604.55	27,627
100 mm - 4"	4	7,194.61	28,778
150 mm - 6"	0	14,389.23	0
200 mm - 8"	0	25,900.61	0
TOTAL BASE REVENUE			1,368,847
EFFLUENT CHARGE			
	Quantity	\$/ Cubic Meter	
1st Block	828,673	2.448	2,028,870
LEACHATE CHARGE			
			55,911
TOTAL OPERATING REVENUES FOR YEAR (BASE + EFFLUENT)			3,453,628

Table 13-4

Combined WWH Sewer Rate Study Wastewater Effluent Charge 2026/27			
BASE CHARGE			
<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>
Unmetered	121	310.42	37,561
15mm - 5/8"	3,877	310.42	1,203,493
19 mm - 3/4"	55	465.63	25,610
25 mm - 1"	48	776.05	37,250
37 mm - 1.5"	19	1,552.09	29,490
50 mm - 2"	35	2,483.35	86,917
75 mm - 3 "	6	4,966.70	29,800
100 mm - 4"	4	7,760.46	31,042
150 mm - 6"	0	15,520.93	0
200 mm - 8"	0	27,937.67	0
TOTAL BASE REVENUE			1,481,162
EFFLUENT CHARGE			
	Quantity	\$/ Cubic Meter	
1st Block	823,588	2.629	2,165,064
LEACHATE CHARGE			
			59,698
TOTAL OPERATING REVENUES FOR YEAR (BASE + EFFLUENT)			3,705,924

Table 14-1

04-Jan-24

Combined WWH Sewer Rate Study Wastewater Rates 2023/24			
	<u>Annual</u>	<u>Quarterly</u>	
(b) <u>Base Charges</u>			
Size of Meter	<u>Annual</u>	<u>Quarterly</u>	<u>Monthly</u>
15mm - 5/8"	213.98	53.50	17.83
19 mm - 3/4"	320.98	80.24	26.75
25 mm - 1"	534.96	133.74	44.58
37 mm - 1.5"	1,069.92	267.48	89.16
50 mm - 2"	1,711.88	427.97	142.66
75 mm - 3 "	3,423.76	855.94	285.31
100 mm - 4"	5,349.62	1,337.41	445.80
150 mm - 6"	10,699.24	2,674.81	891.60
200 mm - 8"	19,258.64	4,814.66	1,604.89
(c) Consumption Rate (per Cubic Meter) \$ 1.74 per Cubic Meter			

Table 14-2

Combined WWH Sewer Rate Study Wastewater Rates 2024/25			
	<u>Annual</u>	<u>Quarterly</u>	
(b) <u>Base Charges</u>			
Size of Meter	<u>Annual</u>	<u>Quarterly</u>	<u>Monthly</u>
15mm - 5/8"	242.20	60.55	20.18
19 mm - 3/4"	363.30	90.82	30.27
25 mm - 1"	605.49	151.37	50.46
37 mm - 1.5"	1,210.99	302.75	100.92
50 mm - 2"	1,937.58	484.40	161.47
75 mm - 3 "	3,875.16	968.79	322.93
100 mm - 4"	6,054.94	1,513.73	504.58
150 mm - 6"	12,109.88	3,027.47	1,009.16
200 mm - 8"	21,797.78	5,449.44	1,816.48
(c) Consumption Rate (per Cubic Meter) \$ 1.98 per Cubic Meter			

Table 14-3

Combined WWH Sewer Rate Study Wastewater Rates 2025/26			
	<u>Annual</u>	<u>Quarterly</u>	
(b) Base Charges			
Size of Meter	<u>Annual</u>	<u>Quarterly</u>	<u>Monthly</u>
Standard	287.78	71.95	23.98
19 mm	431.68	107.92	35.97
25 mm	719.46	179.87	59.96
37 mm	1,438.92	359.73	119.91
50 mm	2,302.28	575.57	191.86
75 mm	4,604.55	1,151.14	383.71
100 mm	7,194.61	1,798.65	599.55
150 mm	14,389.23	3,597.31	1,199.10
200 mm	25,900.61	6,475.15	2,158.38
(c) Consumption Rate (per Cubic Meter) \$ 2.45 per Cubic Meter			

Table 14-4

Combined WWH Sewer Rate Study Wastewater Rates 2026/27			
	<u>Annual</u>	<u>Quarterly</u>	
(b) Base Charges			
Size of Meter	<u>Annual</u>	<u>Quarterly</u>	<u>Monthly</u>
15mm - 5/8"	310.42	77.60	25.87
19 mm - 3/4"	465.63	116.41	38.80
25 mm - 1"	776.05	194.01	64.67
37 mm - 1.5"	1,552.09	388.02	129.34
50 mm - 2"	2,483.35	620.84	206.95
75 mm - 3 "	4,966.70	1,241.67	413.89
100 mm - 4"	7,760.46	1,940.12	646.71
150 mm - 6"	15,520.93	3,880.23	1,293.41
200 mm - 8"	27,937.67	6,984.42	2,328.14
(c) Consumption Rate (per Cubic Meter) \$ 2.63 per Cubic Meter			

Table 15-1

04-Jan-24

WEST HANTS

Combined WWH Sewer Rate Study Comparison of Average Quarterly Rates 2024/25										
Meter Size	Average Flow	Base Rate		Change	Effluent Rate		Change	Charge per Quarter		Change
	c.m./quarter	Existing	Proposed	%	Existing	Proposed	%	Existing	Proposed	%
Unmetered	32	62.32	60.55	-2.8%	54.40	63.22	16.2%	116.72	123.77	6.0%
15mm - 5/8"	32	62.32	60.55	-2.8%	54.40	63.22	16.2%	116.72	123.77	6.0%
19 mm - 3/4"	65	93.49	90.82	-2.9%	110.50	128.41	16.2%	203.99	219.24	7.5%
25 mm - 1"	167	155.81	151.37	-2.8%	283.90	329.92	16.2%	439.71	481.29	9.5%
37 mm - 1.5"	335	311.62	302.75	-2.8%	569.50	661.81	16.2%	881.12	964.56	9.5%
50 mm - 2"	567	498.60	484.40	-2.8%	963.90	1,120.14	16.2%	1,462.50	1,604.54	9.7%
75 mm - 3"	2,061	997.19	968.79	-2.8%	3,503.70	4,071.64	16.2%	4,500.89	5,040.43	12.0%
100 mm - 4"	459	1,558.11	1,513.73	-2.8%	780.30	906.78	16.2%	2,338.41	2,420.52	3.5%
150 mm - 6"	-	3,116.22	3,027.47	-2.8%	-	-		-	3,027.47	0.0%

WINDSOR

Combined WWH Sewer Rate Study Comparison of Average Quarterly Rates 2024/25										
Meter Size	Average Flow	Base Rate		Change	Effluent Rate		Change	Charge per Quarter		Change
	c.m./quarter	Existing	Proposed	%	Existing	Proposed	%	Existing	Proposed	%
15mm - 5/8"	38	55.33	60.55	9.4%	76.73	74.45	-3.0%	132.06	135.00	2.2%
19 mm - 3/4"	131	82.99	90.82	9.4%	266.50	258.59	-3.0%	349.49	349.41	0.0%
25 mm - 1"	172	138.32	151.37	9.4%	349.84	339.45	-3.0%	488.16	490.82	0.5%
37 mm - 1.5"	423	276.63	302.75	9.4%	861.65	836.08	-3.0%	1,138.28	1,138.82	0.0%
50 mm - 2"	1,245	442.61	484.40	9.4%	2,534.36	2,459.13	-3.0%	2,976.97	2,943.52	-1.1%
75 mm - 3"	194	885.22	968.79	9.4%	395.27	383.53	-3.0%	1,280.49	1,352.32	5.6%
100 mm - 4"	3,300	1,383.16	1,513.73	9.4%	6,717.85	6,518.44	-3.0%	8,101.01	8,032.18	-0.8%
150 mm - 6"	-	2,766.31	3,027.47	9.4%	-	-		-	3,027.47	0.0%

Combined WWH

Combined WWH Sewer Rate Study Comparison of Average Quarterly Rates 2025/26										
Meter Size	Average Flow	Base Rate		Change	Effluent Rate		Change	Charge per Quarter		Change
	c.m./quarter	Existing	Proposed	%	Existing	Proposed	%	Existing	Proposed	%
Unmetered	33	60.55	71.95	18.8%	65.93	81.70	23.9%	126.47	153.65	21.5%
15mm - 5/8"	33	60.55	71.95	18.8%	65.93	81.70	23.9%	126.47	153.65	21.5%
19 mm - 3/4"	121	90.82	107.92	18.8%	239.59	296.92	23.9%	330.41	404.84	22.5%
25 mm - 1"	170	151.37	179.87	18.8%	336.40	416.90	23.9%	487.77	596.77	22.3%
37 mm - 1.5"	396	302.75	359.73	18.8%	781.90	969.02	23.9%	1,084.65	1,328.75	22.5%
50 mm - 2"	1,129	484.40	575.57	18.8%	2,229.53	2,763.08	23.9%	2,713.92	3,338.65	23.0%
75 mm - 3"	1,128	968.79	1,151.14	18.8%	2,227.91	2,761.07	23.9%	3,196.70	3,912.21	22.4%
100 mm - 4"	1,879	1,513.73	1,798.65	18.8%	3,712.55	4,601.00	23.9%	5,226.28	6,399.65	22.5%
150 mm - 6"	-	3,027.47	3,597.31	18.8%	-	-		-	3,597.31	0.0%

Table 15-2

Combined WWH Sewer Rate Study Comparison of Average Rates 2026/27										
Meter Size	Average Flow	Base Rate		Change	Effluent Rate		Change	Charge per Quarter		Change
	c.m./quarter	Existing	Proposed	%	Existing	Proposed	%	Existing	Proposed	%
Unmetered	32	71.95	77.60	7.9%	81.70	85.33	4.4%	153.65	162.93	6.0%
15mm - 5/8"	32	71.95	77.60	7.9%	81.70	85.33	4.4%	153.65	162.93	6.0%
19 mm - 3/4"	121	107.92	116.41	7.9%	296.92	318.81	7.4%	404.84	435.22	7.5%
25 mm - 1"	170	179.87	194.01	7.9%	416.90	447.63	7.4%	596.77	641.65	7.5%
37 mm - 1.5"	396	359.73	388.02	7.9%	969.02	1,040.45	7.4%	1,328.75	1,428.47	7.5%
50 mm - 2"	1,129	575.57	620.84	7.9%	2,763.08	2,966.76	7.4%	3,338.65	3,587.60	7.5%
75 mm - 3 "	1,128	1,151.14	1,241.67	7.9%	2,761.07	2,964.60	7.4%	3,912.21	4,206.28	7.5%
100 mm - 4"	1,879	1,798.65	1,940.12	7.9%	4,601.00	4,940.17	7.4%	6,399.65	6,880.28	7.5%
150 mm - 6"	-	3,597.31	3,880.23	7.9%	-	-	0.0%	3,597.31	3,880.23	0.0%

DRAFT

Appendix 1

Loan Calculator		Interest Rate	6.0%	
Long Term Debt		Term in years	20	
2023/24		Capital	\$409,122	
Payment Schedule				
	Principal	Interest	Total	Balance
Year				
1	\$11,121.80	24,547.32	35,669.12	398,000.20
2	\$11,789.11	23,880.01	35,669.12	386,211.09
3	\$12,496.45	23,172.67	35,669.12	373,714.64
4	\$13,246.24	22,422.88	35,669.12	360,468.39
5	\$14,041.02	21,628.10	35,669.12	346,427.38
6	\$14,883.48	20,785.64	35,669.12	331,543.90
7	\$15,776.49	19,892.63	35,669.12	315,767.41
8	\$16,723.08	18,946.04	35,669.12	299,044.34
9	\$17,726.46	17,942.66	35,669.12	281,317.88
10	\$18,790.05	16,879.07	35,669.12	262,527.83
11	\$19,917.45	15,751.67	35,669.12	242,610.38
12	\$21,112.50	14,556.62	35,669.12	221,497.88
13	\$22,379.25	13,289.87	35,669.12	199,118.64
14	\$23,722.00	11,947.12	35,669.12	175,396.63
15	\$25,145.32	10,523.80	35,669.12	150,251.31
16	\$26,654.04	9,015.08	35,669.12	123,597.27
17	\$28,253.28	7,415.84	35,669.12	95,343.98
18	\$29,948.48	5,720.64	35,669.12	65,395.50
19	\$31,745.39	3,923.73	35,669.12	33,650.11
20	\$33,650.11	2,019.01	35,669.12	0.00

Loan Calculator		Interest Rate	6.0%	
Short Term Debt		Yearly	20	
2024/25		Capital	\$1,254,163	
Payment Schedule				
	Principal	Interest	Total	Balance
Year				
1	\$34,093.87	75,249.78	109,343.65	1,220,069.13
2	\$36,139.50	73,204.15	109,343.65	1,183,929.64
3	\$38,307.87	71,035.78	109,343.65	1,145,621.77
4	\$40,606.34	68,737.31	109,343.65	1,105,015.43
5	\$43,042.72	66,300.93	109,343.65	1,061,972.71
6	\$45,625.28	63,718.36	109,343.65	1,016,347.43
7	\$48,362.80	60,980.85	109,343.65	967,984.63
8	\$51,264.57	58,079.08	109,343.65	916,720.06
9	\$54,340.44	55,003.20	109,343.65	862,379.62
10	\$57,600.87	51,742.78	109,343.65	804,778.75
11	\$61,056.92	48,286.72	109,343.65	743,721.83
12	\$64,720.34	44,623.31	109,343.65	679,001.49
13	\$68,603.56	40,740.09	109,343.65	610,397.94
14	\$72,719.77	36,623.88	109,343.65	537,678.17
15	\$77,082.96	32,260.69	109,343.65	460,595.21
16	\$81,707.93	27,635.71	109,343.65	378,887.28
17	\$86,610.41	22,733.24	109,343.65	292,276.87
18	\$91,807.03	17,536.61	109,343.65	200,469.84
19	\$97,315.46	12,028.19	109,343.65	103,154.38
20	\$103,154.38	6,189.26	109,343.65	0.00

Loan Calculator		Interest Rate	6.0%	
Short Term Debt		Term in years	20	
2025/26		Capital	\$3,052,000	
Payment Schedule				
	Principal	Interest	Total	Balance
Year				
1	\$82,967.27	183,120.00	266,087.27	2,969,032.73
2	\$87,945.30	178,141.96	266,087.27	2,881,087.43
3	\$93,222.02	172,865.25	266,087.27	2,787,865.41
4	\$98,815.34	167,271.92	266,087.27	2,689,050.06
5	\$104,744.26	161,343.00	266,087.27	2,584,305.80
6	\$111,028.92	155,058.35	266,087.27	2,473,276.88
7	\$117,690.66	148,396.61	266,087.27	2,355,586.22
8	\$124,752.09	141,335.17	266,087.27	2,230,834.13
9	\$132,237.22	133,850.05	266,087.27	2,098,596.91
10	\$140,171.45	125,915.81	266,087.27	1,958,425.45
11	\$148,581.74	117,505.53	266,087.27	1,809,843.71
12	\$157,496.65	108,590.62	266,087.27	1,652,347.07
13	\$166,946.44	99,140.82	266,087.27	1,485,400.63
14	\$176,963.23	89,124.04	266,087.27	1,308,437.40
15	\$187,581.02	78,506.24	266,087.27	1,120,856.37
16	\$198,835.89	67,251.38	266,087.27	922,020.49
17	\$210,766.04	55,321.23	266,087.27	711,254.45
18	\$223,412.00	42,675.27	266,087.27	487,842.45
19	\$236,816.72	29,270.55	266,087.27	251,025.72
20	\$251,025.72	15,061.54	266,087.27	0.00

Loan Calculator		Interest Rate	6.0%	
Short Term Debt		Term in years	20	
2026/27		Capital	1,385,070	
Payment Schedule				
	Principal	Interest	Total	Balance
Year				
1	\$37,652.51	83,104.20	120,756.71	1,347,417.49
2	\$39,911.67	80,845.05	120,756.71	1,307,505.82
3	\$42,306.37	78,450.35	120,756.71	1,265,199.46
4	\$44,844.75	75,911.97	120,756.71	1,220,354.71
5	\$47,535.43	73,221.28	120,756.71	1,172,819.28
6	\$50,387.56	70,369.16	120,756.71	1,122,431.72
7	\$53,410.81	67,345.90	120,756.71	1,069,020.91
8	\$56,615.46	64,141.25	120,756.71	1,012,405.45
9	\$60,012.39	60,744.33	120,756.71	952,393.06
10	\$63,613.13	57,143.58	120,756.71	888,779.93
11	\$67,429.92	53,326.80	120,756.71	821,350.01
12	\$71,475.71	49,281.00	120,756.71	749,874.30
13	\$75,764.26	44,992.46	120,756.71	674,110.04
14	\$80,310.11	40,446.60	120,756.71	593,799.93
15	\$85,128.72	35,628.00	120,756.71	508,671.21
16	\$90,236.44	30,520.27	120,756.71	418,434.77
17	\$95,650.63	25,106.09	120,756.71	322,784.14
18	\$101,389.67	19,367.05	120,756.71	221,394.47
19	\$107,473.05	13,283.67	120,756.71	113,921.43
20	\$113,921.43	6,835.29	120,756.71	0.00

West Hants Regional Municipality
January 9, 2024
Chief Administrative Officer Report



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

Governance

- Meetings and Events
 - COTW – December 5
 - Council – December 12
 - Special Council – December 19

Administration

- Meetings and Events

Finance

- Meetings and Events
- Flash Flood - Disaster Financial Assistance (DFA) and Insurance – staff continue to support contracted engineering services to complete the final assessments of the damaged areas and recommended repairs or upgrades. The former rail line remains the largest area of damage and without a clear action plan for repairs just yet. Repairs to the Community Center are being carried out and potential improvements are being proposed as water continues to penetrate the building during moderate rain fall. Short-term solutions are being carried out such as improved gutters and replacing back-flow prevention valves within the sewer system.
- 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. Closing date for submitting proposals was December 14, 2023 by 2:00 p.m. The bid (s) are being evaluated externally and a report for Council's consideration is being prepared.

Community Development

- Meetings and Events
 - Operational Meetings regarding Sports Complex, Trails, Parks and Open Spaces, Economic Development, Capital Projects and Community Events
 - Hantsport Festoon – December 7th
 - John Sweet Departmental Retirement Social – December 15th
- POSSE / WH Caremongers / WHRM Comfort and Out of the Cold Support – With the lead from POSSE and Caremongers and many volunteers, the Windsor Community Center is being provided to support a warming centre. Many volunteers have been trained and are available to support those in need at the community during dates and times that coincide with volunteer availability. This service was started over the holiday season.

Planning and Development

- Meetings and Events
 - Public Information Meeting (PIM) – December 7th
 - PVSC Approaches to Property Values Meeting – December 14th
 - PAC /HAC Meeting – December 14th
- Public Transportation / Transit Discussion – Director Poirier and I have discussed having a transportation / transit workshop with Council before the end of February to ensure Council and staff have a baseline perspective on the various public services being offered by Municipalities within the Province. We are hoping to create a panel with representatives from Bridgewater, HRM, Kings Transit and Dial-A-Ride or Kings Point to Point to have them share service delivery details and to provide Council with the opportunity to ask questions pertaining to these services, as transportation / transit remain an important issue in the WHRM.

Possible discussion Points:

Geographic Area of Coverage (urban and rural delivery methods)

User Counts

Cost of Service (expenditures / revenue / level of subsidy)

Fleet Description

Frequency of Service

Challenges and Benefits

Other topics

We would like to confirm Council's interest in having such a workshop before proceeding.

Economic Development

- Meetings and Events

Public Works and Infrastructure

- Meetings and Events

Protective Services

- Meetings and Events
 - Quarterly Alert Ready Review Session
 - Fire Chiefs Meeting – December 13th
- Alert Ready Policy – An internal policy has been finalized, engaging Valley Communications (VC) as a dispatch service for emergency responders when an Alert Ready message is requested during an event. This will provide 24/7 support to emergency responders when requesting an alert from the municipality. A call-out procedure with accompanying roll call has been established so that VC will make the contact to municipal EMO Officials during an event to free the first responder from having to continue to reach out and make that requested contact during an event.

Sincerely,

Mark Phillips

Mark Phillips
Chief Administrative Officer
West Hants Regional Municipality

**2023-24 WEST HANTS REGIONAL OPERATING BUDGET UPDATE
EIGHTH MONTH ENDING NOVEMBER 30, 2023**

REVENUE	2023-24 BUDGET	% OF THE BUDGET	FORECAST MARCH 31, 2024	VARIANCE % (BASED ON FORECAST)	VARIANCE (BASED ON FORECAST)	ACTUALS NOVEMBER 30, 2023	VARIANCE % (BASED ON ACTUALS)
TAXES	\$ 21,913,069	70%	\$ 21,589,366	-1.5%	\$ (323,703)	\$ 21,595,190	1.5%
SEWER	\$ 2,419,383	8%	\$ 2,262,262	-6.5%	\$ (157,121)	\$ 1,134,403	53.1%
BUSINESS PROPERTY / DEED TRANSFER TAX	\$ 2,420,477	8%	\$ 2,355,587	-2.7%	\$ (64,890)	\$ 1,717,681	29.0%
GRANTS	\$ 91,600	0%	\$ 180,904	97.5%	\$ 89,304	\$ 140,722	100.0%
SERVICES PROVIDED TO OTHER GOVERNMENTS ¹	\$ 1,159,282	4%	\$ 1,472,970	27.1%	\$ 313,688	\$ 656,528	43.4%
SALES OF SERVICES	\$ 1,014,521	3%	\$ 812,965	-19.9%	\$ (201,556)	\$ 600,825	40.8%
OTHER REVENUE ²	\$ 666,961	2%	\$ 1,225,957	83.8%	\$ 558,996	\$ 704,884	-5.7%
UNCONDITIONAL TRANSFERS	\$ 1,230,201	4%	\$ 667,567	-45.7%	\$ (562,634)	\$ 386,213	68.6%
TRANSFERS FROM FED OR PROV GOVT.	\$ 15,000	0%	\$ 24,107	60.7%	\$ 9,107	\$ 24,107	-60.7%
TRANSFERS FROM OTHER LOCAL GOVERNMENTS	\$ 230,789	1%	\$ 306,594	32.8%	\$ 75,805	\$ 181,759	21.2%
TOTAL	\$ 31,161,283	100%	\$ 30,898,279	-0.8%	\$ (263,004)	\$ 27,142,312	12.9%
EXPENSES							
GENERAL GOVERNMENT SERVICES ³	\$ 3,576,930	11%	\$ 3,870,216	8.2%	\$ 293,286	\$ 2,614,952	26.9%
PROTECTIVE SERVICES ⁴	\$ 9,206,807	30%	\$ 9,560,671	3.8%	\$ 353,864	\$ 4,201,268	54.4%
TRANSPORTATION	\$ 1,659,302	5%	\$ 1,682,357	1.4%	\$ 23,055	\$ 1,024,521	38.3%
ENVIRONMENTAL HEALTH SERVICES ⁵	\$ 3,589,052	12%	\$ 3,928,187	9.4%	\$ 339,135	\$ 2,036,005	43.3%
PUBLIC HEALTH SERVICES ⁶	\$ 298,345	1%	\$ 292,687	-1.9%	\$ (5,658)	\$ 209,342	29.8%
PLANNING	\$ 1,111,360	4%	\$ 1,101,856	-0.9%	\$ (9,504)	\$ 723,460	34.9%
RECREATION	\$ 3,054,574	10%	\$ 3,016,997	-1.2%	\$ (37,577)	\$ 2,011,098	34.2%
EDUCATION	\$ 5,000,882	16%	\$ 5,028,292	0.5%	\$ 27,410	\$ 2,472,012	50.6%
PRINCIPAL INSTALLMENTS	\$ 2,207,653	7%	\$ 2,207,653	0.0%	\$ -	\$ 736,966	66.6%
NET TRANSFERS	\$ 1,456,378	5%	\$ 1,441,378	-1.0%	\$ (15,000)	\$ -	100.0%
TOTAL	\$ 31,161,283	100%	\$ 32,130,295	3.1%	\$ 969,012	\$ 16,029,624	48.6%
SURPLUS / DEFICIT	\$ -		\$ (1,232,015)			\$ 11,112,688	
MITIGATED BUDGETTING ERROR			\$ (704,406)				
TOTAL SURPLUS (DEFICIT) OVER THE BUDGET			\$ (527,609)	-1.7%			

Please note that if revenue and expenditures were incurred evenly over the year approximately 66.7% 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 \$1,232,015, of which \$704,406 is related to the budgetting error communicated at the September 26, 2023 Council meeting. It is also communicated potential sources of mitigation of this error. The mitigating sources will be recognized and reported in the Net Transfers, during the year end process. It is 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. The unmitigated portion of the deficit has decreased by \$164,027 since October's Financial Update.

Keynotes:

Revenue:

- Current Deed Transfer Tax actual is at \$1.28 million at November 30, 2023, which is 54% of budget. The projection has been updated to \$1.9 Million.
- Unconditional Transfers is projecting \$562 thousand less, due to Municipal Financial Capacity Grant. It is not expected be doubled in 2023-24.
- Operational grants are coming in, and are projecting higher.
- Services provided to other governments is projecting higher, due to host community fees associated to the landfill. Currently they are higher, by \$155 thousand with one more payment expected.
- 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.
- Transportation is projecting slightly higher, this will be monitored as we move into the winter season.
- General Government is projecting higher, with the increases associated with Office Buildings, Council Chamber furniture, and Dial-A-Ride.
- Environmental health services is projecting higher due to increase associated to sewer depreciations, increases tipping charges and operational sewer treatment cost 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/ENFORCEMENT, HOST COMMUNITY FEES, ADMINISTRATION FEES, COURTHOUSE
- 2 - OTHER REVENUE INCLUDES: INTEREST & PENALTIES, RETURN ON INVESTMENTS, ADMINISTRATIVE RENTALS AND LEASES, FINES, LICENSES & PERMITS
- 3 - GENERAL GOVERNMENT SERVICE INCLUDES: LEGISLATIVE, ADMINISTRATION, FINANCIAL SERVICES, FACILITIES, LIBRARIES
- 4 - PROTECTIVE SERVICES INCLUDES: RCMP, FIRE, REMO, BY-LAW, COURTHOUSE, BUILDING INSPECTION
- 5 - ENVIRONMENTAL HEALTH SERVICES INCLUDES: SEWER, WASTE COLLECTION, WASTE DIVERSION, LANDFILL
- 6 - PUBLIC HEALTH SERVICES INCLUDES: CEMENTERIES, PUBLIC HOUSING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Avon River Causeway Correspondence

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

[illegible]

Correspondence Received

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

Correspondence Received

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

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	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

King's Meadows Residence	Re Non Profit Options	2023-10-25	2023-11-14 COTW
Premier Tim Houston	Re Future Energy Security for NS letter to Councillor	2023-10-25	2023-11-14 COTW
Premier Tim Houston	Re YourHealthNS app	2023-11-02	2023-11-14 COTW
Sheldon Hebb	Re Curbside Waste Collection	2023-10-25	2023-11-14 COTW
VREN	Re Land and Asset Database Update and User Integration	2023-11-06	2023-11-14 COTW
Kelsey MacNeil	Re Wind Strength Update	2023-11-08	2023-11-14 COTW
Steven Hart (Protect Vaughans Community)	Re Amendment to Policy 4.22.4 (3 emails)	2023-11-02	2023-11-14 COTW
Mandy Singleton	Re Riverview Drive Rezoning Brooklyn	2023-11-09	2023-11-14 COTW
Ian Daniels	Re Windsor Elementary School	2023-11-13	2023-11-14 COTW
Sandra Watson	Re Rezoning PID 45215290 Riverview Drive Brooklyn	2023-11-15	2023-11-28 Council
Steven Hart	Re Follow-up to Policy Amendment 4.22.4 (4 emails)	2023-11-16	2023-11-28 Council
Amanda Dunfield	Re Windsor Stormwater: CSO Outfall Signage	2023-11-20	2023-11-28 Council
Hon. Kim Masland	Re Provincial Intersection Street lighting	Sent 2023-04-03 and resent 2023-11-21	2023-11-28 Council
Amanda Dunfield	Re Minas Basin Sessions/Requests Recording of Community Events	2023-11-23	2023-11-28 Council
Kelsea MacNeil, Director, Public Relations & Business Development Membertou Development Corporation	Re Bear Lake Wind Project Information Session	2023-11-23	2023-11-28 Council
Residents of the Concerned Citizens	Call to Action	2023-11-24	2023-11-28 Council
MADD Annapolis Valley	Re Red Ribbon Request	2023-11-16	2023-11-28 Council
Dykeland Lodge	Re Request for a Secondary Exit from College Road	2023-11-21	2023-11-28 Council
Protect Vaughans Community (Steven Hart)	Re Follow-Up To Wind Farm	2023-11-21	2023-11-28 Council

Correspondence Received

Kelsey McNeil	Re Bear Lake Wind Information - Tax Memo & Community Benefits	2023-11-30	2023-12-05 COTW
Lubna Jamshaid	Re Support Ceasefire in Gaza!	2023-11-28	2023-12-05 COTW
Jill Pasquet	Re Cease Fire	2023-11-28	2023-12-05 COTW
Shawkat Ali	Re Support for Ceasefire in Palestine	2023-11-28	2023-12-05 COTW
Youseff Rafih	Re Ceasefire Now! Not Pause	2023-11-30	2023-12-05 COTW
Ahmed Nassrat	Re Motion for Peace	2023-11-29	2023-12-05 COTW
Andrew Zebian	Re Call For Ceasefire	2023-11-30	2023-12-05 COTW
Jennifer Crawford	Re West Hants call for ceasefire in Gaza	2023-11-30	2023-12-05 COTW
Kody Blois to the Premier	Re Marshlands (WHRM copied)	2023-12-01	2023-12-05 COTW
Amanda Dunfield	Re 2023.11.30 Stormwater Discussions Formal Request for Presentation Materials	2023-11-30	2023-12-05 COTW
Elizabeth Tuck	Re In Support of a Ceasefire	2023-12-03	2023-12-05 COTW
Frank Bezanson	Re A call for a permanent ceasefire	2023-12-03	2023-12-05 COTW
Mohammed Barrah	Re Urgent Letter to Mayor Zebian and WHRM Council	2023-12-04	2023-12-05 COTW
Lubna Jamshaid	Re: Support Ceasefire in Gaza	2023-12-05	2023-12-12 Council
Andrea Parker	Re Health Plan Survey Opportunity	2023-12-06	2023-12-12 Council
MLA Sheehy-Richard	Re: Response Re Additional Carpool Parking Lot	2023-12-12	2023-12-12 Council
Myra Stephen	Re: When you know better, do better	2023-12-13	2024-01-09 COTW
Katherine Wadden	Re: PID 45215290 Riverview Drive Brooklyn	2023-12-13	2024-01-09 COTW
Jeff Dunfield	Re: Council Meeting Called for Next Week (Dec. 19, 2023)	2023-12-15	2024-01-09 COTW
Peter Moore	Re December 19th Special Council Meeting	2023-12-18	2024-01-09 COTW
NSFM	Re: Letter To Minister Morrow Re Dyke System (WHRM copied)	2023-12-20	2024-01-09 COTW
Peter Moore	Re: COTW - October 12, 2021	2023-12-20	2024-01-09 COTW
Minister Rushton	Re: Response to WHRM Re Smiley's Park	2023-12-21	2024-01-09 COTW
Robert Crow	Re: Lot 13 Rezoning Milliard Crt	2024-01-03	2024-01-09 COTW
Annapolis Valley Regional Library	Re: Letter to Minister MacMaster (WHRM copied)	2023-12-05, Received 2024-01-04	2024-01-09 COTW
Emily Seaboyer	Re: Application for Rezone of OS lot, Millard	2024-01-04	2024-01-09 COTW

Correspondence Received

[illegible]

From: [Abraham Zebian](#)
To: Myra Stephen,
Cc: [Jim Ivey](#); [PublicOnlyCouncilEmail](#)
Subject: Re: When you know better, do better
Date: Wednesday, December 13, 2023 3:58:46 PM

6

On Dec 13, 2023, at 3:38 PM, Myra Stephen wrote:

Caution [External Email]

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

Hello Jim

Thank you very much for your time this afternoon to speak about your community's experience with removing signage and imagery related to Sam Slick. I appreciated hearing more about what led to your community making that decision. As a community member in Haliburton, Ontario, I am very disappointed in a decision recently made by our local council to reverse a decision made by the previous council to remove the Sam Slick name from a local parkette. Despite the decision, I feel strongly about the need to continue to work towards change.

I am wondering whether you and/or your Council might be willing to write to our Cultural Resources Committee or our Council to share your experience with the name change. Having moved forward to remove the Sam Slick name and image from your festival and your community, can you comment on the impact that has had on your community? Why did you feel it was important to do? Do you have any comments or key learnings related to the idea of making changes when we learn and know better versus not making changes in the spirit of not erasing history?

Here is a short summary of how things have played out in Haliburton, Ontario:

- In October 2020, a local reporter (Jenn Watt of the Haliburton Echo) brought the issue to light, highlighting views of the character Sam Slick on Black people, slavery and violence against women.
- In June 2022, the Cultural Resources Committee did a presentation to council which included research by high school students. A proposal was

made to move the plaque naming the park to the museum and to display it as a historical item with contextual information. They also proposed re-dedicating the park and using the opportunity to honour the Indigenous peoples of the region and recognize their history since there is no other place in the community that does this.

- The recommendation of the students and the resolution passed by council took steps to address an issue that did not reflect the values of our community, and to honour a much older Indigenous history which had gone unrecognized. The Cultural Resources Committee had begun initial outreach to undertake respectful conversations with Indigenous knowledge keepers to choose an appropriate name for the park to honour the Indigenous People and history of the region.
- On November 28, 2023, a new local council voted to rescind the previous council's decision in the interest of not "erasing history".

The November 28 council meeting is recorded here:

<https://www.youtube.com/watch?v=oSRoOMyytP0>

The presentation is at 44:17-58:05

The discussion is at 3:00:36 - 3:08:50

Within the [agenda](#) there is a link to the presentation that the Cultural Resources Committee did for an "education session" for council in July 22 with some very [comprehensive slides](#).

Here are some links to media following the council meeting:

An [editorial in the Minden Times](#) by Emily Stonehouse.

An [article](#) in the Haliburton Echo.

An [article](#) in the Highlander.

Attached is a letter to council sent by community members which was also published as a letter to the editor in the paper.

If you or the council wish to write to the Cultural Resources Committee, the letter can be directed to

Erin Lynch (chair) and Jim Blake

[REDACTED]

If you wish to write directly to Council, here are the emails of the current council members of the municipality of Dysart et al:

To: <mfearey@dysartetal.ca>, <wmckechneie@dysartetal.ca>,

<pcasey@dysartetal.ca>, <nwood-roberts@dysartetal.ca>,

<tdonaldson@dysartetal.ca>, <csawyer@dysartetal.ca>, <bboice@dysartetal.ca>

Cc: <twilbee@dysartetal.ca>

Tamara Wilbee (cc'd) is the CAO for the municipality.

Finally, if you wish to write to the local papers, we have three papers, the Haliburton Echo and the Minden Times. The editors are:

Haliburton Echo - Vivian Collins

Minden Times - Emily Stonehouse

The Highlander - Lisa Gervais

Thank you, Jim and the Council of West Hants for your time. I respect the work you have done and continue to do to “do better” by taking action when you see the need for change. We can’t change or erase history but we can take steps to do better by learning from the past and improving what we do in the present.

Sincerely,
Myra Stephen

<letter to council.pdf>

From: Katherine Wadden
To: [PublicOnlyCouncilEmail](#)
Subject: Fwd: PID 45215290 Riverview Drive Brooklyn
Date: Wednesday, December 13, 2023 6:18:47 PM
Attachments: [image001.png](#)

Caution [External Email]

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Good evening Council,

Please see my reply to Mark Fredericks below for your review and consideration.

Warm regards,

Katherine

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

From: Katherine Wadden <katherine.wadden@gmail.com>
Date: Wed, Dec 13, 2023 at 6:14 PM
Subject: Re: PID 45215290 Riverview Drive Brooklyn
To: Mark Fredericks <MFredericks@westhants.ca>

Hi Mark,

Apologies for the delay in my response. I've been recovering from back-to-back illnesses with COVID and the flu, but I'm grateful to report that I'm feeling much better now.

Regarding the land's suitability for trail development, my observations differ slightly. While a portion of the parcel is sloped, I estimate that approximately 75% of it is minimally sloped and nearly flat. I would greatly appreciate receiving the specific data on slope measurements collected by the staff during their visit to the property.

One aspect to consider is the significance of maintaining this land as a green space. The property doesn't necessarily require a designated parking area, it could conveniently serve residents within walking distance. Presently, the property is accessible and enjoyable for the neighborhood and local wildlife without formal trail development. Maintaining its natural state could serve as a valuable asset.

I believe that re-zoning this sole designated green space within the subdivision might not align with forward-thinking community planning. Preserving this area could position the Municipality of West Hants as a proponent of nature-centric living for its residents. The importance of such green spaces cannot be overstated, and I see an opportunity for our community to lead by example in prioritizing these connections to nature.

I'm enthusiastic about exploring this matter further and discussing potential alternatives. Could you kindly provide the staff's detailed slope measurements from their visit?

Thank you for your attention to this matter.

Warm regards,

Katherine

On Mon, Nov 27, 2023 at 10:42 AM Mark Fredericks <MFredericks@westhants.ca> wrote:

Hi Katherine,

I have spoken with staff from the Parks and Recreation Department, who also visited the site last week. The feedback I received was that the slope of the lot makes it difficult to develop into a park space. They believe finding space for parking and maintaining trails would be challenging due to the slopes on the property. These comments are consistent with the findings of the 2015 Parks and Open Space plan.

The municipality is expecting to continue processing the rezoning request, with your comments and the feedback from others in the neighborhood included in our report, to give the members of the Planning Advisory Committee and Municipal Council the opportunity to review all the public feedback before making their decision.

Thanks



Mark Fredericks
Senior Planner
West Hants Regional Municipality
PO Box 3000, 76 Morison Drive, Windsor, NS, B0N2T0

T 902-798-8391 Ext. 148
E mfedericks@westhants.ca
W www.westhants.ca

From: Katherine Wadden
Sent: Thursday, November 9, 2023 2:57 PM
To: Mark Fredericks <MFedericks@westhants.ca>
Subject: Re: PID 45215290 Riverview Drive Brooklyn

Caution [External Email]

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Hi Mark,

Thanks for letting me know and I'm looking forward to hearing from you soon :)

Katherine

On Thu, Nov 9, 2023 at 2:37 PM Mark Fredericks <MFedericks@westhants.ca> wrote:

Thanks for sharing your thoughts, Katherine,

I am out of the office for the next few days and will get back to you next week after I have a chance to discuss your idea with our director of Parks and Recreation regarding a community group arrangement for this property.

Thanks again



Mark Fredericks
Senior Planner
West Hants Regional Municipality
PO Box 3000, [76 Morison](#) Drive, Windsor, NS, B0N2T0

T 902-798-8391 Ext. 148
E mfedericks@westhants.ca
W www.westhants.ca

From: Katherine Wadden
Sent: Thursday, November 9, 2023 7:37 AM

To: Mark Fredericks <MFredericks@westhants.ca>
Subject: PID 45215290 Riverview Drive Brooklyn

Caution [External Email]

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

Good morning, Mark,

My name is Katherine Wadden and I am reaching out about the Municipality's proposal to rezone PID 45215290 Riverview Drive Brooklyn from open space to R1.

I purchased a lot on Etter Road about two years ago, Lot 10, and I am planning to build a home there soon. I am currently renting on Etter Road and have two small children and cats, and we enjoy the outdoors together.

My family has lived on Etter Road for almost 30 years and we were not aware that PID 45215290 was zoned open space. Does this mean that we could have been going for walks on this property without it being considered trespassing? I asked several residents on the road if they were aware of the open space and no one I spoke to was.

I recently became aware that the subject property on Riverview Drive was identified as being suitable for divestiture during the 2015 Parks and Open Space Plan: <https://www.westhants.ca/recreatoin/482-parks-and-open-space-plan-main-body-1/file.html>. Nobody I spoke to was aware of this either. As you know, this plan reviewed the available park sites and outlined the process used to determine the suitability of public parks based on usability, suitability, and need. Part of this review process considered the surrounding sites in Brooklyn, which are listed on page 33 and include the Brooklyn Fire Hall Trail, the Brooklyn District Elementary School, and Brooklyn Municipal Cemetery, and mentions of Smileys Provincial Park being nearby. Although these are areas nearby for residents to access, getting to them requires a short drive or requires to cross the busy main road in Brooklyn which has no sidewalks or crosswalks in place. I took my children for a bike ride recently down to the cemetery and the Brooklyn firehall. I felt uncomfortable getting them across the street. There were so many cars and trucks coming they said they did not want to try to cross that street again and neither did I.

On page 80 of the Parks and Open Space plan, the subject property on Riverview Drive is recognized as having "Little potential for water access or recreation use due to steep slope" and it is recommended to "Divest from Municipal holdings and invest in other parks or open space in the area." I would like to comment that the property itself is not slopped and it is mainly flat. There is a steep slope going down to the river which should be avoided without proper infrastructure in place. There is ample opportunity to enjoy the view of the river from the property which brings peace and tranquility into people's lives. A water view like this is certainly not available at other sites within walking distance of Etter Road.

Another question I have is about development plans for subdivisions and the recommendation in West Hants Municipality to have 5% maintained as open space for residents. It seems as though when Etter Road was being developed this lot was set aside for this purpose. And now some years later the municipality is recommending against their own best practices for residential development.

There is such a need for community connectedness and I see open space lots as a catalyst for fostering community collaboration. With an anticipated high residential growth rate in West Hants, our municipality will be welcoming new residents who will be navigating the world of fitting into their new community. Having community projects available for residents to participate in brings people together and this is something we need now more than ever.

I would be happy to help coordinate a non-profit community group to adopt this parcel of land to provide stewardship to it. The benefits in the community would be passed down from generation to generation. People will gain a feeling of ownership, and connection to the land and each other. I could see this model being adopted in communities as a way to bring people together and to get them outside and active as the property is just outside their doors. Are you aware of other subdivisions or residential areas in West Hants that provide stewardship to designated green spaces?

Learning that this property was an designated as open space has a lot of people excited about its potential on Etter Road and I know as

a collective we would adopt it and great opportunities for our community.

Looking forward to your thoughts and hope to hear from you soon,

Katherine

From: jeff dunfield
To: [PublicOnlyCouncilEmail](#)
Cc: amanda dunfield
Subject: Council Meeting Called For Next Week
Date: Friday, December 15, 2023 4:28:33 PM

Caution [External Email]

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

Sent from [Mail](#) for Windows

Good Friday afternoon folks,

Just a quick note to let you know how much it is appreciated that you called for this meeting to deal more with our water issues. It was Great to hear you bring this up and agree so readily , especially this close to Xmas.

I know anyone that I have talked to feels the same way..We need a thumbs up emoji for here.

I know this is a major issue for the Town to have to face, but, I'am sure we can work it out.

Whatever can be done in the most prompt time limit will be greatly appreciated by all concerned.

Just got a weather warning from Environment Canada about big rain first of the week. Makes it hard to sleep comfortably.

Again , Thanks for being there and looking out for us..

Have a Merry Xmas and a Great Day

Jeff Dunfield

From: Peter Moore
To: [Abraham Zebian](#); [PublicOnlyCouncilEmail](#)
Subject: December 19th...
Date: Monday, December 18, 2023 6:53:17 AM

Caution [External Email]

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December 19th's special meeting... We certainly hope you people are singularly focused on coming up with a workable, immediate, deployable EMERGENCY PLAN for our areas, properties and homes!

I suppose historical precedence makes it pointless to ask 'where's the pump?':

Mon 4:35 AM Dec. 18
Issued by: Environment and Climate Change Canada
Description

Rain, at times heavy, is expected.

Total rainfall: 30 to 50 mm, except locally near 80 mm in areas of heaviest rain.

Time span: Today, tapering to showers by Tuesday morning.

Locations: Most of western mainland Nova Scotia.

gawd!!!!

'Conscience; truth's greatest witness.'



Nova Scotia Federation
of Agriculture
7 Atlantic Central Drive
East Mountain, N.S. B6L 2Z2

T 902.893.2293
F 902.893.7063
E info@nsfa-fane.ca
W nsfa-fane.ca

December 20, 2023

Honourable Greg Morrow
Minister of Agriculture
PO Box 2285
Halifax, NS
B3J 3C4

Dear Minister Morrow,

The Nova Scotia Federation of Agriculture (NSFA) has been actively engaged in various correspondences and discussions in recent months pertaining to the dyke system, with a particular focus on the Hants County area. Our ongoing conversations with your staff and our members reflect our sincere commitment to working collaboratively to seek clarity on the current situation and future plans regarding the management of the dyke systems in Nova Scotia.

It is imperative to emphasize the importance of the role that the protection of agricultural land plays in fostering agricultural production, economic development, and ensuring food security for our province. In alignment with the recommendations outlined in our report, "Growing Nova Scotia Together," the considerable amount of agricultural land and associated transport corridors safeguarded by dyke infrastructure requires robust investments and well-defined strategies to sustain these protective measures, especially to the infrastructure protecting viable agricultural land.

We acknowledge that the challenges posed by climate change to our dyke systems will require innovative strategies and solutions to safeguard our agricultural land for future generations. There must be a commitment to consultation, collaboration, and transparency. While we acknowledge the initiation of the engagements several years ago, we firmly believe in the ongoing need for dialogue and communications to apprise stakeholders of progress and future plans.

Regrettably, there has been an erosion of trust between the farming community and the government regarding the management of the dyke system. The NSFA is dedicated in its commitment to collaborating with you and the farming community to rebuild this trust, with the sincere hope that our collective efforts will contribute to the restoration of a partnership to protect agricultural lands across the province.

The NSFA puts forth the following recommendations:

1. Promptly populate the Agricultural Marshland Conservation Commission and allocate appropriate resources to ensure its effective operation across the province.
2. Develop and communicate a comprehensive stakeholder engagement and communication plan for dyke system management.
3. Disseminate the government's plan for dyke system management, including the strategies and tactics intended to prioritize and protect agricultural land.



Nova Scotia Federation
of Agriculture
7 Atlantic Central Drive
East Mountain, N.S. B6L 2Z2

T 902.893.2293
F 902.893.7063
E info@nsfa-fane.ca
W nsfa-fane.ca

4. Clearly articulate and communicate the assessment and evaluation for distinguishing marginal from productive agricultural land.
5. Acknowledging that some agricultural land may be taken out of production to facilitate dyke system enhancements, communicate the compensation and programming supports that will be available to minimize the impact to farmers, regardless of whether the land is leased or owned.
6. Convene a meeting involving the Ministers responsible for dyke system management (Agriculture, Public Works, Environment & Climate Change) and representatives from the NSFA to engage in constructive dialogue and gain a comprehensive understanding of the government's approach to dyke system management and the concerns of industry.

We are committed to working collaboratively with government to find solutions to address the concerns and challenges relating to the protection of agricultural land by dyke systems. We look forward to your timely response and the opportunity to work collectively in the best interests of Nova Scotia's agricultural community. Please do not hesitate to reach out to me for further discussion on our recommendations.

Sincerely,

Allan Melvin

CC: Kody Blois, Member of Parliament, Kings-Hants
Hon. Zach Churchill, Leader of the Nova Scotia Liberal Party, MLA for Yarmouth
Claudia Chender, Leader of the Nova Scotia NDP, MLA for Dartmouth South
Melissa Sheehy-Richard, MLA for Hants West
Nick Juurlink, President of the Hants County Federation of Agriculture
Abe Zebian, Mayor of the Regional Municipality of West Hants

From: [Abraham Zebian](#)
To: Peter Moore
Cc: [Rupert Jannasch](#); [Debbie Francis](#); [Scott McLean](#); [Mark McLean](#); [Jeff Hartt](#); [Bob Morton](#); [Ed Sherman](#); [Paul Morton](#); [John Smith](#); [Laurie Murley](#); [Jim Ivey](#); [Deanna Snair](#)
Subject: Re: COTW - October 12, 2021
Date: Wednesday, December 20, 2023 2:48:26 PM

Caution [External Email]

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I'd say 'good morning', but it's not really, is it?

I didn't watch your meeting last evening because I knew EXACTLY how it would turn out. Before getting into yet another, 'here's the truth of it' email, I'd like to state one obvious fact:

The ONLY engineer in the room is not there to make decisions. They were there to provide information regarding the [now] obvious [to all of us] Options on the table. The fact is, the Municipality does not have anyone on staff who is qualified to understand the breadth, length, depth and height of this crisis, understand the pending ramifications, let alone make and present an informed decision to Council. And to mention, remotely cares about what is happening to the citizens in the Windsor Flood Zone.

Onward...

I won't copy & paste the COTW October 12, 2021 document here, you can check it out for yourselves:

<https://www.westhants.ca/committee-of-the-whole/committee-of-the-whole-packages-april-2020-march-2021/2021-cotw-agenda-packages/3505-2021-10-12-committee-of-the-whole-package-amended-dec-3-2021/file.html>

... but I would draw your attention to:

At the September 14 [2021] Committee of the Whole meeting, direction was given to staff to prepare an information report on the Windsor storm water drainage issues during heavy rain events in the Stannus / Gray areas, along with options to help prevent issues. Also requested at this meeting was for staff to inspect the applicable system as to its current condition, along with any short-term measures to reduce storm surcharges which result in flooding.

Note: specific to above "inspect the applicable system", the report stated -
Important to note is these ratings were based on age of installation only and not based on visual condition assessment.

Again, I won't cut & paste but you'll also see the OPTIONS PRESENTED look strangely familiar to the ones you were to consider last evening [2 years on], with this [afterthought] from the report:

Other than expediting the process as identified in Option 1 [now 2 years on] short term practical solutions are limited.

The best part, and IT IS worth cutting & pasting:

Staff would suggest the next steps could be to call for an RFP to engage a professional consulting firm to provide a master storm water plan and preliminary design for the Windsor area (high level cost estimate \$75 to \$125K). All options could be considered along with any other recommended actions.

WE have no choice but to keep paying attention.

If you are not [yet] realizing, as a collective, a combined dereliction of duty, and revealed admittance of incompetence, well, you should. And, if it has not become obvious how easily and often you're being played by staff, well, then I'd be questioning motivation.

So, as I've asked repeatedly, 2 years on, with as yet not a single reply, [except of course "we're waiting for the study"], what's the plan? What would you have us in the Windsor Flood Zone do, while you keep pushing your Municipal responsibility into the future?

You can't expect us to wait for another round of 'what we'll do deja vu' as your inaction forces us to keep dealing with this crisis... do you?

Peter J Moore

'Conscience; truth's greatest witness.'



Natural Resources and Renewables
Office of the Minister

PO Box 698, Halifax, Nova Scotia, Canada B3J 2T9 • Telephone 902-424-4037 • Fax 902-424-0594 • novascotia.ca

December 21, 2023

Abraham Zebian, Mayor
West Hants Regional Municipality
PO Box 3000
Windsor, NS B0N 2T0

Dear Mayor Zebian:

As Minister of Natural Resources and Renewables, I am responding to your letter of November 28, 2023, regarding Smiley's Provincial Park.

As noted in your letter of July 22, 2023, Smiley's Provincial Park experienced extensive damage and flooding. The Department has since replaced the entrance bridge to allow user access off-season and is assessing the extent of the damage throughout the park. A Consultant has also been hired to complete a flood mapping analysis and assess the risk of future flooding in the park.

Once the assessment and the evaluation of infrastructure are completed, an update will be provided to the Municipality and will be communicated to the public. Please contact Doug Oliver, Manager of Parks and Recreation at doug.oliver@novascotia.ca if you have additional questions.

Regards,

Tory Rushton
Minister

- c The Honorable Tim Houston, Premier Nova Scotia
 Melissa Sheehy-Richard, MLA, Hants West
 The Honourable Kim Masland, Minister Public Works
 Mark Phillips, Chief Administrator Officer, West Hants
 Tara Crandlemere, Director, Parks and Outreach
 Doug Oliver, Manager, Parks and Recreation

From: [Abraham Zebian](#)
To: [Deanna Snair](#)
Subject: Fwd: Lot 13 rezoning milliard crt
Date: Wednesday, January 3, 2024 1:11:24 PM

Caution [External Email]

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Mr Zebian,

Happy new year.

Us residents of millard crt have become aware of a plan to try to turn the os lot on our road into residential.

This will also be a violation of the greenspace rules that were in place when the subdivision was put in.

Since the county owns the land I can only assume it's intended use is welfare housing. We already have a welfare house on the road and it is the scourge of the area.

There is also another welfare house on quarry road sitting vacant.

The lot is directly next door to my residence. I, along with the other homeowners on the road will be vehemently opposing the development of this lot.

Furthermore. I propose that this lot be sanctioned as greenspace permanently.

I'll be sure to attend the meeting on the 16th along with a few of the neighbors.

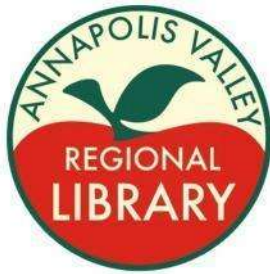
Thank you for your time

Robert Crow

I'll be sure to attend the meeting on the 16th along with a few of the neighbors.

Thank you for your time
Robert Crow

Sent from my Galaxy



Annapolis Valley Regional Library

P.O. Box 510 236 Commercial Street Berwick, NS B0P 1E0

Phone 1-866-922-0229

www.valleylibrary.ca email: administration@valleylibrary.ca

The Honourable Allan MacMaster
Minister of Communities, Culture, Tourism and Heritage
1741 Brunswick St., 3rd Floor
P.O. Box 456, STN Central
Halifax, NS B3J 2R5
Sent via email: MIN_CCTH@novascotia.ca

December 5, 2023

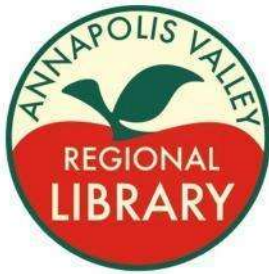
Dear Minister MacMaster,

We are writing to highlight the urgency of starting the funding review process as soon as possible and request the Ministry's support in ensuring continuation of the service that means so much to Nova Scotians.

AVRL is the busiest rural regional library system in Nova Scotia, serving 20% of the non-HRM population with 11 branches. And AVRL consistently demonstrates leadership in delivering sophisticated and modern library services. People are confident in coming back to public libraries and the feelings of community they find there, and it is our mission to continue to find ways to inspire and improve their quality of life with reliable service and informed resources. In 2022-23, circulation of materials and program attendance rebounded above 2019 levels, and we signed up a record-setting 5,252 new cardholders. 2023-24 is already even busier, with usage across all major indicators at 10+% increase over 2022-23.

Despite these successes, the limitations of previous funding formulas have created in very real negative outcomes resulting in staff reductions, including historically the lowest salaries for library workers in the Province. As of 2023, we are no longer able to recruit and retain staff to perform the core functions of the library. As a result, AVRL has already been forced to reduce programming and open hours to the public. Furthermore, the staff have recently unionized as NSUPE Local 23 and ratified their first collective agreement, during which they negotiated for modest wage increases of \$1 per hour, which brings the starting wage at AVRL to \$15.81.

For the 2020-2025 funding cycle, the Provincial contribution is \$1,919,600. Since 2011, AVRL's total funding from all sources has only increased by \$254,000 or 10.37%. As of the date of this letter, the Bank of Canada estimates that inflation from 2011-2023 has been in excess of 31%. Current funding has been declining in purchasing power for decades, and AVRL is now in a precarious financial situation, with operating costs outstripping the current financial envelope.



Annapolis Valley Regional Library

P.O. Box 510 236 Commercial Street Berwick, NS B0P 1E0

Phone 1-866-922-0229

www.valleylibrary.ca email: administration@valleylibrary.ca

To fund operational increases, AVRL has been gapping open positions and reallocating funds, but in order to maintain current levels of service through 2023 and 2024, it will need to draw on its reserve funds. AVRL estimates that approximately 60% of the reserve will be depleted as of March 31, 2025 and we will not be able to sustain current levels of service in 2025-26. Operational expenses are so lean that mitigating the shortfall would be the equivalent of closing 5 of the 11 library branches.

In order to communicate any changes to the municipalities with enough time to implement any changes for April 1, 2025, an agreement would need to be reached and communicated to the municipalities by March 31st, 2024. This represents a very short timeline and increases the urgency of beginning the process.

The funding Municipalities in the Annapolis Region continue to believe in the value of public libraries and to make investments in their facilities, with the Town of Wolfville committing in 2023 to construct a new building in the downtown core, with a projected construction date of 2027. Indeed, all of the funding Municipalities have demonstrated how much they value their library service, replacing or renovating all 11 branches within the last 25 years.

Further, Nova Scotia's public libraries continue to work cooperatively, delivering a higher level of service while being increasingly efficient with our funding; in April 2022 the Same Page initiative was launched between the 8 rural regions, increasing the size of the shared collection to over 1 million items. For reference, AVRL only owns about 130,000 physical items. This has increased the depth and breadth of the collection enormously, and AVRL patrons immediately became the heaviest users in the Province.

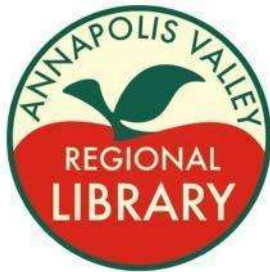
Libraries also continue to be places that can help to fulfill Provincial initiatives to improve quality of life in our communities. With 80 library locations across Nova Scotia, and locations open 7 days a week and staff who are trained in information literacy, libraries are an essential component in creating equitable, healthy communities. In 2023, this includes: continuing to distribute Rapid Antigen Test kits and menstrual supplies to mitigate the impacts of Period Poverty; promoting new initiatives related to health, education, tourism and culture; and allocating resources to increase education in treaty history and Mi'kmaw culture.

Public libraries are essential community hubs that bring people together and achieve enormous social and economic benefit. We respectfully ask for your help in bringing forward the value of public libraries in Nova Scotia and the case for enhanced financial investment to ensure that our communities thrive.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Janet Ness".

Janet Ness, Board Chair



Annapolis Valley Regional Library

P.O. Box 510 236 Commercial Street Berwick, NS B0P 1E0

Phone 1-866-922-0229

www.valleylibrary.ca email: administration@valleylibrary.ca

CC: Mr. Keith Irving, MLA for Kings South

Mr. Carmen Kerr, MLA for Annapolis

Mr. John Lohr, MLA for Kings North

Mr. Chris Palmer, MLA for Kings West

Ms. Melissa Sheehy-Richard, MLA for Hants West

Stephanie Smith, Executive Director, Archives, Libraries and Museums, Dept of
Communities, Culture, Tourism and Heritage

Lynn Somers, Director, Nova Scotia Provincial Library, Dept of Communities,
Culture, Tourism and Heritage

From: [Abraham Zebian](#)
To: [Deanna Snair](#)
Subject: Fwd: Application for Rezone of OS lot, Millard Court, Union Corner
Date: Thursday, January 4, 2024 7:16:48 PM

From: Emily Seaboyer
Date: January 4, 2024 at 6:40:12 PM AST
To: Abraham Zebian <AZebian@westhants.ca>
Subject: Application for Rezone of OS lot, Millard Court, Union Corner

Caution [External Email]

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

Mr. Zebian,

I'm writing in regards to the proposed rezoning of the Open Space lot on Millard Court, Union Corner.

PID 45236601 is directly across from the home my husband and I purchased 15 years ago. The home we purchased- with the express understanding that we were buying directly across from the (undeveloped) green space dedicated for our community.

Under no circumstances do we support any rezoning efforts with the potential for future building projects, residential or otherwise. Most certainly not an R-4 designation that was implied on a recent poster brought to our attention.

I suspect that our personal feelings on this matter or those of the other residents on our quiet street are of little consequence to the municipality, but suffice it to say that this is not something we support in any way, and we will stand up for as required.

Our thoughts on this are echoed with that of every neighbour I've spoken with so far.

The solitude we've all become accustomed to is shared by any number of flora and fauna as most of the lot in question is very boggy. Multiple neighbours have told me they have Lady Slipper varieties growing wild on this same stretch of land- a protected species as I'm sure you're aware.

Also worth considering is the water quality or more specifically the lack of readily available water for several of the homes on this lower laying area- where for several months of the year they must buy and have water delivered.

What is your position on the rezoning of this property?

Respectfully, we will be attending all upcoming meetings on this matter in hopes of becoming more informed and ultimately that the suggested change in zone will be dropped. Your consideration of our open green space and preservation of rural lifestyle is appreciated.

Emily Seaboyer, Shawn Seaboyer & Family

--

Emily Seaboyer, BFA
Designer / Jeweller
Locusart Jewellery
www.locusartjewellery.com

From: Denise Forand
To: [Mark Phillips](#); [Laurie Murley](#); [Mark Fredericks](#); [Jim Ivey](#); [PublicOnlyCouncilEmail](#)
Subject: The rezoning of gifted lands for subdivisions and our Historic Architectural zone
Date: Saturday, January 6, 2024 8:40:12 AM

Caution [External Email]

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

Dear Planner Mark, CAO Mark and Councillor Laurie,

I am writing to address the issue of what you consider your surplus land .

To sell these lots is detrimental to the citizens of our communities and of its intended purpose and uses. Some are In subdivisions, some would allow access to lakes for fishing and most were the least desirable lots for developing, hence donated for the community in lieu of other incentives.

In regards to development downtown Windsor I strongly feel that the small area of the architectural district should hold the height restrictions of 3 stories especially with the view plains of the Very historical Fort Edward. Have you walked Chestnut Street? Do you know you can stand on that street and see the Fort. We have so many different historic homes with our rich long history standing in our quaint township that can help with tourism versus destroying the feel and look of this very very small distinct district.

I feel that a six story building on the corner of Water and King Street that floods is wrong from every angle and will give precedence in the future of our Historic district of a few blocks.

Hopefully you will look at some of my requests and at least physically observe these locations with the best intentions for the community and citizens you're serving.

Sincerely, Denise Forand

Sent from my iPad

January 7, 2024

West Hants Regional Municipality
76 Morrison Dr
Windsor NS
B0N 2T0

Attn: West Hants Council (Allcouncil@westhants.ca)

Reference: Land Rezoning Application of PID45236601

I am writing to express my concerns regarding the proposed land use amendment for the open green space on Millard Court. I feel it is an unreasonable reversal of the conditions imposed on the original development, will negatively impact existing properties on Millard Court and may not be in the best interest of prospective buyers. As a property owner on Millard Court, I do not want to see this land rezoned and hope it will remain an open green space as originally required.

The retention of land zoned as open green space was a condition imposed on the original developer of Millard Court by your municipality. It feels unreasonable that this would now be reversed on the basis it is no longer required by the municipality; this is in effect placing the needs of the property developer and municipality over the needs of those most impacted – the current residents.

We made the decision to purchase our land in part because of the conditions imposed on the original development which required the open green space and limited the number of residential lots to be sold. I worry that this proposed land use amendment will impact the quality of life I enjoy on Millard Court, in part which is due to the green space and limited residents on the road. I feel that the majority of any future buyers for existing properties in the area would agree and therefore fear that this proposed change will negatively impact existing property owners.

Development of this land may not be in the best interest of prospective buyers either. I suspect that this piece of marshy land is unsuitable for development and may present issues down the road. Another concern is the available ground water resources in the area. Several homeowners on Millard Court already need to buy water throughout the year and there is a property on the corner of Millard Court & Quarry Road owned by the NS Housing Authority that has been vacant for ~3 years due to lack of water.

I recognize the need for new housing supply in Nova Scotia, however feel that the rezoning of this piece of land is unjustified and unfair. I will be attending the upcoming meetings regarding this proposal to become more informed as to the rationale behind the proposal and to understand how any new development will align with the existing covenants attached to the properties on Millard Court.

I am unsure what your current position is on this rezoning request, however upon hearing concerns from the existing residents of Millard Court hope that you will consider not supporting this proposal.

Respectfully,

Elizabeth Rondhuis

From: Peter Moore
To: [Troy Burgess](#)
Cc: [Abraham Zebian](#); [PublicOnlyCouncilEmail](#)
Subject: Rainfall Warning
Date: Tuesday, January 9, 2024 6:49:18 AM

Caution [External Email]

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

Rainfall Warning
Issued at Tue 4:53 AM Jan. 9
Issued by: Environment and Climate Change Canada
Description

Rainfall, combined with melting snow, is expected. The ground, already near saturation, has little ability to absorb further rainfall.

Total rainfall: 20 to 30 mm.

Location: southern Nova Scotia.

Time span: Wednesday.

Remarks: Heavy rainfall, strong winds, and mild temperatures will lead to significant to near total melting of the existing snow pack. The combination of run-off and rainfall will increase the risk of localized flooding in poor drainage areas.

####

Heavy downpours can cause flash floods and water pooling on roads. Localized flooding in low-lying areas is possible.

Rainfall warnings are issued when significant rainfall is expected.

'Conscience; truth's greatest witness.'

From: [Abraham Zebian](#)
To: [Deanna Snair](#)
Subject: Fwd: Urgent: Request for Postponement of Commercial Wine Support Program Announcement
Date: Monday, January 8, 2024 10:17:43 AM

From: Karl Coutinho
Date: January 6, 2024 at 3:37:09 PM AST
To: Abraham Zebian <AZebian@westhants.ca>
Subject: Fwd: Urgent: Request for Postponement of Commercial Wine Support Program Announcement

Caution [External Email]

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

Mayor Zebian,

I trust this message finds you well. We have recently become aware of a pending provincial announcement regarding the implementation of the "Commercial Winery Support Program," and it is imperative that we communicate our concerns to the communities affected.

Our primary apprehension stems from the fact that commercial wineries, without the obligation of maintaining their own grape acreage in Nova Scotia, nor Nova Scotia grape content in their wine are slated to receive the same benefits as Nova Scotia Farm Wineries. This development not only grants commercial wineries, essentially functioning as bottling depots, access to the same program that local farm wineries have diligently worked to establish but also allows them to source grapes externally, potentially undercutting the local farm wineries.

While we have always supported the commercial winery business model, the prospect of them availing themselves of the same program without having any connection to the land and acreage regulations that Nova Scotia Farm wineries do could be detrimental to the Nova Scotia Farm Wine industry and its associated communities and industries. Essentially the Nova Scotia government will be funding farms from outside of the province and even Canada while commercial wineries will also significantly undercut Nova Scotia Farm wineries at NSLC store shelves.

Compounding the issue, we were only notified of this significant change yesterday, leaving us with limited time to understand the full implications. The Nova Scotia Farm Wine Industry is a significant contributor to the province, generating hundreds of millions of dollars, and we believe that this sudden shift could have severe consequences for the industry.

The province's rationale, attributing the decision to last year's polar vortex, raises questions about the consistency of such a policy. Other provinces, such as British Columbia, have also faced weather-related challenges, and we are concerned about the potential impact on various agricultural sectors affected by the Polar Vortex.

We understand the complexities surrounding this matter and are committed to working collaboratively to find a solution. We have requested additional information from the province and have asked to meet with them to better comprehend the rationale behind this decision and propose a dialogue to address our concerns constructively.

If you have any questions or require further clarification, please do not hesitate to reach out, I have copied in WGNS Board and Policy Committee and have shared our communication to the province below. We look forward to engaging in a productive conversation to safeguard not only the Nova Scotia Farm Wine industry but the communities and industries that will be greatly impacted by this decision.

----- Forwarded message

We (Wine Growers Nova Scotia) are writing on behalf of the Nova

Scotia Farm Wine Industry regarding the upcoming provincial announcement of the Commercial Wine Support Program scheduled for Monday, January 8th, 2024 and respectfully request a postponement of the announcement.

Our primary concern is that the policy changes will have a significant and detrimental impact on grape growing in Nova Scotia. We believe that a delay in the announcement would allow for meaningful engagement with farm wineries and grape growers to ensure their perspectives are adequately considered by the province as only a few have been informed by the province (Department of Finance, and NSLC) of this today (Friday, January 5th, 2024)

During this time, we intend to seek legal advice to better understand the potential implications of the changes and threat of loss. The gravity of these policy adjustments necessitates a careful examination to protect the Nova Scotia Farm Wine Industry, the well over 1,100 rural jobs and the communities and industries dependent on grape growing in the industry whether it be construction, agriculture, tourism, education, hospitality, retail and more.

We assure you that, during this period, we will refrain from reaching out to the media, prioritizing a constructive and informed dialogue to address our concerns with the province proceeds forward. We are committed to working collaboratively to find solutions that support the growth and sustainability of the grape-growing sector in Nova Scotia.

Your understanding and consideration of this request are highly appreciated. We believe that a postponement will provide the necessary time for a more comprehensive and well-informed decision-making process.

Thank you for your attention to this matter. We look forward to the opportunity for constructive discussions



Correspondence Sent

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

Correspondence Sent

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

Correspondence Sent

[illegible]



December 18, 2023

The Right Honourable Justin Trudeau, P.C., M.P.
Prime Minister of Canada
80 Wellington Street
Ottawa ON
K1A 0A2

Delivered electronically to: Justin.Trudeau@parl.gc.ca

RE: Call for an immediate ceasefire by all parties in the occupied Gaza Strip and Israel

The Right Honourable Justin Trudeau, P.C., M.P.

Please accept this letter on behalf of the West Hants Regional Municipal Council to address concerns related to an immediate ceasefire by all parties in the occupied Gaza Strip and Israel.

During the December 5th, 2023, meeting The West Hants Regional Municipal Council discussed the ongoing and destructive actions occurring in Gaza.

As representatives of the West Hants Regional Municipal Council we are reaching out to express our concern and empathy for those trapped in the middle of the ongoing conflict occurring in Gaza. Watching the events in Gaza unfold daily is heartbreaking and tragic. Many innocent lives, including those of young children, have been lost.

This is a time for us to recognize that a human life is a human life, and all have value. Across our region residents have united and penned their concerns and desires to see a ceasefire in Gaza. As members of Council, residents expect that we are a voice for them. Requesting action and a ceasefire is not about taking sides; it is about ending violence and atrocities being experienced by all.

With the awareness that nothing can be done to retrieve what has already been lost; we understand that remaining silent is not the answer. This is a time for Canada to stand and join the call for an immediate ceasefire in Gaza for the region known as Palestine and for a path forward for peace for all.

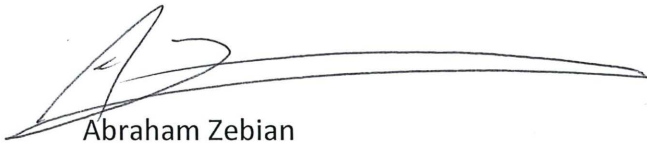
We respectfully implore you as our leadership to prioritize the well-being of their citizens and to explore diplomatic channels for resolution.

To formally express the current position of the West Hants Regional Municipal Council who met on December 12, 2023 to further discuss this matter, the following motion was ratified.

"STAFF WRITE A LETTER CALLING ON THE GOVERNMENT OF CANADA TO DEFEND THE RIGHTS OF ALL INNOCENT PEOPLE WHO DO NOT HAVE A VOICE IN THE GAZA CONFLICT; DENOUNCE ALL HUMAN RIGHTS VIOLATIONS CURRENTLY TAKING PLACE AND SWIFTLY CALL FOR PEACE AND A PERMANENT CEASEFIRING IN GAZA FOR THE REGION KNOWN AS PALESTINE"

The West Hants Regional Municipality appreciates your attention to this matter, and we remain optimistic for a prompt and peaceful resolution for those experiencing this conflict.

Respectfully,

A handwritten signature in black ink, appearing to read 'A. Zebian', with a long horizontal flourish extending to the right.

Abraham Zebian
Mayor

az/ds

CC: Premier Nova Scotia, The Honourable Tim Houston
Member of Parliament for Kings-Hants, Kody Blois
MLA Hants West, Melissa Sheehy-Richard
WHRM Council
Chief Administrative Officer, Mark Phillips



December 18, 2023

The Honourable Tim Houston
Office of the Premier
7th Floor, One Government Place
1700 Granville Street
P.O. Box 726
B3J 1X5

Sent electronically to PREMIER@novascotia.ca

Dear Premier,

RE: School Bus Cancellation Concerns

Please accept this letter on behalf of the West Hants Regional Municipal Council concerning school bus cancellations within the West Hants Regional Municipality.

With this letter the municipality hopes to draw attention to increased concerns and challenges families and students are facing in our region. The increase in cancellation days due to lack of drivers is causing a heightened concern for the safety and wellbeing of students. Many families are struggling to find creative solutions to cancelled bus routes.

Bus cancellations and disruptions to schedules are not new and families expect they will occur during inclement weather, or when illness strikes. However, recent driver shortages have caused these historic rare occasions to become the new norm for many families.

In some instances, families are left in less-than-ideal situations. Choose between scrambling last minute to find alternate transportation for their child and/or children or transporting their children themselves and arriving late to work or not at all, which results in financial hardship for many that are already being challenged in the current economic environment.

For those students able to find transportation; another challenge/safety concern awaits them. Students are left unattended waiting outside in until schools open their doors. Higher traffic volumes are a cause

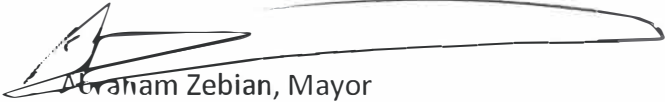
of concern as well. With the increased volume of cars transporting students there is greater potential for accidents to occur.

To formally express the current position of the West Hants Regional Municipal Council who met on December 12th, 2023 to further discuss this matter the following motion was ratified.

"COUNCIL DIRECT STAFF TO WRITE A LETTER TO THE PROVINCE EXPRESSING CONCERN REGARDING BUS CANCELLATIONS IN THE RECENT WEEKS, MONTHS AND YEARS AND THE LETTER BE SENT TO THE SCHOOL BOARD, PREMIER AND MLA SHEEHY-RICHARD."

West Hants Reginal Municipality appreciates your attention to this matter, and we are optimistic that improvements can be made to better assist families and students successfully navigate the remainder of the school year.

Respectfully,



Abraham Zebian, Mayor

az/ds

CC: Annapolis Valley Regional Centre for Education (AVRCE)
MLA Sheehy-Richard
West Hants Regional Municipal Council
Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Bob Morton, Councillor, District 6

Date: January 9, 2024 Committee of the Whole

Subject: Renaming Cottage Street

LEGISLATIVE AUTHORITY

Municipal Government Act
Civic Addressing By-Law RC-001

RECOMMENDATION or DECISION REQUEST

Should Council support the request to rename Cottage Street the following recommendation would need to be made

That Committee of the Whole recommends...

THAT COUNCIL DIRECT TO CAO TO ENGAGE STAFF TO BEGIN THE PROCESS WITH INTERESTED PARTIES TO RENAME COTTAGE STREET IN WINDSOR, NOVA SCOTIA.

BACKGROUND

Property ☒	Public Opinion ☒	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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Numerous discussions have occurred over the years around renaming Cottage Street. The Paris family have made requests to the former Town of Windsor dating back over twenty years in an attempt to rename Cottage Street (where the Paris home sits) after their father.

The former Town of Windsor Council (at that time) requested that they achieve unanimous support (which was outside the “normal” requirements for street name change within the municipality). The Paris family complied and received 100% agreement from street residents; however, their request was still declined.

DISCUSSION

Since consolidation, conversations have continued.

In April of 2023, Council recognized the accomplishments of John Paris Jr. to the world of hockey and named the Rink at the West Hants Sports Complex the John Paris Jr. Rink.

The Paris family would like to request that Council revisit and consider renaming Cottage Street in recognition of their father.

The Hon. Percy A. Paris will attend the upcoming Council meeting on January 23rd to present the history and provide Council with a detailed history/background.

NEXT STEPS

To be determined by Council

FINANCIAL IMPLICATIONS

To be determined based off of the direction of Council.

ALTERNATIVES

1. Council could choose not to support the recommendations.
2. Council could choose to provide alternate direction to staff.

ATTACHMENTS

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

Report Prepared by: _____
Bob Morton, Councillor District 6

Report Reviewed by: _____
Deanna Sanir, Municipal Clerk

Report Approved by: _____
Mark Phillips, CAO



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

Date: January 9, 2023

Subject: Windsor West Hants Water Utilities - Detailed Audit Recommendation Report

LEGISLATIVE AUTHORITY

Meeting and Committee Procedural Policy: Councillor Reports
MGA Part II Sections 30 & 31 CAO and Council Relationship
NSUARB – Water Utility Regulations

RECOMMENDATION or DECISION REQUEST

Council directs CAO to secure an independent firm to undertake a detailed, operational and financial audit of the West Hants and Windsor Water Utilities.

Council directs the CAO to have Water Utility Financial Reports provided to Council for review on a monthly basis as presently occurs with the West Hants operating financial report and further that the water utility budgets also include the volume of water that is delivered 'wholesale' to the transmission and distribution system and the volume of water that is billed through the finance department to our retail, end-user customers.

Property	Public Opinion ☒	Environment ☒	Social ☐	Economic ☒	Councillor Activity ☒
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BACKGROUND:

In January 2022, staff identified an apparent wholesale meter reading error between the Windsor and Three Mile Plains Water Utility "TMP" (one of three consolidated West Hants Utilities).

The meter reading issue was described as being sufficiently large (40 million gallons per quarter) to trigger an investigation for billing purposes. Review of the matter involved staff from both the Department of Finance and Public Works. The issue was ultimately resolved around June 2021 with the meter being replaced.

An estimate calculated by staff for a correcting adjustment was issued to the TMP utility which appears to have reduced its 'Source of Supply' cost for water purchased from the Windsor Water Utility almost entirely (not just for the overage of the meter). (Wholesale water, bulk meter, bulk rate).

Additionally, the Windsor Utility was subsequently assessed a correcting adjustment (\$297,000) against its water sold revenues for its sale of water to the Three Miles Plain Utility. (Wholesale water, bulk meter, bulk rate).

(It should be noted that none of the preceding details regarding the meter reading issue or financial impacts were raised with West Hant Regional Council or the Audit Committee over the last two years).

When the 2022-23 Audited Statements were presented to Council (Oct 28, 2023), the Windsor Utility reflected a deficit of (-\$425K) against a budget of +\$118K.

The Three Mile Plains / West Hants Utility however generated a surplus of +\$341K against a budgeted loss of (-\$118K).

Questions were raised about the cause of the deficit for the Windsor Utility as well as the surplus of the West Hants Utility during the presentation of the audited statements. The responses provided were solely as a "budget to actual" comparison without any reference to the two primary factors of almost \$300K in adjustments for each of the two utilities.

Responses to questions over the last 2 months have at the very least, maintained a level of uncertainty regarding the meter reading issue and how it was 'adjusted' operationally and financially on the wholesale side of the equation. Information on the timing when the meter reading issue first occurred and for the credits issued remains vague.

DISCUSSION:

Water Utilities in Nova Scotia are regulated by the Utility and Review Board. The interconnection of the Windsor and Three Mile Plains Utilities continues to be a regulated relationship including the accounting for both non-revenue water and unaccounted water.

The Windsor Water Utility does not have a record of operating at a deficit and further has historically sold water on a wholesale basis to the Three Mile Plains Utility at a recent level which generated revenues of approximately \$220K +/- per year (2020-21 and 2021-22).

(To note, the budget for sales to Three Mile Plains for the last 2 years has been \$294,000 or \$56,000 less than the 'incorrectly metered' value of water sold as of the third quarter of 2021-22 estimated at \$350,000).

Adjustments were reported to have been applied to both the Windsor and Three Mile Plains Utilities for the 2021-22 fiscal year and for the remainder of the credit to be applied to the 2022-23 fiscal year, (for the billing period between June 2021 and April 2022). The records do not reflect any discernable credit in 2021-22. The credits issued in 2023 (297K) appear to have been an overcorrection of 2023 data or a combination of 2022 and 2023.

Auditors:

Council was advised that the auditors were aware of the meter reading and correcting adjustments being made to the financial statements, yet there is no mention of the meter read issue or the credits during the audit process in 2022 nor in 2023.

At the conclusion of discussions **for the 2022 Audit**, the auditors commented that:

...“And to me this would point to the signs of a well-run and well-funded municipal unit. You're liquid, you're not underwater, ***you've got water utilities that are well funded, and your rates are in line with holding decent levels of profit there and not huge deficits not that you're overly profitable, but you're not in a huge deficit either.***”...

At the conclusion of discussions **for the 2023 Audit**, the auditors commented that:

...“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.”...

No reference was made in the auditor's comments or in the Audited Financial Statements (for **prior period adjustments**) for the credits issued which are material and which were the primary single contributor to the deficit of the Windsor Water Utility and the vastly improved performance of the Three Mile Plains Utility.

Unaccounted and Non-Revenue Water

As a final comment, the unaccounted and non-revenue water (56%-59%) within the Three Mile Plains distribution system has been significant over an extended period of time. It is noted in the NSUARB 2016 Three Mile Plains Water Utility Rate application and also in the NSUARB 2019 Consolidation of the West Hants Utilities application.

Information requests from 2016 application affirmed by West Hants that:

...“ The non-revenue water for the most recent 12-month period is 59% of water purchased from the Town of Windsor Water Utility. Of this amount 53% is unaccounted for with 6% accounted for”

Further in response to the question that the water purchased in the rate study is the correct amount, the reply from West Hants was:

“...The rate study is based on purchasing 100,919,590 imp gallons per year. The most recent data from the Utility indicates that it purchased 98,179,242 imp gallons in the most recent 12 month period...”

Information requested during the NSUARB 2019 utility consolidation application included:

Which of the current three water utilities purchase water from Windsor and what is the annual volume of the purchase(s)?

“As noted in the response to IR-23a) the Three Mile Plains/Wentworth Water Utility purchases water from Windsor. The volume purchased in 2017/18 was 391,113 cubic meters. (which equals 86,032,832 imp gallons)”.

It is noted in one of the NSUARB hearing documents that water is distributed through three master meters which are located at the following distances and locations from the treatment plant: 1.7 km (Back Road), 2.8 km, (Dill Road) and 8.2 km (Wentworth Road). It is unknown where the

“Underwood meter” fits into this configuration.

Information received last evening from the Department of Finance is appreciated. It must be identified however that the meter reading issue and the significant credit was reported to have begun in early fiscal 2021 and run through to the beginning of fiscal 2022. The wholesale water sold to Three Mile Plains during that period appears (by way of reverse math), to have been based on 88,981,275 gallons (\$223,434). The year prior (fiscal 2020-2021), reflects a similar volume with sales of 87,959,371 gallons generating sales of \$220,773.

In closing, this was never intended to be such a detailed process. This report only deals with the meter reading issue. Without clear information being provided to Council, it is difficult to discern and is important to know:

- when the wholesale meter became faulty,
- the magnitude of the misreads in volume of water and billable amounts related to water sold
- the magnitude of the correction in volume of water and billable correcting adjustment required,
- the period when the meter read was corrected and
- the periods for when the correcting adjustments were being applied.

A few of the reasons why this is important include:

- Proper information for budgetary planning and accounting. It appears Three Mile Plans Utility has realized its full revenue for water delivered / sold to its residents but does not have the cost of water purchased included as an expense (but does appear to have the cost of engineering and supervision allocated as a cost component of purchased water).
- Setting rates for new rate applications
- Financial Condition reporting of the utilities is not clear and could be described as somewhat incorrectly represented for the two utilities.
- Tracking of unaccounted and non-revenue water for control purposes
- Planning for future water needs including supply and demand.

NEXT STEPS

To Be Determined

FINANCIAL IMPLICATIONS

To be determined

ALTERNATIVES

To be determined

ATTACHMENTS:

The updated Utility Information from the department of Finance include in the agenda:

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: _____



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

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

Date: January 9, 2023

Subject: Windsor Stormwater Flood Study: Recommendation Report

LEGISLATIVE AUTHORITY

Meeting and Committee Procedural Policy: Councillor Reports
MGA Part II Sections 30 & 31 CAO and Council Relationship

RECOMMENDATION or DECISION REQUEST

Council direct staff to meet with the storm water consultants to determine it is possible to expand upon the initial work done to date to expand the project into a phase 2 stage in the interest of accelerating the process for determining next steps and analysis of the work that needs to be done for the broader Windsor Storm Water management plan.

Further

Council direct staff to identify and implement on an urgent basis with an action-team approach, methods that will immediately divert stormwater away from the known flooding areas of Windsor (Stannus Street, Victoria, Gray, Monroe, Wagner, areas of Albert, Tremaine and other known locations), preventing any short-term flooding while the longer-term implementation plan is put in place.

Property	Public Opinion ☒	Environment ☒	Social ☐	Economic ☒	Councillor Activity ☒
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BACKGROUND:

Over the course of the last 2 years, residents of Windsor in the flood-prone areas of Windsor and other locations have waited patiently for a stormwater flood management study and plan to be completed.

A final draft was presented to Council in December.

With an abundance of data gathered, Council felt it necessary with guidance from staff to proceed with a new RFP to engage a professional consultant to assess the study just completed for the purpose of charting a clear path forward.

While this may have appeared to be the most expedient route to take, with the value of hindsight, potential time lost in preparation of a new RFP, its issuance, review and approval, could consume valuable time spent working with the existing consultants on a phase 2 of the existing RFP. Staff guidance on this point would be appreciated.

Further, it must be noted that those most affected by the pre-existing stormwater flood conditions, will continue to be left fending for themselves for the ensuing stormwater floods that we are bound to experience. In this regard it is important to further engage staff and the consultant as appropriate to draft an immediate short solution for diversion of flood / stormwaters away from those areas unable to handle the volume of stormwater that inundates their property and homes.

DISCUSSION:

Following the flash flood in July 2021, we began passing an initial motion September 14, 2021 seeking a report on historic Windsor flood issues.

An RFP was approved for issue in October 2021, the RFP Consultant was awarded the contract in November 2021.

In October 2022 the consultants met with and presented an update to Council. At that time, it was expected that the report would be finalized in the next few months.

In October of 2023 the consultant was included in presentations with local residents, as part of updates on recent floods that had occurred this past summer (2023).

On December 19, 2023 we passed another motion:

That council direct staff to come back with more information and a suggested RFP for us to review utilizing the CBCL report. And that the RFP would be to develop a stormwater mitigation plan identifying both short and longer term phased in solutions.

Collectively we need to proceed to get this moving and find an expeditious means to bring an end to the flooding that continues to exacerbate the residents along Stannus Street, Victoria, Gray, Monroe, Wagner, areas of Albert, Tremaine and other known locations. If an action team needs to be put together then it should be done immediately.

Open for discussion and recommendations.

NEXT STEPS

To Be Determined

FINANCIAL IMPLICATIONS

To be determined

ALTERNATIVES

To be determined

ATTACHMENTS:

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: _____



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Deanna Snair, Municipal Clerk

Date: January 9, 2024 Committee of the Whole

Subject: Resident Appointment to the Accessibility Advisory Committee

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act (MGA) – Sections 24-27, Standing, special and advisory committees; Vacancy on Boards, Commissions and Committees; Citizen Advisory Committees; and Community Committees.

Nova Scotia Accessibility Act

West Hants Regional Municipality Meeting and Committee Procedural Policy RCOGE-003.00

RECOMMENDATION or DECISION REQUEST

That Committee of the Whole recommend that ...

Council approves the following resident member (Melissa MacAskill) be appointed to the Accessibility Advisory Committee for the two (2) year term January 2024 to January 31, 2026.

Council approves the following resident member (Jennifer Davison) be re-appointed to the Accessibility Advisory Committee for the three (3) year term January 2024 to January 31, 2027.

BACKGROUND

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

The Accessibility Advisory committee provides advice to council identifying, preventing, and eliminating barriers for those who live, work and play in our region regarding municipal programs, services, initiatives and facilities.

At least one half of the members of the AAC must be person(s) with disabilities or representatives from organizations representing persons with disabilities.

Two (2) previous appointments expired as of October 31, 2023. Only one (1) member expressed interest in reapplying; creating the need to seek additional representation to fill the vacancy.

Public advertisement was placed in the Valley Journal Advertiser, on the Municipal website and Facebook pages commencing December 12th, 2023. Interested applicants were invited to apply until 12 p.m. (Noon) on Friday, December 22, 2023 resulting in (2) two expressions of interest being received.

All applications were reviewed by the Active Living Coordinator and frontline staff person supporting the Accessibility Advisory Committee and Municipal Clerk resulting in the following recommendation before Council this evening.

This report recommendation would bring the membership to seven and in compliance with both our policy and with the Accessibility Act representation guidelines.

NEXT STEPS

If approved by Council, will be notified of the successful appointment and all required administrative paperwork will be sent. The newly appointed members will be contacted and notified of their appointment and invited to the next scheduled meeting. A review of past meeting minutes and the Terms of Reference will aid the newly appointed members in their understanding of the committee's work thus far.

FINANCIAL IMPLICATIONS

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

ALTERNATIVES

Council can choose to not support the recommendation and direct staff to readvertise for the vacant position.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendations .

Report Prepared by: _____
Deanna Snair, Municipal Clerk

Report Reviewed by: _____
Deanna Snair, Municipal Clerk

Report Approved by:  _____
Mark Phillips, CAO



WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
Deanna Snair, Municipal Clerk

Date: January 9, 2024 Committee of the Whole

Subject: Meeting and Committee Procedural Policy Housekeeping Amendments

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

Should Council wish to approve the proposed amendments the following motion would be in order:

Committee of the Whole recommends that...

COUNCIL DIRECT THE CAO TO ENGAGE STAFF TO MAKE THE NECESSARY CHANGES TO THE MEETING AND COMMITTEE PROCEDURAL POLICY RCOGE-003.00 FOLLOWING THE DISCUSSION OF COUNCIL AT THE JANUARY 9, 2024 COMMITTEE OF THE WHOLE MEETING.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☒	Economic ☐	Councillor Activity ☐
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In January 2023 the Meeting and Committee Procedural Policy RCOGE-003.00 was brought forward for consideration to better align the policy and remove inconsistencies.

At the January Council meeting, Council identified a need to review the policy on an annual basis, resulting in the proposed amended Policy before Council.

DISCUSSION

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

Current Policy		Proposed Policy as Amended
Section 9.4		Community based information sessions hosted by the Municipality will be recorded using audio and video equipment to accurately reflect information sharing. These meetings will be later uploaded to the Municipal Facebook page for transparency. No written minutes will be available for these meetings.
Section 14 In-Camera Minutes	Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council. These meetings will be recorded electronically for accuracy in the minute taking process,	Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council. These meetings will be recorded electronically for accuracy in the minute taking process, unless determined by Council to cease audio/video recording during the discussion.

Appendix D – Committee Composition Section 4, 4.1 (Pg. 37)	The AAC will consist of seven (7) members as follows: • To a two-year term – One (1) members of Council and One (1) Alternate • To a two-year term Four (4) Resident members • To a three-year term Two (2) Resident members.	The AAC will consist of a minimum of seven (7) members as follows: • To a two-year term – One (1) members of Council and One (1) Alternate • To a two-year term – No less than Four (4) Resident members • To a three-year term – No less than Two (2) Resident members.
Appendix L – Committee Name Change	Municipal Climate Change Action Plan (MCCAP) Committee	Climate Action Committee
Appendix L – Section 1.1	The Climate Action Plan Committee provides a forum for all municipal departments and Council representatives to work co-operatively on implementing and evaluating the adaptation and mitigation actions outlined in the Municipal Climate Change Action Plans of the Municipality. hereafter referred to as “the MCCAP”. These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impact of climate change.	The Climate Action Committee provides a forum for all municipal departments and Council representatives to work co-operatively on implementing and evaluating the adaptation and mitigation actions outlined in the Climate Action Plans of the Municipality. These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impact of climate change.
Appendix L - Section 2(a)	(a) “MCCAP Committee” means the Climate Action Plan Committee;	Remove “MCCAP Committee” means the Climate Action Plan Committee;
Appendix L - Section 4.3	The duties and procedures of the MCCAP Committee will be as set out in the relevant Terms of Reference for the MCCAP Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.	The duties and procedures of the Climate Action Committee will be as set out in the relevant Terms of Reference for the Climate Action Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.
Appendix M- Section 4.1	The Committee will consist of seven (7) voting members to ensure all perspectives are represented and side in a tie breaking scenario that promotes progression without uncertainty and ten	The Committee will consist of eight (8) voting members to ensure all perspectives are represented and ten (10) non-voting supporting members as follows: Eight (8) citizen members of diverse race and ethnicity (including, but not

	(10) non-voting supporting members as follows: Seven (7) citizen members of diverse race and ethnicity (including, but not limited to those from the African Descent, Acadian, Glooscap First Nation, Indigenous, 2LGBTQIA+, Senior, Youth, and Newcomers' communities) (voting) • One (1) Supporting and Promoting Equality in our Communities (SPEC) Community Group Representative (non-voting) • One (1) RCMP Representative (non-voting) • One (1) Community Health Board Representative (non-voting) • Six (6) non-voting staff members appointed by the Chief Administrative Officer (non-voting) • One (1) Councillor and one (1) Alternate (non-voting)	limited to those from the African Descent, Acadian, Glooscap First Nation, Indigenous, 2LGBTQIA+, Senior, Youth, and Newcomers' communities) (voting) • One (1) Supporting and Promoting Equality in our Communities (SPEC) Community Group Representative (non-voting) • One (1) RCMP Representative (non-voting) • One (1) Community Health Board Representative (non-voting) • Six (6) non-voting staff members appointed by the Chief Administrative Officer (non-voting) • One (1) Councillor and one (1) Alternate (non-voting)
Appendix M - Add Section 5.3		Add Section 5.3 Resident Members may be reappointed for a maximum of three (3) terms.

NEXT STEPS

Once Council provides direction, staff will amend the Meeting and Committee Procedural Policy RCOGE-003.00 as discussed and ratified at the January 23rd, 2024 Council meeting.

It should be noted that each additional committee member appointment will increase remuneration expenses by approximately \$600.00/per year (based on attending one (1) meeting per month per year).

FINANCIAL IMPLICATIONS

ALTERNATIVES

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

ATTACHMENTS

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

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

Report Prepared by: _____
(Name and Title)

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)

Table of Contents

1.	General.....	2
2.	Mandate of Council and Committee of the Whole	3
3.	Time, Place, Date and Notice of Meetings	4
4.	Communications	6
5.	Meeting Attendance and Quorum.....	7
6.	Election Process for Deputy Mayor, Chair or Vice-Chair	9
7.	Meeting Agendas and Packages	10
8.	Council and Committee Chair Duties.....	12
10.	Meeting Decorum and Rules of Debate	15
11.	Conflict of Interest	17
12.	Motions and Voting	18
13.	Points of Order (also refer to Code of Conduct Policy)	22
14.	In-Camera Meetings.....	24
15.	Setting Direction	25
16.	Receiving Public Input.....	26
17.	Committees.....	27
19.	Repeal	30
20.	Related Legislation, Policies, Procedures	31
	APPENDIX A Report Form.....	32
	APPENDIX B Rules of Common Motions	34
	APPENDIX C Decision Making by Council and Committee of Council.....	35
	APPENDIX D Accessibility Advisory Committee	36
	APPENDIX E Audit Committee.....	38
	APPENDIX F Davidson Lake Watershed Advisory Committee.....	40
	APPENDIX G French Mill Brook Watershed Advisory Committee	42
	APPENDIX H Fences Arbitration Committee	44

APPENDIX I Repealed	46
APPENDIX J Mill Lakes Watershed Advisory Committee	46
APPENDIX K Planning Advisory/Heritage Advisory Committee	49
APPENDIX L Municipal Climate Change Action Plan Committee	50
APPENDIX M Diverse and Inclusive Communities Committee	51
APPENDIX N Police Advisory Board Committee.....	52

1. General

- 1.1. This Policy will be known and cited as the “Meeting and Committee Procedural Policy”.
- 1.2. The purpose of this Procedural Policy is to:
 - a) provide direction to Council and Staff members on conducting Council and Committees of Council meetings. This Policy does not apply to boards, commissions and committees of which the Municipality may be a member, but which was not established solely by the Municipality;
 - b) establish the Committee of the Whole as a Committee of Council; and
 - c) establish various other Committees of Council.
- 1.3. In this Policy:
 - a) “Act” means the Municipal Government Act, Stats. N.S. 1998, C. 18
 - b) “Business day(s)” means a day which the administrative offices of the Municipality are open for business;
 - c) “Chair” means the presiding officer of Council or a Committee of Council;
 - d) “Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of the Municipality;
 - e) “Clerk” means the Clerk of the Municipality;
 - f) “Closed Meeting” means a meeting which is not open to the public and may be known as in-camera.
 - g) “Committee of Council” means a committee formed pursuant to a resolution or policy of Council;
 - h) “Council” means all Council members of the Municipality;
 - i) “Councillor” means a Council member and includes the Mayor and Deputy Mayor unless the context indicates otherwise;
 - j) “Electronic means” the use of any technology that enables the public and all meeting participants to see and hear each other as the meeting is occurring.
 - k) “Majority” means more than one-half of those present

- l) “Meeting Package” means the package prepared for a meeting consisting of the agenda and associated agenda item material;
- m) “Motion” means the formal mode in which a Council member submits a proposed measure or resolve for the consideration and action of Council or Committee of Council;
- n) “Municipal or Municipality” means the West Hants Regional Municipality;
- o) “Pecuniary interest” means a situation where there is a reasonable likelihood or expectation of appreciable financial loss or gain to the person, or to other persons;
- p) “Planning document” means a Municipal Planning Strategy, Land Use By-law, or Subdivision By-law;
- q) “Question” means the subject matter of a motion; when the question is called, the motion is put to a vote without further debate;
- r) “Quorum” means the majority of members required to hold a meeting.
- s) “Resolution” means a formal expression of the opinion or the will of the Council or a Committee of Council adopted by vote, and is a result of an approved motion;
- t) “Staff” means a person employed by the Municipality;
- u) “Two-thirds vote” means a vote where at least two-thirds of the members present and entitled to vote at the meeting vote in favor of the motion.

2. Mandate of Council and Committee of the Whole

2.1. The mandate of Council is:

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

- c) to conduct the official business of the Municipality;
- d) to carry out any statutory public hearings as required by the *Act* and other legislation;
- e) to provide strategic direction to the CAO through resolutions, policies and by-laws.

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

- a) to discuss, consider, advise and make recommendation to Council for approval concerning the affairs of the Municipality in advance of Council making decisions or taking actions on such matters, except where Council has determined that consideration by Committee of the Whole is unnecessary or inadvisable, and except that the following matters will normally be dealt with by Council without having to be forwarded to the Committee of the Whole for its recommendations:
 - i. first and second readings of a by-law enactment, amendment or repeal; and
 - ii. matters which are the subject of statutory hearing of Council;
- b) to carry out the duties and responsibilities of Council set forth in Part XV Dangerous and Unsightly Premises of the *Act*;
- c) to carry out the duties of the Regional Emergency Management Advisory Committee as set forth the Regional Emergency Management By-law of the Municipality;
- d) to take such steps not inconsistent with this Policy that the Committee of the Whole reasonably deems necessary to carry out this mandate;
- e) except for an Order under the *Act* for Dangerous and Unsightly Premises and specific tasks or matters assigned by Council from time to time to the Committee, all resolutions of the Committee of the Whole will be recommendations to Council for Council's approval.

3. Time, Place, Date and Notice of Meetings

- 3.1. All meetings of Council and Committees of Council will be public meetings, except as provided for under Sections 22 (2) and 203(1) of the *Act* and Section 14 of this Policy.
- 3.2. Unless otherwise specified pursuant to Section 3.5 of this Policy a regular meeting of the Committee of the Whole will be held:
 - a) at the location set by the Committee of the Whole,
 - b) on the second Tuesday of each month, except for August,
 - c) commencing at 6:00 p.m. unless otherwise directed by Council.
- 3.3. Unless otherwise specified pursuant to Section 3.5 of this Policy, a regular meeting of Council will be held:
 - a) at the location set by Council,

-
- b) on the fourth Tuesday of each month except for August,
 - c) commencing at 6:00 p.m. unless otherwise directed by Council.

 - 3.4. Unless otherwise specified pursuant to Section 3.5 of this Policy, regular meetings of other Committees of Council will be determined in the Administrative Terms of Reference for the Committee.

 - 3.5. Meetings may be rescheduled, relocated or cancelled:
 - a) by resolution or consensus, including a contingent resolution or consensus of Council or a Committee of Council at a previous meeting three (3) or more business days in advance of the meeting;
 - b) at the request of majority of the members of Council or Committee of Council;
 - c) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to inclement weather or unforeseen circumstances provided the Mayor, Deputy Mayor, or Chair believes the majority of members would support such a step.

 - 3.6. Additional or special meetings of Council or a Committee of Council may be convened:
 - a) by resolution or consensus, including contingent resolution or consensus of Council or Committee of Council at a meeting three (3) or more business days in advance of the additional or special meeting;
 - b) at the request of the Chair;
 - c) at the request of the majority of members;
 - d) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to unforeseen circumstances, provided the Mayor, Deputy Mayor or Chair believes that the majority of members would support such a step; or
 - e) where the Mayor determines there is an emergency, Council may meet without notice or with such notice as is possible in the circumstances.

 - 3.7. Notice to Councillors and the Public of meetings:
 - a) subject to any statutory relaxation of the notice requirements, at least three (3) business days' notice to Councillors will be provided for additional or special meetings by telephone, the email address provided by the Municipality or other email address, fax number or messaging service;
 - b) subject to any statutory relaxation of the notice requirements, at least two (2) business days' notice to the public will be provided for additional or special meetings by posting a notice of the meeting on the Municipal website and social media pages;
 - c) Councillors and the public will be deemed to have received any notice within one (1) day of being notified pursuant to this section;
 - d) meeting notice need not be provided of:

-
- i. regular meetings held pursuant to Sections 3.2 and 3.3 of this Policy;
 - ii. regular meetings of a Committee of Council whose regular meeting date is contained in a policy or by-law of Council or posted on the Municipal website; or
 - iii. meetings held pursuant to Sections 3.5 (a) and Section 3.6 (a) of this Policy;
 - e) notice of meeting cancellations will be provided to Council and the public as soon as possible in the same manner;
- 3.8. In accordance with Section 19 (7)(a)(b) of the Act no meeting of Council or Committee of Council is illegal or invalid by failure to give notice or by meeting elsewhere than provided in this Policy or the notice of meeting.
- 3.9. Within thirty (30) days following the first meeting of Council after an election or by-election each Councillor will provide the Clerk the following:
- a) a telephone number with answering machine/voicemail which the Councillor has and will maintain and will check at least once per day;
 - b) the unique email address provided by the Municipality, where all municipal notices and correspondence will be forwarded and which the Councillor will check at least once per day;
 - c) any other email address, fax number, or messaging service which the Councillor has and will maintain and will check at least once per day.
4. Communications
- 4.1. The Mayor is the official spokesperson of Council and the CAO is the official spokesperson of staff.
- 4.2. Council communication to the public is:
- a) through the Mayor, as the official spokesperson for the Municipality regarding decisions approved by Council unless another Councillor is designated;
 - b) through Councillors as chief spokespersons for explaining policies, priorities and decisions; and
 - c) through Committee Chairs as chief spokesperson for matters dealt with under the authority of their committee, unless another Councillor is designated;
 - d) media interview requests will be referred to the Mayor or the CAO to determine who is the most appropriate spokesperson for the interview.
- 4.3. Council communication to staff is:
- a) through a resolution of Council or Committee of Council for advice, information or recommendations on matters which require thoughtful research and review. Staff

-
- will normally provide their response through a written information or recommendation report like that in Appendix A;
 - b) through resolutions from Council to the CAO.
 - 4.4. Committees will communicate to Council:
 - a) through a written information or recommendation report by Chairs to Committee of the Whole like that found in Appendix A.
 - b) where all Councillors are members; may communicate using excerpts sheets of the motions being recommended to go straight to Council with the previous committee report (referred to in the excerpt), attached as a supporting document.
 - 4.5. All Councillors are expected to provide a monthly report to Council stating the Municipal business they were involved in over the previous month, using the report form in Appendix A.
 - 4.6. The CAO or designate may, on behalf of Council or Committee of Council, receive correspondence from the public and deliver a copy of the correspondence to all Councillors within a reasonable time provided:
 - a) the correspondence is directed to a Councillor or Committee of Council member;
 - b) is in writing and received by mail or email;
 - c) is legible;
 - d) is not libelous, irrelevant, offensive or improper; and
 - e) is **dated and** signed by the writer's name.
 - 5. Meeting Attendance and Quorum
 - 5.1. Councillors are expected to attend all meetings of Council and Committees of Council to which they are appointed.
 - 5.2. Subject to changes of the Act Section 17 (4), Councillors who without leave of Council are absent from three (3) consecutive regular meetings of Council ceases to be qualified to serve as a Councillor.
 - 5.3. Councillors who without leave of a Committee of Council and are absent from three (3) consecutive regular meetings of a Committee of Council to which they are appointed, may be removed from the Committee. This also applies to resident members appointed to a Committee of Council.
 - 5.4. Council or a Committee of Council will not refuse the leave of a Councillor if such leave is due to employment issues, illness, other Municipal business, or an unforeseen event needing immediate attention.
 - 5.5. Sections 5.1, 5.2 and 5.3 do not apply to Councillors on a parental accommodation leave of absence in accordance with Section 17 (4A) of the Act.



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- 5.6. Quorum for meetings of Council and Committee of the Whole will be the majority of elected Councillors, or seven (7) Councillors.
- 5.7. Quorum of other Committees of Council will be the majority of the voting members unless otherwise stated in a policy or by-law of Council or administrative terms of reference.
- 5.8. A Council meeting or Committee meeting may be conducted by electronic means pursuant to Section 19A (1) of the MGA.
- a) One or more Council or Committee members participating in a meeting by electronic means is deemed to be present at the meeting for purposes of quorum and voting.
 - b) Except as provided in section 5.8, all attempts will be made for Council or Committee members to attend meetings in-person.
 - c) Council or Committee member will provide sufficient notice to the Chair or Clerk (prior to the meeting) of the circumstances that prevent them from attending the meeting in person. This notice should clearly indicate that the circumstances are beyond the control of the Council or Committee member, and that all reasonable efforts have been made to resolve the situation so that they are able to attend the meeting in-person.
 - d) It is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;
 - e) If used during a closed meeting, the member will ensure confidentiality is maintained at all times;
 - f) Every intention will be made that no Councillor or resident member participates by electronic means in no more than four (4) regularly scheduled meetings per year; with the awareness that emergencies occur.
 - g) The Councillor, resident member or members of the public does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;
- 5.9. All Councillors or resident members of Committees of Council may participate by electronic means as described in 5.8 during a local and/or world-wide crisis, or when determined by the Mayor or designate that a meeting occur to tend to an emergency or time sensitive matter. This would not count towards the four (4) electronic meetings per year as identified in 5.8(g).
- 5.10. If a quorum is not present fifteen (15) minutes following the scheduled start time of a meeting and it is not reasonable that quorum will be present within a reasonable time, the meeting will be deemed cancelled and a record of the cancellation along with the names of the members present will be recorded in the minutes.



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- 5.11. Where there is a permanent vacancy on Council or a Committee of Council, Councillors may make a decision if a quorum is present at the meeting.
- 5.12. If the number of Council members is reduced to below the number required for a quorum due to vacancies in Council, Council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property, for make any other decision that has an effect after or for a term extending beyond the date of the election to fill a vacancy on Council
6. Election Process for Deputy Mayor, Chair or Vice-Chair
- 6.1. At the first meeting of Council after an ordinary election, all Councillors will be sworn in and the Deputy Mayor will be elected as follows:
- a) the Mayor will call the meeting to order and call for nominations for the position of Deputy Mayor three times;
 - b) Councillors may nominate a fellow Councillor for the position of Deputy Mayor, but may not nominate themselves; nominations do not have to be seconded;
 - c) after the third and final call for nominations, the Mayor will declare nominations closed;
 - d) the Mayor will ask each nominee if they accept the nomination for Deputy Mayor;
 - e) if only one Councillor was nominated and accepted the nomination, that Councillor is declared the Deputy Mayor;
 - f) if there is more than one nominee, the Mayor will provide each of the nominees an opportunity to speak and Councillors will elect the Deputy Mayor by secret ballot;
 - g) two volunteers are asked to be scrutineers, one of which must be a staff member. Ballots are distributed to Councillors, votes will be cast, then the scrutineers will collect and count the ballots;
 - h) the scrutineers announce the overall result of the election (not the number of votes for each Councillor). The Deputy Mayor is determined by majority of the number of Councillors present;
 - i) if there is not a winner by majority and there are three (3) or more nominees, another vote will occur by dropping the nominee with the lowest votes and voting again until only two (2) nominees remain. If there is not a winner by majority and there are only two (2) nominees, the Deputy Mayor will be determined by a draw by the Clerk or designated staff member.
 - j) once the Deputy Mayor has been declared elected, a motion will be made to destroy the ballots.
- 6.2. The term of office for the Deputy Mayor will be two (2) years; the very first term being April 1, 2020 - October 31, 2022 and the nomination process be held again for a term of

November 2022 – October 2024, at which time it will re-align with municipal elections in Nova Scotia

- 6.3. The election of a Chair for a Committee of Council will be completed in a similar manner to the election of the Deputy Mayor except that a staff member will perform the duties of the Chair until the Chair of the Committee of Council is elected. Nominees for Chair will be given an opportunity to speak to the members of the Committee of Council before the vote is held.
- 6.4. Once a Chair of a Committee of Council is elected, they may perform the election in the same manner for a Vice-Chair.
- 6.5. The term of office for a Chair or Vice Chair will be two years unless otherwise stated in a policy of Council or administrative terms of reference.

7. Meeting Agendas and Packages

- 7.1. At Council meetings, unless a majority consents to a different order for that meeting, business will be conducted in the following order:
 - a) Call to Order
 - b) Attendance
 - c) Approval of Agenda, including additions or deletions
 - d) Declaration(s) of Conflict of Interest
 - e) Announcements
 - f) Approval of previous meeting's minutes
 - g) Public Hearings
 - h) Unfinished Business/Postponed Motions
 - i) Mayor's Report
 - j) Committees of Council Recommendations
 - k) Councillor Municipal Business Reports
 - l) Correspondence
 - m) New Business
 - n) In-Camera
 - o) Next Meeting Date / Adjournment
- 7.2. At Committee of the Whole, unless a majority consents to a different order for that meeting, business will be conducted in the following order:
 - a) Call to Order
 - b) Attendance
 - c) Approval of Agenda, including additions and deletions
 - d) Declaration(s) of Conflict of Interest

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- e) Announcements
 - f) Approval of the Minutes
 - g) Presentations
 - h) Unfinished Business/Postponed Motions
 - i) Reports
 - j) Correspondence
 - k) New Business
 - l) Public **Comment Participation** Period
 - m) In-Camera
 - n) Next Meeting Date / Adjournment
- 7.3. Agendas of other Committees of Council and Public Hearings will be determined as needed or detailed in the Committee's Administrative terms of reference.
- 7.4. All topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon three (3) business days before a regular scheduled meeting. Councillors will be required to submit a "Report Form" (Appendix A) to be included in the agenda package.
- 7.5. All agendas will be approved by the Mayor or Chair of the Committee of Council and the CAO or designate.
- 7.6. All agenda items should have an associated report, excerpt sheet, and/or other material outlining the purpose and background of the agenda item put together in one PDF document.
- 7.7. Meeting packages will be provided to Councillors and resident members of Committees of Council by 5:00 p.m. at least three (3) business days before the meeting by internal communication systems or email.
- 7.8. Meeting packages will be provided to the public by 5:00 pm two (2) business days before a meeting by posting the meeting package to the Municipal website.
- 7.9. Meeting packages for a special meeting of Council or a Committee of Council will be provided to Councillors, resident members and the public in accordance with Sections 7.7 and 7.8 should time permit, or by 12:00 noon one (1) business day before the special meeting.



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- 7.10. If an agenda item's associated material is not distributed in the meeting package and the majority of Council accept the report it will be distributed electronically or by hard copy during or after the meeting.
- 7.11. Late additions to the agenda will be accepted if approved by the majority of Council at the meeting. No late additions will be accepted for special meetings.
- 7.12. Agenda items may also be added at the meeting if it is time sensitive or concerning a matter where life, property or the environment is at immediate risk and cannot be dealt with at a later meeting once approved by the majority of Council. All meeting package material for these items will be distributed electronically or by hard copy during or after the meeting.
- 7.13. For instances when a requested agenda item may be outside the jurisdiction of the Municipality, require more research, or should be dealt with in a different forum or meeting, the Mayor or Chair will have the authority to delete, defer, or refer the agenda item. The Mayor or Chair will advise the person requesting the agenda item of the action taken.
- 7.14. All material in a meeting package which is posted on the Municipal website will be deemed received at the time of agenda approval during the meeting. All material not publicly posted that is read or visually presented during the meeting will be deemed received and amended to the posted meeting package posted on the Municipal website.
- 7.15. Once an agenda item has been dealt with it should not be put on the agenda again for at least six (6) months unless there is a follow up report on actions taken, or a proper motion is made to reconsider, rescind or amend something previously adopted.
8. Council and Committee Chair Duties
- 8.1. The Chair of Council will be the Mayor and the Chair of Committee of the Whole will be the Deputy Mayor except:
- a) in the absence of the Mayor, the Deputy Mayor will be the Chair
 - b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting.
- 8.2. The Chair of a Committee of Council will be the Councillor or resident member elected and, in their absence, the Vice-Chair elected.
- 8.3. It will be the duty of the Chair to:

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

9. Minutes and Recordings

9.1. Written minutes of Council and all Committee of Council meetings, including in-camera meetings, will be kept providing a permanent and historical record of the Municipality's business. When required, these minutes may be recognized in court as evidence of decisions made and actions taken.

9.2. Written minutes kept will:

- a) record the names of the members or participants and the time when any member joins or leaves a meeting which is in progress;

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- b) contain all motions and decisions by consensus and will record the outcome of each vote;
 - c) record the names of all Councillors or resident members who voted “Nay” to a motion put to a vote;
 - d) summarize key points of a discussion and mention reports, petitions, correspondence, presentations and other papers submitted only by their respective title, or a brief description of the content;
 - e) contain presentation points and timestamps of when the reports were discussed during the meeting.
 - f) be clear, accurate, concise, and formatted to be readable;
 - g) be written in past-tense;
 - h) flow logically in accordance with the agenda, even if the meeting itself had been fragmented and confusing.
- 9.3. To assist with accurate composition of draft minutes, public meetings of Council or Committees of Council (including In-Camera sessions) will be recorded using audio recording equipment. Once minutes are approved, the audio recording will be kept for at least seven (7) years after which it may be destroyed in accordance with the Records Management Policy of the Municipality.
- 9.4. Community based information sessions hosted by the Municipality will be recorded using audio and video equipment to accurately reflect information sharing. These meetings will be later uploaded to the Municipal Facebook page for transparency. No written minutes will be available for these meetings.
- 9.5. Draft minutes of Council and Committee of the Whole will be reviewed by the Clerk and CAO.
- 9.6. Draft minutes of other Committees of Council will be reviewed in accordance with the Committee of Council’s Administrative Terms of Reference.
- 9.7. Minutes of all meetings will be posted in draft electronic form on the Municipality’s website for the public and to the internal communication system for Councillors and staff for information.
- 9.8. The minutes of the last preceding regular meeting and subsequent special meetings will be reviewed at the next meeting of Council or Committee of Council and after all necessary corrections and amendments have been noted, be approved and signed by the Mayor or Chair.



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

10. Meeting Decorum and Rules of Debate

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

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

members present, to leave the meeting, which for clarity means leaving the property of the meeting location.

- 10.14. Formal presentations will be made at any meeting of Council or Committee of Council meeting, with no individual presentation exceeding fifteen (15) minutes plus a period for questions. For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of two (2) formal presentations at any Committee of the Whole meeting, it will be at the discretion of Council to request presentations at Council meetings.
- 10.15. When a report, by-law, petition or other document is read or received, including those deemed received upon approval of the agenda, the Clerk or appropriate staff member will endorse upon it:
- a) a note of the reading;
 - b) the date;
 - c) the way it was dealt with.
- 10.16. A meeting of Council or a Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. If the meeting agenda is not completed as of 10:00 pm, the meeting will resume the next business day at 6:00 pm to complete the work from the previous day's approved agenda.

11. Conflict of Interest

- 11.1. In accordance with the Municipal Conflict of Interest Act each Councillor and resident member must self-identify and disclose any pecuniary interest in any item before Council, Committee of Council or external committee or board.
- 11.2. Where a Councillor or resident member, either on their own behalf or while acting for, by or with and/or through, another person has any pecuniary interest, direct or indirect on a subject they will:
- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - b) leave their seat and sit in the gallery or exit the meeting room for the duration of the discussions pertaining to the matter;
 - c) not take part in the discussion of or vote on any question with respect to the matter;
 - d) not in any way before, during and/or after the meeting influence the voting on any question pertaining to the matter.



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- 11.3. If the meeting is a closed meeting, in addition to complying with the requirements in Section 11.2, the Councillor or resident member will leave the meeting place for the part of the meeting during which the matter is under consideration.
- 11.4. Where the interest of a member has not been disclosed by reason of their absence from the particular meeting, the member will disclose the interest and otherwise comply at the next meeting they attend of Council, Committee of Council or external committee or board where the matter was discussed.
- 11.5. The Clerk or responsible staff member will record the name of the member, the meeting, the time they left their seat and returned, and the nature of the conflict of interest in the minutes of the meeting and a central registry of disclosure.

12. Motions and Voting

- 12.1. The types of motions which may be made at a Council or Committee of Council meeting are:
- a) Main motions – reflects the proposed decision or action to be taken regarding a subject;
 - b) Subsidiary motions – facilitates or modifies the main motion;
 - c) Incidental motions – relates to a question of procedure regarding a main motion;
 - d) Privileged Motions – a motion which does not relate to the main motion but takes immediate priority.
- 12.2. The following are common but not all Subsidiary motions:
- a) Postpone indefinitely – if approved this motion stops the main motion without a vote;
 - b) Amend – changes something within the main motion;
 - c) Postpone definitely – sets the main motion aside until a specified time;
 - d) Refer – sends the main motion to a specific committee or staff for further investigation and report back;
 - e) Limit or extend debate – shortens or lengthens the time for debate;
 - f) Previous Question – closes debate and brings the main motion to a vote;
 - g) Lay on the Table – puts the main motion aside temporarily for more urgent business and is taken up after the urgent business is dealt with.
- 12.3. The following are common but not all incidental motions:
- a) Point of Order – asked the Chair to enforce the rules; more details in Section 13;

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- b) Appeal – takes the decision of the Chair away and gives it to members of Council or Committee of Council;
 - c) Suspend the rules – allow Council or Committee of Council to do something it normally cannot do without breaking the rules;
 - d) Objection to consideration of the question – avoids the main motion if Council or Committee of Council thinks the motion should never have been made or is outside the its mandate;
 - e) Division of a question – separate parts of a main motion into separate motions that can stand on their own for consideration.
- 12.4. The following are common but not all privilege motions:
- a) Raising a question of privilege – is an emergency motion which deals with the rights and privileges of members;
 - b) Recess – provides a short break in the meeting;
 - c) Fix the time to adjourn – sets a time to adjourn the meeting;
 - d) Adjourn – closes the meeting.
- 12.5. All business before Council or Committee of Council for consideration will be made in the form of main motions which proposes specific action be taken.
- 12.6. All main motions will be provided to the Chair or Clerk in writing before being debated.
- 12.7. A motion must be seconded, and when requested read by the Chair or Clerk, before it is debated; except a motion raising a question of privilege or point of order.
- 12.8. Council or a Committee of Council may have informal discussions on a subject prior to making a main motion for consideration.
- 12.9. A motion may at any time after it is seconded and before the Council or Committee of Council has voted on it, be withdrawn or modified by the mover with consent of Council or Committee of Council.
- 12.10. When any main motion is being considered, the only motions in order will be:
- a) to amend;
 - b) to refer;
 - c) to postpone either definitely or indefinitely; or
 - d) to limit or extend debate;
 - e) the previous question.



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- 12.11. Amendments will be put in the reverse order of which they are made. Only one amendment will be allowed at a time and one sub-amendment will be allowed to an amendment. Every amendment submitted will be decided on or withdrawn before the main question is put to a vote.
- 12.12. A motion to adjourn will always be in order except in the following cases:
- a) when a Council or Committee of Council member is in possession of the floor;
 - b) when the “yeas” and “nays” are being called;
 - c) while the Council or Committee of Council members are voting; or
 - d) when the motion to adjourn was the last preceding motion.
- 12.13. The following motions will be decided without debate:
- a) a motion to reconsider;
 - b) all motions as to priority of business or as the suspension of the order of the day;
 - c) applications to speak more than the prescribed number of times;
 - d) a motion to allow any person other than a Council member to address the Council;
 - e) a motion to postpone definitely;
 - f) a motion to lay on the table when claiming a privilege over another person; and
 - g) a motion to adjourn.
- 12.14. Before putting the motion to a vote, the Chair will ask “Are you ready for the question” and if no member offers to speak on the motion or they make a motion for the Previous Question, the Chair will put the question, after which no member will be permitted to speak upon it.
- 12.15. The usual form of voting on any motion will be by the Chair calling for “yeas” and “nays”, and members indicating their choice by show of hands or, if provided, by electronic means; but any Council or Committee of Council member, before or after the vote can call for, a recorded vote with each members vote entered into the minutes.
- 12.16. No motion committing the Municipality to the expenditure of funds will be accepted by the Chair for the consideration of Council, unless there is unanimous consent of Council members present, except for matters arising from correspondence, Committee of Council or other reports, agenda items, notices of motions or other material circulated to Council members on or before the day before the meeting, and except for matters arising from a closed meeting.
- 12.17. A majority vote of those present will determine all questions arising in Council and a Committee of Council, except motions to approve a planning document and those requiring a two-thirds (2/3) vote.

- 12.18. The adoption of planning documents or amendment thereof by Council at Second Reading requires a majority vote of number of Council members elected, regardless of number present to achieve quorum. And only those members present during a public hearing are permitted to vote on the matter at which a public hearing was held.
- 12.19. The following motions require a two-thirds vote:
- a) to suspend the rules;
 - b) to limit or extend debate;
 - c) to amend or rescind something previously adopted;
 - d) to object to the consideration of the question; or
 - e) to close nominations.
- 12.20. Subject to the *Municipal Conflict of Interest Act*, all Council or Committee of Council members present including the Chair will vote on a motion and may not abstain.
- 12.21. A member of Council or Committee of Council who fails or refuses to vote on a motion is deemed to have voted in the positive.
- 12.22. In the event of a tie in a vote on a motion, the motion is determined in the negative.
- 12.23. Any notice of motion given by a Council or Committee of Council member for a subsequent meeting may, in the absence of the member giving such notice, be taken up by another member.
- 12.24. The following motions may bring a motion for consideration again:
- a) Take from the table – takes up the motion previously laid on the table;
 - b) Rescind – takes back a motion or policy; for a by-law this is called a repeal, a notice to rescind must be given at a previous meeting;
 - c) Amend something previously adopted – modifies a motion previously presented and adopted;
 - d) Discharge a committee – takes a matter sent to a committee back before a report has been presented;
 - e) Reconsider – allows reconsideration due to new information or situation so the true will of the members is acted on.
- 12.25. No motion can be reconsidered if the actions cannot be undone.
- 12.26. After any main motion has been decided, any Council or Committee of Council member who voted on the winning side may, after the decision has been announced from the Chair, but before adjournment of the meeting may give notice of an intention to move

reconsideration at the next meeting. The giving of such a notice operates as a stay or suspension of the decision.

- 12.27. In the event that Council or a Committee of Council member fails to give notice of reconsideration at the same meeting, the member will give notice in writing to the Clerk least 14 days prior to the next meeting but not thereafter, of Notice of Motion to reconsider the motion of a previous meeting, stating the reasons therefore, and if the motion for reconsideration is seconded, the same will be put to a vote after debate (unless it is an undebatable motion) and if carried, the question for reconsideration will then be read and disposed of.
- 12.28. No discussion of the main question will be allowed during the motion for reconsideration.
- 12.29. The following matters are not eligible for reconsideration:
- a) a motion approving the first or second reading of a by-law enactment, amendment or repeal;
 - b) a motion to decide on a matter which was the subject of a statutory hearing by Council;
 - c) a motion which is or was considered by the Committee of the Whole or the Planning Advisory Committee in substantially the same form in which it is being or will be considered by Council, irrespective of whether Council has adopted or rejected or may adopt or reject, the recommendation;
 - d) a matter which has already been reconsidered once;
 - e) a vote to reconsider; and
 - f) a motion to reconsider or rescind a motion approving the annual budget of the Municipality or a motion authorizing any legal proceedings.
- 12.30. Any rule concerning motions and voting may be suspended for a specific matter with a motion, passed by two-thirds (2/3) vote of Council or Committee of Council members present, stating the specific rule to suspend and the matter for which it is suspended.
- 12.31. A summary of the rules for common motions can be found in Appendix B.

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

- 13.1. A point of order asks the Chair to rule on or enforce the rules if a Council or Committee of Council member thinks the rules of this Policy have been broken.
- 13.2. A point of order does not need to be seconded but must specify which rule is being broken and must be decided upon before the subject under consideration is proceeded with.



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- 13.3. When a Council or Committee of Council member is called to order, the member will be seated and remain silent until the point is determined or until called upon by the Chair to be heard on the point of order.
- 13.4. A point of order is not debatable amongst other Council or Committee of Council members, unless the Chair invites discussion to assist in making a ruling. Where the Chair permits discussion on a point of order, no member will speak more than once.
- 13.5. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the meeting room pursuant to Sections 13.6 and 13.8, are not debatable but are appealable to Council or Committee of Council by any member. When an appeal is made of the decision of the Chair, the Chair will simply put the question, "Will the decision of the Chair be sustained?"
- 13.6. If a Council or Committee of Council member resists:
- a) the rules contained in this Policy;
 - b) willfully obstructs the business of Council or the Committee of Council;
 - c) disobeys the decision of the Chair, or of Council or Committee of Council on appeal, on any question of order or practice or upon the interpretation of the rules after being called to order by the Chair; or otherwise disrupts the meeting proceedings;
- the member may be ordered by the Chair to leave their seat.
- 13.7. If the Council or Committee of Council member refuses to leave the Council members seat, the Chair may, after majority vote is made to support the expulsion, order the member to be expelled and removed from the meeting room.
- 13.8. Such Council or Committee of Council member may, by vote of the members, later in the meeting or at a subsequent meeting be permitted to re-enter the meeting room and to resume participation in Council or Committee of Council business with or without conditions.
- 13.9. Persons who are not Council or Committee of Council members, staff, or invited guests of the Municipality will observe silence and order in the meeting room, unless given permission to speak. Any such persons disturbing the proceedings of Council or Committee of Council will be called to order by the Chair and, if they fail to comply, will be expelled and excluded from the meeting room by the Chair, provided that a majority vote will be required to sustain the expulsion.



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- 13.10. Such members of the public, by vote of the members, later in the meeting or at a subsequent meeting, may be permitted to re-enter the Council Chambers with or without conditions.
- 13.11. An order of the Chair to expel a person from the meeting room pursuant to Sections 13.6 and 13.8 of this Policy constitutes a direction from the Municipality to leave the premises for the purpose of the Protection of Property Act and other applicable laws.

14. In-Camera Meetings

- 14.1. Notwithstanding Section 3.1, Council or a Committee of Council may meet in-camera as per Section 22(2) of the Act, for the following reasons:
- a) acquisitions, sale, lease and security of municipal property;
 - b) setting minimum price to be accepted by the municipality at a tax sale;
 - c) personnel matters;
 - d) labour relations;
 - e) contract negotiations;
 - f) litigation or potential litigation;
 - g) legal advice eligible for solicitor-client privilege;
 - h) public security.
- 14.2. No decision will be made while in-camera except decisions on matters of procedure or to give direction to the CAO or Solicitor. All other decisions will be made during a public meeting.
- 14.3. The meeting decorum and rules of debate of Section 10 apply during an in-camera meeting.
- 14.4. A record which is open to the public will be made, noting the fact that Council or Committee of Council had met in-camera, the type of matter as set out in Section 22(2) of the Act, and the date, but no other information.
- 14.5. Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council. These meetings will be recorded electronically for accuracy in the minute taking process, **unless determined by Council to cease audio/video recording during the discussion.**
- 14.6. An agenda and documentation for the in-camera meeting will be provided to Council or Committee of Council members only, in a manner similar to Section 7 of this Policy or may

be handed out during the in-camera meeting. Such material will be deleted from the internal communication system or collected after the meeting.

- 14.7. Minutes of the in-camera meeting will be taken by the Clerk, or other responsible staff member, and approved at the next in-camera meeting of Council or Committee of Council. Such minutes and meeting packages will be securely kept and will not be subject to mandatory public disclosure unless required for Municipal, legal purposes pursuant to other regulatory requirements, or released by motion of Council or the Committee of Council.
- 14.8. The Mayor, Deputy Mayor, Chair, Solicitor, CAO or designate, or Clerk will have authority to brief one another or any member of Council or Committee of Council who is absent from the closed session.

15. Setting Direction

- 15.1. To practice good governance and ensure that decisions are made in the best interest of the Municipality, businesses and residents; decisions should be assessed through the lenses of property, environment, economics, social and public opinion before recommending an action or making a decision. Appendix C has further details on the decision-making lenses.
- 15.2. Council may set direction and make decisions through resolutions, policies and by-laws. Committees of Council may make motions recommending a direction, policy, or by-law to Council.
- 15.3. The process to approve a resolution at a Council meeting does not require notice or public consultation. A motion becomes a resolution upon approval.
- 15.4. Approval of Policies:
- a) The process for Council to approve a policy requires seven (7) days notice to all Council members but does not require public consultation. Notice may be given in one of the following manners:
 - i. Through a notice of motion regarding the policy at a Council meeting for approval at the next Council meeting, provided there are at least seven (7) days between meetings;
 - ii. Through a recommendation from Committee of the Whole to Council, provided there is at least seven (7) days between the meetings;
 - iii. Through a recommendation from Planning Advisory /Heritage Advisory Committee to Council, where such notice will be emailed to Councillors at least seven (7) days before the meeting.

- 15.5. Approval of By-laws and Planning Documents:
- a) The process for Council to approve a by-law, other than a planning document, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 168 (2) of the Act.
 - b) The process for Council to approve a planning document or amendment thereof, after the requirements of the public participation program for planning documents have been met, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 206 of the Act.
 - c) Council will receive no new information regarding the by-law or planning matter once a public hearing is complete.
 - d) Only the Council members present at the Public Hearing may vote on the Second Reading of the by-law and planning document.
- 15.6. Public Hearings are separate meetings which are held immediately before the Council meeting at which the Second Reading of the by-law or planning document is held. The agenda for the Public Hearing will be similar to the following:
- a) Overview of by-law or planning document to be approved – by staff
 - b) Owner or Developer Presentations (if applicable)
 - c) Written Submissions in Favour or Against
 - d) Questions or Comments from the Public in Favour or Against
 - e) Concluding Remarks
- 15.7. Council may reverse a resolution or policy through a motion to rescind or repeal in the same manner it was created. The process to reverse a by-law is to create a new by-law stating the repeal.
- 15.8. The resolution, policy or by-law to be rescinded or repealed:
- a) will have been approved at a previous Council meeting, and
 - b) will not have been carried out to the extent that it is too late to undo for the future.

16. Receiving Public Input

- 16.1. Council and Committees of Council members may obtain public input and opinions from residents in the following manner:
- a) speaking with a resident directly;
 - b) at public consultation and information meetings;
 - c) during Public Hearings;

- d) through formal presentation during meetings, requests which have been received by staff may be placed on the meeting agenda and approved by the Chair, prior to the meeting;
- e) during the allotted twenty (20) minutes of Public Participation on the Committee of the Whole Agenda. A member of the public may speak for a maximum of five (5) minutes each during this period;
- f) through formal petitions and written applications to Council.

16.2. Petitions and applications to Council will be:

- a) legibly written or printed on paper;
- b) will have endorsed upon it the name, address and signature of one or more petitioners, applicants or required persons, and the substance of the matter contained in it.
- c) be presented by a Council member or staff member who will inform Council of the contents and ask permission of Council for it to be read on behalf of petitioners;
- d) Council may decide to hear a summary of a petition or written application in lieu of hearing the reading of the entire petition or written application.

17. Committees

- 17.1. The Council of the Municipality may establish Committees of Council for various matters.
- 17.2. Committees of Council are advisory in purpose and may only make recommendations to Council for final approval and action, unless otherwise enabled under this Policy or by Provincial Legislation.
- 17.3. In addition to the Committee of the Whole, the following Committees of Council are here by established and details of the establishment can be found in the respective appendix to this Policy:
 - a) Accessibility Advisory Committee – Appendix D
 - b) Audit Committee – Appendix E
 - c) Davidson Lake Watershed Committee - F
 - d) French Mill Brook Watershed Advisory Committee – Appendix G
 - e) Fences Arbitration Committee – Appendix H
 - f) Repealed
 - g) Repealed
 - h) Mill Lakes Watershed Advisory Committee – Appendix J
 - i) Planning Advisory/Heritage Advisory Committee – Appendix K
 - j) Municipal Climate Change Action Plan Committee – Appendix L
 - k) Diverse and Inclusive Communities Committee – Appendix M

l) Police Advisory Board – Appendix N

- 17.4. Council may also form Committees of Council as required under a by-law or agreement approved by Council.
- 17.5. Council may agree to participate in external boards and committees which are established by the Province, legal agreement or is of significant interest to the Municipality.
- 17.6. Council will not be bound by the by-laws or articles of incorporation adopted by an external committee or board providing for the appointment of a member to the committee or board.
- 17.7. Council agrees to participate in the following external boards and committees:
 - a) Annapolis Valley Regional Library Board
 - b) Hants County Residence for Senior Citizens Board
 - c) Landfill Liaison Committee
 - d) Region 6 Solid Waste Management Board
 - e) Valley Communication Fibre Network
 - f) Valley Regional Enterprise Network
 - g) Highway 101 Twinning Community Liaison Committee
- 17.8. Councillors are elected to various committees and boards every two (2) years, or as required by other legislation, policies or agreement, at the November Council meeting to ensure there are no interruptions in the November committee meeting dates. These appointments will take effect November 1st, unless otherwise stated within the Terms of Reference outlined within a committee. For clarification, the first appointment after April 1, 2020 will be in November 2022. The number of Councillors to be elected:
 - a) for Committees of Council one (1) or more Councillors may be elected in accordance with the Committee structure set by Council;
 - b) for external boards and committees, one (1) Councillor and one (1) alternate Councillor may be elected.
- 17.9. The election of Councillors to various committees and boards will be conducted in similar manner as the election of Deputy Mayor in Section 6.
- 17.10. Councillors not elected to a Committee of Council or external committee or board will not be permitted to participate in the committee debate or the vote; but are authorized to make comments, presentations, and participate in the committee meeting, to the extent authorized by the Chair.



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

18. Conferences and Training

- 18.1. Up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Spring conference held by the Nova Scotia Federation of Municipalities (NSFM). And, up to six (6) Council members plus Mayor (and their spouses), and the CAO

(or delegate) may attend the Fall conference held by the NSFM; however, will be based on opportunity. The schedule of attendance will be revisited annually to promote fairness.

- 18.2. Annually, Council will approve participation in a conference held by the Federation of Canadian Municipalities (FCM), including the number of Council and staff members to participate through the provision of funding during budget deliberations.
- 18.3. Councillors may attend and be reimbursed for other related training opportunities with prior approval of Council.
- 18.4. Remuneration for conferences and training will be in accordance with the Remuneration Policy.
- 18.5. There will be an annual budgeted amount for Committees of Council members to attend conferences relevant to the committee in which they are appointed. This may include up to one resident member per Committee of Council.
- 18.6. The CAO will be responsible for promoting conference and professional development opportunities and for devising a system ensuring overall fairness for the opportunity to attend.

19. Repeal

- 19.1. The following policies of the former Municipality of the District of West Hants are hereby repealed effective April 1, 2020:
 - a) The Council Procedural Policy, COGE-003.00, dated February 14, 2017 as amended to September 10, 2019;
 - b) Audit Committee Policy, COFN-007.00, dated May 8, 2018;
 - c) Policy Establishing Davidson Lake Watershed Advisory Committee, COPW-003.00, dated December 8, 2015 as amended to June 12, 2018;
 - d) Establishment of the Falmouth Watershed Advisory Committee Policy COPW-002.00, dated February 13, 2018 as amended to June 12, 2018;
 - e) Policy to Establish the Fences Arbitration Committee, COGE-008.00, dated June 12, 2018;
 - f) Policy Establishing West Hants Planning Advisory Committee, COPL-006.00, dated December 11, 2018; and
 - g) Policy Establishing the Hantsport Area Advisory Committee, COPL-005.00.
- 19.2. The following policies of the former Town of Windsor are hereby repealed effective April 1, 2020:
 - a) Meeting Attendance via Video/Virtual Policy dated September 26, 2017;

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- b) Appointment of Deputy Mayor Policy dated November 25, 2014; and
 - c) Audit Committee Policy dated November 28, 2017.

20. Related Legislation, Policies, Procedures

20.1. The following is a list of related legislation, policies and procedures:

- a) Municipal Government Act
- b) Municipal Conflict of Interest Act
- c) Freedom of Information and Protection of Privacy Act
- d) Protection of Property Act
- e) Robert's Rules of Order

APPENDIX A
Report Form

WEST HANTS REGIONAL MUNICIPALITY REPORT

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

Submitted by: _____
(Name and Title)

Date: _____ (Date)

Subject: _____ (Title or Subject of Report)

LEGISLATIVE AUTHORITY

(State where ability for consideration comes from if applicable)

RECOMMENDATION or DECISION REQUEST

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

BACKGROUND

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

DISCUSSION



WEST HANTS REGIONAL MUNICIPALITY
MEETING AND COMMITTEE PROCEDURAL POLICY

RCOGE-003.00

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

NEXT STEPS

(State what will be done next if anything.)

FINANCIAL IMPLICATIONS

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

ALTERNATIVES

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

ATTACHMENTS

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

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

Report Prepared by: _____
(Name and Title)

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)



APPENDIX B

Rules of Common Motions

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

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



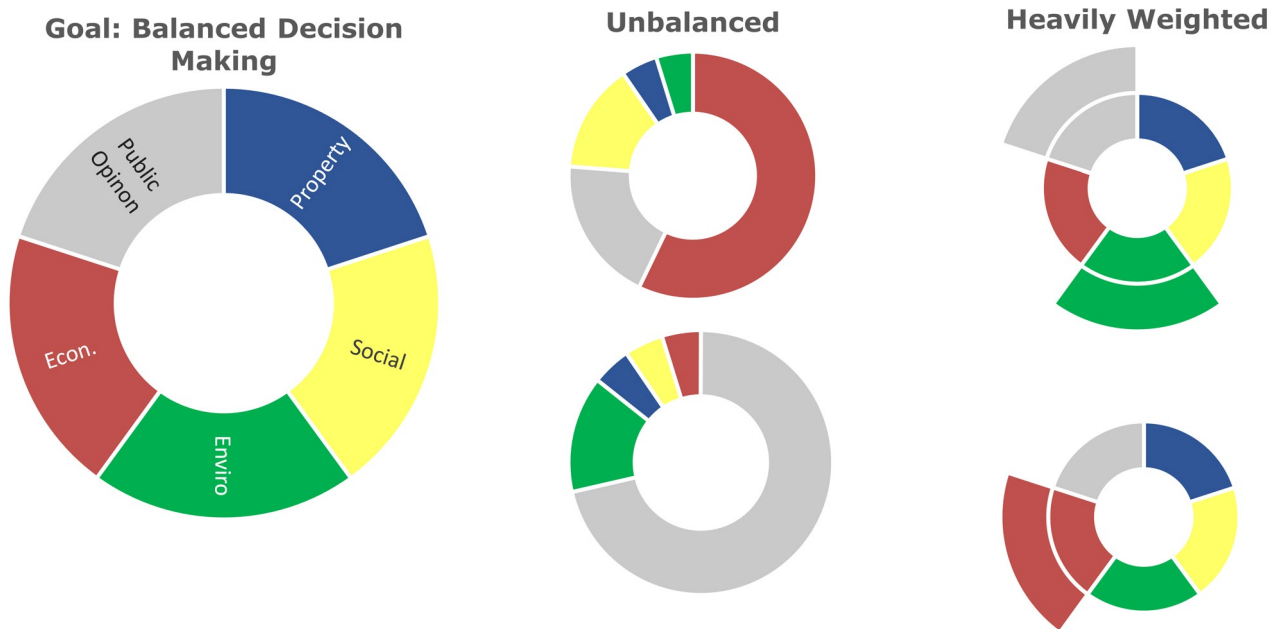
Main	Original Motion	Yes	Yes	Yes	Majority	Yes	No
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APPENDIX C

Decision Making by Council and Committee of Council

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

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



APPENDIX D

Accessibility Advisory Committee

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

- 3.1. In Appendix D,
- a) “AAC” means the Accessibility Advisory Committee of the Municipality;
 - b) “Act” means the *Accessibility Act*;

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

4. COMMITTEE COMPOSITION

- 4.1. The AAC will consist of a minimum of seven (7) members as follows:
 - To a two-year term – One (1) members of Council and One (1) Alternate
 - To a two-year term – No less than Four (4) Resident members
 - To a three-year term – No less than Two (2) Resident members.
- 4.2. Resident members will not be members of Council or employees of the Municipality.
- 4.3. At least one half of the members of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.
- 4.4. If a member vacates AAC for any reason at any time before that member’s term would normally expire, Council will promptly appoint a new member to the Committee to hold office for the unexpired term.
- 4.5. The Chair and Vice-Chair will be appointed annually by the members of AAC.

5. MANDATE AND RESPONSIBILITIES

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



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- persons with disabilities;
- c) Review and monitor existing and proposed Municipal by-laws to promote full participation of persons with disabilities, in accordance with the Act;
 - d) Identify and advise on the accessibility of existing and proposed municipal services and facilities;
 - e) Advise and make recommendations about strategies designed to achieve the objectives of the Municipality's Accessibility Plan;
 - f) Receive and review information directed to it by Council and its committees, and to make recommendations as requested;
 - g) Monitor Federal and Provincial government directives and regulations; and,
 - h) Host community consultations related to accessibility in the Municipality.

6. ADMINISTRATION

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

APPENDIX E

Audit Committee

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

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

4. COMMITTEE COMPOSITION

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

5. DUTIES AND RESPONSIBILITIES

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

- c) Review with Management the adequacy of internal controls.
- d) Review with Management annually risk management practices including insurance coverage.

6. ADMINISTRATION

- 6.1. Meetings of the Audit Committee will be held at least quarterly. Additional meetings may be necessary to review items relating to the audit and will be called by the Chair.

APPENDIX F

Davidson Lake Watershed Advisory Committee

1. PREAMBLE

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

2. DEFINITIONS

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

3. PURPOSE

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

4. ROLE OF THE DAVIDSON WATERSHED ADVISORY COMMITTEE

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

5. COMMITTEE COMPOSITION

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

6. ADMINISTRATION

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

APPENDIX G

French Mill Brook Watershed Advisory Committee

1. PREAMBLE

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

2. DEFINITIONS

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

3. PURPOSE



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

4. ROLE OF THE FRENCH MILL BROOK WATERSHED ADVISORY COMMITTEE

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

5. COMMITTEE COMPOSITION

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

6. ADMINISTRATION

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

APPENDIX H

Fences Arbitration Committee

1. PURPOSE

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

2. DEFINITIONS

- 2.1. In Appendix H,
- a) "Act" means the Fences and Detention of Stray Livestock Act, as amended from time to time;

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

3. FORMATION OF THE FENCES ARBITRATION COMMITTEE

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

4. DUTIES

- 4.1. The Committee will perform the duties as required by and in accordance with the Act, which include but not limited to:

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

5. CONFLICT

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

APPENDIX I

Repealed

APPENDIX J

Mill Lakes Watershed Advisory Committee

1. PREAMBLE

- 1.1. The Mill Lakes Watershed supplies the reservoir from which the Windsor Water Utility, operated by the Municipality, withdraws water. The Windsor Water Utility currently supplies water to the community of Windsor and the Three Mill Plains Water Utility.

The Three Mile Plains Water Utility services communities of Three Mile Plains, Currys Corner, Garlands Crossing, and Wentworth Creek.

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

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

2. DEFINITIONS

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

3. PURPOSE

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

4. ROLE OF THE MILL LAKES WATERSHED ADVISORY COMMITTEE

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

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

5. COMMITTEE COMPOSITION

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

6. ADMINISTRATION

- 6.1. A quorum for the Committee will be five (5) members; of which two (2) must be a Landowner Representatives and one (1) must be a Councillor.
- 6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Committee to the Committee of the Whole. The Committee Chair will be elected every two years on even numbered years by the Committee.
- 6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.

- 6.4. All Landowners are welcome to attend Committee meetings as observers.
- 6.5. A General Meeting of landowners may be called every two (2) years at the discretion of the Committee.
- 6.6. Administrative services for the Committee will be provided by the Municipality.
- 6.7. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX K

Planning Advisory/Heritage Advisory Committee

1. PURPOSE

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

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

2. DEFINITIONS

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

3. COMMITTEE COMPOSITION

- 3.1. The PAC/HAC will be established under the following terms:
 - a) The Committee will consist of ten (10) members as follows:
 - Three (3) resident members from the former Municipality of West Hants area (excluding Hantsport) who are not Council members or Municipal Employees, two (2) resident members from the community of Hantsport who are not Council members or Municipal Employees, two (2) resident members from the community of Windsor who are not Council members or Municipal Employees and three (3) members of Council.

4. ADMINISTRATION



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

APPENDIX L

Climate Action ~~Municipal Climate Change Action Plan (MCCAP)~~ Committee

1. PURPOSE

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

2. DEFINITIONS

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

3. COMMITTEE COMPOSITION

- 3.1. The Committee consists of ten (10) members:
 - Three (3) Councillors;
 - Two (2) resident members, who are not members of Council
 - Chief Administrative Officer or designate;
 - Director of Public Works or designate;
 - Director of Planning and Development or designate;
 - Director of Community Development or designate;
 - Protective Services Manager or designate.
- 3.2. Each Councillor, appointed by Council, serves on the Committee for a designated term. Members are eligible for reappointment.

- 3.3. Designates and alternates are at the discretion of the Chief Administrative Officer.

4. ADMINISTRATION

- 4.1. The Chair and the Vice-Chair are elected by a majority of the members. Those persons elected hold office for a one-year term.
- 4.2. The Chair of the Committee acts as the liaison in providing recommendations to Council, as required from time to time.
- 4.3. The duties and procedures of the ~~MCCAP~~ Climate Action Committee will be as set out in the relevant Terms of Reference for the ~~MCCAP~~ Climate Action Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.

APPENDIX M

Diversity and Inclusive Communities Committee

1. MANDATE

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

2. PURPOSE

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

3. DEFINITIONS

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

4. COMPOSITION



- 4.1 The Committee will consist of ~~seven (7)~~ eight (8) voting members to ensure all perspectives are represented ~~and side in a tie breaking scenario that promotes progression without uncertainty~~ and ten (10) non-voting supporting members as follows: ~~Seven (7)~~ Eight (8) citizen members of diverse race and ethnicity (including, but not limited to those from the African Descent, Acadian, Glooscap First Nation, Indigenous, 2LGBTQIA+, Senior, Youth, and Newcomers' communities) (voting)
- One (1) Supporting and Promoting Equality in our Communities (SPEC) Community Group Representative (non-voting)
 - One (1) RCMP Representative (non-voting)
 - One (1) Community Health Board Representative (non-voting)
 - Six (6) non-voting staff members appointed by the Chief Administrative Officer (non-voting)
 - One (1) Councillor and one (1) Alternate (non-voting)

5. ADMINISTRATION

- 5.1. A Chair and Vice-Chair will be elected bi-annually based upon the date of the Committee establishment.
- 5.2. Citizen committee members will serve a two (2) year term.
- 5.3. Resident Members may be reappointed for a maximum of three (3) terms.
- 5.4. Citizen Committee members will be provided remuneration in accordance with the Council Remuneration Policy.
- 5.5. Administrative services for the Committee will be provided by the Municipality.
- 5.6. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX N

Police Advisory Board Committee

1. PURPOSE

- 1.1 The purpose of the Police Advisory Board Committee is to provide advice to Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the Municipality. The Advisory Board does not, however, exercise

jurisdiction relating to the complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.

2. DEFINITIONS

- 2.1. In Appendix N
- a) “Municipality” means the West Hants Regional Municipality
 - b) “PAB” means the Police Advisory Board

3. COMPOSITION

- 3.1 The Police Act of NS – Section 57 - Establishment and composition of Police Advisory Boards, and Section 68(1) – Function of Advisory Board

The Committee will consist of five members:

- (a) two members of council appointed by resolution of the council;
- (b) two members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
- (c) one member appointed by the Minister.

4. ADMINISTRATION

- 4.1. Each Councillor, appointed by Council, serves on the Committee for a designated term (2 years). Members are eligible for reappointment.
- 4.2. A Chair will be elected bi-annually, with the next appointment commencing November 2024.
- 4.3. Citizen and Council committee members will serve a two (2) year term.
- 4.4. Citizen Committee members will be provided remuneration in accordance with the Council Remuneration Policy.
- 4.5. Administrative services for the Committee will be provided by the Municipality.
- 4.6. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.
- 4.7. Meetings will be held at least quarterly.

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

Deanna Snair
Municipal Clerk

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



Description: Amended Policy to remove the Hantsport and Windsor Area Advisory Committee, change the membership of Planning Advisory / Heritage Advisory Committee, and change the definition of “Municipality” within the Appendices.

Fourth Amendment

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

Fifth Amendment

<i>Notice to Council:</i>	June 14, 2022
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<i>Approval:</i>	June 28, 2022
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Description:

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

Sixth Amendment

<i>Notice to Council:</i>	July 12, 2022
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<i>Approval:</i>	<i>July 26, 2022</i>
<i>Description:</i> • Amend the Policy to make the necessary changes to the minute taking process to add presentation points and timestamps to the reports in the official minutes. • Amend the Policy such that “all topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon three (3) business days before a regular scheduled meeting.	
<i>Seventh Amendment</i>	
<i>Notice to Council:</i>	<i>September 13, 2022</i>
<i>Approval:</i>	<i>September 27, 2022</i>
<i>Description:</i> Amend Appendix K, section 3.1 to read “ the committee will consist of 10 members as follows: 3 resident members from the former Municipality of West Hants area (excluding Hantsport) who are not council members or municipal employees, 2 residents from the community of Hantsport who are not council members or municipal employees, 2 resident members from the community of Windsor who are not council members or municipal employees and 3 members of Council.	
<i>Eighth Amendment</i>	
<i>Notice to Council:</i>	<i>October 11, 2022</i>
<i>Approval:</i>	<i>October 25, 2022</i>

Description:

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

Ninth Amendment

Notice to Council:

January 10, 2023

Approval:

January 24, 2023

Description:

- Amend Section 1.3 (j) to include the definition of "Electronic means". The use of any technology that enables the public and all meeting participants to see and hear each other as the meeting is occurring."
- Amend Section 5.8 to read "A Council meeting or Committee meeting may be conducted by electronic means pursuant to Section 19A (1) of the MGA."
 - a) One or more Council or Committee members participating in a meeting by electronic means is deemed to be present at the meeting for purposes of quorum and voting.
 - b) Except as provided in section 5.8, all attempts will me made for Council or Committee members to attend Meetings in-person.
 - c) Council or Committee member will provide sufficient notice to the Chair or Clerk (prior to the meeting) of the circumstances that prevent them from attending the meeting in person. This notice

should clearly indicate that the circumstances are beyond the control of the Council or Committee member, and that all reasonable efforts have been made to resolve the situation so that they are able to attend the meeting in-person. d) It is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location; e) If used during a closed meeting, the member will ensure confidentiality is maintained at all times; f) Every intention will be made that no Councillor or resident member participates by electronic means in no more than four (4) regularly scheduled meetings per year; with the awareness that emergencies occur. g) The Councillor, resident member or members of the public does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation; • Amend Section 7.7 and 7.8 to read as 5:00 p.m. • Amend Section 7.10 to add “and the majority of Council accept the report” • Amend Section 7.11 to read as “Late additions to the agenda will be accepted if approved by the majority of Council at the meeting.” • Amend Section 7.12 to include “once approved by the majority of Council.” • Amend Section 9.12 to read as “electronic means” and remove audio and video. • Amend Section 10.14 to read as “For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of two (2) formal presentations at any Committee of the Whole meeting, it will be at the discretion of Council to approve presentations at Council meetings.” • Amend Section 14.5 to include “These meetings will be recorded electronically for accuracy in the minute taking process.” • Amend Appendix D, Section 4.1 to include “and One (1) Alternate.” • Amend Section 17.3 to include the Police Advisory Board (PAB). • Amend the Policy to include an Appendix N, for the Police Advisory Board. • Amend Section 17.7 to include the Highway 101 Twinning Community Liaison Committee (CLC)	
Tenth Amendment	
Notice to Council:	<i>January 9, 2024</i>
Approval:	<i>January 23, 2024</i>



Description:

- Amend Section 9.4 to include “Informational sessions hosted by the Municipality will be recorded using audio and video equipment to accurately reflect information sharing. These meetings will be later uploaded to the Municipal Facebook page for transparency. No written minutes will be available for these meetings”.
- Amend Section 14.5 to include the wording “unless determined by Council to cease audio/video recording during the discussion”.

Amend Appendix D Committee Composition

- The AAC will consist of a minimum of seven (7) members as follows:
- Add the wording “No less than” to Resident members

Amend Appendix L

- Committee name changed from Municipal Climate Change Action Plan (MCCAP) to Climate Action Committee.
- Amend Section 1.1 to read as “The Climate Action Committee provides a forum for all municipal departments and Council representatives to work co-operatively on implementing and evaluating the adaptation and mitigation actions outlined in the Climate Action Plans of the Municipality. These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impact of climate change”.
- Remove Section 2(a) “MCCAP Committee” means the Climate Action Plan Committee.
- Amend Section 4.3 to remove “MCCAP” wording and replace with Climate Action.

Amend Appendix M

- Amend Section 4.1 to read as the Committee will consist of eight (8) voting members to ensure all perspectives are represented and removing the wording “and side in a tie breaking scenario that promotes progression without uncertainty”.
- 5.7. Add Section 5.3 “Resident Members may be reappointed for a maximum of three (3) terms”.