



WEST HANTS REGIONAL MUNICIPALITY
Regular Meeting of Council Agenda **AMENDED**

September 22, 2020 - 6:00 p.m.

In-Person at Sanford Council Chambers, 76 Morison Drive, Windsor, NS
Also held Via Zoom and Facebook Livestreamed

1. Call to Order
2. Roll Call
3. Announcements
 - a) Carnegie Medal Presentation to Mr. Mike Barkhouse
4. Approval of the Agenda, including additions or deletions
 - a) Dashboard – Action Items
5. Declaration of Conflict of Interest
6. Approval of Previous Meeting Minutes
 - a) 2020-07-28 Council Meeting minutes
 - b) 2020-07-28 Public Hearing minutes – Municipal and School Board Elections Voting By-law RE-001
 - c) 2020-07-28 Public Hearing minutes – PID # 45038510 Ski Martock Rd. Land Use By-law Amendment
 - d) 2020-08-18 Special Council Meeting minutes
7. Presentations
 - a) Alyson Bremner and Nicholas Juurlink, Linked Farms – Future of Food Production
 - b) Dean Manning, Great Falmouth Dyke Marsh Body – Status of the Avon River
 - c) **Marc Almon and Alexis Cormier, Avondale Artist Village Project**
8. Unfinished Business/Postponed Motions
 - a) Avon River Causeway / Aboiteau (Hwy. 101 Twinning) – Standing Item
 - b) Hantsport Fire Station Design-Bid-Build and Hantsport Food Bank – Recommendation Report
9. Public Hearings
 - a) **Ski Martock Rd Land Use By-Law Amendment PID 45038510 – Public Hearing and Second Reading**
 - b) **Building Code Act By-Law – Public Hearing and Second Reading**
 - c) **Repeal of the Minimum Standards By-law – Public Hearing and Second Reading**
10. Mayor's Report
11. Committee of Council Recommendations
 - a) Committee of the Whole Excerpts – September 08, 2020
 - i. Post-consolidation Funding List
 - ii. Windsor Curling Club Funding Request (and additional grant capacity)
 - iii. Development Officer Appointment of Madelyn LeMay
 - iv. Appointments of Required Fire Officials

- v. Sidewalks/Paths Infrastructure
- vi. Replace/Install Septic Systems Loan Program and Water
- vii. Restaurants/Mobile Canteens Review
- viii. Racial Profiling Assertion
- ix. Pedestrian Signage and Barriers
- x. Sam Slick Monikors Removal

- b) Planning Advisory Committee
 - i. Fire Systems Inspection Policy – Recommendation Report
 - ii. Civic Addressing By-law RC-001 First Reading – Recommendation Report
 - iii. Cannabis in Hantsport First Reading – Recommendation Report

12. Councillor Municipal Business Reports - None

13. Correspondence

- a) Avon River Aboiteau/Hwy 101 Twinning Correspondence Log
- b) Nicholas Juurlink and Alyson Bremner (Sept. 8, 2020) – Concerns for the future of the Avon
- c) Tasha Rogers (Sept. 8, 2020) – Avon River Confluence – Bridges Back on the Table
- d) Falmouth Community Hall (Sept. 22, 2020) – Financial Support
- e) Karen Lynch (Sept. 22, 2020) – Glyphosate Spraying

14. New Business

- a) Speed Radar Signs and Communication – Agenda Request Form
- b) 2020 Portable Gensets Tender Award – Recommendation Report
- c) Grants Capacity and Contributions 2020 cont. – Recommendation Report
- d) West Hants Sports Complex Walking Track Surface – Decision Request Report
- e) Community Liaison Committee (Hwy. 101 Twinning) - Council-member Appointment – Draft recommendation

15. In-Camera

16. Next Meeting Date / Adjournment

<u>Matter</u>	<u>Meeting</u>	<u>M/D</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status</u>	<u>Resp.</u>
WH Ground Search & Rescue (20200309) - Surplus REMO Trailer Donation	COTW	D	2020-04-14			
J-Class Roads -write letter expressing interest in program	COTW	D	2020-04-14			
Land Matter	COTW (IC)	D	2020-04-14			CAO
Internet Access Business Plan - CAO to initiate process for dev of a business plan to present to Council (may req. consultation with market/industry experts for the delivery of high- speed internet access for WHRM residents. (Cross-ref with 2020-09-08 COTW direction)	Council	M	2020-04-28			CAO
Naming of Regional Municipality - change name	Council	M	2020-04-28		with Prov.	CAO/Fin
Sewer Billing Review - Staff explore what the sewer rates would be if sewer util. fees were put back on the taxes. (Tabled until after budget) (Also at 2020-04-14 COTW mtg)	COTW	M	2020-05-12	2020-12		CAO/Fin
Asset Mgmt Policy (Strategic Sustainability) - Strategic Sustainability Plan is needed	COTW	D	2020-05-12	2020-12		PW
Avon River Causeway (Aboiteau/Hwy. 101 Twinning) - CAO to initiate process for financial evaluation which may include feasibility study on potential economic opportunities that exist with each of the causeway/aboiteau options being considered with Hwy. 101 twinning proj. (Table motion until after Community Liaison Committee (CLC) meets)	COTW	M	2020-05-12	2020-10 COTW		CAO

<u>Matter</u>	<u>Meeting</u>	<u>M/D</u>	<u>Start Date</u>	<u>Deadline / Update</u>	<u>Status</u>	<u>Resp.</u>
Branding for Region - proceed with Branding project	Council	M	2020-05-26	2021-01		CAO
FCM Municipal Asset Mgmt Funding Program - Staff to apply for grant opportunity from the FCM's program for Asset Mgmt System Implementation	Council	M	2020-05-26			
RCMP (Policing) - Staff explore other policing models to determine best cost per officer including all overhead costs. A review will be needed and if changing models, one-year notice would need to be given	COTW	D	2020-06-01	2021-02		CAO
Blended Rates (restructuring of existing tax rate) - Staff and council to review over the next year.	COTW	D	2020-06-01	2020-12		CAO/Fin
Cost-Share Agreement Exit 7 Hwy 101 (Water/Sewer Main Crossing) - Execute Agreement with Prov. NS	Council	M	2020-06-23			
Low Income Partial Tax Exemption - Staff to develop policy	Council	M	2020-06-23			
PID 45245578 and portions of 45182797, 45245560, 45245552, 45184025, and 45182904 - purchase as per Letter of Offer presented at 2020-06-09 COTW in-camera	Council	M	2020-06-23			CAO
Hants West Property Owners Assoc (POA) - staff meet with POA reps to review/explain process and costs involved with current service and discuss possible changes.	COTW	D	2020-07-14	2020-09		CAO/Fin

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Avon River Causeway (Aboiteau/Hwy. 101 Twinning) - CLC plans to hold another meeting after aboiteau design is drafted; Municipal staff will request a meeting sooner	COTW	D	2020-07-14	2020-09		CAO
Reallocation of Hantsport Post-Transitional Funds - Staff to write letter to Minister of Mun. Affairs requesting reallocation	COTW	M	2020-07-14	2020-09		Fin
Highland Ave Cul-de-Sac - Survey for property boundaries to be confirmed and considerations for affected landowner are being determined.	COTW	D	2020-07-14			PW
Avon River Causeway (Aboiteau/Hwy. 101 Twinning) - Mayor reach out to First Nations Community for their position	Council	M	2020-07-28			Mayor
Avon River Causeway (Aboiteau/Hwy. 101 Twinning) - Invite NSTIR, Dept. Fisheries & Oceans, Dept. of Agr. To make presentation at Sept. COTW on project status	Council	M	2020-07-28	2020-10	with Prov.	CAO
Avon River Causeway (Aboiteau/Hwy. 101 Twinning) - Council send letter to NSTIR re. WHRM is not body for decision-making re. Avon River and trust their decisions re. waterflow and fish passage infrastructure.	Council	M	2020-07-28			
Hantsport Fire Station Design Services Tender Award - Award tender	Council	M	2020-07-28			PW
Hantsport Fire Station Design - staff explore a space in Hantsport for a community space and warming centre	Council	M	2020-07-28	Add info report at 2020-09 Council agenda		PW

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Diversity & Inclusion Committee - establish committee and policy for consideration	Council	M	2020-07-28	2020-10		CAO
J-Class Roads - how was list determined and what was decided/confirmed?	COTW	D	2020-09-08	2020-09-22 Council mtg		CAO
Rural Internet - CAO to remain informed on Develop NS projects and keep council advised	COTW	D	2020-09-08	On-going		CAO
Rural Internet - Send 'heatmap' survey to WHRM residents asking if they have internet	COTW	D	2020-09-08	2020-11		CAO
Internet Access Business Plan - Keep as standing COTW agenda item and monitor Develop NS projects to see if WHRM needs to establish its own strategy/plan (Also see 2020-04-28 Council motion)	COTW	D	2020-09-08	On-going		CAO
Post-consolidation Funding - CAO to write Prov. With capitol proj. list totaling \$12,842,922.00 (which incl \$3 million for rural internet)	COTW	M	2020-09-08	2020-09 (after Sept. Council mtg)		CAO
Windsor Curling Club (Funding Req) - Staff review grant funding capacity for additional requests and provide report to Council.	COTW	M	2020-09-08	2020-09-22 Council mtg		Fin
James Salter (Funding Req) - Resurrection of wooden statue. Staff to meet with Mr. Salter re proposed project cost(s) and meet with Hantsport Fire Dept. to discuss potential preservation options & report back.	COTW	D	2020-09-08	2020-10-13 COTW		CAO
Sidewalk/Paths Infrastructure - Saff to review existing AT studies/plans/policies to see about potential projects and report back.	COTW	M	2020-09-08	2020-10-13 COTW		Comm. Dev

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Septic Systems (replace/install) - Staff reach out to DMA and other muns as to feasibility and include water along with septic. Report back.	COTW	M	2020-09-08	2020-10-13 COTW		Fin
Restaurants/Mobile Canteens - Staff review existing by-laws/policies/fees (incl sidewalk cafes and mobile vending units). Report to include info on location permissions as well as comparable fees in our region for similar services along with any recommended changes.	COTW	M	2020-09-08	2020-12		CAO
Racial Profiling Assertion - Staff write letter to local RCMP as reminder of our collective stance against racism; that we seek to dismantle it in our communities and that we do not condone or endorse the use of racial profiling as part of the work that we collectively undertake.	COTW	M	2020-09-08	2020-09 (after Sept. Council mtg)		CAO
Racial Profiling Assertion - Refer complainant to RCMP Complaint Form.	COTW	M	2020-09-08	2020-09 (after Sept. Council mtg)		CAO
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.	COTW	M	2020-09-08	2021-01-12 COTW		PW/Comm. Dev
Sam Slick Monikors - Remove wire icons and Sam Slick-like wind vane	COTW	M	2020-09-08	2020-09	one wind vane left on gazebo to remove	PW

M - Motion
D - Direction/Discussion

**West Hants Regional Municipality
Dashboard (Action List) 2020/21**

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

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Sam Slick Monikors - Staff write a letter of apology to the individual who identified the racist nature of the illustration as well as provide an apology for the mis-characterization of the illustration that has been allowed to circulate uncorrected and unchallenged for the last 10+ yrs	COTW	M	2020-09-08	2020-09 (after Sept. Council mtg)		CAO

INTRODUCTION

- NICHOLAS JUURLINK AND ALYSON BREMNER
- LINKED FARMS- FALMOUTH
 - CATTLE – BEEF AND DAIRY HEIFERS
 - CHICKENS
 - FIELD CRIOPS
 - STRAWBERRIES
 - SWEET CORN
 - OTHER



Concisely share
why freshwater is
so important

Give a picture of
how amazing and
productive the
Avon Valley is.

OBJECTIVES

FORM NO. R.R.-2

DOMINION OF CANADA

Temporary War Ration Card Rationnement de Guerre Carte Temporaire

Serial No. **WR 126818**
No. de série

Name *McLean C. Chase*
Nom (Last Name—Nom de famille) (First Name(s)—Prénom(s))

Address *Falton St*
Adresse *Box 158 Maudstone* *Can*
Number—Numéro Street—Rue City—Cité County—Comté

Age if under 16 yrs.
Âge, au-dessous de 16 ans

Issued by The Wartime Prices and Trade Board
Émis par La Commission des prix et du commerce en temps de guerre

HOW
MANY
WITH US
HAVE NOT
EATEN
TODAY?



HOW MANY OF YOU HAVE EVER
GONE WITHOUT FOOD OR
SUBSTANCE?



WHO COULD BELIEVE IN THE YEAR 2020, WE WOULD BE HIT BY A MAJOR VIRUS CALLED COVID 19 AND PARALYZE LIFE AS WE KNOW IT?

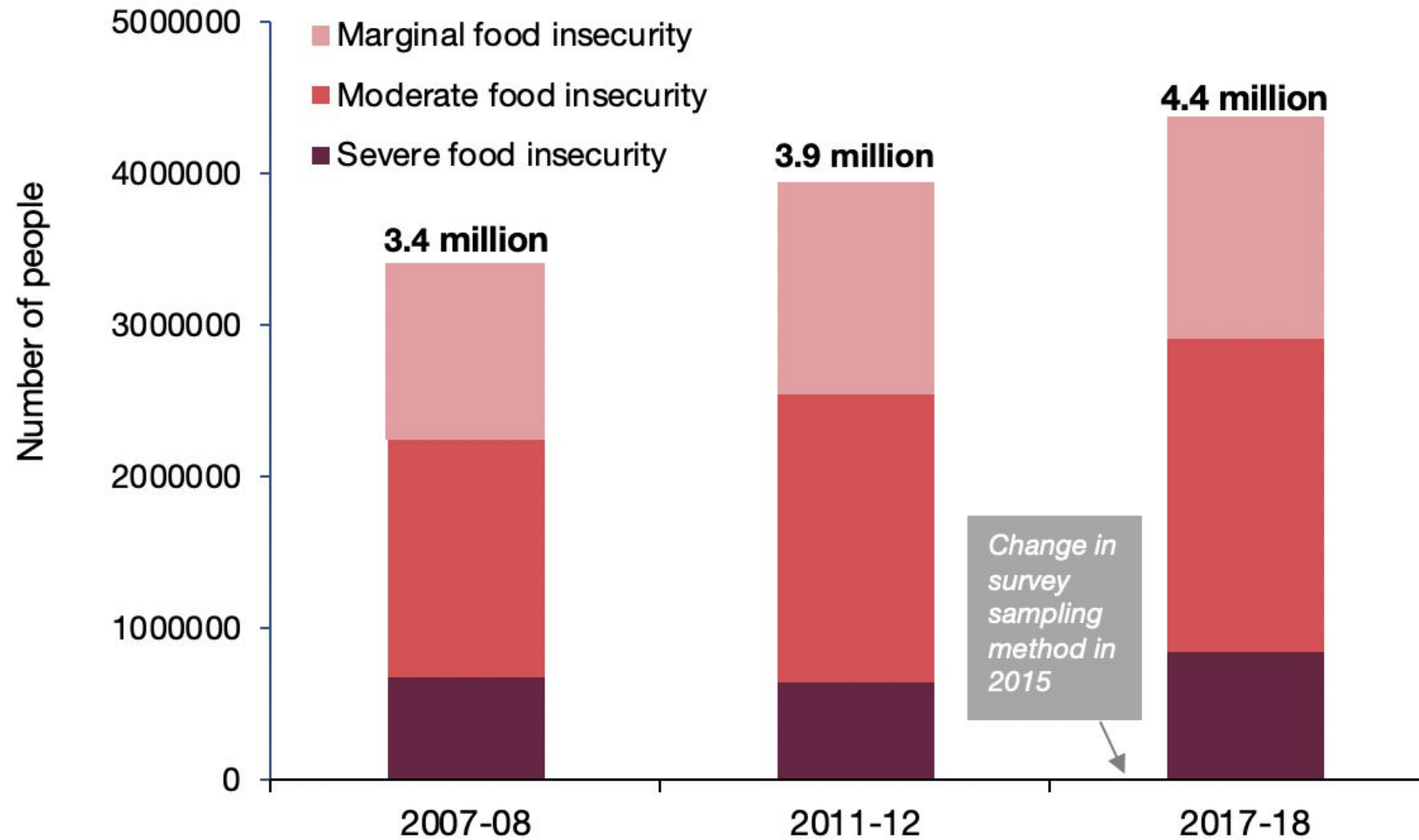


COULD YOU BELIEVE THAT IN THE FUTURE, FOOD SECURITY WOULD PARALYZE THE NATION TO THE POINT OF STARVATION?



- Is YOUR FAMILY OR COMMUNITY FOOD SECURE?
- WHERE DOES YOUR FOOD COME FROM?
- HOW IS YOUR FOOD GROWN?
- HOW MANY BORDERS DOES YOUR FOOD CROSS?
- IS YOUR FOOD GROWN IN A SUSTAINABLE WAY?
- DOES YOUR FOOD SUPPORT YOUR LOCAL ECONOMY?

Number of People Living in Food-insecure Households in Canada 2007-2018





NOVA SCOTIA STATS

- 1 IN 4 CHILDREN IN NOVA SCOTIA ARE FOOD INSECURE

FOOD SECURITY

NOW AND OUR FUTURE

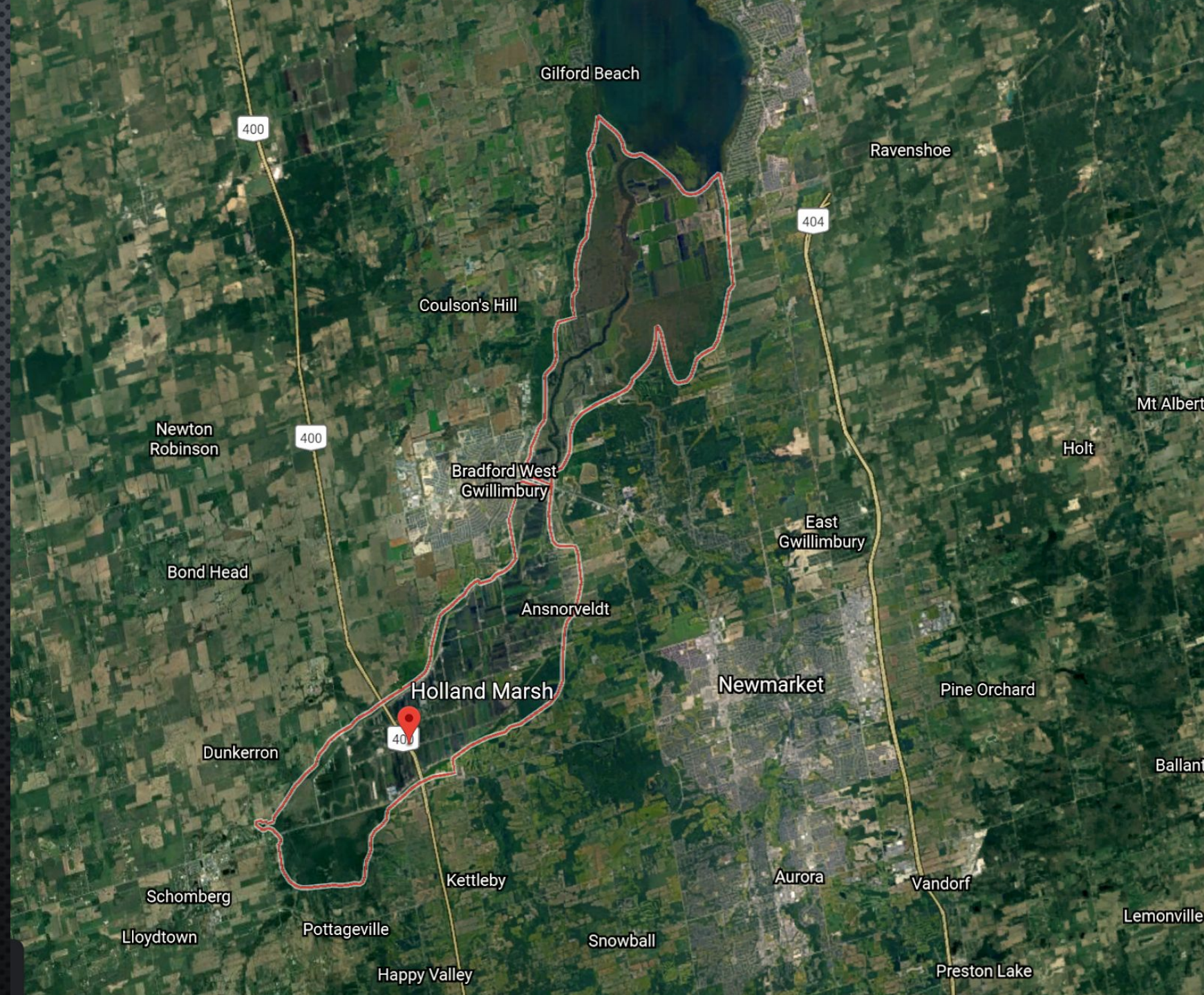


OKANOGAN VALLEY





HOLLAND MARSH



FRESH WATER=
FOOD SECURITY



WHAT DOES THE AVON VALLEY HAVE TO DO WITH FOOD SECURITY?

- 3000 ACRES OF PRODUCTIVE MARSHLAND
- ONE OF THE ONLY PIECES OF LAND OF ITS KIND WITH DIRECT ACCESS TO FRESH WATER



AVON VALLEY

- **WITH FRESH WATER IRRIGATION THIS LAND HAS THE POTENTIAL TO PRODUCE 20,000 LBS/ACRE OF POTATOES = 60,000,000 LBS!**
- **WITH BRACKISH WATER, WE CAN NOT IRRIGATE CROPS OR WATER LIVESTOCK**



SALINITY

- **THE SALINITY OR TOTAL DISSOLVED SOLIDS (TDS) CONCENTRATION OF AN IRRIGATION WATER IS AN EXTREMELY IMPORTANT WATER QUALITY CONSIDERATION. AN INCREASE IN SALINITY CAUSES AN INCREASE IN THE OSMOTIC PRESSURE OF THE SOIL SOLUTION, RESULTING IN A REDUCED AVAILABILITY OF WATER FOR PLANTS**

SALINITY (CONT'D)

- **PLANTS VARY IN THEIR TOLERANCE TO SALINITY OF IRRIGATION WATER. MOST FRUIT CROPS ARE SENSITIVE, FOLLOWED BY VEGETABLE, FIELD AND FORAGE CROPS. WITHIN A CROP SPECIES, THERE ARE OFTEN VARIETAL DIFFERENCES IN SALT TOLERANCE. TOLERANCES VARY WITH DIFFERENT STAGES OF GROWTH; USUALLY THE GERMINATING SEEDLING IS THE MOST SENSITIVE STAGE (MILLINGTON ET AL. 1951; HART 1974).**



Falmouth

Windsor

Currys Corner

Garlands Crossing

Three Mile Plains

101

Expected travel of salt
water

Martock

Windsor Forks

Increased salinity
measured

Avon River

Avon River

STRAWBERRIES 2020

EVERBEARING STRAWBERRIES TRANSPLANTED MAY 2020
ON FORMED BEDS WITH IRRIGATION/FERTIGATION



THINGS STARTED TO CHANGE.....



LIVESTOCK – NEED WATER QUALITY

- WATER OF GOOD QUALITY IS AN ESSENTIAL COMPONENT OF SUCCESSFUL LIVESTOCK PRODUCTION; POOR WATER QUALITY CAN RESULT IN ECONOMIC LOSS TO THE PRODUCER, AND AN INFERIOR PRODUCT TO THE CONSUMER.
- THE MAXIMUM CONCENTRATION OF SOLUBLE SALTS RECOMMENDED IN THE UNITED STATES AS ACCEPTABLE IN WATER FOR LIVESTOCK IS $3000 \text{ mg} \cdot \text{L}^{-1}$ (NAS/NAE 1973). THE SAME LIMIT IS RECOMMENDED IN ONTARIO (ONTARIO MINISTRY OF THE ENVIRONMENT 1984) AND MANITOBA (WILLIAMSON 1983).

IMPACTS OF HIGH SALINITY:

- PHYSIOLOGICAL UPSET (WATER BELLY IN POULTRY)
- ULTIMATELY DEATH IN THE MAJORITY OF TERRESTRIAL ANIMALS
- LOSS IN OVERALL CONDITION, A REDUCTION IN WEIGHT GAIN AND A REDUCTION OF MILK OR EGG PRODUCTION.
- THE EFFECT OF SALINE WATER ALSO VARIES ACCORDING TO AGE AND REPRODUCTIVE STATE OF AN ANIMAL, AND THE TYPE OF FEED (DRY OR GREEN). THEREFORE, WATER OF MARGINAL QUALITY SHOULD NOT BE USED.
- A SUDDEN CHANGE FROM WATER OF LOW SALINITY TO WATER OF RELATIVELY HIGH SALINITY CAN INITIATE TOXIC SYMPTOMS AND IN SOME CASES DEATH.
- GOAL IS TO HAVE A SALINITY OF $<1000 \text{ mg/L}$ OR $<1.5 \text{ EC}$
- LEVELS OVER 1000 LEADS TO DIARRHEA, DECREASED GROWTH, UNSAFE FOR LACTATING, PREGNANT ANIMALS.

FRESHWATER AROUND US

- FARMERS IN NS STRUGGLED TO SOURCE ENOUGH IRRIGATION WATER TO KEEP CROPS HEALTHY AND MARKETABLE
- FIELDS HAVING ACCESS TO FRESH WATER IS ESSENTIAL TO GROW CROPS IN OUR CURRENT CLIMATIC CONDITIONS.
- GROUND WATER (PONDS, WELLS) IS NOT ALWAYS AN OPTION AND OFTEN NEEDS REFILLING IN DROUGHT YEARS (KINGS COUNTY 2020, 2016, 1999, 1997)

CONCLUSION

- NOT ONLY IS THE AVON RIVER A VALUABLE FRESHWATER ECOSYSTEM VALUED FOR FLOOD PROTECTION, FIRE PROTECTION AND RECREATION, IT IS ALSO ESSENTIAL FOR FOOD PRODUCTION AND THE FUTURE OF OUR FOOD SECURITY.

Falmouth Great Dyke Marsh

Dean Manning
September 22nd, 2020



A bit of history...

- 1707: Falmouth and Martock marshes settled with approx. 600 people
- 1735: fines levied to those who failed to keep marsh dykes maintained
- 1760: first act created to protect dyke land by government
- 1949: Falmouth Great Dyke Marsh Body Incorporated
- 2000: Agricultural Marshland Conservation Act

The Economics of Agriculture Production in Hants County

- Hants County Gross Farm Receipts: \$74.5 million
- Typically use 8:1 economic multiplier for agriculture
- Evolution of crops:
 - Initially grass and forage
 - Cereals and grains crops for livestock
 - Processing vegetables and protein crops (soybeans)

Examples of Falmouth and Martock combined marsh agriculture economics (3400 acres):

- Grass production only: 3400 acres X \$500/acre = \$1.7 million gross sales
- Vegetables: 3400 acres X \$3000 to \$5000/acre = \$10.2 million to \$17 million gross sales
- High-end horticulture production: 3400 acres x \$9000 to \$20 000/acre = \$30.6 million to \$68 million gross sales

**More value created = more economic spinoff,
which leads to more revenue for West Hants
and communities within the municipality**

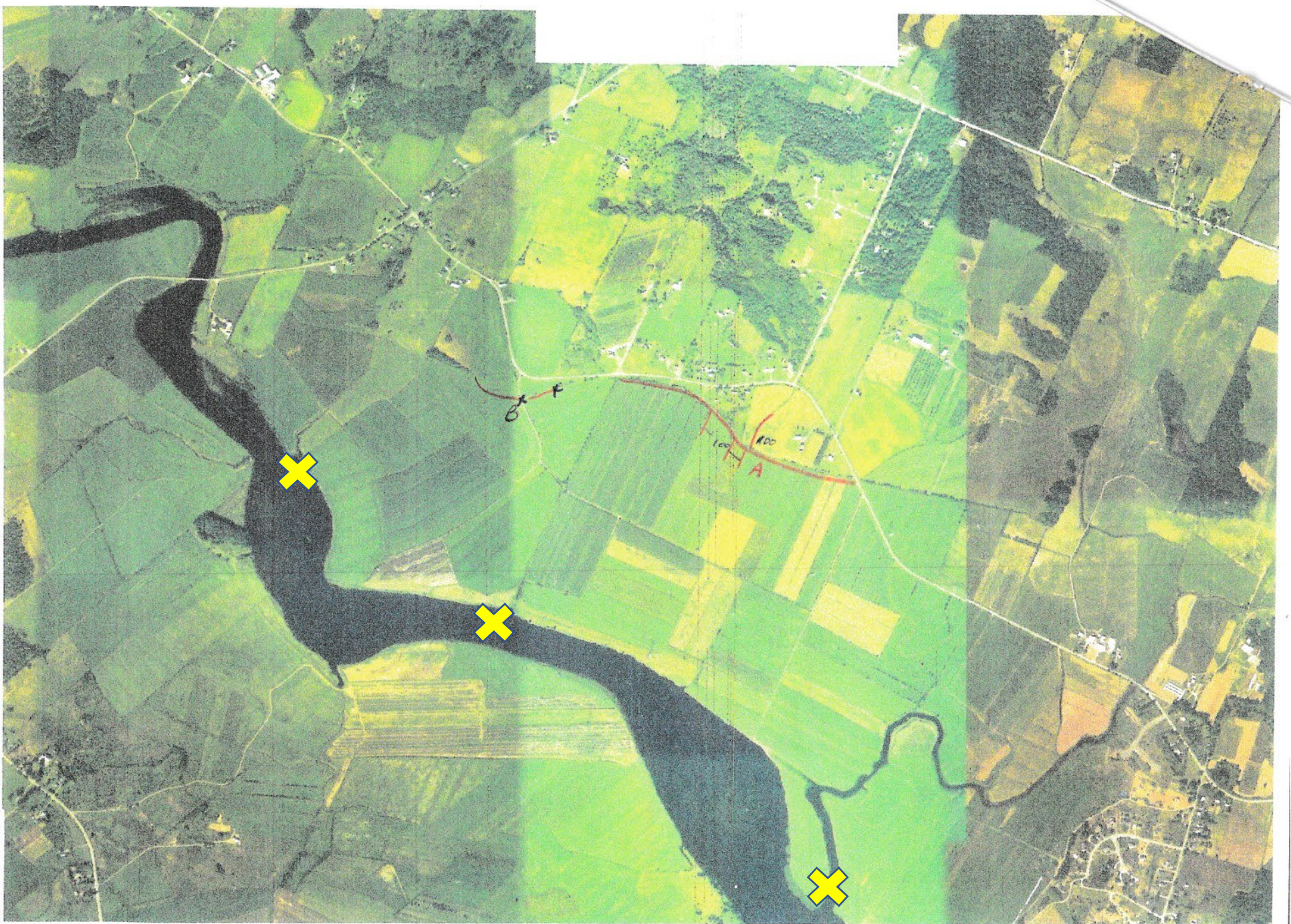


Salinity Concerns in Water and Soil

- Livestock drinking water:
 - < 1000 ppm: low level, no serious burden to livestock
 - 3-4999 ppm: OK, but can cause diarrhea in animals
 - 5-6999 ppm: probably OK, but can cause concerns for pregnant and lactating animals
 - 7-9999 ppm: unfit for pigs, high risk for pregnant and lactating animals
 - > 10000 ppm: unfit for any class of animal

Salt Tolerance of Horticultural Crops

- 0-456 ppm: low salinity
- 456-1425 ppm: moderate salinity
- 1425-2850 ppm: salty
- > 2850 ppm: very salty
- Levels which cause 25% yield reduction in some vegetable crops:
 - Beans: 855 ppm
 - Onion: 1026 ppm
 - Carrots: 1083 ppm
 - Tomatoes: 1938 ppm
- Levels which cause 10% yield reduction in some fruit crops:
 - Apples/Pears: 855 ppm
 - Strawberries: 513 ppm



Food Security in the Future

- COVID-19 a good lesson on importance of food security for our community
- < 2% of population farms
- Expected world population to grow and exceed 9 billion people by 2050

“Food production is severely limited by environmental factors and soil salinity is one of the major stresses adversely affecting plant growth and crop productivity. In freshwater, salt damages the health of plants and aquatic life, putting species at risk. In soil, the structure and integrity are degraded, allowing for erosion. According to the UN’s University Institute for Water, Environment, and Health, excessively saline soils dramatically increase climate change by prompting more greenhouse gasses.” – Water Education Foundation

Other Food Security Risks

- Storms becoming more frequent and powerful
 - Used to be the “100-year storm” but now more likely 2-3 “big storms” in 100 years, potentially back-to-back
- Saxby Gale in 1869
 - NS became an island: *“the tide rose 4 feet higher than it was ever known before... at Falmouth in Newport, dykes were carried away and land flooded”*
– Halifax Chronicle, Oct 8th, 1869

This highlights the importance of increasing the height of the new causeway and the importance of building the new aboiteau in front of the old one, which is beyond its useful life.



**This is a freshwater ecosystem on our farm...
beavers, fish, muskrats, fish-seeking birds,
turtles, and many more**

Conclusion

Why is salt being found in this freshwater ecosystem? If “what”, let’s find a solution to clean up the lake. If “who”, why do they want to contaminate such a large freshwater resource, that will be needed by our community and society in the future?

We want West Hants Council to support and advocate for the protection of the community’s freshwater resources.

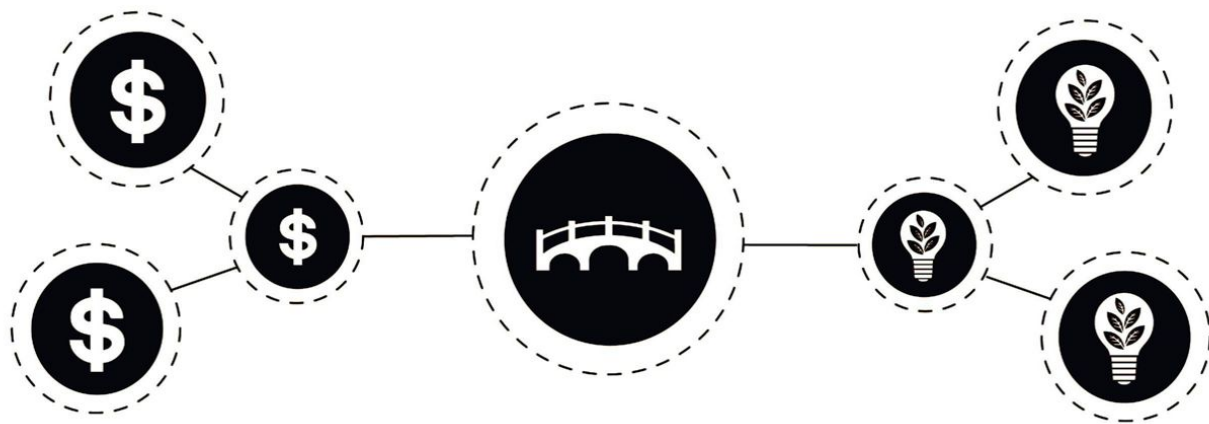
We need fresh water for all.

References

- Maritime Dykelands: The 350 Year Struggle (1987)
- Parker, DVM: Beef 2011
- Government of Western Australia: Water Management and Water Salinity.



AVONDALE ARTIST VILLAGE



INVESTING IN INSPIRATION

Impact Culture Capital CIC connects investors with carefully-vetted high-potential social enterprises. Utilizing government investment incentives to reduce risk and boost earning potential, we develop and initiate projects that excite the imagination and contribute to a more resilient and compassionate society.

OUR FIRST PROJECT...





THE PROBLEM: Housing affordability

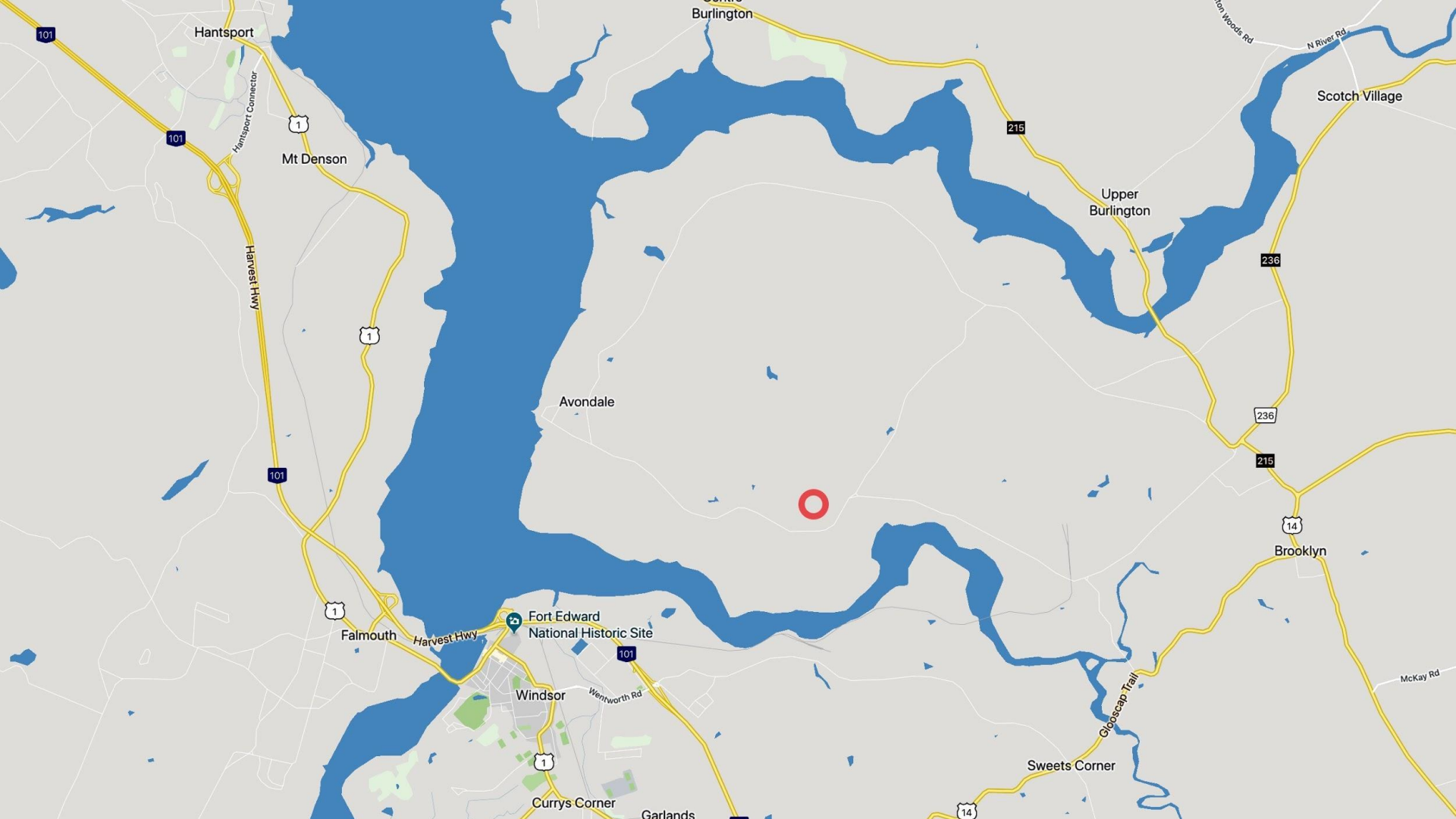
PAST DUE



THE PROBLEM:
**Retention of talent in
rural communities**

OUR SOLUTION:
A planned rural
community for in the
21st century





























THE TEAM



AVONDALE ARTIST VILLAGE

Impact Culture Capital CIC

Avondale Artist Village Project

EXECUTIVE SUMMARY

The Avondale Artist Village Project ("The Village") is a 21st century rural planned community that will delight the senses, fulfill a critical public good, serve as a launchpad for profitable social enterprises, and leave a lasting legacy on the lives of all who live, visit, and work in this visionary development.



The Village is proposed to be set on a remarkable property owned by Sherman Hines and Andrea Laing-Hines, a famous photographer and experienced art collector, in Avondale, Nova Scotia. The couple have spent the past 38 years maintaining and restructuring the site after highly successful careers in their fields.

The site, which encompasses over 100 acres of prime agricultural land and forest, features a fortified structure known as the "Old Stone House" or more accurately, *The Mission*. *The Mission* was built in 1699 for priests serving the Acadian and First Nations

peoples of the region. It is the oldest existing structure east of Quebec City. A masterpiece of heritage restoration, *The Mission* is vibrant with history and beautiful custom finishes that demonstrate the ingenuity and craftsmanship of Nova Scotia. The property is a 45-minute drive from either downtown Halifax or the Halifax airport, making the area easily accessible to visitors from outside of the province.

At the heart of *The Village* is an affordable housing development for mid-career artists who demonstrate exceptional promise, require affordable living arrangements and a conducive, collaborative environment to reach the next stage of their development as creatives. Local Nova Scotian and Atlantic Canadian artists will be prioritized for this opportunity, to stimulate retention and development; however, national and international artists will also be considered, raising opportunity for growth, collaboration, and network expansion for local artists. The exact definition of qualified artists and their evaluation will be developed as the governance is established and shaped by community consultations and market analysis. Occupants will be selected through a rigorous process that balances artistic promise, inclusion, community, and socio-economic needs. Rentals will be limited to three to five-year terms to allow occupants time to establish themselves in the community and build nest-eggs, and yet allow turn-over that is healthy for the collective. All forms of the arts will be considered, from photographers and musicians to playwrights and metalsmiths. Each successful applicant will develop a peer-reviewed work plan that will establish achievable goals in pursuit of an expanded artistic practice.



Built compactly, *The Village* will aim to be a Net Zero Carbon development; homes will be built in a cluster, making each place private yet closely connected with neighbours and to shared amenities. *The Village* will be ideally powered by sustainable energy and none of the homes will feature automobile parking; instead a nearby parking lot outside of the village grounds will accommodate vehicles and a car-sharing program.

Integrated into *The Village* will be an additional ten houses that will be available for short-term rentals. Approximately five of these homes will be reserved for an *Emerging Artists Residency* program and the other five homes will be reserved for the *Creators Residency*, a program for people of means who wish to invest in the unique experience of living in *The Village* to expand their artistic practice, immerse themselves in an environment of creativity and natural beauty, and create focused work that they can treasure forever.

The Village will include shared amenities, including *The Shared Studio*, a dynamic co-working facility and arts hub that will provide key resources for the creatives in the community. Integrated into the hub will be an *Art Gallery* that represents the work of *The Village* artists/artisans as well as other local creators. Other shared amenities include a *Galley Kitchen + Dining Hall*; a small *Cinema*; *Gym + Steam Room*; a *General Store + Bakery*; and *The Village Pub*.

Every village has local employers that stitch together the fabric of the community. *The Village* will foster key social enterprises that provide employment opportunities for *Village* residents and locals alike. These social enterprises will include a *Boutique Hotel, Restaurant and Event Space* in *The Mission*, which will enable regular stays by tourists as well as serve as a site for small conferences with an emphasis on creativity, social enterprise, the arts and rural economic development. As well, an *Organic Farm* and *Organic Vineyard & Winery* are envisioned for the site. As agricultural ventures, the farm and vineyard will take advantage of the fertile soil and serve as a source of income for *The Village* and its residents. Finally, there may be an opportunity to develop a *Spa* as a compliment to the amenities planned, and to add to the cluster of sites and services for tourist attraction. The potential Farm, Vineyard, and Spa are opportunities for partnerships.

The quiet roads, extensive trails, gently rolling hills, bucolic farmland and breathtaking views make the region an ideal environment for visitors who treasure exploring nature and heritage landscapes. Activities include walking, hiking, cross-country skiing and snowshoeing. Most promising of all is the potential for advanced cycling infrastructure, which can serve as a magnet for international tourists who value active transportation and outdoor excursions. In particular, the nearby railway bed for the decommissioned gypsum mine holds considerable promise for conversion as a bike trail. Such a trail, which would stretch approximately 7.5 km, would allow residents and visitors at *The Village* to commute to Windsor in under half-an-hour by bicycle.

The feasibility study and comprehensive business plan is projected for completion in December 2020, with a capital raise to follow in early 2021 via a Community

Economic Development Investment Fund offering. Purchase of the property and initiation of construction of *The Village* is projected for Fall of 2021.

The mission of *The Village* will be to create a community that inspires the senses, fosters good neighbours, and encourages resilience and sustainable livelihoods, all in service of fulfilling people's dreams and creativity and supporting growth in the arts and culture sector.



Hines Property - Avondale, NS



WEST HANTS REGIONAL MUNICIPALITY RECOMMENDATION REPORT

To: West Hants Council

Submitted by: _____
Todd Richard, Director of Public Works

Date: September 22, 2020

Subject: Project Update - Hantsport Fire Station Design-Bid-Build and
Hantsport Food Bank

LEGISLATIVE AUTHORITY

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

BACKGROUND

The existing Hantsport Fire Station building constructed around 1970, is a one-story building consisting of an assembly hall and truck garage with five bays.

In 2018, an information report was presented to Municipality of the District of West Hants Committee of the Whole with the preliminary cost analysis of construction for a combined use facility to be shared by the Hantsport Fire Department and Public Works Department. In November 2019, a directive was received by the Public Works department to proceed with the development of a Request for Proposal (RFP) to perform the Design Services for the Hantsport Fire Department.

In December 2019, the Public Works Department issued a Request for Proposal for the provision of Design Services for a replacement Fire Station in the community of Hantsport to be modelled from the new fire station and municipal complex in Canning, NS. This project was given priority due to the existing deteriorated conditions and ongoing safety concerns with the existing fire station in Hantsport.

With only a single bid received for the Design, Municipality of the District of West Hants Council decided not to proceed with the design contract for a new fire station, and

deferred any further actions until a new Council and budget was in place for the consolidated Municipality.

***On July 28, 2020 Council made the following motion:
MOVED by Councillors Murphy and Sherman that Council approve the award of tender WWHPW20-08 for the Hantsport Fire Station Design contract to Harvey ARCHITECTURE Limited, for the tendered price of \$198,620 plus 10% design contingency, plus applicable taxes. And approve the demolition of the existing Hantsport Fire Station and the old Town Hall building located on Oak Street, pending an environmental assessment of the building and geotechnical work on the site including building and parking areas.
Motion Carried as amended.***

DISCUSSION

In accordance with Council direction, staff authorized the work to perform Geotechnical evaluation at the existing Hantsport Fire Station site by Harbourside Engineering. Preliminary results from the Geotechnical evaluation are as follows, as reported by Harbourside Engineering on September 14, 2020:

“The report is being reviewed at the moment by a senior engineer. Preliminary findings indicate fill materials overlying deposits of loose to compact alluvial sands, with stiff to hard glacial till below at depths ranging from 4.6 to 8.4 m below ground surface. At this stage, we consider the site to be suitable for a replacement structure founded on spread footings. However, excavation and replacement of portions of the loose sand deposits will be necessary underneath the influence area of spread footings in order to achieve required bearing capacities and reduce settlement. More detail will be provided regarding the degree of excavation and bearing capacity in the report.”

In accordance with Council direction, staff authorized the work to perform Hazardous Materials evaluation at the existing Hantsport Fire Station and the Hantsport Food Bank buildings by Strum Environmental. Preliminary results from the Hazardous Materials evaluation are as follows, as reported by Strum Environmental on September 8, 2020:

“Just a quick note to let you know that the asbestos results are in now, but we are still waiting on the lead in paint results which are due to be reported by the end of day tomorrow.

No asbestos content was found in any of the samples collected from the fire station building. Asbestos containing building materials identified within the food bank building included materials such as vinyl flooring and flooring paper underlay in several locations. These materials are all considered to be non-friable in nature and require low risk level abatement procedures to remove safely prior to demolition of the building. All other materials samples throughout the food bank building were not found to contain asbestos content.

I will update you again as soon as the lead in paint samples are reported to us.”

Staff is currently waiting receipt of both official written reports, which are anticipated by the week of September 28, 2020.

Relocation of Food Bank

Due to the proposed demolition of both the existing Hantsport Fire Station and 36 William St building (existing location of Hantsport Food Bank) a new location for this active group of volunteers and food storage will be required. The agreement between the municipality and food bank has five years remaining on the ten-year lease. The following calculations display the net level of support provided to the Foodbank through the provision of space at the current location by the WHRM:

2019 Facility Related Costs	\$8,427.39
2019 Rent Payment	\$3,600.00
Net Level of Support	\$4,827.39

Staff have met with members of the food bank on several occasions to discuss and review the following:

- Needs of the Hantsport Fire Department and area needed for new building construction.
- Space requirements and needs of the food bank.
- Potential areas for relocation and or partnerships within the community.
- Staff conducted tours of surplus municipal facilities; Former Hantsport Town Hall, 20 Main Street, Hantsport and The Foundry Building, 10 Foundry Road, Hantsport that may potentially be available for food bank use. A second tour was also conducted at the building on 10 Foundry Rd, Hantsport (100m away from current location) along with discussions on possible renovations to this building to accommodate the food bank needs. The opinion of staff is that the Foundry Building is the preferred location to accommodate the food bank.

Obviously, there is some concerns from the food bank due to the pending relocation. These members are very content and comfortable in their existing location, however they are understanding due to the needs of Hantsport Fire Department and proposed plan. The members appear willing to work with the municipality to find an amicable solution.

If Council endorses the Foundry site as being the new location for the food bank or any other location, costs will be associated with the move along with various modifications to accommodate the Food Bank's needs. These costs would be allocated to the demolition / new fire station capital budget if supported by Council. Once staff have been given direction by Council to proceed, an accurate estimate for this work can be prepared. At the current time cost estimates associated with the modifications to the Foundry Building are deemed to be minimal. The following changes are anticipated to accommodate the relocation of the Food Bank at this time. The noted changes reflect a perspective of a traditional landlord / tenant relationship when the space is prepared for the tenant and not a full accommodation of all operational components of the tenant or food bank. Some effort will have to be mobilized by the food bank to respond to this relocation request:

- Interior door installations x 3 to accommodate connectivity between rooms within the building
- An interior ramp or stair system to connect the garage / bay area to the upper level of the building (approximately a 4' elevation)
- The addition / repurposing of heat pumps currently at the Hantsport Fire Hall
- Rededication of 1 of 2 bathrooms to serve the Food Bank
- Sharing in the responsibility of relocating existing furniture, equipment, shelving and appliances.

Design Award Delays / Hantsport Fire Station

Due to the amended motion made on July 28th the station design has been delayed pending the review of final reports; the intended project scope for the fire station design would be to start activities immediately after this review. Delays now put this project at risk for design completion by January 2021. Awarding the construction tender will have further budget implications in the 2021/2022 fiscal budget. Staff would like to be in a position to award the demolition / construction tender early April 2021.

FINANCIAL IMPLICATIONS

Hantsport Fire Station

- No additional cost implications

Hantsport Food Bank

- Accurate cost estimates related to the modification of the Foundry Building will have to be provided for Council's consideration.

ATTACHMENTS

Foundry Park Building Blue Prints (Hantsport Soccer Building with Fire Department Storage)

RECOMMENDATION

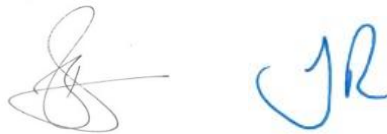
Foundry Building, 10 Foundry Road

That Council endorse staff to further explore the relocation of the Hantsport Food Bank from its' current location to 10 Foundry Road, Hantsport and to report back to Council with a report encompassing municipal responsibilities and costs associated with their relocation.

And proceeding with Council direction on July 28, 2020

Following the environmental assessment and geotechnical reports, that indicate there are no known issues that would adversely impact the demolition or construction of the Hantsport Fire Station, staff proceed to award the Design Tender WWHPW20-08.

Report Prepared by:



Brad Carrigan, P.Eng., Manager, Capital Projects &
Todd Richard, PW Director



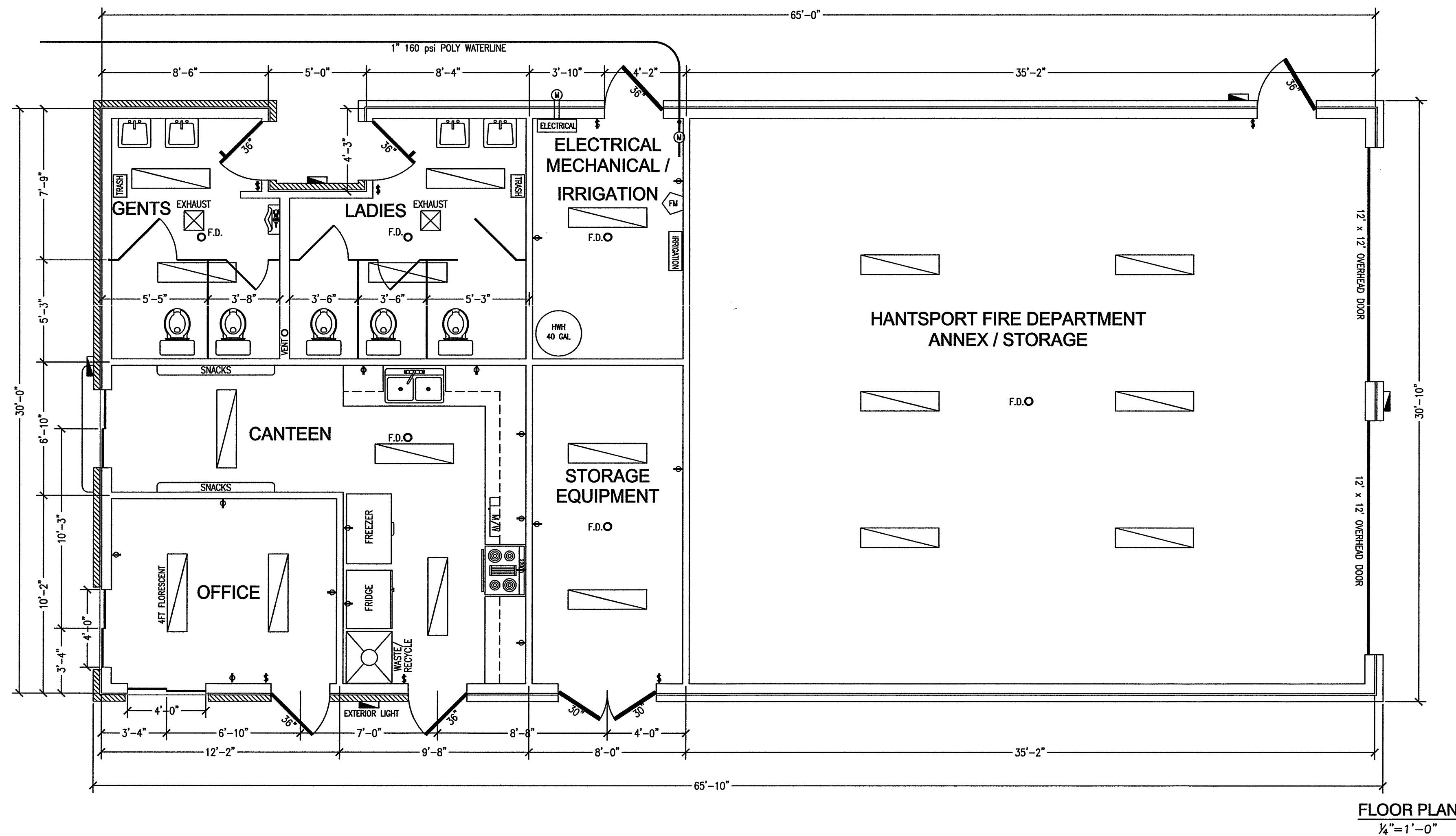
Report Reviewed by:

Todd Richard, Director of Public Works

Report Approved by:



Mark Phillips, Chief Administrative Officer



NOTES:

FOUNDATION:

- 10" X 48" FROST WALL, 3000 psi
- 4" SLAB, c/w 6X6 WWF, 4000 psi
- 6" SLAB, c/w 6X6 WWF, 4000 psi IN FIRE DEPARTMENT AREA

BUILDING:

- 2x6 STUDWALL CONSTRUCTION
- BRICK EXTERIOR - OWNER SUPPLIED, CONTRACTOR INSTALLED
- (CAN BE INSTALLED IN SPRING 2008)
- HIP ROOF: 1/2 PITCH
- COMMERCIAL GRADE INSULATED STEEL ENTRANCE DOORS, 7'-0"h, DEAD BOLT LOCKS, DOUBLE CYLINDER. PULL HANDLES ON WASHROOM DOORS WITH DOOR CLOSERS
- VINYL CLADDED WINDOWS, 48" w x 42" h (3 TOTAL)
- WHITE MELAMINE UPPER & LOWER CUPBOARDS IN CANTEEN AREA
- GALVANIZED LINTELS OVER DOORS & WINDOWS

ELECTRICAL:

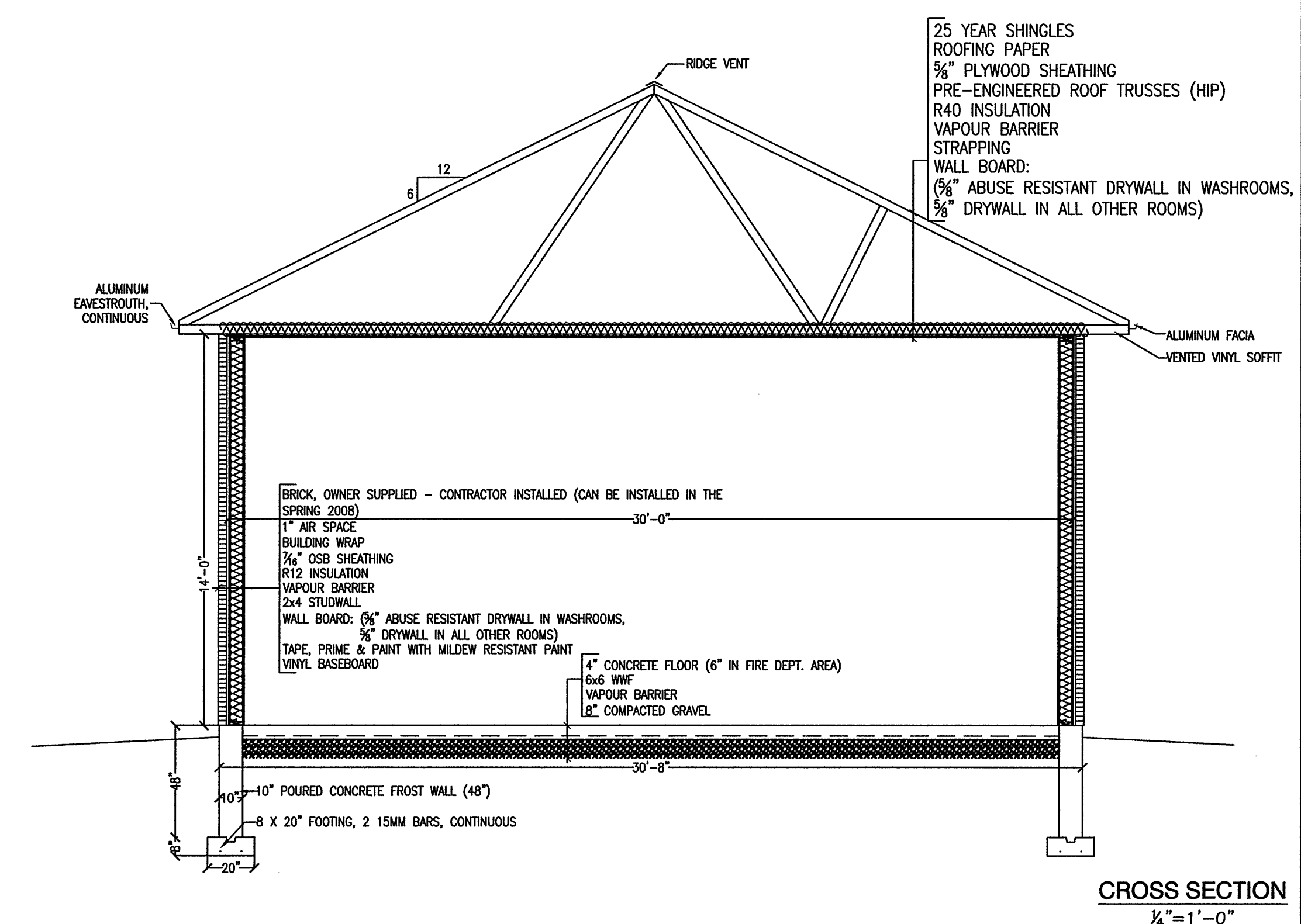
- 200 AMP SERVICE
- WALL MOUNT ELECTRIC UNIT HEATER IN WASHROOMS, CANTEEN, FIRE DEPT. PORTION & MECH ROOM. BASEBOARD ELECTRIC HEAT IN OFFICE, OR IN-FLOOR HOT WATER HEAT THROUGH OUT.
- LIGHTS, SWITCHES AND RECEPTACLES AS SHOWN ON DRAWING
- EXTERIOR HALOGEN SECURITY LIGHTS (5) OPERATED BY PHOTOCELL
- WIRE EXHAUST FANS TO LIGHTS IN WASHROOMS
- ALLOW 2 1" CONDUITS (50ft EACH) FOR FLOWMETER (FM) AND 100ft FOR IRRIGATION CONTROLS (BOTH UNITS ARE OWNER SUPPLIED)

PLUMBING:

- TO MEET THE LATEST REVISION OF THE NATIONAL PLUMBING CODE
- PROVIDE 40 GAL HOT WATER HEATER
- ALLOW 100ft OF 1" 150psi POLY WATERLINE TO BE CONNECTED TO EXISTING 4" WATERMAIN JUST INSIDE FENCE

APPLIANCES:

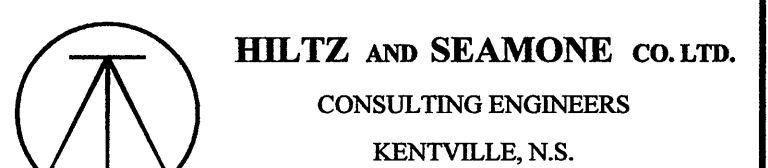
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ENGINEER'S STAMP

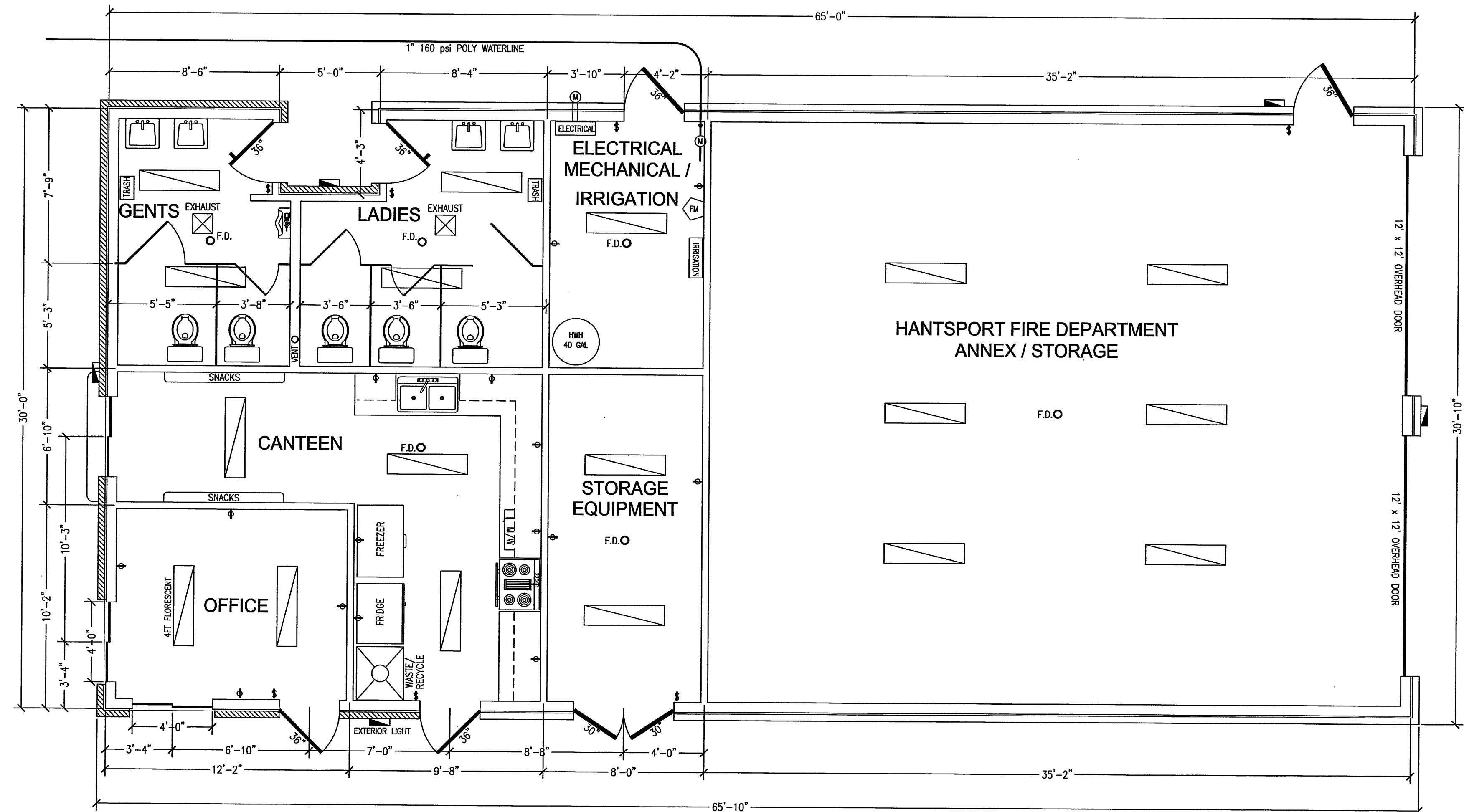
No.	DESCRIPTION	DATE	BY
1	APPROVALS	12/20/07	DAB

REVISION OR ISSUE

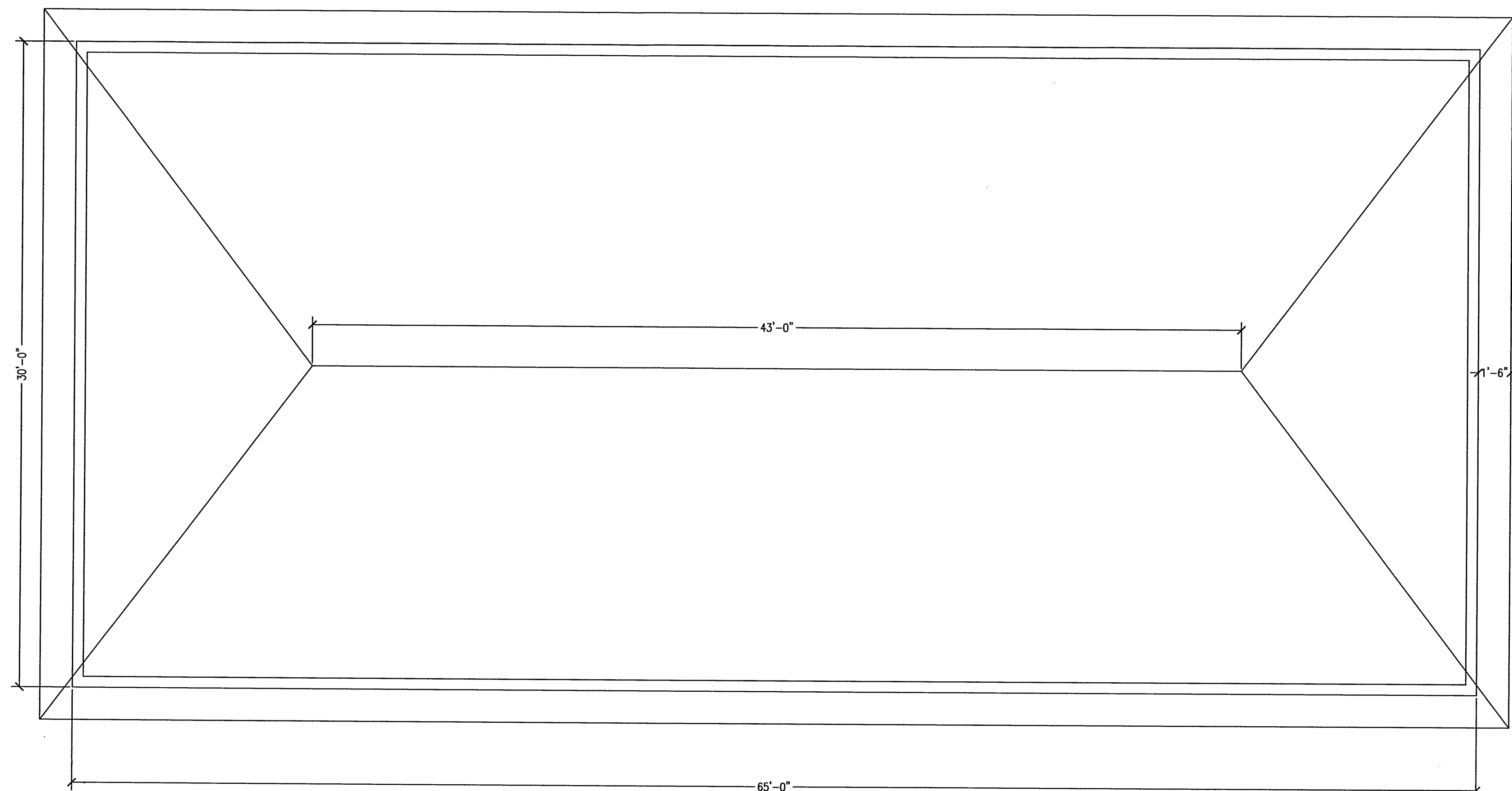


PROJECT:
TOWN OF HANTSPORT
SOCCER BUILDING WITH
FIRE DEPARTMENT STORAGE ANNEX
HANTSPORT, HANTS Co., N.S.

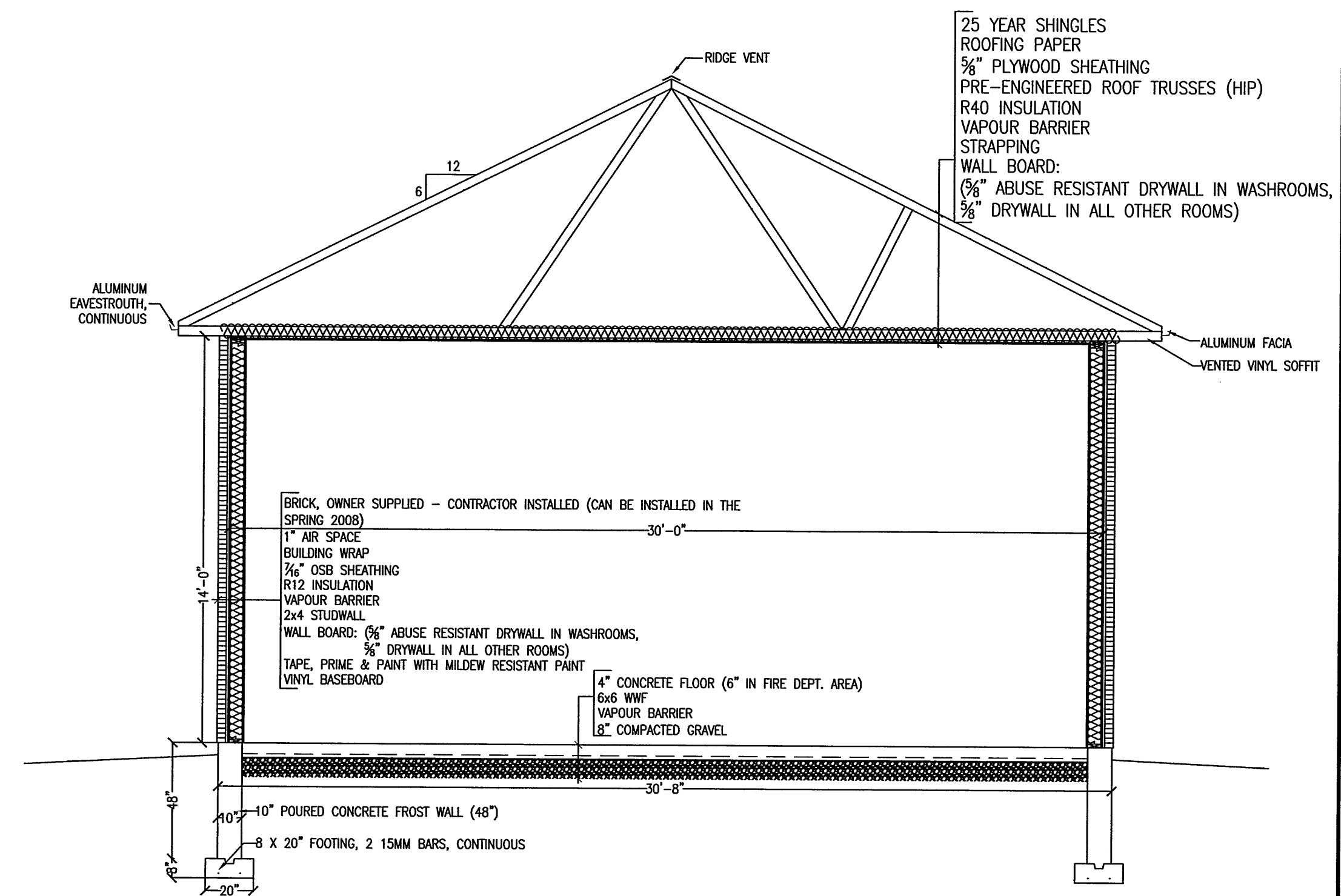
DATE DEC. 20, 2007	REF NO D37
DRAWN BY MJS	DWG NO Y2007-036-01
SCALE AS NOTED	SHEET 1 of 1



FLOOR PLAN
1/4"=1'-0"



ROOF DETAIL
1/4"=1'-0"



CROSS SECTION
1/4"=1'-0"

NOTES:

FOUNDATION:

1. 10" X 48" FROST WALL, 3000 psi
2. 4" SLAB, c/w 6X6 WWF, 4000 psi
3. 6" SLAB, c/w 6X6 WWF, 4000 psi IN FIRE DEPARTMENT AREA

BUILDING:

1. 2x6 STUDWALL CONSTRUCTION
2. BRICK EXTERIOR - OWNER SUPPLIED, CONTRACTOR INSTALLED
3. (CAN BE INSTALLED IN SPRING 2008)
4. HIP ROOF: 1/2 PITCH
5. COMMERCIAL GRADE INSULATED STEEL ENTRANCE DOORS, 7'-0"h, DEAD BOLT LOCKS, DOUBLE CYLINDER. PULL HANDLES ON WASHROOM DOORS WITH DOOR CLOSERS
6. VINYL CLADDED WINDOWS, 48" w x 42" h (3 TOTAL)
7. WHITE MELAMINE UPPER & LOWER CUPBOARDS IN CANTEEN AREA
8. GALVANIZED LINTELS OVER DOORS & WINDOWS

ELECTRICAL:

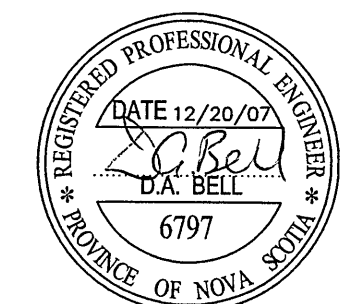
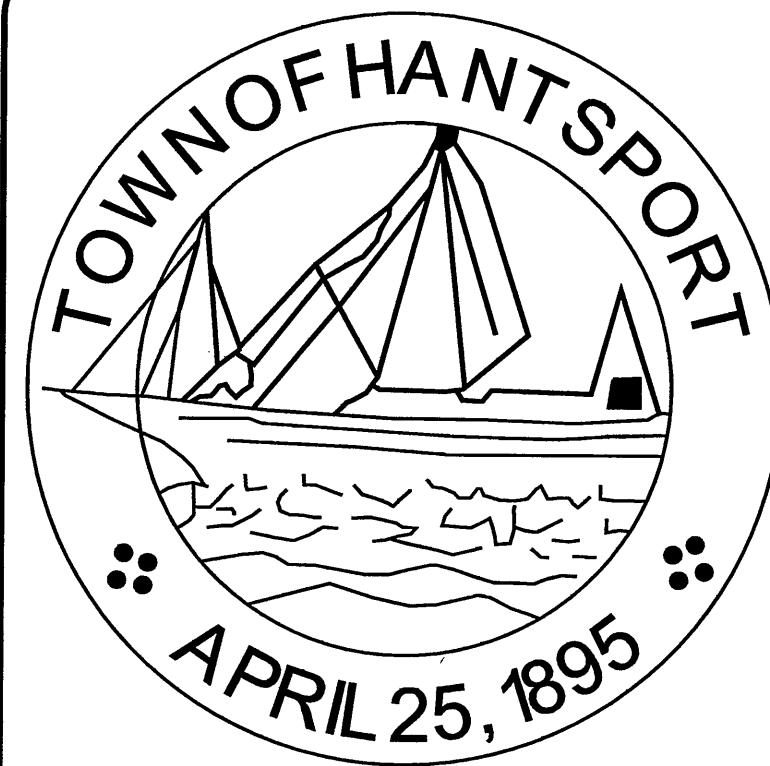
1. 200 AMP SERVICE
2. WALL MOUNT ELECTRIC UNIT HEATER IN WASHROOMS, CANTEEN, FIRE DEPT. PORTION & MECH ROOM. BASEBOARD ELECTRIC HEAT IN OFFICE, OR IN-FLOOR HOT WATER HEAT THROUGH OUT.
3. LIGHTS, SWITCHES AND RECEPTACLES AS SHOWN ON DRAWING
4. EXTERIOR HALOGEN SECURITY LIGHTS (5) OPERATED BY PHOTOCELL
5. WIRE EXHAUST FANS TO LIGHTS IN WASHROOMS
6. ALLOW 2 1" CONDUITS (50ft EACH) FOR FLOWMETER (FM) AND 100ft FOR IRRIGATION CONTROLS (BOTH UNITS ARE OWNER SUPPLIED)

PLUMBING:

1. TO MEET THE LATEST REVISION OF THE NATIONAL PLUMBING CODE
2. PROVIDE 40 GAL HOT WATER HEATER
3. ALLOW 100ft OF 1" 150psi POLY WATERLINE TO BE CONNECTED TO EXISTING 4" WATERMAIN JUST INSIDE FENCE
4. APPROPRIATE EQUIPMENT AND MATERIALS IF IN-FLOOR HEAT IS DESIRED

APPLIANCES:

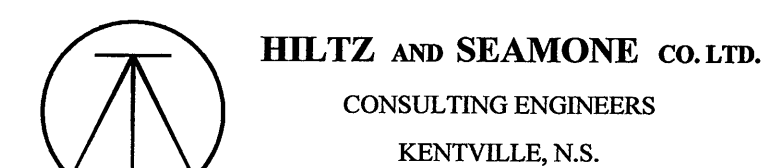
1. NOT IN CONTRACT



ENGINEER'S STAMP

No.	DESCRIPTION	DATE	BY
1	APPROVALS	12/20/07	DAB

REVISION OR ISSUE



PROJECT:
TOWN OF HANTSPORT
SOCCER BUILDING WITH
FIRE DEPARTMENT STORAGE ANNEX
HANTSPORT, HANTS Co., N.S.

DATE DEC. 20, 2007	REF NO D37
DRAWN BY MJS	CHK DAB
SCALE AS NOTED	DWG NO Y2007-036-01
	SHEET 1 of 1



**Ski Martock Rd.
Land Use By-law Amendment
Public Hearing Continuation**
September 22, 2020

Application

- ▶ On February 28th Stanley Joseph Boyd and Patricia Boyd applied for an amendment to permit a tourist accommodation consisting of several cottages on their property.
- ▶ The current zoning permits two (2) seasonal dwellings as-of-right, the applicant would like the ability to have more than two (2)
- ▶ **Policy 9.1.6** enables Council to consider rezoning land zoned General Resource (GR) to allow for commercial or industrial uses permitted in the **Rural Commercial (RC)** or Resource Industrial (M-1) zones.

Comments

- ▶ Five (5) emails were submitted by August 11
- ▶ The applicant submitted their response on September 21

Comments

- ▶ The main concerns raised were:
 - ▶ The number of cottages would make neighbours feel unsafe;
 - ▶ The potential for noise and concerns about the forested buffer area not being sufficient;
 - ▶ The potential for BBQs to attract wildlife;
 - ▶ The increased traffic on Ski Martock rd.;
 - ▶ The potential for septic runoff into the fresh water supply and the additional usage of the water supply for the cottages;
 - ▶ The potential for decreased property values; and
 - ▶ The impact on existing tourist accommodations in the area.

Planning Perspective

- ▶ Policy 7.2.1 specifically encourages tourist accommodations in these areas of the Region
- ▶ As this is a map amendment application, the number of cottages permitted is determined based on the Rural Commercial (RC) zone requirements
- ▶ Noise disturbances will be mitigated by the abutting use requirements
- ▶ The use of BBQ's is not a concern to the Fire Chief and it not considered unusual for a residential area

Planning Perspective

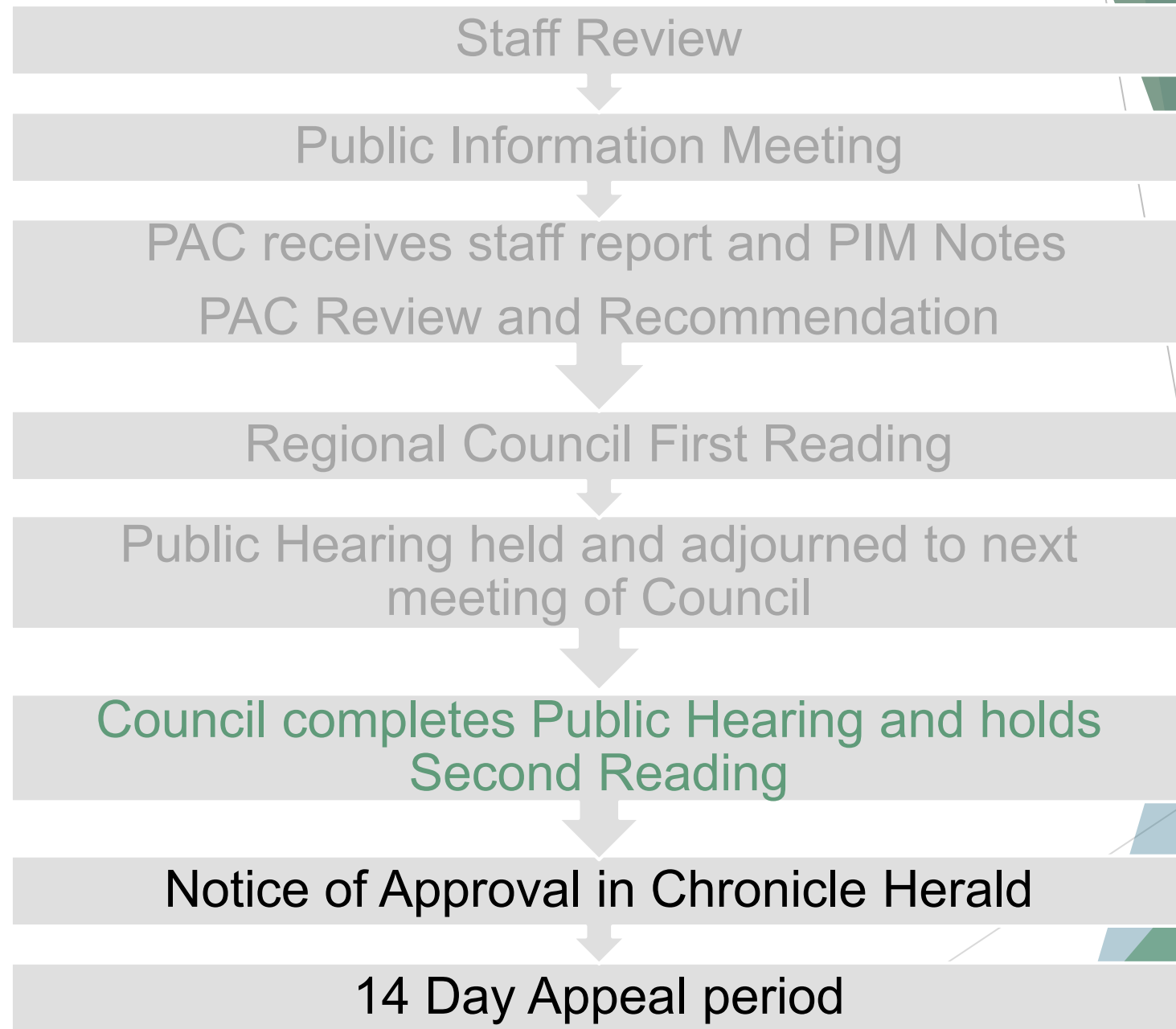
- ▶ Department of Transportation and Infrastructure Renewal have stated safe access can be obtained on Ski Martock Rd. for the uses purposed
- ▶ For areas without services, it is up to the applicant to determine if they have enough water for the uses they propose
- ▶ The viability of the business and property values is not a criteria consideration

Process

Notice was placed in the
Chronical Herald and
website/Facebook

Letters were mailed to
residents within 500 ft. of
the property.

All statutory requirements
have been met.



Recommendation

Should Council wish to approve the requested tourist accommodation the following motion would be in order:

that Council gives Second Reading to and approves the amendment to the map of the West Hants Land Use By-law for PID 45038510 to the Rural Commercial (RC) Zone as shown on Figure 3 and amending the text of the West Hants Land Use By-law to ensure adequate separation is provided for residential uses abutting a property zoned Rural Commercial (RC), in a manner substantively the same as Appendix A, all as attached to the planning staff report dated June 11, 2020.

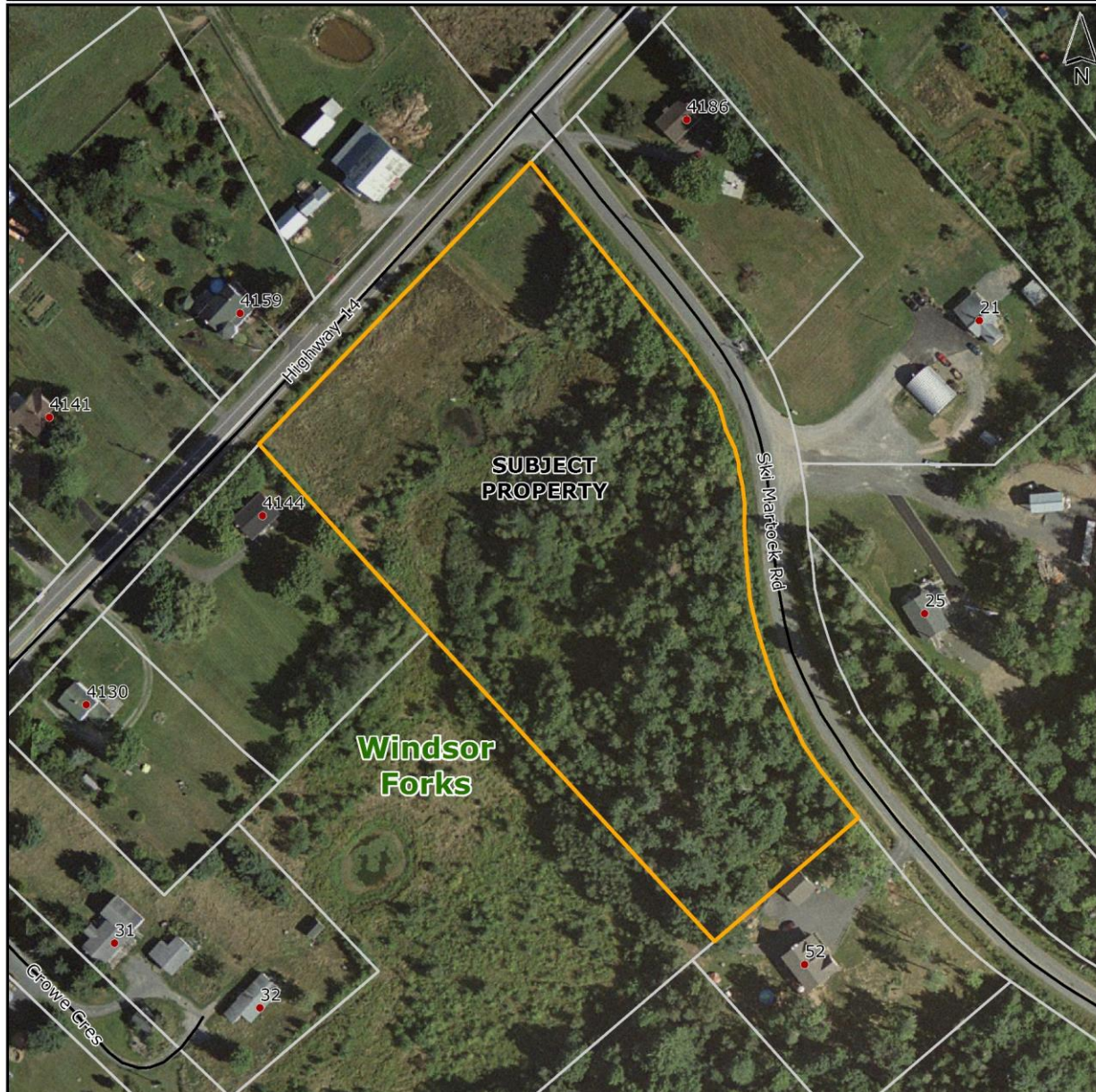




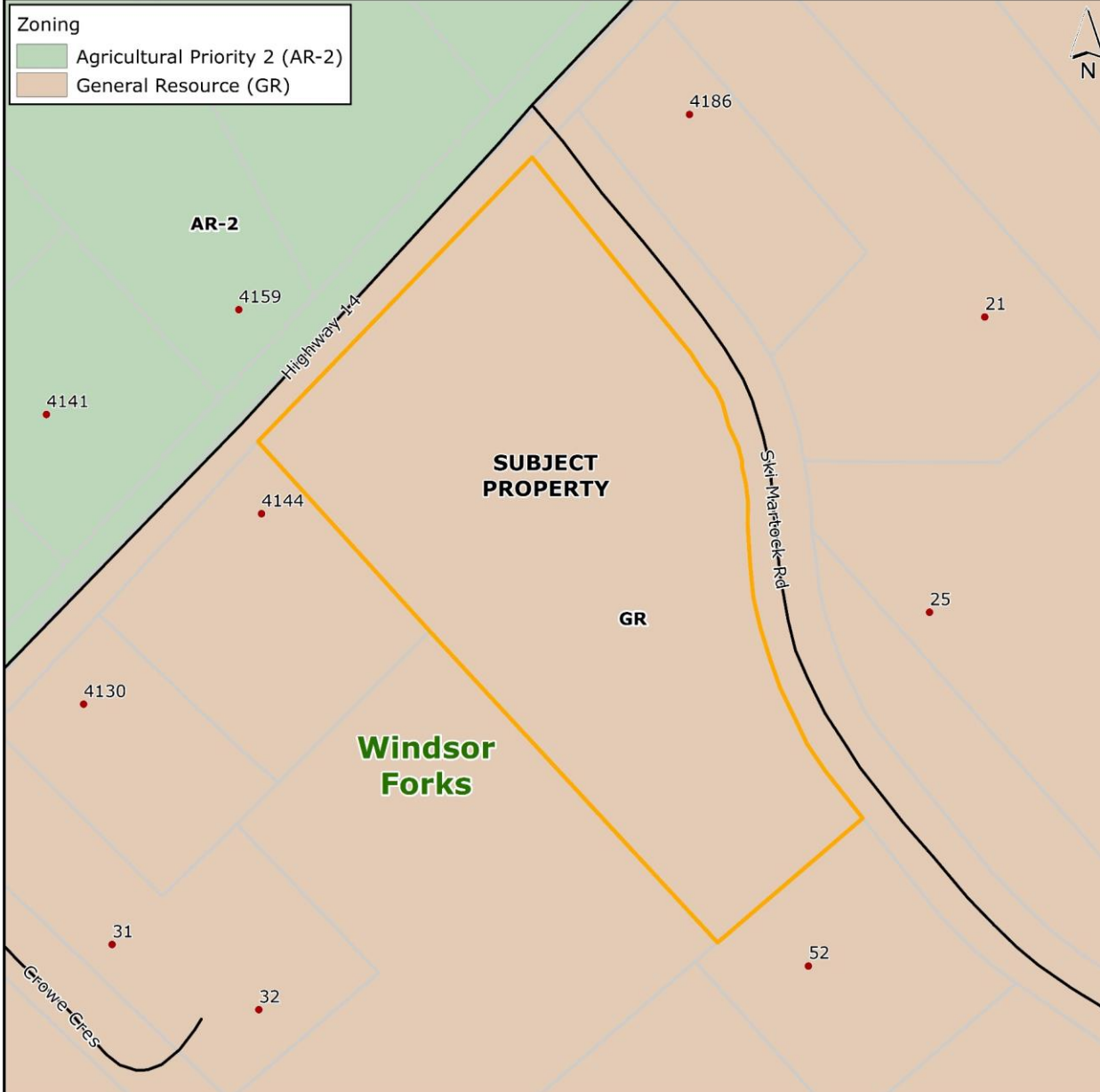
Ski Martock Rd.
Land Use By-law Amendment
July 28, 2020

Application

- ▶ On February 28th Stanley Joseph Boyd and Patricia Boyd applied for an amendment to permit a tourist accommodation consisting of several cottages on their property.
- ▶ The current zoning permits two (2) seasonal dwellings as-of-right, the applicant would like the ability to have more than two (2)

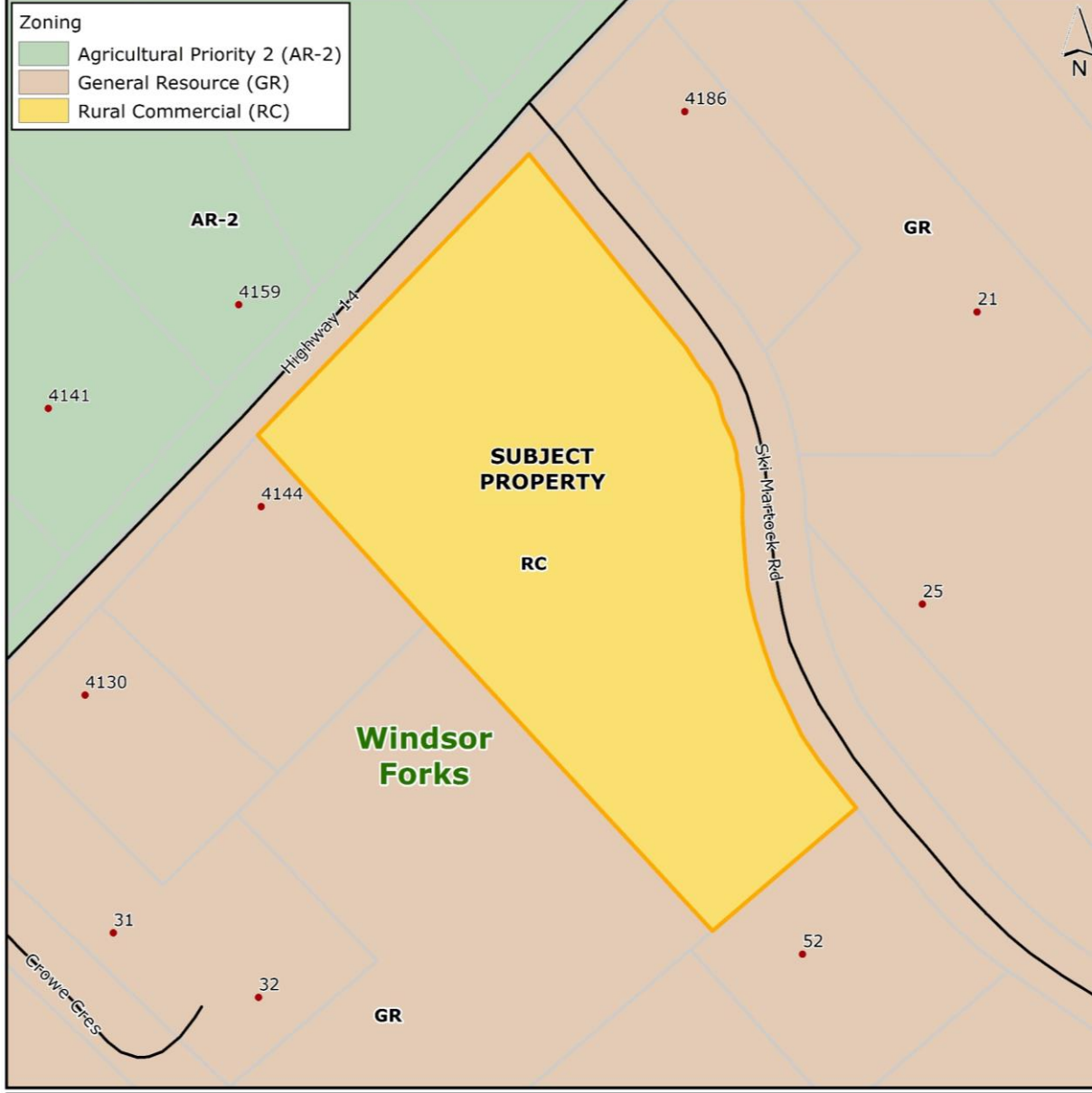






Policy

- ▶ **Policy 9.1.6** enables Council to consider rezoning land zoned General Resource (GR) to allow for commercial or industrial uses permitted in the **Rural Commercial (RC)** or Resource Industrial (M-1) zones.
- ▶ **Policy 16.3.1** states general criteria for any West Hants Land Use By-law amendment.



Rural Commercial (RC) Zone

- ▶ Automobile service stations
- ▶ Banks and financial institutions, clubs
- ▶ Day care centres, licensed or non-licensed
- ▶ Farm supplies and equipment sales and service, farm markets
- ▶ Funeral homes
- ▶ Garden and nursery production, sales and supplies
- ▶ Hotels, motels and other tourist accommodations, but does not include campgrounds
- ▶ Kennels
- ▶ Licensed Cannabis Nurseries (**Amendment 18-08 effective November 26, 2019**)
- ▶ Offices
- ▶ One dwelling unit in conjunction with a permitted commercial use, located either in the same building or as a single unit dwelling on the same lot
- ▶ Personal service shops, post offices and postal outlets
- ▶ Restaurants and retail stores
- ▶ Existing dwellings

Discussion

- Policy 7.2.1 of the WHMPS states, *It shall be the policy of Council to establish a Rural Commercial (RC) zone which will apply to Hamlets and resource areas and permit a variety of commercial uses intended to provide a service to local residents, as well as limited highway commercial and tourist commercial uses. Residential uses will be permitted in conjunction with a commercial use.*

Additional Amendments

- ▶ Policy 9.1.6 (f) *the use is not considered obnoxious by virtue of noise, odours, dust, fumes or other emissions*
- ▶ An amendment is recommended to the Rural Commercial (RC) zone abutting use requirements to ensure all properties with a residential use benefit from these requirements

Additional Amendments

Abutting Use Requirements

- ▶ 16.4 Where any commercial use permitted in the Rural Commercial (RC) zone is developed on a lot which abuts a lot with a residential use, the following standards shall apply:
- ▶ (a) the minimum side yard requirement for the commercial use from the abutting lot line shall be 20 ft (6.10 m);
- ▶ (b) no open storage or outdoor display shall be permitted in an abutting side yard; and
- ▶ (c) the part of the commercial lot directly adjoining **the lot with the residential use** shall be used for no purpose other than a planting strip having a minimum of 5 ft (1.52 m) measured perpendicular to the lot line.

WHMPS Specific Criteria

In summary, Policy 9.1.6 is met as:

- ▶ the proposed uses are not ones which, because of their size or nature, would be more appropriately located in a Growth Centre, Village or Hamlet;
- ▶ the development is compatible with adjacent land uses; and
- ▶ staff recommend amendments to ensure abutting zone requirements apply to all commercial uses which abut properties with residential uses in any zone.

WHMPS General Criteria

In summary Policy 16.3.1 is met as:

- ▶ the proposal is not premature or inappropriate for the area;
- ▶ the Manager, Building and Fire Inspection and Fire Chief have no major concerns regarding fire protection and emergency services; and
- ▶ the property is approximately five (5) acres in area and has sufficient space for the intended uses.

Process

Notice was placed in the
Chronical Herald and
website/Facebook

Letters were mailed to
residents within 500 ft. of
the property.

All statutory requirements
have been met.



Process

- ▶ Comments and questions can be submitted by the public until August 11th
- ▶ All correspondences should be sent to:

Planner Shah

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





WEST HANTS REGIONAL MUNICIPALITY

Recommendation Report

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

Submitted by: _____
Saira Shah, Planner

Date: 2020-07-28

Subject: Ski Martock Rd. Land Use By-law Amendment Recommendation Report

File # 20-01 B

Background

An application was completed February 28, 2020 from Stanley Joseph Boyd and Patricia Boyd to amend the Land Use By-law to permit a proposed tourist accommodation consisting of several cottages at PID 45038510 located on Ski Martock Road in Windsor Forks (*Attachment A*).

A Public Information Meeting (PIM) was held virtually on May 21, 2020 and broadcast live on the Municipal Facebook page to consider the amendment to permit the tourist accommodation (*Attachment B*).

Planning Advisory Committee Recommendation

The Planning Advisory Committee recommended in favour of the proposed amendment to permit tourist accommodations at PID 45038510, by passing the following motion:

PAC recommends that Council give First Reading and hold a Public Hearing to consider amending the map of the West Hants Land Use By-law for PID 45038510 to the Rural Commercial (RC) Zone as shown on Figure 3 and amending the text of the West Hants Land Use By-law to ensure adequate separation is provided for residential uses abutting a

property zoned Rural Commercial (RC), in a manner substantively the same as Appendix A, all as attached to the planning staff report dated June 11, 2020.

Potential Motion

Should Council wish to approve the requested tourist accommodation the following motion would be in order following completion of the Public Hearing at the September 22 meeting of Council:

that Council gives Second Reading to and approves the amendment to the map of the West Hants Land Use By-law for PID 45038510 to the Rural Commercial (RC) Zone as shown on Figure 3 and amending the text of the West Hants Land Use By-law to ensure adequate separation is provided for residential uses abutting a property zoned Rural Commercial (RC), in a manner substantively the same as Appendix A, all as attached to the planning staff report dated June 11, 2020.

Attachments

Attachment A	2020-06-11 File # 20-01 Ski Martock Rd. Land Use By-law Amendment Recommendation Report
Attachment B	2020-06-11 Public Information Meeting Notes May 21, 2020

Report Reviewed by:

Madelyn LeMay, Director of Planning and Development

Report Approved by:



Mark Phillips, Chief Administrative Officer



WEST HANTS REGIONAL MUNICIPALITY RECOMMENDATION REPORT

To: Members of Planning Advisory Committee

Submitted by: _____
Saira Shah, Planner

Date: 2020-06-11

Subject: File # 20-01 Ski Martock Rd. Land Use By-law Amendment
Recommendation Report

LEGISLATIVE AUTHORITY

Section 210 of the Municipal Government Act.

RECOMMENDATION

Should the Planning Advisory Committee (PAC) wish to forward a positive recommendation, the following motion would be in order:

PAC recommends that Council give First Reading and hold a Public Hearing to consider amending the map of the West Hants Land Use By-law for PID 45038510 to the Rural Commercial (RC) Zone as shown on Figure 3 and amending the text of the West Hants Land Use By-law to ensure adequate separation is provided for residential uses abutting a property zoned Rural Commercial (RC), in a manner substantively the same as Appendix A, all as attached to the planning staff report dated June 11, 2020.

BACKGROUND

The applicants, Stanley Joseph Boyd and Patricia Boyd, have applied for an amendment to the Land Use By-law to permit a proposed tourist accommodation consisting of several cottages at PID 45038510 located on Ski Martock Road in Windsor Forks. The application was completed on February 28, 2020.

DISCUSSION

Mr. and Ms. Boyd own the property on Ski Martock Road. The property is designated Resource on the Generalized Future Land Use Map of the Municipal Planning Strategy (Figure 1) and zoned General Resource (GR) on the zoning map of the Land Use By-law (Figure 2).

The applicants are proposing a tourist accommodation consisting of several cottages to serve the traveling public visiting Ski Martock and the surrounding area. The General Resource (GR) zone permits two (2) seasonal dwellings as-of-right.

A seasonal dwelling is defined in the West Hants Land Use By-law (WHLUB) as *"a cottage or secondary residence used for recreation, rest or relaxation from time to time throughout any season of the year, but not used or intended to be used for year-round occupancy or as a principal residence"*.

A seasonal dwelling can be a cottage used for tourist accommodations. However, the applicants would like to have more than two (2) cottages on the site.

Policy 9.1.6 of the West Hants Municipal Planning Strategy (WHMPS) enables Council to consider rezoning land in the General Resource (GR) zone to allow for commercial uses permitted in the Rural Commercial (RC) zone. The proposed map amendment (Figure 3) would permit tourist accommodations. This would enable the applicants to develop more than two (2) cottages on the site.

The proposed map amendment would also permit all other uses which are permitted in the Rural Commercial (RC) zone in the WHLUB.

Policy 7.2.1 of the WHMPS states, *It shall be the policy of Council to establish a Rural Commercial (RC) zone which will apply to Hamlets and resource areas and permit a variety of commercial uses intended to provide a service to local residents, as well as limited highway commercial and tourist commercial uses. Residential uses will be permitted in conjunction with a commercial use.*

Council's intention for the Rural Commercial (RC) zone is to provide services to residents and tourist commercial uses, such as accommodations. The only restriction for tourist accommodations is height which is set at a maximum of 35 ft. in the WHLUB. The proposed amendment would allow an unlimited number of cottages if setbacks are maintained.

As part of the usual process, to determine if this application meets the criteria in the WHMPS, staff sent inquiries to the appropriate organizations/individuals. None of the responses received touched on major concerns.

During the staff review consideration was given to the abutting zone requirements section of the Rural Commercial (RC) zone. Policy 9.1.6 (f) states the proposed use should not be considered obnoxious due to noise, odour, dust, fumes or other emissions. If a commercial use permitted in the Rural Commercial (RC) zone abuts a lot in a residential zone the commercial use must provide a planting strip and

increased minimum side yard and outdoor storage in the side yard of the commercial use is prohibited. These requirements decrease the potential for a commercial use to be considered obnoxious however, they do not benefit residential uses located outside of residential zones. Staff recommend an amendment to the abutting zone requirements so that they apply to commercial properties which abut any residential uses as opposed to just properties with residential zoning (Appendix A). This will ensure Policy 9.1.6 (f) is met.

MPS Specific Criteria

Policy 9.1.6 of the WHMPS states the specific criteria to be considered for this proposal. These criteria are examined in detail in Appendix B.

In summary, Policy 9.1.6 is met as:

- the proposed uses are not ones which, because of their size or nature, would be more appropriately located in a Growth Centre, Village or Hamlet;
- the development is compatible with adjacent land uses; and
- staff recommend amendments to ensure abutting zone requirements apply to all commercial uses which abut properties with residential uses in any zone.

WHMPS General Criteria

Policy 16.3.1 of the WHMPS states general criteria for any WHLUB amendment considered in West Hants. These criteria are examined in detail in Appendix C.

In summary:

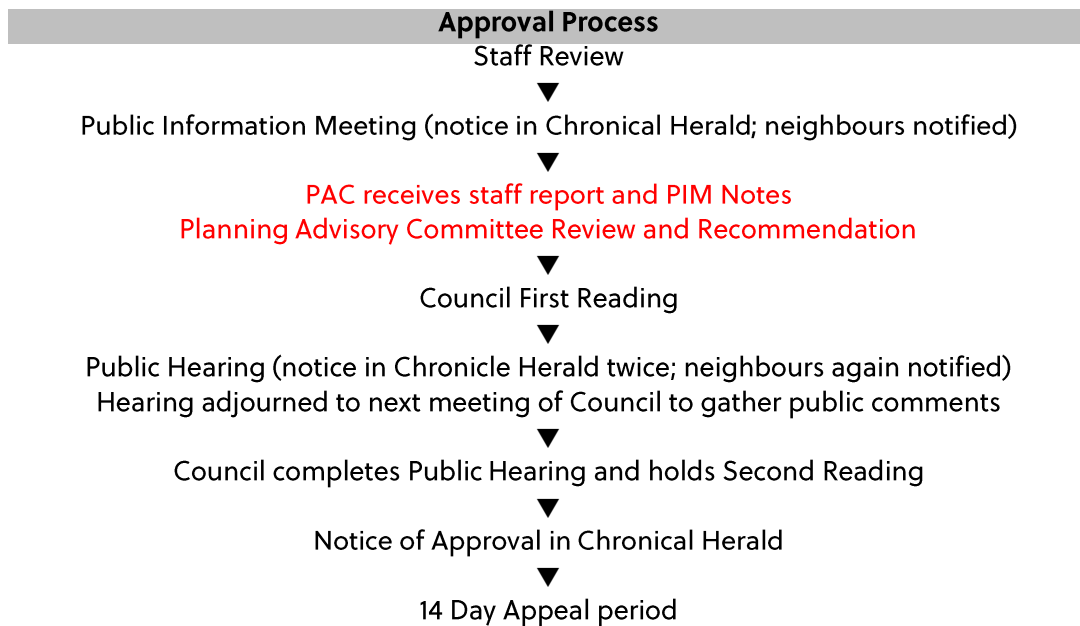
- the proposal is not premature or inappropriate for the area;
- the Manager, Building and Fire Inspection and Fire Chief have no major concerns regarding fire protection and emergency services; and
- the property is approximately five (5) acres in area and has sufficient space for the intended uses.

Municipal Climate Change Action Plan

This amendment has not been examined in relation to the Municipal Climate Change Action Plan (MCCAP).

NEXT STEPS

As noted above, the proposed amendment has been considered within the context of the specific and general policies of the WHMPS and is consistent with the intent, objectives and policies of the WHMPS. The amendment meets the specific and general criteria for a WHLUB amendment. As a result, it is reasonable to consider amending the zone of PID 45038510 from General Resource (GR) to Rural Commercial (RC) on the zoning map of the WHLUB and the text of the WHLUB to amend the abutting zone requirements for the Rural Commercial (RC) zone.



FINANCIAL IMPLICATIONS

There are no financial implications associated with this application.

ALTERNATIVES

In response to the application, PAC may recommend that Council:

- hold First Reading and authorize a Public Hearing to approve the WHLUB amendment as drafted or as specifically revised by direction of PAC;
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Figure 1 Existing Generalized Future Land Use Map

Figure 2 Existing Zoning Map

Figure 3 Proposed Map Amendment

Appendix A Draft Amendments

Appendix B Specific Criteria for a Rural Commercial (RC) Map Amendment

Appendix C General Criteria for Land Use-By-law Amendment

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Figure 1
Existing Generalized Future Land Use Map

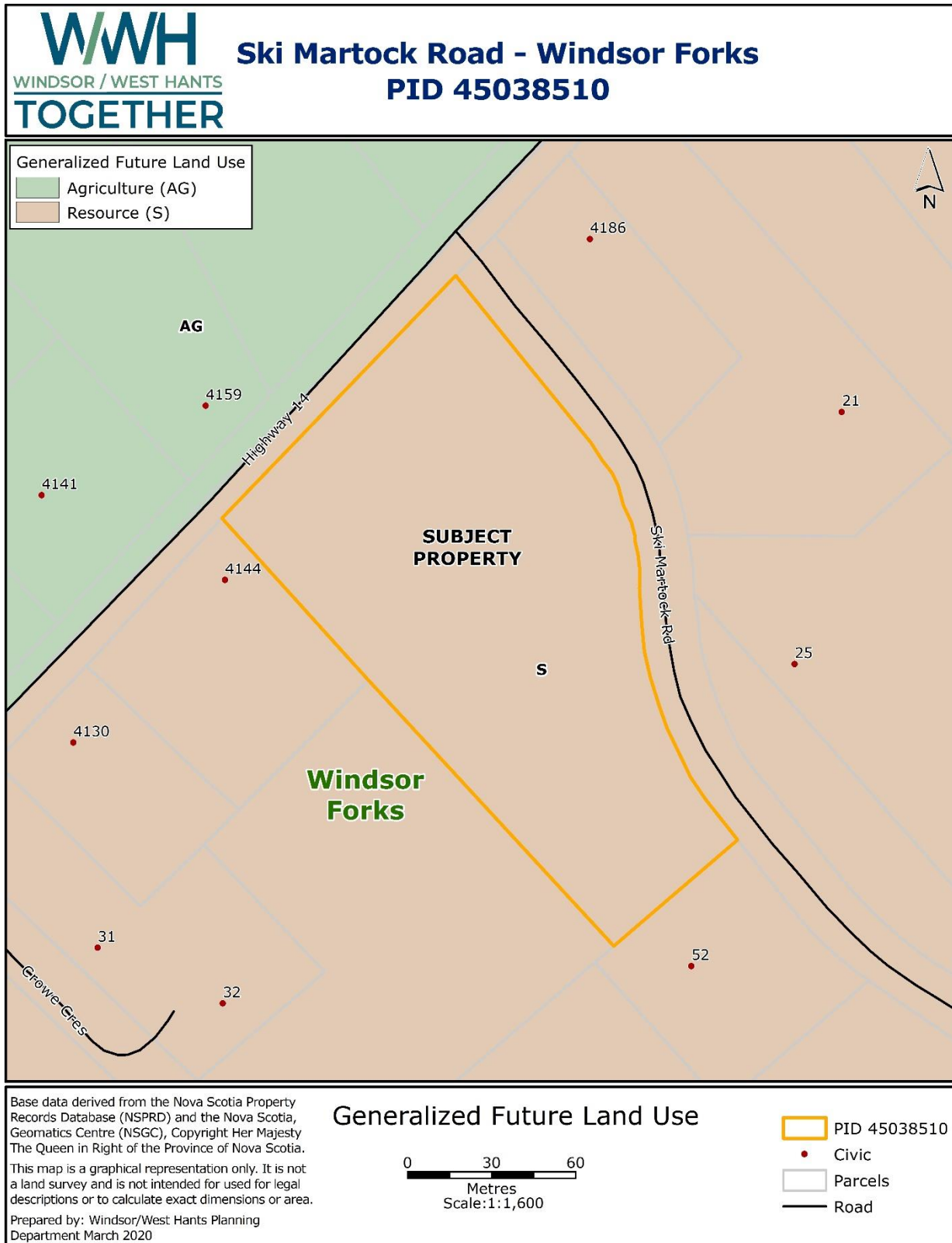


Figure 2
Existing Zoning Map

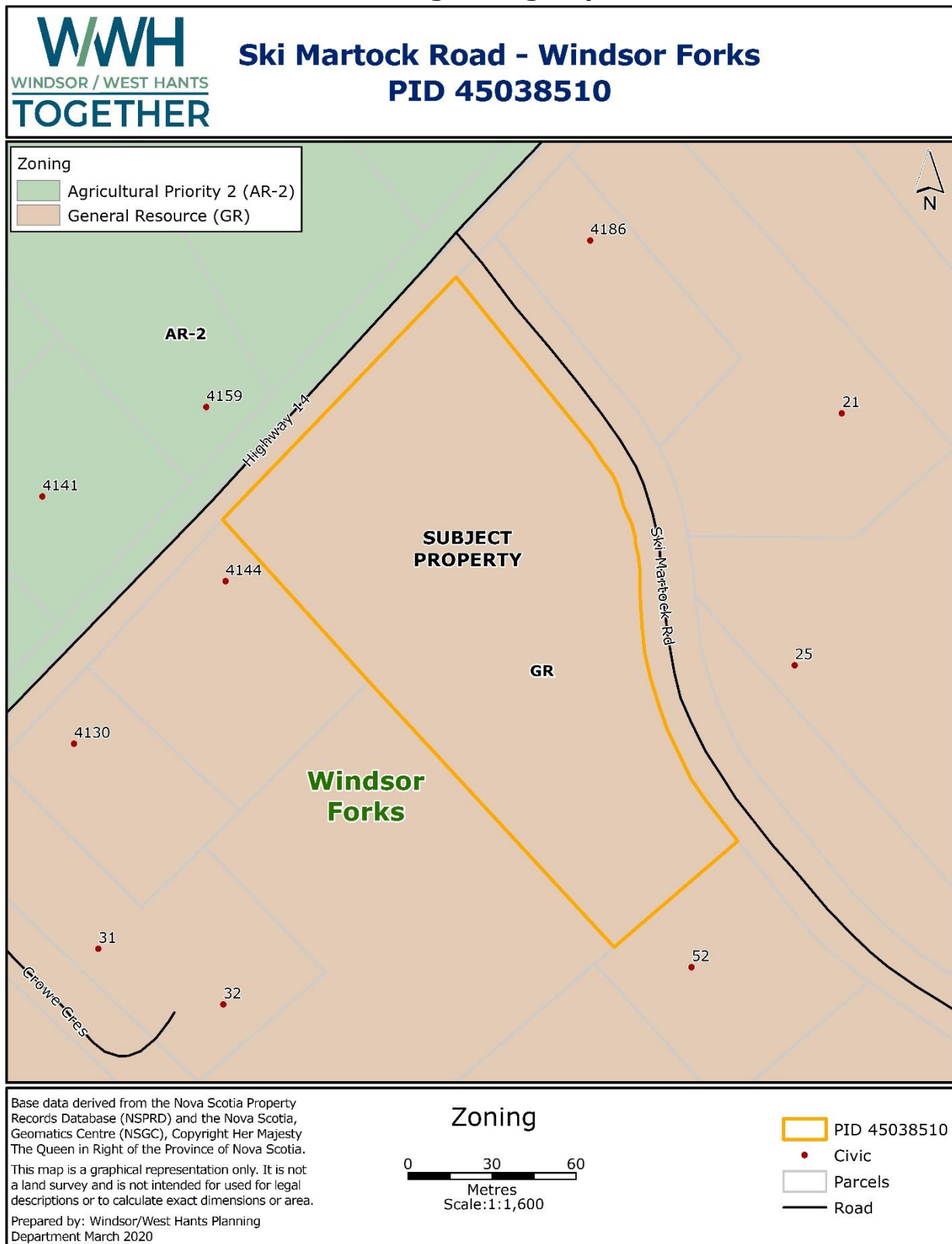
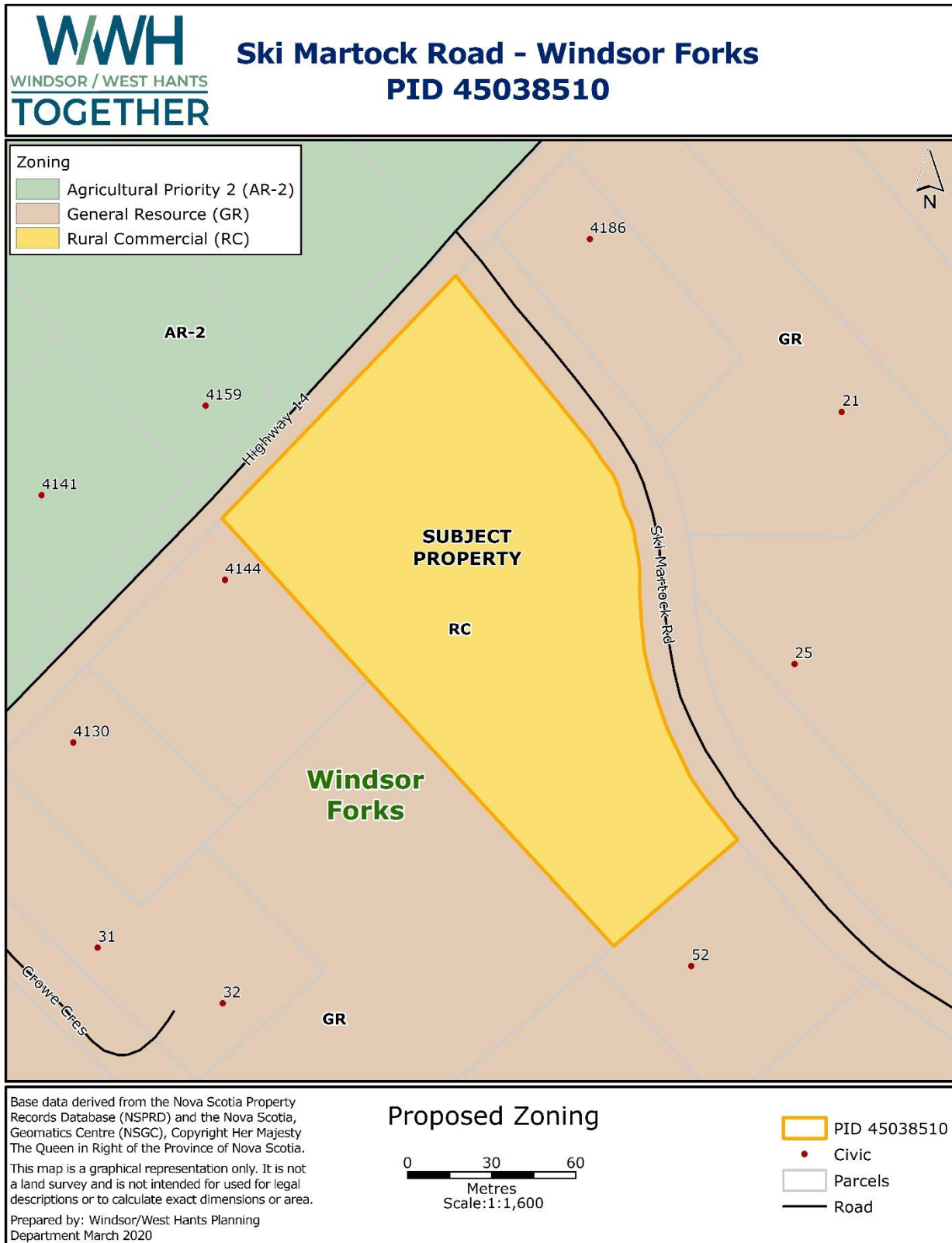


Figure 3
Proposed Map Amendment



Appendix A Draft Amendments

Text Amendment to the West Hants Land Use By-law to ensure the abutting zone requirements for the Rural Commercial (RC) zone apply to all residential uses.

- 1. Amend Section 16.4 *Abutting Zone Requirements* in Part 16 of the West Hants Land Use By-law, *Rural Commercial (RC) Zone*, by replacing: the title “Abutting Zone Requirements” with “Abutting Use Requirements”, the phrase “Where a RC zone abuts a lot in a residential zone, the following standards apply” with “Where any commercial use permitted in the Rural Commercial (RC) zone is developed on a lot which abuts a lot with a residential use, the following standards shall apply” and the phrase “residential zone” with “the lot with the residential use” in subsection (c) so that it reads as follows:**

Abutting Use Requirements

16.4 Where any commercial use permitted in the Rural Commercial (RC) zone is developed on a lot which abuts a lot with a residential use, the following standards shall apply:

- (a) the minimum side yard requirement for the commercial use from the abutting lot line shall be 20 ft (6.10 m);
- (b) no open storage or outdoor display shall be permitted in an abutting side yard; and
- (c) the part of the commercial lot directly adjoining the lot with the residential use shall be used for no purpose other than a planting strip having a minimum of 5 ft (1.52 m) measured perpendicular to the lot line.

Appendix B

Specific Criteria for Rural Commercial (RC) Map Amendment

Policy 9.1.6 *It shall be the intention of Council to consider rezoning land zoned General Resource (GR) to allow for commercial or industrial uses permitted in the Rural Commercial (RC) or Resource Industrial (M-1) zones subject to the following:*

Criteria	Rural Commercial Uses
<i>(a) the use will not adversely affect existing resource uses in the area;</i>	The uses will be contained within the site and are not expected to cause an adverse effect on existing resource uses.
<i>(b) the use is not one which, because of its size or nature, would be more appropriately located in a Growth Centre, Village or Hamlet;</i>	Policy 7.2.1 states <i>It shall be the policy of Council to establish a Rural Commercial (RC) zone which will apply to Hamlets and resource areas and permit a variety of commercial uses intended to provide a service to local residents, as well as limited highway commercial and tourist commercial uses.</i> The uses within the Rural Commercial (RC) zone are appropriate based on size and nature of the uses permitted.
<i>(c) safe and efficient roadway access is provided;</i>	Department of Transportation and Infrastructure Renewal (DTIR) confirmed that commercial access can be obtained and will be limited to Ski Martock Road. DTIR does not anticipate a negative impact to the Provincial road network. The applicant has been informed.
<i>(d) adequate on-site parking is provided;</i>	The property is five (5) acres in size which is sufficient space to provide parking and loading areas on-site.
<i>(e) the development is compatible with adjacent land uses with respect to:</i>	

(i) <i>traffic generation and traffic safety;</i>	Please see 9.1.6 (c)
(ii) <i>hours of operation;</i>	This criterion is not relevant for this application as the hours of operation can only be regulated by a Development Agreement.
(iii) <i>size and design of building(s);</i>	The applicant will be required to meet all regulations regarding size in the West Hants Land Use By-law. There are no requirements regarding design in the West Hants Land Use By-law.
(iv) <i>signage; and</i>	The applicant will be required to meet all regulations regarding signage in the West Hants Land Use By-law.
(v) <i>pedestrian circulation and safety;</i>	Please see 9.1.6 (c)
(f) <i>the use is not considered obnoxious by virtue of noise, odours, dust, fumes or other emissions;</i>	Any noise, odour, dust, fumes, or other emissions from this development will be similar to emissions from existing commercial development in the area. A planting strip and increased minimum side yard are required if the commercial use abuts a lot in a residential zone. However, this does not apply to residential uses in the General Resource (GR) zone. Staff have recommended an amendment to ensure these requirements benefit all residential uses regardless of zone.
(g) <i>adequate buffering or screening, setbacks and yards are provided, and open storage is controlled;</i>	Adequate buffering, screening, setbacks, and yards must be provided, and open storage controlled as required by the West Hants Land Use By-Law.
(h) <i>any other matter which may be addressed in a Land Use By-law; and</i>	No other matter has been raised.

<i>(i) Policy 16.3.1.</i>	Please see Appendix C for further details

Appendix C

General Criteria for Land Use By-Law Amendment

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

<i>(a) whether the proposal is considered premature or inappropriate in terms of:</i>	Rural Commercial Uses
<i>(i) the adequacy of sewer and water services;</i>	The Public Works Director has stated the proposal is not within a Municipally serviced area. The applicant is responsible for determining adequate services for the proposed uses. The applicant has been informed.
<i>(ii) the adequacy of school facilities;</i>	No impact on school facilities is anticipated.
<i>(iii) the adequacy of fire protection and other emergency services;</i>	The Manager, Building and Fire Inspection and Fire Chief for the area have no concerns with regards to fire protection and emergency services. The Manager, Building and Fire Inspection has noted that a service station is the only listed permitted use that would have significantly stricter standards based on the Building and Fire Codes. The applicant has been informed.
<i>(iv) the adequacy of road networks adjacent to, or leading to the development; and</i>	Please see 9.1.6 (c) for further details.
<i>(v) the financial capacity of the Municipality to absorb any costs relating to the development.</i>	No municipal costs related to this amendment are anticipated.
<i>(b) whether the development is serviced, or capable of being serviced, by a potable water supply and either</i>	As noted above in (a) (i), the applicant will be responsible for the provision of water and on-site sewage disposal.

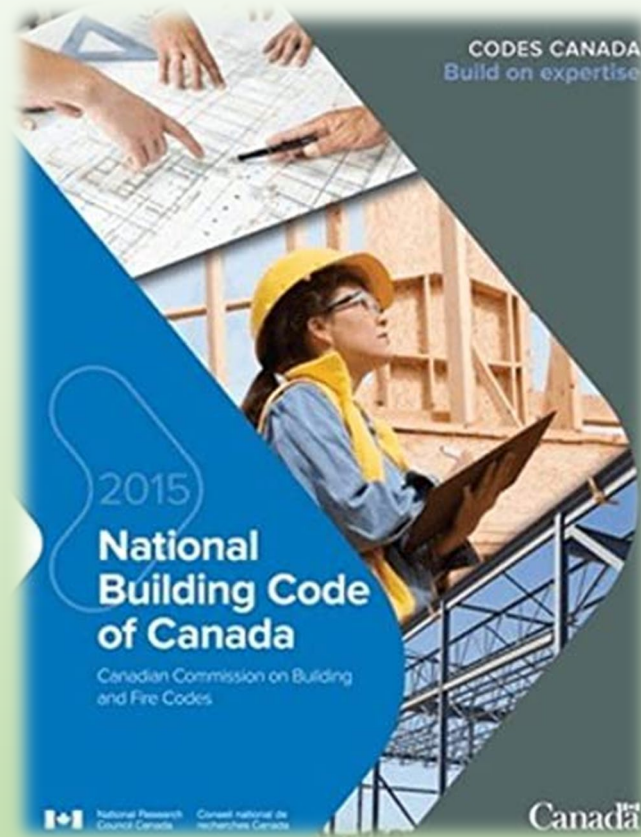
<i>central sewer or an approved on site sewage disposal system;</i>	
<i>(c) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;</i>	Please see 9.1.6 (c) for further details
<i>(d) the adequacy of the dimensions and shape of the lot for the intended use;</i>	The property is five (5) acres in area and has sufficient space for the intended uses.
<i>(e) the pattern of development which the proposal might create;</i>	The uses permitted in this zone will not create a pattern of development that is unusual for the area.
<i>(f) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses or wetlands, and susceptibility of flooding;</i>	The applicant will be responsible for determining the suitability of the area for the proposed uses.
<i>(g) whether the proposal meets the requirements of the appropriate provincial or federal agencies as well as whether it conforms to all other relevant municipal by laws and regulations; and</i>	The proposed amendment meets all relevant municipal, provincial and federal regulations.
<i>(h) any other matter required by relevant policies of this Strategy.</i>	Please see Appendix B for further details.

Public Information Meeting Notes
May 21, 2020
File 20-1 A
Ski Martock Road Application

Meeting date and time	A virtual public information meeting was held on May 21, 2020 beginning at 6:00 p.m. The meeting was live broadcast on the Municipal Facebook page.
Attending	In attendance: Four (4) Councillors: Mayor Zebian Councillor Ivey Councillor Murphy Councillor Sherman Three (3) Committee members: Bill Preston Shelley Bibby Trevor McEachern Director LeMay Planner Shah Planner Poirier Meeting Secretary Vanessa Lake As this meeting was held virtually there were no members of the public present.
Stanley Joseph Boyd and Patricia Boyd 4159 Highway 14 Site Location (Ski Martock Road PID (45038510))	Planner Shah outlined the request from Stanley Joseph Boyd and Patricia Boyd to amend the Land Use By-law to permit a proposed tourist accommodation at PID 45038510 located on Ski Martock Road in Windsor Forks
Comments	Comments from the public were received by mail, e-mail and telephone to sshah@westhants.ca between May 21 and June 9th. Four (4) written comments were received from the public and (1) verbal comment was made by phone. Staff responses are included in purple. Questions from the public included: - Where will the driveway access be? Department of Transportation has stated they can only have access from Ski Martock Rd. - What type of buildings will it be? Cabins/cottages for rental to tourists - How tall will the buildings be?

	The maximum height for this zone is 35 ft. approximately 2-3 stories - How many cottages will there be? There is no limit to the number of cottages in the new zone, but setback requirements must be maintained. - Will the cottages be all-season or limited? There will be no limit on when the cottages can operate. - Will local people be used to fill job openings? - Will there be a swimming pool, weight room, or other available space for the community to buy passes for? Discussion points included: - the potential impact on peace and quiet in the area - safety concerns regarding tourists coming and going - the potential impact on the water supply - the potential fire risk from BBQs and campfires - the noise level from the construction and tourists once the cabins are constructed - the impact on property values - increase in traffic, pollution, and litter - impact on wildlife due to noise The applicant responded to some of the discussion points and questions raised with the following: - the plan is to hire local residents - there will be a main office at some point which will include a small general store with meeting/reception rooms - a swimming pool/hot tub combo is planned and would be available to local residents - a large forested buffer zone between the cottages and any resident would be developed to reduce noise and visual disturbances - only propane fireplaces and BBQs will be permitted by the owners to avoid wood burning hazards - the target market for the cottages will be families - the cottages will include high end interiors drawing clients that respect a peaceful, beautiful vacation site
--	--

	• the initial plan is to construct the cottages off site and assemble on site decreasing disturbances during construction • rental agreements will include restrictions on noise, ATVs., and pets
Adjournment	There being no further business, the meeting adjourned at 6:22 p.m.



Building Code Act By-law Public Hearing and Second Reading
September 22, 2020
Madelyn LeMay

HISTORY

- Windsor & West Hants: Building Code Act By-law



DIFFERENCES

Windsor and West Hants Building Code Act By-laws

...2

- both based on National Building Code; few differences; none substantial
- proposed By-law attached to the report circulated July 9 to PAC/HAC
- proposed minor changes include:
 - accessory buildings under 100 sq. ft. in Windsor will no longer need a building permit;
 - processing charges removed & will appear only in Fees Policy;
 - backflow prevention devices will be required in the community of Windsor for any connection to a municipal storm water line.

DIFFERENCES

Windsor and West Hants Building Code Act By-laws

clarifications:

- all swimming pools more than 610 mm. (24") deep need a building permit;
- s.3.10 intended to refer to both temporary building & occupancy permits;
- throughout the Region, building permit not required to resurface a roof with the same material.

IMPACT OF NO REGIONAL BY-LAW

- if a by-law is not adopted for the Region:
 - each former municipal unit's By-law will remain in force
 - may create confusion for residents

REASONS FOR REGIONAL POLICY

- rules consistent across the Region
- when changes are needed, there is only 1 document to amend
- easier for residents to understand
- assured process for residents, staff & Council

PROCESS

Staff Review



Planning Advisory Committee Review and
Recommendation



Regional Council First Reading



Notice placed and Material Posted on Website



**All statutory
requirements met**

Regional Council Public Hearing and Second Reading
(September 22)



Notice of Approval in Local Paper



Notice of Approval to Municipal Affairs and Housing



FOLLOWING PUBLIC HEARING POSSIBLE MOTION

... that Council approve Building Code Act By-law RB-001 in a manner substantively the same as that included as Attachment C to the report to PAC/HAC entitled *Building Code Act By-law* dated July 9, 2020.



WEST HANTS REGIONAL MUNICIPALITY

Recommendation Report

To: Members of Council

Submitted by: _____
Madelyn LeMay, Director, Planning and Development

Date: July 28, 2020

Subject: Building Code Act By-law
File #20-14A

Background

Staff recommended a Building Code Act By-law for the Region to the Planning and Heritage Advisory Committee (PAC/HAC) on July 9, 2020.

Planning Advisory Committee Recommendation

PAC/HAC recommended in favour of the proposed Building Code Act By-law on July 9, 2020.

Possible Motion

Should Council wish to approve the recommended Building Code Act By-law, the following motion would be in order:

... that Council give First Reading and proceed to a Public Hearing regarding the Building Code Act By-law, RB-001, which is substantively the same as that included as Attachment C to the report entitled *Building Code Act By-law* dated July 9, 2020.

Attachments

Appendix A Building Code Act By-law Report; File # 20-14

Report Approved by:  _____
Mark Phillips, CAO



WEST HANTS REGIONAL MUNICIPALITY RECOMMENDATION REPORT

To: Members of Planning and Heritage Advisory Committee (PAC/HAC)

Submitted by: _____
Madelyn LeMay, Director, Planning and Development

Date: July 9, 2020

Subject: Building Code Act By-law
File #20-14

1.0 LEGISLATIVE AUTHORITY

Nova Scotia Building Code Act and Regulations

2.0 RECOMMENDATION

If PAC/HAC wishes to forward a positive recommendation the following motion would be in order:

PAC/HAC recommends that Council give First Reading and proceed to a Public Hearing regarding the Building Code Act By-law, RB-001, which is substantively the same as that included as Attachment C to the report entitled *Building Code Act By-law* dated July 9, 2020.

3.0 BACKGROUND

The former Town of Windsor and the former Municipality of West Hants each have a Building Code Act By-law in place which applies to the respective geographic area. In order to ensure building regulations are the same across the Region, it would be reasonable to have one Building Code Act By-law for the Region.

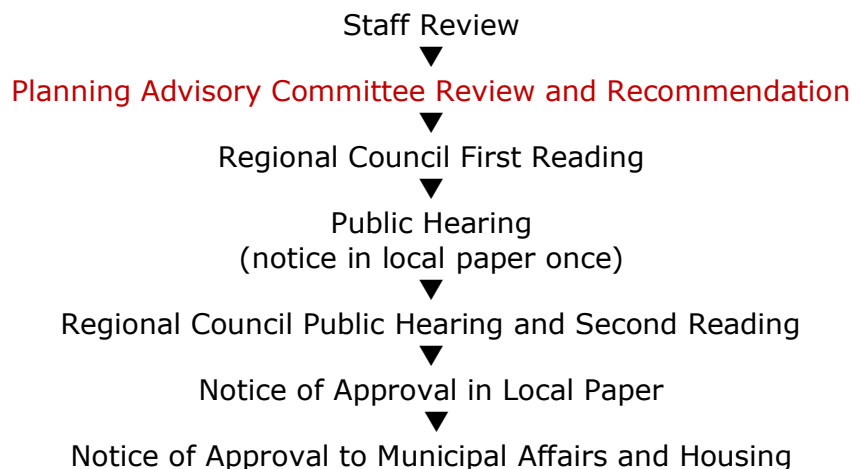
4.0 DISCUSSION

As each Building Code Act By-law was based on the National Building Code, there are very few differences between the two documents now in place; no substantive differences were found. The minor changes which are proposed for the Building Code Act By-law include:

- accessory buildings under 100 sq. ft. in the community of Windsor will no longer need a building permit;
- it has been clarified that all swimming pools more than 610 mm. (24 in.) deep will need a building permit;
- section 3.10 is clarified to refer to both temporary building and occupancy permits;
- it has been clarified that a building permit is not required to resurface a roof with the same material throughout the Region;
- in section 5.3, the specific amount of the processing charge is removed and fees will appear only in Council's Fees Policy; and
- backflow prevention devices will be required in the community of Windsor for any connection to a municipal storm water line.

5.0 NEXT STEPS

The following process is being used for adoption of the proposed by-law:



6.0 FINANCIAL IMPLICATIONS

There are no financial implications for the Region associated with replacing the existing By-laws with the proposed new By-law.

7.0 ALTERNATIVES

In response to the application, PAC/HAC may recommend that Council:

- not approve the Building Code Act By-law included as Attachment C; or
- provide alternate direction such as requesting further information on a specific topic.

8.0 ATTACHMENTS

Attachment A	Windsor Building Code Act By-law
Attachment B	West Hants Building Code Act By-law
Attachment C	Proposed Building Code Act By-law, RB-001



Report Prepared by: _____
 Madelyn LeMay, Director, Planning and Development

Report Reviewed by: _____
 Tim Leslie, Manager, Building and Fire inspection Services

Report Prepared by:  _____
 Rhonda Brown, Municipal Clerk



TOWN OF WINDSOR BYLAW # 19 BUILDING CODE ACT BYLAW

(Approved by Council – July 25, 2006)

PART 19.01 DEFINITIONS

19.01.1 All words in this Bylaw have the same meaning as in the Building Code Act and the regulations prescribed pursuant thereto and where not so defined shall have the meaning as set forth herein:

- (a) “accessory building” means a subordinate building on the same lot as the main building, devoted exclusively to an accessory use, but does not include a building attached in any way to the main building, a building located completely underground or a motor vehicle, truck body, transport trailer or any part thereof;
- (b) “Act” means the *Building Code Act*, R.S.N.S., 1989, c. 46;
- (c) “authority having jurisdiction” means the Council of the Town of Windsor and its officials, acting pursuant to Section 5 of the *Act*;
- (d) “footing” means that portion of the support system that transmits loads directly to the soil;
- (e) “main building” means the building on a lot in which the principal use of the lot is carried out; and
- (f) “material alteration” and “material repair” means work that is done in alteration or repair of a building, which work is covered by the Building Code, and which:
 - (i) is a non-structural repair or alteration regardless of its value, or
 - (ii) is a repair or alteration to the structure of the building.

PART 19.02 APPLICATION

Developments requiring a permit

19.02.1 In addition to the permit requirements of the Building Code, a building permit is required for:

- (a) all accessory buildings;
- (b) interior and exterior non-structural material alterations and material repairs having monetary value in excess of \$1,000.00; and
- (c) swimming pools more than 60 cm. (24 in.) deep and required fencing.

Application form

19.02.2 Before a permit is issued, an applicant must complete an application form to be provided by the authority having jurisdiction.

19.02.3 Every application for a permit shall:

- (a) identify and describe in detail the work and occupancy to be covered by the permit for which application is made;
- (b) describe the land on which the work is to be done by including the unique parcel identifier (PID), assessment account number, and a description that will readily identify and locate the building lot;
- (c) include plans and specifications as required by the Building Code and show the occupancy of all parts of the building;
- (d) state the valuation and square footage of the proposed work and be accompanied by the required fee;
- (e) state the names, addresses and telephone numbers of the owner, architect, professional engineer or other designer and constructor and any inspector or testing agency that has been engaged to monitor the work any part of the work;
- (f) describe any special building systems, materials and appliances; and
- (g) such additional information as may be required to enable the authority having jurisdiction to determine compliance with the Building Code.

Incomplete applications

19.02.4 When an application for a permit has not been completed in conformance with the requirements of this Bylaw within six months after it is filed, the application shall be deemed to have been abandoned.

PART 19.03 PERMITS

Permit expiry

19.03.1 A permit is valid for one year from the date of issue and is renewable annually provided the application complies with all requirements of this Bylaw.

Compliance with other Bylaws and regulations

19.03.2 Any permit may be withheld until the Building Official is satisfied that the provisions of the Building Code Act, Municipal Government Act, any regulations and Bylaws enacted pursuant thereto including any Land Use Bylaw, Architectural Design Manual; Subdivision Bylaw, Sewers & Sewage Discharges Bylaw, the Heritage Property Act and any regulations and Bylaws enacted pursuant thereto and any applicable development agreement have been complied with.

Footings permit

19.03.3 A footings permit authorizes the applicant to commence construction to the point of the first inspection as specified in Part 4.

Location certificates

- 19.03.4** A location certificate showing the location of the footings on the lot and certified by a Nova Scotia Land Surveyor shall be provided for every new main building.
- 19.03.5** The requirement for a location certificate may be waived by the authority having jurisdiction where the lot area is greater than three (3) acres.
- 19.03.6** Notwithstanding clauses 3.4 and 3.5, where construction is proposed within five (5) feet (1.5 m) of the setback that is required under the Town of Windsor Land Use Bylaw, the authority having jurisdiction may require a location certificate for additions, accessory buildings or new main building on lots over three (3) acres in order to be satisfied that the construction complies with the Land Use Bylaw and Building Code.

Building permit

- 19.03.7** A building permit shall not be issued until:
- (a) the footings have been installed to the satisfaction of the Building Official; and
 - (b) the location certificate, if required, has been approved by the authority having jurisdiction.

Occupancy permit

- 19.03.8** An occupancy permit is required:
- (a) to allow the initial occupancy of a building or a part thereof;
 - (b) when the occupancy classification of a building or part thereof is changed; or
 - (c) to allow for occupation after the partial demolition or alteration of a building.
- 19.03.9** The Building Official shall withhold an occupancy permit until satisfied that the owner has posted a valid civic number as required by the Town of Windsor Civic Addressing Bylaw.

Demolition permit

- 19.03.10** No demolition permit shall be issued unless the application form indicates the method and proposed site for the disposal of the demolition material.

Permit for temporary use

- 19.03.11** A permit for a temporary building:
- (a) shall state the date after which, and the conditions under which, the permit is no longer valid; and
 - (b) may be extended provided permission in writing is granted by the authority having jurisdiction.

Permits for Part Only

- 19.03.12** Before issuing a building permit, a complete application shall be filed with the authority having jurisdiction; where, however, in order to expedite work, approval of a portion of the building is desired prior to the issuance of a permit for the

whole project, application shall be made for the complete project, and complete plans and specifications covering the portion of the work for which immediate approval is desired shall be filed with the authority having jurisdiction.

- 19.03.13** A permit, clearly marked “At Owner’s Risk”, may be issued at the risk of the owner, with conditions to ensure compliance with the Building Code, to excavate or to construct a portion of a building before all the plans of the project have been submitted or accepted.
- 19.03.14** Should a permit be issued for part of a building, the holder of the permit may proceed, but without any assurance that the permit for the entire building will be granted.
- 19.03.15** Any permit issued for part only of a building shall be clearly marked as for part only, and shall also indicate that a permit for the entire building is not assured.
- 19.03.16** A permit for a whole project may be issued conditional upon the submission of additional information provided that the information is of such a nature that withholding the permit until the information was available would delay the work unreasonably.

Occupancy permit for part of a building

- 19.03.17** Upon application by the owner, the authority having jurisdiction may issue an occupancy permit for all or part of a building prior to completion of the work for which a building permit was issued provided:
- (a) No unsafe condition exists or will exist because of the work being undertaken or not completed; and
 - (b) The exterior structure and exterior appearance of the building has been completed to such a state as to present an attractive exterior finish.
- 19.03.18** Such occupancy permits may be issued for a specified time periods either with or without conditions for completion of the work.

Amending an approved permit in force

- 19.03.19** Any revision or change to the work to be covered by a permit shall require an application for an amended permit.

Conditions not being met

- 19.03.20** If any condition attaching to a permit is not met within the stated period of time, the permit then shall automatically be void.

PART 19.04 INSPECTIONS

- 19.04.1** The authority having jurisdiction shall be notified by the owner or contractor verbally or otherwise at least 48 hours in advance and given the opportunity to inspect at the following stages of construction:
- (a) for buildings being constructed under the scope of Part 9 of the Code:
 - (i) footings in place;
 - (ii) the site before commencing backfilling of the laterally supported foundation, before a superstructure is placed on the foundation;

- (iii) the framing, roof, and plumbing and mechanical;
 - (iv) insulation and vapour barrier before wall framing is covered; and
 - (v) before occupancy.
- (b) for mobile and modular homes conforming to Section 1.4.1.9 of the Code:
 - (i) footings in place;
 - (ii) in the case of a mobile home, the site preparation, foundation installation and anchorage in accordance with CSA CAN3-Z240.10.1-94 "Recommended Practice for Site Preparation, Foundation, and Anchorage of Mobile Homes"; or in the case of a modular home, site preparation and foundation;
 - (iii) installation and anchorage; and
 - (iv) before occupancy.
- (c) for buildings being constructed outside the scope of Part 9 of the Code:
 - (i) of the intent to undertake construction that will be inspected and will be reviewed as per the appropriate Letter of Undertaking required by the Code;
 - (ii) of intent to cover construction that has been ordered to be inspected by the authority having jurisdiction before covering; and
 - (iii) when construction has been completed so that a final inspection can be made.
- (d) for all buildings, at intervals deemed necessary by the authority having jurisdiction based on the complexity of the building.

PART 19.05 PERMIT FEES

19.05.1 Fees for permits shall be as follows:

Class of Project	Fee
New construction of, and additions to, residential buildings, community centres, cottages and churches	\$20.00 + \$0.10/sf
New construction of, and additions to, commercial, industrial and other buildings not otherwise specified	\$50.00 + \$0.12/sf
New construction of, and additions to, sheds, decks, storage buildings, garages, barns, and other farm, forestry or fishing buildings not designed for human occupancy	\$20.00 + \$0.04/sf
Repairs, renovations or alterations to all existing buildings	\$20.00 + \$2.00 per \$1,000 of value of construction; however, there shall be no fee for non-structural repairs, renovations or alterations where the estimated value of construction is less than \$5,000.00
Relocation of mobile homes and mini-homes where there is no finished basement	\$50.00
Construction/location of a swimming pool, including required fence	\$25.00
Erection of a sign	\$15.00
Demolition of building/structure	\$20.00
Renewal or amendment of an approved permit in force, where construction has not commenced	\$15.00
Renewal or amendment of an approved permit in force, where construction has commenced	No Charge

19.05.2 For the purposes of calculating permit fees, square footage shall be based on:

- (a) for buildings intended for human occupancy, the gross floor area of the building; the floor area of a basement shall be included only if it will be a finished basement; or
- (b) for buildings not intended for human occupancy, the gross floor area of the main floor.

- 19.05.3** Fees, less a \$20.00 processing charge, shall be refunded where the application was not completed, was denied, or was withdrawn after the permits were issued and before construction has commenced.

PART 19.06 CONNECTION TO MUNICIPAL WATER

- 19.06.1** Everyone who connects or causes to be connected a water line from a building to the municipal water line shall connect to this line a water regulating valve which shall be located after the water meter and before the first water fixture and a backflow/back siphonage device.

PART 19.07 CONNECTION TO MUNICIPAL SEWER

- 19.07.1** Everyone who connects or causes to be connected to a municipal sewer line from a building to the municipal sewer line shall install a backflow prevention device to this line if the invert of the building sewer line at the building is below the street grade adjacent to the building provided that the requirements of the National Plumbing Code are met.

PART 19.08 REPEAL

- 19.08.1** The Building Bylaw passed by the Council of the Town of Windsor on June 2nd 1999, and filed at the office of Service Nova Scotia and Municipal Relations is hereby repealed.

I, Louis Coutinho, Chief Administrative Officer of the Town of Windsor in the Province of Nova Scotia, do hereby certify that the foregoing is a true copy of the Building Code Act By-law duly passed at a duly called meeting of the Council of the Town of Windsor duly convened and held on the **25th** day of **July**, A.D., **2006** and published in the Hants Journal, a newspaper circulating in the Municipality on the **3rd** day of **August**, A.D., 2006.

GIVEN under the hand of the Chief Administrative Officer/Town Clerk and under the corporate seal of said Town this **26** day of **July**, A.D., 2006.

First Reading: **June 27, 2006**

Second Reading: **July 25, 2006**



LOUIS COUTINHO
CHIEF ADMINISTRATIVE OFFICER



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
West Hants Building Code Act By-law (Consolidated)

PART 1 DEFINITIONS

1.1 All words in this By-Law have the same meaning as in the Nova Scotia Building Code Act and the Regulations prescribed pursuant thereto and where not so defined shall have the meaning as set forth herein:

- (a) "accessory building" means a subordinate building on the same lot as the main building, devoted exclusively to an accessory use, but does not include a building attached in any way to the main building, a building located completely underground or a motor vehicle, truck body, transport trailer or any part thereof;
- (b) "Act" means the *Building Code Act*, R.S.N.S., 1989, c. 46;
- (c) "authority having jurisdiction" means the Council of the Municipality of the District of West Hants and its officials, acting pursuant to Section 5 of the Act;
- (d) "footing" means that portion of the support system that transmits loads directly to the soil;
- (e) "main building" means the building on a lot in which the principal use of the lot is carried out;
- (f) "material alteration" and "material repair" means work that is done in the alteration or repair of a building, which work is covered by the Building Code, and which:
 - (i) is a non-structural repair or alteration regardless of its value, or
 - (ii) is a repair or alteration to the structure of the building;
- (g) "NSBCR" means the Nova Scotia Building Code Regulations;
- (h) "tent and air supported structures" shall include any tent, air supported structure or other membrane structures, erected or located.

PART 2 APPLICATION

Developments requiring a permit

2.1 In addition to the permit requirements of the NSBCR, a building permit is required for:

- (a) accessory buildings greater than 100 ft², (9.29 m²) in area; and
- (b) interior and exterior non-structural material alterations and material repairs having monetary value in excess of \$1,000.00.

No Permit for roof resurfacing

2.2 No building permit is required to resurface a roof with the same material.

Application form

- 2.3 Before a permit is issued, an applicant must complete an application form to be provided by the authority having jurisdiction.
- 2.4 Every application for a permit shall:
- (a) identify and describe in detail the work and occupancy to be covered by the permit for which application is made;
 - (b) describe the land on which the work is to be done by including the unique parcel identifier (PID), assessment account number, and a description that will readily identify and locate the building lot;
 - (c) include plans and specifications as required by the Building Code and show the occupancy of all parts of the building;
 - (d) state the valuation and square footage of the proposed work and be accompanied by the required fee;
 - (e) state the names, addresses and telephone numbers of the owner, architect, professional engineer or other designer and constructor and any inspector or testing agency that has been engaged to monitor the work or any part of the work;
 - (f) describe any special building systems, materials and appliances; and
 - (g) such additional information as may be required to enable the authority having jurisdiction to determine compliance with the Building Code.

Incomplete applications

- 2.5 When an application for a permit has not been completed in conformance with the requirements of this By-Law within six months after it is filed, the application shall be deemed to have been abandoned.

PART 3 PERMITS

Permit expiry

- 3.1 A permit is valid for one year from the date of issue and is renewable annually provided the application complies with all requirements of this By-Law.

Compliance with other By-Laws and regulations

- 3.2 Any permit may be withheld until the Building Official is satisfied that the provisions of the *Building Code Act*, *Municipal Government Act*, any regulations and By-Laws enacted pursuant thereto including any Land Use By-Law, Subdivision By-Law, Sewer By-Law, the *Heritage Property Act* and any regulations and By-Laws enacted pursuant thereto and any applicable development agreement have been complied with.

Location certificates and footings permits

- 3.3 A location certificate showing the location of the footings on the lot and certified by a Nova Scotia Land Surveyor shall be provided for every new main building except where the lot area is greater than three (3) acres.
- 3.4 Notwithstanding clause 3.3, in any case where construction is proposed within 5.0 ft. (1.52 m) of the setback that is required under any Land Use By-Law applicable in the Municipality of the District of West Hants, the authority having jurisdiction may require a location certificate for additions, accessory buildings or new main buildings in order to be satisfied that the construction complies with the Land Use By-Law and Building Code.
- 3.5 Where a location certificate is required under this by-law:
- (a) a footings permit shall be issued that authorizes the applicant to commence construction to the point of the second inspection as specified in Part 4; and
 - (b) no building permit shall be issued until the footings have been installed to the satisfaction of the Building Official and the location certificate has been approved by the authority having jurisdiction.

Building permit

- 3.6 Where a location certificate is required, a building permit shall not be issued until:
- (a) the footings have been installed to the satisfaction of the Building Official; and
 - (b) the location certificate, if required, has been approved by the authority having jurisdiction.

Occupancy permit

- 3.7 An occupancy permit is required:
- (a) to allow the initial occupancy of a building or a part thereof;
 - (b) when the occupancy classification of a building or part thereof is changed; or
 - (c) to allow for occupancy after the partial demolition or alteration of a building.
- 3.8 The Building Official shall withhold an occupancy permit until satisfied that the owner has posted a valid civic number as required by the Municipality of the District of West Hants Civic Addressing By-Law.

Demolition permit

- 3.9 No demolition permit shall be issued unless the application form indicates the method and proposed site for the disposal of the demolition material.

Permit for temporary use

- 3.10 A permit for a temporary building:
- (a) shall state the date after which, and the conditions under which, the permit is no longer valid; and

- (b) may be extended provided permission in writing is granted by the authority having jurisdiction.

Permits for Part Only

- 3.11 Before issuing a building permit, a complete application shall be filed with the authority having jurisdiction; where, however, in order to expedite work, approval of a portion of the building is desired prior to the issuance of a permit for the whole project, application shall be made for the complete project, and complete plans and specifications covering the portion of the work for which immediate approval is desired shall be filed with the authority having jurisdiction.
- 3.12 A permit, clearly marked "At Owner's Risk", may be issued at the risk of the owner, with conditions to ensure compliance with the Building Code, to excavate or to construct a portion of a building before all the plans of the project have been submitted or accepted.
- 3.13 Should a permit be issued for part of a building, the holder of the permit may proceed, but without any assurance that the permit for the entire building will be granted.
- 3.14 Any permit issued for part only of a building shall be clearly marked as for part only, and shall also indicate that a permit for the entire building is not assured.
- 3.15 A permit for a whole project may be issued conditional upon the submission of additional information provided that the information is of such a nature that withholding the permit until the information was available would delay the work unreasonably.

Occupancy permit for part of a building

- 3.16 Upon application by the owner, the authority having jurisdiction may issue an occupancy permit for all or part of a building prior to completion of the work for which a building permit was issued provided:
- (a) no unsafe condition exists or will exist because of the work being undertaken or not completed; and
 - (b) the exterior structure and exterior appearance of the building has been completed to such a state as to present an attractive exterior finish.
- 3.17 Such occupancy permits may be issued for specified time periods either with or without conditions including time periods for completion of the work.

Amending an approved permit in force

- 3.18 Any revision or changes to the work to be covered by a permit shall require an application for an amended permit.

Conditions not being met

3.19 If any condition attaching to a permit is not met within the stated period of time, the permit then shall automatically be void.

PART 4 INSPECTIONS

4.1 The authority having jurisdiction shall be notified by the owner or contractor verbally or otherwise at least 48 hours in advance and given the opportunity to inspect at the following stages of construction:

- (1) For a building being constructed under the scope of Part 9 of the National Building Code of Canada at the following stages of construction;
 - (a) prior to pouring footings (when footing forms are in place),
 - (b) footings in place,
 - (c) subfloor plumbing,
 - (d) subfloor and foundation insulation,
 - (e) pre-backfill,
 - (f) except for manufactured and modular homes;
 - (i) the framing, roof, plumbing, and mechanical systems,
 - (ii) insulation and vapour barrier before wall framing is covered, and
 - (g) for manufactured and modular homes;
 - (i) superstructure installation and anchorage systems,
 - (ii) foundation insulation and vapour barrier before wall framing is covered, and plumbing connections below the first floor, and
 - (h) before occupancy.

(See Appendix Notes A-2.1.1.11.(1), (2) and A-1.2.1.2.(1)(i) and (j) NSBCR)

- (2) For a building being constructed outside the scope of Part 9 of the National Building Code of Canada at the following stages of construction;
 - (a) of the intent to undertake construction that will be inspected and will be reviewed as per the appropriate Letter of Undertaking required by Article 2.1.1.5., 2.1.1.6., or 2.1.1.7. of the NSBCR,
 - (b) of intent to cover construction that has been ordered to be inspected by the authority having jurisdiction before covering and,
 - (c) at intervals deemed necessary by the authority having jurisdiction based on the complexity of the building, and,
 - (d) when construction has been completed so that a final inspection can be made.

(See Appendix Note A-2.1.1.11.(3) NSBCR)

PART 5 PERMIT FEES

- 5.1 An applicant for a building, occupancy or demolition permit shall pay the fees prescribed by Council by policy;
- 5.2 For the purposes of calculating permit fees, square footage shall be based on:
 - (a) for buildings intended for human occupancy, the gross floor area of the building; including the floor area of a basement; or
 - (b) for buildings not intended for human occupancy, the gross floor area of the main floor.

PART 6 PRESSURE REGULATING VALVE

- 6.1 Everyone who connects or causes to be connected a water line from a building to the municipal water line shall connect to this line a water regulating valve which shall be located after the water meter and before the first water fixture and a backflow/back siphon device.

PART 7 CONNECTION TO MUNICIPAL SEWER OR STORM WATER LINE

- 7.1 Everyone who connects or causes to be connected a sewer line from a building to the municipal sewer line shall install a backflow prevention device to this line if the outlet of the building sewer line at the building is below the street grade adjacent to the building provided that the requirements of the National Plumbing Code are met.
- 7.2 Everyone who connects or causes to be connected to a municipal storm water line from a building perimeter footing drain, must install a backflow prevention device between the building and municipal storm water line. Water leaders from roof drains are not to be connected to the municipal storm water line unless no other means of diverting roof water away from the building or adjoining properties is practical.

PART 8 REPEAL

- 8.1 The Building Code Act By-law passed by the Council of the Municipality of the District of West Hants on the 11th day of April, A.D. 2006 and effective on the 1st day of June, A.D. 2006 is hereby repealed.



THIS IS TO CERTIFY that I, Cheryl Chislett, Chief Administrative Officer, of the Municipality of the District of West Hants, in the Province of Nova Scotia, do hereby certify that this is a true cop of the West Hants Building Code Act By-law, as adopted by a majority of the whole of Council of the Municipality of the District of West Hants at a meeting duly called and held on the **11th** day of **June**, A.D., **2013** and published in the Hants Journal, a newspaper circulating in the Municipality on the **20th** day of June A.D., 2013

GIVEN under the hand of the Chief Administrative Officer and under the corporate seal of said Municipality this **20th** day of **June** , A.D., **2013**.

C. CHISLETT
CHIEF ADMINISTRATIVE OFFICER

By-Law Adoption	
First Reading:	May 13, 2013
Notice Published:	<i>Unknown</i>
Second Reading & Approval	June 11, 2013
Final Publication	June 20, 2013
Notice to Municipal Affairs	June 20, 2013
Description: Initial approval of the Building Code Act By-Law which also repeals the Building Code Act By-law dated April 11, 2006.	
1 st Amendment Adoption	
First Reading:	October 8, 2019
Notice Published:	October 22, 2019 and October 29, 2019
Second Reading & Approval	November 5, 2019
Final Publication	November 12, 2019
Notice to Municipal Affairs	November 14, 2019
Description: Deleted Part 5 Permit Fees and replaced with new Part 5 Permit Fees which generally states that fees will be set by Council by policy. The By-law was administratively reformatted and given number.	

Original By-law signed by C. Chislett Chief Administrative Officer and Amendment signed by R. Brown, Municipal Clerk.

BUILDING CODE ACT BY-LAW**ATTACHMENT C***Draft Building Code Act By-law May 2020***PART 1 DEFINITIONS**

- 1.1 All words in this By-Law have the same meaning as in the Nova Scotia Building Code Act and the Regulations prescribed pursuant thereto and where not so defined shall have the meaning as set forth herein:
- (a) "accessory building" means a subordinate building on the same lot as the main building, devoted exclusively to an accessory use, but does not include a building attached in any way to the main building, a building located completely underground or a motor vehicle, truck body, transport trailer or any part thereof;
 - (b) "Act" means the *Building Code Act*, R.S.N.S., 1989, c. 46 as amended;
 - (c) "authority having jurisdiction" means the Council of the Regional Municipality of Windsor and West Hants and its officials, acting pursuant to Section 5 of the *Act*;
 - (d) "Building Code" means the National Building Code of Canada as amended;
 - (e) "footing" means that portion of the support system that transmits loads directly to the soil;
 - (f) "main building" means the building on a lot in which the principal use of the lot is carried out;
 - (g) "material alteration" and "material repair" mean work that is done in the alteration or repair of a building which is covered by the Building Code, and which:
 - (i) is a non-structural repair or alteration regardless of its value, or
 - (ii) is a repair or alteration to the structure of the building; and
 - (h) "NSBCR" means the Nova Scotia Building Code Regulations.

PART 2 APPLICATION*Developments requiring a permit*

- 2.1 In addition to the permit requirements of the NSBCR, a building permit is required for:
- (a) accessory buildings greater than 9.29 m² (100 ft²) in area;
 - (b) interior and exterior non-structural material alterations and material repairs having monetary value in excess of \$1,000.00; and
 - (c) swimming pools more than 610 mm. (24 in.) deep.

BUILDING CODE ACT BY-LAW*No Permit for roof resurfacing*

2.2 No building permit is required to resurface a roof with the same material.

Application form

2.3 Before a permit is issued, an applicant must complete an application form provided by the authority having jurisdiction.

2.4 Every application for a permit shall:

- (a) identify and describe in detail the work and occupancy to be covered by the permit for which application is made;
- (b) describe the land on which the work is to be done by including the unique parcel identifier (PID), assessment account number, and a description that will readily identify and locate the building lot;
- (c) include plans and specifications as required by the Nova Scotia Building Code Regulations and show the occupancy of all parts of the building;
- (d) state the valuation and square footage of the proposed work and be accompanied by the required fee;
- (e) state the names, addresses and telephone numbers of the owner, architect, professional engineer or other designer and constructor and any inspector or testing agency that has been engaged to monitor the work or any part of the work;
- (f) describe any special building systems, materials and appliances; and
- (g) such additional information as may be required to enable the authority having jurisdiction to determine compliance with the Building Code.

Incomplete applications

2.5 When an application for a permit has not been completed in conformance with the requirements of this By-Law within six months after it is filed, the application shall be deemed to have been abandoned.

PART 3 PERMITS*Permit expiry*

3.1 A permit is valid for one year from the date of issue and is renewable annually provided the application complies with all requirements of this By-Law.

Compliance with other By-Laws and regulations

3.2 Any permit may be withheld until the Building Official is satisfied that the provisions of the Building Code Act, Municipal Government Act, any regulations and By-Laws enacted pursuant thereto including any Land Use By-Law, Architectural Design Manual, Subdivision By-Law, Sewer By-Law, the Heritage Property Act and

BUILDING CODE ACT BY-LAW

any regulations and By-Laws enacted pursuant thereto and any applicable development agreement have been complied with.

Location certificates and footings permits

- 3.3 A location certificate showing the location of the footings on the lot and certified by a Nova Scotia Land Surveyor shall be provided for every new main building except where the lot area is greater than three (3) acres (1.2 hectares).
- 3.4 Notwithstanding clause 3.3, in any case where construction is proposed within 1.52m (5.0 ft.) of the setback that is required under any Land Use By-Law applicable in the Regional Municipality of Windsor and West Hants, the authority having jurisdiction may require a location certificate for additions, accessory buildings or new main buildings in order to be satisfied that the construction complies with the Land Use By-Law and Building Code.
- 3.5 Where a location certificate is required under this by-law:
- (a) a footings permit shall be issued that authorizes the applicant to commence construction to the point of the second inspection as specified in Part 4; and
 - (b) no building permit shall be issued until the footings have been installed to the satisfaction of the Building Official and the location certificate has been approved by the authority having jurisdiction.

Occupancy permit

- 3.6 An occupancy permit is required:
- (a) to allow the initial occupancy of a building or a part thereof;
 - (b) when the occupancy classification of a building or part thereof is changed; or
 - (c) to allow for occupancy after the partial demolition or alteration of a building.
- 3.7 The Building Official shall withhold an occupancy permit until satisfied that the owner has posted a valid civic number as required by the Regional Municipality of Windsor and West Hants Civic Addressing By-Law.

Demolition permit

- 3.8 No demolition permit shall be issued unless the application form indicates the method of demolition and proposed site for the disposal of the demolition material.

Permit for temporary Building or Occupancy

- 3.9 A permit for a temporary building or occupancy permit:
- (a) shall state the date after which, and the conditions under which, the permit is no longer valid; and
 - (b) may be extended provided permission in writing is granted by the authority having jurisdiction.

BUILDING CODE ACT BY-LAW*Permits for Part Only*

- 3.10 Before issuing a building permit, a complete application shall be filed with the authority having jurisdiction. Where, however, in order to expedite work, approval of a portion of the building is desired prior to the issuance of a permit for the whole project, application shall be made for the complete project, and complete plans and specifications covering the portion of the work for which immediate approval is desired shall be filed with the authority having jurisdiction.
- 3.11 A permit, clearly marked "At Owner's Risk", may be issued at the risk of the owner, with conditions to ensure compliance with the Building Code, to excavate or to construct a portion of a building before all the plans of the project have been submitted or accepted.
- 3.12 Should a permit be issued for part of a building, the holder of the permit may proceed, but without any assurance that the permit for the entire building will be granted.
- 3.13 Any permit issued for part only of a building shall be clearly marked as for part only and shall also indicate that a permit for the entire building is not assured.
- 3.14 A permit for a whole project may be issued conditional upon the submission of additional information provided that the information is of such a nature that withholding the permit until the information was available would delay the work unreasonably.

Occupancy permit for part of a building

- 3.15 Upon application by the owner, the authority having jurisdiction may issue an occupancy permit for all or part of a building prior to completion of the work for which a building permit was issued provided:
- (a) no unsafe condition exists or will exist because of the work being undertaken or not completed; and
 - (b) the exterior structure and exterior appearance of the building have been completed to such a state as to present an attractive exterior finish.
- 3.16 Occupancy permits issued under section 3.15 may be issued for specified time periods either with or without conditions including time periods for completion of the work.

Amending an approved permit in force

- 3.17 Any revision or changes to the work to be covered by a permit shall require an application for an amended permit.

BUILDING CODE ACT BY-LAW*Conditions not being met*

3.18 If any condition attaching to a permit is not met within the stated period the permit then shall automatically be void.

(See Appendix Note A-2.1.1.11 (3) NSBCR)

PART 4 INSPECTIONS

4.1 The authority having jurisdiction shall be notified by the owner or contractor verbally or otherwise at least 48 hours in advance and given the opportunity to inspect at the following stages of construction:

- (i) for a building being constructed under the scope of Part 9 of the Building Code at the following stages of construction:
 - (a) prior to pouring footings;
 - (b) footings in place;
 - (c) subfloor plumbing;
 - (d) subfloor and foundation insulation;
 - (e) pre-backfill;
 - (f) except for manufactured and modular homes;
 - (i) the framing, roof, plumbing, and mechanical systems;
 - (ii) insulation and vapour barrier before wall framing is covered, or
 - (g) for manufactured and modular homes;
 - (i) superstructure installation and anchorage systems,
 - (ii) foundation insulation and vapour barrier before wall framing is covered, and plumbing connections below the first floor, and
 - (h) before occupancy.
- (See Appendix Notes A-2.1.1.11. (1), (2) and A-1.2.1.2 1)(i) and (j) NSBCR)

- (ii) for a building being constructed outside the scope of Part 9 of the Building Code at the following stages of construction:
 - (a) of the intent to undertake construction that will be inspected and will be reviewed as per the appropriate Letter of Undertaking required by Article 2.1.1.5., 2.1.1.6., or 2.1.1.7. of the NSBCR;
 - (b) of intent to cover construction that has been ordered to be inspected by the authority having jurisdiction before covering;
 - (c) at intervals deemed necessary by the authority having jurisdiction based on the complexity of the building; and
 - (d) when construction has been completed so that a final inspection can be made.

(See Appendix Note A-2.1.1.11(3) NSBCR)

BUILDING CODE ACT BY-LAW

PART 5 PERMIT FEES

- 5.1 An applicant for a building, occupancy or demolition permit shall pay the fees prescribed by Council by policy.
- 5.2 For the purposes of calculating permit fees, square footage shall be based on:
- (a) for buildings intended for human occupancy, the gross floor area of the building, including the floor area of a basement; or
 - (b) for buildings not intended for human occupancy, the gross floor area of the main floor.
- 5.3 Fees, less a nominal processing charge established by Council, shall be refunded where the application was not completed or was denied or withdrawn after the permits were issued and before construction has commenced.

PART 6 CONNECTION TO MUNICIPAL WATER

- 6.1 Everyone who connects or causes to be connected a water line from a building to the municipal water line shall connect to this line a water regulating valve which shall be located after the water meter and before the first water fixture and a backflow/back siphon device.

PART 7 CONNECTION TO MUNICIPAL SEWER OR STORM WATER LINE

- 7.1 Everyone who connects or causes to be connected a sewer line from a building to the municipal sewer line shall install a backflow prevention device to this line provided that the requirements of the National Plumbing Code are met.
- 7.2 Everyone who connects or causes to be connected to a municipal storm water line from a building perimeter footing drain must install a backflow prevention device between the building and municipal storm water line. Water leaders from roof drains are not to be connected to the municipal storm water line unless no other means of diverting roof water away from the building or adjoining properties is practical.

PART 8 REPEAL

- 8.1 The Building Code Act By-law passed by the Council of the Municipality of the District of West Hants on June 20, 2013 as amended to November 14, 2019 is hereby repealed.

BUILDING CODE ACT BY-LAW

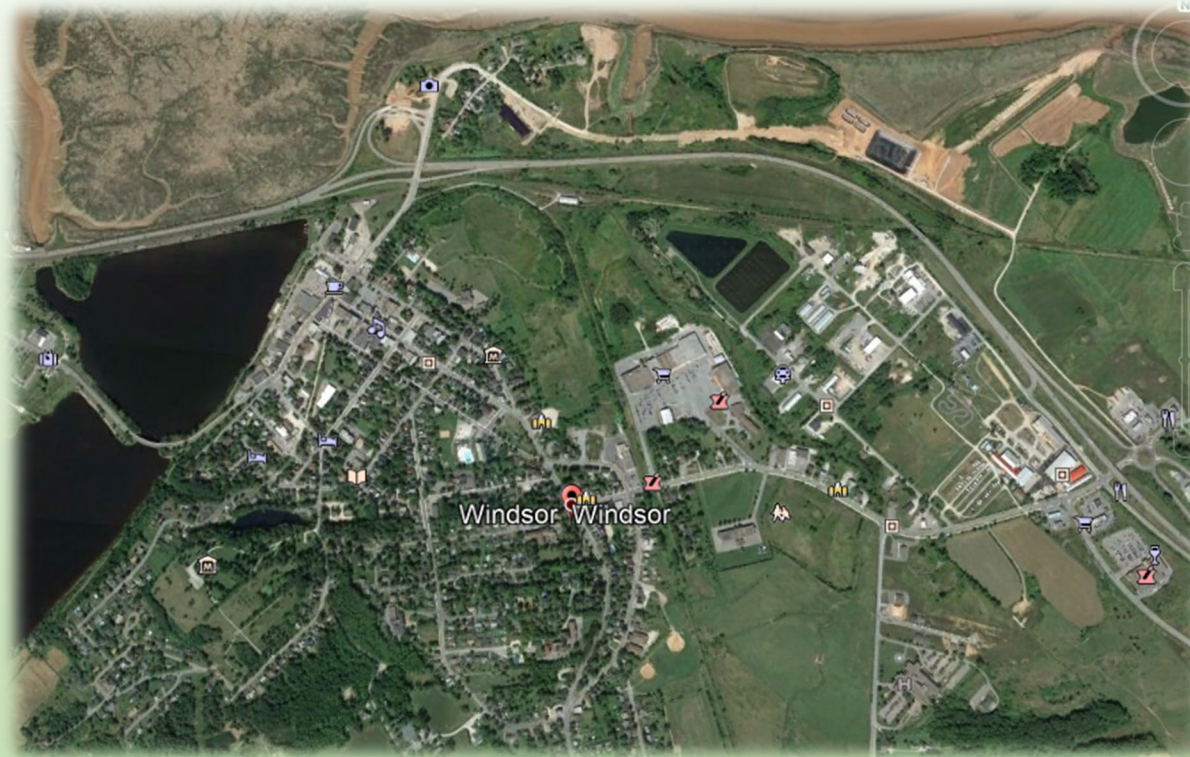
- 8.2 The Building Code Act By-law passed by the Council of the Town of Windsor on February 25, 2014 is hereby repealed.

I, Rhonda Brown, Municipal Clerk of the Regional Municipality of Windsor and West Hants, Province of Nova Scotia, do hereby certify that this is a true copy of the By-law as adopted by the Council of the Regional Municipality of Windsor and West Hants at a meeting duly called and held on the ____day of ____ (month), ____ (year).

(Signature of Municipal Clerk)

(Typed name of Municipal Clerk)

By-Law Adoption	
First Reading:	Date
Notice Published:	Date
Second Reading & Approval	Date
Final Publication	Date
Notice to Municipal Affairs	Date
Description:	



Repeal: Windsor Minimum Standards By-law
Public Hearing and Second Reading
September 22, 2020
Madelyn LeMay

HISTORY

Windsor: Minimum Standards By-law since prior to 2008

Hantsport: repealed 2019

West Hants: no similar by-law

MINIMUM STANDARDS BY-LAW

- applies to all residential occupancies in Windsor
- establishes minimum standards for:
 - fire prevention
 - structural soundness
 - all aspects of a dwelling between gutters & foundations
 - enforced by person appointed by the CAO: before Region:
Building Official/Fire Inspector for Windsor

REASONS REPEAL RECOMMENDED

...2

- all aspects covered by Provincial and Municipal By-laws and/or legislation
- Fire Safety Act and the Building Code Act allow enforcement of requirements for essentially same items
- WHRM Dangerous or Unsightly Premises Policy & MGA Part XV include many of the same items

REASONS REPEAL RECOMMENDED

- parts of the Minimum Standards By-law are subjective; individual perception varies;
- By-law was adopted in 2008; if kept, updating required;
- similar Hantsport By-law repealed in 2019; requirements are being enforced under the Building Code Act, Fire Safety Act and/or Dangerous or Unsightly Premises Policy. No issues having been identified.

PROCESS

Staff Review



Windsor Area Advisory Committee Review and Recommendation



Planning Advisory Committee Review and Recommendation



Regional Council First Reading



Notice placed and Material Posted on Website



**All statutory
requirements met**

Regional Council Public Hearing and Second Reading



Notice of Approval in Local Paper



Notice of Approval to Municipal Affairs and Housing



FOLLOWING PUBLIC HEARING POSSIBLE MOTION

...that Council approves the repeal of the Minimum Standards By-law #36 – Town of Windsor as recommended in the report to the Windsor Area Advisory Committee entitled Town of Windsor Minimum Standards By-Law dated July 2, 2020



WEST HANTS REGIONAL MUNICIPALITY

Recommendation Report

To: Members of Council

Submitted by: Madelyn LeMay, Director, Planning and Development

Date: July 28, 2020

Subject: Repeal: Town of Windsor Minimum Standards By-Law
File # 20-19B

Background

On July 2 Staff recommended to the Windsor Area Advisory Committee (WAAC) that the Town of Windsor Minimum Standards By-Law be repealed.

Windsor Area Advisory Committee Recommendation

WAAC recommended in favour of the repeal on July 2, 2020.

Planning Advisory Committee Recommendation

The Planning Advisory Committee (PAC/HAC) recommended in favour of the repeal on July 9, 2020.

Possible Motion

Should Council wish to repeal the Windsor Minimum Standards By-law, the following motion would be in order:

...that Council give First Reading and proceed to a Public Hearing regarding repeal of the Minimum Standards By-law #36 – Town of Windsor as recommended in the report to the Windsor Area Advisory Committee entitled Town of Windsor Minimum Standards By-Law dated July 2, 2020.

Attachments

Appendix A 2020-07-02 Staff Report: Repeal: Town of Windsor Minimum
Standards By-Law File # 20-19

Report Approved by: _____

Mark Phillips, CAO



WEST HANTS REGIONAL MUNICIPALITY RECOMMENDATION REPORT

To: Members of Windsor Area Advisory Committee (WAAC)

Submitted by: _____
Madelyn LeMay, Director, Planning and Development

Date: July 2, 2020

Subject: Repeal: Town of Windsor Minimum Standards By-Law
File # 20-19

1.0 LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) s.181

2.0 RECOMMENDATION

If WAAC wishes to forward a positive recommendation the following motion would be in order:

WAAC recommends that PAC/HAC recommend to Council that Council give First Reading and proceed to a Public Hearing regarding repeal of the Minimum Standards By-law #36 – Town of Windsor as recommended in the report entitled Town of Windsor Minimum Standards By-Law dated July 2, 2020.

3.0 BACKGROUND

Windsor has had a Minimum Standards By-law in place since at least 2008. As far as can be determined, West Hants has never had a similar by-law.

4.0 DISCUSSION

The Town of Windsor Minimum Standards By-Law applies to all residential occupancies with the community of Windsor. It establishes minimum standards

for fire prevention (including fire alarm and detection systems, fire separations and yards being kept free of debris), structural soundness, all aspects of a dwelling including roofs, eaves troughs, everything between gutters and foundations, and pests. It is enforced by a person appointed by the CAO; this was the Building Official/Fire Inspector for Windsor.

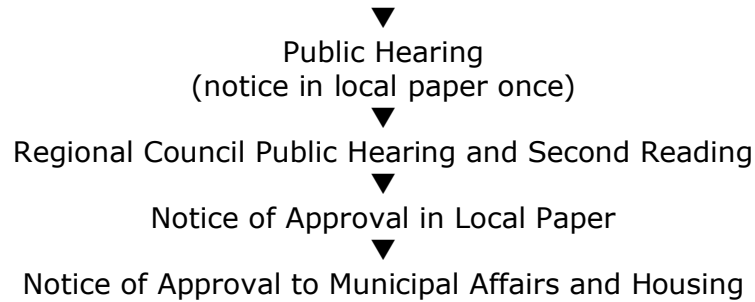
The West Hants Building and Fire Officials have recommended that the Windsor Minimum Standards By-law be rescinded for the following reasons:

- all aspects of the By-law can be dealt with under existing Provincial and Municipal By-laws and/or legislation;
- the Fire Safety Act and the Building Code Act allow for the enforcement of requirements regarding Fire Prevention, Structural Soundness, Roof, Eave Trough and Gutters, Foundation and Exterior Walls, Windows and Doors, Egress, Stairs, Decks and Balconies, Interior Walls, Ceilings and Floors, Fireplaces, Fuel-burning Appliances and Chimneys, Heating, Plumbing Facilities and Fixtures, Bathrooms, Kitchens, Sleeping Rooms, Electrical Systems, Natural Light and Ventilation and all aspects of the Boarding and Rooming Houses sections;
- West Hants Regional Municipality has a Dangerous or Unsightly Premises Policy which along with the Part XV of the Municipal Government Act includes many of the items covered by the Minimum Standards By-law;
- parts of the Minimum Standards By-law are subjective and individual perception varies when it comes to complaints regarding appearance of a property. What one person perceives as being unkept may not necessarily be viewed in the same manner by another person;
- the Windsor Minimum Standards by-law was adopted in 2008; if it remains in force it will need to be updated;
- a similar by-law for Hantsport (By-Law 80, Minimum Housing and Maintenance Standard By-Law) was repealed September 10, 2019 and its requirements are being enforced under the Building Code Act, Fire Safety Act and/or Dangerous or Unsightly Premises Policy with no issues having been identified so far.

5.0 NEXT STEPS

The same process is required to rescind a by-law as is required to approve a by-law.





6.0 FINANCIAL IMPLICATIONS

There are no financial implications for the Region associated with rescinding the Minimum Standards By-law.

7.0 ALTERNATIVES

Should WAAC not wish to recommend rescinding the By-law to PAC/HAC, WAAC may:

- recommend that the By-law is still required; or
- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A Windsor Minimum Standards By-law

Attachment B Repeal By-law 36; Repeal of Windsor Minimum Standards By-law

Report Prepared by: _____

Madelyn LeMay, Director, Planning and Development

Report Reviewed by: _____

Rhonda Brown, Municipal Clerk

Report Reviewed by: _____

Tim Leslie, Manager, Building and Development Services

TOWN OF WINDSOR

BY-LAW 36

MINIMUM STANDARDS BY-LAW

(Approved by Council: October 28, 2008)

PURPOSE AND SCOPE

- 36.01 This By-law shall apply to all residential occupancies within the Town of Windsor.
- 36.02 Where a provision of this By-law conflicts with the provision of another By-law in force within the Town, the provision that establishes the higher standards to protect the health, safety, and welfare of the general public shall prevail.
- 36.03 Standards prescribed in this By-law are intended to provide for safe and secure living premises and occupancy of existing buildings and property, taking into consideration the overall condition of the existing and neighbouring buildings and properties.

DEFINITIONS

- 36.04 Unless otherwise defined herein, definitions contained in the *Building Code Act*, the *Nova Scotia Building Code Regulations*, the *Municipal Government Act*, the *National Fire Code* and the *National Building Code* also apply to this By-law.
- 36.05 In this By-law:
- (a) "Bathroom" means a habitable room containing at least one toilet, one wash basin and a tub or shower;
 - (b) "Boarding or Rooming House" means a single unit dwelling in which the resident supplies, for compensation, either room or room and board in more than two rooms but not more than five rooms, exclusive of those for the resident and family, and which is not open to the travelling public;
 - (c) "Dwelling Unit" means one or more habitable rooms designed or intended to be used by one or more individuals as a separate and independent housekeeping place in which separate kitchen and sanitary facilities are provided for the exclusive use of such individual or individuals, with a private entrance from outside of the building or from a common hallway or stairway inside the building;
 - (d) "Fire Separation" means a construction assembly that acts as a barrier against the spread of fire;
 - (e) "Habitable Room" means a room designed for or which may be used for living, sleeping, eating or cooking;
 - (f) "Inspector" means the person or persons appointed by the Chief Administrative Officer to be the Inspector of Standards or their designate;
 - (g) "Kitchen" means a habitable room containing a sink, storage area(s), a counter or work area(s) and space provided for cooking and refrigeration appliances including suitable electrical or gas connections;
 - (h) "Order to Comply" means a notice to the owner of a building to correct any violations of this By-law;
 - (i) "Owner" includes any one or combination of the following as defined in the *Municipal Government Act*:
 - (i) a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or building,
 - (ii) in the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in

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- possession or a person having the care or control of the land or building,
- (iii) a person who occupies shores, beaches or shoals,
 - (iv) in the absence of proof to the contrary, the person assessed for the property;
- (j) “Residential Occupancy” means the occupancy or use of a building or part thereof for sleeping accommodation but shall not include buildings where people are harboured or detained or hunting camps, cottages or other similar seasonal residences;
- (k) “Smoke Alarm” means a combined smoke detector and an audible alarm device designed to sound an alarm within the room or suite in which it is located upon the detection of smoke within that room or suite;
- (l) “Town” means the incorporated Town of Windsor; and
- (m) “Waterproof Finish” means ceramic, plastic, sheet vinyl, laminated linoleum or other material rendering a surface material impermeable to water.

GENERAL DUTIES AND OBLIGATIONS

- 36.06 The owner of a building shall maintain the building to the standards as provided in this By-law.
- 36.07 In enforcing this By-law, the Inspector shall make reference to the provisions of the Building Code By-law of the Town or any other By-law of the Town and the applicable *National Building Code*.
- 36.08 The standards of this By-law are minimum standards and this By-law shall not be construed so as to lessen the requirements prescribed for buildings, constructions, repairs and alterations.

GENERAL MAINTENANCE STANDARDS

Fire Prevention

- 36.09 Fire alarm and detection systems shall be maintained in an operational condition at all times.
- 36.10 As required, the owner of every building shall install a fire alarm system in conformance with the requirements of the *National Building Code*.
- 36.11 Where the *National Building Code* does not require the installation of a fire alarm system, a smoke alarm system shall be installed in compliance with applicable code(s).
- 36.12 All required fire separations shall be maintained so as to adequately prevent the spread of fire.
- 36.13 All yards shall be kept clean and free of all debris, tall grass and weeds for a distance of at least four metres from any residential building.

Structural Soundness

- 36.14 Every part of a building shall be maintained in a structurally sound condition so as to be capable of sustaining safely its own weight and any load to which it may normally be subjected.
- 36.15 The Inspector may direct that tests of materials, equipment, devices, construction methods, structural assemblies or foundation conditions be made, or sufficient evidence or proof be submitted at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or foundation meets the prescribed requirements.

Roofs, Eave Troughs and Gutters

- 36.16 Roofs shall be kept weather tight and free from leaks.
- 36.17 Every eaves trough, roof gutter and down pipe shall be kept in good repair.
- 36.18 Every roof shall be kept free from:
 - (a) loose or unsecured objects and materials,
 - (b) all other fire and accident hazards.

Foundations and Exterior Walls

- 36.19 The components of every exterior wall of a building and the exterior wall shall be maintained, reasonably weather tight and free from loose or unsecured objects and materials.
- 36.20 All foundation supports forming part of a building shall be maintained in good repair so as to prevent settlement of the building.

Pests

- 36.21 Buildings shall be kept reasonably free of rodents and insects.

Windows and Doors

- 36.22 Windows, doors, skylights and basement or cellar hatchways shall be maintained in good repair.
- 36.23 All windows that are required to be operable shall have suitable hardware so as to allow locking or otherwise securing from the inside as specified by the *National Building Code*.
- 36.24 All doors providing access to the dwelling unit shall have suitable hardware so as to allow locking or otherwise securing from inside as specified by the *National Building Code*.
- 36.25 Doors between an attached garage and the remainder of the building shall be fitted with weather stripping and a self closing device to prevent the passage of gases into the remainder of the building.

Egress

- 36.26 Every dwelling or dwelling unit shall have a safe, continuous and unobstructed passage from the interior of the dwelling to exterior grade level.
- 36.27 Buildings using a fire escape as a secondary means of egress shall keep the escape in good condition, free from obstructions and easily reached through an operable window or door operable from inside without requiring keys or specialized knowledge.
- 36.28 Any required egress shall not pass through a room in another dwelling unit or a service room.

Stair Decks and Balconies

- 36.29 Interior and exterior stairs, porches, balconies and landings shall be maintained in good repair so as to be free of defects which may constitute accident hazards.
- 36.30 Every open side of a stairway, flat roof to which access may be gained through a doorway, terrace, balcony, porch, landing, ramp or stairwell shall have a guard and handrail, firmly attached, so as to provide reasonable protection against accident or injury, where:
 - (a) the vertical rise between the base of the stairway and the top of the stairway exceeds two feet (0.6m) - excepting those leading to cellars or crawlspaces; or
 - (b) the flat roof, terrace, verandah, porch, landing or stairwell:
 - (i) is more than two feet (0.6 m) above the ground floor or other horizontal place below, and

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- (ii) can be used by any person who is in, on or at the building.
- 36.31 Every stairway that does not require a guard under Section 36.30, and stairways leading to cellars or crawl spaces, shall have a rigid handrail on at least one side of the stairway firmly attached so as to provide reasonable support for the persons using the stairway.

Interior Walls, Ceilings, and Floors

- 36.32 Every wall and floor in a building shall be reasonably smooth and level and maintained so as to be free of all protruding, broken, or decayed boards or coverings.
- 36.33 Shower walls and walls abutting bathtubs shall be impervious to water to the height specified in the *National Building Code*.
- 36.34 Finish flooring in kitchens, bathrooms, toilet rooms, shower rooms and laundry rooms shall be impervious to water or sealed to prevent water infiltration.

Fireplaces, Fuel-burning Appliances, and Chimneys

- 36.35 Every fuel-fired appliance intended for use as a central heating source shall meet the requirements of the applicable CSA Standard.
- 36.36 Where required by the *National Building Code*, a carbon monoxide (CO) detector shall be maintained in operational condition at all times.
- 36.37 Every fireplace used, capable of being used, or intended to be used in a building for burning fuel in an open fire shall be:
- (a) maintained in good repair so as to prevent the heating of adjacent combustible material or structural members to unsafe temperatures; and
 - (b) effectively vented to the outside air by means of a chimney.
- 36.38 Equipment that burns fuel in a building shall be effectively vented to the outside air by means of a chimney, flue, smoke pipe, vent pipe or a similar duct.
- 36.39 Every chimney, smoke-pipe, flue and vent shall be maintained in good repair so as to prevent
- (a) smoke, fumes or gases from entering the building; and
 - (b) the heating of adjacent combustible material or structural members to unsafe temperatures.
- 36.40 All connections between liquid or gaseous fuel burning equipment in a dwelling and the source of liquid or gaseous fuel shall be maintained in good repair, and shall meet the requirements of all applicable standards.
- 36.41 If in the opinion of the Inspector, there is doubt as to the safety of the heating system or parts thereof, the Inspector may direct that tests of materials, equipment, devices, and construction methods be made or sufficient evidence or proof be submitted at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, device or construction meets the prescribed requirements.

Heating

- 36.42 Every building shall be provided with suitable heating facilities capable of maintaining an indoor ambient temperature of 22 degrees Celsius throughout all occupied areas.

Plumbing Facilities and Fixtures

- 36.43 All water supply pipes shall be provided with an adequate supply of potable running water.
- 36.44 All bathroom, kitchen and laundry plumbing fixtures shall be provided with:
- (a) a supply of hot and cold running water;

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- (b) hot water capable of being supplied at a temperature of not less than 43 degrees Celsius and a temperature of not more than 60 degrees Celsius; and
 - (c) a mixing valve shall also be provided where required by the *National Plumbing Code*.
- 36.45 All plumbing fixtures shall be connected to the sewage system through water seal traps and be appropriately vented.
- 36.46 Every fixture shall be of such materials, construction and design that will ensure the exposed surfaces of all parts are hard, smooth, impervious to hot and cold water, readily accessible for cleansing and free from blemishes, cracks, or other imperfections that may harbor germs or impede thorough cleansing.
- 36.47 Plumbing, including drains, water supply pipes, toilets and other plumbing fixtures shall be maintained in good working condition free of leaks and defects and all water pipes and appurtenances thereto shall be protected from freezing.
- 36.48 All service water heaters or coils used to supply the hot water to plumbing fixtures shall be equipped with a temperature and pressure relief valve designed to open and discharge sufficient water to keep the temperature of the water from exceeding 99 degrees Celsius and a pressure relief valve designed to open when the water pressure reaches the rated working pressure of the tank.

Bathrooms

- 36.49 Every bathroom or toilet room shall be fully enclosed and provided with a door equipped with a locking device and latch.
- 36.50 Where a bathroom is shared by occupants, an appropriate entrance shall be provided from a common passage way, hallway, corridor or other common space to the bathroom.
- 36.51 Every bathroom shall be equipped with either an operable window or a mechanical exhaust fan which shall be maintained in good working order.

Kitchens

- 36.52 Every kitchen shall be equipped with:
- (a) a sink that is served with hot and cold running water;
 - (b) a suitable storage area;
 - (c) a counter or work area covered with a material that is easily cleanable; and
 - (d) a suitable space provided for a stove and refrigerator including appropriate electrical hook ups.

Sleeping Rooms

- 36.53 A sleeping room shall:
- (a) have a window for egress as required by the *National Building Code*;
 - (b) have a minimum floor area of eight square meters or be shown to be capable of accommodating a bed and bureau; and
 - (c) not serve any other uses such as a lobby, hallway, closet, bathroom, laundry room, stairway, kitchen or service room.

Electrical System

- 36.54 The electrical wiring, fixtures, switches, receptacles, and appliances located or used in every building shall be installed and maintained in good working order so as not to cause fire or electrical shock hazards.
- 36.55 If in the opinion of the Inspector, there is doubt as to the safety of the electrical system or

parts thereof, the Inspector may direct that tests of materials, equipment, devices and construction methods be made, or sufficient evidence or proof be submitted at the expense of the owner, where such evidence or proof is necessary to determine whether the material, equipment, device or construction meets the prescribed requirements.

Natural Light and Ventilation

- 36.56 All enclosed areas including basements, cellars, crawl spaces, and attics or roof spaces, shall be ventilated.
- 36.57 Every habitable room except a kitchen, bathroom or toilet room shall have a window or windows, skylight or translucent panel opening directly to an outside space.
- 36.58 Where adequate ventilation is not provided by means of a mechanical system, every occupied room shall have an operable window, skylight, or door capable of providing ventilation.
- 36.59 All mechanical ventilation systems shall be maintained in good working order.

BOARDING AND ROOMING HOUSES

General Provisions

- 36.60 This section shall not relieve any owner of a boarding or rooming house from compliance with all of the other standards of this By-law or any other applicable regulations.
- 36.61 The owner shall maintain the boarding or rooming house in a clean, secure and sanitary condition at all times and without limiting the generality of the foregoing shall:
- (a) provide working locks on all tenant sleeping rooms that are operable from inside without requiring keys or specialized knowledge;
 - (b) where cooking facilities have been provided, ensure that all appliances are in a clean and safe working condition;
 - (c) not permit cooking in any sleeping room except by the use of a microwave oven; and
 - (d) provide at least one bathroom for every six occupants or fewer.
- 36.62 All Boarding and Rooming Houses shall meet the following provisions:
- (a) every sleeping room shall have at the entrance a solid core door with self closing device and positive latching mechanism acceptable to the Inspector;
 - (b) every floor level containing sleeping rooms shall be served by at least one (1) exit or acceptable means of emergency egress;
 - (c) all floor assemblies shall be constructed as fire separations;
 - (d) buildings with 10 or fewer persons occupying sleeping rooms shall provide and maintain a smoke alarm system comprised of the following:
 - (i) in each common hallway and on the ceiling of each floor adjacent to the stairways a photo-electric ULC smoke alarm with a visual indication that it is in operating condition;
 - (ii) such alarms shall be electrically interconnected with each other so that each alarm will sound in all others throughout the building;
 - (iii) this system shall be installed using permanent connections to an electrical circuit used for lighting, excluding kitchen circuits, and shall have no disconnect switch between the over current device and the smoke alarms;
 - (iv) such systems shall be equipped with battery back-up; and
 - (v) all sleeping rooms shall be equipped with smoke alarms;
 - (e) portable fire extinguishers shall be provided as per the *National Fire Code*;

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- (f) emergency lighting shall be installed in all common areas;
 - (g) all sleeping rooms, kitchens, service rooms and laundry rooms shall be separated from the remainder of the building by a fire separation;
 - (h) all sleeping rooms shall have windows which meet the egress requirements of the *National Building Code* or be provided with an exterior exit;
 - (i) at least one copy of the fire safety plan shall be prominently posted on each floor as approved by the Inspector;
 - (j) every fuel-fired appliance intended for use as a central heating source shall be located in a room separated from the remainder of the building by a fire separation;
 - (k) a carbon monoxide (CO) detector shall be installed in every building equipped with a fuel-burning appliance intended for use as a central heating source as required by the *National Building Code*; and
 - (l) all common laundry rooms shall meet the requirements of the *National Building Code*.

INSPECTIONS

36.63 Where an inspection is required or conducted pursuant to this By-law:

- (a) the Inspector may enter in or upon land or premises at a reasonable time without a warrant;
- (b) except in an emergency, the Inspector shall not enter a room or place actually being used as a dwelling without the consent of the occupier, unless the entry is made in daylight hours and written notice of the time of the entry is given to the occupier at least twenty-four hours in advance; and
- (c) where a person refuses to allow the Inspector to exercise, or attempts to interfere or interferes with the Inspector in the exercise of a power granted pursuant to this By-law, the Inspector may apply to a judge of the Supreme Court of Nova Scotia for an order,
 - (i) to allow the Inspector entry to the building, and
 - (ii) restraining a person from further interference.

ORDERS BY THE INSPECTOR

36.64 If after an inspection, the Inspector is satisfied that in some respect the building does not conform to the standards prescribed in this By-law, the Inspector shall serve or cause to be served by personal delivery or certified mail to the owner(s) of the property, an Order to Comply and may at the same time provide all occupants of the building with a copy of such Order.

36.65 Every Order to Comply shall contain:

- (a) the standards to which the building does not comply;
- (b) the date after which the building will be subject to a reinspection to ascertain compliance with the Order;
- (c) the action that will be taken against the owner, should the building not comply to the prescribed standards at the time of the reinspection.

36.66 Where an Order has been served upon an owner, and the owner provides the Inspector with a schedule outlining specific time frames within which the work specified in the Order will be completed, the Inspector may accept or amend the schedule at which time the schedule will become a part of the Order.

36.67 An owner may appeal an Order to the By-law Enforcement Committee of the Town within seven days after the Order is served.

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- 36.68 Where an owner fails to comply with the requirements of an Order within the time specified in the Order, the Inspector may have a contractor enter upon the property and carry out the work specified in the Order.
- 36.69 Where the Town carries out the work specified in the Order, the Town may charge and collect the costs thereof as a first lien on the property affected.

PENALTIES

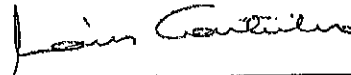
- 36.70 Failure to meet each and every standard specified in this By-law shall constitute a separate and distinct offence.
- 36.71 Every person who violates or fails to comply with any of the provisions of this By-law shall be liable, upon summary conviction, to a penalty of not less than Two Hundred and Fifteen Dollars (\$215.00) and not exceeding Ten Thousand Dollars (\$10,000.00) and in default of payment to imprisonment for a period not exceeding sixty (60) days.
- 36.72 In any prosecution or proceeding in respect to any contravention of, or failure to comply with any provision of this By-law, which contravention or failure of compliance continues from day to day, the Court or Judge before whom the matter of such contravention or failure of compliance is heard, may, in addition to the penalty imposed for such contravention or failure, impose a further penalty not exceeding one hundred dollars or in default of payment ten (10) days imprisonment, for each day during which such contravention or failure has been continued.

I, Louis Coutinho, Chief Administrative Officer of the Town of Windsor in the Province of Nova Scotia, do hereby certify that the foregoing is a true copy of the Minimum Standards By-law duly passed at a duly called meeting of the Council of the Town of Windsor duly convened and held on the 28th day of October, A.D., 2008 and published in the Hants Journal, a newspaper circulating in the Municipality on the 6th day of November, A.D., 2008.

GIVEN under the hand of the Town Clerk and under the corporate seal of said Town this 10th day of Nov., A.D., 2008.

First Reading: September 23, 2008

Second Reading: October 28, 2008



LOUIS COUTINHO
CHIEF ADMINISTRATIVE OFFICER

REGION OF WINDSOR AND WEST HANTS MUNICIPALITY

REPEAL-001

REPEAL OF TOWN OF WINDSOR BY-LAW #36 – MINIMUM STANDARDS BY-LAW

1. AUTHORITY

Pursuant to Section 181, *Minimum Standards By-law* of the Municipal Government Act (MGA), Council may adopt a policy prescribing minimum standards.

Local government bylaws may only be amended or repealed by by-law. Amendment and repeal by-laws are subject to the same requirements as the legislative authority to establish a new one. The adoption procedures outlined in Part VII, By-Laws, Sections 168 and 169 apply to all by-laws including a repeal by-law.

2. TITLE

This By-law is entitled "Repeal of Minimum Standards By-law #36 – Town of Windsor".

3. PURPOSE

By-law #REPEAL-001 hereby repeals Minimum Standards By-law #36 – Town of Windsor.

4. EFFECTIVE DATE

This By-law is effective upon publication of passage of the 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 ____ day of _____(month), _____(year).

R. N. Brown
Municipal Clerk

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



WEST HANTS REGIONAL MUNICIPALITY
Mayor's Report

To: **West Hants Regional Municipality Council**

Submitted by: **Mayor Zebian**

Date: **September 22, 2020**

As today is the first day of Fall, I'd like to wish everyone a successful season and hope you're all rejuvenated as it looks like we will be busy. It's great to be back in the Chamber for our Council meetings. I trust our residents will enjoy the new hybrid system we are continuing with to allow them to stay engaged in our meetings and processes.

The summer has been my busiest summer since 2016. We had a successful Tour the Region video series with Parks and Recreation's Kathy Johnson. We had so much positive feedback it was overwhelming. The videos definitely have people out to explore our beautiful Municipality and all the incredible sites we offer.

Our business video tour has also been very successful. I continued the series this last Sunday at the Avon Community Market and will continue to feature businesses going into the fall. We have been getting tremendous feedback that new customers are visiting stores as a result. Very successful.

VREN continues to meet bi-weekly. Things seem to be very uniform in the valley in regard to Covid.

Along with CAO Phillips, I attended the Avon Chamber of Commerce AGM. The Chamber is organizing to start up again and is looking forward to helping make our community prosper.

I attended the Posse Projects Overdose Awareness March. It was very well attended highlighting the need to bring attention to overdose and ways you can help. The Posse Project is a great group who do very good work in our community.

The Audit committee met again and are preparing to go over our audits this October. We have a strong committee this term and it's great working with such an engaged group.

I've had numerous resident meetings on various topics. Our residents are engaged and it's wonderful to see.

I attended the FCM Green Initiative Fund announcement which saw the Windsor Elms Village receive \$500,000 towards their energy retrofit project that will see them reduce their energy bills and greenhouse gas emissions by 50%. This was a successful partnership between the former West Hants Council and The Elms and I look forward to seeing the end result.

I spent a lot of time trying to contact the First Nations Chiefs as per Councils direction as well as answering questions from many who are stakeholders in regards to the causeway and highway twinning project. There are so many point of views and so many affected by this project. It has become very divisive for some and I ask our residents to be calm and respectful of others and their opinions. There is absolutely no right answers on this topic as it has so many arms and legs. It's very complex and cannot be compared with any other project as it is completely different. I ask for calmness and restraint from our residents as the CLC and Province works through this matter.

Keep up the great effort council. Respect, dialogue, participation, questions, and having an open mind will lead us to great successes as we undertake new projects and work on our current infrastructure and communities.

God bless.



Committee of the Whole Excerpts
September 8, 2020

Post-consolidation Funding

The attached report from Committee of the Whole outlines the suggested Provincial request for post-consolidation funding for three significant project and lump sum for other 5-year capital projects.

Committee of the Whole felt that \$ 3 Million for rural internet should be included to balance the projects between urban and rural areas. The total request should be made to have the funding flexible rather than project or area specific.

The recommended motion was:

... that Council approve a \$12,842,922 funding request from the Province to support post-consolidation capital projects as highlighted in the report dated September 8, 2020 to Committee of the Whole with additional \$3 Million for rural internet included in the request.

Further,

That priority be set on a balance of investment in projects between rural and urban areas as the Province considers the total Post Consolidation Funding request.



**WEST HANTS REGIONAL MUNICIPALITY
INFORMATION REPORT**

To: **Committee of the Whole**

Submitted by:

Mark Phillips, Chief Administrative Officer

Date: **September 4, 2020**

Subject: Post Consolidation Funding

DISCUSSION

Through the consolidation process there have been ongoing discussions between representatives of The Province of Nova Scotia, the former Town of Windsor and Municipality of the District of West Hants regarding a commitment to provide "Post Consolidation Capital Funding". These discussions carried forward through the Coordinating Committee through the Coordinator, the past Mayor and Warden, as well as Minister Chuck Porter.

As noted at past meetings of the current Council, a list of projects and infrastructure priorities must be identified by The Regional Municipality for consideration by the Province. Council is reminded that there is not a formal application process associated with the expected funding but only a commitment and a past practice by the Province to municipalities who have followed through with amalgamation, dissolution and now the consolidation of Windsor and West Hants.

The attached 5 Year Capital Plan highlights all projects in green that are eligible for funding from separate and existing funding programs in place by the Province. I have further removed projects highlighted in green that are Water or Sewer related as they are utility or utility-related and only benefit those areas of the region connected to those services. The remaining selected projects and infrastructure equal \$3,457,395.00 in value. Additional projects listed for consideration by Council equal \$6,385,527.00. These projects are also included in the 5-Year Capital Plan but have not currently been identified as eligible for other existing funding programs.

The approach to displaying all projects and infrastructure in the 5-Year Capital Plan provides a broader consideration platform for the Province when selecting projects, they wish to support based on their priorities and statements of interests. I further encourage Council to avoid evaluating the list of projects based on geographic location or perceived benefit to one community vs. the other within the Region. All projects listed are included in the 5-Year Capital Plan and funding from the Province towards the projects will alleviate future borrowings and associated debt repayment benefiting the entire region.

5-Year Capital Budget Projects / Infrastructure \$3,457,395.00

(Eligible for funding from separate and existing funding programs)

Other Projects \$6,385,527.00

Total Value of Funding Request \$9,842,922.00

ATTACHMENTS

- West Hants Regional Municipality 5-Year Capital Budget
- Post Consolidation Funding Request – Project Prioritization

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

Report Prepared by:  _____
Mark Phillips, Chief Administrative Officer

West Hants Regional Municipality
Post Consolidation Funding Request - September 2020

Principles previously discussed with Coordinating Committee and Council

1. *Connectivity*
2. *Economic Impact*
3. *Active Transportation / Health*
4. *Safety*
5. *Environmental Impacts*
6. *Social / Cultural*
7. *Other Funding*

Potential Projects for Post Consolidation Funding From NS Government

		Total Project Cost	
1 Windsor Roads Rehabilitation	2020	\$ 1,585,527.00	
2 Municipal Complex Reno	2020	\$ 2,800,000.00	
3 Payzant Drive to King Street Connector plus Payzant Wentworth Road Intersection	2021	\$ 2,000,000.00	
			\$ 6,385,527.00
4 Projects Identified in the 5 Year Capital Plan <i>(Projects are identified as being eligible for other existing Provincial Programs)</i>		\$ 3,457,395.00	\$ 3,457,395.00
Total Post Consolidation Funding Request		\$ 9,842,922.00	\$ 9,842,922.00



Committee of the Whole Excerpts
September 8, 2020

Windsor Curling Club Correspondence Request

The attached report from Committee of the Whole outlines that the Windsor Curling Club was fully exempted for what they qualified for, which was a reduction from a commercial tax rate to a residential rate. The Club maybe eligible for a total commercial exemption from Property Valuation Services Corporation but could not be applied during the 2020-2021 year. The Club may incur further hardship if they lose membership if closed due to COVID.

The recommended motion was:

... that Council direct the Director of Finance to review the grants to determine if there is available money to spread around and report back at the September Council meeting.



WINDSOR CURLING CLUB

Windsor Curling Club
174 Grey Street
Windsor, NS
B0N 2T0
September 2, 2020

TO: Abraham Zebian, Mayor, WWH and WWH Councillors

Dear Mayor Zebian and WWH Councillors:

I am writing at this unprecedented time, on behalf of the executive and members of the Windsor Curling Club, to request your consideration of a complete property tax exemption for the Windsor Curling Club.

It is our hope that the Windsor Curling Club can be provided the same tax consideration as the local hockey rinks and other recreational facilities in the new Windsor West Hants community. The Windsor Curling Club provides recreation for community members of all ages and without this help we may not be able to afford to open this season and quite possibly in future seasons as the property tax bill is one of our largest operating costs.

During a recent poll of members it has become apparent that the curling club could lose up to half of their members this year due to Covid 19 concerns. If this becomes the reality it will take years to build the membership back to its previous state. A complete property tax exemption may be the only way for the Windsor Curling Club to survive.

We would appreciate your immediate consideration of this urgent request and look forward to your reply. A decision on whether to open the Windsor Curling Club for the 2020-21 season will be made in the upcoming weeks.

Sincerely,

Heather Gray
President, Windsor Curling Club

Marvin Peck
Vice-President, Windsor Curling Club



**WEST HANTS REGIONAL MUNICIPALITY
INFORMATION REPORT**

To: **Committee of the Whole**

Submitted by: _____
Carlee Rochon, Director, Financial Services

Date: **September 8, 2020**

Subject: Windsor Curling Club – Tax Exemption

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 71

DISCUSSION

The Windsor Curling Club is assessed commercially at \$1,227,100. Before the rebate, the annual tax bill would have been \$47,979.61, and after the rebate it was \$24,233.40. The level of support is the same as it was with the former Town of Windsor under the By-law.

The report received on July 21st at Committee of the Whole, was prepared using the RCOFN-002.00 Tax Exemption Policy. Two things to note from the policy are as follows:

- Our policy defines “Exempt” as the release from obligation to pay whole or a portion of taxes excluding rates for sewer, water, road maintenance, area rates and special tax arrangements.
- It also outlines that commercially assessed properties owned by non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organizations, may be given a tax reduction from the commercial to residential rate on all or part of the taxable commercial assessed property value.

In the schedules approved by Council, if the word “Full” is in the Extent of Exemption column it means the exemption is based on the full assessed property value. If it is not the full amount it will indicate the percentage of the assessed property value that is exempted.

ATTACHMENTS

- RCOFN-002.00 Tax Exemption Policy

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

Report Approved by: _____
Mark Phillips, Chief Administrative Officer



Committee of the Whole Excerpts
September 8, 2020

Development Officer Appointment, Madelyn LeMay

The attached report from Committee of the Whole outlines that Madelyn LeMay be appointed as Development Officer as one of the current Development Officers will be on medical leave for two months and back-up is needed.

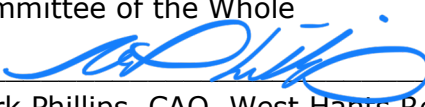
The recommended motion was:

... that Council appoint Madelyn LeMay as Development Officer for the Region effective September 22, 2020.



WEST HANTS REGIONAL MUNICIPALITY RECOMMENDATION REPORT

To: Committee of the Whole

Submitted by: 
Mark Phillips, CAO, West Hants Regional Municipality

Meeting Date: September 08, 2020

Subject: Appointment of Development Officer

ORIGIN

The Municipal Government Act (MGA) requires that Council appoint a development officer to administer the Land Use and Subdivision By-laws.

LEGISLATIVE AUTHORITY

Municipal Government Act s 243 (1)

RECOMMENDATIONS

If Committee of the Whole is in agreement with the recommendations, the following motion would be in order:

... that COTW recommends that Council appoint Madelyn LeMay as Development Officer for the Region effective September 22, 2020.

DISCUSSION

West Hants Regional Municipality has two appointed Development Officers: Doug MacInnis and Janet Redden. Mr. MacInnis will be off work for approximately two (2) months likely beginning in early October for medical reasons. In order for Ms. Redden to have backup, it is reasonable to appoint Ms. LeMay again as Development Officer.

Ms. LeMay is certified as a Senior Development Officer by the Municipal Development Officers' Association.

FINANCIAL IMPLICATIONS

There are no financial implications related to these appointments.

ALTERNATIVES

Council could not appoint the required Development Officer, resulting in an inability to administer and enforce the Land Use By-laws of the Region in a timely manner.

ATTACHMENTS

None

Report Prepared by:

Madelyn LeMay, Director of Planning and Development
Region of Windsor and West Hants Municipality

Report Reviewed by:



Rhonda Brown, Municipal Clerk
Region of Windsor and West Hants Municipality



Committee of the Whole Excerpts
September 8, 2020

Appointment of Required Fire Officials

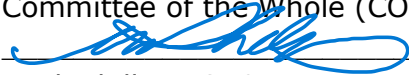
The attached report from Committee of the Whole outlines the appointment of Fire Officials that are required for the work done by the Planning and Development Department as directed by Council. Jody den Haan and Tina McKay not fully qualified yet and will not be able to carry out fire inspections until qualified.

The recommended motion was:

... that effective September 8, 2020, Council appoint Tim Leslie, Jody den Haan and Tina McKay as Fire Inspectors for West Hants Regional Municipality in accordance with Clause 19 (1) (b), Fire Safety Act.



WEST HANTS REGIONAL MUNICIPALITY RECOMMENDATION REPORT

To: Committee of the Whole (COTW)
Submitted by: 
Mark Phillips, CAO, West Hants Regional Municipality
Meeting Date: September 8, 2020
Subject: Appointment of Required Fire Official

ORIGIN

The Fire Safety Act requires that Council appoint one or more Fire Inspectors.

LEGISLATIVE AUTHORITY

Fire Safety Act

RECOMMENDATIONS

... COTW recommends that effective September 8, 2020, Council appoint Tim Leslie, Jody den Haan and Tina McKay as Fire Inspectors for West Hants Regional Municipality in accordance with Clause 19 (1) (b), Fire Safety Act.

DISCUSSION

Appointed fire officials are required for the work directed by Council and carried out by the Planning and Development Department. Jody den Haan and Tina McKay are not yet fully qualified as fire inspectors and will not be able to carry out fire inspections until fully qualified. We expect Jody to be qualified in the very near future.

FINANCIAL IMPLICATIONS

There are no financial implications related to these appointments.

ALTERNATIVES

COTW could recommend that Council not appoint the required officials, resulting in lack of compliance with the Fire Safety Act.

ATTACHMENTS

Attachment A Appointments, Qualifications and Authority

Report Prepared by:

Madelyn LeMay, Director of Planning and Development

ATTACHMENT A
Appointments, Qualifications and Authority

Appointment	Person	Qualifications	Authority
Fire Inspector	Tim Leslie	Level 2 Certified by NS Fire Inspector's Association and NS Office of the Fire Marshall	Fire Safety Act 19 (1) (b)
Fire Inspector	Jody den Haan	In process for certification as Level 1 Fire Inspector with NS Fire Inspector's Association and NS office of the Fire Marshall (will not carry out Fire inspections until certified)	Fire Safety Act 19 (1) (b)
Fire Inspector	Tina McKay	In process for certification as Level 1 Fire Inspector with NS Fire Inspector's Association and NS office of the Fire Marshall (will not carry out Fire inspections until certified)	Fire Safety Act 19 (1) (b)



Committee of the Whole Excerpts
September 8, 2020

Sidewalk/Paths Infrastructure

The attached report from Committee of the Whole outlines the request for a path system to allow children to get safely to school and improve active transportation in Falmouth. The Committee noted that some of the roads are owned and maintained by the Province and that maintenance costs would need to be known.

The recommended motion was:

... that Council direct staff to review existing active transportation documentation that may support the request of the Councillor and report back to Committee of the Whole in October.



WEST HANTS REGIONAL MUNICIPALITY DECISION REQUEST FORM

Name:	Richard Murphy		
Date:	Aug 22, 2020	Date Submitted to CAO:	Sept. 01, 2020

Request– Initial – to be completed by Council Member

Detail	During the Covid slowdown there was a huge increase in the amount of walking, running and biking. As traffic ramps up, it would be beneficial to provide an active transportation environment where residents feel safe enough that they continue to get outside and enjoy the many great aspects of physical outdoor exercise. Safe active transportation networks are healthy and also provide connectivity between neighbourhoods and even communities.				
Decision Requested:	That Committee of the Whole recommends having staff, with public consultation, look at ways to provide a sidewalk/path system to allow the residents of Falmouth a safe method of getting around the community and provide safe routes for children to get to school. To look at funding through a possible area rate, Covid-19 Resilience Funding and other Federal and Provincial programs.				
Background: What? Who? How? When?	Property ☐	Public Opinion X	Environment X	Social X	Economic X
	Falmouth is a growing district in West Hants and is the third most densely populated area. It has experienced large population growth over the last 15 years, with continued growth expected. Currently 60 percent of the children who attend Falmouth Elementary School are required to walk, because they are in the “no-bus zone.” Very few do walk because of the dangerousness of the roads and the very thin shoulders. While campaigning this winter the amount of traffic and lack of feeling safe on the roads was the main topic of concern of the residents I spoke with.				

Strategic Implication: with Dashboard	Current ☐	Short Term ☐	Long Term X
Budget:	Yes ☐ No ☐	Policy: MGA section S.65 – Power to expend money	Yes ☐ No ☐
Desired Outcome:	That the recommendation be supported.		
Recommendation:	Report/Document: Attached ☐ Available ☐ Nil ☐ See Decision Requested		

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative ☒ Protective Services ☐ Administration ☐ Planning ☒ Engineering Public Works ☒ Parks and Recreation ☒ Finance ☒ Economic Development ☐
Decision Requested:	Operational Matter ☐ Decision of Council Required ☒ Policy Change ☐ Other ☐
Background:	The request for decision form was completed by Council Murphy expressing his opinion surrounding requested AT routes in the Falmouth area. In addition to the Councillor's comments and background the following documents currently exist and should be

	referenced as a significant amount of research, consultation as well as recommendations have been made guiding AT in the West Hants Region. 1. Active Transportation Plan, February 2015 (Joint Project by former West Hants, Windsor and Hantsport) 2. West Hants AT Policy June 2017 3. Windsor "Municipalities for Green Mobility", July 2009 4. West Hants Active Living Strategy 2018-2022, 2018 5. Municipal Planning Strategy and Land Use Bylaw
Budget:	Unknown currently in relation to the request for decision. The funding for construction of sidewalks and other community specific infrastructure will have to be considered in relation to when infrastructure is installed in a former Town or growth center. Is the infrastructure primarily for the benefit of the community it is installed in or does the greater region benefit from its' existence? Funding sources have been noted in the background section. These sources will have to be further investigated to confirm eligibility for the region as well as other funding that may exist.
Staff Workload:	Staff time will be required to properly respond to the Councillor's request pending Council's discussion and direction. Short-Term: Refer to existing documentation, programs, and future capital projects to see what information exists to support the request Medium – Long Term: Further project planning and Budget forecasting for both Capital and Operating impacts. Stakeholders: DOTIR, WH Public Works, Residents, Developers, and others will have to be engaged should the request for decision be supported by Council.
Policy:	Refer to the attachments as noted in the background section.

Response Options:	1. Recommends having staff, with public consultation, look at ways to provide a sidewalk/path system to allow the residents of Falmouth a safe method of getting around the community and provide safe routes for children to get to school. 2. Direct staff to review existing documentation (s) that may support the request of the Councillor and report back to COTW in October. 3. Decline the request by the Councillor.
Preferred Strategy:	2. Direct staff to review existing documentation (s) that may support the request of the Councillor and report back to COTW in October. A considerable amount of work has been completed in the past that is transferable to support the current decision request. These documents should be referenced before proceeding with new research and processes.
CAO Comments:	This request for decision is specific to the Falmouth area. I support the creation of networks within the proposed area and would bring great benefit to the community. All areas of West Hants and particularly the growth centers will benefit from more AT initiatives. Connecting our greater region through "Trails on Rails" or Trails by Rails" is a greater initiative that should remain current for this Council should a change in the Windsor / Hantsport Rail-line Operation change in the future.

Reviewed and Signed by Mark Phillips ,CAO :





ACTIVE AVON

An Active Transportation Plan for the Avon Region

Draft Final Report

UPLAND

Urban Planning + Design Studio

Project No. 140503.00

February 6, 2015

Prepared for the Municipality of West Hants,
Town of Windsor and Town of Hantsport

Prepared by UPLAND (Project Lead)
and SNC Lavalin (Engineering Lead)



Acknowledgments

UPLAND would like to thank the many residents and community groups who contributed to this Plan by providing invaluable feedback, attending public meeting, and embedding themselves into the vision of an active Avon Region.

We would particularly like to thank the Steering Committee for their dedication, passion and enthusiasm.

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1 Introduction

1.1 What is Active Transportation?	Active transportation (AT) is a broad term, that refers to all forms of human powered or non-motorized transportation. It typically refers to walking and cycling, but also rollerblading, skateboarding, wheelchair use, etc. There are also many seasonal activities such as canoeing, kayaking and cross-country skiing that can be defined as active transportation.	Active transportation is commonly broken down into two different categories: • Utilitarian active transportation includes active destination oriented trips (e.g.: commuting to work or school) and active workplace travel (e.g.: delivering materials or attending meetings).	• Recreational active transportation includes leisure, recreational pursuits, and fitness (e.g.: dog walking, hiking, paddling, etc.) and often takes place in off-road locations. In some cases, both utilitarian and recreational active transportation can occur at the same time.
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1.2 Why Active Transportation?	Active transportation has steadily been gaining popularity across the continent because of the health, social, environmental, economic and tourism benefits. There is clear evidence of the advantages associated with designing cycling and pedestrian friendly communities which enable and encourage residents to be more active by walking and biking for recreation and utilitarian purposes. The Municipality of West Hants, Town of Hantsport, and Town of Windsor, collectively known as the Avon Region, have	recognized the importance of providing residents with improved options for safe and enjoyable self-propelled transportation and have individually begun to promote better infrastructure through policies and plans. The latest round of Municipal Planning Strategies, Integrated Community Sustainability Plans, Active Living Strategies, Trail Plans and Transportation Studies all encourage better walking and biking infrastructure for each respective community. In recent	years, pathways have been inventoried and trails have been planned and built. While some of these initiatives have already made cross-municipal recommendations, this new Regional Active Transportation Plan is a critical project for the Avon Region and for Nova Scotia. It will define how conversations beyond municipal boundaries offer unique opportunities to build collaborative active transportation capacity for an entire region.
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1.3 Impacts and Benefits

Municipalities across Canada and North America are realizing the multifaceted benefits of promoting active transportation and are undertaking such initiatives. The following paragraphs outline some of the high-level benefits that can be realized by implementing active transportation initiatives at a regional level.

Health Benefits

Encouraging greater participation in active transportation is one of the best ways to increase physical activity, which often results in increased overall health and wellbeing by decreasing obesity rates and improving mental health. Research suggests that increasing physical activity rates is one of the most effective ways to create a culture of healthy living (Department of Health and Wellness, 2012). The economic benefit of reducing physical inactivity is estimated at \$0.52 per kilometer for cycling

and \$1.07 per kilometre for walking (Institute of Sensible Transport, 2011).

Although recent figures indicate a reduction in serious car accidents on Canadian roads, driving is a relatively dangerous mode of transportation. In 2011, there were 2,006 deaths, 10,443 serious injuries and 30,463 total injuries related to car accidents (Statistics Canada, 2011).

Active transportation can also facilitate more socially cohesive communities as residents have more opportunities to interact with one another when they are outside of their cars. Greater physical activity rates have been proven to reduce mental issues such as stress, anxiety and depression while contributing to an improved quality of life and overall happiness.

Better Mobility Options

Active Transportation provides an efficient, affordable and flexible travel option, particularly for those who would prefer to not drive and for residents without access to a vehicle. Furthermore, an aging population will result in a larger proportion of the population that can no longer operate a vehicle.

Less Pollution

Active transportation use and its associated infrastructure have a low environmental impact, particularly when compared to driving a vehicle. Automobile use contributes to air pollution through emission of harmful greenhouse gases such as nitrous oxide, carbon dioxide and low level ozone.



The impacts of vehicle infrastructure also have negative environmental implications. Road and parking maintenance such as resurfacing and winter snow removal have negative environmental impacts on soil contamination and water quality. Impermeable road surfaces increase the degree of runoff during heavy precipitation and cause oil and salt to contaminate neighbouring ecosystems. On the other hand, active transportation infrastructure such as trails, bike lanes, and bike racks have substantially less negative environmental impacts. Trails and bike paths have narrower right-of-ways and are often permeable with less detrimental affects on adjacent ecosystems.

Tourism

Bicycle tourism has been growing steadily over the past few decades, initiated by successful experiences

in Northern Europe and the UK. This growing trend stems from the shifting inclination of tourists to healthier, more experiential and contemplative methods of travel. In the Netherlands, an investment over a 20 year period of approximately \$150/km/year resulted in a return of investment of over \$75,000/km/yr (Netherlands Cycling Platform, 2010). In the US, several states have significantly invested in AT infrastructure with positive results. The North Carolina Department of Transport (2004) reported an annual return of 9 times the initial investment in active transportation infrastructure.

In Canada, the province of Quebec is at the forefront of the bicycle tourism industry, where a regional 4,000 km AT network called the “Route Verte” has been in development since the 1980s, and is supported by a growing suite of

education and awareness materials and organization tools. It is estimated that the route generates revenues of \$85 million per year.

In Nova Scotia, Bicycle Nova Scotia is working with the province to implement a similar project called the Blue Route, which proposes a provincial bicycle network that supports local community-based active transportation initiatives.

Economic Benefits

According to a recent national poll owning and operating a car is the second largest expense for Canadian families (CAA, 2013). The average annual costs for a small compact car is \$9,500 or \$0.528 per kilometer. In comparison, the costs of walking and cycling are negligible.

An additional economic benefit is the reduced costs associated with a reduction in car use as outlined in a number of recent studies:

- reduced the costs associated with road construction, repair and maintenance in certain areas;
- reduced healthcare costs;
- reduced fuel, repair and maintenance costs for the user; and
- increased property values along quieter streets and trail networks

Reducing or centralizing parking also has significant economic benefit. Parking has significant costs associated with it including land, construction, maintenance and operational costs. Parking costs are significantly lower for bicycles and non existent for most other forms of active transportation.



1.4 Challenges in the Avon Region

There are several challenges to understand and overcome when promoting active transportation in rural areas like the Avon Region.

Size and Density

A key challenge for the Avon Region is its large area and a dispersed population, typically resulting in greater travel distances than in dense, urban areas. Furthermore, the majority of residents living in the Avon Region work outside of the region in Halifax or the Annapolis Valley. With such considerable travel distances, it is unreasonable to expect a large amount of utilitarian active transportation to occur, particularly in rural areas.

Car Culture

North Americans have become reliant on their cars, which can be a challenge

when promoting active transportation. Using the automobile for all trips has been a default choice for most people throughout their entire lives. Although automobile use is necessary for many trips in rural areas, there may be some shorter trips that could be made using active modes of transportation. However, the prevalence of car culture has resulted in most people not even thinking about the possibility of using active modes of transportation.

Rural Road Design

Most Canadian rural roads have been designed for efficient automobile use without much consideration for pedestrian and cyclist safety. Although this conventional approach to road design is changing, many existing roads are straight, two-lane right-of-ways that en-

courage high traffic volumes and high speeds and do not incorporate paved shoulders. This results in transportation corridors that favour fast automobile traffic, without offering any safe corridors for slower and more vulnerable road users.

Climate

Climate can have an impact on the use and enjoyment of active transportation. Nova Scotia features a North Atlantic climate that is mild during summer months, but harsh and unpredictable during winter months. Cold temperatures, strong winds and heavy precipitation can make AT challenging between December and April. Varying temperatures and the freeze-thaw cycle increases the amount of road maintenance required for roads and pathways.



1.5 Opportunities in the Avon Region

Although planning for active transportation in rural areas comes with many challenges, there are also several opportunities that can be taken advantage of, particularly for the Avon Region.

Beauty

The Avon Region boasts a wonderfully scenic rural setting that unites meandering river valleys, tidal flats, rolling farmlands and Acadian forests with a handful of quaint villages and hamlets. This scenic quality has attracted people from all over the world to visit or live in the Avon Region.

Topography

Compared to other areas in Nova Scotia, the general topography of the Avon

Region is relatively flat and conducive to active transportation.

Strategic Location

The Avon Region is strategically located between Halifax Regional Municipality and Kings County, the two largest population (and tourism) centres in Nova Scotia. As a result, the Region is well positioned to benefit from any potential future active transportation corridors linking the two destinations.

Community Capacity

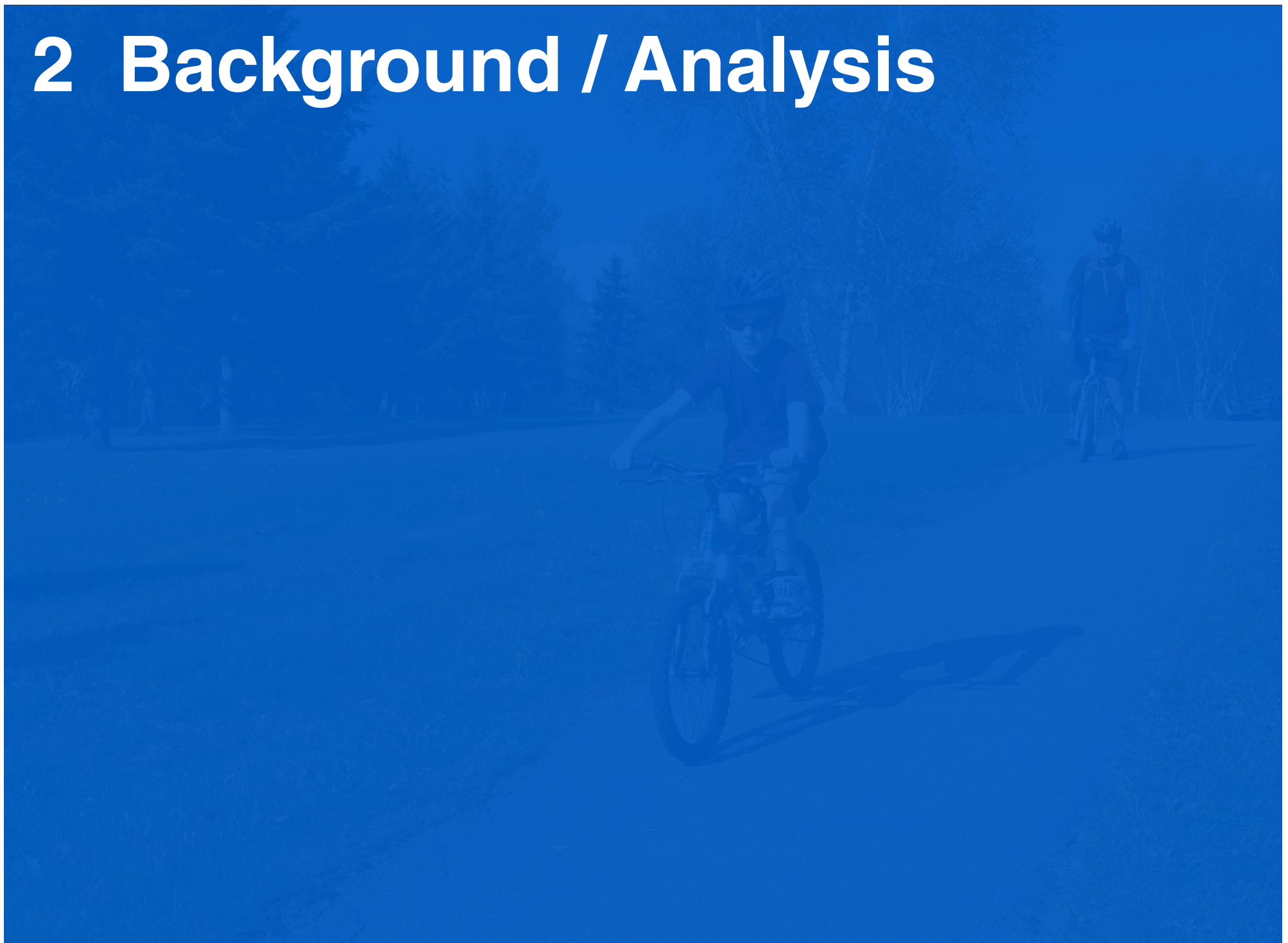
An enthusiastic group of volunteers, staff and elected officials exists in the Avon Region, all of whom are excited and eager to improve active transportation. Similarly, the Region benefits from tight

knit social networks, flexible decision makers and staffers, and the lack of lengthy bureaucratic processes that may be a challenge in more urban areas.

A Compact Regional Core

There are opportunities for utilitarian active transportation within the regional urban core of the Avon Region between Three Mile Plains and Hantsport, where a dense concentration of homes, shops, services, and other destinations exist.

2 Background / Analysis



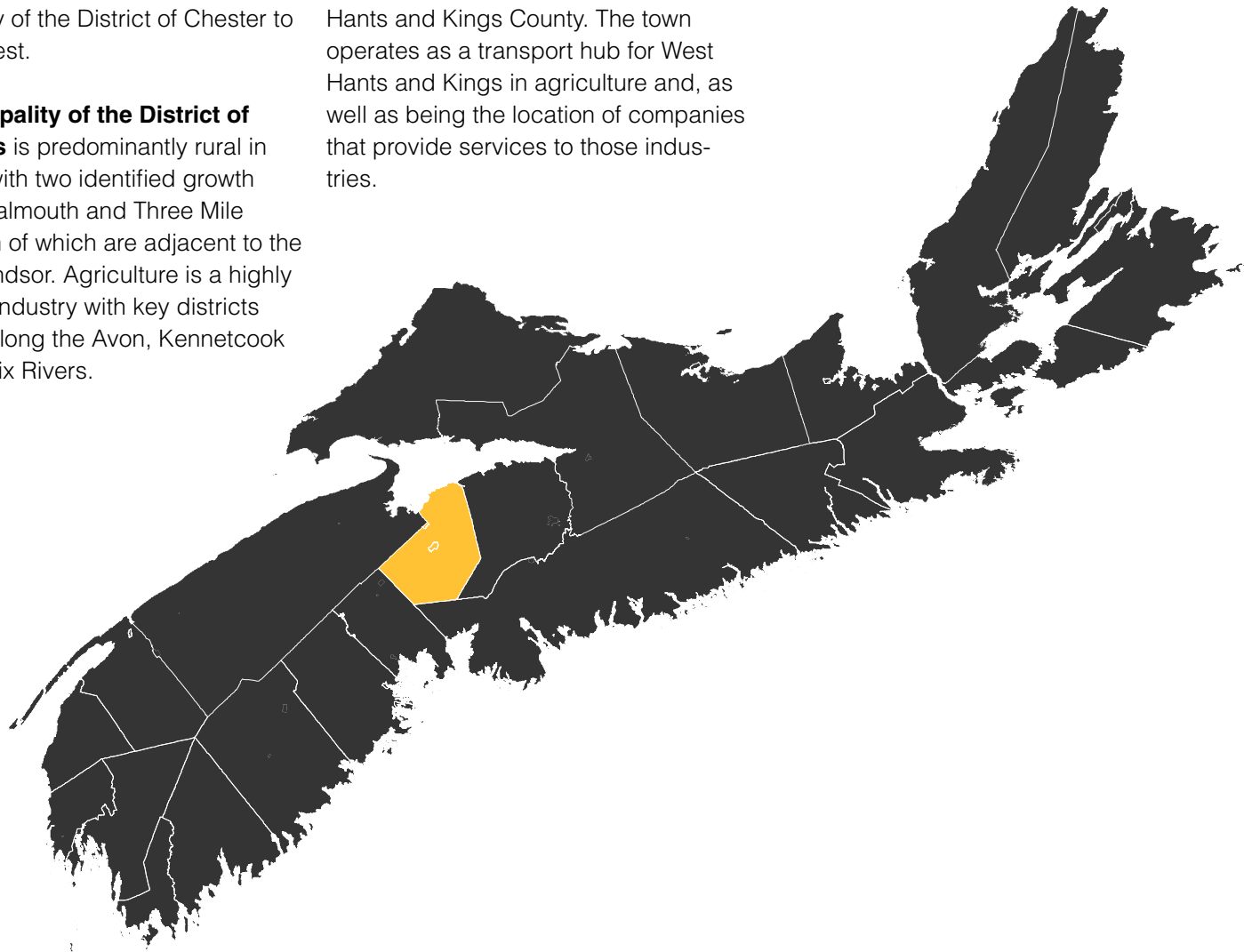
2.1 About the Avon Region

The Avon Region consists of the Municipality of the District of West Hants, the Town of Windsor, and the Town of Hantsport. It is situated in central Nova Scotia along the shores of the Minas Basin. It borders the Halifax Regional Municipality to the south, the Municipality of the District of East Hants to the east, Kings County to the west, and the Municipality of the District of Chester to the southwest.

The **Municipality of the District of West Hants** is predominantly rural in character with two identified growth centres – Falmouth and Three Mile Plains, both of which are adjacent to the Town of Windsor. Agriculture is a highly significant industry with key districts occurring along the Avon, Kennetcook and St. Croix Rivers.

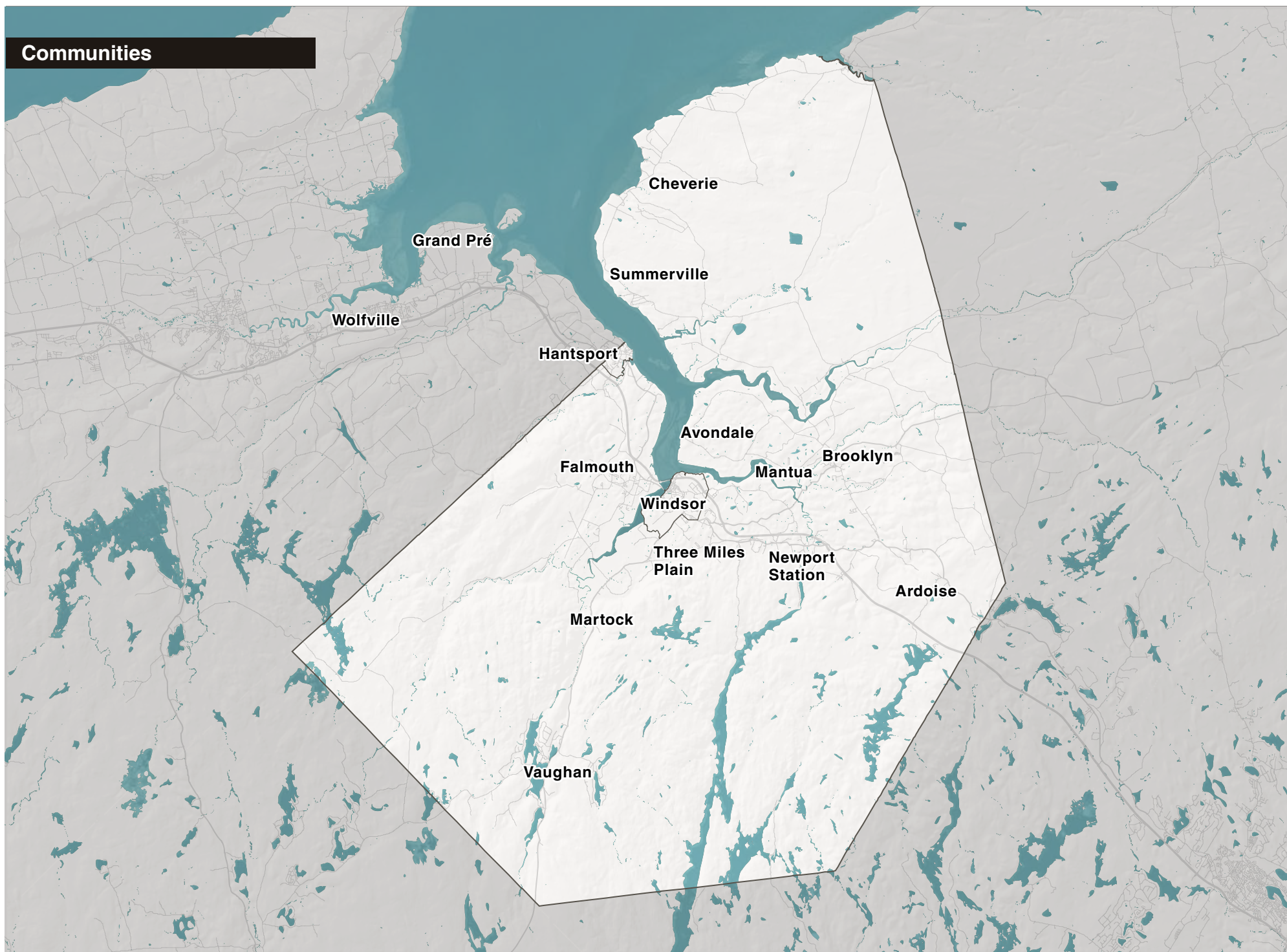
The **Town of Windsor** has an urban core comprised of mixed commercial and residential land uses and a small rural fringe which extends into the municipality of West Hants.

The **Town of Hantsport** is a small and compact urban district located on the northeastern border between West Hants and Kings County. The town operates as a transport hub for West Hants and Kings in agriculture and, as well as being the location of companies that provide services to those industries.

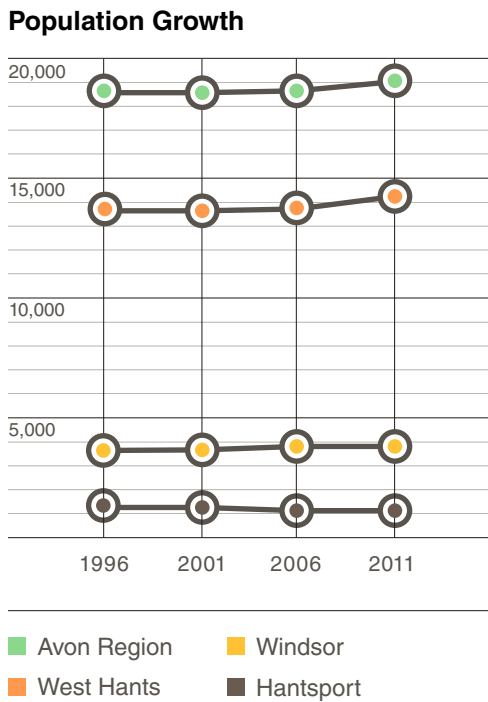




Communities

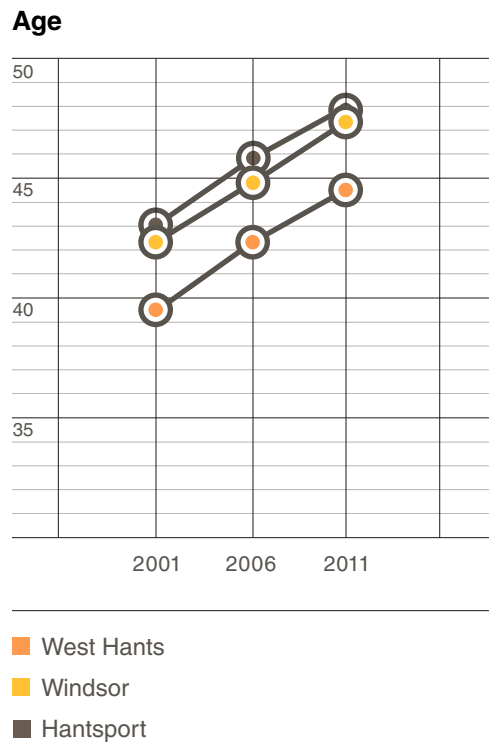


2.2 Socioeconomic Profile



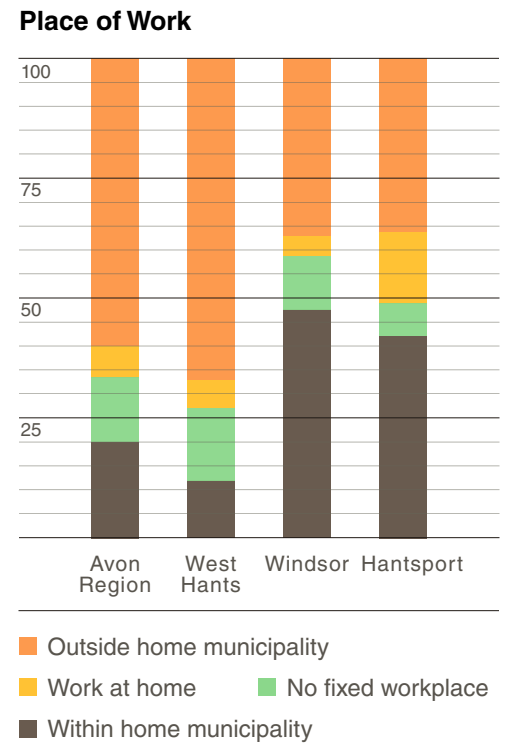
Population growth by year (Statistics Canada, 2011)

The population of the entire Avon Region in 2011 was 19,106. Since 1996, the Region has experienced modest growth. Over the past twenty years, Windsor has had a steady population of around 3,700 people, while the population of Hantsport has been moderately declining since 1996. The District of West Hants, on the other hand, has experienced population growth since 2001 due to recent development in Falmouth and Three Mile Plains. West Hants is one of the few rural Nova Scotian municipalities to experience growth in the past decade.



Median age by year (Statistics Canada, 2011)

As is being experienced throughout Canada, the Avon Region has an aging population. For example, the median age for residents living in the Region was estimated to be 40.3 in 2001. Ten years later, the median age rose to approximately 45.3. Interestingly, residents living in the District of West Hants have been on average three years younger than their counterparts living in Windsor and Hantsport.



Destination of workplace, by proportion (Statistics Canada, 2006)

Travel behaviour for getting to work and back is strongly influenced by commute distance. In 2006, approximately 60% of the total labour force in the Avon Region worked in a different municipality than the one they lived in (note: this type of data was not recorded in the 2011 Census). Only 20% lived and worked in the same municipality, making it difficult to promote utilitarian active transportation as a viable mode of transportation, particularly in the large district of West Hants. In Hantsport and Windsor, however, 43% and 47% of employees lived and worked within each town respectively.

Commute Time



10.4 min
Windsor



12.4 min
Hantsport

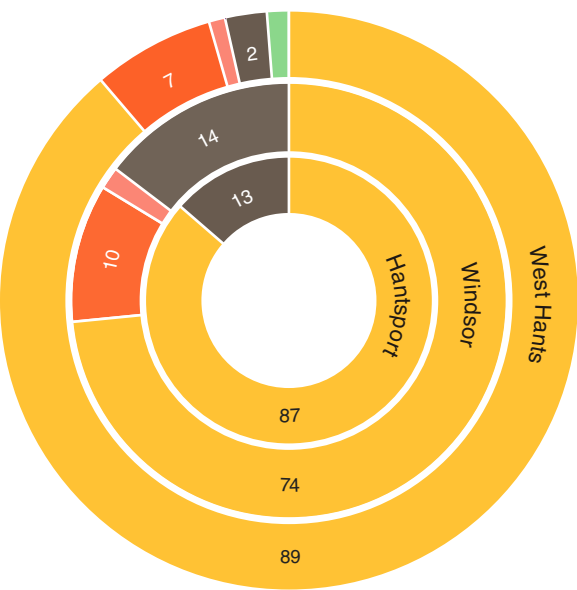


25.4 min
West Hants

Median commute duration (Statistics Canada, 2011)

Because the majority of commuters in West Hants are travelling outside of their municipality to get to work, commute times are much longer than for residents in Windsor and Hantsport. In 2011, the median travel time for commuters in West Hants was 25.4 minutes each way. This is well over ten minutes longer than those experienced for commuters in Hantsport and Windsor, where the median travel times were 12.4 and 10.4 minutes respectively.

Mode of Transportation



Mode of transportation to work (Statistics Canada, 2011)

The vast majority of residents in the Avon Region used their car to travel to work and back in 2011. In West Hants, 96% of residents used a car as their primary mode of transportation for getting to work and back. In Hantsport and Windsor, car use was less dominant at 87% and 84% respectively.

Walking is much more common in the towns of Hantsport and Windsor, where approximately 13% and 14% respectively, walk to work.

In 2011, cycling was not identified as the primary mode of transportation for anyone in the Avon Region.

2.3 Health and Wellness

The rise of physical inactivity and obesity rates throughout North America is so prevalent that it is often referred to as an epidemic (Velo Quebec, 2010; Mapes J, 2009). Similar issues are of concern in the Avon Region, where physical activity rates are low and overweight/obesity rates are high, as revealed in a Community Health Survey in 2009.

Although the Avon Region recorded higher physical activity rates than the rest of Nova Scotia, and indeed the country, almost half of the population is physically inactive with less than 15 minutes of exercise per day. Furthermore, the West Hants Active Living Strategy (2013) states that:

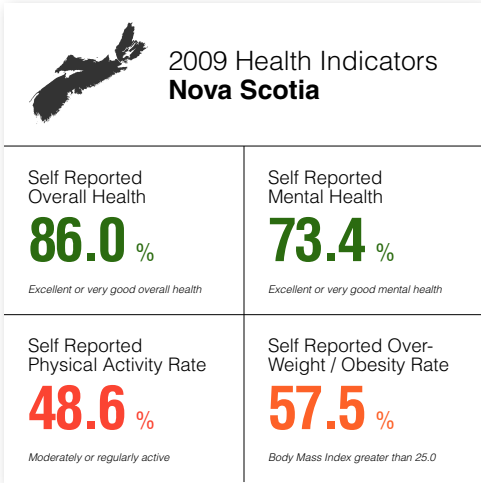
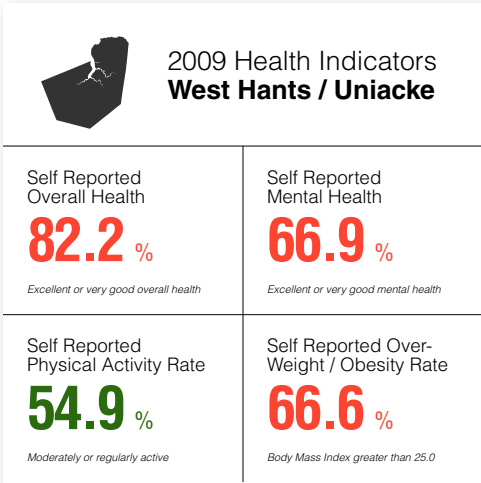
- Less than a third of all residents perform the recommended amount of moderate to vigorous activity

- each week, with the most popular activity cited as walking.
- Approximately a third of youth and children regularly play actively (60 minutes of daily activity, six days a week), and
 - Only 17% of children walk or run regularly and even less cycle (5%).

Decreased physical activity rates have been linked to the rapid increase of obesity rates within Canadian communities; so too has the increase in risk for a variety of chronic diseases including cardiovascular disease, diabetes, osteoarthritis and some forms of cancer (Velo Quebec, 2010). In 2009, two-thirds of persons in the Avon Region were overweight or obese (ie, body mass index greater than 25.0), which is much greater than in the rest of the country (which is at about 50%).

The Nova Scotian Department of Health and Wellness has identified that the decline in activity and subsequent rise in obesity is not simply the result of individuals making poor choices. The 2012 Thrive report identifies that the majority of Nova Scotians live within an ‘obesogenic’ environment.

Residents within the Avon Region indicate that significant barriers to increasing regular physical activity rates include a lack of time, access to paths, trails and open spaces and costs associated with recreational activity. Replacing short car trips with more active modes of transport is an affordable, achievable and effective strategy to increase daily activity for these residents (West Hants Active Living Strategy, 2013; Mapes, J 2009).



2.4 Road Network

The Avon Region is served by a network of provincial roads and highways that provide connections with neighbouring municipalities. These roads are maintained by the Nova Scotia Department of Transportation and Infrastructure Renewal (NSTIR).

The principal route into the Avon Region is via **Highway 101**, an east-west highway that connects Bedford to Yarmouth via the Avon Region and the Annapolis Valley. The 100-series highway is a two or four-lane, controlled access highway featuring high traffic volumes.

The modern expressway has replaced **Trunk 1**, another east-west corridor that is one of the oldest major roads in Nova Scotia. It was once called the Great Western Road and is now commonly referred to as “the old number one”. It runs more or less parallel to Highway 101 and features lower traffic volumes, although it lacks a paved shoulder along most of the route. The trunk route hosts the Evangeline Trail scenic roadway along its entire length, as well as the Glooscap Trail scenic travelway between Windsor and Wolfville.

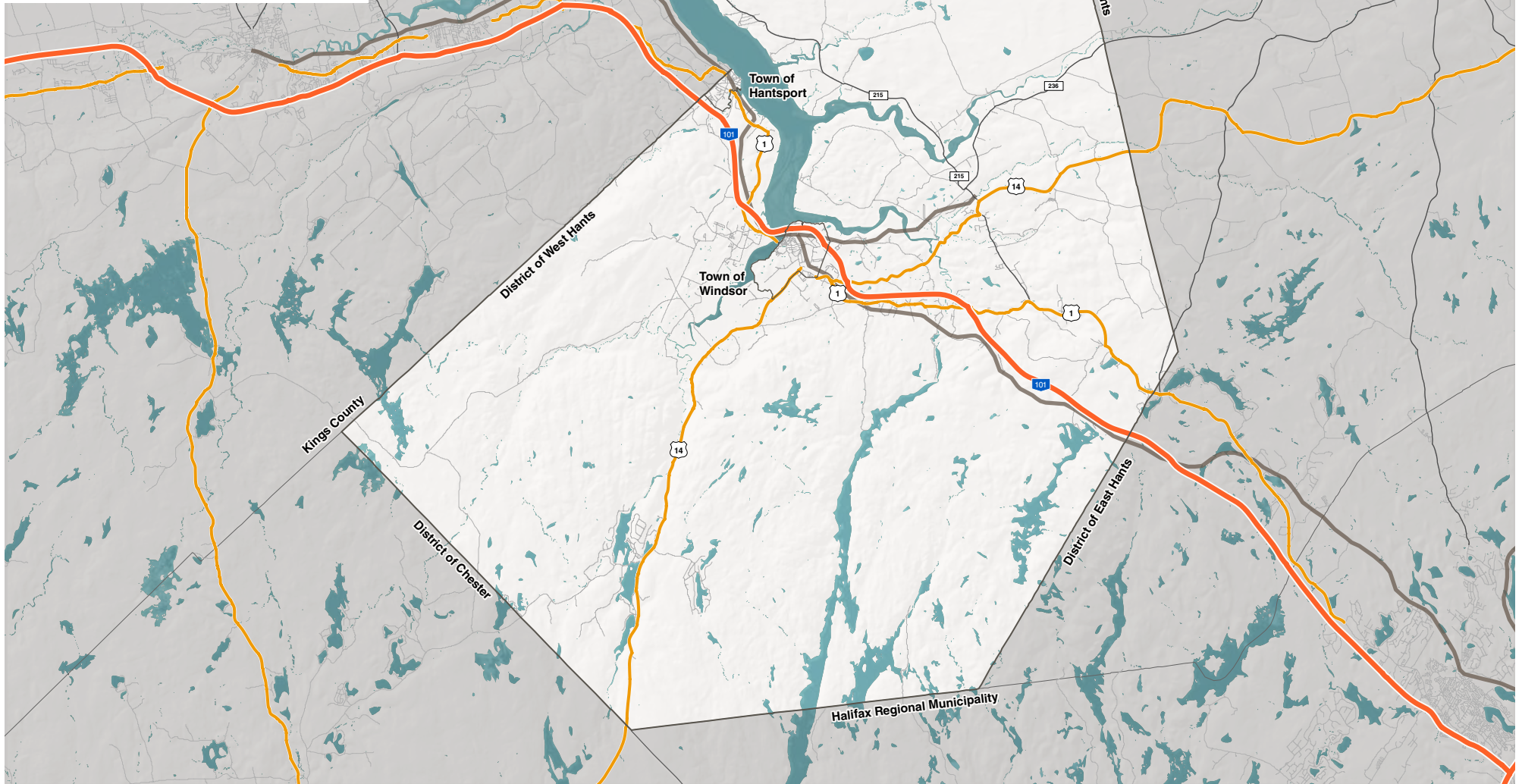
Trunk 14 connects Chester from the southwest of the Avon Region up in to Windsor before continuing east on to Milford. It is a common truck route, with moderate traffic volumes, no paved shoulders and a relatively straight alignment that encourages travel speeds above the posted limits.

Route 215 is a scenic collector road connecting the village of Shubenacadie at Trunk 2 to the east of the Avon Region with Newport Corner. Parts of the road are included in the Glooscap Trail and also the Fundy Shore Ecotour. It also does not include a paved shoulder but has very low traffic volumes and follows closely along the shores of the Minas Basin.

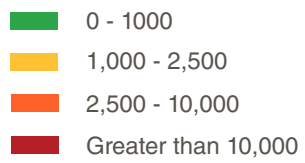
Road Network

- Highway
- Trunk Route (Secondary Highway)
- Collector Route
- Local Road
- Railway

Source: NSTDB, 2011.

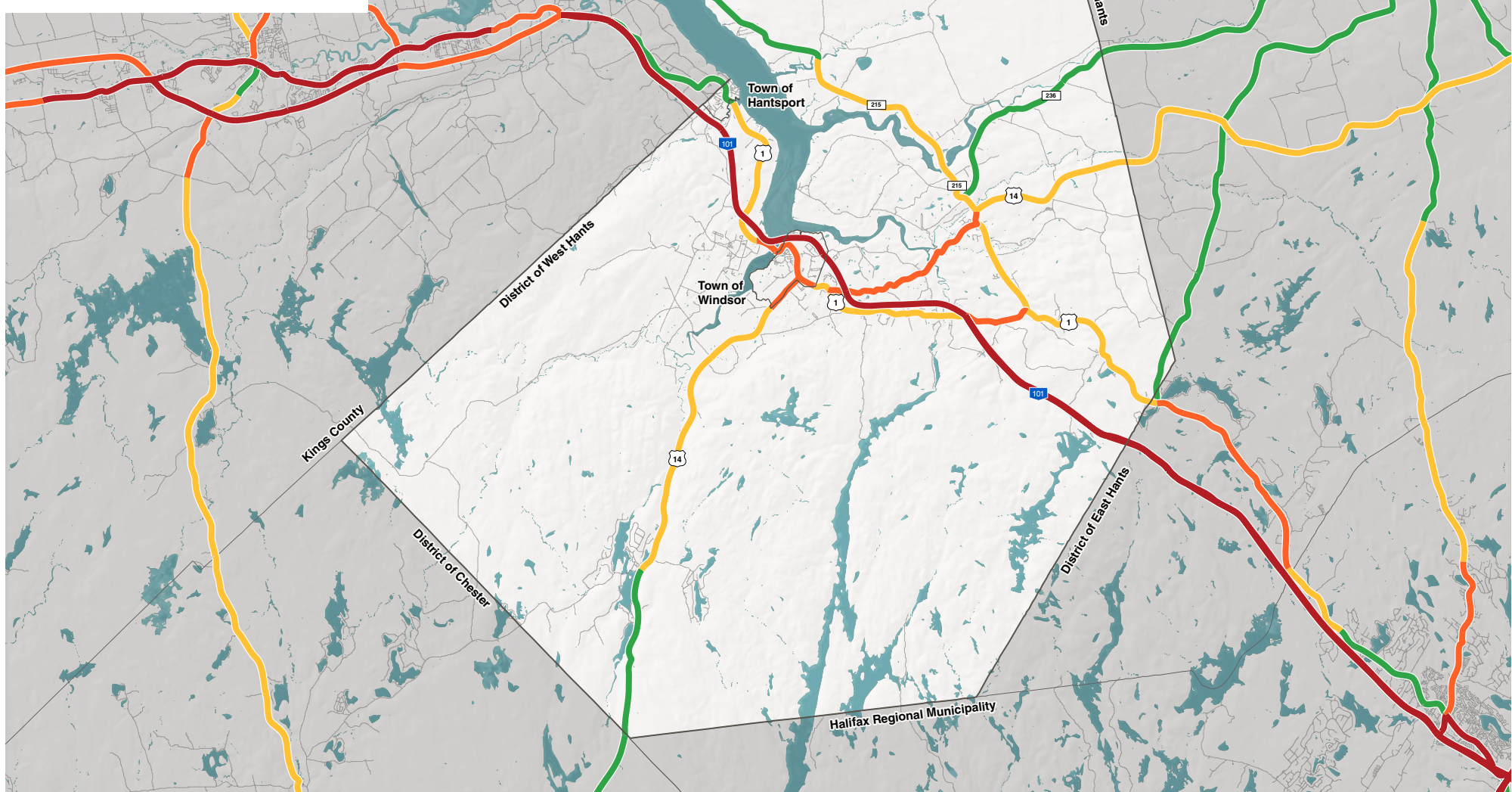


Traffic Volumes



Annual average daily traffic

Source: NSTIR, 2011.

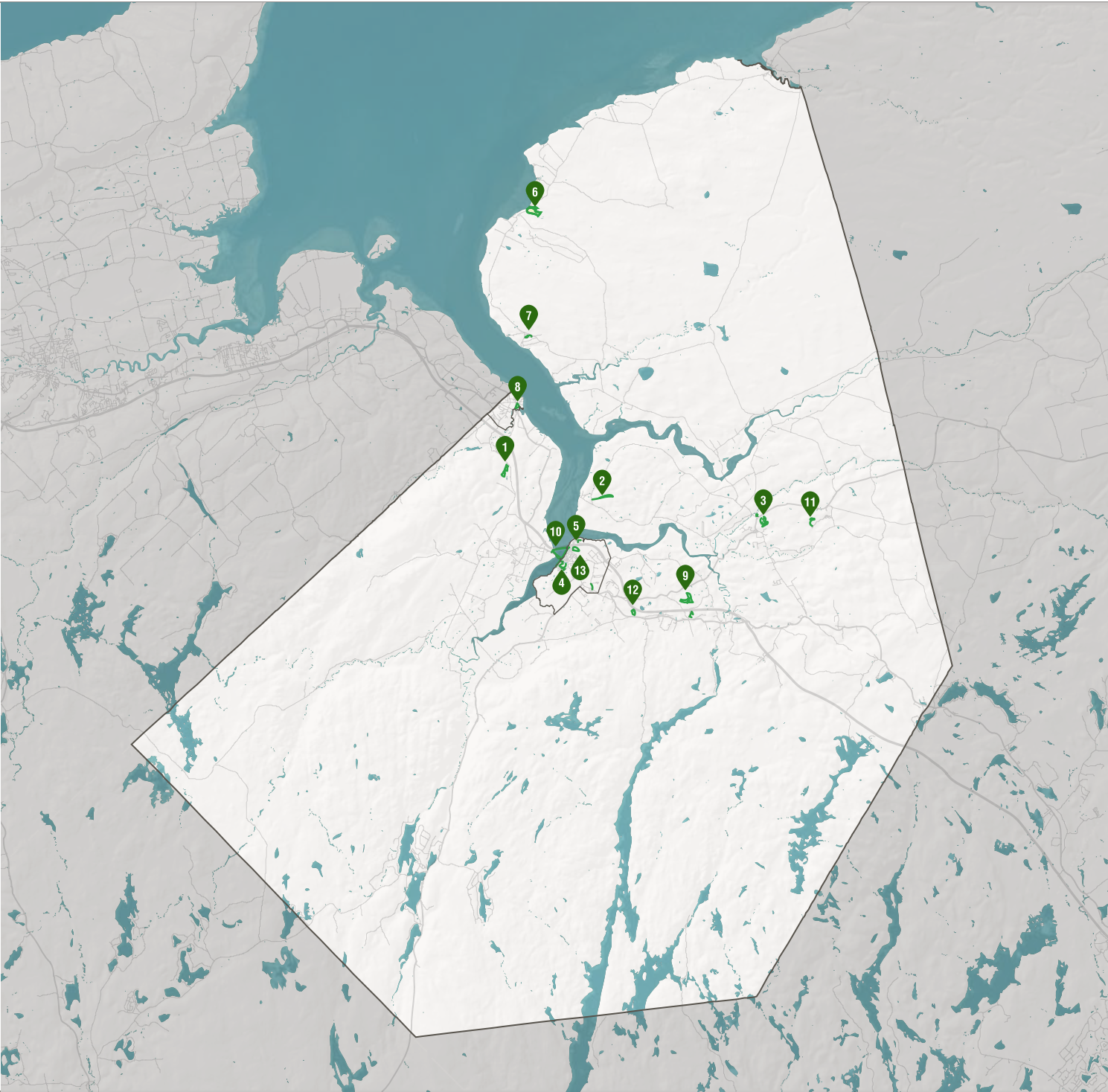


2.5 Existing Trail Inventory

The following is a list of recognized trails that exist in the Avon Region. There are a handful of additional informal trails that are occasionally used by cyclists and pedestrians as well, such as the Windsor to Hantsport rail line, and extensions of the Castle Frederick to Moses Mountain and Eldridge Road trails.

Trail Inventory:

- 1 Aikins Marsh Trail / Laurie Saulnier Memorial Trail
- 2 Avondale Trail
- 3 Brooklyn Elementary School Trail
- 4 Haliburton Trail
- 5 Shell Conservation Trail
- 6 Cheverie Salt Marsh Restoration Trail
- 7 Dr. Arthur Hines Elementary School Trails
- 8 Hantsport Walking Trail
- 9 Irishman's Road Recreation Site
- 10 Lake Pisiquid Trail
- 11 Smiley's Provincial Park Trail
- 12 Three Mile Plains Elementary School
- 13 Fort Edwards Trail Loop



2.6 Transit

Kings Transit currently operates a number of bus routes in the Annapolis Valley, extending from Brooklyn to Weymouth. The Avon Region is served by the Wolfville to Brooklyn line, which makes stops at Sweets Corner, Ellershous, Three Mile Plains, Garland Crossing, Windsor, Falmouth, Mount Denson and Hantsport before linking into Wolfville.



2.7 Form & Development

The density of existing settlements plays a major role in determining the suitability of future active transportation infrastructure. Higher rates of density provide a higher probability of success for any active transportation investment, including infrastructure development. As can be seen in the population density map (see next page), there are a number of key areas in the Region that have medium to high density (greater than 5 persons per acre). The highest densities occur within the Windsor and Hantsport town centres, which feature densities up to 20 persons per acre in some areas. The areas surrounding the Windsor town centre, along with sections in Falmouth and Three Mile Plains have areas between 1 and 5 persons per acre. Throughout the rest of the Avon Region, most areas feature densities less than one person per acre.

Higher densities help accommodate successful utilitarian active transportation. The Town of Windsor is considering increasing the permitted volume of multi-unit development in areas where a moderate to high degree density is

already present. By identifying growth centres, the municipality of West Hants seeks to concentrate residential and commercial development in areas of the Municipality close to the Town of Windsor. The Town of Hantsport seeks to develop greater density by reducing lot sizes in new and existing residential areas and allowing a greater mix of housing types.

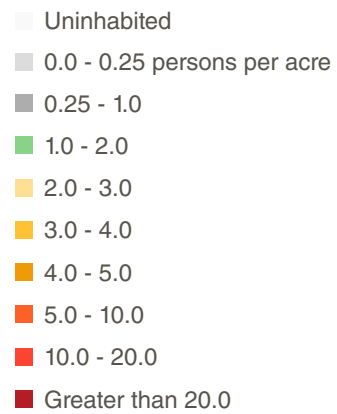
Future Development

West Hants has a clearly defined community development hierarchy. The majority of development within the Municipality is expected to occur within two identified growth centres, located in the communities of Three Mile Plains and Falmouth. The Village of Brooklyn has been identified as being a focal point for the surrounding countryside. The other eleven hamlets in the Municipality exist as small rural communities where limited development is possible, providing a rural atmosphere is maintained. In addition there are residential subdivisions planned by Development Agreement outside these areas.

The Three Mile Plains growth centre is fully serviced with municipal water and sewerage and has capacity to accommodate a considerable amount of new commercial and residential development. Limited residential and commercial development is permitted outside these growth centres yet municipal water and sewer services are not intended to be provided in these areas.

There are plans currently being proposed for a new resort-style residential development in the community of Ardoise (located near the eastern periphery of West Hants). The Forest Lakes Country Club Master Plan calls for up to 2,700 homes, a golf course, and a village centre featuring convenience stores, cafes, hotels, restaurants and a Spa & Wellness Centre. The project is planned to be built in phases over the next 15 to 20 years.

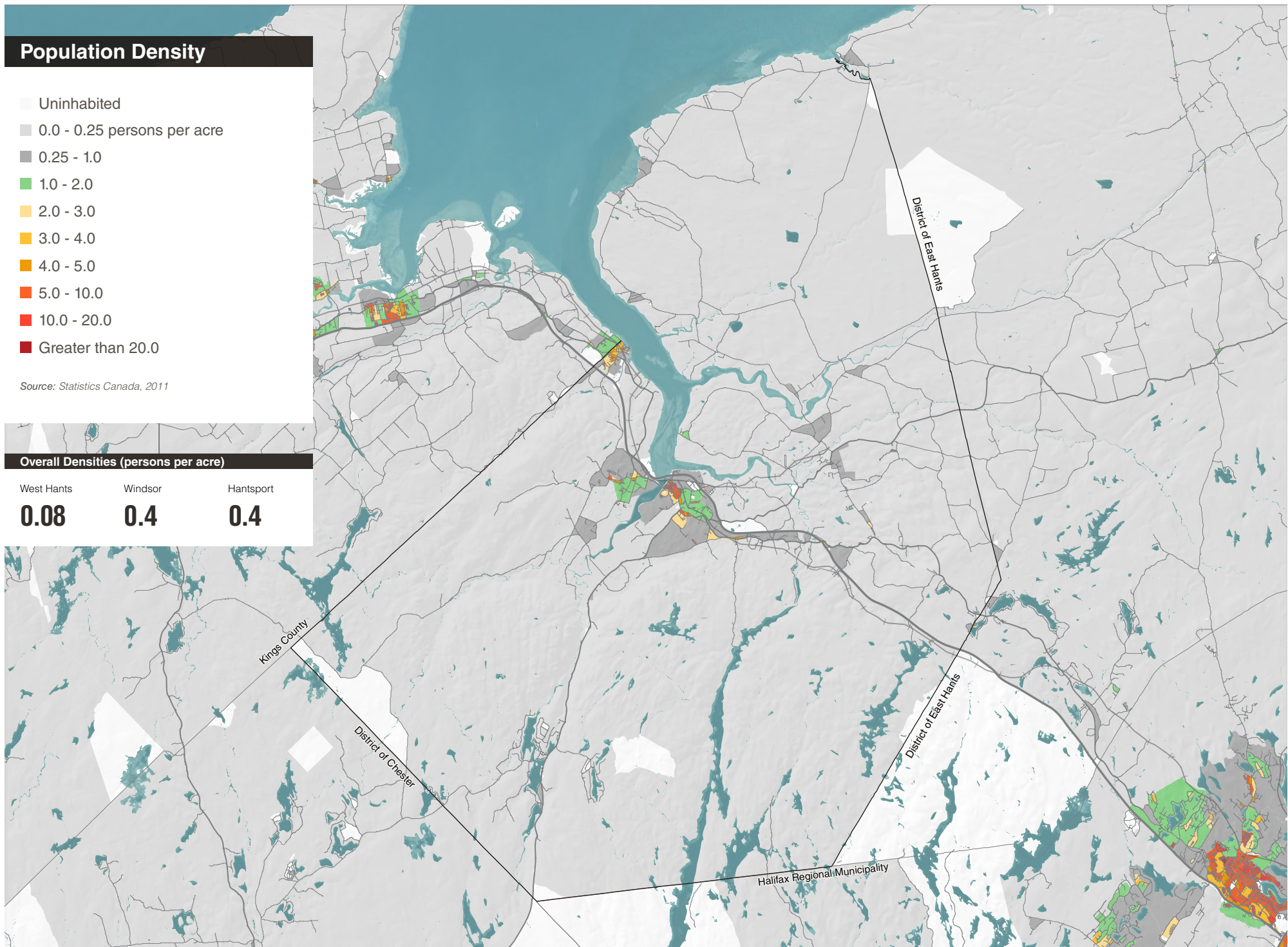
Population Density



Source: Statistics Canada, 2011

Overall Densities (persons per acre)

West Hants	Windsor	Hantsport
0.08	0.4	0.4



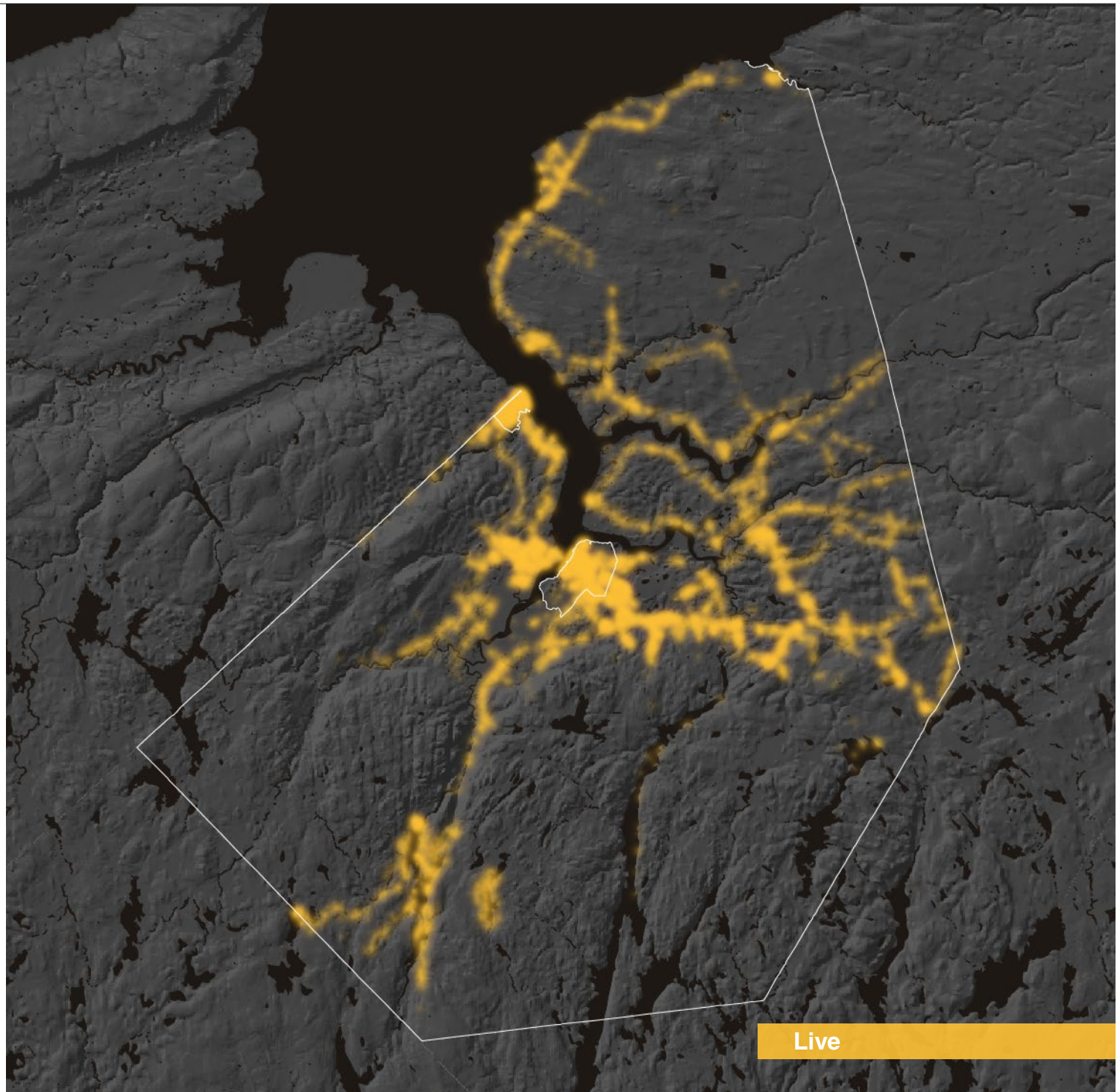
2.8 Trip Origins and Destinations

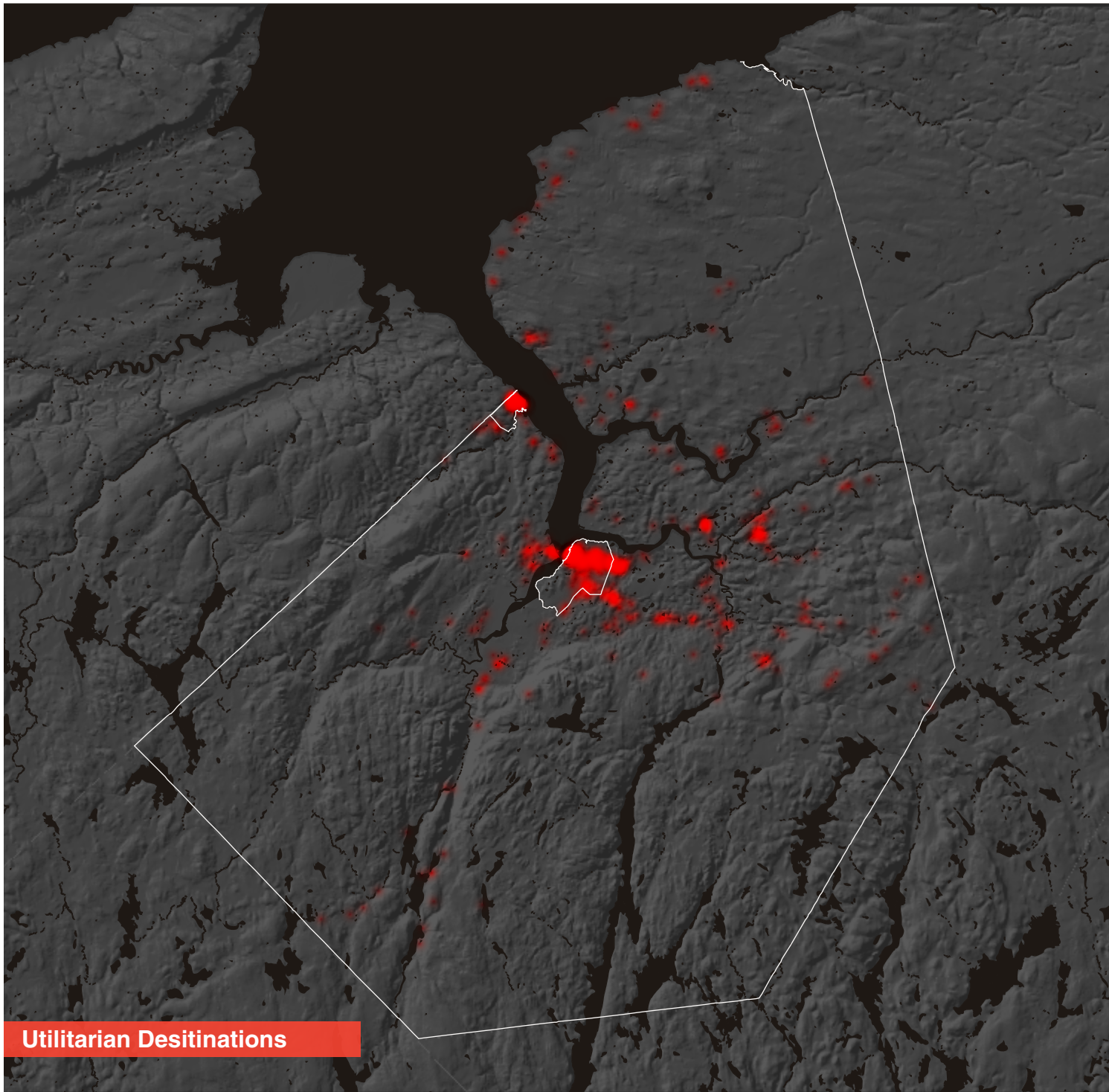
Origins and destinations refer to the starting and end points of any trip. Identifying concentrations of origins and destinations throughout the Avon Region will help determine where active transportation infrastructure should be located.

The Nova Scotia Civic Address File (NSCAF) data includes land use classifications for every civic address point in the province. Trip origins and destinations can be visualized by categorizing these civic address points into general land use categories and mapping them.

Origins

Assuming the majority of trips begin (or end) at home, all residential civic address points in the Avon Region have been mapped and displayed to illustrate concentrations and clusters. As to be expected, the communities of Windsor, Hantsport, Falmouth and Three Mile Plains form a regional core of residential origins. Throughout the District of West Hants, residential development follows closely along rural highways extending outward from the regional core.





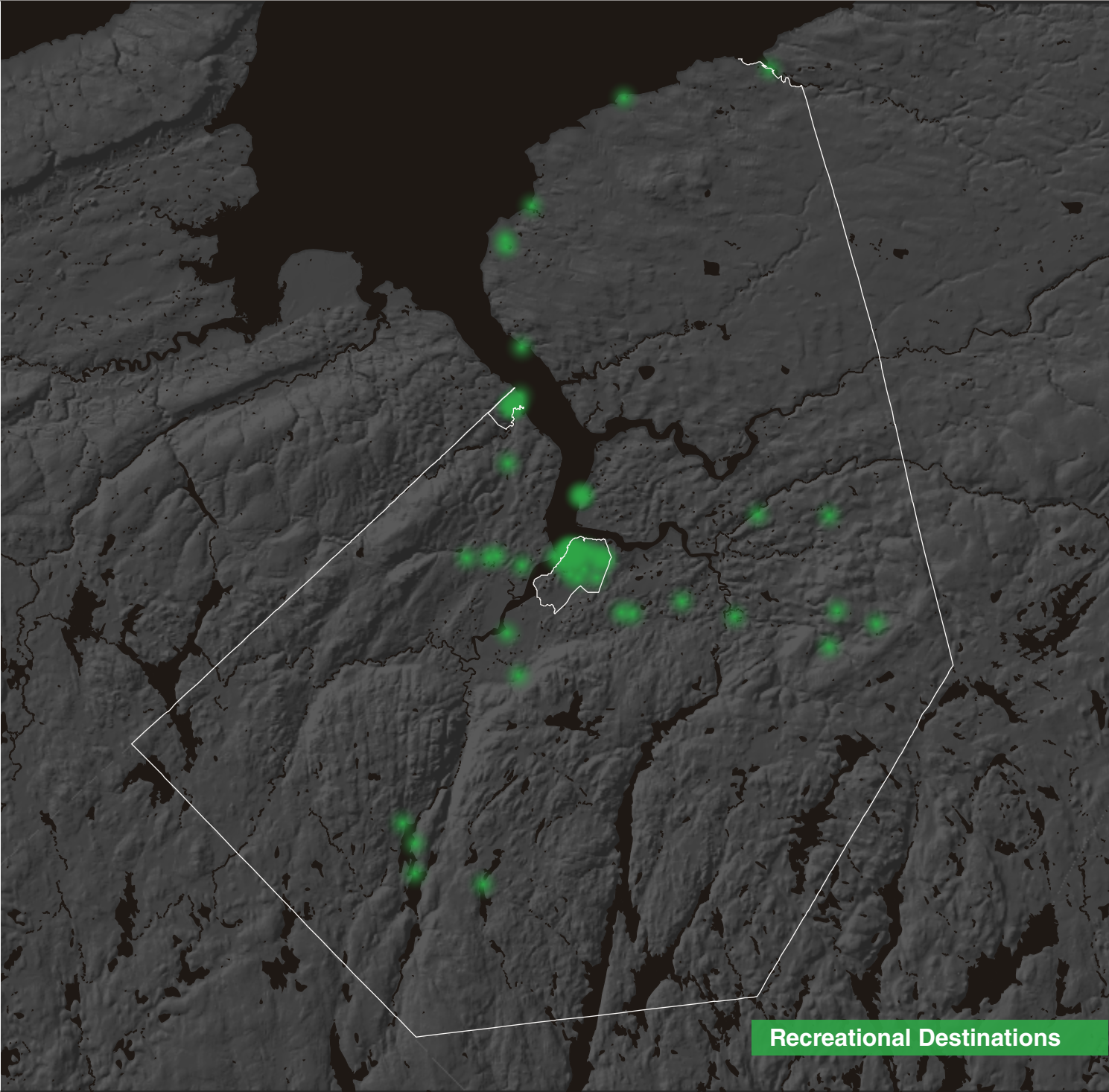
Utilitarian Destinations

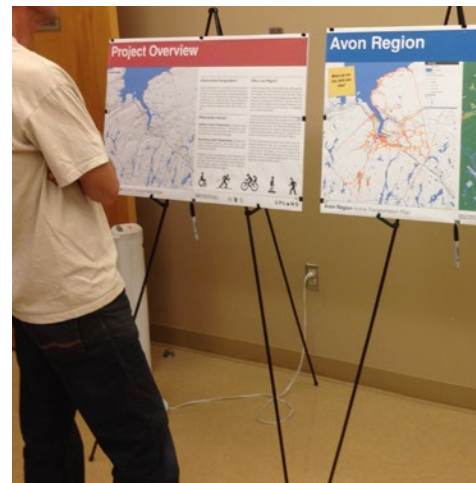
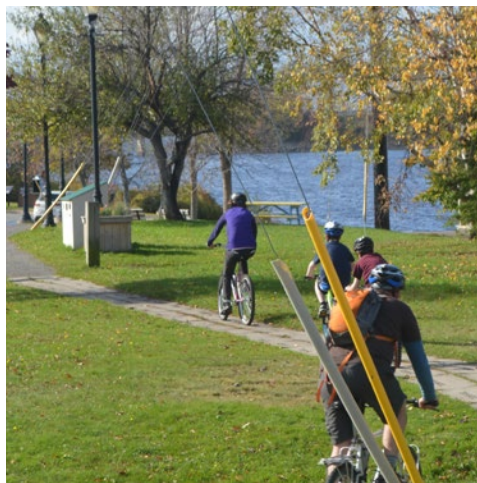
Utilitarian trips are trips made to achieve a functional purpose, such as getting groceries for the week, commuting to the workplace, mailing a letter at the post office, etc. The “Utilitarian Destinations” map illustrates civic address points that are identified as a business, restaurant, shop or store, industrial facility, office, etc.

Once again, there is a concentration of utilitarian destinations in the regional core around Windsor and within Hantsport. Pockets of such destinations are also concentrated around Brooklyn and Summerville. Notably, there are noticeably fewer utilitarian destinations in Falmouth and Three Mile Plains than there are residential origins.

Recreational Destinations

Trips can also be made for pleasure or recreational-based purposes. Such recreational trips involve visiting a local park, trail loop, beach, etc.





2.9 Community Input

Input from the community is critical in order to understand the current state of active transportation in the Avon Region and to ascertain the key issues and opportunities. Recognizing this, a variety of public engagement events were held to provide multiple methods through which the community could enrich the Active Transportation Plan with their input and expertise.

These events included an online survey, an evening public meeting, three focus group sessions, a community bike ride and a public walking tour. All events were held in various locations throughout the Avon Region and at different times of day in order to acquire a diverse representation from all age groups and communities. Information on all the community engagement opportunities were well publicized, which resulted in a positive participation rate.

Public Meeting

The public meeting was held in the evening on Wednesday, October 15th at the Kings-Edgehill School in Windsor, which was well attended by a diverse range of interested community members. Participants were informed of the project goals, objectives and timelines and provided valuable feedback through a series of interactive panels and two facilitated workshops.

Focus Groups

Three focus group sessions were held on Thursday, October 16th to provide an opportunity for key informant groups to offer more specific input and expertise. Each focus group had a specific theme, including:

- Schools and Institutions (to discuss how AT could be further encouraged or supported in the schools and institutions of the Avon Region);
- Councillors and Municipal Staff (to determine what AT initiatives are underway and understand the key issues and opportunities at the municipal level); and
- Local Business Owners and Tourist Operators (to discuss the economic and tourism benefits of AT and determine potential partnerships with the private sector).



Community Bike Ride

On Sunday, October 19th, a community bike ride was held to determine the key issues and opportunities for cycling in the Avon Region. The ride began at the Three Mile Plains Community Centre, went along Trunk 1 to downtown Windsor, then across the causeway to Falmouth and back. This route characterized many of the difficult cycling conditions that were reported during other engagement events.

Walking Tour

A public walking tour was also held on Sunday, October 19 which looped around the Town of Hantsport. A group of local residents and Municipal staff participated in the tour.



Online Survey

An online survey was created to allow local residents, business owners and other stakeholders to provide their perspectives on local conditions. The survey was distributed on September 18 and closed on November 14, 2014. It featured a handful of concise multiple choice questions and asked open ended questions regarding the benefits and barriers related to active transportation. Just over 100 completed surveys were received.

Participation was dispersed across the three municipalities. The vast majority (97%) of respondents indicated that they regularly engage in recreational and/or utilitarian AT use.

When asked about the benefits of active transportation, many respondents cited fresh air, exercise and social interac-



tion as a key motivator to use AT. Many added that AT helped reduce stress and anxiety levels. Many respondents appreciated the natural beauty of the region and acknowledged that intimate connections to the landscape are made when traveling outside of a vehicle. A number of respondents also indicated that many roads 'are relatively quiet..', which results in a peaceful experience.

When asked about the barriers to active transportation, many respondents cited distance as the key issue to using AT for utilitarian purposes. After distance, the most cited barriers were safety issues caused from a lack of infrastructure, poor maintenance of existing infrastructure and/or a lack of driver awareness. A lack of crosswalks, confusing intersections or current snow removal procedures are all contributing factors to the perceived safety issues. Finally respon-



dents indicated a lack of awareness with regards to areas where it would be safe to use AT.

Many suggested that if present concerns were resolved they would be more inclined to use AT. Big picture suggestions included prioritizing AT in all future development proposals and increasing connectivity between communities. Designating and promoting a route that includes bike lanes, trails and roads was also a reoccurring suggestion. Most respondents felt an increase in the number of sidewalks and trails throughout the region is needed. Particular importance was cited in the corridor between the communities of Falmouth, Windsor and Three Mile Plains.

Additional comments and suggestions from the survey can be found in the Appendix.



What We Heard: Issues

Several recurring issues and opportunities emerged throughout all consultation events. Safety and education were the two key topics that were raised during the consultation events as particularly important issues that need to be addressed or overcome.

Community members cited the lack of dedicated space for cyclists and pedestrians and poor road conditions as key barriers to using AT more often in the Avon Region. For cyclists, dangerous and inconvenient conditions exist on arterial thoroughfares such as hidden driveways, blind crests and inconsistent edge conditions. For pedestrians, sidewalks do not exist in most areas, so narrow road shoulders and washed-out road edges often force pedestrians onto the roadway, putting them in conflict with motorists. The

majority of roads in the region do not feature streetlights, making walking or cycling at night particularly dangerous.

Community members identified several intersections within the region that are particularly dangerous for active transportation users (and also motorists), including the intersection at:

- Trunk 14 and Route 215;
- O'Brien St, Wiley Ave and King St;
- O'Brien St and King St; and
- Trunk 14 and Trunk 1 near the Irving gas station.

Cluttered signage and unclear road markings at these locations result in confusion. In these locations, collisions and near misses occasionally occur. Many communities in the region do not have crosswalks or crossing guards for students.

Infrastructure maintenance has also been an issue, particularly in the winter when snow clearing practices results in sidewalks or shoulders tend to be popular snow storage areas. During the summer, ATV use occasionally results in trail erosion and damage, however, it was noted that ATV users contribute to overall trail maintenance and creation.

Active transportation education and awareness was a key issue identified by the community. It was recognized that a pervasive car culture exists, where active transportation is generally considered as a recreational activity rather than an utilitarian activity. It was identified that all road users need to be better educated to share the road, and that drivers need to be aware of the needs and space requirements of AT users. Furthermore, much active transportation infrastructure that does exist is

underutilized due to the lack of signage or promotional materials.

Another dominant issue that emerged was the absence or disconnectedness of active transportation infrastructure in key areas throughout the Avon Region. As a result, many residents are forced to use informal or ad-hoc trails to circumvent longer distances caused by a poorly connected road network featuring dead ends and cul-de-sacs. A good example of this issue is the Avon View High School, where the lack of multiple connections has resulted in significantly longer trips that can only be achieved by car. By adding a few trail connections that link into adjacent neighbourhoods, students and staff may more likely to use active transportation. There are several examples of "missing links" that could be filled in to improve the overall connectivity of AT infrastructure in the Avon Region.



What We Heard: Opportunities

Despite these challenges, participants recognized that there are many local assets and opportunities which can foster an increase in active transportation rates. Cycling, walking, skating and cross-country skiing are recreational activities already popular throughout the Avon Region. Participants recognized the region's scenic attributes, with its abundant natural amenities and strategic location between the Halifax Regional Municipality and Kings County.

Many tourism opportunities were also identified. Developing old highways into regional cycling routes would direct traffic into communities which have been bypassed by Highway 101. Fostering out-of-region connections like the Blue Route would also draw tourists to the region.

Another opportunity that was repeatedly identified by the community was the potential to convert or build a trail alongside the private rail corridor that links Windsor and Hantsport to the Annapolis Valley in the north and Halifax in the south. Coincidentally, Kings County has recently completed a leasing agreement with owner of the Windsor-Hantsport Rail Company which will allow them to build a trailbed next to the rail line. It is understood that the Rail Company is very interested in similar agreements along other portions of the rail line, which is a significant opportunity for the Region.

2.10 Vision Statement

The following vision statement establishes a shared vision of the Active Transportation Plan amongst residents, business owners, municipal staff, elected officials and other stakeholders. A strong vision statement is one that is exciting and inspiring to inspire action,

yet simple and practical enough to ensure achievable change. The following vision has been composed to succinctly summarize the visions heard during the various meeting, focus groups and community meetings:

“To trigger a culture shift in the Avon Region where active transportation is a safe, convenient and celebrated mode of transportation for all residents”

2.11 Guiding Principles

The following guiding principles have emerged from the background work completed to date, public consultation outcomes, and discussions with the Avon Region Active Transportation Plan Committee. These action-oriented principles offer practical ways to achieve the overall community vision during the eight year timespan of the project.

Education and Awareness is Vital.

Efforts to improve education and awareness amongst all road users about the benefits of active transportation and the needs of its users can help improve actual and perceived safety. It will also cultivate a culture that embraces AT by sharing the road with a positive attitude.

Make it Safe.

In order for active transportation to become more widely accepted, its users must feel safe. While education and awareness programs will contribute to improving perceived safety, on-the-ground infrastructure and improved maintenance are also vital to making active transportation a safe option.

Provide Connections.

Reducing travel times is a crucial component to making active transportation a feasible mode of transportation. There are several opportunities to make simple connections in the existing network that would significantly improve travel times for AT users.

Focus the Right Interventions in the Right Places.

A one-size-fits-all approach is not appropriate for a diverse area like the Avon Region. Different contexts require different interventions. Utilitarian-based infrastructure should be focused in the regional core, whereas rural areas should feature more recreational and regional tourism-based improvements.

Make it Fun and Attractive.

Using active modes of transportation is inherently fun, especially within the beautiful setting of the Avon Region! These assets should be promoted through fun and engaging materials or events that celebrate the sheer enjoyment that active transportation has to offer for locals and tourists alike.

Be Strategic and Opportunistic.

An incremental approach that prioritizes achievable, short-term projects over more ambitious projects will generate positive publicity and public support. Efforts should also be concentrated on interventions that will have the best return-on-investment, while also taking advantage of opportunities as they present themselves.

Work Together.

Within the Avon Region, all stakeholders must work together to focus on regional benefits, rather than their own individual jurisdictions. Externally, there are opportunities to form strategic partnerships with adjacent municipalities, provincial departments and non-profit organizations who are working towards similar active transportation goals.

3 Network



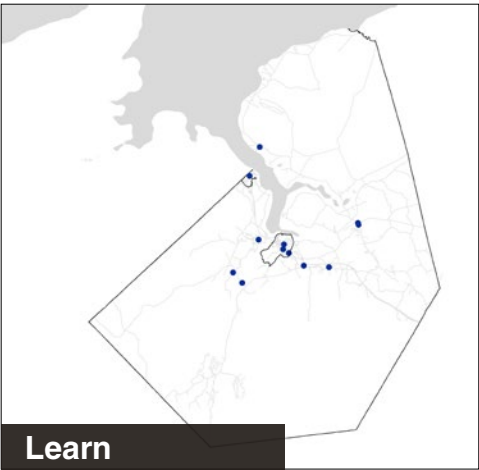
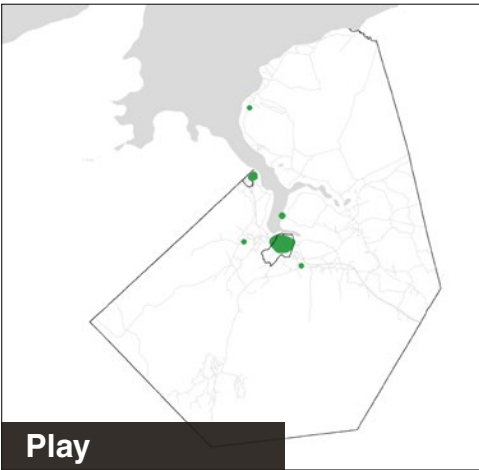
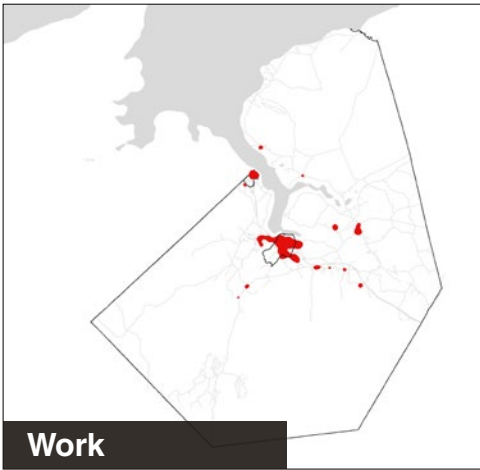
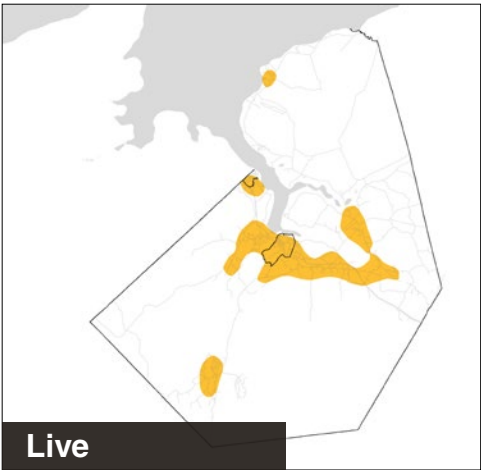
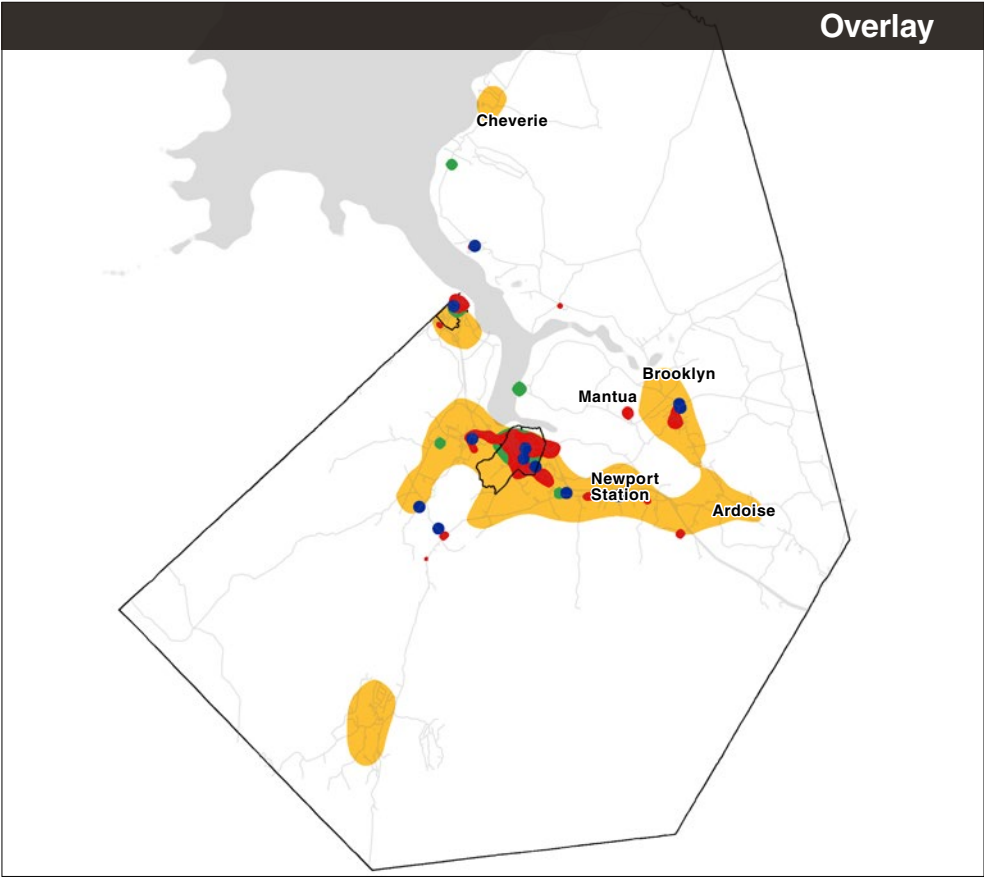
3.1 Network Approach

The diversity of land uses, development patterns and infrastructure in the Avon Region stipulates an approach to active transportation investment that clearly defines network hierarchies. The spatial pattern of origins and destinations which are conducive to recreational and utilitarian active transportation within the region must be defined. Destinations with cross-regional tourism potential must be utilized.

The majority of residential origins (**Live**) are concentrated within the Falmouth-Windsor-Three Mile Plains corridor. The other significant concentration of residences can be found in the Town of Hantsport. The Village of Brooklyn is a focal point for the surrounding countryside, albeit at much lower residential densities. Future growth is expected to occur within the growth centres of Three Mile Plains and Falmouth.

Utilitarian destinations (**Work**) are concentrated in Windsor and Hantsport and in smaller pockets around Brooklyn and Summerville. Recreational destinations (**Play**) are dispersed throughout the region with a noticeable concentration in the Town of Windsor. Perhaps the biggest opportunity for leaving a long-lasting impact in influencing attitudes towards active transportation, lays in the provision of safe cycling and walking routes around schools. School locations (**Learn**) need to be integrated into adjacent active transportation networks or should be provided with their own local school catchment area facilities.

An **Overlay** of origin and destination patterns creates a clear picture: a need for utilitarian active transportation connections within the Windsor area, Hantsport and Brooklyn, and a need for regional connections between these areas and beyond.



3.2 Network Opportunities

The Avon Region can capitalize on a number of opportunities that can accelerate the creation of a comprehensive region-wide Active Transportation Network.

The promotion of cycling tourism has gained previously unseen momentum through serious efforts by the Province of Nova Scotia to establish the **Blue Route**, a province-wide recreational cycling network. Current Blue Route draft corridors traverse the Avon Region and should be integrated with the Regional Active Transportation Network.

Closely linked to the Blue Route are other provincial efforts to improve active transportation facilities through coordination by the Nova Scotia Department of Transportation and Infrastructure Renewal (NSTIR). Policies like the *Trail Policy* and *Paved Shoulder Width for Active Transportation Policy* enable improvements for walking and cycling. A particularly important opportunity is the **Nova Scotia 5-Year Highway Improvement Plan**, which should be monitored and utilized by the three Avon Region municipalities to request the addition of paved shoulders to provincial roads when road repaving is underway.

The currently inactive rail lines owned by the Windsor to Hantsport Rail Company present another major opportunity to establish key connections within a region-wide Active Transportation

Network. **Rails-with-Trails** are remarkable facilities for both utilitarian and recreational active transportation and should be strategically integrated into the network in areas where road conditions are either inconvenient or unsafe. The owners of the rail line recognize the community benefits associated with rails-with-trails and have expressed their openness to negotiate lease agreements for trails within the rail line right-of-ways.

Existing trails are another important asset on which the Active Transportation Network should be built. Not all of these trails are suitable for integration into the network, however they should be considered valuable existing resources and should, where ever possible, become part of the regional network.

3.3 Network Hierarchy

A clear network hierarchy can differentiate individual routes by their purpose. A hierarchy is not meant to prioritize one trail over another, rather a route hierarchy can create a clear structure with individual route types designed for their respective function within the network. The Avon Region Active Transportation Network contains the following three route types: a regional network, a series of local networks and a number of recreational trails.

Regional Routes

Regional routes provides the overarching hierarchy for active transportation infrastructure in the Avon Region. They form the “spine” of the Avon Region Active Transportation Network and consist of cycling routes that connect communities to each other and to neighbouring municipalities. Regional routes extend over long distances and will encourage recreational cycling and promote tourism development opportunities emerging from initiatives such as the Blue Route.

When fully developed, the regional routes will become the “100-Series highways” of cycling. In the meantime, defining these routes will enable focused investment in strategic locations that will ultimately connect and tie together an entire region-spanning active transportation network. Shortcomings in cycling facilities in the mid-term will not deter experienced cyclists and long-distance bike riders from using the regional spines, as long as they are clearly marked and promoted.

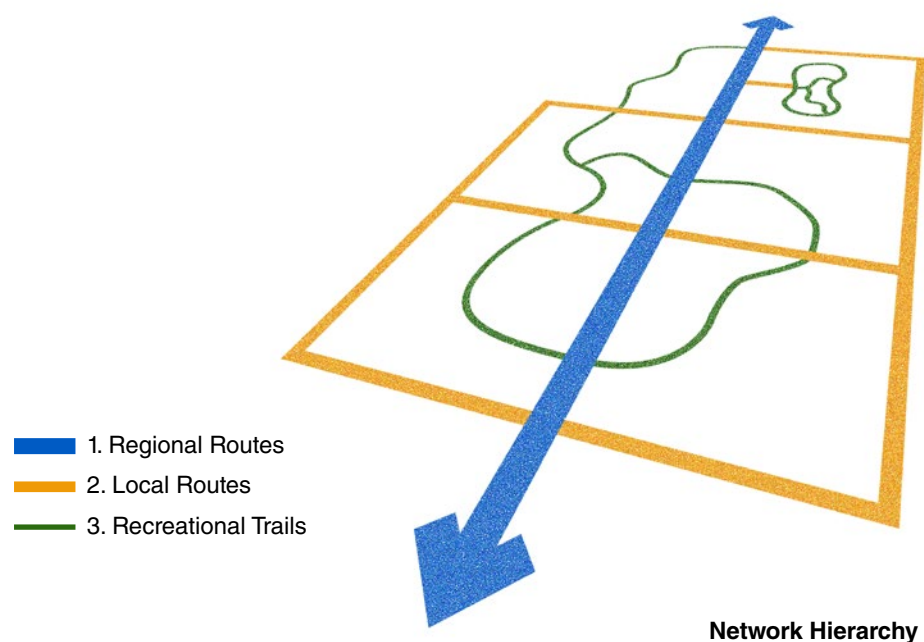
Regional routes consist of both on-road and off-road facilities (see Design chapter for more information). Each route connects through the commercial centers of communities along the route, thus facilitating local economic development opportunities arising from increased recreational visitation.

Local Routes

Local active transportation routes are primarily intended for utilitarian and destination oriented self-propelled travel within a few denser communities. In some instances, these local networks utilize existing recreational trails and integrate them into the overall network in a way that makes them also function as convenient choices for walking or cycling between utilitarian destinations.

Recreational Trails

A series of recreational trails can be found dispersed throughout the Avon Region. Building on the foundation laid by the West Hants Trails Inventory (Cobequid Trails Consulting, 2013), the proposed Regional Active Transportation Network integrates, where ever possible, existing trails and those being developed by community groups.



3.4 Route Descriptions

Regional Routes

The **Windsor - Halifax** route travels from downtown Windsor via Gerrish Street and links onto a new trail next to the Windsor-Hantsport Railroad beginning at Wentworth Road. At Garlands Crossing, the route leaves the rail bed and follows Trunk 1 through Three Mile Plains, Saint Croix, Newport Corner and Ardoise to the border with East Hants. Alternatively, the route could follow the rail bed if leasing the entire trail right-of-way is financially feasible.

The **Windsor - Wolfville** route travels from downtown Windsor via the existing causeway trail by Lake Pisiquid and continues along a new trail next to the Windsor-Hantsport Railroad before reaching an intersection at Trunk 1 north of Falmouth. From there, the route follows Trunk 1 to another rail crossing near Apple Tree Road. The new trail would provide a scenic and safe route into downtown Hantsport. The route jumps onto Main Street in Hantsport before relinking with the new rail trail

that would connect into Wolfville via Avonport along the coast. Alternatively, the route could provide a connection into Wolfville via Trunk 1 and Gaspereau River Road.

Bog Road is shown as an alternative route between Windsor and Wolfville, which could be used until the Rail Trail is built.

Similar to the Windsor - Halifax route, the **Windsor - Chester** route travels from downtown Windsor via Gerrish Street to a new railway trail beginning at Wentworth Road. At Windsor Elementary School, the route leaves the rail bed and connects via a short distance along Trunk 1 with Trunk 14. Passing through Martock, Smiths Corner and Vaughan, the route leaves the District of West Hants and connects into the District of Chester.

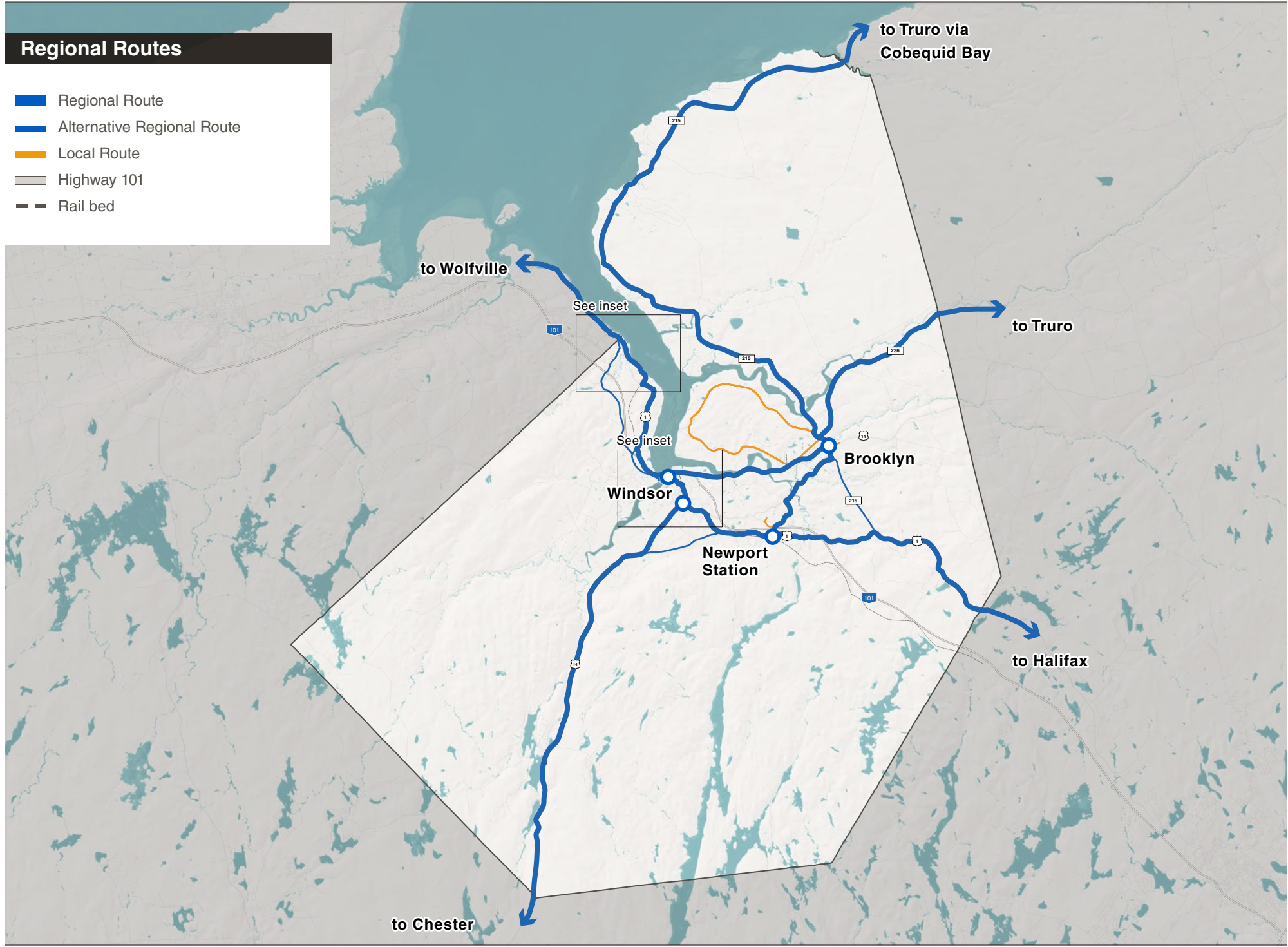
A new **Windsor - Brooklyn** provides a more direct connection between the two communities by taking advantage

of the existing rail bed that runs along the southern bank of the St. Croix River. This route would provide a safe and highly scenic route between Windsor and Brooklyn (and also to the Avon Peninsula).

The **Brooklyn - Truro** route leaves Brooklyn along Trunk 14 before connecting onto Route 236. The route provides relatively low traffic volume for safer riding into East Hants and Truro.

The **Brooklyn - Truro via Cobequid Bay** route is a more scenic route to Truro. The route runs along the Kennetcook River along Route 215, also known as Glooscap Trail, and follows the shoreline of the through the communities of Summerville and Cheverie into East Hants.

The **Brooklyn - Newport Station** connector is currently known as the safest existing route between Brooklyn and Windsor. It connects Brooklyn via Trunk 14 and Wentworth Road with Trunk 1 at Newport Station.





Routes in the Windsor Area

The active transportation network in the Windsor area revolves around the central spine of the regional route along the rail bed. This route, when complete, will provide direct and safe connections within and beyond the Windsor area.

Surrounding these regional routes is a network of local routes that provide further connections to central business district and creates new connections where already existing trails can benefit from a better integration. These routes also enable safe walking and cycling between downtown Windsor, the commercial areas along Wentworth Road, the West Hants Education Centre, the hospital and Garlands Crossing. King's-Edgehill School and Windsor Elementary School are also connected to the network as are the Fort Edward National Historic Site, the Haliburton House Museum, the Windsor Community Centre and the Windsor Regional Library.

In Falmouth, local routes integrate Falmouth Elementary School, the Windsor Elms Village care home and a convenience store and formalizes some already existing informal trails.

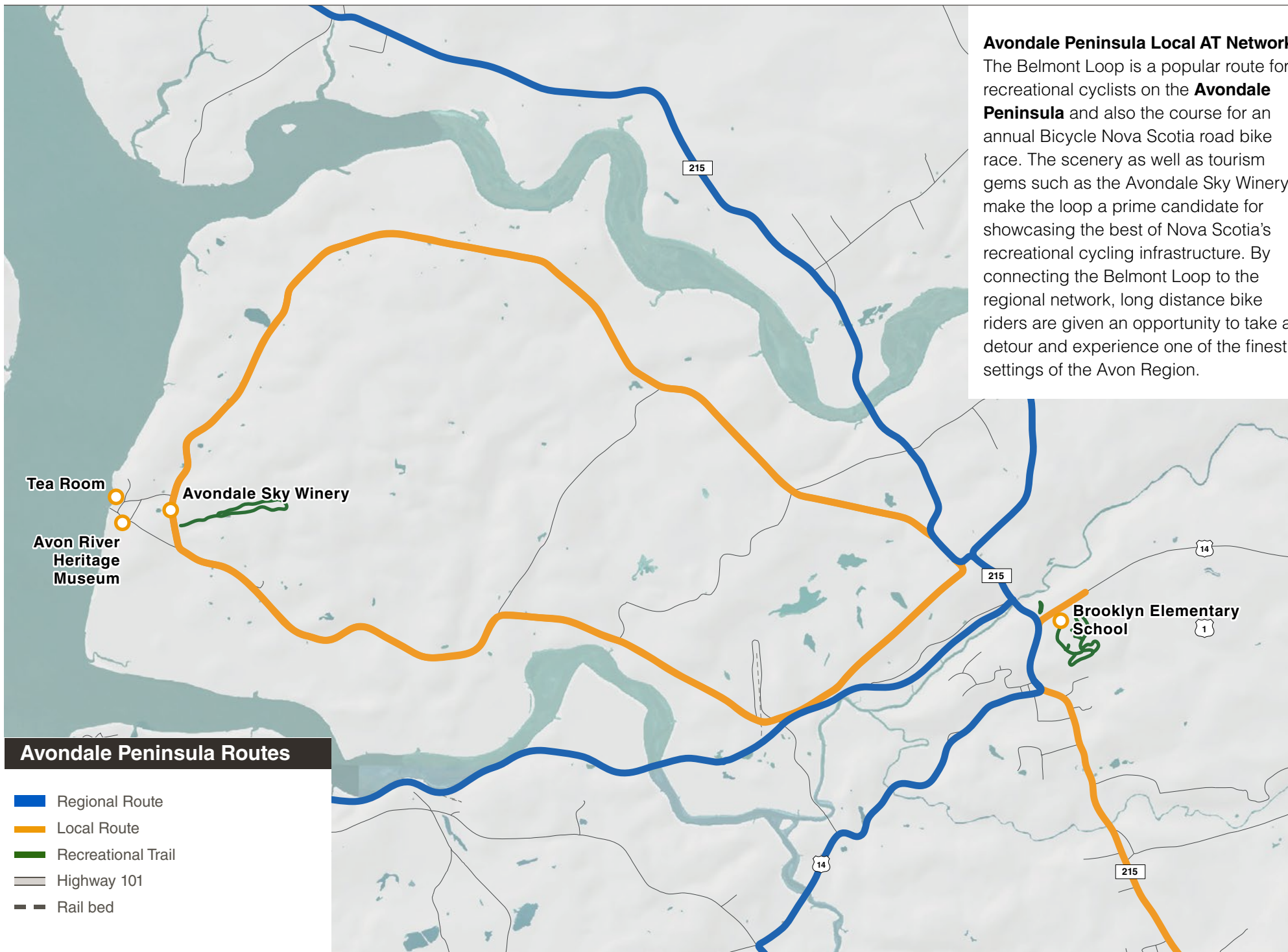
At Garlands Crossing, local routes are closely aligned with the recommendations of the Garlands Crossing Transportation Study (Griffin, 2013). The primary objective of these routes are to

provide safe and enjoyable cycling and walking infrastructure that connects new residential development, with retail and commercial areas and the Avon View High School. A number of local route connect into regional routes to allow for quick and easy access to Windsor.

Routes in Hantsport

In the Town of Hantsport, the local network expands on a trails initiative by the Town, which uses painted footprints to mark and promote a walking route through the Town. A recently developed trail connects the Tourist Bureau at Willow Street with the sports fields at the Hantsport Memorial Community Centre (HMCC) and continues onto Porters Avenue, Prince Street, Foundry Road, via Fundy Centennial Park and Avon Street. The proposed local network would complete the walking loop via Tannery Road and Main Street and connect Hantsport School to the active transportation system.





Recreational Trails

Recreational trails are dispersed throughout the Avon Region and are integrated, where ever possible, into the AT Network. The vast majority of trail are linked directly to the active transportation network, with the exception of trail at Smiley's Provincial Park.

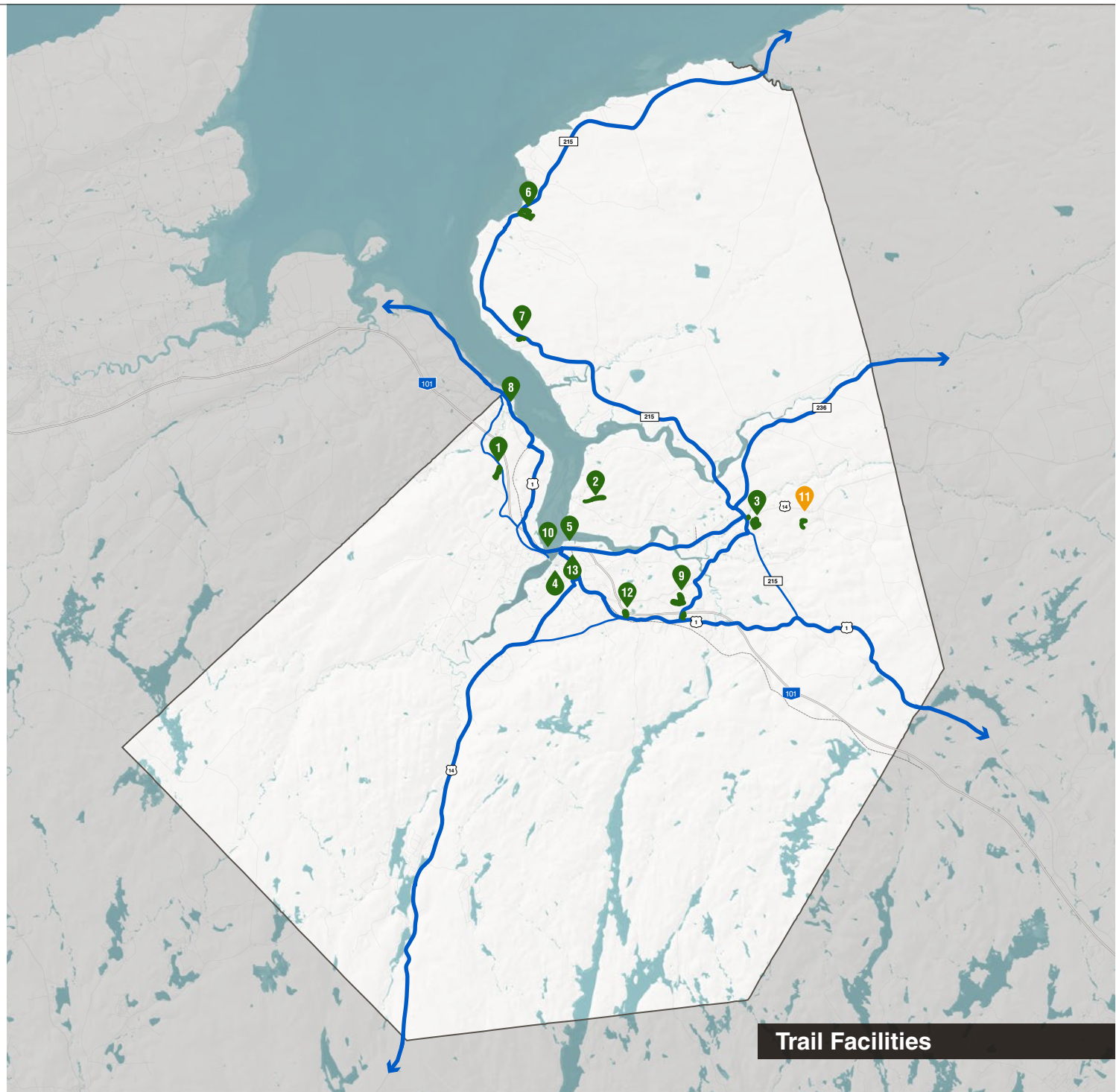
Trail development and maintenance of unconnected trails should nevertheless become part of the overall regional active transportation strategy. Work is underway to add more trails to the network throughout the region. For more information on these potential trails, read the West Hants Trail Inventory report.

Directly Connected Trails:

- 1 Aikins Marsh Trail / Laurie Saulnier Memorial Trail
- 2 Avondale Trail
- 3 Brooklyn Elementary School Trail
- 4 Haliburton Trail
- 5 Shell Conservation Trail
- 6 Cheverie Salt Marsh Restoration Trail
- 7 Dr. Arthur Hines Elementary School Trails
- 8 Hantsport Walking Trail
- 9 Irishman's Road Recreation Site
- 10 Lake Pisiquid Trail
- 12 Three Mile Plains Elementary School
- 13 Fort Edwards Trail Loop

Indirectly Connected Trails:

- 11 Smiley's Provincial Park Trail



4 Design

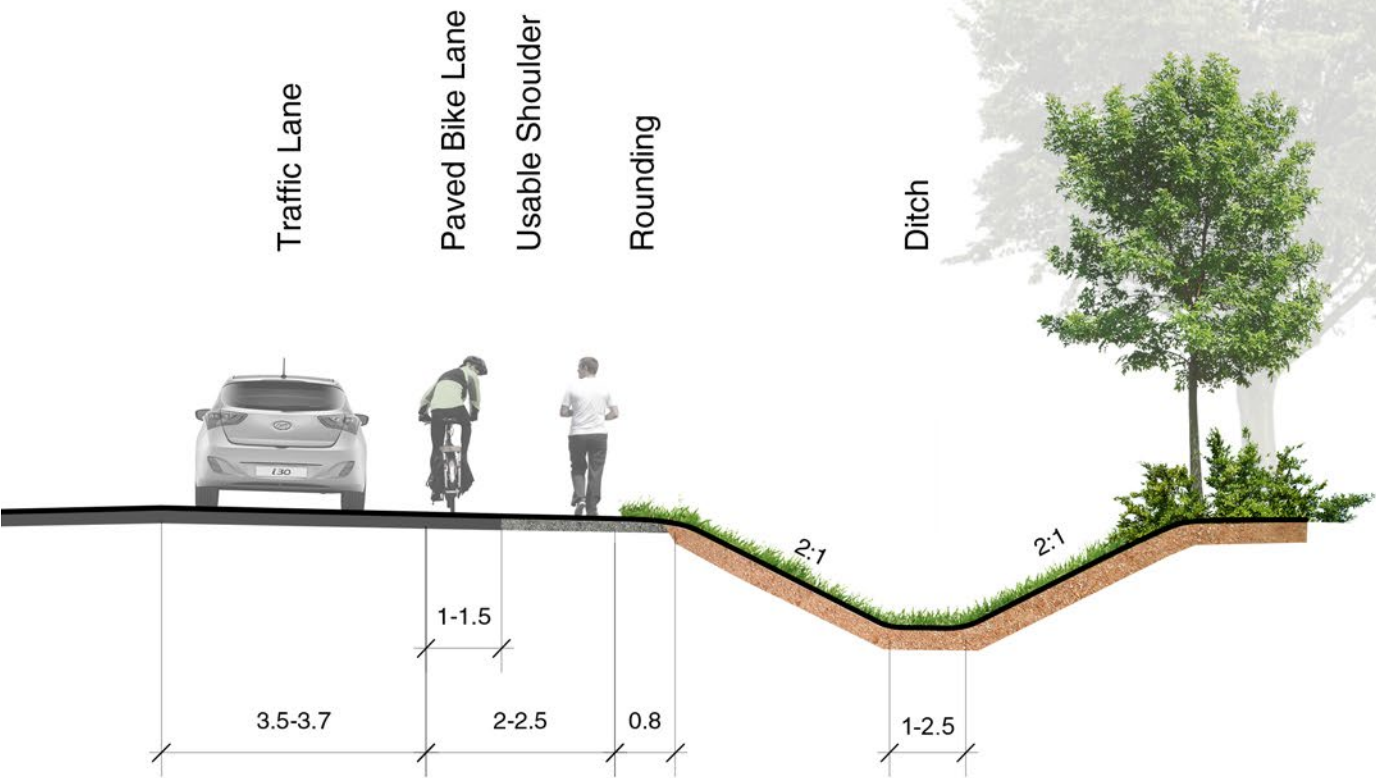
4.1 Cross Sections

The Avon Region features a wide variety of urban and rural road types. The following section provides technical design standards for all active transportation routes proposed in the network plan. Maps identifying which cross section applies to what route can be found at the end of this section.

The technical design standards are based on guidelines from the Nova Scotia Department of Infrastructure Renewal and the Velo Quebec Technical Guide for Pedestrian and Cycling Planning.

POSTED SPEED (km/h)	AADT <1000	PAVED SHOULDER WIDTH (m)			
		AADT 1000–2000		AADT >2000	
		NEW CONSTRUCTION/ RECONSTRUCTION ¹	REPAVING ²	NEW CONSTRUCTION/ RECONSTRUCTION	REPAVING
50	NA	1.2	1.0	1.2	1.0
60–70	NA	1.2	1.0	1.5	1.0
80	NA	1.5	1.0	1.75	1.5 ³

Paved Shoulder Width for Active Transportation (Source: NSTIR, 2011)



Rural Arterial with Paved Shoulder

Paved shoulders on provincial Routes and Trunks should be the primary measure to improve cyclists’ and pedestrians’ safety in the Avon Region. These shoulders create a lane adjacent to automobiles in which cyclists travel in the same direction. Shoulders should be paved on both sides to avoid cyclists traveling against the flow of traffic. No parking signage should be installed to prevent parked cars from blocking the bike lane.

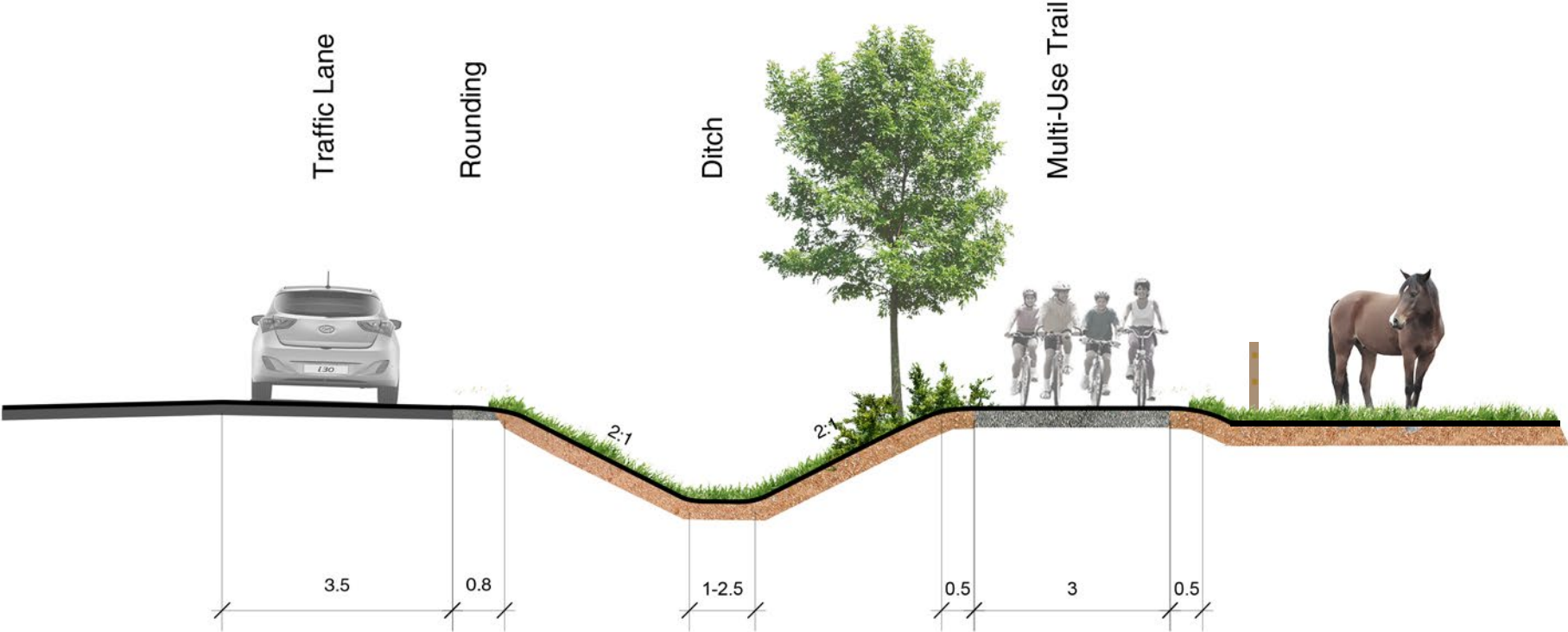
Usually provincial roads in Nova Scotia are ineligible for shoulder paving when the Annual Average Daily Traffic (AADT) is less than 1000 vehicles per day (vpd). However, provincial roads where the AADT is not greater than 1000 vpd maybe considered for paved shoulders where the section of a road is a known cycling route or part of an approved AT Plan. (Paved Shoulder Widths for Active Transportation Policy, NSTIR).

Rural Arterial with Off-Road Multi-Use Trail

Rural Arterials with Off-Road Multi-Use Trails are a longer term option for the provision of safe cycling infrastructure along rural roads. As often seen in countries with advanced cycling networks, these trails, which are offset from the roadbed, replace on-road cycling lanes and function as attractive tourism

cycling routes. Because these trails are typically outside the public road right-of-way, their implementation requires either property acquisitions or easements on private property. Even though this Plan does not pre-scribe routes for Rural Arterials with

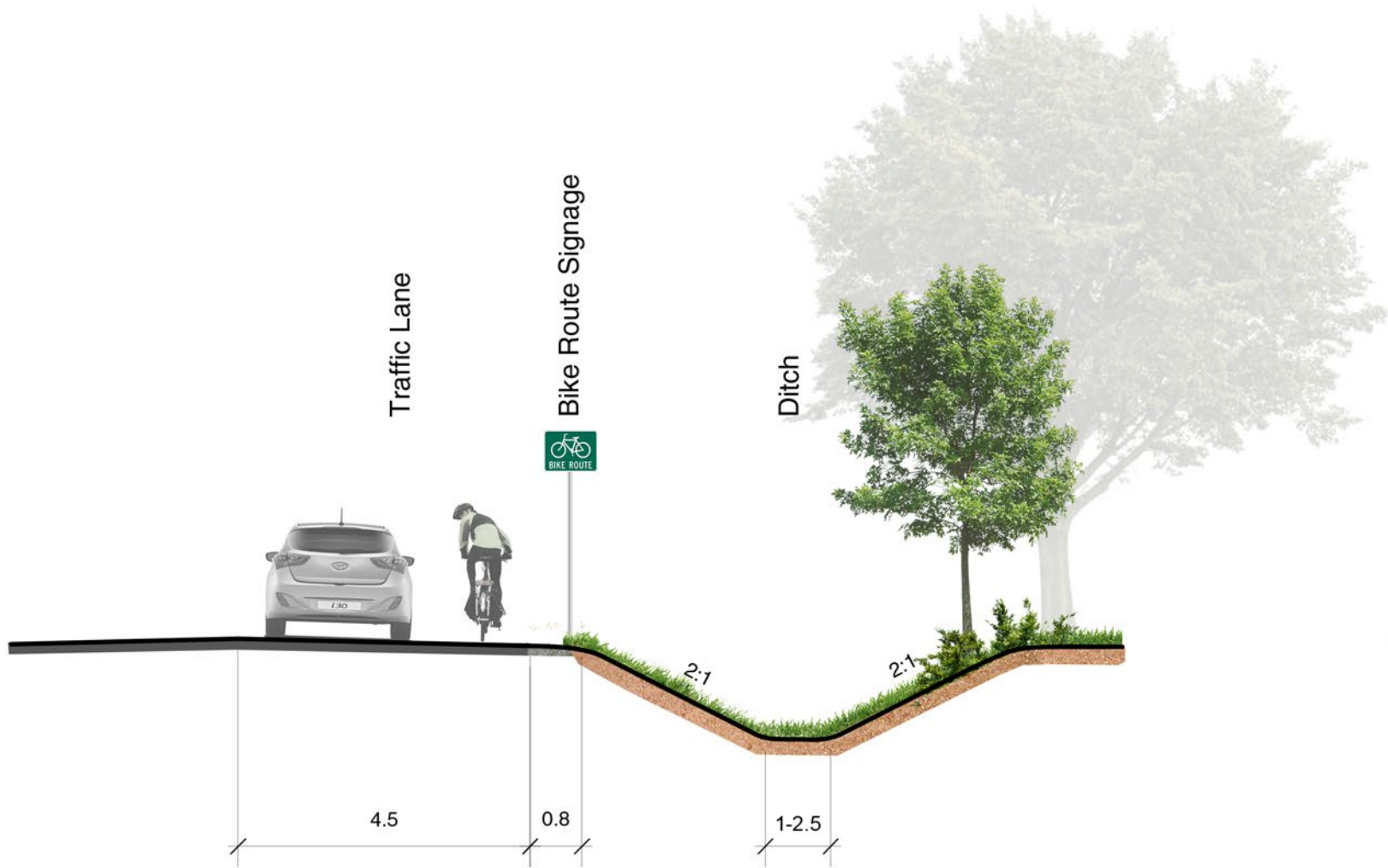
Off-Road Multi-Use Trails, this route type should be considered as an option for the mid to long term future, as it provides a superior cycling experience (and tourism marketing feature) regardless of traffic volumes.



**Rural Connector with
Signed Bike Route**

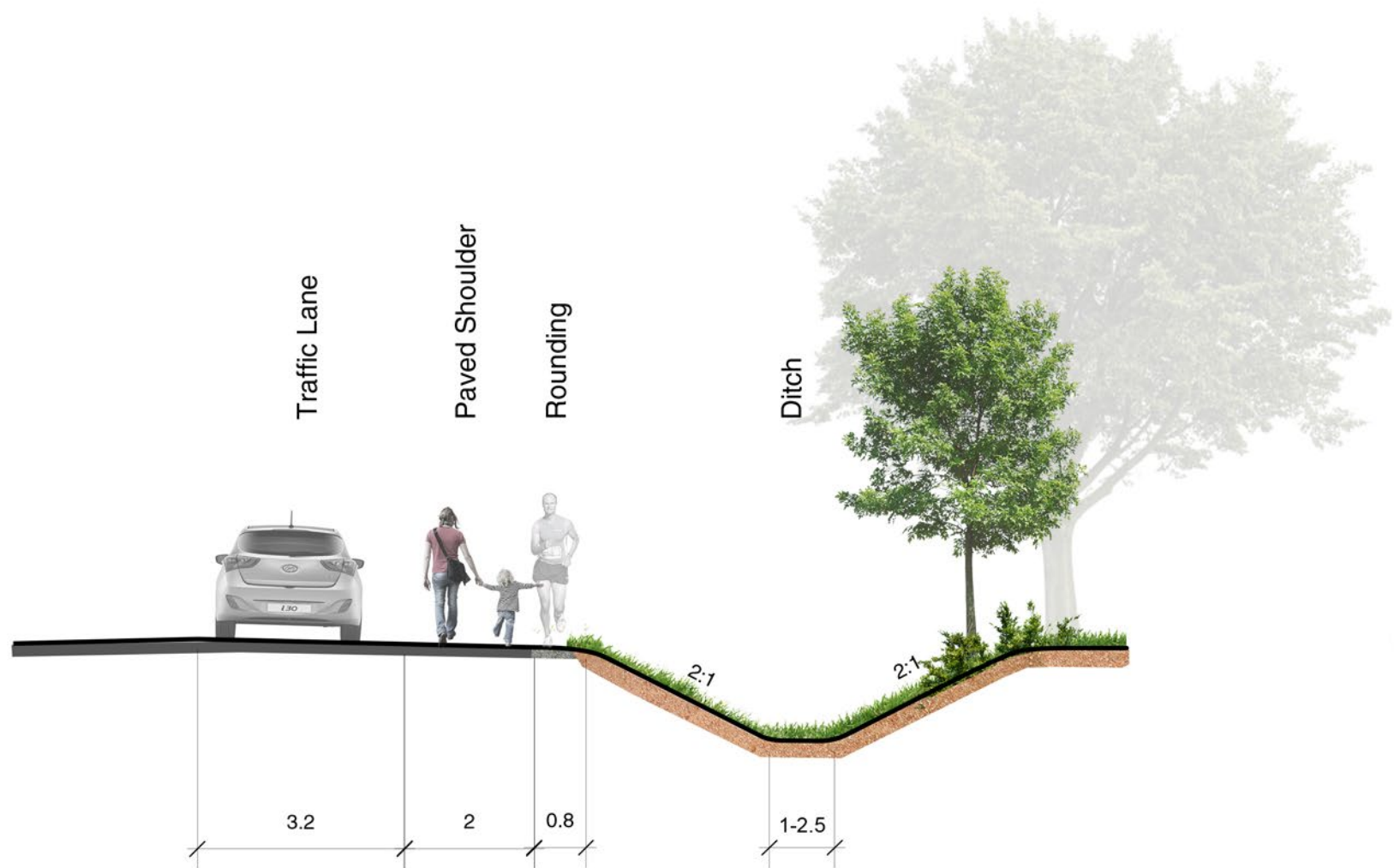
A number of rural roads connecting communities in the Avon Region have relatively low vehicular traffic and are therefore popular with local cyclists (e.g. Bog Road). These Rural Connector roads should be designated as signed

bike routes. Signed Routes are shared roadways suitable for roads with light automobile traffic of up to 1000 vehicles per day in rural areas. Share the Road signage should be installed.



Rural Local with Paved Shoulder

Similar to Rural Arterials, local roads in rural areas should have a paved shoulder in areas with proven or foreseeable demand for active transportation usage. Unlike shoulders on Rural Arterials, shoulders on Rural Local roads are paved across the entire shoulder width to allow an informal sharing between cyclists, runners, pedestrians and other active transportation user groups.

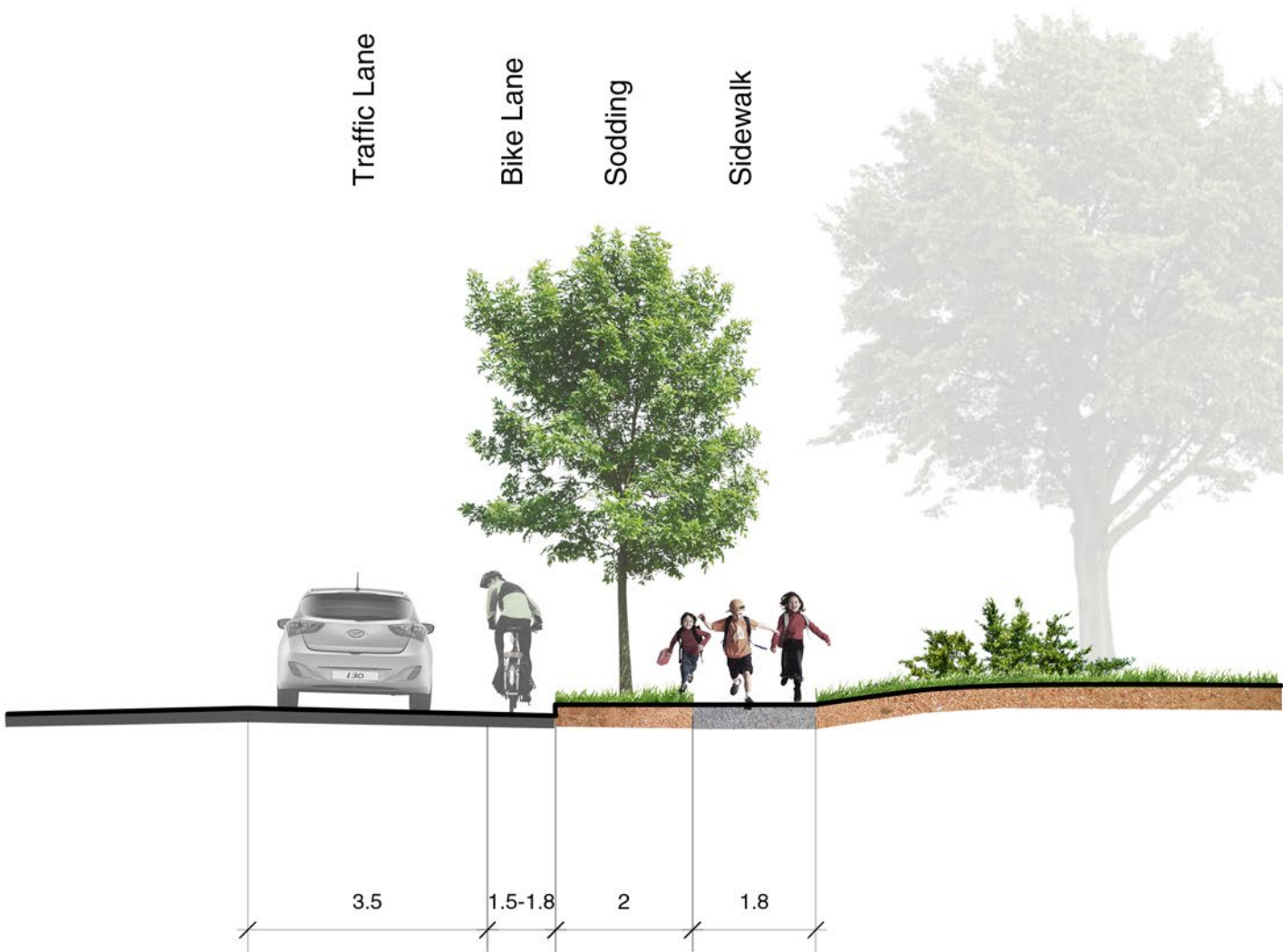


**Urban Collector with Bike Lane,
Curb and Sidewalk**

Collector roads in the urban areas of the Town of Windsor which are identified in the active transportation route plan, should be equipped with a bike lane. Bike lanes are reserved parts of the road bed to the right of vehicular traffic.

Preferably, the speed limit on these collector roads should be 50 km/h but can be greater when the bike lane width is increased to 1.8 meters. Bike lanes should never be bi-directional unless they are separated by barriers from

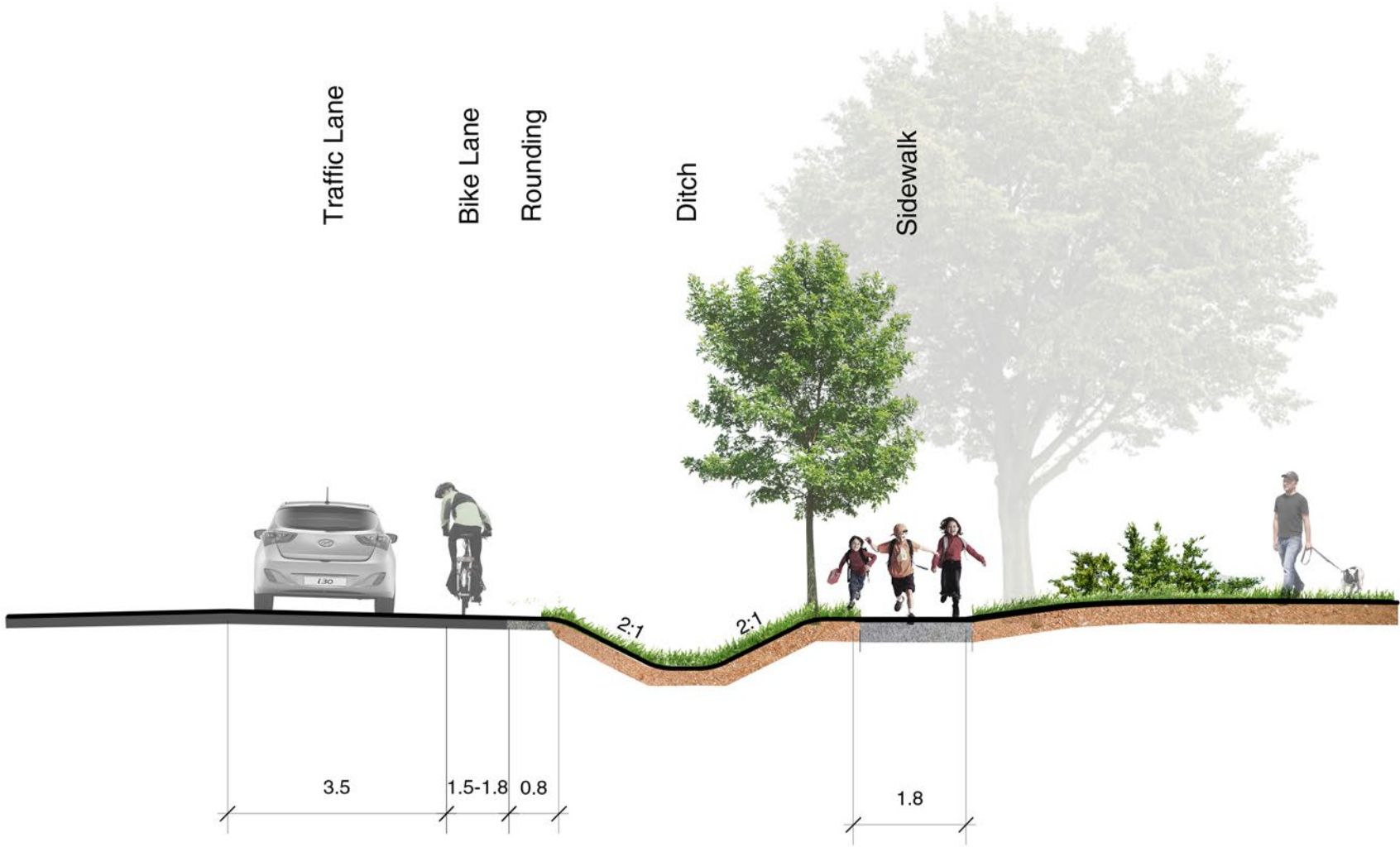
automobile travel lanes. Bike lanes can be either marked by a lane line or by colored pavement surface. On Urban Collectors with bike lanes, on-street parking should not be permitted.



**Urban Collector with Bike Lane,
Ditch and Sidewalk**

Some Urban Collectors in the Town of Windsor are not curbed. Stormwater runoff is collected in a ditch between the roadbed and the sidewalk. In order to improve cycling safety along these roads, paved shoulders should be added when repaving occurs.

New Urban Collector roads planned for Garlands Crossing and other growth areas should be designed with bike lanes and sidewalks.



**Urban Local with Curb, Sidewalk
and Signed Bike Route**

Signed routes are shared roadways
suitable for roads with light automobile
traffic of up to 3000 vehicles per day
in urban areas and 1000 vehicles per

day in rural areas . Maximum allowable
speeds should be 50 km/h. Share the
Road signage should be installed.



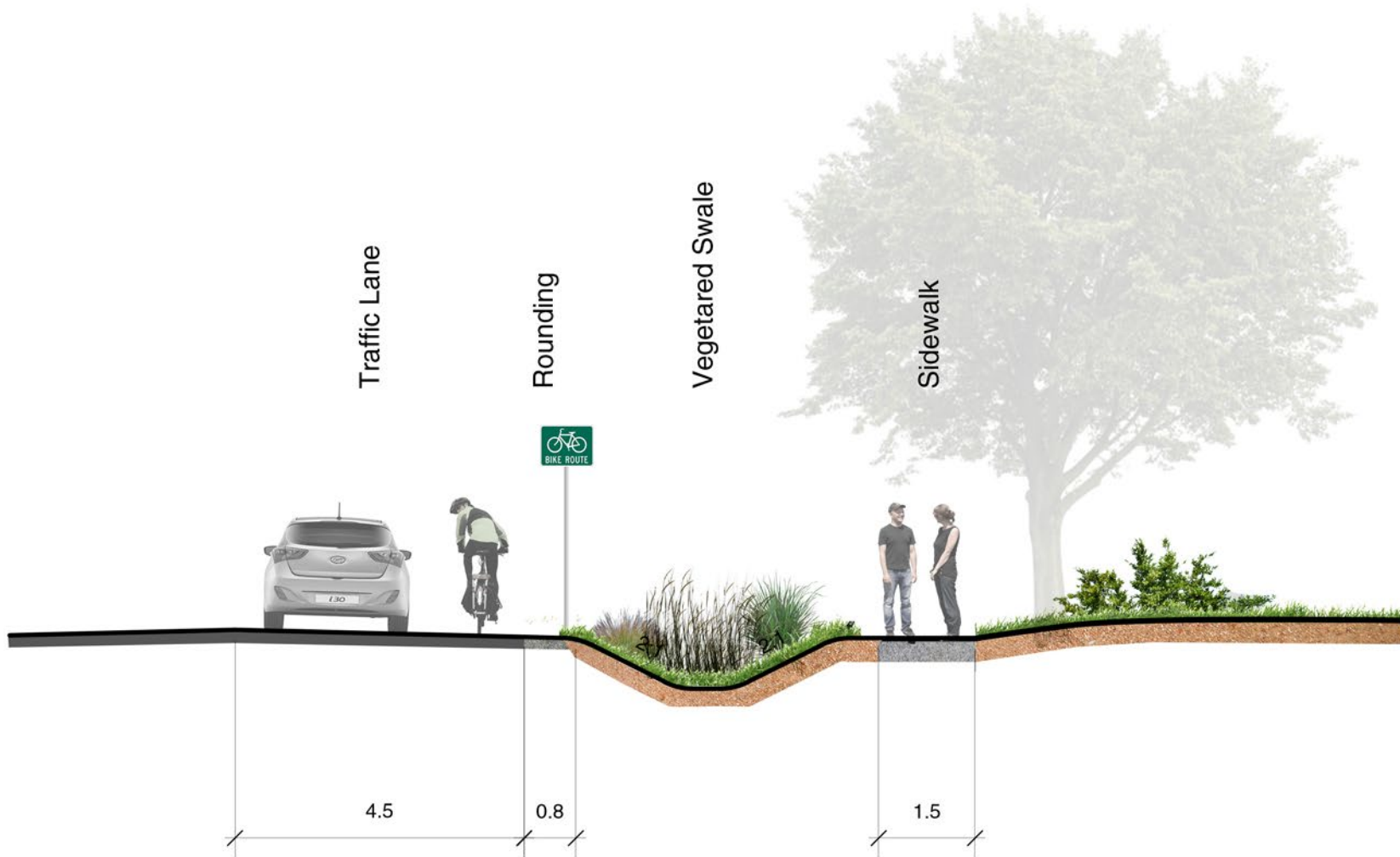
Urban Local with Vegetated Swale, Sidewalk and Signed Bike Route

New local roads in growth areas could potentially feature vegetated swales instead of curbs. Roadways would function as signed routes and sidewalks would be offset from the road. Vegetated swales create visually interesting streetscapes and typically have several advantages over conventional storm water management practice, such as

storm sewer systems, including the reduction of peak flows, the removal of pollutants, runoff infiltration, and lower capital costs.

A vegetated swale is a broad, shallow channel with a dense stand of vegetation covering the side slopes and bottom. Vegetated swales can serve as

part of a storm water drainage system and can replace curbs, gutters and storm sewer systems. Vegetated swales can be used wherever the local climate and soils permit the establishment and maintenance of a dense vegetative cover. Vegetated swales are easy to design and can be incorporated into a site drainage plan.

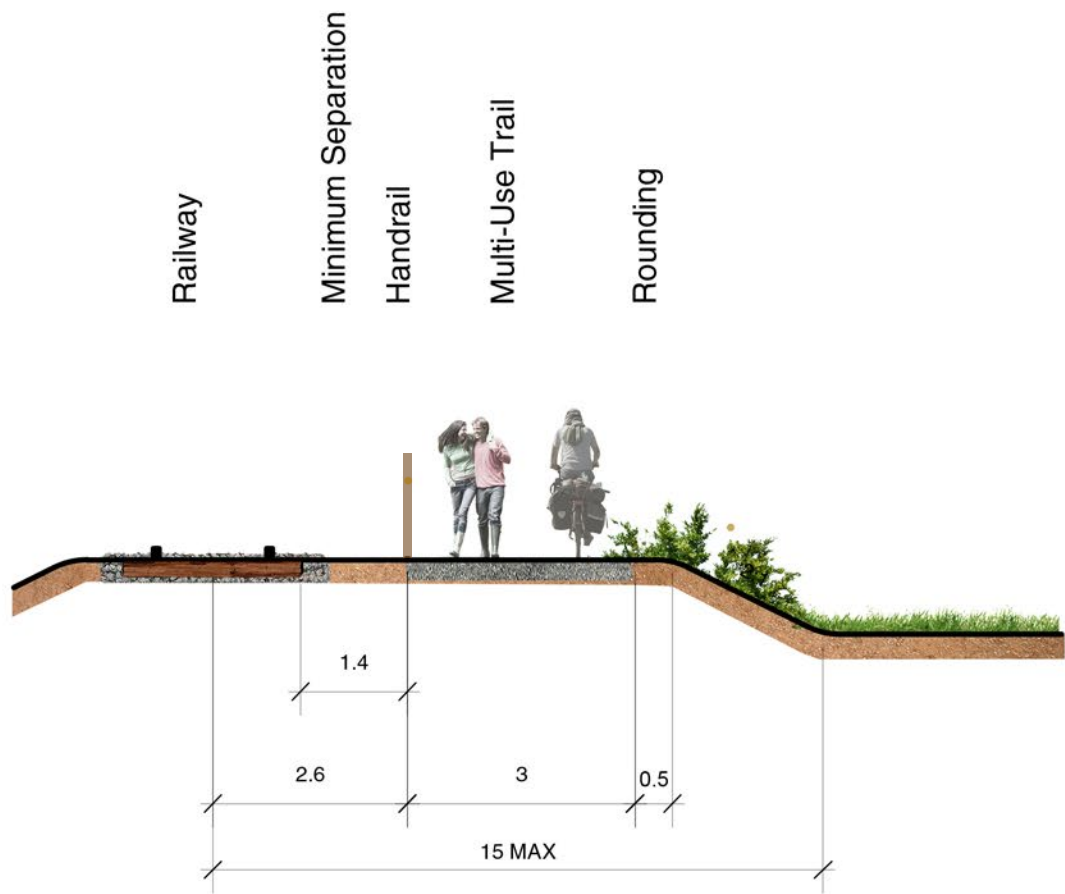


Rail with Trail

Rails with Trails present a unique opportunity to utilize currently unused right of ways traversing through the heart of several communities. Because of long term ownership interests, trails cannot be constructed on the rail bed

until a lease agreement with the rail line owners is negotiated - similar to what has occurred recently in Kings County, where the 30 metre wide rail right-of-way allows for construction of comfortable multi-use trails. In some instances

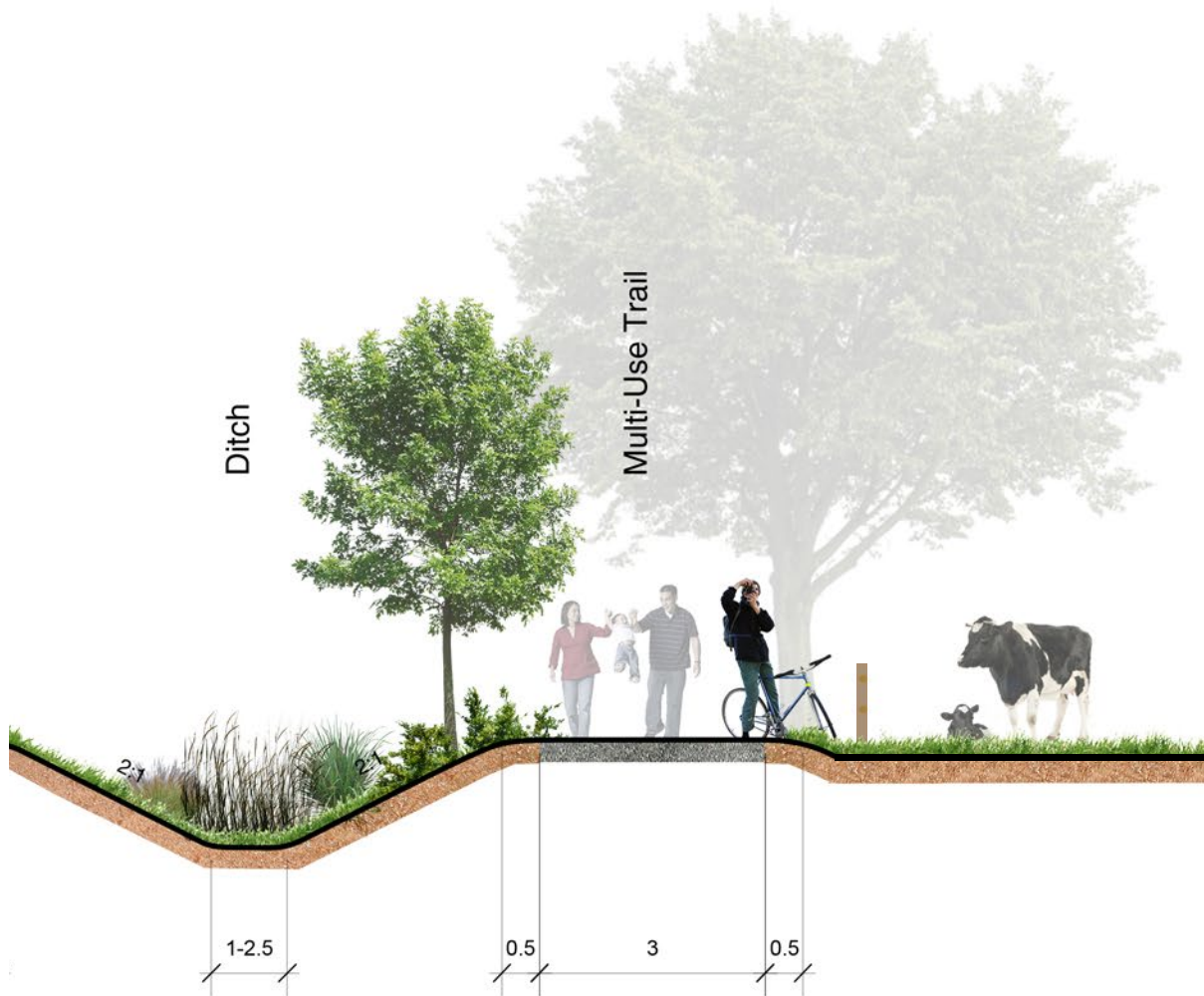
the grading of the existing rail corridor cross section may prove challenging but not insurmountable for the construction of the trail.



Multi-Use Trail

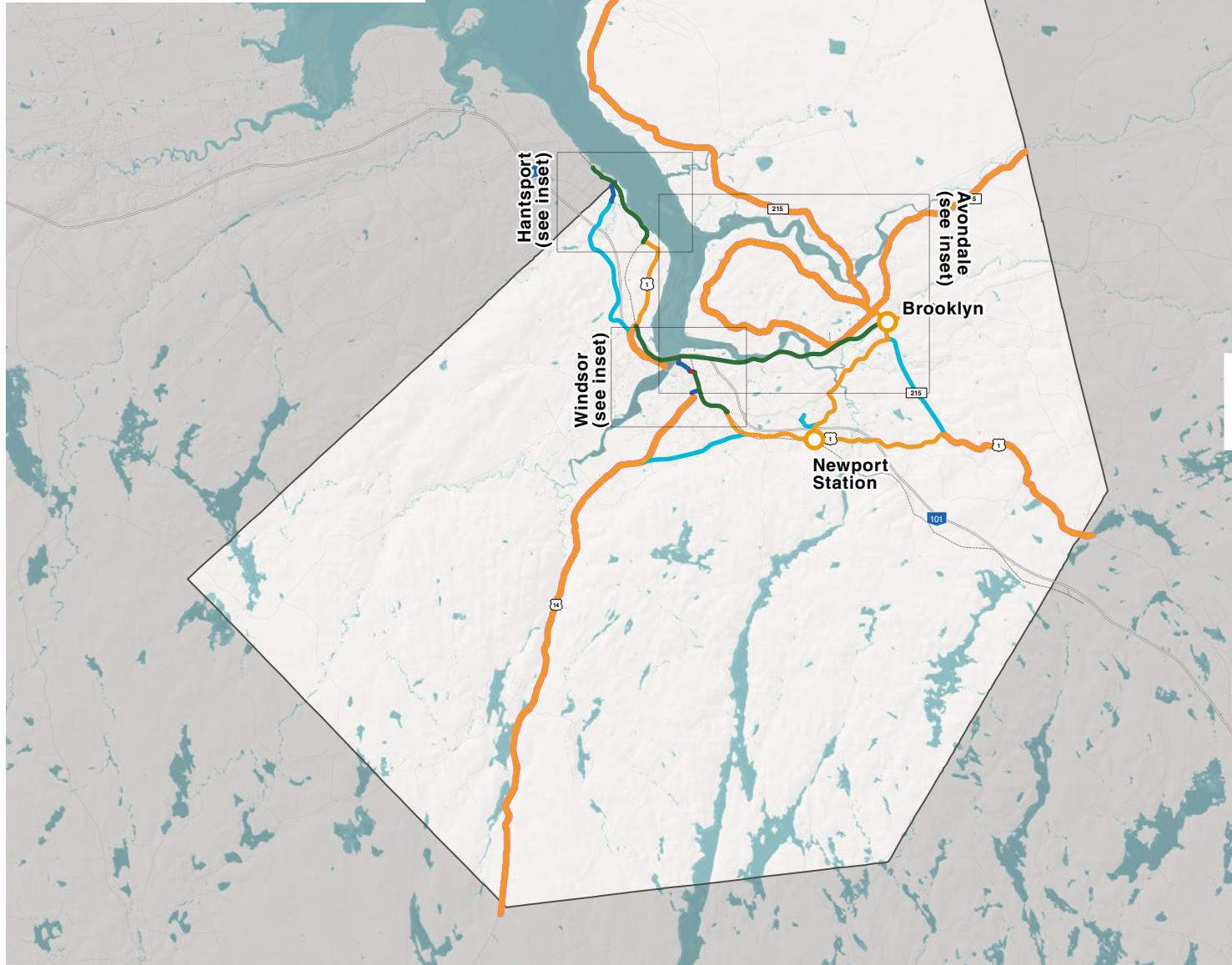
Multi-Use Trails can accommodate a variety of active transportation users, either at the same time or seasonally. Primarily used by pedestrians and cyclists in the summer, they can accommodate cross country skiers, snowshoers, snowmobilers and ATV drivers in the winter.

Cyclists and pedestrians can usually share these trails without conflict, however if the number of users grow, the trail width should be increased to 4.0 m and pedestrian and bike paths should be separated by a line.



Route Types

- Rail with Trail
- Rural Collector with Signed Route
- Rural Arterial with Paved Shoulder



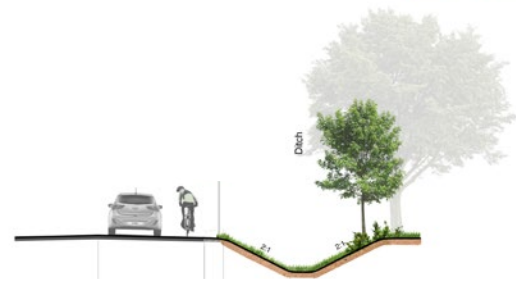
Cross section

Rural Arterial with Paved Shoulder



Cross section

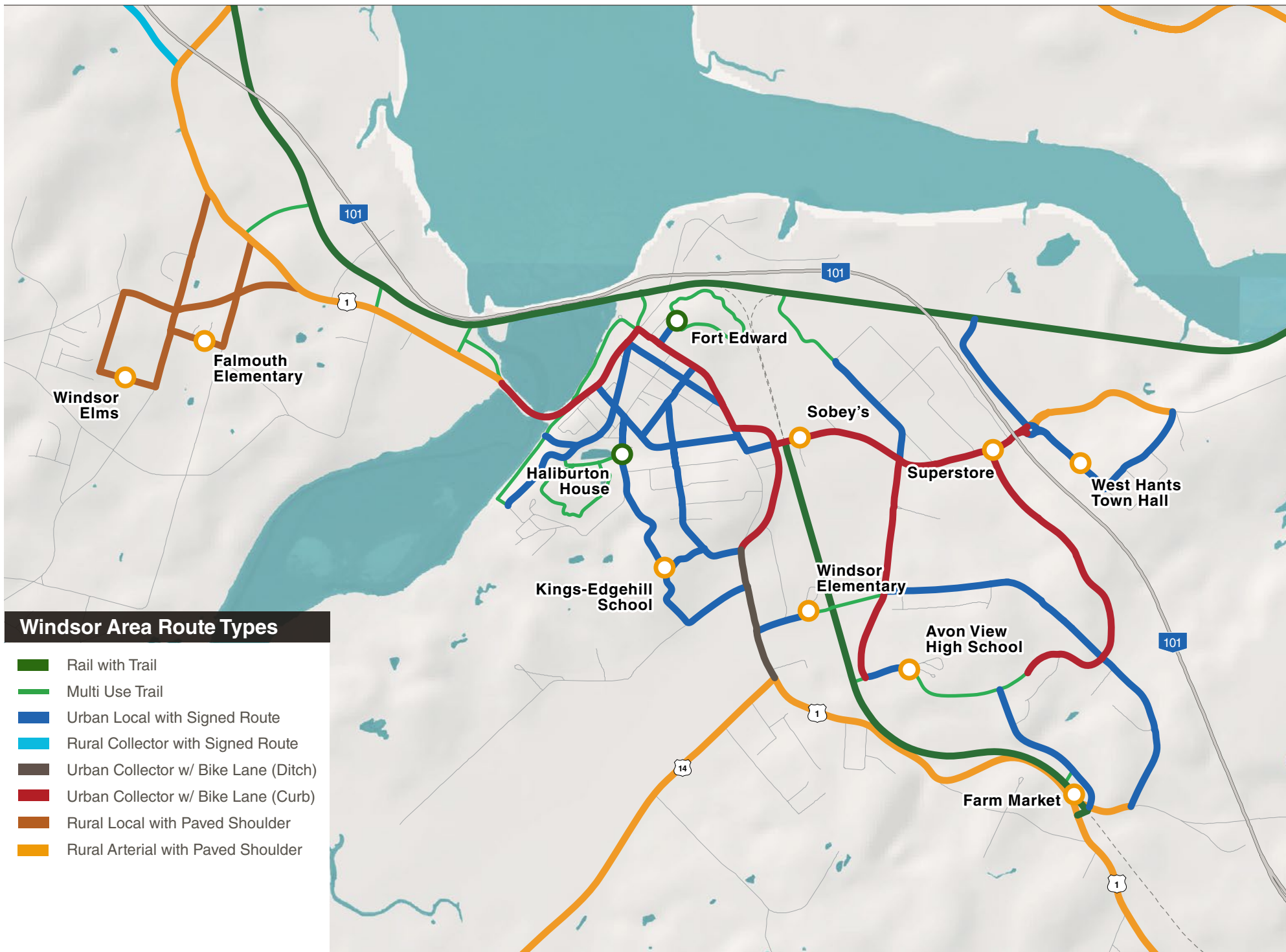
Rural Collector with Signed Route



Cross section

Rails with Trails



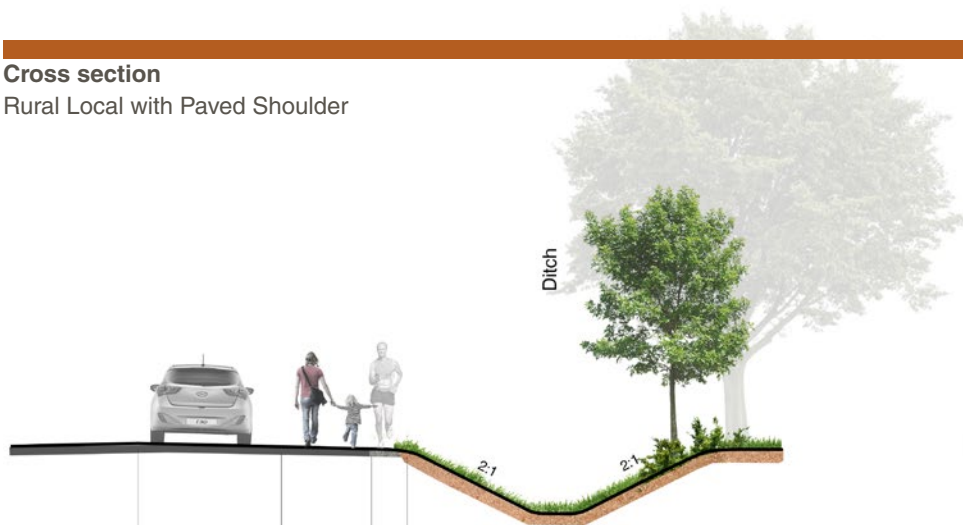


Windsor Area Route Types

- Rail with Trail
- Multi Use Trail
- Urban Local with Signed Route
- Rural Collector with Signed Route
- Urban Collector w/ Bike Lane (Ditch)
- Urban Collector w/ Bike Lane (Curb)
- Rural Local with Paved Shoulder
- Rural Arterial with Paved Shoulder

Cross section

Rural Local with Paved Shoulder



Cross section

Urban Collector w/ Bike Lane (Curb)



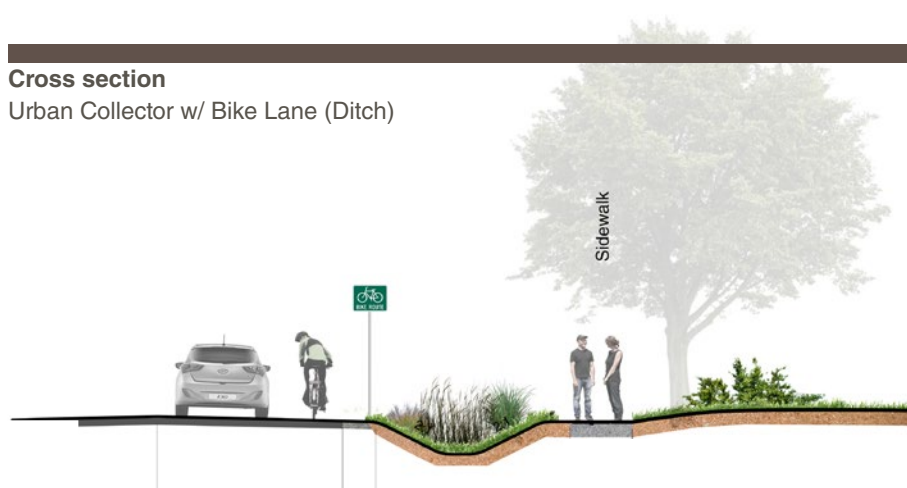
Cross section

Multi Use Trail



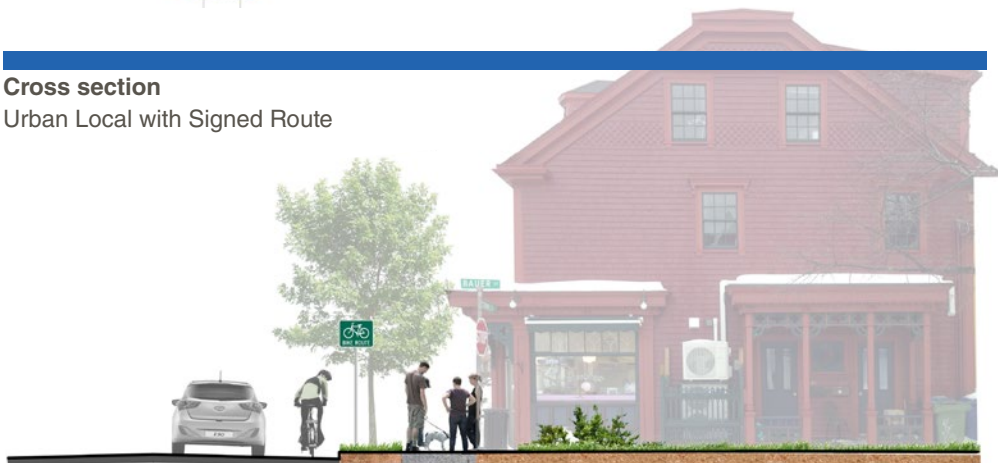
Cross section

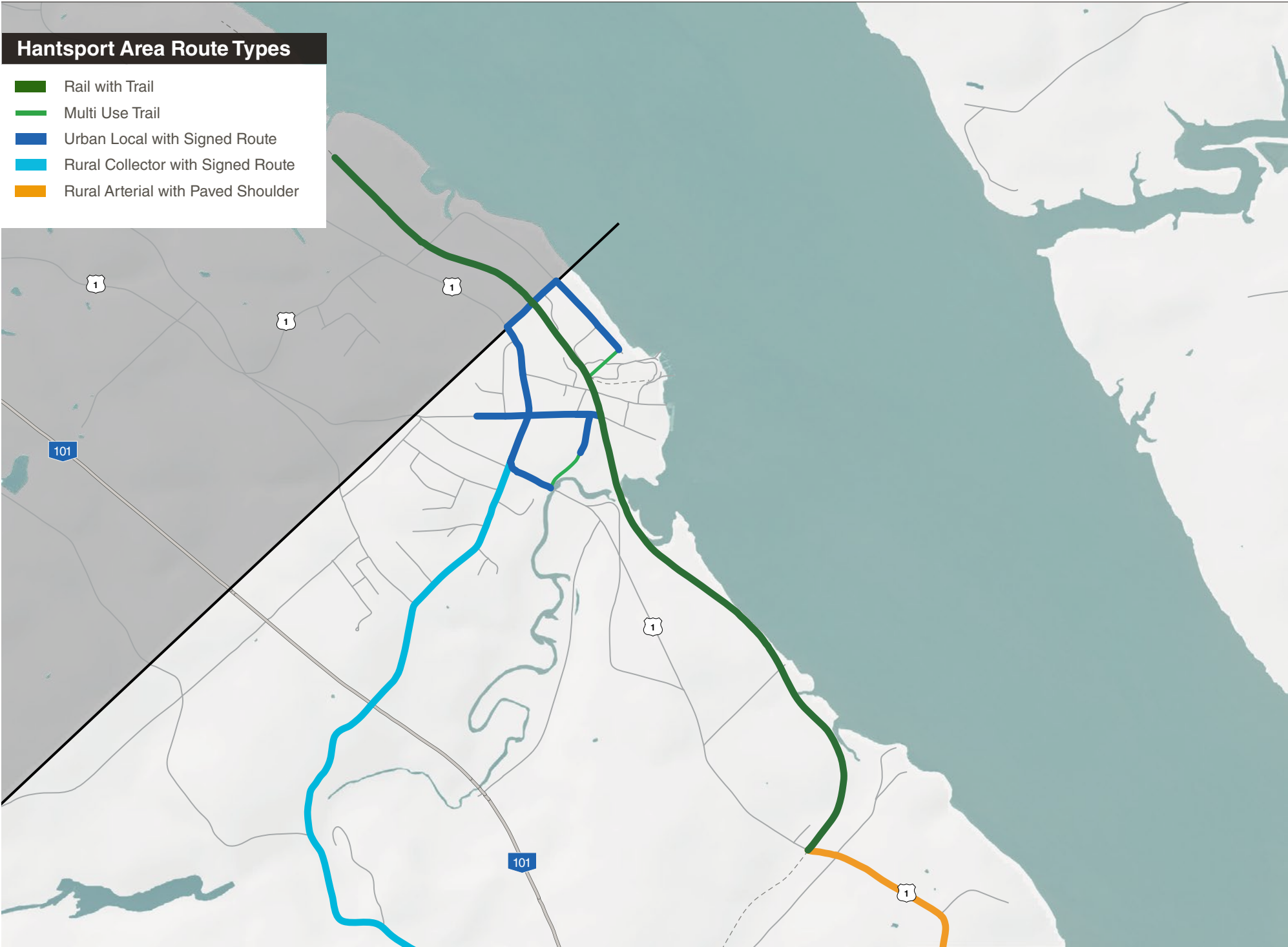
Urban Collector w/ Bike Lane (Ditch)



Cross section

Urban Local with Signed Route







Avondale Peninsula Route Types

-  Rail with Trail
-  Multi Use Trail
-  Rural Collector with Signed Route
-  Rural Arterial with Paved Shoulder

4.2 Intersection Improvements

During the consultation sessions, a number of intersections were repeatedly identified for their unsafe conditions, particularly for AT users. For two of these problem intersections possible redesigns have been developed with AT users in mind.

Junction of Trunk 14 and Route 215 in Brooklyn

The intersection alignment at Trunk 14 and Route 215 has several issues for all road users. While traveling northbound on Highway 14, the road forks off in two directions by the Petro Canada in

Brooklyn. The road forks to the north-east where it continues on as Trunk 14 to Truro, and also splits off to the northwest as Route 215 to Summerville and Cheverie. Officially, road users on Trunk 14 have the right-of-way, however, the wide corners, a lack of signage and



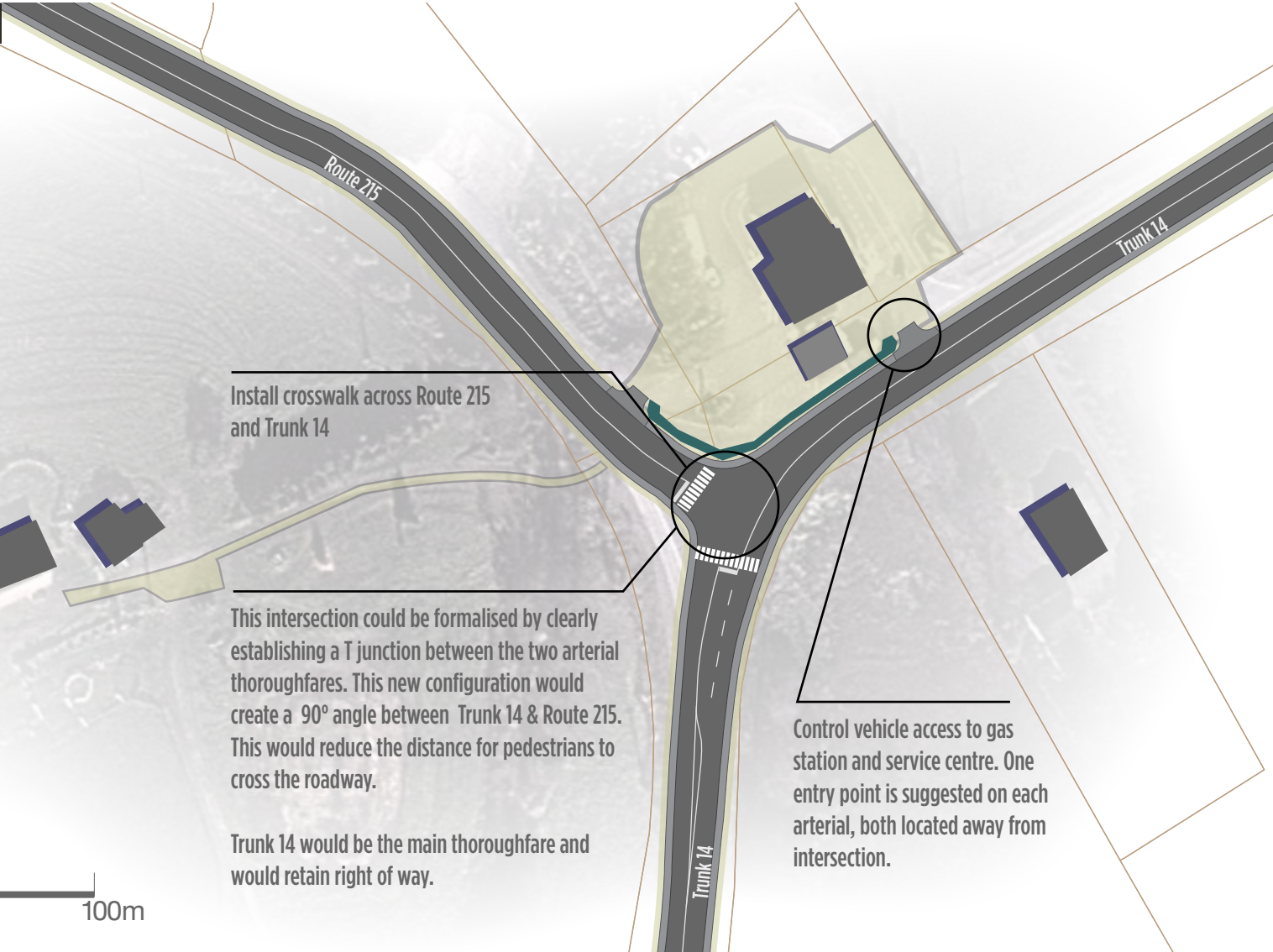
Existing Conditions

faded road markings have resulted in confusion as to who has the right-of-way. Quite often, road users turn onto Route 215 assuming they have the right-of-way without realizing oncoming traffic from Trunk 14 could result in a serious collision.

By realigning the intersection to more of a T-junction, introducing a new left hand turning lane on Trunk 14, and providing clear signage and road markings, road users would much better understand who has the right-of-way.

Possible Improvements

This drawing depicts only one potential design solution for addressing current safety issues for active transportation users. NSTIR’s planning and design group is currently reviewing this intersection to determine the preferred upgrade/improvement solution.



Junction of Trunk 14
& Route 215
Brooklyn

Junction of Trunk 14 and Trunk 1 at Garlands Crossing

High traffic volumes and speed limits, and the lack of access control to several businesses along Trunk 1 all contribute to safety issues near Garlands

Crossing. The overabundance of driveways along a busy right-of-way creates many potential conflict points and free flowing traffic, which is a particularly daunting environment for vulnerable active transportation users.

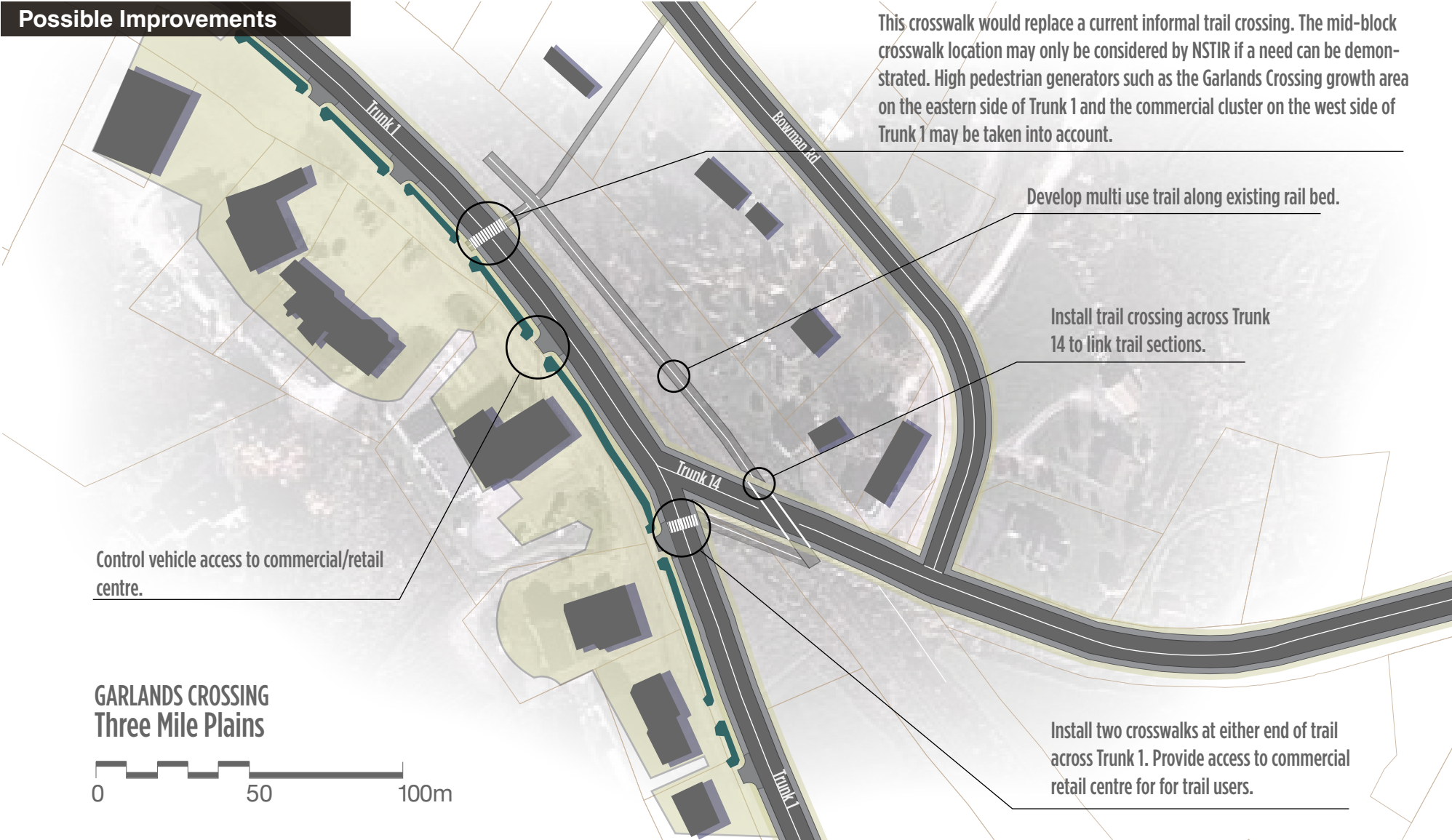
The AT Network identifies Trunk 1 as a regional route until it reaches a crosswalk just before the intersection at Trunk 14. At this crosswalk, the regional route switches onto a new AT trail along the former railbed, which runs parallel to

Trunk 1. From here, AT users can safely and conveniently get to Windsor and other destinations. A new crosswalk across Trunk 14 would allow AT users to safely cross the busy highway.



Finally, improved access control to the businesses along Trunk 1 would reduce potential conflict points and help create a more safe environment for AT users who travel along the roadway instead of the railbed trail.

Possible Improvements





4.3 Wayfinding

The Need for Wayfinding

A well designed wayfinding system can make navigating and locating facilities/amenities more easy and convenient for active transportation users, particularly for those who are not familiar with the area or aware of existing facilities. Signage can also be a useful platform to indicate rules and regulations of parks and/or trail networks.

The Avon Region has a handful of trail facilities that are not used as much as they could be because visitors and even residents are not aware of their existence. The need for signage and wayfinding was repeatedly identified to improve the navigability and sense of safety.

A new signage system for Avon Region trails would result in several benefits, such as:

- An improved awareness of underexposed trail facilities by installing

- off-site directional signs;
- Improved internal navigability for trail users;
- Improved linkages between trail or park facilities and adjacent community amenities; and
- Improved sense of arrival for AT users and visitors by installing trailhead or park signs at entrances to AT facilities.

Proposed Wayfinding Concept

The following wayfinding concept recommends signposts that will be predominantly placed within trail networks and parks, i.e.; not within the road right-of-way. The road network already features an abundance of directional and regulatory signs accommodating motorists, which can in some areas result in sign clutter.

If another directional signage regime for just AT users is introduced into the right-of-way it will compound sign pollu-

tion issues, which would be a negative environment for all road users.

Nevertheless, there are conditions where on-road directional and regulatory signage are necessary, such as at confusing or important decision-making points, areas with unique safety conditions (such as school zones, trail crossings, etc), and where signage would direct AT users to underexposed trails or parks. Bicycle Nova Scotia is also currently working with NSTIR to develop on-road route markers along the Blue Route.

Recognizing these needs and issues, the following family of themed signs have been developed for the Avon Region Active Transportation Network:

- Trail Markers;
- Entrance Signs;
- Trail Directional Sign Posts; and
- Off-Site Directional Sign Posts.

Brand

All signs feature a similar theme or aesthetic that revolves around a concept brand or logo for the AT Network. The purpose of incorporating a brand or identity into the signage is to build on and improve region-wide recognition amongst AT trail users.

The “Active Avon” brand is a simple, succinct description of the network. The Active Avon wordmark is highly legible and recognizable, and can be displayed in a two-tone green, or in white when displayed on a dark background. If another brand or logo is preferred by the Avon Region AT Committee, it can easily replace the concept brand and be incorporated into the signage.



Typeface

Sign messaging is displayed in the typeface DIN Pro, which is frequently used in directional signage due to its high legibility.

DIN Pro

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890



Colours

The wayfinding concept utilizes universal colour coding for different sign messaging. Similar to Parks Canada and most standardized signage systems, red is used for prohibition or warning signs, blue is used for conveying information messages, green is used for directional or identification messages, and black is used to indicate a mandatory rule for obligatory action.

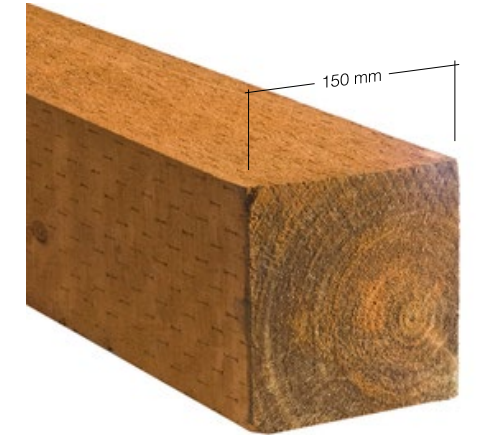
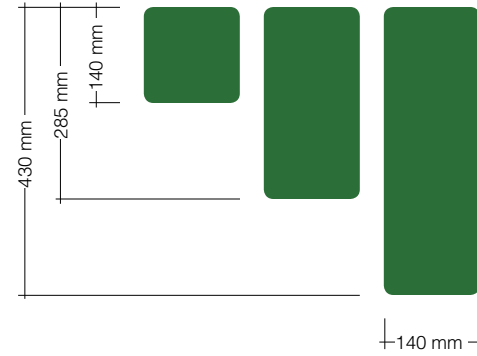
Occasionally, a two-tone colour palette is employed when messaging and pictograms are both required on a sign panel.

	Guidance and Information C: 0% M: 30% Y: 0% K: 20% C: 90% M: 60% Y: 25% K: 10%
	Prohibition and Warning C: 0% M: 100% Y: 65% K: 15% C: 15% M: 90% Y: 65% K: 5%
	Directional and Identification C: 60% M: 0% Y: 55% K: 80% C: 80% M: 0% Y: 90% K: 0%
	Mandatory C: 0% M: 0% Y: 0% K: 100% C: 70% M: 60% Y: 50% K: 60%

Post Layout

The majority of sign panels are to be affixed to 6x6 posts (150 mm by 150 mm) of various heights. Three sign panels are derived from a 140 mm grid (with a 5mm gutter) and feature a uniform width of 140 mm to fit within the 6x6 post.

- The three different sign panels are:
- single pane sign panel (140 mm high)
 - double pane sign panel (285 mm high)
 - triple pane sign panel (430 mm high)



Example Single Pane Sign
Panels with Pictograms



Sample Sign Panel (actual size)

Prohibition Symbols

No smoking.

No motorized vehicles on trail.

No swimming.

No parking. 6-10 pm

No cycling on trail.

Mandatory Symbols

Dogs must be on leash.

Please use waste bins

Cyclists dismount.

Blue Route Indicator

Guidance and Information

50 m →

50 m ↑

650 m →

Design
Page 61

Avon Region Active Transportation Plan
Draft Final Report

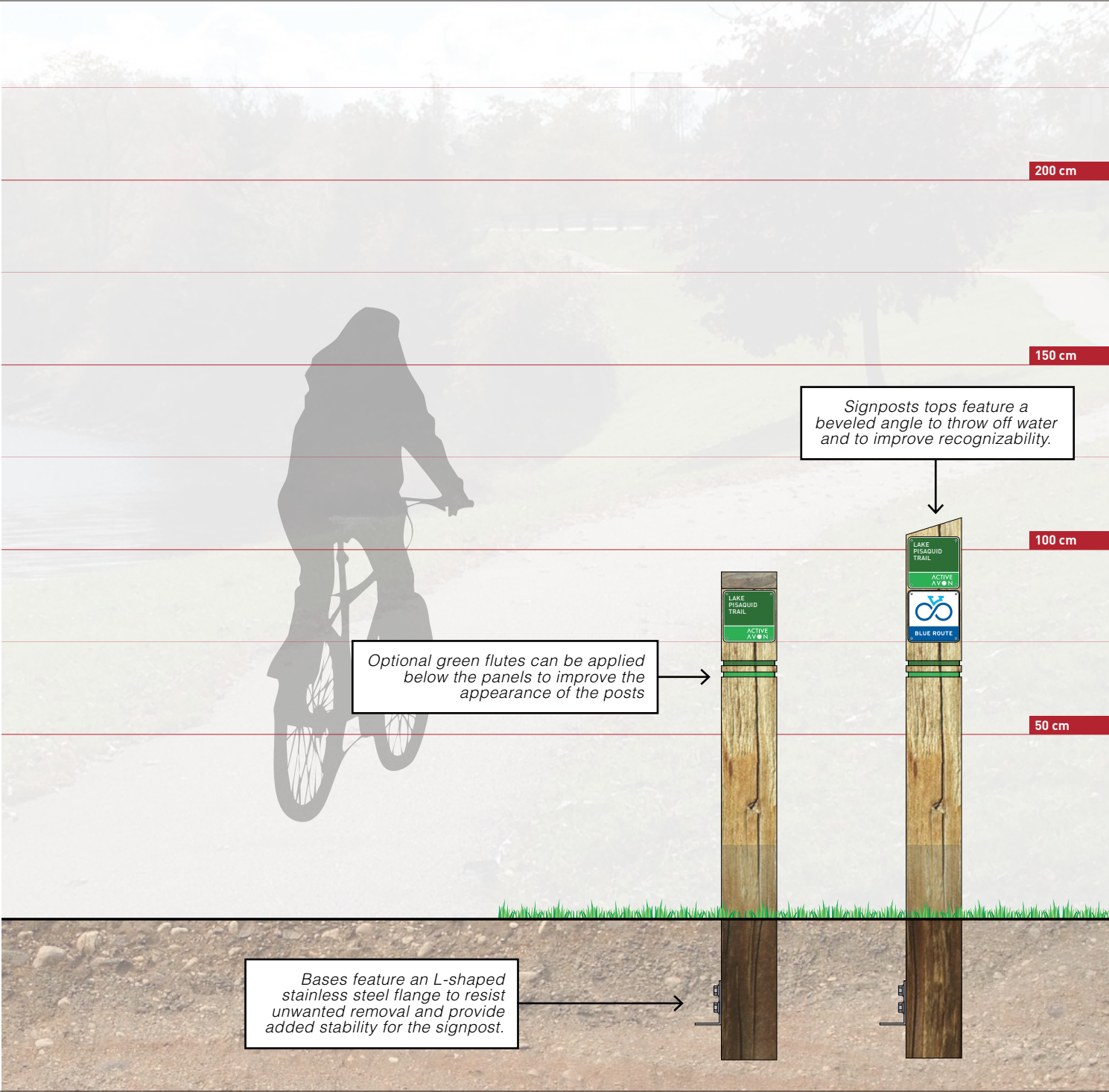
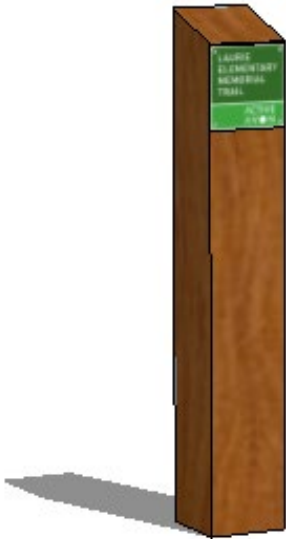
Municipality of West Hants, Town of
Windsor and Town of Hantsport

UPLAND
Urban Planning + Design Studio

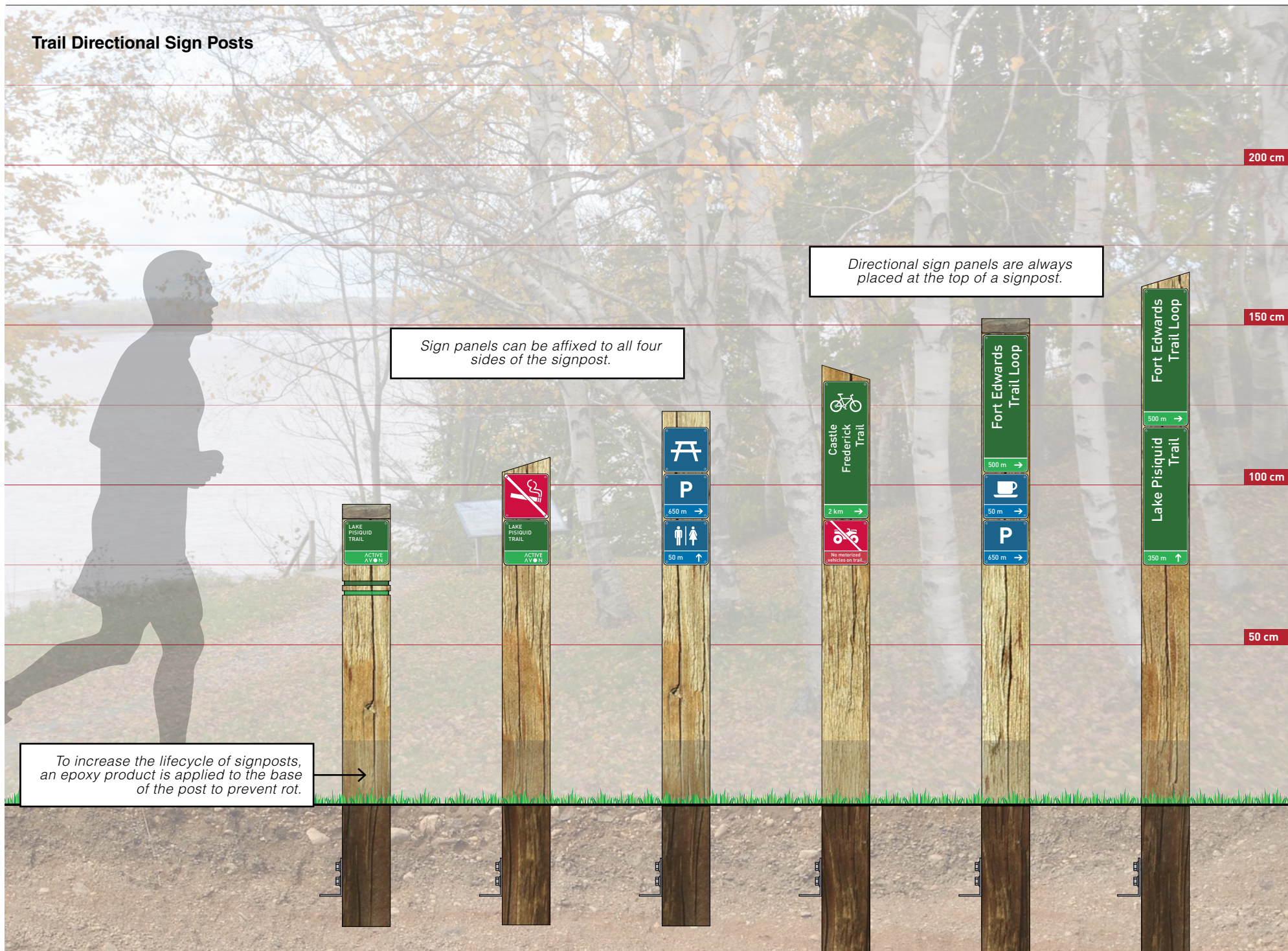
Trail Markers

Trail markers are placed alongside trails to reassure trail users that they are traveling in the right direction and that they are on the right trail. These types of signs are particularly useful on complex trail networks where there may be more than one trail name. They are also useful for long distance trails (such as the Rails with Trails line) where directional signs aren't as frequently used.

The trail marker signs consist of a single pane sign panel featuring the trail name and Active Avon logo on a 90cm tall 6x6 post. In areas where the Blue Route and Avon Region AT Network overlap, two trail markers may be used on the same signpost - one featuring the Active Avon logo and the other indicating the Blue Route logo.



Trail Directional Sign Posts

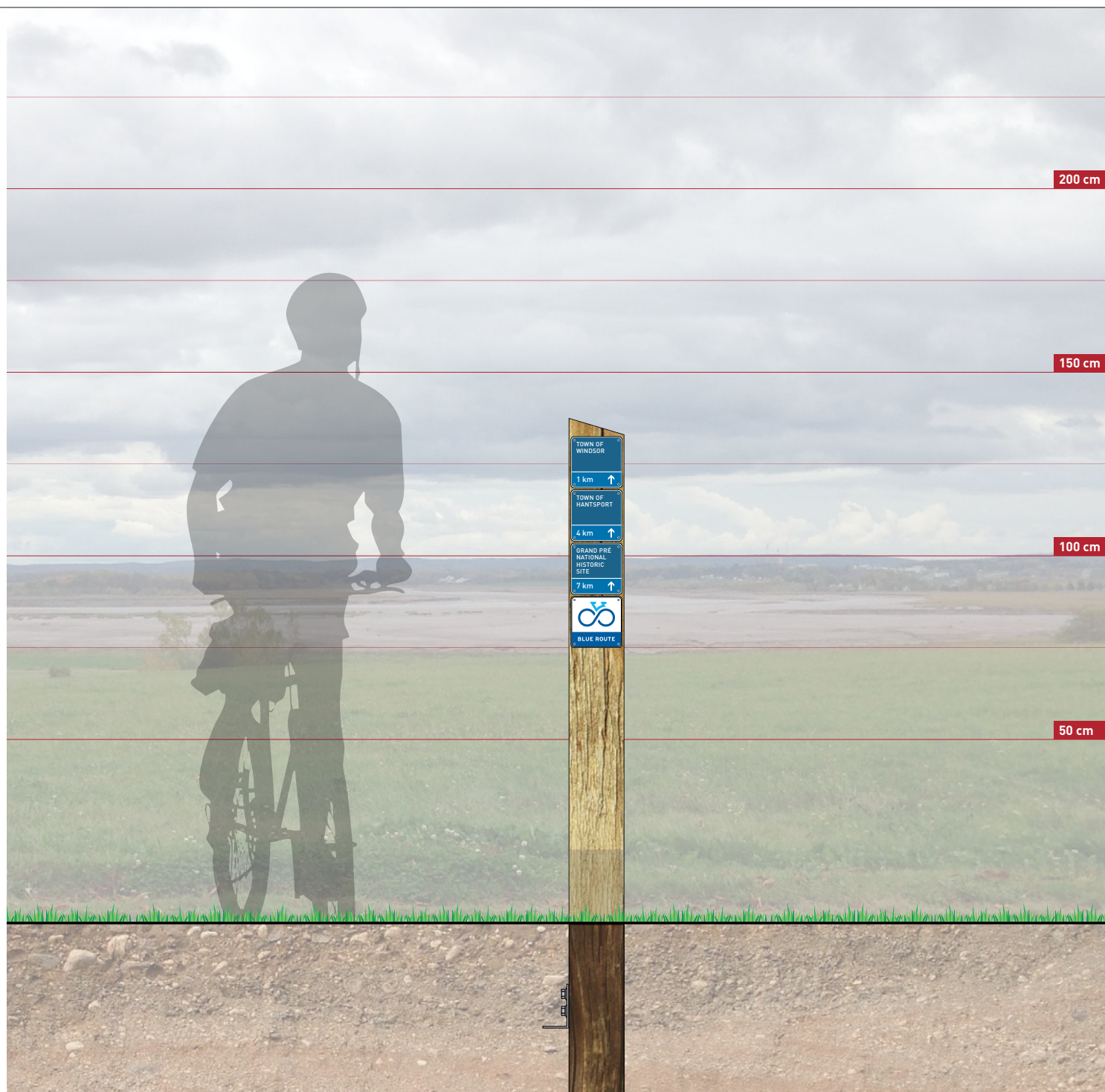


Destination Distance Markers

On long distance or linear routes, it may be useful to place sign posts indicating the distances until the next town or landmark. These types of signs would be particularly useful on the potential future railbed trail that would connect many different towns together.

Sign placement criteria:

- Sign posts should be placed along the trail approximately 1km before and after an important destination.
- Sign posts should be placed after an important junction or turning point.
- Each post should be limited to a maximum of three destinations per signpost to reduce information overload.
- The nearest destination should be placed at the top.
- Sign posts should be placed at 5 km intervals on long stretches between destinations.



Entrance Signs

Entrance signs should be placed at trailheads or park entrances to help convey a sense of arrival for AT users and to communicate park features and regulations. Useful information such as park hours of operation, permitted uses, and emergency contact information should be included on these signs.



Off-Site Directional Signs

There are a handful of trail facilities and parks that are either underexposed or difficult to find for AT users. The strategic placement of off-site directional signs can help direct potential users to these hard-to-find or underexposed facilities.

Sign placement criteria:

- Sign posts should be placed along the road approximately 15-20 metres before a turning point or junction.



5 Implementation



5.1 Education and Awareness

Education and awareness is vital.

Initiatives that focus on changing the culture around mobility and establishing positive perceptions is essential to the success of the Avon Region Active Transportation Plan.

Communication Strategy

The Working Group that was formed for the creation of this plan should consider evolving into an AT Steering Committee to steward the plan into the future, create communication materials, coordinate initiatives and collaborate with other organizations.

An attractive branding strategy will bring awareness to opportunities for community members to be more active. A website and social media (Facebook, Twitter, Instagram, etc.) are great platforms for providing educational materials and celebrate successes. A variety of mediums including a maps, brochures, print ads, videos, buttons, magnets, signs, etc. could be used. Regular publications in local media can offer tips and remind the community about upcoming initiatives. It is important in any of these measures to be clear and consistent across all initiatives.

Examples

Share the Road Nova Scotia

<http://www.dal.ca/sites/share-the-road.html>

Pace Car Program

<http://saferoutesns.ca/programs/pace-car>

Cycle Nova Scotia

<http://www.cyclenovascotia.ca/>

Move On Colchester

<http://www.colchester.ca/move-on-colchester>

Town of Bridgewater interactive map

<http://bridgewater.ca/active-transportation13>

Partnerships

All initiatives become stronger when interested groups join forces. Partnerships and support of the community groups and government departments already undertaking active transportation initiatives can increase the effectiveness of existing campaigns and events.

Success will rely on involvement of the community itself. Volunteers can be utilized to distribute information, to run workshops and tours, and also to collect data for the evaluation and monitoring of this AT Plan. Developing a strategy and putting in effort toward increasing and maintaining volunteers is really important. Often this involves creating associations with membership fees that pay for special volunteer perks.

Business Development Corporations and individual business owners can be effective partners that can enhance the public realm, promote events and encourage active transportation.

Examples

Nova Scotia Trails Volunteering

http://www.novascotiatrials.com/index.php?option=com_content&view=article&id=60&Itemid=373

Friends of Taylor Head

<http://friendsoftaylorhead.com/membership/>

Halifax North West Trails Association

<http://www.halifaxnorthwesttrails.ca/Membership/HNwTA-membership-card/>

City of Toronto Cycling Ambassadors

<http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=7607748b621f1410VgnVCM10000071d60f89RCRD&vgnextchannel=3904970aa08c1410VgnVCM10000071d60f89RCRD>

Active Transportation Events and Campaigns

Create one-time or reoccurring events such as Bike/Walk to Work/School Week or Active Life campaigns that highlight the potential for active mobility, and celebrate new or improved infrastructure. Friendly competition is a great way to incentivise individuals and groups to challenge active transportation perceptions, while non-competitive campaigns can include the creation of community walking, cycling, ski, or snowshoe clubs.

Collaborate on existing initiatives taking place locally, across the province or nationally to maximize organizational and promotional efforts.

Examples

Switch Open Streets

<http://switchhfx.ca/>

Victoria's Secret Mountain Bike Race, Truro

<http://www.bicycle.ns.ca/>

Winter Walk Day

<http://saferoutesns.ca/programs/winter-walk-day>

Nova Scotia Bike Week

<http://nsbikeweek.ca/>

Take the Roof off Winter Campaign <http://www.recreationns.ns.ca/take-the-roof-off-winter/>

WOW Campaign (We often Walk or Wheel)

<http://saferoutesns.ca/programs/wow>

Lets Get Active

http://www.novascotiatrials.com/index.php?option=com_content&view=article&id=82&Itemid=412

Commuter Challenge

<http://commuterchallenge.ca>

Community Events

Capitalize on existing community events that have already proven successful at attracting attendance. This is an opportunity to run an educational campaign, a workshop or a group activity, and to engage residents and visitors that might not attend an event that is centered on active transportation.

Examples

Hantsport Winter Carnival

<http://www.hantsportnovascotia.com/winter-carnival-2015.html>

Windsor-West Hants Summer Fest

<http://www.town.windsor.ns.ca/windsor-wh-summer-fest-sam-slick.html>

Education

The key to changing the culture of active transportation is through teaching safe practices and benefits of active transportation. Strategies can increase awareness about routes, teach new users about safety or how to ride a bike and can involve community groups or schools in planning how they can increase active transportation in their lives. Important safety topics include everything from proper equipment and maintenance, to etiquette on multi-use trails as well as navigating common conflicts between non-motorized transportation and ATVs, snowmobile and vehicles.

Economic benefits include the savings of decreased vehicle use, as well as the benefits to local businesses that will see increased foot traffic.

Examples

Can Bike

<http://canbikecanada.ca/media-materials/#>

School Travel Planning

<http://saferoutesns.ca/programs/school-travel-planning>

Making Tracks

<http://saferoutesns.ca/programs/making-tracks>

Youth Trans-Actions

<http://saferoutesns.ca/programs/youth-trans-actions>

Workshops

Sometimes the main barrier to using a bike is that it has a flat tire or the breaks don't work. Bicycles, skateboards, skis and other equipment repair lessons and workshops are a great way to encourage healthy activity. They can be held as independent events, have a fixed location or be part of broader community event.

Examples

Bike Again!

<https://www.ecologyaction.ca/issue-area/bike-again>

Dal Bike Centre

<http://www.dal.ca/dept/bike-centre.html>

Halifax Smart Cycle Lunch&Learn

<http://halifax.ca/smarttrip/cycle/index.php>

Ceremonies

Opening and award ceremonies are great opportunities to promote active transportation by inviting out community stakeholders and the media to reveal what has been done to promote active transportation and reward those who have worked hard to promote AT. Sometimes a little recognition can go a long way.

Examples

Recreation Nova Scotia Awards

<http://www.recreationns.ns.ca/membership/recreation-nova-scotia-awards/>

Nova Scotia Trails White Hill Summit Award

<http://www.novascotiatrials.com/index.php?op->

[tion=com_content&view=article&id=45:home&-catid=9&Itemid=375](#)

Brookfield Volunteer Recognition Awards

<http://www.colchester.ca/volunteer-recognition>

5.2 Policies and Planning

Good policy directs good planning and design of communities. For the future, it is vitally important that planning guidelines for in-fill and new development makes walkable and bikeable communities a priority. This means policy that directs growth and development in existing communities and with compact form. Not just urban but also rural municipalities can practice “smart growth” that prioritizes compact, human-scale development and that rejects developments “out in the middle of nowhere.” This is especially important in the siting of any new schools, recreation centres, health centres and similar public institutions and destinations.

The eight year outlook of the Avon Region Active Transportation Plan opens the opportunity for the three Municipalities to take a more holistic look at active transportation planning; to see beyond ordinary network design; and to achieve the integration of active transportation with other municipal policies and plans.

Administrative policy development is a critical tool in helping the three municipalities implement a realistic and highly usable active transportation system. Strong and clearly articulated policy will create a highly useable active transportation network, foster the ongoing development of new facilities, and ensure the longevity and maintenance of the system.

As a first step, an Active Transportation Policy should be developed at the municipal level for each of the three municipal units in the Avon Region. This will provide a high-level policy which outlines the commitment the three municipalities have to Active Transportation. A Draft Active Transportation Policy is provided in Appendix A.

Once adopted, the commitment to active transportation should find its way into Municipal Planning Strategies, Land Use By-Laws and Subdivision By-Laws.

5.3 Collaboration

This Plan requires a strong commitment to future collaboration between the three Municipalities and the Province of Nova Scotia – a relationship that will prove essential for the successful implementation of active transportation infrastructure in the Avon Region. The implementation of this plan can only be accomplished through coordinated actions and guidance from all three municipal councils, staff and NSTIR.

Given the number of provincial roads that are identified as active transportation links in the network plan, working closely with NSTIR transportation representatives will be the most important partnership undertaking. The three municipalities should stay up-to-date on NSTIR's Five Year Highway Improvement Plan and more importantly on the year-to-year pavement schedules as these can account for about half of the actual annual repaving work done by NSTIR.

Another critical link should be made to the provincial initiative of creating the Nova Scotia Blue Route, a province wide network of bike ways modeled on the Quebec Route Verte. Integrating West Hants, Hantsport and Windsor trails into the Blue Route could potentially have significant impact on recreational cyclists visiting the Region and would create synergies and benefits through cross-marketing by the Nova Scotia Tourism Agency.

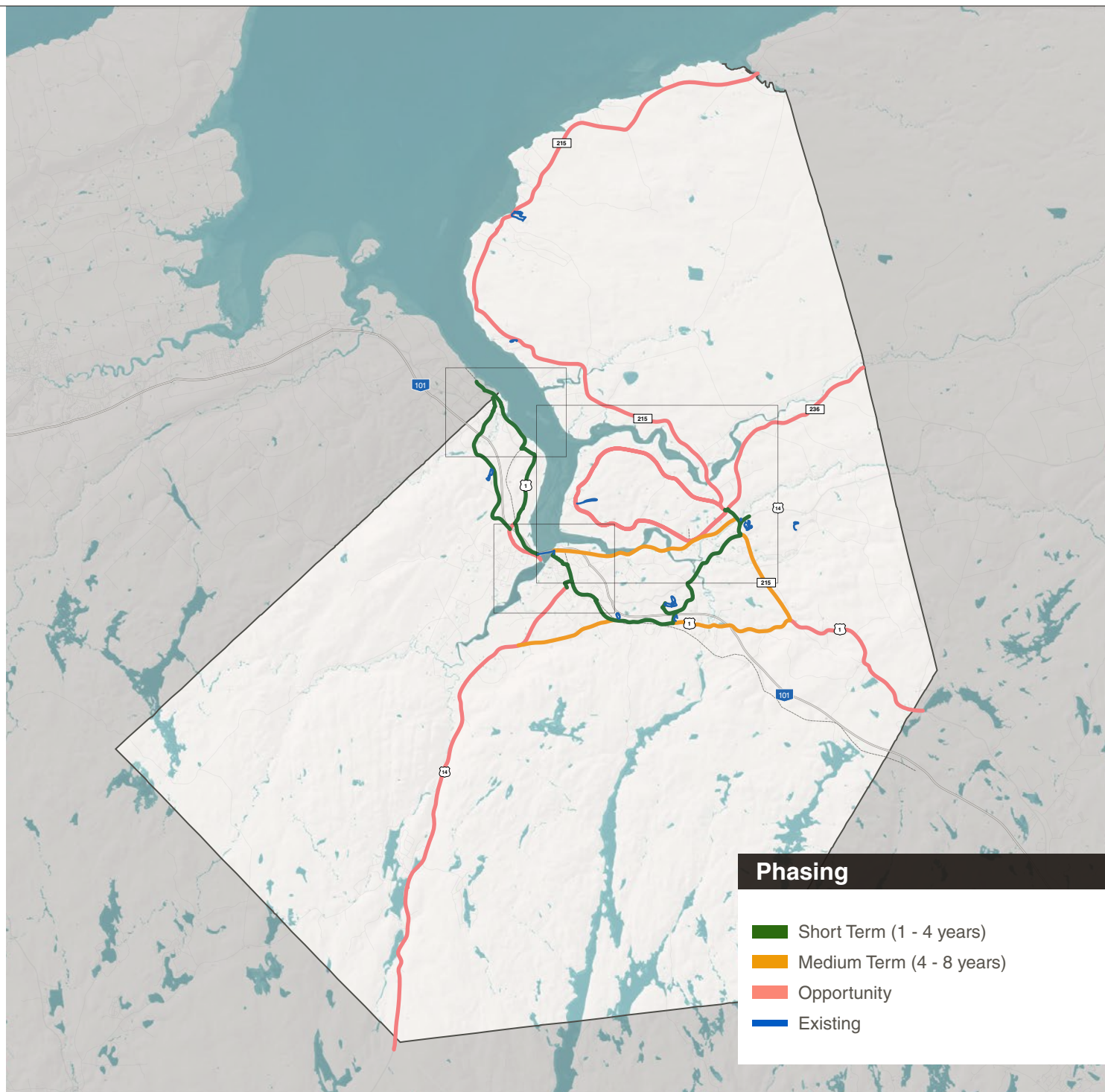
5.4 Priorities and Phasing

Achieving the goals of the Avon Region Active Transportation Plan will require setting clear priorities. As a general approach, the following road map describes the steps that should be taken to implement the plan.

1. **Formal adoption of AT Plan by all three municipal councils**
2. **Official launch of AT Plan**
3. **Start lining up financial support for AT Plan**
4. **Develop and maintain strategic partnerships**
5. **Continue public outreach**
6. **Seize every opportunity to implement AT infrastructure - pick the low hanging fruit first**
7. **Embark on regular evaluation**
8. **Encourage grassroots activism**

The phasing of new active transportation infrastructure is depicted on the following diagrams.

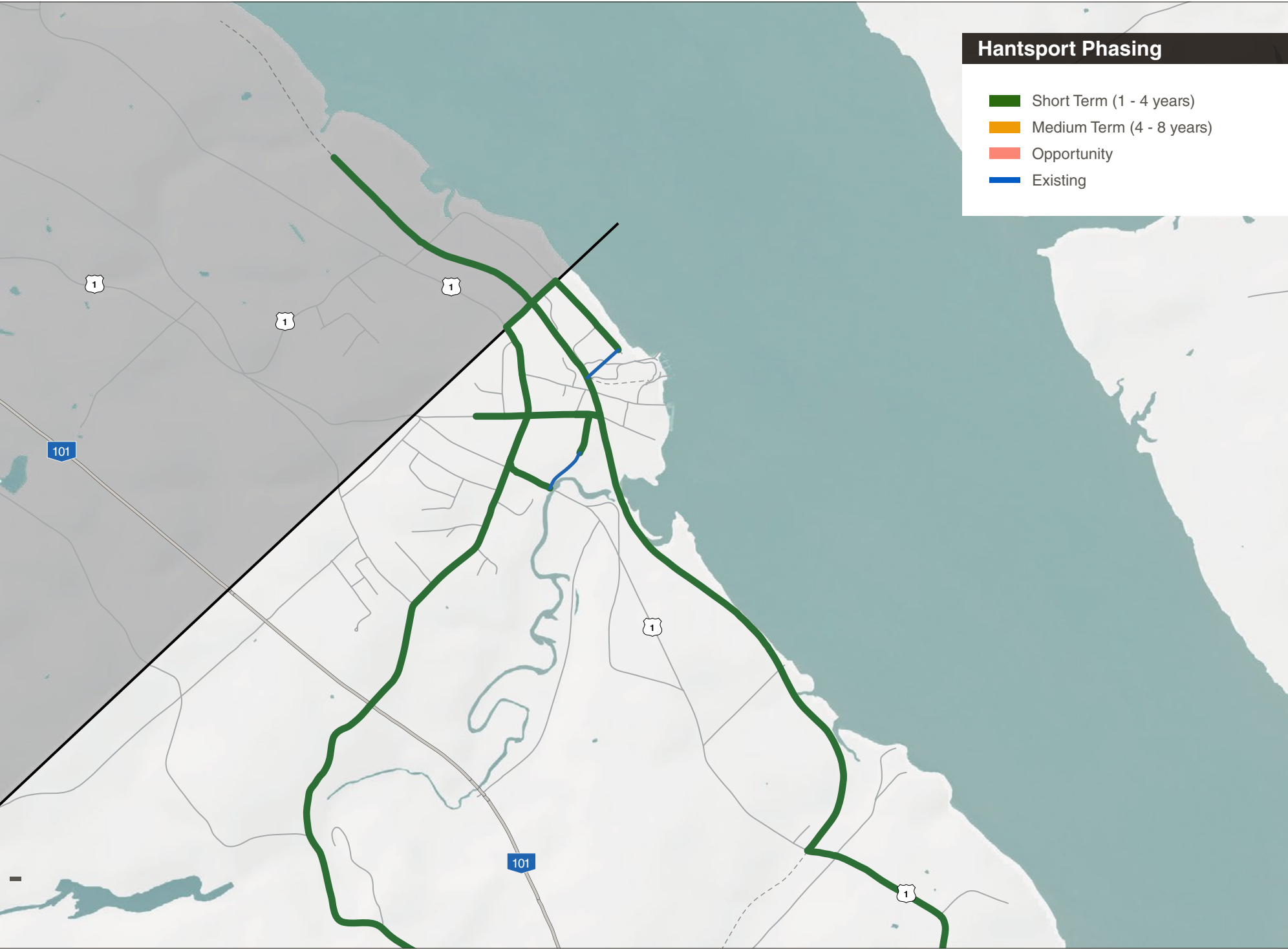
Not all elements of the future network have equal weight. In particular the more remote portions of the regional routes, called “Opportunity Routes”, should only be elevated to active transportation standards when the NSTIR capital paving program designates funding to repaving work.





Regional Core Phasing

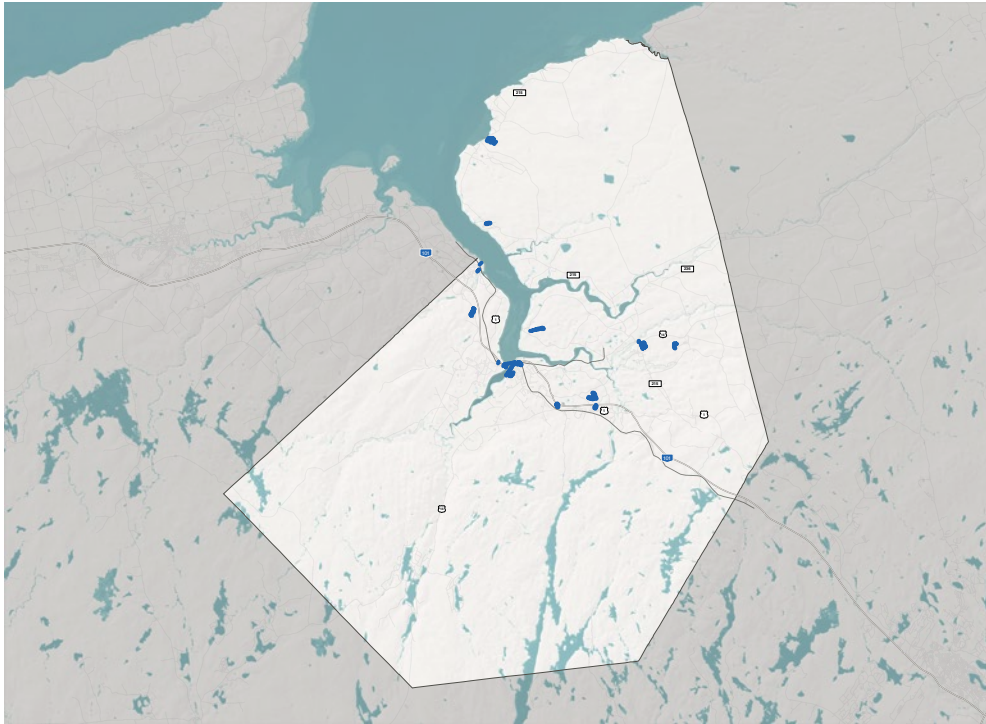
- Short Term (1 - 4 years)
- Medium Term (4 - 8 years)
- Opportunity
- Existing



Avondale Peninsula Phasing

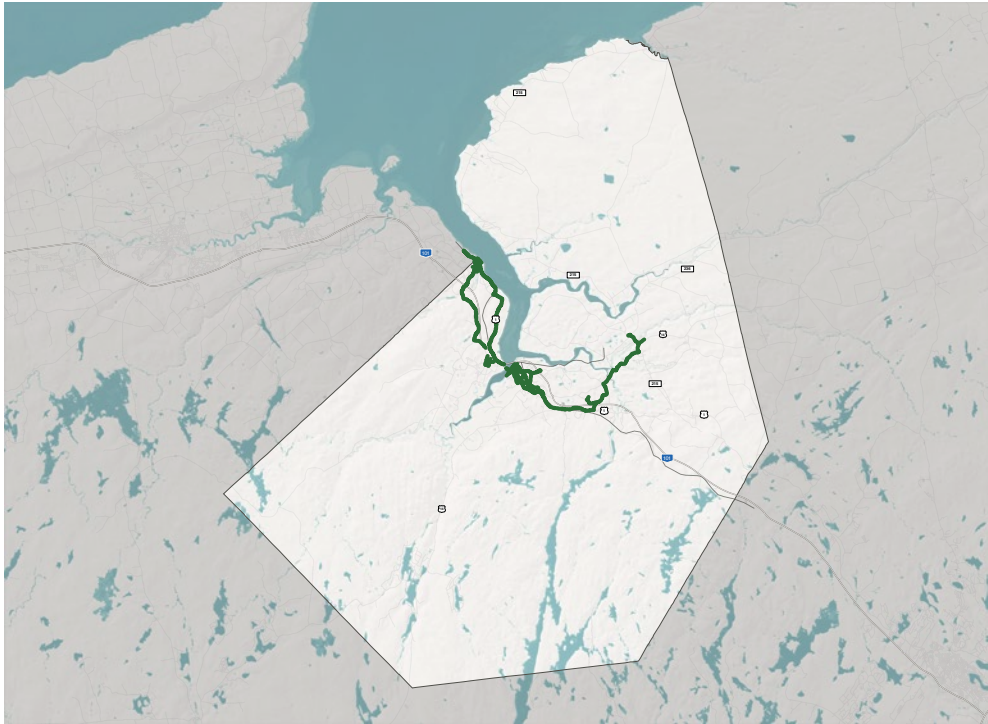
- Short Term (1 - 4 years)
- Medium Term (4 - 8 years)
- Opportunity
- Existing





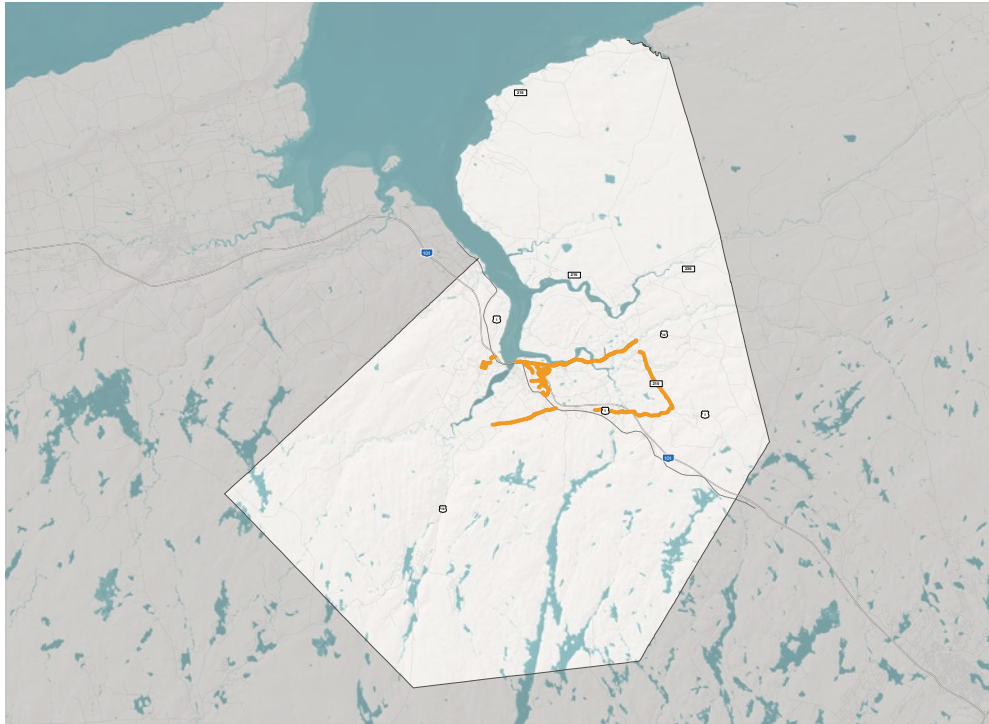
Existing

Infrastructure		
Goal	Quantity	Units
Rural Arterial with Paved Shoulder		km
Rural Connector with Signed Route		km
Rural Local with Paved Shoulder		km
Urban Collector with Bike Lane (Curb)		km
Urban Collector with Bike Lane (Ditch)		km
Urban Local with Signed Route		km
Multi-Use Trail	20.2	km
Rail with Trail	0.9	km
Total	21.1	km



PHASE 1 (Year 1-4)

Infrastructure		
Goal	Quantity	Units
Rural Arterial with Paved Shoulder	21.2	km
Rural Connector with Signed Route	9.3	km
Rural Local with Paved Shoulder	1.9	km
Urban Collector with Bike Lane (Curb)	5.1	km
Urban Collector with Bike Lane (Ditch)	0.7	km
Urban Local with Signed Route	11.4	km
Multi-Use Trail	0.6	km
Rail with Trail	9.7	km
Total	60.0	km



PHASE 2 (Year 4 -8)

Infrastructure		
Goal	Quantity	Units
Rural Arterial with Paved Shoulder	8.0	km
Rural Connector with Signed Route	10.8	km
Rural Local with Paved Shoulder	1.6	km
Urban Collector with Bike Lane (Curb)	1.8	km
Urban Collector with Bike Lane (Ditch)		km
Urban Local with Signed Route	4.6	km
Multi-Use Trail	1.2	km
Rail with Trail	10.5	km
Total	38.5	km



Opportunity

Infrastructure		
Goal	Quantity	Units
Rural Arterial with Paved Shoulder	136.4	km
Rural Connector with Signed Route		km
Rural Local with Paved Shoulder		km
Urban Collector with Bike Lane (Curb)		km
Urban Collector with Bike Lane (Ditch)		km
Urban Local with Signed Route		km
Multi-Use Trail		km
Rail with Trail		km
Total	136.4	km

Completed Network: **256 kilometers**

5.6 Evaluation

Monitoring and evaluating the impact of capital and programming initiatives is a critical component of the eight-year plan. The three Avon Region municipalities should start to collect data that lets each municipality assess the effectiveness of active transportation investments as well as their commitment to advancing active transportation in the region. The following table provides examples of data that could be collected.

Measure	Current Year	Year 1-4 Goal	Year 5-8 Goal
Guiding Principle: Education and Awareness is Vital			
Community events			
Workshops			
Educational events			
Ceremonies			
Guiding Principle: Make it Safe.			
# of collisions, injuries and fatalities involving AT users			
Safety brochures			
Number of students participating in safety education programs			
Municipal AT policies in place			
Municipal land use by-laws in place			
Guiding Principle: Provide Connections			
Paved shoulders			
Signed routes			
Sidewalks			
Bike lanes			
Multi-use trails			
Rail with trails			
Guiding Principle: Focus the Right Interventions in the Right Places			
Local network investment			
Regional network investment			
Guiding Principle: Make it Fun and Attractive			
Promotional materials			
Promotional events			
Guiding Principle: Be Strategic and Opportunistic			
Active transportation modal share			
% of kids walking/biking to school			
Guiding Principle: Work Together			
Inter-municipal active transportation meetings			
Meetings with NSTIR			
Meetings with NSTA			
AT working group meetings			

6 Appendix A



6.1 Draft Active Transportation Policy

Avon Region Active Transportation Policy

MUNICIPALITY OF _____

ACTIVE TRANSPORTATION POLICY

POLICY _____ EFFECTIVE DATE: _____

1. Purpose

Include a short section of 3-5 sentences, including, in paragraph form why the policy is being written, the benefits of AT, a definition of AT and why the municipality wants to promote AT.

Active Transportation is a broad term that refers to all forms of human powered or non-motorized transportation, the most common modes being walking and cycling. There is clear evidence of the advantages associated with designing cycling and pedestrian friendly communities, which enable and encourage residents to be more active by walking and biking for recreation and utilitarian purposes. The Municipality of _____ recognizes the importance of providing both rural and urban residents as well as visitors with improved infrastructure for safe and enjoyable self-propelled transportation

2. Guiding Principles

The following guiding principles form the foundation of this policy:

1. Education is vital.
2. Make it safe.
3. Provide connections.
4. The right interventions in the right places
5. Make it fun and attractive.
6. Be strategic and opportunistic.
7. Work together.

3. Goals

The goal of this Active Transportation Policy is to trigger a culture shift in the Avon Region where active transportation is a safe, convenient and celebrated mode of transportation for all residents. The active transportation network will offer fun and safe opportunities, and will increase awareness of the social, economic and environmental benefits of using active modes of transportation.

4. Policy Statements

2. Education and Awareness

1. The Municipality recognizes the need to raise awareness of the Active Transportation options available to citizens in the Avon Region about the benefits of active, healthy living, recreation, and sustainable communities, through special events and promotions.
2. The Municipality recognizes that efforts to improve education and awareness amongst all road users can help improve actual and perceived safety, and will cultivate a culture that embraces active transportation by sharing the road with a positive attitude.
3. The Municipality recognized that education and awareness measures must include the needs, rights and responsibilities of active transportation users as well as of drivers.
4. The Municipality will target education efforts toward people of all ages and abilities including, but not limited to: schools, business associations, and community organizations.
5. The Municipality shall designate active transportation routes as shown on map #, The Avon Region Active Transportation Network.
6. An interactive map on the Municipality website shows routes, completed projects, proposed projects, trails and parks, share the road, bike racks, and destinations. (See Bridgewater <http://www.bridgewater.ca/active-transportation>)

3. Connectivity

1. The Municipality recognizes that reducing travel times is a crucial component to making active transportation a feasible mode of transportation.
2. Active transportation solutions shall strive to create a connected and comprehensive network with dedicated and useable space for pedestrians, cyclists and other active transportation users; protection and refuge; greater visibility; stable pathways; predictable traffic movements; more appropriate functional speeds; and options for route selection.
3. The Municipality will take advantage of opportunities to make simple connections in the existing network that would significantly improve travel times for active transportation users.
4. When land use planning policies (e.g. Land-Use Bylaw, Municipal Planning Strategies, Sub-division bylaws) are being reviewed, active transportation principles will be considered for incorporation. This includes mechanisms including but not limited to: density incentives, easements, healthy community checklists, and expanded street design guidelines.

4. Infrastructure Design and Amenities

1. The Municipality recognizes that active transportation infrastructure includes, but is not limited to: safe crossings, traffic calming measures, multi-use trails, opportunities for rest and end of trip facilities.
2. The Municipality will consider the specific active transportation needs of people of all ages and abilities in all street design, trail, parkland, public space, multi-use trails and bikeway projects.
3. All new development will incorporate active transportation in the initial phases of planning. Subdividing and developing land identified as adjacent to or integrate to the continuity of the active transportation network shall be required to provide infrastructure for active transportation that is consistent with any adjacent infrastructure.
4. The Municipality recognizes that integrating appropriate facilities into the initial design of street projects and public spaces avoids the expense of retrofits later.
5. The Municipality will install and maintain signage for all active transportation facilities.

5. Safety and Attractiveness

1. Safe, convenient, accessible pedestrian corridors, as well as appropriate landscaping and lighting shall be considered as part of any development or redevelopment in the Municipality.
2. Safe, convenient, and multi-use corridors, as well as appropriate landscaping and lighting, shall be considered as part of any development or redevelopment of trails network within the Municipality.

6. Collaboration

1. The Municipality will actively seek opportunities to partner with other levels of government, business and the community to achieve the objectives of the Active Transportation Plan, including but not limited to: bike racks on public transportation, paved shoulders, benches, waste sorting receptacles and bike locks on active transportation routes.

7. Regulation

1. The Municipality recognizes the safety benefits of reducing vehicle speeds on local streets.

8. Budget

1. The Municipality recognizes the need for sustained funding of aspects including, but not limited to: infrastructure improvements and maintenance, seasonal maintenance, staff positions for a Steering Committee, and for education and awareness initiatives.
2. The Municipality will annually review active transportation improvement opportunities as part of the Capital Improvement Plan and/or operations budgeting process.
3. Trail improvements shall be implemented as funds allow and in conjunction with implementation of the Avon Region Active Transportation Plan.

9. Measurement and Evaluation

1. The Municipality recognizes the need for the Steering Committee to establish indicators for measuring the effectiveness of all aspects of this active transportation policy.
2. The Municipality further recognizes the need for the Steering Committee to evaluate the outcomes of indicators and adjust any aspect of the Active Transportation strategy if deemed to be underperforming in accordance with the objectives of this policy.

7 Appendix B



7.1 Review of Previous Studies

There are numerous documents for the Avon Region that deal directly or indirectly with Active Transportation. These range from the Land Use By-Laws, Municipal Planning Strategies and Integrated Community Sustainability Plans for the three Municipalities to a variety of studies focused on active living, green mobility and traffic flow. A complete list of all the reports and studies we looked at is available in the table below.

The reports are rich with information on how the Municipalities of the Avon

Region want to see Active Transportation enhanced in their communities. They call for more cooperation between government bodies in the region and propose realistic actions to achieve increased Active Transportation. The documents most directly relevant to this report are the ones specifically targeted at sustainable transportation options. Brief summaries of the documents and the recommendations directly applicable to the Avon Region AT Report are included in the Appendix.

Table of Reports Containing Active Transportation Policy and Strategies for Avon Region

Title of Report	Author(s)	Date
Municipalities for Green Mobility: Town of Windsor Green Mobility Community Workshop Outcomes & Recommendations	Ecology Action Centre & Cities and Environment Unit	Aug 2009
Active Transportation 101: Windsor, West Hants & Hantsport Active Transportation Workshop Report	Ecology Action Centre	Nov 2012
Garlands Crossing / Windsor Border Area Transportation Study	Griffin Transportation Group & McCormick Rankin	Jun 2013
Active Living Strategy 2013-16: Municipality of the District of West Hants.	Nova Scotia Department of Health and Wellness	2013
Municipality of the District of West Hants Trails Plan	Cobequid Trails Consulting	Nov 2013
Municipality of West Hants: Integrated Community Sustainability Plan	Municipality of the District of West Hants	Mar 2010
Integrated Community Sustainability Plan: Town of Windsor	Town of Windsor	Mar 2010
Town of Hantsport: Municipal Planning Strategy and ICSP	Town of Hantsport	Sep 2010
Municipality of the District of West Hants: Municipal Planning Strategy	Municipality of the District of West Hants	Dec 2012
Town of Windsor: Municipal Planning Strategy	Town of Windsor	Jul 2012
Town of Hantsport: Land Use By-Law	Town of Hantsport	May 2010
Municipality of the District of West Hants: Land Use By-Law	Municipality of the District of West Hants	Apr 2012
Town of Windsor: Land Use By-Law	Town of Windsor	Jul 2010



Municipalities for Green Mobility

Report outlines results of an April 2009 community engagement in Windsor that had the stated purpose of finding ways to incorporate sustainable transportation best practices into the ICSP. The most relevant recommendations from the engagement sessions are:

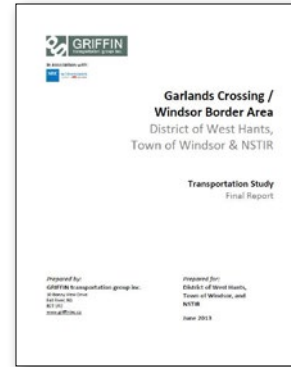
- Create safe, legal trail across railway tracks at Avon View High School
- Utilize rail beds for rails with trails or rails to trails network
- More sidewalks on main streets and bike lanes on Payzant Drive
- In collaboration with surrounding municipalities, create a 100 series bikeway
- Widen roads to accommodate bike lanes and add crosswalks at important locations
- Create an integrated biking/walking plan with connections to important destinations
- Require new developments to include connected green spaces and walk/bike paths



Active Transportation 101

Report contains information harvested from an AT Workshop in November, 2012 that involved citizens from all three municipalities and had the stated purpose of increasing Active Transportation awareness amongst participants and developing AT options for the region. From the workshop almost two dozen action items were developed, the most prescient to this report are:

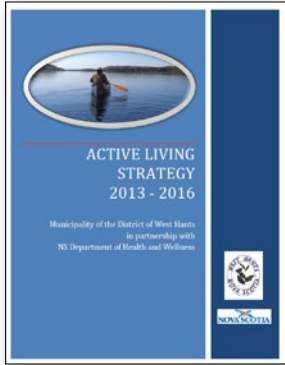
- Consider “share the road” signs for Windsor
- Continue to keep the conversation about AT open
- Recruit volunteers to help with trail maintenance
- Continue work on Avondale Peninsula trail system
- Make inventory of trails and plan for development and maintenance
- Encourage Hantsport council to keep AT in mind
- Collect and share stories and best practices around AT



Garlands Crossing / Windsor Border Area Transportation Study

This document is a traffic planning and engineering study to providing direction for transportation infrastructure in a 600 acre area that is in both Windsor and West Hants. Though primarily focused on automobile traffic, the study does make provisions for Active Transportation. In the Alternative E Network scenario, the industry guidelines (5Ds of AT) are incorporated (p.48).

Integrating the 5-D's of Active Transportation into Garlands Crossing/Windsor Border Area	
Diversity	Hospital, church, school & employment areas on Wentworth offer land use diversity, this could be improved by connecting area to the south in the vicinity of King Street, adding more commercial/employment opportunities and encouraging additional employment/cultural amenities in the future.
Density	The area has a mix of housing densities and this mix should continue to be encouraged.
Design	The street layout for Alternative E is mostly curvilinear; a function of the rolling topography. By adding trail connectivity between these curvilinear “blocks”, a grid-like functionality can be implemented offering more efficient travel routes to AT users.
Distance to Transit	Providing access to King Street, there is opportunity for both ends of development area to be served by transit. This connectivity may even allow transit to be routed through the site.
Destination Access	Addition of a multi-use AT connection through the site to Cole Rd is viewed as the main opportunity to address access. Ideally, AT infrastructure would have a 3m wide paved surface to accommodate bicycling, pedestrians, mobility challenged individuals, etc.

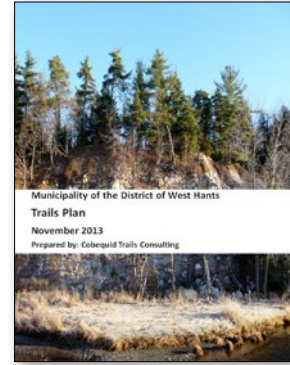


Active Living Strategy 2013-16

The report commissioned by West Hants deals with active living and active transportation trails. It utilizes information harvested from background research, community engagement sessions and an Ipsos Reid Survey to develop an action plan to increase physical activity in the Municipality.

The main goals and objectives directly related to increasing active transportation in West Hants include:

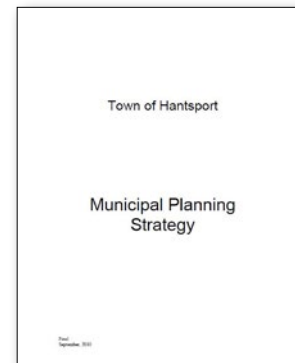
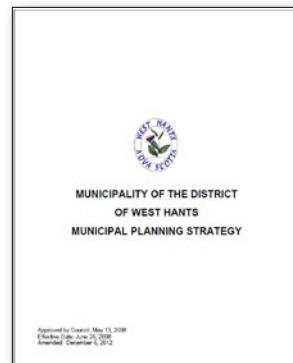
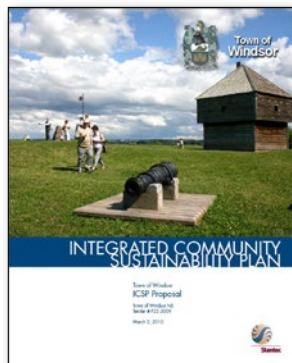
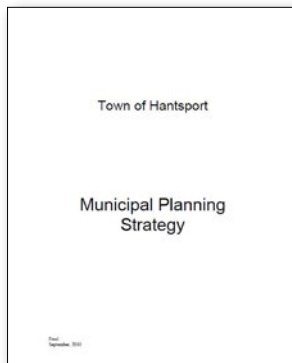
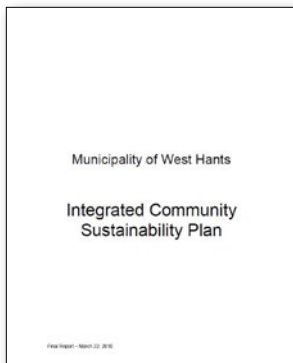
- **Goal - Public Awareness:** Educate residents about benefits of physical activity and provide information about recreation opportunities.
- **Objective:** Promote AT & create materials to identify trails/sites for outdoor recreation.
- **Goal - Supportive Social Environment:** Provide opportunities for residents to participate in a variety of physical activities.
- **Objective:** Create opportunities for spontaneous unstructured outdoor recreation
- **Goal - Supportive Physical Environments:** Create, maintain and enhance physical environment, both built and natural, that support physical activity
- **Objectives:** Develop/implement Trails Plan, AT Plan, and Parks/Open Spaces Plan.
- **Goal: Leadership, Partnerships, Sustainability:** To lead initiatives, build partnerships and develop policies to sustain physical activity opportunities.
- **Objectives:** Develop Municipal Policies that support physical activity.



West Hants Trails Plan

As a standalone follow-up to the Active Living Strategy, it provides an inventory of eighteen trails in West Hants and includes ideas for how the municipality could invest and develop these sites in order to ensure maximum use and community benefit. This includes creating a minimum standard for trails throughout the municipality with more advanced standards on important high traffic routes. In order to achieve this overarching goal the following criteria was identified as necessary:

- Volunteer community group willing to lead project
- Equitable distribution throughout Municipality
- Reasonable building costs
- Diversity of trail types and uses
- Adjacent attractions (support existing businesses and facilities)
- Low maintenance costs



Integrated Community Sustainability Plans

The Integrated Community Sustainability Plans (ICSPs) all contain important policy recommendations to promote active transportation. This ranges from sidewalk construction and maintenance to promote pedestrian safety to developing dedicated bikeways with signage and multi-use trails connecting concentrations of residential development and commercial centres or other important amenities (schools, community centres, parks, etc).

Windsor ICSP

Policy 14.6.2: incorporate sidewalks and walkways, and bike lanes and bike paths where technically and financially feasible, particularly within designated Gateway corridors, on the waterfront, and between Kings-Edgehill/Gladys Manning and the Downtown (p. 61)

West Hants ICSP

Goal 6 Response: explore the potential of designating a number of roads in the municipality as bicycle routes and promoting their use (p. 44)

Hantsport ICSP

Policy ICSP- 19: continue with a program of concrete sidewalk construction as funding becomes available.

Municipal Planning Strategies / Land Use Bylaws

The Municipal Planning Strategies (MPS) for each municipality all have policies related to active transportation with a range of general and site specific strategies. The Land Use Bylaw (LUB) for each of municipality is the legal document that implements MPS policies. Many MPS active transportation policies, however, are not often incorporated into the LUB. The following active transportation policies can be found in their respective documents:

Windsor MPS

Policy 11.0.2: promote development of multi-use trails and pathways within the Town which connect residential and commercial areas with community uses including institutional uses, recreation facilities and open space areas.
Policy 14.7.3: investigate providing bicycle pathways and bicycle lanes throughout the Town.

West Hants MPS

Policy 13.2.1: establish an Open Space (OS) zone which applies to parks and other public outdoor recreation uses, cemeteries, historic sites and similar uses.

Hantsport MPS

Goal 2: Provide parks and recreational opportunities.
Goal 2b: Encourage active transportation through construction of sidewalks.

7.2 Survey Suggestions

The table below outlines critical areas of concern and a number of reoccurring suggestions on the regional scale that were brought up during the survey.

Location	Issue	Suggested improvement
Falmouth Back Rd	Safety concerns: • <i>'unsafe to bike anywhere in Falmouth (especially along the back road)'</i> • <i>'busy road with many pedestrians'.</i>	• <i>more sidewalks..'</i> • <i>'widen road shoulders..'</i> • <i>'improve winter maintenance..'</i>
Intersection of Falmouth Back Rd and Gabriel.	Eroded side of road conditions and narrow road shoulder	<i>'add sidewalk or widen and maintain road shoulder..'</i>
Intersection of Hwys1&14 at Garland Crossing	Confusing and dangerous intersection.	<i>'the intersection at Garland's Crossing should be made more friendly to walkers..'</i>
Avondale Loop	The shoulder is usually grass or ditch and not suitable [for riding]	<i>improve shoulders and add signage to identify it as an AT route..'</i>
Brooklyn Village	High levels of truck traffic, speed limits too high... <i>'traffic is horrible, last week 42 18-wheelers in the hour that I walked'.</i>	• <i>'Brooklyn desperately needs sidewalks and cross walks..'</i> • <i>'A crosswalk is needed between the Victory Credit Union and the Post Office and between the two schools..'</i>
Hwy 1 between Windsor and Garland Crossing	Discontinuous sidewalk.	<i>'extend sidewalk or develop rail trail..'</i>
Falmouth to Three Mile Plain corridor	Roads and highways creating disconnected communities.	<i>'trails connecting different communities and facilities within communities that are [currently] separated..'</i>
Bog Rd	Road condition	<i>pave Bog Rd..'</i>
Region wide	<i>no legal or safe location for skateboarding..'</i>	Consider by-law amendment
Region wide	Shopping centres and amenities located away from urban centres	<i>'increasing density and locating amenities closer to downtown areas..'</i>
Region wide	Increasing Awareness	• Signage to indicate <i>'trails..'</i>, roads which are <i>'AT routes & for drivers to use caution'</i> in those locations. • a regional <i>'map indicating routes and level of difficulty'</i>
Region wide	Current policy	<i>An 'AT lens applied to all development that happens in the Avon Region..'</i>
Region wide	Poorly located infrastructure	<i>'look at Wentworth Rd..a crosswalk to nowhere in one instance and crosswalks missing in several others where they're badly needed..'</i>

UPLAND



MUNICIPALITY OF THE DISTRICT OF WEST HANTS RECOMMENDATION REPORT

To: Members West Hants Council

Submitted by: _____
Cathie Osborne, Chief Administrative Officer

Date: June 20, 2017

Subject: Active Transportation Policy

Origin: Active Avon – Active Transportation Plan

In May 2015, West Hants Council approved the adoption of the Active Avon Active Transportation Plan which included goals for implementation of the plan. Included in this list of goals is the Adoption of the AT Policy (Active Avon, Active Transportation Plan, page 68).

Legislative Authority:

Municipal Government Act (MGA)

PART III

POWERS

Resolutions, policies, by-laws

47 (1) The council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.

PART IV

FINANCE

65 (ag) playgrounds, trails[,] including trails developed, operated or maintained pursuant to an agreement made under clause 59(c), bicycle paths swimming pools, ice arenas and other recreational facilities;

Recommendation:**Committee of the Whole recommends that:**

Council approve the Active Transportation Policy.

Background:

The Active Transportation Plan was designed to improve options for safe and convenient non-motorized transportation across the Avon Region for the next 8 years. This was a collaboration between the regions three municipal units of the time; the Town of Windsor, Municipality of West Hants, and the former Town of Hantsport. It was the first time that urban and rural municipalities came together to forge an active transportation strategy spanning beyond the boundaries of individual municipalities.

Community consultation and input was critical to the process and gathering information which gave way to the final implementation goals. The nine implementation goals are:

1. Formal adoption of AT Plan by all three municipal units
2. Official Launch of AT Plan
3. Adoption of AT Policy
4. Start lining up financial support for AT Plan
5. Develop and maintain strategic partnerships
6. Continue public outreach
7. Seize every opportunity to implement AT infrastructure- pick the low hanging fruit first
8. Embark on regular evaluation
9. Encourage grassroots activism

Discussion:

The purpose of the AT Policy is to support and improve active living and wellbeing of residents, visitors, and the environment by providing alternatives to vehicular based transportation.

The goal of the AT Policy is to trigger a cultural shift in the Avon Region where active transportation is regarded as safe, convenient, and celebrated mode of transportation for all residents.

The policy references education and awareness, connectivity, infrastructure design and amenities, safety and attractiveness, collaboration, regulation, budget and measurement and evaluation.

In adopting the AT Policy, West Hants Council recognizes that planning for active transportation is vital to healthy, vibrant communities.

Financial Implications:

All financial requests would be submitted to Council for review as part of the Capital Improvement Plan and/operating budgeting process.

Alternatives:

Committee of the Whole can choose not to recommend adoption of the Active Transportation Policy to Council.

Attachments:

Active Transportation Policy – CORC-001.00

Report Prepared by: _____
Kathy Kehoe, Director of Parks & Recreation

Report Reviewed by: _____
Martin Laycock, Director of Finance

Report Approved by: _____
(Name, position)



MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Active Transportation Policy

1. Policy Statement

Municipality of the District of West Hants Council hereby adopts the policies contained in the Addendum respecting active transportation within the Municipality of the District of West Hants as directed by the Avon Region Active Transportation Plan.

2. Purpose

To support and improve the active living and well-being of residents, visitors and the environment by providing alternatives to vehicular based transportation.

3. Definition

Active transportation is a broad term that refers to all forms of human-powered or non-motorized movement, including, but not limited to: walking, cycling, skateboarding/longboarding, horseback riding, roller-blading, paddling, and skiing/snowshoeing. There is clear evidence of the advantages associated with designing cycling and pedestrian friendly communities, which enable and encourage residents to be more active by walking and biking for recreation and utilitarian purposes. West Hants Council recognizes, in adopting the Avon Region Active Transportation Plan, the importance of providing both rural and urban residents, as well as visitors, with improved infrastructure for safe and enjoyable self-propelled transportation.

4. Guiding Principles

The following guiding principles form the foundation of this Policy:

1. Provide education and awareness
2. Make it safe and convenient
3. Provide community connections
4. Implement the right interventions in the right places
5. Make it fun and attractive
6. Be strategic and opportunistic
7. Work together

5. Goals

The goal of this Active Transportation Policy is to trigger a cultural shift in the Avon Region where active transportation is regarded as a safe, convenient and celebrated mode of transportation for all residents. This active transportation network will offer fun and safe opportunities for increasing awareness of the social, economic and environmental benefits of using active modes of transportation.

ADDENDUM TO THE ACTIVE TRANSPORTATION POLICY

Approaches and Procedures

1. Education and Awareness

- a) Recognize the need to raise awareness of the active transportation options available to citizens in the Avon Region. The benefits of active healthy living, recreation, and sustainable communities may be supported through special events and promotions.
- b) Recognize that efforts to raise education and awareness amongst all road users can help improve actual and perceived safety. This will foster a culture that embraces sharing of active transportation corridors with a positive attitude.
- c) Recognize that education and awareness measures must include the needs, rights, and responsibilities of all users.
- d) Active transportation routes may be designated as shown in Section 5.4 of the Avon Region Active Transportation Plan (pages 68-73).

2. Connectivity

- a) Recognize that reducing travel times is a crucial component to making active transportation a feasible mode of transportation.
- b) Active transportation solutions shall strive to create a connected and comprehensive network with dedicated and useable space for pedestrians, cyclists, and other active transportation users; protection and refuge; greater visibility; stable pathways; predictable traffic movements; more appropriate functional speeds and options for route selection.
- c) Take advantage of opportunities to make simple connections in the existing network that would significantly improve travel times for active transportation users.
- d) When land use planning documents (i.e. Land-Use By-laws, Municipal Planning Strategy, Sub-division By-law) are being reviewed, active transportation principles will be considered for incorporation. This includes mechanisms, including but not limited to: density incentives, easements, healthy community checklists, and expanded street design guidelines.

3. Infrastructure Design and Amenities

- a) Recognize that active transportation infrastructure includes, but is not limited to: safe crossings, traffic calming measures, multi-use trails, opportunities for rest and end of trip facilities.
- b) Consider the specific active transportation needs of people of all ages and abilities in all street design, trail, parkland, public space, multi-use trails, and bikeway projects.
- c) All new development may incorporate active transportation in the initial phases of planning. Subdividing and developing land identified as adjacent to or integral to the continuity of the active transportation network shall be required to provide infrastructure for active transportation.
- d) Recognize that integrating appropriate facilities into the initial design of street projects and public spaces avoids the expense of retrofits later.
- e) Install and maintain, as budgets permit, signage for all active transportation facilities.

4. Safety and Attractiveness

- a) Safe, convenient, accessible pedestrian and multi-use corridors, as well as appropriate landscaping and lighting shall be considered as part of any development or redevelopment.

5. Collaboration

- a) Actively seek opportunities to partner with other levels of government, businesses, and communities to achieve the objectives of the Avon Region Active Transportation Plan, including but not limited to: bike racks on public transportation (where applicable), paved shoulders, benches, signage, waste sorting receptacles, and bike racks on active transportation routes.

6. Regulation

- a) Acknowledge the safety benefits of following Provincial regulations as it pertains to vehicle speeds on streets.

7. Budget

- a) Recognize the need for sustained funding of active transportation, including, but not limited to: infrastructure improvements and maintenance, staff support, and for education and awareness initiatives.
- b) Annual review, by staff, of active transportation improvement opportunities as part of the budget process.
- c) Active transportation route improvements shall be implemented as funds allow and in conjunction with implementation of the Avon Region Active Transportation Plan and the West Hants Parks and Open Space Plan.



POLICY

CORC-001.00

8. Measurement and Evaluation

- a) Recognize the need to establish indicators for measuring the effectiveness of the active transportation policy.
- b) Recognize the need to evaluate the outcomes of indicators and adjust any aspect of the Avon Region Active Transportation Plan in accordance with the goals of the policy.

I, Rhonda Brown, Municipal Clerk of the Municipality of the District of West Hants, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Municipality of the District of West Hants at a meeting duly called and held on the ____ day of ____ (month), ____ (year).

R. N. Brown
Municipal Clerk

Adoption	
Notice to Council:	Date
Approval:	Date
Description: Initial approval of the Active Transportation Policy CORC-001.00	



Municipalities for Green Mobility

Town of Windsor
Green Mobility Community Workshop
Outcomes and Recommendations



 ecology action centre

Report prepared by:
Ecology Action Centre (TRAX)
Cities & Environment Unit

July 2009

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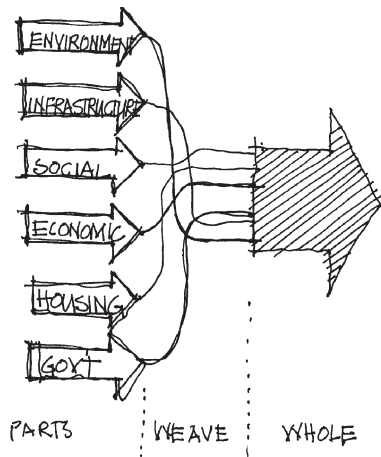
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INTRODUCTION

In 2009, the TRAX Project of the Ecology Action Centre (EAC) and the Cities & Environment Unit (CEU) are spearheading Municipalities for Green Mobility, a project in which EAC and CEU are partnering with the Town of Windsor, the Town of Annapolis Royal and the District of Lunenburg. The specific goal of this project is to help these municipalities incorporate sustainable transportation best practices into their Integrated Community Sustainability Plans (ICSPs). The broader goal of the project is to create an innovative sustainable transportation best practices toolkit that all municipalities in Nova Scotia can use to increase the sustainability of their transportation system.

On April 3 & 4, 2009, EAC and CEU led sessions in Windsor to identify sustainable transportation ideas for the area. This report contains an overview of the results of the sessions and corresponding recommendations for municipal staff and council. We see this project as a significant opportunity to encourage Nova Scotian municipalities to think boldly about sustainable transportation options. The design of any transportation system requires consideration of many factors including land use, urban design principles and potential connections to regional and provincial transportation networks.



Integrated Community Sustainability Plan

All 55 municipalities in Nova Scotia are required to complete an Integrated Community Sustainability Plan (ICSP) through a public participatory process in order to receive federal gas tax allocations through the Province. Funds can be used for infrastructure projects and capacity building. Examples of eligible transportation projects include rapid transit, conventional transit, Intelligent Transportation System technologies and active transportation.

The ICSP process requires municipalities to create a 30 year community vision that addresses environmental, social, cultural and economic issues and to identify specific actions that achieve this vision. Therefore, ICSPs provide municipalities with a unique opportunity to incorporate and advance sustainable transportation within a long-term planning framework.

In Nova Scotia, the ICSP process is administered by Service Nova Scotia and Municipal Relations. Completed plans are due by spring of 2010. It is anticipated that ICSPs will build on, and enhance existing planning instruments such as municipal planning strategies and land use bylaws and strategic plans. If no planning strategy exists, the ICSP will provide that strategy. ICSPs will set the stage for growth and development of Nova Scotia municipalities over the next 30 years.

Ecology Action Centre and Cities & Environment Unit Partnership

The partnership between EAC and CEU is an exciting one that builds on our innovative approaches to sustainable planning, public education and community outreach.

Together we excel in community outreach, consultation and engagement; environmental education; research and mitigation, and comprehensive community-based planning, including land use planning and policy development. We are well versed in provincial and federal policies that have an impact on municipal planning and decision-making. Our team has experience working with rural communities, towns and cities across Canada on a variety of projects.

Cities & Environment Unit

Based in the Faculty of Architecture and Planning at Dalhousie University, CEU is a community planning action and applied research group. CEU has been in operation since 1993, and consists of community planners, architects and engineers who are committed to generating new ideas, and promoting a creative approach in all their work. International and local experience has provided CEU with both a global perspective on development issues and an understanding of the importance of local action in affecting positive change. They have built a strong reputation for developing innovative participation tools and techniques to help communities envision and realize their goals. They strongly believe that real change comes from the empowerment of community members and this belief is reflected in their work and in their unique community-based approach.

TRAX Project, Ecology Action Centre

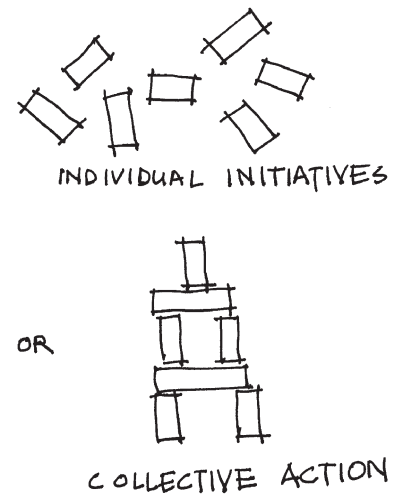
The Ecology Action Centre is one of Nova Scotia's most established and active environmental organizations. Since 1971, EAC has been building a healthier, more sustainable Nova Scotia. Their mission is to encourage a society which respects and protects nature and also provides environmentally and economically sustainable livelihoods. Today EAC has more than 1000 members, 425 volunteers, 30 employees and seven active issue committees.

TRAX is one of EAC's sustainable transportation projects. Over the past ten years, TRAX has successfully spearheaded a variety of projects, including: a Green Mobility Strategy for Nova Scotia, the Green Mobility Capital Grant Program, university and employer transit pass programs, the Association of Doctors for the Advancement of Physically-active Transportation (ADAPT) and events such as Bike Week and Open Streets.

Community Sessions

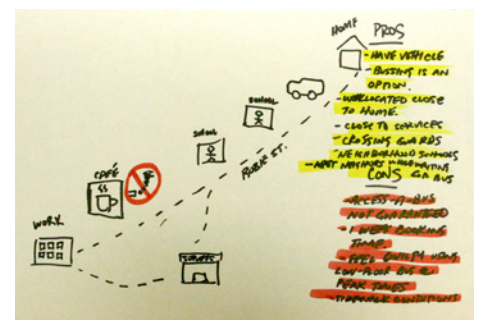
In order to gain an understanding of the transportation issues, needs and desires in Windsor and the surrounding area, three community sessions were held between April 3 and 4, 2009.

During the morning of April 3, EAC and CEU facilitated a two-hour consultation session on freight transportation with invited stakeholders representing the Town of Windsor, Select Transport, Canadian Gypsum Company, West Hants Chamber of Commerce, Hants RDA and Minas Basin Pulp and Power. The following questions



Memory Mapping Story

I travel from Union Corner to my office in downtown Windsor everyday. For work, I travel throughout West Hants County to visit clients. When I have training for work in Halifax or St. Croix, I carpool with my colleagues to save money. Once a week, I travel to New Ross to visit my mom and once a month, I travel to the valley.

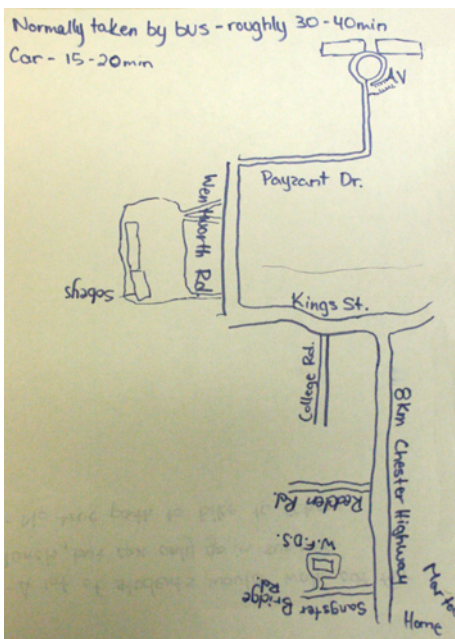


Memory Mapping Story

I need my truck for volunteer work at the Lion's Club and dropping off clothes for Diabetes Association. I make four or five trips per day to places like Home Hardware, Sobeys, Superstore and the Lion's Den. Three times a week, I drive to jam sessions. Once in a while, I drive to Belmont for a card party. Sometimes I carpool but it is hard because I live alone and so I tend to travel alone.

Memory Mapping Story

I live in Cheverie and work for West Hants Dial-A-Ride on Water Street in Windsor. I leave home with my own car by myself. I used to travel from Cheverie to Clayton Park and I would meet someone to carpool in St. Croix. Now, in my new job, I do more promoting on my own time and it is inconvenient for me to not have my own car. I do my errands and groceries after work and then I don't have to come back to Windsor on the weekend.



were used to guide the session:

1. How are freight currently moved into and out of Windsor? What are the strengths and weaknesses of these transportation modes?
2. In the long-term, what changes would you like to see to freight movement in Windsor, West Hants and Nova Scotia?
3. What needs to happen at the municipal, provincial and federal levels to implement these changes?

During the afternoon of April 3, two students from Avon View Education Centre led EAC and CEU staff on a town tour and completed a photomap exercise to identify transportation-related strengths and weaknesses in Windsor through the eyes of young residents. The information gathered was used the next day at the community workshop.

On April 4, EAC and CEU facilitated a day-long community workshop on green mobility at the Royal Canadian Legion Branch 255. Fifteen people were in attendance including one family, two students from Avon View Education Centre, Town of Windsor staff and mayor, the Kings Transit General Manager, the West Hants Dial-a-Ride Coordinator, a resident of Centre Burlington, a volunteer with the Lion's Club and staff from the local Community Health Board and Department of Community Services. The day-long session involved:

1. Memory Mapping

Goal: brainstorm strengths and weakness of the current transportation system.

Activity: Each individual drew a picture of their daily, weekly and monthly transport patterns (e.g., home to school, school to work, work to a friend's house, friend's house to home) to highlight the strengths and weaknesses of these routes.

2. Guiding Principles

Goal: establish guiding principles for sustainable transportation projects in the municipality.

Activity: In small groups, community members used the strengths and weaknesses to brainstorm principles that could guide decisions about future sustainable transportation projects and policy changes in Windsor.

3. Best Practices Presentation

Goal: inspire participants with images and stories of sustainable transportation best practices to get them thinking about project ideas for Windsor.

4. Project mapping

Goal: identify ideas for sustainable transportation infrastructure

projects, policy initiatives and education programs.

Activity: In small groups, community members used the strengths and weaknesses along with the guiding principles to determine project ideas or actions that would make a sustainable transportation system a reality.

On May 11, 2009 EAC and CEU returned to Windsor to present this report to the public in the form of an open house. As the report is largely based on public input, the purpose of the open house was to provide local residents with an opportunity to comment on or make changes to the report, prior to it being finalized and presented to council. Comments from the open house are included in this report and indicated with a citation.

CONTEXT

FREIGHT TRANSPORTATION

Transportation systems are essential for industry to move its products to market and for individuals to access the products they have come to rely on. While it has become standard routine to distribute goods throughout international networks, the most fuel-efficient means of production and distribution would require little or no transportation. This would demand local production of goods and the local provision of services. Communities would have to become much more self-reliant. This is a worthy long-term goal, although it may be difficult to achieve unless global economics change. In the short-term, municipalities and provinces in Canada must develop more economically and environmentally sustainable means for transporting goods.

National

Over the period 1990 to 1999, transportation energy use increased

Regional Transportation Infrastructure



source: Kings County Rail Line Study, 2008

Memory Mapping Story

I work at Town Hall. It is a short distance and easy walk to work. But, twice a week, I drive to the West Hants Office, once a week to Hantsport, twice a week to Halifax and twice a month to Wolfville and Kentville.

Memory Mapping Story

I live in Windsor and work in Halifax. It is five minutes by car from my door to the 102/101 intersection. It takes me 33 minutes to drive to Sackville and 50 minutes total from door to door, home to work. It is a beautiful drive and if I drive at 100km/hr or 90km/hr, rather than 110km/hr, I can save money.



by 20.3 per cent. Energy use in freight transport increased by 30.6 per cent. Also, the freight market shifted to less energy-efficient modes, for example truck grew faster than rail or marine. This “structural” shift increased freight energy use by 13.9 per cent, and it nullified the effect of freight energy efficiency improvements (Railway Association of Canada, 2001).

In Canada during 1999, trucks accounted for 27.1 per cent, rail for 44.1 percent and marine for 28.8 percent of freight activity. In contrast, the energy consumed by trucking accounted for 77.3 percent, rail for 9.2 percent and marine for 13.5 percent of the total freight energy use (Railway Association of Canada, 2001). In other words, moving just one-quarter of all freight activity by truck required three-quarters of the total freight energy consumed whereas moving almost half of all freight activity by rail consumed less than ten percent of the total freight energy consumed.

Table 1. Percent freight activity and energy use by transportation mode

Mode	Freight Activity % of total	Energy Use % of total	Ratio of Energy Use to Freight Activity
Truck	27.1	77.3	3.0
Marine	28.8	13.5	0.5
Rail	44.1	9.2	0.2



Photo: Steve Arnot

Although rail transportation is the most efficient, Canada has allowed its rail infrastructure to be removed or fall into disrepair. Instead, heavy investments have been made into roads and highways. Nova Scotia has emulated this spending pattern in its recently released economic stimulus package, in which one billion dollars was committed to roads and bridges over the next three years (CBC,2009). Rail was not a line item.

In 1996, the volume of freight on Canada’s roads was over 181.9 million metric tons. A minimum of 3.8 million six-axle tractor trailers¹ are required to carry this load, resulting in a lot of damage to the environment and provincial coffers: 3.8 million trucks emitting carbon dioxide and 3.8 million trucks causing wear and tear on highway and road infrastructure (Railway Association of Canada, 2001).

The inefficiency of the trucking industry presents a challenge to Canada’s (and Nova Scotia’s) commitment to reduce greenhouse gas (GHG) emissions. The Railway Association of Canada states, “The shift in the freight market to trucking is working against policies to reduce GHG emissions such as the Government of Canada Action Plan 2000 and the National Action Program on Climate Change”

¹ This figure assumes that every tractor trailer on the road would be carrying its maximum load and the biggest vehicles would be used for every trip. It does not account for the number of kilometers traveled. The figure is based on 2009 weight allowances. In 1996, the figure would have been higher because tractor trailers had a lower hauling capacity.

(Railway Association of Canada, 2001).

Local

In Windsor, most freight is moved by tractor-trailer. A limited amount of freight is shipped via a shunt to the main rail line, and some cargo is shipped through marine transport.

Windsor's location along a 100-series highway has helped the trucking industry. Cutbacks at CN and minimal provincial investment in rail have diminished the viability of the rail industry. With the exception of long-haul service, marine transportation is generally ignored; Windsor is no longer considered a port city because it built a fixed causeway. Some industry and town officials in Windsor would like to reverse the reliance on moving freight by truck and increase the number of transportation options available to local industry.

PASSENGER TRANSPORTATION

According to the 2006 Statistics Canada Census, 81% of town residents drive to work, 6.8% carpool and 8.9% walk. Transit and bicycling each have 0.3% of the modal split. There are a few public transportation options currently available connecting Windsor, the Annapolis Valley and Halifax. Kings Transit service to West Hants, Windsor and Hantsport began in September 2007.

Public Transportation

As alternatives to private automobile travel, Town of Windsor residents have access to the following transportation services:

Kings Transit

Provides public bus service from Windsor to destinations in West Hants, Kings, Annapolis and Digby counties.

West Hants Dial a Ride

Accessible, affordable transportation to seniors, persons with disabilities, persons of low or fixed income and youth.

Acadian Lines

Private bus service to major destinations in Nova Scotia, connecting to Greyhound in New Brunswick.

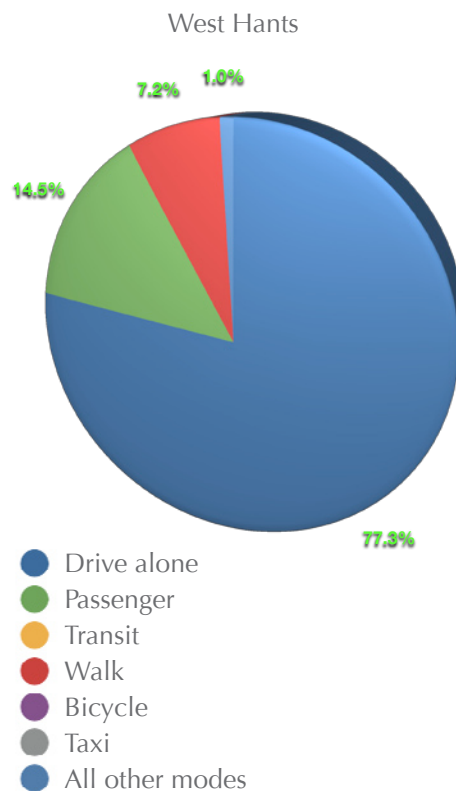
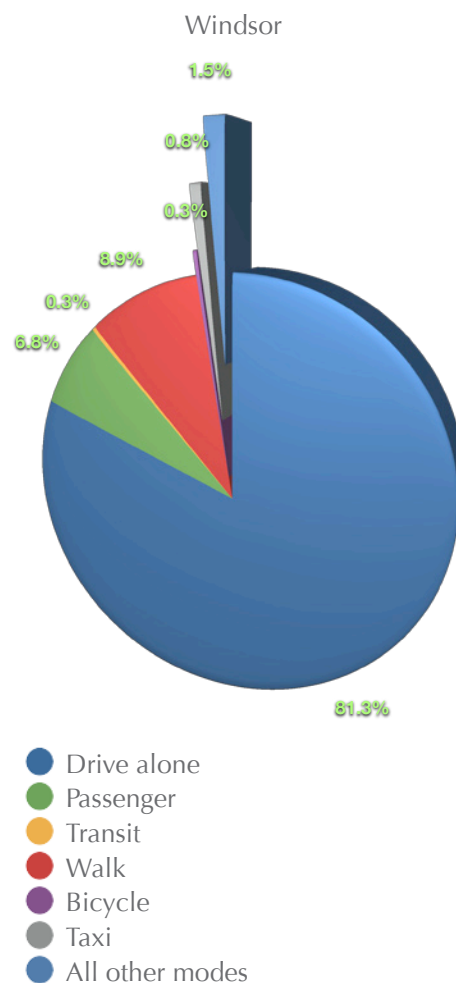
Green Rider

Private van shuttle service connects West Hants commuters (pick-up in Hantsport, Windsor and at Exit 4) with the downtown core of Halifax and Dartmouth.

Planning Context

The Town of Windsor has a Municipal Planning Strategy and Land Use Bylaw, and is working to develop an Integrated Community Sustainability Plan (ICSP). The Town has completed the following toward the development of its ICSP:

Mode of Transportation to Work



(Statistics Canada, 2006)

Windsor's Municipal Planning Strategy Concept Statement

Emphasize and strengthen the role of Windsor as the best place to live in Nova Scotia and a thriving business and service centre for the region by protecting and enhancing the residential and commercial environments.

source: Windsor MPS, section 3.1

Pedestrian Traffic

As part of promoting healthy living in Windsor, the maintenance and improvement of existing sidewalks and the creation of new sidewalks is an important goal. A vital part of creating a pedestrian network in the Town is providing well-marked and safe crosswalks. In addition, Council will work to ensure that sidewalks and crosswalks are accessible to disabled residents.

source: Windsor MPS, section 14.6

Bicycle Routes

Policy 14.7.3 It shall be the intention of Council to investigate providing bicycle pathways and bicycle lanes throughout the Town.

source: Windsor MPS, section 14.7

Intermodal

The European Commission sees promise in intermodality. In its White Paper, the Commission wrote:

Shifting the balance between modes involves looking beyond... each particular mode and securing intermodality. The biggest missing link is the lack of a close connection between sea, inland waterways and rail. For centuries, sea and river dominated goods transport in Europe. Major towns were built on rivers or on estuaries and the large trade fairs in the Middle Ages were always held at river or sea parts. Nowadays, despite a light revival, water transport is the poor relation even though it is a mode which is not expensive and does less damage to the environment than road transport (European Commission, 2001).

- Held several town hall sessions
- Developed a multi-year finance strategy and an asset management plan
- In collaboration with other municipalities, hired a consultant to develop *A Background Study for Integrated Community Sustainability Plans: Annapolis Valley Municipalities* (completed in February, 2008)
- Partnered with EAC and CEU in the Municipalities for Green Mobility project to generate ideas for the ICSP's sustainable transportation section

Relevant Planning Documents

- Town of Windsor Municipal Planning Strategy (MPS)
- Town of Windsor Land-Use By-law (LUB)

Windsor is in the process of hiring a consulting firm to integrate the work listed above and develop its ICSP plan. Windsor's Municipal Planning Strategy and all Town policies will be revised to align with the ICSP.

STRENGTHS AND WEAKNESSES

FREIGHT TRANSPORTATION

The stakeholders who attended the consultation session on April 3, 2009 responded to the following questions:

- How are freight currently moved into and out of Windsor? What are the strengths and weaknesses of these transportation modes?
- In the long-term, what changes would you like to see to freight movement in Windsor, West Hants and Nova Scotia?
- What needs to happen at the municipal, provincial and federal levels to implement these changes?

The following list of freight-related strengths and weaknesses were drawn from the group's discussion.

Strengths

Tractor Trailer/Truck

- Flexibility in the volume of goods that are shipped; a shipper does not need to fill an entire truck
- One truck can start at one end of the valley and make deliveries in each community along the length of the corridor
- Less damage to goods when moved by truck than when moved by rail due to differences between the forward and back motion of truck movement and the side-to-side motion of train movement
- Trucks are faster than other modes especially when only hauling a short distance
- Newer trucks are more efficient; computer technology exists to regulate speed and idling time (Select Transport uses this to save money)
- New devices help increase fuel efficiency, such as Fuel Star out of New Zealand Fuel surcharge is an expected business practice

- Low cost

Rail

- Ideal for the transport of bulk commodities and large loads
- When traveling longer distances, very economical
- Uses less energy; low carbon footprint
- Safer than road transportation

Weaknesses

Truck/tractor-trailer

- A restricted volume can fit in a single container
- Lack of nationalized regulations
- Inconsistency of regulations between provinces and the US
- Rising fuel prices
- Spring weight restrictions
- Heavy truck traffic in downtown Windsor is a problem for merchants
- Fog and other weather conditions impact safety and travel time needed
- Loss of land, particularly agricultural land to roads
- Places great strain on highway infrastructure

Rail

- No viable link between Windsor and Halifax
- Lack of federal and provincial government investment and effort
- Poor conditions of infrastructure; slow speed due to condition of track
- Possibility that rail service may disappear completely

Intermodal

- Increased delay
- Packaging requirements are different between modes

PASSENGER TRANSPORTATION

Strengths

- Overall, Windsor is a great little town
- Semi-urban areas like Windsor, New Minas and Kentville
- Some sidewalks in town
- Crosswalks at busy intersections on Gerrish Street and most drivers respect it
- Existing sidewalks are in good condition
- Good, wide sidewalks on part of Wentworth Road
- Route to school is scenic
- Carpooling is cheaper
- Convenient to carpool when traveling with work colleagues for training in Halifax
- Carpool parking lot by tourist bureau
- Informal carpool lots by Union Corner, Tim Horton's in Windsor (Dufferin Place at Exit 6)
- Kings Transit buses are accessible and drivers are compassionate
- 20 km drive to work is important quiet time
- #14 highway has good roads and is a good route for driving





We provide transportation through volunteer drivers to medical appointments and social and educational outings. We use volunteer drivers and try to group people together as much as possible but it is not always convenient to do so. For example, if someone has to leave at 6:30am to go for dialysis and does not finish until 1pm, someone who doesn't have an appointment until 10am will not join the first person as it is not convenient.

West Hants Dial-a-Ride Coordinator



- Windsor to Halifax is a short, easy and beautiful drive; can save money by driving more slowly on the highway
- Highway 101 is twinned, with access to everything
- Price of parking can influence choice of travel
- Can use technology for video conferencing
- With access to a computer and phone, don't need to drive to work
- Safer routes for bikes by Oulton fuels and along Water Street (from open house)
- Neighbourhood schools; meet neighbours while waiting for bus

Weaknesses

- Rigid commuter options; lack of viable options for commuting outside of Windsor
- Inconvenient for running errands without car when living outside of Windsor
- Cross jurisdictional issues between Town and Municipality; affects sustainable planning
- Land use planning decisions are made based on dollars, e.g., Super 8 and high school, instead of good planning ideas.
- Wentworth Road is a very busy street with no sidewalks, very bumpy shoulder and speeding cars, nowhere for people to stop and safely wait for buses and not enough crosswalks
- There is no sidewalk or crosswalk on Wentworth Road to connect bus stop on south side to adult high school and alternative school
- Biking on Wentworth Road is unsafe on south side
- A lot of deer cross on Wentworth Road, which is dangerous
- No sidewalks on College Road and lots of people and students walk here. No sidewalk along lane into mall
- Lack of sidewalk on Clifton and Ferry Hill
- No sidewalks on Stannus Street; this is very dangerous in the winter
- Dangerous crosswalks, sometimes in spite of clear markings: at Royal Bank, Windsor Mall, Belaroma Pizza, Exhibition Grounds
- Cars parked on street blocks drivers' views of pedestrians crossing the street
- Poor water runoff and huge puddles on King St. and at Stannus and Victoria, Victoria and Wiley and Albert and Wiley; pedestrians get splashed by passing cars
- Walking and biking on Route 215 is unsafe; the road is flat and drivers tend to speed and the shoulder is very uneven with dips and hollows
- Bus to school is very long with lots of stops (30 to 40 minutes for 15km)
- Takes 30 minutes to get from school to somewhere to eat (by foot) and this is not enough time to leave for lunch, unless you drive
- No safe and convenient walking route to school; no legal paths or trails; unsafe routes take about as long as taking the bus
- Two lane entrance into mall is busy and dangerous and is a common route for students walking to school
- Transit is not convenient in rural places. Getting to work, dropping

kids off, etc... is easier with a car

- Kings Transit service is infrequent (every 2 hours) and service stops some days before end of workday
- Bus doesn't service Falmouth
- No public transport from Cheverie to Clayton Park
- College Road not suitable for transit right now
- Access-a-bus is not guaranteed and requires booking one week ahead
- Cost of car ownership and cost of fuel is expensive
- Lots of pick-up vehicles; perception of bigger vehicles being safer
- Awkward streets, can't make a left on King Street
- Parking lot at Scotia Bank has potholes and is in disrepair; it is a one-way loop but do not enter signs are not prominent so drivers go both ways
- Carpooling is dependent on knowing people's schedules
- Carpooling is inconvenient, e.g., not having own car to do stuff at the end of the day
- Erratic work schedules makes carpooling difficult
- Loss of parking spots at Park and Ride Lot at Exit 4 (1/3 smaller); the lot is often full
- Green Rider vanpool – fixed time, fixed point – your loss if the time doesn't work for you; can't decide to take it at the last minute - (have to book 48 hours ahead of time); can't take bicycle on it
- Green Rider only goes from St. Croix to Halifax, so would have to bus back out to Clayton Park if needing to get there
- Payzant is a narrow street, no bike lanes along the road to school
- No bike parking in Brooklyn and Windsor
- Biking makes it hard to be presentable at work; especially when snowy and icy
- Potholes and blowing snow at Mantua on Lawrence Road
- Corner of Avondale Road and Lawrence Road is dangerous
- Lack of driver understanding of protocol at particular intersections
- Lack of access points for all transport modes to hospital and new high school
- Duplication of routes in Windsor; East and Westbound services each spend 25 minutes in Windsor (at even hours) rather than serving Kendall Heights low income and senior's housing or Manning Senior's Residence (from open house)
- Payzant Drive has too many potholes, the sidewalk is very narrow and falling apart, and the road itself is too narrow, which is unsafe, especially with ambulances, a helipad, a high school and apartment buildings (from open house)





GUIDING PRINCIPLES

The Guiding Principles articulate what workshop participants agreed were fundamental aspects of good transportation planning. These principles will help the Town of Windsor make decisions about future transportation options; they are filters through which proposed infrastructure projects, transportation services and policy initiatives can be tested for sustainability. Guiding Principles also inspire best practices and innovative policy changes.

In the morning, participants brainstormed Guiding Principles in small groups. Over lunch, EAC and CEU identified common themes across the groups and prepared a consolidated list of Guiding Principles.

After lunch the consolidated Guiding Principles were presented back to the participants and the afternoon discussion focussed on how to implement these principles.

In order to build a sustainable transportation system, the Town of Windsor will adhere to the following Guiding Principles:

SAFETY

- » Provide safe routes for all transportation modes.

CONVENIENCE

- » Encourage a transportation system that provides a variety of choices and is competitive with travel by private vehicles.

CONNECTIVITY

- » Build and improve connections within Windsor and West Hants, and between Windsor and Halifax. Ensure integration of different transportation modes.

COLLABORATION

- » Work with other jurisdictions to connect and extend transportation networks and improve the sustainability of the system.

ACCESSIBILITY

- » Consider all ages, abilities and transportation modes when designing and building the community.

COMMUNICATION

- » Facilitate communication among people to share resources, e.g., carpooling.

COMMUNITY ENGAGEMENT

- » Use local knowledge to create a system that is unique to the community of Windsor.

LAND USE PLANNING

- » Base land use decisions on good planning ideas, not just cost. Get the most from our infrastructure investments, e.g., solve all the problems at once.



PROVIDE INCENTIVES

- » Encourage more sustainable transportation choices through programs, incentives, etc.

ACCESS TO SERVICES

- » Improve local access to services. Bring services to Windsor; take services to people, rather than people going to services, e.g., telehealth.

SUSTAINABLE TRANSPORTATION GOALS

During the afternoon portion of the community workshop, participants referred to the guiding principles to determine specific infrastructure projects, policy initiatives, programs and services that would improve sustainable transportation in Windsor. Based on the participants' ideas, we have identified four Sustainable Transportation Goals for Windsor:

GOAL #1: *Build on existing infrastructure to improve safety and create connected, continuous routes for all users.*

GOAL #2: *Work with regional partners to provide alternatives to private vehicles within West Hants, and between West Hants and bordering counties.*

GOAL #3: *Direct development to existing infrastructure and/or new investments in public transit and active transportation infrastructure.*

GOAL #4: *Work with regional, provincial and federal stakeholders to improve existing rail infrastructure and increase the efficiency of freight transportation services in the region.*

For each goal, we list participants' corresponding ideas. Participants' ideas are categorized into new infrastructure, improvements to existing infrastructure, policy, transportation services and education programs. For each goal, we also explain the environmental, social, cultural and economic rationale, and include examples of relevant best practices.



GOAL #1

Connections to Sustainability Pillars

Environmental

Walking and biking may not be feasible modes of travel for everyone in the Town of Windsor, but when well integrated with public transportation, these modes will be more accessible to a greater variety of people; people can walk and bike shorter distances and combine the use of public transit with walking and biking for longer distances. In the long term, changes in travel behaviour will reduce greenhouse gas emissions, air pollution and the space needed for transportation infrastructure.

Social

Approximately 30% of Nova Scotia residents do not drive or do not have access to a car (Transport 2000 Atlantic). Prioritizing active transportation ensures a diversity of ages and abilities can independently access amenities, services and social opportunities – for example, that children and youth can safely use their modes of transportation, such as skateboards and scooters. Pedestrian and active transportation-friendly neighbourhoods improve public health by increasing opportunities for physical activity and creating more social capital (Leyden, 2003). Local schools, small stores, local streets, trails and public spaces become meeting grounds for community members and allow for spontaneous interaction and gathering.

Economic

Prioritizing pedestrians and cyclists will enhance Windsor's draw as a tourist destination and reap economic benefits. For example, investment in cycling infrastructure and promotion, especially in collaboration with neighbouring municipalities, will increase bicycle tourism. On average, cyclist tourists spend more money in the province than visitors on cruise ships or bus tours and tend to prefer local artisans and specialty shops (Eastwind Cycle, 2008).

GOAL #1: *Build on existing infrastructure to improve safety and create connected, continuous routes for all users.*

During the community workshop, participants related stories about incomplete systems that make it difficult for residents to choose active transportation options. Safe walking routes were described as circuitous and inefficient, resulting in people choosing to drive instead of walk. The Town of Windsor must ensure that existing and new sidewalks, walking trails and bike paths are well maintained, connected and continuous.

Project Ideas

New Infrastructure

- Create safe, legal trail across railway tracks from Avon View High School to Chakers
- Connections to and between important destinations, e.g., Farmer's Market, the mall, town hall, schools, hospitals, King's Edgehill, Chaker's
- Sidewalks, bike lanes and crosswalks on Wentworth Road, e.g., to connect bus stop on south side to adult high school and alternative school; and to connect Hants Learning Network Association to adult and alternate schools
- Sidewalks on College Road, along lane into mall, on Clifton, Ferry Hill and Stannus St.
- Develop walking trails in Windsor that are safe and away from car traffic (opportunity to utilize rail beds – rails with trails or rails to trails)
- Provide bike parking
- Bike lanes on Payzant Drive
- In collaboration with surrounding municipalities, create a 100 series bikeway (from open house)

Improvements to Existing Infrastructure

- Upgrades to Wentworth Drive from Payzant Drive to O'Brien (in the town budget for 2009/2010)
- Additional access points to Payzant Drive (at school and hospital)
- Lights at Wentworth and O'Brien
- Stop sign in front of KFC to allow a left turn lane – cut $\frac{3}{4}$ blocks off making it shorter for going to Albert and Wile St.
- Improve safety at dangerous crosswalks, e.g., Royal Bank, Windsor Mall, Belaroma Pizza, Exhibition Grounds
- Improve safety at corner of Avondale Road and Lawrence Road
- Repair potholes on streets and in parking lots, e.g., at Scotia Bank
- Ensure proper water drainage on streets that flood, e.g., King Street
- Repair shoulders on Highway #215 for cyclists
- Improve safety of two lane entrance into mall as it is a common route for students walking to school
- Fix-up Payzant Drive: fix potholes, put a sidewalk on both sides and widen road (from open house)

- Plow rail trails in winter (from open house)
- Widen roads to accommodate bike lanes (from open house)

Policy

- Require new development agreements to provide walking and biking paths

Education Programs

- Adult tricycle program, e.g., to help adults and seniors use tricycles for local errands such as grocery shopping
- Promote proper driving habits at tricky places, e.g., no turning left on King Street, through television or radio
- Promote already existing walking paths, e.g., Haliburton, Blockhouse, Gladys-Manning (from open house)
- Promote biking to Avon View High School, e.g., incentives (from open house)

Best Practice - Share the Road Education

The Marin County Bicycling Coalition in Fairfax, California includes both the general hospital and the police department in their efforts, making the critical link between safety, health, and enforcement. The website states, "The Share the Road campaign is educating bicyclists and motorists to share the road courteously and safely" (Marin County Bicycle Coalition, 2008). The share the road campaign contains three major elements including Checkpoints, Basic Street Skill classes and Riding with Youth. The program demonstrates that in order to reach all riders and drivers a multi-faceted campaign is needed.

Best Practice - Bicycling

The City of Whitehorse in the Yukon Territory may seem like an unlikely place for a cycling culture to develop given that the average temperature is above 5 degrees Celsius for only three months of the year. However, the city encourages cycling. Transport Canada recounts:

Over the past three years, the City of Whitehorse has made numerous improvements to its cycling network, including: upgrading several multi-use paths from outlying residential areas into the downtown; new lighting along selected pathways; a new bicycle/pedestrian bridge over the Yukon River to better connect a major residential neighbourhood with the downtown, a new staircase with bike-ramp, a new roundabout providing a safer connection from the river rail to the bike lanes along 4th Avenue and; improved bicycle infrastructure in the downtown, including artisan-designed bicycle racks, on-street bicycle lanes and markings and improved safety signage for bicycles along major arterials (Transport Canada, 2008).

These infrastructure investments encourage citizens to cycle. In Whitehorse, 3% of employed residents bicycle to work, compared to less than 1% in Halifax (Statistics Canada, 2006).

GOAL #1

Connections to Sustainability Pillars cont.

Cultural

In the short term, active transportation networks can connect areas of cultural and historical significance, such as Fort Edwards, the Birthplace of Hockey Museum, Long Pond and King's-Edgehill School and Haliburton House. In the long term, improving safety and creating connected, continuous routes for pedestrians and cyclists could result in a culture of biking and walking in Windsor. In the Netherlands, when other European countries were shifting their focus from bicycle to car infrastructure in the 1960's, the government kept the bicycle as a priority. Now, almost every Dutch person has a bicycle and 30% of all trips are made by bicycle (Mannak & Jennings, 2008).

GOAL #2

Connections to Sustainability Pillars

Environmental

When public transportation services are competitive with travel by private vehicle, they tend to be well utilized and contribute to a reduction of greenhouse gas emissions from the transportation sector. On average, people who opt to travel by public transit two days out of five create 25% fewer greenhouse gas emissions than those who opt to travel by car everyday (Canadian Urban Transit Association, 2002a).

Social

All members of the community deserve adequate and efficient transportation systems that meet their specific needs. In order to drive, one must be able to afford a vehicle and have a driver's permit. This excludes people of lower income levels, the young, the old, and often persons with disabilities. Public transportation is inclusive and affordable, providing access to employment, education, and the freedom to shop, play and socialize. From a safety perspective, trip for trip, car occupants are twenty times more likely to be killed than are transit passengers (Canadian Urban Transit Association, 2002b).

From a public health perspective, active transportation and public transportation complement each other in encouraging physical activity, as many people walk and/or bike to and from transit stops.

Economic

A strong network of transportation options is vital to the economic health of a community. Public transportation provides access to employment, education, services and amenities. It brings potential employees, students and clients to businesses and institutions.

GOAL #2: Work with regional partners to provide alternatives to private vehicles within West Hants, and between West Hants and bordering counties.

Public transportation helps attract residents and businesses to communities. Municipal, provincial and federal governments must collaborate to create a sustainable transportation system that really works. In Nova Scotia, it is important for regional partners – such as Windsor and West Hants - to work together to make sustainable transportation options more convenient and appealing to residents.

Project Ideas

New Infrastructure

- New sidewalk, safe space to wait and crosswalk to get across to services at bus stop on Wentworth
- Service to major destinations, e.g., Farmer's Market, the mall, town hall, schools, hospitals, King's Edgehill, Chaker's
- Cluster developments - cluster of houses in rural areas make connections and carpooling a lot easier

Policy

- Encourage Nova Scotia government to allow telecommuting
- Implement employer flex time policies to allow for easier commute

Transportation Services

- Bus service to south shore
- Passenger rail to Halifax
- More public transit routes, e.g., service to Falmouth, later stops, more hours
- Ride share website serving all of Nova Scotia
- Improve connections to Halifax and other employment centres, e.g., Kings Transit link with Metro Transit at Irving in Mt. Uniacke; to Beavertown (connect to existing MetroLink service); start with commuter route and as it grows, add mid-day route - good prelude to passenger rail
- Green Rider-type service from St. Croix to Clayton Park
- Make all transportation accessible to everyone (from open house)

Best Practice - Public Transit

Kings Transit runs services along the Fundy Shore of Nova Scotia from Weymouth to Hants County. It is one of only three transit systems in Nova Scotia and has been frequently recognized as an excellent example of a small-scale transit service. In 2005 the service was awarded the National Transit Corporate Innovation Award (Ecology Action Centre, 2008).

Best Practice - Freight Service with Passenger

Many countries have developed 'postbuses' in rural areas where there is no other form of transportation. On these services, mail delivery vehicles also carry passengers. In the case of the Royal Mail Postbus in the UK there is a network of postbuses across England and Scotland. As of 2006 more than 200 services are operated by Royal Mail, often only once or twice a day, but in some areas is the only form of public transport available (Transport 2000 Atlantic, 2008).

Best practice - Empty Seats on School Buses

Examples exist within Canada and the United States of jurisdictions that integrate school bus and public transportation services. About 25 years ago, the Province of Québec was faced by requests from teachers and parents that wanted to use school buses to get into town, so the Province passed a regulation to allow this. There was resistance from a few school boards, which stemmed from parents fears of the co-mingling of their children with strangers. In practice however, problems arising from the co-mingling of students and adults have been non-existent. One school board, la Commission Scolaire des Chênes, has carried 200 adults per day for 20 years without one complaint (Personal communication, September, 2008, Harry Gow, President, Transport 2000 Canada). In South Carolina, Chesterfield County Coordinating Council (CCCC) worked with the local school district to implement a program where parents, school volunteers, and school employees can request to ride on regular high school bus routes. School bus drivers were supportive because they were glad to have an extra adult on the bus to help them keep an eye on the students (Personal communication, November, 2008, Margaret Mitchell, Coordinator, CCCC; National Research Council, 1999).

GOAL #2

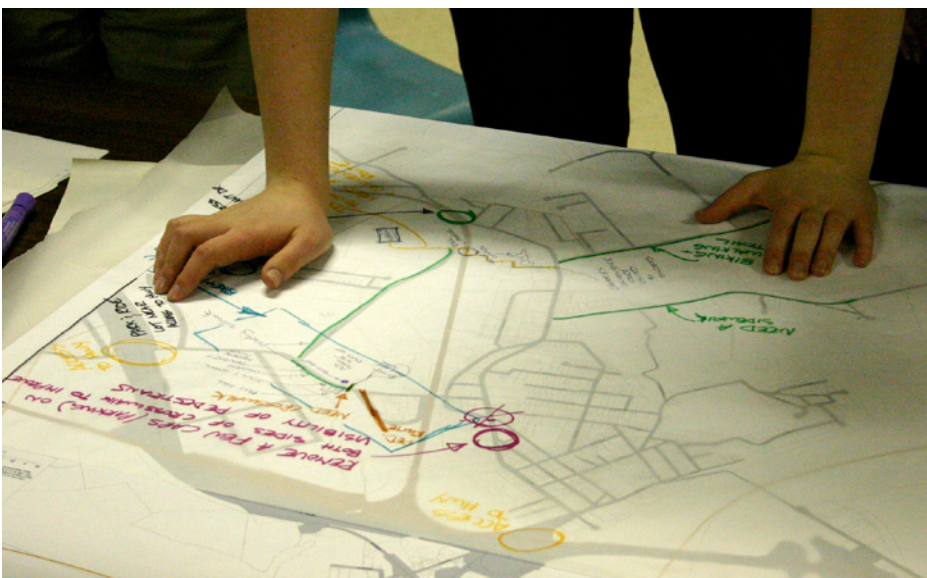
Connections to Sustainability Pillars cont.

Cultural

Convenient public transportation options would help all residents, especially those who do not or can not drive, participate in their community and would increase the draw of the area to tourists (e.g., an express service from Halifax to Windsor). Town marketers, event coordinators and transit providers could work together to provide specials on transit during town festivals and events, such as the local farmers market, the Hants County Agricultural Exhibition, the pumpkin weigh-off and regatta, plays at the Mermaid Theatre, the Wine Fest at Ste. Famille Winery and the Festival of Colours at Ski Martock.

Green Transportation Hierarchy

A green transportation hierarchy ranks modes of travel based on their benefits and costs to society. It puts pedestrians and other active transportation users first, rewarding their low-cost infrastructure requirements, minimal environmental impact and efficient use of space. When institutionalized, municipal planning, decision-making, allocation of road space, project funding and resources reflect the green transportation hierarchy. Note that because commercial trucks and vehicles deliver necessities and goods for local residents, they are not last in the hierarchy (Transportation Alternatives, 2001).



GOAL #3

Connections to Sustainability Pillars

Environmental

Minimizing new road construction preserves green space and ecological health and reduces energy consumption and pollution.

Social

Land use and transportation patterns affect public health and safety, community cohesion and social inclusion. Focusing new development along existing road infrastructure and next to future active transportation routes and transit services will promote denser development and better access to more affordable travel options (walking, cycling, and public transit). This will increase accessibility – the ability to independently reach desired activities and destinations like local schools, small stores and public places where people gather and interact - for all ages and abilities. Increased accessibility will improve public health by increasing opportunities for physical activity; and it will help create more social capital, increasing the “frequency of positive interactions [among people in Windsor], the number of neighborhood friends and acquaintances, and their sense of community connections, particularly among people of different economic classes and social backgrounds” (Victoria Transport Policy Institute, 2009).

Economic

More accessible, compact, mixed, connected land use patterns tend to increase employment, economic productivity, land values and tax revenues and reduce infrastructure and public service costs (Victoria Transport Policy Institute, 2009). More efficient land use also reduces individual travel expenses by locating goods, services and residents more closely together.

GOAL #3: Direct developments to existing infrastructure and/or new investments in public transit and active transportation infrastructure.

Land use planning and transportation planning must be integrated. The Town of Windsor can plan future developments to get the most out of current infrastructure and community investments. Directing new development to existing infrastructure will save the Town money and will result in the most efficient use of land. For example, directing development to areas where investments in active transportation infrastructure have already been made will make it easier for residents to choose active transportation options over the private vehicle. As more people choose to live in Windsor and commute to Halifax and development pressures increase, committing to this goal will become even more important.

The Victoria Transport Policy Institute (2009) explains,

Transportation planning decisions influence land use directly, by affecting the amount of land used for transport facilities, and indirectly, by affecting land use accessibility and therefore development location and design... For example, expanding urban highways increases pavement area, and by improving automobile access to urban fringe areas, encourages more dispersed, automobile-oriented development..., while public transit [and active transportation] improvements encourage more compact, infill development.

These relationships are sometimes complex... There may be several steps between a planning decision, its impacts on urban form and travel behavior, and its ultimate economic, social and environmental impacts.

Project Ideas

New Infrastructure

- Promote cluster developments - cluster of houses in rural areas make connections and carpooling a lot easier; “[this] would work if we could persuade real estate boards not to overprice properties in and around town” (from open house)
- Create and implement a connected and integrated biking and walking plan

Policy

- Engage all stakeholders impacted by new development; speak to many people and stakeholders before making land-use decisions
- Work to resolve jurisdictional issues between Town and Municipality to effect better planning
- Require new developments to include green spaces and walking and biking paths (that connect with and/or build on Town’s biking and walking plan)
- Strengthen land use bylaws and zoning requirements that maximize the efficiency of land use

Education Programs

- DriveWiser campaign to promote fuel efficiency and change residents' perception that bigger vehicles are safer

Best Practice - Location Efficient Mortgages

These mortgages encourage people to buy homes in location efficient communities, where residents are within walking distance of stores, schools, recreation, employment and public transit services. They offer low down payments (3%), competitive interest rates and more flexible criteria for financial qualification than standard mortgages (Institute for Location Efficiency, 2002). Currently, these are available in large cities in the United States, including Seattle and Chicago.

Best Practice - Mixed-use Community Centres

The communities of Canton, Bedford, Millis, Southborough, Stoughton, and Stow are examples of rural towns in Massachusetts that have focused on developing vibrant mixed-use downtowns. Mixed-use development ensures that people can work, live and play all within walking distance. Higher density around these vibrant downtowns supports a transit system. Some benefits of mixed-use “include the preservation of undeveloped or environmentally sensitive land elsewhere in the community, opportunities for more or different housing, bicycle and pedestrian-friendly destinations, and an enhanced sense of place or sense of community” (Metropolitan Area Planning Council, 2009).

GOAL #3

Connections to Sustainability Pillars cont.

Cultural

Minimizing new road construction and supporting development of brownfield sites and underused buildings can enhance the vitality of existing developments, e.g., the downtown, and preserve cultural resources such as heritage buildings, historical landmarks and neighbourhood parks.

GOAL #4

Connections to Sustainability Pillars

Environmental

Rail transportation is the most efficient means of moving freight. In 1999, moving just 1/4 of all freight activity in Canada by truck required three-quarters of the total energy consumed whereas moving almost half of all freight activity by rail consumed less than ten percent of the total freight energy consumed (Railway Association of Canada, 2001). Opus Consultants (2008) calculated that the annual increase in greenhouse gas emissions due to increase in truck traffic since the closure of rail service into New Minas Hantsport is 158 tonnes.

Social

Social sustainability relates to the potential for continued rail service to provide employment and more transportation options and freight rate savings for shippers. The Windsor and Hantsport Railway Company is a service provider for shippers in the goods-producing sector and employs 15 full time equivalent positions. Currently, 95% to 98% of movements on the Hantsport to Windsor Junction rail line are carrying gypsum (Opus International Consultants, 2008). The social sustainability of the rail service is dependent on investments in rail infrastructure to make the line a viable service for other shippers in the region.

Economic

"Approximately 60% of the total retail trade activity occurring in the West Hants area takes place in Windsor" (Windsor-West Hants Planning Department, 2006). A strong network of transportation options is vital to the economic health of a community. As a regional service centre, Windsor is fortunate to have rail as an option; however, the economic sustainability of this rail line will require infrastructure investment to attract new customers. Both the provincial and federal governments have set precedents for investing in capital improvements to short-line railways.

GOAL #4: Work with regional, provincial and federal stakeholders to improve existing rail infrastructure and increase the efficiency of freight transportation services in the region.

GPI Atlantic reports: "...a mode mix of 77% rail and 23% truck freight...is recommended as the best modal mix for decreasing total costs and decreasing CO2 emissions" (1999). Windsor is situated next to one of only two existing short haul rail lines in Nova Scotia. Jurisdictional issues and traditional funding patterns will be challenges in ensuring the survival of the existing rail infrastructure. Increasing the use of the Windsor-Hantsport Railway will require all levels of government to promote a business environment in which rail is viewed favorably. Still, as a major service centre and nucleus of the region, the Town of Windsor is in a position to be a leader in promoting upgrades to the Windsor-Hantsport Railway. The Town of Windsor can collaborate with other stakeholders to influence the efficiency of freight movement. Some of the following project ideas relate specifically to the Windsor-Hantsport Railway and some more broadly to the efficiency of freight transportation.

Project ideas

The following project ideas are a mix of participant suggestions and suggestions from EAC and CEU. "EAC/CEU" indicates suggestions from the Ecology Action Centre and Cities & Environment Unit.

New Infrastructure

- Develop an inland waterway shipping route
- Establish a passenger and cargo link through valley to Halifax with centralized terminal for both, including rail, bus and truck; "We have Acadian Lines now, but frequencies are only one half to one third of those in 1990. The province could support a regional bus network across Nova Scotia for the cost of a few kilometers of new road (cost of \$4 million/km)" (from open house)
- Build a new transfer station at the edge of town limits where long combination vehicle loads can be transferred to smaller trucks for in-town deliveries
- Build regional and provincial transload facilities for intermodal operations, where numerous carriers and clients can come together
- Build new spur lines between industry and the main Windsor-Hantsport rail line: Minas Basin Pulp and Power, for example, has no choice but to ship their product by truck. Their product would be a perfect candidate for rail transport, but the company does not have access to a viable link. The expense of a link is too great for the company itself, but would allow for better access to markets in Ontario, Quebec and beyond

Improvements To Existing Infrastructure

- Upgrade the Windsor & Hantsport Railway between Windsor Junction and Windsor, and between Hantsport and New Minas (EAC/CEU). The portion of rail line between Windsor Junction and Windsor has deteriorated to such an extent that a train came off the tracks in 2009. The portion between Hantsport and New Minas has lost all its traffic, but passes very close to the Acadia University campus, a new condominium development – Railtown - in downtown Wolfville and historic Grand-Pre, and ends a mile short of downtown Kentville. The commuter and tourist train possibilities of this line are exciting (Personal communication, Marcus Garnet, Transport 2000 Atlantic, 2009)

Policy

- Collaborate with stakeholders at all levels of government to bring about new policies or changes to existing policies that will improve the efficiency of freight transportation
- Standardize policies between nations and provinces for trucking; comments from open house: 1. “Standardized policies will not work nationwide and provincially as the geographic areas are different;” and 2. “Heavy trucks (much bigger than on US Interstates) are breaking up our roads”
- Maintain spring weight restrictions year round; when trucks carry smaller loads, the viability of rail increases and excessive damage to the highways is prevented; “Spring weight restrictions in Nova Scotia year round would kill NS based transport companies and cost the industry millions of dollars” (comment from open house)
- Promote federal accountability of all environmental costs and benefits in their freight transport policies (EAC/CEU): “Absent an integrated policy to address both GHG and smog emissions from heavy trucks, the federal government’s approach has had the unintended effect of increasing GHG emissions since the new tractors are less fuel efficient than equipment already in operation” (Atlantic Provinces Trucking Association, 2007)
- Advocate for a federal carbon emissions trading system, which would ensure that efficient means of transportation like rail and marine are not penalized (EAC/CEU)
- Develop policies that encourage local production and distribution of goods (EAC/CEU): “... there are not enough options in the freight transport industry to reduce GHG emissions to a degree that would offset increased emissions from projected increases in traffic growth” (Walker, S., Hilburn, R. & Colman R., 1999). Reducing GHG emissions in the freight transport industry may therefore require more regionalized production facilities, leading to a lower demand for freight transport
- Implement a road use charge to encourage a switch from truck freight to more sustainable modes (EAC/CEU): No Canadian jurisdiction has yet specifically implemented a fee for environmental reasons or to encourage use of rail freight over truck freight (GPI Atlantic, 1999); Nova Scotia could be the first

GOAL #4

Connections to Sustainability Pillars cont.

Cultural

Nova Scotia’s railway heritage is a cultural and historic attraction and is worthy of investment. The railway between Windsor junction and New Minas was originally part of the Canadian Pacific Railway (Opus International Consultants, 2008). The railway line to Windsor was opened in June of 1858. Farmers in the Windsor area used to drive their teams of horses and loaded wagons onto railway cars and ride into Halifax to sell their loads, returning to Windsor the same day (Wikipedia, Dec. 31, 2008). The Evangeline Express, a seasonal tourist train operated by Windsor Hantsport Railway Company, was discontinued but the Tregothic Creek & Windsor Railway offers visitors a ride on a miniature working steam or diesel powered train.

Inland Waterway Shipping

“Thought should be given to bringing together all the links in the logistics chain (consignors, ship-owners and any others involved in the shipping industry, plus road, rail and inland waterway operators) in a one-stop-shop to make intermodal transport by sea and inland waterway as reliable, flexible and easy to use as road transport” (European Commission, 2001).

Best Modal Mix

“...a mode mix of 77% rail and 23% truck freight...is recommended as the best modal mix for decreasing total costs and decreasing CO2 emissions. This modal shift will bring about a decrease in overall employment remuneration, however. Total remuneration is reduced by 12.3%, and trucking remuneration is reduced by 30%.” (GPI Atlantic, 1999).

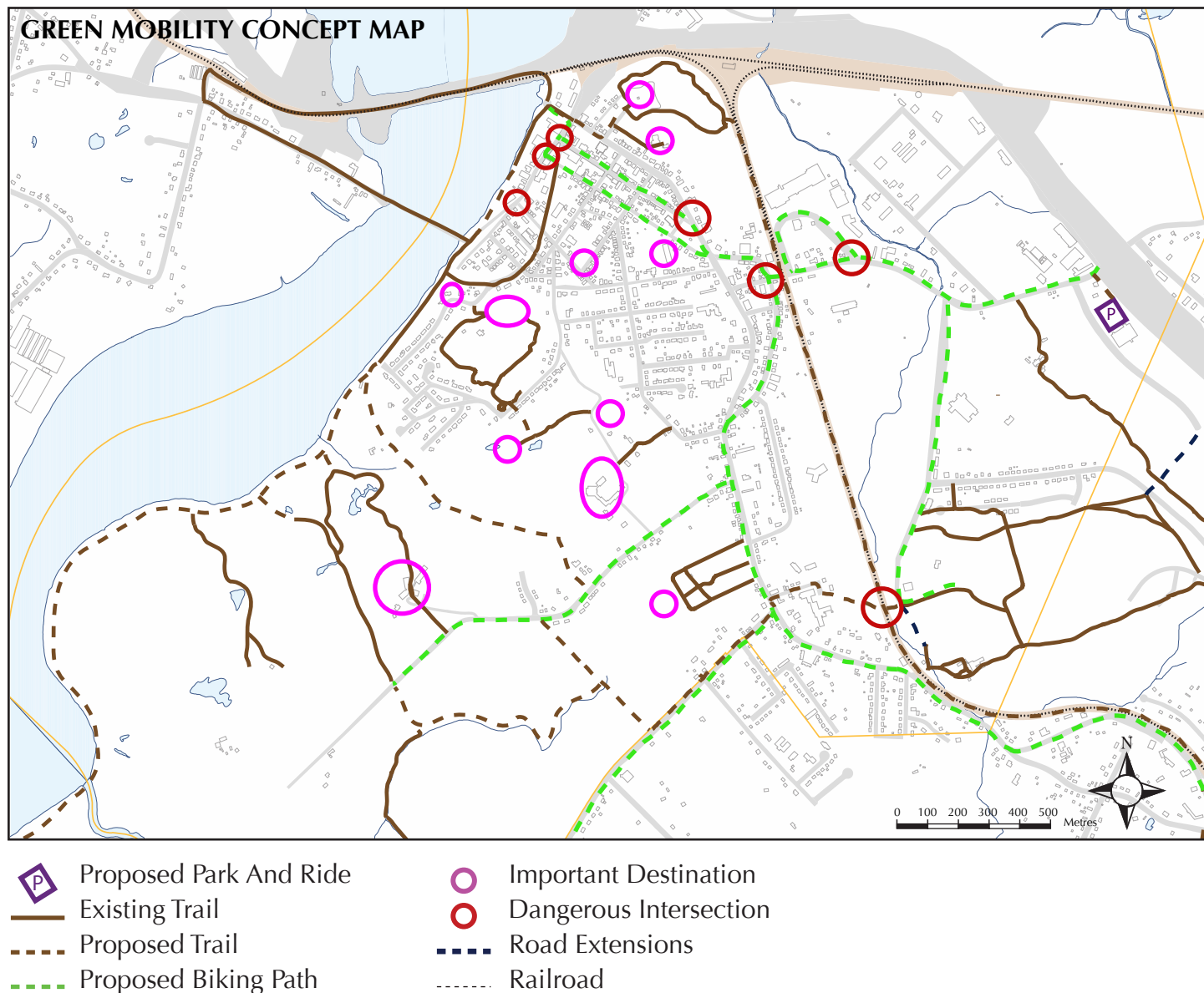
- Work with other NS municipalities to hold the provincial government accountable to their transportation commitments in the 2009 Climate Change Action Plan (EAC/CEU)

Education

- Maintain a registry of transportation options available to local businesses so that they can match their needs to the services that exist in the area
- Promote citizen purchase of locally produced and distributed goods

CONCEPT MAP

The Green Mobility Concept Map consolidates project ideas discussed during the afternoon of the community workshop. The Concept Map reflects the *Guiding Principles* and *Sustainable Transportation Goals*, and includes new infrastructure projects and improvements to existing infrastructure.



Integration is Key

Connectivity between transportation modes and infrastructure projects is essential. One cannot propose a new sidewalk without considering what would happen when a pedestrian traveling along the sidewalk comes to an intersection or wants to connect to a trail or catch a bus. The modes of transportation and the users of these modes cannot be placed into separate “silos”. Just as a community is an integrated whole so are the transportation options.

RECOMMENDATIONS

- » The Ecology Action Centre and Cities & Environment Unit encourage Windsor Town Council to adopt this report and incorporate the Guiding Principles, Sustainable Transportation Goals and Concept Map into the Municipality’s Integrated Community Sustainability Plan.
- » To further the implementation of Sustainable Transportation Goal #4, EAC and CEU recommend that the Town of Windsor coordinate with neighbouring municipalities that would benefit from renewed investments in rail to spearhead the formation of a commuter and freight rail task force. The task force would provide a forum for staff, council, and interested citizens to build a movement for rail transportation in the region, and across the province, and would be responsible for:
 - Developing a commuter and freight rail strategy that would outline a long-term vision for the future of rail service in Nova Scotia, and identify the steps required to achieve that vision. This work could be used to inform NS Transportation and Infrastructure Renewal’s sustainable transportation plan, due in 2010.
 - Generating awareness of rail’s potential while lobbying governments and agencies with access to major transportation funding.

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Appendix A – Community Workshop Schedule

10:00 – 10:30 Welcome and Introductions

- » Explain goal of MGM project
- » Review schedule of project
- » Review schedule for the day and the objectives of each activity
- » Introduce participants

10:30 – 12:00 Small groups

- » Memory Mapping - each individual draws a picture of their daily, weekly and monthly transport patterns (e.g., home to school, school to ballet, ballet to friends' house and friends' house to home) and highlights the strengths and weaknesses of their routes
- » Create Guiding principles (the filters for project ideas)
- » Small groups report back on their guiding principles to large groups

12:00 – 1:00 Lunch

- » Consolidate guiding principles

1:00 – 1:30 Presentations

- » Guiding principles
- » Sustainable transportation best practices

1:30 – 2:30 Small groups

- » Action mapping - small groups brainstorm project ideas that will help to create a sustainable transportation system for the Town of Windsor (keeping in mind the Guiding Principles established in the morning)

2:30 – 3:00 Large group report back, evaluations & wrap up

Appendix B – Participant Evaluation of Community Workshop

Who was missing?

- Other families who may have other needs than we expressed; we were the only family
- More average citizens of the community; perhaps members of various emergency services (fire, police, EHS)
- More councilors, department of transportation and provincial members
- West Hants Middle School (if we had known) could have sent someone to learn about this. I will let the Environment Facilitators know and I hope to see you in the future
- Laura Haywood; Laura_haywood@hotmail.com
- I feel there should have been more members of the rural community present; I feel the majority of the group present was from the Windsor area
- More municipal and town representatives
- Municipality of West Hants
- Planners; people from surrounding communities immediately adjacent to Windsor
- Highway and Traffic division; RCMP

How to reach them?

- More publicity (we found out about this by accident)
- Posters at post offices, stores, malls, radio ads perhaps even insert with weekly sales flyers
- More advertising to get more people to attend
- You can reach us at our website; you can find it by Googling West Hants Middle School it will come up saying Home of the Sabers

What did you like?

- Diversity of people and organizations present (wish there were more) and ability to brainstorm and be heard
- Opportunity to participate in affecting future; realizing that things are actually happening in our community
- Good input, informative and good venue (legion)
- I like the presentation in general; I liked meeting new people, doing new things; I liked the activities and the few second long chats with everyone
- Nice, friendly people; everyone is easy to talk to and there were a lot of great ideas discussed; I liked the fact that I had an opportunity to be involved with my own community
- The small groups where everyone was very open minded and full of ideas
- The presenters were very thorough and informative; you did a wonderful job at the presentation and getting everyone's input
- Youth thoughts; great lunch
- Good information
- Home-made food; it was great to have high school students

participate

- Linking all the ideas

What did you learn?

- More aware of other concerns rather than my own, what is already “out there” (groups and programs) and what we are lacking
- That ICSP is in the works for Windsor
- I learned so much I can’t list it in words; I will use what I have learned as much as I can
- Reinforced issues already aware of
- Learned about people’s different perspectives, e.g., parents, children, people affected by disabilities
- More simple methods to be environmentally aware and to safely get around Windsor
- I learned a lot! Met people, learned about Kings Transit, Dial a Ride, Windsor issues
- Some things are already in planning stage

What would you change or improve?

- Next time we need more butts in the seats, more professional and general public
- Fine as presented but I would like to have seen more people attend
- More different interactive activities
- More public engagement, shorten session
- More time would have been nice but it was manageable
- I was disappointed there was not more focus on the rural communities as a whole; though the rural communities did not attend
- It is easy for individuals to criticize the transportation services we do have in a rural area but when it comes to acting on their thoughts people won’t take the initiative
- Less background (incorporate it into working groups); 1/2 day plenty for Saturday
- Nothing; it was great
- Convince people that their input might count

Appendix C - Youth Photography Workshop

Municipalities for Green Mobility

Photography is a fun and creative way to engage youth in community planning and encourage them to look closely at characteristics of the natural and built environment in their community. The participant's photos help to reveal perceptions and opinions about various elements that make up their community. Presenting the photos to their peers can stimulate discussion about what young people like and dislike in their community, and what they hope for in the future.

Participants:

Junior High and High school students

Objectives:

- To involve youth in and generate excitement in thinking about sustainable transportation and planning in their community.
- To produce photographs of the community that will be displayed at the community workshop.
- To understand the different parts of the community and how they fit together.
- To identify positive and negative qualities of the community's built and natural environment.
- To understand that community planning can influence these qualities in the future.

Cameras:

- Digital or disposable cameras

How to do it:

- Arrange to visit high school students in their classrooms or arrange an after school meeting
- Introduce objectives of the meeting and the overall *Municipalities for Green Mobility* project
- Brainstorm ideas with students about what makes a "community".
- Possible discussion questions: What in your community is special to you? What problems do you think need to be addressed? Why is it important to plan for the future?
- Discuss with different photography techniques (close up, low light, low angles, etc.).
- Ask students to lead a tour of the community.
- During the tour ask students to capture community strengths and issues using photography.
- After the tour, display and discuss photos through a slide show.
- Students will continue to work with their photographs to create a "photo map" of their community at the community workshop.
- Once complete, ask students to present and explain their photos and photo map to the larger group
- Encourage a discussion about the group's work and their perceptions of strengths and issues in their community. Photos can be sorted according to general themes that emerge. Record themes on a flip chart or white board.
- Ask the students for permission to collect and use digital copies of all their photos in project materials and documents.



Municipality of the District of West Hants

Active Living Strategy 2018-2022



WEST HANTS
NOVA SCOTIA

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Section 1

INTRODUCTION & RATIONALE

In 1971, ParticipAction launched its campaign to encourage Canadians to be more physically active. Yet, almost 50 years later, physical activity levels are not improving, regardless that everyone knows that physical activity is an important part of a healthy lifestyle; so why has it? Personal challenges, socioeconomic barriers, and not prioritizing personal health all add up to explain what is limiting us from getting active.

With the crisis of physical inactivity, the provincial government of Nova Scotia decided in 2006 to partner with municipal units through Nova Scotia's *Municipal Physical Activity Leadership* program. By 2013, the *Municipal Physical Activity Leadership* program had been launched with 36 of the 55 municipal governments in Nova Scotia. During a review of the program, the provincial research team concluded the following:

The Province's Role:

1. Continue to support *Municipal Physical Activity Leadership* program through cost sharing between the Communities Culture and Heritage Department and the Municipal units and First Nations Communities
2. Continue to provide supports (e.g. data, professional development, etc.) to the Municipal units through the Communities Culture and Heritage Department

The Municipal Unit's Role:

1. Continue to support the *Municipal Physical Activity Leadership* coordinator role
2. Continue to build and strengthen partnerships (e.g. community groups, regional associations, etc.) at the local level
3. Build support for policy development and active transportation

West Hants is well positioned to be a leader in outdoor physical activity. We are fortunate to have access to beaches, lakes, woodland, hills and farmland. Already, many residents walk, swim, fish, hike, canoe, snowshoe, and cross country and downhill ski. Provincial associations are available to provide skill development, and our proximity to Halifax allows us to attract more people to make use of our recreation sites. Through a provincially funded citizen survey, residents expressed a desire for improved accessibility of community-based physical activity opportunities by offering flexible, non-competitive, and family-friendly opportunities that incorporate social interactions.

This plan outlines the steps to be taken to provide communities and residents with the opportunities and knowledge needed to participate in more physical activities more often. At the public policy level, physical activity can be used as a tool to achieve healthy, vibrant communities with broad community benefits (such as increased community cohesion, economic development, and productivity). As outlined throughout this document, there appears to be growing support for increased physical activity across all governmental and socio-ecological levels.

Section 2

BACKGROUND & STRATEGY DEVELOPMENT PROCESS

In 2011, the Municipality of the District of West Hants partnered with the Nova Scotia Department of Health and Wellness (now the Department of Communities, Culture and Heritage, Communities, Sport & Recreation Division) to bring the Municipal Physical Activity Leadership Program to West Hants. An Active Living Coordinator (now called the Active Communities Programmer) position was established in the municipal unit and began the work of creating “strategic planning documents identifying and outlining the municipalities’ comprehensive, whole of community approach for increasing and sustaining physical activity levels in local communities” (Nova Scotia Health and Wellness, 2011).

In creating this Strategy, West Hants joined municipalities around the province that have partnered with the Communities Culture and Heritage Department through the Municipal Physical Activity Leadership program to develop an action plan to get people moving. While all strategies share the common goal of increased physical activity, each one identifies actions specific to their own municipality. The 2013 Active Living Strategy goals (found in Appendix D, Page 48) have since been updated to align with the Shared Strategy for Advancing Recreation in Nova Scotia (2015). This organizational format was chosen in order to join the national and provincial movement towards coordinating policies and practices in physical activity and related jurisdictions in Canada. The five goals include: *Active Living*, *Inclusion & Access*, *Connecting People & Nature*, *Supportive Environments*, and *Recreation Capacity*. For full details, see Figure 7 for a summary of the situation analysis, vision, values & operating principles, and the five goals.

We know that a comprehensive approach, one that is mindful of the five socio-ecological levels (individual, interpersonal, organizational, community, and public policy) and seeks to include strategic community partners, while challenging, is recognized to have the greatest potential for changing a population’s level of physical activity (Figure 6). Moving forward, multiple concurrent strategies will need to be employed in order to ensure the best chance to positively influence physical activity behavior choices. The following principles have guided the selection of the Action Plan’s physical activity interventions (Figure: 1).

A. Whole of Government Approach	Integrate physical activity and the creation of active communities into the existing planning and decision making processes of all relevant operational areas of the government.
B. Comprehensive	Use multiple strategies and multi-level interventions of the socio-ecological model to address factors affecting physical activity behavior. This includes physical activity in settings other than recreation.
C. Partnerships	Meaningfully collaborate with public, private, and volunteer sector community partners to promote physical activity and create an active community.
D. Sustainable	Seek long-term political, financial, and organizational commitments from active community partners for long-term physical activity strategies.
E. Community Involvement	Involve local residents in creating active communities and make it easy for people to participate in community consultations, planning, and implementation activities.
F. Evidence Informed and Effective	Use the best available evidence and proven best practices to inform decisions in policy, planning, program development, practice, and evaluation.
G. Tailored to the Community	Adapt physical activity interventions to the local context and ensure that existing community assets are used where appropriate
H. Maximum Population Reach	Design physical activity interventions and approaches to reach a wide audience, but pay special attention to population sub-groups that face the greatest barriers.
I. Equity	Eliminate disparities in access to physical activity opportunities, and reduce inequities that result from geography, ethnicity, gender, and/or socio-economic status by focusing on the most inactive groups and groups with inequitable access to physical activity resources.
J. Capacity Building	Build the commitment, skills, and knowledge of active community leaders and partners at all levels through training in physical activity interventions.
K. Inactive to Moderately Active	Moving sedentary people from light or no activity to a point where they accumulate 30 minutes of moderately intense activity on 3-4 days/week is the best gain from a population perspective.

Figure 1: Guiding Principles (West Hants Municipal Physical Activity Leadership program MOU, 2017)

STRATEGY DEVELOPMENT PROCESS

2013 STRATEGY PROCESS: (IPSOS REID SURVEY & COMMUNITY CONSULTATIONS)

The Active Living Strategy 2013-2016 was developed through a series of consultations with individuals and groups representing a range of ages, interests and geographic communities. The consultations were led by the Active Living Coordinator with advice and guidance from the West Hants Active Living Advisory Committee. The Advisory Committee was established in recognition of the importance of partnerships in developing and implementing the action

plan. Since the issues causing the crisis in physical inactivity are many and varied, the combined effort, expertise and resources of a variety of organizations was needed to develop the interventions.

The goals and actions described in the Active Living Strategy 2013-2016 support Municipal priorities as identified in the Integrated Community Sustainability Plan (ICSP), the Municipal Planning Strategy and the Municipal Council Policy. They also support priorities identified by the Department of Health and Wellness' Thrive! Strategy (which is not being used as a guiding strategy within the current provincial government. However, there is still access to a few funding programs initiated by the Thrive! Strategy which continue to support active living priorities).

2017 STRATEGY PROCESS: (CITIZEN SURVEY & COMMUNITY CONSULTATIONS)

Prior to updating the Active Living Strategy, the province completed a Random Digit Dialing Telephone Sampling Citizen Survey between November 3 and December 7, 2016. There were 202 telephone interviews conducted for three key reasons:

1. To further the development, implementation, and continued evaluation of physical activity in the Municipality of the District of West Hants.
2. To provide local data to inform strategies on physical activity – and the extent to which these align with physical activity opportunities within West Hants.
3. To inform the former provincial Active Living Branch of the Department of Health and Wellness (now the Communities Culture and Heritage Department of the Community Sport and Recreation Branch) policy and decision making.

The results of this survey are highlighted in more detail in Section 4, page 17.

Additionally, the Active Communities Programmer examined the emerging landscape of physical literacy and health promotion, the newly released national (*The Framework for Recreation in Canada*, 2015) and provincial (*The Shared Strategy for Advancing Recreation in Nova Scotia*, 2015) recreation strategies, and a provincially run *Municipal Physical Activity Leadership* program evaluation to develop a framework upon which an informed and collaborative action plan is based.

The goals and actions described in the 2018 Active Living Strategy Action Plan have been adjusted from the 2013 Active Living Strategy to align with the five goals outlined in the *Shared Strategy for Advancing Recreation in Nova Scotia* (2015). This was done in order to join the national and provincial movement towards coordinating policies and practices in physical activity and related jurisdictions in Canada.

Section 3

MUNICIPAL PROFILE

DEMOGRAPHICS

According to the 2016 Canadian Census, the total population of West Hants was 15,368. The population has remained fairly stable over the past 20 years (see Table 1). As the former Town of Hantsport joined West Hants in 2015, Table 1 presents the historic population for each community as well as the combined change between 1996 and 2016. Figure 2 captures the population change between 1996 and 2016 by age and gender in a population pyramid.

Table 1: West Hants historical population data

Year	Hantsport ¹	West Hants ²	Total Population	% Change
1996	1,252	13,792	15,044	
2001	1,202	13,780	14,982	-0.4%
2006	1,191	13,871	15,062	0.5%
2011	1,159	14,165	15,324	1.7%
2016	n/a	n/a	15,368	0.3%

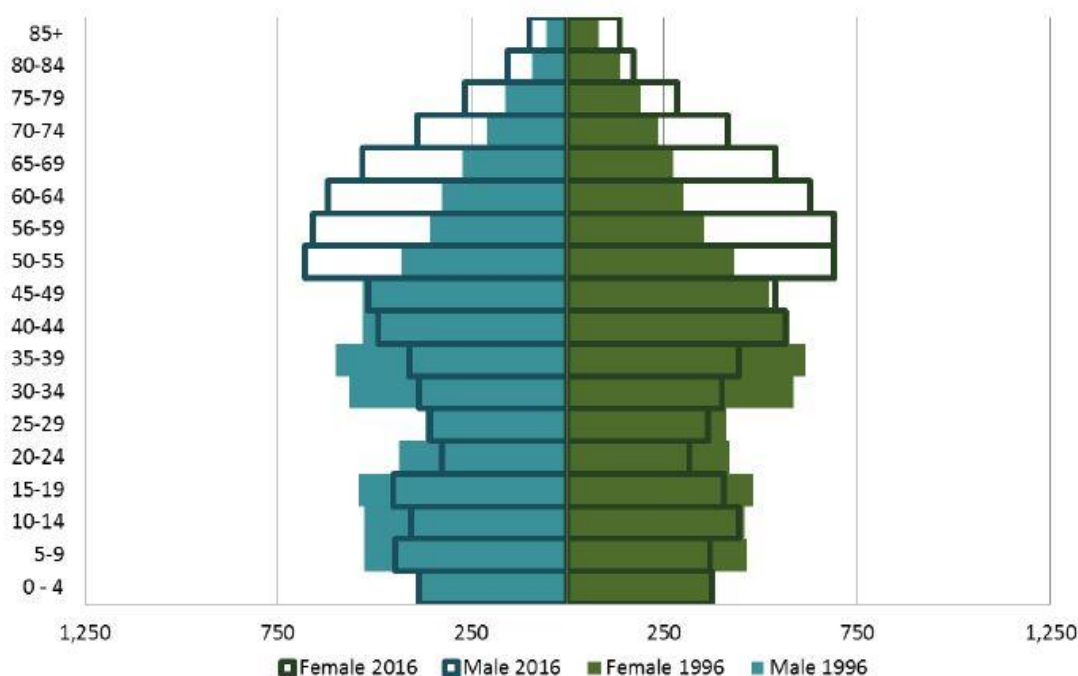


Figure 2: Population change between 1996 and 2016

West Hants Planning and Development staff completed a population projection in 2017 using average birth rates and three migration scenarios (low, average and high). The

projection resulted in the total population increasing in the near term under the average and high migration scenarios but decreasing under the low migration scenario. Exploring the average scenario in more detail reveals trends in three main age ranges, youth (0-19), working ages (20-65) and seniors (65+). As demonstrated in Figure 3, the senior population is forecasted to grow dramatically over the next two decades, while the other two groups decrease over time. This scenario also depicts the loss of youth as they move to pursue secondary education or look for work in other areas of Nova Scotia and Canada.

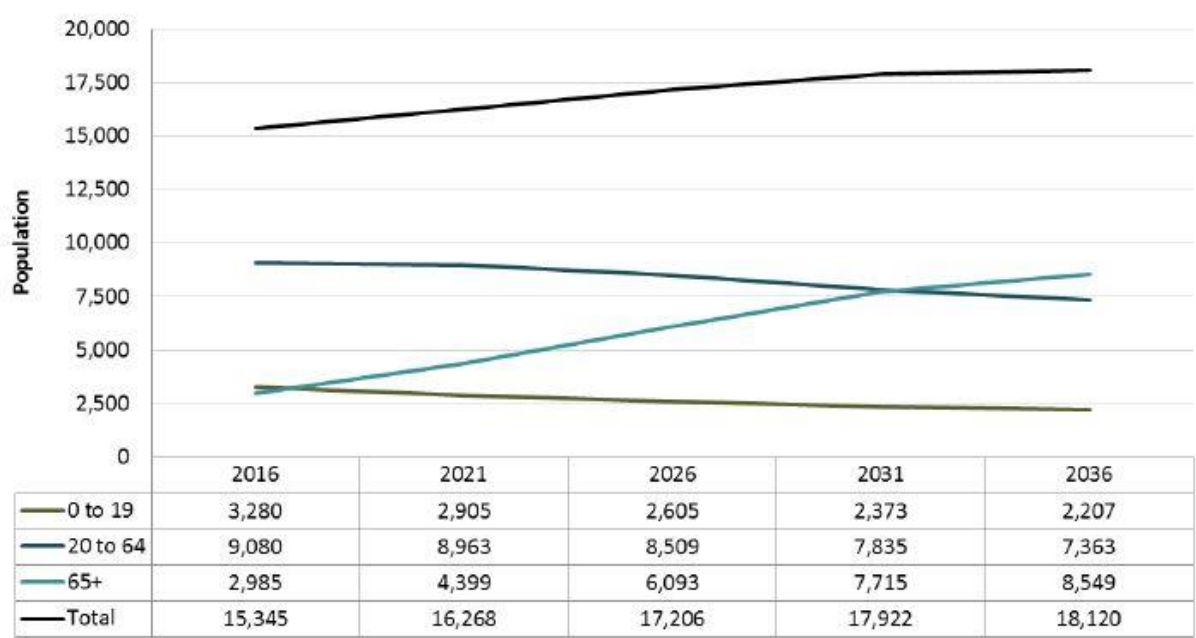


Figure 3: Population projection from 2016-2036

In 2016, youth accounted for 21% of the total population, working ages accounted for 59% and seniors accounted for approximately 20%. Under the average scenario, by 2036, the senior population is projected to increase to 47%, while youth and working ages reduce to 12% and 40% of total population respectively. The population projection demonstrates the significant aging trend within the Municipality, one that has a substantially higher projected percentage of seniors in West Hants than for the rest of Nova Scotia. By 2038, seniors (65+) are anticipated to account for 30% to 32% of the total population.

WEST HANTS VITAL SIGNS REPORT

In 2016, Community Foundations of Canada gathered and compiled data to release a Vital Signs Report which took a pulse on all levels of socio-economic welfare from across the West Hants and Hants County Regions. Below is a simplified overview on the report's findings (Figure 4):

At a Glance West Hants has experienced slight increases in population, but the percentage of young people continues to drop. Economy & Work The employment rate in West Hants (50%) is lower than provincial (57%) and national rates (61%). Getting Around The median commuting time for residents of West Hants (15 minutes) is lower than the national average. While West Hants residents enjoy walking, most do not feel that the infrastructure (road shoulders or sidewalks) are safe. Belonging Seventy-two percent (72%) of West Hants citizens report a "strong" or "somewhat strong" sense of belonging. Only 3% of the population belongs to a visible minority. Learning The rate of achieved post-secondary education is 59%, which is lower than the provincial and national rates.	Health & Mental Health Travel distances present a barrier for some residents to access health services. For example, the centre that supports youth is located in Sackville. Recreation Many area residents make use of the outdoors for recreation activities and 81% of West Hants' residents believe that more money should be spent on parks and open space. Arts and Culture In 2011, there were 120 citizens in West Hants who had jobs in fields related to arts, culture, recreation, and sport. Environment West Hants has taken proactive steps to deal with climate change and reduce greenhouse gases.
--	--

Figure 4: Vital Signs Report Summary Findings, 2016

These trends, both the aging population and loss of youth, present a number of challenges and opportunities and highlight the importance of developing physical activity opportunities which appeal to all ages and create a vibrant and sustainable culture of life and work in West Hants.

PHYSICAL ASSETS: PARKS AND OPEN SPACE

West Hants covers 124,200 hectares of land. Within the Municipality, the Avon River empties into the Minas Basin where the world's highest tides rise and fall along 160 km of shoreline and the banks of tidal rivers. Thirty km of dykes protect 2436 hectares of land. A variety of lakes and rivers provide opportunities for swimming, canoeing, kayaking, fishing and boating. There are two provincial parks, two park reserves, wilderness areas, 12% protected lands (as identified by Environment Nova Scotia), and Crown land within the Municipality. Along the borders with Kings and Lunenburg counties, as well as the Glooscap First Nations,

the land rises in low hills and here the mountain bikers are building trails to pursue their passion.

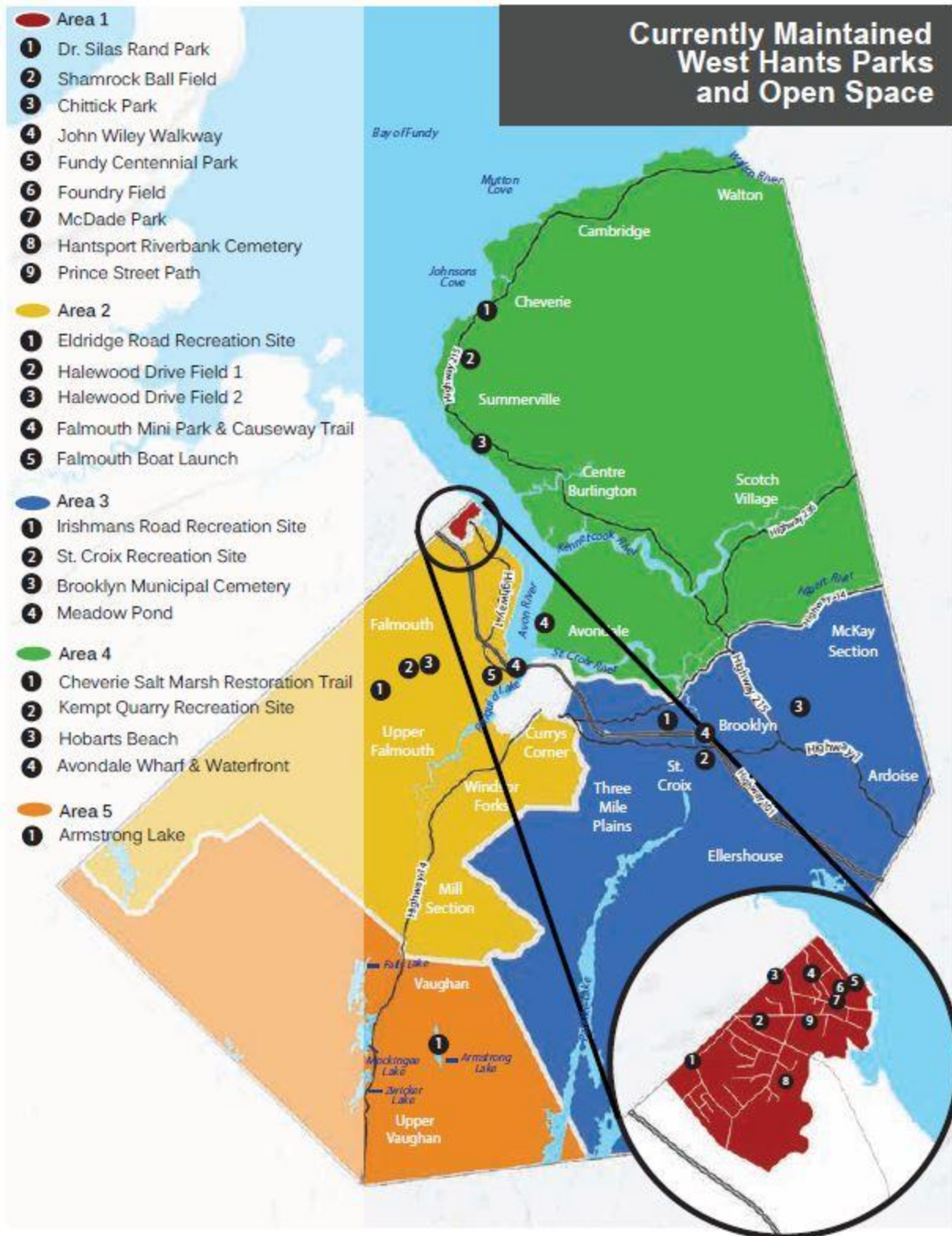
In 2016, the ten-year Parks and Open Space Plan was developed which reviewed and inventoried approximately 165 municipally-owned parcels of land, 73 of which were zoned for parks and open space (TEAL, 2016). Currently 24 sites* are developed and maintained as recreation sites (Map 1) (see the West Hants Parks and Open Space plan for full details on all municipally-owned parks and open space parcels):

- | | |
|--|-------------------------------------|
| 1. Armstrong Lake Park | 13. Halewood Drive Field 1 & 2 |
| 2. Avondale Wharf & Waterfront | 14. Hantsport Riverbank Cemetery |
| 3. Brooklyn Municipal Cemetery | 15. Hobarts Beach |
| 4. Cheverie Salt Marsh Restoration Trail | 16. Irishmans Road Recreation Site |
| 5. Chittick Park | 17. John Wiley Walkway |
| 6. Dr. Silas Rand Park | 18. Kempt Quarry Recreation Site |
| 7. Eldridge Road Recreation Site | 19. McDade Park |
| 8. Falls Lake Municipal Land Trail | 20. Prince Street Path |
| 9. Falmouth Boat Launch | 21. Shamrock Ball Field |
| 10. Falmouth Mini Park & Causeway Trail | 22. St. Croix Recreation Site |
| 11. Foundry Field | 23. Upper Burlington Planters Trail |
| 12. Fundy Centennial Park | |

The West Hants Parks and Open Space Plan – developed in 2015-16 – details an inventory and recommended prioritized opportunities for creating a better Parks and Space Network for the Region. Some land parcels, acquired through the parkland dedication provisions of the Subdivision By-law, may be unsuitable for development due to location, land cover, or topography. These have been recommended in the Parks and Open Space Plan Inventory for divestment.

For the next ten years, decision-makers, community groups, and other stakeholders will be able to use this plan to deliver a parks and open space network that will meet the needs of citizens in West Hants.

*The Meadow Pond property was purchased after the Parks and Open Space Plan was completed. As such, it was not included in the Plan, but is currently a municipally owned and maintained recreation site. For more information about the Meadow Pond property, please contact the West Hants Parks and Recreation Department.



Map 1: Currently Maintained West Hants Parks and Open Space (edited March 2018 from the West Hants Parks & Open Space Plan, page 34)

PARTNERSHIP ASSETS: TOWN OF WINDSOR

Residents of West Hants have access to facilities located in the Town of Windsor, including an outdoor and an indoor swimming pool, an arena, tennis courts, canoe club, curling club, skate park, baseball fields, community centre, parks, playgrounds and trails; some are owned by the Town and some by non-profit or for-profit organizations. The Hants Aquatic Centre is overseen by a pool governance committee composed of both Windsor and West Hants council and staff with both municipal units cost sharing in the yearly operating deficit. The Windsor Recreation Department offers year-round programs which are open to residents of West Hants; the reverse is also true, with Windsor residents welcome at West Hants programs and recreation sites. West Hants also applies for grants on behalf of both municipal units to enable the Town of Windsor to access provincial funding, such as Facility Access and the After-School Program grants. Both recreation departments work closely together in a mutually beneficial and positive, collaborative relationship.

OTHER PHYSICAL ACTIVITY OPPORTUNITIES

There are several commercial sport, recreation and physical activity opportunities within the Municipality, including (but not limited to) a considerable number of equestrian and trail riding ventures, several golf clubs, Ski Martock and On-Tree Adventure Park.

In addition to these assets, there are examples of a variety of active Community Sport Organizations and Businesses (Appendix B*, page 45) and Community Hall Associations (Appendix C*, page 47) providing activities on a volunteer basis. Community groups are also responsible for the arena in Brooklyn (Newport & District Rink Commission) and several walking trails (including the West Hants Trails Association and Castle Frederick Farms). Parent support groups have revived school playgrounds and these are open to the community use after school hours. The Hants West Wildlife Association offers a variety of outdoor skills training programs along with a wetlands trail. The Rotary Club of Windsor operates Camp Mockingee where the community can enjoy the experience of year-round camping and outdoor recreation activities. Recreation departments across the Valley Region have also partnered to launch Valley Connect which is an online Recreation Guide for residents of (and visitors to) West Hants, Kings, and Annapolis Counties in Nova Scotia. Included are services that provide basic information on recreation, sport, and physical activity.

These are just some of the valuable community organizations that exist as the result of dedicated volunteers who devote an enormous amount of time and energy providing activities and facilities in our communities.

*Please note that the list in Appendix B and C is non-exhaustive and may not include all organizations, businesses or associations. As such, if one needs to be added, please contact the Parks and Recreation Department.

Section 4

THE EMERGING LANDSCAPE

MUNICIPAL PRIORITIES & POLICY CONTEXT

A particular focus for the Active Communities Programmer in the last three years has been on trail development and active transportation opportunities. Considerable progress has been made in the Active Transportation and Parks and Open Space portfolios, including a trails plan for Irishmans Road, and Inventory of West Hants Trails, and a strategic plan (*Active Living Strategy 2013-2016*) with prioritized opportunities to improve access and education of our region's assets. However, more remains to be completed, as indicated by the Vital Signs 2016 Report; "81% of West Hants' residents believe that more money should be spent on parks and open space" (Community Foundation of Nova Scotia, 2016, p. IV).

As reiterated in the West Hants Parks and Open Space Plan, "West Hants is one of the few municipal districts in Nova Scotia that is experiencing positive population growth" (Teal Architects, 2016, p. 22). To continue providing West Hants communities with health promotion and physical activity opportunities, it is important to analyze the region's vitality and put together a comprehensive support system to target "action on issues that are critical to our quality of life" (Vital Signs, 2016, p. II).

There are many strategic policies and documents that support the Active Living Strategy, and community physical activity more broadly, to position this work in the context of the broader municipal direction around physical activity (particularly in the realm of creating environments for free, accessible, unstructured physical activity). The most relevant plans for supporting this work are the Active Transportation Plan (2015), the Parks and Open Space Plan (2016) and the West Hants Strategic Plan (2017). These three plans are the most actively used in the MPAL's work and by community as a tool to further physical activity opportunities in West Hants. Here is a summary of the policies, strategies, and plans the West Hants Council has adopted which supports moving the needle towards a more active, healthy community:

Integrated Community Sustainability Plan (2010) – provides a long-range commitment "*to become more sustainable, a place where residents of all ages live active, healthy, vibrant lives and are highly engaged in their communities.*" (Municipality of the District of West Hants, 2010). Physical activity is supported by the following goals under *Economic and Social and Cultural*:

- 4.4: *Encourage backyard and community gardens;*
- 4.7: *Promote Tourism (includes bicycle routes);*
- 5.1: *Provide recreational programs and opportunities for all residents;*
- 5.2: *Support community groups;*
- 5.5: *Encourage volunteerism; and*
- 5.6: *Promote active transportation.*

Active Living Strategy (2013) – a plan of action to support active living within the Municipality. The 2013-16 plan recognized that our community does not single out the needs of a particular age group or gender, but rather envisions families and friends being active together, often in the outdoors, with parents providing the active living role model, access, and opportunities for their children. Therefore, the actions to be provided by West Hants Parks and Recreation Department are aimed to support life-long active living with a focus on outdoor recreation.

Municipal Trails Plan (2013) – a complete inventory of existing trails on Municipal and Crown lands and those developed (or under development) by community groups. The plan provides an inventory of eighteen trail sites across the Municipality, and includes recommendations for investment and development of these sites in order to ensure maximum use and community benefit.

Climate-Wise & Weather Prepared (2013) – serves as the Municipal Climate Change Action Plan in fulfillment of the 2010-2014 Canada-Nova Scotia Municipal Funding Agreement. It functions as an amendment to the Integrated Community Sustainability Plan of the Municipality of the District of West Hants. The Climate Change Action Plan also updates West Hants' inventory of greenhouse gas emissions, sets targets for further emissions reductions, and outlines actions that would achieve set targets.

Active Transportation Plan (2015) – designed to improve options for safe and convenient non-motorized transportation across the Avon Region. This plan addresses both tangible infrastructure improvements and ushering in a cultural shift towards an increased awareness and acceptance for Active Transportation as a practical alternative to using personal automobiles. The Active Transportation Plan was a collaboration between the region's three municipalities - the Municipality of West Hants, the Town of Windsor, and the former Town of Hantsport.

Parks and Open Space Plan (2016) – a complete inventory of all municipally-owned parks and open space land within West Hants. The plan is the primary document that contains a framework and standard to guide staff and council in managing and developing a comprehensive parks and open space network to serve the needs of West Hants residents.

Municipal Planning Strategy (2016) - provides the framework to guide growth and development in West Hants. Physical activity is supported in Section 13.0 of the Strategy, which deals with community use areas including parks, open space and municipal recreation facilities.

- Policy 13.2.1 establishes an Open Space zone which applies to parks and other public outdoor recreation uses.
- Policy 13.2.3 permits parks and playgrounds in any zone.

- Section 13.3 (Recreation Commercial) informs us that *"Council wishes to encourage the provision of a variety of recreation facilities in West Hants, both public and private."*
- Policy 13.3.2 sets out criteria for establishment of new recreation commercial uses. (Municipality of West Hants, 2008)

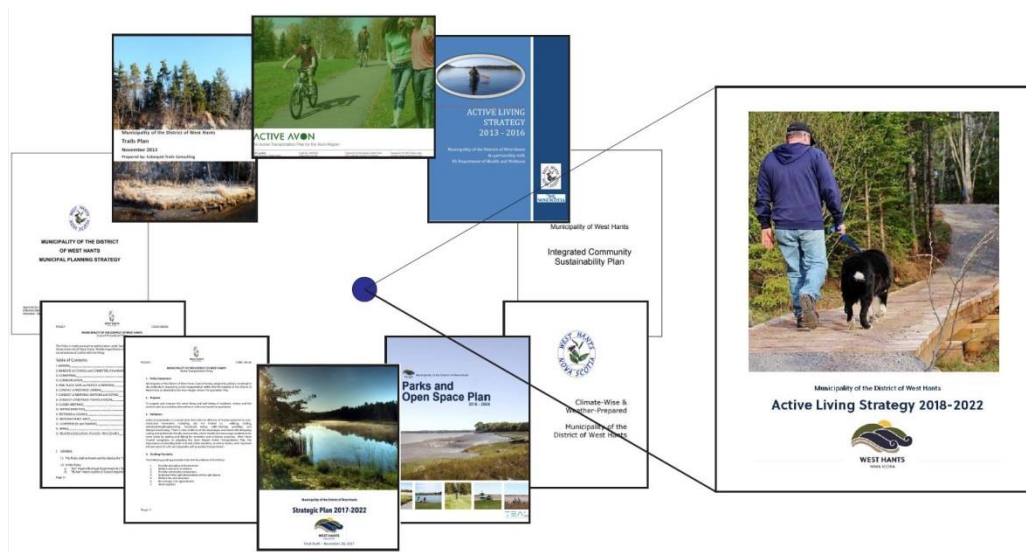


Figure 5: Policy Documents

West Hants Active Transportation Policy (2017) – directs Council and staff to support and improve the active living and well-being of residents, visitors and the environment by providing alternatives to vehicular based transportation. The following guiding principles form the foundation of the Policy:

1. Provide education and awareness
2. Make it safe and convenient
3. Provide community connections
4. Implement the right interventions in the right places
5. Make it fun and attractive
6. Be strategic and opportunistic
7. Work together

West Hants Strategic Plan (2017) – establishes a vision for the future of West Hants and creates goals to achieve that vision. It assigns specific actions to specific individuals or groups as components of the overall goals, breaking them into smaller, more manageable pieces. The West Hants Strategic Plan will guide the Municipality's direction for the future. It's a roadmap to the future for West Hants and will provide a means to measure the progress of the Municipality in achieving the desired goals.

Municipal Council Procedural Policy (2017) – outlines how Council is to function. Section 2.2.1.b states that The mandate of Council is *“to provide strategic planning for the Municipality with the goals: (ii) to provide services, facilities and other things that, in the opinion of Council are necessary or desirable for all parts of the Municipality.”* The Active Living Strategy addresses the provision of recreational services and facilities.

CITIZEN SURVEY

“More citizens may be engaged by improving accessibility of community-based physical activity opportunities by offering flexible, non-competitive, and family-friendly activities.”

- Paul Desbarres (2017)

Having conducted 202 telephone interviews, the province compiled the results for the municipality to integrate into the Active Living Strategy. The key findings and conclusions are as follows:

1. With walking as the most popular activity for future participation in general as well as for Active Transportation, there is a significant opportunity to increase activity in this community by prioritizing support for walking.
2. Swimming is also mentioned as a wish list item for increased participation, but to a far lesser degree than walking.
3. Infrastructure for walking and cycling is a clear need based on identified physical activity challenges in general and Active Transportation facilitators.
4. Interventions to support social connections are important. They address significant barriers and garner significant interest among programming concepts.
5. Time (availability of residents, scheduling of programs) is an important barrier to consider in planning interventions.
6. There may be a role for health care providers in supporting participation in physical activity given the proportion who perceive their current health status as a challenge.



Figure 6: Physical Activity Citizen Survey Infographic

BEST PRACTICES & EVIDENCE

Over the past five years, the amount of literature and organizations concerned about the physical inactivity crisis has increased exponentially. Having conducted a literature review, the Active Communities Programmer has compiled the most relevant and recent research to provide insight into where the field of physical activity and health promotion is heading. The primary recommendation, from the best practices and evidence, outlines a necessity for pursuing change at all levels of the Socio-Ecological Model in order to achieve sustainable changes in physical activity behavior (see Figure 7). This means cross collaborating across the sectors which typically operate in silos, such as health, transport, environment, physical activity, education, urban design and planning, as well as, government, civil society and the private sector.



Figure 7: A Socio-Ecological Model for Physical Activity

All levels of government – from International (*The Toronto Charter for Physical Activity*, 2010 and *The Investments that Work for Physical Activity*, 2012) to National (*The Framework for Recreation in Canada 2015: Pathways to Wellbeing*, 2015), Provincial (*The Shared Strategy for Advancing Recreation in Nova Scotia*, 2015), Municipal (*West Hants Active Living Strategy*, 2013), and even at the community/grass-roots level (*The West Hants' Vital Signs Report*, 2016) – have developed guides to stimulate coordinated policies, influence and unite decision makers, support with evidence of effective best practices, and facilitate even richer opportunities for collaboration and resource sharing with the aim of improving and advancing the well-being of individuals, communities, and the built and natural environment.

With an even closer look at the individual sectors, we can see similar trends of identifying physical activity as a method of making our communities more vibrant. Methods recommended include unstructured physical opportunities, active transportation, getting enough sleep, limiting sedentary time across all age groups by getting activity in 10 minute bouts, physical literacy, and providing fun, engaging, flexible (yet practical) approaches to physical activity that help individuals remain resilient to injury and illness.

To clearly plan for change on all levels of the socio-ecological model, an action plan has been developed to guide the work of physical activity promotion in West Hants that will be facilitated by the Active Communities Programmer in collaboration with internal and external partners.

The Action Plan aims to

1. Outline the five goals and the priority areas of each goal;
2. Detail what actions will be undertaken and what the indicators of success will be;
3. Indicate the potential partnerships that can be made; and
4. Identify how each action fits within the socio-economic model and the guiding principles.

This work will be undertaken with a collaborative and holistic approach, uniting across municipal departments, reaching out to the community, and partnering with other health and wellness sectors (both public and private).

Section 5

Action Plan

INTRODUCTION

The Action Plan defines the work to be done to increase physical activity levels in the Municipality of the District of West Hants. It is based on the research, reports, consultations and surveys discussed previously. It recognizes that our community did not single out the needs of a particular age group or gender but rather envisioned families and friends being active together. Therefore, the actions to be provided by West Hants Parks & Recreation are aimed to support community-based physical activity opportunities by offering flexible, non-competitive, and family-friendly activities that incorporate social interactions. While West Hants Parks & Recreation will take the lead in the actions identified below, it is understood some of the implementation will be undertaken through collaboration with partners in other departments and sectors. Actions have also been developed to target all levels of the Socio-Ecological Model for Change (Figure 7) and many actions are aimed at impacting multiple levels at once.

The goals and actions described in the 2018 Active Living Strategy (ALS) Action Plan have been adjusted from the 2013 ALS to align with the five goals outlined in the *Shared Strategy for Advancing Recreation in Nova Scotia* (2015). This organizational format was chosen in order to join the national and provincial movement towards coordinating policies and practices in physical activity and related jurisdictions in Canada. Figure 8 summarizes the Strategy.



Figure 8: Summary of the Strategy for Advancing Recreation in Nova Scotia.

GOAL 1

ACTIVE LIVING

To foster active, healthy living through recreation



PRIORITY AREA #1

ACTIVE FOR LIFE

GOAL #1	ACTIONS	SOCIO-ECONOMIC LEVELS					OUTCOMES
		Individual	Interpersonal	Organizational	Community	Public Policy	
To foster active, healthy living through physical recreation	a. Work with communities and partners to advance recreation competencies and physical literacy and align program offerings with the interests of community members						✓ There is a common understanding of the role of recreation in promoting physical literacy needed to be active for life ✓ Programming meets the needs and interests of WH citizens and allows them to become more active year round ✓ WH citizens are aware of and are utilizing the free loan and donation programs
	b. Continue existing and consider developing new free equipment loan programs that have a low competency entrance point						
	c. Connect to CHB and community health-care providers/stakeholders to support education about community physical activity outcomes as a tool to design and implement interventions for priority populations who face barriers to participation: (e.g. children, youth, families, newcomers, older adults, persons with a disability, females, Mi'kmaq, and African Nova Scotians).						

POTENTIAL PARTNERS

Active Avon Active Transportation Committee, Annapolis Valley Mountain Bike Association, Association of Geocaching NS, Bike Nova Scotia, Canoe/Kayak Nova Scotia, Communities Culture & Heritage Department, Community Halls, Community Partnership Network, Community Walking Groups, Hants West Wildlife Association, Healthy Schools Community Committee, Heart & Stroke WalkAbout, High Five, Hike Nova Scotia, Newport and District Rink Commission, RCMP, Recreation Nova Scotia, Senior Safety Officer, Sport Nova Scotia, Town of Windsor, Valley Active Communities Committee, West Hants Family of Schools, West Hants Family Resource Centre, West Hants Health & Wellness Team, West Hants Trails Association, West Hants/Uniacke Community Health Board, West Hants-based Care Homes

PRINCIPALS in ACTION

- ☐ Whole of Government
- ☒ Comprehensive
- ☒ Partnerships
- ☒ Sustainable

- ☒ Community Involvement
- ☒ Evidence Informed & Effective
- ☒ Tailored to the Community
- ☒ Maximum Population Reach

- ☒ Equity
- ☒ Capacity Building
- ☒ Inactive to Moderately Active

PRIORITY AREA #2

CHILDREN & FAMILIES

GOAL #1	ACTIONS	SOCIO-ECONOMIC LEVELS					OUTCOMES
		Individual	Interpersonal	Organizational	Community	Public Policy	
To foster active, healthy living through physical recreation	a. Provide easily accessible and navigable resources that						✓ Children and their families are physically active, playing in a variety of settings with an emphasis on engaging in the outdoors.
	1. promote the value/benefits of family recreation						
	2. outline safety considerations and management strategies						
	3. help families engage in PA and play						
	b. Work in collaboration with schools to support AT opportunities						

POTENTIAL PARTNERS

Active Avon Active Transportation Committee, Annapolis Valley Regional Center for Education, Association of Geocaching NS, Bike Nova Scotia, Canoe/Kayak Nova Scotia, Castle Frederick Farms, Communities Culture & Heritage Department, Community Halls, Community Partnership Network, Ecology Action Centre, Healthy Schools Community Committee, HeartWood Centre for Youth Leadership, Hike Nova Scotia, Newport and District Rink Commission, RCMP, Recreation Nova Scotia, Sport Nova Scotia, Town of Windsor, Valley Active Communities Committee, West Hants Family of Schools, West Hants Family Resource Centre, West Hants Health & Wellness Team, West Hants Trails Association, West Hants/Uniacke Community Health Board

PRINCIPALS in ACTION

- ☐ Whole of Government
- ☒ Comprehensive
- ☒ Partnerships
- ☒ Sustainable

- ☒ Community Involvement
- ☒ Evidence Informed & Effective
- ☒ Tailored to the Community
- ☒ Maximum Population Reach

- ☒ Equity
- ☒ Capacity Building
- ☒ Inactive to Moderately Active

PRIORITY AREA #3

OLDER ADULTS

GOAL #1	ACTIONS	SOCIO-ECONOMIC LEVELS					OUTCOMES
		Individual	Interpersonal	Organizational	Community	Public Policy	
To foster active, healthy living through physical recreation	a. Support those involved in the provision of services to older adults who promote, provide and lead active and passive forms of recreation						✓ Older adults are regularly engaged in recreation
	b. Promote socialization by continuing to support seniors groups with collaborative advertising and joint events between the municipality and senior groups. Education (e.g. bike week), infrastructure (e.g. trails and bike routes), and capacity building (e.g. bike rodeos)						
	c. Support easily accessible, user-friendly resources that enable individuals to connect with others who share their recreation interests, find appropriate programs or plan self-directed activities						
	d. Seek interventions and supports to enable citizens to "age in place" (Age Friendly Community Planning)						

POTENTIAL PARTNERS

Active Avon Active Transportation Committee, Association of Geocaching NS, Canoe/Kayak Nova Scotia, Castle Frederick Farms, Communities Culture & Heritage Department, Community Halls, Community Partnership Network, Community Walking Groups, Hants West Wildlife Association, Heart & Stroke WalkAbout, Hike Nova Scotia, Newport and District Rink Commission, RCMP, Recreation Nova Scotia, Senior Safety Officer, Sport Nova Scotia, Town of Windsor, Valley Active Communities Committee, West Hants Health & Wellness Team, West Hants Trails Association, West Hants/Uniacke Community Health Board, West Hants-based Care Homes

PRINCIPALS in ACTION

- ☐ Whole of Government
- ☒ Comprehensive
- ☒ Partnerships
- ☒ Sustainable

- ☐ Community Involvement
- ☐ Evidence Informed & Effective
- ☒ Tailored to the Community
- ☒ Maximum Population Reach

- ☒ Equity
- ☒ Capacity Building
- ☒ Inactive to Moderately Active

Action #	Action Items	Lead Partner(s), Support Partner(s) & Resources	Anticipated Timeline
5.1.a	Work with communities and partners to advance recreation competencies and physical literacy and align program offerings with the interests of community members	Active Communities Programmer, Director of Parks and Recreation. See all potential partners above	1-3 years
5.1.b	Continue existing and consider developing new free equipment loan programs that have a low competency entrance point	Director of Parks and Recreation, Active Communities Programmer, Town of Windsor, CCH	1-3 years
5.1.c	Connect to CHB and community health-care providers/stakeholders to support education about community physical activity outcomes as a tool to design and implement interventions for priority populations who face barriers to participation: (e.g. children, youth, families, newcomers, older adults, persons with a disability, females, Mi'kmaq, and African Nova Scotians).	Director of Parks and Recreation, Active Communities Programmer, Planning and Development Department, CHB, Chief Administrative Officer, WH Council	2 years
5.2.a	Provide easily accessible and navigable resources that promote the value/benefits of family recreation outline safety considerations and management strategies help families engage in PA and play	Director of Parks and Recreation, Active Communities Programmer, Parks and Recreation Administrative Assistant, Valley Connect, West Hants IT Specialist, West Hants Trails Association	Annually
5.3.b	Work in collaboration with schools to support AT opportunities. Education (e.g. bike week), infrastructure (e.g. trails and bike routes), and capacity building (e.g. bike rodeos)	Active Communities Programmer, Schools, Ecology Action Centre, VACC, CHB, AT Committee, Healthy Schools Communities Committee	Annually
5.3.a	Support those involved in the provision of services to older adults who promote, provide and lead active and passive forms of recreation	Senior Safety Coordinator, Active Communities Programmer, Windsor Elms Village, Gladys Manning Home, Dykeland Lodge, MacLeod House	Annually
5.3.b	Promote socialization by continuing to support seniors groups with collaborative advertising and joint events between the municipality and senior groups (e.g. physical activity programming such as chair yoga)	Senior Safety Coordinator, Active Communities Programmer, Valley Connect, WH Recreation Grants, WH Social Media, Community Newsletters, Community Halls, Town of Windsor	Annually
5.3.c	Support easily accessible, user-friendly resources that enable individuals to connect with others who share their recreation interests, find appropriate programs or plan self-directed activities	Senior Safety Coordinator, Active Communities Programmer, Valley Connect, WH social media, community newsletters, Community Halls, Town of Windsor	Annually
5.3.d	Seek interventions and supports to enable citizens to "age in place" (Age Friendly Community Planning)	Senior Safety Coordinator, Planning and Development Department, AT Committee, CHB, Community Halls, Community Walking Groups, WH Health & Wellness Team, RCMP, Community Partnership Network	3-5 years

GOAL 2

Inclusion & Access

To increase inclusion and access to recreation for populations that face constraints to participation



PRIORITY AREA #1

ELIMINATE CONSTRAINTS FOR CHILDREN & YOUTH

GOAL #2	ACTIONS	SOCIO-ECOLOGICAL LEVELS					OUTCOMES
		Individual	Interpersonal	Organizational	Community	Public Policy	
To increase inclusion and access to recreation for populations that face constraints to participation	a. Collaborate, develop and implement strategies and policies which ensure all children have the opportunity to fully participate in recreation. Methods may include: 1. Funding (e.g. Active Kids Healthy Kids Funding and West Hants Recreation Grants); 2. Training (e.g. High Five); and 3. Supplying resources on best practices.						✓ Constraints to participation in recreation experiences for all children and youth are managed, reduced, and ultimately eliminated
	b. Facilitate free access to facilities, programs, and equipment for priority populations in their communities, at convenient times.						
	c. Participate in HSC Family of Schools partnerships to collaborate with administrators, Schools Plus, and other support services to identify particular needs within different school communities						

POTENTIAL PARTNERS

Annapolis Valley Mountain Bike Association, Annapolis Valley Regional Centre for Education, Bike Nova Scotia, Canoe/Kayak Nova Scotia, Communities Culture & Heritage Department, Community Halls, Community Partnership Network, Ecology Action Centre, Healthy Schools Community Committee, HeartWood Centre for Youth Leadership, High Five, Hike Nova Scotia, Newport and District Rink Commission, RCMP, Recreation Nova Scotia, Sport Nova Scotia, Town of Windsor, Valley Active Communities Committee, West Hants Family of Schools, West Hants Family Resource Centre, West Hants Health & Wellness Team, West Hants/Uniacke Community Health Board

PRINCIPALS in ACTION

- | | | |
|---|---|---|
| ☒ Whole of Government | ☒ Community Involvement | ☒ Equity |
| ☒ Comprehensive | ☒ Evidence Informed & Effective | ☒ Capacity Building |
| ☒ Partnerships | ☒ Tailored to the Community | ☒ Inactive to Moderately Active |
| ☒ Sustainable | ☒ Maximum Population Reach | |

PRIORITY AREA #2

FOCUS ON THOSE FACING DISPARITY

GOAL #2	ACTIONS	SOCIO-ECOLOGICAL LEVELS					OUTCOMES
		Individual	Interpersonal	Organizational	Community	Public Policy	
To increase inclusion and access to recreation for populations that face constraints to participation	a. Collaboratively develop/strengthen and implement recreation policies, competencies, practices, and opportunities which are explicitly inclusive, respectful, and relevant for diverse population groups within community groups and WH Parks & Rec Staff						✓ Participation in recreation by West Hants residents facing disparities is significantly expanded
	b. Develop and implement strategies and policies that support participation of persons with disabilities in recreation experiences						

POTENTIAL PARTNERS

Active Avon Active Transportation Committee, Annapolis Valley Mountain Bike Association, Annapolis Valley Regional Centre for Education, Association of Geocaching NS, Bike Nova Scotia, Canoe/Kayak Nova Scotia, Castle Frederick Farms, Communities Culture & Heritage Department, Community Partnership Network, Community Walking Groups, Department of Transportation and Infrastructure Renewal, Glooscap First Nations Municipal Physical Activity Leader, Hants West Wildlife Association, Healthy Schools Community Committee, Heart & Stroke WalkAbout, HeartWood Centre for Youth Leadership, High Five, Hike Nova Scotia, Recreation Nova Scotia, Senior Safety Officer, Sport Nova Scotia, Town of Windsor, Valley Active Communities Committee, West Hants Family of Schools, West Hants Family Resource Centre, West Hants Health & Wellness Team, West Hants Planning Department, West Hants Trails Association, West Hants/Uniacke Community Health Board, West Hants-based Care Homes, WomenActive

PRINCIPALS in ACTION

- ☒ Whole of Government
- ☒ Comprehensive
- ☒ Partnerships
- ☒ Sustainable
- ☒ Community Involvement
- ☒ Evidence Informed & Effective
- ☒ Tailored to the Community
- ☒ Maximum Population Reach
- ☒ Equity
- ☒ Capacity Building
- ☒ Inactive to Moderately Active

PRIORITY AREA #3

WOMEN & GIRLS (EQUITABLE PARTICIPATION)

GOAL #2	ACTIONS	SOCIO-ECOLOGICAL LEVELS					OUTCOMES
		Individual	Interpersonal	Organizational	Community	Public Policy	
To increase inclusion and access to recreation for populations that face constraints to participation	a. Develop activities and programs that promote confidence and self-efficacy in girls and females through the lifespan						✓ More women and girls are taking part in meaningful physical activity pursuits and deriving the health benefits associated with them. ✓ All programs targeted specifically for women and girls have female leaders.
	b. Develop the leadership abilities of older girls/women so that they can act as responsible mentors and role models for younger girls and senior women						
	c. Assess equity of opportunities for females/girls to participate at facilities in WH and look for tools to overcome barriers						

POTENTIAL PARTNERS

Communities Culture & Heritage Department, Community Partnership Network, Community Walking Groups, Healthy Schools Community Committee, Newport and District Rink Commission, Recreation Nova Scotia, Sport Nova Scotia, Town of Windsor, Valley Active Communities Committee, Valley Gender Equity Committee, West Hants Family of Schools, WomenActive, Valley Female Leadership Network

PRINCIPALS in ACTION

- | | | |
|---|---|---|
| ☒ Whole of Government | ☒ Community Involvement | ☒ Equity |
| ☒ Comprehensive | ☒ Evidence Informed & Effective | ☒ Capacity Building |
| ☒ Partnerships | ☒ Tailored to the Community | ☒ Inactive to Moderately Active |
| ☒ Sustainable | ☒ Maximum Population Reach | |

Action #	Action Items	Lead Partner(s), Support Partner(s) & Resources	Anticipated Timeline
5.1.a	Collaborate, develop and implement strategies and policies which ensure all children have the opportunity to fully participate in recreation. Methods may include: 1. Funding (e.g. Active Kids Healthy Kids Funding and West Hants Recreation Grants); 2. Training (e.g. High Five); and 3. Supplying resources on best practices	Active Communities Programmer, Director of Parks and Recreation, WH Council See all potential partners above	1-3 years
5.1.b	Facilitate free access to facilities, programs, and equipment for priority populations in their communities, at convenient times	Director of Parks and Recreation, Active Communities Programmer, Town of Windsor, CCH, Community Halls, Schools, Newport & District Rink Commission, Kings Edgehill, Hants Aquatic Centre	Annually
5.1.c	Participate in HSC Family of Schools partnerships to collaborate with administrators, Schools Plus, and other support services to identify particular needs within different school communities	Active Communities Programmer, Annapolis Valley Regional Centre for Education, Communities Culture & Heritage Department, Community Partnership Network, Healthy Schools Community Committee, RCMP, Town of Windsor, Valley Active Communities Committee, West Hants Family of Schools, West Hants Family Resource Centre	Annually
5.2.a	Collaboratively develop/strengthen and implement recreation policies, competencies, practices, and opportunities which are explicitly inclusive, respectful, and relevant for diverse population groups within community groups and WH Parks & Rec Staff	Director of Parks and Recreation, Chief Administrative Officer, West Hants Council. See all potential partners above	1-3 years
5.2.b	Develop and implement strategies and policies that support participation of persons with disabilities in recreation experiences	Active Communities Programmer, Director of Parks and Recreation, VACC, CCH, Active Alliance, CHB, Community Partnership Network	1-3 years
5.3.a	Develop activities and programs that promote confidence and self-efficacy in girls and females through the lifespan	Active Communities Programmer, Network, Valley Female Leadership Network	Annually
5.3.b	Develop the leadership abilities of older girls/women so that they can act as responsible mentors and role models for younger girls and senior women	Active Communities Programmer, WomenActive, Recreation Intern, Network, Valley Female Leadership Network	Annually
5.3.c	Assess equity of opportunities for females/girls to participate at facilities in WH and look for tools to overcome barriers	Active Communities Programmer, Newport & District Rink Commission, Community Halls, Community Partnership Network, Valley Female Leadership Network	1-3 years

GOAL 3

Connecting People & Nature

To help people connect to nature through recreation



PRIORITY AREA #1

Increase Recreation Outdoors

GOAL #3		ACTIONS	SOCIO-ECOLOGICAL LEVELS					OUTCOMES
			Individual	Interpersonal	Organizational	Community	Public Policy	
To help people connect to nature through recreation	a.	Create materials to identify trails, water access, & sites for outdoor physical activity in West Hants						✓ All municipal trails and sites are easily located by Municipal resources
	b.	Promote & support existing outdoor network information portals (e.g. Valley Connect, WHTA website, etc.)						✓ Trails and sites are well maintained and new ones are established as recommended in the Municipal Plans
	c.	Facilitate and/or promote outdoor Physical Activity programs and activities that support unstructured, family-friendly, flexible, and non-competitive physical activity opportunities						✓ The public is aware of and have access to use our facilities, equipment, and programs to enable outdoor play opportunities
	d.	Utilize the Municipal Parks & Open Space Plan, Active Transportation Plan, and Trails Plan to facilitate the improvement of infrastructure and access to natural spaces						
	e.	Monitor & address liability/insurance constraints and develop policies to support ongoing evaluation and safety checks to reduce barriers to participation in outdoor physical activity						

POTENTIAL PARTNERS

Active Avon Active Transportation Committee, Active Alliance, Annapolis Valley Mountain Bike Association, Association of Geocaching NS, Bike Nova Scotia, Canoe/Kayak Nova Scotia, Castle Frederick Farms, Communities Culture & Heritage Department, Community Partnership Network, Community Walking Groups, Department of Natural Resources, Department of Transportation and Infrastructure Renewal, Ecology Action Centre, Glooscap First Nations Municipal Physical Activity Leader, Hants West Wildlife Association, Healthy Schools Community Committee, Heart & Stroke WalkAbout, Hike Nova Scotia, Recreation Nova Scotia, Sport Nova Scotia, Town of Windsor, Valley Active Communities Committee, West Hants Family Resource Centre, West Hants Planning Department, West Hants Trails Association, West Hants/Uniacke Community Health Board

PRINCIPALS in ACTION

- ☒ Whole of Government
- ☒ Comprehensive
- ☒ Partnerships
- ☒ Sustainable
- ☒ Community Involvement
- ☒ Evidence Informed & Effective
- ☒ Tailored to the Community
- ☒ Maximum Population Reach
- ☒ Equity
- ☒ Capacity Building
- ☒ Inactive to Moderately Active

PRIORITY AREA #2

Minimize Negative Impact on the Natural Environment

GOAL #3	ACTIONS	SOCIO-ECOLOGICAL LEVELS					OUTCOMES
		Individual	Interpersonal	Organizational	Community	Public Policy	
To help people connect to nature through recreation	a. Develop a policy to ensure municipal programs and organizations using municipal recreation sites leave as small an environmental footprint as possible and encourage responsible use and protection of natural settings	☐	☐	☒	☐	☒	✓ All WH Rec policies, procedures, practices, and programs include ensuring stewardship of natural spaces
	b. Establish a schedule for regular inspections and maintenance of trails & recreation sites to address erosion and degradation due to weather and usage	☐	☐	☒	☐	☒	
	c. Review the Municipality's Climate Change Action Plan and consider incorporating environmentally friendly approaches to mitigation and adaption within future infrastructure development	☐	☐	☒	☐	☒	

POTENTIAL PARTNERS

Active Avon Active Transportation Committee, Active Alliance, Annapolis Valley Mountain Bike Association, Association of Geocaching NS, Bike Nova Scotia, Castle Frederick Farms, Communities Culture & Heritage Department, Community Walking Groups, Department of Natural Resources, Department of Transportation and Infrastructure Renewal, Ecology Action Centre, Hants West Wildlife Association, Hike Nova Scotia, Leave No Trace Canada, West Hants Planning Department, West Hants Trails Association

PRINCIPALS in ACTION

- ☒ Whole of Government
- ☒ Comprehensive
- ☒ Partnerships
- ☒ Sustainable

- ☒ Community Involvement
- ☒ Evidence Informed & Effective
- ☒ Tailored to the Community
- ☐ Maximum Population Reach

- ☐ Equity
- ☒ Capacity Building
- ☐ Inactive to Moderately Active

Action #	Action Items	Lead Partner(s), Support Partner(s) & Resources	Anticipated Timeline
4.1.a	Create materials to identify trails, water access, & sites for outdoor physical activity in West Hants	Active Communities Programmer, West Hants Trails Association, Planning and Development Department, Active Transportation Committee, West Hants Trails Association, Canoe Kayak Nova Scotia, other municipal units, West Hants Parks and Open Space Plan, West Hants Trails Plan, AT Plan	3-5 years
4.1.b	Promote & support existing outdoor network information portals	Active Communities Programmer, West Hants Executive Administrative Assistant Valley Connect, West Hants Trails Association website, WH social media	Annually
4.1.c	Facilitate and/or promote outdoor Physical Activity programs and activities that support unstructured, family-friendly, flexible, and non-competitive physical activity opportunities	Active Communities Programmer, Director of Parks & Recreation, Recreation Intern, Community Halls, Schools, Town of Windsor, Valley Connect, WH social media	Annually
4.1.d	Utilize the Municipal Parks & Open Space Plan, Active Transportation Plan, and Trails Plan to facilitate the improvement of infrastructure and access to natural spaces	Active Communities Programmer, Director of Parks & Recreation, Planning and Development Department, Parks and Grounds Superintendent, West Hants Council	Annually
4.1.e	Monitor & address liability/insurance constraints and develop policies to support ongoing evaluation and safety checks to reduce barriers to participation in outdoor physical activity	Active Communities Programmer, Director of Parks & Recreation, Parks and Grounds Superintendent	Annually
4.2.a	Develop a policy to ensure municipal programs and organizations using municipal recreation sites leave as small an environmental footprint as possible and encourage responsible use and protection of natural settings	Active Communities Programmer, Recreation Intern, Summer Camp Coordinator, Leave No Trace Canada	1-3 years
4.2.b	Establish a schedule for regular inspections and maintenance of trails & recreation sites to address erosion and degradation due to weather and usage	Parks and Grounds Superintendent, Active Communities Programmer, West Hants Trails Association	1-2 years
4.2.c	Review the Municipality's Climate Change Action Plan and consider incorporating environmentally friendly approaches to mitigation and adaption within future infrastructure development	Director of Parks & Recreation	1-2 years

GOAL 4

Supportive Environments

To ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities



PRIORITY AREA #1

Supportive Physical Environments

GOAL #4	ACTIONS	SOCIO-ECOLOGICAL LEVELS					OUTCOMES
		Individual	Interpersonal	Organizational	Community	Public Policy	
To ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities	a. Implement actions identified in AT Plan, Parks and Open Space Plan, and Trails Plan. Harmonize the AT Annual Planning items with DTIR's 5 Year Infrastructure Plan						✓ Physical environments meet and support the recreational needs of the citizens of West Hants
	b. Coordinate the development and implementation of a Water Ways Plan to increase water-based physical activity						
	c. Promote the incorporation and preservation of quality built environments, green space, natural settings, trails, and recreational waters into community priorities, plans and policies. Built environment improvements should be mindful of the needs of an aging population and people with disabilities.						
	d. Advocate for funding and policy changes and supports at the federal/provincial levels that will enable the municipality to make substantive changes to our built environment. Work with other municipal policies and departments to integrate PA and AT supportive policies in the whole of the municipality.						
	e. Through promotion, program development, and policy interventions maximize the use of existing natural and built assets which enable or enhance physical activity opportunities						

POTENTIAL PARTNERS

Active Avon Active Transportation Committee, Active Alliance, Annapolis Valley Mountain Bike Association, Association of Geocaching NS, Bike Nova Scotia, Canoe/Kayak Nova Scotia, Castle Frederick Farms, Communities Culture & Heritage Department, Community Halls, Community Walking Groups, Department of Natural Resources, Department of Transportation and Infrastructure Renewal, Ecology Action Centre, Hike Nova Scotia, Newport and District Rink Commission, Town of Windsor, Valley Active Communities Committee, West Hants Family of Schools, West Hants Planning Department, West Hants Trails Association

PRINCIPALS in ACTION

- ☒ Whole of Government
- ☒ Comprehensive
- ☒ Partnerships
- ☒ Sustainable

- ☒ Community Involvement
- ☒ Evidence Informed & Effective
- ☒ Tailored to the Community
- ☐ Maximum Population Reach

- ☒ Equity
- ☒ Capacity Building
- ☐ Inactive to Moderately Active

PRIORITY AREA #2

Supportive Social Environments

GOAL #4	ACTIONS	SOCIO-ECOLOGICAL LEVELS					OUTCOMES
		Individual	Interpersonal	Organizational	Community	Public Policy	
To ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities	a. Offer, and support other organizations to offer, increased facility access to community spaces, including a variety of family and community events with Social Interaction and Physical Activity as the focus through a reduction and elimination of barriers						✓ Strengthened support, partnership and collaboration with community halls, distinct cultural communities, schools, workplaces, social services groups, the arts community, law enforcement, transportation and urban planners, community organizations, and private sector.
	b. Research and develop a shared understanding of community wellbeing and how physical activity contributes to enjoyment, quality of life, and the public good						
							✓ Social environments are created that encourage participation in recreation

POTENTIAL PARTNERS

Active Avon Active Transportation Committee, Annapolis Valley Mountain Bike Association, Castle Frederick Farms, Communities Culture & Heritage Department, Community Halls, Community Partnership Network, Community Walking Groups, Healthy Schools Community Committee, Heart & Stroke WalkAbout, Hike Nova Scotia, Newport and District Rink Commission, Senior Safety Officer, Town of Windsor, Valley Active Communities Committee, West Hants Family of Schools, West Hants Trails Association, West Hants/Uniacke Community Health Board

PRINCIPALS in ACTION

- ☑ Whole of Government
- ☑ Comprehensive
- ☑ Partnerships
- ☑ Sustainable

- ☑ Community Involvement
- ☑ Evidence Informed & Effective
- ☑ Tailored to the Community
- ☑ Maximum Population Reach

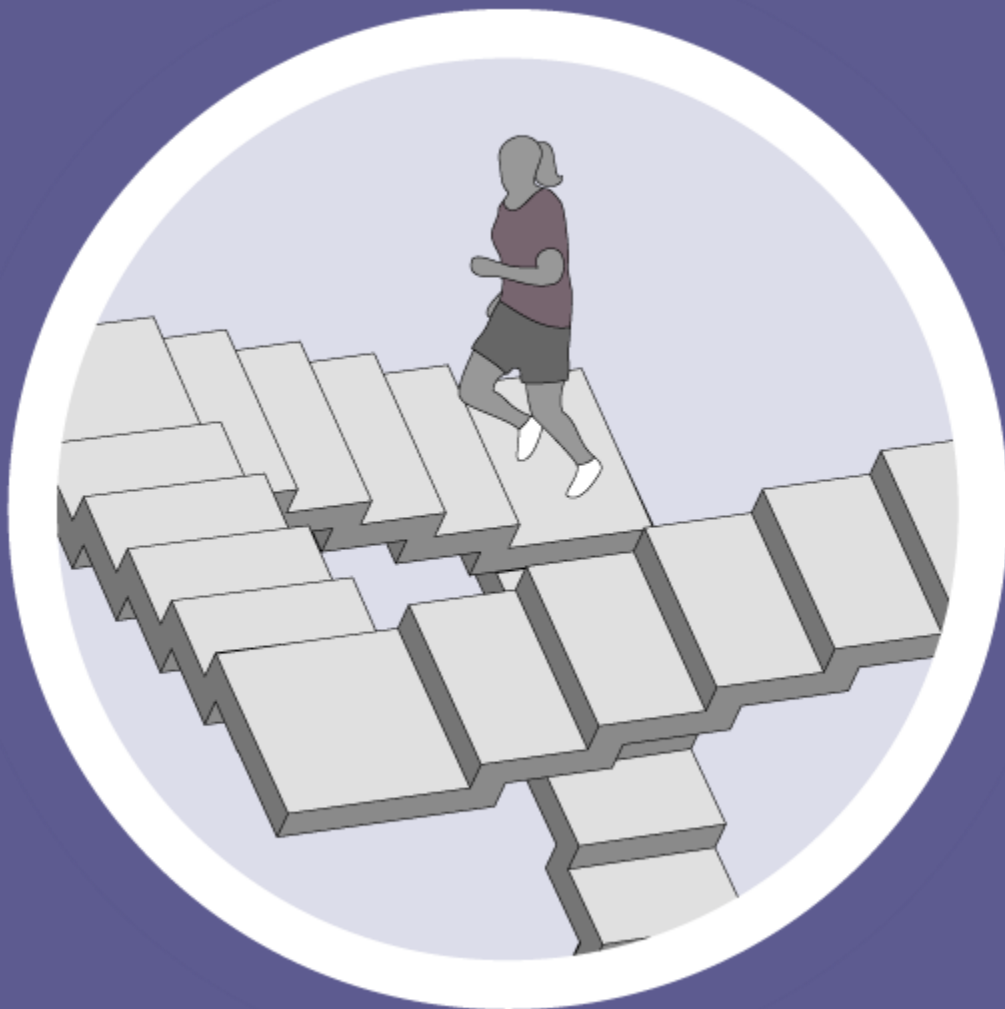
- ☑ Equity
- ☑ Capacity Building
- ☑ Inactive to Moderately Active

Action #	Action Items	Lead Partner(s), Support Partner(s) & Resources	Anticipated Timeline
4.1.a	Implement actions identified in AT Plan, Parks and Open Space Plan, and Trails Plan. Harmonize the AT Annual Planning items with DTIR's 5 Year Infrastructure Plan	Active Communities Programmer, Director of Parks & Recreation, Parks and Grounds Superintendent, Department of Transportation and Infrastructure Renewal, Active Transportation Committee, Bike Nova Scotia, West Hants Trails Association, West Hants Council	Annually
4.1.b	Coordinate the development and implementation of a Water Ways Plan to increase water-based physical activity	Active Communities Programmer, Canoe Kayak Nova Scotia, other municipal units, West Hants Council	3-5 years
4.1.c	Promote the incorporation and preservation of quality built environments, green space, natural settings, trails, and recreational waters into community priorities, plans and policies. Built environment improvements should be mindful of the needs of an aging population and people with disabilities.	Active Communities Programmer, Director of Parks & Recreation, Parks and Grounds Superintendent, Community Halls, Schools, West Hants Trails Association, Senior Safety Coordinator, CHB, West Hants Council	Annually
4.1.d	Advocate for funding and policy changes and supports at the federal/provincial levels that will enable the municipality to make substantive changes to our built environment. Work with other municipal policies and departments to integrate PA and AT supportive policies in the whole of the municipality.	Active Communities Programmer, Director of Parks & Recreation, West Hants Council, CCH, VACC, PAPE	3-5 years
4.1.e	Through promotion, program development, and policy interventions maximize the use of existing natural and built assets which enable or enhance physical activity opportunities	Active Communities Programmer, Schools, Community Halls, Recreation Intern, Parks and Grounds Superintendent	Annually
4.2.a	Offer, and support other organizations to offer, increased facility access to community spaces, including a variety of family and community events with Social Interaction and Physical Activity as the focus through a reduction and elimination of barriers	Active Communities Programmer, Director of Parks and Recreation, Recreation Intern, Town of Windsor, Community Halls, Schools,	Annually
4.2.b	Research and develop a shared understanding of community wellbeing and how physical activity contributes to enjoyment, quality of life, and the public good	Parks and Recreation Department, Planning and Development Department, Family and Community First, CHB, VACC, CCH	3-5 years

GOAL 5

Recreation Capacity

To ensure the continued growth and sustainability of the recreation field



PRIORITY AREA #1

Grow Leadership

GOAL #5	ACTIONS	SOCIO-ECOLOGICAL LEVELS					OUTCOMES
		Individual	Interpersonal	Organizational	Community	Public Policy	
To ensure the continued growth and sustainability of the recreation field	a. Explore methods of effectively communicating physical activity training opportunities	☒	☒	☐	☒	☐	✓ Recreation leadership capacity meets the program leadership demands in a sustainable manner
	b. Continue to fund community leadership training through WH Parks & Recreation grants	☒	☐	☐	☒	☐	
	c. Offer High Five, Fundamental Movement Skills, First Aid, and other relevant training to summer camp staff and program leaders. Ensure new training opportunities are considered each year	☒	☐	☐	☒	☐	
	d. Encourage public engagement from existing volunteer and community groups	☐	☐	☒	☒	☐	

POTENTIAL PARTNERS

Active Avon Active Transportation Committee, Active Alliance, Community Partnership Network, Community Walking Groups, Ecology Action Centre, Heart & Stroke WalkAbout, HeartWood Centre for Youth Leadership, High Five, Hike Nova Scotia, Recreation Nova Scotia, Town of Windsor, West Hants Trails Association

PRINCIPALS in ACTION

- ☐ Whole of Government
- ☒ Comprehensive
- ☒ Partnerships
- ☒ Sustainable

- ☒ Community Involvement
- ☒ Evidence Informed & Effective
- ☒ Tailored to the Community
- ☒ Maximum Population Reach

- ☒ Equity
- ☒ Capacity Building
- ☐ Inactive to Moderately Active

PRIORITY AREA #2

Cross Collaboration & Partnerships

GOAL #5	ACTIONS	SOCIO-ECOLOGICAL LEVELS					OUTCOMES
		Individual	Interpersonal	Organizational	Community	Public Policy	
To ensure the continued growth and sustainability of the recreation field	a. Engage with key partnerships in the WH region and communities that support the goals and actions of the ALS.	☐	☐	☐	☐	☐	✓ Existing community partnership committees have support from WH Parks & Recreation
	b. Participate in regional and provincial networks to ensure the continued sharing of resources, alignment of priorities, and access to current, relevant and quality data to inform the actions of the WH Parks and Rec Dept.	☐	☐	☐	☐	☐	
	c. Chair the Active Avon AT Committee to continue to improve options for safe and convenient non-motorized transportation across the Avon Region	☐	☐	☐	☐	☐	✓ New collaboration opportunities are taken advantage of and partnerships are developed in a sustainable manner

POTENTIAL PARTNERS

Active Avon Active Transportation Committee, Active Alliance, Annapolis Valley Mountain Bike Association, Annapolis Valley Regional School Board, Association of Geocaching NS, Bike Nova Scotia, Canoe/Kayak Nova Scotia, Castle Frederick Farms, Communities Culture & Heritage Department, Community Halls, Community Partnership Network, Community Walking Groups, Department of Natural Resources, Department of Transportation and Infrastructure Renewal, Ecology Action Centre, Glooscap First Nations Municipal Physical Activity Leader, Hants West Wildlife Association, Healthy Schools Community Committee, Heart & Stroke WalkAbout, HeartWood Centre for Youth Leadership, High Five, Hike Nova Scotia, Leave No Trace Canada, Newport and District Rink, RCMP, Recreation Nova Scotia, Senior Safety Officer, Sport Nova Scotia, Town of Windsor, Valley Active Communities Committee, Valley Gender Equity Committee, West Hants Family of Schools, West Hants Family Resource Centre, West Hants Health & Wellness Team, West Hants Planning Department, West Hants Trails Association, West Hants/Uniacke Community Health Board, West Hants-based Care Homes, WomenActive

PRINCIPALS in ACTION

- | | | |
|---|---|--|
| ☒ Whole of Government | ☒ Community Involvement | ☒ Equity |
| ☒ Comprehensive | ☒ Evidence Informed & Effective | ☒ Capacity Building |
| ☒ Partnerships | ☒ Tailored to the Community | ☐ Inactive to Moderately Active |
| ☒ Sustainable | ☒ Maximum Population Reach | |

Action #	Action Items	Lead Partner(s), Support Partner(s) & Resources	Anticipated Timeline
5.1.a	Explore methods of effectively communicating physical activity training opportunities	Active Communities Programmer, Valley Connect, West Hants Trails Association, Town of Windsor	1-3 years
5.1.b	Continue to fund community leadership training through WH Parks & Recreation grants	Director of Parks and Recreation, Active Communities Programmer, Council, Social Media, WH Website	Annually
5.1.c	Offer High Five, Fundamental Movement Skills, First Aid, and other relevant training to summer camp staff and program leaders. Ensure new training opportunities are considered each year	Active Communities Programmer, Recreation Intern, Day Camp Committee, VRCDA, Director of Parks and Recreation, VRCDA, VACC, CCH	Annually
5.1.d	Encourage public engagement from existing volunteer and community groups	Council and Chief Administrative Officer, West Hants Trails Association, CHB, Active Transportation Committee, community walking groups, Community Partnership Network, Town of Windsor, Hike Nova Scotia	Annually
5.2.a	Engage with key partnerships in the WH region and communities that support the goals and actions of the ALS.	Active Communities Programmer, Director of Parks and Recreation See all potential partners above	Annually
5.2.b	Participate in regional and provincial networks to ensure the continued sharing of resources, alignment of priorities, and access to current, relevant and quality data to inform the actions of the WH Parks and Rec Dept.	Active Communities Programmer, Director of Parks and Recreation, VACC, PAPE, CCH, Active Alliance	Annually
5.2.c	Chair the Active Avon AT Committee to continue to improve options for safe and convenient non-motorized transportation across the Avon Region	Active Communities Programmer, Active Alliance, Bike Nova Scotia, West Hants Trails Association, Heart and Stroke WalkAbout, Town of Windsor, Department of Transportation and Infrastructure Renewal	Annually

APPENDIX A

TERMINOLOGY & DEFINITIONS

Active Living: To foster active, healthy living through recreation.

Active Transportation: “Active transportation (AT) is a broad term that refers to all forms of human powered or non-motorized transportation. It typically refers to walking and cycling, but also rollerblading, skateboarding, wheelchair use, etc. There are also many seasonal activities such as canoeing, kayaking and cross-country skiing that can be defined as active transportation. Active transportation is commonly broken down into two different categories: Utilitarian active transportation includes active destination oriented trips (e.g.: commuting to work or school) and active workplace travel (e.g.: delivering materials or attending meetings). Recreational active transportation includes leisure, recreational pursuits, and fitness (e.g.: dog walking, hiking, paddling, etc.) and often takes place in off-road locations. In some cases, both utilitarian and recreational active transportation can occur at the same time.” (p.1, Active Avon: An Active Transportation Plan for the Avon Region, 2015).

Equity vs Equality: Refers to fairness. Fair does not always mean equal.

Exercise: “Exercise is a subset of physical activity that is planned, structured, and repetitive and has as a final or an intermediate objective the improvement or maintenance of physical fitness.” (Caspersen, C.J., Powell, K.E., Christenson, G.M., 1985, retrieved on Dec 28, 2017 from: <http://pubmedcentralcanada.ca/pmcc/articles/PMC1424733/pdf/pubhealthrep00100-0016.pdf>)

Inclusion & Access: To increase inclusion and access to recreation for populations that face constraints to participation.

Municipal Physical Activity Leader (MPAL): “MPAL physical activity practitioners are responsible for leading municipal efforts to develop municipal physical activity plans and create active communities.” (p. 11, Creating Active Communities: A Resource for MPAL Communities, 2017).

Physical Activity: “any bodily movement produced by skeletal muscles that require energy expenditure” (p. 4, Creating Active Communities: A Resource for MPAL Communities, 2017). Types of physical activity include leisure time activity, incidental activity, occupational or school-based activity, and active transportation activity.

Physical Literacy: “Physical literacy is the motivation, confidence, physical competence, knowledge and understanding to value and take responsibility for engagement in physical activities for life.” (The International Physical Literacy Association, 2014)

Recreation: “the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.” (p. 8, A Framework for Recreation in Canada 2015: Pathways to Wellbeing, 2015 & p. 4, The Shared Strategy for Advancing Recreation in Nova Scotia, 2015)

APPENDIX A

Supportive Environments: To ensure the provision of supportive physical and social environments that encourage participation in recreation and build strong, caring communities.

Recreation Capacity: To ensure the continued growth and sustainability of the recreation field.

Connecting People and Nature: to help people connect to nature through recreation.

APPENDIX B

COMMUNITY SPORT ORGANIZATIONS, CLUBS & BUSINESSES*

Alpine	Horseshoe
Archery	Karate
ATVing	Kickboxing
Badminton	Orienteering
Baseball	Rugby
Basketball	Scouts
Bicycle	Senior Games
Brownies	Snowboarding
Canoe/Kayak	Snowmobiling
Cheer	Soccer
Cricket	Softball
Cubs	Sparks
Curling	Swimming
Dragon Boat	Tai Kwon Doe
Equestrian	Tennis
Figure Skating	Theatre
Football	Tug-of-War
Girl Guides	Volleyball
Golf	Wildlife Associations
Gyms and Fitness Instructors	Wrestling
Hockey	Yoga

*This is an example of the community sport organizations, clubs, and business types as of March 2018. If you would like any added to the list, please contact the West Hants Parks and Recreation Department.

APPENDIX C

COMMUNITY HALL ASSOCIATIONS*

Ardoise Community Recreation Centre
Avondale Community Hall/Avondale Wharf Committee
Bramber New Horizons Hall
Belmont Community Hall
Brooklyn Civic Centre and Fire Hall
Centre Burlington Community Hall
Ellershouse Community Hall
Falmouth Community Hall
Hantsport Memorial Community Centre
Mt. Denson Community Hall
Newport Corner Hall
Newport Station Community Hall
Poplar Grove Community Hall
Ste Croix Community Hall
Sweets Corner Community Hall
Summerville & District Fire Hall
Three Mile Plains Community Hall
Upper Burlington Community Hall
Upper Vaughans Community Hall
Walton Shore Fire Hall Association
West Hants Ground Search and Rescue
Woodville/ Ashdale

*This is a non-exhaustive list of Community Hall Associations as of March 2018. If you would like any added to the list, please contact the West Hants Parks and Recreation Department.

APPENDIX D

ACTIVE LIVING STRATEGY 2013-2016 GOALS

West Hants action plan developed in 2013 outlined these four goals:

1. Public Awareness: To educate West Hants residents about the benefits of physical activity and to provide information about recreation opportunities.
2. Supportive Social Environment: To provide opportunities for West Hants residents to participate in a variety of physical activities in their communities, workplaces and schools.
3. Supportive Physical Environments: To create, maintain and enhance physical environments, both built and natural, that support physical activity.
4. Leadership, Partnerships and Sustainability: To lead initiatives, build partnerships and develop policies that will sustain physical activity opportunities.



Committee of the Whole Excerpts
September 8, 2020

Replace/Install Septic Systems Loan Program

The attached report from Committee of the Whole outlines the request to investigate a Septic System Loan Program as allowed under the Municipal Government Act. Council would need to consider the impact of such a program on cashflow, amount of funding to support the program, administration fees and its impact to the debt/service ratio.

The Committee noted a similar program for water which should also be considered. When a water program was investigated previously it was cheaper for residents to obtain a loan from the bank for water systems.

The recommended motion was:

... that Council direct staff to explore options of sewer and water loan programs.



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
DECISION REQUEST FORM**

Name:	Septic Systems Loan Program		
Date:	Sept. 3, 2020	Date Submitted to CAO:	Sept. 3, 2020

Requested by : Councillor Ed Sherman

Detail	Synopsis				
Decision Requested:	Residents have asked if the Septic Systems Loan Program that was announced by the Province of NS in Oct. 2019 is one the Regional Municipality supports https://novascotia.ca/news/release/?id=20191016001 .				
	The Province of NS passed legislation to amend the Municipal Government Act (MGA) to allow all municipalities to offer loans to homeowners in their area who need to install or replace their septic systems. Residents will be able to repay their loan through their property taxes.				
Background: What? Who? How? When?	Property ☒	Public Opinion ☒	Environment ☒	Social ☐	Economic ☒
Strategic Implication: with Dashboard	Current ☐		Short Term ☐	Long Term ☒	
Budget:	Yes ☒ No ☐		Policy: MGA section	Yes ☒ No ☐	
Desired Outcome:					

Recommendation:	Report/Document: Attached ☐ Available ☐ Nil ☒
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Request for Decision – CAO Initial Review

Detail	The municipality does not have a program currently as described. The MGA was amended to allow municipalities to do so but it is not required. There are challenges as well as benefits when considering such programs. This would essentially be a loan program and not a grant. There's rarely provincial funding to offset any cashflow or debt servicing impacts on the municipal unit. This would be a primary consideration if a program were to be explored. Consideration needs to further explore the true need for such a program. What is the main benefit to a citizen to lend from the municipality and not their financial institution? Is this program warranted?
Department: select all that apply	Governance/Legislative ☒ Protective Services ☐ Administration ☒ Planning ☐ Engineering Public Works ☒ Parks and Recreation ☐ Finance ☒ Economic Development ☐
Decision Requested:	Operational Matter ☐ Decision of Council Required ☒ Policy Change ☒ Other ☐
Background:	As noted above
Budget:	Unknown currently. The minimum following factors would have to be considered:

	1. What level of cash flow / funding would have to be in place initially to prepare for the initial or upfront applications? 2. Will the loan program impact the cash flow of the Region or debt to service ratio? 3. Can funding be borrowed to reduce the burden on the Region? 4. What is the admin fee acceptable should this program be pursued?
Staff Workload:	Consideration must be given to the current workload of staff and what possible job task increases the introduction of such a program would create for our finance department. It may be advantageous to consider a third party to administer the program as have been done with other similar PACE (Property Assessed Clean Energy) Programs through municipalities. The admin fee that is assumed to be charged is built into the program cost for the property. With a third party it is utilized to pay for their services. Staff / Third party workload would be dependent on the number of applicants using the program.
Policy:	As per the MGA, S. 81(a), The council may make by-laws imposing, fixing and providing methods of enforcing payment of charges for the financing and installation of certain equipment.
Response Options:	1. Review similar programs that other municipalities have created and comment back to COTW on effectiveness and respond to other point made under the CAO section of this report. 2. Direct staff to create a Septic Systems Loan Program. 3. Decline the request for decision.
Preferred Strategy:	1. Review similar programs that other municipalities have created and comment back to COTW on effectiveness and respond to other point made under the CAO section of this report.

CAO Comments	The true need for such a program should be explored. Does the municipality want to become a lender to it's residents? If Council wishes to pursue the possibility of the program, having a third party engaged in the program's creation, application process and inspection process would be encouraged at this time to avoid an increase on staff and operations. Further, an admin fee should be considered as a core component of the program.
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Reviewed and Signed by Mark Phillips, CAO : _____



Committee of the Whole Excerpts
September 8, 2020

Restaurants and Mobile Canteens

The attached report from Committee of the Whole outlines the request to investigate the fees and regulations of restaurants (sidewalk cafes) and mobile canteens in relation to the fairness to permanent restaurants that pay taxes.

The recommended motion was:

... that Council direct staff to prepare a report for Council on the by-laws and fees applicable for restaurants (including sidewalk cafes) and mobile vending units. It would be helpful to include information on the location permissions as well as comparable fees in our region for similar services along with any recommendations for changes staff may deem appropriate.



WEST HANTS REGIONAL MUNICIPALITY AGENDA REQUEST FORM

Name:	Jim Ivey, Councillor, (Windsor South, District 11)		
Date:	July 24 2020 Updated Sept 3 2020	Date Submitted to CAO:	July 24 2020 Updated Sept 3 2020

Request– Initial – to be completed by Council Member

Detail	Restaurants and Mobile Canteens (Food trucks / Mobile Vending Units) in our area offer similar services. Typically, they provide cooked or pre-packaged food for those who frequent their establishments. The base of delivery operation varies between the restaurant's bricks and mortar operation in contrast to a mobile vending unit providing food service on wheels ("Mobile Food Service", "Mobile Canteen"). Resulting from Covid and perhaps the increased area construction, we have mobile canteen(s) operating on a more permanent basis in Windsor. The presence of the new entrant / competitor in the food service business has resulted in inquiries from established local restaurants as to the fairness of permitting mobile canteens to operate for a fee of \$100 per 3-month period in contrast to restaurants paying annual property taxes that are measurably greater. Three areas of our bylaws that appear to be applicable for Restaurants and Mobile Food Vendors; (a) Land Use Bylaws (b) Hawkers, Traders and Peddlers (Bylaw #15), (c) Temporary Vendors In considering this issue and the details of the bylaws, a summary report from Planning could be helpful in providing and overview of the fees and regulations. It would help to determine if changes to policies are in order and well as determining if the pricing and fees for the food services provided are in order.
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Decision Requested:	Direction staff to prepare a report for Council on the bylaws and fees applicable for restaurants (including sidewalk cafes) and mobile vending units. It would be helpful for the report to include information on location permissions as well as comparable fees in our region for similar services along with any recommendations for changes they might deem appropriate.				
Background: What? Who? How? When?	Property ✓	Public Opinion ✓	Environment ☐	Social ✓	Economic ✓
Strategic Implication: with Dashboard	Current ☐		Short Term ☐ ✓ Next Season	Long Term ☐ ✓	
Budget:	Yes No ☐		Policy: MGA section	Yes ☐ ✓ (definition only) No	
Desired Outcome:	Clear position for temporary vending and related fees, specifically for food services including mobile canteens as compared to local restaurants. As part of this exercise it might identify if an opportunity exists for aggregation of bylaws or inclusion of other areas in the region.				
Recommendation:	Report/Document: Attached ☐ Available ☐ Nil				

Request for Decision – CAO Initial Review

Detail	Synopsis
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Department: select all that apply	Governance/Legislative ☒ Protective Services ☐ Administration ☐ Planning ☒ Engineering Public Works ☐ Parks and Recreation ☐ Finance ☐ Economic Development ☐
Decision Requested:	Operational Matter ☐ Decision of Council Required ☒ Policy Change ☒ Other ☐
Background:	As noted above.
Budget:	2020 / 21 Vending Fee Revenue – unknown at time of report. Former Windsor and West Hants vending fees should be noted for past three fiscal years. A fee structure supporting the recruitment of vending and event-based food trucks should be balanced with fees that need to be structured for long-term or year-round vending.
Staff Workload:	Pending Council's direction research should be carried out and reported back to Council for discussion. This request should be discussed by Council before the end of the calendar year and rated as medium priority. Low to medium amount of staff time should be required to support the request.
Policy:	Land Use Bylaw(s) should be reviewed for the entire region vs. Windsor.
Response Options:	1. Direct staff to prepare a report for Council on the bylaws and fees applicable for restaurants (including sidewalk cafes) and mobile vending units. It would be helpful for the report to include information on location permissions as well

	as comparable fees in our region for similar services along with any recommendations for changes they might deem appropriate. 2. Decline the requested review.
Preferred Strategy:	Option 1. As noted above.
CAO Comments:	The primary fee / payment for municipal services is through property taxation. Vending and even home base businesses should be encouraged in our Region, but do not provide the traditional revenue to offset service provision. A modern system is needed to ensure we are both being consistent with our commercial taxpayer but still attracting pop-up or vendors that add to the vibrancy and economic impact of our community.

Reviewed and Signed by Mark Phillips, CAO: 



Committee of the Whole Excerpts
September 8, 2020

Racial Profiling Assertion

The attached report from Committee of the Whole outlines the request for letter outlining Council position on racism after an allegation of racial profiling by the RCMP during an incident at a local establishment.

The recommended motion was:

... that Council write a letter to the local RCMP office that we are committed to dismantling racism in all its forms and effect within our communities and sphere of influence.



**WEST HANTS REGIONAL MUNICIPALITY
AGENDA REQUEST FORM**

Name:	Councillor Jim Ivey		
Date:	August 13, 2020 Updated: Sept 3 2020	Date Submitted to CAO:	August 13, 2020 Updated: Sept 3 2020

Request– Initial – to be completed by Council Member

	News report(s) in August relayed the story of a verbal dispute occurred between patrons in a local business establishment. During the dispute a complaint was made with the RCMP from a couple (white man and woman) alleging that a black gentleman had committed an assault in suggesting he spit on them though he was wearing a non-medical mask at the time. Generally, the black gentleman asserts that when the police arrived he was told he was being placed under arrest; his pockets were emptied; he was hand-cuffed and placed in the back of the RCMP car. He was then read his rights and asked if he understood them or wanted a lawyer. The officer then left the gentleman in the back of the car, returned to the establishment to gather details from the complainants. After a period of time the officer returned to the car and advised the gentleman that he was being released and free to go. It was explained in the news story that the investigation determined no charges were to be made and the file was closed. Upon being released the gentleman has asserted that he believes racism / racial profiling was involved in his arrest and confinement in the car.
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Decision Requested:	To be noted that it is not the Council's or Municipality's role to insert itself in policing matters, or to weigh and adjudicate facts. We do however employ and engage the RCMP to perform policing services on behalf of our residents. They are working for us in delivering services to our communities. Without drawing any conclusions the following seems appropriate: Council directs that a letter be sent to our local RCMP office as a reminder that we have collectively taken a stance against racism; that we seek to dismantle it in our communities and that we do not condone or endorse the use of racial profiling as part of the work that we collectively undertake.				
Background: What? Who? How? When?	Property ☐	Public Opinion ☒	Environment ☐	Social ☒	Economic ☐
Strategic Implication: with Dashboard	Current ☐ ☒		Short Term ☐ ☒		Long Term ☐ ☒
Budget:	Yes ☐ No ☒		Policy: MGA section		Yes ☐ No ☒
Desired Outcome:	The desired outcome and objective for everyone is that we continue moving forward together by addressing racism or its appearance, with a view to dismantling racism in all its forms and effects within our community and our spheres of influence. In addition, we may also seek to determine what might be done differently in the future to prevent an incident such as this from recurring.				
Recommendation:	Report/Document: Attached ☐ Available ☐ Nil ☒				

Request for Decision – CAO Initial Review

Detail	Synopsis
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Department: select all that apply	Governance/Legislative ☒ Protective Services ☒ Administration ☒ Planning ☐ Engineering Public Works ☐ Parks and Recreation ☐ Finance ☐ Economic Development ☐
Decision Requested:	Operational Matter ☒ Decision of Council Required ☒ Policy Change ☐ Other ☐
Background:	Noted above
Budget:	N/A
Staff Workload:	Pending Council's direction drafting a letter can be facilitated through the Mayor or CAO Office.
Policy:	
Response Options:	1. Write the letter as requested. 2. Refer the complainant to the RCMP Complaint Form attached to this report. 3. Not carry-out the requested action.
Preferred Strategy:	Carryout response options 1 and 2.
CAO Comments:	Without having the details of the file and highlighting this is also an operational policy matter for the RCMP it is important for Council and Staff to be consistent with it messaging and desire to not only have municipal services delivered in a manner that is non-discriminatory, fair and just to all residents but the same delivery model is expected of all external service providers including the RCMP. It is further important to direct individuals of our community

	to the appropriate processes for formal complaints should they choose to do so.
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Reviewed and Signed by Mark Phillips, CAO :





Civilian Review and
Complaints Commission
for the RCMP

Commission civile d'examen
et de traitement des plaintes
relatives à la GRC

PUBLIC COMPLAINT FORM GUIDE

The Civilian Review and Complaints Commission for the RCMP (CRCC) is an independent agency that reviews complaints made by the public about the on-duty conduct of RCMP members.

The CRCC is not part of the RCMP.

Anyone with concerns about the conduct of an RCMP member can visit the CRCC website at www.complaintscommission.ca or call the CRCC at 1-800-665-6878 to learn more about the public complaint process. CRCC staff will be able to describe our role and answer any questions that you may have.

CHECKLIST

Complaints must concern:

- ☐ The conduct of an RCMP officer in the performance of their policing duties
- ☐ An incident that occurred within the last 12 months*

*If the incident occurred more than 12 months ago, please provide additional information / justification for the delay. This information will be reviewed and an extension may be granted on a case-by-case basis.

Individuals making a complaint need to be:

- ☐ Directly involved in the incident
- or**
- ☐ A witness to the incident
- or**
- ☐ A person authorized to act on behalf of the person directly involved in the incident

COMPLAINTS CAN BE MADE

BY MAIL

Civilian Review and Complaints Commission
for the RCMP
P.O. Box 1722, Station B
Ottawa, ON K1P 0B3

ONLINE

www.complaintscommission.ca

BY FAX

1-613-960-6147



PUBLIC COMPLAINT FORM

PLEASE NOTE: You may file your complaint online at www.complaintscommission.ca



CONTACT INFORMATION (Required)

Family Name	Given Name	Date of birth (YEAR, MONTH, DAY)	
Street / Mailing Address	City	Province	Postal Code
Email address	Primary Telephone number	Cellphone number	



QUESTIONS (Required)

What is your preferred language for correspondence?

☐

English

☐

French

How do you want to be contacted?

☐

Email

☐

Phone

☐

Mail

Were you directly involved in the incident(s)?

☐

Yes

☐

No

Have you previously filed a public complaint about this incident with the CRCC or the RCMP?

☐

Yes

☐

No

If yes, did you sign an agreement with the RCMP to resolve this complaint informally?

☐

Yes

☐

No

Did the incident occur within the last 12 months? If not, please provide an explanation for the delay in filing in **Details of Complaint** section of this form.

☐

Yes

☐

No

PLEASE NOTE: Exceptions to the one-year time limit are reviewed & granted on a case-by-case basis.



REPRESENTATIVE AUTHORIZATION

Complete the following section **ONLY** if you want the Civilian Review and Complaints Commission for the RCMP (the CRCC) and the RCMP to communicate directly with a legal representative or an advocate *instead* of yourself.

Family Name: _____

Given Name: _____

Telephone Number: _____

E-mail Address: _____

By providing this information, you are authorizing the CRCC and the RCMP to:

- Communicate directly with a legal representative or an advocate instead of yourself; and,
- Disclose information related to your complaint to your representative.



DETAILS OF COMPLAINT (complete as much as possible)

Date of incident: _____
(Required) YEAR, MONTH, DAY

Location (city, town): _____

Time of incident: _____

Province: _____
(Required)

Please describe the circumstances that led to your complaint as completely as possible. Please include:

- Who was involved
- What was said and done
- Was there any damage or injury
- Details that you feel contributed or led to the incident
- Reason for filing past 12-month time limit (if applicable)

This box will accept a maximum of 3100 characters. If you need more space, you may attach additional sheets of paper to this form.



RCMP MEMBER(S)

List the RCMP member(s) whose conduct you are complaining about. If you are unsure, please write UNKNOWN and provide a brief, physical description of the member(s).

If you need more space, you may attach additional sheets of paper to this form.

Name	Rank	Detachment



WITNESS(ES) if applicable.

Note: Witnesses may include RCMP members you are NOT complaining about. If you are unsure, please write UNKNOWN and provide a brief, physical description of the witness(es) and/or member(s).

If you need more space, you may attach additional sheets of paper to this form.

First Name, Last Name	Contact Information (address, phone, email)

If you have provided the information requested above, your complaint should be complete.

After your submission is reviewed by an Intake Agent, you will receive correspondence on the status of your complaint, along with information explaining future steps in the complaint process. Although not necessary, should you still feel that you need to speak with an Intake Agent by phone please indicate below :

- the best number to reach you at
- a brief explanation why a call back is being requested

Please note that two attempts to contact you by phone will be made, which may take up to 15 business days. Calls will be placed during regular business hours Monday to Friday (Eastern Daylight Time) and may result in a delay in your complaint being reviewed.

Phone Number:

BREIF EXPLANATION

If you need more space, you may attach additional sheets of paper to this form.



PRIVACY & DISCLOSURE OF PERSONAL INFORMATION

By submitting a completed complaint form, you are authorizing the Commission to collect your personal information for the purposes related to Parts VI, VII, VII.1 and VII.2 of the RCMP Act. This information is held in personal information bank CRCC PPU 005, and you have a right to access this information in accordance with the *Privacy Act*.

NOTE: Completed public complaint forms, along with all other relevant documentation you provide to the CRCC will be forwarded to the RCMP for investigation pursuant to subsection 45.53(10) of the RCMP Act and an RCMP investigator may contact you to obtain a statement.



ACKNOWLEDGEMENT

PUBLIC USE ONLY (please note that complaint forms must be signed and dated)

I have reviewed this completed public complaint form and the information I have provided is true and accurate to the best of my knowledge.

Name (print): _____

Signature: _____

Date (Required): _____
(YEAR, MONTH, DAY)

RCMP USE ONLY (to be signed by RCMP members if form is completed on behalf of an individual)

I have reviewed this completed form with the individual and the information provided is true and accurate to the best of their knowledge.

Name & rank (print): _____

Signature: _____

Date (Required): _____
(YEAR, MONTH, DAY)



CONTACT INFORMATION

Completed complaint forms can be submitted

BY MAIL

Civilian Review and Complaints
Commission for the RCMP
P.O. Box 1722, Station B
Ottawa, ON K1P 0B3

Complaint forms may also be completed

ONLINE

www.complaintscommission.ca

BY FAX

1-613-960-6147



Committee of the Whole Excerpts
September 8, 2020

Pedestrian Signage Barriers

The attached report from Committee of the Whole outlines the request for a consistent design of barricades and protective tools that are pedestrian and tourist friendly. Such designs should be inline with the branding and message of the Region.

The recommended motion was:

... that Council endorse the request and for staff to prepare information for the 2021/22 Capital Budget and Operation Budgets. It is possible that purchase of the item could be phased in over a period of time. Further, these items should be incorporated into our growth centers through the Region and other areas as required.



**REGION OF WINDSOR AND WEST HANTS MUNICIPALITY
AGENDA REQUEST FORM**

Name:	Jim Ivey, Councillor, (Windsor South, District 11)		
Date:	July 24 2020	Date Submitted to CAO:	July 24 2020

Request– Initial – to be completed by Council Member

Detail	At different times during the year with events and seasonal activities (sidewalk cafes, car shows, increased bicycle activity / racks, parades, regattas, tournaments) we have needs for temporary traffic / people protective barriers. To date with the bike racks and sidewalk cafes we have used “older” grey stone-style planters of differing styles with a ‘construction zone’s temporary checkerboard sign (yellow, black or red / white florescent markers attached.) It appears the tools we are using serve a functional importance-of-safety requirement which cannot be understated. We don’t however appear to take into account a need for consistency and visual appeal along the streets and sidewalks where we invest significant tax resources.				
Decision Requested:	Direction for staff to consider future options for traffic barriers / protective pedestrian sign tools in areas that are pedestrian / tourist friendly.				
Background: What? Who? How? When?	Property ✓	Public Opinion ✓	Environment ☐	Social ✓	Economic ☐

Strategic Implication: with Dashboard	Current ☐	Short Term ☐ ✓ Next Season	Long Term ☐
Budget:	Yes ☒ No ☐	Policy: MGA section	Yes ☐ No ☒
Desired Outcome:	The barricades and protective tools used for tourist / seasonal activities receive consideration in the planning and branding cycle for the next season.		
Recommendation:	Report/Document: Attached ☐ Available ☐ Nil ☒		

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative ☒ Protective Services ☐ Administration ☐ Planning ☐ Engineering Public Works ☒ Parks and Recreation ☒ Finance ☐ Economic Development ☒
Decision Requested:	Operational Matter ☒ Decision of Council Required ☒ Policy Change ☐ Other ☐
Background:	Noted above

Budget:	Value and budget impact unknown value at this time. Items for purchase and consideration : Planters / Traffic Calming Infrastructure / Bollards or Barricades. Operating budget considerations need to be considered if the items require ongoing maintenance such as seasonal plant materials.
Staff Workload:	As part of the budget planning and deliberations staff can research the noted items and provide cost estimates. Branding will influence the style and impact of the noted items.
Policy:	N/A
Response Options:	1. For Council to endorse the request and for staff to prepare information for the 2021/22 Capital Budget and Operating Budgets. It is possible that purchase of the items could be phased in over a period of time. Further, these items should be incorporated into our growth centers through The Region. 2. That the current planters and barriers remain.
Preferred Strategy:	Option 1.
CAO Comments:	Planters, barriers and bollards are all requirements in urban or dense traffic areas. These items serve a functional purpose I can also provide impactful beautification. As we discover a new brand in the coming months the style, colours and messaging associated with the brand should be reflected in these items if their purchase is approved by Council. It is further important to note that these items are needed in our various other growth centers as well and should all reflect our brand to promote a unified message.





Committee of the Whole Excerpts
September 8, 2020

Sam Slick Monikor

The attached report from Committee of the Whole outlines the request to remove images of Sam Slick in Windsor. In 2009, an image of the fictional character by local author Thomas Haliburton, sparked controversy of racism in the community. The effect of the controversy is still being felt in the community today and by the member of the black community which brought the issue forward.

The recommended motion was:

... that Council direct the removal of the Wire Icons and Sam Slick-like wind-vane that exist and remain in Windsor and other Sam Slick icons on public property.

... that Council write a letter of apology to the individual who identified the racist nature of the illustration to acknowledge the pain and hurt that can result from the comments in the community, and that the community comes together to let the issue go.



**West Hants Regional Municipality
DECISION REQUEST FORM**

Name:	Jim Ivey, Councillor, (Windsor South, District 11)		
Date:	Sept 4, 2020	Date Submitted to CAO:	Sept 4, 2020

Request– Initial – Sam Slick Metal Frame Icons

Detail / Synopsis	Sam Slick, was a fictional character born in the writings of local author, politician and judge, Thomas Chandler Haliburton (1796-1865). He was once a celebrated figure within the former Town of Windsor and the namesake of its long-running festival from the early to mid-70's through 2009. In 2009 the festival's brochure cover contained a demeaning illustration which was identified by a member of the local black community as being racist. Controversy arose when other members of the community disagreed and felt that the illustration was misunderstood – that the illustration was of a man thanking Sam Slick. While technically a "thank you" was being provided it takes little research to determine that the illustration connected to the chapter "Slavery", in Haliburton's book (as recounted through Sam Slick) is patently racist. The chapter itself cannot get past the 2nd paragraph without presenting the disturbing imagery in which the creaking sound of a sign swinging in the wind is so natural, and then it is metaphorically compared to the ill-fated death of a man in the south. A couple of other chapters have been sourced with Slick as the protagonist in racist and misogynist roles that are equally if not more disturbing while many other chapters contain nothing of this nature. It important to point out that while the dark, disturbing side of Slick was always there to be seen, it only surfaced publicly in recent times. It is safe and more that reasonable to say that those who were the founders and volunteers of the former festival had no knowledge of the stories and social position of Slick. While we cannot undo this past innocent (unconscious) activity related to Slick, we can control the way it is addressed moving forward.
Decision Requested:	Council direct staff to undertake the immediate removal of the Sam Slick wire frame icons which remain attached the telephone poles in Windsor as well as the Sam Slick-like wind vane that sits atop the bandstand in the town and any other locations with the Sam Slick imagery that might remain on public property in public view.

	Council direct that a letter be written to the individual who identified the racist nature of the illustration, as well as providing an apology for the mis-characterization of the illustration that has been allowed to circulate uncorrected and unchallenged for the last 10 + years.				
Background: What? Who? How? When?	Property	Public Opinion ✓	Environment ☐	Social ✓	Economic ☐
Strategic Implication: with Dashboard	Current ☐ ✓		Short Term ☐ ✓ Next Season	Long Term ☐ ✓	
Budget:	Yes No ☐ ✓		Policy: MGA section	Yes ☐ No ✓	
Desired Outcome:	That we continue to dismantle racism in all it's forms and effects within our community and spheres of influence as we continue to move forward toward a more equal and just community.				
Recommendation:	Report/Document: Attached ☐ Available ☐ Nil See direction above				

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative ☐ Protective Services ☐ Administration ☐ Planning ☐ Engineering Public Works ☐ Parks and Recreation ☐ Finance ☐ Economic Development ☐
Decision Requested:	Operational Matter ☐ Decision of Council Required ☐ Policy Change ☐ Other ☐

Background:	My office has not performed additional research but has referenced the "Detail / Synopsis" section above.
Budget:	The cost to remove the items noted in the request are negligible and manageable with the 2020/21 Operating Budget. It is anticipated that staff will carry out the process versus the use of outside contractors. It is assumed traffic control will not be required as the work can be completed from the sidewalk or park space.
Staff Workload:	The work can be carried out by the existing workforce as noted above. Recognizing the existing impact and potential future negative impact the presence of the wire icons are having within our community there removal would be prioritized within the current workplan.
Policy:	
Response Options:	1. Remove the Wire Icons and Sam Slick-like wind vane as requested. 2. Allow the Wire Icon and wind vane to remain in their current locations. 3. Write the letter of apology as requested above.
Preferred Strategy:	Executed response option 1. and 3.
CAO Comments:	It is important for staff, Council and our community to reflect on local historic community symbols, our events and our behaviors. We need to reflect our diverse community values, our sincerity though our actions and that we promote welcomeness to all. Removing these items and expressing our sincerest apologies on

	behalf of our community is a positive step towards eliminating racism.
--	--

Reviewed and Signed by Mark Phillips, CAO : 



Fire Inspections Policy
September 22, 2020
Council
Madelyn LeMay

HISTORY

West Hants: Fire Inspection System Policy; no issues arising from the policy

Windsor: no similar policy

REQUIREMENT

- Fire Safety Act wording is mandatory:

Duties of a municipality

19 (1) A municipality shall (a) establish a system of fire-safety inspections of land and premises situate within its jurisdiction, as required by the regulations, to provide for compliance with this Act, the regulations and the Fire Code;

- draft policy included with the report circulated to PAC/HAC in July

PROPOSED POLICY: BASICS

- Council appoints Fire Inspectors
- establishes a System of Municipal Fire Inspections:
 - (a) Assembly Occupancies: every 3 years
 - (b) Residential Occupancies: buildings with more than 3 units & not under the Homes for Special Care Act every 3 years;
 - (c) Business and Personal Service Occupancies: every 5 years;
 - (d) Mercantile Occupancies: every 5 years;
 - (e) Industrial Occupancies: every 5 years
- notes penalties which apply under Fire Safety Act



PROCESS: POLICY

Staff Review



Planning Advisory Committee Review and Recommendation



Seven Day Notice to Council



Regional Council Consideration & Decision

RECOMMENDATION

...that Council approve the Fire Inspection System Policy, RCOPL-002.00, in a manner substantively the same as that included as Attachment B to the report entitled *Fire Inspection System Policy* dated July 9, 2020.



WEST HANTS REGIONAL MUNICIPALITY

Recommendation Report

To: Committee of the Whole

Submitted by: _____
Madelyn LeMay, Director, Planning and Development

Date: September 8, 2020

Subject: Fire Inspection System Policy
File # 20-17A

Background

Staff recommended a Fire Inspection System Policy for the Region to the Planning and Heritage Advisory Committee (PAC/HAC) on July 9, 2020.

Planning Advisory Committee Recommendation

PAC/HAC recommended in favour of the proposed Fire Inspection System Policy on July 9, 2020. Since seven (7) days' notice of a policy is required before Council may make a decision, this item is being brought first to COTW.

Possible Motion

Should COTW wish to recommend the Fire Inspection System Policy to Council, the following motion would be in order:

... that COTW recommends that Council approve the Fire Inspection System Policy, RCOPL-002.00, in a manner substantively the same as that included as Attachment B to the report entitled *Fire Inspection System Policy* dated July 9, 2020.

Attachments

Appendix A Fire Inspection Systems Policy Report; File # 20-17

Report Approved by:  _____
Mark Phillips, CAO



WEST HANTS REGIONAL MUNICIPALITY RECOMMENDATION REPORT

To: Members of Planning Advisory Committee/Heritage Advisory Committee (PAC/HAC)

Submitted by: _____
Madelyn LeMay, Director, Planning and Development

Date: July 9, 2020

Subject: Fire Inspection System Policy
File # 20-17

1.0 LEGISLATIVE AUTHORITY

Nova Scotia Fire Safety Act, 2002, as amended.

2.0 RECOMMENDATION

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

PAC/HAC recommends that that Council approve the Fire Inspection System Policy, RCOPL-002.00, in a manner substantively the same as that included as Attachment B to the report entitled *Fire Inspection System Policy* dated July 9, 2020.

3.0 BACKGROUND

West Hants has a Fire Inspection System Policy which applies only within the West Hants municipality. Windsor does not have a similar policy.

4.0 DISCUSSION

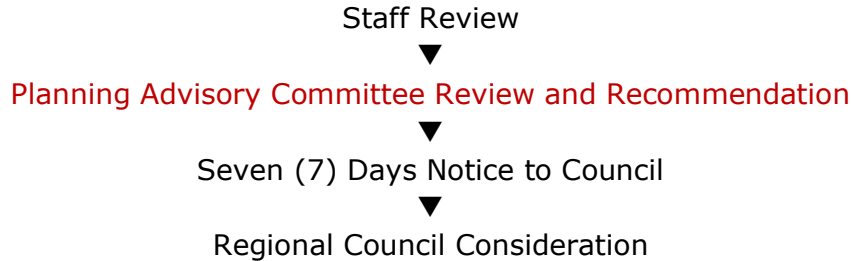
The wording of the Fire Safety Act is mandatory:

Duties of a municipality 19 (1) A municipality shall (a) establish a system of fire-safety inspections of land and premises situate within its jurisdiction, as required by the regulations, to provide for compliance with this Act, the regulations and the Fire Code;

There does not appear to be an opportunity to not have a Fire Inspection System Policy. The proposed Policy will provide the Region with one Fire Inspection System Policy for the entire geographic area which will be clear and fair for all residents and provide an assured process for residents, staff and Council.

5.0 NEXT STEPS

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



6.0 FINANCIAL IMPLICATIONS

There are no financial implications for the Region associated with this proposed Policy.

7.0 ALTERNATIVES

Should PAC/HAC not wish to recommend this draft Policy to Council, PAC/HAC may:

- recommend specific amendments to the proposed draft; or
- provide alternative direction, such as requesting further information on a specific topic.

8.0 ATTACHMENTS

Attachment A West Hants Fire Inspection System Policy

Attachment B Proposed Fire Inspection System Policy, RCOPL-002.00



Report Prepared by: _____
Madelyn LeMay, Director, Planning and Development

Report Reviewed by: _____
Tim Leslie, Manager, Building and Fire inspection Services

Report Reviewed by: *Rhonda Brown*
Rhonda Brown, Municipal Clerk

MUNICIPALITY OF THE DISTRICT OF WEST HANTS
A POLICY RESPECTING A SYSTEM OF MUNICIPAL FIRE INSPECTIONS

1. This policy is entitled the "System of Municipal Fire Inspections":
2. In this Policy:
 - (a) **ASSEMBLY OCCUPANCY (GROUP A)**, means the Assembly Occupancy as defined in the National Building Code of Canada (2005), as amended from time to time;
 - (b) **RESIDENTIAL OCCUPANCY (GROUP C)**, means a Residential Occupancy as defined in the National Building Code of Canada (2005) as amended from time to time;
 - (c) **BUSINESS AND PERSONAL SERVICE OCCUPANCY (GROUP D)**, means a Business and Personal Service Occupancy as defined in the National Building Code of Canada (2005), as amended from time to time;
 - (d) **MERCANTILE OCCUPANCY" (GROUP E)**, means a Mercantile Occupancy as defined in the National Building Code of Canada (2005), as amended from time to time;
 - (e) **INDUSTRIAL OCCUPANCY (GROUP F)**, means Industrial Occupancy as defined in the National Building Code of Canada (2005), as amended from time to time;
 - (f) **MUNICIPAL FIRE INSPECTOR**, means a person appointed by the Municipality as a Municipal Fire Inspector pursuant to Fire Safety Act, Chapter 6 of the Acts of 2002, as amended from time to time;
 - (g) **FIRE SAFETY ACT**, means "An Act to Promote and Encourage Fire Safety" Chapter 6 of the Acts of 2002, Nova Scotia, as amended from time to time, and any other successor legislation;
 - (h) **FIRE SAFETY REGULATIONS**, means the "Regulations Respecting Fire Safety" made by the Governor in Council pursuant to Section 51 of Chapter 6 of the Acts of 2002, the Fire Safety Act., as amended from time to time;
 - (i) **COUNCIL**, means the Council of the Municipality of the District of West Hants;
3. Pursuant to Section 19 of the Fire Safety Act this Policy established a "System of Municipal Fire Inspections" to provide for compliance with that Act and the Fire Safety Regulations and that recognizes municipal resources, geography and priorities based upon a risk assessment.
4. **Municipal Fire Inspector**
Pursuant to Section 19 of the Fire Safety Act, Council shall appoint one or more Municipal Fire Inspectors, whom shall carry out the System of Municipal Fire Inspections in accordance with the requirements of the Fire Safety Act and Fire Safety Regulations

5. **Systems of Inspections**

Pursuant to Section 3 of this Policy, Council hereby establishes the following "System of Municipal Fire Inspections":

a) Assembly Occupancies (Group A) – As per Section 13 Fire Safety Regulations.
(every 3 years)

b) Residential Occupancies (Group C)

i) **Buildings with more than three units**, and not regulated under the Homes for Special Care

Buildings will be inspected commencing in the year 2010 and re-inspected every 3 years, unless the Municipal Fire Inspector deems that, to reduce risk of fire and loss of life, a more frequent inspection of one or more particular buildings is required.

c) Mercantile Occupancies (Group E)

Buildings will be inspected commencing in the year 2011 and re-inspected every 5 years, unless the Municipal Fire Inspector deems that, to reduce risk of fire and loss of life, a more frequent inspection of one or more particular buildings is required.

d) Business and Personal Service Occupancies (Group D)

Buildings will be inspected commencing in the year 2011 and re-inspected every 5 years, unless the Municipal Fire Inspector deems that, to reduce risk of fire and loss of life, a more frequent inspection of one or more particular buildings is required.

e) Industrial Occupancies

Buildings will be inspected commencing in the year 2012 and re-inspected every 5 years, unless the Municipal Fire Inspector deems that, to reduce risk of fire and loss of life, a more frequent inspection of one or more particular buildings is required.

6. **Failure to Comply with Order**

a) Summary Conviction

Where the owner of a building, land or premises fails to comply with an Order to Comply issued by the Municipal Fire Inspector, the Municipal Fire Inspector may take action as set out in Section 44 of the Fire Safety Act.

b) Carrying on Matters not done by Owner

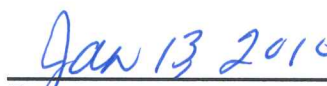
Pursuant to the Fire Safety Act, and subject to the approval of the Fire Marshall and Chief Administrative Officer, where an owner of a building, land or premises fails to comply with an Order issued by the Municipal Fire Inspector, the Municipal Fire Inspector may carry out or cause to be carried out an Order.

Approved by Council:

January 12, 2010

I certify that this Policy was adopted by Council as is indicated above.


Cheryl Chirba
Chief Administrative Officer


Jan 13 2010
Date

Municipality of the District of West Hants
Residential Fire Inspection Form under Section 23 (2) of the Fire Safety Act
(Three (3) Dwelling Units or less/Woodstove)

- ☐ Inspection request initiated by owner(s) PID# _____
- ☐ Inspection request initiated by authorized agent Civic# _____
- ☐ Inspection request initiated by tenant Owners Name _____
- ☐ Inspection request initiated by complainant Date _____
- ☐ Anonymous Complaint
- ☐ Written Complaint

Reason for Inspection - _____

Inspection Results:

Pursuant to Subsection 23 (2) of the Fire Safety Act, and subclauses 5 (b) (ii) and 5 (b) (iii) of Policy MDL – 26 – A Policy Respecting a System of Municipal Fire Inspections in the Municipality of the District of West Hants – the Municipal Fire Inspector can only conduct a Fire Inspection on residential dwellings with three or less units (including wood stove inspections) where the owners written consent has been received and the owner has confirmed in writing that the Fire Inspection requested is for non-insurance purposes, or where a warrant has been obtained under Section 24 of the Fire Safety Act.

I/we hereby certify that:

- a) I/we are the owners of the dwelling in which the Fire Inspection is requested as noted in this application;
- b) That the inspection requested in this application is for non-insurance purposes; and
- c) That I/we acknowledge that any deficiencies noted as a result of this Fire Safety Act requiring that any or all noted deficiencies be corrected by the owner (s).

Owners Signature _____

Date _____

- ☐ Owner Refused Entry
- ☐ Order to be issued
- Fire Inspectors Signature _____

System of Municipal Fire Inspections Policy

1.0 This Policy is entitled the "System of Municipal Fire Inspections".

2.0 Definitions

In this Policy:

"Assembly Occupancy (Group A)" means the Assembly Occupancy as defined in the Building Code;

"Business and Personal Service Occupancy (Group D)" means a Business and Personal Service Occupancy as defined in the Building Code;

"Building Code" means the National Building Code of Canada as amended;

"Council" means Council of the West Hants Regional Municipality;

"Fire Safety Act" means "An Act to Promote and Encourage Fire Safety", Chapter 6 of the Acts of 2002, Nova Scotia, as amended from time to time, and any other successor legislation;

"Fire Safety Regulations" means the "Regulations Respecting Fire Safety" made by the Governor in Council pursuant to Section 51 of Chapter 6 of the Acts of 2002, the Fire Safety Act, as amended from time to time;

"Industrial Occupancy (Group F)" means Industrial Occupancy as defined in the Building Code;

"Mercantile Occupancy (Group E)" means a Mercantile Occupancy as defined in the Building Code;

"Municipal Fire Inspector" means a person appointed by the Municipality as a Municipal Fire Inspector pursuant to Fire Safety Act, Chapter 6 of the Acts of 2002, as amended from time to time;

"Residential Occupancy (Group C)" means a Residential Occupancy as defined in the Building Code;

3.0 Municipal Fire Inspector

Pursuant to Section 19 of the Fire Safety Act, Council shall appoint one or more Municipal Fire Inspectors to carry out the System of Municipal Fire Inspections in accordance with the requirements of the Fire Safety Act and Fire Safety Regulations.

4.0 Systems of Inspections

-
- 4.1 This Policy establishes a "System of Municipal Fire Inspections" to provide for compliance with the Fire Safety Act and the Fire Safety Regulations and which recognizes municipal resources, geography and priorities based on a risk assessment.
- 4.2 Council hereby establishes the following "System of Municipal Fire Inspections". Unless the Municipal Fire Inspector deems that to reduce risk of fire and loss of life a more frequent inspection of one (1) or more particular buildings is required, inspections will be carried out as follows beginning in 2020:
- (a) Assembly Occupancies (Group A)
Every three (3) years in accordance with Section 13 of the Fire Safety Regulations;
 - (b) Residential Occupancies (Group C)
Buildings with more than three units and not regulated under the Homes for Special Care Act every 3 years;
 - (c) Business and Personal Service Occupancies (Group D)
Buildings will be inspected every five (5) years;
 - (d) Mercantile Occupancies (Group E)
Buildings will be inspected every five (5) years;
 - (e) Industrial Occupancies (Group F)
Buildings will be inspected every five (5) years.

5.0 Failure to Comply with Order

- 5.1 Summary Conviction
Where the owner of a building, land or premises fails to comply with an Order to Comply issued by the Municipal Fire Inspector, the Municipal Fire Inspector may take action as set out in Section 44 of the Fire Safety Act.
- 5.2 Carrying Out Matters Not Done by Owner
Pursuant to the Fire Safety Act, and subject to the approval of the Fire Marshall and Chief Administrative Officer, where an owner of a building, land or premises fails to comply with an Order issued by the Municipal Fire Inspector, the Municipal Fire Inspector may carry out or cause to be carried out an Order.

6.0 Repeal

- 6.1 The System of Municipal Fire Inspection dated January 12, 2010 of the former Municipality of the District of West Hants is hereby repealed.

I, Rhonda Brown, 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 ____ day of ____ (month), ____ 2020.

(Signature of Municipal Clerk)

R.N Brown
Municipal Clerk

Adoption	
Notice to Council:	Date
Approval:	Date
Description:	

Residential Fire Inspection Form

under Section 23 (2) of the Fire Safety Act (Three (3) Dwelling Units or less/Woodstove)

☐ Inspection request initiated by owner(s)	PID#
☐ Inspection request initiated by authorized agent	Civic#
☐ Inspection request initiated by tenant	Owners Name
☐ Inspection request initiated by complainant	Date

- ☐ Anonymous Complaint ☐ Written Complaint
- ☐ Owner Refused Entry

Reason for Inspection:**Inspection Results:**

Pursuant to Subsection 23 (2) of the Fire Safety Act, and Policy RCOPL-002.04, a Policy Respecting a System of Municipal Fire Inspections in the Region of Windsor and West Hants Municipality, the Municipal Fire Inspector can only conduct a Fire Inspection on residential dwellings with three or fewer units (including wood stove inspections) where the owners written consent has been received and the owner has confirmed in writing that the Fire Inspection requested is for non-insurance purposes, or where a warrant has been obtained under Section 24 of the Fire Safety Act.

I/we hereby certify that:

- (a) I/we are the owners of the dwelling in which the Fire Inspection is requested as noted in this application;
- (b) the inspection requested in this application is for non-insurance purposes; and
- (c) I/we acknowledge that any deficiencies noted as a result of this Fire Safety Act must be corrected by the owner(s).

Owners Signature

Date

- ☐ Order to be issued

Fire Inspectors Signature



WEST HANTS REGIONAL MUNICIPALITY

Recommendation Report

To: Members of Council

Submitted by: _____
Madelyn LeMay, Director, Planning and Development

Date: September 22, 2020

Subject: Civic Addressing By-law
File # 20-08B

Background

Staff recommended a Civic Addressing By-law for the Region to the Planning and Heritage Advisory Committee (PAC/HAC) on July 9, 2020.

Planning Advisory Committee Recommendation

PAC/HAC considered the proposed amendments on July 9, 2020 and requested that staff revise the proposal so that the road naming process for the former community of Windsor and the former community of West Hants be the same.

The revised Civic Addressing By-law was considered by PAC/HAC on September 10, 2020 and PAC/HAC recommended in favour of the revised Civic Addressing By-law.

Possible Motion

Should Council wish to approve the recommended Civic Addressing By-law, the following motion would be in order:

... that Council give First Reading and proceed to a Public Hearing regarding the Civic Addressing By-law, RC-001, which is substantively the same as that included as Attachment A to the report entitled *Civic Addressing By-law* dated September 10, 2020.

Attachments

Appendix A Civic Addressing By-law Report September 10, 2020; File # 20-08B

Report Approved by: _____

Mark Phillips, CAO



WEST HANTS REGIONAL MUNICIPALITY RECOMMENDATION REPORT

To: Members of Planning Advisory Committee/Heritage Advisory Committee (PAC/HAC)

Submitted by: _____
Madelyn LeMay, Director, Planning and Development

Date: September 10, 2020

Subject: Civic Addressing By-law
File # 20-08A

1.0 LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) s.313

2.0 RECOMMENDATION

If PAC/HAC wishes to forward a positive recommendation the following motion would be in order:

PAC/HAC recommends that Council give First Reading and proceed to a Public Hearing regarding the Civic Addressing By-law, RC-001, which is substantively the same as that included as Attachment C to the report entitled *Civic Addressing By-law* dated September 10, 2020.

3.0 BACKGROUND

A proposed Civic Addressing By-law was considered by PAC/HAC at the July 9, 2020 meeting. During discussion members agreed that it would be preferable to recommend one system for naming roads throughout the Region and asked staff to prepare a draft which reflects this proposed change in policy.

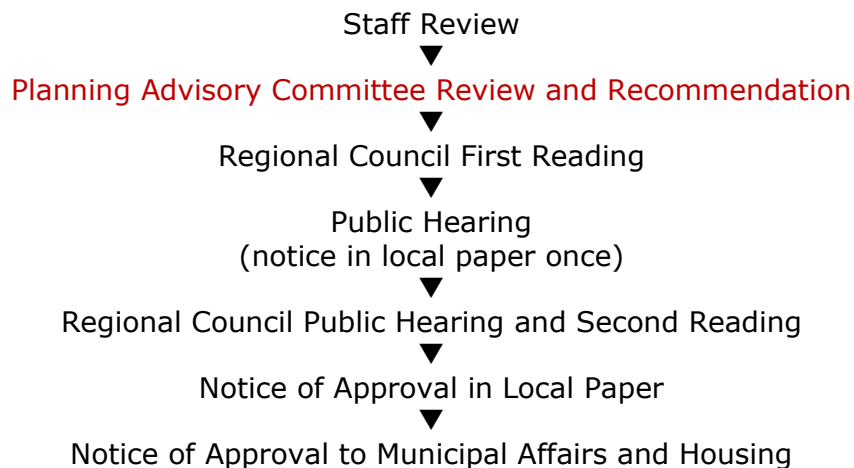
4.0 DISCUSSION

The road-naming process is the only area of real difference between the Windsor and West Hants Civic Addressing By-laws: applicants in the community of Windsor are restricted when choosing a name for a road. Names must be based on a list developed by the West Hants Historical Society and were approved by Windsor Council, or the applicant could request Council approve a specific name which the applicant then had researched by the West Hants Historical Society.

This is the difference PAC/HAC asked to have eliminated from a revised draft, and which is included in the revised draft (Attachment A).

5.0 NEXT STEPS

The following process is being used for adoption of the proposed by-law:



6.0 FINANCIAL IMPLICATIONS

There are no financial implications for the Region associated with replacing the existing By-laws with the proposed By-law.

7.0 ALTERNATIVES

Should PAC/HAC not wish to recommend this draft By-law to Council, PAC/HAC may:

- recommend further specific amendments to the proposed draft;
- recommend that a Civic Addressing By-law for the Region is not needed at this time; or
- provide alternative direction, such as requesting further information on a specific topic.

8.0 ATTACHMENTS

Attachment A Revised Proposed Civic Addressing By-law, RC-001

A handwritten signature in black ink, reading "Madelyn LeMay". The signature is written in a cursive, flowing style.

Report Prepared by:

Madelyn LeMay, Director, Planning and Development

Report Reviewed by: _____

Rhonda Brown, Municipal Clerk

*CIVIC ADDRESSING BY-LAW***ATTACHMENT A****1.0 TITLE**

- 1.1** This By-law is made pursuant to the Municipal Government Act, RSNS 1998, as amended from time-to-time and hereinafter referred to as the "Act" and shall be known and may be cited as the Civic Addressing By-law.

2.0 DEFINITIONS

In this By-law:

- (a) "building" means any structure used, or intended to be used, to support or shelter any use or occupancy, and includes an incomplete building once the footings have been constructed, but does not include a structure accessory to another structure on the same lot or a structure which, if it were now being built for the first time, would not require a Building Permit to authorize its construction;
- (b) "civic address" means the combination of an assigned civic number, the road name and the community;
- (c) "Civic Address File" means the database maintained by the Region containing geographically referenced civic address information including civic points, street network files, and community boundaries;
- (d) "Civic Addressing Coordinator" means the person who administers this By-law;
- (e) "civic number" means the number assigned to a lot or building by the Civic Addressing Coordinator in accordance with this By-law;
- (f) "community" means a geographic area contained within the Region of Windsor and West Hants;
- (h) "owner" has the same meaning as the owner of property in the Municipal Government Act or successor legislation from time to time;

CIVIC ADDRESSING BY-LAW

- (i) "private road" means any street, road, lane, bridge or other thoroughfare accessible to motor vehicles which is not a public road defined in clause 2.0 (k) and which serves as a principal vehicular access to three or more dwelling units;
- (j) "property" means a lot of land;
- (k) "public road" means a road or highway owned and maintained by the Region or the Province of Nova Scotia;
- (l) "Region" Region" or "Region of Windsor and West Hants Municipality" means the Municipality incorporated by the Region of Windsor and West Hants Act, SNS 2018, c.26 irrespective of whether it has had its name changed by virtue of Section 11 of that Act or otherwise ;
- (m) "road name" means the official name of a street, road, or highway as it appears in the Civic Address File.

3.0 DUTIES of CIVIC ADDRESSING COORDINATOR

The Civic Addressing Coordinator shall be responsible for:

- (a) assigning or re-assigning civic numbers to lots or buildings and the keeping of the Civic Address File;
- (b) reviewing and approving all proposed road names for new public and private roads created through the subdivision approval process;
- (c) reviewing and approving all proposed road names for existing unnamed roads; and
- (d) reviewing and recommending to Regional Council the acceptance or rejection of proposed road names submitted through the application process for changing an existing Provincial or Regional road name.

4.0 CIVIC NUMBERS**4.1 Existing Civic Numbers**

CIVIC ADDRESSING BY-LAW

A civic number that is recorded in the Civic Address File for a lot or building on the date of the first reading of this By-law is hereby assigned to that lot or building until such time as the Civic Addressing Coordinator, by written notice to an owner, directs otherwise.

4.2 Assignment of Civic Numbers

4.2.1 The Civic Addressing Coordinator may assign civic numbers to:

- (a) buildings that have permanent or temporary occupancy or use; and
- (b) vacant lots or developed sites and in the assignment of a number shall take into consideration the public use thereof which may require emergency services, such as parks, playgrounds and trails where public activity will occur.

4.2.2 The Civic Addressing Coordinator may assign more than one civic number to a lot or building.

4.2.3 The Civic Addressing Coordinator shall assign new civic numbers using a spatial formatting system which has all roads divided into intervals and numbers are assigned depending upon where the driveway intersects the road.

4.2.4 The Civic Addressing Coordinator may assign a new civic number with a spatial formatting system based on the surrounding civic numbers where an existing civic number prevents the use of the usual spatial formatting system.

4.2.5 The Civic Addressing Coordinator shall assign a new civic number where:

- (a) a building permit has been issued; or
- (b) there is no building permit issued, once a site inspection has been done by the Building Inspector or Civic Addressing Coordinator to confirm whether a civic number is required.

4.3 Deletion of Civic Numbers

CIVIC ADDRESSING BY-LAW

Deletion of civic numbers shall be at the discretion of the Civic Addressing Coordinator.

4.4 Refusal of Civic Number

The Civic Addressing Coordinator shall not issue a civic number if they are made aware of an outstanding order against the property under the National Building Code, Fire Safety Act, or the Municipal Government Act.

4.5 Change and Reassignment of Existing Civic Numbers

- (a) The Civic Addressing Coordinator may, by sixty (60) days written notice to an owner, change or reassign civic numbers where necessary to avoid potentially confusing numbering irregularities and to assure an adequate supply of civic numbers for existing and future development.
- (b) The Region shall not be liable for any costs or damages whatsoever that may be incurred by an owner related to the reassignment of a civic number.

5.0 POSTING of CIVIC NUMBERS**5.1 Civic Number Specifications**

The owner of a property for which a civic number is issued shall keep the assigned civic number posted on the lot or building in the following manner:

- (a) civic numbers shall be in Arabic numerals;
- (b) the numerals shall be right side up;
- (c) the colour of the numerals shall clearly contrast with the background upon which the numbers are displayed;
- (d) civic numbers shall either be composed of highly reflective material or be effectively illuminated during the hours of darkness;

CIVIC ADDRESSING BY-LAW

- (e) the bottom of the numbers shall be a minimum of 90 centimeters (36 inches) above grade;
- (f) the height of the numerals shall not be less than 65 millimeters (2.5 inches);
- (g) civic numbers shall be posted within 6 meters (20 feet) of the closest edge of the traveled portion of the public road or private road which forms part of the civic address for the lot or building;
- (h) the civic number shall be posted on the building or on a gatepost, signpost, or other structure on the lot on which the building is situated, excluding a utility pole for electrical, telephone, or other utility service;
- (i) civic numbers shall face towards the public road or private road upon which the lot or building is situated and which forms part of the civic address for the lot or building, except that double-sided signage may be used, in which event the civic number shall be on both sides of the sign and perpendicular to the public road or private road;
- (j) civic numbers shall be posted in a location which is not obstructed from view when viewed from the closest place on the traveled portion of the public or private road upon which the lot or building is situated or from which it has access and from all points at least 10 meters (33 feet) in either direction from that place, except that an intervening tree trunk or a vertical pole or post shall not alone be considered an obstruction for purposes of this subsection; and
- (k) no person shall post or permit to be posted a number that could be reasonably confused with a civic number as determined by the Civic Addressing Coordinator.

5.2 Occupancy Permit

An occupancy permit shall not be issued for a property unless a civic number is posted on that property.

6.0 ROAD NAMING

*CIVIC ADDRESSING BY-LAW***6.1 Application Process for Naming New Roads Created Through Subdivision Approval**

- (a) The applicant shall complete the "Application to Name a Road" form and submit it to the Civic Addressing Coordinator;
- (b) The Civic Addressing Coordinator shall review the application;
- (c) If the road name does not meet the evaluation criteria, the Civic Addressing Coordinator shall advise the applicant and provide an explanation for the rejection;
- (d) If the road name meets the evaluation criteria, the Civic Addressing Coordinator shall approve the name;
- (e) Within one week of notification of final approval of the plan of subdivision, the Civic Addressing Coordinator shall notify the appropriate agencies. Once the road is constructed the Civic Addressing Coordinator shall record the location of the road in the Civic Address File;
- (f) If a subdivision plan creating a new road is repealed, all agencies notified of the new road name(s) shall be notified of the repeal; and
- (h) The Civic Addressing Coordinator shall contact all property owners on the road(s) to inform them of the name of the new road(s).

6.2 Application Process for Naming an Existing Unnamed Road or Changing an Existing Road Name

- (a) Application must be made by completing the "Application to Name a Road" form and submitting it to the Civic Addressing Coordinator. The application must be accompanied by a petition signed by the owners of seventy-five percent (75%) of the lots with frontage on the road;
- (b) The Civic Addressing Coordinator shall review the application;

CIVIC ADDRESSING BY-LAW

- (c) If the road name does not meet the evaluation criteria, the Civic Addressing Coordinator shall advise the applicant and provide an explanation for the rejection;
- (d) If the application meets the evaluation criteria, the Civic Addressing Coordinator shall:
 - (i) seek approval from the authority having jurisdiction over the road, if applicable, and approve the name; or
 - (ii) seek approval from Council when an existing Provincial or Regional Road name is to be changed.
- (e) Within one week of the approval of the new road name, the Civic Addressing Coordinator shall record the new name in the Civic Address File and notify the appropriate agencies; and
- (f) The Civic Addressing Coordinator shall contact all owners of property on the road to inform of the new road name. If a subdivision plan creating a new road is repealed, all agencies notified of the new road name(s) shall be notified of the repeal.

6.3 Road Naming Evaluation Criteria

- (a) The name must be easy to pronounce and spell and have recognizable words or an acceptable combination of words;
- (b) Consideration must be given to the long-standing local usage of the name by the local public;
- (c) Road names must be in good taste;
- (d) Qualifying words (such as Upper, Lower, New, Old, etc.) should be avoided, but may be accepted in cases where the qualifier has been applied in an official context (e.g., as found in the Nova Scotia Gazetteer);

CIVIC ADDRESSING BY-LAW

- (e) All names must have an associated road type and the road type must be checked against a standard list before the submitted name can be accepted;
- (f) Road names must be alphanumeric (e.g. First Street); name submissions using a numeral (e.g. 1st Street) shall be rejected;
- (g) Where a new road is a continuation of an existing road, wherever possible the new road shall be given the same name as the existing road;
- (h) There must be no duplication of road names within the Region and, if possible, duplication of road names used in immediately adjoining municipal units shall be avoided;
- (i) All road name submissions must be checked against the alias field in the road names database both for the community in question and its adjacent communities. If the suggested name appears as an alias, it must be rejected;
- (j) There should be no like-sounding names within the Region;
- (k) Official road names, including road type, must have no more than 35 characters (including special characters and spaces);
- (l) If the road is named after a topographic feature, the name must reflect the official name found in the Nova Scotia Gazetteer;
- (m) A personal name (given name and surname) should not be applied to a road unless such application is in the public interest. The person commemorated should have contributed significantly to the area where the road is located. The adoption of a personal name during the lifetime of the person concerned should only be made in exceptional circumstances and with the person's written consent;
- (n) No formal titles of distinction may be associated with the personal name (e.g., Captain, Major);

CIVIC ADDRESSING BY-LAW

- (o) Company or commercial product names, as well as names associated with copyright or trademarks, shall be avoided;
- (p) The spelling and accenting of names must agree with the rules of the language in which they are written; and
- (q) Changes to established existing road names shall be discouraged unless there are recognized difficulties with the existing name.

7.0 POSTING ROAD SIGNS**7.1 Public Road Signs**

Identification of provincially or municipally owned public roads is the responsibility of the respective jurisdiction.

7.2 Private Road Signs

The owners of a private road shall ensure that a road sign is erected and maintained according to specifications outlined in this Civic Addressing By-law.

7.3 Posting Private Road Signs through the Nova Scotia Department of Transportation (DTIR)

7.3.1 Private roads which intersect with public roads shall be identified only by an approved road name sign.

7.3.2 Private roads which intersect with public roads and are not already identified by an approved road name sign shall be provided with a road name sign upon the written request of one or more residents of the road subject to the following criteria:

- (a) prior to approval of a sign by the Civic Addressing Coordinator the applicant(s) has paid to the Region one hundred percent (100%) of the fees charged by DTIR for such purchase; and
- (b) the name of the road is to be that designated by the Civic Addressing Coordinator; and

CIVIC ADDRESSING BY-LAW

- (c) the administrative process developed by the Region from time-to-time shall be followed for the erection of private road signs.

7.3.3 When a private road sign requires repair, removal or replacement, costs shall be determined by DTIR and borne by the applicant.

7.4 Posting Private Road Signs by Applicant

7.4.1 The applicant shall erect, maintain in good condition and replace as necessary, a sign and signpost at the intersection of the private road and the public street in a manner consistent with any conditions attached to such permission and other lawful requirements; and

7.4.2 The residents of a private road shall apply for and obtain permission to erect an identifying sign and a signpost from any person or regulatory authority whose permission is required by law to erect an identifying sign and a signpost, subject to the following requirements:

- (a) the cost of fabrication and installation of such sign shall be the responsibility of the residents;
- (b) it shall be the residents' responsibility to install, maintain in good condition and replace as necessary the sign and signpost;
- (c) the name of the road is to be that designated by the Civic Addressing Coordinator;
- (d) to the extent possible, the signpost is to be located in an unobstructed line of sight for vehicles approaching the private road from either direction along the intersecting public street, and is to be set back a minimum of 5 feet (1.5 meters) from the outside edge of the travel lane of the intersecting public road;
- (e) double-sided signage placed perpendicular to the intersecting road shall be used so that the name of the road is visible for vehicles approaching the private road from either direction;

CIVIC ADDRESSING BY-LAW

- (f) lettering of the private road name shall be 4 inches (100 millimeters) in height and in uppercase letters;
- (g) the sign shall be painted with reflective paint with lettering in black against a white background;
- (h) the bottom of the sign shall be between 5 feet (1.5 meters) and 8 feet (2.5 meters) above the road grade of the intersecting public road; and
- (i) the signpost shall be made of pressure-treated lumber with cross-sectional dimensions not less than 3.3 inches (85 millimeters) by 3.3 inches (85 millimeters), or rigid non-ferrous metal, and sufficiently fastened to the ground to hold the sign rigidly in place and to prevent turning of the sign.

8.0 COMPLIANCE**8.1 Special Conditions**

8.1.1 Upon application by an owner, the Civic Addressing Coordinator may provide written authorization for signage for civic numbers or road names to vary from the standards contained in this By-law, with or without conditions, when:

- (a) compliance with the standards is not reasonably possible, due to the physical features of the site or other matters; or
- (b) compliance with this By-law would not as effectively meet the objectives of this By-law as an alternative approach.

8.1.2 The Civic Addressing Coordinator may revoke or vary an authorization under this section. Owners shall comply with any conditions contained within authorizations granted under this section.

9.0 VIOLATIONS

9.1 It shall be an offence for a person to refuse or fail to comply with a written notice issued by the Civic Addressing Coordinator to an

CIVIC ADDRESSING BY-LAW

owner which assigns, reassigns, or deletes a civic number of a lot or building.

9.2 Any person who violates any provision of this By-law shall be liable on summary conviction to a penalty of not less than \$200.00 and not more than \$5,000.00, and in default of payment to imprisonment for a period of not more than 90 days.

9.3 In the event of contravention of this By-law, the Region may:

(a) prepare and serve a notice in writing to an owner to undertake work including, but not limited to, the posting or re-posting of a civic number on a building or lot, the erection or re-erection of signage for a private road, or the removal of a civic number or signage for a private road;

(b) in the event that:

(i) required remedial work regarding a road sign has not been completed within thirty (30) days; or

(ii) required remedial work regarding a civic number has not been completed within fourteen (14) days,

of the date of service of the notice, enter upon the property of the owner and undertake the work, and the cost of the work with interest at the same rate as taxes from the date of completion until the date of payment, shall be a first lien on the property upon which, or for the benefit of which, the work was done.

9.4 The notice required to be served pursuant to this By-law may be served:

(a) in person;

(b) by regular mail to the address shown on the Assessment Roll;

(c) by electronic mail; or

(d) by facsimile.

CIVIC ADDRESSING BY-LAW

A notice is deemed to have been served on the seventh (7th) day after it was sent.

10.0 REPEAL

- 10.1** The Town of Windsor Civic Addressing By-law dated November 19, 2019 and the Municipality of the District of West Hants Civic Addressing By-law dated November 27, 2018, C-003, are hereby repealed.

I, Rhonda Brown, Municipal Clerk of the Region of Windsor and West Hants, 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 Windsor and West Hants at a meeting duly called and held on the ____ day of _____, 2020.

R. N. Brown
Municipal Clerk

By-Law Adoption	
First Reading:	
Notice Published:	
Second Reading & Approval	
Final Publication	
Notice to Municipal Affairs	
Description:	





Cannabis in Hantsport

First Reading Presentation

September 22, 2020

Background

- ▶ October 8, 2019- West Hants Council approved amendments to permit a variety of cannabis licenses in West Hants
- ▶ November 13, 2019- HAAC requested a similar amendment for Hantsport
- ▶ March 11, 2020- HAAC agreed by consensus with staff suggestions, however the committee did not want a separation distance to apply for cannabis land uses

Cannabis Licenses

Standard-Size Cannabis Cultivation/ Production
(no limit on size)
Micro-Cultivation
(<200m ²)
Micro-Processing
(<600kg production)
Nursery
(50m ² produce plants and seeds)
Analytical Testing
(possess and test cannabis) (no limit on size)
Research
(possess, produce, sell, and test) (no limit on size)

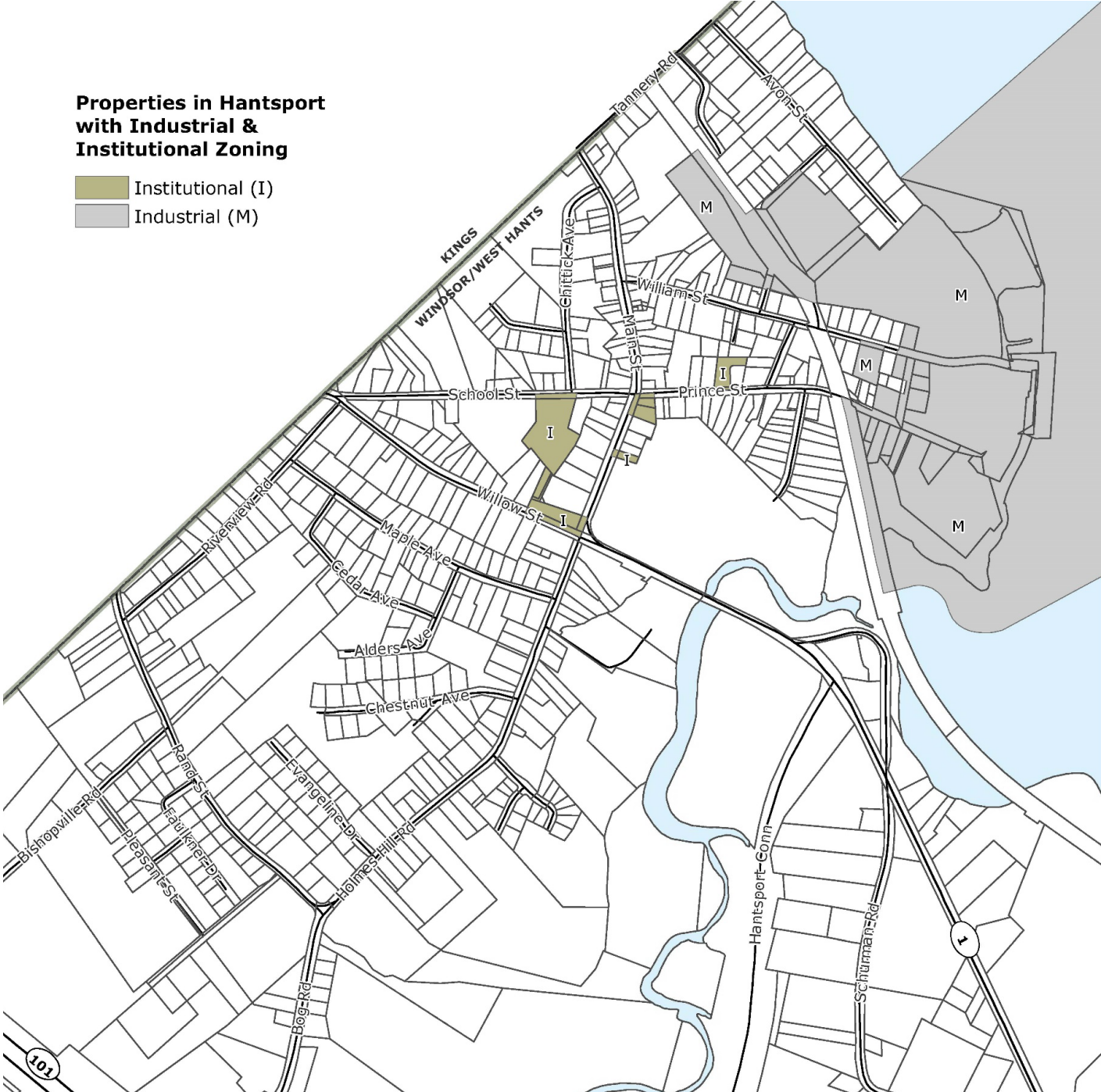
Where will cannabis production be permitted?

License	Zones
Standard Cultivation and Processing Micro-Cultivation and Micro-Processing Cannabis Nursery	Industrial (M)
Cannabis Analytical Testing and Research*	Institutional (I)

*Analytical Testing and Research licenses will be permitted as accessory to cannabis operations

**Properties in Hantsport
with Industrial &
Institutional Zoning**

- Institutional (I)
- Industrial (M)



HMPS General Criteria

- ▶ Policy IM-3 of the HMPS states general criteria for any HLUB amendment.
- ▶ In summary, this is a text amendment and most of the considerations will depend on individual lots at the time of application for a specific use.

HAAC and PAC

- ▶ HAAC recommended in favour of the proposed amendments on September 1, 2020
- ▶ PAC recommended in favour of the proposed amendments on September 10, 2020

Process



Recommendation

Should Council wish to approve the cannabis amendments the following motion is in order:

that Council gives First Reading and hold a Public Hearing to consider amending the Hantsport Municipal Planning Strategy and Land Use By-law to enable a variety of cannabis licenses in Hantsport, in a manner substantially the same as attached to the staff report to HAAC dated September 1, 2020 as Appendix A.





WEST HANTS REGIONAL MUNICIPALITY RECOMMENDATION REPORT

To: Members of Council

Submitted by: _____
Saira Shah, Planner

Date: 2020-09-22

Subject: File # 20-02B Cannabis in Hantsport

Background

On October 8, 2019 West Hants Council approved amendments to permit a variety of cannabis licenses in West Hants. On November 13th the Hantsport Area Advisory Committee (HAAC) asked staff to provide an overview on cannabis licenses and discuss similar amendments for Hantsport. On March 11, 2020 staff gave a presentation outlining the amendment options for cannabis. The HAAC agreed with the options proposed by staff. Staff recommended permitting all cannabis licenses in the Industrial (M) zone and permitting Cannabis Analytical Testing and Research in the Institutional (I) zone in Hantsport (Attachment A).

A Public Information Meeting (PIM) was held virtually on July 7, 2020 and broadcast live on the Municipal Facebook page to consider the amendments to permit the cannabis licenses (Attachment B)

Hantsport Area Advisory Committee Recommendation

HAAC recommended in favour of the proposed cannabis amendments on September 1, 2020.

Planning Advisory Committee Recommendation

PAC recommended in favour of the proposed cannabis amendments on September 10, 2020.

Potential Motion

Should Council wish to approve the cannabis amendments the following motion is in order:

that Council gives First Reading and hold a Public Hearing to consider amending the Hantsport Municipal Planning Strategy and Land Use By-law to enable a variety of cannabis licenses in Hantsport, in a manner substantially the same as attached to the staff report to HAAC dated September 1, 2020 as Appendix A.

Attachments

Attachment A	2020-09-01 File #20-02 Cannabis in Hantsport Recommendation Report
Attachment B	2020-09-01 File#20-02 Public Information Meeting Notes July 7, 2020

Report Reviewed by:

Madelyn LeMay, Director of Planning and Development

Report Approved by:



Mark Phillips, Chief Administrative Officer

Attachment A
2020-09-01 File #20-02 Cannabis in Hantsport Recommendation Report



**WEST HANTS REGIONAL MUNICIPALITY
RECOMMENDATION REPORT**

To: Members of Hantsport Area Advisory Committee

Submitted by: _____
Saira Shah, Planner

Date: 2020-09-01

Subject: Cannabis in Hantsport Recommendation Report

File 20-02

LEGISLATIVE AUTHORITY

Section 205 of the Municipal Government Act.

RECOMMENDATION

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

HAAC recommends that PAC recommend that Council give First Reading and hold a Public Hearing to consider amending the Hantsport Municipal Planning Strategy and Land Use By-law to enable a variety of cannabis licenses in Hantsport, in a manner substantially the same as attached to the staff report to HAAC dated September 1, 2020 as Appendix A.

BACKGROUND

On October 8, 2019 West Hants Council approved amendments to permit a variety of cannabis licenses in West Hants. On November 13th the Hantsport Area Advisory Committee (HAAC) asked staff to provide an overview on cannabis licenses and discuss similar amendments for Hantsport. On March 11, 2020 staff gave a

presentation outlining the amendment options for cannabis. HAAC agreed, by consensus, with the staff suggestions however HAAC did not want a separation distance to apply for cannabis land uses. Staff have drafted amendments to the Hantsport Municipal Planning Strategy (HMPS) and Land Use By-law (HLUB) based on feedback received.

DISCUSSION

Based on the amendments, each license will be permitted in the following zones:

License	Zones
<i>Standard Cultivation and Processing</i> <i>Micro-Cultivation and Micro-Processing</i> Cannabis Nursery	Industrial (M)
Cannabis Analytical Testing and Research	Institutional (I)

The detailed amendments are attached as Appendix A

Analytical Testing and Research licenses will be permitted as uses accessory to cannabis operations in any zone that permits cannabis cultivation or processing. In Hantsport this would only be in the Industrial (M) zone.

HMPS General Criteria

Policy IM-3 of the HMPS states general criteria for any HLUB amendment. These criteria are examined in detail in Appendix B.

In summary, this is a text amendment and most of the considerations will depend on individual lots at the time of application for a specific use.

Municipal Climate Change Action Plan

This amendment has not been examined in relation to the Municipal Climate Change Action Plan (MCCAP).

NEXT STEPS

As noted above, the proposed amendments have been considered within the context of the general policies of the HMPS and are consistent with the intent, objectives and policies of the HMPS. The amendments meet the general criteria for amendment to the HLUB. As a result, it is reasonable to consider approving the Hantsport Municipal Planning Strategy and Land Use By-Law amendments to allow a variety of cannabis licenses in Hantsport.



FINANCIAL IMPLICATIONS

There are no financial implications associated with this application

ALTERNATIVES

In response to the HAAC recommendation, PAC may recommend that Council:

- hold First Reading and authorize a Public Hearing to approve the HMPS amendments as drafted or as specifically revised by direction of HAAC; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Appendix A Draft Amendments

Appendix B General Criteria for Hantsport Land Use-By-law Amendment

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Appendix A Draft Amendments

Text Amendments to the Hantsport Municipal Planning Strategy and Land Use By-law to allow for a variety of Federal cannabis licenses in Hantsport.

1. **Amend Part 3 of the Hantsport Municipal Planning Strategy, *General Land Use Policies*, by inserting section “3.2.5 Licensed Cannabis Uses” following Section 3.2.4 so that Section 3.2.5 reads as follows:**

3.2.5 Licensed Cannabis Uses

On October 17, 2018 the Federal government legalized the use of recreational cannabis in Canada. As of that date, in addition to the ability to produce cannabis for personal use, property owners can apply to Health Canada to obtain licenses to cultivate, produce and perform testing on cannabis for commercial and academic purposes. Currently there are seven (7) licenses available through Health Canada:

- Standard Cultivation license
- Standard Processing license
- Micro-Cultivation license
- Micro-Processing license
- Nursery license
- Analytical Testing license
- Research license

For the purposes of the Hantsport Municipal Planning Strategy and Land Use By-law, these licenses will be discussed as “*licensed cannabis land uses*”.

Council wishes to encourage legal cannabis cultivation and processing in Hantsport. Council considers Standard Cultivation and Processing to be industrial in nature due to the size of facilities, the amount of power necessary for production and the security requirements established by Health Canada. Council considers Micro-Cultivation, Micro-Processing and Cannabis Nurseries to be compatible with industrial and agricultural uses. However, as there is no agricultural designation in Hantsport these licenses will only be permitted in industrial areas.

As a result, it shall be the policy of Council to:

Policy GP-8 Permit Analytical Testing and Research of cannabis in all zones as a use accessory to any licensed cannabis land use.

Policy GP-9 Permit Analytical Testing and Research of cannabis in the Institutional (I) Zone.

Policy GP-10 Consider Standard Cultivation and Processing of cannabis, Micro-Cultivation, Micro-Processing and Cannabis Nurseries as industrial land uses.

2. **Amend Part 5 of the Hantsport Land Use By-law, *General Provisions for all Zones*, by inserting section “5.22 Licensed Cannabis Uses” following Section 5.21 so that Section 5.22 reads as follows:**

5.22 Licensed Cannabis Uses

Permit Analytical Testing and Research of cannabis in all zones as a use accessory to any licensed cannabis use

3. **Amend the list of permitted uses in Part 10 of the Hantsport Land Use By-law, *Industrial (M) Zone*, by inserting the phrases “Licensed Cannabis Nurseries”, “Licensed Micro-Cultivation of cannabis”, “Licensed Micro-Processing of cannabis”, and “Licensed Standard Cultivation and Processing of cannabis” so that Section 10.1 reads as follows:**

Part 10 Industrial (M) Zone

10.1 Permitted Uses

The following uses are permitted in this zone:

- Any manufacturing, industrial, assembly or warehousing operation
- Any activity connected with the automotive trade, excluding salvage yards
- Boat and Marine Supplies and Sales
- Building supply and equipment depots including the bulk storage of sand or gravel
- Licensed Cannabis Nurseries
- Licensed Micro-Cultivation of cannabis
- Licensed Micro-Processing of cannabis
- Licensed Standard Cultivation and Processing of cannabis
- Railway Uses
- Recycling Collection and Storage Facilities, excluding salvage yards
- Retail and office uses incidental to the main industrial use

7. **Amend the list of permitted uses in Part 11 of the Hantsport Land Use By-law, *Institutional (I) Zone*, by inserting the phrases “Licensed Analytical Testing of cannabis” and “Licensed Research of cannabis” so that Section 11.1 reads as follows:**

Part 11 Institutional (I) Zone

11.1 Permitted Uses

The following uses are permitted in this zone:

- all institutional uses
- non residential daycare centre
- Licensed Analytical Testing of cannabis
- Licensed Research of cannabis

Appendix C

General Criteria for Hantsport Land Use By-Law Amendment

Policy IM-3 of the MPS *"In considering amendments to the Town of Hantsport Land Use By-law, in addition to the criteria set out in various policies of this Strategy, Council shall consider"*:

	Cannabis Land Uses
(a) whether the proposal is considered premature or inappropriate in terms of:	
(i) the adequacy of sewer and water services;	As this is a text amendment, this consideration will depend on individual lots.
(ii) the adequacy of school facilities;	No impact on school facilities is anticipated.
(iii) the adequacy of fire protection;	As this is a text amendment, this consideration will depend on individual lots.
(iv) the impact on adjacent uses	As this is a text amendment, this consideration will depend on individual lots.
(v) the adequacy of road networks adjacent to, or leading to the development; and	This consideration is not applicable to this amendment.
(vi) the financial capacity of the Town to absorb any costs relating to the development.	No municipal costs related to this amendment are anticipated.
(b) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;	This consideration is not applicable to this amendment.
(c) the adequacy of the dimensions and shape of the lot for the intended use;	As this is a text amendment, this consideration will depend on individual lots.
(d) the pattern of development which the proposal might create;	The uses permitted will not create a pattern of development that is unusual for the area.
(e) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses, marshes or bogs and susceptibility of flooding;	As this is a text amendment, the criterion does not apply.
(f) whether the proposal meets the requirements of the appropriate provincial or federal agencies as well as whether it conforms to all other	The proposed amendment meets all relevant municipal, provincial and federal regulations.

relevant municipal by laws and regulations; and	
(g) the impact of not only the use being proposed but all uses permitted in the zone	As this is a text amendment, the criterion does not apply.
(h) the site meets all of the zone requirements for the zone sought;	As this is a text amendment, the criterion does not apply.
(h) any other matter required by relevant policies of this Strategy.	There is no other matter to address.

Attachment B
2020-09-01 File# 20-02 Public Information Meeting Notes July 7, 2020

Public Information Meeting Notes
July 7, 2020
Cannabis in Hantsport

Meeting date and time	A public information meeting was held on July 7, 2020 beginning at 6:30p.m. The meeting was broadcast live on the Municipal Facebook page.
Attending	In attendance: One (1) Councillor: Deputy Mayor Morton Seven (7) Committee members: Angela Carver, Resident Member Greg Pace, Resident Member (Vice Chair) Bill Preston, Resident Member (Chair) Jane Davis, Resident Member Glenn Deering, Resident Member Elaine Warner, Resident Member Rob Frederick, Resident Member Director LeMay Planner Shah Planner Poirier Meeting Secretary Vanessa Lake As this meeting was held virtually there were no members of the public present.
Cannabis in Hantsport	Planner Shah outlined the request from the Hantsport Area Advisory Committee to amend the Hantsport Municipal Planning Strategy and Land Use By-law to permit a variety of cannabis licenses in Hantsport.
File Number	20-02
Comments	Comments from the public could be submitted by mail, drop-off at the Municipal Office, e-mail and telephone to Planner Shah. No written comments were received from the public. One (1) verbal comment was made by the public via telephone. The one (1) member of the public that made a comment had a concern with odour associated with cannabis production. Staff directed them to the Federal comment system to report an odour issue from any existing facility and informed them cannabis production would be permitted predominately in the industrial areas of Hantsport. The resident did not have an issue with permitting cannabis production in industrial areas.
Adjournment	The presentation portion of the PIM ended at 6:38 p.m.; comments could be submitted by the public by mail, drop-

	off at the Municipal Office, e-mail and telephone to Planner Shah until July 21, 2020.
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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 or Just logged</u>
Danny	Dill	30-Jun-20	2020-07-14 COTW
Quentin	Davison	6-Jul-20	2020-07-14 COTW
Alyson	Bremner	7-Jul-20	2020-07-14 COTW
Cecil	Rolfe	13-Jul-20	2020-07-14 COTW
Pat	Porter	13-Jul-20	2020-07-14 COTW
Nikki-Marie	Lloyd	2-Aug-20	2020-09-08 COTW
Heather	Boylan (Martock)	1-Sep-20	2020-09-08 COTW
Greg	O'Leary	3-Sep-20	2020-09-08 COTW
Dr. Abby	Kirumira	2-Sep-20	2020-09-08 COTW
Dean	Manning	8-Sep-20	2020-09-08 COTW
David & Michelle	Rideout	8-Sep-20	2020-09-08 COTW
Colleen	Walsh-Bouman	8-Sep-20	2020-09-08 COTW
Nicholas & Alyson	Juurlink/Bremner (Linked Farms)	8-Sep-20	2020-09-22 Council
Tasha	Rogers	8-Sep-20	2020-09-22 Council

Shelleena Thornton

To: Shelleena Thornton (work)
Subject: FW: Concerns for the future of the Avon

From: Nicholas and Alyson Juurlink
Sent: September 8, 2020 9:39 PM
To: Ed Sherman <esherman@westhants.ca>; chuck@chuckporter.ca
Subject: Concerns for the future of the Avon

Hi Ed and Chuck,

We are writing to you this evening, looking for clarity and to represent a group along the Avon valley that has been quiet for too long, and now we are at a dangerous point and things need to be addressed. Our farm (Linked Farms) is a producer of beef, custom raised dairy heifers, free range chickens, field crops (soybeans, corn, grains, forage), sweet corn, ever-bearing strawberries and a few minor horticulture projects. Our focus, and direction in the future is to feed our local community. We have worked very hard to get to a stage where we could purchase land around our family's century farm. This growing season has been a tough one with drought and heat stress. We rely on the Avon River as a water source for cattle, and as irrigation for crops. Over the past few weeks, we have tested two locations which we draw water from, and these both have elevated levels of salinity.

We are troubled with the lack of communication from the Department of Agriculture on the process of leaving the gates open for an extended period of time. This which we have only found out by doing our own tests and seeing a raise in salinity over previous tests that we have done on the farm.

When questioning staff from the Department of Agriculture, there has been very little communication to indicate why the gates are being left open.

It would appear that we are going to lose a major fresh water resource, that provides food for our community, jobs, security and leisure all for a small group of people that are not given the full picture of the impact.

As we see other major food producing regions in the world being left with no water, and are losing the ability to feed their people and the world, we find it shocking that we are ready to give up a fresh water resource so easily. The Colorado river that is used to feed so many is now on the verge of going dry, yet we would give up our fresh water and risk food security for a small group of protesters.

We hope this letter will encourage you to take a stand as an elected representative for the betterment of our community, and to encourage the food production and food production potential that we will need in the future!

Sincerely
Nichols Juurlink and Alyson Bremner
Linked Farms Ltd

Falmouth NS

Shelleena Thornton

To: Shelleena Thornton (work)
Subject: FW: Avon River Confluence - Bridges Back on the Table

From: Tasha Rogers

Date: September 8, 2020 at 4:45:44 PM ADT

To: Abraham Zebian <AZebian@westhants.ca>, Rupert Jannasch <RJannasch@westhants.ca>, Scott McLean <smclean@westhants.ca>, Mark McLean <mmclean@westhants.ca>, Jeff Hartt <jhartt@westhants.ca>, Debbie Francis <DFrancis@westhants.ca>, Bob Morton <bmorton@westhants.ca>, Richard Murphy <rmurphy@westhants.ca>, Laurie Murley <LMurley@town.windsor.ns.ca>, Jim Ivey <jivey@westhants.ca>

Subject: Avon River Confluence - Bridges Back on the Table

Good Day Windsor West Hants Council Members,

I first want to thank you for taking the time to hear me.

I have attached my most recent letter sent to various persons concerning free fish flow at the Avon River. Please take some time to read.

Since this I have received the Tourism Report done in March of this year for our council. Another report telling our local representatives what we have that is great, if we could just encourage the right things. Two things I can't forget after reading it; One is we are basically a gas stop on the way to the Annapolis Valley and second is we capture 8% of the tourism traffic from The Bay of Fundy Tourism (equal to the Masstown market grab of the Bay of Fundy Tourism traffic).

We can do better. The report even says we can do much better and points us in the direction.

We have a chance to capture all of the visitors going to the Annapolis Valley, and anyone wanting to see the Bay of Fundy!

We need to engage this company for immediate follow up to help with the Guiding Principles or Tools to help us reanalyze our assets.

We are known as a "Western Hemispheric Shorebird Reserve" by Environment Canada.

We have been declared "Ecologically and Biologically Significant Area" by the Canadian Department of Fisheries and Oceans.

A strong leader with a vision of what The Avon River Confluence could be because of what it brings.. that is what we need!

We have a rich history of Mi'kmaq and Acadians. I hope we can start to honor them properly. Possibly relook at the entire new 'Pesegitk Park' to honor the Mi'kmaq culture and traditions.

We need to encourage it, fund it, support it and market it.

I volunteer to help as I personally have a business that I have wholeheartedly engaged in the Avon River Confluence future, named Avon River Trading. The Avon River Heritage Society and Avondale Wharf are a great example of what we should be honoring around our river.

Thanks,

Tasha Rogers
[REDACTED]

Newport, NS
[REDACTED]

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

From: **T. Rogers**

Date: Tue, Jul 28, 2020 at 5:01 PM

Subject: Windsor Causeway Restoration

To: <justin.trudeau@parl.gc.ca>, Tanner, Justin S <Justin.Tanner@novascotia.ca>, <keithcolwell@eastlink.ca>, <Bernadette.Jordan.C3@parl.gc.ca>, <bernadette.jordan@parl.gc.ca>, <Kody.Blois@parl.gc.ca>, Bekkers, Kevin F <Kevin.Bekkers@novascotia.ca>, Drahos, David (Blois, Kody - MP) <david.drahos.207@parl.gc.ca>, Colwell, Hon. Keith (Agriculture) <MIN_DAG@novascotia.ca>, <MINDFA@novascotia.ca>, <min@dfp-mpo.gc.ca>, <lphines@ns.sympatico.ca>
Cc: Chuck Porter MLA <cportermila@eastlink.ca>

Good Afternoon All,

I would like to open by saying I am very disappointed in the fact that as a citizen it is my job to continue to take time out of my work day, home life, mental health time to write to you and demand that you start to act responsibly at the Windsor Causeway. I demand that you start to act honestly with truth and integrity or remove yourself from the situation. If you deem you are worthy to remain a part of this great chance of restoration after almost 50 years and possibly reconciliation for the first time in Canada. Search out the facts, wade your way through the politics and finally stand up with an honest answer to the questions being asked, an honest review of the situation and let's start the new phase of the Windsor Causeway Project.

I feel you all have a piece of responsibility here passing around misleading information in our community or by turning a blind eye to something that has put us where we are today. When you entered into your positions, did you think that these would be the type of things of decisions you would stand behind? Why and how are you able to condone these actions? If you sit there justly I would suggest you have not learned the facts.

Bernadette Jordan supporting the "Lake" over restoring spawning fish habitat and possibly recovering the entire Inner Bay of Fundy Salmon? I type this out and I do not know where to go next; it speaks so many volumes to where she is taking the Department. Where is the small boat harbour restoration money that she has to spend? Why not here?

This River has been on the books for 49 years as a River that should not have been blocked off. The gravity of the situation started to be seen 5 years in, by all, documented and seen by all. Now we are at the end of the life of the current sluice gate. Budget for replacing would have had to have already been put off a few years. This is under the Department of Agriculture. So there is money to correct this

situation and that is not the issue. So let's do a budget and compare the options here and yet again opening the river back up becomes the best solution. (with bridges)

The Department of Transportation is in the middle of a huge twinning project, underway, on the 101 highway (from Three Mile Plains Exit to after the overpass just after Falmouth exit). This includes a large stretch over the Avon River, a very large amount of budget would have been included for this. This is obvious as the current approvals (that were not noted in any Environmental Impact Study for the loss of Marshland habitat) have railroaded as they say right across the Avon River, on their way to constructing a six lane crossing over the Avon River where the current two lanes are. This is seen by all as they drive along the 101 highway. This project does not have approval for the details on crossing the River. I have been told by word of mouth as you like to keep things secret (which seems very odd as it is a public project that affects such a great deal in our local ecosystem) that you are working on creating science behind the Option D Gated option to prove that you can get fish passage in a location that we all know does not have enough water to have fish passage with ladders.

Our community has waited 49 years for this restoration project.

I hope when a trade was done for our marshland that the area they have decided to rebuild has solid proof of rebuilding the Inner Bay of Fundy Salmon as our location would have done just that, rebuilt the Inner Bay of Fundy Salmon. Or at least two other species (as this location would restore the American Eel as well in the same restoration). It would take five species at the minimum for me to feel you should sleep at night. And yes it is easy for me to judge as I have been waiting my entire life as I drove by this tragedy every week going from Windsor to Hantsport (from ages 5-15 and then some).

Then there was Kevin Bekkers response and public letter. After all of our smartest people in three departments got together we got the Kevin Bekkers letter. Wow, eternally hurt with this announcement and response. You actually condoned blaming actual fish passage on the fish kills when they wouldn't have been stuck inside the "lake" if they were not shutting the door. I am not even sure how many of you were involved in this letter, but I would surmise the majority. How can you work for the Department of Fisheries or any other department that cares about life, and support anything that would be encouraging no fish passage, or a suggestion to add a negative inferral onto Fish Passage at the Windsor Causeway. This letter was put out to the general public, with the combined effort of three of our government departments. Wow again, deep disappointment. I know I replied promptly to my letter.

Genocide; the deliberate killing of a large group of people, especially those of a particular ethnic group or nation. How is deliberate measured? When I hear of the origin story of the Mi'kmaq people and I find that the Salmon is at the heart of their local culture and was how they survived. Then I learned that the local government made a decision to build a causeway because it "saved money" and damned off a River called "The Salmon River" treasured and fished by these people. Then I learn that we did not even try to allow for fish spawning over the last 49 years (no it was not required by law, do you need a law to tell you to get up in the morning, do you need a law to tell you how often to shower, why do you need a law to tell you that eliminating the spawning of a species would eliminate the species in the river). Then I sit back and think and again I am deeply saddened.

And we did not go away. And we continued to educate people. And we grow. And we will not go away. And we will fight for fish passage 24-7.

Again, I come back to why? It seems that I am missing a very large piece of the puzzle so far only explained by politics.

Please let me know if any of you are still listening? If you genuinely care about the future of our fishing as a whole in Canada or Nova Scotia, Here is the best spot to start.

Thanking you in advance for your time,

Tasha L Rogers

[REDACTED]

Newport, NS

[REDACTED]

Rhonda Brown

To: Rhonda Brown
Subject: FW: Financial Support

From: Falmouth Community [REDACTED]
Date: September 22, 2020 at 9:52:54 AM ADT
To: Mark Phillips <MPhillips@westhants.ca>, Abraham Zebian <AZebian@westhants.ca>
Subject: Financial Support

Good morning!

I was just speaking with Pat Benjamin of the Falmouth Community Hall. She has asked me to email both of you to express our need at the hall for some financial support.

In the past we would hold Jam Sessions each week. These sessions are the backbone of the halls financial stability and unfortunately we won't be able to have that this coming fall. We now find ourselves in a very tough position for the winter months and the bills that come with it.

We understand we are not the only Hall in need this year, but we ask that you consider us for any support you may have.

Thank you,
Rebecca
Treasurer

Rhonda Brown

Subject: FW: spraying Glyphosate

From: Karen Lynch [REDACTED]
Sent: Tuesday, September 22, 2020 3:15:39 PM
To: Ed Sherman <esherman@westhants.ca>
Subject: spraying Glyphosate

Dear Councillor Sherman,

It has come to my attention that the spraying of Glyphosate, a known carcinogen for humans and animals, has been approved for 471 acres in West Hants.

I am very disappointed and angry that this permit has been issued. As you no doubt are aware, it has taken action by ordinary citizens to stop similar proposed spraying in Annapolis and Kings Counties. I will be among those protesting in West Hants against the spraying of our forests. I believe the province of Nova Scotia should ban the spraying of this chemical, Glyphosate completely.

I live in Falmouth, own farm land in Falmouth, and own a cottage on North Canoe Lake. It is imperative that we protect the forested land which remains in this province from destructive spraying and that we also protect the lives of the animals and amphibians which live on these lands. The entire ecosystem in this area is at risk.

I ask you to urgently bring this issue to West Hants Council and prevent this spraying from going ahead.

Yours sincerely,
Rev. Karen Lynch,
574 Town Rd,
Falmouth, NS
B0P1L0
[REDACTED]



REGION OF WINDSOR AND WEST HANTS MUNICIPALITY AGENDA REQUEST FORM

Name:	Debbie Francis		
Date:	September 16, 2020	Date Submitted to CAO: same	

Request– Initial – to be completed by Council Member

Detail	Requests from Residents and decisions from staff.				
Decision Requested:	How to proceed when Council has a resident request. There needs to be better communication and respect for Councillors requests from their residents.				
Background: What? Who? How? When?	Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☐
	I had a request from a resident from when I was campaigning and also a second request last week on having a solar radar speed sign posted. A resident has concerns with the speed on Highway 14 in Gypsum Mines. I acknowledge that this is a Provincial Road and we do not have jurisdiction but we as Councillors are usually easier to reach than our MLA. I requested a speed radar as the Municipality own 2, I also reached out to TIR and this area was not on their list. I explained this to my resident and suggested the RCMP could help. An accident happened on this section of road a few months back. Last week my resident phoned to inform me that we had a radar sign in Brooklyn and why could we not post one on his road. I emailed our Public Works and cc our Mayor. Our Mayor reached out to TIR and they responded that we the Municipality are able to post our signs on their roads with permission and who in our Municipality was contact for the Brooklyn radar sign. I again emailed our staff as I had not heard back and was told they thought the Mayor was looking into it,				

	which he did but I had no explanation for my resident on the one we posted in Brooklyn. Staff respectfully responded and acknowledged that with the one in Brooklyn that they thought it would set a precedent and was concerned when it was installed. It was also mentioned it was in the Business district of Brooklyn and would help gather data for the possibility of a cross walk in that area. I appreciate our staff and the work they do and this is no means a slight on staff. The point here is Brooklyn is a Village and a business district and the area in question for the crosswalk has been discussed many times at Council. Again, it is a Provincial Road (the same road I requested) and we do not have jurisdiction and we have been given the reason a crosswalk cannot be there. I appreciate the time it takes to install the signs (and I have yet to see the sign in Brooklyn actually work) but we need to treat all residents in a fair manor. My resident feels his area is just as important as the village of Brooklyn. If we have these radar signs maybe we should only use them for our own roads, otherwise how do we justify picking one area over another. As Councillors we have to answer to our residents and I believe all residents and areas of West Hants/Windsor should be treated fairly. I am wondering if the data that was collected from the Brooklyn location will be submitted back to council for consideration? Respectfully submitted		
Strategic Implication: with Dashboard	Current ☒ x	Short Term ☐	Long Term ☐
Budget:	Yes ☐ No x ☒	Policy: MGA section	Yes ☐ No x ☒

Desired Outcome:	That Council, CAO and staff have better communication and direction as to issues that are brought to Councillors from residents and require staff attention.
Recommendation:	Report/Document: Attached ☐ Available ☐ Nil ☐ See Decision Requested

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative ☒ Protective Services ☒ Administration ☒ Planning ☐ Engineering Public Works ☐ x Parks and Recreation ☐ Finance ☐ Economic Development ☒
Decision Requested:	Operational Matter ☒ x Decision of Council Required ☒ x Policy Change ☐ Other ☐ Councillor Francis: "How to proceed when Council has a resident request. There needs to be better communication and respect for Councillors requests from their residents."
Background:	Both Council and staff wish for our communities to be as safe as they can be in relation to vehicle traffic and pedestrian interaction. The noted strategies below address the two most prominent issues expressed through the Councillor's comments; 1.Communications and 2.Traffic Concerns. Communications Communications remain an area that needs to be revisited by both staff and Council. The Municipal Government Act as well as WHRM

	Policies provide both legislative direction as well as the preferred protocols to maximize effective communications between Council, staff and residents. When communications do not adhere to protocols and policy a less than efficient process can occur as well as the creation of confusion. After reviewing emails and other correspondence in relation to this issue it appears that confusion was created due to a break-down or inappropriate communication chain. Improvements are needed in this area and addressed in the "Preferred Strategies" section below. It is certainly noted that both Council and staff have the community's safety and interest in the forefront and through this discussion desire positive outcomes. Traffic Concerns Many factors come into play as it relates to the safety and traffic concerns on the roads and streets within our region such as; jurisdiction (NSTIR and WHRM), road standards (WHRM By-Laws, Transportation Association of Canada (TAC) Standards, etc...), infrastructure, human resources and budget. The effective application of existing resources is the goal of staff. In this case operational consultation between Public Works and the CAO's office took place prior to placing the radar signs in the Brooklyn area owned by the WHRM. The choice was made to utilize the existing resources vs. doing nothing out of fear of not having the ability to service all districts. It is now apparent that other areas request the same support and the "Preferred Strategies " section suggest how we might best address the traffic concerns. Further, admittedly there may be a disconnect between historic requests throughout the Region by residents as both staff and Council may be newly elected or appointed. On behalf of staff I wish to express to the residents of Gypsum Mines that there was no expression of favoritism towards one community vs the other. We wish to support all residents in an equal manner when policy, resources and time permits. We further apologize for any breakdown in communications.
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Budget:	Communications – N/A Traffic Concerns – unknown at this time
Staff Workload:	Short-term : small to medium Medium to Long-term: Pending Council's direction. A wide distribution of speed radars may require an increase staff dedication as well as collaboration with NSTIR to both place and maintain the equipment.
Policy:	Municipal Road Standards Transportation Association of Canada Other
Response Options:	Noted below
Preferred Strategy:	Communications 1. That WHRM Council endorse a Communications Protocol Review / Report at the October COTW. Traffic Concerns 2. That WHRM Council request that Nova Scotia Department of Transportation and Infrastructure Renewal conduct a review of the speed limits along the #14 Highway, specifically through the more densely populated communities such as Gypsum Mines, Sweets Corner and Brooklyn areas, to reduce the speeds where possible to promote the highest level of safety in relation to vehicle traffic and its impacts on the various communities. 3. That WHRM Council, through staff, endorse the fullest and broadest utilization of existing speed radar signs currently

	owned by the municipality for the purpose of driver education and safety promotion in the areas noted under the rules and regulations of NSDTIR And further That Council direct staff to obtain quotations and cost estimates for the purchase, installation and maintenance of additional speed radar signs through the various districts of the Region and prepare a report to Council at the November 2020 COTW 4. That the WHRM Council, through staff, request that the RCMP be made aware of the concerns expressed by Council as it relates to existing speed zones and the need for diligent enforcement as it relates to vehicle and pedestrian safety.
CAO Comments:	



WEST HANTS REGIONAL MUNICIPALITY RECOMMENDATION REPORT

To: Municipal Council

Submitted by:

Todd Richard, Director of Public Works

Date: September 1, 2020

Subject: Tender Award – 2020 Portable Gensets

LEGISLATIVE AUTHORITY

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

RECOMMENDATION

It is recommended to Council that:

Council approve the award of tender WWHPW20-14 for two (2) Portable Gensets to VitalSine Inc. at a net cost of \$100,672.00 plus applicable taxes.

BACKGROUND

During the 2020/21 capital budget it was recommended by staff to purchase two trailer-mounted portable generators (Gensets) for improved emergency operations of sewer lift stations throughout the Municipality. Tenders were called on the Provincial Procurement site and closed on July 16, 2020.

DISCUSSION

Five proponents responded to the public tender, as follows:

Proponent Name	Manufacturer/Model	Qty.	Unit Price	Line Price
North Fringe Industrial	N/A - Custom Built	2	\$44,359.00	\$88,718.00
Linkletter's Welding	Hipower HRW-45 T4F, 600V	2	\$48,687.70	\$97,375.40
VitalSine Inc.	Kohler 45REOZT4, 600V	2	\$50,336.00	\$100,674.00
MacFarlands Limited	Wacker Neuson G50, 600V	2	\$51,110.00	\$102,220.00
Source Atlantic - Engineered Products	Generac MMG55FHDCAN, 600V	2	\$54,795.00	\$109,590.00

Tenders was reviewed by Public Works staff to confirm compliance with our requested specifications. It was determined that the products offered by North Fringe Industrial, Linkletter's Welding and MacFarlands did not meet the required Warranty requirements. The product offered by North Fringe Industrial was a custom-build unit, that was not a standard factory unit. The product offered by Linkletter's Welding was a skid-mounted generator that was being welded to a small commercial trailer, not a standard factory mobile unit.

For these reasons, it is being recommended by staff to proceed with the factory-supplied mobile Kohler model that was offered by VitalSine Inc. The municipality currently uses a number of Kohler generators with a history of successful proven performance.

Purchase cost of this tender exceeds the spending authority of the CAO within the procurement policy and therefore needs council approval to proceed.

FINANCIAL IMPLICATIONS

Allowance for the purchase of these portable generators has been approved in our 2020/21 capital budget in the amount of \$150,000. Funding for these purchases will be from Capital Reserve (\$75,000 each from the Windsor and West Hants Sewer funds).

ALTERNATIVES

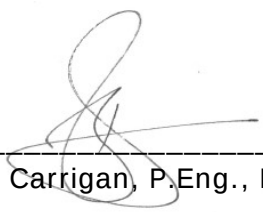
1. Council may choose not to fund or award this contract,
2. Council may choose to award this contract to an alternative vendor.

These alternatives are not being recommended to Council.

ATTACHMENTS

Kohler drawing / features

Report Prepared by:


Brad Carrigan, P.Eng., Manager, Capital Projects

Report Reviewed by:


Todd Richard, Director of Public Works

Report Approved by:


Mark Phillips, Chief Administrative Officer

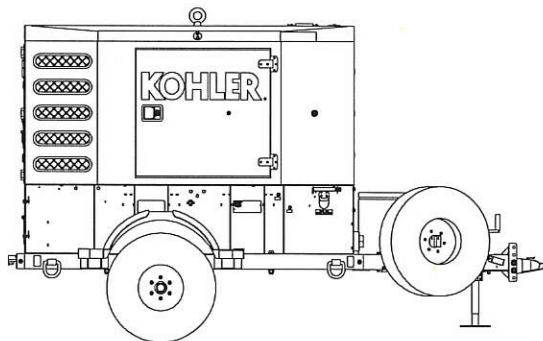


**Tier 4 Final
EPA-Certified for
Nonroad Applications**

Rental™ is a Trademark of AC Business Media.

Ratings Range

		60 Hz
Standby:	kW	36- 40
	kVA	36- 50
Prime:	kW	34- 36
	kVA	34- 45
Continuous:	kW	34- 36
	kVA	34- 45



Standard Skid Model with Available Options

Mobile Generator Set

- Kohler Co. provides one-source responsibility for the generating system and accessories.
- The generator set and its components are prototype-tested, factory-built, and production-tested.
- **A three-year, 3000-hour limited warranty covers all generator set systems and components. The trailer has a one-year limited warranty.**

Generator set features:

- Unit-mounted radiator with 50°C (122°F) ambient air capability at the prime rating.
- Kohler's wound field excitation system with its unique PowerBoost™ design delivers great voltage response and short-circuit capability.
- The brushless, rotating-field alternator has broadrange reconnectability when ordered without a selector switch.

Engine features:

- Heavy-duty air cleaner with air restrictor indicator.
- The generator set engine is certified by the Environmental Protection Agency (EPA) to conform to Tier 4 Final nonroad emissions regulations.
- Uses cooled Exhaust Gas Regeneration (EGR) and Diesel Oxidation Catalyst (DOC) to meet Tier 4 Final without a Diesel Particulate Filter (DPF).
- Lockable battery disconnect switch.

Enclosure/tank features:

- **Durable steel, sound-attenuating housing with quiet operation of 68 dB(A) @ 7 m (23 ft.) with full load at the prime rating.**
- Stainless steel hinges and lockable latches on doors.
- 125% environmental containment basin for oil and coolant.
- 110% secondary containment tank for fuel.
- Single-point lifting eye and four-point tie down system.
- **Subbase fuel tank for 24-hour run time with full load at prime rating (minimum).**

Customer connection panel features:

- Decision-Maker® 3500 controller with potted circuitry for protection from vibration and debris.
- Externally mounted, recessed emergency stop switch.
- Adjustable trip main line circuit breaker.
- 1 load lug per phase #6- 350MCM, 400 amp.
- Remote start/stop capabilities.
- Shore power connection points to front of junction box for block heater, battery charger, and battery heater.

Generator Set Ratings

Alternator	Voltage	Ph	Hz	150°C Rise		125°C Rise		125°C Rise		Ordering Options*
				Standby Rating	Prime Rating	Standby Rating	Prime Rating	Continuous Rating	Prime Rating	
4D8.3	120/208	3	60	40/50	139	36/45	125	36/45	125	A
	120/240	3	60	40/50	120	36/45	108	36/45	108	B
	120/240	1	60	36/36	150	34/34	142	34/34	142	A
	277/480	3	60	40/50	60	36/45	54	36/45	54	A
	347/600	3	60	40/50	48	36/45	43	36/45	43	C

* Ordering Options: A- Reconnectable or selector switch, B- Reconnectable, C- Stand alone

RATINGS: All three-phase units are rated at 0.8 power factor. All single-phase units are rated at 1.0 power factor. **Standby Ratings:** The standby rating is applicable to varying loads for the duration of a power outage. There is no overload capability for this rating. **Prime Power Ratings:** At varying load, the number of generator set operating hours is unlimited. A 10% overload capacity is available for one hour in twelve. **Continuous Ratings:** At constant or nonvarying load, the number of generator set operating hours is unlimited. There is no overload capability for this rating. Ratings are in accordance with ISO-8528-1 and ISO-3046-1. For limited running time ratings, consult the factory. Obtain technical information bulletin (TIB-101) for ratings guidelines, complete ratings definitions, and site condition derates. The generator set manufacturer reserves the right to change the design or specifications without notice and without any obligation or liability whatsoever.

Alternator Specifications

Specifications	Alternator
Manufacturer	Kohler
Type	4-Pole, Rotating-Field
Exciter type	Brushless, Wound-Field
Leads: quantity, type	12, Reconnectable 6, 600 Volt
Voltage regulator	Solid State, Volts/Hz
Insulation:	NEMA MG1
Material	Class H
Temperature rise	150°C, Standby
Bearing: quantity, type	1, Sealed
Coupling	Flexible Disc
Amortisseur windings	Full
Voltage regulation, no-load to full-load	±0.5%
One-step load acceptance	100% of Rating
Unbalanced load capability	100% of Rated Standby Current
Peak motor starting kVA:	(35% dip for voltages below)
480 V	4D8.3 (12 lead)
	120

- NEMA MG1, IEEE, and ANSI standards compliance for temperature rise and motor starting.
- Capable of sustained line-to-neutral short-circuit current of up to 300% of the rated current for up to 2 seconds. (IEC 60092-301 short-circuit performance.)
- Sustained short-circuit current enabling downstream circuit breakers to trip without collapsing the alternator field.
- Self-ventilated and dripproof construction.
- Windings are vacuum-impregnated with epoxy varnish for dependability and long life.
- Superior voltage waveform from a two-thirds pitch stator and skewed rotor.

Application Data

Engine

Engine Specifications	
Manufacturer	Kohler Diesel
Engine: model, type	KDI 2504 TCR 4-Cycle, Turbocharged
Cylinder arrangement	4 Inline
Displacement, L (cu. in.)	2.5 (152.5)
Bore and stroke, mm (in.)	88 x 102 (3.46 x 4.01)
Compression ratio	17.0:1
Piston speed, m/min. (ft./min.)	275 (905)
Rated rpm	1800
Max. power at rated rpm, kW (HP)	47 (63)
Valve (exhaust) material	Stainless Steel
Governor type	Electronic
Frequency regulation, no-load to full-load	Isochronous
Frequency regulation, steady state	±0.28%
Air cleaner type, all models	Dry

Exhaust

Exhaust System	
Exhaust manifold type	Dry
Exhaust flow at rated kW, m³/min. (cfm)	9.2 (326)
Exhaust temperature at rated kW, dry exhaust, °C (°F)	382 (720)
Allowable back pressure, kPa (in. Hg)	7-12 (2.1-3.5)
Back pressure available after losses due to exhaust aftertreatment system, kPa (in. Hg)	4 (1.2)

Engine Electrical

Engine Electrical System	
Battery charging alternator:	
Ground (negative/positive)	Negative
Volts (DC)	12
Ampere rating	80
Starter motor rated voltage (DC)	12
Battery, recommended cold cranking amps (CCA):	
Qty., rating for -18°C (0°F)	One, 950
Battery voltage (DC)	12

Fuel

Fuel System	
Fuel supply line, min. ID, mm (in.)	8 (0.31)
Fuel return line, min. ID, mm (in.)	6.3 (0.25)
Max. lift, fuel pump: type, m (ft.)	Mechanical, 2.5 (8.2)
Max. fuel flow, Lph (gph)	35.9 (9.3)
Max. return line restriction, kPa (in. Hg)	20 (5.9)
Fuel prime pump	Manual
Fuel filter	
Primary	5 Microns @ 98% Efficiency
Water separator	Yes
Recommended fuel	ASTM D975 or EN 590 Ultra Low Sulfur Diesel (ULSD) with sulfur content <15 mg/kg (15 ppm)

Lubrication

Lubricating System	
Type	Full Pressure
Oil pan capacity, L (qt.) §	10.9 (11.5)
Oil pan capacity with filter, L (qt.) §	11.2 (11.8)
Oil filter: quantity, type §	One, Cartridge
Oil type §	API CJ-4 or ACEA E6-E9
§ Kohler recommends the use of Kohler Genuine oil and filters.	

Cooling

Radiator System	
Radiator system capacity, including engine, L (gal.)	17.2 (4.5)

Operation Requirements

Air Requirements	
Radiator-cooled cooling air, m³/min. (scfm) †	96.3 (3400)
Combustion air, m³/min. (cfm)	3.3 (118)
Heat rejected to ambient air:	
Engine, kW (Btu/min.)	36.5 (2075)
Alternator, kW (Btu/min.)	6.7 (381)

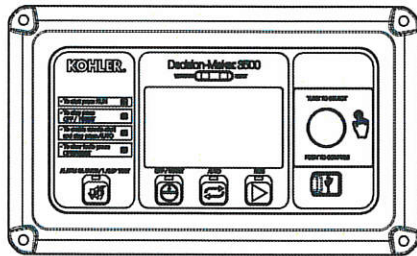
† Air density = 1.20 kg/m³ (0.075 lbm/ft³)

Fuel Consumption

Diesel, Lph (gph) at % load	Standby Ratings	Prime Ratings
100%	12.6 (3.3)	11.7 (3.1)
75%	9.5 (2.5)	8.8 (2.3)
50%	6.6 (1.7)	6.1 (1.6)
25%	3.8 (1.0)	3.5 (0.9)
0%	1.0 (0.3)	1.0 (0.3)

Note: For continuous rating fuel consumption, use the prime ratings data.

Controller



Decision-Maker® 3500 Paralleling Controller

Provides advanced control, system monitoring, and system diagnostics for optimum performance and compatibility.

- Paralleling capability with bus sensing, first-on logic, synchronizer, and (isochronous, droop, and external controlled) load sharing
- Digital display with adjustable contrast and menu control provide easy local data access
- Measurements are selectable in metric or English units
- Remote communication thru a PC via network or serial configuration
- Controller supports Modbus® protocol
- Integrated hybrid voltage regulator with $\pm 0.5\%$ regulation
- Potted circuitry for protection from vibration and debris
- Built-in alternator thermal overload protection
- NFPA 110 Level 1 capability

Fuel Tank

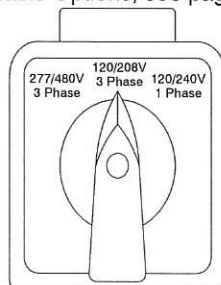
- Subbase fuel tank for 24-hour run time with full load at prime rating (minimum).
- Fuel tank includes the fuel level gauge, fuel fill with lockable cap, and an atmospheric vent.
- The secondary containment tank's construction protects against fuel leaks or ruptures. The inner (primary) tank is sealed inside the outer (secondary) tank. The outer tank contains the fuel if the inner tank leaks or ruptures.
- Both the inner and outer tanks have emergency relief vents.

Fuel Tank Specifications

Fuel tank capacity	293 L (77 gal.)
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Available Voltage Selector Switch

(Available Options, see page 4)

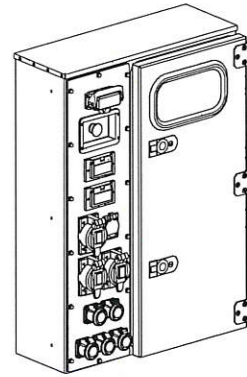


3-Position

- Voltage selector switch, 3-position lockable, wired for:
 - 120/240 volt, 1 phase
 - 120/208 volt, 3 phase
 - 277/480 volt, 3 phase

Modbus® is a registered trademark of Schneider Electric.

Customer Connection Panel



- Viewable generator set controller with security cover
- Emergency stop switch
- Shore power connector, 120 V, 15 amp (for battery charger(s) and battery heater)
- Shore power connector, 120 V, 15 amp (for block heater)
- Remote start connection
- Mobile paralleling box connection
- Main line circuit breaker
 - Reconnectable and selector switch models: Rating 150 amps, field adjustable based on voltage selected
 - 600 volt models: Rating 60 amps, field adjustable
- Available Options, see page 4
 - Two 15-amp 120 V, 1 phase, GFCI duplex receptacles (includes circuit breakers)
 - Three 50-amp 240 V twistlock receptacles (includes circuit breakers)
 - Color-coded camlock connectors

Available Trailer

(Available Options, see page 4)

- Single-axle trailer with electric brake system and battery back-up breakaway system.
- DOT and TC (Transport Canada) compliant per current specifications published by both agencies, at the time of trailer manufacture.
- 2 5/16 in. ball hitch coupler with adaptability for an optional Lunette eye.
- Running lights with 7-wire harness and connector.
- Front tongue jack.

Trailer Specifications

Axle Rating	Single, 2266 kg (4995 lb.)
Tires	ST225/75R15 LRE with 1284 kg (2830 lb.) load rating
Wheels	Steel, 15 x 6, 6-bolt

Available Draggable Fuel Tank

(Available Options, see page 4)

- Heavy gauge steel skid with integrated drains and pull bars.

Standard Features

- Alternator Protection
- Battery, Battery Rack, and Battery Cables
- Engine Oil and Coolant Added
- Integral Vibration Isolation
- Local Emergency Stop Switch
- Oil Drain Extension
- Operation Literature

Available Options

Approvals and Listings

- ☐ **CSA Certified**

Controller

- ☐ 15-Relay Dry Contact

Electrical System

- ☐ **Battery Charger**
- ☐ **Cold Weather Package**
(includes block heater and battery heater)
- ☐ Voltage Selector Switch and Convenience Receptacles
(3-240 volt, 2-120 volt)
- ☐ **Camlock Style Load Connectors, Color Coded**

Fuel System

- ☐ Two-Way Fuel Valve
(for connection of a user-supplied external fuel tank)

Miscellaneous

- ☐ Spark Arrestor

Paralleling System

- ☐ Mobile Paralleling Box

Skid

- ☐ **Fuel Tank**
- ☐ Draggable Fuel Tank
(heavy gauge steel skid with integrated drains and pull bars)
- ☐ Skid, no tank (fuel tank is not included with this option)

Trailer and Options

- ☐ **Trailer**
- ☐ Lunette Eye (for pintle hitch tow vehicles)
- ☐ Spare Tire
- ☐ Wheel Chock Blocks
- ☐ Lockable Utility Box with Fire Extinguisher
(same common key as enclosure)

Literature

- ☐ **General Maintenance**
- ☐ NFPA 110
- ☐ Overhaul
- ☐ Production

Other Options

- ☐ 1 Hour On Site Training
- ☐ 4 x DC LED Lights c/w Timer (Qty. 1 at each corner of the generator)
- ☐ 25 foot power leads
- ☐ Delivery to West Hants Public Works Garage, 54 Park Street
Windsor, Nova Scotia

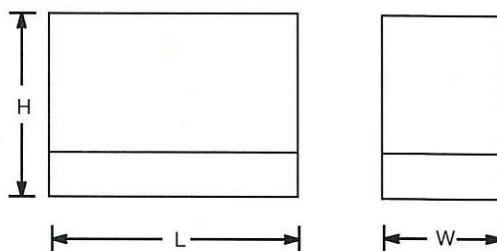
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Dimensions and Weights (Off Trailer)

Overall Size, L x W x H, mm (in.): 2184 x 1016 x 1622
Fuel Tank (86.0 x 40.0 x 63.9)
Weight with engine fluids and no fuel in tank kg (lb.): 1442 (3180)

Overall Size, L x W x H, mm (in.): 2489 x 1016 x 1622
Draggable Fuel Tank (98.0 x 40.0 x 63.9)
Weight with engine fluids and no fuel in tank kg (lb.): 1506 (3320)

Overall Size, L x W x H, mm (in.): 2184 x 1016 x 1419
Skid (86.0 x 40.0 x 55.9)
Weight with engine fluids and no fuel in tank kg (lb.): 1043 (2300)

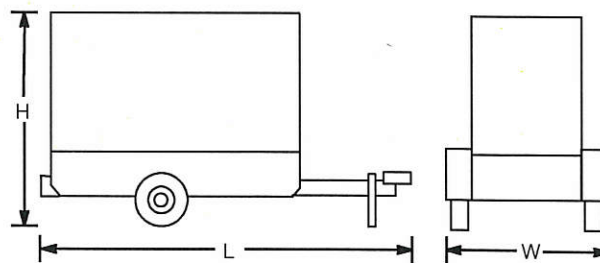


Note: This drawing is provided for reference only and should not be used for planning. Contact your local distributor for more detailed information.

Dimensions and Weights (On Trailer)

Overall Size, L x W x H, mm (in.): 3516.1 x 1867 x 2206.2
Fuel Tank (140.8 x 73.5 x 86.9)
Weight with engine fluids and no fuel in tank kg (lb.): 1693 (3733)

Overall Size, L x W x H, mm (in.): 3993 x 1867 x 2206
Draggable Fuel Tank (157.2 x 73.5 x 86.9)
Weight with engine fluids and no fuel in tank kg (lb.): 1833 (4040)



Note: This drawing is provided for reference only and should not be used for planning. Contact your local distributor for more detailed information.

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WEST HANTS REGIONAL MUNICIPALITY RECOMMENDATION REPORT

To: West Hants Regional Municipality, Committee of the Whole

Submitted by: _____
Carlee Rochon

Date: September 22, 2020

Subject: Grants and Contributions 2020 – Continued

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 65

RECOMMENDATION

Council authorizes the Chief Administrative Officer to distribute the remaining grant funding \$8,807.00 for fiscal 2020-2021, in accordance with the Grants and Contribution Policy.

BACKGROUND

Annually, the Municipality offers grants and contributions through an annual application form. The Municipality receives numerous requests for funding from worthwhile not-for-profit or charitable community organizations who, through volunteer efforts, provide services to the community.

Grants and Contribution funding has been approved by Municipal Council in the 2020-21 budget.

Grant Funding In 2020/21 Budget	
Type 1	\$35,000.00
Type 2	\$3,000.00
Leadership	\$8,000.00
Special Events	\$10,000.00
Program	\$4,000.00
General Grants	\$31,000.00
CAO Budget	\$5,000.00
Safety	\$23,500.00
In-Kind	
Trails Budget	\$10,000.00
Total Budget	\$129,500.00

Grants and contributions applications are reviewed by staff and are recommended based on the understanding that they are for services or activities which Council has or is likely to deem required by the municipality or within the Municipality's legislative mandate, and in alignment with Council policies.

Council made the motion to disburse funds at the July 28, 2020 meeting, the following is a summary of disbursements by type.

Approved (less \$200)	
Type 1	\$30,525.00
Type 2	\$11,450.00
Leadership	\$4,500.00
Special Events	\$11,250.00
Program	\$38,000.00
In kind	\$5,250.00
Safety	\$18,700.00
Total	\$119,675.00
Trails	\$1,018.00
Gas Tax	\$142,880.00
Grand Total	\$263,573.00

DISCUSSION

Since July, staff have received several requests from groups looking for further funding which total amounts between \$87,000 and \$97,000. The Municipality has \$8,807 remaining in the approved grant budget to allocate to groups.

Council policy states the use of an annual application process, so it will need to be decided if further applications can be accepted. If not, then recommendation to groups inquiring will be to apply in February 2021. If applications are to continue to be accepted, then a system will be needed to ensure fair and equitable disbursement.

If it is Council's decision to continue to accept applications, it is recommended that Council utilize the grant caps shown below in Schedule A and authorize the Chief Administrative Officer to approve disbursements for remaining funding. This is within budget and the Chief Administrative Officers signing authority and will allow for groups to receive the funds in a timely manner. Setting guideline in which the remaining funding can be dispersed, will also ensure the Municipality is able to support more groups.

Schedule A

1. Capital Type 1 Grants - Maximum individual award \$1,500
2. Capital Type 2 Grants - Maximum individual award \$1,500
3. Program Grants - Maximum individual award \$750
4. Special Events - Maximum individual award \$750
5. Leadership - Maximum individual award \$750

Each group applying would be required to submit in writing a request to the Chief Administrative Officer, explaining the hardship and/or uses for the funds. At the end of the fiscal the Chief Administrative Officer will present a report to Council with a breakdown of the grants awarded by group.

NEXT STEPS

Contact groups who have inquired and provide them with update and guidance on next steps.

FINANCIAL IMPLICATIONS

There is \$8,807 remaining in the grants and contribution 2020-21 budget approved by Municipal Council.

ALTERNATIVES

- Council may choose to disburse the remaining grant funding to a specific group(s). Not recommended by staff, as Council will not have the funding to support any other requests.
- Council may choose to disburse the remaining funds through recommendation reports to Committee of the Whole. Not recommend by staff, as this delays funding request approval for community groups.
- Council may decide not to distribute remaining funds (\$8,807) as the application deadline for the 2020/21 fiscal year has elapsed.

ATTACHMENTS

None

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

Report Reviewed by: _____
Kathy Kehoe, Director, Community Development

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer



**WEST HANTS REGIONAL MUNICIPALITY
DECISION REQUEST REPORT**

To: West Hants Regional Council

Submitted by: 
Mark Phillips, Chief Administrative Officer

Date: September 22, 2020

Subject: Sports Complex – Walking Track Flooring / Cover

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act

Power to expend money

65 The council shall adopt an operating budget and a capital budget for each fiscal year.

65A Authorized municipal Expenditures

BACKGROUND

The West Hants Sports Complex is nearing the final stages of construction and scheduled for opening to the public on October 26, 2020 pending final construction, inspections and Covid procedures. A tour of the facility by Council was conducted on August 6, 2020. During the tour members of Council asked that a rubber flooring for the surface of the walking track be explored as an addition to the project for Council's consideration.

DISCUSSION

Lindsay's Construction has secured a quotation for a traditional rubber flooring product used in other sports complex facilities. Details are as follows as noted in the quotation:

Object: West Hants Sports Complex – Walking track with Omnisports 7.1 mm

Scope of Work: Walking Track 4155 sq.ft.

- Supply and install Omnisports 7.1 mm
- Adhesive
- Supply and install CRS-xx-A reducer on both edges of track, welded to same.
- Assumes daytime working hours.
- 15 years warranty on material

TOTAL PRICE: \$ 70,080.00 + TAXES

The attached quotation notes several items that would not be included in the quoted price. A majority of the noted costs would not be anticipated as the West Hants Sports Complex is a brand-new facility with no concerns associated with floor leveling, repairs to the surface or removal or former surfaces. It is noted that additional funding would not be required for the flooring as the current overall budget for the facility has remaining capacity to fund the addition if supported by Council.

FINANCIAL IMPLICATIONS

Total Facility Cost	\$17,523,384 (<i>approved April 28, 2020</i>)
Facility Construction Related Costs to-date	\$17,320,000 (Recorded and Anticipated)
	\$203,384
Current Budget Capacity	\$200,000 rounded down

It is noted that the rubber flooring can be installed at a later date before or after the facility is signed off as "substantially completed" or at a later date within the current fiscal year or beyond. The installation of the flooring can be coordinated by both Lindsay's or West Hants staff pending Council direction.

ATTACHMENTS

Quotation supplied by Lindsay's Construction – "Avantage Sport" September 15, 2020

DECISION REQUEST

Option #1

That Council approve the addition of rubber flooring for the walking track at the West Hants Sports Complex as noted in the report for the purchase price of \$70,080.00 + TAXES to be funded by existing funds allocated to the project in the 2020/21 Capital Budget.

Option #2

That Council supports in principle the addition of the flooring for the walking track at the West Hants Sports Complex but wishes to revisit the addition of the flooring at a later date pending final facility costs and successful commissioning of the facility.

Option #3

No action

Report Reviewed and Approved by:



Mark Phillips, Chief Administrative Officer

September 15, 2020

Brendon Warnica
Project Engineer
Lindsay Construction
105 – 134 Eileen Stubbs Avenue
Dartmouth, Nova Scotia
B3B 0A9

Object: West Hants Sports Complex – Walking track with Omnisports 7.1 mm

Scope of Work: Walking Track 4155 sq.ft.

- Supply and install Omnisports 7.1 mm
- Adhesive
- Supply and install CRS-xx-A reducer on both edges of track, welded to same.
- Assumes daytime working hours.
- 15 years warranty on material

TOTAL PRICE: \$ 70,080.00 + TAXES

Notes:

- Painting of floor markings is not included
- Slab levelness requirements are 1/8" in 10'
- Slab preparation consists of filling minor surface cracks, divots, control joints to a depth of ¼ " deep (this does not include a skim coat of the slab)
- Slab preparation beyond the above scope is by others and would include, but is not limited to, leveling of the slab (filling low spots or reducing high spots), adding concrete/patching material beyond ¼" anywhere in our area of product application (doorways, perimeter, etc), removing existing adhesive left behind by old carpet or VCT is considered corrective slab work and is not included in above price
- Lead-time is to be reviewed for product delivery and for installation
- Price subject to review of contract documents and construction schedule
- Price valid for 30 days from date on quotation
- Terms as per Advantage Sport credit policy

If you have any questions, please do not hesitate to contact me.



Melanie Lamirande
Consultant in sports flooring

WEST HANTS REGIONAL MUNICIPALITY

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

Phone # 902-798-8391 Ext. 110

Email Address: rbrown@westhants.ca

www.westhants.ca



MEMO

At the Committee of the Whole (COTW) on September 8, 2020, a nomination was held for a Councillor to be the second representative on the Community Liaison Committee (CLC). The Councillor nominated was Jim Ivey. No motion was made at COTW to recommend the appointment to Council, who holds the authority to appoint members to committees.

It is suggested that Council confirm the appointment by making the following motion:

...that Council appoints Councillor Ivey to the Community Liaison Committee, along with Mayor Zebian.

Sincerely,

Rhonda Brown
Municipal Clerk