WEST HANTS REGIONAL MUNICIPALITY
Regular Meeting of Council Agenda AMENDED
March 23, 2021 - 6:00 p.m.
In-Person at Sanford Council Chambers, 76 Morison Drive, Windsor, NS
Also held Via Zoom and Facebook Livestreamed

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1. Call to Order

2. Attendance

3. Announcements

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) 2021-02-23 Council Meeting minutes
   b) 2021-02-23 Public Hearing Minutes - 20 Main Street, Hantsport Rezoning (opening of Public Hearing)

7. Presentations - None

8. Unfinished Business/Postponed Motions
   a) Dangerous or Unsightly Updates (standing item)
   b) West Hants Sewer Utility Revenues and Expenditures Projected to Mar. 31, 2021 - Information Report
   c) Noise By-law - Postponed motion from Council Feb. 23, 2021

9. Public Hearings
   a) 20 Main Street, Hantsport (PID 45043312 and 45043304) Rezoning - Public Hearing (closing)

10. Second Readings for the Public Hearing Matters in Agenda Matter #9
    a) 20 Main Street, Hantsport (PID 45043312 and 45043304) Rezoning - Public Hearing (closing)

11. Mayor's Information Report

12. Committees of Council Recommendations
    a) Committee of the Whole Excerpts – March 9, 2021
       i. Community Recognition – Veteran Firefighters – 15 years
       ii. Emergency Management By-law First Reading
       iii. Meeting and Committee Procedural Policy Amendments
       iv. Motions from In-Camera Discussions

v. Newport Corner Community Hall
vi. PCP (Partners for Climate Protection Program) Milestones 1 & 2
vii. Safe Exchange Zone for Online Buyers/Sellers

b) Planning/Heritage Advisory Committee
i) Mobile Homes in Three Mile Plains First Reading – Recommendation Report
ii) Meadows Development First Reading – Recommendation Report

13. Councillor Municipal Activity Reports – Verbal Committee Updates

14. Correspondence
a) Information
i) Valley Regional Enterprise Network (REN) (Mar. 3, 2021) – Response to WHRM's Notice of Withdrawal and Termination from the Valley REN
ii) Valley Regional Enterprise Network (REN) – 2021-22 Draft Business Plan
iii) Denise Forand (Mar. 5, 2021) – Resident Planning Committees of former Towns
iv) Melissa Sheehy-Richard (Mar. 11, 2021) – Introduction as PC Candidate for Hants West
v) Laura George – Thank you for Fred Fox Bursary
vi) Resident Correspondence (Mar. 13, 2021) – Anonymity for Submissions to Council/Committees
vii) Carol MacKenzie Corres. (Mar. 19, 2021) – Sidewalks on Clifton Ave.
viii) Darren Porter Corres. (Mar. 19, 2021) – Windsor Causeway – For the Record

b) Requests – None

15. New Business
a) Pool Liner – Recommendation Report
b) Questions from Jim Ivey – Lake Pisiquid

16. In-Camera
a) 2021-02-23 In-Camera Meeting Minutes
b) Land Matter #1 MGA Section 22(2)(a)
c) Contract Negotiations MGA Section 22(2)(e)
d) Land Matter #2 MGA Section 22(2)(a)

17. Next Meeting Date / Adjournment

M - Motion
D - Direction/Discussion

West Hants Regional Municipality
Dashboard (Action List) 2020/21
March 18, 2021

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

Matter	Meeting	M/D	Start Date	Deadline / Update	Status	Resp.
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 (M) 2020-09-08 (D)	As per 2021-02-09 COTW; revisit in 6 mths		CAO
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			CAO/Fin
Sewer Billing Review - Gerry Isenor present	COTW	D	2021-02-09	2021-03-09		Fin
Sewer Billing Review - Finance to present scenarios for winter/summer months (addressed in Gerry Isenor presentation)	Council	D	2021-02-23	2021-03		Fin
Sewer Billing Review - Staff provide revenue/expenses for sewer, have consistent billing, and provide info on filling pools/car washing	COTW	D	2021-03-09	2021-03-23 Council		Fin
Asset Mgmt (Strategic Sustainability) - Strategic Sustainability Plan is needed	COTW	D	2020-05-12	On-going until approx. Oct. 2022		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			CAO
Branding for Region - proceed with Branding project	Council	M	2020-05-26	2021-06		CAO

Matter	Meeting	M/D	Start Date	Deadline / Update	Status	Resp.
Tax Structure (Blended Rates - restructuring of existing tax rate) - Staff and council to review over the next year.	COTW	D	2020-06-01	2021-04		CAO/Fin
PID 45245578 and portions of 45182797, 45245560, 45245552, 45184025, and 45182904 (Cogmagun Lands) - purchase as per Letter of Offer presented at 2020-06-09 COTW in-camera	Council	M	2020-06-23			CAO
Rural Internet - Send 'heatmap' survey to WHRM residents asking if they have internet	COTW	D	2020-09-08	2021-02 Develop NS announced where there are power poles will be internet (99%)		CAO
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.	Council	M	2020-09-22	2021-05 (Mr. Salter has advised this isn't immediate)		CAO
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.	Council	M	2020-09-22	2021-05		CAO/Planning

M - Motion
D - Direction/Discussion

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Dashboard (Action List) 2020/21
March 18, 2021

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Matter	Meeting	M/D	Start Date	Deadline / Update	Status	Resp.
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.	Council	M	2020-09-22	Align with Branding outcomes		PW/Comm. Dev
Comms Plan/Process for Staff-Council	Council	D	2020-09-22	2021-04		CAO
Diversity & Inclusion Committee (from Meeting & Committee Procedural Policy Amendments) - Advertise for Committee members and mobilize the committee	COTW	M	2020-10-13	2021-04 (also with Rad Consulting Engagement Sessions)		CAO
Rezoning Application (20 Main St, Hantsport PIDs 45043312 & 45043304) - Work with Planning Dept for Rezoning	COTW	M	2020-10-13	2021-03		CAO/ Planning
Financial Status Updates - Staff to look at new structure to include more frequent reporting	COTW	D	2020-10-13	2021-01		CAO/Fin
Burning Permit - Staff review existing Fire-related by-laws	COTW	D	2020-11-10	2021-05		CAO/Fire Chiefs
In-Camera - (b)MGA 22(2)(a) Acquisition, Sale, Lease and Security of Municipal Property – Land Sale **-** Proceed with next steps/presentation **(2021-02-23 Item 16(c)** - Expend funds for property evaluation on Mun-owned properties	COTW Council	D M	2020-11-10 2021-02-23	2021-01 2021-05		CAO

M - Motion
D - Direction/Discussion

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Dashboard (Action List) 2020/21
March 18, 2021

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Matter	Meeting	M/D	Start Date	Deadline / Update	Status	Resp.
W.B. Stephens Building Design Project Management - On-hold. Get appraisals of Morison & King St Complexes, review of staffing complement, and review parking availability at King.	Council	D	2020-11-24	2021-04		CAO
Hantsport Municipal Office Surplus - Steps to put on the market for sale.	Council	M	2020-11-24	2021-03		
Service Contracts (discussed under Item 15(a)) - That staff forward a list (provide access) of all service contracts to Council so Council is aware and can look for potential cost-savings	Council	M	2021-01-26	2021-04		CAO
Royal Canadian Legion Funding Request - Staff look into & report back as to funding options	COTW	D	2021-02-09	2021-02		Fin & PW
Dec. COTW/Council Mtgs (Meeting & Committee Procedural Policy) - Staff amend policy to have Dec. meetings	COTW	M	2021-02-09	2021-03		CAO
Noise By-law - Staff revise by-law (Table motion until S/Sgt reports on matter at March COTW)	COTW	M	2021-02-09	2021-03		Planning /CAO
Bog Rd - Write letter monthly to TIR (and cc. Premier, Premier-elect, Minister Porter) that road needs to be repaired)	COTW	M	2021-02-09	2021-03		CAO

M - Motion
D - Direction/Discussion

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Dashboard (Action List) 2020/21
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Matter	Meeting	M/D	Start Date	Deadline / Update	Status	Resp.
Municipality Debt - Report back total breakdown of previous units and combined and further details (eg debenture info, interest rates, maturity dates, principal/interest amounts, etc)**.** Perhaps send by email by Fri, Feb. 26 and bring back to budget discussions	Council	D	2021-02-23	2021-04 Budget Discussions		Fin
CAO Activity Report (Strategic Priorities) - Update Strategic Priorities Themes.	COTW	D	2021-03-09	2021-04 COTW		CAO
Corres (NS Firefighters Benevolent Fund) - Review if capacity during budget meetings	COTW	D	2021-03-09	2021-04 Budget Mtgs		Fin
Dangerous or Unsightly - Textile Mill to remain as standing agenda item on both COTW & Council	COTW	D	2021-03-09	standing item		CAO
Meeting & Committee Procedural Policy - Amend PAC composition to 13 members (7 resident; 6 council) and staff insert timeframe	COTW	M	2021-03-09	2021-03-23 Council		CAO
Newport Corner Community Hall - Receive & list for sale	COTW	M	2021-03-09	2021-4		CAO
Water Information - Staff report back to Council on cost to produce water bill bi-monthly	COTW	D	2021-03-09	2021-04-13 COTW		Fin
Water Information - Staff report back on how interest is applied	COTW	D	2021-03-09	2021-03-10		Fin
Water Information - Staff report back on e-billing (e-post)	COTW	D	2021-03-09	2021-04-13 COTW		Fin
Safe Exchange Zone - Staff connect with local RCMP on possible site	COTW	M	2021-03-09	2021-04		CAO
Community Recognition - staff arrange with Fire Depts re. awarding veterans with 15-yr service medals	COTW	M	2021-03-09	2021-04		CAO
Panuke Rd Event - Event to be arranged by Mayor	COTW	D	2021-03-09	2021-04		Mayor

WEST HANTS REGIONAL MUNICIPALITY
West Hants Sewer Utility
For the Ten Months Ending Sunday, January 31, 2021

	2019-20 Budget	*3/31/2020 Actual*	*2020-21 Budget*	*3/31/2021 Projections*
REVENUE				
SEWER RATES	1,012,100	1,043,387	1,078,390	1,162,345
TOTAL REVENUE	*1,012,100*	*1,043,387*	*1,078,390*	*1,162,345*
EXPENSES				
ADMINISTRATION EXPENSES				
SALARIES	191,625	169,136	238,000	225,367
OVERTIME	14,500	18,297	18,000	16,380
BENEFITS	30,950	28,903	31,800	41,630
MILEAGE & EXPENSES	1,500	1,415	750	818
TRAINING & DEVELOPMENT	3,000	1,206	2,400	5,909
CONVENTIONS & CONFERENCES	900	3		-
MEMBERSHIP FEES	300	722		366
TELEPHONE	3,600	4,366	3,500	3,587
ASSET MANAGEMENT - SOFTWARE LICENSE/OTHER			6,667	-
MANDATED COMMUNICATIONS	600		600	88
MARKETING/PR				
PUBLIC INFORMATION				
ADMINISTRATION FEE	63,199	63,199	63,200	63,200
LEGAL				
INSURANCE - PREMIUMS & CLAIMS	3,500	3,348	3,500	2,565
ENGINEERING				2,414
DEPRECIATION	351,244	-	310,977	-
TRANSFER TO SEWER OPERATING RESERVE	-	351,244		310,997
EQUIPMENT	-	-	-	2,282
TRUCK/EQUIPMENT MAINTENANCE	18,400	8,812	15,630	19,359
TRUCK/EQUIPMENT FUEL	9,200	12,750	9,140	7,607
TRUCK/EQUIPMENT REGISTRATION	1,500	1,553	3,675	1,727
PW DISTRIBUTION	6,250	20,169	17,661	16,208
OTHER	2,500	4,342	5,000	-
CAPITAL OUT OF REVENUE	-			
INDUSTRIAL PARK - TOWN OF WINDSOR	13,000	-	-	-
TOTAL ADMINISTRATIVE EXPENSES	*715,768*	*689,466*	*730,500*	*720,503*
SEWAGE COLLECTION SYSTEMS EXPENSES				
PIPE MAINTENANCE	20,000	3,137	20,000	12,612
OPERATIONAL EXPENSES	3,500		3,500	11,421
ORDC EXPENSE - TOWN OF WINDSOR		(1,060)		
TOTAL SEWAGE COLLECTION SYSTEM EXPENSES	*23,500*	*2,077*	*23,500*	*24,033*
LIFT STATION EXPENSES				
INSURANCE - PREMIUMS & CLAIMS	6,100	5,750	6,100	5,165
LIGHTS & POWER	27,500	34,880	28,000	33,991
MAINTENANCE	22,500	54,861	30,000	42,361
STOCK ITEMS	2,500	-		(30)
FREIGHT CHARGES	1,000	-		-
PORTABLE GENERATOR	1,000	-	1,000	162
TOTAL LIFT STATION EXPENSES	*60,600*	*95,491*	*65,100*	*81,648*
SEWAGE TREATMENT & DISPOSAL EXPENSES				
SEWAGE TREATMENT FEE	146,000	158,108	146,000	107,621
LIGHTS & POWER	50,000	51,497	50,000	62,334
OPERATIONAL EXPENSES	28,000	60,118	30,000	51,131
TOTAL SEWAGE TREATMENT & DISPOSAL EXPENSES	*224,000*	*269,723*	*226,000*	*221,087*
LONG TERM DEBT PAYMENTS				
MFC PRINCIPAL PAYMENT	91,667	91,667	91,667	91,667
MFC INTEREST PAYMENT	26,290	26,290	22,725	22,725
TOTAL LONG TERM DEBT PAYMENTS	*117,957*	*117,957*	*114,392*	*114,392*
TOTAL EXPENSES	*1,141,825*	*1,174,715*	*1,159,492*	*1,161,663*
SURPLUS / (DIFICIT)	*(129,725)*	*(131,328)*	*(81,102)*	*682*
CAPITAL RESERVE CONTRIBUION AFTER DEFICIT		*219,916*		*311,679*

Committee of the Whole Excerpts
February 9, 2021

Noise By-law

The former Towns of Hantsport and Windsor each have Noise By-laws, the Hantsport By-law is only enforceable through the "long-form" process rather than a Summary Offence Ticket. The Noise By-laws can be subjective as there is no definition of continuous noise and set decibel (sound) levels may be too low. The sound meter purchased by the Town of Windsor requires calibration by a service technician which can not be found in Nova Scotia, so the purchase of a new meter may be needed.

Only a few noise complaints are received each year in the Municipality. Noise measurements can be affected by wind and humidity level. Having a less technical by-law, such as a Peace and Good Order By-law, would allow for issues to be addressed. After hours enforcement of the Municipality's By-law by the RCMP would require authorization. Agriculture operations are commonly exempted from Noise By-laws.

The recommended motion was:

... that Council create a Noise By-law for the Regional Municipality.



Noise By-law
COTW February 9, 2021
Madelyn LeMay

DECISION REQUEST

- requesting direction on whether:
    - material should be prepared to begin repeal of the Noise By-laws for Windsor and Hantsport; or
    - a Noise By-law should be drafted for the Region

BACKGROUND - HANTSPORT

Issues determined in staff review of By-laws:

Hantsport

- not enforceable by Summary Offense Ticket – would require the lengthy "long-form" process to enforce

- subjective:
  - no definition of continuous noise;
  - no statement of the length of time a noise can occur before being in violation

BACKGROUND- WINDSOR

Windsor

- not enforceable by Summary Offense Ticket – would require "long-form" process
- subjective:
    - no definition of continuous noise;
    - no statement of the length of time a noise can occur before being in violation
- some noise not defined by decibel level;
- where decibel maximums are set they appear to be too low;
- appears to be conflict within the document;
- clause regarding barking is covered by the Dog By-law;
- clause regarding *fighting, screaming, shouting, or singing* should not be in Noise By-law

2019 WEST HANTS PROPOSED NOISE BY-LAW

- only 10 complaints had been received:
  - truck traffic
  - forestry operations
  - noise bangers at vineyard
  - mowing grass

- process was followed; Noise By-law drafted

- not approved by Council

EQUIPMENT

- Windsor sound meter purchased ~ 2005
- meter should be calibrated only by service technicians; none found in Nova Scotia
- age can have negative affect on accuracy of readings
- if there is a Noise By-law for the Region, a new sound meter which can be calibrated effectively by By-law Enforcement staff will be needed

CHIEF ADMINISTRATIVE OFFICER REVIEW

- Noise By-law presents many challenges:
  - timing of the complaint
  - measurement of the noise creating the complaint
  - noise complaint often originates as an issue between neighbors

- using RCMP and Bylaw Enforcement to promote “Peace and Good Order” when complaint is received will have more success addressing the concern, educating the public and utilizing the WHRM human resources

CHIEF ADMINISTRATIVE OFFICER RECOMMENDATION

- that the By-laws be repealed and

- that the matter be reviewed with the Police Advisory Board (PAB) for the Region to forecast impacts that the matter be reviewed with the Police Advisory Board (PAB) for the Region to forecast impacts should the By-laws be repealed.

DIRECTION of COTW

- that the process be initiated to repeal the Noise By-laws for Windsor and Hantsport, including review by the Police Advisory Board to forecast impacts should the By-laws be repealed:

OR

- that a Noise By-law be drafted for the Region

WEST HANTS REGIONAL MUNICIPALITY

Information ☐	Recommendation ☐	Decision Request x	Councillor Activity ☐

To: Mayor and Members of Council

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

Date: 2021-02-09

Subject: Noise By-law

1.0 LEGISLATIVE AUTHORITY

Municipal Government Act s. 172

2.0 BACKGROUND

In reviewing By-laws which must be enforced, By-law Enforcement determined that neither Hantsport nor Windsor's Noise By-law can be effectively enforced unless changes are made to the By-Laws by Council.

3.0 DECISION REQUEST

Staff requests direction from Committee of the Whole (COTW) on whether material should be prepared to begin repeal of the Noise By-laws for Windsor and Hantsport or whether a Noise By-law should be drafted which would encompass the Region.

4.0 DISCUSSION

A brief review of the Hantsport and Windsor Noise By-laws resulted in the identification of the following issues:

4.1 Hantsport's Noise By-Law Issues

- this By-law (Attachment A) is not enforceable by Summary Offence Ticket (SOT) as it is not listed on the Province's SOT Booklet Attachment (Attachment B). At present, By-Law officers are able to issue a warning or proceed by way of a "long form" – a process which is not recommended. It is lengthy and includes completion of an Information Form, a Summons and an Affidavit of Service. Each of these must be signed by a Justice of the Peace before being issued and the Affidavit of Service must be signed by a Commissioner of Oaths

or a Justice of the Peace. In order for SOTs to be issued amendments would be needed to the Provincial SOT Regulations. Should the By-law be kept, the long-form procedure would be required for enforcement until such time as SOTs could be issued;

- there is no definition of continuous noise and no statement of the length of time a noise can occur before being in violation of the By-law, which makes enforcement subjective.

4.2 Windsor's Noise Bylaw Issues

- this By-law (Attachment C) has no definition of continuous noise and no statement of the length of time a noise can occur before being in violation of the By-law, which makes enforcement subjective;
- the decibel maximums are established at 55dBA for the 7am-10pm period and 45dBA for the 10pm -7 am period. The maximums are likely too low since a regular conversation would be approximately 60dBA;
- there is no offense listed in the SOT Booklet regarding Section 33.03(1), *Making any noise or combination of noises which, when measured on the property or at a boundary line of the property on which the noise is heard or the noises are heard, exceeds the applicable A-weighted continuous noise level as follows: Time Commercial and Institutional Property Residential Property 7:00 am – 10:00 pm 55 dBA 65 dBA 10:00 pm – 7:00 am 45 dBA 55 dBA the decibel and time restrictions.* The Sound Meter would be used for this section, but a SOT could not be issued;
- Section 33.03 (3) *The operation of any noise-creating blower power fan or any internal combustion engine, the operation of which causes noise due to the explosion of operation gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to attenuate such noise and the device is operated between the hours of 8 a.m. and 8 p.m.***;** seems to contradict Section 33.03(1) above.
- Section 33.04 (1) *No person, in the Town, shall make any noise which disturbs or tends to disturb the peace and tranquillity of the Town or any portion of it**;*** this does not define the noise by decibel level, which makes it a subjective area.
- Section 33.04 (2) *No person who owns, or has under their supervision, a dog, shall permit the dog to make any noise which disturbs or tends to disturb the peace and tranquillity of the Town or any portion of it***;** this section should be removed as it forms part of the Dog By-law;
- Section 33.04 (4) *No person shall by; (a) fighting (b) screaming (c) shouting, or (d) singing; cause any loud and unnecessary noise, the sounds of which are heard on another property or at a boundary line of the other property, or in a dwelling unit other than the dwelling unit in which the noise is generated.* Clauses (a) (b) and (c) should be responded to by the RCMP and not included within a Noise By-law.

4.3 West Hants 2019 Proposal

When a Noise By-law was proposed in 2019, fewer than ten complaints about noise in West Hants, including Hantsport, had been received by By-law

Enforcement. These were all related to truck traffic, forestry operations, noise bangers at a grape vineyard, and one to mowing grass. Unfortunately, the complaints were not recorded at that time.

Following consideration, the Noise By-law proposed in a 2019 report from the then-West Hants CAO, Martin Laycock, to West Hants Council (Attachment D) was not approved by Council.

4.4 Equipment

The Sound Meter owned by Windsor and apparently used by the Commissionaires appears to have been purchased in 2005, when the By-law came into effect, and was manufactured well before 2005.

If the machine is not calibrated, the accuracy of the measurements could be called into question during court proceedings. The manual for the Windsor sound meter states that the meter should be calibrated only by service technicians; however there does not appear to be anyone providing calibration services in Nova Scotia.

It also appears that the age of the Sound Meter can have a negative affect on an accurate reading.

Should Council wish to proceed with a Noise By-law for the Region, a new sound meter should be purchased. Any new meter should be able to be calibrated effectively by By-law Enforcement staff.

5.0 NEXT STEPS

Staff will prepare reports and documents based on the direction from COTW.

6.0 FINANCIAL IMPLICATIONS

This report does not have any financial implications for WHRM. A Noise By-law for the Region would require expenditure of between $500. And $1,000 for purchase of a new Sound Meter.

7.0 ATTACHMENTS

Attachment A	Hantsport Noise By-law
Attachment B	Summary Offense Ticket Booklet extract
Attachment C	Windsor Noise By-Law
Attachment D	Recommendation Report: Noise By-law, N-001

8.0 CHIEF ADMINISTRATIVE OFFICER REVIEW

In addition to the items noted in the report I would add that the enforcement of a noise bylaw presents many challenges. For example; the timing of the complaint, the measurement of the noise creating the complaint and reflecting that a noise complaint

often originates as an issue between neighbors, to name a few. The utilization of the RCMP and Bylaw Enforcement Officers to promote a standard of "Peace and Good Order" when a complaint is received would likely promote a higher level of success in addressing the concern, to educate the general public and to best utilize the human resources provided by the WHRM.

I would recommend repealing the bylaws and further suggest that the matter be reviewed with the Police Advisory Board (PAB) for the Region to forecast impacts should the bylaws be repealed.

Report Prepared by: _____
Madelyn LeMay, Director, Planning and Development
Ryan Parker, By-law Officer

Report Reviewed by: _____
Rhonda Brown, Clerk

Report Approved by: _____
Mark Phillips, CAO

ATTACHMENT A

Town of Hantsport
By-law #101-2

Noise By-law

PREAMBLE:

The residents of this normally quiet and peaceful town continue to experience the challenge of finding the appropriate level of control over the action of people in Town to encourage respect for others' privacy and their enjoyment of life.

Through a "living in community" initiative by Town Council, examining what contributes to and what detracts from comfort levels for residents of Hantsport, excessive noise has been identified as a significant factor.

With the authority vested in the Town by the Municipal Government Act to control noise, this bylaw is intended to establish acceptable standards for noise to encourage respect for the comfort, privacy and enjoyment of life for Town residents without the sanctions, which accompany the control of excessive noise generating behavior through the Canadian Criminal Code.

Be it therefore enacted by the Council of the Town of Hantsport, as follows:

1. This by-law shall be known as By-law No. 101-2 and may be cited as the Noise By-law.

2. In this by-law:

   (1) "A-weighted Continuous Noise Level" and "dBA" both have the meaning used in Ontario Municipal Model Noise Code (1978);

   (2) "Dwelling Unit" means living quarters, accessible from a private entrance either outside a building or in a common area within a building, that are occupied or, if unoccupied, are reasonably fit for occupancy, and that: contain kitchen facilities within the unit and have toilet facilities that are not shared with the occupants of other dwelling units;

   (3) "Occupier" means a person who is in possession of a dwelling unit, or a person who has responsibility for and control over the condition of a dwelling unit or the activities there carried on.

   Not withstanding that there is more than one occupier of the same dwelling unit;

   (4) "Sound system" includes a public address system, phonograph, gramophone, radio, cassette tape player, compact disc player, computer or computer accessory, loudspeaker, microphone, or any other device or apparatus, whether moveable or stationary, whether located inside or outside a dwelling unit or motor vehicle, that apparatus amplifies, emits or transmits sounds;

   (5) "Town" means the Town of Hantsport.

Noise By-law

3. The following acts, among others, are hereby declared to be noises, which disturb or tend to disturb the peace and tranquility of the Town or any portion of it:

(1) Making any noise or combination of noises which, when measured on the property or at a boundary line of the property on which the noise is heard or the noises are heard, exceeds the applicable A-weighted continuous noise level as follows:

Time	Residential Property	Commercial and Institutional Property
7 a.m. – 10 p.m.	55dBA	65 dBA
10 p.m. – 7 a.m.	45 dBA	55dBA

(2) The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, or motor boat, except through a muffler or other device which will effectively prevent loud or explosive noises from it;

(3) The operation of any noise-creating blower power fan or any internal combustion engine, the operation of which causes noise due to the explosion of operation gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to attenuate such noise and the device is operated between the hours of 8 a.m. and 8 p.m.;

4.

(1) No person, in the Town, shall make any noise which disturbs or tends to disturb the peace and tranquility of the Town or any portion of it.

(2) No person who owns, or has under his or her supervision, a dog, shall permit the dog to make any noise, which disturbs or tends to disturb the peace and tranquility of the Town or any portion of it.

(3) No person, in the Town, shall operate, or cause or permit to be operated any sounds system at such a level that the resulting sound is heard, in a dwelling unit or other building, other than the dwelling unit or other building in which the sound system in question is located.

(4) No person shall be:

- fighting
- screaming
- shouting, or
- singing

No person shall cause any loud and unnecessary noise, the sounds of which are heard on another property or at a boundary line of the other property, or in a dwelling unit other than the dwelling unit in which the noise is generated.

Noise By-law

5.

(1) No occupier shall allow or permit to occur in the dwelling unit of which that person is the occupier, any activity prohibited by Section 4 above.

(2) It is a defence to a charge under this section that there was another occupier who had a greater right of possession or greater responsibility and control over the dwelling unit in question at the time of the prohibited activity.

6. This by-law does not apply to the following:

(1) Employees of the Town, the Government of Canada, the Province of Nova Scotia Inc., Minas Basin Pulp & Power Company Ltd., Fundy Gypsum Company, Windsor and Hantsport Railway Company Limited, Nova Scotia Power or Maritime Tel and Tel when those employees are acting in the reasonable execution of their duties;

(2) Noises emitted by machinery or equipment when used under the provisions of (1) above;

(3) A person or a corporation, or an employee of such person of corporation, reasonably performing work at the request of any party described in (1) above;

(4) Noise emitted by machinery and equipment, or either of them, used in snow removal and snow clearing operations on public or private property, not later than 48 (forty-eight) hours after the end of the storm which left the snow;

(5) Noises in connection with athletic, recreational or school activities in arenas, playing fields, courts, school grounds or in Town park areas between the hours of 7 a.m. and 11 p.m.;

(6) Noises in relation to parades, street dances, or other community activities between the hours of 7 a.m. and 11 p.m. subject to permission having been granted under Section 8 of this By-law;

(7) Noises in relation to religious activities between the hours of 7 a.m. and 11 p.m.;

(8) (a) The regulation of any loud and unnecessary noise in or from the engine, exhaust system, braking system, or from the contact of the tyres with the roadway, by a motor vehicle from starting, driving, turning, stopping, or accelerating;

(b) The regulation, registration, licensing or identification of vehicles, or the use of the highway by such vehicles, both categories of which are within the jurisdiction of the Motor Vehicle Act.

7. Notwithstanding any other provision of this By-law, it is lawful to emit or cause or permit the emission of noise in connection with:

   (1) Emergency measures undertaken for the immediate health, safety and welfare, or any of them, of the inhabitants of the Town;
   (2) Emergency measures undertaken for the preservation of property;
   (3) Construction activities between the hours of 8 a.m. and 8 p.m. for which a Building Permit has been issued by the Town;
   (4) Agriculture activities carried on by a farm operation.

8. An exemption from the application of the By-law may be granted by the Council under the following terms:

   (1) Notwithstanding anything contained in this By-law, any person may make application to the Council to be granted an exemption from any of the provisions of this By-law with respect to any emission of noise for which that person might be prosecuted. The Council may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser affect. Any exemption granted shall specify the time period, not in excess of 6 (six) months, during which the exemption shall be effective and the exemption shall be in written form and shall include such terms and conditions as the Council deems appropriate;

   (2) In deciding whether or not to grant an exemption, the Council shall give consideration to the social or commercial benefit of the proposed activity to the Town, the views of any residents of the Town which may be expressed to the Council, the proposed hours of operation of the proposed noise making activity, and the proposed duration of the subject activity;

   (3) In deciding whether or not to grant an exemption, the Council shall give the applicant and any person or person, who may be affected by the proposed activity, an opportunity to be heard and may consider such other matters as the Council deems appropriate;

   (4) Any alleged breach by the applicant of any of the terms or conditions of any exemption granted by the Council shall be investigated by Town staff and reported to the Council in writing. The Council shall determine whether or not a breach has taken place. If the Council determines that a breach has taken place the Council may revoke the exemption.

9. Every person who contravenes or fails to comply with any of the provisions of the By-law

shall be liable to a penalty of not less than $50 (fifty dollars) and not more than $200 (two hundred dollars), and default of payment, to imprisonment for a period not exceeding 60 (sixty) days.

Passed by the Town Council of the Town of Hantsport on the 24th day of October, 2001.

Approved by the Minister of Municipal Affairs on (no ministerial signature).

ATTACHMENT B

Schedule M-26
Town of Windsor By-laws

Offence	Section	Out of Court Settlement
Alarms By-law:		
Failing to maintain current list of contact persons	32.04	$237.50
Installing, maintaining or using audible alarm other than for heat, smoke or fire that is capable of being sounded outside for greater than 15 minutes	32.06	$237.50
Owner causing or permitting false alarm contrary to by-law	32.07	$237.50
Using, permitting, maintaining or installing automatic calling device contrary to by-law	32.1	$237.50
Civic Addressing By-law:		
Refusing to comply with assignment or re-assignment of civic number	31.4.4	$237.50
Owner of private road failing to erect road sign according to specifications in by-law	31.6.2	$237.50
Dog By-law		
Owning dog that runs at large	38.12(1)(a)	$352.50
Owning dog that is not registered or has unpaid registration (specify)	38.12(1)(b)	$352.50
Owning fierce or dangerous dog	38.12(1)(c)	$697.50
Owning dog that disturbs quiet of neighbourhood	38.12(1)(d)	$697.50
Owner of dog, other than dog that is trained to assist and is assisting person with disability, failing to remove dog feces from property other than owner's property	38.13(1)	$352.50
Owner of dog failing to provide statutory declaration as required by Bylaw when disposing of dog carcass without exhibiting it to bylaw enforcement officer	38.15(2)	$352.50
Owner failing to deliver statement in writing of number of dogs owned, harboured, or habitually kept (specify) on premises of owner as required by bylaw	38.24	$352.50
Exotic Pet By-law		
Bringing into town, possessing, having care or control of or harbouring (specify) prohibited animal	42.02(a)	$295.00
Disposing of prohibited animal	42.02(b)	$295.00
Selling or offering for sale (specify) prohibited animal	42.02(c)	$295.00
Owner of exotic animal failing to ensure it is kept in secured enclosure	42.03	$295.00
Fire Arms By-law		
Firing or discharging fire arm	8.01	$237.50
Hawkers, Traders and Peddlers By-law		
Hawking, peddling or going from door to door to sell or offer for sale (specify) without license	15.01	$237.50
Operating mobile canteen or mobile refreshment stand (specify) without license	15.06(a)	$237.50
Exercising business of auctioneer without first obtaining auctioneer's license	15.07(a)	$237.50
Minimum Standards By-law:		
Owner failing to maintain building to standards (specify)	36.06	$369.75
Noise Bylaw		
Making noise that tends to disturb peace and tranquillity of Town	33.04(1)	$180.00
Person supervising dog permitting dog to make noise that tends to disturb	33.04(2)	$180.00

Schedule M-26
Town of Windsor By-laws

Offence	Section	Out of Court Settlement
Operating sound system so that sound is heard in other dwelling unit	33.04(3)	$180.00
Causing loud and unnecessary noise by fighting, screaming, shouting or singing (specify) that is heard at boundary line with other property	33.04(4)	$180.00
Occupier permitting activity prohibited by Section 4 of bylaw (specify) in dwelling unit	33.05(1)	$180.00
Occupier permitting noise to be made that disturbs peace and tranquillity of Town	33.05(2)	$180.00
Outdoor Fire By-law:		
Operating open fire pit within Town	39.03(1)	
first offence		$410.00
second offence		$1272.50
third offence		$5872.50
Having outdoor fire within Town not contained as required	39.03(2)	
first offence		$410.00
second offence		$1272.50
third offence		$5872.50
Burning non-designated material or waste within Town	39.03(3)	
first offence		$410.00
second offence		$1272.50
third offence		$5872.50
Failing to obtain special burn permit for open air burning	39.05	
first offence		$410.00
second offence		$1272.50
third offence		$5872.50
Protection from Second-Hand Smoke By-law:		
Smoking where prohibited	4	$352.50
Respecting Smoke Free Public Spaces Bylaw		
Smoking in park on Town property or property Town is licensed to maintain (specify)	4(a)	$410.00
Smoking in playground on Town property	4(b)	$410.00
Smoking in outdoor recreational facility on Town property	4(c)	$410.00
Smoking on grounds of Town building	4(d)	$410.00
Smoking on grounds of event on Town property open to public	4(e)	$410.00
Smoking on path on Town property or property Town is licensed to maintain (specify)	4(f)	$410.00
Smoking on street within Town boundaries	4(g)	$410.00
Sewers and Sewage Discharges By-law		
Discharging or causing or permitting discharge (specify) of any storm water into public sanitary sewer system	11.02(a)	$237.50
Discharging or causing or permitting discharge (specify) of sanitary sewage into public storm sewer system	11.02(b)	$237.50
Injuring, breaking or removing portion of public sewer system (specify) or device installed in public sewer system for purpose of measuring, sampling or testing sanitary sewage	11.02(c)	$237.50

ATTACHMENT C

TOWN OF WINDSOR
BYLAW # 33
PREVENTION OF EXCESSIVE NOISE BYLAW

With the authority vested in the Town by the Municipal Government Act to control noise, this bylaw is intended to establish acceptable standards for noise to encourage respect for the comfort, privacy and enjoyment of life for Town residents.

Be it therefore enacted by the Council of the Town of Windsor, as follows:

33.01 This Bylaw shall be know as Bylaw No. 33 and may be cited as the Noise Bylaw.

33.02 In this Bylaw:

(1) "A-weighted Continuous Noise Level" and "dBA" both have the meaning used in Ontario Municipal Model Noise Code (1978);

(2) "Dwelling Unit" means living quarters, accessible from a private entrance either outside a building or in a common area within a building, that are occupied or, if unoccupied, are reasonably fit for occupancy, and that:

(a) Contain kitchen facilities within the unit; and

(b) Have toilet facilities that are not shared with the occupants of other dwelling units; and includes any additional space which the occupier is entitled to occupy, including by not limited to decks, patios, yards and driveways.

(3) "Occupier" means,

(a) A person who is in possession of a dwelling unit, or

(b) A person who has responsibility for a control over the condition of a dwelling unit or the activities there carried on, notwithstanding that there is more than one occupier of the same dwelling unit.

(4) "Sound System" includes a public address system, phonograph, gramophone, radio, cassette tape player, compact disc player, computer or computer accessory, loud speaker, microphone, or any other device or apparatus, whether operated electrically, mechanically or in any other way whatsoever, whether moveable or stationary, whether located inside or outside a dwelling unit or motor vehicle, that reproduces, amplifies, emits, or transmits sounds;

(5) "Town" means the Town of Windsor.

33.03 The following acts, among others, are hereby declared to be noises which disturb or tend to disturb the peace and tranquillity of the Town or any portion of it;

(1) Making any noise or combination of noises which, when measured on the property or at a boundary line of the property on which the noise is heard or the noises are heard, exceeds the applicable A-weighted continuous noise level as follows:

Time	Commercial and Residential Property	Institutional Property
7:00 am – 10:00 pm	55 dBA	65 dBA
10:00 pm – 7:00 am	45 dBA	55 dBA

(2) The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, or motor boat, except through a muffler or other device which will effectively prevent loud or explosive noises from it;

(3) The operation of any noise-creating blower power fan or any internal combustion engine, the operation of which causes noise due to the explosion of operation gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to attenuate such noise and the device is operated between the hours of 8 a.m. and 8 p.m.;

33.04 (1) No person, in the Town, shall make any noise which disturbs or tends to disturb the peace and tranquillity of the Town or any portion of it.

(2) No person who owns, or has under their supervision, a dog, shall permit the dog to make any noise which disturbs or tends to disturb the peace and tranquillity of the Town or any portion of it.

(3) No person, in the Town, shall operate, or cause or permit to be operated any sound system at such a level that the resulting sound is heard, in a dwelling unit or other building, other than the dwelling unit or other building in which the sound system in question is located.

(4) No person shall by

(a) fighting
(b) screaming
(c) shouting, or
(d) singing;

cause any loud and unnecessary noise, the sounds of which are heard on another property or at a boundary line of the other property, or in a dwelling unit other than the dwelling unit in which the noise is generated.

33.05 (1) No occupier shall allow or permit to occur in the dwelling unit of which that person is the occupier, any activity prohibited by Section 4 above.

(2) No occupier shall permit noise to be made in or on the occupier's dwelling unit which disturbs the peace and tranquillity of the Town or any portion of it.

(3) It is a defence to a charge under this section that there was another occupier who had a greater right of possession or greater responsibility and control over the dwelling unit in question at the time of the prohibited activity.

(4) In a prosecution for a violation of the bylaw, evidence that one person is disturbed is *prima facie* evidence that the Town or any portion of it is disturbed.

33.06 This Bylaw does not apply to the following:

(1) Employees of the Town, the Government of Canada, the Province of Nova Scotia, Windsor & Hantsport Railway Company Limited, Registered Utility Companies when those employees are acting in the reasonable execution of their duties;

(2) Noises emitted by machinery or equipment when used under the provisions of (1) above;

(3) A person or corporation, or an employee of such person or corporation, reasonably performing work at the request of any party described in (1) above;

(4) Noise emitted by machinery or equipment used in snow removal and snow clearing operations to provide safe and unimpeded access to and egress from health care and health service facilities, homes or health care providers, where the responsible health care provider has concluded that such operations must be carried out at that time;

(5) Noises in connection with athletic, recreational or school activities in arenas, playing fields, courts, school grounds or in Town park areas between the hours of 7 a.m. and 11 p.m.;

(6) Noises in relation to religious activities between the hours of 7 a.m. and 11 p.m.;

(7) Noises in relation to parades, street dances, or other community activities between the hours of 7 a.m. and 11 p.m. subject to permission having been granted under Section 8 of this Bylaw;

(8) (a) The regulation of any loud and unnecessary noise in or from the engine, exhaust system, braking system, or from the contact of the tires with the roadway, by a motor vehicle from starting, driving, turning, stopping, or accelerating;

(b) The regulation, registration, licensing or identification of vehicles, or the use of the highway by such vehicles, both categories of which are within the jurisdiction of the Motor Vehicle Act.

33.07 Not withstanding any other provision of this Bylaw, it is lawful to emit or cause or permit the emission of noise in connection with:

(1) Emergency measures undertaken for the immediate health, safety and welfare, or any of them, of the inhabitants of the Town;

(2) Emergency measures undertaken for the preservation of property;

(3) Construction activities between the hours of 8 a.m. and 8 p.m. for which a Building Permit has been issued by the Town;

(4) Agricultural activities carried on by a farm operation.

33.08 An exemption from the application of this Bylaw may be granted by the Council under the following terms:

(1) Notwithstanding anything contained in this Bylaw any person may make application to the Council to be granted an exemption from any of the provisions of this Bylaw with respect to any emission of noise for which that person might be prosecuted. The Council may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser affect. Any exemption granted shall specify the time period, not in excess of six months, during which the exemption shall be effective and the exemption shall be in written form and shall include such terms and conditions as the Council deems appropriate;

(2) In deciding whether or not to grant an exemption, the Council shall give consideration to the social or commercial benefit of the proposed activity to the Town, the views of any residents of the Town which may be expressed to the Council, the proposed hours of operation of the proposed noise making activity, and the proposed duration of the subject activity;

(3) In deciding whether or not to grant an exemption the Council shall give the applicant and any person or persons who may be affected by the proposed activity an opportunity to be heard any may consider such other matters as the Council deems appropriate;

(4) Any alleged breach by the applicant of any of the terms or conditions of any exemption granted by the Council shall be investigated by Town staff and reported to the Council in writing. The Council shall determine whether or not a breach has taken place. If the Council determines that a breach has taken place the Council may revoke the exemption.

33.09 Every person who contravenes or fails to comply with any of the provisions of the Bylaw shall be liable to a penalty of not less than fifty dollars ($ 50.00) and not more than two hundred dollars ($ 200.00), and default of payment, to imprisonment for a period not exceeding sixty (60) days.

Clerk's Annotation for Official Bylaw Book

Date of first reading of bylaw: June 28, 2005

Date of advertisement of Notice of Intent to Consider: July 6, 2005

Date of second reading of bylaw: July 26, 2005

***Date of advertisement of Passage of Bylaw:** August 3, 2005

Date of mailing to Minister a certified copy of Bylaw: Aug. 4, 2005

I certify that this Prevention of Excessive Noise bylaw was adopted by Council and published as indicated above.

Lawrence A. Armstrong

Lawrence A. Armstrong
Town Clerk & Administrator
Town of Windsor

Aug. 4, 2005
Date

ATTACHMENT D

MUNICIPALITY OF THE DISTRICT OF WEST HANTS
RECOMMENDATION REPORT

To: Members West Hants Council

Submitted by: _____
Martin Laycock, Chief Administrative Officer

Date: January 22, 2019

Subject: Noise By-law, N-001

Origin:
Council approved a motion on July 10, 2018 to proceed with the finalizing a Noise By-law for the growth areas of Three Mile Plains, Hantsport and Falmouth.

Legislative Authority:
Municipal Government Act – Section 172

Recommendation:
Committee of the Whole recommends that:

... that Council give First Reading and proceed to a Public Hearing for the Noise By-law N-001 as presented in the Noise By-law, N-001 Recommendation Report dated January 22, 2019.

Background:
Council originally requested information on a Noise By-law in January 2017 after receive information regarding on-going noise related issues. An information report was provided to the Committee of the Whole (COTW) in February 2018, and a motion recommending a Noise By-law be created for the growth centers of Three Mile Plains, Hantsport and Falmouth was deferred at that meeting. The June 26, 2018 COTW approved and recommended the deferred motion to Council. Council approved the motion to create a Noise By-law for the growth centres at the July 2018 Council meeting.

Noise By-laws from various municipal units were review and sent to Councillors by the Municipal Clerk for information and feedback. The majority of Councillors stated a preference for the model Noise By-law put forth by the Association of Municipal Administrator of Nova Scotia (AMANS).

Noise By-laws are found in 17 of the 24 district or county municipalities in Nova Scotia. The Municipality of West Hants currently has a Noise By-law for just the community of Hantsport and a Peace and Good Order By-law covering the entire Municipality, except Hantsport. The Peace and Good Order By-law only speaks to the sounds of motorized vehicles and may be proposed for repeal as the Motor Vehicle Act already addresses the sounds of vehicles.

Discussion:
The draft Noise By-law outlines what noise is not acceptable, including a measurable sound limit. The By-law provides for activities and sounds which are automatically exempt, a process by which Council may grant an exemption and penalties should the By-law or exemption fail to be adhered to. The proposed Noise By-law also repeals and replaces the Noise By-law #101-2 of the Former Town of Hantsport.

The draft Noise By-law being proposed was based on the AMANS model Noise By-law, but has been modified for understanding and usage by the Municipality to ensure compliance and enforcement abilities. Some of the changes include:

- additional definitions,
- stating that noise will be measured by Type 2 sound level meter over a period of 5 minutes to determine compliance with the By-law,
- automatic noise exemption for Minas Basin Pulp and Power Company Ltd., refrigeration units and power generators,
- defined a maximum Council exemption period of 24 months, at which time an applicant would need to re-apply for an exemption, and
- provides a higher penalty for a second offence within a 6-month period.

It should be noted the By-law has allowed for automatic exemptions in Section 4.3 (e) for events which have received a Special Event Permit under the Special Events By-law. As well, Schedule A of the proposed Noise By-law has been adjusted to consider businesses operating on Sundays and to specifically include lawn care equipment.

The proposed Noise By-law has been written so enforcement could be by the Municipality or by the Royal Canadian Mounted Police (RCMP). However, permission for the RCMP to enforce the By-law is yet to be obtained, as a final draft was desired for their review. Enforcement for noise complaints would typically include the measurement of the sound level using A-weighted sound pressure level readable on the sound level meter. If the sound level meter is unavailable Section 3.2 and 6.2 would allow an officer to issue a Notice of Violation or Summary Offence without determining sound levels.

Under the proposed Noise By-law, a noise complaint would only be investigated if it was continuous noise, meaning the noise was consistent for period exceeding 30 minutes or

recurring with interruptions of up to an hour in duration. In order the any Officer to enforce the By-law and obtain a sound level, the noise would need to be occurring when the Officer arrives at the site.

Amendments to the Provincial Summary Offence Ticket Regulations to allow for Summary Offence Tickets (SOTs) to be issues will be sought if Council approves the By-law, until such time the Summary Offences would be pursued under court action. It should be noted that many of the other municipalities with Noise By-laws do not pursue penalties under their by-law, and so it is undetermined if the provisions in the proposed Noise By-law enable a successful legal action.

Financial Implications:
The exact financial implications of the proposed Noise By-law are unknown. To enforce the By-law at possibly 2 sound level meters would need to be purchased, one for the Municipality and one for the RCMP; should the RCMP ability to enforce the By-law be approved. The meter to be purchased is yet to be determined so the exact cost is unknown, and may require Council's approval as it would be outside the current budget.

As the number of potential noise complaints is unknown, the financial implications of an Officer's time and Municipal legal costs to enforce the By-law cannot be determined and it is possible legal costs, resulting long form or disputed SOTs, may not be recovered, even if a case is successful.

Alternatives:
1. Committee of the Whole may choose not to recommend the draft Noise-By-law to Council.
2. Committee of the Whole may recommend changes before recommending the Noise By-law to Council.

Attachments:
1. Draft Noise By-law N-001
2. Example of a Noise By-law Exemption Application

Report Prepared by: _____
Rhonda Brown, Municipal Clerk

Report Reviewed by: _____
Carlee Rochon, Director of Finance

BY-LAW N-001

MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Noise By-Law

1. TITLE, PUROSE and SCOPE
   1.1. This by-law shall be known and cited as the "Noise By-law".

   1.2. The purpose of the Noise By-law is to set acceptable standards for noise in designated areas of the Municipality of the District of West Hants to allow for the peaceful enjoyment of property by residents.

   1.3. This Noise By-law shall only apply within the boundaries of the designated growth centres of Three Mile Plains and Falmouth, as identified in the Municipality of the District of West Hants' Municipal Planning Strategy (as amended), and to the former Town of Hantsport.

2. DEFINITIONS
   2.1. In this By-law
      a) "A-weighted Sound Pressure Level or dBA" is the sound pressure level modified by application of A-weighting, which is intended to approximate the relative sensitivity of the normal human ear to different frequencies of sound and is measured in decibels by a sound level meter;

      b) "construction" includes erection, alteration repair, dismantling and demolition of structures and includes structural maintenance, hammering, land clearing, moving of earth, rock or fell trees, rock breaking, grading, excavating, the laying of pipe or conduit whether above or below ground level, working with concrete, alteration or installation of any equipment, the structural installation of construction components or materials in any form whatsoever, the placing or removing of any construction related materials and includes any related work, but does not include blasting;

      c) "construction equipment" means any equipment or device designed and intended for use in construction or material handling including but not limited to air compressors, air tracks, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, backhoes, scrapers, pavers, generators, off highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders and other materials handling equipment;

      d) "continuous noise" means
         i. uninterrupted noise for a period of time exceeding 30 minutes; or
         ii. recurring noise having periods of interruption of up to 1 hour in duration;

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e) "Council" means the Council of the Municipality of the District of West Hants;

f) "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 the building or from a common hallway or stairway inside the building; and includes any additional space which the occupier is entitled to occupy , including but not limited to decks, patios, yards and driveways;

g) "emergency response personnel" includes police, fire departments or brigades, registered emergency service providers, search and rescue personnel, provincial, regional or municipal Emergency Measures Organizations, ambulance or emergency health services providers and includes volunteer or military personnel responding to an apparent condition of emergency;

h) "emergency response vehicle" means any vehicle that is designated and authorized to respond to an emergency in a life-threatening situation;

i) "motor vehicle" includes an automobile, motorcycle and any other vehicle propelled or driven otherwise than by muscular, gravitational or wind power; but does not include a motorized wheelchair, a vehicle running only upon rails, a farm tractor or a self-propelled implement of farming, or an off-highway vehicle as defined from time to time in the *Off Highway Vehicles Act*;

j) "Municipality" means the Municipality of the District of West Hants;

k) "neighbourhood" means the area surrounding a particular place, person or object.

l) "occupant" means a person(s) who is in a possession of dwelling unit or a person(s) who has responsibility for and control over the condition of a dwelling unit or the activities there carried on. For greater clarity, there may be more than one occupant of a dwelling unit;

m) "Officer" means the Municipality's By-law Enforcement Officer, Special Constable, or a member of the Royal Canadian Mounted Police;

n) "point of reception" means any point on premises where sound, originating from other premises, including other dwelling units, is received;

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o) "recreational vehicle or boat" means an off-highway vehicle as defined in the Off-Highway Vehicles Act and includes any motorized water-craft, but does not include a commercial fishing boat or a boat used as a ferry or in a commercial enterprise;

p) "sound system" means a public address system, television, radio, cassette tape player, compact disk player, computer or computer accessory, loud speaker, microphone, or any other device or apparatus, whether operated electronically, mechanically, or in any other way whatsoever whether movable or stationary, whether located inside or outside a dwelling unit or motor vehicle, that reproduces, amplifies, emits or transmits sound.

3. PROHIBITIONS and INTERPRETATIONS

3.1. No person shall engage in any activity which unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood.

3.2. For the purpose of this section, evidence that the peace and tranquility of one person, including an Officer, is unreasonably disturbed by a noise is prima facie evidence that the peace and tranquility of the neighbourhood is unreasonably disturbed.

3.3. Without limiting the generality of Section 3.1, the activities listed in Schedule "A" during the prohibited times and places set out therein are deemed to be activities that unreasonably disturb the peace and tranquility of a neighbourhood.

3.4. Without limiting the generality of Section 3.1, no person shall generate, or cause or permit to be generated, a continuous noise that is measurable in A-weighted sound pressure level at a point of reception:

a) in excess of 70 dBA, before 7:00 a.m. or after 10:00 p.m.
b) in excess of 90 dBA, at other times.

The A-weighted sound pressure level will be measured by a Type 2 sound level meter or better, over a period of 5 minutes.

4. FIXED EXEMPTIONS

4.1. This By-law does not apply to:

a) Emergency response personnel engaged in the execution of their emergency response duties; or
b) Persons acting at the request of emergency response personnel during an actual or apparent emergency condition.

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4.2. Without limiting the generality of the foregoing, noises caused by emergency response vehicles and air ambulances are specifically exempt from prosecution.

4.3. Not withstanding any other provision of this By-law, this By-law shall not apply to or prohibit:

a) the emission of sound in connection with any organized traditional, festive or religious activity celebrating:
   i. Canada Day;
   ii. New Year's Eve; or
   iii. religious holidays;
b) the emission of sound in connection with calls of worship, ringing of bells at places of religious worship, or services of religious worship;
c) noise caused by the Municipality, the Government of Canada, the Province of Nova Scotia, the Nova Scotia Power Corporation, Minas Basin Pulp and Power Company Ltd., and telecommunication companies, and their contractors and employees when acting in the reasonable execution of their duties
d) noises in connection with organized athletic or recreational activities in municipal or public park areas, arenas or community centres between 5:00 a.m. and midnight;
e) noises from organized and scheduled festivals, parades, street dances, rallies or other community activities funded, sponsored or licenced by the Government of Canada, Province of Nova Scotia or the Municipality;
f) noises emitted by audible pedestrian signals;
g) noises resulting from operation of any refrigeration unit which is capable of being attached to a refrigeration truck;
h) noises from the operation of off-highway vehicles at sites designated for that purpose;
i) noises emitted by machinery or equipment used in snow removal or snow clearing operations on public or private property;
j) noises in connection with agriculture activities carried on agriculture operations; and
k) noises associated with power generators used during an electrical power outage.

5. GRANT of EXEMPTIONS by COUNCIL

5.1. Notwithstanding anything contained in this By-law, any person may make an application, in the format approved by the Municipality, to Council to be granted an exemption from any of the provisions of this By-law with respect to any emission of noise for which that person might otherwise be prosecuted.

5.2. Council, by resolution, may refuse to grant the exemption or may grant the exemption with or without conditions.

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5.3. Any exemption granted pursuant to Section 5.2 shall:
   a) specify a time period of not greater than twenty-four (24) months during which the exemption shall be effective;
   b) shall be confirmed in writing by the Municipality before becoming effective; and
   c) shall include such terms and conditions as Council deems appropriate.

5.4. Any person requesting an exemption pursuant to Section 5.1 must submit an application to the Municipality at least thirty (30) calendar days prior to the date and time of the noise for which the exemption is sought.

5.5. In deciding whether or not to grant an exemption under Section 5.1 or in determining terms or conditions of the exemption, Council shall give consideration to:
   a) the social or economic benefit of the proposed activity to the Municipality;
   b) the volume, nature, duration and consistency of noise emission from the proposed activity;
   c) the proximity and nature of abutting or adjacent land uses;
   d) the hours of operation of the proposed activity;
   e) the views of any residents of the Municipality which may be expressed to Council;
   f) any other factors relevant to balancing the interests of the applicant in the proposed activity against the interests of those persons who might be disturbed by the proposed activity.

5.6. In deciding whether or not to grant an exemption, Council shall give the applicant, and any person opposed to the application, an opportunity to be heard by Council.

5.7. Applications for an exemption for an activity of less than 14 days duration do not require a public hearing pursuant to this section or notice pursuant to Section 5.4.

5.8. Fourteen (14) days notice of the time, date and purpose of a Public Hearing pursuant to Section 5.6, shall be mailed to the assessed owner or owners, as shown in the records of the Assessment Office, of each property which contains a building located within 150 meters (492 feet) of the property which will be the subject of the hearing.

5.9. Where the exemption is sought for an outdoor event not conducted at a fixed location, notice may be given by advertisement in a local news paper of mass circulation and the Municipality's website. The cost associated with notification shall be paid by the applicant.

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5.10. Any contravention of the terms or conditions of an exemption granted pursuant to Section 5.1 shall constitute a contravention of this By-law. In addition to any other available remedies for such contravention, an Officer may on reasonable and probable grounds, without a hearing, suspend an exemption for a period of up to 30 days pending Council review of the exemption.

5.11. Any exemption granted pursuant to Section 5.2 shall be reviewable by Council at any time upon 14 days notice to the person exempted.

5.12. Council is free to revoke, suspend, amend or restrict any exemption under review, having regard to the criteria set forth in Section 5.5, and without giving notice to adjacent owners in accordance with Sections 5.8 and 5.9.

6. ENFORCEMENT and PENALTY

6.1. Any Officer may enter upon private property for the purpose of investigation and enforcement of this By-law.

6.2. Any Officer who believes on reasonable and probable grounds that there has been a violation of this By-law may issue a Notice of Violation or Summary Offence Ticket.

6.3. Each day during which any contravention of this By-law continues shall be deemed a separate offence.

6.4. Any person who contravenes any provision of this By-law shall be guilty of an offence and shall, on summary conviction, be liable:

a) for the first offence to a fine of not less than two hundred dollars ($200.00) and not more than five thousand dollars ($5000.00) or imprisonment for a period not exceeding sixty (60) days;

b) for the second offence or any subsequent offence within a six-month period to a fine of not less than five hundred dollars ($500.00) and of not more than ten thousand dollars ($10,000.00) or imprisonment for a period not exceeding ninety (90) days.

6.5. In lieu of prosecution under this By-law, the Officer may, in his sole and absolute discretion, issue to any person he believes upon reasonable grounds has committed an offence under this By-law, a Notice of Violation. The Notice of Violation shall require the person to whom it is directed to pay to the Municipality within fourteen (14) days of the issuance of the Notice the sum of $100.00 for an offence under this By-law. Where a Notice of Violation is issued and if that sum is paid as required therein, no prosecution shall ensue in respect to the matter or matters referred to in the Notice. For greater certainty, nothing in this By-law requires the Municipality to issue a Notice of Violation before initiating a prosecution.

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6.6. Where a Notice of Violation is issued, and that sum is not paid within fourteen (14) days as required, the Officer shall proceed with the penalty outlined in Section 6.4.

6.7. If a court of competent jurisdiction should declare any section or part of section of the By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-law and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.

7. REPEAL

7.1. The Noise By-law #101-2 of the former Town of Hantsport is hereby repealed and replaced by this By-law.

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Schedule "A"

Part 1: Activities that unreasonably disturb the peace and tranquility of a neighbourhood, at all times, where the sound resulting therefrom is audible at a point of reception and exceeds an A-weighted sound pressure level in excess of 70 dBA:

1. The operation of any combustion engine or pneumatic device without an effective exhaust or intake muffling device in good working order and in constant operation;

2. The operation of a vehicle or a vehicle with a trailer resulting in banging, clanking, squealing or other like sound due to an improperly secured load or equipment or inadequate maintenance;

3. The operation of a motor vehicle horn or other warning device except where required or authorized by law or in accordance with good safety practices;

4. The detonation of fireworks or explosive devices not used in construction or quarrying, except in accordance with Section 4.3 (a);

5. The discharge of firearms except when used as a signaling device in a sporting competition;

6. The operation of a combustion engine which is used in or intended for use in a toy or a model or replica of any device, which model or replica has no function other than amusement or which is not a conveyance;

7. The operation of a recreational vehicle or boat within 20 meters (65 feet) of a dwelling unit without the consent of an adult occupant of the dwelling unit;

8. Persistent barking, howling or other persistent noise-making by an animal, other than a dog, owned or possessed by the occupant of the premises;

9. The operation of an engine or motor in, or on, any motor vehicle or item of attached auxiliary equipment for a continuous period exceeding five minutes unless:
    a. the original equipment manufacturer specifically recommends a longer idling period for normal and efficient operation of the motor vehicle in which case such recommended period shall not exceeded;
    b. operation of such engine or motor is essential to a basic function of the vehicle or equipment, including but not limited to, operation of ready-mixed concrete trucks, lift platforms and refuse compactors;
    c. weather conditions justify the use of heating or refrigerating systems powered by the motor or engine for the safety and welfare of the operator, passengers

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or animals, or the preservation of perishable cargo, and where the vehicle is stationary for the purposes of delivery or loading;

d. prevailing low temperatures make longer idling periods necessary immediately after starting the motor or engine;
e. the idling is for the purpose of cleaning and flushing the radiator and associated circulation system for seasonal change of antifreeze, cleaning of the fuel system, carburetor or the like, when such work is performed other than for profit.

10. The operation of any item of construction equipment in a residential area without effective muffling devices in good working order and in constant operation.

Part 2: Activities that unreasonably disturb the peace and tranquility of a neighbourhood on a Monday, Tuesday, Wednesday, Thursday, Friday, or Saturday before 7:00 a.m. or after 9:30 p.m.; on a Sunday, Statutory Holiday or Remembrance Day before 8:00 a.m. and after 8:00 p.m, where the sound resulting therefrom is audible at a point of reception and exceeds an A-weighted sound pressure level in excess of 70 dBA :

1. The operation in the outdoors of any power tools; other than for snow removal;

2. The operation in the outdoors of any lawn care equipment;

3. Yelling, shouting, hooting, whistling, singing or playing musical instruments;

4. The loading or unloading of any containers, products, materials or refuse with the exception of private household effects;

5. The use or operation of any commercial vacuuming equipment such as rug cleaning equipment;

6. The operation of any sound system in a manner such that the sound from the equipment being operated is audible beyond the bounds of the property from which the noise is emitted;

7. The operation of motorized conveyance other than on a street or other place intended for its operation;

8. The use or operation of construction equipment, except where such equipment is used or operated on any highways;

9. The operation of a power assisted hang glider, parafoil or hot-air balloon;

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10. Construction and the operation of any equipment in connection with construction;

11. The operation of any powered rail car including but not limited to refrigeration cars, locomotives or self-propelled passenger cars, while stationery on property not owned or controlled by a railway governed by the Canada Railway Act.

12. The operation of a garburation, solid waste bulk lift, refuse compacting equipment or hydraulic dumpster associated with a commercial enterprise;

13. The operation of a commercial car wash;

14. All selling or advertising by shouting or outcry or amplified sound;

15. The venting, release or pressure relief of air, steam or other gaseous material, product or compound from any autoclave, boiler pressure vessel, pipe, valve, machine, device or system.

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 By-law 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).

*(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:	

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WINDSOR / WEST HANTS TOGETHER

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____
Sara Poirier, Planner

Date: 2021-02-23

Subject: File # 20-22 D: 20 Main St., Hantsport; PID 45043312 and 45043304

LEGISLATIVE AUTHORITY

Municipal Government Act Section 210.

POSSIBLE MOTION

Should Council wish to approve the rezoning of 20 Main Street to Mixed Commercial / Residential (C-2) following completion of the Public Hearing, the following motion would be in order:

…that Council gives Second Reading to and approves amending the Zoning Map of the Hantsport Land Use By-law to enable the lots located at 20 Main Street, Hantsport, now identified as PID 45043312 and 45043304 and after consolidation of the lots by their joint successor PID, to be rezoned from the Institutional (I) Zone to the Mixed Commercial / Residential (C-2) Zone, as shown on Figure 2, and to consider amending the text of the Hantsport Land Use By-law to add "20 Main Street, West Hants Regional Municipality, Government Office" to the list of permitted institutional uses existing as of May 1, 2018 in the Mixed Commercial / Residential (C-2) Zone, in a manner substantively the same as Attachment A, all as attached to the report to the Hantsport Area Advisory Committee dated January 5, 2021, conditional on consolidation of the lots.

BACKGROUND

An application was received on October 27, 2021 from Mark Philips, CAO, to rezone the property at 20 Main Street, Hantsport (PID 45043312 and 45043304) from Institutional (I) to the Mixed Commercial / Residential (C-2) to allow the opportunity for the existing

building to be sold and used for commercial or residential uses. Policy IM-4 of the Hantsport Municipal Planning Strategy enables Council to consider rezoning the property to a zone permitted in the adjacent designation.

A Public Information Meeting (PIM) was held virtually and broadcast live on the Municipal Facebook page on December 1, 2020 to consider the requested amendment (Appendix A).

On January 5, 2021 staff presented a recommendation report to the Hantsport Area Advisory Committee (HAAC) (Appendix B). The HAAC recommended in favour of the application.

The Planning Advisory Committee / Heritage Advisory Committee (PAC/HAC) recommended in favour of the application on January 13, 2021.

Council held first reading on January 26, 2021.

NEXT STEPS

Staff Review

▼

Public Information Meeting – Dec 1

▼

HAAC Review and Recommendation – Jan 5

▼

PAC/HAC Review and Recommendation – Jan 13

▼

Council First Reading – Jan 26

▼

Public Hearing – Feb 23

▼

Council completes Public Hearing and holds Second Reading – Mar 23*

▼

Notice of Approval in Paper

▼

14 Day Appeal period

*anticipated dates; final dates will be set by Council

APPENDICIES

Appendix A	2020-12-01 Public Information Meeting Notes – File 20-22 A
Appendix B	2021-01-05 Staff Report - Land Use By-law Map Amendment: 20 Main Street, Hantsport; PID 45043312 and 45043304; File #20-22

Report Prepared by: _____
Sara Poirier, Planner

Report Reviewed by: _____
Madelyn LeMay, Director of Planning and Development

Report Approved by: _____
Carlee Rochon, Deputy CAO

Appendix A

Public Information Meeting Notes
December 1, 2020
File 20-22 A
20 Main Street, Hantsport; PID 45043312 and 45043304

Meeting date and time	A virtual Public Information Meeting was held on December 1, 2020 beginning at 6:30 p.m. The meeting was live broadcast on the Municipal Facebook page.
Attending	In attendance: One (1) Councillor: • Deputy Mayor Morton Five (5) Hantsport Area Advisory Committee members: • Angela Carver • Bill Preston • Glenn Deering • Jane Davis • Jason Tucker Four (4) members of staff: • Director LeMay • Planner Shah • Planner Poirier • Meeting Secretary, Vanessa Lake As this meeting was held virtually there were no members of the public present.
Applicant: **CAO Mark Phillips** **Site Location:** **20 Main Street, Hantsport; PID 45043312 and 45043304**	Planner Poirier outlined the request from CAO Phillips, as per direction from Council, to amend the Land Use By-law to rezone the property at 20 Main Street from Institutional (I) to Mixed Commercial / Residential (C-2) to allow the opportunity for the existing building to be sold and used for commercial or residential uses.
Comments	Comments from the public could be submitted to Planner Poirier by mail, e-mail and telephone between December 1 and December 18, 2020. No written or verbal comments were received from the public.
Adjournment	The meeting was adjourned at 6:40 p.m.

Appendix B

WEST HANTS REGIONAL MUNICIPALITY

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

To: Members of Hantsport Area Advisory Committee (HAAC)

Submitted by: _____
Sara Poirier, Planner

Date: 2021-01-05

Subject: Land Use By-law Map Amendment: 20 Main Street, Hantsport; PID 45043312 and 45043304; File #20-22

LEGISLATIVE AUTHORITY

Section 210 of the Municipal Government Act.

RECOMMENDATION

To allow the request, staff recommends that the HAAC forward a positive recommendation by passing the following motion:

HAAC recommends that PAC recommend that Council give First Reading and hold a Public Hearing to consider amending the Zoning Map of the Hantsport Land Use By-law to enable the lots located at 20 Main Street, Hantsport, now identified as PID 45043312 and 45043304 and after consolidation of the lots by their joint successor PID, to be rezoned from the Institutional (I) Zone to the Mixed Commercial / Residential (C-2) Zone, as shown on Figure 2, and to consider amending the text of the Hantsport Land Use By-law to add "20 Main Street, West Hants Regional Municipality, Government Office" to the list of permitted institutional uses existing as of May 1, 2018 in the Mixed Commercial / Residential (C-2) Zone, in a manner substantively the same as Attachment A, all as attached to the report to the Hantsport Area Advisory Committee dated January 5, 2021, conditional on consolidation of the lots.

BACKGROUND

On October 27, 2020 Council approved a motion to allow the Chief Administrative Officer to submit an application to the Planning and Development Department for the rezoning of 20 Main Street, Hantsport. A completed application was received on October 29, 2020 from Mark Phillips, Chief Administrative Officer of West Hants Regional Municipality, to rezone two lots at 20 Main Street, Hantsport (PID 45043312 and 45043304) from Institutional (I) to Mixed Commercial / Residential (C-2). The lots are owned by the Municipality.

The applicant has stated that they are proceeding with migration and consolidation of the two lots. The migration of the lots was completed on December 7, 2020. The Municipal Solicitor has advised that the deemed consolidation of the lots is in process.

The office and the associated parking area on these lots was once the location of the Town Hall of the former Town of Hantsport, and most recently the West Hants Public Works Office. Since consolidation with the former Town of Windsor in April 2020, the Regional Municipality no longer actively uses the property. The building still contains furniture, IT equipment and files which are being inventoried and moved to the Windsor offices.

On November 24, 2020, Council passed the motion to deem the property as surplus and list the property for sale at market value. The rezoning is being requested to allow the opportunity for the existing building to be sold and used for commercial or residential uses.

DISCUSSION

The lots are designated Residential on the Generalized Future Land Use Map of the Hantsport Municipal Planning Strategy (HMPS). Part 4.0 of the HMPS contains the overall intention for properties designated Residential in Hantsport.

The lots are zoned Institutional (I) on the Zoning Map of the Hantsport Land Use By-law (HLUB). Figure 1 shows the current zoning of the lots. Commercial or residential uses are not permitted in the Institutional (I) Zone.

The subject lots are on the corner of Main Street and Prince Street in Hantsport. They directly abut properties with a variety of different zoning and designations (Table 1).

Table 1: Use Abutting Subject Lots by Direction

North	Properties on the north side of Prince Street are zoned Commercial (C-1) and within the Commercial designation. The lot across the street from the subject lots to the North is the Hantsport Pizzeria and Deli.
East	There is a single unit dwelling zoned Single Unit Residential (R-1) within the Residential designation to the east of the subject lots. The subject lots also

	abut the Hantsport Memorial Community Centre open space which is zoned Recreation Open Space (ROS) and within the Open Space designation.
South	The lot directly abutting the subject lots to the south is used as a single unit dwelling which is zoned Single Unit Residential (R-1) and within the Residential designation.
West	The lots neighbouring the subject lots on the west of Main Street are zoned Multiple Residential (R-3) and Single Unit Residential (R-1). They are both within the Residential designation.

The applicant requests that Council consider rezoning the lots from Institutional (I) to Mixed Commercial / Residential (C-2) to allow the opportunity for commercial or residential development on the lots. If the application for rezoning is approved, any use permitted in the Mixed Commercial / Residential (C-2) Zone would be permitted on the lots as-of-right (Attachment B).

DOCUMENT REVIEW

Municipal Government Act

Currently the property at 20 Main Street, Hantsport is two separate lots, PID 45043312 and PID 45043304. The Development Officer has specified that the lot line runs through the existing structure and consolidation of the lots should be pursued to remove the encroachment.

Upon direction from the CAO, the Municipal Solicitor has advised that they are proceeding with deemed consolidation of the lots as per Section 268A, *Deemed Consolidation*, of the *Municipal Government Act.* Section 268A (1) specifies that *"Two or more lots that are contiguous, are parcels registered pursuant to the Land Registration Act and are and have been in common ownership and used together since April 15, 1987, or earlier are deemed to be consolidated if the owner or the owner's agent registers a statutory declaration in the parcel registers for the lots stating that the lots were in common ownership and used together on or before April 15, 1987, and have continued to be so owned and used, and including the facts that support the statement."* Section 268 (2) specifies that registration of the statutory declaration referred to in Section 268 (1) is deemed to consolidate the lots as of the date of registration.

The lots were migrated (registered) in the online property registration system on December 7, 2020. The statutory declaration to consolidate the lots was prepared by the Municipal Solicitor, however, it has not yet been registered on the online property registration system. Once the statutory declaration is registered on the online property registration system the lots will be considered consolidated as one lot and a new PID number will be assigned.

Hantport Municipal Planning Strategy

For the lots to be used for the uses requested, an amendment to the Zoning Map of the HLUB is required. Figure 2 shows the proposed changes to the Zoning Map.

Section 4.0 of the HMPS contains the residential policies for Hantsport. There are no policies or criteria within Section 4.0 that outline a path to rezone to a commercial zone within the residential designation. However, there is a general policy (Policy IM-4) in Section 9.0, *Implementation*, which allows Council to *"consider a Land Use By-law amendment to zone any area immediately adjacent to a given land use designation on the Generalized Future Land Use Map (Map 1) to a zone permitted in the adjacent designation without requiring a Strategy amendment, provided that all policies of the Strategy are satisfied."* Section 3.3 of the Hantsport Land Use By-law states that *"where a zone boundary is indicated as following a street or highway the boundary shall be the centre line of such street or highway".* Therefore, as the Commercial zone and designation is immediately adjacent to the zone and designation of the area under consideration along Prince Street, following consolidation, the lot under consideration can be considered for rezoning to a zone permitted in the Commercial designation without requiring an HMPS amendment, as specified in Policy IM-4 (Attachment C).

In the understanding that the Municipal Solicitor is working on the consolidation of the lots, that the lots have been used together for at least the last three decades and that the lot line runs through the existing structure, staff are confident that the consolidation will proceed, and that Policy IM-4 can be used to consider the rezoning. The motion in this recommendation report states that the recommendation is conditional on the consolidation of the lots and identifies that the PID number will change during consolidation.

HMPS Specific Criteria

Policy IM-4 establishes Council's intention to consider *"a Land Use By-law amendment to zone any area immediately adjacent to a given land use designation on the Generalized Future Land Use Map (Map 1) to a zone permitted in the adjacent designation without requiring a Strategy amendment, provided that all policies of the Strategy are satisfied".* As there are no criteria within this policy staff used the general criteria in Policy IM-3 to to evaluate the application.

HMPS General Criteria

Once the lots are consolidated the proposal will meet the general criteria for amendment set out in HMPS Policy IM-3. These criteria are examined in detail in Attachment D. In summary:

- the proposal is not premature or inappropriate for the area;
- minimal municipal costs related to the proposal are anticipated;

- the Fire Chief, Development Officer, Manager of Building and Fire Inspection Services, Director of Public Works and Traffic Authority have no concerns.

Hantsport Land Use By-law

Text Amendment

Since the building is no longer actively being used by the West Hants Public Works Department, the applicant proposes the rezoning of the subject lots to allow a greater variety of uses to be developed on the lots to encourage the sale of the lots. Should the lots be consolidated and amended from the Institutional (I) Zone to the Mixed Commercial / Residential (C-2) Zone, a variety of commercial and residential uses would be permitted as-of-right (Attachment B).

Although the Municipality is not currently actively using the building to accept payments or as staff offices, the building is still being used for the storage of Municipal administrative and REMO items. The applicant has suggested that in the future the Municipality may decide that it would like to use the property as a government office again. Therefore, staff are requesting that a government office at 20 Main Street be added to the list of permitted institutional uses existing as of May 1, 2018 in the Mixed Commercial / Residential (C-2) Zone. The property was used as a Municipal Office prior to May 1, 2018 and continues to be owned and used by the Municipality at this time. This amendment would ensure the building could be converted back to a government office if the owner so chooses without going back through the amendment process (Attachment A).

Map Amendment

The proposed potential uses are not permitted in the Institutional (I) zone. There is a policy option to allow Council to consider rezoning the subject lots to zones permitted in the abutting Commercial designation following consolodation of the lots. The Commercial (C-1) and Mixed Commercial / Residential (C-2) Zones are permitted in the Commercial designation. The proposed uses are permitted in the Mixed Commercial / Residential (C-2) Zone. An amendment to the HLUB Zoning Map is required for this application. The proposed map amendment is shown in Figure 2.

MCCAP

The Municipal Climate Change Action Plan (MCCAP) for the community of Hantsport (2013) states that the municipal office is *"located is an area which is not subject to flooding and is not vulnerable to any other climate change risk".*

The Hantsport Stormwater Management Study (2018) completed a series of simulations to identify areas that may be potentially vulnerable to flooding. The

sections of Main Street and Prince Street that abut the subject lots were not identified as areas that could be potentially vulnerable to flooding, although other sections of those streets were.

NEXT STEPS

As noted above, the proposed amendment has been considered within the context of the general policies of the HMPS and, upon consolidation of the lots, is consistent with the intent, objectives and policies of the HMPS. Upon consolidation of the lots the amendment also meets the general criteria for an amendment to the HLUB. As a result, it is reasonable to amend the zoning of the lot located at 20 Main Street, Hantsport (PID 45043312 and 45043304) from the Institutional (I) Zone to the Mixed Commercial / Residential (C-2) Zone on the Zoning Map of the HLUB and the text of the HLUB to amend the list of permitted institutional uses existing as of May 1, 2018 to include a government office at 20 Main Street in the Mixed Commercial / Residential (C-2) Zone, conditional on consolidation of the lots.

Process

Staff Review
▼
Public Information Meeting – Dec 1
▼
HAAC receives staff report and PIM Notes
HAAC Review and Recommendation – Jan 5
▼
Planning Advisory Committee Review and Recommendation
▼
Council First Reading
▼
Public Hearing
▼
Council Second Reading
▼
Notice of Approval in Paper
▼
14 Day Appeal period

FINANCIAL IMPLICATIONS

As the property owner, the Municipality will cover the cost of the migration and consolidation of the lots, and any advertising associated with the public meetings as required through the Public Participation Policy and *Municipal Government Act* for planning applications. There are no concerns with the Municipality being able to absorb any of these costs.

ALTERNATIVES

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

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

ATTACHMENTS

Attachment A	Draft Amendments to the Hantsport Land Use By-law
Attachment B	Mixed Commercial / Residential (C-2) Zone
Attachment C	Hantsport Municipal Planning Strategy (HMPS) Policy for Amendment
Attachment D	General Criteria for Amendment
Figure 1	Hantsport Zoning Map – Existing
Figure 2	Draft Hantsport Zoning Map – Proposed Amendment

Report Prepared by: _____

Sara Poirier, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Attachment A
Draft Amendments to the Hantsport Land Use By-law

Text amendments to the Hantsport Land Use By-law to permit the property at 20 Main Street to be used by the Municipality as a government office.

Amend Part 9.2.1 *Permitted Uses* in Part 9.2 of the Hantsport Land Use By-law, *Mixed Commercial/Residential (C-2),* to include 20 Main Street to the list of permitted institutional uses existing as of May 1, 2018, by adding:

(a) "20 Main Street" under the title "Civic Address"
(b) "West Hants Regional Municipality" under the title "Owner", and
(c) "Government Office" under the title "Use" so that is reads as follows:

Part 9 Commercial

9.2 Mixed Commercial/Residential (C-2)

9.2.1 Permitted Uses

The following uses are permitted in this zone:

- all commercial uses
- artisan workshops
- offices
- medical clinics
- museums
- residential uses existing as of May 1, 2018
- single detached dwellings
- two-unit dwellings
- multiple unit dwellings
- residential day care centres
- guest houses
- bed and breakfast homes
- boarding rooms
- institutional uses existing as of May 1, 2018 as follows:

Civic Address	**Owner**	**Use**
20 Main Street	West Hants Regional Municipality	Government Office
58 Main Street	3262992 NOVA SCOTIA LIMITED	Nursing Home
59 Main Street 61 Main Street	Parish of Avon Valley Rector Wardens and Vestry of Saint Andrews Church	Place of Worship
67 Main Street	Roman Catholic Episcopal Corporation	Place of Worship

19 Chittick Avenue	Municipality of The District of West Hants	Department of Public Works
1 Oak Street 3 Oak Street 36 William Street	Municipality of The District of West Hants	Food Bank
5 Oak Street	Municipality of The District of West Hants	Fire Station

(Amendment HMPS LUB 17-01 – effective May 1, 2018)

9.2.2 Lot Specifications

	Minimum Specifications for all Commercial and New Residential uses
Minimum Lot Area	4004 sq. ft. (372 square metres)
Minimum Lot Frontage	39.4 feet (12 metres)
Required Side Yards	9.8 feet (3 metres)
Maximum number of units per building	4 for Townhouse Development 20 for Apartment Buildings and Grouped Homes

(Amendment HMPS LUB 17-01 – effective May 1, 2018)

9.2.3 Increased Density in Existing Residential Buildings

Single and two-unit dwellings existing as of May 1, 2018 may be converted to the maximum number of units permitted in the Two Unit Residential (R-2) or Multiple Unit Residential (R-3) Zone provided all units are contained within the existing residential building.

(Amendment HMPS LUB 17-01 – effective May 1, 2018)

Attachment B
Mixed Commercial / Residential (C-2) Zone

Part 9 Commercial

9.2 Mixed Commercial/Residential (C-2)

9.2.1 Permitted Uses

The following uses are permitted in this zone:

- all commercial uses
- artisan workshops
- offices
- medical clinics
- museums
- residential uses existing as of May 1, 2018
- single detached dwellings
- two-unit dwellings
- multiple unit dwellings
- residential day care centres
- guest houses
- bed and breakfast homes
- boarding rooms
- institutional uses existing as of May 1, 2018 as follows:

Civic Address	Owner	Use
58 Main Street	3262992 NOVA SCOTIA LIMITED	Nursing Home
59 Main Street 61 Main Street	Parish of Avon Valley Rector Wardens and Vestry of Saint Andrews Church	Place of Worship
67 Main Street	Roman Catholic Episcopal Corporation	Place of Worship
19 Chittick Avenue	Municipality of The District of West Hants	Department of Public Works
1 Oak Street 3 Oak Street 36 William Street	Municipality of The District of West Hants	Food Bank
5 Oak Street	Municipality of The District of West Hants	Fire Station

(Amendment HMPS LUB 17-01 – effective May 1, 2018)

9.2.2 Lot Specifications

	Minimum Specifications for all Commercial and New Residential uses
Minimum Lot Area	4004 sq. ft. (372 square metres)

Minimum Lot Frontage	39.4 feet (12 metres)
Required Side Yards	9.8 feet (3 metres)
Maximum number of units per building	4 for Townhouse Development 20 for Apartment Buildings and Grouped Homes

(Amendment HMPS LUB 17-01 – effective May 1, 2018)

9.2.3 Increased Density in Existing Residential Buildings

Single and two-unit dwellings existing as of May 1, 2018 may be converted to the maximum number of units permitted in the Two Unit Residential (R-2) or Multiple Unit Residential (R-3) Zone provided all units are contained within the existing residential building.

(Amendment HMPS LUB 17-01 – effective May 1, 2018)

Attachment C
Hantsport Municipal Planning Strategy (HMPS) Policy for Amendment

Part 9 Implementation

11.3 Amendments of the Land Use By-law

11.3.2 Amendments not Requiring a MPS Amendment

When a rezoning to a zone is in an area not consistent with the Generalized Future Land Use Map, the rezoning should not be approved unless the Map is amended. However, since the designations on the GFLUM are meant to be general, a rezoning in an area adjacent to a required land use designation may be considered without amending the GFLUM.

Policy IM-4 *It shall be a policy of Council to consider a Land Use By-law amendment to zone any area immediately adjacent to a given land use designation on the Generalized Future Land Use Map (Map 1) to a zone permitted in the adjacent designation without requiring a Strategy amendment, provided that all policies of the Strategy are satisfied.*

Attachment D
General Criteria for Amendment

Part 9 IMPLEMENTATION

11.3 Amendments of the Land Use By-law

11.3.1 Criteria

Policy IM-3 *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:*

CRITERIA	**COMMENT**
(a) whether the proposal is considered appropriate in terms of:	
(i) the adequacy of sewer and water services;	The Director of Public Works confirmed that the lots have access to both water and sewer service.
(ii) the adequacy of school facilities;	Not applicable.
(iii) the adequacy of fire protection;	The local Fire Chief and the Manager of Building and Fire Inspection Services do not feel that this proposal is premature or inappropriate in terms of adequacy of fire protection.
(iv) the impact on adjacent uses;	The Development Officer has no concerns regarding the impact on adjacent uses.
(v) the adequacy of road networks adjacent to, or leading to the development; and	The Traffic Authority does not have any concerns with the adequacy of road networks adjacent to or leading to the lots.
(vi) the financial capacity of the Town to absorb any costs relating to the development.	As the property owner, the Municipality will cover the cost of the migration and consolidation of the lots, and any advertising associated with the public meetings required through the Public Participation Policy and *Municipal Government Act* for planning applications. There are no concerns with the Municipality being able to absorb these costs.

(b) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;	The Traffic Authority has confirmed that the existing driveways are suitable for both commercial and residential access to the lots. They also commented that they do not have any concerns regarding traffic generation or traffic safety based on the proposed rezoning change. There is a sidewalk to accommodate pedestrian traffic along the north and west side of the property. There is also a marked crosswalk at the intersection of Main Street and Prince Street. There is no rail traffic in close proximity to the lots.
(c) the adequacy of the dimensions and shape of the lot for the intended use;	The Development Officer commented that the lot line runs through the existing structure. The Development Officer suggested that the two lots be consolidated to remove the encroachment and be migrated into the online property registration system. The migration of the lots was completed on December 7, 2020. The Municipal Solicitor has advised that the deemed consolidation of the lots is in process. Once consolidated, the Development Officer has no concerns regarding the lot size or dimensions for any of the uses permitted in the Mixed Commercial / Residential (C-2) Zone.
(d) the pattern of development which the proposal might create;	The Development Officer has no concerns regarding the pattern of development the proposal might create.
(e) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of	The lots are relatively flat and there are no water courses, marshes or bogs on the lots or in close proximity to the lots. The Coastal Flood Risk map in the Hantsport MCCAP (2013) does not show

water courses, marshes or bogs and susceptibility of flooding;	that the property will be affected by sea level rise or storm surge.
(f) 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;	All Municipal, Provincial and Federal regulations will have to be met.
(g) the impact of not only the use being proposed but all uses permitted in the zone;	The subject lots combined are a relatively large corner lot on the Main Street in Hantsport. There are already commercial uses at the intersection of Prince Street and Main Street with the Pharmasave and the Hantsport Pizzeria and Deli. As advised by the Traffic Authority, the current driveway is suitable for both commercial or residential uses, and there are no concerns on traffic generation or safety. Staff do not foresee any negative impact on adjacent uses with any of the permitted uses in the Mixed Commercial / Residential (C-2) Zone.
(h) the site meets all of the zone requirements for the zone sought; and	The Development Officer commented that the lot line runs through the existing structure. The Development Officer suggested that the two lots be consolidated to remove the encroachment and be migrated into the online property registration system. The migration of the lots was completed on December 7, 2020. The Municipal Solicitor has advised that the deemed consolidation of the lots is in process. The minimum lot specifications for all commercial and new residential uses in the Mixed Commercial / Residential (C-2) are:

	• 4,004 ft^2 (372 m^2) minimum lot area, • 39.4 ft (12 m) minimum lot frontage, and • 9.8 ft (3 m) required side yards. Once consolidated, the subject lot will exceed the minimum lot specifications with approximately: • 10,400 ft^2 in lot area, • 110 ft of lot frontage, • and approximately 14 ft of side yard from the existing building to the exterior lot lines.
(i) any other matter required by relevant policies of this Strategy.	All other matters have been addressed elsewhere in this report.

Figure 1
Hantsport Zoning Map – Existing

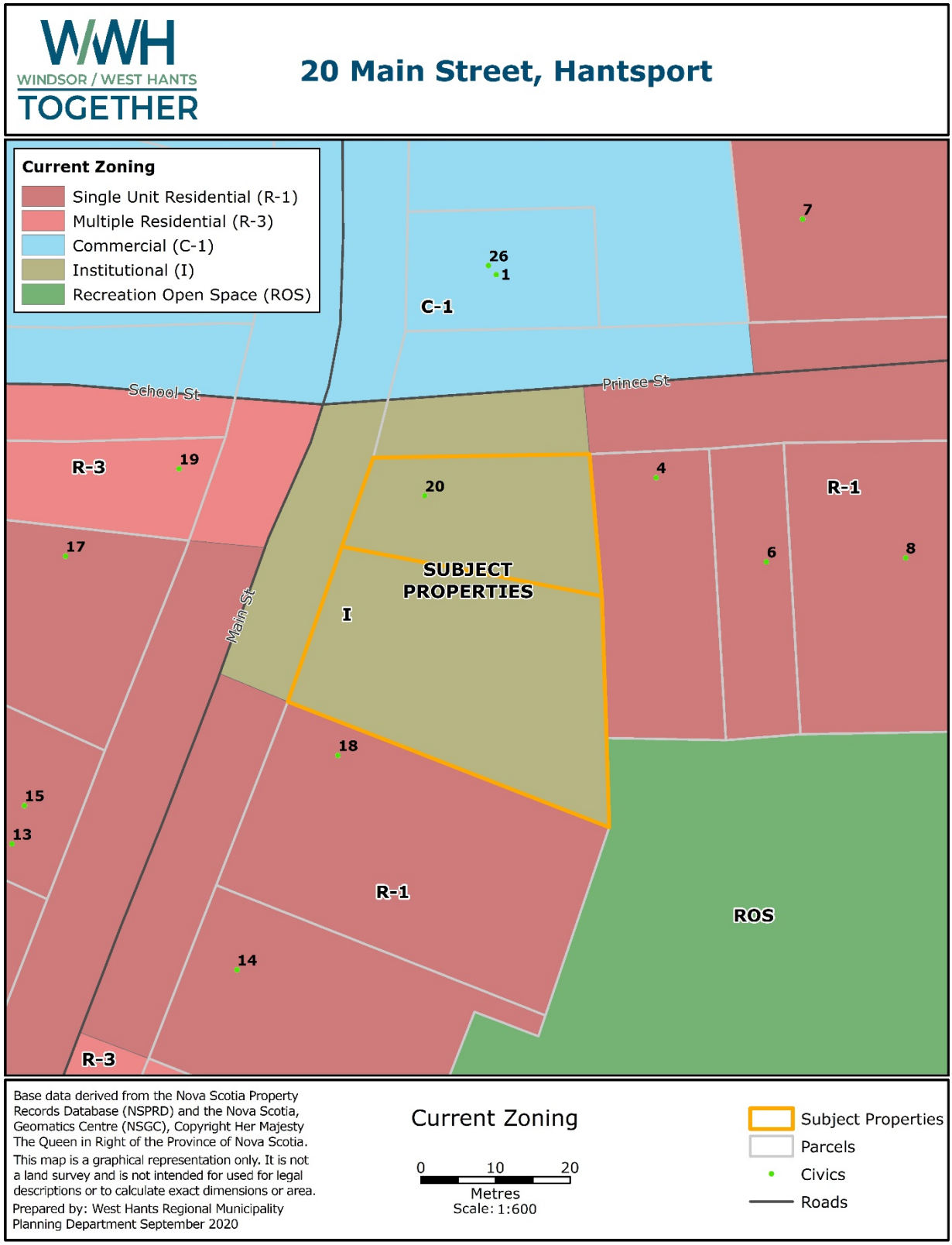
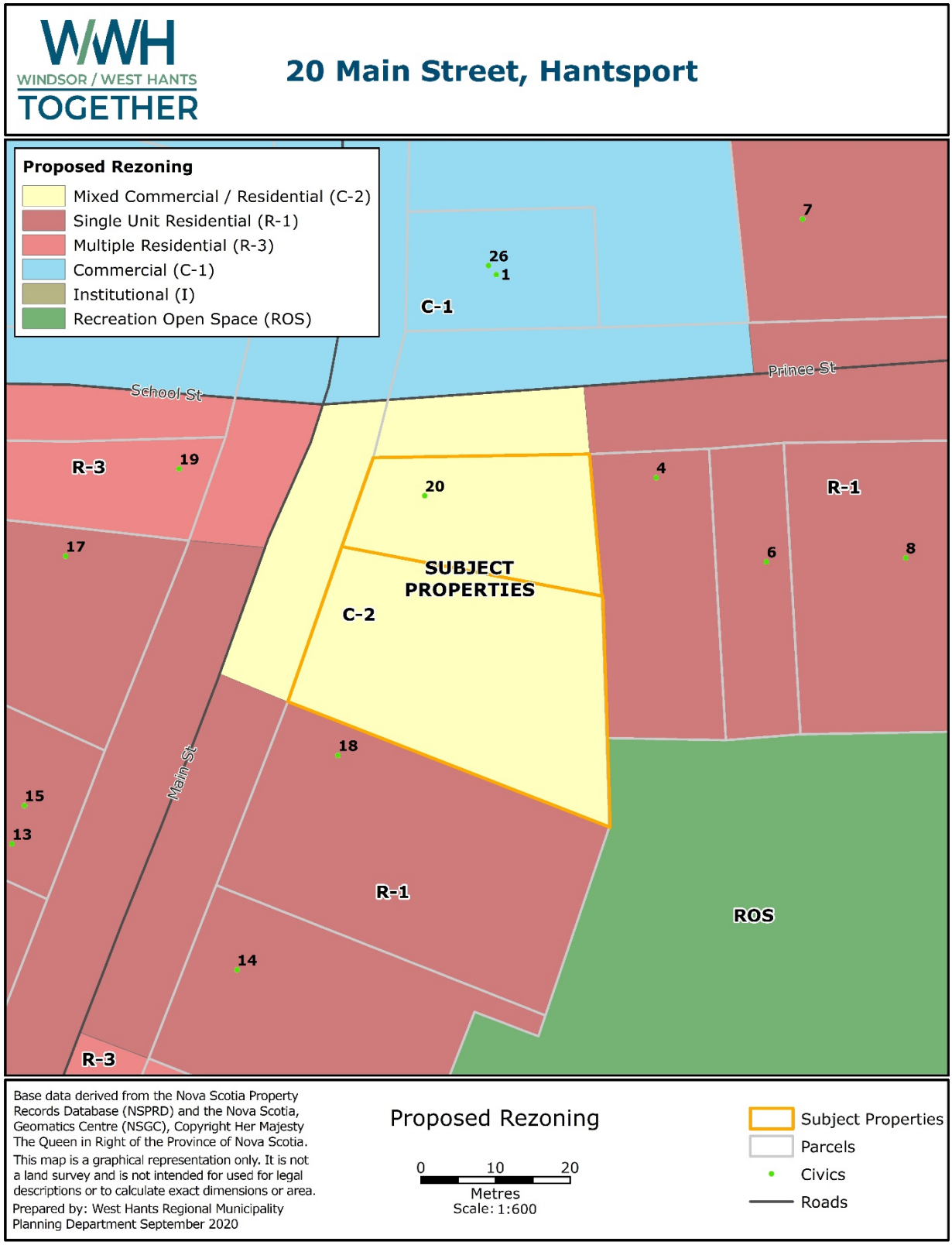


Figure 2
Draft Hantsport Zoning Map – Proposed Amendment



WEST HANTS REGIONAL MUNICIPALITY
Mayors Report

To: **West Hants Regional Municipality Council**

Submitted by: **Mayor Zebian**

Date: **March 23, 2021**

With Spring just around the corner, we mark 1 year since the Corona Virus began its battle with our beautiful Province. I have to commend all our residents in West Hants Regional Municipality for doing your part and helping Nova Scotia become the leading example in the world! It is because of your leadership and maturity on the issue that we enjoy a more "normal" way of life today than most across the Country and worldwide. Keep it up!

With saying that, I would like to express my pleasure with the state of the Municipality. We are healthy financially, never sacrificed on our service to residents, kept all our municipal sites safe, and never stopped working. Times were stressful but staff kept going and we are seeing they are ready with the ramp up of activity that is happening now. We are again seeing our building permits doubled from last year, building activity all over the region, the highest demand for our recreation programs, out of province buyers reaching out daily, and new developments on the horizon. I also express my pleasure with Council's healthy debates, numerous questions, and the commitment shown by all. We are well positioned for the growth that is and will continue to happen.

The Valley REN (Regional Enterprise Network(task force continues to meet and discuss the recovery. The focus will be shifting now from recovery to regular operations. Also, the VREN Liaison and Oversight Committee met and discussed West Hants Regional's notice to withdraw. You will notice their correspondence

as part of tonight's package. Our withdrawal is a concern for some members as we are the second largest funding partner, but I fully support Council's decision and I hope we see some successes created by the VREN in our Region and beyond.

I have been on a couple of NSFM calls and calls with various Provincial Cabinet Ministers and Deputy Ministers discussing our Region's needs and work we are doing.

I have also had discussion with some Mayors and Wardens on some potential partnerships on projects. I'll update Council as I receive more information.

The branding team has met with Prime Creative to begin the process of our new brand. It was a lengthy first meeting with good discussion from all members. I'm excited to see the creation of our new brand.

A lot of interest and questions have been coming through to me on some applications to the Planning Advisory Committee (PAC). The Meadows Development in Falmouth and amendments to the LUB for the TMP Growth Center have created a lot of discussion and questions. I'm very pleased when this happens because it means our residents are engaged and are motivated to be involved. Also, a lot of happy people seeing the fibre lines going up in their communities.

I'm looking forward to our upcoming budget discussions and projects we have on the horizon.

Mayor Zebian

Committee of the Whole Excerpts
March 9, 2021

Community Recognition - Veteran Firefighters – 15 Years

The Community Milestone Recognition Policy, COGE-005.00 recognizes emergency service providers having 15 years of service with the Don Dignan Service Award. The Policy also recognizes a 30-year Canadian Volunteer Fire Services Association (CVFSA) award. Since initiated in 2017 the awards had been issued to active service providers, and veteran emergency service providers were inadvertently overlooked. These veteran service providers have given hundreds of hours to protect our community and such recognition helps to recruit new members.

The recommended motion was:

… that Council direct staff to identify the veteran volunteer fire fighters in the region who would have been eligible for recognition through the 15-year Community Milestone Recognition Award introduced in 2018 - thereafter titled the "Don Dignan Service Award" and further that staff coordinate invitations, presentations and purchase of the award medals at a place and time as soon as practicably possible and acceptable to those to be involved.

WINDSOR / WEST HANTS TOGETHER

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ✓	Decision Request ☐	Councillor Activity ☐

To: West Hants Regional Municipality Committee of the Whole

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

Date: March 3, 2021

Subject: Community Recognition – Veteran Firefighters – 15 Years

LEGISLATIVE AUTHORITY

Community Milestone Recognition Policy COGE-005.00 (West Hants)

Under the Municipal Government Act, Part IV, Finance

> Power to expend money 65 The council may expend money required by the municipality (l) advertising the opportunities of the municipality for business, industrial and tourism purposes and encouraging tourist traffic, with power to make a grant to a nonprofit society for this purpose; (m)promotion and attraction of institutions, industries and businesses, the stabilization and expansion of employment opportunities and the economic development of the municipality;

RECOMMENDATION or DECISION REQUEST

Council direct staff to identify the veteran volunteer fire fighters in the region who would have been eligible for recognition through the 15-year Community Milestone Recognition Award introduced in 2018 - thereafter titled the "Don Dignan Service Award" and further that staff coordinate invitations, presentations and purchase of the award medals at a place and time as soon as practicably possible and acceptable to those to be involved.

BACKGROUND

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

The Community Milestone Recognition Policy COGE-005.00 was approved by prior West Hants Council on April 11, 2017. The Policy was established to formalize and expand on the previous practices of the Municipality.

In April of 2018 direction was given to staff to amend the Community Milestone Recognition Policy to include recognition of emergency service providers at 15-years' service along with a 30-year Canadian Volunteer Fire Services Association (CVFSA) award in the Policy.

The medals were subsequently designed and awarded as the "Don Dignan Service Award" to active service fire fighters within our region. Unfortunately, the veteran firefighters were inadvertently overlooked.

DISCUSSION

Over the course of the past month the oversight of the veterans was brought to light by veteran firefighter Bob DeMont. In speaking with our local volunteer emergency service personnel, we hear that recognition of their service and dedication goes a long way towards their efforts at recruitment and retention. The men and women in the service dedicate hundreds of hours in protecting our communities. Importantly it can be said that the professional volunteer service we are so fortunate to have serving our region today is the result of the thousands of combined hours put in over the years by the veterans who are still relied upon for their experience, expertise and advice from their years of service history.

NEXT STEPS

Identification of the veterans overlooked in the initial issuance of the 15-year, Don Dignan Service Award and plans coordinated to correct the oversight.

FINANCIAL IMPLICATIONS

Depending on timing and numbers, the medals can be included in the up-coming budget process.

ALTERNATIVES

Council may choose to ignore this request / suggestion (which is not recommended).

Council may suggest an alternate course of action.

ATTACHMENTS

None.

CHIEF ADMINISTRATIVE OFFICER REVIEW

I am in full support of the recommendation.

Report Prepared by: _____
(Name and Title)

Report Reviewed by: _____
Mark Phillips, Chief Administrative Officer

Report Approved by: _____
(Name and Title)

Committee of the Whole Excerpts
March 9, 2021

Emergency Management By-law

An Emergency Management By-law is required by the Provincial Emergency Management Act. The Municipality currently has two Regional Emergency Management By-laws from the former municipal units. The new Emergency Management By-law repeals the current By-laws and outlines the following:

- establishes the committees and persons who form the new emergency management organization;
- sets the Committee of the Whole as the Emergency Management Advisory Committee;
- outlines the responsibilities of the Emergency Management Coordinator;
- outlines the membership and duties of the Emergency Management Planning Committee;
- provides the ability to enter into agreements for the development, implementation of emergency plans and response to an emergency;
- outlines the duties of Council including approval of emergency plans, requesting assistance from other levels of government, declaring and terminating a State of Local Emergency, and spending of money for emergencies; and
- outlines the duties of Councillors, staff and agents during an emergency.

The recommended motion was:

... that Council give First Reading and proceed to a Public Hearing and Second Reading for the Emergency Management By-law, RE-002, which includes the repeal of previous Regional Emergency Management By-laws, as presented to Committee of the Whole on March 9, 2021.

WINDSOR / WEST HANTS TOGETHER

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

To: Mayor Zebian and members of Committee of the Whole

Submitted by: Rhonda Brown

Rhonda Brown, Municipal Clerk

Date: March 9, 2021

Subject: Emergency Management By-law, RE-002

LEGISLATIVE AUTHORITY

Emergency Management Act 1990 c.8 as amended.

RECOMMENDATION or DECISION REQUEST

…That Committee of the Whole recommends that Council give First Reading and proceed to a Public Hearing and Second Reading for the Emergency Management By-law, RE-002, which includes the repeal of previous Regional Emergency Management By-laws, as presented to Committee of the Whole on March 9, 2021.

BACKGROUND

Property X	Public Opinion☐	Environment☐	Social☐	Economic☐	Councillor Activity ☐

In accordance with Section 10 of the Emergency Management Act, every municipality must:

- establish and maintain a municipal emergency by-law;
- establish and maintain a municipal emergency management organization;
- appoint a Coordinator of the emergency management organization and prescribe such duties to the Coordinator, which include the preparation and coordination of emergency management plans for the municipality;
- have an advisory committee with respect to developing the emergency management plan; and

- prepare and approve emergency management plans.

The Act allows municipalities to enter arrangements for a common organization plan or program. In 2003 the former Town of Windsor, Town of Hantsport, and Municipality of the District of West Hants created a Regional Emergency Management By-law and organization; the By-law was passed separately by each unit. After the dissolution of the Town of Hantsport in 2016, Hantsport's Regional Emergency Management By-law was repealed.

The former Regional Emergency Management Organization (REMO) consisted of a REMO Advisory Committee, REMO Planning Committee and Coordinator. The REMO Advisory Committee consisted of two councillors from each participating Municipality, the purpose was to recommend emergency plans and budget to Council for approval. The REMO Planning Committee consisted of staff and agency representatives that helped prepare emergency plans and implemented the emergency plans during emergencies.

On April 1, 2020, the Town of Windsor and Municipality of the District of West Hants became a single municipal unit.

DISCUSSION

There are currently two Regional Emergency Management By-laws, the term "regional" in these by-laws are reflective of multiple municipal units which agreed to work as one municipal emergency management organization. As the three former municipalities are now one unit, the municipal emergency management organization is no longer considered regional, therefore a new by-law for the West Hants Regional Municipality (WHRM) is required to be consistent with the new municipal structure.

As WHRM is one municipal unit and all Councillors already sit on the Committee of the Whole, a separate Advisory is not required. The proposed draft by-law identifies the Committee of the Whole to act as the required Advisory Committee, this has already been approved in the Regional Municipality's Meeting and Committee Procedural Policy RCOGE-003.00, Section 2.2(c).

The proposed Emergency Management By-law repeals the former Regional Emergency Management By-laws and creates a new organization by outlining the following:

- establishes the committees and persons who form the new emergency management organization;
- sets the Committee of the Whole as the Emergency Management Advisory Committee;
- outlines the responsibilities of the Emergency Management Coordinator;
- outlines the membership and duties of the Emergency Management Planning Committee;

- provides the ability to enter into agreements for the development, implementation of emergency plans and response to an emergency;
- outlines the duties of Council including approval of emergency plans, requesting assistance from other levels of government, declaring and terminating a State of Local Emergency, and spending of money for emergencies; and
- outlines the duties of Councillors, staff and agents during an emergency.

Under the Act, municipalities must inform the Department of Municipal Affairs any real or anticipated event or emergency that could impact the health, safety, property or environment of Nova Scotians. The Act and its' Regulations also detail the procedure to declare or terminate a State of Local Emergency.

NEXT STEPS

The proposed steps for approval of the Emergency Management By-law are:

Staff Review
▼
Committee of the Whole Review and Recommendation
▼
Regional Council First Reading (March 23, 2021)
▼
Public Hearing
(notice in local paper once)
▼
Regional Council Public Hearing and Second Reading
(April 23, 2021)
▼
Notice to Municipal Affairs
▼
Notice of Approval in Local Paper
▼

FINANCIAL IMPLICATIONS

As with the approval process for all by-laws, there are mandated advertisements which will cost less than $500.00, such costs are included in the annual budget. There are no other financial implications associated with the approval of the Emergency Management By-law.

ALTERNATIVES

Committee of the Whole could recommend changes to the draft By-law before going to First Reading. Such changes may need to be reviewed to ensure they meet the

requirements of the Act.

ATTACHMENTS

1. Draft Emergency Management By-law, RE-002
2. Regional Emergency Management By-law, dated March 13, 2007 of the Municipality of the District of West Hants (current)
3. Regional Emergency Measures By-law, dated February 28, 2003 of the former Town of Windsor (current)

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by: _____
Rhonda Brown, Municipal Clerk

Report Reviewed by: _____
Shelleena Thornton, Administrative Supervisor

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

In accordance with the Emergency Management Act R.S.N.S. 1990 c.8 s.10, the Council of the West Hants Regional Municipality enacts the following:

Short Title

1. This By-law shall be known as the "Emergency Management By-law."

Interpretation

2. In this By-law,
   a) "Act" means Emergency Management Act, R.S.N.S. 1990, c.8 or successor legislation and references to the Act or to regulations made under the Act are to be interpreted as meaning the Act or regulations as they may be amended from time to time;
   b) "agent" means a person, persons, company or any other organization employed or contracted to act on behalf of the Municipality;
   c) "Chief Administrative Officer" means the Chief Administrative Officer of the Municipality;
   d) "Committee of the Whole" means the committee of Council consisting of all Councillors;
   e) "Council" means the Council of the Municipality;
   f) "Councillor" means a member of Council;
   g) "Emergency" has the meaning prescribed by the Act;
   h) "Emergency Management Coordinator" means the person appointed by the Municipality to fulfill the functions prescribed by the Act, regulations made under the Act, or by this By-law;
   i) "Emergency Management Advisory Committee" means the advisory committee appointed by the Municipality to fulfill the functions prescribed by the Act, regulations made under the Act, or by this By-law;
   j) "Emergency Management Planning Committee" means the planning committee established pursuant to this By-law;
   k) "emergency management plan(s)" has the meaning prescribed by the Act;
   l) "employee" means a person employed either part or full time by the Municipality;
   m) "Mayor" means the Mayor of the Municipality or a Councillor lawfully acting in the stead of the Mayor;
   n) "Municipal Emergency Management Organization" means the organization established pursuant to this By-law;

DRAFT

o) "Municipality" means the West Hants Regional Municipality;

p) "State of Local Emergency" means a state of local emergency declared by Council or Mayor pursuant to the Act or renewed by the Municipality pursuant to the Act and regulations made under the Act.

Municipal Emergency Management Organization

3. The Council hereby establishes a Municipal Emergency Management Organization.

4. The Municipal Emergency Management Organization shall consist of the following persons and committees:

   a) The Emergency Management Advisory Committee;

   b) The Emergency Management Coordinator; and

   c) The Emergency Management Planning Committee.

DRAFT

Emergency Management Advisory Committee

5. The Committee of the Whole shall act as the Emergency Management Advisory Committee.

6. The Emergency Management Advisory Committee shall:

   a) Advise Council on the development and maintenance of emergency management plans;

   b) Present emergency management plans to Council;

   c) Prepare and recommend the annual operating budget to Council for approval;

   d) Brief Council on developments during a Local State of Emergency; and

   e) Perform such other duties as may be required by the Council or by the Act or regulations made under the Act or by this by-law.

Emergency Management Coordinator

7. The Emergency Management Coordinator reports to the Chief Administrative Officer and shall be responsible, through the Emergency Management Advisory Committee for:

   a) Act as chair of the Emergency Management Planning Committee;

   b) Coordinate and prepare emergency management plans, training and exercises;

   c) Be responsible for on-going public self-help education programs related to emergency preparedness;

d) Following activation of the Municipality's emergency management plan or declaration of a State of Local Emergency, prescribe as necessary the duties to be fulfilled by municipal departments or agencies, employees and agents of the Municipality;

e) Perform such duties in accordance with the emergency management plan, and carry out any lawful directives of the Mayor, a Councillor lawfully acting in the stead of the Mayor, the Chief Administrative Officer, the Emergency Management Advisory Committee or Council.

Emergency Management Planning Committee

8. Emergency Management Planning Committee members shall include:

a) Emergency Management Coordinator

b) Chief Administrative Officer

c) Directors or representatives of every Municipal department or agency which has been assigned emergency related functions under the Municipality's emergency management plan, including those responsible for providing the following services during an emergency:

i. Law enforcement

ii. Search and rescue

iii. Fire control

iv. Hazardous material control

v. Transportation

vi. Health Care

vii. Communication

viii. Public Information

ix. Utilities

d) Directors or representatives of such of the following provincial departments or agencies as are willing to participate:

i. Nova Scotia Emergency Management Office

ii. Lands and Forestry

iii. Education

iv. Community Services

v. Health and Wellness

vi. Transportation and Active Transit

DRAFT

9. The Emergency Management Coordinator shall chair the Emergency Management Planning Committee.

10. The Emergency Management Planning Committee shall:

    a) Assist the Emergency Management Coordinator in the preparation and coordination of emergency management plans;

    b) Advise the Emergency Management Advisory Committee on the development of emergency management plans;

    c) Upon request, assist the Emergency Management Advisory Committee in the annual presentation of emergency management plans to Council;

    d) Following activation of the Municipality's emergency management plan or a declaration of State of Local Emergency, fulfill the duties as prescribed in the emergency management plans;

    e) Perform such other duties as may be required by the Mayor, a Councillor lawfully acting in the stead of the Mayor, Emergency Management Advisory Committee or Council.

Agreements

11. The Municipality may enter into agreements with the Government of Canada, the Province of Nova Scotia, another municipal unit, or any other person or organization, for the provision of services in the development and implementation of emergency management plans.

12. Except as otherwise limited by Council or by the Chief Administrative Officer, following activation of the Municipality's emergency management plan or a declaration of a State of Local Emergency, the Emergency Management Coordinator has authority to bind the Municipality to contracts made for the purpose of responding to emergency conditions.

Duties of Council

13. Review and approve emergency management plans presented to it by the Emergency Management Advisory Committee.

14. Specify additional duties to be fulfilled by the Emergency Management Advisory Committee, Emergency Management Coordinator and the Emergency Management Planning Committee.

15. Request assistance from the Province of Nova Scotia and/or Government of Canada in accordance with established guidelines.

DRAFT

16. Declare a State of Local Emergency, in accordance with the Act, and communicate it to the public.

17. Extend or terminate a State of Local Emergency in accordance with the Act.

18. The Council may appropriate and expend monies:
    a) To pay reasonable expenses of members of the Emergency Management Advisory Committee, Emergency Management Coordinator and the Emergency Management Planning Committee;
    b) To fulfill the terms and conditions of an agreement made pursuant to this by-law; and
    c) To respond to emergency conditions following activation of the Municipality's emergency management plan or a declaration of a State of Local Emergency.

Duties During an Emergency

19. Following activation of the Municipality's emergency management plan or a declaration of a State of Local Emergency, and for the duration of the emergency:
    a) Every Councillor shall advise the Mayor as to their whereabouts and how they may be contacted;
    b) Every employee and agent of the Municipality who has a designated role in an emergency as identified in emergency management plans staff list shall:
        i. Advise the Emergency Management Coordinator of their whereabouts and how they may be contacted; and
        ii. Fulfill such duties as may be prescribed by the Emergency Management Plan or as may be lawfully directed by the Council, the Chief Administrative Officer or the Emergency Management Coordinator.

Repeal

20. The Regional Emergency Management By-law of the former Municipality of the District of West Hants dated March 13, 2007; the Regional Emergency Management By-law of the former Town of Windsor dated January 28, 2003; and all other Emergency Management By-laws of the Municipality of the District of West Hants and Town of Windsor are hereby repealed.

DRAFT

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

_____

R.N. Brown
Municipal Clerk

By-law Adoption	
First Reading:	*date*
Notice Published:	*date*
Second Reading & Approval	*date*
Final Publication	*date*
Notice to Municipal Affairs	*date*
Description: Initial approval of the Emergency Management By-law, RE-002.	

DRAFT

REGIONAL EMERGENCY MANAGEMENT BY-LAW

A By-law to Provide for a Prompt and Coordinated Response to a State of Local Emergency.

The Council of the Municipality of the District of West Hants, under the authority vested in it by the ***Municipal Government Act***, Stats. N.S., 1998, C. 18, and the ***Emergency Management Act***, Stats. N.S., 1990, C. 8, enacts as follows:

SHORT TITLE

1. This by-law may be cited as the "Regional Emergency Management By-law".

INTERPRETATION

2. In this by-law,

   a. "Act" means the ***Emergency Management Act***, Stats. N.S., 1990, C. 8;

   b. "Agreement" means the agreement among the Town of Windsor, the Town of Hantsport and the Municipality of the District of West Hants pursuant to the Act;

   c. "Council" means the Council of the Municipality of the District of West Hants;

   d. "Councils" means the Councils of the Municipality of the District of West Hants, the Town of Windsor and the Town of Hantsport;

   e. "Councillor" means a member of the Council;

   f. "Emergency" means a present or imminent event in respect of which the Minister of Municipality, as the case may be, believes prompt coordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in the Province;

   g. "Emergency Management Office" means the Emergency Management Office

established pursuant to the ***Public Service Act***;

h. "Emergency Management Plan" means any plan, program or procedure prepared by the Province or Municipality, as the case may be, that is intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of civil population and the protection of property in the event of such an occurrence;

i. "Fire Marshall" means the Fire Marshall appointed pursuant to the ***Fire Prevention Act***;

j. "Mayor or Warden" includes a Councillor acting in the stead of the Mayor or Warden, as the case may be;

k. "Minister" means the Minister of Emergency Management;

l. "Municipality" means the city, an incorporated town or a municipality of a county or district;

m. "Police Officer" means a member of the Royal Canadian Mounted Police and a police officer of a Municipality;

n. "Regional Emergency Management Advisory Committee" means a committee established by agreement to plan for and be responsible for the direction and management of emergency activities;

o. "Regional Emergency Management Coordinator" means the person and their alternate appointed by the participating parties of REMO;

p. "Regional Emergency Management Organization" means the organization established as per the agreement;

q. "Regional Emergency Management Planning Committee" means the committee responsible to recommend policy to the Regional Emergency Management Advisory Committee;

r. "State of Emergency" means a state of emergency declared by the Minister or renewed by the Minister pursuant to this Act;

s. "State of Local Emergency" means a state of local emergency declared by a

Municipality or renewed by it pursuant to this Act;

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION

3. The Council hereby agrees to the establishment of a Regional Emergency Management Organization in accordance with the Agreement.

4. The Regional Emergency Management Organization shall consist of the following persons and Committees:

   a. a Regional Emergency Management Advisory Committee;

   b. a Regional Emergency Management Coordinator;

   c. a Regional Emergency Management Planning Committee.

REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

5. Council shall appoint representatives to the Regional Emergency Management Advisory Committee in accordance with the agreement from its members for such term as the agreement provides.

6. Council's representation on the Regional Emergency Management Advisory Committee shall at all times be no fewer than three members of the Council or as required by the agreement.

7. The Regional Emergency Management Advisory Committee shall:

   a. be responsible for the development of Regional Emergency Management plans;

   b. brief Council on the development of these plans;

   c. prepare and recommend the annual operating budget to respective Councils for approval.

REGIONAL EMERGENCY MANAGEMENT COORDINATOR

8. A Regional Emergency Management Coordinator shall be appointed in accordance

with the agreement.

9. The Regional Emergency Management Coordinator shall receive an honorarium in accordance with the agreement.

10. The Regional Emergency Management Coordinator shall:

    a. chair the Regional Emergency Management Planning Committee;

    b. coordinate and prepare Regional Emergency Management plans;

    c. perform such duties as provided for in the agreement.

REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE

11. Each party shall appoint representatives to the Regional Emergency Management Planning Committee as the agreement provides.

12. The Regional Emergency Management Planning Committee shall include, but not be limited to, persons responsible during an emergency to provide:

    a. law enforcement;

    b. fire control;

    c. engineering services;

    d. health services;

    e. community services;

    f. transportation;

    g. communications;

    h. public information;

    i. utilities;

j. hospital;

k. financial services;

l. legal services.

13. The Regional Emergency Management Planning Committee shall:

a. assist the Regional Emergency Management Coordinator in the preparation and coordination of the Regional Emergency Management plans;

b. advise the Regional Emergency Management Advisory Committee on the development of Regional Emergency Management plans;

c. upon request, assist the Regional Emergency Management Advisory Committee in the briefing of Councils on the development of Regional Emergency Management plans;

d. perform such other duties as may be required by the Regional Emergency Management Advisory Committee or the agreement.

AGREEMENTS

14. The Regional Emergency Management Advisory Committee may enter into agreements with the Government of Canada, the Province of Nova Scotia, a municipality, city, town, or any other agency or any person, subject to approval of each Council.

DUTY OF COUNCIL

15. The Council may appropriate and expend monies:

a. to pay the cost of operations and reasonable expenses of members of the Regional Emergency Management Advisory Committee, the Regional Emergency Management Coordinator and the Regional Emergency Management Planning Committee; and

b. to fulfill the terms and conditions of any agreements as per Section 14.

DUTIES DURING A STATE OF LOCAL EMERGENCY

16. Following the issuance of a declaration, and or the duration of the state of local emergency:

    a. every Councillor shall keep the Warden posted respecting their whereabouts;

    b. every employee, servant and agent of the Municipality who has a key role to play in such emergencies as identified in the Regional Emergency Management plans shall:

        i. advise the Regional Emergency Management Coordinator of their whereabouts; and

        ii. fulfill such duties as may be prescribed by the Regional Emergency Management Plan.

REPEAL

17. The Regional Emergency Measures By-law passed by Municipal Council on the 8th day of April, A.D., 2003, with Second Reading on the 8th day of April, A.D., 2003, be and is hereby repealed.

THIS IS TO CERTIFY that the By-law of which the foregoing is a true copy was duly passed at a duly called meeting of the Municipal Council of the Municipality of the District of West Hants duly held on the 13 day of March, A.D., 2007.

GIVEN under the hand of the Municipal Clerk and under the Corporate Seal of the Municipality of the District of West Hants this 21 day of March, A.D., 2007.

Ora Bennett

MUNICIPAL CLERK

TOWN OF WINDSOR
BYLAW # 22
REGIONAL EMERGENCY MEASURES BYLAW

A By-law to Provide for a Prompt and Coordinated Response to a State of Local Emergency.

The Council of the Town of Windsor, under the authority vested in it by the *Municipal Government Act*, R.S.N.S. 1999, and the *Emergency Measures Act*, R.S.N.S. 1990, C.8, s.10, enacts as follows:

SHORT TITLE

22.01 This By-law may be cited as the "Regional Emergency Measures By-law".

INTERPRETATION

22.02 In this By-law,

(a) "Act" means the *Emergency Measures Act,* R.S.N.S. 1990, c. 8;

(b) "Agreement" means the agreement among the Town of Windsor, the Town of Hantsport and the Municipality of the District of West Hants **pursuant to Section 10(2) of the Act, dated July 31, 1990,** and as amended from time to time.

(c) "Council" means the Council of the Town of Windsor;

(d) "Councils" means the councils of the Town of Windsor, the Town of Hantsport and the Municipality of the District of West Hants;

(e) "Councillor" means a member of the Council;

(f) "Director" means the Director of the Nova Scotia Emergency Measures Organization;

(g) "Emergency" means a present or imminent event which requires the prompt co-ordination of action or regulation of persons or property to be undertaken to protect property or the health, safety or welfare of people;

(h) "Mayor" means the Mayor of the Town of Windsor or a councillor acting in the stead of the Mayor;

(i) "Minister" means the member of the Executive Council to whom is assigned the administration of the Act and regulations;

(j) “Emergency Measures Plans” means plans, programs or procedures prepared by the Regional Emergency Measures Organization (REMO) that are intended to mitigate the effects of any emergency or disaster and to provide for the safety, health or welfare of civil population and the protection of property in the event of such an occurrence;

(k) “Regional Emergency Measures Advisory Committee” means a committee established by the agreement to plan for and be responsible for the direction and management of emergency activities;

(l) “Regional Emergency Measures Coordinator”, means the person and their alternate appointed by the participating parties of REMO;

(m) “Regional Emergency Measures Organization” means the organization established as per the agreement;

(n) “Regional Emergency Measures Planning Committee” means the committee responsible to recommend policy to the Regional Emergency Measures Advisory Committee;

(o) “State of Emergency Regulations” means regulations approved by the Governor in Council by Order in Council 92-61, Regulation 17/92, as amended from time to time;

(p) “State of Local Emergency” means a state of local emergency declared by the Mayor pursuant to the Act or renewed by the Mayor pursuant to the Act and Regulations made pursuant thereto and this By-law.

REGIONAL EMERGENCY MEASURES ORGANIZATION

22.03 The Council hereby agrees to the establishment of a Regional Emergency Measures Organization in accordance with the Agreement.

22.04 The Regional Emergency Measures Organization shall consist of the following persons and Committees

(a) a Regional Emergency Measures Advisory Committee;

(b) a Regional Emergency Measures Coordinator;

(c) a Regional Emergency Measures Planning Committee.

REGIONAL EMERGENCY MEASURES ADVISORY COMMITTEE

22.05 Council shall appoint representatives to the Regional Emergency Measures Advisory Committee in accordance with the agreement from its members for such term as the agreement provides.

22.06 Council’s representation on the Regional Emergency Measures Advisory Committee shall at all times be no fewer than three members of the Council or as required by the agreement.

22.07 The Regional Emergency Measures Advisory Committee shall:

(a) be responsible for the development of Regional Emergency Measures plans;

(b) brief Council on the development of these plans;

REGIONAL EMERGENCY MEASURES COORDINATOR

22.08 A Regional Emergency Measures Coordinator shall be appointed in accordance with the agreement.

22.09 The Regional Emergency Measures Coordinator shall receive an honorarium in accordance with the agreement.

22.10 The Regional Emergency Measures Coordinator shall:

(a) Chair the Regional Emergency Measures Planning Committee;

(b) Coordinate and prepare Regional Emergency Measures plans;

(c) Perform such duties as provided for in the Agreement.

REGIONAL EMERGENCY MEASURES PLANNING COMMITTEE

22.11 Each party shall appoint representatives to the Regional Emergency Measures Planning Committee as the Agreement provides.

22.12 The Regional Emergency Measures Planning Committee shall: include, but not be committed to, persons responsible during an emergency to provide:

(i) law enforcement;

(ii) fire control;

(iii) engineering services;

(iv) health services;

(v) community services;

(vi) transportation;

(vii) communications;

(viii) public information;

(ix) utilities;

(x) hospital;

(xi) financial services;

(xii) legal services.

22.13 The Regional Emergency Measures Planning Committee shall:

(a) assist the Regional Emergency Measures Coordinator in the preparation and coordination of Regional Emergency Measures plans;

(b) advise the Regional Emergency Measures Advisory Committee on the development of Regional Emergency Measures plans;

(c) upon request, assist the Regional Emergency Measures Advisory Committee in the briefing of Councils on the development of Regional Emergency Measures plans;

(d) perform such other duties as may be required by the Regional Emergency Measures Advisory Committee or the agreement.

AGREEMENTS

22.14 The Council hereby agrees that the Regional Emergency Measures Advisory Committee may enter into agreements with the Government of Canada, the Province of Nova Scotia, a municipality, city, town, or any other agency or any person.

DUTY OF COUNCIL

22.15 The Council may appropriate and expend monies:

(a) to pay reasonable expenses of members of the Regional Emergency Measures Advisory Committee, the Regional Emergency Measures Coordinator and the Regional Emergency Measures Planning Committee; and

(b) to fulfill the terms and conditions of any agreements as per Section 14.

DUTIES DURING A STATE OF LOCAL EMERGENCY

22.16 Following the issuance of a declaration, and or the duration of the state of local emergency:

(a) every Councillor shall keep the Mayor posted respecting their whereabouts;

(b) every employee, servant and agent of the Town of Windsor who has a key role to play in such emergencies as identified in the Regional Emergency Measures plans shall:

(i) advise the Regional Emergency Measures Coordinator of their whereabouts; and

(ii) fulfill such duties as may be prescribed by the Regional Emergency Measures Plan.

REPEAL

22.17 The Emergency Measures By-law of the Town of Windsor approved by the Minister of Municipal Affairs on May 13, 1993 is hereby repealed.

Clerk's Annotation for Official By-Law Book

Date of first reading of by-law: Nov. 26, 2002

Date of advertisement of Notice of Intent to Consider: January 8, 22/03

Date of second reading of by-law: January 28, 2003

***Date of advertisement of Passage of By-Law:** February 5, 2003

Date of mailing to Minister a certified copy of By-Law: February 13, 2003

I certify that this REGIONAL EMERGENCY MEASURES ORGANIZATION BY-LAW was adopted by Council and published as indicated above.

Lawrence A. Armstrong

Lawrence A. Armstrong
Town Clerk & Administrator

Feb. 18, 2003
Date

Service Nova Scotia and Municipal Relations
Recommended for approval of the Minister
C. O'Grady
Department Solicitor
APPROVED this 1st day of April, 20 03
Minister of Service Nova Scotia and Municipal Relations

EMERGENCY MEASURES ORGANIZATION
Recommended for approval of the Minister
Ex. Director
Approved this 17th day of March 2003
Minister of EMO (NS)

WINDSOR / WEST HANTS TOGETHER

Committee of the Whole Excerpts
March 9, 2021

Meeting and Committee Procedural Policy Amendments

Changes to the Meeting and Committee Procedural Policy, RCOGE-003.00 were proposed for the dissolution of the Windsor and Hantsport Area Advisory Committees (AACs) and the membership of the Planning Advisory/Heritage Advisory Committee (PAC/HAC). Additional administrative changes were also proposed.

There were at least three letters from the public stating their concern about the residents in the communities of Hantsport and Windsor losing representation for their Planning documents. Councillors supported the recommendation to dissolve the AACs but preferred an alternate PAC/HAC committee membership of thirteen (13); seven (7) would be resident reps: two (2) from Hantsport, two (2) from Windsor and three (3) from the remaining West Hants area.

To ensure current Planning applications are not delayed, the repeal of current resident representatives' appointments on the AACs and PAC/HAC should included an effective date beyond the Council meeting of March 23, 2021. This would allow the current committees to function until the new PAC/HAC members have been appointed and can meet.

Attached is the revised "Appendix K" of Policy RCOGE-003.00 in accordance with the recommended motion and the original staff report.

The recommended motion was:

... that Council make adjustments to the Hantsport and Windsor Area Advisory Committees as noted in the report and that the new Planning Advisory Committee be as identified in Alternative 1 of the CAO recommendation of the report and approve the remaining amendments to the Meeting and Committee Procedural Policy, RCOGE-003.00 as presented to Committee of the Whole on March 9, 2021.

... **that Council rescind the resident member appointments to the Hantsport Area Advisory Committee, Windsor Area Advisory Committee and Planning Advisory/Heritage Advisory Committee.**

APPENDIX K

Planning Advisory/Heritage Advisory Committee

1. PURPOSE

1.1. To establish an advisory committee in accordance with Sections 200 and 202 of the *Municipal Government Act*.

The Planning Advisory/Heritage Advisory Committee will advise the Council of the Municipality on planning and heritage matters requiring a decision of Council affecting the Municipality, including the preparation and amendment of planning documents.

2. DEFINITIONS

2.1. In Appendix K,

a) Repealed.

b) "Municipality" means the West Hants Regional Municipality;

c) "PAC/HAC" means the Planning Advisory/Heritage Advisory Committee of the Municipality;

d) Repealed.

3. COMMITTEE COMPOSITION

3.1. The PAC/HAC will be established under the following terms:

a) The Committee will consist of thirteen (13) members as follows:

- six (6) members of Council;
- two (2) resident members of Windsor;
- two (2) resident members of Hantsport; and
- three (3) members resident in the remainder of the Region and who is not members of Council or Municipal employees.

b) Council members will be appointed to the Committee in November for a term of one (1) year and the term will expire following the October meeting the next year. The appointments made as of April 2021 will expire October 2022.

c) Non-Council members will be appointed to the Committee in November for a term of two (2) years and the term will expire following the October meeting of the second year. The appointments made as of April 2021 will expire October 2022.

4. ADMINISTRATION

4.1. The PAC/HAC will appoint a Chair and Vice-Chair annually from among its members at the November meeting.

4.2. All non-Council members of the Committee will be remunerated for attendance at meetings of the Committee in accordance with the Remuneration Policy.

4.3. The PAC/HAC will present recommendations directly to the Council of the Municipality.

DRAFT

WINDSOR / WEST HANTS TOGETHER

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

To: Mayor Zebian and Members of Committee of the Whole

Submitted by: Rhonda Brown

Rhonda Brown, Municipal Clerk

Date: March 9, 2021

Subject: Amendments to the Meeting and Committee Procedural Policy

LEGISLATIVE AUTHORITY

Municipal Government Act, Sections 23, 24 and 48

RECOMMENDATION or DECISION REQUEST

…Committee of the Whole recommends, that Council approve the amendments to the Meeting and Committee Procedural Policy, RCOGE-003.00 as presented to Committee of the Whole on March 9, 2021.

…. Committee of the Whole recommends, that Council rescind the resident member appointments to the Hantsport Area Advisory Committee, Windsor Area Advisory Committee and Planning Advisory/Heritage Advisory Committee.

BACKGROUND

Property☐	Public Opinion X	Environment☐	Social☐	Economic☐	Councillor Activity X

The Meeting and Committee Procedural Policy was approved on March 23, 2020 by the Coordinating Committee and was amended on October 27, 2020 and February 23, 2021. The Policy outlines the administration and procedures to be used during meetings and establishes the permanent Committees of Council.

During the Planning Process Review discussions at the February 9, 2021 Committee of the Whole meeting, Councillors indicated that the Windsor and Hantsport Area Advisory Committees should be dissolved. Discussions also suggested the Planning Advisory/Heritage Advisory Committee should be restructured to include all Councillors and two resident representatives, one from Windsor and Hantsport each.

At the Special Committee of the Whole Meeting on February 17, 2021, RAD Consulting presented the Windsor/West Hants Together Community Engagement Final Project Report which included recommendations to improve community relations and engagement. One recommendation was to form an external resident advisory committee to Council that includes representatives from the Acadian, Black Nova Scotian, Glooscap First Nation communities as well as youth, seniors, LGBTQ+ and newcomers.

DISCUSSION

Based on discussions by Council at the February 9th and 17th meeting, changes to the Meeting and Procedural Policy have been drafted. The changes include:

- In Section 17.3 repealing the Windsor and Hantsport Area Advisory Committees;
- Repealing Appendix I which outlines the details of the Windsor and Hantsport Area Advisory Committees;
- Amend Appendix K to remove references to the Windsor and Hantsport Advisory Committees;
- Amend Appendix K to increase the Committee size to 14 members consisting of all Council members and one resident member representative from Hantsport and Windsor each; and
- Amend Appendix M to identify the communities from which members of diverse race and ethnicity should be sought.

Other changes to the Policy include:

- Changing the definition of "Municipality" to mean the West Hants Regional Municipality;
- Changing all references of "Region of Windsor and West Hants Municipality" to "West Hants Regional Municipality";
- In Section 7.1 and 7.2, changing "Roll Call" to "Attendance"; and
- In Section 7.2, revising the agenda order to have Announcements after Declarations of Conflict of Interest, like the Council agenda order.

Current resident members on the Windsor and Hantsport Area Advisory Committees and the Planning Advisory/Heritage Advisory Committee have been appointed until October 31, 2022. To clarify resident appointment, the current appointment should be repeal.

New resident representatives from Hantsport and Windsor for the Planning Advisory/Heritage Advisory Committee should be sought and appointed until October 31, 2022 to be consistent with the current appointment period of committees.

NEXT STEPS

Should Committee of the Whole recommend to Council the proposed motions, letters will be sent to current resident representatives of the affected committees notifying them of the intended changes. The positions for resident representatives on the Planning Advisory/Heritage Advisory Committee and Diversity and Inclusion Committee will be advertised.

FINANCIAL IMPLICATIONS

In accordance with the Council Remuneration Policy, resident members of Committees are provided $50.00 per meeting. The 2021-2022 budget deliberations will include costs for resident members on all committees in accordance with the structure approved by Council.

Any projects proposed by the Diversity and Inclusion Committee may require Council approval for additional funding if not provided for in the annual budget.

ALTERNATIVES

Committee of the Whole could choose additional changes to Policy RCOGE-003.00 or reject suggested changes.

ATTACHMENTS

1. Meeting and Committee Procedural Policy, RCOGE-003.00 showing changes.
2. Meeting and Committee Procedural Policy, RCOGE-003.00 with changes accepted.

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report and recommendations are in alignment with the discussions of Council. Recent discussions at Council highlight the desire for Council members to be more engaged in the planning process and at the advisory level (Planning Advisory Committee / PAC). The proposed amendments do address this desire.

With regards to the inclusion of resident appointments moving forward with the policy, changes reflect the inclusion of two members (1 Windsor Resident and 1 Hantsport Resident). It should be noted that this composition is a significant change in the representation of resident in the planning advisory and governance process. It is more common, however not required, that resident appointments equal or outweigh the Council representation on a advisory committee in order to promote a broader community perspective and to promote resident engagement at the advisory level. Further, the proposed composition will create a fourteen (14) person committee creating a large committee which will promote more personal perspectives on planning issues but create a larger group to facilitate when engaged in discussions.

I support the amendments as they do reflect the current discussion of Council but provide the following PAC committee member compositions as an alternative for Council's consideration.

Alternative #1	Alternative #2
Hantsport Resident Members x 2	Hantsport Resident Members x 1
Windsor Resident Members x 2	Windsor Resident Members x 1
West Hants Resident Members x 3	West Hants Resident Members x 2
Council Member Appointments x 6	Council Member Appointments x 3

Report Prepared by: _____
Rhonda Brown, Municipal Clerk

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

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

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1. General

1.1. This Policy will be known and cited as the "Meeting and Committee Procedural Policy".

1.2. The purpose of this Procedural Policy is to:
- a) provide direction to Council and Staff members on conducting Council and Committees of Council meetings. This Policy does not apply to boards, commissions and committees of which the Municipality may be a member, but which was not established solely by the Municipality;
- b) establish the Committee of the Whole as a Committee of Council; and
- c) establish various other Committees of Council.

1.3. In this Policy:
- a) "Act" means the Municipal Government Act, Stats. N.S. 1998, C. 18
- b) "Business day(s)" means a day which the administrative offices of the Municipality are open for business;
- c) "Chair" means the presiding officer of Council or a Committee of Council;
- d) "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Municipality;
- e) "Clerk" means the Clerk of the Municipality;
- f) "Closed Meeting" means a meeting which is not open to the public and may be known as in-camera.
- g) "Committee of Council" means a committee formed pursuant to a resolution or policy of Council;
- h) "Council" means all Council members of the Municipality;
- i) "Councillor" means a Council member and includes the Mayor and Deputy Mayor unless the context indicates otherwise;
- j) "Majority" means more than one-half of those present
- k) "Meeting Package" means the package prepared for a meeting consisting of the agenda and associated agenda item material;
- l) "Motion" means the formal mode in which a Council member submits a proposed measure or resolve for the consideration and action of Council or Committee of Council;
- m) "Municipal or Municipality" means the ~~Region of Windsor and~~ West Hants Regional Municipality~~; (or name of the Regional Municipality~~

~~given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020.~~

n) "Pecuniary interest "means a situation where there is a reasonable likelihood or expectation of appreciable financial loss or gain to the person, or to other persons;

o) "Planning document" means a Municipal Planning Strategy, Land Use By-law, or Subdivision By-law;

p) "Question" means the subject matter of a motion; when the question is called, the motion is put to a vote without further debate;

q) "Quorum" means the majority of members required to hold a meeting.

r) "Resolution" means a formal expression of the opinion or the will of the Council or a Committee of Council adopted by vote, and is a result of an approved motion;

s) "Staff" means a person employed by the Municipality;

t) "Two-thirds vote" means a vote where at least two-thirds of the members present and entitled to vote at the meeting vote in favor of the motion.

2. Mandate of Council and Committee of the Whole

2.1. The mandate of Council is:

a) to exercise the powers of the Municipality as set out in the *Act* through the approval of motions, policies and by-laws;

b) to provide strategic planning for the Municipality with the goals:

i. to provide good government;

ii. to provide services, facilities and other things that in the opinion of Council are necessary or desirable for all parts of the Municipality;

iii. to develop and maintain safe and viable communities;

iv. to work with other municipal units for the best interests of the Municipality within the province;

v. to provide active programs of training and upgrading of staff and Council; and

vi. such other goals as from time to time are determined;

c) to conduct the official business of the Municipality;

d) to carry out any statutory public hearings as required by the *Act* and other legislation;

e) to provide strategic direction to the CAO through resolutions, policies and by-laws.

2.2. The mandate of the Committee of the Whole is:

a) to discuss, consider, advise and make recommendation to Council for approval concerning the affairs of the Municipality in advance of Council making decisions or taking actions on such matters, except where Council has determined that consideration by Committee of the Whole is unnecessary or inadvisable, and except that the following matters will normally be dealt with by Council without having to be forwarded to the Committee of the Whole for its recommendations:
   i. first and second readings of a by-law enactment, amendment or repeal; and
   ii. matters which are the subject of statutory hearing of Council;
b) to carry out the duties and responsibilities of Council set forth in Part XV Dangerous and Unsightly Premises of the *Act*;
c) to carry out the duties of the Regional Emergency Management Advisory Committee as set forth the Regional Emergency Management By-law of the Municipality;
d) to take such steps not inconsistent with this Policy that the Committee of the Whole reasonably deems necessary to carry out this mandate;
e) except for an Order under the Act for Dangerous and Unsightly Premises and specific tasks or matters assigned by Council from time to time to the Committee, all resolutions of the Committee of the Whole will be recommendations to Council for Council's approval.

3. Time, Place, Date and Notice of Meetings

3.1. All meetings of Council and Committees of Council will be public meetings, except as provided for under Sections 22 (2) and 203(1) of the Act and Section 14 of this Policy.

3.2. Unless otherwise specified pursuant to Section 3.5 of this Policy a regular meeting of the Committee of the Whole will be held:
a) at the location set by the Committee of the Whole,
b) on the second Tuesday of each month, except for August,
c) commencing at 6:00 p.m. unless otherwise directed by Council.

3.3. Unless otherwise specified pursuant to Section 3.5 of this Policy, a regular meeting of Council will be held:
a) at the location set by Council,
b) on the fourth Tuesday of each month except for August,
c) commencing at 6:00 p.m. unless otherwise directed by Council.

3.4. Unless otherwise specified pursuant to Section 3.5 of this Policy, regular meetings of other Committees of Council will be determined in the Administrative Terms of Reference for the Committee.

3.5. Meetings may be rescheduled, relocated or cancelled:

a) by resolution or consensus, including a contingent resolution or consensus of Council or a Committee of Council at a previous meeting three (3) or more business days in advance of the meeting;
b) at the request of majority of the members of Council or Committee of Council;
c) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to inclement weather or unforeseen circumstances provided the Mayor, Deputy Mayor, or Chair believes the majority of members would support such a step.

3.6. Additional or special meetings of Council or a Committee of Council may be convened:

a) by resolution or consensus, including contingent resolution or consensus of Council or Committee of Council at a meeting three (3) or more business days in advance of the additional or special meeting;
b) at the request of the Chair;
c) at the request of the majority of members;
d) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to unforeseen circumstances, provided the Mayor, Deputy Mayor or Chair believes that the majority of members would support such a step; or
e) where the Mayor determines there is an emergency, Council may meet without notice or with such notice as is possible in the circumstances.

3.7. Notice to Councillors and the Public of meetings:

a) subject to any statutory relaxation of the notice requirements, at least three (3) business days' notice to Councillors will be provided for additional or special meetings by telephone, the email address provided by the Municipality or other email address, fax number or messaging service;
b) subject to any statutory relaxation of the notice requirements, at least two (2) business days' notice to the public will be provided for additional or special meetings by posting a notice of the meeting on the Municipal website and social media pages;
c) Councillors and the public will be deemed to have received any notice within one (1) day of being notified pursuant to this section;

d) meeting notice need not be provided of:
   i. regular meetings held pursuant to Sections 3.2 and 3.3 of this Policy;
   ii. regular meetings of a Committee of Council whose regular meeting date is contained in a policy or by-law of Council or posted on the Municipal website; or
   iii. meetings held pursuant to Sections 3.5 (a) and Section 3.6 (a) of this Policy;
e) notice of meeting cancellations will be provided to Council and the public as soon as possible in the same manner;

3.8. In accordance with Section 19 (7)(a)(b) of the Act no meeting of Council or Committee of Council is illegal or invalid by failure to give notice or by meeting elsewhere than provided in this Policy or the notice of meeting.

3.9. Within thirty (30) days following the first meeting of Council after an election or by-election each Councillor will provide the Clerk the following:
a) a telephone number with answering machine/voicemail which the Councillor has and will maintain and will check at least once per day;
b) the unique email address provided by the Municipality, where all municipal notices and correspondence will be forwarded and which the Councillor will check at least once per day;
c) any other email address, fax number, or messaging service which the Councillor has and will maintain and will check at least once per day.

4. Communications

4.1. The Mayor is the official spokesperson of Council and the CAO is the official spokesperson of staff.

4.2. Council communication to the public is:
a) through the Mayor, as the official spokesperson for the Municipality regarding decisions approved by Council unless another Councillor is designated;
b) through Councillors as chief spokespersons for explaining policies, priorities and decisions; and
c) through Committee Chairs as chief spokesperson for matters dealt with under the authority of their committee, unless another Councillor is designated;
d) media interview requests will be referred to the Mayor or the CAO to determine who is the most appropriate spokesperson for the interview.

4.3. Council communication to staff is:
a) through a resolution of Council or Committee of Council for advice, information or recommendations on matters which require thoughtful research and review. Staff will normally provide their response through a written information or recommendation report like that in Appendix A;
b) through resolutions from Council to the CAO.

4.4. Committees will communicate to Council:
a) through a written information or recommendation report by Chairs to Committee of the Whole like that found in Appendix A.
b) where all Councillors are members; may communicate using excerpts sheets of the motions being recommended to go straight to Council with the previous committee report (referred to in the excerpt), attached as a supporting document.

4.5. All Councillors are expected to provide a monthly report to Council stating the Municipal business they were involved in over the previous month, using the report form in Appendix A.

4.6. The CAO or designate may, on behalf of Council or Committee of Council, receive correspondence from the public and deliver a copy of the correspondence to all Councillors within a reasonable time provided:
a) the correspondence is directed to a Councillor or Committee of Council member;
b) is in writing and received by mail or email;
c) is legible;
d) is not libelous, irrelevant, offensive or improper; and
e) is signed by the writer's name.

5. Meeting Attendance and Quorum

5.1. Councillors are expected to attend all meetings of Council and Committees of Council to which they are appointed.

5.2. Subject to changes of the Act Section 17 (4), Councillors who without leave of Council are absent from three (3) consecutive regular meetings of Council ceases to be qualified to serve as a Councillor.

5.3. Councillors who without leave of a Committee of Council and are absent from three (3) consecutive regular meetings of a Committee of Council to which

they are appointed, may be removed from the Committee. This also applies to resident members appointed to a Committee of Council.

5.4. Council or a Committee of Council will not refuse the leave of a Councillor if such leave is due to employment issues, illness, other Municipal business, or an unforeseen event needing immediate attention.

5.5. Sections 5.1, 5.2 and 5.3 do not apply to Councillors on a parental accommodation leave of absence in accordance with Section 17 (4A) of the Act.

5.6. Quorum for meetings of Council and Committee of the Whole will be the majority of elected Councillors, or seven (7) Councillors.

5.7. Quorum of other Committees of Council will be the majority of the voting members unless otherwise stated in a policy or by-law of Council or administrative terms of reference.

5.8. Councillors or resident members of Committees of Council may participate in meetings by electronic means such as teleconference or video conference and will be considered present for purposes of quorum and voting, provided:

a) the Councillor or resident members physically present at the meeting location are at minimum one less than quorum;
b) a maximum of two Councillors, resident members or combination may use electronic means during a meeting at one time;
c) the Chair will be physically present at the meeting location;
d) the Councillor or resident member notifies the Chair and appropriate staff at least 24-hours in advance of their intent to use electronic means, to ensure provision of the electronic means at the meeting location;
e) it is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;
f) if used during a closed meeting, the member will ensure confidentiality is maintained at all times;
g) no Councillor or resident member will participate by electronic means in more than four (4) meetings of any kind per year;
h) the Councillor or resident member does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;
i) the Chair will ensure those participating by electronic means have an opportunity to verbally declare any conflicts of interest;

j) the Councillor or resident member will notify the Chair of their intended departure (either temporary or permanent) from the meeting before leaving the meeting;
k) the Councillor or resident member will be marked as absent if electronic connection is not made or if it is lost and is unable to be reconnected.

5.9. All Councillors or resident members of Committees of Council may participate by electronic means as described in 5.8 during a local and/or world-wide crisis. This would not count towards the four (4) electronic meetings per year as identified in 5.8(g).

5.10. If a quorum is not present fifteen (15) minutes following the scheduled start time of a meeting and it is not reasonable that quorum will be present within a reasonable time, the meeting will be deemed cancelled and a record of the cancellation along with the names of the members present will be recorded in the minutes.

5.11. Where there is a permanent vacancy on Council or a Committee of Council, Councillors may make a decision if a quorum is present at the meeting.

5.12. If the number of Council members is reduced to below the number required for a quorum due to vacancies in Council, Council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property, for make any other decision that has an effect after or for a term extending beyond the date of the election to fill a vacancy on Council

6. Election Process for Deputy Mayor, Chair or Vice-Chair

6.1. At the first meeting of Council after an ordinary election, all Councillors will be sworn in and the Deputy Mayor will be elected as follows:
a) the Mayor will call the meeting to order and call for nominations for the position of Deputy Mayor three times;
b) Councillors may nominate a fellow Councillor for the position of Deputy Mayor, but may not nominate themselves; nominations do not have to be seconded;
c) after the third and final call for nominations, the Mayor will declare nominations closed;
d) the Mayor will ask each nominee if they accept the nomination for Deputy Mayor;
e) if only one Councillor was nominated and accepted the nomination, that Councillor is declared the Deputy Mayor;

f) if there is more than one nominee, the Mayor will provide each of the nominees an opportunity to speak and Councillors will elect the Deputy Mayor by secret ballot;
g) two volunteers are asked to be scrutineers, one of which must be a staff member. Ballots are distributed to Councillors, votes will be cast, then the scrutineers will collect and count the ballots;
h) the scrutineers announce the overall result of the election (not the number of votes for each Councillor). The Deputy Mayor is determined by majority of the number of Councillors present;
i) if there is not a winner by majority and there are three (3) or more nominees, another vote will occur by dropping the nominee with the lowest votes and voting again until only two (2) nominees remain. If there is not a winner by majority and there are only two (2) nominees, the Deputy Mayor will be determined by a draw by the Clerk or designated staff member.
j) once the Deputy Mayor has been declared elected, a motion will be made to destroy the ballots.

6.2. The term of office for the Deputy Mayor will be two (2) years; the very first term being April 1, 2020 - October 31, 2022 and the nomination process be held again for a term of November 2022 – October 2024, at which time it will re-align with municipal elections in Nova Scotia

6.3. The election of a Chair for a Committee of Council will be completed in a similar manner to the election of the Deputy Mayor except that a staff member will perform the duties of the Chair until the Chair of the Committee of Council is elected. Nominees for Chair will be given an opportunity to speak to the members of the Committee of Council before the vote is held.

6.4. Once a Chair of a Committee of Council is elected, they may perform the election in the same manner for a Vice-Chair.

6.5. The term of office for a Chair or Vice Chair will be two years unless otherwise stated in a policy of Council or administrative terms of reference.

7. Meeting Agendas and Packages

7.1. At Council meetings, unless a majority consents to a different order for that meeting, business will be conducted in the following order:
a) Call to Order
b) ~~Roll Call~~Attendance

c) Approval of Agenda, including additions or deletions
d) Declaration(s) of Conflict of Interest
e) Announcements
f) Approval of previous meeting's minutes
g) Public Hearings
h) Unfinished Business/Postponed Motions
i) Mayor's Report
j) Committees of Council Recommendations
k) Councillor Municipal Business Reports
l) Correspondence
m) New Business
n) In-Camera
o) Next Meeting Date / Adjournment

7.2. At Committee of the Whole, unless a majority consents to a different order for that meeting, business will be conducted in the following order:

a) Call to Order
b) ~~Roll Call~~Attendance
~~c) Announcements~~
~~d)~~c) Approval of Agenda, including additions and deletions
d) Declaration(s) of Conflict of Interest
e) Announcements
f) Approval of the Minutes
g) Presentations
h) Unfinished Business/Postponed Motions
i) Reports
j) Correspondence
k) New Business
l) Public Participation Period
m) In-Camera
n) Next Meeting Date / Adjournment

7.3. Agendas of other Committees of Council and Public Hearings will be determined as needed or detailed in the Committee's Administrative terms of reference.

7.4. All topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon ten (10) business days before a regular scheduled meeting. Councillors will be required to submit a "Report Form" (Appendix A) to be included in the agenda package.

7.5. All agendas will be approved by the Mayor or Chair of the Committee of Council and the CAO or designate.

7.6. All agenda items should have an associated report, excerpt sheet, and/or other material outlining the purpose and background of the agenda item put together in one PDF document.

7.7. Meeting packages will be provided to Councillors and resident members of Committees of Council by 12:00 noon at least three (3) business days before the meeting by internal communication systems or email.

7.8. Meeting packages will be provided to the public by 4:00 pm two (2) business days before a meeting by posting the meeting package to the Municipal website.

7.9. Meeting packages for a special meeting of Council or a Committee of Council will be provided to Councillors, resident members and the public in accordance with Sections 7.7 and 7.8 should time permit, or by 12:00 noon one (1) business day before the special meeting.

7.10. If an agenda item's associated material is not distributed in the meeting package it will be distributed electronically or by hard copy during or after the meeting.

7.11. Late additions to the agenda will be accepted for consideration until 12:00 noon two (2) business days before the meeting. No late additions will be accepted for special meetings.

7.12. Agenda items may also be added at the meeting if it is time sensitive or concerning a matter where life, property or the environment is at immediate risk and cannot be dealt with at a later meeting. All meeting package material for these items will be distributed electronically or by hard copy during or after the meeting.

7.13. For instances when a requested agenda item may be outside the jurisdiction of the Municipality, require more research, or should be dealt with in a different forum or meeting, the Mayor or Chair will have the authority to delete, defer, or refer the agenda item. The Mayor or Chair will advise the person requesting the agenda item of the action taken.

7.14. All material in a meeting package which is posted on the Municipal website will be deemed received at the time of agenda approval during the meeting. All material not publicly posted that is read or visually presented during the meeting will be deemed received and amended to the posted meeting package posted on the Municipal website

7.15. Once an agenda item has been dealt with it should not be put on the agenda again for at least six (6) months unless there is a follow up report on actions taken, or a proper motion is made to reconsider, rescind or amend something previously adopted.

8. Council and Committee Chair Duties

8.1. The Chair of Council and Committee of the Whole will be the Mayor except:

a) in the absence of the Mayor, the Deputy Mayor will be the Chair
b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting.

8.2. The Chair of a Committee of Council will be the Councillor or resident member elected and, in their absence, the Vice-Chair elected.

8.3. It will be the duty of the Chair to:

a) open the meeting by taking the chair and calling the members to order and announcing the business before Council or the Committee of Council;
b) ask members to declare any Conflicts of Interest;
c) receive and put to a vote all motions presented and announce the results;
d) decline to put to a vote a motion which infringes upon rules of procedure established by this Policy;
e) restrain Councillors when engaged in debate, within the rules of conduct established by this Policy or Robert's Rules of Order;
f) protect the rights of those attending the meeting and enforce the rules of order; preserve order, and decide on point of order;
g) call by name any Councillor or resident member persisting in a breach of this Policy, and thereby ordering them to vacate the meeting room;
h) permit the CAO to speak on any point upon request;
i) permit staff and invited guests to speak when appropriate on the agenda and at the request of Councillors and/or CAO;
j) permit proper questions to be asked through the Chair of any Councillor, CAO, staff member, or invited guest in attendance relevant

to the issue under discussion in order to provide information to assist debate;

k) declare a meeting dissolved if no quorum has been achieved;

l) adjourn to another place and/or time without ending the meeting with the consent of Council;

m) adjourn the meeting when the business is concluded and a motion to adjourn has been approved by the majority vote; or

i. adjourn the meeting when an adjournment time has been set and approved by majority vote or consensus, when the time has been reached except when it is extended by unanimous consent; or

ii. adjourn the meeting at the Chair's sole discretion due to inclement weather conditions to a time and date set by the Chair.

9. Minutes and Recordings

9.1. Written minutes of Council and all Committee of Council meetings, including in-camera meetings, will be kept providing a permanent and historical record of the Municipality's business. When required, these minutes may be recognized in court as evidence of decisions made and actions taken.

9.2. Written minutes kept will:

a) record the names of the members or participants and the time when any member joins or leaves a meeting which is in progress;

b) contain all motions and decisions by consensus and will record the outcome of each vote;

c) record the names of all Councillors or resident members who voted "Nay" to a motion put to a vote;

d) summarize key points of a discussion and mention reports, petitions, correspondence, presentations and other papers submitted only by their respective title, or a brief description of the content;

e) be clear, accurate, concise, and formatted to be readable;

f) be written in past-tense;

g) flow logically in accordance with the agenda, even if the meeting itself had been fragmented and confusing.

9.3. To assist with accurate composition of draft minutes, public meetings of Council or Committees of Council will be recorded using audio recording equipment. Once minutes are approved, the audio recording will be kept for at least seven (7) years after which it may be destroyed in accordance with the Records Management Policy of the Municipality.

9.4. Draft minutes of Council and Committee of the Whole will be reviewed by the Clerk and CAO.

9.5. Draft minutes of other Committees of Council will be reviewed in accordance with the Committee of Council's Administrative Terms of Reference.

9.6. Minutes of all meetings will be posted in draft electronic form on the Municipality's website for the public and to the internal communication system for Councillors and staff for information.

9.7. The minutes of the last preceding regular meeting and subsequent special meetings will be reviewed at the next meeting of Council or Committee of Council and after all necessary corrections and amendments have been noted, be approved and signed by the Mayor or Chair.

9.8. To correct the minutes at the time of approval, the word or words will be crossed out and the corrections written in and initialed before being signed by the Chair. The digital form of the minutes posted to the Municipality's website and internal communication system will be changed accordingly in red font and a footnote of the changes will be added to the electronic minutes stating "Amended".

9.9. The press will be allowed to only use audio recording equipment during public meetings.

9.10. A request for copies of the audio recordings of public meetings may be submitted in writing or electronic mail to the Clerk of the Municipality and will be provided, if available, for a prescribed fee.

9.11. Council and Committees of Council may choose to live-stream video on the internet of any or all meetings, with no obligation to live-stream video of a meeting. There will be no audience participation using the live-streamed video, but residents may leave messages; however, staff will be unable to address said messages.

9.12. Except for Section 9.3, 9.9 and 9.11 of this Policy, audio and video recordings and the taking of photos by any device will not be allowed during meetings except by permission of the Chair.

10. Meeting Decorum and Rules of Debate

10.1. Robert's Rules of Order will govern the proceedings of Council and Committees of Council in all cases not provided for in this Policy or an Administrative Terms of Reference.

10.2. Members of the public present in the meeting room will maintain order and quiet and will not address the Council or Committee of Council except with permission of the Chair.

10.3. All cellular phones and electronic devices which emits a sound will be set to silent or turned off during a meeting, with the exception of equipment required for specific use related to the matter (i.e. issued tablets that would contain the agenda and related documents).

10.4. No one may bring any sign, poster, placard, banner or other like device into a meeting place without the prior permission of the Chair, subject to an objection by a majority of the members of Council or Committee of Council present.

10.5. All Councillors, resident members, or other persons presenting to Council or a Committee of Council will not:

a) speak disrespectfully of any person;
b) use offensive language
c) speak on any subject other than the subject for which they received approval to speak;
d) disobey any decision of the Chair;
e) enter a cross debate with another member; or
f) willfully distract the member speaking, unless it is regarding a point of order or to raise a question of privilege.

10.6. A Council or a Committee of Council member or other persons may speak to a subject or motion at a meeting only if that member first addresses the Chair.

10.7. The Chair may ask questions and speak on a matter in the same manner as all Council or Committee of Council members without leaving the seat of the Chair.

10.8. Every Council or Committee of Council member or other person, prior to speaking on any question or motion, will signal their desire to speak by raising their hand or other acceptable manner and wait to be recognized by the Chair. When two or more members signal to speak, the Chair will

designate who has the floor based on the opinion of the Chair as to who signaled first.

10.9. No Council or Committee of Council member or other person will speak more than twice (and the second time only to raise new information), for a maximum of five (5) minutes each time, without permission of Council on any motion except to explain misconception of his remarks. When a member wishes to explain a misconception, the member will signal to the Chair and ask permission of the Chair, without further comment, and if permitted by the Chair, will explain only an actual misunderstanding of language.

10.10. A Council or Committee of Council member may request the motion under consideration be read at any time during debate but may not interrupt while another member is speaking.

10.11. The mover of a motion will have the right to reply and sum up in closing the debate.

10.12. The Chair, after having called attention of Council or Committee of Council to the conduct of a member who persists in irrelevant or repetition of an argument during debate, may direct a member to discontinue speaking.

10.13. A Council or Committee of Council member, member of the public or other person willfully disregarding the meeting decorum or rules of debate or obstructing the business of the Council or Committee of Council meeting, may be ordered by majority vote of the members present, to leave the meeting, which for clarity means leaving the property of the meeting location.

10.14. Formal presentations will be made at any meeting of Council or Committee of Council meeting, with no individual presentation exceeding fifteen (15) minutes plus a period for questions. For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of three (3) formal presentations at any one meeting.

10.15. When a report, by-law, petition or other document is read or received, including those deemed received upon approval of the agenda, the Clerk or appropriate staff member will endorse upon it:

a) a note of the reading;
b) the date;
c) the way it was dealt with.

10.16. A meeting of Council or a Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. If the meeting agenda is not completed as of 10:00 pm, the members may vote to adjourn to another date and time to complete the meeting.

11. Conflict of Interest

11.1. In accordance with the Municipal Conflict of Interest Act each Councillor and resident member must self-identify and disclose any pecuniary interest in any item before Council, Committee of Council or external committee or board.

11.2. Where a Councillor or resident member, either on their own behalf or while acting for, by or with and/or through, another person has any pecuniary interest, direct or indirect on a subject they will:

a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature there of;
b) leave their seat and sit in the gallery or exit the meeting room for the duration of the discussions pertaining to the matter;
c) not take part in the discussion of or vote on any question with respect to the matter;
d) not in any way before, during and/or after the meeting influence the voting on any question pertaining to the matter.

11.3. If the meeting is a closed meeting, in addition to complying with the requirements in Section 11.2, the Councillor or resident member will leave the meeting place for the part of the meeting during which the matter is under consideration.

11.4. Where the interest of a member has not been disclosed by reason of their absence from the particular meeting, the member will disclose the interest and otherwise comply at the next meeting they attend of Council, Committee of Council or external committee or board where the matter was discussed.

11.5. The Clerk or responsible staff member will record the name of the member, the meeting, the time they left their seat and returned, and the nature of the conflict of interest in the minutes of the meeting and a central registry of disclosure.

12. Motions and Voting

12.1. The types of motions which may be made at a Council or Committee of Council meeting are:

a) Main motions – reflects the proposed decision or action to be taken regarding a subject;
b) Subsidiary motions – facilitates or modifies the main motion;
c) Incidental motions – relates to a question of procedure regarding a main motion;
d) Privileged Motions – a motion which does not relate to the main motion but takes immediate priority.

12.2. The following are common but not all Subsidiary motions:
a) Postpone indefinitely – if approved this motion stops the main motion without a vote;
b) Amend – changes something within the main motion;
c) Postpone definitely – sets the main motion aside until a specified time;
d) Refer – sends the main motion to a specific committee or staff for further investigation and report back;
e) Limit or extend debate – shortens or lengthens the time for debate;
f) Previous Question – closes debate and brings the main motion to a vote;
g) Lay on the Table – puts the main motion aside temporarily for more urgent business and is taken up after the urgent business is dealt with.

12.3. The following are common but not all incidental motions:
a) Point of Order – asked the Chair to enforce the rules; more details in Section 13;
b) Appeal – takes the decision of the Chair away and gives it to members of Council or Committee of Council;
c) Suspend the rules – allow Council or Committee of Council to do something it normally cannot do without breaking the rules;
d) Objection to consideration of the question – avoids the main motion if Council or Committee of Council thinks the motion should never have been made or is outside the its mandate;
e) Division of a question – separate parts of a main motion into separate motions that can stand on their own for consideration.

12.4. The following are common but not all privilege motions:
a) Raising a question of privilege – is an emergency motion which deals with the rights and privileges of members;
b) Recess – provides a short break in the meeting;
c) Fix the time to adjourn – sets a time to adjourn the meeting;
d) Adjourn – closes the meeting.

12.5. All business before Council or Committee of Council for consideration will be made in the form of main motions which proposes specific action be taken.

12.6. All main motions will be provided to the Chair or Clerk in writing before being debated.

12.7. A motion must be seconded, and when requested read by the Chair or Clerk, before it is debated; except a motion raising a question of privilege or point of order.

12.8. Council or a Committee of Council may have informal discussions on a subject prior to making a main motion for consideration.

12.9. A motion may at any time after it is seconded and before the Council or Committee of Council has voted on it, be withdrawn or modified by the mover with consent of Council or Committee of Council.

12.10. When any main motion is being considered, the only motions in order will be:
a) to amend;
b) to refer;
c) to postpone either definitely or indefinitely; or
d) to limit or extend debate;
e) the previous question.

12.11. Amendments will be put in the reverse order of which they are made. Only one amendment will be allowed at a time and one sub-amendment will be allowed to an amendment. Every amendment submitted will be decided on or withdrawn before the main question is put to a vote.

12.12. A motion to adjourn will always be in order except in the following cases:
a) when a Council or Committee of Council member is in possession of the floor;
b) when the "yeas" and "nays" are being called;
c) while the Council or Committee of Council members are voting; or
d) when the motion to adjourn was the last preceding motion.

12.13. The following motions will be decided without debate:
a) a motion to reconsider;
b) all motions as to priority of business or as the suspension of the order of the day;
c) applications to speak more than the prescribed number of times;

d) a motion to allow any person other than a Council member to address the Council;
e) a motion to postpone definitely;
f) a motion to lay on the table when claiming a privilege over another person; and
g) a motion to adjourn.

12.14. Before putting the motion to a vote, the Chair will ask "Are you ready for the question" and if no member offers to speak on the motion or they make a motion for the Previous Question, the Chair will put the question, after which no member will be permitted to speak upon it.

12.15. The usual form of voting on any motion will be by the Chair calling for "yeas" and "nays", and members indicating their choice by show of hands or, if provided, by electronic means; but any Council or Committee of Council member, before or after the vote can call for, a recorded vote with each members vote entered into the minutes.

12.16. No motion committing the Municipality to the expenditure of funds will be accepted by the Chair for the consideration of Council, unless there is unanimous consent of Council members present, except for matters arising from correspondence, Committee of Council or other reports, agenda items, notices of motions or other material circulated to Council members on or before the day before the meeting, and except for matters arising from a closed meeting.

12.17. A majority vote of those present will determine all questions arising in Council and a Committee of Council, except motions to approve a planning document and those requiring a two-thirds (2/3) vote.

12.18. The adoption of planning documents or amendment thereof by Council at Second Reading requires a majority vote of number of Council members elected, regardless of number present to achieve quorum. And only those members present during a public hearing are permitted to vote on the matter at which a public hearing was held.

12.19. The following motions require a two-thirds vote:
a) to suspend the rules;
b) to limit or extend debate;
c) to amend or rescind something previously adopted;
d) to object to the consideration of the question; or

e) to close nominations.

12.20. Subject to the *Municipal Conflict of Interest Act*, all Council or Committee of Council members present including the Chair will vote on a motion and may not abstain.

12.21. A member of Council or Committee of Council who fails or refuses to vote on a motion is deemed to have voted in the positive.

12.22. In the event of a tie in a vote on a motion, the motion is determined in the negative.

12.23. Any notice of motion given by a Council or Committee of Council member for a subsequent meeting may, in the absence of the member giving such notice, be taken up by another member.

12.24. The following motions may bring a motion for consideration again:
a) Take from the table – takes up the motion previously laid on the table;
b) Rescind – takes back a motion or policy; for a by-law this is called a repeal, a notice to rescind must be given at a previous meeting;
c) Amend something previously adopted – modifies a motion previously presented and adopted;
d) Discharge a committee – takes a matter sent to a committee back before a report has been presented;
e) Reconsider – allows reconsideration due to new information or situation so the true will of the members is acted on.

12.25. No motion can be reconsidered if the actions cannot be undone.

12.26. After any main motion has been decided, any Council or Committee of Council member who voted on the winning side may, after the decision has been announced from the Chair, but before adjournment of the meeting may give notice of an intention to move reconsideration at the next meeting. The giving of such a notice operates as a stay or suspension of the decision.

12.27. In the event that Council or a Committee of Council member fails to give notice of reconsideration at the same meeting, the member will give notice in writing to the Clerk least 14 days prior to the next meeting but not thereafter, of Notice of Motion to reconsider the motion of a previous meeting, stating the reasons therefore, and if the motion for reconsideration is seconded, the same

will be put to a vote after debate (unless it is an undebatable motion) and if carried, the question for reconsideration will then be read and disposed of.

12.28. No discussion of the main question will be allowed during the motion for reconsideration.

12.29. The following matters are not eligible for reconsideration:

a) a motion approving the first or second reading of a by-law enactment, amendment or repeal;
b) a motion to decide on a matter which was the subject of a statutory hearing by Council;
c) a motion which is or was considered by the Committee of the Whole or the Planning Advisory Committee in substantially the same form in which it is being or will be considered by Council, irrespective of whether Council has adopted or rejected or may adopt or reject, the recommendation;
d) a matter which has already been reconsidered once;
e) a vote to reconsider; and
f) a motion to reconsider or rescind a motion approving the annual budget of the Municipality or a motion authorizing any legal proceedings.

12.30. Any rule concerning motions and voting may be suspended for a specific matter with a motion, passed by two-thirds (2/3) vote of Council or Committee of Council members present, stating the specific rule to suspend and the matter for which it is suspended.

12.31. A summary of the rules for common motions can be found in Appendix B.

13. Points of Order (also refer to Code of Conduct Policy)

13.1. A point of order asks the Chair to rule on or enforce the rules if a Council or Committee of Council member thinks the rules of this Policy have been broken.

13.2. A point of order does not need to be seconded but must specify which rule is being broken and must be decided upon before the subject under consideration is proceeded with.

13.3. When a Council or Committee of Council member is called to order, the member will be seated and remain silent until the point is determined or until called upon by the Chair to be heard on the point of order.

13.4. A point of order is not debatable amongst other Council or Committee of Council members, unless the Chair invites discussion to assist in making a ruling. Where the Chair permits discussion on a point of order, no member will speak more than once.

13.5. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the meeting room pursuant to Sections 13.6 and 13.8, are not debatable but are appealable to Council or Committee of Council by any member. When an appeal is made of the decision of the Chair, the Chair will simply put the question, "Will the decision of the Chair be sustained?"

13.6. If a Council or Committee of Council member resists:

a) the rules contained in this Policy;
b) willfully obstructs the business of Council or the Committee of Council;
c) disobeys the decision of the Chair, or of Council or Committee of Council on appeal, on any question of order or practice or upon the interpretation of the rules after being called to order by the Chair; or otherwise disrupts the meeting proceedings;

the member may be ordered by the Chair to leave their seat.

13.7. If the Council or Committee of Council member refuses to leave the Council members seat, the Chair may, after majority vote is made to support the expulsion, order the member to be expelled and removed from the meeting room.

13.8. Such Council or Committee of Council member may, by vote of the members, later in the meeting or at a subsequent meeting be permitted to re-enter the meeting room and to resume participation in Council or Committee of Council business with or without conditions.

13.9. Persons who are not Council or Committee of Council members, staff, or invited guests of the Municipality will observe silence and order in the meeting room, unless given permission to speak. Any such persons disturbing the proceedings of Council or Committee of Council will be called to order by the Chair and, if they fail to comply, will be expelled and excluded from the meeting room by the Chair, provided that a majority vote will be required to sustain the expulsion.

13.10. Such members of the public, by vote of the members, later in the meeting or at a subsequent meeting, may be permitted to re-enter the Council Chambers with or without conditions.

13.11. An order of the Chair to expel a person from the meeting room pursuant to Sections 13.6 and 13.8 of this Policy constitutes a direction from the Municipality to leave the premises for the purpose of the Protection of Property Act and other applicable laws.

14. In-Camera Meetings

14.1. Notwithstanding Section 3.1, Council or a Committee of Council may meet in-camera as per Section 22(2) of the Act, for the following reasons:

a) acquisitions, sale, lease and security of municipal property;
b) setting minimum price to be accepted by the municipality at a tax sale;
c) personnel matters;
d) labour relations;
e) contract negotiations;
f) litigation or potential litigation;
g) legal advice eligible for solicitor-client privilege;
h) public security.

14.2. No decision will be made while in-camera except decisions on matters of procedure or to give direction to the CAO or Solicitor. All other decisions will be made during a public meeting.

14.3. The meeting decorum and rules of debate of Section 10 apply during an in-camera meeting.

14.4. A record which is open to the public will be made, noting the fact that Council or Committee of Council had met in-camera, the type of matter as set out in Section 22(2) of the Act, and the date, but no other information.

14.5. Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council.

14.6. An agenda and documentation for the in-camera meeting will be provided to Council or Committee of Council members only, in a manner similar to Section 7 of this Policy or may be handed out during the in-camera meeting. Such

material will be deleted from the internal communication system or collected after the meeting.

14.7. Minutes of the in-camera meeting will be taken by the Clerk, or other responsible staff member, and approved at the next in-camera meeting of Council or Committee of Council. Such minutes and meeting packages will be securely kept and will not be subject to mandatory public disclosure unless required for Municipal, legal purposes pursuant to other regulatory requirements, or released by motion of Council or the Committee of Council.

14.8. The Mayor, Deputy Mayor, Chair, Solicitor, CAO or designate, or Clerk will have authority to brief one another or any member of Council or Committee of Council who is absent from the closed session.

15. Setting Direction

15.1. To practice good governance and ensure that decisions are made in the best interest of the Municipality, businesses and residents; decisions should be assessed through the lenses of property, environment, economics, social and public opinion before recommending an action or making a decision. Appendix C has further details on the decision-making lenses.

15.2. Council may set direction and make decisions through resolutions, policies and by-laws. Committees of Council may make motions recommending a direction, policy, or by-law to Council.

15.3. The process to approve a resolution at a Council meeting does not require notice or public consultation. A motion becomes a resolution upon approval.

15.4. Approval of Policies:

a) The process for Council to approve a policy requires seven (7) days notice to all Council members but does not require public consultation. Notice may be given in one of the following manners:

i. Through a notice of motion regarding the policy at a Council meeting for approval at the next Council meeting, provided there are at least seven (7) days between meetings;

ii. Through a recommendation from Committee of the Whole to Council, provided there is at least seven (7) days between the meetings;

iii. Through a recommendation from Planning Advisory /Heritage Advisory Committee to Council, where such notice will be

emailed to Councillors at least seven (7) days before the meeting.

15.5. Approval of By-laws and Planning Documents:

a) The process for Council to approve a by-law, other than a planning document, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 168 (2) of the Act.

b) The process for Council to approve a planning document or amendment there of, after the requirements of the public participation program for planning documents have been met, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 206 of the Act.

c) Council will receive no new information regarding the by-law or planning matter once a public hearing is complete.

d) Only the Council members present at the Public Hearing may vote on the Second Reading of the by-law and planning document.

15.6. Public Hearings are separate meetings which are held immediately before the Council meeting at which the Second Reading of the by-law or planning document is held. The agenda for the Public Hearing will be similar to the following:

a) Overview of by-law or planning document to be approved – by staff
b) Owner or Developer Presentations (if applicable)
c) Written Submissions in Favour or Against
d) Questions or Comments from the Public in Favour or Against
e) Concluding Remarks

15.7. Council may reverse a resolution or policy through a motion to rescind or repeal in the same manner it was created. The process to reverse a by-law is to create a new by-law stating the repeal.

15.8. The resolution, policy or by-law to be rescinded or repealed:

a) will have been approved at a previous Council meeting, and
b) will not have been carried out to the extend that it is too late to undo for the future.

16. Receiving Public Input

16.1. Council and Committees of Council members may obtain public input and opinions from residents in the following manner:

a) speaking with a resident directly;
b) at public consultation and information meetings;
c) during Public Hearings;
d) through formal presentation during meetings, requests which have been received by staff may be placed on the meeting agenda and approved by the Chair, prior to the meeting;
e) during the allotted twenty (20) minutes of Public Participation on the Committee of the Whole Agenda. A member of the public may speak for a maximum of five (5) minutes each during this period;
f) through formal petitions and written applications to Council.

16.2. Petitions and applications to Council will be:

a) legibly written or printed on paper;
b) will have endorsed upon it the name, address and signature of one or more petitioners, applicants or required persons, and the substance of the matter contained in it.
c) be presented by a Council member or staff member who will inform Council of the contents and ask permission of Council for it to be read on behalf of petitioners;
d) Council may decide to hear a summary of a petition or written application in lieu of hearing the reading of the entire petition or written application.

17. Committees

17.1. The Council of the Municipality may establish Committees of Council for various matters.

17.2. Committees of Council are advisory in purpose and may only make recommendations to Council for final approval and action; unless otherwise enabled under this Policy or by Provincial Legislation.

17.3. In addition to the Committee of the Whole, the following Committees of Council are here by established and details of the establishment can be found in the respective appendix to this Policy:

a) Accessibility Advisory Committee – Appendix D
b) Audit Committee – Appendix E
c) Davidson Lake Watershed Committee - F

d) French Mill Brook Watershed Advisory Committee – Appendix G
e) Fences Arbitration Committee – Appendix H
f) ~~Hantsport Area Advisory Committee – Appendix I~~Repealed
g) ~~Windsor Area Advisory Committee – Appendix I~~Repealed
h) Mill Lakes Watershed Advisory Committee – Appendix J
i) Planning Advisory/Heritage Advisory Committee – Appendix K
j) Municipal Climate Change Action Plan Committee – Appendix L
k) Diversity and Inclusion Committee – Appendix M

17.4. Council may also form Committees of Council as required under a by-law or agreement approved by Council.

17.5. Council may agree to participate in external boards and committees which are established by the Province, legal agreement or is of significant interest to the Municipality.

17.6. Council will not be bound by the by-laws or articles of incorporation adopted by an external committee or board providing for the appointment of a member to the committee or board.

17.7. Council agrees to participate in the following external boards and committees:
a) Annapolis Valley Regional Library Board
b) Hants County Residence for Senior Citizens Board
c) Landfill Liaison Committee
d) Region 6 Solid Waste Management Board
e) Valley Communication Fibre Network
f) Valley Regional Enterprise Network

17.8. Councillors are elected to various committees and boards every two (2) years, or as required by other legislation, policies or agreement, at the November Council meeting. For clarification, the first appointment after April 1, 2020 will be in November 2022. The number of Councillors to be elected:
a) for Committees of Council one (1) or more Councillors may be elected in accordance with the Committee structure set by Council;
b) for external boards and committees, one (1) Councillor and one (1) alternate Councillor may be elected.

17.9. The election of Councillors to various committees and boards will be conducted in similar manner as the election of Deputy Mayor in Section 6.

17.10. Councillors not elected to a Committee of Council or external committee or board will not be permitted to participate in the committee debate or the vote; but are authorized to make comments, presentations, and participate in the committee meeting, to the extent authorized by the Chair.

17.11. A Councillor ceases to be a member of a Committee of Council or external committee or board when they cease to be a Councillor or as per poor conduct as per the Code of Conduct Policy.

17.12. Council may appoint residents to serve on Committees of Council or to represent the Municipality on external board and committees.

17.13. All resident appointments will be advertised publicly with a request for those interested to submit a letter of interest and application for a committee. The letter of interest will be reviewed by the CAO or designate and staff who will then submit a recommendation to Council for appointment.

17.14. Committees of Council will be governed in accordance with this Policy, unless this Policy states that an alternate arrangement may be provided in the Administrative Terms of Reference of the Committee of Council.

17.15. Each member of a Committee of Council is to receive a copy of this Policy and the Committee of Council's Administrative Terms of Reference at the first duly called meeting of the Committee of Council after the regular election or appointment of members.

17.16. The Clerk will keep a record of all Councillor and resident appointments to Committees of Council and external committees and boards.

17.17. Councillors and resident members who sit on an external committee and board that has not been a result of an appointment by Council, will disclose the name of the external committee or board to the Clerk. The Clerk will keep a public record and will update the information in November of each year.

17.18. Council may by majority vote remove any Councillor or resident member of a Committee of Council or external committee or board who was elected or appointed by Council.

17.19. Council will fill any vacancy on a Committee of Council or external committee or board as soon as practicable after the vacancy occurs.

18. Conferences and Training

18.1. Up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Spring conference held by the Nova Scotia Federation of Municipalities (NSFM). And, up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Fall conference held by the NSFM; however, will be based on opportunity. The schedule of attendance will be revisited annually to promote fairness.

18.2. Annually, Council will approve participation in a conference held by the Federation of Canadian Municipalities (FCM), including the number of Council and staff members to participate through the provision of funding during budget deliberations.

18.3. Councillors may attend and be reimbursed for other related training opportunities with prior approval of Council.

18.4. Remuneration for conferences and training will be in accordance with the Remuneration Policy.

18.5. There will be an annual budgeted amount for Committees of Council members to attend conferences relevant to the committee in which they are appointed. This may include up to one resident member per Committee of Council.

18.6. The CAO will be responsible for promoting conference and professional development opportunities and for devising a system ensuring overall fairness for the opportunity to attend.

19. Repeal

19.1. The following policies of the former Municipality of the District of West Hants are hereby repealed effective April 1, 2020:

a) The Council Procedural Policy, COGE-003.00, dated February 14, 2017 as amended to September 10, 2019;
b) Audit Committee Policy, COFN-007.00, dated May 8, 2018;
c) Policy Establishing Davidson Lake Watershed Advisory Committee, COPW-003.00, dated December 8, 2015 as amended to June 12, 2018;
d) Establishment of the Falmouth Watershed Advisory Committee Policy COPW-002.00, dated February 13, 2018 as amended to June 12, 2018;
e) Policy to Establish the Fences Arbitration Committee, COGE-008.00, dated June 12, 2018;

f) Policy Establishing West Hants Planning Advisory Committee, COPL-006.00, dated December 11, 2018; and
g) Policy Establishing the Hantsport Area Advisory Committee, COPL-005.00.

19.2. The following policies of the former Town of Windsor are hereby repealed effective April 1, 2020:
a) Meeting Attendance via Video/Virtual Policy dated September 26, 2017;
b) Appointment of Deputy Mayor Policy dated November 25, 2014; and
c) Audit Committee Policy dated November 28, 2017.

20. Related Legislation, Policies, Procedures

20.1. The following is a list of related legislation, policies and procedures:
a) Municipal Government Act
b) Municipal Conflict of Interest Act
c) Freedom of Information and Protection of Privacy Act
d) Protection of Property Act
e) Robert's Rules of Order

APPENDIX A
Report Form

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: (Name of Committee)

Submitted by: _____
(Name and Title)

Date: (Date)

Subject: (Title or Subject of Report)

LEGISLATIVE AUTHORITY
(State where ability for consideration comes from if applicable)

RECOMMENDATION or DECISION REQUEST
(State the recommendation or decision request in the form of a motion, if not applicable because it is an Information Report or Councillor Activity Report, state so)

BACKGROUND

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

(Provide the Who, What, When, Where and Why. If a Councillor Activity Report check "Councillor Activity" and provide your update/info below in the "Discussion" section.)

DISCUSSION
(Provide new information about the subject, Councillor activity, strategic implications, desired outcome.)

NEXT STEPS

(State what will be done next if anything.)

FINANCIAL IMPLICATIONS

(Inform of any financial implications it may have on current or future budgets of the Municipality, or to residents, if anything.)

ALTERNATIVES

(State any option to the recommendation and implication of the options, if anything)

ATTACHMENTS

(List any attachment to the report, if anything.)

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

Report Prepared by: _____
(Name and Title)

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)

APPENDIX B

Rules of Common Motions

Privilege and Subsidiary motions are listed in the order of their precedence, with the highest ranking at the top. After the Chair states a motion, higher ranking motions are in order but not lower ranking motions, except to Amend and Previous Question can be applied to amendable and debateable motions of higher rank than themselves. Incidental Motions have no ranking order. These are the general rules relating to motions, special rules may apply in accordance with Roberts Rules of Order.

Type Of Motion	Motion in Order of Precedence	Seconded Needed?	Amendable?	Debatable?	Decided by?	Reconsider?	Interrupt?
Incidental Motions	Point of Order	No	No	No (unless Chair Permits)	Chair	No	Yes
	Appeal	Yes	No	Yes	Majority (Nays)	Yes	Yes (at time of ruling)
	Suspend the Rules	Yes	No	No	2/3	No	No
	Objection to the Consideration of the Question	No	No	No	2/3 (Nays)	Yes (Nays Only)	Yes (unless debate has begun)
	Division of the Question	Yes	Yes	No	Majority	No	No
Privilege Motions	Fixing the Time to Adjourn	Yes	Yes	No	Majority	Yes	No
	Adjourn	Yes	No	No	Majority	No	No
	Recess	Yes	Yes	No	Majority	No	No
	Raise a question of Privilege	No	No	No	Chair	No	Yes
Subsidiary Motion	Lay on the Table	Yes	No	No	Majority	No	No
	Previous Question	Yes	No	No	2/3	Yes	No
	Limit or Extend Debate	Yes	Yes	No	2/3	Yes	No
	Postpone to a Definite Time	Yes	Yes	Yes	Majority	Yes	No
	Refer	Yes	Yes	Yes	Majority	Yes	No

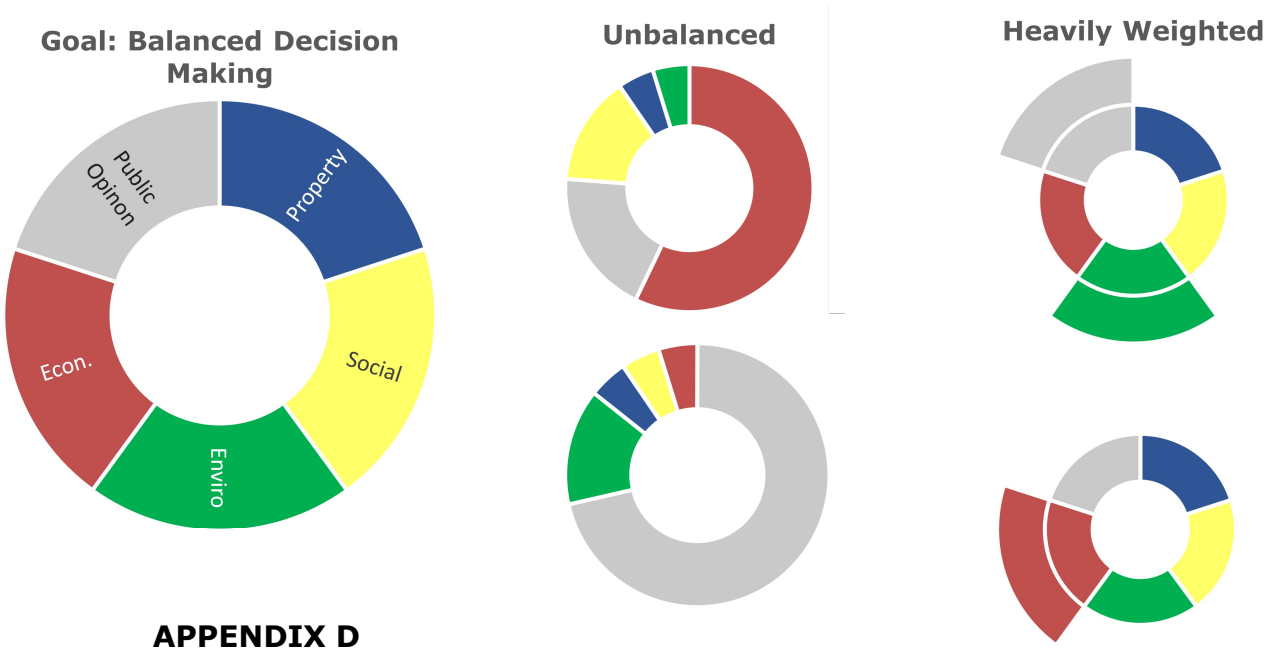
	Amend	Yes	Yes	Yes	Majority	Yes	No
	Postpone Indefinitely	Yes	No	Yes	Majority	Yes	No
Main	Original Motion	Yes	Yes	Yes	Majority	Yes	No

APPENDIX C

Decision Making by Council and Committee of Council

Council and resident members should assess every issue presented through the lenses of property, environment, economics, social, and public opinion before making a decision or recommendation for action. Council and residents have the responsibility to research all lenses in order to make a balanced and respectful decision. Information on an issue can become heavily weighted around a single lens, leaving out other factors that will influence the community as a whole. Council and resident members strive to make recommendations that are balanced and unbiased, without emotion, which reflect all lenses, to protect the best interests of the Municipality and the people it serves.

- **Property:** "something at the disposal of a person, a group of persons, or the community or public". Examples: single use, shared use, noise, beautification, traffic, zoning, regulations
- **Environment:** "the air, water, minerals, organisms, and all other external factors surrounding and affecting a given organism at any time". Examples include regulatory requirements and land use.
- **Economic:** "pertaining to the production, distribution, and use of income, wealth, and commodities". Examples: cost savings or expense with decision, property taxation, spending in community, tourism, assessments, market impacts
- **Social:** "of or relating to human society". Examples: Acceptance, limited available or benefit, values
- **Public Opinion:** "the collective opinion of many people on some issue, problem, etc., especially as a guide to action, decision, or the like". Examples: feedback, communication, media, other municipal units
- **Other:** In some cases, other lenses may be required to fully understand an issue. Examples: chance of success, innovation.



APPENDIX D

Accessibility Advisory Committee

1. PURPOSE

1.1. The Accessibility Advisory Committee provides advice to Council on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in helping the ~~Region of Windsor and~~ West Regional Hants Municipality become a barrier-free community and ensuring obligations under "An Act Respecting Accessibility in Nova Scotia (2017)" are met.

2. SCOPE

2.1. This Policy is applicable to all members appointed to the Municipality's Accessibility Advisory Committee.

3. DEFINITIONS

3.1. In Appendix D,

a) "AAC" means the Accessibility Advisory Committee of the Municipality;
b) "Act" means the *Accessibility Act*;
c) "Barrier" means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice;
d) "Council" means the Council for the Municipality;

e) "Disability" includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability; that, in interaction with a barrier, hinders an individual's full and effective participation in society;

f) "Municipality" means the ~~Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020.~~West Hants Regional Municipality.

4. COMMITTEE COMPOSITION

4.1. The AAC will consist of seven (7) members as follows:

- To a two-year term – One (1) members of Council
- To a two-year term – four (4) Resident members
- To a three-year term – two (2) Resident members.

4.2. Resident members will not be members of Council or employees of the Municipality.

4.3. At least one half of the members of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.

4.4. If a member vacates AAC for any reason at any time before that member's term would normally expire, Council will promptly appoint a new member to the Committee to hold office for the unexpired term.

4.5. The Chair and Vice-Chair will be appointed annually by the members of AAC.

5. MANDATE AND RESPONSIBILITIES

5.1. AAC has the following responsibilities:

a) Advise Council in the preparation, implementation and effectiveness of its accessibility plan. In accordance with the Act, the plan must include:

- A report on measures the Municipality has taken and intends to take to identify, remove and prevent barriers;
- Information on procedures the Municipality has in place to assess the following for their effect on accessibility for persons with disabilities:

i. Any of its proposed policies, programs, practices and services, and

ii. Any proposed enactments or bylaws it will be administering; and

- Any other prescribed information.

b) Advise Council on the impact of the Municipality's policies, programs and services on persons with disabilities;

c) Review and monitor existing and proposed Municipal by-laws to promote full

participation of persons with disabilities, in accordance with the Act;

d) Identify and advise on the accessibility of existing and proposed municipal services and facilities;

e) Advise and make recommendations about strategies designed to achieve the objectives of the Municipality's Accessibility Plan;

f) Receive and review information directed to it by Council and its committees, and to make recommendations as requested;

g) Monitor Federal and Provincial government directives and regulations; and,

h) Host community consultations related to accessibility in the Municipality.

6. ADMINISTRATION

6.1. AAC will meet no less than six times per year, or otherwise as required to fulfill the duties as outlined.

6.2. A quorum for AAC will be a majority, four (4) members.

6.3. The AAC may receive presentations from the public upon approval of the Chair.

6.4. The AAC may establish Working Groups to explore specific issues related to the accessibility plan and/or to other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

APPENDIX E

Audit Committee

1. PURPOSE
   1.1. The primary purpose of the Audit Committee (the "Committee") is to provide advice to Council on all matters relating to audit and finance. The objective of the Committee is to:
      a) fulfil the requirements outlined in Section 44 of the *Municipal Government Act*; and
      b) assist Council in meeting its oversight responsibilities by ensuring the adequacy and effectiveness of financial report, risk management and internal controls.

2. SCOPE
   2.1. This Policy is applicable to all serving members Audit Committee.

3. DEFINITIONS
   3.1. In Appendix E,
      a) "Auditor" means the External Auditor conducting the audit of the Municipality;
      b) "CAO" means the Chief Administrative Officer for the Municipality;
      c) "Director of Finance" means the Director of Financial Services for the Municipality;

d) "Municipality" means the ~~Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020~~ West Hants Regional Municipality.

4. COMMITTEE COMPOSITION

4.1. Council will annually appoint members to an Audit Committee.

4.2. The Audit Committee will consist of five (5) members: the Mayor, two Council members, and two resident members who are not members of Council or Municipal Staff.

a) Resident members should be sufficiently versed in financial matters to understand the Municipality's account practices and policies and the major judgements involved in preparing the financial statements.

b) Where an audit committee does not include any resident members, the audit committee will continue to meet and perform its duties and may exercise its powers. The Municipality will advertise to recruit resident members at least once every six months until the requirement is met.

c) The Mayor will chair the Audit Committee meetings, and in their absence, another appointed Council member will chair.

d) The CAO and/or Director of Financial Services will provide staff support to the Committee. They are not voting members of the Committee.

e) The Council Renumeration Policy will be followed regarding any remuneration for the two resident members.

f) All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by CAO.

5. DUTIES AND RESPONSIBILITIES

5.1. Audit:

a) Review the qualifications, independence, quality of service, performance, and fees of the auditors and recommend the appointment of an auditor to Council.

b) Carry out the responsibilities of the Audit Committee contained in Section 44 of the *Municipal Government Act*, in consultation with Management.

5.2. Finance and Risk Management

a) Review with Management the quarterly financial updates and recommend to Council to be received.

b) Management will give a presentation on all financial policies used in the preparation of the external financial statements; at the first annually meeting of the year.

c) Review with Management the adequacy of internal controls.
d) Review with Management annually risk management practices including insurance coverage.

6. ADMINISTRATION
6.1. Meetings of the Audit Committee will be held at least quarterly. Additional meetings may be necessary to review items relating to the audit and will be called by the Chair.

APPENDIX F

Davidson Lake Watershed Advisory Committee

1. PREAMBLE
1.1. The Davidson Lake Watershed Advisory Committee was established in 2007 in response to the requirement of Nova Scotia Environment (NSE) to develop and prescribe regulations for the Protected Water Area, as well as a Source Water Protection Plan (SWPP). The SWPP was adopted by the former Hantsport Town Council on July 4, 2013. The draft Regulations were submitted to Nova Scotia Environment and at this time awaits Provincial review and approval.

2. DEFINITIONS
2.1. In Appendix F,
a) "Committee" means the Davidson Lake Watershed Advisory Committee;
b) "Councillor" means an elected member of the Council of the Municipality;
c) "Municipality" means the West Hants Regional Municipality.~~egion of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020.~~

3. PURPOSE

3.1. The primary objective of the Davidson Lake Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other stakeholders to work cooperatively to maintain the water quality and quantity in the Davidson Lake Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.

3.2. The mandate of the Davidson Lake Watershed Advisory Committee is to advise and make recommendations to Council concerning issues of the management and protection of the Davidson Lake Watershed.

4. ROLE OF THE DAVIDSON WATERSHED ADVISOTY COMMITTEE

4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Davidson Lake Watershed.

4.2. In addition, the Committee will:

a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
b) assist with revisions of the regulations for the Protected Water Area as required;
c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
f) advise on forest matters and other land use issues;
g) develop Best Management Practices (BMP) for activities in the Davidson Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Davidson Watershed;
j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).

k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- One (1) Landowner Representative
- One (1) Councillor and one alternate
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative

5.2. The Landowner Representative must own land in the Davidson Lake Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be four (4) members; of which one (1) must be a Councillor.

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Davidson Lake Watershed Advisory Committee to Committee of the Whole.

6.3. The Committee will meet semi-annually. The Chair may call additional meetings as required.

6.4. Administrative services for the Committee will be provided by the Municipality.

6.5. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX G

French Mill Brook Watershed Advisory Committee

1. PREAMBLE

1.1. In 1983, the area surrounding French Mill Brook, Hants County was designated as a Protected Water Area at the request of the former Municipality of the District of West Hants. Regulations were also enacted for the designated area to protect the water supply. The French Mill Brook Watershed Protected Area supplies potable water to the community of Falmouth and covers approximately 2814 acres of land (1139 hectares), according to the plan prepared in 1974.

1.2. The former Falmouth Watershed Advisory Committee was established in 1992 to manage the French Mill Brook Watershed through the involvement of all stakeholders, including landowners, municipal staff and government representatives.

2. DEFINITIONS

2.1. In Appendix G,

a) "Committee" means the Falmouth Watershed Advisory Committee;

b) "Councillor" means an elected member of the Council of the Municipality;

c) "Municipality" means the ~~Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020~~West Hants Regional Municipality.

3. PURPOSE

3.1. The primary objective of the French Mill Brook Watershed Committee is to provide a forum for the Landowners, the Municipality, and other stakeholders to work cooperatively to maintain the water quality and quantity in the French Mill Brook Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.

3.2. The mandate of the Committee is to advise and make recommendations to Council concerning issues of the management and protection of the French Mill Brook Watershed.

4. ROLE OF THE FRENCH MILL BROOK WATERSHED ADVISORY COMMITTEE

4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the French Mill Brook Watershed.

4.2. In addition, the Committee will:

a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
b) assist with revisions of the regulations for the Protected Water Area as required;
c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
f) advise on forest matters and other land use issues;
g) develop Best Management Practices (BMP) for activities in the French Mill Brook Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the French Mill Brook Watershed;
j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and

Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).

k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Three (3) Landowners Representatives
- One (1) Councillor and one (1) alternate
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Department of Lands and ForestryRepresentative
- One (1) Nova Scotia Transportation and Infrastructure Renewal Representative
- One (1) Nova Scotia Environment Representative

5.2. The Landowner Representatives must own land in the French Mill Brook Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be six (6) members; of which one (1) must be Councillor and two (2) Landowner Representatives.

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Falmouth Watershed Advisory Committee to the Committee of the Whole.

6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.

6.4. Administrative services for the Committee will be provided by the Municipality.

6.5. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX H

Fences Arbitration Committee

1. PURPOSE
   1.1. The purpose is to establish the Fences Arbitration Committee in accordance with the Fences and Detention of Stray Livestock Act.

2. DEFINITIONS
   2.1. In Appendix H,
   a) "Act" means the Fences and Detention of Stray Livestock Act, as amended from time to time;
   b) "Clerk" means the Municipal Clerk of the Municipality;
   c) "Committee" means the Fences Arbitration Committee of the Municipality;
   d) "Council" means the Council of the Municipality;
   e) "Livestock" means cattle, sheep, swine, goats, horses, ponies, mules, ratites, farmed deer and game farm animals and other livestock designated by the Minister;
   f) "Minister" means the Minister of Agriculture;
   g) "Municipality" means the ~~Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020~~ West Hants Regional Municipality;

h) "Non-livestock farm" means land upon which no livestock is maintained.

i) "Owner" includes

i. With respect to livestock, any person who has lawful custody of the livestock

ii. With respect to a farm, the person occupying or operating a farm.

3. FORMATION OF THE FENCES ARBITRATION COMMITTEE

3.1. The Committee will consist of two (2) members, of which one member is appointed by Council and one member of the Municipality appointed by the Nova Scotia Federation of Agriculture.

3.2. The member appointed by Council will be the Chair of the Committee and may be an employee of the Municipality.

3.3. Alternate members of the Committee may be appointed at the request of the member appointed by the Municipality or the Nova Scotia Federation of Agriculture.

3.4. All members or alternates will be residents of the Municipality.

3.5. Non-Council members will be paid remuneration in accordance with the Council Remuneration Policy.

3.6. The Committee will meet on an as needed basis.

3.7. Two (2) members of the Committee will form a quorum.

3.8. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

4. DUTIES

4.1. The Committee will perform the duties as required by and in accordance with the Act, which include but not limited to:

a) Hearing fencing disputes between the owners of a livestock farm(s) or between the owner of a livestock farm and a non-livestock farm; who have notified the Clerk in writing and paid the accompanied fee. With respect to the matter referred to the Committee, the Committee may, by written order,

i. Determine the location, height and material of construction of any fence;
ii. Determine the manner of maintenance of a fence;
iii. Direct the owner of a farm to construct or maintain any fence in accordance with the Act;
iv. Determine the proportion of costs of building and maintaining any fences and common boundaries to be borne by each of the adjoining livestock farm owners pursuant to the Act;
v. Take any immediate action necessary including, but not limited to, the removal and boarding of livestock if it is determined there is a risk to the public, the livestock or property.

b) Directing a sale or other disposition of stray livestock, provided subsections (2), (3), and (4) of Section 9 of the Act have been complied with.
c) Disposing of stray livestock in such as manner as it deems fit, should no offer or reasonable offer be made at sale.
d) Distributing the proceeds of the sale or disposal of stray livestock in accordance with the Act.
e) Settling disputes regarding ownership and expenses of stray livestock that arise between the owner of the livestock, the person detaining it or the Municipality.

5. CONFLICT

5.1. Where there is a conflict between this Policy and the Act, the Act will prevail.

APPENDIX I

~~Windsor and Hantsport Area Advisory Committees~~Repealed

~~1. PURPOSE~~

~~1.1. To establish area advisory committees for the communities of Windsor and Hantsport in accordance with Sections 201 and 202 of the *Municipal Government Act*.~~

~~1.2. The Windsor Area Advisory Committee and Hantsport Area Advisory Committee will advise the Planning Advisory Committee of the Municipality on planning matters affecting its respective community including the preparation and amendment of planning documents and planning matters generally.~~

~~2. DEFINITIONS~~

~~2.1. In Appendix I,~~

~~a) "HAAC" means Hantsport Area Advisory Committee;~~

~~b) "Municipality" means the Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020;~~

~~c) "WAAC" means Windsor Area Advisory Committee.~~

~~3. COMMITTEE COMPOSITION~~

~~3.1. WAAC and HAAC will each consist of a maximum of eight (8) members and a minimum of four (4) members of which one (1) is a Council member (representing the relevant community), and seven (7) are resident members who are not members of Council.~~

~~3.2. Resident members will be appointed to the Committee for a term of two (2) years, with the term expiring following the October meeting of the second year, and the Council member will be appointed for a term of four (4) years, with the term expiring following the October meeting.~~

~~4. ADMINISTRATION~~

~~4.1. A Chair and Vice-Chair will be elected annually during the November Committee meeting.~~

~~4.2. All non-Council members of the Committee will be provided remuneration in accordance with the Council Remuneration Policy.~~

~~4.3. The duties and procedures of the Area Advisory Committees will be as set out in the relevant Terms of Reference for the Advisory Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.~~

APPENDIX J

Mill Lakes Watershed Advisory Committee

1. PREAMBLE

1.1. The Mill Lakes Watershed supplies the reservoir from which the Windsor Water Utility, operated by the Municipality, withdraws water. The Windsor Water Utility currently supplies water to the community of Windsor and the Three Mill Plains Water Utility. The Three Mile Plains Water Utility services communities of Three Mile Plains, Currys Corner, Garlands Crossing, and Wentworth Creek.

In 1964, the area surrounding Mill Lakes, Hants County, was designated a Protected Water Area. Regulations were also enacted for the designated area to protect the water supply. The regulations were updated in 1986 under the Water Act. The Mill Lakes Watershed Protected Water Area

contains four thousand three hundred ninety-four and a half (4394.5) acres of land (1778.4ha).

The Mill Lakes Watershed Committee was first established in 2005 by the former Town of Windsor in response to the need to develop a Source Water Protection Plan.

2. DEFINITIONS

2.1. In Appendix J,

a) "Committee" means the Mills Lakes Watershed Advisory Committee;

b) "Councillor" means an elected member the Council of the Municipality;

c) "Municipality" means the ~~Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020~~West Hants Regional Municipality;

d) "Staff" means a person employed by the Municipality.

3. PURPOSE

3.1. The primary objective of the Mill Lakes Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other Stakeholders to work cooperatively to maintain the water quality and quantity in the Mill Lakes Watershed. The Committee recognizes that the protection of source water is the first step in the multi-barrier approach to clean, safe drinking water.

4. ROLE OF THE MILL LAKES WATERSHED ADVISOR~~T~~Y COMMITTEE

4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Mill Lakes Watershed.

4.2. In addition, the Committee will:

a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;

b) assist with revisions of the regulations for the Protected Water Area as required;

c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;

d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;

e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
f) advise on forest matters and other land use issues;
g) develop Best Management Practices (BMP) for activities in the Mill Lakes Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Mill Lakes Watershed;
j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Four (4) Landowner Representatives
- One (1) Councillor and one (1) alternate
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative (voting)

5.2. The Landowner Representatives must own land in the Mill Lakes Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be five (5) members; of which two (2) must be a Landowner Representatives and one (1) must be a Councillor. .

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Committee to the Committee of the Whole. The Committee Chair will be elected every two years on even numbered years by the Committee.

6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.

6.4. All Landowners are welcome to attend Committee meetings as observers.

6.5. A General Meeting of landowners may be called every two (2) years at the discretion of the Committee.

6.6. Administrative services for the Committee will be provided by the Municipality.

6.7. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX K

Planning Advisory/Heritage Advisory Committee

1. PURPOSE

1.1. To establish an advisory committee in accordance with Sections 200 and 202 of the *Municipal Government Act*.

The Planning Advisory/Heritage Advisory Committee will advise the Council of the Municipality on planning and heritage matters requiring a decision of Council affecting the Municipality, including the preparation and amendment of planning documents.

2. DEFINITIONS
   2.1. In Appendix K,
   a) ~~"HAAC" means Hantsport Area Advisory Committee;~~Repealed.
   b) "Municipality" means the ~~Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020~~West Hants Regional Municipality;
   c) "PAC/HAC" means the Planning Advisory/Heritage Advisory Committee of the Municipality;
   d) ~~"WAAC" means Windsor Area Advisory Committee.~~Repealed.

3. COMMITTEE COMPOSITION
   3.1. The PAC/HAC will be established under the following terms:
   a) The Committee will consist of ~~seven~~ fourteen (14~~7~~) members as follows:
   - ~~four (4~~twelve (12) members of Council of which one is the Mayor
   - one (1) resident member of Windsor, and~~AAC~~
   - one (1) resident member of ~~HAAC, and~~ Hantsport
   - ~~one (1) Resident member who is not a member of Council or a Municipal employee.~~

   b) Non-Council members will be appointed to the Committee in November for a term of two (2) years and expire the following the October meeting of the second year.

4. ADMINISTRATION
   4.1. The PAC/HAC will appoint a Chair and Vice-Chair annually from among its members at the November meeting.
   4.2. All non-Council members of the Committee will be remunerated for attendance at meetings of the Committee in accordance with the Remuneration Policy.
   4.3. The PAC/HAC will present recommendations directly to the Council of the Municipality.

APPENDIX L

Municipal Climate Change Action Plan Committee

1. PURPOSE
   1.1. The Municipal Climate Change Action Plan Committee provides a forum for all municipal departments and Council representatives to work co-operatively on

implementing and evaluating the adaptation and mitigation actions outlined in the Municipal Climate Change Action Plans of the Municipality hereafter referred to as "the MCCAP". These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impact of climate change.

2. DEFINITIONS

2.1. In Appendix L,

a) "MCCAP Committee" means the Municipal Climate Change Action Plan Committee;

b) "Municipality" means the ~~Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020~~West Hants Regional Municipality.

3. COMMITTEE COMPOSITION

3.1. The Committee consists of ten (10) members:

- Three (3) Councillors;
- Two (2) resident members, who are not members of Council
- Chief Administrative Officer or designate;
- Director of Public Works or designate;
- Director of Planning and Development or designate;
- Director of Community Development or designate;
- Protective Services Manager or designate.

3.2. Each Councillor, appointed by Council, serves on the Committee for a designated term. Members are eligible for reappointment.

3.3. Designates and alternates are at the discretion of the Chief Administrative Officer.

4. ADMINISTRATION

4.1. The Chair and the Vice-Chair are elected by a majority of the members. Those persons elected hold office for a one-year term.

4.2. The Chair of the Committee acts as the liaison in providing recommendations to Council, as required from time to time.

4.3. The duties and procedures of the MCCAP Committee will be as set out in the relevant Terms of Reference for the MCCAP Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.

APPENDIX M

Diversity and Inclusion Committee

1. PURPOSE

1.1. The purpose of the Diversity and Inclusion Committee is to engage the community and formulate action plans to address issues concerning social marginalization, equity, racism, and discrimination within the Municipality. The Committee will also examine issues and barriers in creating a community that is inclusive and welcoming to all.

2. DEFINITIONS

2.1. In Appendix M,

a) "Municipality" means the ~~Region of Windsor and West Hants Municipality (or name of the Regional Municipality given as per Section 11 of the Region of Windsor and West Hants Municipality Act), effective April 1, 2020~~West Hants Regional Municipality.

3. COMPOSITION

3.1. The Committee will consist of ten (10) voting members and two (2) non-voting members as follows:

- 2 Councillors
- 4 resident members of diverse race and ethnicity (from the Black Nova Scotian, Acadian, Glooscap First Nation, LGBTQ+ and newcomers communities)
- 1 resident over the age of 60
- 1 resident between the ages of 15-19
- RCMP Representative
- Provincial Government Representative
- 2 non-voting staff members appointed by the Chief Administrative Officer

4. ADMINISTRATION

4.1. A Chair and Vice-Chair will be elected annually during the November Committee meeting.

4.2. All non-Council and non-staff members of the Committee will be provided remuneration in accordance with the Council Remuneration Policy.

4.3. Administrative services for the Committee will be provided by the Municipality.

4.4. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

I, Rhonda Brown, Municipal Clerk of the ~~Region of Windsor and~~ West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the ~~Region of the Windsor and~~ West Hants Regional Municipality at a meeting duly called and held on the **23rd** day of **March, 2020.**



R. N. Brown
Municipal Clerk

Adoption	
Notice to Council:	March 9, 2020
Approval:	March 23, 2020
Description: Initial approval of the Meeting and Committee Procedural Policy, RCOGE-003.00. Approved by the Co-ordinating Committee of the Region of Windsor and West Hants Municipality.	
First Amendment	
Notice to Council:	October 13, 2020
Approval:	October 27, 2020
Description: Amended Policy to add the Diversity and Inclusion Committee, changed the report form, terminology changes and amend agenda package procedures.	
Second Amendment	
Notice to Council:	February 9, 2021
Approval:	February 23, 2021
Description: Amended Policy to delete the words "and December" from Sections 3.2(b) and 3.3 (b), to enable meetings in December.	
Third Amendment	
Notice to Council:	XXX
Approval:	XXX

Description: Amended Policy to remove the Hantsport and Windsor Area Advisory Committee, change the membership of Planning Advisory / Heritage Advisory Committee, and change the definition of "Municipality" within the Appendices.

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1. General

1.1. This Policy will be known and cited as the "Meeting and Committee Procedural Policy".

1.2. The purpose of this Procedural Policy is to:
- a) provide direction to Council and Staff members on conducting Council and Committees of Council meetings. This Policy does not apply to boards, commissions and committees of which the Municipality may be a member, but which was not established solely by the Municipality;
- b) establish the Committee of the Whole as a Committee of Council; and
- c) establish various other Committees of Council.

1.3. In this Policy:
- a) "Act" means the Municipal Government Act, Stats. N.S. 1998, C. 18
- b) "Business day(s)" means a day which the administrative offices of the Municipality are open for business;
- c) "Chair" means the presiding officer of Council or a Committee of Council;
- d) "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Municipality;
- e) "Clerk" means the Clerk of the Municipality;
- f) "Closed Meeting" means a meeting which is not open to the public and may be known as in-camera.
- g) "Committee of Council" means a committee formed pursuant to a resolution or policy of Council;
- h) "Council" means all Council members of the Municipality;
- i) "Councillor" means a Council member and includes the Mayor and Deputy Mayor unless the context indicates otherwise;
- j) "Majority" means more than one-half of those present
- k) "Meeting Package" means the package prepared for a meeting consisting of the agenda and associated agenda item material;
- l) "Motion" means the formal mode in which a Council member submits a proposed measure or resolve for the consideration and action of Council or Committee of Council;
- m) "Municipal or Municipality" means the West Hants Regional Municipality;

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n) "Pecuniary interest "means a situation where there is a reasonable likelihood or expectation of appreciable financial loss or gain to the person, or to other persons;
o) "Planning document" means a Municipal Planning Strategy, Land Use By-law, or Subdivision By-law;
p) "Question" means the subject matter of a motion; when the question is called, the motion is put to a vote without further debate;
q) "Quorum" means the majority of members required to hold a meeting.
r) "Resolution" means a formal expression of the opinion or the will of the Council or a Committee of Council adopted by vote, and is a result of an approved motion;
s) "Staff" means a person employed by the Municipality;
t) "Two-thirds vote" means a vote where at least two-thirds of the members present and entitled to vote at the meeting vote in favor of the motion.

2. Mandate of Council and Committee of the Whole

2.1. The mandate of Council is:

a) to exercise the powers of the Municipality as set out in the *Act* through the approval of motions, policies and by-laws;
b) to provide strategic planning for the Municipality with the goals:
   i. to provide good government;
   ii. to provide services, facilities and other things that in the opinion of Council are necessary or desirable for all parts of the Municipality;
   iii. to develop and maintain safe and viable communities;
   iv. to work with other municipal units for the best interests of the Municipality within the province;
   v. to provide active programs of training and upgrading of staff and Council; and
   vi. such other goals as from time to time are determined;
c) to conduct the official business of the Municipality;
d) to carry out any statutory public hearings as required by the *Act* and other legislation;
e) to provide strategic direction to the CAO through resolutions, policies and by-laws.

2.2. The mandate of the Committee of the Whole is:

a) to discuss, consider, advise and make recommendation to Council for approval concerning the affairs of the Municipality in advance of Council making decisions or taking actions on such matters, except where

Council has determined that consideration by Committee of the Whole is unnecessary or inadvisable, and except that the following matters will normally be dealt with by Council without having to be forwarded to the Committee of the Whole for its recommendations:

i. first and second readings of a by-law enactment, amendment or repeal; and
ii. matters which are the subject of statutory hearing of Council;

b) to carry out the duties and responsibilities of Council set forth in Part XV Dangerous and Unsightly Premises of the *Act*;
c) to carry out the duties of the Regional Emergency Management Advisory Committee as set forth the Regional Emergency Management By-law of the Municipality;
d) to take such steps not inconsistent with this Policy that the Committee of the Whole reasonably deems necessary to carry out this mandate;
e) except for an Order under the Act for Dangerous and Unsightly Premises and specific tasks or matters assigned by Council from time to time to the Committee, all resolutions of the Committee of the Whole will be recommendations to Council for Council's approval.

3. Time, Place, Date and Notice of Meetings

3.1. All meetings of Council and Committees of Council will be public meetings, except as provided for under Sections 22 (2) and 203(1) of the Act and Section 14 of this Policy.

3.2. Unless otherwise specified pursuant to Section 3.5 of this Policy a regular meeting of the Committee of the Whole will be held:
a) at the location set by the Committee of the Whole,
b) on the second Tuesday of each month, except for August,
c) commencing at 6:00 p.m. unless otherwise directed by Council.

3.3. Unless otherwise specified pursuant to Section 3.5 of this Policy, a regular meeting of Council will be held:
a) at the location set by Council,
b) on the fourth Tuesday of each month except for August,
c) commencing at 6:00 p.m. unless otherwise directed by Council.

3.4. Unless otherwise specified pursuant to Section 3.5 of this Policy, regular meetings of other Committees of Council will be determined in the Administrative Terms of Reference for the Committee.

3.5. Meetings may be rescheduled, relocated or cancelled:

a) by resolution or consensus, including a contingent resolution or consensus of Council or a Committee of Council at a previous meeting three (3) or more business days in advance of the meeting;
b) at the request of majority of the members of Council or Committee of Council;
c) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to inclement weather or unforeseen circumstances provided the Mayor, Deputy Mayor, or Chair believes the majority of members would support such a step.

3.6. Additional or special meetings of Council or a Committee of Council may be convened:

a) by resolution or consensus, including contingent resolution or consensus of Council or Committee of Council at a meeting three (3) or more business days in advance of the additional or special meeting;
b) at the request of the Chair;
c) at the request of the majority of members;
d) by the CAO or designate on behalf of the Mayor, Deputy Mayor or Chair, due to unforeseen circumstances, provided the Mayor, Deputy Mayor or Chair believes that the majority of members would support such a step; or
e) where the Mayor determines there is an emergency, Council may meet without notice or with such notice as is possible in the circumstances.

3.7. Notice to Councillors and the Public of meetings:

a) subject to any statutory relaxation of the notice requirements, at least three (3) business days' notice to Councillors will be provided for additional or special meetings by telephone, the email address provided by the Municipality or other email address, fax number or messaging service;
b) subject to any statutory relaxation of the notice requirements, at least two (2) business days' notice to the public will be provided for additional or special meetings by posting a notice of the meeting on the Municipal website and social media pages;
c) Councillors and the public will be deemed to have received any notice within one (1) day of being notified pursuant to this section;
d) meeting notice need not be provided of:
    i. regular meetings held pursuant to Sections 3.2 and 3.3 of this Policy;

ii. regular meetings of a Committee of Council whose regular meeting date is contained in a policy or by-law of Council or posted on the Municipal website; or

iii. meetings held pursuant to Sections 3.5 (a) and Section 3.6 (a) of this Policy;

e) notice of meeting cancellations will be provided to Council and the public as soon as possible in the same manner;

3.8. In accordance with Section 19 (7)(a)(b) of the Act no meeting of Council or Committee of Council is illegal or invalid by failure to give notice or by meeting elsewhere than provided in this Policy or the notice of meeting.

3.9. Within thirty (30) days following the first meeting of Council after an election or by-election each Councillor will provide the Clerk the following:

a) a telephone number with answering machine/voicemail which the Councillor has and will maintain and will check at least once per day;

b) the unique email address provided by the Municipality, where all municipal notices and correspondence will be forwarded and which the Councillor will check at least once per day;

c) any other email address, fax number, or messaging service which the Councillor has and will maintain and will check at least once per day.

4. Communications

4.1. The Mayor is the official spokesperson of Council and the CAO is the official spokesperson of staff.

4.2. Council communication to the public is:

a) through the Mayor, as the official spokesperson for the Municipality regarding decisions approved by Council unless another Councillor is designated;

b) through Councillors as chief spokespersons for explaining policies, priorities and decisions; and

c) through Committee Chairs as chief spokesperson for matters dealt with under the authority of their committee, unless another Councillor is designated;

d) media interview requests will be referred to the Mayor or the CAO to determine who is the most appropriate spokesperson for the interview.

4.3. Council communication to staff is:

a) through a resolution of Council or Committee of Council for advice, information or recommendations on matters which require thoughtful

research and review. Staff will normally provide their response through a written information or recommendation report like that in Appendix A;

b) through resolutions from Council to the CAO.

4.4. Committees will communicate to Council:

a) through a written information or recommendation report by Chairs to Committee of the Whole like that found in Appendix A.

b) where all Councillors are members; may communicate using excerpts sheets of the motions being recommended to go straight to Council with the previous committee report (referred to in the excerpt), attached as a supporting document.

4.5. All Councillors are expected to provide a monthly report to Council stating the Municipal business they were involved in over the previous month, using the report form in Appendix A.

4.6. The CAO or designate may, on behalf of Council or Committee of Council, receive correspondence from the public and deliver a copy of the correspondence to all Councillors within a reasonable time provided:

a) the correspondence is directed to a Councillor or Committee of Council member;

b) is in writing and received by mail or email;

c) is legible;

d) is not libelous, irrelevant, offensive or improper; and

e) is signed by the writer's name.

5. Meeting Attendance and Quorum

5.1. Councillors are expected to attend all meetings of Council and Committees of Council to which they are appointed.

5.2. Subject to changes of the Act Section 17 (4), Councillors who without leave of Council are absent from three (3) consecutive regular meetings of Council ceases to be qualified to serve as a Councillor.

5.3. Councillors who without leave of a Committee of Council and are absent from three (3) consecutive regular meetings of a Committee of Council to which they are appointed, may be removed from the Committee. This also applies to resident members appointed to a Committee of Council.

5.4. Council or a Committee of Council will not refuse the leave of a Councillor if such leave is due to employment issues, illness, other Municipal business, or an unforeseen event needing immediate attention.

5.5. Sections 5.1, 5.2 and 5.3 do not apply to Councillors on a parental accommodation leave of absence in accordance with Section 17 (4A) of the Act.

5.6. Quorum for meetings of Council and Committee of the Whole will be the majority of elected Councillors, or seven (7) Councillors.

5.7. Quorum of other Committees of Council will be the majority of the voting members unless otherwise stated in a policy or by-law of Council or administrative terms of reference.

5.8. Councillors or resident members of Committees of Council may participate in meetings by electronic means such as teleconference or video conference and will be considered present for purposes of quorum and voting, provided:

a) the Councillor or resident members physically present at the meeting location are at minimum one less than quorum;
b) a maximum of two Councillors, resident members or combination may use electronic means during a meeting at one time;
c) the Chair will be physically present at the meeting location;
d) the Councillor or resident member notifies the Chair and appropriate staff at least 24-hours in advance of their intent to use electronic means, to ensure provision of the electronic means at the meeting location;
e) it is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;
f) if used during a closed meeting, the member will ensure confidentiality is maintained at all times;
g) no Councillor or resident member will participate by electronic means in more than four (4) meetings of any kind per year;
h) the Councillor or resident member does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;
i) the Chair will ensure those participating by electronic means have an opportunity to verbally declare any conflicts of interest;
j) the Councillor or resident member will notify the Chair of their intended departure (either temporary or permanent) from the meeting before leaving the meeting;

k) the Councillor or resident member will be marked as absent if electronic connection is not made or if it is lost and is unable to be reconnected.

5.9. All Councillors or resident members of Committees of Council may participate by electronic means as described in 5.8 during a local and/or world-wide crisis. This would not count towards the four (4) electronic meetings per year as identified in 5.8(g).

5.10. If a quorum is not present fifteen (15) minutes following the scheduled start time of a meeting and it is not reasonable that quorum will be present within a reasonable time, the meeting will be deemed cancelled and a record of the cancellation along with the names of the members present will be recorded in the minutes.

5.11. Where there is a permanent vacancy on Council or a Committee of Council, Councillors may make a decision if a quorum is present at the meeting.

5.12. If the number of Council members is reduced to below the number required for a quorum due to vacancies in Council, Council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property, for make any other decision that has an effect after or for a term extending beyond the date of the election to fill a vacancy on Council

6. Election Process for Deputy Mayor, Chair or Vice-Chair

6.1. At the first meeting of Council after an ordinary election, all Councillors will be sworn in and the Deputy Mayor will be elected as follows:

a) the Mayor will call the meeting to order and call for nominations for the position of Deputy Mayor three times;
b) Councillors may nominate a fellow Councillor for the position of Deputy Mayor, but may not nominate themselves; nominations do not have to be seconded;
c) after the third and final call for nominations, the Mayor will declare nominations closed;
d) the Mayor will ask each nominee if they accept the nomination for Deputy Mayor;
e) if only one Councillor was nominated and accepted the nomination, that Councillor is declared the Deputy Mayor;
f) if there is more than one nominee, the Mayor will provide each of the nominees an opportunity to speak and Councillors will elect the Deputy Mayor by secret ballot;

g) two volunteers are asked to be scrutineers, one of which must be a staff member. Ballots are distributed to Councillors, votes will be cast, then the scrutineers will collect and count the ballots;
h) the scrutineers announce the overall result of the election (not the number of votes for each Councillor). The Deputy Mayor is determined by majority of the number of Councillors present;
i) if there is not a winner by majority and there are three (3) or more nominees, another vote will occur by dropping the nominee with the lowest votes and voting again until only two (2) nominees remain. If there is not a winner by majority and there are only two (2) nominees, the Deputy Mayor will be determined by a draw by the Clerk or designated staff member.
j) once the Deputy Mayor has been declared elected, a motion will be made to destroy the ballots.

6.2. The term of office for the Deputy Mayor will be two (2) years; the very first term being April 1, 2020 - October 31, 2022 and the nomination process be held again for a term of November 2022 – October 2024, at which time it will re-align with municipal elections in Nova Scotia

6.3. The election of a Chair for a Committee of Council will be completed in a similar manner to the election of the Deputy Mayor except that a staff member will perform the duties of the Chair until the Chair of the Committee of Council is elected. Nominees for Chair will be given an opportunity to speak to the members of the Committee of Council before the vote is held.

6.4. Once a Chair of a Committee of Council is elected, they may perform the election in the same manner for a Vice-Chair.

6.5. The term of office for a Chair or Vice Chair will be two years unless otherwise stated in a policy of Council or administrative terms of reference.

7. Meeting Agendas and Packages

7.1. At Council meetings, unless a majority consents to a different order for that meeting, business will be conducted in the following order:
a) Call to Order
b) Attendance
c) Approval of Agenda, including additions or deletions
d) Declaration(s) of Conflict of Interest
e) Announcements

f) Approval of previous meeting's minutes
g) Public Hearings
h) Unfinished Business/Postponed Motions
i) Mayor's Report
j) Committees of Council Recommendations
k) Councillor Municipal Business Reports
l) Correspondence
m) New Business
n) In-Camera
o) Next Meeting Date / Adjournment

7.2. At Committee of the Whole, unless a majority consents to a different order for that meeting, business will be conducted in the following order:

a) Call to Order
b) Attendance
c) Approval of Agenda, including additions and deletions
d) Declaration(s) of Conflict of Interest
e) Announcements
f) Approval of the Minutes
g) Presentations
h) Unfinished Business/Postponed Motions
i) Reports
j) Correspondence
k) New Business
l) Public Participation Period
m) In-Camera
n) Next Meeting Date / Adjournment

7.3. Agendas of other Committees of Council and Public Hearings will be determined as needed or detailed in the Committee's Administrative terms of reference.

7.4. All topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon ten (10) business days before a regular scheduled meeting. Councillors will be required to submit a "Report Form" (Appendix A) to be included in the agenda package.

7.5. All agendas will be approved by the Mayor or Chair of the Committee of Council and the CAO or designate.

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7.6. All agenda items should have an associated report, excerpt sheet, and/or other material outlining the purpose and background of the agenda item put together in one PDF document.

7.7. Meeting packages will be provided to Councillors and resident members of Committees of Council by 12:00 noon at least three (3) business days before the meeting by internal communication systems or email.

7.8. Meeting packages will be provided to the public by 4:00 pm two (2) business days before a meeting by posting the meeting package to the Municipal website.

7.9. Meeting packages for a special meeting of Council or a Committee of Council will be provided to Councillors, resident members and the public in accordance with Sections 7.7 and 7.8 should time permit, or by 12:00 noon one (1) business day before the special meeting.

7.10. If an agenda item's associated material is not distributed in the meeting package it will be distributed electronically or by hard copy during or after the meeting.

7.11. Late additions to the agenda will be accepted for consideration until 12:00 noon two (2) business days before the meeting. No late additions will be accepted for special meetings.

7.12. Agenda items may also be added at the meeting if it is time sensitive or concerning a matter where life, property or the environment is at immediate risk and cannot be dealt with at a later meeting. All meeting package material for these items will be distributed electronically or by hard copy during or after the meeting.

7.13. For instances when a requested agenda item may be outside the jurisdiction of the Municipality, require more research, or should be dealt with in a different forum or meeting, the Mayor or Chair will have the authority to delete, defer, or refer the agenda item. The Mayor or Chair will advise the person requesting the agenda item of the action taken.

7.14. All material in a meeting package which is posted on the Municipal website will be deemed received at the time of agenda approval during the meeting. All material not publicly posted that is read or visually presented during the

meeting will be deemed received and amended to the posted meeting package posted on the Municipal website

7.15. Once an agenda item has been dealt with it should not be put on the agenda again for at least six (6) months unless there is a follow up report on actions taken, or a proper motion is made to reconsider, rescind or amend something previously adopted.

8. Council and Committee Chair Duties

8.1. The Chair of Council and Committee of the Whole will be the Mayor except:

a) in the absence of the Mayor, the Deputy Mayor will be the Chair
b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting.

8.2. The Chair of a Committee of Council will be the Councillor or resident member elected and, in their absence, the Vice-Chair elected.

8.3. It will be the duty of the Chair to:

a) open the meeting by taking the chair and calling the members to order and announcing the business before Council or the Committee of Council;
b) ask members to declare any Conflicts of Interest;
c) receive and put to a vote all motions presented and announce the results;
d) decline to put to a vote a motion which infringes upon rules of procedure established by this Policy;
e) restrain Councillors when engaged in debate, within the rules of conduct established by this Policy or Robert's Rules of Order;
f) protect the rights of those attending the meeting and enforce the rules of order; preserve order, and decide on point of order;
g) call by name any Councillor or resident member persisting in a breach of this Policy, and thereby ordering them to vacate the meeting room;
h) permit the CAO to speak on any point upon request;
i) permit staff and invited guests to speak when appropriate on the agenda and at the request of Councillors and/or CAO;
j) permit proper questions to be asked through the Chair of any Councillor, CAO, staff member, or invited guest in attendance relevant to the issue under discussion in order to provide information to assist debate;
k) declare a meeting dissolved if no quorum has been achieved;

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l) adjourn to another place and/or time without ending the meeting with the consent of Council;
m) adjourn the meeting when the business is concluded and a motion to adjourn has been approved by the majority vote; or
   i. adjourn the meeting when an adjournment time has been set and approved by majority vote or consensus, when the time has been reached except when it is extended by unanimous consent; or
   ii. adjourn the meeting at the Chair's sole discretion due to inclement weather conditions to a time and date set by the Chair.

9. Minutes and Recordings

9.1. Written minutes of Council and all Committee of Council meetings, including in-camera meetings, will be kept providing a permanent and historical record of the Municipality's business. When required, these minutes may be recognized in court as evidence of decisions made and actions taken.

9.2. Written minutes kept will:
a) record the names of the members or participants and the time when any member joins or leaves a meeting which is in progress;
b) contain all motions and decisions by consensus and will record the outcome of each vote;
c) record the names of all Councillors or resident members who voted "Nay" to a motion put to a vote;
d) summarize key points of a discussion and mention reports, petitions, correspondence, presentations and other papers submitted only by their respective title, or a brief description of the content;
e) be clear, accurate, concise, and formatted to be readable;
f) be written in past-tense;
g) flow logically in accordance with the agenda, even if the meeting itself had been fragmented and confusing.

9.3. To assist with accurate composition of draft minutes, public meetings of Council or Committees of Council will be recorded using audio recording equipment. Once minutes are approved, the audio recording will be kept for at least seven (7) years after which it may be destroyed in accordance with the Records Management Policy of the Municipality.

9.4. Draft minutes of Council and Committee of the Whole will be reviewed by the Clerk and CAO.

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9.5. Draft minutes of other Committees of Council will be reviewed in accordance with the Committee of Council's Administrative Terms of Reference.

9.6. Minutes of all meetings will be posted in draft electronic form on the Municipality's website for the public and to the internal communication system for Councillors and staff for information.

9.7. The minutes of the last preceding regular meeting and subsequent special meetings will be reviewed at the next meeting of Council or Committee of Council and after all necessary corrections and amendments have been noted, be approved and signed by the Mayor or Chair.

9.8. To correct the minutes at the time of approval, the word or words will be crossed out and the corrections written in and initialed before being signed by the Chair. The digital form of the minutes posted to the Municipality's website and internal communication system will be changed accordingly in red font and a footnote of the changes will be added to the electronic minutes stating "Amended".

9.9. The press will be allowed to only use audio recording equipment during public meetings.

9.10. A request for copies of the audio recordings of public meetings may be submitted in writing or electronic mail to the Clerk of the Municipality and will be provided, if available, for a prescribed fee.

9.11. Council and Committees of Council may choose to live-stream video on the internet of any or all meetings, with no obligation to live-stream video of a meeting. There will be no audience participation using the live-streamed video, but residents may leave messages; however, staff will be unable to address said messages.

9.12. Except for Section 9.3, 9.9 and 9.11 of this Policy, audio and video recordings and the taking of photos by any device will not be allowed during meetings except by permission of the Chair.

10. Meeting Decorum and Rules of Debate

10.1. Robert's Rules of Order will govern the proceedings of Council and Committees of Council in all cases not provided for in this Policy or an Administrative Terms of Reference.

10.2. Members of the public present in the meeting room will maintain order and quiet and will not address the Council or Committee of Council except with permission of the Chair.

10.3. All cellular phones and electronic devices which emits a sound will be set to silent or turned off during a meeting, with the exception of equipment required for specific use related to the matter (i.e. issued tablets that would contain the agenda and related documents).

10.4. No one may bring any sign, poster, placard, banner or other like device into a meeting place without the prior permission of the Chair, subject to an objection by a majority of the members of Council or Committee of Council present.

10.5. All Councillors, resident members, or other persons presenting to Council or a Committee of Council will not:

a) speak disrespectfully of any person;
b) use offensive language
c) speak on any subject other than the subject for which they received approval to speak;
d) disobey any decision of the Chair;
e) enter a cross debate with another member; or
f) willfully distract the member speaking, unless it is regarding a point of order or to raise a question of privilege.

10.6. A Council or a Committee of Council member or other persons may speak to a subject or motion at a meeting only if that member first addresses the Chair.

10.7. The Chair may ask questions and speak on a matter in the same manner as all Council or Committee of Council members without leaving the seat of the Chair.

10.8. Every Council or Committee of Council member or other person, prior to speaking on any question or motion, will signal their desire to speak by raising their hand or other acceptable manner and wait to be recognized by the Chair. When two or more members signal to speak, the Chair will designate who has the floor based on the opinion of the Chair as to who signaled first.

10.9. No Council or Committee of Council member or other person will speak more than twice (and the second time only to raise new information), for a maximum of five (5) minutes each time, without permission of Council on any motion except to explain misconception of his remarks. When a member wishes to explain a misconception, the member will signal to the Chair and ask permission of the Chair, without further comment, and if permitted by the Chair, will explain only an actual misunderstanding of language.

10.10. A Council or Committee of Council member may request the motion under consideration be read at any time during debate but may not interrupt while another member is speaking.

10.11. The mover of a motion will have the right to reply and sum up in closing the debate.

10.12. The Chair, after having called attention of Council or Committee of Council to the conduct of a member who persists in irrelevant or repetition of an argument during debate, may direct a member to discontinue speaking.

10.13. A Council or Committee of Council member, member of the public or other person willfully disregarding the meeting decorum or rules of debate or obstructing the business of the Council or Committee of Council meeting, may be ordered by majority vote of the members present, to leave the meeting, which for clarity means leaving the property of the meeting location.

10.14. Formal presentations will be made at any meeting of Council or Committee of Council meeting, with no individual presentation exceeding fifteen (15) minutes plus a period for questions. For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of three (3) formal presentations at any one meeting.

10.15. When a report, by-law, petition or other document is read or received, including those deemed received upon approval of the agenda, the Clerk or appropriate staff member will endorse upon it:

a) a note of the reading;
b) the date;
c) the way it was dealt with.

10.16. A meeting of Council or a Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. If

the meeting agenda is not completed as of 10:00 pm, the members may vote to adjourn to another date and time to complete the meeting.

11. Conflict of Interest

11.1. In accordance with the Municipal Conflict of Interest Act each Councillor and resident member must self-identify and disclose any pecuniary interest in any item before Council, Committee of Council or external committee or board.

11.2. Where a Councillor or resident member, either on their own behalf or while acting for, by or with and/or through, another person has any pecuniary interest, direct or indirect on a subject they will:

a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature there of;
b) leave their seat and sit in the gallery or exit the meeting room for the duration of the discussions pertaining to the matter;
c) not take part in the discussion of or vote on any question with respect to the matter;
d) not in any way before, during and/or after the meeting influence the voting on any question pertaining to the matter.

11.3. If the meeting is a closed meeting, in addition to complying with the requirements in Section 11.2, the Councillor or resident member will leave the meeting place for the part of the meeting during which the matter is under consideration.

11.4. Where the interest of a member has not been disclosed by reason of their absence from the particular meeting, the member will disclose the interest and otherwise comply at the next meeting they attend of Council, Committee of Council or external committee or board where the matter was discussed.

11.5. The Clerk or responsible staff member will record the name of the member, the meeting, the time they left their seat and returned, and the nature of the conflict of interest in the minutes of the meeting and a central registry of disclosure.

12. Motions and Voting

12.1. The types of motions which may be made at a Council or Committee of Council meeting are:

a) Main motions – reflects the proposed decision or action to be taken regarding a subject;

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b) Subsidiary motions – facilitates or modifies the main motion;
c) Incidental motions – relates to a question of procedure regarding a main motion;
d) Privileged Motions – a motion which does not relate to the main motion but takes immediate priority.

12.2. The following are common but not all Subsidiary motions:
a) Postpone indefinitely – if approved this motion stops the main motion without a vote;
b) Amend – changes something within the main motion;
c) Postpone definitely – sets the main motion aside until a specified time;
d) Refer – sends the main motion to a specific committee or staff for further investigation and report back;
e) Limit or extend debate – shortens or lengthens the time for debate;
f) Previous Question – closes debate and brings the main motion to a vote;
g) Lay on the Table – puts the main motion aside temporarily for more urgent business and is taken up after the urgent business is dealt with.

12.3. The following are common but not all incidental motions:
a) Point of Order – asked the Chair to enforce the rules; more details in Section 13;
b) Appeal – takes the decision of the Chair away and gives it to members of Council or Committee of Council;
c) Suspend the rules – allow Council or Committee of Council to do something it normally cannot do without breaking the rules;
d) Objection to consideration of the question – avoids the main motion if Council or Committee of Council thinks the motion should never have been made or is outside the its mandate;
e) Division of a question – separate parts of a main motion into separate motions that can stand on their own for consideration.

12.4. The following are common but not all privilege motions:
a) Raising a question of privilege – is an emergency motion which deals with the rights and privileges of members;
b) Recess – provides a short break in the meeting;
c) Fix the time to adjourn – sets a time to adjourn the meeting;
d) Adjourn – closes the meeting.

12.5. All business before Council or Committee of Council for consideration will be made in the form of main motions which proposes specific action be taken.

12.6. All main motions will be provided to the Chair or Clerk in writing before being debated.

12.7. A motion must be seconded, and when requested read by the Chair or Clerk, before it is debated; except a motion raising a question of privilege or point of order.

12.8. Council or a Committee of Council may have informal discussions on a subject prior to making a main motion for consideration.

12.9. A motion may at any time after it is seconded and before the Council or Committee of Council has voted on it, be withdrawn or modified by the mover with consent of Council or Committee of Council.

12.10. When any main motion is being considered, the only motions in order will be:
a) to amend;
b) to refer;
c) to postpone either definitely or indefinitely; or
d) to limit or extend debate;
e) the previous question.

12.11. Amendments will be put in the reverse order of which they are made. Only one amendment will be allowed at a time and one sub-amendment will be allowed to an amendment. Every amendment submitted will be decided on or withdrawn before the main question is put to a vote.

12.12. A motion to adjourn will always be in order except in the following cases:
a) when a Council or Committee of Council member is in possession of the floor;
b) when the "yeas" and "nays" are being called;
c) while the Council or Committee of Council members are voting; or
d) when the motion to adjourn was the last preceding motion.

12.13. The following motions will be decided without debate:
a) a motion to reconsider;
b) all motions as to priority of business or as the suspension of the order of the day;
c) applications to speak more than the prescribed number of times;
d) a motion to allow any person other than a Council member to address the Council;

e) a motion to postpone definitely;
f) a motion to lay on the table when claiming a privilege over another person; and
g) a motion to adjourn.

12.14. Before putting the motion to a vote, the Chair will ask "Are you ready for the question" and if no member offers to speak on the motion or they make a motion for the Previous Question, the Chair will put the question, after which no member will be permitted to speak upon it.

12.15. The usual form of voting on any motion will be by the Chair calling for "yeas" and "nays", and members indicating their choice by show of hands or, if provided, by electronic means; but any Council or Committee of Council member, before or after the vote can call for, a recorded vote with each members vote entered into the minutes.

12.16. No motion committing the Municipality to the expenditure of funds will be accepted by the Chair for the consideration of Council, unless there is unanimous consent of Council members present, except for matters arising from correspondence, Committee of Council or other reports, agenda items, notices of motions or other material circulated to Council members on or before the day before the meeting, and except for matters arising from a closed meeting.

12.17. A majority vote of those present will determine all questions arising in Council and a Committee of Council, except motions to approve a planning document and those requiring a two-thirds (2/3) vote.

12.18. The adoption of planning documents or amendment thereof by Council at Second Reading requires a majority vote of number of Council members elected, regardless of number present to achieve quorum. And only those members present during a public hearing are permitted to vote on the matter at which a public hearing was held.

12.19. The following motions require a two-thirds vote:
a) to suspend the rules;
b) to limit or extend debate;
c) to amend or rescind something previously adopted;
d) to object to the consideration of the question; or
e) to close nominations.

12.20. Subject to the *Municipal Conflict of Interest Act*, all Council or Committee of Council members present including the Chair will vote on a motion and may not abstain.

12.21. A member of Council or Committee of Council who fails or refuses to vote on a motion is deemed to have voted in the positive.

12.22. In the event of a tie in a vote on a motion, the motion is determined in the negative.

12.23. Any notice of motion given by a Council or Committee of Council member for a subsequent meeting may, in the absence of the member giving such notice, be taken up by another member.

12.24. The following motions may bring a motion for consideration again:

a) Take from the table – takes up the motion previously laid on the table;
b) Rescind – takes back a motion or policy; for a by-law this is called a repeal, a notice to rescind must be given at a previous meeting;
c) Amend something previously adopted – modifies a motion previously presented and adopted;
d) Discharge a committee – takes a matter sent to a committee back before a report has been presented;
e) Reconsider – allows reconsideration due to new information or situation so the true will of the members is acted on.

12.25. No motion can be reconsidered if the actions cannot be undone.

12.26. After any main motion has been decided, any Council or Committee of Council member who voted on the winning side may, after the decision has been announced from the Chair, but before adjournment of the meeting may give notice of an intention to move reconsideration at the next meeting. The giving of such a notice operates as a stay or suspension of the decision.

12.27. In the event that Council or a Committee of Council member fails to give notice of reconsideration at the same meeting, the member will give notice in writing to the Clerk least 14 days prior to the next meeting but not thereafter, of Notice of Motion to reconsider the motion of a previous meeting, stating the reasons therefore, and if the motion for reconsideration is seconded, the same will be put to a vote after debate (unless it is an undebatable motion) and if carried, the question for reconsideration will then be read and disposed of.

12.28. No discussion of the main question will be allowed during the motion for reconsideration.

12.29. The following matters are not eligible for reconsideration:

a) a motion approving the first or second reading of a by-law enactment, amendment or repeal;
b) a motion to decide on a matter which was the subject of a statutory hearing by Council;
c) a motion which is or was considered by the Committee of the Whole or the Planning Advisory Committee in substantially the same form in which it is being or will be considered by Council, irrespective of whether Council has adopted or rejected or may adopt or reject, the recommendation;
d) a matter which has already been reconsidered once;
e) a vote to reconsider; and
f) a motion to reconsider or rescind a motion approving the annual budget of the Municipality or a motion authorizing any legal proceedings.

12.30. Any rule concerning motions and voting may be suspended for a specific matter with a motion, passed by two-thirds (2/3) vote of Council or Committee of Council members present, stating the specific rule to suspend and the matter for which it is suspended.

12.31. A summary of the rules for common motions can be found in Appendix B.

13. Points of Order (also refer to Code of Conduct Policy)

13.1. A point of order asks the Chair to rule on or enforce the rules if a Council or Committee of Council member thinks the rules of this Policy have been broken.

13.2. A point of order does not need to be seconded but must specify which rule is being broken and must be decided upon before the subject under consideration is proceeded with.

13.3. When a Council or Committee of Council member is called to order, the member will be seated and remain silent until the point is determined or until called upon by the Chair to be heard on the point of order.

13.4. A point of order is not debatable amongst other Council or Committee of Council members, unless the Chair invites discussion to assist in making a

ruling. Where the Chair permits discussion on a point of order, no member will speak more than once.

13.5. Decisions of the Chair on points of order or procedure, including an order expelling and excluding a person from the meeting room pursuant to Sections 13.6 and 13.8, are not debatable but are appealable to Council or Committee of Council by any member. When an appeal is made of the decision of the Chair, the Chair will simply put the question, "Will the decision of the Chair be sustained?"

13.6. If a Council or Committee of Council member resists:

a) the rules contained in this Policy;
b) willfully obstructs the business of Council or the Committee of Council;
c) disobeys the decision of the Chair, or of Council or Committee of Council on appeal, on any question of order or practice or upon the interpretation of the rules after being called to order by the Chair; or otherwise disrupts the meeting proceedings;

the member may be ordered by the Chair to leave their seat.

13.7. If the Council or Committee of Council member refuses to leave the Council members seat, the Chair may, after majority vote is made to support the expulsion, order the member to be expelled and removed from the meeting room.

13.8. Such Council or Committee of Council member may, by vote of the members, later in the meeting or at a subsequent meeting be permitted to re-enter the meeting room and to resume participation in Council or Committee of Council business with or without conditions.

13.9. Persons who are not Council or Committee of Council members, staff, or invited guests of the Municipality will observe silence and order in the meeting room, unless given permission to speak. Any such persons disturbing the proceedings of Council or Committee of Council will be called to order by the Chair and, if they fail to comply, will be expelled and excluded from the meeting room by the Chair, provided that a majority vote will be required to sustain the expulsion.

13.10. Such members of the public, by vote of the members, later in the meeting or at a subsequent meeting, may be permitted to re-enter the Council Chambers with or without conditions.

13.11. An order of the Chair to expel a person from the meeting room pursuant to Sections 13.6 and 13.8 of this Policy constitutes a direction from the Municipality to leave the premises for the purpose of the Protection of Property Act and other applicable laws.

14. In-Camera Meetings

14.1. Notwithstanding Section 3.1, Council or a Committee of Council may meet in-camera as per Section 22(2) of the Act, for the following reasons:

a) acquisitions, sale, lease and security of municipal property;
b) setting minimum price to be accepted by the municipality at a tax sale;
c) personnel matters;
d) labour relations;
e) contract negotiations;
f) litigation or potential litigation;
g) legal advice eligible for solicitor-client privilege;
h) public security.

14.2. No decision will be made while in-camera except decisions on matters of procedure or to give direction to the CAO or Solicitor. All other decisions will be made during a public meeting.

14.3. The meeting decorum and rules of debate of Section 10 apply during an in-camera meeting.

14.4. A record which is open to the public will be made, noting the fact that Council or Committee of Council had met in-camera, the type of matter as set out in Section 22(2) of the Act, and the date, but no other information.

14.5. Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council.

14.6. An agenda and documentation for the in-camera meeting will be provided to Council or Committee of Council members only, in a manner similar to Section 7 of this Policy or may be handed out during the in-camera meeting. Such material will be deleted from the internal communication system or collected after the meeting.

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14.7. Minutes of the in-camera meeting will be taken by the Clerk, or other responsible staff member, and approved at the next in-camera meeting of Council or Committee of Council. Such minutes and meeting packages will be securely kept and will not be subject to mandatory public disclosure unless required for Municipal, legal purposes pursuant to other regulatory requirements, or released by motion of Council or the Committee of Council.

14.8. The Mayor, Deputy Mayor, Chair, Solicitor, CAO or designate, or Clerk will have authority to brief one another or any member of Council or Committee of Council who is absent from the closed session.

15. Setting Direction

15.1. To practice good governance and ensure that decisions are made in the best interest of the Municipality, businesses and residents; decisions should be assessed through the lenses of property, environment, economics, social and public opinion before recommending an action or making a decision. Appendix C has further details on the decision-making lenses.

15.2. Council may set direction and make decisions through resolutions, policies and by-laws. Committees of Council may make motions recommending a direction, policy, or by-law to Council.

15.3. The process to approve a resolution at a Council meeting does not require notice or public consultation. A motion becomes a resolution upon approval.

15.4. Approval of Policies:

a) The process for Council to approve a policy requires seven (7) days notice to all Council members but does not require public consultation. Notice may be given in one of the following manners:

i. Through a notice of motion regarding the policy at a Council meeting for approval at the next Council meeting, provided there are at least seven (7) days between meetings;

ii. Through a recommendation from Committee of the Whole to Council, provided there is at least seven (7) days between the meetings;

iii. Through a recommendation from Planning Advisory /Heritage Advisory Committee to Council, where such notice will be emailed to Councillors at least seven (7) days before the meeting.

15.5. Approval of By-laws and Planning Documents:

a) The process for Council to approve a by-law, other than a planning document, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 168 (2) of the Act.

b) The process for Council to approve a planning document or amendment there of, after the requirements of the public participation program for planning documents have been met, requires a First Reading at a Council meeting, a Public Hearing and a Second Reading at a subsequent Council meeting. A notice regarding the Public Hearing must be published in accordance with Section 206 of the Act.

c) Council will receive no new information regarding the by-law or planning matter once a public hearing is complete.

d) Only the Council members present at the Public Hearing may vote on the Second Reading of the by-law and planning document.

15.6. Public Hearings are separate meetings which are held immediately before the Council meeting at which the Second Reading of the by-law or planning document is held. The agenda for the Public Hearing will be similar to the following:

a) Overview of by-law or planning document to be approved – by staff
b) Owner or Developer Presentations (if applicable)
c) Written Submissions in Favour or Against
d) Questions or Comments from the Public in Favour or Against
e) Concluding Remarks

15.7. Council may reverse a resolution or policy through a motion to rescind or repeal in the same manner it was created. The process to reverse a by-law is to create a new by-law stating the repeal.

15.8. The resolution, policy or by-law to be rescinded or repealed:

a) will have been approved at a previous Council meeting, and
b) will not have been carried out to the extend that it is too late to undo for the future.

16. Receiving Public Input

16.1. Council and Committees of Council members may obtain public input and opinions from residents in the following manner:

a) speaking with a resident directly;

b) at public consultation and information meetings;
c) during Public Hearings;
d) through formal presentation during meetings, requests which have been received by staff may be placed on the meeting agenda and approved by the Chair, prior to the meeting;
e) during the allotted twenty (20) minutes of Public Participation on the Committee of the Whole Agenda. A member of the public may speak for a maximum of five (5) minutes each during this period;
f) through formal petitions and written applications to Council.

16.2. Petitions and applications to Council will be:
a) legibly written or printed on paper;
b) will have endorsed upon it the name, address and signature of one or more petitioners, applicants or required persons, and the substance of the matter contained in it.
c) be presented by a Council member or staff member who will inform Council of the contents and ask permission of Council for it to be read on behalf of petitioners;
d) Council may decide to hear a summary of a petition or written application in lieu of hearing the reading of the entire petition or written application.

17. Committees

17.1. The Council of the Municipality may establish Committees of Council for various matters.

17.2. Committees of Council are advisory in purpose and may only make recommendations to Council for final approval and action; unless otherwise enabled under this Policy or by Provincial Legislation.

17.3. In addition to the Committee of the Whole, the following Committees of Council are here by established and details of the establishment can be found in the respective appendix to this Policy:
a) Accessibility Advisory Committee – Appendix D
b) Audit Committee – Appendix E
c) Davidson Lake Watershed Committee - F
d) French Mill Brook Watershed Advisory Committee – Appendix G
e) Fences Arbitration Committee – Appendix H
f) Repealed
g) Repealed

h) Mill Lakes Watershed Advisory Committee – Appendix J
i) Planning Advisory/Heritage Advisory Committee – Appendix K
j) Municipal Climate Change Action Plan Committee – Appendix L
k) Diversity and Inclusion Committee – Appendix M

17.4. Council may also form Committees of Council as required under a by-law or agreement approved by Council.

17.5. Council may agree to participate in external boards and committees which are established by the Province, legal agreement or is of significant interest to the Municipality.

17.6. Council will not be bound by the by-laws or articles of incorporation adopted by an external committee or board providing for the appointment of a member to the committee or board.

17.7. Council agrees to participate in the following external boards and committees:
a) Annapolis Valley Regional Library Board
b) Hants County Residence for Senior Citizens Board
c) Landfill Liaison Committee
d) Region 6 Solid Waste Management Board
e) Valley Communication Fibre Network
f) Valley Regional Enterprise Network

17.8. Councillors are elected to various committees and boards every two (2) years, or as required by other legislation, policies or agreement, at the November Council meeting. For clarification, the first appointment after April 1, 2020 will be in November 2022. The number of Councillors to be elected:
a) for Committees of Council one (1) or more Councillors may be elected in accordance with the Committee structure set by Council;
b) for external boards and committees, one (1) Councillor and one (1) alternate Councillor may be elected.

17.9. The election of Councillors to various committees and boards will be conducted in similar manner as the election of Deputy Mayor in Section 6.

17.10. Councillors not elected to a Committee of Council or external committee or board will not be permitted to participate in the committee debate or the vote; but are authorized to make comments, presentations, and participate in the committee meeting, to the extent authorized by the Chair.

17.11. A Councillor ceases to be a member of a Committee of Council or external committee or board when they cease to be a Councillor or as per poor conduct as per the Code of Conduct Policy.

17.12. Council may appoint residents to serve on Committees of Council or to represent the Municipality on external board and committees.

17.13. All resident appointments will be advertised publicly with a request for those interested to submit a letter of interest and application for a committee. The letter of interest will be reviewed by the CAO or designate and staff who will then submit a recommendation to Council for appointment.

17.14. Committees of Council will be governed in accordance with this Policy, unless this Policy states that an alternate arrangement may be provided in the Administrative Terms of Reference of the Committee of Council.

17.15. Each member of a Committee of Council is to receive a copy of this Policy and the Committee of Council's Administrative Terms of Reference at the first duly called meeting of the Committee of Council after the regular election or appointment of members.

17.16. The Clerk will keep a record of all Councillor and resident appointments to Committees of Council and external committees and boards.

17.17. Councillors and resident members who sit on an external committee and board that has not been a result of an appointment by Council, will disclose the name of the external committee or board to the Clerk. The Clerk will keep a public record and will update the information in November of each year.

17.18. Council may by majority vote remove any Councillor or resident member of a Committee of Council or external committee or board who was elected or appointed by Council.

17.19. Council will fill any vacancy on a Committee of Council or external committee or board as soon as practicable after the vacancy occurs.

18. Conferences and Training

18.1. Up to six (6) Council members plus Mayor (and their spouses), and the CAO (or delegate) may attend the Spring conference held by the Nova Scotia Federation of Municipalities (NSFM). And, up to six (6) Council members plus

Mayor (and their spouses), and the CAO (or delegate) may attend the Fall conference held by the NSFM; however, will be based on opportunity. The schedule of attendance will be revisited annually to promote fairness.

18.2. Annually, Council will approve participation in a conference held by the Federation of Canadian Municipalities (FCM), including the number of Council and staff members to participate through the provision of funding during budget deliberations.

18.3. Councillors may attend and be reimbursed for other related training opportunities with prior approval of Council.

18.4. Remuneration for conferences and training will be in accordance with the Remuneration Policy.

18.5. There will be an annual budgeted amount for Committees of Council members to attend conferences relevant to the committee in which they are appointed. This may include up to one resident member per Committee of Council.

18.6. The CAO will be responsible for promoting conference and professional development opportunities and for devising a system ensuring overall fairness for the opportunity to attend.

19. Repeal

19.1. The following policies of the former Municipality of the District of West Hants are hereby repealed effective April 1, 2020:

a) The Council Procedural Policy, COGE-003.00, dated February 14, 2017 as amended to September 10, 2019;
b) Audit Committee Policy, COFN-007.00, dated May 8, 2018;
c) Policy Establishing Davidson Lake Watershed Advisory Committee, COPW-003.00, dated December 8, 2015 as amended to June 12, 2018;
d) Establishment of the Falmouth Watershed Advisory Committee Policy COPW-002.00, dated February 13, 2018 as amended to June 12, 2018;
e) Policy to Establish the Fences Arbitration Committee, COGE-008.00, dated June 12, 2018;
f) Policy Establishing West Hants Planning Advisory Committee, COPL-006.00, dated December 11, 2018; and
g) Policy Establishing the Hantsport Area Advisory Committee, COPL-005.00.

19.2. The following policies of the former Town of Windsor are hereby repealed effective April 1, 2020:

a) Meeting Attendance via Video/Virtual Policy dated September 26, 2017;
b) Appointment of Deputy Mayor Policy dated November 25, 2014; and
c) Audit Committee Policy dated November 28, 2017.

20. Related Legislation, Policies, Procedures

20.1. The following is a list of related legislation, policies and procedures:

a) Municipal Government Act
b) Municipal Conflict of Interest Act
c) Freedom of Information and Protection of Privacy Act
d) Protection of Property Act
e) Robert's Rules of Order

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APPENDIX A
Report Form

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: (Name of Committee)

Submitted by: _____
(Name and Title)

Date: (Date)

Subject: (Title or Subject of Report)

LEGISLATIVE AUTHORITY

(State where ability for consideration comes from if applicable)

RECOMMENDATION or DECISION REQUEST

(State the recommendation or decision request in the form of a motion, if not applicable because it is an Information Report or Councillor Activity Report, state so)

BACKGROUND

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

(Provide the Who, What, When, Where and Why. If a Councillor Activity Report check "Councillor Activity" and provide your update/info below in the "Discussion" section.)

DISCUSSION

(Provide new information about the subject, Councillor activity, strategic implications, desired outcome.)

NEXT STEPS

(State what will be done next if anything.)

FINANCIAL IMPLICATIONS

(Inform of any financial implications it may have on current or future budgets of the Municipality, or to residents, if anything.)

ALTERNATIVES

(State any option to the recommendation and implication of the options, if anything)

ATTACHMENTS

(List any attachment to the report, if anything.)

CHIEF ADMINISTRATIVE OFFICER REVIEW

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

Report Prepared by: _____
(Name and Title)

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)

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APPENDIX B

Rules of Common Motions

Privilege and Subsidiary motions are listed in the order of their precedence, with the highest ranking at the top. After the Chair states a motion, higher ranking motions are in order but not lower ranking motions, except to Amend and Previous Question can be applied to amendable and debateable motions of higher rank than themselves. Incidental Motions have no ranking order. These are the general rules relating to motions, special rules may apply in accordance with Roberts Rules of Order.

Type Of Motion	Motion in Order of Precedence	Seconded Needed?	Amendable?	Debatable?	Decided by?	Reconsider?	Interrupt?
Incidental Motions	Point of Order	No	No	No (unless Chair Permits)	Chair	No	Yes
	Appeal	Yes	No	Yes	Majority (Nays)	Yes	Yes (at time of ruling)
	Suspend the Rules	Yes	No	No	2/3	No	No
	Objection to the Consideration of the Question	No	No	No	2/3 (Nays)	Yes (Nays Only)	Yes (unless debate has begun)
	Division of the Question	Yes	Yes	No	Majority	No	No
Privilege Motions	Fixing the Time to Adjourn	Yes	Yes	No	Majority	Yes	No
	Adjourn	Yes	No	No	Majority	No	No
	Recess	Yes	Yes	No	Majority	No	No
	Raise a question of Privilege	No	No	No	Chair	No	Yes
Subsidiary Motion	Lay on the Table	Yes	No	No	Majority	No	No
	Previous Question	Yes	No	No	2/3	Yes	No
	Limit or Extend Debate	Yes	Yes	No	2/3	Yes	No
	Postpone to a Definite Time	Yes	Yes	Yes	Majority	Yes	No
	Refer	Yes	Yes	Yes	Majority	Yes	No
	Amend	Yes	Yes	Yes	Majority	Yes	No
	Postpone Indefinitely	Yes	No	Yes	Majority	Yes	No
Main	Original Motion	Yes	Yes	Yes	Majority	Yes	No

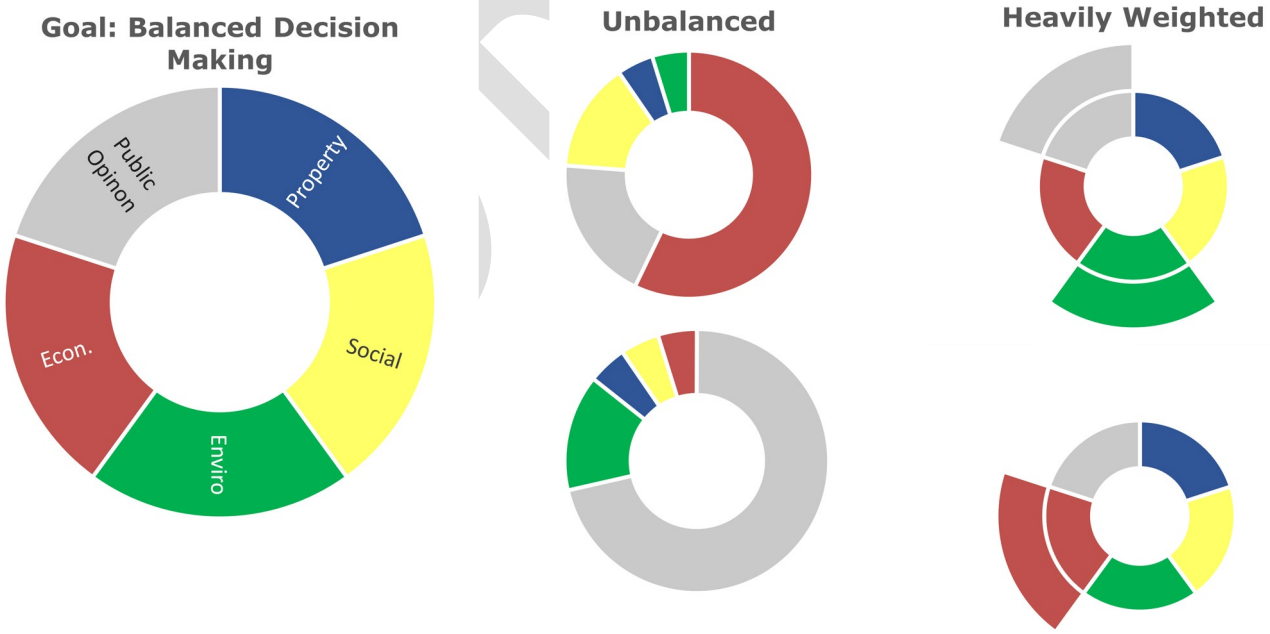
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APPENDIX C

Decision Making by Council and Committee of Council

Council and resident members should assess every issue presented through the lenses of property, environment, economics, social, and public opinion before making a decision or recommendation for action. Council and residents have the responsibility to research all lenses in order to make a balanced and respectful decision. Information on an issue can become heavily weighted around a single lens, leaving out other factors that will influence the community as a whole. Council and resident members strive to make recommendations that are balanced and unbiased, without emotion, which reflect all lenses, to protect the best interests of the Municipality and the people it serves.

- **Property:** "something at the disposal of a person, a group of persons, or the community or public". Examples: single use, shared use, noise, beautification, traffic, zoning, regulations
- **Environment:** "the air, water, minerals, organisms, and all other external factors surrounding and affecting a given organism at any time". Examples include regulatory requirements and land use.
- **Economic:** "pertaining to the production, distribution, and use of income, wealth, and commodities". Examples: cost savings or expense with decision, property taxation, spending in community, tourism, assessments, market impacts
- **Social:** "of or relating to human society". Examples: Acceptance, limited available or benefit, values
- **Public Opinion:** "the collective opinion of many people on some issue, problem, etc., especially as a guide to action, decision, or the like". Examples: feedback, communication, media, other municipal units
- **Other:** In some cases, other lenses may be required to fully understand an issue. Examples: chance of success, innovation.



APPENDIX D

Accessibility Advisory Committee

1. PURPOSE

1.1. The Accessibility Advisory Committee provides advice to Council on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in helping the West Regional Hants Municipality become a barrier-free community and ensuring obligations under "An Act Respecting Accessibility in Nova Scotia (2017)" are met.

2. SCOPE

2.1. This Policy is applicable to all members appointed to the Municipality's Accessibility Advisory Committee.

3. DEFINITIONS

3.1. In Appendix D,

a) "AAC" means the Accessibility Advisory Committee of the Municipality;
b) "Act" means the *Accessibility Act*;
c) "Barrier" means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice;
d) "Council" means the Council for the Municipality;
e) "Disability" includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability; that, in interaction with a barrier, hinders an individual's full and effective participation in society;
f) "Municipality" means the West Hants Regional Municipality.

4. COMMITTEE COMPOSITION

4.1. The AAC will consist of seven (7) members as follows:

- To a two-year term – One (1) members of Council
- To a two-year term – four (4) Resident members
- To a three-year term – two (2) Resident members.

4.2. Resident members will not be members of Council or employees of the Municipality.

4.3. At least one half of the members of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.

4.4. If a member vacates AAC for any reason at any time before that member's term would normally expire, Council will promptly appoint a new member to the Committee to hold office for the unexpired term.

4.5. The Chair and Vice-Chair will be appointed annually by the members of AAC.

5. MANDATE AND RESPONSIBILITIES

5.1. AAC has the following responsibilities:

a) Advise Council in the preparation, implementation and effectiveness of its accessibility plan. In accordance with the Act, the plan must include:

- A report on measures the Municipality has taken and intends to take to identify, remove and prevent barriers;
- Information on procedures the Municipality has in place to assess the following for their effect on accessibility for persons with disabilities:
  - i. Any of its proposed policies, programs, practices and services, and
  - ii. Any proposed enactments or bylaws it will be administering; and
    - Any other prescribed information.

b) Advise Council on the impact of the Municipality's policies, programs and services on persons with disabilities;

c) Review and monitor existing and proposed Municipal by-laws to promote full participation of persons with disabilities, in accordance with the Act;

d) Identify and advise on the accessibility of existing and proposed municipal services and facilities;

e) Advise and make recommendations about strategies designed to achieve the objectives of the Municipality's Accessibility Plan;

f) Receive and review information directed to it by Council and its committees, and to make recommendations as requested;

g) Monitor Federal and Provincial government directives and regulations; and,

h) Host community consultations related to accessibility in the Municipality.

6. ADMINISTRATION

6.1. AAC will meet no less than six times per year, or otherwise as required to fulfill the duties as outlined.

6.2. A quorum for AAC will be a majority, four (4) members.

6.3. The AAC may receive presentations from the public upon approval of the Chair.

6.4. The AAC may establish Working Groups to explore specific issues related to the accessibility plan and/or to other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

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APPENDIX E

Audit Committee

1. PURPOSE
   1.1. The primary purpose of the Audit Committee (the "Committee") is to provide advice to Council on all matters relating to audit and finance. The objective of the Committee is to:
      a) fulfil the requirements outlined in Section 44 of the *Municipal Government Act*; and
      b) assist Council in meeting its oversight responsibilities by ensuring the adequacy and effectiveness of financial report, risk management and internal controls.

2. SCOPE
   2.1. This Policy is applicable to all serving members Audit Committee.

3. DEFINITIONS
   3.1. In Appendix E,
      a) "Auditor" means the External Auditor conducting the audit of the Municipality;
      b) "CAO" means the Chief Administrative Officer for the Municipality;
      c) "Director of Finance" means the Director of Financial Services for the Municipality;
      d) "Municipality" means the West Hants Regional Municipality.

4. COMMITTEE COMPOSITION
   4.1. Council will annually appoint members to an Audit Committee.
   4.2. The Audit Committee will consist of five (5) members: the Mayor, two Council members, and two resident members who are not members of Council or Municipal Staff.
      a) Resident members should be sufficiently versed in financial matters to understand the Municipality's account practices and policies and the major judgements involved in preparing the financial statements.
      b) Where an audit committee does not include any resident members, the audit committee will continue to meet and perform its duties and may exercise its powers. The Municipality will advertise to recruit resident members at least once every six months until the requirement is met.
      c) The Mayor will chair the Audit Committee meetings, and in their absence, another appointed Council member will chair.
      d) The CAO and/or Director of Financial Services will provide staff support to the Committee. They are not voting members of the Committee.

e) The Council Renumeration Policy will be followed regarding any remuneration for the two resident members.
f) All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by CAO.

5. DUTIES AND RESPONSIBILITIES

5.1. Audit:

a) Review the qualifications, independence, quality of service, performance, and fees of the auditors and recommend the appointment of an auditor to Council.
b) Carry out the responsibilities of the Audit Committee contained in Section 44 of the *Municipal Government Act*, in consultation with Management.

5.2. Finance and Risk Management

a) Review with Management the quarterly financial updates and recommend to Council to be received.
b) Management will give a presentation on all financial policies used in the preparation of the external financial statements; at the first annually meeting of the year.
c) Review with Management the adequacy of internal controls.
d) Review with Management annually risk management practices including insurance coverage.

6. ADMINISTRATION

6.1. Meetings of the Audit Committee will be held at least quarterly. Additional meetings may be necessary to review items relating to the audit and will be called by the Chair.

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APPENDIX F

Davidson Lake Watershed Advisory Committee

1. PREAMBLE
   1.1. The Davidson Lake Watershed Advisory Committee was established in 2007 in response to the requirement of Nova Scotia Environment (NSE) to develop and prescribe regulations for the Protected Water Area, as well as a Source Water Protection Plan (SWPP). The SWPP was adopted by the former Hantsport Town Council on July 4, 2013. The draft Regulations were submitted to Nova Scotia Environment and at this time awaits Provincial review and approval.

2. DEFINITIONS
   2.1. In Appendix F,
      a) "Committee" means the Davidson Lake Watershed Advisory Committee;
      b) "Councillor" means an elected member of the Council of the Municipality;
      c) "Municipality" means the West Hants Regional Municipality.

3. PURPOSE
   3.1. The primary objective of the Davidson Lake Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other stakeholders to work cooperatively to maintain the water quality and quantity in the Davidson Lake Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.

   3.2. The mandate of the Davidson Lake Watershed Advisory Committee is to advise and make recommendations to Council concerning issues of the management and protection of the Davidson Lake Watershed.

4. ROLE OF THE DAVIDSON WATERSHED ADVISOTY COMMITTEE
   4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Davidson Lake Watershed.

   4.2. In addition, the Committee will:
      a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
      b) assist with revisions of the regulations for the Protected Water Area as required;
      c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;

d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
f) advise on forest matters and other land use issues;
g) develop Best Management Practices (BMP) for activities in the Davidson Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Davidson Watershed;
j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- One (1) Landowner Representative
- One (1) Councillor and one alternate
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative

5.2. The Landowner Representative must own land in the Davidson Lake Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be four (4) members; of which one (1) must be a Councillor.

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Davidson Lake Watershed Advisory Committee to Committee of the Whole.

6.3. The Committee will meet semi-annually. The Chair may call additional meetings as required.

6.4. Administrative services for the Committee will be provided by the Municipality.

6.5. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

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APPENDIX G

French Mill Brook Watershed Advisory Committee

1. PREAMBLE

1.1. In 1983, the area surrounding French Mill Brook, Hants County was designated as a Protected Water Area at the request of the former Municipality of the District of West Hants. Regulations were also enacted for the designated area to protect the water supply. The French Mill Brook Watershed Protected Area supplies potable water to the community of Falmouth and covers approximately 2814 acres of land (1139 hectares), according to the plan prepared in 1974.

1.2. The former Falmouth Watershed Advisory Committee was established in 1992 to manage the French Mill Brook Watershed through the involvement of all stakeholders, including landowners, municipal staff and government representatives.

2. DEFINITIONS

2.1. In Appendix G,

a) "Committee" means the Falmouth Watershed Advisory Committee;
b) "Councillor" means an elected member of the Council of the Municipality;
c) "Municipality" means the West Hants Regional Municipality.

3. PURPOSE

3.1. The primary objective of the French Mill Brook Watershed Committee is to provide a forum for the Landowners, the Municipality, and other stakeholders to work cooperatively to maintain the water quality and quantity in the French Mill Brook Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.

3.2. The mandate of the Committee is to advise and make recommendations to Council concerning issues of the management and protection of the French Mill Brook Watershed.

4. ROLE OF THE FRENCH MILL BROOK WATERSHED ADVISORY COMMITTEE

4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the French Mill Brook Watershed.

4.2. In addition, the Committee will:

a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;

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b) assist with revisions of the regulations for the Protected Water Area as required;
c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
f) advise on forest matters and other land use issues;
g) develop Best Management Practices (BMP) for activities in the French Mill Brook Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the French Mill Brook Watershed;
j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Three (3) Landowners Representatives
- One (1) Councillor and one (1) alternate
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Department of Lands and ForestryRepresentative
- One (1) Nova Scotia Transportation and Infrastructure Renewal Representative
- One (1) Nova Scotia Environment Representative

5.2. The Landowner Representatives must own land in the French Mill Brook Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be six (6) members; of which one (1) must be Councillor and two (2) Landowner Representatives.

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Falmouth Watershed Advisory Committee to the Committee of the Whole.

6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.

6.4. Administrative services for the Committee will be provided by the Municipality.

6.5. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

DRAFT

APPENDIX H

Fences Arbitration Committee

1. PURPOSE
   1.1. The purpose is to establish the Fences Arbitration Committee in accordance with the Fences and Detention of Stray Livestock Act.

2. DEFINITIONS
   2.1. In Appendix H,
   a) "Act" means the Fences and Detention of Stray Livestock Act, as amended from time to time;
   b) "Clerk" means the Municipal Clerk of the Municipality;
   c) "Committee" means the Fences Arbitration Committee of the Municipality;
   d) "Council" means the Council of the Municipality;
   e) "Livestock" means cattle, sheep, swine, goats, horses, ponies, mules, ratites, farmed deer and game farm animals and other livestock designated by the Minister;
   f) "Minister" means the Minister of Agriculture;
   g) "Municipality" means the West Hants Regional Municipality;
   h) "Non-livestock farm" means land upon which no livestock is maintained.
   i) "Owner" includes
      i. With respect to livestock, any person who has lawful custody of the livestock
      ii. With respect to a farm, the person occupying or operating a farm.

3. FORMATION OF THE FENCES ARBITRATION COMMITTEE
   3.1. The Committee will consist of two (2) members, of which one member is appointed by Council and one member of the Municipality appointed by the Nova Scotia Federation of Agriculture.

   3.2. The member appointed by Council will be the Chair of the Committee and may be an employee of the Municipality.

   3.3. Alternate members of the Committee may be appointed at the request of the member appointed by the Municipality or the Nova Scotia Federation of Agriculture.

   3.4. All members or alternates will be residents of the Municipality.

3.5. Non-Council members will be paid remuneration in accordance with the Council Remuneration Policy.

3.6. The Committee will meet on an as needed basis.

3.7. Two (2) members of the Committee will form a quorum.

3.8. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

4. DUTIES

4.1. The Committee will perform the duties as required by and in accordance with the Act, which include but not limited to:

a) Hearing fencing disputes between the owners of a livestock farm(s) or between the owner of a livestock farm and a non-livestock farm; who have notified the Clerk in writing and paid the accompanied fee. With respect to the matter referred to the Committee, the Committee may, by written order,

i. Determine the location, height and material of construction of any fence;
ii. Determine the manner of maintenance of a fence;
iii. Direct the owner of a farm to construct or maintain any fence in accordance with the Act;
iv. Determine the proportion of costs of building and maintaining any fences and common boundaries to be borne by each of the adjoining livestock farm owners pursuant to the Act;
v. Take any immediate action necessary including, but not limited to, the removal and boarding of livestock if it is determined there is a risk to the public, the livestock or property.

b) Directing a sale or other disposition of stray livestock, provided subsections (2), (3), and (4) of Section 9 of the Act have been complied with.

c) Disposing of stray livestock in such as manner as it deems fit, should no offer or reasonable offer be made at sale.

d) Distributing the proceeds of the sale or disposal of stray livestock in accordance with the Act.

e) Settling disputes regarding ownership and expenses of stray livestock that arise between the owner of the livestock, the person detaining it or the Municipality.

5. CONFLICT

5.1. Where there is a conflict between this Policy and the Act, the Act will prevail.

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APPENDIX I

Repealed

DRAFT

APPENDIX J

Mill Lakes Watershed Advisory Committee

1. PREAMBLE

1.1. The Mill Lakes Watershed supplies the reservoir from which the Windsor Water Utility, operated by the Municipality, withdraws water. The Windsor Water Utility currently supplies water to the community of Windsor and the Three Mill Plains Water Utility. The Three Mile Plains Water Utility services communities of Three Mile Plains, Currys Corner, Garlands Crossing, and Wentworth Creek.

In 1964, the area surrounding Mill Lakes, Hants County, was designated a Protected Water Area. Regulations were also enacted for the designated area to protect the water supply. The regulations were updated in 1986 under the Water Act. The Mill Lakes Watershed Protected Water Area contains four thousand three hundred ninety-four and a half (4394.5) acres of land (1778.4ha).

The Mill Lakes Watershed Committee was first established in 2005 by the former Town of Windsor in response to the need to develop a Source Water Protection Plan.

2. DEFINITIONS

2.1. In Appendix J,

a) "Committee" means the Mills Lakes Watershed Advisory Committee;
b) "Councillor" means an elected member the Council of the Municipality;
c) "Municipality" means the West Hants Regional Municipality;
d) "Staff" means a person employed by the Municipality.

3. PURPOSE

3.1. The primary objective of the Mill Lakes Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other Stakeholders to work cooperatively to maintain the water quality and quantity in the Mill Lakes Watershed. The Committee recognizes that the protection of source water is the first step in the multi-barrier approach to clean, safe drinking water.

4. ROLE OF THE MILL LAKES WATERSHED ADVISORY COMMITTEE

4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Mill Lakes Watershed.

4.2. In addition, the Committee will:

a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
b) assist with revisions of the regulations for the Protected Water Area as required;
c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
f) advise on forest matters and other land use issues;
g) develop Best Management Practices (BMP) for activities in the Mill Lakes Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Mill Lakes Watershed;
j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Four (4) Landowner Representatives
- One (1) Councillor and one (1) alternate
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative (voting)

5.2. The Landowner Representatives must own land in the Mill Lakes Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be five (5) members; of which two (2) must be a Landowner Representatives and one (1) must be a Councillor. .

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Committee to the Committee of the Whole. The Committee Chair will be elected every two years on even numbered years by the Committee.

6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.

6.4. All Landowners are welcome to attend Committee meetings as observers.

6.5. A General Meeting of landowners may be called every two (2) years at the discretion of the Committee.

6.6. Administrative services for the Committee will be provided by the Municipality.

6.7. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

DRAFT

APPENDIX K

Planning Advisory/Heritage Advisory Committee

1. PURPOSE

1.1. To establish an advisory committee in accordance with Sections 200 and 202 of the *Municipal Government Act*.

The Planning Advisory/Heritage Advisory Committee will advise the Council of the Municipality on planning and heritage matters requiring a decision of Council affecting the Municipality, including the preparation and amendment of planning documents.

2. DEFINITIONS

2.1. In Appendix K,

a) Repealed.

b) "Municipality" means the West Hants Regional Municipality;

c) "PAC/HAC" means the Planning Advisory/Heritage Advisory Committee of the Municipality;

d) Repealed.

3. COMMITTEE COMPOSITION

3.1. The PAC/HAC will be established under the following terms:

a) The Committee will consist of fourteen (14) members as follows:

- twelve (12) members of Council of which one is the Mayor
- one (1) resident member of Windsor, and
- one (1) resident member of Hantsport

b) Non-Council members will be appointed to the Committee in November for a term of two (2) years and expire the following the October meeting of the second year.

4. ADMINISTRATION

4.1. The PAC/HAC will appoint a Chair and Vice-Chair annually from among its members at the November meeting.

4.2. All non-Council members of the Committee will be remunerated for attendance at meetings of the Committee in accordance with the Remuneration Policy.

4.3. The PAC/HAC will present recommendations directly to the Council of the Municipality.

DRAFT

APPENDIX L

Municipal Climate Change Action Plan Committee

1. PURPOSE

1.1. The Municipal Climate Change Action Plan Committee provides a forum for all municipal departments and Council representatives to work co-operatively on implementing and evaluating the adaptation and mitigation actions outlined in the Municipal Climate Change Action Plans of the Municipality hereafter referred to as "the MCCAP". These policy and adaptation procedures help protect people, properties, special places, and municipal infrastructure from the negative impact of climate change.

2. DEFINITIONS

2.1. In Appendix L,

a) "MCCAP Committee" means the Municipal Climate Change Action Plan Committee;

b) "Municipality" means the West Hants Regional Municipality.

3. COMMITTEE COMPOSITION

3.1. The Committee consists of ten (10) members:

- Three (3) Councillors;
- Two (2) resident members, who are not members of Council
- Chief Administrative Officer or designate;
- Director of Public Works or designate;
- Director of Planning and Development or designate;
- Director of Community Development or designate;
- Protective Services Manager or designate.

3.2. Each Councillor, appointed by Council, serves on the Committee for a designated term. Members are eligible for reappointment.

3.3. Designates and alternates are at the discretion of the Chief Administrative Officer.

4. ADMINISTRATION

4.1. The Chair and the Vice-Chair are elected by a majority of the members. Those persons elected hold office for a one-year term.

4.2. The Chair of the Committee acts as the liaison in providing recommendations to Council, as required from time to time.

4.3. The duties and procedures of the MCCAP Committee will be as set out in the relevant Terms of Reference for the MCCAP Committee as approved by motion of the Committee and reviewed by the Chief Administrative Officer.

DRAFT

APPENDIX M

Diversity and Inclusion Committee

1. PURPOSE

1.1. The purpose of the Diversity and Inclusion Committee is to engage the community and formulate action plans to address issues concerning social marginalization, equity, racism, and discrimination within the Municipality. The Committee will also examine issues and barriers in creating a community that is inclusive and welcoming to all.

2. DEFINITIONS

2.1. In Appendix M,

a) "Municipality" means the West Hants Regional Municipality.

3. COMPOSITION

3.1. The Committee will consist of ten (10) voting members and two (2) non-voting members as follows:

- 2 Councillors
- 4 resident members of diverse race and ethnicity (from the Black Nova Scotian, Acadian, Glooscap First Nation, LGBTQ+ and newcomers communities)
- 1 resident over the age of 60
- 1 resident between the ages of 15-19
- RCMP Representative
- Provincial Government Representative
- 2 non-voting staff members appointed by the Chief Administrative Officer

4. ADMINISTRATION

4.1. A Chair and Vice-Chair will be elected annually during the November Committee meeting.

4.2. All non-Council and non-staff members of the Committee will be provided remuneration in accordance with the Council Remuneration Policy.

4.3. Administrative services for the Committee will be provided by the Municipality.

4.4. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

DRAFT

I, Rhonda Brown, Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the **23rd** day of **March, 2020.**



R. N. Brown
Municipal Clerk

Adoption	
Notice to Council:	March 9, 2020
Approval:	March 23, 2020
Description: Initial approval of the Meeting and Committee Procedural Policy, RCOGE-003.00. Approved by the Co-ordinating Committee of the Region of Windsor and West Hants Municipality.	
First Amendment	
Notice to Council:	October 13, 2020
Approval:	October 27, 2020
Description: Amended Policy to add the Diversity and Inclusion Committee, changed the report form, terminology changes and amend agenda package procedures.	
Second Amendment	
Notice to Council:	February 9, 2021
Approval:	February 23, 2021
Description: Amended Policy to delete the words "and December" from Sections 3.2(b) and 3.3 (b), to enable meetings in December.	
Third Amendment	
Notice to Council:	XXX
Approval:	XXX
Description: Amended Policy to remove the Hantsport and Windsor Area Advisory Committee, change the membership of Planning Advisory / Heritage Advisory Committee, and change the definition of "Municipality" within the Appendices.	

WINDSOR / WEST HANTS TOGETHER

Committee of the Whole Excerpts
March 9, 2021

Motions from In-Camera Discussions

There were ten in-camera agenda items at the March 9, 2021 Committee of the Whole meeting. Among the items discussed was a land exchange and 99-year easement with Bruce Rathbun for lands around the Cheverie Salt Marsh. Also discussed was the sale of the former Hantsport Town Hall which had been previously declared surplus.

The recommended motion was:

… that the West Hants Regional Municipality enter into a land exchange and a 99 year easement agreement with Mr. Bruce Rathbun for property associated with PID 45177698 and the portion of the Cheverie Salt Marsh lands, PID 45177706 and grants permission to expend the appropriate funds as required to complete this transaction.

… that Council directs staff to proceed with the in-camera discussions regarding the sale of the former Hantsport Town Hall.

WINDSOR / WEST HANTS TOGETHER

Committee of the Whole Excerpts
March 9, 2021

Newport Corner Community Hall

The Newport Corner Community Hall was a school house until 1962 and was given to the community for use in 1964 on the condition it could not be sold or transferred without the permission of the Municipality. The Newport Corner Community Club will be dissolving and want to give the property back to the Municipality. The Club is no longer able to maintain the hall and has tried to find other options to repurpose the hall.

Staff have inspected the hall and taken steps to reduce damage to building while unoccupied. If the property were not accepted by the Municipality, it would be removed from the Tax Exemption Policy and incur taxes until such time it could be sold at tax sale. The property could incur damage before going to tax sale as it would not be maintained and the damage could reduce the value of the property.

Municipal Directors have not identified a need or potential use for the property, as such the property should be declared surplus and sold. As part of the sale an appraisal would be done to determine the market value for sale. Waiving of the requirement for an appraisal before being transferred by deed to the Municipality was requested.

The recommended motion was:

… that Council accept the property PID 45021318, 130 Highway 215, Newport Corner, and forego the requirements of the Acquisition of Real Property Policy. Further, that Council declare property PID 45021318 as surplus to be sold as an Ordinary Sale under Section 5(d) (3) of the Disposal of Real Property Policy.

WINDSOR / WEST HANTS TOGETHER

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

To: Mayor Zebian and Members of Committee of the Whole

Submitted by: Rhonda Brown

March 9, 2021

Subject: Newport Corner Community Hall

LEGISLATIVE AUTHORITY

Municipal Government Act, 1998, c18 as amended.

- Section 50- Powers of municipality regarding real property
- Section 51 – Sale or lease of municipal property

Acquisition of Real Property, COUNCIL-01-006 (former West Hants policy)
Disposal of Surplus Property, COUNICL-01-007 (former West Hants policy)

RECOMMENDATION or DECISION REQUEST

… That Committee of the Whole recommends that Council accept the property PID 45021318, 130 Highway 215, Newport Corner, and forego the requirements of the Acquisition of Real Property Policy. Further, that Council declare property PID 45021318 as surplus to be sold as an Ordinary Sale under Section 5(d) (3) of the Disposal of Real Property Policy.

BACKGROUND

Property X	Public Opinion☐	Environment☐	Social☐	Economic☐	Councillor Activity ☐

In December 1962, the Hants Municipal School Board listed several schools in the Municipality as surplus. In accordance with the Provincial rules these "Little Red School Houses" then became property of the Municipality and were sold to community groups with the clause they could only be sold or traded with the consent of the Municipality.

The Newport Corner Community Hall located at 130 Highway 215, Newport Corner was one of these school houses and was deeded to the community on January 9. 1964. On January 26, 2021 President Laurenda DeWolfe phoned the Administrative Supervisor, Shelleena Thornton, to inform that the Newport Corner Community Club intended to dissolve and turn the hall back over to the Municipality; this was formally confirmed in an email dated March 3, 2021.

The Acquisition of Real Property Policy, requires any new municipal land to be assessed for need, be appraised and have an environmental pre-screening of Municipal and Provincial records conducted. The Disposal of Real Property Policy outlines the process to declare a property surplus and the process for disposal based on category of the land.

DISCUSSION

During the verbal conversation on January 26th staff were made aware the Newport Corner Community Club had started the process to formally dissolve the society through the Registry of Joint Stocks and intended to turn the hall over effective February 1, 2021. The Club was willing to work with the Municipality to ensure proper turn over of the property. The property is 17,000 sq. ft and currently zoned Rural Residential (R-4).

During a site visit it was determined the hall still contained furnishing and kitchen wares, as well as that the heat and power would be required to be maintained to prevent pipes from freezing and water damage.

To mitigate risks the following steps have already been taken:

- February 17, 2021 – Initial site visit by the Fleet and Facilities Supervisor, Ian Duey, driveway required snow removal for access.
- February 18, 2021 - Site visit by the Ian Duey, to secure property and obtain keys from Laurenda DeWolfe.
- February 26, 2021 – Fire and Life Safety Inspection by the Fire Inspector, Tim Leslie; Building Official, Tina McKay, and Fleet and Facilities Supervisory Ian Duey.
- February 26, 2021 – Arranged for provision of furnace oil.
- March 3, 2021 – Request to have power transferred to the Municipality.

The inspection identified several deficiencies that need to be addressed including possible issues with water and sewer along with minor electrical work and furnace repair / maintenance.

As the property is being turned over to the Municipality in accordance with the deed, the requirements of the Acquisition of Real Property Policy should be waived to allow the Municipality to proceed with the transfer of ownership sooner. This is of importance as the Newport Corner Community Club has insurance for the property until April 2021 and the Municipality cannot obtain insurance coverage until the property is in the Municipality's name.

The Directors were asked if there was any Municipal use for the Newport Corner Community Hall, there was no expressed need or potential use required of this facility or property. As a result, it is being recommended that the property be sold 'as is' and that the sale be treated as an 'Ordinary sale' as outlined in the Disposal of Real Property Policy. This method allows the Municipality various means of selling the property at market value and would allow the Municipality to recoup some, if not all, of the selling costs. As part of the disposal process, an appraisal would be required to determine what the fair market value of the property is.

If the property is not accepted, it will transfer out of tax exemption status in 2021-22 and remain uncollected for three years before being eligible for Tax Sale. In the meantime, the property would be unmaintained and deteriorate further. Staff are not recommending this course of action, as the probability of the Municipality incurring further costs increases.

NEXT STEPS

If accepted, the property would be transferred into the Municipal name and insurance obtained. An appraisal of the property for the purpose of sale would be conducted and the property placed for sale at market value. Until sold, the property will be checked at least weekly for the purposes of insurance.

Any future sale agreement would remove the Municipal consent clause so that the Municipality would no longer have obligations for the property.

FINANCIAL IMPLICATIONS

To acquire title and sell the property as is, it is estimated that the total costs would be between $5000-$6000. This includes the cost of the appraisal, a survey of the property, and land migration costs. It is anticipated that these costs, plus any applicable real estate agent fees would be recovered in the sale of the property. Should the Municipality profit from the sale of the property the excess funds would be put into the Sale of Land reserve.

The Fire and Safety Inspection noted immediate repairs to the furnace and emergency exits are needed and are estimated to cost up to $1500. Additional costs would be incurred for power, furnace oil, or any other repairs done before sale.

ALTERNATIVES

Committee of the Whole could recommend:

- To keep the property
- To choose a different method of disposal

ATTACHMENTS

1. Deed Newport Corner Community Hall, January 9, 1964
2. Email from Laurenda DeWolfe, March 3, 2021
3. PID 45021318, Newport Corner Community Hall Maps

CHIEF ADMINISTRATIVE OFFICER REVIEW

I have reviewed the report and support the recommendation.

Report Prepared by: Rhonda Brown
Rhonda Brown, Municipal Clerk

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

Report Reviewed by: _____
Todd Richard, Director of Public Works

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

This Indenture made this 9th

day of ~~DECEMBER~~ January , A. D., 1964 .

Between

MUNICIPALITY OF THE DISTRICT OF WEST HANTS, a body corporate, under the provisions of the Municipal Act, Chapter 7, Laws of Nova Scotia, 1955, hereinafter called the "GRANTOR"

of the One Part

— and —

TRUSTEES OF NEWPORT CORNER COMMUNITY HALL, in the County of Hants and Province of Nova Scotia hereinafter called the "GRANTEE"

of the Other Part

Witnesseth that in consideration of ----------ONE---------- Dollar

The Grantor hereby convey to the Grantee the lands described in the Schedule marked "A" hereto annexed, subject to the restriction that the said lands shall not be sold or traded without the consent of the Council of the Grantor.

SCHEDULE "A"

All the right, title, interest, property, claim and demand both at law and in equity of the Municipality of the District of West Hants in the lands and premises known as Newport Corner Number 32 School.

THE GRANTOR

covenants with the Grantee that the Grantee shall have quiet enjoyment of the lands, that the said Grantor ha a good title in fee simple to the lands and the right to convey them as hereby conveyed, that they are free from encumbrances and that the said Grantor will procure such further assurances as may be reasonably required.

IN WITNESS WHEREOF the Municipality of the District of West Hants has caused the execution of These Presents by the hands of its Warden and Clerk and by the affixing of its corporate seal, the day and year first above written.

IN THE PRESENCE OF

Roy W Haley

MUNICIPALITY OF THE DISTRICT OF WEST HANTS

Stanton Sanford
WARDEN

B. H. MacLatchy
CLERK

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS S.S.

ON THIS 9th day of January, A. D. 1964, before me, the subscriber personally came and appeared Roy W Haley a, subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that the MUNICIPALITY OF THE DISTRICT OF WEST HANTS----------one of the parties thereto, executed signed, sealed and delivered the same in h is presence.

C Rod E Flemming
A Commissioner of the Supreme Court of Nova Scotia.

PROVINCE OF NOVA SCOTIA
COUNTY OF S.S.

I CERTIFY that on this day of A. D. 19 ,

of the parties mentioned in the foregoing and annexed Indenture, signed and executed the said Indenture in my presence and I have signed as a witness to such execution.

.....
A Commissioner of the Supreme Court of Nova Scotia.

From: Laurenda DeWolfe
To: Rhonda Brown
Cc: Laurenda DeWolfe
Subject: Newport Community Hall
Date: Wednesday, March 3, 2021 4:25:10 PM

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

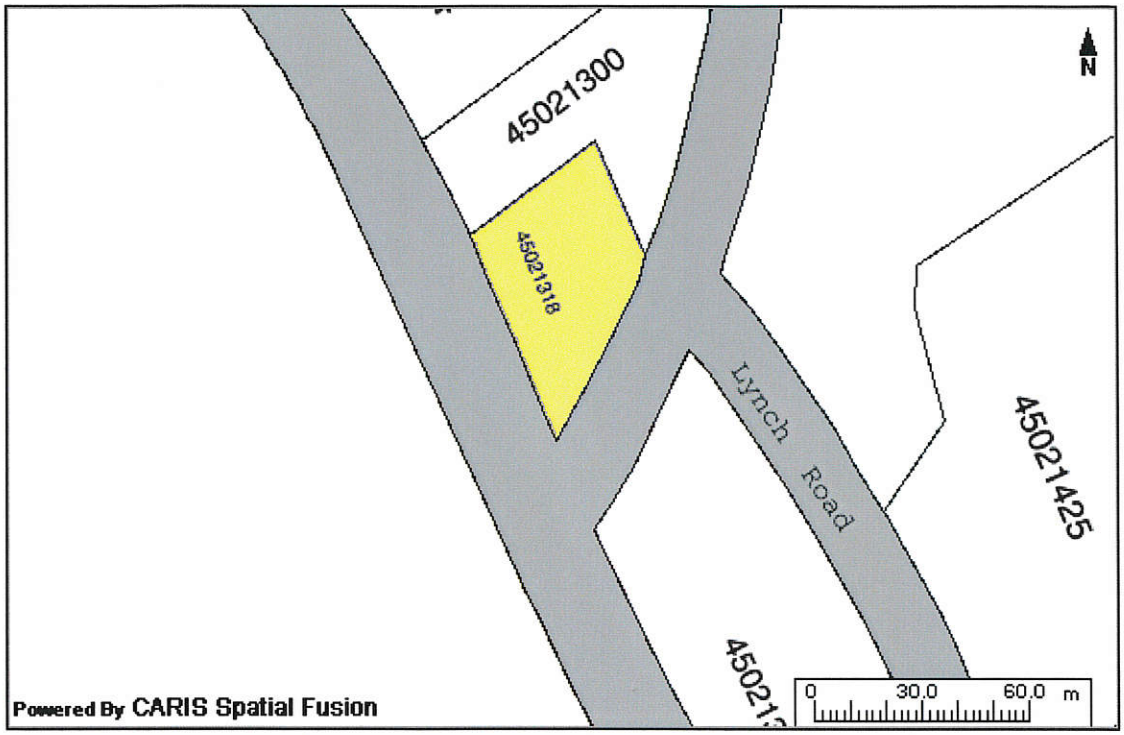
To Whom It May Concern,

This is to confirm that the Newport Corner Community Club had a meeting on January 12, 2021 and it was decided at that time that the club would be dissolved as we could no longer continue and turn the Newport Corner Hall back over to the Municipality.

Sincerely,



Laurenda DeWolfe
President of Newport Corner Community Club


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Lynch Road
45021425
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Powered By CARIS Spatial Fusion

PID 45021318

Newport Community Hall

TownSuite® MUNICIPAL SOFTWARE
Urban Functionality, Rural Practicality



LEGEND

Properties
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Civic
Road
GFLUM_WH
AG
C
CU
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JI
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S
V
VC
All_zoning
AR-2
AR-3
C-1
C-2
COS
GC
GR
HC
I
LC
LF
LI
LI-2
LI-3
M
M-1
M-2
MHP
MR
OS
P/Ag
R-1
R-2
R-3
R-4
RC
RecC
ROS
W
W-AG
W-CR-CDD
W-CT
W-FG
W-GC
W-HC
W-I
W-LC
W-LI-1
W-LI-2
W-LI-3
W-OS
W-P-CDD
W-R1
W-R2
W-R3
W-R4
W-SC

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WINDSOR / WEST HANTS TOGETHER

Committee of the Whole Excerpts
March 9, 2021

PCP (Partners for Climate Protection Program), Milestones 1 & 2

In September 2018, the former Municipality of the District of West Hants joined the PCP program, the West Hants Regional Municipality (WHRM) is still a member of the Program. The PCP program is a five (5) step milestone process that assists municipalities to develop and implement an action plan to reduce greenhouse gas (GHG) emissions.

In 2019 a GHG inventory of corporate and community emissions were created and updated after April 2020 for WHRM. Upon submission of the GHG emissions inventory Milestone 1 of the PCP Program will be complete.

The Municipal Climate Change Action Plan Committee has suggested aggressive targets for both corporate and community emission of 45% reduction by 2030 to complete Milestone 2. These targets are achievable as it includes actions by Nova Scotia Power to reduce GHG emissions.

The recommended motion was:

… that Council complete Milestone 1 of the PCP Program by submitting the Regional Corporate and Community Greenhouse Gas Inventory Report.

… **that Council complete Milestone 2 of the PCP program by setting a corporate GHG reduction target of 45% from 2018/2019 emissions by 2030.**

… that Council complete Milestone 2 of the PCP program by setting a community GHG reduction target of 45% from 2016 emissions by 2030.

WINDSOR / WEST HANTS TOGETHER

PCP Milestone 1 and 2

March 9, 2021

Partners for Climate Protection (PCP) Milestone Framework

Milestone 1

Create a Baseline Emissions Inventory and Forecast

Milestone 2

Set Emissions Reduction Targets

Milestone 3

Develop a Local Action Plan

Milestone 4

Implement the Local Action Plan

Milestone 5

Monitor Progress and Report Results

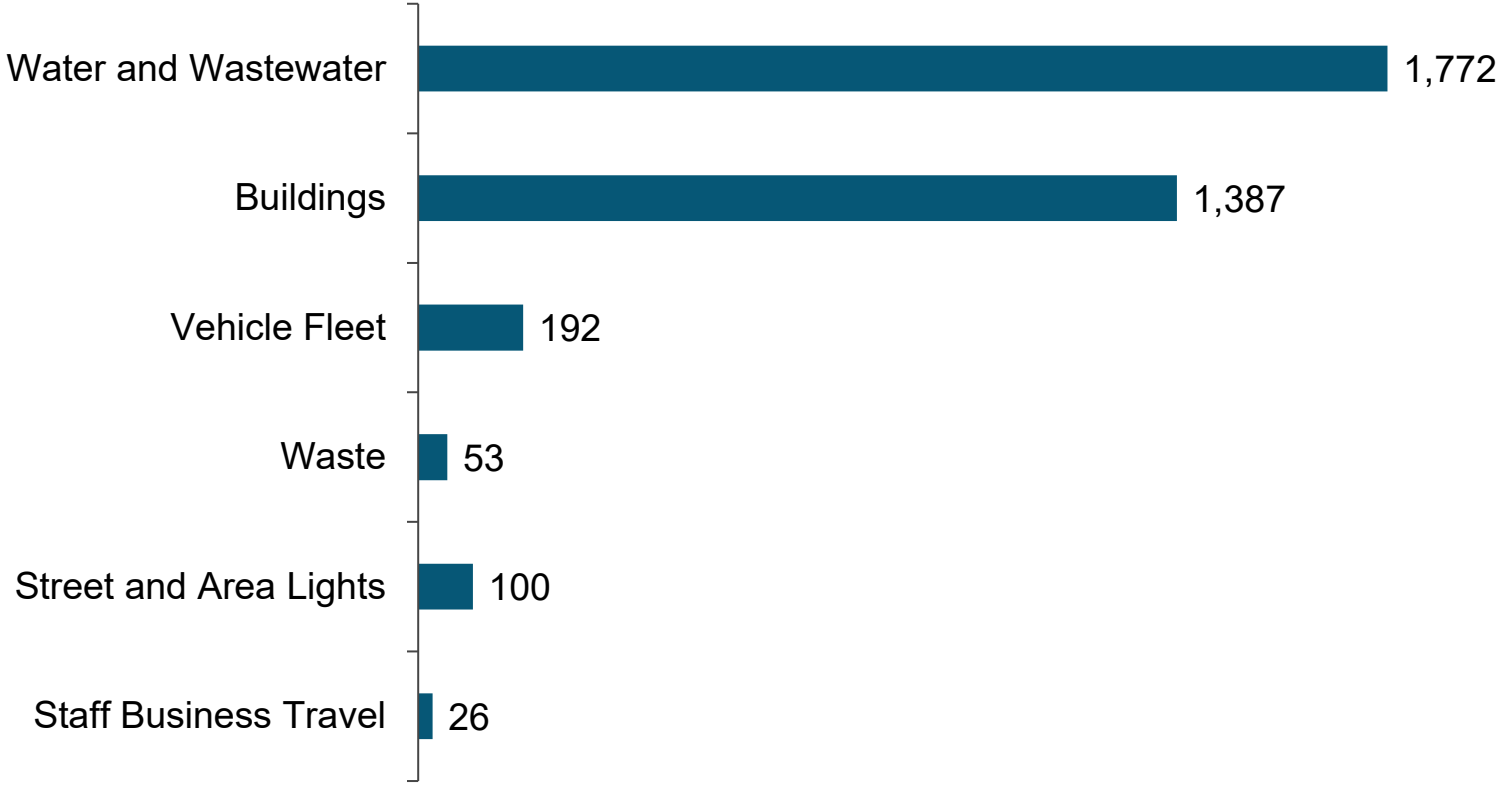
Milestone 1

- Inventory and forecast completed for West Hants in 2019
- Casey Parker updated the inventory to include Windsor data in 2020

Milestone 1 – Corporate Inventory

Baseline Year: 2018/2019

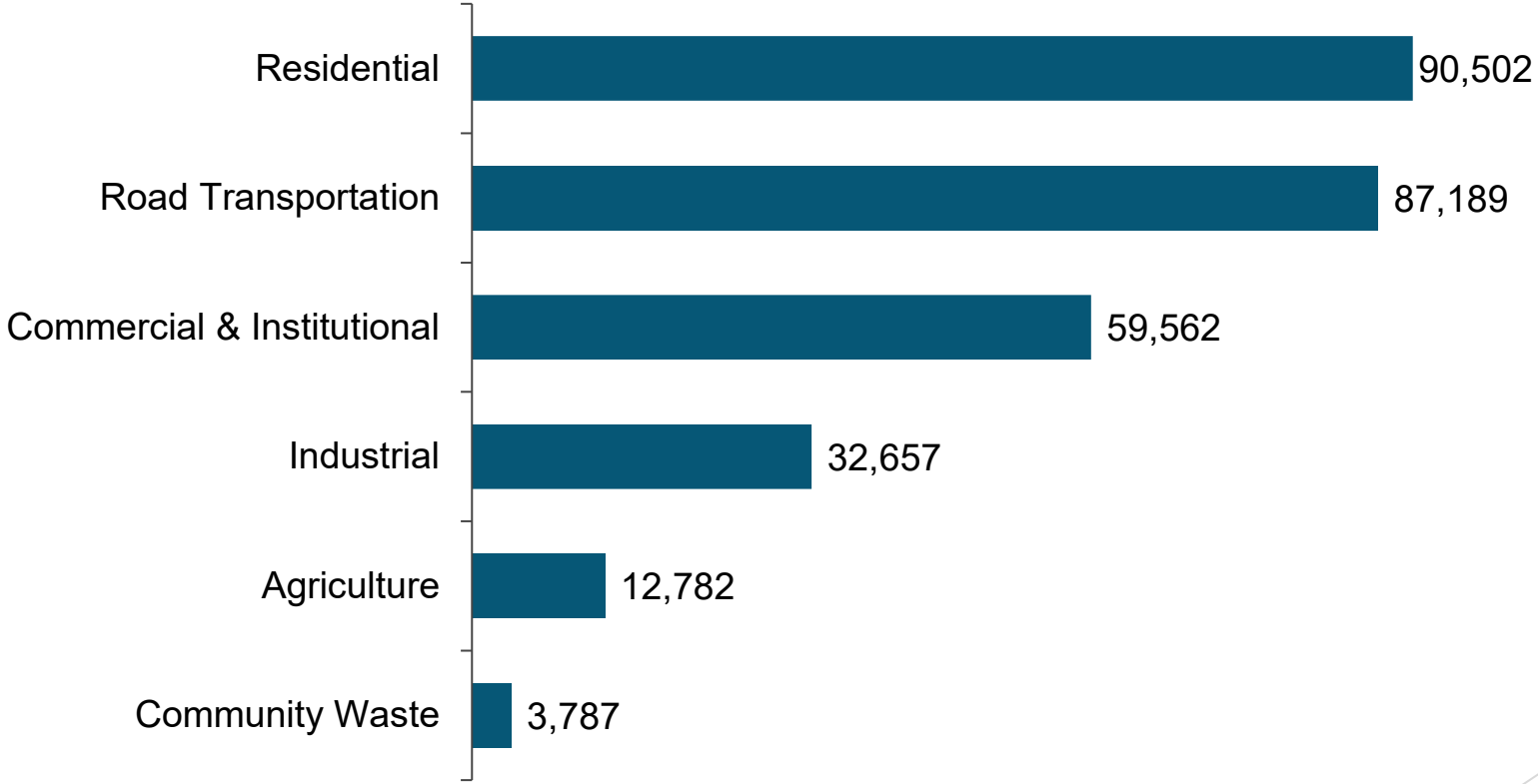
GHG Emissions by Sector (tCO_2 eq.):



Milestone 1 – Community Inventory

Baseline Year: 2016

GHG Emissions by Sector (tCO_2 eq.):



Milestone 1 – Busines As Usual (BAU) Forecast

CORPORATE INVENTORY			COMMUNITY INVENTORY		
Sector	**GHG Emissions 2018/2019 (tCO2 eq.)**	**GHG Emissions 2030 (tCO2 eq.)**	**Sector**	**GHG Emissions 2016 (tCO2 eq.)**	**GHG Emissions 2030 (tCO2 eq.)**
Buildings	1,386	823	Residential	90,502	60,357
Lighting	100	51	Commercial/ Institutional	59,562	35,840
Vehicle Fleet	192	139	Industrial	32,657	12,701
Water & Wastewater Treatment	1,772	886	Road Transportation	87,189	43,700
Solid Waste	53	53	Solid Waste	3,787	3,787
Staff Business Travel	26	19	Agriculture	12,782	12,782
Total	**3,530**	**1,970**	**Total**	**286,480**	**169,168**
Reduction		**-44%**	**Reduction**		**-41%**

Milestone 2

- The MCCAP Committee discussed target options at length as staff provided four (4) target options for corporate and community emissions.
- Many committee members mentioned wanting to set aggressive targets to show the Municipality is determined to play an active role in the fight against climate change.
- The Committee discussed aligning targets with Provincial or Federal targets and budget implications for setting aggressive targets.

Milestone 2

- Exact comparisons between the Provincial and Federal targets and West Hants would be difficult as the Provincial and Federal targets were based on 2005 emissions while the West Hants community inventory was based on 2016 emissions.
- Ms. Parker calculated, based on population, approximate community GHG emission reduction targets for West Hants that would align with the Provincial target (42.9%) and the Federal target (23.2%).

Milestone 1 and 2

- The MCCAP Committee recommended in favour of completing Milestone 1 by submitting the report completed by Ms. Parker and completing Milestone 2 by setting an emissions target of 45% for both corporate and community emissions.

Partners for Climate Protection (PCP) Milestone Framework

Milestone 1

Create a Baseline Emissions Inventory and Forecast

Milestone 2

Set Emissions Reduction Targets

Milestone 3

Develop a Local Action Plan

Milestone 4

Implement the Local Action Plan

Milestone 5

Monitor Progress and Report Results

Recommendations

Should the Committee of the Whole (COTW) wish to complete Milestone 1 and 2 of the PCP program, the following motions would be in order:

…that COTW recommends that Council complete Milestone 1 of the PCP Program by submitting the Regional Corporate and Community Greenhouse Gas Inventory Report.

…that COTW recommends that Council complete Milestone 2 of the PCP program by setting a corporate GHG reduction target of 45% from 2018/2019 emissions by 2030.

…that COTW recommends that Council complete Milestone 2 of the PCP program by setting a community GHG reduction target of 45% from 2016 emissions by 2030.

WWH

WINDSOR / WEST HANTS

TOGETHER

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WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____

Saira Shah, Planner

Date: 2021-03-09

Subject: PCP Milestone 1 and 2

LEGISLATIVE AUTHORITY

Council Resolution to Join the FCM-ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program (PCP). (September 11, 2018)

RECOMMENDATION

Should the Committee of the Whole (COTW) wish to complete Milestone 1 and 2 of the PCP program, the following motions would be in order:

…that COTW recommends that Council complete Milestone 1 of the PCP Program by submitting the *Regional Corporate and Community Greenhouse Gas Inventory Report*.

…that COTW recommends that Council complete Milestone 2 of the PCP program by setting a corporate GHG reduction target of 45% from 2018/2019 emissions by 2030.

…that COTW recommends that Council complete Milestone 2 of the PCP program by setting a community GHG reduction target of 45% from 2016 emissions by 2030.

BACKGROUND

Property ☐	Public Opinion☐	Environment X	Social☐	Economic☐	Councillor Activity ☐

Casey Parker presented the findings from her reports on Milestone 1 and 2 at the MCCAP Committee meeting on February 10, 2021.

The MCCAP Committee discussed target options at length as staff provided four (4) target options for corporate and community emissions. Many committee members mentioned wanting to set aggressive targets to show the Municipality is determined to play an active role in the fight against climate change. In addition, the committee discussed aligning targets with Provincial or Federal targets and municipal budget implications for setting aggressive targets. Exact comparisons between the Provincial and Federal targets and West Hants would be difficult as the Provincial and Federal targets were based on 2005 emissions while the West Hants community inventory was based on 2016 emissions. Ms. Parker calculated, based on population, approximate community GHG emission reduction targets for West Hants that would align with the Provincial target (42.9%) and the Federal target (23.2%).

The MCCAP Committee recommended in favour of completing Milestone 1 by submitting the report completed by Ms. Parker and completing Milestone 2 by setting an emissions target of 45% for both corporate and community emissions.

ATTACHMENTS

Appendix A 2020-02-10 GHG Inventory Report Recommendation Report

Appendix B 20220-02-10 Setting Corporate and Community Greenhouse Gas Reduction Targets Decision Request Report

CHIEF ADMINISTRATIVE OFFICER REVIEW

I have no further comments and endorse the recommendation.

Report Reviewed by: _____
Madelyn LeMay, Director of Planning and Development

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

Appendix A
2020-02-10 GHG Inventory Recommendation Report

WINDSOR / WEST HANTS TOGETHER

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation x	Decision Request ☐	Councillor Activity ☐

To: Members of Municipal Climate Change Action Plan Committee

Submitted by: _____
Saira Shah, Planner

Date: February 10, 2021

Subject: GHG Inventory Report

LEGISLATIVE AUTHORITY

Council Resolution to Join the FCM-ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program. (September 11, 2018)

RECOMMENDATION

In order to submit the inventory report to complete milestone 1 of the Partners for Climate Protection (PCP) program, staff recommends that the Municipal Climate Change Action Plan (MCCAP) Committee forward a positive recommendation by passing the following motion:

MCCAP Committee recommends that Council complete milestone 1 of the PCP program by submitting the report attached as Appendix A to the MCCAP Committee dated February 10, 2021 to the PCP program.

BACKGROUND

In September 2018, the former Municipality of the District of West Hants (West Hants) joined the PCP program. The PCP program is a five (5) step milestone process that assists municipalities to develop and implement an action plan to reduce greenhouse gas (GHG) emissions at the corporate (Municipal) and broader community level (residential, commercial, etc.). The PCP program is managed and delivered by the FCM (Federation of Canadian Municipalities) and ICLEI (International Council for Local Environmental Initiatives). The West Hants Regional Municipality (WHRM) continues to be a member of this program.

Milestone 1 of the PCP program involves the Municipality developing a GHG emissions inventory to track emissions and energy spending over a certain time period. This information is used to develop a business-as-usual forecast to determine what emissions the Municipality is likely to produce if no actions are implemented. To Complete Milestone 1, the Municipality must submit a report which includes:

- a summary of the community and corporate inventory;
- the emission intensity values or coefficient values for all energy types, including electricity;
- a summary of data sources;
- a description of assumptions made regarding data; and
- a 10-year business-as-usual emissions forecast.

In 2019 West Hants received $60,000 from the Low Carbon Communities Program and $8,400 from the Labour and Advanced Education Co-op Program to hire WSP Canada Inc. and students Casey Parker and Courtney Smith to complete a GHG inventory of corporate and community emissions. Due to the consolidation of the Town of Windsor (Windsor) and West Hants, a regional inventory could not be completed until after April 1, 2020. An inventory was developed for West Hants with the intention to incorporate Windsor data to develop a regional inventory at a later date. WHRM approved in the 2020-2021 budget to hire a student to complete the regional inventory. Casey Parker completed the regional inventory attached as Appendix A. Based on the requirements outlined in the PCP program, staff recommend submitting the report prepared by Casey Parker to complete Milestone 1 of the PCP program.

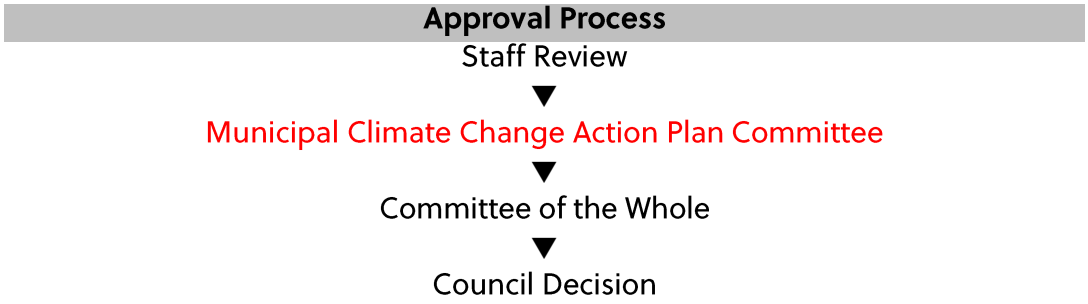
DISCUSSION

The corporate inventory was developed based on the 2018/2019 fiscal year, which spans from April 1st, 2018 to March 31st, 2019. It includes all emissions from Municipal services and operations. The community inventory is for the 2016 calendar year based on all emissions resulting from key activity sectors within the Municipalities boundaries including residential, commercial, agricultural, and industrial uses. The year 2016 was chosen for the community inventory as much of the data relies on Statistics Canada which produced its last census in 2016.

The highest emissions in the corporate inventory are from the water and waste water treatment sectors (50%) while the highest emissions in the community inventory are from the residential sector accounting for 31% of total community emissions.

Details on the findings are included in the report attached as Appendix A.

NEXT STEPS



FINANCIAL IMPLICATIONS

There are no financial implications associated with submitting the report to complete Milestone 1.

ALTERNATIVES

In response to the application, MCCAP Committee may:

- refuse the proposed recommendation; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Appendix A Regional Corporate and Community Greenhouse Gas Inventory

Report Reviewed by: _____

Madelyn LeMay, Director of Planning and Development

REGIONAL CORPORATE AND COMMUNITY GREENHOUSE GAS INVENTORY

WEST HANTS REGIONAL MUNICIPALITY

WEST HANTS, NOVA SCOTIA

OCTOBER 2020



REGIONAL CORPORATE AND COMMUNITY GHG INVENTORY

WEST HANTS REGIONAL MUNICIPALITY,

NOVA SCOTIA

OCTOBER 2020

WEST HANTS REGIONAL MUNICIPALITY

76 MORISON DRIVE

WINDSOR, NS

CANADA

ACKNOWLEDGEMENTS

This project was conducted at the West Hants Regional Municipality, under direct guidance of Planner, Saira Shah. The development of the West Hants and Windsor Inventories was completed by two Dalhousie University students and aided by consultants at WSP, in order to meet the requirements of the Partners for Climate Protection (PCP) program. The results of the inventories were merged to create a Regional Inventory. The corporate inventory was achievable due to the contributions from various municipal departments. The community inventory was achievable due to the contributions from Statistics Canada, Access Nova Scotia, and numerous agriculture organizations.

PRODUCTION TEAM

WEST HANTS REGIONAL MUNICIPALITY, NOVA SCOTIA

Planner _____ Saira Shah (June 2019 - November 2020)

Sustainability Planner (Student) _____ Casey Parker (June 2019 - November 2020)

Sustainability Planner (Student) _____ Courtney Smith (June - August 2019)

WSP CANADA INC. (WSP) (July 2019 - March 2020)

SUMMARY

This report highlights the result of the Corporate and Community Emissions Inventories for the West Hants Regional Municipality. The Inventories were developed in order to meet the requirements of Milestone 1 of the Partners for Climate Protection Program. The Corporate Inventory is for the 2018/2019 fiscal year, which spans from April 1st, 2018 to March 31st, 2019. It encompasses all emissions resulting from municipal services and operations, in which the Municipality has direct control over. The Community Inventory is for the 2016 calendar year and encompasses all emissions resulting from key activity sectors within the municipalities boundaries. The results are summarized in Table 1, below, where the Corporate Inventory resulted in 3,530 tCO_2 eq (tonnes of carbon dioxide equivalent). and the Community Inventory, 286,480 tCO_2 eq. Based on the results of the Inventories, an emissions forecast for 2030 was developed. This business-as-usual forecast showed a 44% reduction of corporate emissions and 41% reduction of community emissions.

Table 1 - Summary of Emissions from the Corporate and Community Inventory

REGIONAL CORPORATE INVENTORY (2018/2019)		**REGIONAL COMMUNITY INVENTORY (2016)**	
Activity Sector	**GHG Emissions (tCO_2 eq.)**	**Activity Sector**	**GHG Emissions (tCO_2 eq.)**
Water & Wastewater Treatment	1,772	*Residential*	90,502
Buildings	1,387	*Transportation*	87,189
Vehicle Fleet	192	*Commercial & Institutional*	59,562
Lighting	100	*Industrial*	32,657
Solid Waste	53	*Agricultural*	12,782
Staff Business Travel	26	*Solid Waste*	3,787
Total	**3,530**	***Total***	**286,480**

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1.0 INTRODUCTION

Municipalities are responsible for approximately 44% of Canada's greenhouse gas emissions. This comes as a result of providing daily and weekly services such as water, transit, waste management, streetlighting and infrastructure[1]. In order to combat this, municipalities across the country are undergoing the Partner's for Climate Protection (PCP) Program to take action to reduce these emissions by developing and implementing local action plans and establishing emissions reduction targets[2]. The PCP Program is managed and delivered by FCM (Federation of Canadian Municipalities) and ICLEI (Local Governments for Sustainability Canada) and has an active national network of over 350 municipalities[3].

The development of a greenhouse gas emissions inventory is the foundation of a local action plan, as it allows the municipalities to effectively quantify their emissions. This is essential in the identification of energy-intensive activities and sectors, as well as the determination of action items with the purpose of offsetting emissions. In September 2018, the West Hants Regional Municipality joined the PCP Program. In order to meet the first milestone of the program, a corporate and community inventory was developed for Municipality of the District of West Hants (West Hants) by Courtney Smith, Casey Parker, and WSP in 2019. WSP produced an Inventory Report on the West Hants results in February 2020. Due to the consolidation of the Town of Windsor (Windsor) and West Hants, a regional inventory could not be completed until after April 1, 2020. This report explores the results of the Regional inventories, while following the general outline used in the WSP Inventory Report for West Hants.

The following sub-sections provide an overview of the West Hants Regional Municipality and the Partner's for Climate Protection Program.

1.1 WEST HANTS REGIONAL MUNICIPALITY

The Planning and Development Department of the West Hants Regional Municipality developed a series of nine (9) background reports that cover West Hants and Windsor. The background reports were prepared for the Municipal Planning Strategy review and provide a solid overview of the Regional Municipality. The results from the reports are summarized below.

[1] (Union of Nova Scotia Municipalities, 2011)
[2] (WSP, 2020)
[3] (Federation of Canadian Municipalities, n.d.)

Location

The West Hants Regional Municipality is a rural municipality located in Nova Scotia, approximately 50 minutes north-west of Halifax. The Municipality is composed of three (3) former municipal units: West Hants, The Town of Hantsport (Hantsport), and Windsor. Hantsport became a part of West Hants in 2015, and Windsor and West Hants consolidated in 2020.

Population

Hants County has experienced an average population growth of 4.7%/year from 1966 to 2016 (Census). Hants County is composed of four Census regions: East Hants, West Hants, Windsor and Hantsport. Of the total annual population growth, West Hants has seen an increase of 4% per year, Windsor has had several periods of population decline but has ultimately remained constant, and Hantsport has experienced population decline since 1976. In 2016, the populations of West Hants and Windsor were 15,368 and 3,648, respectively.

Population projections for the next 35 years were made based on the historic populations for both West Hants and Windsor. Three different scenarios were analyzed: low migration, average migration and high migration. The average scenario projects a population increase in West Hants to 18,120 in 2036 before declining to 14,117 in 2056. The average scenario for Windsor projects an insignificant decrease over time, with a population of 2,362 in 2056.

Housing

The predominant type of housing in West Hants is single unit dwellings. In 2016, this style of housing was the choice of 89% of the residents. The Town of Windsor is slightly more diverse, with a significant number of apartment complexes.

In West Hants, approximately 67 permits are issued each year for new residential development. Most residential development between 2009 and 2016 was single unit dwellings (65%). The second largest category was mini and mobile homes, at 26% of the total residential development.

Agriculture

The agriculture industry provides great land-use and economic opportunity within the Municipality. On average, West Hants issues approximately 18 permits for agriculture uses each year. Between 2007 and 2016, it appeared that agriculture development was focused in five main locations: Upper Burlington, Scotch Village, Falmouth, Upper Falmouth, and Windsor Forks. Agricultural development in Windsor is much less significant, with an average of one (1) permit issued per year.

Economic Development

Nova Scotia is considered a service-based economy, with 81% of the population working in the service sector in 2012. The remaining 19% consists of other primary industries, utilities, construction and manufacturing. In 2011 the largest industries in West Hants were construction, retail trade, and health care. Combined, these three (3) industries made up 39% of employment. Additionally, in West Hants, the forestry and gypsum industries have been profitable, despite sales declining over the past few years. However, this is not the case in Windsor. Industrial development is not the main economic driver for the former Town. Instead, the economic drivers are the retail trade and health care industries.

Public Transportation

There are three (3) public transportation options available in the region: dial-a-ride, The Windsor Senior Citizen Bus Society, and Kings Transit. Dial-a-ride provides door-to-door transportation on an as-needed basis to residents that do not have access to a vehicle or may be unable to drive. Their organization consists of eight (8) volunteers that use their personal vehicles, however they also have access to two wheelchair accessible vans. Lastly, the Windsor Senior Citizen Bus Society provides days trips for residents of local senior homes with a 36-passenger bus.

1.2 PARTNERS FOR CLIMATE PROTECTION

Partners for Climate Protection works with a network of over 350 Canadian municipalities to reduce greenhouse gas emissions and take action to fight climate change. The program is administered by FCM and ICLEI. The program guides municipalities to take action through a five-step Milestone Framework, as seen below:

Milestone 1: Create a Baseline Emissions Inventory and Forecast

Milestone 2: Set Emissions Reduction Targets

Milestone 3: Develop a Local Action Plan

Milestone 4: Implement the Local Action Plan

Milestone 5: Monitor Progress and Report Results

In order to fulfill the requirements of Milestone 1, a Corporate and Community Emissions Inventory must be developed. The Corporate Inventory highlights the emissions resulting from municipal services. This includes facilities and operations such as buildings, lighting, water and wastewater, solid waste and transportation. The Community Inventory highlights the emissions within the Municipality from residential, commercial, and industrial buildings, solid waste, and transportation..

2.0 METHODOLOGY

2.1 STANDARDS AND GUIDING DOCUMENTS

Various standards and guiding documents were utilized to develop the Corporate and Community Inventory. Some of the key documents include the following:

- *PCP Protocol: Canadian Supplement to the International Emissions Analysis Protocol* (2014);
- *Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories* (2014);
- *IPCC: Guidelines for National Greenhouse Gas Inventories* (2006);

2.2 BASELINE YEAR

The baseline year for the Corporate Inventory was chosen to be the 2018/2019 fiscal year. This was selected due to increased data availability and accuracy compared to previous years. Therefore, it would ensure that the inventory results would paint a more realistic portrait of the emissions within the West Hants Regional Municipality.

The baseline year for the Community Inventory was chosen to be the 2016 calendar year. This year was chosen because the development of the inventory relied heavily on data collected from government sources, such as Statistics Canada's Census data, with the most recent data coming from 2016.

2.3 GEOGRAPHIC BOUNDARIES

The inventories encompass all emissions within the West Hants Regional Municipality. As of April 1st, 2020, the Municipality consists of West Hants, Hantsport, and Windsor.

2.4 OPERATIONAL BOUNDARIES

As previously mentioned, the Corporate Emissions Inventory encompasses all emissions resulting from municipal services and operation. All operations and services are under the direct influence of the municipal government. The purpose of the inventory is to help identify the energy-intensive sectors. The municipal government will then be able to develop action items (these could include measures such as equipment upgrades or policies) to reduce their negative impact on the environment. However, it is important to note that not all services provided within the West Hants Regional Municipality are under the Municipality's' direct control. Some of the frequently contracted services that the Municipality has limited influence over includes police services, fire protection services, solid waste collection and management, and winter road maintenance. The Municipality has slightly more influence on waste management services which is why it is required for the Corporate and Community Inventories (despite the landfill being owned and operated by GFL Environmental Inc.).

The Community Emissions Inventory encompasses the emissions resulting from significant activities within the West Hants Regional Municipality. The Municipality has very limited influence over said significant activities as they are not carried out by the municipal unit. However, the purpose of the community inventory is to understand the contribution that the region as a whole is making to climate change. This insight will allow the local government to engage the community in plans and policies to encourage residents to lessen their negative impacts on the environment.

2.5 GREENHOUSE GASES

The resulting emissions from the Corporate and Community Inventories are expressed in units of tCO_2 equivalent (eq.). This represents a combination of the three principal greenhouse gases: carbon dioxide (CO_2), methane (CH_4), and nitrous oxide (N_2O). The Global Warming Potential (GWP) for each individual greenhouse gas was used to assess their individual impacts. The GWP's were obtained from the *National Inventory Report 1990-2018 – Greenhouse Gas Sources and Sinks in Canada* and are summarized in Table 2.

Table 2 - Global Warming Potentials for the Greenhouse Gases Included in the Inventories

Greenhouse Gas	Formula	100-Year GWP
Carbon Dioxide	CO_2	1
Methane	CH_4	25
Nitrous Oxide	N_2O	298

2.6 REPORTING REQUIREMENTS

In order to meet the requirements of the PCP Protocol for the Corporate Inventory, the inventory must contain the five (5) main activity sectors. However, additional activity sectors may be included to provide a stronger representation. The inclusion of additional sectors is considered optional and is solely based on the availability of data. The activity sectors incorporated in the West Hants Regional Municipalities' Corporate Inventory are highlighted in Table 3. It can be seen that the five main activity sectors were included, with the addition of one optional activity sector. Staff business travel was incorporated into the inventory due to the fact that the data was available and easy to access.

Similarly, the PCP Protocol requires the inclusion of the five (5) main activity sectors for the Community Inventory. These activity sectors are slightly different as the inventory analyzes the community as a whole. The activity sectors incorporated in the West Hants Regional Municipality's Community Inventory are highlighted in Table 4. Here, agriculture was included as an optional activity sector due to the prevalence of farming in the Municipality.

Table 3 - Summary of Activity Sectors Included in the Corporate Emissions Inventory

Corporate Activity Sector	PCP Requirements
Buildings	Required
Street Lighting	Required
Vehicle Fleet	Required
Water & Wastewater Treatment	Required
Solid Waste	Required
Staff Business Travel	Optional

Table 4 - Summary of Activity Sectors Included in the Community Emissions Inventory

Community Activity Sector	PCP Requirements
Residential Energy Consumption	Required
Commercial/Institutional Energy Consumption	Required
Industrial Energy Consumption	Required
Road Transportation	Required
Solid Waste	Required
Agriculture	Optional

2.7 DATA COLLECTION & QUANTIFICATION

The Corporate Emissions Inventory was developed using the *UNSM Corporate Energy and Emissions Spreadsheet*. Various updates were made to the document since its original version in 2007. This includes updates made by WSP in 2019, during the development of the initial Corporate Inventory for West Hants. The original version was created by Stantec Inc. and was based on the International Council for Local Environmental Initiative's (ICLEI) *Inventory Quantification Support Spreadsheet.*

The Community Emissions Inventory was developed using the *Community Quantification Support Spreadsheet*. This document was built by WSP in 2019. It was also highly influenced by ICLEI's *Inventory Quantification Support Spreadsheet*, of which was designed specifically for members of the Partners for Climate Protection program.

Data collected for each of the previously identified activity sectors of the Corporate Inventory are highlighted in Table 5 and the Community Inventory in Table 6. The corresponding method of quantification and data source is also identified in the respective tables. The Inventories heavily relied on Canada's National Inventory Report (NIR) 1990-2018 for emission factors and Statistic Canada's 2016 Census Data to scale down various data requirements. The emission factors utilized for each activity sector are summarized in Appendix A. Additionally, all data sources can be found in the *Corporate Energy and Emissions Spreadsheet* and the *Community Quantification Support Spreadsheet.*

Table 5- Data Requirement and Quantification Methodology for the Corporate Inventory

Data Required by Activity Sector	Method of Quantification	Data Source
Buildings		
Emissions from electricity consumption	Quantity of electricity used (kWh) x Emission factor	*Quantity of Electricity* – NS Power invoices *Emission Factor* – NIR Table A13-4 Electricity Generation and GHG Emission Details for Nova Scotia
Emissions from stationary fuel consumption	Quantity of fuel used (L) x Emission factor	*Quantity of Fuel* – Fuel provider invoice *Emission Factor* – NIR Table A6-4 Emission Factors for Refined Petroleum Products
Street Lighting		
Emissions from electricity consumption	Quantity of electricity used (kWh) x Emission factor	*Quantity of Electricity* – NS Power invoices *Emission Factor* – NIR Table A13-4 Electricity Generation and GHG Emission Details for Nova Scotia
Vehicle Fleet		
Emissions from motor fuel consumption	Quantity of fuel used (L) x Emission factor	*Quantity of Fuel* – Fuel provider invoice *Emission Factor* – NIR Table A6-13 Emission Factors for Energy Mobile Combustion Sources
Water & Wastewater Treatment		
Emissions from electricity consumption	Quantity of electricity used (kWh) x Emission factor	*Quantity of Electricity* – NS Power invoices *Emission Factor* – NIR Table A13-4 Electricity Generation and GHG Emission Details for Nova Scotia
Emissions from stationary fuel consumption	Quantity of fuel used (L) x Emission factor	*Quantity of Fuel* – Fuel provider invoice *Emission Factor* – NIR Table A6-4 Emission Factors for Refined Petroleum Products
Solid Waste		
Emissions from disposal of corporate solid waste	Methane Commitment Model (using quantity of waste landfilled and composition of waste stream)	*Quantity of Waste Landfilled* – Estimated based on size of container, frequency of collection and typical size of load *Composition of Waste Stream* – Based on Divert NS waste audit in 2017
Emissions from composting of organics	Quantity of Organics x Emission Factor	*Quantity of Organics* – Estimated based on size of container, frequency of collection and typical size of load *Emission Factor* – 2006 IPCC Guidelines for National Greenhouse Gas Inventories, Volume 5, Waste – Biological Treatment of Waste
Staff Business Travel		
Emissions from motor fuel consumption	Quantity of kilometers traveled x Fuel Rate x Emission Factor	*Quantity of KM travelled* – From employee expense forms *Fuel Rate* – Oak Ridge National Laboratory (2017), Transportation Energy Data Book: Edition 36, Table 4.1 Summary Statistics for Cars, 1970-2015 *Emission Factor* – NIR Table A6-13 Emission Factors for Energy Mobile Combustion Sources

Table 6 - Data Requirement and Quantification Methodology for the Community Inventory

Data Required by Activity Sector	Method of Quantification	Data Source
Residential		
Emissions from electricity consumption	Quantity of electricity used (kWh) x Emission factor	*Quantity of Electricity* – NRCAN Comprehensive Energy Use Database, Residential Sector, Nova Scotia, Table 1 – Secondary Energy Use and GHG Emissions by Energy Source *# of Dwellings* – Statistics Canada 2016 Census Data, for Nova Scotia and West Hants Regional Municipality *Emission Factor* – NIR Table A13-4 Electricity Generation and GHG Emission Details for Nova Scotia
Emissions from stationary fuel consumption	Quantity of fuel used (L) x Emission factor	*Quantity of Fuel* – NRCAN Comprehensive Energy Use Database, Residential Sector, Nova Scotia, Table 1 – Secondary Energy Use and GHG Emissions by Energy Source *# of Dwellings* – Statistics Canada 2016 Census Data, for Nova Scotia and West Hants Regional Municipality *Emission Factor* – NIR Table A6-4 Emission Factors for Refined Petroleum Products
Commercial/Institutional		
Emissions from electricity consumption	Quantity of electricity used (kWh) x Emission factor	*Quantity of Electricity* – NRCAN Comprehensive Energy Use Database, Commercial/Institutional, Atlantic, Table 1 – Secondary Energy Use and GHG Emissions by Energy Source *Employment in Service Sector* – Statistics Canada 2016 Census Data, for Atlantic Region and West Hants Regional Municipality *Emission Factor* – NIR Table A13-4 Electricity Generation and GHG Emission Details for Nova Scotia
Emissions from stationary fuel consumption	Quantity of fuel used (L) x Emission factor	*Quantity of Fuel* – NRCAN Comprehensive Energy Use Database, Commercial/Institutional, Atlantic, Table 1 – Secondary Energy Use and GHG Emissions by Energy Source *Employment in Service Sector* – Statistics Canada 2016 Census Data, for Atlantic Region and West Hants Regional Municipality *Emission Factor* – NIR Table A6-4 Emission Factors for Refined Petroleum Products
Industrial		
Emissions from electricity consumption	Quantity of electricity used (kWh) x Emission factor	*Quantity of Electricity* – NRCAN Comprehensive Energy Use Database, Industrial Sector – Aggregated Industries, Atlantic, Table 1 – Secondary Energy Use and GHG Emissions by Energy Source *Employment in Industry Sector* – Statistics Canada 2016 Census Data, for Atlantic Region and West Hants Regional Municipality

		Emission Factor – NIR Table A13-4 Electricity Generation and GHG Emission Details for Nova Scotia
Emissions from stationary fuel consumption	Quantity of fuel used (L) x Emission factor	*Quantity of Fuel* – NRCAN Comprehensive Energy Use Database, Industrial Sector – Aggregated Industries, Atlantic, Table 1 – Secondary Energy Use and GHG Emissions by Energy Source *Employment in Industry Sector* – Statistics Canada 2016 Census Data, for Atlantic Region and West Hants Regional Municipality *Emission Factor* – NIR Table A6-4 Emission Factors for Refined Petroleum Products
Road Transportation		
Emissions from motor fuel consumption	Quantity of fuel used (L) x Emission factor	*Quantity of Fuel* – Statistics Canada. Table 23-10-066-01 Sales of Fuel Used for Road Motor Vehicles, Annual (x 1,000) *# of Registered Vehicles* – Access Nova Scotia *Emission Factor* – NIR Table A6-13 Emission Factors for Energy Mobile Combustion Sources
Solid Waste		
Emissions from disposal of community solid waste	Methane Commitment Model (using quantity of waste landfilled and composition of waste stream)	*Quantity of Waste Landfilled* – From Cogmagun Landfill records *Composition of Waste Stream* – Based on Divert NS waste audit in 2017
Emissions from composting of organics	Quantity of Organics x Emission Factor	*Quantity of Organics* – From composting facility records *Emission Factor* – 2006 IPCC Guidelines for National Greenhouse Gas Inventories, Volume 5, Waste – Biological Treatment of Waste
Agriculture		
Emissions from Enteric Fermentation	Livestock Headcount x Emission Factor	*Cattle Headcount* – Statistics Canada. Table 32-10-0424-01 Cattle and calves on census day *Swine Headcount* – Statistics Canada. Table 32-10-0426-01 Pigs on census day *Emission Factor* – IPCC Volume 4 Chapter 10 – Tier 1 Method
Emissions from Manure Management	Livestock Headcount x Emission Factor	*Cattle Headcount* – Statistics Canada. Table 32-10-0424-01 Cattle and calves on census day *Swine Headcount* – Statistics Canada. Table 32-10-0426-01 Pigs on census day *Emission Factor* – IPCC Volume 4 Chapter 10 – Tier 1 Method

3.0 CORPORATE EMISSIONS INVENTORY

The following sub-sections summarize the results from the baseline Corporate Emissions Inventory for the West Hants Regional Municipality.

3.1 SUMMARY

The total corporate emissions for the 2018/2019 fiscal year were 3,530 tCO_2 eq. The total emissions were broken down by sector and can be seen in Figure 1. The majority of the emissions resulting from municipal operations come from the water and wastewater system. They make up 50.2% of the overall profile. The second largest emissions source is buildings, resulting in 39.3%. The solid waste, street lighting and staff business travel emissions are almost negligible, as together they make up exactly 5% of the overall profile.

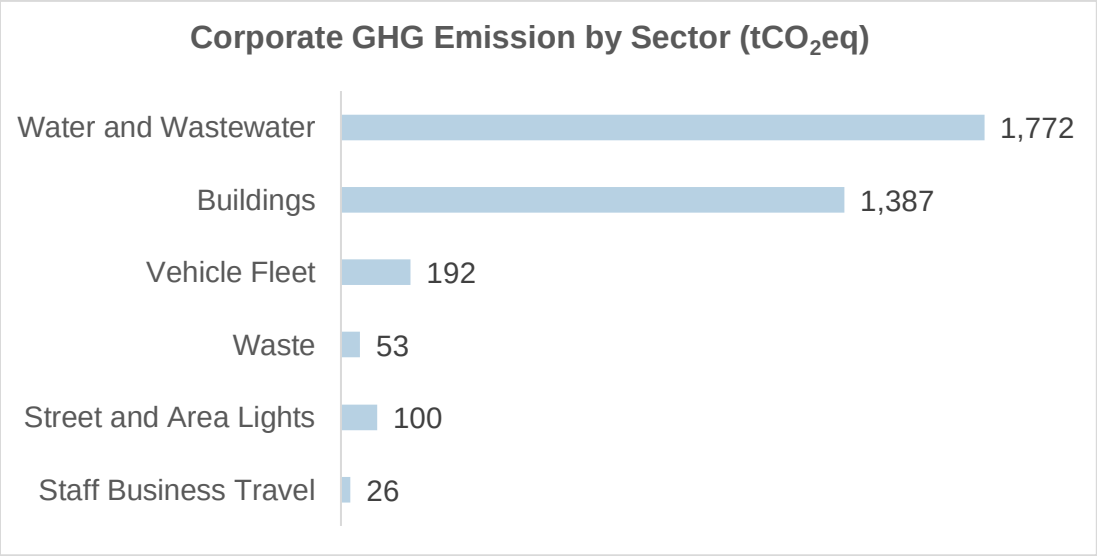


Figure 1 - Summary of Corporate GHG Emissions by Sector

The total emissions were also broken down by energy type, in Figure 2. However, this excludes the emissions from the solid waste section of the inventory, as it is the only sector where the method of quantification does not depend on an energy source. The energy source resulting in the largest amount of emissions was electricity (84.6%). This is largely due to the fact that the electricity in Nova Scotia comes mostly from natural gas and solid fuel, resulting in increased emissions factors. The remainder of energy sources used include propane, diesel, gasoline and light fuel oil. The resulting emissions from the light fuel oil make up 6.4% of the overall profile. The remainder of the energy sources each represent below 4% of emissions. The emissions for

natural gas, district energy, wood waste/pulp liquor and heavy fuel oil were all zero, as these types of energy were not used for municipal operations. Therefore, these sources were excluded from the graph.

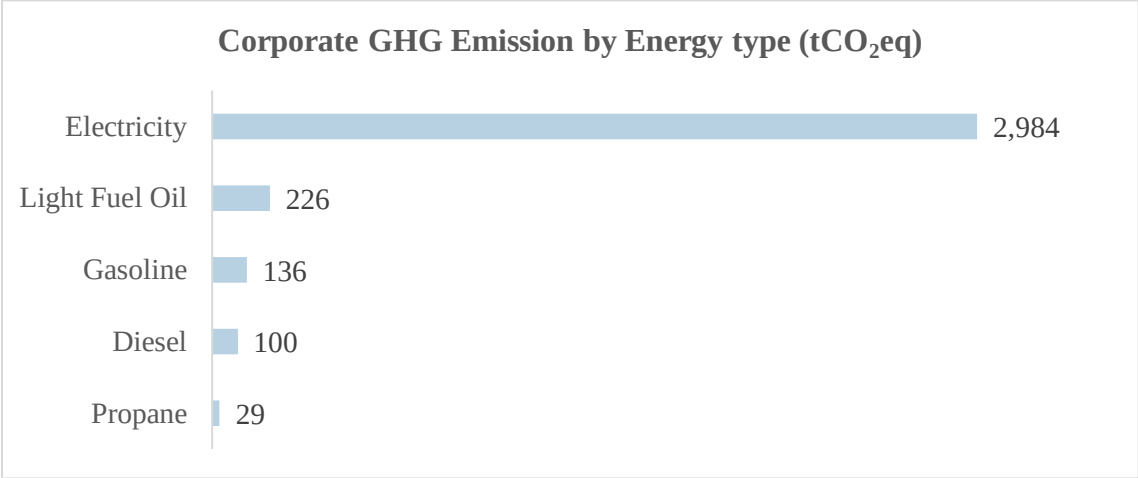


Figure 2 - Summary of Corporate GHG Emissions by Energy Type

3.2 BUILDINGS

The calculation of emissions resulting from municipally-owned buildings was based on electricity and fuel use. The required data was obtained from the energy provider bills. The one electricity provider was Nova Scotia Power. The fuel oil, however, was received from multiple providers: Irving Energy, West Nova Fuels and Oulton Fuel's Ltd. The energy use by source and the resulting emissions for each building owned and operated by the Municipality can be found in Table 7. The total emissions for the 2018/2019 fiscal year were 1,387 tCO_2 eq. The W.B. Stephens Building at 100 King St. in Windsor, results in the largest amount of emissions (19%). The building had the largest electricity consumption, at 285,060 kWh, and also required light fuel oil for heating purposes. The Municipal Building (76 Morison Drive) and Brooklyn Fire Station/Civic Centre are each responsible for the second largest contribution, at 12% of the overall emissions profile.

Table 7 - Summary of Energy Use and Emissions from Municipal Buildings

Building	Electricity Use (kWh)	Light Fuel Oil Use (L)	Gasoline Use (L)	Diesel Use (L)	Total GHG (tCO_2 eq)	% of Profile
W.B. Stephens Building – 100 King Street	285,060	18,154			267	19.2%
Brooklyn Fire Station & Civic Centre – 955 Highway 215	215,040				163	11.8%
Municipal Building – 76 Morison Drive	211,380			329	162	11.7%
Ice Plant - 239 Wentworth Road	164,400				125	9.0%
Hants County Courthouse – 240 King Street	26,160	22,250			81	5.9%
Arena – 239 Wentworth Road	103,200				78	5.7%
Hants Memorial Community Centre – 78 Thomas Street	55,400	10,450			71	5.1%
Town Hall – 20 Main Street	52,430		5,215	1,290	55	4.0%
Library – 195 A Albert Street	66,840				51	3.7%
Hantsport Fire Department – 5 Oak Street	39,086	7,689			51	3.7%
56 Park Drive	32,225	9,223			50	3.6%
Public Works Shed – 19 Chittick Avenue	18,597	11,876			47	3.4%
Hants Aquatic Centre – 306 Stannus Street	50,375				38	2.8%
Ball Field (Recreation Centre) – 54 Ball Park	28,274				21	1.5%
Hants Aquatic Centre Pumphouse – 306 Stannus Street	28,091				21	1.5%
Brooklyn Station 2 – 5984 Highway 14/Tongue Hill Garage	24,480				19	1.3%
Library – 10 Main Street	23,294				18	1.3%
Police Station – 3 Oak Street	12,222	2,020			15	1.1%
Park Drive	17,813				14	1.0%
Hantsport Music Fest – 10 Foundry Road	16,744				13	0.9%
Construction Trailer – 20 Pleasant Street	8,806				7	0.5%
Recreation Centre – 156 Eldridge	8,012				6	0.4%
Maplewood Cemetery	5,626				4	0.3%
Bandstand Walkway	3,709				3	0.2%
72 Ivey Lane	4,191				3	0.2%
Coach House – 6 King St Ext	4,148				3	0.2%
Total	**1,505,917**	**81,661**	**5,215**	**1,619**	**1,387**	**100%**

3.3 STREET LIGHTING

The lighting sector includes all streetlights, cameras and fire alarms owned and operated by the Municipality. The emissions resulting from the lighting sector were based on electricity consumption. While this information was not directly available from the electricity provider, Nova Scotia Power, it was estimated based on the wattage of each fixture, the hours of operation per day, and the days of operation per year. The electricity and resulting emissions for each lighting system are summarized in Table 8, with the total emissions being 100 tCO_2 eq.

Table 8 - Summary of Electricity Use and Emissions from Lighting

Lighting System Name	Type of Light	Electricity Use (kWh)	Total GHG (tCO_2 eq)
Streetlights Throughout Windsor	LED	63,273.48	48.08
Streetlights Throughout West Hants	LED	48,902.70	37.17
Wentworth Rd.	High Pressure Sodium	8,541.00	6.49
Clover Lane	Decorative	3,942.00	3.00
Wentworth Rd.	Metallic Additive	1,752.00	1.33
Falmouth Mini Park	LED	1,204.50	0.92
54 Ball Park	LED	963.60	0.73
Irishman Road	LED	240.90	0.18
Courthouse	LED	240.90	0.18
Brooklyn Fire Department	LED	240.90	0.18
2 Main St.	LED	240.90	0.18
10 Main St.	LED	240.90	0.18
Cottage Lane	40W Camera	175.20	0.13
Willow St.	40W Camera	175.20	0.13
Willow St. #cameras	40W Camera	175.20	0.13
Prince St.	40W Camera	175.20	0.13
Avon St.	40W Camera	175.20	0.13
Tannery Rd.	40W Camera	175.20	0.13
Main St. #cameras	40W Camera	175.20	0.13
School St.	40W Camera	175.20	0.13
Fire Alarm	N/A	13.61	0.01
Total		**131,199**	**100**

3.4 VEHICLE FLEET

The emissions from the municipal-owned vehicles were calculated based on the fuel used. The result also includes the quantification of tools and equipment. Fuel usage was obtained from the fuel receipts collected for each vehicle or piece of equipment. The results can be seen in Table 9. The gasoline usage was slightly higher than that of the diesel. The total corresponding emissions were 2,648 tCO_2 eq.

Table 9 - Summary of Fuel Use and Emissions from Vehicle Fleet

Vehicle Group Name / Department	Gasoline Use (L)	Diesel Use (L)	Total GHG (tCO_2 eq)
Public Works	25,642	27,244	135
Recreation	6,294	44	15
Water Utility	5,253	0	12
Other Tools[4]	114	3,189	9
Fire	0	2,662	7
Planning & Development	2,407	0	6
Recreation Other/Mowers/Trimmer	903	950	5
Administration	803	0	2
Cemetery	667	0	2
Total	**42,082**	**34,089**	**192**

3.5 STAFF BUSINESS TRAVEL

Similarly to the vehicle sector, the emissions for staff business travel were calculated based on the fuel use. This was determined through the employee expense forms, where staff are required to record the kilometers travelled for work purposes in personal vehicles. The kilometers were converted to fuel usage using the fuel efficiency for a light-duty gasoline vehicle. All staff-owned vehicles were assumed to be light-duty and fuelled by gasoline as this level of detail was not known. The gasoline usage and resulting emissions were organized by department, as seen in Table 10. The total gasoline used was 11,102 L, with the largest contribution coming from the

[4] The '*Other Tools'* category includes tools such as jugs, pressure washer, welder, plate tamper, lawnmowers, tractors, etc.

Public Works department. The total emissions resulting from staff business travel was 25.91 tCO_2 eq.

Table 10 - Summary of Fuel Use and Emissions from Staff Business Travel

Department	Gasoline Use (L)	Total GHG (tCO_2 eq)
Public Works	3,305.49	7.72
Region 6	2,012.94	4.70
Recreation	1,775.93	4.15
Councillors	1,254.92	2.93
Administration	931.20	2.17
Finance	747.13	1.74
Planning & Development	719.61	1.68
Summer Staff	354.82	0.83
Total	**11,102.00**	**25.91**

3.6 WATER & WASTEWATER TREATMENT

Similarly to the buildings sector, the emissions for water and wastewater facilities were based on the energy use. This information was obtained from energy provider invoices. The energy used to power the water and wastewater facilities were electricity, propane and an insignificant amount of diesel. This can be seen in Table 11, where the facilities are arranged by type: water treatment plant, wastewater treatment plant, and lift station. The three water treatment plants contributed 666 tCO_2 eq. The wastewater treatment plant at 48 Falmouth Connector made the largest individual contribution at 385 tCO_2 eq. The total emissions from all facilities was 1,772 tCO_2 eq.

Table 11 - Summary of Energy Use and Emissions from Water & Wastewater Treatment

Facility	Electricity Use (kWh)	Propane Use (L)	Diesel Use (L)	Total GHG (tCO_2 eq)
Water Treatment Plant				
786 Windsor Back Rd.	370,080			281
242 Eldridge Rd.	279,300			212
2160 Bishopville Rd.	187,440	18,955	324	173
Wastewater Treatment Plant				
48 Falmouth Connector	506,880			385

293 Wentworth Rd.	45,720		380	36
Lift Stations				
3 Lagoon Dr.	442,925			337
33 Colonial Dr.	123,700			94
Panuke Rd.	41,075			31
144 Water St.	34,375			26
124 Across Gabriel	25,200			19
99 Francis St.	22,460			17
905 Mountain Rd.	17,950			14
126 Halewood	17,575			13
708 Bowman Rd.	16,650			13
138 Payzant Dr.	15,550			12
1201 Hillcrest Dr.	14,250			11
422 Back Rd.	12,525			10
133 Dewolfe's Crossing	9,350			7
326 Ball Field	7,650			6
140 Meadow	6,850			5
33 Irven	6,800			5
Willow St.	6,270			5
531 College Rd.	5,975			5
Crossley Court	5,925			5
407 Windsor Back Rd.	5,375			4
2078 Highway 1 Falmouth	5,300			4
120 Green	5,200			4
115 Woodmans Corner	5,125			4
Tremain Crescent	5,075			4
22 Wilewood	4,515			3
19 Chittick Ave.	4,300			3
421 Windsor Back Rd.	3,750			3
96 Ivey Lane	3,591			3
152 Highway #1	3,550			3
Alexander Dr.	3,432			3
244 Wentworth Rd.	3,310			3
604 Green Lane	2,625			2
Prince St.	2,175			2
305 Town Rd.	1,980			2
126 Mapleton	1,925			1
Wentworth/Cole	1,758			1
Main St.	1,711			1
Palmeter Dr.	1,625			1
2 Main St.	314			0
20B Pleasant St.	217			0
Total	**2,289,328**	**18,955**	**876**	**1,772**

3.7 SOLID WASTE

Calculations for corporate waste emissions were based on the annual tonnage of waste. The amount of waste leaving all corporate-owned buildings was not available. Therefore, the quantity was estimated based on the garbage container capacity, frequency of pick up, and the typical filling rate at each site. For facilities that do not rent or own garbage containers, the estimate was based on the number of bags collected per pick up, the frequency of pick up, and the typical filling rate of each bag. The bag size and typical filling rate of each bag were assumed to be 90L (the average size of a large garbage bag) and 75%, respectively. This information was available for slightly over half of the corporate-owned buildings, leaving a large amount of uncertainty. The resulting emissions were 53 tCO_2 eq. and can be seen in Table 12. Compost tonnage information was unavailable as all organics are transported outside of the Municipality and building staff do not record tonnage.

Table 12 - Summary of Tonnage and Emissions for Corporate Waste

	Tonnage	**Emissions (tCO_2 eq)**
Solid Waste	38.35	53
Compost	Not Recorded	N/A

4.0 COMMUNITY INVENTORY

The following sub-sections summarize the results from the baseline Community Emissions Inventory for the West Hants Regional Municipality.

4.1 SUMMARY

The total reported community emissions for the 2016 calendar year was 286,480 tCO_2 eq. The total emissions by sector can be seen below in Figure 3. The residential sector makes up the largest majority of emissions, at 32%. The on-road transportation sector is a close second, at 30% of the total emissions. The emissions resulting from community waste only make up 1% of the emissions profile, making it nearly negligible.

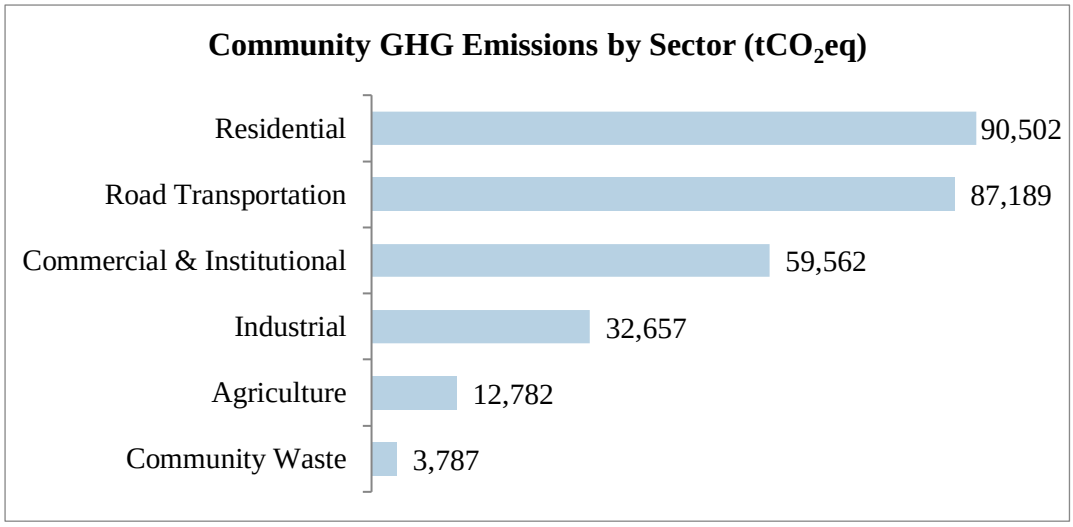


Figure 3 – Summary of Community GHG Emissions by Sector

The results from the inventory were further broken down by energy type. This can be seen in Figure 4. Electricity use in residential, commercial and industrial buildings resulted in the largest amount of emissions. It makes up 48% of the total emissions profile. Gasoline, light fuel oil and diesel also made significant contributions, making up 22%, 12% and 8% of the profile, respectively. The main uses of these three energy sources were for on-road transportation and building heating. Propane was the least-used type of fuel, with approximately negligible impacts on the overall greenhouse gas profile. It is also important to note that natural gas and district energy were excluded from the graph as they are not used in the region.

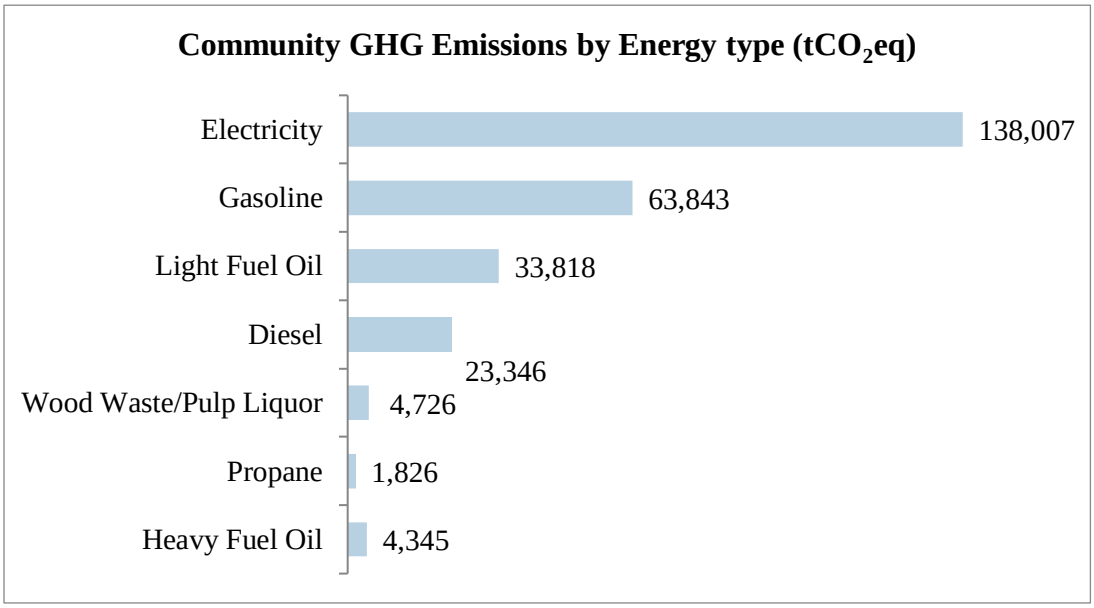


Figure 4 - Summary of Community GHG Emissions by Energy Type

4.2 RESIDENTIAL

In order to calculate the emissions, the energy use at all residential buildings within the West Hants Regional Municipality was required. This information was not available at the local level, so the Provincial energy use was scaled down using two methods. The first method used the number of private dwellings. The number of private dwellings occupied by usual residents in Nova Scotia and in West Hants Regional Municipality was obtained by Statistics Canada's local census data from 2016. In the second method, the Provincial energy use was scaled down by population. The population was also available from Statistics Canada. These values can be seen in Table 13. The ratios for both data sets are similar, with the Municipality's population making up 2.06% of the total Nova Scotia population and the number of private dwellings in the Municipality making up 1.99% of the total in Nova Scotia.

Table 13 - Population and Dwelling Statistics for the Residential Sector

Local Census Data (2016)	Nova Scotia	West Hants Regional Municipality	Ratio
Population	923,598	19,016	0.0206
Private dwellings occupied by usual residents	401,990	8,012	0.0199

The calculated energy use in West Hants Regional Municipality using the number of private dwellings was 839,089 GJ. This can be seen in Table 14. The energy use from each fuel type was multiplied by the appropriate emission factor in order to quantify the resulting emissions. The total emissions in the residential sector were 90,502 tCO_2 eq. Electricity usage made up 72.0% of the total emissions. The emissions calculated by scaling down energy use by population were slightly higher, at 93,491 tCO_2 eq. However, this result is not as accurate as the first method since it does not consider that many residents may not live alone.

Table 14 - Summary of Energy Use and Emissions from the Residential Sector

Fuel Type	Energy Use (GJ) – Nova Scotia	Energy Use (GJ) - WHRM	Total GHG (tCO_2 eq) - WHRM	Breakdown
Electricity	15,900,000	316,900	65,140.65	72.0%
Light Fuel Oil	13,900,000	281,025	20,192	22.3%
Wood Waste/Pulp Liquor	11,600,000	231,198	4,602	5.1%
Propane	500,000	9,965	569	0.6%
Natural Gas	200,000	0	0	0.0%
District Energy	0	0	0	0.0%
Total	**42,000,000**	**839,089**	**90,502**	**100.0%**

4.3 COMMERCIAL & INSTITUTIONAL

In order to calculate the emissions, the energy use at all commercial/institutional buildings within the West Hants Regional Municipality was required. This information was not available at the local level, so the Atlantic energy use was scaled down by the employment in the service sector. The employment in the service sector was obtained from Statistics Canada's 2016 census data. It was collected for each of the four provinces that make up the Atlantic Region and West Hants Regional Municipality, as seen in Table 15. The ratio for 'NS/Atlantic' shows that 41.19% of employment in the service sector in the Atlantic Region comes from Nova Scotia. This was used to calculate the total energy use in the Province. This was further scaled to reflect the energy use in West Hants Regional Municipality using the 'Regional/NS' ratio. However, this method of quantification does not provide an exact snapshot of the commercial and institutional emissions resulting within the Municipality as the employment data obtained from Statistics Canada does

not take into consideration that people employed within the Municipality may not be residents. Additionally, it does not take into consideration the percentage of each industry in the service sector or the local industry operations.

Table 15 - Employment Statistics for the Commercial/Institutional Sector

Local Census Data (2016)	Employment in Service Sector	Ratio Regional/NS	Ratio NS/Atlantic
Nova Scotia	374,715	0.0162	0.4119
New Brunswick	291,445		
Prince Edward Island	57,160		
Newfoundland and Labrador	186,495		
West Hants Regional Municipality	6,075		

The calculated energy use in the Municipality in 2016 was 396,625 GJ. The energy use from each fuel type was multiplied by the appropriate emission factor in order to quantify the resulting emissions. The resulting emissions were 59,562 tCO_2 eq. Similarly to the Residential sector, electricity made up the majority of the resulting emissions. It contributed 80.9% of the total emissions profile. Light fuel oil was the second largest source, making up 16.2%. District energy and wood waste/pulp liquor were not present in neither West Hants Regional Municipality, nor the Atlantic Region. Natural gas was utilized in Nova Scotia, however, not within the Municipality.

Table 16 - Summary of Energy Use and Emissions from the Commercial/Institutional Sector

Fuel Type	Energy Use (GJ) – Atlantic	Energy Use (GJ) – Nova Scotia	Energy Use (GJ) - WHRM	Total GHG (tCO_2 eq) - WHRM	Breakdown
Electricity	35,100,000	14,500,000	234,369	48,175.87	80.9%
Light Fuel Oil	11,900,000	4,900,000	133,544	9,621	16.2%
Propane	3,300,000	1,400,000	22,035	1,275	2.1%
Heavy Fuel Oil	1,000,000	400,000	6,677	508	0.9%
Natural Gas	8,100,000	3,300,000	0	0	0.0%
District Energy	0	0	0	0	0.0%
Wood Waste/ Pulp Liquor	0	0	0	0	0.0%
Total	**59,000,000**	**24,000,000**	**396,625**	**59,562**	**100.0%**

4.4 INDUSTRIAL

In order to calculate the emissions, the energy use at all industrial buildings within the West Hants Regional Municipality was required. This information was not available at the local level, so the Atlantic energy use was scaled down by the employment in the industry sector. The employment in the industry sector was obtained from Statistics Canada's 2016 census data. It was collected for each of the four provinces that make up the Atlantic Region and for West Hants Regional Municipality, as seen in Table 17. The ratio for 'NS/Atlantic' shows that 35.2% of employment in the industry sector in the Atlantic Region comes from Nova Scotia. This was used to calculate the total energy use in the Province. This was further scaled to reflect the energy use in West Hants Regional Municipality using the 'Regional/NS' ratio.

Table 17 - Employment Statistics for the Industry Sector

Local Census Data	Employment in Service Sector	Ratio Regional/NS	Ratio NS/Atlantic
Nova Scotia	87,730	0.0087	0.352
New Brunswick	79,680		
Prince Edward Island	19,220		
Newfoundland and Labrador	62,595		
West Hants Regional Municipality	2,175		

Using this method, the total energy used by the industry sector in the Municipality in 2016 was 337,308 GJ, as seen in Table 18. The energy use from each fuel type was multiplied by the appropriate emission factor in order to quantify the resulting emissions. The total greenhouse gas emissions were determined to be 32,657 tCO_2 eq. Similarly to the residential and commercial sectors, electricity-use contributes the majority of the resulting emissions, at 75.6%. Light fuel and heavy fuel oil make the next largest contributions, at 12.3% and 11.7%, respectively.

Table 18 -Summary of Energy Use and Emissions from the Industry Sector

Fuel Type	Energy Use (GJ) – Atlantic	Energy Use (GJ) – Nova Scotia	Energy Use (GJ) - WHRM	Total GHG (tCO_2 eq) - WHRM	Breakdown
Electricity	39,100,000	13,800,000	120,116	24,690.52	75.6%
Light Fuel Oil	18,100,000	6,400,000	55,604	4,005	12.3%
Heavy Fuel Oil	16,400,000	5,800,000	50,381	3,837	11.7%
Wood Waste/ Pulp Liquor	36,200,000	12,700,000	111,207	124	0.4%
Natural Gas	0	0	0	0	0.0%
District Energy	0	0	0	0	0.0%
Propane	0	0	0	0	0.0%
Total	**110,000,000**	**39,000,000**	**337,308**	**32,657**	**100.0%**

4.5 TRANSPORTATION

The quantification method used to determine the emissions resulting from on-road transportation relied on the total amount of fuel used in West Hants Regional Municipality. This information was not available at the local level. Therefore, the provincial fuel use was scaled down by the number of registered vehicles. The number of registered vehicles by fuel type was obtained from Access Nova Scotia, however, for Hants County. This data was scaled by population to obtain the registered vehicles in Nova Scotia and West Hants Regional Municipality, as seen in Table 19. As a result, it was determined that West Hants Regional Municipality makes up approximately 2.21% of the total registered vehicles in the Province. This information was used to determine the total amount of fuel used. The result was 35,867,450 L, with 76.3% of the fuel used being gasoline. The remainder of fuel used was diesel oil, as petroleum gas/propane was considered negligible. The total emissions resulting from the calculated fuel usage was 87,189 tCO_2 eq.

Table 19 - Summary of Fuel Use and Emissions from On-Road Transportation

Fuel	Registered Vehicles in NS	Registered Vehicles in WHRM	Provincial Total Fuel Used (L)	WHRM Fuel Used (L)	WHRM Energy (GJ)	Total GHG (tCO_2 eq) - WHRM
Gasoline	557,223	12,317	1,237405,000	27,351,917	914,922	63,843
Diesel oil	102,130	2,261	384,649,000	8,515,533	326,571	23,346
Liquefied petroleum gas	Vehicles powered by propane are considered negligible		4,705,000	-	-	-
Total	**659,353**	**14,578**	**1,626,759,000**	**35,867,450**	**1,241,492**	**87,189**

4.6 SOLID WASTE

The emissions resulting from community waste were quantified by direct calculations based on the quantity of waste. The annual tonnage of solid waste sent to the landfill was 2,748. The tonnage of composted materials was 727. These amounts were determined from the Waste Services Coordinator. In order to accurately convert the tonnage of solid waste to emissions, the waste stream composition was determined. While this information was not available for the 2016 waste stream, the compositions were determined from a 2017 Waste Audit by Divert NS. The compositions from the audit can be found in Table 20.P

The total emissions resulting from the solid waste sent to the landfill were 3,787 tCO_2 eq., as seen in Table 21. Because the landfill operates within the Municipality, these emissions represent the complete scope of the community waste emissions. The 125 tCO_2 eq. resulting from composted materials were estimated but not included in the inventory results, as the composting facility lies outside of the Municipality's geographic boundaries.

Table 20 - Summary of Waste Stream Composition

Waste Stream Composition	
Paper, Cardboard	22.0%
Food	16.0%
Textiles	13.8%
Diapers	3.3%
Wood	1.9%
Garden Waste	1.4%
Leather, rubber	0.4%

Table 21 - Summary of Community Waste Tonnage and Emissions

	Tonnage	**Emissions (tCO2 eq)**
Solid Waste	2,748	3,787
Compost	727	125

4.7 AGRICULTURE

The quantification of emissions from the agriculture sector includes only enteric fermentation and manure management. Emissions from agricultural soils, field burning of

agricultural waste, liming, urea application and other carbon containing fertilizers were not included in the calculations as the required information was not available. Enteric fermentation and manure management were both dependent on the headcount of cattle and swine in West Hants Regional Municipality. The headcounts were determined from Statistics Canada. Emission factors were obtained from *IPCC Volume 4 Chapter 10* in order to calculate the resulting emissions. The resulting emissions from enteric fermentation were 12,603 tCO_2 eq. The emissions were composed of only methane. The emissions from manure management, however, were composed of both methane and nitrous oxide. The total resulting emissions were 6,312 tCO_2 eq. These results can be found in Table 22.

Table 22 - Summary of Emissions from Enteric Fermentation and Manure Management

Emissions Source	**WHRM Headcount**	**Total CH4 (t)**	**Total N2O (t)**	**Total GHG (tCO_2 eq) - WHRM**
Enteric Fermentation				
Cattle	3,934	503.6	-	12,589
Swine	343	0.5	-	14
Manure Management				
Cattle	3,934	247.8	0.014	6,200
Swine	343	4.5	0.001	112

5.0 EMISSIONS FORECAST

In addition to the development of a Corporate and Community Inventory, a business-as-usual emissions forecast was developed in order to meet PCP Program requirements. The forecast was required to be 10 years from the baseline year, therefore 2030 was chosen. The forecast was based on the a series of assumptions (of which are the same assumptions proposed in WSP's *2019 Inventory Report* for West Hants). These assumptions were developed based on research conducted by WSP on provincial and national trends in greenhouse gas emissions. Some provincial trends explored include the following:

- Approximately 95% of residents have access to curbside garbage collection.
- With the increased use of heat pumps in homes there has been a 38% reduction of light fuel oil use from 2008-2016.
- The transition to LED street lighting (of which is now mandatory) will reduce energy consumption by 30%.
- With the completion of the Muskrat Falls hydro power project, it is estimated that 40% of electricity will be renewable energy.
- The production of electricity is expected to see a 55% reduction in greenhouse gas emissions.
- The number of registered vehicles in the province increased 15% between 2008 and 2018.

The assumptions developed by WSP are the following:

- An emission factor reduction of 44% for electricity consumption;
- A 10% reduction in energy consumption;
- A 28% reduction in fuel rate;
- An increase of electricity used in the residential sector for charging electric vehicles;
- An increase of registered vehicles by 15%; and
- That 10% of vehicles on the road will be electric vehicles.

The results of the forecast can be seen in Table 23, where corporate emissions can expect to see a reduction of 44%, and community emissions can expect to see a reduction of 41%. An important thing to note is that the reduction of these emissions is not entirely under the direct control of West Hants Regional Municipality. Instead, it largely depends on the ability of Nova Scotia's power grid to become decarbonized.

Table 23 - Summary of the 2030 GHG Emissions Forecast

CORPORATE INVENTORY			***COMMUNITY INVENTORY***		
Sector	**GHG Emissions 2018/2019 (tCO2 eq)**	**GHG Emissions 2030 (tCO2 eq)**	**Sector**	**GHG Emissions 2016 (tCO2 eq)**	**GHG Emissions 2030 (tCO2 eq)**
Buildings	1,386	823	*Residential*	90,502	60,357
Lighting	100	51	*Commercial/ Institutional*	59,562	35,840
Vehicle Fleet	192	139	*Industrial*	32,657	12,701
Water & Wastewater Treatment	1,772	886	*Road Transportation*	87,189	43,700
Solid Waste	53	53	*Solid Waste*	3,787	3,787
Staff Business Travel	26	19	*Agriculture*	12,782	12,782
Total	**3,530**	**1,970**	***Total***	**286,480**	**169,168**
Reduction		*-44%*	*Reduction*		*-41%*

6.0 CONCLUSION

In conclusion, the main requirements of Milestone 1 of the PCP Program were successfully achieved with the development of a baseline Corporate and Community Emissions Inventory for the West Hants Regional Municipality. The baseline Corporate Inventory covered the 2018/2019 fiscal year, whereas the Community Inventory covered the 2016 calendar year. The emissions resulting from municipal operations and services, as highlighted in the Corporate Inventory, were 3,530 tCO_2 eq. Approximately 90% of emissions come from buildings and water and wastewater treatment facilities. The emissions resulting within the Municipality's geographical boundaries, as highlighted in the Community Inventory, were 286, 480 tCO_2 eq. The majority of emissions come from residential energy use and the combustion of fuels used for on-road transportation. By 2030, it is expected that the Corporate and Community emissions will see a reduction of 44% and 41%, respectively. This reduction of emissions is subject to change with the decision of West Hants Regional Municipality to develop and implement action items to help mitigate the effects of climate change.

7.0 REFERENCES

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APPENDIX A – EMISSION FACTORS AND COEFFICIENTS

CORPORATE EMISSIONS INVENTORY 2018/2019		
Activity Sector	**Energy Source**	**Emission Factor**
Buildings	Electricity	0.760 kg eCO_2/kWh
	Furnace Oil	2,762.90 g eCO_2/L
	Diesel	2,762.90 g eCO_2/L
	Gasoline	2,315.50 g eCO_2/L
Street Lighting	Electricity	0.760 kg eCO_2/kWh
Vehicle Fleet	Diesel	2,334.10 g eCO_2/L
	Gasoline	2,741.6 g eCO_2/L
Water & Wastewater Treatment	Electricity	0.760 kg eCO_2/kWh
	Diesel	2,762.90 g eCO_2/L
	Propane	1,547.80 g eCO_2/L
Staff Business Travel	Gasoline	2,741.6 g eCO_2/L

COMMUNITY EMISSIONS INVENTORY 2016		
Activity Sector	**Energy Source**	**Emission Factor**
Residential	Electricity	0.760 kg eCO_2/kWh
	Light Fuel Oil	2.755 kg eCO_2/L
	Wood	19,903,333 kg eCO_2/PJ
	Propane	1.548 kg eCO_2/L
Commercial/Institutional	Electricity	0.760 kg eCO_2/kWh
	Light Fuel Oil	2.763 kg eCO_2/L
	Heavy Fuel Oil	3.176 kg eCO_2/L
	Propane	1,547.80 g eCO_2/L
Industrial	Electricity	0.760 kg eCO_2/kWh
	Light Fuel Oil	2.762 kg eCO_2/L
	Heavy Fuel Oil	3.178 kg eCO_2/L
	Wood Waste/Pulp Liquor	1,118,333 kg eCO_2/PJ
Road Transportation	Diesel	2,334.10 g eCO_2/L
	Gasoline	2,741.6 g eCO_2/L
Agriculture	Cattle (Enteric Fermentation)	128 kg CH_4/head
	Swine (Enteric Fermentation)	1.6 kg CH_4/head
	Cattle (Manure Management)	63 kg CH_4/head
		0.005 kg N_2O/head
	Swine (Manure Management)	13 kg CH_4/head
		0.005 kg N_2O/head

Appendix B
2020-02-10 Setting Corporate and Community Greenhouse Gas Reduction Targets Decision Request Report

WINDSOR / WEST HANTS TOGETHER

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request X	Councillor Activity ☐

To: Members of Municipal Climate Change Action Plan Committee

Submitted by: _____
Casey Parker, Sustainability Planner

Date: 2021-02-10

Subject: Setting Corporate and Community Greenhouse Gas Reduction Targets

LEGISLATIVE AUTHORITY

Council Resolution to Join the FCM-ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program. (September 11, 2018)

DECISION REQUEST

Staff request direction from the Municipal Climate Change Action Plan (MCCAP) Committee on setting a corporate and community greenhouse gas emissions reduction target for Milestone 2 of the Partner's for Climate Protection program.

BACKGROUND

Property☐	Public Opinion☐	Environment X	Social☐	Economic☐	Councillor Activity ☐

The Partner's for Climate Protection (PCP) program is a five-milestone program with the purpose of encouraging municipalities across Canada to take action to reduce greenhouse gas (GHG) emissions through the implementation of local action plans and emissions reduction targets. The program is administered and managed by the Federation of Canadian Municipalities (FCM) and International Council for Local Environmental Initiatives (ICLEI) – Local Governments for Sustainability. The milestone framework consists of the following [1]:

Milestone 1: "Create a Baseline Emissions Inventory and Forecast"

Milestone 2: "Set Emissions Reduction Targets"

Milestone 3: "Develop a Local Action Plan"

Milestone 4: "Implement the Local Action Plan"

Milestone 5: "Monitor Progress and Report Results"

The former Municipality of the District of West Hants (West Hants) joined the PCP program in September 2018. The West Hants Regional Municipality (WHRM) continues to be a member of this program. The baseline emissions inventory and business-as-usual forecast for West Hants required for Milestone 1 was completed by WSP and two (2) Dalhousie University co-op students in 2019. This work was not submitted to complete Milestone 1 as the former Town of Windsor (Windsor) data needed to be incorporated to develop a regional inventory. The inventory was updated in October 2020 to incorporate the corporate and community emissions from the former Town of Windsor. The Corporate Inventory highlights the emissions resulting from municipal services. The activity sectors included are buildings, street lighting, water and wastewater treatment, solid waste, and vehicle fleet. Staff business travel was added to the inventory as an optional sector as the data was available. The baseline year chosen for the Corporate Inventory was the 2018/2019 fiscal year. This decision was heavily based on data availability and accuracy. The results of the baseline inventory can be seen in Table 1 below. The total corporate greenhouse gas emissions were 3,530 tonnes of CO_2 equivalent (tCO_2 eq.). Approximately 50% of the total emissions result from the water and wastewater treatment activity sector. The buildings sector makes up the second largest amount of total emissions, representing approximately 39%.

Table 1 – Baseline Corporate Inventory Results (2018/2019)

Activity Sector	**GHG Emissions (tCO_2 eq.)**
Water & Wastewater Treatment	1,772
Buildings	1,387
Vehicle Fleet	192
Street Lighting	100
Solid Waste	53

Staff Business Travel	26
Total	3,530

The Community Inventory highlights the emissions within the Municipality. The activity sectors included are residential buildings, commercial buildings, industrial buildings, solid waste, and transportation. Agriculture was added as an optional activity sector as it is a key industry in West Hants. The baseline year chosen for the Community Inventory was 2016. This is because the development of the Community Inventory heavily relied on the use of Statistics Canada's Census data, with the most recent data being from 2016. The results of the baseline inventory are found in Table 2. The total community greenhouse gas emissions were calculated to be 286,480 tCO_2 eq.. The residential and transportation sectors made up the largest majority of emissions, responsible for 31.6% and 30.4%, respectively.

Table 2 - Baseline Community Inventory Results (2016)

Activity Sector	**GHG Emissions (tCO_2 eq.)**
Residential	90,502
Transportation	87,189
Commercial/Institutional	59,562
Industrial	32,657
Agriculture	12,782
Solid Waste	3,787
Total	286,480

Based on the inventory results, a business-as-usual emissions forecast was developed for 2030. The forecast was required to be 10 years from the baseline year, therefore 2030 was chosen for both corporate and community emissions. The forecast was based on a series of assumptions made by WSP based on provincial and national trends. The key assumptions were the following [2]:

- An emission factor reduction of 44% for electricity consumption;
- A 10% reduction in energy consumption;
- A 28% reduction in fuel rate;
- An increase of electricity used in residential sector for charging electric vehicles;
- An increase of registered vehicles by 15%; and
- That 10% of vehicles on the road will be electric vehicles.

This correlates to a reduction of 44% of corporate emissions and 41% of community emissions by 2030. However, it is important to note that these emission reductions are not entirely under the direct control of West Hants Regional Municipality, as they largely depend on the ability of Nova Scotia's power grid to become decarbonized [2].

In addition to completing the emissions inventory and forecast, WSP produced a GHG Emissions Background Study. The purpose of the study was to help inform the WHRM Council after the consolidation of West Hants and Windsor [3]. The Study highlights seven goals for reducing corporate emissions and corresponding actions items. Each action item explored in the Study includes a description, reduction outcome/performance target, anticipated impact, responsibility, contributors/ stakeholder groups, implementation period/priority, monitoring process and cost/level of effort. The full list of action items can be found in the full report in Appendix A. Based on researched action items, WSP developed three GHG reduction scenarios: 'Safe', 'Balanced', and 'Dynamic'. The Safe Scenario is considered the lowest risk, requiring the least amount of effort and cost. It has the lowest potential for GHG reduction. The Balanced Scenario requires moderate effort and cost but has a greater potential for GHG reduction in comparison to the Safe Scenario. Lastly, the Dynamic Scenario is the greatest level of effort and the highest cost. This high risk will result in the greatest GHG reduction of all three (3) scenarios [3]. The emissions reduction was summed for each scenario; however, it is important to note that this is a rough estimation. This is largely due to the fact that many of the actions explored are based on promotion, education, and staff leadership activities with resulting emissions that are not possible to quantify. Three (3) targets were recommended based on each of the scenarios. Target 1 incorporates the GHG reduction from the Safe Scenario. Target 2 incorporates the GHG reduction from the Safe and Balanced Scenarios. Target 3 incorporates the GHG reduction from all scenarios. The three targets are the following:

Target 1: "5% reduction in corporate emissions + incalculable amount of reduction of both corporate and community emissions stemming from staff time" [3]

Target 2: "22% reduction in corporate emissions + incalculable amount of reduction of both corporate and community emissions stemming from staff time" [3]

Target 3: "42% or 46% reduction in corporate emissions + incalculable amount of reduction of both corporate and community emissions stemming from staff time" [3]

These emission reductions are in addition to the business-as-usual forecast for corporate emissions.

DISCUSSION

With the completion of Milestone 1 and the development of the Background Study, the next step of the program is to set emissions reduction targets for Milestone 2. In order to gain recognition for the Milestone, there are three requirements [4]:

1. "The target must clearly state whether it is for corporate or community emissions;
2. The target must be an overall GHG reduction, with the form, *% reduction from base year by target year; and*
3. The targets must be adopted by council resolution."

As a result of these requirements, a series of targets were generated for reducing corporate and community emissions. It is recommended that Council selects one corporate and one community target from below. Staff request the MCCAP Committee provide direction by recommending one (1) corporate and one (1) community target for Council to consider.

Corporate Targets

There are four (4) reduction targets for corporate emissions discussed below. These targets do not consider the reduction from the business-as-usual forecast. All four (4) targets are graphed in Figure 1.

a) **20% below 2018 levels by 2028**
This target is based on the PCP recommendation to achieve a 20 per cent reduction within 10 years. It is considered an appropriate target for many municipalities. This reduction would result in 2,842 tCO_2 eq. by 2028.

b) **5% below 2018 levels by 2030**
This target is based on Target 1 recommended in WSP's Emissions Background Study. This reduction would result in 3,353.5 tCO_2 eq. by 2030. However, it is important to note that this reduction does not include the incalculable amount of reduction stemming from staff time.

This is considered low risk with small effort and cost requirements. Actions that may be implemented to reach a 5% reduction are the same as those recommended by WSP, and as follows [3]:

POTENTIAL ACTION ITEMS
"Perform internal building survey (i.e. ASHRAE Level 1 Energy Audit)"
"Promote and celebrate energy efficient buildings"
"Investigate 'bulk' purchase of electric vehicle and/or EV charging stations"
"Explore options to include anticipated GHG emissions in staff reports for council and committees"
"Explore funding for EV charging stations on municipal property"

c) **22% below 2018 levels by 2030**
This target is based on Target 2 recommended in WSP's Emissions Background Study. This reduction would result in 2,753.40 tCO_2 eq. by 2030. However, it is important to note that this reduction does not include the incalculable amount of reduction stemming from staff time.

This is considered medium risk with greater effort and cost requirements compared to Target 1. Actions that may be implemented to reach a 22% reduction (in addition to those previously mentioned) are as follows [3]:

POTENTIAL ACTION ITEMS
"Behavioral Energy Efficiency Program"
"Consider green power purchasing"
"Fuel switching (heat pumps)"
"Explore a corporate car sharing program"
"Integrate GHG reduction strategies into HR policies"
"Investigate optimizing business/work order travel"

d) **42% below 2018 levels by 2030**
This target is based on Target 3 recommended in WSP's Emissions Background Study. This reduction would result in 2,047.4 tCO_2 eq. by 2030. However, it is important to note that this reduction does not include the incalculable amount of reduction stemming from staff time.

This is considered high risk with the largest effort and cost requirements of the three targets proposed by WSP. Actions that may be implemented to a 42% reduction (in addition to those previously mentioned) are as follows [3]:

POTENTIAL ACTION ITEMS
"Detailed energy audits for the water and wastewater plants"
"Assessment for the Brooklyn Fire Station and Civic Centre"
"Investigate renewable energy opportunities (solar PV for the water and wastewater treatment plants)"
"Create a 'fleet management' program that introduces EVs over a multi-year timeline"
"Consider introducing carpool incentives for work travel"
"Consider hiring a dedicated GHG reduction employee"

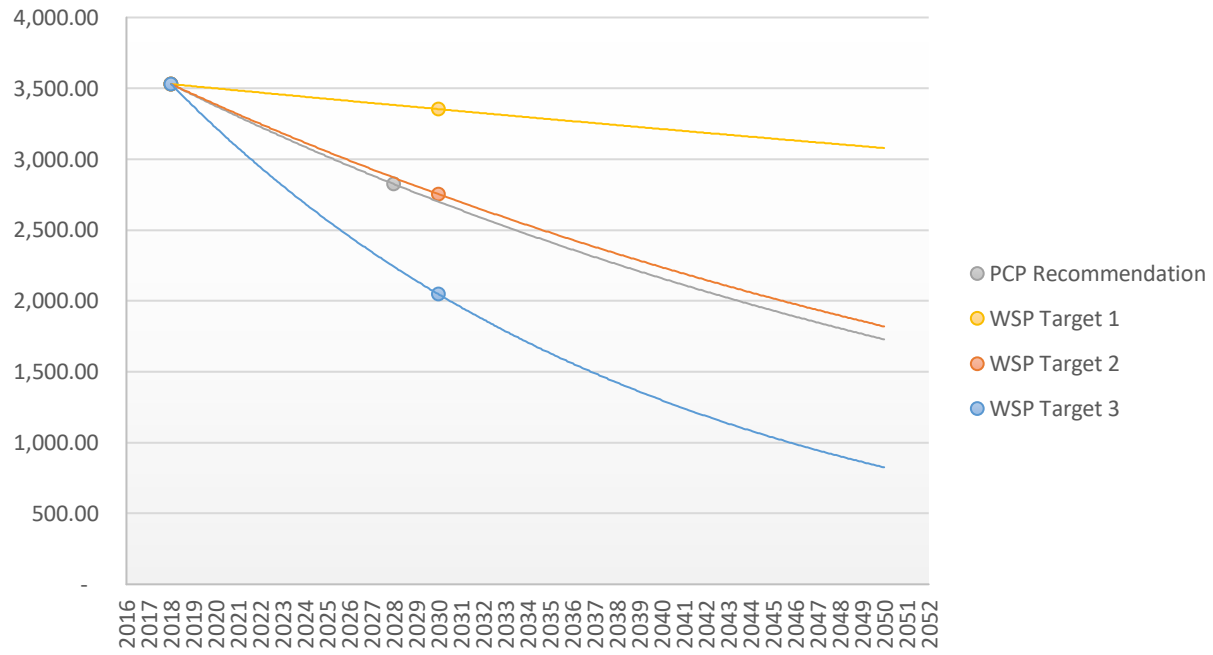


Figure 1 - Corporate Emissions Reduction Targets

<u>Community Targets</u>

There are four (4) reduction targets for community emissions discussed below. These targets do not consider the reduction from the business-as-usual forecast. All four (4) targets are graphed in Figure 2.

a) **6% below 2016 levels by 2026**
This target is based on the recommendation of the PCP Program to achieve a 6% reduction of community GHG emissions within 10 years. This target is much lower than the recommendation for corporate emissions due to that fact that the Community emissions are not entirely under the direct control of the

Municipality. This reduction would lead to total annual emissions of 269,290.26 tCO_2 eq by 2026.

b) **23.2% below 2016 levels by 2030**
This target is based on the Government of Canada's target to achieve a 30% reduction of total emissions from 2005 by 2030. The 2005 community emissions in West Hants were never previously quantified, therefore they were approximated by scaling the Canada-wide emissions by population. Based on the 730 Mt of emissions released in Canada in 2005, the total emissions in West Hants were determined to be 0.314 Mt (314,303.04 tCO_2 eq.). With a 30% reduction, the emissions for 2030 in West Hants were predicted to be 220,012.13 tCO_2 eq.. In order to achieve this, a 23.2% reduction from the 2016 levels must occur.

c) **42.9% below 2016 levels by 2030**
This target is based on the Government of Nova Scotia's target to achieve a 53% reduction of total emissions from 2005 by 2030. As previously mentioned, the 2005 community emissions in West Hants were never previously quantified. For this scenario they were approximated by scaling the Nova Scotia-wide emissions by population. Based on the 23.5 Mt of emissions released in Nova Scotia in 2005, the total emissions in West Hants were determined to be 0.348 Mt (347,792.36 tCO_2 eq.). With a 30% reduction, the emissions for 2030 in West Hants were predicted to be 163,462.41 tCO_2 eq.. In order to achieve this, a 42.9% reduction from the 2016 levels must occur.

d) **65% below 2016 levels by 2030**
This target is based on the reduction required to meet the 1.5°C Global Warming pathway proposed by the Intergovernmental Panel on Climate Change (IPCC). Alternatively, the Paris Agreement suggests a 2°C Global Warming pathway. However, despite the small difference, limiting to 1.5°C greatly reduces the endangering impacts of global warming on the ecosystem and human health [5]. With little to no overshoot of the 1.5°C pathway, global GHG emissions are expected to reduce between 40% and 60% from 2010 levels by 2030 and become net-zero by 2050 [5]. In order to successfully achieve net-zero emissions by 2050, a 65% reduction based on 2016 levels in recommended for 2030. This pathway can be seen in Figure 2, where the 2030 emissions are expected to be 114,591.60 tCO_2 eq..

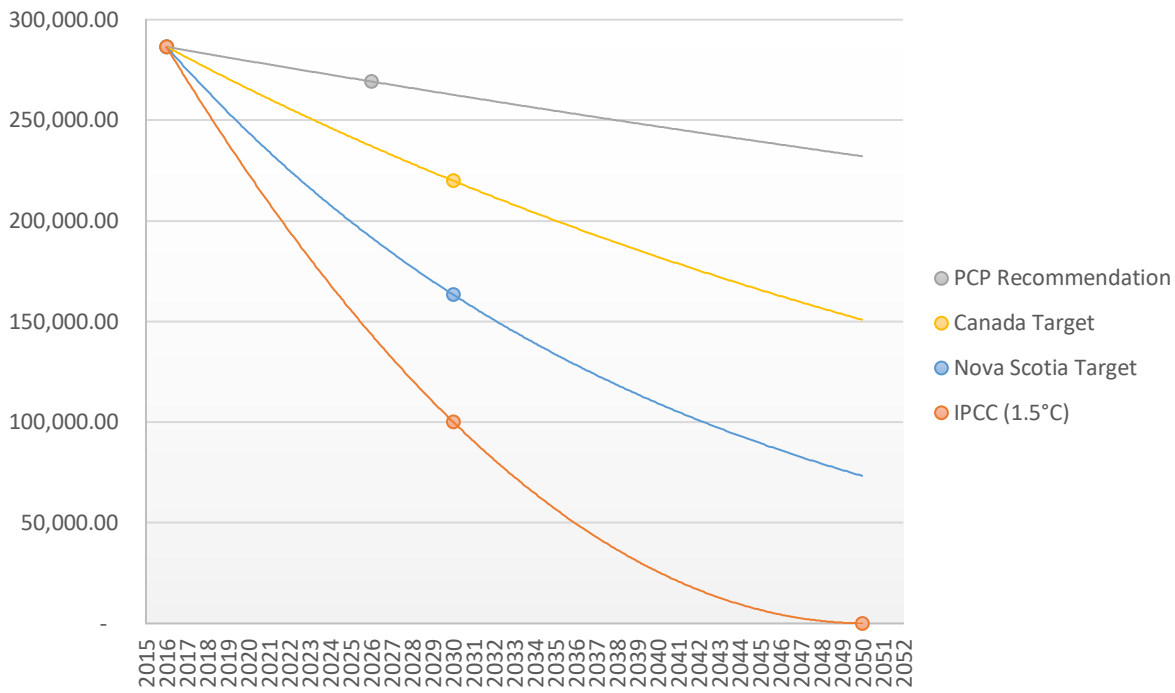


Figure 2 - Community Emissions Reduction Targets

Potential action items for reducing community emissions can be seen below [3]. While they cannot be directly quantified to determine the exact reduction impact, further details can be found in the report in Appendix A.

POTENTIAL ACTION ITEMS
"Train WH staff about efficiency N.S. programs to integrate into their day-to-day work and interaction with citizens"
"Investigate partnerships for renewable energy provision"
"Partner with efficiency N.S. to educate public on home renovation programs/incentives, overall reduced cost of living, etc."
"Consider adopting land use policies that mandate or encourage efficient/sustainable growth models"
"Explore potential partnerships for EV charging stations"
"Explore opportunities to create a 'transportation hub'"
"Integrate active transportation considerations into land use planning decisions"
"Explore options on P.A.C.E Programming"
"Promote desired actions, policies, and incentives to the provincial government"

"Make renewable energy investments and sustainability practices (current and future) visible and known to the community"

"Create food education programs in partnership with community and schools, including waste reduction"

"Local Procurement Policies"

NEXT STEPS

The MCCAP Committee may select one of the suggested corporate and community targets. In order to complete Milestone 2 of the PCP Program, Council would need to adopt corporate and community emissions target and provide a Council resolution of the targets chosen to the PCP program [1]. Once this is complete, a local action plan will be developed for Milestone 3. The local action plan will entail a description of the following [1]:

- The actions proposed in order to meet the chosen targets;
- The participation of the public and internal stakeholders in developing the plan;
- The potential cost and funding sources; and
- Responsibilities for the plan and proposed actions.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

Estimations for the cost of potential action items can be found in WSP's Emissions Background Study in Appendix A. These estimations are not guaranteed and will require more further information when being implemented. Therefore, a more accurate estimation will be developed during the completion of Milestone 3 and 4.

ALTERNATIVES

In response to this report the MCCAP Committee can decide to delay recommending emissions targets until the local action plan has been developed for Milestone 3. This is an acceptable practice for the PCP program.

ATTACHMENTS

Appendix A Background Study on Actions to Reduce Greenhouse Gas Emissions in West Hants

REFERENCES

[1] Federation of Canadian Municipalities, "Milestone Framework," [Online]. Available: https://fcm.ca/en/programs/partners-climate-protection/milestone-framework.

[2] WSP, "Corporate and Community GHG Inventory," West Hants, 2020.

[3] WSP, "Background Study on Actions to Reduce GHG Emissions in West Hants," 2020.

[4] Federation of Canadian Municipalities, "Reaching Milestone 2: How to set emission reduction targets," 2016.

[5] Interngovernmental Panel on Climate Change, "Summary for Policymakers," 2018.

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APPENDIX A

(see next page)

THE MUNICIPALITY OF WEST HANTS

BACKGROUND STUDY

ON ACTIONS TO REDUCE GHG EMMISSIONS IN WEST HANTS

FEBRUARY 24, 2020



FINAL REPORT

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1 INTRODUCTION

The Partners for Climate Protection (PCP) program is a network of Canadian municipal governments that have committed to reducing greenhouse gases (GHGs) and to act on fighting climate change. PCP is administered by the Federation of Canadian Municipalities (FCM) in partnership with the International Council for Local Environmental Initiatives (ICLEI). Since its inception, over 250 municipalities have joined PCP, making a public commitment to reduce emissions. The program consists of a framework to guide municipalities in reducing GHG emissions at both the corporate and community levels. This framework is comprised of five-milestones which include:

- Milestone 1: Creating a greenhouse gas emissions inventory and forecast
- Milestone 2: Setting an emissions reduction target
- Milestone 3: Developing a local action plan
- Milestone 4: Implementing the local action plan or a set of activities
- Milestone 5: Monitoring progress and reporting results

The GHG Inventory Report and Forecast, completed in 2019, meets Milestone 1 of the PCP program. The outcome of this Background Study was originally intended to deliver on Milestone 2 and 3 – to set a reduction target and developing a Local Action Plan for West Hants. Given the imminent consolidation with the neighbouring Town of Windsor, West Hants has decided to use this report as a Background Study to help inform the future Local Action Plan and emission reduction targets for the new municipal Council and staff of the Municipality of The Region of Windsor and West Hants Municipality.

This report outlines a series of actions from which the newly amalgamated Municipality can choose from to meet the goal for GHG reduction (to be set by the Regional Council). A description of each available action is also provided along with three GHG reduction scenarios that have also been provided to help to inform decision-making by the future Council.

This report is presented in the following five sections:

1 Introduction
2 Background Study Development
3 Recommended Goals and Actions
4 GHG Reduction Scenarios
5 Future Funding Options

It should be noted that the intent of Section 5 is not to create an exhaustive list of all funding streams, but to assist the future Municipality in implementing some of the actions suggested under this plan as well as build external partnerships that may help the Regional Municipality implement many of the longer-term actions presented in this report.

2 BACKGROUND STUDY DEVELOPMENT PROCESS

2.1 MUNICIPAL STAFF ENGAGEMENT

On the morning of November 12, 2019, Senior Municipal Staff were gathered for a workshop in West Hants Council Chambers to talk about opportunities and challenges in developing and implementing a Local Action Plan in Green House Gas reduction for the Municipality of West Hants. Participants included directors and managers from the Municipality of West Hants. An important consideration for the Municipality at this time is the upcoming consolidation with the Town of Windsor, slated to take place in April 2020. As such, some directors from the Town of Windsor and the future municipality were also invited to this workshop. A complete list of those invited and in attendance is included in Appendix A.

Participants were presented with the results of the Green House Gas (GHG) Inventory results produced by WSP previous to this Background Study and reviewed the current status of emissions at the corporate and community level. Staff then participated in a facilitated discussion on actions that could be taken to help reduce emissions at the corporate level.

Several themes emerged from this workshop, including:

- Decreasing the use of electricity in municipally-owned buildings by taking actions such as educating staff on how to reduce energy consumption and retrofitting old lightbulbs and appliances with energy efficient versions.
- Performing detailed energy audits of all municipal buildings and major equipment to prioritize the retrofitting or replacement of buildings or systems.
- Exploring the electrification of the corporate vehicle fleet and creating more efficient systems to deal with work orders, which could reduce duplication of GHG emissions.
- Exploring renewable energy sources that may help to reduce the municipal GHG emissions.
- Taking initiative, as the local government, to set an example of efforts to reduce GHG emissions and fight climate change within the Municipality.

The opportunities and actions which emerged through this workshop were used to inform the actions and goals found in this Background Study.

2.2 COMMUNITY STAKEHOLDER ENGAGEMENT

2.2.1 WORKSHOP FOR STAKEHOLDERS

Community stakeholders were invited on November 12, 2019 to participate in a workshop to speak to their experiences and goals for the Municipality in reducing GHG emissions. A complete list of those who attended this workshop is included in Appendix A. These stakeholders represent groups that work in the Climate Change, Energy, Local Food, Environmental, and other relevant sectors on either a local level or a provincial level.

Participants were also introduced to the results of the Community GHG Inventory and Forecast Report. This inventory showed that the greatest level of GHG emissions were related to residential activities (largely electricity use in homes) and road transportation. Following this presentation, participants were welcomed to highlight and have a discussion on opportunities that the Municipality could pursue which, based on their experience and/or their knowledge of West Hants, they felt would be positive steps in reducing community GHG emissions. Themes from this discussion included:

- Building partnerships with Efficiency Nova Scotia (and others who sponsor home energy retrofits) to better educate homeowners on available funding options for home energy upgrades.

- Investing in infrastructure for electric vehicles that could help both the corporate fleet and the community (i.e. charging stations, community car share, etc.).
- Encouraging land-use planning that fosters 'complete communities' and more walkable/bikeable communities that are close to amenities and schools.
- Advocating to the Province to reduce the percentage of energy that comes from fossil fuels and work towards further greening the power grid.
- Explore funding assistance programs and/or incentives for people in the municipality to reduce their GHG emissions.
- Making it easier for food and goods producers in the Municipality to sell their products and encouraging people in the Municipality to shop and eat local more often.

The opportunities and actions which emerged through this workshop were also used to inform the actions and goals found in this Background Study.

2.2.2 PRESENTATION OF DRAFT TO STAKEHOLDERS

Following the development of the first draft of this Background Study, stakeholders were invited to attend a presentation and discussion on January 29, 2020. A complete list of stakeholders in attendance has been included in Appendix A of this report.

The purpose of this meeting was to review the proposed Goals and Actions for GHG emission reduction and to collect stakeholder feedback on each of the specific actions. This feedback has been accounted for in this version of the Background Study. Broadly, feedback received from stakeholders included:

- The various organizations represented at the stakeholder table had information on partnerships and data access that the Municipality would have access to once the Goals and Actions are determined by the Regional Council.
- The report emphasized sustainable travel but more reference to Active Transportation (AT) was needed, especially if the Municipality hopes to access some of the sustainable transportation funding available from Provincial and Federal government levels.
- The idea of combining sustainable transportation actions (i.e. actions associated with car share, electric vehicles, active transportation, etc.) at a spatial location (i.e. a "Transportation Hub") was favoured amongst the group of stakeholders, due to its visibility and convenience.
- Some stakeholders suggested solutions to energy efficiency issues that are being experienced in some of the Municipality's buildings. These suggestions included 'quick fixes' that may be inexpensive but could have a larger impact.
- Marketing, outreach, and communication will be important to successfully implement the proposed Actions.

In addition to the general comments expressed above, stakeholders recommended further specific changes and adjustments to the proposed Actions to improve their effectiveness or to provide additional clarity.

2.3 MUNICIPAL CLIMATE CHANGE ACTION PLAN (MCCAP) COMMITTEE MEETING

Following the development of the first draft of this Background Study, the Municipal Climate Change Action Plan (MCCAP) Committee, along with some additional staff directors, were invited to a meeting to discuss the proposed actions.

Feedback collected from the MCCAP Committee spoke specifically to the suggested actions based on the experience of members of the Committee and staff. Information collected included:

- More information may be required on the Brooklyn Fire Centre, and it is recommended that an energy assessment be conducted to understand what further actions may help reduce the energy consumption of the building.
- It was noted that Solar P.V. payback period for the Water and Wastewater treatment plants is a long period.

- There are still some questions about the Corporate Car Sharing program and specifically, how that might work based on the Municipality's insurance for the corporate fleet. It was noted that this model has been successfully implemented in Quebec, but that Nova Scotia does not yet have any examples. Determining the insurance model would likely be up to the first Municipality who chooses to implement Corporate Car Sharing.
- It was noted that EfficiencyOne may have programs that could help fund the salary of a Climate Change-focused employee.
- There is some concern about the procedure for including estimated GHG emission impacts in Municipal Staff Reports to Council, specifically regarding how estimates might be made for multi-faceted projects, such as Land Use regulation amendments.
- It was recommended that Goal 7, which refers to Local Procurement, should be expanded beyond 'local food' to also include language referencing local goods and services as well.
- There was concern about whether the Municipality should be operating farmers markets, which was one interpretation of Action 7.4. It was noted that this is not something the Municipality is interested in becoming involved in, and therefore that language should be clarified in this Action to express that the Municipality would be supportive of their facilities being used by private entities for farmers markets and other local goods vending.
- There were questions surrounding the inclusion of transitioning to Electric Vehicles (EVs) in the Actions, specifically on whether the emissions savings of operating the EVs are significant given that there are emissions associated with production of the vehicles.
- It was noted that transitioning to an electric fleet might be more favourable if it was done in partnership with another municipality, or if another Nova Scotia municipality was to make the switch first.

3 RECOMMENDED GOALS AND ACTIONS

3.1 INTRODUCTION

The following sections highlight the recommended goals and actions that the Municipality of West Hants should consider to reduce corporate GHG emissions as well as to encourage practices amongst residents to help lower emissions produced by residents in the broader community.

A total of seven goals have been presented as part of this Background Study. Under each of the seven goals, a list of recommended actions has been provided. The Municipal Council, once amalgamated and elected, will have the opportunity to review the recommended goals and actions and define their Local Action Plan to reduce GHG Emissions.

GOAL 1 – REDUCE ENERGY CONSUMPTION FOR MUNICIPAL BUILDINGS
1.1 Perform internal building condition survey (i.e. ASHRAE Level 1 Energy Audit)
1.2 Consider performing detailed energy audits for the water and waste water treatment plants
1.3 Assessment of the Brooklyn Fire Station and Civic Center
1.4 Promote and celebrate Energy Efficient Buildings
1.5 Introduce a Behavioral Energy Efficiency Program (i.e. educate staff about how to reduce personal energy consumption)
1.6: Office Building location review

GOAL 2 – INTRODUCE RENEWABLE ENERGY TO MUNICIPAL BUILDINGS
2.1 Investigate fuel switching - heat pumps
2.2 Investigate renewable energy opportunities - solar PV for the water and waste water treatment plants
2.3 Consider Green Energy Purchasing (e.g., Bullfrog Power) OR investing in own renewables
2.4 Investigate partnerships for renewable energy provision

GOAL 3 – DEFINE A GREEN FLEET PROGRAM
3.1 Create a ‘fleet management program’ that introduces EVs over a multi-year timeline
3.2 Consider introducing carpool and bicycle incentives for work travel
3.3 Investigate ‘bulk’ purchase of electric vehicles and/or EV charging stations
3.4 Explore a corporate Car Sharing program

GOAL 4 – INVEST IN EDUCATION FOR THE COMMUNITY AND STAFF
4.1 Partner with Efficiency N.S. to educate public on home renovation programs/incentives, overall reduced cost of living, etc.
4.2 Train WH staff about Efficiency N.S. programs to integrate into their day-to-day work and interaction with citizens.
4.3 Consider hiring a dedicated Climate Change/Energy Efficiency employee

GOAL 5 – CREATE OPPORTUNITIES FOR WH TO SUPPORT THE COMMUNITY AND LEAD BY EXAMPLE
5.1 Integrate GHG reduction strategies to HR policies (i.e. introduce home-working and flex days)
5.2 Investigate optimizing business/work-order travel
5.3 Explore options on P.A.C.E. Programming
5.4 Promote desired actions, policies and incentives to the Provincial government (i.e. greening of grid would help municipalities achieve emission targets)
5.5 Consider adopting land-use policies that mandate or encourage efficient/sustainable growth models (i.e. creating walkable neighbourhoods or smaller lots, etc.)
5.6 Make renewable energy investments and sustainability practices (current and future) 'visible' and known to the community
5.7 Explore options to include anticipated GHG Emissions in staff reports for Council and committees

GOAL 6 – MAKE WEST HANTS MORE ELECTRIC VEHICLE AND ACTIVE TRANSPORTATION FRIENDLY
6.1 Explore potential partnerships for EV charging stations
6.2 Explore funding for EV charging stations on municipal property
6.3 Explore opportunities to create a 'transportation hub'
6.4 Integrate active transportation considerations into Land Use Planning decisions

GOAL 7 – MAKE IT EASIER TO BUY FROM LOCAL VENDORS AND EAT LOCAL FOOD
7.1 Create food education programs in partnership with community and schools, including waste reduction
7.2 Review and amend policies to promote small-scale local agriculture
7.3 Local procurement policies
7.4 Make Municipal facilities available to local food and goods vendors

3.2 GOALS AND ACTIONS

The following section reviews each of the seven goals provided to the Municipality as well as the related actions that could be taken to achieve each goal. The following information has been provided for each action:

1. Action Description
2. Outcome/ Performance Target
3. Anticipated Impact (low, medium, high)
4. Authority Responsible for Action
5. Contributors / Stakeholder Groups
6. Implementation Period or Priority
7. Monitoring Process
8. Cost/ Level of Effort*

*Please note that Cost/Level of Effort are high-level estimates which have been determined by WSP professionals with experience in the field and based on 2019 cost models. The cost estimates account for capital costs and exclude internal Municipal staff time. Costs listed are not guaranteed and further investigation will be required by the Municipality when Actions are being pursued.

GOAL 1: REDUCE ENERGY CONSUMPTION FOR MUNICIPAL BUILDINGS

Energy use in Municipally-owned buildings accounted for 36% of the total GHG emissions produced in the corporate emissions report. Taking actions to reduce this energy consumption would be a significant step in reducing overall corporate GHG emissions. Some of the actions related to this goal are to establish baselines for how different buildings are performing or what 'quick fixes' might exist to improve energy consumption. Other actions are associated with anticipated replacements of systems as well as focusing efforts or staff building occupant education and outreach. Some actions can be quantified with estimated GHG reductions and/or targets, while others are associated with outcomes and performance targets that are not possible to measure numerically, but have other performance targets.

ACTION 1.1: PERFORM INTERNAL BUILDING CONDITION SURVEY	
Description/ Detail of Actions	A condition survey, or ASHRAE Level 1 energy audit, is a walking tour conducted by internal staff to identify obvious opportunities for energy savings that can be implemented with minimal capital investment (repair or maintenance work) or even replacement of equipment that does not require in-depth technical analysis (e.g. inefficient lighting or windows, air leakage, smart metres etc.). It also makes it possible to identify areas that warrant further examination for potential energy savings opportunities or GHG reduction opportunities, such as fuel switching for heating systems. Natural Resources Canada has developed an Energy Savings Toolbox where checklists are provided to help in-house building condition auditing[1]. Condition surveys, if completed on buildings with electric heating and cooling systems, may be eligible for support from Efficiency Nova Scotia. Condition surveys could be conducted for all buildings, but based on the GHG inventory, the following buildings should be prioritized: - Brooklyn Fire Station and Civic Center

[1] NRCan (2018). Conducting an energy audit. https://www.nrcan.gc.ca/energy/efficiency/energy-efficiency-industry/energy-management-industry/conducting-energy-audit/20401

ACTION 1.1: PERFORM INTERNAL BUILDING CONDITION SURVEY	
	- Municipal Building – 76 Morrison Dr. - Hants County Courthouse – 240 King St. - Town Hall – 20 Main St. - Hantsport Fire Department – 5 Oak St. - Public Works Shed – 19 Chittick Ave - Police Station – 3 Oak St.
Outcome / Performance Target	Typical savings associated with energy audits range from 5% to 20%. For a simple condition survey (ASHRAE Level 1 energy audit), the suggested reduction target is 5%, or 27.5 tCO2e.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	Municipality of West Hants, Department of Public Works
Contributors / Stakeholders	Efficiency Nova Scotia, QUEST Canada (funding or partnership), Nova Scotia Power (for Smart Metres)
Priority	Short-term
Monitoring Process and Period	Energy consumption should be tracked for each building that was audited and maintained or upgraded. Consumption should be compiled on a quarterly basis and compared (seasonally) to historical data to demonstrate energy savings.
Cost / Effort	Cost is equivalent to the time for internal staff to perform the audits. Alternatively, an outside consultant could be retained to audit the buildings. Cost for maintenance and upgrades to be identified based on audit findings.

ACTION 1.2: DETAILED ENERGY AUDITS FOR THE WATER AND WASTE WATER PLANTS	
Description/ Detail of Actions	Detailed (ASHRAE Level 2) energy audits are used to investigate capital-intensive energy conservation measures and energy saving opportunities. This type of analysis requires technical skills and is typically conducted by experts. For West Hants, detailed energy audits should be conducted for the drinking water and wastewater treatment plants, as well as the water distribution system, which have some of the highest rates of electricity consumption amongst municipal assets. Condition surveys could be conducted for all buildings, but based on the GHG inventory, the following locations should be prioritized: - Falmouth Sewer Plant - 48 Falmouth Connector Road - Falmouth Water Plant - 242 Eldridge Street - Water Treatment Plant - 2160 Bishopville Road

ACTION 1.2: DETAILED ENERGY AUDITS FOR THE WATER AND WASTE WATER PLANTS	
Outcome / Performance Target	Typical savings associated with energy audits range from 5% to 20%. For a detailed energy audit (ASHRAE Level 2 energy audit), the suggested reduction target is 15%, or 109.62 tCO2e.
Anticipated Impact (low, medium, high)	High
Responsible Authority	Municipality of West Hants, Department of Public Works
Contributors / Stakeholders	Engineering consultant
Priority	Long-term
Monitoring Process and Period	Electricity consumption should be tracked for each building that was audited and maintained or upgraded. Consumption should be compiled on a quarterly basis and compared (season) to historical data to demonstrate energy savings.
Cost / Effort	Budget cost of approximately $12,000 / audit, however costs vary depending on requirements of audit and service provider. Cost for maintenance and upgrades to be identified based on audit findings.

ACTION 1.3: ASSESSMENT OF BROOKLYN FIRE STATION AND CIVIC CENTER	
Description/ Detail of Actions	The Brooklyn Fire Station and Civic Centre was noted as the most energy intensive asset of the Municipality's portfolio. This was surprising to many, since it is a LEED Certified building which was commissioned in 2012. However, even buildings with energy efficient systems fall out-of-tune as buildings age and adjustments are made without fully considering energy impact. It is recommended that an assessment be completed to understand whether the building performance is meeting its original LEED standard and evaluating the building against other, similarly-sized buildings in Nova Scotia. Optimizing the performance and operation of a building's system is known as re-commissioning. NRCan is a leading advocate of recommissioning in Canada, as CanmetENERGY developed a guide to successfully use recommissioning (RCx) as a cost-effective method of improving performance and saving energy through a more rational operation of institutional and commercial buildings[2]. Recommissioning begins with an in-depth investigation of existing system design, controls and as-operated performance. The resulting optimization recommendations (typically related to control adjustments, maintenance, and minor equipment retrofits) are then implemented. It was also suggested at the stakeholder meeting that small adjustments, such as automatic doors for the fire department

[2] Natural Resources Canada, 2012, ecoENERGY Efficiency for Buildings, https://www.nrcan.gc.ca/sites/www.nrcan.gc.ca/files/oee/pdf/Publications/commercial/pdf/CxRCx_eng.pdf

ACTION 1.3: ASSESSMENT OF BROOKLYN FIRE STATION AND CIVIC CENTER	
	(through which heat is often lost) could be 'quick fixes' that may have a big impact.
Outcome / Performance Target	A Lawrence Berkeley National Laboratory survey reported median energy savings of 15% for an existing building sample with a median construction date of 1978.[3] For the Brooklyn Fire Station and Civic Center, this translates into a reduction of 23 tCO_{2eq}.
Anticipated Impact (low, medium, high)	High
Responsible Authority	Department of Public Works
Contributors / Stakeholders	Engineering consultant
Priority	Long-term
Monitoring Process and Period	Electricity consumption should be tracked for this specific building. Consumption should be compiled on a quarterly basis and compared (season) to historical data to demonstrate energy savings.
Cost / Effort	Budget cost estimate of $25,000 / audit, however costs vary depending on requirements of audit and service provider. Cost for maintenance to be identified based on audit findings.

ACTION 1.4: PROMOTE AND CELEBRATE ENERGY EFFICIENT BUILDINGS	
Description/ Detail of Actions	The corporate GHG inventory showed that some of the Municipality's buildings are performing with high energy efficiency. This efficiency should improve and extend to other buildings as some of the actions associated with the Local Action Plan (GHG reductions) are implemented. West Hants should work to promote and celebrate energy efficient buildings in an effort to normalize energy efficiency as a positive action and to make energy efficiency more visible in the Municipality. This could be accomplished by including updated information about building efficiency within the buildings, using pamphlets or posters. Information should be clear and simple, for example, the lights in this building are LEED, which use 75% less energy than a regular, incandescent lighting. Another tactic, as noted at the stakeholder meeting, is to show 'How easy it is' to transition a building and make it more energy efficient. The Municipality could take other actions, such as hosting tours of energy efficient buildings or promoting energy efficient actions by those using the buildings (i.e. encouraging people to take shorter showers at the gym, etc.). It was noted at the stakeholder meeting that promoting energy efficiency in Municipal buildings may also give the Municipality the opportunity to

[3] Evan Mills et al. 2005, The Cost-Effectiveness of Commissioning New and Existing Commercial Buildings: Lessons from 224 Buildings, https://www.bcxa.org/ncbc/2005/proceedings/19_Piette_NCBC2005.pdf

ACTION 1.4: PROMOTE AND CELEBRATE ENERGY EFFICIENT BUILDINGS	
	highlight local builders/tradespeople who can perform renovations and upgrades to make homes more efficient. Such lists already exist province-wide, as provided by Efficiency Nova Scotia and Nova Scotia Power. The Municipality could make this list readily available to people in West Hants.
Outcome / Performance Target	Increased awareness/literacy on the actions West Hants is taking to reduce GHG emissions, and increased literacy on energy efficiency that individuals can apply at home.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	Planning & Development
Contributors / Stakeholders	Opportunity for a Planning intern to begin and/or operate this project
Priority	Short-term
Monitoring Process and Periodicity	Questions on building efficiency can be included in Community GHG reduction surveys – using baseline data from survey completed in 2019 about energy efficiency literacy. Survey should be updated to meet current needs and circulated annually.
Cost / Effort	The cost for printing promotional/celebratory materials upfront. Recurring every two-years as materials become outdated.

ACTION 1.5: BEHAVIORAL ENERGY EFFICIENCY PROGRAM	
Description/ Detail of Actions	Energy consumption in office buildings is often as important when the building is not in use, as lighting, temperature control, and equipment are still in use. An awareness program can help boost employees' contributions to energy savings by doing simple zero-cost measures, such as ensuring that equipment is turned off when not in use. Another opportunity to influence employee behaviour is to encourage people to choose active modes of transportation where possible, when making trips for work. Ways to do this may include providing employees with an internal bike share program, providing bicycle parking at office locations, and allowing employees to take extra time out of their day to arrive at meeting locations. As with any other management system, tracking and reporting of results is important to sustain the motivation of employees. The awareness program can be developed and tailored to West Hants' needs by a summer student. There is plenty of material online to get inspiration: - BC Hydro - Employee awareness (2019) - Carbon Trust - Employee awareness and office energy efficiency (2019) - NRCan - Implementing an energy efficiency awareness program (2012).

ACTION 1.5: BEHAVIORAL ENERGY EFFICIENCY PROGRAM	
Outcome / Performance Target	Offer a first-time awareness session to 100% of the municipal employees. Offer a yearly refresher when presenting the yearly energy consumption.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	Department of Planning; MCCAP Committee
Contributors / Stakeholders	University Student Interns
Priority	Medium-term
Monitoring Process and Periodicity	Electricity consumption should be tracked for this specific building. Consumption should be compiled on a quarterly basis and compared (season) to historical data to demonstrate energy savings.
Cost / Effort	No capital cost; staff time required.

ACTION 1.6: OFFICE BUILDING LOCATION REVIEW	
Description/ Detail of Actions	The location of an office building can help to influence an employee's decision on what mode of transportation they might choose. For instance, if an office is located in a 'walkable' neighbourhood, which is within walking distance of residential areas and other commercial destinations, and has access to active transportation facilities like sidewalks, then employees are more likely to choose active transportation to get to work. It was noted by stakeholders that there is an opportunity during the consolidation process to consider transportation choices and walkability when determining the siting of the new Region of Windsor and West Hants Municipality Municipal office.
Outcome / Performance Target	New Municipal office located within a walkable area, close to other amenities and residential neighbourhoods.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	Municipal Council (Staff TBD)
Contributors / Stakeholders	n/a
Priority	Short-term
Monitoring Process and Periodicity	One-time decision. However, walkability and proximity to other destinations could be a consideration of all Municipal buildings, when recapitalization or the need for a new building is being considered.
Cost / Effort	No capital cost; staff time required.

GOAL 2: INTRODUCE RENEWABLE ENERGY TO MUNICIPAL BUILDINGS

While Goal 1 aims to achieve efficiencies and reduce the amount of energy consumed by municipal buildings, Goal 2 is focused on the energy profile of the remaining energy needs for municipal buildings. Goal 2 focuses on switching to renewable energy sources. The following actions present options for switching to renewables and switching away from back-up energy that comes from non-renewable energy sources.

ACTION 2.1: FUEL SWITCHING - HEAT PUMPS	
Description/ Detail of Actions	Facilities consume energy in many forms. In West Hants some facilities consume multiple fuels such as electricity, light fuel oil or propane. Fossil fuels such as light fuel oil emit GHGs as they are consumed. Converting heating equipment to use renewable fuels can be an attractive option for reducing GHG emissions. The greater the carbon load of the current fuel used, the more beneficial it is to switch to renewable energy. Fuel switching can also involve the replacement of oil-fired heating furnaces, boilers, and distributed equipment with high-efficiency electric heat pump alternatives, predominantly ground-sourced heat pumps, air-sourced heat pumps, variable refrigerant flow (VRF) heat pumps, etc. As Nova Scotia's electricity grid gets cleaner, electric heat pumps will offer significant carbon reduction potential. Highly-efficient electric heat pump operation is effective at most times of year but must be supplemented either with conventional electric resistance or combustion-based heating during times of extreme cold weather. Such hybrid systems are becoming relatively common. For West Hants, a technical and economic analysis for heat pumps should be completed for the following buildings: - Hants County Courthouse – 240 King St. - Hantsport Fire Dept – 5 Oak St. - Public Works Shed – 19 Chittick Ave - Police Station – 3 Oak St.
Outcome / Performance Target	Thermal exchange is considered to eliminate fossil fuel consumption, replaced instead by electric-powered air, ground or water-sourced heat pumps at each building. The conversion for the four buildings noted, would result in an immediate reduction of approximately 16 tCO2e per year.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	Department of Public Works
Contributors / Stakeholders	Engineering consultant
Priority	Medium-term
Monitoring Process and Periodicity	Electricity consumption should be tracked for this specific building. Consumption should be compiled on a quarterly basis and compared (seasonally) to historical data to demonstrate energy savings.

ACTION 2.1: FUEL SWITCHING - HEAT PUMPS	
Cost / Effort	For air-source heat pumps, average costs are $2,400/ton or $65/m2. This is WSP's estimate based on RSMeans Cost Books. This gives rise to a capital cost estimate of approximately $310,000. This system is not expected to result in any change in maintenance costs relative to the hot-water systems.

ACTION 2.2: INVESTIGATE RENEWABLE ENERGY OPPORTUNITIES - SOLAR PV FOR THE WATER AND WASTE WATER TREATMENT PLANTS	
Description/ Detail of Actions	Solar PV generation refers to the installation of solar PV panels and ancillary equipment (inverters, racking, etc.) on site to produce renewable alternating current (AC) electricity for use at the facility. Small-scale systems are typically grid-connected without battery storage, with net metering available to "balance" hourly differences between facility electricity demand and system generation. For West Hants, there are a couple of options that could be considered. 1) a ground mounted solar PV system on the waste water treatment plant site (48 Falmouth Connector Road); or 2) "Floatovoltaic" systems, solar PV panels mounted on a floating rack system, for the Falmouth Water Treatment reservoirs at French Mill Lake and Davidson Lake. The ground mount and floatovoltaic systems are both scalable, meaning that they can start small and be expanded upon.
Outcome / Performance Target	From one site to another, variables like solar availability, utility rates, shading, and access to NSP distribution will all play a role in determining the capital cost and lifetime performance of a system. The site-specific viability of the property must be further assessed as a next step towards implementing this to the action plan. The potential GHG reductions are 244 tCO2e for the ground mount PV system (13 ground mounted two-axis trackers, each supporting 50 PV panels) at the waste water treatment plant, and 300 tCO2e for a floatovoltaic system, consisting of 1000 PV panels mounted on a floating racking system, installed on either French Mill Lake or Davidson Lake (note, this could scale up to 11,700 tCO2e if both lakes were practically covered with solar PV panels).
Anticipated Impact (low, medium, high)	High
Responsible Authority	Department of Public Works
Contributors / Stakeholders	Engineering consultant
Priority	Medium-term
Monitoring Process and Periodicity	Feasibility study
Cost / Effort	1) $557,700 for 650 panels, and 13 two-axis trackers ($2,285/tCO2e) 2) $858,000 for 1000 panels on floating racking system ($2,860/tCO2e)

ACTION 2.2: INVESTIGATE RENEWABLE ENERGY OPPORTUNITIES - SOLAR PV FOR THE WATER AND WASTE WATER TREATMENT PLANTS	
	*Please note that the average cost per solar panel is between $900-$1,100 based on 2019 estimates. However, the cost per solar panel is reduces when 'buying in bulk'. Likewise, the cost of installation for the system remains relatively equivalent whether purchasing 10 or 1000 solar panels.

ACTION 2.3: CONSIDER GREEN POWER PURCHASING	
Description/ Detail of Actions	Some Municipalities in Nova Scotia, in an effort to reduce their GHG emissions, have chosen to invest in renewable energy. This can be done in one of two ways: the first is to build and/or buy a portion of a renewable energy production facility like a solar field or a wind farm, as addressed above. The second option is green energy purchasing. In the latter scenario, providers own renewable energy production facilities and will put a customer's desired amount of renewable energy onto the electrical grid to offset the non-renewable sources. This allows the Municipality to offset their use to the extent that they desire. It was suggested that, instead of waiting for Nova Scotia Power to 'Green the grid', taking initiative would both help to reduce the Municipality's GHG emissions more quickly, could give the Municipality more energy-independence, and could help to set a strong example and create momentum for green initiatives within the community. Nova Scotia Power, when consulted as stakeholders, did note that in terms of reducing GHG emissions through green power, the preferable method is a 'community solar garden'. This entails a centrally-located Solar Photovoltaic (PV) system that provides electricity to participating subscribers and can sell 'extra' energy to the public energy grid.
Outcome / Performance Target	Transition the Municipality to a 50% renewable energy by 2022.
Anticipated Impact (low, medium, high)	High
Responsible Authority	All departments; CAO's office
Contributors / Stakeholders	Green Energy Purchasing provider
Priority	Long term
Monitoring Process and Period	Aim to achieve goal within 1.5 years
Cost / Effort	The incremental cost is $0.0015 to $0.025 per kWh, depending upon where the renewable energy certificate is purchased from. The corporate electricity consumption for buildings, street lights and water and waste water infrastructure is 1,979,427 kWh (2018-2019). If green power was purchased to offset 100% of the emissions corresponding to all electricity consumed by the corporate Municipality, the additional annual cost be $3,000 to $49,500, depending upon where the renewable energy certificate is purchased. If goal is to achieve an offset of 50% by 2022, the anticipated maximum cost annually would be approximately $25,000.

ACTION 2.4: INVESTIGATE PARTNERSHIPS FOR RENEWABLE ENERGY PROVISION	
Description/ Detail of Actions	Some Municipalities and organizations in Nova Scotia have already invested in renewable energy. There may be an opportunity to connect with these entities to either build a stronger understanding of investing in renewables for Municipal energy, or even partnering with these entities to purchase, build, or invest in renewables. Key organizations that provide programming for GHG reduction strategies include the Clean Foundation of Nova Scotia, Nova Scotia Power and EfficiencyOne, and the Nova Scotia Department of Energy and Mines.
Outcome / Performance Target	Build connections with others that may lead to partnerships for renewable energy production.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	Planning & Development Department
Contributors / Stakeholders	n/a
Priority	Short-term
Monitoring Process and Period	Revisit option for partnerships every 3-5 years
Cost / Effort	No capital cost

GOAL 3: DEFINE A GREEN FLEET PROGRAM

A Green Fleet Program is comprised of several options and are based on the purchase of electric vehicles by the Municipality. Switching away from gas vehicles to electric vehicles can help a municipality to reduce the GHG emissions caused by their municipal vehicle fleet. However, it has been accurately pointed out that unless the Municipality invests in renewable energy production, or the Provincial energy grid is more quickly transitioned away from GHGs, electrifying the fleet likely will not have as significant of an impact in lowering GHG emissions.

ACTION 3.1: CREATE A 'FLEET MANAGEMENT PROGRAM' THAT INTRODUCES EVS OVER A MULTI-YEAR TIMELINE	
Description/ Detail of Actions	It was suggested that a longer-term Fleet Management Program could help the Municipality to plan for the future, which would see traditional gasoline vehicles being phased out and electric vehicles being phased in. This Management program would track the maintenance and operational costs and determine yearly capital funding needed to transition to EVs. In addition to the reduction of GHGs, one of the biggest benefits to introducing EVs is the reduced refueling costs, electricity being far cheaper than fuel at the pump. Fleet managers will identify and select the lowest carbon options which will continue to meet their operation needs. Once done, it will be possible to establish a vehicle replacement schedule. When fleet managers have an accurate understanding of the type and quantity of zero-emission vehicles they intend to purchase over the long

term, they can model the infrastructure needed to support the operation of these vehicles.

The Clean Foundation has a program called 'Next Ride' that the Municipality may want to participate in prior to undertaking their fleet management program. Next Ride team members will visit the Municipality and bring electric vehicles with them to allow individuals to test drive and learn more about EV ownership and maintenance. This could help increase literacy about EVs amongst staff and could also help those managing the fleet to have an opportunity to ask questions and review concerns with knowledgeable individuals.

It was noted by stakeholders that in some instances, having a private car share company located in the Municipality can be a good, lower-cost opportunity for the Municipality to use these cars for non-work-order related business travel. An agreement with a Municipality for a certain level of service can encourage a car share company to locate in the Municipality, and this also helps to provide an additional transportation option to residents in West Hants.

Outcome / Performance Target	Replace municipal vehicles with electric vehicles that meet operational needs, when available. Anticipated reduction in energy consumption between a conventional vehicle and an electric vehicle has been estimated based on the 2020 Grid Intensity of the Nova Scotia Power energy profile, and the 2030 estimated Grid Intensity used in the West Hants GHG Emissions Inventory. The following table compares Gas and Diesel vehicles of different sizes to their electric counterparts and represents the anticipated reduction in GHG emissions per vehicle. These numbers can be used to estimate the anticipated reductions of a Fleet Management Program, based on the targets and goals set in the Program for replacement of conventional vehicles to electric vehicles.

Nova Scotia	2020	2030
Gas --> Electric	**kg CO_{2e}/km**	**kg CO_{2e}/km**
Passenger Car	-0.071	-0.073
Passenger Truck	-0.090	-0.092
Light Commercial Truck	-0.074	-0.080
Diesel --> Electric	**kg CO_{2e}/km**	**kg CO_{2e}/km**
Passenger Car	-0.073	-0.060
Passenger Truck	-0.215	-0.237
Light Commercial Truck	-0.186	-0.199

Please note that this reduction has not been accounted for in the Scenario calculations under Section 4 of this Plan, due to the variability of targets and goals in the Fleet Management Program.

Anticipated Impact (low, medium, high)	Medium

ACTION 3.1: CREATE A 'FLEET MANAGEMENT PROGRAM' THAT INTRODUCES EVS OVER A MULTI-YEAR TIMELINE	
Responsible Authority	Procurement
Contributors / Stakeholders	Electric Vehicle Dealer
Priority	Long-term
Monitoring Process and Period	Yearly with the municipal budget.
Cost / Effort	Capital cost of acquiring an EV when the fleet needs a replacement. Basic electric vehicles for non-work-order staff travel cost approximately $30,000, based on 2019 numbers.

ACTION 3.2: CONSIDER INTRODUCING CARPOOL AND BICYCLE INCENTIVES FOR WORK TRAVEL	
Description/ Detail of Actions	Transportation is on average the second largest expense for Nova Scotia households. In West Hants, there are few incentives to carpool although a high portion of the population work daily in HRM. The Municipality could play a leading role to promote carpooling. Additionally, many lots around the Municipality have the potential to function as carpool lots. While influencing residents in the Municipality to carpool may be a longer-term goal complete with providing more carpooling lots and investigating rapid bus transit to HRM, there is an opportunity to influence Municipal Staff behaviour in the meantime. Municipal Staff themselves could receive incentives to carpool to work or for work trips. Such incentives to carpool – like more flexible arrival times to work or increased re-imbursement rates for carpooling for a work trip instead of taking individual – would encourage more frequent carpooling. Additionally, it was noted that while employees get reimbursed for work travel in their personal vehicles, the same is not true for personal bicycles. The Municipality could introduce a ratio like that for car travel, so as to encourage employees to choose an active mode of transportation and pay them a small stipend for making this choice. In addition to carpooling and AT incentives, it was mentioned by stakeholders that programs like 'guaranteed ride home' have helped to shift employee travel choices in other Municipalities. These programs guarantee employees who carpool an allotted number of taxi chits, which, in case of emergency or change in circumstance, they won't be 'stranded' without a car. It was noted that these programs can help alleviate the anxiety of not having a personal vehicle at work.
Outcome / Performance Target	Increase of carpooling among the community and Municipal Staff – eliminating redundant trips by two people traveling to and from the same location.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	CAO

ACTION 3.2: CONSIDER INTRODUCING CARPOOL AND BICYCLE INCENTIVES FOR WORK TRAVEL	
Contributors / Stakeholders	Public Works, Finance
Priority	Long-term
Monitoring Process and Period	Changes made during HR policies review. Twice-yearly review of program uptake to help estimate GHG reductions.
Cost / Effort	Capital costs associated with increasing staff reimbursement rate for work travel.

ACTION 3.3: INVESTIGATE 'BULK' PURCHASE OF ELECTRIC VEHICLES AND/OR EV CHARGING STATIONS	
Description/ Detail of Actions	As demand grows for electric vehicles, maintaining supply has been difficult for producers and the vehicles remain expensive in upfront cost in comparison to their gasoline counterparts. Most EV charging currently takes place in the home. In order for EVs to gain widespread consumer adoption, it is critical for an infrastructure of electric vehicle supply equipment (EVSEs) to exist outside the home; at work as well as at population destination points. The cost of installing a charger varies with its power capacity. Although higher power chargers can provide a quicker charge, they are also more expensive. Costs may sometimes fall if chargers are installed in bulk (such as for apartment complexes), although this depends on available power capacity on the site. It is possible that West Hants could take part in a bulk purchase of EVs and EV charging stations, in partnership with interested individuals from the Municipality. This could help to 'kick-off' the presence of EVs in West Hants and make them more affordable. Municipal Staff would have to investigate that avenue. It was noted that currently, there are no EV charging stations located in West Hants. For a full list of publicly-available charging stations in Nova Scotia, visit the Nova Scotia Power website.
Outcome / Performance Target	Staff Report on the financial implications of purchasing in bulk EV and/or EV charging stations to inform Council.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	Procurement
Contributors / Stakeholders	Finance, CAO
Priority	Short-term
Monitoring Process and Period	Annual reporting
Cost / Effort	No capital cost for the investigation. Exact cost to be determined by staff report.

ACTION 3.4: EXPLORE A CORPORATE CAR SHARING PROGRAM	
Description/ Detail of Actions	The SAUVéR program allows municipalities to share with their partners and citizens the use of vehicles. It is a tool that combines cost-cutting targets and provides alternative mode of public transportation for communities using greener vehicles (all-electric vehicles, plug-in hybrid vehicles, hybrid vehicles). During business hours, the vehicles are used as the municipal fleet. Outside business hours, the cars are made available to a public car-sharing program. While optimizing the use of fleet vehicles among employees and other potential users, provide a public transit service tailored to specific needs. Staff need to explore the feasibility of this project in terms of liability and insurance. It was noted by stakeholders that the Clean Foundation's 'Next Ride' program may offer a model for insurance, since that program allows multiple drivers to test ride vehicles owned by the Clean Foundation.
Outcome / Performance Target	Staff Report on the implications of implementing a corporate car sharing program to inform Council. Performance target is to normalize and popularize car-sharing and electric vehicles, while providing sustainable transportation options to people of all income levels.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	Public Works, Procurement
Contributors / Stakeholders	Finance, YHC Environment
Priority	Medium term
Monitoring Process and Period	Annual Reporting
Cost / Effort	Based on preliminary research based on 2019 numbers, the costs for electric vehicles range from around $30,000 at the lower end for smaller models like the Nissan Leaf or the Chevrolet Bolt, to $70,000 at the higher end for larger models like the Tesla Model X. A corporate car-sharing program itself is not anticipated to add costs to having an electric Municipal Fleet. FCM offers funding through its Municipalities for Climate Innovation Program.

GOAL 4: INVEST IN EDUCATION FOR THE COMMUNITY AND STAFF

An important element of making investments that will reduce GHG emissions is coupling these efforts with education that will make the actions more sustainable and better supported on a long-term basis. This goal aims to facilitate actions that will empower municipal staff and the community in the Municipality to make decisions or take actions that collectively can help to reduce GHG emissions. Such suggested activities under this Goal included the public 'open streets' days where education can take place, in addition to the suggested Actions under this Goal. The following actions do not have numeric values of the GHG reduction associated with them, however as the programing grows out of these actions, numeric values will likely be appropriate and can contribute to the GHG reduction in the Municipality.

ACTION 4.1: PARTNER WITH EFFICIENCY N.S. TO EDUCATE PUBLIC ON HOME RENOVATION PROGRAMS/INCENTIVES, OVERALL REDUCED COST OF LIVING, ETC.	
Description/ Detail of Actions	It was suggested that while programs exist from Efficiency NS, Nova Scotia Power, and the Clean Foundation that might help residents of West Hants retrofit their homes for energy efficiency, many members of the community are unaware of them. The Municipality could work together with these service/program providers to expand the information available to the West Hants community on these programs and how home renovations that promote efficiency can save them significant amounts of money, long-term. This promotion could be through existing avenues that Efficiency NS, Nova Scotia Power, and Clean Foundation already use, like brochures and posters, in key locations around the Municipality.
Outcome / Performance Target	More uptake on Efficiency NS programs in West Hants
Anticipated Impact (low, medium, high)	High
Responsible Authority	Planning & Development Department
Contributors / Stakeholders	Efficiency Nova Scotia (EfficiencyOne), Nova Scotia Power, Clean Foundation of Nova Scotia
Priority	Short-term
Monitoring Process and Period	Tracking the number of homeowners in WH who have used the program annually
Cost / Effort	Estimated capital costs include cost of printing and other promotional activities. Staff time should also be accounted for.

ACTION 4.2: TRAIN WH STAFF ABOUT EFFICIENCY N.S. PROGRAMS TO INTEGRATE INTO THEIR DAY-TO-DAY WORK AND INTERACTION WITH CITIZENS.	
Description/ Detail of Actions	Complimentary to educating the public on programs that are available for home efficiency improvements is educating Municipal staff, during their interactions with the community, to be able to speak helpfully about various programs that may be available. West Hants staff, especially Planning & Development staff, speak to individuals and developers who are developing or renovating houses frequently and as such, there is an opportunity for them to make suggestions about how greater energy efficiency may be achieved through participation in one of the Efficiency NS, Nova Scotia Power, or Clean Foundation programs. This action would have WH staff trained on these programs with the help of program administrators from the respective organization, and then encouraging staff when interacting with the public and developers on projects, permitting, and things pertaining to home and business ownership, to share the potential to take advantage of these programs.
Outcome / Performance Target	More uptake on Efficiency NS, Nova Scotia Power, and Clean Foundation programs in West Hants. More citizen support for the Municipality to take action on efficiency and GHG emissions reductions.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	Planning & Development Department
Contributors / Stakeholders	Efficiency Nova Scotia (EfficiencyOne), Nova Scotia Power, Clean Foundation of Nova Scotia
Priority	Short-term
Monitoring Process and Period	Tracking the number of homeowners in WH who have used the program annually.
Cost / Effort	No capital cost anticipated, however staff time and training would be required.

ACTION 4.3: CONSIDER HIRING A DEDICATED GHG REDUCTION EMPLOYEE	
Description/ Detail of Actions	During the staff stakeholder workshops, it was noted that many of the actions in this Background Study rely on projects that will be ongoing for many years and will require a 'point person' to manage them. It was suggested that the responsibility for this could be given to a dedicated GHG reduction program employee. This employee would be responsible for liaising with all departments involved, with community groups, with provincial partners, and monitoring the status of projects. Stakeholders noted that partial funding for this employee may be available through a grant from Efficiency Nova Scotia. Additionally, it was noted by staff stakeholders that a budget to implement projects would be required for this employee. It was suggested that to offset the cost, local university students could be hired to do supporting research and help the employee run programs to carry out these actions.

ACTION 4.3: CONSIDER HIRING A DEDICATED GHG REDUCTION EMPLOYEE	
Outcome / Performance Target	Streamlined tracking of GHG reduction projects under one manager to keep Municipality on-track with goals and keep projects running over longer periods of time.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	CAO's Office
Contributors / Stakeholders	n/a
Priority	Long-term
Monitoring Process and Period	n/a
Cost / Effort	Exact cost to be determined by CAO's office for salaried employee.

GOAL 5: CREATE OPPORTUNITIES FOR WEST HANTS TO SUPPORT THE COMMUNITY AND LEAD BY EXAMPLE

The GHG Emissions Inventory shows that the Municipality itself contributes only a small fraction of the overall GHG Emissions in West Hants. Most emissions are associated with the community – specifically, in the residential and transportation sectors. As such, the Municipality's capacity to effect change is much greater if members of the community are encouraged to and see a strong example of reducing their GHG emissions. Likewise, the Municipality, as an employer, has an opportunity to set an example for other businesses in West Hants.

ACTION 5.1: INTEGRATE GHG REDUCTION STRATEGIES INTO HR POLICIES	
Description/ Detail of Actions	It was indicated that a review of HR policies is ongoing (winter 2019-2020). This was highlighted as an opportunity to build increased flexibility into work hours and/or working location to help employees take individual actions to reduce the GHG emissions associated specifically with traveling to and from work. Initiatives suggested include: - 'Home-working' days – a pre-fixed day per week or bi-weekly that individual employees can work from home - 'Flex' Days – employees can choose to work extra hours to achieve their bi-weekly salaried hours (i.e. taking a shorter lunch; staying later in the afternoon; etc. to achieve e.g. 70 hour work week) and then take a day off at the end of the bi-weekly period. - More flexible arrival/departure times: it was noted that being able to arrive later and leave later, within reason, would help employees to carpool with friends or spouses, thereby reducing their emissions getting to/from work.
Outcome / Performance Target	Employees using their personal vehicles for commute to work 1 or more fewer day(s) per month.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	All non-essential WH staff members and their managers (managers tracking employee activities)
Contributors / Stakeholders	n/a

ACTION 5.1: INTEGRATE GHG REDUCTION STRATEGIES INTO HR POLICIES	
Priority	Medium-term
Monitoring Process and Periodicity	Ask employees to self-monitor and managers to report to CAO on reductions in employee commutes.
Cost / Effort	No capital cost.

ACTION 5.2: INVESTIGATE OPTIMIZING BUSINESS/WORK-ORDER TRAVEL	
Description/ Detail of Actions	Work travel for the Public Works and Parks departments in West Hants is necessary to complete work orders. It was noted that 'optimizing' work orders to optimize work travel is a method that may help to reduce the GHG emissions associated with individual work orders. The intention of this would be to better plan work-order travel to take place on a locational basis. For example, if there are two jobs required in Brooklyn in one week, those jobs would be scheduled for the same day. The first option is to optimize work orders 'in house'. There are many Municipalities who optimize their scheduling internally – with one manager directing and organizing the work orders like this. The second option is to purchase and utilize available Software which can then be programmed to optimize work-order travel. Some such Softwares include: - Hippo CMMS Software: incorporates work order management, preventive maintenance, and inventory management to create an optimized maintenance management plan - City Works Software: uses GIS to group assets by location, type, age, etc. to create work orders-work flow for both scheduled and reactive work. - Accela Work Crew: uses company smart phones to schedule and track work-orders as they are completed.
Outcome / Performance Target	Reduction in work-order redundancies. More information needed on work-orders to determine exact calculation.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	Public Works Department / Parks Department (each authority responsible for department work orders)
Contributors / Stakeholders	n/a
Priority	Medium-term

ACTION 5.2: INVESTIGATE OPTIMIZING BUSINESS/WORK-ORDER TRAVEL	
Monitoring Process and Periodicity	Annual monitoring of number of work-order trips.
Cost / Effort	Option 1 – no capital cost. Option 2 – price of Software varies.

ACTION 5.3: EXPLORE OPTIONS ON P.A.C.E. PROGRAMMING	
Description/ Detail of Actions	Explore building a partnership with Clean Foundation of Nova Scotia to introduce a Property Assessed Clean Energy (P.A.C.E.) financing model. The financing is structured around a Municipal funding model wherein a pre-determined amount is allocated each year and financing is available on a first come-first served basis. The Province will provide the Municipality with start-up funding for this program, and then the Municipality commits to funding the program during following years. P.A.C.E. programming helps individuals to do energy retrofits to their homes with financing from the Municipality. The first step is a Home Energy Assessment, which helps to determine whether a home is eligible for financing and what upgrades a home may be eligible for. These could include energy efficient windows and doors, insulation, heat pumps, solar panels, etc. The homeowner pays back the loan over the course of a 10-year (or as desired) payment period. It has been suggested that West Hants could form a partnership to deliver this program, and that funding sources for the financing could come from the Gas Tax revenue and/or existing Municipal capital funds that have been allocated for 'future' expenditures.
Outcome / Performance Target	Intended outcome of a P.A.C.E. program is that the yearly financing is 100% allocated and, as such, a pre-determined number of homes in the Municipality are becoming more energy efficient each year. Energy consumption reductions vary depending on house age, condition, and improvements made. However, estimates from Nova Scotia have shown that investments under $5,000 can result in a reduction of 4 tCO_2e per year.
Anticipated Impact (low, medium, high)	High
Responsible Authority	Planning & Development
Contributors / Stakeholders	Clean Foundation of Nova Scotia / Province of Nova Scotia
Priority	Long-term
Monitoring Process and Periodicity	Annual reporting.
Cost / Effort	Determined in partnership with Clean Foundation – dependent on how many homeowners Municipality wants to finance at once.

ACTION 5.4: PROMOTE DESIRED ACTIONS, POLICIES AND INCENTIVES TO THE PROVINCIAL GOVERNMENT	
Description/ Detail of Actions	The Municipality recognizes, through the GHG Inventory, that energy consumption is one of the major contributors to overall GHG emissions in the Municipality. This is due to the Municipality's use of the Provincial energy grid, which still uses a greater percentage of coal-powered energy than the other Provincial energy providers in Canada. Knowing this, Municipalities in Nova Scotia who have GHG reduction targets often utilize existing chances for collaboration and support to advocate for a faster transition away from fossil fuels and towards renewable energy. This action can be accomplished through channels and avenues that already exist. For instance, inviting representatives from Nova Scotia Power to attend the GHG Emissions Inventory presentation and workshop was a good opportunity to provide feedback to the service provider that West Hants will need a Provincial commitment to 'greening the grid' to help meet the GHG reduction targets.
Outcome / Performance Target	More frequent communication with Provincial decision-makers and Nova Scotia Power regarding West Hants GHG reduction targets and the provincial energy grid.
Anticipated Impact (low, medium, high)	High (potential)
Responsible Authority	All Departments – Managers & CAO
Contributors / Stakeholders	n/a
Priority	Long-term
Monitoring Process and Periodicity	n/a
Cost / Effort	No capital cost

ACTION 5.5: CONSIDER ADOPTING LAND USE POLICIES THAT MANDATE OR ENCOURAGE EFFICIENT/SUSTAINABLE GROWTH MODELS	
Description/ Detail of Actions	The link between GHG emissions and land use planning is well-established in scholarship (for a summary, see CIP Briefing[4]). As such, a recommended action is for the Municipality to emphasize policies that drive efficient growth and development when reviewing their Municipal Planning Strategy and Land Use By-law. Such policies should seek to permit growth and development in such a way that does not necessitate the use of a car. Examples of this include: - Policies regarding the citing of community centres and facilities close to existing residential or commercial areas;

[4] Climate Brief: Climate Change and Land Use Planning. CIP, 2018. URL: https://www.cip-icu.ca/getattachment/ca4806bb-0c53-4ad6-a4c6-47fe0c9e0d51/Climate-Brief_Land-Use-Planning-bm.pdf.aspx

ACTION 5.5: CONSIDER ADOPTING LAND USE POLICIES THAT MANDATE OR ENCOURAGE EFFICIENT/SUSTAINABLE GROWTH MODELS	
	- Policies to reduce lot sizing and citing requirements, including greater lot coverages permitted and less lot frontage and area required; - Policies to permit a variety of housing forms, including medium-to-high density forms like townhomes and small multi-unit buildings - Policies to encourage or incentivize 'infill' development in/around existing residential and commercial areas, as opposed to large-scale green field development (i.e. greater permissions for density in these areas) - Policies to support the existing Active Transportation Plan in implementation. - Policies to introduce mixed use zoning in more residential areas, which results in the development of amenities like a corner store, pharmacy, daycare, etc. to be located closer to or within existing residential neighbourhoods. Another important initiative will be to review the policies of the Active Transportation Plan to focus on reducing GHG emissions through providing better active transportation opportunities and to update these policies, where necessary, to match initiatives under the Municipality's future Local Action Plan. Keeping these Plans up-to-date with new information can help to ensure that the Municipality is taking all available actions to encourage the use of active transportation, so as to result in reduced GHG emissions from transportation.
Outcome / Performance Target	Results in a reduction of GHG emissions from the transportation/housing sector over a long period of time. Reduction in percentage of car ownership/number of cars per household would be a good starting place (with data available from the census).
Anticipated Impact (low, medium, high)	High
Responsible Authority	Planning & Development
Contributors / Stakeholders	Council – requires political will
Priority	Medium-term
Monitoring Process and Periodicity	Census-year monitoring – every 5 years for 25 years.
Cost / Effort	No capital investment.

ACTION 5.6: MAKE RENEWABLE ENERGY INVESTMENTS AND SUSTAINABILITY PRACTICES (CURRENT AND FUTURE) 'VISIBLE' AND KNOWN TO THE COMMUNITY	
Description/ Detail of Actions	Celebrating the efforts associated with the Local Action Plan (once determined by Council and staff) are important for introducing the goals to the community and garnering and maintaining buy-in. This is especially important if/when the Municipality makes a monetary investment, the success of which depends on positive public perception. The Municipality should aim to include promoting sustainable practices and renewable energy projects, when being pursued or completed, in all correspondence to residents of the Municipality. This includes using newsletters and social media, but also making an effort to do wayfinding and signage in and around buildings where renewable energy and sustainability practices are featured. For example, the tendency when introducing solar panels is to install them with little visibility. This action would encourage making solar panels more visible or, at the very least, putting up wayfinding signage close to the pedestrian paths around the building.
Outcome / Performance Target	More overall awareness as measured in annual GHG literacy community survey.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	Parks / Planning & Development Departments
Contributors / Stakeholders	Marketing Consultant – for a communications/marketing program like this, it may be pertinent to hire a marketing consulting firm.
Priority	Long-term
Monitoring Process and Periodicity	n/a
Cost / Effort	Costs associated with hiring a marketing consultant through an RFP process; capital costs associated with promotion materials.

ACTION 5.7: EXPLORE OPTIONS TO INCLUDE ANTICIPATED GHG EMISSIONS IN STAFF REPORTS FOR COUNCIL AND COMMITTEES	
Description/ Detail of Actions	In West Hants' pre-formatted 'Staff Report', which goes either directly to Council or to a review Committee and then to Council, there is a subheading that asks the author of the report to consider Financial Implications in the proposed project. This action suggests including 'Greenhouse Gas Emissions Implications' as a subheading in the pre-formatted staff report. This would compel the Municipal staff authoring the staff report to consider the emissions associated with the proposed project and, therefore, help Council and other committees to make decisions and recommendations based on a consideration of whether the actions taken would negatively or positively impact the Municipality's GHG reduction goal. To integrate this subheading and streamline the consideration process for staff, it may be necessary to hire a climate change consultant on retainer

ACTION 5.7: EXPLORE OPTIONS TO INCLUDE ANTICIPATED GHG EMISSIONS IN STAFF REPORTS FOR COUNCIL AND COMMITTEES	
	who can assist staff in making estimated calculations when drafting this section of the report. The alternative would be to hire a climate change consultant to develop a 'checklist' system that helps employees arrive at a 'low', 'medium', or 'high' impact on GHG emissions for potential projects. It was noted during the stakeholder engagement meeting that this may be difficult for certain types of staff reports, and further categorization of reports may be necessary in order for a climate change consultant to provide assistance developing a program.
Outcome / Performance Target	Avoiding unintentional negative impacts on the Municipality's GHG emissions target
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	All staff departments
Contributors / Stakeholders	Climate change consultant
Priority	Short term
Monitoring Process and Periodicity	n/a
Cost / Effort	Estimated cost for a consultant depends on requirements of projects and staff reports. If hired on retainer, a climate change consulting engineer would likely cost $130-160/hour. Associated staff costs.

GOAL 6: MAKE WEST HANTS MORE ELECTRIC VEHICLE FRIENDLY

Once again referring to the corporate and community GHG inventories, it is clear that transportation for members of the community is much more of a significant GHG contributor than for the Municipality itself. However, the Municipality still has a role to play in increasing the use of and ease of transitioning to electric vehicles for the public.

ACTION 6.1: EXPLORE POTENTIAL PARTNERSHIPS FOR EV CHARGING STATIONS	
Description/ Detail of Actions	In light of the ongoing electrification of the Trans-Canada Highway, it was suggested that employers and commercial vendors in West Hants may be interested in partnering with the Municipality to host electric vehicle charging stations on their properties for the use of employees or customers. Likewise, it was suggested that there may be other partnership opportunities to provide EV charging stations, through provincial or federal funding. Partnerships for the Municipality to explore include: - Hants Community Hospital (Capital Health) - McDonalds - Atlantic Superstore (Loblaws) - Sobeys - Tim Horton's
Outcome / Performance Target	Increasing the number of EV charging stations from 0 to 2 in West Hants over the next 5 years. Estimated emissions reductions between conventional and electric vehicles can be found in the table under Action 3.1. Rapid charging stations can provide an electric vehicle with full charge within 1-1.5 hours.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	Planning & Development
Contributors / Stakeholders	University Summer Student
Priority	Medium-term
Monitoring Process and Periodicity	Monitoring to count EV charging stations every 5 years
Cost / Effort	Approx. $2,500-3,500 per charging station in total (less if cost-shared with partner) based on cost estimates in 2019.

ACTION 6.2: EXPLORE FUNDING FOR EV CHARGING STATIONS ON MUNICIPAL PROPERTY	
Description/ Detail of Actions	There are funding sources for electric vehicle and zero-emission vehicle infrastructure through both the Federal Government and the Canadian Federation of Municipalities. There may be additional funding sources that become available over the next several years, as well and the number of electric vehicles owned by residents is likely to increase. As such, the Municipality has an opportunity to take a leadership role in providing EV charging stations for the public on Municipally-owned properties in central locations such as the West Hants Municipal Building and the Arena. Continuing to investigate funding and the applicable requirements will allow West Hants, if desired by Council, to allocate a portion of capital funding towards pursuing funding for and cost-sharing EV charging stations. Given that West Hants is a location in Central Nova Scotia that does not yet have an EV charging station (while many other locations along the Trans-Canada Highway do, this may position West Hants well to be eligible for funding.
Outcome / Performance Target	Acquire sufficient funding to introduce two (2) EV charging stations in West Hants, thereby increasing the number of electric vehicles and reducing emissions from transportation. Estimated emissions reductions between conventional and electric vehicles can be found in the table under Action 3.1. Rapid charging stations can provide an electric vehicle with full charge within 1-1.5 hours.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	Planning & Development
Contributors / Stakeholders	Public Works Department / Funding sources to be ascertained
Priority	Short-term
Monitoring Process and Periodicity	2 EV charging stations every 5 years
Cost / Effort	No capital cost if funding acquired covers 100% of cost. Staff time required for research.

ACTION 6.3: EXPLORE OPPRTUNITIES TO CREATE A 'TRANSPORTATION HUB'	
Description/ Detail of Actions	Transitioning people in West Hants to modes of transportation other than their personal vehicles will be challenging, due to the predominantly rural nature of the Municipality. However, it was suggested that having a 'transportation hub' – a place where different modes converge, and people can switch from one mode to another seamlessly – may help to encourage this transition. The overall goal of this would be to make it easy, intuitive, and enjoyable for people to choose a more sustainable mode of transportation. Creating a transportation hub would entail identifying a central location which is available to the public for parking (i.e. a 'park and ride' type lot), and then accommodating other modes at this same lot, including infrastructure such as a bicycle parking and quick-repair station, transit pick-up/drop-off point (should transit eventually be available in the Municipality), an identified area for parking for carpooling, electric vehicle charging stations, and others. This may necessitate the Municipality purchasing land for this hub, or otherwise making currently-owned land available for such use. It is important that this hub is located in a walkable area (i.e. a place that has sidewalks and is close to neighbourhoods and commercial areas) to make it possible for people to walk to and from the hub, or to other nearby destinations.
Outcome / Performance Target	Identify step-by-step process of introducing a 'transportation hub' and begin incorporating steps into yearly capital spending. Suggested steps would be 1) identify existing area/parking lot owned by Municipality (or acquired by Municipality) to locate the hub; 2) identify modes of transportation to be made available (to be done in tandem with other 'actions' from this background report, like investing in EV charging stations); 3) install infrastructure at hub location; 4) promote and advertise hub for public use.
Anticipated Impact (low, medium, high)	High
Responsible Authority	Planning & Development / Active Living Coordinator
Contributors / Stakeholders	Department of Energy and Mines (potential funding source)
Priority	Medium-Term
Monitoring Process and Periodicity	Overall plan incorporate different elements of transportation hub to be completed within 1-3 years (short-term), allowing for further monitoring of implementation.
Cost / Effort	Staff time required for coordinating and planning. Associated costs of infrastructure (i.e. bike corrals, EV charging stations, etc.). Cost of land acquisition, if not already Municipally-owned.

ACTION 6.4: INTEGRATE ACTIVE TRANSPORTATION CONSIDERATIONS INTO LAND USE PLANNING DECISIONS	
Description/ Detail of Actions	Land use planning decisions often determine whether or not people will choose active transportation (AT) or passive (vehicular) transportation. Increasing the use of active transportation offers opportunities to increase overall public health, decrease the GHG emissions from transportation, and boost the local economy. Shifting the mode share (i.e. the number of people using any given mode of transportation) in West Hants to encourage people to use active transportation instead of passive transportation has been made a priority of Council through the Active Transportation Plan. As such, considering the priorities and actions of the Active Transportation Plan is critical when making land use planning decisions. This action entails collaboration and coordination between the Planning Department and the Active Living Coordinator when master planning, strategic planning, and application processing and other significant land use planning decisions are being made. Note that for some applications, like industrial applications, this will be less relevant. On the other hand, applications for residential buildings or communities may present many opportunities to encourage future inhabitants to choose AT.
Outcome / Performance Target	Planning Staff, when completing a land use planning exercise such as strategic planning or processing a planning application, consult and discuss opportunities to consider and promote active transportation in the planned community/building, where possible and relevant.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	Planning & Development / Active Living Coordinator
Contributors / Stakeholders	Land use planning applicants
Priority	Short-term
Monitoring Process and Periodicity	Evaluate success of coordination every 1-2 years
Cost / Effort	Staff time required for coordination and collaboration.

GOAL 7: MAKE IT EASIER TO BUY FROM LOCAL VENDORS AND EAT LOCAL FOOD

Local production and purchasing has the potential not only to boost the local economy, keeping money earned in the municipality circulating in the municipality, but also to reduce the GHG emissions associated with food and good production and purchasing from elsewhere. The associated emissions include transportation emissions to deliver food and goods from point of production to point of sale (often necessitates air travel) and emissions associated with large scale agricultural or warehousing facilities consumption of energy and production of waste, among other, smaller contributors. Encouraging growing and making, selling, and buying local food and goods can help the Municipality to reduce its overall GHG emissions and promote placemaking, sense of community, increased security of livelihood for local producers, and better nutrition and physical health for members of the community.

ACTION 7.1: CREATE FOOD EDUCATION PROGRAMS IN PARTNERSHIP WITH COMMUNITY AND SCHOOLS, INCLUDING WASTE REDUCTION	
Description/ Detail of Actions	Research from Ontario has shown the strong link between food education programs in school and long-term benefits in food literacy and overall health and wellbeing. [5] This program can and should be developed in partnership with community organizations and individuals who are able to provide resources on the topic and/or direct knowledge of food systems in the West Hants context. For instance, this could be the local representative of the Nova Scotia Federation of Agriculture, or a non-local charity with food education and provision programs, like the Ecology Action Centre. There is also provincial-wide programming to provide food education and, in partnership with knowledgeable people from the Municipality, this could be specialized to West Hants.[6] A key feature of this program should be to educate school-aged children on the importance of eating local foods and how to prepare these foods. It was noted during stakeholder engagement that a good example of such a program is that at the Dr. Arthur Hines District School.
Outcome / Performance Target	Offer an in-school program for elementary, middle, and high schools twice yearly.
Anticipated Impact (low, medium, high)	Low
Responsible Authority	TBD by West Hants
Contributors / Stakeholders	Community Partners; Department of Education
Priority	Long-term
Monitoring Process and Periodicity	Review program success annually
Cost / Effort	Possible capital cost upfront to run program, including travel costs for staff and print and promotional materials. Additionally, staff time can be expected.

[5] Sustain Ontario, Collected Research on Food Education, 2018. URL : https://sustainontario.com/work/edible-education/impacts-of-good-food-education/

[6] References or Provincial programming include:
Food and Nutrition Policy for Nova Scotia Public Schools, Nova Scotia Department of Education: https://novascotia.ca/dhw/healthy-communities/healthy-eating-schools.asp
Nourish Nova Scotia: https://www.nourishns.ca/

ACTION 7.2: REVIEW AND AMEND POLICIES TO PROMOTE SMALL-SCALE LOCAL AGRICULTURE	
Description/ Detail of Actions	It was noted during the community group workshop that certain policies are either advertently or inadvertently working to make small-scale local agriculture more difficult. The upcoming Municipal Planning Strategy and Land Use By-law review is an opportunity to review the policy documents to take opportunities, where possible, to promote small-scale agriculture. During the review, the documents should be examined for policies that prohibit small-scale agriculture. Likewise, a literature review of local agriculture policies for urban/suburban/small-scale agriculture should be undertaken. This was seen as a strong opportunity for West Hants to harness its largely rural nature to reduce the GHG emissions associated with food production and freight.
Outcome / Performance Target	Reduce 'red tape' around small-scale local agriculture policies. Increase the number of local, small-scale producers in West Hants.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	Planning & Development
Contributors / Stakeholders	n/a
Priority	Short-term
Monitoring Process and Periodicity	One occurrence; monitored through ongoing engagement with local producers.
Cost / Effort	Built into cost of performing MPS and LUB review.

ACTION 7.3: LOCAL PROCUREMENT POLICIES	
Description/ Detail of Actions	The Municipality has existing local procurement policies for projects and items that go to tender. However, these are limited since many times, when food for meetings, workshops, or events is sourced, tendering is not required. The objective of this action would be to create a Policy of Council that would mandate staff to consider and prioritize local food or vendors who work with local food above those who are not producers from West Hants, or Nova Scotia more broadly.
Outcome / Performance Target	Increase the incidence of 'local' food being served by the Municipality
Anticipated Impact (low, medium, high)	Low
Responsible Authority	All departments
Contributors / Stakeholders	Municipal Council
Priority	Long-term
Monitoring Process and Periodicity	More local procurement over a multi-annual basis
Cost / Effort	No capital cost associated. Staff time required for policy review.

ACTION 7.4: MAKE MUNICIPAL FACILITIES AVAILABLE TO LOCAL FOOD AND GOODS VENDORS	
Description/ Detail of Actions	It was noted in engagement with local producers that having more locations, like gyms, recreation rooms, etc. across the Municipality where there were consistent and predictable times and vendors for local food and goods might help encourage more residents to shop locally. It was noted by stakeholders that oftentimes, Municipal facilities across the Municipality are not utilized during all available timeslots, and that making these timeslots known to and available to private individuals or groups who may wish to rent them for a low fee on a consistent weekly or monthly basis would be one avenue for the Municipality to support local makers and growers without any significant monetary investment. This action entails the Municipality offering existing Municipal buildings to groups or collectives and providing rental of these buildings at a low or no cost for the purpose of farmers or makers markets.
Outcome / Performance Target	More consistent programming space for local food producers.
Anticipated Impact (low, medium, high)	Medium
Responsible Authority	TBD by West Hants
Contributors / Stakeholders	Community partners in local food production
Priority	Long-term
Monitoring Process and Period	Addition of at least one consistent space for local producers and makers.

ACTION 7.4: MAKE MUNICIPAL FACILITIES AVAILABLE TO LOCAL FOOD AND GOODS VENDORS	
Cost / Effort	No capital cost.

4 GHG REDUCTION SCENARIOS

Using data from the seven Goals and the Actions which fall under each goal, three scenarios were developed: 'Safe', 'Balanced', and 'Dynamic'. The Safe Scenario introduces the lowest effort and cost but results in the lowest level of GHG reduction. The Balanced Scenario requires moderate effort and cost but has a greater potential for GHG reduction than the Safe Scenario. Finally, the Dynamic Scenario is the greatest level of effort and the highest cost but will yield the greatest GHG reductions.

While none of these scenarios have been selected by the Municipality, they can help to inform the future Municipal Council (of The Region of Windsor and West Hants Municipality) on the different approaches that could be taken, and what actions might fall under each. The format of the scenarios allows Municipal staff to make adjustments to meet the needs and will of Council, once a GHG emission reduction target is set.

The Scenarios have been created by grouping together the short-, medium-, and long-term actions. Short-term actions are characterized as actions that could feasibly take place in 1-3 years; medium-term in 3-5 years; long-term in 5-10 years. It is important to note that the outcomes and costs of the scenarios are only rough estimates – they do not represent all of the possible GHG reduction outcomes, and they do not represent the total cost. This is due to the fact that many of the 'Actions' are premised on promotion, education, staff leadership, and other such activities. It is not possible to calculate direct emissions reductions from these activities. However, cumulatively, it is anticipated that these activities will make an impact on West Hants' GHG emissions target.

The Total Cumulative calculation at the bottom of the 'Balanced' and 'Dynamic' tables represents the total cost and total amount of reduction for each scenario. The anticipated reductions are in addition to the business-as-usual forecast (found in the West Hants Greenhouse Gas Inventory Report) of 44% at the corporate level.

4.1 SAFE

The 'Safe' scenario represents the lowest level of effort, which is anticipated to result in the lowest level of GHG reductions. The following table summarizes the action number, action item, anticipated outcome of the action (if available) and the anticipated cost. In this table, staff time is assumed as time not included in capital budgeting, however due to increased workloads it is possible that the Municipality will require additional staff. The 'low' costs indicated under the anticipated costs column are costs that are predicted to be equal to or less than $10,000 one-time expenditure. The actions included in this scenario are:

Action Number	Action Item	Anticipated Outcome	Anticipated Cost
Action 1.1	Perform internal building survey (i.e. ASHRAE Level 1 Energy Audit)	Suggested reduction target is 27.5 tCO2e	Staff time + cost of upgrades (low)
Action 1.4	Promote and celebrate energy efficient buildings	Increased awareness and support	Staff time + cost of materials (low)
Action 2.4	Investigate partnerships for renewable energy provision	Improved partnerships and potential pathway for renewable energy provision	Staff time
Action 3.3	Investigate 'bulk' purchase of electric vehicles and/or EV charging stations	Staff Report	Staff time
Action 4.1	Partner with Efficiency N.S. to educate public on home renovation	Increased uptake on Efficiency N.S. programs	Staff time + cost of materials and travel (low)

	programs/incentives, overall reduced cost of living, etc.		
Action 4.2	Train WH staff about Efficiency N.S. programs to integrate into their day-to-day work and interaction with citizens.	Increased uptake on Efficiency N.S. programs	Staff time
Action 5.7	Explore options to include anticipated GHG Emissions in staff reports for Council and committees	Avoiding GHG emission increases	Staff time
Action 6.2	Explore funding for EV charging stations on municipal property	Funding options for EV charging stations	Staff time
Action 6.4	Integrate Active Transportation considerations into Land Use Planning Decisions	Increase uptake of Active Transportation	Staff time
Action 7.2	Review and amend policies to promote small-scale local agriculture	Increased number of local providers	Staff time
Total		**27.5 tCO2e** (5% of existing corporate emissions**)** + incalculable amount of reduction of both corporate and community emissions stemming from staff time	**Low costs** (anticipated $15,000 total) + staff time

The anticipated total GHG reductions for this scenario are relatively low, but have potential to result in greater overall GHG reductions than the anticipated total because several actions mandate research or promotion. It is not possible to calculate what research and promotion actions might lead to, but they are anticipated to have a low-to-moderate impact on the overall GHG emissions in West Hants if completed successfully.

4.2 BALANCED

The 'Balanced' scenario represents a moderate investment and level of effort, and a moderate reduction which is greater than the 'safe' scenario. In this table, it is assumed that staff time is not included in capital budgeting, however due to increased workloads it is possible that the Municipality will require additional staff. The 'medium' costs indicated under the anticipated costs column are costs that are predicted to be equal to or less than $10,000 one-time expenditure.

The Balanced scenario includes **all the actions from the 'Safe' Scenario**, in addition to the following:

Action Number	Action Item	Anticipated Outcome	Anticipated Cost
Action 1.5	Behavioral Energy Efficiency Program	Increased awareness and decreased Municipal staff energy consumption	Staff time

Action 2.3	Consider Green Power Purchasing	50% of power offset by green energy (approx. 315 tCO_2eq based on total electricity emissions of 631 tCO_2eq for Municipal buildings).	Anticipated maximum annual capital cost of $25,000
Action 2.1	Fuel Switching – Heat Pumps	Approximately 16 tCO2e	Approximately $310,000 capital cost.
Action 3.4	Explore a Corporate Car Sharing Program	Normalization of EVs and provision of sustainable transportation options.	Staff time
Action 5.1	Integrate GHG reduction strategies into HR Policies	Reduction associated with 1 day of work per month, per employee.	Staff time
Action 5.2	Investigate optimizing business/work order travel	Reduction in work-order redundancies.	Staff time + Software cost (medium annual)
Action 5.5	Consider adopting land use policies that mandate or encourage efficient/ sustainable growth models	Long-term reduction in car usership and ownership.	Staff time
Action 6.1	Explore potential partnerships for EV charging stations	Increase in EV charging stations for municipal and public use.	Staff time + potential cost-sharing of EV charging stations (medium cost)
Action 6.3	Explore Opportunities to Create a 'Transportation Hub'	Increase the use of sustainable transportation modes	Staff time + infrastructure purchases (some included in other actions and approx. $3,000 per bike corral x 3) + possible land cost (unknown)
Total		**331 tCO2e** (19% of existing corporate emissions) + incalculable amount of reduction of both corporate and community emissions stemming from staff time and mode shift initiatives	**$319,000 one-time cost** + **35,000 per annum cost** + unknown capital costs, depending on decisions made by WH + staff time

Total Cumulative ('Safe' and 'Balanced' Scenario)		**358.5 tCO_2eq** (20.5% of existing corporate emissions) + incalculable amount of reduction of both corporate and community emissions stemming from staff time	**$334,000** one-time cost + **$35,000** per annum cost + unknown capital costs, depending on decisions made by WH + staff time

4.3 DYNAMIC

The 'Dynamic' scenario features all proposed actions, and is anticipated to be a high-cost, high-return solution for GHG reductions in West Hants. In this table, it is assumed that staff time is not included in capital budgeting, however due to increased workloads it is possible that the Municipality will require additional staff. The 'medium-to-high' costs indicated under the anticipated costs column are costs that are predicted to be equal to or less than $10,000 – $30,000 for one-time expenditure.

The Dynamic scenario includes **all the actions from the 'Safe' and 'Balanced' Scenarios**, in addition to the following:

Action Number	Action Item	Anticipated Outcome	Anticipated Cost
Action 1.2	Detailed energy audits for the water and wastewater plants	Suggested reduction target of 109,62 tCO2e	Anticipated capital cost of $36,000 + staff time
Action 1.3	Assessment of the Brooklyn Fire Station and Civic Centre	Anticipated reduction of 23 tCO2e	Anticipated cost of $25,000 + staff time
Action 2.2	Investigate Renewable Energy opportunities – solar PV for the water and wastewater treatment plants	Two Options Available: Approximately 244 tCO2e for option 1 **OR** 300 tCO2e for option 2	Approximately $557,700 (panels and axis trackers) **OR** $858,000 (panels on racking system)
Action 3.1	Create a 'fleet management' program that introduces EVs over a Multi-Year Timeline	Anticipated energy consumption/GHG reduction per vehicle is shown in table under action 3.1	$30,000 per annum (approximate replacement rate)
Action 3.2	Consider introducing carpool incentives for work travel	Increased carpooling and decreased redundancy	Suggested increase of $0.10 for reimbursement for those traveling. Overall increase

			unknown, but anticipated low.
Action 4.3	Consider hiring a dedicated GHG reduction employee	Streamlined projects and tracking	Staff cost (for new salaried employee)
Action 5.3	Explore options on P.A.C.E. programming	Reduction of GHG emissions from homes in East Hants.	Dependent on # of homes supported by program.
Action 5.4	Promote desired actions, policies, and incentives to the Provincial Government	Streamlined communication with NS gov.	Staff time
Action 5.6	Make renewable energy investments and sustainability practices (current and future) visible and known to the community	More awareness of and support for renewable energy	Capital costs estimated to be low
Action 7.1	Create food education programs in partnership with community and schools, including waste reduction	Increased literacy in Municipality about healthy and local food procurement	Staff time
Action 7.3	Local Procurement Policies	Increasing Municipality's investment in local food	Staff time
Total		**376.62 tCO_2eq** (22% of existing corporate emissions) **OR** **432.62 tCO_2eq** (46% of existing corporate emissions) + incalculable amount of reduction of both corporate and community emissions stemming from staff time	**$625,700** one-time cost + **$55,000** per annum cost + unknown capital costs, depending on decisions made by WH + staff time
Total Cumulative ('Safe', 'Balanced', and 'Dynamic' Scenario)		**735.12 tCO_2eq** (42% of existing corporate emissions) **OR** **791.12 tCO_2eq** (46% of existing corporate emissions) + incalculable amount of reduction of both corporate	**$673,700** one-time cost **OR** **$965,000** one-time cost + **$80,000** per annum cost +

		and community emissions stemming from staff time	unknown capital costs, depending on decisions made by WH + staff time

4.4 RECOMMENDED SCENARIO

The recommended scenario is based upon decisions made by the Municipality of West Hants' municipal Council, and that of the amalgamated Councils of West Hants and Windsor. The Municipality needs to set a target and can most appropriately match the scenario to this target. The options for the targets under this scenario are:

Target 1: 5% reduction in emissions + incalculable amount of reduction of both corporate and community emissions stemming from staff time

Target 2: 22% reduction in emissions + incalculable amount of reduction of both corporate and community emissions stemming from staff time

Target 3: 42% or 46% reduction in emissions + incalculable amount of reduction of both corporate and community emissions stemming from staff time

The scenarios, represented as targets above, can be adjusted by adding or removing different actions to achieve the Municipality's desired reduction. It was suggested by stakeholders that the Municipality should consider aligning its target with the Province's target under the *Sustainable Development Goals Act.*

5 FUNDING OPTIONS

5.1 EFFICIENCY NOVA SCOTIA

Efficiency Nova Scotia is Nova Scotia's energy efficiency utility, which operates funding for efficiency and conservation activities of Nova Scotia Power. Efficiency Nova Scotia works with local partners to assist Nova Scotians in retrofitting their homes and businesses to increase energy efficiency and reduce costs. As such, Efficiency Nova Scotia offers a variety of funding programs to help reduce energy consumption in homes and businesses, saving participants money in heating, cooling, and energy costs in the long-run. These programs are directed at home and business owners, and do not provide funding to Municipalities. However, Efficiency Nova Scotia does rely on Municipalities to help them advertise these programs in different parts of the Province. These programs include:

Program	Funding Available	Eligibility
Home Energy Assessment	$99 cost to participant; up to $5,000 in rebates for $25,000 low interest financing for upgrades	Homes heated primarily with electricity
New Home Construction	$99 cost to participant; up to $2,000 in rebates available for upgrades	Building a new home primarily heated with electricity; register before or within 30 days of receiving building permit
Home Warming	Free upgrades like draft-proofing and insulation	Income-qualified participants (see Efficiency NS website)
Appliance Retirement	$30 rebate for fridge or freezer; $10 rebate for window air conditioner or mini-fridge	Appliance at least 10 years old and in working order
Green Heat	Rebate up to $2,500	Installing efficient heating system (i.e. heat pump, solar air, etc.)
Instant Savings	Discounts up to $75	Available at checkouts where appliances are bought each Fall and Spring; year-round for fridges and washing machines
Product Installation	Free products and installation (for products like LED lights, water saving devices, smart power strips)	Available to all homes, apartments, and condos in NS

5.2 NOVA SCOTIA FEDERATION OF MUNICIPALITIES

The Nova Scotia Federation of Municipalities (NSFM) is the collective voice for Nova Scotia municipalities and offers policy and programmatic assistance to their Municipal members. Funding programs include:

Program	Funding Available	Eligibility
Carbon Surcharge Fund Awards	Various amounts	Dispersed at Fall Conference for small-scale initiatives that help Municipality reduce energy consumption and GHG emissions

5.3 FCM

The Federation of Canadian Municipalities has a 'catch-all' funding program for environmental and GHG reduction projects in Municipalities, called the **Green Municipal Fund**. Funding is offered in various amounts as percentages of eligible proposed projects based on a $1 Million annual allotment federally across all Municipalities.

Eligible projects include a wide range of municipal environmental initiatives, including buildings, wastewater, green infrastructure, etc. Specifically, eligible projects are **studies**, **pilot projects**, OR **capital projects**, including:

- Innovative 'signature' projects to reduce GHG emissions;
- Reduce fossil fuel use in Municipal Fleet;
- Stormwater quality improvement;
- Septic wastewater systems;
- Brownfield site redevelopment;
- Retrofitting energy efficiency programs for homes or commercial buildings;
- Energy recovery or district energy;
- Retrofit municipal facilities;
- Wastewater systems;
- Community water conservation;
- Transportation networks and commuting options;
- Waste diversion;
- Renewable energy production on a brownfield site;
- Site remediation or risk management;
- Waste stream management; and
- New construction of energy-efficient municipal facilities.

5.4 PROVINCIAL PROGRAMS

The Province of Nova Scotia and the federal government, in most cases, utilize secondary or arms-length organizations to provide grants and funding – for instance, the Federation of Canadian Municipalities or Clean Nova Scotia. However, the Province does have some funding streams that Municipalities can choose to access or automatically have access to. These include:

Program	Funding Available	Eligibility
Federal Gas Tax Fund	Based on formula (WH receives consistent amount each year)	Gas Tax fund can be used for projects that aim to reduce GHG emissions. Specifically, projects that are eligible that can help reduce GHG emissions include: wastewater, solid waste, community energy systems, and public transit.
Provincial Capital Assistance Program	Up to 50% of eligible project costs	Eligible projects include: — Construction or expansion of facilities for the treatment and disposal of sanitary sewage. — Construction of sanitary sewage collection systems. — Construction of storm water collection systems — Installation of individual and communal in-ground sewage disposal facilities within a Wastewater Management District. — Construction of water intake, treatment, pumping, and storage facilities. — Well field exploration and development. — Installation of water transmission and distribution systems. — Construction, acquisition, upgrading or expansion of solid waste management facilities and equipment. — Municipal infrastructure engineering and research studies related to eligible project categories.
Low Carbon Communities Program	Various amounts of funding available between $50,000 to $75,000 per project.	Grants are done through Connect2 program and Low Carbon Communities grants.

		Funding stream options available include: — Active Transportation Infrastructure and Design — Clean Fleets and Shared Mobility — Community Building and Engagement — Advanced Buildings — Electricity

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Report cover image source: WSP Canada, Inc. / Peggy Frankenberger

APPENDIX

A LIST OF STAKEHOLDERS

APPENDIX

Staff Representatives at the November 12 Meeting

1. West Hants Finance Director
2. West Hants Parks and Recreation Director
3. West Hants/ Windsor Planning Department (2)
4. West Hants Public Works Director
5. Current CAO West Hants
6. Current CAO Windsor
7. CAO for Region of West Hants and Windsor (April 2020)

Community Stakeholder Groups at the November 12 Meeting

1. Citizen Action to Protect the Environment (2)
2. Hantsport Area Advisory Committee member
3. Nova Scotia Power Representatives (2)
4. Nova Scotia Federation of Agriculture
5. QUEST
6. Alternative Resource Authority

Community Stakeholder Groups at the January 29 Meeting

1. Nova Scotia Power
2. Clean Foundation of Nova Scotia
3. West Hants Active Communities Programmer (West Hants Staff)
4. Nova Scotia Health Authority
5. Nova Scotia Department of Energy and Mines

WINDSOR / WEST HANTS TOGETHER

Committee of the Whole Excerpts
March 9, 2021

Safe Exchange Zone for Online Buyers/Sellers

Online sales have become common in our communities which involve people meeting in various location to exchange goods and cash. People are encouraged to do this in common areas that are well lit and have surveillance. The Windsor RCMP Office could be a marked as a safe exchange zone so residents could exchange items without fear.

The recommended motion was:

... that staff discuss with the RCMP that the local detachment be used as a safe exchange zone for online purchasers and sellers to exchange items and money and that appropriate signage be made to advertise and promote it. And further, that security cameras provide coverage of the exchange site.

WINDSOR / WEST HANTS TOGETHER

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: _____
Bob Morton, Councillor District 6

Date: March 9, 2021

Subject: Safe Exchange Zone for online buying/selling

LEGISLATIVE AUTHORITY

N/A

RECOMMENDATION or DECISION REQUEST

That staff discuss with the RCMP that the local detachment be used as a safe exchange zone for online purchasers and sellers to exchange items and money and that appropriate signage be made to advertise and promote it. And further, that security cameras provide coverage of the exchange site.

BACKGROUND

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

With online sales becoming more common and convenient, police in many municipalities have stressed the importance of not giving out personal information during the discussions nor during the purchase/sale exchange (including personal address). As such, many municipalities and communities have encouraged and promoted a common area that is well-lit and that provides security camera surveillance. In many areas, local police stations are being used.

DISCUSSION

A safe exchange zone is a safe place for online buyers and sellers to exchange items and money. This place would ideally be at the police station clearly marked as a Safe exchange zone and would have cameras pointed in the direction. This gives community members a safe and consistent place to meet and exchange items without the fear of a

stranger coming to their house. This practice is becoming increasingly popular and I believe it would be a welcomed addition to WHRM.

NEXT STEPS

(State what will be done next if anything.)

FINANCIAL IMPLICATIONS

(Inform of any financial implications it may have on current or future budgets of the Municipality, or to residents, if anything.)

ALTERNATIVES

(State any option to the recommendation and implication of the options, if anything)

ATTACHMENTS

N/A

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the intent of the recommendation pending the participation of the RCMP Detachment. In addition we should confirm the presence of a camera or security measures at the detachment in order to satisfy the recommendation. Staff Sgt. David Ferguson is scheduled to attend the COTW meeting and could be approached regarding this matter.

Report Prepared by: _____
Bob Morton, Councillor

Report Reviewed by: _____
Shelleena Thornton, Administrative Supervisor

Report Approved by: _____
Mark Phillips, CAO

WINDSOR / WEST HANTS TOGETHER

234 Mountain Road, Three Mile Plains

Land Use By-law Text Amendment

Council First Reading

March 23, 2021

Application

- A completed application was received on December 24, 2020 from Jack and Aletha Lantz to consider permitting a mobile home on the lot at 234 Mountain Road, Three Mile Plains
- The owner purchased the vacant lot in October 2019
- A mobile home was placed on the lot in November 2020 without first receiving development and occupancy permits

Application Cont.

- The Two Unit Residential (R-2) zone in the West Hants Land Use By-law only permits single and two-unit dwellings, mini homes, accessory apartments and existing manufactured homes
- Therefore, the Development Officer could not issue a permit for the mobile home that was placed on site



Base data derived from the Nova Scotia Property Records Database (NSPRD) and the Nova Scotia, Geomatics Centre (NSGC), Copyright Her Majesty The Queen in Right of the Province of Nova Scotia.

This map is a graphical representation only. It is not a land survey and is not intended for used for legal descriptions or to calculate exact dimensions or area.

Prepared by: West Hants Regional Planning and Development Department January 2021

Orthophoto

0 15 30

Metres

Scale: 1:800

PID 45213758

Civic

Parcels

Road

Document Review

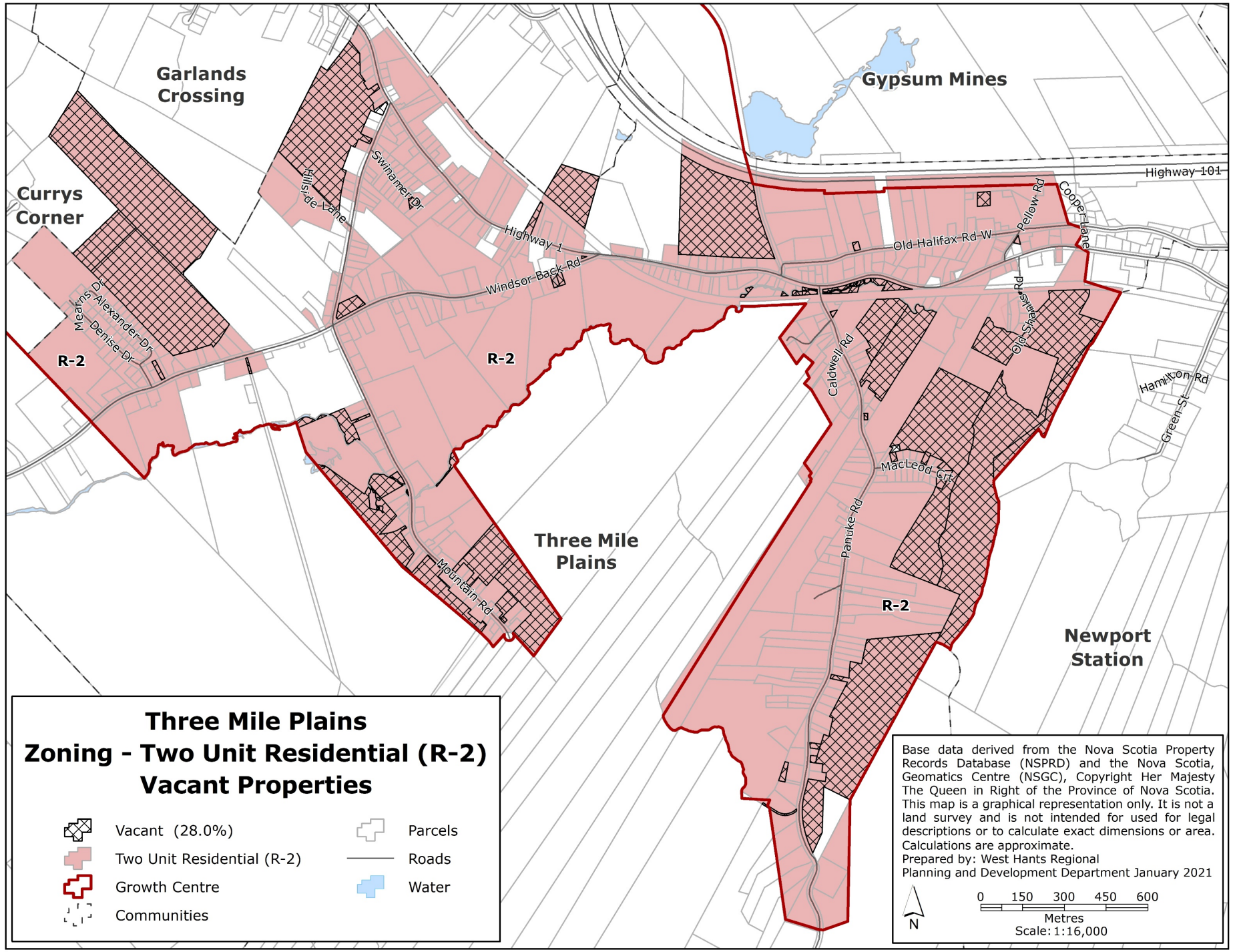
- Section 5.3 of the WHMPS discusses residential policies for the Three Mile Plains Growth Centre
- The background statement for the residential policies in the Three Mile Plains Growth Centre states “The majority of residential land in the Three Mile Plains Growth Centre will be zoned Two Unit Residential (R-2) which permits one and two unit dwellings and mini homes. Mobile homes will not be permitted except in manufactured home parks which will be considered by development agreement”

Document Review Cont.

- However, unlike the sections of the WHMPS for Falmouth and Brooklyn, there is no policy that corresponds with this background statement to prohibit stand alone mobile homes in Three Mile Plains
- Therefore, staff are requesting Council consider the request to add “Mobile homes in the Three Mile Plains Growth Centre” to the list of permitted uses in the Two Unit Residential (R-2) Zone

Document Review Cont.

- If approved this amendment would allow any vacant lot zoned Two Unit Residential (R-2) in the Three Mile Plains Growth Centre to have a mobile home placed on site


Garlands Crossing
Gypsum Mines
Currys Corner
Highway 101
Hillside Lane
Swinamer Dr
Highway 1
Windsor Back Rd
Old Halifax Rd W
Pellow Rd
Cooper Lane
D'Alexander Dr
Mearns Dr
Denise Dr
R-2
R-2
Caldwell Rd
Old Shubenacadie Rd
Hamilton Rd
Green St
MacLeod Crt
Three Mile Plains
Mountain Rd
Pantuke Rd
R-2
Newport Station
Three Mile Plains
Zoning - Two Unit Residential (R-2)
Vacant Properties
Vacant (28.0%)
Two Unit Residential (R-2)
Growth Centre
Communities
Parcels
Roads
Water
Base data derived from the Nova Scotia Property Records Database (NSPRD) and the Nova Scotia, Geomatics Centre (NSGC), Copyright Her Majesty The Queen in Right of the Province of Nova Scotia. This map is a graphical representation only. It is not a land survey and is not intended for used for legal descriptions or to calculate exact dimensions or area. Calculations are approximate.
Prepared by: West Hants Regional Planning and Development Department January 2021
N
0 150 300 450 600
Metres
Scale: 1:16,000

Policy

- There is no specific policy to amend the list of permitted uses in the Two Unit Residential (R-2) Zone; however, Council may consider amending its documents as it deems necessary
- **Policy 16.3.1** states general criteria for any West Hants Land Use By-law amendment

Process

- A virtual Public Information Meeting was held on February 18. The meeting was broadcast live on the Municipal Facebook page.
- PAC recommended in favour of the proposed amendments on March 11

Process

Staff Review

Public Information Meeting – Feb 18

PAC receives staff report and PIM Notes

PAC Review and Recommendation – Mar 11

Council First Reading

Public Hearing – April 27*

Council Second Reading – May 25*

Notice of Approval in Paper

14 Day Appeal period

*anticipated dates; final dates will be set by Council

Recommendation

- **that Council give First Reading and will hold a Public Hearing to consider amending the text of the West Hants Land Use By-law to add “Mobile homes in the Three Mile Plains Growth Centre” to the list of permitted uses in the Two Unit Residential (R-2) zone in a manner substantively the same as the draft set out in Attachment A of the report to the Planning and Heritage Advisory Committee report #20-28 dated March 11, 2021.**

WWH

WINDSOR / WEST HANTS

TOGETHER

Definitions

- Mobile Home
  - *means a manufactured home incorporating a bow-truss roof and designed for transportation on its own frame;*


Website: https://toughnickel.com/real-estate/Tips-on-Buying-and-Older-Mobile-Home



Mobile home placed on site at 234 Mountain Rd., TMP

Definitions Cont.

- Mini Home
  - *means a manufactured home incorporating a pitched roof;*


Website: http://www.havillsminihomes.com


Website: https://heatherhomes.co/new-3-bdrm-mini-homes/

Definitions Cont.

- Manufactured Home
  - *means a dwelling unit manufactured in a factory and designed for transportation after fabrication, whether on its own wheels or a trailer, which arrives at the site where it is to be occupied as a dwelling complete and ready for occupancy (except for minor unpacking and assembling operations to place the building on an acceptable foundation), and having a width of not more than 6 m (20 ft), but does not include a travel trailer or recreational vehicle.* ***Manufactured home includes a mobile home and a mini home****, but does not include a modular or sectional home transported in two or more sections and assembled on site;*

WINDSOR / WEST HANTS TOGETHER

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____

Sara Poirier, Planner

Date: 2021-03-23

Subject: WHLUB Text Amendment: 234 Mountain Rd, Three Mile Plains; PID 45213758; File #20-28 B

LEGISLATIVE AUTHORITY

Section 210 of the Municipal Government Act.

RECOMMENDATION or DECISION REQUEST

Should Council wish to proceed to Public Hearing, the following motion would be in order:

that Council give First Reading and will hold a Public Hearing to consider amending the text of the West Hants Land Use By-law to add "Mobile homes in the Three Mile Plains Growth Centre" to the list of permitted uses in the Two Unit Residential (R-2) zone in a manner substantively the same as the draft set out in Attachment A of the report to the Planning and Heritage Advisory Committee report #20-28 dated March 11, 2021.

BACKGROUND

Property X	Public Opinion☐	Environment☐	Social☐	Economic☐	Councillor Activity ☐

An application was received from Mr. Jack Lantz and Ms. Aletha Lantz to permit mobile homes in the Two Unit Residential (R-2) zone of the Three Mile Plains Growth Centre which would allow the applicants to apply for development and occupancy permits for the mobile home they have placed on their property at 234 Mountain Road, Three Mile Plains.

DISCUSSION

A Public Information Meeting was held on February 18, 2021 (Appendix A).

On March 11, 2021 staff presented a recommendation report to the Planning Advisory Committee (PAC) (Appendix B).

PAC recommended in favour of the Land Use By-law text amendment on March 11, 2021.

NEXT STEPS

The process for this application is as follows:

Process
Staff Review
▼
Public Information Meeting – February 18
▼
Planning Advisory Committee receives staff report and PIM Notes Planning Advisory Committee Review and Recommendation – March 11
▼
Regional Council First Reading – March 23
▼
Public Hearing held and adjourned to next meeting of Council
▼
Council completes Public Hearing and holds Second Reading
▼
Ministerial Approval or Appeal Period
▼
Notice of Approval in Local Paper

FINANCIAL IMPLICATIONS

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

ALTERNATIVES

In response to the application, Council may decide to:

- hold First Reading and authorize a Public Hearing to approve the WHLUB amendment as drafted;

- provide alternative direction such as requesting further information on a specific topic.

APPENDICIES

Appendix A 2021-02-18 Public Information Meeting Notes – File 20-28 A

Appendix B 2021-03-11 Staff Report – Land Use By-law Text Amendment: 234 Mountain Rd, Three Mile Plains; PID 45213758; File #20-28

CHIEF ADMINISTRATIVE OFFICER REVIEW

I have participated in the March 11, 2021 PAC meeting and observed discussions regarding this matter and have no further comments. As noted in the report, PAC supports the recommendation.

Report Prepared by: _____
Sara Poirier, Planner

Report Reviewed by: _____
Madelyn LeMay, Director of Planning and Development

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

Appendix A

Public Information Meeting Notes
February 18, 2021
File 20-28 A
234 Mountain Road, Three Mile Plains; Land Use By-law Text Amendment, Mobile Homes in the Three Mile Plains Growth Centre

Meeting date and time	A virtual Public Information Meeting was held on February 18, 2021 beginning at 6:00 p.m. The meeting was live broadcast on the Municipal Facebook page.
Attending	In attendance: One (1) Councillor: • Councillor Francis Three (3) members of staff: • Director LeMay • Planner Shah • Planner Poirier Doug Symonds (Resident) As this meeting was held virtually other members of the public viewed the meeting on Facebook.
Applicant Overview	Planner Poirier outlined the request from Mr. Jack Lantz and Ms. Aletha Lantz to permit mobile homes in the Two Unit Residential (R-2) zone of the Three Mile Plains Growth Centre which would allow the applicants to apply for development and occupancy permits for the mobile home they have placed on their property at 234 Mountain Road, Three Mile Plains.
Comments	Comments from the public could be submitted to Planner Poirier by mail, e-mail and telephone. Twelve (12) residents provided written comments. Emails and letters are attached. Staff responses are included in purple. Five (5) Facebook comments and three (3) verbal comments were received from the public. All five (5) Facebook comments were in favour of the application. Two (2) of the verbal comments received were in favour of the application; one (1) was against the application citing that this amendment would not be in the best interest for the community. Questions from the public included:

	• What are they using for sewer and water? If the amendment is approved and mobile homes are permitted in Three Mile Plains Growth Centre, the property owner would apply to be connected to municipal water and sewer, unless they already have an approved on-site system. • Are they paying any taxes to West Hants? If this change were to be made, how would these mobile homes be taxed? Every property owner in West Hants pays property taxes to the Municipality based on the assessed value of the property. If the amendment is approved, and a resident of the Three Mile Plains Growth Centre places a mobile home on-site, Property Valuation Services Corporation (PVSC) would assess the property value based on the residential use (e.g., going from a vacant lot to placing a mobile home on-site) and they would be taxed according to that assessment. • I was just wondering if the comments regarding the proposed changes in Three Mile Plains can come from anyone or just residents of the area? Any resident in West Hants Regional Municipality is welcome to comment on the proposed amendment in Three Mile Plains. • Are you able to explain what this amendment means? Would people who currently own property in Three Mile Plains be putting mobile homes on their land and renting them out? The Two Unit Residential (R-2) zone in West Hants (excluding Hantsport and Windsor) currently permits single unit dwellings, two-unit dwellings, mini homes, accessory apartments and existing manufactured homes (which includes existing mobile homes and mini homes). The proposal being considered for Three Mile Plains is to add "mobile homes in the Three Mile Plains Growth Centre" to the list of permitted uses in the Two Unit Residential (R-2) zone. If the amendment is approved it would permit anyone with a vacant lot in Three Mile Plains that is zoned Two Unit Residential (R-2) to place a mobile home on site. This would not allow anyone with an existing dwelling on a lot

	zoned Two Unit Residential (R-2) in Three Mile Plains to put a mobile home on site unless the lot is large enough to be subdivided; this is based on other policies that we have regarding one main building on the lot in residential zones. • I am also curious as to the reasoning to not allow mobile homes. Is it an aesthetics issue? There is currently no reason given in the text of the West Hants Municipal Planning Strategy as to why mobile homes were not permitted in the Two Unit Residential (R-2) zone but mini homes were, other than Council wanting to consider mobile homes in mobile home parks in the Growth Centers (Falmouth and Three Mile Plains) by development agreement. • There was a mobile on the property for 30+ years, wouldn't this fall under the grandfather clause? The property was purchased as a vacant lot by the property owner in 2019. They have confirmed that the lot was vacant for at least the last 6-8 years. The Land Use By-law currently permits "mini homes" and "existing manufactured homes" which includes existing mini homes and existing mobile homes in the Two Unit Residential (R-2) Zone. This means that new mini homes are permitted to be placed on site but new mobile homes are not. As this mobile home was newly placed on the Mountain Road property in 2020 it would not be permitted as per the current planning documents. This is the reason the property owner has applied to amend the current planning documents to have Council consider adding "Mobile homes in the Three Mile Plains Growth Centre" to the list of permitted uses in the Two Unit Residential (R-2) Zone. Discussion points included: • Housing affordability and accessibility • Aesthetics • Current background statements for the Three Mile Plains Growth Centre stating mobile homes should be considered by development agreement in a manufactured home park

	• Property values • Municipal Services • Taxes
Adjournment	The presentation portion of the Public Information Meeting ended at 6:08 p.m.; comments could be submitted by mail, e-mail, telephone, or be dropped-off to the Municipal Office to Planner Poirier between February 18 and March 10, 2021.

Public Email Responses Submitted for the Application PIM

From Doug Symonds - February 14 and February 19, 2021

Dear Sara Poirier:

I saw this on the WWH website: "We would like your input on a proposed West Hants Land Use By-law text amendment to consider adding "Mobile homes in the Three Mile Plains Growth Centre" to the list of permitted uses in the Two Unit Residential (R-2) zone"

Could you please direct me to the text of this proposed amendment?

It is unclear to me how mobile homes would fit into the R-2 zoning.

If the proposed change means that someone can buy a lot in the Three Mile Plains R-2 zone and put a "mobile" home on it, I am totally opposed.

I do not belong to Facebook. Can I still participate in the Virtual Public Hearing - 6:00pm Tues, Feb 23, 2021?

Thank you.

Doug Symonds, Three Mile Plains

Hi Sara:

I just finished watching the "PIM – Mobile Homes in Three Mile Plains" presentation via Zoom.

As I understand from the presentation, the owner(s) of the property at 234 Mountain Road put a mobile home on their property without the required permits (in violation of the R-2 zoning bylaw).

I am against having mobile homes added to the R-2 zoning for the Three Mile Plains growth centre as I think that they could potentially devalue existing properties. I think that prospective property purchasers in the Three Mile Plains area (or any other area) would be put off by the presence of bow-truss roofed trailers with tow hitches, ready to be moved at a moment's notice. It would definitely affect the "curb appeal" of the area. There are many vacant lots scattered along the main streets in the area, and if these lots were occupied by an influx of cheap trailers, it could have a significant negative impact on property values.

The owners at 234 Mountain Road should be required to move the illegal mobile home off the property. Also, what are they using for sewer and water? Are they paying any taxes to West Hants?

If this change were to be made, how would these mobile homes be taxed?

I'm not trying to be an elitist by any means, but I bought my house under the terms of the existing R-2 zoning, which is quite reasonable. A change like this to the zoning could have many negative effects.

Thank you for the work that you are doing.

Yours truly,

Doug Symonds, Three Mile Plains

Hi Sara:

The West Hants Municipal Planning Strategy, Section 5.3 (last revised December 25, 2018) specifically prohibits mobile homes, except as noted in the Section.

"5.3 Three Mile Plains Growth Centre – Residential Policies

A range of housing types and densities is considered appropriate for the Three Mile Plains Growth Centre. To allow for this, three residential zones will be applied: Single Unit Residential; Two Unit Residential; and Multiple Residential.
The majority of residential land in the Three Mile Plains Growth Centre will be zoned Two Unit Residential (R-2) which permits one and two unit dwellings and mini homes. Mobile homes will not be permitted except in manufactured home parks which will be considered by development agreement. As in the previous planning documents, only the Hillcrest Drive and Kendall Lane areas will be zoned solely for single detached dwellings. New multiple residential development will be considered through rezoning."

I would suggest that Municipal Planning Strategy, as approved by the Minister of Service Nova Scotia & Municipal Relations, is a good plan and should be followed.

Thanks,

Doug Symonds, Three Mile Plains

From Cody Lantz - February 22 and March 4, 2021

Hello I hope you are having a great day so far. I was emailing to say that I am ok with Aletha lantz living in that trailer on mountain road. Thanks

---

Hello Cody,

I just wanted to clarify your comment on the application for 234 Mountain Road, Three Mile Plains. The amendment would be to add "Mobile homes in the Three Mile Plains Growth Centre" to the list of permitted uses in the Two Unit Residential (R-2) zone. Are you okay with the potential for any property owner with a vacant property zoned Two Unit Residential in the Three Mile Plains Growth Centre putting a mobile home on site?

Thanks again for your comments.

All the best,

Sara

Yes, that would be fine.

From Jenn Upshaw - February 22, 2021

Good morning Sara,

I was just wondering if the comments regarding the proposed changes in Three Mile Plains can come from anyone or just residents of the area? I live in the growth area and I am for the proposed change. I am also working with a few groups looking to see what we can do to help with the housing situation right now. I am sure many of those people would support the proposed change as well but I do not want to ask them to comment if it will not count.

Thanks
Jenn Upshaw, Three Mile Plains

From Kayla Todd - February 22, 2021

Hi Sara,

I've been talking with Jennifer Upshaw and she mentioned an amendment currently taking place for Three Mile Plains regarding mobile homes. I'm wondering if you're able to explain what this means? Would people who currently own property in Three Mile Plains be putting mobile homes on their land and renting them out? I just want to be sure I understand as best I can. Also if people are for or against this do they send their emails directly to you?

Any and all information would be greatly appreciated.

Thanks and kind regards,

Kayla

Hi Kayla,

Thank you for your email. The Two Unit Residential (R-2) zone in West Hants (excluding Hantsport and Windsor) currently permits single unit dwellings, two-unit dwellings, mini homes, accessory apartments and existing manufactured homes (which includes existing mobile homes and mini homes). The proposal being considered for Three Mile Plains is to add "mobile homes in the Three Mile Plains Growth Centre" to the list of permitted uses in the Two Unit Residential (R-2) zone. If the amendment is approved it would permit anyone with a vacant lot in Three Mile Plains that is zoned Two Unit Residential (R-2) to place a mobile home on site. This would not allow anyone with an existing dwelling on a lot zoned Two Unit Residential (R-2) in Three Mile Plains to put a mobile home on site unless the lot is large enough to be subdivided; this is based on other policies that we have regarding one main building on the lot in residential zones.

Yes, individuals can reach out to me either via email or phone until March 10. I will include all the comments I receive regarding this application in the Public Information Meeting notes for the Planning Advisory Committee meeting on March 11, 2021. I would ask that individuals include their name and street or community within the municipality at the end of the email or even over the phone. This provides Council a context for the comment. Prior to COVID-19, when the meetings were in person, we would be asking the individual to state their name and community before or after their comment/question.

Please let me know if you have any further questions.

All the best,
Sara

From Rob Kehoe - February 22, 2021

To whom it may concern,

I am in favor of the mobile home in TMP. I am also curious as to the reasoning to not allow mobile homes. Is it an aesthetics issue? Because I think a 74 year old woman not being able to live there because some people don't like the looks of mobile homes is absolutely ridiculous.

Hello Rob,

Thank you for your email. I will ensure your comments are included in the Public Information Meeting notes for the Planning Advisory Committee meeting on March 11, 2021.

There is currently no reason given in the text of the West Hants Municipal Planning Strategy as to why mobile homes were not permitted in the Two Unit Residential (R-2) zone but mini homes were, other than Council wanting to consider mobile homes in mobile home parks in the Growth Centers (Falmouth and Three Mile Plains) by development agreement.

All the best,

Sara

From Shawn Johnson - February 22, 2021

Hello,

I want to write in response to the information session the other evening.

The mobile home amendment in Three Mile plains.

I am voicing my concern and do not agree with the change for the following:

1) Stress on municipal services

2) Potential for trailer parks which I do not support. We have that already at the crossing.

3) Making the change for that would not benefit the community and by-laws do not need to be changed.

For the property highlighted you should just have a development agreement. Not a full zoning change. Site specific going further if need be.

Does not need to be a zoning change for 1 property. Moving forward these issues should be case by case respecting the current outlines already in place.

Thank you

Shawn Johnson, Three Mile Plains

From Brenda Church - February 23 and March 3, 2021

Hello,

I am more than fine with Aletha Lantz living in a trailer on Mountain Road.

Thank you for your time and attention to this matter,

Brenda Church

Hello Brenda,

I just wanted to clarify your comment on the application for 234 Mountain Road, Three Mile Plains. The amendment would be to add "Mobile homes in the Three Mile Plains Growth Centre" to the list of permitted uses in the Two Unit Residential (R-2) zone. Are you okay with the potential for any property owner with a vacant property zoned Two Unit Residential in the Three Mile Plains Growth Centre putting a mobile home on site?

Thanks again for your comments.

All the best,

Sara

Yes, that would be fine.

From Rose Hawboldt - February 24, March 4 and 8, 2021

I am for this, there is no reason it can't be on the property.

Thank you
Rose Hawboldt

Hello Rose,

I just wanted to clarify your comment on the application for 234 Mountain Road, Three Mile Plains. The amendment would be to add "Mobile homes in the Three Mile Plains Growth Centre" to the list of permitted uses in the Two Unit Residential (R-2) zone. Are you okay with the potential for any property owner with a vacant property zoned Two Unit Residential in the Three Mile Plains Growth Centre putting a mobile home on site?

Thanks again for your comments.

All the best,

Sara

Absolutely I am you okay with the potential for any property owner with a vacant property zoned Two Unit Residential in the Three Mile Plains Growth Centre putting a mobile home on site.

Thank you

Also there was a mobile on the property for 30+ years. wouldn't this fall under the grandfathers clause?

Hi Rose,

The property was purchased as a vacant lot by the property owner in 2019. They have confirmed that the lot was vacant for at least the last 6-8 years. The Land Use

By-law currently permits "mini homes" and "existing manufactured homes" which includes existing mini homes and existing mobile homes in the Two Unit Residential (R-2) Zone. This means that new mini homes are permitted to be placed on site but new mobile homes are not. As this mobile home was newly placed on the Mountain Road property in 2020 it would not be permitted as per the current planning documents. This is the reason the property owner has applied to amend the current planning documents to have Council consider adding "Mobile homes in the Three Mile Plains Growth Centre" to the list of permitted uses in the Two Unit Residential (R-2) Zone.

Please let me know if you have any additional questions.

All the best,

Sara

From Emilie Smith – March 9, 2021

West Hants Regional Municipality
76 Morison Drive
PO Box 3000
Windsor, NS B0N 2T0

To Whom It May Concern;

I am writing to express support of the proposed amendment to the Three Mile Plains growth centre to allow mobile homes as private dwellings. I am a social worker who lives and works in West Hants. Affordable housing has been an ongoing issue faced by families I have worked with throughout my career. Over the past several years this issue has been growing and I have experienced families needing to leave this community because they are unable to find any housing, regardless of affordability. Permitting mobile homes allows for further housing options which are significantly more affordable than new home construction and also timelier in their installation. It is a human right to have shelter. Prohibiting dwellings that are affordable is nothing short of discrimination. In an article written about social inequality regarding mobile home residents, Katherine MacTavish (2007) discusses development in rural areas and that wealth, rather than reputation is becoming measures of character and deciding who does, and thus, who does not, belong. Growth is tightening rural housing markets, particularly in areas that are within a commutable distance to urban centres. Housing ownership is challenging and right now we know that we are in a seller's market. Home prices are at an all-time high.

Rental properties are basically at a zero vacancy rate and rent prices have surpassed affordability for so many people. Those of us who are fortunate enough to be adequately housed should not be afforded the luxury to make things more difficult for those who are not.

Sincerely,

Emilie Smith MSW, RSW

From Jennifer McCulloch – March 9, 2021

To Whom It May Concern;

I am writing to express support of the proposed amendment to the Three Mile Plains growth centre to allow the use of mobile homes as private dwellings. I live in the Three Mile Plains Growth Centre and work in West Hants. I work for Department of Community Services and affordable housing is an ongoing issue faced by the many families I work with. Throughout my career, spanning several years, the issue of attaining affordable housing has been increasing at an alarming rate and I have first hand experience of families needing to leave this community because they are unable to find any housing, regardless of affordability. When I was younger buying land and placing a mobile home on it to reside in was very common. Families would do this and then save to be able to build a home. This is an important step in homeownership, due to the skyrocketing prices of houses it may be the only way some families will be able to own a home.

Since December of 2019 I have been a member of a housing coalition formed by concerned service providers in Hants County due to the ongoing concerns being recognized in our community through the groups various service roles. The West Hants Housing Coalition is a group of professional community partners who recognize there is a direct need for increased opportunities for individuals in the area to have opportunities to access safe and affordable homes.

Permitting mobile homes to be used, allows for a larger expansion of housing options in the area which can be more affordable than new home construction and be placed for occupancy quickly and efficiently.

It is a basic human right to have shelter. Prohibiting dwellings that are possibly more affordable is nothing short of discrimination to the cohort of society in which would greatly benefit from the amendment to allow mobile homes as private dwellings for the area of Three Mile Plains in the county of West Hants. In an article written about social inequality regarding home residents, Katherine MacTavish (2007) discusses development in rural areas and that wealth, rather than reputation is becoming measures of character and deciding who does, and

thus, who does not, belong. Growth is tightening rural housing markets, again particularly in areas that are within a commutable distance to urban centres. Housing ownership is challenging and right now we know that we are in a seller's market. Home prices are at an all-time high. Rental properties are basically at a zero vacancy rate and rent prices have surpassed affordability for so many people. Those of us who are fortunate enough to be adequately housed should not be afforded the luxury to make things more difficult for those who are not.

Jennifer McCulloch,

Income Assistance and Employment Support Services Caseworker

DCS Windsor

From Kelly McGregor – March 9, 2021

To Whom It May Concern;

I am writing to express support of the proposed amendment to the Three Mile Plains growth centre to allow the use of mobile homes as private dwellings. I am a housing locator for the Annapolis Valley and West Hants is part of my catchment. Affordable housing is an ongoing issue faced by all of the clients I work with. .

Since 2020 I have been a member of concerned service providers in Hants County who of necessity, formed a housing coalition due to the ongoing concerns being recognized in our community through the groups various service roles. The West Hants Housing Coalition is a group of professional community partners who recognize there is a direct need for increased opportunities for individuals in the area to have opportunities to access safe and affordable homes.

Permitting mobile homes to be used, allows for a larger expansion of housing options in the area which can be more affordable than new home construction and be placed for occupancy quickly and efficiently.

It is a basic human right to have shelter. Prohibiting dwellings that are possibly more affordable is nothing short of discrimination to the cohort of society in which would greatly benefit from the amendment to allow mobile homes as private dwellings for the area of Three Mile Plains in the county of West Hants. In an article written about social inequality regarding home residents, Katherine MacTavish (2007) discusses development in rural areas and that wealth, rather than reputation is becoming measures of character and deciding who does, and thus, who does not, belong. Growth is tightening rural housing markets, again particularly in areas that are within a commutable distance to urban centres.

Housing ownership is challenging and right now we know that we are in a seller's market. Home prices are at an all-time high. Rental properties are basically at a zero vacancy rate and rent prices have surpassed affordability for so many people. Those of us who are fortunate enough to be adequately housed should not be afforded the luxury to make things more difficult for those who are not.

Regards,

Kelly McGregor

From Kimm Kent – March 9, 2021

HI Sara,

I am writing in support of the land use by law amendment permitting mobile homes in Three Mile Plains Growth center. I am writing this as a citizen in West Hants and also in my professional capacity, witnessing the current housing crisis facing citizens of our community.

Thank you.

Peace,

Kimm Kent

Co-Founder / Manager / Facilitator

Peer Outreach Support Services & Education (POSSE) - MetroWorks

Family Resource Centre of West Hants
61 Morison Drive
P.O. Box 2847
Windsor, NS
B0N 2T0
Email: frcowh@gmail.com
Phone: 902-798-5961

March 9th, 2021.

West Hants Regional Municipality
76 Morison Drive
PO Box 3000
Windsor NS B0N 2T0

To Whom It May Concern,

I am writing to express my support of the proposed amendment to the Three Mile Plains Growth Centre to allow the use of mobile homes to be added to the list of permitted uses in the Two Unit Residential (R-2) zone, permitting anyone with a vacant lot in Three Mile Plains that is zoned Two Unit Residential (R-2) to place a mobile home on site.

I am a Housing Support Worker who lives and works in West Hants. The lack of affordable housing in this area is an ongoing issue that majority of my clients are dealing with daily, which is why they need additional support from someone such as myself.

When I took on the role of Housing Support Worker, I also accepted the role of re-launching the West Hants Housing Coalition, a group of professional community partners formed in December 2019, who recognize that there is a need for safe, affordable housing to be more accessible in our area.

In an article published in the Chronicle Herald by Nicole Munro on March 4, 2021, Halifax MP Andy Filmore was interviewed regarding a parking lot in the north end of Halifax being converted into affordable housing units. Filmore speaks about how Halifax much like the rest of the province continues to grow and develop with

an increased population, and notes that affordable housing is struggling to keep up. “Here in Halifax as our city has grown, we’ve seen access to affordable housing struggle to keep pace with the population increase.” (Munro, 2021) He goes on to say, “The situation has become even more dire with the current pandemic. As we’ve sheltered in place to stop the spread of COVID-19, our homes have become a place of safety and refuge, but in a time of crisis the hardest hit are often the most vulnerable.” (Munro, 2021) Those of us that are fortunate enough to be housed, can do our part to help prevent the spread of the global pandemic known as COVID-19. But what about those who are struggling to find housing? Their safety and well-being is just as important.

Mobile homes are a more cost efficient and timelier way to offer housing opportunities to those who need it the most. In a blog post published by Remax Commercial the average cost to build a home in Halifax, Nova Scotia is between $90-$150 a square foot. (Remax Commercial, 2020) Given that a mobile home would contain significantly less square footage than a multi level house, the cost to develop these would be considerably less, thus making mobile homes available at a more affordable rate.

According to the results of Canada Mortgage and Housing Corporation’s Rental Market Survey conducted in October 2019, the Halifax CMA vacancy rate was 1% versus 1.6% in October 2018. (CMHC 2020) By increasing the number of affordable housing options in the West Hants Municipality, we can do our part to help increase the vacancy rate in our area and decrease the number of people suffering from or at risk of homelessness.

Sincerely,

Kayla Todd
Housing Support Worker
Family Resource Centre of West Hants

Munro, N. (2021, March 4). *57 Affordable Housing Units To Replace Parking Lot in North-end Halifax.* The Chronicle Herald https://www.thechronicleherald.ca/news/local/57-affordable-housing-units-to-replace-parking-lot-in-north-end-halifax-559772/

Remax Commercial (2020, September 29th). *How Much Does It Cost To Build A Home in Ontario, Canada (2020)?* https://blog.remax.ca/how-much-does-it-cost-to-build-a-house/

Canada Mortgage and Housing Corporation (2020). *Rental Market Report – Halifax CMA* https://assets.cmhc-schl.gc.ca/sites/cmhc/data-research/publications-reports/rental-market-reports/2019/rental-market-reports-halifax-64387-2020-a01-en.pdf?rev=2797a15c-e25b-48a6-b4d1-a26964484bbd

Appendix B

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

To: Members of Planning and Heritage Advisory Committee

Submitted by: _____
Sara Poirier, Planner

Date: 2021-03-11

Subject: WHLUB Amendment: 234 Mountain Rd, Three Mile Plains; PID 45213758; File #20-28

LEGISLATIVE AUTHORITY

Section 210 of the Municipal Government Act.

RECOMMENDATION

To allow the requested development, staff recommends that the PAC/HAC forward a positive recommendation by passing the following motion:

that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending the text of the West Hants Land Use By-law to add "Mobile homes in the Three Mile Plains Growth Centre" to the list of permitted uses in the Two Unit Residential (R-2) zone in a manner substantively the same as the draft set out in Attachment A of the report to the Planning and Heritage Advisory Committee report #20-28 dated March 11, 2021.

BACKGROUND

A completed application was received on December 24, 2020 from Jack and Aletha Lantz to consider permitting a mobile home on the lot at 234 Mountain Road, Three Mile Plains (PID 45213758). The lot is owned by Mr. Jack Richard Lantz; Ms. Aletha Lantz is his mother.

The subject lot is zoned Two Unit Residential (R-2) and within the Residential designation and the Three Mile Plains Growth Centre. The lot is approximately 15,000 sq. ft. (0.34 acres) in size. A survey plan of the lot from 1988 shows that a mobile home was located

on the lot. The owner purchased the then-vacant lot in October 2019. Mr. Lantz stated that he believes the lot has been vacant for at least the last 6-8 years.

A mobile home was placed on the lot in November 2020 without first receiving development and occupancy permits. Only single and two-unit dwellings, mini homes, accessory apartments and existing manufactured homes are permitted in the Two Unit Residential (R-2) zone, as per the West Hants Land Use By-law. Therefore, the Development Officer could not issue a permit for the mobile home that was placed on site and the resident was advised to apply to have Council consider the addition of mobile homes to the list of permitted uses in the Two Unit Residential (R-2) zone in Three Mile Plains.

DISCUSSION

The subject lot is located on Mountain Road in Three Mile Plains. The lot is designated Residential on the Generalized Future Land Use Map (Figure 1) of the West Hants Municipal Planning Strategy (WHMPS) and is within the Three Mile Plains Growth Centre. Part 5.3 of the WHMPS contains the overall intention for properties designated Residential within the Three Mile Plains Growth Centre in West Hants.

The lot is zoned Two Unit Residential (R-2) on the Zoning Map of the West Hants Land Use By-law (WHLUB) (Figure 2). As noted above only single and two-unit dwellings, mini homes, accessory apartments and existing manufactured homes are permitted in the Two Unit Residential (R-2) zone. The lot abuts properties zoned Two Unit Residential (R-2) and designated Residential within the Three Mile Plains Growth Centre.

The applicant requested that Council consider amending the text of the West Hants Land Use By-law (WHLUB) to permit "Mobile homes in the Three Mile Plains Growth Centre" to the list of permitted uses in the Two Unit Residential (R-2) zone. If the application is approved, any vacant lot within the Three Mile Plains Growth Centre would be permitted to place a mobile home on the lot (Figure 3), subject to receiving the required development and building permits.

Mobile Homes

A mobile home is a type of manufactured home incorporating a bow-truss roof and designed for transportation on its own frame. Table 1 outlines the definitions for mobile homes, mini homes and manufactured home as per the current West Hants Land Use By-law and as per the list of definitions accepted by the Planning Advisory Committee on September 10, 2020 for incorporation in the Regional planning documents.

The Manager of Building and Fire Inspection Services has confirmed that there is no difference in terms of building or fire codes between mobile homes and mini homes as per the National Building Code of Canada and added that mobile homes are just an older style factory built home.

Table 1: Definition of Mobile Home, Mini Home and Manufactured Home

Term	Description
Mobile Home	*means a manufactured home incorporating a bow-truss roof and designed for transportation on its own frame;* (Definition from the West Hants Land Use By-law and approved for incorporation in the Regional documents) Identifiers: • bow-truss roof • designed for transportation on its own frame  Website: https://toughnickel.com/real-estate/Tips-on-Buying-and-Older-Mobile-Home  Mobile home placed on site at 234 Mountain Rd., Three Mile Plains
Mini Home	*means a manufactured home incorporating a pitched roof;* (Definition from the West Hants Land Use By-law) *means a dwelling unit built as a manufactured home to a CSA standard which meets or exceeds a length to width ratio of 3:1 and incorporates pitched roof;* (Definition approved for incorporation in the Regional documents) Identifiers: • meets or exceeds a length to width ratio of 3:1 • incorporates pitched roof  Website: http://www.havillsminihomes.com  Website: https://heatherhomes.co/new-3-bdrm-mini-homes/

Manufactured Home	*means a dwelling unit manufactured in a factory and designed for transportation after fabrication, whether on its own wheels or a trailer, which arrives at the site where it is to be occupied as a dwelling complete and ready for occupancy (except for minor unpacking and assembling operations to place the building on an acceptable foundation), and having a width of not more than 6 m (20 ft), but does not include a travel trailer or recreational vehicle. Manufactured home includes a mobile home and a mini home, but does not include a modular or sectional home transported in two or more sections and assembled on site;* (Definition from the West Hants Land Use By-law and approved for incorporation in the Regional documents)

DOCUMENT REVIEW

The Province of Nova Scotia has six (6) *Statements of Provincial Interests* which form part of the *Municipal Government Act* and provide municipalities guidance on certain aspects of development in the Province: drinking water, flood risk areas, agricultural land, infrastructure, housing and the development of the Nova Centre. The *Statement of Provincial Interest* related to housing specifies that the goal is to "provide housing opportunities to meet the needs of all Nova Scotians" by incorporating housing policies into the municipal planning documents which address affordable housing, special-needs housing, rental accommodation, and providing for manufactured housing. All of the planning documents for the Region have housing policies and discuss residential development in specific communities. Staff reviewed the planning documents for Hantsport, West Hants and Windsor to determine where mobile homes are permitted in the Region (Table 2).

Table 2: Zones where Mobile Homes are Permitted in the Regional Municipality

Hantsport	West Hants	Windsor
Mini Home Park Zone permits "Mini homes"; this zone is not used anywhere in Hantsport.	**Single Unit Residential (R-1) Zone** permits "Existing manufactured homes" **Two Unit Residential (R-2) Zone** permits "Mini homes" but not mobile or manufactured homes; and permits "Uses permitted in the R-1 zone subject to the R-1 zone requirements" **Rural Residential (R-4), Manufactured Home Park (MHP), Agricultural Priority Two (AR-2), General Resource (GR)**	No discussion on mobile or mini homes in Windsor.

	and **Mineral Resource (MR) Zones** permit "Manufactured homes" **General Commercial (GC) Zone** permits "Single unit dwellings or mini homes on existing vacant lots under 10,000 ft2 in area, subject to the R-1 zone requirements" **Agricultural Priority Three (AR-3) Zone** permits "Manufactured homes" however "21.3 (b) mobile homes shall not be permitted on properties zoned AR-3 in a Growth Centre or Village designation." **Resource Industrial (M-1)** and **Hamlet Industrial (M-2) Zones** permit "One dwelling unit in conjunction with a permitted industrial use, either located in the same building or as a single unit dwelling or manufactured home on the same lot"	

West Hants Municipal Planning Strategy

As the application to permit a mobile home came from a resident in Three Mile Plains, staff concentrated on the housing policies in the West Hants Municipal Planning Strategy for guidance and direction.

An excerpt from Section 4.11, *Housing*, of the West Hants Municipal Planning Strategy outlines Councils intention for housing in West Hants by stating *"Council feels it is important to encourage the provision of housing that is inclusive of all citizens of West Hants regardless of socio-economic status, age or physical or mental disability".* Policy 4.11.1 outlines that Council will *"encourage the provision of housing adequate to meet the needs of all citizens of West Hants. Affordable housing, special-needs housing and rental accommodation shall be encouraged to develop in a manner that is sensitive to the needs of the community and those being served"* and Policy 4.11.2 states that Council shall *"provide for the development of a range of housing types in West Hants".*

Manufactured Home Parks

Section 4.15 of the West Hants Municipal Planning Strategy General Land Use Policies describes the policies for the creation of manufactured home parks where "residents may own, lease or rent their homes, but do not own the land". Policy 4.15.1 specifies that a Manufactured Home Park (MHP) Zone will be created and applied to existing manufactured home parks, and Policy 4.15.2 specifies that new manufactured home parks will be considered by development agreement only in the Growth Centres.

The specific sections for the Falmouth and Three Mile Plains Growth Centres also outline a corresponding policy which allows manufactured home parks to be considered by development agreement (Policy 5.3.9 and 5.4.6). To determine if stand alone mobile homes are permitted in specific areas of the municipality the specific policies for each community were reviewed.

Falmouth

Some of the general development objectives of the Falmouth Growth Centre are to provide for predominantly residential development, accommodate rural lifestyle activities that are compatible with moderate density residential development, and to monitor the extension of services to ensure the capacity of the municipal sewer and water system is not exceeded. Section 5.4 of the West Hants Municipal Planning Strategy discusses the residential policies for the Falmouth Growth Centre. Policy 5.4.7 specifically states that *"It shall be the policy of Council to prohibit the development of mobile homes on separate lots which are not part of a manufactured home park in the Falmouth Growth Centre."*.

Staff are not recommending any changes that would permit mobile homes on individual lots in the Falmouth Growth Centre.

Brooklyn

The general development objectives for the community of Brooklyn are to maintain the quiet, village atmosphere and continue its role as a commercial and institutional service centre for surrounding communities. Section 6.2 of the West Hants Municipal Planning Strategy discusses the residential policies for the community of Brooklyn, currently referred to as a Village in the planning documents. Policy 6.2.2 specifically states that *"It shall be the policy of Council to apply Two Unit Residential (R-2) zoning to the majority of residential land outside the Village Core area of Brooklyn. Within the Village designation, the R-2 zone will permit one and two unit dwellings and mini homes; however, mobile homes will not be permitted."*

Staff are not recommending any changes that would permit mobile homes on individual lots in the community of Brooklyn.

Three Mile Plains

Some of the general development objectives of the Three Mile Plains Growth Centre are to accommodate the majority of future commercial growth in West Hants, permit an urban residential growth pattern which includes higher density development, and allow the development of small lots to make better use of existing infrastructure. Section 5.3 of the West Hants Municipal Planning Strategy discusses residential policies for the Three Mile Plains Growth Centre. The background statement for the residential policies in the Three Mile Plains Growth Centre states "*The majority of residential land in the Three Mile Plains Growth Centre will be zoned Two Unit Residential (R-2) which permits one and two unit dwellings and mini homes. Mobile homes will not be permitted except in manufactured home parks which will be considered by development agreement".* Unlike the sections of the West Hants Municipal Planning Strategy for Falmouth and Brooklyn,

there is no policy that corresponds with this background statement to prohibit stand alone mobile homes in Three Mile Plains. Therefore, staff are requesting Council consider the request to add "Mobile homes in the Three Mile Plains Growth Centre" to the list of permitted uses in the Two Unit Residential (R-2) Zone.

Two Unit Residential (R-2) Zone

Staff investigated where else in West Hants the Two Unit Residential (R-2) zone is permitted. The Two Unit Residential (R-2) zone is one of the residential zones in the communities of Three Mile Plains, Brooklyn, Currys Corner, Garlands Crossing and Falmouth (Figure 3). The Three Mile Plains Growth Centre incorporates the land zoned Two Unit Residential (R-2) in the communities of Currys Corner, Garlands Crossing and Three Mile Plains (Figure 4).

As the amendment to the list of permitted uses in the Two Unit Residential (R-2) zone would be written specifically as "Mobile homes in the Three Mile Plains Growth Centre", this use would not be permitted on any other lot zoned Two Unit Residential (R-2) outside of the Three Mile Plains Growth Centre. This amendment would be consistent with the policies described earlier.

WHMPS Specific Criteria

There are no specific criteria for this text amendment.

WHMPS General Criteria

The proposed amendment will meet the general criteria for amendments and development agreements set out in WHMPS Policy 16.3.1. These criteria are examined in detail in Attachment B. In summary:

- the proposal is not premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated;
- the Fire Chief, Development Officer, Manager of Building and Fire Inspection Services, Director of Public Works, Manager of Public Works Operations, and Area Manager for the Department of Transportation and Infrastructure Renewal have no concerns.

West Hants Land Use By-law

Section 5.23 of the West Hants Land Use By-law states that "where manufactured homes are permitted by this By-law, the following conditions shall be met:

(a) No wheels, hitches or other transport attachments shall be visible; and

(b) The structure shall be skirted within 30 days of placement on the lot."

The applicants would be required to follow these regulations if this application is approved.

Text Amendment

To permit the requested use, an amendment to the text of the West Hants Land Use By-law (WHLUB) would be required. The proposed amendment is to add "Mobile homes in the Three Mile Plains Growth Centre" to the list of permitted uses in the Two Unit Residential (R-2) zone (Attachment A).

Map Amendment

As the subject lot is currently zoned Two Unit Resdiential (R-2), a map amendment is not required as part of this application.

MUNICIPAL CLIMATE CHANGE ACTION PLAN

The Municipal Climate Change Action Plan (MCCAP) for West Hants (2013) identifies that overtopping of the Lebreau Creek Brook has caused flooding of homes adjacent to the brook along Highway 1, near Panuke Road, and in Three Mile Plains. Map 2B shows that some properties along Highway 14 and the Windsor Back Road may experience flooding in the future due to sea level rise, and Appendix B, the Inland Flooding Map, shows some areas in Three Mile Plains that may face inland flooding in the future.

The Three Mile Plains Stormwater Management Study (2019) completed a series of simulations to identify areas that may be potentially vulnerable to flooding. Specific Lebreau Creek Brook crossings at Old Shanks Road, Mountain Road and Panuke Road in Three Mile Plains were identified as areas that may be vulnerable to flooding. Other flood vulnerable areas in Three Mile Plains include: Alexander Drive, Denise Drive, Windsor Back Road, Highway 1, and Three Mile Plains Cross Road.

As this is a general text amendment and not a map amendment for a specific lot, any property owner within the Three Mile Plains Growth Centre should review the MCCAP and Three Mile Plains Stormwater Management Study to be aware of any potential flood risk to their lot prior to developing.

NEXT STEPS

As noted above, the proposed amendment has been considered within the context of the general policies of the WHMPS and is consistent with the intent, objectives and policies of the WHMPS. The amendment meets the general criteria for amendment to the WHLUB. As a result, it is reasonable to amend the text of the West Hants Land Use By-law to add "Mobile homes in the Three Mile Plains Growth Centre" to the list of permitted uses in the Two Unit Residential (R-2) zone.

Approval Process

Staff Review

▼

Public Information Meeting

▼

Planning Advisory Committee receives staff report and PIM Notes
Planning Advisory Committee Review and Recommendation

▼

Regional Council First Reading

▼

Public Hearing held and adjourned to
next meeting of Council

▼

Council completes Public Hearing and

holds Second Reading

▼

Ministerial Approval or Appeal Period

▼

Notice of Approval in Local Paper

FINANCIAL IMPLICATIONS

There are no anticipated costs to the Municipality in regard to this development.

ALTERNATIVES

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

- 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	West Hants GFLUM Extract
Figure 2	West Hants Zoning Map Extract
Figure 3	West Hants Zoning Map Extract - Two Unit Residential (R-2) Zone
Figure 4	West Hants Zoning Map Extract - Two Unit Residential (R-2) Zone within the Three Mile Plains Growth Centre
Attachment A	Draft Amendments to the West Hants Land Use By-law
Attachment B	General Criteria for Amendment

Report Reviewed by: _____

Madelyn LeMay, Director of Planning and Development

Figure 1
West Hants GFLUM Extract

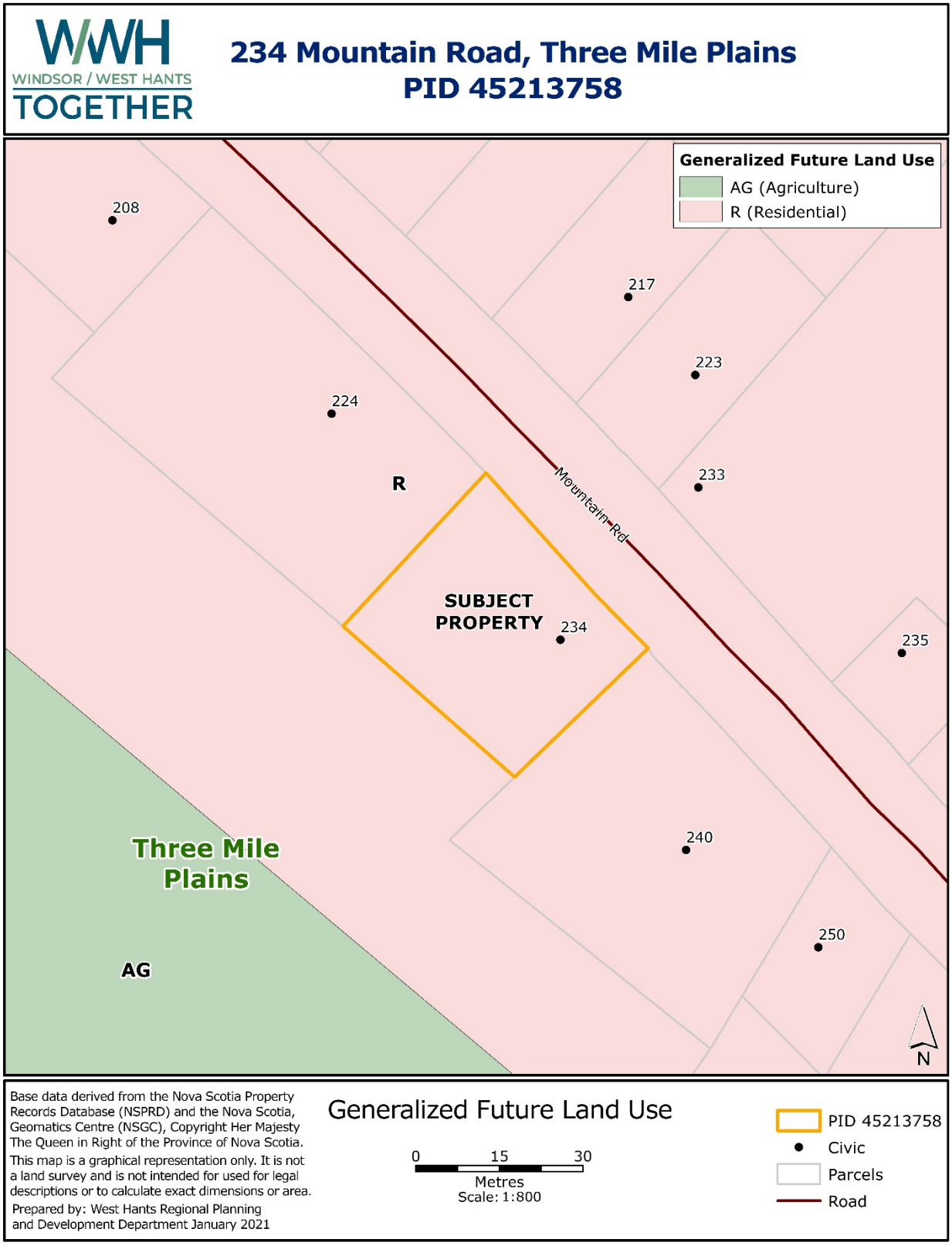


Figure 2
West Hants Zoning Map Extract

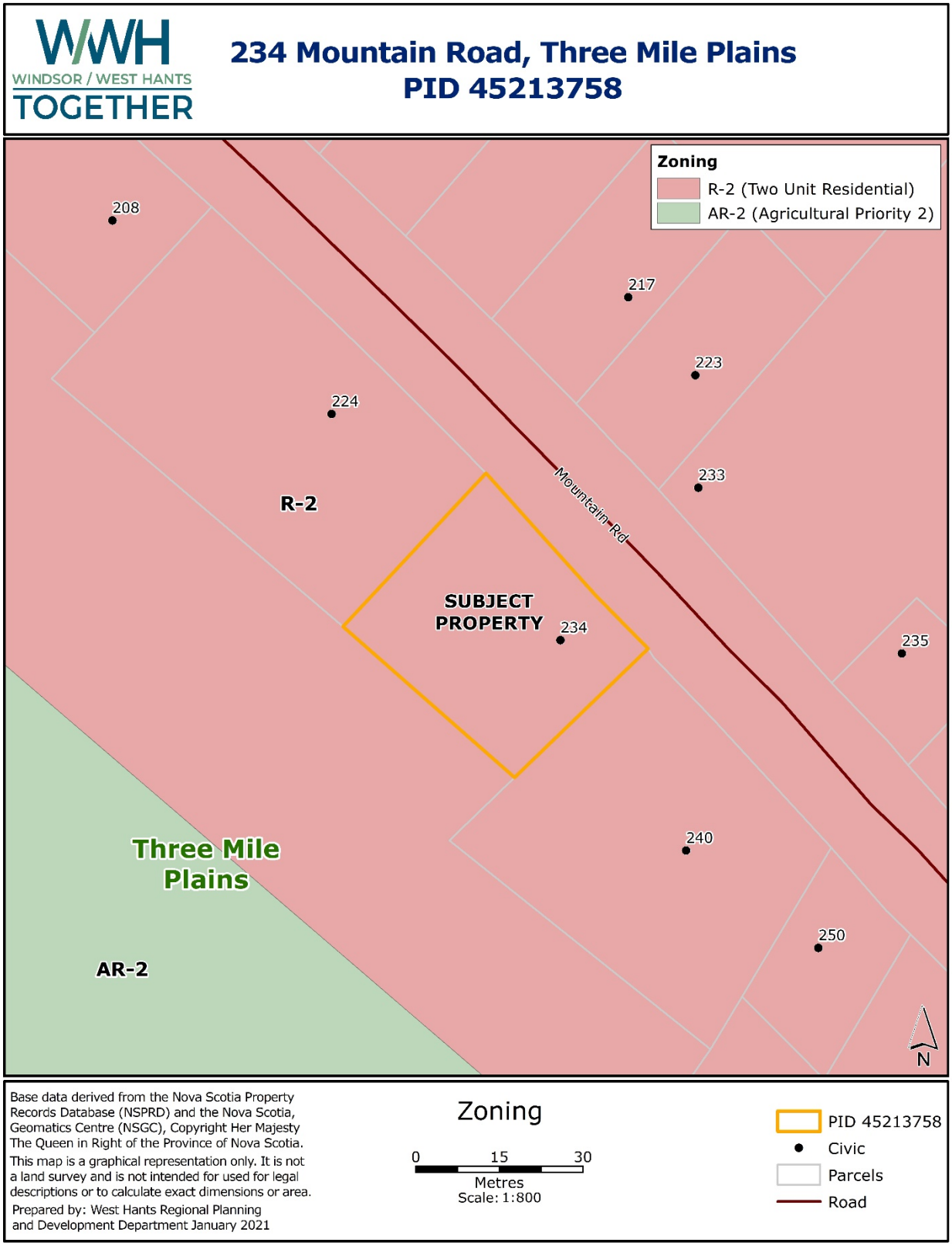


Figure 3
West Hants Zoning Map Extract
Two Unit Residential (R-2) Zone

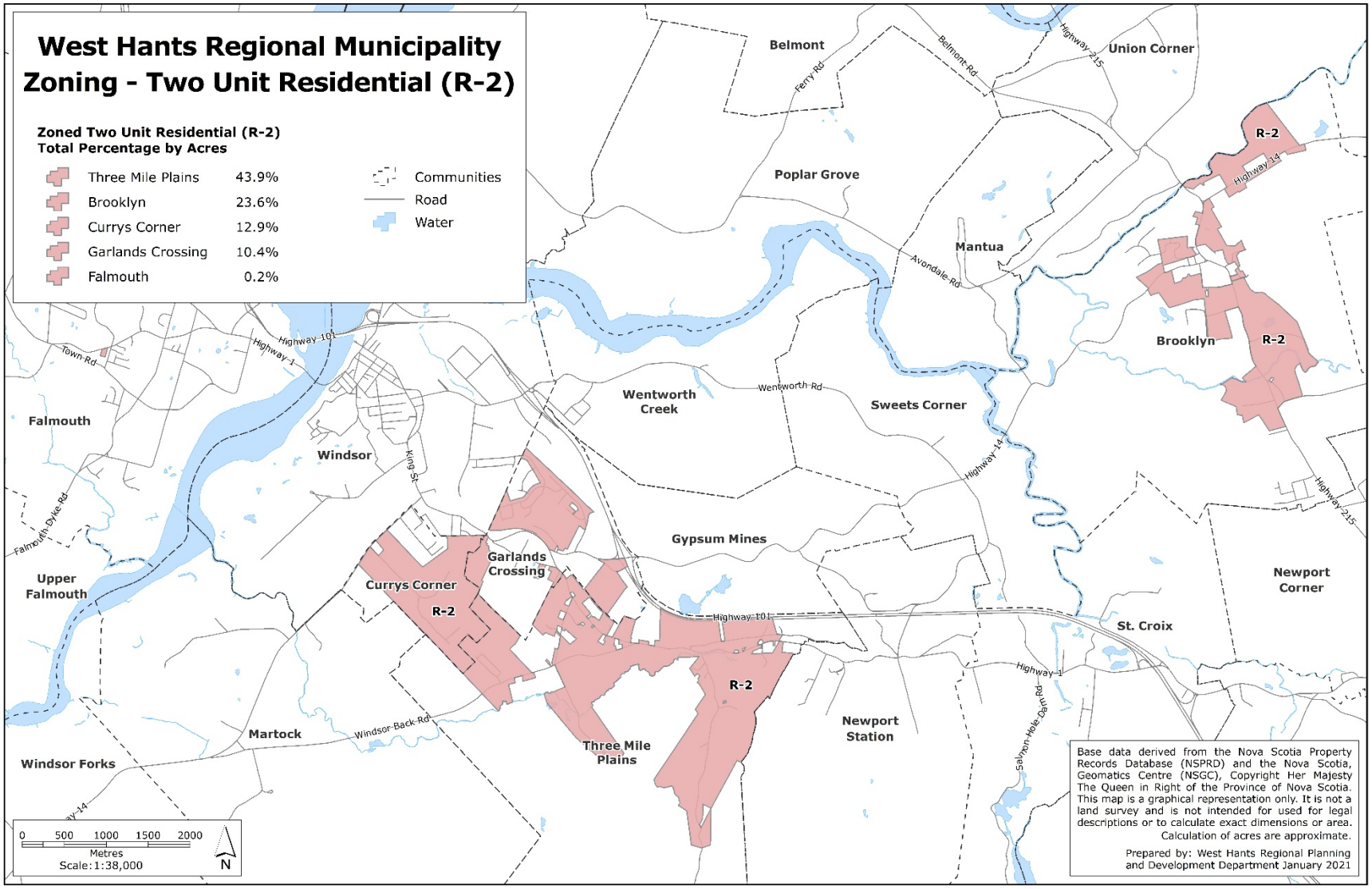
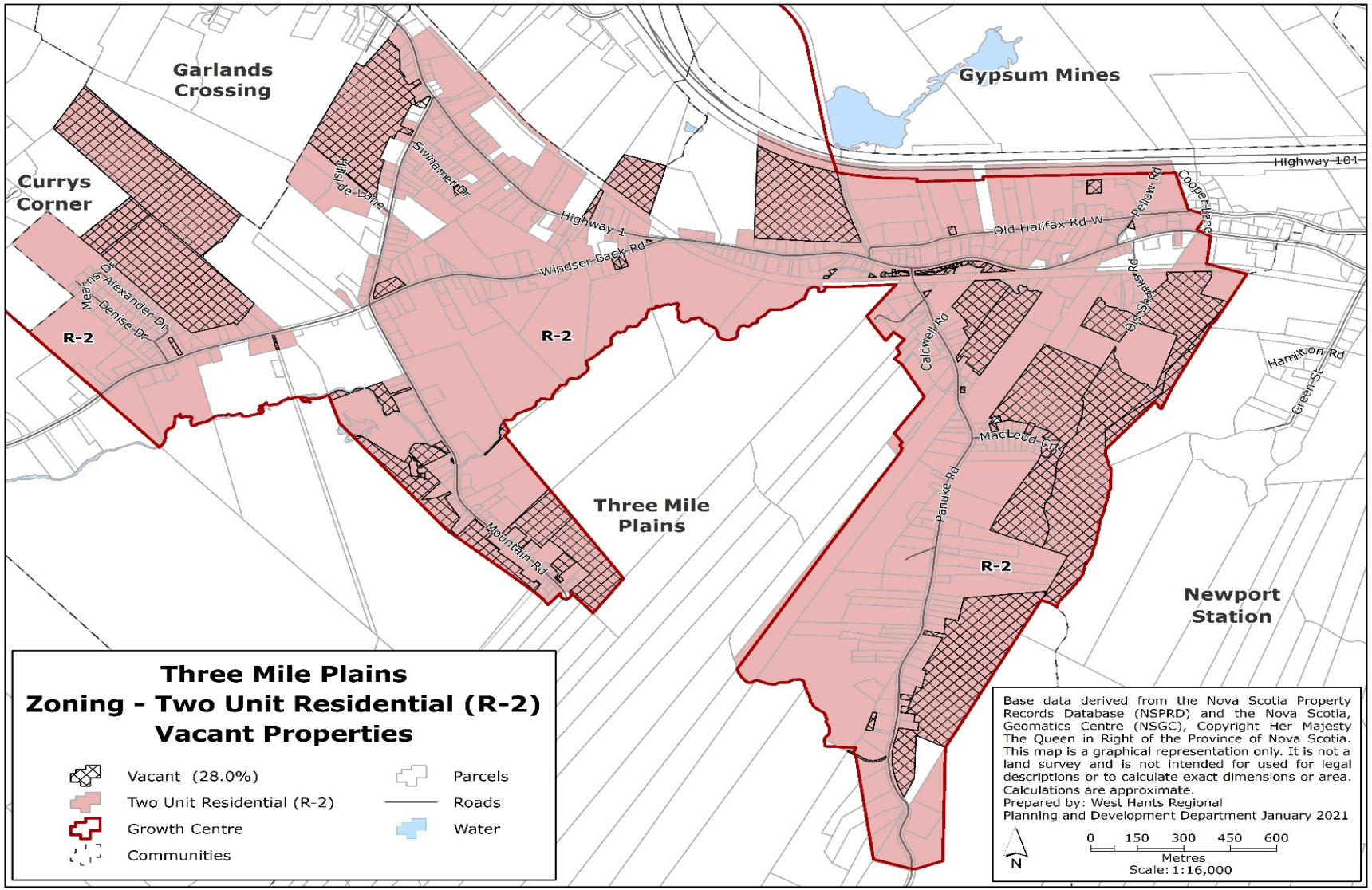


Figure 4
West Hants Zoning Map Extract
Two Unit Residential (R-2) within the Three Mile Plains Growth Centre



Attachment A
Draft Amendments to the West Hants Land Use By-law

A text amendment to the list of permitted uses in the Two Unit Residential (R-2) Zone in the West Hants Land Use By-law to permit mobile homes in the Three Mile Plains Growth Centre.

In Part 9.0 of the West Hants Land Use By-law, *Two Unit Residential (R-2)*:

1. **Amend Part 9.1 *Permitted Uses* to include mobile homes in the Three Mile Plains Growth Centre to the list of permitted uses by adding "Mobile homes in the Three Mile Plains Growth Centre" to the list of permitted uses; and**
2. **Amend the lot specification chart in Part 9.2 to require the same lot specifications for mobile homes as mini homes by adding "Mobile homes", so that it reads as follows:**

9.0 TWO UNIT RESIDENTIAL (R-2)

Permitted Uses

9.1 The following uses shall be permitted in the Two Unit Residential (R-2) zone:

- Two-unit dwellings
- Mini homes
- Uses permitted in the R-1 zone subject to the R-1 zone requirements
- Mobile homes in the Three Mile Plains Growth Centre

9.2 In the R-2 zone, no development permit shall be issued except in conformity with the following:

	Mobile homes and Mini homes		**Two-unit dwellings**	
	with municipal services	**with on-site services**	**with municipal services**	**with on-site services**
Minimum lot area	6,000 ft^2 (557.40 m^2); 7,000 ft^2 (650.30 m^2) for corner lots	29,000 ft^2 (2,694.10 m^2)	3,500 ft^2 (325.15 m^2)/unit	29,000 ft^2 (2,694.10 m^2)/unit
Minimum lot frontage	50 ft (15.24 m)	100 ft (30.48 m)	30 ft (9.14 m) / unit	100 ft (30.48 m) / unit
Minimum front yard	15 ft (7.62 m)			

Minimum rear yard		25 ft (7.62 m)
Minimum side yard	**one side**	6 ft (1.83 m)
	other side	6 ft (3.05 m)
Max. height of main building		35 ft (10.67 m)

(Amendment GC2LUB 17-01 Effective March 7, 2018)

Subdivision of Semi-detached Units

9.3 Semi-detached dwelling units located on an approved water and sewer serviced lot may be subdivided into lots provided each dwelling unit has separate service connections and provided all applicable provisions of the West Hants Subdivision By-law and this By-law are met. No side yard shall be required along the common lot boundary dividing a semi-detached dwelling.

Attachment B
General Criteria for 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:

CRITERIA	**COMMENT**
(a) whether the proposal is considered premature or inappropriate in terms of:	
(i) the adequacy of sewer and water services;	The Director of Public Works has stated that adding mobile homes in the Three Mile Plains Growth Centre to the list of permitted uses in the Two Unit Residential (R-2) zone would have no negative impact related to the adequacy of municipal services in these serviced areas. They also noted that some of the areas shown on the map (Figure 3) may not have access to municipal water / wastewater services.
(ii) the adequacy of school facilities;	No impact on school facilities is anticipated.
(iii) the adequacy of fire protection and other emergency services;	In response to an inquiry, the local Fire Chief stated "I do not have any fire resource or hazard concerns with these structures being permitted in the county. There are many of these that are older models and we do definitely adjust our approach to them, but none that would refuse them being allowed in bylaws." The Manager of Building and Fire Inspection Services stated that "under the Building & Fire Codes, there is no difference between Mini Homes & Mobile Homes. Mobile Homes are just an older style factory built home". They have no issues with this change with regard to fire safety.
(iv) the adequacy of road networks adjacent to, or leading to the development; and	The Area Manager for the Department of Transportation and Infrastructure Renewal stated that "the Department does not anticipate an impact to the adequacy of the Provincial road network with the proposed changes to the West Hants Land Use By-law." The Manager of Public Works Operations stated they would not anticiapte any

	impact or have any concerns related to transportation of the mobile homes on the West Hants Regional Municipality road network by permitting mobile homes in the Two Unit Residential (R-2) zone of the West Hants Land Use By-law.
(v) the financial capacity of the Municipality to absorb any costs relating to the development.	There are no anticipated costs to the Municipality related to this development agreement amendment.
(b) whether the development is serviced, or capable of being serviced, by a potable water supply and either central sewer or an approved on-site sewage disposal system;	The Director of Public Works noted that some areas on the map (Figure 3) may not have access to municipal water / wastewater services. This would be assessed as permits are requested for specific properties.
(c) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;	The Area Manager for the Department of Transportation and Infrastructure Renewal stated that "the Department has no transportation concerns with respect to permitting mobile homes in the Two Unit Residential (R-2) zone." The Manager of Public Works Operations stated they would not anticiapte any impact or have any concerns related to transportation of the mobile homes on the West Hants Regional Municipality road network by permitting mobile homes in the Two Unit Residential (R-2) zone of the West Hants Land Use By-law. There are no anticipated impacts to rail or pedestrian traffic by permitting mobile homes in the Three Mile Plains Growth Centre.
(d) the adequacy of the dimensions and shape of the lot for the intended use;	The dimensions and shape of the lot for a mobile home would have to meet the Two Unit Residential (R-2) zone requirements. This would be assessed as permits are requested for specific properties.
(e) the pattern of development which the proposal might create;	One of the Development Officer stated that they do not have any issues or concerns allowing mobile homes in the Two Unit Residential (R-2) zone as they may provide a more affordable housing option for residents. However, they did note that mobile homes are encouraged in Mobile Home Parks by Development Agreement and are not encouraged in

	Falmouth and Brooklyn as per policy based on public input. They stated that if mobile homes were permitted in Falmouth and Brooklyn the general public may be opposed. The proposed amendments to the documents would only allow mobile homes on properties zoned Two Unit Residential (R-2) in the Three Mile Plains Growth Centre. The other Development Officer added that "Mobile homes provide an affordable housing option. Mobile homes are sometimes a first step in an effort to find affordable housing and quite often leads to a future investment in a mini home, single unit dwelling, etc. Although they may not be appropriate in all R2 zones, I do not have a problem in permitting them in the R2 zones in the Three Mile Plains Growth Centre as the area is already the location for many mobile homes. As the availability of mobile homes due to decreasing production over time will become a factor and with the increase in popularity of mini homes, it can be expected the number of mobile homes will greatly be reduced. Allowing mobile homes in the R2 zones of the Three Mile Plains Growth Centre I don't believe would create a pattern of development negatively affecting other areas."
(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;	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 would have to be assessed as permits are requested for specific properties. The lot for a mobile home would have to meet the Two Unit Residential (R-2) zone requirements. This would be assessed as permits are requested for specific properties.
(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	All Municipal, Provincial and Federal regulations will have to be met.

(h) any other matter required by relevant policies of this Strategy.	All other matters have been addressed elsewhere in this report.

WINDSOR / WEST HANTS TOGETHER

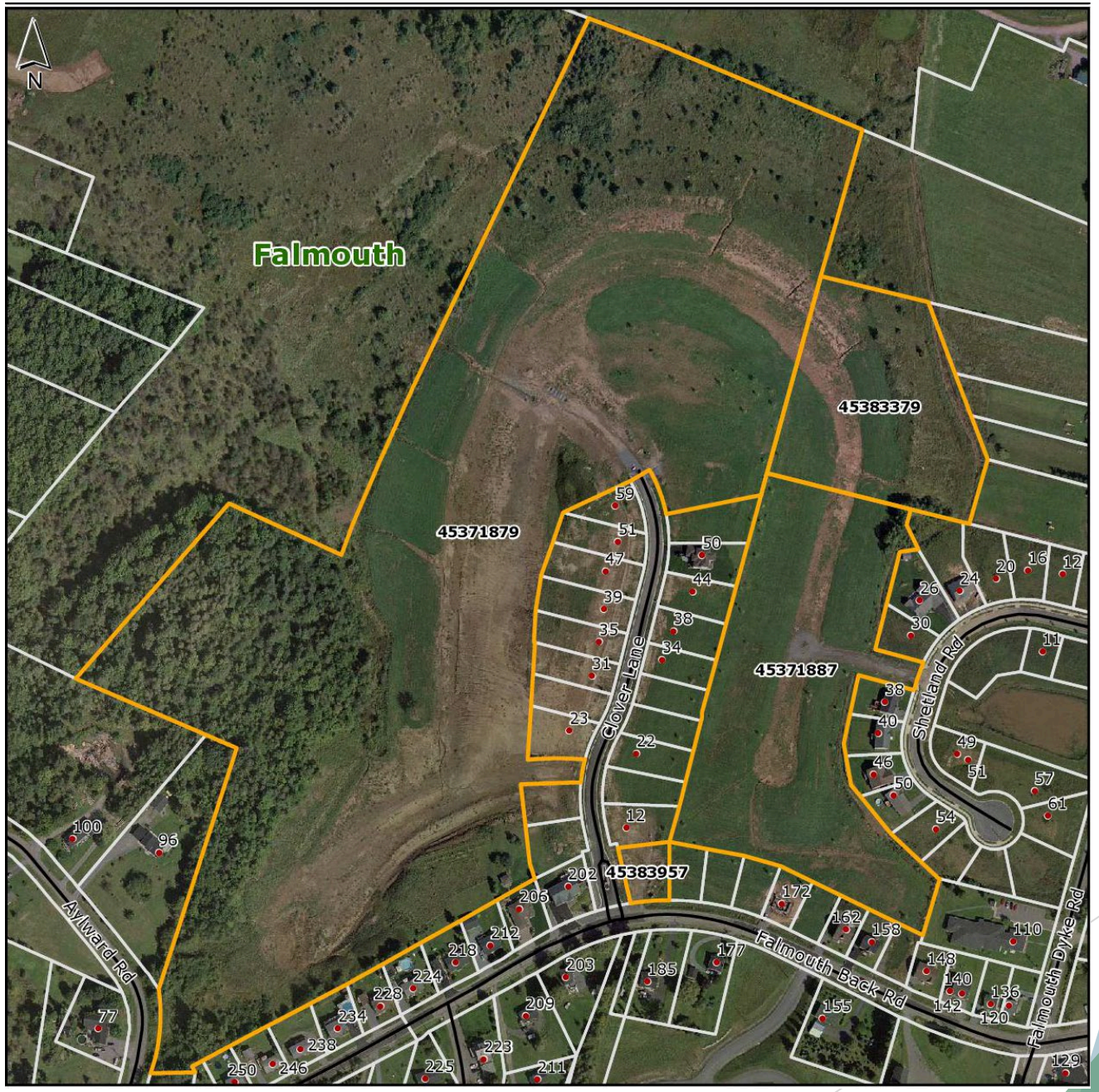
Meadows Development, Falmouth
Development Agreement

Council First Reading
March 23, 2021

Application

- Brison Developments Limited applied for a development agreement to permit two-unit residential development in Falmouth.
- On December 11, 2020 the applicant requested that staff consider three and four-unit dwellings in addition to the two-unit dwellings requested; this request was withdrawn on February 23, 2021.
- There is a registered development agreement for one (1) of the properties from August 2007 to permit eight (8) semi-detached dwellings. Brison Developments Limited wishes to discharge that agreement.

Orthophoto Map



Policy

- A development agreement (DA) is a legal contract between the Municipality and a property owner to permit a use that is not permitted in the underlying zone
- **Policy 5.4.4** enables Council to consider proposals for comprehensively designed multiple residential developments in the Falmouth Growth Centre by development agreement
- **Policy 16.3.1** states general criteria in West Hants

PAC

- A Public Information Meeting was held on January 19, 2021
- PAC recommended in favour of the proposed development agreement on March 11, 2021.
- PAC discussed additional requirements to try to ensure there is variation in the design of the dwellings but after the applicant clarified the design elements are predominantly determined by the prospective property owner, PAC recommended the development agreement as drafted.

Process

*anticipated dates final dates will be set by Council

Staff Review

Public Information Meeting

PAC receives staff report and PIM Notes

PAC Review and Recommendation

Regional Council First Reading

Public Hearing held and adjourned to next meeting of Council (April 27*)

Council completes Public Hearing and holds Second Reading (May 25*)

Notice of Approval in Local Paper

14 Day Appeal period

Proposed DA Changes
Storm Drainage

- Several stormwater management plans and corrections to those plans were submitted over the course of this application
- Staff have identified that the most recent designs (July 16, 2020) were not attached to the proposed development agreement presented to PAC
- The proposed motion includes the addition of the most recent designs

Proposed DA Changes
Storm Drainage cont.

- The applicant submitted a request today (March 23, 2021) for the stormwater management plan to not be listed as a substantive amendment
- A substantive amendment to the agreement requires a Public Hearing
- A non-substantive amendment does not require a Public Hearing

Proposed DA Changes
Storm Drainage cont.

- The applicant has stated stormwater management plans are approved by the Municipal Engineer as part of the subdivision process and they do not think an amendment to the agreement is necessary for minor changes to these plans
- Staff considered the addition of a phrase that would enable the Development Officer, in consultation with the Municipal Engineer, to consider minor incidental changes without an amendment to the DA

Proposed DA Changes
Storm Drainage cont.

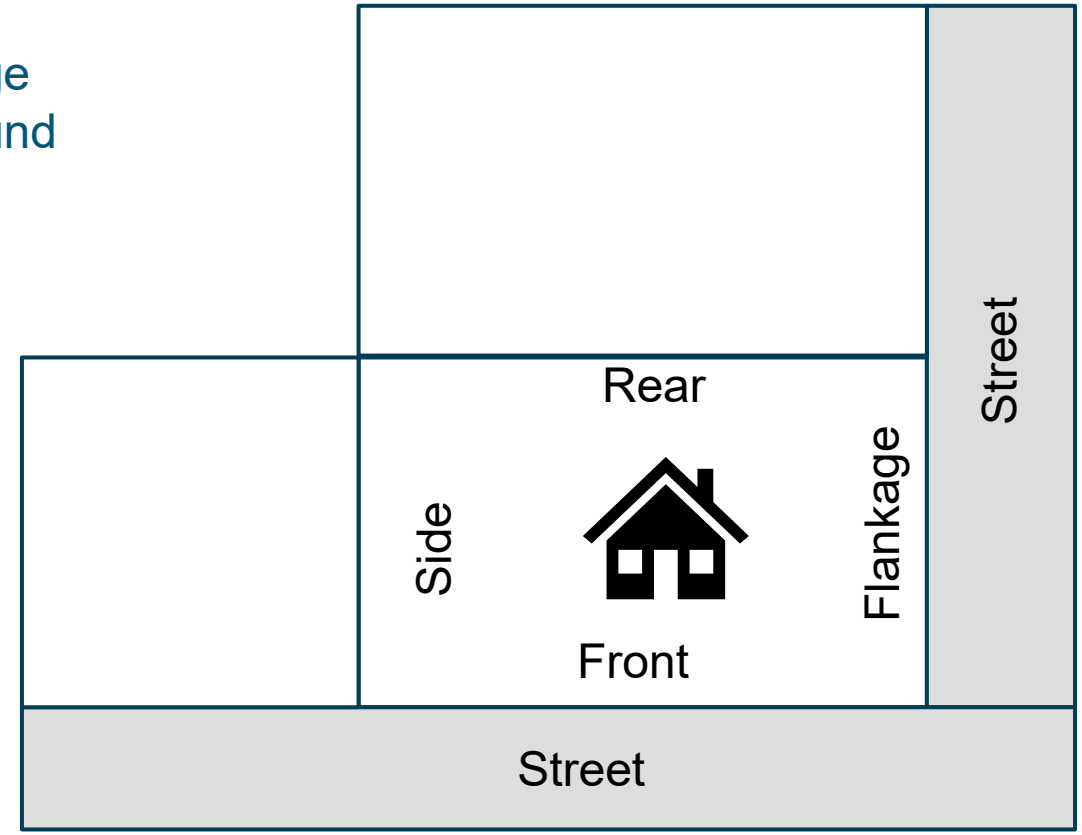
- Staff consider this to be a suitable compromise instead of removing the stormwater management plan from the substantive amendments list in the development agreement
- The applicant agrees that this option would be suitable
- This addition has been added to the proposed motion

Proposed DA Changes
Flankage Yard

- The applicant submitted a request today (March 23, 2021) for a reduction to the flankage yard requirement for single unit dwellings from 25 ft. (7.62 m) to 15 ft. (4.57 m)
- The applicant has stated: “Keeping the lot requirements as is would result in a housing typology that may not fit in as well with the surrounding neighbourhood. Our understanding is that PAC was concerned about houses fitting in with the existing neighbourhood and our client is doing his best to honour that. This change in the lot requirements would make achieving that request significantly easier.”

Proposed DA Changes
Flankage Yard cont.

Note: A flankage yard is only found on a corner lot



Proposed DA Changes
Flankage Yard cont.

- This request is in-line with Policy 5.4.4 (e) *Council may consider reduced lot requirements where the proposed development is a planned compact community that makes efficient use of streets and municipal infrastructure*
- These changes are included in the proposed motion

Recommendation

Should Council wish to allow the requested development agreement and discharge the current development agreement, the following motion would be in order:

that Council gives First Reading and will hold a Public Hearing to consider entering into a development agreement to allow two-unit residential uses at PID 45371879, 45383379, 45371887, and 45383957, Falmouth, in a manner substantively the same as the draft set out in Appendix C of the report to the Planning Advisory Committee dated March 11, 2021 with (i) the addition of the storm drainage plan completed on July 16, 2020; (ii) the ability for the Development Officer, in consultation with the Municipal Engineer, to approve minor incidental changes to the Stormwater Management Plan without requiring an amendment to the development agreement and, (iii) a reduction in the flankage yard requirements for single unit dwellings to 15 ft. (4.57 m), taking note that this development agreement will discharge and replace the development agreement for PID 45371879 recorded at the Registry of Deeds on September 27, 2007 as document 88923751.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____

Saira Shah, Planner

Date: 2021-03-21

Subject: File 19-05 C Meadows Development

LEGISLATIVE AUTHORITY

Municipal Government Act Section 229 and 230.

RECOMMENDATION or DECISION REQUEST

Should Council wish to allow the requested development agreement and discharge the current development agreement, the following motion would be in order:

that Council gives First Reading and holds a Public Hearing to consider entering into a development agreement to allow two-unit residential uses at PID 45371879, 45383379, 45371887, and 45383957, Falmouth, in a manner substantively the same as the draft set out in Appendix C of the report to the Planning Advisory Committee dated March 11, 2021, taking note that this development agreement will discharge and replace the development agreement for PID 45371879 recorded at the Registry of Deeds on September 27, 2007 as document 88923751.

BACKGROUND

Property X	Public Opinion☐	Environment☐	Social☐	Economic☐	Councillor Activity ☐

Brison Developments Limited applied for a development agreement to permit two-unit residential development at PID 45371879, 45383379, 45371887, and 45383957, Falmouth, West Hants. On December 11, 2020 the applicant requested that staff consider three and four-unit dwellings in addition to the two-unit dwellings requested but withdrew the request on February 23, 2021.

There is a registered development agreement between Meadows Development Limited (former owners) and the Municipality on PID 45371887 in August 2007 to permit eight (8) semi-detached dwellings. Brison Developments Limited wishes to discharge that agreement as part of this application.

A Public Information Meeting was held on January 19, 2021. (Attachment A)

On March 11, 2021 staff presented a recommendation report to the Planning Advisory Committee (PAC) (Attachment B).

PAC recommended in favour of the development agreement on March 11, 2021. PAC discussed additional requirements to try to ensure there is variation in the design of the dwellings but after the applicant clarified the design elements are predominantly determined by the prospective property owner, PAC recommended the development agreement as drafted.

NEXT STEPS

The process for this application is as follows:

Process
Staff Review
▼
Public Information Meeting – January 19
▼
Planning Advisory Committee receives staff report and PIM Notes Planning Advisory Committee Review and Recommendation – March 11
▼
Regional Council First Reading – March 23
▼
Public Hearing held and adjourned to next meeting of Council
▼
Council completes Public Hearing and holds Second Reading
▼
Ministerial Approval or Appeal Period
▼
Notice of Approval in Local Paper

FINANCIAL IMPLICATIONS

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

ALTERNATIVES

In response to the application, Council may decide to:

- hold First Reading and authorize a Public Hearing to approve the development agreement as drafted;
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A	2021-01-19 File#19-15A Public Information Meeting Notes Meadows Development
Attachment B	2020-03-11 File #19-15B Recommendation Report Meadows Development

CHIEF ADMINISTRATIVE OFFICER REVIEW

I have reviewed all aspects of the report and attachments. In addition, I have been engaged throughout the process in the creation of the Draft Development Agreement (DA) for The Meadows. All municipal departments have been engaged in the review and development of the DA.

I believe the development and the terms noted in the DA is a positive response to the needs and growing demand for housing in our Region. There are no noted conflicts between our planning documents and the proposed development. Further, the proposed articles and conditions within the DA requested by the applicant are in-keeping with development styles and standards experienced within the region and neighboring municipalities.

Public comments have been collected from the Public Information Meeting held on January 19, 2021 and will continue as noted above in the section "Next Steps" until the completion of the process.

I endorse the recommendation for First Reading as noted above.

Report Reviewed by: _____
Madelyn LeMay, Director of Planning and Development

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

Attachment A
2021-01-19 File#19-15A Public Information
Meeting Notes Meadows Development

Public Information Meeting Notes
January 19, 2021
File 19-15 A
Meadows Development

Meeting date and time	A public information meeting (PIM) was held on January 19, 2021 beginning at 6 p.m. The meeting was broadcast live on the Municipal Facebook page.
Attending	In attendance: One (1) Councillor: Councillor Murphy Mayor Zebian CAO Phillips Planner Shah Planner Poirier Chris Markides (Applicant's Planner) Jim Davidson (Resident) As this meeting was held virtually other members of the public viewed the meeting on facebook.
Applicant Overview	Planner Shah outlined the request from Brison Development Limited to permit two, three, and four-unit dwellings on four (4) properties in Falmouth. Note: On February 23, 2021 the applicant withdrew their request for three and four-unit dwellings and asked to proceed with an application for two-unit dwellings. An additional Public Information Meeting is not necessary as two-unit dwellings were discussed at this February 19, 2021 PIM
File Number	19-15 A
Comments	Comments from the public could be submitted by mail, e-mail, telephone or dropped-off at the Municipal Office to Planner Shah. Twenty written comments, five (5) facebook comments and four (4) verbal comments were received from the public. Emails and letters are attached. Staff responses are included in purple. Questions from the public included: • will there be public park space? • yes, the Subdivision By-law requires a parkland contribution and the applicant has indicated in the concept plan they intend to provide land for the parkland contribution.

	• why will the parkland only be developed at the end of the process? • the Municipality entered parkland agreements with the developer in 2011 and 2012 which enable the developer to provide the parkland to the Municipality after the final plan of subdivision has been approved. • what is the planning recommendation based on? • it's based on the policies set by Council. Planners work with Council to develop the policies but ultimately Council determines what criteria will be used to evaluate applications and planners can only assess an application for development agreements based on the criteria. • what is the policy document that governs the public consultation process? • the Public Participation Policy and the Municipal Government Act. • how is feedback used? • feedback received is shared with the Planning Advisory Committee in the Public Information Meeting Notes. • given the stormwater issues in the past could the notification area be expanded beyond 500 ft. to include residents along Elderkin Creek Drainage System? • Council sets the notification area in the West Hants Land Use By-law and staff do not extend that area without Council permission. • has the planning department done an assessment of the current and future water, sewer, storm drainage, and traffic needs? • water, sewer, storm drainage and traffic capabilities are considered during the staff review as Council has set specific criteria related to these issues. Comments on these issues are requested from the Public Works Department and Department of Transportation and Infrastructure Renewal. • will cable and electrical services be above or below ground? • the municipality does not regulate cable and electrical services. • have schools, fire protection, policing, and hospitals been considered? • there are criteria related to schools and fire protection which are addressed in the staff

	review. Comments on these issues are requested from the Valley Regional Education Centre and the fire chief for the area concerned. There are no criteria related to policing or hospital capability. • why are eight (8) semi-detached dwellings permitted in the existing development? • there is an existing development agreement which permits eight (8) semi-detached dwellings. This was approved by Council on September 12, 2005 • are there housing plans for the entire community? • there are specific policies and designations for housing in the Falmouth Growth Centre in the Municipal Planning Strategy. • are two, three, and four-unit dwellings permitted in all phases? • the applicant has withdrawn their request for three and four-unit dwellings. Only single and two-unit dwellings are permitted in all phases as now requested and drafted in the agreement. • will there be rental units within this development? • the Municipality does not regulate ownership type. • how can the Municipality consider the application if the lot layouts and exact number of two-unit dwellings proposed are not outlined in Phase 3? • the lot requirements and percentage of single unit dwellings required are outlined in the text of the development agreement. This is similar to zoning requirements in the Land Use By-law. The maximum number of units is in the concept plan for Phase 3. • why is landscaping and buffering not required between the new development and existing developed properties? • staff considered landscaping and buffering requirements based on potential land use conflicts. Details are outlined in the recommendation report. • one resident had many specific questions related to flooding and water servicing that have been directly addressed by the Director

	of Public Works. Both questions and responses are attached. Discussion points included: • general opposition to multi-unit dwellings (two, three, and four-units) as this could impact property values • many residents expected the remainder of the development to be single-unit dwellings based on advertisements for the development and the covenants that apply to properties on Clover Lane and did not appreciate a change to the development plan • some residents felt multi-units would not fit with the current development pattern in Falmouth and this application would encourage more suburban style development similar to Sackville • many residents felt multi-units would increase traffic in the area and could increase water bills to service the new development • some owners of lands nearby the development, and outside the area of the development agreement, fronting on Clover Lane, with an easement for municipal services have concerns about the developers plans to use the easement as a pedestrian path • many residents commented on infrastructure being installed for two-unit dwellings before Council approved the application and felt the decision had already been made • some residents felt semi-detached dwellings have a negative connotation even if high quality finishes are used • general opposition to rental units was expressed by some residents • other residents mentioned not being opposed to semi detached dwellings if built well and if they have character • a few residents raised concerns about the parkland site outlined in the concept plan as they felt it is not suitable due to the slope/steepness of the site • some residents felt the development should not be considered unless all lot layouts are included in the concept plan • parking was raised as a concern by some who felt visitor parking requirements would be beneficial

	• one resident felt the percent of single unit dwellings required in the policy was not sufficient and suggested a 60/40 or 50/50 split between single unit dwellings and multi-units. The applicant stated the response from the Department of Transportation and Infrastructure Renewal on the criteria sufficiently addresses traffic concerns. The applicant has withdrawn the request for three and four-unit dwellings which addresses many of the concerns raised.
Adjournment	The presentation portion of the PIM ended at 6:17 p.m.; comments could be submitted by the public by mail, e-mail, telephone, or dropped-off at the Municipal Office to Planner Shah until February 9, 2021 due to snow closures on February 8, 2021.

February 5, 2021

Saira Shah
Planner
West Hants Regional Municipality
P.O. Box 3000, 76 Morrison Drive
Windsor, N. S.
B0N 2T0

Subject: Regarding Public Meeting As of January 19, 2021

I am a resident of Falmouth and choose this area to live and bring up my family because of the country setting and the tranquil atmosphere in the community. I now have a few concerns regarding the Meadows Sub Division proposal as I think this could set an undesirable precedent for development in all of Falmouth.

1) I am greatly concerned about the multi family housing that will put a great demand on our water and sewage services. If the additional housing causes upgrades to the system I assume that all tax payers will be responsible for the costs. The increases to our water bills since amalgamation are UNBELIEVABLE therefore one cannot imagine what the taxes will be. It is my understanding that Falmouth is zoned R1 and not for multi homes such as 2, 3 and 4 unit buildings.

2) Falmouth Elementary School is now at it's capacity, with numerous portables, and how will additional students be handled?

3) Property on Falmouth Dyke Road is owned by the same developer and I have concerns as to how this will be developed and the congestion that Dyke Road will be faced with. The country setting will soon disappear and be less appealing to future buyers.

I feel the development in Falmouth will be far less appealing if this type of housing becomes dominant in our area.

Sincerely,

Derek Fleming
417 Falmouth Back Road
Falmouth, N.S.

c.c. Richard Murphy

Questions from Lee Chalmers (Falmouth resident) in response to proposed Development Agreement for the Meadows Phase 2 Development

Thank you for the opportunity to submit questions regarding the Meadows Development Agreement. I have identified four areas where I have questions (the number/configuration of dwelling units in the proposed development, stormwater management, capacity of the sewer system, and capacity of the water system). My questions pertaining to each area appear below, prefaced in each case by some background notes.

In your response, I would very much appreciate receiving the details of the specific data you have that address my questions.

Number/Configuration of Dwelling Units

The public information meeting of January 19, 2021, indicated that Brison Developments Ltd. had applied for a development agreement in December 2019 to permit two-unit residential development in Falmouth and had requested in December 2020 that this be extended to include three- and four-unit dwellings. At this meeting, Chris Markides, from ZZap (Zwicker, Zareski Architecture and Planning), presented a site plan for the Meadows, and the public were invited to submit comments and questions regarding this proposal.

Unfortunately, the site plan presented pertained only to single and two-unit residential development. No information has been provided to date about what is being proposed in terms of three- and four-unit residential development on the Meadows site or the overall configuration of 1-4 unit housing. Without these details, it is difficult to comment on the merits of the proposal, for the number of possible dwelling units, by my count, could range from 83 (as proposed by the ZZap site plan[1]) to 130 (perhaps higher).[2]

[1] ZZap Site Plan: The Meadows, Version 104 (June 8, 2020). While the unit summary in the ZZap site plan identifies 10 R1 units as part of Phase 2B, the site map identifies 11 units, suggesting a total of 83. The lot on the corner of Falmouth Back Road and Clover Lane may account for the discrepancy. A copy of the site plan has been appended for convenience.

[2] Policy 5.4 of the *Municipality of the District of West Hants Municipal Planning Strategy* pertains to residential policies for Falmouth Growth Centre. Policy 5.4.4(d) requires that the gross density of a development not exceed 4.5 dwelling units an acre. Applying this requirement to Phases 1 and 2 (totaling 29 acres according to the ZZap site map) indicates 130 would be the maximum number of units allowed (29 acres X 4.5 dwellings/acre = 130.5). If the parkland acreage is added to the calculations at this point in the development, the total acreage would be 33.8 and the maximum number of units would increase to 152.1. Policy 5.4.4(a)(i) stipulates "a minimum of 30 percent of the total number of dwelling units shall be single unit dwellings." Allowing Phase 1 housing to count towards this requirement, Phase 1 and 2 of the proposed development allow for 39 single-unit homes (21 at Phase 1 (Clover Lane), 7 at Phase 2a (Clover Lane Extension) and 11 at Phase 2b (ten at circle end of Thistle St and one at corner of Clover Lane and Falmouth Back Road)). Applying the 30% requirement to 39 single-unit homes yields 130 as the maximum number of dwelling units. Increasing the number of single-unit homes in the design would change this figure.

Both the ZZap site plan and the Valley Garden Homes' map of the Meadows site indicate that Phases 1 and 2 of the Meadows Development combined have 104 lots.[3] The ZZap site plan map indicates a total of 39 single-unit dwellings and 18 two-unit dwellings each straddling two lots (for a total of 36). Assuming 130 is the maximum number of dwelling units allowed, this leaves 55 dwelling units to spread out over the remaining 29 lots using some configuration of 1-4 unit dwellings. Compared to having single-unit housing on each of these final lots (104 units on 104 lots), including some configuration of 2-4 unit dwellings to achieve 130 total units represents an increase of 26 units. Similarly, assuming an average household size of 2.5 individuals[4], shifting from single-unit residential to multiple-unit residential for Phase 2 of the Meadows Development would increase the anticipated population growth from a gain of 260 new residents to 325. By my calculations then (assuming a maximum of 130 dwelling units), the number of households/residents would increase by 25% with a shift from single-unit dwellings to allowing some multiple-unit dwellings.

The total number of units/households has implications for sewer and water capacity (in terms of the number of residents requiring service) and for stormwater management (e.g., in terms of the amount of impervious surface the development generates).

Question:

1. Can a site plan that details the total number of dwelling units and the intended mix of 1/2/3/4-unit housing for Phase 2 of the Meadows development (and as generally described in Policy 5.4.4(i) of the Municipal Planning Strategy) be provided to the public for comments/questions (as part of this public engagement process)?

Stormwater Management

I am encouraged to see that some Low Impact Development (LID) mechanisms (gravel swales with perforated pipes) have been incorporated in the stormwater management design for this phase of the Meadows development. I understand, from DesignPoint Engineering and Surveying, that the area draining from the Brison lands to the Shetland Rd Pond is being reduced from approximately 15.3 acres to 12.3 acres with this development, with most of the area for this development draining to the (new) stormwater management pond on Thistle Street. This would appear to bode well for ensuring post-development flows do not exceed pre-development flows at both the Shetland Rd Pond and the culvert across from it that goes under the Dyke Rd (and on to the Elderkin Creek Drainage System via the Connector Ditch).

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[3] I have referred to The Valley Garden Homes' map of the Meadows site as I found it offers a clearer (though somewhat different) picture of the type of housing envisioned for particular lots (retrieved February 7, 2021 from https://valleygardenhomes.ca/the-meadows/). The count of 104 lots is based on the Phase 1 and 2 boundaries indicated on the ZZap site plan map. A copy of the Valley Garden Homes' map is appended for convenience.

[4] Based on 2016 census information for Falmouth (https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=DPL&Code1=120016&Geo2=PR&Code2=01&Data=Count&SearchText=Falmouth&SearchType=Begins&SearchPR=01&B1=All).

However, I do have some outstanding concerns in this regard. The July 16, 2020 issue (#4) of the Meadows Phase 2 Storm Drainage Environmental Protection Plan (DesignPoint Engineering & Surveying) indicates that post-development flows are expected to be less than pre-development flows for one in 10/25/50/100 year storm events for all four locations examined at the development site.[5] However, post-development flows are expected to exceed pre-development flows at 3 locations on the development site by .02-.19 cfs for a once in 5 year storm event. Comparable data for the Shetland Rd pond outlet and Dyke Rd culvert outlet locations were not presented, but history suggests that monitoring these locations as development proceeds would be prudent.

Testimony presented at the 2006 preliminary hearing of the Brison appeal[6] indicated that construction of the stormwater system for the Meadows at Shetland Road Development did not follow engineering plans. Revised assessments of pre-and post-development flows were included in the testimony, indicating that, using as built survey elevations, "a storm that occurs once in two years would generate 50% more stormwater flowing into the Dyke Road culvert post-development storm than pre-development" and that, after full construction of the system, post-development stormwater flows would exceed pre-development flows into the Dyke Road culvert by 128% for one in two year storms and 10% for once in five year storms (section 153). It is not clear whether steps were taken to bring these post-development flows back to pre-development flow levels. In any event, the revised assessments appear to point to the 1 in 2 and 1 in 5 year storm events as problematic for achieving a balance between pre- and post-development flows. The data provided by DesignPoint on the Meadows Phase 2 development indicate that, as noted above, post-development flows are expected to exceed (albeit modestly) pre-development flows for once in 5 year storms. The data presented in the 2006 testimony suggest that post-development flows are expected to exceed pre-development flows at the Dyke Rd culvert by a more substantial amount for once in 2 year storms. This would mean more stormwater flowing into the Connector Ditch and Gabriel Rd Properties Ditch and a greater risk of flooding for the adjacent properties along the Dyke Rd and Gabriel Rd. Unfortunately, no data on once in 2 year storms were included in DesignPoint's July 16, 2020 issue of the Meadows Phase 2 Storm Drainage Environmental Protection Plan, and again, no pre-/post-development flow data for any storm events were provided for the Shetland Rd Pond/Dyke Rd culvert locations.

Questions:

1. Are there data available that address the question whether the proposed Meadows Phase 2 Development, as configured under the most recent ZZap site plan, is expected to increase flooding risk (as indicated by post-development flows exceeding pre-development flows) for properties on the East side of Falmouth Dyke Rd (where stormwater from the Shetland Rd

[5] Drawing is appended for convenience.

[6] Brison, Re, 2006 NSUARB 113 (CanLII), <http://canlii.ca/t/1pxbm>, retrieved on 2020-10-09

pond enters the Elderkin Creek Drainage System through the Dyke Rd Culvert and Connector Ditch), including for one in 2 and one in 5 year storm events?

2. Given the deviations from engineering plans that occurred during construction of the Meadows at Shetland Road stormwater management system in 2005-2006, are mechanisms (e.g., third-party certified construction review) in place to ensure that the stormwater management system for the current phase is constructed according to plan and that post-development flow targets will be met?
3. We learned at the January 19th Public Information Meeting that Brison Developments requested on December 11/2020 that the 2019 application for a Development Agreement to permit two-unit residential development as part of Meadows Phase 2 be expanded to consider three- and four-unit dwellings as well. As such a change is likely to hold implications for stormwater management (e.g., with an increase in impervious surfaces, like roofs), there would seem to be a need to reassess the Storm Drainage Environmental Protection Plan developed by DesignPoint (and dated July 16/2020) to consider possible impacts on post-development flows. I recognize such a reassessment may need to await a final determination of how many of each size of dwelling (1-, 2-, 3-, and 4-units) would be built, but has this reassessment been conducted, and can the results be shared once they are available?
4. Who is assuming responsibility for pond maintenance (and its associated costs)?

Sewer Capacity

First, some data that inform the issue of sewer capacity:

- The Municipality's website on "wastewater treatment" indicates that the Falmouth sewer treatment plant serves approximately 600 households and that it was built in 1975 and upgraded in 2009 and 2010.[7] A municipal staff person is quoted in a 2016 media report indicating that the Falmouth facility served between 500-600 homes at that time, and was processing between 400-600 cubic metres of wastewater a day, out of an approved 723.5 cubic metres a day maximum. He is also quoted as indicating an expansion to double the capacity of the Falmouth facility would cost between $600,000 - $800,000.[8]
- While the exact number of households to be added to Falmouth through Phases 1 and 2 of the Meadows Development is not yet clear, it would appear to be somewhere between 104 and 130 (though perhaps higher). This increase alone would bring the number of households relying on the sewer service to between 704-730. If 600 households have been generating a peak volume of 600 cubic metres of wastewater a day, then this addition appears set to bring the peak volume to between 704-730 cubic metres/day, a range that approaches and then exceeds the approved maximum of the

[7] Retrieved Feb. 7, 2021 from https://westhants.ca/rural-services.html.
[8] Retrieved Feb. 7, 2021 from https://www.saltwire.com/news/local/west-hants-windsor-fail-to-co-operate-on-joint-sewage-treatment-project-50284/

facility. Any increase in households from other developments in Falmouth would also need to be taken into account (as well as the potential for up to 75 additional units at Phase 3 of the Meadows Development[9]).

And two additional points:

- It has been observed by local residents that the lift station located along Highway 1 between Gabriel Road and Falmouth Dyke Road already experiences periodic problems which result in wastewater overflow being directed into the field adjacent to the station.
- In the *Municipality of the District of West Hants Planning Strategy* (p. 38), the Council at the time acknowledged the concern of some Falmouth residents about the impact multi-unit residential development could have on the community. However, they pointed out that higher density development would allow the costs of needed service upgrades to the sewage treatment facility and water utility to be shared among more users, reducing the cost to individual households.

Questions:

1. Is the capacity of the current wastewater system (lift stations, treatment plant) able to handle the wastewater flows (including peak flows) projected with the increase in households?
2. On the face of it, the idea that higher density development, like the one proposed for the Meadows, will pay for needed service upgrades suggests that the development may precede the service upgrades. What are the timelines here? The danger, if upgrading fails to precede or at least keep pace with development, is that the period between the completion of the development and then the completion of the service upgrades would be one where our sewer and water utilities would be at heightened risk of being overloaded. How is this problem going to be addressed?

Water Capacity

Background notes:

- It was noted in the *Municipality of the District of West Hants Planning Strategy* (pp. 38, 112) that the Falmouth Water Utility required updates to the dam and reservoir "if it were to meet projected demand past 2016." In 2006, the cost was estimated to be $1.5 million (p. 112).
- The Municipality of West Hants indicated in its 2019 application to the Review Board to amalgamate West Hants's 3 water utilities (section 62) that $1.5 million was included in the 2021-2022 capital budget for the Falmouth Water Utility dam improvement project.[10]

[9] Unit summary, ZZap site plan, Version 104, June 8, 2020.

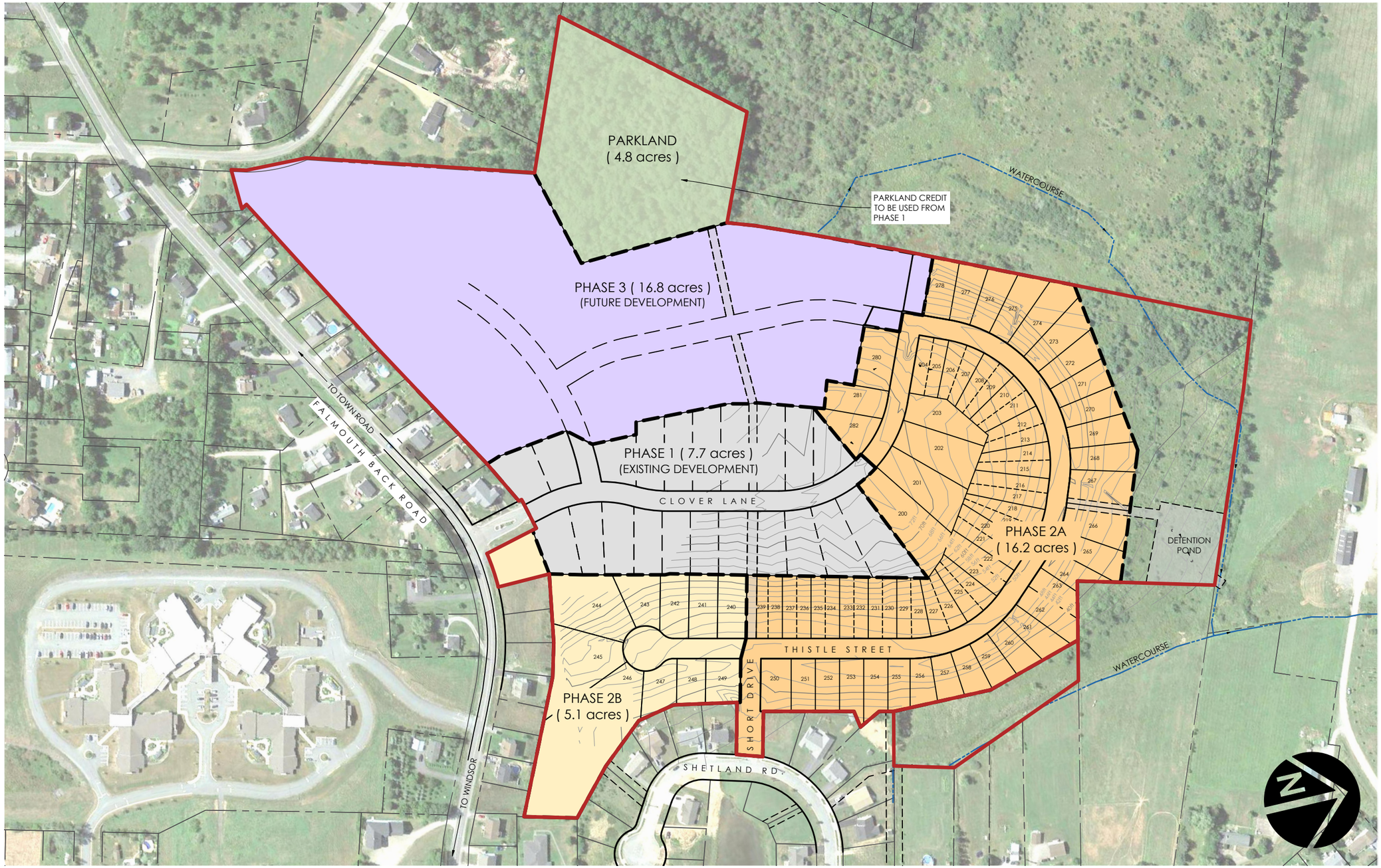
[10] Retrieved Feb. 7, 2021 from https://nsuarb.novascotia.ca/sites/default/files/M09013%20-%20Decision.pdf

- The Municipality also indicated in its 2019 application that, because of supply forecasts, the dam needed to be raised to increase the available water yield from the French Mill Brook watershed (section 62).
- In its decision on the 2019 application, the Board noted the Municipality needs to seek Board approval of the proposed capital project (section 67).
- The West Hants Regional Municipality website indicates that the French Mill Brook watershed currently supplies water to approximately 780 households in the Falmouth Growth Centre.[11]

Questions:

1. What updates (from smaller, like new hydrants, to larger, like the dam project) are currently planned for the Falmouth Water Utility and are they sufficient to meet the increased demand on water services (for residential use, fire protection, etc.) that will accompany Meadows development (with the potential for 130 new dwelling units at Phase 2 and up to 75 additional units at Phase 3 to be added to the 780 households already being supplied by the French Mill Brook watershed)?
2. What is the timeline for implementing needed updates to the utility? Will the updates be implemented on a timeline that allows the Water Utility to keep ahead of the increased demand from this residential development?
3. Have the (shorter/longer-term) impacts of the dam/reservoir project on the French Mill Brook Watershed been assessed?
4. Has the dam/reservoir project been approved?

[11] Retrieved Feb. 7, 2021 from https://www.westhants.ca/water-treatment.html. Also reported in March 2018 West Hants Planning and Development Department Background Report on Infrastructure (Report 6 of 9) (https://westhants.ca/planning/west-hants-plan-review/2018-plan-review-reports/2150-6-04-23-2018-background-report-infrastructure-pdf/file.html).



LEGEND

- Site Boundary
- Adjacent Property Boundary

UNIT SUMMARY		
	Area (acres)	Maximum Units
Phase 2A (R1)	16.2	36
Phase 2A (R2)		36
Phase 2B (R1)	5.1	10
Total	**21.3**	**82**

Phase 3 up to maximum of 75 units

SITE SUMMARY:

- Existing Zone: Multiple Residential
- Total Land Area: 56.7 acres

NOTES:

- Subject to survey. Property lines and topographic features are approximate only.
- Site subject to by-law review and regulations.

SOURCES:

- Plan based on DesignPoint Site Plan file: '14-033_Base_20200401.dwg'

SCALE:

0 15 30 75 150m

1 : 3,000 contour interval 2 feet

Zwicker Zareski architecture + planning
1 Canal Street, Dartmouth, NS B2Y 2W1 ZZap.ca

Site Plan : The Meadows

Falmouth, Nova Scotia

Version 104

Designer: K.WATTERS

Planner: C.MARKIDES

Date: JUNE 08, 2020

FILE: C:\Users\Ken\zzap.ca\Business Development - Documents\2020\027 Brison - Meadows\1_DWG\1_Site Plan\20-BD-027-SITE_PLAN-104.dwg SHEET: 11x17

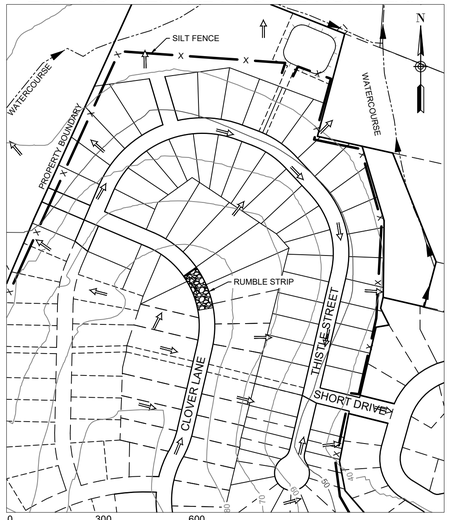


https://valleygardenhomes.ca/the-meadows/

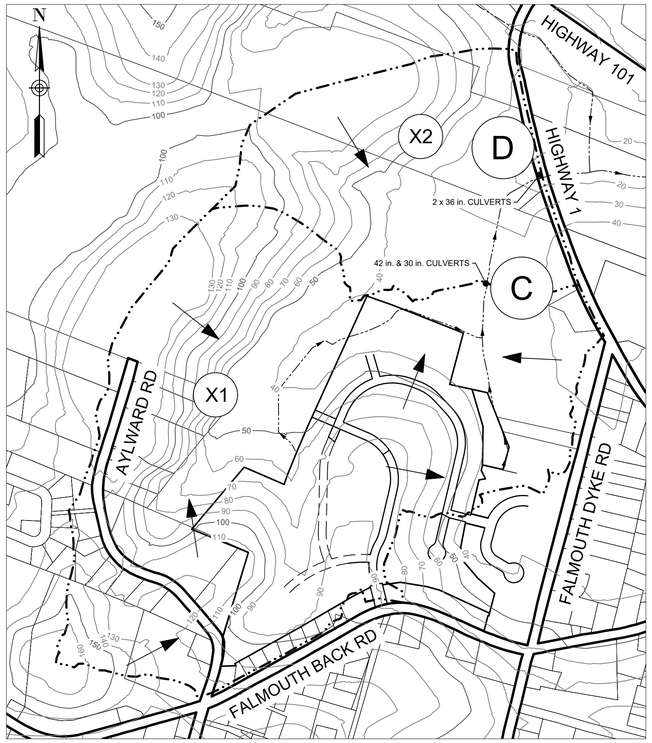
GENERAL EROSION AND SEDIMENT CONTROL NOTES

1. EXPOSED SOIL TO BE MINIMIZED AT ALL TIMES DURING CONSTRUCTION TO LIMIT SEDIMENT LADEN RUNOFF. THIS IS TO BE ACCOMPLISHED BY COMPLETING ALL WORK IN A GIVEN AREA ONCE EXCAVATION HAS BEGUN BEFORE DISTURBING ADDITIONAL SOIL. CONTRACTOR IS TO BE AWARE OF CURRENT WEATHER FORECASTS AND PLAN SOIL STABILIZATION ACCORDINGLY.
2. ALL WORKS TO BE IN ACCORDANCE WITH NOVA SCOTIA ENVIRONMENT REQUIREMENTS.
3. CONTRACTOR TO ACQUIRE ALL PERMITS REQUIRED TO PERFORM WORK AND TO COMPLY WITH ALL PERMIT REQUIREMENTS DURING CONSTRUCTION.
4. CONTRACTOR TO PROTECT NATURAL WATERCOURSES FROM SILT LADEN RUNOFF FROM CONSTRUCTION SITE. CONSTRUCTION PROCEDURES CAN BE FOUND IN THE CURRENT EDITION OF "EROSION AND SEDIMENTATION CONTROL HANDBOOK FOR CONSTRUCTION SITES" BY NOVA SCOTIA ENVIRONMENT.
5. CONTRACTOR TO ENSURE THAT ALL EXPOSED AREAS ARE STABILIZED PRIOR TO RAINFALL EVENTS BY CHECKING ENVIRONMENT CANADA FORECASTS (https://weather.gc.ca/canada_e.html).
6. CONTRACTOR TO PERFORM WEEKLY INSPECTIONS OF SEDIMENT CONTROL MEASURES AND MAKE REPAIRS AS NEEDED. ADDITIONAL INSPECTION AND REPAIR TO BE CARRIED OUT BEFORE AND AFTER ANY RAINFALL EXCEEDING 10 mm. A LOG OF EACH INSPECTION AND REPAIR IS TO BE KEPT ALONG WITH A WEEKLY REPORT OF EXPOSED AREAS.
7. TRIBUTARY STORM RUNOFF FROM SITE TO BE DIRECTED INTO SEDIMENT CONTROL DEVICES DURING CONSTRUCTION.
8. CONTRACTOR TO CONSTRUCT AND MAINTAIN DIVERSION DITCHES THROUGH AND AROUND THE SITE TO MINIMIZE CONTAMINATION OF CLEAN WATER.
9. CONTRACTOR TO HAVE ADDITIONAL SEDIMENT CONTROL MEASURES ON SITE INCLUDING SILT FENCE, BALED HAY, AND LOOSE HAY/MULCH TO MAINTAIN OR INSTALL CONTROL MEASURES AS REQUIRED.
10. EXPOSED SURFACES TO BE COVERED WITH HAY, MULCH, OR WOOD CHIPS TO LIMIT SEDIMENT RUNOFF.
11. CONTRACTOR MAY SUBSTITUTE WOOD CHIP BERM FOR SILT FENCE IN ROCKY AREAS WHERE SILT FENCE CANNOT BE INSTALLED.
12. SEDIMENTATION BERMS AND PONDS TO REMAIN IN SERVICE UNTIL PROJECT ENGINEER OR THE MUNICIPALITY REQUESTS THEIR REMOVAL. THIS WILL ONLY OCCUR AFTER LOT AND BUILDING CONSTRUCTION IS COMPLETE.
13. SEDIMENTATION BERMS AND PONDS TO BE REMOVED IN THE FOLLOWING ORDER. LEVEL OFF BERMS, HYDROSEED AND COVER ALL EXPOSED AREAS WITH HAY, THEN FILL IN PONDS.
14. UPON COMPLETION OF GRADING ACTIVITY, ALL LOT DRAINAGE EASEMENTS ARE TO BE HYDROSEEDED AND MULCHED.
15. TOPSOIL AND HYDROSEED TO BE PLACED ON ALL AREAS NOT FINISHED WITH ASPHALT, CONCRETE, GRAVEL, OR SOD.
16. ACCESS ROADS TO SITE ARE TO BE MAINTAINED WITH CLEAN GRAVEL APPLIED PERIODICALLY TO COVER MUDDY AREAS. CLEANING OF ADJACENT STREETS IS THE RESPONSIBILITY OF THE CONTRACTOR AS DIRECTED BY THE ENGINEER.
17. VEHICLE ACCESS TO CONSTRUCTION SITE TO BE RESTRICTED.
18. STABILIZE ON-SITE STOCKPILES USING APPROPRIATE MEASURES (SILT FENCE, HAY, TARPS, ETC.)
19. SITE ACTIVITY TO ADHERE TO REQUIREMENTS OF HALIFAX REGIONAL MUNICIPALITY TOPSOIL BY-LAW.
20. ALL SEDIMENT CONTROL MEASURES TO BE OPERATIONAL OVER ENTIRE CONSTRUCTION PERIOD.
21. SEDIMENTATION AND EROSION CONTROL MEASURES ARE SUBJECT TO CHANGE. ADDITIONAL MEASURES MAY BE REQUIRED DEPENDING ON SITE CONDITIONS DURING CONSTRUCTION.

ENVIRONMENTAL PROTECTION PLAN



PRE-DEVELOPMENT DRAINAGE PLAN



CATCHMENT	AREA (ac) ±	CN
A1	4.75	77
A2	1.47	77
A3	1.75	77
A4	0.81	77
A5	0.83	77
A6	2.16	77
B1	2.10	77
C1	2.06	77
C2	5.48	77
C3	4.80	77
X1	152.31	63
X1A	131.85	63
X2	56.23	63

FLOWS ARE BASED ON RAINFALL DATA FROM ENVIRONMENT CANADA - KENTVILLE 24 HOUR STORM.

- 5-YEAR: 3.36 in.
- 10-YEAR: 3.84 in.
- 25-YEAR: 4.56 in.
- 50-YEAR: 5.04 in.
- 100-YEAR: 5.52 in.

APPROXIMATE POND/WATER ELEVATIONS (ft)	
BOTTOM	30.00
TOP	37.50
5-YR	32.84
10-YR	33.64
25-YR	34.34
50-YR	34.89

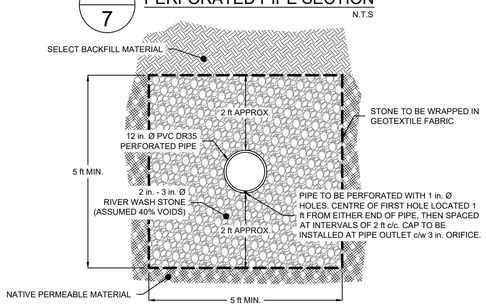
STORM	FLOW TO POINT A (cfs)		FLOW TO POINT B (cfs)		FLOW TO POINT C (cfs)		FLOW TO POINT D (cfs)	
	PRE DEVELOPMENT	POST DEVELOPMENT	PRE DEVELOPMENT	POST DEVELOPMENT	PRE DEVELOPMENT	POST DEVELOPMENT	PRE DEVELOPMENT	POST DEVELOPMENT
5-YEAR	6.20	5.83	0.87	0.89	20.01	20.18	24.64	24.83
10-YEAR	9.49	7.6	1.51	0.91	32.3	31.98	39.12	39.03
25-YEAR	14.7	10.13	2.56	0.91	52.6	52	63.07	62.68
50-YEAR	18.66	12.89	3.37	0.91	68.19	67.59	81.08	80.7
100-YEAR	22.84	16.54	4.24	0.91	84.71	83.72	99.92	99.28

MINOR PIPED STORM SYSTEM DRAINAGE ANALYSIS - SCS METHOD

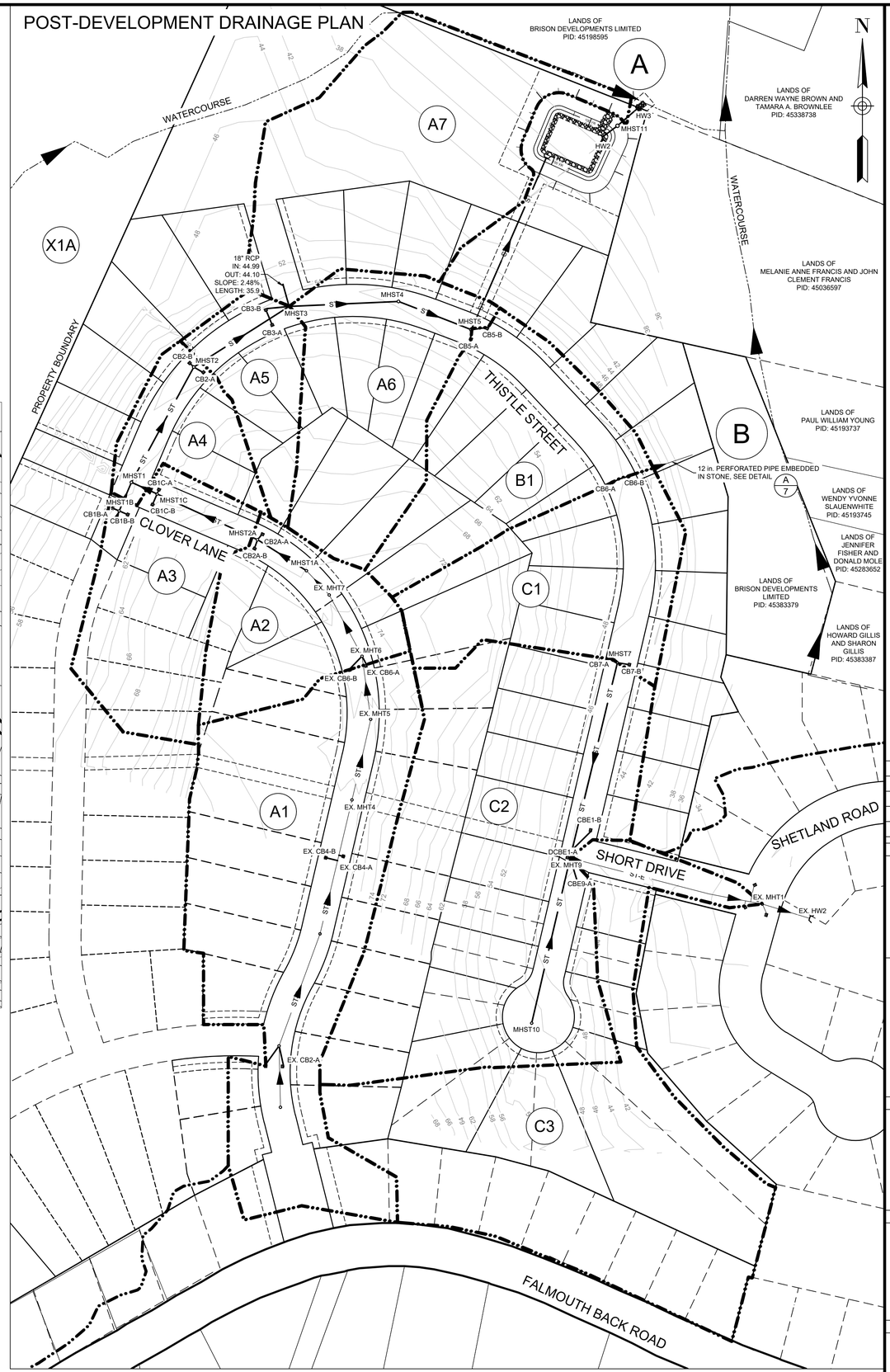
UPSTREAM MH	DOWNSTREAM MH	TRIBUTARY AREA	TRIBUTARY AREA (ac)	Qd -DESIGN FLOW (cfs)	PIPE SIZE (in.)	PIPE SLOPE (%)	Qc - PIPE CAPACITY (cfs)	Qd/Qc
EX. 7	1A	A1	4.75	8.77	18	1.50	12.90	0.68
1A	2A	A1	4.75	8.77	18	3.25	18.99	0.46
2A	1C	A1-A2	6.23	10.29	18	4.00	21.06	0.49
1C	1	A1-A2	6.23	10.29	18	4.16	21.48	0.48
1B	1	A3	1.75	3.03	18	2.50	16.65	0.18
1	2	A1-A3	7.98	12.63	21	0.70	13.29	0.95
2	3	A1-A4	8.78	14.02	24	0.70	18.98	0.74
3	4	A1-A5	9.61	15.36	24	0.80	20.29	0.76
4	5	A1-A5	9.61	15.36	24	1.00	22.68	0.68
5	OUTFALL	A1-A6	11.77	18.77	30	0.75	35.62	0.53
CB6-B	OUTFALL	B1	2.10	3.12	12	5.00	10.38	0.30
7	EX. 9	C1	2.06	3.83	15	1.10	6.79	0.56
EX. 9	EX. 1	C1-C2	7.54	13.83	24	0.75	19.64	0.70
EX. 1	OUTFALL	C1-C3	12.34	22.55	30	0.50	29.08	0.78

A/7 PERFORATED PIPE SECTION

N.T.S



POST-DEVELOPMENT DRAINAGE PLAN



PRE-DEVELOPMENT DRAINAGE BOUNDARY

POST-DEVELOPMENT DRAINAGE BOUNDARY

STORM SEWER

PRECAST HEADWALL

A1 TRIBUTARY AREA ID

SILT FENCE

MAJOR DRAINAGE ROUTE

ISSUED FOR REVIEW
NOT FOR CONSTRUCTION

ISSUE	DATE	DESCRIPTION
4	JUL. 16, 2020	PERFORATED PIPE ADDED
3	JUN. 12, 2019	REVISED AS PER MDWH COMMENTS
2	NOV. 04, 2015	REVISED AS PER MDWH COMMENTS
1	MAR. 27, 2015	ISSUED FOR REGULATORY REVIEW

CONSULTANT

DESIGN POINT ENGINEERING & SURVEYING

REGISTERED PROFESSIONAL ENGINEER
DATE JUL. 16, 2020
Glen woodford
G.S. WOODFORD
6078
PROVINCE OF NOVA SCOTIA

CLIENT

BRISON DEVELOPMENTS

PROJECT DESCRIPTION

THE MEADOWS
PHASE 2
FALMOUTH, NOVA SCOTIA

SHEET DESCRIPTION

STORM DRAINAGE / ENVIRONMENTAL PROTECTION PLAN

Drawn	Engineer	Project No.	Drawing No.
A. SKETCHLEY	G. WOODFORD	14-033	7 of 11
Date of 1st Issue	Scale	Filename	
MAR. 27, 2015	AS NOTED	14-033CBase.dwg	

Todd Richard, Director of Public Works, Response to Lee Chambers Questions on February 23, 2021

1. Is there data available that addresess the question whether the proposed Meadows Phase 2 Development, as configured under the most recent ZZap site plan, is expected to increase flooding risk (as indicated by post-development flows exceeding pre-development flows) for properties on the East side of Falmouth Dyke Rd (where stormwater from the Shetland Rd pond enters the Elderkin Creek Drainage System through the Dyke Rd Culvert and Connector Ditch), including for one in 2 and one in 5 year storm events? (may be a question for Design Point, let me know and I can pass it along?)

Response: The Shetland stormwater pond was originally designed to accept stormwater water from part of the phase 2 Meadows lands and the pre/post balancing will take place in both the new and existing ponds. The designers of the Shetland Road project provided a 30" storm pipe to accommodate stormwater from the Meadows Phase 2 project. This connection has been made and the post development flow from the phase 2 Meadows land to this 30" pipe is approximately 23 cfs., while the pipe capacity is approx.. 29cfs. All indications are that less water will be released East of the Dyke Road.

2. On the face of it, the idea that higher density development, like the one proposed for the Meadows, will pay for needed service upgrades suggests that the development may precede the service upgrades. What are the timelines here? The danger, if upgrading fails to precede or at least keep pace with development, is that the period between the completion of the development and then the completion of the service upgrades would be one where our sewer and water utilities would be at heightened risk of being overloaded. How is this problem going to be addressed?

Response: All service upgrades for the proposed development itself are the responsibility of the developer. As development is being reviewed by the municipality the capacity of water and sewer systems is always a factor and consideration before approval is given. It has been determined that the existing potable water and sanitary sewer systems have adequate capacity to support this project.

3. What updates (from smaller, like new hydrants, to larger, like the dam project) are currently planned for the Falmouth Water Utility and are they sufficient to meet the increased demand on water services (for residential use, fire protection, etc.) that will accompany Meadows development (with the potential for 130 new dwelling units at Phase 2 and up to 75 additional units at Phase 3 to be added to the 780 households already being supplied by the French Mill Brook watershed)?

Response: Future water and sewer upgrades, replacements and any required expansions due to increased demand are part of our long term planning and water system assessments. We also operate and maintain our water systems to reduce water leakage and promote water conservation to help off-set costly capital projects. We have been successful in doing this through pressure management, leak detection / repair. Our current average daily usage is approximately 40% of the design capacity of the Falmouth WTP and approximately 67% design capacity for the Falmouth Wastewater Treatment Facility. The wastewater treatment facility in Falmouth received upgrades (phase 2) several years ago. Part of the design allowed for a phase 3 to be added for future growth and capacity if and when required.

4. What is the timeline for implementing needed updates to the utility? Will the updates be implemented on a timeline that allows the Water Utility to keep ahead of the increased demand from this residential development?

Response: Required upgrades for the water utility infrastructure are identified in our 5 year capital budget. We are currently working with professional consultants on reviewing all options for future growth in the service areas and with a regional approach. Consolidation has allowed us to take a more system wide approach and we are currently exploring the feasibility of connecting water systems that are currently independent to increase redundancy, capacity and resiliency.

5. Have the (shorter/longer-term) impacts of the dam/reservoir project on the French Mill Brook Watershed been assessed?

Response: As noted above this assessment in being reviewed / studied on a regional approach. Future water yield requirements for all systems will be part of this review.

6. Has the dam/reservoir project been approved?

Response: Due to ongoing water loss prevention and conservation efforts we have been able to reduce water demand, extending the time until dam upgrades are required. This item is identified in our capital budget for future years, if and when required.

February 5, 2021

Saira Shah
Planner
West Hants Regional Municipality
P.O. Box 3000, 76 Morrison Drive
Windsor, N.S. B0N 2T0

Subject: Public Meeting January 19, 2021 Regarding Phase (2A) (2B) & (3) Meadows Subdivision

Please Consider this letter as a response from a concerned citizen who owns property under construction at (Lot 101) #11 Clover Lane in the Meadows Subdivision.

We found the presentation to be less than transparent with what exactly is proposed for this Development Agreement Request. We believe that all the specifics of Phase 2A, Phase 2B and Phase 3 should be included in this agreement, i.e. all lots drawn in and type of homes with pictures included. It is apparent that the Development Agreement signed on September 27, 2007 regarding PID 45371887 was not adhered too and was extended. The developer is now trying to grandfather this agreement into Phase 2A but not at the agreed upon 8 two unit semi detached dwelling limit. He has expanded the original agreement of 8 two unit dwelling units to 18 units. That is more than double what was proposed and agreed to on September 27, 2007. This 2021 proposed development agreement does not include landscaping and buffering to screen views of this part of the development from existing developed properties.

We believe that Falmouth is the cash cow of the new municipality and that your current planning policy guidelines will not serve the Municipality well in the future. The single dwelling units in a development should be be at least 60% not 30% of any new development and two unit semi detach buildings should be at least 3500 sq. ft. per unit not 2100 sq. ft. A change like that will make it in line with existing developed properties by reducing the dense row of houses and provide more greenery and trees.

We believe the developer should provide accurate details on the map they presented at the meeting. At one time walking access may have been accurate but now it is not accurate. Lots have been changed on the lot side of Clover Lane to eliminate that access, i.e. the Ford property and the one adjacent to it have eliminated that access. The lots in Shetland Road are supposed to be single dwelling but there is a semi detached two unit building as you approach the cul de sac. How did this get approved?? Or is it a legitimate nanny unit??

We are concerned about the current planning policy that allows parkland dedication to wait until the approval of the final plan of the subdivision. This green space should be established with each phase of the subdivision. People should not have to wait 10-20 years for it to be provided if at all. The idea that a developer can do all this construction and then deed over unsuitable land for parkland at the end of the development or just pay cash and not provide any recreation or parkland is definitely not in the interest of the people living in he subdivision or near by. Green space should not be for sale. That is a cash grab for general recreation funds.

With multiple dwelling units comes a higher density of homes, people and vehicle traffic. It will be unsafe for children to play on the street or for senior citizens to go for a walk. We should have walking trails built to facilitate usage for both children and seniors. We should have play ground facilities for recreation now not many years later or not at all.

Why not designate a smaller area in Phase 2B, Phase 2A and Phase 3. A great place would be near the pond in Phase 3 near Alyward Road. Children currently play hockey on the pond. We could have a walking trail and benches. The pond could be enhanced to allow and encourage wild life and be useful year round. The parkland already designated is too steep and difficult to develop as is and comes way too late in the development.

Why are there no parking places for visitors and extra cars associated with the higher density two unit dwellings? Where will visitors and extra cars park? How will snow plowing be affected by this oversight?

If Falmouth is a designated growth area for the municipality why not make it mandatory to have Falmouth Councillors on the Planning Committee?

We think if this plan goes forward as presented and as per the current Planning Policy; people who are attracted to the area which is primarily single unit living with green space, trees and good views will change their mind on moving to Falmouth and go elsewhere. A more enlightened approach would keep density lower, traffic flow lower and enhance the recreation and green spaces of subdivision development.

A reference was made with respect to the Crossings as an example of what to expect in Phase 2A. That development is very dense. There is row upon row of houses all similar in appearance. There are no green spaces. The views for the single unit homes are looking directly down on a well laid out but a very dense trailer court development. How does this protect property values and allow for the continuation of a complimentary and consistent pattern of development.

How does a higher density of homes impact the current sewer and water infrastructure? How fast do we have to plan and pay for additional facilities that all of us will be responsible for? Does it affect traffic patterns and school capabilities, etc?

How do we prevent the slippery slope when dealing with developers? They just give you alittle information and then continue to apply for changes even in the same development.

No one in Phase 1 of the Meadows was made aware that the plans for the subdivision were going to change to a higher density. If we had a plan like the one shown on the billboard near the Clover Lane entrance that shows what the developer envisions for all phases 1,2A,2B and 3 at least people could make an informed decision when making one of the largest purchases of their life.

In closing, please consider a lower density of development in Phase 2A, Phase 2B and Phase 3 now. Provide green spaces at the beginning of a development not at the end. Avoid 3 and 4 unit options at all cost. Ensure that any development agreements outline the entire picture of the development at the beginning and include details of the phases so that people can make an informed decision when considering the purchase of a lot or home.

If this comes to a vote, even a tie breaking vote, I hope any Councillor or Mayor would excuse themselves from any plan or developer that may present a real or perceived conflict of interest.

Sincerely,

Jim Davidson Zel Davidson 902-798-7844

cc: Richard Murphy

Dianne Parker
59 Clover Lane
Falmouth, NS
B0P 1L0

RECEIVED
FEB 0 9 2021

February 7, 2021

Saira Shah
West Hants Regional Municipality
76 Morison Drive, PO Box 3000
Windsor, NS
B0N 2T0

Dear Saira,

My name is Dianne Parker and I am a resident of the Meadows Subdivision. I am writing in regard to the proposed development of two, three, and four unit residential houses in the Meadows Subdivision.

I am disappointed to say the least. When I purchased my lot in January 2016, I was under the impression the lots in the subdivision were for single-family homes only. If this proposal moves forward, will these multi-unit residential homes be of comparable value to the homes already built and have similar covenants? I am genuinely concerned these multi-unit homes will severely impact the sale of single-family lots on the street as well as the home value of current single-family homes built in the subdivision.

I personally know of two retired couples, moving here from other counties in Nova Scotia, who are considering buying a lot in the Meadows Subdivision. However, one of these families has expressed to me they will be reconsidering these plans as a result of the multi-unit proposal.

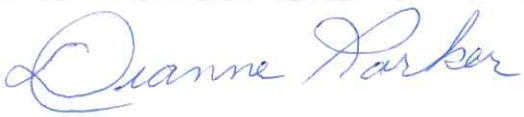
I have been informed that the ratio of multi-unit homes to single family homes, if the proposal moves forward, will be 70% to 30%. What is the reasoning for such a high percentage of multi-unit homes to single family homes? In my opinion, such an unbalanced ratio will make the area and the Meadows Subdivision much less appealing to potential single-family home buyers. If multi-unit homes are built in the Meadows, I believe a more equal ratio such as 50/50 or 60/40 would be more appropriate and be less likely to drive away potential single-family home buyers.

I am also concerned about the parking problems that could arise if this proposal goes forward. Will these multi units share a driveway, or will they each have their own? Extra cars parking on the street can create major safety issues, especially during the winter.

Further, green spaces play a major role in a development of this size. Grass, trees, benches and parks are key for such a family-oriented subdivision and would add great value to this community. It would be great to see a green space developed in the near future, hopefully during this upcoming summer. Are there any plans regarding the development of green spaces within the Meadows Subdivision?

Thank you for taking time to consider my questions and concerns. The decisions made with regards to the development of the Meadows Subdivision will have a vast impact on the sales of lots and future development in Falmouth. The decisions made with respect to this proposal are critical to attracting future buyers or turning them away. I look forward to your response.

Sincerely,



Dianne Parker
902-798-0020

Public Email Responses Submitted for the Meadows PIM

Erin Fitgerald January 12, 2021

Looking to submit a question for the Meadows development meeting next Tuesday.

Q: Will the planned development include a public park space for the children living in the area? Will there be trails?

Thanks!

Amy MacIntyre January 18, 2021

Hi Saira,

I live on Clover Lane and I am concerned with the development proposal I received in the mail. We chose to build in this subdivision because it was supposed to be single family dwellings. Not only will this affect our property values, but it will alter the look and feel of our community. Our street has several young families and having 2,3, and 4 unit dwellings will greatly increase traffic on what is currently not a very busy street. We were expected to follow the covenants of the subdivision when we built and therefore I would expect the developer to return the curtesy of developing his subdivision as originally planned.

Thanks,

Amy MacIntyre

Amy MacIntyre January 19, 2021

Hi Saira,

I'd like to offer additional comments after watching that presentation. The person that represented Brison Developments was not prepared and could not answer important questions such as whether lots would be for sale or if similar covenants to clover lane would be enforced. This was very disappointing.

I can also say that not one person on my street that I have spoken to was under the impression when they built here that this was the plan for the rest of the development. The development sign that faced the back rd always showed further development behind both sides of Clover Lane and it was implied that the entire development was to be held to the same as Clover Lane (i.e. Single family dwelling with the same covenants. This was very misleading by the developer.

Thanks,

Amy MacIntyre

Bill Preston January 21, 2021

Hi Saira,,

I understand that the Meadow development may consist of maybe 3 phases 2, 2b and future phase 3. Where can I find information on those?

Best regards, Bill

Lee Chambers January 22, 2021

Good morning Saira,

Thank you so much for your email earlier this week. I would very much appreciate being added to your email-list for those who wish to be kept informed about this application.

I will be submitting some questions prior to the Feb. 8 deadline regarding the application. However, I have a few questions about the public consultation process itself that I hope you can help me with.

1. Can you direct me to the policy document that governs the public consultation process for municipal decisions like this one?

2. Looking at the overview of the process you provided, am I correct that there are two public hearings, one prior to the Council meeting (tentatively) scheduled for March 23 and a second prior to the second reading (Apr. 27)?

3. You mentioned notices are placed in the local paper. I have lived in Falmouth for over a year and a half, so I'm a bit embarrassed to say I don't know the name of the local paper or where to find it. So, a similar request, would you direct me to this source?

4. How do members of the public receive answers to the questions they submit? Is there an opportunity for follow-up questions, in response to the answers given? Are all of the questions submitted and answers provided included in the relevant PAC meeting package posted online?

5. Given possible implications for stormwater and sewer, it strikes me that it would make sense to extend notification beyond 500 feet to include, at least, residents of properties along the sewer line and Elderkin Creek Drainage System. Would this be possible?

Thanks so much. Hope you have a nice weekend.

Cheers, Lee C.

Jill Ford January 26, 2021

Re property at 39 Clover Lane(lot 107)

Property owners Jill and Bob Ford

Re the meeting on Jan 19,2021

Showing on the revised Developers plan

For rezoning there is an easement for a right of way between lot 107 and 108.

We do not have this easement in our deed or part of our plot plan!

Can you contact the Developer and get a clarification on this and get back to us!

Thanking you!

Jill and Bob Ford

Stephane Richer January 24, 2021

Hi Saira.

My name is Stephane Richer and I live at 12 Clover Lane, Falmouth. We spoke on Monday,18 January about the proposed change to the zoning of Meadows Development; PID 45371879, 45383370, 45371887 and 45383957. I am writing this email to record my objection to the proposed zoning change.

When I purchased my home two years ago, I checked the zoning for the area and the covenants for Meadows Development and there was no mention of multi units homes allowed in the area. I am opposed to the change because I need to protect my investment as multi-unit homes will devalue my property. Like it or not, semi detached homes have a negative connotation no matter how upscale they are.

The presentation on Jan 19th mentioned that the Southern section of PID 45371887 would accommodate single detached homes but I walked the area and there are already two water lines going to each lot thus confirming semi detached will be built there. I find this somewhat presumptuous of the builder after spending all this money to assume that the zoning will change in his favor. Or maybe I am too naïve and it's already a done deal.

If the zoning changes, I will probably sell my home and move to another area.

Thanks

Jill Ford January 29, 2021

Hi Saira!

We are the Fords, Jill and Bob at 39 Clover Lane -When we bought here 2 years ago we were not told of the preposed rezoning from R1 to R2 -We are concerned for our property value and a congested area as well as the additional concerns below!

-Our cable and Electrical services are underground, in the new proposal all the services would be above ground -Also concerned about the water and sewer services and storm water drainage being inadequate, can the developer Elaborate further on these?

-With the additional multi units there would be a strain on schools, fireprotection, policeing and hospitals, can this be addresed!

-Also with the new proposal for rezoning The streets would be congested with additional traffic and parking as well as heavy equipment making it dangerous for children playing -Water drainage and soil stability may also Be an issue. Can you elaborate more on how this would affect the area with additional housing?

Re Phase 2A

-can we get a clarification of the proposed grandfathered 8 multi units in this phase?

Also can we see what housing plans are proposed for this area?

Also are these units 2,3 or 4 units?

Also would these be rentals? If so this would have an affect on property values The increase in population from 18 single family homes to 36 multi units would again be a concern as above

Phase 2B

-can the developer clarify the lots for this phase .Are they single or multi units?

Phase 3

-Again with an R2 zoning what type of units would be proposed for this phase?

-How can a zoning be changed without seeing the division of lots and what type of housing units to be built?

-our concerns re water pressure as well as a strain on all services in the community will be affected by an increase in population

Parkland

-Greenspace is very important to us as well -Looking at the proposed space we find it is located on a hill and wouldn't be a good space for children and seniors -Also why couldn't the Park space be built now rather than later?

Hopefully our questions will be answered at the next virtual meeting!

Thanking you!

Jill and Bob Ford

Steve and Joy Allen February 2, 2021

Feb 2,2020

Saira Shah

Planner, West Hants Reg. Mun.

I am writing regarding the letter I received and the virtual meeting held January 19th 2020. Regarding the Meadows Developement. My wife and I build a new home at 202 Falmouth Back Road in 2011.

It is my understanding that all of Falmouth for residential is zoned R1 , single Unit Residential.

When we built our home on the corner of Clover Lane and Falmouth Back Road we expected that the development and the future development of clover lane would remain zoned R1 with single residential homes. Everyone I have spoke to on Clover Lane , including the owners of 2 new expensive homes under construction assumed the same thing and are quite upset that the municipality may allow 2,3 and 4 unit residential units. During the virtual meeting a representative from the developer said that these unit could become rental units if there was a demand for them. I think it is hard for anyone to argue that this would take away current homes build in the development.

It is one thing if the Municipality decides to start zoning some developments in Falmouth R2,3 and 4, but a totally do not think it is fair the current land owners in the development to have rezoning or development agreement done in the middle of the project.

Regards

Stephen & Joy Allen

Barry Moore February 5, 2021

Hi Saira,

As a property owner adjacent the proposed development I viewed the information session held online on the 19th January. I added a few comments at the time of the meeting however I would like to provide the following comments and concerns:

a. I would like to comment that I have an issue with the rapid growth and the transformation of the rural Falmouth area into a mass of duplex, triplex homes. I feel that it is out of character with the rural area and is disrespectful to those residents that have lived here for a long time or moved here to enjoy the rural nature. Furthermore if this proposal is allowed to proceed then it sets a precedent that other developers will want to exploit and in 10 years the large rural areas will look like a suburb of Sackville.

b. I would like to comment that the proposed deeding of up to 4 acres of land on this development to the Municipality as green space is not of much use to the other residents of Falmouth. It is contained within the development and is hemmed in by other private properties such that access would be limited.

c. I would like it to be clearly presented to the residents of Falmouth how many additional homes all phases of this development could be adding once the phases are complete. In the presentation the developer talked a bit about the types of homes they are proposing but did not clearly identify the total number of homes; is it 30 homes, 100 , or a couple of hundred more homes. I feel that the public deserves to be presented with the complete picture and this information is essential to enable the planning department to properly assess the impacts.

d. The planning department should be providing an assessment on the impact this proposal will have on the water services. My understanding is that the water capacity in Falmouth is limited to the small collection pond on Eldridge Road and when I walk the trails in that area I don't see a massive reservoir of water . Will our water system be capable of supplying all these homes ?

e. The planning department should be providing an assessment on the impact this proposal will have on the sewer services. A number of years ago the sewer collection was improved (or at least we are paying for that improvement) . What was the design increase in capacity and will this be capable of handling the addition of all these homes ?

f. The planning department should be providing an assessment on the impact this proposal will have on traffic on the Falmouth Back Road. The Falmouth Back Road is a very busy road that is currently hazardous for pedestrians/cyclists due to the speed of cars in the area, the lack of sidewalks, lighting and frequently washed out areas. It would not meet urban standards yet this development proposes to add several hundred cars all trying to enter the Falmouth Back Road at one junction.

g. Although it does not directly affect me , the planning department should be providing an assessment on the impact this proposal will have on the school services. Falmouth school is a relatively small rural school with a good student/teacher ratio resulting in a quality education. Many of these new families will have young school age kids. Will the

school board have to bus the younger grade kids to other feeder schools or introduce temporary classrooms due to overcrowding.. What will be the quality of education that parents could expect ?

I would like to conclude by thanking you for your time. My personal feeling is that the residents of Falmouth, the Municipality of West Hants and the current infrastructure are not prepared for the rapid expansion that proposals such as this one will lead to. I look forward to your responses in the next public presentation of this proposal.

Regards,

Barry Moore

Peter Arsenault February 5, 2021

Your office was provided with a detailed letter by Jill Ford a resident of Clover Lane. I would like to support fully her comments against the upgrade to R2 from R1 . Also I am against the purposed foot path displayed on your map used in the internet briefing in Jan 2021, connecting everything to the green space in phase 3. This would be right through my yard . When I purchased here I was told the existing right of way was for maintenance of the water pipe if required . Nothing ever said about a right away for a foot path.

I have no problem with R1 as I knew that was the plan all along, but why change the game half way through?

That's my point!

So if this goes thru , it's going to be another " if you don't like it you can always move" situation again. I've already moved from two other residential houses in hants county because of other rule juggling.

I realize I'm most likely in the minority with the big plan , but this is the situation as it applies to me.

Peter Arsenault

38 Clover Lane

Sue Harvey February 5, 2021

To whom this may concern,

I strongly oppose the prospect of multi unit buildings in Falmouth. Has there been an impact study on property values of the existing properties? How much consideration has been given to the impact on existing infrastructure?

The local hospital and doctors can barely handle the existing population. There is no space available in the local schools. This is a process that should take many years in advance to plan.

Sincerely, Sue Harvey (local homeowner)

Adam Mosher February 8, 2021

Hi Sara,

My wife and I live on Clover Lane in Falmouth. Its been mentioned at a recent meeting that there are significant changes to what is being planned for our area, from what we were told when we bought our house (which we did in May 2020).

I was instructed by a neighbour who is getting everyone to express concern, that there is even a planned walk way over the easement. Which is not disclose during the purchase of our house on the easement wording as well.

Is this the right department to contact regarding this issue?

Thanks

Adam W. Mosher

Amanda Mosher February 8, 2021

Hi Sara

I'm Amanda Mosher Of 44 Clover Lane.

I will not allow or support any walkway near or on my property or anywhere on our street.

This is ridiculous, as I was not informed of any of this during the purchase of our property. I will support and stand with all Clover lane residents to ensure this new plan is stopped.

Matt Hebb February 6, 2021

Hi my name is Matthew Hebb I currently live on 31 Clover Lane. I'm emailing in regards to the quad plex and duplex structures that our being planned in that development. The covenants clearly stated when I built my house that only single dwelling homes were aloud to be built there. It is still in the covenants currently. If I knew a few years down the road my street would be turning into a retirement community or a low income housing plan. I never would of built there. Duplexes and quads usually attract older people or lower income families. Talking to all my neighbors they are saying the same thing. Building these multiple dwelling houses is only going to lower the value of the current single family homes and bring much more un wanted traffic on the street. 4x the amount as apposed to just single family dwellings. My question is how can the covenants that attracted most people to that street suddenly change. Also, from my understanding and correct me if I'm wrong, this could impact my sewer and water fees / bills. Anyway, no one on the street would of built there knowing what the future had in store. By reading the covenants before building there it seemed like a safe bet it would just be nicely maintained single family dwelling homes. What's the point of having covenants if they can change after a dozen houses already have built there, doesn't make sense to me. Thanks.

Brian Lynch February 7, 2021

Hello Ms. Shah,

Thank you for the information provided in you Facebook session. Unfortunately, we had some issues logging in and we missed the first few minutes of your presentation. My apologies if we ask questions that you may have already addressed.

Could you please clarify the number and type of new dwellings being built in Phase !, Phase 2A, Phase 2B and Phase 3?

What is the projected start and completion date of Phase 3?

If we understood correctly, there would be 70+ homes to be built in Phase 3 alone. We are very concerned about the amount of traffic on the newly constructed road behind our house as well as the increased volume of traffic on the already busy Falmouth Back Road. It is often difficult to get out of our driveway as it stands now and I can't imagine how much these 100+ houses will impact the traffic flow on the Falmouth Back Road.

We are wondering if there is any plan to address this issue?

Also, with this increase in population, how will this affect our water supply? Can the water supply accommodate such a large development? Will our water bills continue to escalate? This is definitely a concern.

Another issue is we are wondering how this will affect the value of our property. With a busy road already at the front of our property and now a busy road behind, it is concerning.

Is there any way to find out exactly where the houses/duplexes will be located in Phase 3 as they are already outlined in Phases 1 and 2 on the map?

Thank you for taking the time to consider these questions and concerns.

Take care

Brian Lynch and Tina Leighton

Attachment B
2020-03-11 File #19-15B Recommendation
Report Meadows Development

WINDSOR / WEST HANTS TOGETHER

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

To: Members of Planning Advisory Committee

Submitted by: _____
Saira Shah, Planner

Date: 2021-03-11

Subject: File 19-05 Meadows Development

LEGISLATIVE AUTHORITY

Municipal Government Act Section 229 and 230.

RECOMMENDATION

In order to allow the requested development and discharge the current development agreement, staff recommends that the Planning Advisory Committee (PAC) forward a positive recommendation by passing the following motion:

PAC recommends that Council give First Reading and hold a Public Hearing to consider entering into a development agreement to allow two-unit residential uses at PID 45371879, 45383379, 45371887, and 45383957, Falmouth, in a manner substantively the same as the draft set out in Appendix C of the report to the Planning Advisory Committee dated March 11, 2021, taking note that this development agreement will discharge and replace the development agreement for PID 45371879 recorded at the Registry of Deeds on September 27, 2007 as document 88923751.

BACKGROUND

An initial application was received on December 13, 2019 from Brison Developments Limited to permit two-unit residential development at PID 45371879, 45383379, 45371887, and 45383957, Falmouth, West Hants. All necessary material for the application was submitted on July 14, 2020.

On December 11, 2020 the applicant requested that staff consider three and four-unit dwellings in addition to the two-unit dwellings requested on December 13, 2019.

On February 23, 2021 the applicant withdrew their request for three and four-unit dwellings and asked that staff only consider the initial application request for two-unit

residential development. The change in application is further explained in the "Applicant Requests" section of this report.

The combined properties are approximately 49 acres and are all owned by Brison Developments Limited. There is a registered development agreement between Meadows Development Limited (former owners) and the Municipality on PID 45371887 in August 2007 to permit eight (8) semi-detached dwellings. Brison Developments Limited wishes to discharge that agreement as part of this application to ensure the same requirements apply to the entire development site.

DISCUSSION

All four (4) properties are designated Residential in the Falmouth Growth Centre on the Generalized Future Land Use Map of the West Hants Municipal Planning Strategy (WHMPS) (Figure 1).

The properties are all zoned Single Unit Residential (R-1) on the Zoning Map of the West Hants Land Use By-law (WHLUB) (Figure 2). The properties are bound on almost all sides by properties zoned Single Unit Residential (R-1) except for PID 45371887 which neighbours a property zoned institutional (I) to the east and PID 45371879 which neighbours a property zoned Agricultural Priority 3 (Ar-3) to the north.

Only single unit dwellings, accessory apartments, and existing manufactured homes are permitted in the Single Unit Residential (R-1) zone. The applicant would like the opportunity to develop two-unit dwellings which are not permitted as-of-right.

Section 6.1 of the WHLUB, Development Agreements, states that *the following developments may be considered only by development agreement in accordance with the Municipal Government Act and the Municipal Planning Strategy:*

(d) comprehensively designed multiple residential development consisting of a mix of single unit, semi-detached, duplex and townhouse dwellings in the Falmouth Growth Centre in accordance with Policy 5.4.4 of the Municipal Planning Strategy;

A semi-detached dwelling is defined in the WHLUB as *a building that is divided vertically into two dwelling units, each of which has an independent entrance*. A duplex is defined in the WHLUB as *a building that is divided horizontally into two dwelling units, each of which has an independent entrance directly or through a common vestibule*. The current definitions for semi-detached and duplex are specific in terms of construction type and staff have discussed adopting more general definitions for two-unit dwellings as part of the plan review with PAC. Staff have added the two-unit dwelling definition accepted by the PAC for the plan review to the agreement and use the term two-unit dwelling instead of semi-detached or duplex in the agreement. This will give the applicant more flexibility in terms of construction type while still restricting the number of units per building to two (2) meeting the overall intention of Council in Section 6.1 (d) of the WHLUB.

Development Agreements

A development agreement is a legal contract between the Municipality and a property owner that describes the type of development permitted on a property. Development agreements provide an opportunity for Council to exercise a greater degree of control over aspects of a development proposal and allow Council to consider uses that would

otherwise not be permitted in the underlying zone. A development agreement is binding upon a property until the agreement is discharged by Council.

Applicant Requests

The applicant is proposing a mix of single and two-unit dwellings built over three phases: Phase 2A, 2B and 3. The draft development agreement, including the concept plan, can be found in Appendix C. Lot dimensions and street layout are established in the concept plan for Phase 2A and Phase 2B. However, the applicant has not provided those details for Phase 3 and wishes to have flexibility in terms of the layout. The agreement enables the applicant to use any lot configuration or design elements from Phase 2A and 2B in Phase 3 and the lot requirements are outlined in the text of the agreement. Any new streets not shown on the concept plan must meet the requirements of the Municipal Services Specifications Manual and the West Hants Subdivision By-law.

The applicant wishes to have flexibility in terms of the types of dwelling units permitted in Phase 3 to meet changing market demand. This included a request to list "dwelling types" as a non-substantive amendment to the development agreement. A non-substantive amendment would not require a Public Hearing by Council. Staff determined an amendment to add additional "dwelling types" to the list of uses permitted would have a major impact on the community and should not be considered a non-substantive amendment. However, staff have discussed alternative options to create flexibility for the applicant. The criteria that enables Council to consider this development agreement specifies that a minimum of 30 percent of the development must be single unit dwellings and the density of development must be limited to four and a half (4.5) dwelling units per acre. These requirements are included in the development agreement to reflect Council's intention for the area. The concept plan states a maximum of 75 units can be constructed in Phase 3. However, the specific number of two-unit dwellings permitted has not been specified in the concept plan or text of the development agreement for Phase 3 which will create flexibility for the applicant.

Policy 5.4.4 which enables Council to consider this application by development agreement includes criteria which requires the property (or development site) to have frontage on an arterial or collector street and be at least 25 acres. Staff told the applicant if they sell the property that provides the frontage or subdivide and sell several properties reducing the overall development site to under 25 acres future amendment applications for the agreement may not be recommended by staff as the development site would no longer meet the criteria. In December 2020, the applicant requested the addition of three and four-unit dwellings to be considered for Phase 3 of the development to avoid a future amendment application for the agreement. Staff sent out additional inquiries to receive comments on the criteria as the addition of three and four-unit dwellings was considered a major change to the application. The Department of Transportation and Infrastructure Renewal (DTIR) requested that a traffic impact study (TIS) be provided before a development permit could be issued. This was different than DTIR's initial request based on the initial application for two-unit dwellings. In the first request for comment DTIR asked for a traffic impact study after the 100th residential permit had been issued or any development commenced in Phase 3. When staff asked for clarification as the proposed maximum number of units permit had not changed DTIR stated *"The TIS is triggered by the number of trips generated as opposed to the actual number of structures. With the increased population density*

(from single and two-unit to the addition of three and four-unit dwellings), it is anticipated that the trip generation threshold will be met sooner than at 100 structures." The applicant was made aware of this requirement and on February 23, 2021 they withdrew their request for three and four-unit dwellings to proceed with the initial request for two-unit dwellings as the applicant felt the additional requirements from DTIR would place an unnecessary burden on them.

The applicant requested a reduced minimum lot frontage requirement for single-unit dwellings of 50 ft. and reduced side yard requirements of 6 ft. Staff have no concerns with these reductions as it will enable compact development that better utilizes municipal services and National Building Code requirements would still apply.

The applicant has entered into two (2) parkland agreements with the Municipality for development in the surrounding area. As a large area of parkland is dedicated in the agreements, staff have enabled the Development Officer to consider the Public Parkland outlined in the parkland agreements on August 22, 2011 and April 10, 2012 as part of the parkland contribution requirement for this development. If additional parkland is required to meet the requirements of the Subdivision By-law and the agreement the Development Officer can request additional land.

Sections of the development agreement related to storm drainage and ownership of the detention pond required extensive consultation with the Director of Public Works, the applicant, and the Chief Administrative Officer. Staff have determined the requirements of the Subdivision By-law and the Municipal Services Specifications Manual for West Hants are sufficient. However, if the owner wishes to maintain ownership of the detention pond, the owner will need to submit confirmation of performance on an annual basis and fix any issues that arise.

WHMPS Specific Criteria

Policy 5.4.4 of the WHMPS establishes Council's intention to consider proposals for comprehensively designed multiple residential developments in the Falmouth Growth Centre by development agreement. The above policy establishes the criteria to be considered by Council, which are examined in detail in Appendix A. In summary, the criteria are met since:

- the development agreement has specific stipulations for density and ensures that a minimum of 30 percent of the total number of dwelling units will be single unit dwellings;
- a traffic impact study will be required before the 100th residential unit development permit can be issued or before any development can start in Phase 3 and all work required by the recommendations in the traffic impact study must be completed;
- the reduced setback requirements will enable a planned compact community that makes efficient use of streets and municipal infrastructure; and
- the stormwater management plan is considered satisfactory by the Municipal Engineer.

WHMPS General Criteria

Policy 16.3.1 of the WHMPS states general criteria for any development agreement considered in West Hants. These criteria are examined in detail in Appendix B. In summary:

- the proposal is not premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated; and
- the Fire Chief, Manager of Building and Fire Inspections Services, Director of Public Works and Department of Transportation and Infrastructure Renewal have no major concerns which have not been address in the draft development agreement.

Request for Discharge

West Hants entered into a development agreement with Meadows Development Limited in 2007 to permit eight (8) semi-detached dwellings on PID 45371887. To include this property in the new agreement, staff recommend discharging the current agreement.

Section 229 (2) of the MGA states *A council may discharge a development agreement, in whole or in part, in accordance with the terms of the agreement or with the concurrence of the property owner*.

The applicant has indicated they agree to a discharge of the previoys agreement. Clause 5.7 (b) of the draft development agreement would discharge the existing development agreement for PID 45371887.

Municipal Climate Change Action Plan

Based on the Municipal Climate Change Action Plan (MCCAP) Inland Flooding and Coastal Flooding maps there may be a risk of inland and coastal flooding in close vicinity to the properties but not directly on the properties as shown in Figure 3 and 4. The Falmouth Stormwater Management Plan (Falmouth SWMP) shows similar flooding potential downstream from the development site (Figure 5). The Municipal Engineer is satisfied that the stormwater management ponds will reduce the post-development flows by 10% to 23% compared to the pre-development flows to the downstream area based on the stormwater model presented.

NEXT STEPS

As noted above, the proposed development has been considered within the context of both the specific and general policies of the WHMPS and is consistent with the intent, objectives and policies of the WHMPS. The development meets the specific and general criteria for development agreements as outlined in the WHMPS. As a result, it is reasonable to consider approving the development agreement to allow two-unit dwellings at PID 45371879, 45383379, 45371887, and 45383957 in Falmouth.

Approval Process

Staff Review

▼

Public Information Meeting

▼

Planning Advisory Committee receives staff report and PIM Notes
Planning Advisory Committee Review and Recommendation

▼

Regional Council First Reading

▼

Public Hearing held and adjourned to next meeting of Council

▼

Council completes Public Hearing and holds Second Reading

▼

Notice of Approval in Local Paper

▼

14-day Appeal Period

FINANCIAL IMPLICATIONS

There would be an increase in households using water, sewer, and waste disposal services in the area. However, the increased services are expected to be paid for, at least in part, by new residents moving to the development.

ALTERNATIVES

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

- hold First Reading and authorize a Public Hearing to approve the Development Agreement 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	Generalized Future Land Use Map
Figure 2	Existing Zoning Map
Figure 3	MCCAP Inland Flooding Map (Falmouth)
Figure 4	MCCAP Coastal Flooding Map (Falmouth)
Figure 5	Falmouth SWMP 1 In 100 Year Flooding Extent with Climate Change Map
Appendix A	Specific Criteria for Development Agreement
Appendix B	General Criteria for Development Agreement
Appendix C	Draft Development Agreement

Report Reviewed by: _____

Madelyn LeMay, Director of Planning and Development

FIGURE 1
GENERALIZED FUTURE LAND USE MAP

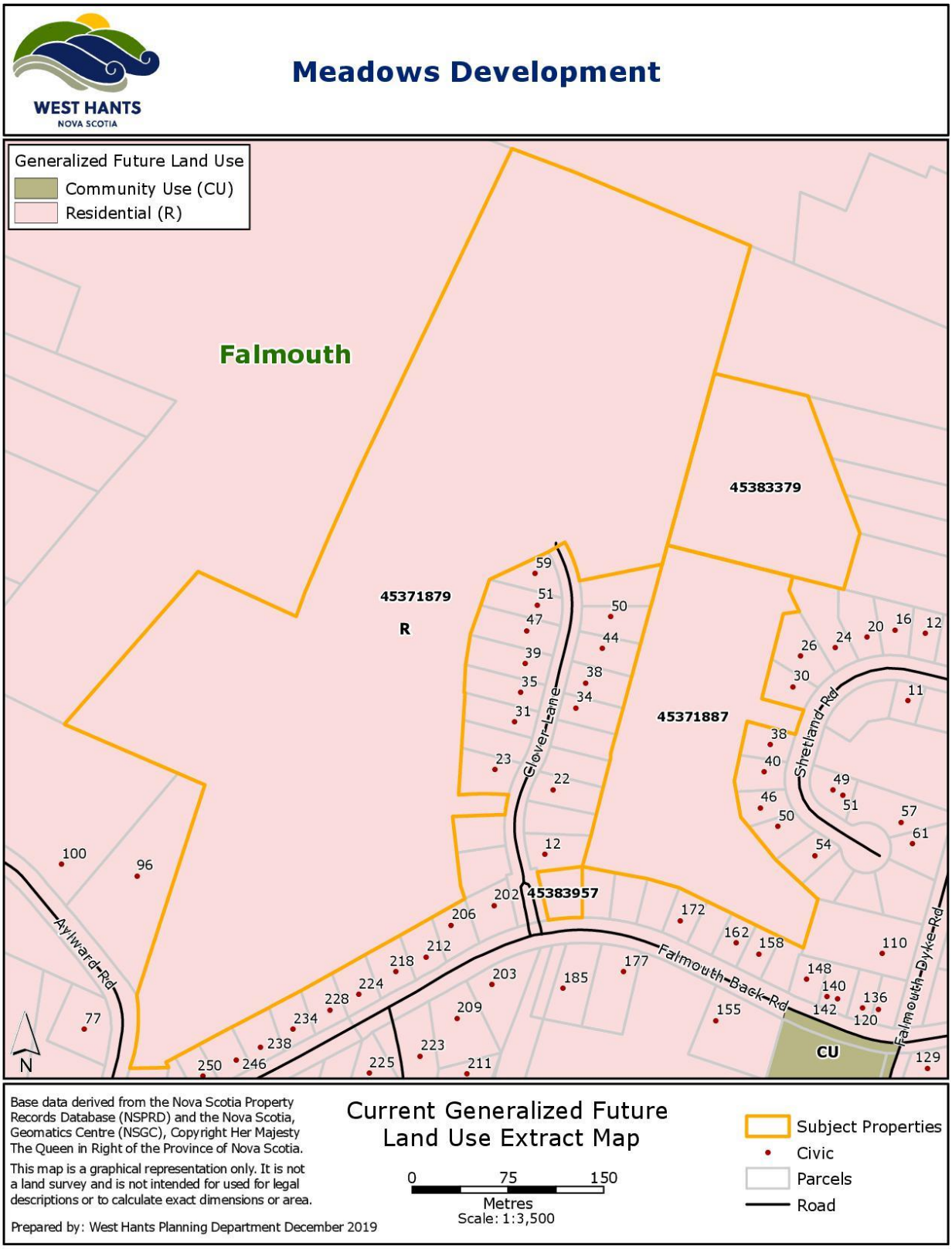


FIGURE 2
EXISTING ZONING MAP

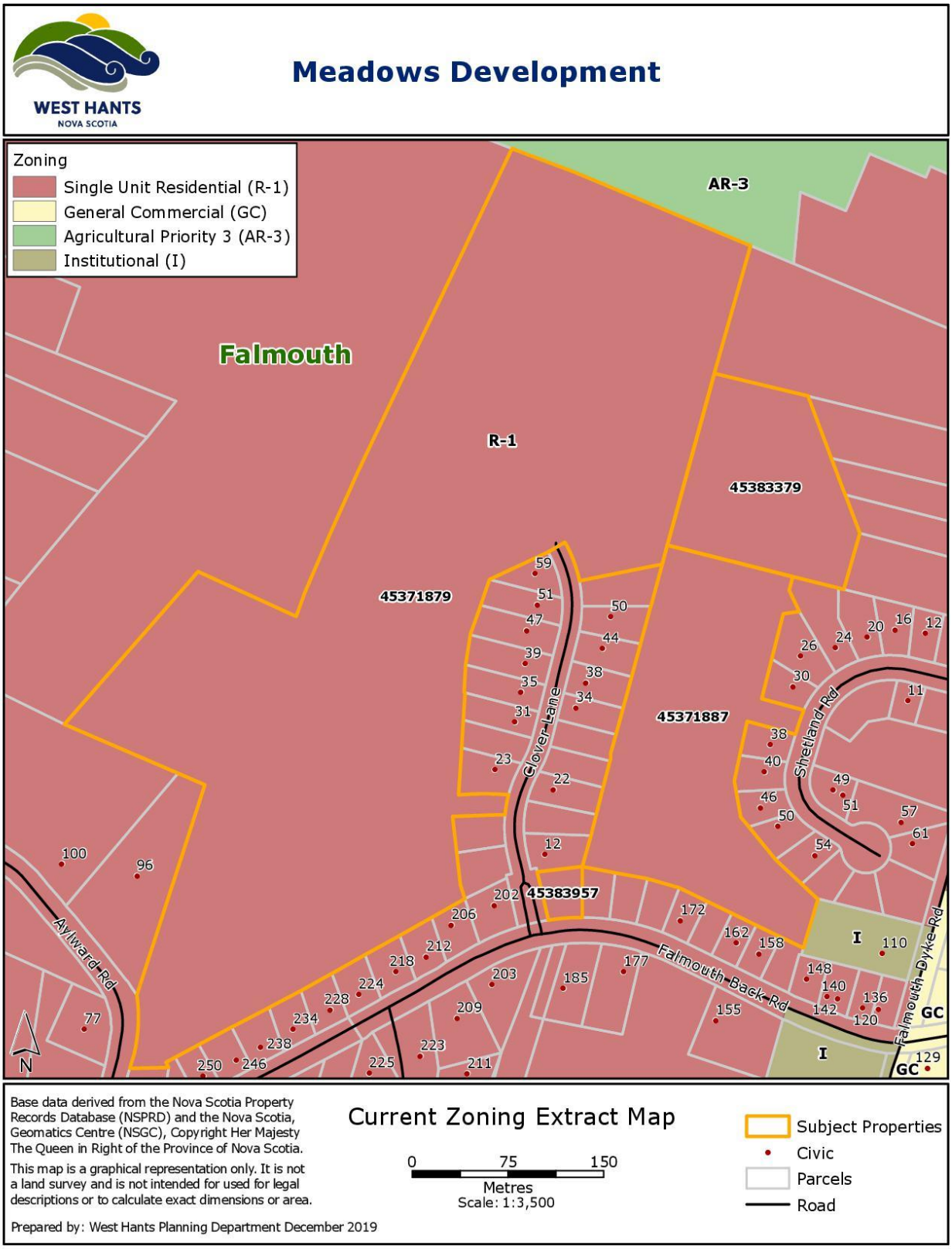
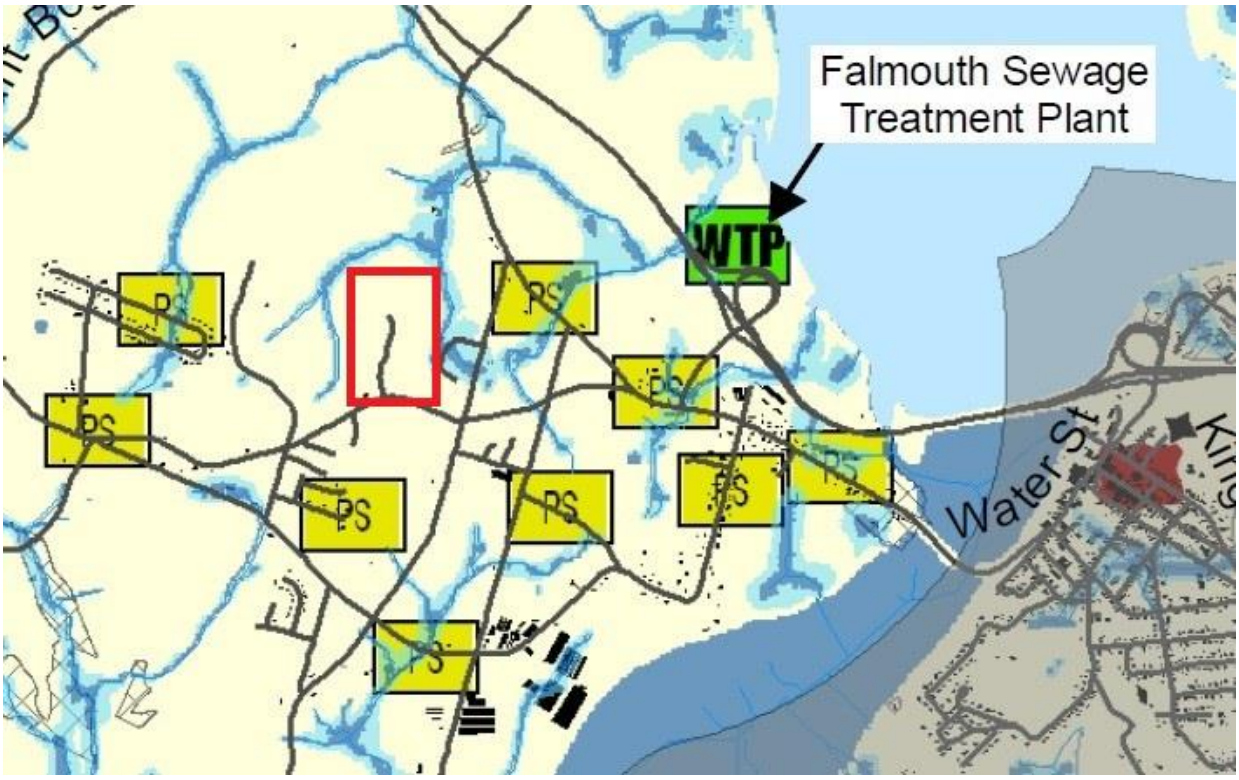


FIGURE 3
MCCAP INLAND FLOODING MAP (FALMOUTH)



Town of Windsor
Roads
Flow Accumulation

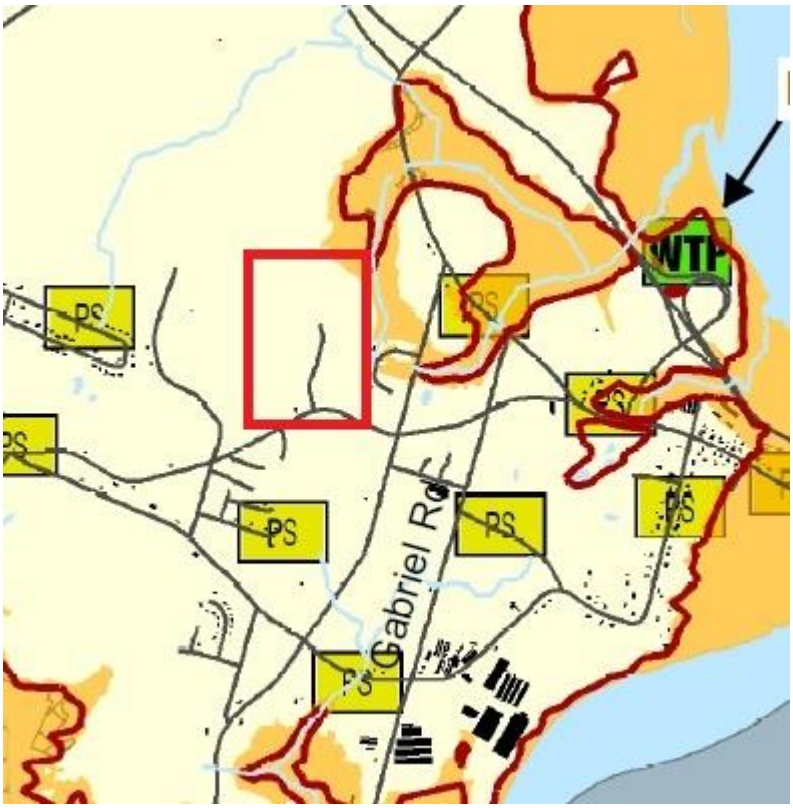
Depth to Water Table

Depth (metres)

0 - 0.10m
0.11 - 0.50m
Buildings
Emergency Services - Paramedic
Fire Department
Hospital
Municipal Building
Pumping Station
Rural RCMP
Town of Windsor/RCMP
Water Treatment Plant
Variance
Watersheds
Municipality of West Hants

Development site

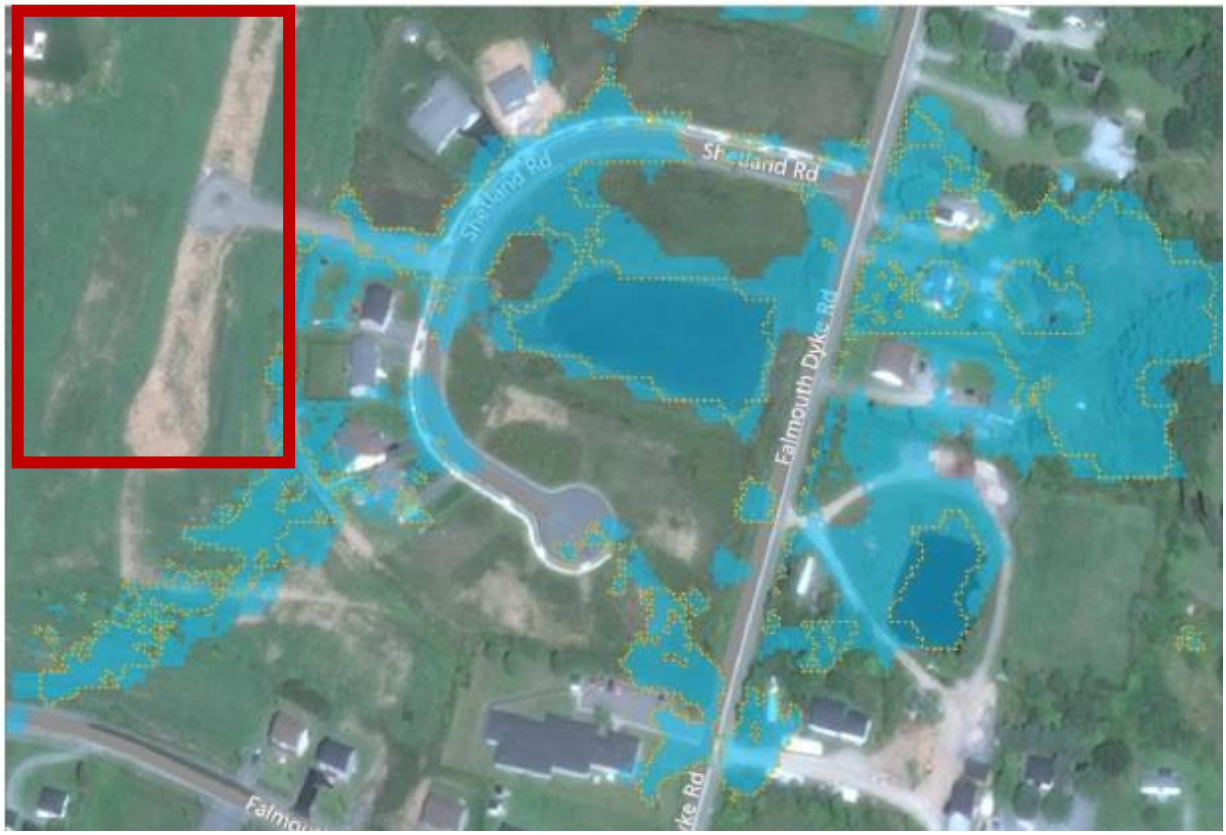
FIGURE 4
MCCAP COASTAL FLOODING MAP (FALMOUTH)



Development site

- Town of Windsor
- Rivers
- 10 m Contour
- Roads
- Sea Level 10 m
- Buildings
- Water
- Emergency Services - Paramedic
- Fire Department
- Hospital
- Municipal Building
- Pumping Station
- Rural RCMP
- Town of Windsor/RCMP
- Water Treatment Plant
- Variance
- Watersheds
- Municipality of West Hants

FIGURE 5
Falmouth SWMP 1 IN 100 YEAR FLOODING EXTENT
WITH CLIMATE CHANGE MAP



Legend

1 in 100 Year Flooding Extent with Additional Detention Pond

1 in 100 Year Flooding Extent without Additional Detention Pond

Development site

APPENDIX A
SPECIFIC CRITERIA FOR DEVELOPMENT AGREEMENT

Policy 5.4.4 *It shall be the policy of Council to consider proposals for comprehensively designed multiple residential developments in the Falmouth Growth Centre by development agreement subject to the following:*

CRITERIA	**COMMENT**
(a) the development consists of a mix of housing types where:	
(i) a minimum of 30 percent of the total number of dwelling units shall be single unit dwellings; and	Clause 2.2 (a) of the development agreement addresses this requirement.
(ii) the remaining dwelling units may include any combination of townhouse dwellings along with semi-detached or duplex dwellings, provided that not more than four dwelling units shall be permitted per building or attached structure;	In Section 2.1 *Uses* of the development agreement two-unit dwellings are the largest dwellings permitted which means no building will have more than two (2) dwelling units meeting the intent of this criterion.
(b) the property:	
(i) is at least 25 acres (10.12 ha) in size;	As the development site is a combination of multiple properties that will be subdivided into individual residential lots, staff are not requiring the applicant to consolidate the four (4) properties into one (1) property and are considering the development site the "property" for policy criteria. The development site is 49 acres.
(ii) is serviced, or is capable of being serviced, by both municipal water and sewer; and (Amendment WHMPS 14-01 Effective January 22, 2015)	The Director of Public Works has confirmed that portions of the development site are currently serviced with potable water and central sewer services and the remaining portions of the development site are capable of being serviced.
(iii) has frontage on an arterial or collector street designated on the Transportation Map (Map 2);	The development site has frontage on an arterial street (Falmouth Back Road) designated on the Transportation Map. This criterion does not specify that direct access to an arterial street is necessary. The development site will have access to Falmouth Back Road though Clover Lane.
(c) the development exhibits comprehensive site planning and design with an emphasis on the conservation of significant natural	The concept plan exhibits comprehensive planning and design with conservation of existing watercourses. Staff considered the landscaping and buffering

features of the site, provision of open space and recreational areas, and landscaping and buffering to screen views of the development from existing developed properties;	requirements based on potential land use conflicts. Staff will not require landscaping and buffering for the existing agricultural and institutional uses. The concept plan shows significant distance between the proposed residential uses and existing farm operations. PID 45371887 is adjacent to an institutional use (senior's complex) which is surrounded by existing residential uses. The Development Officer has confirmed there have not been any land use conflicts between the existing institutional use and adjacent residential uses. In the Development Officer's experience, they have not witnessed a conflict between any institutional use and residential uses in West Hants. The remainder of the existing developed properties are designated and zoned residential and the proposed development is not expected to create potential land use conflicts.
(d) the gross density of the development shall not exceed 4.5 dwelling units per acre; where the gross density exceeds 3 dwelling units per acre, at least 10 percent of the total area of the property shall be dedicated to the Municipality for parkland or open space purposes;	Clause 2.2 (d) of the development agreement addresses this requirement.
(e) the Multiple Residential (R-3) zone standards are used as a guide for minimum lot area, frontage and yards; however, Council may consider reduced lot requirements where the proposed development is a planned compact community that makes efficient use of streets and municipal infrastructure;	The Single Unit Residential (R-1) and Two Unit Residential (R-2) zone requirements in the West Hants Land Use By-law will apply to single and two-unit dwellings with the exception of the minimum lot frontage and side yard requirements for single-unit dwellings which have been reduced at the applicant's request. These reductions will enable a planned compact community that makes efficient use of streets and Municipal infrastructure.
(f) existing and proposed streets are adequate to support the development and existing streets will not require major infrastructure improvements as a result of the development; a traffic impact study may be required in accordance with Section 14.6 of this Strategy;	DTIR has requested a Traffic Impact Study be submitted before the 100th development permit can be issued for a residential unit or before development starts in Phase 3. Section 2.4 of the development agreement addresses this request.

(g) the development is compatible with the surrounding area in terms of building height, scale and architectural design;	The building height and scale requirements will be the same as the requirements in the Single Unit Residential (R-1) and Two Unit Residential (R-2) zones in Falmouth. There are no architectural design requirements. The applicant has provided photos to illustrate the architectural style of the development.
(h) a stormwater management plan shall be submitted, satisfactory to the Municipal Engineer, that shows the development will not adversely affect receiving watercourses and downstream properties;	The Municipal Engineer is satisfied with the stormwater management plan submitted and has stated that *"the retention ponds will reduce the post-development flows by 10% to 23% less than the pre-developed flows to the downstream area based on the stormwater model presented."* In addition, DTIR has reviewed the stormwater management plan in relation to the Provincial road network and find the proposed system to be acceptable.
(i) the application is accompanied by:	
(i) a site plan showing the proposed number, location and type of buildings, lot coverage, parking areas, vehicular and pedestrian circulation systems within the development, access to the site and open space and recreational areas;	The site plan which forms part of the Development Agreement as the concept plan shows all relevant information required.
(ii) other supporting maps showing the topography of the lot including contours at five meter intervals, and significant natural features such as watercourses, wetlands and unique habitat or vegetation; and	Topography and significant natural features such as watercourses are shown on the concept plan.
(iii) photo examples, plans or drawings showing the exterior design of the proposed buildings;	Photos were included in the application showing the style of the buildings.
(j) any other matter which may be addressed by development agreement; and	No other matter has been raised.
(k) Policy 16.3.1.	Please see Appendix B for further details.

APPENDIX B
GENERAL CRITERIA FOR DEVELOPMENT AGREEMENT

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:*

CRITERIA	**COMMENT**
(a) whether the proposal is considered premature or inappropriate in terms of:	
(i) the adequacy of sewer and water services;	Please see 5.4.4 (b) (ii) for further details.
(ii) the adequacy of school facilities;	The Director of Operations for the Annapolis Valley Regional Centre for Education has stated they have no concerns as schools in West Hants are projected to decreased in enrollment over the next ten years.
(ii) the adequacy of fire protection and other emergency services;	The Manager, Building and Fire Inspection and Fire Chief for the area have no concerns with regards to fire protection and emergency services.
(iii) the adequacy of road networks adjacent to, or leading to the development; and	Please see 5.4.4 (f) for further details.
(iv) the financial capacity of the Municipality to absorb any costs relating to the development.	There would be an increase in households using water, sewer, and waste disposal services in the area. New residents moving to the development would be expected to cover some of the increased costs for the Municipality.
(b) whether the development is serviced, or capable of being serviced, by a potable water supply and either central sewer or an approved on-site sewage disposal system;	Please see 5.4.4 (b) (ii) for further details.
(c) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;	Please see 5.4.4 (f) for further details. All new roads must be built to the standards in the Municipal Services Specifications Manual and West Hants Subdivision By-law.
(d) the adequacy of the dimensions and shape of the lot for the intended use;	The lot dimensions and shape will be regulated in section *2.3 Setbacks and Buffering* of the development agreement.
(e) the pattern of development which the proposal might create;	Policy 5.1.1 encourages concentrated residential development in designated

	Growth Centres. Two-unit dwellings are in line with this policy.
(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;	Based on a preliminary visual assessment there are no evident concerns in terms of steepness of grade, soil, geological conditions, and location of water courses or wetlands. In terms of flooding, the MCCAP Inland and Coastal Flooding maps show there may be a risk of inland and coastal flooding in close vicinity to the properties but not directly on the properties. The Falmouth Stormwater Management Plan shows flooding potential downstream from the development site. Please see 5.4.4 (h) for comments from the Municipal Engineer regarding stormwater management. The applicant will be responsible if any issues arise in terms of the suitability of the area for the proposed uses.
(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	The proposed amendment meets all relevant municipal, provincial and federal regulations.
(h) any other matter required by relevant policies of this Strategy.	Please see Appendix A for further details.

APPENDIX C
DRAFT DEVELOPMENT AGREEMENT

DEVELOPMENT AGREEMENT

THIS AGREEMENT made this day of , 2021.

BETWEEN:

WEST HANTS REGIONAL MUNICIPALITY, a body corporate pursuant to the Municipal Government Act, having its chief place of business at 76 Morison Drive, Wentworth Creek, in the County of Hants, Province of Nova Scotia,

(Hereinafter referred to as the "Municipality")

OF THE FIRST PART

- and -

BRISON DEVELOPMENTS LIMITED, a body corporate, with a head office at 258 King Street, Windsor, in the County of Hants, Province of Nova Scotia,

(Hereinafter referred to as the "Owner")

OF THE SECOND PART

WHEREAS the Owner is the registered Owner of several lots located in Falmouth (PIDs 45371879, 45383379, 45371887, and 45383957), hereinafter referred to as the "Properties", which lands are more particularly described in Schedule A attached hereto; and

WHEREAS the Properties are designated Residential on the Generalized Future Land Use Map of the Municipality of the District of West Hants Municipal Planning Strategy (June 26, 2008) (the "Municipal Planning Strategy") and zoned Single Unit Residential (R-1) on the Zoning Map of the Municipality of the District of West Hants Land Use By-law (June 26, 2008) (the "Land Use By-law") and are in the Falmouth Growth Centre; and

WHEREAS the Owner requested that the Municipality discharge a development agreement registered on PID 45371879 on September 27, 2007 and enter into a new development agreement for PIDs 45371879, 45383379, 45371887, and 45383957 to permit two-unit residential development (the "Development"); and

WHEREAS Policy 5.4.4 of the Municipal Planning Strategy; and Section 6.1 (d) of the Land Use By-law enables Council to consider new comprehensively designed multiple residential developments in the Falmouth Growth Centre by development agreement; and

WHEREAS the Council of the Municipality, at a meeting held on Date, approved this request and adopted this Agreement by policy subject to the execution of this development agreement by the parties hereto;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

PART 1 AGREEMENT CONTEXT

1.1 Definitions

In this Agreement, all words or phrases used shall carry their customary meaning unless otherwise set out in the Land Use By-law, except those defined as follows:

"Municipal Engineer" means the engineer of the West Hants Regional Municipality and includes a person acting under the supervision and direction of the engineer.

"Two-unit Dwelling" means a completely detached building containing only two (2) dwelling units.

1.2 Schedules

The following attached schedules shall form part of this Agreement:

- Schedule A - Legal Description
- Schedule B – Concept Plan
- Schedule C – Stormwater Management Plan

1.3 Municipal Planning Strategy, Land Use By-law, and Subdivision By-law

(a) *Municipal Planning Strategy* means the West Hants Municipal Planning Strategy, approved on May 13, 2008, as amended, or successor By-laws;

(b) *Land Use By-law* means the West Hants Land Use By-law, approved on May 13, 2008, as amended, or successor By-laws;

(c) *Subdivision By-law* means the West Hants Subdivision By-law, approved on May 13, 2008, as amended, or successor By-laws.

PART 2 DEVELOPMENT REQUIREMENTS

2.1 Use

The Parties agree that the uses on the Properties shall be limited to the following:

(a) those uses permitted by the underlying zoning in the Land Use By-law; and

(b) two-unit dwellings.

Except as otherwise provided in this Agreement, the provisions of the Land Use By-law and the Subdivision By-law apply to any development undertaken pursuant to this Agreement.

2.2 Development Location and Design

The development location and design shall conform to the following at all times:

(a) a minimum of 30 percent of the dwellings constructed must be single unit dwellings;

(b) maximum units per phase shall not exceed the numbers shown on the Unit Summary table on Schedule B;

(c) the development shall be constructed using any of the lot configurations or design elements shown in Schedule B; and

(d) the gross density of the development shall not exceed four and a half (4.5) dwelling units per acre. Where the gross density exceeds three (3) dwelling units per acre, at least 10 percent of the total area of the property shall be dedicated to the Municipality for parkland or open space purposes. This includes the 5% parkland dedication required in the Subdivision By-law. The Public Parkland outlined in the parkland agreements entered into by the Owner and the Municipality on August 22, 2011 and April 10, 2012 may be used as part of the parkland contribution requirement for this development.

2.3 Lot and Yard Requirements

All Single Unit dwellings shall conform to the following lot requirements:

Minimum Lot Area	6,000 ft^2 (557.40 m^2) 7,000 ft^2 (650.30 m^2) for corner lots
Minimum Lot Frontage	50 ft. (15.24 m)
Minimum Front/Flankage Yard	25 ft (7.62 m)
Minimum Rear Yard	25 ft (7.62 m)
Minimum Side Yard	6 ft. (1.83 m) on both sides
Maximum Height of Main Building	35 ft (10.67 m)

All Two-unit dwellings shall be regulated under sections 9.2 and 9.3 of the Land Use By-law.

The Development Officer may grant a variance from one or more of the following subject to the requirements of the Municipal Government Act:

(a) minimum lot area and frontage;

(b) minimum yard dimensions;

(c) percentage of land that may be built upon;

(d) number of parking and loading spaces required;

(e) height of a structure;

(f) floor area occupied by a home-based business; and

(g) height and area of a sign.

2.4 Access and Egress

Before a development permit can be issued for the 100th residential unit within the area of the development agreement and/or prior to the commencement of any development in Phase 3 as shown on Schedule B, a Traffic Impact Study must be submitted to the Municipality and approved by Department of Transportation and Infrastructure Renewal, and all work required by the recommendations in the Ttraffic Impact Study must be completed. This requirement applies only to applications for development permits made following the effective date of this development agreement.

2.5 Roads and Municipal Services

Roads and Municipal Services in the development shall conform to the following:

(a) the layout of streets within the development shall be as generally shown on Schedule B. The Development Officer, in consultation with the Municipal Engineer, may give consideration to minor incidental changes to the street layout;

(b) all streets and municipal services within the development shall be designed and constructed in accordance with the requirements of the Municipal Services Specifications Manual. Detailed design plans of the street networks, water and sewer servicing and storm water systems shall be approved by the Municipal Engineer for each phase of the development prior to construction commencing for that phase; and

(c) the development of new streets not shown on Schedule B for the purpose of development shall be permitted provided all requirements of the Subdivision By-law are met.

2.6 Parking

Parking shall be provided in accordance with the requirements of section 5.31 of the Land Use By-law.

2.7 Signs and Lighting

Signage and illumination shall be regulated under sections 5.18 and 7.0 of the Land Use By-law which controls lighting, size, location, and number of signs. Exterior lighting for driveways, parking areas, signs or structures shall be shielded and directed downward to minimize light spilling, glare or light cast over neighbouring properties or the street.

2.8 Maintenance

The Owner shall keep the Properties and buildings and any portion thereof clean and in good repair. Any driveways, fences, lawns, trees, shrubs, walkways and other landscaping elements shall be regularly maintained and kept in a tidy state and free from unkempt materials or matter of any kind.

2.9 Storm Drainage

The Owner shall ensure the Stormwater Management Plan, Schedule C, is implemented to ensure neighboring properties are not negatively impacted by storm drainage.

The Owner may transfer ownership of the stormwater management system, and specifically the detention pond, to the Municipality provided all acceptance requirements in the Subdivision By-law are met. If the Owner wishes to enable alternative requirements for acceptance, the Owner may enter into a servicing agreement with the Municipality as outlined in the Subdivision By-law.

If the Owner wishes to retain ownership of the stormwater management system, and specifically the detention pond, the Owner must provide the Municipal Engineer evidence annually, or upon request of the Municipality, that the detention pond conforms to the performance expectations detailed in Schedule "C" of this agreement. All costs associated with addressing performance concerns will be at the sole expense of the owner and must be addressed by the Owner within six (6) months of notification. The Owner may be given an extension in writing by the Development Officer to complete the work for an equivalent period. Should the owner not address the concerns, the Municipality reserves the rights to make any repairs necessary and charge the Owner for the costs incurred.

PART 3 CHANGES AND DISCHARGE

3.1 The Owner shall not vary or change the use of the Properties from that provided for in *Section 2.1 Uses* of this Agreement unless a new agreement is entered into with the Municipality or this Agreement is amended.

3.2 Any matters in this Agreement which are not specified in Subsection 3.3 below are not substantive matters and may be changed with the written consent of Council without a public hearing provided that Council determines that the changes do not significantly alter the overall intended effect of this Agreement.

3.3 The following matters are substantive matters:

(a) the uses permitted on the Properties as listed in *Section 2.1 Use* of this Agreement;

(b) the location and design requirements for the Properties as listed in *Section 2.2 Development Location and Design*;

(c) the lot and yard requirements for the Properties as listed in *Section 2.3 Lot and Yard Requirements* of this Agreement; and

(d) the stormwater management plan for the Properties as described in Section 2.9 Storm Drainage of this Agreement.

3.5 Notwithstanding the foregoing, discharge of this agreement is not a substantive matter and this agreement may be discharged by Council without a public hearing.

3.6 Notice of Intent to Discharge this Agreement may be given by the Municipality to the Owner following a resolution of Council to give such Notice:

(a) as provided for in *Section 4.1 Commencement of Operation* of this Agreement; or

(b) at the discretion of the Municipality, with or without the concurrence of the Owner, where the Development has, in the reasonable opinion of Council on advice from the Development Officer, ceased operation for a period of at least forty-eight (48) months; or

(c) at any time upon the written request of the Owner, provided the use of the Properties is in accordance with the Land Use By-law or a new Agreement has been entered into.

3.7 Council may discharge this Agreement 30 days after a Notice of Intent to Discharge has been given.

PART 4 IMPLEMENTATION

4.1 Commencement of Operation

(a) The Owner may not commence any construction or use on the Properties related to this development until the Municipality has issued any development permit, building permit and/or occupancy permit that may be required.

(b) Development as provided in Part 2 of this Agreement shall commence not later than forty-eight (48) months from the date this Agreement is signed. If, in the opinion of the Development Officer, this time limit has not been met, this Agreement may be discharged at the option of the Municipality by resolution of Council 30 days after giving Notice of Intent to Discharge to the Owner. Upon the written request of the Owner, the Municipality, by resolution of Council, may grant an extension to the date of commencement of development without such an extension being deemed to be an amendment to this Agreement.

(c) If the Owner is bona fide delayed from commencing the development for reasons which are beyond the Owner's control, the determination of which shall be at the sole discretion of the Development Officer, then performance by the Owner is excused for the period of the delay and the time period for the Owner to perform their obligations shall be extended by the Development Officer in writing for an equivalent period, without such an extension being deemed to be an amendment to this Agreement.

4.2 Material to be Provided

(a) The Owner shall provide record drawings to the Development Officer for any portion of the development for which an engineered design is required within ten (10) days of completion of any work which requires the engineered design.

(b) The Owner shall, upon written request, provide the Municipality with copies of any documentation, permits or approvals required by Provincial or Federal governments or agencies.

PART 5 ADMINISTRATION and COMPLIANCE

5.1 Compliance with Other By-laws and Regulations

(a) Nothing in this Agreement shall exempt the Owner from complying with Federal, Provincial and Municipal laws, by-laws and regulations in force or from obtaining any Federal, Provincial, or Municipal license, permission, permit, authority, or approval required thereunder.

(b) Where the provisions of this Agreement conflict with those of any by-law of the Municipality applicable to the Properties (other than the Land Use By-law to the extent varied by this Agreement) or any statute or regulation, the higher or more stringent requirements shall prevail.

5.2 Severability of Provisions

The provisions of this Agreement are severable from one another and the invalidity or unenforceability of one provision shall not affect the validity or enforceability of any other provision.

5.3 Interpretation

(a) Where the context requires, the singular shall include the plural and the masculine gender shall include the feminine and neutral gender.

(b) Where the written text of this Agreement conflicts with information provided in the Schedules attached to this Agreement, the written text of this Agreement shall prevail.

5.4 Municipal Responsibility

(a) The Municipality does not make any representations to the Owner about the suitability of the Properties for the development proposed by this agreement. The Owner assumes all risks and must ensure that any proposed development complies with this Agreement and all other laws pertaining to the Development.

(b) Any failure of the Municipality to insist upon a strict performance of any requirements or conditions contained in this Agreement shall not be deemed a waiver of any rights or remedies that the Municipality may have and shall not be deemed a waiver of any subsequent breach or default in the conditions or requirements contained in this Agreement.

5.5 Breach of Terms or Conditions

Upon breach of any term or condition of this Agreement, the Municipality may notify the Owners in writing. In the event that the Owners have not cured any such breach or entered into arrangements with the Municipality related to such breach to the Municipality's satisfaction, acting reasonably, within six (6) months of such notice then the Municipality may rely upon the remedies contained in Section 264 of the *Municipal Government Act* and may enter the land and perform any of the terms contained in the Development Agreement, or take such remedial action as is considered necessary to correct a breach of the Agreement, including the removal or destruction of anything that contravenes the terms of the Agreement and including decommissioning the site. It is agreed that all reasonable expenses, whether arising out of the entry on the land or from the performance of the terms, are a first lien on the land that is the subject of the Development Agreement.

5.6 Costs

The Owner shall pay all costs associated with the costs of registering this Agreement and discharging any prior agreements encumbering the Properties, and all costs associated with any amendment thereof.

5.7 Development Agreement Bound to Land

(a) This Agreement shall be binding upon the parties hereto and their heirs, executors, administrators, successors, and assigns, and shall run with the land which is the subject of this Agreement until such time as it is discharged by the Municipality.

(b) This Agreement replaces and discharges the Development Agreement between the Municipality of the District of West Hants and the Owner dated August 7, 2007 and recorded at the Registry of Deeds in the Province of Nova Scotia on September 27, 2007 as Document No. 88923751.

5.8 Assignment of Agreement

The Owner may, at any time and from time to time, transfer or assign this Agreement and its rights hereunder and may delegate its obligations hereunder to an assign, successor, heir, or purchaser of the land bound by this Agreement.

5.9 Written Notice

(a) The Municipality may serve notice on the Owner personally or by ordinary mail which shall be deemed to have been received within three (3) business days of mailing, addressed to 258 King Street P.O. Box 2018 Windsor, NS, CA B0N 2T0, or at any other address provided by the Owner.

(b) The Owner may serve notice on the Municipality by registered mail addressed to the Chief Administrative Officer, West Hants Regional Municipality, 76 Morison Drive, P.O. Box 3000, Windsor, Nova Scotia, B0N 2T0.

5.10 Full Agreement

This Agreement constitutes the entire Agreement and contract entered into by the Municipality and the Owner. No other agreement or representation, oral or written, shall be binding.

IN WITNESS WHEREOF this Agreement was properly executed by the respective parties hereto on the day and year first above written.

SIGNED, SEALED AND DELIVERED
In the presence of:

WEST HANTS REGIONAL MUNICIPALITY

)
)
)
_____) Per: _____
Witness) Abraham Zebian, Mayor
)

_____) Per: _____
Witness) Rhonda Brown, Municipal Clerk
)

) **Brison Developments Limited**
)
)
_____) Per: _____
Witness) Mitchel Brison, President

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS

ON THIS day of , A.D. 2021, before me, the subscriber, personally came and appeared , a subscribing witness to the foregoing Indenture, who, having been by me duly sworn, made oath and said that **THE WEST HANTS REGIONAL MUNICIPALITY**, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunto affixed in h presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS

ON THIS day of , A.D. 2021, before me, the subscriber, personally came and appeared , a subscribing witness to the foregoing Indenture, who, having been by me duly sworn, made oath and said that **THE WEST HANTS REGIONAL MUNICIPALITY**, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunto affixed in h presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS

ON THIS day of , A.D. 2021, before me, the subscriber, personally came and appeared , a subscribing witness to the foregoing Indenture, who, having been by me duly sworn, made oath and said that **MITCHEL BRISON**, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunto affixed in h presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

AFFIDAVIT OF CLERK
WEST HANTS REGIONAL MUNICIPALITY

I, Rhonda Brown of _____, Hants County, Nova Scotia make oath and swear that:

1. I am the Clerk of the West Hants Regional Municipality (The "Municipality") and I have personal knowledge of the matters to which I have sworn in this Affidavit.

2. The Municipality is a body corporate pursuant to the Municipal Government Act, S.N.S. 1988, c.18, as amended.

3. I acknowledge that the Municipality executed the attached Instrument by its proper designates duly authorized in that regard under seal on the date of this Affidavit pursuant to subsection 13(3) of the Municipal Government Act, S.N.S. 1988, c.18, as amended. This acknowledgement is made pursuant to subsection 31(a) of the Registry Act, R.S.N.S. 1989, c.392 and/or clause 79(1)(a) of the Land Registry Act, S.N.S. 2001, c.6, as amended, for the purpose of registering or recording the Instrument.

4. The Municipality is resident in Canada for the purposes of the Income Tax Act (Canada).

Sworn before me at _____, Nova Scotia,
this _____, 2021.

_____ _____
A BARRISTER/COMMISSIONER OF THE SUPREME COURT OF NOVA SCOTIA
Print name/affix seal

RHONDA BROWN

I CERTIFY that on this date Rhonda Brown personally came before me and swore under oath the foregoing Affidavit.

_____
A BARRISTER/COMMISSIONER OF THE SUPREME COURT OF NOVA SCOTIA
Print name/affix seal

Canada
Province of Nova Scotia

AFFIDAVIT & PROOF OF EXECUTION (CORPORATE)

I, Mitchel Brison, Nova Scotia, make oath and say that:

1. I am Mitchel Brison of Brison Developments Limited, the "Corporation". Except as otherwise stated I have personal knowledge of the matters to which I have sworn in this Affidavit.

2. I acknowledge that I executed the foregoing instrument on behalf of the Corporation on the date of this affidavit; this acknowledgment is made for the purpose of registering such instrument pursuant to s.31(a) of the Registry Act, R.S.N.S. 1989, c.392 or ss.79 and 83 of the Land Reglstration Act as the case may be.

3. I verify that I have the authority to execute the foregoing instrument on behalf of the corporation and thereby bind the Corporation.

4. The Corporation is a resident of Canada under the Income Tax Act (Canada).

5. The ownership of a share or an interest in a share of the Corporation does not entitle the owner of such share or interest in such share to occupy a dwelling owned by the Corporation.

I certify that on this Month Day, 2021 the Deponent came before me, made oath, and swore the foregoing affidavit at_____, Nova Scotia.

Print Name:

Authority (e.g. Commissioner of Oaths):
Please affix seal

Schedule 'A'
Legal Description – PID 45371879

Place Name: FALMOUTH BACK ROAD FALMOUTH
Municipality/County: MUNICIPALITY OF THE DISTRICT OF HANTS WEST/HANTS COUNTY
Designation of Parcel on Plan: BLOCK 1-R
Title of Plan: SURVEY PARCEL PH-2, S/D PORTION BLOCK 1, LANDS OF MEADOWS DEVELOPMENT LTD, FALMOUTH BACK RD, AYLWARD RD & SHETLAND RD (PROPOSED), FALMOUTH, APP PARCEL PH-2 & BLOCK 1-R
Registration County: HANTS COUNTY
Registration Number of Plan: 88595377
Registration Date of Plan: 2007-08-16 13:49:14

SAVING and EXCEPTING Lot MD-1 as shown on registered Plan No. 91651050 at the Land Registration Office for Hants County.

SAVING and EXCEPTING LOTS M-1 to M-4, inclusive as shown on registered Plan No. 97335914 at the Land Registration Office for Hants County.

SAVING and EXCEPTING LOTS 114-121 inclusive, as shown on registered Plan No. 99835861 at the Land Registration Office for Hants County.

SAVING and EXCEPTING LOT 113 as shown on registered Plan No. 99835861 at the Land Registration Office for Hants County.

SAVING and EXCEPTING LOT 112 as shown on registered Plan No. 100545707 at the Land Registration Office for Hants County.

SAVING and EXCEPTING LOT 103 as shown on registered Plan No. 104799615 at the Land Registration Office for Hants County.

SAVING and EXCEPTING LOT 104 and LOT 105 as shown on registered Plan No. 105333000 at the Land Registration Office for Hants County.

SAVING and EXCEPTING LOT 109 as shown on registered Plan No. 106182976 at the Land Registration Office for Hants County.

SAVING AND EXCEPTING Lot 108 as shown on registered plan no. 107755051 recorded in the Land Registration Office for Hants County.

SAVING AND EXCEPTING Lot 106 as shown on registered plan no. 108175689 recorded in the Land Registration Office for Hants County.

SAVING and EXCEPTING Lot 107 as shown on registered Plan No. 108291684 at the Land Registration Office for Hants County.

SAVING and EXCEPTING LOT 110 as shown on registsred Plan No. 108314981 at the Land Registration Office for Hants County.

SAVING and EXCEPTING LOT 101 and LOT 102 as shown on registsred Plan No. 110487163 at the Land Registration Office for Hants County.

*** Municipal Government Act, Part IX Compliance ***

Compliance:

The parcel is created by a subdivision (details below) that has been filed under the Registry Act or registered under the Land Registration Act
Registration District: HANTS COUNTY
Registration Year: 2017
Plan or Document Number: 110487163

The MGA compliance statement has been applied by SNSMR during the processing of Land Registration Plan.

Legal Description – PID 45383379

Registration County: HANTS COUNTY
Street/Place Name: FALMOUTH DYKE ROAD /FALMOUTH
Title of Plan: PLAN OF S/D OF LOT GE-2, LAND OF RICHARD ARNOLD ELDRIDGE, TO FORM LOT GE-2A & REMAINDER LOT GE-2B, FALMOUTH DYKE RD, FALMOUTH
Designation of Parcel on Plan: LOT GE-2A
Registration Number of Plan: 96299525
Registration Date of Plan: 2010-07-07 11:26:40

Legal Description – PID 45371887

Place Name: FALMOUTH BACK ROAD FALMOUTH
Municipality/County: MUNICIPALITY OF THE DISTRICT OF HANTS WEST/HANTS COUNTY
Designation of Parcel on Plan: PARCEL PH-2
Title of Plan: SURVEY PARCEL PH-2, S/D PORTION BLOCK 1, LANDS OF MEADOWS DEVELOPMENT LTD, FALMOUTH BACK RD, AYLWARD RD & SHETLAND RD (PROPOSED), FALMOUTH, APP PARCEL PH-2 & BLOCK 1-R
Registration County: HANTS COUNTY
Registration Number of Plan: 88595377
Registration Date of Plan: 2007-08-16 13:49:14

SAVING and EXCEPTING LOTS M-2 to M-10, inclusive as shown on registered Plan No. 97335914 at the Land Registration Office for Hants County.

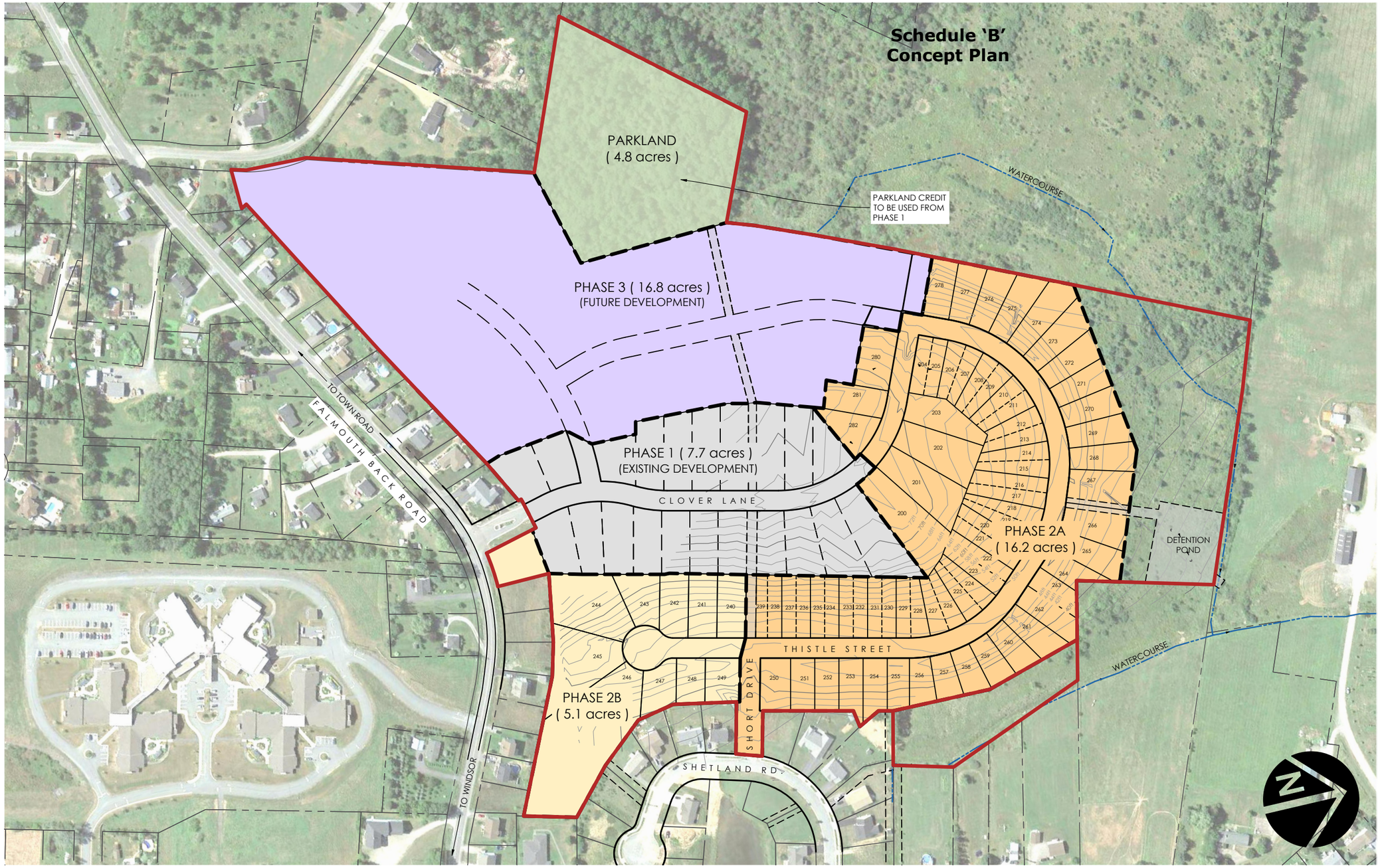
The parcel originates with an approved plan of subdivision that has been filed under the Registry Act or registered under the Land Registration Act at the Land Registration Office for the registration district of Hants as plan or document number 97335914.

The MGA compliance statement has been applied by SNSMR during the processing of the abovementioned plan 97335914.

Legal Description – PID 45383957

Parcel Description
Registration County: HANTS COUNTY
Street/Place Name: FALMOUTH BACK ROAD /FALMOUTH
Title of Plan: PLAN OF SURVEY OF LOTS M-1 TO M-10, BEING A S/D AND CONSOLIDATION OF BLOCK 1-RA & PARCEL PH-2, LANDS OF BUCKWOOD INVESTMENTS LTD & LANDS CLAIMED BY BUCKWOOD INVESMENTS LTD, (THE OLD TOWNSHIP RD), FALMOUTH BACK RD, FALMOUTH
Designation of Parcel on Plan: LOT M-2
Registration Number of Plan: 97335914
Registration Date of Plan: 2010-12-02 13:22:33

Schedule 'B'
Concept Plan



LEGEND

- Site Boundary
- Adjacent Property Boundary

UNIT SUMMARY		
	Area (acres)	Maximum Units
Phase 2A (R1)	16.2	36
Phase 2A (R2)		36
Phase 2B (R1)	5.1	10
Total	**21.3**	**82**

Phase 3 up to maximum of 75 units

SITE SUMMARY:

- Existing Zone: Multiple Residential
- Total Land Area: 56.7 acres

NOTES:

- Subject to survey. Property lines and topographic features are approximate only.
- Site subject to by-law review and regulations.

SOURCES:

- Plan based on DesignPoint Site Plan file: '14-033_Base_20200401.dwg'

SCALE:

0 15 30 75 150m

1 : 3,000 contour interval 2 feet

Zwicker Zareski architecture + planning

1 Canal Street, Dartmouth, NS B2Y 2W1 ZZap.ca

Site Plan : The Meadows

Falmouth, Nova Scotia

Version 104

Designer: K.WATTERS

Planner: C.MARKIDES

Date: JUNE 08, 2020

FILE: C:\Users\Ken\zzap.ca\Business Development - Documents\2020\027 Brison - Meadows\1_DWG\1_Site Plan\20-BD-027-SITE_PLAN-104.dwg SHEET: 11x17

June 22, 2020

West Hants Regional Municipality
100 King Street
Windsor, Nova Scotia B0N 2T0
Attention: Rick Sherrard, Manager of Technical Engineering Services

RE: The Meadows Phase 2A – Storm Drainage System Modification Request
DesignPoint Project #: 14-033

Further to our site meeting, I herein request that the Municipality allow the Developer to modify the storm drainage plan as follows:

1) Install an additional 250 mmØ PVC DR35 storm pipe from CB7-A and CB7-B to rear lot line between lots 240 and 242. This pipe will discharge water from area A7 only (2.1 acres). The discharge will be directed into the existing ditch/drainage route at the rear of the lots, the property at this location is owned by Brison Developments. This ditch drains to the same watercourse that the discharge from the drainage pond for the project discharges to.

2) Remove the deep storm sewer pipes from MHST7A to MHST9 and from MHST7 to MHST5, with CB7-A and CB7-B directed to the ditch as described above. The deep storm sewer pipes are not needed for CB7-A and CB7-B. The Developer has decided to build all homes as slab on grade and therefore a deep storm sewer for footing drains is not required.

We will be able to balance the pre and post development flows with oversized pipe or perforated pipe. This storm water design approach will provide adequate drainage for this project and will meet all regulatory requirements.

For reference, refer to attached design drawings for The Meadows Phase 2, sheets 1-11, revision 3, dated June 12, 2019, as signed by myself.

If this is acceptable to the Municipality, we will submit a revised design along with the storm drainage calculations.

If you have any questions, please feel free to contact me.

Thank you,
DesignPoint Engineering & Surveying Ltd.

Glenn Woodford

Glenn Woodford, P.Eng.
Senior Engineer & Principal

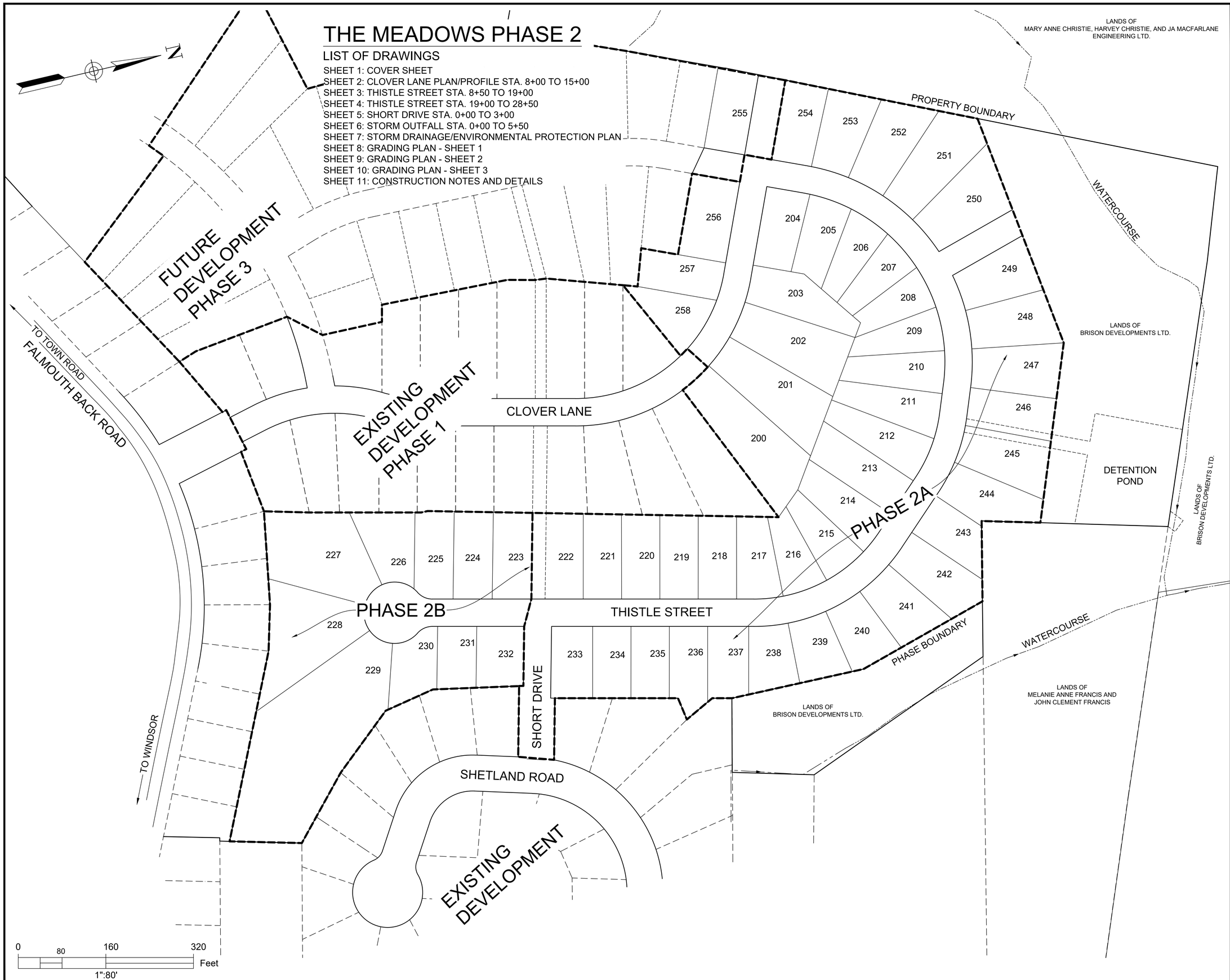
GSW/alc

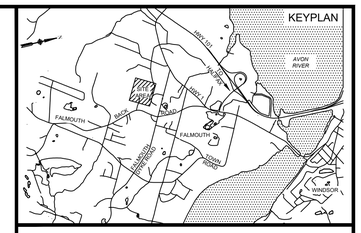
Enclosures: The Meadows Phase 2 Design Drawings

THE MEADOWS PHASE 2

LIST OF DRAWINGS

SHEET 1: COVER SHEET
SHEET 2: CLOVER LANE PLAN/PROFILE STA. 8+00 TO 15+00
SHEET 3: THISTLE STREET STA. 8+50 TO 19+00
SHEET 4: THISTLE STREET STA. 19+00 TO 28+50
SHEET 5: SHORT DRIVE STA. 0+00 TO 3+00
SHEET 6: STORM OUTFALL STA. 0+00 TO 5+50
SHEET 7: STORM DRAINAGE/ENVIRONMENTAL PROTECTION PLAN
SHEET 8: GRADING PLAN - SHEET 1
SHEET 9: GRADING PLAN - SHEET 2
SHEET 10: GRADING PLAN - SHEET 3
SHEET 11: CONSTRUCTION NOTES AND DETAILS





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NOT FOR CONSTRUCTION

ISSUE	DATE	DESCRIPTION
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2	NOV. 04, 2015	REVISED AS PER MDWH COMMENTS
1	MAR. 27, 2015	ISSUED FOR REGULATORY REVIEW

CONSULTANT

DESIGN POINT ENGINEERING & SURVEYING

REGISTERED PROFESSIONAL ENGINEER
PROVINCE OF NOVA SCOTIA
JUN. 12, 2019
Glenn Woodford
G.S. WOODFORD
6078

CLIENT

BRISON DEVELOPMENTS

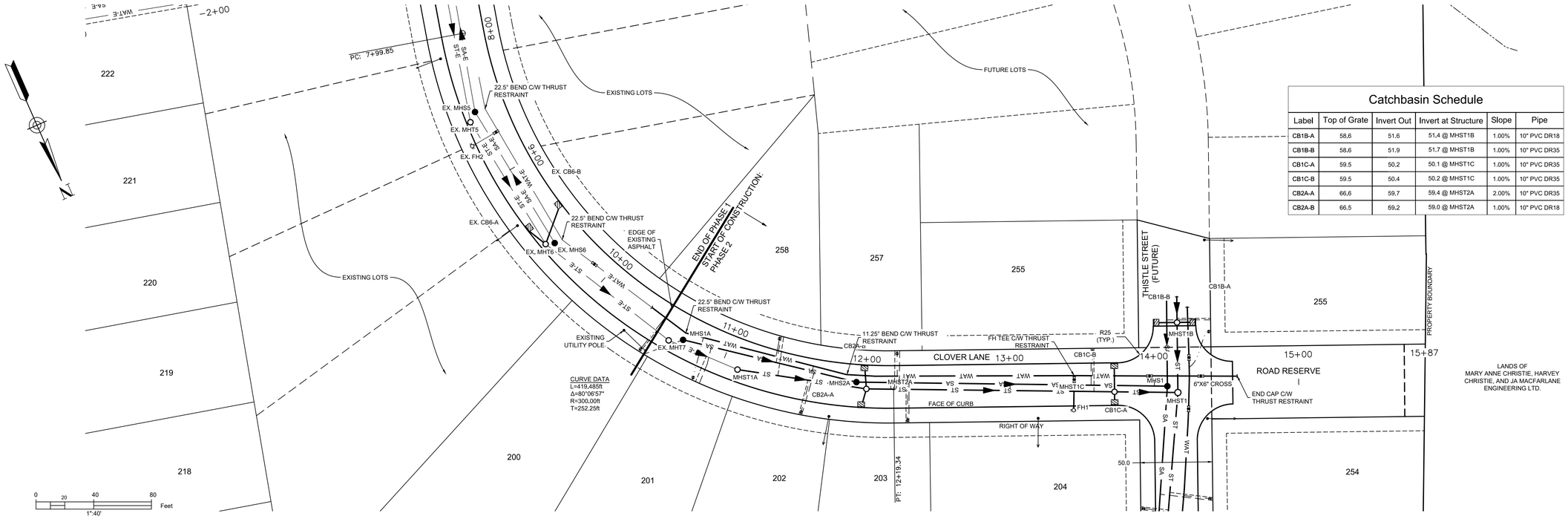
PROJECT DESCRIPTION

THE MEADOWS
PHASE 2
FALMOUTH, NOVA SCOTIA

SHEET DESCRIPTION

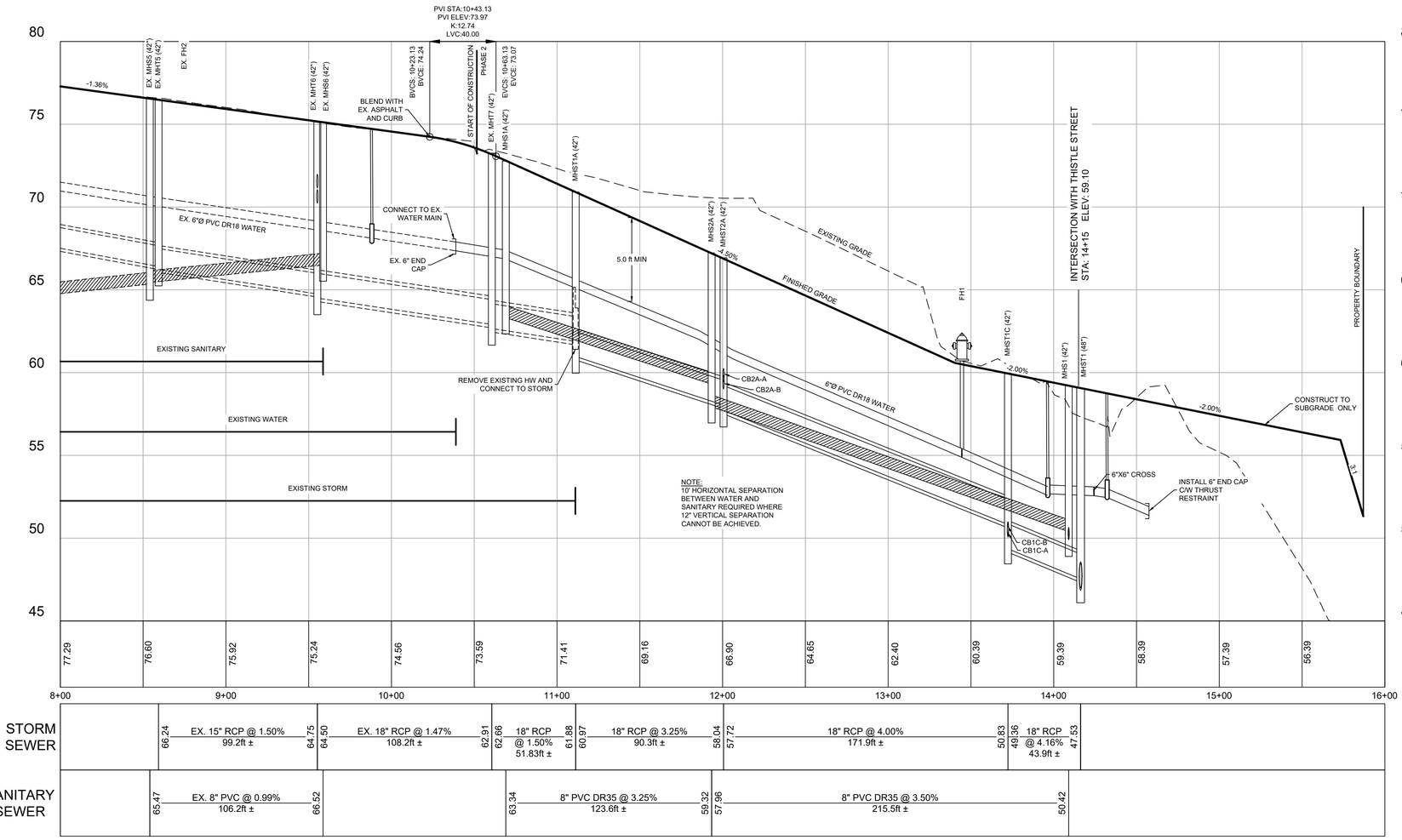
COVER SHEET

Drawn	Engineer	Project No.	Drawing No.
A. SKETCHLEY	G. WOODFORD	14-033	1 of 11
Date of 1st Issue	Scale	Filename	
MAR. 27, 2015	1":80' H	14-033CBase.dwg	

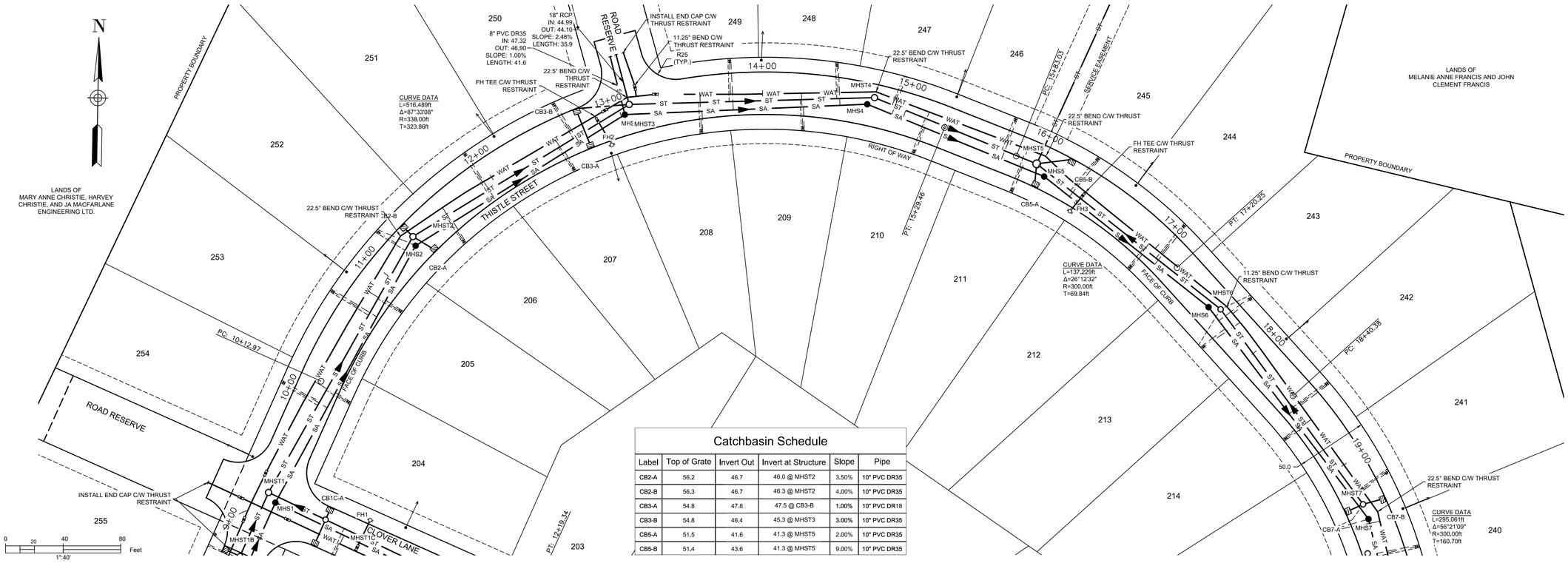


Catchbasin Schedule

Label	Top of Grate	Invert Out	Invert at Structure	Slope	Pipe
CB1B-A	58.6	51.6	51.4 @ MHST1B	1.00%	10" PVC DR18
CB1B-B	58.6	51.9	51.7 @ MHST1B	1.00%	10" PVC DR35
CB1C-A	59.5	50.2	50.1 @ MHST1C	1.00%	10" PVC DR35
CB1C-B	59.5	50.4	50.2 @ MHST1C	1.00%	10" PVC DR35
CB2A-A	66.6	59.7	59.4 @ MHST2A	2.00%	10" PVC DR35
CB2A-B	66.5	59.2	59.0 @ MHST2A	1.00%	10" PVC DR18

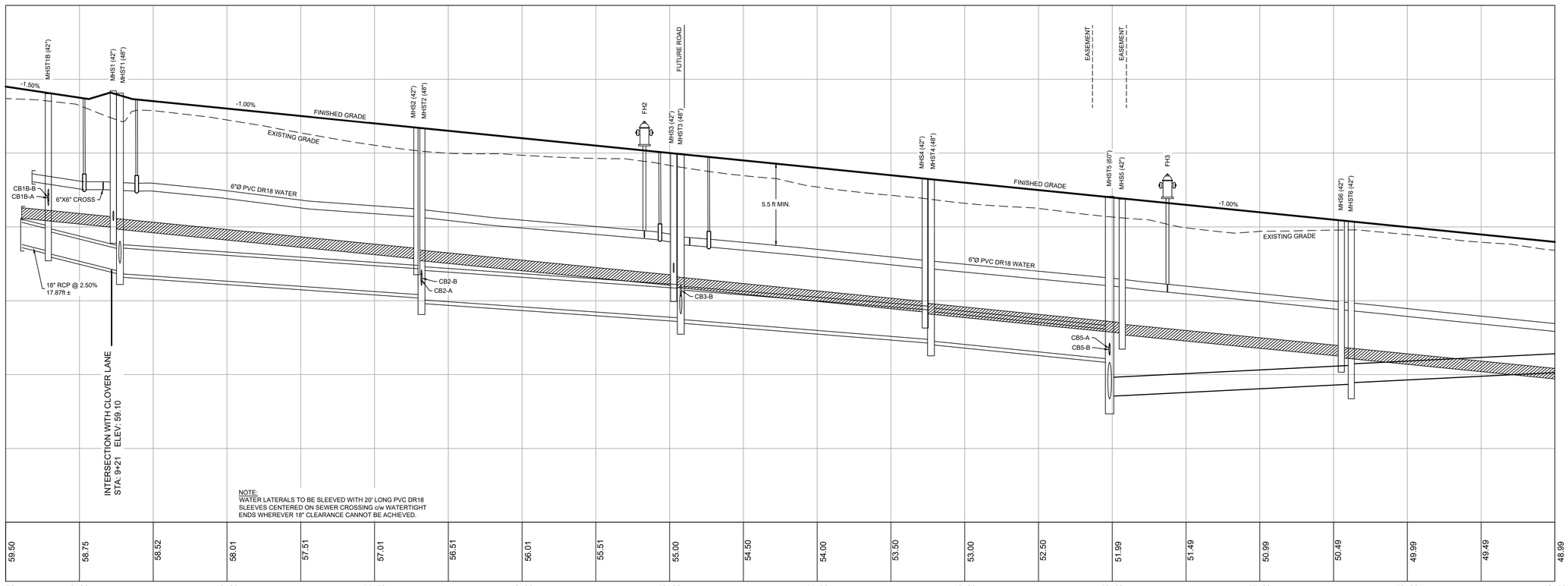


| | | |



Catchbasin Schedule

Label	Top of Grate	Invert Out	Invert at Structure	Slope	Pipe
CB2-A	56.2	46.7	46.0 @ MHST2	3.50%	10" PVC DR35
CB2-B	56.3	46.7	46.3 @ MHST2	4.00%	10" PVC DR35
CB3-A	54.8	47.8	47.5 @ CB3-B	1.00%	10" PVC DR18
CB3-B	54.8	46.4	45.3 @ MHST3	3.00%	10" PVC DR35
CB5-A	51.5	41.6	41.3 @ MHST5	2.00%	10" PVC DR35
CB5-B	51.4	43.6	41.3 @ MHST5	9.00%	10" PVC DR35



STORM SEWER	48.81 / 48.36	18" RCP @ 2.50% 48.52ft ±	48.20 / 46.99	46.83	21" RCP @ 0.70% 204.1ft ±	45.40	45.06	24" RCP @ 0.70% 176.1ft ±	43.83	43.73	24" RCP @ 0.80% 170.5ft ±	42.37	42.27	24" RCP @ 1.00% 121.7ft ±	41.05	38.54	15" PVC DR35 @ 0.50% 162.9ft ±	39.36	39.46	15" PVC DR35 @ 0.50% 167.8ft ±	40.30
SANITARY SEWER	8" PVC DR35 @ 1.00% 61.79ft ± IN: 50.61 OUT: 49.99			49.89	8" PVC DR35 @ 1.00% 203.4ft ±	47.86	47.76	8" PVC DR35 @ 1.00% 171.5ft ±	46.04	45.94	8" PVC DR35 @ 1.00% 168.6ft ±	44.25	44.15	8" PVC DR35 @ 1.00% 132.8ft ±	42.82	42.72	8" PVC DR35 @ 1.00% 145.9ft ±	41.26	41.16	8" PVC DR35 @ 1.00% 184.5ft ±	39.32

LEGEND

DESIGN GRADE	
EXISTING GRADE	
CENTERLINE	
RIGHT OF WAY	
CURB	
EASEMENT	
PROPERTY BOUNDARY	
SANITARY LINE	MHS — SA — SA — MHS
STORM LINE	MHST — ST — ST — MHST
WATER LINE	WAT — WAT
SANITARY LATERAL	
STORM LATERAL	
WATER LATERAL	
STORM EASEMENT	
OVERHEAD UTILITY	OH — OH
WATER VALVE	FIRE HYDRANT
CURB STOP	UTILITY POLE
CATCHBASIN	PRECAST HEADWALL

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REGISTERED PROFESSIONAL ENGINEER
JUN. 12, 2019
G.S. WOODFORD
6078
PROVINCE OF NOVA SCOTIA

CLIENT

BRISON
DEVELOPMENTS

PROJECT DESCRIPTION

THE MEADOWS PHASE 2

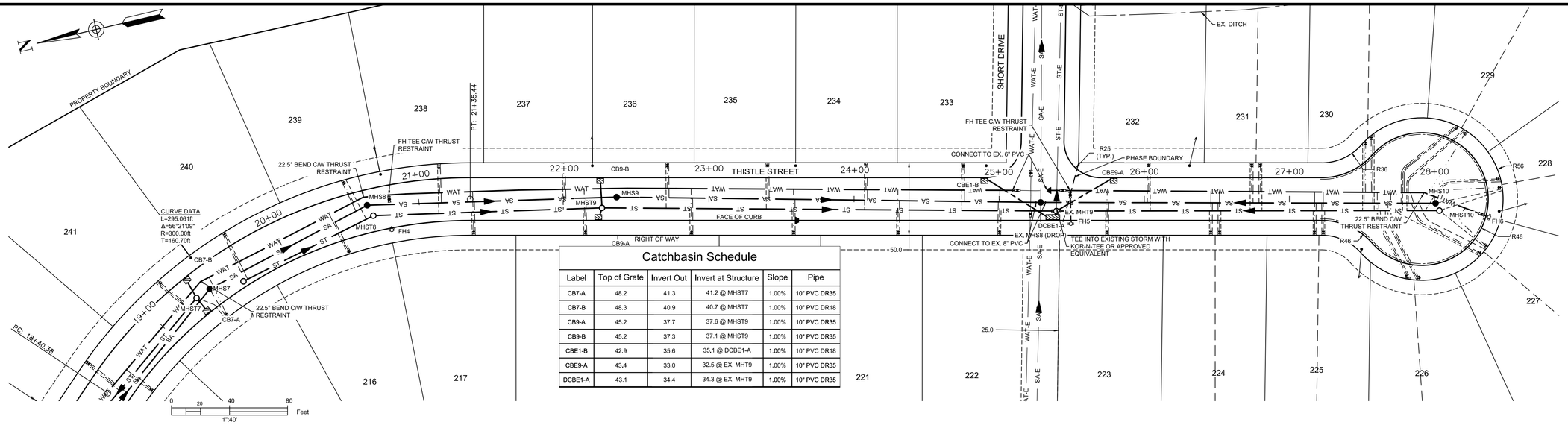
FALMOUTH, NOVA SCOTIA

SHEET DESCRIPTION

PLAN / PROFILE

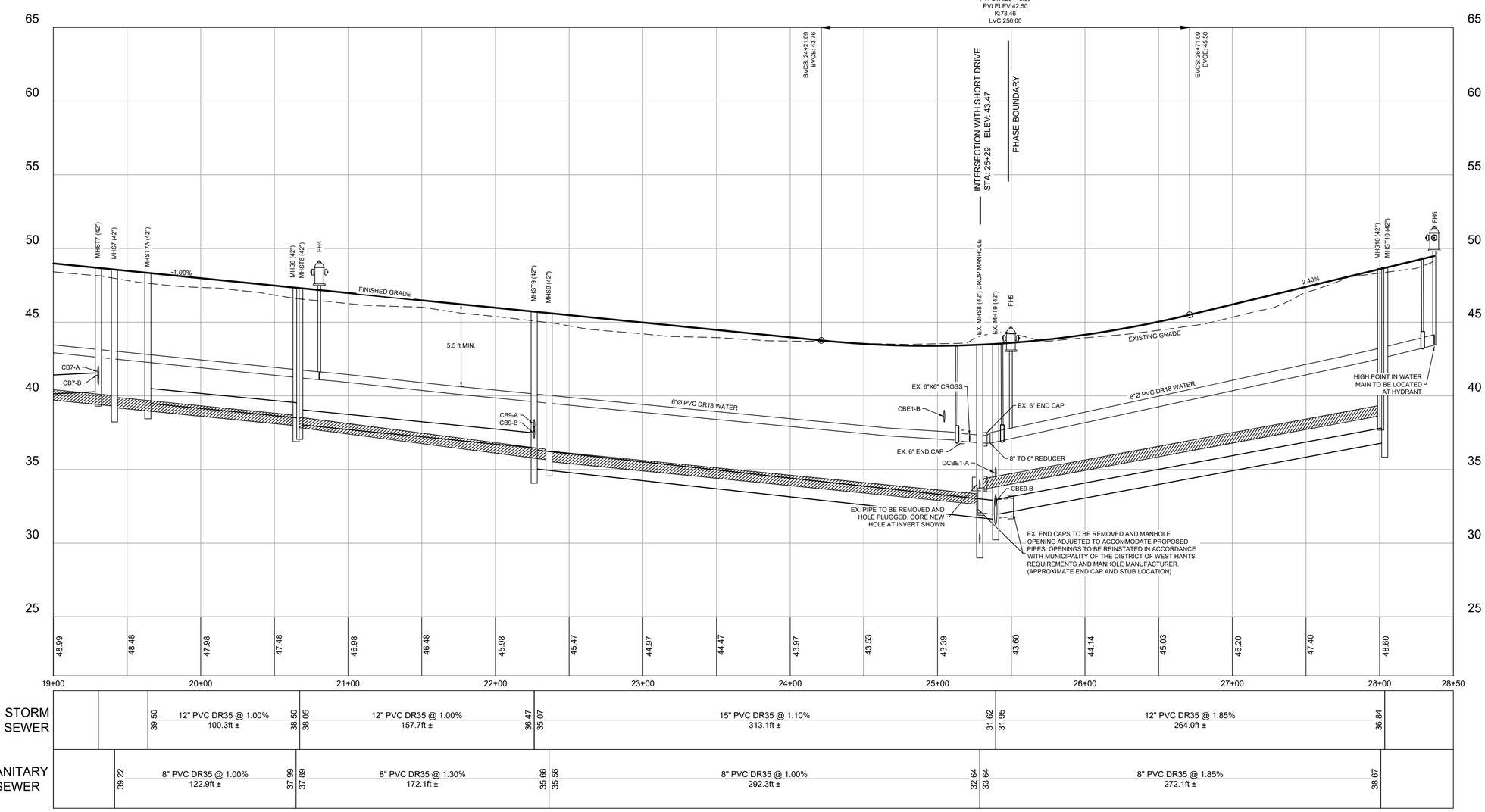
THISTLE STREET
STA. 8+50 TO 19+00

Drawn	Engineer	Project No.	Drawing No.
A. SKETCHLEY	G. WOODFORD	14-033	3 of 11
Date of 1st Issue	Scale	Filename	
MAR. 27, 2015	1":40' H, 1":4' V	14-033CBase.dwg	



Catchbasin Schedule

Label	Top of Grate	Invert Out	Invert at Structure	Slope	Pipe
CB7-A	48.2	41.3	41.2 @ MHST7	1.00%	10" PVC DR35
CB7-B	48.3	40.9	40.7 @ MHST7	1.00%	10" PVC DR18
CB9-A	45.2	37.7	37.6 @ MHST9	1.00%	10" PVC DR35
CB9-B	45.2	37.3	37.1 @ MHST9	1.00%	10" PVC DR35
CBE1-B	42.9	35.6	35.1 @ DCBE1-A	1.00%	10" PVC DR18
CBE9-A	43.4	33.0	32.5 @ EX. MHT9	1.00%	10" PVC DR35
DCBE1-A	43.1	34.4	34.3 @ EX. MHT9	1.00%	10" PVC DR35



LEGEND

DESIGN GRADE	
EXISTING GRADE	
CENTERLINE	
RIGHT OF WAY	
CURB	
EASEMENT	
PROPERTY BOUNDARY	
SANITARY LINE	MHS — SA — SA — MHS
STORM LINE	MHST — ST — ST — MHST
WATER LINE	WAT — WAT
SANITARY LATERAL	
STORM LATERAL	
WATER LATERAL	
STORM EASEMENT	
OVERHEAD UTILITY	OH — OH
WATER VALVE	FIRE HYDRANT
CURB STOP	UTILITY POLE
CATCHBASIN	PRECAST HEADWALL

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G.S. WOODFORD
6078
JUN. 12, 2019

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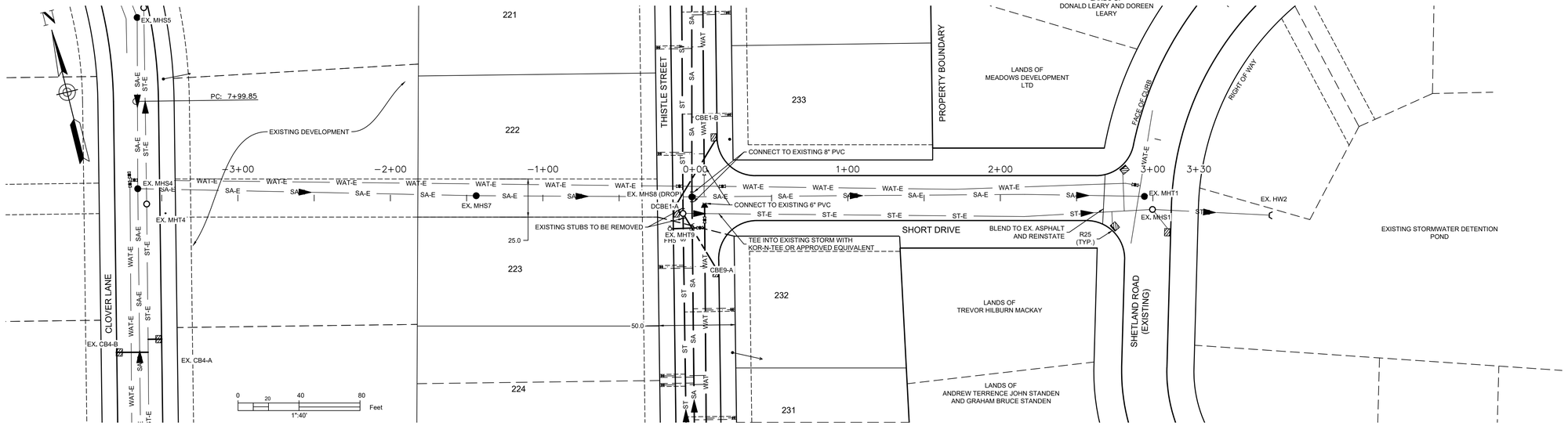
FALMOUTH, NOVA SCOTIA

SHEET DESCRIPTION

PLAN / PROFILE

THISTLE STREET
STA. 19+00 TO 28+50

Drawn	Engineer	Project No.	Drawing No.
A. SKETCHLEY	G. WOODFORD	14-033	4 of 11
Date of 1st Issue	Scale	Filename	
MAR. 27, 2015	1":40' H, 1":4' V	14-033CBase.dwg	



LEGEND

DESIGN GRADE	
EXISTING GRADE	
CENTERLINE	
RIGHT OF WAY	
CURB	
EASEMENT	
PROPERTY BOUNDARY	
SANITARY LINE	MHS SA SA MHS
STORM LINE	MHST ST ST MHST
WATER LINE	WAT WAT
SANITARY LATERAL	
STORM LATERAL	
WATER LATERAL	
STORM EASEMENT	
OVERHEAD UTILITY	OH OH
WATER VALVE	FIRE HYDRANT
CURB STOP	UTILITY POLE
CATCHBASIN	PRECAST HEADWALL

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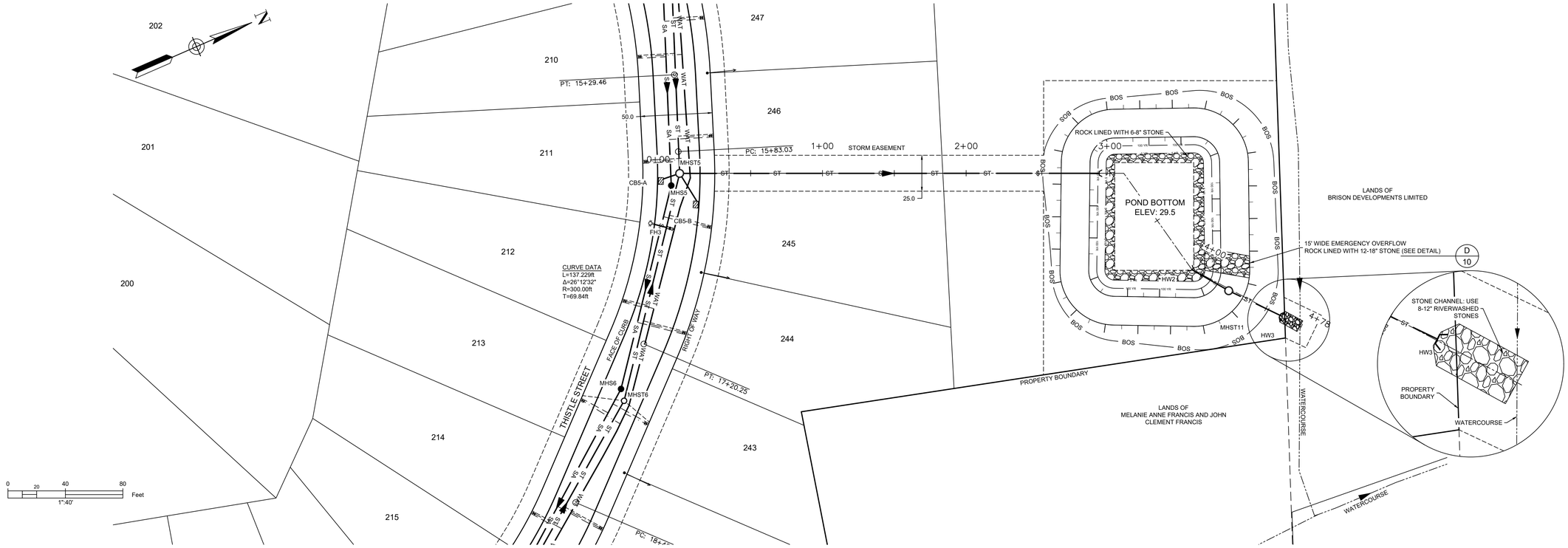
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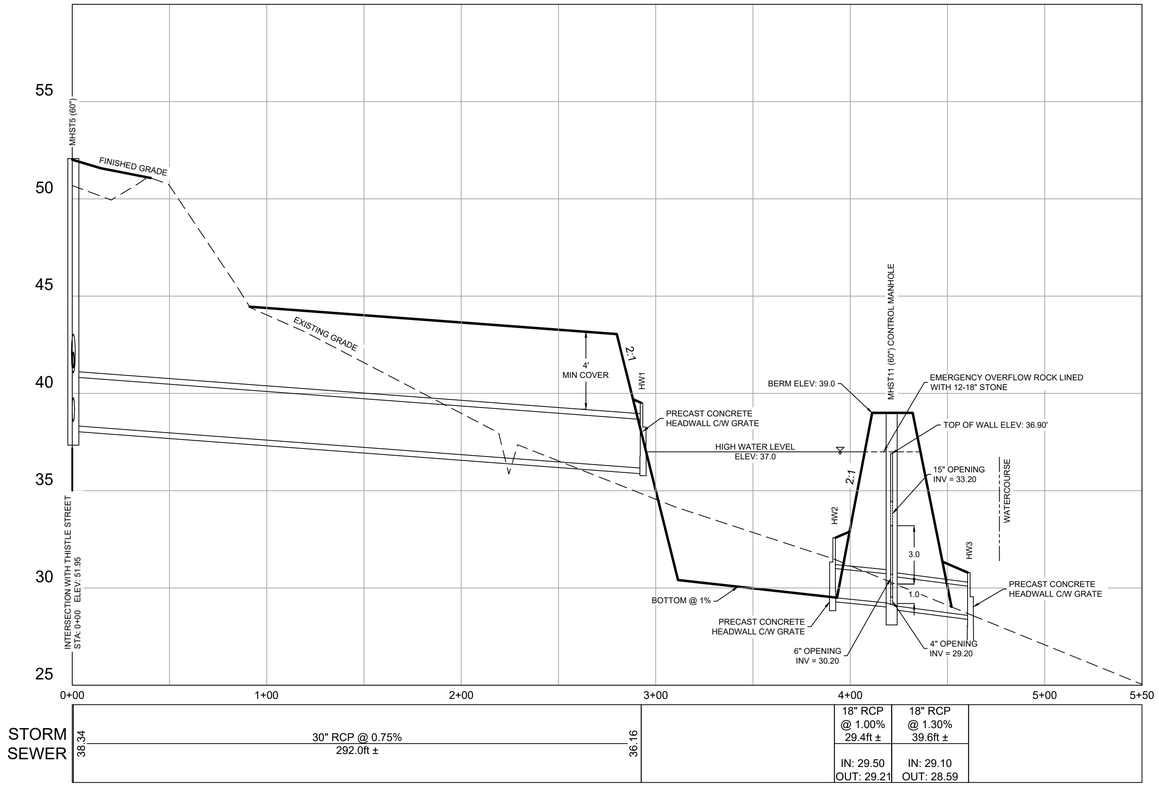
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PLAN / PROFILE

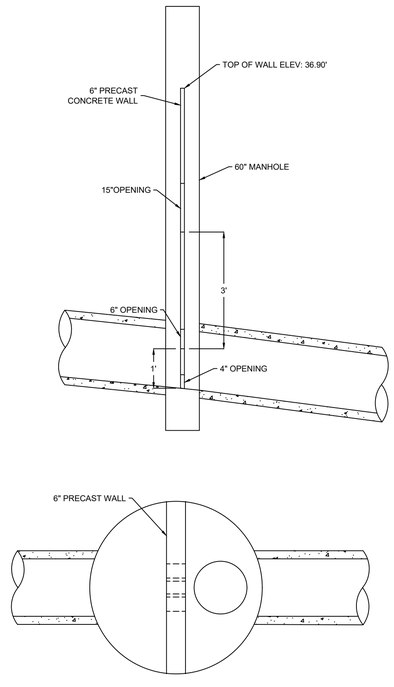
SHORT DRIVE
STA. 0+00 TO 3+00

Drawn	Engineer	Project No.	Drawing No.
A. SKETCHLEY	G. WOODFORD	14-033	5 of 11
Date of 1st Issue	Scale	Filename	
MAR. 27, 2015	1":40' H, 1":4' V	14-033CBase.dwg	





DETAIL FOR MHST11 (NTS)



LEGEND

DESIGN GRADE	
EXISTING GRADE	
CENTERLINE	
RIGHT OF WAY	
CURB	
EASEMENT	
PROPERTY BOUNDARY	
SANITARY LINE	MHS — SA — SA — MHS
STORM LINE	MHST — ST — ST — MHST
WATER LINE	WAT — WAT
SANITARY LATERAL	
STORM LATERAL	
WATER LATERAL	
STORM EASEMENT	
OVERHEAD UTILITY	OH — OH
WATER VALVE	FIRE HYDRANT
CURB STOP	UTILITY POLE
CATCHBASIN	PRECAST HEADWALL

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PHASE 2

FALMOUTH, NOVA SCOTIA

SHEET DESCRIPTION

PLAN / PROFILE

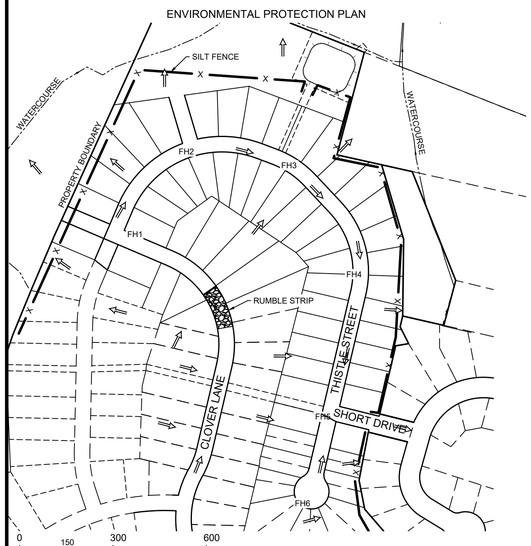
STORM OUTFALL
STA. 0+00 TO 5+50

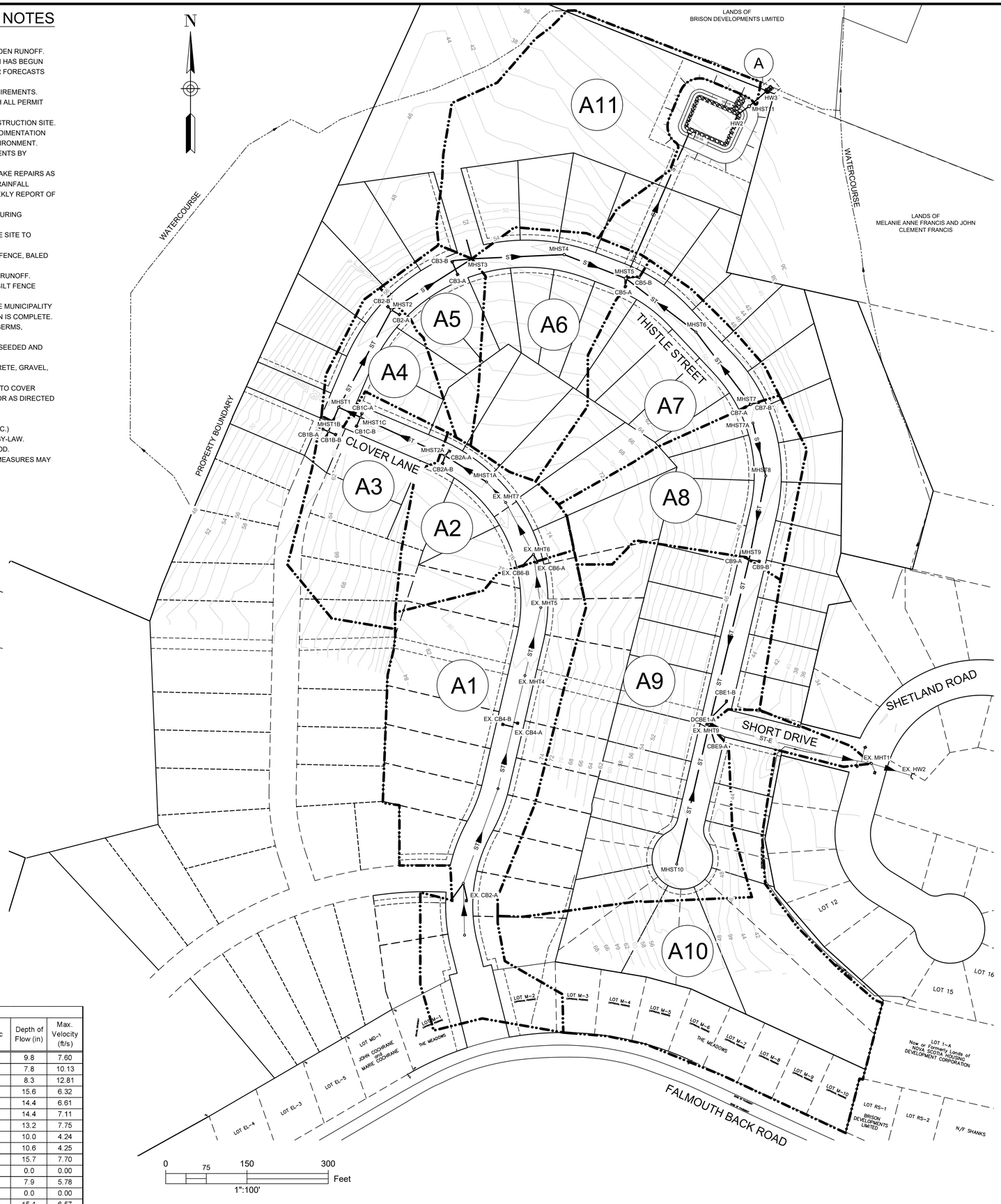
Drawn	Engineer	Project No.	Drawing No.
A. SKETCHLEY	G. WOODFORD	14-033	6 of 11
Date of 1st Issue	Scale	Filename	
MAR. 27, 2015	1":40' H, 1":4' V	14-033CBase.dwg	

GENERAL EROSION AND SEDIMENT CONTROL NOTES

1. EXPOSED SOIL TO BE MINIMIZED AT ALL TIMES DURING CONSTRUCTION TO LIMIT SEDIMENT LADEN RUNOFF. THIS IS TO BE ACCOMPLISHED BY COMPLETING ALL WORK IN A GIVEN AREA ONCE EXCAVATION HAS BEGUN BEFORE DISTURBING ADDITIONAL SOIL. CONTRACTOR IS TO BE AWARE OF CURRENT WEATHER FORECASTS AND PLAN SOIL STABILIZATION ACCORDINGLY.
2. ALL WORKS TO BE IN ACCORDANCE WITH NOVA SCOTIA DEPARTMENT OF ENVIRONMENT REQUIREMENTS.
3. CONTRACTOR TO ACQUIRE ALL PERMITS REQUIRED TO PERFORM WORK AND TO COMPLY WITH ALL PERMIT REQUIREMENTS DURING CONSTRUCTION.
4. CONTRACTOR TO PROTECT NATURAL WATERCOURSES FROM SILT LADEN RUNOFF FROM CONSTRUCTION SITE. CONSTRUCTION PROCEDURES CAN BE FOUND IN THE CURRENT EDITION OF "EROSION AND SEDIMENTATION CONTROL HANDBOOK FOR CONSTRUCTION SITES" BY THE NOVA SCOTIA DEPARTMENT OF ENVIRONMENT.
5. CONTRACTOR TO ENSURE THAT ALL EXPOSED AREAS ARE STABILIZED PRIOR TO RAINFALL EVENTS BY CHECKING ENVIRONMENT CANADA FORECASTS (https://weather.gc.ca/canada_e.html).
6. CONTRACTOR TO PERFORM WEEKLY INSPECTIONS OF SEDIMENT CONTROL MEASURES AND MAKE REPAIRS AS NEEDED. ADDITIONAL INSPECTION AND REPAIR TO BE CARRIED OUT BEFORE AND AFTER ANY RAINFALL EXCEEDING 10mm. A LOG OF EACH INSPECTION AND REPAIR IS TO BE KEPT ALONG WITH A WEEKLY REPORT OF EXPOSED AREAS.
7. TRIBUTARY STORM RUNOFF FROM SITE TO BE DIRECTED INTO SEDIMENT CONTROL DEVICES DURING CONSTRUCTION.
8. CONTRACTOR TO CONSTRUCT AND MAINTAIN DIVERSION DITCHES THROUGH AND AROUND THE SITE TO MINIMIZE CONTAMINATION OF CLEAN WATER.
9. CONTRACTOR TO HAVE ADDITIONAL SEDIMENT CONTROL MEASURES ON SITE INCLUDING SILT FENCE, BALED HAY, AND LOOSE HAY/MULCH TO MAINTAIN OR INSTALL CONTROL MEASURES AS REQUIRED.
10. EXPOSED SURFACES TO BE COVERED WITH HAY, MULCH, OR WOOD CHIPS TO LIMIT SEDIMENT RUNOFF.
11. CONTRACTOR MAY SUBSTITUTE WOOD CHIP BERM FOR SILT FENCE IN ROCKY AREAS WHERE SILT FENCE CANNOT BE INSTALLED.
12. SEDIMENTATION BERMS AND PONDS TO REMAIN IN SERVICE UNTIL PROJECT ENGINEER OR THE MUNICIPALITY REQUESTS THEIR REMOVAL. THIS WILL ONLY OCCUR AFTER LOT AND BUILDING CONSTRUCTION IS COMPLETE.
13. SEDIMENTATION BERMS AND PONDS TO BE REMOVED IN THE FOLLOWING ORDER. LEVEL OFF BERMS, HYDROSEED AND COVER ALL EXPOSED AREAS WITH HAY, THEN FILL IN PONDS.
14. UPON COMPLETION OF GRADING ACTIVITY, ALL LOT DRAINAGE EASEMENTS ARE TO BE HYDROSEEDED AND MULCHED.
15. TOPSOIL AND HYDROSEED TO BE PLACED ON ALL AREAS NOT FINISHED WITH ASPHALT, CONCRETE, GRAVEL, OR SOD.
16. ACCESS ROADS TO SITE ARE TO BE MAINTAINED WITH CLEAN GRAVEL APPLIED PERIODICALLY TO COVER MUDDY AREAS. CLEANING OF ADJACENT STREETS IS THE RESPONSIBILITY OF THE CONTRACTOR AS DIRECTED BY THE ENGINEER.
17. VEHICLE ACCESS TO CONSTRUCTION SITE TO BE RESTRICTED.
18. STABILIZE ON-SITE STOCKPILES USING APPROPRIATE MEASURES (SILT FENCE, HAY, TARPS, ETC.)
19. SITE ACTIVITY TO ADHERE TO REQUIREMENTS OF HALIFAX REGIONAL MUNICIPALITY TOPSOIL BY-LAW.
20. ALL SEDIMENT CONTROL MEASURES TO BE OPERATIONAL OVER ENTIRE CONSTRUCTION PERIOD.
21. SEDIMENTATION AND EROSION CONTROL MEASURES ARE SUBJECT TO CHANGE. ADDITIONAL MEASURES MAY BE REQUIRED DEPENDING ON SITE CONDITIONS DURING CONSTRUCTION.

ENVIRONMENTAL PROTECTION PLAN





- DRAINAGE BOUNDARY
- STORM SEWER
- PRECAST HEADWALL
- A1 — TRIBUTARY AREA ID
- SILT FENCE
- MAJOR DRAINAGE ROUTE

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Catchment	Area (ac) ±	Catchment	Area (ac) ±
A1	4.75	A7	2.10
A2	1.47	A8	2.06
A3	1.75	A9	5.48
A4	0.81	A10	4.80
A5	0.83	A11	3.66
A6	2.16	Total	29.87

Storm	Flow to Point A (cfs)	
	Pre-Development	Post-Development
5 Year	6.20	5.87
10 Year	9.49	7.59
25 Year	14.7	11.72
50 Year	18.66	15.18
100 Year	22.84	18.95

Minor Piped Storm System Drainage Analysis - SCS Method (10 Year Return)

Upstream MH	Downstream MH	Tributary Area	Tributary Area +/- (Ac)	Qd - Design Flow (cfs)	Pipe Size (in)	Pipe Slope (%)	Qc - Pipe Capacity (cfs)	Qd/Qc	Depth of Flow (in)	Max. Velocity (ft/s)
EX. 7	1A	A1	4.75	7.55	18	1.50	12.89	0.59	9.8	7.60
1A	2A	A1	4.75	7.58	18	3.25	18.92	0.40	7.8	10.13
2A	1	A1-A2	6.23	10.29	18	4.95	23.38	0.44	8.3	12.81
1	2	A1-A3	7.98	12.63	21	0.70	13.26	0.95	15.6	6.32
2	3	A1-A4	8.78	14.02	24	0.70	18.91	0.74	14.4	6.61
3	4	A1-A5	9.61	15.36	24	0.80	20.20	0.76	14.4	7.11
4	5	A1-A5	9.61	15.36	24	1.00	22.65	0.68	13.2	7.75
6	5	A7	2.10	3.88	15	0.50	4.58	0.85	10.0	4.24
7	6	A7	2.10	3.95	15	0.50	4.57	0.86	10.6	4.25
5	Outfall	A1-A7	13.87	22.60	30	0.75	35.44	0.64	15.7	7.70
8	9	-	-	0.00	12	1.00	3.57	0.00	0.0	0.00
9	EX. 9	A8	2.06	3.83	15	1.10	6.78	0.57	7.9	5.78
10	EX. 9	-	-	0.00	12	1.85	4.85	0.00	0.0	0.00
EX. 9	EX. 1	A8-A9	7.54	13.83	24	0.68	18.59	0.74	15.1	6.57
EX. 1	Outfall	A8-A10	12.34	22.55	30	0.50	29.00	0.78	19.4	6.53

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PROVINCE OF NOVA SCOTIA

CLIENT

BRISON DEVELOPMENTS

PROJECT DESCRIPTION

THE MEADOWS PHASE 2

FALMOUTH, NOVA SCOTIA

SHEET DESCRIPTION

STORM DRAINAGE / ENVIRONMENTAL PROTECTION PLAN

Drawn	Engineer	Project No.	Drawing No.
A. SKETCHLEY	G. WOODFORD	14-033	7 of 11
Date of 1st Issue	Scale	Filename	
MAR. 27, 2015	1":100' H	14-033CBase.dwg	

N

WATERCOURSE

PROPERTY BOUNDARY

THISTLE STREET

CLOVER LANE

PHASE 2A

FUTURE DEVELOPMENT

EXISTING DEVELOPMENT

LANDS OF
BRISON DEVELOPMENTS LIMITED

LANDS OF
MELANIE ANNE FRANCIS AND JOHN
CLEMENT FRANCIS

STORM EASEMENT

FINISHED SURFACE TO
BE GRADED TO DIRECT
RUNOFF AROUND POND

END OF
ASPHALT

SANITARY LATERAL
INVERT (TYP.)

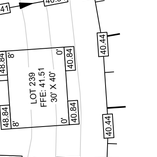
MINIMUM SANITARY
LATERAL INVERT
ELEVATION (TYP.)

END OF
EXISTING
ROAD

SWALE

0 20 40 80 Feet
1":40'

POND BERM DETAIL (NTS)



LEGEND

CONTOUR	38		
CURB			
PROPERTY LINE WITH FLOW ARROW			
TOP OF SLOPE			
BOTTOM OF SLOPE	BOS	BOS	
UTILITY POLE		FIRE HYDRANT	
FINISHED GRADE	42.00	SANITARY LATERAL INVERT	42.00

NOTES:
1. CONTOURS BASED ON TOPOGRAPHIC SURVEY CONDUCTED BY DESIGNPOINT ON NOVEMBER 20, 2014. CONTOUR INTERVAL = 2FT.
2. MINIMUM LOT GRADE TO BE 2%.
3. MAXIMUM LOT GRADE TO BE 3:1.
4. INDIVIDUAL LOT GRADING DESIGN TO BE COMPLETED PRIOR TO HOUSE CONSTRUCTION BASED ON AS BUILT CONDITIONS.
5. FLOOR ELEVATIONS TO BE CONFIRMED AS PART OF INDIVIDUAL LOT GRADING DESIGN BASED ON AS BUILT LATERAL LOCATIONS.
6. FOUNDATION DRAIN INVERT ELEVATIONS AT BUILDING TO BE A MINIMUM OF 1' BELOW FFE.
7. FOUNDATION DRAIN INVERT ELEVATIONS TO BE MINIMUM 2' ABOVE THE STORM MAIN CROWN AT THE POINT OF CONNECTION.

ISSUED FOR REVIEW
NOT FOR CONSTRUCTION

ISSUE	DATE	DESCRIPTION
3	JUN. 12, 2019	REVISED AS PER MDWH COMMENTS
2	NOV. 04, 2015	REVISED AS PER MDWH COMMENTS
1	MAR. 27, 2015	ISSUED FOR REGULATORY REVIEW

CONSULTANT

DESIGN POINT
ENGINEERING & SURVEYING

REGISTERED PROFESSIONAL ENGINEER
JUN. 12, 2019
Glenn Woodford
G.S. WOODFORD
6078
PROVINCE OF NOVA SCOTIA

CLIENT

BRISON DEVELOPMENTS

PROJECT DESCRIPTION

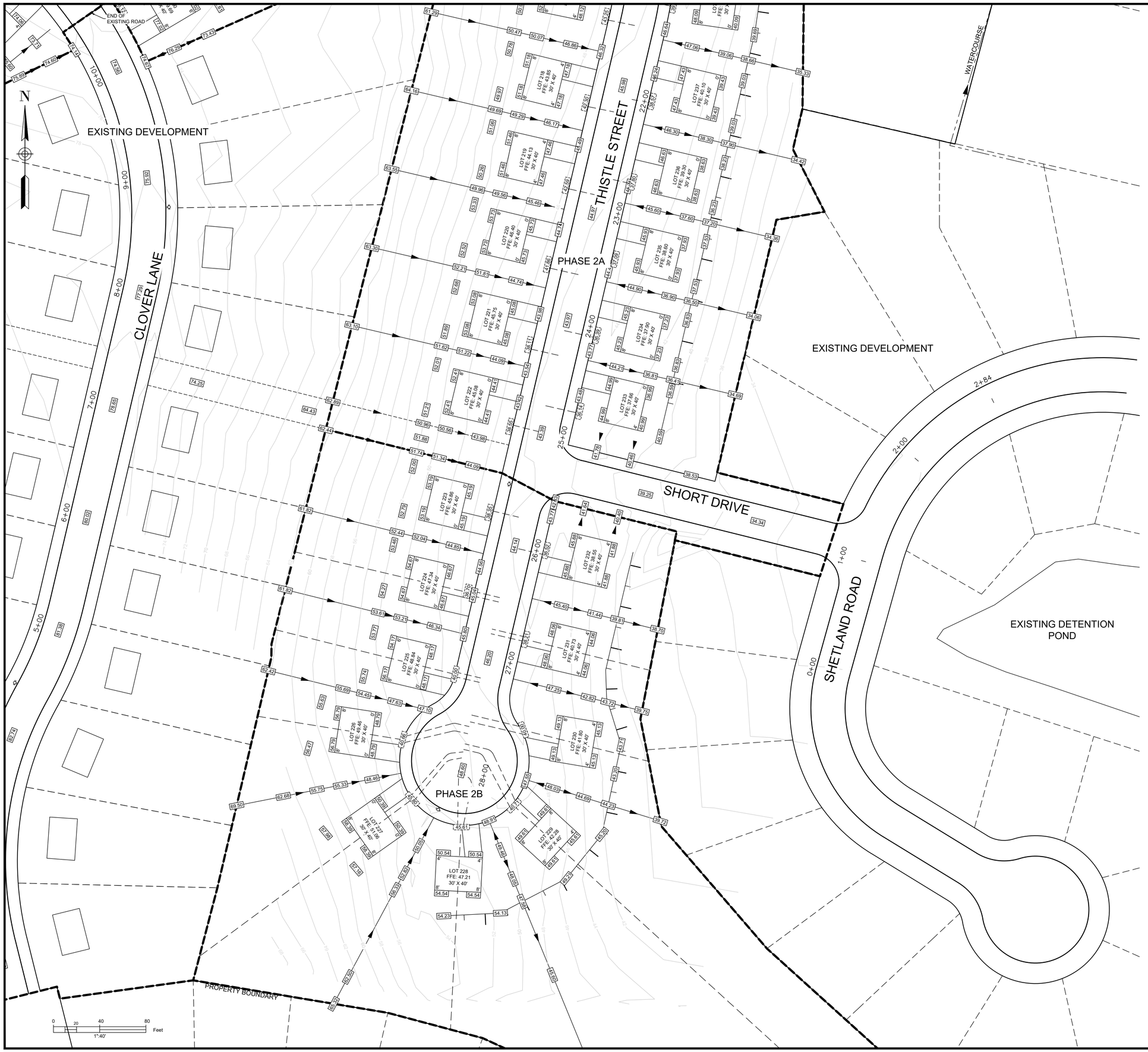
THE MEADOWS PHASE 2

FALMOUTH, NOVA SCOTIA

SHEET DESCRIPTION

GRADING PLAN - SHEET 1

Drawn	Engineer	Project No.	Drawing No.
A. SKETCHLEY	G. WOODFORD	14-033	8 of 11
Date of 1st Issue	Scale	Filename	
MAR. 27, 2015	1":40' H	14-033CBase.dwg	



LEGEND

CONTOUR	38		
CURB			
PROPERTY LINE WITH FLOW ARROW			
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BOTTOM OF SLOPE	BOS	BOS	
UTILITY POLE		FIRE HYDRANT	
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PROJECT DESCRIPTION

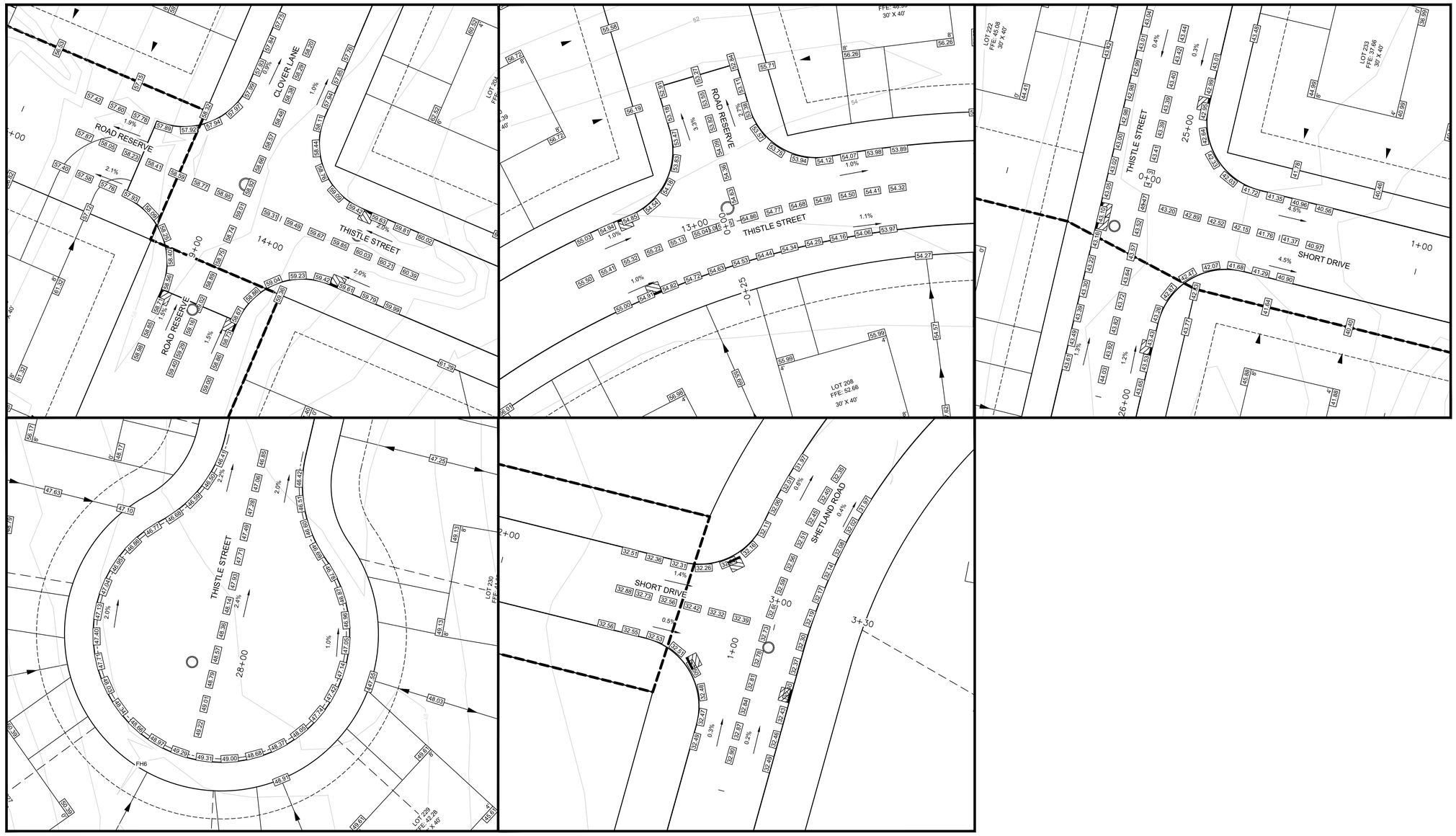
THE MEADOWS PHASE 2

FALMOUTH, NOVA SCOTIA

SHEET DESCRIPTION

GRADING PLAN - SHEET 2

Drawn: A. SKETCHLEY	Engineer: G. WOODFORD	Project No.: 14-033	Drawing No.: 9 of 11
Date of 1st Issue: MAR. 27, 2015	Scale: 1":40' H	Filename: 14-033CBase.dwg	



N

LEGEND

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CURB			
PROPERTY LINE WITH FLOW ARROW			
TOP OF SLOPE			
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PROJECT DESCRIPTION

THE MEADOWS PHASE 2

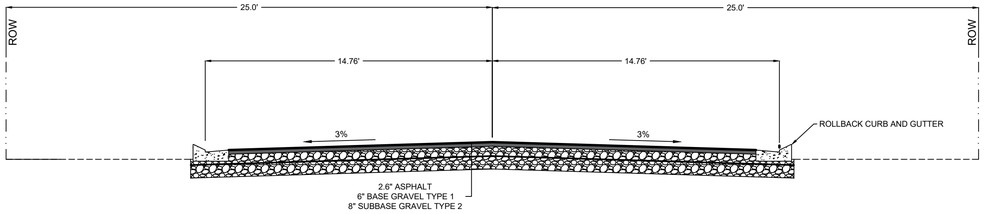
FALMOUTH, NOVA SCOTIA

SHEET DESCRIPTION

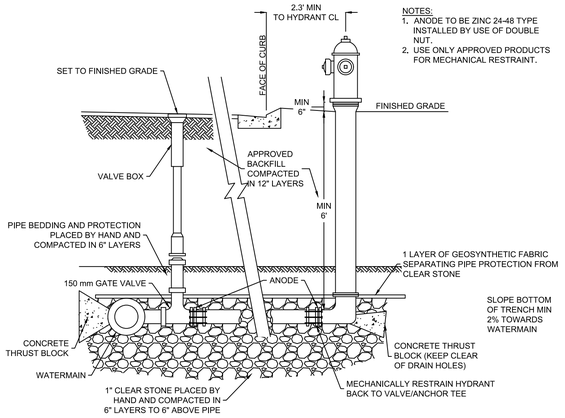
GRADING PLAN - SHEET 3

Drawn: A. SKETCHLEY	Engineer: G. WOODFORD	Project No.: 14-033	Drawing No.: 10 of 11
Date of 1st Issue: MAR. 27, 2015	Scale: 1":20' H	Filename: 14-033CBase.dwg	

TYPICAL ROAD CROSS SECTION — A 11



STANDARD HYDRANT INSTALLATION — B 11

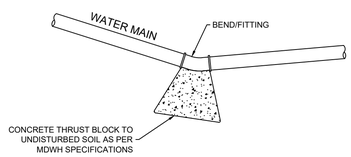


NOTES:
1. ANODE TO BE ZINC 24-48 TYPE INSTALLED BY USE OF DOUBLE NUT.
2. USE ONLY APPROVED PRODUCTS FOR MECHANICAL RESTRAINT.

GENERAL CONSTRUCTION NOTES:

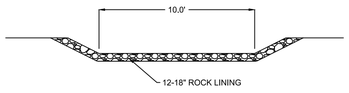
1. **SAFETY IS PARAMOUNT AND THE CONTRACTOR MUST USE SAFE WORK PRACTICES IN ACCORDANCE WITH THE NOVA SCOTIA OCCUPATIONAL HEALTH AND SAFETY ACT.**
2. MDWH'S MUNICIPAL SERVICES SPECIFICATION MANUAL SHALL FORM PART OF THE DESIGN AND SHALL BE ADHERED TO AND THE CONTRACTOR SHALL HAVE A COPY OF THE MANUAL ON SITE DURING CONSTRUCTION.
3. ALL WORKS TO BE IN ACCORDANCE WITH THE "STANDARD SPECIFICATION FOR MUNICIPAL SERVICES" PREPARED JOINTLY BY THE NOVA SCOTIA ROADBUILDERS ASSOCIATION AND THE CONSULTING ENGINEERS OF NOVA SCOTIA (CURRENT EDITION).
4. ALL WORKS TO BE IN ACCORDANCE WITH REQUIREMENTS OF ALL PERMITS AND REGULATIONS AS ISSUED BY THE NOVA SCOTIA DEPARTMENT OF ENVIRONMENT.
5. CONTRACTOR TO NOTIFY DESIGNPOINT AND THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS REGARDING CONSTRUCTION SCHEDULING PRIOR TO COMMENCING CONSTRUCTION.
6. CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF NATURAL WATERCOURSES FROM DAMAGE DUE TO SILT LADEN RUNOFF FROM THE CONSTRUCTION SITE. ACCEPTABLE CONSTRUCTION PROCEDURES MAY BE OBTAINED FROM 'EROSION AND SEDIMENTATION CONTROL HANDBOOK FOR CONSTRUCTION SITES" (CURRENT EDITION), BY THE NOVA SCOTIA DEPARTMENT OF ENVIRONMENT.
7. ALL DISTURBED AREAS NOT STABILIZED BY GRAVEL, ASPHALT, CONCRETE, OR SOD ARE TO BE STABILIZED WITH HYDROSEED AND HAY. HYDROSEEDED AREAS THAT DO NOT SHOW ACTIVE GROWTH WITHIN THE FIRST GROWING SEASON TO BE RE-STABILIZED.
8. MATERIALS SHALL NOT BE SUBSTITUTED UNLESS PRIOR APPROVAL IS PROVIDED BY THE ENGINEER.
9. SHOP DRAWINGS TO BE PROVIDED FOR REVIEW AND APPROVAL BY THE ENGINEER PRIOR TO CONSTRUCTION.
10. CONTRACTOR TO OBTAIN ALL NECESSARY PERMITS REQUIRED TO PERFORM WORKS AND TO COMPLY WITH ALL PERMIT REQUIREMENTS AND CONDITIONS.
11. LOCATIONS OF EXISTING INFRASTRUCTURE IS BASED ON BEST AVAILABLE INFORMATION, INCLUDING RECORD INFORMATION. CONTRACTOR TO CONFIRM LOCATIONS OF EXISTING INFRASTRUCTURE AND NOTIFY ENGINEER OF ANY DISCREPANCIES IMMEDIATELY. CONTRACTOR TO ALLOW A 1 WEEK REVIEW PERIOD BY THE ENGINEER.
12. CONTRACTOR TO VERIFY ALL EXISTING UTILITY LOCATIONS, SUCH AS NOVA SCOTIA POWER, BELL ALIANT, EASTLINK, AND THE MUNICIPALITY. CONTRACTOR TO COORDINATE ALL WORK WITH THE NECESSARY UTILITIES.
13. PERMISSION FROM LANDOWNER(S) REQUIRED TO WORK ON PRIVATE PROPERTY.
14. ALL ELEVATIONS ARE IMPERIAL AND GEODETIC. TOPOGRAPHICAL SURVEY CONDUCTED BY DESIGNPOINT ON NOVEMBER 20, 2014. CONTRACTOR TO CONTACT DESIGNPOINT FOR CONSTRUCTION LAYOUT CONTROL INFORMATION 2 WEEKS PRIOR TO CONSTRUCTION.
15. ALL EARTHWORK, TRENCH WORK, PIPE BEDDING, AND SURFACE TREATMENT TO BE REVIEWED AND CERTIFIED BY PROJECT GEOTECHNICAL ENGINEER.
16. DRAWINGS SUBJECT TO CONSTRUCTION APPROVAL BY THE APPLICABLE APPROVAL AGENCIES (i.e. THE MUNICIPALITY AND NOVA SCOTIA DEPARTMENT OF ENVIRONMENT) PRIOR TO CONSTRUCTION.
17. CONTRACTOR RESPONSIBLE FOR ALL TRAFFIC CONTROL MEASURES REQUIRED FOR THE PROJECT.
18. INSULATION TO BE 50 mm THICK HI40 RIGID STYROFOAM (ROAD AND TRAFFIC RATED).
19. CONTRACTOR MAY REQUEST GRADE ADJUSTMENTS SUBJECT TO REVIEW AND APPROVAL BY ENGINEER AND APPLICABLE APPROVAL AGENCIES. CONTRACTOR RESPONSIBLE FOR COSTS ASSOCIATED WITH DRAWING REVISIONS AND APPROVALS.
20. CATCHBASINS TO BE 42"Ø PRECAST CONCRETE. WATER MAIN TO BE PVC DR18 AND SANITARY MAIN TO BE PVC DR35. STORM TO BE PVC DR35 (8" - 15") AND REINFORCED CONCRETE TO CSA A257.2 (18" AND LARGER).
21. ALL STORM AND SANITARY SERVICE LATERALS TO HAVE A MINIMUM SLOPE OF 2%.
22. ALL MANHOLE FRAMES AND COVERS ARE TO BE IMP TYPE R60 (IMP R12 FOR PARKS AND EASEMENTS) AND WILL INCLUDE A 2" RISER AS MANUFACTURED BY IMP.

THRUST BLOCK DETAIL (NTS) — C 11

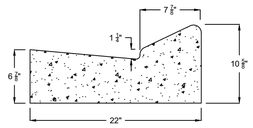


MEGALUG OR APPROVED EQUIVALENT MECHANICAL JOINT RESTRAINT AS PER WEST HANTS SPECIFICATIONS. MINIMUM OF TWO FULL PIPE LENGTHS ON EACH SIDE OF JOINT.

STORMWATER POND EMERGENCY OVERFLOW DETAIL (NTS) — D 11



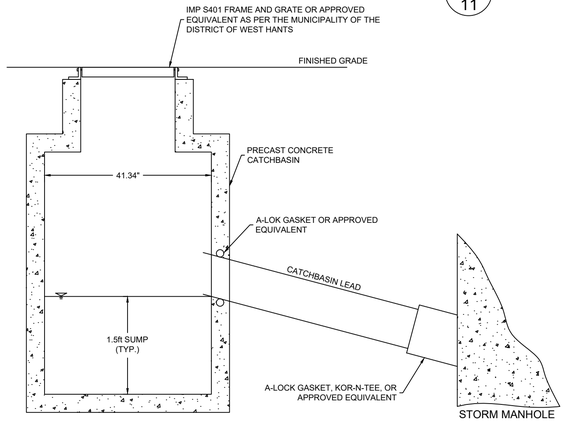
ROLLBACK CURB AND GUTTER DETAIL (NTS) — G 11



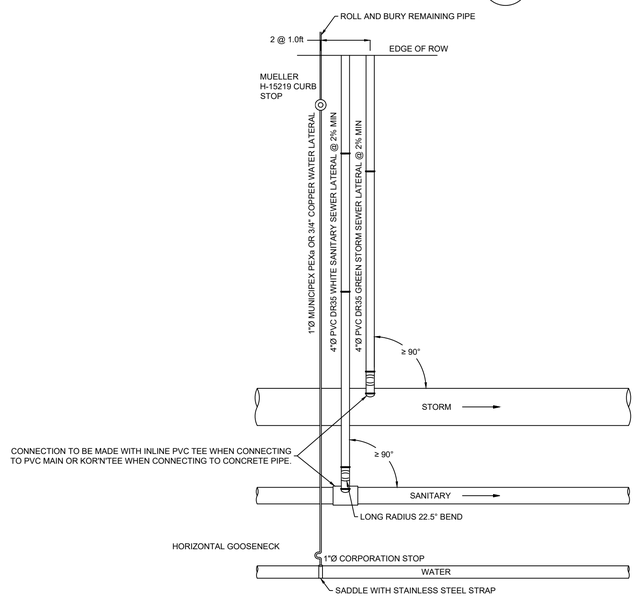
NOTE:

CURB AND GUTTER SHALL BE PLACED ON AN APPROVED GRANULAR BASE HAVING A MINIMUM DEPTH OF 6"

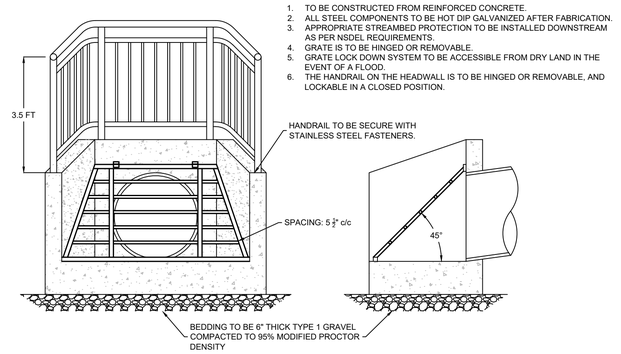
TYPICAL CATCHBASIN DETAIL (NTS) — E 11



SERVICE LATERAL DETAIL (NTS) SEE MDWH DETAIL #10 — F 11



STORM OUTFALL DETAIL (NTS) — F 11



NOTES:
1. TO BE CONSTRUCTED FROM REINFORCED CONCRETE.
2. ALL STEEL COMPONENTS TO BE HOT DIP GALVANIZED AFTER FABRICATION.
3. APPROPRIATE STREAMBED PROTECTION TO BE INSTALLED DOWNSTREAM AS PER NSDEL REQUIREMENTS.
4. GRATE IS TO BE HINGED OR REMOVABLE.
5. GRATE LOCK DOWN SYSTEM TO BE ACCESSIBLE FROM DRY LAND IN THE EVENT OF A FLOOD.
6. THE HANDRAIL ON THE HEADWALL IS TO BE HINGED OR REMOVABLE, AND LOCKABLE IN A CLOSED POSITION.

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REGISTERED PROFESSIONAL ENGINEER
PROVINCE OF NOVA SCOTIA
JUN. 12, 2019
G.S. WOODFORD
6078

CLIENT

BRISON DEVELOPMENTS

PROJECT DESCRIPTION

THE MEADOWS PHASE 2

FALMOUTH, NOVA SCOTIA

SHEET DESCRIPTION

CONSTRUCTION NOTES AND DETAILS

Drawn: A. SKETCHLEY	Engineer: G. WOODFORD	Project No.: 14-033	Drawing No.: 11 of 11
Date of 1st Issue: MAR. 27, 2015	Scale: NTS	Filename: 14-033CBase.dwg	

April 1, 2020

Brison Developments
411 Gabriel Road
Falmouth, Nova Scotia B0P 1L0
Attention: Mitch Brison

RE: The Meadows Phase 2 – Storm Drainage System
DesignPoint Project #: 14-033

Further to our discussion, I understand that you are interested in changing the large 75 ft wide R1 lots to semi-detached, townhomes, or small R1 lots. The changes apply to The Meadows Phase 2 including Thistle Street, the extension of Clover Lane, and Short Drive.

The storm drainage system as designed in my latest drawing package for this project (dated June 12, 2019, Rev 3) is adequate to accommodate these changes to the development.

For reference, please refer to the Storm Drainage / Environmental Protection Plan, Sheet 7 of 11, Revision 3, dated June 12, 2019 (included with this letter).

If you have any questions, please feel free to contact me.

Thank you,
DesignPoint Engineering & Surveying Ltd.

Glenn Woodford, P.Eng.
Senior Engineer & Principal

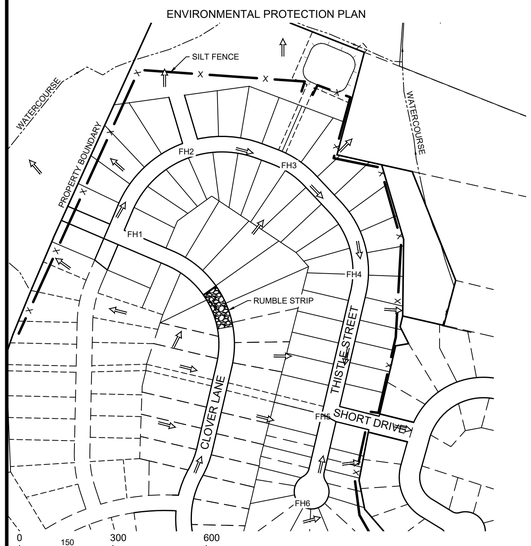
GSW/alc

Enclosures: Storm Drainage / Environmental Protection Plan

GENERAL EROSION AND SEDIMENT CONTROL NOTES

1. EXPOSED SOIL TO BE MINIMIZED AT ALL TIMES DURING CONSTRUCTION TO LIMIT SEDIMENT LADEN RUNOFF. THIS IS TO BE ACCOMPLISHED BY COMPLETING ALL WORK IN A GIVEN AREA ONCE EXCAVATION HAS BEGUN BEFORE DISTURBING ADDITIONAL SOIL. CONTRACTOR IS TO BE AWARE OF CURRENT WEATHER FORECASTS AND PLAN SOIL STABILIZATION ACCORDINGLY.
2. ALL WORKS TO BE IN ACCORDANCE WITH NOVA SCOTIA DEPARTMENT OF ENVIRONMENT REQUIREMENTS.
3. CONTRACTOR TO ACQUIRE ALL PERMITS REQUIRED TO PERFORM WORK AND TO COMPLY WITH ALL PERMIT REQUIREMENTS DURING CONSTRUCTION.
4. CONTRACTOR TO PROTECT NATURAL WATERCOURSES FROM SILT LADEN RUNOFF FROM CONSTRUCTION SITE. CONSTRUCTION PROCEDURES CAN BE FOUND IN THE CURRENT EDITION OF "EROSION AND SEDIMENTATION CONTROL HANDBOOK FOR CONSTRUCTION SITES" BY THE NOVA SCOTIA DEPARTMENT OF ENVIRONMENT.
5. CONTRACTOR TO ENSURE THAT ALL EXPOSED AREAS ARE STABILIZED PRIOR TO RAINFALL EVENTS BY CHECKING ENVIRONMENT CANADA FORECASTS (https://weather.gc.ca/canada_e.html).
6. CONTRACTOR TO PERFORM WEEKLY INSPECTIONS OF SEDIMENT CONTROL MEASURES AND MAKE REPAIRS AS NEEDED. ADDITIONAL INSPECTION AND REPAIR TO BE CARRIED OUT BEFORE AND AFTER ANY RAINFALL EXCEEDING 10mm. A LOG OF EACH INSPECTION AND REPAIR IS TO BE KEPT ALONG WITH A WEEKLY REPORT OF EXPOSED AREAS.
7. TRIBUTARY STORM RUNOFF FROM SITE TO BE DIRECTED INTO SEDIMENT CONTROL DEVICES DURING CONSTRUCTION.
8. CONTRACTOR TO CONSTRUCT AND MAINTAIN DIVERSION DITCHES THROUGH AND AROUND THE SITE TO MINIMIZE CONTAMINATION OF CLEAN WATER.
9. CONTRACTOR TO HAVE ADDITIONAL SEDIMENT CONTROL MEASURES ON SITE INCLUDING SILT FENCE, BALED HAY, AND LOOSE HAY/MULCH TO MAINTAIN OR INSTALL CONTROL MEASURES AS REQUIRED.
10. EXPOSED SURFACES TO BE COVERED WITH HAY, MULCH, OR WOOD CHIPS TO LIMIT SEDIMENT RUNOFF.
11. CONTRACTOR MAY SUBSTITUTE WOOD CHIP BERM FOR SILT FENCE IN ROCKY AREAS WHERE SILT FENCE CANNOT BE INSTALLED.
12. SEDIMENTATION BERMS AND PONDS TO REMAIN IN SERVICE UNTIL PROJECT ENGINEER OR THE MUNICIPALITY REQUESTS THEIR REMOVAL. THIS WILL ONLY OCCUR AFTER LOT AND BUILDING CONSTRUCTION IS COMPLETE.
13. SEDIMENTATION BERMS AND PONDS TO BE REMOVED IN THE FOLLOWING ORDER. LEVEL OFF BERMS, HYDROSEED AND COVER ALL EXPOSED AREAS WITH HAY, THEN FILL IN PONDS.
14. UPON COMPLETION OF GRADING ACTIVITY, ALL LOT DRAINAGE EASEMENTS ARE TO BE HYDROSEEDED AND MULCHED.
15. TOPSOIL AND HYDROSEED TO BE PLACED ON ALL AREAS NOT FINISHED WITH ASPHALT, CONCRETE, GRAVEL, OR SOD.
16. ACCESS ROADS TO SITE ARE TO BE MAINTAINED WITH CLEAN GRAVEL APPLIED PERIODICALLY TO COVER MUDDY AREAS. CLEANING OF ADJACENT STREETS IS THE RESPONSIBILITY OF THE CONTRACTOR AS DIRECTED BY THE ENGINEER.
17. VEHICLE ACCESS TO CONSTRUCTION SITE TO BE RESTRICTED.
18. STABILIZE ON-SITE STOCKPILES USING APPROPRIATE MEASURES (SILT FENCE, HAY, TARPS, ETC.)
19. SITE ACTIVITY TO ADHERE TO REQUIREMENTS OF HALIFAX REGIONAL MUNICIPALITY TOPSOIL BY-LAW.
20. ALL SEDIMENT CONTROL MEASURES TO BE OPERATIONAL OVER ENTIRE CONSTRUCTION PERIOD.
21. SEDIMENTATION AND EROSION CONTROL MEASURES ARE SUBJECT TO CHANGE. ADDITIONAL MEASURES MAY BE REQUIRED DEPENDING ON SITE CONDITIONS DURING CONSTRUCTION.

ENVIRONMENTAL PROTECTION PLAN

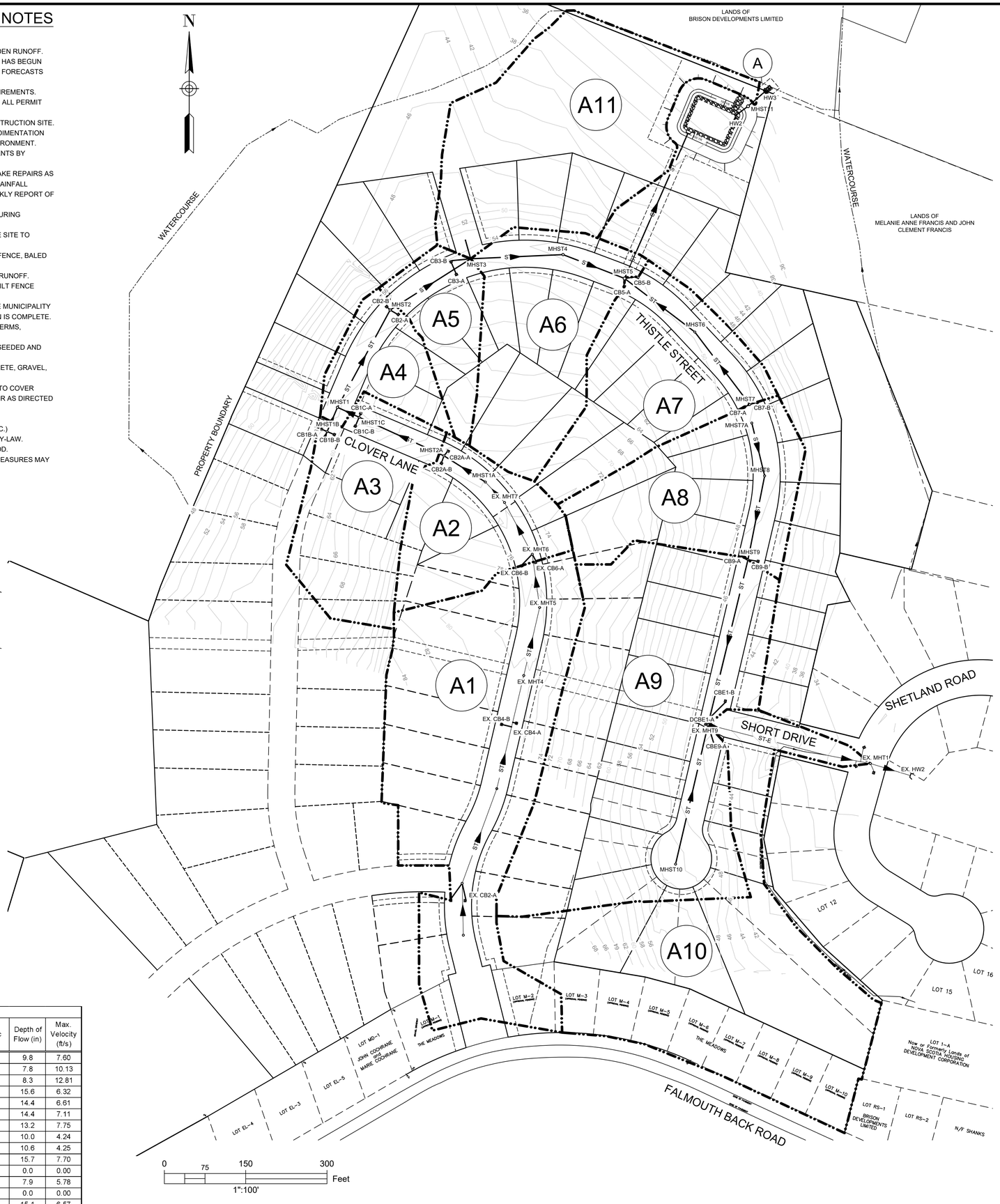


Catchment	Area (ac) ±	Catchment	Area (ac) ±
A1	4.75	A7	2.10
A2	1.47	A8	2.06
A3	1.75	A9	5.48
A4	0.81	A10	4.80
A5	0.83	A11	3.66
A6	2.16	Total	29.87

Storm	Flow to Point A (cfs)	
	Pre-Development	Post-Development
5 Year	6.20	5.87
10 Year	9.49	7.59
25 Year	14.7	11.72
50 Year	18.66	15.18
100 Year	22.84	18.95

Minor Piped Storm System Drainage Analysis - SCS Method (10 Year Return)

Upstream MH	Downstream MH	Tributary Area	Tributary Area +/- (Ac)	Qd - Design Flow (cfs)	Pipe Size (in)	Pipe Slope (%)	Qc - Pipe Capacity (cfs)	Qd/Qc	Depth of Flow (in)	Max. Velocity (ft/s)
EX_7	1A	A1	4.75	7.55	18	1.50	12.89	0.59	9.8	7.60
1A	2A	A1	4.75	7.58	18	3.25	18.92	0.40	7.8	10.13
2A	1	A1-A2	6.23	10.29	18	4.95	23.38	0.44	8.3	12.81
1	2	A1-A3	7.98	12.63	21	0.70	13.26	0.95	15.6	6.32
2	3	A1-A4	8.78	14.02	24	0.70	18.91	0.74	14.4	6.61
3	4	A1-A5	9.61	15.36	24	0.80	20.20	0.76	14.4	7.11
4	5	A1-A5	9.61	15.36	24	1.00	22.65	0.68	13.2	7.75
6	5	A7	2.10	3.88	15	0.50	4.58	0.85	10.0	4.24
7	6	A7	2.10	3.95	15	0.50	4.57	0.86	10.6	4.25
5	Outfall	A1-A7	13.87	22.60	30	0.75	35.44	0.64	15.7	7.70
8	9	-	-	0.00	12	1.00	3.57	0.00	0.0	0.00
9	EX_9	A8	2.06	3.83	15	1.10	6.78	0.57	7.9	5.78
10	EX_9	-	-	0.00	12	1.85	4.85	0.00	0.0	0.00
EX_9	EX_1	A8-A9	7.54	13.83	24	0.68	18.59	0.74	15.1	6.57
EX_1	Outfall	A8-A10	12.34	22.55	30	0.50	29.00	0.78	19.4	6.53



DRAINAGE BOUNDARY
STORM SEWER
PRECAST HEADWALL
A1 TRIBUTARY AREA ID
SILT FENCE
MAJOR DRAINAGE ROUTE

ISSUED FOR REVIEW
NOT FOR CONSTRUCTION

ISSUE	DATE	DESCRIPTION
3	JUN. 12, 2019	REVISED AS PER MDWH COMMENTS
2	NOV. 04, 2015	REVISED AS PER MDWH COMMENTS
1	MAR. 27, 2015	ISSUED FOR REGULATORY REVIEW

CONSULTANT

DESIGN POINT
ENGINEERING & SURVEYING

REGISTERED PROFESSIONAL ENGINEER
JUN. 12, 2019
Glenn Woodford
G.S. WOODFORD
6078
PROVINCE OF NOVA SCOTIA

CLIENT

BRISON DEVELOPMENTS

PROJECT DESCRIPTION

THE MEADOWS
PHASE 2
FALMOUTH, NOVA SCOTIA

SHEET DESCRIPTION

STORM DRAINAGE / ENVIRONMENTAL PROTECTION PLAN

Drawn	Engineer	Project No.	Drawing No.
A. SKETCHLEY	G. WOODFORD	14-033	7 of 11
Date of 1st Issue	Scale	Filename	
MAR. 27, 2015	1":100' H	14-033CBase.dwg	

Mr. Abraham Zebian, Mayor and
West Hants Regional Municipality Council
WEST HANTS REGIONAL MUNICIPALITY
76 Morison Drive, PO Box 3000
Windsor, NS B0N 2T0
(Electronic submission)

March 3, 2021

RE: Notice of Withdrawal and Termination from the Valley REN

Dear Mayor Zebian and West Hants Regional Municipality Council.

Although we are disappointed in West Hants Regional Municipality's decision to provide notice of withdrawal from the Valley REN, we are committed to serving the Annapolis Valley region. We will continue to work and promote the entire region as part of that effort. The role of regional economic development has never been more critical than it is now. Our actions to strategically develop a response to the COVID-19 pandemic in March of 2020 have placed us ahead of most regions specific to recovery. Through strong collaboration and our comparative advantages, our communities can come out stronger and better than ever.

The Valley REN serves as a networker of resources by connecting and supporting local businesses, industry, and entrepreneurs. Within this ecosystem of services designed to help and grow economic well-being and sustainability, the Valley REN's competitive advantage is the ability to objectively address the region's economic and business development needs as a whole – without being confined to municipal boundaries. We also value and understand the special and unique characteristics and assets that each municipality and First Nation community possesses.

Over this past year, the Valley REN has embarked on a coordinated strategic plan, regional workforce development strategy, and the creation of a regional economic profile and community profiles. The Valley REN is also leading several critical projects with our community partners focused on key sectors, labour attraction (i.e., manufacturing and tourism), and recovery efforts. We value a holistic approach to economic development.

Specifically, businesses and industries within West Hants Regional Municipality have benefited from Valley REN programs and services. When justifying "cost versus value," I would like to highlight some specific examples of how your $67,501.40 contribution to the Valley REN has impacted your community.

1. Province of Nova Scotia

a. The Province provided a supporting contribution of $67,501.40 for regional economic development.

2. Sector Development

a. Contemporary Leadership in Manufacturing program: The Valley REN has leveraged $18,000 from ACOA and matching financial and in-kind contributions of $10,400 to support developing and delivering a leadership program focused on the manufacturing environment. **BioVectra and CKF,** along with other Valley manufacturers, have been integral partners in this development process and the Valley Manufacturing Taskforce members from its conception.

b. Continuous Improvement (CI): Through the successful delivery of a CI workshop organized by ACOA, NSBI, and the Valley REN in early 2020, the Valley REN launched another Continuous Improvement Challenge with **Schoolhouse Brewery (video)** in Windsor in January 2021. The Continuous Improvement Challenge challenges local manufacturers to assist other facilities and businesses in finding solutions to process issues. As a result, the Valley REN is in the process of submitting a proposal to ACOA for $100,000 with matching funds and in-kind contributions of $25,000 to deliver future programs over the next two years, with the following workshop anticipated for Windsor. CI newsletter (2020)

c. "Building a BioTech Workforce." Working with our educational institutions, the Valley REN leveraged support for a training program targeting the BioTech workforce in the Windsor area. Specifically, the **BioTech** program will focus on skilling 30 people for employment in the local industry. This proposal is currently with the Department of Labour and Advanced Education (LAE), awaiting approval.

d. STAR Program: The Strategic Tourism for Areas and Regions (STAR) program is a regional tourism development program built to support economic growth in large tourism regions in Atlantic Canada with proven success by encouraging strategic and collaborative destinations and creating a strategic plan for tourism development. The Valley REN has submitted a proposal for delivering the STAR program in this region with ACOA support of $117,250 and financial and in-kind of $50,250 contribution from the Valley REN and industry. This program will be the first completed in Nova Scotia. We anticipate the launch of the program in April of 2021.

e. Winter Tourism Opportunities Study: To support our winter and shoulder season tourism operators, the Valley REN has submitted a proposal to ACOA for $25,000 and $4,500 financial and in-kind contributions to provide supporting data for future infrastructure and development opportunities. This study will be an essential element specific to local businesses like **Ski Martock** and **local**

vineyards within the region reliant on and wanting to expand upon winter activities.

f. Supply Chain Analysis: Manufacturers have referenced supply chain challenges as a significant issue. Conducting a supply chain analysis will be valuable for the sector and help the region attract businesses that would be mutually beneficial for all manufacturers in our area. The Valley REN has submitted a concept paper to ACOA for $90,000 with financial and in-kind of $210,000 contribution from the Valley REN and industry. It is in the process of finalizing a formal submission.

3. Business Development

a. NS MIT Rural Entrepreneurship Acceleration Program (REAP): The Valley REN has supported the Valley Team's cost to participate in the MIT Program ($30,000). This program provides opportunities for communities worldwide to engage with MIT in an evidence-based, practical approach to strengthening innovation-driven entrepreneurial (IDE) ecosystems. The Valley REN facilitates this initiative and is one of 5 teams in the Province; engaged closely with ONSIDE, the former Department of Business, and NSCC. Two of our ten members of the REAP team, who must remain confidential, are from the West Hants Regional Municipality. We anticipate that through this approach, the REAP team members will generate new entrepreneurial ideas for the region.

b. BusinessNOW Program: In 2019-2020, the Valley REN worked with nine businesses in the former Municipality of the District of West Hants and three in the former Town of Windsor. We also hosted a Business Expo in Windsor in September of 2019 and facilitated tourism discussions with West Hants businesses in February 2020. As of March 1, 2021, we are working with twenty businesses in the West Hants Regional Municipality in the current fiscal year.

c. Virtual Advisor Program: In partnership with all the Regional Enterprise Networks of Nova Scotia, the Valley REN offered this free program that matched qualified Annapolis Valley companies with a seasoned Virtual Advisor to help their business manage and recover from COVID-19. Virtual Advisors are experienced professionals from across Canada. Four West Hants businesses applied and were approved for the program and worked with Virtual Advisors (out of a total of six businesses that applied). This program was 100% funded by ACOA ($45,000).

d. Housing Assessment: Recently, the Valley REN has identified housing as a barrier to labour. The Valley REN will be conducting an environmental scan and is looking at strategies to support regional collaboration.

4. **COVID-19 Response: Regional Economic Recovery Taskforce and Response Teams:** We continue to lead regional recovery efforts through the Regional Economic Recovery Taskforce. The Taskforce is a coordinated approach to the region's recovery efforts supported by close to 50 organizations that provide various business and workforce supports. With input from all stakeholders, the Valley REN created a regional recovery plan and drove its implementation. To support the Regional Economic Recovery Taskforce's ongoing efforts, ACOA provided 100% funding of $69,250 from its Regional Relief and Recovery Fund.

The Valley REN has been strategic, despite the barriers created by the COVID-19 pandemic, and has leveraged significant funding from our Federal and Provincial partners who support regional economic development. These programs and supporting project funds have a direct impact on the West Hants Regional Municipality. These are "measurable impacts" on your region's businesses should the West Hants Regional Municipality exercise its right to leave the Valley REN in April of 2022.

Four of the current nine Valley REN Board lives or operates a business in West Hants Regional Municipality. We are deeply committed to the region. We hope that Council will reconsider its motion to withdraw from the Valley REN and continue to support the regional economic development model. We cannot do this alone, and we must be "together" as a region in support of economic development.

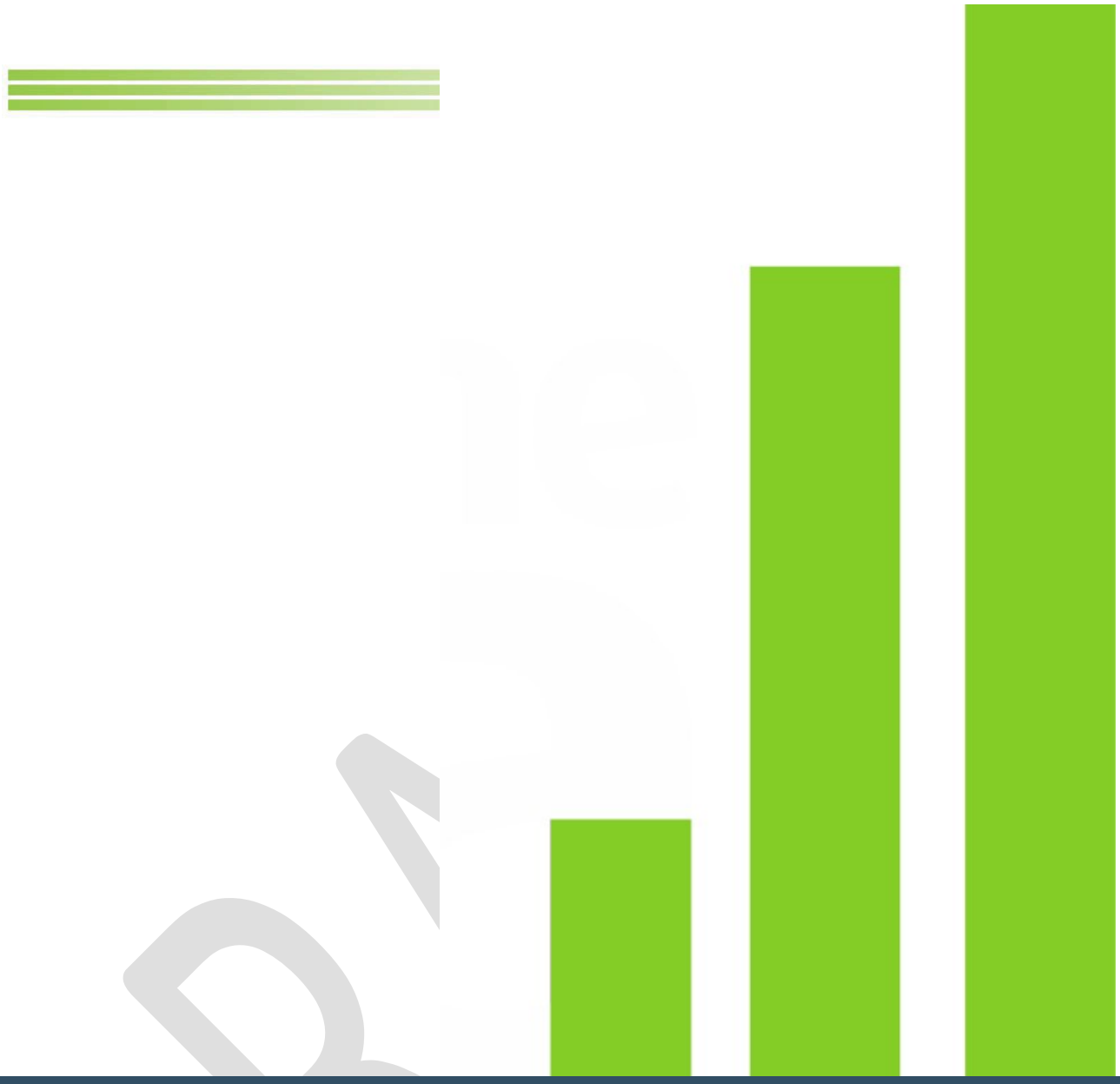
Best regards,



Gerard J. d'Entremont, MEd

Board Chair,
Valley Regional Enterprise Network

Cc. Mark Phillips, Chief Administrative Officer West Hants Regional Municipality
Sandra Snow, Chair Liaison Oversite Committee of the Valley REN
Jennifer Tufts, Valley REN Chief Executive Officer



the valley
REGIONAL ENTERPRISE NETWORK

DRAFT - Business Plan
Fiscal Year 2021 - 2022

Strategic Priorities for 2021-2022

Our Focus for 2021-2022

We are strategically focused on the following priorities in 2021-2022:

- ***Business Development:*** Supporting businesses is always a top priority for the REN. We assess businesses' needs, provide navigation resources and supports, provide referrals and support start-ups and peer to peer opportunities that are all specifically tailored to small and medium enterprises. We also want to ensure our region is ready to meet the needs of investment.

- ***Workforce Development***: An important solution to our region's success is solving critical labour challenges within key sectors and businesses. We will develop and implement a regional workforce development strategy based on research, consultation and industry engagement. One of the main barriers to attracting talent to our region is a critical lack of housing. Housing is generally not a primary focus of the Valley REN, but it is a barrier to all strategies identified in this business plan, especially those related to workforce. We will work on assessing the housing needs of the Annapolis Valley in an effort to support stakeholders to meet this challenge.

- ***Sector Development***: We will continue to focus on fulfilling the needs of the manufacturing sector. We will also work with ACOA and other stakeholders to provide opportunities to assist the tourism sector through the STAR (Strategic Tourism for Areas and Regions) Program.

- ***Organizational Development:*** We will continue to work in partnership with the Annapolis Valley Chamber of Commerce to promote the region from a business and labour force attraction, people attraction and tourism attraction standpoint. Due to the ongoing pandemic, we are shifting strategy to target skills gaps in our region.

- ***Regional Economic Recovery Efforts:*** We will continue to lead regional recovery efforts through the Regional Economic Recovery Taskforce. The Taskforce is a coordinated approach to recovery efforts of the region, which is supported by close to 50 organizations that provide various business and workforce supports throughout the region.

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Why Economic Development Matters

Working together, in partnership, for the betterment of the region as a whole matters. Working together, in partnership, on economic development matters even more. It's what makes the difference between a successful region and a region that just accepts status quo by continuing to do what has always been done, without seeing results.

Economic development is at the heart of every great community. Because a stronger economy doesn't just mean more jobs. It means more opportunities, more choices, more resiliency for everyone. Developing our economy really means developing our community and dynamic, thriving communities don't happen by chance. It takes the efforts of skilled experts on the front lines working hard every day to make our community better.

That's what we do at the Valley REN every single day. We understand what it takes to build a vibrant community, helping it grow stronger; where everyone has an opportunity to thrive. How do we do it? With education and expertise, we collaborate to attract new businesses and work hard to champion for the ones we have, helping them grow. We can help navigate funding options, financing programs and investment opportunities and connect businesses with the right government resources. We understand workforce development. We are experts in partnership, mentorships and apprenticeships and can work with community leaders to identify current gaps. We can provide information on everything from local trends to international export regulations. We are collaborators, connectors, promoters, partners, mentors, gap fillers and researchers.

We do a thousand different things customized to the unique needs of our region based on mountains of research, training and best practices. Because developing our economy is a science, the art of doing it right requires a unique set of skills with the experience to navigate the subtle layers of developing a stronger economy and region.

We are the experts, working behind the scenes every single day, doing the heavy lifting, planting the seeds and connecting the dots on behalf of our region. This is how successful communities invest in the future. We are here for you so we can all build a stronger community together. [1]

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[1] Economic Development Matters (EDAC). https://edac.ca/economic-development-matters-video/

COVID-19 Recovery Efforts

The Valley REN formed a Regional Economic Recovery Taskforce and Response Teams in May of 2020 and has been leading this coordinated approach to recovery for the region. In consultation with all regional stakeholders, the Valley REN created a regional economic recovery plan. This plan will work towards reenergizing and restoring the Annapolis Valley economy and charting a path forward for a stronger, more resilient Annapolis Valley.

Regional Recovery Structure



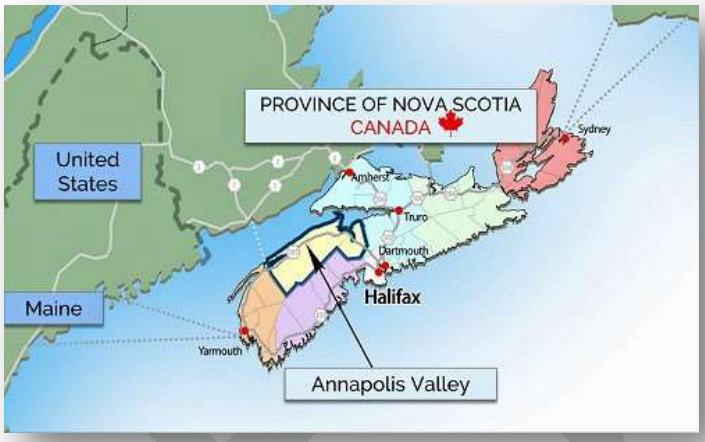
Regional Recovery Strategy

	Phase 1: Response	Phase 2: Recovery
	Regional Economic Response Teams	Regional Economic Recovery Taskforce and Teams
	"Weather the Storm"	"Emerge Stronger"
Objective	Provide support and services to help Annapolis Valley businesses respond to the immediate economic impact of COVID-19	Develop a long-term economic recovery plan to reenergize the Annapolis Valley economy, retain businesses and support employers and workers in getting people back to work as soon as possible
Timeframe	1-3 months	4-18+ months, possibly commencing in July
Partners	Business Support Services Team Workforce Support Services Team Sector and Employer Development Team	Regional Economic Recovery Taskforce and all Response Teams
Activities	Activities related to response (short to medium term)	Activities related to recovery (medium to long term)

About Valley REN

The Valley Regional Enterprise Network (Valley REN) was incorporated in March 2014. Its members are Glooscap First Nation, the Municipality of the County of Kings, the West Hants Regional Municipality, and the Towns of Berwick, Kentville and Middleton.

The Valley REN is governed by a Liaison and Oversight Committee made up of core funding representatives (Municipal, First Nation and Provincial), as well as a Board of Directors comprised of business leaders.



Funding for the Valley REN is provided by its members and this funding is matched by the Province of Nova Scotia to support economic development on a regional level. Additional funding is also sourced by the Valley REN in the form of selected governmental grants that support specific program development.

Geographically, the Annapolis Valley economic region (defined by Statistics Canada) encompasses Annapolis, Kings and Hants counties on the northwestern seaboard of Nova Scotia, along the Bay of Fundy. The Valley REN serves communities in the central portion of this economic region.

Valley REN Mission

To be leaders and drivers of economic development opportunities that support the financial, social and individual well-being of the people, businesses and communities we serve in the Annapolis Valley.

We will achieve this by working with partners, stakeholders and clients to:

- ✓ To retain and grow the economic base.
- ✓ To lead progress.

Valley REN Mandate

1. Provide centralized access to regional "Valley" business and economic data, including proprietary research to assess the needs and performance of the local businesses.
2. Recommend and drive Annapolis Valley regional economic development strategies and measurable growth, with a view to reflecting the needs and goals of private business, the municipalities and the province.
3. Act as "*Opportunity Connectors*" across the private and public sectors, so that the dreams of businesses and individuals can become a reality.

DRAFT

4. Serve as supporters and enablers of regional competitiveness and investment readiness by communicating the Valley's advantages and potential to local, provincial, national and international audiences.
5. Make a meaningful and positive impact on the Valley's regional economic development by demonstrating impact, progress and measurable results from within the REN organization.

Core Clients

- ✓ Regional Small, Medium and Large Enterprises
- ✓ Key Regional Industry Sectors
- ✓ Labour Force
- ✓ Entrepreneurs and Innovators
- ✓ Investors
- ✓ Potential Migrants and newcomers to the region

Our Unique Competitive Value

The Valley REN provides services within a broader group of governmental and private sector organizations at the provincial, regional and local levels. The Valley REN serves as a networker of resources, by connecting and supporting local businesses, people and entrepreneurs.



Within this ecosystem of services designed to support and grow economic well-being and sustainability, the Valley REN's competitive advantage is the ability to objectively address the economic and business development needs of the Region as a whole – without being confined to municipal boundaries – and, despite being publicly funded on an intermunicipal and provincial basis, to have the overview necessary to link both public and private sector organizations to achieve specific economic development objectives in the Annapolis Valley.

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Valley REN 3-Year Key Strategic Areas (2021-2024) – ***IN DEVELOPMENT***

Strategic Pillars	Business Development	Sector Development	Workforce Development	Organizational Development
Strategic Goals				
Outcomes				
Key Result Areas				

2021-2022 Valley REN Business Plan Initiatives – ***IN DEVELOPMENT***

***Please note, the Valley REN Strategic Plan is in development and is expected to be completed by the end of March 2021. As such, the Outputs are only anticipated and therefore, subject to change. KPIs and Targets are not fully defined yet. The Business Plan will be finalized upon the completion of the strategic plan to ensure complete alignment.

Strategic Priority	Initiative	Outputs	Stakeholders	KPIs	Targets
Business Development	**BusinessNOW Program**	• Implement Business Retention and Expansion Program (Outreach) • Utilize CRM tool for data collection • Provide support to businesses and community enterprises • Host workshops and business expos throughout the year • Organize and host business youth symposium • Host quarterly Municipal EDO Meetings • Conduct a series of Succession Planning Workshops	Valley businesses, Business Supports Response Team and Workforce Supports Response Team		
Business Development	**Investment Readiness Initiatives**	• Create a regional economic profile and key sector profiles • Conduct investment readiness analysis to assess the current state of investment readiness in region • Create an improved land and asset database • Enhance Valley REN's website • Create a series of white papers demonstrating regional opportunities	Valley municipalities, NSBI		
Business Development	**NS MIT Rural Entrepreneurship Acceleration Program (REAP)**	• Act as facilitator/project manager for Valley Team • Complete all homework assignments (in partnership with Team) • Participate in MIT training	Dept. of Business, ONSIDE, MIT, Valley Team		
Sector Development	**Manufacturing Taskforce**	• Provide administrative support for continuous improvement challenge • Promote opportunities to manufacturers (as they become available) • Develop and launch Contemporary Leadership Training program	Valley manufacturers, Valley municipalities, NSBI, Province (Energy, LAE), AVCC, VBLI, CME, EMC, private and public stakeholders		

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Sector Development	**Supply Chain Analysis**	• Conduct a supply chain study, including a needs analysis and recommendations for implementation • Promoting shared resources • Attraction of new businesses to strengthen the supply chain	Valley municipalities, Valley manufacturers and other businesses, sector supports, ACOA, NSBI		
Sector Development	**STAR Program**	• Complete the STAR Program for the Annapolis Valley region • Implement program upon funding • Completion of strategic plan for tourism sector	Tourism Atlantic/ACOA, tourism operators, AVCC, municipalities, Tourism NS, Events NS		
Workforce Development	**Regional Workforce Development Strategy**	• Develop and implement a regional workforce development strategy based on research and industry engagement in key sectors	Employment NS, Workforce Supports Response Team municipalities, businesses		
	Connector Program	• Continue to run and expand the scope of the Connector Program • Launch engagement campaign • Host Welcome to the Annapolis Valley Expo • Host #HiremeAnnapolisValley pitch competition	Employment NS, post secondary institutions, NSOI, ISANS, YMCA (Y-Reach)	# of Connectees, # of Connectors, # of events hosted, # of events attended, # of jobs secured, # of businesses started	50 Connectees, 50 Connectors, 15 events hosted, 15 events attended
	Housing Assessment – Barrier to Labour *(Identified as barrier to all strategies)*	• Conduct an environmental scan • Conduct needs assessment of housing in the Annapolis Valley (all types of housing) • Facilitate meetings with regional partners to discuss results	Business and Workforce Supports Response Teams, Valley businesses, municipal, provincial and federal government		
Organizational Development	**Communications**	• Implement communications plan for the Valley REN • Enhance and improve the Valley REN website and social media presence • Provide quarterly updates to funding partners • Attend monthly AVCC Board Meetings • Host an annual AGM and develop/present an annual report • Share best practices among other RENs • Develop monthly newsletter (electronic and printed)	Valley municipalities, Province of NS, Valley businesses, Valley REN partners and stakeholders, other RENs		

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	Regional Economic Recovery Taskforce **** For additional details, refer to regional economic recovery plan*	• Continue to implement regional economic recovery plan • Continuous evaluation of model to ensure effectiveness	Regional business, workforce, sector supports, major impact employers, municipal, provincial and federal government		
	Strategic Plan Development	• Develop new Valley REN strategic plan • Create a meaningful and holistic stakeholder consultation process • Begin year 1 implementation	All Valley REN partners and stakeholders		
	Regional Marketing	• Build and structural development for enhanced website • Prepare marketing campaign for targeted skills gaps • Prepare for launch of enhanced website	AVCC, VBLI, Valley municipalities		

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Operations

Objective
To increase the Valley REN's impact on regional economic development, its capacity for output in the most efficient manner and demonstrating a responsible use of public funds in achieving this mandate. While operating in accordance with the Valley REN's policy manual.

Human Resources
The Valley REN has a staff complement of 3 core staff, 1 project staff and 2 contract staff:

Jennifer Tufts, *CEO*
Richelle Brown Redden, *Economic Development Officer – BusinessNOW Lead*
Brennan Fitzgerald, *Economic Development Officer – Investment Readiness Lead*
Taylor de Vries, *Connector Program Coordinator*
Daniel Surette, *BRE Officer*
Meagan Hancock, *Communications Coordinator*

Draft Core Operating Budget – 2021-2022

REVENUES		
Municipalities and First Nation Total Contributions		$295,183.00
Town of Berwick	$14,865.08	
Glooscap First Nation	$7,500.00	
Town of Kentville	$28,413.61	
Town of Middleton	$12,731.97	
West Hants Regional Municipality	$67,501.40	
Municipality of the County of Kings	$164,170.94	
Province of Nova Scotia		$295,183.00
	TOTAL REVENUES	**$590,366.00**
EXPENDITURES		
Board of Directors		$9,500.00
Economic Development		$134,241.00
Human Resources		$330,500.00
Operations		$116,125.00
	TOTAL EXPENDITURES	**$590,366.00**

DRAFT

Shelleena Thornton

Subject: FW: Resident Planning committee's are necessary for our former towns.

From: Denise <>
Date: March 5, 2021 at 2:42:01 PM AST
To: Chrystal Remme <cremme@westhants.ca>, Laurie Murley <LMurley@town.windsor.ns.ca>
Subject: Fwd: Resident Planning committee's are necessary for our former towns.

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

Dear CEO and Council of the Region of West Hants ,
Planning etal

I am writing requesting that the council elect to maintain more than a 1 person resident panel for the former towns of Windsor and Hantsport. Local Debates don't happen without strong residence input.

To save some of your time, Perhaps we can merge the two former committees into one evening as we have common issues and are merging our former MPS/LUB regulations into one from three plus we have similar distinct characteristics as former towns.

At present we have only 1 out of 12 councillors/Mayor speaking for my former downtown and we use to have all the attention worthy of a Town with forward vision, now what do we have?

Comparing living on the Route 215 or the route 14 vs Victoria Street or Gerrish,they are opposite in just about every way. Planning is done for future potential being successful.

I believe the intention of joint council committee was to ensure that all the communities/future councillors work together for the greater good, I found this Statement below in the Guiding Principles.

Regional planning should be a priority for the consolidated community to ensure that the

strengths of the urban and rural communities are being leveraged appropriately.

When reading this , I strongly urge the council to leverage appropriately for the former towns . Our future and your direction for our stronger together is now.

Who is working with with vision of the shopping/dining and hopefully dancing in our growth economic / entertainment town centre?

We have so much to offer in our lovely specific area called downtown Windsor. We have sidewalks just outside our doors, our houses have no setbacks, literally on the road. Most with one side of the street allowing parking plus we live in an architectural zone very close to our neighbours with lots of shared drive ways.

We have so many wonderful businesses like a Fitness Centre, Bridal Shop and Jewellers all successful for 30+yrs, 3 big brand banks and other Service Offices . The cream of the crop is our sunsets on our waterfront , wow.
We have the potential to build our dreams as it's possibilities are exhilarating.
we have great restaurants, pubs, wine bar, craft beer shop with a new chef that was noted in the top 30 under 30 in Toronto. Soon we will have a awesome Distillery Restaurant on the other end of the Water Street which is only 4 blocks long.

We even have 3 garages, just no more gas pumps or more contamination risks so close to our precious waters sources. I Really want no gas pumps any closer than they are now.
I would like to keep our nice walking community at least the former town proper with our tight together homes, shared drive and our walks to the post office to get our mail . browsing shops on the 2 blocks of Gerrish street then onto Water Street our entertainment zone is so appropriately named like all good hospitality waterfronts worldwide.
Best weather in Windsor/ Falmouth why? maybe location, location, location.
We are Half way between the North Pole and the Equator.
Let's dream, let's build , together stronger.
we need each other. Alone, everyone looses.

Explain to me how this new region is going to leverage it's best, when it has 1 small unsupported voice out of

12 for such a valuable asset which you pledged your oath as Council to govern and support fairly and unbiased.

Sincerely, looking forward to continue being a part of the Windsor residential panel.

Denise Forand

Sent from my iPad

Shelleena Thornton

Subject: FW: Introduction

From: Melissa Sheehy-Richard <melissa@hantswestpc.com>
Date: March 11, 2021 at 3:21:09 PM AST
To: Abraham Zebian <AZebian@westhants.ca>
Subject: Introduction

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

Dear Mayor, Deputy Mayor, Councillors and CAO Phillips:

As the Spring Session of the Legislature begins after 365 days I wanted to take this time to officially introduce myself as the PC candidate for the next provincial election. As you likely are aware, it's been almost 4 years since we were last at the polls provincially and the PC Party will be ready for whenever it is called.

The PC Party believes it is important to work closely with our municipalities. In particular, we want to renegotiate the Memorandum of Understanding between the province and the municipalities to ensure that we are properly investing in you and our municipalities.

I look forward to building a productive relationship with each of you in the months and years ahead.

If you have any questions, I would be happy to chat at your convenience.

Respectfully yours,

Melissa Sheehy-Richard
PC Candidate for Hants West
902.790.7882

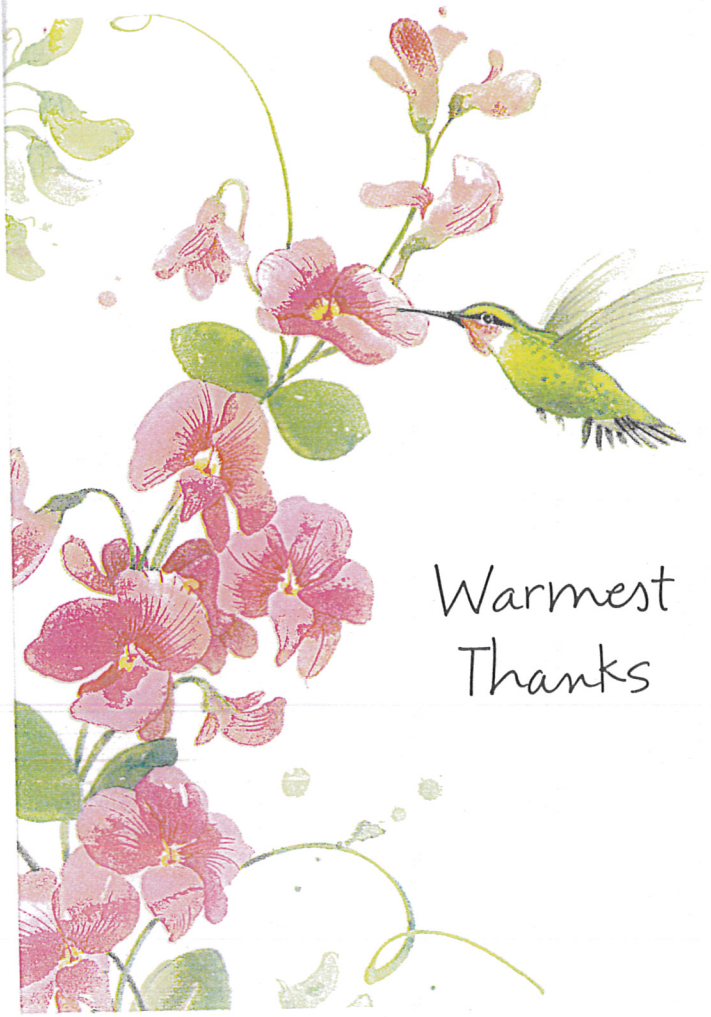
Shelleena + Mark

Thank you for your generosity and the Municipality of West Hant Fred Fox Scholarship! I am nearing the end of my first year at St. Thomas University and I'm planning on majoring in Psychology. I am very appreciative of this scholarship and it has been very helpful for beginning my post-secondary journey.

Thank you again!

Sincerely,

Laura George



Shelleena Thornton

Subject: FW: Anonymity for Submissions to Council/Committee

Begin forwarded message:

From: >
Date: March 13, 2021 at 12:01:50 PM AST
To: Abraham Zebian <AZebian@westhants.ca>
Subject: Anonymity for Submissions to Council/Committee

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

Dear Mayor Zebian:

I recently made a submission (by e-mail) to the Planning Advisory Committee, regarding mobile homes in the Three Mile Plains Growth Area.

I attended the meeting by ZOOM and was surprised to see my name quoted in the comments section of the presentation, which was available to the public via Facebook.

I would recommend that the identity of those people making comments in future be kept anonymous.

As long as commenters fully disclose their identities, including name, address, phone # etc. to West Hants officials when making a submission, I see no useful purpose in identifying them to the public.

I think that anonymity could promote more submissions from concerned parties, who would like to keep their identity anonymous.

We live in a small community and I want to be able to participate in a sincere way in the development of my community without fear of my opinions being held against me (and my family) personally.

Thank you for considering my suggestion.

Yours truly,


Virus-free. www.avast.com

March 19, 2021

Mayor Abraham Zebian, Council Members and CAO Mark Phillips
West Hants Regional Municipality
76 Morrison Drive
PO Box 3000, Windsor
Nova Scotia, B0N 2T0

Dear Mayor Zebian, Council Members and Mr. Phillips:

I am writing to you concerning the condition of the sidewalks on Clifton Avenue in Windsor. They have been deteriorating for many years and are now hazardous to those using them. Specifically, the sideways are narrow, uneven and broken making it dangerous for walkers, especially my elderly neighbours who use them every day. Several other residents in the neighbourhood have expressed the same concerns to me. I would invite Council members and staff to visit the area to see the situation for themselves.

Todd Richards, Director of Public Works, informed me that the sidewalk replacement on Clifton Avenue is currently on a project list but not scheduled and will likely not be completed for several years. I think I speak for many of my neighbours who feel that this timeframe is not acceptable.

I would therefore request that Council make sidewalk replacement on Clifton Avenue a priority for the safety of residents in the area.

Thank you.

Carol MacKenzie

Carol MacKenzie
[redacted]
737 Clifton Avenue
Windsor, Nova Scotia
B0N 2T0
[redacted]

cc. Todd Richards, Director of Public Works

Municipality of the District of West Hants
76 Morison Dr.
P.O. Box 3000, Windsor, NS
B0N 2T0

RE: Windsor Causeway – For the Record

Dear respected Council,

I request this letter be read for the record at the March 23, 2021 Council meeting.

During a Joint Council meeting on September 27, 2018, Paul LaFleche, the Deputy Minister of the NS Department of Transportation and Infrastructure Renewal stated the following in relation to maintaining lake level "…on the other hand, if someone goes to a judge and says no, no, no, the constitution or the charter of rights says there has to be fish passage above the lake level then a judge may order Kevin to lower the lake or open the gates".

As I've said for many years, you either have a lake or you have fish passage. If you choose to maintain a lake, by default you are blocking fish passage and violating the *Fisheries Act*. By blocking fish passage, you are also preventing the Mi'kmaq from utilizing their Rights, therefore violating the Charter of Rights and Freedoms laid out in the Constitution. The Ministerial Order issued to the Province on March 19, 2021 for gate operations at the Windsor causeway fulfills a requirement under the *Fisheries Act* to meet a certain legal bar in Canada. Evidence serving as the foundation of these orders are reviewed by the Federal government and in this specific situation, clearly shows that they are not willing nor able to justify the infringement of Mi'kmaq Rights and the violation of the Constitution and *Fisheries Act* caused by maintaining the lake. By issuing this order, the Federal government have upheld their fiduciary obligation to the Mi'kmaq. If you continue to request that the lake be maintained, you must also acknowledge your request to violate Mi'kmaq Rights and the law of Canada.

During that same meeting on September 27, 2018 the Joint Council either gave a select group of stakeholders the choice or the illusion of a choice to proceed with option "D". It now appears that this council is in the opinion that they have no say in the matter. The Council is the voice of the people – it is direct representation and as such, you have a duty to inform your constituents of potential options which may include option "D" or variations of bridges and tidal flow. Now is the time to have a meaningful discussion on what will be the future of this community.

Lake Pisiquid has been a reoccurring problem to which DFO has committed to upholding their fiduciary obligation and the law of Canada. Based on this, in the long term, the lake will not be maintained and as such, the following are my personal recommendations on how to proceed:

- There are two farmers stating they draw less than what is required for a permit, which is less than one water truck a day from the lake for irrigation. When saltwater entry occurred under maintained lake levels, it provided the opportunity for saltwater to migrate far upstream. Given the lake has been returned to natural river state, the upstream

distance that the saltwater can reach has been greatly reduced. These farmers should be made aware of the situation so they may take appropriate mitigation measures.

- Farmers may also need to install fencing for the safety of their animals. They also need to be notified to find an alternative water source for their animals.
- Ski Martock may need to find an alternative water supply. Options could include using a smaller pump to fill a larger reservoir or other options they are currently pursuing.
- The Municipality may wish to explore an option of extending the existing water pipeline to Redden road to supply water to the few remaining individuals who do not have access to this Municipal drinking water supply.
- Notify the canoe club that they will need to either seek an alternative location (i.e. Shay Lake), build an artificial course or apply for dredging permits.

Right now, TIR is delaying the highway twinning project and perpetuating this public safety concern as they attempt to receive approval from DFO for their proposed option "D" to maintain status quo. Regardless of which option is built, the chosen option will require bridges. Option "D" was supposed to provide protection for these bridges, meaning the Province could get away with shorter span bridges that wouldn't meet the standards for full tidal flow. If these bridges were designed to withstand full exposure and tidal flow, they could be built now as explained by Paul LaFleche in the September 27, 2018 meeting, and the highway twinning project could be completed. The current structure can be maintained in the interim while a final solution is found that meets the laws of Canada. You were given the option for a flyover; I strongly suggest you take it. This would open up the potential for reconnecting the Municipality with the Avon River and the true meaning of Pisiquid (junction of rivers).

Attached is my interpretation of the March 19, 2021 Ministerial Order. You may also seek an interpretation from the Federal government.

Sincerely,
Darren Porter

The layout of the document is simple.

Section 1:

"Whereas the Minister of Fisheries and Oceans (Minister) considers that it is necessary to ensure free passage of fish or the protection of fish or fish habitat at the Windsor causeway gate system on the Avon River;

Whereas the Minister has authority to order the owner or person who has the charge, management or control of an obstruction or any other thing that is detrimental to fish or fish habitat pursuant to subsection 34.3(2) of the *Fisheries Act,* R.S.C., 1985, c. F-14;

Whereas the Windsor causeway gate system on the Avon River operated by the Nova Scotia Department of Agriculture is required to maintain the flow of water necessary to permit the free passage of fish pursuant to paragraph 34.3(2)(f) of the *Fisheries Act,* R.S.C., 1985, c. F-14;

Whereas the Windsor causeway gate system on the Avon River operated by the Nova Scotia Department of Agriculture is required to maintain at all times the characteristics of the water and the water flow downstream of the obstruction or thing that are sufficient for the conservation and protection of the fish and fish habitat pursuant to paragraph 34.3(2)(g) of the *Fisheries Act,* R.S.C., 1985, c. F- 14;"

This section is simply stating the section of the *Fisheries Act* that is being violated by the Windsor causeway gate system: section 34.3(2)(f) and section 34.3(2)(g). That's it.

Section 2:

"THEREFORE, IT IS HEREBY ORDERED, pursuant to subsections 34.3(1) and 34.3(2) of the *Fisheries Act,* R.S.C., 1985, c. F-14, that the Nova Scotia Department of Agriculture and the person or persons in charge of the Windsor causeway gate system on the Avon River shall from March 20, 2021 to April 3, 2021:

a) i. Set Lake Pesaquid to natural state where no water is being impounded above the causeway;

   ii. Fully open both gates throughout each of the outgoing tides; and

   iii. Fully opening both gates throughout each of the incoming tides to allow a minimum of 10 minutes of saltwater entry upstream of the gates.

b) Provide in writing, weekly gate operation details listed below to the Department of Fisheries and Oceans each Friday.

   - The date and time of opening for both gates

- The length of time for daily openings of both gates

- Daily water level measured at the Highway 1 bridge

This order shall replace any previously issued orders and remain in force from the date of signature until revoked or replaced."

This section lays out legal conditions (instructions) that the Province must follow, or they could be charged under the *Fisheries Act*. These conditions essentially recognize the limitations of the causeway gate system and provide a set of operational procedures that must be followed to keep the gate system lawful.

This specific order is dated for two weeks (March 20, 2021 to April 3, 2021). The statement "this order shall replace any previously issued orders and remain in force from the date of signature until revoked or replaced" suggests that this order will be renewed until revoked. This is confirmed by a tweet from DFO Maritimes on March 19, 2021 stating it will be re-viewed on a bi-weekly basis. As this order was allowed to be issued by the Minister, she and her staff were required to consider all relevant factors to ensure these conditions will not jeopardize public safety, public health nor cause death to fish. In order to revoke this order, the Minister would have to provide proof that such conditions were jeopardizing public safety, public health or causing death to fish.

Section 2 of the order requires the Province to do the following:

c) i. Set Lake Pesaquid to natural state where no water is being impounded above the causeway;

This means the reservoir is back to a more natural river or as the Province calls it "drain dry" during lower tidal periods. I.e. there is no lake/reservoir.

ii. Fully open both gates throughout each of the outgoing tides; and

This is self-explanatory and it legally requires that both gates are fully open. This does not permit partial gate openings – the Province cannot manipulate openings to try and hold water above the causeway.

iii. Fully opening both gates throughout each of the incoming tides to allow a minimum of 10 minutes of saltwater entry upstream of the gates.

This eliminates manipulation by the Province and brings clarity to the operational procedures. It requires that gates be open not just on the incoming tide but also to permit a minimum of 10 minutes of saltwater entry. That is saltwater must flow upstream through the causeway for at least 10 minutes on each incoming tide before the gates can be closed.

The purpose of this order is to make the Province's operations of the gate system in Windsor enforceable. This order was developed based on science, the law and the Constitution of Canada. This order is a clear statement by the Federal government that states they recognize that maintaining the reservoir (Lake Pisiquid) is a barrier to fish passage, an infringement on Indigenous Rights and the reduction of the productivity of our ecosystems.

WINDSOR / WEST HANTS TOGETHER

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐

To: West Hants Regional Municipality Council

Submitted by: _____
Dianne Levy, Manager of Facilities and Recreation

Date: March 15, 2021

Subject: Hants Aquatic Centre Leisure Pool Liner

LEGISLATIVE AUTHORITY

Municipal Government Act, Part IV Finance, Section 65

RECOMMENDATION

Recommend that…

Council approves the upgrade to the Hants Aquatic Centre leisure pool liner for a total 2021-22 capital budget of $245,499 which includes a 10% contingency value of $22,218 and applicable taxes.

further

Council approves the use of $245,499 of Gas Tax to fund upgrades to the leisure pool liner at the Hants Aquatic Centre Society's facility.

further

Council approves RFP#WWHCD21-02 be awarded to Acapulco Pools for $ 214,000 plus HST .

BACKGROUND

Property☐	Public Opinion☐	Environment☐	Social☒	Economic ☒	Councillor Activity ☐

The Hants Aquatic Centre is an aquatic facility that consists of a 6 lane, 25m pool, a beachfront access leisure pool and a tot pool that was constructed and opened in 2007

on municipal land and is owned by the Hants Aquatic Centre Society. The Society formed with the sole purpose to secure funding to construct the public pool facility. In 2008, the Municipality and the Town entered into a Governance Agreement for the operation of the Hants Aquatic Centre with the result being the operating deficit for the facility being shared equally between the two units. Over the years there has been discussion and there is continued interest to transfer the ownership to the Municipality. Governance committee no longer exists as we are a one Municipality now, and staff are will continue to have the discussion with the Society on transferring ownership.

In 2019, the Hants Aquatic Centre had 27,875 individual visits for lessons, public swims, lane swims, aquafit, rentals and special events and generated just under $90,000 in revenue. This revenue covers most of the wages for up to twenty seasonal and part-time staff who work at the venue. The facility is well used by the residents of West Hants, but it is also a draw for folks outside the region. Our proximity to the Visitor Information Centre has allowed travelling families to discover our facility and we also draw many from HRM and Kings County regularly. Our facility is well known for its design, heated water, quality programs, extensive schedule, and welcoming environment. The pool governance committee understood that the pool liner was an item that would need to be replaced with a new liner approximately every 15 years, and thus a Pool Liner Reserve Fund was created in 2015 with annual contributions from the Town of Windsor and the Municipality of West Hants.

In the summer of 2019, the liner of the leisure pool at the Hants Aquatic Centre started to lift at a seam in a corner. Patio stones were placed on top of the seam to hold it down and caution tape was used to restrict access to that area of the pool to enable the facility to remain open for the remainder of the season. Initially, staff anticipated the repair could be made in-house however, in the spring of 2020, it was determined that the scope of the work exceeded the staff's abilities. An RFP was issued in the spring of 2020 with bids being received between $233,000-$325,000 for work that did not include the repair of the concrete in the entire leisure pool. Upon further inspection, it was determined that the extent of the concrete repair and the scope of the project had increased to include the repair and re-surfacing of the entire concrete section in the leisure pool. There are no local companies that specialize in commercial pool liner repair.

In partnership with the Hants Aquatic Centre Society and the CAO, staff proceeded to source the concrete work locally and continued to move ahead with the repairs which are scheduled to begin before the end of March 2021. Separating the project into two parts: 1) the concrete repair project, using a local company and 2) tendering the new liner project with experts from outside the Maritimes, was the most cost-effective option. We received confirmation that concrete work would be completed for a cost of $53,684 plus HST, well in advance of the liner installation to ensure adequate curing time of the concrete. The Hants Aquatic Centre Society agreed to be a funding partner contributing $16,000 and the $40,000 balance was included in the 2020 Capital Budget. In February of 2021, a second RFP was issued for the new leisure pool liner with the anticipated work occurring this spring to ensure a June opening.

DISCUSSION

Proposals for the new liner were received from the following companies:

- Acapulco Pools, $214,000 plus HST
- LDG Contracting and Didn't pass technical component.
- Austin Carroll Pool Construction. $385,000 plus HST

Of the three proposals that were submitted, two met the technical component in the selection criteria and moved to the price criteria of the bid process; both out of Ontario. Both companies show an ability to complete the work, however, the price component for Acapulco Pools was much lower than Austin Carroll Pool Construction's bid.

To be in compliance with Gas Tax regulations, the asset must be owned 100% by the Municipality to utilize Gas Tax funds. The pool facility is located on municipal land and is operated by the Municipality, but the pool facilities are owned by the Hants Aquatic Centre Society. As per the Gas Tax agreement, should Council approve the motion stated above, the Municipality will need to enter into an agreement with Hants Aquatic Centre Society based on the terms and conditions required under the Gas Tax agreement, similar to that of the grant process.

NEXT STEPS

Awarding the contract as soon as possible is critical due to the small window we have to complete the pool project in time for our outdoor pool season. Timing is also important to allow for the materials to be available and for work crews to be mobilized from Ontario.

FINANCIAL IMPLICATIONS

Concrete repairs are underway for a total cost of $55,987.04 after HST rebate, and is anticipated to be completed by March 31, 2021, weather permitting. The cost of this repair was included in the 2020-2021 Capital Budget, to be funded by the pool liner reserves, see below for breakdown.

Reserve	Balance	Contribution	Remaining
West Hants	$32,107	$20,000	$12,107
Windsor	$37,558	$20,000	$17,558
	$69,665		$29,665

Hants Aquatic Centre Society committed $16,000 toward the concrete repair in 2020-2021.

In 2021-2022 the Capital Budget request will include $245,499 for the new liner plus a 10% contingency and non-refundable tax portion. The pool liner reserve does not have the capacity for the full cost, so Gas Tax is being sought.

This includes ensuring the organization continues to operate the facility for the same purpose for up to 10 years. Failing to do this will require the organization to reimburse

the Municipality for the funds at a prorated rate, based on years of use.

ALTERNATIVES

- Council could choose to not approve the work which would mean the facility would not be able to open.
- Council could choose to not to use Gas Tax funds but would need to identify alternative funding source.
- Council can choose to award the tender to an alternative proposal.

ATTACHMENTS

Photos of Repairs

CHIEF ADMINISTRATIVE OFFICER REVIEW

As noted in the report I have been informed of the progress of the pool repairs starting in 2020/2021 and through to 2021/2022. It is unfortunate that the concrete scaled and deteriorated prematurely inadvertently causing the liner to be replaced. The pool is highly valued by residents of the WHRM and was missed last season not only due to Covid restrictions but due to the required repairs. The recommendation will allow the pool to be reopened this season under full capacity or under restrictions of Covid and ready to serve our residents and possible visitors.

I support the recommendation as drafted.

Report Prepared by: _____
Dianne Levy, Manager, Facilities and Recreation

Report Reviewed by: _____
Kathy Kehoe, Director, Community Development

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

Report Reviewed by: _____
Shelleena Thornton, Administrative Supervisor

Report Approved by: _____
Mark Phillips, Chief Administrative Officer



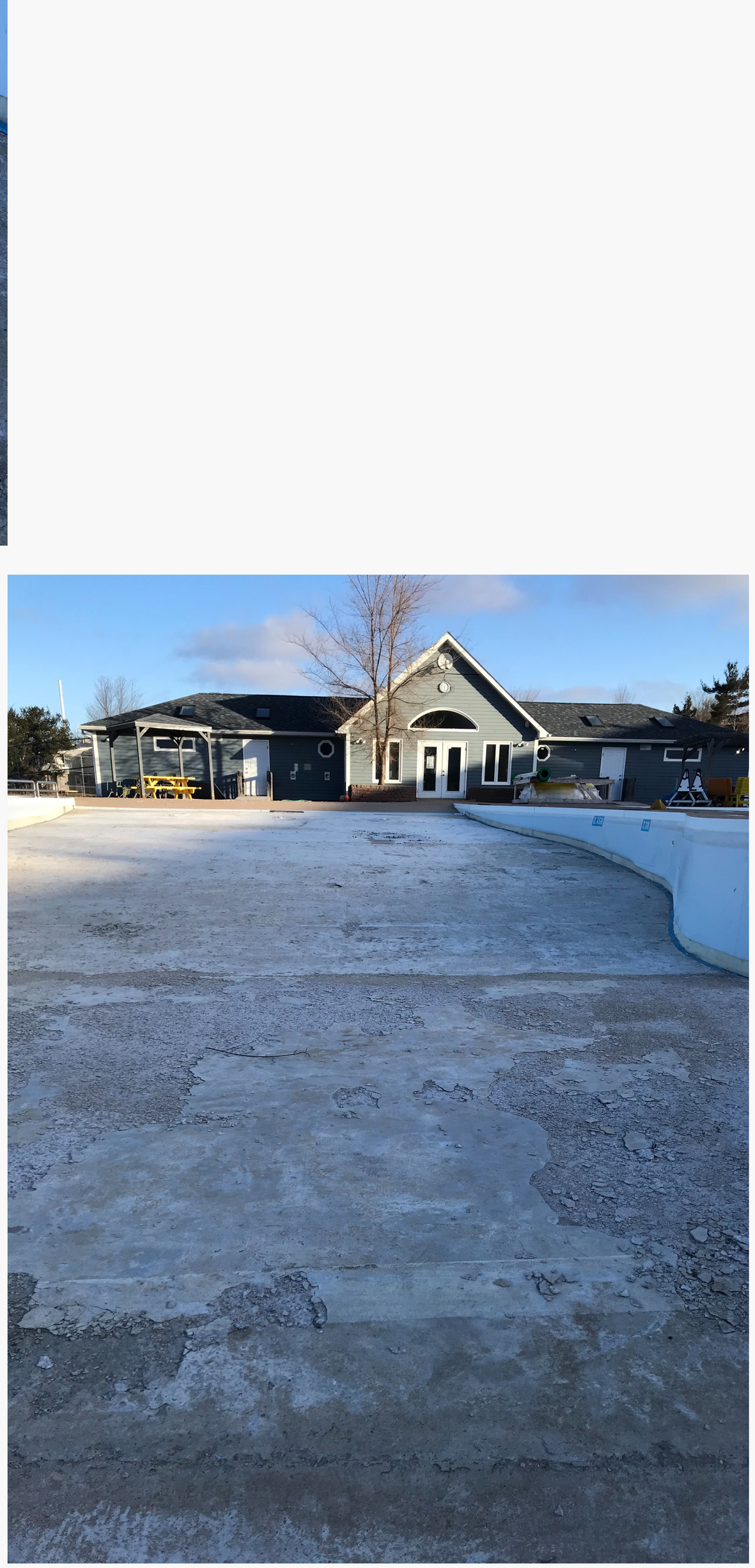


HANTS AQUATIC CENTRE LEISURE POOL UPGRADES 2021



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