WEST HANTS REGIONAL MUNICIPALITY
Council Meeting Agenda
January 24, 2023 - 6:00 p.m.
Virtual via Zoom (also FB Livestream)

West Hants
something inspiring awaits

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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 – Information Log
   b) Dashboard Action Items – Dangerous or Unsightly Premises

5. Declaration(s) of Conflict of Interest

6. Approval of Previous Meeting Minutes
   a) 2022-12-13 Council Meeting Minutes

7. Presentations
   a) Valley Regional Enterprise Network (VREN) – Jennifer Tufts, Chief Executive Officer and Paul Dixon, Board Chair

8. Public Hearings
   i. Cole Drive Windsor MPS and LUB Amendments, PID 45366432 – Planner Dunphy
   ii. Cole Drive West Hants MPS and LUB Amendments, PID 45366432 – Planner Dunphy
   iii. 394 Greenhill Road, Greenhill PID 45118502, Development Agreement - Planner Dunphy
   iv. Coastal Protection Plan Policy Updates West Hants, Windsor and Hantsport – (3 Reports, 3 Motions) Planner Dunphy
   v. West Hants Land Use By-law Housekeeping Amendments – Director LeMay

9. Second Readings
   i. Cole Drive Windsor MPS and LUB Amendments, PID 45366432 – Planner Dunphy
   ii. Cole Drive West Hants MPS and LUB Amendments, PID 45366432 – Planner Dunphy
   iii. 394 Greenhill Road, PID 45118502, Development Agreement - Planner Dunphy
   iv. Coastal Protection Plan Policy Updates West Hants, Windsor and Hantsport (3 Reports, 3 Motions) – Planner Dunphy
   v. West Hants Land Use By-law Housekeeping Amendments – Director LeMay

10. Unfinished Business/Postponed Motions

a) Public Participation Program Policy Amendment - Director LeMay
b) Supplementary Report for the WFD Rescue Engine Tender Award – Supervisor Thornton
c) Municipal Boundary Review/Mapping Discussion on Next Steps

11. Mayor's Report

12. Committee(s) of Council Excerpts/Recommendations

a) Committee of the Whole Excerpts (January 10/11th , 2023)
   i. BFD Pumper Tanker Over Budget Equipment, including all invoices
   ii. Electronic Sign
   iii. Grants and Contributions Policy RCOFN-0012.00
   iv. Meeting and Committee Procedural Policy RCOGE-003.00 Amendment
   v. Region 6 Budget
   vi. Regional High School Bursary Policy
   vii. Subdivision Street Lighting
   viii. West Hants Sports Complex Acoustics

b) Planning and Heritage Recommendations (January 12, 2023) (First Readings)
   i. Bog Road, Hantsport/Hants Border PIDs 45366473, 45366481, 45366499, 45366507, and 45366515 – Rezoning (Hantsport) and Rezoning (West Hants) – Planner Dunphy
   ii. Highway 215 Cheverie, PID 45178944 (Campground) Development Agreement – Planner Dunphy
   iii. Burgess Crescent, Windsor, PID 45338688 Development Agreement Multi-Unit – Planner Dunphy
   iv. 4190 Highway 1, Garlands Crossing, PID 45003357 Development Agreement – Planner Poirier
   v. Hantsport MPS Amendment Related to Public Participation Program Policy RCOPL-006.00 – Director LeMay
   vi. West Hants MPS Amendment Related to Public Participation Program Policy RCOPL-006.00 – Director LeMay
   vii. Windsor MPS Amendment Related to Public Participation Program Policy RCOPL-006.00 – Director LeMay
   viii. Heritage Plaque Presentations – Director LeMay

13. Councillor Municipal Business/Activity Reports

a) Councillor Ivey, District 11 Activity Report

14. Correspondence

a) Information
   1. Avon Causeway Activity Log as of January 19th, 2023 - No new correspondence

   2. Correspondence Received Activity Log as of January 24th, 2023
      i. 2023-01-24 Graham Sanford re File to Rezone Lots along Bog Road

3. Fort Edward Activity Log as of January 19th, 2023 – No new correspondence

4. Storm Wastewater Activity Log as of January 19th, 2023 - No new correspondence

b) Requests – None

c) Outgoing Correspondence Log as of January 19th, 2023 - No new correspondence

15. New Business

16. In-Camera
a) MGA 22(2)(a) Contract Matter
b) MGA 22(2)(a) Contract Matter

17. Next Meeting Date / Adjournment – February 14, 2023 Committee of the Whole 6 p.m.

M - Motion
D - Direction/Discussion

West Hants Regional Municipality
Dashboard (Action List)
January 19, 2023

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

Matter	Start Date	Deadline / Update	Status/Progess Updates	Resp.
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)**	2020-05-12		In progress	CAO/Fin
Pedestrian Signage and Barriers - Have consistent and align with Branding outcomes. Staff prepare report for 2021/22 Capital & Operating budgets. (These items should be incorporated into our growth centres). Staff report back.	2020-09-22	Align with Branding outcomes 2021-07, On-going	Pending Beautification Strategy. PRIME has been engaged to create how the signs will look and are working on gathering suitable photos for Hantsport, Windsor and West Hants.	PW/Comm. Dev
W. B Stephens Building Design Project Management Tender Award (Municipal Office) - Draft an RFP that will look at A) the 100 King Street Building B) The 76 Morison Building and C) or an alternative new location is required to facilitate the needs of the Municipality.	2020-10-27	2022-on going	Staff are meeting to create the RFP	CAO
Panuke Rd Event - Event to be arranged by Mayor	2021-03-09	Spring/Summer 2023	Unknown	Mayor
Noise By-law - Staff revise by-law (Peace and Good Order)	2021-03-23	**March 2023**	Presented at the January COTW meeting. Will return at a later date with additional information.	Planning/ CAO
WHRM Land Dispute Policy - CAO Office to establish a practice to keep council informed.	2021-04-27	2023-01	Presented at the January COTW as an Administrative Policy. Completed	CAO
Glooscap First Nation & WHRM Council Meeting - Send formal invite for a meeting to discuss many topics including reconciliation.	2021-06-22		Met on March 15, 2022	Mayor
Request to Meet with Avon Causeway Gate Stakeholders - Send letter to Glooscap First Nation requesting immediate joint council mtg. to discuss Avon River Causeway/Aboiteau Gate System and Ministerial Order	2021-06-22		Ongoing informal communication continues through the Mayor	Mayor/CAO

Matter	Start Date	Deadline / Update	Status/Progess Updates	Resp.
High School Bursaries - staff to bring back a report advising on policy changes with respects to bursaries to reflect an equal opportunity for all students within West Hants regardless of the high school students attend.	2022-06-14	February 2023	Pending Council Approval. Option 2 ($1,000/bursary, 4 bursaries, all inclusive with each school providing top two applicants and a committee of Council selecting the recipient).	CAO
CAO'S Review - Annual review to be completed by Council.	2022-06-28	October 2022	On-going, meeting again in January.	Council
65 Fort Edward Street (Municipal Lands) - the Public Hearing and Second Reading be adjourned until Ocober 2023	2022-06-28	2023-10	Awaiting the completion of a Phase 2 Archaeological Resource Impact Assessment and consider the result prior to a decision being made. **POSTPONED SECOND READING UNTIL OCTOBER, 2023**	CAO/Planning
Electronic Sign - approve funding in the amount of $70,000 for a double-sided LED display boardbe included in the 2023/24 Capital budget to support the procurement, purchase and installation of an electronic sign for the WH Sports Complex.	2023-01-10	2023-01-24	Pending Council Approval	CD
Subdivision Street Lighting - Create a policy to come back to Council for review.	2023-01-10	2023-01-24	Pending Council Approval	PW
Meeting and Committee Procedural Policy RCOGE-012.00 - approve the staff recommendations to amend the policy as presented at the 2023-01-11 COTW meeting by the clerk with the exception to the change to section 17.8 (the month of November would remain in the policy)	2023-01-11	2023-01-24	Pending Council Approval	CAO
BFD Equipment Purchase for Pumper/Tanker (Over Budget) - Approve all requested reimbursements and budget over runs associated with BFD's pumper/tanker apparatus alterations/additions & equipment purchase at a value of $24,356.88 (including net tax).	2023-01-11	2023-01-24	Pending Council Approval	CAO

Matter	Start Date	Deadline / Update	Status/Progess Updates	Resp.
Grants and Contributions Policy RCOFN-012.00 - Adopts the amended WHRM Grants and Contributions Policy RCOFN-012.00.	2023-01-11	2023-01-24	Pending Council Approval	Finance
Region 6 Budget - Approve the 2023-24 Operating budget for Region 6 Solid waste management for the amount of $861,578, aspresenetd on Jnauary 11, 2023.	2023-01-11	2023-01-24	Pending Council Approval	Finance
WH Sports Complex Acoustics - the $52,500 originally approved to increase the parking capacityin the 2022/23 Capital Budget be re-directed to improve accessibility within the WH Sports Complex by improving sound quality within the rink facility side of the complex.	2023-01-11	2023-01-24	Pending Council Approval	CD
WFD Rescue Engine - approve the award of tender WHRMAD22-03A for the supply of a Rescue Engine to the compliant bidder, Techno Feu Inc., at the tendered price of $1,496,490.36 plus applicable taxes.	2023-01-10	2023 -01-24	No Motion made, additional information to come to Council meeting	CAO

West Hants Regional Municipality Dangerous or Unsightly Premises Dashboard (Action List)
January 19, 2023

Matter	Meeting
Textile Building - Staff continue to monitor the site.	**November 8, 2022 COTW**
74 Bowman Road - File remains open. An on-going meeting is being planned pertaining to next steps related to the lack of response from the vendor as discussed by CAO. ON-GOING	**November 8, 2022 COTW**

Valley Regional Enterprise Network

Explaining the Value of Membership with the Valley REN

the valley REGIONAL ENTERPRISE NETWORK

Economic Development Focus

NOVA SCOTIA REGIONAL ENTERPRISE NETWORKS
PARTNERS for PROGRESS

Economic Development is NOT

- Job creation
- Ribbon cutting
- Easy/free money
- Knocking on doors

Economic Development IS

- Removing barriers to business success
- Long-term approach to competitiveness
- Harnessing power of region
- Create conditions and strategy

Tiers of Economic Development

Who We Are and What We Do

- ✓ Business led and mission focused
- ✓ Engaged with businesses
- ✓ Ensuring we serve and satisfy parties – provincial, municipal, first nation
- ✓ Engaged with and supporting your sectors
- ✓ Doubling your money
- ✓ Acting on behalf of the region
- ✓ Creating regional economic development strategy
- ✓ Creating the conditions to be population and investment ready

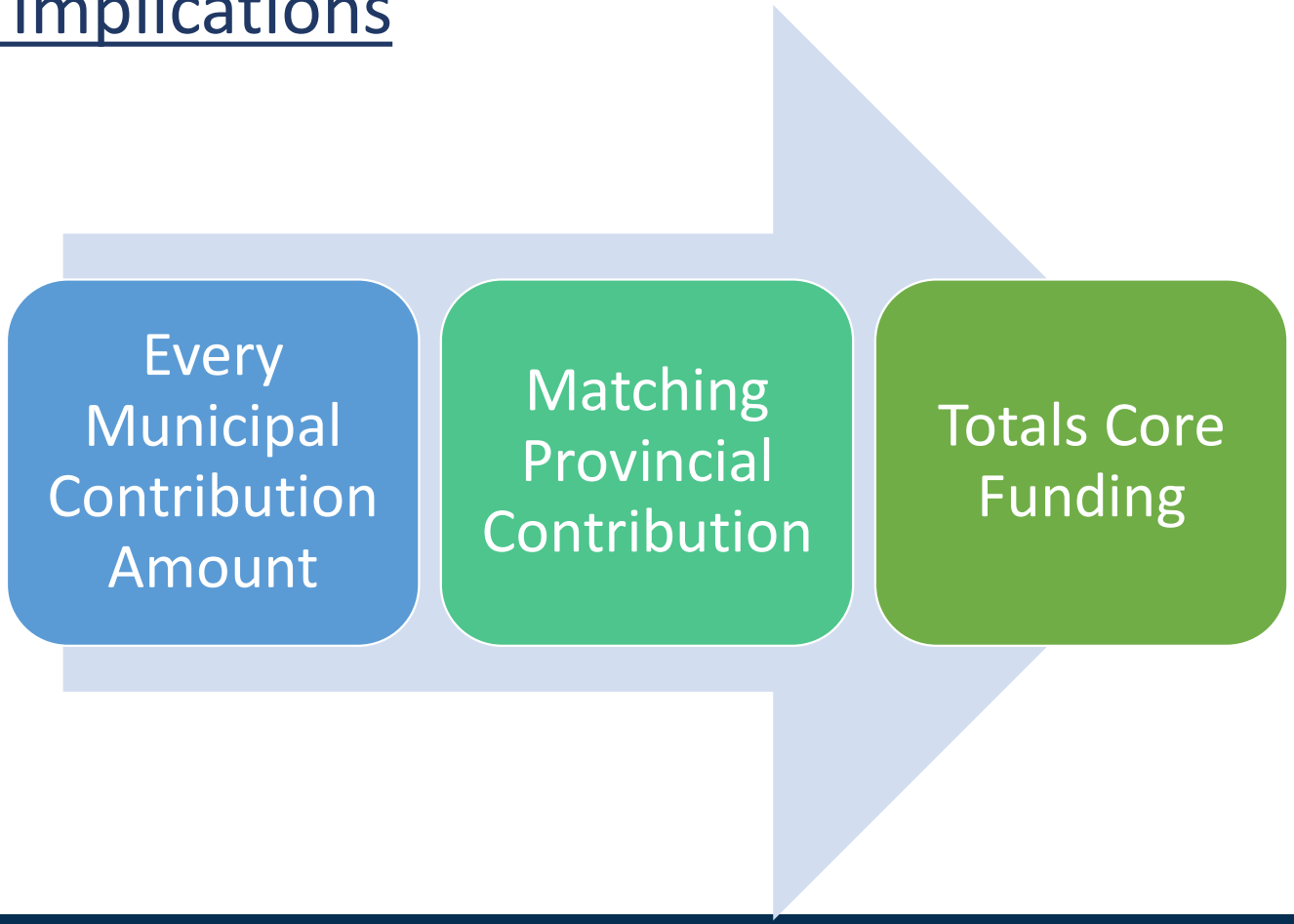
IMSA

- ✓ IMSA Working Group established in April 2020
- ✓ Consists of Mayors, Warden and senior staff of Glooscap First Nation
- ✓ Review IMSAs for several jointly owned entities
- ✓ Developed draft of new IMSA
- ✓ Reviewed by and feedback gathered from Liaison and Oversight Committee and Board of Directors
  - ✓ Feedback compiled and given to Working Group
  - ✓ Current draft adjusted
- ✓ Draft sent to Councils

What Would Cease to Exist

- ✓ Provincial dollars left on the table

Financial Implications



Leveraged Funding for Projects:

Project	Leveraged $	In Kind	Valley REN
1. Contemporary Leadership in Manufacturing Training	ACOA - $18,000	NSCC - $5,400	$5,000
2. Continuous Improvement Program (2 years)	ACOA - $52,225 WIPSI - $79,895	SMEs - $20,000	$20,000
3. Connector Program	NS - $90,651		
4. STAR Program	ACOA - $117,250		$50,250
5. Winter Tourism Opportunities Study	ACOA - $25,000		$4,500
6. Supply Chain Analysis	ACOA - $95,000	Manu - $7,850	$18,150
7. NS MIT REAP – Valley Team	ONSIDE - $125,000		$30,000
8. Virtual Advisor Program (All REN initiative)	ACOA - $45,000		
9. Regional Economic Recovery Taskforce	ACOA - $69,250		
10. Immigration Workforce Settlement	LSI/ACOA - $85,000		$8,000
11. Immigration Fair – Destination Canada	LSI - $8,000		
TOTAL	**$810,271**	**$33,250**	**$135,900**
Additional Project: Taking Care of the Valley (Pier Labs)	WAGE - $350,000		
TOTAL	**$1,160,271**		

What Would Cease to Exist

- ✓ Provincial dollars left on the table
- ✓ Highly experienced staff and board working on behalf of partners

Your Volunteer Board of Directors

Paul Dixon, Chair
Owner, Safeguard Property Management Services
30 years experience

Mike Bannister, Vice Chair
President & CEO, Atlantic Poultry Inc.
30 years experience

Cris Shirritt,
Founder, BTW Law
20 years experience

Jessica Clahane,
Partner, Grant Thornton
12+ years experience

Carrie Bernard,
Former Plant Manager, Michelin
31 years experience

Gerard d'Entremont,
Community Innovation Lead, NSCC
21 years experience

Stephen Shaw,
Executive Director, Hants-Kings CBDC
25+ years experience

Bob Gaudet,
Former Production Manager, Michelin
37 years experience

Anna Redden,
Associate VP Research & Dean of Graduate Studies, Acadia
20 years experience

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Your Current Staff

Richelle Brown Redden
Senior Economic Development Officer
BREI certified with 20 years experience

Jennifer Tufts
CEO
EDAC and Local Authority Administration certified with 20 years experience

Burnell Lyons
BusinessNOW Officer
BREI certified with 10 years experience

Andrea Hamilton
Office Administrator
Project manager certified with 15 years experience

Nicole Ross
Communications Coordinator
10 years experience

Kyle Walsh
Connector Program Coordinator
5-10 years experience

Lynn Silver
Regional Workforce Development Coordinator
25 years experience

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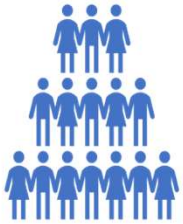
What Would Cease to Exist

- ✓ Provincial dollars left on the table
- ✓ Highly experienced staff and board working on behalf of partners
- ✓ Backbone organization for regional, large-scale projects

Business Development

Provide support for new, emerging and existing businesses, and the enhancement of an entrepreneurial culture



Workforce Development

Attract and retain employees/workers while identifying and helping to fill current and future needs/gaps for local employers

Sector Development

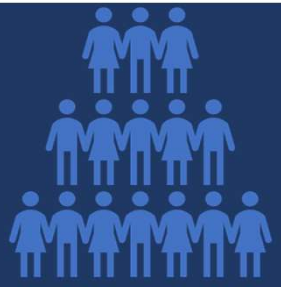
Support the strengthening, diversification and interconnectedness of the economic sectors

Regional Development

Enhance our collective and collaborative environment for greater efficiency and effectiveness, strengthen relationships and leverage opportunities

Business Development

- ✓ **Connect businesses to the resources, tools, supports and programs they need**
  - ✓ # of businesses supported through BusinessNOW
    - ✓ 2022-2023 (to date): 42, 2021-2022: 76
  - ✓ NAICS codes: Professional, scientific and technical services, manufacturing, arts, entertainment and recreation, agriculture and retail trade
  - ✓ Total business engagement across all activities: 469



Workforce Development

- ✓ **Work with partners to address the challenges related to the workforce to meet the current and future needs**
  - ✓ 83,000 candidates applied to attend, 2,840 successfully attended – Province scanned 200 candidates (Valley REN scanned 275 candidates)
  - ✓ 37 job postings from businesses throughout the region
  - ✓ 6,095 applications received

Sector Development

- ✓ **Identify and strengthen traditional and emerging sectors by addressing barriers and capitalize opportunities**
  - ✓ 16 sessions, total engagement to date: 220
  - ✓ First region in NS to complete STAR program
  - ✓ 100% response for a regional tourism approach

Regional Development

- ✓ **Lead and enable regional collaboration to advance economic development opportunities**
  - ✓ Coordinated regional approach and response to COVID-19
  - ✓ 37 organizations involved/engaged
  - ✓ Update/engagement mechanism

Sector Development

Identify and strengthen traditional and emerging sectors by addressing barriers and capitalize opportunities

STAR (Strategic Tourism for Areas and Regions) Program

- ✓ First region in Nova Scotia to complete program
- ✓ Working Group – industry led with representation from across the region (3 reps from West Hants)
- ✓ Regional strategic plan for tourism development
- ✓ 100% response for regional approach
- ✓ Regenerative tourism principles
- ✓ Themes:
  1. Bay of Fundy
  2. Heritage, Culture and Arts
  3. Outdoor Recreation
  4. Culinary
  5. Rural landscapes, small towns and villages
- ✓ Timeline:
  - ✓ January 25-26 – Present plan to community
  - ✓ Valley REN Working Committee of the Board formed – take on transition to new tourism model for the region
  - ✓ Experience development = business development = rural economic development

Sector Development

Identify and strengthen traditional and emerging sectors by addressing barriers and capitalize opportunities

Agricultural Technology Accelerator and Corridor

- ✓ Result of the MIT Focus NS – Valley Team project manager
- ✓ Goals and Objectives:
  - ✓ Provide a testing, demonstration and advancement accelerator for local and global agricultural technologies
  - ✓ Attract technology talent and companies
  - ✓ Accelerate growth for emerging technologies and entrepreneurs
  - ✓ Focus on solutions for the needs of farmers
  - ✓ Foster a talent and innovation pipeline
  - ✓ Establish a community education model network
  - ✓ Develop a Provincial corridor
- ✓ Timeline:
  - ✓ Phase 1: Engagement strategy for transition team and implementation partners – facilitated by Valley REN

What Would Cease to Exist

- ✓ Provincial dollars left on the table
- ✓ Highly experienced staff and board working on behalf of partners
- ✓ Backbone organization for regional, large-scale projects
- ✓ Provincial and Federal funding opportunities and partnerships drastically decreased
  - ✓ Funders contribute to regions that work together, no more one offs
  - ✓ Immigration Fairs, etc.
  - ✓ Decreased connections to Departments, Crown Corporations and NS RENs
  - ✓ Missed business attraction/investment connections
- ✓ Regional Connector, Facilitator and Central Spoke
  - ✓ Uniter of organizations/partners
- ✓ Loss of business navigation service
  - ✓ Knowledge of complete landscape of programs and services to assist business

Thank You

the valley REGIONAL ENTERPRISE NETWORK

the valley
REGIONAL ENTERPRISE NETWORK

2021-2024

STRATEGIC PLAN

Prepared by Leading Edge Community Development Consultants Cooperative

2021 | AUGUST

VALLEY REGIONAL ENTERPRISE NETWORK

INTRODUCTION

The Valley Regional Enterprise Network (Valley REN) engaged the services of Leading Edge Community Development Consultants Cooperative to prepare a revised and updated strategic plan, beginning in 2021.

This strategic plan includes the following components:

- The strategic foundation includes the vision statement, mission statement and values and beliefs.
- The strategic priorities are a link between the strategic foundation of the organization and the daily work and activities of the REN.
- The operational plan is organized by the strategic priorities. Each priority is supported by a goal and subsequent key progress indicators and measurables. Objectives and actions outline how the daily activities of the REN work to support the strategic foundation. The operational plan is a living document that will be modified and changes as activities are completed or changed.

ENGAGEMENT PROCESS

The plan seen on the following pages was developed through the involvement and engagement of the Valley REN board and staff. Additional input was gathered from partners and the overall community through the following means:

- The Liaison and Oversight Committee participated in a live, online, discussion
- 11 key informant interviews were conducted with those considered to be well-aware of the work of the REN and the needs of the community
- 40+ community, organizational and business representatives and partners participated in live discussions (held online because of COVID-19 restrictions).

STRATEGIC FOUNDATION

VISION STATEMENT

A thriving, regional economy, delivering the highest quality of life in Canada.

Elaboration
We support a thriving regional economy that when combined with our geographic location, natural environment, and diverse population, makes the Annapolis Valley one of the best places to live in rural Canada.

MISSION STATEMENT

The Valley REN is the catalyst for a thriving, sustainable and inclusive regional economy in the Annapolis Valley.

Elaboration
Being the catalyst means we are proactive in evidence-based research, action planning, and being the coordinator of local and provincial resources to maximize our collective impact.

VALUES AND BELIEFS

At the Valley REN, we **value**:

Innovation We value and encourage new ideas that challenge the status quo.

Professionalism We apply the best practices in our work and relationships.

Diversity In people, cultures, strengths, sectors, industries and capitals (human, financial, social, organizational, natural and cultural).

Adaptability We are prepared to adjust our strategies as circumstances require.

This place We are proud to call the Annapolis Valley our home and are committed to seeing it grow and flourish.

At the Valley REN, we **believe in**:

Collaboration Economic Development is a team effort.

Evidence-based Decision Making We make decisions based on data and evidence, as well as business and community input.

Fiscal Stewardship Our trusting relationships with our partners and funders are founded on fiscal responsibility, transparency, and accountability.

Economic Development and Community well-being should be mutually supporting.

STRATEGIC PRIORITIES

Business Development

Provide support for new, emerging and existing businesses, and the enhancement of an entrepreneurial culture

Workforce Development

Attract and retain employees/workers while identifying and helping to fill current and future needs/gaps for local employers

Sector Development

Support the strengthening, diversification and interconnectedness of the economic sectors

Regional Development

Enhance our collective and collaborative environment for greater efficiency and effectiveness, strengthen relationships and leverage opportunities

Operational Plan

Business Development

Rationale

Business development is a key focus of the NS REN network, and includes:

1) Support for new, emerging, and existing businesses to improve productivity, competitiveness, and investment readiness, and
2) The development of an entrepreneurial culture to stimulate new venture creation.

Business Development Goal

Provide support, tools, and programs for new, emerging, and existing businesses, while working with partners to enhance the region's entrepreneurial culture.

Business Development Objectives At-a-Glance (details in the table below):

- **Supports for Business:** Connect businesses to the resources, tools, supports, and programs they need.
- **Investment Readiness:** Facilitate a regional and business approach to investment readiness by identifying and promoting investment opportunities and leveraging the region's investment efforts with the federal and provincial governments and other organizations.
- **Culture of Entrepreneurship:** Foster a culture of entrepreneurship in the Annapolis Valley.

Key Performance Indicators	Measurables
• Business clients supported	• Number of business clients directly supported/served • Number of start-up businesses • Number of existing businesses
• Increase in support resources	• Number of and quality of supports (define quality based on strategy) • Number of connections to funding and application assistance • Monetary value of programming
• REN programming	• Number of workshops and events for businesses held • Number of investment readiness tools produced
• Participation in REN programming	• Number of workshop and event attendees
• Business start ups	• Number of business start ups

SUPPORTS FOR BUSINESS Objective: Connect businesses to the resources, tools, supports, and programs they need.			
Actions	**Project Lead**	**Timeline**	**Partners/Resources**
Deliver the BusinessNOW Service	BusinessNOW Officer	Year 1, 2 and 3	Business Supports Response Team
Conduct a series of business outreach efforts within the region • Open houses • Presentations to community groups • Panel presentations on multiple themes, • Workshops and business expos, • Quarterly municipal EDO meetings • Business to business connections	BusinessNOW and Investment Readiness Officer	Year 1, 2 and 3	Business Supports Response Team
Promote the Virtual Advisor Program to ensure Annapolis Valley businesses access the program	BusinessNOW Officer	Year 1	Business Supports Response Team and NS RENs
Organize and partner to host a second round of Succession Planning Workshops	BusinessNOW Officer	Year 1	AEC, NS RENs, BDC, Business Supports Response Team
Reevaluate the entrepreneurial toolkit to ensure it outlines all business supports available	BusinessNOW Officer	Year 2	Business Supports Response Team
Develop a full catalogue of all business resources to be used as a tool and foundation for BusinessNOW service (in house)	BusinessNOW Officer	Year 1, 2 and 3	Business Supports Response Team
Promote and communicate export-related supports	BusinessNOW Officer	Year 2	NSBI, Business Supports Response Team
Implement a BRE program to collect regional business climate intelligence	BusinessNOW Officer	Year 2	Business Supports Response Team
Work with the Department of Economic Development to inform them of business-related issues	CEO, BusinessNOW Officer	Year 2	All local stakeholders
Promote local procurement opportunities	BusinessNOW Officer and Communications Officer	Year 3	Business Supports Response Team, NSBI, PSPC (Public Services and Procurement Canada)

INVESTMENT READINESS Objective: Facilitate a regional and business approach to investment readiness by identifying and promoting investment opportunities and leveraging the region's investment efforts with the federal and provincial governments and other organizations.			
Actions	**Project Lead**	**Timeline**	**Partners/Resources**
Create an improved commercial land database and a functioning tool to assist business and industry in securing the appropriate space within the catchment area	Investment Readiness EDO	Year 1 and 2	Business Supports Response Team, Developers, Realtors
Create one-page documents outlining investment opportunities in the region (high-level overview and statistics)	Investment Readiness EDO	Year 2 and 3	Business Supports Response Team, NSBI
Enhance Valley REN website with information relating to investment readiness	Investment Readiness EDO	Year 1, 2 and 3	Business Supports Response Team, NSBI
Develop lead-handling protocols and processes for the region	Investment Readiness EDO	Year 2	Municipalities, Business Supports Response Team
Conduct investment readiness analysis to assess the current state of investment readiness in the region	Investment Readiness EDO	Year 3	Municipalities, Business Supports Response Team
Work with businesses to ensure they are investment ready and prepared to thrive in the region	Investment Readiness EDO, BusinessNOW Officer	Year 3	Business Supports Response Team
CULTURE OF ENTREPRENURSHIP Objective: Foster a culture of entrepreneurship in the Annapolis Valley.			
Actions	**Project Lead**	**Timeline**	**Partners/Resources**
Provide project facilitation for NS MIT REAP Valley Team	Strategic Initiatives EDO	Year 1	Valley Team Members, ONSIDE, MIT, local stakeholders
Define the entrepreneurial ecosystem – gaps, needs, programs, offerings	BusinessNOW Officer/Strategic Initiatives EDO	Year 1	Business Supports Response Team
Create a map of entrepreneurial programming and training opportunities in the region	BusinessNOW Officer/Strategic Initiatives EDO	Year 2	Business Supports Response Team
Provide programming for young entrepreneurs	BusinessNOW Officer	Year 2 and 3	Business Supports Response Team, Non-profit and social impact entrepreneurial support organizations

Promote programming for marginalized entrepreneurs, including, older adults, Indigenous people, and African Nova Scotians)	Communications Officer	Year 1	
Provide programming for marginalized entrepreneurs, including, older adults, Indigenous people, and African Nova Scotians)	BusinessNOW Officer	Year 2 and 3	Business Supports Response Team, Mentoring Plus, VANSDA, BBI, APTEC, Ulnooweg
Promote venture creation programming	BusinessNOW Officer/Strategic Initiatives EDO	Year 3	Business Supports Response Team, NS Sandboxes, ONSIDE, Innovacorp, and existing / emerging incubators and accelerators

Workforce Development

Rationale

Business success is built on a strong labour force. The Valley REN will support regional efforts related to the attraction and retention of employees/workers while identifying and helping to fill current and future needs/gaps for local employers. This will include training of current residents while attracting new ones and will also include a focus on our Indigenous and African Nova Scotian communities.

Workforce Development Goal

Attract and retain employees/workers while identifying and helping to fill current and future needs/gaps for local employers.

Workforce Development Objectives At-a-Glance (details in the table below):

- **Workforce Study**: Work with partners to address the challenges related to the Annapolis Valley workforce, to meet the current and future talent, professional, skilled trades and labour needs.
- **Population Readiness**: The availability and quality of healthcare, childcare, recreation, transportation, housing and other foundational community components will influence how attractive the Valley is to potential residents and employees.
- **Promote Annapolis Valley**: Raise the profile of the Annapolis Valley as a place to live, work and start a business. Increase the awareness of the region's value proposition.
- **Welcoming Region**: Work with partners to ensure that the Annapolis Valley is a welcoming region for newcomers with the appropriate settlement services to support a smooth transition.
- **Workforce Diversification**: Target those from Indigenous, African Nova Scotian and other under-represented communities with specific and culturally appropriate programs and supports.

Key Performance Indicators	Measurable
• Decrease in employment vacancies	• Workforce participation (employment rates)
• Increase in workforce diversification, including those from Indigenous and African Nova Scotian communities	• Number of employs from diverse backgrounds.
• REN programming	• Number of workshops and events for businesses held
• Participation in REN programming	• Number of workshop and event attendees
• Business participation in REN programming	• Number of businesses participating in programming
• Connector Program participation	• Number of Connectees • Number of Connectors • Number of matches made • Number of jobs secured
• Regional Marketing participation	• Number of regional marketing inquiries • Number of people moving here • Number of people moving here within working age • Number of website hits per page

WORKFORCE STUDY Objective: Work with partners to address the challenges related to the Annapolis Valley workforce, to meet the current and future talent, professional, skilled trades and labour needs.

Actions	Project Lead	Timeline	Partners/Resources
Complete Regional Workforce Development Strategy and work with partners to implement strategy (insert recommendations from strategy – September 2021)	Strategic Initiatives EDO	Year 1 completion, Year 2 and 3 implementation	Workforce Supports and Business Supports Response Team, Education and training supports
Work with Department of Education and Early Childhood Development and the Annapolis Valley Regional Centre for Education (AVRCE) to showcase opportunities available locally to students.	Strategic Initiatives EDO	Year 2	Workforce Supports Response Team, Department of Education and Early Childhood Development, AVRCE
Work with post-secondary institutions to showcase the opportunities available locally to international and domestic students	Strategic Initiatives EDO	Year 2	Workforce Supports Response Team, NSCC, Acadia
Work with employers to bridge the gap between employer and employee expectations and motivations	Strategic Initiatives EDO	Year 2	Workforce Supports Response Team, LAE, NS Works, Sector Councils and Business Support Organizations

POPULATION READINESS Objective: The availability and quality of healthcare, childcare, recreation, transportation, housing and other foundational community components will influence how attractive the Valley is to potential residents and employees.			
Actions	**Project Lead**	**Timeline**	**Partners/Resources**
Conduct a Housing Assessment for the region and develop a strategy for all housing types	Strategic Initiatives EDO, CEO	Year 1, 2 and 3	All local stakeholders
Conduct a Child Care Needs Assessment and develop a strategy with partners and support the implementation of activities	Strategic Initiatives EDO, CEO	Year 2 and 3	All local stakeholders Province of NS
Inform stakeholders of local business requirements regarding broadband internet	Strategic Initiatives EDO, BusinessNOW Officer	Year 2 and 3	All local stakeholders Develop NS
Promote local placemaking initiatives and share partner resources	Investment Readiness EDO	Year 2 and 3	All local stakeholders Develop NS
Work with businesses and organizations to define the transportation needs of employees and clients	Strategic Initiatives EDO, BusinessNOW Officer	Year 3	All local stakeholders Kings Transit
PROMOTE ANNAPOLIS VALLEY Objective: Raise the profile of the Annapolis Valley as a place to live, work and start a business. Increase the awareness of the region's value proposition.			
Actions	**Project Lead**	**Timeline**	**Partners/Resources**
Implement the regional marketing initiative including the development of a website, video and targeted marketing for skilled labour (contractors, doctors, etc.)	Communications Officer and CEO	Year 1, 2 and 3	All local stakeholders
WELCOMING REGION Objective: Work with partners to ensure that the Annapolis Valley is a welcoming region for newcomers, with the appropriate settlement services to support a smooth transition.			
Actions	**Project Lead**	**Timeline**	**Partners/Resources**
Implement the Connector Program • Launch engagement campaign • Host "Welcome to the Annapolis Valley Expo" • Host #HiremeAnnapolisValley pitch competition	Connector Program Coordinator	Year 1, 2 and 3	Workforce Supports Response Team, Employment NS
Catalogue, and promote, assets available to newcomers.	Connector Program Coordinator	Year 2	Workforce Supports Response Team, NSOI

Secure a Local Immigration Partnership (LIP) for Annapolis Valley and create a Welcome Network: • Connect and support cultural events that celebrate immigrants and newcomers • Connect with realtors to access newcomers and create welcome packages for them	Strategic Initiatives EDO and Connector Program Coordinator	Year 2 and 3	Workforce Supports Response Team, NSOI, IRCC, ISANS, Y-REACH
WORKFORCE DIVERSIFICATION Objective: Target those from Indigenous, African Nova Scotian and other under-represented communities with specific and culturally appropriate programs and supports.			
Actions	**Project Lead**	**Timeline**	**Partners/Resources**
Work with partner organizations to develop a regional Welcoming Workplaces Toolkit	Strategic Initiatives EDO, BusinessNOW Officer	Year 2	Workforce Supports and Business Supports Response Team, LAE, ISANS
Secure an Atlantic Immigration Program Coordinator to work with employers in the region	Strategic Initiatives EDO, BusinessNOW Officer	Year 2	Workforce Supports and Business Supports Response Team, AIP, NSOI
Promote existing programming to retain youth and those from under-represented communities	Strategic Initiatives EDO, BusinessNOW Officer Connector Program Coordinator	Year 2 and 3	Workforce Supports and Business Supports Response Team, Mentoring Plus, VANSDA, BBI, APTEC, Ulnooweg
Promote programming for employees to raise awareness of the need and value of Diversity, Equity, and Inclusion in the workplace	Strategic Initiatives EDO, BusinessNOW Officer	Year 2 and 3	Workforce Supports and Business Supports Response Team

Sector Development

Rationale

The Annapolis Valley is an integrated community of communities. Our economy is a collection of interdependent sectors that share a common goal of prosperity. The Valley REN will support the strengthening, diversification, and interconnectedness of these economic sectors. There is potential to support sector development by understanding the relative importance of each sector and increasing inter-sectorial economic activity. The REN board must represent the diversity of sectors present in the region.

Sector Development Goal

Support the strengthening, diversification, and interconnectedness of the economic sectors.

Sector Development Objectives At-a-Glance (details in the table below):

- **Traditional and Emerging Sectors**: Identify, prioritize, and strengthen traditional and emerging sectors by addressing barriers and capitalizing on opportunities.
- **Inter-sectoral Collaboration**: Facilitate industry and post-secondary collaboration to enable businesses to generate or adopt new products, services or processes. Promote inter-sectoral trade and joint initiatives.
- **Innovation and Cluster Development**: Lead initiatives to support innovative solutions and develop clusters based on comparative advantages in the region.

Key Performance Indicators	
Increase/Decrease in:	**Measurable:**
• Clarity in sector identification	• Updated map of sectors
• Articulation of economic contribution of sectors	• Number of firms in each sector • Retention of firms • Sector profiles created and updated
• Inter-sector collaboration	• Number of connections between sectors
• Businesses participating in CI initiative	• Number of businesses participating in CI initiative • Increase in productivity • Business savings
• Increased digital adoption for businesses	• Number of businesses in digital directory with online shopping

TRADITIONAL AND EMERGING SECTORS Objective: Identify, prioritize, and strengthen traditional and emerging sectors by addressing barriers and capitalizing on opportunities.			
Actions	**Project Lead**	**Timeline**	**Partners/Resources**
Complete the STAR Program and implement the strategic plan's recommendations • Recovery component • Identify an organization to take on tourism development • Four season tourism opportunities – winter tourism study	CEO, Strategic Initiatives EDO	Year 1, 2 and 3	Tourism Industry, Tourism support organizations, ACOA
Manufacturing Taskforce Initiatives: • Conduct a Supply Chain Analysis (promoting shared resources and attraction of new businesses to strengthen the supply chain) • Complete 2-year Continuous Improvement Initiative • Conduct Contemporary Leadership in Manufacturing Training	Strategic Initiatives EDO	Year 1, 2 and 3	Manufacturing Taskforce, Manufacturing industry, EMC, CME, NSCC, ACOA
Develop a map of the sectors represented in the Valley, and identify connections between sectors.	Investment Readiness EDO, Strategic Initiatives EDO	Year 2	All local stakeholders
Develop an asset map of the region's physical infrastructure assets	Investment Readiness EDO, Strategic Initiatives EDO	Year 2	All local stakeholders
Ensure that board composition represents the diversity of sectors seen within the region	CEO	Year 2 and 3	LOC, Board
Promotion of the sustainable/green economy, including opportunities in agri-tech and clean tech	Investment Readiness EDO, Strategic Initiatives EDO	Year 3	All local stakeholders
INTER-SECTORAL COLLABORATION Objective: Facilitate industry and post-secondary collaboration to enable businesses to generate or adopt new products, services or processes. Promote intersectoral trade and joint initiatives.			
Actions	**Project Lead**	**Timeline**	**Partners/Resources**
Benchmark current level of intersectoral collaboration	Investment Readiness EDO, Strategic Initiatives EDO	Year 3	All local stakeholders and Sector Councils

Identify inter-sectoral business opportunities	Investment Readiness EDO, Strategic Initiatives EDO	Year 3	All local stakeholders and Sector Councils
Strengthen and develop partnerships with Sector Councils	Investment Readiness EDO, Strategic Initiatives EDO	Year 3	All local stakeholders and Sector Councils
INNOVATION AND CLUSTER DEVELOPMENT Objective: Lead initiatives to support innovative solutions and develop clusters based on comparative advantages in the region.			
Actions	**Project Lead**	**Timeline**	**Partners/Resources**
Foster digital adoption (business digitization) and create digital directory	Strategic Initiatives EDO, BusinessNOW Officer	Year 1 and 2	Business Supports Response Team
Support implementation of NS MIT REAP Valley Team's must-win battle (innovation driven entrepreneurship focus)	Strategic Initiatives EDO	Year 1, 2 and 3	Valley Team Members, ONSIDE, MIT, local stakeholders
Promote industry and post-secondary collaboration to enable businesses to generate or adopt new products	Strategic Initiatives EDO, BusinessNOW Officer	Year 1, 2 and 3	Business Supports Response Team
Promote energy and resource conservation in local businesses	BusinessNOW Officer	Year 3	Business Supports Response Team

Regional Development

Rationale

Our communities, partners, and businesses do not operate in isolation. The Valley REN will enhance our collective and collaborative environment for greater efficiency and effectiveness, maintain and strengthen relationships, lead the recovery taskforce, and leverage funding while maximizing opportunities. Key to this effort is the strengthening of our own internal capacity to connect with, and support, the plethora of communities, governments, and institutions dedicated to a common cause. It is incumbent on the REN to demonstrate the value of regional collaboration.

Regional Development Goal

Enhance our collective and collaborative environment for greater efficiency and effectiveness, strengthen relationships and leverage regional opportunities.

Regional Development Objectives At-a-Glance (details in the table below):

- **Awareness**: Increase the awareness of the Valley REN by showcasing our values as a resource to local businesses and organizations.
- **Regional Collaboration**: Lead and enable regional collaboration to advance economic development opportunities and assist in addressing environmental, economic and equity challenges to sustainable and inclusive growth.
- **COVID-19 Recovery**: Lead the Regional Economic Recovery Taskforce and implement the recovery plan.
- **Board Governance**: Provide the board with the tools, training and support to ensure efficiency and effectiveness.

Key Performance Indicators	
Increase/Decrease in:	**Measurable:**
• New Municipal Partnerships	Number of municipal funding partners Number of municipal EDO meetings Number of communications meetings
• Collaborative work with Economic Development Officers (referrals, meetings, joint projects, etc.)	Number of, and results of, collaborative efforts
• Brand Awareness	Number and impact of brand activities
• Increased communications	Number of communications activities
• Inter-agency collaboration	Number and results of collaborative efforts
• Implement Regional Economic Recovery Plan	Number of activities completed
• Articulation of economic contribution of sectors	Annual State of the Region event held
• Increased regional collaboration	Number of regional projects completed Number of partners involved

AWARENESS Objective: Increase the awareness of the Valley REN by showcasing our value as a resource to local businesses and organizations.			
Actions	**Project Lead**	**Timeline**	**Partners/Resources**
Develop and implement an annual communications plan: • Establish reliable and multiple communication touch points • Printed newsletter in tax bills highlighting work of the REN + partners	Communications Officer, CEO	Year 1, 2 and 3	All local stakeholders
Provide Council presentations and meet with CAOs quarterly	CEO	Year 1, 2 and 3	Municipalities
Develop and distribute an Annual State of the Region document	Investment Readiness EDO, CEO	Year 2 and 3	All local stakeholders
REGIONAL COLLABORATION Objective: Lead and enable regional collaboration to advance economic development opportunities and assist in addressing environmental, economic and equity challenges to sustainable and inclusive growth.			
Actions	**Project Lead**	**Timeline**	**Partners/Resources**
Increase work with, and connect with, municipal economic development staff and planning staff, meet quarterly	All Staff	Year 1, 2 and 3	Municipal Staff and Valley REN Staff
Work with municipal communications staff on joint initiatives, meet quarterly	Communications Officer	Year 2 and 3	Municipal Staff and Valley REN Staff
Find a way to gain access to economic development data gathered by municipalities	CEO	Year 2 and 3	Municipal Staff and Valley REN Staff
Engage with all First Nations in the Annapolis Valley	CEO	Year 2 and 3	First Nations communities
Secure involvement of all Annapolis Valley municipalities and First Nation communities	CEO	Year 2 and 3	Municipalities and First Nations
Demonstrate the value of working together collectively as a region	CEO	Year 3	All local stakeholders
Create and implement a succinct plan for interagency collaboration	CEO	Year 3	All local stakeholders

COVID-19 RECOVERY Objective: Lead the Regional Economic Recovery Taskforce and implement the recovery plan.			
Actions	**Project Lead**	**Timeline**	**Partners/Resources**
Develop and implement regional recovery plan	CEO	Year 1, 2 and 3	Regional Economic Recovery Taskforce, Business Supports and Workforce Supports Response Teams
Continue the Regional Economic Recovery Taskforce model into the future as a tool for regional collaboration	CEO	Year 3	Regional Economic Recovery Taskforce, Business Supports and Workforce Supports Response Teams
BOARD GOVERNANCE Objective: Provide the board with the tools, training, and support to ensure efficiency and effectiveness.			
Actions	**Project Lead**	**Timeline**	**Partners/Resources**
Host annual board governance training workshop	CEO, Board	Year 1, 2 and 3	Board, Province of NS
Review and update board recruitment policy and strategy with LOC recruitment committee	CEO, Board, LOC	Year 2 and 3	LOC

Appendix 1: Acronyms and Definitions

Acronyms and Programs	Description
ACOA	Atlantic Canada Opportunities Agency
AEC	Acadia Entrepreneurship Centre
AIPP	Atlantic Immigration Pilot Program
APTEC	Aboriginal Peoples Training & Employment Commission
AVRCE	Annapolis Valley Regional Centre for Education
BBI	Black Business Initiative
BDC	Business Development Bank of Canada
BRE Program	Business Retention and Expansion Program
BusinessNOW Service	One-on-one supports to business
Business Supports Response Team	Part of the Regional Economic Recovery Taskforce consisting of all business support organizations in the region
CME	Canadian Manufacturers & Exporters
Connector Program	National program designed to match newcomers and recent graduates with business and community leaders based on skill sets and career aspirations to build their professional networks
EMC	Excellence in Manufacturing Consortium
IRCC	Immigration, Refugees and Citizenship Canada
ISANS	Immigrant Services Association of Nova Scotia
LAE	Department of Labour and Advanced Education
LOC	Liaison and Oversight Committee
MIT REAP	Massachusetts Institute for Technology's Regional Entrepreneurship Acceleration Program
Municipal EDO	Municipal Economic Development Officer
NS REN Network	Nova Scotia Regional Enterprise Network (REN) Network
NS Sandboxes	Joint project hosted by universities and Nova Scotia Community Colleges to bring together students, mentors and advisers to develop an entrepreneurial mindset to bring into any work environment
NSBI	Nova Scotia Business Inc.

NSCC	Nova Scotia Community College
NSOI	Nova Scotia Office of Immigration
ONSIDE	Organization for Nova Scotia Innovation-Driven Entrepreneurship
PSPC	Public Services and Procurement Canada
Regional Economic Recovery Taskforce	Created as a result of the COVID-19 pandemic to ensure a collaborative approach to recovery for the region
STAR Program	Strategic Tourism for Areas and Regions Program
Valley REN	Valley Regional Enterprise Network
VANSDA	Valley African Nova Scotian Development Association
Workforce Supports Response Team	Part of the Regional Economic Recovery Taskforce consisting of all workforce support organizations in the region
Y-REACH	YMCA Recognizing Enhancing Aligning Community Horizons, an expanded YMCA program that provides information, orientation and settlement support to Immigrants and Temporary Foreign Workers and their families

VALLEY REGIONAL ENTERPRISE NETWORK

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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: _____
Alex Dunphy, Planner

Date: January 24th, 2023

Subject: Windsor MPS and LUB Amendments: PID 45366432 Cole Drive, Garlands Crossing/Windsor; File #22-05B

LEGISLATIVE AUTHORITY

Municipal Government Act Sections 205 & 210

RECOMMENDATION

If Council wishes to approve the amendments following the Public Hearing, the following motion would be in order:

… that Council gives Second Reading and approves amending the Generalized Future Land Use Map of the Windsor Municipal Planning Strategy to include PIDs 45366432 and 45366457 in the Residential designation and amending the zoning map of the Windsor Land Use By-law to include PIDs 45366432 and 45366457 in the Two Unit Residential (R-2) zone.

BACKGROUND

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

A completed application was received from Darren Shupe of Brighter Community Planning on behalf of the property owner, Mainland South Investments, on June 15th, 2022 to request two 4-storey, mixed-use apartment buildings containing a total of 84 dwelling units at PID 45366432 Cole Drive, Windsor.

DISCUSSION

A Public Information Meeting was held on October 13th, 2022.

The public comment period ended on October 28th with no comments received from the public.

On November 10th, 2022, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A). The committee then discussed the implications of the subject lot being removed from potential industrial development.

During the November 10th meeting, PAC/HAC recommended in favour of the application.

On November 22nd, 2022, staff presented the PAC/HAC recommendation to Council for First Reading (Appendix A).

During the November 22nd meeting, Council had requested staff to provide additional information regarding the suitability of residential development and if the existing supply of vacant and serviced industrial land in the region was sufficient.

Staff Response to Additional Information Request

In response to the concern regarding the suitability of residential development on the subject lot, staff reviewed previously written staff reports (Appendix A). The original recommendation from staff regarding the residential component of the mixed-use proposal was based on the existing development pattern in the surrounding context of the subject lot. Although the subject lot is zoned for industrial use, the pattern of development on Cole Drive appears to be closer to that of a business park with uses such as a grocery store, office complex, hotel, fast food restaurants, and a gas station. In addition, there is a large-scale residential development project in progress on the southwest side of Cole Drive.

In response to the concern regarding the existing supply of vacant and serviced industrial land, staff reviewed the West Hants Industrial Zones Inventory (Appendix B). Staff determined that of the 177.35 acres of vacant industrially zoned properties in the Region, 67.55 acres were similar in size or larger than the subject lot and also located near existing municipal services. Additionally, staff determined that there are 33.55 acres of vacant industrially zoned land which is similar to or larger than the subject lot, located near existing municipal services, and located within 2.5 km of the subject lot.

NEXT STEPS

The proposed amendments have been considered based on the Windsor Municipal Planning Strategy and have proven consistent with the intent, objectives, and policies of the Planning Strategy. As a result, it is reasonable to consider amending the Municipal Planning Strategy and Land use By-law.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality with regard to the filing of this report.

ALTERNATIVES

In response to the application, Council may decide to:

- approve the amendment as drafted or as specifically revised by direction of Council; or
- provide alternative direction such as requesting further information on a specific topic.

APPENDICIES

Appendix A	2022-11-10 Staff Report - Windsor MPS and LUB Amendments: PID 45366432 Cole Drive, Garlands Crossing/Windsor; File #22-05
Appendix B	West Hants Regional Municipality Industrial Zone Inventory

CHIEF ADMINISTRATIVE OFFICER REVIEW

The comments made in the reports by Planner Dunphy and recommendations speak to the need for an amendment of the strategy and the rezoning of the noted properties to accommodate the potential development. If approved, these amendments will prepare the lands for what is likely to be a Development Agreement application (next steps) in order to achieve the development goals.

"The proposed amendments have been considered based on the Windsor Municipal Planning Strategy and have proven consistent with the intent, objectives, and policies of the Planning Strategy. As a result, it is reasonable to consider amending the Municipal Planning Strategy and Land use By-law." – Planner Dunphy

Staff have provided additional information pertaining to existing industrial zoned lands within the municipality to help provide a reference or inventory. With respect to the noted lands, the developer has indicated there is an intent to have a mixed use with commercial-like activities on the ground level and residential in the upper levels. A development agreement would be required to achieve this goal (multi-residential) and would be an additional safeguard for Council to ensure a commercial presence is maintained on the property at the ground level vs an exclusive residential development under R2 (Windsor) and R3 (West Hants) zoning as of right, should the amendments be approved.

I support the recommendation for the amendments with the hope the developer will apply for a development agreement as indicated creating the mixed use (Commercial / Multi-Unit Residential)

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Report Approved by:

Mark Phillips, Chief Administrative Officer

Appendix A – 2022-11-10 Staff Report - Windsor MPS and LUB Amendments: PID 45366432 Cole Drive, Garlands Crossing/Windsor; File #22-05

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____
Alex Dunphy, Planner

Date: November 10th, 2022

Subject: Windsor MPS and LUB Amendments: PID 45366432 Cole Drive, Garlands Crossing/Windsor; File #22-05

LEGISLATIVE AUTHORITY

Municipal Government Act Sections 205 & 210

RECOMMENDATION

To allow the requested amendment, 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 Generalized Future Land Use Map of the Windsor Municipal Planning Strategy to include PIDs 45366432 and 45366457 in the Residential designation and amending the zoning map of the Windsor Land Use By-law to include PIDs 45366432 and 45366457 in the Two Unit Residential (R-2) zone.

BACKGROUND

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

A completed application was received from Darren Shupe of Brighter Community Planning on behalf of the property owner, Mainland South Investments, on June 15th, 2022 to request two 4-storey, mixed-use apartment buildings containing a total of 84 dwelling units at PID 45366432 Cole Drive, Windsor.

PAC/HAC History

During the July 14th PAC/HAC meeting, staff presented an information report on the application for two 4-storey, mixed-use apartment buildings to be developed on Cole Drive. The Committee discussed this report and determined that more information was required, requesting staff to provide an inventory of available industrial and residential lands.

During the August 16th PAC/HAC meeting staff returned with a report with additional information and land inventory maps. The Committee determined that allowing residential uses on the property would not affect the ability of nearby industrial lands to be developed. The Committee recommended holding a Public Information Meeting for the application.

Surrounding Context

The Windsor portion of the subject lot is directly abutting other lands that are designated Joint Industrial and zoned Light Industrial Type Three (LI-3). Nearby, on the south side of Cole Drive are lands designated Residential and zoned Agriculture (AG). Existing uses in this area of the Joint Industrial designation include a grocery store which directly abuts the subject lot, as well as fast food restaurants and a gas station nearer to the intersection of Cole Drive and Wentworth Road. The 101 Highway also directly abuts the subject lot. The Residentially designated land located on the south side of Cole Drive is currently an open field.

The West Hants portion of the subject lot is directly abutting other lands that are designated Joint Industrial Park and zoned Joint Industrial Type Three (LI-3) and is nearby other lands that are designated Residential and zoned Agricultural Priority Three (AR-3). There is an office building which is currently not in use directly abutting the subject lot. Further along Cole Drive in the Joint Industrial Park designation is a hotel and a vacant lot. Highway 101 also directly abuts the subject lot. The Residentially designated land located on the south side of Cole Drive is currently an open field.

DISCUSSION

The subject lot is partially within the jurisdiction of the Windsor Municipal Planning Strategy and partially within the jurisdiction of the West Hants Municipal Planning Strategy. Due to the subject lot being split between the two planning areas, staff, the Planning and Heritage Advisory Committee, and Council must consider the planning documents for both Windsor and West Hants for any potential development on the property.

The subject lot is currently designated Joint Industrial Park on the Generalized Future Land Use Map (GFLUM) of the Windsor and West Hants Municipal Planning Strategies (MPS). This designation is a special joint effort between the former Town of Windsor and former Municipality of West Hants to create an industrially focused area close to Highway 101 on the border of the two jurisdictions. The Joint Industrial Park designation is intended to mirror policies and zoning regulations in each document for all lots within it. The subject lot is zoned Joint Industrial Type Three (LI-3) on Schedule A of the West Hants Land Use By-law and zoned Light Industrial Type Three (LI-3) on Schedule A of the Windsor LUB.

Municipal Planning Strategy Document Review

Policy 16.1.1 allows Council to review and make amendments to the Windsor Municipal Planning Strategy including the Generalized Future Land Use Map. Amendments may be considered when the Generalized Future Land Use Map is required to be changed, in order to bring the Strategy in line with the Statements of Provincial Interest, or when Council deems it necessary because of a change in policy intensions or the development environment. In this circumstance, the proposed amendments align with the Statements of Provincial Interest Regarding Housing and Infrastructure. The proposed amendment also seeks to match the pattern of development in the area surrounding Cole Drive.

Policy 16.3.1 establishes the general criteria that all amendments to the Windsor Land Use By-law must meet. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria as:

- the proposal is not considered premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated; and
- the Fire Chief, Development Officer, Manager of Building and Fire Inspection Services, Municipal Project Engineer, and Municipal Traffic Authority have no concerns.

Nova Scotia Statements of Provincial Interest

The Statement of Provincial Interest Regarding Housing seeks to provide a wide range of housing types and opportunities to meet the needs of all Nova Scotians. The proposed development aligns with this interest as introducing a mixed-use apartment building to this area would enable a higher density of residential units to be provided for the community in an area with existing amenities.

The Statement of Provincial Interest Regarding Infrastructure seeks to make efficient use of existing municipal water supply and wastewater disposal systems. The proposed development aligns with this interest as the subject lot is currently vacant and enabling infill development would allow for effective use of existing municipal services.

NEXT STEPS

Discussion by PAC/HAC will be incorporated into the report and presentation to Council.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality with regard to the filing of this report.

ALTERNATIVES

The Planning and Heritage Advisory Committee (PAC/HAC) may:

- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Figure 1 GFLUM Extract: Current Designation

Figure 2	GFLUM Extract: Proposed Designation
Figure 3	Zoning Map Extract: Existing Zoning
Figure 4	Zoning Map Extract: Proposed Zoning
Attachment A	Policy Summary of Windsor MPS and LUB Amendments
Attachment B	File 22-05B - West Hants and Windsor MPS and LUB Amendments: Cole Drive, Garlands Crossing/Windsor - Information Report
Attachment C	Public Information Meeting Notes

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Figure 1 – GFLUM Extract: Current Designation

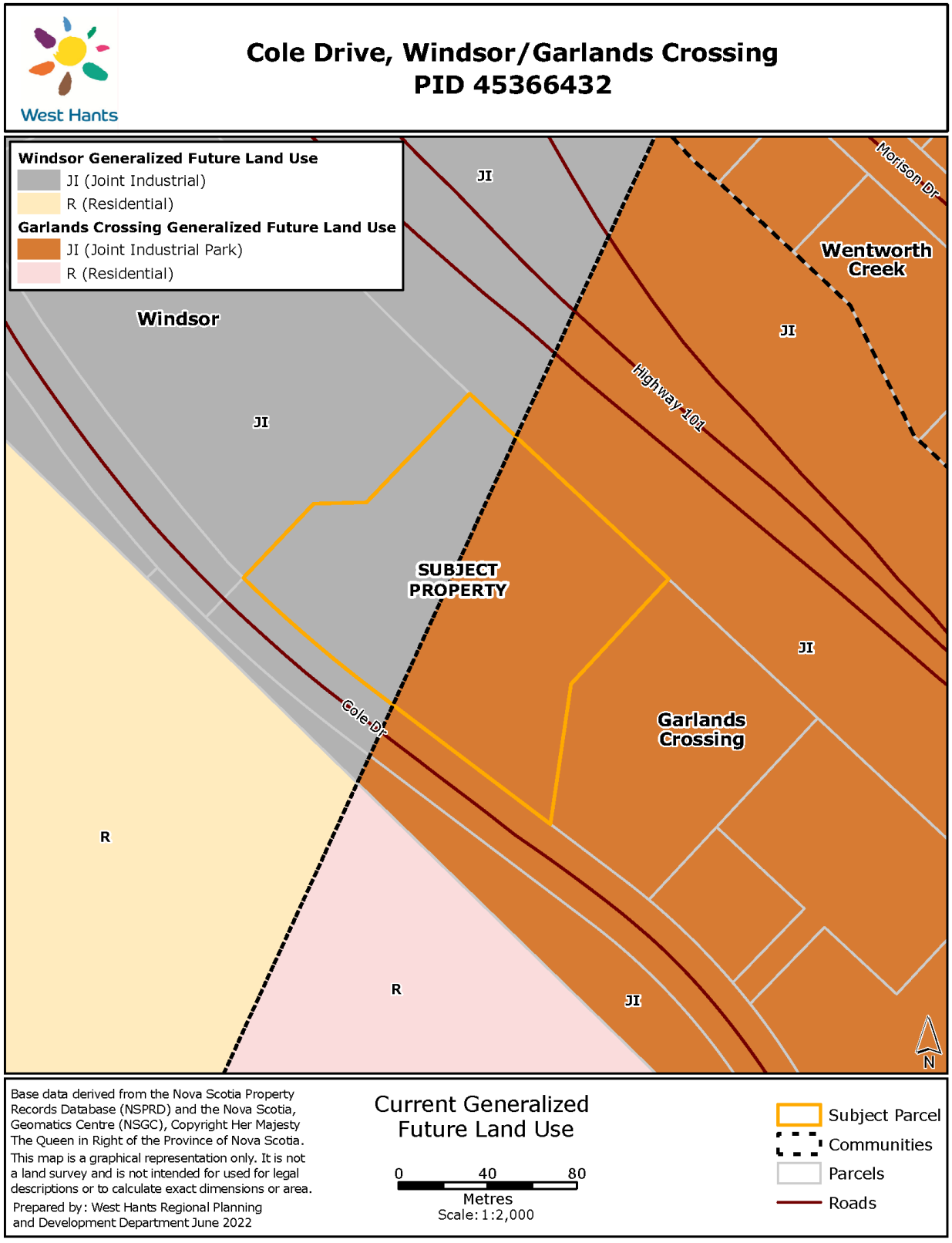


Figure 2 – GFLUM Extract: Proposed Designation

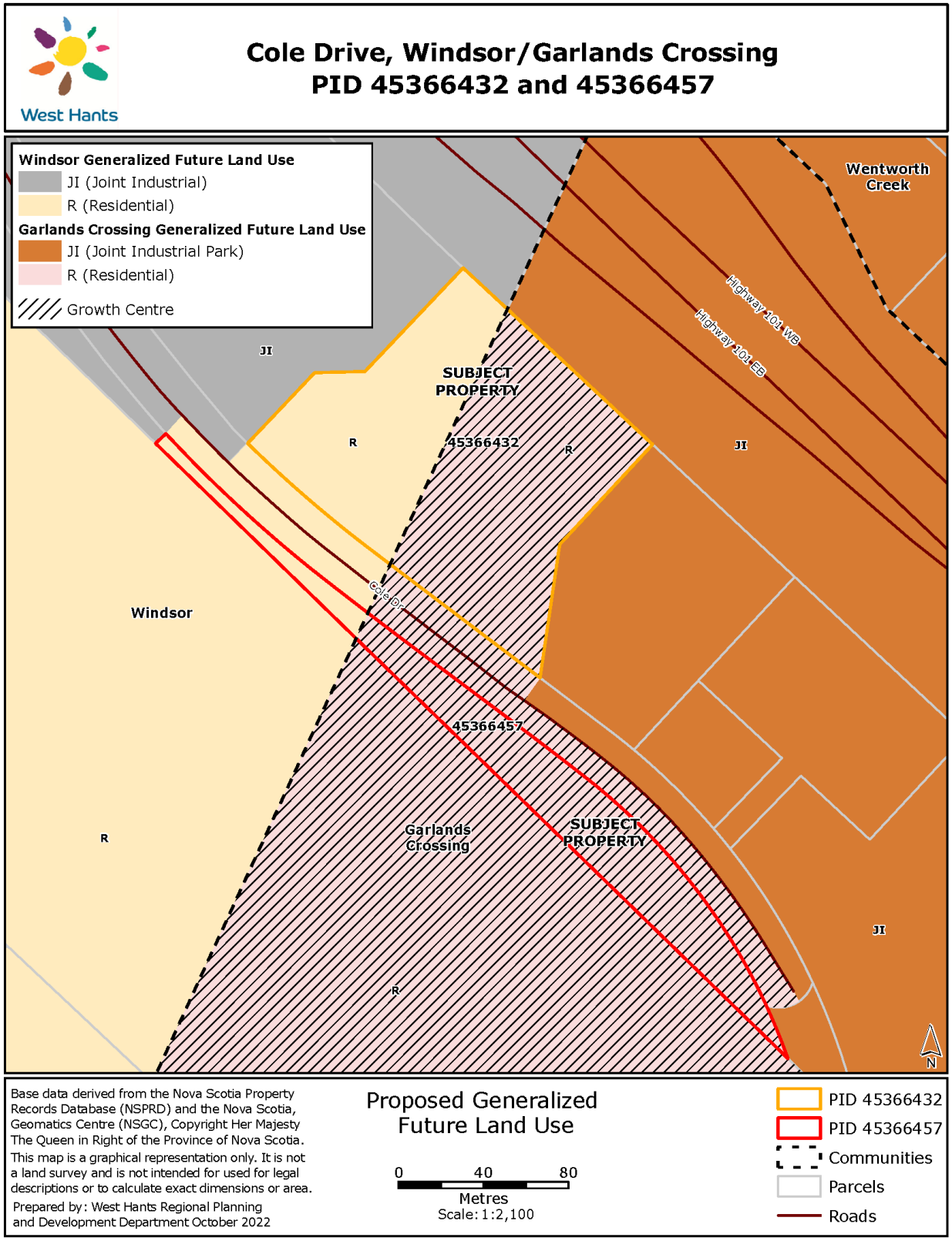


Figure 3 – Zoning Map Extract: Existing Zoning

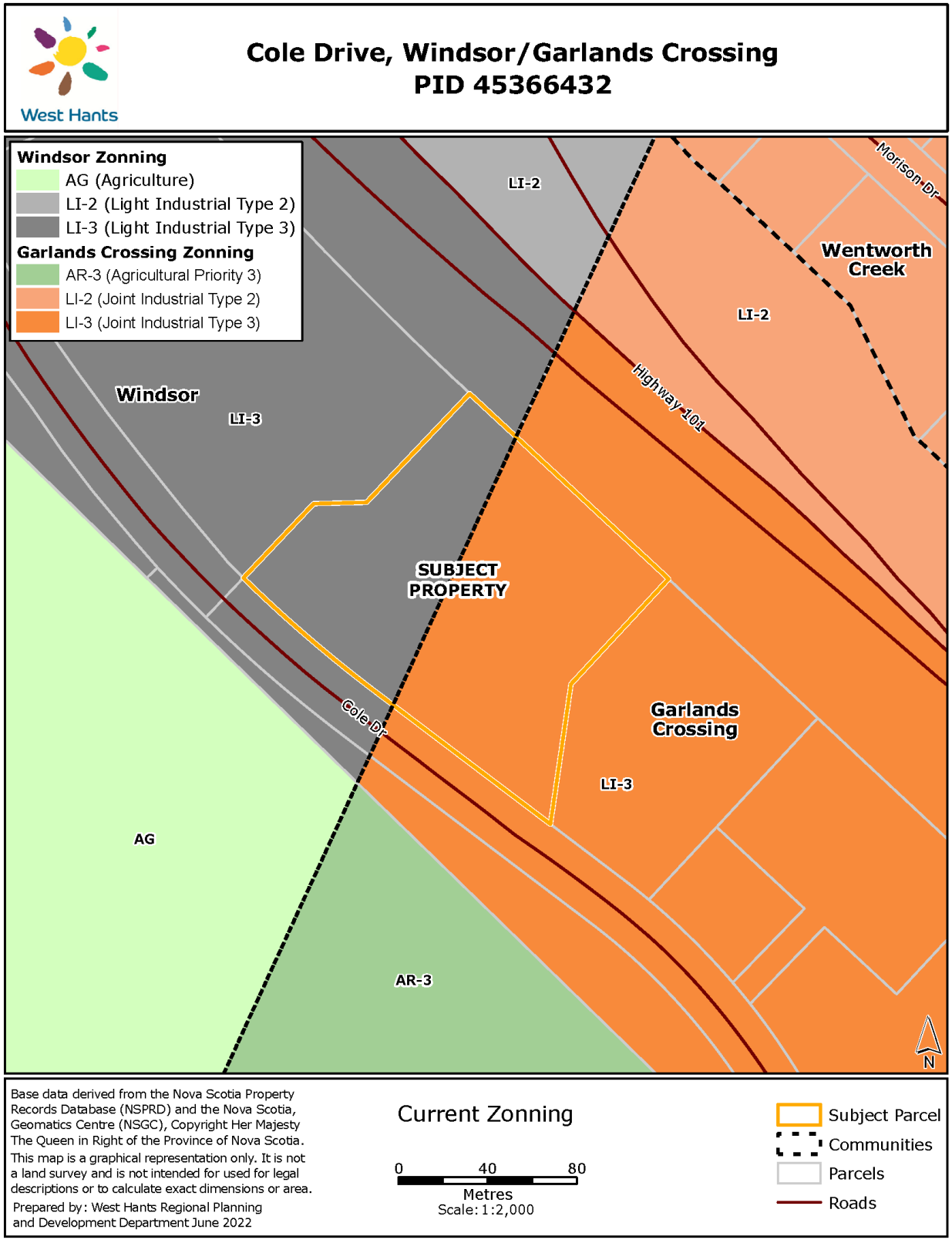
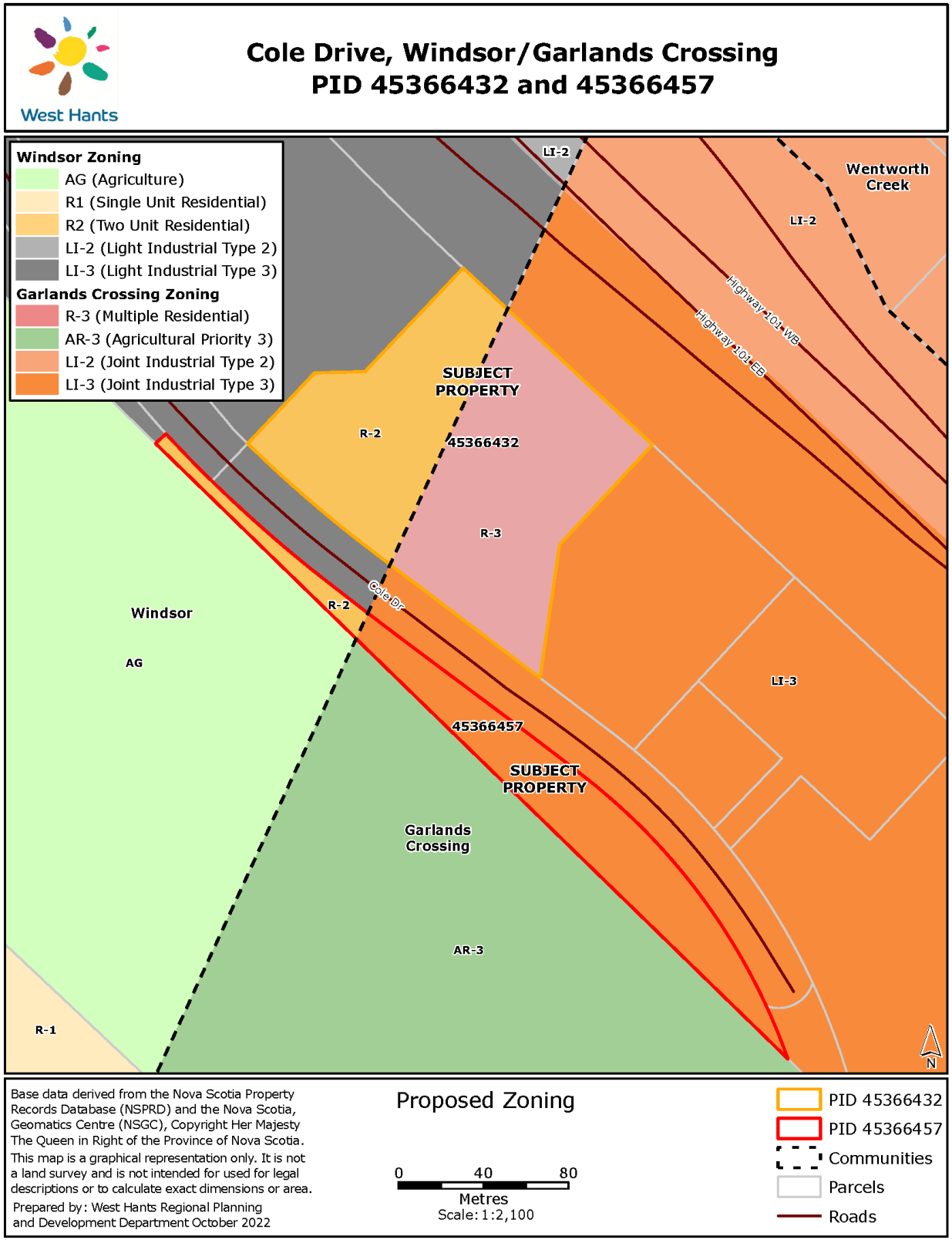


Figure 4 – Zoning Map Extract: Proposed Zoning



Attachment A – Policy Summary for Amendments to Municipal Planning Strategy and Land Use By-law

Policy 16.1.1 *It shall be the policy of Council to review and make amendments to this Strategy:*	
(a) when there is a requirement to change the Generalized Future Land Use Map (Map 1);	The GFLUM will be updated Council redesignates the lot.
(b) to bring the Strategy in line with Provincial Statements of Interest; or	The redesignation would address the Statements of Provincial Interest with regard to housing and infrastructure.
(c) when Council deems it necessary because of a change in policy intentions or the development environment.	Although the area surrounding Cole Drive is considered the Joint Industrial Park, much of the existing and proposed development in the area would not be classified as 'industrial uses'. The development environment appears to be moving towards a mix of business park and residential uses.

Policy 16.3.1 *In considering development agreements and amendments to the Town of Windsor Land Use By-law, in addition to the criteria set out in various policies of this Strategy, Council shall consider:*	
(a) whether the proposal is considered premature or inappropriate in terms of:	
(i) the adequacy of sewer and water services;	The Public Works Department had no concerns with regard to the adequacy of municipal water and sewer services.
(ii) the adequacy of school facilities;	No impact on school facilities is anticipated.
(iii) the adequacy of fire protection;	The local Fire Chief and Manager of Building and Fire Inspection Services have stated that there is adequate fire protection for the building and proposed amendments.
(iv) the adequacy of road networks adjacent to, or leading to the development; and	The Traffic Authority commented that there were no concerns regarding the road network.
(v) the financial capacity of the Town to absorb any costs relating to the development.	There are no anticipated costs to the Municipality regarding this development.

(b) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;	The Traffic Authority commented that the subject lot is considered to have safe roadway access to Cole Drive and has no further concerns.
(c) the adequacy of the dimensions and shape of the lot for the intended use;	The Development Officer commented that there were no concerns with the dimensions and shape of the lot for the proposed amendments.
(d) the pattern of development which the proposal might create;	The proposal is in line with the pattern of development as other applications for properties abutting or nearby to Cole Drive to permit residential development are being considered. The Development Officer has no concerns regarding the pattern of the development.
(e) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses, marshes or bogs and susceptibility of flooding;	The site appears to be at a higher elevation in comparison to buildings nearer to Wentworth Road. No concerns were recorded during the site visit.
(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; and	All Municipal, Provincial, and Federal regulations will have to be met.
(g) any other matter required by relevant policies of this Strategy.	All relevant matters have been addressed in this report.

Attachment B - File 22-05B - West Hants and Windsor MPS and LUB Amendments: Cole Drive, Garlands Crossing/Windsor - Information Report

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information X	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____
Alex Dunphy, Planner

Date: September 8th, 2022

Subject: West Hants and Windsor MPS and LUB Amendments: Cole Drive, Garlands Crossing/Windsor

LEGISLATIVE AUTHORITY

Municipal Government Act Section 205 & 219 (2)

BACKGROUND

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

A completed application was received from Darren Shupe of Brighter Community Planning on behalf of the property owner, Mainland South Investments, on June 15th, 2022 to request two 4-storey, mixed-use apartment buildings containing a total of 84 dwelling units on Cole Drive, Garlands Crossing (PID 45366432) be considered through:

(i) amendments to the West Hants Municipal Planning Strategy to allow a change in zoning to the General Commercial (GC) zone within the Joint Industrial Park designation;

(ii) amendments to the West Hants Land Use By-law zoning map to change the zoning for the West Hants portion of the lot from Joint Industrial Type Three (LI-3) to the General Commercial (GC) zone as enabled through the new policy created above;

(iii) amendments to the Windsor Land Use By-law zoning map to change the zoning for the Windsor portion of the lot from Light Industrial Type Three (LI-3) to the General Commercial (GC) zone as enabled through Policy 8.3.2; and

(iv) amendments to the West Hants and Windsor Land Use By-law to increase the maximum height of the main building to 45 ft. (13.7 m.) and increase the total allowable residential floor area of the main building to 75% in the Joint Industrial Park designation.

DISCUSSION

The subject lot is partially within the jurisdiction of the Windsor Municipal Planning Strategy and partially within the jurisdiction of the West Hants Municipal Planning Strategy. Due to the subject lot being split between the two planning areas, staff, the Planning and Heritage Advisory Committee, and Council must consider the planning documents for both Windsor and West Hants for any potential development on the property.

The subject lot is currently designated Joint Industrial Park on the Generalized Future Land Use Map (GFLUM) of the Windsor and West Hants Municipal Planning Strategies (MPS). This designation is a special joint effort between the former Town of Windsor and former Municipality of West Hants to create an industrially focused area close to Highway 101 on the border of the two jurisdictions. The Joint Industrial Park designation is intended to mirror policies and zoning regulations in each document for all lots within it. The subject lot is zoned Joint Industrial Type Three (LI-3) on Schedule A of the West Hants Land Use By-law and zoned Light Industrial Type Three (LI-3) on Schedule A of the Windsor LUB.

Surrounding Context

The Windsor portion of the subject lot is directly abutting other lands that are designated Joint Industrial and zoned Light Industrial Type Three (LI-3). Nearby, on the south side of Cole Drive are lands designated Residential and zoned Agriculture (AG). Existing uses in this area of the Joint Industrial designation include a grocery store which directly abuts the subject lot, as well as fast food restaurants and a gas station nearer to the intersection of Cole Drive and Wentworth Road. The 101 Highway also directly abuts the subject lot. The Residentially designated land located on the south side of Cole Drive is currently an open field.

The West Hants portion of the subject lot is directly abutting other lands that are designated Joint Industrial Park and zoned Joint Industrial Type Three (LI-3) and is nearby other lands that are designated Residential and zoned Agricultural Priority Three (AR-3). There is an office building which is currently not in use directly abutting the subject lot. Further along Cole Drive in the Joint Industrial Park designation is a hotel and a vacant lot. Highway 101 also directly abuts the subject lot. The Residentially designated land located on the south side of Cole Drive is currently an open field.

PAC/HAC Discussion

During the July 14th PAC/HAC meeting, staff presented an information report on the application for two 4-storey, mixed-use apartment buildings to be developed on Cole Drive. Upon initial review, I had determined that there were no existing policies to allow for residential uses within the Joint Industrial Park. I had posed a number of questions to the Committee such as if the lot was suitable for a mix of residential and commercial development, if there was enough information to change the lot from potential industrial use, and if it would be reasonable to

allow an increase to maximum height and total allowable residential floor space in a mixed-use development in a Commercial zone. The Committee discussed these questions and determined that more information was required including staff providing an inventory of available industrial and residential lands.

Availability of Industrial Lands

The first request from PAC/HAC was to provide an overview of the industrial land available in WHRM.

West Hants Regional Municipality encompasses 309,672.5 acres (1253.2 sq. km.) (Census profile 2016). Based on estimates made through an analysis of all industrially zoned properties in the Region, there is an approximate total of 650.22 acres of industrial land. This corresponds to approximately 0.2% of the land area of the Region. This includes the Joint Industrial Park, Windsor Industrial Park, lots in rural areas zoned Industrial (M), Hamlet Industrial (M-2), and Resource Industrial (M-1). Of that total, 177.35 acres of industrial designated or zoned land does not currently have an assigned civic number or otherwise appears vacant when cross referencing with orthophotos and site visits (Figure 4). This equates to 27% of the Industrial land within our Region. It is important to note that it is possible that some of the properties included in this inventory may be vacant or undesirable for development due to present conditions on the property.

Based on the WHRM Industrial mapping (Figure 2), there are distinct clusters of industrial land in Hantsport, Windsor, and Falmouth. There is also a number of industrial lots spread out located along Highway 101, as well as some sparsely located along Highway 215. Industrially zoned land with no civic address assigned appears to be vacant and available throughout the Region as a whole. There appears to be a number of lots available in Hantsport, Falmouth, and the Joint Industrial Park. Certain properties in the Joint Industrial Park are likely unsuitable for industrial development due to their lot shape and size. Certain properties in the Windsor Industrial Park may also be designated Dykeland, making them unsuitable for industrial development. The only other developable industrially zoned land near the subject lot is located at the end of Cole Drive and is currently vacant. It is unlikely that allowing a residential use on the subject lot would affect the ability of nearby industrial land to be developed but it may change the use of existing Industrial buildings when owners change or consider repurposing. However, permitting a change from industrial to residential will set a precedent for future applications similar to this one.

Availability of Commercial Lands in Windsor's Downtown

During the discussion by PAC/HAC there were comments on whether allowing commercial/residential development in the Industrial areas would affect the downtown area in Windsor.

To find information regarding the availability of commercial space in Windsor's downtown, I spoke with the Manager of Community Economic Development and a representative from the Windsor Township. There is no formal record kept by either the Municipality or the Township which indicates the availability of commercial space. The Manager of Community Economic Development performed a site visit and determined that there were four properties available

on Gerrish Street, two on Water Street, and one on Albert Street. The representative from Windsor Township had stated that not all of the available commercial spaces in the downtown are suitable for use. Some commercial units are in disrepair that may not be seen on the surface, while other units do not have a responsive property owner to coordinate rental agreements.

Availability of Residential Lands in Windsor

Another part of the discussion during the PAC/HAC meeting was whether there was already an abundance of residential land for mixed use development.

Looking at the residentially zoned properties in Windsor (Figure 5), there appears to be only a small number of available properties which are zoned for higher density residential development and all of them are smaller in size than the subject lot. The rest of the available residential properties would require a development agreement to accommodate higher density development. Certain properties are not zoned or designated for residential uses but allow for residential development through development agreement only (Figure 6). Of those properties, there are only a small number which are a similar size as the subject lot.

Inquiries for Industrial Lands

I sought information regarding inquiries for industrial uses to be located in the Region from the Chief Administrative Officer (CAO), the Manager of Community Economic Development, and an Economic Development Officer with the Valley Regional Enterprise Network (REN). Both the CAO and the Manager of Community Economic Development had not received many inquiries regarding new or expanding industrial uses in the previous two years. It should be noted that this may be due to the pandemic. Of the few inquiries received by the Municipality for industrial land, the only one that was actively seeking a new use was for a property located on the Hants Shore and only one business in the Industrial Park was considering expanding. Other discussions surrounding industrial lands were mainly focused on the lack of interest by certain owners to develop or sell their vacant parcels and concern with the lack of available 'shovel ready' industrial lands. Of the inquiries received by the Valley REN, most did not require or prefer industrial space for their business. There was some interest in industrial space located near Highway 101, but the proprietor was unable to find a suitable space. There were also reports that the pandemic had interrupted plans for some of these businesses.

PID 45366457

This property is included in the recommendations in this report as there is another application (File # 22-17) to consider rezoning the West Hants portion of this lot and the West Hants portion of PID 45190386, the larger lot to the west of this PID to allow residential development. The West Hants portion of PID 45366457 is being considered to be rezoned to Multiple Unit Residential (R-3) as part of that application. Although present WHMPS policies would permit the rezoning without a change in designation, it would be reasonable to consider amending the designation of this entire lot in conjunction with the application on Cole Drive to align with the intended residential use of the lot and avoid separating the proposed residential developments by a small lot within the Joint Industrial designation. PID 45366457 is highlighted in Figure 7.

NEXT STEPS

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

- recommend holding a Public Information Meeting to consider:

  Windsor Portion

  - amending the map of the Windsor Municipal Planning Strategy to include PIDs 45366432 and 45366457 in the Residential designation and amending the map of the Windsor Land Use By-law to include PIDs 45366432 and 45366457 in the Two Unit Residential (R-2) zone; and

  West Hants Portion

  - amending the map of the West Hants Municipal Planning Strategy to include PIDs 45366432 and 45366457 in the Three Mile Plains Growth Centre and the Residential Designation, as well as amending the map of the West Hants Land Use By-law to include PID 45366432 in the Multiple Unit Residential (R-3) zone.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

The Planning and Heritage Advisory Committee (PAC/HAC) may:

- amending the text of the Windsor and West Hants Municipal Planning Strategies and Land Use By-laws to allow Council to consider mixed-use commercial and residential development by development agreement in the Joint Industrial Park designation, based on criteria established in a new policy;
- recommend Council not move forward with this application; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Figure 1	Subject Lot Context Map
Figure 2	West Hants Regional Municipality Industrial Zones (Without Civic Numbers Assigned)
Figure 3	Hantsport Industrial Zones (Without Civic Numbers Assigned)
Figure 4	West Hants Regional Municipality Industrial Spreadsheet
Figure 5	Windsor Residential Zones (Without Civic Numbers Assigned)
Figure 6	Windsor Residential Development Only Permitted by DA (Without Civic Numbers Assigned)
Figure 7	Additional Property in Recommendation Context Map (PID 45366457)

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Figure 1 – Subject Lot Context Map (PID 45366432)

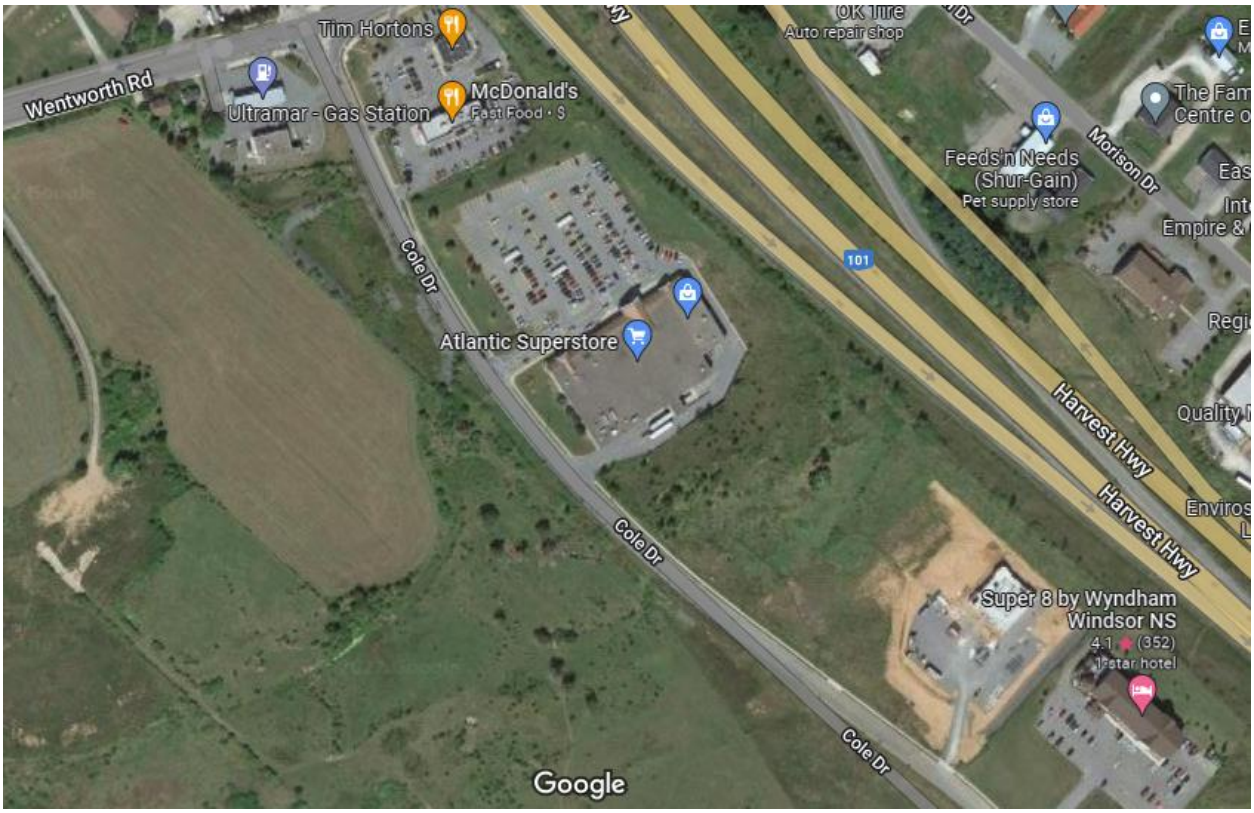


Figure 2 – West Hants Regional Municipality Industrial Zones (Without Civic Numbers Assigned)

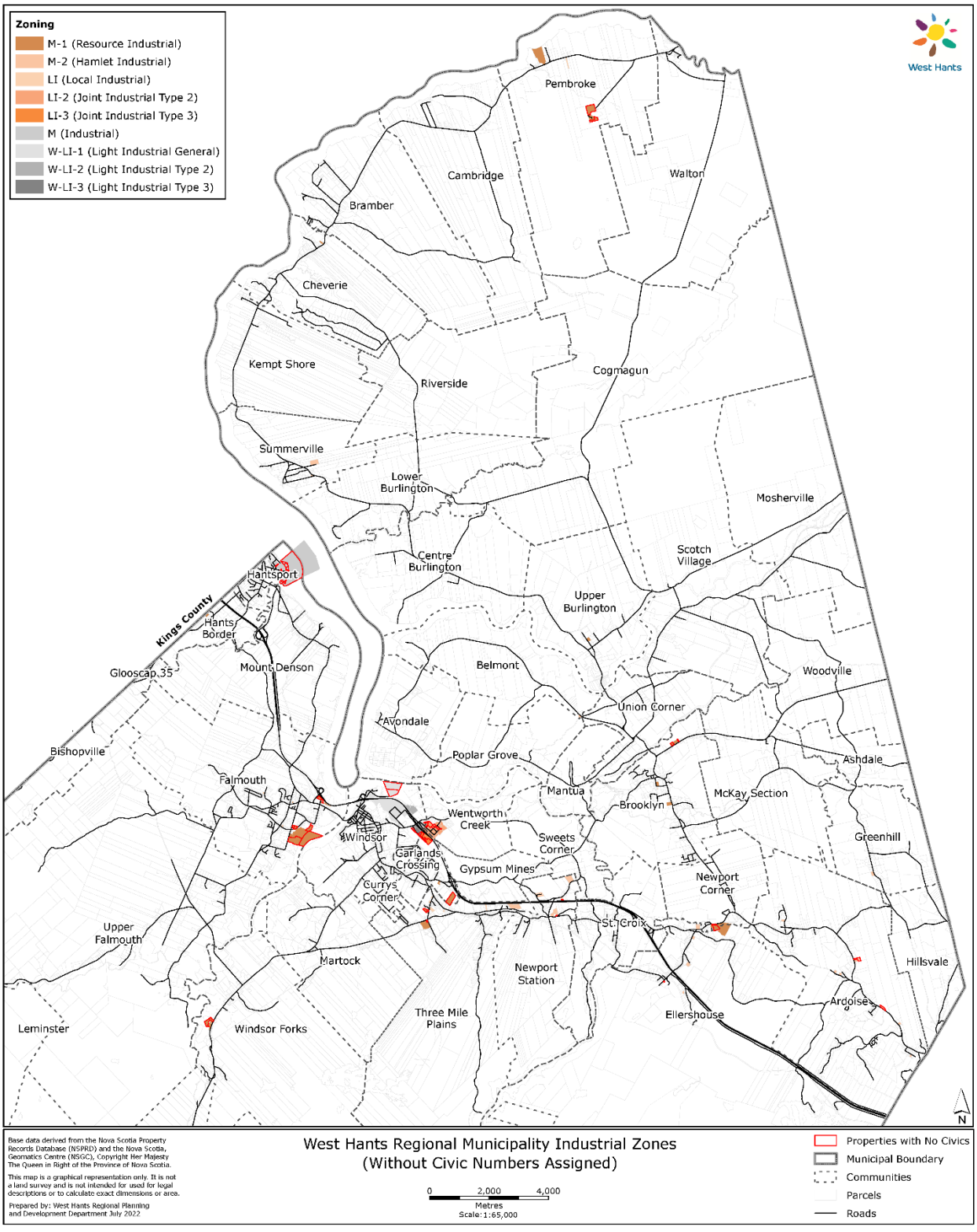


Figure 3 – Hantsport Industrial Zones (Without Civic Numbers Assigned)

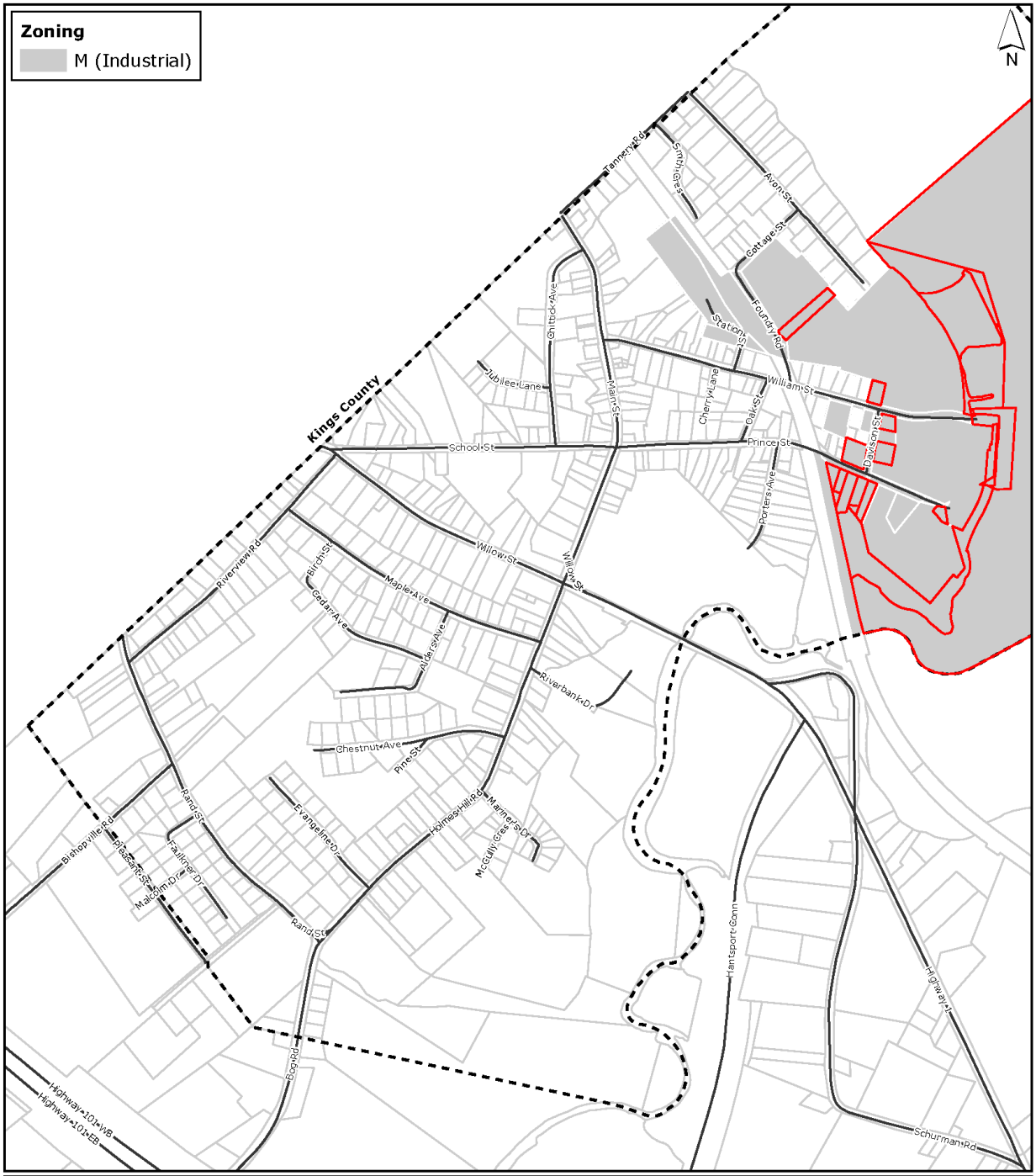


Figure 4 – West Hants Regional Municipality Industrial Spreadsheet

See attached document

PID	CIVNUMBER	STREET	ST_TYPE	CITY	LOC	ACRES	Total Industrial Land	650.22
45190378		MORISON	DR	WENTWORTH CREEK	MORISON DR LOT EFG WENTWORTH CREEK INDUSTRIAL	5.78		
45197803		MORISON	DR	WENTWORTH CREEK	MORISON DR LOT 12 WENTWORTH CREEK INDUSTRIAL	0.98	Total Available Land	177.35
45075256		NO 101	HWY	WINDSOR	NO 101 HWY WINDSOR LAND WAREHOUSE	19.58		
45248150		SANFORD	DR	WENTWORTH CREEK	SANFORD DR WENTWORTH CREEK LAND INDUSTRIAL	1.51		
45055548		PARK	DR	WINDSOR	PARK DR WINDSOR LAND SERVICE	2.68		
45062205		LAGOON	DR	WINDSOR	LAGOON DR LOT D WINDSOR INDUSTRIAL	0.91		
45062189		CENTENNIAL	DR	WINDSOR	CENTENNIAL DR LOT E WINDSOR INDUSTRIAL	1.21		
45347150		SANFORD	DR	WENTWORTH CREEK	SANFORD DR LOT H WENTWORTH CREEK INDUSTRIAL	1.27		
45062239		PARK	DR	WINDSOR	PARK DR LOT B WINDSOR INDUSTRIAL	2.34		
45209053		TRECOTHIC	DR	WINDSOR	TRECOTHIC DR LOT JL-2 WINDSOR	1.09		
45209061		TRECOTHIC	DR	WINDSOR	TRECOTHIC DR LOT JL-1 WINDSOR	1.05		
45413416		IVEY	LANE	WENTWORTH CREEK	IVEY LANE LOT 45A2 WENTWORTH CREEK INDUSTRIAL	1.4		
45055282		COLE	DR	WINDSOR	COLE DR WINDSOR LAND	1.83		
45395514		IVEY	LANE	WENTWORTH CREEK	IVEY LANE LOT 28A WENTWORTH CREEK INDUSTRIAL	0.29		
45055605		CENTENNIAL	DR	WINDSOR	CENTENNIAL DR WINDSOR LAND INDUSTRIAL	0.86		
45366432		COLE	DR	WINDSOR	COLE DR LOT 1 & 2 WINDSOR INDUSTRIAL	4.29		
45366408		COLE	DR	WINDSOR	COLE DR WINDSOR LAND INDUSTRIAL	0.59		
45366440		COLE	DR	GARLANDS CROSSING	COLE DR GARLANDS CROSSING LAND INDUSTRIAL	6.72		
45280088		OLD BROOKLYN	RD	THREE MILE PLAINS	OLD BROOKLYN RD BLOCK 1CD THREE MILE PLAINS	17.84		
45388907		HIGHWAY 1	HWY	THREE MILE PLAINS	HIGHWAY 1 HWY THREE MILE PLAINS LAND GARAGE	0.13		
45003167		THREE MILE PLAINS CROSS	RD	THREE MILE PLAINS	THREE MILE PLAINS CROSS RD LOT 1 PORT THREE MILE PLAINS	0.28		
45003076		THREE MILE PLAINS CR	RD	THREE MILE PLAN	THREE MILE PLAINS CR RD LOT 3 THREE MILE PLAN	0.34		
45002847		THREE MILE PLAINS CR	RD	THREE MILE PLAINS	106 THREE MILE PLAINS CR RD THREE MILE PLAINS LAND	3.21		
45002508		NO 1	HWY	THREE MILE PLAINS	NO 1 HWY LOT HL-4A THREE MILE PLAINS BUILDING	0.98		
45191749						0.73		
45191731						2.22		
45379534						0.15		
45322419						1.13		
45359825						0.32		
45413598						1.12		
45367281		DRESSER MINERALS	RD	PEMBROKE	DRESSER MINERALS RD PEMBROKE LAND	18.47		
45367281		DRESSER MINERALS	RD	PEMBROKE	DRESSER MINERALS RD PEMBROKE LAND	5.45		
45044948		FOUNDRY	RD	HANTSPORT	10 FOUNDRY RD HANTSPORT LAND SPORTS PARK	4.05		
45044930		FOUNDRY	RD	HANTSPORT	FOUNDRY RD HANTSPORT LAND	0.7		
45228137		WILLIAM	ST	HANTSPORT	WILLIAM ST PARCEL 4 HANTSPORT SHIP REPAIR	1.38		
45364080		STATION	LANE	FALMOUTH	STATION LANE FALMOUTH LAND	3.09		
45364031		NO 101	HWY	FALMOUTH	NO 101 HWY FALMOUTH LAND RAILWAY	0.18		
45228137		WILLIAM	ST	HANTSPORT	WILLIAM ST PARCEL 4 HANTSPORT SHIP REPAIR	0.39		
45085909		WILLIAM	ST	HANTSPORT	WILLIAM ST PARCEL 4 HANTSPORT SHIP REPAIR	0.34		
45043775		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.52		
45048121		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.19		
45043668		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.18		
45043676		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.42		
45043684		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.29		
45043692		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.32		
45333671		PRINCE	ST	HANTSPORT	PRINCE ST LOT CKF1995- HANTSPORT PULP & PAPER	6.1		
45333689		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	4.71		
45407897		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.07		
45384302						0.15		
45406030		HIGHWAY 14		WINDSOR FORKS	HIGHWAY 14 LOT B-1 WINDSOR FORKS	2.68		
45282555		HIGHWAY 14		WINDSOR FORKS	HIGHWAY 14 LOT GSCP-1 WINDSOR FORKS INDUSTRIAL	6.45		
45414489		GABRIEL	RD	FALMOUTH	GABRIEL RD LOT 1 FALMOUTH	22.15		
45199510		MOUNTAIN	RD	THREE MILE PLAINS	MOUNTAIN RD LOT JWM-1 THREE MILE PLAINS	0.62		
45015187		NO 1	HWY	NEWPORT STATION	NO 1 HWY NEWPORT STATION	0.3		
45259744		MAPLE	AVE	ELLERSHOUSE	MAPLE AVE LOT ELLERSHOUSE	0.35		
45041910		NO 1	HWY	ARDOISE	NO 1 HWY LOT 1 ARDOISE	2.77		
45203874		NO 1	HWY	ELLERSHOUSE	NO 1 HWY ELLERSHOUSE LAND	0.72		
45013372		NO 1	HWY	NEWPORT CORNER	NO 1 HWY NEWPORT CORNER LAND	7.73		
45275344		NO 1	HWY	ARDOISE	NO 1 HWY LOT B ARDOISE	3.75		
45366010	0	WENTWORTH	RD	WINDSOR	WENTWORTH RD WINDSOR LAND SEE 01175904 (COUNTY)	1.5		
45190865	0	CENTENNIAL	DR	WINDSOR	CENTENNIAL DR WINDSOR LAND	1.29		
45200623	10	IVEY	LANE	WENTWORTH CREEK	10 IVEY LANE LOT 8A WENTWORTH CREEK WAREHOUSE	1.05		
45055514	101	INDUSTRIAL	DR	WINDSOR	101 INDUSTRIAL DR LOT JL-3 WINDSOR RETAIL/OFFICE	1.6		
45198421	103	MORISON	DR	WENTWORTH CREEK	103 MORISON DR LOT 14-15 WENTWORTH CREEK TRANS TERMINAL	2.25		
45293784	103	CENTENNIAL	DR	WINDSOR	103 CENTENNIAL DR LOT Z1-A WINDSOR WAREHOUSE	1.72		
45055571	104	CENTENNIAL	DR	WINDSOR	104 CENTENNIAL DR LOT H WINDSOR WAREHOUSE	1.06		
45230729	108	FALMOUTH BACK	RD	FALMOUTH	108 FALMOUTH BACK RD LOT BH-4 FALMOUTH SMALL BUSINESS	0.68		
45292653	11	COLE	DR	WINDSOR	11 COLE DR WINDSOR LAND GROCERY STORE	6.23		
45229481	11	IVEY	LANE	WENTWORTH CREEK	11 IVEY LANE LOT 16-17 WENTWORTH CREEK INDUSTRIAL	2.32		
45062106	112	CENTENNIAL	DR	WINDSOR	112 CENTENNIAL DR LOT G WINDSOR SERVICE	1.07		
45212552	12	BONNIE	LANE	NEWPORT STATION	12 BONNIE LANE PARCEL A PORT NEWPORT STATION DWELLING GARAGE	4.72		
45003084	12	THREE MILE PLAINS CROSS	RD	THREE MILE PLAINS	12 THREE MILE PLAINS CROSS RD LOT 2 THREE MILE PLAINS DWELLING	0.34		
45037173	12	STATION	LANE	FALMOUTH	12 STATION LANE LOT B FALMOUTH BULK STORAGE	0.6		
45201621	120	MORISON	DR	WENTWORTH CREEK	120 MORISON DR LOT 11 WENTWORTH CREEK WAREHOUSE	1.77		
45062171	120	CENTENNIAL	DR	WINDSOR	120 CENTENNIAL DR LOT F WINDSOR BOWLING	1.09		
45055621	125	CENTENNIAL	DR	WINDSOR	125 CENTENNIAL DR WINDSOR LAND INDUSTRIAL	0.79		
45059698	133	CENTENNIAL	DR	WINDSOR	133 CENTENNIAL DR WINDSOR LAND	5.35		
45198439	140	MORISON	DR	WENTWORTH CREEK	140 MORISON DR LOT 10 WENTWORTH CREEK POLICE	2.1		
45168143	140	OLD WALTON	RD	UP BURLINGTON	140 OLD WALTON RD LOT A UP BURLINGTON DWELLING SERVICE	3.38		
45191715	144	WILLIAMS	RD	ELLERSHOUSE	144 WILLIAMS RD LOT 2-Z ELLERSHOUSE DWELLING GARAGE	2.54		
45015179	15	OLD HALIFAX	RD	NEWPORT STATION	15 OLD HALIFAX RD E NEWPORT STATION LAND GARAGE	1.82		
45009990	15	MAPLE	AVE	ELLERSHOUSE	15 MAPLE AVE LOT 2 ELLERSHOUSE DWELLING GARAGE	0.5		
45075389	155	TOWN	RD	FALMOUTH	155 TOWN RD FALMOUTH CEMETERY BUILDING	6.29		
45193190	16	NELSON	ST	WENTWORTH CREEK	16 NELSON ST LOT 45A1 WENTWORTH CREEK WAREHOUSE	2.63		
45048196	16	STATION	ST	HANTSPORT	16 STATION ST LOT 1 HANTSPORT	3.35		
45213691	173	AYLWARD	RD	FALMOUTH	173 AYLWARD RD FALMOUTH LAND DWELLING BUILDING GARAGE	0.93		
45060027	1736	WENTWORTH	RD	NEWPORT STATION	1736 WENTWORTH RD NEWPORT STATION LAND INDUSTRIAL	12.65		
45008687	1879	WENTWORTH	RD	NEWPORT STATION	1879 WENTWORTH RD LOT 1&2 NEWPORT STATION DWELLING BUILDINGS GARAGE	1.21		
45169638	1888	BELMONT	RD	BELMONT	1888 BELMONT RD BELMONT LAND DWELLING BUILDING	2.03		
45202215	19	SANFORD	DR	WENTWORTH CREEK	19 SANFORD DR LOT 2 WENTWORTH CREEK TELECOM	0.83		
45246329	19	BONNIE	LANE	NEWPORT STATION	19 BONNIE LANE LOT 94-2A NEWPORT STATION DWELLING GARAGE	3.3		
45181609	197	NUNN	RD	SUMMERVILLE	197 NUNN RD SUMMERVILLE LAND DWELLING GARAGE	0.92		
45403946	1989	WENTWORTH	RD	NEWPORT STATION	1989 WENTWORTH RD LOT A NEWPORT STATION DINING	8.73		
45282076	199	MUSGRAVE	RD	SUMMERVILLE	199 MUSGRAVE RD LOT X SUMMERVILLE FORESTRY	10.73		
45044252	2	DAVISON	ST	HANTSPORT	2 DAVISON ST HANTSPORT LAND	0.22		
45274198	20	PARK	DR	WINDSOR	20 PARK DR LOT 1A WINDSOR INDUSTRIAL	2.95		
45341716	20	IVEY	LANE	WENTWORTH CREEK	20 IVEY LANE LOT 27A-07 WENTWORTH CREEK RESEARCH	5.92		
45056561	212	COLONIAL	RD	WINDSOR	212 COLONIAL RD WINDSOR LAND	17.42		
45347077	232	WENTWORTH	RD	WINDSOR	232 WENTWORTH RD LOT 5 WINDSOR GAS STATION	1.11		
45333150	24	STATION	LANE	FALMOUTH	24 STATION LANE LOT FW-1234 FALMOUTH WAREHOUSE	1.04		
45219797	244	WENTWORTH	RD	WINDSOR	244 WENTWORTH RD PARCEL TOW-1 WINDSOR	0.09		
45356011	255	WOODVILLE	RD	GREENHILL	255 WOODVILLE RD LOT MD-1 GREENHILL SMALL BUSINESS	3.27		
45016672	257	OLD HALIFAX	RD	THREE MILE PLAINS	257 OLD HALIFAX RD W THREE MILE PLAINS LAND SERVICE	14.1		
45213600	26	MORISON	DR	WINDSOR	26 MORISON DR LOT 18 WINDSOR RETAIL/OFFICE	0.72		

45030285	273	TOWN	RD	FALMOUTH	273 TOWN RD	FALMOUTH	LAND INCORP FARM		34.98
45062213	29	PARK	DR	WINDSOR	29 PARK DR	LOT B-2 WINDSOR	SELF STORAGE		1.58
45405917	290	TOWN	RD	FALMOUTH	290 TOWN RD	FALMOUTH	LAND INCORP FARM		1.18
45405933	290	TOWN	RD	FALMOUTH	290 TOWN RD	FALMOUTH	LAND INCORP FARM		0.44
45030319	290	TOWN	RD	FALMOUTH	290 TOWN RD	FALMOUTH	LAND INCORP FARM		2.22
45055464	295	WENTWORTH	RD	WINDSOR	295 WENTWORTH RD	LOT 2 WINDSOR	TELECOM		12.47
45062197	3	LAGOON	DR	WINDSOR	3 LAGOON DR	WINDSOR	SEWAGE/WATER TREATMENT FACILITIES		14.29
45000387	3	BOWMAN	RD	GARLANDS CROSSING	3 BOWMAN RD	GARLANDS CROSSING	LAND WAREHOUSE		0.19
45056447	368	NESBITT	ST	WINDSOR	368 NESBITT ST	WINDSOR	LAND RES/COM MIX		4.87
45025624	37	BEECH BROOK	RD	ARDOISE	37 BEECH BROOK RD	ARDOISE	LAND DWELLING GARAGE		2
45294907	37	MORISON	DR	WINDSOR	37 MORISON DR	LOT 1A WINDSOR	RETAIL/OFFICE		0.87
45030442	380	TOWN	RD	FALMOUTH	380 TOWN RD	LOT A1 FALMOUTH	DWELLING BUILDINGS		1.04
45406063	3891	HIGHWAY 14		WINDSOR FORKS	3891 HIGHWAY 14	LOT B-4 WINDSOR FORKS	INDUSTRIAL		4.09
45406055	3899	HIGHWAY 14		WINDSOR FORKS	3899 HIGHWAY 14	LOT B-3 WINDSOR FORKS	INDUSTRIAL		0.93
45406048	3901	HIGHWAY 14		WINDSOR FORKS	3901 HIGHWAY 14	LOT B-2 WINDSOR FORKS	DWELLING BUILDING		1.13
45067923	4	IVEY	LANE	WENTWORTH CREEK	4 IVEY LANE	LOT 9 WENTWORTH CREEK	OFFICE BUILDING		1.26
45003019	40	THREE MILE PLAINS CROSS	RD	THREE MILE PLAINS	40 THREE MILE PLAINS CROSS RD	THREE MILE PLAINS	LAND DWELLING SMALL BUSINESS		1.28
45293743	41	MORISON	DR	WINDSOR	41 MORISON DR	LOT B WINDSOR	SERVICE		1.07
45033958	41	BEN JACKSON	RD	HANTS BORDER	41 BEN JACKSON RD	LOT MH-2 HANTS BORDER	DWELLINGS SMALL BUSINESS	41 BEN JACKSON RD	4.37
45055555	43	TRECOTHIC	DR	WINDSOR	43 TRECOTHIC DR	LOT A WINDSOR	WAREHOUSE		1.55
45003126	4307	HIGHWAY 1		THREE MILE PLAINS	4307 HIGHWAY 1	THREE MILE PLAINS	LAND DWELLING		0.13
45249307	4436	HIGHWAY 1		THREE MILE PLAINS	4436 HIGHWAY 1	LOT HL-2 POR THREE MILE PLAINS	DWELLING		0.45
45272754	45	MORISON	DR	WENTWORTH CREEK	45 MORISON DR	LOT C-1 WENTWORTH CREEK	ANIMAL CLINIC		1.92
45059706	46	PARK	DR	WINDSOR	46 PARK DR	WINDSOR	LAND WAREHOUSE		4.77
45044237	46	WILLIAM	ST	HANTSPORT	46 WILLIAM ST	HANTSPORT	LAND DWELLING		0.73
45043759	46	PRINCE	ST	HANTSPORT	46 PRINCE ST	HANTSPORT	LAND		0.62
45173382	471	DRESSER MINERALS	RD	PEMBROKE	471 DRESSER MINERALS RD	PEMBROKE	LAND MINING		7.45
45014461	48	MORISON	DR	WENTWORTH CREEK	48 MORISON DR	LOT 15 WENTWORTH CREEK	INDUSTRIAL		1.2
45017365	49	DUNLOP	RD	BROOKLYN	49 DUNLOP RD	LOT H-1 BROOKLYN	SERVICE		0.63
45059714	49	CENTENNIAL	DR	WINDSOR	49 CENTENNIAL DR	LOT K WINDSOR	WAREHOUSE		1.97
45394913	49	COLE	DR	GARLANDS CROSSING	49 COLE DR	LOT 3 GARLANDS CROSSING	OFFICE BUILDING		2.36
45044328	49	WILLIAM	ST	HANTSPORT	49 WILLIAM ST	HANTSPORT	LAND		0.29
45200631	5	SANFORD	DR	WENTWORTH CREEK	5 SANFORD DR	LOT 1-A1 WENTWORTH CREEK	WAREHOUSE		1.88
45333648	5	STATION	ST	HANTSPORT	5 STATION ST	LOT 1-01 HANTSPORT	WAREHOUSE		0.47
45234929	5	DAVISON	ST	HANTSPORT	5 DAVISON ST	LOT 1 HANTSPORT	PULP & PAPER		0.21
45234937	5	DAVISON	ST	HANTSPORT	5 DAVISON ST	LOT 1 HANTSPORT	PULP & PAPER		7.56
45044286	5	DAVISON	ST	HANTSPORT	5 DAVISON ST	LOT 1 HANTSPORT	PULP & PAPER		0.22
45044278	5	DAVISON	ST	HANTSPORT	5 DAVISON ST	LOT 1 HANTSPORT	PULP & PAPER		0.37
45228467	51	WILLIAM	ST	HANTSPORT	51 WILLIAM ST	HANTSPORT	LAND MINING		2.57
45044310	51	WILLIAM	ST	HANTSPORT	51 WILLIAM ST	HANTSPORT	LAND MINING		13.78
45228467	51	WILLIAM	ST	HANTSPORT	51 WILLIAM ST	HANTSPORT	LAND MINING		3.51
45228467	51	WILLIAM	ST	HANTSPORT	51 WILLIAM ST	HANTSPORT	LAND MINING		2.21
45014057	5568	HIGHWAY 1		ST. CROIX	5568 HIGHWAY 1	LOT 89-1EB ST. CROIX	DWELLING GARAGE		1.24
45228665	57	ELLERSHOUSE	RD	ELLERSHOUSE	57 ELLERSHOUSE RD	LOT KB-1 ELLERSHOUSE			2.18
45044443	6	STATION	ST	HANTSPORT	6 STATION ST	LOT 2 HANTSPORT	COMMERCIAL/APT MIX UNITS		0.2
45204120	60	MORISON	DR	WENTWORTH CREEK	60 MORISON DR	LOT 14A-1 WENTWORTH CREEK	WAREHOUSE		0.55
45010857	60	PRIVILEGE	RD	ELLERSHOUSE	60 PRIVILEGE RD	ELLERSHOUSE	LAND		4.19
45294782	6000	HIGHWAY 14		GARLANDS CROSSING	6000 HIGHWAY 14	LOT RAC-4 GARLANDS CROSSING	RETAIL/OFFICE		2.24
45218690	61	MORISON	DR	WENTWORTH CREEK	61 MORISON DR	LOT 20 WENTWORTH CREEK	SERVICE		0.99
45005782	6219	HIGHWAY 1		ELLERSHOUSE	6219 HIGHWAY 1	ELLERSHOUSE	LAND DWELLING		3.81
45190097	6229	HIGHWAY 1		ELLERSHOUSE	6229 HIGHWAY 1	LOT F-1 ELLERSHOUSE	DWELLING SMALL BUSINESS		2.65
45366390	63	COLE	DR	GARLANDS CROSSING	63 COLE DR	LOT 4 GARLANDS CROSSING	HOTEL		1.95
45013364	6310	HIGHWAY 1		NEWPORT CORNER	6310 HIGHWAY 1	NEWPORT CORNER	LAND DWELLING BUILDINGS		2.45
45013356	6398	HIGHWAY 1		NEWPORT CORNER	6398 NO 1 HWY	NEWPORT CORNER	LAND MOBILE		34.71
45061199	671	COLLIER	RD	ARDOISE	671 COLLIER RD E	ARDOISE	LAND TELECOM		2.03
45229895	6729	HIGHWAY 215		CHEVERIE	6729 HIGHWAY 215	LOT LC-1 CHEVERIE	DWELLING BUILDINGS		2.1
45270865	7	COLE	DR	WINDSOR	7 COLE DR	LOT 1B WINDSOR	FAST FOOD		0.93
45199965	711	COLLIER	RD	ARDOISE	711 COLLIER RD E	ARDOISE	LAND		1.71
45193679	72	IVEY	LANE	WENTWORTH CREEK	72 IVEY LANE	PARCEL X WENTWORTH CREEK	TELECOM		0.33
45218708	73	MORISON	DR	WENTWORTH CREEK	73 MORISON DR	LOT 19 WENTWORTH CREEK	SERVICE		1
45025236	7493	HIGHWAY 1		ARDOISE	7493 HIGHWAY 1	ARDOISE	LAND TELECOM		2.45
45055522	75	TRECOTHIC	DR	WINDSOR	75 TRECOTHIC DR	WINDSOR	LAND INDUSTRIAL		3.45
45018595	76	IVEY	LANE	WENTWORTH CREEK	76 IVEY LANE	LOT 31 PORT WENTWORTH CREEK	GROW OPERATION		9.27
45148731	76	MORISON	DR	WENTWORTH CREEK	76 MORISON DR	LOT 14A-23 WENTWORTH CREEK	MUNICIPAL BLDG		1.38
45055597	79	CENTENNIAL	DR	WINDSOR	79 CENTENNIAL DR	WINDSOR	LAND WAREHOUSE		1.8
45100724	79	OLD HALIFAX	RD	THREE MILE PLAINS	79 OLD HALIFAX RD W	LOT G-4 THREE MILE PLAINS	DWELLING GARAGE		2.05
45001245	798	WINDSOR BACK	RD	THREE MILE PLAINS	798 WINDSOR BACK RD	THREE MILE PLAINS	LAND DWELLING BUILDING		0.18
45062221	8	PARK	DR	WINDSOR	8 PARK DR	LOT B-1 WINDSOR	SELF STORAGE		1.7
45044377	80	DUNLOP	RD	BROOKLYN	80 DUNLOP RD	BROOKLYN	LAND WAREHOUSE		3.27
45060266	80	ROBERT	DR	ARDOISE	80 ROBERT DR	LOT 20-18 ARDOISE	DWELLING SMALL BUSINESS		1.15
45206505	8061	HIGHWAY 1		ARDOISE	8061 HIGHWAY 1	LOT CA ARDOISE	DWELLING GARAGE		1.8
45061132	8105	HIGHWAY 14		BROOKLYN	8105 HIGHWAY 14	BROOKLYN	LAND		4.06
45055563	82	CENTENNIAL	DR	WINDSOR	82 CENTENNIAL DR	LOT J WINDSOR	WAREHOUSE		1.39
45002938	83	THREE MILE PLAINS CR	RD	THREE MILE PLAINS	83 THREE MILE PLAINS CR RD	THREE MILE PLAN	LAND DWELLING BUILDINGS GARAGE		3.84
45196698	834	WINDSOR BACK	RD	THREE MILE PLAINS	834 WINDSOR BACK RD	THREE MILE PLAINS	LAND INCORP FARM		15.72
45019601	853	HIGHWAY 215		BROOKLYN	853 HIGHWAY 215	LOT B BROOKLYN	WAREHOUSE		4.98
45227923	88	SANFORD	DR	WENTWORTH CREEK	88 SANFORD DR	LOT 30A-1 WENTWORTH CREEK	GROW OPERATION		2.24
45173804	8879	HIGHWAY 215		PEMBROKE	8879 HIGHWAY 215	PEMBROKE	LAND DWELLING BUILDINGS		39.24
45270840	9	COLE	DR	WINDSOR	9 COLE DR	LOT 2 WINDSOR	FAST FOOD		1.08
45283603	90	SANFORD	DR	WENTWORTH CREEK	90 SANFORD DR	LOT 24AC-1 WENTWORTH CREEK	INDUSTRIAL	90 SANFORD DR	3.1
45173598	9048	HIGHWAY 215		PEMBROKE	9048 HIGHWAY 215	PEMBROKE	LAND DWELLING BUILDINGS GARAGE		4.22
45262086	93	INDUSTRIAL	DR	WINDSOR	93 INDUSTRIAL DR	LOT JL-4 WINDSOR	AUTO SALES		2.02
45059730	93	CENTENNIAL	DR	WINDSOR	93 CENTENNIAL DR	WINDSOR	LAND SERVICE		1.31
45062114	98	CENTENNIAL	DR	WINDSOR	98 CENTENNIAL DR	LOT I WINDSOR	SERVICE		1.11
45201613	98	MORISON	DR	WENTWORTH CREEK	98 MORISON DR	LOT 13A WENTWORTH CREEK	SERVICE		1.48

Figure 5 – Windsor Residential Zones (Without Civic Numbers Assigned)

Figure 6 – Windsor Residential Development Permitted Only by DA (Without Civic Numbers Assigned)

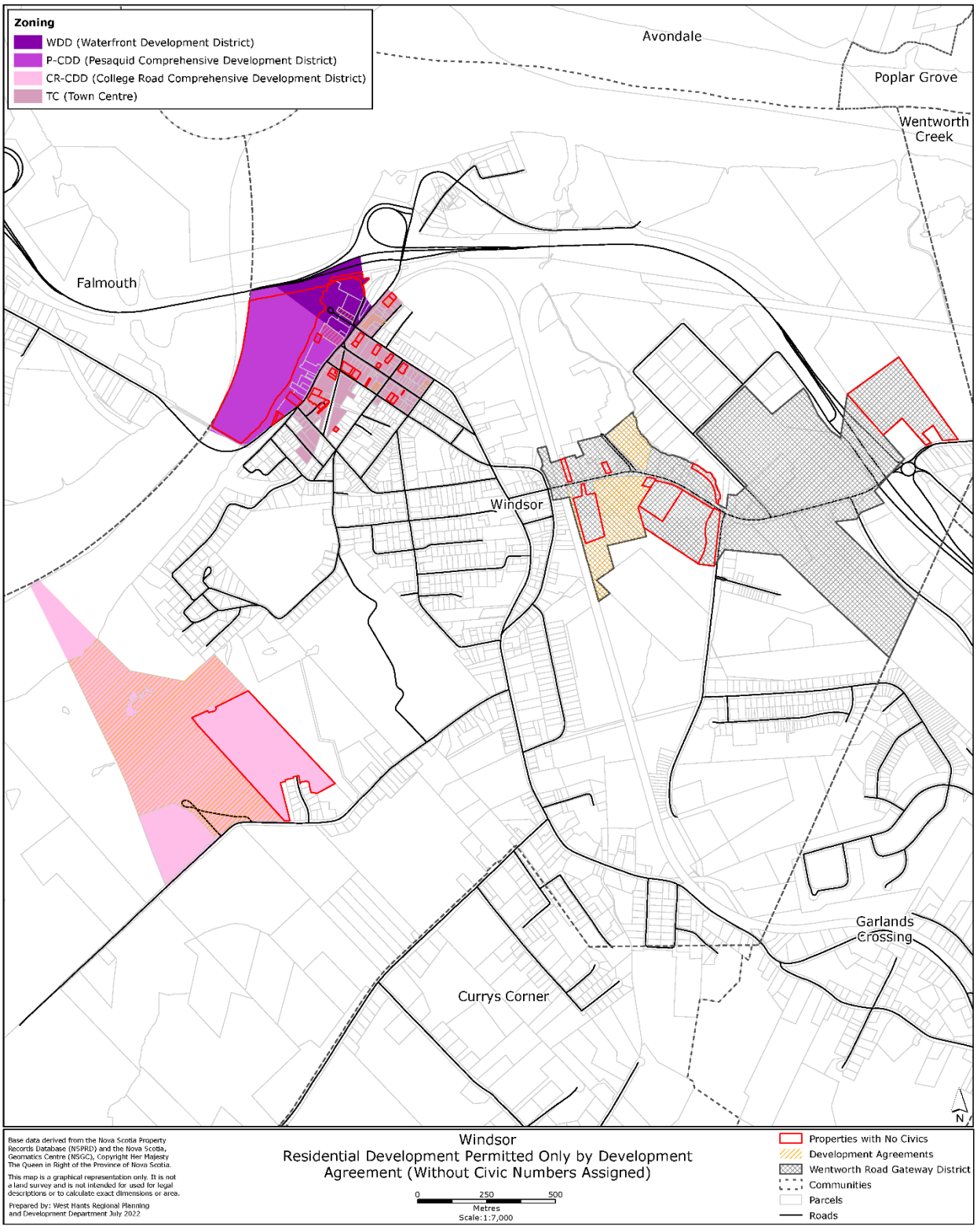
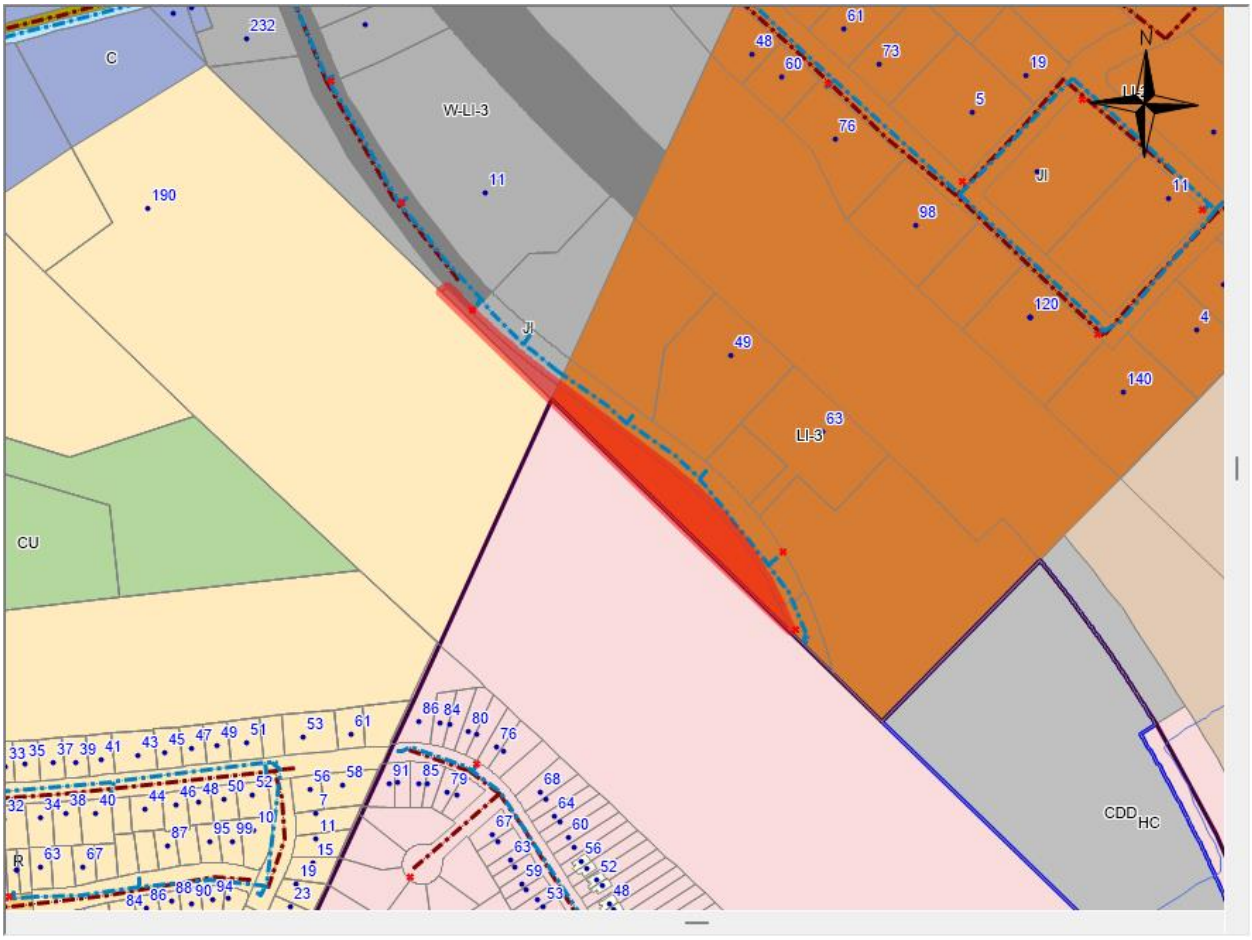


Figure 7 – Additional Property in Recommendation Context Map (PID 45366457)



Attachment C – Public Information Meeting Notes

October 13 - October 28, 2022

File 22-05: Cole Drive, Garlands Crossing/Windsor (PID 45366432) Windsor and West Hants Planning Document Amendments

Meeting date and time	A public information meeting was held on October 13, 2022 beginning at 6 p.m. The meeting was broadcast live on the Municipal Facebook page.
File Number	22-05
Attending	In attendance: One (1) Councillor: • Councillor Jim Ivey Four (4) members of staff: • Director LeMay • Planner Poirier • Planner Dunphy • Meeting Secretary Lake No members of the public were present for this meeting.
Applicant Darren Shupe, Brighter Community Planning on behalf of Mainland South Investments **Property** PID 45366432 Cole Drive, Windsor	Planner Dunphy outlined the application to allow a proposed development consisting of two 4-storey buildings in two parts by first amending both the Windsor and West Hants Municipal Planning Strategies and Land Use By-laws, then considering the proposal by development agreement.
Comments	Comments from the public could be submitted to Alex Dunphy by mail, e-mail and telephone between October 13 – October 28, 2022. No comments were received from the public.
Adjournment	The presentation portion of the PIM ended at approximately 6:10 p.m.

Appendix B - West Hants Regional Municipality Industrial Zone Inventory

Zoning

- M-1 (Resource Industrial)
- M-2 (Hamlet Industrial)
- LI (Local Industrial)
- LI-2 (Joint Industrial Type 2)
- LI-3 (Joint Industrial Type 3)
- M (Industrial)
- W-LI-1 (Light Industrial General)
- W-LI-2 (Light Industrial Type 2)
- W-LI-3 (Light Industrial Type 3)

West Hants

Pembroke
Cambridge
Walton
Bramber
Cheverie
Kempt Shore
Riverside
Cogmagun
Summerville
Lower Burlington
Mosherville
Centre Burlington
Scotch Village
Hantsport
Kings County
Hants Border
Upper Burlington
Mount Denson
Glooscap 35
Belmont
Woodville
Union Corner
Avondale
Bishopville
Poplar Grove
Ashdale
Falmouth
Mantua
McKay Section
Brooklyn
Wentworth Creek
Windsor
Sweets Corner
Greenhill
Garlands Crossing
Gypsum Mines
Currys Corner
Newport Corner
St. Croix
Upper Falmouth
Martock
Newport Station
Hillsvale
Three Mile Plains
Ardoise
Ellershouse
Leminster
Windsor Forks

N

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 July 2022

West Hants Regional Municipality Industrial Zones (Without Civic Numbers Assigned)

0 2,000 4,000
Metres
Scale: 1:65,000

- Properties with No Civics
- Municipal Boundary
- Communities
- Parcels
- Roads

PID	CIVNUMBER	STREET	ST_TYPE	CITY	LOC	ACRES	Total Industrial Land	650.22
45407897		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.07		
45388907		HIGHWAY 1	HWY	THREE MILE PLAINS	HIGHWAY 1 HWY THREE MILE PLAINS LAND GARAGE	0.13	Total Available Land	177.35
45379534						0.15		
45384302						0.15	Similar to subject lot	67.55
45364031		NO 101	HWY	FALMOUTH	NO 101 HWY FALMOUTH LAND RAILWAY	0.18		
45043668		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.18	Similar and near to sut	33.55
45048121		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.19		
45003167		THREE MILE PLAINS CROSS	RD	THREE MILE PLAINS	THREE MILE PLAINS CROSS RD LOT 1 PORT THREE MILE PLAINS	0.28		
45395514		IVEY	LANE	WENTWORTH CREEK	IVEY LANE LOT 28A WENTWORTH CREEK INDUSTRIAL	0.29		
45043684		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.29		
45015187		NO 1	HWY	NEWPORT STATION	NO 1 HWY NEWPORT STATION	0.3		
45359825						0.32		
45043692		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.32		
45003076		THREE MILE PLAINS CR	RD	THREE MILE PLAN	THREE MILE PLAINS CR RD LOT 3 THREE MILE PLAN	0.34		
45085909		WILLIAM	ST	HANTSPORT	WILLIAM ST PARCEL 4 HANTSPORT SHIP REPAIR	0.34		
45259744		MAPLE	AVE	ELLERSHOUSE	MAPLE AVE LOT ELLERSHOUSE	0.35		
45228137		WILLIAM	ST	HANTSPORT	WILLIAM ST PARCEL 4 HANTSPORT SHIP REPAIR	0.39		
45043676		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.42		
45043775		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.52		
45366408		COLE	DR	WINDSOR	COLE DR WINDSOR LAND INDUSTRIAL	0.59		
45199510		MOUNTAIN	RD	THREE MILE PLAINS	MOUNTAIN RD LOT JWM-1 THREE MILE PLAINS	0.62		
45044930		FOUNDRY	RD	HANTSPORT	FOUNDRY RD HANTSPORT LAND	0.7		
45203874		NO 1	HWY	ELLERSHOUSE	NO 1 HWY ELLERSHOUSE LAND	0.72		
45191749						0.73		
45055605		CENTENNIAL	DR	WINDSOR	CENTENNIAL DR WINDSOR LAND INDUSTRIAL	0.86		
45062205		LAGOON	DR	WINDSOR	LAGOON DR LOT D WINDSOR INDUSTRIAL	0.91		
45197803		MORISON	DR	WENTWORTH CREEK	MORISON DR LOT 12 WENTWORTH CREEK INDUSTRIAL	0.98		
45002508		NO 1	HWY	THREE MILE PLAINS	NO 1 HWY LOT HL-4A THREE MILE PLAINS BUILDING	0.98		
45209061		TRECOTHIC	DR	WINDSOR	TRECOTHIC DR LOT JL-1 WINDSOR	1.05		
45209053		TRECOTHIC	DR	WINDSOR	TRECOTHIC DR LOT JL-2 WINDSOR	1.09		
45413598						1.12		
45322419						1.13		
45062189		CENTENNIAL	DR	WINDSOR	CENTENNIAL DR LOT E WINDSOR INDUSTRIAL	1.21		
45347150		SANFORD	DR	WENTWORTH CREEK	SANFORD DR LOT H WENTWORTH CREEK INDUSTRIAL	1.27		
45228137		WILLIAM	ST	HANTSPORT	WILLIAM ST PARCEL 4 HANTSPORT SHIP REPAIR	1.38		
45413416		IVEY	LANE	WENTWORTH CREEK	IVEY LANE LOT 45A2 WENTWORTH CREEK INDUSTRIAL	1.4		
45248150		SANFORD	DR	WENTWORTH CREEK	SANFORD DR WENTWORTH CREEK LAND INDUSTRIAL	1.51		
45055282		COLE	DR	WINDSOR	COLE DR WINDSOR LAND	1.83		
45191731						2.22		
45062239		PARK	DR	WINDSOR	PARK DR LOT B WINDSOR INDUSTRIAL	2.34	Serviced	
45055548		PARK	DR	WINDSOR	PARK DR WINDSOR LAND SERVICE	2.68	Serviced	
45406030		HIGHWAY 14		WINDSOR FORKS	HIGHWAY 14 LOT B-1 WINDSOR FORKS	2.68		
45041910		NO 1	HWY	ARDOISE	NO 1 HWY LOT 1 ARDOISE	2.77		
45364080		STATION	LANE	FALMOUTH	STATION LANE FALMOUTH LAND	3.09	Serviced	
45002847		THREE MILE PLAINS CR	RD	THREE MILE PLAINS	106 THREE MILE PLAINS CR RD THREE MILE PLAINS LAND	3.21	Serviced	
45275344		NO 1	HWY	ARDOISE	NO 1 HWY LOT B ARDOISE	3.75		
45044948		FOUNDRY	RD	HANTSPORT	10 FOUNDRY RD HANTSPORT LAND SPORTS PARK	4.05	Serviced	
45366432		COLE	DR	WINDSOR	COLE DR LOT 1 & 2 WINDSOR INDUSTRIAL	4.29	Subject lot	
45333689		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	4.71	Serviced	
45367281		DRESSER MINERALS	RD	PEMBROKE	DRESSER MINERALS RD PEMBROKE LAND	5.45		
45190378		MORISON	DR	WENTWORTH CREEK	MORISON DR LOT EFG WENTWORTH CREEK INDUSTRIAL	5.78	Serviced	
45333671		PRINCE	ST	HANTSPORT	PRINCE ST LOT CKF1995- HANTSPORT PULP & PAPER	6.1		
45282555		HIGHWAY 14		WINDSOR FORKS	HIGHWAY 14 LOT GSCP-1 WINDSOR FORKS INDUSTRIAL	6.45		
45366440		COLE	DR	GARLANDS CROSSING	COLE DR GARLANDS CROSSING LAND INDUSTRIAL	6.72	Serviced	
45013372		NO 1	HWY	NEWPORT CORNER	NO 1 HWY NEWPORT CORNER LAND	7.73		
45280088		OLD BROOKLYN	RD	THREE MILE PLAINS	OLD BROOKLYN RD BLOCK 1CD THREE MILE PLAINS	17.84	Serviced	
45367281		DRESSER MINERALS	RD	PEMBROKE	DRESSER MINERALS RD PEMBROKE LAND	18.47		
45075256		NO 101	HWY	WINDSOR	NO 101 HWY WINDSOR LAND WAREHOUSE	19.58		
45414489		GABRIEL	RD	FALMOUTH	GABRIEL RD LOT 1 FALMOUTH	22.15	Serviced	
45366010	0	WENTWORTH	RD	WINDSOR	WENTWORTH RD WINDSOR LAND SEE 01175904 (COUNTY)	1.5		
45190865	0	CENTENNIAL	DR	WINDSOR	CENTENNIAL DR WINDSOR LAND	1.29		
45200623	10	IVEY	LANE	WENTWORTH CREEK	10 IVEY LANE LOT 8A WENTWORTH CREEK WAREHOUSE	1.05		
45055514	101	INDUSTRIAL	DR	WINDSOR	101 INDUSTRIAL DR LOT JL-3 WINDSOR RETAIL/OFFICE	1.6		
45198421	103	MORISON	DR	WENTWORTH CREEK	103 MORISON DR LOT 14-15 WENTWORTH CREEK TRANS TERMINAL	2.25		
45293784	103	CENTENNIAL	DR	WINDSOR	103 CENTENNIAL DR LOT Z1-A WINDSOR WAREHOUSE	1.72		
45055571	104	CENTENNIAL	DR	WINDSOR	104 CENTENNIAL DR LOT H WINDSOR WAREHOUSE	1.06		
45230729	108	FALMOUTH BACK	RD	FALMOUTH	108 FALMOUTH BACK RD LOT BH-4 FALMOUTH SMALL BUSINESS	0.68		
45292653	11	COLE	DR	WINDSOR	11 COLE DR WINDSOR LAND GROCERY STORE	6.23		
45229481	11	IVEY	LANE	WENTWORTH CREEK	11 IVEY LANE LOT 16-17 WENTWORTH CREEK INDUSTRIAL	2.32		
45062106	112	CENTENNIAL	DR	WINDSOR	112 CENTENNIAL DR LOT G WINDSOR SERVICE	1.07		
45212552	12	BONNIE	LANE	NEWPORT STATION	12 BONNIE LANE PARCEL A PORT NEWPORT STATION DWELLING GARAGE	4.72		
45003084	12	THREE MILE PLAINS CROSS	RD	THREE MILE PLAINS	12 THREE MILE PLAINS CROSS RD LOT 2 THREE MILE PLAINS DWELLING	0.34		
45037173	12	STATION	LANE	FALMOUTH	12 STATION LANE LOT B FALMOUTH BULK STORAGE	0.6		
45201621	120	MORISON	DR	WENTWORTH CREEK	120 MORISON DR LOT 11 WENTWORTH CREEK WAREHOUSE	1.77		
45062171	120	CENTENNIAL	DR	WINDSOR	120 CENTENNIAL DR LOT F WINDSOR BOWLING	1.09		
45055621	125	CENTENNIAL	DR	WINDSOR	125 CENTENNIAL DR WINDSOR LAND INDUSTRIAL	0.79		
45059698	133	CENTENNIAL	DR	WINDSOR	133 CENTENNIAL DR WINDSOR LAND	5.35		
45198439	140	MORISON	DR	WENTWORTH CREEK	140 MORISON DR LOT 10 WENTWORTH CREEK POLICE	2.1		
45168143	140	OLD WALTON	RD	UP BURLINGTON	140 OLD WALTON RD LOT A UP BURLINGTON DWELLING SERVICE	3.38		
45191715	144	WILLIAMS	RD	ELLERSHOUSE	144 WILLIAMS RD LOT 2-Z ELLERSHOUSE DWELLING GARAGE	2.54		
45015179	15	OLD HALIFAX	RD	NEWPORT STATION	15 OLD HALIFAX RD E NEWPORT STATION LAND GARAGE	1.82		
45009990	15	MAPLE	AVE	ELLERSHOUSE	15 MAPLE AVE LOT 2 ELLERSHOUSE DWELLING GARAGE	0.5		
45075389	155	TOWN	RD	FALMOUTH	155 TOWN RD FALMOUTH CEMETERY BUILDING	6.29		
45193190	16	NELSON	ST	WENTWORTH CREEK	16 NELSON ST LOT 45A1 WENTWORTH CREEK WAREHOUSE	2.63		
45048196	16	STATION	ST	HANTSPORT	16 STATION ST LOT 1 HANTSPORT	3.35		
45213691	173	AYLWARD	RD	FALMOUTH	173 AYLWARD RD FALMOUTH LAND DWELLING BUILDING GARAGE	0.93		
45060027	1736	WENTWORTH	RD	NEWPORT STATION	1736 WENTWORTH RD NEWPORT STATION LAND INDUSTRIAL	12.65		
45008687	1879	WENTWORTH	RD	NEWPORT STATION	1879 WENTWORTH RD LOT 1&2 NEWPORT STATION DWELLING BUILDINGS GARAGE	1.21		
45169638	1888	BELMONT	RD	BELMONT	1888 BELMONT RD BELMONT LAND DWELLING BUILDING	2.03		
45202215	19	SANFORD	DR	WENTWORTH CREEK	19 SANFORD DR LOT 2 WENTWORTH CREEK TELECOM	0.83		
45246329	19	BONNIE	LANE	NEWPORT STATION	19 BONNIE LANE LOT 94-2A NEWPORT STATION DWELLING GARAGE	3.3		
45181609	197	NUNN	RD	SUMMERVILLE	197 NUNN RD SUMMERVILLE LAND DWELLING GARAGE	0.92		
45403946	1989	WENTWORTH	RD	NEWPORT STATION	1989 WENTWORTH RD LOT A NEWPORT STATION DINING	8.73		
45282076	199	MUSGRAVE	RD	SUMMERVILLE	199 MUSGRAVE RD LOT X SUMMERVILLE FORESTRY	10.73		
45044252	2	DAVISON	ST	HANTSPORT	2 DAVISON ST HANTSPORT LAND	0.22		
45274198	20	PARK	DR	WINDSOR	20 PARK DR LOT 1A WINDSOR INDUSTRIAL	2.95		
45341716	20	IVEY	LANE	WENTWORTH CREEK	20 IVEY LANE LOT 27A-07 WENTWORTH CREEK RESEARCH	5.92		
45056561	212	COLONIAL	RD	WINDSOR	212 COLONIAL RD WINDSOR LAND	17.42		
45347077	232	WENTWORTH	RD	WINDSOR	232 WENTWORTH RD LOT 5 WINDSOR GAS STATION	1.11		
45333150	24	STATION	LANE	FALMOUTH	24 STATION LANE LOT FW-1234 FALMOUTH WAREHOUSE	1.04		
45219797	244	WENTWORTH	RD	WINDSOR	244 WENTWORTH RD PARCEL TOW-1 WINDSOR	0.09		
45356011	255	WOODVILLE	RD	GREENHILL	255 WOODVILLE RD LOT MD-1 GREENHILL SMALL BUSINESS	3.27		
45016672	257	OLD HALIFAX	RD	THREE MILE PLAINS	257 OLD HALIFAX RD W THREE MILE PLAINS LAND SERVICE	14.1		

45213600	26	MORISON	DR	WINDSOR	26 MORISON DR	LOT 18 WINDSOR	RETAIL/OFFICE			0.72
45030285	273	TOWN	RD	FALMOUTH	273 TOWN RD	FALMOUTH	LAND INCORP FARM			34.98
45062213	29	PARK	DR	WINDSOR	29 PARK DR	LOT B-2 WINDSOR	SELF STORAGE			1.58
45405917	290	TOWN	RD	FALMOUTH	290 TOWN RD	FALMOUTH	LAND INCORP FARM			1.18
45405933	290	TOWN	RD	FALMOUTH	290 TOWN RD	FALMOUTH	LAND INCORP FARM			0.44
45030319	290	TOWN	RD	FALMOUTH	290 TOWN RD	FALMOUTH	LAND INCORP FARM			2.22
45055464	295	WENTWORTH	RD	WINDSOR	295 WENTWORTH RD	LOT 2 WINDSOR	TELECOM			12.47
45062197	3	LAGOON	DR	WINDSOR	3 LAGOON DR	WINDSOR	SEWAGE/WATER TREATMENT FACILITIES			14.29
45000387	3	BOWMAN	RD	GARLANDS CROSSING	3 BOWMAN RD	GARLANDS CROSSING	LAND WAREHOUSE			0.19
45056447	368	NESBITT	ST	WINDSOR	368 NESBITT ST	WINDSOR	LAND RES/COM MIX			4.87
45025624	37	BEECH BROOK	RD	ARDOISE	37 BEECH BROOK RD	ARDOISE	LAND DWELLING GARAGE			2
45294907	37	MORISON	DR	WINDSOR	37 MORISON DR	LOT 1A WINDSOR	RETAIL/OFFICE			0.87
45030442	380	TOWN	RD	FALMOUTH	380 TOWN RD	LOT A1 FALMOUTH	DWELLING BUILDINGS			1.04
45406063	3891	HIGHWAY 14		WINDSOR FORKS	3891 HIGHWAY 14	LOT B-4 WINDSOR FORKS	INDUSTRIAL			4.09
45406055	3899	HIGHWAY 14		WINDSOR FORKS	3899 HIGHWAY 14	LOT B-3 WINDSOR FORKS	INDUSTRIAL			0.93
45406048	3901	HIGHWAY 14		WINDSOR FORKS	3901 HIGHWAY 14	LOT B-2 WINDSOR FORKS	DWELLING BUILDING			1.13
45067923	4	IVEY	LANE	WENTWORTH CREEK	4 IVEY LANE	LOT 9 WENTWORTH CREEK	OFFICE BUILDING			1.26
45003019	40	THREE MILE PLAINS CROSS	RD	THREE MILE PLAINS	40 THREE MILE PLAINS CROSS RD	THREE MILE PLAINS	LAND DWELLING SMALL BUSINESS			1.28
45293743	41	MORISON	DR	WINDSOR	41 MORISON DR	LOT B WINDSOR	SERVICE			1.07
45033958	41	BEN JACKSON	RD	HANTS BORDER	41 BEN JACKSON RD	LOT MH-2 HANTS BORDER	DWELLINGS SMALL BUSINESS	41 BEN JACKSON RD		4.37
45055555	43	TRECOTHIC	DR	WINDSOR	43 TRECOTHIC DR	LOT A WINDSOR	WAREHOUSE			1.55
45003126	4307	HIGHWAY 1		THREE MILE PLAINS	4307 HIGHWAY 1	THREE MILE PLAINS	LAND DWELLING			0.13
45249307	4436	HIGHWAY 1		THREE MILE PLAINS	4436 HIGHWAY 1	LOT HL-2 POR THREE MILE PLAINS	DWELLING			0.45
45272754	45	MORISON	DR	WENTWORTH CREEK	45 MORISON DR	LOT C-1 WENTWORTH CREEK	ANIMAL CLINIC			1.92
45059706	46	PARK	DR	WINDSOR	46 PARK DR	WINDSOR	LAND WAREHOUSE			4.77
45044237	46	WILLIAM	ST	HANTSPORT	46 WILLIAM ST	HANTSPORT	LAND DWELLING			0.73
45043759	46	PRINCE	ST	HANTSPORT	46 PRINCE ST	HANTSPORT	LAND			0.62
45173382	471	DRESSER MINERALS	RD	PEMBROKE	471 DRESSER MINERALS RD	PEMBROKE	LAND MINING			7.45
45014461	48	MORISON	DR	WENTWORTH CREEK	48 MORISON DR	LOT 15 WENTWORTH CREEK	INDUSTRIAL			1.2
45017365	49	DUNLOP	RD	BROOKLYN	49 DUNLOP RD	LOT H-1 BROOKLYN	SERVICE			0.63
45059714	49	CENTENNIAL	DR	WINDSOR	49 CENTENNIAL DR	LOT K WINDSOR	WAREHOUSE			1.97
45394913	49	COLE	DR	GARLANDS CROSSING	49 COLE DR	LOT 3 GARLANDS CROSSING	OFFICE BUILDING			2.36
45044328	49	WILLIAM	ST	HANTSPORT	49 WILLIAM ST	HANTSPORT	LAND			0.29
45200631	5	SANFORD	DR	WENTWORTH CREEK	5 SANFORD DR	LOT 1-A1 WENTWORTH CREEK	WAREHOUSE			1.88
45333648	5	STATION	ST	HANTSPORT	5 STATION ST	LOT 1-01 HANTSPORT	WAREHOUSE			0.47
45234929	5	DAVISON	ST	HANTSPORT	5 DAVISON ST	LOT 1 HANTSPORT	PULP & PAPER			0.21
45234937	5	DAVISON	ST	HANTSPORT	5 DAVISON ST	LOT 1 HANTSPORT	PULP & PAPER			7.56
45044286	5	DAVISON	ST	HANTSPORT	5 DAVISON ST	LOT 1 HANTSPORT	PULP & PAPER			0.22
45044278	5	DAVISON	ST	HANTSPORT	5 DAVISON ST	LOT 1 HANTSPORT	PULP & PAPER			0.37
45228467	51	WILLIAM	ST	HANTSPORT	51 WILLIAM ST	HANTSPORT	LAND MINING			2.57
45044310	51	WILLIAM	ST	HANTSPORT	51 WILLIAM ST	HANTSPORT	LAND MINING			13.78
45228467	51	WILLIAM	ST	HANTSPORT	51 WILLIAM ST	HANTSPORT	LAND MINING			3.51
45228467	51	WILLIAM	ST	HANTSPORT	51 WILLIAM ST	HANTSPORT	LAND MINING			2.21
45014057	5568	HIGHWAY 1		ST. CROIX	5568 HIGHWAY 1	LOT 89-1EB ST. CROIX	DWELLING GARAGE			1.24
45228665	57	ELLERSHOUSE	RD	ELLERSHOUSE	57 ELLERSHOUSE RD	LOT KB-1 ELLERSHOUSE				2.18
45044443	6	STATION	ST	HANTSPORT	6 STATION ST	LOT 2 HANTSPORT	COMMERCIAL/APT MIX UNITS			0.2
45204120	60	MORISON	DR	WENTWORTH CREEK	60 MORISON DR	LOT 14A-1 WENTWORTH CREEK	WAREHOUSE			0.55
45010857	60	PRIVILEGE	RD	ELLERSHOUSE	60 PRIVILEGE RD	ELLERSHOUSE	LAND			4.19
45294782	6000	HIGHWAY 14		GARLANDS CROSSING	6000 HIGHWAY 14	LOT RAC-4 GARLANDS CROSSING	RETAIL/OFFICE			2.24
45218690	61	MORISON	DR	WENTWORTH CREEK	61 MORISON DR	LOT 20 WENTWORTH CREEK	SERVICE			0.99
45005782	6219	HIGHWAY 1		ELLERSHOUSE	6219 HIGHWAY 1	ELLERSHOUSE	LAND DWELLING			3.81
45190097	6229	HIGHWAY 1		ELLERSHOUSE	6229 HIGHWAY 1	LOT F-1 ELLERSHOUSE	DWELLING SMALL BUSINESS			2.65
45366390	63	COLE	DR	GARLANDS CROSSING	63 COLE DR	LOT 4 GARLANDS CROSSING	HOTEL			1.95
45013364	6310	HIGHWAY 1		NEWPORT CORNER	6310 HIGHWAY 1	NEWPORT CORNER	LAND DWELLING BUILDINGS			2.45
45013356	6398	HIGHWAY 1		NEWPORT CORNER	6398 NO 1 HWY	NEWPORT CORNER	LAND MOBILE			34.71
45061199	671	COLLIER	RD	ARDOISE	671 COLLIER RD E	ARDOISE	LAND TELECOM			2.03
45229895	6729	HIGHWAY 215		CHEVERIE	6729 HIGHWAY 215	LOT LC-1 CHEVERIE	DWELLING BUILDINGS			2.1
45270865	7	COLE	DR	WINDSOR	7 COLE DR	LOT 1B WINDSOR	FAST FOOD			0.93
45199965	711	COLLIER	RD	ARDOISE	711 COLLIER RD E	ARDOISE	LAND			1.71
45193679	72	IVEY	LANE	WENTWORTH CREEK	72 IVEY LANE	PARCEL X WENTWORTH CREEK	TELECOM			0.33
45218708	73	MORISON	DR	WENTWORTH CREEK	73 MORISON DR	LOT 19 WENTWORTH CREEK	SERVICE			1
45025236	7493	HIGHWAY 1		ARDOISE	7493 HIGHWAY 1	ARDOISE	LAND TELECOM			2.45
45055522	75	TRECOTHIC	DR	WINDSOR	75 TRECOTHIC DR	WINDSOR	LAND INDUSTRIAL			3.45
45018595	76	IVEY	LANE	WENTWORTH CREEK	76 IVEY LANE	LOT 31 PORT WENTWORTH CREEK	GROW OPERATION			9.27
45148731	76	MORISON	DR	WENTWORTH CREEK	76 MORISON DR	LOT 14A-23 WENTWORTH CREEK	MUNICIPAL BLDG			1.38
45055597	79	CENTENNIAL	DR	WINDSOR	79 CENTENNIAL DR	WINDSOR	LAND WAREHOUSE			1.8
45100724	79	OLD HALIFAX	RD	THREE MILE PLAINS	79 OLD HALIFAX RD W	LOT G-4 THREE MILE PLAINS	DWELLING GARAGE			2.05
45001245	798	WINDSOR BACK	RD	THREE MILE PLAINS	798 WINDSOR BACK RD	THREE MILE PLAINS	LAND DWELLING BUILDING			0.18
45062221	8	PARK	DR	WINDSOR	8 PARK DR	LOT B-1 WINDSOR	SELF STORAGE			1.7
45044377	80	DUNLOP	RD	BROOKLYN	80 DUNLOP RD	BROOKLYN	LAND WAREHOUSE			3.27
45060266	80	ROBERT	DR	ARDOISE	80 ROBERT DR	LOT 20-18 ARDOISE	DWELLING SMALL BUSINESS			1.15
45206505	8061	HIGHWAY 1		ARDOISE	8061 HIGHWAY 1	LOT CA ARDOISE	DWELLING GARAGE			1.8
45061132	8105	HIGHWAY 14		BROOKLYN	8105 HIGHWAY 14	BROOKLYN	LAND			4.06
45055563	82	CENTENNIAL	DR	WINDSOR	82 CENTENNIAL DR	LOT J WINDSOR	WAREHOUSE			1.39
45002938	83	THREE MILE PLAINS CR	RD	THREE MILE PLAINS	83 THREE MILE PLAINS CR RD	THREE MILE PLAN	LAND DWELLING BUILDINGS GARAGE			3.84
45196698	834	WINDSOR BACK	RD	THREE MILE PLAINS	834 WINDSOR BACK RD	THREE MILE PLAINS	LAND INCORP FARM			15.72
45019601	853	HIGHWAY 215		BROOKLYN	853 HIGHWAY 215	LOT B BROOKLYN	WAREHOUSE			4.98
45227923	88	SANFORD	DR	WENTWORTH CREEK	88 SANFORD DR	LOT 30A-1 WENTWORTH CREEK	GROW OPERATION			2.24
45173804	8879	HIGHWAY 215		PEMBROKE	8879 HIGHWAY 215	PEMBROKE	LAND DWELLING BUILDINGS			39.24
45270840	9	COLE	DR	WINDSOR	9 COLE DR	LOT 2 WINDSOR	FAST FOOD			1.08
45283603	90	SANFORD	DR	WENTWORTH CREEK	90 SANFORD DR	LOT 24AC-1 WENTWORTH CREEK	INDUSTRIAL	90 SANFORD DR		3.1
45173598	9048	HIGHWAY 215		PEMBROKE	9048 HIGHWAY 215	PEMBROKE	LAND DWELLING BUILDINGS GARAGE			4.22
45262086	93	INDUSTRIAL	DR	WINDSOR	93 INDUSTRIAL DR	LOT JL-4 WINDSOR	AUTO SALES			2.02
45059730	93	CENTENNIAL	DR	WINDSOR	93 CENTENNIAL DR	WINDSOR	LAND SERVICE			1.31
45062114	98	CENTENNIAL	DR	WINDSOR	98 CENTENNIAL DR	LOT I WINDSOR	SERVICE			1.11
45201613	98	MORISON	DR	WENTWORTH CREEK	98 MORISON DR	LOT 13A WENTWORTH CREEK	SERVICE			1.48

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: _____
Alex Dunphy, Planner

Date: January 24th, 2023

Subject: West Hants MPS and LUB Amendments: PID 45366432 Cole Drive, Garlands Crossing/Windsor; File #22-11B

LEGISLATIVE AUTHORITY

Municipal Government Act Sections 205 & 210

RECOMMENDATION

If Council wishes to approve the amendments following the Public Hearing, the following motion would be in order:

… that Council gives Second Reading and approves amending the Generalized Future Land Use Map of the West Hants Municipal Planning Strategy to include PIDs 45366432 and 45366457 in the Three Mile Plains Growth Centre and the Residential designation, as well as amending the zoning map of the West Hants Land Use By-law to include PIDs 45366432 in the Multiple Unit Residential (R-3) zone.

BACKGROUND

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

A completed application was received from Darren Shupe of Brighter Community Planning on behalf of the property owner, Mainland South Investments, on June 15th, 2022 to request two 4-storey, mixed-use apartment buildings containing a total of 84 dwelling units at PID 45366432

Cole Drive, Windsor.

DISCUSSION

A Public Information Meeting was held on October 13th, 2022.

The public comment period ended on October 28th with no comments received from the public.

On November 10th, 2022, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A). The committee then discussed the implications of the subject lot being removed from potential industrial development.

During the November 10th meeting, PAC/HAC recommended in favour of the application.

On November 22nd, 2022, staff presented the PAC/HAC recommendation to Council for First Reading (Appendix A).

During the November 22nd meeting, Council had requested staff to provide additional information regarding the suitability of residential development and if the existing supply of vacant and serviced industrial land in the region was sufficient.

Staff Response to Additional Information Request

In response to the concern regarding the suitability of residential development on the subject lot, staff reviewed previously written staff reports (Appendix A). The original recommendation from staff regarding the residential component of the mixed-use proposal was based on the existing development pattern in the surrounding context of the subject lot. Although the subject lot is zoned for industrial use, the pattern of development on Cole Drive appears to be closer to that of a business park with uses such as a grocery store, office complex, hotel, fast food restaurants, and a gas station. In addition, there is a large-scale residential development project in progress on the southwest side of Cole Drive.

In response to the concern regarding the existing supply of vacant and serviced industrial land, staff reviewed the West Hants Industrial Zones Inventory (Appendix B). Staff determined that of the 177.35 acres of vacant industrially zoned properties in the Region, 67.55 acres were similar in size or larger than the subject lot and also located near existing municipal services. Additionally, staff determined that there are 33.55 acres of vacant industrially zoned land which is similar to or larger than the subject lot, located near existing municipal services, and located within 2.5 km of the subject lot.

NEXT STEPS

The proposed amendments have been considered based on the West Hants Municipal Planning Strategy and have proven consistent with the intent, objectives, and policies of the Planning Strategy. As a result, it is reasonable to consider amending the Municipal Planning Strategy and Land use By-law.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality with regard to the filing of this report.

ALTERNATIVES

In response to the application, Council may decide to:

- approve the amendment as drafted or as specifically revised by direction of Council; or
- provide alternative direction such as requesting further information on a specific topic.

APPENDICIES

Appendix A	2022-11-10 Staff Report - West Hants MPS and LUB Amendments: PID 45366432 Cole Drive, Garlands Crossing/Windsor; File #22-11
Appendix B	West Hants Regional Municipality Industrial Zone Inventory

CHIEF ADMINISTRATIVE OFFICER REVIEW

The comments made in the reports by Planner Dunphy and recommendations speak to the need for an amendment of the strategy and the rezoning of the noted properties to accommodate the potential development. If approved, these amendments will prepare the lands for what is likely to be a Development Agreement application (next steps) in order to achieve the development goals.

"The proposed amendments have been considered based on the Windsor Municipal Planning Strategy and have proven consistent with the intent, objectives, and policies of the Planning Strategy. As a result, it is reasonable to consider amending the Municipal Planning Strategy and Land use By-law." – Planner Dunphy

Staff have provided additional information pertaining to existing industrial zoned lands within the municipality to help provide a reference or inventory. With respect to the noted lands, the developer has indicated there is an intent to have a mixed use with commercial-like activities on the ground level and residential in the upper levels. A development agreement would be required to achieve this goal (multi-residential) and would be an additional safeguard for Council to ensure a commercial presence is maintained on the property at the ground level vs an exclusive residential development under R2 (Windsor) and R3 (West Hants) zoning as of right, should the amendments be approved.

I support the recommendation for the amendments with the hope the developer will apply for a development agreement as indicated creating the mixed use (Commercial / Multi-Unit Residential)

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Report Approved by: _____

Mark Phillips, Chief Administrative Officer

Appendix A – 2022-11-10 Staff Report - West Hants MPS and LUB Amendments: PID 45366432 Cole Drive, Garlands Crossing/Windsor; File #22-11

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____
Alex Dunphy, Planner

Date: November 10th, 2022

Subject: West Hants MPS and LUB Amendments: PID 45366432 Cole Drive, Garlands Crossing/Windsor; File #22-11

LEGISLATIVE AUTHORITY

Municipal Government Act Sections 205 & 210

RECOMMENDATION

To allow the requested amendment, 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 Generalized Future Land Use Map of the West Hants Municipal Planning Strategy to include PIDs 45366432 and 45366457 in the Three Mile Plains Growth Centre and the Residential designation, as well as amending the zoning map of the West Hants Land Use By-law to include PIDs 45366432 in the Multiple Unit Residential (R-3) zone.

BACKGROUND

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

A completed application was received from Darren Shupe of Brighter Community Planning on behalf of the property owner, Mainland South Investments, on June 15th, 2022 to request two 4-storey, mixed-use apartment buildings containing a total of 84 dwelling units at PID 45366432 Cole Drive, Windsor.

PAC/HAC History

During the July 14th PAC/HAC meeting, staff presented an information report on the application for two 4-storey, mixed-use apartment buildings to be developed on Cole Drive. The Committee discussed this report and determined that more information was required, requesting staff to provide an inventory of available industrial and residential lands.

During the August 16th PAC/HAC meeting staff returned with a report with additional information and land inventory maps. The Committee determined that allowing residential uses on the property would not affect the ability of nearby industrial lands to be developed. The Committee recommended holding a Public Information Meeting for the application.

Surrounding Context

The Windsor portion of the subject lot is directly abutting other lands that are designated Joint Industrial and zoned Light Industrial Type Three (LI-3). Nearby, on the south side of Cole Drive are lands designated Residential and zoned Agriculture (AG). Existing uses in this area of the Joint Industrial designation include a grocery store which directly abuts the subject lot, as well as fast food restaurants and a gas station nearer to the intersection of Cole Drive and Wentworth Road. The 101 Highway also directly abuts the subject lot. The Residentially designated land located on the south side of Cole Drive is currently an open field.

The West Hants portion of the subject lot is directly abutting other lands that are designated Joint Industrial Park and zoned Joint Industrial Type Three (LI-3) and is nearby other lands that are designated Residential and zoned Agricultural Priority Three (AR-3). There is an office building which is currently not in use directly abutting the subject lot. Further along Cole Drive in the Joint Industrial Park designation is a hotel and a vacant lot. Highway 101 also directly abuts the subject lot. The Residentially designated land located on the south side of Cole Drive is currently an open field.

DISCUSSION

The subject lot is partially within the jurisdiction of the Windsor Municipal Planning Strategy and partially within the jurisdiction of the West Hants Municipal Planning Strategy. Due to the subject lot being split between the two planning areas, staff, the Planning and Heritage Advisory Committee, and Council must consider the planning documents for both Windsor and West Hants for any potential development on the property.

The subject lot is currently designated Joint Industrial Park on the Generalized Future Land Use Map (GFLUM) of the Windsor and West Hants Municipal Planning Strategies (MPS). This designation is a special joint effort between the former Town of Windsor and former Municipality of West Hants to create an industrially focused area close to Highway 101 on the border of the two jurisdictions. The Joint Industrial Park designation is intended to mirror policies and zoning regulations in each document for all lots within it. The subject lot is zoned Joint Industrial Type Three (LI-3) on Schedule A of the West Hants Land Use By-law and zoned Light Industrial Type Three (LI-3) on Schedule A of the Windsor LUB.

Municipal Planning Strategy Document Review

Policy 16.1.1 allows Council to review and make amendments to the West Hants Municipal Planning Strategy or the Generalized Future Land Use Map. Amendments may be considered when the Generalized Future Land Use Map is required to be changed, in order to bring the Strategy in line with the Statements of Provincial Interest, or when Council deems it necessary because of a change in policy intensions or the development environment. In this circumstance, the proposed amendments align with the Statements of Provincial Interest Regarding Housing and Infrastructure. The proposed amendment also seeks to match the pattern of development in the area surrounding Cole Drive.

Policy 16.3.1 establishes the general criteria that all amendments to the West Hants Land Use By-law must meet. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria as:

- the proposal is not considered premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated; and
- the Fire Chief, Development Officer, Manager of Building and Fire Inspection Services, Municipal Project Engineer, and Municipal Traffic Authority have no concerns.

Policy 5.1.6 provides Council with an opportunity to consider expanding the boundaries of the Growth Centres. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria as:

- the expansion is necessary to accommodate proposed serviced development;
- the subject lot's location is well suited for the proposed development; and
- the subject lot already has access to municipal services.

Policy 5.3.7 establishes the criteria to consider rezoning land within the Three Mile Plains Growth Centre to the Multiple Unit Residential (R-3) zone. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria as:

- Cole Drive is identified as a Collector Street on the Future Streets Map (Figure 5) within the West Hants Subdivision By-law;
- the Development Officer, Municipal Project Engineer, and Municipal Traffic Authority have no concerns.

Nova Scotia Statements of Provincial Interest

The Statement of Provincial Interest Regarding Housing seeks to provide a wide range of housing types and opportunities to meet the needs of all Nova Scotians. The proposed development aligns with this interest as introducing a mixed-use apartment building to this area would enable a higher density of residential units to be provided for the community in an area with existing amenities.

The Statement of Provincial Interest Regarding Infrastructure seeks to make efficient use of existing municipal water supply and wastewater disposal systems. The proposed development aligns with this interest as the subject lot is currently vacant and enabling infill development would allow for effective use of existing municipal services.

NEXT STEPS

Discussion by PAC/HAC will be incorporated into the report and presentation to Council.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality with regard to the filing of this report.

ALTERNATIVES

The Planning and Heritage Advisory Committee (PAC/HAC) may:

- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Figure 1	GFLUM Extract: Current Designation
Figure 2	GFLUM Extract: Proposed Designation
Figure 3	Zoning Map Extract: Existing Zoning
Figure 4	Zoning Map Extract: Proposed Zoning
Figure 5	West Hants Future Street Conceptual Plan
Attachment A	Policy Summary of West Hants MPS and LUB Amendments
Attachment B	File 22-05B - West Hants and Windsor MPS and LUB Amendments: Cole Drive, Garlands Crossing/Windsor - Information Report
Attachment C	Public Information Meeting Notes

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Figure 1 – GFLUM Extract: Current Designation

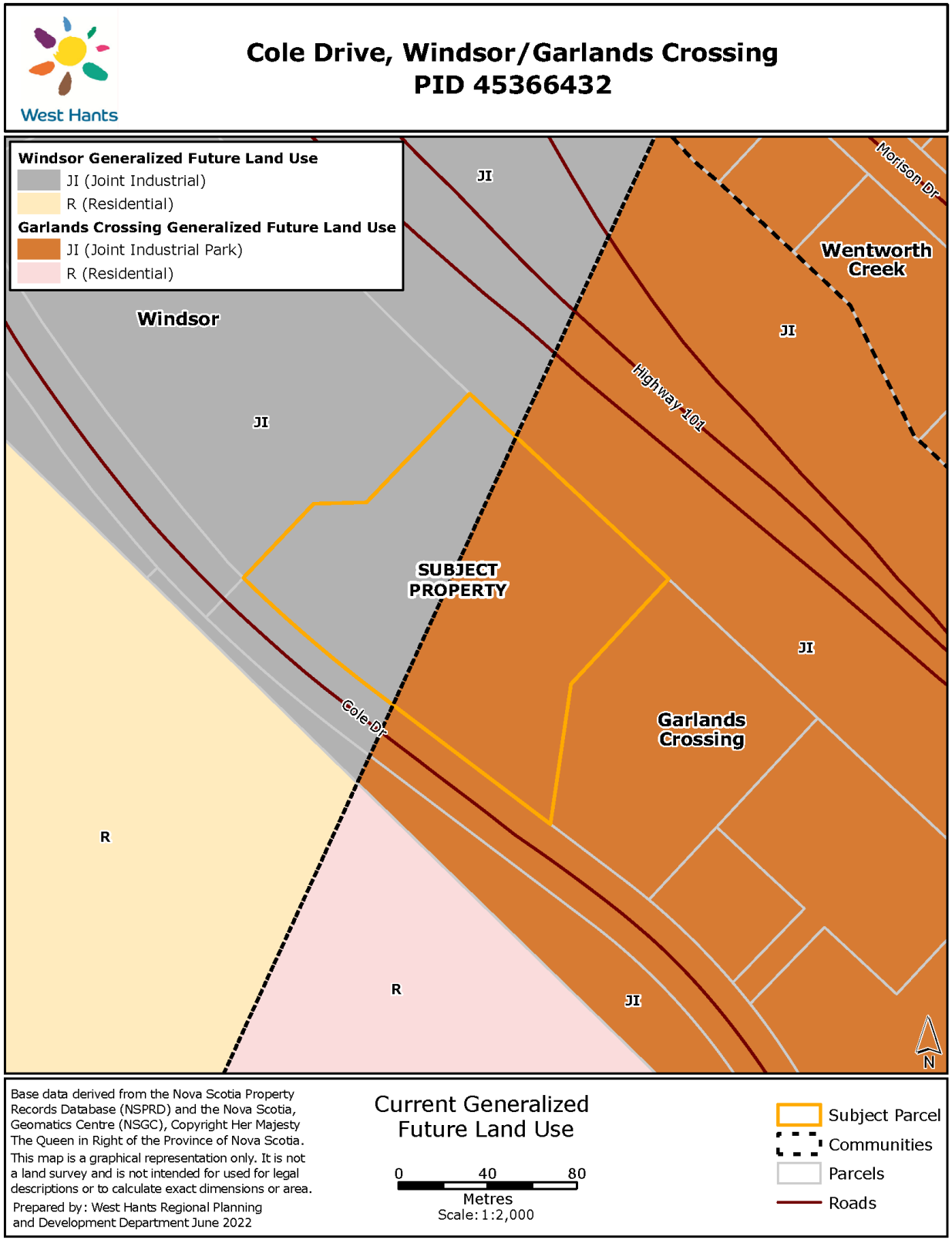


Figure 2 – GFLUM Extract: Proposed Designation

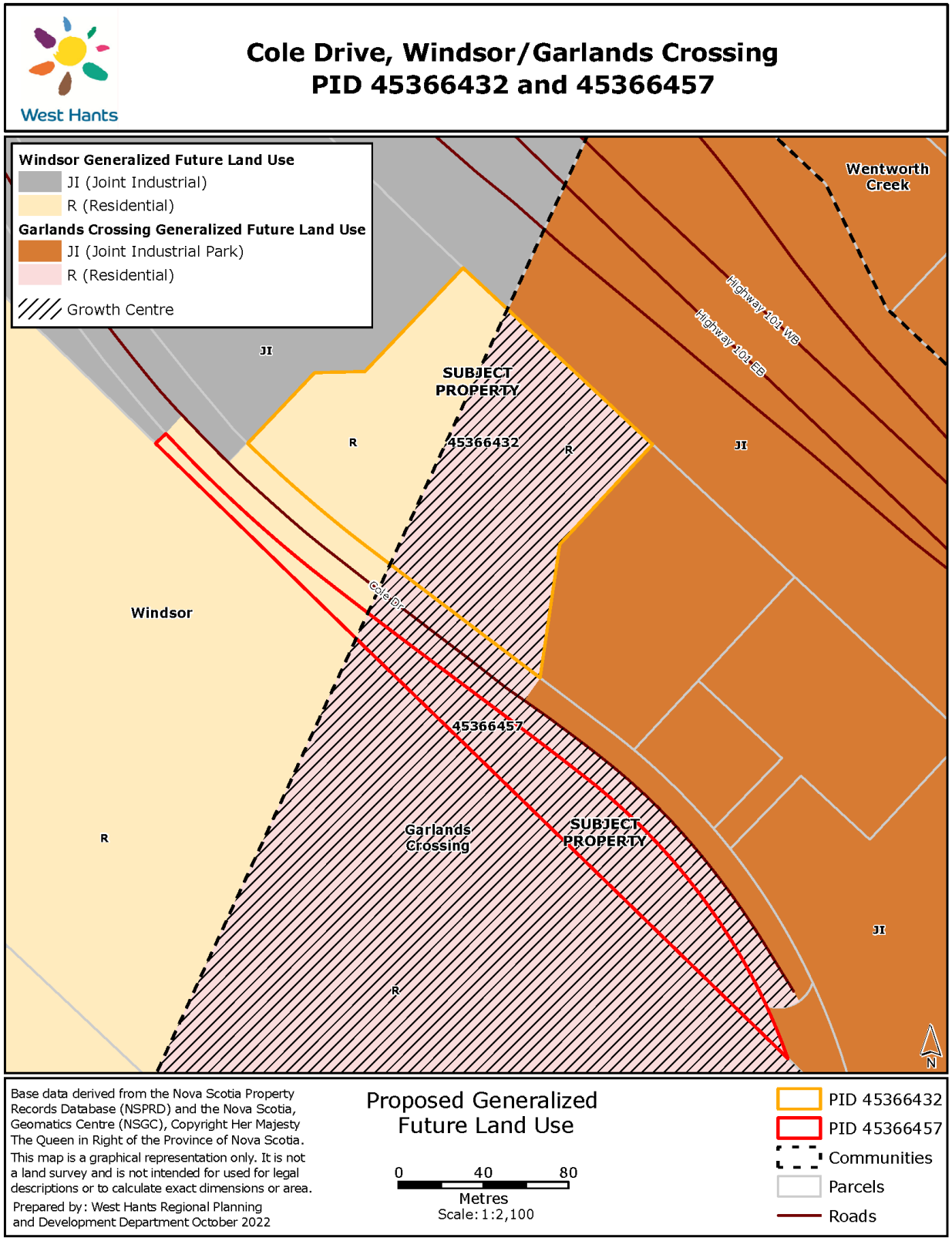


Figure 3 – Zoning Map Extract: Existing Zoning

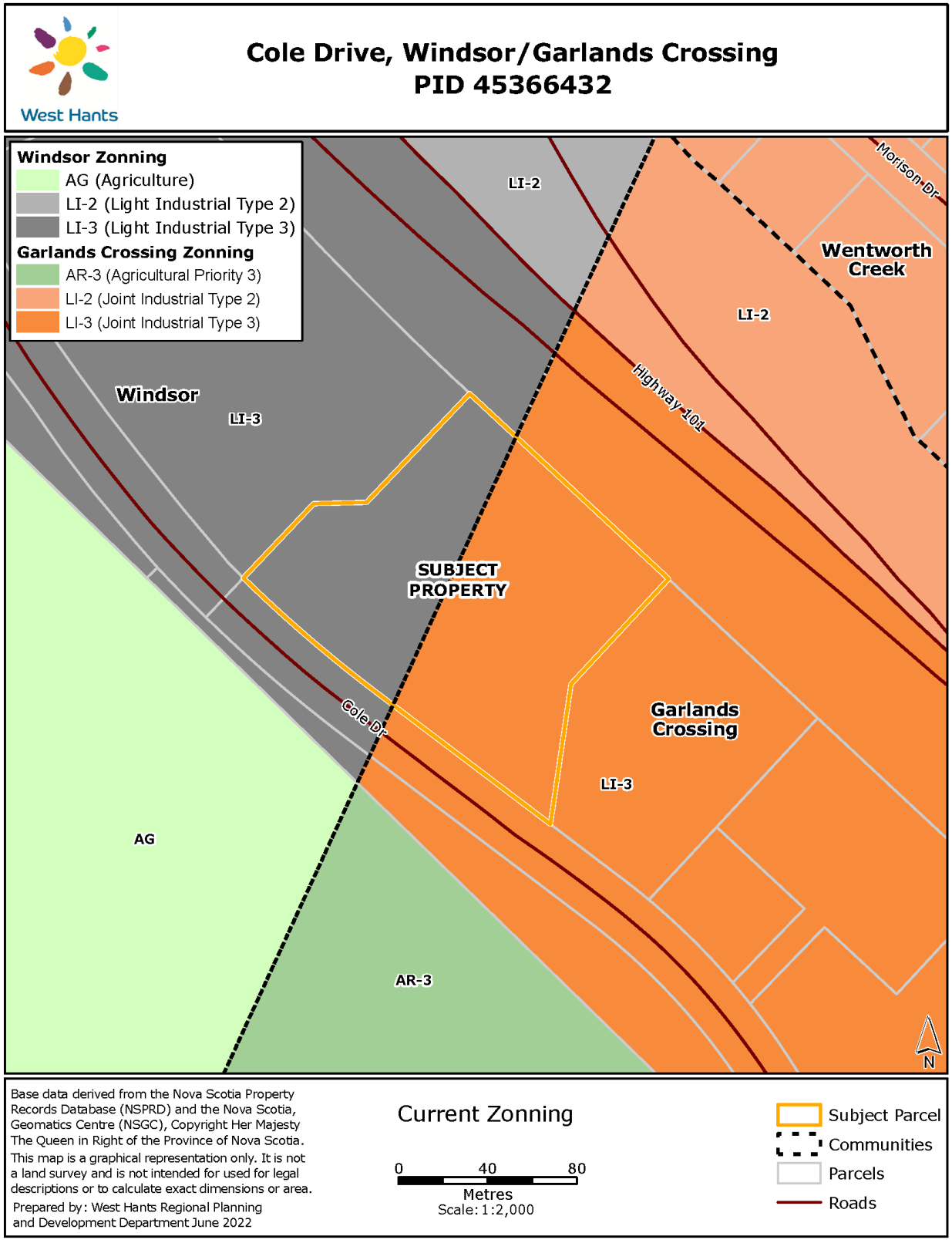


Figure 4 – Zoning Map Extract: Proposed Zoning

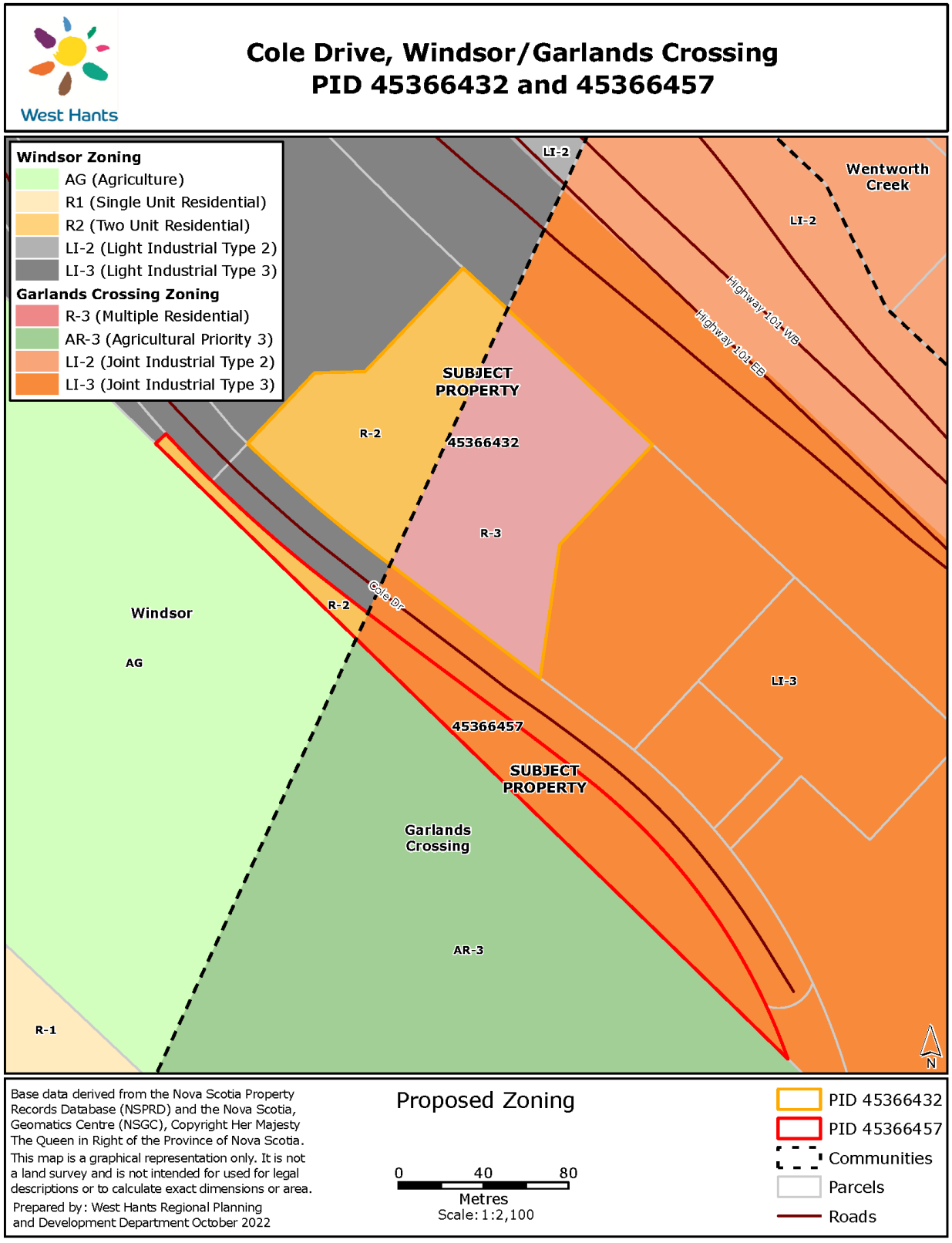
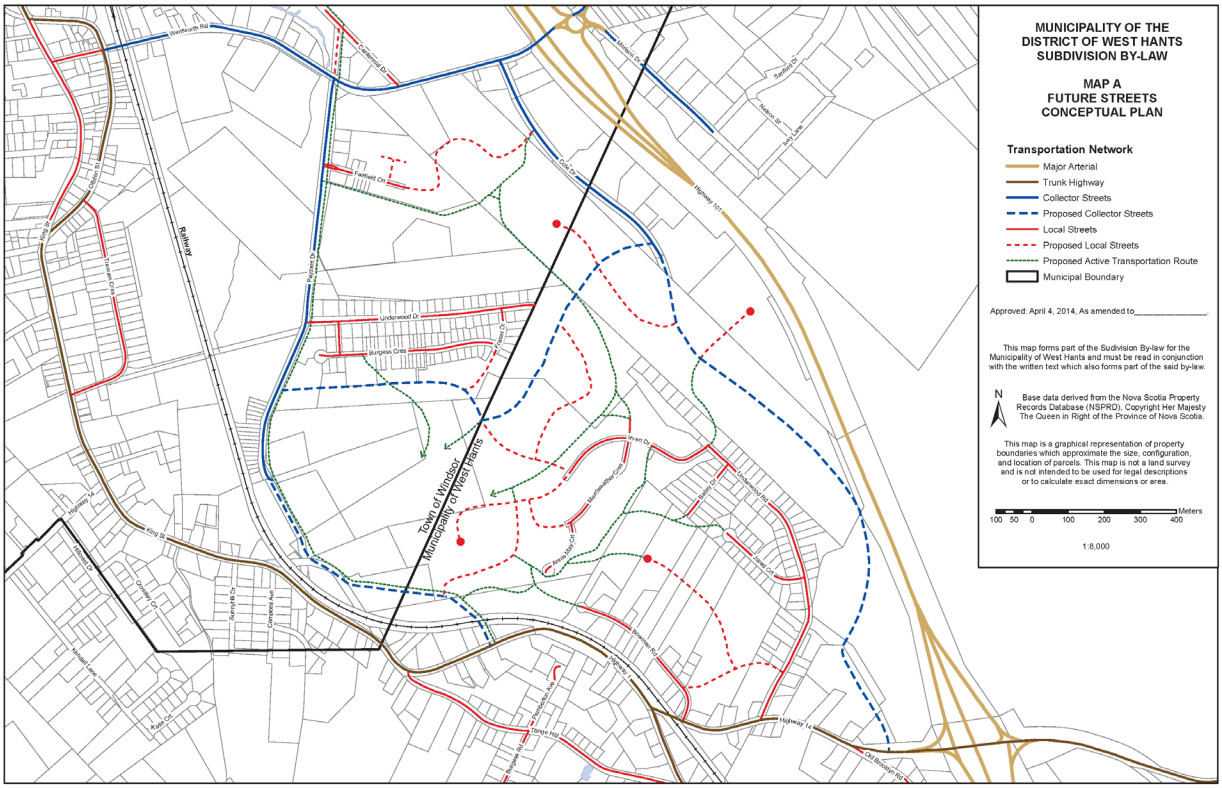


Figure 5 – West Hants Future Street Conceptual Plan



Attachment A – Policy Summary for Amendments to Municipal Planning Strategy and Land Use By-law

Policy 16.1.1 *It shall be the policy of Council to review and make amendments to this Strategy:*	
(a) when there is a requirement to change the Generalized Future Land Use Map (Map 1);	The GFLUM will be updated if Council approves the redesignation.
(b) to bring the Strategy in line with Provincial Statements of Interest; or	The redesignation would address the Statements of Provincial Interest with regard to housing and infrastructure.
(c) when Council deems it necessary because of a change in policy intentions or the development environment.	Although the area surrounding Cole Drive is considered the Joint Industrial Park, much of the existing and proposed development in the area would not be classified as 'industrial uses'. The development environment appears to be moving towards a mix of business park and residential uses.

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:*	
(a) whether the proposal is considered premature or inappropriate in terms of:	
(i) the adequacy of sewer and water services;	The Public Works Department had no concerns with regard to the adequacy of municipal water and sewer services.
(ii) the adequacy of school facilities;	No impact on school facilities is anticipated.
(iii) the adequacy of fire protection;	The local Fire Chief and Manager of Building and Fire Inspection Services have stated that there is adequate fire protection for the building and proposed amendments.
(iv) the adequacy of road networks adjacent to, or leading to the development; and	The Traffic Authority commented that there were no concerns regarding the road network.
(v) the financial capacity of the Municipality to absorb any costs relating to the development.	There are no anticipated costs to the Municipality regarding this development.

(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 Public Works Department confirmed that the subject lot has access to municipal water and sewer services.
(c) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;	The Traffic Authority commented that the subject lot is considered to have safe roadway access to Cole Drive and has no further concerns.
(d) the adequacy of the dimensions and shape of the lot for the intended use;	The Development Officer commented that there were no concerns with the dimensions and shape of the lot for the proposed amendments.
(e) the pattern of development which the proposal might create;	The proposal is in line with the pattern of development as other applications for properties abutting or nearby to Cole Drive to permit residential development are being considered. The Development Officer has no concerns regarding the pattern of the development.
(f) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses, marshes or bogs and susceptibility of flooding;	The site appears to be at a higher elevation in comparison to buildings nearer to Wentworth Road. No concerns were recorded during the site visit.
(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 relevant matters have been addressed in this report.

Policy 5.1.6 *It shall be the policy of Council to consider expanding the boundaries of the Growth Centres subject to the following criteria:*	
(a) the expansion is necessary to accommodate proposed serviced development;	The expansion of the Growth Centre will provide the opportunity for serviced development on the subject lot.
(b) it is clearly demonstrated that existing serviceable land within the Growth Centre is unsuitable or unavailable for the development;	The subject lot is located nearby existing amenities and services and the proposed infill development would benefit from the subject lot's location.

(c) the expanded area is capable of being serviced by both municipal water and sewer services; and	The subject lot currently has access to both municipal water and sewer services.
(d) the Municipality is financially capable of providing the necessary services.	No financial implications with regard to servicing are anticipated from this proposal.
Policy 5.3.7 *It shall be the policy of Council to consider rezoning land within the Three Mile Plains Growth Centre to R-3 subject to the following:*	
(a) the development has frontage on an arterial or collector street designated on the Transportation Map (Map 2) if it consists of 12 or more units;	Cole Drive is shown as a local road on the Transportation Map of the West Hants Municipal Planning Strategy. Even though Cole Drive is within an area designated Joint Industrial Park and was constructed with a sidewalk on one side of the street, it is most likely classified as a local road due to it being a dead-end street with no current connections elsewhere. The Future Streets Map (Figure 5) attached to the West Hants Subdivision By-law identifies Cole Drive as a collector street by way of connecting to Edward Drive. Due to this classification and the Traffic Authority having no concerns, this criterion is considered met.
(b) the lot is serviced, or is capable of being serviced, with municipal water and sewer; (Amendment WHMPS 14-01 Effective January 22, 2015)	The Public Works Department confirmed that the subject lot has access to municipal water and sewer services.
(c) the development is compatible with the character of the area with respect to building scale and design, traffic generation, population density and similar matters;	The proposal is of a similar scale and design to the surrounding existing uses. There are no concerns regarding traffic generation or density.
(d) 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;	The Traffic Authority commented that there were no concerns regarding the adequacy of the existing streets.
(e) adequate open space or recreational space is provided;	The subject lot is an appropriate size to accommodate the proposed amendments. There are no concerns regarding the adequacy of open space or recreational space.

(f) adequate on-site parking is provided;	The subject lot is an appropriate size to accommodate the proposed amendments. There are no concerns regarding the adequacy of on-site parking.
(g) any other matter which may be addressed in a Land Use By-law; and	All relevant matters have been addressed in this report.
(h) Policy 16.3.1.	See Policy 16.3.1.

Attachment B - File 22-05B - West Hants and Windsor MPS and LUB Amendments: Cole Drive, Garlands Crossing/Windsor - Information Report

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information X	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____
Alex Dunphy, Planner

Date: September 8th, 2022

Subject: West Hants and Windsor MPS and LUB Amendments: Cole Drive, Garlands Crossing/Windsor

LEGISLATIVE AUTHORITY

Municipal Government Act Section 205 & 219 (2)

BACKGROUND

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

A completed application was received from Darren Shupe of Brighter Community Planning on behalf of the property owner, Mainland South Investments, on June 15th, 2022 to request two 4-storey, mixed-use apartment buildings containing a total of 84 dwelling units on Cole Drive, Garlands Crossing (PID 45366432) be considered through:

(i) amendments to the West Hants Municipal Planning Strategy to allow a change in zoning to the General Commercial (GC) zone within the Joint Industrial Park designation;

(ii) amendments to the West Hants Land Use By-law zoning map to change the zoning for the West Hants portion of the lot from Joint Industrial Type Three (LI-3) to the General Commercial (GC) zone as enabled through the new policy created above;

(iii) amendments to the Windsor Land Use By-law zoning map to change the zoning for the Windsor portion of the lot from Light Industrial Type Three (LI-3) to the General Commercial (GC) zone as enabled through Policy 8.3.2; and

(iv) amendments to the West Hants and Windsor Land Use By-law to increase the maximum height of the main building to 45 ft. (13.7 m.) and increase the total allowable residential floor area of the main building to 75% in the Joint Industrial Park designation.

DISCUSSION

The subject lot is partially within the jurisdiction of the Windsor Municipal Planning Strategy and partially within the jurisdiction of the West Hants Municipal Planning Strategy. Due to the subject lot being split between the two planning areas, staff, the Planning and Heritage Advisory Committee, and Council must consider the planning documents for both Windsor and West Hants for any potential development on the property.

The subject lot is currently designated Joint Industrial Park on the Generalized Future Land Use Map (GFLUM) of the Windsor and West Hants Municipal Planning Strategies (MPS). This designation is a special joint effort between the former Town of Windsor and former Municipality of West Hants to create an industrially focused area close to Highway 101 on the border of the two jurisdictions. The Joint Industrial Park designation is intended to mirror policies and zoning regulations in each document for all lots within it. The subject lot is zoned Joint Industrial Type Three (LI-3) on Schedule A of the West Hants Land Use By-law and zoned Light Industrial Type Three (LI-3) on Schedule A of the Windsor LUB.

Surrounding Context

The Windsor portion of the subject lot is directly abutting other lands that are designated Joint Industrial and zoned Light Industrial Type Three (LI-3). Nearby, on the south side of Cole Drive are lands designated Residential and zoned Agriculture (AG). Existing uses in this area of the Joint Industrial designation include a grocery store which directly abuts the subject lot, as well as fast food restaurants and a gas station nearer to the intersection of Cole Drive and Wentworth Road. The 101 Highway also directly abuts the subject lot. The Residentially designated land located on the south side of Cole Drive is currently an open field.

The West Hants portion of the subject lot is directly abutting other lands that are designated Joint Industrial Park and zoned Joint Industrial Type Three (LI-3) and is nearby other lands that are designated Residential and zoned Agricultural Priority Three (AR-3). There is an office building which is currently not in use directly abutting the subject lot. Further along Cole Drive in the Joint Industrial Park designation is a hotel and a vacant lot. Highway 101 also directly abuts the subject lot. The Residentially designated land located on the south side of Cole Drive is currently an open field.

PAC/HAC Discussion

During the July 14th PAC/HAC meeting, staff presented an information report on the application for two 4-storey, mixed-use apartment buildings to be developed on Cole Drive. Upon initial review, I had determined that there were no existing policies to allow for residential uses within the Joint Industrial Park. I had posed a number of questions to the Committee such as if the lot was suitable for a mix of residential and commercial development, if there was enough information to change the lot from potential industrial use, and if it would be reasonable to

allow an increase to maximum height and total allowable residential floor space in a mixed-use development in a Commercial zone. The Committee discussed these questions and determined that more information was required including staff providing an inventory of available industrial and residential lands.

Availability of Industrial Lands

The first request from PAC/HAC was to provide an overview of the industrial land available in WHRM.

West Hants Regional Municipality encompasses 309,672.5 acres (1253.2 sq. km.) (Census profile 2016). Based on estimates made through an analysis of all industrially zoned properties in the Region, there is an approximate total of 650.22 acres of industrial land. This corresponds to approximately 0.2% of the land area of the Region. This includes the Joint Industrial Park, Windsor Industrial Park, lots in rural areas zoned Industrial (M), Hamlet Industrial (M-2), and Resource Industrial (M-1). Of that total, 177.35 acres of industrial designated or zoned land does not currently have an assigned civic number or otherwise appears vacant when cross referencing with orthophotos and site visits (Figure 4). This equates to 27% of the Industrial land within our Region. It is important to note that it is possible that some of the properties included in this inventory may be vacant or undesirable for development due to present conditions on the property.

Based on the WHRM Industrial mapping (Figure 2), there are distinct clusters of industrial land in Hantsport, Windsor, and Falmouth. There is also a number of industrial lots spread out located along Highway 101, as well as some sparsely located along Highway 215. Industrially zoned land with no civic address assigned appears to be vacant and available throughout the Region as a whole. There appears to be a number of lots available in Hantsport, Falmouth, and the Joint Industrial Park. Certain properties in the Joint Industrial Park are likely unsuitable for industrial development due to their lot shape and size. Certain properties in the Windsor Industrial Park may also be designated Dykeland, making them unsuitable for industrial development. The only other developable industrially zoned land near the subject lot is located at the end of Cole Drive and is currently vacant. It is unlikely that allowing a residential use on the subject lot would affect the ability of nearby industrial land to be developed but it may change the use of existing Industrial buildings when owners change or consider repurposing. However, permitting a change from industrial to residential will set a precedent for future applications similar to this one.

Availability of Commercial Lands in Windsor's Downtown

During the discussion by PAC/HAC there were comments on whether allowing commercial/residential development in the Industrial areas would affect the downtown area in Windsor.

To find information regarding the availability of commercial space in Windsor's downtown, I spoke with the Manager of Community Economic Development and a representative from the Windsor Township. There is no formal record kept by either the Municipality or the Township which indicates the availability of commercial space. The Manager of Community Economic Development performed a site visit and determined that there were four properties available

on Gerrish Street, two on Water Street, and one on Albert Street. The representative from Windsor Township had stated that not all of the available commercial spaces in the downtown are suitable for use. Some commercial units are in disrepair that may not be seen on the surface, while other units do not have a responsive property owner to coordinate rental agreements.

Availability of Residential Lands in Windsor

Another part of the discussion during the PAC/HAC meeting was whether there was already an abundance of residential land for mixed use development.

Looking at the residentially zoned properties in Windsor (Figure 5), there appears to be only a small number of available properties which are zoned for higher density residential development and all of them are smaller in size than the subject lot. The rest of the available residential properties would require a development agreement to accommodate higher density development. Certain properties are not zoned or designated for residential uses but allow for residential development through development agreement only (Figure 6). Of those properties, there are only a small number which are a similar size as the subject lot.

Inquiries for Industrial Lands

I sought information regarding inquiries for industrial uses to be located in the Region from the Chief Administrative Officer (CAO), the Manager of Community Economic Development, and an Economic Development Officer with the Valley Regional Enterprise Network (REN). Both the CAO and the Manager of Community Economic Development had not received many inquiries regarding new or expanding industrial uses in the previous two years. It should be noted that this may be due to the pandemic. Of the few inquiries received by the Municipality for industrial land, the only one that was actively seeking a new use was for a property located on the Hants Shore and only one business in the Industrial Park was considering expanding. Other discussions surrounding industrial lands were mainly focused on the lack of interest by certain owners to develop or sell their vacant parcels and concern with the lack of available 'shovel ready' industrial lands. Of the inquiries received by the Valley REN, most did not require or prefer industrial space for their business. There was some interest in industrial space located near Highway 101, but the proprietor was unable to find a suitable space. There were also reports that the pandemic had interrupted plans for some of these businesses.

PID 45366457

This property is included in the recommendations in this report as there is another application (File # 22-17) to consider rezoning the West Hants portion of this lot and the West Hants portion of PID 45190386, the larger lot to the west of this PID to allow residential development. The West Hants portion of PID 45366457 is being considered to be rezoned to Multiple Unit Residential (R-3) as part of that application. Although present WHMPS policies would permit the rezoning without a change in designation, it would be reasonable to consider amending the designation of this entire lot in conjunction with the application on Cole Drive to align with the intended residential use of the lot and avoid separating the proposed residential developments by a small lot within the Joint Industrial designation. PID 45366457 is highlighted in Figure 7.

NEXT STEPS

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

- recommend holding a Public Information Meeting to consider:

  Windsor Portion

  - amending the map of the Windsor Municipal Planning Strategy to include PIDs 45366432 and 45366457 in the Residential designation and amending the map of the Windsor Land Use By-law to include PIDs 45366432 and 45366457 in the Two Unit Residential (R-2) zone; and

  West Hants Portion

  - amending the map of the West Hants Municipal Planning Strategy to include PIDs 45366432 and 45366457 in the Three Mile Plains Growth Centre and the Residential Designation, as well as amending the map of the West Hants Land Use By-law to include PID 45366432 in the Multiple Unit Residential (R-3) zone.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

The Planning and Heritage Advisory Committee (PAC/HAC) may:

- amending the text of the Windsor and West Hants Municipal Planning Strategies and Land Use By-laws to allow Council to consider mixed-use commercial and residential development by development agreement in the Joint Industrial Park designation, based on criteria established in a new policy;
- recommend Council not move forward with this application; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Figure 1	Subject Lot Context Map
Figure 2	West Hants Regional Municipality Industrial Zones (Without Civic Numbers Assigned)
Figure 3	Hantsport Industrial Zones (Without Civic Numbers Assigned)
Figure 4	West Hants Regional Municipality Industrial Spreadsheet
Figure 5	Windsor Residential Zones (Without Civic Numbers Assigned)
Figure 6	Windsor Residential Development Only Permitted by DA (Without Civic Numbers Assigned)
Figure 7	Additional Property in Recommendation Context Map (PID 45366457)

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Figure 1 – Subject Lot Context Map (PID 45366432)

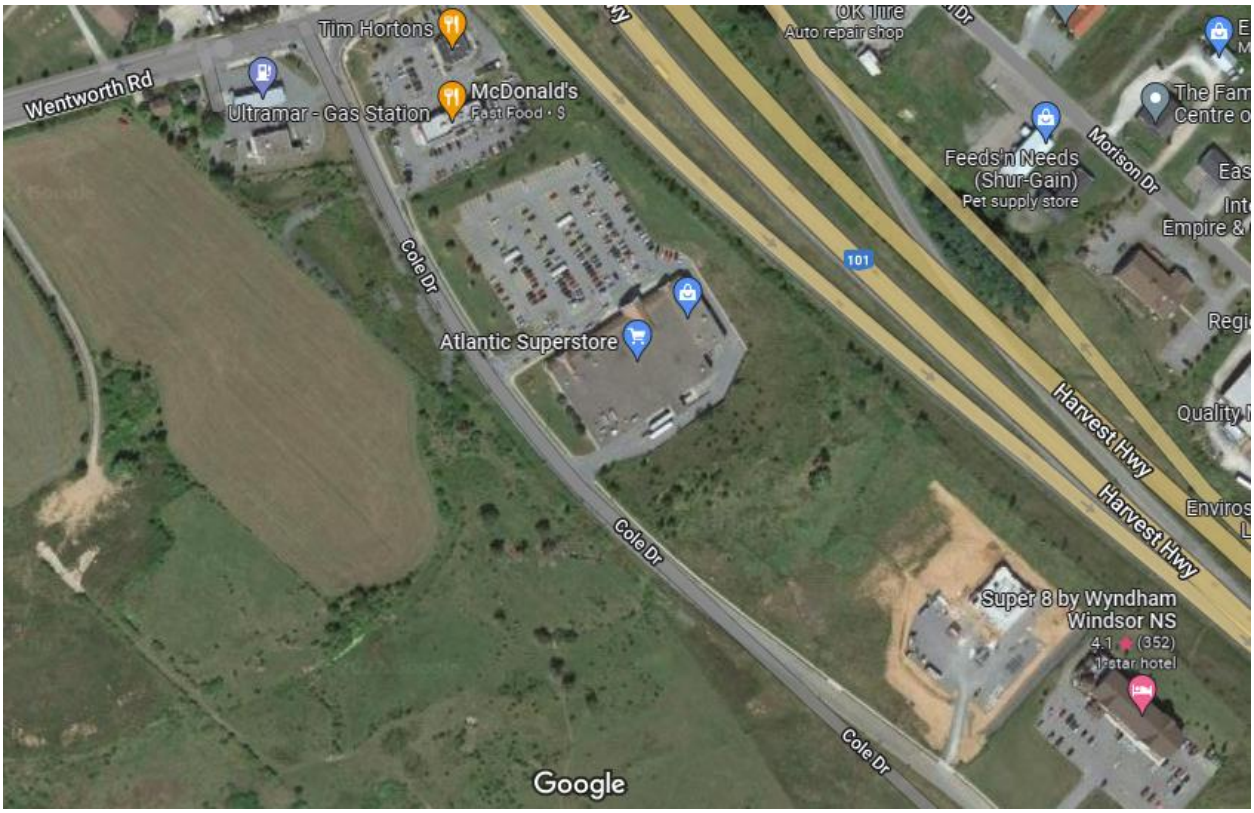


Figure 2 – West Hants Regional Municipality Industrial Zones (Without Civic Numbers Assigned)

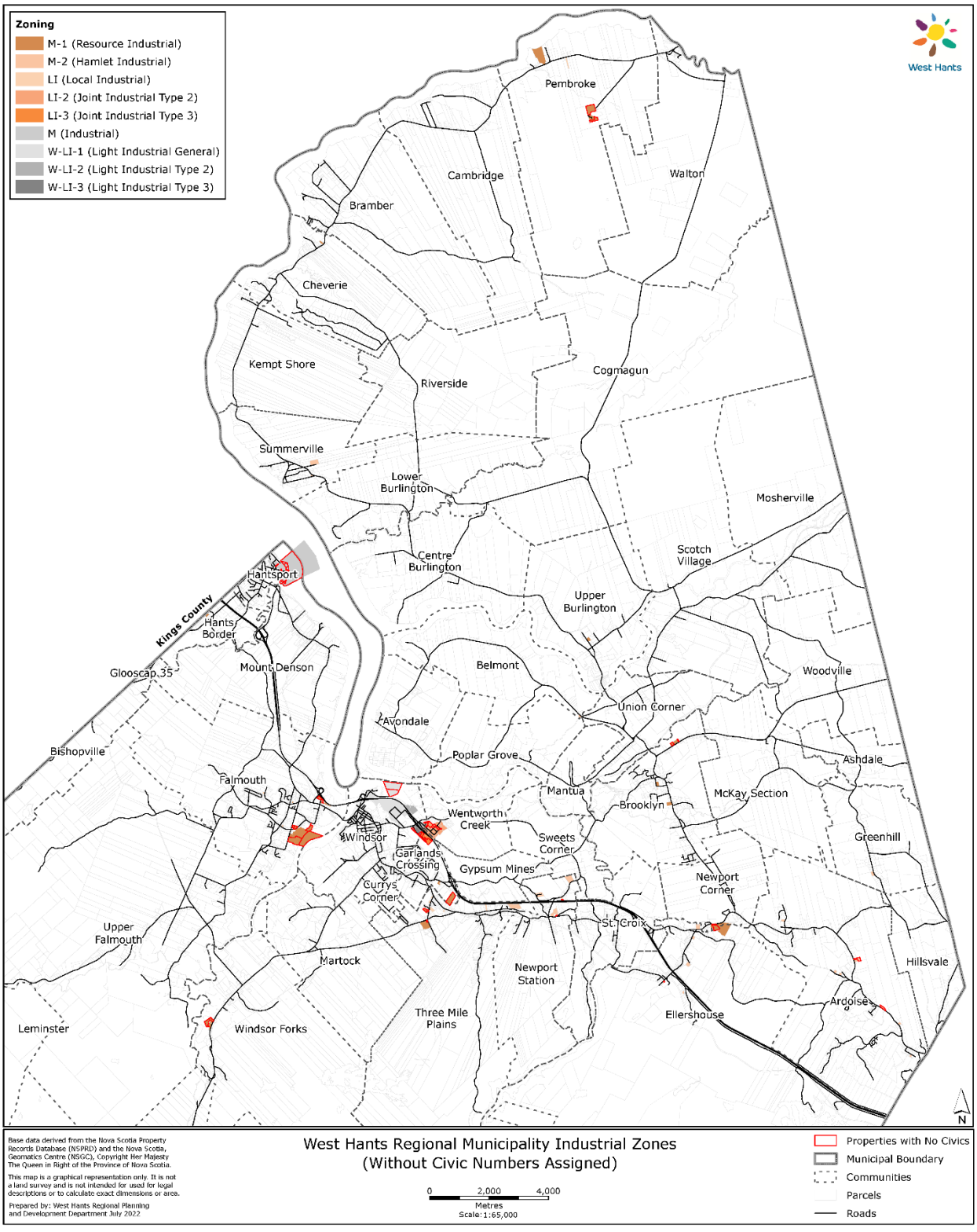


Figure 3 – Hantsport Industrial Zones (Without Civic Numbers Assigned)

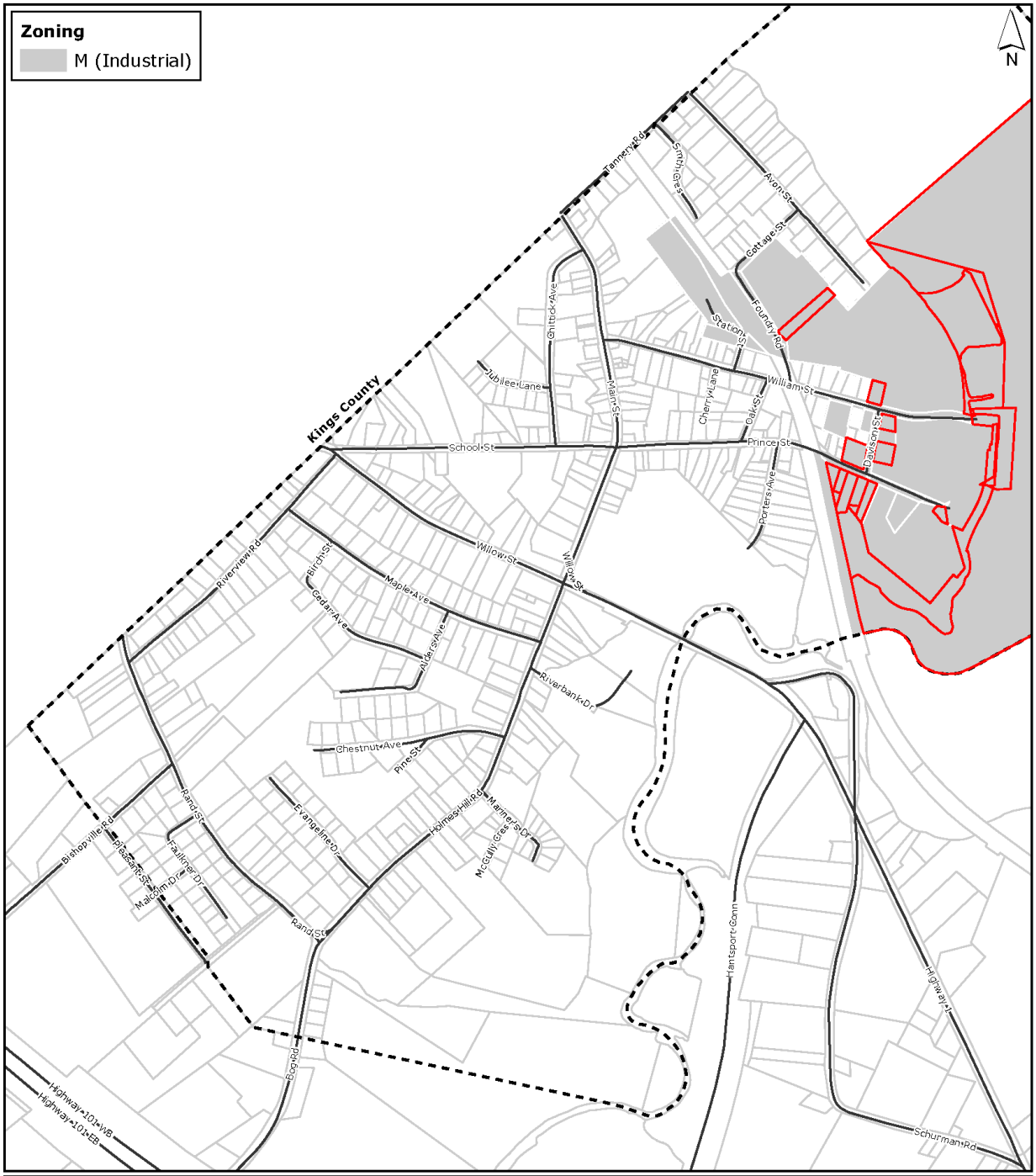


Figure 4 – West Hants Regional Municipality Industrial Spreadsheet

See attached document

PID	CIVNUMBER	STREET	ST_TYPE	CITY	LOC	ACRES	Total Industrial Land	650.22
45190378		MORISON	DR	WENTWORTH CREEK	MORISON DR LOT EFG WENTWORTH CREEK INDUSTRIAL	5.78		
45197803		MORISON	DR	WENTWORTH CREEK	MORISON DR LOT 12 WENTWORTH CREEK INDUSTRIAL	0.98	Total Available Land	177.35
45075256		NO 101	HWY	WINDSOR	NO 101 HWY WINDSOR LAND WAREHOUSE	19.58		
45248150		SANFORD	DR	WENTWORTH CREEK	SANFORD DR WENTWORTH CREEK LAND INDUSTRIAL	1.51		
45055548		PARK	DR	WINDSOR	PARK DR WINDSOR LAND SERVICE	2.68		
45062205		LAGOON	DR	WINDSOR	LAGOON DR LOT D WINDSOR INDUSTRIAL	0.91		
45062189		CENTENNIAL	DR	WINDSOR	CENTENNIAL DR LOT E WINDSOR INDUSTRIAL	1.21		
45347150		SANFORD	DR	WENTWORTH CREEK	SANFORD DR LOT H WENTWORTH CREEK INDUSTRIAL	1.27		
45062239		PARK	DR	WINDSOR	PARK DR LOT B WINDSOR INDUSTRIAL	2.34		
45209053		TRECOTHIC	DR	WINDSOR	TRECOTHIC DR LOT JL-2 WINDSOR	1.09		
45209061		TRECOTHIC	DR	WINDSOR	TRECOTHIC DR LOT JL-1 WINDSOR	1.05		
45413416		IVEY	LANE	WENTWORTH CREEK	IVEY LANE LOT 45A2 WENTWORTH CREEK INDUSTRIAL	1.4		
45055282		COLE	DR	WINDSOR	COLE DR WINDSOR LAND	1.83		
45395514		IVEY	LANE	WENTWORTH CREEK	IVEY LANE LOT 28A WENTWORTH CREEK INDUSTRIAL	0.29		
45055605		CENTENNIAL	DR	WINDSOR	CENTENNIAL DR WINDSOR LAND INDUSTRIAL	0.86		
45366432		COLE	DR	WINDSOR	COLE DR LOT 1 & 2 WINDSOR INDUSTRIAL	4.29		
45366408		COLE	DR	WINDSOR	COLE DR WINDSOR LAND INDUSTRIAL	0.59		
45366440		COLE	DR	GARLANDS CROSSING	COLE DR GARLANDS CROSSING LAND INDUSTRIAL	6.72		
45280088		OLD BROOKLYN	RD	THREE MILE PLAINS	OLD BROOKLYN RD BLOCK 1CD THREE MILE PLAINS	17.84		
45388907		HIGHWAY 1	HWY	THREE MILE PLAINS	HIGHWAY 1 HWY THREE MILE PLAINS LAND GARAGE	0.13		
45003167		THREE MILE PLAINS CROSS	RD	THREE MILE PLAINS	THREE MILE PLAINS CROSS RD LOT 1 PORT THREE MILE PLAINS	0.28		
45003076		THREE MILE PLAINS CR	RD	THREE MILE PLAN	THREE MILE PLAINS CR RD LOT 3 THREE MILE PLAN	0.34		
45002847		THREE MILE PLAINS CR	RD	THREE MILE PLAINS	106 THREE MILE PLAINS CR RD THREE MILE PLAINS LAND	3.21		
45002508		NO 1	HWY	THREE MILE PLAINS	NO 1 HWY LOT HL-4A THREE MILE PLAINS BUILDING	0.98		
45191749						0.73		
45191731						2.22		
45379534						0.15		
45322419						1.13		
45359825						0.32		
45413598						1.12		
45367281		DRESSER MINERALS	RD	PEMBROKE	DRESSER MINERALS RD PEMBROKE LAND	18.47		
45367281		DRESSER MINERALS	RD	PEMBROKE	DRESSER MINERALS RD PEMBROKE LAND	5.45		
45044948		FOUNDRY	RD	HANTSPORT	10 FOUNDRY RD HANTSPORT LAND SPORTS PARK	4.05		
45044930		FOUNDRY	RD	HANTSPORT	FOUNDRY RD HANTSPORT LAND	0.7		
45228137		WILLIAM	ST	HANTSPORT	WILLIAM ST PARCEL 4 HANTSPORT SHIP REPAIR	1.38		
45364080		STATION	LANE	FALMOUTH	STATION LANE FALMOUTH LAND	3.09		
45364031		NO 101	HWY	FALMOUTH	NO 101 HWY FALMOUTH LAND RAILWAY	0.18		
45228137		WILLIAM	ST	HANTSPORT	WILLIAM ST PARCEL 4 HANTSPORT SHIP REPAIR	0.39		
45085909		WILLIAM	ST	HANTSPORT	WILLIAM ST PARCEL 4 HANTSPORT SHIP REPAIR	0.34		
45043775		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.52		
45048121		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.19		
45043668		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.18		
45043676		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.42		
45043684		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.29		
45043692		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.32		
45333671		PRINCE	ST	HANTSPORT	PRINCE ST LOT CKF1995- HANTSPORT PULP & PAPER	6.1		
45333689		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	4.71		
45407897		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.07		
45384302						0.15		
45406030		HIGHWAY 14		WINDSOR FORKS	HIGHWAY 14 LOT B-1 WINDSOR FORKS	2.68		
45282555		HIGHWAY 14		WINDSOR FORKS	HIGHWAY 14 LOT GSCP-1 WINDSOR FORKS INDUSTRIAL	6.45		
45414489		GABRIEL	RD	FALMOUTH	GABRIEL RD LOT 1 FALMOUTH	22.15		
45199510		MOUNTAIN	RD	THREE MILE PLAINS	MOUNTAIN RD LOT JWM-1 THREE MILE PLAINS	0.62		
45015187		NO 1	HWY	NEWPORT STATION	NO 1 HWY NEWPORT STATION	0.3		
45259744		MAPLE	AVE	ELLERSHOUSE	MAPLE AVE LOT ELLERSHOUSE	0.35		
45041910		NO 1	HWY	ARDOISE	NO 1 HWY LOT 1 ARDOISE	2.77		
45203874		NO 1	HWY	ELLERSHOUSE	NO 1 HWY ELLERSHOUSE LAND	0.72		
45013372		NO 1	HWY	NEWPORT CORNER	NO 1 HWY NEWPORT CORNER LAND	7.73		
45275344		NO 1	HWY	ARDOISE	NO 1 HWY LOT B ARDOISE	3.75		
45366010	0	WENTWORTH	RD	WINDSOR	WENTWORTH RD WINDSOR LAND SEE 01175904 (COUNTY)	1.5		
45190865	0	CENTENNIAL	DR	WINDSOR	CENTENNIAL DR WINDSOR LAND	1.29		
45200623	10	IVEY	LANE	WENTWORTH CREEK	10 IVEY LANE LOT 8A WENTWORTH CREEK WAREHOUSE	1.05		
45055514	101	INDUSTRIAL	DR	WINDSOR	101 INDUSTRIAL DR LOT JL-3 WINDSOR RETAIL/OFFICE	1.6		
45198421	103	MORISON	DR	WENTWORTH CREEK	103 MORISON DR LOT 14-15 WENTWORTH CREEK TRANS TERMINAL	2.25		
45293784	103	CENTENNIAL	DR	WINDSOR	103 CENTENNIAL DR LOT Z1-A WINDSOR WAREHOUSE	1.72		
45055571	104	CENTENNIAL	DR	WINDSOR	104 CENTENNIAL DR LOT H WINDSOR WAREHOUSE	1.06		
45230729	108	FALMOUTH BACK	RD	FALMOUTH	108 FALMOUTH BACK RD LOT BH-4 FALMOUTH SMALL BUSINESS	0.68		
45292653	11	COLE	DR	WINDSOR	11 COLE DR WINDSOR LAND GROCERY STORE	6.23		
45229481	11	IVEY	LANE	WENTWORTH CREEK	11 IVEY LANE LOT 16-17 WENTWORTH CREEK INDUSTRIAL	2.32		
45062106	112	CENTENNIAL	DR	WINDSOR	112 CENTENNIAL DR LOT G WINDSOR SERVICE	1.07		
45212552	12	BONNIE	LANE	NEWPORT STATION	12 BONNIE LANE PARCEL A PORT NEWPORT STATION DWELLING GARAGE	4.72		
45003084	12	THREE MILE PLAINS CROSS	RD	THREE MILE PLAINS	12 THREE MILE PLAINS CROSS RD LOT 2 THREE MILE PLAINS DWELLING	0.34		
45037173	12	STATION	LANE	FALMOUTH	12 STATION LANE LOT B FALMOUTH BULK STORAGE	0.6		
45201621	120	MORISON	DR	WENTWORTH CREEK	120 MORISON DR LOT 11 WENTWORTH CREEK WAREHOUSE	1.77		
45062171	120	CENTENNIAL	DR	WINDSOR	120 CENTENNIAL DR LOT F WINDSOR BOWLING	1.09		
45055621	125	CENTENNIAL	DR	WINDSOR	125 CENTENNIAL DR WINDSOR LAND INDUSTRIAL	0.79		
45059698	133	CENTENNIAL	DR	WINDSOR	133 CENTENNIAL DR WINDSOR LAND	5.35		
45198439	140	MORISON	DR	WENTWORTH CREEK	140 MORISON DR LOT 10 WENTWORTH CREEK POLICE	2.1		
45168143	140	OLD WALTON	RD	UP BURLINGTON	140 OLD WALTON RD LOT A UP BURLINGTON DWELLING SERVICE	3.38		
45191715	144	WILLIAMS	RD	ELLERSHOUSE	144 WILLIAMS RD LOT 2-Z ELLERSHOUSE DWELLING GARAGE	2.54		
45015179	15	OLD HALIFAX	RD	NEWPORT STATION	15 OLD HALIFAX RD E NEWPORT STATION LAND GARAGE	1.82		
45009990	15	MAPLE	AVE	ELLERSHOUSE	15 MAPLE AVE LOT 2 ELLERSHOUSE DWELLING GARAGE	0.5		
45075389	155	TOWN	RD	FALMOUTH	155 TOWN RD FALMOUTH CEMETERY BUILDING	6.29		
45193190	16	NELSON	ST	WENTWORTH CREEK	16 NELSON ST LOT 45A1 WENTWORTH CREEK WAREHOUSE	2.63		
45048196	16	STATION	ST	HANTSPORT	16 STATION ST LOT 1 HANTSPORT	3.35		
45213691	173	AYLWARD	RD	FALMOUTH	173 AYLWARD RD FALMOUTH LAND DWELLING BUILDING GARAGE	0.93		
45060027	1736	WENTWORTH	RD	NEWPORT STATION	1736 WENTWORTH RD NEWPORT STATION LAND INDUSTRIAL	12.65		
45008687	1879	WENTWORTH	RD	NEWPORT STATION	1879 WENTWORTH RD LOT 1&2 NEWPORT STATION DWELLING BUILDINGS GARAGE	1.21		
45169638	1888	BELMONT	RD	BELMONT	1888 BELMONT RD BELMONT LAND DWELLING BUILDING	2.03		
45202215	19	SANFORD	DR	WENTWORTH CREEK	19 SANFORD DR LOT 2 WENTWORTH CREEK TELECOM	0.83		
45246329	19	BONNIE	LANE	NEWPORT STATION	19 BONNIE LANE LOT 94-2A NEWPORT STATION DWELLING GARAGE	3.3		
45181609	197	NUNN	RD	SUMMERVILLE	197 NUNN RD SUMMERVILLE LAND DWELLING GARAGE	0.92		
45403946	1989	WENTWORTH	RD	NEWPORT STATION	1989 WENTWORTH RD LOT A NEWPORT STATION DINING	8.73		
45282076	199	MUSGRAVE	RD	SUMMERVILLE	199 MUSGRAVE RD LOT X SUMMERVILLE FORESTRY	10.73		
45044252	2	DAVISON	ST	HANTSPORT	2 DAVISON ST HANTSPORT LAND	0.22		
45274198	20	PARK	DR	WINDSOR	20 PARK DR LOT 1A WINDSOR INDUSTRIAL	2.95		
45341716	20	IVEY	LANE	WENTWORTH CREEK	20 IVEY LANE LOT 27A-07 WENTWORTH CREEK RESEARCH	5.92		
45056561	212	COLONIAL	RD	WINDSOR	212 COLONIAL RD WINDSOR LAND	17.42		
45347077	232	WENTWORTH	RD	WINDSOR	232 WENTWORTH RD LOT 5 WINDSOR GAS STATION	1.11		
45333150	24	STATION	LANE	FALMOUTH	24 STATION LANE LOT FW-1234 FALMOUTH WAREHOUSE	1.04		
45219797	244	WENTWORTH	RD	WINDSOR	244 WENTWORTH RD PARCEL TOW-1 WINDSOR	0.09		
45356011	255	WOODVILLE	RD	GREENHILL	255 WOODVILLE RD LOT MD-1 GREENHILL SMALL BUSINESS	3.27		
45016672	257	OLD HALIFAX	RD	THREE MILE PLAINS	257 OLD HALIFAX RD W THREE MILE PLAINS LAND SERVICE	14.1		
45213600	26	MORISON	DR	WINDSOR	26 MORISON DR LOT 18 WINDSOR RETAIL/OFFICE	0.72		

45030285	273	TOWN	RD	FALMOUTH	273 TOWN RD	FALMOUTH	LAND INCORP FARM		34.98
45062213	29	PARK	DR	WINDSOR	29 PARK DR	LOT B-2 WINDSOR	SELF STORAGE		1.58
45405917	290	TOWN	RD	FALMOUTH	290 TOWN RD	FALMOUTH	LAND INCORP FARM		1.18
45405933	290	TOWN	RD	FALMOUTH	290 TOWN RD	FALMOUTH	LAND INCORP FARM		0.44
45030319	290	TOWN	RD	FALMOUTH	290 TOWN RD	FALMOUTH	LAND INCORP FARM		2.22
45055464	295	WENTWORTH	RD	WINDSOR	295 WENTWORTH RD	LOT 2 WINDSOR	TELECOM		12.47
45062197	3	LAGOON	DR	WINDSOR	3 LAGOON DR	WINDSOR	SEWAGE/WATER TREATMENT FACILITIES		14.29
45000387	3	BOWMAN	RD	GARLANDS CROSSING	3 BOWMAN RD	GARLANDS CROSSING	LAND WAREHOUSE		0.19
45056447	368	NESBITT	ST	WINDSOR	368 NESBITT ST	WINDSOR	LAND RES/COM MIX		4.87
45025624	37	BEECH BROOK	RD	ARDOISE	37 BEECH BROOK RD	ARDOISE	LAND DWELLING GARAGE		2
45294907	37	MORISON	DR	WINDSOR	37 MORISON DR	LOT 1A WINDSOR	RETAIL/OFFICE		0.87
45030442	380	TOWN	RD	FALMOUTH	380 TOWN RD	LOT A1 FALMOUTH	DWELLING BUILDINGS		1.04
45406063	3891	HIGHWAY 14		WINDSOR FORKS	3891 HIGHWAY 14	LOT B-4 WINDSOR FORKS	INDUSTRIAL		4.09
45406055	3899	HIGHWAY 14		WINDSOR FORKS	3899 HIGHWAY 14	LOT B-3 WINDSOR FORKS	INDUSTRIAL		0.93
45406048	3901	HIGHWAY 14		WINDSOR FORKS	3901 HIGHWAY 14	LOT B-2 WINDSOR FORKS	DWELLING BUILDING		1.13
45067923	4	IVEY	LANE	WENTWORTH CREEK	4 IVEY LANE	LOT 9 WENTWORTH CREEK	OFFICE BUILDING		1.26
45003019	40	THREE MILE PLAINS CROSS	RD	THREE MILE PLAINS	40 THREE MILE PLAINS CROSS RD	THREE MILE PLAINS	LAND DWELLING SMALL BUSINESS		1.28
45293743	41	MORISON	DR	WINDSOR	41 MORISON DR	LOT B WINDSOR	SERVICE		1.07
45033958	41	BEN JACKSON	RD	HANTS BORDER	41 BEN JACKSON RD	LOT MH-2 HANTS BORDER	DWELLINGS SMALL BUSINESS	41 BEN JACKSON RD	4.37
45055555	43	TRECOTHIC	DR	WINDSOR	43 TRECOTHIC DR	LOT A WINDSOR	WAREHOUSE		1.55
45003126	4307	HIGHWAY 1		THREE MILE PLAINS	4307 HIGHWAY 1	THREE MILE PLAINS	LAND DWELLING		0.13
45249307	4436	HIGHWAY 1		THREE MILE PLAINS	4436 HIGHWAY 1	LOT HL-2 POR THREE MILE PLAINS	DWELLING		0.45
45272754	45	MORISON	DR	WENTWORTH CREEK	45 MORISON DR	LOT C-1 WENTWORTH CREEK	ANIMAL CLINIC		1.92
45059706	46	PARK	DR	WINDSOR	46 PARK DR	WINDSOR	LAND WAREHOUSE		4.77
45044237	46	WILLIAM	ST	HANTSPORT	46 WILLIAM ST	HANTSPORT	LAND DWELLING		0.73
45043759	46	PRINCE	ST	HANTSPORT	46 PRINCE ST	HANTSPORT	LAND		0.62
45173382	471	DRESSER MINERALS	RD	PEMBROKE	471 DRESSER MINERALS RD	PEMBROKE	LAND MINING		7.45
45014461	48	MORISON	DR	WENTWORTH CREEK	48 MORISON DR	LOT 15 WENTWORTH CREEK	INDUSTRIAL		1.2
45017365	49	DUNLOP	RD	BROOKLYN	49 DUNLOP RD	LOT H-1 BROOKLYN	SERVICE		0.63
45059714	49	CENTENNIAL	DR	WINDSOR	49 CENTENNIAL DR	LOT K WINDSOR	WAREHOUSE		1.97
45394913	49	COLE	DR	GARLANDS CROSSING	49 COLE DR	LOT 3 GARLANDS CROSSING	OFFICE BUILDING		2.36
45044328	49	WILLIAM	ST	HANTSPORT	49 WILLIAM ST	HANTSPORT	LAND		0.29
45200631	5	SANFORD	DR	WENTWORTH CREEK	5 SANFORD DR	LOT 1-A1 WENTWORTH CREEK	WAREHOUSE		1.88
45333648	5	STATION	ST	HANTSPORT	5 STATION ST	LOT 1-01 HANTSPORT	WAREHOUSE		0.47
45234929	5	DAVISON	ST	HANTSPORT	5 DAVISON ST	LOT 1 HANTSPORT	PULP & PAPER		0.21
45234937	5	DAVISON	ST	HANTSPORT	5 DAVISON ST	LOT 1 HANTSPORT	PULP & PAPER		7.56
45044286	5	DAVISON	ST	HANTSPORT	5 DAVISON ST	LOT 1 HANTSPORT	PULP & PAPER		0.22
45044278	5	DAVISON	ST	HANTSPORT	5 DAVISON ST	LOT 1 HANTSPORT	PULP & PAPER		0.37
45228467	51	WILLIAM	ST	HANTSPORT	51 WILLIAM ST	HANTSPORT	LAND MINING		2.57
45044310	51	WILLIAM	ST	HANTSPORT	51 WILLIAM ST	HANTSPORT	LAND MINING		13.78
45228467	51	WILLIAM	ST	HANTSPORT	51 WILLIAM ST	HANTSPORT	LAND MINING		3.51
45228467	51	WILLIAM	ST	HANTSPORT	51 WILLIAM ST	HANTSPORT	LAND MINING		2.21
45014057	5568	HIGHWAY 1		ST. CROIX	5568 HIGHWAY 1	LOT 89-1EB ST. CROIX	DWELLING GARAGE		1.24
45228665	57	ELLERSHOUSE	RD	ELLERSHOUSE	57 ELLERSHOUSE RD	LOT KB-1 ELLERSHOUSE			2.18
45044443	6	STATION	ST	HANTSPORT	6 STATION ST	LOT 2 HANTSPORT	COMMERCIAL/APT MIX UNITS		0.2
45204120	60	MORISON	DR	WENTWORTH CREEK	60 MORISON DR	LOT 14A-1 WENTWORTH CREEK	WAREHOUSE		0.55
45010857	60	PRIVILEGE	RD	ELLERSHOUSE	60 PRIVILEGE RD	ELLERSHOUSE	LAND		4.19
45294782	6000	HIGHWAY 14		GARLANDS CROSSING	6000 HIGHWAY 14	LOT RAC-4 GARLANDS CROSSING	RETAIL/OFFICE		2.24
45218690	61	MORISON	DR	WENTWORTH CREEK	61 MORISON DR	LOT 20 WENTWORTH CREEK	SERVICE		0.99
45005782	6219	HIGHWAY 1		ELLERSHOUSE	6219 HIGHWAY 1	ELLERSHOUSE	LAND DWELLING		3.81
45190097	6229	HIGHWAY 1		ELLERSHOUSE	6229 HIGHWAY 1	LOT F-1 ELLERSHOUSE	DWELLING SMALL BUSINESS		2.65
45366390	63	COLE	DR	GARLANDS CROSSING	63 COLE DR	LOT 4 GARLANDS CROSSING	HOTEL		1.95
45013364	6310	HIGHWAY 1		NEWPORT CORNER	6310 HIGHWAY 1	NEWPORT CORNER	LAND DWELLING BUILDINGS		2.45
45013356	6398	HIGHWAY 1		NEWPORT CORNER	6398 NO 1 HWY	NEWPORT CORNER	LAND MOBILE		34.71
45061199	671	COLLIER	RD	ARDOISE	671 COLLIER RD E	ARDOISE	LAND TELECOM		2.03
45229895	6729	HIGHWAY 215		CHEVERIE	6729 HIGHWAY 215	LOT LC-1 CHEVERIE	DWELLING BUILDINGS		2.1
45270865	7	COLE	DR	WINDSOR	7 COLE DR	LOT 1B WINDSOR	FAST FOOD		0.93
45199965	711	COLLIER	RD	ARDOISE	711 COLLIER RD E	ARDOISE	LAND		1.71
45193679	72	IVEY	LANE	WENTWORTH CREEK	72 IVEY LANE	PARCEL X WENTWORTH CREEK	TELECOM		0.33
45218708	73	MORISON	DR	WENTWORTH CREEK	73 MORISON DR	LOT 19 WENTWORTH CREEK	SERVICE		1
45025236	7493	HIGHWAY 1		ARDOISE	7493 HIGHWAY 1	ARDOISE	LAND TELECOM		2.45
45055522	75	TRECOTHIC	DR	WINDSOR	75 TRECOTHIC DR	WINDSOR	LAND INDUSTRIAL		3.45
45018595	76	IVEY	LANE	WENTWORTH CREEK	76 IVEY LANE	LOT 31 PORT WENTWORTH CREEK	GROW OPERATION		9.27
45148731	76	MORISON	DR	WENTWORTH CREEK	76 MORISON DR	LOT 14A-23 WENTWORTH CREEK	MUNICIPAL BLDG		1.38
45055597	79	CENTENNIAL	DR	WINDSOR	79 CENTENNIAL DR	WINDSOR	LAND WAREHOUSE		1.8
45100724	79	OLD HALIFAX	RD	THREE MILE PLAINS	79 OLD HALIFAX RD W	LOT G-4 THREE MILE PLAINS	DWELLING GARAGE		2.05
45001245	798	WINDSOR BACK	RD	THREE MILE PLAINS	798 WINDSOR BACK RD	THREE MILE PLAINS	LAND DWELLING BUILDING		0.18
45062221	8	PARK	DR	WINDSOR	8 PARK DR	LOT B-1 WINDSOR	SELF STORAGE		1.7
45044377	80	DUNLOP	RD	BROOKLYN	80 DUNLOP RD	BROOKLYN	LAND WAREHOUSE		3.27
45060266	80	ROBERT	DR	ARDOISE	80 ROBERT DR	LOT 20-18 ARDOISE	DWELLING SMALL BUSINESS		1.15
45206505	8061	HIGHWAY 1		ARDOISE	8061 HIGHWAY 1	LOT CA ARDOISE	DWELLING GARAGE		1.8
45061132	8105	HIGHWAY 14		BROOKLYN	8105 HIGHWAY 14	BROOKLYN	LAND		4.06
45055563	82	CENTENNIAL	DR	WINDSOR	82 CENTENNIAL DR	LOT J WINDSOR	WAREHOUSE		1.39
45002938	83	THREE MILE PLAINS CR	RD	THREE MILE PLAINS	83 THREE MILE PLAINS CR RD	THREE MILE PLAN	LAND DWELLING BUILDINGS GARAGE		3.84
45196698	834	WINDSOR BACK	RD	THREE MILE PLAINS	834 WINDSOR BACK RD	THREE MILE PLAINS	LAND INCORP FARM		15.72
45019601	853	HIGHWAY 215		BROOKLYN	853 HIGHWAY 215	LOT B BROOKLYN	WAREHOUSE		4.98
45227923	88	SANFORD	DR	WENTWORTH CREEK	88 SANFORD DR	LOT 30A-1 WENTWORTH CREEK	GROW OPERATION		2.24
45173804	8879	HIGHWAY 215		PEMBROKE	8879 HIGHWAY 215	PEMBROKE	LAND DWELLING BUILDINGS		39.24
45270840	9	COLE	DR	WINDSOR	9 COLE DR	LOT 2 WINDSOR	FAST FOOD		1.08
45283603	90	SANFORD	DR	WENTWORTH CREEK	90 SANFORD DR	LOT 24AC-1 WENTWORTH CREEK	INDUSTRIAL	90 SANFORD DR	3.1
45173598	9048	HIGHWAY 215		PEMBROKE	9048 HIGHWAY 215	PEMBROKE	LAND DWELLING BUILDINGS GARAGE		4.22
45262086	93	INDUSTRIAL	DR	WINDSOR	93 INDUSTRIAL DR	LOT JL-4 WINDSOR	AUTO SALES		2.02
45059730	93	CENTENNIAL	DR	WINDSOR	93 CENTENNIAL DR	WINDSOR	LAND SERVICE		1.31
45062114	98	CENTENNIAL	DR	WINDSOR	98 CENTENNIAL DR	LOT I WINDSOR	SERVICE		1.11
45201613	98	MORISON	DR	WENTWORTH CREEK	98 MORISON DR	LOT 13A WENTWORTH CREEK	SERVICE		1.48

Figure 5 – Windsor Residential Zones (Without Civic Numbers Assigned)

Figure 6 – Windsor Residential Development Permitted Only by DA (Without Civic Numbers Assigned)

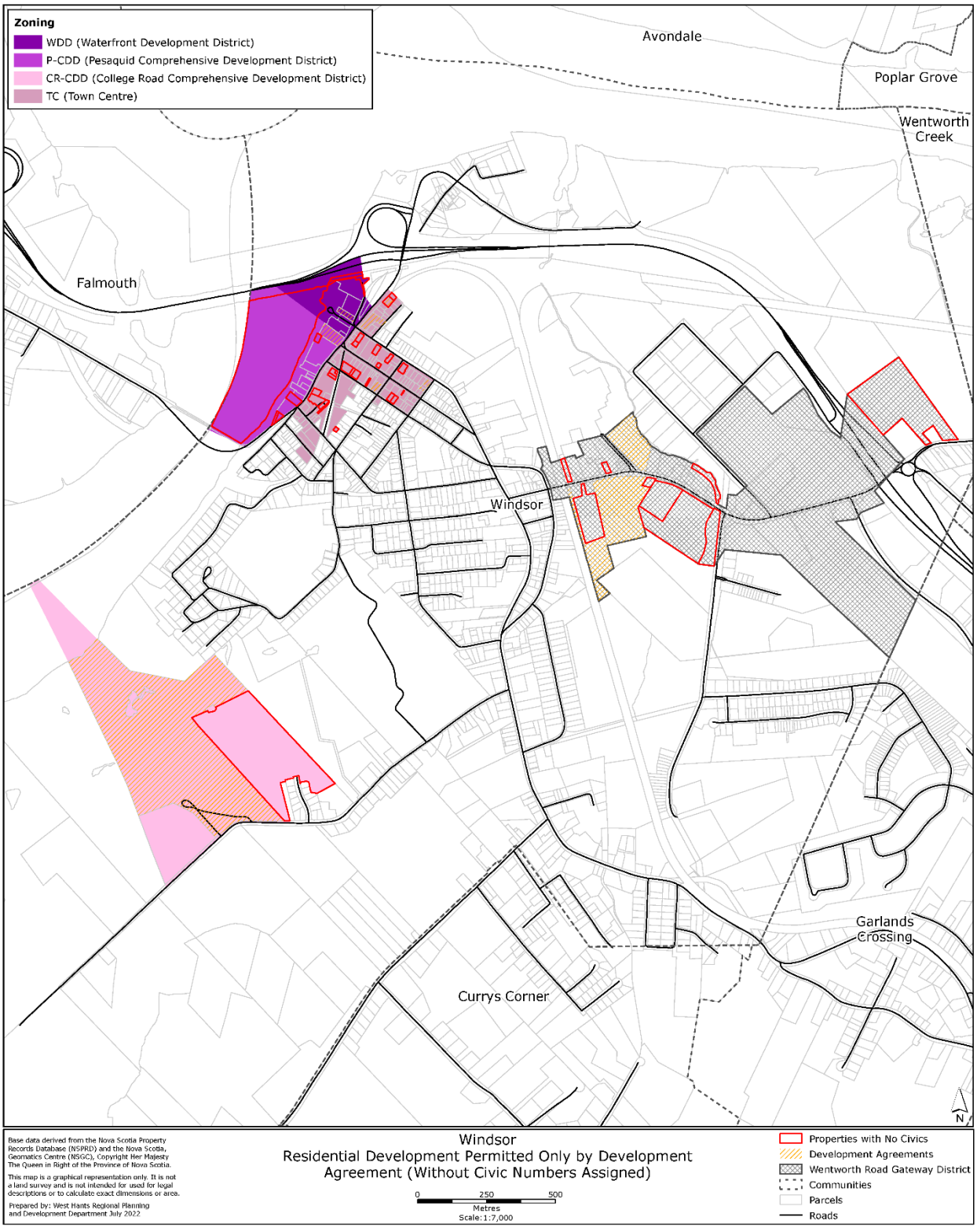
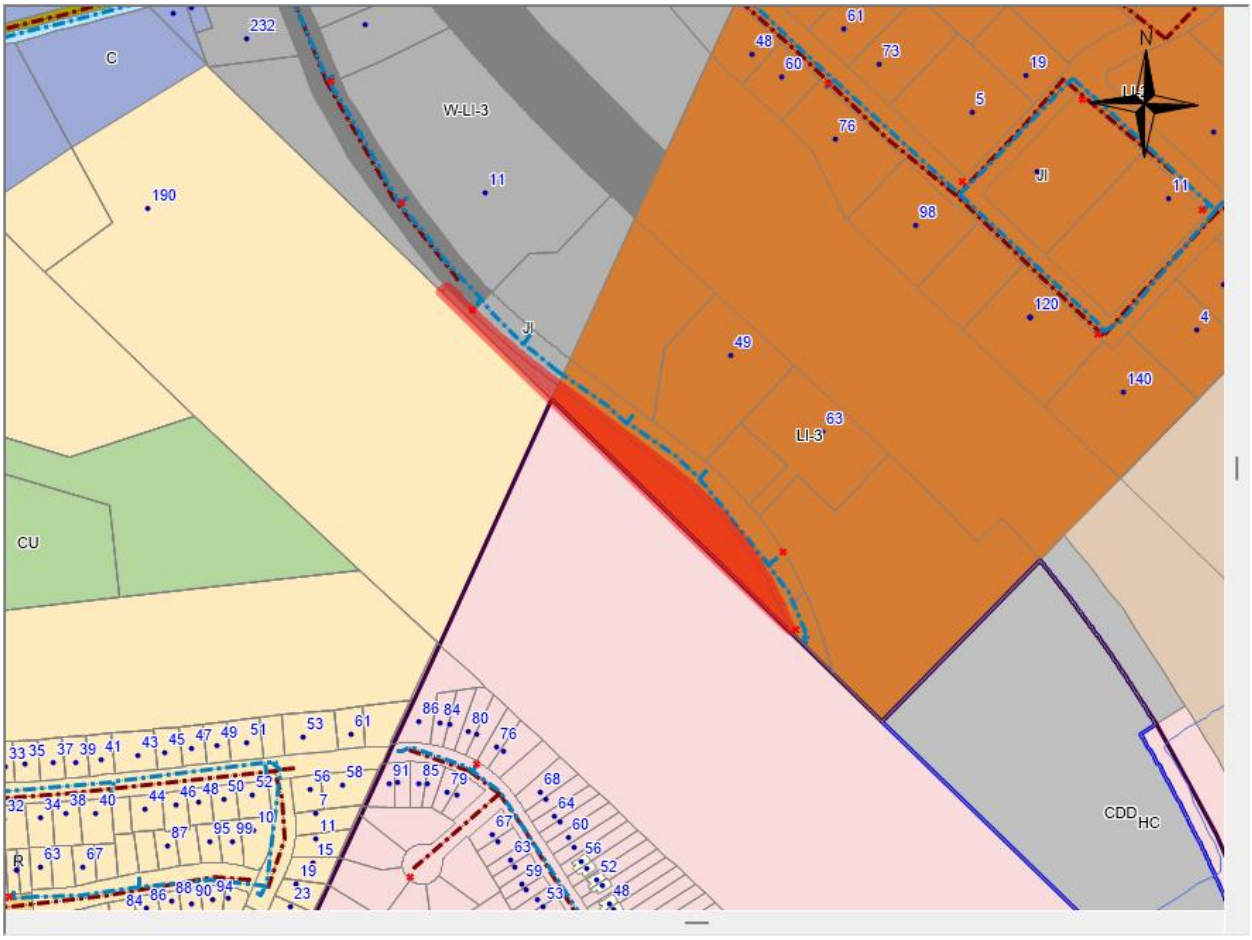


Figure 7 – Additional Property in Recommendation Context Map (PID 45366457)



Attachment C – Public Information Meeting Notes

October 13 - October 28, 2022

File 22-05: Cole Drive, Garlands Crossing/Windsor (PID 45366432) Windsor and West Hants Planning Document Amendments

Meeting date and time	A public information meeting was held on October 13, 2022 beginning at 6 p.m. The meeting was broadcast live on the Municipal Facebook page.
File Number	22-05
Attending	In attendance: One (1) Councillor: • Councillor Jim Ivey Four (4) members of staff: • Director LeMay • Planner Poirier • Planner Dunphy • Meeting Secretary Lake No members of the public were present for this meeting.
Applicant Darren Shupe, Brighter Community Planning on behalf of Mainland South Investments **Property** PID 45366432 Cole Drive, Windsor	Planner Dunphy outlined the application to allow a proposed development consisting of two 4-storey buildings in two parts by first amending both the Windsor and West Hants Municipal Planning Strategies and Land Use By-laws, then considering the proposal by development agreement.
Comments	Comments from the public could be submitted to Alex Dunphy by mail, e-mail and telephone between October 13 – October 28, 2022. No comments were received from the public.
Adjournment	The presentation portion of the PIM ended at approximately 6:10 p.m.

Appendix B - West Hants Regional Municipality Industrial Zone Inventory

Zoning

- M-1 (Resource Industrial)
- M-2 (Hamlet Industrial)
- LI (Local Industrial)
- LI-2 (Joint Industrial Type 2)
- LI-3 (Joint Industrial Type 3)
- M (Industrial)
- W-LI-1 (Light Industrial General)
- W-LI-2 (Light Industrial Type 2)
- W-LI-3 (Light Industrial Type 3)

West Hants

Pembroke
Cambridge
Walton
Bramber
Cheverie
Kempt Shore
Riverside
Cogmagun
Summerville
Lower Burlington
Mosherville
Centre Burlington
Scotch Village
Hantsport
Kings County
Hants Border
Upper Burlington
Mount Denson
Glooscap 35
Belmont
Woodville
Union Corner
Avondale
Bishopville
Poplar Grove
Ashdale
Falmouth
Mantua
McKay Section
Brooklyn
Wentworth Creek
Windsor
Sweets Corner
Greenhill
Garlands Crossing
Gypsum Mines
Currys Corner
Newport Corner
St. Croix
Upper Falmouth
Martock
Newport Station
Hillsvale
Three Mile Plains
Ardoise
Ellershouse
Leminster
Windsor Forks

N

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 July 2022

West Hants Regional Municipality Industrial Zones (Without Civic Numbers Assigned)

0 2,000 4,000
Metres
Scale: 1:65,000

- Properties with No Civics
- Municipal Boundary
- Communities
- Parcels
- Roads

PID	CIVNUMBER	STREET	ST_TYPE	CITY	LOC	ACRES	Total Industrial Land	650.22
45407897		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.07		
45388907		HIGHWAY 1	HWY	THREE MILE PLAINS	HIGHWAY 1 HWY THREE MILE PLAINS LAND GARAGE	0.13	Total Available Land	177.35
45379534						0.15		
45384302						0.15	Similar to subject lot	67.55
45364031		NO 101	HWY	FALMOUTH	NO 101 HWY FALMOUTH LAND RAILWAY	0.18		
45043668		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.18	Similar and near to sut	33.55
45048121		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.19		
45003167		THREE MILE PLAINS CROSS	RD	THREE MILE PLAINS	THREE MILE PLAINS CROSS RD LOT 1 PORT THREE MILE PLAINS	0.28		
45395514		IVEY	LANE	WENTWORTH CREEK	IVEY LANE LOT 28A WENTWORTH CREEK INDUSTRIAL	0.29		
45043684		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.29		
45015187		NO 1	HWY	NEWPORT STATION	NO 1 HWY NEWPORT STATION	0.3		
45359825						0.32		
45043692		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.32		
45003076		THREE MILE PLAINS CR	RD	THREE MILE PLAN	THREE MILE PLAINS CR RD LOT 3 THREE MILE PLAN	0.34		
45085909		WILLIAM	ST	HANTSPORT	WILLIAM ST PARCEL 4 HANTSPORT SHIP REPAIR	0.34		
45259744		MAPLE	AVE	ELLERSHOUSE	MAPLE AVE LOT ELLERSHOUSE	0.35		
45228137		WILLIAM	ST	HANTSPORT	WILLIAM ST PARCEL 4 HANTSPORT SHIP REPAIR	0.39		
45043676		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.42		
45043775		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	0.52		
45366408		COLE	DR	WINDSOR	COLE DR WINDSOR LAND INDUSTRIAL	0.59		
45199510		MOUNTAIN	RD	THREE MILE PLAINS	MOUNTAIN RD LOT JWM-1 THREE MILE PLAINS	0.62		
45044930		FOUNDRY	RD	HANTSPORT	FOUNDRY RD HANTSPORT LAND	0.7		
45203874		NO 1	HWY	ELLERSHOUSE	NO 1 HWY ELLERSHOUSE LAND	0.72		
45191749						0.73		
45055605		CENTENNIAL	DR	WINDSOR	CENTENNIAL DR WINDSOR LAND INDUSTRIAL	0.86		
45062205		LAGOON	DR	WINDSOR	LAGOON DR LOT D WINDSOR INDUSTRIAL	0.91		
45197803		MORISON	DR	WENTWORTH CREEK	MORISON DR LOT 12 WENTWORTH CREEK INDUSTRIAL	0.98		
45002508		NO 1	HWY	THREE MILE PLAINS	NO 1 HWY LOT HL-4A THREE MILE PLAINS BUILDING	0.98		
45209061		TRECOTHIC	DR	WINDSOR	TRECOTHIC DR LOT JL-1 WINDSOR	1.05		
45209053		TRECOTHIC	DR	WINDSOR	TRECOTHIC DR LOT JL-2 WINDSOR	1.09		
45413598						1.12		
45322419						1.13		
45062189		CENTENNIAL	DR	WINDSOR	CENTENNIAL DR LOT E WINDSOR INDUSTRIAL	1.21		
45347150		SANFORD	DR	WENTWORTH CREEK	SANFORD DR LOT H WENTWORTH CREEK INDUSTRIAL	1.27		
45228137		WILLIAM	ST	HANTSPORT	WILLIAM ST PARCEL 4 HANTSPORT SHIP REPAIR	1.38		
45413416		IVEY	LANE	WENTWORTH CREEK	IVEY LANE LOT 45A2 WENTWORTH CREEK INDUSTRIAL	1.4		
45248150		SANFORD	DR	WENTWORTH CREEK	SANFORD DR WENTWORTH CREEK LAND INDUSTRIAL	1.51		
45055282		COLE	DR	WINDSOR	COLE DR WINDSOR LAND	1.83		
45191731						2.22		
45062239		PARK	DR	WINDSOR	PARK DR LOT B WINDSOR INDUSTRIAL	2.34	Serviced	
45055548		PARK	DR	WINDSOR	PARK DR WINDSOR LAND SERVICE	2.68	Serviced	
45406030		HIGHWAY 14		WINDSOR FORKS	HIGHWAY 14 LOT B-1 WINDSOR FORKS	2.68		
45041910		NO 1	HWY	ARDOISE	NO 1 HWY LOT 1 ARDOISE	2.77		
45364080		STATION	LANE	FALMOUTH	STATION LANE FALMOUTH LAND	3.09	Serviced	
45002847		THREE MILE PLAINS CR	RD	THREE MILE PLAINS	106 THREE MILE PLAINS CR RD THREE MILE PLAINS LAND	3.21	Serviced	
45275344		NO 1	HWY	ARDOISE	NO 1 HWY LOT B ARDOISE	3.75		
45044948		FOUNDRY	RD	HANTSPORT	10 FOUNDRY RD HANTSPORT LAND SPORTS PARK	4.05	Serviced	
45366432		COLE	DR	WINDSOR	COLE DR LOT 1 & 2 WINDSOR INDUSTRIAL	4.29	Subject lot	
45333689		PRINCE	ST	HANTSPORT	PRINCE ST HANTSPORT LAND	4.71	Serviced	
45367281		DRESSER MINERALS	RD	PEMBROKE	DRESSER MINERALS RD PEMBROKE LAND	5.45		
45190378		MORISON	DR	WENTWORTH CREEK	MORISON DR LOT EFG WENTWORTH CREEK INDUSTRIAL	5.78	Serviced	
45333671		PRINCE	ST	HANTSPORT	PRINCE ST LOT CKF1995- HANTSPORT PULP & PAPER	6.1		
45282555		HIGHWAY 14		WINDSOR FORKS	HIGHWAY 14 LOT GSCP-1 WINDSOR FORKS INDUSTRIAL	6.45		
45366440		COLE	DR	GARLANDS CROSSING	COLE DR GARLANDS CROSSING LAND INDUSTRIAL	6.72	Serviced	
45013372		NO 1	HWY	NEWPORT CORNER	NO 1 HWY NEWPORT CORNER LAND	7.73		
45280088		OLD BROOKLYN	RD	THREE MILE PLAINS	OLD BROOKLYN RD BLOCK 1CD THREE MILE PLAINS	17.84	Serviced	
45367281		DRESSER MINERALS	RD	PEMBROKE	DRESSER MINERALS RD PEMBROKE LAND	18.47		
45075256		NO 101	HWY	WINDSOR	NO 101 HWY WINDSOR LAND WAREHOUSE	19.58		
45414489		GABRIEL	RD	FALMOUTH	GABRIEL RD LOT 1 FALMOUTH	22.15	Serviced	
45366010	0	WENTWORTH	RD	WINDSOR	WENTWORTH RD WINDSOR LAND SEE 01175904 (COUNTY)	1.5		
45190865	0	CENTENNIAL	DR	WINDSOR	CENTENNIAL DR WINDSOR LAND	1.29		
45200623	10	IVEY	LANE	WENTWORTH CREEK	10 IVEY LANE LOT 8A WENTWORTH CREEK WAREHOUSE	1.05		
45055514	101	INDUSTRIAL	DR	WINDSOR	101 INDUSTRIAL DR LOT JL-3 WINDSOR RETAIL/OFFICE	1.6		
45198421	103	MORISON	DR	WENTWORTH CREEK	103 MORISON DR LOT 14-15 WENTWORTH CREEK TRANS TERMINAL	2.25		
45293784	103	CENTENNIAL	DR	WINDSOR	103 CENTENNIAL DR LOT Z1-A WINDSOR WAREHOUSE	1.72		
45055571	104	CENTENNIAL	DR	WINDSOR	104 CENTENNIAL DR LOT H WINDSOR WAREHOUSE	1.06		
45230729	108	FALMOUTH BACK	RD	FALMOUTH	108 FALMOUTH BACK RD LOT BH-4 FALMOUTH SMALL BUSINESS	0.68		
45292653	11	COLE	DR	WINDSOR	11 COLE DR WINDSOR LAND GROCERY STORE	6.23		
45229481	11	IVEY	LANE	WENTWORTH CREEK	11 IVEY LANE LOT 16-17 WENTWORTH CREEK INDUSTRIAL	2.32		
45062106	112	CENTENNIAL	DR	WINDSOR	112 CENTENNIAL DR LOT G WINDSOR SERVICE	1.07		
45212552	12	BONNIE	LANE	NEWPORT STATION	12 BONNIE LANE PARCEL A PORT NEWPORT STATION DWELLING GARAGE	4.72		
45003084	12	THREE MILE PLAINS CROSS	RD	THREE MILE PLAINS	12 THREE MILE PLAINS CROSS RD LOT 2 THREE MILE PLAINS DWELLING	0.34		
45037173	12	STATION	LANE	FALMOUTH	12 STATION LANE LOT B FALMOUTH BULK STORAGE	0.6		
45201621	120	MORISON	DR	WENTWORTH CREEK	120 MORISON DR LOT 11 WENTWORTH CREEK WAREHOUSE	1.77		
45062171	120	CENTENNIAL	DR	WINDSOR	120 CENTENNIAL DR LOT F WINDSOR BOWLING	1.09		
45055621	125	CENTENNIAL	DR	WINDSOR	125 CENTENNIAL DR WINDSOR LAND INDUSTRIAL	0.79		
45059698	133	CENTENNIAL	DR	WINDSOR	133 CENTENNIAL DR WINDSOR LAND	5.35		
45198439	140	MORISON	DR	WENTWORTH CREEK	140 MORISON DR LOT 10 WENTWORTH CREEK POLICE	2.1		
45168143	140	OLD WALTON	RD	UP BURLINGTON	140 OLD WALTON RD LOT A UP BURLINGTON DWELLING SERVICE	3.38		
45191715	144	WILLIAMS	RD	ELLERSHOUSE	144 WILLIAMS RD LOT 2-Z ELLERSHOUSE DWELLING GARAGE	2.54		
45015179	15	OLD HALIFAX	RD	NEWPORT STATION	15 OLD HALIFAX RD E NEWPORT STATION LAND GARAGE	1.82		
45009990	15	MAPLE	AVE	ELLERSHOUSE	15 MAPLE AVE LOT 2 ELLERSHOUSE DWELLING GARAGE	0.5		
45075389	155	TOWN	RD	FALMOUTH	155 TOWN RD FALMOUTH CEMETERY BUILDING	6.29		
45193190	16	NELSON	ST	WENTWORTH CREEK	16 NELSON ST LOT 45A1 WENTWORTH CREEK WAREHOUSE	2.63		
45048196	16	STATION	ST	HANTSPORT	16 STATION ST LOT 1 HANTSPORT	3.35		
45213691	173	AYLWARD	RD	FALMOUTH	173 AYLWARD RD FALMOUTH LAND DWELLING BUILDING GARAGE	0.93		
45060027	1736	WENTWORTH	RD	NEWPORT STATION	1736 WENTWORTH RD NEWPORT STATION LAND INDUSTRIAL	12.65		
45008687	1879	WENTWORTH	RD	NEWPORT STATION	1879 WENTWORTH RD LOT 1&2 NEWPORT STATION DWELLING BUILDINGS GARAGE	1.21		
45169638	1888	BELMONT	RD	BELMONT	1888 BELMONT RD BELMONT LAND DWELLING BUILDING	2.03		
45202215	19	SANFORD	DR	WENTWORTH CREEK	19 SANFORD DR LOT 2 WENTWORTH CREEK TELECOM	0.83		
45246329	19	BONNIE	LANE	NEWPORT STATION	19 BONNIE LANE LOT 94-2A NEWPORT STATION DWELLING GARAGE	3.3		
45181609	197	NUNN	RD	SUMMERVILLE	197 NUNN RD SUMMERVILLE LAND DWELLING GARAGE	0.92		
45403946	1989	WENTWORTH	RD	NEWPORT STATION	1989 WENTWORTH RD LOT A NEWPORT STATION DINING	8.73		
45282076	199	MUSGRAVE	RD	SUMMERVILLE	199 MUSGRAVE RD LOT X SUMMERVILLE FORESTRY	10.73		
45044252	2	DAVISON	ST	HANTSPORT	2 DAVISON ST HANTSPORT LAND	0.22		
45274198	20	PARK	DR	WINDSOR	20 PARK DR LOT 1A WINDSOR INDUSTRIAL	2.95		
45341716	20	IVEY	LANE	WENTWORTH CREEK	20 IVEY LANE LOT 27A-07 WENTWORTH CREEK RESEARCH	5.92		
45056561	212	COLONIAL	RD	WINDSOR	212 COLONIAL RD WINDSOR LAND	17.42		
45347077	232	WENTWORTH	RD	WINDSOR	232 WENTWORTH RD LOT 5 WINDSOR GAS STATION	1.11		
45333150	24	STATION	LANE	FALMOUTH	24 STATION LANE LOT FW-1234 FALMOUTH WAREHOUSE	1.04		
45219797	244	WENTWORTH	RD	WINDSOR	244 WENTWORTH RD PARCEL TOW-1 WINDSOR	0.09		
45356011	255	WOODVILLE	RD	GREENHILL	255 WOODVILLE RD LOT MD-1 GREENHILL SMALL BUSINESS	3.27		
45016672	257	OLD HALIFAX	RD	THREE MILE PLAINS	257 OLD HALIFAX RD W THREE MILE PLAINS LAND SERVICE	14.1		

45213600	26	MORISON	DR	WINDSOR	26 MORISON DR	LOT 18 WINDSOR	RETAIL/OFFICE			0.72
45030285	273	TOWN	RD	FALMOUTH	273 TOWN RD	FALMOUTH	LAND INCORP FARM			34.98
45062213	29	PARK	DR	WINDSOR	29 PARK DR	LOT B-2 WINDSOR	SELF STORAGE			1.58
45405917	290	TOWN	RD	FALMOUTH	290 TOWN RD	FALMOUTH	LAND INCORP FARM			1.18
45405933	290	TOWN	RD	FALMOUTH	290 TOWN RD	FALMOUTH	LAND INCORP FARM			0.44
45030319	290	TOWN	RD	FALMOUTH	290 TOWN RD	FALMOUTH	LAND INCORP FARM			2.22
45055464	295	WENTWORTH	RD	WINDSOR	295 WENTWORTH RD	LOT 2 WINDSOR	TELECOM			12.47
45062197	3	LAGOON	DR	WINDSOR	3 LAGOON DR	WINDSOR	SEWAGE/WATER TREATMENT FACILITIES			14.29
45000387	3	BOWMAN	RD	GARLANDS CROSSING	3 BOWMAN RD	GARLANDS CROSSING	LAND WAREHOUSE			0.19
45056447	368	NESBITT	ST	WINDSOR	368 NESBITT ST	WINDSOR	LAND RES/COM MIX			4.87
45025624	37	BEECH BROOK	RD	ARDOISE	37 BEECH BROOK RD	ARDOISE	LAND DWELLING GARAGE			2
45294907	37	MORISON	DR	WINDSOR	37 MORISON DR	LOT 1A WINDSOR	RETAIL/OFFICE			0.87
45030442	380	TOWN	RD	FALMOUTH	380 TOWN RD	LOT A1 FALMOUTH	DWELLING BUILDINGS			1.04
45406063	3891	HIGHWAY 14		WINDSOR FORKS	3891 HIGHWAY 14	LOT B-4 WINDSOR FORKS	INDUSTRIAL			4.09
45406055	3899	HIGHWAY 14		WINDSOR FORKS	3899 HIGHWAY 14	LOT B-3 WINDSOR FORKS	INDUSTRIAL			0.93
45406048	3901	HIGHWAY 14		WINDSOR FORKS	3901 HIGHWAY 14	LOT B-2 WINDSOR FORKS	DWELLING BUILDING			1.13
45067923	4	IVEY	LANE	WENTWORTH CREEK	4 IVEY LANE	LOT 9 WENTWORTH CREEK	OFFICE BUILDING			1.26
45003019	40	THREE MILE PLAINS CROSS	RD	THREE MILE PLAINS	40 THREE MILE PLAINS CROSS RD	THREE MILE PLAINS	LAND DWELLING SMALL BUSINESS			1.28
45293743	41	MORISON	DR	WINDSOR	41 MORISON DR	LOT B WINDSOR	SERVICE			1.07
45033958	41	BEN JACKSON	RD	HANTS BORDER	41 BEN JACKSON RD	LOT MH-2 HANTS BORDER	DWELLINGS SMALL BUSINESS	41 BEN JACKSON RD		4.37
45055555	43	TRECOTHIC	DR	WINDSOR	43 TRECOTHIC DR	LOT A WINDSOR	WAREHOUSE			1.55
45003126	4307	HIGHWAY 1		THREE MILE PLAINS	4307 HIGHWAY 1	THREE MILE PLAINS	LAND DWELLING			0.13
45249307	4436	HIGHWAY 1		THREE MILE PLAINS	4436 HIGHWAY 1	LOT HL-2 POR THREE MILE PLAINS	DWELLING			0.45
45272754	45	MORISON	DR	WENTWORTH CREEK	45 MORISON DR	LOT C-1 WENTWORTH CREEK	ANIMAL CLINIC			1.92
45059706	46	PARK	DR	WINDSOR	46 PARK DR	WINDSOR	LAND WAREHOUSE			4.77
45044237	46	WILLIAM	ST	HANTSPORT	46 WILLIAM ST	HANTSPORT	LAND DWELLING			0.73
45043759	46	PRINCE	ST	HANTSPORT	46 PRINCE ST	HANTSPORT	LAND			0.62
45173382	471	DRESSER MINERALS	RD	PEMBROKE	471 DRESSER MINERALS RD	PEMBROKE	LAND MINING			7.45
45014461	48	MORISON	DR	WENTWORTH CREEK	48 MORISON DR	LOT 15 WENTWORTH CREEK	INDUSTRIAL			1.2
45017365	49	DUNLOP	RD	BROOKLYN	49 DUNLOP RD	LOT H-1 BROOKLYN	SERVICE			0.63
45059714	49	CENTENNIAL	DR	WINDSOR	49 CENTENNIAL DR	LOT K WINDSOR	WAREHOUSE			1.97
45394913	49	COLE	DR	GARLANDS CROSSING	49 COLE DR	LOT 3 GARLANDS CROSSING	OFFICE BUILDING			2.36
45044328	49	WILLIAM	ST	HANTSPORT	49 WILLIAM ST	HANTSPORT	LAND			0.29
45200631	5	SANFORD	DR	WENTWORTH CREEK	5 SANFORD DR	LOT 1-A1 WENTWORTH CREEK	WAREHOUSE			1.88
45333648	5	STATION	ST	HANTSPORT	5 STATION ST	LOT 1-01 HANTSPORT	WAREHOUSE			0.47
45234929	5	DAVISON	ST	HANTSPORT	5 DAVISON ST	LOT 1 HANTSPORT	PULP & PAPER			0.21
45234937	5	DAVISON	ST	HANTSPORT	5 DAVISON ST	LOT 1 HANTSPORT	PULP & PAPER			7.56
45044286	5	DAVISON	ST	HANTSPORT	5 DAVISON ST	LOT 1 HANTSPORT	PULP & PAPER			0.22
45044278	5	DAVISON	ST	HANTSPORT	5 DAVISON ST	LOT 1 HANTSPORT	PULP & PAPER			0.37
45228467	51	WILLIAM	ST	HANTSPORT	51 WILLIAM ST	HANTSPORT	LAND MINING			2.57
45044310	51	WILLIAM	ST	HANTSPORT	51 WILLIAM ST	HANTSPORT	LAND MINING			13.78
45228467	51	WILLIAM	ST	HANTSPORT	51 WILLIAM ST	HANTSPORT	LAND MINING			3.51
45228467	51	WILLIAM	ST	HANTSPORT	51 WILLIAM ST	HANTSPORT	LAND MINING			2.21
45014057	5568	HIGHWAY 1		ST. CROIX	5568 HIGHWAY 1	LOT 89-1EB ST. CROIX	DWELLING GARAGE			1.24
45228665	57	ELLERSHOUSE	RD	ELLERSHOUSE	57 ELLERSHOUSE RD	LOT KB-1 ELLERSHOUSE				2.18
45044443	6	STATION	ST	HANTSPORT	6 STATION ST	LOT 2 HANTSPORT	COMMERCIAL/APT MIX UNITS			0.2
45204120	60	MORISON	DR	WENTWORTH CREEK	60 MORISON DR	LOT 14A-1 WENTWORTH CREEK	WAREHOUSE			0.55
45010857	60	PRIVILEGE	RD	ELLERSHOUSE	60 PRIVILEGE RD	ELLERSHOUSE	LAND			4.19
45294782	6000	HIGHWAY 14		GARLANDS CROSSING	6000 HIGHWAY 14	LOT RAC-4 GARLANDS CROSSING	RETAIL/OFFICE			2.24
45218690	61	MORISON	DR	WENTWORTH CREEK	61 MORISON DR	LOT 20 WENTWORTH CREEK	SERVICE			0.99
45005782	6219	HIGHWAY 1		ELLERSHOUSE	6219 HIGHWAY 1	ELLERSHOUSE	LAND DWELLING			3.81
45190097	6229	HIGHWAY 1		ELLERSHOUSE	6229 HIGHWAY 1	LOT F-1 ELLERSHOUSE	DWELLING SMALL BUSINESS			2.65
45366390	63	COLE	DR	GARLANDS CROSSING	63 COLE DR	LOT 4 GARLANDS CROSSING	HOTEL			1.95
45013364	6310	HIGHWAY 1		NEWPORT CORNER	6310 HIGHWAY 1	NEWPORT CORNER	LAND DWELLING BUILDINGS			2.45
45013356	6398	HIGHWAY 1		NEWPORT CORNER	6398 NO 1 HWY	NEWPORT CORNER	LAND MOBILE			34.71
45061199	671	COLLIER	RD	ARDOISE	671 COLLIER RD E	ARDOISE	LAND TELECOM			2.03
45229895	6729	HIGHWAY 215		CHEVERIE	6729 HIGHWAY 215	LOT LC-1 CHEVERIE	DWELLING BUILDINGS			2.1
45270865	7	COLE	DR	WINDSOR	7 COLE DR	LOT 1B WINDSOR	FAST FOOD			0.93
45199965	711	COLLIER	RD	ARDOISE	711 COLLIER RD E	ARDOISE	LAND			1.71
45193679	72	IVEY	LANE	WENTWORTH CREEK	72 IVEY LANE	PARCEL X WENTWORTH CREEK	TELECOM			0.33
45218708	73	MORISON	DR	WENTWORTH CREEK	73 MORISON DR	LOT 19 WENTWORTH CREEK	SERVICE			1
45025236	7493	HIGHWAY 1		ARDOISE	7493 HIGHWAY 1	ARDOISE	LAND TELECOM			2.45
45055522	75	TRECOTHIC	DR	WINDSOR	75 TRECOTHIC DR	WINDSOR	LAND INDUSTRIAL			3.45
45018595	76	IVEY	LANE	WENTWORTH CREEK	76 IVEY LANE	LOT 31 PORT WENTWORTH CREEK	GROW OPERATION			9.27
45148731	76	MORISON	DR	WENTWORTH CREEK	76 MORISON DR	LOT 14A-23 WENTWORTH CREEK	MUNICIPAL BLDG			1.38
45055597	79	CENTENNIAL	DR	WINDSOR	79 CENTENNIAL DR	WINDSOR	LAND WAREHOUSE			1.8
45100724	79	OLD HALIFAX	RD	THREE MILE PLAINS	79 OLD HALIFAX RD W	LOT G-4 THREE MILE PLAINS	DWELLING GARAGE			2.05
45001245	798	WINDSOR BACK	RD	THREE MILE PLAINS	798 WINDSOR BACK RD	THREE MILE PLAINS	LAND DWELLING BUILDING			0.18
45062221	8	PARK	DR	WINDSOR	8 PARK DR	LOT B-1 WINDSOR	SELF STORAGE			1.7
45044377	80	DUNLOP	RD	BROOKLYN	80 DUNLOP RD	BROOKLYN	LAND WAREHOUSE			3.27
45060266	80	ROBERT	DR	ARDOISE	80 ROBERT DR	LOT 20-18 ARDOISE	DWELLING SMALL BUSINESS			1.15
45206505	8061	HIGHWAY 1		ARDOISE	8061 HIGHWAY 1	LOT CA ARDOISE	DWELLING GARAGE			1.8
45061132	8105	HIGHWAY 14		BROOKLYN	8105 HIGHWAY 14	BROOKLYN	LAND			4.06
45055563	82	CENTENNIAL	DR	WINDSOR	82 CENTENNIAL DR	LOT J WINDSOR	WAREHOUSE			1.39
45002938	83	THREE MILE PLAINS CR	RD	THREE MILE PLAINS	83 THREE MILE PLAINS CR RD	THREE MILE PLAN	LAND DWELLING BUILDINGS GARAGE			3.84
45196698	834	WINDSOR BACK	RD	THREE MILE PLAINS	834 WINDSOR BACK RD	THREE MILE PLAINS	LAND INCORP FARM			15.72
45019601	853	HIGHWAY 215		BROOKLYN	853 HIGHWAY 215	LOT B BROOKLYN	WAREHOUSE			4.98
45227923	88	SANFORD	DR	WENTWORTH CREEK	88 SANFORD DR	LOT 30A-1 WENTWORTH CREEK	GROW OPERATION			2.24
45173804	8879	HIGHWAY 215		PEMBROKE	8879 HIGHWAY 215	PEMBROKE	LAND DWELLING BUILDINGS			39.24
45270840	9	COLE	DR	WINDSOR	9 COLE DR	LOT 2 WINDSOR	FAST FOOD			1.08
45283603	90	SANFORD	DR	WENTWORTH CREEK	90 SANFORD DR	LOT 24AC-1 WENTWORTH CREEK	INDUSTRIAL	90 SANFORD DR		3.1
45173598	9048	HIGHWAY 215		PEMBROKE	9048 HIGHWAY 215	PEMBROKE	LAND DWELLING BUILDINGS GARAGE			4.22
45262086	93	INDUSTRIAL	DR	WINDSOR	93 INDUSTRIAL DR	LOT JL-4 WINDSOR	AUTO SALES			2.02
45059730	93	CENTENNIAL	DR	WINDSOR	93 CENTENNIAL DR	WINDSOR	LAND SERVICE			1.31
45062114	98	CENTENNIAL	DR	WINDSOR	98 CENTENNIAL DR	LOT I WINDSOR	SERVICE			1.11
45201613	98	MORISON	DR	WENTWORTH CREEK	98 MORISON DR	LOT 13A WENTWORTH CREEK	SERVICE			1.48

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: _____
Alex Dunphy, Planner

Date: January 24th, 2023

Subject: 394 Greenhill Road, Greenhill PID 45118502 – Development Agreement; File #22-21B

LEGISLATIVE AUTHORITY

Municipal Government Act Section 230

RECOMMENDATION

If Council wishes to approve the development agreement following the Public Hearing, the following motion would be in order:

… that Council gives Second Reading and approves entering into a development agreement to allow a heavy truck and equipment repair shop at 394 Greenhill Road, Greenhill (PID 45118502) which is substantively the same as the agreement set out in Appendix B of the report File #22-21B dated January 24, 2023.

… that Council requires that the development agreement with Jeff Brown & Erika Rice for 394 Greenhill Road, Greenhill (PID 45118502) be signed within 120 days from the date of final approval by Council or the date that any appeals have been disposed of; otherwise this approval will be void and obligations arising hereunder shall be at an end.

BACKGROUND

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

The completed application was submitted by Jeff Brown and Erika Rice on September 6th, 2022 to permit a heavy truck and equipment repair shop by development agreement at 394 Greenhill Road, Greenhill (PID 45118502).

DISCUSSION

A Public Information Meeting was held on October 13th, 2022.

The public comment period ended on October 28th, 2022 with no comments received from the public.

On November 10th, 2022, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A).

During the November 10th meeting, PAC/HAC recommended in favour of the application.

On November 22nd, 2022, staff presented the PAC/HAC recommendation to Council for First Reading (Appendix A).

During the November 22nd meeting, Council had requested that a restriction on dynamometers be included in the development agreement. Staff have updated the development agreement to reflect that request (Appendix B).

NEXT STEPS

The proposed development agreement has been considered based on the West Hants Municipal Planning Strategy and has proven consistent with the intent, objectives, and policies of the Planning Strategy. As a result, it is reasonable to consider permitting a heavy truck and equipment repair shop by development agreement.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

In response to the application, Council may decide to:

- approve the amendment as drafted or as specifically revised by direction of Council; or
- provide alternative direction such as requesting further information on a specific topic.

APPENDICIES

Appendix A	2022-11-10 Staff Report - 394 Greenhill Road, Greenhill PID 45118502 – Development Agreement; File #22-21

Appendix B Updated Development Agreement

CHIEF ADMINISTRATIVE OFFICER REVIEW

The planner has noted that the development agreement (DA) application is in alignment with the current planning strategy and intent. The standard public feedback process has been conducted. Language in the DA associated with parking, open storage and maintenance of property, which has risen as points of conflict between neighbors with existing DAs, appear to be more detailed. I am not aware of existing large-scale dynamometers currently being used for the servicing of heavy truck and repairs but as with a recent DA application this may be an addition for Council's consideration.

I support the recommendation.

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Report Approved by:

Mark Phillips, Chief Administrative Officer

Appendix A – 2022-11-10 Staff Report - 394 Greenhill Road, Greenhill PID 45118502 – Development Agreement; File #22-21

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____
Alex Dunphy, Planner

Date: November 10th, 2022

Subject: 394 Greenhill Road, Greenhill PID 45118502 – Development Agreement; File #22-21

LEGISLATIVE AUTHORITY

Municipal Government Act Section 230

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 entering into a development agreement to allow a heavy truck and equipment repair shop at 394 Greenhill Road, Greenhill (PID 45118502) which is substantively the same as the draft set out in Attachment B of the report File #22-21 to the Planning and Heritage Advisory Committee dated November 10, 2022.

…that PAC/HAC recommends that Council require that the development agreement with Jeff Brown & Erika Rice for 394 Greenhill Road, Greenhill (PID 45118502) be signed within 120 days from the date of final approval by Council or the date that any appeals have been disposed of; otherwise this approval will be void and obligations arising hereunder shall be at an end.

BACKGROUND

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

The completed application was submitted by Jeff Brown and Erika Rice on September 6th, 2022 to permit a heavy truck and equipment repair shop by development agreement at 394 Greenhill Road, Greenhill (PID 45118502).

Surrounding Context

All properties surrounding the subject lot are designated Agriculture and zoned Agricultural Priority Two (AR-2). Lands to the south, east, and west appear to be wooded lots with sparse residential uses. Lands to the north appear to be cleared field with a single residential use.

DISCUSSION

The subject lot is currently designated Agriculture on the Generalized Future Land Use Map (GFLUM) of the West Hants Municipal Planning Strategy (MPS) (Figure 1). The subject lot is zoned Agricultural Priority Two (AR-2) on Schedule A of the West Hants Land Use By-law (LUB) (Figure 2).

Municipal Planning Strategy Document Review

Policy 8.9.4 is the primary enabling policy to be considered for this application. This policy provides Council with the ability to consider new non-resource uses from the Resource Industrial (M-1) zone by development agreement. The Policy also includes criteria which must be met by the proposed development. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria since:

- the agrologist report concludes that the subject lot has limitations for agricultural production and is not well suited for future agricultural development;
- the proposed use will not compromise the agricultural character of the area or the operation of existing agricultural operations;
- The Area Manager from the Nova Scotia Department of Public Works had no concerns regarding roadway access or traffic generation; and
- the design, hours of operation, and on-site parking are suitable for the proposed use.

Policy 8.6.1 provides the criteria which must be met by an agrologist report in order to permit the consideration of rezoning a lot for non-farm development. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria since:

- the subject lot exhibits constraints with regard to agriculture including stoniness, steepness of slope, depth of soil, and plot size;
- the author of the report is a professional agrologist who performed a site visit;
- the report includes a site plan showing the study area; and
- the report identifies site features and reasons that the subject lot would not be productive agricultural land.

Policy 16.3.1 establishes the general criteria that all amendments to the Windsor Land Use By-law must meet. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria as:

- the proposal is not considered premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated; and
- the Fire Chief, Development Officer, Manager of Building and Fire Inspection Services, Municipal Engineering Technologist, and Area Manager of the Nova Scotia Department of Public Works have no concerns which have not been addressed in this report.

NEXT STEPS

Discussion from PAC will be incorporated into the report and presentation to Council.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

The Planning and Heritage Advisory Committee (PAC/HAC) may:

- 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
Attachment A	Policy Summary for Development Agreement
Attachment B	Draft Development Agreement
Attachment C	Public Information Meeting Notes
Attachment D	Agrologist Report

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Figure 1 – West Hants GFLUM Extract

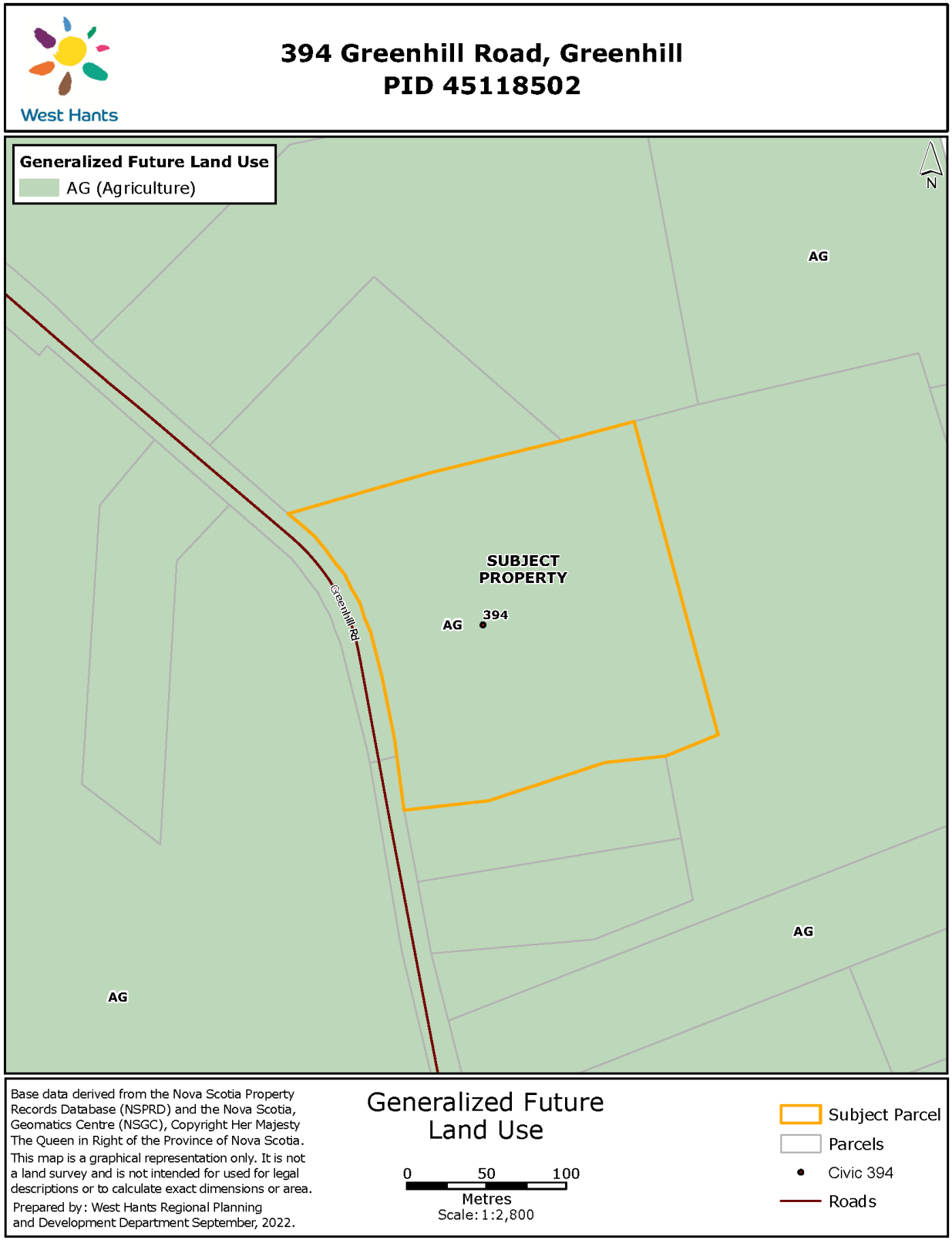
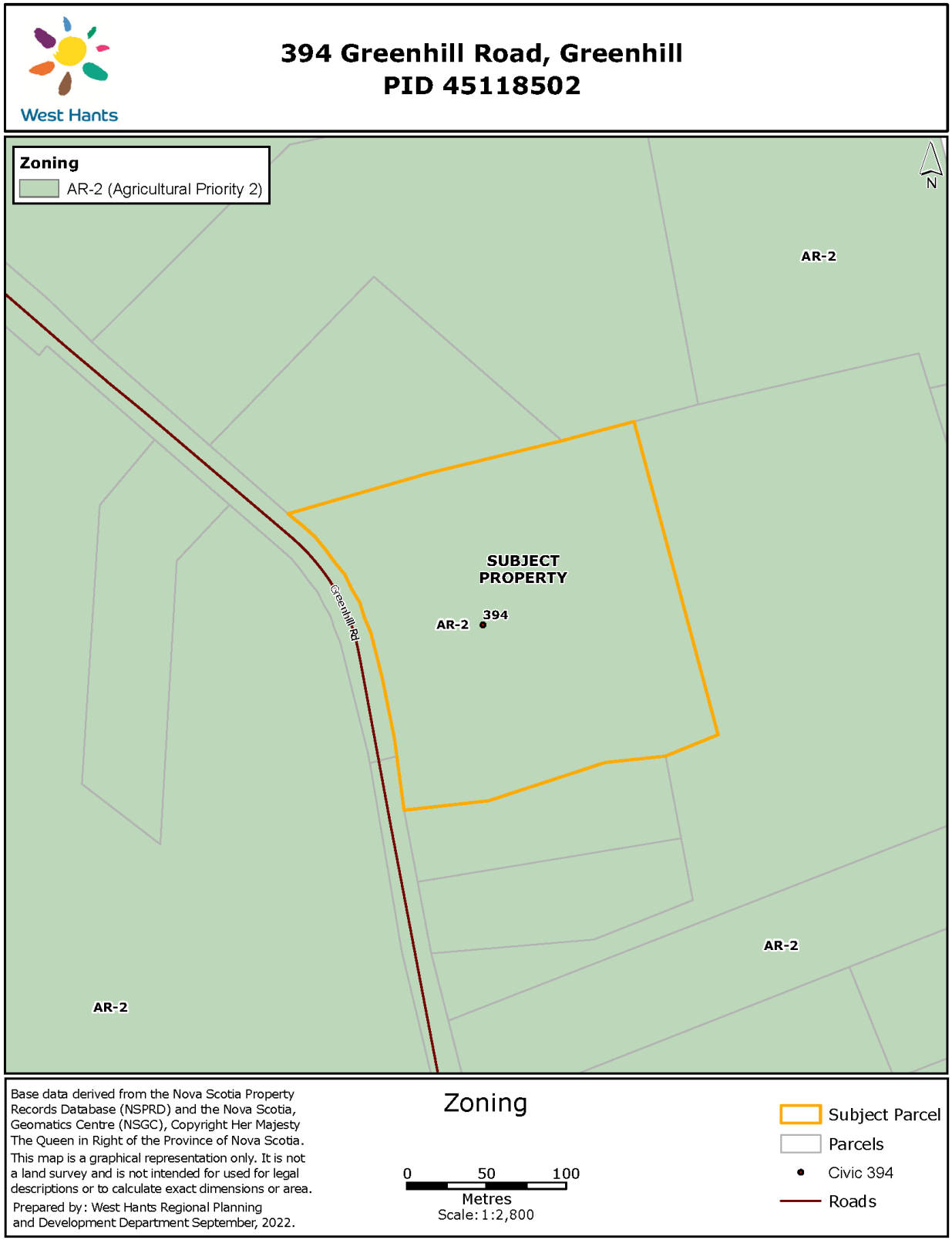


Figure 2 – West Hants Zoning Map Extract



Attachment A – Policy Summary for Development Agreement

Policy 8.9.4 *It shall be the intention of Council to consider new non-resource Rural Commercial (RC), Recreation Commercial (RecC), Resource Industrial (M-1) or Open Space (OS) uses in the AR-2 zone by development agreement subject to the following:*	
(a) the development site has been determined to have little or no agricultural capability in accordance with Policy 8.6.1;	The agrologist report listed as Attachment D concludes that the subject lot has limitations for agricultural production and is not well suited for future agricultural development.
(b) the proposed use will not compromise or adversely affect the operation or integrity of existing agricultural operations;	As part of the agrologist report, the agrologist consulted neighbouring farms and neither noted any concerns. The proposed use will not affect neighbouring farms.
(c) the predominant agricultural character of the area will not be adversely affected;	The proposed use will be developed on a previously infilled lot which has not affected any agricultural uses.
(d) adequate separation distances and buffering between agricultural and non-agricultural uses can be provided;	The subject lot has sufficient space to maintain setbacks from surrounding properties. The Development Officer noted that a minimum setback of 40 ft from all property lines is recommended and included in the development agreement.
(e) the use is not one which, because of its size or nature, would be more appropriately located in a Growth Centre, Village or Hamlet;	The proposed use is appropriate in terms of scale and usage for the location.
(f) safe and efficient roadway access is provided;	The Area Manager from the Nova Scotia Department of Public Works had no concerns regarding the roadway access for the subject lot.
(g) adequate on-site parking is provided;	The West Hants Land Use By-law specifies the minimum number of parking spaces required for a use. Using the calculation for parking requirements in Clause 5.31 (a) of the West Hants Land Use By-law, staff request that a minimum of five (5) parking spaces be included in the draft development agreement for the heavy truck and equipment repair shop to ensure the shop can provide adequate on-site parking.

(h) the development is compatible with adjacent land uses with respect to:	
(i) traffic generation and traffic safety;	The Area Manager from the Nova Scotia Department of Public Works had no concerns regarding the generation of traffic or traffic safety.
(ii) hours of operation;	The applicant contacted neighbouring properties and informed the owners of the proposed development and hours of operation. No concerns were raised from those interactions, so standard operating hours will be outlined in the development agreement as 7:00 am to 7:00 pm Monday to Saturday.
(iii) size and design of building(s);	The proposed building footprint is 60 ft. by 80 ft. with two bay doors and wall height of 16 ft. The applicant would like to perform maintenance and repair on larger vehicles and equipment. This building would be appropriate in terms of size and design for the proposed use.
(iv) signage; and	Any signage will need to meet the requirements of the West Hants Land Use By-law.
(v) pedestrian circulation and safety;	There are no existing sidewalks on Greenhill Road. Based on the proposed use, it is unlikely that individuals will walk to or from the subject lot.
(i) any other matter which may be addressed in a development agreement;	All matters are addressed.
(j) Policy 16.3.1.	Refer to Policy 16.3.1 summary.
Policy 8.6.1 *It shall be the policy of Council to consider certain non-farm development, pursuant to the relevant specific policies of this Part, on land within the Agricultural designation that has been determined to have little or no agricultural capability. A determination of agricultural capability shall be based on the following:*	
(a) 90 percent or more of the development site is an existing or abandoned resource extraction site such as a sand pit, gravel pit or quarry for which a permit for extraction has been issued by the Province of Nova Scotia. The resource extraction must have	N/A

been existing or abandoned prior to the effective date of this Strategy; or	
(b) if not a resource extraction site, a study has been prepared by a professional agrologist, at the expense of the applicant, which concludes that the proposed development will not adversely affect the viability of surrounding agricultural operations and:	
(i) 90 percent or more of the development site has soils defined as Class 4 or lower capability for agriculture; or	N/A
(ii) the soils have a capability for agriculture rating better than Class 4, but 90 percent or more of the development site exhibits severe limitations for agricultural use because of slope, stoniness, salinity, wetness, permeability, depth of soils, size of parcel or proximity to non-farm buildings;	The land is rated as Canada Land Inventory (CLI) Class 3 or lower but has constraints which limit the use of the land for agriculture. There are limitations in the site which influence the viability for agricultural production including stoniness, steep slope, depth of soil, and plot size. The lot is not in agricultural production and would not result in a loss of production based on the proposed use.
(c) the study shall:	
(i) be prepared by a registered full member of the Nova Scotia Institute of Agrologists;	A report was received from Yvonne Thyssen-Post, who is a Professional Agrologist recognized by the Nova Scotia Institute of Agrologists.
(ii) require a site inspection by the agrologist;	A site visit was conducted on August 16th, 2022 by Yvonne Thyssen-Post.
(iii) specify the method used, consistent with the C.L.I. classification methodology, to determine soil capability for agriculture;	The Canadian Land Classification system was designed for regional level classification. The agrologist's report did not reclassify the land, but instead identified key characteristics of agricultural production capability which determine whether the subject lot is suitable.
(iv) identify any major site features or characteristics which influence or determine soil capability including, but not limited to, slope, soil texture, stoniness, wetness, salinity, permeability, and depth of soils;	Refer to the Study Criteria section in Attachment D.
(v) include a site plan illustrating the area studied and any relevant site features;	Included within Attachment D.

(vi) identify reasons why the use would be compatible with, or not adversely affect, area farms. Reference should be made to the following where applicable: site and locational constraints; infilling between existing non-farm development; logical extension of existing non-farm development; special use with special locational requirements; current pattern of development; parcel size and shape; surrounding land uses; context within which the parcel fits into the farming area; viability of the parcel and remnant for farming; and existing, past and future use of the parcel and remnant;	The proposed use is compatible with the surrounding agricultural uses as there is sufficient buffering from the neighbouring farms. The farm owners were also consulted as part of the agrologist report and both stated that the proposed use would have no impact on their existing operations.
(vii) indicate the implications of letting the parcel go out of agricultural production; and	The subject lot has not been in agricultural production prior to this request. The lot is insignificant and would not be useful to neighbouring farms for agricultural production.
(viii) indicate the implications of fragmenting the land.	Fragmentation of the subject will not affect the capability of agricultural production on the lot.

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:*	
(a) whether the proposal is considered premature or inappropriate in terms of:	
(i) the adequacy of sewer and water services;	The Public Works Department confirmed that there are no municipal services on the subject lot. Any on-site services must meet the requirements of the Nova Scotia Department of Environment and Climate Change.
(ii) the adequacy of school facilities;	N/A
(iii) the adequacy of fire protection and other emergency services;	The local Fire Chief has stated that there is adequate fire protection for the proposed use. The Manager of Building and Fire Inspection Services had no issues with fire protection but recommended at least a 26 ft. setback for the side yard.

(iv) the adequacy of road networks adjacent to, or leading to the development; and	The Area Manager from the Nova Scotia Department of Public Works had no concerns regarding the road networks adjacent or leading to the development.
(v) the financial capacity of the Municipality to absorb any costs relating to the development.	There are no anticipated costs to the Municipality regarding this development.
(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;	Any on-site services must meet the requirements of the Nova Scotia Department of Environment and Climate Change.
(c) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;	The Area Manager from the Nova Scotia Department of Public Works had no concerns regarding movement suitability on the subject lot.
(d) the adequacy of the dimensions and shape of the lot for the intended use;	The Development Officer commented that the proposed use should not be located closer than 40 ft from any property line. The subject lot is suitable for this recommendation.
(e) the pattern of development which the proposal might create;	The heavy truck and equipment repair shop is proposed to be located on a lot that is surrounded by forested area and the home of the applicant. Although the surrounding area is designated Agriculture and zoned Agricultural Priority Two (AR-2) it is not anticipated that this proposed use will interfere with the pattern of development.
(f) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses, wetlands, and susceptibility of flooding;	See Attachment D.
(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 relevant matters have been addressed in this report.

Attachment B – Draft Development Agreement

DEVELOPMENT AGREEMENT

THIS AGREEMENT made this day of , 2022.

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 -

Jeff Brown and Erika Rice, of 394 Greenhill Road, Greenhill, in the County of Hants, Province of Nova Scotia,

(Hereinafter referred to as the "Owners")

OF THE SECOND PART

WHEREAS the Owners are the registered owners of a parcel of land located at 394 Greenhill Road (PID 45118502) hereinafter referred to as the "Property", which lands are more particularly described in Schedule A attached hereto; and

WHEREAS the Property is designated Agriculture on the Generalized Future Land Use Map of the West Hants Municipal Planning Strategy (June 26, 2008) (the "Municipal Planning Strategy") and

zoned Agricultural Priority Two (AR-2) on the Zoning Map of the West Hants Land Use By-law (June 26, 2008) (the "Land Use By-law")*;* and

WHEREAS the Owners have requested that the Municipality enter into a development agreement to permit a Heavy Truck and Equipment Repair Shop on the Property (the "Development") and Section 6.1 (s) of the Land Use By-law enables Council to consider a development agreement for heavy equipment sales and service as it is a listed permitted use in the Resource Industrial (M-1) zone; and

WHEREAS the Council of the Municipality, at a meeting held on Month Day, 2022, approved this request;

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:

(a) "Heavy Truck and Equipment Repair Shop" means a commercial establishment for the repair or replacement of parts in automotive, farm or forestry vehicles, machinery or equipment.

1.2 Schedules

The following attached schedules shall form part of this agreement:

Schedule A - Legal Description

Schedule B - Site Layout

1.3 Municipal Planning Strategy, Land Use By-law and Subdivision By-law

(a) *Municipal Planning Strategy* means the West Hants Municipal Planning Strategy, effective on June 26, 2008, as amended, or successor By-laws;

(b) *Land Use By-law* means the West Hants Land Use By-law, effective on June 26, 2008, as amended, or successor By-laws;

(c) *Subdivision By-law* means the West Hants Subdivision By-law, effective on June 26, 2008, as amended, or successor By-laws.

PART 2 DEVELOPMENT REQUIREMENTS

2.1 Use

The Parties agree that uses on the Property shall be limited to the following:

(a) those uses permitted by the underlying zoning in the Land Use By-law;

(b) a Heavy Truck and Equipment Repair Shop; and

(c) uses and structures accessory to the uses specified in clause 2.1 (a) and (b), including, but not limited to, storage sheds.

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 Heavy Truck and Equipment Repair Shop shall be located entirely within a new 60 ft. by 80 ft. building located at 394 Greenhill identified as "Shop" on the Site Layout, Schedule B. The new building for the Heavy Truck and Equipment Repair Shop shall meet the following requirements:

Minimum front yard	40 ft (12.19 m)
Minimum rear yard	40 ft (12.19 m)
Minimum side yard	40 ft (12.19 m)
Maximum height of main building	35 ft (10.67 m)

2.3 Access and Egress

The main access/egress to the lot shall be directly from Greenhill Road. The vehicular entrance and exit shall be clearly demarcated and maintained to a level adequate to allow for access by emergency service vehicles.

2.4 Parking

A minimum of five (5) parking spaces may be used as part of the Heavy Truck and Equipment Repair Shop. The parking shall be located as shown on Schedule B or at such other location as may be approved in writhing by the Development Officer without such new location being deemed an amendment of this agreement.

2.5 Storage

No open storage or display areas shall be permitted in the front yard along Greenhill Road or the side yards. Open storage shall be limited to the space behind the Heavy Truck and Equipment Repair Shop and shall be screened from adjacent residential properties by a continuous row of trees, a hedge, a fence, or a combination of the

foregoing arranged to form a dense or opaque screen. Accessory buildings for the Heavy Truck and Equipment Repair Shop shall be permitted in accordance with Section 5.1 of the Land Use By-law.

2.6 Signs and Lighting

Signage and illumination shall be regulated under Sections 5.18 and 7.0 of the Land Use By-law, *Illumination* and *Signs*, 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 ensure there is no light spilling, glare or light cast over neighbouring properties or the street.

2.7 Water and Sewer Services

The property is not serviced by municipal water and sewer. The Owners shall be responsible for ensuring adequate water and sewer services are available for the uses permitted.

2.8 Hours of Operation

The hours of operation for the Heavy Truck and Equipment Repair Shop shall be limited to between 7:00 a.m. and 7:00 p.m. daily, Monday to Saturday, inclusive.

2.9 Maintenance

(a) The Owners shall keep the Property 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.

(b) The Owners shall maintain the driveway to a level adequate to allow for access by emergency service vehicles.

PART 3 CHANGES and DISCHARGE

3.1 The Owners shall not vary or change the use of the Property from that provided for in Section 2.1 of this Agreement, *Use*, 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 intended effect of these aspects of this agreement.

3.3 The following matters are substantive matters:

(a) the uses permitted on the Property as listed in Section 2.1 *Use* of this Agreement; and

(b) the location of the shop shown on Schedule B of this agreement.

3.4 Notwithstanding the foregoing, discharge of this agreement is not a substantive matter and this agreement may be discharged by Council without a public hearing.

3.5 Notice of Intent to Discharge this Agreement may be given by the Municipality to the Owners following a resolution of Council to give such Notice:

(a) as provided for in Section 4.1, *Commencement of Development,* of this Agreement; or

(b) at the discretion of the Municipality, with or without the concurrence of the Owners, where the Development has, in the reasonable opinion of Council on advice from the Development Officer, ceased operation for a period of at least twenty-four (24) months; or

(c) at any time upon the written request of the Owners, provided the use of the Property is in accordance with the Land Use By-law or a new Agreement has been entered into.

3.6 Council may discharge this Agreement 30 days after a Notice of Intent to Discharge has been given.

PART 4 IMPLEMENTATION

4.1 Commencement of Development

(a) The Owners may not commence any construction or use on the Property 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 twenty four (24) 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 in accordance with Section 229 of the Municipal Government Act, 30 days after giving Notice of Intent to Discharge to the Owners. Upon the written request of the Owners, 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 Owners are bona fide delayed from commencing the development for reasons which are beyond the Owners' control, the determination of which shall

be at the sole discretion of the Development Officer, then performance by the Owners is excused for the period of the delay and the time period for the Owners 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 Owners shall provide record drawings to the Development Officer for any portion of the development for which an engineered design is required, within ten days of completion of any work which requires the engineered design.

(b) The Owners 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 Bylaws and Regulations

(a) Nothing in this Agreement shall exempt the Owners 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 Property (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 neutral gender shall include the masculine and feminine.

(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 Owners about the suitability of the Property for the development proposed by this agreement. The Owners assume 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 Owners shall pay all costs associated with registering this Agreement and all costs associated with any amendment thereof.

5.7 Development Agreement Bound to Land

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 in accordance with Section 229 of the *Municipal Government Act*.

5.8 Assignment of Agreement

The Owners 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 Owners personally or by ordinary mail which shall be deemed to have been received within three (3) business days of mailing, addressed to Jeff Brown and Erika Rice, PO Box 18, Mount Uniacke, NS B0N 1Z0 or at any other address provided by the Owners in writing.

(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, NS, B0N 2T0, or at any successor address provided by the Municipality to the Owner in writing.

5.10 Full Agreement

This agreement constitutes the entire agreement and contract entered into by the Municipality and the Owners. 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	**) WEST HANTS REGIONAL**
In the presence of:	) **MUNICIPALITY**
	)
	)
	)
_____	Per: _____
Witness	) Abraham Zebian, Mayor
	)
	)
_____	) Per: _____
Witness	) Deanna Snair, Municipal Clerk
	)
	)
_____	Per:_____
Witness	) Jeff Brown
	)
	)
_____	Per: _____
Witness	) Erika Rice

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS

ON THIS day of , A.D. 2022, 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 presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

ON THIS day of , A.D. 2022, 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 presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS

ON THIS day of , A.D. 2022, 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**, Jeff Brown**, one of the parties thereto, signed, sealed and delivered the same in presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS

ON THIS day of , A.D. 2022, 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**, Erika Rice**, one of the parties thereto, signed, sealed and delivered the same in presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

AFFIDAVIT OF CLERK

WEST HANTS REGIONAL MUNICIPALITY

I, Deanna Snair 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).

I certify that on this _____, 2022
the Municipal Clerk, Deanna Snair came before me, made oath,
and swore the foregoing affidavit at
_____, Nova Scotia.

_____
A BARRISTER/COMMISSIONER OF THE
SUPREME COURT OF NOVA SCOTIA
Print name/affix seal

_____
Deanna Snair, Clerk

CANADA
PROVINCE OF NOVA SCOTIA
HANTS COUNTY

AFFIDAVIT & PROOF OF EXECUTION (INDIVIDUAL)

We, Jeff Brown and Erika Rice, the "Deponents", make oath and swear that:

1. We acknowledge that we executed the foregoing instrument on the date of this affidavit; this acknowledgement 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 s.79(1)(a) of *the Land Registration Act* as the case may be.
2. We are nineteen years of age or older and are residents of Canada under the *Income Tax Act* (Canada).
3. For the purpose of this affidavit "spouse" means an individual who is married to another individual; is married to another individual by a marriage that is voidable and has not been voided by a declaration of nullity; has gone through a form of marriage with an individual, in good faith, that is void and they are cohabiting or have cohabited within the preceding year; or is a party to a registered domestic-partner declaration made in accordance with Section 53 of the *Vital Statistics Act* as amended, but does not include an individual who becomes a former domestic partner pursuant to section 55(1) of the Act.
4. We are the spouses of each other. Neither of us has any other spouse nor, with respect to the within property, any former domestic partner with the rights contemplated by Section 55 of the *Vital Statistics Act*, or any former spouse with rights under the *Matrimonial Property Act*. We consent to this disposition.

I certify that on this _____, 2022
the Deponents came before me, made oath,
and swore the foregoing affidavit at
_____, Nova Scotia.

_____
A BARRISTER/COMMISSIONER OF THE
SUPREME COURT OF NOVA SCOTIA

_____
Jeff Brown

_____
Erika Rice

Schedule A
Legal Description – PID 45118502

ALL those lots, pieces or parcels of land and premises, situate, lying and being in the Township of Newport and being bounded and described as follows; viz:

FIRST - That lot bounded on the South by lands formerly owned by Frederick Canavan;

On the West by the Main Road leading from Hillsvale to Ashdale;

On the North by lands of Charles Canavan;

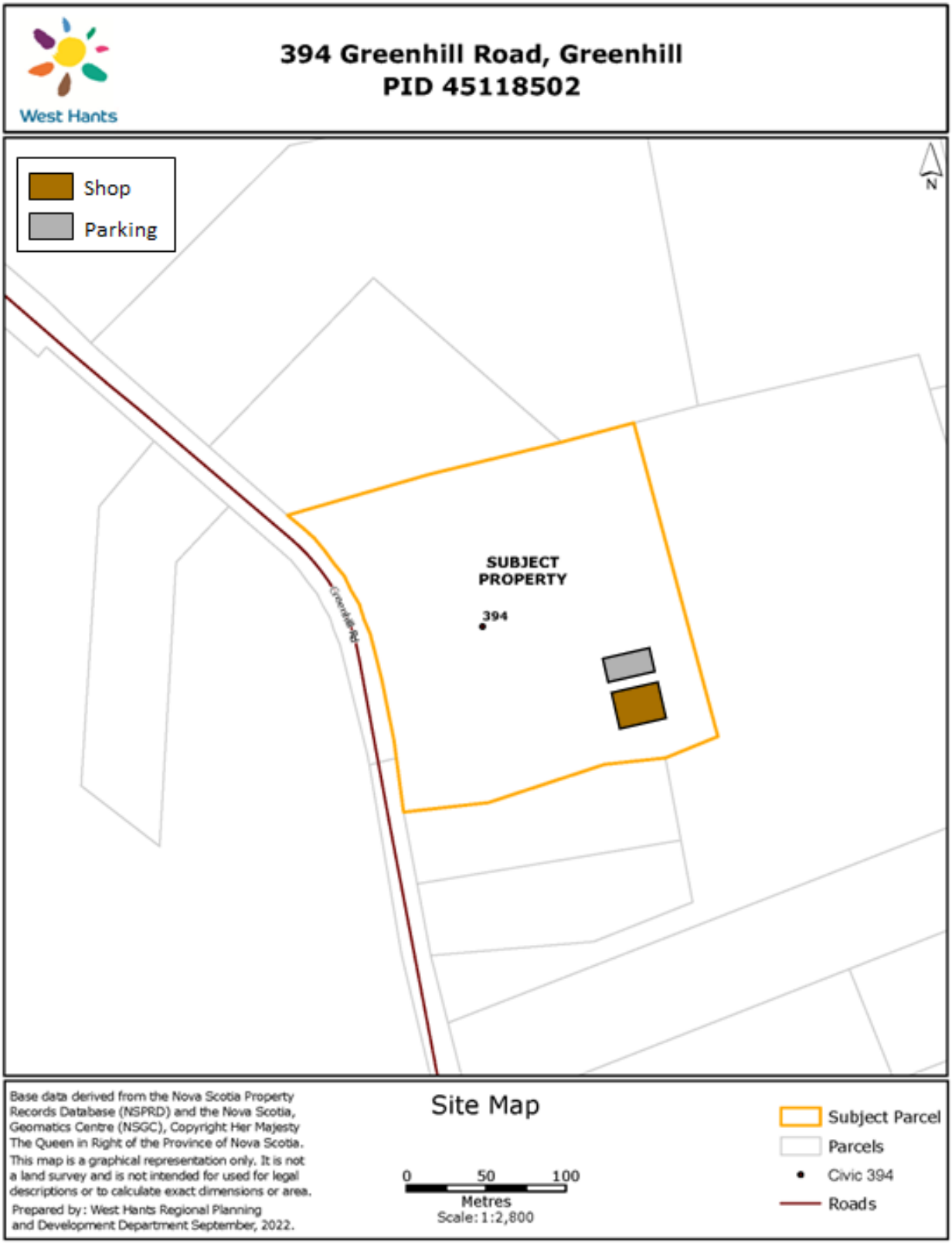
And on the East by lands owned by Frederick Canavan.

And containing in the whole TEN ACRES, more or less.

The parcel was created by a subdivision that predates subdivision control or planning legislation or by-laws in the municipality and therefore no subdivision approval was required for creation of this parcel.

Schedule B

Site Layout



Attachment C – Public Information Meeting Notes

October 13 - October 28, 2022

File 22-21: Development Agreement: 394 Greenhill Road, Greenhill (PID 45118502)

Meeting date and time	A public information meeting was held on October 13, 2022 beginning at 6:10 p.m. The meeting was broadcast live on the Municipal Facebook page.
File Number	22-21
Attending	In attendance: One (1) Councillor: • Councillor Jim Ivey Four (4) members of staff: • Director LeMay • Planner Poirier • Planner Dunphy • Meeting Secretary Lake No members of the public were present for this meeting.
Applicant Jeff Brown and Erika Rice **Property** 394 Greenhill Road, Greenhill (PID 45118502)	Planner Dunphy outlined the application to allow a proposed heavy truck and equipment repair shop by development agreement.
Comments	Comments from the public could be submitted to Alex Dunphy by mail, e-mail and telephone between October 13 – October 28, 2022. No comments were received from the public.
Adjournment	The presentation portion of the PIM ended at approximately 6:15 p.m.

Attachment D – Agrologist Report

PROFESSIONAL AGROLOGST REPORT

DETERMINATION OF AGRICULTURAL CAPABILITY

LAND REZONING REQUEST OF PID 45118502

for

J. Brown Excavating Limited

August 2022

Thyagrissen Consulting Limited

Managing Today for Tomorrow

Tel: 902-895-1414 Cell: 902-899-5929

Email: yvonne@thyagrissenconsulting.ca

Website: www.thyagrissenconsulting.ca

I. Scope of Work

The West Hants Municipal Planning Strategy and Land Use By-Law outlines a process that land owners are required to undertake when requesting a development agreement from Council to rezone land that is agricultural. This report complies with Policy 8.6.1 providing a Professional Agrologist study addressing the criteria outlined to determine agricultural capability of the land. This section of the strategy acknowledges that the scale of the C.L.I. (Canada Land Inventory) mapping, upon which the agricultural designation is based, is generalized. As such there may be pockets of land with a higher or lower capability rating. A land-use by-law amendment or development agreement process provides an opportunity for owners of land with minimal or no agricultural capability to use the property for certain non-farm development, provided the development will not interfere with adjacent farm activities or negatively affect the viability of the farming area.

Policy 8.6.1 outlines the parameters for determining agricultural capability of a land parcel. Section 8.6.1.(a) excludes sites which are existing or abandoned resource extraction sites. The site being assessed in this study is not a resource extraction site, and as such this section is not applicable. Section 8.6.1(b) applies to the site, requiring a site study prepared by a Professional Agrologist to assess the agricultural capability of the land, and to consider whether or not the proposed development adversely affects the viability of surrounding agricultural operations. This document presents the Professional Agrologist study of PID 45118502 which is co-owned by Jeff Brown & Ericka Rice. The PID is currently zoned Agricultural Priority Two (AR-2) and the current owners are requesting a rezoning to commercial to construct a heavy machinery servicing and repair shop.

II. Professional Agrologist – Yvonne Thyssen-Post

Yvonne Thyssen-Post of Thyagrissen Consulting Limited is a Professional Agrologist with 40 years experience. She is a registered full member of the Nova Scotia Institute of Agrologists (NSIA), member ID #19311; confirmation of current membership provided in Appendix A. She holds a Bachelor of Science in Agriculture from McGill University as well as a Masters of Adult Education from St. Francis Xavier University. Her experience includes 14 years as an agricultural extension worker with the NS government, followed by 26 years as a private consultant serving the agricultural industry. She established her own company in 1998 – Thyagrissen Consulting Limited - and continues to provide various professional business planning services, primarily to the agricultural industry of Atlantic Canada.

III. PID Profile

PID #45118502 is located at 394 Greenhill Road, Greenhill, Hants County, NS, and is co-owned by husband/wife, Jeff Brown and Ericka Rice. The lot is approximately 10.4 acres in size, zoned Agricultural Priority Two (AR-2) by the West Hants Regional Municipality and is designated Agriculture. Mr. Brown and Ms. Rice built their personal residence on the lot in 2015. Jeff Brown owns and operates an excavation company – J. Brown Excavating Limited. He provides excavation services for residential and commercial property owners in the local area as well as HRM. He established his company in 2008 and today employs 11 people including himself and his wife. His business continues to grow and he wants to build a shop where he can service and repair the heavy equipment his business requires. He wants to sub-divide PID 45118502, separating out approximately a 2-acre parcel from personal ownership to the corporate name and build the heavy machinery servicing and repair shop on this site. The parcel referenced is identified in the map, Appendix C. The land was originally forested, and Mr. Brown removed the trees from the front portion of the 2-acre lot in the past year. He brought in fill to level the area and gravel to provide a solid base. The land had a significant slope from the road frontage to the back, inclining towards a river at the back of the property. He is currently using the site to store unwanted debris from excavation jobs, such as fill, lumber, gravel, top soil, etc. He also installed a portable saw mill on site where he mills discarded wood from job sites.

Land zoned AR-2 is defined in Section 8.7 of the West Hants Municipal Planning Strategy (WHMPS) as "Improved and unimproved land with high capability (Class 2 and 3) for production of a variety of crops. This land will be reserved for agricultural production with limited non-agricultural development." (Page 73, WHMPS)

The strategy further clarifies the intent behind zoning land as AR-2:

> *"The Agricultural Priority Two (AR-2) zone is intended to apply to areas with high capability for agriculture, but where land owners do not want the strict development controls of the Prime Agriculture (P/Ag) zone. The AR-2 zone allows for more flexibility than the P/Ag zone including a wider scope of on-farm businesses by development agreement. Unlike the P/Ag zone, new dwellings are permitted as a main use, although subdivision is limited to two lots per area of land in a calendar year." (Page 76, WHMPS)*

IV. Study Criteria

The Professional Agrologist study considers the land parcel according to Policy 8.6.1(b)(ii) of the WHMPS, as this policy applies to this site. The study evaluates soils that have capability for agriculture rating better than Class 4 but 90% or more of the development site exhibits severe limitations for agricultural use.

The next section addresses each aspect of Policy 8.6.1.(c) fulfilling the requirements of the Professional Agrologist study.

- Author of study - Yvonne Thyssen-Post, P.Ag., is a registered full-member of NSIA.
- A site inspection was conducted on Tuesday, August 16 accompanied by Mr. Brown.

The Canada Land Inventory (CLI) Capability for Agriculture classification system shows the varying potential of a specific area for agricultural production. It indicates the classes and subclasses according to the Soil Capability Classification of Agriculture, which is based on characteristics of the soil as determined by soil surveys. These agricultural capability maps can be used at the regional level for making decisions on land improvements and farm consolidation, for developing land-use plans and for preparing equitable land assessments (Government of Canada website). The classes indicate the degree of limitation imposed by the soil in its use for mechanized agriculture. The subclasses indicate the kinds of limitations that individually or in combination with others, are affecting agricultural land use. Although the information is old, and better information is available for some areas as part of more recent soil surveys, the interpretations are still largely valid and many jurisdictions still use them for land use planning purposes.

- Soil capability for agriculture was determined using the Soil Map of Hants County, NS, (Report #5, NS Soil Survey) sourced from Government of Canada website, Agriculture & Agri-Food Canada, Canada Land Inventory (CLI) soil surveys. Soil surveys have been published for most of the agricultural areas, and many surrounding areas across Canada. Data from these surveys comprise the most detailed soil inventory information in the National Soil Database (NSDB). The PID was located using commercially available mapping software and the location transposed to the soil survey map. See slides in Appendix C. The site is identified as El-P/2.B5. CLI describes the soil type as follows:
  a. The soil characteristics are consistent with those represented by the Elmsdale classification. The surface and subsoil are described as light brown sandy loam over yellowish red sandy loam. The parent material is reddish brown clay loam till derived from shales and sandstones; contains hard slate and quartzite cobbles as confirmed during the visual viewing of the site on August 16.
  b. Topography and drainage: on the road front of the property this was difficult to determine as the site had been in-filled; back of the site where the topography was undisturbed, it was rolling-to-hilly, imperfectly drained. Transcribing the CLI labeling P indicates well drained; 2 indicates moderately stony, enough stone to interfere with cultivation unless removed; B complex slopes, irregular or rough surface; 5 steeply sloping. Visual inspection of the site verified these parameters.
  c. The present land use – prior to the clearing and in-filling, the land was forested. Currently it is being used for the placement of excavation equipment and storing/sorting of debris from excavation sites.
  d. Land capability use of Elmsdale soil as defined in the CLI as fair crop land.

There are approximately 91,000 acres in West Hants is rated CL 1, 2, and 3 (less than 50% of this land is cleared, there is considerable potential for future expansion). The soil in PID 45118502 is primarily Class 3, possibly a small amount of Class 7 according to the Atlantic Provinces Soil Class Maps, compiled by the Soil Research Institute, Research Branch, Agriculture Canada based on maps supplied by NS Soil Survey.

- Major site features or characteristics which influence or determine soil capability include severe slope from the road front of the property to the river as reported by Mr. Brown, a 40-ft drop to the river; stoniness with slate evident in property line ditch and depth of soil, as evidenced by Mr. Brown in reaching bedrock within 12 inches when digging the ditch (Photos in Appendix B). The size of the land parcel being considered is also a factor influencing the capability as it is a 2-acre parcel next to a private residence belonging to Mr. Brown and on the other side is one PID that is being subdivided for 2 house lots. The size of a field (~2 acres) is a nuisance to operate efficiently for crop production. It is inefficient to crop with no other cleared cropland in the immediate vicinity.
- Appendix C locates the site via commercially available mapping software, soils maps and aerial photography. Mr Brown has yet to have a site survey plan completed including the topography as he wanted to ensure he would be approved for rezoning before spending additional money.
- Rezoning the land to commercial does not appear to have any adverse affect on neighboring farms. There are two farms in the immediate area that were consulted to assess the impact and determine compatibility. Mr. Brown provided contact information for two neighboring farmers, and notified them that the consultant would be contacting them to discuss his project.

    - Misty & Martin Croney live next to the site in question and operate a small farm part-time. They have two horses for pleasure purposes plus operate a small cow-calf beef farm consisting of 2 cows, 2 calves, 2 yearlings and 1 bull at the time of consultations on August 18, 2022. They sell freezer beef to individual customers. Ms. Thyssen-Post spoke with Martin Croney and he indicated that the construction of a shop by Mr. Brown would have "absolutely no impact on their farming activities whatsoever."
    - Carl Miller owns a property about one kilometer away from the study site. Ms. Thyssen-Post spoke with him on August 23, 2022. Mr. Miller purchased the vacated hog farm in 2020 for his roofing company – Bluenose Roofing - to store equipment and supplies. He also is working to develop a beef and sheep farm. His current livestock inventory consists of 6 beef cows, 2 bulls, 100 ewes and 10 rams. His intent is to sell finished lambs to Northumberland Co-op or Oulton's Meats. He is uncertain yet as to where he will market the feeders, once they are ready for market. "From his perspective, the machine shop will not impact his farm in any shape or form. He has no concerns."

- Removing the parcel out of agriculture will not result in any loss of agriculture production as the land was not farmed prior to this rezoning request. The 2-acre parcel is insignificant and there are no neighboring farms that would utilize it, especially since the parcel is part of the PID where Mr. Brown built his personal residence.
- Fragmenting the land will mostly impact Mr. Brown as he will have a commercially zoned land parcel at the road entrance to his personal residence. This may impact the future value of his personal residence.

V. Rezoning Assessment Summary

The soil found in PID 45118502 is considered fair to good quality in terms of agricultural capability, as recorded in the CLI, and from the site inspection conducted by Ms. Thyssen-Post. The parcel could potentially produce a fair to good quality hay crop as it contains Class 3 soil similar to many areas of the province that are in agricultural production. There are limitations in the site that influence its' economic viability for agricultural production including the stoniness, steep slope, depth of soil and plot size as noted from the site inspection. The parcel is not currently in agricultural production, therefore there is no loss of production resulting from rezoning of the land.

The land parcel in question is already part of Mr. Brown's personal property and is of a size that is of little value for agricultural cropping purposes. Two neighboring farms were consulted as part of this study as to the impact of rezoning on their farm, and both noted no adverse effects. The construction of a machinery servicing and repair shop will not have any noise and smell affect on neighboring farms. Infilling that has already been completed on the site does not adversely affect existing non-farm development. Mr. Brown's residence is to the left of the site; another neighbor is developing 2 house lots on the right. This site is lower in elevation to the neighboring property. A drainage ditch dug by Mr. Brown along the property line directs run-off from the neighboring property away from the site.

Rezoning the land from AR-2 to commercial to build a heavy machinery servicing and repair shop will not adversely affect neighboring properties as confirmed in this study. The closest neighbor is the residence of Mr. Brown and so if anything, he may be impacted the most by it's affect on future property value.

Sincerely,

Yvonne Thyssen-Post, P.Ag.

Thyagrissen Consulting Limited

References

Canada Land Inventory (CLI) 1:1,000,000. (1954). Atlantic Provinces Soil Capability for Agriculture Map. Retrieved from https://sis.agr.gc.ca/cansis/publications/maps/cli/1m/agr/index.html

Cann, D.B., Hilchey, J.D., & Smith, G.R. (1954). Soil Survey of Hants County Nova Scotia. Report No. 5 Nova Scotia Soil Survey. Agriculture Canada.

Devanney, M. (June 2010). Profile of Agricultural Land Resources in Nova Scotia. NS Department of Agriculture.

Municipality of the District of West Hants Municipal Planning Strategy. (Approved May 13, 2008; Amended to September 14, 2021).

Overview of Classification Methodology for Determining Land Capability for Agriculture. Canada Land Inventory (CLI), Agriculture & Agri-Food Canada. (2022) Retrieved from https://sis.agr.gc.ca/cansis/nsdb/cli/index.html

APPENDIX A

NS Institute of Agrologist Membership

Receipt Number: 1882 **2022**

NSIA
Professionals Serving Agriculture

Nova Scotia Institute of Agrologists
7 Atlantic Central Dr
East Mountain, NS B6L 2Z2

Yvonne Thyssen-Post
35 Talon Court Bible Hill, NS B2N 7B4

Member ID: 19311

This is your receipt for income tax purposes.

NSIA Membership Fee for 2022 (HST Included at 15%)	$178.25
Status: Professional Agrologist	

******THIS IS YOUR OFFICIAL RECEIPT --- DO NOT PAY******

BN 888 257 599 RT0001

NSIA
Professionals Serving Agriculture

Nova Scotia Institute of Agrologists
7 Atlantic Central Dr.,
East Mountain, NS B6L 2Z2
902-893-7455
Web: http://www.nsagrologists.ca

This is to certify that Yvonne Thyssen-Post is a(n) Professional Agrologist

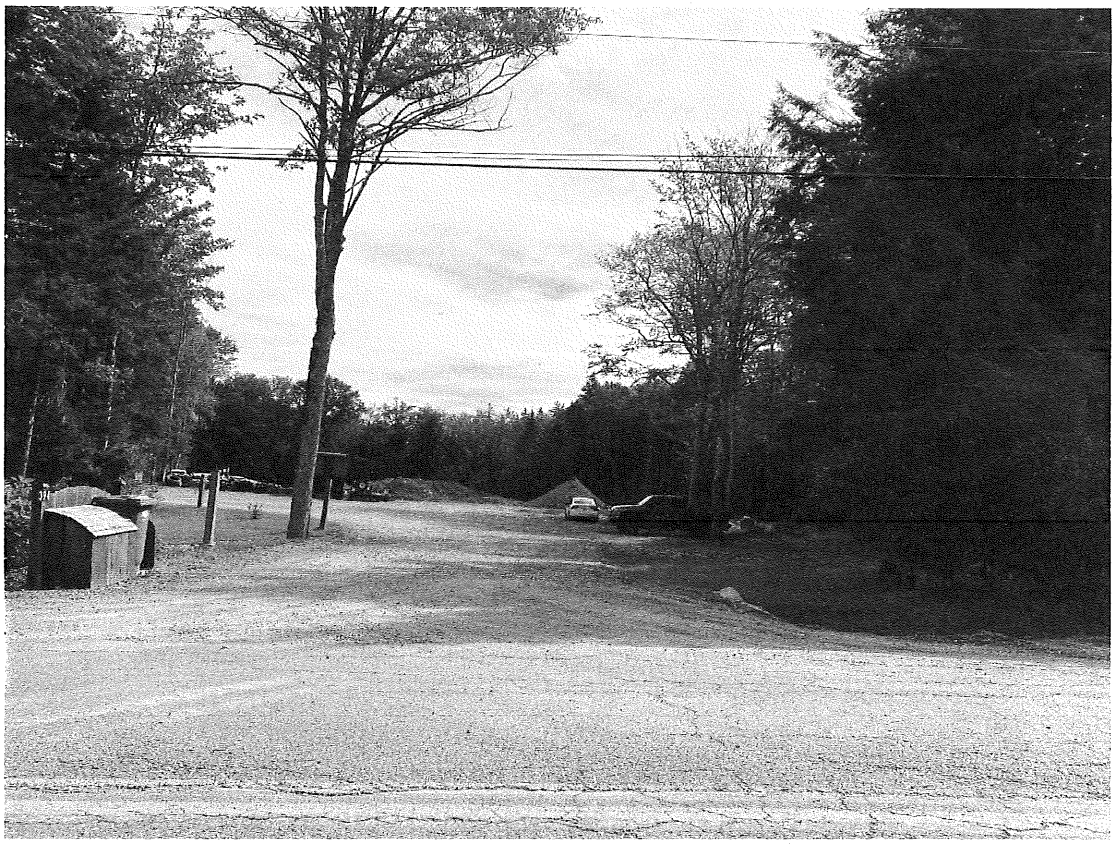
Membership valid from Jan. 1 to Dec. 31, 2022

Yvonne Thyssen-Post
Member Signature

APPENDIX B

Site Photos (as of August 16, 2022)

Road front view of PID depicting the area that has been leveled with in-filling, the proposed location of the shop. The land slopes steeply at the back of the property where there is no in-filling. Mr. Brown's personal residence uses the same driveway, and is to the left of the photo.



Drainage ditch along property line of PID 45118502 depicting depth to bedrock. Topsoil to the left was brought in from construction sites and screened.

APPENDIX C

PID Identification; Agricultural Capability Determination

Thyagrissen
Consulting Limited
Managing Today for Tomorrow

Soil Classification

Brown's Excavating Limited

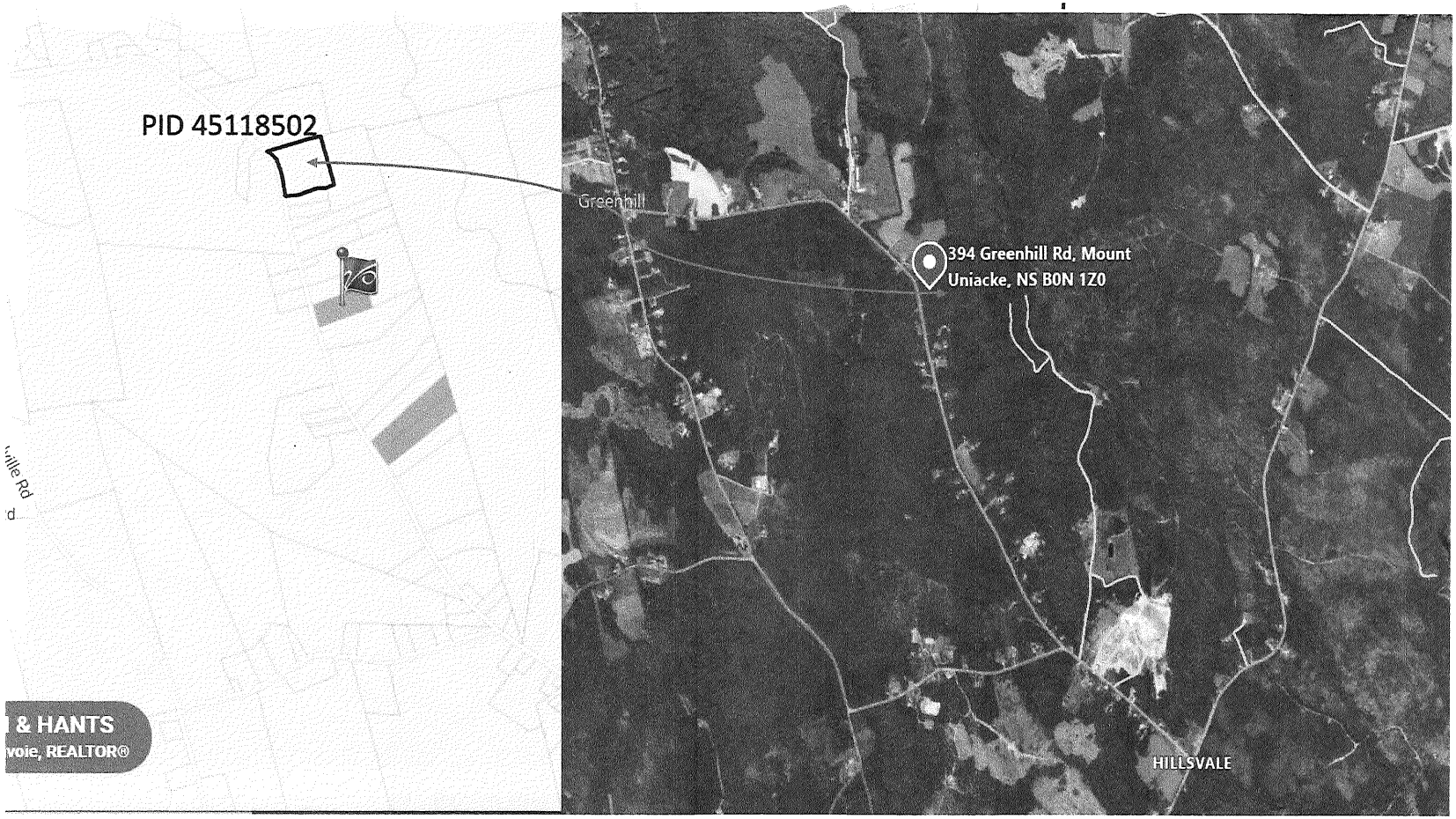
394 Greenhill Rd

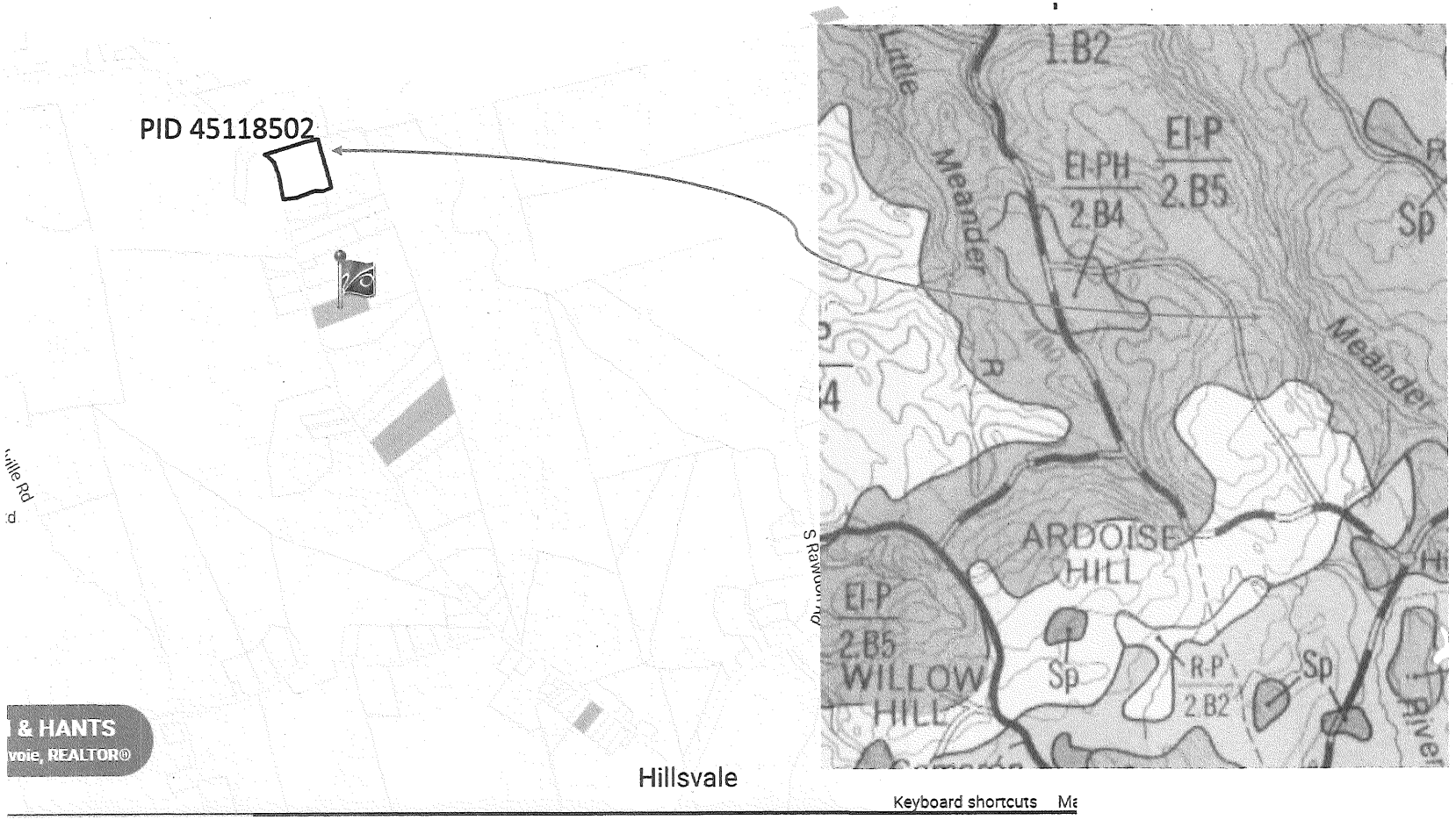
Hants County, NS

PID 45118502

Yvonne Thyssen-Post, P.Ag.

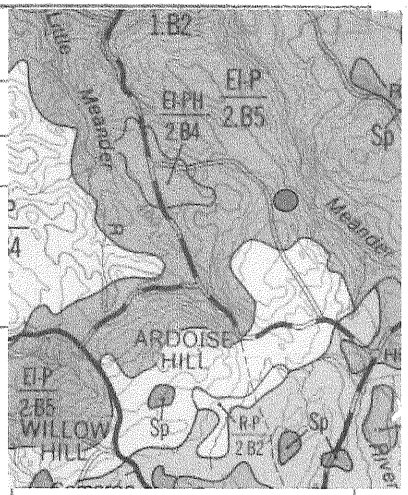
Thyagrissen Consulting Limited


PID 45118502
Greenhill
394 Greenhill Rd, Mount
Uniacke, NS B0N 1Z0
HILLSVALE
& HANTS
voie, REALTOR®


PID 45118502
Little
Meander
1.B2
El-P
2.B5
El-PH
2.B4
Sp
Meander
ARDOISE
HILL
El-P
2.B5
WILLOW
HILL
Sp
R-P
2.B2
Sp
Hillsvale
Keyboard shortcuts

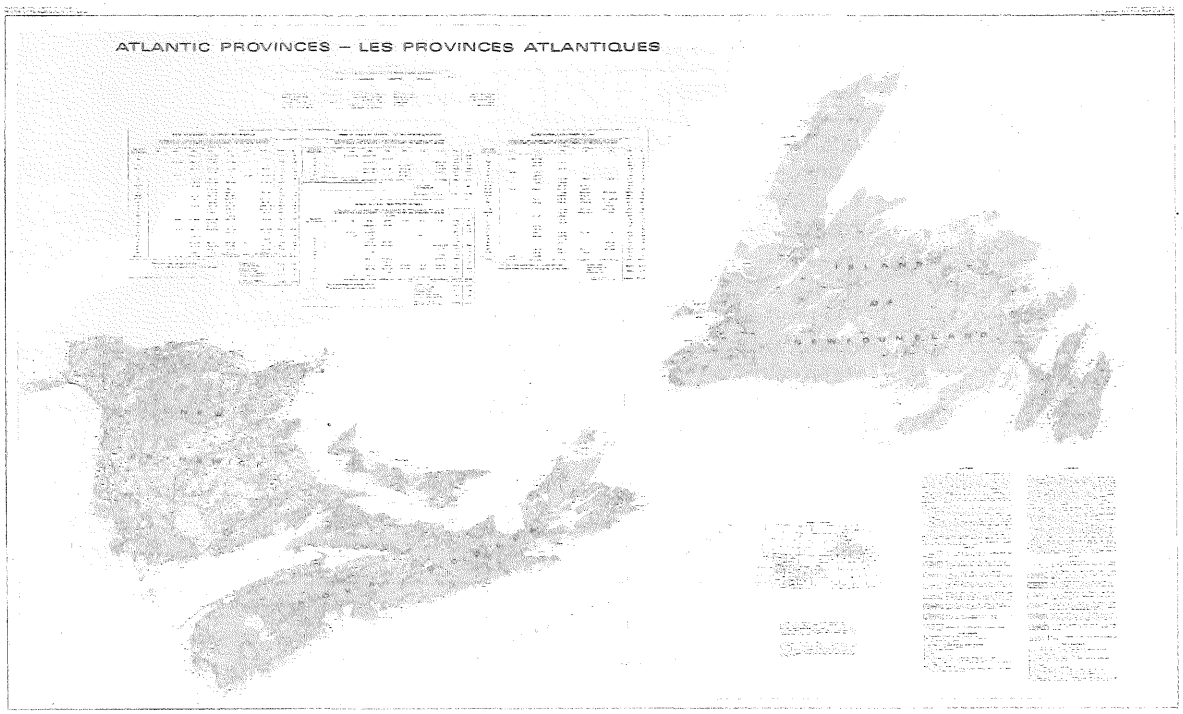
L E G E N D

SYMBOL	Q PH	El-P El-PH		
SOIL CATENA	QUEENS	ELMSDALE		
ACREAGE	107769.6	72160.0		
DESCRIPTION OF SURFACE AND SUBSOIL	Light reddish brown clay loam over reddish brown clay loam; slightly mottled; moderately stony.	Light brown sandy loam over yellowish red sandy loam.		
PARENT MATERIAL	Dusky red clay loam till from red shales and mud stone; contains numerous red and brown sandstone fragments.	Reddish brown clay loam till derived from shales and sandstones; contains hard slate and quartzite cobbles.		
TOPOGRAPHY AND DRAINAGE	Undulating to gently rolling; fair surface drainage; internal drainage moderately slow to slow.	Rolling to hilly; well drained; internal drainage moderately rapid.	Rolling to hilly; imperfectly drained.	Undulating to rolling; well drained, but contains numerous depressional areas.
PRESENT LAND USE	Mixed farming, hay and grain crops; only small areas of Hansford and Elmsdale soils are cleared. Both the Elmsdale and Hansford soils contain considerable stone.			
LAND USE CAPABILITY	FAIR CROP LAND			



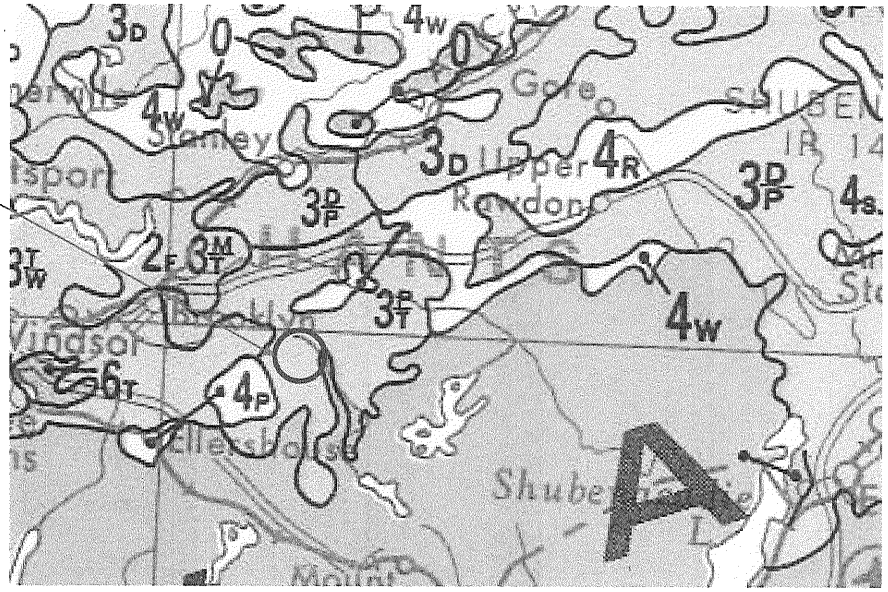
Source: Soil Survey of Hants County - Area Soils map-ns5b
https://sis.agr.gc.ca/cansis/publications/surveys/ns/index.html

Canada Land Inventory
Soil Class
Scale 1:1,000,000



Source: Government of Canada -Canada Land Inventory – cli-1m_agr_Atlantic
https://sis.agr.gc.ca/cansis/publications/maps/cli/1m/agr/cli_1m_agr_atlantic.jpg

Browns Excavation
PID 45118502
(approximate)



CLASS 2	SOILS IN THIS CLASS HAVE MODERATE LIMITATIONS THAT RESTRICT THE RANGE OF CROPS OR REQUIRE MODERATE CONSERVATION PRACTICES.
CLASS 3	SOILS IN THIS CLASS HAVE MODERATELY SEVERE LIMITATIONS THAT RESTRICT THE RANGE OF CROPS OR REQUIRE SPECIAL CONSERVATION PRACTICES.
CLASS 4	SOILS IN THIS CLASS HAVE SEVERE LIMITATIONS THAT RESTRICT THE RANGE OF CROPS OR REQUIRE SPECIAL CONSERVATION PRACTICES, OR BOTH.
CLASS 5	SOILS IN THIS CLASS HAVE VERY SEVERE LIMITATIONS THAT RESTRICT THEIR CAPABILITY TO PRODUCING PERENNIAL FORAGE CROPS, BUT IMPROVEMENT PRACTICES ARE NOT FEASIBLE.
CLASS 6	SOILS IN THIS CLASS ARE CAPABLE OF PRODUCING PERENNIAL CROPS ONLY, AND IMPROVEMENT PRACTICES ARE NOT FEASIBLE.
CLASS 7	SOILS IN THIS CLASS HAVE NO CAPABILITY FOR CROP USE OR PERMANENT PASTURE.
0	ORGANIC SOILS (not placed in capability classes).

Appendix B – Updated Development Agreement

DEVELOPMENT AGREEMENT

THIS AGREEMENT made this day of , 2023.

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 -

Jeff Brown and Erika Rice, of 394 Greenhill Road, Greenhill, in the County of Hants, Province of Nova Scotia,

(Hereinafter referred to as the "Owners")

OF THE SECOND PART

WHEREAS the Owners are the registered owners of a parcel of land located at 394 Greenhill Road (PID 45118502) hereinafter referred to as the "Property", which lands are more particularly described in Schedule A attached hereto; and

WHEREAS the Property is designated Agriculture on the Generalized Future Land Use Map of the West Hants Municipal Planning Strategy (June 26, 2008) (the "Municipal Planning Strategy") and

zoned Agricultural Priority Two (AR-2) on the Zoning Map of the West Hants Land Use By-law (June 26, 2008) (the "Land Use By-law")*;* and

WHEREAS the Owners have requested that the Municipality enter into a development agreement to permit a Heavy Truck and Equipment Repair Shop on the Property (the "Development") and Section 6.1 (s) of the Land Use By-law enables Council to consider a development agreement for heavy equipment sales and service as it is a listed permitted use in the Resource Industrial (M-1) zone; and

WHEREAS the Council of the Municipality, at a meeting held on Month Day, 2023, approved this request;

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:

(a) "Heavy Truck and Equipment Repair Shop" means a commercial establishment for the repair or replacement of parts in automotive, farm or forestry vehicles, machinery or equipment.

1.2 Schedules

The following attached schedules shall form part of this agreement:

Schedule A - Legal Description

Schedule B - Site Layout

1.3 Municipal Planning Strategy, Land Use By-law and Subdivision By-law

(a) *Municipal Planning Strategy* means the West Hants Municipal Planning Strategy, effective on June 26, 2008, as amended, or successor By-laws;

(b) *Land Use By-law* means the West Hants Land Use By-law, effective on June 26, 2008, as amended, or successor By-laws;

(c) *Subdivision By-law* means the West Hants Subdivision By-law, effective on June 26, 2008, as amended, or successor By-laws.

PART 2 DEVELOPMENT REQUIREMENTS

2.1 Use

(a) The Parties agree that uses on the Property shall be limited to the following:

(i) those uses permitted by the underlying zoning in the Land Use By-law;

(ii) a Heavy Truck and Equipment Repair Shop; and

(iii) uses and structures accessory to the uses specified in clause 2.1 (a) and (b), including, but not limited to, storage sheds.

(b) The use of dynamometers is prohibited on the lot.

(c) 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 Heavy Truck and Equipment Repair Shop shall be located entirely within a new 60 ft. by 80 ft. building located at 394 Greenhill identified as "Shop" on the Site Layout, Schedule B. The new building for the Heavy Truck and Equipment Repair Shop shall meet the following requirements:

Minimum front yard	40 ft (12.19 m)
Minimum rear yard	40 ft (12.19 m)
Minimum side yard	40 ft (12.19 m)
Maximum height of main building	35 ft (10.67 m)

2.3 Access and Egress

The main access/egress to the lot shall be directly from Greenhill Road. The vehicular entrance and exit shall be clearly demarcated and maintained to a level adequate to allow for access by emergency service vehicles.

2.4 Parking

A minimum of five (5) parking spaces may be used as part of the Heavy Truck and Equipment Repair Shop. The parking shall be located as shown on Schedule B or at such other location as may be approved in writhing by the Development Officer without such new location being deemed an amendment of this agreement.

2.5 Storage

No open storage or display areas shall be permitted in the front yard along Greenhill Road or the side yards. Open storage shall be limited to the space behind the Heavy

Truck and Equipment Repair Shop and shall be screened from adjacent residential properties by a continuous row of trees, a hedge, a fence, or a combination of the foregoing arranged to form a dense or opaque screen. Accessory buildings for the Heavy Truck and Equipment Repair Shop shall be permitted in accordance with Section 5.1 of the Land Use By-law.

2.6 Signs and Lighting

Signage and illumination shall be regulated under Sections 5.18 and 7.0 of the Land Use By-law, *Illumination* and *Signs*, 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 ensure there is no light spilling, glare or light cast over neighbouring properties or the street.

2.7 Water and Sewer Services

The property is not serviced by municipal water and sewer. The Owners shall be responsible for ensuring adequate water and sewer services are available for the uses permitted.

2.8 Hours of Operation

The hours of operation for the Heavy Truck and Equipment Repair Shop shall be limited to between 7:00 a.m. and 7:00 p.m. daily, Monday to Saturday, inclusive.

2.9 Maintenance

(a) The Owners shall keep the Property 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.

(b) The Owners shall maintain the driveway to a level adequate to allow for access by emergency service vehicles.

PART 3 CHANGES and DISCHARGE

3.1 The Owners shall not vary or change the use of the Property from that provided for in Section 2.1 of this Agreement, *Use*, 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 intended effect of these aspects of this agreement.

3.3 The following matters are substantive matters:

(a) the uses permitted on the Property as listed in Section 2.1 *Use* of this Agreement; and

(b) the location of the shop shown on Schedule B of this agreement.

3.4 Notwithstanding the foregoing, discharge of this agreement is not a substantive matter and this agreement may be discharged by Council without a public hearing.

3.5 Notice of Intent to Discharge this Agreement may be given by the Municipality to the Owners following a resolution of Council to give such Notice:

(a) as provided for in Section 4.1, *Commencement of Development,* of this Agreement; or

(b) at the discretion of the Municipality, with or without the concurrence of the Owners, where the Development has, in the reasonable opinion of Council on advice from the Development Officer, ceased operation for a period of at least twenty-four (24) months; or

(c) at any time upon the written request of the Owners, provided the use of the Property is in accordance with the Land Use By-law or a new Agreement has been entered into.

3.6 Council may discharge this Agreement 30 days after a Notice of Intent to Discharge has been given.

PART 4 IMPLEMENTATION

4.1 Commencement of Development

(a) The Owners may not commence any construction or use on the Property 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 twenty four (24) 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 in accordance with Section 229 of the Municipal Government Act, 30 days after giving Notice of Intent to Discharge to the Owners. Upon the written request of the Owners, 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 Owners are bona fide delayed from commencing the development for reasons which are beyond the Owners' control, the determination of which shall be at the sole discretion of the Development Officer, then performance by the Owners is excused for the period of the delay and the time period for the Owners 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 Owners shall provide record drawings to the Development Officer for any portion of the development for which an engineered design is required, within ten days of completion of any work which requires the engineered design.

(b) The Owners 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 Bylaws and Regulations

(a) Nothing in this Agreement shall exempt the Owners 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 Property (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 neutral gender shall include the masculine and feminine.

(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 Owners about the suitability of the Property for the development proposed by this agreement. The Owners assume 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 Owners shall pay all costs associated with registering this Agreement and all costs associated with any amendment thereof.

5.7 Development Agreement Bound to Land

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 in accordance with Section 229 of the *Municipal Government Act*.

5.8 Assignment of Agreement

The Owners 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 Owners personally or by ordinary mail which shall be deemed to have been received within three (3) business days of mailing, addressed to Jeff Brown and Erika Rice, PO Box 18, Mount Uniacke, NS B0N 1Z0 or at any other address provided by the Owners in writing.

(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, NS, B0N 2T0, or at any successor address provided by the Municipality to the Owner in writing.

5.10 Full Agreement

This agreement constitutes the entire agreement and contract entered into by the Municipality and the Owners. 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	**) WEST HANTS REGIONAL**
In the presence of:	) **MUNICIPALITY**
	)
	)
	)
_____	Per: _____
Witness	) Abraham Zebian, Mayor
	)
	)
_____	) Per: _____
Witness	) Deanna Snair, Municipal Clerk
	)
	)
_____	Per:_____
Witness	) Jeff Brown

	)	
	)	
_____	Per:	_____
Witness	)	Erika Rice

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS

ON THIS day of , A.D. 2023, 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 presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

ON THIS day of , A.D. 2023, 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 presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS

ON THIS day of , A.D. 2023, 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**, Jeff Brown**, one of the parties thereto, signed, sealed and delivered the same in presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS

ON THIS day of , A.D. 2023, 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**, Erika Rice**, one of the parties thereto, signed, sealed and delivered the same in presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

AFFIDAVIT OF CLERK

WEST HANTS REGIONAL MUNICIPALITY

I, Deanna Snair 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).

I certify that on this _____, 2023
the Municipal Clerk, Deanna Snair came before me, made oath,
and swore the foregoing affidavit at
_____, Nova Scotia.

_____
A BARRISTER/COMMISSIONER OF THE
SUPREME COURT OF NOVA SCOTIA
Print name/affix seal

_____
Deanna Snair, Clerk

CANADA
PROVINCE OF NOVA SCOTIA
HANTS COUNTY

AFFIDAVIT & PROOF OF EXECUTION (INDIVIDUAL)

We, Jeff Brown and Erika Rice, the "Deponents", make oath and swear that:

1. We acknowledge that we executed the foregoing instrument on the date of this affidavit; this acknowledgement 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 s.79(1)(a) of *the Land Registration Act* as the case may be.
2. We are nineteen years of age or older and are residents of Canada under the *Income Tax Act* (Canada).
3. For the purpose of this affidavit "spouse" means an individual who is married to another individual; is married to another individual by a marriage that is voidable and has not been voided by a declaration of nullity; has gone through a form of marriage with an individual, in good faith, that is void and they are cohabiting or have cohabited within the preceding year; or is a party to a registered domestic-partner declaration made in accordance with Section 53 of the *Vital Statistics Act* as amended, but does not include an individual who becomes a former domestic partner pursuant to section 55(1) of the Act.
4. We are the spouses of each other. Neither of us has any other spouse nor, with respect to the within property, any former domestic partner with the rights contemplated by Section 55 of the *Vital Statistics Act*, or any former spouse with rights under the *Matrimonial Property Act*. We consent to this disposition.

I certify that on this _____, 2023
the Deponents came before me, made oath,
and swore the foregoing affidavit at
_____, Nova Scotia.

_____
A BARRISTER/COMMISSIONER OF THE
SUPREME COURT OF NOVA SCOTIA

_____
Jeff Brown

_____
Erika Rice

Schedule A
Legal Description – PID 45118502

ALL those lots, pieces or parcels of land and premises, situate, lying and being in the Township of Newport and being bounded and described as follows; viz:

FIRST - That lot bounded on the South by lands formerly owned by Frederick Canavan;

On the West by the Main Road leading from Hillsvale to Ashdale;

On the North by lands of Charles Canavan;

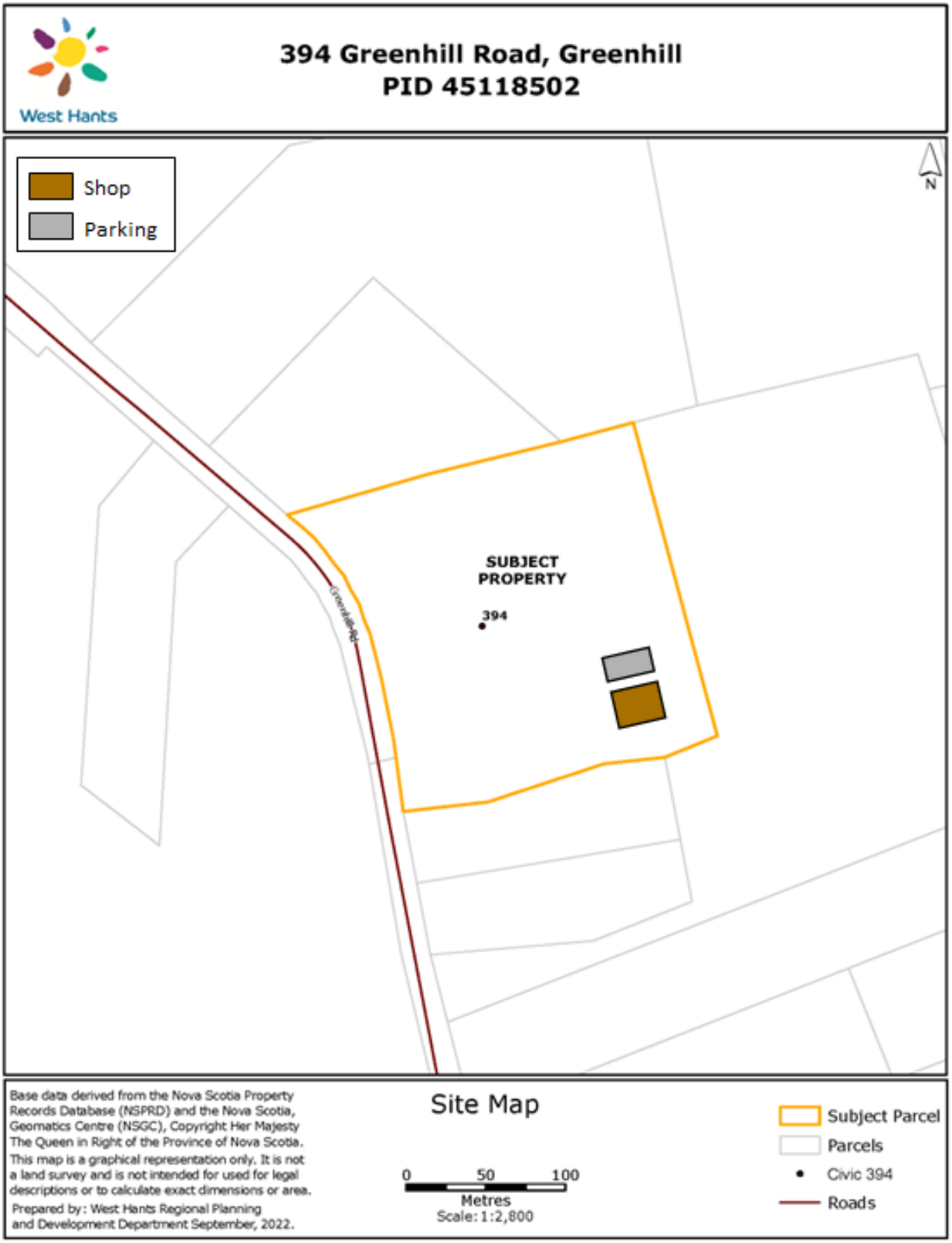
And on the East by lands owned by Frederick Canavan.

And containing in the whole TEN ACRES, more or less.

The parcel was created by a subdivision that predates subdivision control or planning legislation or by-laws in the municipality and therefore no subdivision approval was required for creation of this parcel.

Schedule B

Site Layout



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: _____
Alex Dunphy, Planner

Date: January 24th, 2023

Subject: File 20-29C: Coastal Protection and Flood Planning Policy Update (West Hants)

LEGISLATIVE AUTHORITY

Municipal Government Act Section 212 (4)

RECOMMENDATION

If Council wishes to approve the amendment following the Public Hearing, the following motion would be in order:

… that Council gives Second Reading and approves amending the West Hants Municipal Planning Strategy in a manner substantively the same as the draft set out in Attachment A of the report File # 20-29 to the Municipal Climate Change Action Plan Committee dated November 9, 2022.

BACKGROUND

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

Coastal Flooding was added to the 2021 MCCAP Workplan on January 21st, 2020. During the February 10th, 2021 MCCAP meeting, the Committee discussed a number of policy options for flood proofing and coastal flooding.

During the MCCAP meeting on September 14th, 2022 I updated the Committee with new information I had acquired through a meeting with Climate Change and Planning staff from HRM. In that meeting, I had learned some of the issues faced by HRM staff pertaining to the

implementation of coastal protection policies in preparation for the release of the Coastal Protection Act regulations. I had asked the Committee for direction, given that the Coastal Protection Act regulations would render previous policies impossible to implement due to new requirements given by the Coastal Protection Act regulations. The Committee recommended that staff pursue a more general set of policies which can be used until the Coastal Protection Act regulations are implemented.

DISCUSSION

Staff presented a recommendation report to the Municipal Climate Change Action Plan Committee (MCCAP) on November 9th, 2022. During the November 9th meeting, MCCAP recommended in favour of the amendment.

On November 10th, 2022, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A).

During the November 10th meeting, PAC/HAC recommended in favour of the amendment.

On November 22nd, 2022, staff presented the PAC/HAC recommendation to Council for First Reading (Appendix A).

NEXT STEPS

The proposed amendment has been considered based on the Coastal Protection Act. As a result, it is reasonable to consider the amendment as a display of intent to conform to the requirements of the Coastal Protection Act once they are published.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

In response to the application, Council may decide to:

- approve the amendment as drafted or as specifically revised by direction of Council; or
- provide alternative direction such as requesting further information on a specific topic.

APPENDICIES

Appendix A	2022-11-10 Staff Report - File 20-29A: Coastal Protection and Flood Planning Policy Update (West Hants)

CHIEF ADMINISTRATIVE OFFICER REVIEW

The recommendation and proposed amendments essentially are a preparatory step to ensure the Municipality's Planning Strategies (Hantsport / Windsor and West Hants) are prepared and include language referencing the forthcoming Coastal Protection Act Regulations.

I support the recommendation.

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Report Approved by: _____

Mark Phillips, Chief Administrative Officer

Appendix A – 2022-11-10 Staff Report - File 20-29A: Coastal Protection and Flood Planning Policy Update (West Hants)

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____
Alex Dunphy, Planner

Date: November 10th, 2022

Subject: File 20-29A: Coastal Protection and Flood Planning Policy Update (West Hants)

LEGISLATIVE AUTHORITY

Municipal Government Act Section 212 (4)

RECOMMENDATION

To allow the amendment, staff recommends that PAC/HAC forward a positive recommendation by passing the following motion:

… that PAC/HAC recommend that Council give First Reading and hold a Public Hearing to consider amending the West Hants Municipal Planning Strategy in a manner substantively the same as the draft set out in Attachment A of the report File # 20-29 to the Municipal Climate Change Action Plan Committee dated November 9, 2022.

BACKGROUND

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

Coastal Flooding was added to the 2021 MCCAP Workplan on January 21st, 2020. During the February 10th, 2021 MCCAP meeting, the Committee discussed a number of policy options for flood proofing and coastal flooding.

During the MCCAP meeting on September 14th, 2022 I updated the Committee with new information I had acquired through a meeting with Climate Change and Planning staff from

HRM. In that meeting, I had learned some of the issues faced by HRM staff pertaining to the implementation of coastal protection policies in preparation for the release of the Coastal Protection Act regulations. I had asked the Committee for direction, given that the Coastal Protection Act regulations would render previous policies impossible to implement due to new requirements given by the Coastal Protection Act regulations. The Committee recommended that staff pursue a more general set of policies which can be used until the Coastal Protection Act regulations are implemented.

DISCUSSION

Staff presented a recommendation report to the Municipal Climate Change Action Plan Committee (MCCAP) on November 9th, 2022. (Attachment A). During the November 9th meeting, MCCAP recommended in favour of the amendment.

NEXT STEPS

Discussion by PAC/HAC will be incorporated into the report and presentation to the Council.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

PAC/HAC may:

- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A File 20-29: Coastal Protection and Flood Planning Policy Update (West Hants)

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Attachment A

File 20-29: Coastal Protection and Flood Planning Policy Update (West Hants)

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

To: Members of Municipal Climate Change Action Plan Committee (MCCAP)

Submitted by: _____
Alex Dunphy, Planner

Date: November 9th, 2022

Subject: File 20-29: Coastal Protection and Flood Planning Policy Update (West Hants)

LEGISLATIVE AUTHORITY

Municipal Government Act Section 212 (4)

RECOMMENDATION

To allow the amendment, staff recommends that the MCCAP Committee forward a positive recommendation by passing the following motion:

…that the MCCAP Committee recommends that PAC/HAC recommend that Council give First Reading and hold a Public Hearing to consider amending the West Hants Municipal Planning Strategy in a manner substantively the same as the draft set out in Attachment A of the report File # 20-29 to the Municipal Climate Change Action Plan Committee dated November 9, 2022.

BACKGROUND

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

Coastal Flooding was added to the 2021 MCCAP Workplan on January 21st, 2020. During the February 10th, 2021 MCCAP meeting, the Committee discussed a number of policy options for flood proofing and coastal flooding.

During the last MCCAP meeting on September 14th, 2022 I updated the Committee with new information I had acquired through a meeting with Climate Change and Planning staff from HRM. In that meeting, I had learned some of the issues faced by HRM staff pertaining to the

implementation of coastal protection policies in preparation for the release of the Coastal Protection Act regulations. I had asked the Committee for direction, given that the Coastal Protection Act regulations would render previous policies impossible to implement due to new requirements given by the Coastal Protection Act regulations. The Committee recommended that staff pursue a more general set of policies which can be used until the Coastal Protection Act regulations are implemented.

DISCUSSION

In research for what other municipal units have done in preparation for the implementation of the Coastal Protection Act, I have found that Wolfville's Municipal Planning Strategy is the only document which directly addresses the Coastal Protection Act. Other municipal units have sections within their Municipal Planning Strategies which address coastal setbacks or other similar matters, but no direct references to the Coastal Protection Act or associated regulations. In the Wolfville Municipal Planning Strategy, outlined under the Provincial and Regional Coordination Section and immediately following a policy to 'comply with the Statements of Provincial Interest' is the following policy: "*It shall be the policy of Council: 2) To designate a Coastal Protection Zone to comply with the regulations of Bill 106, the Coastal Protection Act.*" The inclusion of a straightforward policy similar to this would display the intention of Council to meet the requirements of the Coastal Protection Act once the Act has official regulations for municipalities to implement. Staff have included the draft policy for each of the Municipal Planning Strategies within the Regional Municipality and attached the draft as Attachment A.

The Coastal Protection Zone is a major component of the Coastal Protection Act. The boundaries of that Zone will be provided by the official regulations of the Act. Until those boundaries are provided to the Municipality and added to the planning documents, including policy which depends on the Coastal Protection Zone would be ineffective.

NEXT STEPS

Discussion by MCCAP Committee will be incorporated into the report and presentation to the Planning and Heritage Advisory Committee (PAC/HAC).

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

The MCCAP Committee may:

- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A Draft General Policy - Coastal Protection Act

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Attachment A

Draft General Policy – Coastal Protection Act

Note: coloured text indicates a change from the present WHMPS and is provided only for the convenience of PAC/HAC and Council. The purple text is proposed amendments recommended by staff.

Purpose: Text amendments to the West Hants Municipal Planning Strategy to provide intention to comply with the regulations of the Coastal Protection Act.

West Hants Municipal Planning Strategy

1. **Amend Section 12.1, *Dykeland Areas*, of the West Hants Municipal Planning Strategy to include a description of the Coastal Protection Act and a new policy immediately following the text of Policy 12.1.10 to read as follows:**

The Coastal Protection Act was passed in 2019 and will come into effect with the approval of accompanying regulations. When that happens, a new Coastal Protection Zone will extend along the coast of Nova Scotia and new requirements will apply to constructing houses and other structures in the zone. The regulations will outline the protections for sensitive coastal ecosystems and ensure that construction is at a safer height and distance from coastal shorelines. The purpose is to mitigate impacts from sea level rise, coastal flooding and coastal erosion.

Policy 12.1.11 *It shall be the policy of Council to identify a Coastal Protection Zone to comply with the regulations of Bill 106, the Coastal Protection Act.*

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: _____
Alex Dunphy, Planner

Date: January 24th, 2023

Subject: File 20-30C: Coastal Protection and Flood Planning Policy Update (Windsor)

LEGISLATIVE AUTHORITY

Municipal Government Act Section 212 (4)

RECOMMENDATION

If Council wishes to approve the amendment following the Public Hearing, the following motion would be in order:

… that Council gives Second Reading and approves amending the Windsor Municipal Planning Strategy in a manner substantively the same as the draft set out in Attachment A of the report File # 20-30 to the Municipal Climate Change Action Plan Committee dated November 9, 2022.

BACKGROUND

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

Coastal Flooding was added to the 2021 MCCAP Workplan on January 21st, 2020. During the February 10th, 2021 MCCAP meeting, the Committee discussed a number of policy options for flood proofing and coastal flooding.

During the MCCAP meeting on September 14th, 2022 I updated the Committee with new information I had acquired through a meeting with Climate Change and Planning staff from HRM. In that meeting, I had learned some of the issues faced by HRM staff pertaining to the implementation of coastal protection policies in preparation for the release of the Coastal

Protection Act regulations. I had asked the Committee for direction, given that the Coastal Protection Act regulations would render previous policies impossible to implement due to new requirements given by the Coastal Protection Act regulations. The Committee recommended that staff pursue a more general set of policies which can be used until the Coastal Protection Act regulations are implemented.

DISCUSSION

Staff presented a recommendation report to the Municipal Climate Change Action Plan Committee (MCCAP) on November 9th, 2022. During the November 9th meeting, MCCAP recommended in favour of the amendment.

On November 10th, 2022, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A).

During the November 10th meeting, PAC/HAC recommended in favour of the amendment.

On November 22nd, 2022, staff presented the PAC/HAC recommendation to Council for First Reading (Appendix A).

NEXT STEPS

The proposed amendment has been considered based on the Coastal Protection Act. As a result, it is reasonable to consider the amendment as a display of intent to conform to the requirements of the Coastal Protection Act once they are published.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

In response to the application, Council may decide to:

- approve the amendment as drafted or as specifically revised by direction of Council; or
- provide alternative direction such as requesting further information on a specific topic.

APPENDICIES

Appendix A	File 20-30A: Coastal Protection and Flood Planning Policy Update (Windsor)

CHIEF ADMINISTRATIVE OFFICER REVIEW

The recommendation and proposed amendments essentially are a preparatory step to ensure the Municipality's Planning Strategies (Hantsport / Windsor and West Hants) are prepared and include language referencing the forthcoming Coastal Protection Act Regulations.

I support the recommendation.

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Report Approved by: _____

Mark Phillips, Chief Administrative Officer

Appendix A – 2022-11-10 Staff Report - File 20-30A: Coastal Protection and Flood Planning Policy Update (Windsor)

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____
Alex Dunphy, Planner

Date: November 10th, 2022

Subject: File 20-30A: Coastal Protection and Flood Planning Policy Update (Windsor)

LEGISLATIVE AUTHORITY

Municipal Government Act Section 212 (4)

RECOMMENDATION

To allow the amendment, staff recommends that PAC/HAC forward a positive recommendation by passing the following motion:

… that PAC/HAC recommend that Council give First Reading and hold a Public Hearing to consider amending the Windsor Municipal Planning Strategy in a manner substantively the same as the draft set out in Attachment A of the report File # 20-30 to the Municipal Climate Change Action Plan Committee dated November 9, 2022.

BACKGROUND

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

Coastal Flooding was added to the 2021 MCCAP Workplan on January 21st, 2020. During the February 10th, 2021 MCCAP meeting, the Committee discussed a number of policy options for flood proofing and coastal flooding.

During the MCCAP meeting on September 14th, 2022 I updated the Committee with new information I had acquired through a meeting with Climate Change and Planning staff from HRM. In that meeting, I had learned some of the issues faced by HRM staff pertaining to the

implementation of coastal protection policies in preparation for the release of the Coastal Protection Act regulations. I had asked the Committee for direction, given that the Coastal Protection Act regulations would render previous policies impossible to implement due to new requirements given by the Coastal Protection Act regulations. The Committee recommended that staff pursue a more general set of policies which can be used until the Coastal Protection Act regulations are implemented.

DISCUSSION

Staff presented a recommendation report to the Municipal Climate Change Action Plan Committee (MCCAP) on November 9th, 2022. (Attachment A). During the November 9th meeting, MCCAP recommended in favour of the amendment.

NEXT STEPS

Discussion by PAC/HAC will be incorporated into the report and presentation to the Council.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

PAC/HAC may:

- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A File 20-30: Coastal Protection and Flood Planning Policy Update (Windsor)

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Attachment A

File 20-30: Coastal Protection and Flood Planning Policy Update (Windsor)

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

To: Members of Municipal Climate Change Action Plan Committee (MCCAP)

Submitted by: _____
Alex Dunphy, Planner

Date: November 9th, 2022

Subject: File 20-30: Coastal Protection and Flood Planning Policy Update (Windsor)

LEGISLATIVE AUTHORITY

Municipal Government Act Section 212 (4)

RECOMMENDATION

To allow the amendment, staff recommends that the MCCAP Committee forward a positive recommendation by passing the following motion:

…that the MCCAP Committee recommends that PAC/HAC recommend that Council give First Reading and hold a Public Hearing to consider amending the Windsor Municipal Planning Strategy in a manner substantively the same as the draft set out in Attachment A of the report File # 20-30 to the Municipal Climate Change Action Plan Committee dated November 9, 2022.

BACKGROUND

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

Coastal Flooding was added to the 2021 MCCAP Workplan on January 21st, 2020. During the February 10th, 2021 MCCAP meeting, the Committee discussed a number of policy options for flood proofing and coastal flooding.

During the last MCCAP meeting on September 14th, 2022 I updated the Committee with new information I had acquired through a meeting with Climate Change and Planning staff from HRM. In that meeting, I had learned some of the issues faced by HRM staff pertaining to the

implementation of coastal protection policies in preparation for the release of the Coastal Protection Act regulations. I had asked the Committee for direction, given that the Coastal Protection Act regulations would render previous policies impossible to implement due to new requirements given by the Coastal Protection Act regulations. The Committee recommended that staff pursue a more general set of policies which can be used until the Coastal Protection Act regulations are implemented.

DISCUSSION

In research for what other municipal units have done in preparation for the implementation of the Coastal Protection Act, I have found that Wolfville's Municipal Planning Strategy is the only document which directly addresses the Coastal Protection Act. Other municipal units have sections within their Municipal Planning Strategies which address coastal setbacks or other similar matters, but no direct references to the Coastal Protection Act or associated regulations. In the Wolfville Municipal Planning Strategy, outlined under the Provincial and Regional Coordination Section and immediately following a policy to 'comply with the Statements of Provincial Interest' is the following policy: "*It shall be the policy of Council: 2) To designate a Coastal Protection Zone to comply with the regulations of Bill 106, the Coastal Protection Act.*" The inclusion of a straightforward policy similar to this would display the intention of Council to meet the requirements of the Coastal Protection Act once the Act has official regulations for municipalities to implement. Staff have included the draft policy for each of the Municipal Planning Strategies within the Regional Municipality and attached the draft as Attachment A.

The Coastal Protection Zone is a major component of the Coastal Protection Act. The boundaries of that Zone will be provided by the official regulations of the Act. Until those boundaries are provided to the Municipality and added to the planning documents, including policy which depends on the Coastal Protection Zone would be ineffective.

NEXT STEPS

Discussion by MCCAP Committee will be incorporated into the report and presentation to the Planning and Heritage Advisory Committee (PAC/HAC).

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

The MCCAP Committee may:

- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A Draft General Policy - Coastal Protection Act

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Attachment A

Draft General Policy – Coastal Protection Act

Note: coloured text indicates a change from the present WMPS and is provided only for the convenience of PAC/HAC and Council. The purple text is proposed amendments recommended by staff.

Purpose: Text amendments to the Windsor Municipal Planning Strategy to provide intention to comply with the regulations of the Coastal Protection Act.

Windsor Municipal Planning Strategy

1. **Amend Section 12.0, *Environmental Constraints*, of the Windsor Municipal Planning Strategy to include a description of the Coastal Protection Act and a new policy immediately following the text of Policy 12.0.3 to read as follows:**

The Coastal Protection Act was passed in 2019 and will come into effect with the approval of accompanying regulations. When that happens, a new Coastal Protection Zone will extend along the coast of Nova Scotia and new requirements will apply to constructing houses and other structures in the zone. The regulations will outline the protections for sensitive coastal ecosystems and ensure that construction is at a safer height and distance from coastal shorelines. The purpose is to mitigate impacts from sea level rise, coastal flooding and coastal erosion.

Policy 12.0.4 *It shall be the policy of Council to designate a Coastal Protection Zone to comply with the regulations of Bill 106, the Coastal Protection Act.*

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: _____
Alex Dunphy, Planner

Date: January 24th, 2023

Subject: File 20-31C: Coastal Protection and Flood Planning Policy Update (Hantsport)

LEGISLATIVE AUTHORITY

Municipal Government Act Section 212 (4)

RECOMMENDATION

If Council wishes to approve the amendment following the Public Hearing, the following motion would be in order:

… that Council gives Second Reading and approves amending the Hantsport Municipal Planning Strategy in a manner substantively the same as the draft set out in Attachment A of the report File # 20-31 to the Municipal Climate Change Action Plan Committee dated November 9, 2022.

BACKGROUND

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

Coastal Flooding was added to the 2021 MCCAP Workplan on January 21st, 2020. During the February 10th, 2021 MCCAP meeting, the Committee discussed a number of policy options for flood proofing and coastal flooding.

During the MCCAP meeting on September 14th, 2022 I updated the Committee with new information I had acquired through a meeting with Climate Change and Planning staff from HRM. In that meeting, I had learned some of the issues faced by HRM staff pertaining to the implementation of coastal protection policies in preparation for the release of the Coastal

Protection Act regulations. I had asked the Committee for direction, given that the Coastal Protection Act regulations would render previous policies impossible to implement due to new requirements given by the Coastal Protection Act regulations. The Committee recommended that staff pursue a more general set of policies which can be used until the Coastal Protection Act regulations are implemented.

DISCUSSION

Staff presented a recommendation report to the Municipal Climate Change Action Plan Committee (MCCAP) on November 9th, 2022. During the November 9th meeting, MCCAP recommended in favour of the amendment.

On November 10th, 2022, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A).

During the November 10th meeting, PAC/HAC recommended in favour of the amendment.

On November 22nd, 2022, staff presented the PAC/HAC recommendation to Council for First Reading (Appendix A).

NEXT STEPS

The proposed amendment has been considered based on the Coastal Protection Act. As a result, it is reasonable to consider the amendment as a display of intent to conform to the requirements of the Coastal Protection Act once they are published.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

In response to the application, Council may decide to:

- approve the amendment as drafted or as specifically revised by direction of Council; or
- provide alternative direction such as requesting further information on a specific topic.

APPENDICIES

Appendix A	2022-11-10 Staff Report - File 20-31A: Coastal Protection and Flood Planning Policy Update (Hantsport)

CHIEF ADMINISTRATIVE OFFICER REVIEW

The recommendation and proposed amendments essentially are a preparatory step to ensure the Municipality's Planning Strategies (Hantsport / Windsor and West Hants) are prepared and include language referencing the forthcoming Coastal Protection Act Regulations.

I support the recommendation.

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Report Approved by: _____

Mark Phillips, Chief Administrative Officer

Appendix A – 2022-11-10 Staff Report - File 20-31A: Coastal Protection and Flood Planning Policy Update (Hantsport)

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____
Alex Dunphy, Planner

Date: November 10th, 2022

Subject: File 20-31A: Coastal Protection and Flood Planning Policy Update (Hantsport)

LEGISLATIVE AUTHORITY

Municipal Government Act Section 212 (4)

RECOMMENDATION

To allow the amendment, staff recommends that PAC/HAC forward a positive recommendation by passing the following motion:

… that PAC/HAC recommend that Council give First Reading and hold a Public Hearing to consider amending the Hantsport Municipal Planning Strategy in a manner substantively the same as the draft set out in Attachment A of the report File # 20-31 to the Municipal Climate Change Action Plan Committee dated November 9, 2022.

BACKGROUND

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

Coastal Flooding was added to the 2021 MCCAP Workplan on January 21st, 2020. During the February 10th, 2021 MCCAP meeting, the Committee discussed a number of policy options for flood proofing and coastal flooding.

During the MCCAP meeting on September 14th, 2022 I updated the Committee with new information I had acquired through a meeting with Climate Change and Planning staff from HRM. In that meeting, I had learned some of the issues faced by HRM staff pertaining to the

implementation of coastal protection policies in preparation for the release of the Coastal Protection Act regulations. I had asked the Committee for direction, given that the Coastal Protection Act regulations would render previous policies impossible to implement due to new requirements given by the Coastal Protection Act regulations. The Committee recommended that staff pursue a more general set of policies which can be used until the Coastal Protection Act regulations are implemented.

DISCUSSION

Staff presented a recommendation report to the Municipal Climate Change Action Plan Committee (MCCAP) on November 9th, 2022. (Attachment A). During the November 9th meeting, MCCAP recommended in favour of the amendment.

NEXT STEPS

Discussion by PAC/HAC will be incorporated into the report and presentation to the Council.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

PAC/HAC may:

- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A File 20-31: Coastal Protection and Flood Planning Policy Update (Hantsport)

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Attachment A

File 20-31: Coastal Protection and Flood Planning Policy Update (Hantsport)

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

To: Members of Municipal Climate Change Action Plan Committee (MCCAP)

Submitted by: _____
Alex Dunphy, Planner

Date: November 9th, 2022

Subject: File 20-31: Coastal Protection and Flood Planning Policy Update (Hantsport)

LEGISLATIVE AUTHORITY

Municipal Government Act Section 212 (4)

RECOMMENDATION

To allow the amendment, staff recommends that the MCCAP Committee forward a positive recommendation by passing the following motion:

…that the MCCAP Committee recommends that PAC/HAC recommend that Council give First Reading and hold a Public Hearing to consider amending the Hantsport Municipal Planning Strategy in a manner substantively the same as the draft set out in Attachment A of the report File # 20-31 to the Municipal Climate Change Action Plan Committee dated November 9, 2022.

BACKGROUND

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

Coastal Flooding was added to the 2021 MCCAP Workplan on January 21st, 2020. During the February 10th, 2021 MCCAP meeting, the Committee discussed a number of policy options for flood proofing and coastal flooding.

During the last MCCAP meeting on September 14th, 2022 I updated the Committee with new information I had acquired through a meeting with Climate Change and Planning staff from HRM. In that meeting, I had learned some of the issues faced by HRM staff pertaining to the

implementation of coastal protection policies in preparation for the release of the Coastal Protection Act regulations. I had asked the Committee for direction, given that the Coastal Protection Act regulations would render previous policies impossible to implement due to new requirements given by the Coastal Protection Act regulations. The Committee recommended that staff pursue a more general set of policies which can be used until the Coastal Protection Act regulations are implemented.

DISCUSSION

In research for what other municipal units have done in preparation for the implementation of the Coastal Protection Act, I have found that Wolfville's Municipal Planning Strategy is the only document which directly addresses the Coastal Protection Act. Other municipal units have sections within their Municipal Planning Strategies which address coastal setbacks or other similar matters, but no direct references to the Coastal Protection Act or associated regulations. In the Wolfville Municipal Planning Strategy, outlined under the Provincial and Regional Coordination Section and immediately following a policy to 'comply with the Statements of Provincial Interest' is the following policy: "*It shall be the policy of Council: 2) To designate a Coastal Protection Zone to comply with the regulations of Bill 106, the Coastal Protection Act.*" The inclusion of a straightforward policy similar to this would display the intention of Council to meet the requirements of the Coastal Protection Act once the Act has official regulations for municipalities to implement. Staff have included the draft policy for each of the Municipal Planning Strategies within the Regional Municipality and attached the draft as Attachment A.

The Coastal Protection Zone is a major component of the Coastal Protection Act. The boundaries of that Zone will be provided by the official regulations of the Act. Until those boundaries are provided to the Municipality and added to the planning documents, including policy which depends on the Coastal Protection Zone would be ineffective.

NEXT STEPS

Discussion by MCCAP Committee will be incorporated into the report and presentation to the Planning and Heritage Advisory Committee (PAC/HAC).

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

The MCCAP Committee may:

- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A Draft General Policy - Coastal Protection Act

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Attachment A

Draft General Policy – Coastal Protection Act

Note: coloured text indicates a change from the present HMPS and is provided only for the convenience of PAC/HAC and Council. The purple text is proposed amendments recommended by staff.

Purpose: Text amendments to the Hantsport Municipal Planning Strategy to provide intention to comply with the regulations of the Coastal Protection Act.

Hantsport Municipal Planning Strategy

1. **Amend Section 2.2.2, *Conservation*, of the Hantsport Municipal Planning Strategy to include a description of the Coastal Protection Act and a new policy immediately following the note after the text of Policy ICSP-1 to read as follows:**

The Coastal Protection Act was passed in 2019 and will come into effect with the approval of accompanying regulations. When that happens, a new Coastal Protection Zone will extend along the coast of Nova Scotia and new requirements will apply to constructing houses and other structures in the zone. The regulations will outline the protections for sensitive coastal ecosystems and ensure that construction is at a safer height and distance from coastal shorelines. The purpose is to mitigate impacts from sea level rise, coastal flooding and coastal erosion.

Policy ICSP-1A

It shall be the policy of Council to designate a Coastal Protection Zone to comply with the regulations of Bill 106, the Coastal Protection Act.

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: _____

Madelyn LeMay, Director, Planning and Development

Date: January 24, 2023

Subject: West Hants Land Use By-law Housekeeping; File # 22-16C

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) Part 8

RECOMMENDATION

Should Council wish to approve the proposed amendments following the Public Hearing, the following motion would be in order:

…that Council amends the text of the West Hants Land Use By-law to correct errors in the metric equivalent of front yard requirements in the Two-Unit Residential (R-2) Zone and the Multiple Residential (R-3) Zone and correct the reference to the West Hants Municipal Planning Strategy policy for uses in existing non-residential buildings which exceed the commercial floor area limit in the Hamlet and Resource designations, all as shown in Appendix D of the October 13, 2022, report #22-16, West Hants Land Use By-law Housekeeping Amendments.

BACKGROUND

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

As Planning and Development staff review planning documents in order to respond to people inquiring about development potential, errors in the planning documents are occasionally found. Two were recently found in the West Hants Land Use By-law (WHLUB).

DISCUSSION

A Public Information Meeting was held on September 6, 2022.

PAC/HAC recommended in favour of the proposed amendments on October 13, 2022.

First Reading was held on October 25, 2022.

NEXT STEPS

The process for this application is as follows:

Process
Staff Review
▼
Public Information Meeting – September 6, 2022
▼
PAC/HAC receives staff report and PIM Notes PAC/HAC Review and Recommendation – October 13, 2022
▼
Council First Reading – October 25, 2022
▼
Public Hearing & Second Reading – January 24, 2023
▼
Notice Placed in Paper
▼
14-day Appeal Period

ATTACHMENTS

Attachment A First Reading Report: West Hants Land Use By-law Amendment: Housekeeping # 22-16B

Report Prepared by: _____

Madelyn LeMay, Director, Planning and Development

Report Approved by: _____

Mark Phillips, Chief Administrative Officer

ATTACHMENT A

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: _____

Madelyn LeMay, Director, Planning and Development

Date: October 25, 2022

Subject: West Hants Land Use By-law Amendment: Housekeeping # 22-16B

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) Part 8

RECOMMENDATION

Should Council wish to proceed to Public Hearing, the following motion would be in order:

…that Council gives First Reading and will hold a Public Hearing to consider amending the text of the West Hants Land Use By-law to correct errors in the metric equivalent of front yard requirements in the Two-Unit Residential (R-2) Zone and the Multiple Residential (R-3) Zone and correct the reference to the West Hants Municipal Planning Strategy policy for uses in existing non-residential buildings which exceed the commercial floor area limit in the Hamlet and Resource designations, all as shown in Appendix D of the October 13, 2022, report #22-16, West Hants Land Use By-law Housekeeping Amendments.

BACKGROUND

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

As Planning and Development staff review planning documents in order to respond to people inquiring about development potential, errors in the planning documents are occasionally found. Two were recently found in the West Hants Land Use By-law (WHLUB).

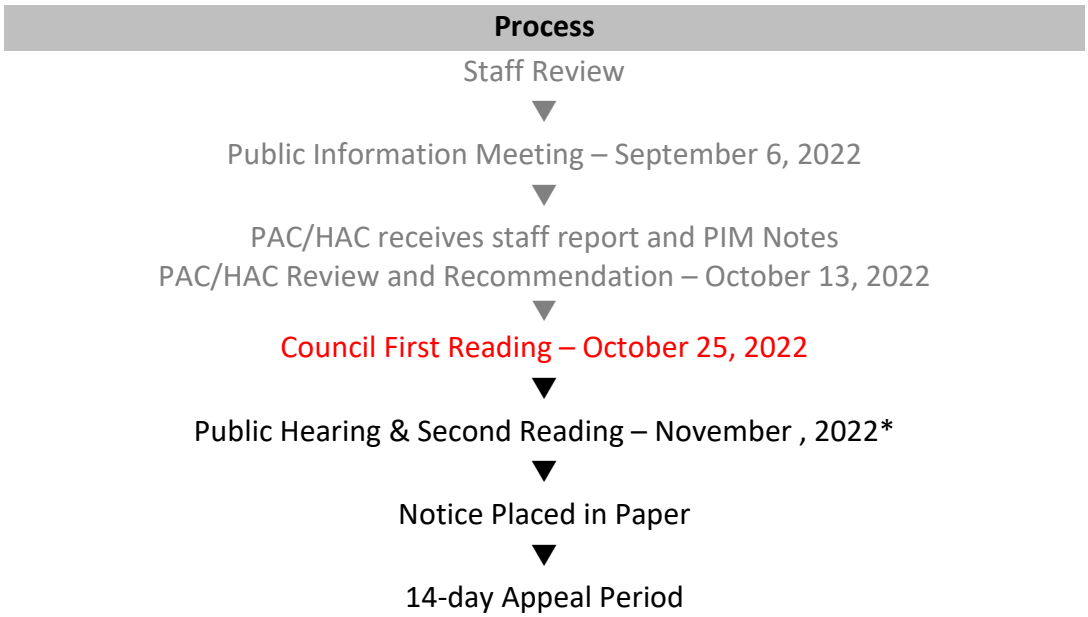
DISCUSSION

A Public Information Meeting was held on September 6, 2022.

PAC/HAC recommended in favour of the proposed amendments on September 8, 2022.

NEXT STEPS

The process for these proposed amendments is as follows:



*anticipated date; final dates set by Council

FINANCIAL IMPLICATIONS

There are no anticipated costs to the Municipality related to the proposed amendments.

ALTERNATIVES

In response to the application, Council may decide to:

- not hold a public hearing regarding the proposed amendments; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A West Hants Land Use By-law; Housekeeping Amendments File # 22-16

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by: _____

Madelyn LeMay, Director, Planning and Development

Report Approved by: _____

Mark Phillips, Chief Administrative Officer

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

To: Planning and Heritage Advisory Committee

Submitted by: _____

Madelyn LeMay, Director, Planning and Development

Date: October 13, 2022

Subject: West Hants Land Use By-law; Housekeeping Amendments File # 22-16

1.0 LEGISLATIVE AUTHORITY

Municipal Government Act, Part 8

2.0 RECOMMENDATION

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

…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 correct errors in the metric equivalent of front yard requirements in the Two-Unit Residential (R-2) Zone and the Multiple Residential (R-3) Zone, add a general clause to the West Hants Land Use By-law regarding the required standard of measurement, and correct the reference to the West Hants Municipal Planning Strategy policy for uses in existing non-residential buildings which exceed the commercial floor area limit in the Hamlet and Resource designations, all as shown in Appendix D of the October 13, 2022, report #22-16 ,West Hants Land Use By-law Housekeeping Amendments.

3.0 BACKGROUND

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

As Planning and Development staff review planning documents in order to respond to people inquiring about development potential, errors in the planning documents are occasionally found. Two have recently been found in the West Hants Land Use By-law (WHLUB): the first is related to the metric equivalent for imperial measurements and the second is related to the criteria for development agreements in the Hamlet and Resource designations.

4.0 DISCUSSION

4. I Imperial/Metric Equivalent

The Two Unit Residential (R-2) Zone of the WHLUB contains a front yard setback of "15 ft. (7.62 m)". The actual metric equivalent of 15 ft. is 4.57 metres.

In reviewing the document I found the same error in the Multiple Residential (R-3) Zone requirements. 4.57 m is correctly used as the equivalent for 15' in nine (9) other locations in the WHLUB (Appendix A).

The WHLUB also does not contain the following usual statement regarding measurements *"The imperial system of measurement is used throughout this By-law and in all cases represents the required standard. Metric measurements are approximate and for convenience only."*

In order to ensure that all measurements within the document are clear and not open to interpretation, the front yard setback in both the Two Unit Residential (R-2) Zone and the Multiple Residential (R-3) Zone should be corrected, and the statement regarding the standard of measurement should be added to Section 4.7, "Units of Measurement" as shown in Appendix D.

4.2 Part 6.0, Development Agreements

Clause (q) of Section 6.1 of the WHLUB reads: *"(q) Local Commercial (LC), Hamlet Industrial (M-2) or Rural Commercial (RC) uses in existing non-residential buildings which exceed the commercial floor area limit in the Hamlet and Resource designations, in accordance with Policy 4.5.1 of the Municipal Planning Strategy;"*(Appendix B).

Policy 4.5.1 of the West Hants Municipal Planning Strategy (WHMPS) is related to development on municipally-owned land in any zone rather than to uses in existing non-residential buildings in the Hamlet and Resource designations. Policy 4.6.1 of the WHMPS, however, clearly refers to and establishes the criteria for "*existing non-residential buildings exceeding the commercial floor area limit in the Hamlet and Resource designations"* (Appendix C).

Planning and Development staff have had one serious inquiry this summer about development using clause 6.1 (q) which brought the error to light. Although no application for a development agreement followed, the error should be removed so that clause 6.1 (q) can be used should a developer wish to. The error is contained in the original document approved by Council May 13, 2008.

5.0 NEXT STEPS

The Public Information Meeting was held on September 6,2022, and comments could be submitted until noon September 23. No comments were received. (Appendix E).

The process to complete these proposed amendments is as follows:

Process

Staff Review

▼

Public Information Meeting – September 6, 2022

▼

PAC/HAC receives staff report and PIM Notes
PAC/HAC Review and Recommendation – October 13, 2022

▼

Council First Reading – October 25, 2022*

▼

Public Hearing & Second Reading –November 22, 2022*

▼

Notice Placed in Paper

▼

14-day Appeal Period

*anticipated date; final dates set by Council

6.0 FINANCIAL IMPLICATIONS

There are no anticipated costs to the Municipality related to the proposed amendments.

7.0 ALTERNATIVES

In response to the application, Council may decide to:

- not hold a public hearing regarding the proposed amendments; or
- provide alternative direction such as requesting further information on a specific topic.

8.0 APPENDICES

Appendix A	WHLUB Two Unit Residential (R-2) and Multiple Residential (R-3) Zone
Appendix B	WHLUB 6.1 (q)
Appendix C	WHMPS Policy 4.5.1 and Policy 4.6.1
Appendix D	Draft Amendments
Appendix E	Public Information Meeting Notes

Report Prepared by: _____

Madelyn LeMay, Director, Planning and Development

APPENDIX A

Taken from the West Hants Land Use By-law September 12, 2022

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 **(Amendment 20-28 Effective June 15, 2021)**

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 20-28 Effective June 15, 2021) (Amendment GC2LUB 17-01 Effective March 7, 2018)

10.0 MULTIPLE RESIDENTIAL (R-3)

Permitted Uses

10.1 The following uses shall be permitted in the Multiple Residential (R-3) zone:

- Dwellings with more than two units in accordance with Sections 10.2 and 10.7 below;
- Boarding or rooming houses in accordance with Sections 10.2 and 10.7 below;
  (Amendment WHLUB 14-01 Effective January 22, 2015)
- Residential care facilities providing care for five or fewer persons in accordance with Sections 10.2 and 10.7 below;
- Uses permitted in the R-1 zone subject to the R-1 zone requirements, with side yard requirements in accordance with Sections 10.2 and 10.7 below;
- Uses permitted in the R-2 zone subject to the R-2 zone requirements with side yard requirements in accordance with Sections 10.2 and 10.7 below.
  (Amendment GC2LUB 17-01 Effective March 7, 2018)

R-3 Zone General Requirements

10.2 In the R-3 zone, no development permit shall be issued except in conformity with the following:

		Townhouse and triplex dwellings	Apartment buildings, residential care facilities
Minimum lot area		3,000 ft^2 (278.70 m^2)/unit	10,000 ft^2 (929.00 m^2) for the first 4 units; plus 1,500 ft^2 (139.35 m^2) for each additional unit
Minimum lot frontage		30 ft (9.14 m)/unit	100 ft (30.48 m)
Minimum front yard		15 ft (7.62 m)	15 ft (7.62 m)
Minimum rear yard		25 ft (7.62 m)	35 ft (10.67 m)
Minimum side yard	**one side**	6 ft (1.83 m)	
	other side	5 ft (1.52 m)	
Maximum height of main building		35 ft (10.67 m)	3 storeys*
Maximum number of units per building		8	20

APPENDIX B

Taken from the West Hants Land Use By-law September 12, 2022

6.0 DEVELOPMENT AGREEMENTS

Developments to be considered by Development Agreement

6.1 The following developments may be considered only by development agreement in accordance with the *Municipal Government Act* and the Municipal Planning Strategy:

…

Hamlets, Agriculture and Resource

…

(q) Local Commercial (LC), Hamlet Industrial (M-2) or Rural Commercial (RC) uses in existing non-residential buildings which exceed the commercial floor area limit in the Hamlet and Resource designations, in accordance with Policy 4.5.1 of the Municipal Planning Strategy;

APPENDIX C

Taken from the West Hants Municipal Planning Strategy September 12, 2022

4.5 Development on Municipally-owned land

Institutional, community use and public works development on municipally-owned lands shall be permitted in any zone. For major developments, however, such as a sewage treatment plant, or other public or institutional building or facility, Council feels it is important to consider the impact on the surrounding neighbourhood as well as to provide an opportunity for public input. For this reason, where such developments, if undertaken on privately-owned land, would be subject to a development agreement or rezoning process, Council will take into consideration the relevant policies of the Municipal Planning Strategy prior to commencing construction.

Policy 4.5.1 It shall be the policy of Council to allow institutional, community use or public works development on municipally owned land in any zone; however, where such development involves the construction of a new main building with a gross floor area greater than 2,000 ft2 (185.80 square meters) and would require a development agreement or rezoning if undertaken on privately-owned land, it shall be the intention of Council, prior to commencing such development, to consider its potential impact on the community and seek public input by:

(a) requesting a staff report reviewing the relevant policies of the Municipal Planning Strategy including Policy 16.3.1; and

(b) holding a public meeting and publishing a notice of the public meeting**.**

4.6 Existing Buildings Exceeding Floor Area Limited in Hamlet and Resource Designations

Within the Hamlet and Resource designations, permitted floor area is limited for certain commercial uses. The purpose of this restriction is to ensure that larger scale, non-resource commercial and industrial development is directed to the Growth Centres, while Hamlets and resource areas provide small-scale, local services. There are, however, several existing non-residential buildings in the Hamlet and Resource designations which are far in excess of the floor area limit. This means that, in some cases, large sections of these existing buildings cannot be used. Council does not wish to prevent the re-development of these existing buildings, but wants to have some control over their development and the impact on neighbouring properties and land uses. For this reason, Council will consider permitting development of these existing large buildings by development agreement. To allow for a wide variety of uses, uses permitted in the Local Commercial (LC), Hamlet Industrial (M-2) and Rural Commercial (RC) zones will be considered.

Policy 4.6.1 *It shall be the intention of Council that existing non-residential buildings exceeding the commercial floor area limit in the Hamlet and Resource designations may be permitted to use the full extent of their floor area for commercial or industrial use by entering into a development agreement, subject to the following:*

(a) the proposed use or uses are permitted in the Local Commercial (LC), Hamlet Industrial (M-2) or Rural Commercial (RC) zones;

(b) safe and efficient roadway access is provided;

(c) adequate on-site parking is provided;

(d) the proposed use or uses are not considered obnoxious by reason of noise, odours, dust, fumes, or other emissions;

(e) adequate landscaping and screening, especially of open storage and parking, is provided;

(f) the use or uses are compatible with adjacent land uses with respect to traffic generation, hours of operation and other matters;

(g) any other matter which may be addressed by development agreement; and

(h) Policy 16.3.1.

APPENDIX D

PROPOSED AMENDMENTS: WEST HANTS LAND USE BY-LAW

Purpose: to correct errors and omissions regarding metric equivalents and to correct a policy reference in the West Hants Land Use By-law

1. In Section 4.7, *Units of Measurement,* add the following Subsection*: The metric system of measurement is used throughout this By-law and in all cases represents the required standard. Imperial measurements are approximate and for convenience only.,* so that the Section appears as follows:

Units of Measurement

4.7 (a) Units of measurement used in this by-law are abbreviated as follows: feet - ft; meters – m; square feet – ft^2; and square meters – m^2.

(b) The imperial system of measurement is used throughout this By-law and in all cases represents the required standard. Metric measurements are approximate and for convenience only.

2. In Part 9, within the chart in Subsection 9.2, replace the minimum front yard requirement of *15 ft (7.62 m)* with a minimum front yard requirement of 15 ft. (4.57 m) so that the chart appears as follows:

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 (4.57 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)			

3. In Part 10, within the chart in Subsection 10.2, replace the minimum front yard requirement of *15 ft (7.62 m)* with a minimum front yard requirement of 15 ft. (4.57 m) so that the chart appears as follows:

10.2 In the R-3 zone, no development permit shall be issued except in conformity with the following:

		Townhouse and triplex dwellings	Apartment buildings, residential care facilities
Minimum lot area		3,000 ft² (278.70 m²)/unit	10,000 ft² (929.00 m²) for the first 4 units; plus 1,500 ft² (139.35 m²) for each additional unit
Minimum lot frontage		30 ft (9.14 m)/unit	100 ft (30.48 m)
Minimum front yard		15 ft. (4.57 m)	15 ft. (4.57 m)
Minimum rear yard		25 ft (7.62 m)	35 ft (10.67 m)
Minimum side yard	**one side**	6 ft (1.83 m)	
	other side	5 ft (1.52 m)	
Maximum height of main building		35 ft (10.67 m)	3 storeys*
Maximum number of units per building		8	20

4. In Part 6, clause (q), delete the number 4.5.1 and replace it with the number 4.6.1, so that the clause reads as follows:

6.0 DEVELOPMENT AGREEMENTS

Developments to be considered by Development Agreement

6.1 The following developments may be considered only by development agreement in accordance with the *Municipal Government Act* and the Municipal Planning Strategy:

Hamlets, Agriculture and Resource

…

(q) Local Commercial (LC), Hamlet Industrial (M-2) or Rural Commercial (RC) uses in existing non-residential buildings which exceed the commercial floor area limit in the Hamlet and Resource designations, in accordance with Policy 4.6.1 of the Municipal Planning Strategy;

APPENDIX E

Public Information Meeting Notes

September 6, 2022 (via Zoom) – September 23, 2022

File# 22-16A

West Hants Land Use By-law Amendments: Housekeeping

Meeting date and time	A public information meeting was held on September 6, 2022 beginning at 6:30 p.m. The meeting was broadcast live on the Municipal Facebook page.
File Number	22-06 A
Attending	Councillor Jim Ivey, PIM Chair Madelyn LeMay, Director, Planning and Development Mark Phillips, CAO PAC/HAC Members: Resident Bill Preston Resident Jennifer Nichols Councillor Debbie Francis Councillor John Smith Two members of the public were in attendance via Zoom.
Applicant none	Ms. LeMay outlined the proposed amendments which are intended to correct errors in the Land Use By-law related to the metric equivalent of front yard requirements in the Two-Unit Residential (R-2) Zone and the Multiple Residential (R-3) Zone and the reference to the West Hants Municipal Planning Strategy policy for uses in existing non-residential buildings which exceed the commercial floor area limit in the Hamlet and Resource designations.
Adjournment	The presentation portion of the PIM ended at approximately 6:37 p.m.; comments could be submitted by the public by mail, drop-off at the Municipal Office, e-mail and telephone to Ms. LeMay until noon, September 23, 2022.
PIM Submissions	No questions or comments were received during the Zoom meeting. No verbal or written submissions were received.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☒	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Council

Submitted by: _____
Shelleena Thornton, Municipal Operations Supervisor

Date: January 24, 2023

Subject: Supply of a Rescue Engine to Windsor Fire Department (WFD) Tender Award WHRMAD22-03A – Supplementary Report to Jan. 10, 2023 COTW Report

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LEGISLATIVE AUTHORITY

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

WHRM Procurement & Tendering Policy, Section 4 – Purchasing Authority

BACKGROUND

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

At the January 10, 2023 Committee of the Whole meeting, additional information was requested, some to be presented at this January 24th Council meeting and others at February's Committee of the Whole meeting.

DISCUSSION

For January 24, 2023 Council	For February 14, 2023 COTW
• Drawings of the proposed Rescue Engine	
• Photos of the proposed Rescue Engine (actuals are not available as it is a custom-build. Only samples provided)	• Photos and fleet/incident descriptions for all apparatus for the regional fire service

• Apparatus replacement schedule for the regional fire service	• Apparatus replacement schedule for regional fire service
• Numbers of calls for WFD's 1993 Rescue 4 and 1991 Tactical 4 for the past year	• Annual call volume for the regional fire service

With Kentville Fire Department's new apparatus specifications being considered in this RFP, it was asked what information was available about it.

- Kentville's fire apparatus is a 2020 Enclosed Top Mount Pumper and went to tender in 2019/20. One proposal was received and awarded at $955,337.44 plus taxes in 2020.

ATTACHMENTS

- January 10, 2023 – Supply of a Rescue Engine to WFD Tender Award Recommendation Report
- Drawing of the proposed apparatus
- Sample photos of a similar apparatus (1) E-One; and (2) Kentville Fire Department's
- Apparatus replacement schedule for the West Hants Regional Fire Service
- Call volume for WFD's 1993 Rescue 4 and 1991 Tactical 4

CHIEF ADMINISTRATIVE OFFICER REVIEW

Report Prepared by: _____
Shelleena Thornton, Municipal Operations Supervisor

Report Reviewed by: _____
Jamie Juteau, Fire Chief Windsor Fire Department

Report Approved by: _____
Mark Phillips, CAO

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: _____

Shelleena Thornton, Municipal Operations Supervisor

Date: January 10, 2023

Subject: Supply of a Rescue Engine to Windsor Fire Department (WFD) Tender Award WHRMAD22-03A

LEGISLATIVE AUTHORITY

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

WHRM Procurement & Tendering Policy, Section 4 – Purchasing Authority

RECOMMENDATION or DECISION REQUEST

… that Council approves the award of tender WHRMAD22-03A for the supply of a Rescue Engine for Windsor Fire Department (WFD) to the compliant bidder, Techno Feu Inc., at the tendered price of $1,496,490.36 plus applicable taxes.

BACKGROUND

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

Fire apparatuses are taking approximately two years to manufacture, resulting in the need to tender in advance. Therefore, council approved the advanced tendering of this item during the 2022/23 fiscal year's discussions recognizing that funds would not be expensed until 2023/24.

DISCUSSION

A Request for Proposals was posted on the Nova Scotia Procurement Website on October 20, 2022 and closed on December 1, 2022. Three proposals were received for this two-envelope process.

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

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

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

Supplier	**Technical Score**	**Financial Bid before taxes**
Techno-Feu (E-One)	99.5%	$1,496,490.36
Safety Source (Pierce)	68.9%	N/A
Rocky Mountain Phoenix (Rosenbauer)	Did not Qualify	N/A

RFP Posted to Procurement	October 20, 2022
RFP Closing Date	December 01, 2022
60 Calendar Days - Expiry of Pricing	January 29, 2023 *(next reg. Council Meeting is Jan. 24, 2023)*
Days Remaining Before Expiry	20 Days

This one Rescue Engine will replace two fire apparatus; the 1993 EONE Rescue 4 (30 years old), and the 1991 Tactical 4 (32 years old); thereby, also reducing the fleet and associated maintenance costs. The proposal also identifies that the delivery of the proposed apparatus is of 26 months (780 days) from the completion of the prebuild process and approval of the prebuild documents.

Due to the downsizing of the WFD fleet, each apparatus has a specified role in various responses.

- Engine 4 is structural engine,
- Quint 4 is the aerial unit that backs up the Engine,
- Tanker 4 is a water hauler for the non-hydrant areas,
- and currently, the 1993 EONE Rescue 4 is the first unit that responds for motor vehicle accidents of any kind, whether in District 4 or as the auto aid component to District 5, Hantsport or Brooklyn. It is also the water supply unit for structure fires in hydrant areas, or the fill site engine for non-hydrant areas.

This new R4 unit is designed around the Rescue Engine concept which allows a first in unit to arrive with a set of JAWS, personnel, and suppression resources to affect a rescue and potentially

fight a subsequent or simultaneous vehicle fire. Currently, our rescue equipment is carried on two units (Rescue 4 and Tact 4), where all the extrication equipment will be able to be transported on the new Rescue Engine.

The current Rescue 4 is showing its age. There are electrical problems with the vehicle, as well as a pump packing leak that will cost upwards of $13,000 to repair (though it will still pump, water cannot be drawn from a static water source such as a pond or lake due to a pump vacuum leak). Component parts are hard to come by; a steering box replacement in the last two years put the unit out of service for two weeks while the part was sourced. It also does not boast safety features (proper occupant restraints, anti-roll systems) that new apparatus is equipped with.

The benefits of this unit are the consolidation of units for responses (one truck will carry all the needed gear for accidents), a more reliable and safer unit to respond to both our district and outside same (the current R4 was recently towed back to the station on the way to a motor vehicle accident – it never did make it there but luckily was not required). This unit will also double as a supply pumper on structure fire calls, or as a first due suppression unit in the event of a mechanical issue with Engine 4. It also allows for coverage in the area should Engine 4 and or Quint 4 be committed out of the district on another call.

This right sizes the WFD portion of the WH fleet to 1 Engine, 1 Rescue Engine, 1 Quint, 1 Tanker, boat, off road vehicle and 2 utility vehicles.

FINANCIAL IMPLICATIONS

2024/25 Capital Budget – WFD – Rescue 4

Quoted Received	$1,496,490.36
Non-Recoverable Tax *(4.29%)*	$64,199.44
Total	**$1,560,689.80**
Estimated 2023/24 WFD Capital	$ 1,250,000.00
Variance (over estimate)	($310,689.80)

Windsor Fire Department's Rescue Engine fire apparatus would be funded through long-term debt. This truck would be financed over a 15-year period and would have an annual debt servicing cost of $123,475. Given the 26-month delivery timeline provided by the vendor, this item will not be expensed until the 2024/25 budget, instead of the original plan of 2023/24.

NEXT STEPS

Pending approval of Council, staff will award formal contract to Techno-Feu and issue a PO to proceed with the supply of the Rescue Engine fire apparatus in accordance with their proposal. With the proposed delivery date of this apparatus being identified of at least 26 months, funding would be identified in the 2024/25 capital budget.

ALTERNATIVES

- Council may choose to not award this tender nor proceed with the purchase of the Rescue Engine.
- Council may choose to re-tender this project.
    - If this is the preferred option, substantial changes would need to be made to the RFP in order to re-issue the RFP.
    - If there are no substantial changes to be made to the RFP, it would not be permitted to be re-tendered for at least 9-12 months as per NS Procurement Operations (which would delay the acquisition of the apparatus at least 3-4 years)

Neither of these alternatives are recommended to council.

ATTACHMENTS

No attachments.

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by:
Shelleena Thornton, Municipal Operations Supervisor

Report Reviewed by: _____
Jamie Juteau, Fire Chief Windsor Fire Department

Report Reviewed by: _____
Chris Spencer, Fire Chief Summerville Fire Department
Peter Johnston, Fire Chief Hantsport Fire Department
Ryan Richard, Fire Chief Brooklyn Fire Department

Report Reviewed by: _____
Diana Gibson, Acting Director of Financial Services

Report Approved by:
Mark Phillips, CAO

WINDSOR FIRE DEPARTMENT
WINDSOR, NS
Q121997
RESCUE PUMPER
TYPHOON 4X2 CHASSIS

7000 LPM WATEROUS CSU PUMP 1000 GALLON WATER TANK 30 GALLON INTEGRAL CLASS "A" FOAM	HOSE LOAD: 500' of 2.50" DJ 800' of 5.00" LDH

COMPT.	OPENING		INTERIOR DIMENSION			
L1	40W	59H	42W 42W	3H 56H	12D 26D	UPPER LOWER
R1	40W	59H	42W 42W	25H 30H	12D 26D	UPPER LOWER
L2	54W	25H	56W 56W	3H 22H	12D 26D	UPPER LOWER
R2	54W	25H	56W	25H		12D
L3	54W	59H	42W 42W 14W 14W	3H 56H 3H 56H	12D 26D 10D 25D	FRONT UPPER FRONT LOWER REAR UPPER REAR LOWER
R3	54W	59H	42W 42W 14W 14W	25H 30H 25H 30H	12D 26D 10D 25D	FRONT UPPER FRONT LOWER REAR UPPER REAR LOWER
B1	36W	51H	38W	51H		26D

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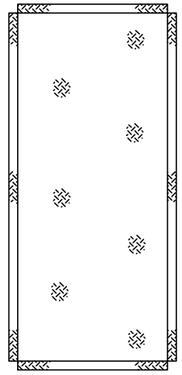
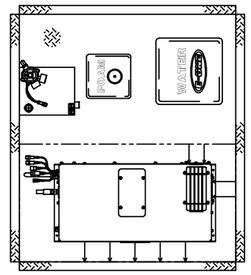
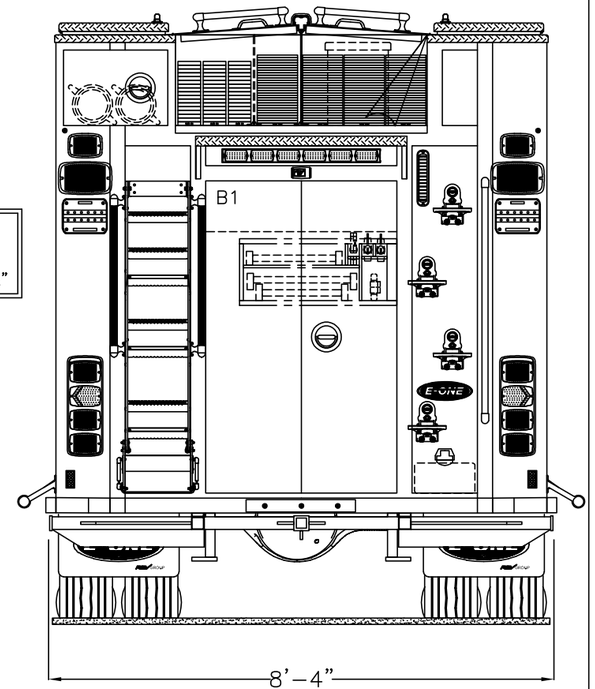
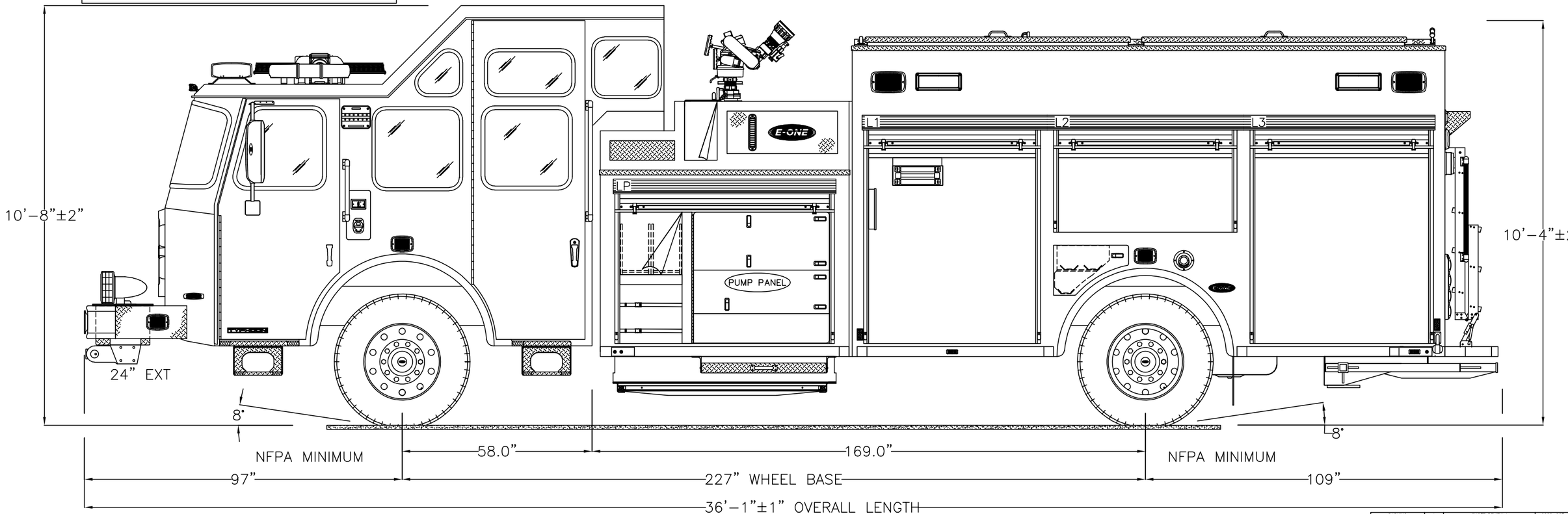




HOSEBED HEIGHT: (FOR REFERENCE ONLY)	
TO TAILBOARD:	74"
TO GROUND:	98±2"





DADKINS	A	QUOTE REVIEW 1	2022-OCT-31	DADKINS
DRAWN BY	REV	DESCRIPTION	DATE	APPROVED
		APPROVAL REVISIONS		SHEET 1 OF 2

WINDSOR FIRE DEPARTMENT

WINDSOR, NS

Q121997

RESCUE PUMPER

TYPHOON 4X2 CHASSIS

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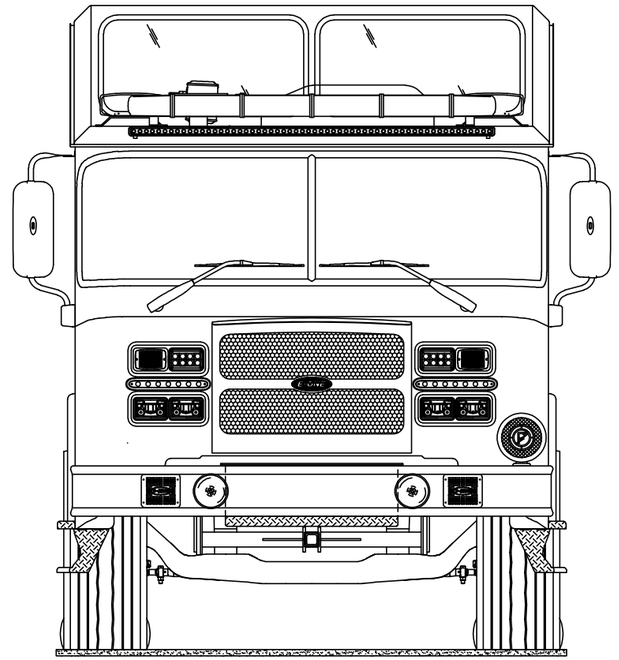
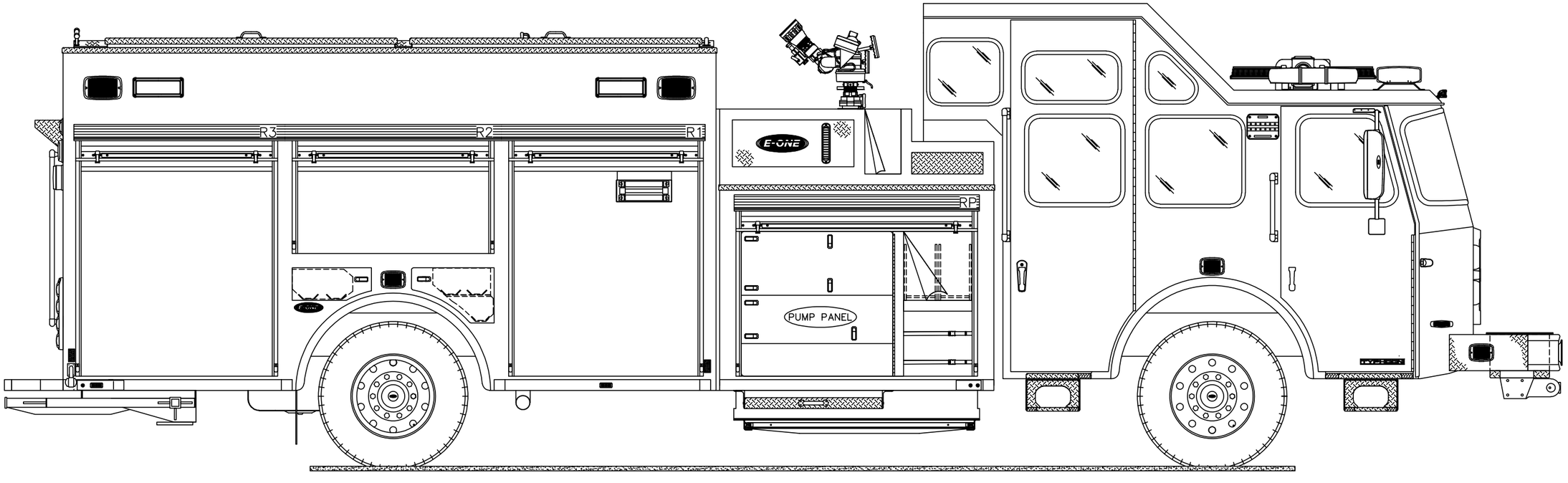




DADKINS	A	QUOTE REVIEW 1	2022-OCT-31	DADKINS
DRAWN BY	REV	DESCRIPTION	DATE	APPROVED
		APPROVAL REVISIONS		SHEET 2 OF 2

DETAILED APPARATUS SPECIFICATIONS

E-ONE TYPHOON TOP MOUNT ENCLOSED PUMPER

PRESENTED TO

THE WINDSOR FIRE DEPARTMENT

BY 1200 DEGREES – TECHNO FEU

DECEMBER 2022

WHRM REGIONAL FIRE SERVICE APPARATUS STATUS AND REPLACEMENT SPREAD SHEET updated JAN. 18, 2023

REPLACE	STATION	APPARATUS ID	APPARATUS TO BE REPLACED	YEAR	AGE (2023)	Est. costs or Actual	NOTES
2022	~~**WINDSOR**~~	~~A-4~~	~~Aerial-Platform (Snorkel)~~		~~38.5~~	~~$ 1,350,000.00~~	~~Goes when Quint-arrives (May 2022). Should declare surplus.~~
	~~**WINDSOR**~~	~~A-8~~	~~Aerial- Ladder~~	~~*OUT OF SERVICE 33.75*~~			~~Sold and $ to WH~~
	WINDSOR	TACT 4	TACTICAL 4 (OLD RESCUE 6) (International LANTZ)	1991	32		Combine with E1 for new R4. Replace both R-6 and E-1 with one apparatus (a new R-4) and add jaws to it.
	WINDSOR	R-4	Pumper (OLD PUMPER 1) (E-One Cyclone)	1993	30	$ 1,000,000.00	Combine with R6 for new R4
	SUMMERVILLE	Rescue/Utility-4	Utility (Ford F-350)	2003	20	$ 215,137.00	Will receive new Fire Rescue Truck in 2023. Try to keep for one year after new Fire Rescue Truck arrives (members may pay for operations from fundraising if need be). Declare surplus in either 2023 or 2024
	HANTSPORT	11	Pumper (E-One)	2002	21		Declare surplus and will replace with a Quint as per 2022-03-08 COTW recommendation
	~~**BROOKLYN 2 (TMP)**~~	~~P-1~~	~~Pumper~~	~~*OUT OF SERVICE 35.5*~~			~~Sold in 2020 and will be replaced with the Pumper/Tanker ordered in Nov. 2020~~
2023	~~**HANTSPORT**~~	~~21~~	~~Pumper Tanker~~	~~2015~~	~~19.25~~		~~Sold to Shinimicas Fire Dept in Cumberland County in 2022 for $30,000~~

WHRM REGIONAL FIRE SERVICE APPARATUS STATUS AND REPLACEMENT SPREAD SHEET updated JAN. 18, 2023

REPLACE	STATION	APPARATUS ID	APPARATUS TO BE REPLACED	YEAR	AGE (2023)	Est. costs or Actual	NOTES
2024	**WINDSOR**	RTV-4	Rough Terrain Vehicle (Kubota)	2011	12		This was purchased with members' fundraising. Was scheduled to be replaced in 2022 but Chief said to move to 2024. In 2024, re-visit for either surplus or replacement.
	HANTSPORT	51	Utility Pick-up (Dodge Ram 4x4)	2008	15	$ 230,000.00	Was scheduled to be replaced in 2022 but Chief says good to replace in 2024 or 2025. Once replaced, relocate the Utility p/u
2025	**WINDSOR**	U9(U4)	Utility (Dodge 3500 4x4)	2008	15	$ 95,000.00	Replace with a 3/4 tonne Utility
	WINDSOR	V7(S4)	Van (Safety Officer Vehicle) (Chevy)	2007	16	$ 75,000.00	1/2 or 3/4 ton for equipment and SO. Poss SUV
	WINDSOR	Boat	Rescue Boat		2023		Was scheduled to be replaced in 2022 but Chief says it's in good condition and to move it to be re-evaluated in 2025
	WINDSOR	E-5 (E4)	Pumper (E-One Cyclone)	2000	23	$ 1,600,000.00	Was scheduled to be replaced in 2023 but Chief said to replace in 2025. Received a new wrap in 2021. May be able to push out a year or two depending on service record
2026	~~**HANTSPORT**~~	~~33~~	~~Rescue~~		~~21.75~~		~~Went to Public Works Dept. and replaced in 2021 with mini pumper rescue~~

WHRM REGIONAL FIRE SERVICE APPARATUS STATUS AND REPLACEMENT SPREAD SHEET updated JAN. 18, 2023

REPLACE	STATION	APPARATUS ID	APPARATUS TO BE REPLACED	YEAR	AGE (2023)	Est. costs or Actual	NOTES
	SUMMERVILLE	Boat	Rescue Boat, 14.5 yrs, case by case scenerio		2023		Was scheduled to be replaced in 2022 but good until 2026 before needing to be replaced. This said, may need to be re-tubed before 2026.
	WINDSOR	T2(T4)	Pumper Tanker (E-One/Superior)	2004	19	$ 1,600,000.00	Was scheduled to be replaced in 2024 but Chief said to schedule to Reevaluate or Tender in 2026.
2027	**WINDSOR (SWH)**	E5	WILDLAND ENGINE (2006) (Should be Tendered, normal Structural Engine) (International 4x4)	2006	17		FEB. 25, 2022 CHIEFS MTG - STOPPED REVIEWING APPARATUS HERE (2027), WITH THE EXCEPTION OF YR. 2039. Chiefs were to update it early Jan 2023
2028	**BROOKLYN**	T-2	Tanker (Freightliner)	2003	20	$ 1,200,000.00	Was scheduled to be replaced in 2023 but Chief said in immaculate condition and to look to replace in 2028
	BROOKLYN	PT-4	Pumper-Tanker (Lafrance)	2005	18	$ 1,500,000.00	Was scheduled to be replaced in 2024, but Chief said was totally refurbished in 2021 so replace in 2028.
2029	**BROOKLYN**	R-5	Rescue (Dodge Ram 4x4)	2011	12	$ 450,000.00	

WHRM REGIONAL FIRE SERVICE APPARATUS STATUS AND REPLACEMENT SPREAD SHEET updated JAN. 18, 2023

REPLACE	STATION	APPARATUS ID	APPARATUS TO BE REPLACED	YEAR	AGE (2023)	Est. costs or Actual	NOTES
2030	**SUMMERVILLE**	RTV	Rough Terrain Vehicle		10.5		Was scheduled to be replaced in 2022 but Chief says in good shape and look to replace in 2030. Also, not Municipally funded.
	BROOKLYN	RTV-8	Rough Terrain (Polaris)	2015	8	$ 60,000.00	Was scheduled to be replaced in 2022 but Chief says doesn't need replacing until approx 2030.
	BROOKLYN	R-7	Rescue Utility (Dodge Ram)	2015	8	$ 150,000.00	
	BROOKLYN 2 (TMP)	R-11	Rescue Utility, (Dodge Ram 4x4)	2015	8	$ 150,000.00	Was scheduled to be replaced in 2022 but Chief says to replace in 2030
2031	**SUMMERVILLE**	Tr-2	Tanker (vacuum) (International)	2011	12		
2032	**SUMMERVILLE**	Tr-3	Pumper-Tanker (Sterling LT)	2006	17		Was scheduled to be replaced in 2027 but Chief said it has been well-maintained so replace in 2032 and keep this one in-reserve.
2033	NIL						
2034	NIL						
2035	**BROOKLYN**	Twr-6	Aerial-Platform (Pierce)	2016	7	$ 2,000,000.00	
	BROOKLYN	S-3	Pumper (Pierce)	2016	7	$ 1,400,000.00	
	HANTSPORT	21	Pumper-Tanker (Pierce Freightliner)	2015	8	$ 1,400,000.00	
	HANTSPORT	12	Pumper (Pierce)	2015	8	$ 1,400,000.00	
	BROOKLYN 2 (TMP)	S-9	Pumper (Pierce)	2015	8	$ 1,400,000.00	
	BROOKLYN 2 (TMP)	T-10	Tanker (Pierce Freightliner)	2015	8	$ 1,200,000.00	
2036	**SUMMERVILLE**	Tr-1	Pumper (Freightliner)	2016	7		
2037	**WINDSOR (SWH)**	R5	Rescue (Dodge 3500 4x4)	2020	3		
2038	NIL						
2039	NIL						

WHRM REGIONAL FIRE SERVICE APPARATUS STATUS AND REPLACEMENT SPREAD SHEET updated JAN. 18, 2023

REPLACE	STATION	APPARATUS ID	APPARATUS TO BE REPLACED	YEAR	AGE (2023)	Est. costs or Actual	NOTES
2040	NIL						
2041	**HANTSPORT**	31	Rescue	2016	7		
2045-2050	BROOKLYN	PT-1	Pumper-Tanker (Spartan)	2022	1		Ordered in Nov. 2020; rec'd Oct. 2022
2047-2050	WINDSOR	Q4	Quint (E-One Typhoon Quint)	2022	1		Ordered in Nov. 2020; rec'd Dec. 2022. Would like to get 30 years out of it, but for now, will schedule to be replaced in 2047

Windsor Fire Department
Call History Report by Date (Rescue 4)
11/1/2021 - 1/13/2023

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Mon 11/01/2021 20:24	Fire	2100117	10 Fire	12 Salvage & overhaul	196 Gerrish ST	15	00:27
Thu 11/11/2021 18:56	Fire	2100119	31 Vehicle Accident	70 Assistance, other	255 Highway 101 HWY	20	00:18
Thu 11/18/2021 21:01	Fire	2100121	10 Fire	91 Fill-in or moveup	5 Oak ST	15	01:13
Mon 11/22/2021 17:35	Fire	2100122	73 Alarm No Fire - detector activated	86 Investigate	284 Albert ST	14	00:43
Tue 11/23/2021 14:35	Fire	2100123	23 Rupture - water pipes	00 Action taken, other	85 Munroe ST	8	00:12
Wed 11/24/2021 08:13	Fire	2100124	31 Vehicle Accident	81 Incident command	2687 Bishopville RD	10	03:12
Wed 11/24/2021 14:40	Fire	2100125	31 Vehicle Accident	00 Action taken, other	798 Highway 14 HWY	11	00:56
Wed 11/24/2021 18:43	Fire	2100126	31 Vehicle Accident	00 Action taken, other	247 Highway 101 HWY	16	01:24
Thu 11/25/2021 13:34	Fire	2100127	31 Vehicle Accident	00 Action taken, other	1359 King ST	8	00:21
Sun 12/05/2021 15:13	Fire	2100131	31 Vehicle Accident	91 Fill-in or moveup	574 Pioneer DR	16	01:26
Tue 12/07/2021 13:01	Fire	2100133	31 Vehicle Accident	30 Emergency medical services, other	Exit 7 Highway 101 HWY	12	01:23
Wed 12/08/2021 17:15	Fire	2100136	31 Vehicle Accident		2569 Highway 14 HWY	21	01:41
Wed 12/15/2021 22:46	Fire	2100139	10 Fire	78 Control traffic	260 Highway 101 HWY	14	01:02
Sat 12/18/2021 16:24	Fire	2100140	31 Vehicle Accident	78 Control traffic	405 Town RD	14	00:33
Mon 12/27/2021 15:09	Fire	2100147	31 Vehicle Accident	00 Action taken, other	Exit 6 Highway 101 HWY	13	00:14
Fri 12/31/2021 19:48	Fire	2100152	89 False Alarm - miscellaneous	00 Action taken, other	132 Gerrish ST	16	00:29
Sat 01/01/2022 12:12	Motor Vehicle Accident	2200002	10 Fire	00 Action taken, other	249 Highway 101 HWY	16	00:21
Tue 01/11/2022 19:11	EMS	2200010	39 Resuscitation Call - other than listed	00 Action taken, other	1011 Burgess CRES Apt: 10	13	00:19
Fri 01/14/2022 23:52	Motor Vehicle Accident	2200012	31 Vehicle Accident	55 Establish safe area	441 King ST	8	00:19
Sun 01/16/2022 18:14	Public Assistance	2200013	69 Public Service - miscellaneous	00 Action taken, other	105 Payzant DR	17	01:41
Sun 01/16/2022 18:31	Fire Alarm - Commercial	2200015	73 Alarm No Fire - detector activated	00 Action taken, other	590 King ST	19	00:13
Mon 01/17/2022 18:22	Motor Vehicle Accident	2200017	31 Vehicle Accident	93 Cancelled en route	247 Highway 101 HWY	17	00:28
Wed 01/19/2022 17:56	Investigation	2200019	10 Fire	00 Action taken, other	1314 Bog RD	25	01:00
Fri 01/21/2022 15:40	Structure Fire - Residential	2200020	10 Fire	10 Fire control or extinguishment, other	578 Town RD	13	02:04
Sun 01/23/2022 15:28	Smoke Condition (In a Structure)	2200022	23 Rupture - water pipes	00 Action taken, other	28 Empire LN	20	00:36

Windsor Fire Department
Call History Report by Date (Rescue 4)
11/1/2021 - 1/13/2023

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Sat 01/29/2022 21:38	Motor Vehicle Accident - Extrication	2200026	31 Vehicle Accident	00 Action taken, other	3411 Highway 14 HWY	15	00:43
Sun 01/30/2022 23:51	EMS	2200028	39 Resuscitation Call - other than listed	00 Action taken, other	120 Centennial DR	7	00:29
Tue 02/01/2022 13:59	Motor Vehicle Accident	2200029	31 Vehicle Accident	00 Action taken, other	89 Payzant DR	10	00:54
Fri 02/04/2022 14:55	Motor Vehicle Accident	2200033	31 Vehicle Accident	93 Cancelled en route	8A Highway 101 HWY	20	00:15
Mon 02/07/2022 11:19	Motor Vehicle Accident	2200035	31 Vehicle Accident	00 Action taken, other	252 Highway 101 HWY	11	00:58
Fri 02/25/2022 17:36	Structure Fire - Residential	2200043	10 Fire	10 Fire control or extinguishment, other	23 Davis RD	21	04:24
Sun 02/27/2022 10:15	Motor Vehicle Accident	2200044	31 Vehicle Accident	00 Action taken, other	5 Highway 101 HWY	14	00:21
Mon 02/28/2022 07:02	Motor Vehicle Accident	2200047	31 Vehicle Accident	00 Action taken, other	6 Highway 101 HWY	7	00:25
Mon 02/28/2022 10:50	Structure Fire - Residential	2200046	10 Fire	10 Fire control or extinguishment, other	840 Salmon Hole Dam RD	22	02:19
Tue 03/01/2022 20:56	Fire Alarm - Commercial	2200049	70 Alarm No Fire - accidental miscellaneous	00 Action taken, other	40 Manning DR	20	00:40
Sat 03/12/2022 23:25	Motor Vehicle Accident	2200051	31 Vehicle Accident	00 Action taken, other	255 Highway 101	15	00:54
Mon 03/28/2022 19:42	Fire Alarm - Commercial	2200054	70 Alarm No Fire - accidental miscellaneous	00 Action taken, other	174 Falmouth Dyke RD	20	00:20
Wed 04/06/2022 23:44	Structure Fire - Residential	2200059	10 Fire	00 Action taken, other	8311 Highway 14 HWY	13	04:34
Fri 04/08/2022 14:22	Motor Vehicle Accident	2200060	31 Vehicle Accident	93 Cancelled en route	246 Highway 101 HWY	11	00:20
Tue 04/19/2022 16:45	Chimney Fire	2200065	10 Fire	11 Extinguishment by fire service personnel	12 Dyke View LN	21	00:52
Wed 04/20/2022 17:35	Motor Vehicle Accident	2200066	31 Vehicle Accident	00 Action taken, other	868 Falmouth Dyke RD	16	00:31
Fri 04/22/2022 11:19	Motor Vehicle Accident	2200068	31 Vehicle Accident	00 Action taken, other	2009 Highway 1 HWY	9	00:11
Fri 04/22/2022 22:14	Motor Vehicle Accident	2200070	31 Vehicle Accident	00 Action taken, other	821 King ST	13	00:10
Fri 04/22/2022 23:41	Fire Alarm - Commercial	2200071	70 Alarm No Fire - accidental miscellaneous	00 Action taken, other	63 Cole DR	12	00:21

Windsor Fire Department
Call History Report by Date (Rescue 4)
11/1/2021 - 1/13/2023

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Mon 04/25/2022 10:10	Motor Vehicle Accident	2200073	31 Vehicle Accident	00 Action taken, other	257 Highway 101 HWY	9	00:28
Tue 05/03/2022 16:58	Fire Alarm - Commercial	2200078	23 Rupture - water pipes	00 Action taken, other	50 Empire LN	13	00:27
Sat 05/07/2022 16:27	Fire	2200082	10 Fire	10 Fire control or extinguishment, other	41 Burgess CRES	11	00:48
Mon 05/16/2022 15:11	Motor Vehicle Accident	2200085	31 Vehicle Accident	00 Action taken, other	91 Mines RD	9	00:58
Wed 05/18/2022 19:36	Fire Alarm - Commercial	2200086	72 Alarm No Fire - sprinkler surge or discharge	00 Action taken, other	42 Empire LN	24	00:35
Sun 05/22/2022 12:13	Motor Vehicle Accident	2200090	31 Vehicle Accident	93 Cancelled en route	Exit 7 Highway 101 HWY	13	00:24
Mon 05/23/2022 20:07	Chimney Fire	2200093	10 Fire	10 Fire control or extinguishment, other	466 Albert ST	18	00:58
Tue 05/31/2022 12:07	Motor Vehicle Accident	2200097	31 Vehicle Accident	00 Action taken, other	266 King ST	9	00:51
Wed 06/01/2022 22:28	Structure Fire - Residential	2200098	22 Rupture - boiler	10 Fire control or extinguishment, other	973 King ST	13	-22:-53
Wed 06/08/2022 14:52	Motor Vehicle Accident	2200103	31 Vehicle Accident	00 Action taken, other	244 Wentworth RD	10	00:28
Sun 06/12/2022 21:02	Motor Vehicle Accident	2200107	31 Vehicle Accident	00 Action taken, other	255 Highway 101 HWY	13	00:19
Sun 06/12/2022 21:30	Motor Vehicle Accident	2200108	31 Vehicle Accident	00 Action taken, other	246 Highway 101 HWY	15	00:25
Sat 06/18/2022 20:22	Off Road Rescue	2200114	31 Vehicle Accident	00 Action taken, other	Grey Mountain RD	15	01:13
Tue 06/21/2022 18:49	Propane Leak	2200115	51 Gas Leak - propane	00 Action taken, other	169 Wentworth RD	12	00:26
Wed 06/29/2022 01:18	Motor Vehicle Accident - Extrication	2200117	31 Vehicle Accident	00 Action taken, other	1705 Highway 101 HWY	11	01:39
Sun 07/03/2022 03:42	Motor Vehicle Accident	2200121	31 Vehicle Accident	00 Action taken, other	Exit 6 Highway 101 HWY	9	00:57
Mon 07/04/2022 18:11	Public Assistance	2200122	23 Rupture - water pipes	00 Action taken, other	104 Clockmaker LN	21	00:20
Sun 07/24/2022 14:05	Structure Fire - Residential	2200131	10 Fire	10 Fire control or extinguishment, other	680 Falmouth Back RD	23	02:58
Mon 07/25/2022 18:17	Fire Alarm - Commercial	2200133	72 Alarm No Fire - sprinkler surge or discharge	00 Action taken, other	239 Wentworth RD	17	00:35
Wed 07/27/2022 20:44	Fire Alarm - Commercial	2200136	73 Alarm No Fire - detector activated	00 Action taken, other	79 Centennial DR	17	00:49
Tue 08/09/2022 03:13	Motor Vehicle Accident	2200143	31 Vehicle Accident	00 Action taken, other	258 Highway 101 HWY	10	01:28

Windsor Fire Department
Call History Report by Date (Rescue 4)
11/1/2021 - 1/13/2023

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Fri 08/19/2022 21:40	Investigation	2200150	79 Alarm No Fire - miscellaneous	00 Action taken, other	124 Town RD	13	00:32
Sat 08/20/2022 16:17	Off Road Rescue	2200151	30 Rescue - miscellaneous	00 Action taken, other	9 Hingley RD	13	01:47
Tue 08/23/2022 06:48	Motor Vehicle Accident - Extrication	2200153	31 Vehicle Accident	00 Action taken, other	2895 Highway 14	10	01:34
Sat 08/27/2022 13:50	Motor Vehicle Accident - Extrication	2200154	31 Vehicle Accident	00 Action taken, other	404 Clifton AVE	12	00:42
Fri 09/09/2022 23:23	Investigation	2200159	89 False Alarm - miscellaneous	00 Action taken, other	11 Underwood DR	18	00:57
Fri 09/16/2022 16:12	Structure Fire - Residential	2200161	10 Fire	10 Fire control or extinguishment, other	290 Gerrish ST	24	01:20
Mon 09/19/2022 13:48	Motor Vehicle Accident	2200164	31 Vehicle Accident	00 Action taken, other	250 Highway 101 HWY	13	01:15
Thu 09/22/2022 06:48	Motor Vehicle Accident - Extrication	2200166	31 Vehicle Accident	00 Action taken, other	407 Nesbitt ST	7	00:59
Sat 09/24/2022 07:46	Fire Alarm - Commercial	2200167	70 Alarm No Fire - accidental miscellaneous	00 Action taken, other	590 King ST	19	00:31
Sat 09/24/2022 09:12	Fire Alarm - Commercial	2200168	70 Alarm No Fire - accidental miscellaneous	00 Action taken, other	50 Empire LN	16	00:13
Sat 09/24/2022 10:33	Fire Alarm - Commercial	2200169	70 Alarm No Fire - accidental miscellaneous	00 Action taken, other	100 Tremain CRES	23	00:45
Fri 09/30/2022 05:06	Motor Vehicle Accident	2200180	31 Vehicle Accident	00 Action taken, other	329 Falmouth Back RD	10	00:19
Fri 09/30/2022 15:32	Fire Alarm - Commercial	2200183	70 Alarm No Fire - accidental miscellaneous	00 Action taken, other	296 Grey Mountain RD	9	00:45
Wed 10/05/2022 12:34	Fire	2200187	10 Fire	00 Action taken, other	2130 Highway 1 HWY	14	01:39
Sat 10/08/2022 00:08	Investigation	2200188	79 Alarm No Fire - miscellaneous	00 Action taken, other	47 Green LN	15	00:25
Sun 10/09/2022 08:10	Fire Alarm - Commercial	2200189	70 Alarm No Fire - accidental miscellaneous	00 Action taken, other	132 Gerrish ST	17	00:22
Sun 10/09/2022 16:13	Chimney Fire	2200190	10 Fire	00 Action taken, other	369 New Ross RD	18	02:08
Sun 10/09/2022 18:45	Motor Vehicle Accident	2200191	31 Vehicle Accident	00 Action taken, other	40 Manning DR	16	01:41
Thu 10/13/2022 13:06	Motor Vehicle Accident	2200193	31 Vehicle Accident	00 Action taken, other	79 Wentworth RD	5	00:44
Sat 10/15/2022 06:22	Motor Vehicle Accident - Extrication	2200194	31 Vehicle Accident	23 Extricate, disentangle	3172 Highway 14 HWY	26	08:27

Windsor Fire Department
Call History Report by Date (Rescue 4)
11/1/2021 - 1/13/2023

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Sat 10/15/2022 14:56	Fire Alarm - Commercial	2200196	73 Alarm No Fire - detector activated	00 Action taken, other	132 Gerrish ST	14	00:08
Sun 10/16/2022 17:04	Fire Alarm - Commercial	2200197	70 Alarm No Fire - accidental miscellaneous	00 Action taken, other	103 Centennial DR	14	00:00
Wed 10/19/2022 17:03	Motor Vehicle Accident	2200199	31 Vehicle Accident	00 Action taken, other	340 Sangsters Bridge RD	17	00:48
Sun 10/23/2022 12:12	Motor Vehicle Accident	2200202	31 Vehicle Accident	00 Action taken, other	1370 Mines RD	15	01:02
Fri 10/28/2022 17:27	Investigation	2200203	49 Public Hazard - miscellaneous	00 Action taken, other	2113 Highway 1 HWY	15	01:39
Thu 11/10/2022 06:10	Investigation	2200211	80 False Alarm - telephone	00 Action taken, other	50 Oakdale LN	11	00:18
Mon 11/28/2022 09:28	Motor Vehicle Accident	2200225	31 Vehicle Accident	00 Action taken, other	150 Grey Mountain RD	7	00:27
Sat 12/03/2022 16:56	Motor Vehicle Accident	2200230	31 Vehicle Accident	00 Action taken, other	624 Highway 14 HWY	19	00:58
Sun 12/11/2022 11:04	Propane Leak	2200234	51 Gas Leak - propane	00 Action taken, other	20 Empire LN	16	00:41
Tue 12/27/2022 07:36	Investigation	2200238	69 Public Service - miscellaneous	00 Action taken, other	483 Sangsters Bridge RD	16	01:17
Fri 12/30/2022 19:03	Motor Vehicle Accident	2200244	31 Vehicle Accident	00 Action taken, other	2113 Highway 1 HWY	15	01:41
Sat 12/31/2022 05:59	Motor Vehicle Accident	2200245	31 Vehicle Accident	00 Action taken, other	Exit 7 Highway 101 HWY	12	01:50
Sun 01/01/2023 02:04	Motor Vehicle Accident	2300001	31 Vehicle Accident	00 Action taken, other	704 Highway 14 HWY	11	01:19

Total calls for Assist Police:	0	
Total calls for Chimney Fire:	3	
Total calls for Debris Fire:	0	
Total calls for Electrical Appliance Fire:	0	
Total calls for EMS:	2	
Total calls for Fire:	18	
Total calls for Fire Alarm - Commercial:	15	
Total calls for Fire Alarm - Residential:	0	
Total calls for Grass - Brush - Wildland Fire:	0	
Total calls for Investigation:	7	

Windsor Fire Department
Call History Report by Date (Rescue 4)
11/1/2021 - 1/13/2023

Total calls for Motor Vehicle Accident:	33	
Total calls for Motor Vehicle Accident - Extrication:	6	
Total calls for Off Road Rescue:	2	
Total calls for Power Line Arcing-Down-Fire (Includes Transformers):	0	
Total calls for Propane Leak:	2	
Total calls for Public Assistance:	2	
Total calls for Recall to Fire Scene (Flare Up):	0	
Total calls for Rope-Water-Ice Rescue:	0	
Total calls for Smoke Condition (In a Structure):	1	
Total calls for Station Cover:	0	
Total calls for Structure Fire - Barn:	0	
Total calls for Structure Fire - Commercial:	0	
Total calls for Structure Fire - Residential:	7	
Total calls for Vehicle Fire:	0	
Total calls:	**98**	**Avg. Call Attendance: 14.49**
Total Time:	**75:42**	

Windsor Fire Department
Call History Report by Date (Tact 4)
11/1/2021 - 1/13/2023

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Tue 12/07/2021 13:01	Fire	2100133	31 Vehicle Accident	30 Emergency medical services, other	Exit 7 Highway 101 HWY	12	01:23
Tue 12/07/2021 13:01	Fire	2100134	31 Vehicle Accident	55 Establish safe area	172 Bog RD	11	01:23
Fri 12/31/2021 07:10	EMS	2100151	39 Resuscitation Call - other than listed	30 Emergency medical services, other	77 Aylward RD	4	00:26
Sun 01/16/2022 18:14	Public Assistance	2200013	69 Public Service - miscellaneous	00 Action taken, other	105 Payzant DR	17	01:41
Fri 02/18/2022 14:24	Rope-Water-Ice Rescue	2200039	30 Rescue - miscellaneous	00 Action taken, other	1908 Bishopville RD	5	01:22
Sat 02/19/2022 16:06	Off Road Rescue	2200040	30 Rescue - miscellaneous	00 Action taken, other	194 Hartville RD	17	01:04
Sat 04/23/2022 15:22	Rope-Water-Ice Rescue	2200084	30 Rescue - miscellaneous	93 Cancelled en route	14 Pembrooke RD	8	00:53
Sat 04/30/2022 12:18	Rope-Water-Ice Rescue	2200076	30 Rescue - miscellaneous	93 Cancelled en route	351 Ocean Beach RD	10	00:31
Tue 07/12/2022 21:15	Rope-Water-Ice Rescue	2200125	63 Public Service - assist police or other agency	93 Cancelled en route	319 Highway 215 HWY	13	00:47
Wed 07/20/2022 15:36	Rope-Water-Ice Rescue	2200127	69 Public Service - miscellaneous	00 Action taken, other	255 New Ross RD	19	01:25
Sat 08/27/2022 13:50	Motor Vehicle Accident - Extrication	2200154	31 Vehicle Accident	00 Action taken, other	404 Clifton AVE	12	00:42
Wed 10/05/2022 12:34	Fire	2200187	10 Fire	00 Action taken, other	2130 Highway 1 HWY	14	01:39
Sat 10/15/2022 06:22	Motor Vehicle Accident - Extrication	2200194	31 Vehicle Accident	23 Extricate, disentangle	3172 Highway 14 HWY	26	08:27

Total calls for Assist Police:	0	
Total calls for Chimney Fire:	0	
Total calls for Debris Fire:	0	
Total calls for Electrical Appliance Fire:	0	
Total calls for EMS:	1	
Total calls for Fire:	3	
Total calls for Fire Alarm - Commercial:	0	
Total calls for Fire Alarm - Residential:	0	
Total calls for Grass - Brush - Wildland Fire:	0	
Total calls for Investigation:	0	

Windsor Fire Department
Call History Report by Date (Tact 4)
11/1/2021 - 1/13/2023

Total calls for Motor Vehicle Accident:	0	
Total calls for Motor Vehicle Accident - Extrication:	2	
Total calls for Off Road Rescue:	1	
Total calls for Power Line Arcing-Down-Fire (Includes Transformers):	0	
Total calls for Propane Leak:	0	
Total calls for Public Assistance:	1	
Total calls for Recall to Fire Scene (Flare Up):	0	
Total calls for Rope-Water-Ice Rescue:	5	
Total calls for Smoke Condition (In a Structure):	0	
Total calls for Station Cover:	0	
Total calls for Structure Fire - Barn:	0	
Total calls for Structure Fire - Commercial:	0	
Total calls for Structure Fire - Residential:	0	
Total calls for Vehicle Fire:	0	
Total calls:	**13**	**Avg. Call Attendance: 12.92**
Total Time:	**21:43**	

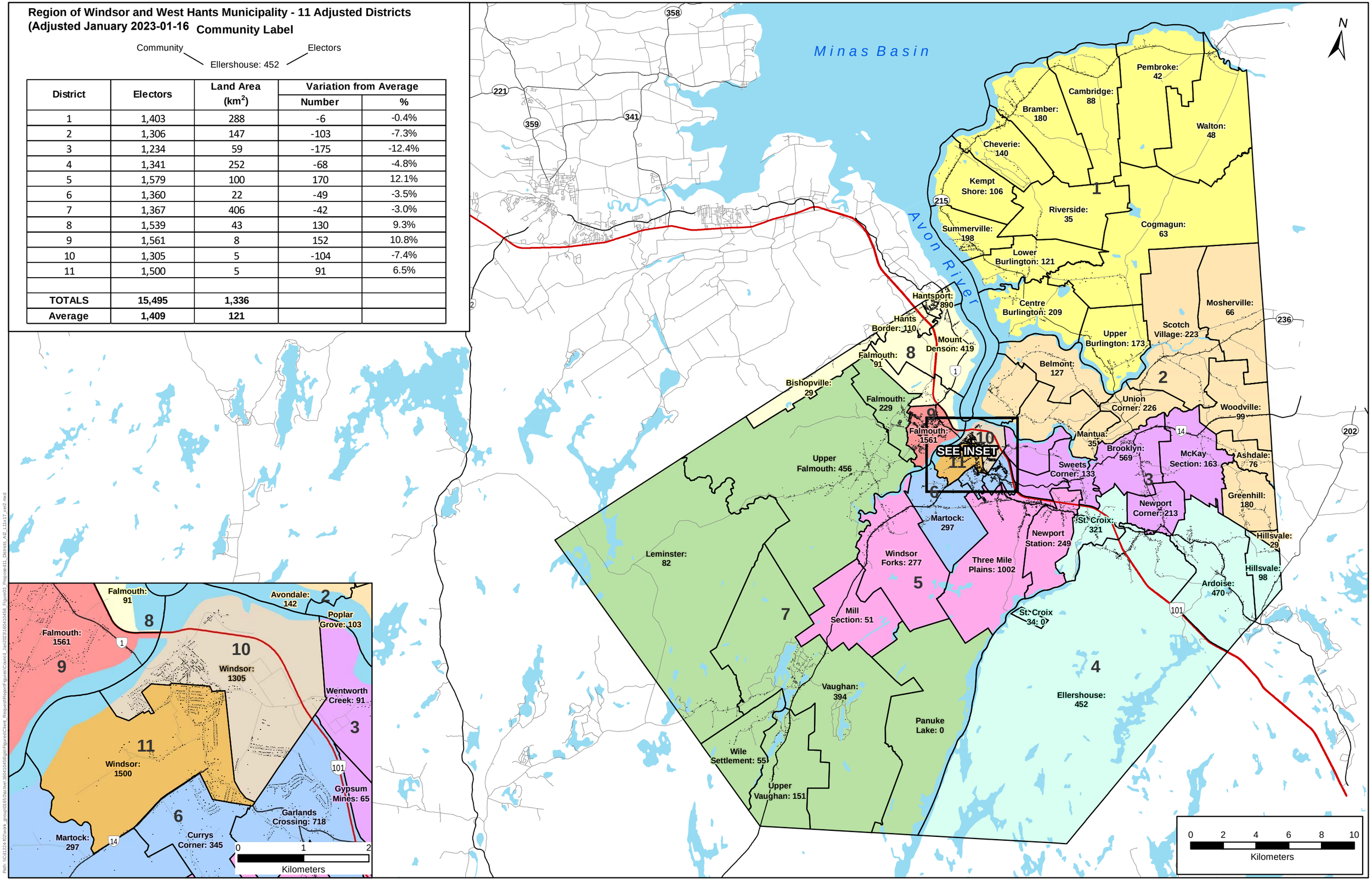
Region of Windsor and West Hants Municipality - 11 Adjusted Districts
(Adjusted January 2023-01-16

Community Label

Community — Electors

Ellershouse: 452

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



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Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 1 Total Electors: 1,403

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 1

N

Minas Basin

Pembroke: 42

Walton: 48

Cambridge: 88

Bramber: 180

Cheverie: 140

Kempt Shore: 106

Riverside: 35

Summerville: 198

Lower Burlington: 121

Centre Burlington: 209

Upper Burlington: 173

Cogmagun: 63

1

2

8

Cochrane Lane
Back Rd
Quarry Rd
Bancroft Rd
Dresser Minerals Rd
Hiltz Rd
Goshen Rd
Ocean Beach Rd
Cove Rd
Lantz Rd Exten
Sherman Lake Rd
Shipyard Rd
Bennie Muckle Rd
Weaver Rd
Clarke Rd
Shirreff Rd
Long
West Long Island Rd
Dyke Rd
Miner Lane
King St
Oak Island Rd
Avonport Rd
Blue Beach Rd
Bluff Rd
Old Post Rd
Maple Ave
Lyle Rd
Hamilton Rd
Gaspereau Ave
Ridge Rd
Biggs Rd
Highway 101 WB
Highway 101 EB
Martin Rd
Lockhartville Rd
West Brooklyn Rd
West Brooklyn Mtn Rd
Grand Pre Rd
Melanson Rd
Slayter
Welch Rd
Forest Hill Rd
Newtonville Rd
Davison St
Davidson St
Jake Re
Peck Meadow Rd
Fielding Rd
Avon St
Rand St
Hantsport Conn
McKinley Rd
Fuller Rd
Smith Rd
Bog Rd
Apple Tree Rd
Highway 1
Highway 215
Masters Rd
Nunn Rd
New Cheverie Rd
Walton Woods Rd
Cogmagun Rd
Armitage Rd
Red Bank Rd
Beaver Pond Rd
Card Beach Rd
Belmont Rd
Elphine Dr
Thompson Rd
North River Rd
Highway 236
Greenfield Rd
Walker Rd
Scotch Village Station Rd
Vaughan Rd
Old Trunk 14
Highway 14
Woodville Rd
Owen Davis Dr
Meek Rd
Douglas Rd
Ashdale Rd
McKay Rd
Cross 3 Rd
Cross 2 Rd
Elliott Rd
Ferry Rd
Avondale Rd
Lawrence Rd
Chambers Rd

0 1 2 3 4
Kilometers

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Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 2 Total Electors: 1,306

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 2

N

Mosherville: 66

Scotch Village: 223

Belmont: 127

Avondale: 142

Poplar Grove: 103

Mantua: 35

Union Corner: 226

Woodville: 99

Ashdale: 76

Greenhill: 180

Hillsvale: 29

1 2 3 6 8 9 10 11

Highway 101 EB

Highway 101 WB

Highway 101

Highway 236

Highway 1

Highway 14

Old Trunk 14

Birchwood Trail

Bayswater Dr

New Cheverie Rd

Blue Beach Rd

Bluff Rd

Martin Rd

Hutchinson Rd

Lockhartville Rd

Avon St

Willow St

Ben Jackson Rd

Fuller Rd

Smith Rd

Bishopville Rd

Old Post Rd

McKinley Rd

Apple Tree Rd

Bog Rd

Musgrave Rd

Masters Rd

Nunn Rd

Armitage Rd

Cogmagun Rd

Beaver Pond Rd

Walton Woods Rd

Red Bank Rd

Card Beach Rd

Old Walton Rd

Belmont Rd

Elpine Dr

Thompson Rd

Perry Rd

Quarry Rd

Millers Creek Rd

Avondale Rd

Lawrence Rd

Chambers Rd

Woodville Rd

Ashdale Rd

North River Rd

Greenfield Rd

Walker Rd

Scotch Village Station Rd

Vaughan Rd

Payzant Bog Rd

Coach Rd

Eldridge Rd

Hales Dr

Gabriel Rd

Town Rd

Colonial Rd

Lakeview Dr

Payzant Dr

Underwood Rd

Wentworth Rd

Dunlop Rd

McKay Rd

Russ Rd

Lynch Rd

Greenhill Rd

Falmouth Back Rd

Falmouth Dyke Rd

Sangster Bridge Rd

College Rd

Dill Rd

Dill Rd Extn

Mines Rd

Redden Rd

Windsor Back Rd

Mountain Rd

Old Halifax Rd W

Fishmans Rd

Rocks Rd

Stark Rd

Panuke Rd

Hartville Rd

Dawson Rd

Collier Rd W

Ardoise School Rd

Ellershouse Rd

Ashland Rd

Old Trunk 14

South Rawdon Rd

Meek Rd

Douglas Rd

Owen Davis Dr

Cross 2 Rd

Cross 3 Rd

Elliott Rd

0 1 2 3 4

Kilometers

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Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 3 Total Electors: 1,234

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 3

N

Wentworth Creek: 91

Gypsum Mines: 65

Sweets Corner: 133

Brooklyn: 569

3

McKay Section: 163

Newport Corner: 213

10

6

Belmont Rd
Elpine Dr
Thompson Rd
Scotch Village Station Rd
Vaughan Rd
Highway 14
Ferry Rd
Highway 215
Highway 236
Quarry Rd
Avondale Rd
Miller's Creek Rd
Lawrence Rd
Chambers Rd
Woodville Rd
Ashdale Rd
Clayton Mckay Rd
Dunlop Rd
Murdock Harvey Rd
McKay Rd
Colonial Rd
Wentworth Rd
Windsor Edenhill Lane
Payzant Dr
Underwood Rd
College Rd
Greenhill Rd
Russ Rd
Lynch Rd
Old Cemetery Rd
Irishmans Rd
Dill Rd
Dill Rd Exten
Highway 101
Old Halifax Rd W
Old Halifax Rd E
Rocks Rd
Beech Brook Rd
Ardoise School Rd
Windsor Back Rd
Mountain Rd
Stark Rd
Hartville Rd
Dawson Rd
Collier Rd W
Ardoise Lane
Highway 1
Dam Rd
Ellershouse Rd
Highway 101 EB
Stillwater Rd
Panuke Rd
Skinton Hole

0 0.55 1.1 1.65 2.2
Kilometers

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Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 4 Total Electors: 1,341

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

4

N

St. Croix: 321

St. Croix 34: 0

Ellershouse: 452

Ardoise: 470

Hillsvale: 98

0 1 2 3 4

Kilometers

Path: \\Cd1224-l02\work_group\01650\active\160410458\gis\Figures\Client_Request\ReportFigures\Council_Jan2023\160410458_Figure03_Alt2_Districts_MB_ver2.mxd

Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 5 Total Electors: 1,579

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 5

N

Windsor Forks: 277

Three Mile Plains: 1002

Newport Station: 249

Mill Section: 51

11 6 5 7 4 3

Falmouth Back Rd, Falmouth Dyke Rd, Sangster Bridge Rd, College Rd, Dill Lane, Dill Rd, Dill Rd Extension, Glenwood Rd, Redden Rd, Castle Frederick Rd, Mines Rd, Windsor Back Rd, Ashland Rd, Sky Martock Rd, White Birch Lane, Highway 14, Mountain Rd, Old Halifax Rd W, Highway 101, Irishmans Rd, Wentworth Rd, Old Halifax Rd E, Highway 1, Stark Rd, Panuke Rd, Rocks Rd, Hartville Rd, Ellershouse Rd, Salmon Hole Dam Rd, Williams Rd, Pioneer Dr, Summit Ridge Rd, White Tail Pass, Village Path, Loon Dr

0 0.75 1.5 2.25 3
Kilometers

Path: \\Cd1224-f02\work_group\03\05\Dac\dwh\160410458\gis\Figures\Client_Requested\Report\Figures\Council_Jan\20231004104458_Figure03_Alt2_Districts_MB_ver2.mxd

Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 6 Total Electors: 1,360

Legend

- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 6

N

Garlands Crossing: 718

Currys Corner: 345

Martock: 297

9 10 11 6 5

Halewood Dr, Aylward Rd, Town Rd, Gabriel Rd, Highway 1, Lakeview Dr, Kings Edgeview Lane, College Rd, Payzant Dr, Underwood Rd, Wentworth Rd, Avondale Rd, Falmouth Back Rd, Sangster Bridge Rd, Falmouth Dyke Rd, Mines Rd, Castle Frederick Rd, Redden Rd, Dill Rd, Dill Rd Exten, Highway 14, Irishmans Rd, Old Cemetery Rd, Highway 101, Old Halifax Rd W, Old Halifax Rd E, Mountain Rd, Stark Rd, Windsor Back Rd, Ashland Rd, Ski Martock Rd, White Birch Lane, Panuke Rd, Station Hole Dam Rd

0 0.5 1 1.5 2
Kilometers

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Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 7 Total Electors: 1,367

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 7

N

Falmouth: 229

Upper Falmouth: 456

Leminster: 82

Wile Settlement: 55

Upper Vaughan: 151

Vaughan: 394

Panuke Lake: 0

0 1.5 3 4.5 6

Kilometers

Path: \\Cd122a-f02\work_group\0165\Dwtwd\160410459\gis\Figures\Client_Request\ReportFigures\Council_Jan2023\160410468_Figure03_A2_Districts_MB_wr2.mxd

Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 8 Total Electors: 1,539

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 8

N

Hantsport: 890

Hants Border: 110

Mount Denson: 419

8

Falmouth: 91

Bishopville: 29

9

10

11

Highway 101 EB

Highway 101 WB

Highway 215

Highway 1

Highway 14

Highway 101

West Brooklyn Mtn Rd

Grand Pre Rd

Forest Hill Rd

Welch Rd

Newtonville Rd

Davison St

Davidson St

Greenfield Rd

Jake Reid Rd

Peck Meadow Rd

Bishopville Rd

Eldridge Rd

Coach Rd

Sangster Bridge Rd

Falmouth Back Rd

Falmouth Dyke Rd

Grey Mountain Rd

Payzant Bog Rd

Halewood Dr

Aylward Rd

Gabriel Rd

Town Rd

Lakeview Dr

Kings Edgehill Lane

Payzant Dr

Underwood Rd

Wentworth Rd

Colonial Rd

College Rd

Dill Rd

Dill Rd Extension

Avondale Rd

Belmont Rd

Beaver Pond Rd

Card Beach Rd

Red Bank Rd

Armitage Rd

Armitage Road Extension

Avon St

Willow St

Rand St

Charles Tracey Rd

Basinview Rd

Fielding Rd

Ben Jackson Rd

Fuller Rd

Smith Rd

Old Post Rd

Bog Rd

Apple Tree Rd

McKinley Rd

Hantsport Connector

Schurman Rd

0 0.65 1.3 1.95 2.6

Kilometers

Path: \\Cd122a-f02\work_group\0165\Dwt\work\160410458\gis\Figures\Client_Request\Report\Figures\Council_Jan2023\160410468_Figure03_A2_Districts_MB_wr2.mxd

Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 9 Total Electors: 1561

Legend

- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 9

N

Falmouth: 1561

9

10

11

Payzant Bog Rd
Grey Mountain Rd
Halewood Dr
Aylward Rd
Eldridge Rd
Town Rd
Gabriel Rd
Colonial Rd
Highway 101
Lakeview Dr
Kings Edgehill Lane
Payzant Dr
College Rd
Falmouth Back Rd
Falmouth Dyke Rd
Sangster Bridge Rd
Highway 14
Dill Rd
Dill Rd Exten

0 0.25 0.5 0.75 1
Kilometers

Path: \\Cd1224-f02\work_group\0160\active\t804104580\gis\Figures\Client_RequestReportFigures\Council_Jan2023\160410458_Figure03_A82_Districts_MB_ver2.mxd

Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 10 Total Electors: 1,305

Legend

- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 10

N

Windsor:
1305

10

9

11

Colonial Rd

Highway 1

Falmouth Dyke Rd

Town Rd

Gabriel Rd

Lakeview Dr

Kings Edgehill Lane

Payzant Dr

Underwood Rd

Wentworth Rd

Highway 101

College Rd

Dill Rd

Highway 14

0 0.15 0.3 0.45 0.6

Kilometers

Path: \\Cn1224-f02\work_group\01650\active\160410458\gis\Figures\Client_Request\RegionFigures\Council_Jan2023\160410458_Figure03_Alt2_Districts_MB_ver2.mxd

Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 11 Total Electors: 1,500

Legend

- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 11

N

10

11

Windsor:
1500

Lakeview Dr
Kings Edgehill Lane
Payzant Dr
Underwood Rd
Highway 101
Town Rd
College Rd
Highway 14
Dill Rd
Dill Rd Exten
Redden Rd
Windsor Back Rd
Mountain Rd

0 0.15 0.3 0.45 0.6
Kilometers

Path: \\CH1224-f02\work_group\01650\active\160410458\gis\Figures\Client_Request\RegionFigures\Council_Jan2023\160410458_Figure03_Alt2_Districts_MB_ver2.mxd

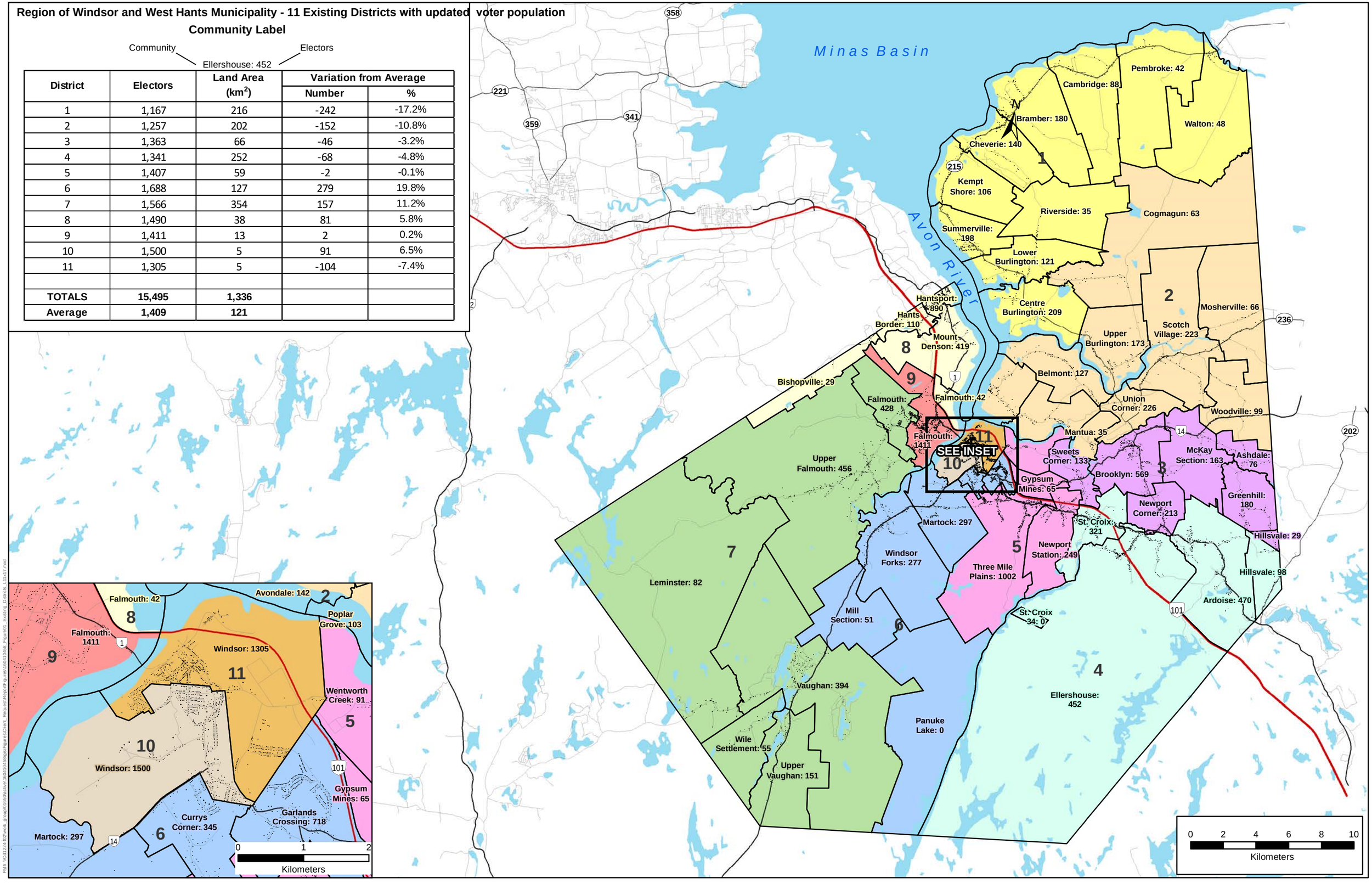
Region of Windsor and West Hants Municipality - 11 Existing Districts with updated voter population

Community Label

Community — Electors

Ellershouse: 452

District	Electors	Land Area (km^2)	Variation from Average	
			Number	%
1	1,167	216	-242	-17.2%
2	1,257	202	-152	-10.8%
3	1,363	66	-46	-3.2%
4	1,341	252	-68	-4.8%
5	1,407	59	-2	-0.1%
6	1,688	127	279	19.8%
7	1,566	354	157	11.2%
8	1,490	38	81	5.8%
9	1,411	13	2	0.2%
10	1,500	5	91	6.5%
11	1,305	5	-104	-7.4%
TOTALS	**15,495**	**1,336**		
Average	**1,409**	**121**		



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Region of Windsor and West Hants Municipality
11 Existing Districts

District: 1 Total Electors: 1,167

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Existing Voting District

- 1

N

Minas Basin

Pembroke: 42

Walton: 48

Cambridge: 88

Bramber: 180

Cheverie: 140

1

Kempt Shore: 106

Riverside: 35

Summerville: 198

Lower Burlington: 121

Centre Burlington: 209

2

8

Cochrane Lane
Back Rd
Quarry Rd
Bancroft Rd
Dresser Minerals Rd
Hiltz Rd
Helen Dill Rd
Ocean Beach Rd
Cove Rd
Lantz Rd Exten
Sherman Lake Rd
Shipyard Rd
Bennie Muckle Rd
Goshen Rd
Walton Woods Rd
Willcox Rd
Birchwood Trail
Bayswater Dr
Highway 215
New Cheverie Rd
Musgrave Rd
Masters Rd
Nunn Rd
Cogmagun Rd
Armitage Rd
Red Bank Rd
Beaver Pond Rd
Card Beach Rd
Belmont Rd
Elpine Dr
Thompson Rd
Ferry Rd
North River Rd
Greenfield Rd
Highway 236
Walker Rd
Scotch Village Station Rd
Vaughan Rd
Old Trunk 14
Highway 14
Douglas Rd
West Long Island Rd
Miner Lane
King St
Dyke Rd
Old Post Rd
Eye Rd
Ridge Rd
Hamilton Rd
Biggs Rd
Gaspereau River Rd
Oak Island Rd
Avonport Rd
Blue Beach Rd
Bluff Rd
Martin Rd
West Brooklyn Rd
West Brooklyn Mtn Rd
Highway 101 WB
Highway 101 EB
Lockhartville Rd
Avon St
Fielding Rd
Slayter Rd
Melanson Rd
Grand Pre Rd
Forest Hill Rd
Davison St
Ben Jackson Rd
Rand St
Prantson Corner
McKinley Rd
Fuller Rd
Smith Rd
Bog Rd
Apple Tree Rd
Highway 1
Bishopville Rd

0 1 2 3 4
Kilometers

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Region of Windsor and West Hants Municipality
11 Existing Districts

District: 2 Total Electors: 1,257

Legend
- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Existing Voting District
- 2

N

1

2

3

8

9

10

11

Cogmagun: 63

Scotch Village: 223

Mosherville: 66

Upper Burlington: 173

Belmont: 127

Woodville: 99

Union Corner: 226

Mantua: 35

Highway 215

Highway 101 EB

Highway 101 WB

Highway 236

Highway 14

Highway 1

Cove Rd

Ocean Beach Rd

Lantz Rd Exten

Sherman Lake Rd

Shipyard Rd

Bennie Muckle Rd

Goshen Rd

Walton Woods Rd

Wilcox Rd

Birchwood Trail

Bayswater Dr

New Cheverie Rd

Musgrave Rd

Masters Rd

Nunn Rd

Cogmagun Rd

Avonport Rd

Blue Beach Rd

Bluff Rd

Martin Rd

Oak Island Rd

West Brooklyn Rd

West Brooklyn Mtn Rd

Lockhartville Rd

Fielding Rd

Avon St

Willow St

Ben Jackson Rd

Fuller Rd

Old Post Rd

Smith Rd

Bishopville Rd

Hantsport Comm

McKinley Rd

Apple Tree Rd

Bog Rd

Armitage Rd

Red Bank Rd

Beaver Pond Rd

Card Beach Rd

Old Walton Rd

Belmont Rd

Elpine Dr

Thompson Rd

Scotch Village Station Rd

Vaughan Rd

Greenfield Rd

Walker Rd

North River Rd

Ferry Rd

Quarry Rd

Millers Creek Rd

Avondale Rd

Lawrence Rd

Chambers Rd

Ashdale Rd

Woodville Rd

Dunlop Rd

McKay Rd

Wentworth Rd

Russ Rd

Lynch Rd

Greenhill Rd

Payzant Bog Rd

Coach Rd

Eldridge Rd

Gabriel Rd

Town Rd

Lakeview Dr

Colonial Rd

College Rd

Payzant Dr

Underwood Rd

Dill Rd

Falmouth Dyke Rd

Old Trunk 14

South Rawdon Rd

Meek Rd

Douglas Rd

Owen Davis Dr

Cross 2 Rd

Cross 3 Rd

Elliott Rd

0 1 2 3 4
Kilometers

Path: V:\01656\active\160410458\gis\Figure's\Client_Reques\Interim\Maps\Council_Jan2023\160410458_Figure01_ Existing_Districts_MB.mxd

District: 3 Total Electors: 1,363

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Existing Voting District

- 3

N

Region of Windsor and West Hants Municipality
11 Existing Districts

3

Brooklyn: 569

McKay Section: 163

Ashdale: 76

Greenhill: 180

Hillsvale: 29

Newport Corner: 213

Sweets Corner: 133

Old Walton Rd
North River Rd
Elpine Dr
Thompson Rd
Village Station Rd
Vaughan Rd
Old Trunk 14
Highway 14
Ferry Rd
Quarry Rd
Highway 215
Highway 236
Chambers Rd
Lawrence Rd
Millers Creek Rd
Avondale Rd
Clayton Mckay Rd
Woodville Rd
Ashdale Rd
Owen Davis Dr
Dunlop Rd
Murdock Harvey Rd
McKay Rd
Wentworth Rd
Russ Rd
Lynch Rd
Greenhill Rd
Cross 3 Rd
Old Cemetery Rd
Irishmans Rd
Rocks Rd
Highway 101
Old Halifax Rd W
Old Halifax Rd E
Beech Brook Rd
Ardoise School Rd
Stark Rd
Hartville Rd
Dawson Rd
Collier Rd W
Ardoise Lane
Highway 1
South Rawdon Rd
Dam Rd
Salmon Hole
Ellershouse Rd

0 0.55 1.1 1.65 2.2
Kilometers

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Region of Windsor and West Hants Municipality
11 Existing Districts

District: 4 Total Electors: 1,341

Legend
- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Existing Voting District
- 4

N

St. Croix: 321

Hillsvale: 98

Ardoise: 470

St. Croix 34: 0

Ellershouse: 452

Highway 101

Highway 101 WB

Highway 101 EB

0 1 2 3 4
Kilometers

Path: V:\01605\active\160410458\gis\Figures\Client_Request\InternalMaps\Council_Jan2023\160410458_Figure01_ Existing_Districts_MB.mxd

District: 5 Total Electors: 1,407

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Existing Voting District

- 5

N

Region of Windsor and West Hants Municipality
11 Existing Districts

Gypsum Mines: 65

Newport Station: 249

Three Mile Plains: 1002

9 10 11 5 6 4 3

Highway 101

Highway 101 WB

Highway 101 EB

Highway 14

Belmont Rd
Avondale Rd
Millers Creek Rd
Lawrence Rd
Chambers Rd
Dunlop Rd
Ashdale Rd
Woodville Rd
McKay Rd
Bass Rd
Lynch Rd
Rocks Rd
Ardoise School Rd
Ardoise Lane
Collier Rd W
Highway 1
Dawson Rd
Buster Davis Rd
Stillwater Rd
Ratchenville Lane
Owens Rd
Hartville Rd
Ellershouse Rd
Williams Rd
Salmon Hole Dam Rd
Panuke Rd
Old Halifax Rd E
Old Halifax Rd W
Inshmans Rd
Stark Rd
Mountain Rd
Windsor Back Rd
Redden Rd
Dill Rd
Dill Rd Extn
College Rd
Lakeview Dr
Ridgehill Lane
Payzant Dr
Underwood Rd
Wentworth Rd
Colonial Rd
Town Rd
Gabriel Rd
Halewood Dr
Payzant Bog Rd
Bog Rd
Grey Mountain Rd
Eldridge Rd
Falmouth Back Rd
Falmouth Dyke Rd
Sangster Bridge Rd
Mines Rd
Castle Frederick Rd
Ashland Rd
Sky Martock Rd
White Birch Lane

0 0.85 1.7 2.55 3.4
Kilometers

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Region of Windsor and West Hants Municipality
11 Existing Districts

District: 6 Total Electors: 1,688

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Existing Voting District

- 6

N

Martock: 297

Windsor Forks: 277

Mill Section: 51

Panuke Lake: 0

Highway 101

Highway 101 WB

Highway 101 EB

Colonial Rd
Peck Meadow Rd
Greenfield Rd
Bishopville Rd
Eldridge Rd
Sangster Bridge Rd
Falmouth Back Rd
Falmouth Dyke Rd
Gabriel Rd
Town Rd
Lakeview Dr
Payzant Dr
College Rd
Dill Rd
Mountain Rd
Windsor Back Rd
Redden Rd
Ashland Rd
Castle Frederick Rd
Ski Martock Rd
Highway 14
Butler Rd
Mines Rd
Mines Road Br
Pioneer Dr
Loon Ct
Summit Ridge Rd
Village Path
Wile Settlement Rd
New Ross Rd
Wilfred Hebb Rd
Hogan Rd
Innes Lane
Alonza Wile Rd
Chalet Dr
Armstrong Lake East Rd
Panuke Rd
Boscobel Rd
Clearwater Dr
Red Shirt Rd
Mary Lane
Todd Rd
Cliff Rd
Parklands Rd
Lake Lewis Lane
Hingley Rd
Veinot Rd
Wallaback Dr
Tote Rd
Mill Rd
Russell Rd
Poplar Dr
Walker Rd
Quarry Rd
Ayendale Rd
Millers Creek Rd
Lawrence Rd
Chambers Rd
Wentworth Rd
Dunlop Rd
McKay Rd
Russ Rd
Ashdale Rd
Cross 3 Rd
Irishmans Rd
Rocks Rd
Stark Rd
Hartville Rd
Fullershouse Rd
Salmonhole Beach Rd
Williams Rd
Dawson Rd
Collier Rd W
Highway 1
Ardoise School Rd
Woodville Rd
Greenhill Rd
Buster Dawis Rd
Stillwater Rd
Owens Rd
Forest Dr
Cross Rd
Lily Lake Rd
Pipeline Rd
Hiking Trail Rd

1 2 3 4 5 6 7 8 9 10 11

0 1.5 3 4.5 6
Kilometers

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Region of Windsor and West Hants Municipality
11 Existing Districts

District: 7 Total Electors: 1,566

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Existing Voting District

- 7

N

Falmouth: 428

Upper Falmouth: 456

Leminster: 82

Wile Settlement: 55

Upper Vaughan: 151

Vaughan: 394

7 8 9 10 11 6 5 4 3

Highway 215 · Highway 236 · Highway 101 · Highway 101 WB · Highway 101 EB · Highway 12 · Highway 1 · Highway 14

Belmont Rd · Scotch Village Station Rd · Vaughan Rd · Thompson Rd · Quarry Rd · Ferry Rd · Avondale Rd · Miller Creek Rd · Lawrence Rd · Chambers Rd · Woodville Rd · Ashdale Rd · Dunlop Rd · McKay Rd · Buss Rd · Rocks Rd · Dawson Rd · Sullivan Rd · Owens Rd · Hiking Trail Rd · Millershouse Rd · Salmon Hole Dam Rd · Stark Rd · Williams Rd · Patryke Rd · Windsor Back Rd · Redden Rd · College Rd · Dill Rd · Falcraft Dr · Lake View Dr · Town Rd · Gabriel Rd · Falmouth Dyke Rd · Falmouth Back Rd · Coach Rd · Eldridge Rd · Sandster Bridge Rd · Ski Martock Rd · White Birch Lane · Ashland Rd · McKinley Rd · Apple Tree Rd · Bog Rd · Post Rd · Peck Mill Rd · Davidson St · Greenfield Rd · Bishopville Rd · Jehill Davidson Rd · Black River Rd · Schofield Rd · Deep Hollow Rd · Miner Meadow Rd · Sunken Lake Rd · Alders Rd · Tetzlaff Rd · Mountain Rd · Canaan Cross Rd · White Rock Rd · Hellsgate Rd · Newtonville Rd · Allison Rd · Corkum and Burns Rd · Methals Rd · Granite Lane S · Cottage Lane · John Lane Rd · Murphy Lake Rd · Meadow Lane · Butler Rd · Jones Rd · Jones Road Bt · Legge Rd · Sweet Rd · Mines Rd · Mines Road Bt · Pioneer Dr · Summit Ridge Dr · Loon Dr · Village Path · Wilfred Hebb Rd · New Ross Rd · Wile Settlement Rd · Innes Lane · Hogan Rd · Almstrom Lake East Rd · Chalet Dr · Seffens Lake Dr · Boscobe Rd · Clearwater Dr · Hingley Rd · Todd Rd · Cliff Rd · Parklands Rd · Lake Lewis Lane · Veinot Rd · Wallaback Dr · Tote Rd · Mill Rd · Russell Rd · Poplar Dr · New Russell Rd · Walker Rd · Horseshoe Dr E · Leopold Rd · Leville Rd · Lake Ramsay Rd · Forties Rd · Adams Rd · Lauras Lane · Lindsay Hiltz Rd · Ben Kerdy Rd

0 1.5 3 4.5 6
Kilometers

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Region of Windsor and West Hants Municipality
11 Existing Districts

District: 8 Total Electors: 1,490

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Existing Voting District

- 8

N

Hantsport: 890

Hants Border: 110

Mount Denson: 419

Falmouth: 42

Bishopville: 29

8

9

10

11

Highway 101 EB

Highway 101 WB

Highway-101

Highway 215

Highway 1

Highway 14

Lockhartville Rd

Basinview Rd

Fielding Rd

Charles Tracey Rd

Avon St

Willow St

Rand St

Ben Jackson Rd

Hantsport Conn

Schulman Rd

McKinley Rd

Armitage Rd

Armitage Road Exten

Red Bank Rd

Beaver Pond Rd

Card Beach Rd

Old Post Rd

Fuller Rd

Smith Rd

Bog Rd

Apple Tree Rd

Belmont Rd

West Brooklyn Mtn Rd

Spereau River Rd

Grand Pre Rd

Welch Rd

Welch Br

Forest Hill Rd

Newtonville Rd

Davison St

Peck Meadow Rd

Davidson St

Greenfield Rd

Jake Reid Rd

Jehill Davidson Rd

Bishopville Rd

Eldridge Rd

Coach Rd

Grey Mountain Rd

Payzant Bog Rd

Halewood Dr

Aylward Rd

Gabriel Rd

Town Rd

Colonial Rd

Wentworth Rd

Lakeview Dr

Kings Edgehill Lane

Payzant Dr

Underwood Rd

College Rd

Dill Rd

Dill Rd Exten

Avondale Rd

Sangster Bridge Rd

Falmouth Back Rd

Falmouth Dyke Rd

0 0.65 1.3 1.95 2.6

Kilometers

Path: V:\0160\0\activ\e\160410458\gis\Figure\ArtItem_Requests\ItemsMaps\Council_Jan2023\160410458_Figure01_ Existing_Districts_MB.mxd

District: 9 Total Electors: 1,411

Legend

- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Existing Voting District

- 9

N

Region of Windsor and West Hants Municipality
11 Existing Districts

8

9

10

11

Falmouth: 1411

Highway 101 WB

Highway 101 EB

Highway 101

Highway 1

Highway 14

Smith Rd

Bishopville Rd

Bog Rd

Apple Tree Rd

Belmont Rd

Avondale Rd

Payzant Bog Rd

Grey Mountain Rd

Halewood Dr

Aylward Rd

Gabriel Rd

Town Rd

Colonial Rd

Lakeview Dr

Kings Edgehill Lane

Payzant Dr

Underwood Rd

College Rd

Dill Rd

Dill Rd Exten

Redden Rd

Coach Rd

Eldridge Rd

Falmouth Back Rd

Falmouth Dyke Rd

Sangster Bridge Rd

Mines Rd

0 0.4 0.8 1.2 1.6

Kilometers

Path: V:\0165\0\active\160410459\gis\Figures\Client_Request\InternalMaps\Council_Jan2023\160410459_Figure01_Existing_Districts_MB.mxd

District: 10 Total Electors: 1,500

Legend
- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Existing Voting District
- 10

N

Region of Windsor and West Hants Municipality
11 Existing Districts

11

10

Windsor: 1500

Town Rd
Lakeview Dr
Kings Edgehill Lane
Payzant Dr
Highway 101
Underwood Rd
College Rd
Highway 1
Highway 14
Dill Rd
Dill Rd Exten
Redden Rd

0 0.15 0.3 0.45 0.6
Kilometers

Path: V:\01605\active\160410458\gis\Figures\Client_Request\InteriaMaps\Council_Jan2023\160410458_Figure01_ Existing_Districts_MB.mxd

District: 11 Total Electors: 1,305

Legend

- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Existing Voting District

- 11

N

Region of Windsor and West Hants Municipality
11 Existing Districts

Windsor: 1305

11

10

Colonial Rd

Highway 1

Falmouth Dyke Rd

Town Rd

Gabriel Rd

Lakeview Dr

Kings Edgehill Lane

Payzant Dr

Underwood Rd

Highway 101

Wentworth Rd

College Rd

Dill Rd

Highway 14

0 0.15 0.3 0.45 0.6

Kilometers

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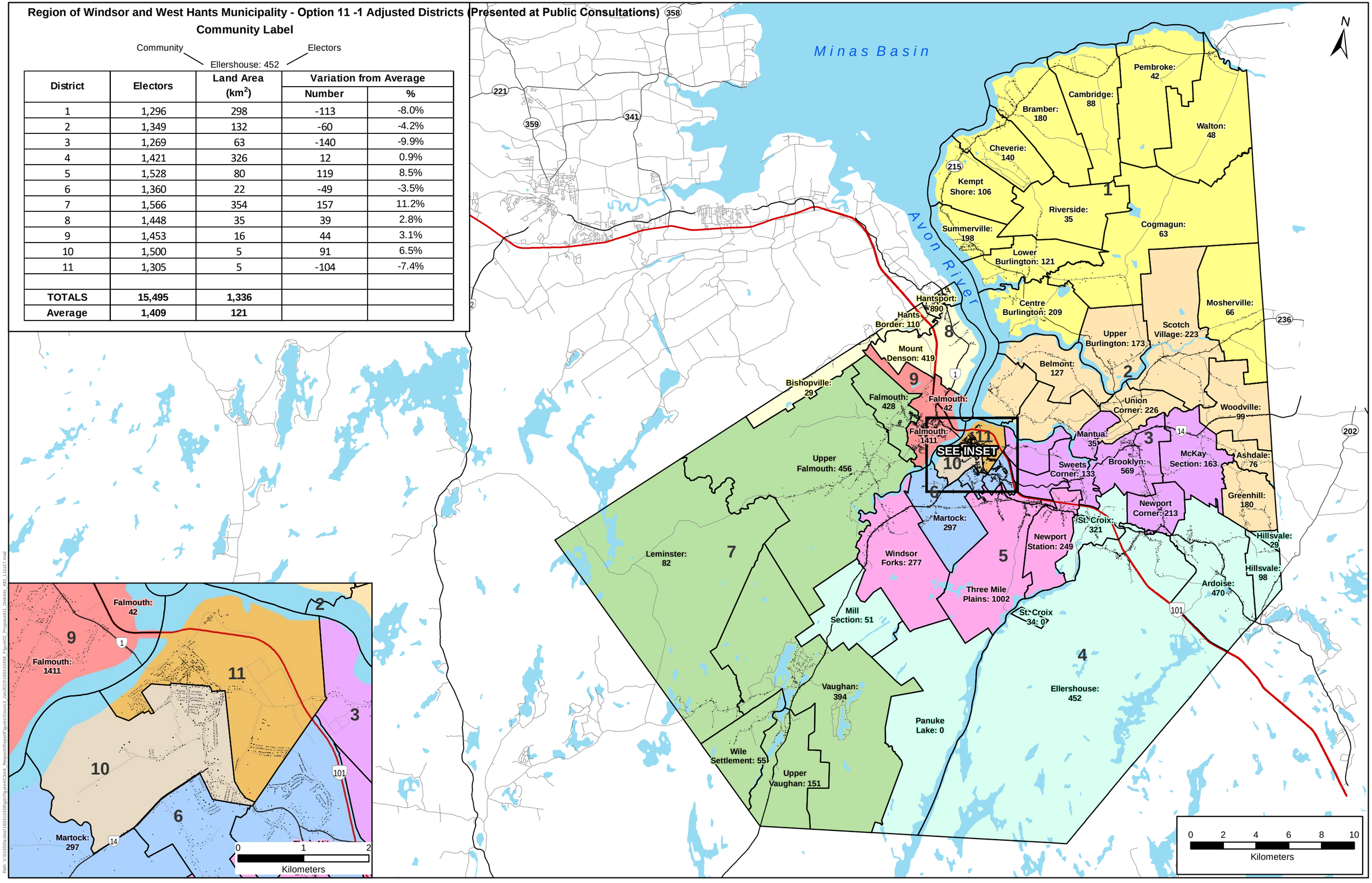
Region of Windsor and West Hants Municipality - Option 11 -1 Adjusted Districts (Presented at Public Consultations)

Community Label

Community — Electors

Ellershouse: 452

District	Electors	Land Area (km^2)	Variation from Average	
			Number	%
1	1,296	298	-113	-8.0%
2	1,349	132	-60	-4.2%
3	1,269	63	-140	-9.9%
4	1,421	326	12	0.9%
5	1,528	80	119	8.5%
6	1,360	22	-49	-3.5%
7	1,566	354	157	11.2%
8	1,448	35	39	2.8%
9	1,453	16	44	3.1%
10	1,500	5	91	6.5%
11	1,305	5	-104	-7.4%
TOTALS	**15,495**	**1,336**		
Average	**1,409**	**121**		



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Region of Windsor and West Hants Municipality
Adjusted Districts (Figure 2)

District: 1 Total Electors: 1,296

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 1

N

Minas Basin

Pembroke: 42

Walton: 48

Cambridge: 88

Bramber: 180

Cheverie: 140

Kempt Shore: 106

Riverside: 35

Cogmagun: 63

Summerville: 198

Lower Burlington: 121

Mosherville: 66

Centre Burlington: 209

1 2 3 7 8 9

Cochrane Lane
Back Rd
Quarry Rd
Bancroft Rd
Dresser Minerals Rd
Hiltz Rd
Helen Dill Rd
Ocean Beach Rd
Cove Rd
Lantz Rd Exten
Sherman Lake Rd
Shipyard Rd
Bennie Muckle Rd
Goshen Rd
Walton Woods Rd
Wilcox Rd
Birchwood Trail
Bayswater Dr
Highway 215
New Cheverie Rd
Miner Lane
King St
Old Post Rd
Ridge Rd
Hamilton Rd
Biggs Rd
Gaspereau River Rd
Oak Island Rd
Avonport Rd
Blue Beach Rd
Bluff Rd
Martin Rd
Highway 101 WB
Highway 101 EB
West Brooklyn Rd
West Brooklyn Mtn Rd
Lockhartville Rd
Avon St
Melanson Rd
Grand Pre Rd
Fielding Rd
Ben Jackson Rd
Ramp St
Plants Port Conn
Fuller Rd
McKinley Rd
Davison St
Smith Rd
Bog Rd
Apple Tree Rd
Highway 1
Musgrave Rd
Masters Rd
Nunn Rd
Cogmagun Rd
Armitage Rd
Beaver Pond Rd
Red Bank Rd
Card Beach Rd
Belmont Rd
Ferry Rd
Elpine Dr
Thompson Rd
Scotch Village Station Rd
Vaughan Rd
North River Rd
Greenfield Rd
Highway 236
Walker Rd
Old Trunk 14
Highway 14
Douglas Rd
Meek Rd

0 1 2 3 4
Kilometers

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Region of Windsor and West Hants Municipality
Adjusted Districts (Figure 2)

District: 2 Total Electors: 1,349

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 2

N

Scotch Village: 223

Upper Burlington: 173

Belmont: 127

Union Corner: 226

Woodville: 99

Ashdale: 76

Greenhill: 180

1 2 3 4 5 6 7 8 9 10 11

Highway 101 WB

Highway 101

Highway 1

Highway 236

Highway 14

Old Trunk 14

South Rawdon Rd

Bayswater Dr

Birchwood Trail

New Cheverie Rd

Blue Beach Rd

Musgrave Rd

Masters Rd

Nunn Rd

Martin Rd

Bluff Rd

Hutchinson Rd

Lockhartville Rd

Avon St

Willow St

Ben Jackson Rd

Bishopville Rd

Old Post Rd

Fuller Rd

Hants Border Conn

McKinley Rd

Apple Tree Rd

Bog Rd

Armitage Rd

Red Bank Rd

Card Beach Rd

Beaver Pond Rd

Cogmagun Rd

Walton Woods Rd

North River Rd

Greenfield Rd

Walker Rd

Old Walton Rd

Belmont Rd

Elaine Dr

Thompson Rd

Scotch Village Station Rd

Vaughan Rd

Ferry Rd

Quarry Rd

Avondale Rd

Millers Creek Rd

Lawrence Rd

Chambers Rd

Woodville Rd

Ashdale Rd

Owen Davis Dr

Meek Rd

Douglas Rd

Cross 2 Rd

Cross 3 Rd

Elliott Rd

Payzant Bog Rd

Halev Rd

Colonial Rd

Eldridge Rd

Falmouth Back Rd

Falmouth Dyke Rd

Gabriel Rd

Town Rd

Lakeview Dr

Payzant Dr

Underwood Rd

College Rd

Dill Rd

Dill Rd Exten

Windsor Back Rd

Mountain Rd

Old Halifax Rd W

Wentworth Rd

Irishmans Rd

Stark Rd

Hartville Rd

Rocks Rd

Dunlop Rd

McKay Rd

Russ Rd

Lynch Rd

Greenhill Rd

Ardoise School Rd

Collier Rd W

Dawson Rd

Mines Rd

Sangster Bridge Rd

0 1 2 3 4

Kilometers

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Region of Windsor and West Hants Municipality
Adjusted Districts (Figure 2)

District: 3 Total Electors: 1,269

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 3

N

Mantua: 35

Brooklyn: 569

McKay Section: 163

Sweets Corner: 133

Newport Corner: 213

Highway 101

Highway 215

Highway 236

Highway 14

Colonial Rd

Belmont Rd

Ferry Rd

Quarry Rd

Avondale Rd

Lawrence Rd

Chambers Rd

Thompson Rd

Scotch Village Station Rd

Vaughan Rd

Millers Creek Rd

Dunlop Rd

Clayton Mckay Rd

Woodville Rd

Ashdale Rd

Wentworth Rd

Murdock Harvey Rd

McKay Rd

Payzant Dr

Underwood Rd

Russ Rd

Lynch Rd

Greenhill Rd

Dill Rd

Dill Rd Exten

Irishmans Rd

Old Cemetery Rd

Rocks Rd

Old Halifax Rd W

Old Halifax Rd E

Beech Brook Rd

Ardoise School Rd

Windsor Back Rd

Mountain Rd

Stark Rd

Hartville Rd

Dawson Rd

Collier Rd W

Ardoise Lane

Highway 1

Panuke Rd

Ellershouse Rd

0 0.5 1 1.5 2

Kilometers

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Region of Windsor and West Hants Municipality
Adjusted Districts (Figure 2)

District: 4 Total Electors: 1,421

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

4

N

Mill Section: 51

St. Croix: 34: 0

St. Croix: 321

Ellershouse: 452

Panuke Lake: 0

Ardoise: 470

Hillsvale: 98

Hillsvale: 29

Highway 101

Highway 101 WB

Highway 101 EB

Highway 14

Highway 1

Mines Rd

Coach Rd

Falmouth Back Rd

Sangster Bridge Rd

Falmouth Dyke Rd

Gabriel Rd

College Rd

Redden Rd

Ashland Rd

Castle Frederick Rd

Ski Martock Rd

Windsor Back Rd

Mountain Rd

Dill Rd

Dill Rd Exten

Underwood Rd

Payzant Dr

Lakeview Dr

Town Rd

Colonial

Wentworth Rd

Inslimans Rd

Rocks Rd

Stark Rd

Panuke Rd

Salmon Hole Brook Rd

Williams Rd

Ellershouse Rd

Collier Rd

Dawson Rd

Buster Davis Rd

Ardoise School Rd

Greenhills Rd

Woodville Rd

McKay Rd

Russ Rd

Ashdale Rd

Cross 2 Rd

Cross 3 Rd

Elliott Rd

Owens Rd

Silwater Rd

Lily Lake Rd

Coles Rd

Piggott Lake Rd

Cockscomb Lake Dr S

Partridge Lane

Unlacke Mines Rd

Morning Breeze Dr

Rockwell Dr

Pentz Lake Dr

Alder Lane

Etter Rd

Mill Rd Ext

Pipeline Rd

Hiking Trail Rd

Pockwock Rd

Anderson Rd

Hingley Rd

New Ross Rd

Wilfred Hebb Rd

Wile Settlement Rd

Alonza Wile Rd

Innes Lane

Hogan Rd

Chalet Dr

Armstrong Lake East Rd

Pioneer Dr

Loon Dr

Summit Ridge Rd

Village Path

0 1 2 3 4

Kilometers

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Region of Windsor and West Hants Municipality
Adjusted Districts (Figure 2)

District: 5 Total Electors: 1,528

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 5

N

Windsor Forks: 277

Three Mile Plains: 1002

Newport Station: 249

9 10 3 7 6 5 4

Falmouth Back Rd
Falmouth Dyke Rd
Gabriel Rd
College Rd
Dill Rd
Dill Rd Exten
Redden Rd
Mines Rd
Castle Frederick Rd
Windsor Back Rd
Ashland Rd
Ski Martock Rd
White Birch Lane
Highway 14
Mountain Rd
Old Halifax Rd W
Highway 101
Old Halifax Rd E
Highway 1
Inishmans Rd
Wentworth Rd
Old Cemetery Rd
Stark Rd
Rocks Rd
Hantsville Rd
Ellershouse Rd
Salmon Hole Dam Rd
Williams Rd
Panuke Rd

0 0.65 1.3 1.95 2.6
Kilometers

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Region of Windsor and West Hants Municipality
Adjusted Districts (Figure 2)

District: 6 Total Electors: 1,360

Legend

- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 6

N

6

Martock:
297

9
10
11
3
7
5
4

Gabriel Rd
Town Rd
Lakeview Dr
Kings Edgehill Lane
Payzant Dr
Underwood Rd
Wentworth Rd
College Rd
Falmouth Dyke Rd
Sangster Bridge Rd
Falmouth
Dill Rd
Dill Rd Exten
Highway 14
Irishmans Rd
Highway 101
Old Halifax Rd W
Old Halifax Rd E
Mines Rd
Redden Rd
Mountain Rd
Windsor Back Rd
Stark Rd
Castle Frederick Rd
Ashland Rd
Ski Martock Rd
Panuke Rd
White Birch Lane

0 0.45 0.9 1.35 1.8
Kilometers

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Region of Windsor and West Hants Municipality
Adjusted Districts (Figure 2)

District: 7 Total Electors: 1,566

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 7

N

Falmouth: 428

Upper Falmouth: 456

Leminster: 82

Wile Settlement: 55

Upper Vaughan: 151

Vaughan: 394

1 2 3 4 5 6 7 8 9 10 11

Highway 236
Belmont Rd
Scotch Village Station Rd
Vaughan Rd
Thompson Rd
Card Beach Rd
McKinley Rd
Apple Tree Rd
Post Rd
Bog Rd
Highway 1
Fenty Rd
Quarry Rd
Avondale Rd
Millers Creek Rd
Lawrence Rd
Chambers Rd
Ashdale Rd
Woodvale Rd
Dunlop Rd
McKay Rd
Russ Rd
Rocks Rd
Colonial Rd
Lakeview Dr
Pleasant Dr
Town Rd
Gabriel Rd
Falmouth Dyke Rd
Falmouth Back Rd
Coach Rd
Eldridge Rd
College Rd
Dill Rd
Redden Rd
Windsor Back Rd
Ashland Rd
Spaulster Bridge Rd
Ski Martock Rd
White Birch Lane
Highway 101
Highway 101 WB
Highway 101 EB
Stark Rd
Panuke Rd
Salmon Hole Dam Rd
Millershouse Rd
Williams Rd
Dawson Rd
Stillwater Rd
Oxners Rd
Highway 14
Pioneer Dr
Loon Dr
Summit Ridge Dr
Village Path
Wilfred Webb Rd
New Ross Rd
Wile Settlement Rd
Innes Lane
Hogan Rd
Chalet Dr
Armstrong Lake East Rd
Hiking Trail Rd
White Rock Rd
Hellsgate Rd
Canaan Cross Rd
Mountain Rd
Tetzlaff Rd
Alders Rd
Sunken Lake Rd
Miner Meadow Rd
Deep Hollow Rd
Schofield Rd
Black River Rd
Newtonville Rd
Davidson St
Jehill Davidson Rd
Greenfield Rd
Bishopville Rd
Peck Mead
Cockburn and Burns Rd
Methals Rd
Granite Lane S
Highway 12
Cottage Lane
John Lane Rd
Butler Rd
Meadow Lane
Jones Rd
Jones Road Br
Legge Rd
Sweet Rd
Mines Rd
Mines Road Br
Selfens Lake Dr
Boscobel Rd
Clearwater Dr
Hingley Rd
Veinot Rd
Wallaback Dr
Tote Rd
Todd Rd
Parklands Rd
Cliff Rd
Mill Rd
Adams Rd
Lauras Lane
Lindsay Hiltz Rd
Ben Keddy Rd
Russell Rd
Poplar Dr
New Russell Rd
Walker Rd
Horseshoe Dr E
Leopold Rd
Leville Rd
Lake Ramsay Rd
Forties Rd

0 1.5 3 4.5 6
Kilometers

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Region of Windsor and West Hants Municipality
Adjusted Districts (Figure 2)

District: 8 Total Electors: 1,448

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 8

N

Hantsport: 890

Hants Border: 110

Mount Denson: 419

Bishopville: 29

8

1

2

3

5

6

7

9

10

11

Highway 101 EB

Highway 101 WB

Highway 215

Highway 1

Highway 14

Highway 101

West Brooklyn Mtn Rd

Grand Pre Rd

Fielding Rd

Basinview Rd

Charles Tracey Rd

Avon St

Willow St

Rand St

Ben Jackson Rd

Fuller Rd

Smith Rd

Old Post Rd

Bog Rd

Hantsport Connector

Schumman Rd

McKinley Rd

Apple Tree Rd

Armitage Rd

Armitage Road Extension

Red Bank Rd

Beaver Pond Rd

Card Beach Rd

Belmont Rd

Avondale Rd

Colonial Rd

Wentworth Rd

Lakeview Dr

Kings Edgehill Lane

Payzant Dr

Underwood Rd

College Rd

Dill Rd

Dill Rd Extension

Town Rd

Gabriel Rd

Aylward Rd

Halewood Dr

Payzant Bog Rd

Grey Mountain Rd

Coach Rd

Eldridge Rd

Falmouth Dyke Rd

Falmouth Back Rd

Sangster Bridge Rd

Forest Hill Rd

Welch Rd

Newtonville Rd

Davison St

Davidson St

Peck Meadow Rd

Greenfield Rd

Jake Reid Rd

Bishopville Rd

0 0.65 1.3 1.95 2.6

Kilometers

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Region of Windsor and West Hants Municipality
Adjusted Districts (Figure 2)

District: 9 Total Electors: 1,453

Legend

- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 9

N

Falmouth: 42

Falmouth: 1411

9

8

2

7

10

11

3

6

5

Highway 101 WB

Highway 101 EB

Highway 101

Highway 1

Bog Rd

Belmont Rd

Avondale Rd

Payzant Bog Rd

Grey Mountain Rd

Halewood Dr

Aylward Rd

Country Club Lane

Gabriel Rd

Town Rd

Coach Rd

Eldridge Rd

Sangster Bridge Rd

Falmouth Back Rd

Falmouth Dyke Rd

Mines Rd

Colonial Rd

Lakeview Dr

Kings Edgehill Lane

Payzant Dr

Underwood Rd

College Rd

Dill Rd

Dill Rd Exten

Highway 14

Redden Rd

0 0.4 0.8 1.2 1.6

Kilometers

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Region of Windsor and West Hants Municipality
Adjusted Districts (Figure 2)

District: 10 Total Electors: 1,500

Legend

- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 10

N

Windsor:
1500

9
10
11
3
7
6
5

Town Rd
Lakeview Dr
Kirks Edgehill Lane
Payzant Dr
Highway 101
Underwood Rd
College Rd
Highway 1
Dill Rd
Dill Rd Exten
Highway 14
Redden Rd
Windsor Back Rd

0 0.15 0.3 0.45 0.6
Kilometers

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District: 11 Total Electors: 1,305

Legend

- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 11

N

Region of Windsor and West Hants Municipality
Adjusted Districts (Figure 2)

Windsor:
1305

11

2

3

6

9

10

Colonial Rd

Highway 1

Falmouth Dyke Rd

Town Rd

Gabriel Rd

Lakeview Dr

Kings Edgehill Lane

Payzant Dr

Wentworth Rd

Underwood Rd

Highway 101

College Rd

Dill Rd

Highway 14

0 0.15 0.3 0.45 0.6

Kilometers

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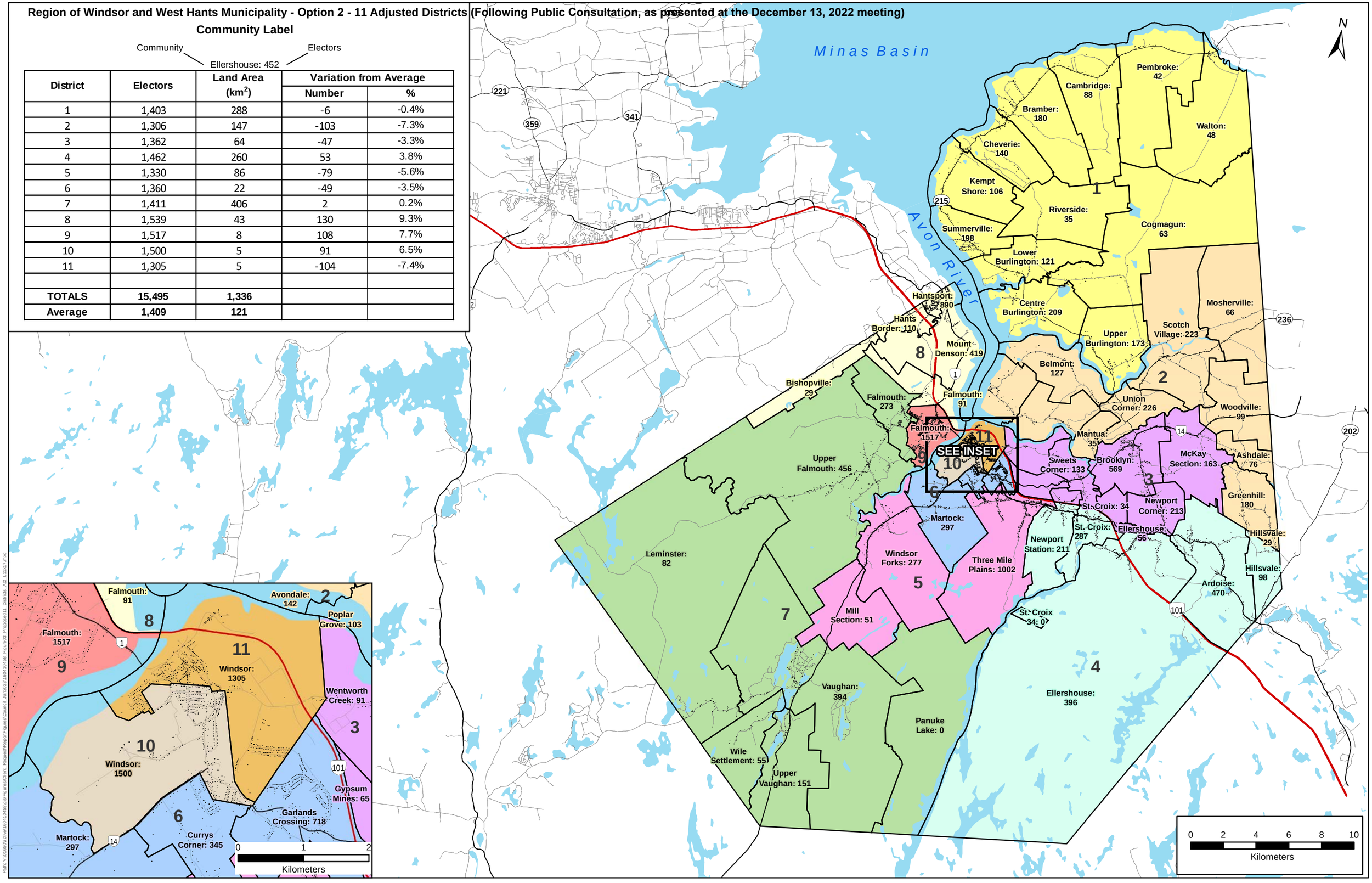
Region of Windsor and West Hants Municipality - Option 2 - 11 Adjusted Districts (Following Public Consultation, as presented at the December 13, 2022 meeting)

Community Label

Community — Ellershouse: 452 — Electors

District	Electors	Land Area (km^2)	Variation from Average	
			Number	%
1	1,403	288	-6	-0.4%
2	1,306	147	-103	-7.3%
3	1,362	64	-47	-3.3%
4	1,462	260	53	3.8%
5	1,330	86	-79	-5.6%
6	1,360	22	-49	-3.5%
7	1,411	406	2	0.2%
8	1,539	43	130	9.3%
9	1,517	8	108	7.7%
10	1,500	5	91	6.5%
11	1,305	5	-104	-7.4%
TOTALS	**15,495**	**1,336**		
Average	**1,409**	**121**		



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Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 1 Total Electors: 1,403

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 1

N

Minas Basin

Cambridge: 88

Pembroke: 42

Walton: 48

Bramber: 180

Cheverie: 140

Kempt Shore: 106

Riverside: 35

Summerville: 198

Lower Burlington: 121

Centre Burlington: 209

Upper Burlington: 173

Cogmagun: 63

1

2

8

Cochrane Lane
Back Rd
Quarry Rd
Bancroft Rd
Dresser Minerals Rd
Hiltz Rd
Ocean Cove Rd
Ocean Beach Rd
Lantz Rd Exten
Sherman Lake Rd
Shipyard Rd
Bennie Muckle Rd
Goshen Rd
Wilcox Rd
Birchwood Trail
Bayswater Dr
New Cheverie Rd
Walton Woods Rd
Masters Rd
Nunn Rd
Cogmagun Rd
Armitage Rd
Red Bank Rd
Beaver Pond Rd
Card Beach Rd
Highway 215
Weaver Rd
Clarke Rd
Shubenacadie Rd
Long Island
West Long Island Rd
Dyke Rd
Miner Lane
King St
Oak Island Rd
Avonport Rd
Blue Beach Rd
Bluff Rd
Old Post Rd
Maple Ave
Eyle Rd
Hamilton Rd
Gaspereau Ave
Ridge Rd
Biggs Rd
Highway 101 WB
Highway 101 EB
Martin Rd
Lockhartville Rd
West Brooklyn Rd
West Brooklyn Mtn Rd
Avon St
Fielding Rd
Grand Pre Rd
Melanson Rd
Slayter Rd
Welch Rd
Forest Hill Rd
Newtonville Rd
Davison St
Davidson St
Jake Rd
Peck Meadow Rd
Rand St
Hantsport Conn
McKinley Rd
Fuller Rd
Smith Rd
Bog Rd
Apple Tree Rd
Highway 1
Belmont Rd
Elphie Dr
Thompson Rd
Scotch Village Station Rd
North River Rd
Highway 236
Greenfield Rd
Walker Rd
Vaughan Rd
Old Trunk 14
Highway 14
Woodville Rd
Owen Davis Dr
Meek Rd
Douglas Rd
Cross 3 Rd
Cross 2 Rd
Elliott Rd
Ferry Rd
Avondale Rd
Lawrence Rd
Chambers Rd
Ashdale Rd
McKay Rd

0 1 2 3 4
Kilometers

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Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 2 Total Electors: 1,306

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 2

N

Mosherville: 66

Scotch Village: 223

Belmont: 127

Avondale: 142

Poplar Grove: 103

Mantua: 35

Union Corner: 226

Woodville: 99

Ashdale: 76

Greenhill: 180

Hillsvale: 29

1 2 3 6 8 9 10 11

Highway 101 EB

Highway 101 WB

Highway 101

Highway 236

Highway 14

Highway 1

Hantsport Conn

Birchwood Trail

Bayswater Dr

New Cheverie Rd

Blue Beach Rd

Bluff Rd

Martin Rd

Hutchinson Rd

Lockhartville Rd

Avon St

Willow St

Ben Jackson Rd

Fuller Rd

Smith Rd

Bishopville Rd

Old Post Rd

McKinley Rd

Bog Rd

Apple Tree Rd

Musgrave Rd

Masters Rd

Nunn Rd

Armitage Rd

Cogmagun Rd

Beaver Pond Rd

Walton Woods Rd

Red Bank Rd

Card Beach Rd

Old Walton Rd

Belmont Rd

Elpine Dr

Thompson Rd

Perry Rd

Quarry Rd

Millers Creek Rd

Avondale Rd

Lawrence Rd

Chambers Rd

Woodville Rd

Ashdale Rd

North River Rd

Greenfield Rd

Walker Rd

Scotch Village Station Rd

Vaughan Rd

Old Trunk 14

South Rawdon Rd

Douglas Rd

Meek Rd

Owen Davis Dr

Cross 2 Rd

Cross 3 Rd

Elliott Rd

Greenhill Rd

Payzant Bog Rd

Payzant Dr

Hales Dr

Gabriel Rd

Town Rd

Colonial Rd

Lakeview Dr

Payzant Dr

Underwood Rd

Wentworth Rd

Dunlop Rd

McKay Rd

Russ Rd

Lynch Rd

Rocks Rd

Ardoise School Rd

Coach Rd

Eldridge Rd

Falmouth Back Rd

Falmouth Dyke Rd

Sangster Bridge Rd

College Rd

Dill Rd

Dill Rd Extn

Fishmans Rd

Stark Rd

Hartville Rd

Dawson Rd

Collier Rd W

Ellershouse Rd

Old Halifax Rd W

Mountain Rd

Panuke Rd

Redden Rd

Mines Rd

Windsor Back Rd

Ashland Rd

0 1 2 3 4

Kilometers

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Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 3 Total Electors: 1,362

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 3

N

Brooklyn: 569

McKay Section: 163

3

Wentworth Creek: 91

Sweets Corner: 133

Gypsum Mines: 65

Newport Station: 38

St. Croix: 34

Newport Corner: 213

Ellershouse: 56

11

6

Belmont Rd
Elpine Dr
Thompson Rd
Scotch Village Station Rd
Vaughan Rd
Highway 14
Ferry Rd
Highway 215
Highway 236
Quarry Rd
Millers Creek Rd
Lawrence Rd
Chambers Rd
Avondale Rd
Clayton Mckay Rd
Woodville Rd
Ashdale Rd
Dunlop Rd
Murdock Harvey Rd
McKay Rd
Colonial Rd
Wentworth Rd
Windsor Edenhill Lane
College Rd
Payzant Dr
Underwood Rd
Russ Rd
Lynch Rd
Greenhill Rd
Old Cemetery Rd
Dill Rd
Dill Rd Exten
Inshmans Rd
Rocks Rd
Highway 101
Old Halifax Rd W
Old Halifax Rd E
Beech Brook Rd
Ardoise School Rd
Windsor Back Rd
Mountain Rd
Stark Rd
Hartville Rd
Dawson Rd
Collier Rd W
Ardoise Lane
Highway 1
Panuke Rd
Dam Rd
Shinon Hole
Ellershouse Rd
Highway 101 EB
Stillwater Rd

0 0.55 1.1 1.65 2.2
Kilometers

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Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 4 Total Electors: 1,462

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 4

N

Newport Station: 211

St. Croix: 287

St. Croix 34: 0

Hillsvale: 98

Ardoise: 470

Ellershouse: 396

Highway 101

Highway 101 WB

Highway 101 EB

Colonial Rd

Wentworth Rd

Rocks Rd

Irishmans Rd

Stark Rd

Ellershouse Rd

Dawson Rd

Williams Rd

Panuke Rd

Owens Rd

Stillwater Rd

Buster Davis Rd

Ardoise School Rd

Highway 1

Woodville Rd

Greenhill Rd

Mckay Rd

Russ Rd

Ashdale Rd

Cross 2 Rd

Cross 3 Rd

Elliott Rd

Coles Rd

Lily Lake Rd

Pigot Lake Rd

Cockscomb Lake Dr S

Partridge Lane

Uniacke Mines Rd

Morning Breeze Dr

Rockwell Dr

Alder Lane

Lutz Lake Dr

Etter Rd

Mill Rd Ext

Pipeline Rd

Hiking Trail Rd

Pockwock Rd

Anderson Rd

Mines Rd

Castle Frederick Rd

Ski Martock Rd

White Birch Lane

Ashland Rd

Redden Rd

College Rd

Dill Rd

Windsor Back Rd

Mountain Rd

Town Rd

Lakeview Dr

Gabriel Rd

Underwood Rd

Payzant Dr

Highway 14

Pioneer Dr

Summit Ridge Rd

Loon Dr

Village Path

New Ross Rd

Wile Settlement Rd

Alonza Wile Rd

Innes Lane

Hogan Rd

Chalet Dr

Armstrong Lake East Rd

9

11

10

6

5

7

3

4

0 1 2 3 4

Kilometers

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Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 5 Total Electors: 1,330

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 5

N

Windsor Forks: 277

Three Mile Plains: 1002

Mill Section: 51

10 6 5 7 4 3

College Rd
Falmouth Back Rd
Falmouth Dyke Rd
Sangster Bridge Rd
Castle Frederick Rd
Mines Rd
Redden Rd
Dill Lane
Dill Rd
Dill Rd Extension
Glenwood Rd
Windsor Back Rd
Ashland Rd
Ski Martock Rd
White Birch Lane
Highway 14
Mountain Rd
Old Halifax Rd W
Highway 101
Old Halifax Rd E
Highway 1
Irishmans Rd
Wentworth Rd
Stark Rd
Rocks Rd
Hartville Rd
Ellershouse Rd
Salmon Hole Dam Rd
Williams Rd
Panuke Rd
Pioneer Dr
Summit Ridge Rd
White Tail Pass
Village Path
Loon Dr

0 0.75 1.5 2.25 3
Kilometers

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Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 6 Total Electors: 1,360

Legend

- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 6

N

Garlands Crossing: 718

Currys Corner: 345

Martock: 297

9 10 11 6 5

Halfwood Rd
Aylward Rd
Highway 1
Town Rd
Gabriel Rd
Lakeview Dr
Kings Edgeview Lane
College Rd
Payzant Dr
Underwood Rd
Wentworth Rd
Avondale Rd
Falmouth Back Rd
Sangster Bridge Rd
Falmouth Dyke Rd
Dill Rd
Dill Rd Exten
Redden Rd
Highway 14
Irishmans Rd
Old Cemetery Rd
Highway 101
Old Halifax Rd W
Old Halifax Rd E
Mines Rd
Castle Frederick Rd
Windsor Back Rd
Mountain Rd
Stark Rd
Ashland Rd
Ski Martock Rd
White Birch Lane
Panuke Rd
Shubenacadie Hole Dam Rd

0 0.5 1 1.5 2
Kilometers

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Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 7 Total Electors: 1,411

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 7

N

Falmouth: 273

Upper Falmouth: 456

Leminster: 82

Wile Settlement: 55

Upper Vaughan: 151

Vaughan: 394

Panuke Lake: 0

Highway 1, Highway 12, Highway 14, Highway 101, Highway 101 EB, Highway 101 WB, Highway 236

Belmont Rd, Scotch Village Station Rd, Vaughan Rd, Thompson Rd, Quarry Rd, Ferry Rd, Avondale Rd, Millers Creek Rd, Lawrence Rd, Chambers Rd, Ashdale Rd, Woodville Rd, Dunlop Rd, McKay Rd, Russ Rd, Greenhill Rd, Rocks Rd, Ardoise School Rd, Dawson Rd, Buster Davis Rd, Stillwater Rd, Williams Rd, Owens Rd, Coles Rd, Hiking Trail Rd, Pipeline Rd

McKinley Rd, Apple Tree Rd, Cape Beach Rd, Bog Rd, Post Rd, Hales Rd, Town Rd, Lakeview Dr, Peasant Dr, Dill Rd, Stark Rd, Salmon Hole Dam Rd, Panuke Rd, Ashland Rd, Redden Rd, College Rd, Falmouth Back Rd, Falmouth Drive Rd, Cadrel Rd, Coach Rd, Eldridge Rd, Saltmaster Bridge Rd, Ski Marlock Rd, White Birch Lane

Highbury School Rd, White Rock Rd, Hellsgate Rd, Allison Coldwell Rd, Welch Rd, Newtonville Rd, Davidson St, Greenfield Rd, Jehill Davidson Rd, Bishopville Rd, Peck Meadow Rd, Deep Hollow Rd, Schofield Rd, Black River Rd, Miner Meadow Rd, Alders Rd, Tetzlaff Rd, Sunken Lake Rd, Oakum and Burns Rd, Methals Rd

Cottage Lane, John Lane Rd, Murphy Lake Meadow Lane, Butler Rd, Jones Rd, Jones Road Br, Legge Rd, Mines Rd, Mines Road Br

Sweet Rd, Seffens Lake Dr, Lindsay Hiltz Rd, Ben Keddy Rd, Adams Rd, Lauras Lane, Mill Rd, Vernot Rd, Wallaback Dr, Tote Rd, Russell Rd, Poplar Dr, New Russell Rd, Horseshoe Dr E, Leville Rd, Lake Ramsay Rd, Walker Rd, Leopold Rd, Cliff Rd, Parklands Rd, Lake Lewis Lane, Clearwater Dr, Boscobel Rd, Hingley Rd, Wilfred Hebb Rd, New Ross Rd, Wile Settlement Rd, Innes Lane, Hogan Rd, Armstrong Lake East Rd, Chalet Dr, Pioneer Dr, Loon Dr, Summit Ridge Rd, Village Path

0 1.5 3 4.5 6

Kilometers

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Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 8 Total Electors: 1,539

Legend

- Community Boundary
- Highway
- Collector
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 8

N

Hantsport: 890

Hants Border: 110

Mount Denson: 419

8

Falmouth: 91

Bishopville: 29

9

10

11

Highway 101 EB

Highway 101 WB

Highway 215

Highway 1

Highway 14

Highway 101

West Brooklyn Mtn Rd

Grand Pre Rd

Fielding Rd

Basinview Rd

Charles Tracey Rd

Avon St

Willow St

Rand St

Ben Jackson Rd

Armitage Rd

Armitage Road Extension

Red Bank Rd

Beaver Pond Rd

Card Beach Rd

Hantsport Connector

Schumman Rd

McKinley Rd

Fuller Rd

Old Post Rd

Smith Rd

Bog Rd

Apple Tree Rd

Belmont Rd

Avondale Rd

Forest Hill Rd

Welch Rd

Newtonville Rd

Davison St

Davidson St

Peck Meadow Rd

Greenfield Rd

Jake Reid Rd

Bishopville Rd

Coach Rd

Eldridge Rd

Grey Mountain Rd

Payzant Bog Rd

Halewood Dr

Aylward Rd

Gabriel Rd

Town Rd

Colonial Rd

Wentworth Rd

Lakeview Dr

Kings Edgehill Lane

Payzant Dr

Underwood Rd

College Rd

Dill Rd

Dill Rd Extension

Sangster Bridge Rd

Falmouth Back Rd

Falmouth Dyke Rd

0 0.65 1.3 1.95 2.6

Kilometers

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Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 9 Total Electors: 1,517

Legend

- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 9

N

Falmouth: 1517

9

10

11

Payzant Bog Rd
Grey Mountain Rd
Halewood Dr
Aylward Rd
Highway 1
Colonial Rd
Highway 101
Eldridge Rd
Town Rd
Gabriel Rd
Lakeview Dr
Kings Edgehill Lane
Payzant Dr
College Rd
Falmouth Back Rd
Falmouth Dyke Rd
Sangster Bridge Rd
Highway 14
Dill Rd
Dill Rd Exten

0 0.25 0.5 0.75 1
Kilometers

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Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 10 Total Electors: 1,500

Legend

- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 10

N

Windsor: 1500

10

11

Town Rd

Lakeview Dr

Kings Edgehill Lane

Payzant Dr

Underwood Rd

Highway 101

College Rd

Highway 14

Dill Rd

Dill Rd Exten

Redden Rd

Windsor Back Rd

Mountain Rd

0 0.15 0.3 0.45 0.6

Kilometers

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Region of Windsor and West Hants Municipality
Revised Adjusted Districts (Figure 3)

District: 11 Total Electors: 1,305

Legend

- Community Boundary
- Highway
- Arterial Road
- Local Road
- Civic Voters
- Watercourse

Proposed Voting District

- 11

N

Windsor:
1305

11

9

10

Colonial Rd

Highway 1

Falmouth Dyke Rd

Town Rd

Gabriel Rd

Lakeview Dr

Kings Edgehill Lane

Payzant Dr

Underwood Rd

Wentworth Rd

Highway 101

College Rd

Dill Rd

Highway 14

0 0.15 0.3 0.45 0.6

Kilometers

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West Hants
something inspiring awaits

Electoral Boundary Review 2022

Boundaries Report
December 6, 2022

WEST HANTS ELECTORAL BOUNDARY REVIEW

Electoral Boundaries Report

October 20, 2022

Prepared for:
West Hants Regional Municipality

Prepared by:
Stantec Consulting Ltd.

Project Number:
160410458

The conclusions in the Report titled West Hants Electoral Boundary Review are Stantec's professional opinion, as of the time of the Report, and concerning the scope described in the Report. The opinions in the document are based on conditions and information existing at the time the scope of work was conducted and do not take into account any subsequent changes. The Report relates solely to the specific project for which Stantec was retained and the stated purpose for which the Report was prepared. The Report is not to be used or relied on for any variation or extension of the project, or for any other project or purpose, and any unauthorized use or reliance is at the recipient's own risk.

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Prepared by:

Signature

Printed Name

Reviewed by: _____

Signature

Printed Name

Approved by: _____

Signature

Printed Name

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APPENDIX A – BOUNDARY OPTIONS SURVEY RESULTS

EXECUTIVE SUMMARY

1 INTRODUCTION

Stantec developed the current electoral boundaries for West Hants Regional Municipality (WHRM) in 2019 as part of the process that consolidated the Town of Windsor and the Municipality of the District of West Hants. The boundaries were employed for the WHRM's 2020 election but must now be reviewed pursuant to the requirement of Nova Scotia's *Municipal Government Act*, which requires all municipalities to review governance and boundary arrangements in 2022.

Given the short duration since the creation of the Municipality and its current districts, Regional Council has determined to focus on boundary changes. The Municipality recognizes population has shifted even over this short period and has agreed the number of electors in each district should be assessed and adjustments should be considered to satisfy the Nova Scotia Utility and Review Board (NSUARB) criterion that the number of electors (i.e., eligible voters) in each district should be within ±10% of the average number of electors in all districts, which we refer to as the "parity criterion."

2. CURRENT AND ALTERNATIVE BOUNDARY OPTIONS

Stantec assessed WHRM's current electoral boundaries against the NSUARB parity criterion, which calls for the number of electors (i.e., eligible voters) in each electoral district to be within ±10% of the average of all electoral districts within the municipality. We found Districts 1, 2, 6, and 7 do not meet the criterion, with Districts 1 and 6 substantially outside the standard.

Stantec developed an alternative boundary arrangement using a computerized tool to address parity concerns. The scenario moved nine communities between the current districts to bring all but District 7 within ±10% of the average number of electors in all districts.

3. BOUNDARY OPTIONS ASSESSMENT

Stantec in consultation with WHRM staff arranged a series of public meetings and developed a questionnaire to obtain public views on the adjusted electoral boundary arrangement in comparison to the current boundaries. The meetings attracted modest attendance but generated good discussion. The survey, which was mailed out and posted online generated 275 responses.

Respondents were split on key survey questions. When asked if they preferred the current boundaries or the adjusted option 27.8% chose the existing arrangement and 27.4% selected the adjusted option. The largest group (32.2%), however, said the did not like either option. Many of the group who rejected both choices indicated they would like to have a smaller Council, although some noted specific boundary issues that concerned them.

A second important survey question asked if respondents were happy with the current Council of eleven or if they would prefer a larger or smaller council size. preference. Responses favoured a smaller Council by a narrow margin over the current eleven members (46.2% v. 43.3%). Only 4.0% would like to increase Council size, but if that small group is added to those who prefer the current Council number, slightly more prefer a Council of eleven or more (47.3%) to a smaller Council.

Interviews with Council members, conversations with public meeting participants, and survey responses identified boundary issues. The leading concerns were the inclusion of Mosherville in District 1 and Mill Section in District 4, as well as the shift of the area of Falmouth north and east of Highway 101 from District 8 to District 9.

Stantec undertook a series of changes to address the expressed concerns. Key adjustments were the addition of Upper Burlington to District 1 to balance the move of Mosherville to District 2; shifting areas of Newport Station, St. Croix, and Ellershouse to District 3 to make up losses of electors to District 2; transfer of Newport Station south of the 101 from District 5 to District 4 and Mill Section from District 4 to District 5. In the western area of the Municipality, we moved the Valleyview Subdivision in Falmouth from District 7 to District 9 and then shifted not only the area of Falmouth north and east of the 101 but also the portion of Falmouth along the southern and eastern side of the Highway from District 9 to District 8 to balance the population in Valleyview added to District 9 as well as the preference to keep the area of Falmouth north and east of the Highway in District 8.

4. SUMMARY AND RECOMMENDATION

Input from Council members and the public suggests WHRM is working to address an urban-rural divide. Councillors and residents are also split concerning Council size with a bare majority favouring a Council of eleven or more. The division of opinions suggests that WHRM should consider reviewing its governance arrangements within four years if Council chooses to continue with eleven Councillors and the Mayor.

Given the input received, Stantec recommends that WHRM maintain its current Council of eleven and reconfigure its boundaries consistent with our revision of the adjusted boundaries presented to the public. The revised adjusted districts presented in **Figure 3-4** of this report account for nearly every comment we received concerning boundary arrangements, while respecting community integrity and satisfying the NSUARB's ±10% parity criterion for all districts.

1 INTRODUCTION

1.1 Project Mandate

Pursuant to Section 369(1) of the *Municipal Government Act* (MGA), all Nova Scotia municipalities must "conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of councillors" … "in the years 2006 and every eighth year thereafter." The current year, 2022, starts the fourth cycle since the adoption of the Act.

Stantec conducted the first and only boundary review for West Hants Regional Municipality (WHRM) as part of the process through which the Municipality was created in 2018. The study was an important component of the consolidation of the Town of Windsor and the Municipality of the District of West Hants. It was the first study undertaken in the municipal consolidation process. It drew more attention than is typical for governance and boundary review projects because it provided the first forum in which community members could inquire about consolidation and voice their opinions on the subject.

Based on input from the public through public meetings and two well-supported questionnaire surveys, as well as consultation with municipal council members for both municipalities, Stantec recommended in the event the two municipalities consolidated as planned the Council should be formed of nine or eleven Councillors and a Mayor. Stantec also developed electoral district boundaries for the proposed nine or eleven Council positions. The Councils of the two municipalities separately considered the choices and approved eleven Councillors and districts. Following consolidation of the two municipalities, residents in 2020 elected the current Council of eleven from districts configured as Stantec proposed.

The requirement for the current boundary review has arisen relatively soon after the initial governance review. West Hants Regional Council feels it is too early to change the size of Council considering it has only been in operation for two years. The Municipality does however recognize population has shifted even over this short period and has agreed the number of electors in each district should be assessed and adjustments should be considered to satisfy the Nova Scotia Utility and Review Board (NSUARB) criterion that the number of electors (i.e., eligible voters) in each district should be within ±10% of the average number of electors in all districts, which we refer to as the "parity criterion."

The Regional Municipality has contracted Stantec to undertake a limited study of governance in West Hants. The mandate for our work is focused on assessing the current boundaries for eleven electoral districts against the parity criterion, determining the best alternative arrangement to address variations from the parity standard, and consult with the public in West Hants concerning their views on the current and adjusted electoral district boundaries.

1.2 Study Process

Having completed many boundary review studies, Stantec staff are very familiar with the specifications of the MGA as well as NSUARB guidelines and priorities concerning the determination of council size and delineation of related boundaries. The NSUARB User Guide for boundary reviews has prescribed a two-step process for the conduct of polling district boundary reviews. The phases and their scope, as outlined in the Board's user guide, are as follows:

- **Phase 1 – Number of Councillors** – … the desired style of Council, the governance structure of Council, and a determination of an effective and efficient number of councillors. The style of government is a question which should not be decided by council until adequate public consultation has occurred respecting the expectation of its constituents. The size of council and its governance structure is a matter which can then be determined by Council in an informed debate.

- **Phase 2 – Boundaries and Polling Districts** – … the task becomes one of distributing the polling districts to satisfy the objectives listed in s. 368(4) of the Act (number of electors, relative parity of voting power, population density, community of interest and geographic size). Just as with determining the desired number of polling districts, public consultation is essential to a successful process of setting boundaries.[1]

We are collapsing the review process for West Hants into a single phase corresponding to the second phase defined by the NSUARB. We are accepting a Council of eleven plus the Mayor and concentrating on the boundaries of the districts from which Councillors should be elected. Our work has involved assessing the current electoral districts for there compliance with the parity criterion, creating an alternative boundary arrangement that better meets the parity criterion, presenting the current and alternative boundary frameworks to the public through a mail-out questionnaire and six public meetings distributed across the municipality, and determining the preferred approach based on public input and NSUARB specifications.

Within this context, we have accepted community input concerning Council size. In addition to comments through public meetings and in response to open-ended questions in our community survey, the survey included a direct question concerning respondents' preferred Council size.

[1] NSUARB, "Municipal Boundary User Guide," no date, p. 2, https://nsuarb.novascotia.ca/sites/default/files/nsuarb-222634-v1-user_guide_-_mb_reviews_.pdf

1.3 Study Conduct

WHRM notified Stantec of our selection to conduct an electoral boundary review via email on September 28, 2022. Stantec formally began work on the project shortly thereafter. Among other matters, Stantec immediately arranged to receive the 2020 enumeration list from West Hants staff. With the location of electors determined through the enumeration list, Stantec assessed the distribution of potential voters relative to the existing electoral district framework and the parity criterion. Noting that electors in several districts were more than ±10% from the average of all districts, Stantec then developed an alternative arrangement that brought all districts within ±10%.

After interviews with WHRM Council members concerning Council operations and issues, and reviewing the boundary arrangements, Stantec prepared a survey questionnaire to investigate public response to the current and alternative arrangements. The Municipality mailed the questionnaire to all households in the Regional Municipality. The key question in the questionnaire asked respondents to choose between the two options. Additional questions asked respondents to identify any concerns with the boundaries as proposed so that Stantec could consider possible adjustments.

Because Stantec included an incorrect map of current WHRM districts in the first mail-out survey, Stantec and WHRM Council issued a second survey with the correct map. At the same time, Stantec posted the same survey online. Surveys were processed together to determine public opinion concerning the preferred boundaries for the WHRM's electoral districts. In the same time period as the survey was mailed out, Stantec hosted public consultation meetings is six locations within the Municipality. The meetings like the survey explored support for the current and adjusted boundary arrangements.

Consultation input identified several concerns with the adjusted boundaries arrangement. Stantec considered this input and revised the adjusted boundaries scenario accordingly. We were able to create a second alternative boundaries arrangement that meets the parity criterion for all districts and addresses the major concerns raised by the public, which consider an improvement over our original proposal. This report was prepared after completion of the round of public sessions, processing of mail-out and online survey responses, and finalization of the revised adjusted boundary scenario, and recommends the preferred boundary arrangement that we believe WHRM should take to the NSUARB.

2 CURRENT AND ALTERNATIVE BOUNDARY OPTIONS

West Hants Regional Municipality came into existence through the consolidation of the Town of Windsor and the Municipality of the District of West Hants. on April 1, 2020. The new Municipality's governance and electoral boundary framework were determined beforehand through a study conducted by Stantec that as approved by separate votes of the Councils of Windsor and West Hants. The study was the first of several steps through which the Town and Municipal District collaborated towards assessing the consequences of consolidation.

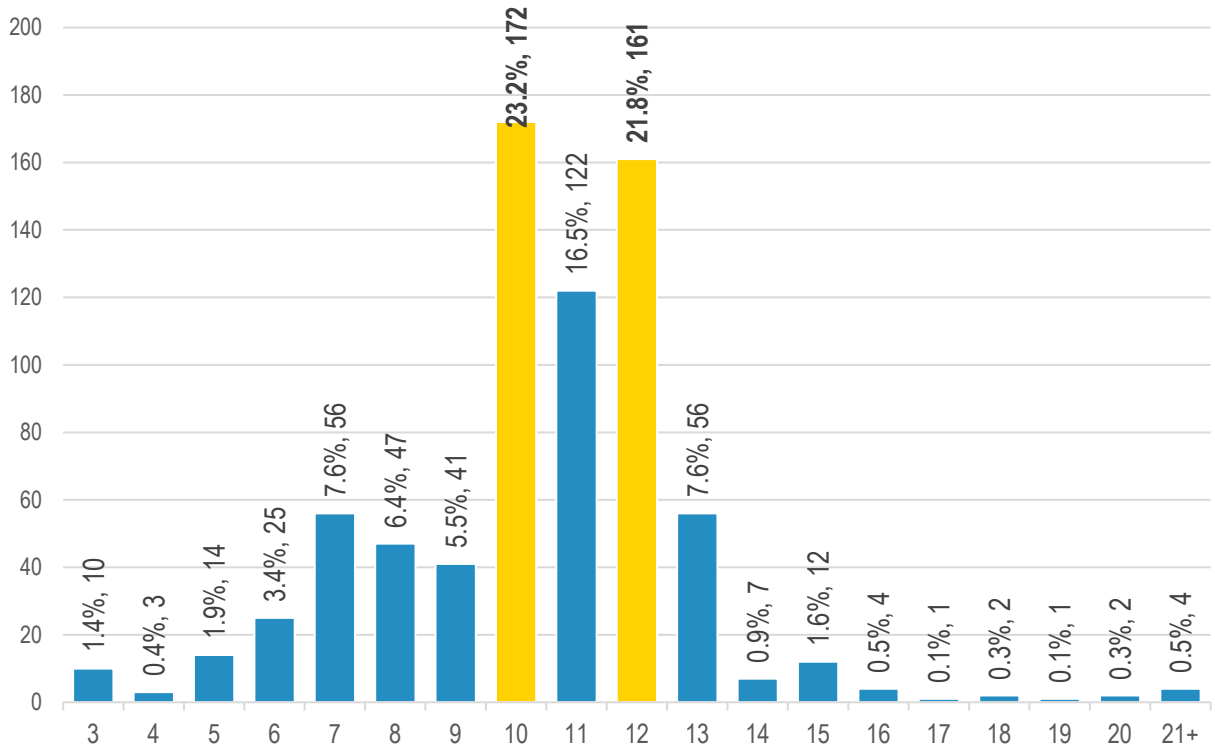
2.1 Past Study

Stantec was engaged to assess governance and boundary arrangements with based on our proposal submitted to the Municipality of the District of West Hants on November 29, 2018. In our proposal, we committed to adhere to the NSUARB guideline that governance and boundary reviews should be conducted in two phases as described in **Section 1.2** above. On February 21, 2019, to conclude Phase 1, Stantec submitted a Council Size Report summarizing the results of research and consultation concerning the most appropriate council size for the new Regional Municipality and recommending consideration of nine or eleven districts in the second phase of the project.

Rural and regional municipalities are required to elect a single council member from each electoral district defined within the municipality. Regional municipalities like West Hants are also required to have a mayor elected at large. The determination of Council size, therefore, also determines the number of districts required to elect Council members.

In the first phase of the study to determine the appropriate Council sized for the then proposed regional municipality, Stantec hosted five public meetings distributed through the two municipalities (Avondale, Brooklyn, Vaughan, Windsor, and Falmouth). The sessions, according to Stantec's report, attracted 86 people, although we acknowledged some individuals attended more than one meeting. A survey conducted in parallel with the public meetings drew 748 responses. Respondents to the core question of the survey concerning the preferred number of Council members, including the Mayor, favoured ten (23.2%) or twelve (21.8%), respectively, implying nine or eleven districts for the election of Councillors (**Figure 2-1**).

Figure 2-1 Preferred Council Size, Windsor-West Hants Council Size Survey, 2019



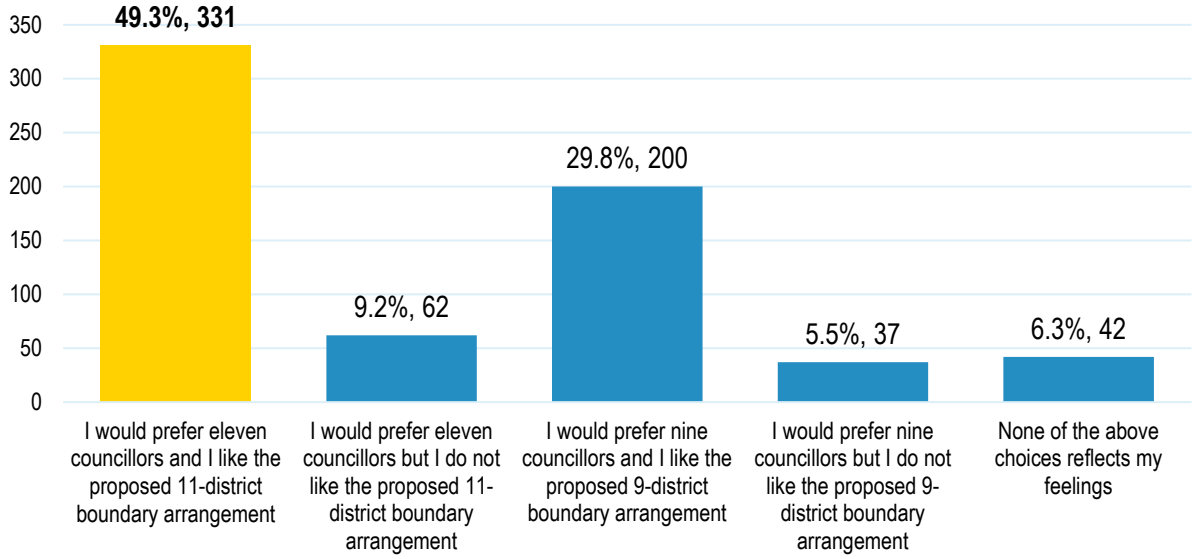
Source Stantec Consulting Limited

At the close of the first phase of the project, Stantec prepared a Council Size Report that was submitted for the consideration of the Councils of the Town of Windsor and the District of West Hants. Based on the survey results, which generally aligned with input from the consultation sessions, Stantec recommended the next phase of the study should focus on boundary arrangements for nine and eleven districts. Both Councils approved the recommendation and Stantec conducted a second round of consultation to obtain feedback on boundary options that we developed for each Council size.

The consultation approach for second phase of the project was similar to the first. The scenarios were presented through an additional round of five public meetings in Three Mile Plains, Hantsport, Summerville, Ardoise, and Windsor. We also posted a second online survey that drew a substantial response like the Council Size Survey. The Boundary Options Survey obtained 883 responses online and through paper copies distributed through the meetings and Council members.

The core question in the second survey asked if respondents preferred the nine- or the eleven-district arrangement. We also gave respondents the option of stating they liked one size or the other but had reservations about the boundaries we had developed. Survey results indicated support for eleven councillors and districts over nine. As **Figure 2-2** shows, the proposed eleven-district arrangement was supported by 49.3% of respondents to the survey or 58.5% if 9.2% who preferred eleven districts but were not completely satisfied with the boundaries are taken into account. The result was a shift from the result of the first survey, in which respondents slightly favoured ten council members (i.e., nine districts).

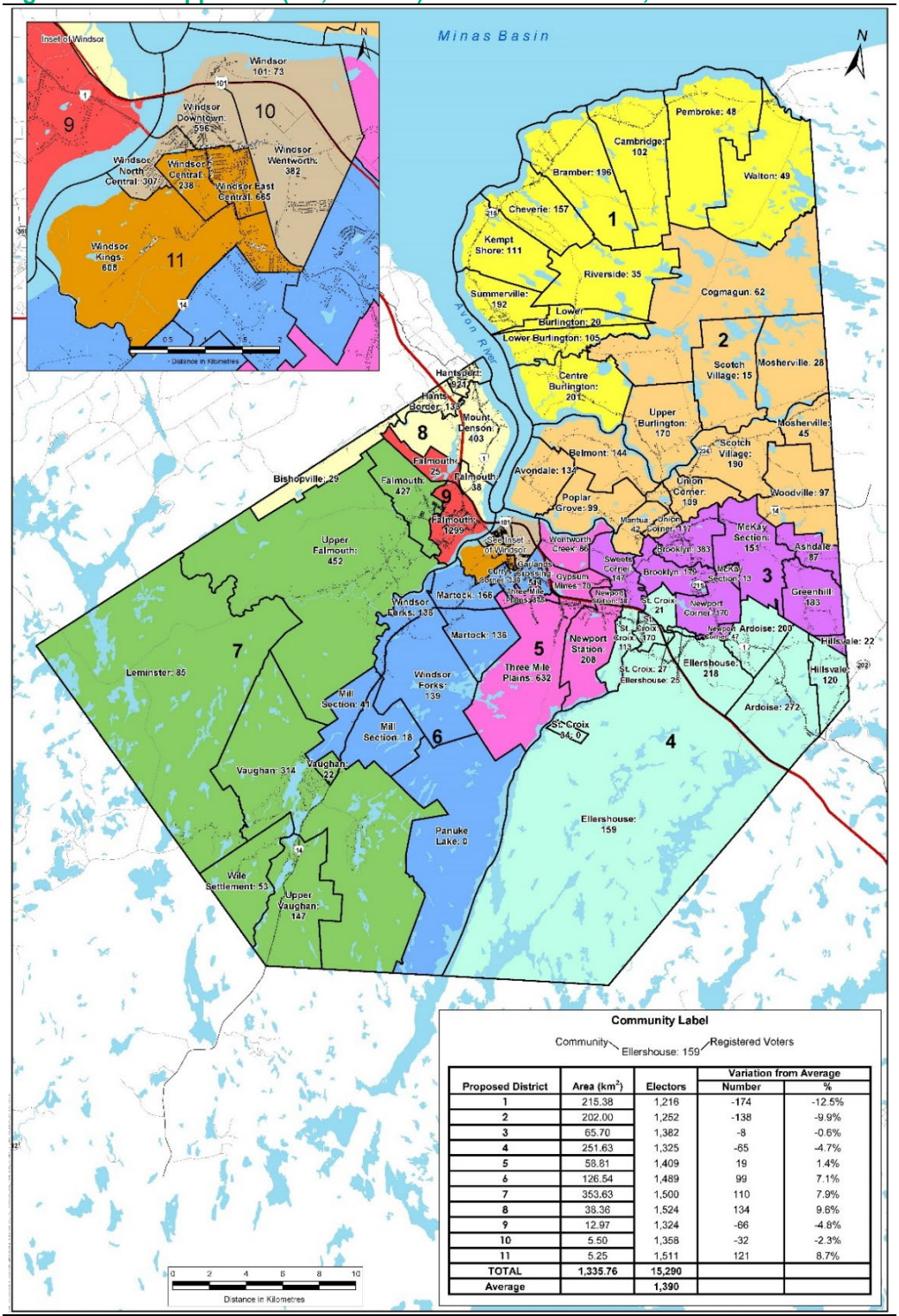
Figure 2-2 District Boundary Scenario Preference, Windsor-West Hants Boundaries Survey, 2019



Source Stantec Consulting Limited

Through consultation with the public and Council members, we also heard useful suggestions to adjust the boundaries. The input led us to revise the boundaries of six districts in each of the proposed arrangements. We, then, presented the two revised boundary scenarios with a recommendation in favour of eleven districts. The two Councils approved a proposed Regional Council of eleven members plus a Mayor and the revised boundaries for eleven districts, which were employed for the election of the Regional Municipality's first Council in 2020 (**Figure 2-3**).

Figure 2-3 Approved (i.e., Current) District Boundaries, 2020



Proposed District	Area (km²)	Electors	Variation from Average	
			Number	%
1	215.38	1,216	-174	-12.5%
2	202.00	1,252	-138	-9.9%
3	65.70	1,382	-8	-0.6%
4	251.63	1,325	-65	-4.7%
5	58.81	1,409	19	1.4%
6	126.54	1,489	99	7.1%
7	353.63	1,500	110	7.9%
8	38.36	1,524	134	9.6%
9	12.97	1,324	-66	-4.8%
10	5.50	1,358	-32	-2.3%
11	5.25	1,511	121	8.7%
TOTAL	1,335.76	15,290		
Average		1,390		

Source Stantec Consulting Limited

2.2 Boundary Criteria

Section 368 (4) of the MGA sets criteria that the NSUARB must consider in establishing the boundaries of polling or electoral districts within municipalities:

> In determining the number and boundaries of polling districts the Board shall consider number of electors, relative parity of voting power, population density, community of interest and geographic size.

Following is a summary of Stantec's interpretation of each criterion and the relative importance we have observed that the Board places on each. Our interpretation is based on our review of past Board decisions and our direct experiences before the Board.

2.2.1 NUMBER OF ELECTORS

The number of electors or eligible voters in individual districts is intertwined with following criteria, particularly voter parity. Certainly, the number of constituents needs to be sufficient to justify the creation of a district and should not be so large that it would be beyond the capacity of a councillor to deal with constituent concerns. The latter issue is however highly debatable given the wide disparity in the number of constituents served by councillors in Nova Scotia. Councillors in Kings County, for example, currently serve an average of 4,951 constituents and Halifax Regional Municipality councillors serve 28,746. Two Kings Councillors, in other words, serve more population than currently resides in Richmond, while one HRM Councillor serves three times the County's population.

2.2.2 RELATIVE PARITY OF VOTING POWER

Past NSUARB decisions have typically emphasized "voter parity," which is easily quantified and assessed with enumeration data plotted in a Geographic Information System (GIS) such as Stantec maintains. The standard is applied to reflect the basic democratic principle that representation should be in proportion to population, commonly referred to as "rep by pop." The Board currently requires the number of voters in each polling district to be within ±10% of the average for all polling districts.

Since the early 1990s, the Board has gradually tightened this standard to the present level. At one time, it was only necessary for districts to be within ±33% of the average and, until the turn of the current century, ±25% was considered sufficient. The ±10% criterion has been applied in boundary reviews since 2006. Nearly all boundary applications to the NSUARB that we have reviewed contain a table documenting the number of electors in each district within the municipality in question with the variance of each from the average. The Board is usually sympathetic to small variations above or below its criterion but requires a written justification to consider any significant discrepancy, with a larger proposed variance being viewed as a greater burden on the municipal unit to justify.

2.2.3 POPULATION DENSITY

The NSUARB is also mindful of population density and geographic area of each polling district. In sparsely populated areas, the Board recognizes that it may be difficult to achieve relative voter parity (i.e., to keep the number of electors in each district within ±10% of the average of districts) without creating an extensive area in which disparate interests may be combined and which may be unreasonable for a councillor to serve. In many rural municipalities, for example, it is necessary to have at least one larger district to encompass lightly populated areas and the Board has tended to accept lower populations in such districts recognizing that meeting the parity standard would require coverage of an excessive land area.

2.2.4 COMMUNITY OF INTEREST

The second most cited reason, in our experience, for having districts that vary beyond the Board standard is community of interest, as it is usually desirable to represent communities of interest within a single district. Communities of interest may be racial, ethnic, linguistic, religious, economic, or geographic groups. Districts do not, however, normally represent a specific community of interest. They usually contain several. It is nevertheless considered desirable to keep identifiable, geographically defined interests together in a single district and not divide them among two or more districts where their influence may be diluted or distorted. Larger communities that have significantly more electors than the average district may have to be divided to maintain voter parity. Smaller communities may also have to be divided to achieve parity or address other criteria, but it is a necessary trade-off rather than a desirable outcome.

2.2.5 GEOGRAPHIC SIZE

The main issue in considering the geographic size or land area of a district is ensuring a cohesive territory and a manageable area for the serving councillor. As noted, in relation to population density, above, the NSUARB has been willing to approve electoral districts that fall short of the -10% voter parity standard where sparse populations require the excessive area to capture the necessary number of electors. The situation is common in many rural municipalities where population is concentrated on a coastline or along a highway corridor and only small numbers are found in residual inland or interior areas. In West Hants the most heavily populated areas are associated with the Highway 101 corridor, particularly around Windsor, which abuts the highway and is on the coast. Lightly populated areas of the county are on the coast to the east of the Avon River and in inland areas in the southern area of the region. With a relatively large Council, however, WHRM district are not particularly large. The average area served by Region Councillors ranks 21st among 25 regional and rural municipalities in the province.

2.3 Boundary Options

Because the electoral boundaries employed in West Hants were recently adopted and have only been employed for one municipal election, WHRM Council determined to maintain its current membership. The Municipality corresponded with the NSUARB on the matter and received a response stating the following:

> It is recognized that the West Hants Regional Municipality conducted an extensive consultative process for a municipal boundary review in 2019, leading to the Board's decisions in 2020 approving the size of the new Council and polling district boundaries. The Board does not have the jurisdiction to waive the statutory requirement for a further study and application in 2022, as set out in the statute. However, in the circumstances, assuming Council has satisfied itself through public consultation that there is general public acceptance of the current Council size, and to the configuration of the polling district boundaries, the Board is prepared to consider a simplified application with respect to the 2022 review.[2]

Based on discussions between Stantec and WHRM staff, it was determined that the Municipality should review its current boundaries to assess their compliance with the NSUARB's parity criterion and, if necessary, develop an alternative boundary framework compliant with the ±10% parity standard. Recognizing the Board's statement that Council should satisfy itself "through public consultation that there is general public acceptance of the current Council size," Stantec ensured avenues were available for residents to express their opinions on Council membership.

2.3.1 CURRENT DISTRICTS

The current electoral district boundaries for WHRM were developed based on voter enumeration lists compiled by the Municipality of the District of West Hants and the Town of Windsor for their 2016 municipal elections. Based on calculations by Stantec at the time, only District 1 among the eleven districts failed to meet the NSUARB parity criterion, falling short of the average number of voters among all the districts by 12.5% (see **Figure 2-3**, above).

WHRM prepared a new enumeration list for the Municipality's 2020 election that Stantec used to assess the current districts and develop the adjusted option. Based on plotting of the location of 2020 WHRM electors in Stantec's GIS and associated calculations, four electoral districts in the Municipality now lie outside the ±10% parity standard applied by the NSUARB (**Figure 2-4**):

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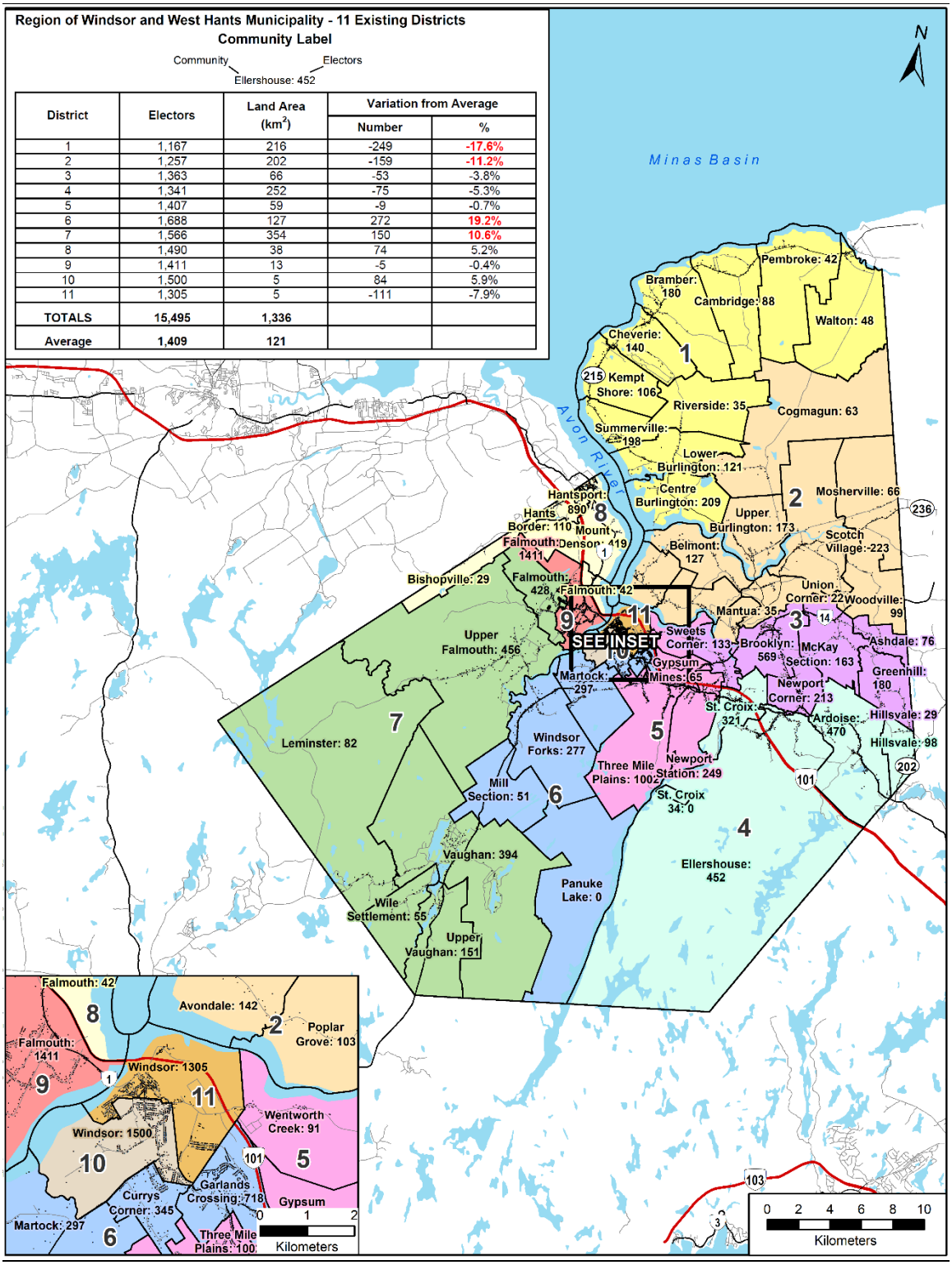
[2] Letter from Bruce Kiley, Chief Clerk of the Board, to mphilips@westhants.ca, CAO, West Hants Regional Municipality, "S. 369 of the Municipal Government Act – 2022 Municipal Boundary Review," December 10, 2021.

Figure 2-4 Current Electoral District Boundaries, West Hants Regional Municipality, 2022



District	Electors	Land Area (km^2)	Variation from Average	
			Number	%
1	1,167	216	-249	-17.6%
2	1,257	202	-159	-11.2%
3	1,363	66	-53	-3.8%
4	1,341	252	-75	-5.3%
5	1,407	59	-9	-0.7%
6	1,688	127	272	19.2%
7	1,566	354	150	10.6%
8	1,490	38	74	5.2%
9	1,411	13	-5	-0.4%
10	1,500	5	84	5.9%
11	1,305	5	-111	-7.9%
TOTALS	15,495	1,336		
Average	1,409	121		

Source Stantec Consulting Limited

- The variance in District 1 (the coastal area on the east side of the mouth of the Avon River) has grown from -12.5% to -17.6%
- Despite a small increase in its number of electors District 2 (the area south of District 1 stretching from the Avon River to the eastern edge of the Regional Municipality) has also fallen slightly below the minimum parity criterion at -11.6% from -9.9% in 2016
- Growth in District 6 (Garlands Crossing through to Panuke Lake) has pushed it from slightly below average (-1.1%) to 19.6% more than the average
- Increases in District 7 (the northwestern are of Falmouth to Wile Settlement and Vaughan) have increased its number of electors to just over the parity criterion at 10.6%.

While the deviations of Districts 2 and 7 are modest, Districts 1 and 6 significantly exceed the parity criterion and having four of eleven districts outside the standard is also concerning.

In the four years between the two enumerations West Hants grew moderately. The number of enumerated electors increased by 205 or 1.3%, which lags the 2.6% increase in the population of West Hants between the 2016 and 2021 national censuses, perhaps because of the additional year in the Census period. In addition to new residents moving to the area, changes between districts are attributable to the evolving population age profile in each district and differing rates of growth between districts resulting from a combination of their relative attraction to immigrants to the area and the movements of existing residents within the municipality

The current districts are however familiar to residents and have been workable for the Municipality to date. Certainly, it is likely that boundaries in place for the next eight years will experience a similar drift in population such that growth or decline in some districts relative to others may result in one or several exceeding the parity standard.

2.3.2 ADJUSTED DISTRICTS

To address the deviations beyond the parity standard identified through our analysis of current WHRM electoral district boundaries, Stantec adjusted the boundaries using the ArcGIS Build Balanced Zones Tool. The computerized method reallocated communities to create eleven districts meeting the parity standard as closely as possible.

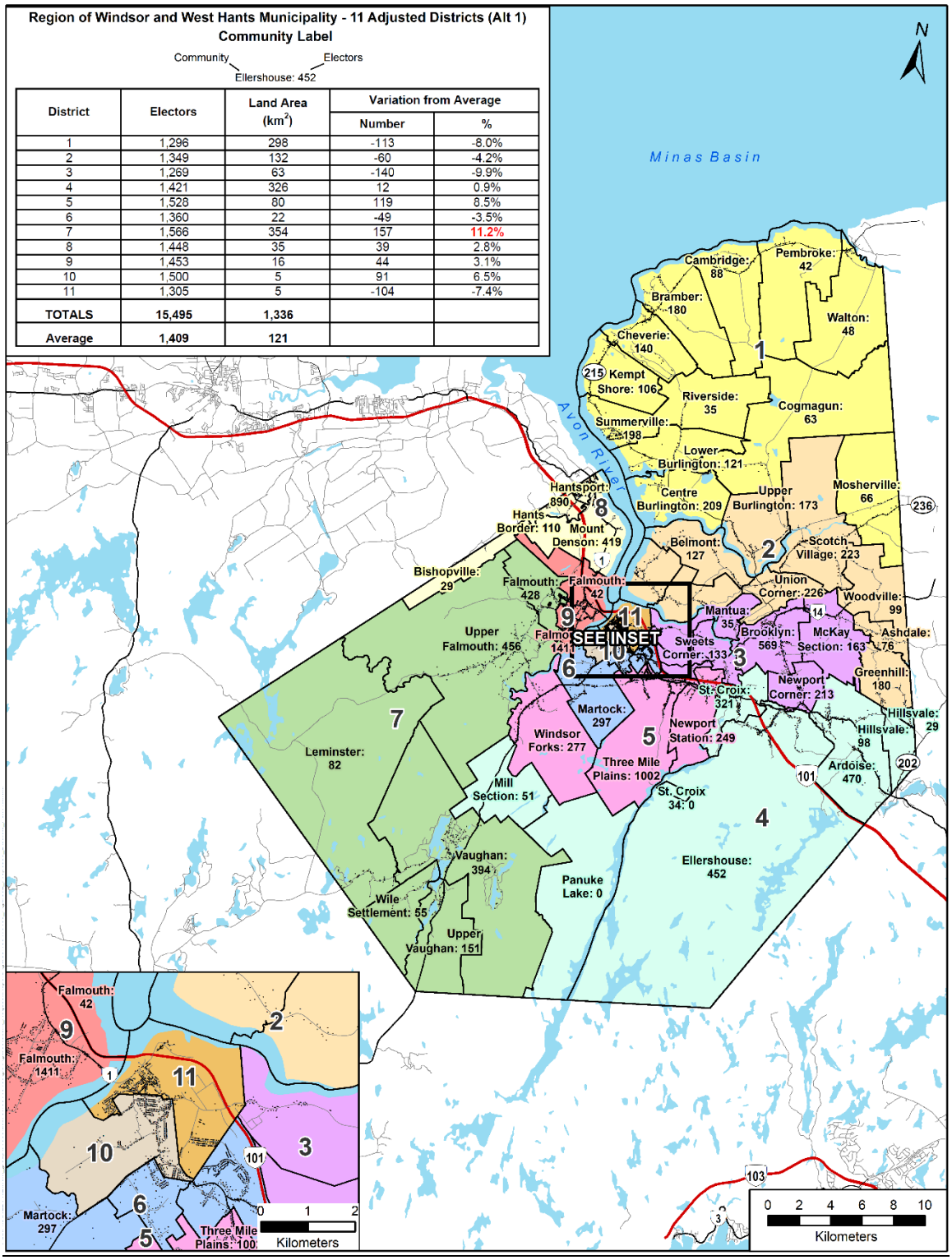
The adjusted boundaries presented in **Figure 2-5** involve shifting nine communities between the current districts as follows:

- **District 1 –** Move Cogmagun (63 electors) and Mosherville (66) from District 2
- **District 2** – Move Ashdale (76) and Greenhill (180) from District 3
- **District 3** – Move Gypsum Mines (65) and Wentworth Creek (91) from District 5

- **District 4** – Move Mill Section (51) and Panuke Lake (0) from District 6
- **District 9** – Move the area of Falmouth northeast of Highway 101 (42) from District 8.

With the revised configuration, only District 7 exceeds the parity criterion with 11.2% more electors than the average for all districts. We are confident the Board will accept one district modestly beyond the parity criterion. The variance is less than the 12.6% deviation for District 1 that the NSUARB approved in 2019.

Figure 2-5 Adjusted Electoral District Boundaries, West Hants Regional Municipality, 2022



District	Electors	Land Area (km^2)	Variation from Average	
			Number	%
1	1,296	298	-113	-8.0%
2	1,349	132	-60	-4.2%
3	1,269	63	-140	-9.9%
4	1,421	326	12	0.9%
5	1,528	80	119	8.5%
6	1,360	22	-49	-3.5%
7	1,566	354	157	11.2%
8	1,448	35	39	2.8%
9	1,453	16	44	3.1%
10	1,500	5	91	6.5%
11	1,305	5	-104	-7.4%
TOTALS	15,495	1,336		
Average	1,409	121		

Source Stantec Consulting Limited

3 BOUNDARY OPTIONS ASSESSMENT

Following review with municipal staff of Stantec's assessment of current WHRM electoral district boundaries and the adjusted boundary arrangement we developed, Stantec undertook to present the options to Regional Council and the public. Initiatives included interviewing the Mayor and Council members, a public survey offered by mail-out and online, and a series of public consultation sessions distributed across the municipality.

3.1.1 COUNCIL INTERVIEWS

Early in the project Stantec interviewed the Mayor and ten of the Municipality's eleven Councillors. The interviews were conducted via telephone and Microsoft Teams. The interviews explored the performance of the current Council, opinions concerning council size, and issues, if any, with current and adjusted boundary arrangements.

Most Councillors agreed that the atmosphere at the new Regional Council is different from the Councils of the two predecessor municipalities. Outside the direct interview process with Councillors, we have heard many comments from both Councillors and the public on the divide between urban and rural interests within Council. Some Councillors feel that urban areas receive more funding and services, while the rural areas are often neglected. The urban-rural divide is not an unusual challenge in the early evolution of governance in West Hants, but it is a concerning issue that many stakeholders would like to overcome.

Most Councillors agreed that the strength of the current Council is in the diversity of skills and experience among members, which allows for good debates. Many Councillors noted their fellow members include skilled individuals who bring new and varied perspectives. A Council member also noted changes resulting from the COVID-19 pandemic have opened Council processes to the public while making them more time efficient for Council members. One issue some noted, however, was the lack of female members (there are two among twelve including the Mayor) and use of aggressive language during Council meetings, which creates an uncomfortable atmosphere for some participants.

A few Councillors said many current Council members tend to focus on their district with minimal consideration the region as a whole. Five councillors expressed concerns with the boundaries of their own districts but only one identified a concern with the boundaries of other districts. Four identified issues with the adjusted boundaries. Key issues identified were the inclusion of Mosherville in District 1 and Mill Section in District 4, as well as the proposed transfer of the area northeast of Highway 101 from District 8 to District 9. With respect to the latter issue, the local Councillor for District 8 stated the current boundary formed by Highway 101 was clear to residents even though the NSCAF identifies the area as a part of the Falmouth community, which is largely in District 9.

Some Councillors favoured reducing Council size, but others contend that changing boundaries and Council arrangements at this point will be confusing for the public. Councillors who would prefer a smaller Council, feel that current Council processes are inefficient and drawn out. Some Councillors said longer meetings, inability to share information, and irrelevant discussions are inefficient. Those who want to maintain the status quo felt that Council needs more time to evolve within the context of the new Municipality. However, a Councillor also wanted to acknowledge that even with a larger size, the Council sees good debate and participation.

Councillors also expressed concern that the land area of some rural districts would grow significantly, and that the electoral boundary review should be mindful of the rapid growth the region will experience in the next few years. Some Councillors also questioned the relevance of some of Stantec's questions concern Council performance, lack of consultation with the Council prior to starting the boundary review study, low public interest, and the sources of data used for the Boundary Review study.

3.1.2 BOUNDARIES PUBLIC MEETINGS

To consult directly with the public, Stantec with assistance from municipal staff held six public meetings across WHRM in early November 2023 as follows:

- **Southwest Hants Fire Hall** – Tuesday, November 1, 6:00 to 9:00 pm
- **Hantsport Memorial Community Centre** – Wednesday, November 2, 6:00 to 9:00 pm
- **Brooklyn Civic Centre** – Thursday, November 3, 6:00 to 9:00 pm
- **Summerville Fire Hall** – Wednesday, November 9, 6:00 to 9:00 pm
- **Windsor Community Centre** (Downstairs Room) – Thursday, November 10, 6:00 to 9:00 pm
- **Falmouth Community Centre** – Monday, November 14, 6:00 to 9:00 pm

Weather and other conditions were generally positive during the period the meetings were conducted; however, attendance was generally disappointing. The first meeting in Vaughan drew three citizens and a Councillor as did the meeting in Hantsport. The Brooklyn session attracted nine and our best turnout was in Summerville where eleven members of the public turned out. The final two meetings in Windsor and Falmouth respectively attracted five citizens and a Councillor, and three citizens and a Councillor

Notwithstanding modest attendance, the meetings generated interesting discussion and very helpful comments concerning boundaries. Former Town of Windsor Mayor Paul Beazley attended the sessions in Hantsport, Windsor, and Falmouth and spoke in detail about the current size of WHRM Council, providing a variety of benchmarking measures comparing West Hants Council representation to municipalities in the province he considered similar and which he contended indicated Council representation in WHRM is excessive. He also suggested districts should be organized to include urban, suburban, and rural communities, an approach that a fellow attendee at the meeting in Windsor also advocated. Mr. Beazley further pointed out that if current Council arrangements are confirmed they will be

in place until 2030 without change to the original Council membership or, possibly, to the configuration of districts. He feels that, at the minimum, WHRM should conduct a boundary review again in four years.

Over the course of all the meetings, participants discussed features of districts with Stantec's consultant. Many pointed out that Mosherville, which has 66 electors, should be switched from District 1 to District 2 in which it is currently located. Most suggested that Upper Burlington (173 electors) would be more appropriately placed in District 1. The net loss of 107 electors from District 2, however, required additional changes to proposed Districts 3 and 4 that were discussed with participants and are reflected in the revised boundary scenario presented in **Subsection 3.1.4**, below. Additional adjustments put forward in meeting discussions included moving Mill Section from proposed District 4 and the retention of the portion of Falmouth north of Highway 101 in District 8 (42 electors).

3.1.3 BOUNDARY OPTIONS SURVEY

The Boundary Options Survey was conducted online and by mail-out. An initial mailing was done on October 21, 2022. Unfortunately, soon after the mail-out was issued, Stantec realized that an incorrect map had been included to present the Municipality's current electoral district boundaries. Stantec notified municipal staff on realizing the error and, after some discussion, it was agreed to re-issue the survey with the correct map and post an online survey as well.

The second survey was mailed in two stages. The bulk of the surveys were sent on November 16. The bulk surveys were sent on November 16. The remainder, which went to the B0N 2T0 postal code and Districts 1 and 2 were mailed on November 22. The online survey was posted on November 11. Both surveys were closed on November 30 at which time 71 had been entered online and 204 print were received either through the mail-out or from a small number of participants in the public meetings who were encouraged to fill out the same hard copy questionnaire as the Municipality mailed out.

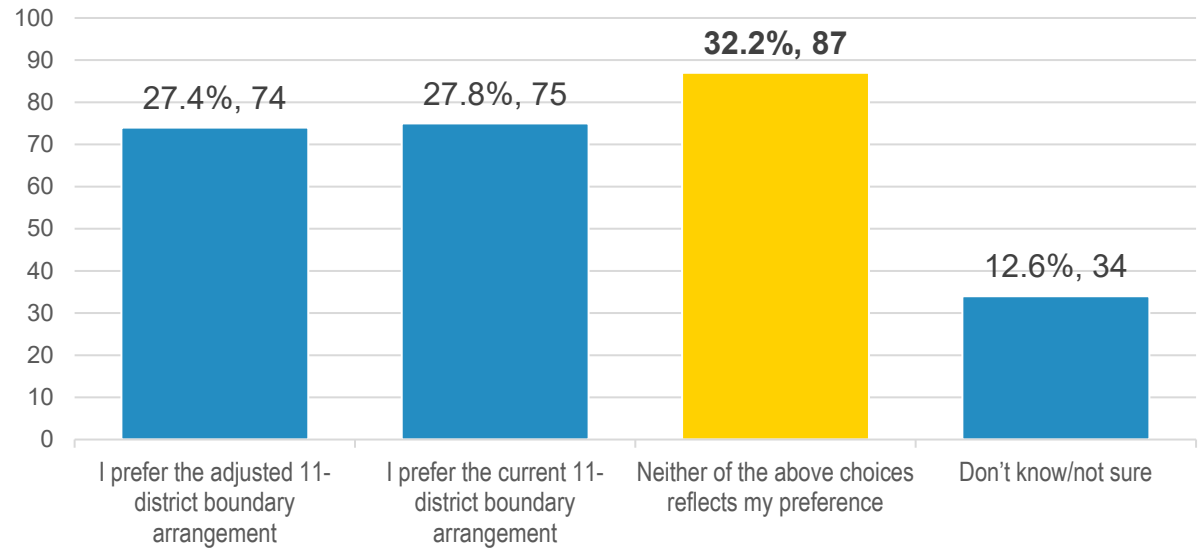
Survey responses were received from 42 of the region's 49 populated communities and from every district, although there were some significant variations among districts. Somewhat surprisingly, the highest level of response came from Districts 1, 2, and 3, which are predominantly rural and received the second mail-out a week after other residents. Based on the communities identified in the survey, all three districts contributed 50% more responses than we would have expected based on their shares of electors in 2020. All three were as prominent responding to the online survey as the mailout version. Residents in District 6, which includes suburban areas in Garlands Crossing and Curry's Corner as well as rural communities extending from Martock to the Municipality's southern edge also responded beyond expectations.

The majority of respondents were male (50.6%). Of the remaining respondents, 42.6% stated they were female and 6.8% preferred not to disclose their gender. The bulk of respondents were between 45 and 84 years of age (72.2%), which is older than we normally obtain for boundary surveys likely because it was mailed out. Only 6 of 56 respondents over 75 (10.7%) chose the online option.

The survey was brief in order fit on a folded tabloid page with the maps inserted on a single letter size sheet. After a preamble explaining the boundary review process including the importance of voter parity as well as the purpose of the survey, it led off with its most important question asking respondents to

choose between the current electoral district boundaries and the adjusted boundaries prepared by Stantec or to indicate that they did not like either choice. Responses to the question were evenly divided between the current and the adjusted boundaries (27.4% and 27.8%, respectively), but the most frequent answer was rejection of both options (32.2%) (**Figure 3-1**).

Figure 3-1 Preferred Electoral Boundaries Options, Windsor-West Hants Boundary Options Survey, 2022



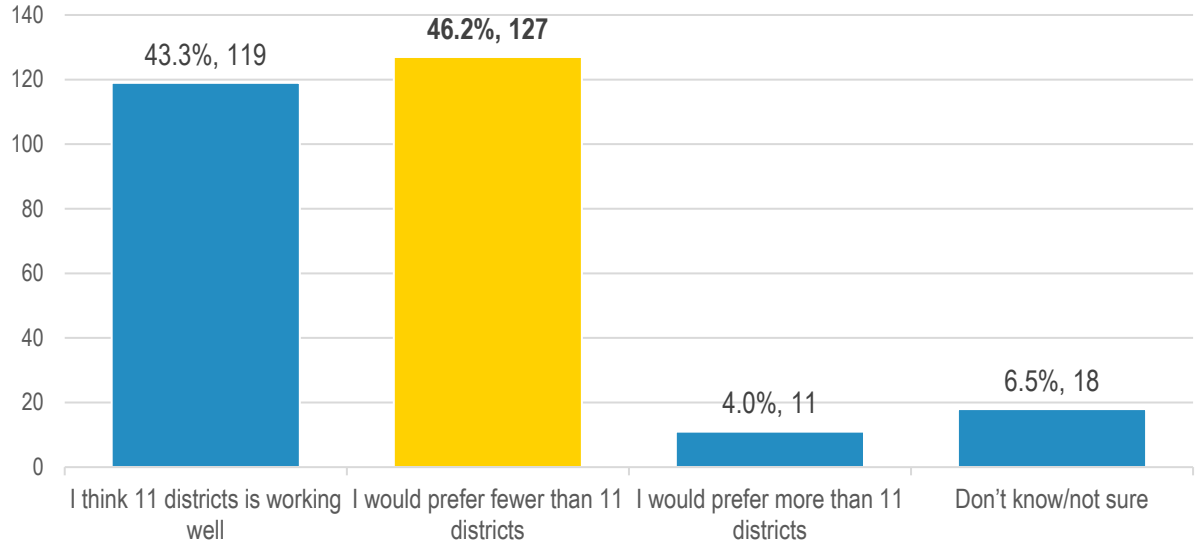
Source Stantec Consulting Limited

Following Question 2 asked respondents to provide the rationale for their choice. Those who said they preferred the adjusted boundaries generally cited equity considerations reflected in better adherence to the ±10% parity criterion. Respondents who preferred the current boundaries indicated they were happy with the current operation of the Municipality and saw no need for change. The group that rejected both boundary options cited Council size issues much more frequently than boundary specifics. Most of the respondents felt Council should have fewer members than the eleven provided in each boundary option.

Although Question 3 was designed to get respondents who chose neither option to identify boundary issues that concerned them, most restated their interest in reducing the size of Council. A few did, however, noting concerns with the positioning of Greenhill, Hillsvale, Mosherville, and Mill Section, as well as the Valleyview subdivision in Falmouth as their reasons for rejecting the adjusted boundaries option.

Question 4 inquired directly about council size, asking respondents whether they were happy with the current eleven-member Council or if they would prefer a larger or smaller Council. Responses favoured a smaller Council by a narrow margin over the current eleven members (46.2% v. 43.3%). Only 4.0% would like to see Council increase in size, but if that small group is added to those who prefer the current Council number, slightly more prefer a Council of eleven or more (47.3%) to a smaller Council (**Figure 3-2**).

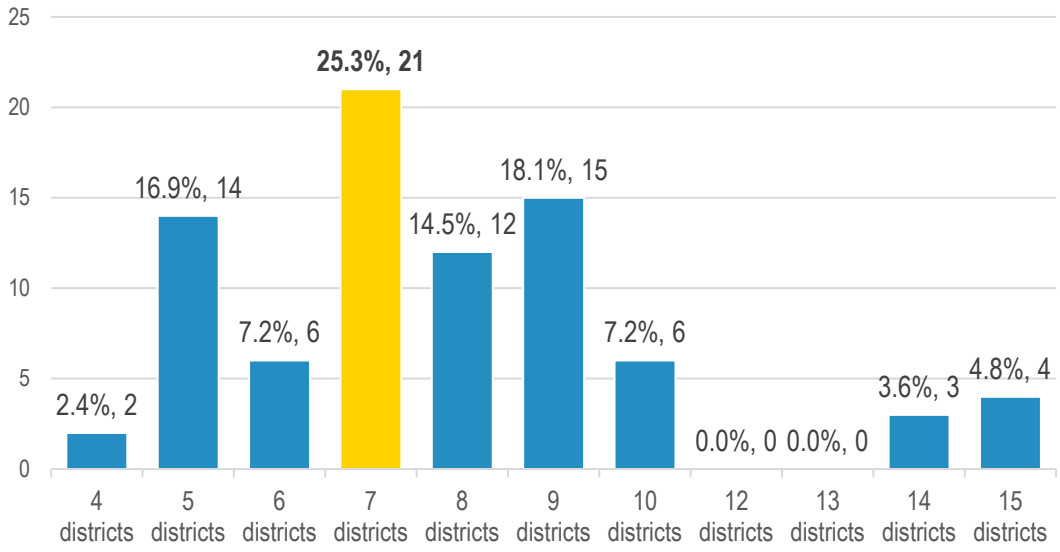
Figure 3-2 Preferred Electoral Boundaries Options, Windsor-West Hants Boundary Options Survey, 2022



Source Stantec Consulting Limited

Question 5 explored the number of districts respondents would prefer if they were not happy with eleven. Among 83 respondents who answered the question with a number, the most popular choice was seven (25.3%) followed by nine (18.1%). Seven respondents who wanted a larger Council favoured either 14 (3.6%) or 15 (4.8%) (**Figure 3-3**).

Figure 3-3 Alternative Council Size Preferences, Windsor-West Hants Boundary Options Survey, 2022



Source Stantec Consulting Limited

3.1.4 BOUNDARY ADJUSTMENTS

Several Councillors and public meeting attendees, as well as respondents to the survey expressed concerns with the inclusion of Mosherville (66 electors) in District 2 and Mill Section (51) in District 4 in the adjusted boundary scenario. In both cases, the communities do not have good road connections to other communities within the respective proposed districts. Many individuals with whom we had the opportunity to discuss Mosherville's situation suggested that Upper Burlington (173) is better connected to other communities in District 1.

The exchange of Mosherville's 66 electors for Upper Burlington's 173 will add 107 to proposed District 1 and bring the District within the ±10% parity standard at -0.4%. The trade, however, will drop proposed District 2 below the -10% parity minimum at -11.9%. The shortfall in District 2 can be resolved by restoring Mantua (35), which is part of the current District 2, from proposed District 3 and adding the area of Hillsvale north of Ardoise School Road (29) to proposed District 2 to bring the district to 7.3% less than the average number of electors. The subtraction of Mantua from proposed District 3, however, will drop District 3 to 12.4% below the average. Stantec resolved the shortfall by adding portions of Newport Station, St. Croix and Ellershouse north of Highway 101 and west of Highway 14 to proposed District 3. The change established Highway 101 as a strong boundary between proposed Districts 3 and 4. The transfer will take 122 electors from proposed District 4, which we have balanced by switching the area of Newport Station south of the 101 (211) to District 4 from proposed District 5.

While the loss of electors from District 5 is substantial, it will be mitigated by the addition of 51 electors in Mill Section from District 4, which addresses the second frequent criticism of our initial proposal to adjust boundaries. Proposed District 4 will be 5.6% below average and proposed District 5 will be 5.6% short. We also switched Panuke Lake from District 4 to District 7 because several contacts said the unpopulated area is more closely associated to Vaughan in District 7 and, if any development occurs in the area, it will be from the direction of Vaughan. The lake on the eastern edge of the community, furthermore, is a strong boundary between proposed Districts 4 and 7.

In the western part of the region, the main criticism of the adjusted boundary proposal was the addition of the area of Falmouth north and west of the 101 that is now in District 8 and has 42 electors to proposed District 9. While the area is defined as part of Falmouth, several contacts including District 8's Councillor, said the highway is a good, easily understood boundary between the two districts.

We were agreeable to the proposed change but were also interested in addressing the excess of electors in proposed District 7 (11.2%) and a suggestion that the Valleyview subdivision in Falmouth would be more appropriately included in District 9 than District 7. Moving 155 electors in the Valleyview area from proposed District 7 to proposed District 9 will bring District 7 inside the parity criterion but will push District 9 above the 10% more than the average. To bring District 9 in line, we looked at rural areas of District 9 abutting District 8 where we heard minor criticisms of the boundary created by the extension of Bishopville along Bishopville Road at the edge of the municipality. Areas immediately south and west of the 101 are home to 49 electors on unserviced lands located along Bog Road in a pattern more like Bishopville than developed areas of Falmouth. While the strong boundary created by the 101 is lost

through the change, the whole of Bog Road, which connects to Bishopville Road is added to proposed District 8.

The revised scenario (**Figure 3-4**) reflects extensive changes. The only districts that are not altered from the adjusted boundary arrangement are proposed District 6 covering Garlands Crossing, Curry's Corner, and Martock, and proposed Districts 10 and 11, which comprise Windsor. The changes address all the comments we received concerning boundaries except for concerns with the inclusion of Ashdale and Greenhill in District 2, which we cannot resolve without taking District 2 substantially below the parity criterion.

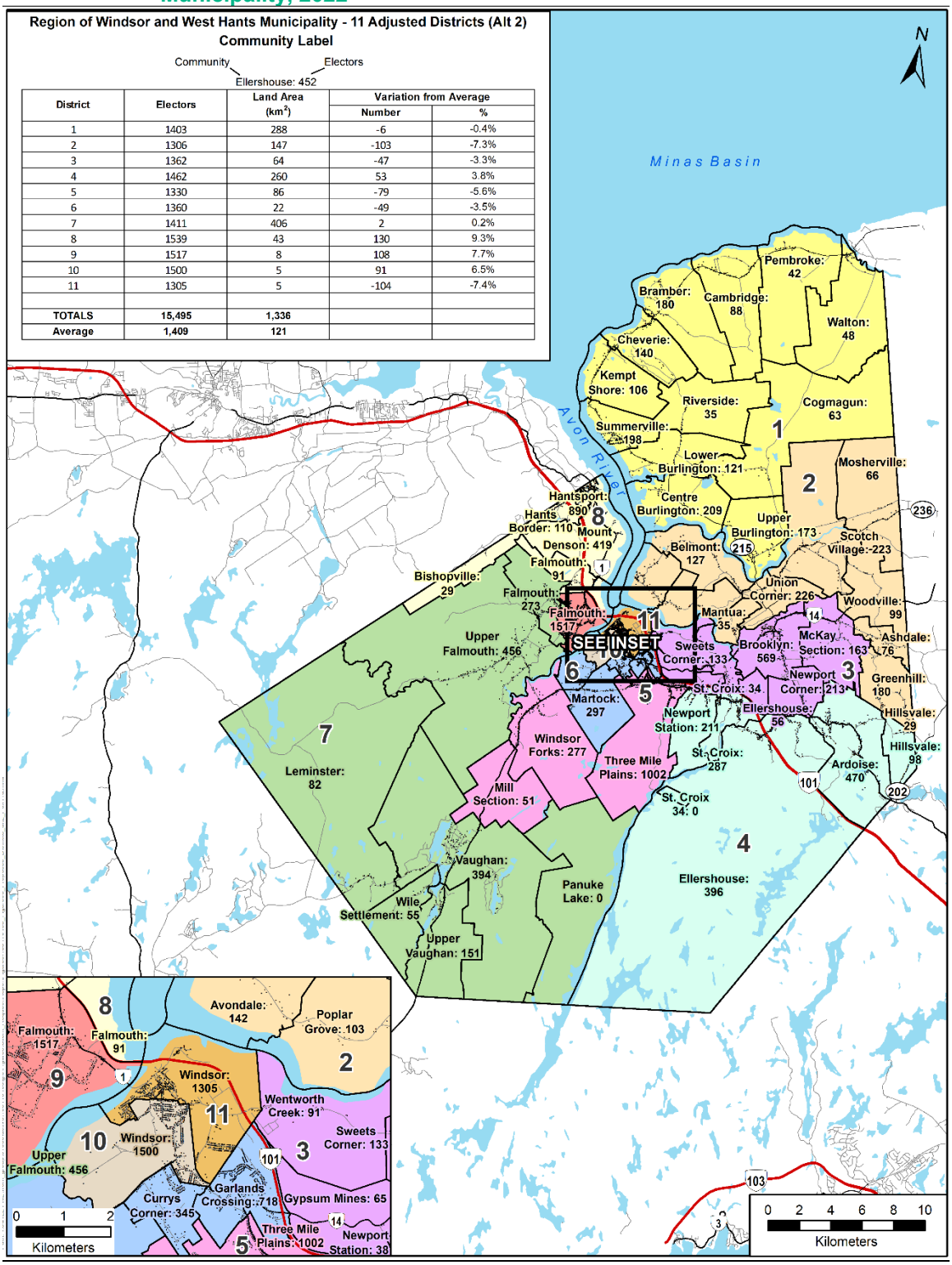
In summary the changes from the previous adjusted boundaries are as follows:

- **District 1** – Added Upper Burlington (173 electors) from proposed District 2 – Upper Burlington is closely related to Lower Burlington and Centre Burlington in proposed District 1.
- **District 2** – Added Mosherville from proposed District 1 (66) – Mosherville is currently within District 2 and has better road connections to proposed District 2 than proposed District 1.

  Added Mantua (35) from proposed District 3 – Mantua is currently within District 2 and public input suggests it is more compatible with communities in proposed District 2.

  Added the portion of Hillsvale north of Ardoise School Road (29) from District 4 – The area is currently within District 3. The electors added to proposed District 2 bring it closer to the average, although the proposed District will meet the parity criterion without the area.
- **District 3** – Added portions of St. Croix and Ellershouse north of Highway 101 (34 and 56, respectively) from proposed District 4 and portion of Newport Station north of Highway 101 (38) from proposed District 5 – The electors added to proposed District 3 are needed to bring the District within the parity criterion. The Highway also creates a clear boundary between District 3 and Districts 4 and 5.
- **District 4** – Added the portion of Newport Station south of Highway 101 (211) from proposed District 5 – Balances the loss of lands north of the 101 to proposed District 3 and create room for District 5 to add Mill Section.
- **District 5** – Added Mill Section (51) from proposed District 4 – Mill Section has more direct road connections to proposed District 5.
- **District 7** – Added Panuke Lake (0) from proposed District 4 – Although Panuke Lake has no electors and does not affect the parity criterion, it is better connected to Vaughan in proposed District 7. The lake on the eastern edge of the Panuke Lake community creates a clear boundary between proposed Districts 4 and 7.
- **District 8** – Added areas of Falmouth flanking Highway 101 (91) from District 9 – The area north and east of the 101 is currently part of District 8. Areas to the south and west of the Highway are rural and connect to Bishopville, which is part of proposed District 8.

Figure 3-4 Revised Adjusted Electoral District Boundaries, West Hants Regional Municipality, 2022



District	Electors	Land Area (km^2)	Variation from Average	
			Number	%
1	1403	288	-6	-0.4%
2	1306	147	-103	-7.3%
3	1362	64	-47	-3.3%
4	1462	260	53	3.8%
5	1330	86	-79	-5.6%
6	1360	22	-49	-3.5%
7	1411	406	2	0.2%
8	1539	43	130	9.3%
9	1517	8	108	7.7%
10	1500	5	91	6.5%
11	1305	5	-104	-7.4%
TOTALS	15,495	1,336		
Average	1,409	121		

Source Stantec Consulting Limited

- **District 9** – Added Valleyview Subdivision in western Falmouth (155) from proposed District 7 – The densely developed serviced subdivision is more similar and more directly connected to developed areas of Falmouth in proposed District 9 than rural communities in proposed District 7. The exchange also brings District 7 within the parity criterion.

In total, revisions involved ten moves. In addition to reflecting most of the comments we heard concerning boundaries, we believe the revised arrangement creates better connected districts with stronger more easily discerned boundaries. All districts, furthermore, satisfy the parity criterion.

We considered the interest of some stakeholders in creating a boundary arrangement that would combine urban, suburban, and rural areas but saw a variety of impediments to achieving the objective. Geographic barriers, adherence to the parity criterion, and contrary opinions of many residents stand in the way. The mouth of the Avon River isolates Districts 1 and 2 from Windsor and other more densely developed areas. To some degree, the parity standard encourages the combination of suburban communities with rural areas in order to put together enough electors to meet the standard (e.g., Districts 5, 6, and 7). Incorporating portions of Windsor would however be difficult if the resulting districts were to have the internal road connections we would expect. In addition, Windsor would be divided into multiple segments as would communities like Three Mile Plains through which boundaries would necessarily run. While such divisions would be welcomed by proponents of the approach, we would expect them to be resisted by many others who criticized the combination of communities they consider incompatible.

4 SUMMARY AND RECOMMENDATION

Based on our experience through multiple reviews of municipal governance and electoral boundaries, the most important consideration for decision-making is the style of governance desired by the community. We have investigated community views though interviews with Council representatives, public consultation meetings, and a questionnaire survey. While we would like to see more public interest in consultation processes, we have received input from roughly 300 WHRM residents, who have shared their opinions and, notably, provided sound suggestions to improve district boundaries. We have relied on that input to develop our recommendation below.

4.1 Governance

WHRM is only two years old, and its Regional Council is getting established, which is the key reason Council determined to focus the current study on boundaries. Governance issues clearly exist, however, and should not be ignored. Councillors, public meeting participants, and survey respondents all stated that the Municipality has yet to "come together" as a unified entity. Many contacts stated there is an urban-rural divide that needs to be overcome.

4.2 Council Size

Survey responses indicate a substantial constituency would prefer Council size to be reduced. Only a bare majority of survey respondents would prefer to maintain or increase Council membership. The narrow margin in favour of maintaining the status quo or increasing the number of Council members is sufficient to justify Council's position that the current review should concentrate on boundaries rather than governance. It is also, however, a strong indication that Council size is an issue or, perhaps, a concern for many residents.

Former Town of Windsor Mayor Paul Beazley suggested that the Municipality should commit to an interim review of its Council Size and boundaries in four years. It may well have merit to assess Council through two elections and determine public satisfaction with the number of Councillors and their performance.

4.3 Boundaries

Four of WHRM's current electoral districts boundaries are outside the ±10% parity standard. Over the next eight years it is likely the distribution of electors will be further distorted. While the Boundary Options Survey found approximately equal support for the current and adjusted boundaries, comments from survey respondents as well as input through other consultation initiatives provided ample direction for improvement.

Stantec revised the electoral boundary arrangement in accordance with the input received. All districts in the revised arrangement satisfy the parity criterion. The current review is an opportunity to reset boundaries for current conditions and ensure equitable representation for the coming eight years to 2030.

There is room for further discussion of the revisions presented in **Figure 3-4**, above. We will be open to Council comments recognizing that several revisions are not essential to meet the parity standard or directly address expressed stakeholder concerns. These include the incorporation of the northern portion of Hillsvale in District 2 and inclusion of the Bog Road area in District 8.

4.4 Recommendation

WHRM must submit an application for governance and boundary arrangements to the NSUARB by January 31, 2023, as the Board granted the Municipality a one-month extension beyond the date required pursuant to the MGA. WHRM Council may wish to consider three options for this application:

1. Confirmation of its current eleven-member Council with the current electoral districts illustrated in **Figure 2-4**, above.
2. Confirmation of its current eleven-member Council with the revised adjusted electoral districts illustrated in **Figure 3-4**, above.
3. Confirmation of its current eleven-member Council with alternative adjusted electoral districts including the arrangement illustrated in **Figure 2-5**, above, or an alternative arrangement such as a modified version of the boundaries illustrated in **Figure 3-4**, above.

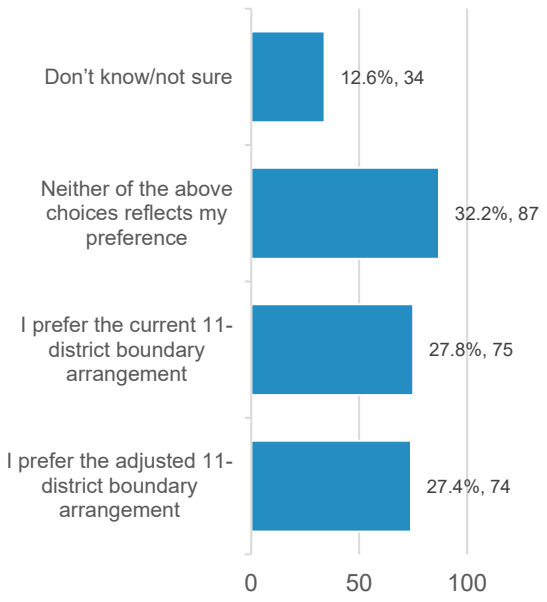
Council may also wish to consider an alternative Council size if members are persuaded that public input through this process justifies reduced Council membership. In our opinion, while many members of the public support reducing Council numbers, demand is not unequivocal. Evidence from this review suggests that residents for and against Council reduction are equivalent.

In our opinion, based on foregoing research and analysis, we recommend the second listed option. We believe the boundary arrangement presented in in **Figure 3-4**, above, is balanced and takes as full an account as possible of stakeholder views concerning electoral boundaries. As all districts meet the ±10% parity criterion and, in our opinion, community integrity has been respected to the degree possible, we do not anticipate any serious difficulty obtaining NSUARB approval.

APPENDIX A BOUNDARY OPTIONS SURVEY RESULTS

1 Please indicate which of the boundary arrangements you prefer. You can express your reasons and any reservations concerning your choice in response to Question 2 and you may suggest potential improvements to proposed boundaries in either scenario in response to Question 3.

Response	Number	%
I prefer the adjusted 11-district boundary arrangement	74	27.4%
I prefer the current 11-district boundary arrangement	75	27.8%
Neither of the above choices reflects my preference	87	32.2%
Don't know/not sure	34	12.6%
TOTAL	**270**	**100.0%**
No response	5	1.8%



2 We would appreciate if you could provide your reasons and any reservations you may have for your response to Question 1.

District	Number	%
Survey response	275	100.0%
Response	216	78.5%
No response	59	21.5%

Comments in response to Question 2 are best understood in the context of responses to Question 1 as they were solicited to improve understanding of the reasons for response to Question 1.

Individuals who preferred the adjusted boundary scenario generally cited equity considerations, which adherence to the parity criterion is intended to address.

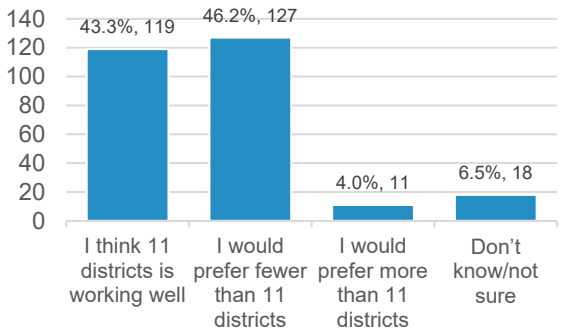
Those who said they prefer the current boundaries were satisfied with the present situation and see no need for change. Some, however, objected to specific features of the adjusted option such as moving Mosherville to proposed District 1 and the inclusion of Greenhill in proposed District 2.

Respondents who chose neither boundary option most often cited objections to the size of Council. Overwhelmingly, these respondents wanted a smaller Council, although a few suggested specific areas that should have more representation, which would presumably require increased Council membership. Some also cited concerns with the positioning of specific communities notably including Mill Section, Greenhill, and Ashdale.
Those who responded that they didn't know or were usure were Mostly uncertain about their

		knowledge or ability to understand the implications of the options. Some, on the other hand, were indifferent to the differences between the two options or did not see the changes affecting them or their district. Seven responses suggested the respondent would prefer a smaller Council (two of which were very clear in that regard), but three could be interpreted as supporting continuation of current arrangements. Four respondents did not answer Question 1 but gave comments in response to Question 2. Two of those indicated the size of Council is their priority and they would like to see a smaller council/fewer districts.
3	Would you like to suggest any modifications to either the current or the adjusted district boundary arrangement? **Answer** **Number** **%** Survey response 275 100.0% Response 126 45.8% No response 149 54.2%	Less than half of respondents to the survey provided comments in response to Question 3. Most took the opportunity to comment on Council membership again, with the majority reinforcing their desire for a smaller Council. Some did address specific boundary issues, which was the objective of the question including suggestions to move Greenhill, Hillsvale, Mosherville, and Mill Section. One comment from a respondent who favoured the current district boundaries suggested adding the Valleyview subdivision to District 9 from District 7.

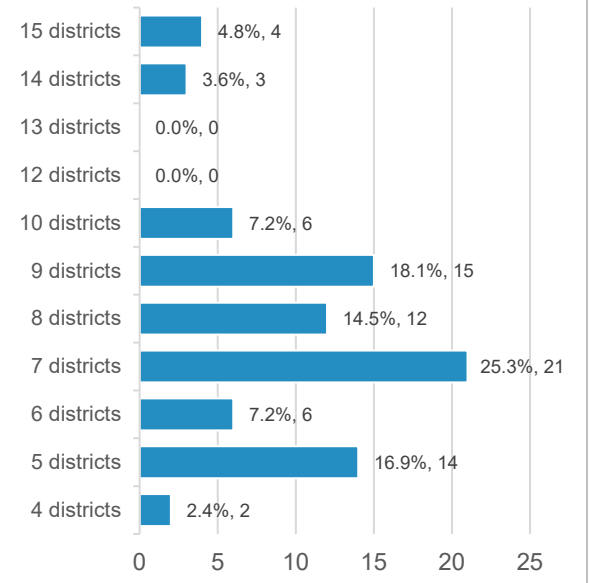
4 Do you think the size of West Hants Regional Council (i.e., eleven Councillors plus the Mayor) is suitable?

Response	Number	%
I think 11 districts is working well	119	43.3%
I would prefer fewer than 11 districts	127	46.2%
I would prefer more than 11 districts	11	4.0%
Don't know/not sure	18	6.5%
TOTAL	**275**	**100.0%**
No response	0	0.0%



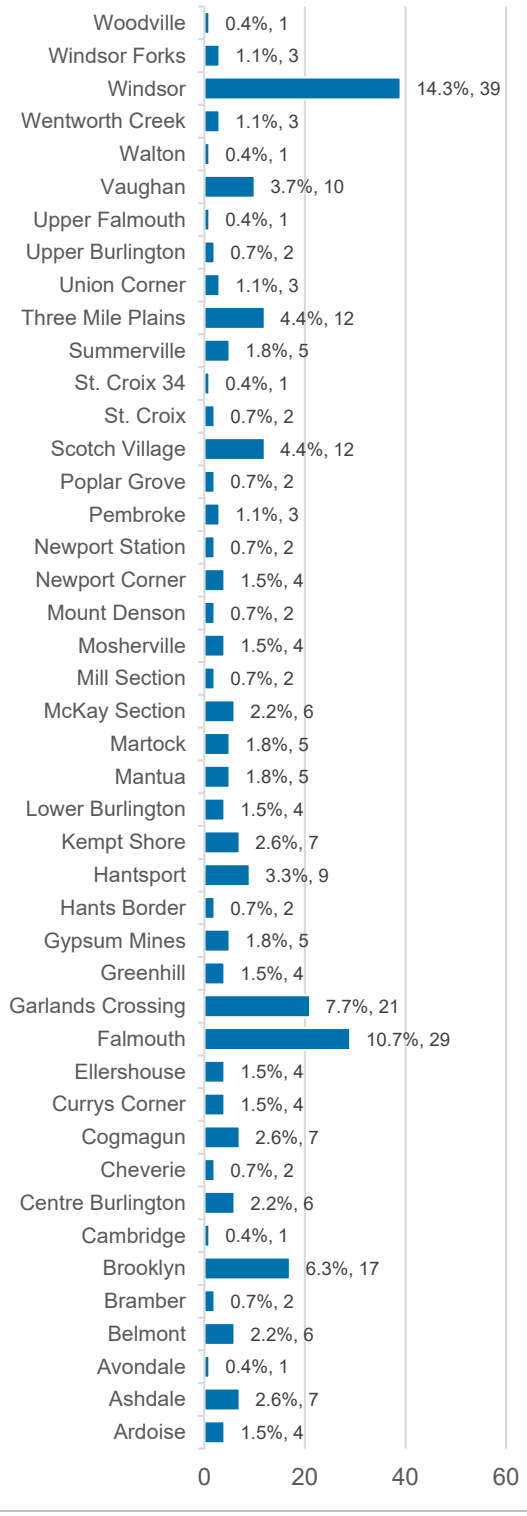
5 If your response to question 4 was fewer or more than the existing 11 districts, please specify the number you would prefer. If not applicable, please go to question 6.

Council Size	Number	%
4 districts	2	2.4%
5 districts	14	16.7%
6 districts	6	7.1%
7 districts	21	25.0%
8 districts	12	14.3%
9 districts	15	17.9%
10 districts	6	7.1%
11 districts	1	1.2%
12 districts	0	0.0%
13 districts	0	0.0%
14 districts	3	3.6%
15 districts	4	4.8%
TOTAL	**84**	**100.0%**
No response	191	69.5%



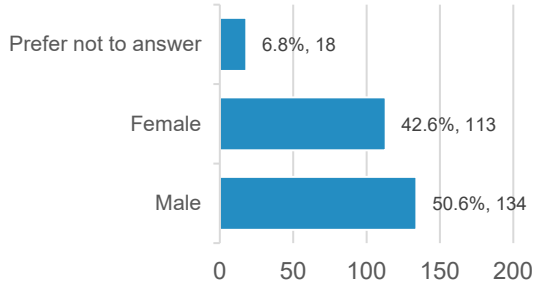
6. What community do you live in (see preceding maps for community locations)?

Response	Number	%
Ardoise	4	1.5%
Ashdale	7	2.6%
Avondale	1	0.4%
Belmont	6	2.2%
Bramber	2	0.7%
Brooklyn	17	6.3%
Cambridge	1	0.4%
Centre Burlington	6	2.2%
Cheverie	2	0.7%
Cogmagun	7	2.6%
Currys Corner	4	1.5%
Ellershouse	4	1.5%
Falmouth	29	10.7%
Garlands Crossing	21	7.7%
Greenhill	4	1.5%
Gypsum Mines	5	1.8%
Hants Border	2	0.7%
Hantsport	9	3.3%
Kempt Shore	7	2.6%
Lower Burlington	4	1.5%
Mantua	5	1.8%
Martock	5	1.8%
McKay Section	6	2.2%
Mill Section	2	0.7%
Mosherville	4	1.5%
Mount Denson	2	0.7%
Newport Corner	4	1.5%
Newport Station	2	0.7%
Pembroke	3	1.1%
Poplar Grove	2	0.7%
Scotch Village	12	4.4%
St. Croix	2	0.7%
St. Croix 34	1	0.4%
Summerville	5	1.8%
Three Mile Plains	12	4.4%
Union Corner	3	1.1%
Upper Burlington	2	0.7%
Upper Falmouth	1	0.4%
Vaughan	10	3.7%
Walton	1	0.4%
Wentworth Creek	3	1.1%
Windsor	39	14.3%
Windsor Forks	3	1.1%
Woodville	1	0.4%
TOTAL	**272**	**100.0%**
No response	3	1.1%



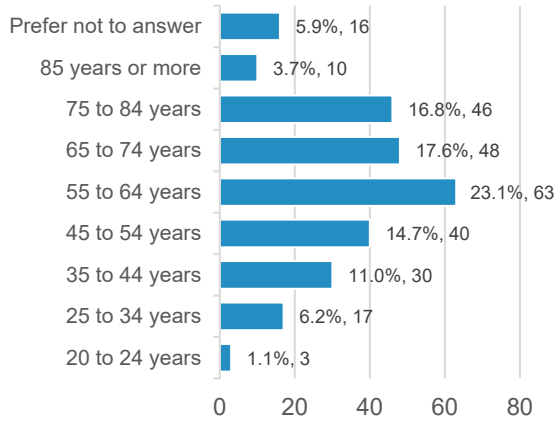
7 What is your gender?

Gender	Number	%
Male	134	50.6%
Female	113	42.6%
Prefer not to answer	18	6.8%
TOTAL	**265**	**100.0%**
No response	10	3.6%



8 Which category below includes your age?

Cohort	Number	%
20 to 24 years	3	1.1%
25 to 34 years	17	6.2%
35 to 44 years	30	11.0%
45 to 54 years	40	14.7%
55 to 64 years	63	23.1%
65 to 74 years	48	17.6%
75 to 84 years	46	16.8%
85 years or more	10	3.7%
Prefer not to answer	16	5.9%
TOTAL	**273**	**100.0%**
No response	2	0.7%



9 If you have any further thoughts about the size of the council for West Hants Regional Municipality, the districts from which councillors will be elected, or any related issue, please share them with us here.

Answer	Number	%
Survey response	275	100.0%
Response	105	38.2%
No response	170	61.8%

Commenters addressed a variety of subjects including preceived Council performance, the boundary review process, and the questionnaire. With respect to the questionnaire respondents noted the lack of options for the gender response to Question 7 and printing of the maps on opposite sides of the same page, which made comparison difficult,

The most frequent comments, however, returned to the topic of Council size with many stating for the second or third time that they would prefer reduced Council membership.

Stantec Consulting Limited
40 Highfield Park Drive Suite 102
Dartmouth, NS B3A 0A3

Committee of the Whole Excerpts
January 11, 2023

BROOKLYN FIRE DEPARTMENT (BFD) – PUMPER-TANKER ADDITIONS/ALTERATIONS AND OVER-BUDGET/ADDITIONAL EQUIPMENT PURCHASE EXCERPT

Before taking possession of any new apparatus, a final inspection identified that some components were needed and were not identified within the specifications of the Request for Proposals. BFD is seeking reimbursement for the alterations/additions to the apparatus plus the equipment and tools.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL APPROVE ALL REQUESTED REIMBURSEMENTS AND BUDGET OVERRUNS ASSOCIATED WITH THE BROOKLYN FIRE DEPARTMENT'S PUMPER/TANKER APPARATUS ALTERATIONS/ADDITIONS AND EQUIPMENT PURCHASES, AT A VALUE OF $24,356.88 (WHICH INCLUDES NET TAX).

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☑	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: _____

Shelleena Thornton, Municipal Operations Supervisor

Date: January 10, 2023

Subject: Brooklyn Fire Department (BFD) – Pumper-Tanker additions/alterations and over-budget/additional equipment purchase – Supplementary Recommendation Report

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LEGISLATIVE AUTHORITY

Municipal Government Act, R.S.N.S. 1998, c. 18 - Section 65(a) – Authorized Municipal Expenditures

Fire and Emergency Services Policy (WHRM), Sections 8 & 9 – Financial Matters and Procurement Practices

RECOMMENDATION

… that Committee of the Whole recommends that Council approve all requested reimbursements and budget overruns associated with the Brooklyn Fire Department's Pumper/Tanker apparatus alterations/additions and equipment purchases, at a value of $24,356.88 (which includes net tax).

BACKGROUND

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

At the November 24, 2020 Council meeting, Council approved the purchase of a 2,000 Imperial Gallon Pumper-Tanker fire apparatus for Brooklyn Fire Department at a cost of $1,082,491.55.

At the March 8, 2022 Committee of the Whole meeting, the attached report was presented to the committee identifying the necessary equipment to outfit the apparatus (which was not included in the budget, tender nor a previous reports to Council).

At the March 22, 2022 Council meeting, Council approved $74,794.18 plus applicable net taxes for the equipment identified in the list to outfit the apparatus.

Equipment Purchase for New Pumper Tanker Brooklyn Fire Dept.

MOVED BY DEPUTY MAYOR P. MORTON AND COUNCILLOR SHERMAN THAT COUNCIL APPROVE $74,794.18 PLUS HST FOR EQUIPMENT AS IDENTIFIED IN THE ATTACHED LIST TO OUTFIT BROOKLYN FIRE DEPARTMENT'S 2000 IMPERIAL GALLON PUMPER-TANKER FIRE APPARATUS. MOTION CARRIED

DISCUSSION

Brooklyn Fire Department took possession of the pumper-tanker in June 2022.

Before taking possession of any new apparatus, a final inspection at the manufacturing facility is required. Upon final inspection, it was identified that some components were needed and were not identified within the specifications of the Request for Proposals.

BFD's Fire Chief and Truck Committee members requested the following revisions:

- Four steps added to all four cab doors and hose bed covers.
    - The manufacturer met the tender specifications; however, it wasn't until the final inspection that it was recognized by BFD members that the steps were too high for members dressed in bunker gear to get into the truck. The hose bed covers and hose flex lite suction were inadvertently omitted in BFD's specifications within the Request for Proposals but required.

BFD is seeking reimbursement for the alterations/additions to the apparatus plus the following equipment and tools:

- Those listed in the March 22, 2022 report that came in over their quoted amounts, and
- for additional equipment and tools they purchased to outfit the pumper-tanker that were not on the original list.

The Brooklyn Fire Service and its administration has received training on Municipal procurement. This included both being aware of not procuring un-budgeted items or having to first seek approval from Council on budgeted capital items which exceed the approved value once quotes are received. The service felt the overruns were a priority for various reasons as noted above and proceeded with the purchases using their quarterly operating budget funds to pay for these items and are now requesting Council's consideration for reimbursement.

FINANCIAL IMPLICATIONS

2022/23 Capital Budget – BFD – Pumper-Tanker 1 Equipment

Approved Budget	$74,794.18
Non-Recoverable Tax *(4.29%)*	$3,208.67
Total	**$78,002.85**
Cost of All Equipment Purchased	$98,198.31
Non-Recoverable Tax *(4.29%)*	$4,161.43
Total	**$102,359.74**
Variance (over estimate)	($24,356.89)

During budget deliberations these items were funded through a combination of the Municipal Fire Services Reserve and the Municipal Operating Reserve. These reserves have the capacity to support the additional amount up to $24,356.88. However, a number of Brooklyn Fire items have been funded through the Fire Services Reserve this year, and it would be advisable to use the operating reserve for this over-budgeted amount to ensure that other departments are able to access the Municipal Fire Services Reserve when needed. Below please find the current balances expected for March 31, 2023.

	Municipal Fire Services Reserve	***Municipal Operating Reserve***
Beginning Balance (April 1, 2022)	$60,378	$659,453
Budgeted Additions (2022-23)	+ $50,000	+ $2,003,935
Budgeted Withdraws (2022-23)	- $21,698	- $300,353
	Additional Approved Withdraws	
Boundary Review		- $11,116
Vehicle Lift		- $7,323
Estimated Ending Balance (March 31, 2023)	***$88,680***	***$2,344,596***

NEXT STEPS

Staff will proceed with Council's direction.

ALTERNATIVES

- Besides the full amount, Council may opt to approve only a portion(s) of the expenditure(s):
    - $6,034.25 over-expenditure from the equipment/tool list approved at the March 22, 2022 Council meeting; and/or,

- $9,141.41 over-expenditure for only the alterations/additional items made to the pumper/tanker fire apparatus (steps, hose bed covers and suction); and/or,
- $12,178.44 over-expenditure which equates to 50% of the total expenditures.

- Council may choose to not approve any of the over-budget expenditures.

ATTACHMENTS

- March 8, 2022 *"Equipment Purchase for New Pumper-Tanker, Brooklyn Fire Dept – Recommendation Report"*
- Additional list of tools/equipment and their respective costs that were not identified on the original March 22, 2022 list.

CHIEF ADMINISTRATIVE OFFICER REVIEW

As noted above, since the original approval to purchase the apparatus there have been additional stages of evaluation, pricing and approvals for the various components required to outfit the truck. It is unfortunate that the proper approval process was not carried out before making the purchases highlighted. Fire service administration and Operations Supervisor Thornton have revisited the existing procurement policy for awareness and to highlight the need for compliance moving forward. In addition, follow-up training and communications are scheduled with the Fire Service Administration through Supervisor Thornton and Acting Director Gibson.

There are alternatives noted above for Council to consider. Pending Council's discussion, the overrun can be accounted for within the operating BFD Fire Budget as an overrun creating deficit or offset by a surplus (part or whole of the overrun) should one develop at year-end, by the WHRM operating reserve as noted in the report or through Department efforts most likely in the form of fundraising.

I support the recommendation as noted in the report.

Report Prepared by: _____
Shelleena Thornton, Municipal Operations Supervisor

Report Reviewed by: _____
Ryan Richard, Fire Chief Brooklyn Fire Department

Report Reviewed by: _____
Diana Gibson, Acting Director of Financial Services

Report Approved by: _____
Mark Phillips, CAO

Committee of the Whole Excerpts
March 8, 2022

Equipment Purchase for New Pumper Tanker, Brooklyn Fire Dept

At the November 24, 2020, Council meeting, Council supported the acquisition of the 2000 Imperial Gallon Pumper-Tanker Fire Apparatus Purchase for the Brooklyn Fire Dept at a cost of $1,082,491.55. This apparatus is expected to arrive in May 2022. The apparatus purchase approved in 2020 excluded equipment. In order to outfit the apparatus, equipment needs to be sourced now so as to arrive around the same time, mid-May.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL APPROVE $74,794.18 PLUS HST FOR EQUIPMENT AS IDENTIFIED IN THE ATTACHED LIST TO OUTFIT BROOKLYN FIRE DEPARTMENT'S 2000 IMPERIAL GALLON PUMPER-TANKER FIRE APPARATUS.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: _____
Shelleena Thornton, Municipal Operations Supervisor

Date: March 8, 2022

Subject: Equipment Purchase for New Pumper Tanker, Brooklyn Fire Dept - Recommendation Report

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LEGISLATIVE AUTHORITY

MGA Section 65(a) – Authorized Municipal Expenditures

Fire and Emergency Service Policy (WHRM) Section 8 – Financial Matters and Section 9 – Procurement Practices

RECOMMENDATION or DECISION REQUEST

That Committee of the Whole recommend to Council that Council…

approve $74,794.18 plus HST for equipment as identified in the attached list to outfit Brooklyn Fire Department's 2000 Imperial Gallon Pumper-Tanker Fire Apparatus.

BACKGROUND

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

At the November 24, 2020 Council meeting, Council supported the acquisition of the 2000 Imperial Gallon Pumper-Tanker Fire Apparatus Purchase for the Brooklyn Fire Dept at a cost of $1,082,491.55. This apparatus is expected to arrive in May 2022.

That apparatus was supported by the Regional Fire Study and recommendations adopted by the Co-ordinating Committee leading into consolidation, this purchase was because it would help the Three Mile Plains Fire Station (Station 2) with structural fire fighting capabilities. This apparatus is designed to arrive on a fire with more water volume than a rescue pumper, giving

the initial attack team more water to reduce fire spread. With a large coverage area of rural fire fighting calls, it will be an asset to have this amount of water on one unit.

It will also reduce the mileage and aging of Squad 9 which has been responding to every alarm in the TMP coverage since the station was developed in 2015, as well as any mutual aid requests. With the relief of the second unit responding to structure fire alarms, it will keep Squad 9 in service and response ready. Squad 9 will be changed to a rescue pumper and be used for MVC and rescue related calls.

DISCUSSION

The apparatus purchase approved in 2020 excluded equipment. In order to outfit the apparatus, equipment needs to be sourced now so as to arrive around the same time; mid-May. The rationale behind not including the equipment in the apparatus tender was to:

- inventory existing equipment for potential transfer to the new apparatus
- obtain quotes from multiple suppliers for best value (as a tender would just take from one supplier and prices/delivery/availability have been changing drastically during COVID and even current quotes vary significantly)

The shelf life or work life of equipment varies from the life expectancy of an apparatus. Hand tools, hoses and appliances don't have as exact a timeline due to usage and inspection factors. Lighter tools such as shovels and axes vary significantly. While Brooklyn Fire Dept. has some equipment that can be transferred, some is also on-hand at the station. The remainder is 30+ years old and non-functionable, as well as past its life expectancy.

Quotes were received from three suppliers: Nova Fire Equipment, Cummings, and K & D Pratt. The majority selected were the lowest quotes with the exception of several pieces. These included:

- hoses (with the lowest quote, hoses would not arrive until months after the new apparatus arrived)
- traffic vests (due to the 'break-away' safety feature)
- medical bag (require entire kit versus individual components)
- traffic wands (include the red/green safety function)
- bolt cutters (blade longevity was a consideration)
- the six pieces of equipment that include 'mounts,' (mounts weren't included in the lower quotes but required)

Further, for future consideration, reference to potential equipment purchases will be included as information in the apparatus procurement report; however, not necessarily included in the tender.

NEXT STEPS

Contact the vendors and order the equipment.

FINANCIAL IMPLICATIONS

The total equipment listing is $76,256.09 plus HST; however, items that are locally sourced and not impacted by supply chain delays (highlighted yellow in the attachment), can be obtained and funded from Brooklyn Fire Department's 2021/22 operating budget capacity and are valued at $1,461.91 plus HST.

Due to supply chain delays the remaining $74,794.18 plus HST is being proposed for preapproval in the 2022-23 Capital Budget. To ensure equipment can be ordered in time to outfit the apparatus in May 2022.

The Region's fire equipment reserve is being proposed to fund $13,205.17 plus HST. The Region's fire equipment reserve currently has a proposed balance on March 31, 2022, of $60,378. The West Hants operating reserve is proposed to fund the remaining $61,589.01 plus HST, it currently has a proposed balance on March 31, 2022, of $1,458,436.

ALTERNATIVES

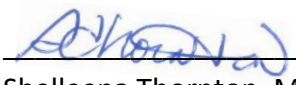
The recommendation may not be supported; however, this is not staff's recommendation as the apparatus requires equipment to function as intended.

ATTACHMENTS

- Equipment Listing

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: 
Shelleena Thornton, Municipal Operations Supervisor

Report Reviewed by: _____
Ryan Richard, Fire Chief, Brooklyn Fire Department

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

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

Spartan Gladiator Pumper/Tanker # 1 Chief Ryan Richard (902)-798-7285

Qty:	Equipment: $76,256.09	Model/Brand:	Price:	Supplier:
	Drivers/Officers Cab: $7348.00	**Model/Brand:**		
1	TMR2 Mobile Radio XTL2500	Nova Communications / C.T	$ 1,985.00	Nova Communications
1	VHF Mobile Radio	Motorola XPR5550e	$ 1,320.00	Nova Communications
1	VHF Portable	Nova Communications	$ 1,750.00	Nova Communications
1	I-pad	Apple	$ 1,000.00	Apple
1	SCBA with Mask (transferring from Rescue 11)	Scott	$ -	
2	Traffic Vests		$ 48.00	Cummings
1	Accountability Card		$ 20.00	Porter's Engraving
1	Vulcan 180 Stream Light with charging station		$ 250.00	Nov K & D Pratt
1	Reveal FirePRO X Manual TIC		$ 975.00	Nova Fire Equipment
			$ 7,348.00	
	Crew Cab: $5971.89			
4	SCBA's (transferring from Rescue 11)	Scott	N/A	
2	VHF Portable radios	Motorola	$ 3,500.00	Nova Communications
1	Set of Irons/Flat Head Axe with New York Pro Bar 30 inch Halligan	includes Mounts	$ 505.00	Nova Fire Equipment
1	TIC (transferring from Rescue 11)	Scott	N/A	
2	Vulcan 180 Stream Light with charging station		$ 500.63	K & D Pratt
4	Firefighter Streamlights Knucklehead		$ 360.00	Nova Fire Equipment
3	Traffic wands-Red and Green	Red & Green version	$ 210.26	K & D Pratt
4	Traffic Vests	safety required	$ 96.00	Break Away
1	Medical Bag with all required equipment	**Entire Kit	$ 800.00	Nova Fire Equipment
			$ 5,971.89	
	Pump Panel: $3400.00			
1	Driver Side: Jumbo BIV Short 6.0 in Male x 6.0 in Female AQ8NX-NX-PS		$ 3,050.00	Nova Fire Equipment
1	Passenger Side: 6.0 in Female x 5.0 in Storz (30 degree angle)		$ 350.00	Nova Fire Equipment
			$ 3,400.00	
	Transverse Lines/Bumper Line: $6876.93			
3	1 3/4 in Nozzle		$ 1,650.00	Nova Fire Equipment
1	2 1/2 in Nozzle		$ 925.00	Nova Fire Equipment
550 ft	1 3/4 in Hose		$ 2,829.09	Cummings
200 ft	2 1/2 in Hose		$ 1,472.84	Cummings
			$ 6,876.93	
	Left # 1 Compartment: $7827.34			
1	1 3/4 in nozzle		$ 257.00	Cummings
1	6 in female master intake to 5 in Storz		$ 356.00	Cummings
1	2 1/2 in nozzle		$ 925.00	Nova Fire Equipment
2	50 foot lengths of 5 in LDH		$ 1,492.36	Cummings
2	25 foot lenths of 5 in LDH		$ 1,022.98	Cummings
2	5 in to 4 in adaptors		$ 610.00	Nova Fire Equipment
1	Large Storz wrench's/spanners with Mounts (set of 4)	comes with Mounts (other don't)	$ 237.00	Nova Fire Equipment
3	Small spanners with Mounts	comes with Mounts (other don't)	$ 90.00	Nova Fire Equipment
1	Rubber Mallet		$ 17.00	Nova Fire Equipment
1	Ram XD Rapid Attack Monitor		$ 2,270.00	Cummings
1	1 3/4 Straight Bore Nozzle		$ 550.00	Cummings
			$ 7,827.34	
1	**Hydrant Box Left #1 Compartment: $1586.50**			
1	Hydrant front steamer 4.5 inch connection with 5 in Storz		$ 280.00	Cummings
1	5 inch storz to 4 in storz adaptor		$ 305.00	Nova Fire Equipment
1	5 in storz to 2 1/2 female adaptor		$ 237.00	Nova Fire Equipment
2	Large Storz spanners with mounts	Comes with Mounts (other don't)	$ 147.50	Nova Fire Equipment
1	2 1/2 in gate valve		$ 480.00	Nova Fire Equipment
2	Small spanners with mounts	Comes with Mounts (other don't)	$ 60.00	Nova Fire Equipment
1	Rubber Mallet		$ 17.00	Nova Fire Equipment
1	Hydrant Wrench		$ 60.00	Nova Fire Equipment
			$ 1,586.50	
	Left # 2 and # 3 Compartment: $1032.46			
1	Set bolt cutters	Mid-price due to longevity. Blade strength	$ 70.00	Nova Fire Equipment
1	Dry wall hook		$ 97.08	K & D Pratt
1	Pick or bad axe		$ 77.19	K & D Pratt
1	Flat head axe		$ 77.19	K & D Pratt
1	Sledge Hammer		$ 59.00	Cummings
1	Chimney Bar with "D" ring		$ 75.00	K & D Pratt
1	Flat Shovel		$ 22.00	Windsor Home Hardware
1	Round mouth Shovel		$ 24.00	Windsor Home Hardware

1	Large Broom		$ 26.00	Windsor Home Hardware
1	Set of Irons/Flat Head Axe with New York Pro Bar 30 inch Halligan	Includes the Mounts	$ 505.00	Nova Fire Equipment
			$ 1,032.46	
	Left # 4 Compartment: $8426.98			
1	Electric Positive Pressure Fan		$ 6,605.17	K & D Pratt
3	Tarps (S, M & L) 6x8, 9x10, 10x16		$ 269.97	Princess Auto
2	Heavy Duty Extension Cords		$ 120.00	Kent Building Supplies
2	Lengths of 1 3/4 hose		$ 414.38	K & D Pratt
2	Lengths of 2 1/2 hose		$ 555.75	K & D Pratt
6	Pylons	battery operated collapsible (safet	$ 461.71	K & D Pratt
			$ 8,426.98	
	Right # 1 Compartment: $1123.77			
1	20 lb ABC Dry Chemical Fire Extinguisher		$ 133.50	K & D Pratt
1	Pressurized Water Can		$ -	Station 2 Inventory
2	Chimney Buckets		$ 49.98	Princess Auto
1	Length of Chain		$ 25.00	Windsor Home Hardware
2	Shovels		$ 29.98	Canadian Tire
1	Mirror		$ 19.98	Princess Auto
2	Sets of Chimney Gloves or Mittens		$ 65.33	K & D Pratt
1	Chimney Brush Kit		$ 790.00	Cummings
1	Container of Dry Chem Bombs		$ -	Station 2 Inventory
1	Container for Floor Dry		$ 10.00	Windsor Home Hardware
1	Bag of Absorbent Pads		$ -	Station 2 Inventory
1	Co Extinguisher			
			$ 1,123.77	
	Right # 2 Compartment: $1445.00			
1	50 Ft Rope		$ 225.00	Nova Fire Equipment
1	100 Ft Rope		$ 370.00	Nova Fire Equipment
1	Tool Box with Tools		$ 850.00	Princess Auto
2	Cases of Water		$ -	Station 2 Inventory
2	Cases of G2		$ -	Station 2 Inventory
1	Box of Energy Bars		$ -	Station 2 Inventory
			$ 1,445.00	
	Right # 3 Compartment: $6252.32			
2	Cordless 20 Volt Tripod LED DeWALT Light	Dewalt Factory Store	$ 712.32	Dewalt Factory Store
1	Hard Suction Drafting Float Dock		$ 1,030.00	Nova Fire Equipment
1	Hard Suction Porta-Tank attachment with Jet Siphon		$ 690.00	Nova Fire Equipment
1	Hard Suction Strainer		$ 270.00	Nova Fire Equipment
1	5x5x5 Storz LDH		$ 3,550.00	Cummings
			$ 6,252.32	
	Right # 4 Compartment: $2474.90			
1	Chain Saw Stihl MS 250		$ 459.95	Griffin's Sales & Service Kentville
1	Roof/Rescue Vent Saw Stihl MS 461 RS		$ 1,999.95	Griffin's Sales & Service Kentville
1	Jug for Mixed Fuel		$ 15.00	Windsor Home Hardware
6	Jugs of Foam		N/A	Rocky Mountain Phoenix
			$ 2,474.90	
	Top of Hose Bed: $22490.00			
1000	Feet of 5 inch LDH	Higher priced one due to when can get it	$ 13,250.00	Nova Fire Equipment
800	Feet of 2 & 1/2 inch Hose	Mid price due to when can get it and currently running it	$ 6,800.00	Nova Fire Equipment
400	Feet of 1 & 3/4 inch Hose		$ 2,440.00	Nova Fire Equipment
			$ 22,490.00	
	Miscellaneous Items:	Station Inventory	Budget Item Costs	
1	Roll of Fire Tape	"	"	
8	Safety Glasses	"	"	
1	Box of Garbage Bags	"	"	
1	Roll Paper Towel	"	"	
3	Teddy Bears	"	"	
2	Blankets	"	"	
2	Hand Santitzer	"	"	
1	Package of 9V Batteries	"	"	
1	Box of Medical Gloves (Sm, Md, Lrg)	"	"	
1	Box of Face Masks	"	"	
		TOTAL:	**$ 76,256.09**	

Supplier	Invoice Number	Requested Qty	Description	Estimated Price	Price	Quantity	Subtotal	Freight	Net Tax	Total	NOTES / Model information
Spartan Gladiator Pumper/Tanker # 1 - Original Requested Equipment											
Drivers/Officers Cab											
Nova Communications	00040898	1	TMR2 Mobile Radio XTL2500 & Programming	$ 1,985.00	$ 1,324.00	1	$ 1,324.00	$ -	$ 56.80	$ 1,380.80	Motorola XPR5550e
Nova Communications	00041400	1	VHF Mobile Radio	$ 1,320.00	$ 6,929.00	1	$ 6,929.00	$ -	$ 297.25	$ 7,226.25	These were discontinued so got next model up which will be compatible with TMR3s when they become effective by Province
Nova Communications	00041026 & 00039379	1	VHF Portable	$ 1,750.00	$ 4,047.20	1	$ 4,047.20	$ -	$ 173.62	$ 4,220.82	
Apple	PO 296461	1	I-pad	$ 1,000.00	$ 1,045.62	1	$ 1,045.62	$ -	$ 28.34	$ 1,073.96	No Tax calculated for the USD invoice.
NA	NA	1	SCBA with Mask	$ -	$ -	0	$ -	$ -	$ -	$ -	Transferred from Rescue 11
Cumings Fire & Safety Equipment	C78632	2	Traffic Vests	$ 48.00	$ 23.95	2	$ 47.90	$ -	$ 2.05	$ 49.95	
Porter's Custom Trophy & Engraving	0439	1	Accountability Card	$ 20.00	$ 20.00	1	$ 20.00	$ -	$ 0.86	$ 20.86	
K&D Pratt	209820	1	Vulcan 180 Stream Light with charging station	$ 250.00	$ 250.32	1	$ 250.32	$ -	$ 10.74	$ 261.06	
Nova Fire Equipment	22173	1	Reveal FirePRO X Manual TIC	$ 975.00	$ 975.00	1	$ 975.00	$ -	$ 41.83	$ 1,016.83	
				$ 7,348.00			**$ 14,639.04**	**$ -**	**$ 611.50**	**$ 15,250.54**	
Crew Cab											
NA	NA	4	SCBA's	$ -	$ -	0	$ -	$ -	$ -	$ -	Transferred from Rescue 11
Nova Communications	00041026 & 00039379	2	VHF Portable radios	$ 3,500.00	$ 4,047.20	2	$ 8,094.40	$ -	$ 347.25	$ 8,441.65	Motorola
Nova Fire Equipment	22561	1	Set of Irons/Flat Head Axe with New York Pro Bar 30 inch Halligan	$ 505.00	$ 565.00	1	$ 565.00	$ -	$ 24.24	$ 589.24	Includes Mounts
NA	NA	1	TIC	$ -	$ -	0	$ -	$ -	$ -	$ -	Transferred from Rescue 11
K&D Pratt	209820	2	Vulcan 180 Stream Light with charging station	$ 500.63	$ 250.32	2	$ 500.64	$ -	$ 21.48	$ 522.12	
Nova Fire Equipment	22173	4	Firefighter Streamlights Knucklehead	$ 360.00	$ 90.00	4	$ 360.00	$ -	$ 15.44	$ 375.44	
K&D Pratt	209820	3	Traffic wands-Red and Green	$ 210.26	$ 70.09	3	$ 210.27	$ -	$ 9.02	$ 219.29	Red & Green version
Cumings Fire & Safety Equipment	C78632	4	Traffic Vests	$ 96.00	$ 23.95	4	$ 95.80	$ -	$ 4.11	$ 99.91	Safety required
Nova Fire Equipment	22238 & 22174	1	Medical Bag with all required equipment	$ 800.00	$ 694.75	1	$ 694.75	$ 35.52	$ 31.33	$ 761.60	Entire Kit
				$ 5,971.89			**$ 10,520.86**	**$ 35.52**	**$ 452.87**	**$ 11,009.25**	
Pump Panel											
Nova Fire Equipment	22351	1	Driver Side: Jumbo BIV Short 6.0 in Male x 6.0 in Female AQ8NX-NX-PS	$ 3,050.00	$ 2,175.00	1	$ 2,175.00	$ 101.37	$ 97.66	$ 2,374.03	
Nova Fire Equipment	22351	1	Passenger Side: 6.0 in Female x 5.0 in Storz (30 degree angle)	$ 350.00	$ 1,645.00	1	$ 1,645.00	$ -	$ 70.57	$ 1,715.57	
				$ 3,400.00			**$ 3,820.00**	**$ 101.37**	**$ 168.23**	**$ 4,089.60**	
Transverse Lines/Bumper Line											
Nova Fire Equipment	22173	3	1 3/4 in Nozzle	$ 1,650.00	$ 550.00	3	$ 1,650.00	$ 22.41	$ 71.75	$ 1,744.16	
Nova Fire Equipment	22173	1	2 1/2 in Nozzle	$ 925.00	$ 935.00	1	$ 935.00	$ -	$ 40.11	$ 975.11	
Cumings Fire & Safety Equipment	C78633	550 ft	1 3/4 in Hose	$ 2,829.09	$ 277.85	11	$ 3,056.35	$ -	$ 131.12	$ 3,187.47	
Cumings Fire & Safety Equipment	C78633	200 ft	2 1/2 in Hose	$ 1,472.84	$ 395.73	2	$ 791.46	$ -	$ 33.95	$ 825.41	
				$ 6,876.93			**$ 6,432.81**	**$ 22.41**	**$ 276.93**	**$ 6,732.15**	
Left # 1 Compartment											
NA	NA	1	1 3/4 in nozzle	$ 257.00	$ -	0	$ -	$ -	$ -	$ -	
Cumings Fire & Safety Equipment	C79635	1	6 in female master intake to 5 in Storz	$ 356.00	$ 356.00	1	$ 356.00	$ -	$ 15.27	$ 371.27	
NA	NA	1	2 1/2 in nozzle	$ 925.00	$ -	0	$ -	$ -	$ -	$ -	Not received? Listed on Nova Communications invoice 22197
Cumings Fire & Safety Equipment	C78633	2	50 foot lengths of 5 in LDH	$ 1,492.36	$ 746.18	2	$ 1,492.36	$ -	$ 64.02	$ 1,556.38	
Cumings Fire & Safety Equipment	C78633	2	25 foot lenths of 5 in LDH	$ 1,022.98	$ 511.49	2	$ 1,022.98	$ -	$ 43.89	$ 1,066.87	
Nova Fire Equipment	22172	2	5 in to 4 in adaptors	$ 610.00	$ 360.00	3	$ 1,080.00	$ -	$ 46.33	$ 1,126.33	
Nova Fire Equipment	22172	1	Large Storz wrench's/spanners with Mounts (set of 4)	$ 237.00	$ 179.00	1	$ 179.00	$ -	$ 7.68	$ 186.68	Comes with Mounts (other don't)
NA	NA	3	Small spanners with Mounts	$ 90.00	$ -	0	$ -	$ -	$ -	$ -	Comes with Mounts (other don't)
NA	NA	1	Rubber Mallet	$ 17.00	$ -	0	$ -	$ -	$ -	$ -	
K&D Pratt	214861	1	Ram XD Rapid Attack Monitor	$ 2,270.00	$ 2,875.49	1	$ 2,875.49	$ -	$ 123.36	$ 2,998.85	Tip may be missing
K&D Pratt	214861	1	1 3/4 Straight Bore Nozzle	$ 635.49	$ 635.49	1	$ 635.49	$ -	$ 27.26	$ 662.75	
				$ 7,912.83			**$ 7,641.32**	**$ -**	**$ 327.81**	**$ 7,969.13**	
Hydrant Box Left #1 Compartment											
Cumings Fire & Safety Equipment	C79635	1	Hydrant front steamer 4.5 inch connection with 5 in Storz	$ 280.00	$ 280.00	1	$ 280.00	$ -	$ 12.01	$ 292.01	
NA	NA	1	5 inch storz to 4 in storz adaptor	$ 305.00	$ -	0	$ -	$ -	$ -	$ -	
Nova Fire Equipment	22172	1	5 in storz to 2 1/2 female adaptor	$ 237.00	$ 284.00	1	$ 284.00	$ -	$ 12.18	$ 296.18	
Nova Fire Equipment	22172	2	Large Storz spanners with mounts	$ 147.50	$ 127.50	1	$ 127.50	$ -	$ 5.47	$ 132.97	Comes with Mounts (other don't)
NA	NA	1	2 1/2 in gate valve	$ 480.00	$ -	0	$ -	$ -	$ -	$ -	
NA	NA	2	Small spanners with mounts	$ 60.00	$ -	0	$ -	$ -	$ -	$ -	Comes with Mounts (other don't)
Princess Auto	Trans # 5342	1	Rubber Mallet	$ 17.00	$ 9.99	1	$ 9.99	$ -	$ 0.43	$ 10.42	
NA	NA	1	Hydrant Wrench	$ 60.00	$ -	0	$ -	$ -	$ -	$ -	
				$ 1,586.50			**$ 701.49**	**$ -**	**$ 30.09**	**$ 731.58**	
Left # 2 and # 3 Compartment											
Nova Fire Equipment	22237	1	Cable / Bolt Cutters	$ 70.00	$ 205.00	1	$ 205.00	$ -	$ 8.79	$ 213.79	Mid-price due to longevity. Blade strength
K & D Pratt	209820	1	Dry wall hook	$ 97.08	$ 97.08	1	$ 97.08	$ -	$ 4.16	$ 101.24	
K & D Pratt	209820	1	Pick or bad axe	$ 77.19	$ 77.19	1	$ 77.19	$ -	$ 3.31	$ 80.50	
K & D Pratt	209820	1	Flat head axe	$ 77.19	$ 77.19	1	$ 77.19	$ -	$ 3.31	$ 80.50	
Cumings Fire & Safety Equipment	C78632	1	Sledge Hammer	$ 59.00	$ 59.00	1	$ 59.00	$ -	$ 2.53	$ 61.53	
NA	NA	1	Chimney Bar with "D" ring	$ 75.00	$ -	0	$ -	$ -	$ -	$ -	
Windsor Home Hardware	502037	1	Flat Shovel	$ 22.00	$ 15.99	1	$ 15.99	$ -	$ 0.69	$ 16.68	
NA	NA	1	Round mouth Shovel	$ 24.00	$ -	0	$ -	$ -	$ -	$ -	
NA	NA	1	Large Broom	$ 26.00	$ -	0	$ -	$ -	$ -	$ -	
Nova Fire Equipment	22237	1	Set of Irons/Flat Head Axe with New York Pro Bar 30 inch Halligan	$ 505.00	$ 558.00	1	$ 558.00	$ -	$ 23.94	$ 581.94	Includes the Mounts
				$ 1,032.46			**$ 1,089.45**	**$ -**	**$ 46.74**	**$ 1,136.19**	
Left # 4 Compartment											
K & D Pratt	209820	1	Electric Positive Pressure Fan	$ 6,605.17	$ 6,605.17	1	$ 6,605.17	$ 535.58	$ 306.34	$ 7,447.09	Includes brokage and import fees
Princess Auto	PO 296480	3	Tarps (S, M & L) 6x8, 9x10, 10x16	$ 269.97	$ 4.99	2	$ 9.98	$ -	$ 0.43	$ 10.41	
Princess Auto	PO 296480	2	Heavy Duty Extension Cords	$ 120.00	$ 15.55	2	$ 31.10	$ -	$ 1.33	$ 32.43	
Cumings Fire & Safety Equipment	C78633	2	Lengths of 1 3/4 hose	$ 414.38	$ 277.85	4	$ 1,111.40	$ -	$ 47.68	$ 1,159.08	
Cumings Fire & Safety Equipment	C78633	2	Lengths of 2 1/2 hose	$ 555.75	$ 395.73	2	$ 791.46	$ -	$ 33.95	$ 825.41	
NA	NA	6	Pylons	$ 461.71	$ -	0	$ -	$ -	$ -	$ -	Battery operated collapsible (safety)
				$ 8,426.98			**$ 8,549.11**	**$ 535.58**	**$ 389.73**	**$ 9,474.42**	
Right # 1 Compartment											
K & D Pratt	209820	1	20 lb ABC Dry Chemical Fire Extinguisher	$ 133.50	$ 133.50	1	$ 133.50	$ -	$ 5.73	$ 139.23	
NA	NA	1	Pressurized Water Can	$ -	$ -	0	$ -	$ -	$ -	$ -	Station 2 Inventory
NA	NA	2	Chimney Buckets	$ 49.98	$ -	0	$ -	$ -	$ -	$ -	
NA	NA	1	Length of Chain	$ 25.00	$ -	0	$ -	$ -	$ -	$ -	
NA	0	2	Shovels	$ 29.98	$ -	0	$ -	$ -	$ -	$ -	
NA	0	1	Mirror	$ 19.98	$ -	0	$ -	$ -	$ -	$ -	
K & D Pratt	209820	2	Sets of Chimney Gloves or Mittens	$ 65.33	$ 32.66	2	$ 65.32	$ -	$ 2.80	$ 68.12	
NA	NA	1	Chimney Brush Kit	$ 790.00	$ -	0	$ -	$ -	$ -	$ -	Did not order - Do not Need
NA	NA	1	Container of Dry Chem Bombs	$ -	$ -	0	$ -	$ -	$ -	$ -	Station 2 Inventory
NA	NA	1	Container for Floor Dry	$ 10.00	$ -	0	$ -	$ -	$ -	$ -	
NA	NA	1	Bag of Absorbent Pads	$ -	$ -	0	$ -	$ -	$ -	$ -	Station 2 Inventory
NA	NA	1	Co Extinguisher	$ -	$ -	0	$ -	$ -	$ -	$ -	
				$ 1,123.77			**$ 198.82**	**$ -**	**$ 8.53**	**$ 207.35**	
Right # 2 Compartment											
Princess Auto	PO 296480	1	50 Ft Rope	$ 225.00	$ 4.99	1	$ 4.99	$ -	$ 0.21	$ 5.20	
NA	NA	1	100 Ft Rope	$ 370.00	$ -	0	$ -	$ -	$ -	$ -	Will not order - Found at Station
Princess Auto	PO 295568	1	Tool Box with Tools	$ 850.00	$ 729.45	1	$ 729.45	$ -	$ 31.29	$ 760.74	
NA	NA	2	Cases of Water	$ -	$ -	0	$ -	$ -	$ -	$ -	Station 2 Inventory
NA	NA	2	Cases of G2	$ -	$ -	0	$ -	$ -	$ -	$ -	Station 2 Inventory
NA	NA	1	Box of Energy Bars	$ -	$ -	0	$ -	$ -	$ -	$ -	Station 2 Inventory
				$ 1,445.00			**$ 734.44**	**$ -**	**$ 31.51**	**$ 765.95**	
Right # 3 Compartment											
Nova Fire Equipment	22197	2	Cordless 20 Volt Tripod LED DeWALT Light	$ 712.32	$ 225.00	2	$ 450.00	$ 21.43	$ 20.22	$ 491.65	Dewalt Factory Store

Nova Fire Equipment	22172	1	Hard Suction Drafting Float Dock	$	1,030.00	$	1,110.00	1	$	1,110.00	$	41.82	$	49.41	$ 1,201.23	
Nova Fire Equipment	22172	1	Hard Suction Porta-Tank attachment with Jet Siphon	$	690.00	$	835.00	1	$	835.00	$	-	$	35.82	$ 870.82	
Nova Fire Equipment	22172	1	Hard Suction Strainer	$	270.00	$	318.00	1	$	318.00	$	-	$	13.64	$ 331.64	
NA	NA	1	5x5x5 Storz LDH	$	3,550.00	$	-	0	$	-	$	-	$	-	$ -	
				$	**6,252.32**				**$**	**2,713.00**	**$**	**63.25**	**$**	**119.10**	**$ 2,895.35**	
Right # 4 Compartment																
Green Diamond Equipment	2183187	1	Chain Saw Stihl MS 250	$	459.95	$	429.99	1	$	429.99	$	-	$	18.45	$ 448.44	
Nova Fire Equipment	22561	1	Roof/Rescue Vent Saw Stihl MS 461 RS	$	1,999.95	$	2,055.00	1	$	2,055.00	$	21.00	$	89.06	$ 2,165.06	
NA	NA	1	Jug for Mixed Fuel	$	15.00	$	-	0	$	-	$	-	$	-	$ -	
NA	NA	6	Jugs of Foam		N/A	$	-	0	$	-	$	-	$	-	$ -	
				$	**2,474.90**				**$**	**2,484.99**	**$**	**21.00**	**$**	**107.51**	**$ 2,613.50**	
Top of Hose Bed																
Cumings Fire & Safety Equipment	C78633	1000	Feet of 5 inch LDH	$	13,250.00	$	1,173.71	10	$	11,737.10	$	-	$	503.52	$ 12,240.62	Higher priced one due to when can get it
Cumings Fire & Safety Equipment	C78633	800	Feet of 2 & 1/2 inch Hose	$	6,800.00	$	395.73	16	$	6,331.68	$	-	$	271.63	$ 6,603.31	Mid price due to when can get it and currently running it
Cumings Fire & Safety Equipment	C78633	400	Feet of 1 & 3/4 inch Hose	$	2,440.00	$	277.85	8	$	2,222.80	$	-	$	95.36	$ 2,318.16	
				$	**22,490.00**				**$**	**20,291.58**	**$**	**-**	**$**	**870.51**	**$ 21,162.09**	
Miscellaneous Items																
NA	NA	1	Roll of Fire Tape	$	-	$	-	0	$	-	$	-	$	-	$ -	
NA	NA	8	Safety Glasses	$	-	$	-	0	$	-	$	-	$	-	$ -	
NA	NA	1	Box of Garbage Bags	$	-	$	-	0	$	-	$	-	$	-	$ -	
NA	NA	1	Roll Paper Towel	$	-	$	-	0	$	-	$	-	$	-	$ -	
NA	NA	3	Teddy Bears	$	-	$	-	0	$	-	$	-	$	-	$ -	
NA	NA	2	Blankets	$	-	$	-	0	$	-	$	-	$	-	$ -	
NA	NA	2	Hand Santitzer	$	-	$	-	0	$	-	$	-	$	-	$ -	
NA	NA	1	Package of 9V Batteries	$	-	$	-	0	$	-	$	-	$	-	$ -	
NA	NA	1	Box of Medical Gloves (Sm, Md, Lrg)	$	-	$	-	0	$	-	$	-	$	-	$ -	
NA	NA	1	Box of Face Masks	$	-	$	-	0	$	-	$	-	$	-	$ -	
				$	**76,341.58**				**$**	**79,816.91**	**$**	**779.13**	**$**	**3,441.06**	**$ 84,037.10**	
Spartan Gladiator Pumper/Tanker # 1 - Additional Items Purchased																
Nova Fire Equipment	22172		Universal Wrenchs			$	153.00	3	$	459.00	$	-	$	19.69	$ 478.69	
Quality Machining Services Ltd.	55545		Remove & Install new cap			$	40.00	1	$	40.00	$	-	$	1.72	$ 41.72	
Pumped & Wired Emergency Vehicles Ltd.	1737		Item # 1737			$	778.06	1	$	778.06	$	-	$	-	$ 778.06	No actual invoice, so cannot break out tax.
Sticker Hut	1605		Laminated Decals & Design			$	42.70	1	$	42.70	$	-	$	1.83	$ 44.53	
Carl Thibault	4665		4 Steps and hose bed covers added to apparatus			$	5,815.00	1	$	5,815.00	$	-	$	249.46	$ 6,064.46	
Nova Communications	00040094		Install n' run cables for old/new radios			$	1,126.67	1	$	1,126.67	$	-	$	48.33	$ 1,175.00	
Registry of Motor Vehicles	Ref # 00000005		Registry			$	13.20	1	$	13.20	$	-	$	-	$ 13.20	No tax
Princess Auto	957955		Strapping			$	49.96	1	$	49.96	$	-	$	2.14	$ 52.10	
FleetReady	17442		Cap for Item on Line #39			$	189.06	2	$	378.12	$	32.36	$	17.61	$ 428.09	
FleetReady	17520		Hose Flex Lite Suction (missed on tender)			$	1,475.19	2	$	2,950.38	$	-	$	126.57	$ 3,076.95	
Safety Source	2022-3141		Mount for Item on Line #20			$	198.91	1	$	198.91	$	60.00	$	11.11	$ 270.02	
Safety Source	NS-00886499		Vanguard Backpack Water Tank, 5 gallon			$	182.50	1	$	182.50	$	-	$	7.83	$ 190.33	
Amazon	Posted June 27, 2022		No receipt but on Chiefs Visa			$	19.21	1	$	19.21	$	-	$	-	$ 19.21	No receipt so can't claim tax rebate.
Princess Auto	Trans # 5342		Bungee Cords, platform, etc			$	28.93	1	$	28.93	$	-	$	1.24	$ 30.17	
Canadian Tire	Trans #24		Misc Tools			$	301.65	1	$	301.65	$	-	$	12.94	$ 314.59	
Graybar	11953180-00		Hardware to mount equipment			$	10.13	1	$	10.13	$	-	$	0.43	$ 10.56	
Windsor Home Hardware	498828		Screws, nuts			$	37.14	1	$	37.14	$	-	$	1.59	$ 38.73	
Tool Mounts Canada	2022-06-168		Trac Loc Pac			$	18.20	2	$	36.40	$	19.36	$	2.39	$ 58.15	
Canadian Tire	Trans #227		Dewalt 20V Battery and 10" Start			$	225.98	1	$	225.98	$	-	$	9.69	$ 235.67	
Kent	1656344241785 & 1656435345314		Mounting hardware			$	26.30	1	$	26.30	$	-	$	1.13	$ 27.43	
Windsor Home Hardware	498399		Nozzle hose, clamps, adapter			$	44.94	1	$	44.94	$	-	$	1.93	$ 46.87	
NAPA Auto Parts - Windsor	951-677851		Tool set and Power plug outlet			$	81.58	1	$	81.58	$	-	$	3.50	$ 85.08	
Brooklyn Home Hardware	214349		Powerbar			$	36.99	1	$	36.99	$	-	$	1.59	$ 38.58	
Windsor Home Hardware	498696		Blade set			$	37.99	1	$	37.99	$	-	$	1.63	$ 39.62	
Cumings Fire & Safety Equipment	C79569		Wedge, Drum Wrench, Veh bracket for Line Items 6 & 84			$	91.00	1	$	91.00	$	-	$	3.90	$ 94.90	
Windsor Home Hardware	498230		Chain, cable, alum. Sleeves			$	8.57	1	$	8.57	$	-	$	0.37	$ 8.94	
Car Quest Auto Parts	7477 476672		Drain container for fuel leaks			$	19.99	1	$	19.99	$	-	$	0.86	$ 20.85	
Safety Source	NS-00885860		Drum & Pail Wrench			$	14.50	1	$	14.50	$	-	$	0.62	$ 15.12	
Windsor Home Hardware	498095		Bushings			$	8.98	1	$	8.98	$	-	$	0.39	$ 9.37	
Windsor Home Hardware	497666		Box, oil, chain med, stihl motomix, crate			$	86.43	1	$	86.43	$	-	$	3.71	$ 90.14	
Hood Hardware & Automotive Ltd.	295577		Clamps			$	4.48	1	$	4.48	$	-	$	0.19	$ 4.67	
Nova Fire Equipment	22237		Irons Nest Mounting Bracket			$	395.00	1	$	395.00	$	48.71	$	19.04	$ 462.75	
Princess Auto	PO 296480		Spray Bottles			$	3.48	1	$	3.48	$	-	$	0.15	$ 3.63	
Rocky Mountain Phoenix	IN0135509		Asst'd tools & Fireade Foam			$	3,887.67	1	$	3,887.67	$	-	$	166.78	$ 4,054.45	
				$	**-**				**$**	**17,441.84**	**$**	**160.43**	**$**	**720.37**	**$ 18,322.64**	
			Total of Original Requested Equipment	$	76,341.58				$	79,816.91	$	779.13	$	3,441.06	$ 84,037.10	
			Total of Additional Equipment Purchased	$	-				$	17,441.84	$	160.43	$	720.37	$ 18,322.64	
			Total Spent on Equipment (with net tax)	**$**	**76,341.58**				**$**	**97,258.75**	**$**	**939.56**	**$**	**4,161.43**	**$ 102,359.74**	
			Budgeted Amount for Truck #1 Equipment (74,794.18 plus net tax at March 22, 2022 meeting)	$	78,002.85										$ 78,002.85	
			Variance (over budget)	$	1,661.27										$ (24,356.88)	

Summary of Actual Expenses

	Budgeted Amount	Actual Expense	Variance (over budget)
Originally Requested Equipment Only	$ 78,002.85	$ 84,037.10	(6,034.25)
Additionally Purchased Equipment Only	$ -	$ 18,322.64	(18,322.64)
All Equipment Purchased	$ 78,002.85	$ 102,359.74	(24,356.88)
Apparatus Steps and hose bed covers only	$ -	$ 9,141.41	(9,141.41)
50% of the total of "All Equipment Purchased"		$ (12,178.44)	

Brooklyn Volunteer Fire Department
Project Income Summary 2022-04-01 to 2022-11-21

Ac...	Account Name	Revenue	Expense
P/T #1			
5010	Regular Vehicle Maintenance		4,476.35
5030	Major Repairs		6,574.27
5130	Fire Suppression & Rescue Equi...		67,635.01
5220	Communication Equipment		24,042.93
5760	Computer Services		995.41
5789	Other		13.20
		0.00	103,737.17
REVENUE minus EXPENSE		-103,737.17	

+ 7.5% = 111517.46

$103,737.17
+15%
$119,297.75

Confirmed on list to council

not on list to Council

Didn't get

Spreadsheet Pre-Tax

Brooklyn Volunteer Fire Department
Project Income Detail 2022-04-01 to 2022-10-29

Date	Description	Source	JE#	Amount	Cumulative
P/T #1					
EXPENSE					
5010 Regular Vehicle Maintenance					
2022-04-13	Nova Fire Equipment Ltd	22172	J69	4,434.32	4,434.32
2022-04-13	Porter's Custom Trophy & Engraving	0439	J98	20.00	4,454.32
				4,454.32	
TOTAL EXPENSE				4,454.32	
REVENUE minus EXPENSE				-4,454.32	

Printed On: 2022-10-25

Nova Fire Equipment Ltd

PO Box 194
Canning, Nova Scotia B0P 1H0
(902) 582-7244
(888) 582-7244

INVOICE

Invoice No.: 22172
Date: Apr 10, 2022
Ship Date:
Page: 1
Re: Order No. 194994/22131

Sold to:

Brooklyn Fire Department
P.O.Box 136
Newport, Nova Scotia B0N 2A0
Canada

Ship to:

Brooklyn Fire Department

DIANA LINE

Line

Business No.: [redacted]

Item No.	Unit	Qty	B/O Qty	Description	Tax	Unit Price	Amount
11K60160M	Each		1	6" NH LH F SW x 6" NH M Gate Valve	H	1,645.00	
10K60105	Each		1	6" NH LH F SW x 5" ST Gate Valve w/relief valve	H	2,175.00	
S60S54	Each	3		5" ST x 4" ST Adaptor 45	H	360.00	1,080.00
S54R525CB	Each	1		5" ST x 2.5" SW F Adaptor 56	H	284.00	284.00
FBS60	Each	1		6" Floating Strainer 112	H	1,110.00	1,110.00
BS60	Each	1		6" Barrel Strainer 114	H	318.00	318.00
LL606J	Each	1		6" Low Level Strainer w/jet siphon 113	H	835.00	835.00
KS34	Each	1		set of 4: 4" - 5" Storz Spanner Wrenches w/holder 44	H	179.00	179.00
KS32	Each	1		set of 2: 4" - 5" Storz Spanner Wrenches w/holder 57	H	127.50	127.50
K46-2	Each	3		Dbl Holder w/(2) K01 Universal Wrench 146	H	153.00	459.00
				Freight	H		41.82
				H - HST @ 15% HST			665.15

43+52
53
109
111
110
44
54
143

Ryan has

112

Nova Fire Equipment Ltd HST: [redacted]

Shipped By: Tracking Number:

Comment:

Sold By:

Total Amount 5,099.47

PO#296474

PORTER'S
Custom Trophy & Engraving

7 Aberdeen St.
Kentville, NS
B4N 2M9
Tel: (902) 678-7009

PO Box 51, Newport
Hants Co., NS
B0N 2A0
Tel: (902) 757-2414

SOLD TO: Brooklyn Fire Department c/o Ryan
ADDRESS:
PHONE: 798 - [redacted]

OUR NUMBER: 0439
DATE: April 13, 2022
CUSTOMER'S ORDER:
TERMS: 15 days

QUANTITY	DESCRIPTION	PRICE	AMOUNT
8	lasered stall tags with a magnetic strip	10 50	84 00
2	lasered nametags with a pin	9 95	19 90
6	" " " a magnet	14 95	89 70
2	lasered, 12" x 2" blue nameplates	13 00	26 00
1	lasered, double-layer plate		20 00 10
3	lasered gold plates	7 00	21 00
	H.S.T. [redacted]		260 60
	Thank You		39 09
	Total		299 69

Line 10 - accountability card.

1 @ 20.00

Brooklyn Volunteer Fire Department
Project Income Detail 2022-04-01 to 2022-10-29

Date	Description	Source	JE#	Amount	Cumulative
P/T #1					
EXPENSE					
5030 Major Repairs					
2022-07-05	Camions Carl Thibault Inc	4665	J636	5,815.00	5,815.00
2022-07-11	Pumped & Wired Emergency Vehicle...	1737	J669	676.57	6,491.57
2022-07-11	Sticker Hut	1605	J670	42.70	6,534.27
2022-07-28	Quality Machining Services	55545	J777	40.00	6,574.27
				6,574.27	
TOTAL EXPENSE				6,574.27	
REVENUE minus EXPENSE				-6,574.27	

Printed On: 2022-10-25

QUALITY MACHINING SERVICES LTD.

Invoice

55545

P.O. Box 271, Windsor, Hants Co., N.S. B0N 2T0
Bus: (902) 798-8605 Fax: (902)798-5915

SOLD TO: Brooklyn Fire Department

SHIP TO:

CUST ORDER NUMBER	H.S.T. TAX NO.	DATE SHIPPED
PO#295586	☐ EXEMPT	
INVOICE DATE	☑ APPLICABLE	SHIPPED VIA
July 21/22	☐ N/A	

ITEM	QUANTITY ORDERED	QUANTITY SHIPPED	DESCRIPTION	UNIT PRICE	AMOUNT
			Pumper Tanker #1		40.00
			Remove and install newcap		Line 144 147 DM

PAID [redacted]

ENTERED

RECEIVED BY	DATE	
		SUB TOTAL 40.00
H.S.T. # [redacted]	WHITE: CUSTOMER COPY	H.S.T. 6.00
TERMS: NET 30 DAYS	CANARY: OFFICE COPY	TOTAL ▶ 46.00

Brooklyn Volunteer Fire Department

995 Hwy 215
P.O. Box 136
Newport, Nova Scotia B0N 2A0
Canada

CHEQUE NO. 8412

DATE 1 8 0 7 2 0 2 2
D D M M Y Y Y Y

Seven Hundred Seventy Eight and 06/100 $778.06
Amount in Canadian Dollars

Pumped & Wired Emergency Vehicles Ltd

Brooklyn Volunteer Fire Department Amount in Canadian Dollars

Pumped & Wired Emergency Vehicles Ltd	2022-07-18	8412			
	Discount	Amount Paid		Discount	Amount Paid
1737		778.06			
				Total	778.06

#148 DL

145

Brooklyn Volunteer Fire Department Amount in Canadian Dollars

Pumped & Wired Emergency Vehicles Ltd	2022-07-18	8412			
	Discount	Amount Paid		Discount	Amount Paid
1737		778.06			
				Total	778.06

Sticker HUt
14B Water St PO Box 3429
Windsor NS B0N 2T0
contact@stickerhut.ca
GST/HST Registration No. [redacted]

INVOICE

BILL TO
Ryan Richard

INVOICE	1605
DATE	06/07/2022
TERMS	Net 30
DUE DATE	05/08/2022

DATE	ACTIVITY	DESCRIPTION	TAX	QTY	RATE	AMOUNT
	Digitally Printed Decals with Lamination	Digitally Printed Decals with Lamination set for Pumper/Tanker #1 Brooklyn Fire Dept.	HST NS	1	22.70	22.70
	Design Charge	minimum	HST NS	1	20.00	20.00

SUBTOTAL	42.70
HST (NS) @ 15%	6.41
TOTAL	49.11
BALANCE DUE	**$49.11**

Line 146 #149 DC

TAX SUMMARY

RATE	TAX	NET
HST (NS) @ 15%	6.41	42.70

Pumper / Tanker #1

PAID July 19 [redacted]

ENTERED

CAMIONS CARL THIBAULT INC.
38 rue Thibault Street, Pierreville, Qc. J0G 1J0
Tél./Phone : 450-568-7020 • Fax : 450-568-3049

Invoice

06/02/2022

4665

Reference : PO#296493
Terms : Net 30 days

Customer : 7988391

West Hants Regional Mun.
76 Morison Drive, PO Box 3000
Windsor, Nova Scotia
B0N 2T0

Ship To :

Same

DESCRIPTION	INV.	PRICE	TOTAL	TX
TENDER # WHRMAD20-02 Job#2821				
ADDITIONS 4 steps added to all 4 cab doors and hose bed covers Ref.: Ryan Richard 2022-04-29	1	5815.00	5 815.00	A

Line 147
#150DL

I knew about it

Note that administration fees of 2% monthly will be charged on all past due account.

Subtotal :	5 815.00
HST :	872.25
Total :	6 687.25

Regist : [redacted]

Brooklyn Volunteer Fire Department
Project Income Detail 2022-04-01 to 2022-10-29

Date	Description	Source	JE#	Amount	Cumulative
P/T #1					
EXPENSE					
5220 Communication Equipment					
2022-04-27	Nova Communications	39379	J164	11,031.60	11,031.60
2022-06-24	Nova Communications	40094	J589	1,126.67	12,158.27
2022-08-11	Nova Communications	40727	J863	3,740.66	15,898.93
2022-09-10	Nova Communications	41026	J994	1,215.00	17,113.93
2022-10-04	Nova Communications	00041400	J1245	6,929.00	24,042.93
				24,042.93	
TOTAL EXPENSE				24,042.93	
REVENUE minus EXPENSE				-24,042.93	

Printed On: 2022-10-25

Nova Communications
89 Cutler Ave. Unit 104
Dartmouth, Nova Scotia B3B 0J5
Canada
accounts.receivable@novacommunications.com
1-888-908-6682

Invoice

Ryan does not have this radio. He got it invoiced so as to give to Matthew. Still waiting on radio.

Bill To:
Brooklyn Volunteer Fire Department
PO Box 136
Brooklyn NS B0N 2A0
Canada

PO #050168

PAID (Nov 2) [redacted]

Ship To:
Brooklyn Volunteer Fire Department
995 Highway 215
Brooklyn NS B0N 2A0
Canada

Invoice Number	00041400
Invoice Date	10/5/2022
Invoice Terms	N30 Days
Purchase Order	Matthew Dumaresque
Shipping Method	Pick Up by Customer

Line# 5

Ordered	Product Code	Product Name	Unit Price	Ext. Price
1.00	M22URS9PW1BN	Motorola APX4500 Enhanced 700/800MHz Mobile Radio	$ 6929.00	$6,929.00
1.00	G66BF	ADD: DASH MOUNT O2 APXM	$ 0.00	$0.00
1.00	QA02756AD	ADD: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	$ 0.00	$0.00
1.00	G996AS	Motorola Option Over The Air Provisioning	$ 0.00	$0.00
1.00	G444AH	ADD: APX CONTROL HEAD SOFTWARE	$ 0.00	$0.00
1.00	GA00804AB	ADD: APX O2 CH (IMPACT GREEN)	$ 0.00	$0.00
1.00	G201AA	ADD: GREEN COLORED HOUSING (O2 CH)	$ 0.00	$0.00
1.00	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	$ 0.00	$0.00

Nova Communications
89 Cutler Ave. Unit 104
Dartmouth, Nova Scotia B3B 0J5
Canada

1.00	QA00631AB	ADD: DVRS PSU Activation Option	$ 0.00	$0.00
1.00	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	$ 0.00	$0.00
1.00	G89AC	Add: No RF Antenna Needed	$ 0.00	$0.00
1.00	HA00670AA	ENH: CANADA DEALER 3 YEAR ESSENTIAL	$ 0.00	$0.00

Sub Total	**$6,929.00**
Tax	**$1,039.35**
Total	**$7,968.35**
Balance Owing	**$7,968.35**

Return Policy: Authorized Items are subject to a 30% restocking charge. Some items are non returnable

2% interest Per Month Charged on Overdue Accounts. (24% per annum, HST #[redacted]

Nova Communications
89 Cutler Ave. Unit 104
Dartmouth, Nova Scotia B3B 0J5
Canada

accounts.receivable@novacommunications.com
1-888-908-6682

Invoice

Bill To:
Brooklyn Volunteer Fire Department
PO Box 136
Brooklyn NS B0N 2A0
Canada

Ship To:
Brooklyn Volunteer Fire Department
995 Highway 215
Brooklyn NS B0N 2A0
Canada

Station not truck. Don't pay.

ENTERED

PAID (Dec 17) [redacted]

Invoice Number	00040727
Invoice Date	8/11/2022
Invoice Terms	N30 Days
Purchase Order	Matthew Dumaresque
Shipping Method	Service Install

Ordered	Product Code	Product Name	Unit Price	Ext. Price
1.00	A2060CU>C01	TOA 60W MIXER AMPLIFIER (5CH INPUT, MIC./LINE/PBX) PHANTOM POWER	$ 821.00	$821.00
2.00	SPG86T>C53	SPECO 8" Speaker Grill Combo	$ 63.00	$126.00
2.00	QHYTB2>C01	TOA MOUNTING CHANNELS ONE PAIR	$ 9.08	$18.16
1.00	SC615T>C01	TOA 15W PAGING HORN,BRK 70V/25V	$ 302.00	$302.00
3.00	VC-25D>L04	FACTOR VOLUME CONTROL, 25W, 25/70V, DECORA, WHITE	$ 67.00	$201.00
500.00	18/2WT>V08	SW Multiconductor Cable, Unshielded, 2 Conductor, Red/Blk,18 AWG, 1000 ft, 305 m Estimated amount for Speaker Runs	$ 0.52	$260.00
1.00	AAM27JQH9LA1ANU	USED Motorola MotoTRBO XPR4550 VHF 160CH 25-45W Digital & Analog Capable Mobile Radio	$ 325.00	$325.00

Nova Communications
89 Cutler Ave. Unit 104
Dartmouth, Nova Scotia B3B 0J5
Canada

NOVA COMMUNICATIONS

1.00	PMLN5072A	Hardware Kit for Rear Accessory Connector	$ 0.00	$0.00
1.00	HKN4137B	Mobile Power Cable 10 FT, 14 AWG, 15A	$ 0.00	$0.00
1.00	RLN6466A	Motorola Low-Profile Trunnion Kit	$ 0.00	$0.00
15.00	Service 12	Service Senior Outside Install Speakers, Wire Up Amp and Radio and Terminate. Includes Travel	$ 112.50	$1,687.50

Sub Total	**$3,740.66**
Tax	**$561.10**
Total	**$4,301.76**
Balance Owing	**$4,301.76**

Return Policy: Authorized Items are subject to a 30% restocking charge. Some items are non returnable

2% interest Per Month Charged on Overdue Accounts. (24% per annum, HST #[redacted]

Station Work
not Truck 1

F.R

Nova Communications
89 Cutler Ave. Unit 104
Dartmouth, Nova Scotia B3B 0J5
Canada

accounts.receivable@novacommunications.com
1-888-908-6682

Invoice

Bill To:

Brooklyn Volunteer Fire Department
PO Box 136
Brooklyn NS B0N 2A0
Canada

Ship To:

Brooklyn Volunteer Fire Department
995 Highway 215
Brooklyn NS B0N 2A0
Canada

Invoice Number	00041026
Invoice Date	9/1/2022
Invoice Terms	N30 Days
Purchase Order	Chief Richards
Shipping Method	Pick Up by Customer

Ordered	Product Code	Product Name	Unit Price	Ext. Price
3.00	NMN6271A	Motorola IMPRES XP RSM With Dual-Mic Noise Suppression, Rugged, Submersible	$ 405.00	$1,215.00

This completes the order

PAID [redacted]

Sub Total	$1,215.00
Tax	$182.25
Total	$1,397.25
Balance Owing	$1,397.25

ENTERED

Return Policy: Authorized Items are subject to a 30% restocking charge. Some items are non returnable

2% interest Per Month Charged on Overdue Accounts. (24% per annum, HST # [redacted]

Nova Communications
89 Cutler Ave. Unit 104
Dartmouth, Nova Scotia B3B 0J5
Canada

Bill To:
Brooklyn Volunteer Fire Department
PO Box 136
Brooklyn NS B0N 2A0
Canada

Ship To:
Brooklyn Volunteer Fire Department
995 Highway 215
Brooklyn NS B0N 2A0
Canada

Packing Slip	SP-13335
Sales Order Number	SO-19200
Sales Person ID	Craig Hayward
PO Number	Card Charges
Shipping Method	Pick Up by Customer
Date	01/04/2022

Ordered	Shipped	B/O	Product Code	Product Name	UofM
3.00	3.00	0.00	NMN6271A	Motorola IMPRES XP RSM With Dual-Mic Noise Suppression, Rugged, Submersible	Each

Matthew Dumaresque [redacted]

Pumper / Tanker #1
equipment.

Nova Communications
89 Cutler Ave. Unit 104
Dartmouth, Nova Scotia B3B 0J5
Canada

accounts.receivable@novacommunications.com
1-888-908-6682

Invoice

Bill To:
Brooklyn Volunteer Fire Department
PO Box 136
Brooklyn NS B0N 2A0
Canada

Ship To:
Brooklyn Volunteer Fire Department
995 Highway 215
Brooklyn NS B0N 2A0
Canada

Pumper / Tanker #1
Install - N - Run
Cables for old / New Radios

Invoice Number	00040094
Invoice Date	6/20/2022
Invoice Terms	N30 Days
Purchase Order	Matthew Dumaresque
Shipping Method	Service Install

Ordered	Product Code	Product Name	Unit Price	Ext. Price
6.00	Service 12	Service Senior Outside	$ 112.50	$675.00
1.00	Z2426	Maxrad VHF Heavy Duty Wide Band Antenna Kit	$ 88.68	$88.68
1.00	HKN4191C	Motorola Power Cable to Battery 10' 20A	$ 40.72	$40.72
1.00	HLN9242A	16-Pin Accessory Kit with Expanded Connector	$ 72.00	$72.00
2.00	Service 12	Service Senior Outside	$ 112.50	$225.00
1.00	HKN4137B	Mobile Power Cable 10 FT, 14 AWG, 15A	$ 25.27	$25.27

LIND 148

Sub Total	$1,126.67
Tax	$169.00
Total	$1,295.67
Balance Owing	$1,295.67

151 DU

Nova Communications
89 Cutler Ave. Unit 104
Dartmouth, Nova Scotia B3B 0J5
Canada
accounts.receivable@novacommunications.com
1-888-908-6682

Invoice

#1

Bill To:
Brooklyn Volunteer Fire Department
PO Box 136
Brooklyn NS BON 2A0
Canada

Ship To:
Brooklyn Volunteer Fire Department
995 Highway 215
Brooklyn NS B0N 2A0
Canada

Invoice Number	00039379
Invoice Date	4/27/2022
Invoice Terms	N30 Days
Purchase Order	Chief Richards
Shipping Method	Pick Up by Customer

Ordered	Product Code	Product Name	Unit Price	Ext. Price
3.00	H51KDF9PW6AN	APX 4000 VHF Model II With Display and Limited Keypad .	$ 3535.50	$10,606.50
		426CYH2606 426CYH2604 426CYH2605		
3.00	QA02829AB	Motorola ENH: Analog Conventional	$ 0.00	$0.00
3.00	HA00066AA	ADD: 3Y ESSENTIAL SVC CAN DEALER	$ 0.00	$0.00
3.00	QA02750AB	ALT: IMPRES LI-ION 2800MAH (PMNN4448)	$ 0.00	$0.00
3.00	H842BJ	Motorola Option Bulk Packaging	$ 0.00	$0.00
0.00	NMN6271A	Motorola IMPRES XP RSM With Dual-Mic Noise Suppression, Rugged, Submersible Back order	$ 405.00	$0.00
3.00	PMPN4174A	Motorola IMPRES Single Unit Charger 110V	$ 106.70	$320.10

Nova Communications
89 Cutler Ave. Unit 104
Dartmouth, Nova Scotia B3B 0J5
Canada

3.00	Programming	Programming	$ 35.00	$105.00

Sub Total	$11,031.60
Tax	$1,654.74
Total	$12,686.34
Balance Owing	$12,686.34

Return Policy: Authorized Items are subject to a 30% restocking charge. Some items are non returnable

2% interest Per Month Charged on Overdue Accounts. (24% per annum, HST #[redacted]

Brooklyn Volunteer Fire Department
Project Income Detail 2022-04-01 to 2022-10-29

All line # 1-7 DV

PO. 296461

Date	Description	Source	JE#	Amount	Cumulative
P/T #1					
EXPENSE					
5760 Computer Services					
2022-04-05	Apple.com	P-T20220...	J21	599.50	599.50
2022-04-05	Amazon	P/T12022...	J331	61.20	660.70
2022-04-05	Pro Clip	P/T12022...	J335	334.71	995.41
				995.41	
TOTAL EXPENSE				995.41	
REVENUE minus EXPENSE				-995.41	

Personal Visa RR.

Pumper | Tanker #1

$689.43 IPAD APPLE

$384.92 Toughsleeve + charger & dock Pro Clip

$ 70.38 Mount for IPAD Amazon

~~$443.73~~

1144.73

[redacted]

Pd Ent

Printed On: 2022-10-25

Order Details

Ordered on March 26, 2022 Order# [redacted]

Amazon.com.ca, Inc.
GST/HST [redacted]
QST - [redacted]
Invoice

Shipping Address
Ryan Richard
[redacted]
Canada
Change

Payment Method
VISA [redacted]
Change

Apply gift card balance
Enter code
Apply

Order Summary

Item(s) Subtotal:	CDN$ 61.20
Shipping & Handling:	CDN$ 0.00
Total before tax:	CDN$ 61.20
Estimated GST/HST:	CDN$ 9.18
Estimated PST/RST/QST:	CDN$ 0.00
Grand Total:	**CDN$ 70.38**

PO#296464

Arriving 4 Apr - 11 Apr

1

Ram Mount 1-Inch Diameter Ball Mount with 2/2.5-Inch Round Base
Manufacturer: Ram Mount, BEAVERTON, OR, 97005 US
Sold by: COMODO HOME
CDN$ 61.20
Condition: New
Add gift option
Buy it again

Track package
Problem with order
Change Payment Method
Cancel items
Archive order

Shipping speed

296464

THIS NUMBER MUST APPEAR ON ALL PACI AGES, INVOICES, AND CORRESPONDENC

CE NUMÉRO DOIT APPARAÎTRE SUR TOUT COLIS, FACTURE ET LETTRE.

DATE: March. 26/2022

TO / À	SHIP TO / EXPÉDIER À
Amazon Ryan Richard	Brooklyn Fire Dept Station #2 PT#1
Pumper/Tanker #1 Equipment	ATTN. / A/S

VIA TRANSPORT	☐ PREPAID - EN PORT PAYÉ ☐ COLLECT - À PERCEVOIR	FOB / FAB	TERMS / CONDITIONS	DATE REQUIRED / DATE REQUISE

PLEASE SUPPLY THE FOLLOWING GOODS SUBJECT TO THE CONDITIONS SPECIFIED BELOW.
VEUILLEZ FOURNIR LES ARTICLES SUIVANTS AUX CONDITIONS INDIQUÉES CI-DESSOUS

QUANTITY / QUANTITÉ	ITEM / ARTICLE	DESCRIPTION	UNIT / UNITÉ	PRICE / PRIX
1		RAM Mount 2/2.5-inch round Base for I-pad case holder		61 20
		H.S.T		9 18
		Equipment for pumper/Tanker 2		
		Order # 701-2095808-3158668		
		charged on personal Visa - Ryan		70 38

TERMS & CONDITIONS OF THIS PURCHASE ORDER:

1. Acknowledge receipt of this order with specified prices and a definite ship date.
2. Do not alter the order without our authorization.
3. If shipment will be delayed for any reason, advise us immediately.
4. We have the right to cancel this order if shipment cannot be delivered on time.
5. This order must retain the original prices that were quoted.
6. Goods are subject to our inspection and approval.

SIGNED - SIGNÉ Ryan Richard

CONDITIONS DU BON DE COMMANDE :

1. Accusez réception de la commande avec des prix déterminés et une date d'expédition précise.
2. Ne modifiez pas la commande sans notre autorisation.
3. Si l'envoi est retardé pour une raison ou pour une autre, veuillez nous aviser immédiatement.
4. Nous avons le droit d'annuler la présente commande si l'envoi ne peut être livré à temps.
5. Les prix figurant dans la présente commande doivent être les mêmes que ceux initialement proposés.
6. La marchandise doit d'abord être inspectée et approuvée.

PURCHASE ORDER
BON DE COMMANDE

STAPLES STC8:

From: ProClip USA
Sent: March 24, 2022 12:07 PM
To: [redacted]
Subject: Your ProClip Order 60022696 is Confirmed

ProClip

ORDER 60022696

Thank you for your purchase!

Hi Ryan, we've received your order and are working to get it processed as quickly as possible.

Please note that delivery estimates refer to the time it takes after an order has left our warehouse, not the time the order is placed. We will notify you when your order has been shipped.

Please review your order below and contact us immediately if there are any errors.

View your order

or Visit our store

PO#296463

Order summary

7

Tough Sleeve with USB to Cigarette Lighter Adapter × 1	**$229.99**

ProClip
mobile mounting solutions

ProClip USA, LLC
Bill To
Ryan Richard
[redacted]

CONTACT US:
customerservice@proclipusa.com
RETURNS:
returns@proclipusa.com

For terms and conditions visit:
www.proclipusa.com/privacypolicy.aspx

FOLLOW US ON:

Facebook: facebook.com/proclipusa
Instagram: @proclipusa
YouTube: youtube.com/proclipusa
Blog: https://blog.proclipusa.com

Ship To
Ryan Richard
[redacted]

Picking Ticket

Date	3/24/2022
Order No.	SO-1915419
Acct. No.	[redacted]
Web Customer No.	[redacted]
Web Order No.	[redacted]
Sales Rep	Jose A Sievert
Ship Date	3/24/2022
Ship Via	[redacted]
Customer Contact	
Buyer	
PO #	
Reference	
Terms	
Web Order Total	[redacted]
Freight Terms	Prepaid and Add

Item	Bin	Qty Ord	Qty Ship	Qty BkO	OS Bin	Loc.	Description
758168	PR221	1	1	0	SHED	Main	Tough Sleeve with USB to Cigarette Lighter Adapter for iPad 10.2 (7th Gen 2019) | iPad 10.2 (8th Gen 2020)

PK: MW PR: DS

SO-1915419

Notes:

Subtotal	**$229.99**
Shipping	**$28.99**
Taxes	**$38.85**
Total	**$297.83 USD**
Visa (ending in [redacted]	**$297.83**

Canadian dollars $384.92 paid for on personal Credit Card

7

Customer information

Shipping address
Ryan Richard
[redacted]
Canada

Billing address
Ryan Richard
[redacted]
Canada

384.92
- 38.85 taxes
346.07 Line 7

Shipping method
FedEx International Priority®

Payment method
VISA ending with [redacted] – **$297.83**

If you have any questions, reply to this email or contact us at
customerservice@proclipusa.com

296463

THIS NUMBER MUST APPEAR ON ALL PAC AGES, INVOICES, AND CORRESPONDENC

CE NUMÉRO DOIT APPARAÎTRE SUR TOUT COLIS, FACTURE ET LETTRE.

DATE March. 24/22

TO / A	SHIP TO / EXPÉDIER À
ProClip USA Ryan Richard	Brooklyn Fire Dept. Station #2 PIT #1
Pumper / Toulcer #1 Equipment	ATTN. / A/S Order # 60022696

VIA TRANSPORT	☐ PREPAID - EN PORT PAYÉ ☐ COLLECT - À PERCEVOIR	FOB FAB	TERMS CONDITIONS	DATE REQUIRED DATE REQUISE

PLEASE SUPPLY THE FOLLOWING GOODS SUBJECT TO THE CONDITIONS SPECIFIED BELOW.
VEUILLEZ FOURNIR LES ARTICLES SUIVANTS AUX CONDITIONS INDIQUÉES CI-DESSOUS

QUANTITY QUANTITÉ	ITEM ARTICLE	DESCRIPTION	UNIT UNITÉ	PRICE PRIX
1		Tough Sleve with USB to Cigarette lighter adaptor	US	229 99
		shipping		28 99
		Taxes		38 85
		US Dollors		#297 83
		charged on Personal credit Card		
		Canadian dollors		#384 92

TERMS & CONDITIONS OF THIS PURCHASE ORDER:

1. Acknowledge receipt of this order with specified prices and a definite ship date.
2. Do not alter the order without our authorization.
3. If shipment will be delayed for any reason, advise us immediately
4. We have the right to cancel this order if shipment cannot be delivered on time.
5. This order must retain the original prices that were quoted.
6. Goods are subject to our inspection and approval.

CONDITIONS DU BON DE COMMANDE :

1. Accusez réception de la commande avec des prix déterminés et une date d'expédition précise.
2. Ne modifiez pas la commande sans notre autorisation.
3. Si l'envoi est retardé pour une raison ou pour une autre, veuillez nous aviser immédiatement.
4. Nous avons le droit d'annuler la présente commande si l'envoi ne peut être livré à temps.
5. Les prix figurant dans la présente commande doivent être les mêmes que ceux initialement proposés.
6. La marchandise doit d'abord être inspectée et approuvée.

SIGNED - SIGNÉ Ryan Richard

PURCHASE ORDER
BON DE COMMANDE

STAPLES STC83

7

From: Apple Store
Sent: March 23, 2022 5:23 PM
To: [redacted]
Subject: We're processing your order W1075010374

PO#296461

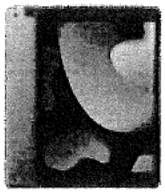
Thank you for your order.

We'll let you know when your items are on their way.
Your delivery date reflects no-contact safeguards put in place to protect employees, delivery partners and customers. We appreciate your patience.

Order Number: W1075010374
Ordered on: Mar 23, 2022

Items to be Shipped

Shipment 1
Ships: 3-4 weeks
Delivers: 18 Apr - 25 Apr by Standard Shipping



10.2-inch iPad Wi-Fi + Cellular 64GB - Space Grey

$599.00

Qty 1	**$599.00**
Recycling fee	$0.50

Shipping Address:

Ryan Richard

[redacted]

Canada

Shipment Notification:

[redacted]

Billing and Payment

Billing Contact:

Ryan Richard

[redacted]

Billing Address:

Brooklyn Fire Department

[redacted]

Canada

Subtotal	$599.50
Free Shipping	$0.00
G.S.T./H.S.T.	$0%
Estimated Tax	$89.93
Order Total	**$689.43**

Important Sales Tax Information:

The estimated sales tax is based on the shipping address and includes applicable PST/QST and/or GST/HST. The actual tax, if applicable, will be applied when the order ships and your final invoice is issued.

Questions

When will I get my items?

The shipping estimates above tell you when your items are expected to arrive. As each item leaves our warehouse, we'll email you with carrier and tracking information.

Ordered more than one item? You'll get a separate email as each item ships. There are no additional shipping fees for these items.

How do I view or change my order?

Go to Order Status, then sign in to add your order to your Apple ID. You can make changes to, return, or cancel eligible items there. To learn more about shipping, changing, or returning orders, please visit the Help page. You can also call Apple Customer Service at 800-692-7753, Monday through Friday from 5:00 a.m. to 8:00 p.m. and Saturday and Sunday from 7:00 a.m. to 4:00 p.m. Please have your order number available.

Free shipping on everything.

And free returns.

Line 7 296461

THIS NUMBER MUST APPEAR ON ALL I
AGES, INVOICES, AND CORRESPONDI
CE NUMÉRO DOIT APPARAÎTRE SUR T
COLIS, FACTURE ET LETTRE.

DATE March. 23/22

TO / À	SHIP TO / EXPÉDIER À
Ryan Richard Apple Store	Brooklyn Fire Dept
Paid for on my Personal Visa	ATTN. / A/S Pumper / Tanker #1

VIA / TRANSPORT	PREPAID - EN PORT PAYÉ / COLLECT - À PERCEVOIR	FOB / FAB	TERMS / CONDITIONS	DATE REQUIRED / DATE REQUISE
	☐ ☐			

PLEASE SUPPLY THE FOLLOWING GOODS SUBJECT TO THE CONDITIONS SPECIFIED BELOW.
VEUILLEZ FOURNIR LES ARTICLES SUIVANTS AUX CONDITIONS INDIQUÉES CI-DESSOUS

QUANTITY / QUANTITÉ	ITEM / ARTICLE	DESCRIPTION	UNIT / UNITÉ	PRICE / PRIX
1		10.2-inch iPad Wi-Fi + Cellular 64GB		599 00
		Order #W107501037 4		
		Recycling fee		0 5
		Tax		89 9
		I-PAD for New Pumper / Tanker #1		
				689 4

TERMS & CONDITIONS OF THIS PURCHASE ORDER:

1. Acknowledge receipt of this order with specified prices and a definite ship date.
2. Do not alter the order without our authorization.
3. If shipment will be delayed for any reason, advise us immediately.
4. We have the right to cancel this order if shipment cannot be delivered on time.
5. This order must retain the original prices that were quoted.
6. Goods are subject to our inspection and approval.

SIGNED - SIGNÉ Ryan Richard

CONDITIONS DU BON DE COMMANDE :

1. Accusez réception de la commande avec des prix déterminés et une date d'expédition précise.
2. Ne modifiez pas la commande sans notre autorisation.
3. Si l'envoi est retardé pour une raison ou pour une autre, veuillez nous aviser immédiatement.
4. Nous avons le droit d'annuler la présente commande si l'envoi ne peut être livré à temps.
5. Les prix figurant dans la présente commande doivent être les mêmes que ceux initialement proposés.
6. La marchandise doit d'abord être inspectée et approuvée.

PURCHASE ORDER
BON DE COMMANDE

STAPLES STC8

Brooklyn Volunteer Fire Department
Project Income Detail 2022-04-01 to 2022-10-29

Date	Description	Source	JE#	Amount	Cumulative
P/T #1					
EXPENSE					
5789 Other					
2022-07-01	31010, Access Nova Scotia	Cash	J907	13.20	13.20
TOTAL EXPENSE				13.20	
REVENUE minus EXPENSE				-13.20	

Printed On: 2022-10-25

and Internal Services

PO Box 1652
Halifax, Nova Scotia
Canada B3J 2Z3
novascotia.ca

RMV - WINDSOR
80 WATER ST
WINDSOR, NS B0N2T0
(902) 483-1469

SALE

REF#: 00000005
Batch #: 169 SEQ: [redacted]
06/30/22 10:11:30
APPR CODE: [redacted]
VISA **/**
[redacted]
AMOUNT **$13.20**

00 - APPROVED - 001

Visa Credit
[redacted]

Thank You
Please Come Again

CUSTOMER COPY

RECEIPT

PAGE: 1
June 30, 2022
FOLDER NO: AVC596

\ICIPALITY

Pumper/Tanker #1
charged on chiefs
Visa

\ICE VEHICLE

13.20

TOTAL PAID: 13.20 CREDIT CARD

Line #149
152 DC

Nova Communications
89 Cutler Ave. Unit 104
Dartmouth, Nova Scotia B3B 0J5
Canada
accounts.receivable@novacommunications.com
1-888-906-6682

Invoice

NOVA COMMUNICATIONS

VOICE

ice No.: 22561
Oct 04, 2022
Date:
1
Order No. 194993/22130

nt Po# 05

Bill To:
Brooklyn Volunteer Fire Department
PO Box 136
Brooklyn NS B0N 2A0
Canada

Ship To:
Brooklyn Volunteer Fire Department
995 Highway 215
Brooklyn NS B0N 2A0
Canada

Invoice Number	00040898
Invoice Date	8/24/2022
Invoice Terms	N30 Days
Purchase Order	Matthew
Shipping Method	Pick Up by Customer

Ordered	Product Code	Product Name	Unit Price	Ext. Price	Tax	Unit Price
1.00	AAM28JQN9WA1AN	Motorola XPR 5550E Mobile Radio 136-174M 45W GOB GNSS CFS BT/WIFI CD	$ 1309.00	$1,309.00	H	2,055.00
		511IYN0018			H	70.00
					H	558.00
					H	565.00
					H	395.00
1.00	Programming	Programming	$ 15.00	$15.00	H	135.00

Sub Total	$1,324.00
Tax	$198.60
Total	$1,522.60
Balance Owing	$1,522.60

Return Policy: Authorized items are subject to a 30% restocking charge. Some items are non returnable

2% Interest Per Month Charged on Overdue Accounts. (24% per annum) HST #[redacted]

PAID Dwg29 [redacted]

Total Amount

Brooklyn Volunteer Fire Department
Project Income Detail 2022-04-01 to 2022-11-21

Date	Description	Source	JE#	Amount	Cumulative
P/T #1					
EXPENSE					
5130	Fire Suppression & Rescue Equi...				
2022-04-01	2183187, Green Diamond	Cash	J119	429.99	429.99
2022-04-12	Princess Auto	Po296481	J102	49.55	479.54
2022-04-13	Nova Fire Equipment Ltd	22173	J70	3,942.41	4,421.95
2022-04-13	Nova Fire Equipment Ltd	22174	J71	528.82	4,950.77
2022-04-22	Nova Fire Equipment Ltd	22197	J136	471.43	5,422.20
2022-04-29	K&D Pratt Group Inc.	209820	J163	8,552.26	13,974.46
2022-05-07	Nova Fire Equipment Ltd	22238	J286	201.45	14,175.91
2022-05-07	Nova Fire Equipment Ltd	22237	J656	1,771.71	15,947.62
2022-05-27	Windsor Home Hardware	497666	J1527	86.43	16,034.05
2022-06-16	NS-00885860, Safety Source Fire Inc	Cash	J525	14.50	16,048.55
2022-06-16	17089, Princess Auto	Cash	J526	729.45	16,778.00
2022-06-16	7477 476672, CarQuest	Cash	J530	19.99	16,797.99
2022-06-17	Windsor Home Hardware	498399	J578	44.94	16,842.93
2022-06-17	Cumings Fire & Safety Equipment	C79569	J593	91.00	16,933.93
2022-06-20	Brooklyn Home Hardware	214349	J591	36.99	16,970.92
2022-06-24	Nova Fire Equipment Ltd	22351	J587	3,921.37	20,892.29
2022-06-24	Rocky Mountain Pheonix	INO135590	J588	1,897.67	22,789.96
2022-06-24	Napa Auto Parts	951-677851	J590	81.58	22,871.54
2022-06-27	Windsor Home Hardware	498696	J594	37.99	22,909.53
2022-07-01	027741, Canadian Tire	Cash	J731	225.98	23,135.51
2022-07-01	028391, Kent	Cash	J732	11.69	23,147.20
2022-07-01	027132, Kent	Cash	J733	24.55	23,171.75
2022-07-01	Tool Mounts Canada	2022-06-1...	J754	55.76	23,227.51
2022-07-02	Windsor Home Hardware	498828	J614	37.14	23,264.65
2022-07-07	11953180, Graybar Canada	Cash	J696	10.13	23,274.78
2022-07-07	Princess Auto	5342	J698	158.89	23,433.67
2022-07-07	017295, Canadian Tire	Cash	J700	301.65	23,735.32
2022-07-07	H4V4, Amazon	Cash	J704	19.21	23,754.53
2022-07-11	Safety Source Fire Inc	NS-00886...	J671	182.50	23,937.03
2022-07-26	Fleetready	17442	J764	410.48	24,347.51
2022-07-26	Cumings Fire & Safety Equipment	C79635	J765	636.00	24,983.51
2022-07-28	Safety Source Fire Inc	NS-00886...	J781	58.00	25,041.51
2022-07-28	Fleetready	17520	J796	2,950.38	27,991.89
2022-08-01	PO957955, Princess Auto	Cash	J885	49.96	28,041.85
2022-08-04	Cumings Fire & Safety Equipment	C78632	J835	202.70	28,244.55
2022-08-09	Safety Source Fire Inc	CM00886...	J862	-58.00	28,186.55
2022-08-22	Cumings Fire & Safety Equipment	C78634	J992	5,028.99	33,215.54
2022-10-04	Nova Fire Equipment Ltd	22561	J1239	2,076.00	35,291.54
2022-10-04	Safety Source Fire Inc	2022-3141	J1243	258.91	35,550.45
2022-10-04	Windsor Home Hardware	502037	J1244	15.99	35,566.44
2022-10-06	Cumings Fire & Safety Equipment	C78633	J1237	28,557.59	64,124.03
2022-10-11	K&D Pratt Group Inc.	214861	J1377	3,510.98	67,635.01
				67,635.01	
TOTAL EXPENSE				67,635.01	
REVENUE minus EXPENSE				-67,635.01	

Printed On: 2022-11-24

WINDSOR HOME HARDWARE

50 EMPIRE LANE, P.O. BOX 2110
WINDSOR, NS, B0N 2T0
(902) 798-3222 H.S.T [redacted]
HST5% [redacted]

ACCOUNT: [redacted]
INVOICE: 502037
2022/10/11 9:33 am
1-749542 TLB

SOLD TO / VENDUA
Brooklyn Fire Department
P. O. Box 136
995 HWY 215
Brooklyn, NS, B0N 2A0
(902) 757-2043

SHIP TO / ENVOYER A
Brooklyn Fire Department
P. O. Box 136
995 HWY 215
Brooklyn, NS, B0N 2A0

INVOICE

ITEM	DESCRIPTION	QUANTITY	UOM	CODES	PRICE	EXTENDED
4527391	DETRGNT, LNDRY NATURA HE 2.85L C13-10	1	EA	H	9.99 /EA	9.99
5516349	SHOVEL, FRPLC BLK 19" 15351 PT-1	1	EA	H	15.99 /EA	15.99

Line 68
71.04

ENTERED ENTERED

PAID

Item Total	25.98
H.S.T	3.90
HST5%	0.00
Sub Total	29.88
Amounts Tendered	
CHARGE TO: HOUSE ACCOUNT [redacted]	29.88

X _____
Received By

Past due invoices subject to a service charge of 2% per month.
We accept AMERICAN EXPRESS, VISA, MASTERCARD & HOM

8070-145

Nova Fire Equipment Ltd

PO Box 194
Canning, Nova Scotia B0P 1H0
(902) 582-7244
(888) 582-7244

INVOICE

Invoice No.: 22561
Date: Oct 04, 2022
Ship Date:
Page: 1
Re: Order No. 194993/22130

Sold to:

Brooklyn Fire Department
P.O.Box 136
Newport, Nova Scotia B0N 2A0
Canada

Ship to:

Brooklyn Fire Department

PO# 050153

Line 116

Business No.: [redacted]

Item No.	Unit	Qty	B/O Qty	Description	Tax	Unit Price	Amount
FH BPC-pkg	Each	1		K535i Battery Powered Circular Power Cutter pkg	H	2,055.00	2,055.00
FH CC-28	Each			28" Cable Cutter	H	70.00	
FH DYN-DUO	Each			Dynamic Duo Rescue Irons	H	558.00	
FH PRO-8M28-B SE	Each			ProMaxx 24" Rescue Irons	H	565.00	
FH IN-1	Each			Irons Nest Mounting Bracket	H	395.00	
FH BC-36	Each			36" Bolt Cutters	H	135.00	
				Freight	H		21.00
				H - HST @ 15% HST			311.40

PAID [redacted]

Nova Fire Equipment Ltd HST: #[redacted]

Shipped By: Tracking Number:

Comment:

Sold By:

Total Amount 2,387.40

RR double-check.

Invoice 214861

K&D PRATT

Mount Pearl, NL (709) 722-5690 / 1-800 563-9595
Dartmouth, NS (902) 468-1955 / 1-800-567-1955
Antigonish, NS (902) 867-1200 / 1-866-867-1200

HST# [redacted]
QST# [redacted]

PT-1

Vendor Number	Sales Order	Invoice Date
	267536	10/06/22

Branch	PO No.	PAGE #
DARTMOUTH - NS	ELKHART EQUIPMENT	1

Cred Orig Inv		
	Cust No.	0107977
	Order	09/16/22
	SHIP	PICK UP
	WAYBILL	PICKED UP
	SalesPerso	Brent Fisher [redacted]
	Taken	DLC
	Terms:	Net 30 Days

Bill To:
BROOKLYN VOLUNTEER FIRE DEPT
PO BOX 136
NEWPORT, NS B0N 2A0

Ship To:
BROOKLYN VOLUNTEER FIRE DEPT
995 HWY 215
BROOKLYN, NS B0N 2A0

Remit Payment To:
K & D Pratt Group Inc.
126 Glencoe Drive
Mount Pearl, NL
A1N 4S9

E-transfer:
accounts.receivable@kdpratt.com

Line No.	Item and Description	QTY Ordered	QTY BO	QTY Shipped	Unit Price	Per	Amount (Net)
1	EL8296-NS RAM XD (2.5" NSZ1 THREADS) BIN: D00033 2.5"NSZ1 INLET/2.5 NSZ1 OUTLET	1.00	0	1	2,875.49	EA	2,875.49
4	03896001-NSZ1 3896 R.A.N RAPID ATTACK NOZZLE WITH BIN: D00031 2.5" NSZ1 THREAD, FOR RAM XD NEED TO ADD A EL181A NSZ1 AT SELL OF 298.49 NEED TO ADD A EL282A-MID AT SELL OF 150.49	1.00	0	1	635.49	EA	635.49

47 #49 48 #50 Lines #47+48

PAID

PAID

Reference:

Terms and Conditions:
Special Order Items will not be ordered if account is not in good standing and no returns allowed;
Stocked Items returns are permitted for 30 days from the date of sale, restocking charges of 25% will apply;
2% interest per month (26.82% per annum) charged on all overdue accounts;
Accounts with Terms of Net 30 days or above cannot be paid with credit card.
Pricing is based on the exchange rate at the time of the quote;

Subtotal:	CAD $	3,510.98
GST/HST:	CAD $	526.65
Invoice Total:	CAD $	4,037.63

Bank: Bank of Montreal
Transit#: [redacted] BankCode: [redacted]
Account#: [redacted] Swift Code: [redacted]
ABA#: [redacted]

Cumings Fire & Safety Equipment Ltd.
Atlantic Bunker Gear
15442 Highway #3
Hebbville, Nova Scotia B4V 6X6
Canada Ph: 902-543-9839 Fax: 902-543-7830
accounting@cumings.ca

INVOICE

Invoice No.: C79635
Date: Jun 27, 2022
P.O. Number
Page: 1

Sold to:
Brooklyn Vol Fire Dept
Box 136
Newport, Nova Scotia B0N 2A0

Ship to:
Brooklyn Vol Fire Dept
995 Highway #215
Newport, Nova Scotia B0N 2A0

Brooklyn Vol Fire Dept

Business No.: [redacted] GNB# [redacted]

Quantity	Unit	Description	Tax	Unit Price	Amount
1	Each	6" F X 5" STORZ ROCKER LUG ADAPTER	H	356.00	356.00
1	Each	4-1/2" F X 5" STORZ ADP	H	280.00	280.00
		Subtotal:			636.00
		H - HST 15%			
		HST			95.40

PT-1

PAID [redacted]

ENTERED

Cumings Fire & Safety Equipment Ltd. HST: [redacted]

Terms: Net 30. Due Jul 27, 2022.

Comment: Thank you for your business!

Total Amount 731.40

Cumings Fire & Safety Equipment Ltd.
Atlantic Bunker Gear
15442 Highway #3
Hebbville, Nova Scotia B4V 6X6
Canada Ph: 902-543-9839 Fax: 902-543-7830
accounting@cumings.ca

INVOICE

Invoice No.: C78632
Date: Jul 13, 2022
P.O. Number

Page: 1

Sold to:
Brooklyn Vol Fire Dept
Box 136
Newport, Nova Scotia B0N 2A0

Ship to:
Brooklyn Vol Fire Dept
995 Highway #215
Newport, Nova Scotia B0N 2A0

Brooklyn Vol Fire Dept

Business No.: [redacted] GNB#[redacted]

Quantity	Unit	Description	Tax	Unit Price	Amount
6	Each	VK SOLID SAFETY VEST	H	23.95	143.70
1	Each	6 LB SLEDGE HAMMER	H	59.00	59.00
		Subtotal:			202.70
		H - HST 15%			
		HST			30.41

ENTERED

PAID Aug 5 [redacted]

Cumings Fire & Safety Equipment Ltd. HST: #[redacted]

Terms: Net 30. Due Aug 12, 2022.

Total Amount 233.11

Comment: Thank you for your business!

Cumings Fire & Safety Equipment Ltd.
Atlantic Bunker Gear
15442 Highway #3
Hebbville, Nova Scotia B4V 6X6
Canada Ph: 902-543-9839 Fax: 902-543-7830

accounting@cumings.ca

INVOICE

Invoice No.: C78634
Date: Aug 17, 2022
P.O. Number

Sold to:
Brooklyn Vol Fire Dept
Box 136
Newport, Nova Scotia B0N 2A0

Ship to:
Brooklyn Vol Fire Dept
995 Highway #215
Newport, Nova Scotia B0N 2A0

Brooklyn Vol Fire Dept

Business No.: [redacted] GNB# [redacted]

Quantity	Unit	Description	Tax	Unit Price	Amount
1	Each	TBJT WR NOZ 1.5"NPSH 30-200G@100P PG FM	H	1,112.00	1,112.00
1	Each	MERCURY QUICK ATTACK MONITOR. AJN THREAD	H	2,270.00	2,270.00
1	Each	MERCURY TIP. AJN THREAD	H	923.00	923.00
1	Each	SHUTOFF 1.5 NPSH X 1.5NPSH	H	549.00	549.00
1	Each	TIP. NPSH. 1 1/16"	H	174.99	174.99
		Subtotal:			5,028.99
		H - HST 15%			
		HST			754.35

Cumings Fire & Safety Equipment Ltd. HST: [redacted]

ENTERED

PAID Sep 3

[redacted]

Dec 16/22 Ryan sent ALL items on this invoice back to Cumings after BFD pd for it. BFD has not been reimbursed yet. WHEN does NOT pay of this.

Ordered, Rec'd + BFD sent them back after they pd. for it. BFD has not been reimbursed yet WHEN does NOT pay.

Terms: Net 30. Due Sep 16, 2022.

Comment: Thank you for your business!

Total Amount 5,783.34

Cumings Fire & Safety Equipment Ltd.
Atlantic Bunker Gear
15442 Highway #3
Hebbville, Nova Scotia B4V 6X6
Canada Ph: 902-543-9839 Fax: 902-543-7830

accounting@cumings.ca

INVOICE

Invoice No.: C78633
Date: Oct 06, 2022
P.O. Number

Page: 1

Sold to:
Brooklyn Vol Fire Dept

Box 136
Newport, Nova Scotia B0N 2A0

Ship to:
Brooklyn Vol Fire Dept
995 Highway #215
Newport, Nova Scotia B0N 2A0

Brooklyn Vol Fire Dept DANA LINE

Business No.: [redacted] GNB# [redacted]

Quantity	Unit	Description	Tax	Unit Price	Amount
8	Each	KRAKENEXO 1.75"X50' TR PURPLE #33	H 35	277.85	2,222.80
4	Each	KRAKENEXO 1.75"X50' TR. ORANGE 33 #77.	H 81	277.85	1,111.40
8	Each	KRAKENEXO 1.75"X50' TR. BLUE #124	H 128	277.85	2,222.80
3	Each	KRAKENEXO 1.75"X50' TR RED #33	H 35	277.85	833.55
16	Each	KRAKENEXO 2 /12" X 50' TR BLACK — #123	H 127	395.73	6,331.68
4	Each	KrakenExo 2 1/2" X 50 Treated TAN — #34	H 82	395.73	1,582.92
2	Each	MEGAFLOW BREATHER 5" X 50' YELLOW	H 43	746.18	1,492.36
2	Each	MEGAFLO BREATHER 5" X 25' YELLOW	H 44	511.49	1,022.98
10	Each	DELUGE YELLOW 5" X 100'	H 124	1,173.71	11,737.10
		Subtotal:			28,557.59
		H - HST 15% HST	DY		4,283.64

PAID Oct 20 [redacted]

Cumings Fire & Safety Equipment Ltd. HST: #[redacted]

Terms: Net 30. Due Nov 05, 2022.

Total Amount 32,841.23

Comment: Thank you for your business!

PO# 957955

PRINCESS AUTO

210 Wright Ave.
Dartmouth, NS
B3B 1R6
902-468-8396
GST no. R104304738

SALE TRANSACTION

CUSTOMER ID: [redacted]
CUSTOMER NAME:
RYAN RICHARD

STRAP TOW 4INx30FT HIVISORANGE 8770968	CA$29.99 GP
CABLE TIE BLACK-UV 8IN 100PC 8420416	CA$3.99 GP
(Regular Price: CA$7.99)	
STRAP RATCHET 1.5 X 20 4000LB 8732380	CA$7.99 GP
(Regular Price: CA$19.99)	
STRAP RATCHET 1.5 X 20 4000LB 8732380	CA$7.99 GP
(Regular Price: CA$19.99)	
SUB-TOTAL:	CA$49.96

ENTERED

s Auto
outh
,S
m Fire Dept.
/Tanker #1

957955

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, ETC.
CE NUMÉRO DOIT APPARAÎTRE SUR TOUT COLIS, FACTURE, ETC.

REQ. NO., OR DEPT. N° DEM., OU SERV.

DATE July. 27/22

POR POUR

DESCRIPTION	UNIT PRICE	EXT. PRICE	AMOUNT APPROPRIATION
est for P/T#1			49 96
.S.T 15%			7 50
S# 17402			
on Chief Visa			57 46

PLEASE SEND
VEUILLEZ ENVOYER

COPY(IES) OF YOUR INVOICE
COPIE(S) DE VOTRE FACTURE

PURCHASING AGENT
ACHETEUR

Ryan Richard

TELY IF YOU ARE UNABLE TO SHIP COMPLETE ORDER

STAPLE/AGRAFE

Line# 150
153
DG

FLEETREADY
Emergency Vehicle Parts

INVOICE

70 GREGG SETTLEMENT ROAD
CENTREVILLE, NEW BRUNSWICK E7K 2N7
CANADA
Phone: 506 276 9019
Fax: 506 276 3589

Invoice No.: 17442
Date: 06/30/2022
Ship Date:
Page: 1
Re: Order No. 10831

Sold to:

BROOKLYN VOLUNTEER FIRE DEPARTMENT
995 HIGHWAY 215
NEWPORT, NS B0N 2A0

Ship to:

BROOKLYN VOLUNTEER FIRE DEPARTMENT
995 HIGHWAY 215
NEWPORT, NS B0N 2A0

#154 DU
Line# 151

Business No.: [redacted]

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
1202702	Each	2	CAP,STORZ 5" WITH CABLE	NS	189.06	378.12
	EACH	1	SHIPPING	NS	32.36	32.36
			ORDERED BY RYAN RICHARD, FIRE CHIEF			
			NS - NB,NL,NS,PE 15%			
			NS			61.57

PAID July 20 [redacted]

ENTERED

Shipped By: Tracking Number:

Terms: Net 30. Due 07/30/2022.

Comment: TERMS: NET 30

Sold By:

Total Amount	472.05
Amount Paid	0.00
Amount Owing	**472.05**

FLEETREADY
Emergency Vehicle Parts

70 GREGG SETTLEMENT ROAD
CENTREVILLE, NEW BRUNSWICK E7K 2N7
CANADA
Phone: 506 276 9019
Fax: 506 276 3589

INVOICE

Invoice No.: 17520
Date: 07/20/2022
Ship Date:
Page: 1
Re: Order No. 9770

Sold to:
BROOKLYN VOLUNTEER FIRE DEPARTMENT
995 HIGHWAY 215
NEWPORT, NS B0N 2A0

Ship to:
BROOKLYN VOLUNTEER FIRE DEPARTMENT
995 HIGHWAY 215
NEWPORT, NS B0N 2A0

Business No.: [redacted]

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
1209893	Each	2	HOSE,FLEX-LITE SUCTION 6"x15 FT RLM/LHF HARRINGTON 6" ROCKER LUG MALE NH/6" LONG HANDLE FEMALE NH SHIPPING INCLUDED ORDERED BY RYAN RICHARD, FIRE CHIEF, PH: 902-798-7285, EMAIL: ryanrichard.michelin@hotmail.com	NS	1,475.19	2,950.38
			NS - NB,NL,NS,PE 15% NS			442.56

Line#152
#155DU

ENTERED

PAID [redacted]

Shipped By: Tracking Number:
Terms: Net 30. Due 08/19/2022.
Comment: TERMS: NET 30
Sold By:

Total Amount	3,392.94
Amount Paid	0.00
Amount Owing	3,392.94

Safety Source FIRE

121 Ilsley Avenue
Unit 4
Dartmouth, NS B3B 1S4
PH: (902) 468-6060
FX: (902) 468-9090

518 St. Mary's Street
Unit 1
Fredericton, NB E3A 8H5
PH: (506) 453-1995
FX: (506) 453-9985

email: accounting@safetysourcefire.ca
website: http://www.safetysourcefire.ca

INVOICE

2022-3141

Date: 4-Oct-22
Page #: 1

Our GST/HST No: [redacted]

Order Type:

SOLD TO	Brooklyn Volunteer Fire Department Box 136 Newport, NS B0N 2A0
SHIP TO	Brooklyn Fire Dept 995 Hwy 215 Newport, NS B0N 2A0
CONTACT	
CONTACT	Tracy
TEL:	[redacted]
REP	R. LEBLANC
FAX:	

SOLD TO	CUSTOMER PO NUMBER	R&P	OUR ORDER NO	ENTERED BY
00116	Chief Ryan Richard		875363	R. MACARTHUR

TERMS	F.O.B.	SHIP VIA	WAYBILL	SHIP DATE
Net 30		Pick Up		3-Oct-22

QUANTITY ORDERED	QUANTITY SHIPPED	QUANTITY BACK ORD	PRODUCT DESCRIPTION	PRICE (UNIT)	AMOUNT
1	1		NTS-5566-MOUNT5 Snap-In Mount Base For Intrant Right Angle Holds 5 Units	$198.91	$198.91

PURCHASE ORDER
BON DE COMMANDE

957979

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, ETC.
CE NUMÉRO DOIT APPARAÎTRE SUR TOUT SOUS, FACTURE, ETC.

TO / A: Safety Source Fire
ADDRESS / ADRESSE: Dartmouth N.S.
SHIP TO / EXPEDIER À: Brooklyn Fire Department
ADDRESS / ADRESSE: Station #2
Pumper / Tanker #1 Equipment

DEPT. NO. OR DEPT. NAME / POST OU SERV.: Oct. 4th/2022

	QUANTITY / QUANTITÉ	DESCRIPTION		
1				
2	1	Snap-in-mount for right angle F/F lights on Truck		198 91
3				
4		NTS-5566-Mounts	Line #153 #156	
5				
6				
7		Order # 875363		
8		Invoice # 2022-3141		38 84
9		H.S.T 15%		60 00
10		Freight		

DATE REQUIRED / DATE REQUISE:
VIA:
PLEASE SEND / VEUILLEZ ENVOYER:
COPY OF INVOICE WITH SHIPMENT / COPIE DE LA FACTURE AVEC L'ENVOI:
TERMS / CONDITIONS: charged on Account
SIGNATURE: R. Richard
$ 297.75

PLEASE NOTIFY US IMMEDIATELY IF YOU ARE UNABLE TO SHIP COMPLETE ORDER BY DATE SPECIFIED.
VEUILLEZ NOUS AVISER IMMÉDIATEMENT S'IL EST IMPOSSIBLE D'EXPÉDIER LA COMMANDE COMPLÈTE À LA DATE SPÉCIFIÉE

STAPLES 532

Safety Source FIRE

www.safetysourcefire.ca

121 Ilsley Ave., Unit 4
Dartmouth, NS B3B 1S4
902-468-6060
Fax: 902-468-9090

518 St. Mary's St., Unit 1
Fredericton, NB E3A 8H5
506-453-1995
Fax: 506-453-9985

accounting@safetysourcefire.ca

INVOICE

NS-00886499

Date: 06-Jul-2022
Page #: 1

Our GST/HST No: [redacted]

Order Type: Customer walk-in

SOLD TO Brooklyn Volunteer Fire Department
Box 136
Newport, Nova Scotia
B0N 2A0

SHIP TO Brooklyn Fire Dept
995 Hwy 215
Newport, Nova Scotia
B0N 2A0

CONTACT
PST

CONTACT Tracy
TEL [redacted]

REP 13 - Roland LeBlanc
FAX 902-[redacted]

SOLD TO	CUSTOMER ORDER NO	RELEASE NO	RA#	OUR ORDER NO	ENTERED BY
00116	PUMPER/TANKER #1			00875943-000 06-Jul-2022	B.JONES

TERMS	F.O.B.	SHIP VIA	WAYBILL	SHIP DATE
Net 30		Pick Up		06-Jul-2022

QUANTITY ORDERED	QUANTITY SHIPPED	QUANTITY BACK ORD	PRODUCT DESCRIPTION	PRICE	AMOUNT
1	1	0	VGD-55009005 VANGUARD BACKPACK WATER TANK, 5 GALLON	$160.00 UM: EA	$160.00
1	1	0	HOL-T350.182.088 HOLMATRO SAFETY PEN, WINDOW PUNCH / SEATBELT CU	$22.50 UM: EA	$22.50

Effective June 1, 2021, Micmac Fire & Safety Source Ltd. is now Safety Source Fire Inc. Our new name reflects our forward-looking philosophy and long-standing integrity.
Please advise us at accounting@safetysourcefire.ca if you wish to receive all future invoices by e-mail or wish to be set up for "Electronic Funds Transfer".

Line# 154
#157
DV

PAID
July 18
[redacted]

Pumper/Tanker #1
Equipment.

ENTERED

SUBTOTAL		MISCELLANEOUS	FREIGHT	HST	PST	TOTAL	$209.88
$182.50		$0.00	$0.00	$27.38	$0.00	DEPOSIT	$0.00
						BALANCE	$209.88

DATE PRINTED: 06 Jul, 2022 3:01:48 pm Sales Rep: Roland LeBlanc

CANADIAN

An amount preceded by a minus sign (-) is a credit or credit balance.

TRANSACTIONS

Tran Date	Post Date	Description	Reference Number	Amount
30/05	31/05	CARQUEST WINDSOR WINSOR CD	7406449H6PVT7F8L7	$22.99
31/05	01/06	SAFETY SOURCE FIRE INC. DARTMOUTH CD	7406449H7PVV3G3RM	$16.68
31/05	01/06	PRINCESS AUTO 17 DARTMOUTH CD	7450001H7DDX7KYRG	$838.87
31/05	02/06	PARTS FOR TRUCKS DARTMOUTH CD	7450001H8B2G4QN9L	$318.09
02/06	03/06	CARQUEST WINDSOR WINSOR CD	7406449H9PVT8BVSK	$22.99
03/06	05/06	SQUARESPACE INC. HTTPSSQUARESPNY	2401134HA000P3DBQ	$8.69
03/06	05/06	2155 6.90 840 1.259420289		
03/06	05/06	FOREIGN TRANSACTION FEE - MERCHANDISE	*FINANCE CHARGE*	$0.21
10/06	12/06	SHERWEB SHERBROOKE CD	7406449HHPVVRLL8M	$144.90
14/06	15/06	FRED'S PIZZA CURRY'S CORNECD	7470341HM2Y09GG3D	$178.59
17/06	19/06	SQUARESPACE INC. HTTPSSQUARESPNY	2401134HR000P7EVS	$30.09
17/06	19/06	2169 23.00 840 1.308260869		
17/06	19/06	FOREIGN TRANSACTION FEE - MERCHANDISE	*FINANCE CHARGE*	$0.75
17/06	21/06	CDN TIRE STORE #00013 BRIDGEWATER CD	7406449HVSRXKBVP1	$346.90
20/06	21/06	SAMSARA BROOKLIN CD	7408342HV0006GY58	$94.30
21/06	22/06	PRINCESS AUTO 17 DARTMOUTH CD	7450001HWDDYSG58S	$182.72
26/06	27/06	Amazon.ca*KI4QL9MJ3 AMAZON.CA CD	7453788J12XNHH4V4	$19.21
27/06	28/06	GRAYBAR CANADA KV KENTVILLE CD	7470341J22XRHJJDB	$11.65
27/06	28/06	SCOTIAN GOLD NEW PORT CD	7470341J32X4A52MT	$514.56
28/06	28/06	TOTAL PURCHASES $2,751.23	000000000000COMPC	
28/06	28/06	TOTAL PURCHASE FEES $0.96		
28/06	28/06	TOTAL $2,752.19		

FEES

TOTAL FEES FOR THIS PERIOD	$0.00

INTEREST

28/06	28/06	Interest Charge on Purchases	$0.00
28/06	28/06	Interest Charge on Cash Advances	$0.00
		TOTAL INTEREST FOR THIS PERIOD	$0.00

2022 TOTALS YEAR-TO-DATE

Total Fees Charged in 2022	$0.00
Total Interest Charged in 2022	$0.00

INTEREST CHARGED

The total dollar amount of interest charged on purchases and fees and cash advances is indicated below. Any purchases made during a specified time period under promotional rates are broken out in the section below.

Type of Balance	Annual Interest Rate	Interest Rate Expiration Date	INTEREST CHARGED
Purchases	19.99%		$0.00
Cash Advances	22.99%		$0.00

Line #158

PRINCESS AUTO

210 Wright Ave.
Dartmouth, NS
B3B 1H6
902-468-8396
GST no R104304738

SALE TRANSACTION

CUSTOMER ID: [redacted]
CUSTOMER NAME:
RYAN RICHARD

HOLDER 13 WRENCH	CA$7.96 GP # 156 #159
2919116	
(4 Items @ CA$1.99)	
(Regular Price: CA$15.96)	
MALLET DEADBLOW 3LB	CA$9.99 GP — Line 57 #60
8607830	
(Regular Price: CA$21.99)	
BUNGEE 5-1/2IN CORD [illegible] 4PC	CA$2.99 GP # 156 159
8841322	
BUNGEE 5-1/2IN CORD [illegible] 4PC	CA$2.99 GP # 156 159
8841322	
PAIL STAINLESS STEEL 4L/4QT	CA$14.99 GP # 156 159
2470318	
PLATFORM WORK ALUMINUM 350LB	CA$119.97 GP NOT FOR POMPER TANKER #,
8661712	
(3 Items @ CA$39.99)	
(Regular Price: CA$119.97)	
SUB-TOTAL:	CA$158.89
[illegible] GST	CA$23.83
No. items 11	
Balance to pay	CA$182.72
VISA	CA$182.72

ENTERED

** TRANSACTION RECORD **
Tran. # [redacted] Equipment

Visa Purchase [redacted]

CANADIAN TIRE #013
R.P. ANAKA INVESTMENTS LTD.
1-16 PINE GROVE ROAD
COOKVILLE, N.S.
STORE 902 543-4648
SERVICE 902 543-7400
REG #:81 06/17/2022 10:56:50 TRANS #:24
OPERATOR #: 81 Float: 001

046-1575-8	VELCRO CLIP SMA $	8.99
058-0237-2	MX 24PC RTCH WR $	119.99
(SAVED $ 130.00)		
065-0081-2	ENGZR MAX 9V6 $	24.99
2X068-1534-4	@ $ 4.990 ea.	
	MC LARGE STOR. $	9.98
046-1576-6	VELCRO CLIP MED $	9.99
052-9144-0	3M SPR 33 ELE T $	7.49
052-8526-8	TAPE,VINYL 19MM $	1.29
068-1532-8	WRAP-IT SMALL $	2.99
2X142-1678-4	@ $ 24.990 ea.	
	MC 27.6L HVYDTY $	49.98
042-3592-2	TYPE A CLARITY $	3.99
142-1679-2	MC 36.5L HVYDTY $	29.99
1X046-0081-8	5" SMK ALRM BAT $	15.99
REG: $ 17.99ea.		
OVRD		
1X046-0081-8	5" SMK ALRM BAT $	15.99
REG: $ 17.99ea.		
OVRD		

Line# 157
#160
DY

SUBTOTAL	$	301.65
15% HST	$	45.25
T O T A L	$	346.90
VISA TEND	$	346.90

VISA PURCHASE
VISA #: [redacted]
CHIP CARD
2022/06/17 10:00:47
REFERENCE: [redacted]
AUTHORIZATION: [redacted]

Pumper/Tanker #1
equipment
tools

GRAYBAR CANADA KV
9 ROSCOE DR
KENTVILLE NS B4N3V9
902-678-2800

INVOICE

INVOICE DATE	Jun 27/2022
INVOICE NO.	11953180-00
CUST PO#	[redacted]

SALE

MID: 5761602 HST: [redacted]
TID: 101 REF#: 00000007
Batch #: 540
06/27/22 14:53:34
APPR CODE: 027796
VISA Proximity
[redacted]

AMOUNT $11.65

APPROVED

Visa Credit
AID: [redacted]
TVR: [redacted]

I AGREE TO PAY ABOVE TOTAL AMOUNT
IN ACCORDANCE WITH CARD ISSUER'S
AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)
RETAIN THIS COPY FOR STATEMENT
VERIFICATION

THANK YOU / MERCI!

CUSTOMER COPY

KV ****

SHIP TO:
**** CASH SALE - KV ****
, NS

Page 1

SHIPPED VIA	TYPE	WHSE	SALESPERSON	PST EXEMPT
ed Up	SO	KV		HARMONIZED

DESCRIPTION	SHIP	UOM	PRICE	UOM	DISC	EXTENSION
**********						
over $50.00, which were originally paid						
ill be paid by cheque by mail.						
**********						
ING NUT	12	each	0.84409	each		10.13

#6104
Line# 158

1 Lines Total Qty Shipped Total 12

Total	10.13
HST	1.52
Downpayment	11.65

Hardware to mount equipment
Pumper / Tanker #1
paid for with chief
Visa

ENTERED

Picked up by:
Materials shipped from KENTVILLE BRANCH, Phone # (902)678-2800/

A service charge of not more than 2% per month
(24% per annum) on accounts over 60 Days may apply.
Goods may not be returned without prior written
permission and are subject to restocking charges

GST/HST# [redacted]
QST#

INVOICE TOTAL	0.00
CREDIT TOTAL	0.00

WINDSOR HOME HARDWARE

50 EMPIRE LANE, P.O. BOX 2110
WINDSOR, NS, B0N 2T0
(902) 798-3222 H.S.T R100975093
HST5% R100975093

ACCOUNT: [redacted]
INVOICE: 498828
2022/06/30 1:18 pm
3-293242 HOLLY

SOLD TO / VENDU À
Brooklyn Fire Department
P. O. Box 136
995 HWY 215
Brooklyn, NS, B0N 2A0
(902) 757-2043
P.O.#: STATION 2

SHIP TO / ENVOYER À
Brooklyn Fire Department
P. O. Box 136
995 HWY 215
Brooklyn, NS, B0N 2A0

********** INVOICE **********

ITEM	DESCRIPTION	QUANTITY	UOM	CODES	PRICE	EXTENDED
2123268	SCRWS, MCN SS RD 10-24X2 5P	4	PK	H	3.29 /PK	13.16
2147442	NUTS, LOCK 18.8 SS N-INS 10-24 25PK	2	PK	H	11.99 /PK	23.98

Line# 159
#162

Pumper / Tanker # 1
Hardware for mounting tools & equipment

ENTERED

Item Total	37.14
H.S.T	5.57
HST5%	0.00
Sub Total	42.71
Amounts Tendered	42.71

CHARGE TO: HOUSE ACCOUNT [redacted]

X _____
Received By

Past due invoices subject to a service charge of 2% per month.
We accept AMERICAN EXPRESS, VISA, MASTERCARD & HOM

Nova Fire Equipment Ltd

PO Box 194
Canning, Nova Scotia B0P 1H0
(902) 582-7244
(888) 582-7244

INVOICE

Invoice No.: 22197
Date: Apr 19, 2022
Ship Date:
Page: 1
Re: Order No. 194995/22132

Sold to:

Brooklyn Fire Department
P.O.Box 136
Newport, Nova Scotia B0N 2A0
Canada

Ship to:

Brooklyn Fire Department

Business No.: [redacted]

Item No.	Unit	Qty	B/O Qty	Description	Tax	Unit Price	Amount
NF SG 3012	Each			Viper 1.5" Select Gallonage Nozzle	H	550.00	
NF SG-12550	Each			Viper 2.5" Select Gallonage Nozzle	H	935.00	
RQ FFIX	Each			SEEK Reveal FirePro-X	H	975.00	
RT4-4514	Each			Gear Keeper Lanyard, included	H		
BC XPP-5566RX	Each			INSTRANT 3AA Right Angle LED Light	H	90.00	
BC NSR-1514C	Each	2		20W LED Single Head w/ base & tripod	H	225.00	450.00
				Freight	H		21.43
				H - HST @ 15% HST			70.71

Line #108 #111 DU

ENTERED

Entered Apr 21

PAID May 5 [redacted]

Nova Fire Equipment Ltd HST: #[redacted]

Shipped By: Tracking Number:

Comment:

Sold By:

Total Amount 542.14

REMIT TO:

Tool Mounts Canada
3154 Penetanguishene Road
Barrie, Ontario, L4M 4Y8
Tool free; 1-833-733-3689
accountsreceivable@toolmountscanada.ca

INVOICE

Invoice No: 2022-06-168
Invoice Date: 06.20.2022
Ship Date: 06.17.2022
Page 1
PO No: 6.16.2022
Courier: Purolator
Tracking No: [redacted]

Invoice To:

BROOKLYN FIRE DEPARTMENT
995 Hwy 215
Newport NS B0N 2A0

Phone No: #N/A

Ship To:

BROOKLYN FIRE DEPARTMENT
995 Hwy 215
Newport NS B0N 2A0

Customer #	Cat #	REMIT	Terms		Contact
#N/A		CDN	COD		

Part Number	QTY	SENT	B/O	Description	Unit Cost	UOM	Ext Price
7002	2	2		TRAC LOC PAC	$18.20	EA	$36.40

PAID July 25 [redacted]

ENTERED

Line #160
#163
24

TOOL MOUNTS CANADA GST/HST: [redacted]
SHIPPING ORDER 305617

Additional Discount:			
Freight:			$19.36
Subtotal:			$55.76
GST/HST:	15%		$8.36
QST:			$0.00
LESS PRIOR PAYMENT:			
TOTAL AMOUNT IN	**CDN**		**$64.12**

PO #:
Terms: on receipt Due By: on receipt
Shipped By: Purolator
Tracking No: [redacted]

PAYMENTS SHOULD BE MADE TO; TOOL MOUNTS CANADA

Derek Hutchison Sales Limited
Canadian Tire
Associate Store #054
New Minas, Nova Scotia
HST #R132823501

REG #:2 06/27/2022 14:35:47 TRANS #:227
OPERATOR #: 10909 Float: 001

058-8686-4	IR 10" STRTJAW	$ 25.99
054-2448-6	DW 20V 5AH BTRY	$ 199.99

(SAVED $ 90.00)

SUBTOTAL	$	225.98
15% HST	$	33.90
T O T A L	$	259.88
VISA TEND	$	259.88

VISA PURCHASE
VISA #: [redacted]
CHIP CARD
2022/06/27 13:36:38
REFERENCE: [redacted]
AUTHORIZATION: [redacted] Pumper Hooker I
A0000000031010 Paid for on
Visa Credit Chief Visa.
Visa Credit
[redacted]

01 APPROVED - THANK YOU 027
IMPORTANT
Retain this copy for your records

You could have collected $9.04 in CT Money with a Triangle Mastercard. Cardmembers get 4%* in CT Money at Canadian Tire and 5 cents back per litre in CT Money on regular gas at participating Gas+ locations.
*Calculated pre-tax. Terms & Conditions apply. Visit Triangle.com for details.

TODAY YOU SAVED
$ 90.00
AT CANADIAN TIRE.

CUSTOMER COPY

Visit canadiantire.ca or download the Canadian Tire Mobile App today!

ENTERED

Tell us how we did for a chance to win a monthly prize of a $1000 Canadian Tire Gift Card! No purchase necessary. Must be 18+. Conditions apply. Survey & full Contest Rules at tellcdntire.com

1627-4200-25700-109091

Line #162
~~Ryan to look into.~~
~~Line 182~~
#164
D4

Line# 162
#165

KENT

Windsor
42 Empire Lane
Windsor, NS
B0N 2T0 CAN
902-798-4488

ansaction 3180-318002-1656344241785
rminal 318002 Date 2022-06-27
shier ID 151008 Time 12:38 PM

em	Qty	UOM	Price	Total
8972	Loctite 6 mL Removable Thread Locking			
	1	EA	$11.59	$11.59
2451	3/8-16 x 10-5/8" 215 lb Eye & Eye Turn			
	1	EA	$5.99	$5.99
2376	M8 x 1 x 30 mm Class 8.8 Zinc Plated H			
	1	BG	$2.19	$2.19
1662	M8 x 1.25 Metric Regular Wing Nut-1/Pa			
	1	BG	$2.59	$2.59
0767	M8 x 1.25 x 60 mm Grade 8.8 Zinc Plate			
	1	BG	$2.19	$2.19

Subtotal $24.55

Tax $3.68
Total $28.23
Card $28.23

rmiles [redacted]

Transaction 3180-318002-1656435345314
Terminal 318002 Date 2022-06-28
Cashier ID 207780 Time 11:56 PM

Item	Qty	UOM	Price	Total
1007969	Drive Guide			
	1	EA	$11.69	$11.69

Subtotal $11.69

Tax $1.75
Total $13.44
Card $13.44

Airmiles [redacted]
HST- [redacted]

Tran Type: [redacted]
Account#:
Card Type: VISA
Card Description Visa
Account:
Terminal#:
Auth#:
Invoice#: 42
Status: APPROVED
Total: $13.44
Cash Back Amount:

pumps / Tools #1 charged on chief Visa

WINDSOR HOME HARDWARE

50 EMPIRE LANE, P.O. BOX 2110
WINDSOR, NS, B0N 2T0
(902) 798-3222 H.S.T R100975093
HST5% R100975093

ACCOUNT: [redacted]
INVOICE: 498399
2022/06/17 5:38 pm
1-714375 HOLLY

SOLD TO / VENDU À

Brooklyn Fire Department
P. O. Box 136
995 HWY 215
Brooklyn, NS, B0N 2A0
(902) 757-2043
P.O.#: STATION 2

SHIP TO / ENVOYER À

Brooklyn Fire Department
P. O. Box 136
995 HWY 215
Brooklyn, NS, B0N 2A0

INVOICE

ITEM	DESCRIPTION	QUANTITY	UOM	CODES	PRICE	EXTENDED
5042536	NOZZLE, HOSE 8PTRN HEAVY DUTY BDS7496	1	EA	H	19.99 /EA	19.99
3692230	CLAMPS, CONDUIT PVC 2HL 1-1/4" 5PK CCLP-125-V2-B5	1	PK	H	6.99 /PK	6.99
3692203	CLAMPS, CONDUIT PVC 2HL 1/2" 5PK CCLP-050-B5	1	PK	H	2.99 /PK	2.99
3252492	ADAPTER, ABS-CPR 1-1/2HX1-1/2"SLP 102861ABC	3	EA	H	4.99 /EA	14.97

Line #163
#166
DV

Pumper / Tanker #1
Equipment
charged on Account

ENTERED

ENTERED

Item Total	44.94
H.S.T	6.74
HST5%	0.00
Sub Total	51.68
Amounts Tendered	
CHARGE TO: HOUSE ACCOUNT [redacted]	51.68

X _____
Received By

Past due invoices subject to a service charge of 2% per month.
We accept AMERICAN EXPRESS, VISA, MASTERCARD & HOM

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Nova Fire Equipment Ltd

PO Box 194
Canning, Nova Scotia B0P 1H0
(902) 582-7244
(888) 582-7244

INVOICE

Invoice No.: 22351
Date: Jun 24, 2022
Ship Date:
Page: 1
Re: Order No. 194994/22131

Sold to:

Brooklyn Fire Department
P.O.Box 136
Newport, Nova Scotia B0N 2A0
Canada

Ship to:

Brooklyn Fire Department

Business No.: 854975471RT

Item No.	Unit	Qty	B/O Qty	Description	Tax	Unit Price	Amount
11K60160M	Each	1	29	6" NH LH F SW x 6" NH M Gate Valve 22172	H	1,645.00	1,645.00
10K60105	Each	1	26	6" NH LH F SW x 5" ST Gate Valve w/relief valve 22172	H	2,175.00	2,175.00
S60S54	Each			5" ST x 4" ST Adaptor 22172	H	360.00	
S54R525CB	Each			5" ST x 2.5" SW F Adaptor 22172	H	284.00	
FBS60	Each			6" Floating Strainer 22172	H	1,110.00	
BS60	Each			6" Barrel Strainer 22172	H	318.00	
LL606J	Each			6" Low Level Strainer w/jet siphon 22172	H	835.00	
KS34	Each			set of 4: 4" - 5" Storz Spanner Wrenches w/holder 22172	H	179.00	
KS32	Each			set of 2: 4" - 5" Storz Spanner Wrenches w/holder 22172	H	127.50	
K46-2	Each			Dbl Holder w/(2) K01 Universal Wrench 22172	H	153.00	
				Freight	H		101.37
				H - HST @ 15%			
				HST			588.21

Pumper / Tanker #1
Equipment
charged on Account

Nova Fire Equipment Ltd HST: #[redacted]

Shipped By: Tracking Number:

Comment:

Sold By:

Total Amount 4,509.58

NAPA

060003951
NAPA AUTO PARTS "WINDSOR"
EXCEL AUTO SUPPLY LTD., 9100
P.O. BOX 817, 140 WATER STREET
WINDSOR, NS B0N 2T0
(902) 798-9531
GST #: R101712172

Time: 10:59
Date: 06/18/2022
Page: 1/1

Invoice Number 951-677851

[redacted]
BROOKLYN FIRE DEPARTMENT
P.O. BOX 136
newport
BROOKLYN, NS B0N 2A0

Employee: 8 , GARY
Sales Rep: 0 , Salesman
Accounting Day: 16

Y Y
OCR
[redacted]

Part Number	Line	Description	Quantity	Price	Net	Total	
782-1635	BKP	OUTLET - PWR PLUG (44F)	1.00	22.80	20.5900	20.59	T
CMMT12008	CTM	TOOL SET (39)	1.00	60.99	60.9900	60.99	T

Line 164

#167

Delivery: Our Truck
Attention:
Tax Exemption:
PO#:
Terms: NET 30 DAYS NSR

Ryan Richard
Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE
Ref By_____Ver By_____
FAX: 902-798-0177
Delivery Time:

Subtotal	81.58
NS HARMONIZE 15.0000%	12.24
Total	93.82
Charge Sale	93.82

Pumper/Tanker #1 Equipment

charged on Account

CUSTOMER COPY

BROOKLYN HOME HARDWARE

P.O. Box 10, Newport,
Hants County, NS, B0N 2A0
(902) 757-2673 H.S.T R104507116
HST5% GST

ACCOUNT: [redacted]
INVOICE: 214349
2022/06/20 10:46 am
1-814406 PS

SOLD TO / VENDU À

Brooklyn Fire Department
P.O. Box 136
Newport, NS, BON 2AO

(902) 757-2043

SHIP TO / ENVOYER À

Brooklyn Fire Department
P.O. Box 136
Newport, NS, BON 2AO

********** INVOICE **********

ITEM	DESCRIPTION	QUANTITY	UOM	CODES	PRICE	EXTENDED
3665865	PRTCTR, SRG 8PLG 2USB 1800J 2'	1	EA	H	36.99 /EA	36.99

Line #165
#168

Pumper / Tanker #1
Equipment
charged on
Account

Item Total	36.99
H.S.T	5.55
Sub Total	42.54
Amounts Tendered	
CHARGE TO: HOUSE ACCOUNT [redacted]	42.54

X_____
Received By

Terms: Net 30 days.
Overdue accounts will bear an interest of 2% per m

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WINDSOR HOME HARDWARE

50 EMPIRE LANE, P.O. BOX 2110
WINDSOR, NS, B0N 2T0
(902) 798-3222 H.S.T [redacted]
HST5% [redacted]

ACCOUNT: [redacted]
INVOICE: 498696
2022/06/27 12:48 pm
1-717501 CE

SOLD TO / VENDU A
Brooklyn Fire Department
P. O. Box 136
995 HWY 215
Brooklyn, NS, B0N 2A0
(902) 757-2043

SHIP TO / ENVOYER A
Brooklyn Fire Department
P. O. Box 136
995 HWY 215
Brooklyn, NS, B0N 2A0

INVOICE

ITEM	DESCRIPTION	QUANTITY	UOM	CODES	PRICE	EXTENDED
1222256	BLADE SET, RCP 12PC MTL/WD DW4892	1	CD	H	37.99 /CD	37.99

Line # 166
#169

Item Total	37.99
H.S.T	5.70
HST5%	0.00
Sub Total	43.69
Amounts Tendered	
CHARGE TO: HOUSE ACCOUNT [redacted]	43.69

X_____
Received By

Past due invoices subject to a service charge of 2% per month.
We accept AMERICAN EXPRESS, VISA, MASTERCARD & HOM

Cumings Fire & Safety Equipment Ltd.
Atlantic Bunker Gear
15442 Highway #3
Hebbville, Nova Scotia B4V 6X6
Canada Ph: 902-543-9839 Fax: 902-543-7830
accounting@cumings.ca

INVOICE

Invoice No.: C79569
Date: Jun 17, 2022
P.O. Number

Sold to:
Brooklyn Vol Fire Dept
Box 136
Newport, Nova Scotia B0N 2A0

Ship to:
Brooklyn Vol Fire Dept
995 Highway #215
Newport, Nova Scotia B0N 2A0

Brooklyn Vol Fire Dept

Business No.: [redacted] GNB# [redacted]

Quantity	Unit	Description	Tax	Unit Price	Amount
2	Each	WEDGE-IT	H	8.00	16.00
2	Each	DRUM WRENCH	H	15.00	30.00
1	Each	VEHICLE BRACKET	H	45.00	45.00
		Subtotal:			91.00
		H - HST 15%			
		HST			13.65

Line 167
#170

Cumings Fire & Safety Equipment Ltd. HST: [redacted]

Terms: Net 30. Due Jul 17, 2022.

Total Amount 104.65

Comment: Thank you for your business!

WINDSOR HOME HARDWARE

50 EMPIRE LANE, P.O. BOX 2110
WINDSOR, NS, B0N 2T0
(902) 798-3222 H.S.T [redacted]
HST5% [redacted]

ACCOUNT: [redacted]
INVOICE: 498230
2022/06/14 10:57 am
1-713080 CE

SOLD TO / VENDU À
Brooklyn Fire Department
P. O. Box 136
995 HWY 215
Brooklyn, NS, B0N 2A0
(902) 757-2043
P.O.#: station 2

SHIP TO / ENVOYER À
Brooklyn Fire Department
P. O. Box 136
995 HWY 215
Brooklyn, NS, B0N 2A0

********** INVOICE **********

ITEM	DESCRIPTION	QUANTITY	UOM	CODES	PRICE	EXTENDED
4427623	SLEEVES, ALUM 3/32" 8PK 451800	1	PK	H	3.59 /PK	3.59
5230563	CHAIN, SASH STEEL #35 Z-P (100) 525831	2	FT	OH	1.59 /FT	3.18
5231854	CABLE, AIRCRAFT GALV 7X 7S 3/32(500 500162	4	FT	H	0.45 /FT	1.80

Line#168
#171D6
295579

THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND CORRESPONDENCE
CE NUMÉRO DOIT APPARAÎTRE SUR TOUT COLIS, FACTURE ET LETTRE.

DATE June. 14/22

TO / A	SHIP TO / EXPÉDIER À
Windsor Home Hardware Windsor N.S	Brooklyn Fire Department station #2
	ATTN. / A/S: Pumper / Tanker #1

VIA TRANSPORT	PREPAID - EN PORT PAYÉ / COLLECT - À PERCEVOIR	FOB FAB	TERMS CONDITIONS	DATE REQUIRED DATE REQUISE

H.S.T	1.29
HST5%	0.00
Sub Total	9.86
Amounts Tendered	
CHARGE TO: HOUSE ACCOUNT [redacted]	9.86

X Ryan Richard
Received By

Past due invoices subject to a service charge of 2% per month.
We accept AMERICAN EXPRESS, VISA, MASTERCARD & HOM

PAGE: 1/1

8979-145

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CARQUEST
AUTO PARTS

Great people, great products, great prices!℠

CQ OF WINDSOR NS # 6619
(DIVISION of CARQUEST CANADA)
101 INDUSTRIAL DRIVE
WINDSOR, NS B0N 2T0
TEL: (902) 798-5060 FAX: (902) 798-183
HST # 88956 6436 RT00001

REF# 726123

PO#295565

212022060107477000047667200007261234 40

ANY PRODUCT RETURNED FOR CREDIT MUST BE ACCOMPANIED BY THIS RECEIPT. SEE CARQUEST STORE FOR DETAILS OF THE COAST-TO-COAST GUARANTEE.

BILL TO: RYAN RICHARD

SHIP TO: RYAN RICHARD

INVOICE NO.	CUSTOMER NO.	DATE	CUSTOMER P.O. NO.	SALES ID	TEAMMATE ID	FORM OF PAYMENT
7477-476672	3	6/2/2022			[redacted]	VISA

	MFG. PART NUMBER	ORDERED	SHIPPED		LIST PRICE	NET	NET CORE	EXT. AMOUNT	TAXES
1	CPM 42003VMI	1	1	BO	41.95	19.99	0.00	19.99	Y
	16 QT DRAIN CONTAINER	SPECIAL ORDER (VENDOR [redacted]							

Line#169
#172
DG

CQEXP101CE

SHIP VIA	DELIVERY TIME	DELIVERY ID	G.S.T./H.S.T. TAXABLE FREIGHT	G.S.T./H.S.T.	PROV. TAXABLE P.S.T.	TOTAL CORE	PREV. DEPOSIT
				19.99 3.00	0.00	0.00	

RECEIVED BY X

10:54 22.99 CUSTOMER COPY PAY THIS AMOUNT ▶ 22.99

------ TRANSACTION RECORD ------
SAFETY SOURCE FIRE INC.
121 ILSLEY AVE UNIT 4
DARTMOUTH NS

Purchase

May 31,2022 12:48:20
VISA [redacted]
Entry: Tap EMV (H)
Ref#: 932- 3I2151425004125
Auth#: 031502 Response: 01-027
Order: MGO1654012099048
Username: Front

Amount **$ 16.68**

[redacted] Visa Credit
TVR [redacted]

Approved
Signature Not Required

Important:Retain this copy for your record

[redacted]

121 Ilsley Ave., Unit 4
Dartmouth, NS B3B 1S4
902-468-6060
Fax: 902-468-9090

518 St. Mary's St., Unit 1
Fredericton, NB E3A 8H5
506-453-1995
Fax: 506-453-9985

accounting@safetysourcefire.ca

INVOICE
NS-00885860

Date: 31-May-2022
Page #: 1

Order Type: Customer walk-in

Fire Department
la

SHIP TO Brooklyn Fire Dept
995 Hwy 215
Newport, Nova Scotia
B0N 2A0

CONTACT Tracy
TEL 902[redacted]
REP 13 - Roland LeBlanc
FAX 902[redacted]

UDER NO	RELEASE NO	RA#	OUR ORDER NO	ENTERED BY
			00875360-000 31-May-2022	R.MACARTHUR

O.B.	SHIP VIA	WAYBILL	SHIP DATE
	Pick Up		31-May-2022

QUANTITY ORDERED	QUANTITY SHIPPED	QUANTITY BACK ORD	PRODUCT DESCRIPTION	PRICE	AMOUNT
1	1	0	SCP-4578-YF DRUM & PAIL WRENCH, OPEN BUNGS, INCLUDES 4580 MOUNTING BRACKET	$14.50 UM: EA	$14.50

Line# 170
#173

Effective June 1, 2021, Micmac Fire & Safety Source Ltd. is now Safety Source Fire Inc. Our new name reflects our forward-looking philosophy and long-standing integrity.
Please advise us at accounting@safetysourcefire.ca if you wish to receive all future invoices by e-mail or wish to be set up for "Electronic Funds Transfer".

PO#295564

SUBTOTAL	**$14.50**
MISCELLANEOUS	
FREIGHT	$0.00
HST	$0.00
PST	$2.18
TOTAL	$0.00
	$16.68

PAYMENTS: Visa C # $16.68

...TOTAL PAID	CHANGE	DEPOSIT ON ACCOUNT	BALANCE
$16.68	$0.00	$0.00	$0.00

DATE PRINTED: 31 May, 2022 12:49:38 pm Sales Rep: Roland LeBlanc

CANADIAN

WINDSOR HOME HARDWARE

50 EMPIRE LANE, P.O. BOX 2110
WINDSOR, NS, B0N 2T0
(902) 798-3222 H.S.T [redacted]
HST5% [redacted]

ACCOUNT: [redacted]
INVOICE: 498095
2022/06/10 9:13 am
1-711635 EY

SOLD TO / VENDU À
Brooklyn Fire Department
P. O. Box 136
995 HWY 215
Brooklyn, NS, B0N 2A0
(902) 757-2043

SHIP TO / ENVOYER À
Brooklyn Fire Department
P. O. Box 136
995 HWY 215
Brooklyn, NS, B0N 2A0

********** INVOICE **********

ITEM	DESCRIPTION	QUANTITY	UOM	CODES	PRICE	EXTENDED
3290174	BUSHING, BRNZ 1/2X1/4" RED 1/2X1/4	1	EA	H	3.99 /EA	3.99
8688128	BUSHING, BRS 3/8MX1/4FPT RED D110-CB	1	EA	H	4.99 /EA	4.99

Line # 177
070287 #174

PURCHASE ORDER / BON DE COMMANDE

TO / À: Windsor Home Hardware
ADDRESS / ADRESSE:
SHIP TO / EXPÉDIER À: BFD STN 2
ADDRESS / ADRESSE:

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, ETC.
CE NUMÉRO DOIT APPARAÎTRE SUR TOUT COLIS, FACTURE, ETC.
REQ. NO. OR DEPT. / Nº DEM. OU SERV.:
DATE:
FOR / POUR:

	QUANTITY / QUANTITÉ	DESCRIPTION	PRICE / PRIX	UNIT / UNITÉ	AMOUNT / MONTANT
1	2	Bushings for airline drop			
2					
3		Truck #1			8 98
4					
5					
6					
7					
8					1 35
9					
10					10 33

DATE REQUIRED / DATE REQUISE:
VIA:
PLEASE SEND / VEUILLEZ ENVOYER _____ COPY(IES) OF YOUR INVOICE. / COPIE(S) DE VOTRE FACTURE.
TERMS / CONDITIONS:
PURCHASING AGENT / ACHETEUR: J Barker

PLEASE NOTIFY US IMMEDIATELY IF YOU ARE UNABLE TO SHIP COMPLETE ORDER BY DATE SPECIFIED.
VEUILLEZ NOUS AVISER IMMÉDIATEMENT S'IL EST IMPOSSIBLE D'EXPÉDIER LA COMMANDE COMPLÈTE À LA DATE SPÉCIFIÉE
STAPLES 53B

8 5 0 3 13

Received by

PAGE: 1/1

8979-145

Warning: This document contains multiple security features. – Attention : Ce document contient plusieurs fonctions de sécurité.

WINDSOR HOME HARDWARE

50 EMPIRE LANE, P.O. BOX 2110
WINDSOR, NS, B0N 2T0
(902) 798-3222 H.S.T R100975093
HST5% R100975093

ACCOUNT: [redacted]
INVOICE: 497666
2022/05/31 2:53 pm
1-708201 TLB

SOLD TO / VENDU À
Brooklyn Fire Department
P. O. Box 136
995 HWY 215
Brooklyn, NS, B0N 2A0
(902) 757-2043
P.O.#: Station 2

SHIP TO / ENVOYER À
Brooklyn Fire Department
P. O. Box 136
995 HWY 215
Brooklyn, NS, B0N 2A0

********** INVOICE **********

ITEM	DESCRIPTION	QUANTITY	UOM	CODES	PRICE	EXTENDED
4410166	BOX, STORAGE 17L LATCHPRO BLACK FG11951400101	1	EA	H	16.99 /EA	16.99
980312	OIL, CHAIN MEDIUM 3.79L 7002 871 1247	1	EA	H	19.50 /EA	19.50
980530	STIHL, MOTOMIX 4L 7002 871 1470	1	EA	H	37.95 /EA	37.95
4410551	CRATE, STORAGE BLACK 13X13X11" MC-131311	1	EA	H	11.99 /EA	11.99

Line #172
#175

295569

THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND CORRESPONDENCE
CE NUMÉRO DOIT APPARAÎTRE SUR TOUT COLIS, FACTURE ET LETTRE.

DATE May 31 / 2022

TO / À	SHIP TO / EXPÉDIER À
Windsor Home Hardware 50 Empire Lane Windsor N.S	Brooklyn Fire Department Station #2 Equipment for P/T #1 ATTN: A/S Pumper/Tanker #1

VIA | ☐ PREPAID - EN PORT PAYÉ | FOB | TERMS / CONDITIONS | DATE REQUIRED / DATE REQUISE

Item Total	86.43
H.S.T	12.96
HST5%	0.00
Sub Total	99.39

Amounts Tendered
CHARGE TO: HOUSE ACCOUNT [redacted] 99.39

X Ryan Richard
Received By

Past due invoices subject to a service charge of 2% per month.
We accept AMERICAN EXPRESS, VISA, MASTERCARD & HOM

PAGE: 1/1

8979-145

Warning: This document contains multiple security features. – Attention : Ce document contient plusieurs fonctions de sécurité.

295577

THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND CORRESPONDENCE

CE NUMÉRO DOIT APPARAÎTRE SUR TOUT COLIS, FACTURE ET LETTRE.

DATE June 13th/2022'

TO / À	SHIP TO / EXPÉDIER À
Hood's Hardware Auto Ltd Windsor N.S.	Brooklyn Fire Dept. station #2
	ATTN. / A/S Truck Committee

VIA / TRANSPORT		FOB / FAB	TERMS / CONDITIONS	DATE REQUIRED / DATE REQUISE
	☐ PREPAID - EN PORT PAYÉ ☐ COLLECT - À PERCEVOIR			

PLEASE SUPPLY THE FOLLOWING GOODS SUBJECT TO THE CONDITIONS SPECIFIED BELOW.
VEUILLEZ FOURNIR LES ARTICLES SUIVANTS AUX CONDITIONS INDIQUÉES CI-DESSOUS

QUANTITY / QUANTITÉ	ITEM / ARTICLE	DESCRIPTION	UNIT / UNITÉ	PRICE / PRIX
2		clamps #2.49 | $2.24		4.48
		Pumper/tanker #1 station	Line #173	
		Vent system	#176	
			DP	

HOOD HARDWARE AND AUTOMOTIVE LTD.

P.O. BOX 3030, 4045 HWY. 1
WINDSOR, N.S. B0N 2T0
Tel: (902) 798-9577
Fax: (902) 798-3055

61337

NAME Brooklyn Fire Department DATE Jun 13 20 22

ADDRESS						CUST. PHONE NO. [redacted]
CASH SALE	CHARGE	RETD. GOODS	REC'D ON ACCT.	RETAIL	WHOLESALE	PURCHASE ORDER
	✓					

QUAN.	PART NO.	DESCRIPTION	LIST	TRADE	AMOUNT
2		clamps	2 49	2 24	4 48
		CHARGE			
			SUBTOTAL		4 48
		HST # [redacted]	HST		57
NO REFUND WITHOUT THIS INVOICE	REC'D BY Parker		TOTAL		5

TERMS: NET 30 DAYS. INTEREST CHARGED AT THE RATE OF 2% PER MONTH (24% PER ANNUM) THEREAFTER

Nova Fire Equipment Ltd

PO Box 194
Canning, Nova Scotia B0P 1H0
(902) 582-7244
(888) 582-7244

INVOICE

Invoice No.: 22237
Date: May 06, 2022
Ship Date:
Page: 1
Re: Order No. 194993/22130

Sold to:

Brooklyn Fire Department
P.O.Box 136
Newport, Nova Scotia B0N 2A0
Canada

Ship to:

Brooklyn Fire Department

Business No.: [redacted]

Item No.	Unit	Qty	B/O Qty	Description	Tax	Unit Price	Amount
FH BPC-pkg	Each		1	K535i Battery Powered Circular Power Cutter pkg	H	2,055.00	
FH CC-28	Each	1		28" Cable Cutter	H	70.00	70.00
FH DYN-DUO	Each	1		Dynamic Duo Rescue Irons	H	558.00	558.00
FH PRO-8M28-B SE	Each	1		ProMaxx 24" Rescue Irons	H	565.00	565.00
FH IN-1	Each	1		Irons Nest Mounting Bracket	H	395.00	395.00
FH BC-36	Each	1		36" Bolt Cutters	H	135.00	135.00
				Freight	H		48.71
				H - HST @ 15% HST			265.76

PT-1

Nova Fire Equipment Ltd HST: #[redacted]

Shipped By: Tracking Number:

Comment:

Sold By:

Total Amount 2,037.47

Nova Fire Equipment Ltd

PO Box 194
Canning, Nova Scotia B0P 1H0
(902) 582-7244
(888) 582-7244

INVOICE

Invoice No.: 22238
Date: May 06, 2022
Ship Date:
Page: 1
Re: Order No. 579507/22166

Sold to:

Brooklyn Fire Department
P.O.Box 136
Newport, Nova Scotia B0N 2A0
Canada

Ship to:

Brooklyn Fire Department

Business No.: 854975471RT

Line 23

Item No.	Unit	Qty	B/O Qty	Description	Tax	Unit Price	Amount
RB 838GR	Each	1		Oxygen Roll Bag "D" Cylinder	H	187.25	187.25
				Freight	H		14.20
				H - HST @ 15% HST			30.22

#24

PT-1

Nova Fire Equipment Ltd HST: #[redacted]

Shipped By: Tracking Number:

Comment:

Sold By:

Total Amount 231.67

Invoice 209820

K&D PRATT
Mount Pearl, NL (709) 722-5690 / 1-800 563-9595
Dartmouth, NS (902) 468-1955 / 1-800-567-1955
Antigonish, NS (902) 867-1200 / 1-866-867-1200
Charlottetown, PE (902) 201-1766 / 1-866-867-1200

HST# [redacted]
QST# [redacted]

Vendor Number	Sales Order	Invoice Date
	260854	04/29/22

Branch	PO No.	PAGE #
DARTMOUTH - NS	PUMPER TRUCK EQUIPMENT	1

Cred Orig Inv		
	Cust No.	[redacted]
	Order Date:	03/29/22
	SHIP VIA:	PICK UP
	WAYBILL #	DELIVERED BY BRENT
	SalesPerson:	Brent Fisher [redacted]
	Taken By:	ADW
	Terms:	Net 30 Days

Bill To:
BROOKLYN VOLUNTEER FIRE DEPT
PO BOX 136
NEWPORT, NS B0N 2A0

Ship To:
BROOKLYN VOLUNTEER FIRE DEPT
995 HWY 215
BROOKLYN, NS B0N 2A0

Remit Payment To:
K & D Pratt Group Inc.
126 Glencoe Drive
Mount Pearl, NL
A1N 4S9

accounts.receivable@kdpratt.com

Line No.	Item and Description	QTY Ordered	QTY BO	QTY Shipped	Unit Price	Per	Amount (Net)
1	44307 VULCAN 180 STANDARD SYS. 120V/100V AC AC/12V DC LED BIN: 10	3.00	0	3.000	250.32	EA	750.96
2	AM203 RED/GREEN TRAFFIC MASTER GLOW BATON BIN: SBSSQL	3.00	0	3.000	70.09	EA	210.27
3	DWH04D 4' DRYWALL HOOK W/D HANDLE,PIKE POLI BIN: SBSSQL	1.00	0	1.000	97.08	EA	97.08
4	PHAFR6LB 6LB PICK HEAD AXE 36",FG HANDLE W/RUBBER GRIP BIN: SBSSQL	1.00	0	1.000	77.19	EA	77.19
5	FHAFR6LB 6LB FLAT HEAD AXE 36",FG HANDLE W/RUBBER GRIP BIN: SBSSQL	1.00	0	1.000	77.19	EA	77.19
6	BB-16(910-1815A) FAN,STND 1 BATTERY, INTERNAL CHARGER ONLY BIN: SBSSQL	1.00	0	1.000	6,605.17	EA	6,605.17
7	AN434765 EXT ABC 20 LB W/H ANSUL SENTRY BIN: B00009	1.00	0	1	133.50	EA	133.50
8	8100-LARGE HOTMILL 8100 HEAVY DUTY GLOVES BIN: SBSSQL	2.00	0	2.000	32.66	EA	65.32
9	BROKERAGE & IMPORT FEES						535.58

Line #89 #78

Invoice 209820

K&D PRATT

Mount Pearl, NL (709) 722-5690 / 1-800 563-9595
Dartmouth, NS (902) 468-1955 / 1-800-567-1955
Antigonish, NS (902) 867-1200 / 1-866-867-1200
Charlottetown, PE (902) 201-1766 / 1-866-867-1200

HST# 87612 9107
QST# 1226749566

Vendor Number	Sales Order	Invoice Date
	260854	04/29/22
Branch	**PO No.**	**PAGE #**
DARTMOUTH - NS	PUMPER TRUCK EQUIPMENT	2
Cred Orig Inv	**Cust No.**	[redacted]
	Order Date:	03/29/22
	SHIP VIA:	PICK UP
	WAYBILL #	DELIVERED BY BRENT
	SalesPerson:	Brent Fisher [redacted]
	Taken By:	ADW
	Terms:	Net 30 Days

Bill To:
BROOKLYN VOLUNTEER FIRE DEPT
PO BOX 136
NEWPORT, NS B0N 2A0

Ship To:
BROOKLYN VOLUNTEER FIRE DEPT
995 HWY 215
BROOKLYN, NS B0N 2A0

Remit Payment To:
K & D Pratt Group Inc.
126 Glencoe Drive
Mount Pearl, NL
A1N 4S9

accounts.receivable@kdpratt.com

Line No.	Item and Description	QTY Ordered	QTY BO	QTY Shipped	Unit Price	Per	Amount (Net)

Reference:

Terms and Conditions:
Special Order Items will not be ordered if account is not in good standing and no returns allowed;
Stocked items returns are permitted for 30 days from the date of sale, restocking charges of 25% will apply;
2% interest per month (26.82% per annum) charged on all overdue accounts;
Credit card payments only accepted within 10 calendar days of invoice date.
Pricing is based on the exchange rate at the time of the quote;
We reserve the right to adjust pricing if there are any changes to the exchange rate at time of receiving PO.

Subtotal:	CAD $	8,552.26 ✓
GST/HST:	CAD $	1,282.84 ✓
Invoice Total:	CAD $	9,835.10 ✓

O.K to pay
Chief.

DELIVERY NOTE: 260854 - 1

Mount Pearl, NL (709) 722-5690 / 1-800-563-9595
Dartmouth, NS (902) 468-1955 / 1-800-567-1955
Antigonish, NS (902) 867-1200 / 1-866-867-1200
Charlottetown, PE (902) 201-1766 / 1-866-867-1200

HST # 87612 9107

Branch:	10 - DARTMOUTH - NS
Order No.	260854
Customer PO:	PUMPER TRUCK EQUIPMENT
Currency: CAD $ / Cust. Code:	[redacted]
Order Date:	03/29/22
WAYBILL #:	
Salesperson:	Brent Fisher [redacted]
Ord. Taken By:	ADW
Reference:	
	28-Apr-22 3:16 pm

Sold To:
BROOKLYN VOLUNTEER FIRE DEPT
PO BOX 136
NEWPORT
NS, B0N 2A0

Ship To:
BROOKLYN VOLUNTEER FIRE DEPT
995 HWY 215
BROOKLYN, NS, B0N 2A0

Shipping Instructions: PICK UP

Line #	Item and Description	Order Qty	Current Ship Qty	Current B/O Qty	U / M
1	44307 VULCAN 180 STANDARD SYS. 120V/100V AC AC/12V DC LED 120V/100V AC AC/12V DC LED	3.000 BIN: 10	3.00 APR 29 2022	0.00	EA
2	AM203 RED/GREEN TRAFFIC MASTER GLOW BATON MASTER GLOW BATON	3.000 BIN: SBSSQL	3.00 APR 29 2022	0.00	EA
3	DWH04D 4' DRYWALL HOOK W/D HANDLE,PIKE POLE 4' DRYWALL HOOK W/D HANDLE,PIKE POLE	1.000 BIN: SBSSQL	1.00 APR 29 2022	0.00	EA
4	PHAFR6LB 6LB PICK HEAD AXE 36",FG HANDLE W/RUBBER GRIP 36",FG HANDLE W/RUBBER GRIP	1.000 BIN: SBSSQL	1.00 APR 29 2022	0.00	EA
5	FHAFR6LB 6LB FLAT HEAD AXE 36",FG HANDLE W/RUBBER GRIP 36",FG HANDLE W/RUBBER GRIP	1.000 BIN: SBSSQL	1.00 APR 29 2022	0.00	EA
6	BB-16(910-1815A) FAN,STND 1 BATTERY, INTERNAL CHARGER ONLY 1 BATTERY, INTERNAL CHARGER ONLY	1.000 BIN: SBSSQL	1.00 APR 29 2022	0.00	EA
7	AN434765 EXT ABC 20 LB W/H ANSUL SENTRY	1 BIN: B00009	1.00 APR 29 2022	0.00	EA
8	8100-LARGE HOTMILL 8100 HEAVY DUTY GLOVES HOTMILL 8100 HEAVY DUTY GLOVES	2.000 BIN: SBSSQL	2.00 APR 29 2022	0.00	EA

Terms and Conditions:
Special Order Items will not be ordered if account is not in good standing and no returns allowed;
Stocked Items returns are permitted for 30 days from the date of sale, restocking charges of 25% will apply;
2% interest per month (26.82% per annum) charged on all overdue accounts;
Pricing is based on the exchange rate at the time of Quote;
We reserve the right to adjust pricing if there are any changes to the exchange rate at the time of receiving PO.

296480

THIS NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND CORRESPONDENCE

CE NUMÉRO DOIT APPARAÎTRE SUR TOUT COLIS, FACTURE ET LETTRE.

DATE: April 12th/22'

TO / À	SHIP TO / EXPÉDIER À
Princess Auto Dartmouth N.S	Brooklyn Fire Dept. Station #2
	ATTN. / A/S: Pumper/Tanker #1

VIA TRANSPORT	☐ PREPAID - EN PORT PAYÉ ☐ COLLECT - À PERCEVOIR	FOB / FAB	TERMS / CONDITIONS	DATE REQUIRED / DATE REQUISE

PLEASE SUPPLY THE FOLLOWING GOODS SUBJECT TO THE CONDITIONS SPECIFIED BELOW.
VEUILLEZ FOURNIR LES ARTICLES SUIVANTS AUX CONDITIONS INDIQUÉES CI-DESSOUS

QUANTITY / QUANTITÉ	ITEM / ARTICLE	DESCRIPTION	UNIT / UNITÉ	PRICE / PRIX
		Sel #		
		Equipment needed from the list		49 55
		for P/T#1 Line #5		7 44

PIT#1
Po#296480

PRINCESS AUTO

210 Wright Ave.
Dartmouth, NS
B3B 1R6
902-468-8396
GST no. R104304738

SALE TRANSACTION

BOTTLE SPRAY 340Z	CA$1.99 GP		
8946634			
(Regular Price: CA$2.99)			
SPRAYER BOTTLE 340Z 1000ML	CA$1.49 GP		
8523292			
(Regular Price: CA$3.49)			
ROPE REFLECTIVE 1/4INx50FT ORA	CA$4.99 GP	-97	2.01
8665309			
CORD EXT 14/3 7.5M SINGLE LIT	CA$15.55 GP	-74	3.98
8036295			
(Regular Price: CA$27.99)			
CORD EXT 14/3 7.5M SINGLE LIT	CA$15.55 GP	-76	
8036295			
(Regular Price: CA$27.99)			6.47
TARP 8 X 10 (10X10 MESH)	CA$4.99 GP	-75	
8648834			
(Regular Price: CA$9.99)			
TARP 8 X 10 (10X10 MESH)	CA$4.99 GP	-75	
8648834			
(Regular Price: CA$9.99)			
SUB-TOTAL:	CA$49.55		
15.0% HST:	CA$7.44		
No. items 7			
Balance to pay	CA$56.99		
Debit Card	CA$56.99		
** TRANSACTION RECORD **			99

Date

4. We have the right to cancel this order if shipment cannot be delivered on time.
5. This order must retain the original prices that were quoted.
6. Goods are subject to our inspection and approval.

SIGNED - SIGNÉ Ryan Birkett

3. [illegible] aviser immédiatement.
4. Nous avons le droit d'annuler la présente commande si l'envoi ne peut être livré à temps.
5. Les prix figurant dans la présente commande doivent être les mêmes que ceux initialement proposés.
6. La marchandise doit d'abord être inspectée et approuvée.

STAPLES STC838

PURCHASE ORDER
BON DE COMMANDE

Nova Fire Equipment Ltd

PO Box 194
Canning, Nova Scotia B0P 1H0
(902) 582-7244
(888) 582-7244

INVOICE

Invoice No.: 22173
Date: Apr 10, 2022
Ship Date:
Page: 1
Re: Order No. 194995/22132

Sold to:

Brooklyn Fire Department
P.O.Box 136
Newport, Nova Scotia B0N 2A0
Canada

Ship to:

Brooklyn Fire Department

Business No.: [redacted]

Item No.	Unit	Qty	B/O Qty	Description	Tax	Unit Price	Amount
NF SG 3012	Each	3		Viper 1.5" Select Gallonage Nozzle	H	550.00	1,650.00
NF SG-12550	Each	1		Viper 2.5" Select Gallonage Nozzle	H	935.00	935.00
RQ FFIX	Each	1		SEEK Reveal FirePro-X	H	975.00	975.00
RT4-4514	Each	1		Gear Keeper Lanyard, included	H		
BC XPP-5566RX	Each	4		INSTRANT 3AA Right Angle LED Light	H	90.00	360.00
BC NSR-1514C	Each		2	20W LED Single Head w/ base & tripod	H	225.00	
				Freight	H		22.41
				H - HST @ 15% HST			591.36

Truck #1

Nova Fire Equipment Ltd HST: #[redacted]

Shipped By: Tracking Number:

Comment:

Sold By:

Total Amount 4,533.77

Nova Fire Equipment Ltd

PO Box 194
Canning, Nova Scotia B0P 1H0
(902) 582-7244
(888) 582-7244

INVOICE

Invoice No.: 22174
Date: Apr 10, 2022
Ship Date:
Page: 1
Re: Order No. 194996/22133

Sold to:

Brooklyn Fire Department
P.O.Box 136
Newport, Nova Scotia B0N 2A0
Canada

Ship to:

Brooklyn Fire Department

Business No.: [redacted]

Item No.	Unit	Qty	B/O Qty	Description	Tax	Unit Price	Amount
23 RB A500X-OR-A	Each	1		Intermediate Trauma Bag	H	287.50	287.50
23 RB-17	Each	1		Initial Stocking Kit for Trauma Bag	H	220.00	220.00
				Freight	H		21.32
				H - HST @ 15% HST			79.33

Line # 23
#24

Nova Fire Equipment Ltd HST: [redacted]

Shipped By: Tracking Number:

Comment:

Sold By:

Total Amount 608.15

ROCKY MOUNTAIN PHOENIX

EMERGENCY VEHICLES, EQUIPMENT & SERVICE
6415 Golden West Ave
Red Deer, AB, T4P 3X2 Canada
Phone: (403) 347-7045
Toll Free: (800) 494-4210
Fax: (403) 347-7049

Invoice

Date	Page
Jun 20, 2022	1
Invoice Number	
IN0135509	

Pumper/Tanker #1

Sold To:
BROOKLYN FIRE DEPARTMENT
treasurer1bvfd@gmail.com
995 HIGHWAY 215
BOX 136
NEWPORT. NS B0N 2A0
CANADA

Ship To:
BROOKLYN FIRE DEPARTMENT
treasurer1bvfd@gmail.com
995 HIGHWAY 215
BOX 136
NEWPORT. NS B0N 2A0
CANADA
All on line 176 #179

GST # [redacted] BC PST 1052-1184 PST SK # [redacted] PST MB # [redacted] MT001

Order No.	Order Date	Customer No	Salesperson	PO Number	Ship Via	Terms
ORD125184	Jun 20, 2022	[redacted]	RMP Atlantic	CHEIF RICHARD		15DAYS

Qty. Ord.	Qty. Shp.	Qty. B/O	Item Number	Description	Unit Price	UOM	Extended Price
2	2	0	PAC-1021Y	COIL LOCK	57.95	EA	115.90
2	2	0	PAC-1029	MOUNT, HOOK	26.84	EA	53.68
4	4	0	PAC-1019	UNIVERSAL HANGER	26.41	EA	105.64
2	2	0	PAC-1001	HOOKLOKS, (SET OF 2)	45.00	EA	90.00
4	4	0	PAC-10422	ADAPTOR LOCK 2.5"	64.76	EA	259.04
4	4	0	PAC-10421	ADAPTOR LOCK 1.5"	60.54	ea	242.16
1	1	0	PAC-1040_4	STORZ LOK 4"	62.95	EA	62.95
4	4	0	PAC-1005S	STOW AND LOCK SHORT, (SPECIFY STRAP COLOR)	59.59	EA	238.36
6	6	0	PAC-1004Y	HANDLOCKS - YELLOW	53.65	EA	321.90
6	6	0	PAC-1003HDY	TOOLOK HD, YELLOW STRAP	44.65	EA	267.90
1	1	0	PAC-101012	SLEDGE HAMMER POCKET	64.18	EA	64.18
2	2	0	TAS-SPAN1	RES-Q-WRENCH	20.00	EA	40.00
10	10	0	FAD-FA2 005	FIREADE 2000 CONCENTRATE (A/B) 5GAL PAIL	176 199.00	EA	1,990.00
1	1	0	NFC-N37_15S75G	ADAPTER, 1.5" (F) NPSH X 0.75" (M) GHT	35.96	EA	35.96

Due Date: Jul 05, 2022 Amount Due: 4,470.82

Comments:
RETURNED GOODS SUBJECT TO A 20% RESTOCKING FEE

Tax summary:
HSTNS 583.15

Subtotal	3,887.67
Total sales tax	583.15
Total amount	4,470.82
Less payment	0.00
Less pmt. disc	0.00
Amount due	4,470.82

Pumper/Tanker #1
Equipment charged on Account

RAY

295568

THIS NUMBER MUST APPEAR ON ALL PACK
CORRESPONDENCE

Pat#295568

PRINCESS AUTO

210 Wright Ave.
Dartmouth, NS
B3B 1R6
902-468-8396
GST no. R104304738

SALE TRANSACTION

CUSTOMER ID: 10000016105026245
CUSTOMER NAME:
RYAN RICHARD

CLOTH MICROFIBRE 12PK	CA$4.88 GP
8907289	
(Regular Price: CA$7.99)	
CAN GAS 2 IN 1 OIL COMBO	CA$28.99 GP
8661746	
BROOM HEAD 24IN STIFF SWEEP	CA$14.99 GP
3810108	
CHISEL 16PC PUNCH SET PF	CA$32.99 GP
8547713	
SHOVEL ROUND POINT HEAVY DUTY	CA$18.99 GP
8600645	
(Regular Price: CA$26.99)	
HANDLE HRDWD MTL TIP 15/16X54	CA$8.99 GP
3810157	
RAKE BOW 15TINE HEAVY DUTY	CA$22.99 GP
8589996	
SHOVELSCOOP #12 LH BARN ALUM	CA$26.99 GP
8690242	
QUICK LINK S/S 1/4 IN	CA$4.49 GP
8824906	
No. items 94	CA$838.87
Balance to pay	
VISA	CA$838.87
** TRANSACTION RECORD **	
Tran. #: [redacted]	

99
#104 Tools for the tool box going on the new Pumper/Tanker #1 — 429 45

See Receipt for list

Trans# 17089

H.S.T 15% — 109 42

charged on Chief Visa — 838 87

TERMS & CONDITIONS OF THIS PURCHASE ORDER:
1. Acknowledge receipt of this order with specified prices and a definite ship date
2. Do not alter the order without our authorization.
3. If shipment will be delayed for any reason, advise us immediately.
4. We have the right to cancel this order if shipment cannot be delivered on time.
5. This order must retain the original prices that were quoted.
6. Goods are subject to our inspection and approval.

CONDITIONS DU BON DE COMMANDE :
1. Accusez réception de la commande avec des prix déterminés et une date d'expédition précise
2. Ne modifiez pas la commande sans notre autorisation.
3. Si l'envoi est retardé pour une raison ou pour une autre, veuillez nous aviser immédiatement.
4. Nous avons le droit d'annuler la présente commande si l'envoi ne peut être livré à temps.
5. Les prix figurant dans la présente commande doivent être les mêmes que ceux initialement proposés.
6. La marchandise doit d'abord être inspectée et approuvée.

SIGNED - SIGNÉ Ryan Richard

STAPLES STC838

PURCHASE ORDER
BON DE COMMANDE

GREEN DIAMOND EQUIPMENT
270 HORSESHOE LAKE DRIVE
HM HAX. NS B3S 1A2
(902) 450 0712

ITEM ID: [redacted] BATCH#: 432
SHIFT#: 002

Sale
INVH: 000000005
VISA Chip
Application Label: Visa Credit
AID: [redacted]
TVR:00 00 00 00 00
TSI:E8 00
[redacted]

Total:CAD$ 494.49

APPROVED
001 00
31-Mar -22 :1:49

CUSTOMER COPY

"A Quality Experience Binds One Generation to the Next"

JOHN DEERE

Moncton, NB (506) 388-3337	Sussex, NB (506) 432-6470	Woodstock, NB (506) 325-6150	Kentville, NS (902) 678-5555	Middleton, NS (902) 825-3042
Halifax, NS (902) 450-0712	Summerside, PEI (902) 436-4244	Alberton, PEI (902) 853-2535	Grand Falls, NB (506) 473-6963	Upper Onslow, NS (902) 662-2516
New Glasgow, NS (902) 396-4125	Antigonish, NS (902) 863-5991	Napan, NB (506) 773-6013	Stratford, PEI (902) 569-2500	

43 Deliver To Account No.: 47572043

PARTS INVOICE

MENT

BROOKLYN FIRE DEPARTMENT
995 HIGHWAY 215
BROOKLYN NS B0N 2A0
CA

Bus Ph: (902)757-2043 Prv Ph:

Invoice No:	2183187
Date:	3/31/2022
Page:	1 of 1
Payment Type:	Credit Card

Quantity	Quantity	Number	Part Description		Bin Loc	List Price	Net Price	Extended Price	Tax Ind
1.00	0.00	MS250	"MS 250 CHAIN SAW - 16""	"	MSG	459.99	429.99	$429.99	Y

Comments: 90 DAY WARRANTY Serial Number: [redacted]

119
Line# 115

INVOICE CONTAINS $30.00 DISCOUNT

Credit Card Information

Customer PO No:	Type: Credit Card
Tax Exempt No:	Auth No: [redacted]
Salesperson: Arthur Bezanson	Amount: $494.49

Parts:	$429.99
Misc:	$0.00
HST:	$64.50
Deposit:	$0.00
Total:	$494.49

HST No.: [redacted]

PO#296465

TERMS AND CONDITIONS

FINANCE CHARGE of 2% per month (24% ANNUAL PERCENTAGE RATE) added from first of month following purchase, on past due accounts.

Individual Special Ordered Parts under $35 are non-returnable as per our suppliers return policy. Electrical parts are nonreturnable if package is open. All parts must be clean & in original package to be eligible for return. 20% restocking charge on special ordered parts. Clearance Items are non-returnable. Freight charges are non-refundable. Returned goods must be accompanied by this invoice.

Received by: Ryan Richard Date: March. 31st/2022

Committee of the Whole Excerpts
January 10, 2023

ELECTRONIC SIGN EXCERPT

A motion was brought forward regarding the need for an electronic sign at the West Hants Sports Complex to help promote the facility and the programs and events being offered. As a result of the motion it was identified that an electronic sign would be beneficial for communicating with the public.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL APPROVE A FUNDING ALLOCATION IN THE AMOUNT OF $70,000 FOR A DOUBLE-SIDED LED DISPLAY BOARD BE INCLUDED IN THE 2023/24 CAPITAL BUDGET TO SUPPORT THE PROCUREMENT, PURCHASE, AND INSTALLATION OF AN ELECTRONIC SIGN FOR THE WEST HANTS SPORTS COMPLEX.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐

To: West Hants Regional Municipality Committee of the Whole

Submitted by: Kathy Kehoe, Director Community Development

Date: January 5, 2023

Subject: West Hants Sports Complex Electronic Sign

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

That the Committee of the Whole recommends to Council that a funding allocation in the amount of $70,000 for a double-sided LED display board be included in the 2023/24 Capital Budget to support the procurement, purchase, and installation of an electronic sign for the West Hants Sports Complex.

BACKGROUND

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

At the September 27, 2022, West Hants Regional Municipal Council meeting the following motion was passed:

MOVED BY MAYOR ZEBIAN AND COUNCILLOR B. MORTON THAT COUNCIL DIRECTS STAFF TO CREATE A REPORT ON THE PURCHASE OF AN ELECTRONIC SIGN FOR THE WEST HANTS SPORTS COMPLEX, THE COST OF THE SIGN, POSITION OR AREA OF LOCATION AND ALL RELEVANT INFORMATION FOR COUNCIL TO CONSIDER.

DISCUSSION

At the September Council meeting a motion was brought forward regarding the need for an electronic sign at the West Hants Sports Complex to help promote the facility and the programs and events being offered. Staff have reviewed this and agree an electronic sign would be beneficial for communicating with the public.

Staff have reviewed possible locations and are recommending that the LED sign should be placed along Wentworth Road to maximize promotions within the Complex but double as a promotional sign for other municipal events. Mounting an LED sign on the Complex was a consideration but would limit our ability to capture more views / traffic. It is also a staff recommendation that if there is agreement in purchasing and exterior LED sign, we consider as part of the procurement process a Canadian company (Light Vu as an example) that distribute in Canada, service the signs with available parts and user-friendly software. LED signs can become disposable very quickly due to the inability to get parts that have to be imported. The below estimates were obtained from the above-mentioned company, distributed by Ivan's Audio (supplier of Complex over ice game board).

NEXT STEPS

Staff will review all capital projects and bring forward recommendations during the budget process.

FINANCIAL IMPLICATIONS

The approximate cost for an electronic sign is $43,450.00 plus net HST, $15,000 - $20,000 to install roadside, plus net HST and can be included in the capital budget process. The Canada Community Building Funding allows for the purchase of Sports Infrastructure, which includes Electric Signs for arenas and recreation facilities. This funding source must be approved by West Hants Regional Council. At this time, the Regional Canada Community Building Fund Reserve is projected for have a March 31, 2023 balance of $759,400.31 and would be able to support this project.

ALTERNATIVES

Council can choose not to approve the recommendation to include the procurement of an electronic sign for the West Hants Sports Complex in the 2023/2024 Capital Budget process.

ATTACHMENTS

N/A

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report and recommendation is in alignment with Council's direction.

I support the recommendation.

Report Prepared by: _____
Kathy Kehoe, Director, Community Development

Report Reviewed by: _____
Diana Gibson, Acting Director, Financial Services

Report Reviewed by: _____
Kevin Bennett, Manager, Parks & Recreation Facilities

Report Approved by:
Mark Phillips, Chief Administrative Officer

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐

To: West Hants Regional Municipality Committee of the Whole

Submitted by: Kathy Kehoe, Director Community Development

Date: January 5, 2023

Subject: West Hants Sports Complex Electronic Sign

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

That the Committee of the Whole recommends to Council that a funding allocation in the amount of $70,000 for a double-sided LED display board be included in the 2023/24 Capital Budget to support the procurement, purchase, and installation of an electronic sign for the West Hants Sports Complex.

BACKGROUND

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

At the September 27, 2022, West Hants Regional Municipal Council meeting the following motion was passed:

MOVED BY MAYOR ZEBIAN AND COUNCILLOR B. MORTON THAT COUNCIL DIRECTS STAFF TO CREATE A REPORT ON THE PURCHASE OF AN ELECTRONIC SIGN FOR THE WEST HANTS SPORTS COMPLEX, THE COST OF THE SIGN, POSITION OR AREA OF LOCATION AND ALL RELEVANT INFORMATION FOR COUNCIL TO CONSIDER.

DISCUSSION

At the September Council meeting a motion was brought forward regarding the need for an electronic sign at the West Hants Sports Complex to help promote the facility and the programs and events being offered. Staff have reviewed this and agree an electronic sign would be beneficial for communicating with the public.

Staff have reviewed possible locations and are recommending that the LED sign should be placed along Wentworth Road to maximize promotions within the Complex but double as a promotional sign for other municipal events. Mounting an LED sign on the Complex was a consideration but would limit our ability to capture more views / traffic. It is also a staff recommendation that if there is agreement in purchasing and exterior LED sign, we consider as part of the procurement process a Canadian company (Light Vu as an example) that distribute in Canada, service the signs with available parts and user-friendly software. LED signs can become disposable very quickly due to the inability to get parts that have to be imported. The below estimates were obtained from the above-mentioned company, distributed by Ivan's Audio (supplier of Complex over ice game board).

NEXT STEPS

Staff will review all capital projects and bring forward recommendations during the budget process.

FINANCIAL IMPLICATIONS

The approximate cost for an electronic sign is $43,450.00 plus net HST, $15,000 - $20,000 to install roadside, plus net HST and can be included in the capital budget process. The Canada Community Building Funding allows for the purchase of Sports Infrastructure, which includes Electric Signs for arenas and recreation facilities. This funding source must be approved by West Hants Regional Council. At this time, the Regional Canada Community Building Fund Reserve is projected for have a March 31, 2023 balance of $759,400.31 and would be able to support this project.

ALTERNATIVES

Council can choose not to approve the recommendation to include the procurement of an electronic sign for the West Hants Sports Complex in the 2023/2024 Capital Budget process.

ATTACHMENTS

N/A

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report and recommendation is in alignment with Council's direction.

I support the recommendation.

Report Prepared by: _____
Kathy Kehoe, Director, Community Development

Report Reviewed by: _____
Diana Gibson, Acting Director, Financial Services

Report Reviewed by: _____
Kevin Bennett, Manager, Parks & Recreation Facilities

Report Approved by:
Mark Phillips, Chief Administrative Officer

Committee of the Whole Excerpts
January 11, 2023

GRANTS AND CONTRIBUTIONS AMENDMENT EXCERPT

More information was requested to be provided within the policy for the Canada Community Building Fund and its requirements. Specifically, the Municipality's ability to provide funds in advance of projects being completed, giving community groups a better opportunity to participate in the grant process.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL ADOPT THE AMENDED WEST HANTS REGIONAL MUNICIPALITY GRANTS AND CONTRIBUTIONS POLICY RCOFN-012.00.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation √	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: Diana Gibson

Diana Gibson, Acting Director, Financial Services

Date: January 10, 2023

Subject: Grants and Contributions Policy RCOFN-012.00 Amendment

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LEGISLATIVE AUTHORITY

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

RECOMMENDATION

Committee of the Whole recommend that Council adopt the amended West Hants Regional Municipality Grants and Contributions Policy RCOFN-012.00.

BACKGROUND

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

It was requested that more information be provided within the policy for the Canada Community Building Fund and its requirements. Specifically, the Municipality's ability to provide funds in advance of projects being completed, giving community groups a better opportunity to participate in the grant process.

DISCUSSION

Staff have reviewed the agreement with the Province regarding the Canada Community Building Fund (former Gas Tax) and have spoken with provincial coordinators to determine best practices for advancing grant payments.

Though, the agreement does not specially indicate the process of releasing funds, it is within the province of Nova Scotia's best practices to receive all receipts and proof of payment from grantees before releasing the funds. The province does allow for an advance of grants up to 50% of the grant value, with the stipulation that grantees provide proof of payments to vendors and a report of all expenses to ensure they are eligible for the program.

At this time, the Municipality has previously provided organizations with up to 75% of the approved grant value in advance to assist in payment to vendors to complete projects. Staff are recommending that this process be added to the Grants and Contributions Policy RCOFN-012.00 to keep a fairness across all grantees. The updated policy, includes a description of the requirements to request an advance, including copies of quotes to ensure that the grant will be used as intended.

NEXT STEPS

If approved as amended, staff will annually implement the Grants and Contributions Policy RCOFN-012.00.

FINANCIAL IMPLICATIONS

There will be no additional financial implications to providing clarity on advancements for grantees. These advances will be included in the budgeted grant amount each year and will still be expensed by the Municipality within the same fiscal year.

ALTERNATIVES

1. Committee of the Whole may choose to amend the policy further prior to recommending Council consider adopting the amended policy.
2. Committee of the Whole may choose to not approve the amended policy.

ATTACHMENTS

RCOFN-012.00 Grants and Contribution Policy – Amended December 19, 2022

CHIEF ADMINISTRATIVE OFFICER REVIEW

The amendment to the policy was created due to the hardship of some of our community groups in having the ability / cash flow to cover the cost of a capital related project only to be reimbursed by the Municipality after all the expenses are paid. This is good rationale from a financial perspective but indirectly prevents some groups from applying as they do not have the up-front funds as noted.

An advanced transfer of the grant to the organization does pose a risk to the municipality but I believe we have adequate safeguards or controls in place within the policy to mitigate that risk from becoming a reality. The most obvious risk would be that the Municipality would forward the grant in advance and the community group does not proceed with the project and we must

collect the advanced payment. In addition to the safeguards within the policy many times staff and or Council have an existing relationship and high level of awareness of the community group, their project and ability to carry it out prior to the application being approved.

I support the recommendation.

Report Prepared by: Diana Gibson

Diana Gibson, Acting Director, Financial Services

Report Approved by:

Mark Phillips, Chief Administrative Officer

1.0 PURPOSE

The West Hants Regional Municipality wishes to recognize the valuable contributions provided through the volunteer efforts of community organizations and agencies on behalf of its residents. This policy demonstrates and formalizes Council's commitment to assist organizations which provide beneficial programs, services, or projects to the community while, at the same time, recognizing the financial constraints affecting the Municipality's ability to provide funding to these groups.

This policy will establish eligibility requirements, identify types of funding available, explain how this is established each year, and outline application, monitoring, and reporting requirements. Application forms and guidelines will be developed by the Administration in support of the policy intent.

2.0 POLICY OBJECTIVE

The objective of this policy is to treat all organizations fairly, equitably, and reasonably, within the parameters established by Council as follows:

a) Youth development
b) Senior support and services
c) Public safety
d) Provincial events
e) Heritage and Culture

On an annual basis Council will determine the amount of funding during the budget process.

3.0 AUTHORITY

Authority is provided under Section 65, Municipal Government Act, as amended. The total of the amounts paid for grants in a fiscal years' operating budget will not normally exceed 1.5% of the taxes for general municipal purposes levied by the municipality.

4.0 ORGANIZATIONAL ELIGIBILITY

Pursuant to Section 65 of the *Municipal Government Act,* grants or contributions may be expended where required by the Municipality to a:

- Society within the meaning of the Children and Family Services Act.
- Mental health clinic in receipt of financial assistance from the province.
- Exhibition held by an educational institution in the Municipality.
- Club, association, or exhibition within the meaning of the Agriculture and Marketing Act.
- Charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting, or social organization within the province.
- Daycare licensed under the Day Care Act.
- Registered Canadian charitable organization.
- Volunteer fire and emergency services providers, as defined in Municipal Government Act, who are registered with the Municipality.

Heritage Property Act

Heritage designated properties within the boundaries of the West Hants Regional Municipality may be eligible for municipal grants and contributions not included within this policy.

5.0 TYPES OF GRANTS OR CONTRIBUTIONS AND MAXIMUM FUNDING ALLOCATION

Grants are generally provided in the form of funds, while contributions may be through in-kind support using municipal resources, both tied to a specific outcome. Both sources of support must be reported annually by the Municipality, as is required by legislation. Council has the authority to fund projects outside of the maximum approved funding allocations stated in this Policy.

5.1 Operating Grants

- Maximum Contribution $1,500
- Operating funding for not-for-profit community groups to assist with general operating expenses, including administrative or insurance costs and program related expenses.

5.2 Community Capital Project Grants

- Maximum Contribution $2,500
- To assist in the expansion or improvement of an indoor or outdoor cultural,

social, heritage, and recreation facilities and/or equipment ~~for projects under $2,500~~.

- *Funding will not be granted to purchasing recreation equipment that the Municipality can reasonably expect individuals or groups to buy for themselves.*
- A separate agreement may be required depending on the nature and value of the asset for which the funds are provided.

5.3 Public Safety Grants

- Maximum Contribution $7,500, up to the amount set in the fiscal operating budget.
- Grants under this category are for non-profit organizations registered with the Municipality that provided or ensure public or community safety.

5.4 Community Recreation Program Grants

- Maximum Contribution $1,000
- Recurring community recreation programs which Council has determined provide significant benefit to the broad community and are open to all members of the public.
- Assistance provided to groups interested in the creation, expansion and improvement or recreational opportunities in their communities.

5.5 Community Event Grants

- Maximum Contribution $1,000
- Community Events that are of a cultural, social, or recreational significance to the community.

5.6 Special Events Operations & Promotion Grants

- Maximum Contribution $5,000
- To assist with ~~provide assistance for~~ special events operations and promotions that will see participants and spectators attend from outside the West Hants Regional Municipality. This funding will support events that foster good community relations, support culture, develop the local economy and tourism industry and enrich the quality of life for residents and visitors.

5.7 Leadership Grants

- Maximum Contribution $1,000

- Grants available for recreation groups seeking help to provide supervision and leadership to implement a program.
- Wanting to have representatives attend leadership training that will improve the function of the group or the quality of leadership.

5.8 Sponsorship Advertising/Donation of Prizes Requests

- Maximum contribution per organization per year $100. Grants will only be awarded to the extent the current fiscal budget permits.
- To assist with~~provide assistance for~~ advertising to local not-for-profit organizations for projects, events or initiatives that benefit residents and are within the mandate of the Municipality.

5.9 Youth Travel Assistance

- Maximum Contribution Limits apply – Grants will only be awarded to the extent that the current fiscal budget permits.
- The Youth Travel Assistance Grant Program applies to residents of the West Hants Regional Municipality, 22 years of age or under, involved in non-profit minor sports or cultural activities, who have qualified to compete in sport championships/cultural events.

5.10 Community Trail Funding Program

- Maximum contribution - $2,500
- The trail funding program supports community organizations in the maintenance and development of trails for public use.

5.11 Major Capital Project Grants

- To assist with~~provide assistance for~~ the expansion or improvement of an indoor or outdoor cultural, social, heritage and recreation facilities and/or equipment for capital projects
- A separate agreement may be required depending on the nature and value of the asset for which the funds are provided.
- Depending on the funding source identified by staff, additional requirements may be necessary to maintain eligibility.
    - Canadian Community Building Fund requirements:
        - Agreement to abide by the Municipal agreement with the Province of Nova Scotia, which includes ensuring all costs of the project are eligible, Municipal and Provincial procurement practices are followed, and final report submission is made to the Municipality by March 31st of the fiscal year the grant was approved.
        - Under special request the Municipality can extend up to 75% of the approved grant value in advance of the

project being completed.
    - A written request with project quotes must be provided to receive a grant advance.
    - Receipt of payments made to vendor must be provided to the Municipality for filing with the Province.
- ~~Agreement to abide by the Municipal agreement with the Province of Nova Scotia, which includes having the ability to pay for the project before reimbursement from the Municipality~~

- Community Energy Systems - $2,500 limit
- Cultural Infrastructure - $5,000 limit
- Tourism Infrastructure - $5,000 limit
- Recreational Infrastructure - $5,000 limit
- Broadband Connectivity - $5,000 limit
- Trails - $2,500 limit

5.12 Recreation Facility Capital Investment Project Grants

- Maximum Contribution –$50,000
- To aid with expansion or improvement of indoor or outdoor not-for-profit community recreation facilities.
- Funding request is defined as a capital project partnered with the West Hants Regional Municipality with no greater than fifty percent (50%) of the funds being contributed by the Regional Municipality.
- In exceptional circumstances, Council may choose to contribute more than fifty percent (50%) of the cost of the project but will only do so when the need is clear and urgent, and all other sources of funding have been investigated.
- Projects must be completed during the fiscal year in which the funds are being requested. No carry-over of funds will be permitted.
- Projects must be for the betterment of the entire community and accessible by all residents and be Parks, Recreation and Culture related.
- Projects must follow the West Hants Regional Municipality Procurement and Tendering Policy RCOFN-003.00 or a procurement process approved by the West Hants Regional Municipality.
- The total amount funded through the Recreation Facility Investment Projects grant program will be determined by West Hants Regional Council on a case-by-case basis.
- Depending on the funding source identified by staff, additional requirements may be necessary to maintain eligibility.
    - Canadian Community Building Fund requirements:
        - Agreement to abide by the Municipal agreement with

the Province of Nova Scotia, which includes ensuring all costs of the project are eligible, Municipal and Provincial procurement practices are followed, and final report submission is made to the Municipality by March 31st of the fiscal year the grant was approved.~~having the ability to pay for the project before reimbursement from the Municipality.~~

- Under special request the Municipality can extend up to 75% of the approved grant value in advance of the project being completed.
    - A written request with project quotes must be provided to receive a grant advance.
    - Receipt of payments made to vendor must be provided to the Municipality for filing with the Province.

5.13 In-kind Contributions

- The provision of Municipal property/facilities, materials, or resources to support a service, program, project, or event.

6.0 FUNDING ELIGIBILITY

An applicant organization must meet the following criteria to be considered for a Grant or Contribution.

6.1 There can only be maximum of two applications per organization per fiscal year.

6.2 Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project, or service. The West Hants Regional Municipality should not be considered as a primary source of funding for the organization. (This Section 6.2 is not applicable to those applicants who provide volunteer services on behalf of the Municipality in lieu of the Municipality providing the services directly, e.g., Volunteer Fire Societies.)

6.3 Funding requests can be defined as events/projects/programs which support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment, heritage, safety, and/or health activities for a specific or general demographic or geographic group.

6.4 Requests for financial assistance for events of a Municipal, Provincial, or National significance which would be expected to bring economic and/or public relations benefit to the Municipality.

6.5 The applicant must demonstrate a commitment to all the following principles:
a) Accessibility (open to all Municipal residents)
b) Effectiveness (funding supports specific Municipal goals or objectives)
c) Accountability (through sound management and financial practices)

6.6 Requests for financial assistance for the Recreation Facility Capital Investment Project must submit audited financial statements for three consecutive years prior to the application year. Requests for financial assistance under this category must also submit details of all funding sources.

7.0 GENERAL INFORMATION

7.1 Municipal Council sets the funding limits and annual budget allotments within this Grants and Contributions Policy.

7.2 Applicants will complete the appropriate Municipal application form and supply the requested documentation.

7.3 Application deadlines and expiry periods may apply.

7.4 All applications except for youth travel and sponsorship/donations are approved by Council and applicants will be notified by letter of approval or denial. The letter will state any terms and conditions that apply to the grant approvals.

7.5 Applications for youth travel and sponsorship/donations are reviewed and approved by either the Director of Community Development or the Chief Administrative Officer.

7.6 Applicants should demonstrate community support, fundraising efforts, and efficient use of resources, sound business practices, and development of volunteers.

7.7 A financial statement and pertinent documentation must be filed with the Municipality annually.

7.8 The Municipality reserves the right to deny any application it deems not within its mandate.

7.9 All proposed work must comply with Municipal, Provincial and Federal regulations.

7.10 The following are the evaluation criteria that will be applied when reviewing grant applications:

a. Project/program fits within the mandate (vision/mission) of the Municipality.
b. The organization is a not-for-profit and in good standing with the Registry of Joint Stock Companies.
c. The application is for a program, event, facility is for public community purpose.
d. A financial need is demonstrated.
e. The organization is sourcing other funding partners.
f. The project is economical.
g. The project/program brings value to the residents of the Municipality.
h. The funding provided by the Municipality will enable the organization to leverage dollars from other funding agencies.
i. The facility, program or event provides a good return on investment.
j. The applicant has demonstrated that they will recognize the Municipality's contribution.
k. The organization has demonstrated long-term sustainability.
l. The applicant has demonstrated its own commitment to the project (i.e., In-kind donations, financial contribution etc.)

7.11 Individuals are not eligible for funding under the Grants and Contributions Policy except with written authorization through recognized organizations or where legislation allows the Municipality to do so.

7.12 Funding will not be provided to offset accumulated deficits or funding shortfalls. Funding consideration is based only on budgeted revenues and expenditures in the year for which the assistance is requested.

7.13 The applicant organization must spend or allocate grant funding within the current fiscal year for which it has been approved and for the sole purpose under which it has been granted unless approved by the Municipality.

8.0 APPLICATION PROCESS

8.1 Requests for funding under this program must be submitted on or before the third Thursday in February annually. Public notification will be provided of the submission date and requirements for all grant programs.

8.2 All applications must be accompanied by the required documentation to be considered complete when received.

8.3 Incomplete or late applications received after the deadlines set by Administration may not be processed.

8.4 Applicants receiving a grant or contribution under the Grants and Contributions Policy will not be eligible to receive a grant or contribution under any other grant program established by Council in the same fiscal year. This does not apply to organizations exempted under the Property Tax Exemption policy.

9.0 GENERAL TERMS

9.1 Granting of assistance in any one year or over several years is not a commitment to future funding.

9.2 Applications for in-kind support will be forwarded to the respective department for review and a separate report to Council will be prepared for consideration and approval during the approval process.

10.0 THE ROLE OF ADMINISTRATION

10.1 The Administration of West Hants Regional Municipality receive, and process written and complete submissions by applying established parameters, within the budget approved by Council.

10.2 Grant applicants determined to be ineligible for funding will be notified, in writing as soon as is practically possible.

10.3 The Chief Administrative Officer will provide a written report to Council on the recommended disposition of funds, annually.

10.4 Requests for grants, contributions or in-kind support received outside of the established grant application period will only be considered should sufficient funding be available in the current fiscal year.

10.5 Successful applicants will be notified with an official letter with instructions and reporting requirements.

10.6 Pursuant to the Municipal Government Act, Section (65C), a list of grants approved by West Hants Regional Municipality to community organizations will be published annually on the municipal website. The information will include the name of the applicant, name of the organization and grant funding approved.

11.0 RELATED PROGRAMS & INFORMATION

11.1 Youth Travel Assistance Program Guidelines

11.2 Community Trail Funding Program Guidelines

11.3 Community Development In-kind Contribution Grant

11.4 Grants to Recognized Fire Services

11.5 Registered Heritage Properties Grant

12.0 REPEAL

12.1 The Grants and Contribution Policy, RCOFN-012.00, dated October 25, 2022, is hereby repealed.

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

_____

Deanna Snair
Municipal Clerk

Adoption	
Notice to Council:	*Date: November 10, 2020*
Approval:	*Date: November 24, 2020*
Description: Initial approval of the Grants and Contribution Policy, RCOFN-012.00.	
Adoption	
Notice to Council:	*Date: October 11, 2022*
Approval:	*Date: October 25, 2022*
Description First Amendment to include the Recreation Facility Capital Investment Project Grant with a maximum of up to $50,000 per qualifying organization per calendar year.	

Committee of the Whole Excerpts
January 11, 2023

MEETING AND COMMITTEE PROCEDURAL POLICY RCOGE-003.00 PROPOSED AMENDMENTS EXCERPT

At the December 6th, 2022, Committee of the Whole meeting, formal notice was provided that staff would prepare a report examining the current policy and proposed changes to determine the best approach to realign sections within the policy and add clarity. Through the discussions of Council, consensus was to support the proposed recommendations with the exception of Section 17.8 resulting in the month of November remaining in the policy. The clerk would look at additional items (noted as clerical) and amend. Moving forward any changes will be noted and at the beginning of each year the policy will be reviewed.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL APPROVE THE STAFF RECOMMENDTAIONS AS PUT FORWARD BY CLERK SNAIR WITH THE EXCEPTION TO THE CHANGE TO SECTION 17.8.

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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) "Electronic means" the use of any technology that enables the public and all meeting participants to see and hear each other as the meeting is occurring.
k) "Majority" means more than one-half of those present

l) "Meeting Package" means the package prepared for a meeting consisting of the agenda and associated agenda item material;
m) "Motion" means the formal mode in which a Council member submits a proposed measure or resolve for the consideration and action of Council or Committee of Council;
n) "Municipal or Municipality" means the West Hants Regional Municipality;
o) "Pecuniary interest "means a situation where there is a reasonable likelihood or expectation of appreciable financial loss or gain to the person, or to other persons;
p) "Planning document" means a Municipal Planning Strategy, Land Use By-law, or Subdivision By-law;
q) "Question" means the subject matter of a motion; when the question is called, the motion is put to a vote without further debate;
r) "Quorum" means the majority of members required to hold a meeting.
s) "Resolution" means a formal expression of the opinion or the will of the Council or a Committee of Council adopted by vote, and is a result of an approved motion;
t) "Staff" means a person employed by the Municipality;
u) "Two-thirds vote" means a vote where at least two-thirds of the members present and entitled to vote at the meeting vote in favor of the motion.

2. Mandate of Council and Committee of the Whole

2.1. The mandate of Council is:

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

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

i. to provide good government;

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

iii. to develop and maintain safe and viable communities;

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

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

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

c) to conduct the official business of the Municipality;
d) to carry out any statutory public hearings as required by the *Act* and other legislation;
e) to provide strategic direction to the CAO through resolutions, policies and by-laws.

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

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

3. <u>Time, Place, Date and Notice of Meetings</u>

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 Council meeting or Committee meeting may be conducted by electronic means pursuant to Section 19A (1) of the MGA.

~~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; (is it relevant to continue with this?)~~ One or more Council or Committee members participating in a meeting by electronic means is deemed to be present at the meeting for purposes of quorum and voting.

~~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;~~ Except as provided in section 5.8, all attempts will me made for Council or Committee members to attend Meetings in-person.

e) ~~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;~~ Council or Committee member will provide sufficient notice to the Chair or Clerk (prior to the meeting) of the circumstances that prevent them from attending the meeting in person. This notice should clearly indicate that the circumstances are beyond the control of the Council or Committee member, and that all reasonable efforts have been made to resolve the situation so that they are able to attend the meeting in-person.

f) It is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;

g) if used during a closed meeting, the member will ensure confidentiality is maintained at all times;

h) Every intention will be made that no Councillor or resident member ~~will~~ participates by electronic means in no more than four (4) regularly scheduled meetings per year; with the awareness that emergencies occur.

i) the Councillor, resident member or members of the public does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;

j) the Chair will ensure those participating by electronic means have an opportunity to verbally declare any conflicts of interest;

k) the Councillor or resident member will notify the Chair of their intended departure (either temporary or permanent) from the meeting before leaving the meeting;
l) 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, or when determined by the Mayor or designate that a meeting occur to tend to an emergency or time sensitive matter. This would not count towards the four (4) electronic meetings per year as identified in 5.8(g).

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

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. <u>Meeting Agendas and Packages</u>

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 three (3) business days before a regular scheduled meeting. Councillors will be required to submit a "Report Form" (Appendix A) to be included in the agenda package.

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

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

7.7. Meeting packages will be provided to Councillors and resident members of Committees of Council by 5:00 p.m. at least three (3) business days before the meeting by internal communication systems or email.

7.8. Meeting packages will be provided to the public by 5:00 pm two (2) business days before a meeting by posting the meeting package to the Municipal website.

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

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

7.11. Late additions to the agenda will be accepted if approved by the majority of Council at the meeting. No late additions will be accepted for special meetings.

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

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

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

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

8. Council and Committee Chair Duties

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

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

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

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

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) contain presentation points and timestamps of when the reports were discussed during the meeting.
f) be clear, accurate, concise, and formatted to be readable;
g) be written in past-tense;
h) flow logically in accordance with the agenda, even if the meeting itself had been fragmented and confusing.

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

9.4. 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, electronic means ~~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 two (2) formal presentations at any Committee of the Whole meeting, it will be at the discretion of Council to request presentations at Council meetings.

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

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

10.16. A meeting of Council or a Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. If the meeting agenda is not completed as of 10:00 pm, the meeting will resume the next business day at 6:00pm to complete the work from the previous day's approved agenda.

11. Conflict of Interest

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

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

a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature 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. These meetings will be recorded electronically for accuracy in the minute taking process.

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) Repealed
g) Repealed
h) Mill Lakes Watershed Advisory Committee – Appendix J
i) Planning Advisory/Heritage Advisory Committee – Appendix K
j) Municipal Climate Change Action Plan Committee – Appendix L
k) Diverse and Inclusive Communities Committee – Appendix M
l) Police Advisory Board – Appendix N

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

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

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

17.7. Council agrees to participate in the following external boards and committees:

a) Annapolis Valley Regional Library Board
b) Hants County Residence for Senior Citizens Board
c) Landfill Liaison Committee
d) Region 6 Solid Waste Management Board
e) Valley Communication Fibre Network
f) Valley Regional Enterprise Network
g) Highway 101 Twinning Community Liaison Committee

17.8. Councillors are elected to various committees and boards every two (2) years, or as required by other legislation, policies or agreement, at the November Council meeting to ensure there are no interruptions in the November committee meeting dates. These appointments will take effect November 1st, unless otherwise stated within the Terms of

Reference outlined within a committee. For clarification, the first appointment after April 1, 2020 will be in November 2022. The number of Councillors to be elected:

a) for Committees of Council one (1) or more Councillors may be elected in accordance with the Committee structure set by Council;

b) for external boards and committees, one (1) Councillor and one (1) alternate Councillor may be elected.

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

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

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

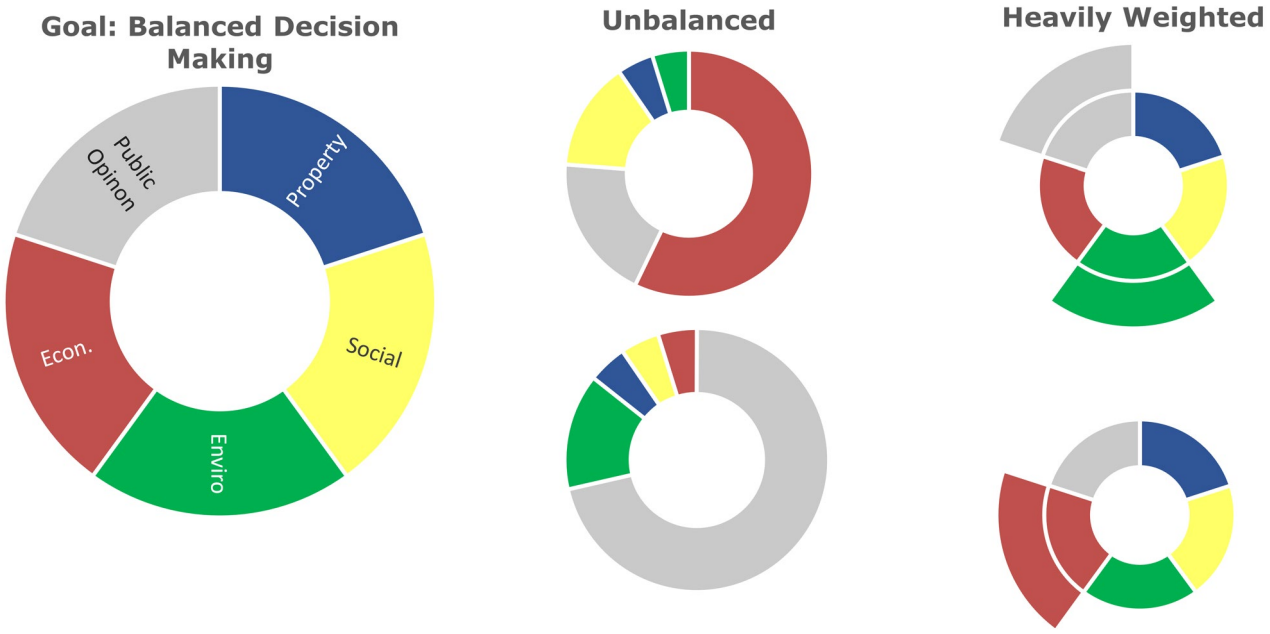
Decision Making by Council and Committee of Council

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 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 and One (1) Alternate
- 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 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.

3. PURPOSE

3.1. The primary objective of the Davidson Lake Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other stakeholders to work cooperatively to maintain the water quality and quantity in the Davidson Lake Watershed.

3.2. The Committee acts to protect source water as the first step to clean, safe drinking water.

3.3. The mandate of the Davidson Lake Watershed Advisory Committee is to advise and make recommendations to Council concerning issues of the management and protection of the Davidson Lake Watershed.

4. ROLE OF THE DAVIDSON WATERSHED 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 West Hants Regional Municipality.

3. PURPOSE

3.1. The primary objective of the French Mill Brook Watershed Committee is to provide a forum for the Landowners, the Municipality, and other stakeholders to work cooperatively to maintain the water quality and quantity in the French Mill Brook Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.

3.2. The mandate of the Committee is to advise and make recommendations to Council concerning issues of the management and protection of the French Mill Brook Watershed.

4. ROLE OF THE FRENCH MILL BROOK WATERSHED ADVISORY COMMITTEE

4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the French Mill Brook Watershed.

4.2. In addition, the Committee will:

a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
b) assist with revisions of the regulations for the Protected Water Area as required;
c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;

d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
f) advise on forest matters and other land use issues;
g) develop Best Management Practices (BMP) for activities in the French Mill Brook Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the French Mill Brook Watershed;
j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Three (3) Landowners Representatives
- One (1) Councillor and one (1) alternate
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Nova Scotia Transportation and Infrastructure Renewal Representative
- One (1) Nova Scotia Environment Representative

5.2. The Landowner Representatives must own land in the French Mill Brook Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be six (6) members; of which one (1) must be Councillor and two (2) Landowner Representatives.

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Falmouth Watershed Advisory Committee to the Committee of the Whole.

6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.

6.4. Administrative services for the Committee will be provided by the Municipality.

6.5. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer

APPENDIX H

Fences Arbitration Committee

1. PURPOSE

1.1. The purpose is to establish the Fences Arbitration Committee in accordance with the Fences and Detention of Stray Livestock Act.

2. DEFINITIONS

2.1. In Appendix H,

a) "Act" means the Fences and Detention of Stray Livestock Act, as amended from time to time;
b) "Clerk" means the Municipal Clerk of the Municipality;
c) "Committee" means the Fences Arbitration Committee of the Municipality;
d) "Council" means the Council of the Municipality;
e) "Livestock" means cattle, sheep, swine, goats, horses, ponies, mules, ratites, farmed deer and game farm animals and other livestock designated by the Minister;
f) "Minister" means the Minister of Agriculture;
g) "Municipality" means the West Hants Regional Municipality;
h) "Non-livestock farm" means land upon which no livestock is maintained.
i) "Owner" includes
   i. With respect to livestock, any person who has lawful custody of the livestock
   ii. With respect to a farm, the person occupying or operating a farm.

3. FORMATION OF THE FENCES ARBITRATION COMMITTEE

3.1. The Committee will consist of two (2) members, of which one member is appointed by Council and one member of the Municipality appointed by the Nova Scotia Federation of Agriculture.

3.2. The member appointed by Council will be the Chair of the Committee and may be an employee of the Municipality.

3.3. Alternate members of the Committee may be appointed at the request of the member appointed by the Municipality or the Nova Scotia Federation of Agriculture.

3.4. All members or alternates will be residents of the Municipality.

3.5. Non-Council members will be paid remuneration in accordance with the Council Remuneration Policy.

3.6. The Committee will meet on an as needed basis.

3.7. Two (2) members of the Committee will form a quorum.

3.8. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

4. DUTIES

4.1. The Committee will perform the duties as required by and in accordance with the Act, which include but not limited to:

a) Hearing fencing disputes between the owners of a livestock farm(s) or between the owner of a livestock farm and a non-livestock farm; who have notified the Clerk in writing and paid the accompanied fee. With respect to the matter referred to the Committee, the Committee may, by written order,

i. Determine the location, height and material of construction of any fence;
ii. Determine the manner of maintenance of a fence;
iii. Direct the owner of a farm to construct or maintain any fence in accordance with the Act;
iv. Determine the proportion of costs of building and maintaining any fences and common boundaries to be borne by each of the adjoining livestock farm owners pursuant to the Act;
v. Take any immediate action necessary including, but not limited to, the removal and boarding of livestock if it is determined there is a risk to the public, the livestock or property.

b) Directing a sale or other disposition of stray livestock, provided subsections (2), (3), and (4) of Section 9 of the Act have been complied with.

c) Disposing of stray livestock in such 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

Repealed

APPENDIX J

Mill Lakes Watershed Advisory Committee

1. PREAMBLE

1.1. The Mill Lakes Watershed supplies the reservoir from which the Windsor Water Utility, operated by the Municipality, withdraws water. The Windsor Water Utility currently supplies water to the community of Windsor and the Three Mill Plains Water Utility. The Three Mile Plains Water Utility services communities of Three Mile Plains, Currys Corner, Garlands Crossing, and Wentworth Creek.

In 1964, the area surrounding Mill Lakes, Hants County, was designated a Protected Water Area. Regulations were also enacted for the designated area to protect the water supply. The regulations were updated in 1986 under the Water Act. The Mill Lakes Watershed Protected Water Area contains four thousand three hundred ninety-four and a half (4394.5) acres of land (1778.4ha).

The Mill Lakes Watershed Committee was first established in 2005 by the former Town of Windsor in response to the need to develop a Source Water Protection Plan.

2. DEFINITIONS

2.1. In Appendix J,

a) “Committee” means the Mills Lakes Watershed Advisory Committee;

b) “Councillor” means an elected member the Council of the Municipality;

c) “Municipality” means the West Hants Regional Municipality;

d) “Staff” means a person employed by the Municipality.

3. PURPOSE

3.1. The primary objective of the Mill Lakes Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other Stakeholders to work cooperatively to maintain the water quality and quantity in the Mill Lakes Watershed. The Committee recognizes that the protection of source water is the first step in the multi-barrier approach to clean, safe drinking water.

4. ROLE OF THE MILL LAKES WATERSHED ADVISORY COMMITTEE

4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Mill Lakes Watershed.

4.2. In addition, the Committee will:

a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
b) assist with revisions of the regulations for the Protected Water Area as required;
c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
f) advise on forest matters and other land use issues;
g) develop Best Management Practices (BMP) for activities in the Mill Lakes Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Mill Lakes Watershed;
j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Four (4) Landowner Representatives
- One (1) Councillor and one (1) alternate
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative (voting)

5.2. The Landowner Representatives must own land in the Mill Lakes Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be five (5) members; of which two (2) must be a Landowner Representatives and one (1) must be a Councillor.

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Committee to the Committee of the Whole. The Committee Chair will be elected every two years on even numbered years by the Committee.

6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.

6.4. All Landowners are welcome to attend Committee meetings as observers.

6.5. A General Meeting of landowners may be called every two (2) years at the discretion of the Committee.

6.6. Administrative services for the Committee will be provided by the Municipality.

6.7. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX K

Planning Advisory/Heritage Advisory Committee

1. PURPOSE

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

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

2. DEFINITIONS

2.1. In Appendix K,

a) Repealed.

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

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

d) Repealed.

3. COMMITTEE COMPOSITION

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

a) The Committee will consist of ten (10) members as follows:

- Three (3) resident members from the former Municipality of West Hants area (excluding Hantsport) who are not Council members or Municipal Employees, two (2) resident members from the community of Hantsport who are not Council members or Municipal Employees, two (2) resident members from the community of Windsor who are not Council members or Municipal Employees and three (3) members of Council.

4. ADMINISTRATION

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

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

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

4.4. Resident Committee Members may be reappointed for a maximum of three (3) terms.

APPENDIX L

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.

APPENDIX M

Diversity and Inclusive Communities Committee

1. MANDATE

1.1 Through the establishment of this committee, we are committed to strengthening existing partnerships while collaborating with individuals, groups, and organizations to reduce systemic racism and discrimination while strengthening the ability of individuals and community to address issues of diversity, justice, and inequality while providing opportunities for inclusiveness and belonging to improve the lives of all.

2. PURPOSE

2.1 The purpose of the Diverse and Inclusive Communities Committee is to serve in an advisory capacity and make recommendations to Council which will formulate strategic action plans achieve the following:

a) Advocate, educate, celebrate, address, and advise on issues concerning social marginalization, equity, racism, and discrimination within the Municipality and its workplaces.

b) Break down barriers and implement programs, policies, and practices that promote diversity and inclusion and create opportunities which are inclusive and welcoming to all.

3. DEFINITIONS

3.1. In Appendix M

a) "Municipality" means the West Hants Regional Municipality

4. COMPOSITION

4.1 The Committee will consist of seven (7) voting members to ensure all perspectives are represented and side in a tie breaking scenario that promotes progression without uncertainty and ten (10) non-voting supporting members as follows: Seven (7) citizen members of diverse race and ethnicity (including, but not limited to those from the African Descent, Acadian, Glooscap First Nation, LGBTQ+, Indigenous, 2LGBTQIA+, Senior, Youth, and Newcomers' communities) (voting)

- One (1) Supporting and Promoting Equality in our Communities (spec) Community Group Representative (non-voting)
- One (1) RCMP Representative (non-voting)
- One (1) Community Health Board Representative (non-voting)
- Six (6) non-voting staff members appointed by the Chief Administrative Officer (non-voting)
- One (1) Councillor and one (1) Alternate (non-voting)

5. ADMINISTRATION

5.1. A Chair and Vice-Chair will be elected bi-annually based upon the date of the Committee establishment.

5.2. Citizen committee members will serve a two (2) year term.

5.3. Citizen Committee members will be provided remuneration in accordance with the Council Remuneration Policy.

5.4. Administrative services for the Committee will be provided by the Municipality.

5.5. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX N
Police Advisory Board Committee

1. PURPOSE

1.1 The purpose of the Police Advisory Board Committee is to provide advice to Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the Municipality. The Advisory Board does not, however, exercise jurisdiction relating to the complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.

2. DEFINITIONS

2.1. In Appendix N

a) "Municipality" means the West Hants Regional Municipality
b) "PAB" means the Police Advisory Board

3. COMPOSITION

3.1 The Police Act of NS – Section 57 - Establishment and composition of Police Advisory Boards, and Section 68(1) – Function of Advisory Board

The Committee will consist of five members:
(a) two members of council appointed by resolution of the council;
(b) two members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
(c) one member appointed by the Minister.

4. ADMINISTRATION

4.1. Each Councillor, appointed by Council, serves on the Committee for a designated term (2 years). Members are eligible for reappointment.

4.2. A Chair will be elected bi-annually, with the next appointment commencing November 2024.

4.3. Citizen and Council committee members will serve a two (2) year term.

4.4. Citizen Committee members will be provided remuneration in accordance with the Council Remuneration Policy.

4.5. Administrative services for the Committee will be provided by the Municipality.

4.6. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

4.7. Meetings will be held at least quarterly.

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

Deanna Snair
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:	March 9, 2021
Approval:	March 23, 2021
Description: Amended Policy to remove the Hantsport and Windsor Area Advisory Committee, change the membership of Planning Advisory / Heritage Advisory Committee, and change the definition of "Municipality" within the Appendices.	

Fourth Amendment	
Notice to Council:	April 12, 2022
Approval:	April 26, 2022
Description: Amend Policy (Section 9.3) to add that In-Camera meeting sessions be recorded to ensure accuracy which results in all meetings are recorded.	
Fifth Amendment	
Notice to Council:	*June 14, 2022*
Approval:	*June 28, 2022*
Description: • Amend Appendix K, Section 3.1 to read that the committee will consist of ten (10) members as follows: seven (7) resident members from the region of West Hants who are not council members or municipal employees or immediate family members (defined as children, brother, sister, spouse, mother, father) of either Council or municipal employees and three (3) members of Council and further that this will take effect at the November PAC/HAC meeting. • Amend Appendix K to remove section 3.1 B that reads "council members will be appointed to the committee in November for a term of one (1) year and the term will expire following the October meeting the next year. the	

appointments made as of April 2021 will expire October 2022", as per section 17.8 it automatically makes it a 2 yr. term. • Amend Appendix K to add a Section 4.1 to read resident members may be reappointed for a maximum of three (3) terms. • Amend Appendix M to reflect the changes noted in Attachment B; and further direct staff to advertise for interested parties who will become the voice and support of the diverse and inclusive communities committee. • Amend Section 8.1 to read "the chair of council will be the Mayor and the Chair of Committee of the Whole will be the Deputy Mayor except: a) in the absence of the Mayor at Council, the Deputy Mayor will be the Chair and b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting.

Sixth Amendment	
Notice to Council:	*July 12, 2022*
Approval:	*July 26, 2022*
Description: • Amend the Policy to make the necessary changes to the minute taking process to add presentation points and timestamps to the reports in the official minutes. • Amend the Policy such that "all topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon three (3) business days before a regular scheduled meeting.	

Seventh Amendment	
Notice to Council:	*September 13, 2022*
Approval:	*September 27 ,2022*
Description: Amend Appendix K, section 3.1 to read " the committee will consist of 10 members as follows: 3 resident members from the former Municipality of West Hants area (excluding Hantsport) who are not council members or municipal employees, 2 residents from the community of Hantsport who are not council members or municipal employees, 2 resident members from the community of Windsor who are not council members or municipal employees and 3 members of Council.	

Eighth Amendment	
Notice to Council:	*October 11, 2022*
Approval:	*October 25, 2022*

Description:

- Amend Appendix M to reflect the changes noted in Attachment B (Section 4.1 to reflect that the committee will consist of seven (7) voting members (to ensure all perspectives are represented and side in a tie breaking scenario that promotes progression without uncertainty, and ten (10) non-voting supporting members as follows: Seven (7) resident members of diverse race and ethnicity (including, but not limited to, those from the African Descent, Acadian, Glooscap First Nation, LGBTQ+, Indigenous, 2SLGBTQIA+, Senior, Youth, and Newcomers' communities) (One (1) Supporting and Promoting Equality in our Communities (SPEC) Community Group Representative (non-voting), One (1) RCMP Representative (non-voting), One (1) Community Health Board Representative (non-voting), Six (6) non-voting staff members appointed by the Chief Administrative Officer and One (1) Councillor and 1 Alternate (non-voting)
- Amend Section 10.16 of the Policy to read: "a meeting of Council or Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. if the meeting agenda is not complete as of 10:00 p.m., the meeting will resume the next business day at 6:00pm to complete the work from the previous day's approved agenda.

Ninth Amendment	
Notice to Council:	*January 10, 2022*
Approval:	

Description:

- Amend Section 1.3 (j) to include the definition of "Electronic means". The use of any technology that enables the public and all meeting participants to see and hear each other as the meeting is occurring."
- Amend Section 5.8 to read "A Council meeting or Committee meeting may be conducted by electronic means pursuant to Section 19A (1) of the MGA."
    a) One or more Council or Committee members participating in a meeting by electronic means is deemed to be present at the meeting for purposes of quorum and voting.
    b) Except as provided in section 5.8, all attempts will me made for Council or Committee members to attend Meetings in-person.
    c) Council or Committee member will provide sufficient notice to the Chair or Clerk (prior to the meeting) of the circumstances that prevent them from attending the meeting in person. This notice should clearly indicate that

the circumstances are beyond the control of the Council or Committee member, and that all reasonable efforts have been made to resolve the situation so that they are able to attend the meeting in-person.

d) It is the responsibility of the Councillor or resident member to ensure provision of electronic means at their location;
e) if used during a closed meeting, the member will ensure confidentiality is maintained at all times;
f) Every intention will be made that no Councillor or resident member participates by electronic means in no more than four (4) regularly scheduled meetings per year; with the awareness that emergencies occur.
g) the Councillor, resident member or members of the public does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;

- Amend Section 7.7 and 7.8 to read as 5:00 p.m.
- Amend Section 7.10 to add "and the majority of Council accept the report"
- Amend Section 7.11 to read as "Late additions to the agenda will be accepted if approved by the majority of Council at the meeting."
- Amend Section 7.12 to include "once approved by the majority of Council."
- Amend Section 9.12 to read as "electronic means" and remove audio and video.
- Amend Section 10.14 to read as "For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of two (2) formal presentations at any Committee of the Whole meeting, it will be at the discretion of Council to approve presentations at Council meetings."
- Amend Section 14.5 to include "These meetings will be recorded electronically for accuracy in the minute taking process."
- Amend Appendix D, Section 4.1 to include "and One (1) Alternate"
- Amend Section 17.3 to include the Police Advisory Board (PAB).
- Amend the Policy to include an Appendix N, for the Police Advisory Board.
- Amend Section 17.7 to include the Highway 101 Twinning Community Liaison Committee (CLC)

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ✓	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: _____
Deanna Snair, Municipal Clerk

Date: January 10, 2023

Subject: Meeting and Committee Procedural Policy RCOGE-003.00 Amendment

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LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section12(6) The council of a county or district municipality may, by policy, adopt rules governing the election of a warden by the council members.

RECOMMENDATION or DECISION REQUEST

THAT COMMITTEE OF THE WHOLE RECOMMEND THAT STAFF MAKE THE NECESSARY CHANGES TO THE MEETING AND COMMITTEE PROCEDURAL POLICY RCOGE-003.00 FOLLOWING THE DISCUSSION OF COUNCIL AT THE JANUARY 10, 2023 COMMITTEE OF THE WHOLE MEETING.

BACKGROUND

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

Over the past year several amendments have been approved and made to the Meeting and Committee Procedural Policy RCOGE-003.00. With the recognition that these amendments were intended to better the policy; some areas were overlooked resulting in inconsistencies and areas within the policy being contradictory.

At the December 6th, 2022, Committee of the Whole meeting, formal notice was provided that staff would prepare a report examining the current policy and proposed changes to determine the best approach to realign sections within the policy add clarity.

DISCUSSION

Staff have reviewed the policy and all previous motions made by Council to determine the areas within the policy requiring additional attention. Without deviating from the intent of the policy and being mindful of the Councils current practice the following amendments are being recommended:

- Amend Section 5.9 to add "or when determined by the Mayor or designate that a meeting occur to tend to an emergency or time sensitive matter". This provides Council with the opportunity to participate by electronic means as described in 5.8 outside of a local and/or world-wide crisis, should there be a requirement to meet to discuss a matter requiring immediate attention.
- Amend Section 7.7 and 7.8 to read as 5:00 p.m. Previously Section 7.7 read as 12 p.m. With the amendments made that reports were due by 12 p.m., three (3) business days prior to the meeting occurring there was a need to change the times in these sections to provide ample time to gather and combine reports for both Council and public viewing.
- Amend Section 7.10 to add "and the majority of Council accept the report". This would be in keeping with the recent practice that Council has adopted.
- Amend Section 7.11 to read as "Late additions to the agenda will be accepted if approved by the majority of Council at the meeting." This would be in keeping with the recent practice that Council has adopted.
- Amend Section 7.12 to include "once approved by the majority of Council." This would be in keeping with the recent practice that Council has adopted.
- Amend Section 10.14 to read as "For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of two (2) formal presentations at any Committee of the Whole meeting, it will be at the discretion of Council to approve presentations at Council meetings."
- Amend Section 14.5 to include "These meetings will be recorded for accuracy in the minute taking process." This amendment would be in keeping with previous amendments made regarding audio recordings.
- Amend Section 17.8 to include "October Council meeting to ensure there are no interruptions in the November committee meeting dates. These appointments will take effect November 1st, unless otherwise stated within the Terms of Reference outlined within a committee." This amendment would continue to support the process by which committee member appointment be effective November 1, 2022.
- Amend Appendix D, Section 4.1 to include "and One (1) Alternate" This permits an alternate Councillor be appointed to Accessibility Advisory Committee, currently none are in place.

Previous Policy	As Amended
Section 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).	All Councillors or resident members of Committees of Council may participate by electronic means as described in 5.8 during a local and/or world-wide crisis, or when determined by the Mayor or designate that a meeting occur to tend to an emergency or time sensitive matter. This would not count towards the four (4) electronic meetings per year as identified in 5.8(g).
Section 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.	Meeting packages will be provided to Councillors and resident members of Committees of Council by 5:00 p.m. at least three (3) business days before the meeting by internal communication systems or email.
Section 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.	Meeting packages will be provided to the public by 5:00 pm two (2) business days before a meeting by posting the meeting package to the Municipal website.
Section 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.	If an agenda item's associated material is not distributed in the meeting package and the majority of Council accept the report it will be distributed electronically or by hard copy during or after the meeting.
Section 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.	Late additions to the agenda will be accepted if approved by the majority of Council at the meeting. No late additions will be accepted for special meetings.

Section 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.	Agenda items may also be added at the meeting if it is time sensitive or concerning a matter where life, property or the environment is at immediate risk and cannot be dealt with at a later meeting once approved by the majority of Council. All meeting package material for these items will be distributed electronically or by hard copy during or after the meeting.
Section 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.	Formal presentations will be made at any meeting of Council or Committee of Council meeting, with no individual presentation exceeding fifteen (15) minutes plus a period for questions. For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of two (2) formal presentations at any Committee of the Whole meeting, it will be at the discretion of Council to approve presentations at Council meetings.
Section 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.	Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council. These meetings will be recorded for accuracy in the minute taking process.

Section 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.	Councillors are elected to various committees and boards every two (2) years, or as required by other legislation, policies or agreement, at the October Council meeting to ensure there are no interruptions in the November committee meeting dates. These appointments will take effect November 1st, unless otherwise stated within the Terms of Reference outlined within a committee. For clarification, the first appointment after April 1, 2020 will be in November 2022. The number of Councillors to be elected: a) for Committees of Council one (1) or more Councillors may be elected in accordance with the Committee structure set by Council; b) for external boards and committees, one (1) Councillor and one (1) alternate Councillor may be elected.
Appendix D, 4.1 To a two-year term – One (1) members of Council	To a two-year term – One (1) members of Council and One (1) Alternate

The following chart reflects points that would benefit from a discussion of Council to determine which direction to proceed.

Section 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; (do we tracking this; is it relevant to have as a criteria?) b) a maximum of two Councillors, resident members or combination may use electronic means during a meeting at one time; (is it relevant to continue with this?) c) the Chair will be physically present at the meeting location; (functionally this is important, however if we do not enforce it; is it relevant to remain?)

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; (if 5.8b remains it would also be the appropriate reason for this criteria).
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; (1. If we do not track this attendance criteria; is it relevant to continue as a criteria? And, 2. "of any kind" should likely be defined.
h)	the Councillor or resident member (or members of the public) does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;
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.

Section 12.8

Council or a Committee of Council may have informal discussions on a subject prior to making a main motion for consideration. [To highlight for Council to have a discussion relative to limiting debate to only speaking twice and not for more than 5 minutes each time – two separate components of agenda items].

Section 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. [MGA position is that a failure or refusal to vote is deemed to be in the negative; is there a reason for the difference within this policy?)

Section 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 [10] 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.

Section 14.5

Discussions held by those in attendance of an in-camera meeting are confidential unless required for Municipal, legal purposes pursuant to other regulatory requirements or released by motion of Council or the Committee of Council. These meetings will be recorded for accuracy in the minute taking process. […recorded electronically…]

Section 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.
   iv. [Through email communication from staff or from a Council member to Council at least seven (7) days before the meeting]. Not sure if this is an acceptable means?

Section 17.3

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

a) Accessibility Advisory Committee – Appendix D
b) Audit Committee – Appendix E
c) Davidson Lake Watershed Committee - F
d) French Mill Brook Watershed Advisory Committee – Appendix G
e) Fences Arbitration Committee – Appendix H
f) Repealed
g) Repealed
h) Mill Lakes Watershed Advisory Committee – Appendix J
i) Planning Advisory/Heritage Advisory Committee – Appendix K
j) Municipal Climate Change Action Plan Committee – Appendix L
k) Diverse and Inclusive Communities Committee – Appendix M
l) Police Advisory Board

Section 17.7 Council agrees to participate in the following external boards and committees: a) Annapolis Valley Regional Library Board b) Hants County Residence for Senior Citizens Board c) Landfill Liaison Committee d) Region 6 Solid Waste Management Board e) Valley Communication Fibre Network f) Valley Regional Enterprise Network g) Highway 101 Twinning Community Liaison Committee (CLC)
Appendix D, Section 4.1 The AAC will consist of seven (7) members as follows: • To a two-year term – One (1) members of Council and One (1) Alternate (An alternate or 2 council members) • To a two-year term – Four (4) Resident members • To a three-year term – Two (2) Resident members.
Appendix E, Section 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 (are three (3) members of council sufficient).
Section 6 Meetings of the Audit Committee will be held at least quarterly (MGA only requires semi-annually – is quarterly sufficient, or too much). Additional meetings may be necessary to review items relating to the audit and will be called by the Chair.

NEXT STEPS

Once Council provides direction, staff will amend the Meeting and Committee Procedural Policy RCOGE-003.00.

ALTERNATIVES

1. Committee of the Whole may choose to amend the policy as it is presented prior to recommending Council consider adopting the amended policy.
2. Committee of the whole may choose to not approve the draft policy and remain with the current policy in place.

ATTACHMENTS

- RCOFN-003.00 Meeting and Committee Procedural Policy – With highlighted proposed changes for discussion.

CHIEF ADMINISTRATIVE OFFICER REVIEW

Points are highlighted for both suggested amendments and to encourage Council to reflect on the current language to ensure it aligns with the intent or spirit of Council's wishes when a meeting is conducted.

I would highlight the presentation sections of the policy and request that Council reflect on the ideal number of presentations per meeting and what setting the presentations are made, COTW or Council. I would suggest that ideally presentations are made at COTW when possible, with a goal to limit the number of presentations to three (3) and that presentations at a Council meeting be a second option with the maximum of three (3) per meeting.

Report Prepared by: _____

Deanna Snair, Municipal Clerk

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 West Hants Regional Municipality;
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; (do we tracking this; is it relevant to have as a criteria?)
b) a maximum of two Councillors, resident members or combination may use electronic means during a meeting at one time; (is it relevant to continue with this?)
c) the Chair will be physically present at the meeting location; (functionally this is important, however if we do not enforce it; is it relevant to remain?)
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; (if 5.8b remains it would also be the appropriate reason for this criteria).
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; (1. If we do not track this attendance criteria; is it relevant to continue as a criteria? And, 2. "of any kind" should likely be defined.

h) the Councillor or resident member (or members of the public) does not interfere and/or disrupt the meeting, and if such occurs the Chair has the right to end the electronic participation;

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, or when determined by the Mayor or designate that a meeting occur to tend to an emergency or time sensitive matter. This would not count towards the four (4) electronic meetings per year as identified in 5.8(g).

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

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 three (3) business days before a regular scheduled meeting. Councillors will be required to submit a "Report Form" (Appendix A) to be included in the agenda package.

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

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

7.7. Meeting packages will be provided to Councillors and resident members of Committees of Council by 5:00 p.m. at least three (3) business days before the meeting by internal communication systems or email.

7.8. Meeting packages will be provided to the public by 5:00 pm two (2) business days before a meeting by posting the meeting package to the Municipal website.

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

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

7.11. Late additions to the agenda will be accepted if approved by the majority of Council at the meeting. No late additions will be accepted for special meetings.

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

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

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

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

8. Council and Committee Chair Duties

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

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

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

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

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) contain presentation points and timestamps of when the reports were discussed during the meeting.
f) be clear, accurate, concise, and formatted to be readable;
g) be written in past-tense;
h) flow logically in accordance with the agenda, even if the meeting itself had been fragmented and confusing.

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

9.4. 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 two (2) formal presentations at any Committee of the Whole meeting, it will be at the discretion of Council to approve presentations at Council meetings.

10.15. When a report, by-law, petition or other document is read or received, including those deemed received upon approval of the agenda, the Clerk or appropriate staff member will endorse upon it:
a) a note of the reading;
b) the date;
c) the way it was dealt with.

10.16. A meeting of Council or a Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. If the meeting agenda is not completed as of 10:00 pm, the meeting will resume the next business day at 6:00pm to complete the work from the previous day's approved agenda.

11. Conflict of Interest

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

11.2. Where a Councillor or resident member, either on their own behalf or while acting for, by or with and/or through, another person has any pecuniary interest, direct or indirect on a subject they will:
a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature 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. [To highlight for Council to have a discussion relative to limiting debate to only speaking twice and not for more than 5 minutes each time – two separate components of agenda items].

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. [MGA position is that a failure or refusal to vote is deemed to be in the negative; is there a reason for the difference within this policy?)

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 [10] 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. These meetings will be recorded for accuracy in the minute taking process. […recorded electronically…]

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.

iv. [Through email communication from staff or from a Council member to Council at least seven (7) days before the meeting]. Not sure if this is an acceptable means?

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) Diverse and Inclusive Communities Committee – Appendix M
l) Police Advisory Board

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

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

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

17.7. Council agrees to participate in the following external boards and committees:

a) Annapolis Valley Regional Library Board
b) Hants County Residence for Senior Citizens Board
c) Landfill Liaison Committee
d) Region 6 Solid Waste Management Board
e) Valley Communication Fibre Network
f) Valley Regional Enterprise Network
g) Highway 101 Twinning Community Liaison Committee (CLC)

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 October Council meeting to ensure there are no interruptions in the November committee meeting dates. These appointments will take effect November 1st, unless otherwise stated within the Terms of Reference outlined within a committee. For clarification, the first appointment after April 1, 2020 will be in November 2022. The number of Councillors to be elected:

a) for Committees of Council one (1) or more Councillors may be elected in accordance with the Committee structure set by Council;

b) for external boards and committees, one (1) Councillor and one (1) alternate Councillor may be elected.

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

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

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	Lay on the Table	Yes	No	No	Majority	No	No

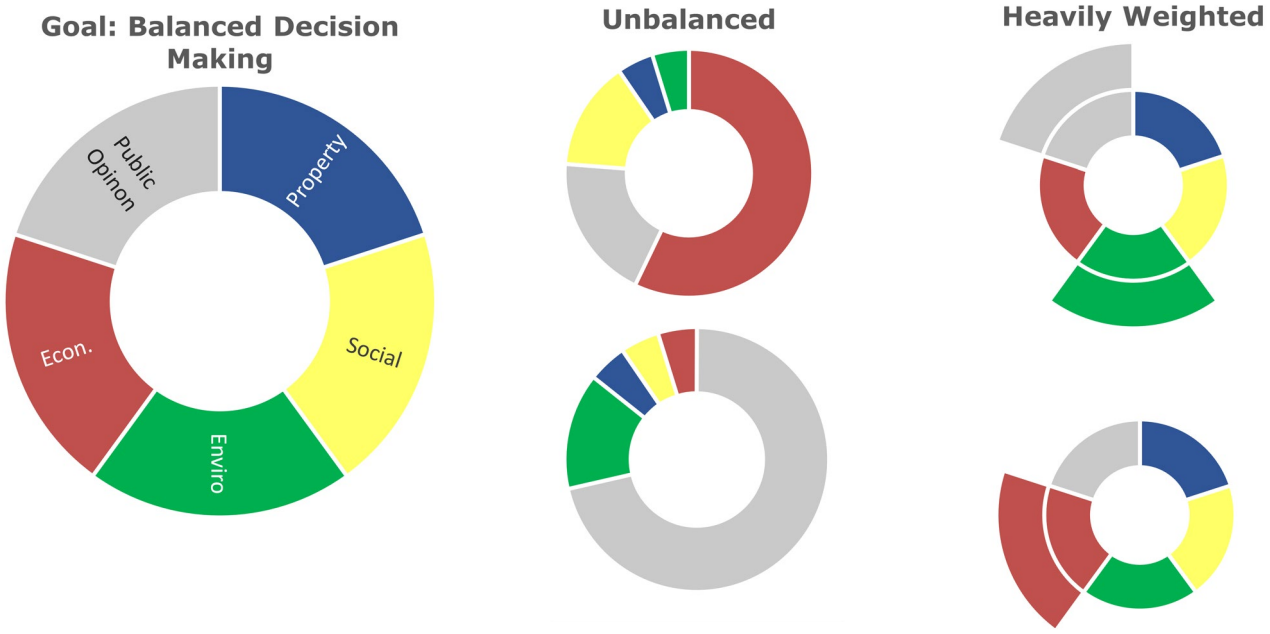
	Previous Question	Yes	No	No	2/3	Yes	No
	Limit or Extend Debate	Yes	Yes	No	2/3	Yes	No
	Postpone to a Definite Time	Yes	Yes	Yes	Majority	Yes	No
	Refer	Yes	Yes	Yes	Majority	Yes	No
	Amend	Yes	Yes	Yes	Majority	Yes	No
	Postpone Indefinitely	Yes	No	Yes	Majority	Yes	No
Main	Original Motion	Yes	Yes	Yes	Majority	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 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 and One (1) Alternate (An alternate or 2 council members)
- 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 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 (are three (3) members of council sufficient).

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 (MGA only requires semi-annually – is quarterly sufficient, or too much). Additional meetings may be necessary to review items relating to the audit and will be called by the Chair.

APPENDIX F

Davidson Lake Watershed Advisory Committee

1. PREAMBLE

1.1. The Davidson Lake Watershed Advisory Committee was established in 2007 in response to the requirement of Nova Scotia Environment (NSE) to develop and prescribe regulations for the Protected Water Area, as well as a Source Water Protection Plan (SWPP). The SWPP was adopted by the former Hantsport Town Council on July 4, 2013. The draft Regulations were submitted to Nova Scotia Environment and at this time awaits Provincial review and approval.

2. DEFINITIONS

2.1. In Appendix F,

a) "Committee" means the Davidson Lake Watershed Advisory Committee;
b) "Councillor" means an elected member of the Council of the Municipality;
c) "Municipality" means the West Hants Regional Municipality.

3. PURPOSE

3.1. The primary objective of the Davidson Lake Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other stakeholders to work cooperatively to maintain the water quality and quantity in the Davidson Lake Watershed.

3.2. The Committee acts to protect source water as the first step to clean, safe drinking water.

3.3. The mandate of the Davidson Lake Watershed Advisory Committee is to advise and make recommendations to Council concerning issues of the management and protection of the Davidson Lake Watershed.

4. ROLE OF THE DAVIDSON WATERSHED 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 West Hants Regional Municipality.

3. PURPOSE

3.1. The primary objective of the French Mill Brook Watershed Committee is to provide a forum for the Landowners, the Municipality, and other stakeholders to work cooperatively to maintain the water quality and quantity in the French Mill Brook Watershed. The Committee acts to protect source water as the first step to clean, safe drinking water.

3.2. The mandate of the Committee is to advise and make recommendations to Council concerning issues of the management and protection of the French Mill Brook Watershed.

4. ROLE OF THE FRENCH MILL BROOK WATERSHED ADVISORY COMMITTEE

4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the French Mill Brook Watershed.

4.2. In addition, the Committee will:

a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
b) assist with revisions of the regulations for the Protected Water Area as required;

c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
f) advise on forest matters and other land use issues;
g) develop Best Management Practices (BMP) for activities in the French Mill Brook Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the French Mill Brook Watershed;
j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Three (3) Landowners Representatives
- One (1) Councillor and one (1) alternate
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Nova Scotia Transportation and Infrastructure Renewal Representative
- One (1) Nova Scotia Environment Representative

5.2. The Landowner Representatives must own land in the French Mill Brook Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be six (6) members; of which one (1) must be Councillor and two (2) Landowner Representatives.

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Falmouth Watershed Advisory Committee to the Committee of the Whole.

6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.

6.4. Administrative services for the Committee will be provided by the Municipality.

6.5. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer

APPENDIX H

Fences Arbitration Committee

1. PURPOSE

1.1. The purpose is to establish the Fences Arbitration Committee in accordance with the Fences and Detention of Stray Livestock Act.

2. DEFINITIONS

2.1. In Appendix H,

a) "Act" means the Fences and Detention of Stray Livestock Act, as amended from time to time;
b) "Clerk" means the Municipal Clerk of the Municipality;
c) "Committee" means the Fences Arbitration Committee of the Municipality;
d) "Council" means the Council of the Municipality;
e) "Livestock" means cattle, sheep, swine, goats, horses, ponies, mules, ratites, farmed deer and game farm animals and other livestock designated by the Minister;
f) "Minister" means the Minister of Agriculture;
g) "Municipality" means the West Hants Regional Municipality;
h) "Non-livestock farm" means land upon which no livestock is maintained.
i) "Owner" includes
   i. With respect to livestock, any person who has lawful custody of the livestock
   ii. With respect to a farm, the person occupying or operating a farm.

3. FORMATION OF THE FENCES ARBITRATION COMMITTEE

3.1. The Committee will consist of two (2) members, of which one member is appointed by Council and one member of the Municipality appointed by the Nova Scotia Federation of Agriculture.

3.2. The member appointed by Council will be the Chair of the Committee and may be an employee of the Municipality.

3.3. Alternate members of the Committee may be appointed at the request of the member appointed by the Municipality or the Nova Scotia Federation of Agriculture.

3.4. All members or alternates will be residents of the Municipality.

3.5. Non-Council members will be paid remuneration in accordance with the Council Remuneration Policy.

3.6. The Committee will meet on an as needed basis.

3.7. Two (2) members of the Committee will form a quorum.

3.8. All members must abide by the Administrative Terms of Reference, set out by the Committee and reviewed the by Chief Administrative Officer.

4. DUTIES

4.1. The Committee will perform the duties as required by and in accordance with the Act, which include but not limited to:

a) Hearing fencing disputes between the owners of a livestock farm(s) or between the owner of a livestock farm and a non-livestock farm; who have notified the Clerk in writing and paid the accompanied fee. With respect to the matter referred to the Committee, the Committee may, by written order,
   i. Determine the location, height and material of construction of any fence;
   ii. Determine the manner of maintenance of a fence;
   iii. Direct the owner of a farm to construct or maintain any fence in accordance with the Act;
   iv. Determine the proportion of costs of building and maintaining any fences and common boundaries to be borne by each of the adjoining livestock farm owners pursuant to the Act;
   v. Take any immediate action necessary including, but not limited to, the removal and boarding of livestock if it is determined there is a risk to the public, the livestock or property.

b) Directing a sale or other disposition of stray livestock, provided subsections (2), (3), and (4) of Section 9 of the Act have been complied with.

c) Disposing of stray livestock in such 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
Repealed

APPENDIX J
Mill Lakes Watershed Advisory Committee

1. PREAMBLE

1.1. The Mill Lakes Watershed supplies the reservoir from which the Windsor Water Utility, operated by the Municipality, withdraws water. The Windsor Water Utility currently supplies water to the community of Windsor and the Three Mill Plains Water Utility. The Three Mile Plains Water Utility services communities of Three Mile Plains, Currys Corner, Garlands Crossing, and Wentworth Creek.

In 1964, the area surrounding Mill Lakes, Hants County, was designated a Protected Water Area. Regulations were also enacted for the designated area to protect the water supply. The regulations were updated in 1986 under the Water Act. The Mill Lakes Watershed Protected Water Area contains four thousand three hundred ninety-four and a half (4394.5) acres of land (1778.4ha).

The Mill Lakes Watershed Committee was first established in 2005 by the former Town of Windsor in response to the need to develop a Source Water Protection Plan.

2. DEFINITIONS

2.1. In Appendix J,

a) "Committee" means the Mills Lakes Watershed Advisory Committee;
b) "Councillor" means an elected member the Council of the Municipality;
c) "Municipality" means the West Hants Regional Municipality;
d) "Staff" means a person employed by the Municipality.

3. PURPOSE

3.1. The primary objective of the Mill Lakes Watershed Advisory Committee is to provide a forum for the Landowners, the Municipality and other Stakeholders to work cooperatively to maintain the water quality and quantity in the Mill Lakes Watershed. The Committee recognizes that the protection of source water is the first step in the multi-barrier approach to clean, safe drinking water.

4. ROLE OF THE MILL LAKES WATERSHED ADVISORY COMMITTEE

4.1. The Committee advises the Municipality and Director of Public Works on issues pertaining to the Mill Lakes Watershed.

4.2. In addition, the Committee will:

a) assist in the development and implementation of a Source Water Protection Plan, which will be reviewed periodically;
b) assist with revisions of the regulations for the Protected Water Area as required;
c) review the details of the establishment of the Committee and make recommendation of changes to the Council of the Municipality;
d) provide a forum for the involvement of landowners and exchange of information in matters regarding the watershed and water resources;
e) provide a forum to deal with issues and concerns in the watershed and address problems and solutions on matters of concern, as they arise;
f) advise on forest matters and other land use issues;
g) develop Best Management Practices (BMP) for activities in the Mill Lakes Watershed. These Best Management Practices will also be used to guide any approval processes for activities;
h) review and make recommendations on activities affecting the Protected Water Area, as requested by the Municipality;
i) provide and develop information and education about the Protected Water Area for residents, landowners, and users of the Mill Lakes Watershed;
j) liaise with government agencies and other resources not represented on the committee on matters affecting the Protected Water Area, such as the Provincial Department of Agriculture and Fisheries (DAF) and the Federal Department of Fisheries and Oceans (DFO).
k) provide information on the Committee's activities to landowners in the Protected Water Area.

5. COMMITTEE COMPOSITION

5.1. The Committee members will be comprised of:

- Four (4) Landowner Representatives
- One (1) Councillor and one (1) alternate
- One (1) Nova Scotia Department of Lands and Forestry Representative
- One (1) Water Utility Representative
- One (1) Planning and Development Department Representative
- One (1) Nova Scotia Environment Representative (voting)

5.2. The Landowner Representatives must own land in the Mill Lakes Watershed and will not include the Municipality.

6. ADMINISTRATION

6.1. A quorum for the Committee will be five (5) members; of which two (2) must be a Landowner Representatives and one (1) must be a Councillor.

6.2. The Chair of the Committee will be elected by and from the Committee. The Chair will be responsible for reporting the activities of the Committee to the Committee of the Whole. The Committee Chair will be elected every two years on even numbered years by the Committee.

6.3. The Committee will meet semi-annually. The Chair may call for additional meetings as required.

6.4. All Landowners are welcome to attend Committee meetings as observers.

6.5. A General Meeting of landowners may be called every two (2) years at the discretion of the Committee.

6.6. Administrative services for the Committee will be provided by the Municipality.

6.7. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

APPENDIX K

Planning Advisory/Heritage Advisory Committee

1. PURPOSE

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

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

2. DEFINITIONS

2.1. In Appendix K,

a) Repealed.
b) "Municipality" means the West Hants Regional Municipality;
c) "PAC/HAC" means the Planning Advisory/Heritage Advisory Committee of the Municipality;
d) Repealed.

3. COMMITTEE COMPOSITION

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

a) The Committee will consist of ten (10) members as follows:

- Three (3) resident members from the former Municipality of West Hants area (excluding Hantsport) who are not Council members or Municipal Employees, two (2) resident members from the community of Hantsport who are not Council members or Municipal Employees, two (2) resident members from the community of Windsor who are not Council members or Municipal Employees and three (3) members of Council.

4. ADMINISTRATION

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

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

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

4.4. Resident Committee Members may be reappointed for a maximum of three (3) terms.

APPENDIX L

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.

APPENDIX M

Diversity and Inclusive Communities Committee

1. MANDATE

1.1 Through the establishment of this committee, we are committed to strengthening existing partnerships while collaborating with individuals, groups, and organizations to reduce systemic racism and discrimination while strengthening the ability of individuals and community to address issues of diversity, justice, and inequality while providing opportunities for inclusiveness and belonging to improve the lives of all.

2. PURPOSE

2.1 The purpose of the Diverse and Inclusive Communities Committee is to serve in an advisory capacity and make recommendations to Council which will formulate strategic action plans achieve the following:

a) Advocate, educate, celebrate, address, and advise on issues concerning social marginalization, equity, racism, and discrimination within the Municipality and its workplaces.

b) Break down barriers and implement programs, policies, and practices that promote diversity and inclusion and create opportunities which are inclusive and welcoming to all.

3. DEFINITIONS

3.1. In Appendix M

a) "Municipality" means the West Hants Regional Municipality

4. COMPOSITION

4.1 The Committee will consist of seven (7) voting members to ensure all perspectives are represented and side in a tie breaking scenario that promotes progression without uncertainty and ten (10) non-voting supporting members as follows: Seven (7) citizen members of diverse race and ethnicity (including, but not limited to those from the African Descent, Acadian, Glooscap First Nation, LGBTQ+, Indigenous, 2LGBTQIA+, Senior, Youth, and Newcomers' communities) (voting)

- One (1) Supporting and Promoting Equality in our Communities (spec) Community Group Representative (non-voting)
- One (1) RCMP Representative (non-voting)
- One (1) Community Health Board Representative (non-voting)
- Six (6) non-voting staff members appointed by the Chief Administrative Officer (non-voting)
- One (1) Councillor and one (1) Alternate (non-voting)

5. ADMINISTRATION

5.1. A Chair and Vice-Chair will be elected bi-annually based upon the date of the Committee establishment.

5.2. Citizen committee members will serve a two (2) year term.

5.3. Citizen Committee members will be provided remuneration in accordance with the Council Remuneration Policy.

5.4. Administrative services for the Committee will be provided by the Municipality.

5.5. All members must abide by the Administrative Terms of Reference set out by the Committee and reviewed the by Chief Administrative Officer.

I, Deanna Snair, Municipal Clerk of the West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the **23rd** day of **March, 2022.**

Deanna Snair
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:	March 9, 2021
Approval:	March 23, 2021
Description: Amended Policy to remove the Hantsport and Windsor Area Advisory Committee, change the membership of Planning Advisory / Heritage Advisory Committee, and change the definition of “Municipality” within the Appendices.	

Fourth Amendment	
Notice to Council:	April 12, 2022
Approval:	April 26, 2022
Description: Amend Policy (Section 9.3) to add that In-Camera meeting sessions be recorded to ensure accuracy which results in all meetings are recorded.	
Fifth Amendment	
Notice to Council:	*June 14, 2022*
Approval:	*June 28, 2022*

Description:

- Amend Appendix K, Section 3.1 to read that the committee will consist of ten (10) members as follows: seven (7) resident members from the region of West Hants who are not council members or municipal employees or immediate family members (defined as children, brother, sister, spouse, mother, father) of either Council or municipal employees and three (3) members of Council and further that this will take effect at the November PAC/HAC meeting.
- Amend Appendix K to remove section 3.1 B that reads "council members will be appointed to the committee in November for a term of one (1) year and the term will expire following the October meeting the next year. the appointments made as of April 2021 will expire October 2022", as per section 17.8 it automatically makes it a 2 yr. term.
- Amend Appendix K to add a Section 4.1 to read resident members may be reappointed for a maximum of three (3) terms.
- Amend Appendix M to reflect the changes noted in Attachment B; and further direct staff to advertise for interested parties who will become the voice and support of the diverse and inclusive communities committee.
- Amend Section 8.1 to read "the chair of council will be the Mayor and the Chair of Committee of the Whole will be the Deputy Mayor except: a) in the absence of the Mayor at Council, the Deputy Mayor will be the Chair and b) in the temporary absence of both the Mayor and Deputy Mayor, a Chair will be appointed from the Councillors present at the meeting.

Sixth Amendment	
Notice to Council:	*July 12, 2022*
Approval:	*July 26, 2022*

Description:

- Amend the Policy to make the necessary changes to the minute taking process to add presentation points and timestamps to the reports in the official minutes**.**
- Amend the Policy such that "all topics and supporting material for an agenda will be submitted to the staff member preparing the agenda by 12:00 noon three (3) business days before a regular scheduled meeting.

Seventh Amendment	
Notice to Council:	*September 13, 2022*
Approval:	*September 27 ,2022*

Description: Amend Appendix K, section 3.1 to read " the committee will consist of 10 members as follows: 3 resident members from the former Municipality of West Hants area (excluding Hantsport) who are not council members or municipal employees, 2 residents from the community of Hantsport who are not council members or municipal employees, 2 resident members from the community of

Windsor who are not council members or municipal employees and 3 members of Council.

Eighth Amendment	
Notice to Council:	*October 11, 2022*
Approval:	*October 25, 2022*

Description:

- Amend Appendix M to reflect the changes noted in Attachment B (Section 4.1 to reflect that the committee will consist of seven (7) voting members (to ensure all perspectives are represented and side in a tie breaking scenario that promotes progression without uncertainty, and ten (10) non-voting supporting members as follows: Seven (7) resident members of diverse race and ethnicity (including, but not limited to, those from the African Descent, Acadian, Glooscap First Nation, LGBTQ+, Indigenous, 2SLGBTQIA+, Senior, Youth, and Newcomers' communities) (One (1) Supporting and Promoting Equality in our Communities (SPEC) Community Group Representative (non-voting), One (1) RCMP Representative (non-voting), One (1) Community Health Board Representative (non-voting), Six (6) non-voting staff members appointed by the Chief Administrative Officer and One (1) Councillor and 1 Alternate (non-voting)
- Amend Section 10.16 of the Policy to read: “a meeting of Council or Committee of Council will adjourn at 10:00 pm unless otherwise determined by a majority vote of the members present. if the meeting agenda is not complete as of 10:00 p.m., the meeting will resume the next business day at 6:00pm to complete the work from the previous day’s approved agenda.

Ninth Amendment	
Notice to Council:	*January 10, 2022*
Approval:	

Description:

- Amend Section 5.9 to add “or when determined by the Mayor or designate that a meeting occur to tend to an emergency or time sensitive matter”
- Amend Section 7.7 and 7.8 to read as 5:00 p.m.
- Amend Section 7.10 to add “and the majority of Council accept the report”
- Amend Section 7.11 to read as “Late additions to the agenda will be accepted if approved by the majority of Council at the meeting.”
- Amend Section 7.12 to include “once approved by the majority of Council.”
- Amend Section 10.14 to read as “For purposes of efficiency and time management it will be the goal when setting an agenda to limit a maximum of two (2) formal presentations at any Committee of the Whole meeting, it

will be at the discretion of Council to approve presentations at Council meetings."

- Amend Section 14.5 to include "These meetings will be recorded for accuracy in the minute taking process."
- Amend Section 17.8 to include "October Council meeting to ensure there are no interruptions in the November committee meeting dates. These appointments will take effect November 1st, unless otherwise stated within the Terms of Reference outlined within a committee."
- Amend Appendix D, Section 4.1 to include "and One (1) Alternate"

Committee of the Whole Excerpts
January 11, 2023

REGION 6 - 2023-24 BUDGET EXCERPT

Region 6 Solid Waste Management is a liaison group of 12 Municipalities and dedicated to reducing waste in homes, businesses, and communities. Through programs and educational outreach, they promote proper waste sorting and diversion.
As outlined in the Inter-Municipal Agreement, Section 35 each participating Council must approve the proposed budget, or refuse, by March 14th the year the budget applies.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL APPROVES THE 2023-24 OPERATING BUDGET FOR REGION 6 SOLID WASTE MANAGEMENT FOR THE AMOUNT OF $861,578, AS PRESENTED ON JANUARY 11, 2023.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation √	Decision Request ☐	Councillor Activity ☐

To: West Hants Regional Municipality Committee of the Whole

Submitted by: Diana Gibson

Diana Gibson, Acting Director, Financial Services

Date: January 10, 2023

Subject: Region 6 Solid Waste Management 2023-24 Budget

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that . . .

> . . . Council approves the 2023-24 operating budget for Region 6 Solid Waste Management for the amount of $861,578, as presented on January 10, 2023.

BACKGROUND

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

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

As outlined in the Inter-Municipal Agreement, Section 35 each participating Council must approve the proposed budget, or refuse, by March 14th the year the budget applies.

DISCUSSION

After the audit was completed for the 2021-22 fiscal year, Region 6 has an operational surplus of $6,596. This amount will be removed from the total municipal contributions in 2023-24, paid by each participating Municipal Unit.

Region 6 prepares their annual budget for review by their Technical and Inter-Municipal Committee, which was held on December 2, 2022, with the Inter-Municipal Committee unanimously voting in favour of the draft 2023-24 budget. Now Region 6 requests that each participating Council approve the annual budget.

The 2023-24 budget is in the amount of $861,578, which is a 10.7% increase from last year's budget of $788,025. Region 6 has operated on a smaller budget the past couple of years, where educational programs were unable to run, Region 6 is now able to fully open these programs up across the region resulting in the increase cost of service delivery

NEXT STEPS

Notify Region 6 Solid Waste Management once ratified by Council.

FINANCIAL IMPLICATIONS

For the 2023-24 fiscal year, Region 6 has a budgeted increase in Municipal Contributions of 17.0% over the 2022-23 fiscal year. The 2021-22 surplus is applied to this figure proportionately to each unit, resulting in West Hants Regional Municipality's contribution to be $25,655.84, a 6.2% decrease from the 2022-23 contribution of $27,364.96.

	2022-23 Budget	2023-24 Budget	Percentage of Change
Total Budget	$778,025	$861,578	^ 10.7%
Municipal Contribution	$109,422	$127,975	^ 17.0%
Contribution Adjustment *	+ $20,753	- $6,596	-
Updated Contribution	$130,175	$121,379	ᵛ 6.8%
WHRM Contribution (21%)	$27,364.96	$25,665.84	ᵛ 6.2%

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

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

ALTERNATIVES

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

ATTACHMENTS

- Budget Approval Request, Region 6 Solid Waste Management, dated December 9, 2022
- Region 6 Activities Summary 2022

CHIEF ADMINISTRATIVE OFFICER REVIEW

As noted in the financial section of the report the 2023/24 Municipal contribution required from the WHRM is a decrease when compared to the budgeted 2022/23 contribution explained in the notes and the report.

I support the recommendation.

Report Prepared by:

Diana Gibson, Acting Director, Financial Services

Report Approved by:

Mark Phillips, Chief Administrative Officer

PO Box 639 / 45 School St , Suite 304
Mahone Bay, NS B0J 2E0

Region 6 Solid Waste-Resource Management

Phone: 902-624-1339
E-mail: Christine.McClare@Region6SWM.ca

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

December 9, 2022

RE: Budget Approval 2023-24

Dear Mr. Phillips,

On Friday, December 2, 2022, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2023 – March 31, 2024.

The following motion was passed:

MOTION: to recommend approval of the 2023-24 Region 6 Inter-Municipal Committee Budget in the amount of $121,379.00 to be invoiced to member councils as presented. **M/C**

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

"34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.

35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.

36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.

37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.

38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.

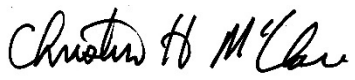
39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council."

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 14, 2023 on your approval or refusal.

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

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

Regards,



Christine H. McClare BA Psych
Regional Coordinator

encl.

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Region 6 Solid Waste-Resource Management
Phone: 902-624-1339
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Region 6 Solid Waste Management

INCOME	2022-23 Actuals as of September 30	2022-23 Projection	2022-23 Budget	2023-24 ESTIMATE
Contracts/Service Agreements				
Education Contract	25,451	80,392	80,392	80,392
Coordinator Agreement	21,643	43,286	43,286	43,286
Enforcement Contract	13,353	89,425	89,425	89,425
Sub-total	$ 60,447	$ 213,103	$ 213,103	$ 213,103
Stewardship/Incentives				
Dairy Stewardship	0	75,000	75,000	90,000
Diversion [1]	0	310,000	310,000	350,000
Municipal Approved Programs	0	80,500	80,500	80,500
Interest	1,858	1,858		
Sub-total	$ 1,858	$ 467,358	$ 465,500	$ 520,500
Municipal Contribution				
Municipal Billing [2]	97,631	109,422	109,422	127,975
Sub-total	$97,631	$109,422	$109,422	$127,975
TOTAL	**$ 159,936**	**$ 789,883**	**$ 788,025**	**$ 861,578**

Inter-Municipal Reserves Schedule	Previous Years Expenses	F2022-23 Projection	Approved Expense	Program Amount Remaining
Inter-Municipal program	30,000	7,432	30,000	-

EXPENSES	2022-23 Actuals as of September 30	2022-23 Projection	2022-23 Budget	2023-24 ESTIMATE
OPERATING EXPENSE				
Coordinator Salary	33,225	66,450	77,077	85,329
Coordinator Benefits	7,818	12,856	12,856	11,350
Travel (Coordinator)	580	1,161	4,500	3,500
Training and conference	739	1,478	2,000	2,000
Office Rental & Cleaning [3]	3,833	7,665	10,000	10,000
Cell phones	356	711	1,100	1,000
Internet/Phone/Fax	519	1,037	1,300	1,300
Office supplies and services	1,605	3,209	3,500	3,500
Computer/materials	524	1,048	1,500	1,500
Insurance	2,582	3,572	3,500	3,700
Administration	-	9,390	9,390	9,390
Legal & Auditor [4]	8,760	10,000	10,000	10,000
Sub-total	$ 60,539	$ 118,576	$ 136,723	$ 142,569
EDUCATION				
Education salary	28,535	57,070	59,459	66,305
Educator Benefits	6,314	9,918	9,918	11,279
Travel (education) [5]	7,580	15,160	10,500	14,000
Advertising	1,570	3,139	1,500	1,500
R6RECYCLES	10,347	11,000	11,000	12,000
Program materials	1,196	2,392	4,000	4,000
Sub-total	$ 55,542	$ 98,679	$ 96,377	$ 109,084
PAYMENTS TO UNITS				
Enforcement Contract	-	89,425	89,425	89,425
Dairy Stewardship	-	75,000	75,000	90,000
Diversion [1]	-	310,000	310,000	350,000
Municipal Approved Programs	-	80,500	80,500	80,500
Sub-total	$ -	$ 554,925	$ 554,925	$ 609,925
TOTAL	**$ 116,081**	**$ 772,181**	**$ 788,025**	**$ 861,578**
Revenue/Expenditure	$ 43,855	$ 17,702	$ -	$ -

Notes to **BUDGET:**

1. Diversion Credits - $5 million is available Provincial, up from $4.1 million available last year. It is expected that a new smoothing agreement will take place during this year.

2. Municipal Billing (details below) - this line pays for the operations that are not covered through grant and contracted services. 2023-24 estimate will be decreased by the 2021-22 surplus of $6,596.

Actual to be billed to municipal members will be **$121,379.00**

3. Office Rental and Cleaning have been combined into one line on the budget, this amount includes $9,500 for the office rental and $500 for cleaning.

4. Legal and Audit Fees have been combined into one line for the budget, this amount includes $500 for legal and $9,500 for audit.

5. Current projections include added expenses related to the Summer Intern. 2023-24 will be the first full year back since Covid.

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Region 6 Solid Waste-Resource Management

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TABLE 1:	**Municipal billing 2023-24**		
Municipal Area Serviced:	*2021 Population*	*% of Region*	*2023-24*
Shelburne Shared Services	6,456	6.99%	$ 8,490.14
Town of Bridgewater	8,790	9.52%	$ 11,559.53
Town of Mahone Bay	1,064	1.15%	$ 1,399.24
Municipality of Lunenburg	25,545	27.68%	$ 33,593.65
Municipality of Barrington	6,523	7.07%	$ 8,578.25
Town of Clark's Harbour	725	0.79%	$ 953.43
Municipality of Chester	10,804	11.71%	$ 14,208.09
Town of Lunenburg	2,396	2.60%	$ 3,150.93
Region of Queens Municipality	10,486	11.36%	$ 13,789.90
West Hants Regional Municipality	19,509	21.14%	$ 25,655.84
Total	**92,298**	**100.00%**	**$ 121,379.00**

Region 6 Activities Summary 2022-23

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

Education

- Exit 9 Hwy 103 Carpool lot Litter Reduction Pilot Project. A sign and bag dispenser have been installed and instructed users to take a bag, fill it up and take it home. If the pilot is effective, more sites will be considered.
- Collaboration with Scotian Shores group to clean up Ghost Fishing Gear and other litter on our beaches and coastlines. This group of volunteers does the clean up and we work with the municipalities for disposal of what is collected. At Cape Sable (Cape Sable Island, Barrington) they have removed over 75,000 pounds of gear including over 1250 lobster traps!
- An on-going Social Media campaign aims to reduce litter and educate on proper waste management. Posts are an additional and effective way to reach more of our residents and businesses (What Goes Where Wednesday, Let's Be Clear Litter Doesn't Belong Here and many more).
- Outreach to educate MJSB residents and businesses on the changes to organics collection (no plastic-like bags in the cart and fast-food packaging as garbage)
- Assisting municipal By-law Enforcement staff to achieve compliance.

Administration

- Continuing to work with the province to work towards implementing Extended Producer Responsibility for Printed Paper and Packaging (EPR for PPP). Once implemented over the next several years, municipalities will get paid by the manufacturer to manage their products.
- Working with the Province to mitigate the impact to municipalities with the coming ban on pressure treated lumber. New methods will be required to keep pressure treated timber separate from other wood and be sent for disposal/diversion at Municipal Solid Waste landfills rather than Construction & Demolition (C&D) Disposal sites. Additional changes for some units, will be to have a site operating permit for facilities that process, store or transfer C&D. Currently only disposal sites require.
- Working with units to report Datacall (comprehensive reporting to the Province on full cost accounting for management of solid waste) information in the new system. This reporting is critical to obtaining Diversion Credits and Dairy Funding. It is expected that the new system will allow us to access reports for comparing municipalities costs and performance once the data is tabulated.
- In-depth reporting of fluid milk packaging managed to maximize funding to Region 6 units.

Christine H McClare
Regional Coordinator
Dec 9, 2022

Committee of the Whole Excerpts
January 10, 2023

REGIONAL HIGH SCHOOL BURSARY EXCERPT

A Regional Policy was drafted examining policy changes to look at how West Hants Regional Municipality recognizes and distributes scholarships/bursaries to graduating students within the region with the intention to reflect an equal opportunity for all students residing within West Hants regardless of the high school they choose to attend. . A new regional bursary "Inspire West Hants" was created, and the three former bursary amounts were increased to $1,000 each and opened to all graduating students residing within the West Hants Regional Municipality. The bursaries would continue to be funded through the Operating Budget.
Dr. Garth Vaughan Memorial Bursary ($1,000)
Fred Fox Memorial Bursary ($1,000)
Jeanne Bourque Carpe Diem ($1,000)
Inspire West Hants Bursary ($1,000)
Resulting in a total of **$4,000** (FOUR (4) Bursaries in total), open to all FOUR (4) schools with graduating students residing within West Hants.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL ADOPTS THE REGIONAL HIGH SCHOOL BURSARY POLICY, OPTION 2 AS PRESENTED AT THE JANUARY 10TH, 2022 COMMITTEE OF THE WHOLE MEETING.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ✓	Councillor Activity ☐

To: Committee of the Whole

Submitted by: _____
Deanna Snair

Date: January 10, 2023

Subject: Regional High School Bursary Policy

LEGISLATIVE AUTHORITY
Nova Scotia Municipal Government Act, Authorized Municipal Expenditures 65A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality.

RECOMMENDATION or DECISION REQUEST
Should council wish to continue the creation of a Regional High School Bursary Policy, the following recommendation would need to be made:

That Committee of the Whole recommend Council adopts the Regional High School Bursary Policy (Option 1, 2, 3 or 4) as presented at the January 10th, 2022 Committee of the Whole meeting.

Should Council wish to proceed with the creation of a Regional High School Bursary Account and fund all bursaries through this the following recommendation would need to be made:

That Committee of the Whole recommend Council direct staff to create a Regional High School Reserve Account in which Bursaries will be funded through and further that Council direct staff to withdrawal $56,953.63 from the Operating Budget to be deposited into a Regional High School Reserve Account subject to the 2023-24 budget deliberations.

BACKGROUND

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

At the June 14, 2022, Committee of the Whole meeting, direction was given for staff to prepare a report examining policy changes to look at how West Hants Regional Municipality recognizes and distributes scholarships/bursaries to graduating students within the region with the intention to reflect an equal opportunity for all students residing within West Hants regardless of the high school they choose to attend.

The former Town of Windsor and the former Municipality of the District of West Hants have three (3) bursaries/grants for graduating students who meet the criteria identified within each grant/bursary. (Value: $500.00 x 3 = $1,500.00). Historically, the recipients of all three (3) bursaries have been graduating students from Avon View High School. This has resulted in some graduating students unintentionally being excluded from applying for the bursaries due to attending a different high school, despite residing within the West Hants Regional Municipality.

Bursary Name	Criteria	Amount
Jeanne Bourque Carpe Diem Memorial Bursary	• Awarded to an Avon Valley High School graduating student • Entering into an NSCC program • who has been an active volunteer in his/her home and/or school, community • First consideration given to students entering an Energy Futures Program or Engineering and Applied Sciences or Natural Resources and Environment Programs	Value: $500.00
Fred Fox Memorial Bursary Scholarship	• Awarded annually to an Avon View High School graduating student • Pursuing a career in the trades industry	Value: $500.00
Dr. Garth Vaughan Memorial Bursary	• A Windsor Resident • Enrolled in a post-secondary institution	Value: $500.00

Within the West Hants Regional Municipal boundaries, students can choose from one of four (4) different high schools to attend (Avon View High School, Horton High School, West Hants Adult High School and Windsor Adult High School).

High School	Number of Potential Graduates
Avon View High School	Upwards of 205
Horton High School	Upwards of 52
Windsor Adult High School	Upwards of 8
West Hants Adult High School	Upwards of 8

Currently bursaries are distributed by way of the Windsor and Area Education Fund Association (WAEFA). This committee is made up of individuals within the school who are familiar with each student/applicant and can best match students with bursaries. Bursary criteria is shared with the committee, who in turn selects the successful recipient (based on the criteria outlined). Applications are reviewed closely to ensure they match and meet specific criteria with the intent to evenly distribute bursaries based on applicants meeting the criteria outlined.

To ensure an opportunity exists for all graduating students who reside within West Hants, staff recommend creating a Regional High School Bursary/Grant Policy. The creation of a policy will strive to provide guidance, consistency, accountability, efficiency, and clarity on how bursaries/grants are distributed within the parameters established by Council. Currently bursaries/grants are funded through the Operational Budget and funneled through the Grants & Contributions Policy RCOFN-012.00.

A Regional Policy will demonstrate and formalize Councils commitment to ensuring an opportunity exists for all graduating students to apply and potentially receive a bursary/grant who reside within West Hants.

The objective of the Regional High School Bursary/Gant Policy is to provide access to bursaries/grants to all students who reside within West Hants while still maintaining the true intent of each bursary as it was created.

DISCUSSION

In keeping with the discussions that occurred at the December 6th meeting; staff have explored two potential options for Council to consider; continue with the current practice and fund bursaries through the Operating Budget or create a Reserve Account and fund bursaries through this account.

Should Council support the continued practice and fund Bursaries through the Operating Budget, the following chart outlines the financial commitment required over the periods of five (5), ten (10) and twenty (20) years.

Bursary Amounts	5 -years	10-years	20-years
$500	$10,000	$20,000	$40,000
$1000	$20,000	$40,000	$80,000

Should Council choose to invest funds in a Reserve Account with the intention to build interest resulting in the bursaries sustaining themselves. The following chart outlines the financial commitment and initial investment required.

Bursary Amounts	5 -years	10-years	20-years
$500	$9,035.22	$16,649.99	$28,476.32

$1000	$18,070.44	$33,299.98	$56,952.63

With the recognition that there may be cost savings in creating and funding a Reserve Account, the following charts outline potential savings over a span of five (5), ten (10) and twenty (20) years. The contrary point to consider would be that an initial investment would be required, although it should be noted that savings are achieved over a period of time and are determined based on the financial investment and the investment duration. The longer investment period, the more savings achieved.

COST SAVINGS COMPARISON FOR BURSARIES OVER A 5-YEAR PERIOD

Bursary Amounts	5 -years	Savings
$500 (Operating Budget)	$10,000	
$500 (Reserve Account)	$9,035.22	$964.78

Bursary Amounts	5 -years	Savings
$1000 (Operating Budget)	$20,000	
$1000 (Reserve Account)	$18,070.44	$1929.56

COST SAVINGS COMPARISON FOR BURSARIES OVER A 10-YEAR PERIOD

Bursary Amounts	10 -years	Savings
$500 (Operating Budget)	$20,000	
$500 (Reserve Account)	$16,649.99	$3350.01

Bursary Amounts	10 -years	Savings
$1000 (Operating Budget)	$40,000	
$1000 (Reserve Account)	$33,299.98	$6702.02

COST SAVINGS COMPARISON FOR BURSARIES OVER A 20-YEAR PERIOD

Bursary Amounts	20 -years	Savings
$500 (Operating Budget)	$40,000	
$500 (Reserve Account)	$28,476.32	$11,523.68

Bursary Amounts	20 -years	Savings
$1000 (Operating Budget)	$80,000	
$1000 (Reserve Account)	$56,953.63	$23,047.37

Based on discussions that occurred at the December 6, 2022, Committee of the Whole meeting, and in keeping with the intent and criteria outlined within each bursary an amendment would be required to all three (3) Bursaries (**Jeanne Bourque Carpe Diem Memorial Bursary**, **Fred Fox Memorial Bursary Scholarship** and the **Dr. Garth Vaughan Memorial Bursary).**

The amendment to all three bursaries would remove any barriers currently defining where a recipient resides or attends school. For example, the Jeanne Bourque Carpe Diem Memorial Bursary is awarded to an Avon Valley High School graduating student. The Fred Fox Memorial Bursary Scholarship is awarded to an Avon View High School graduating student and the Dr. Garth Vaughan Memorial Bursary is awarded to A Windsor Resident. As a result of this amendment all students residing in West Hants would be eligible to apply so long as the remaining criteria has been met.

Schools would be provided with Bursary details and criteria. Two potential recipients from each school would be selected based on the criteria outlined and submitted to the Municipality for final consideration. A committee representing Council members would determine the successful recipients.

As suggested in a previous report, any changes to the use or application of the pre-existing bursaries should require consultation with family members associated with the honorees (Fred Fox, Dr. Garth Vaughan and Jeanne Bourque Carpe) to ensure they are in agreement with the proposed change.

In keeping with the discussions that occurred at the December 6th meeting; staff have prepared two (2) Bursary options for Council to consider.

STUDENTS ATTENDING IDENTIFIED SCHOOLS ARE ABLE TO APPLY	Avon View High School	Horton High School	Windsor or West Hants Adult High School
Option 1 and Option 3 – **Total of $2,000** FOUR (4) Bursaries in total open to all FOUR (4) Schools with graduating students residing within West Hants.			
Dr. Garth Vaughan Memorial Bursary ($500)	✓ or	✓ or	✓
Fred Fox Memorial Bursary ($500)		✓ or	✓

Jeanne Bourque Carpe Diem Memorial Bursary ($500)	✓ or		
		✓ or	✓
Inspire West Hants Bursary ($500)	✓ or		
		✓ or	✓
	✓ or		

*** School committees would select their top two (2) recipients and forward the potential recipients' names to the Municipality.**
A committee representing Council members would select the recipients of the Bursaries*

Option 2 and Option 4 - **Total of $4,000** FOUR (4) Bursaries in total,
open to all FOUR (4) schools with graduating students residing within West Hants.

Dr. Garth Vaughan Memorial Bursary ($1,000)	✓ or	✓ or	✓
Fred Fox Memorial Bursary ($1,000)	✓ or	✓ or	✓
Jeanne Bourque Carpe Diem ($1,000)	✓ or	✓ or	✓
Inspire West Hants Bursary ($1,000)	✓ or	✓ or	✓

*** School committees would select their top two (2) recipients and forward the potential recipients' names to the Municipality.**
A committee representing Council members would select the recipient of the Bursaries*

NEXT STEPS

If approved, staff will implement the Regional High School Policy RCOGE-13.00 beginning in the 2023-24 Fiscal year.

FINANCIAL IMPLICATIONS

Below are charts that

ALTERNATIVES

1. Committee of the Whole may choose to amend the policy as it is presented prior to recommending Council consider adopting the amended policy.
2. Committee of the Whole may choose to not approve the draft policy and continue with the current practice.

ATTACHMENTS

- RCOFN-012 Regional High School Policy – Option 1 (4 Bursaries @$500 from the Operating Reserves)
- RCOFN-012 Regional High School Policy – Option 2 (4 Bursaries @$1,000 from the Operating Reserves)
- RCOFN-012 Regional High School Policy – Option 3 (4 Bursaries @$500 from the Regional Reserve Account)
- RCOFN-012 Regional High School Policy – Option 4 (4 Bursaries @$1,000 from the Regional Reserve Account)

CHIEF ADMINISTRATIVE OFFICER REVIEW

The changes to the policy are in keeping with the direction from Council. In addition, comments from the COTW report have been incorporated.

Staff have provided a system to secure funding into the future for the bursaries through the potential establishment of a reserve. The logic is sound, but I question if there is a need to provide the level of security for future funding through this manner or simply make the bursary value a line item of $2,000 or $4,000 (the value of the bursaries as set by Council) within the operating budget each year.

Report Prepared by: _____
Deanna Snair, Municipal Clerk

Report Reviewed by: _____
Diana Gibson, Acting Director of Finance

Report Approved by:
Mark Phillips, Chief Administrative Officer

1. INTRODUCTION

The West Hants Regional Municipality recognizes the pursuit of further education and training is important. The creation of this policy ensures that resources are allocated equally throughout the Region to support and encourage all graduating students who reside within the West Hants Regional Municipality, an opportunity to pursue post secondary educationl while reducing financial barriers.

2. PURPOSE

To provide financial assistance in a fair manner to graduating students who reside within the West Hants Regional Municipality as it relates to costs associated with post secondary education. *Note: Confirmation of Enrolment to the student's chosen field of study, trade or program is required.

3. AUTHORITY

3.1 Nova Scotia Municipal Government Act - Sections 65 and 65 C, Adoption of Budgets, and Grant Disclosure.

4. SCOPE

This Policy is applicable to all graduating students who reside within the West Hants Regional Municipality.

5. PROCEDURES

5.1 The West Hants Regional Municipality will provide an annual bursay for up to four (4) eligible applicants as per the schedule below:

The total amount paid annually from this Student Bursary Reserve will be $2,000.

5.1.1 Eligible graduating students who reside within West Hants will receive up to $500 each.

5.1.2 Bursaries will be paid according to the criteria outlined in each bursary.

5.1.3 Two (2) eligible candidates will be selected from each school based on the criteria outlined within each bursary. Successful recipients of the bursary will be chosen by a committee of Council representatives.

6. AWARDS

6.1 The Dr. Garth Vaughan Memorial Bursary - $500.
6.2 The Jeanne Bourque Carpe Diem Memorial Bursary - $500.
6.3 The Fred Fox Memorial Bursary - $500.
6.4 The Inspire West Hants Bursay - $500.

7. APPLICATION REQUIREMENTS

7.1 Dr. Garth Vaughan Memorial Bursary

The applicant must:

a) Be a graduating student residing within the West Hants Regional Municipality.
b) Be enrolled in a Post Secondary Institute.
c) The Bursary cheque will be made payable to both the student and the Post Secondary Institution for January 31, the start of the second term of post-secondaary.

7.2 Jeanne Bourque Carpe Diem Memorial Bursary

The applicant must:

a) Be a graduating student residing within the West Hants Regional Municipality.
b) Entering an Nova Scotia Community College (NSCC) Program, who has been an active volunteer in their school and/or home community, with first consideration given to students entering an Energy Program or Engineering and Applied Sciences or Natural Resources and Environment Programs.
c) The Bursary cheque will be made payable to both the student and the Post Secondary Institution for January 31, the start of their second term of post-secondary.

7.3 Fred Fox Memorial Bursary

The applicant must:

a) Be a graduating student residing within the West Hants Regional Municipality.
b) Be a graduating student pursuing a career in the trades industry.
c) Bursary cheque be made payable to both the student and the Post Secondary Institution for January 31, the start of their second term of post-secondary.

7.4 The Inspire West Hants Bursary

The applicant must:

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b) Be enrolled in a Post Secondary Institute.
c) Bursary cheque be made payable to both the student and the Post Secondary Institution for January 31, the start of their second term of post-secondary.

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This policy would repeal the below existing motions and policies of the former Municipalities.

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Approved by: _____

Mark Phillips, Chief Administrative Officer

Adoption	
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Description: Initial approval of the Regional High School Bursary/Grant Policy	

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To provide financial assistance in a fair manner to graduating students who reside within the West Hants Regional Municipality as it relates to costs associated with post secondary education. *Note: Confirmation of Enrolment to the student's chosen field of study, trade or program is required.

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6. AWARDS

6.1 The Dr. Garth Vaughan Memorial Bursary - $1,000.
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WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ✓	Councillor Activity ☐

To: Committee of the Whole

Submitted by: _____
Deanna Snair

Date: January 10, 2023

Subject: Regional High School Bursary Policy

LEGISLATIVE AUTHORITY
Nova Scotia Municipal Government Act, Authorized Municipal Expenditures 65A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality.

RECOMMENDATION or DECISION REQUEST
Should council wish to continue the creation of a Regional High School Bursary Policy, the following recommendation would need to be made:

That Committee of the Whole recommend Council adopts the Regional High School Bursary Policy (Option 1, 2, 3 or 4) as presented at the January 10th, 2022 Committee of the Whole meeting.

Should Council wish to proceed with the creation of a Regional High School Bursary Account and fund all bursaries through this the following recommendation would need to be made:

That Committee of the Whole recommend Council direct staff to create a Regional High School Reserve Account in which Bursaries will be funded through and further that Council direct staff to withdrawal $56,953.63 from the Operating Budget to be deposited into a Regional High School Reserve Account subject to the 2023-24 budget deliberations.

BACKGROUND

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

At the June 14, 2022, Committee of the Whole meeting, direction was given for staff to prepare a report examining policy changes to look at how West Hants Regional Municipality recognizes and distributes scholarships/bursaries to graduating students within the region with the intention to reflect an equal opportunity for all students residing within West Hants regardless of the high school they choose to attend.

The former Town of Windsor and the former Municipality of the District of West Hants have three (3) bursaries/grants for graduating students who meet the criteria identified within each grant/bursary. (Value: $500.00 x 3 = $1,500.00). Historically, the recipients of all three (3) bursaries have been graduating students from Avon View High School. This has resulted in some graduating students unintentionally being excluded from applying for the bursaries due to attending a different high school, despite residing within the West Hants Regional Municipality.

Bursary Name	Criteria	Amount
Jeanne Bourque Carpe Diem Memorial Bursary	• Awarded to an Avon Valley High School graduating student • Entering into an NSCC program • who has been an active volunteer in his/her home and/or school, community • First consideration given to students entering an Energy Futures Program or Engineering and Applied Sciences or Natural Resources and Environment Programs	Value: $500.00
Fred Fox Memorial Bursary Scholarship	• Awarded annually to an Avon View High School graduating student • Pursuing a career in the trades industry	Value: $500.00
Dr. Garth Vaughan Memorial Bursary	• A Windsor Resident • Enrolled in a post-secondary institution	Value: $500.00

Within the West Hants Regional Municipal boundaries, students can choose from one of four (4) different high schools to attend (Avon View High School, Horton High School, West Hants Adult High School and Windsor Adult High School).

High School	Number of Potential Graduates
Avon View High School	Upwards of 205
Horton High School	Upwards of 52
Windsor Adult High School	Upwards of 8
West Hants Adult High School	Upwards of 8

Currently bursaries are distributed by way of the Windsor and Area Education Fund Association (WAEFA). This committee is made up of individuals within the school who are familiar with each student/applicant and can best match students with bursaries. Bursary criteria is shared with the committee, who in turn selects the successful recipient (based on the criteria outlined). Applications are reviewed closely to ensure they match and meet specific criteria with the intent to evenly distribute bursaries based on applicants meeting the criteria outlined.

To ensure an opportunity exists for all graduating students who reside within West Hants, staff recommend creating a Regional High School Bursary/Grant Policy. The creation of a policy will strive to provide guidance, consistency, accountability, efficiency, and clarity on how bursaries/grants are distributed within the parameters established by Council. Currently bursaries/grants are funded through the Operational Budget and funneled through the Grants & Contributions Policy RCOFN-012.00.

A Regional Policy will demonstrate and formalize Councils commitment to ensuring an opportunity exists for all graduating students to apply and potentially receive a bursary/grant who reside within West Hants.

The objective of the Regional High School Bursary/Gant Policy is to provide access to bursaries/grants to all students who reside within West Hants while still maintaining the true intent of each bursary as it was created.

DISCUSSION

In keeping with the discussions that occurred at the December 6th meeting; staff have explored two potential options for Council to consider; continue with the current practice and fund bursaries through the Operating Budget or create a Reserve Account and fund bursaries through this account.

Should Council support the continued practice and fund Bursaries through the Operating Budget, the following chart outlines the financial commitment required over the periods of five (5), ten (10) and twenty (20) years.

Bursary Amounts	5 -years	10-years	20-years
$500	$10,000	$20,000	$40,000
$1000	$20,000	$40,000	$80,000

Should Council choose to invest funds in a Reserve Account with the intention to build interest resulting in the bursaries sustaining themselves. The following chart outlines the financial commitment and initial investment required.

Bursary Amounts	5 -years	10-years	20-years
$500	$9,035.22	$16,649.99	$28,476.32

$1000	$18,070.44	$33,299.98	$56,952.63

With the recognition that there may be cost savings in creating and funding a Reserve Account, the following charts outline potential savings over a span of five (5), ten (10) and twenty (20) years. The contrary point to consider would be that an initial investment would be required, although it should be noted that savings are achieved over a period of time and are determined based on the financial investment and the investment duration. The longer investment period, the more savings achieved.

COST SAVINGS COMPARISON FOR BURSARIES OVER A 5-YEAR PERIOD

Bursary Amounts	5 -years	Savings
$500 (Operating Budget)	$10,000	
$500 (Reserve Account)	$9,035.22	$964.78

Bursary Amounts	5 -years	Savings
$1000 (Operating Budget)	$20,000	
$1000 (Reserve Account)	$18,070.44	$1929.56

COST SAVINGS COMPARISON FOR BURSARIES OVER A 10-YEAR PERIOD

Bursary Amounts	10 -years	Savings
$500 (Operating Budget)	$20,000	
$500 (Reserve Account)	$16,649.99	$3350.01

Bursary Amounts	10 -years	Savings
$1000 (Operating Budget)	$40,000	
$1000 (Reserve Account)	$33,299.98	$6702.02

COST SAVINGS COMPARISON FOR BURSARIES OVER A 20-YEAR PERIOD

Bursary Amounts	20 -years	Savings
$500 (Operating Budget)	$40,000	
$500 (Reserve Account)	$28,476.32	$11,523.68

Bursary Amounts	20 -years	Savings
$1000 (Operating Budget)	$80,000	
$1000 (Reserve Account)	$56,953.63	$23,047.37

Based on discussions that occurred at the December 6, 2022, Committee of the Whole meeting, and in keeping with the intent and criteria outlined within each bursary an amendment would be required to all three (3) Bursaries (**Jeanne Bourque Carpe Diem Memorial Bursary**, **Fred Fox Memorial Bursary Scholarship** and the **Dr. Garth Vaughan Memorial Bursary).**

The amendment to all three bursaries would remove any barriers currently defining where a recipient resides or attends school. For example, the Jeanne Bourque Carpe Diem Memorial Bursary is awarded to an Avon Valley High School graduating student. The Fred Fox Memorial Bursary Scholarship is awarded to an Avon View High School graduating student and the Dr. Garth Vaughan Memorial Bursary is awarded to A Windsor Resident. As a result of this amendment all students residing in West Hants would be eligible to apply so long as the remaining criteria has been met.

Schools would be provided with Bursary details and criteria. Two potential recipients from each school would be selected based on the criteria outlined and submitted to the Municipality for final consideration. A committee representing Council members would determine the successful recipients.

As suggested in a previous report, any changes to the use or application of the pre-existing bursaries should require consultation with family members associated with the honorees (Fred Fox, Dr. Garth Vaughan and Jeanne Bourque Carpe) to ensure they are in agreement with the proposed change.

In keeping with the discussions that occurred at the December 6th meeting; staff have prepared two (2) Bursary options for Council to consider.

STUDENTS ATTENDING IDENTIFIED SCHOOLS ARE ABLE TO APPLY	Avon View High School	Horton High School	Windsor or West Hants Adult High School
Option 1 and Option 3 – **Total of $2,000** FOUR (4) Bursaries in total open to all FOUR (4) Schools with graduating students residing within West Hants.			
Dr. Garth Vaughan Memorial Bursary ($500)	✓ or	✓ or	✓
Fred Fox Memorial Bursary ($500)		✓ or	✓

Jeanne Bourque Carpe Diem Memorial Bursary ($500)	✓ or		
		✓ or	✓
Inspire West Hants Bursary ($500)	✓ or		
		✓ or	✓
	✓ or		

*** School committees would select their top two (2) recipients and forward the potential recipients' names to the Municipality.**
A committee representing Council members would select the recipients of the Bursaries*

Option 2 and Option 4 - **Total of $4,000** FOUR (4) Bursaries in total,
open to all FOUR (4) schools with graduating students residing within West Hants.

Dr. Garth Vaughan Memorial Bursary ($1,000)	✓ or	✓ or	✓
Fred Fox Memorial Bursary ($1,000)	✓ or	✓ or	✓
Jeanne Bourque Carpe Diem ($1,000)	✓ or	✓ or	✓
Inspire West Hants Bursary ($1,000)	✓ or	✓ or	✓

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NEXT STEPS

If approved, staff will implement the Regional High School Policy RCOGE-13.00 beginning in the 2023-24 Fiscal year.

FINANCIAL IMPLICATIONS

Below are charts that

ALTERNATIVES

1. Committee of the Whole may choose to amend the policy as it is presented prior to recommending Council consider adopting the amended policy.
2. Committee of the Whole may choose to not approve the draft policy and continue with the current practice.

ATTACHMENTS

- RCOFN-012 Regional High School Policy – Option 1 (4 Bursaries @$500 from the Operating Reserves)
- RCOFN-012 Regional High School Policy – Option 2 (4 Bursaries @$1,000 from the Operating Reserves)
- RCOFN-012 Regional High School Policy – Option 3 (4 Bursaries @$500 from the Regional Reserve Account)
- RCOFN-012 Regional High School Policy – Option 4 (4 Bursaries @$1,000 from the Regional Reserve Account)

CHIEF ADMINISTRATIVE OFFICER REVIEW

The changes to the policy are in keeping with the direction from Council. In addition, comments from the COTW report have been incorporated.

Staff have provided a system to secure funding into the future for the bursaries through the potential establishment of a reserve. The logic is sound, but I question if there is a need to provide the level of security for future funding through this manner or simply make the bursary value a line item of $2,000 or $4,000 (the value of the bursaries as set by Council) within the operating budget each year.

Report Prepared by: _____
Deanna Snair, Municipal Clerk

Report Reviewed by: _____
Diana Gibson, Acting Director of Finance

Report Approved by:
Mark Phillips, Chief Administrative Officer

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a) Be a graduating student residing within the West Hants Regional Municipality.
b) Be enrolled in a Post Secondary Institute.
c) The Bursary cheque will be made payable to both the student and the Post Secondary Institution for January 31, the start of the second term of post-secondaary.

7.2 Jeanne Bourque Carpe Diem Memorial Bursary
The applicant must:

a) Be a graduating student residing within the West Hants Regional Municipality.
b) Entering an Nova Scotia Community College (NSCC) Program, who has been an active volunteer in their school and/or home community, with first consideration given to students entering an Energy Program or Engineering and Applied Sciences or Natural Resources and Environment Programs.
c) The Bursary cheque will be made payable to both the student and the Post Secondary Institution for January 31, the start of their second term of post-secondary.

7.3 Fred Fox Memorial Bursary
The applicant must:

a) Be a graduating student residing within the West Hants Regional Municipality.
b) Be a graduating student pursuing a career in the trades industry.
c) Bursary cheque be made payable to both the student and the Post Secondary Institution for January 31, the start of their second term of post-secondary.

7.4 The Inspire West Hants Bursary
The applicant must:

DRAFT

a) Be a graduating student residing within the West Hants Regional Municipality.
b) Be enrolled in a Post Secondary Institute.
c) Bursary cheque be made payable to both the student and the Post Secondary Institution for January 31, the start of their second term of post-secondary.

8. REPEAL

This policy would repeal the below existing motions and policies of the former Municipalities.

8.1 The Dr Garth Vaughan Memorial Bursary (Avon View HS) Policy - Approved at the March 26, 2013 former Town of Windsor Council Meeting.

8.2 The Jeanne Bourque Carpe Diem Memorial Bursary motion made at the former Municipality of the District of West Hants December 12, 2017 meeting.

8.3 The Fred Fox Memorial Bursary Motion made at the June 12th, 2012 former Municipality of the District of West Hants Council Meeting.

Approved by: _____

Mark Phillips, Chief Administrative Officer

Adoption	
Notice to Council:	
Approval:	
Description: Initial approval of the Regional High School Bursary/Grant Policy	

DRAFT

1. INTRODUCTION

The West Hants Regional Municipality recognizes the pursuit of further education and training is important. The creation of this policy ensures that resources are allocated equally throughout the Region to support and encourage all graduating students who reside within the West Hants Regional Municipality, an opportunity to pursue post secondary educationl while reducing financial barriers.

2. PURPOSE

To provide financial assistance in a fair manner to graduating students who reside within the West Hants Regional Municipality as it relates to costs associated with post secondary education. *Note: Confirmation of Enrolment to the student's chosen field of study, trade or program is required.

3. AUTHORITY

3.1 Nova Scotia Municipal Government Act - Sections 65 and 65 C, Adoption of Budgets, and Grant Disclosure.

4. SCOPE

This Policy is applicable to all graduating students who reside within the West Hants Regional Municipality.

5. PROCEDURES

5.1 The West Hants Regional Municipality will provide an annual bursay for up to four (4) eligible applicants as per the schedule below:

5.1.1 West Hants Regional Municipality will establish a Special Reserve Fund, called the "Regional Student Bursary Reserve", which will be used exclusively to fund the bursaries.

5.1.2 The total amount paid annually from this Student Bursary Reserve will be $2,000. Eligible graduating students who reside within West Hants will receive up to $500 each.

5.1.3 Bursaries will be paid according to the criteria outlined in each bursary.

5.1.4 Two (2) eligible candidates will be selected from each school based on the criteria outlined within each bursary. Successful recipients of the bursary will be chosen by a committee of Council representatives.

6. AWARDS

6.1 The Dr. Garth Vaughan Memorial Bursary - $500.
6.2 The Jeanne Bourque Carpe Diem Memorial Bursary - $500.
6.3 The Fred Fox Memorial Bursary - $500.
6.4 The Inspire West Hants Bursay - $500.

7. APPLICATION REQUIREMENTS

7.1 Dr. Garth Vaughan Memorial Bursary

The applicant must:

a) Be a graduating student residing within the West Hants Regional Municipality.
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5.1.3 Bursaries will be paid according to the criteria outlined in each bursary.

5.1.4 Two (2) eligible candidates will be selected from each school based on the criteria outlined within each bursary. Successful recipients of the bursary will be chosen by a committee of Council representatives.

6. AWARDS

6.1 The Dr. Garth Vaughan Memorial Bursary - $1,000.
6.2 The Jeanne Bourque Carpe Diem Memorial Bursary - $1,000.
6.3 The Fred Fox Memorial Bursary - $1,000.
6.4 The Inspire West Hants Bursay - $1,000.

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Approved by: _____

Mark Phillips, Chief Administrative Officer

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DRAFT

Committee of the Whole Excerpts
January 10, 2023

STREET LIGHT POLICY EXCERPT

Information was presented to determine street lighting cost models on Municipality-owned streets and where they may be requested for interested communities. To assist developers in selection and proper installation/placement of future decorative style streetlamps and fixtures, it would be required for Public Works to create a standard engineering detail to be included as part of our Municipal Standards Specification Manual and would not have a significant cost to the Municipality.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL DIRECT STAFF TO CREATE A POLICY TO COME BACK TO COUNCIL FOR REVIEW.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☑	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Members of Council

Submitted by: J. Richard

Todd Richard, Director of Public Works

Date: January 10, 2023

Subject: Subdivision Street Lighting

LEGISLATIVE AUTHORITY

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

INFORMATION REPORT

Information report being presented to Council to determine street lighting cost models on Municipality-owned streets, where they may be requested for interested communities. This is not currently being presented as a recommendation to Council; it is only being presented for preliminary policy discussion purposes.

BACKGROUND

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

Staff has received notification from Council of the following motion:

MOVED BY COUNCILLORS FRANCIS AND IVEY THAT COUNCIL DIRECT STAFF TO INVESTIGATE WHAT THE COST OF STREET LIGHTS AT THE CROSSING WOULD BE AND FURTHER THAT STAFF WORK WITH THE OFFICE ON STRATEGIC LOCATIONS FOR THE LIGHTS. MOTION CARRIED

- *There are many areas that would see the value in having streetlights and may like to take a broader approach and have a Regional Street light policy for all growth centers within West Hants so that when this issue presented again the background work was completed.*
- *There is value in pursuing this motion as a phase one approach. The motion was on a smaller scale and focused on The Crossing. In working with The Crossing, this was something that they may want to help champion. The cost analysis for The Crossing may help determine costs associated with a regional approach.*
- *Streetlights are area rated, typically within the serviced area, but there is the ability to make that area smaller (subdivision or specific development) specific to the areas receiving the service.*
- *There was value in having a cost model.*

DISCUSSION

Staff has included in this report, for consideration of Council, a list of existing Municipal-owned streets or communities that currently pay for street lighting services, as well as a proposed cost model for other communities considering street lighting.

EXISTING STREET LIGHTING COST MODEL

Community of Windsor (previous Town of Windsor) 381 Lights $47,209 / year +HST	Streetlights are included as an area-based service, charged equally to all residents in their area-rated tax rate. Municipal-owned decorative streetlights are located along some primary commercial properties (Gerrish/Water). Residential area of Fairfield Crt and decorative lights along King St Ext. and Waterfront area. NSP-owned high-bay LED streetlights are located along streets and intersections throughout the area boundaries.
Community of Hantsport (previous Town of Hantsport) 203 Lights $24,897 / year + HST	Streetlights are included as an area-based service, charged equally to all residents in their area-rated tax rate. Municipal-owned decorative streetlights are located along primary commercial properties (Main Street). NSP-owned high-bay LED streetlights are located near most other streets and intersections throughout the area boundaries.

Clover Lane, Falmouth 6 Lights	Municipal-owned decorative streetlights are included as a street-based service, charged equally to all street residents as a supplemental charge to their property tax bill.

The table below shows the charges per property on Clover Lane. The charges have fluctuated depending on maintenance, capital improvements / repairs and power consumption.

Year	Charge Per Property	Number of Properties
2015	164.50	14
2016	71.87	19
2017	115.71	21
2018	80.86	21
2019	54.78	21
2020	28.36	21
2021	111.70	21
2022	29.00	21

PROPOSED STREET LIGHTING COST MODEL

Elizabeth Avenue (The Crossing) Edward Drive Community Way	Municipal-owned decorative streetlights to be included as a street-based service, charged equally to all street residents as a supplemental charge to their property tax bill.
Irven Drive (The Crossing) Merriweather Crescent Annie May Court Goosie Loop	NSP-owned high-bay LED streetlights to be included as an area-based service, charged equally to all area residents as a supplemental charge to their property tax bill. NSP-owned high-bay LED streetlights to be located near most street intersections and selected poorly lit locations throughout the area boundaries.

It is recognized by the Municipality and endorsed by the Active Transportation Committee that there is a need for future consideration be given to safe active transportation (walking, cycling) throughout our communities, with the inclusion of adding streetlights at the development phases of construction.

The most convenient and economical method for the addition of streetlights is for the developer to request high-bay LED lighting be installed on select NSP-owned power poles throughout newly created subdivisions. These streetlights would continue to be owned and maintained by NSP, including repairs and replacement as required. Cost for these style lights currently range between $9.70 to $18.44 (depending on wattage) plus taxes per light fixture and would be charged to West Hants Regional Municipality. The Municipality could administer

and charge back these direct NSP costs equally to all street/area residents as a supplemental charge on their annual tax bill, in the same manner that is currently charged back to existing Clover Lane residents. Another option would be to charge a identified service area similar to the area rates in Hantsport / Windsor.

Where some developers have opted to create some new subdivision streets with underground electrical and have added decorative streetlamp posts, there are no NSP-owned power poles available on these subdivision streets. Cost for these decorative style lights are charged at bi-monthly NSP power rates, plus the incurred costs for any maintenance, repairs and replacement as required. It is proposed that the Municipality administer and charge back these direct NSP costs equally to all street residents as a supplemental charge on their annual tax bill, in the same manner that is currently charged back to existing Clover Lane and Elizabeth Avenue residents. The initial installation and direct costs for underground power and costs for the decorative streetlight poles would be the responsibility of the developer for new subdivision streets, not unlike other utility installations. Once complete and installed to Municipal Specifications the ownership and maintenance would be the responsibility of WHRM.

Although it is possible for the Municipality to add future NSP-owned high-bay LED street lighting to existing subdivision streets, it would be worth noting that many subdivision residents may not wish to have this additional service and cost added to their current tax bill. For individuals wishing to add this street lighting service for their individual property, Municipality residents may request a high-bay LED streetlight to be installed on the nearest power pole from NSP and pay the current bi-monthly charge directly on their existing power bill as an option.

To assist developers in selection and proper installation/placement of future decorative style streetlamps and fixtures, it would be required for Public Works to create a standard engineering detail to be included as part of our Municipal Standards Specification Manual. This is a minor administrative change that can be developed relatively quickly, without a significant cost to the Municipality.

NEXT STEPS

If Council was to decide to proceed with any proposed street lighting policy, the following items should be considered:

- Do <u>all</u> new subdivisions require street lighting as part of design and development?
    - do new subdivisions require decorative streetlamp posts and lighting, or
    - do new subdivisions require NSP high-bay LED lighting?
    - is street lighting only required at some intersections (what criteria), or
    - is street lighting only required at all intersections, or
    - is street lighting required at all intersections and poorly lit locations?
- Do previously created subdivisions now require a street lighting retrofit?
    - is the same criteria as above to be used for existing subdivisions?

- Would this same street lighting policy apply for existing subdivision streets that are not owned by the Municipality?
- Would this same street lighting policy apply for existing subdivision streets that are not within Growth Centres?

FINANCIAL IMPLICATIONS

As this original motion of Council was brought forward with the residents of The Crossing Community in mind, financial implications have been determined based on existing home counts. Other area-based or street-based street lighting costs would be based on the number of streetlights installed, maintained and the number of residents that would benefit from this additional street lighting service.

Clover Lane, Falmouth (5-year average annual rate) Power consumption at actual metered rates by NSP, plus any additional charges for maintenance and replacement Based on 22 approved lots	$ 78.41 /annum
Elizabeth Avenue, (estimated rate only) Power consumption at actual metered rates by NSP, plus any additional charges for maintenance and replacement Based on 40 approved lots	Est. $75.00 /annum
Edward Drive, (estimated rate only) Power consumption at actual metered rates by NSP, plus any additional charges for maintenance and replacement Based on 66 approved lots	Est. $70.00 /annum
Irven Dr, Merriweather Cr, Annie May Crt, Goosie Loop (estimated annual rate has been calculated based on the current 14 NSP LED streetlights, current level of service) 14 ea. x $31.50 + net HST bi-monthly = $2,759.51 annually Based on 352 approved lots	Est. $ 7.84 /annum

Irven Dr, Merriweather Cr, Annie May Crt, Goosie Loop (estimated annual rate has been calculated based on the current 14 NSP LED streetlights, plus an additional 16 NSP LED streetlights, location TBD, this would be an expanded level of service as requested) 30 ea. x $31.50 + net HST bi-monthly = $5,913.24 annually Based on 352 approved lots	Est. $ 16.80 /annum

ALTERNATIVES

Council may choose not to participate in this program.

ATTACHMENTS

East Hants Street Light Policy

CHIEF ADMINISTRATIVE OFFICER REVIEW

The comments made in the report reference The Crossing as an example area where streetlights could be a benefit. Staff have used this community as an example and provided comments and discussion points that can be applied to the WHRM.

As the Director has noted a policy is very likely in order. A quick search of our neighbors , East Hants, reveals an existing policy that can serve as a comparison or best practice.

<u>Points of Consideration for Council</u>

- Growth Centers vs. Non-Growth Center Areas
    - *Or As described by the East Hants Street Light Policy*
        - *A Serviced Area*
        - *A Partially Serviced Area*
        - *An Un-Serviced Area*
- Charges: Area Rated (By Community or Area receiving the benefit or service)
- Setting the lighting standard for developers and communities to adhere “by requirement” or “if requested”.
- Public street lighting vs. private streetlighting.

- If streetlighting is not a mandatory requirement of a development by the Municipality, an application and decision-making process must be defined by policy to address requests by developers or residents seeking the installation of streetlighting or the removal of existing streetlighting.

I encourage Council to review the East Hants Policy as its' community characteristics are similar. The WHRM having four (4) distinct growth centers, two (2) being previous Towns, may warrant an amendment to the Municipal Standards Specification Manual to include streetlighting as a requirement of all new roads in the region if supported by Council.

There are multiple considerations for Council moving forward. The following suggestions are for Council's consideration:

<u>Streetlight Policy Principles</u>

a) All **new roads** in all four (4) growth centers require streetlighting (Windsor , Hantsport, Falmouth and Three Mile Plains). *An amendment to the Municipal Standards Specification Manual would be required.*

b) Street Light Addition or Removal by application in all other areas , including existing streets in growth centers in the WHRM substantially the same as the East Hants Policy by application.

i. A Serviced Area

ii. A Partially Serviced Area

iii. *An Un-Serviced Area*

Report Prepared by: _____

Brad Carrigan, Manager Engineering & Capital Projects

Report Reviewed / Prepared by: _____

Todd Richard, Director of Public Works

Report Approved by: _____

Mark Phillips, CAO

EAST HANTS

STREET LIGHTING POLICY

☒ Council ☐ Administrative

PURPOSE

This policy presents budgeting, financing and operating guidelines for municipally owned streetlights and describes the criteria for reviewing requests for new streetlight installations.

OBJECTIVES

The objectives of the Street Lighting Policy are to:

1. Provide policy direction with respect to street light service levels and overall street light administration;
2. Provide tax payers with direction on how to request changes to the street light service;
3. Provide the Director of Finance with direction on making changes to the street light service;
4. Provide the Director of Infrastructure and Operations with direction on repairing and replacing malfunctioning street lights;
5. Provide the Civil Engineering Technologist with direction on developer installation standards and fees;
6. Provide the Director of Planning and Development with direction on developer installation standards and fees.

SCOPE

This policy applies to municipally owned and operated streetlights. It does not apply to privately installed lights. Municipally owned streetlights are provided for traffic safety, not property security.

DEFINITIONS

Term	Definition
Streetlight Serviced Area	An area currently serviced with streetlights where streetlights appear in a specific pattern throughout the serviced charge area (the Corridor urban service area, Mt Uniacke subdivision/Park properties, the Rawdon streetlight service area and the electoral districts of Nine Mile River and Enfield District 10).
Streetlight Partially Serviced Area	An area partially serviced with streetlights or an area where an area rate is charged to contribute towards a neighboring urban serviced area (areas of Elmsdale, Milford and Shubenacadie that fall outside the centrally serviced area; safety lighting throughout the electoral districts of Mt Uniacke).
Streetlight Un-serviced Area	An area where no streetlights or charges for urban services exists (the remainder of the Municipality).
Bylaw	Denotes laws passed and enforced by the Municipality.

Term	Definition
Council Policy	A resolution of the council that is required, pursuant to the Municipal Government Act, to be recorded in the bylaw records of a municipality, except where the context otherwise requires.
Policy Directive	An order or instruction issued by the Municipality through policy statements. Directives are typically mandatory and use terms "must", "shall" and "will".
Policy Guideline	A policy statement such as a rule or principal that provides guidance to appropriate behavior. Guidelines are non-mandatory and use the terms "may" and "should".
Private Road	Private Road as defined in the Subdivision Bylaw
Standard	An organization's technical and performance specifications in regard to a deliverable.

POLICY

The Municipality of East Hants is responsible for all costs associated with the ownership of its streetlight assets. These costs include, but are not limited to, the installation, maintenance and operation of streetlight fixtures and arms. Installation and maintenance of streetlights are contracted to an external service company.

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

POLICY STATEMENT

The following policy statements are the directives and rules by which the Municipality of East Hants personnel must follow.

1. Budget and Financing

1.1 The Streetlight Serviced Area Map, appended to this Policy as Schedule A, identifies streetlight serviced areas, as defined by this Policy.

1.2 Within Streetlight Serviced Areas, as shown on Schedule A, Subdividers/Developers/Private Road owners are required to pay for the installation of municipally approved streetlights according to the guidelines set in Schedule B of this Policy.

1.3 A Streetlight Reserve is established for the following purposes:

a) To provide for a reasonable and cost-efficient inventory of light fixtures and arms for replacements and new installations;

b) To provide for the installation, maintenance and labour costs related to new installations; and,

c) To provide for a cost-efficient and reasonable capability of recovering from uninsurable streetlight related losses due to a natural disaster or other unforeseen event.

The balance of this reserve will be reviewed annually during the regular budgeting process.

1.4 The Streetlight Reserve will be divided into two areas:

a) Urban Service Rate Streetlight Reserve, which will fund streetlight costs for Urban Service Rate communities; and,

b) Other Streetlight Reserve, which will fund streetlight costs for streetlight-serviced communities who are charged only for streetlight services.

1.5 Capital budgets will be proposed to Council on an annual basis. These budgets will be based on an estimate of new streetlight installations for the forthcoming fiscal year. New installations do not include replacements, which are considered a maintenance operating cost. Over-expenditures of this budget will be governed by the rules set out in Council approved policy.

1.6 Operating budgets will be proposed to Council on an annual basis to provide for streetlight maintenance, insurance and operational costs. Over-expenditures of this budget will be governed by the rules set out in Council approved policy.

1.7 The Municipality shall recover any streetlight-related costs, not financed by reserves, Private Road owners or subdividers/developers, by one of the following methods, as specified in the terms of an area petition or by the local area Councillor(s) of the charge area:

a) Uniform amount per property;

b) Uniform amount per dwelling unit; or

c) Area rate per $100 of assessment.

1.8 This charge will be included on and become part of the total taxes due on the annual final tax billing.

1.9 The Municipality is not responsible for the installation of new streetlights on private roads (amended May 2018). The Municipality will pay for power and operating repairs on private road lights. The Municipality will pay for replacement of a private road streetlight if the light was installed prior to May 2018.

1.10 All area rates will be approved by Council on an annual basis.

2. Streetlight Areas

The Municipality of East Hants sets various area rates for streetlight charges. Areas throughout the Municipality can be defined as streetlight serviced, partially serviced and un-serviced; see below. The Streetlight Serviced Area Map is found in Schedule A of this policy. The Streetlight Serviced Area Map is a map showing the fully serviced streetlight areas of East Hants. This map, as amended from time to time by Council, will be maintained by the Director of Planning and Development. The map will be a

reference when enforcing the Subdivision Bylaw (SUB) for the purpose of determining when a developer or private road owner will be required to provide for the capital cost of streetlights.

Streetlight Serviced Area	An area currently serviced with streetlights where streetlights appear in a specific pattern throughout the serviced charge area (the Corridor urban service area, Mt Uniacke subdivision/Park properties, the Rawdon streetlight service area and the electoral districts of Nine Mile River and Enfield District 10).
Streetlight Partially Serviced Area	An area partially serviced with streetlights or an area where an area rate is charged to contribute towards a neighbouring urban serviced area (areas of Elmsdale, Milford and Shubenacadie that fall outside the centrally serviced area; safety lighting throughout the electoral districts of Mt Uniacke).
Streetlight Un-serviced Area	An area where no streetlights or charges for urban services exists (the remainder of the Municipality).

3. Guidelines for Installations in Streetlight Serviced Areas

3.1 General

Streetlights are provided for traffic safety, not property security.

The Municipality reserves the right to make streetlight servicing decisions in a manner that allows for control of the billing structure in place.

3.2 Streetlight Requests

Developers and Private Road owner(s) will apply directly to the Municipality for all new streetlight installations.

Individual residents and organizations may apply directly to the Municipality for a new streetlight to be located in a Serviced Area only. Individual residents and organizations who wish to apply for a new streetlight in a Partially Serviced or Un-serviced area must do so through their area Councilor or via the petition process (see Section 3).

Requests shall be reviewed and approved or denied by the Director of Finance. Where this policy is silent, approval to proceed with streetlight installation or removal will be sought from the Councilor(s) in the charge area or by a motion of Council.

3.3 Decision Criteria for Serviced Area Streetlight Requests

The Municipality of East Hants does not have a comprehensive street lighting design plan. In the absence of such a plan, the installation of streetlights will be reviewed and approved or denied based upon the following applicable street lighting policy guidelines:

a) The streetlight capital budget can accommodate the new installation or the CAO has approved an over-expenditure according to current policy of Council;
b) The light requested is within a Serviced Area and follows the established pattern in the area;
c) The lights requested are servicing new development within a Serviced Area;
d) The light requested is within a Partially Serviced or Un-serviced area and is classified as Safety Lighting;
e) There is an existing utility pole at the requested location;
f) The light is not located on private property (except when being installed by private road owners on the private road);
g) The light is roadway facing;
h) There is sufficient electric equipment, wiring, and pole space clearance available at the requested location for the addition of a streetlight.

3.4 Decision Criteria for Safety Lighting Streetlight Requests

Safety lighting requests will be reviewed and approved or denied based on the following:

a) The request is for one light or the sporadic placement of lights throughout an area;
b) In a Partially Serviced area the request must be supported by the area Councillor and the existing rate must cover the anticipated cost;
c) In Un-serviced areas, where the streetlight will be charged to the Transportation budget of the Municipality, the request must be supported by a motion of Council;
d) There is an existing utility pole at the requested location;
e) The light is not located on private property;
f) The light is roadway facing;
g) There is sufficient electric equipment, wiring, and pole space clearance available at the requested location for the addition of a streetlight;
h) Priority will be given to the installation of safety lights at/in:

i) roadway intersections;
   i. pedestrian crosswalks;
   ii. areas with high night-time traffic accident history (per Police/Fire Department);
   iii. areas with road conditions that are deemed potentially hazardous;
   iv. areas of heavy pedestrian or vehicular traffic, such as public or community buildings (schools, community centers, etc.).

4. New Streetlight Service Requests

The Municipality reserves the right to make streetlight servicing decisions in a manner that allows for control of the billing structure in place.

New Streetlight Services – Partially Serviced area

A new streetlight service is considered as a request for a substantial (more than 5% of the pre-existing number of lights in any one fiscal year) installation of lights within a Partially Serviced area. This does not include the installation of safety lighting within these areas.

New Streetlight Services – Un-serviced area

A new streetlight service is considered as a request for the installation of lights within a previously un-serviced area. This does not include the installation of safety lighting within that area.

A *New Streetlight Service* may be requested by the area Councillor(s) or by petition. Where charges for a new service across electoral boundaries, approval to proceed must be received from all area Councillors affected. Where a petition is required, resources permitting, municipal staff will undertake the petitioning of property owners within the proposed charge area. Where a new billing area rate is required, lights will not be installed until Council approves the creation of the new rate.

The petition shall:

a) clearly map the charge area to which the request pertains;
b) indicate the properties that are located within the charge area;
c) indicate the proposed cost impact of installation and estimated area rate as determined by the Director of Finance in consultation with the area Councillor(s) (charged per property, charge per dwelling unit or charge per $100 of assessment);
d) indicate the proposed location of the streetlights to be installed; and,
   e) indicate that owners representing at least 2/3 of the properties in the charge area must attest that they are in favour of street lighting in order for the petition to be considered.

5. Removal of Streetlight Services

Removal of existing streetlights may be requested by the area Councillor(s) or by petition. Where the service charge area crosses electoral boundaries, approval must be received from all area Councillors affected. Where a petition is required, resources permitting, municipal staff will undertake the petitioning of property owners within the proposed charge area.

The petition shall:

a) clearly map the charge area to which the request pertains;
b) indicate the properties that are located within the charge area;
c) indicate the proposed cost impact of removal and a method of charge back as determined by the Director of Finance in consultation with the area Councillor(s) (charged per property, charge per dwelling unit or charge per $100 of assessment);
d) indicate the estimated annual savings of removing the lights;
e) indicate the exact streetlights to be removed; and,
f) indicate that owners representing at least 2/3 of the properties in the charge area are in favour of the removal of the street lighting in order for the petition to be considered.

6. Repairs and Replacement of Malfunctioning Streetlights

The Director of Infrastructure and Operations is responsible for coordinating the installation, maintenance and replacement of all streetlights.

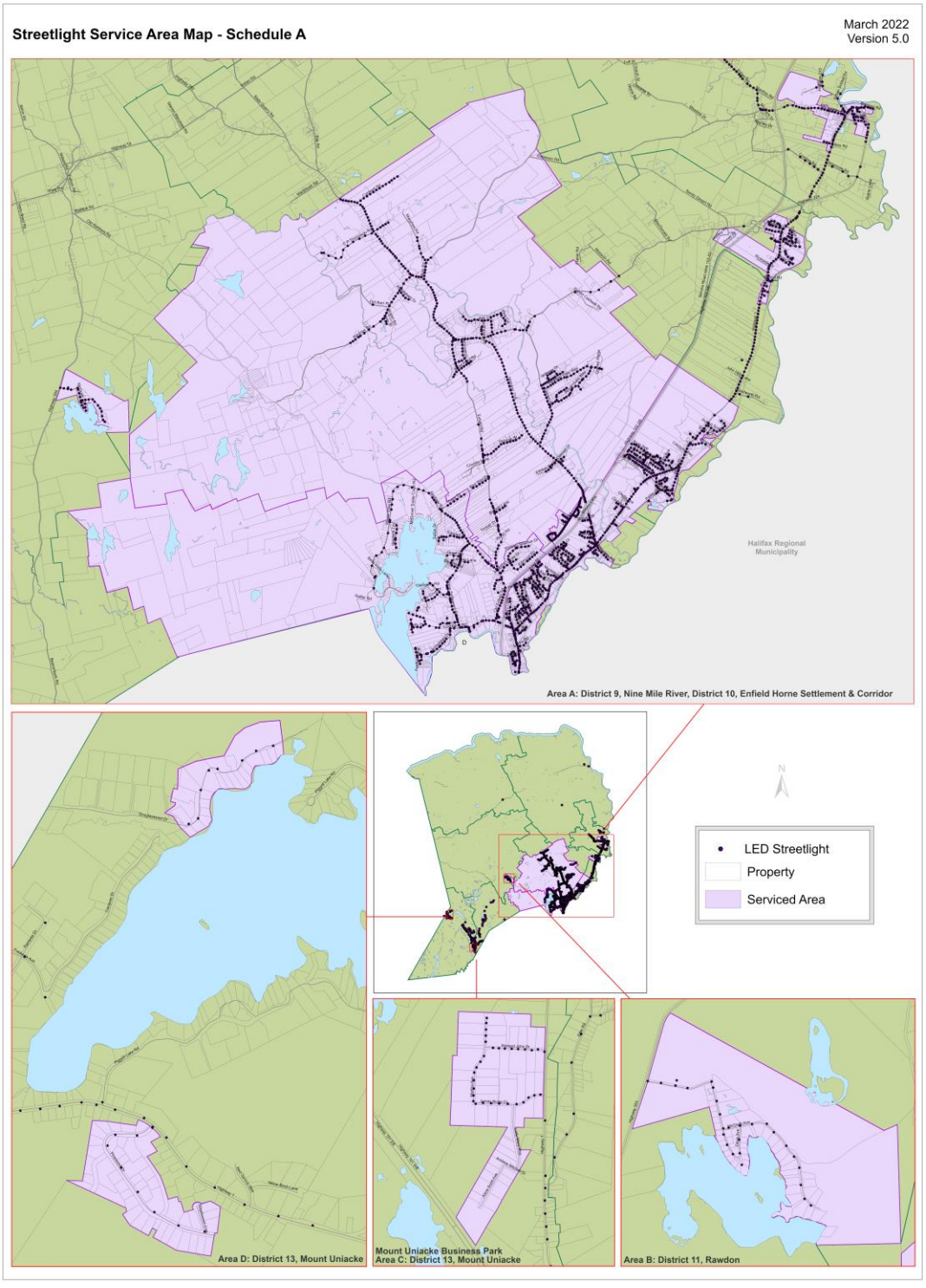
The Municipality will become aware of malfunctioning street lights as follows:

a) by reports received from the public; and
b) by periodic area sweeps.

The Municipality will order repairs/replacements of malfunctioning streetlights from its maintenance contractor in accordance with the following guidelines:

a) If there is a clear and imminent threat to public safety, a repair or replacement will be ordered immediately;
b) Otherwise, the Municipality will order repairs/replacements when it is cost-effective, but in all cases, an order for known work will be placed no later than every three months.

Schedule A - Streetlight Service Area Map


Streetlight Service Area Map - Schedule A
March 2022
Version 5.0
Halifax Regional Municipality
Area A: District 9, Nine Mile River, District 10, Enfield Horne Settlement & Corridor
Area D: District 13, Mount Uniacke
Mount Uniacke Business Park
Area C: District 13, Mount Uniacke
Area B: District 11, Rawdon
LED Streetlight
Property
Serviced Area

Schedule B: Sub-divider/Developer/Private Road Installation Standards and Fees

Developers and private road owners are required to provide for the capital cost of Municipally-approved streetlights in their developments where required per the Municipality of East Hants Subdivision Bylaw (SUB) or by development agreement. The standard will be one streetlight at every intersection and at every second utility pole or as determined necessary by the Civil Engineering Technologist. The Municipality will, on behalf of the developer/private road owners, purchase and install the streetlights and recover the costs via a fixed fee per installed streetlight, according to the following schedule. Alternatively, the developer/private road owners may contract for the installation of lights; this must be done in accordance with NS Power's standards, permissions and regulations and with the light specifications approved by the Civil Engineering Technologist. The standard fixture will be a 43W fixture, except at intersections, which may require higher illumination, at the Municipality's discretion.

A Sub-divider/Developer/Private Road owner may provide for the capital cost of Municipally-approved streetlights in their developments in the partially serviced areas if the request is supported by the area Councillor and the existing rate is able to cover the anticipated cost, while maintaining control over the billing systems in place.

Subdivider/Developer/Private Road Owners Installation Fees:

Date	LED Streetlight Fully Installed Unit Cost ($/Assembly)			
	40-55 Watt	83 Watt	110 Watt	10' Arm Surcharge
Nov 30th, 2021 to Nov 30th, 2022	$ 790	$ 1,050	$ 1,190	$ 200
Nov 30th, 2022 to Nov 30th, 2023	$ 820	$ 1,090	$ 1,230	$ 200
Nov 30th, 2023 to Nov 30th, 2024	$ 850	$ 1,130	$ 1,270	$ 200

Note: Additional Traffic Control charges may apply

GOVERNANCE

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Owner	The Director of Finance is responsible for the administration of the Street Lighting Council Policy.
Assistant Municipal Clerk	• Facilitate an annual Policy Review; and, • Ensure final approved policies are maintained, stored and posted where appropriate
Municipality of East Hants Staff	All personnel that fall within the scope of this policy must follow the policy statements within this document and must follow the governing authority of the policy owner.

RELATED DOCUMENTATION

Document Name	Document ID	Document Type
LED Streetlights by District	Database of LED Lights by location	Report
East Hants Street Light Request Form	PDF - Shared Drive	Form

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Street Light Policy to Council for approval		Kim Ramsay - Director of Finance	Council	February 2011
2.0	Street Lighting Policy to incorporate new LED light ownership structure and developer requirements		Normand Gendron - Acting Director of Finance	Council	November 2011
3.0	Street Lighting Policy changes to incorporate developer requirements into the Subdivision By-law and changes to the definition of “Streetlight Serviced Area”.		Kim Ramsay - Director of Finance	Council	May 2012
4.0	Street Lighting Policy changes to incorporate changes to Schedule B		Kim Ramsay - Director of Finance	Council	October 2012
5.0	Changes to District references and staff titles and incorporating Private Road considerations		Kim Ramsay - Deputy CAO	Council	May 23rd, 2018

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
6.0	Changes to maps to add three additional areas		Sue Surrette - Director of Finance	Council	May 22nd, 2019
7.0	Update Schedule A - Map & Schedule B – new contract rates		Sue Surrette - Director of Finance	Council	March 30th, 2022

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

Kim Ramsay

Municipal Clerk

Committee of the Whole Excerpts
January 11, 2023

WEST HANTS SPORTS COMPLEX ACOUSTICS EXCERPT

Concerns have been received from the users of the facility identifying very poor sound quality within the rink portion of the facility. Broadcasting by announcers, music during events and public service announcements are challenging for spectators to hear and interpret impacting their quality of experience while at the facility. This has resulted in some users having to leave the space due to the bouncing noise levels, making this facility not fully accessible. The request being made was that the funds originally approved for a parking lot expansion to be redirected to improve the sound quality within the rink portion of the facility.

The recommended motion was that Committee of the Whole recommend to …

COUNCIL THAT THE $52,500 ORIGINALLY APPROVED TO INCREASE PARKING CAPACITY IN THE 2022/23 CAPITAL BUDGET BE RE-DIRECTED TO IMPROVE ACCESSIBILITY WITHIN THE WEST HANTS SPORTS COMPLEX BY IMPROVING THE SOUND QUALITY WITHIN THE RINK FACILITY SIDE OF THE COMPLEX.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☒	Councillor Activity ☐

To: West Hants Regional Municipality Committee of the Whole

Submitted by: Kathy Kehoe, Director Community Development

Date: January 5, 2023

Subject: West Hants Sports Complex Acoustics

LEGISLATIVE AUTHORITY

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

Nova Scotia Accessibility Act 2017

RECOMMENDATION or DECISION REQUEST

That the Committee of the Whole recommends to Council that the $52,500 originally approved to increase parking capacity in the 2022/23 Capital Budget be re-directed to improve accessibility within the West Hants Sports Complex by improving the sound quality within the rink facility side of the complex.

BACKGROUND

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

At the June 28, 2022, West Hants Council meeting the following motion was passed…

MOVED BY MAYOR ZEBIAN AND COUNCILLOR FRANCIS THAT COUNCIL APPROVE FUNDING FOR THE WEST HANTS SPORTS COMPLEX IN THE AMOUNT OF $52,500.00 TO GRAVEL NEXT TO THE FRONT PARKING LOT TO INCREASE PARKING CAPACITY TO BE FUNDED FROM THE CAPITAL RESERVE. MOTION CARRIED

DISCUSSION

The original request to install an additional gravel parking lot in front of the Sports Complex is now not being recommended by staff as the existing paved parking (front and back of the complex) is sufficient to meet the needs of most programs and events being offered at the Sports Complex.

Regularly staff have received concerns from the users of the facility that have identified very poor sound quality within the rink portion of the facility. Broadcasting by announcers, music during events and public service announcements are challenging for spectators to hear and interpret impacting their quality of experience while at the facility. This has resulted in some users having to leave the space due to the bouncing noise levels, making this facility not fully accessible.

In the spring of 2022 West Hants Municipal Council approved the West Hants Accessibility Plan which identified areas of focus which included the Build Environment: making public buildings, streets, sidewalks, and shared spaces accessible to all. Within the plan it also notes that there are many different types of disabilities, one of which is hearing.

Staff have connected with an acoustic specialist to assist with a recommendation to increase sound absorption within the space with the end goal of making the facility more accessible for all users and making a more enjoyable experience. Acoustic baffles and panels were recommended as a solution to reduce and in some cases eliminate the “echo” and noise. Acoustic baffles and panels are free hanging sound absorption products that are often used to acoustically treat large spaces. By hanging from the ceiling, they reside in a space where sound tends to get “stuck”. This is because there is not anything up that high to absorb or diffuse the sound waves. A sound baffle is any object designed to reduce airborne sound.

Staff are requesting that the funds originally approved for a parking lot expansion to be redirected to improve the sound quality within the rink portion of the facility.

NEXT STEPS

If approved, staff will commence the procurement of acoustic baffles and ceiling panels for the West Hants Sports Complex within this fiscal year. Included in the procurement process will be a recommendation report to Council for the purchase and installation once bids are received and evaluated by staff if the quotes exceed staff’s approval limits.

FINANCIAL IMPLICATIONS

The approximate cost for the procurement of acoustic panels is coincidentally $52,000 plus hst. The Canada Community Building Funding allows for the purchase of Sports Infrastructure, which includes Acoustic Baffles for arenas and recreation facilities. The $52,000 has previously

been approved by Council to come from the Canada Community Building Fund. This funding source must be approved by West Hants Regional Council. The current projected March 31, 2023, balance of the West Hants Regional Municipality's CCBF Reserve is $759,400.31.

ALTERNATIVES

Council can choose not to approve the procurement of acoustic baffles for the West Hants Sports Complex. This is not the course of action recommended but it is within the Council's purview.

ATTACHMENTS

N/A

CHIEF ADMINISTRATIVE OFFICER REVIEW

The proposed project replacement would provide a much-needed improvement to the Sports Complex. The Accessibility Committee recently held their meeting at the Sports Complex and experienced the noise distortion throughout the space.

I support the recommendation.

Report Prepared by: _____
Kathy Kehoe, Director, Community Development

Report Reviewed by: _____
Kevin Bennett, Manager, Parks and Recreation Facilities

Report Reviewed by: _____
Diana Gibson, Acting Director, Financial Services

Report Approved by:
Mark Phillips, Chief Administrative Officer

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: _____
Alex Dunphy, Planner

Date: January 24th, 2023

Subject: File # 22-24A: Bog Road, Hantsport/Hants Border PIDs 45366473, 45366481, 45366499, 45366507, and 45366515 – Rezoning (Hantsport)

LEGISLATIVE AUTHORITY

Municipal Government Act Section 210

RECOMMENDATION

If Council wishes to proceed to a Public Hearing the following motion would be in order:

…that Council gives First Reading and will hold a Public Hearing to consider amending Schedule A of the Hantsport Land Use By-law by rezoning PIDs 45366473, 45366481, 45366499, 45366507, and a portion of 45366515 on Bog Road, Hantsport from the Single Unit Residential (R-1) zone to the Two Unit Residential (R-2) zone.

BACKGROUND

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

The completed application was submitted by Claude O'Hara on October 23rd, 2022 to change the zoning of 5 lots on Bog Road, Hantsport/Hants Border (PIDs 45366473, 45366481, 45366499, 45366507, and 45366515) to the Two Unit Residential (R-2) zone to permit multiple semi-detached dwellings. The applicant has now changed to Sheldon Chisholm.

DISCUSSION

A Public Information Meeting was held on November 10th, 2022. Three (3) members of the public spoke about concerns with the removal of agricultural land for residential development, the development of lots behind the subject lots, a request for further explanation of the agrologist's report, and a request for stipulations within any potential development agreements regarding access to the lot behind the subject lots. In addition to this, a member of the public presented concerns with the rezoning, a complaint with the Nova Scotia Department of Environment and Climate Change, and a potential violation of the Land Use By-law.

The public comment period ended on November 25th with staff receiving one (1) phone call and three (3) emails. The comments from the public included concerns with the existing access to the subject lots, pedestrian safety, support for the member of the public who presented at the Public Information Meeting, and a list of additional questions.

On December 8th 2022, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A).

During the December 8th meeting, PAC/HAC recommended in favour of the proposed rezoning.

NEXT STEPS

The proposed amendment has been considered based on the Hantsport Municipal Planning Strategy and has proven consistent with the intent, objectives, and policies of the Planning Strategy. As a result, it is reasonable to consider rezoning the subject lots on Bog Road, Hantsport/Hants Border (PIDs 45366473, 45366481, 45366499, 45366507, and 45366515) to the Two Unit Residential (R-2) zone.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard 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 amendment as drafted or as specifically revised by direction of Council; or
- provide alternative direction such as requesting further information on a specific topic.

APPENDICIES

Appendix A	2022-12-08 Staff Report - File # 22-24: Bog Road, Hantsport/Hants Border PIDs 45366473, 45366481, 45366499, 45366507, and 45366515 – Rezoning (Hantsport)

CHIEF ADMINISTRATIVE OFFICER REVIEW

The PAC / HAC have reviewed the application and as noted “the proposed amendment has been considered based on the Hantsport Municipal Planning Strategy and has proven consistent with the intent, objectives, and policies of the Planning Strategy”.

I support the recommendation.

Report Prepared by: _____

Alex Dunphy, Planner

Report Reviewed by: _____

Madelyn LeMay, Director of Planning and Development

Report Approved by:

Mark Phillips, Chief Administrative Officer

Appendix A – File # 22-24: Bog Road, Hantsport/Hants Border PIDs 45366473, 45366481, 45366499, 45366507, and 45366515 – Rezoning (Hantsport)

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____
Alex Dunphy, Planner

Date: December 8th, 2022

Subject: File # 22-24: Bog Road, Hantsport/Hants Border PIDs 45366473, 45366481, 45366499, 45366507, and 45366515 – Rezoning (Hantsport)

LEGISLATIVE AUTHORITY

Municipal Government Act Section 210

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 Schedule A of the Hantsport Land Use-Bylaw by rezoning PIDs 45366473, 45366481, 45366499, 45366507, and a portion of 45366515 on Bog Road, Hantsport from the Single Unit Residential (R-1) zone to the Two Unit Residential (R-2) zone.

BACKGROUND

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

The completed application was submitted by Claude O'Hara on October 23rd, 2022 to change the zoning of 5 lots on Bog Road, Hantsport/Hants Border (PIDs 45366473, 45366481, 45366499, 45366507, and 45366515) to the Two Unit Residential (R-2) zone to permit multiple semi-detached dwellings. The applicant has now changed to Sheldon Chisholm.

Surrounding Context

The subject lots directly abut Bog Road. Lands within the jurisdiction of the Hantsport Municipal Planning Strategy (MPS) and located west of the subject lots, across Bog Road, are designated Residential, zoned Single Unit Residential (R-1), and are residential dwellings. Lands to the east, behind the subject lots, have portions within the jurisdiction of both the Hantsport MPS and the West Hants MPS. The Hantsport portion of this property is designated Residential, zoned Two Unit Residential (R-2), and hosted a former agricultural use.

DISCUSSION

Four of the subject lots (PIDs 45366473, 45366481, 45366499, and 45366507) are located completely within the jurisdiction of the Hantsport Municipal Planning Strategy (MPS), while the last subject lot (PID 45366515) is partially within the jurisdiction of the Hantsport MPS and partially within the jurisdiction of the West Hants MPS.

The subject lots within the jurisdiction of the Hantsport MPS are designated Residential on the Generalized Future Land Use Map (GFLUM) of the Hantsport MPS (Figure 1). These subject lots are zoned Single Unit Residential (R-1) on Schedule A of the Hantsport Land Use By-law (LUB) (Figure 2).

Municipal Planning Strategy Document Review

Policy RP-2A is the primary enabling policy to be considered for this application. This policy provides Council with the ability to consider rezoning land within the Residential designation to the Two Unit Residential (R-2) zone. The Policy also includes criteria which must be met by the proposed development. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria since:

- the subject lots have access to municipal services; and
- the proposed use is similar in nature to the surrounding uses and is not anticipated to conflict with the adjacent existing uses.

Policy IM-3 establishes the general criteria that all amendments to the Hantsport Land Use By-law must meet. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria as:

- the proposal is not considered premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated; and
- the Fire Chief, Development Officer, Manager of Building and Fire Inspection Services, Municipal Project Engineer, Municipal Traffic Authority, and Area Manager of the Nova Scotia Department of Public Works have no concerns which have not been addressed in this report.

NEXT STEPS

Discussion from PAC/HAC will be incorporated into the report and presentation to Council.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

The Planning and Heritage Advisory Committee (PAC/HAC) may:

- discuss the proposed Land Use By-law amendment as specifically drafted or as revised by the Committee; or
- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Figure 1	Hantsport GFLUM Extract
Figure 2	Hantsport Zoning Map Extract
Figure 3	Proposed Zoning Map Extract
Attachment A	Policy Summary for Rezoning
Attachment B	Public Information Meeting Notes

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Figure 1 – West Hants GFLUM Extract

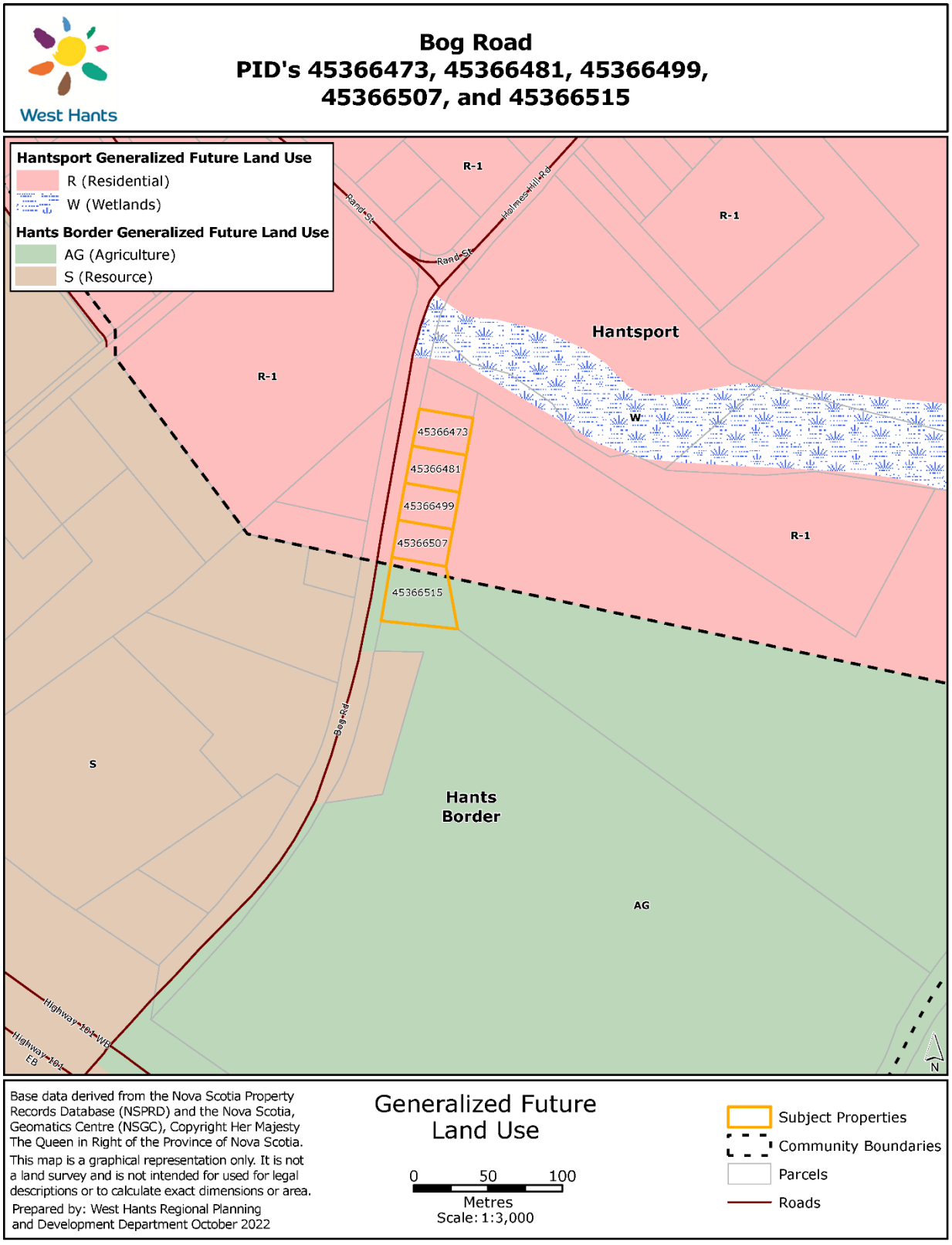


Figure 2 – West Hants Zoning Map Extract

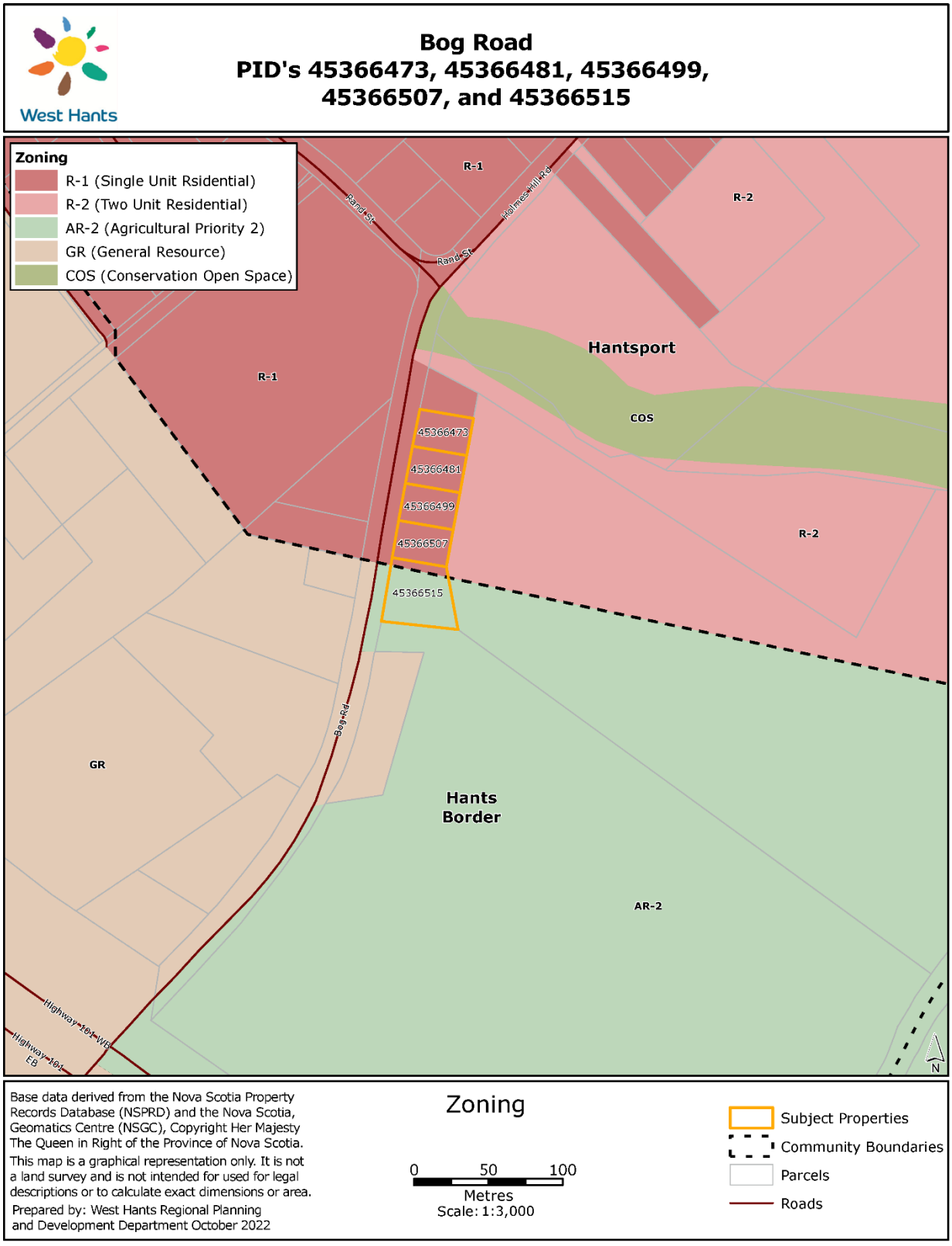
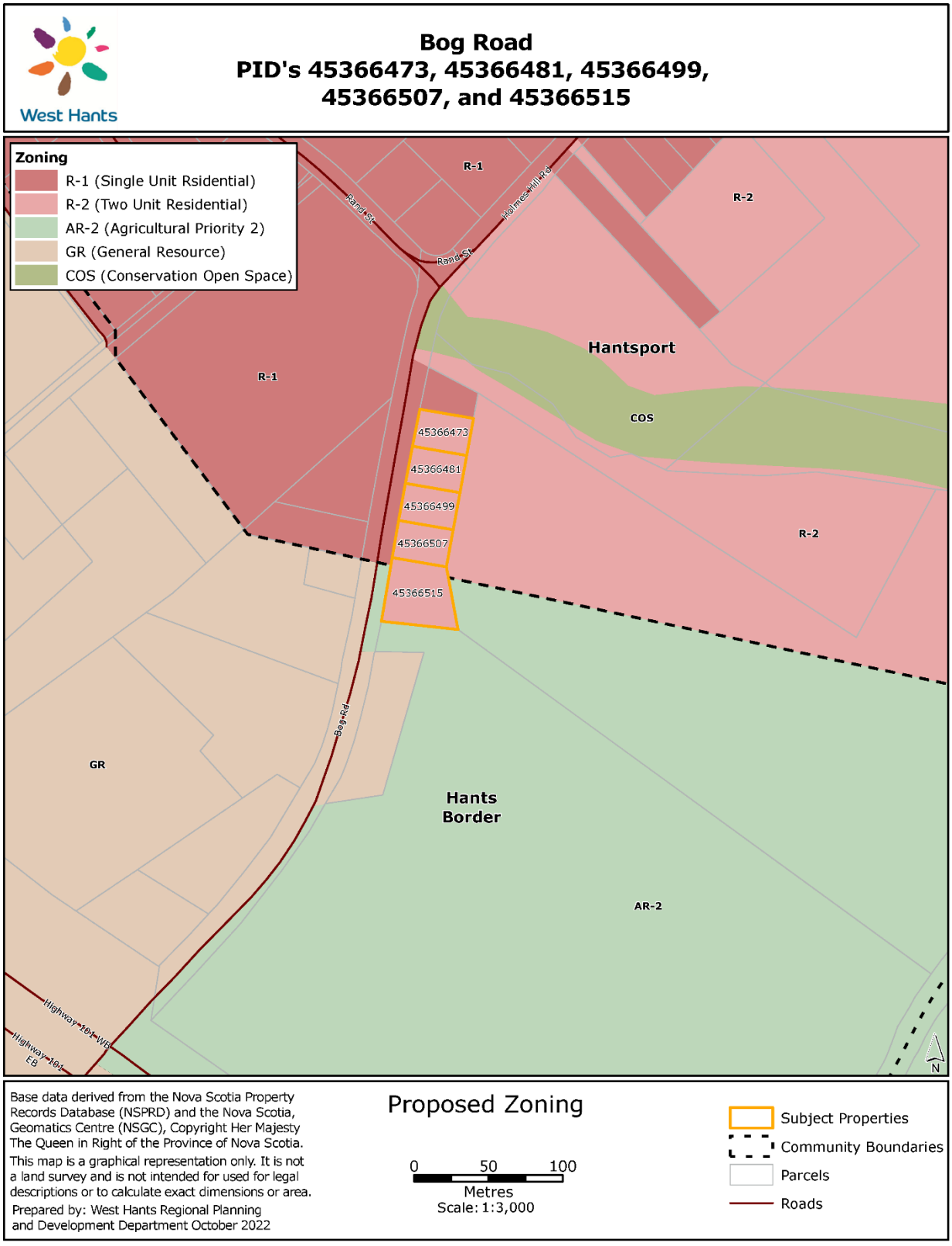


Figure 3 – Proposed Zoning Map Extract



Attachment A – Policy Summary for Rezoning

Policy RP-2A *It shall be a policy of Council to consider rezoning land within the Residential Designation to R-2 subject to the following:*	
(a) the area to be rezoned is serviced, or capable of being serviced, with municipal water and sewer;	The Director of Public Works confirmed that the subject lots have access to municipal services.
(b) the proposed use will not conflict with adjacent existing uses;	The proposed use is similar in nature to the surrounding uses and is not anticipated to conflict with the adjacent existing uses.
(c) any other matter which may be addressed in a Land Use By-law; and	All relevant matters have been addressed in this report.
(d) Policy IM-3. (Amendment HMPS 16-01 – effective June 26, 2017)	See Policy IM-3.

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:*	
(a) whether the proposal is considered premature or inappropriate in terms of:	
(i) the adequacy of sewer and water services;	The Municipal Project Engineer commented that they had no concerns regarding the addition of the proposed use. The developer would be responsible for any development costs for any required upgrades to receive adequate municipal services.
(ii) the adequacy of school facilities;	No impact on school facilities is anticipated.
(iii) the adequacy of fire protection;	The local Fire Chief has stated that there is adequate fire protection for the proposed use. The Manager of Building and Fire Inspection Services had no issues with fire protection.
(iv) the impact on adjacent uses;	The proposed use is similar in nature to the surrounding uses and is not anticipated to impact the area.
(v) the adequacy of road networks adjacent to, or leading to the development; and	The Area Manager from the Nova Scotia Department of Public Works and the

	Municipal Traffic Authority had no concerns regarding the road networks adjacent or leading to the development.
(vi) the financial capacity of the Municipality to absorb any costs relating to the development.	There are no anticipated costs to the Municipality regarding this development.
(b) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;	The Area Manager from the Nova Scotia Department of Public Works and the Municipal Traffic Authority commented that they had no concerns regarding any aspect of movement.
(c) the adequacy of the dimensions and shape of the lot for the intended use;	The Development Officer commented that they had no concerns regarding the adequacy of dimensions and shape of the subject lots.
(d) the pattern of development which the proposal might create;	The Development Officer commented that they had no concerns regarding the pattern of the proposed development.
(e) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses, wetlands, and susceptibility of flooding;	Any development of the subject lots must meet the regulations of the Nova Scotia Department of Environment and Climate Change regarding the protection of watercourses.
(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; and	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;	Uses permitted in the Two Unit Residential (R-2) zone are similar in nature to the surrounding uses and are not anticipated to impact the area. The keeping of horses is permitted in the Two Unit Residential (R-2) zone, however, the subject lots are not of a sufficient size for that use.
(h) the site meets all of the zone requirements for the zone sought; and	The subject lots meet all zone requirements of the Two Unit Residential (R-2) zone.
(i) any other matter required by relevant policies of this Strategy.	All relevant matters have been addressed in this report.

Attachment B – Public Information Meeting Notes

November 10 - November 25, 2022

File # 22-24: Bog Road, Hantsport/Hants Border PIDs 45366473, 45366481, 45366499, 45366507, and 45366515 – Rezoning (Hantsport)

Meeting date and time	A public information meeting was held on November 10, 2022 beginning at 6:00 p.m. The meeting was broadcast live on the Municipal Facebook page.
File Number	22-24
Attending	In attendance: One (1) Councillor: • Councillor Jim Ivey Four (4) members of staff: • Director LeMay (Chair) • Planner Poirier • Planner Dunphy • Meeting Secretary Lake Ten (10) members of the public were present for this meeting. Of those that attended in-person, Melody Dempsey and Graham Sanford spoke.
Applicant Sheldon Chisholm **Properties** Bog Road, Hantsport/Hants Border (PIDs 45366473, 45366481, 45366499, 45366507, and 45366515)	Planner Dunphy outlined the application to rezone the five (5) subject lots on Bog Road to the Two Unit Residential (R-2) zone. Sheldon Chisholm, the applicant, spoke to the intention to develop the lots as semi-detached residential dwellings. Graham Sanford, a resident, gave a presentation regarding concerns with the proposed rezoning of the subject lots. Mr. Sanford also explained concerns regarding a complaint with the Nova Scotia Department of Environment and Climate Change, a potential violation of the Land Use By-law, access to and water supply for a property owned by the developer and located abutting the subject lots, food production goals for the Province, and affordability of residential developments.
Comments	Comments from the public could be submitted to Alex Dunphy by mail, e-mail and telephone between November 10 – November 25, 2022. Staff received one (1) phone call and three (3) emails were received. The email responses are attached. The phone call was from Doreen Smith and was concerning the driveway located on one of the subject lots which the resident considered may not be up to code as well as concerns with the safety as a pedestrian on Bog Road. 3 members of the public spoke at the Public Information Meeting. The following are comments and questions from the public

	information meeting. Staff and applicant responses are included in purple text. • Concerns with removal of agricultural land for residential development • There must have been former agricultural use on the property • Concerns with development of lots located behind subject lots and the view of farmland from existing properties Mr. Chisholm responded that the intention is to maintain some agricultural activity. The full scope of future development has not been determined. The Municipal Planning Strategy has policies for agricultural land which have been followed. Plan to preserve the barn. Director LeMay commented that any further proposed development on nearby land would be required to be addressed through a new planning process. • What properties does the developer own? Mr. Chisholm responded that not all the properties owned are shown. • The agrologist considered the subject lot as not ideal in terms of farmland? Mr. Chisholm confirmed that the subject lot had an agrologist report completed which determined the lot was not ideal for agricultural development. • Mr. Chisholm responded to Graham Sanford's presentation by commenting that the developer will ensure that the lot located behind the subject lots will have access. The farmhouse was not able to be repaired, but the barn was able to be maintained. Mr. Chisholm disagreed with the current municipal boundary line. Mr. Sanford responded requesting an addition to any development agreement on the property require access for the lot located behind the subject lots. Director LeMay responded by commenting that this planning process is for the subject lots and any further development of other lots would have to be dealt with in another planning process.
Adjournment	The presentation portion of the PIM ended at approximately 6:44 p.m.

Public Email Responses Submitted for the Application PIM

November 8th, 2022

From: Graham Sanford

To: Alex Dunphy

Hi Alex.

Nice speaking with you earlier.

As requested, please find attached my in person presentation for this Thursday November-10-22.

If there are any items I need to change please let me know along with the rationale for the change.

Per your instructions I will bring a data stick with me containing this presentation.

Could you please confirm receipt of this e-mail, that I have been slotted to present, and at what point in the schedule for the evening?

With my thanks,

Graham Sanford

(Presentation is attached below)

November 10th, 2022

From: Greg Pace

To: Alex Dunphy

Good morning Mr. Dunphy

Elsie and I live at 59 Holmes Hill Rd and received the letter regarding the above noted meeting. On Tuesday morning of this week we received a phone call from Councillor Morton in which he said the meeting was open to the public and we were welcome to attend in person. We are both very interested in the apparent development of the land to our west which includes the PIDs as mentioned. Unfortunately both Elsie and I will not be able to attend the meeting this evening.

Further to this, we have been communicating with Graham Sanford, our neighbour, who has prepared a presentation for the meeting. We both concur with the information in his presentation.

Mr Graham indicated he was permitted a 5 minute time slot for a presentation to council regarding the rezoning. Elsie and I were not made aware in any communication that we were able to make a presentation at this meeting; given the opportunity we would have done so.

I am requesting that should Mr. Sanford require more than his allotted 5 minutes he be granted more time to communicate our views which are included in his presentation.

Regards

Greg Pace and Elsie Wetmore

November 25th, 2022

From: Graham Sanford

To: Alex Dunphy

Hi Alex.

Please find attached our questions.

Best regards,

Graham Sanford

Don't Be The Dirt Advocacy

(Question Sheet is attached below)

“We believe the health of where we live is key to all possible outcomes.”

Regarding Public Information Meeting Notice of November 1, 2022. Development on Bog Road, Hants Border.

Presented by Graham Sanford and Don’t Be The Dirt Advocacy

53 Bog Road

Hants Border, N.S.

B0P 1P0

Current Concerns

- 1.) PID 45046315 (8 Bog Road) , 26 acres. Inconsistent Information Regarding how R2 Zoning Came to Be

-Three, separate conflicting answers from WHRM regarding when PID 45046315 (8 Bog Road) , 26 acres, was zoned R2: 1.) When amalgamation occurred, 2.) Prior to amalgamation, 3.) was never agricultural land.**This is the PID behind the lots on Bog Road.

- 2.) Failure to Protect AP2 Land part of PID 45046315, RE: Site Inspection Based on Complaint

-Conflicting information from WHRM Staff on October-12-22 related to their inspection of the site. See slide 4 for written support, visual support from slides 6/7/8/9.

- 3.) Complaint in Progress with Nova Scotia Department of Environment and Climate Change

-Complaint with Nova Scotia Department of Environment and Climate Change filed October-11-22, Pit operation, possible no sediment damn leading to pollution of water course that feeds the Halfway River. Video evidence submitted.

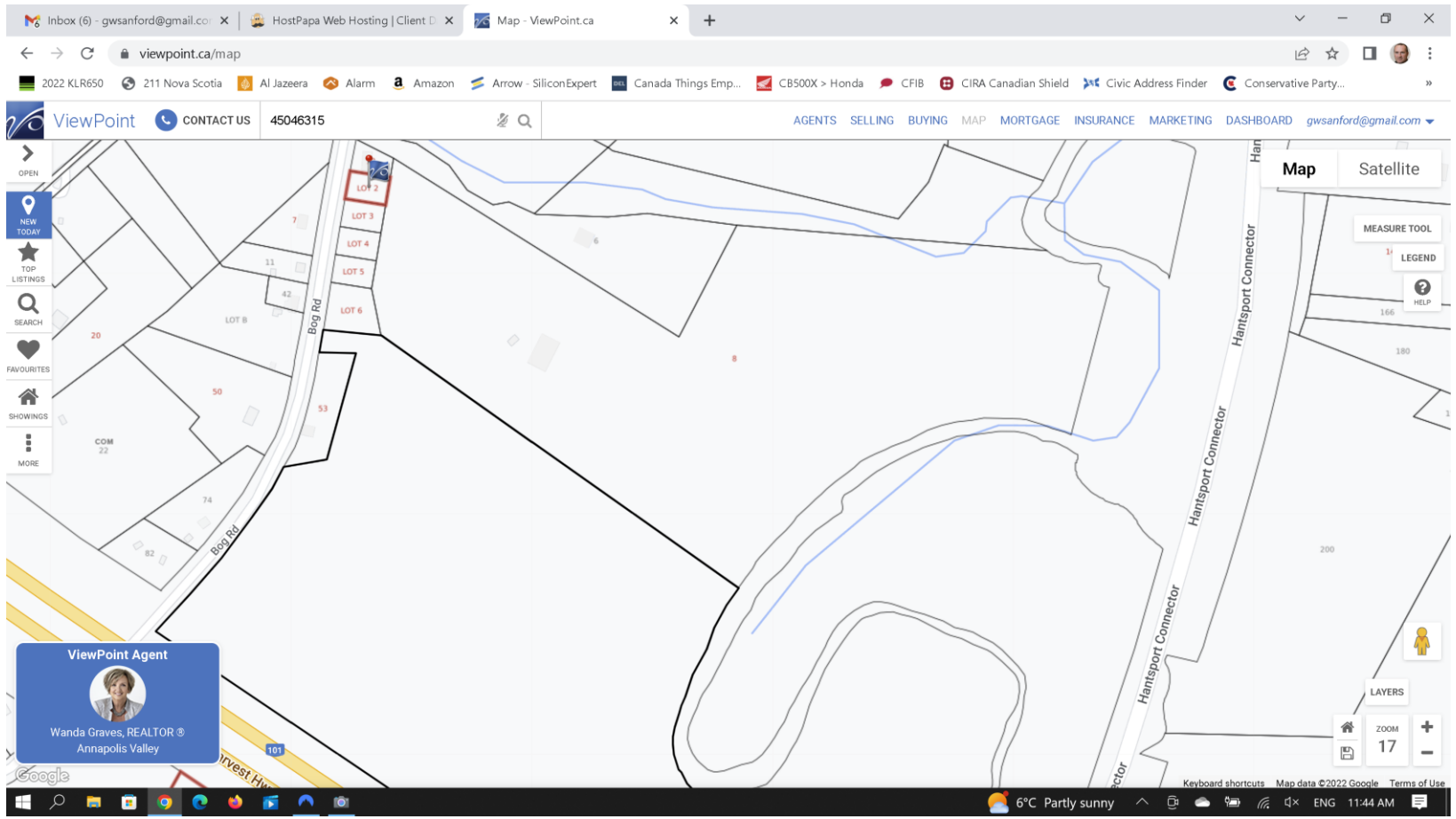
- 4.) Development of the PIDS in the notice, will this lead to land locking of the AP2 zoned land, therefore creating a narrative supporting re-zoning for development?
- 5.) How will appropriate access be maintained to the AP2 Zoned land, specifically PID 45360914? **This is the PID Zoned Agricultural Priority 2, that exists between 8 Bog Road, the land behind the lots along Bog Road, and the 101 Highway.
- 6.) By what method will water be supplied to this and any other development this side of the 101 Highway?

Communications with WHRM

- October-11-22 Complaint regarding Activity on PID 45046315 to WHRM. I hope you are well. Please let this e-mail act as my formal complaint to the activity taking place on PID 45046315.For over a week now top soil that has been stripped from this same PID has been trucked, and is being trucked, off site. I do have proof. Thank you in advance for your appropriate action on this matter. Best regards, Graham Sanford, 53 Bog Rd, Hantsport, NS B0P 1P0 902 788 4989
- October-12-22 from WHRM: Graham, I inspected the Bog Road development yesterday. The top soil that is being removed is in the former Town of Hantsport, Two Unit Residential zone. ***This is not a violation as top soil removal is only a violation if within the Agricultural zones.***

Note: Slides 6/7/8/9 clearly indicate the boundary between R2 and AP2, and therefore clearly indicate the removal of top soil from Agricultural Priority 2 Zone, which per the Development Officer e-mail above, is a violation.

Viewpoint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LEGEND
HELP
LAYERS
ZOOM
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Bog Rd
Hantsport Connector
LOT 2
LOT 3
LOT 4
LOT 5
LOT 6
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ViewPoint Agent
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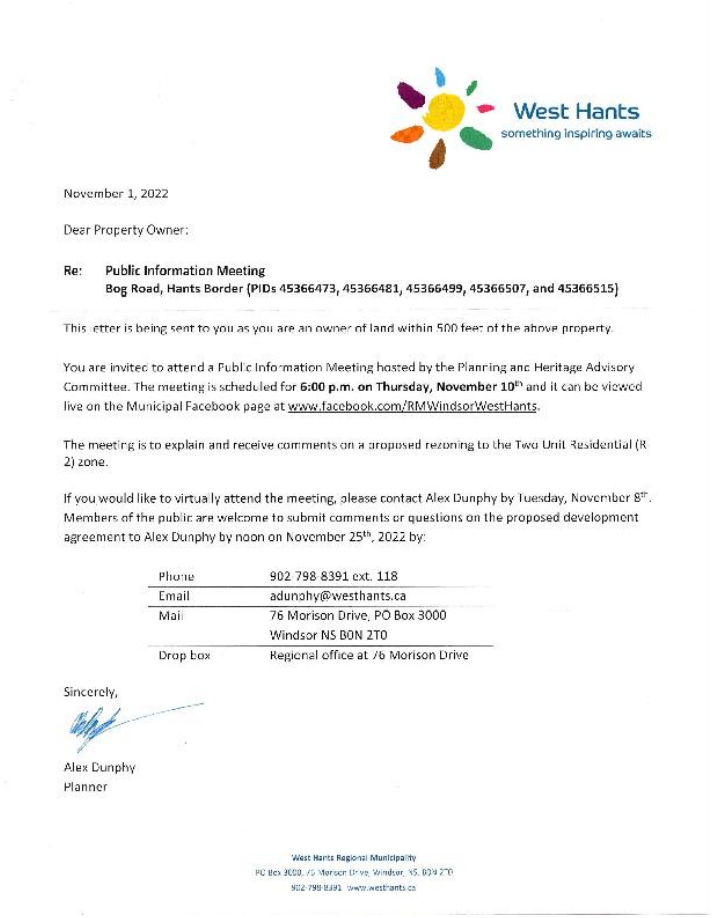
Public Information Meeting Letter-Front



West Hants
something inspiring awaits

November 1, 2022

Dear Property Owner:

Re: Public Information Meeting
Bog Road, Hants Border (PIDs 45366473, 45366481, 45366499, 45366507, and 45366515)

This letter is being sent to you as you are an owner of land within 500 feet of the above property.

You are invited to attend a Public Information Meeting hosted by the Planning and Heritage Advisory Committee. The meeting is scheduled for **6:00 p.m. on Thursday, November 10th** and it can be viewed live on the Municipal Facebook page at www.facebook.com/RMWindsorWestHants.

The meeting is to explain and receive comments on a proposed rezoning to the Two Unit Residential (R 2) zone.

If you would like to virtually attend the meeting, please contact Alex Dunphy by Tuesday, November 8th. Members of the public are welcome to submit comments or questions on the proposed development agreement to Alex Dunphy by noon on November 25th, 2022 by:

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

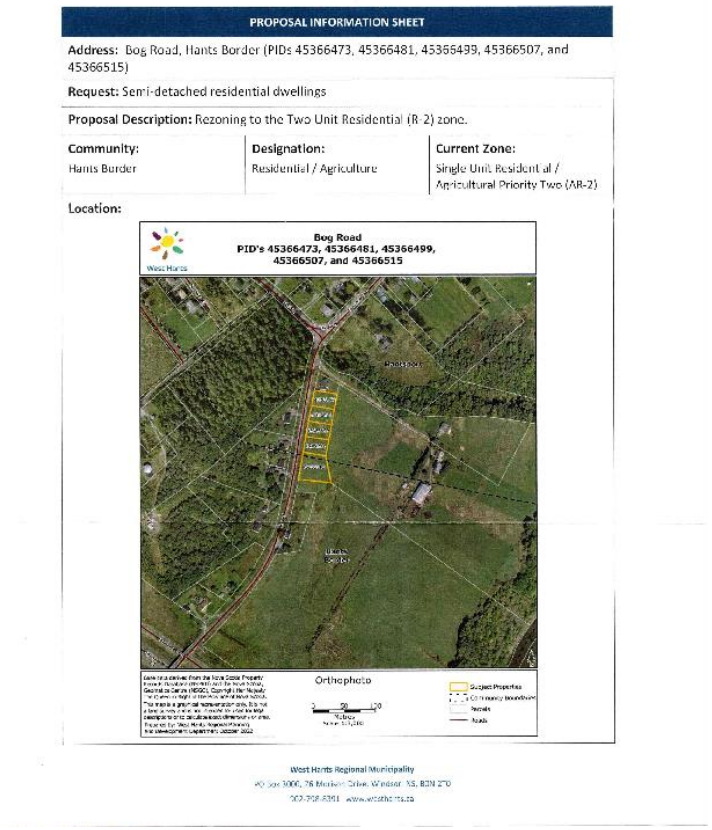
Sincerely,

Alex Dunphy
Planner

West Hants Regional Municipality
PO Box 3000, 76 Morison Drive, Windsor, NS, B0N 2T0
902-798-8391 www.westhants.ca

Public Information Meeting Letter-Back

Note the dotted line between PID 45366507 and PID 45366515, former TOH boundary



PROPOSAL INFORMATION SHEET

Address: Bog Road, Hants Border (PIDs 45366473, 45366481, 45366499, 45366507, and 45366515)

Request: Semi-detached residential dwellings

Proposal Description: Rezoning to the Two Unit Residential (R-2) zone.

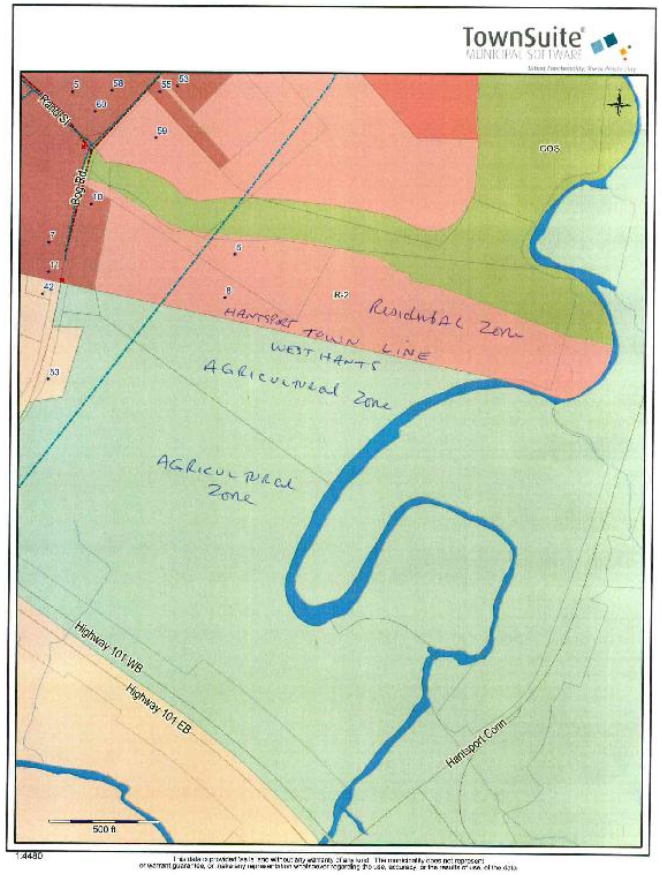
Community:	Designation:	Current Zone:
Hants Border	Residential / Agriculture	Single Unit Residential / Agricultural Priority Two (AR-2)

Location:

West Hants Regional Municipality

Confirmed Zoning PID 45046315 from WHRM

*Note the zoning inside and outside former TOH boundary



Standing at TOH Line-Fire Hydrant-Compare to Slide 6 and 7

*Left of hydrant flag is R2, right of hydrant flag AP2. Note the top soil removed, extending from Bog Road down to barn, in the AP2 Zone, gravel brought in, possible destruction of the water course, and possible absence of a sediment damn.

Standing at TOH Line-Fire Hydrant-Compare to Slide 6 and 7

Reference from An Act Respecting Municipal Government

- **DEFINITIONS**
- These definitions apply to the Statements of Provincial Interest.
- **Agricultural Land** means active farmland and land with agricultural potential as defined by
- the Canada Land Inventory as Class 2, 3 and Class 4 land in active agricultural areas, speciality
- crop lands and dykelands suitable for commercial agricultural operations as identified by
- the Department of Agriculture.

Reference from An Act Respecting Municipal Government

- **PROVISIONS**
- 1. Planning documents must identify agricultural lands within the planning area.
- 2. Planning documents must address the protection of agricultural land. Measures that
- should be considered include:
- (a) giving priority to uses such as agricultural, agricultural related and uses
- which do not eliminate the possibility of using the land for agricultural purposes
- in the future. Non-agricultural uses should be balanced against the need
- to preserve agricultural land;

Reference from An Act Respecting Municipal Government

- **STATEMENT OF PROVINCIAL INTEREST**
- **REGARDING AGRICULTURAL LAND**
- **GOAL**
- To protect agricultural land for the development of a viable and sustainable agriculture and
- food industry.
- **BASIS**
- The preservation of agricultural land is important to the future of Nova Scotians.
- Agricultural land is being lost to non-agricultural development.
- There are land-use conflicts between agricultural and non-agricultural land uses.
- **APPLICATION**
- This statement applies to all active agricultural land and land with agricultural potential in the
- Province.

Reference from An Act Respecting Municipal Government

- **(c) setting out separation distances between agricultural and new non-agricultural**
- **development to reduce land-use conflicts;**
- **(d) measures to reduce topsoil removal on lands with the highest agricultural**
- **value.**
- 3. Existing land-use patterns, economic conditions and the location and size of agricultural
- holdings means not all areas can be protected for food production, e.g., when
- agricultural land is located within an urban area. In these cases, planning documents
- must address the reasons why agriculture lands cannot be protected for agricultural
- use. Where possible, non-agricultural development should be directed to the lands
- with the lowest agricultural value.

Forward Looking Considerations

- Optics of how the Municipal process unfolds is key.
- There are pressures that could lead to decisions that erode the public trust.
- Erosion of public trust weakens our communities.
- Public trust in local governance is a cornerstone of a healthy vibrant community, where people choose to live, raise a family, immigrate, start a business, spend their disposable income, enjoy historic sites, embrace our good fortune in living where we do, without travelling to enjoy the natural world amongst us.
- There is no place for personal beliefs or philosophies in governance.
- Consistency is key.
- Adaptability with a wide lens is key.
- Inclusion is key.
- Integrity is key.

Summary

- We need housing development.
- To be housed, is a necessity. Picture yourself without stable shelter to understand how it affects all other outcomes.
- Market based housing, and the supply of it, WILL lower the cost to acquire it.
- Market based housing, and the supply of it, IS NOT the sole solution.
- Market based housing, and the development of it requires a minimum rate of return for the developer.
- There are over 5000 persons in this province waiting for public housing.
- Approximately 1000 of these can be accommodated by moving the over housed.
- How will the others be housed?
- Thus, the need for other housing options that ARE NOT based on the market.
- Do the math when considering affordability, math does not lie.
- Seemingly valid concerns are already at play specific to the activities on Bog Road, Hants Border.
- The ability to express these concerns in a public format is foundational.
- Never give up the rues in place to protect land and the immediate environment in favor of any “emergency”.

On behalf of Graham Sanford, and Don’t Be the Dirt Advocacy…

Thank you!

Disclaimer: By participating in the option to send in questions to the planner regarding the notice dated November 1, 22:

“Public Information Meeting Bog Road, Hants Border, (PID’s 45366473, 45366481, 45366499, 45366507, 45366515)

If you would like to virtually attend the meeting, please contact Alex Dunphy by Tuesday, November 8th . Members of the public are welcome to submit comments or questions on the proposed development agreement to Alex Dunphy by noon on November 25th, 2022”…..

We by no way forfeit our position, or requests in process, that this process should be halted given 2 violations on abutting PID 45046315, same landowner, **and an unanswered question with requested supporting documentation as to how PID 45046315 became R2 zoning**. If you accept these questions, you hereby agree to this statement.

If you reject these questions, please provide justification of the rejection.

1. Lot 3, PID 45366481 is a driveway. What is the purpose of the rezoning request given the only access to land behind these PID’s is from this location, this PID on the Bog Road?
2. With the exception of Lot 2, PID 45366473, the remainder of the lots are below the grade of the Bog Road. How will they be accessed?

3. Will the excavation for the structures dig into the bank closest to the road as with Lot 3, PID 45366481?
4. If so, will a guard rail be placed where the drop from the road shoulder to the excavation is a safety concern?
5. Can they developer provide examples from their portfolio of other housing developments in Nova Scotia?
6. Why does the developer not have a website and a clear public face, contact person with listed contact information and title, position held, at the developer organization? At last count there were 18 corporations registered to 49 Cole Drive in Windsor N.S.
7. How does this developer plan to finance this development?
8. Will the developer commit to participating in a Commitment Matrix? See example below.

Commitments Matrix: Takes the comments collected, makes commitments, and then references where in the plan these commitments are kept. This attachment is typically included in regulatory planning documents where it is essential to ensuring stakeholder alignment, e.g.

Consultation	Commitment	Reference
"Save trees" – 49 comments in PC "Protect Wildlife" – 2 comments on website	Development will fell no existing trees.	Section 2.1 Section 4.9 Appendix A
"More active transit" – 21 comments in PC Town of Wolfville Active Transit Plan	A safe bike trail will permit bicycle commuter access to every building within the development area.	Section 3.7 Appendix B

9. How will the developer work around the water course to ensure no further contamination?
10. Will there be restrictions on the new property owners to ensure no unpermitted contamination enters the water course?
11. PID 45366515 is mostly Agricultural Priority 2. Given the comments of the landowner representative, Surveyor Sheldon Chisholm, at the Public Information Meeting Nov-10-22, the main concern that this PID supposedly failed agrologist testing, is the slope. If you would be excavating this PID to offset the issue of the slope to allow for housing construction, the same rational thinking could be used to do the same to permit continued Agricultural designation. Adding the Provincial Statement of Interest around the protection of Agricultural land, and, the Province's published target

of 20% local food production by 2030, this PID should be removed from the application.

12. How will water be supplied to any housing built?

13. We would also like to see some more quantified metrics. Not everyone is a visual thinker. It would be good to have a table that included the following metrics extracted from the proposed layout. We recognize some of these would be not available or would be mere approximations at this juncture, but many could be populated.

Total square footage SFH
Total number of <=1BA
Total number of 2BA
Total number of 3BA+
Total number of rental units
Total number of purchase-able units
% of purchase-able units that will have a purchase price equal to or less than the median price per square foot in Hantsport and Hants Border
% of rental units that will have a monthly rental rate equal to or less than the median monthly rental rate in Hantsport and Hants Border

14. Is there any intent to do a wildlife study as part of this process? This area is extremely well travelled by local fauna. This development will disrupt an existing hunting ground.

Building corridors and leaving wildspace within the development could mitigate this
without substantially impacting the developable square footage. Reference green space
between PID 45366515 and 53 Bog Road in conjunction with the water line for CKF over
which no structures can be built.

15. We would like to know if there are any disclosures with respect to the development area
landowners. Do they own or control other properties near the development area or in the
municipality generally? Will they materially benefit from the configuration of the resulting
development above and beyond their stake in it?

16. It has been mentioned that it is important that the development be attractive for
developers. We take this to be a reference to ultimate profitability. Has any economic
modeling been done in support of this development plan? Could it be shared?

17. Is there any possibility of pursuing any alternative development models for this land, such
as housing cooperatives? Cooperative housing seems like it would fit the character of
Hantsport and Area, and could provide a means of ensuring upkeep of common areas
and development of additional cooperative services.

18. Were any alternative or supplemental scenarios considered in addition to developing

these lands, such as re-developing existing low-density housing?
19. The landowners who border the development parcels should be engaged with separately
as a group and it seems like a fumble they were not. We would appreciate it if all
bordering landowners were invited to a special consultation session focused on their
concerns.
20. Could we be provided some comparables to the building forms being proposed?
21. We think we need information about how this will be managed in terms of minimizing
disruption to residents while bringing habitable assets online quickly to meet demand.
What activities will be executed first? What milestones exist to confirm the full
development will remain viable as it proceeds? What scale-back options exist if the
economy changes not in favor the development?
22. Could we look to receive artist's renderings of the views as they will appear from typical
viewing locations prior to approving presentation.
23. Could we understand more of the thinking process behind the buildings being proposed
and the resulting density?

24. What are we leaving for the next generation if we landlock access to the agricultural land making it inaccessible?

25. There are many uses for sloped land in the agricultural context, it really depends on what model is being used for production and how non-cropped land is viewed. ie. The slope can house an apiary for pollination or developed for homing beneficial predatory species. Cattle can be mob grazed for a few hours in a rotational management strategy.

26. Having brought forward the slope as disqualification for ag land the agrologist has shown the limited big ag approach that is being used to assess the land.
It might be beneficial to find another agrologist to make comment on the land as a whole, one that is attuned to the holistic approaches to agriculture, using regenerative whole systems approach to the production of food.

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: _____
Alex Dunphy, Planner

Date: January 24th, 2023

Subject: File # 22-25A: Bog Road, Hantsport/Hants Border PIDs 45366473, 45366481, 45366499, 45366507, and 45366515 – Rezoning (West Hants)

LEGISLATIVE AUTHORITY

Municipal Government Act Section 205 & 210

RECOMMENDATION

If Council wishes to proceed to a Public Hearing the following motion would be in order:

…that Council gives First Reading and will hold a Public Hearing to consider amending the Generalized Future Land Use Map of the West Hants Municipal Planning Strategy to include PID 45366515 in the Residential designation and amending Schedule A of the West Hants Land Use-Bylaw by rezoning PID 45366515 on Bog Road, Hants Border from the Agricultural Priority Two (AR-2) zone to the Two Unit Residential (R-2) zone.

BACKGROUND

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

The completed application was submitted by Claude O'Hara on October 23rd, 2022 to change the zoning of 5 lots on Bog Road, Hantsport/Hants Border (PIDs 45366473, 45366481, 45366499, 45366507, and 45366515) to the Two Unit Residential (R-2) zone to permit multiple semi detached dwellings. The applicant has now changed to Sheldon Chisholm.

DISCUSSION

A Public Information Meeting was held on November 10th, 2022. Three (3) members of the public spoke about concerns with the removal of agricultural land for residential development, the development of lots behind the subject lots, a request for further explanation of the agrologist's report, and a request for stipulations within any potential development agreements regarding access to the lot behind the subject lots. In addition to this, a member of the public presented concerns with the rezoning, a complaint with the Nova Scotia Department of Environment and Climate Change, and a potential violation of the Land Use By-law.

The public comment period ended on November 25th with staff receiving one (1) phone call and three (3) emails. The comments from the public included concerns with the existing access to the subject lots, pedestrian safety, support for the member of the public who presented at the Public Information Meeting, and a list of additional questions.

On December 8th 2022, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A).

During the December 8th meeting, PAC/HAC recommended in favour of the proposed rezoning.

NEXT STEPS

The proposed amendment has been considered based on the West Hants Municipal Planning Strategy and has proven consistent with the intent, objectives, and policies of the Planning Strategy. As a result, it is reasonable to consider amending the designation of PID 45366515 to the Residential designation and rezoning the subject lots on Bog Road, Hantsport/Hants Border (PIDs 45366473, 45366481, 45366499, 45366507, and 45366515) to the Two Unit Residential (R-2) zone.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard 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 amendment as drafted or as specifically revised by direction of Council; or
- provide alternative direction such as requesting further information on a specific topic.

APPENDICIES

Appendix A 2022-12-08 Staff Report - File # 22-24: Bog Road, Hantsport/Hants Border PIDs 45366473, 45366481, 45366499, 45366507, and 45366515 – Rezoning (West Hants)

Appendix B Agrologist Report

CHIEF ADMINISTRATIVE OFFICER REVIEW

The PAC / HAC have reviewed the application and as noted “the proposed amendment has been considered based on the West Hants Municipal Planning Strategy and has proven consistent with the intent, objectives, and policies of the Planning Strategy”.

I support the recommendation.

Report Prepared by: _____

Alex Dunphy, Planner

Report Reviewed by: _____

Madelyn LeMay, Director of Planning and Development

Report Approved by:

Mark Phillips, Chief Administrative Officer

Appendix A – File # 22-24: Bog Road, Hantsport/Hants Border PIDs 45366473, 45366481, 45366499, 45366507, and 45366515 – Rezoning (West Hants)

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____
Alex Dunphy, Planner

Date: December 8th, 2022

Subject: File # 22-25: Bog Road, Hantsport/Hants Border PIDs 45366473, 45366481, 45366499, 45366507, and 45366515 – Rezoning (West Hants)

LEGISLATIVE AUTHORITY

Municipal Government Act Section 205 & 210

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 Generalized Future Land Use Map of the West Hants Municipal Planning Strategy to include PID 45366515 in the Residential designation and amending Schedule A of the West Hants Land Use-Bylaw by rezoning PID 45366515 on Bog Road, Hants Border from the Agricultural Priority Two (AR-2) zone to the Two Unit Residential (R-2) zone.

BACKGROUND

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

The completed application was submitted by Claude O'Hara on October 23rd, 2022 to change the zoning of 5 lots on Bog Road, Hantsport/Hants Border (PIDs 45366473, 45366481, 45366499,

45366507, and 45366515) to the Two Unit Residential (R-2) zone to permit multiple semi-detached dwellings. The applicant has now changed to Sheldon Chisholm.

Surrounding Context

The subject lots directly abut Bog Road. Lands within the jurisdiction of the West Hants Municipal Planning Strategy (MPS) and located west of the subject lots, across Bog Road, are designated Resource, zoned General Resource (GR), and include residential dwellings as well as vacant lots. Lands to the east, behind the subject lots, have portions within the jurisdiction of both the Hantsport MPS and the West Hants MPS. The West Hants portion of this property is designated Agriculture, zoned Agricultural Priority Two (AR-2), and hosted a former agricultural use.

DISCUSSION

Four of the subject lots (PIDs 45366473, 45366481, 45366499, and 45366507) are located completely within the jurisdiction of the Hantsport MPS, while the last subject lot (PID 45366515) is partially within the jurisdiction of the Hantsport MPS and partially within the jurisdiction of the West Hants MPS.

The subject lot within the jurisdiction of the West Hants MPS is designated Agriculture on the Generalized Future Land Use Map (GFLUM) of the West Hants MPS (Figure 1). This subject lot is zoned Agricultural Priority Two (AR-2) on Schedule A of the West Hants Land Use By-law (LUB) (Figure 2).

Municipal Planning Strategy Document Review

Policy 8.6.1 provides the criteria which must be met by an agrologist's report in order to permit the consideration of certain non-farm development. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria since:

- the agrologist has stated that the subject lot is considered Class 4 as per the CLI soil classification and exhibits constraints with regard to agriculture including stoniness, steepness of slope, and poor drainage;
- the author of the report is a professional agrologist (endorsed by the Nova Scotia Institute of Agrologists) who performed a site visit;
- the report includes a site plan showing the study area; and
- the report identifies site features and reasons that the subject lot would not be productive agricultural land.

Policy 16.1.1 allows Council to review and make amendments to the West Hants MPS including the Generalized Future Land Use Map (GFLUM). Amendments may be considered when the GFLUM is required to be changed, in order to bring the Strategy in line with the Statements of Provincial Interest, or when Council deems it necessary because of a change in policy intensions or the development environment. Residential development in the area, coupled with this request for amendment suggests a change in the development environment for this area.

Policy 16.3.1 establishes the general criteria that all amendments to the West Hants Land Use By-law must meet. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria as:

- the proposal is not considered premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated; and
- the Fire Chief, Development Officer, Manager of Building and Fire Inspection Services, Municipal Project Engineer, Municipal Traffic Authority, and Area Manager of the Nova Scotia Department of Public Works have no concerns which have not been addressed in this report.

Nova Scotia Statements of Provincial Interest

The Statement of Provincial Interest Regarding Housing seeks to provide a wide range of housing types and opportunities to meet the needs of all Nova Scotians. The proposed development aligns with this interest as permitting two-unit residential dwellings in this area would enable a higher density and increased number of residential units to be provided for the community.

The Statement of Provincial Interest Regarding Infrastructure seeks to make efficient use of existing municipal water supply and wastewater disposal systems. The proposed development aligns with this interest as the subject lots are currently vacant and enabling infill development would allow for effective use of existing municipal services.

The Statement of Provincial Interest Regarding Agricultural Land seeks to protect agricultural land for the development of a viable and sustainable agriculture and food industry. This statement applies to all active agricultural land and land with agricultural potential in the Province. As determined by the agrologist, the subject lot (PID 45366515) has very low agricultural capability and would be unsuitable for the use of agricultural production of most crops due to various characteristics of its soil and topography, particularly its steep slope and poor drainage. As a result of the assessment of the subject lot being unsuitable for agricultural production of most crops, the Statement of Provincial Interest Regarding Agricultural Land would not be applicable.

NEXT STEPS

Discussion from PAC/HAC will be incorporated into the report and presentation to Council.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

The Planning and Heritage Advisory Committee (PAC/HAC) may:

- discuss the proposed Municipal Planning Strategy and Land Use By-law amendments as specifically drafted or as revised by the Committee; or
- 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	Proposed Zoning Map Extract
Attachment A	Policy Summary for Rezoning
Attachment B	Public Information Meeting Notes
Attachment C	Agrologist Report

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Figure 1 – West Hants GFLUM Extract

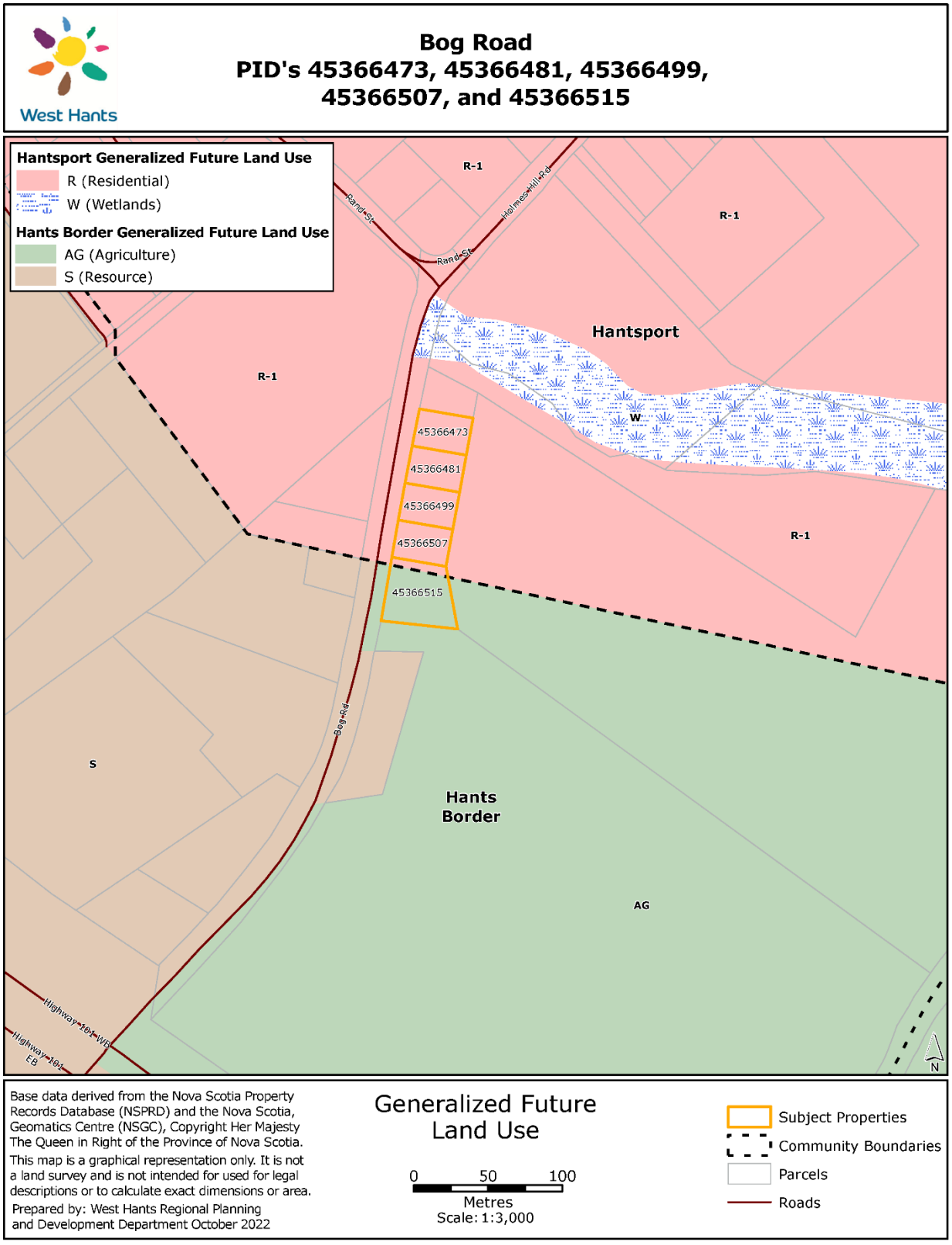


Figure 2 – West Hants Zoning Map Extract

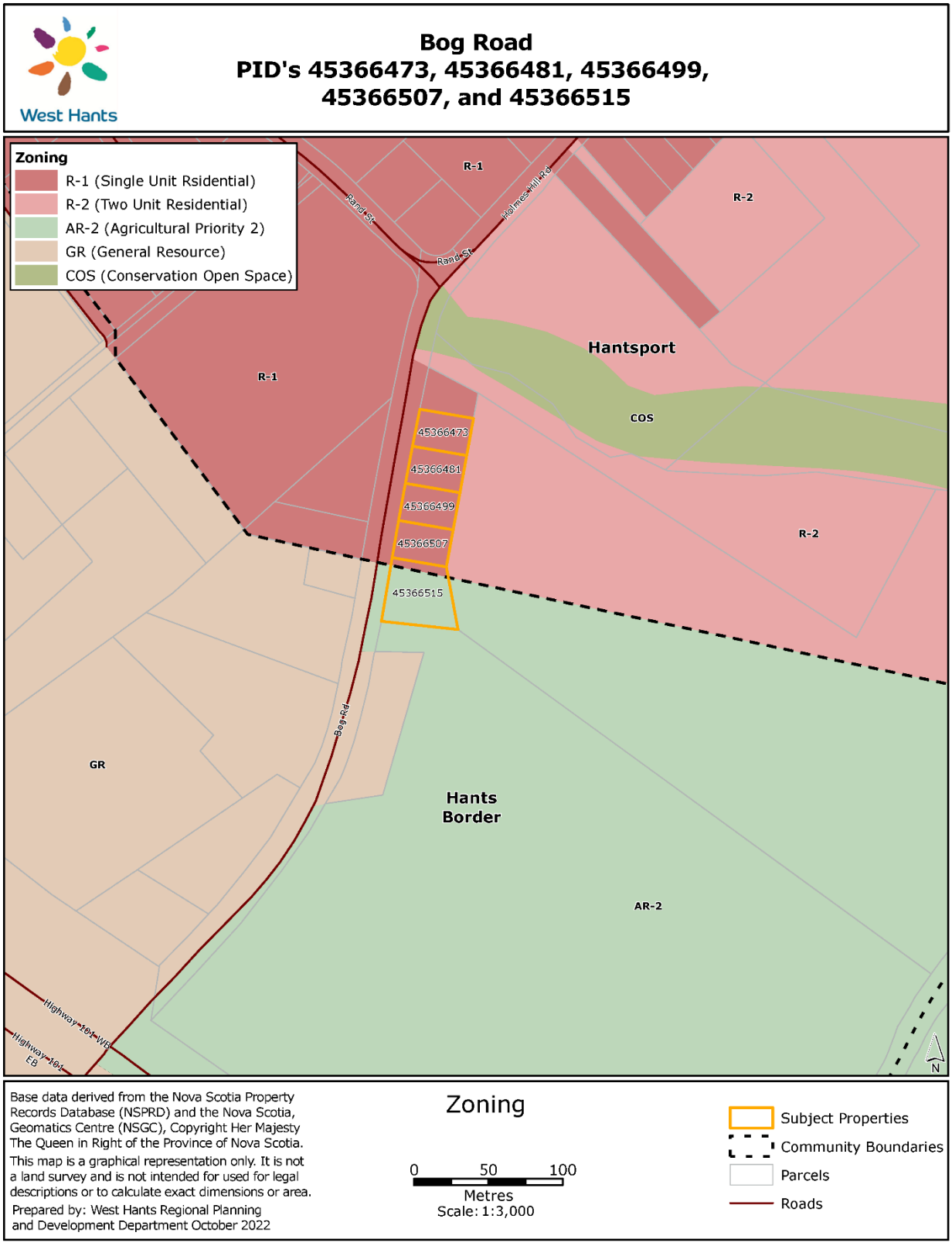
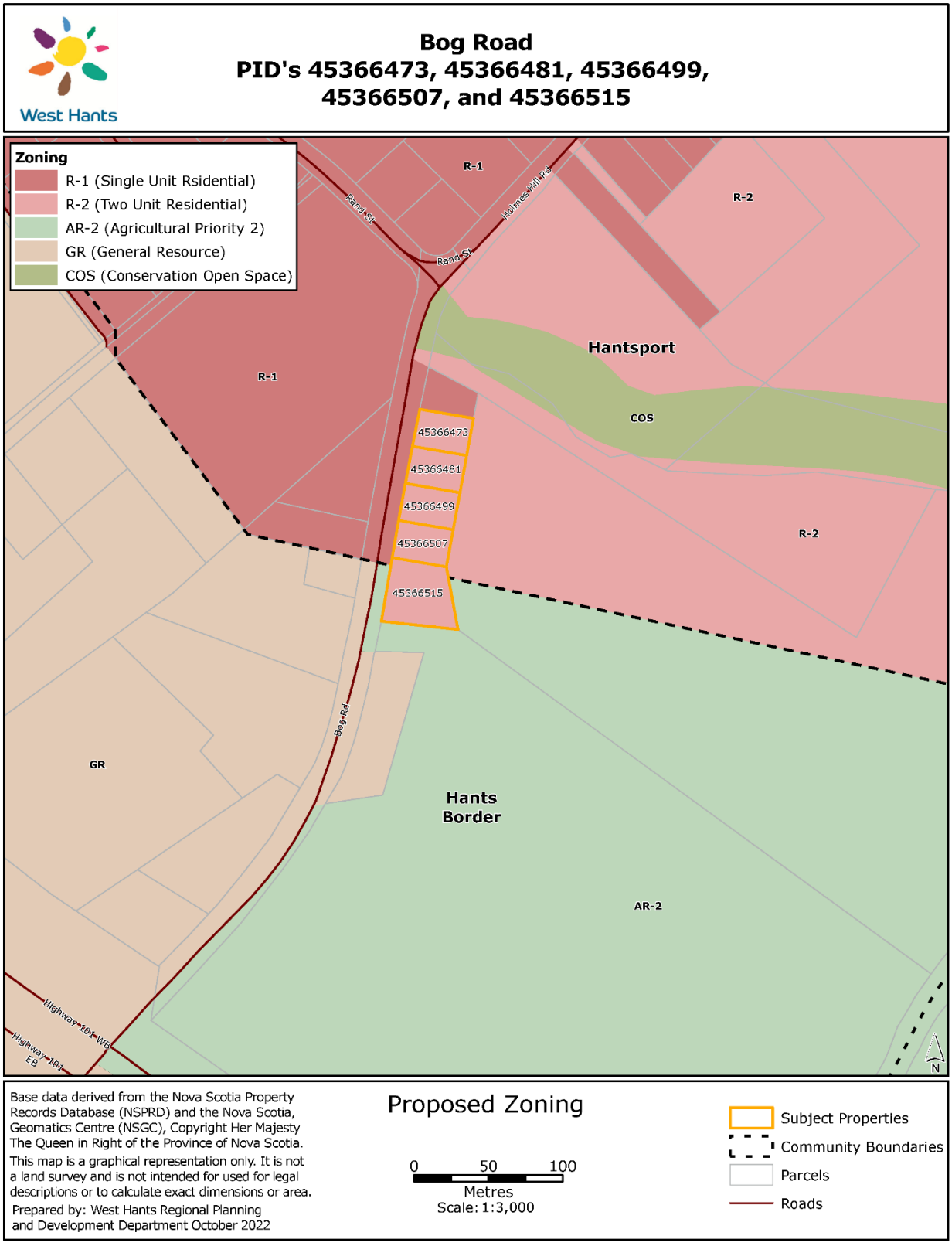


Figure 3 – Proposed Zoning Map Extract



Attachment A – Policy Summary for Redesignation and Rezoning

Policy 8.6.1 *It shall be the policy of Council to consider certain non-farm development, pursuant to the relevant specific policies of this Part, on land within the Agricultural designation that has been determined to have little or no agricultural capability. A determination of agricultural capability shall be based on the following:*	
(a) 90 percent or more of the development site is an existing or abandoned resource extraction site such as a sand pit, gravel pit or quarry for which a permit for extraction has been issued by the Province of Nova Scotia. The resource extraction must have been existing or abandoned prior to the effective date of this Strategy; or	N/A
(b) if not a resource extraction site, a study has been prepared by a professional agrologist, at the expense of the applicant, which concludes that the proposed development will not adversely affect the viability of surrounding agricultural operations and:	
(i) 90 percent or more of the development site has soils defined as Class 4 or lower capability for agriculture; or	The agrologist determined that the land in the subject lot would be considered Class 4 agricultural land under the Canada Land Inventory classification system.
(ii) the soils have a capability for agriculture rating better than Class 4, but 90 percent or more of the development site exhibits severe limitations for agricultural use because of slope, stoniness, salinity, wetness, permeability, depth of soils, size of parcel or proximity to non-farm buildings;	N/A
(c) the study shall:	
(i) be prepared by a registered full member of the Nova Scotia Institute of Agrologists;	A report was received from Steve Howatt, who is a Professional Agrologist with the PEI Institute of Agrologists. Staff received confirmation that membership with the PEI Institute of Agrologists has been recognized by the Nova Scotia Institute of Agrologists qualifies Steve Howatt as a Professional Agrologist in Nova Scotia.
(ii) require a site inspection by the agrologist;	A site visit was conducted on August 5th, 2022 by Steve Howatt.
(iii) specify the method used, consistent with the C.L.I. classification methodology, to determine soil capability for agriculture;	The agrologist performed a site inspection, assessed soil type and quality through digging numerous test pits, observed

	vegetation, and assessed slope, drainage, and stoniness. The agrologist also reviewed soil survey and topography maps as well as the current Canada Land Inventory (CLI) classifications for soils present on the subject and neighbouring lots.
(iv) identify any major site features or characteristics which influence or determine soil capability including, but not limited to, slope, soil texture, stoniness, wetness, salinity, permeability, and depth of soils;	Refer to Site Description section in Attachment D.
(v) include a site plan illustrating the area studied and any relevant site features;	Refer to Figure 1 included within Attachment D.
(vi) identify reasons why the use would be compatible with, or not adversely affect, area farms. Reference should be made to the following where applicable: site and locational constraints; infilling between existing non-farm development; logical extension of existing non-farm development; special use with special locational requirements; current pattern of development; parcel size and shape; surrounding land uses; context within which the parcel fits into the farming area; viability of the parcel and remnant for farming; and existing, past and future use of the parcel and remnant;	The agrologist has identified that other than the subject lot, no other agricultural production abuts the subject lot.
(vii) indicate the implications of letting the parcel go out of agricultural production; and	The subject lot is not currently in agricultural production. The agrologist determined that due to stoniness, slope, and poor drainage, the subject lot would significantly restrict agricultural capability.
(viii) indicate the implications of fragmenting the land.	The subject lot is a comparatively small lot and the proposal does not fragment agricultural development in the area.

Policy 16.1.1 *It shall be the policy of Council to review and make amendments to this Strategy:*	
(a) when there is a requirement to change the Generalized Future Land Use Map (Map 1);	The GFLUM will need to be updated if Council redesignates the lot.
(b) to bring the Strategy in line with Provincial Statements of Interest; or	The redesignation would address the Statements of Provincial Interest with

	regard to housing, infrastructure, and agricultural land.
(c) when Council deems it necessary because of a change in policy intentions or the development environment.	Residential development in the area, coupled with this request for amendment suggests a change in the development environment for this area.

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:*	
(a) whether the proposal is considered premature or inappropriate in terms of:	
(i) the adequacy of sewer and water services;	The Municipal Project Engineer commented that they had no concerns regarding the addition of the proposed use. The developer would be responsible for any development costs for any required upgrades to receive adequate municipal services.
(ii) the adequacy of school facilities;	No impact on school facilities is anticipated.
(iii) the adequacy of fire protection and other emergency services;	The local Fire Chief has stated that there is adequate fire protection for the proposed use. The Manager of Building and Fire Inspection Services had no issues with fire protection.
(iv) the adequacy of road networks adjacent to, or leading to the development; and	The Area Manager from the Nova Scotia Department of Public Works and the Municipal Traffic Authority had no concerns regarding the road networks adjacent or leading to the development.
(v) the financial capacity of the Municipality to absorb any costs relating to the development.	There are no anticipated costs to the Municipality regarding this development.
(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 Municipal Project Engineer commented that the subject lots would have access to municipal services. The developer would be responsible for any development costs for any required upgrades to receive adequate municipal services.

(c) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;	The Area Manager from the Nova Scotia Department of Public Works and the Municipal Traffic Authority commented that they had no concerns regarding any aspect of movement.
(d) the adequacy of the dimensions and shape of the lot for the intended use;	The Development Officer commented that they had no concerns regarding the adequacy of dimensions and shape of the subject lots.
(e) the pattern of development which the proposal might create;	The Development Officer commented that they had no concerns regarding the pattern of the proposed development.
(f) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses, wetlands, and susceptibility of flooding;	Any development of the subject lots must meet the regulations of the Nova Scotia Department of Environment and Climate Change regarding the protection of watercourses.
(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 relevant matters have been addressed in this report.

Attachment B – Public Information Meeting Notes

November 10 - November 25, 2022

File # 22-25: Bog Road, Hantsport/Hants Border PIDs 45366473, 45366481, 45366499, 45366507, and 45366515 – Rezoning (West Hants)

Meeting date and time	A public information meeting was held on November 10, 2022 beginning at 6:00 p.m. The meeting was broadcast live on the Municipal Facebook page.
File Number	22-25
Attending	In attendance: One (1) Councillor: • Councillor Jim Ivey Four (4) members of staff: • Director LeMay (Chair) • Planner Poirier • Planner Dunphy • Meeting Secretary Lake Ten (10) members of the public were present for this meeting. Of those that attended in-person, Melody Dempsey and Graham Sanford spoke.
Applicant Sheldon Chisholm **Properties** Bog Road, Hantsport/Hants Border (PIDs 45366473, 45366481, 45366499, 45366507, and 45366515)	Planner Dunphy outlined the application to rezone the five (5) subject lots on Bog Road to the Two Unit Residential (R-2) zone. Sheldon Chisholm, the applicant, spoke to the intention to develop the lots as semi-detached residential dwellings. Graham Sanford, a resident, gave a presentation regarding concerns with the proposed rezoning of the subject lots. Mr. Sanford also explained concerns regarding a complaint with the Nova Scotia Department of Environment and Climate Change, a potential violation of the Land Use By-law, access to and water supply for a property owned by the developer and located abutting the subject lots, food production goals for the Province, and affordability of residential developments.
Comments	Comments from the public could be submitted to Alex Dunphy by mail, e-mail and telephone between November 10 – November 25, 2022. Staff received one (1) phone call and three (3) emails were received. The email responses are attached. The phone call was from Doreen Smith and was concerning the driveway located on one of the subject lots which the resident considered may not be up to code as well as concerns with the safety as a pedestrian on Bog Road. 3 members of the public spoke at the Public Information Meeting. The following are comments and questions from the public

	information meeting. Staff and applicant responses are included in purple text. • Concerns with removal of agricultural land for residential development • There must have been former agricultural use on the property • Concerns with development of lots located behind subject lots and the view of farmland from existing properties Mr. Chisholm responded that the intention is to maintain some agricultural activity. The full scope of future development has not been determined. The Municipal Planning Strategy has policies for agricultural land which have been followed. Plan to preserve the barn. Director LeMay commented that any further proposed development on nearby land would be required to be addressed through a new planning process. • What properties does the developer own? Mr. Chisholm responded that not all the properties owned are shown. • The agrologist considered the subject lot as not ideal in terms of farmland? Mr. Chisholm confirmed that the subject lot had an agrologist report completed which determined the lot was not ideal for agricultural development. • Mr. Chisholm responded to Graham Sanford's presentation by commenting that the developer will ensure that the lot located behind the subject lots will have access. The farmhouse was not able to be repaired, but the barn was able to be maintained. Mr. Chisholm disagreed with the current municipal boundary line. Mr. Sanford responded requesting an addition to any development agreement on the property require access for the lot located behind the subject lots. Director LeMay responded by commenting that this planning process is for the subject lots and any further development of other lots would have to be dealt with in another planning process.
Adjournment	The presentation portion of the PIM ended at approximately 6:44 p.m.

Public Email Responses Submitted for the Application PIM

November 8th, 2022

From: Graham Sanford

To: Alex Dunphy

Hi Alex.

Nice speaking with you earlier.

As requested, please find attached my in person presentation for this Thursday November-10-22.

If there are any items I need to change please let me know along with the rationale for the change.

Per your instructions I will bring a data stick with me containing this presentation.

Could you please confirm receipt of this e-mail, that I have been slotted to present, and at what point in the schedule for the evening?

With my thanks,

Graham Sanford

(Presentation is attached below)

November 10th, 2022

From: Greg Pace

To: Alex Dunphy

Good morning Mr. Dunphy

Elsie and I live at 59 Holmes Hill Rd and received the letter regarding the above noted meeting. On Tuesday morning of this week we received a phone call from Councillor Morton in which he said the meeting was open to the public and we were welcome to attend in person. We are both very interested in the apparent development of the land to our west which includes the PIDs as mentioned. Unfortunately both Elsie and I will not be able to attend the meeting this evening.

Further to this, we have been communicating with Graham Sanford, our neighbour, who has prepared a presentation for the meeting. We both concur with the information in his presentation.

Mr Graham indicated he was permitted a 5 minute time slot for a presentation to council regarding the rezoning. Elsie and I were not made aware in any communication that we were able to make a presentation at this meeting; given the opportunity we would have done so.

I am requesting that should Mr. Sanford require more than his allotted 5 minutes he be granted more time to communicate our views which are included in his presentation.

Regards

Greg Pace and Elsie Wetmore

November 25th, 2022

From: Graham Sanford

To: Alex Dunphy

Hi Alex.

Please find attached our questions.

Best regards,

Graham Sanford

Don't Be The Dirt Advocacy

(Question Sheet is attached below)

“We believe the health of where we live is key to all possible outcomes.”

Regarding Public Information Meeting Notice of November 1, 2022. Development on Bog Road, Hants Border.

Presented by Graham Sanford and Don’t Be The Dirt Advocacy

53 Bog Road

Hants Border, N.S.

B0P 1P0

Current Concerns

- 1.) PID 45046315 (8 Bog Road) , 26 acres. Inconsistent Information Regarding how R2 Zoning Came to Be

-Three, separate conflicting answers from WHRM regarding when PID 45046315 (8 Bog Road) , 26 acres, was zoned R2: 1.) When amalgamation occurred, 2.) Prior to amalgamation, 3.) was never agricultural land.**This is the PID behind the lots on Bog Road.

- 2.) Failure to Protect AP2 Land part of PID 45046315, RE: Site Inspection Based on Complaint

-Conflicting information from WHRM Staff on October-12-22 related to their inspection of the site. See slide 4 for written support, visual support from slides 6/7/8/9.

- 3.) Complaint in Progress with Nova Scotia Department of Environment and Climate Change

-Complaint with Nova Scotia Department of Environment and Climate Change filed October-11-22, Pit operation, possible no sediment damn leading to pollution of water course that feeds the Halfway River. Video evidence submitted.

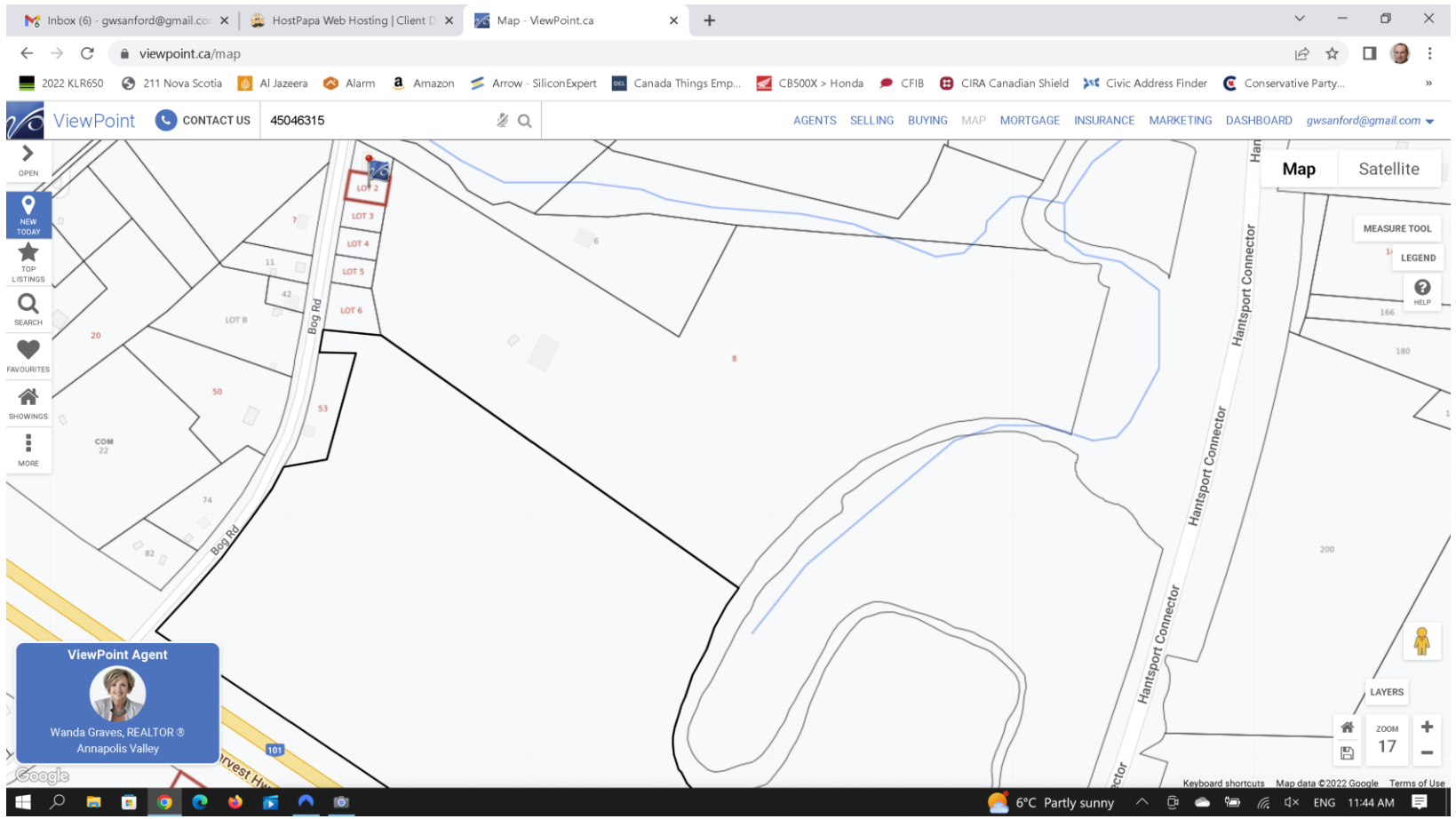
- 4.) Development of the PIDS in the notice, will this lead to land locking of the AP2 zoned land, therefore creating a narrative supporting re-zoning for development?
- 5.) How will appropriate access be maintained to the AP2 Zoned land, specifically PID 45360914? **This is the PID Zoned Agricultural Priority 2, that exists between 8 Bog Road, the land behind the lots along Bog Road, and the 101 Highway.
- 6.) By what method will water be supplied to this and any other development this side of the 101 Highway?

Communications with WHRM

- October-11-22 Complaint regarding Activity on PID 45046315 to WHRM. I hope you are well. Please let this e-mail act as my formal complaint to the activity taking place on PID 45046315.For over a week now top soil that has been stripped from this same PID has been trucked, and is being trucked, off site. I do have proof. Thank you in advance for your appropriate action on this matter. Best regards, Graham Sanford, 53 Bog Rd, Hantsport, NS B0P 1P0 902 788 4989
- October-12-22 from WHRM: Graham, I inspected the Bog Road development yesterday. The top soil that is being removed is in the former Town of Hantsport, Two Unit Residential zone. ***This is not a violation as top soil removal is only a violation if within the Agricultural zones.***

Note: Slides 6/7/8/9 clearly indicate the boundary between R2 and AP2, and therefore clearly indicate the removal of top soil from Agricultural Priority 2 Zone, which per the Development Officer e-mail above, is a violation.

Viewpoint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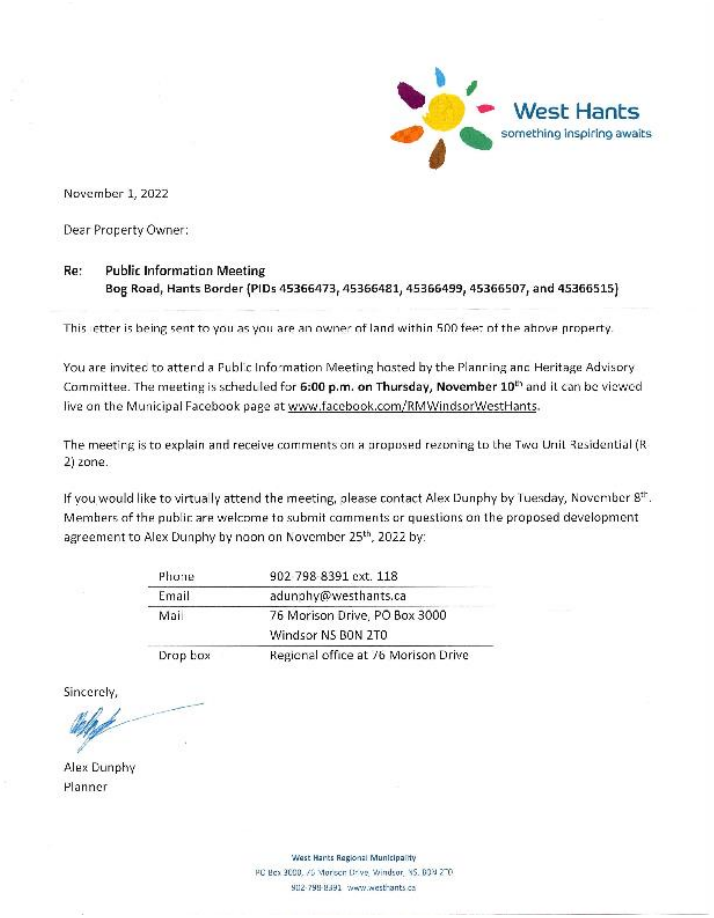
Public Information Meeting Letter-Front



West Hants
something inspiring awaits

November 1, 2022

Dear Property Owner:

Re: Public Information Meeting
Bog Road, Hants Border (PIDs 45366473, 45366481, 45366499, 45366507, and 45366515)

This letter is being sent to you as you are an owner of land within 500 feet of the above property.

You are invited to attend a Public Information Meeting hosted by the Planning and Heritage Advisory Committee. The meeting is scheduled for **6:00 p.m. on Thursday, November 10th** and it can be viewed live on the Municipal Facebook page at www.facebook.com/RMWindsorWestHants.

The meeting is to explain and receive comments on a proposed rezoning to the Two Unit Residential (R 2) zone.

If you would like to virtually attend the meeting, please contact Alex Dunphy by Tuesday, November 8th. Members of the public are welcome to submit comments or questions on the proposed development agreement to Alex Dunphy by noon on November 25th, 2022 by:

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

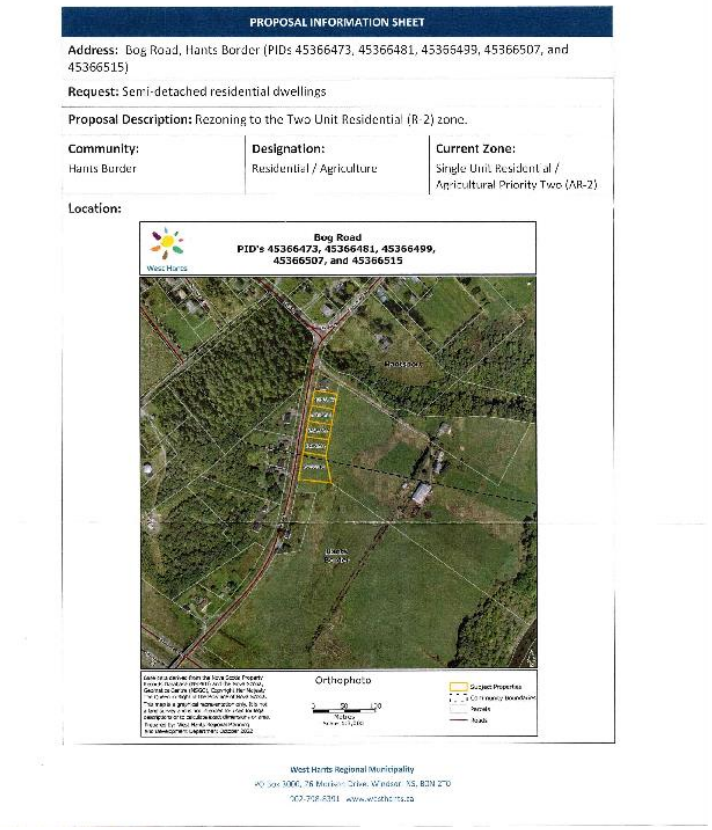
Sincerely,

Alex Dunphy
Planner

West Hants Regional Municipality
PO Box 3000, 76 Morison Drive, Windsor, NS, B0N 2T0
902-798-8391 www.westhants.ca

Public Information Meeting Letter-Back

Note the dotted line between PID 45366507 and PID 45366515, former TOH boundary



PROPOSAL INFORMATION SHEET

Address: Bog Road, Hants Border (PIDs 45366473, 45366481, 45366499, 45366507, and 45366515)

Request: Semi-detached residential dwellings

Proposal Description: Rezoning to the Two Unit Residential (R-2) zone.

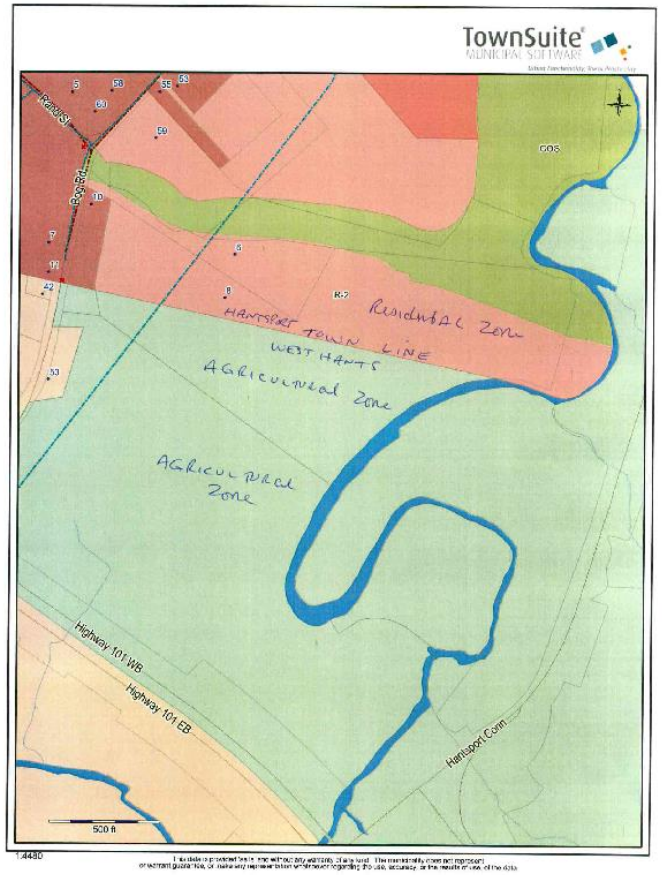
Community:	Designation:	Current Zone:
Hants Border	Residential / Agriculture	Single Unit Residential / Agricultural Priority Two (AR-2)

Location:

West Hants Regional Municipality

Confirmed Zoning PID 45046315 from WHRM

*Note the zoning inside and outside former TOH boundary



Standing at TOH Line-Fire Hydrant-Compare to Slide 6 and 7

*Left of hydrant flag is R2, right of hydrant flag AP2. Note the top soil removed, extending from Bog Road down to barn, in the AP2 Zone, gravel brought in, possible destruction of the water course, and possible absence of a sediment damn.

Standing at TOH Line-Fire Hydrant-Compare to Slide 6 and 7

Reference from An Act Respecting Municipal Government

- **DEFINITIONS**
- These definitions apply to the Statements of Provincial Interest.
- **Agricultural Land** means active farmland and land with agricultural potential as defined by
- the Canada Land Inventory as Class 2, 3 and Class 4 land in active agricultural areas, speciality
- crop lands and dykelands suitable for commercial agricultural operations as identified by
- the Department of Agriculture.

Reference from An Act Respecting Municipal Government

- **PROVISIONS**
- 1. Planning documents must identify agricultural lands within the planning area.
- 2. Planning documents must address the protection of agricultural land. Measures that
- should be considered include:
- (a) giving priority to uses such as agricultural, agricultural related and uses
- which do not eliminate the possibility of using the land for agricultural purposes
- in the future. Non-agricultural uses should be balanced against the need
- to preserve agricultural land;

Reference from An Act Respecting Municipal Government

- **STATEMENT OF PROVINCIAL INTEREST**
- **REGARDING AGRICULTURAL LAND**
- **GOAL**
- To protect agricultural land for the development of a viable and sustainable agriculture and
- food industry.
- **BASIS**
- The preservation of agricultural land is important to the future of Nova Scotians.
- Agricultural land is being lost to non-agricultural development.
- There are land-use conflicts between agricultural and non-agricultural land uses.
- **APPLICATION**
- This statement applies to all active agricultural land and land with agricultural potential in the
- Province.

Reference from An Act Respecting Municipal Government

- **(c) setting out separation distances between agricultural and new non-agricultural**
- **development to reduce land-use conflicts;**
- **(d) measures to reduce topsoil removal on lands with the highest agricultural**
- **value.**
- 3. Existing land-use patterns, economic conditions and the location and size of agricultural
- holdings means not all areas can be protected for food production, e.g., when
- agricultural land is located within an urban area. In these cases, planning documents
- must address the reasons why agriculture lands cannot be protected for agricultural
- use. Where possible, non-agricultural development should be directed to the lands
- with the lowest agricultural value.

Forward Looking Considerations

- Optics of how the Municipal process unfolds is key.
- There are pressures that could lead to decisions that erode the public trust.
- Erosion of public trust weakens our communities.
- Public trust in local governance is a cornerstone of a healthy vibrant community, where people choose to live, raise a family, immigrate, start a business, spend their disposable income, enjoy historic sites, embrace our good fortune in living where we do, without travelling to enjoy the natural world amongst us.
- There is no place for personal beliefs or philosophies in governance.
- Consistency is key.
- Adaptability with a wide lens is key.
- Inclusion is key.
- Integrity is key.

Summary

- We need housing development.
- To be housed, is a necessity. Picture yourself without stable shelter to understand how it affects all other outcomes.
- Market based housing, and the supply of it, WILL lower the cost to acquire it.
- Market based housing, and the supply of it, IS NOT the sole solution.
- Market based housing, and the development of it requires a minimum rate of return for the developer.
- There are over 5000 persons in this province waiting for public housing.
- Approximately 1000 of these can be accommodated by moving the over housed.
- How will the others be housed?
- Thus, the need for other housing options that ARE NOT based on the market.
- Do the math when considering affordability, math does not lie.
- Seemingly valid concerns are already at play specific to the activities on Bog Road, Hants Border.
- The ability to express these concerns in a public format is foundational.
- Never give up the rues in place to protect land and the immediate environment in favor of any “emergency”.

On behalf of Graham Sanford, and Don’t Be the Dirt Advocacy…

Thank you!

Disclaimer: By participating in the option to send in questions to the planner regarding the notice dated November 1, 22:

“Public Information Meeting Bog Road, Hants Border, (PID’s 45366473, 45366481, 45366499, 45366507, 45366515)

If you would like to virtually attend the meeting, please contact Alex Dunphy by Tuesday, November 8th . Members of the public are welcome to submit comments or questions on the proposed development agreement to Alex Dunphy by noon on November 25th, 2022”…..

We by no way forfeit our position, or requests in process, that this process should be halted given 2 violations on abutting PID 45046315, same landowner, **and an unanswered question with requested supporting documentation as to how PID 45046315 became R2 zoning**. If you accept these questions, you hereby agree to this statement.

If you reject these questions, please provide justification of the rejection.

1. Lot 3, PID 45366481 is a driveway. What is the purpose of the rezoning request given the only access to land behind these PID’s is from this location, this PID on the Bog Road?
2. With the exception of Lot 2, PID 45366473, the remainder of the lots are below the grade of the Bog Road. How will they be accessed?

3. Will the excavation for the structures dig into the bank closest to the road as with Lot 3, PID 45366481?
4. If so, will a guard rail be placed where the drop from the road shoulder to the excavation is a safety concern?
5. Can they developer provide examples from their portfolio of other housing developments in Nova Scotia?
6. Why does the developer not have a website and a clear public face, contact person with listed contact information and title, position held, at the developer organization? At last count there were 18 corporations registered to 49 Cole Drive in Windsor N.S.
7. How does this developer plan to finance this development?
8. Will the developer commit to participating in a Commitment Matrix? See example below.

Commitments Matrix: Takes the comments collected, makes commitments, and then references where in the plan these commitments are kept. This attachment is typically included in regulatory planning documents where it is essential to ensuring stakeholder alignment, e.g.

Consultation	Commitment	Reference
"Save trees" – 49 comments in PC "Protect Wildlife" – 2 comments on website	Development will fell no existing trees.	Section 2.1 Section 4.9 Appendix A
"More active transit" – 21 comments in PC Town of Wolfville Active Transit Plan	A safe bike trail will permit bicycle commuter access to every building within the development area.	Section 3.7 Appendix B

9. How will the developer work around the water course to ensure no further contamination?
10. Will there be restrictions on the new property owners to ensure no unpermitted contamination enters the water course?
11. PID 45366515 is mostly Agricultural Priority 2. Given the comments of the landowner representative, Surveyor Sheldon Chisholm, at the Public Information Meeting Nov-10-22, the main concern that this PID supposedly failed agrologist testing, is the slope. If you would be excavating this PID to offset the issue of the slope to allow for housing construction, the same rational thinking could be used to do the same to permit continued Agricultural designation. Adding the Provincial Statement of Interest around the protection of Agricultural land, and, the Province's published target

of 20% local food production by 2030, this PID should be removed from the application.

12. How will water be supplied to any housing built?

13. We would also like to see some more quantified metrics. Not everyone is a visual thinker. It would be good to have a table that included the following metrics extracted from the proposed layout. We recognize some of these would be not available or would be mere approximations at this juncture, but many could be populated.

Total square footage SFH
Total number of <=1BA
Total number of 2BA
Total number of 3BA+
Total number of rental units
Total number of purchase-able units
% of purchase-able units that will have a purchase price equal to or less than the median price per square foot in Hantsport and Hants Border
% of rental units that will have a monthly rental rate equal to or less than the median monthly rental rate in Hantsport and Hants Border

14. Is there any intent to do a wildlife study as part of this process? This area is extremely well travelled by local fauna. This development will disrupt an existing hunting ground.

Building corridors and leaving wildspace within the development could mitigate this
without substantially impacting the developable square footage. Reference green space
between PID 45366515 and 53 Bog Road in conjunction with the water line for CKF over
which no structures can be built.

15. We would like to know if there are any disclosures with respect to the development area
landowners. Do they own or control other properties near the development area or in the
municipality generally? Will they materially benefit from the configuration of the resulting
development above and beyond their stake in it?

16. It has been mentioned that it is important that the development be attractive for
developers. We take this to be a reference to ultimate profitability. Has any economic
modeling been done in support of this development plan? Could it be shared?

17. Is there any possibility of pursuing any alternative development models for this land, such
as housing cooperatives? Cooperative housing seems like it would fit the character of
Hantsport and Area, and could provide a means of ensuring upkeep of common areas
and development of additional cooperative services.

18. Were any alternative or supplemental scenarios considered in addition to developing

these lands, such as re-developing existing low-density housing?
19. The landowners who border the development parcels should be engaged with separately
as a group and it seems like a fumble they were not. We would appreciate it if all
bordering landowners were invited to a special consultation session focused on their
concerns.
20. Could we be provided some comparables to the building forms being proposed?
21. We think we need information about how this will be managed in terms of minimizing
disruption to residents while bringing habitable assets online quickly to meet demand.
What activities will be executed first? What milestones exist to confirm the full
development will remain viable as it proceeds? What scale-back options exist if the
economy changes not in favor the development?
22. Could we look to receive artist's renderings of the views as they will appear from typical
viewing locations prior to approving presentation.
23. Could we understand more of the thinking process behind the buildings being proposed
and the resulting density?

24. What are we leaving for the next generation if we landlock access to the agricultural land making it inaccessible?

25. There are many uses for sloped land in the agricultural context, it really depends on what model is being used for production and how non-cropped land is viewed. ie. The slope can house an apiary for pollination or developed for homing beneficial predatory species. Cattle can be mob grazed for a few hours in a rotational management strategy.

26. Having brought forward the slope as disqualification for ag land the agrologist has shown the limited big ag approach that is being used to assess the land.
It might be beneficial to find another agrologist to make comment on the land as a whole, one that is attuned to the holistic approaches to agriculture, using regenerative whole systems approach to the production of food.

Appendix B – Agrologist Report

Land Assessment for Agriculture Capability

NS PID 43566515

Located near 8 Bog Road, Hantsport, NS

Addendum

October 24, 2022

Report prepared for:

49 Cole Drive Ltd.
Box 880
Windsor, NS
B0N 2T0

Report Prepared by:

Steve Howatt, M.Sc.(agr), P.Ag

ATLANTIC AGRITECH

Atlantic AgriTech Inc.
265 Route 258
New Glasgow, PEI, C0A 1N0
www.atlanticagritech.com

Atlantic AgriTech Inc Project No. AAT22021-ver2

Executive Summary

An initial assessment of Nova Scotia parcel number 45360914, located at 8 Bog Road in Hantsport, NS was conducted on August 5, 2022 on behalf of 49 Cole Drive Limited to determine its potential agricultural capability. The report was submitted to the client on August 22, 2022. The Municipality of Hantsport has reviewed the report and has requested that the original report be amended to include PID # 45366515 (Lot 6), which is also owned by 49 Cole Drive Limited and is zoned as AR-2. This report is the addendum to the original document.

A site evaluation of PID # 43566515 was conducted during the site visit in August, due to its proximity to PID # 45360914. Following is the assessment of this parcel, based on observations made during the site visit in August, a thorough review of soil and topography maps of the area and it's proximity and similarity to PID # 43566515.

Through this assessment, it was concluded that the land in this parcel (PID # 43566515) has very low agricultural capability due to various characteristics of its soil and topography, particularly its steep slope and poor drainage. The assessment revealed that most of the land on the property in question would be considered Class 4 agricultural land as per the Canada Land Inventory (CLI) methodology.

It is the Consultant's opinion that the Lot 6 parcel (PID # 43566515) would be unsuitable for use for the agricultural production for most crops.

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Overview of Municipality of West Hants Municipal Planning Strategy ..... **Error! Bookmark not defined.**
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Site Description 4
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Current Adjacent Property Land Use 5
Assessment of Soil Quality and Limiting Factors 5
Overall Soil Capability for Agriculture 6
Conclusions 6

Introduction

General

Steve Howatt, P.Ag. (the Consultant) was contracted by **49 Cole Drive Limited** (the Client) to conduct an evaluation of a property at 8 Bog Road in Hantsport, NS (PID 45360914) for determination of agriculture capability, as per Section 8.6 of the *Municipality of West Hants Municipal Planning Strategy*[1]. Since submission of that report on August 22, 2022, the Consultant has subsequently been asked to provide an opinion on a neighbouring parcel (NS PID # 43566515; Lot 6), which is also owned by the Client.

While the Lot 6 parcel was evaluated during a visit in August, this report is an assessment based on review of soil, property and topographic maps and provides an overview of the overall capability for agriculture of the subject property in the Consultant's opinion.

Methodology

A detailed site inspection of the neighbouring parcel (PID # 45360914) was conducted by the Consultant on August 5, 2022. At the time of inspection, the Consultant walked the whole of the cleared land in question and assessed soil type and quality through digging of numerous shallow test pits, observation of vegetation and assessment of slope, drainage, and stoniness. In addition to the site inspection, a detailed review of available maps (soil survey, topography, etc) was conducted, as well as review of current Canada Land Inventory (CLI) classifications for the soils present on the subject property. An observation of land use on neighbouring properties, including PID # 43566515, was also conducted at that time.

This assessment for PID # 43566515 is based on the August visit, and a review of available maps (soil survey, topography, etc) as well as review of current Canada Land Inventory (CLI) classifications for the soils present on the subject and neighbouring properties.

Site Description

Current On-site Conditions and Land Use

The subject site is identified by Nova Scotia property identification (PID) number 43566515 near 8 Bog Road in Hantsport, Nova Scotia. The property is located along the East side of Bog Road, partially within the town limits of Hantsport and is currently zoned AR-2 (Figure 1). The parcel is approximately 20,000 square feet in size. The land on the property is currently non-utilized farmland and has grown up a range of grass and broadleaf species. Figure 2 shows current drone imagery of parcel.

[1] Municipality of West Hants Municipal Planning Strategy. Amended September 14, 2021.

Current Adjacent Property Land Use

The subject property is located at the south edge of Hantsport town limits, adjacent to a parcel, located to the south, which is currently zoned for agricultural use and owned by the Client (PID 45360914). On the other sides, the property is bound by Bog Road, and other properties Zoned R-2, and owned by 49 Cole Drive Limited. The surrounding land use is summarized in Table 1 and can be seen in Figure 1. Other than the subject parcel, no other agricultural production is in the immediate area, other than some crop land on the opposite side of Highway 101 to the Southwest.

Table 1. Adjoining Properties – Current Land Use

Direction	Current Land Use	Current Occupant/Owner
North	Zoned R-2	49 Cole drive Limited
East	Zoned R-2	49 Cole drive Limited
South	Zoned AR-2	49 Cole drive Limited
West	Bog Road	Province of NS

Assessment of Soil Quality and Limiting Factors

During the original site inspection of PID # 45360914, the Consultant dug numerous shallow soil test pits across that property to assess and confirm soil characteristics as described above. Across all sites, the average depth of topsoil (to restricting layer) ranged from 25cm to 35cm with a layer of loose stone (4 – 12cm in size) observed at or around this depth. Stoniness was significant enough to be a concern for conventional tillage practices in the opinion of the Consultant. Visual assessment of soil type confirmed it consisted of fine loam soil with significant levels of sand and silt, and the soil structure was similar across all test pits.

Observations taken during the initial site visit in August in the proximity of the Lot 6 parcel confirmed extremely slopes for much or the parcel, sloping down from Bog Road, while lower potions of the parcel border on imperfect to poorly drained areas, with evidence of various marshland species growing throughout the parcel. In addition, several drainage ditches were observed near the southeast corner of the property indicating the need to remove excess water that does not infiltrate the soil, especially in wet seasons. Little standing water was observed during the site inspection on August 5, although the inspection was done after a prolonged dry period. In almost all the subject property, the slope is significant enough to restrict conventional crop production practices and machinery operation, with slopes over 15-20% observed in some areas (Figure 1). The areas of high slope and poor drainage would significantly restrict agricultural capability.

Overall Soil Capability for Agriculture

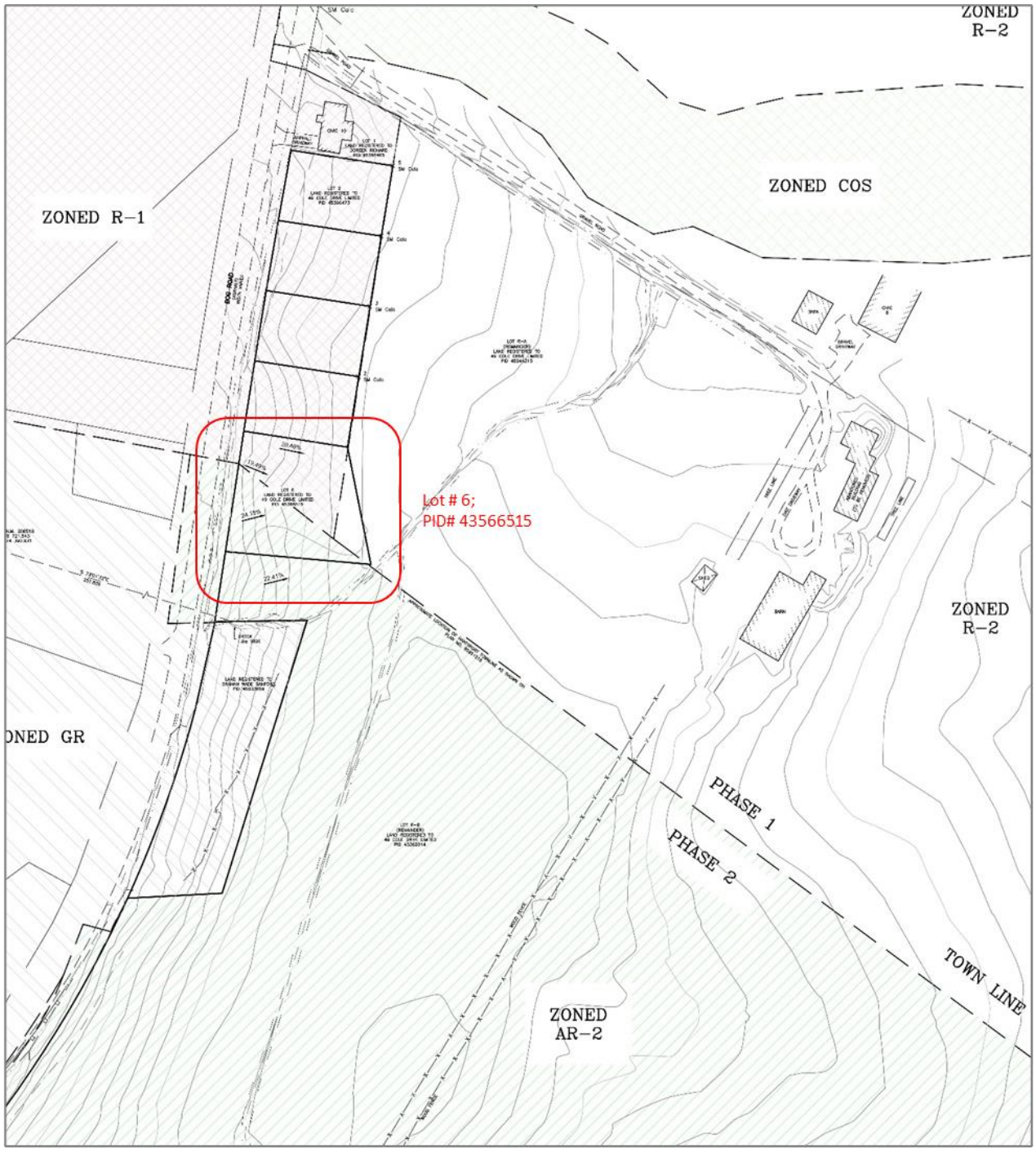
Application of the observed characteristics made during the site inspection to the Canada Land Inventory key for soil capability for agriculture would classify the majority of the parcel as Class 4T, with significant topographic limitations due to slope. As per the Canada Land Inventory, soils identified as Class 4 due to slope is a concern because "higher precent slope increases cost of farming by decreasing the uniformity of crop growth and by increasing the risk of water erosion".

Conclusions

A thorough review of soil characteristics, topography and other maps of the area, along with observations made during a site visit to a neighbouring parcel in August, would lead the Consultant to determine that this parcel (PID 43566515; Lot 6) has very low capability for use in most agricultural production systems.

When all aspects of the land are considered, it is the opinion of the Consultant that the land in the subject property would be considered Class 4 agricultural land under the Canada Land Inventory classification system. As per the Municipal Planning Strategy, Class 4 and Class 5 land would be classified as Agricultural Priority Three, which would allow for controlled non-agricultural development on the land.

Further, rezoning of the parcel to residential would be compatible with neighbouring land use and would be a logical extension of existing non-farm development in the area. Rezoning of the parcels would not be expected to have any negative impact on agriculture production in the area, since the parcel is bound by Bog Road, and other properties owned by 49 Cole Drive and currently planned for development.



ATLANTIC AGRITECH	**Topographic Map of Subject Parcel** Agrologist Assessment Parcel ID No: 43566515 8 Bog Road, Hantsport, NS	October 24, 2022
Client: 49 COLE DRIVE LIMITED		**Figure 1**

ATLANTIC AGRITECH	**Drone Image** Agrologist Assessment Parcel ID No: 43566515 8 Bog Road, Hantsport, NS	October 24, 2022
Client: 49 COLE DRIVE LIMITED		**Figure 2**

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: _____
Alex Dunphy, Planner

Date: January 24th, 2023

Subject: File # 22-22A: Highway 215, Cheverie (PID 45178944) – Development Agreement

LEGISLATIVE AUTHORITY

Municipal Government Act Section 230

RECOMMENDATION

If Council wishes to proceed to a Public Hearing 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 a campground at Highway 215, Cheverie (PID 45178944) which is substantively the same as the draft set out in Attachment B of the report File #22-22 to the Planning and Heritage Advisory Committee dated December 8, 2022.

…that Council will require that the development agreement with Kristen, Jeffery, and Cody Ross for Highway 215, Cheverie (PID 45178944) be signed within 120 days from the date of final approval by Council or the date that any appeals have been disposed of; otherwise this approval will be void and obligations arising hereunder shall be at an end.

BACKGROUND

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

The completed application was submitted by Kristen, Jeffery, and Cody Ross on September 6th, 2022 to consider a campground by development agreement on Highway 215, Cheverie (PID 45178944).

DISCUSSION

A Public Information Meeting was originally scheduled for October 13th, 2022. However due to an error in the addressing and comment period deadline, the public information meeting was postponed in order to re-advertise.

A Public Information Meeting was then held on November 10th, 2022. One (1) member of the public spoke stating that there would be no conflict between the proposed campground and an existing campground.

The public comment period ended on November 25th with staff receiving one (1) phone call and eight (8) emails. The comments from the public included concerns with the original advertising of the Public Information Meeting, lot access, support for local business, and additional questions regarding the application.

On December 8th, 2022, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A).

During the December 8th meeting, PAC/HAC recommended in favour of the proposed campground.

NEXT STEPS

The proposed amendment has been considered based on the West Hants Municipal Planning Strategy and has proven consistent with the intent, objectives, and policies of the Planning Strategy. As a result, it is reasonable to consider entering into a development agreement to permit a campground on Highway 215, Cheverie (PID 45178944).

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard 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 agreement as drafted or as specifically revised by direction of Council; or
- provide alternative direction such as requesting further information on a specific topic.

APPENDICIES

Appendix A 2022-12-08 Staff Report – File # 22-22 Highway 215, Cheverie (PID 45178944) – Development Agreement

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation recognizing the thorough review of the PAC /HAC. It is further noted that the policies of the municipality allow for the consideration of a campground under a Development Agreement pending Council's approval. Public feedback has been received from the Public Information Meeting. Further public feedback cane be received should the approval process proceed past 1st Reading.

Report Prepared by: _____

Alex Dunphy, Planner

Report Reviewed by: _____

Madelyn LeMay, Director of Planning and Development

Report Approved by:

Mark Phillips, Chief Administrative Officer

Appendix A – File # 22-22 Highway 215, Cheverie (PID 45178944) – Development Agreement

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____
Alex Dunphy, Planner

Date: December 8th, 2022

Subject: File # 22-22: Highway 215, Cheverie (PID 45178944) – Development Agreement

LEGISLATIVE AUTHORITY

Municipal Government Act Section 230

RECOMMENDATION

…that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider entering into a development agreement to allow a campground at Highway 215, Cheverie (PID 45178944) which is substantively the same as the draft set out in Attachment B of the report File #22-22 to the Planning and Heritage Advisory Committee dated December 8, 2022.

…that PAC/HAC recommends that Council require that the development agreement with Kristen, Jeffery, and Cody Ross for Highway 215, Cheverie (PID 45178944) be signed within 120 days from the date of final approval by Council or the date that any appeals have been disposed of; otherwise this approval will be void and obligations arising hereunder shall be at an end.

BACKGROUND

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

The completed application was submitted by Kristen, Jeffery, and Cody Ross on September 6th, 2022 to consider a campground by development agreement on Highway 215, Cheverie (PID 45178944).

Surrounding Context

All properties surrounding the subject lot are designated Resource and zoned General Resource (GR), with the exception of a small lot zoned Open Space (OS). Lands surrounding the subject lot are primarily low density residential uses with natural forest cover.

DISCUSSION

The subject lot is designated Resource on the Generalized Future Land Use Map (GFLUM) of the West Hants Municipal Planning Strategy (MPS) (Figure 1) and zoned General Resource (GR) on Schedule A of the West Hants Land Use By-law (LUB) (Figure 2).

Municipal Planning Strategy Document Review

Policy 9.1.7 is the primary enabling policy to be considered for this application. This policy provides Council with the ability to consider Recreation Commercial (RecC) uses in the General Resource (GR) zone by development agreement. The Policy also includes criteria which must be met by the proposed development. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria since:

- there are no existing resource uses near the subject lot; and
- the proposed development is a suitable size for the rural nature of the area.

Policy 13.3.2 provides the specific criteria which must be met in order to permit the consideration of a development agreement for the proposed Recreation Commercial (RecC) use. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria since:

- the proposed campground is intended to be open to the public and privately owned;
- provisions have been made in the draft development agreement to include yard requirements, buffering, lighting, maintenance, and operator presence; and
- the Development Officer and Area Manager of the Nova Scotia Department of Public Works have no concerns which have not been addressed in this report.

Policy 16.3.1 establishes the general criteria that all amendments to the Windsor Land Use By-law must meet. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria as:

- the proposal is not considered premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated; and
- the Fire Chief, Development Officer, Manager of Building and Fire Inspection Services, Municipal Engineering Technologist, and Area Manager of the Nova Scotia Department of Public Works have no concerns which have not been addressed in this report.

NEXT STEPS

Discussion from PAC will be incorporated into the report and presentation to Council.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

The Planning and Heritage Advisory Committee (PAC/HAC) may:

- 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
Attachment A	Policy Summary for Development Agreement
Attachment B	Draft Development Agreement
Attachment C	Public Information Meeting Notes

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Figure 1 – West Hants GFLUM Extract

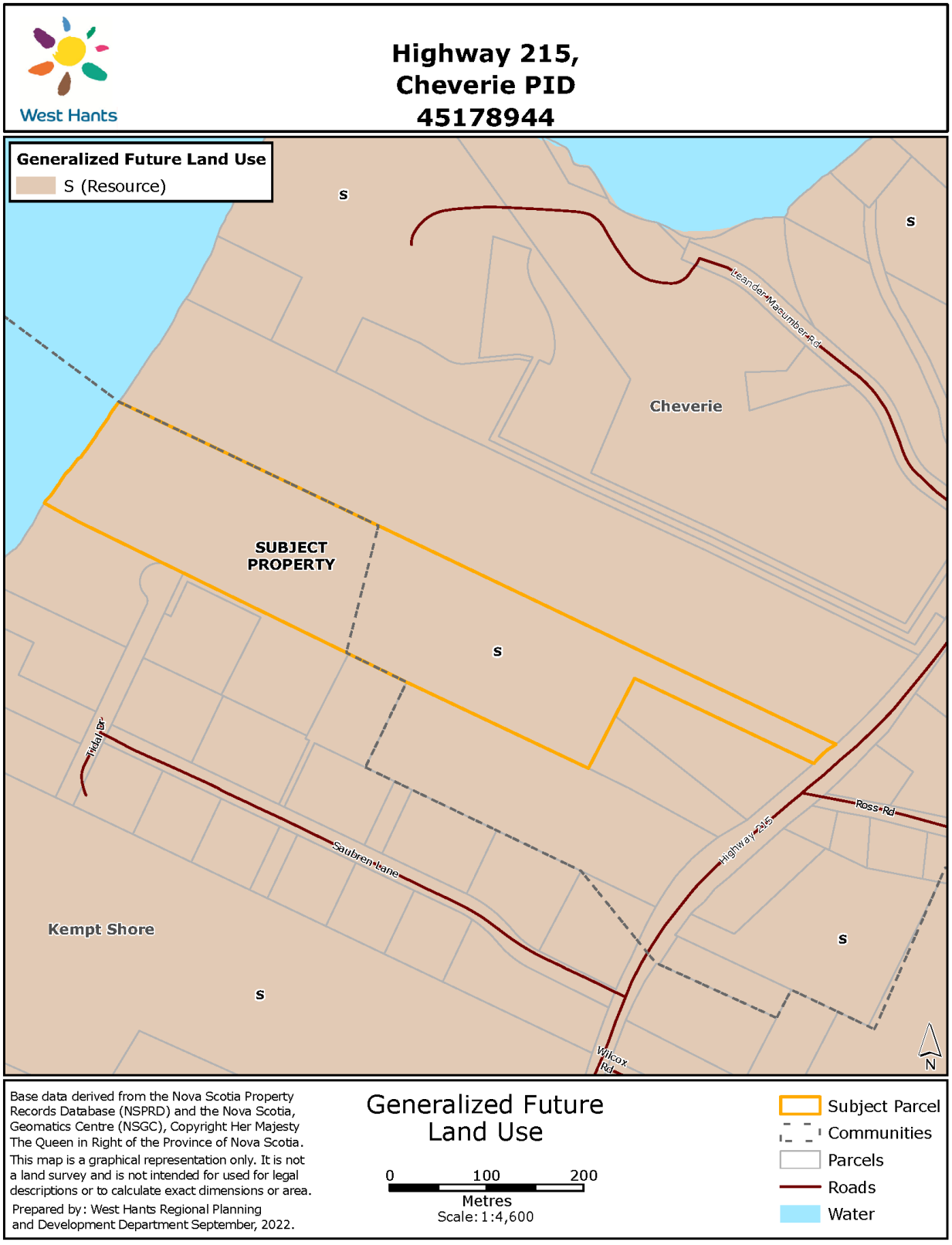
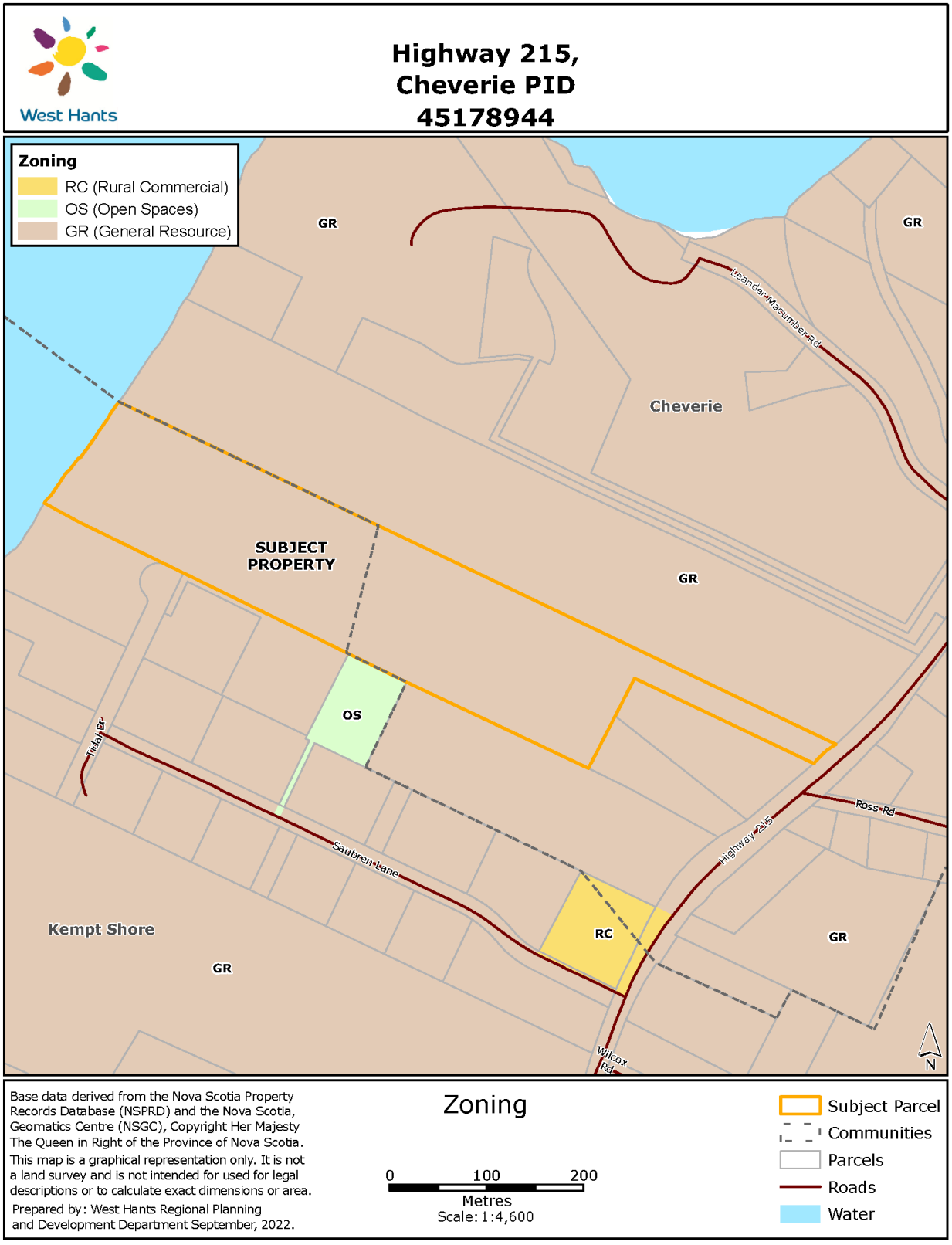


Figure 2 – West Hants Zoning Map Extract



Attachment A – Policy Summary for Development Agreement

Policy 9.1.7 *It shall be the policy of Council that new Recreation Commercial uses may be considered in the General Resource (GR) zone by development agreement subject to Policies 13.3.2 and 13.3.3, provided:*	
(a) the use will not adversely affect existing resource uses in the area; and	There are no existing resource uses near the subject lot.
(b) the use is not one which, because of its size or nature, would be more appropriately located in a Growth Centre, Village or Hamlet.	The proposed development is a suitable size for the rural nature of the area. The proposed campground is suitable for the rural context and is of a relatively low density design.
Policy 13.3.2 *It shall be the policy of Council to consider the establishment of new Recreation Commercial uses by development agreement in any designation except the Village Core subject to the following criteria:*	
(a) the proposed use is a campground, golf course, driving range or other commercial entertainment or recreation facility which is open to the public and privately owned;	The proposed campground is intended to be open to the public and privately owned.
(b) the use shall not include race tracks, motocross courses or other establishments which require the continued or frequent use of motor vehicles;	N/A
(c) the lot dimensions and any structures are adequate for the use at proposed capacity;	The Development Officer commented that they had no concerns regarding the adequacy of dimensions and shape of the lot for the proposed campground.
(d) safe and efficient roadway access is provided;	The Area Manager of the Nova Scotia Department of Public Works Confirmed that the subject lot is able to meet commercial access requirements.
(e) adequate on-site parking is provided;	The Development Officer commented that the proposed use has adequate space for on-site parking.
(f) if the proposed development is located in a Growth Centre, the property has adequate frontage on an arterial or collector road;	N/A
(g) neighbouring uses will not be adversely affected as a result of traffic generation, visual intrusion, hours of operation, noise, lighting, littering, dust or other impacts;	To reduce the potential for conflict between the proposed use and neighbouring uses, staff have included provisions in the development for: yard

	requirements, buffering, lighting, maintenance, and operator presence.
(h) adequate landscaping, fencing or buffering, and separation distances will be provided;	Staff have recommended a major buffer of 20 ft be provided in the required yard setback of the proposed campground.
(i) any other matter which may be addressed by development agreement; and	All other matters are considered addressed.
(j) Policy 16.3.1.	See below.

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:*	
(a) whether the proposal is considered premature or inappropriate in terms of:	
(i) the adequacy of sewer and water services;	The Public Works Department confirmed that there are no municipal services on the subject lot. Any on-site services must meet the requirements of the Nova Scotia Department of Environment and Climate Change.
(ii) the adequacy of school facilities;	N/A
(iii) the adequacy of fire protection and other emergency services;	The local Fire Chief has stated that there is adequate fire protection for the proposed use. The Manager of Building and Fire Inspection Services had no issues with fire protection.
(iv) the adequacy of road networks adjacent to, or leading to the development; and	The Area Manager from the Nova Scotia Department of Public Works had no concerns regarding the road networks adjacent or leading to the development.
(v) the financial capacity of the Municipality to absorb any costs relating to the development.	There are no anticipated costs to the Municipality regarding this development.
(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;	Any on-site services must meet the requirements of the Nova Scotia Department of Environment and Climate Change.
(c) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;	The Area Manager from the Nova Scotia Department of Public Works commented

	that the existing field access will require upgrades including a dimensioned intersection design and turning templates. This work will be required as part of the development process.
(d) the adequacy of the dimensions and shape of the lot for the intended use;	The Development Officer commented that they had no concerns regarding the adequacy of dimensions and shape of the subject lot.
(e) the pattern of development which the proposal might create;	The Development Officer commented that they had no concerns regarding the pattern of the proposed development. The proposed development is not intended to be an intensive use as the developer has proposed a relatively low density design.
(f) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses, wetlands, and susceptibility of flooding;	Staff noted no issues at the time of the site visit.
(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 relevant matters have been addressed in this report.

Attachment B - Draft Development Agreement

DEVELOPMENT AGREEMENT

THIS AGREEMENT made this day of , 2023.

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 -

Kristen Ross, Jeffery Ross, and Cody Ross, of PID 45178944, Highway 215, Cheverie, in the County of Hants, Province of Nova Scotia,

(Hereinafter referred to as the "Owners")

OF THE SECOND PART

WHEREAS the Owners are the registered owners of a parcel of land located at Highway 215 (PID 45178944) hereinafter referred to as the "Property", which lands are more particularly described in Schedule A attached hereto; and

WHEREAS the Property is designated Resource on the Generalized Future Land Use Map of the West Hants Municipal Planning Strategy (June 26, 2008) (the "Municipal Planning Strategy") and

zoned General Resource (GR) on the Zoning Map of the West Hants Land Use By-law (June 26, 2008) (the "Land Use By-law")*;* and

WHEREAS the Owners have requested that the Municipality enter into a development agreement to permit a Campground on the Property (the "Development") and Section 6.1 (y) of the Land Use By-law enables Council to consider a development agreement for a campground as it is a listed permitted use in the Recreation Commercial (RecC) zone; and

WHEREAS the Council of the Municipality, at a meeting held on Month Day, 2023, approved this request;

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:

(a) "Campground" means an area used for a range of short term accommodations, from tenting to serviced trailer sites, including accessory facilities which support the use, such as administration offices and washroom facilities, but not including the use of mobile homes or trailers on a permanent year-round basis.

1.2 Schedules

The following attached schedules shall form part of this agreement:

Schedule A - Legal Description

Schedule B - Site Layout

1.3 Municipal Planning Strategy, Land Use By-law and Subdivision By-law

(a) *Municipal Planning Strategy* means the West Hants Municipal Planning Strategy, effective on June 26, 2008, as amended, or successor By-laws;

(b) *Land Use By-law* means the West Hants Land Use By-law, effective on June 26, 2008, as amended, or successor By-laws;

(c) *Subdivision By-law* means the West Hants Subdivision By-law, effective on June 26, 2008, as amended, or successor By-laws.

PART 2 DEVELOPMENT REQUIREMENTS

2.1 Use

The Parties agree that uses on the Property shall be limited to the following:

(a) those uses permitted by the underlying zoning in the Land Use By-law;

(b) a Campground; and

(c) uses and structures accessory to the uses specified in clause 2.1 (a) and (b), including, but not limited to, storage sheds.

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 Campground shall be located completely within PID 45178944, Highway 215, Cheverie. A maximum of 15 unserviced campsites, 10 serviced campsites, 15 tenting campsites, washroom facility and two accessory buildings shall be located as shown on the Site Layout, Schedule B. The Campground shall meet the following yard requirements:

Minimum front yard	30 ft (9.14 m)
Minimum rear yard	30 ft (9.14 m)
Minimum side yard	30 ft (9.14 m)
Maximum height of main building	35 ft (10.67 m)

2.3 Buffering

A 20 ft. wide buffer strip shall be located along all lot lines which abut other properties, except the lot line with street frontage on Highway 215, and shall contain:

(a) a mix of local species of coniferous trees. At planting, each tree shall have a diameter of at least 2 in. measured at 4.5 ft. above the surrounding grade and a minimum height of five (5) ft.; or

(b) a hedge of a variety of coniferous shrubs each of which will reach over six (6) ft. in height at maturity; or

(c) a berm which is a minimum of six (6) ft. in height to buffer the abutting property; or

(d) a wall or an opaque fence which is a minimum of five (5) ft. in height and of sufficient height to provide a visual buffer to the abutting property; or

any combination of the above, all arranged to form a dense or opaque screen, and maintained for as long as the buffer is required.

2.4 Access and Egress

The main access/egress to the lot shall be directly from Highway 215. The vehicular entrance and exit shall be clearly demarcated and maintained to a level adequate to the standard set by the Nova Scotia Department of Public Works.

2.5 Parking

A minimum of one (1) parking space shall be provided for each campsite.. Parking shall be located at each campsite or at such other location as may be approved in writing by the Development Officer without such new location being deemed an amendment of this agreement.

2.6 Storage

Open storage shall be screened from adjacent residential properties by a continuous row of trees, a hedge, a fence, or a combination of the foregoing arranged to form a dense or opaque screen. Accessory buildings for the Campground shall be permitted in accordance with Section 5.1 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, *Illumination* and *Signs*, 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 ensure there is no light spilling, glare or light cast over neighbouring properties or the street.

2.8 Water and Sewer Services

The property is not serviced by municipal water and sewer. The Owners shall be responsible for ensuring adequate water and sewer services are available for the uses permitted.

2.9 Operator Presence

The Owners, or a representative of the Owners shall be present on-site while the Campground is in use.

2.10 Maintenance

(a) The Owners shall keep the Property 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.

(b) The Owners shall maintain the driveway to a level adequate to allow for access by emergency service vehicles.

PART 3 CHANGES and DISCHARGE

3.1 The Owners shall not vary or change the use of the Property from that provided for in Section 2.1 of this Agreement, *Use*, 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 intended effect of these aspects of this agreement.

3.3 The following matters are substantive matters:

(a) the uses permitted on the Property as listed in Section 2.1 *Use* of this Agreement; and

(b) the location of the washroom and accessory buildings on Schedule B of this agreement.

3.4 Notwithstanding the foregoing, discharge of this agreement is not a substantive matter and this agreement may be discharged by Council without a public hearing.

3.5 Notice of Intent to Discharge this Agreement may be given by the Municipality to the Owners following a resolution of Council to give such Notice:

(a) as provided for in Section 4.1, *Commencement of Development,* of this Agreement; or

(b) at the discretion of the Municipality, with or without the concurrence of the Owners, where the Development has, in the reasonable opinion of Council on advice from the Development Officer, ceased operation for a period of at least twenty-four (24) months; or

(c) at any time upon the written request of the Owners, provided the use of the Property is in accordance with the Land Use By-law or a new Agreement has been entered into.

3.6 Council may discharge this Agreement 30 days after a Notice of Intent to Discharge has been given.

PART 4 IMPLEMENTATION

4.1 Commencement of Development

(a) The Owners may not commence any construction or use on the Property 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 twenty four (24) 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 in accordance with Section 229 of the Municipal Government Act, 30 days after giving Notice of Intent to Discharge to the Owners. Upon the written request of the Owners, 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 Owners are bona fide delayed from commencing the development for reasons which are beyond the Owners' control, the determination of which shall be at the sole discretion of the Development Officer, then performance by the Owners is excused for the period of the delay and the time period for the Owners 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 Owners shall provide record drawings to the Development Officer for any portion of the development for which an engineered design is required, within ten days of completion of any work which requires the engineered design.

(b) The Owners 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 Bylaws and Regulations

(a) Nothing in this Agreement shall exempt the Owners 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 Property (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 neutral gender shall include the masculine and feminine.

(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 Owners about the suitability of the Property for the development proposed by this agreement. The Owners assume 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 Owners shall pay all costs associated with registering this Agreement and all costs associated with any amendment thereof.

5.7 Development Agreement Bound to Land

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 in accordance with Section 229 of the *Municipal Government Act*.

5.8 Assignment of Agreement

The Owners 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 Owners personally or by ordinary mail which shall be deemed to have been received within three (3) business days of mailing, addressed to Kristen Ross, Jeffery Ross and Cody Ross 562 New Cheverie Road, Riverside, NS B0N 2A0 or at any other address provided by the Owners in writing.

(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, NS, B0N 2T0, or at any successor address provided by the Municipality to the Owner in writing.

5.10 Full Agreement

This agreement constitutes the entire agreement and contract entered into by the Municipality and the Owners. 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	**) WEST HANTS REGIONAL**
In the presence of:	) **MUNICIPALITY**
	)
	)
	)
_____	Per: _____
Witness	) Abraham Zebian, Mayor
	)
	)
_____	Per: _____
Witness	) Deanna Snair, Municipal Clerk
	)
	)
_____	Per:_____
Witness	) Kristen Ross
	)
	)
_____	Per: _____
Witness	) Jeffery Ross
	)
	)
_____	Per:_____
Witness	) Cody Ross

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS

ON THIS day of , A.D. 2023, 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 presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

ON THIS day of , A.D. 2023, 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 presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS

ON THIS day of , A.D. 2023, 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**, Kristen Ross**, one of the parties thereto, signed, sealed and delivered the same in presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS

ON THIS day of , A.D. 2023, 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**, Jeffery Ross**, one of the parties thereto, signed, sealed and delivered the same in presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS

ON THIS day of , A.D. 2023, 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**, Cody Ross**, one of the parties thereto, signed, sealed and delivered the same in presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

AFFIDAVIT OF CLERK

WEST HANTS REGIONAL MUNICIPALITY

I, Deanna Snair 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).

I certify that on this _____, 2023
the Municipal Clerk, Deanna Snair came before me, made oath,
and swore the foregoing affidavit at
_____, Nova Scotia.

_____ _____

A BARRISTER/COMMISSIONER OF THE SUPREME COURT OF NOVA SCOTIA
Print name/affix seal

Deanna Snair, Clerk

CANADA
PROVINCE OF NOVA SCOTIA
HANTS COUNTY

AFFIDAVIT & PROOF OF EXECUTION (INDIVIDUAL)

We, Kristen, Jeffery, and Cody Ross, the "Deponents", make oath and swear that:

1. We acknowledge that we executed the foregoing instrument on the date of this affidavit; this acknowledgement 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 s.79(1)(a) of *the Land Registration Act* as the case may be.
2. We are nineteen years of age or older and are residents of Canada under the *Income Tax Act* (Canada).
3. For the purpose of this affidavit "spouse" means an individual who is married to another individual; is married to another individual by a marriage that is voidable and has not been voided by a declaration of nullity; has gone through a form of marriage with an individual, in good faith, that is void and they are cohabiting or have cohabited within the preceding year; or is a party to a registered domestic-partner declaration made in accordance with Section 53 of the *Vital Statistics Act* as amended, but does not include an individual who becomes a former domestic partner pursuant to section 55(1) of the Act.
4. We are not spouses of each other. None of us has any other spouse nor, with respect to the within property, any former domestic partner with the rights contemplated by Section 55 of the *Vital Statistics Act*, or any former spouse with rights under the *Matrimonial Property Act*. We consent to this disposition.

I certify that on this _____, 2023
the Deponents came before me, made oath,
and swore the foregoing affidavit at
_____, Nova Scotia.

_____
A BARRISTER/COMMISSIONER OF THE
SUPREME COURT OF NOVA SCOTIA

_____
Kristen Ross

_____
Jeffery Ross

_____
Cody Ross

Schedule A
Legal Description – PID 45178502

ALL that lot, piece or parcel of land situate, lying and being at Cheverie, in the Township of Kempt Shore, Province of Nova Scotia, bounded and described as follows:

COMMENCING at the East corner of lands now or formerly of George H. Greeno on Post Road;

THENCE running North forty-five and one half degrees West until it comes to lands now or formerly of George H. Greeno near the Shore or Basin of Minas;

THENCE following the said road, six chains and fifty links to land now or formerly of Alfred Weatherbee;

THENCE South forty-five and one half degrees East until it comes to said Post Road;

THENCE following said road to the place of beginning.

CONTAINING an area of twenty four and one quarter acres more or less.

SAVING AND EXCEPTING THEREOUT that lot of land bounded and described as follows:

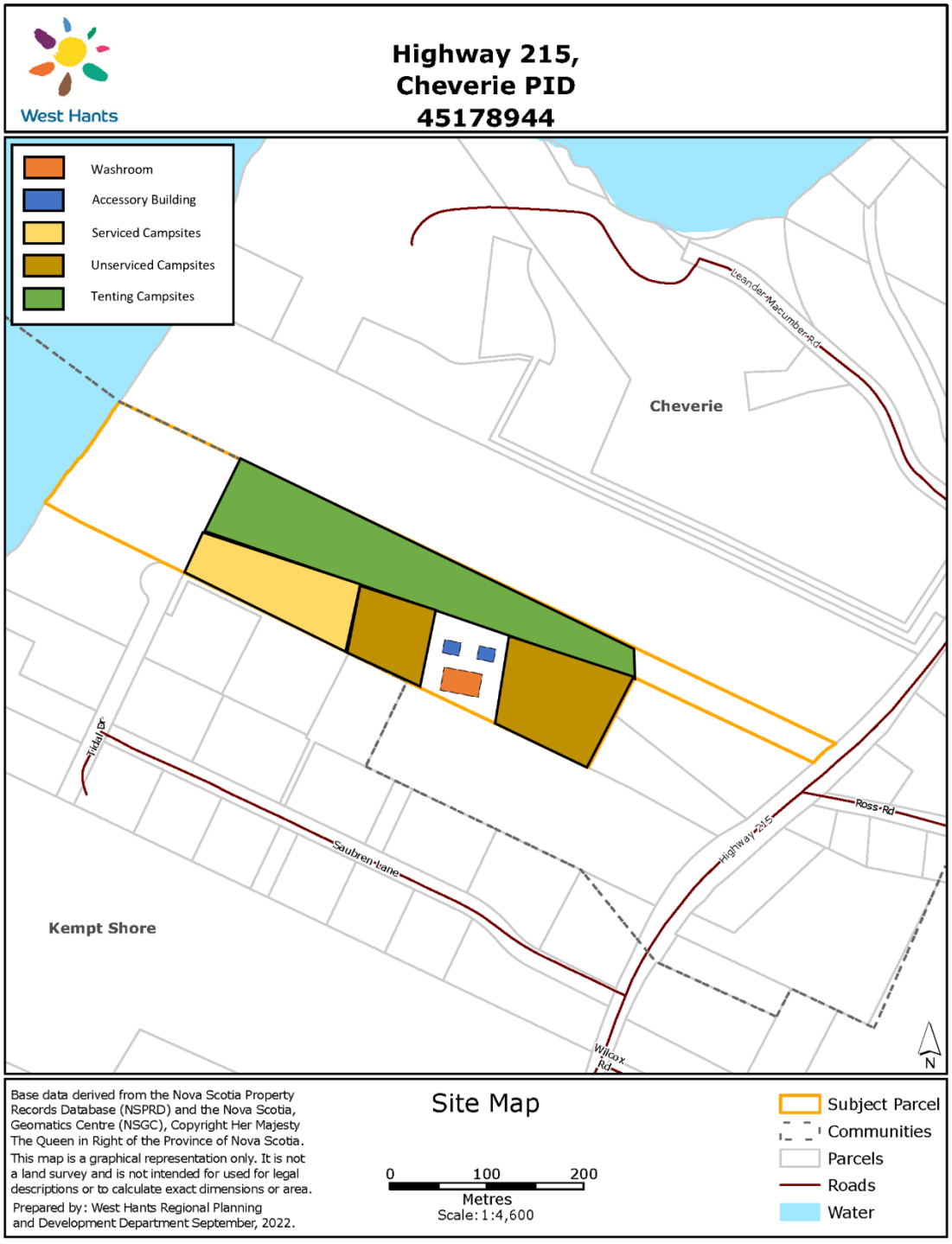
ALL that certain lot, piece or parcel of land situate, lying and being at Kempt, in the County of Hants, Province of Nova Scotia shown and delineated as Lot WR-1 on a plan of survey entitled Plan of subdivision Lot WR-1 Lands of Walter Ross, surveyed by Robert S. Redden N.S.L.S., dated the 14th day of August, 1979, approved by the West Hants Municipal Development Officer on the 15th Day of October, 1979 under plan Number 065/79 and filed at the Registry of Deeds at Windsor Nova Scotia on the 16th day of October, 1979 under plan Number P-2761 and containing 77,900 square feet more or less.

The description for this parcel originates with a deed dated February 13, 2004, registered in the registration district of Hants County in Book 1034 at Page 51 and the subdivision is validated by Section 291 of the Municipal Government Act.

SAVING and EXCEPTING Lot WR-2 as shown on registered Plan No. 82757098

Schedule B

Site Layout



Attachment C – Public Information Meeting Notes

November 10 - November 25, 2022

File # 22-22: Highway 215, Cheverie (PID 45178944) – Development Agreement

Meeting date and time	A public information meeting was originally scheduled for October 13th, 2022 at 6:00 p.m. However due to an error in the addressing and comment period deadline, the public information meeting was postponed in order to re-advertise. A public information meeting was held on November 10, 2022 beginning at 6:45 p.m. The meeting was broadcast live on the Municipal Facebook page.
File Number	22-22
Attending	In attendance: One (1) Councillor: • Councillor Jim Ivey Four (4) members of staff: • Director LeMay (Chair) • Planner Poirier • Planner Dunphy • Meeting Secretary Lake Ten (10) members of the public were present for this meeting. Of those that attended in-person only Mark Peterson spoke.
Applicant Kristen, Jeffery, and Cody Ross **Property** Highway 215, Cheverie (PID 45178944)	Planner Dunphy outlined the application to allow a proposed campground by development agreement. Cody Ross, one of the applicants, spoke to the plan to develop a small-scale, family-oriented campground. Mr. Ross gave a brief history of the land.
Comments	Comments from the public could be submitted to Alex Dunphy by mail, e-mail and telephone between November 10 – November 25, 2022. Staff received one (1) phone call and eight (8) emails were received. The email responses are attached. The phone call was from Nancy Saunders outlining the information that had been sent by email. 1 member of the public spoke at the Public Information Meeting. The following comments and questions were made at the public information Meeting. Staff and applicant responses are included in purple text. • The owner of the Kempt Shore Oceanview Campground commented that more places are needed for individuals to stay during the Kempt Shore festivals. Due to the proposed campground being small-scale, there is no conflict with the existing campground. More attractions are needed to bring in tourism to the area.

	Mr. Ross replied that they are a supporter of the festival and the proposal is to complement the existing campground. There is still a portion of the subject lot that is being kept for personal use. The owner of the Kempt Shore Oceanview Campground replied that they supported the proposal.
Adjournment	The presentation portion of the PIM ended at approximately 6:55 p.m.

Public Email Responses Submitted for the Application PIM

October 6th, 2022

From: Nancy Saunders

To: Councillor Rupert Jannasch, Cc: Alex Dunphy

Councilor Jannasch:

Saubren Dev Ltd just received a notice in the mail today for the public info session on the campground proposal for PID number 45178944. The notice was dated Oct 4 yet says I have until Sept 6 to ask to attend the meeting and until Sept 23 to submit questions or concerns.I have left a message with the planner Alex Dunphy regarding this also copied on this email along with the Director of Planning. **Please ensure that this public info session is postponed to allow the qualifying property owners to properly prepare and request attendance at the meeting.** Also the notice quotes the property address as Tidal Drive. The Ross property has no access off of Tidal Drive as it is a private road owned by our Residents Association..the address should be **Hwy 215 and NOT Tidal Drive**. I have also asked the planner to fix this on all related documents for this property. I trust a new notice will go out to all qualifying property owners with a new public information session date.

Thank You,

Nancy Saunders

President, Saubren Development Limited

October 7th, 2022

From: Amanda Boyd

To: Alex Dunphy

TO : Councillor Jannasch, Planner Dunphy and Planning Director LeMay

RE: Campground Proposal PID 45178944

Good Day

I did not receive notification of the proposed campground on the Ross Property PID number 45178944. I believe my property may be within the required notification area. My neighbors and I have questions and concerns regarding land use and the preservation of sensitive areas, and we would like to have time to prepare for any public information session on this topic.

I ask that the info session proposed for October 13, is postponed so that my neighbors and myself are given the proper notification and time to prepare.

Thank You Kindly

Amanda Boyd

Member of BVRA

October 7th, 2022

From: Mark Ashmore and Heather Simpson

To: Alex Dunphy

RE. Public Information Meeting

PID 45178544

Good morning Mr. Dunphy. We were advised by Nancy Saunders that a letter was sent out to all property owners within 500 feet of a proposed campground on the above-referenced property. To date, we have received no such letter, and are outraged that the property owners in question were not notified of the proposal as well as the October 13th meeting long before now.

Ms. Saunders was kind enough to send a scan of the letter she received. Why does a letter dated October 4th state that the deadline for virtual attendance was September 6th, and the deadline for comments or questions was September 23rd? Why does PID 45178544 indicate an address on Tidal Drive, when this is not the case, and never will be?

We have several questions that we would like answered, more will likely follow:

How many campsites?

What type of camping?

Would a revised zoning permit music festivals?

Is this proposal being put forward by the Ross family, or is a new owner involved?

It is our understanding that typically a zoning of this type would require a buffer of trees along the edge of the property; no such buffer exists between this property and ours.

With the Kempt Shore Campground only five minutes down the road, is there a need for another?

At the very least, the public information meeting should be postponed in order to ensure all affected landowners receive proper notification. More detail in the application would also be beneficial.

We await your reply.

M. Ashmore, H. Simpson

_____

Mark Ashmore & Heather Simpson

BUMBLEMOUSE COTTAGE

October 12th, 2022

From: Joanne Bath and Joel Brown

To: Alex Dunphy

Hello Alex,

Please note that the letter we received from your office regarding the Public Information Meeting - Tidal Drive, Cheverie was not sent in the appropriate timeline. Your letter, dated October 4th, required recipients to respond to you by September 6th and send any questions by noon September 23rd. An impossible feat to say the least. Both of these deadlines are impossible as they occurred before the letter was even sent. We plan to attend the meeting and will bring forward questions and concerns at that time. I would expect in the future, such notifications will be provided in a timely manner. Should issues arise at this meeting, I expect residents will be given ample time to consider and be consulted as well.

Kindly,

Joanne Bath and Joel Brown

November 2nd, 2022

From: Paul Brison

To: Alex Dunphy

(Letter is attached below)

November 10th, 2022

From: Heather Simpson

To: Alex Dunphy

Hello again Mr. Dunphy. You will think I have nothing better to do than email you with questions. Mark and I have decided we will watch the meeting live, mostly in the interests of saving ourselves an hour of driving and the gas costs associated with that, but I am wondering how one goes about having questions or concerns addressed if we are not there in person?

As I mentioned previously, we would appreciate being advised of the following:

How many campsites?

What type of camping?

Would a revised zoning permit music festivals?

Is this proposal being put forward by the Ross family, or is a new owner involved?

It is our understanding that typically a zoning of this type would require a buffer of trees along the edge of the property; no such buffer exists between this property and ours.

Will anyone be on site to administer the campground?

With the Kempt Shore Campground only five minutes down the road, is there a need for another?

Our property directly borders PID 45178944, and we have grave concerns about the impact this rezoning will have on our property values, and those of others in the same position. We worry about noise, and trespassers. We also worry about the impact on the land itself. Given that we have had to pick trash up after every party that has been held there, we worry that we will have campers venturing onto property that is not theirs, or pitching their litter over the fence as has been done in the past.

I thank you for your time, and will await your reply.

Kind regards,

Heather (Simpson).

November 10th, 2022

From: Peter Grabosky

To: Alex Dunphy

My name is Peter Grabosky, I live at **(address removed)**

I am contacting you as a renter at the above address & I am in 'Support' of the possible rezoning and development of a future camp ground.

This business would provide The Shore & more precisley the Kempt, Cheverie, much needed revenue going to a local variety store, summer dining in Walton, a local food stand in Cheverie, local farmers/property owners of wood lots in selling camp fire wood.

As well as a positive revenue source for the county of West Hants.

I would only presume there would be a seasonal employment at the site which provides employment to local indiv's(?) Therefore, I am prepared to vote in a positive manner for the developement of a viable new business in our community.

Yours Respectfully,

Peter P Grabosky

November 12th, 2022

From: Nancy Saunders

To: Alex Dunphy

Good Day Mr. Dunphy:

I tuned into the public information session on November 10th and have the following questions and concerns regarding the campground proposal on Hwy 215, Kempt.

1. The campground must have a wide tree buffer between the sites and abutting properties. Is there provision in the development agreement for that? The property should be fenced as well to restrict access to abutting properties.

2. When can the development agreement be available to the public for review? I heard Mr Ross casually mention different numbers of serviced and unserviced lots, tents sites, etc and it is unclear how many of what type they are actually asking for.

3. What are the specifics regarding operation of the campground? Will the operator be on site to monitor guests, activities and noise?

4. Can the development agreement stipulate quiet hours for the camp sites and what would they be?

5. Will the development agreement allow for music festivals, and if so what are the specifics around that? How many spectators, etc.

6. How many bunk houses are permitted? I understand there are already at least two on the site?

7. Does the zoning actually change from resource general or does it stay the same with the development agreement allowing the specific variances?

8. There is currently parkland designated at the Blomidon View subdivision which was donated by Saubren Development Limited as part of the subdivision approval process. The Blomidon View Residents Association want to use this space at some point and develop it with the Municipality; it also has an historic graveyard on it that must be protected. Does that parkland remain for the sole use of Blomidon View Residents/ Lot owners or is there any circumstance that would see the Municipally owned parkland used for the campground?

9. What are the remedies if the provisions of the development agreement are broken by the developer ; i.e. can the development agreement be rescinded by council in this case?

10. Once the development agreement is in place, can the developer make applications for wider uses without the public having knowledge or input?

Thank-you,

Nancy Saunders

President, Saubren Development Limited

November 17th, 2022

From: Nancy Saunders

To: Alex Dunphy

Thank you Mr. Dunphy:

Where can I find the draft dev agreement ..I believe it will be available to the public on December 8th or before?

Nancy

Submission to Mr. Alex Dunphy
Re: Re-zoning PID 45178944 for a camp ground
(Tidal Drive, Cheverie)

As a long time, resident of Cheverie, and own property near the above cited PID, I would like to provide some information about the parcel of land.

Historically the Kempt Shore-Cheverie was populated first by the indigenous people and then the Acadians and finally by settlers of European origin. Settlement was along the water, as virtually all transportation was initially by boat. Houses were built by the shore and land clearing began to reach inland. When a road inland passed by the community lanes or roads connected the shore to the new road, which is the case here. The road was along the border of this property and the Glenn Ross property, but on the Glenn Ross side of the line. This road permitted access to the properties for local families and is probably why the local families established a graveyard on this property.

The Greeno Family Graveyard is a small cemetery located in what is now the wooded area approximately halfway across the property.
I found a list of who is buried there it's on the "Find a Grave" web site. It is called " Greeno Family Burying Ground." Estimated 25 burials.

There are pictures of many of the headstones and this is the information on who took the pictures, T L Brown.

- *Find a Grave*, database and images (https://www.findagrave.com/memorial/190053939/eliza-king: accessed 01 November 2022), memorial page for Eliza King (unknown–24 Jan 1859), Find a Grave Memorial ID 190053939, citing Greeno Family Burying Grounds, Kempt Shore, Hants County, Nova Scotia, Canada; Maintained by TLBrown (contributor 49358200) .

- . No one can block access to a graveyard. And, no one can own it.
-

- Here is the Provincial Act that governs the resting spot.
-
- **Cemetery and Monuments Protection Act**
-
- https://nslegislature.ca/sites/default/files/legc/statutes/cemprot.htm
-

Cemeteries and Monuments Protection Act - Nova Scotia House of Assembly

Interpretation 2 In this Act, (a) "abandoned cemetery" means a cemetery that is declared to be an abandoned cemetery pursuant to this Act; (b) "cemetery" means land that is set apart or used as a place for

the burial of human remains and, for greater certainty, includes all tombstones, gravemarkers and other monuments located thereon and any buildings or structures located thereon for the ...

Request for land use restrictions to be required as part of the rezoning permit:

1. **That there be a reasonable distance from the cemetery and any camping lots created and in operation.**
2. **That there be provision to ensure the site be undamaged**
3. **That public access be encouraged and provided.**

Thank you for considering this issue and for including it in the final permit granted in the zoning change.

Paul Brison
6327 Highway 215, Cheverie, N.S. B0N 1G0
902 633 2108
brisonp@ns.sympatico.ca

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: _____
Alex Dunphy, Planner

Date: January 24th, 2023

Subject: File # 22-20A: Burgess Crescent, Windsor (PID 45338688) – Development Agreement

LEGISLATIVE AUTHORITY

Municipal Government Act Section 230

RECOMMENDATION

If Council wishes to proceed to a Public Hearing 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 an 8-unit townhouse and attached 20-unit apartment building on Burgess Crescent, Windsor (PID 45338688) which is substantively the same as the draft set out in Attachment B of the report File #22-20 to the Planning and Heritage Advisory Committee dated January 12, 2023.

…that Council will require that the development agreement with Floran Lambie for Burgess Crescent, Windsor (PID 45338688) be signed within 120 days from the date of final approval by Council or the date that any appeals have been disposed of; otherwise this approval will be void and obligations arising hereunder shall be at an end.

BACKGROUND

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

The completed application was submitted by Mark Higgins of OT Developments LTD on behalf of Floran Lambie on October 4th, 2022 to consider an 8-unit townhouse and attached 20-unit apartment building by development agreement on Burgess Crescent, Windsor (PID 45338688).

DISCUSSION

A Public Information Meeting was held on December 8th, 2022.

The public comment period ended on December 22nd with no comments received from the public.

On January 12th, 2022, staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A).

During the January 12th meeting, PAC/HAC recommended in favour of the application with an addition to permit a 48-month commencement period in the development agreement.

NEXT STEPS

The proposed development agreement has been considered based on the Windsor Municipal Planning Strategy and has proven consistent with the intent, objectives, and policies of the Planning Strategy. As a result, it is reasonable to consider permitting a multiple unit residential building by development agreement.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard 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 or as specifically revised by direction of Council; or
- provide alternative direction such as requesting further information on a specific topic.

APPENDICIES

Appendix A	2023-01-12 Staff Report – File # 22-20: Burgess Crescent, Windsor (PID 45338688) – Development Agreement

CHIEF ADMINISTRATIVE OFFICER REVIEW

As noted in the planner's report the development is compatible with the surrounding neighborhood and anticipated developments.

I support the recommendation.

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Report Approved by: _____

Mark Phillips, Chief Administrative Officer

Appendix A – 2023-01-12 Staff Report - File # 22-20: Burgess Crescent, Windsor (PID 45338688) – Development Agreement

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____

Alex Dunphy, Planner

Date: January 12th, 2023

Subject: File # 22-20: Burgess Crescent, Windsor (PID 45338688) – Development Agreement

LEGISLATIVE AUTHORITY

Municipal Government Act Section 230

RECOMMENDATION

…that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider entering into a development agreement to allow an 8-unit townhouse and attached 20-unit apartment building on Burgess Crescent, Windsor (PID 45338688) which is substantively the same as the draft set out in Attachment B of the report File #22-20 to the Planning and Heritage Advisory Committee dated January 12, 2023.

…that PAC/HAC recommends that Council require that the development agreement with Floran Lambie for Burgess Crescent, Windsor (PID 45338688) be signed within 120 days from the date of final approval by Council or the date that any appeals have been disposed of; otherwise this approval will be void and obligations arising hereunder shall be at an end.

BACKGROUND

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

The completed application was submitted by Mark Higgins of OT Developments LTD on behalf of Floran Lambie on October 4th, 2022 to consider an 8-unit townhouse and attached 20-unit apartment building by development agreement on Burgess Crescent, Windsor (PID 45338688).

Surrounding Context

Properties to the west and south of the subject lots are designated Residential and zoned High Density Residential (R-4), lots to the north are designated Residential and zoned Single Unit Residential (R-1) and lots to the east are designated Community Use and zoned Open Space (OS). Lands surrounding the subject lots include an existing apartment building, low-density residential uses, and parkland.

DISCUSSION

The subject lot is designated Residential on the Generalized Future Land Use Map (GFLUM) of the Windsor Municipal Planning Strategy (MPS) (Figure 1) and zoned High Density Residential (R-4) on Schedule A of the Windsor Land Use By-law (LUB) (Figure 2).

Municipal Planning Strategy Document Review

Policy 5.4.6 is the primary enabling policy to be considered for this application. This policy provides Council with the ability to consider in the Residential designation, new multiple unit residential development consisting of three or more units by development agreement. The policy also includes criteria which must be met by the proposed development. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria since:

- the proposal is generally consistent with the High Density Residential (R-4) zone standards;
- the proposal has considerations for landscaping;
- the proposal is compatible with adjacent land uses; and
- the Development Officer and Municipal Traffic Authority have no concerns which have not been addressed in this report.

Policy 5.4.5 provides the criteria which requires adequate recreational space for multiple unit residential development. This policy is considered met as the amount of recreational space provided in the proposal exceeds the amount of recreational space required by the Windsor Land Use By-law and the Development Officer had commented that they have no concerns regarding recreational space.

Policy 5.5.1 provides the specific criteria which must be met for residential buildings in excess of three stories. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria since:

- the proposed building has side yards that are at least one-half the height of the main building;
- the proposed building will not exceed 80 ft in height; and

- the proposed building is compatible with the design, height and scale of the surrounding area.

Policy 16.3.1 establishes the general criteria that all development agreements must meet. The full list of criteria is included with this report in Attachment A. In summary, the proposal meets the criteria as:

- the proposal is not considered premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated; and
- the Fire Chief, Development Officer, Manager of Building and Fire Inspection Services, Municipal Project Engineer, and Municipal Traffic Authority have no concerns which have not been addressed in this report.

Additional Considerations

Subclause (a) (i) of Policy 5.4.6 states *"in the case of a new building or the conversion of an existing non-residential building, that the development is generally consistent with the High Density Residential (R-4) zone standards"*. Comments from the Development Officer show that the proposal has a total lot area of 26,047 sq ft and the High Density Residential (R-4) zone would require a total lot area of 56,500 sq ft, if built as-of-right. However, the Development Officer also commented that they had no concerns regarding the adequacy of the dimensions or shape of the lot for the proposed use. The development agreement process allows for flexibility in meeting standard zone requirements and must be considered on a case-by-case basis. In addition to this, the proposal is of a similar bulk and scale to other buildings that would be permitted in the High Density Residential (R-4) zone and would be considered compatible with other uses in the surrounding area.

Clause (g) of Policy states *"the development abuts an arterial or collector street as shown on the Transportation Map (Map 2), if the development consists of 12 or more units"*. The development does not directly abut an arterial or collector street, however it is located close to both Payzant Drive, an existing collector street and a proposed collector street as seen on the Future Streets Conceptual Plan. In addition, the Municipal Traffic Authority had no concerns regarding traffic generation from this proposal.

NEXT STEPS

Discussion from PAC will be incorporated into the report and presentation to Council.

FINANCIAL IMPLICATIONS

There are no financial implications to the Municipality or residents with regard to the filing of this report.

ALTERNATIVES

The Planning and Heritage Advisory Committee (PAC/HAC) may:

- provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Figure 1	Windsor GFLUM Extract
Figure 2	Windsor Zoning Map Extract
Attachment A	Policy Summary for Development Agreement
Attachment B	Draft Development Agreement
Attachment C	Public Information Meeting Notes

Report Prepared by: _____

Alex Dunphy, Planner

Report Approved by: _____

Madelyn LeMay, Director of Planning and Development

Figure 1 – Windsor GFLUM Extract (Pre-consolidation of lots)

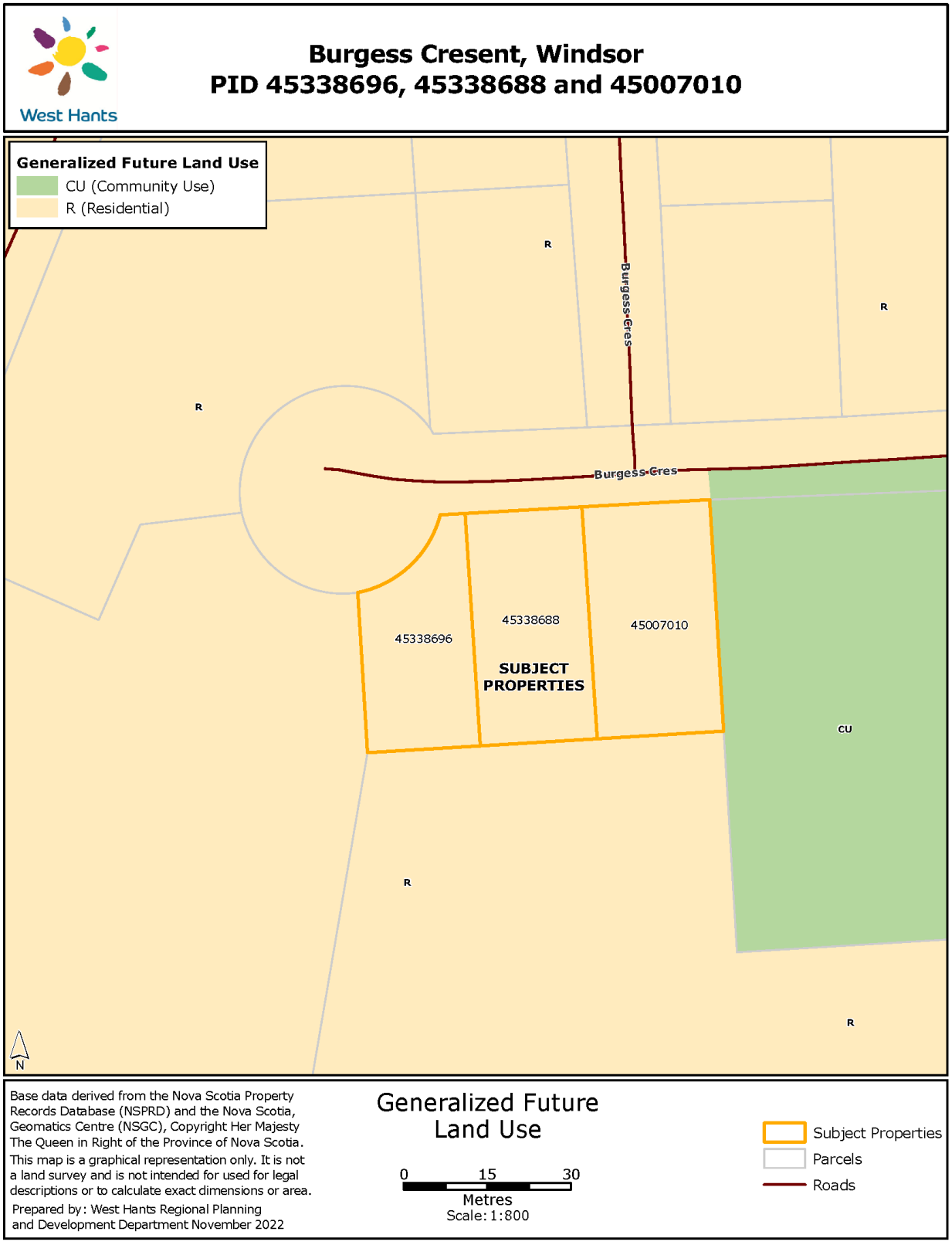
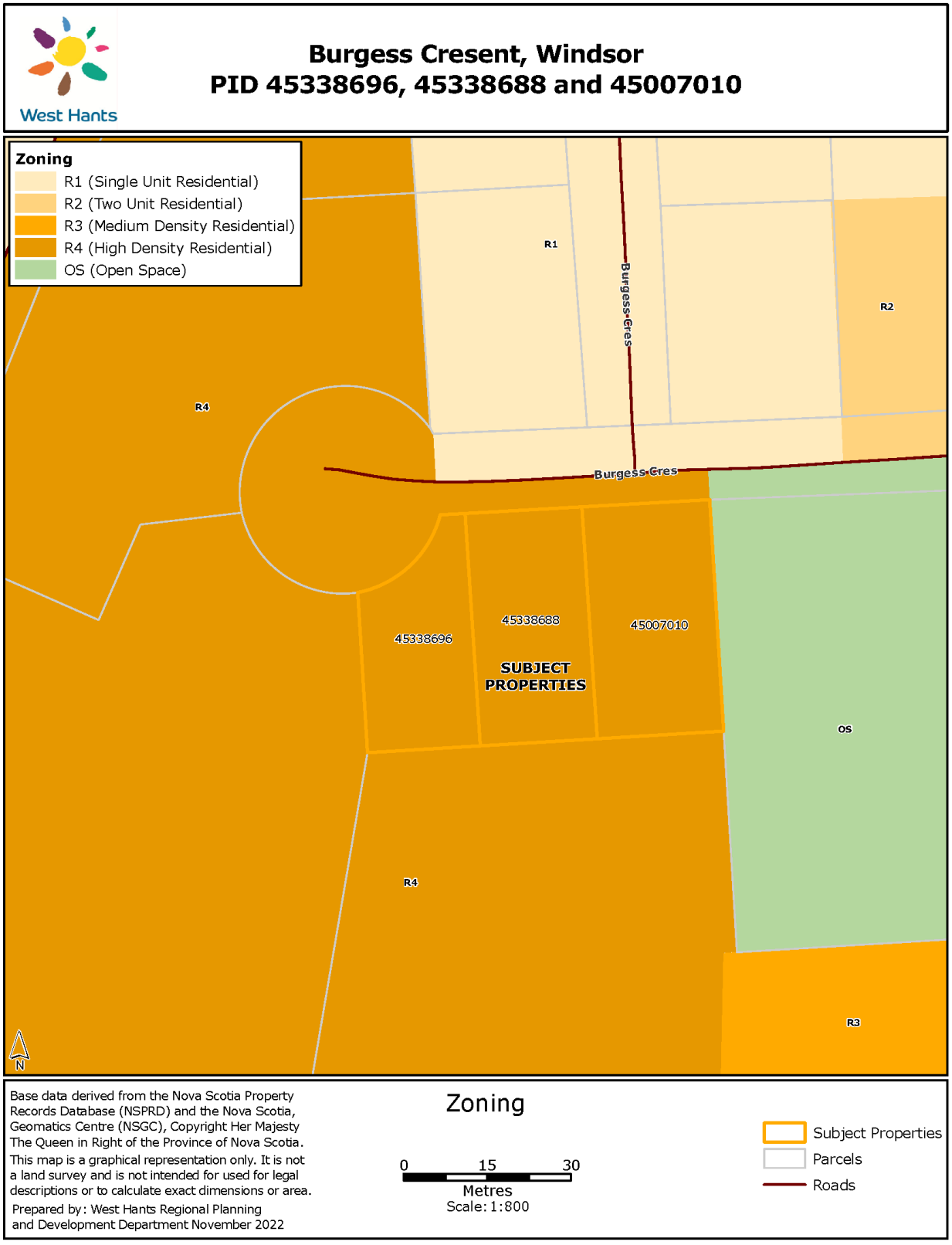


Figure 2 – Windsor Zoning Map Extract (Pre-consolidation of lots)



Attachment A – Policy Summary for Development Agreement

Policy 5.4.5 *It shall be the policy of Council to require adequate recreational space for multiple unit residential development.*	The amount of recreational space provided in the proposal exceeds the amount of recreational space required by the Windsor Land Use By-law. The Development Officer commented that they had no concerns regarding the recreational space provided for the proposed multiple unit residential development.
Policy 5.4.6 *It shall be the policy of Council to consider entering into a development agreement to allow, in the Residential designation, new multiple unit residential development consisting of three or more units, grouped dwellings, boarding houses and residential care facilities, as well as the conversion of existing buildings to three or more units, subject to the following:*	
(a) the proposed use meets one of the following:	
(i) in the case of a new building or the conversion of an existing non-residential building, that the development is generally consistent with the High Density Residential (R-4) zone standards; or	The proposed development is consistent with the High Density Residential (R-4) zone standards, except for the minimum lot area. The proposal is of a similar bulk and scale to other buildings that would be permitted in the High Density Residential (R-4) zone. The Development Officer also commented that they had no concerns regarding the adequacy of the dimensions or shape of the lot for the proposed use.
(ii) in the case of a conversion of an existing residential building, that any addition or enlargement to the building meets the setback requirements of the zone in which it is located, or that any undersized setbacks are not further reduced by the addition or enlargement;	N/A
(b) the height, bulk, lot coverage and appearance of any building is compatible with adjacent land uses;	The surrounding land uses are primarily residential dwellings of various densities. The proposed development is compatible with other nearby land uses. The Development Officer commented that they had no concerns regarding the height, bulk, or lot coverage.
(c) the development is considered compatible with the residential character of the area with respect to traffic generation and population density;	The Municipal Traffic Authority commented that they had no concerns regarding the compatibility of the

	proposed development with respect to traffic generation.
(d) consideration is given to the provision of fences and/or landscaping as part of the residential development to minimize effects on adjacent land uses;	Provisions for landscaping have been included within the draft development agreement.
(e) adequate on-site parking is provided and parking areas are well designed;	The Development Officer commented that the parking provided is considered adequate.
(f) there is adequate on-site recreational open space suitable in extent and design to the nature of the development; for conversion of existing buildings, nearby public parks may be deemed sufficient;	The amount of recreational space provided in the proposal exceeds the amount of recreational space required by the Windsor Land Use By-law. The Development Officer commented that they had no concern regarding the adequacy of on-site recreational space.
(g) the development abuts an arterial or collector street as shown on the Transportation Map (Map 2), if the development consists of 12 or more units;	The development does not directly abut an arterial or collector street, however it is located close to both Payzant Drive, an existing collector street and a proposed collector street as seen on the Future Streets Conceptual Plan. In addition, the Municipal Traffic Authority had no concerns regarding traffic generation from this proposal.
(h) the architectural design of the development is reasonably consistent with the provisions of the Architectural Design Manual if the proposed development is located in an Architectural Control District;	N/A
(i) in the case of the conversion of an existing structure, renovations can be made to ensure the safety of residents in case of fire;	N/A
(j) any other matter which may be addressed in a development agreement; and	All relevant matters have been addressed in this report.
(k) the provisions of Policy 16.3.1 of the Municipal Planning Strategy.	See Policy 16.3.1 below.
Policy 5.5.1 In any residential zone, Council may consider permitting dwellings in excess of three storeys by development agreement, subject to the following conditions:	

(a) the side yards are at least one-half the height of the building;	The proposed building is 36 ft in height and has side yards of 18 ft.
(b) the building will in no instance exceed 80 ft (24.38 m) in height;	The proposed building is 36 ft in height.
(c) the building design, height and scale is compatible with the surrounding area;	The proposed building has 4 storeys, however, it will only be 36 ft in height, which is only slightly taller than the 35 ft of height which is usually permitted as-of-right. The Development Officer commented that they had no concerns regarding the height or scale of the development.
(d) any other matter which may be addressed in a development agreement; and	All relevant matters have been addressed in this report.
(e) the provisions of Policy 16.3.1 of the Municipal Planning Strategy.	See Policy 16.3.1 below.

Policy 16.3.1 *In considering development agreements and amendments to the Town of Windsor Land Use By-law, in addition to the criteria set out in various policies of this Strategy, Council shall consider:*	
(a) whether the proposal is considered premature or inappropriate in terms of:	
(i) the adequacy of sewer and water services;	The Municipal Project Engineer commented that they had no concerns regarding the adequacy of water and sewer services.
(ii) the adequacy of school facilities;	Comments from the School Board have not yet been received as of the writing of this report. However, staff do not anticipate any concerns with regard to the adequacy of school facilities.
(iii) the adequacy of fire protection;	The Manager of Building and Fire Inspection Services commented that they had no concerns regarding the adequacy of fire protection. The Windsor Fire Chief commented that they would like to see access to the back of the building. Staff have included fire safety provisions in the development agreement to address this concern.

(iv) the adequacy of road networks adjacent to, or leading to the development; and	The Municipal Traffic Authority commented that they had no concerns regarding the adequacy of road networks adjacent to or leading to the development.
(v) the financial capacity of the Town to absorb any costs relating to the development.	There are no anticipated costs to the Municipality regarding this development.
(b) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;	The Municipal Traffic Authority commented that they had no concerns regarding the suitability of any aspect of movement.
(c) the adequacy of the dimensions and shape of the lot for the intended use;	The Development Officer commented that they had no concerns regarding the adequacy of the dimensions or shape of the lot.
(d) the pattern of development which the proposal might create;	The proposed development is a multiple unit residential building to be built in the High Density Residential (R-4) zone. The Development Officer commented that they had no concerns regarding the pattern of development.
(e) the suitability of the area in terms of steepness of grade, soil and geological conditions, location of water courses, wetlands, and susceptibility of flooding;	Staff noted no issues at the time of the site visit.
(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; and	All Municipal, Provincial, and Federal regulations will have to be met.
(g) any other matter required by relevant policies of this Strategy.	All relevant matters have been addressed in this report.

Attachment B - Draft Development Agreement

DEVELOPMENT AGREEMENT

THIS AGREEMENT made this day of , 2023.

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 -

3329179 Nova Scotia Limited, a body corporate with a head office at 6 Main Avenue, Halifax, in the County of Halifax, Province of Nova Scotia,

(Hereinafter referred to as the "Owner")

OF THE SECOND PART

WHEREAS the Owner is the registered owner of the parcel of land located on Burgess Crescent (PID 45338688) hereinafter referred to as the "Property", which lands are more particularly described in Schedule A attached hereto; and

WHEREAS the Property is designated Residential on the Generalized Future Land Use Map of the Windsor Municipal Planning Strategy (September 21, 2005) (the "Municipal Planning Strategy")

and zoned High Density Residential (R-4) on the Zoning Map of the Windsor Land Use By-law (September 21, 2005) (the "Land Use By-law")*;* and

WHEREAS the Owner has requested that the Municipality enter into a development agreement to permit a 28-unit residential dwelling on the Property (the "Development") and Section 6.1 (b) of the Land Use By-law enables Council to consider a development agreement for multiple unit residential development consisting of three or more units in a Residential designation; and

WHEREAS the Council of the Municipality, at a meeting held on Month Day, 2023, approved this request;

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:

(a) "Multiple Unit Residential Building" means a building or part thereof, other than a converted dwelling, consisting of three or more dwelling units, which have a common entrance from the street level.

1.2 Schedules

The following attached schedules shall form part of this agreement:

Schedule A - Legal Description

Schedule B - Site Layout

1.3 Municipal Planning Strategy, Land Use By-law and Subdivision By-law

(a) *Municipal Planning Strategy* means the Windsor Municipal Planning Strategy, effective on September 21, 2005, as amended, or successor By-laws;

(b) *Land Use By-law* means the Windsor Land Use By-law, effective on September 21, 2005, as amended, or successor By-laws;

(c) *Subdivision By-law* means the Windsor Subdivision By-law, effective on March 21, 2012, as amended, or successor By-laws.

PART 2 DEVELOPMENT REQUIREMENTS

2.1 Use

The Parties agree that uses on the Property shall be limited to the following:

(a) those uses permitted by the underlying zoning in the Land Use By-law;

(b) residential development in one building, consisting of 20 apartment dwelling units and 8 townhouse dwelling units; and

(c) underground parking and surface parking for use of the main building.

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

(a) The development location and design shall be generally consistent with the site plan shown in Schedule B.

(b) The Development Officer may approve minor changes to the location of the main building or other aspects of the site plan provided the side yards are not decreased.

2.3 Site Requirements

(a) The multiple unit residential building shall conform to the following site requirements:

Minimum front yard	35 ft (10.67 m)
Minimum rear yard	35 ft (10.67 m)
Minimum side yard	18 ft (5.49 m)
Maximum storeys of main building	4 storeys
Maximum height of main building	36 ft (10.97 m)
Maximum height of accessory building	15 ft (4.57 m)

(b) Accessory buildings are permitted in accordance with Section 5.1 of the Land Use By-law, Accessory Buildings and Structures.

2.4 Access and Egress

(a) The vehicular entrance and exit for the Property shall be in general conformance with the entrance and exit shown on Schedule B.

(b) The vehicular entrance and exit shall be clearly demarcated and paved.

2.5 Parking

(a) The Owner shall provide a minimum of one and one-half (1.5) parking spaces per dwelling unit on the Property and parking spaces shall be generally located as shown on Schedule B.

(b) Parking may be provided either under the buildings or outside at grade.

(c) Each parking space shall be a minimum of 9 by 20 feet (2.7 m by 6.1 m) exclusive of driveways and manoeuvring aisles.

(d) Parking aisles shall be a minimum of 20 feet (6.1 m) wide.

(e) Parking spaces and aisles shall be constructed of concrete, asphalt, brick or other hard surface paver.

(f) The number, location and arrangement of parking spaces, aisles and driveways may be varied by the Development Officer.

2.6 Recreational Space

A minimum of 6960 sq ft of private recreational space shall be provided on the Property and may include:

(a) individual balconies; and

(b) common use landscaped areas in accordance with the Site Plan attached as Schedule B.

2.7 Signs and Lighting

Signage and illumination shall be regulated under Sections 5.18 and 7.0 of the Land Use By-law, *Illumination* and *Signs*, 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 ensure there is no light spilling, glare or light cast over neighbouring properties or the street.

2.8 Maintenance

The Owner shall keep the Property and building 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 Landscaping

The Owner shall:

(a) keep all undeveloped areas of the Property landscaped which may include grass, shrubs, trees or other appropriate vegetative cover.

(b) provide a landscaped area at least 10 ft. (3.05 m.) deep that runs the length of and directly abuts the front lot line along Burgess Crescent, excluding driveway openings and walkways.

(c) the landscaped area required in Section 2.9 (b) shall be grassed, or other appropriate vegetative ground cover used. New trees shall have a minimum diameter of 2 in. (5.08 cm.) measured at 4.5 ft. above the surrounding grade and a minimum height of 5 ft. (1.52 m.). Where possible, existing trees may be retained and included in the calculation of plantings required.

2.10 Servicing

(a) **Waste Collection**

(i) The Owner shall make provisions for private waste collection of any excess waste as determined by the Windsor Solid Waste By-law for the Property.

(ii) The Owner shall keep any outdoor storage of garbage in an enclosed structure or in some way adequately screened so as not to be visible from nearby properties and abutting roads and it shall not be located closer than 10 ft (3.05 m) to an abutting property.

(b) **Water and Sewer Services**

The development must connect to Municipal water and sewer service. Detailed design plans of the water and sewer servicing connections and layout shall be in accordance with the Municipal Services Specifications Manual and shall be submitted to the Municipal Engineer for approval prior to construction.

2.12 Fire Safety

(a) No development permit shall be issued until the location and connection design of any fire hydrant(s) to the municipal water supply have been approved by the water utility, in consultation with the district Fire Chief.

(b) All curbs shall be designed to be mountable by emergency services vehicles.

(c) All access routes shall be kept clear of overhead obstructions and wires and be maintained by the Owner to allow unimpeded access to the property by emergency services vehicles, unless otherwise agreed to by the Fire Chief.

(d) The proposed driveway may be altered to meet fire safety access requirements as determined by the Fire Chief and the Manager of Building and Fire Inspection Services.

PART 3 CHANGES and DISCHARGE

3.1 The Owner shall not vary or change the use of the Property from that provided for in Section 2.1 of this Agreement, *Use*, 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 intended effect of these aspects of this agreement.

3.3 The following matters are substantive matters:

(a) the uses permitted on the Property as listed in Section 2.1 *Use*;

(b) the fire safety requirements listed in Section 2.12, Fire Safety; and

(c) the landscaping requirements in Section 2.9, *Landscaping.*

3.4 Notwithstanding the foregoing, discharge of this agreement is not a substantive matter and this agreement may be discharged by Council without a public hearing.

3.5 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 Development,* 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 twenty-four (24) months; or

(c) at any time upon the written request of the Owner, provided the use of the Property is in accordance with the Land Use By-law or a new Agreement has been entered into.

3.6 Council may discharge this Agreement 30 days after a Notice of Intent to Discharge has been given.

PART 4 IMPLEMENTATION

4.1 Commencement of Development

(a) The Owner may not commence any construction or use on the Property 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 twenty four (24) 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 in accordance with Section 229 of the Municipal Government Act, 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 Owners' 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 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 Bylaws 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 Property (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 neutral gender shall include the masculine and feminine.

(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.

(c) References to particular sections of statutes and bylaws shall be deemed to be references to any successor legislation and bylaws even if the content has been amended, unless the context otherwise requires.

5.4 Municipal Responsibility

(a) The Municipality does not make any representations to the Owner about the suitability of the Property 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 Owner in writing. In the event that the Owner has 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 registering this Agreement and all costs associated with any amendment thereof.

5.7 Development Agreement Bound to Land

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 in accordance with Section 229 of the *Municipal Government Act*.

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 3329179 NOVA SCOTIA LIMITED, 6 MAIN AVENUE, HALIFAX, NOVA SCOTIA, B3M 1A1, or at any other address provided by the Owner in writing.

(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, NS, B0N 2T0, or at any successor address provided by the Municipality to the Owner in writing.

5.10 Full Agreement

This agreement constitutes the entire agreement and contract entered into by the Municipality and the Owners. 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	**) WEST HANTS REGIONAL**
In the presence of:	) **MUNICIPALITY**
	)
	)

	)
_____	) Per: _____
Witness	) Abraham Zebian, Mayor
	)
	)
_____	) Per: _____
Witness	) Deanna Snair, Municipal Clerk
	)
	)
	) **3329179 NOVA SCOTIA LIMITED**
	)
	)
_____	) Per: _____
Witness	) Floran Lambie

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS

ON THIS day of , A.D. 2023, 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 presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

ON THIS day of , A.D. 2023, 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 presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS

ON THIS day of , A.D. 2023, 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**, Floran Lambie**, one of the parties thereto, signed, sealed and delivered the same in presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

AFFIDAVIT OF CLERK

WEST HANTS REGIONAL MUNICIPALITY

I, Deanna Snair 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).

I certify that on this _____, 2023
the Municipal Clerk, Deanna Snair came before me, made oath,
and swore the foregoing affidavit at
_____, Nova Scotia.

_____
A BARRISTER/COMMISSIONER OF THE
SUPREME COURT OF NOVA SCOTIA
Print name/affix seal

_____
Deanna Snair, Clerk

Canada
Province of Nova Scotia

AFFIDAVIT & PROOF OF EXECUTION (CORPORATE)

I, Floran Lambie, Nova Scotia, make oath and say that:

1. I Floran Lambie 3329179 NOVA SCOTIA 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 Registration 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 _____, 2023
the Deponents came before me, made oath,
and swore the foregoing affidavit at
_____, Nova Scotia.

_____ _____

A BARRISTER/COMMISSIONER OF THE SUPREME COURT OF NOVA SCOTIA

Floran Lambie, President

Schedule A
Legal Description – PID 45338688

Registration County: HANTS COUNTY

Street/Place Name: BURGESS CRESCENT /WINDSOR

Title of Plan: PLAN OF SURVEY OF LOT 74 - 76 CONSOLIDATION OF LOTS 74 75 & 76 LANDS CONVEYED TO 3329179 NOVA SCOTIA LTD BURGESS CRES WINDSOR

Designation of Parcel on Plan: LOT 74-76

Registration Number of Plan: 121776729

Registration Date of Plan: 2022-12-13 10:23:45

*** Municipal Government Act, Part IX Compliance ***

Compliance:

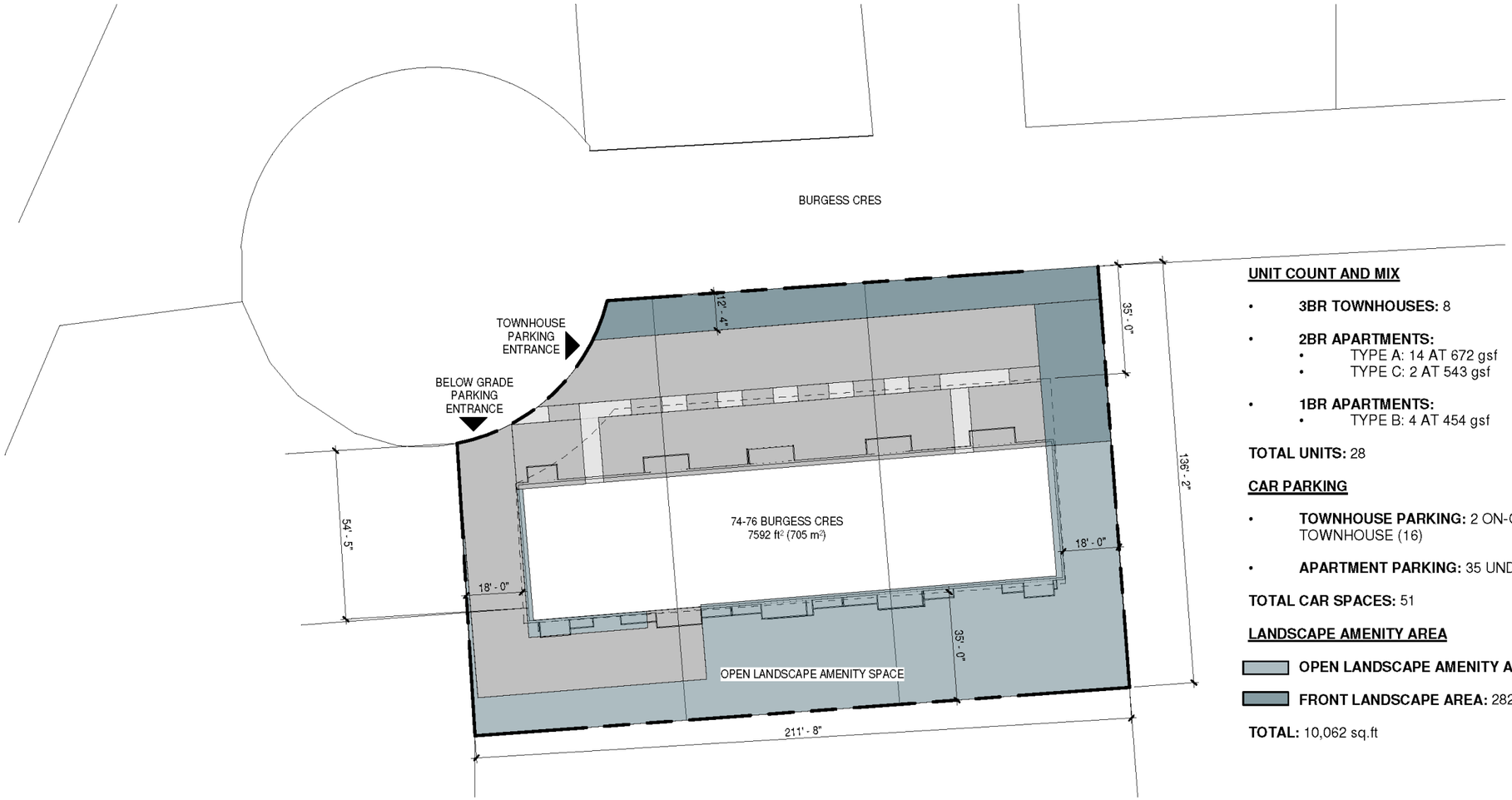
The parcel is created by a subdivision (details below) that has been filed under the Registry Act or registered under the Land Registration Act

Registration District: HANTS COUNTY

Registration Year: 2022

Plan or Document Number: 121776729

Schedule B
Site Plan



1 SITE PLAN
1 : 400

UNIT COUNT AND MIX

- **3BR TOWNHOUSES:** 8
- **2BR APARTMENTS:**
  - TYPE A: 14 AT 672 gsf
  - TYPE C: 2 AT 543 gsf
- **1BR APARTMENTS:**
  - TYPE B: 4 AT 454 gsf

TOTAL UNITS: 28

CAR PARKING

- **TOWNHOUSE PARKING:** 2 ON-GRADE SPACES PER TOWNHOUSE (16)
- **APARTMENT PARKING:** 35 UNDERGROUND SPACES

TOTAL CAR SPACES: 51

LANDSCAPE AMENITY AREA

OPEN LANDSCAPE AMENITY AREA: 7238 sq.ft

FRONT LANDSCAPE AREA: 2824 sq.ft

TOTAL: 10,062 sq.ft

74-76 BURGESS CRES PRELIMINARY SET

TEAL Architects+Planners Inc.

N

0 10 m

16 AUGUST 2022

SITE PLAN

ASK-1

Attachment C – Public Information Meeting Notes

December 8 - December 22, 2022

File # 22-20: Burgess Crescent, Windsor (PIDs 45338696, 45338688, and 45007010)* – Development Agreement

Meeting date and time	A public information meeting was held on December 8, 2022 beginning at 6:29 p.m. The meeting was broadcast live on the Municipal Facebook page.
File Number	22-20
Attending	In attendance: One (1) Councillor: • Councillor Jim Ivey One (1) Member of PAC/HAC • Member Nicholls (Chair) Four (4) members of staff: • Director LeMay • Planner Poirier • Planner Dunphy • Meeting Secretary Lake No members of the public were present for this meeting.
Applicant Mark Higgins **Property** Burgess Crescent, Windsor (PIDs 45338696, 45338688, and 45007010)	Planner Dunphy outlined the application to allow a proposed multiple unit residential building by development agreement. Mark Higgins, the applicant, explained how there was an opportunity to develop housing and they looked for an appropriate density to meet the requirements of the Municipality.
Comments	Comments from the public could be submitted to Alex Dunphy by mail, e-mail and telephone between December 8 – December 22, 2022. Staff received no comments from the public.
Adjournment	The presentation portion of the PIM ended at approximately 6:35 p.m.

*These PIDs have now been consolidated to PID 45338688.

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, Senior Planner

Date: 2023-01-24

Subject: Development Agreement: 4190 Hwy 1, Garlands Crossing PID 45003357; File #22-30 B

LEGISLATIVE AUTHORITY

Section 230 of the Municipal Government Act.

RECOMMENDATION

Should Council wish to proceed to Public Hearing, 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 permit a four (4) storey apartment building containing 21 apartment units, roof top recreation space and up to 3,000 sq. ft. of commercial space on PID 45003357 in Garlands Crossing in a manner substantively the same as the draft set out in Appendix A of the report File #22-30 B to Council dated January 24, 2023.

…that Council requires that the development agreement with Jean Alphonse of Jovana Construction Limited for PID 45003357 in Garlands Crossing be signed within 120 days from the date of final approval by Council or the date that any appeals have been disposed of; otherwise this approval will be void and obligations arising hereunder shall be at an end.

BACKGROUND

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

	Opinion ☐				

A completed application was received on November 7, 2022, from Monica Sweetapple of Nuvo Architecture and Interiors on behalf of the property owner Jean Alphonse of Jovana Construction Limited. The application is to consider permitting a four (4) storey apartment building containing 21 apartment units, roof top recreation space and up to 3,000 sq. ft. (278.71 sq. m.) of commercial space on PID 45003357 in Garlands Crossing. The lot is currently occupied by the Gold House Chinese Restaurant and is owned by Jovana Construction Limited; Mr. Alphonse is the President of that company. The existing building would be demolished to accommodate the proposed development.

DISCUSSION

A Public Information Meeting was held on December 8, 2022.

On January 12, 2023 staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A). The Committee discussed a few details of the application including the proposed accessible units, recreational space, parking spaces, and required geotechnical study. The Committee discussed the site plan and requested an additional clause be added to the draft development agreement to ensure the parking spaces surrounding the new building were constructed in a way to prohibit through traffic to abutting properties. PAC/HAC passed the following motion on January 12, 2023:

> …that PAC/HAC recommends that Council gives First Reading and will hold a Public Hearing to consider entering into a development agreement to permit a four (4) storey apartment building containing 21 apartment units, roof top recreation space and up to 3,000 sq. ft. of commercial space on PID 45003357 in Garlands Crossing, provided there is no through traffic to neighbouring lots particularly the gas station, in a manner substantively the same as the draft set out in Attachment C of the report File #22-30 to the Planning and Heritage Advisory Committee dated January 12, 2023.

A clause requiring the parking spaces along the lot lines to be constructed in a manner which prohibits through traffic to abutting properties has been added to Section 2.5 (a) of the development agreement attached to this report as Appendix A.

NEXT STEPS

The process for this application is as follows:

Process
Staff Review

▼

Public Information Meeting – December 8

▼

PAC/HAC receives staff report and PIM Notes
PAC/HAC Review and Recommendation – January 12

▼

Regional Council First Reading – January 24

▼

Public Hearing & Second Reading – February 28*

▼

Notice of Approval in Local Paper

▼

14-Day Appeal Period

*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

There are no anticipated costs to the Municipality in regard to this development.

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 or as specifically revised by direction of Council;
- provide alternative direction such as requesting further information on a specific topic.

APPENDICIES

Appendix A	Revised Draft Development Agreement
Appendix B	2023-01-12 Staff Report Development Agreement: 4190 Hwy 1, Garlands Crossing PID 45003357; File #22-30

CHIEF ADMINISTRATIVE OFFICER REVIEW

The report and draft Development (DA) highlight the redevelopment of a prominent site in the Three Mile Plains Growth Center which will include a four (4) storey building with ground level commercial space.

The DA comments on several matters influencing the construction and ongoing operational standards for the development. The only component I would raise for Council to reflect upon is the hours of operation for the commercial component. The current language would restrict all potential commercial uses or tenant to operate or be open from 7am to 9pm. While considering the potential commercial uses of the ground level space having a "closing time" of 9pm may be restrictive. If a commercial activity such as a licensed restaurant wanted to stay open past 9pm they would have to apply for an amendment to the DA.

I support the recommendation with the suggestion Council reflect upon the hours of use for the commercial component.

Report Prepared by: _____
Sara Poirier, Senior Planner

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

Report Approved by:
Mark Phillips, Chief Administrative Officer

Appendix A

West Hants

DEVELOPMENT AGREEMENT

THIS AGREEMENT made this day of , 2023.

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 -

JOVANA CONSTRUCTION LIMITED a body corporate, with a head office at 6123 Lady Hammond Road, in the County of Halifax, Province of Nova Scotia,

(Hereinafter referred to as the "Owner")

OF THE SECOND PART

WHEREAS the Owner is the registered owner of a parcel of land located at 4190 Highway 1, Garlands Crossing (PID 45003357) hereinafter referred to as the "Property", which lands are more particularly described in Schedule A attached hereto; and

WHEREAS the Property is designated Commercial Core on the Generalized Future Land Use Map of the West Hants Municipal Planning Strategy (the "Municipal Planning Strategy") and zoned Highway Commercial (HC) on the Zoning Map of the West Hants Land Use By-law (the "Land Use By-law"), and is within the Commercial Development District and the Three Mile Plains Growth Centre; and

WHEREAS the Owner has requested that the Municipality enter into a development agreement to permit a four (4) storey apartment building containing up to 21 apartment units and up to 3,000 sq. ft. (278.71 sq. m.) of commercial space on the Property (the "Development"); and

WHEREAS Policy 5.3.8 of the Municipal Planning Strategy and Section 6.1 (c) of the Land Use By-law enable Council to consider entering into a development agreement to allow multiple unit residential development greater than three storeys in height in the Three Mile Plains Growth Centre; and

WHEREAS the Council of the Municipality, at a meeting held on Month Date, 2023 approved this request and adopted this Agreement by policy, subject to the execution of this development agreement by the parties hereto and the other conditions herein;

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 Bylaw, except those as defined as follows:

(a) "Qualified site professionals" includes professional engineers, architects and/or hazardous materials professionals.

1.2 Schedules

The following attached schedules shall form part of this Agreement:

Schedule A - Legal Description

Schedule B – Site Plan

1.3 Municipal Planning Strategy, Land Use By-law and Subdivision By-law

(a) *Municipal Planning Strategy* means the Municipal Planning Strategy of the Municipality of the District of West Hants, effective on June 26, 2008, as amended, or successor By-laws;

(b) *Land Use By-law* means the Land Use By-law of the Municipality of the District of West Hants, effective on June 26, 2008, as amended, or successor By-laws;

(c) *Subdivision By-law* means the Subdivision By-law of the Municipality of the District of West Hants, approved on June 26, 2008, as amended, or successor By-laws.

PART 2 DEVELOPMENT REQUIREMENTS

2.1 Use

(a) The Parties agree that uses on the Property shall be limited to the following:

(i) those uses permitted by the underlying zoning in the Land Use By-law; and

(ii) an apartment building containing 21 apartment units, roof top recreation space, and up to 3,000 sq. ft. (278.71 sq. m.) gross floor area on the ground floor for commercial uses which shall be limited to the following commercial uses:

- Arts and crafts studios including photography
- Banks and financial institutions
- Clubs and community organizations
- Commercial schools
- Day care centres, licensed or non-licensed
- Dry cleaning and laundry establishments
- Entertainment, recreation and assembly uses within a wholly enclosed building
- Licensed liquor establishments
- Offices
- Post offices and postal outlets
- Repair and rental establishments
- Restaurants, excluding drive-through restaurants
- Retail stores
- Service and personal service shops
- Veterinary clinics and animal hospitals

Except as otherwise provided in this Agreement, the provisions of the Land Use By-law and Subdivision By-law apply to any development undertaken pursuant to this Agreement.

2.2 Development Location and Design

(a) Prior to the construction of the new building as shown on Schedule B, all existing buildings shall be demolished, and the materials disposed of in accordance with the law and under direction of qualified site professionals.

(b) The Development location and design shall be generally consistent with the Site Plan shown in Schedule B.

(c) No buildings shall be developed on the easement in favour of the Municipality as shown on the Site Plan in Schedule B. Balconies or other building features shall not be permitted to project into the area of the lot subject to the easement unless otherwise approved in writing by the Municipal Department of Public Works.

(d) The Development Officer may approve in writing minor changes to the location of the Building or other aspects of the Site Plan provided the side yards are not decreased and no building is proposed to be constructed on the Municipal easement. Changes to the Site Plan may also be approved in writing in accordance with reports generated in Section 2.3 (e) and 2.8, *Site Drainage,* of this Agreement provided the side yards are not decreased and no building is proposed to be constructed on the Municipal easement.

2.3 Site Requirements

(a) The Building shall conform to the following requirements:

Minimum Front Yard	25 ft. (7.62 m.)
Minimum Rear Yard	25 ft. (7.62 m.)
Minimum Side Yard	15 ft. (4.57 m.) or one-half the height of the building whichever is greater
Maximum Storey of Main Building	4 storeys
Maximum Building Height	50 ft. (15.24 m.)
Maximum Height of Accessory Building	15 ft. (4.57 m.)

(b) Accessory buildings are permitted in accordance with Section 5.1 of the Land Use By-law, *Accessory Buildings and Structures*.

(c) A minimum of 4,500 sq. ft. (418.06 sq. m.) of usable recreation space as outlined in Section 2.7, *Recreational Space*, shall be required.

(d) The Owner shall keep all undeveloped areas of the Property landscaped.

(e) No development permit shall be issued until the Owner provides to the Development Officer a geotechnical study prepared by a qualified site professional that outlines the geotechnical investigations conducted on site, confirms the suitability of the site for the proposed development and provides recommendations to the Owner on how to construct the building based on the site conditions.

2.4 Access and Egress

(a) The Owner shall develop, construct, and maintain the driveway in the Development in general conformance with the driveway shown on Schedule B.

(b) The driveway shown on Schedule B shall provide a maximum width of 26 ft. (8 m.) and shall have a minimum paved surface width of 20 ft. (6.09 m.), unless otherwise approved in writing by the Provincial Department of Public Works. The vehicular entrance and exit shall be clearly demarcated.

2.5 Parking

(a) All parking spaces for vehicles using the Property shall be located on the lot and shall be generally located as shown on Schedule B. Parking spaces located along the lot line shall be constructed in a manner which prohibits through traffic to abutting properties.

(b) The Owner shall provide a minimum of one (1) parking space per dwelling unit on the Property and a minimum of one (1) parking space for every 360 sq. ft (33.45 sq. m.) gross floor area dedicated to commercial uses on the Property.

(c) Parking aisles and spaces shall be constructed so as to create a stable surface for vehicle traffic and be clearly demarcated and lined by the Owner. They may be constructed using permeable construction materials to assist with stormwater retention.

(d) Each parking space shall be a minimum of 9 ft. by 20 ft. (2.7 m. by 6.1 m.) exclusive of driveways and manoeuvring aisles. Parking aisles shall be a minimum of 20 ft. (6.1 m) wide.

(e) No parking spaces, driveways or parking aisles shall be located within 16.4 ft. (5 m.) of the front lot line unless otherwise approved in writing by the Provincial Department of Public Works.

(f) The number, location and arrangement of parking spaces may be varied in writing by the Development Officer in accordance with Section 2.13, *Variance*, of this Agreement.

2.6 Fire Safety

(a) No development permit shall be issued until the location and connection design of any fire hydrant(s) to the municipal water supply has been approved by the water utility, in consultation with the district Fire Chief.

(b) All curbs shall be designed to be mountable by emergency services vehicles.

(c) All access routes shall be kept clear of overhead obstructions and wires and be maintained by the Owner to allow unimpeded access to the Property by emergency services vehicles, unless otherwise agreed to in writing by the Fire Chief.

2.7 Recreational Space

(a) A minimum of 4,500 sq. ft. (418.06 sq. m.) of private recreational space shall be provided on the Property and may include:

(a) individual balconies;

(b) roof top recreation space; and

(c) common use landscaped areas.

2.8 Site Drainage

(a) No development permit shall be issued until the Owner provides to the Development Officer a stormwater management plan that satisfies the Municipal Engineer that historical flooding patterns and area drainage systems have been considered and that storm water discharge will balance pre- and post-construction flows to ensure there is no negative impact on downstream properties. If the stormwater management plan provided by the Owner does not in fact balance pre-and post-construction flows to ensure the absence of such impacts the Owner shall undertake such remediation as the Municipal Engineer may reasonably require.

(b) The Owner shall undertake all construction activities in accordance with an erosion and sedimentation control plan prepared by a Professional Engineer, unless otherwise directed by Nova Scotia Environment, and also agrees to assume sole responsibility for compliance with all regulations of Nova Scotia Environment.

2.9 Servicing

(a) Waste Collection

(i) No Municipal garbage collection will be provided to the Development. The Owner shall have sole responsibility for collecting, storing and disposing of garbage and other recycling or waste items from the Development.

(ii) The Owner shall keep any outdoor storage of garbage in an enclosed structure or in some way adequately screened so as not to be visible from or cause a nuisance to nearby properties and abutting roads and it shall not be located closer than 10 ft. (3.05 m.) to an abutting property.

(b) Water and Sewer Services

(i) The Building shall be serviced with water and sewer services provided by West Hants Regional Municipality authorized by the Municipal Engineer. Detailed design plans of the water and sewer servicing connections and

layout shall be in accordance with the Municipal Services Specifications Manual and shall be submitted to the Municipal Engineer for approval prior to construction.

(ii) The Owner shall be responsible for constructing, installing and maintaining the water and sewer services on the Property, except the Municipal owned infrastructure within the Municipal easement as shown on the Site Plan in Schedule B.

(c) Snow Plowing

The Owner shall have sole responsibility for snow plowing within the Development.

2.10 Maintenance

(a) The Owner shall keep the Property 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.

(b) The Owner shall maintain the driveway to a standard adequate to allow for access by emergency services vehicles.

2.11 Signs and Lighting

Signage and illumination shall be regulated under Sections 5.18 and 7.0 of the Land Use By-law, *Illumination* and *Signs*, which control lighting, size, location, and number of signs. Exterior lighting for driveways, parking areas, signs or structures shall be shielded and directed downward to ensure there is no light spilling, glare or light cast over neighbouring properties or the street.

2.12 Hours of Operation

The hours of operation for the commercial uses within this Development shall be limited to between 7:00 a.m. and 9:00 p.m. daily, inclusive.

2.13 Variance

In accordance with Section 5.48 of the Land Use By-law, *Variance*, the Development Officer may grant a variance for one or more of the following requirements subject to the requirements of the *Municipal Government Act*:

(i) minimum required yard dimensions except side yard requirements as required in Section 2.2 (c) of this Agreement;
(ii) number of parking spaces required; and

(iii) floor area occupied by a home-based business; and
(iv) height and area of a sign.

PART 3 CHANGES AND DISCHARGE

3.1 The Owner shall not vary or change the use of the Property from that provided for in Section 2.1 of this Agreement, *Use*, 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 intended effect of these aspects of this Agreement.

3.3 The following matters are substantive matters:

(a) the uses permitted on the Property as listed in Section 2.1, *Use*;
(b) subject to Section 2.13, the minimum side yard requirements and maximum building height as listed in Section 2.3 (c);
(c) the geotechnical study requirements as listed in Section 2.3 (e);
(d) the fire safety requirements as listed in Section 2.6, *Fire Safety*;
(e) the stormwater management plan requirements as listed in Section 2.8, *Site Drainage*; and
(f) hours of operation for the commercial uses as listed in Section 2.12, *Hours of Operation*.

3.4 Upon conveyance of land by the Owner to either:

(a) the road authority for the purpose of creating or expanding a public street over the Property; or

(b) the Municipality for the purpose of creating or expanding any municipally owned facility over the Property,

registration of the deed reflecting the conveyance shall be conclusive evidence that this Agreement shall be discharged as it relates to the public street or public facility, as the case may be, as of the date of registration with the Land Registry Office, but this Agreement shall remain in full force and effect for all remaining portions of the Property.

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 Development,* 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 twenty-four (24) months; or

(c) at any time upon the written request of the Owner, provided the use of the Property is in accordance with the applicable 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 Development

(a) The Owner may not commence any construction or use on the Property 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 twenty-four (24) 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 in accordance with Section 229 of the Municipal Government Act, 30 days after giving Notice of Intent to Discharge to the Owners. Upon the written request of the Owners, 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 Owners are bona fide delayed from commencing the development for reasons which are beyond the Owners' control, the determination of which shall be at the sole discretion of the Development Officer, then performance by the Owners is excused for the period of the delay and the time period for the Owners 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 Property (other than the Land Use By-laws 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.

(c) References to particular sections of statutes and by-laws shall be deemed to be references to any successor legislation and by-laws even if the content has been amended, unless the context otherwise requires.

5.4 Municipal Responsibility

(a) The Municipality does not make any representations to the Owner about the suitability of the Property 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 Owner in writing. In the event that the Owner has 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 registering this Agreement and all costs associated with any amendment thereof.

5.7 Development Agreement Bound to Land

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 in accordance with Section 229 of the *Municipal Government Act*.

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 Jean Alphonse, 6123 Lady Hammond Road, Halifax, Nova Scotia, B3K 0H6, 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, NS, B0N 2T0, or at any successor address provided by the Municipality to the Owner.

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) **WEST HANTS REGIONAL**
In the presence of:) **MUNICIPALITY**
)
)
)
_____ Per: _____
Witness) Abraham Zebian, Mayor
)
_____) Per: _____
Witness) Deanna Snair, Municipal Clerk
)
)
)
) **JOVANA CONSTRUCTION LIMITED**
)
)
_____ Per:_____
Witness) Jean Alphonse, President

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS

ON THIS day of , A.D. 2023, 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 **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. 2023, 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 **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. 2023, 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, **Jean Alphonse**, one of the parties thereto, signed, sealed and delivered the same in h presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

AFFIDAVIT OF CLERK

WEST HANTS REGIONAL MUNICIPALITY

I, Deanna Snair 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).

I certify that on this _____, 2023
the Municipal Clerk, Deanna Snair came before me, made oath,
and swore the foregoing affidavit at
_____, Nova Scotia.

_____ _____

A BARRISTER/COMMISSIONER OF THE SUPREME COURT OF NOVA SCOTIA

Deanna Snair, Clerk

Canada
Province of Nova Scotia

AFFIDAVIT & PROOF OF EXECUTION (CORPORATE)

I, Jean Alphonse, Nova Scotia, make oath and say that:

1. I Jean Alphonse of JOVANA CONSTRUCTION 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 Registration 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 _____, 2023
the Deponents came before me, made oath,
and swore the foregoing affidavit at
_____, Nova Scotia.

_____ _____

A BARRISTER/COMMISSIONER OF THE SUPREME COURT OF NOVA SCOTIA

JEAN ALPHONSE, President

Schedule A
Legal Description

ALL that lot of land situate at Garlands Crossing, in the County of Hants and Province of Nova Scotia, known as Lot CA shown and delineated on a plan of survey entitled Plan of Subdivision Parcel B Lands Conveyed to 2559464 Nova Scotia Limited Danny Chows Restaurant Parcel A Lands Conveyed to 3032149 Nova Scotia Limited, prepared by Bruce Lake, N.S.L.S., dated August 30th, 2003, approved by the Municipality of West Hants under Plan No. 31-03 on October 28th, 2003 and filed at the Office of the Registry of Deeds for the Registration District of Hants as Plan Number 8897 and being more particularly bounded and described as follows:

BEGINNING at a point on the western side of the Halifax to Windsor Highway, said point being the southeastern corner of lands of Irving Oil Company Limited, said point being also the northeastern corner of the lands herein described;

THENCE on a bearing North 79 degrees 17 minutes West a distance of 150 feet to an iron pipe set in the ground;

THENCE South 40 degrees 59 minutes 16 seconds West (Grid North) a distance of 74.81 feet to a survey marker;

THENCE South 35 degrees 27 minutes 20 seconds East (Grid North) a distance of 108.34 feet to a survey marker;

THENCE on a bearing North 86 degrees 39 minutes East a distance of 189 feet, more or less, to the Halifax to Windsor Highway aforesaid;

THENCE in a northerly direction along the western side of said Halifax to Windsor Highway a distance of 100 feet, more or less, to the point of beginning.

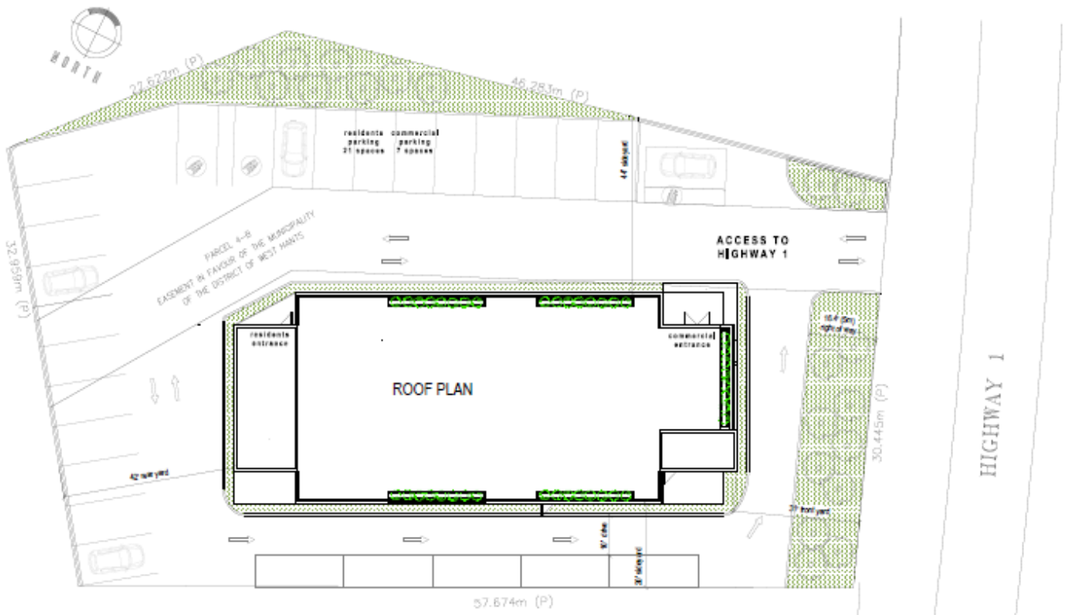
SUBJECT TO a right-of-way described in Deed recorded at the Registry of Deeds for Hants County on September 11th, 1996, in Book 788 at pages 402-405 inclusive, as document number 5378.

ALSO SUBJECT TO an easement record at the Registry of Deeds for Hants County in Book 341 at page 249, as document number 500861311.

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 County as plan number 8897.

Schedule B

Site Plan



SITE PLAN

nuvo
architecture & interiors ltd.
OFFICE LOCATION
5335 DUFFUS STREET
902 223 7322

Residential
Commercial Mix

4190 Highway1
Garlands Crossing
West Hants County

b	Development Agreement	Jan 4, 2023
a	Development Agreement	March 7, 2022

Revisions / Issues:

NOTES:

COPYRIGHT RELATED TO THE USE OF THIS DRAWING:

The use of this drawing shall be governed by standard copyright laws as generally accepted in architectural practice.

LICENSED ARCHITECT
NOVA SCOTIA ASSOCIATION OF ARCHITECTS
MONICA SWEETAPLE

case No.

title: SITE PLAN

scale: 1/32"=1'-0"

drawn by	chk'd by
MS	MS

page: A100

Appendix B

West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____
Sara Poirier, Senior Planner

Date: 2023-01-12

Subject: Development Agreement: 4190 Hwy 1, Garlands Crossing PID 45003357; File #22-30

LEGISLATIVE AUTHORITY

Section 230 of the Municipal Government Act.

RECOMMENDATION

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 entering into a development agreement to allow a four (4) storey apartment building containing 21 apartment units, roof top recreation space and up to 3,000 sq. ft. of commercial space on PID 45003357 in Garlands Crossing which is substantively the same as the draft set out in Attachment C of the report File #22-30 to the Planning and Heritage Advisory Committee dated January 12, 2023.

…that PAC/HAC recommends that Council require that the development agreement with Jean Alphonse of Jovana Construction Limited for PID 45003357 in Garlands Crossing be signed within 120 days from the date of final approval by Council or the date that any appeals have been disposed of; otherwise this approval will be void and obligations arising hereunder shall be at an end.

BACKGROUND

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

A completed application was received on November 7, 2022, from Monica Sweetapple of Nuvo Architecture and Interiors on behalf of the property owner Jean Alphonse of Jovana Construction Limited. The application is to consider a four (4) storey apartment building containing 21 apartment units, roof top recreation space and up to 3,000 sq. ft. (278.71 sq. m.) of commercial space on PID 45003357 in Garlands Crossing. The lot is currently occupied by the Gold House Chinese Restaurant and is owned by Jovana Construction Limited; Mr. Alphonse is the President of that company. The existing building would be demolished to accommodate the proposed development.

DISCUSSION

PID 45003357 is approximately 24,018 sq. ft. (2,231.35 sq. m.) in size. The lot is designated Commercial Core on the Generalized Future Land Use Map of the West Hants Municipal Planning Strategy (WHMPS) (Figure 1) and is within the Commercial Development District and Three Mile Plains Growth Centre. Part 5.5 of the WHMPS contains the overall intention for properties designated Commercial Core in the Three Mile Plains Growth Centre.

The lot is zoned Highway Commercial (HC) on the Zoning Map of the West Hants Land Use By-law (WHLUB) (Figure 2). Residential uses are permitted in the same building as commercial uses in the Highway Commercial (HC) zone. However, residential uses are restricted to two-thirds (66 percent) or less of the total floor area of the building, and the maximum height of main buildings permitted in the Highway Commercial (HC) zone is 35 ft (10.67 m).

The subject lot abuts properties zoned Highway Commercial (HC) and General Commercial (GC) and designated Commercial Core. These properties are within the Commercial Development District and Three Mile Plains Growth Centre.

Development Agreement

A development agreement is a contract between an owner of land and the Municipality to allow Council to consider a use that is not a listed permitted use within a zone on a specific lot. The ability for Council to consider a development agreement must be stated in the Land Use By-law and the Municipal Planning Strategy must identify the kinds of uses Council may consider in each area. Uses which Council may consider are those which Council has determined may have sufficient impact on an area that a negotiated process is required to ensure the potential impact

is minimized. In the Municipal Planning Strategy Council usually identifies both specific and general criteria which must be considered when making decisions regarding a development agreement.

A proposal being considered must be measured against only the specific and general criteria for the proposal in the Municipal Planning Strategy and not any other criteria.

West Hants Land Use By-law

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:

(c) multiple unit residential development greater than three storeys in height in the Three Mile Plains Growth Centre in accordance with Policy 5.3.8 of the Municipal Planning Strategy;

Proposed Development Agreement

The property owner would like to demolish the existing building on site and construct a new four (4) storey apartment building containing 21 apartment units, roof top recreation space, and up to 3,000 sq. ft. (278.71 sq. m.) of commercial space. The permitted uses on the lot are outlined in Section 2.1, *Use*, of the draft development agreement (Attachment C). The permitted commercial uses are specifically listed to ensure they will be compatible with the proposed residential uses.

As depicted on the site plan in Schedule B of the draft development agreement, there is an easement on the lot in favour of the Municipality. The Municipal Public Works Department confirmed that there is an existing 10-inch sewer main that runs from Tonge Hill to Highway 1 located within the easement. Section 2.2 (c) of the draft development agreement states that no buildings shall be located on the area of the lot identified within the easement. The Manager of Operations brought forward concerns about the potential for balconies in the proposed development overhanging the area within the easement which would limit the swing of an excavator if the sewer main needed repaired or replaced. Due to this concern, Section 2.2 (c) also states that no balconies or other building features may project into the area of the lot subject to the easement unless written consent is received from the Municipal Department of Public Works.

In response to an inquiry the Manager of Building and Fire Officials noted that "Looking at the plans, this will need to be sprinklered and a full Engineer design will be required. This will also include Geotechnical review and sign off. I have watched the existing building on the lot sink, not sure if this lot will support a 4 storey building (this will be approved by the Engineers)." Based on these comments, a geotechnical study is required to be provided to the Development Officer prior to a development permit being issued for the proposed development (Section 2.3 (e)).

The Multiple Residential (R-3) zone of the WHLUB outlines required recreation space for dwellings with three or more units. It states that 200 sq. ft. (18.58 sq. m.) of recreation space is required for a 1-bedroom unit, and 250 sq. ft. (23.22 sq. m.) is required for a 2-bedroom unit. Using these requirements as a guide for this proposed development, 4,350 sq. ft. (404.13 sq. m.) of recreation space would be required. Staff have increased this to 4,500 sq. ft. (418 sq. m.) due to the limited public recreation sites within walking distance (Section 2.7). The proposed development includes a plan for 5,240 sq. ft. (486.81 sq. m.) of rooftop recreation space, which would exceed the required amount in the draft development agreement.

The main access for the apartment building will be from Highway 1. The Nova Scotia Department of Public Works commented that they do "not anticipate a substantial change in traffic on Highway 1 with this development" however "the proximity of the existing commercial access to the Hwy 1 / Trunk 14 (intersection) is of concern. The determination of the need for a traffic impact study is dependent on the use of the 2600 sq. ft. of commercial space". The need for a traffic study would be determined when the owner applies for development permits for the proposed commercial use. The Nova Scotia Department of Public Works went on to state "The property will require closure of its open frontage prior to receiving department approval. The property will be permitted a single access onto Highway 1, no greater than 8 m. wide." Based on this comment, the driveway width is limited to a maximum of 26 ft. (8 m.) in Section 2.4, *Access and Egress*, of the draft development agreement. The Nova Scotia Department of Public Works concluded by stating that "structures, including parking stalls, are not permitted within the 5-metre setback of the Highway 1 right-of-way." The property owner has amended the site plan for the proposed development to ensure no parking spaces or driveways within 16.4 ft. (5 m.) of the front lot line. A clause has also been added to Section 2.5 (e) of the draft development agreement which states that no parking spaces, driveways or parking aisles shall be located within 16.4 ft. (5 m.) of the front lot line unless otherwise approved in writing by the Provincial Department of Public Works.

The WHLUB currently requires 1.5 parking spaces per dwelling unit at a size of 10 ft. by 20 ft. (3.05 sq. m. x 6.1 sq. m.) and 1 parking space for every 300 sq. ft. (27.87 sq. m.) of commercial space. Due to the location of the lot in a Growth Centre and the proximity of the lot to surrounding services, staff determined that it would be appropriate to reduce the amount of parking required per dwelling unit. As outlined in Section 2.5, Parking, of the draft development agreement, a minimum of one (1) parking space will be required per dwelling unit and one (1) parking space for every 360 sq. ft. (33.45 sq. m.) of gross floor area dedicated to commercial uses. The minimum size of each parking space will be 9 ft. x 20 ft. (2.7 m. x 6.1 m.).

The criteria in Policy 5.3.8 (a) requires the side yards to be at least one half of the building height. This is required in Section 2.3 (a) of the draft development agreement. The WHLUB requirements for signs and lighting will be used to regulate signs and illumination on the subject lot, as outlined in Section 2.11, *Signs and Lighting*, of the draft development agreement. Commercial uses within the development will be permitted to operate only between the hours of 7:00 a.m. and 9:00 p.m. daily, as outlined in Section 2.12.

In response to an inquiry, the Municipal Project Engineer commented that "as this is a proposed commercial and multi-unit use, all services such as garbage collection (exceeding single unit curbside quota's) and snow clearing would be the responsibility of the property owner". These responsibilities are outlined in Section 2.10 (a) and (c) of the draft development agreement. Section 2.9 (a) also outlines that the owner will keep outdoor storage of garbage enclosed or screened from nearby properties and abutting roads.

As per the draft development agreement the developer will be required to provide the following items prior to being issued a development permit:

- a geotechnical study prepared by a qualified professional that outlines the geotechnical investigations conducted on site, confirms the suitability of the site for the proposed development and provides recommendations to the Owner on how to construct the building based on the site conditions as outlined in Section 2.3 (e), *Site Requirements*;
- a stormwater management plan for the site that satisfies the Municipal Engineer that historical flooding patterns and area drainage systems have been considered and that storm water discharge will not have a negative impact on downstream properties as outlined in Section 2.8, *Site Drainage*; and
- design plans of the water and sewer servicing connections and layout including location and connection design of any fire hydrant(s) as outlined in the 2.9 (b), *Water and Sewer Services*, and 2.6 (a), *Fire Safety*.

Section 3.3 of the draft development agreement outlines substantive matters of the development agreement. Substantive matters are any items that Council has determined that would significantly alter the intended effect of the development agreement if changed. If a request is received from the developer to change a substantive matter outlined in a development agreement, the request must go through the entire development agreement process including Public Hearing before Council prior to Council making a final decision on the proposed amendment. Staff have determined the following items in this draft development agreement are substantive matters:

- the uses permitted on the Property as listed in Section 2.1, Use;
- subject to Section 2.13, the minimum side yard requirements and maximum building height as listed in Section 2.3 (c);
- the geotechnical study requirements as listed in Section 2.3 (e);
- the fire safety requirements as listed in Section 2.6, Fire Safety;
- the stormwater management plan requirements as listed in Section 2.8, Site Drainage; and
- hours of operation for the commercial uses as listed in Section 2.12, Hours of Operation.

Other items such as engineered building design, accessible parking, sprinkler systems, and barrier free units will be required by the Manager of Building and Fire Inspection Services as per the National Building Code requirements. A full review of the building plans will be conducted when the property owner applies for development and building permits. These items are not listed in the draft development agreement as the National Building Code would take precedence over the development agreement as outlined in Section 5.1, *Compliance with other By-laws and Regulations*, in the draft development agreement.

West Hants Municipal Planning Strategy

Part 5.0 of the WHMPS contains the overall intention for Growth Centres in West Hants; Section 5.5 of the WHMPS contains the overall intention for properties designated Commercial Core in the Three Mile Plains Growth Centre. The Commercial Cores of the Growth Centres were designated due to the access to municipal services, access to Highway 101 and the central location. They were also designated to ensure there was sufficient space in the former Municipality of the District of West Hants for commercial development. This was reinforced when Council designated the Commercial Core areas of the Falmouth and Three Mile Plains Growth Centres as the Commercial Development District where commercial uses will be incentivized.

This proposal includes commercial uses on the street frontage of the ground floor of the building. The proposal application shows up to 2,934 sq. ft. (272.58 sq. m.) of commercial space which will replace the existing 2,960 sq. ft. (275 sq. m.) of commercial space on the property. As the proposal includes the demolition of an existing commercial property to enhance the property with a similarly sized commercial component and residential units, the proposal would still be consistent with the intent of the Commercial Development District and the overall policies for the Growth Centres.

Section 5.3 outlines the residential policies for the Three Mile Plains Growth Centre. Policy 5.3.8 establishes Council's intention to consider "multiple unit residential development greater than three storeys in height in the Three Mile Plains Growth Centre by development agreement".

WHMPS Specific Criteria

Policy 5.3.8 outlines the specific crtieria to be considered by Council, which are examined in detail in Attachment A.

In summary, the criteria are met since:

- the side yards will be at least one-half the height of the building;
- the development has frontage on an arterial road;
- the lot is serviced with municipal water and sewer; and
- adequate recreational space and on-site parking will be provided.

WHMPS General Criteria

The proposed development meets the general criteria for development agreements set out in the 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; and
- the Fire Chief, Development Officer, Manager of Building and Fire Inspection Services, Municipal Project Engineer, and Provincial Department of Public Works have no concerns which have not been addressed in the report and development agreement.

MUNICIPAL CLIMATE CHANGE ACTION PLAN

The Municipal Climate Change Action Plan (MCCAP) Inland Flooding and Coastal Flooding maps do not show any risks of either inland or coastal flooding on the property. The subject lot was not included in the Three Mile Plains Flood Risk Assessment Study. Property owners are responsible for ensuring that their lot is suitable for the proposed uses.

NEXT STEPS

As noted above, the draft development agreement has been considered within the context of both the specific and general policies of the WHMPS, and is consistent with the intent, objectives, policies and criteria of the WHMPS. As a result, it is reasonable to consider permitting a four (4) storey apartment building containing 21 apartment units, rooftop recreation space and up to 3,000 sq. ft. (278.71 sq. m.) of commercial space on PID 45003357 in Garlands Crossing by development agreement.

Process

Staff Review

▼

Public Information Meeting – December 8

▼

PAC/HAC receives staff report and PIM Notes
PAC/HAC Review and Recommendation – January 12

▼

Regional Council First Reading – January 24

▼

Public Hearing & Second Reading – February 28

▼

Notice of Approval in Local Paper

▼

14-Day Appeal Period

*anticipated dates; final dates set by Council

FINANCIAL IMPLICATIONS

There are no anticipated costs to the Municipality in regard to this development.

ALTERNATIVES

In response to the application, PAC/HAC 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/HAC;
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Figure 1	GFLUM Extract
Figure 2	Zoning Map Extract
Attachment A	Specific Criteria for Development Agreement
Attachment B	General Criteria for Development Agreement
Attachment C	Draft Development Agreement
Attachment D	Public Information Meeting Notes

Report Prepared by: _____
Sara Poirier, Senior Planner

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

Figure 1
GFLUM Extract

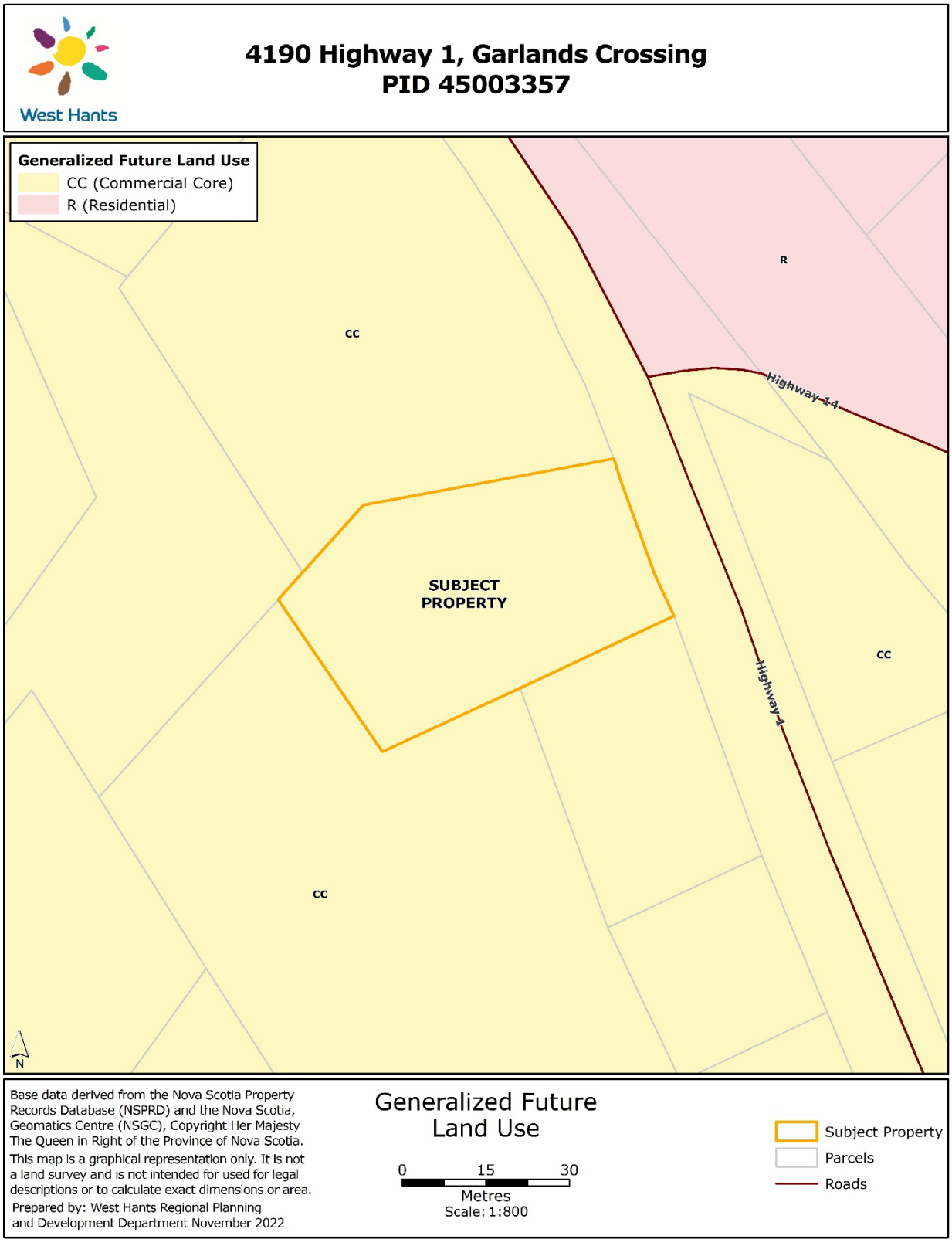
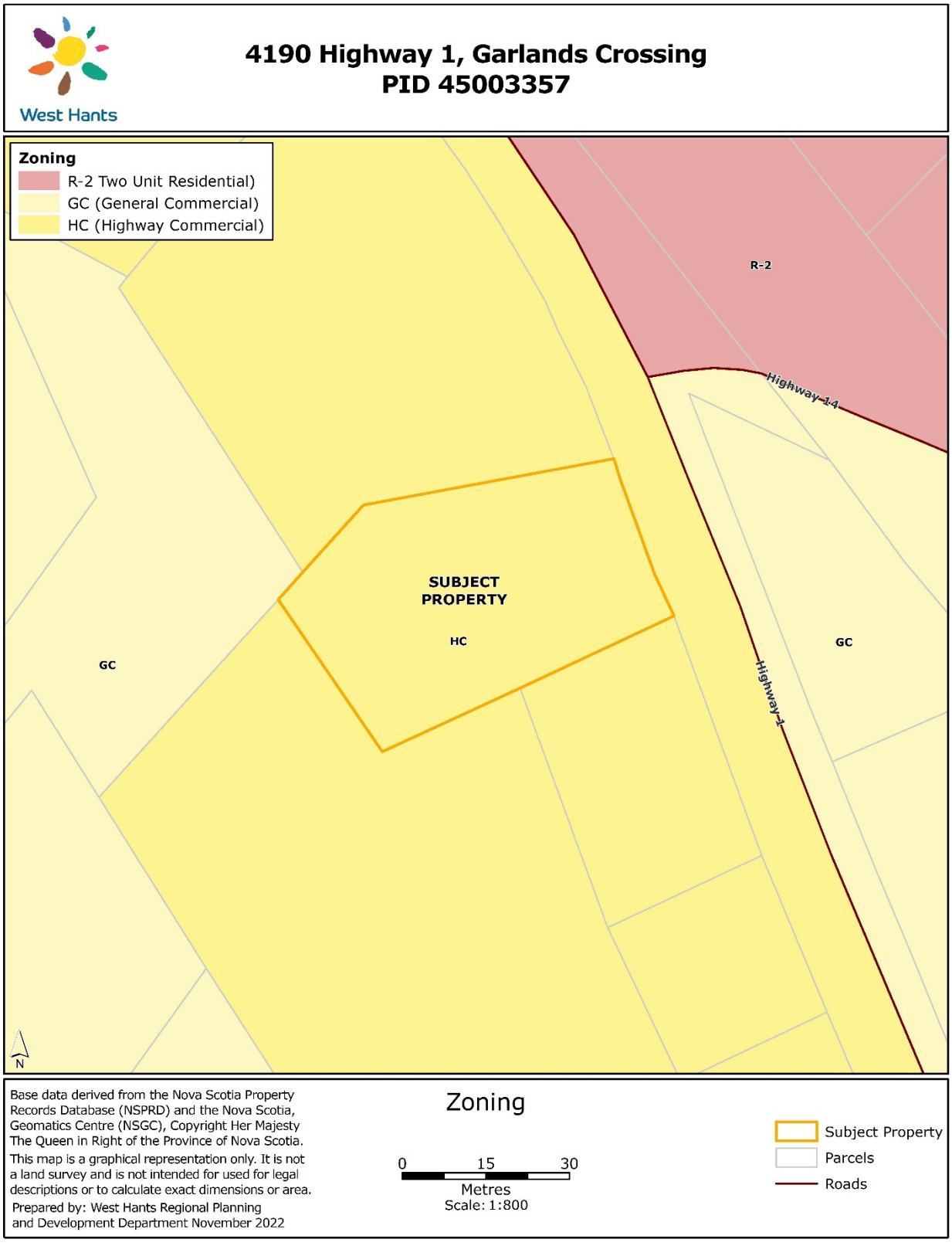


Figure 2
Zoning Map Extract



Attachment A
Specific Criteria for Development Agreement

West Hants Municipal Planning Strategy

Policy 5.3.8 It shall be the policy of Council to consider multiple unit residential development greater than three storeys in height in the Three Mile Plains Growth Centre by development agreement subject to the following:

CRITERIA	COMMENT
(a) the side yards are at least one-half the height of the building;	Section 2.2 (a) requires the side yards of the buildings to be one-half the height of the building or 15 ft. (4.57 m.) whichever is greater.
(b) adequate landscaping, screening and buffering is provided to minimize the impact of building height on adjacent properties;	The proposal is located within a commercial area where surrounding uses are mainly General Commercial (GC) or Highway Commercial (HC) in nature. There are no residential properties abutting the lot that may be impacted by the proposed 4 storey apartment building. The site plan for the proposed development shows landscaping along the north and east lot line. Staff consider this adequate to provide a visual break to minimize the impact of height on abutting properties.
(c) the specific requirements for multiple unit development set out in Policy 5.3.7;	See below.
(d) any other matter which may be addressed in a development agreement; and	All other matters are addressed elsewhere in this report.
(e) Policy 16.3.1.	Please see Attachment B for further details

Policy 5.3.7 It shall be the policy of Council to consider rezoning land within the Three Mile Plains Growth Centre to R-3 subject to the following:

CRITERIA	COMMENT
(a) the development has frontage on an arterial or collector street designated on the Transportation Map (Map 2) if it consists of 12 or more units;	The lot has frontage on Highway 1. Highway 1 is designated an arterial road on the Transportation Map (Map 2) of the West Hants Municipal Planning Strategy.

(b) the lot is serviced, or is capable of being serviced, with municipal water and sewer; (Amendment WHMPS 14-01 Effective January 22, 2015)	The Municipal Project Engineer confirmed that "the location is currently served with municipal water and municipal sewer services."
(c) the development is compatible with the character of the area with respect to building scale and design, traffic generation, population density and similar matters;	Garlands Crossing is mainly comprised of single-unit dwellings. This specific lot is in a commercial area of the Municipality however is close to the Crossing development and the community of Windsor where population density is 522 people per sq. km. (Statistics Canada Census for 2021). The Municipal Development Officer responded that "the dimensions and shape of the proposed development including setbacks from property lines are adequate." They added that the commercial/residential pattern of development is compatible with the surrounding area. The Nova Scotia Department of Public Works commented that they do "not anticipate a substantial change in traffic on Highway 1 with this development".
(d) 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;	The Nova Scotia Department of Public Works stated that existing streets are adequate to support the development and will not require major infrastructure improvements as a result of this development. They did note that "the proximity of the existing commercial access to the Hwy 1 / Trunk 14 (intersection) is of concern. The determination of the need for a traffic impact study is dependent on the use of the 2600 sq. ft. of commercial space". The need for a traffic study would be determined when the owner applies for development permits for the proposed commercial use. The Nova Scotia Department of Public Works went on to state "The property will require

	closure of its open frontage prior to receiving department approval. The property will be permitted a single access onto Highway 1, no greater than 8 m. wide." Based on this comment, the driveway width is limited to a maximum of 26 ft. (8 m.) in Section 2.4, *Access and Egress*, of the draft development agreement. The Nova Scotia Department of Public Works concluded by stating that "structures, including parking stalls, are not permitted within the 5-metre setback of the Highway 1 right-of-way." The property owner has amended the site plan for the proposed development to ensure no parking spaces or driveways within 16.4 ft. (5 m.) of the front lot line.
(e) adequate open space or recreational space is provided;	The Municipal Development Officer stated that the proposed recreational space of 5,240 sq. ft. (486.81 sq. m.) "exceeds our normal requirement." The recreation space proposed would be adequate to support this development.
(f) adequate on-site parking is provided;	The applicant proposes to provide one (1) parking space per dwelling unit and seven (7) parking spaces for the proposed 2,934 sq. ft. (272.58 sq. m.) of commercial space. The Municipal Development Officer stated that providing this parking "for a total of 28 on-site parking spaces is adequate for this type of development."
(g) any other matter which may be addressed in a Land Use By-law; and	All other matters are addressed elsewhere in this report.
(h) Policy 16.3.1.	Please see Attachment B for further details

Attachment 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;	The Municipal Project Engineer stated "the proposed uses are not considered premature or inappropriate in terms of adequacy of 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 Manager of Building and Fire Inspection Services stated that they "don't see any issues with this development on a quick review. Looking at the plans, this will need to be sprinklered and a full Engineer design will be required." The local Fire Chief confirmed that the proposal is not considered premature or inappropriate in terms of the adequacy of fire protection and emergency response.
(iv) the adequacy of road networks adjacent to, or leading to the development; and	The Nova Scotia Department of Public Works stated that existing streets are adequate to support the development and will not require major infrastructure improvements as a result of this development.
(v) the financial capacity of the Municipality to absorb any costs relating to the development.	There are no anticipated costs to the Municipality regarding this development.
(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;	As noted in 5.3.7 (b) the Municipal Project Engineer confirmed that "the location is currently served with municipal water and municipal sewer services."
(c) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;	As noted in 5.3.7 (d) the Nova Scotia Department of Public Works has stated that the developer may have to provide a traffic

	study depending on the commercial use proposed within the building. The owner will provide a this at the development permit application stage if required by the Provincial Department of Public Works. The Provincial Department of Public works is also requiring a single driveway to a maximum of 26 ft. (8 m.) for the proposed development. This is required in Section 2.4, *Access and Egress*, of the draft development agreement. Finally, the Nova Scotia Department of Public Works stated that "structures, including parking stalls, are not permitted within the 5-metre setback of the Highway 1 right-of-way." The property owner has amended the site plan for the proposed development to ensure this requirement is met. There is no active rail line in the area. Highway 1 does not have sidewalks in this area. It is anticipated that most people will drive to access the proposed commercial and residential uses on the property.
(d) the adequacy of the dimensions and shape of the lot for the intended use;	The property is approximately 24,018 sq. ft. (2,231.35 sq. m.) and is pentagonal in shape. The Development Officer commented that "the dimensions and shape of the proposed development including setbacks from property lines is adequate."
(e) the pattern of development which the proposal might create;	The surrounding area is already established with commercial uses along this portion of Highway 1 and residential uses along Tonge Hill and Trunk 14. The proposal for this lot includes both commercial and residential uses within the same building and is not anticipated to create a pattern of development unusual for the area. The Development Officer stated that this commercial/residential pattern of

	development is compatible with the surrounding area.
(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 Municipal Climate Change Action Plan (MCCAP) Inland Flooding and Coastal Flooding maps do not show any risks of either inland or coastal flooding on the property. The subject lot was not included in the Three Mile Plains Flood Risk Assessment Study. In response to an inquiry, the Manager of Building and Fire Inspection Services noted that the proposed building will need a geotechnical review and sign off prior to receiving building permits due to concerns with the current stability of the site. They stated, "I have watched the existing building on the lot sink, not sure if this lot will support a 4-storey building (this will be approved by the Engineers)." Based on these comments, a geotechnical study is a requirement prior to a development permit being issued, as outlined in Section 2.3 (e). The property owner is responsible for ensuring that the lot is suitable 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	All Municipal, Provincial and Federal regulations will have to be met.
(h) any other matter required by relevant policies of this Strategy.	There are no other relevant policies of this Strategy.

Attachment C

West Hants

DEVELOPMENT AGREEMENT

THIS AGREEMENT made this day of , 2023.

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 -

JOVANA CONSTRUCTION LIMITED a body corporate, with a head office at 6123 Lady Hammond Road, in the County of Halifax, Province of Nova Scotia,

(Hereinafter referred to as the "Owner")

OF THE SECOND PART

WHEREAS the Owner is the registered owner of a parcel of land located at 4190 Highway 1, Garlands Crossing (PID 45003357) hereinafter referred to as the "Property", which lands are more particularly described in Schedule A attached hereto; and

WHEREAS the Property is designated Commercial Core on the Generalized Future Land Use Map of the West Hants Municipal Planning Strategy (the "Municipal Planning Strategy") and zoned Highway Commercial (HC) on the Zoning Map of the West Hants Land Use By-law (the "Land Use By-law"), and is within the Commercial Development District and the Three Mile Plains Growth Centre; and

WHEREAS the Owner has requested that the Municipality enter into a development agreement to permit a four (4) storey apartment building containing up to 21 apartment units and up to 3,000 sq. ft. (278.71 sq. m.) of commercial space on the Property (the "Development"); and

WHEREAS Policy 5.3.8 of the Municipal Planning Strategy and Section 6.1 (c) of the Land Use By-law enable Council to consider entering into a development agreement to allow multiple unit residential development greater than three storeys in height in the Three Mile Plains Growth Centre; and

WHEREAS the Council of the Municipality, at a meeting held on Month Date, 2023 approved this request and adopted this Agreement by policy, subject to the execution of this development agreement by the parties hereto and the other conditions herein;

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 Bylaw, except those as defined as follows:

(a) "Qualified site professionals" includes professional engineers, architects and/or hazardous materials professionals.

1.2 Schedules

The following attached schedules shall form part of this Agreement:

Schedule A - Legal Description

Schedule B – Site Plan

1.3 Municipal Planning Strategy, Land Use By-law and Subdivision By-law

(a) *Municipal Planning Strategy* means the Municipal Planning Strategy of the Municipality of the District of West Hants, effective on June 26, 2008, as amended, or successor By-laws;

(b) *Land Use By-law* means the Land Use By-law of the Municipality of the District of West Hants, effective on June 26, 2008, as amended, or successor By-laws;

(c) *Subdivision By-law* means the Subdivision By-law of the Municipality of the District of West Hants, approved on June 26, 2008, as amended, or successor By-laws.

PART 2 DEVELOPMENT REQUIREMENTS

2.1 Use

(a) The Parties agree that uses on the Property shall be limited to the following:

(i) those uses permitted by the underlying zoning in the Land Use By-law; and

(ii) an apartment building containing 21 apartment units, roof top recreation space, and up to 3,000 sq. ft. (278.71 sq. m.) gross floor area on the ground floor for commercial uses which shall be limited to the following commercial uses:

- Arts and crafts studios including photography
- Banks and financial institutions
- Clubs and community organizations
- Commercial schools
- Day care centres, licensed or non-licensed
- Dry cleaning and laundry establishments
- Entertainment, recreation and assembly uses within a wholly enclosed building
- Licensed liquor establishments
- Offices
- Post offices and postal outlets
- Repair and rental establishments
- Restaurants, excluding drive-through restaurants
- Retail stores
- Service and personal service shops
- Veterinary clinics and animal hospitals

Except as otherwise provided in this Agreement, the provisions of the Land Use By-law and Subdivision By-law apply to any development undertaken pursuant to this Agreement.

2.2 Development Location and Design

(a) Prior to the construction of the new building as shown on Schedule B, all existing buildings shall be demolished, and the materials disposed of in accordance with the law and under direction of qualified site professionals.

(b) The Development location and design shall be generally consistent with the Site Plan shown in Schedule B.

(c) No buildings shall be developed on the easement in favour of the Municipality as shown on the Site Plan in Schedule B. Balconies or other building features shall not be permitted to project into the area of the lot subject to the easement unless otherwise approved in writing by the Municipal Department of Public Works.

(d) The Development Officer may approve in writing minor changes to the location of the Building or other aspects of the Site Plan provided the side yards are not decreased and no building is proposed to be constructed on the Municipal easement. Changes to the Site Plan may also be approved in writing in accordance with reports generated in Section 2.3 (e) and 2.8, *Site Drainage,* of this Agreement provided the side yards are not decreased and no building is proposed to be constructed on the Municipal easement.

2.3 Site Requirements

(a) The Building shall conform to the following requirements:

Minimum Front Yard	25 ft. (7.62 m.)
Minimum Rear Yard	25 ft. (7.62 m.)
Minimum Side Yard	15 ft. (4.57 m.) or one-half the height of the building whichever is greater
Maximum Storey of Main Building	4 storeys
Maximum Building Height	50 ft. (15.24 m.)
Maximum Height of Accessory Building	15 ft. (4.57 m.)

(b) Accessory buildings are permitted in accordance with Section 5.1 of the Land Use By-law, *Accessory Buildings and Structures*.

(c) A minimum of 4,500 sq. ft. (418.06 sq. m.) of usable recreation space as outlined in Section 2.7, *Recreational Space*, shall be required.

(d) The Owner shall keep all undeveloped areas of the Property landscaped.

(e) No development permit shall be issued until the Owner provides to the Development Officer a geotechnical study prepared by a qualified site professional that outlines the geotechnical investigations conducted on site, confirms the suitability of the site for the proposed development and provides recommendations to the Owner on how to construct the building based on the site conditions.

2.4 Access and Egress

(a) The Owner shall develop, construct, and maintain the driveway in the Development in general conformance with the driveway shown on Schedule B.

(b) The driveway shown on Schedule B shall provide a maximum width of 26 ft. (8 m.) and shall have a minimum paved surface width of 20 ft. (6.09 m.), unless otherwise approved in writing by the Provincial Department of Public Works. The vehicular entrance and exit shall be clearly demarcated.

2.5 Parking

(a) All parking spaces for vehicles using the Property shall be located on the lot and shall be generally located as shown on Schedule B.

(b) The Owner shall provide a minimum of one (1) parking space per dwelling unit on the Property and a minimum of one (1) parking space for every 360 sq. ft (33.45 sq. m.) gross floor area dedicated to commercial uses on the Property.

(c) Parking aisles and spaces shall be constructed so as to create a stable surface for vehicle traffic and be clearly demarcated and lined by the Owner. They may be constructed using permeable construction materials to assist with stormwater retention.

(d) Each parking space shall be a minimum of 9 ft. by 20 ft. (2.7 m. by 6.1 m.) exclusive of driveways and manoeuvring aisles. Parking aisles shall be a minimum of 20 ft. (6.1 m) wide.

(e) No parking spaces, driveways or parking aisles shall be located within 16.4 ft. (5 m.) of the front lot line unless otherwise approved in writing by the Provincial Department of Public Works.

(f) The number, location and arrangement of parking spaces may be varied in writing by the Development Officer in accordance with Section 2.13, *Variance*, of this Agreement.

2.6 Fire Safety

(a) No development permit shall be issued until the location and connection design of any fire hydrant(s) to the municipal water supply has been approved by the water utility, in consultation with the district Fire Chief.

(b) All curbs shall be designed to be mountable by emergency services vehicles.

(c) All access routes shall be kept clear of overhead obstructions and wires and be maintained by the Owner to allow unimpeded access to the Property by emergency services vehicles, unless otherwise agreed to in writing by the Fire Chief.

2.7 Recreational Space

(a) A minimum of 4,500 sq. ft. (418.06 sq. m.) of private recreational space shall be provided on the Property and may include:

(a) individual balconies;

(b) roof top recreation space; and

(c) common use landscaped areas.

2.8 Site Drainage

(a) No development permit shall be issued until the Owner provides to the Development Officer a stormwater management plan that satisfies the Municipal Engineer that historical flooding patterns and area drainage systems have been considered and that storm water discharge will balance pre- and post-construction flows to ensure there is no negative impact on downstream properties. If the stormwater management plan provided by the Owner does not in fact balance pre-and post-construction flows to ensure the absence of such impacts the Owner shall undertake such remediation as the Municipal Engineer may reasonably require.

(b) The Owner shall undertake all construction activities in accordance with an erosion and sedimentation control plan prepared by a Professional Engineer, unless otherwise directed by Nova Scotia Environment, and also agrees to assume sole responsibility for compliance with all regulations of Nova Scotia Environment.

2.9 Servicing

(a) Waste Collection

(i) No Municipal garbage collection will be provided to the Development. The Owner shall have sole responsibility for collecting, storing and disposing of garbage and other recycling or waste items from the Development.

(ii) The Owner shall keep any outdoor storage of garbage in an enclosed structure or in some way adequately screened so as not to be visible from or cause a nuisance to nearby properties and abutting roads and it shall not be located closer than 10 ft. (3.05 m.) to an abutting property.

(b) Water and Sewer Services

(i) The Building shall be serviced with water and sewer services provided by West Hants Regional Municipality authorized by the Municipal Engineer. Detailed design plans of the water and sewer servicing connections and layout shall be in accordance with the Municipal Services Specifications

Manual and shall be submitted to the Municipal Engineer for approval prior to construction.

(ii) The Owner shall be responsible for constructing, installing and maintaining the water and sewer services on the Property, except the Municipal owned infrastructure within the Municipal easement as shown on the Site Plan in Schedule B.

(c) Snow Plowing

The Owner shall have sole responsibility for snow plowing within the Development.

2.10 Maintenance

(a) The Owner shall keep the Property 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.

(b) The Owner shall maintain the driveway to a standard adequate to allow for access by emergency services vehicles.

2.11 Signs and Lighting

Signage and illumination shall be regulated under Sections 5.18 and 7.0 of the Land Use By-law, *Illumination* and *Signs*, which control lighting, size, location, and number of signs. Exterior lighting for driveways, parking areas, signs or structures shall be shielded and directed downward to ensure there is no light spilling, glare or light cast over neighbouring properties or the street.

2.12 Hours of Operation

The hours of operation for the commercial uses within this Development shall be limited to between 7:00 a.m. and 9:00 p.m. daily, inclusive.

2.13 Variance

In accordance with Section 5.48 of the Land Use By-law, *Variance*, the Development Officer may grant a variance for one or more of the following requirements subject to the requirements of the *Municipal Government Act*:

(i) minimum required yard dimensions except side yard requirements as required in Section 2.2 (c) of this Agreement;
(ii) number of parking spaces required; and
(iii) floor area occupied by a home-based business; and

(iv) height and area of a sign.

PART 3 CHANGES AND DISCHARGE

3.1 The Owner shall not vary or change the use of the Property from that provided for in Section 2.1 of this Agreement, *Use*, 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 intended effect of these aspects of this Agreement.

3.3 The following matters are substantive matters:

(a) the uses permitted on the Property as listed in Section 2.1, *Use*;
(b) subject to Section 2.13, the minimum side yard requirements and maximum building height as listed in Section 2.3 (c);
(c) the geotechnical study requirements as listed in Section 2.3 (e);
(d) the fire safety requirements as listed in Section 2.6, *Fire Safety*;
(e) the stormwater management plan requirements as listed in Section 2.8, *Site Drainage*; and
(f) hours of operation for the commercial uses as listed in Section 2.12, *Hours of Operation*.

3.4 Upon conveyance of land by the Owner to either:

(a) the road authority for the purpose of creating or expanding a public street over the Property; or

(b) the Municipality for the purpose of creating or expanding any municipally owned facility over the Property,

registration of the deed reflecting the conveyance shall be conclusive evidence that this Agreement shall be discharged as it relates to the public street or public facility, as the case may be, as of the date of registration with the Land Registry Office, but this Agreement shall remain in full force and effect for all remaining portions of the Property.

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 Development,* 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 twenty-four (24) months; or

(c) at any time upon the written request of the Owner, provided the use of the Property is in accordance with the applicable 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 Development

(a) The Owner may not commence any construction or use on the Property 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 twenty-four (24) 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 in accordance with Section 229 of the Municipal Government Act, 30 days after giving Notice of Intent to Discharge to the Owners. Upon the written request of the Owners, 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 Owners are bona fide delayed from commencing the development for reasons which are beyond the Owners' control, the determination of which shall be at the sole discretion of the Development Officer, then performance by the Owners is excused for the period of the delay and the time period for the Owners 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 Property (other than the Land Use By-laws 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.

(c) References to particular sections of statutes and by-laws shall be deemed to be references to any successor legislation and by-laws even if the content has been amended, unless the context otherwise requires.

5.4 Municipal Responsibility

(a) The Municipality does not make any representations to the Owner about the suitability of the Property 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 Owner in writing. In the event that the Owner has 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 registering this Agreement and all costs associated with any amendment thereof.

5.7 Development Agreement Bound to Land

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 in accordance with Section 229 of the *Municipal Government Act*.

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 Jean Alphonse, 6123 Lady Hammond Road, Halifax, Nova Scotia, B3K 0H6, 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, NS, B0N 2T0, or at any successor address provided by the Municipality to the Owner.

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) **WEST HANTS REGIONAL**
In the presence of:) **MUNICIPALITY**
)
)
)
_____ Per: _____
Witness) Abraham Zebian, Mayor
)
_____) Per: _____
Witness) Deanna Snair, Municipal Clerk
)
)
)
) **JOVANA CONSTRUCTION LIMITED**
)
)
_____ Per:_____
Witness) Jean Alphonse, President

PROVINCE OF NOVA SCOTIA
COUNTY OF HANTS

ON THIS day of , A.D. 2023, 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 **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. 2023, 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 **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. 2023, 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, **Jean Alphonse**, one of the parties thereto, signed, sealed and delivered the same in h presence.

_____

A Commissioner of the Supreme Court of Nova Scotia

AFFIDAVIT OF CLERK

WEST HANTS REGIONAL MUNICIPALITY

I, Deanna Snair 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).

I certify that on this _____, 2023
the Municipal Clerk, Deanna Snair came before me, made oath,
and swore the foregoing affidavit at
_____, Nova Scotia.

_____ _____

A BARRISTER/COMMISSIONER OF THE SUPREME COURT OF NOVA SCOTIA

Deanna Snair, Clerk

Canada
Province of Nova Scotia

AFFIDAVIT & PROOF OF EXECUTION (CORPORATE)

I, Jean Alphonse, Nova Scotia, make oath and say that:

1. I Jean Alphonse of JOVANA CONSTRUCTION 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 Registration 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 _____, 2023
the Deponents came before me, made oath,
and swore the foregoing affidavit at
_____, Nova Scotia.

_____ _____

A BARRISTER/COMMISSIONER OF THE SUPREME COURT OF NOVA SCOTIA

JEAN ALPHONSE, President

Schedule A
Legal Description

ALL that lot of land situate at Garlands Crossing, in the County of Hants and Province of Nova Scotia, known as Lot CA shown and delineated on a plan of survey entitled Plan of Subdivision Parcel B Lands Conveyed to 2559464 Nova Scotia Limited Danny Chows Restaurant Parcel A Lands Conveyed to 3032149 Nova Scotia Limited, prepared by Bruce Lake, N.S.L.S., dated August 30th, 2003, approved by the Municipality of West Hants under Plan No. 31-03 on October 28th, 2003 and filed at the Office of the Registry of Deeds for the Registration District of Hants as Plan Number 8897 and being more particularly bounded and described as follows:

BEGINNING at a point on the western side of the Halifax to Windsor Highway, said point being the southeastern corner of lands of Irving Oil Company Limited, said point being also the northeastern corner of the lands herein described;

THENCE on a bearing North 79 degrees 17 minutes West a distance of 150 feet to an iron pipe set in the ground;

THENCE South 40 degrees 59 minutes 16 seconds West (Grid North) a distance of 74.81 feet to a survey marker;

THENCE South 35 degrees 27 minutes 20 seconds East (Grid North) a distance of 108.34 feet to a survey marker;

THENCE on a bearing North 86 degrees 39 minutes East a distance of 189 feet, more or less, to the Halifax to Windsor Highway aforesaid;

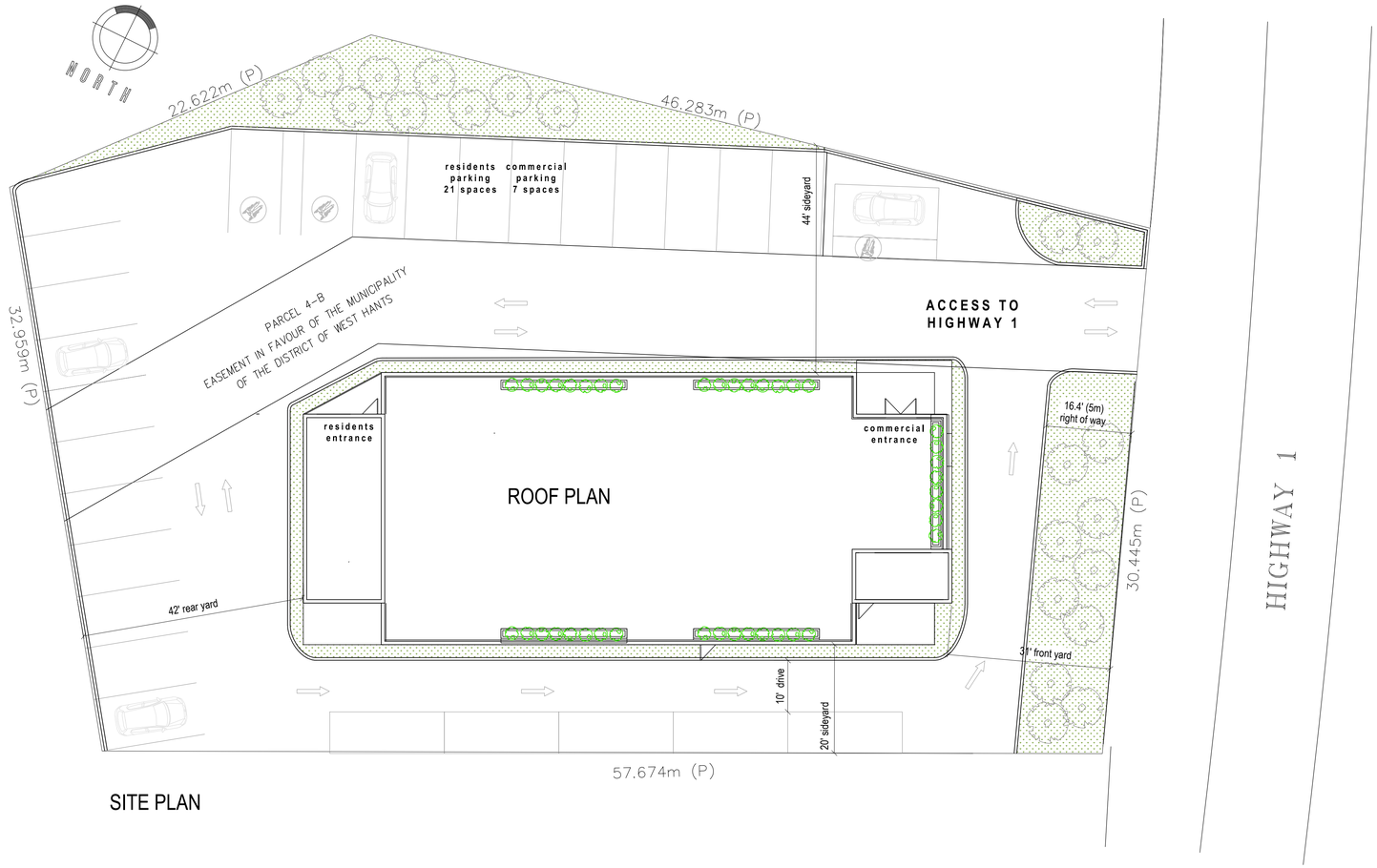
THENCE in a northerly direction along the western side of said Halifax to Windsor Highway a distance of 100 feet, more or less, to the point of beginning.

SUBJECT TO a right-of-way described in Deed recorded at the Registry of Deeds for Hants County on September 11th, 1996, in Book 788 at pages 402-405 inclusive, as document number 5378.

ALSO SUBJECT TO an easement record at the Registry of Deeds for Hants County in Book 341 at page 249, as document number 500861311.

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 County as plan number 8897.

Schedule B
Site Plan



SITE PLAN

nuvo
architecture & interiors ltd.
OFFICE LOCATION
5335 DUFFUS STREET
902 223 7322

Residential Commercial Mix

4190 Highway1 Garlands Crossing West Hants County

b	Development Agreement	Jan 4, 2023
a	Development Agreement	March 7, 2022

Revisions / Issues:

NOTES:

COPYRIGHT RELATED TO THE USE OF THIS DRAWING:

The use of this drawing shall be governed by standard copyright law as generally accepted in architectural practice.

LICENSED ARCHITECT
MONICA I. SWEETAPPLE
NOVA SCOTIA ASSOCIATION OF ARCHITECTS

case No.

title: SITE PLAN

scale: 1/32"=1'-0"

drawn by: MS

chk'd by: MS

page: A100

Attachment D
Public Information Meeting Notes
December 8 – 22, 2022
File 22-29
4190 Hwy 1, Garlands Crossing; PID 45003357

Meeting date and time	A Public Information Meeting was held on December 8, 2022 beginning at 6:08 p.m. The meeting was live broadcast on the Municipal Facebook page.
Attending	In attendance: Seven (7) PAC/HAC members: • Jennifer Nicholls (Chair) • Mayor Abraham Zebian • Councillor Laurie Murley • Councillor Jim Ivey • Jane Davis • Stefan Palios • Lisa Bland Four (4) members of staff: • Planner Poirier • Planner Dunphy • Director LeMay • Meeting Secretary Lake
Applicant Monica Sweetapple on behalf of Jean Alphonse of Jovana Construction Limited **Property** 4190 Hwy 1, Garlands Crossing; PID 45003357	Planner Poirier outlined the development agreement application to permit a four (4) storey apartment building containing 21 apartment units and up to 2,600 sq. ft. of commercial space on 4190 Hwy 1, Garlands Crossing PID 45003357. Monica Sweetapple made a formal presentation.
Comments	Comments from the public could be submitted to Planner Poirier by mail, e-mail and telephone between December 8 – 22, 2022. 1 member of the public spoke at the Public Information Meeting. No comments or questions were received via mail, email or phone. The questions and comments from the public are summarized below. Staff and applicant responses are included in purple.

	At the Public Information Meeting the following comments were made: • Ian Larrett wanted clarification on the size of the units, parking spaces provided as he wants to make sure people are parking on the lot for the proposed uses, the total height of the building, and who the proposed clientele is. Monica Sweetapple responded the units will be between 610 – 893 sq. ft. in size. There are 29 parking spaces proposed on the lot. The total height to the roof surface is 41 ft. plus a 1 ft. parapet and 3 ft. glass railing for a total of 45 ft. The units will be advertised at market value.
Adjournment	The meeting was adjourned at 6:28 p.m.

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: _____

Madelyn LeMay, Director, Planning and Development

Date: January 24, 2023

Subject: Hantsport MPS Amendment Related to Public Participation Program Policy; File # 22-31B

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) 214(4)
Minimum Planning Requirements Regulations 4(d)

RECOMMENDATION

… that Council gives First Reading and will hold a Public Hearing to consider amending the Hantsport Municipal Planning Strategy by adding background and a policy to the Municipal Planning Strategy referring to the Public Participation Program Policy, as shown in Appendix D of the January 12, 2023 report Minimum Planning Requirements Regulations: Hantsport, File # 22-31.

BACKGROUND

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

The Nova Scotia Minimum Planning Requirement Regulations require a policy within each Municipal Planning Strategy (MPS) which describes *"the procedures to be followed when reviewing a municipal planning strategy that must provide for public consultation and notice"*; this has been interpreted by the Province to mean there must be a policy within each MPS referring to the Public Participation Program Policy.

The proposed amendments are in direct response to this requirement.

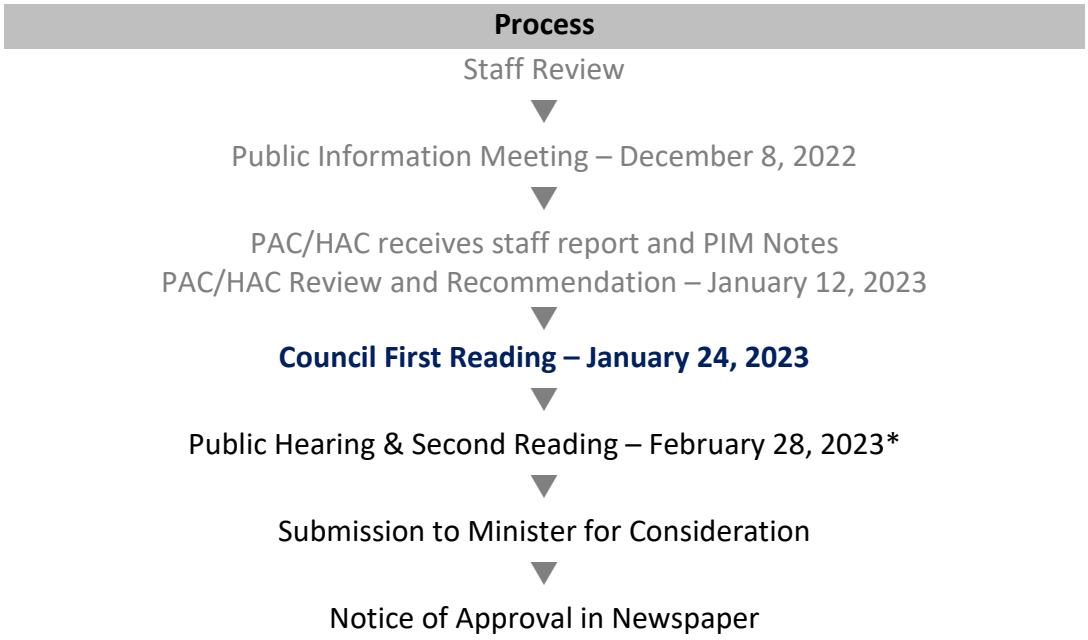
DISCUSSION

A Public Information Meeting was held on December 8, 2022.

PAC/HAC recommended in favour of the proposed amendments on January 12, 2023.

NEXT STEPS

The process for this proposed amendment is as follows:



*anticipated date; final dates set by Council

FINANCIAL IMPLICATIONS

There are no anticipated costs to the Municipality related to the proposed amendments.

ALTERNATIVES

In response to the application, Council may decide to:

- not hold a public hearing regarding the proposed amendments; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A January 12, 2023 report: Hantsport MPS Amendment related to Public Participation Program Policy

CHIEF ADMINISTRATIVE OFFICER REVIEW: Pending CAO Comments

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

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

ATTACHMENT A

West Hants

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

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

Date: January 12, 2023

Subject: Minimum Planning Requirements Regulations: Hantsport; File # 22-31

1.0 LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) s. 204

2.0 RECOMMENDATION

…that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending the Hantsport Municipal Planning Strategy by adding background and a policy referring to the Public Participation Program Policy, as shown in Appendix D of the January 12, 2023 report Minimum Planning Requirements Regulations: Hantsport, File # 22-31.

3.0 BACKGROUND

The Nova Scotia Minimum Planning Requirements Regulations (Appendix A) in s. 4 specify that *"In addition to the requirements prescribed in subsection 214(1) of the Act, a municipal planning strategy must contain all of the following:*

…(d) a statement of policy describing the procedures to be followed when reviewing a municipal planning strategy that must provide for public consultation and notice."

A Public Information Meeting regarding this requirement was held on December 8, 2022. The comment period ended December 22, 2022; no comments were received (Appendix B).

4.0 DISCUSSION

West Hants Regional Municipality (WHRM) established a Regional Public Participation Program Policy at the first regular Council meeting following consolidation. Amendments to the Public Participation Program Policy are also being recommended to the Planning and Heritage Advisory Committee January 12, 2023.

WHRM has three sets of planning documents: Hantsport, West Hants and Windsor. Each of the Municipal Planning Strategies meets the Nova Scotia Minimum Planning Requirements Regulations with one exception: each is missing policy referring to the Public Participation Program Policy. The proposed amendments (Appendices C and D) are intended to meet this requirement.

There are no policies within the HMPS which need to be considered in relation to the proposed amendments.

5.0 NEXT STEPS

The proposed amendments have been considered within the context of, and are consistent with the intent, objectives, and policies of the Hantsport Municipal Planning Strategy (HMPS). There are no proposed map amendments. As a result, it is reasonable to amend the text of the HMPS to clarify and confirm the intent of Council regarding public engagement in planning processes.

Process

Staff Review

▼

Public Information Meeting – December 8, 2022

▼

PAC/HAC receives staff report and PIM Notes
PAC/HAC Review and Recommendation – January 12, 2023

▼

Regional Council First Reading – January 24, 2023*

▼

Public Hearing & Second Reading – February 28, 2023*

▼

Ministerial Review

▼

Final Notice in paper

*anticipated dates; final dates set by Council

6.0 FINANCIAL IMPLICATIONS

There are no financial implications for the Region associated with the filing of this report.

7.0 ALTERNATIVES

Should PAC/HAC not wish to accept the draft amendments as written, it may:

- recommend specific amendments to the proposed draft; or
- provide alternative direction, such as requesting further information on a specific topic.

8.0 APPENDICIES

Appendix A	Nova Scotia Minimum Planning Requirements Regulations
Appendix B	Public Information Meeting Notes
Appendix C	Hantsport Municipal Planning Strategy Policies showing Proposed Amendments
Appendix D	Draft Amendments to the Hantsport Municipal Planning Strategy

Report prepared by: _____

Madelyn LeMay, Director, Planning and Development

APPENDIX A

Minimum Planning Requirements Regulations
made under Section 214(4) of the
Municipal Government Act
S.N.S. 1998, c. 18
N.S. Reg. 140/2019 (effective December 3, 2019)

Table of Contents

Please note: this table of contents is provided for convenience of reference and does not form part of the regulations.
Click here to go to the text of the regulations.

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Discretionary content related to planning tools
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Discretionary content related to fiscal matters
Discretionary content related to the natural environment
Discretionary content related to social aspects
Discretionary content related to resource lands, infrastructure and economic development
Discretionary content related to culture, heritage and landscape features
Discretionary content related to general matters

Citation
1 These regulations may be cited as the *Minimum Planning Requirements Regulations*.

Definitions
2 In these regulations,

"Act" means the *Municipal Government Act*.

Review of planning documents
3 **(1)** A council must include policies in a municipal planning strategy on how it intends to review the municipal planning strategy and land-use by-law that implements the municipal planning strategy.

(2) A municipal planning strategy and its implementing land use by-law must be reviewed no later than 10 years after the later of the following dates:

(a) the date it was adopted;

(b) the date it was last reviewed; and

(c) the effective date of these regulations.

(3) Where a municipality has one or more secondary planning strategies, subsection (2) shall be satisfied if a municipal-wide municipal planning strategy and all the land use by-laws applicable in the municipality are reviewed within the timelines provided in subsection (2).

(4) "Review" in relation to a municipal planning strategy, means a municipality's consideration of the content of a municipal planning strategy to determine if it should be amended or replaced to ensure that it meets the purposes outlined in Section 213 of the Act and the minimum planning requirements.

Mandatory content

4 In addition to the requirements prescribed in subsection 214(1) of the Act, a municipal planning strategy must contain all of the following:

(a) a discussion of the background and contextual information that informed the goals and objectives of the municipal planning strategy;

(b) a map of the lands within a municipality that depicts the intended future uses of the lands as contemplated by the municipality's municipal planning strategy;

(c) statements of policy with respect to the lands subject to the municipal planning strategy in relation to all of the following:

(i) residential uses,

(ii) commercial and industrial uses,

(iii) institutional uses,

(iv) recreational facilities and public open spaces, ~~and~~

(v) resource uses, where resources are present within a municipality;

(d) a statement of policy describing the procedures to be followed when reviewing a municipal planning strategy that must provide for public consultation and notice.

Matters subject to other enactment of Province

5 **(1)** A municipality may include in its municipal planning strategy statements of policy on land use relating to any of the matters set out in Sections 6 to 13 unless the matter is the subject of another enactment of the Province.

(2) Provided it is not prohibited by another enactment, statements of policy referred to in subsection (1) may be more stringent than another enactment.

Discretionary content related to planning tools

6 A municipal planning strategy may include statements of policy on the use, content, development, and administration of the following:

(a) zoning;

(b) development agreements;

(c) comprehensive development districts;

(d) site-plan approval areas;

(e) incentive or bonus zoning;

(f) accepting and using cash-in-lieu of required parking;

(g) studies to be carried out before undertaking specified developments or developments in specified areas;

(h) staging development;

(i) non-conforming uses and structures;

(j) subdividing land; and

(k) regulation or prohibition of development in areas based on noise exposure forecast or noise exposure projections.

Discretionary content related to engagement

7 A municipal planning strategy may include statements of policy on engaging with provincial and federal departments, First Nations, and non-abutting municipalities.

Discretionary content related to fiscal matters

8 A municipal planning strategy may include statements of policy on any of the following:

(a) municipal investment for public and private development and coordinating public programs relating to the economic, social and physical development of the municipality;

(b) eligibility criteria for establishing a commercial development district including all of the following:

(i) the percentage increase in the taxable assessed value of the eligible properties, as defined in subsection 71C(1) of the Act, within the proposed commercial development district, and [*sic*]

(ii) the period over which the increase in the taxable assessed value of the properties occurs.

Discretionary content related to the natural environment

9 A municipal planning strategy may include statements of policy on any of the following:

(a) climate change mitigation and adaptation;

(b) protecting the natural environment and biodiversity;

(c) protecting the coast;

(d) protecting water supplies;

(e) identifying, preserving and protecting landscape features;

(f) stormwater management and erosion control;

(g) excavating or filling of land, the placement of fill or the removal of soil;

(h) identifying, protecting, using and developing any of the following:

(i) lands subject to flooding,

(ii) steep slopes,

(iii) lands susceptible to subsidence, erosion or other geological hazards, and [*sic*]

(iv) wetlands or other environmentally sensitive areas.

Discretionary content related to social aspects

10 A municipal planning strategy may include statements of policy on any of the following:

(a) how social issues must be incorporated into decision making;

(b) promoting social well-being;

(c) housing opportunities for a range of social and economic needs and to support aging in place;

(d) promoting community food security;

(e) accessibility standards to help prevent and remove barriers that disable people;

(f) walkability; and [*sic*]

(g) healthy built environments.

Discretionary content related to resource lands, infrastructure and economic development

11 A municipal planning strategy may include statements of policy on any of the following:

(a) protecting and using resource lands;

(b) infrastructure including municipal services and facilities and the means of recovering their cost;

(c) generating, using, and conserving energy;

(d) transportation services and networks including establishing transportation reserves; and [*sic*]

(e) home occupations and home-based businesses.

Discretionary content related to culture, heritage and landscape features

12 A municipal planning strategy may include statements of policy on any of the following:

(a) heritage property protection and heritage buildings;

(b) sites of cultural, historical or archeological interest; and [*sic*]

(c) other significant natural or human-made features.

Discretionary content related to general matters

13 A municipal planning strategy may include statements of policy on any of the following:

(a) public health and safety; and [*sic*]

(b) land use matters relating to the physical, economic or social environment of the municipality not otherwise prescribed in these regulations.

Appendix B
Public Information Meeting Notes
December 8, 2022 – December 22, 2022
File# 22-31A
Hantsport Municipal Planning Strategy Amendments: Public Participation Program

Meeting date and time	A public information meeting was held on December 8, 2022 beginning at 6 p.m. The meeting was broadcast live on the Municipal Facebook page.
File Number	22-31A
Attending	Jennifer Nichols, PIM Chair Madelyn LeMay, Director, Planning and Development Sara Poirier, Senior Planner Alex Dunphy, Planner No members of the public present expressed interest in the proposed amendments.
Applicant none	Ms. LeMay outlined the proposed amendments, which are required by Regulations made under Section 204A of the MGA.
Adjournment	The presentation portion of the PIM ended at approximately 6:10 p.m.; comments could be submitted by the public by mail, drop-off at the Municipal Office, e-mail and telephone to Ms. LeMay until December 22, 2022.
PIM Submissions	No verbal or written submissions were received.

Appendix C

Taken from Hantsport Municipal Planning Strategy December 28, 2022

Proposed Changes shown in blue

11.2 Review of Municipal Planning Strategy

The *Municipal Government Act* states that a Strategy shall include policies on how Council intends to review the Strategy and Land Use By-law. We live in a world in which conditions relating to development may change rapidly. When Council determines that these types of changes warrant a review of the planning documents it shall conduct a review, and seek public input throughout the process.

The same holds true with the ICSP part of the Strategy. Council may review ICSP policies independently of the entire Strategy when circumstances such as direction from the senior levels of government with respect to sustainability change. Council also believes that a review should occur no later than seven years from the effective date of the Strategy and Land Use By-law.

The Municipal Government Act requires Council to adopt, by policy, a public participation program policy (PPPP) and to have policy within the MPS which establishes Council's intent to have a PPPP.

A PPPP has been in place and utilized in the area regulated by the Hantsport planning documents since before 2010, and planning in Hantsport has been subject to the West Hants Regional Municipality Public Participation Program Policy since April 28, 2020, following the establishment of the Regional government. In order to ensure the requirements of the Municipal Government Act are met, Council is establishing a policy which will link the MPS and PPPP.

Policy IM-1

It shall be a policy of Council to review the Municipal Planning Strategy and Land Use By-law as deemed necessary by Council due to changing conditions but not later than every seven years.

Policy IM-2

It shall be a policy of Council to review the ICSP part of the Strategy independently from the rest of the Strategy as deemed necessary by Council or in response to direction from the senior levels of government.

Policy IM-2A
It shall be the policy of Council to establish and maintain a Public Participation Program Policy.

APPENDIX D

PROPOSED HANTSPORT MUNICIPAL PLANNING STRATEGY

AMENDMENTS

Purpose: to clarify and add policy to the Municipal Planning Strategy which reflects Council's intention to maintain a Public Participation Program Policy.

1. In Part 11, *Review of Municipal Planning Strategy*, immediately following the second paragraph, add the following two paragraphs:

> The Municipal Government Act requires Council to adopt, by policy, a public participation program policy (PPPP) and to have policy within the MPS which establishes Council's intent to have a PPPP.
>
> A PPPP has been in place and utilized in the area regulated by the Hantsport planning documents since before 2010, and planning in Hantsport has been subject to the West Hants Regional Municipality Public Participation Program Policy since April 28, 2020, following the establishment of the Regional government. In order to ensure the requirements of the Municipal Government Act are met, Council is establishing a policy which will link the MPS and PPPP.

so that the entire section reads as:

> **11.2 Review of Municipal Planning Strategy**
>
> The *Municipal Government Act* states that a Strategy shall include policies on how Council intends to review the Strategy and Land Use By-law. We live in a world in which conditions relating to development may change rapidly. When Council determines that these types of changes warrant a review of the planning documents it shall conduct a review, and seek public input throughout the process.
>
> The same holds true with the ICSP part of the Strategy. Council may review ICSP policies independently of the entire Strategy when circumstances such as direction from the senior levels of government with respect to sustainability change. Council also believes that a review should occur no later than seven years from the effective date of the Strategy and Land Use By-law.
>
> The Municipal Government Act requires Council to adopt, by policy, a public participation program policy (PPPP) and to have policy within the MPS which establishes Council's intent to have a PPPP.
>
> A PPPP has been in place and utilized in the area regulated by the Hantsport planning documents since before 2010, and planning in Hantsport has been

subject to the West Hants Regional Municipality Public Participation Program Policy since April 28, 2020, following the establishment of the Regional government. In order to ensure the requirements of the Municipal Government Act are met, Council is establishing a policy which will link the MPS and PPPP.

2. Immediately following Policy IM-2, add the following Policy IM-2A:

Policy IM-2A
It shall be the policy of Council to establish and maintain a Public Participation Program Policy.

so that the policies read as:

Policy IM-1 It shall be a policy of Council to review the Municipal Planning Strategy and Land Use By-law as deemed necessary by Council due to changing conditions but not later than every seven years.

Policy IM-2 It shall be a policy of Council to review the ICSP part of the Strategy independently from the rest of the Strategy as deemed necessary by Council or in response to direction from the senior levels of government.

Policy IM-2A It shall be the policy of Council to establish and maintain a Public Participation Program Policy.

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: _____

Madelyn LeMay, Director, Planning and Development

Date: January 24, 2023

Subject: West Hants MPS Amendment Related to Public Participation Program Policy; File # 22-32B

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) 214(4)
Minimum Planning Requirements Regulations 4(d)

RECOMMENDATION

… that Council gives First Reading and will hold a Public Hearing to consider amending the West Hants Municipal Planning Strategy by adding background and a policy referring to the Public Participation Program Policy, as shown in Appendix D of the January 12, 2023 report Minimum Planning Requirements Regulations: West Hants, File # 22-32.

BACKGROUND

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

The Nova Scotia Minimum Planning Requirement Regulations require a policy within each Municipal Planning Strategy (MPS) which describes *"the procedures to be followed when reviewing a municipal planning strategy that must provide for public consultation and notice"*; this has been interpreted by the Province to mean there must be a policy within each MPS referring to the Public Participation Program Policy.

The proposed amendments are in direct response to this requirement.

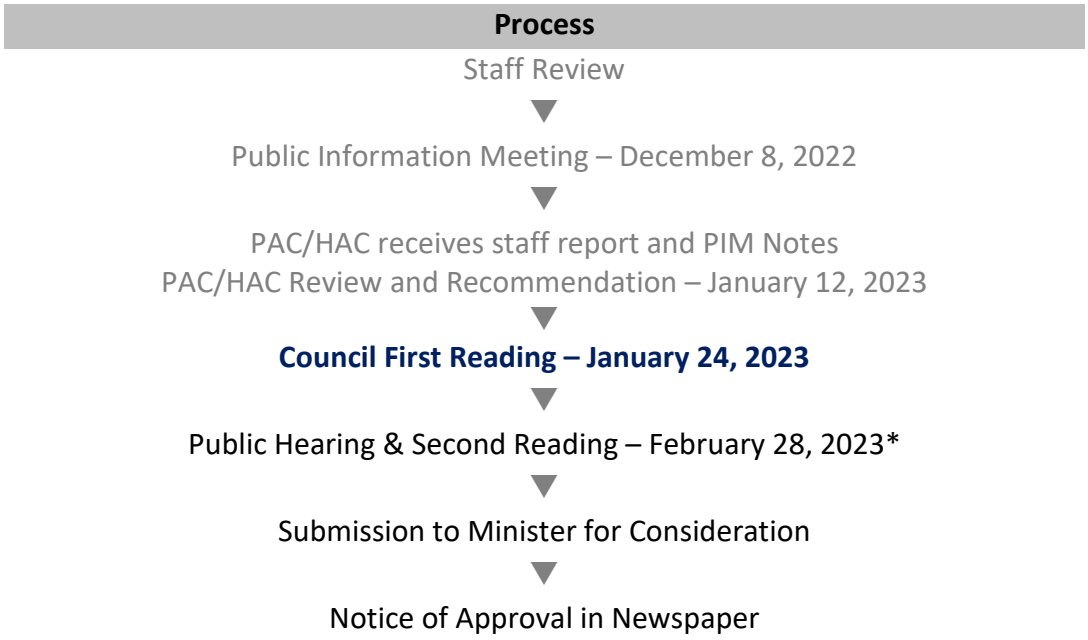
DISCUSSION

A Public Information Meeting was held on December 8, 2022.

PAC/HAC recommended in favour of the proposed amendments on January 12, 2023.

NEXT STEPS

The process for this proposed amendment is as follows:



*anticipated date; final dates set by Council

FINANCIAL IMPLICATIONS

There are no anticipated costs to the Municipality related to the proposed amendments.

ALTERNATIVES

In response to the application, Council may decide to:

- not hold a public hearing regarding the proposed amendments; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A January 12, 2023 report: West Hants MPS Amendment related to Public Participation Program Policy

CHIEF ADMINISTRATIVE OFFICER REVIEW: Pending CAO's Comments

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

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

ATTACHMENT A

West Hants

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity

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

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

Date: January 12, 2023

Subject: Minimum Planning Requirements Regulations: West Hants; File # 22-32

1.0 LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) s. 204

2.0 RECOMMENDATION

…that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending the West Hants Municipal Planning Strategy by adding background and a policy referring to the Public Participation Program Policy, as shown in Appendix D of the January 12, 2023 report Minimum Planning Requirements Regulations: West Hants, File # 22-32.

3.0 BACKGROUND

The Nova Scotia Minimum Planning Requirements Regulations (Appendix A) in s. 4 specify that *"In addition to the requirements prescribed in subsection 214(1) of the Act, a municipal planning strategy must contain all of the following: (d) a statement of policy describing the procedures to be followed when reviewing a municipal planning strategy that must provide for public consultation and notice."*

A Public Information Meeting regarding this requirement was held on December 8, 2022. The comment period ended December 22, 2022; no comments were received (Appendix B).

4.0 DISCUSSION

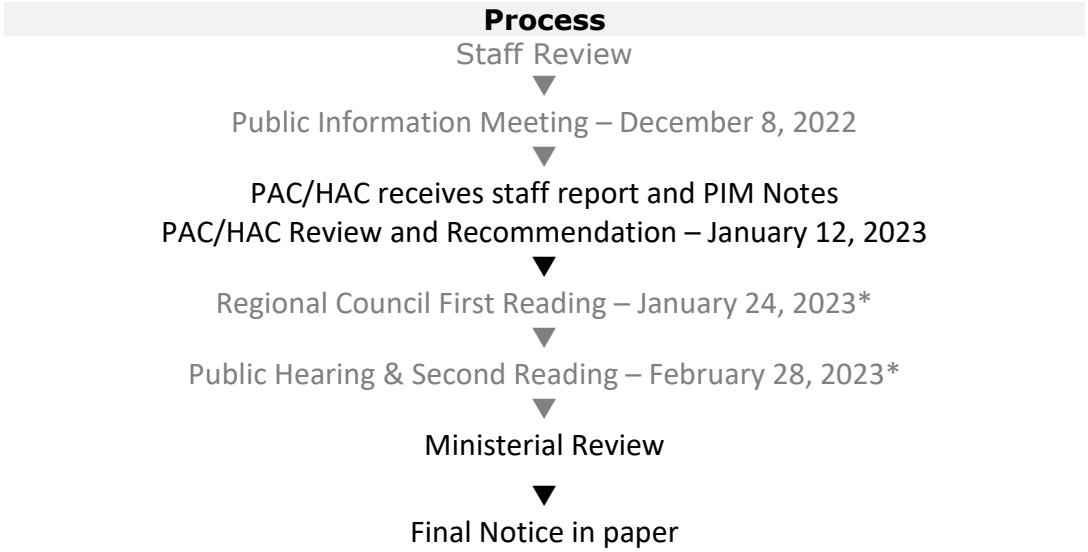
West Hants Regional Municipality (WHRM) established a Regional Public Participation Program Policy less than a month after consolidation. Amendments to the Public Participation Program Policy are also being recommended to the Planning and Heritage Advisory Committee January 12, 2023.

WHRM has three sets of planning documents: Hantsport, West Hants and Windsor. Each of the Municipal Planning Strategies meets the Nova Scotia Minimum Planning Requirements Regulations with one exception: each is missing policy referring to the Public Participation Program Policy. The proposed amendments (Appendices C and D) are intended to meet this requirement.

There are no policies within the WHMPS which need to be considered in relation to the proposed amendments.

5.0 NEXT STEPS

The proposed amendments have been considered within the context of, and are consistent with the intent, objectives, and policies of the West Hants Municipal Planning Strategy (WHMPS). There are no proposed map amendments. As a result, it is reasonable to amend the text of the WHMPS to clarify the intent of Council regarding public engagement in planning processes.



*anticipated dates; final dates set by Council

6.0 FINANCIAL IMPLICATIONS

There are no financial implications for the Region associated with the filing of this report.

7.0 ALTERNATIVES

Should PAC/HAC not wish to accept the draft amendments as written, it may:

- recommend specific amendments to the proposed draft; or
- provide alternative direction, such as requesting further information on a specific topic.

8.0 APPENDICIES

Appendix A	Nova Scotia Minimum Planning Requirements Regulations
Appendix B	Public Information Meeting Notes
Appendix C	West Hants Municipal Planning Strategy Policies showing Proposed Amendments
Appendix D	Draft Amendments to the West Hants Municipal Planning Strategy

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

APPENDIX A

Minimum Planning Requirements Regulations
made under Section 214(4) of the
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S.N.S. 1998, c. 18
N.S. Reg. 140/2019 (effective December 3, 2019)

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(b) the date it was last reviewed; and

(c) the effective date of these regulations.

(3) Where a municipality has one or more secondary planning strategies, subsection (2) shall be satisfied if a municipal-wide municipal planning strategy and all the land use by-laws applicable in the municipality are reviewed within the timelines provided in subsection (2).

(4) "Review" in relation to a municipal planning strategy, means a municipality's consideration of the content of a municipal planning strategy to determine if it should be amended or replaced to ensure that it meets the purposes outlined in Section 213 of the Act and the minimum planning requirements.

Mandatory content

4 In addition to the requirements prescribed in subsection 214(1) of the Act, a municipal planning strategy must contain all of the following:

(a) a discussion of the background and contextual information that informed the goals and objectives of the municipal planning strategy;

(b) a map of the lands within a municipality that depicts the intended future uses of the lands as contemplated by the municipality's municipal planning strategy;

(c) statements of policy with respect to the lands subject to the municipal planning strategy in relation to all of the following:

(i) residential uses,

(ii) commercial and industrial uses,

(iii) institutional uses,

(iv) recreational facilities and public open spaces, ~~and~~

(v) resource uses, where resources are present within a municipality;

(d) a statement of policy describing the procedures to be followed when reviewing a municipal planning strategy that must provide for public consultation and notice.

Matters subject to other enactment of Province

5 **(1)** A municipality may include in its municipal planning strategy statements of policy on land use relating to any of the matters set out in Sections 6 to 13 unless the matter is the subject of another enactment of the Province.

(2) Provided it is not prohibited by another enactment, statements of policy referred to in subsection (1) may be more stringent than another enactment.

Discretionary content related to planning tools

6 A municipal planning strategy may include statements of policy on the use, content, development, and administration of the following:

(a) zoning;

(b) development agreements;

(c) comprehensive development districts;

(d) site-plan approval areas;

(e) incentive or bonus zoning;

(f) accepting and using cash-in-lieu of required parking;

(g) studies to be carried out before undertaking specified developments or developments in specified areas;

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(j) subdividing land; and

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(c) protecting the coast;

(d) protecting water supplies;

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(i) lands subject to flooding,

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(c) housing opportunities for a range of social and economic needs and to support aging in place;

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(a) protecting and using resource lands;

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(c) generating, using, and conserving energy;

(d) transportation services and networks including establishing transportation reserves; and [*sic*]

(e) home occupations and home-based businesses.

Discretionary content related to culture, heritage and landscape features

12 A municipal planning strategy may include statements of policy on any of the following:

(a) heritage property protection and heritage buildings;

(b) sites of cultural, historical or archeological interest; and [*sic*]

(c) other significant natural or human-made features.

Discretionary content related to general matters

13 A municipal planning strategy may include statements of policy on any of the following:

(a) public health and safety; and [*sic*]

(b) land use matters relating to the physical, economic or social environment of the municipality not otherwise prescribed in these regulations.

Appendix B
Public Information Meeting Notes
December 8, 2022 – December 22, 2022
File# 22-32A
West Hants Municipal Planning Strategy Amendments: Public Participation Program

Meeting date and time	A public information meeting was held on December 8, 2022 beginning at 6 p.m. The meeting was broadcast live on the Municipal Facebook page.
File Number	22-32A
Attending	Jennifer Nichols, PIM Chair Madelyn LeMay, Director, Planning and Development Sara Poirier, Senior Planner Alex Dunphy, Planner No members of the public present expressed interest in the proposed amendments.
Applicant none	Ms. LeMay outlined the proposed amendments, which are required by Regulations made under Section 204A of the MGA.
Adjournment	The presentation portion of the PIM ended at approximately 6:10 p.m.; comments could be submitted by the public by mail, drop-off at the Municipal Office, e-mail and telephone to Ms. LeMay until December 22, 2022.
PIM Submissions	No verbal or written submissions were received.

Appendix C

Taken from West Hants Municipal Planning Strategy December 28, 2022

Proposed Changes shown in blue

16.0 IMPLEMENTATION

16.1 Municipal Planning Strategy Amendments and Review

From time to time Council may find it necessary to amend the Municipal Planning Strategy (MPS) or the accompanying Generalized Future Land Use Map (Map 1).

Policy 16.1.1 *It shall be the policy of Council to review and make amendments to this Strategy:*

(a) when there is a requirement to change the Generalized Future Land Use Map (Map 1);
(b) to bring the Strategy in line with Provincial Statements of Interest; or
(c) when Council deems it necessary because of a change in policy intentions or the development environment.

If the intentions of Council or the nature of development change significantly, it may be necessary to review the entire Municipal Planning Strategy and Land Use By-law. Such a review shall include a program of public consultation at different stages. It is recommended that a review be done at least every eight years.

A program of public consultation, known as a Public Participation Program Policy, has been in place and utilized in the area regulated by the West Hants planning documents since before 2008, and planning in this area has been subject to the West Hants Regional Municipality Public Participation Program Policy since April 28, 2020, following the establishment of the Regional government. In order to ensure the requirements of the Municipal Government Act are met, Council is establishing a policy which will link the MPS and PPPP.

Policy 16.1.2
It shall be the policy of Council to establish and maintain a Public Participation Program Policy.

APPENDIX D

PROPOSED WEST HANTS MUNICIPAL PLANNING STRATEGY AMENDMENTS

Purpose: to clarify and add policy to the Municipal Planning Strategy which reflects Council's intention to maintain a Public Participation Program Policy.

1. In Part 16.1, Municipal Planning Strategy Amendments and Review, immediately following the phrase: *"It is recommended that a review be done at least every eight years"*, add the following paragraph and policy:

> A program of public consultation, known as a Public Participation Program Policy, has been in place and utilized in the area regulated by the West Hants planning documents since before 2008, and planning in this area has been subject to the West Hants Regional Municipality Public Participation Program Policy since April 28, 2020, following the establishment of the Regional government. In order to ensure the requirements of the Municipal Government Act are met, Council is establishing a policy which will link the MPS and PPPP.
>
> ***Policy 16.1.2***
> It shall be the policy of Council to establish and maintain a Public Participation Program Policy.

so that the entire section and policy read as:

> **16.1 Municipal Planning Strategy Amendments and Review**
>
> From time to time Council may find it necessary to amend the Municipal Planning Strategy (MPS) or the accompanying Generalized Future Land Use Map (Map 1).
>
> ***Policy 16.1.1*** *It shall be the policy of Council to review and make amendments to this Strategy:*
>
> *(a) when there is a requirement to change the Generalized Future Land Use Map (Map 1);*
> *(b) to bring the Strategy in line with Provincial Statements of Interest; or*
> *(c) when Council deems it necessary because of a change in policy intentions or the development environment.*

If the intentions of Council or the nature of development change significantly, it may be necessary to review the entire Municipal Planning Strategy and Land Use By-law. Such a review shall include a program of public consultation at different stages. It is recommended that a review be done at least every eight years.

A program of public consultation, known as a Public Participation Program Policy, has been in place and utilized in the area regulated by the West Hants planning documents since before 2008, and planning in this area has been subject to the West Hants Regional Municipality Public Participation Program Policy since April 28, 2020, following the establishment of the Regional government. In order to ensure the requirements of the Municipal Government Act are met, Council is establishing a policy which will link the MPS and PPPP.

Policy 16.1.2 It shall be the policy of Council to establish and maintain a Public Participation Program Policy.

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: _____

Madelyn LeMay, Director, Planning and Development

Date: January 24, 2023

Subject: Windsor MPS Amendment Related to Public Participation Program Policy; File # 22-33B

LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) 214(4)
Minimum Planning Requirements Regulations 4(d)

RECOMMENDATION

…that Council gives First Reading and will hold a Public Hearing to consider amending the Windsor Municipal Planning Strategy by adding background and a policy referring to the Public Participation Program Policy, as shown in Appendix D of the January 12, 2023 report Minimum Planning Requirements Regulations: Windsor, File #22-33.

BACKGROUND

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

The Nova Scotia Minimum Planning Requirement Regulations require a policy within each Municipal Planning Strategy (MPS) which describes *"the procedures to be followed when reviewing a municipal planning strategy that must provide for public consultation and notice"*; this has been interpreted by the Province to mean there must be a policy within each MPS referring to the Public Participation Program Policy.

The proposed amendments are in direct response to this requirement.

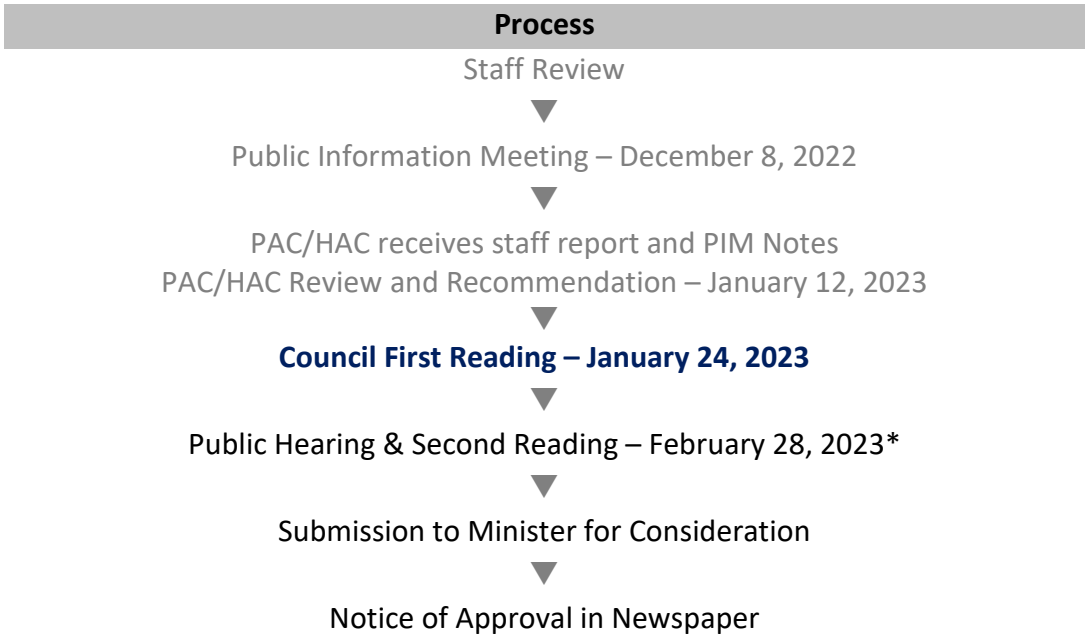
DISCUSSION

A Public Information Meeting was held on December 8, 2022.

PAC/HAC recommended in favour of the proposed amendments on January 12, 2023.

NEXT STEPS

The process for this proposed amendment is as follows:



*anticipated date; final dates set by Council

FINANCIAL IMPLICATIONS

There are no anticipated costs to the Municipality related to the proposed amendments.

ALTERNATIVES

In response to the application, Council may decide to:

- not hold a public hearing regarding the proposed amendments; or
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A January 12, 2023 report: Windsor MPS Amendment related to Public Participation Program Policy

CHIEF ADMINISTRATIVE OFFICER REVIEW: Pending CAO's Comments

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

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

ATTACHMENT A

West Hants

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

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

Date: January 12, 2023

Subject: Minimum Planning Requirements Regulations: Windsor; File #22-33

1.0 LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) s. 204

2.0 RECOMMENDATION

…that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending the Windsor Municipal Planning Strategy by adding background and a policy referring to the Public Participation Program Policy, as shown in Appendix D of the January 12, 2023 report Minimum Planning Requirements Regulations: Windsor, File #22-33.

3.0 BACKGROUND

The Nova Scotia Minimum Planning Requirements Regulations (Appendix A) in s. 4 specify that *"In addition to the requirements prescribed in subsection 214(1) of the Act, a municipal planning strategy must contain all of the following: (d) a statement of policy describing the procedures to be followed when reviewing a municipal planning strategy that must provide for public consultation and notice."*

A Public Information Meeting regarding this requirement was held on December 8, 2022. The comment period ended December 22, 2022; no comments were received (Appendix B).

4.0 DISCUSSION

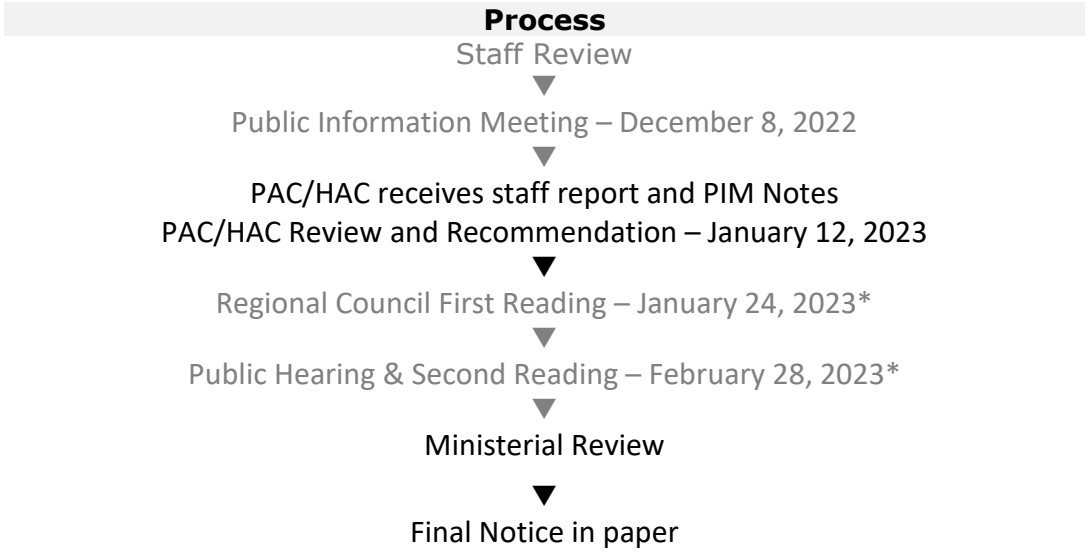
West Hants Regional Municipality (WHRM) established a Regional Public Participation Program Policy less than a month after consolidation. Amendments to the Public Participation Program Policy are also being recommended to the Planning and Heritage Advisory Committee January 12, 2023.

WHRM has three sets of planning documents: Hantsport, West Hants and Windsor. Each of the Municipal Planning Strategies meets the Nova Scotia Minimum Planning Requirements Regulations with one exception: each is missing policy referring to the Public Participation Program Policy. The proposed amendments (Appendices C and D) are intended to meet this requirement.

There are no policies within the WMPS which need to be considered in relation to the proposed amendments.

5.0 NEXT STEPS

The proposed amendments have been considered within the context of, and are consistent with the intent, objectives, and policies of the Windsor Municipal Planning Strategy (WMPS). There are no proposed map amendments. As a result, it is reasonable to amend the text of the WMPS to clarify the intent of Council regarding public engagement in planning processes.



*anticipated dates; final dates set by Council

6.0 FINANCIAL IMPLICATIONS

There are no financial implications for the Region associated with the filing of this report.

7.0 ALTERNATIVES

Should PAC/HAC not wish to accept the draft amendments as written, it may:

- recommend specific amendments to the proposed draft; or
- provide alternative direction, such as requesting further information on a specific topic.

8.0 APPENDICIES

Appendix A	Nova Scotia Minimum Planning Requirements Regulations
Appendix B	Public Information Meeting Notes
Appendix C	Windsor Municipal Planning Strategy Policies showing Proposed Amendments
Appendix D	Draft Amendments to the Windsor Municipal Planning Strategy

Report prepared by: _____

Madelyn LeMay, Director, Planning and Development

APPENDIX A

Minimum Planning Requirements Regulations
made under Section 214(4) of the
Municipal Government Act
S.N.S. 1998, c. 18
N.S. Reg. 140/2019 (effective December 3, 2019)

Table of Contents

Please note: this table of contents is provided for convenience of reference and does not form part of the regulations.
Click here to go to the text of the regulations.

Citation
Definitions
Review of planning documents
Mandatory content
Matters subject to other enactment of Province
Discretionary content related to planning tools
Discretionary content related to engagement
Discretionary content related to fiscal matters
Discretionary content related to the natural environment
Discretionary content related to social aspects
Discretionary content related to resource lands, infrastructure and economic development
Discretionary content related to culture, heritage and landscape features
Discretionary content related to general matters

Citation
1 These regulations may be cited as the *Minimum Planning Requirements Regulations*.

Definitions
2 In these regulations,

"Act" means the *Municipal Government Act*.

Review of planning documents
3 **(1)** A council must include policies in a municipal planning strategy on how it intends to review the municipal planning strategy and land-use by-law that implements the municipal planning strategy.

(2) A municipal planning strategy and its implementing land use by-law must be reviewed no later than 10 years after the later of the following dates:

(a) the date it was adopted;

(b) the date it was last reviewed; and

(c) the effective date of these regulations.

(3) Where a municipality has one or more secondary planning strategies, subsection (2) shall be satisfied if a municipal-wide municipal planning strategy and all the land use by-laws applicable in the municipality are reviewed within the timelines provided in subsection (2).

(4) "Review" in relation to a municipal planning strategy, means a municipality's consideration of the content of a municipal planning strategy to determine if it should be amended or replaced to ensure that it meets the purposes outlined in Section 213 of the Act and the minimum planning requirements.

Mandatory content

4 In addition to the requirements prescribed in subsection 214(1) of the Act, a municipal planning strategy must contain all of the following:

(a) a discussion of the background and contextual information that informed the goals and objectives of the municipal planning strategy;

(b) a map of the lands within a municipality that depicts the intended future uses of the lands as contemplated by the municipality's municipal planning strategy;

(c) statements of policy with respect to the lands subject to the municipal planning strategy in relation to all of the following:

(i) residential uses,

(ii) commercial and industrial uses,

(iii) institutional uses,

(iv) recreational facilities and public open spaces, ~~and~~

(v) resource uses, where resources are present within a municipality;

(d) a statement of policy describing the procedures to be followed when reviewing a municipal planning strategy that must provide for public consultation and notice.

Matters subject to other enactment of Province

5 **(1)** A municipality may include in its municipal planning strategy statements of policy on land use relating to any of the matters set out in Sections 6 to 13 unless the matter is the subject of another enactment of the Province.

(2) Provided it is not prohibited by another enactment, statements of policy referred to in subsection (1) may be more stringent than another enactment.

Discretionary content related to planning tools

6 A municipal planning strategy may include statements of policy on the use, content, development, and administration of the following:

(a) zoning;

(b) development agreements;

(c) comprehensive development districts;

(d) site-plan approval areas;

(e) incentive or bonus zoning;

(f) accepting and using cash-in-lieu of required parking;

(g) studies to be carried out before undertaking specified developments or developments in specified areas;

(h) staging development;

(i) non-conforming uses and structures;

(j) subdividing land; and

(k) regulation or prohibition of development in areas based on noise exposure forecast or noise exposure projections.

Discretionary content related to engagement

7 A municipal planning strategy may include statements of policy on engaging with provincial and federal departments, First Nations, and non-abutting municipalities.

Discretionary content related to fiscal matters

8 A municipal planning strategy may include statements of policy on any of the following:

(a) municipal investment for public and private development and coordinating public programs relating to the economic, social and physical development of the municipality;

(b) eligibility criteria for establishing a commercial development district including all of the following:

(i) the percentage increase in the taxable assessed value of the eligible properties, as defined in subsection 71C(1) of the Act, within the proposed commercial development district, and [*sic*]

(ii) the period over which the increase in the taxable assessed value of the properties occurs.

Discretionary content related to the natural environment

9 A municipal planning strategy may include statements of policy on any of the following:

(a) climate change mitigation and adaptation;

(b) protecting the natural environment and biodiversity;

(c) protecting the coast;

(d) protecting water supplies;

(e) identifying, preserving and protecting landscape features;

(f) stormwater management and erosion control;

(g) excavating or filling of land, the placement of fill or the removal of soil;

(h) identifying, protecting, using and developing any of the following:

(i) lands subject to flooding,

(ii) steep slopes,

(iii) lands susceptible to subsidence, erosion or other geological hazards, and [*sic*]

(iv) wetlands or other environmentally sensitive areas.

Discretionary content related to social aspects

10 A municipal planning strategy may include statements of policy on any of the following:

(a) how social issues must be incorporated into decision making;

(b) promoting social well-being;

(c) housing opportunities for a range of social and economic needs and to support aging in place;

(d) promoting community food security;

(e) accessibility standards to help prevent and remove barriers that disable people;

(f) walkability; and [*sic*]

(g) healthy built environments.

Discretionary content related to resource lands, infrastructure and economic development

11 A municipal planning strategy may include statements of policy on any of the following:

(a) protecting and using resource lands;

(b) infrastructure including municipal services and facilities and the means of recovering their cost;

(c) generating, using, and conserving energy;

(d) transportation services and networks including establishing transportation reserves; and [*sic*]

(e) home occupations and home-based businesses.

Discretionary content related to culture, heritage and landscape features

12 A municipal planning strategy may include statements of policy on any of the following:

(a) heritage property protection and heritage buildings;

(b) sites of cultural, historical or archeological interest; and [*sic*]

(c) other significant natural or human-made features.

Discretionary content related to general matters

13 A municipal planning strategy may include statements of policy on any of the following:

(a) public health and safety; and [*sic*]

(b) land use matters relating to the physical, economic or social environment of the municipality not otherwise prescribed in these regulations.

Appendix B
Public Information Meeting Notes
December 8, 2022 – December 22, 2022
File# 22-33A
Windsor Municipal Planning Strategy Amendments: Public Participation Program

Meeting date and time	A public information meeting was held on December 8, 2022 beginning at 6 p.m. The meeting was broadcast live on the Municipal Facebook page.
File Number	22-33A
Attending	Jennifer Nichols, PIM Chair Madelyn LeMay, Director, Planning and Development Sara Poirier, Senior Planner Alex Dunphy, Planner No members of the public present expressed interest in the proposed amendments.
Applicant none	Ms. LeMay outlined the proposed amendments, which are required by Regulations made under Section 204A of the MGA.
Adjournment	The presentation portion of the PIM ended at approximately 6:10 p.m.; comments could be submitted by the public by mail, drop-off at the Municipal Office, e-mail and telephone to Ms. LeMay until December 22, 2022.
PIM Submissions	No verbal or written submissions were received.

Appendix C

Taken from Windsor Municipal Planning Strategy December 28, 2022

Proposed Changes shown in blue

16.0 IMPLEMENTATION

16.1 Municipal Planning Strategy Amendments and Review

From time to time Council may find it necessary to amend the Municipal Planning Strategy or the accompanying Generalized Future Land Use Map (Map 1).

Policy 16.1.1 *It shall be the policy of Council to review and make amendments to this Strategy:*

(a) when there is a requirement to change the Generalized Future Land Use Map (Map 1);

(b) to bring the Strategy in line with Provincial Statements of Interest; or

(c) when Council deems it necessary because of a change in policy intentions or the development environment.

If the intentions of Council or the nature of development change significantly, it may be necessary to review the entire Municipal Planning Strategy and Land Use By-law. Such a review shall include a program of public consultation at different stages of the review. It is recommended that a review be done at least every eight years.

A program of public consultation, known as a Public Participation Program Policy, has been in place and utilized in the area regulated by the Windsor planning documents since before 2008, and planning in this area has been subject to the West Hants Regional Municipality Public Participation Program Policy since April 28, 2020, following the establishment of the Regional government. In order to ensure the requirements of the Municipal Government Act are met, Council is establishing a policy which will link the MPS and PPPP.

Policy 16.1.2 *It shall be the policy of Council to review the Municipal Planning Strategy regularly as deemed necessary by changing conditions, but not later than every eight years.*

Policy 16.1.3 ***I****t shall be the intention 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.

Policy 16.1.4 *It shall be the intention of Council to consider entering into a development agreement for a property immediately adjacent to a given land use designation on the Generalized Future Land Use Map (Map 1) without requiring a Strategy amendment, provided that all policies of the Strategy are satisfied.*

Policy 16.1.5 It shall be the policy of Council to establish and maintain a Public Participation Program Policy.

APPENDIX D

PROPOSED WINDSOR MUNICIPAL PLANNING STRATEGY AMENDMENTS

Purpose: to clarify and add policy to the Municipal Planning Strategy which reflects Council's intention to maintain a Public Participation Program Policy.

1. In Part 16, implementation, immediately following the sentence *"It is recommended that a review be done at least every eight years.*" add the following paragraph:

> A program of public consultation, known as a Public Participation Program Policy, has been in place and utilized in the area regulated by the Windsor planning documents since before 2008, and planning in this area has been subject to the West Hants Regional Municipality Public Participation Program Policy since April 28, 2020, following the establishment of the Regional government. In order to ensure the requirements of the Municipal Government Act are met, Council is establishing a policy which will link the MPS and PPPP.

so that the entire section reads as:

> **16.1 Municipal Planning Strategy Amendments and Review**
>
> From time to time Council may find it necessary to amend the Municipal Planning Strategy or the accompanying Generalized Future Land Use Map (Map 1).
>
> ***Policy 16.1.1*** *It shall be the policy of Council to review and make amendments to this Strategy:*
>
> *(a) when there is a requirement to change the Generalized Future Land Use Map (Map 1);*
>
> *(b) to bring the Strategy in line with Provincial Statements of Interest; or*
>
> *(c) when Council deems it necessary because of a change in policy intentions or the development environment.*
>
> If the intentions of Council or the nature of development change significantly, it may be necessary to review the entire Municipal Planning Strategy and Land Use By-law. Such a review shall include a program of public consultation at different stages of the review. It is recommended that a review be done at least every eight years.
>
> A program of public consultation, known as a Public Participation Program Policy, has been in place and utilized in the area regulated by the Windsor planning documents since before 2008, and planning in this

area has been subject to the West Hants Regional Municipality Public Participation Program Policy since April 28, 2020, following the establishment of the Regional government. In order to ensure the requirements of the Municipal Government Act are met, Council is establishing a policy which will link the MPS and PPPP.

2. Immediately following Policy 16.1.4, add the following policy 16.1.5:

Policy 16.1.5 It shall be the policy of Council to establish and maintain a Public Participation Program Policy.

so that all policies read as:

Policy 16.1.2 *It shall be the policy of Council to review the Municipal Planning Strategy regularly as deemed necessary by changing conditions, but not later than every eight years.*

Policy 16.1.3 ***I****t shall be the intention 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.*

Policy 16.1.4 *It shall be the intention of Council to consider entering into a development agreement for a property immediately adjacent to a given land use designation on the Generalized Future Land Use Map (Map 1) without requiring a Strategy amendment, provided that all policies of the Strategy are satisfied.*

Policy 16.1.5 *It shall be the policy of Council to establish and maintain a Public Participation Program Policy.*

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: _____

Madelyn LeMay, Director, Planning and Development

Date: January 24, 2023

Subject: Heritage Plaque Presentations

LEGISLATIVE AUTHORITY

Heritage Property Act, Section 19

RECOMMENDATION

Should Council agree with the recommendation of the Planning and Heritage Advisory Committee, the following motion would be in order:

…that Council offer the owner of any newly-registered heritage property the option of holding a ceremony at the property or having the plaque presented during a Council meeting.

BACKGROUND

The Heritage Property Act allows municipalities to place a plaque on municipal heritage properties.

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

DISCUSSION

On September 27, 2022, Council approved the design of the plaque to be used for heritage properties registered by the Region.

At the December 8, 2022 PAC/HAC meeting, members discussed how plaques could be presented to the owner and approved the following recommendation:

"… that PAC/HAC recommends that Council offer the owner of any newly-registered heritage property the option of holding a ceremony at the property or having the plaque presented during a Council meeting." Motion carried.

NEXT STEPS

The decision of Council is all that is required at this time.

FINANCIAL IMPLICATIONS

The only anticipated cost to the Municipality related to this decision would be minor costs associated with any presentation ceremony.

ALTERNATIVES

Council may decide to:

- not hold a presentation ceremony.

ATTACHMENTS

Attachment A 2022-12-08 Plaque Report to PAC/HAC

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

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

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

ATTACHMENT A

West Hants

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request X	Councillor Activity ☐

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

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

Date: December 8, 2022

Subject: Heritage Plaque Ceremony

1.0 LEGISLATIVE AUTHORITY

Heritage Property Act, Section 19

2.0 RECOMMENDATION

…that PAC/HAC recommends that Council offer the owner of any newly-registered heritage property the option of holding a ceremony at the property or having the plaque presented during a Council meeting.

3.0 BACKGROUND

The Region has registered one municipal heritage property, and Council has approved PAC/HAC's recommendation regarding the appearance of the plaques. The plaque for the newly-registered property has been received, and a decision needs to be made regarding presentation of plaques in the Region.

4.0 DISCUSSION

To make things clear for future registrations, PAC/HAC could recommend standard plaquing ceremony "types' to Council.

Options include Council (1) hosting a ceremony at the registered property or (2) Council presenting the plaque during a Council meeting. Both methods have been used in the past by West Hants and Windsor. A recommendation should be made to Council indicating whether both methods should be offered to the owner or whether Council should only use one method.

4.0 NEXT STEPS

Once PAC/HAC has made a recommendation, the decision rests with Council.

5.0 FINANCIAL IMPLICATIONS

There may be costs associated with a ceremony in either location should Council wish to host a reception.

6.0 ALTERNATIVES

PAC/HAC may provide alternative direction.

Report prepared by: _____

Madelyn LeMay, Director, Planning and Development

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☐	Councillor Activity ✓

To: West Hants Regional Municipality

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

Date: January 24, 2023

Subject: Councillor Activity Report Dec / Jan

From mid-December through January to date, involvement as councillor has continued in numerous local community and Municipal events. Inquiries from residents on various service-related items continue to occur on an ad-hoc basis. Snow and ice calls as well as waste collection are top of mind along with concerns raised about the PVSC tax roll assessments just released this month.

A few of the highlights during the past month also include:

Participated in the municipal strategy workshop sessions as a beginning process for determining the priorities and focus of the region in the short, medium and longer term.

Currently participating in the budget preparation workshops with a review of prior budgets in beginning the thought process for considering the priorities and for the coming years budget cycle.

Attended the audit committee meeting on December 9th as a non-sitting member. It was an informative session with the Municipality receiving a clean audit for its 2021 – 2022 Fiscal year financial results.

While unable to attend the virtual NSFM session hosted by NSFM and President Brenda Chisholm-Beaton on January 11th regarding the proposed NSFM by-law changes at next week's meeting on Jan 26th, I was able to view the meeting which was recorded and posted on YouTube. An informative session for anyone interested in better understanding the governance changes being put forward. (As just noted the Special Meeting of the members is being held on January 26th from 10 am – 4 pm at the Westin Hotel in Halifax. Pre-registration is required).

To note that the Valley REN is hosting three in-person presentations in various locations throughout the region, and one virtual presentation on its regional tourism STAR program. The sessions will highlight the input received from the public over the past year as well as the draft implementation plan being put forward. It is a session well worth attending to better understand the plan and its details.

Avon River Causeway Correspondence

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

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

Avon River Causeway Correspondence

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

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

Avon River Causeway Correspondence

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

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

Avon River Causeway Correspondence

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

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

Avon River Causeway Correspondence

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

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

Avon River Causeway Correspondence

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

First Name	Last Name	Correspondence Date	Meeting / logged
Quentin	Davison	2021-07-13	2021-07-13 COTW
Iain (Hon.)	Rankin	2021-07-16	2021-07-27 Council
Karen	Beazley	2021-07-15	2021-07-27 Council
G.E.	Morehouse	2021-07-22	2021-07-27 Council
Darlene	Taylor	2021-07-26	2021-09-14 COTW
Heather	MacLean	2021-08-13	2021-09-14 COTW
Kim (Hon)	Masland	2021-09-22	2021-10-12 COTW
Darren	Porter	2022-02-01	2022-02-08 Council
Hon. Steve	Craig	2022-03-02	2022-03-08 COTW
Hon. Greg	Morrow	2022-03-08	2022-03-22 Council
Sheldon	Hope	2022-03-10	2022-03-22 Council
Darren	Porter	2022-06-02	2022-06-14 COTW
Darren	Porter	2022-06-27	2022-06-28 Council
Hon. Joyce	Murray	2022-07-12	2022-07-26 Council
Jennifer	Allen	2022-08-30	2022-09-13 COTW
Blois	Hon. Kody	2022-10-07	2022-10-11 COTW
Salter	K	2022-10-28	2022-11-08 COTW

Correspondence Received

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

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

Correspondence Received

Philip	Hyam	2022-09-17	2022-09-27 Council
Mash Up Lab re: Opportunity for Aspiring Entrepreneurs in West Hants		2022-10-17	2022-10-25 Council
Minister Masland	Re: Potential Mi'kmaq Burial site	2022-10-19	2022-10-25 Council
Heather Hughes,	Executive Director Re: Proposed changes to Weed Control Act	2022-09-13	2022-11-08 COTW
Minister of Finance and Treasury Board	Re: Provincial Non-Resident Deed Transfer Tax	2022-10-21	2022-11-08 COTW
Home Hardware	Re: Security Cameras	2022-10-21	2022-11-08 COTW
Windsor Township	Re: Security Cameras	2022-10-24	2022-11-08 COTW
Dawna MacIvor	Re: November is Crohn's and Colitis Awareness Month	2022-10-28	2022-11-08 COTW
Waye Mason	re Concerns and Information regarding Bill 225 and HRM Noise By-Law	2022-11-02	2022-11-08 COTW
Peter Gregg	Re Information on Bill 212, An Act to Amend Public Utility Act	2022-11-02	2022-11-08 COTW
Andrea Parker	Re Road repair work needed	2022-11-06	2022-11-22 Council
WAEFA Recipient Confirmation - 2022	(Awards sponsored by the West Hants Regional Municipality)	2022-11-07	2022-11-22 Council
CAO Letter	Comfort Centre Designation - Garden of Eden Community Centre	2022-11-10	2022-11-22 Council
David Old,	President Hantsport Seniors and Elders Club re Community Generator Program	2022-11-10	2022-11-22 Council
Juanita Wilcox	re Expression of Thanks	2022-11-12	2022-11-22 Council
Emily McNeil	re Renewal of the Operating Approval for the Avon Hydro System	2022-11-14	2022-11-22 Council
Paul Beazley	re Boundary Review Questions	2022-11-16	2022-11-22 Council
West Hants Historical Society	Re Old Parish Burying Ground Letter	2022-11-16	2022-12-06 COTW
Graham Sanford	Re Road Concerns	2022-11-16	2022-12-06 COTW
Fidelis House	Re financial assistance request	2022-11-30	2022-12-06 COTW
Lawrencetown Education Centre	Re Big Chill Donation request	2022-12-06	2022-12-13 Council
Kate Sircom, Secretary, St. Andrew's Church Council	Re Community Comfort Centre proposal	2022-12-06	2022-12-13 Council
NSFM	Re: Code of Conduct - Summary of content from consultation	2022-12-14	2023-01-10 COTW
Honourable Joyce Murray	Re Lake Pisiquid and the Pumpkin Regatta	2022-12-15	2023-01-10 COTW

Correspondence Received

Graham Sanford	Re: response to outstanding concerns sent after the presentation to Council on December 13th, 2022.	2023-01-09	2023-01-10 COTW
Graham Sanford	Re: File to Rezone Lots along Bog Road	2023-01-24	2023-01-24 Council

Deanna Snair

From: wedigdignity@dontbethedirt.ca
Sent: Tuesday, January 24, 2023 10:33 AM
To: PublicOnlyCouncilEmail
Subject: Tuesday Jan 24, 2023 Council Meeting Communications from the Public RE: File to Rezone Lots along Bog Road
Attachments: Driveway to Watercourse.png; Water In.png; Water Out 2.png; 20230124_075822 1.jpg; 20230124_075733 1.jpg

Caution [External Email]

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

Hello Councilors.

Please ensure this communication is part of your records and available to the public.

I was deeply disappointed that not one councilor, including my own, felt that the people they represent in West Hants would support putting forth a motion to vote on answering my three questions to council at the December 13, 2022 council meeting. I have heard we do not do "negative motions" in West Hants, meaning, council can chose silence. How very democtraic to have silence, instead of a motion put forward to a vote!

Tonight, is first reading of the application to rezone the lots along Bog Road, despite:

An active complaint with Nova Scotia Department of Environment and Climate Change, that has been escalated to the Kentville manager, no permit was issued to alter the watercourse and you can see from these pics the consequences of having unprofessional contractors and developers perform this work.

A violation of top soil removal for the AG2 part of PID 45360914 still unanswered,

An Agrologist report performed before the Agrologist was registered to do so in Nova Scotia,

An error in their report page 7 incorrectly indicating the town line but accepted by staff,

A Town of Hantsport Zoning Map from 1976 indicating this land, PID 45046315 and 45360914 WERE ALWAYS FARMLAND!

No documentation supporting PID 45046315 zone of R2 followed the apporiate process.

There are intended consequences at play, that will affect the already assumed Phase 2, the deveopment of PID 45360914. I ask you, please, ask for more information given all this, that is the only option if you are discharging your duties to the people of West Hants with integrity:

ALTERNATIVES

In response to the application, Council may decide to:

- hold First Reading and authorize a Public Hearing to approve the amendment as drafted

or as specifically revised by direction of Council; or

- **provide alternative direction such as requesting further information on a specific topic.**

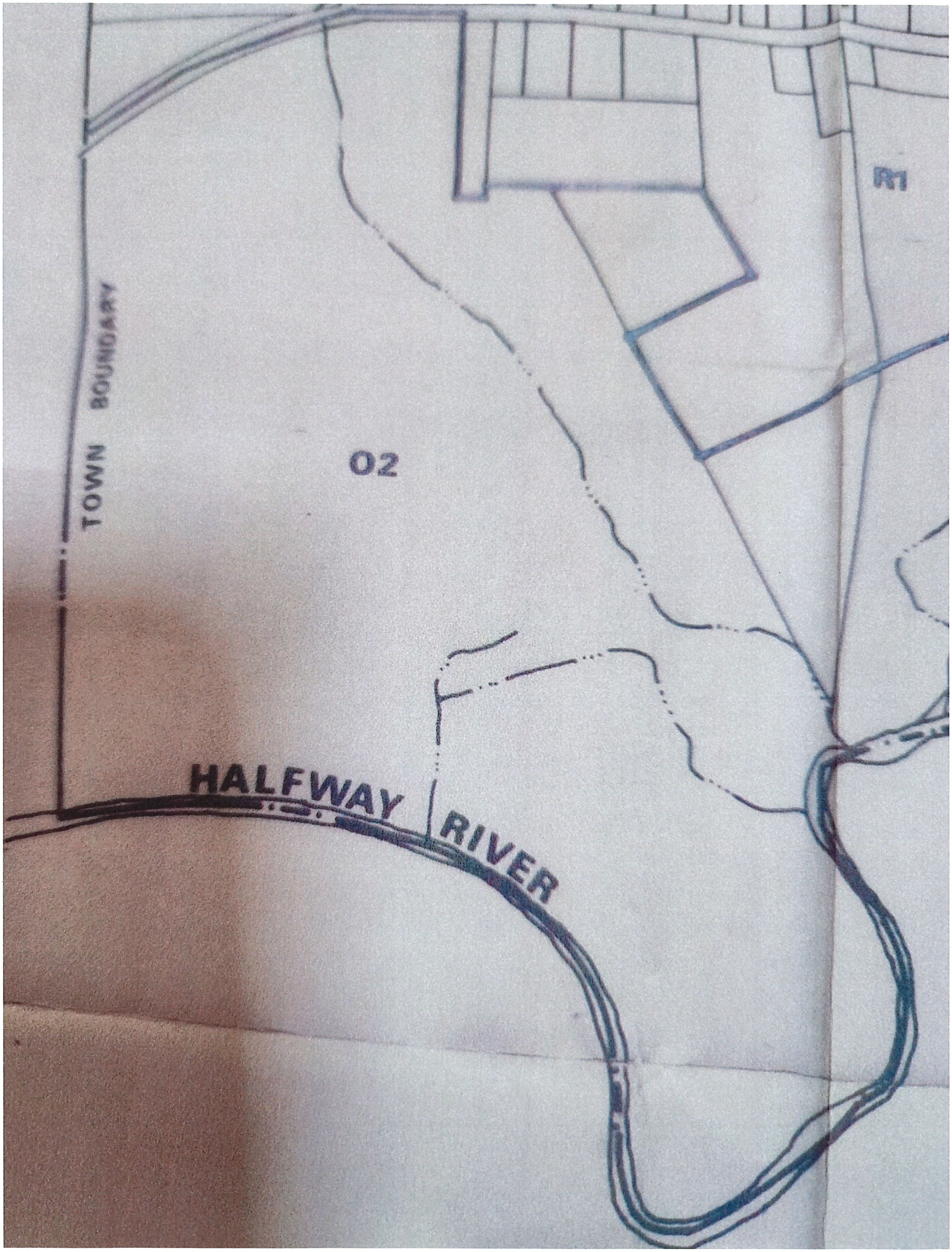
Thank you,

Graham

Don't Be The Dirt Advocacy

You may also find us on Facebook, Instagram and Twitter

Press Esc to exit full screen


R1
TOWN BOUNDARY
02
HALFWAY RIVER

LEGEND

RESIDENTIAL

R1 Single Family
R2 Two Family
R3 Multiple Family

COMMERCIAL

C1 General
C2 Special

INDUSTRIAL

M1 General

OPEN SPACE

O1 Recreational
O2 Conservational

INSTITUTIONAL

IN

DEPARTMENT OF MUNICIPAL AFFAIRS
Recommended for

Fort Edward Lands Correspondence

First Name	Last Name	Correspondence	Meeting/Logged
Theresa	Newcombe	11/23/2021	2022-03-22 Council
Gary	Nelson	12/17/2021	2022-01-11 COTW
Lisa	Bland	12/17/2021	2022-01-11 COTW
John	Wilson	12/21/2021	2022-01-11 COTW
Gary	Nelson	1/11/2022	2022-01-25 Council
Andrea	Moore	1/21/2022	2022-01-25 Council
Valerie	Newcombe	1/21/2022	2022-03-22 Council
Gary	Nelson	1/26/2022	2022-02-08 COTW
Sara	Brothers	1/19/2022	2022-01-25 Council
Dawn	Allen	1/17/2022	2022-01-25 Council
Marty	Fougarty	2/5/2022	2022-03-22 Council
Dr. Gordon	Haliburton	2/14/2022	2022-03-08 COTW
Theresa	Newcombe	3/11/2022	2022-03-22 Council
Marie	Claude-Roiux	3/9/2022	2022-03-22 Council
Barbara	Gallagher	No Date	2022-03-22 Council
Roland	Newcombe	1/20/2022	2022-01-25 Council
Liz	Galbraith	12/16/2021	2021-12-16 COTW
Mary Lou	Bennet	12/13/2021	2021-12-16 COTW
Jean	Scotney	2/25/2022	2022-03-22 Council
Denise	Forand	3/16/2022	2022-03-22 Council
Jonathan Fowler	Fowler	3/13/2022	2022-03-22 Council
Heather	Pick	3/17/2022	2022-03-22 Council
Wanda	Donelle	2/22/2022	2022-04-12 COTW
Teresa	Newcombe	3/22/2022	2022-04-12 COTW
Patti	Quinn	3/22/2022	2022-4-12 COTW
Martin	Theberge	4/6/2022	2022-04-12 COTW
Rene	Cormier	4/12/2022	2022-04-26 Council
Daphnee	de Lamirande	4/29/2022	2022-05-12 COTW
Carol	Bradley	6/23/2022	2022-06-28 Council
Ruth	Angevine	6/24/2022	2022-06-28 Council
Denise	Forand	6/28/2022	2022-06-26 Council
Marie	Claude-Roiux	6/28/2022	2022-07-12 COTW
Colleen	Rogers	7/24/2022	2022-09-13 COTW
Shirley	Pineo	8/9/2022	2022-09-13 COTW
Pamela	Spence	8/19/2022	2022-09-13 COTW
Councillor Gail	Tupper	8/22/2022	2022-09-13 COTW
Camilla	Noiles	9/3/2022	2022-09-13 COTW
Sandra Barss	Heritage Trust of Nova Scotia	10/18/2022	2022-10-25 Council

Combined Overflow System Correspondence

First Name	Last Name	Date Received	Meeting/Logged
Katherine	MacLeod	10/27/2021	2022-01-11 COTW
Katherine	MacLeod	10/28/2021	2022-01-11 COTW
Carrilee	Eddy	3/13/2022	2022-03-22 Council
Anna	DeNicola	3/12/2022	2022-03-22 Council
Darren	Porter	3/13/2022	2022-03-22 Council
Ellen	Hart	3/13/2022	2022-03-22 Council
Jennifer	Davidson	3/13/2022	2022-03-22 Council
Felicia	McNeil	3/14/2022	2022-03-22 Council
Darren	Porter	3/15/2022	2022-03-22 Council
Susie	Smith	3/15/2022	2022-03-22 Council
Carol	Bradley	3/17/2022	2022-03-22 Council
Felicia	McNeil	3/21/2022	2022-04-12 COTW
Felicia	McNeil	4/11/2022	2022-04-26 Council

Correspondence Sent

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