WEST HANTS REGIONAL MUNICIPALITY
Council Meeting Agenda AMENDED
March 28, 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. Presentations
   a) Avon Street Erosion Committee – Hantsport
   b) Core Committee of Zwicker Lake Property Owners

7. Approval of Previous Meeting Minutes
   a) 2023-02-28 Council Meeting Minutes
   b) 2023-02-28 PH Minutes, West Hants, Bog Road, Hantsport/Hants Border PIDs 45366473, 45366481, 45366499, 45366507, and 45366515, Rezoning
   c) 2023-02-28 PH Minutes, Burgess Crescent, Windsor PID 45338688, Development Agreement
   d) 2023-02-28 PH Minutes, Hwy 215, Cheverie PID 45178944, Development Agreement
   e) 2023-02-28 PH Minutes, 4190 Hwy 1, Garlands Crossing PID 45003357, Development Agreement
   f) 2023-02-28 PH Minutes, Hantsport, West Hants and Windsor: Linking the Public Participation Program Policy to the Municipal Planning Strategy
   g) 2023-03-14 Special Council Meeting

8. Public Hearings - None

9. Second Readings (Includes information requested at the February 28, 2023 meeting)
   i. West Hants, Bog Road, Hantsport/Hants Border PIDs 45366473, 45366481, 45366499, 45366507, and 45366515, Rezoning – Planner Dunphy) (2 reports and 2 recommendations)

10. Unfinished Business/Postponed Motions
    a) Waste Collection By-Law Amendment – Councillor Ivey

11. Mayor's Report

12. Committee(s) of Council Excerpts/Recommendations

a) Committee of the Whole Excerpts (March 14, 2023)

i. Albert Street Services & Street Renewal Tender Award
ii. Alternate Development Officer Appointment
iii. Avondale Hall Re Floor Repair and Renovation
iv. Brooklyn Fire Station Roof Replacement (WHRMPW22-05)
v. French Mill Brook Watershed Committee
vi. Mill Lakes Watershed Road Renewal Tender Award
vii. Parking Regulations and Enforcement
viii. Property Assessed Clean Energy (PACE) Policy
ix. Regional High School Bursary
x. Spring Debenture (6 excerpts)
xi. Tourist Bureau Park Request
xii. Waste Collection Services (Private Roads)
xiii. Inclusion of Capital to Budgeted Amounts, Tendered Amounts to Actuals and Fundraising Amounts on a quarterly basis in the Financial updates (From January COTW meeting)

b) Planning and Heritage Advisory Excerpts (March 9, 2023)

i. Public Participation Program Policy Excerpt
ii. College Road, PID 45336203 Development Agreement Amendment (First Reading) –Director Poirier

c) Audit Committee Update Information Report – Acting Director Gibson

13. Councillor Municipal Business/Activity Reports

a) Councillor Ivey, District 11 Activity Report

14. Correspondence

a) Information

1. Avon Causeway Activity Log as of March 24th, 2023

2. Correspondence Received Activity Log as of March 24th, 2023

i. 2023-03-14 Core Committee - Zwicker Lake Property Owners Re Permit Clarification
ii. 2023-03-14 Response Letter from Hon. Greg Morrow Re Fencing expenses
iii. 2023-03-14 Sarah Reddington Re Hantsport Memorial Community Center and Pickleball Facility
iv. 2023-03-15 MLA Sheehy-Richard Re Nomination for the Order of Nova Scotia
v. 2023-03-16 VREN Response Letter to West Hants
vi. 2023-03-20 Letter Re Avon Hydro System Relicensing
vii. 2023-03-20 Public Health Re New alcohol guidance on harms and risks for residents
viii. 2023-03-21 Kody Blois Letter to the Hon. Kim Masland
ix. 2023-03-23 Shawna Nichols Re: Lego program

3. Fort Edward Activity Log as of March 24th, 2023

4. Storm Wastewater Activity Log as of March 24, 2023

b) Requests
   i. 2023-03-15 Hantsport Community Rep for the Apple Blossom Festival Sponsorship Request
   ii. 2023-03-21 Margot Bureaux Re Cancellation of ABF Leadership Competition
   iii. 2023-03-23 Proclamation Request from the West Hants Historical Society
   iv. 2023-03-24 Pisiquid Canoe Club Funding Request

c) Outgoing Correspondence Log as of March 24th, 2023
   i. 2023-03-14 John Paris Jr Letter of Support
   ii. 2023-03-24 NS Premier, Honourable Tim Houston Re Reimagine Lake Pisiquid, Windsor, Nova Scotia
   iii. 2023-03-24 Honourable Joyce Murray, Federal Minister of Fisheries Oceans and Canadian Coast Guard Re Reimagine Lake Pisiquid, Windsor, Nova Scotia
   iv. 2023-03-24 Honourable Steve Craig, Nova Scotia Minister of Fisheries and Aquaculture Re Reimagine Lake Pisiquid, Windsor, Nova Scotia
   v. 2023-03-24 Honourable Tim Halman, Nova Scotia Minister of Environment and Climate Change Re Reimagine Lake Pisiquid, Windsor, Nova Scotia
   vi. 2023-03-24 Honourable Susan Corkum-Greek, Nova Scotia Minister of Economic Development Re Reimagine Lake Pisiquid, Windsor, Nova Scotia
   vii. 2023-03-24 Honourable Kim Masland, Nova Scotia Minister of Public Works Re Reimagine Lake Pisiquid, Windsor, Nova Scotia
   viii. 2023-03-24 MP Blois Re Reimagine Lake Pisiquid, Windsor, Nova Scotia
   ix. 2023-03-24 MLA Sheehy-Richard Re Reimagine Lake Pisiquid, Windsor, Nova Scotia

15. New Business
   a) 2023 Provincial Representative Volunteer Recommendation Report – Director Kehoe

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

17. Next Meeting Date / Adjournment – April 11, 2023 Committee of the Whole 6 p.m.

M - Motion
D - Direction/Discussion

West Hants Regional Municipality
Dashboard (Action List)
March 24, 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		Discussions to occur during Budget Deliberations, following information related to a Rate Study.	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**	DEFEATED - No direction provided. No immediate plans to return to COTW	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
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

Matter	Start Date	Deadline / Update	Status/Progess Updates	Resp.
Security Cameras - Undertake a review and investigation to bring a report back to Council for further discussion and decision making re: security cameras within the West Hants and that it be in consultation with IT and RCMP on locations.	2022-11-08	***2023-06***	Approved ***Awaiting information from vendors for a report***	Finance
Subdivision Street Lighting - Create a policy to come back to Council for review.	2023-01-10	**2023-04**	Approved, awaiting policy Re-issue a new tender when permitted.	PW
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	**2023-10**		CAO
Temporary Borrowing Resolution - $2,498,894.70 for the Hantsport Fire Department's new station.	2023-02-14	2023-02-28	Dealth with at the Mar. 14, COTW mtg and ratified at the Mar. 14 Special Council mtg.	Finance
Reimagination of the Waterfront Area Correspondence - send a letter to the NS Premier, Public Works Minister, Minister of Environment and Climate Change, Minister of Fisheries, Federal Minister of Fisheries Oceans and Canadian Coast Guard, Minister of Economic Development, MP Blois, MLA Sheehy-Richard expressing interest in a reimagination of the Windsor waterfront that aligns with the new operating scenario of aboiteau.	2023-02-28	2023-03	Approved, Letter sent March 24, 2023	CAO
Hantsport Fire Station - Rescind the February 28, 2023 motion and approves the renewal of a temporary borrowing resolution in the amount of $1,774,924 for the HFDt's new station.	2023-03-14	2023-03-14 Special Council	Approved at the March 14, 2023 Special Council mtg and signed	CAO/Fin

Matter	Start Date	Deadline / Update	Status/Progess Updates	Resp.
PACE Policy - Approve the policy as drafted and presented at the March 14 COTW mtg.	2023-03-14	2023-03-28	Pending Council Approval	Planning
Waste Collection - staff prepare a report on the waste collection request for Destination Way, Cozy Crescent and Moonshine Run incl. info on private road collection and what that may look like going forward.	2023-03-14	2023-04-11	Pending Council Approval	PW
Former Tourist Bureau park request - staff prepare an information report re: details needed to be reviewed (costs, etc.) for maintaining the lawn care at the former tourist bureau site.	2023-03-14		Pending Council Approval	CD
Avondale Hall - Approve $21,000 in emergency funding to be taken from the West Hants CCBF.	2023-03-14		Pending Council Approval	Finance
John Paris letter of support - a letter be sent endorsing John Paris Jr. be inducted into the HHOF	2023-03-14		Approved at the 2023-03-14 Special Council mtg and sent March. 15, 2023	CAO/CD
Parking Regulations - review the downtown WBD to determine if there is sufficient parking capacity for residents, businesses and visitors and further review if the regulations and enforcement (defined within the MVA) are effective and meet the needsof both the business and consumers in the area.	2023-03-14		Pending Council Approval	By-Law
Alt. Development Officer Appointment - 1. Revoke the appointment of Madelyn LeMay as Development Officer for West Hants Regional Municipality. 2. Appoint Christopher Burns as alternate Development Officer in the absence of the Development Officer effective March 29, 2023 in accordance with Section 243 of the Municipal Government Act.	2023-03-14	2023-03-28	Pending Council Approval	CAO

Matter	Start Date	Deadline / Update	Status/Progess Updates	Resp.
French Mill Brook Committee Resident Appointment - Appoint Lonny Curry as a resident member to the French Mill Brook Watershed Committee beginning April 1, 2023 and ending October 31, 2024.	2023-03-14	2023-03-28	Pending Council Approval	CAO
Regional High School Bursary Policy Amendment - Amend the policy as presented at the 2023-03-14 COTW mtg	2023-03-14	2023-03-28	Pending Council Approval	CAO
Spring Debenture Recommendation - 20 year debenture of $95,590, for the purchase of trail land.	2023-03-14	2023-03-28	Pending Council Approval	CAO/Fin
Spring Debenture Recommendation - 20 year debenture of $175,349, for back parking lot paving at the WH Sports Complex.	2023-03-14	2023-03-28	Pending Council Approval	CAO/Fin
Spring Debenture Recommendation - 5 year debenture of $26,656, for the 2023 Ford Transit Van used by the Water Utility.	2023-03-14	2023-03-28	Pending Council Approval	CAO/Fin
Spring Debenture Recommendation - 15 year debenture of $828,034, for the Brooklyn Fire Department's new pumper tanker.	2023-03-14	2023-03-28	Pending Council Approval	CAO/Fin
Spring Debenture Recommendation - 15 year debenture of $1,225,351 for the Windsor Fire Department's new single axel quint.	2023-03-14	2023-03-28	Pending Council Approval	CAO/Fin
Spring Debenture Recommendation - 20 year debenture of $1,774,924, pending Minister approval of the Temporary Borrowing Resolution, for the Hantsport Fire Department's new station.	2023-03-14	2023-03-28	Pending Council Approval	CAO/Fin
BFD Roof Repair Tender - approve the tender award to Acadia Roofing & Contracting Ltd, for the tendered price of $482,187, plus a 10 construction project contingency of $48,218.70, plus applicable taxes.	2023-03-14	2023-03-28	Pending Council Approval	PW

Matter	Start Date	Deadline / Update	Status/Progess Updates	Resp.
Albert St. Renewal Tender - approve the tender to Gary Parker Excavating Limited, for the tendered price of $1,063,920, plus a 15% construction project contingency of $159,588, plus applicable taxes.	2023-03-14	2023-03-28	Pending Council Approval	PW
Mill Lakes Watershed Road Renewal Tender - approve the tender to Howard E. Little Excavating Limited, for the tendered price of $413,013.96, plus a 15% unit price bid contingency of $61,952.09 for estimated quantities, plus applicable taxes.	2023-03-14	2023-03-28	Pending Council Approval	PW

West Hants Regional Municipality
Dangerous or Unsightly Premises
Dashboard (Action List) March 24, 2023

Matter	Meeting
Textile Building - Staff continue to monitor the site. ON-GOING	**Nov 8, 2022 COTW**
74 Bowman Road – File remains open. ON-GOING	**Nov 8, 2022 COTW**

Avon Street Erosion

March 06, 2023

Avon Street
Date January 29, 2023.

Photo clearly shows that where some bank protection is still present the bank still has vegetation and is holding to the right side of the crumbled stairway. On the left, where all mitigation measures have been depleted, the bank has eroded immensely.

March 21st, 2023

Another view of where all bank protection has been lost, as seen at the bottom. This homeowner has lost in excess of 10 feet in the past 6 months alone. Including a once prominent flag pole that had several feet between it and the edge of the bank.

March 21st,2023

8-10 feet along this stretch has fallen in the past year. No bank protection remains in this 200 foot stretch.

View from the Beach

- Devastation, through erosion, on Avon Street banks with loss of any former bank protection.

- This is a common site from one end of the street to the other.

OF THE FIRST PART

- and -

HER MAJESTY THE QUEEN in the right of the Province of Nova Scotia, represented in this behalf by the Honourable
Minister of Agriculture and Marketing, hereinafter called the "Licensee"

OF THE SECOND PART

WHEREAS the Municipality of the Town of Hantsport has entered into an agreement with the Province of Nova Scotia, whereby the lands lying adjacent to the Avon River may be improved;

AND WHEREAS the project to be undertaken involves

placing quarry rock at foot of embankment on lands lying adjacent to the Avon River

and affects the lands of the Licensor abutting on the River:

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the sum of One Dollar ($1.00), receipt whereof is hereby acknowledge and in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. The Licensor grants to the Licensee, its servants, agents and workmen a license to enter at any and all times with or without carts, wagons, motor vehicles, tractors and other necessary equipment upon the lands and premises of the Licensor at Avon Street for any purpose relating to the project being undertaken.

2. The term of the license shall be from the date first above written until the 30th day of June , 1977

3. Upon completion of the project, the Licensee will cause any damage resulting from the utilization of the Licensor's land to be repaired, provided that the Licensee shall not be required to put the Licensor's land in a better condition than it was prior to the works being undertaken.

4. Subject to Paragraph 3 of this agreement, the Licensee will not be liable for any damage or inconvenience caused the Licensor during the construction of works or resulting from the construction of works.

IN WITNESS WHEREOF, the Minister of Agriculture and Marketing has executed this agreement on behalf of the Province of Nova Scotia and the Licensor has hereunto set his hand and seal the day and year first above written.

SIGNED, SEALED AND DELIVERED
in the presence of

Witness

Minister of Agriculture

Environmental Impact Statement on Minas Basin Tidal Erosion

Introduction:
Tidal erosion refers to the gradual wearing away of coastal land and shorelines due to the actions of tides, waves, and currents. Tidal erosion is a natural process that has been occurring for millions of years, but it has become a significant concern in recent times due to the impact of human activities, such as coastal development and climate change.

Impact on Coastal Environment:
Tidal erosion can have severe impacts on the coastal environment, including loss of habitats for plant and animal species, degradation of water quality, and erosion of beaches, dunes, cliffs, and wetlands. These impacts can lead to the disappearance of important habitats for wildlife and the degradation of important ecological functions, such as shoreline protection and water filtration.

Impact on Human Communities:
In addition to its impact on the environment, tidal erosion can also have significant impacts on human communities. The loss of coastal land due to erosion can lead to the loss of property, homes, and infrastructure, causing displacement of communities and financial harm to local economies.

Mitigation Measures:
There are several mitigation measures that can be implemented to reduce the impact of tidal erosion on the coastal environment and human communities. These measures include shoreline protection structures, such as seawalls, bulkheads, and beach nourishment; habitat restoration and preservation; and the development of sustainable coastal planning and management practices.

Conclusion:
Tidal erosion is a natural process that can have significant impacts on the coastal environment and human communities. To mitigate these impacts, it is necessary to implement effective mitigation measures and to promote sustainable coastal planning and management practices. This Environmental Impact Statement serves as an important first step in addressing the challenges posed by tidal erosion and ensuring the protection and preservation of our coastal resources for future generations.

Kind regards,
Members of the Avon street erosion committee

History - Milestones

- 1976 -Bank Protection put in place, by Provincial Government, after causeway construction of 1970. (as seen on slide 6)

- 2010-2023- Accelerated devastation through erosion. Resulting in the loss of a vast majority of the original bank protection.

Noted changes during this time- continued development and construction of the Windsor causeway, immense build up of silt within the river, causing increased sandbar formation and increasingly high winds and tides.

Over the years, Many property owners have attempted mitigation measures privately with little success. However, without the continuous bank protection system following the whole river bank individual property owner success will continue to fail.

Erosion will continue unabated on the 34 properties on Avon Street unless immediate action can be taken.

In Summary

We the Avon Street Erosion Committee are asking for your assistance and support in all ways possible.

We have begun the process of applying for the Disaster Mitigation and Adaptation Fund through the Federal Government but it is a laborious and challenging application that is better received if supported or made in conjunction with our Municipal and Provincial Governments support.

We are humbly requesting your financial assistance, access to environmental studies, any other valid information needed and your support to complete our application successfully.

We would also appreciate any and all other possible avenues that you may be aware of.

Zwicker Lake Community Group

Why are we here?

To ask Council to help get due process back on track

Who We are and Where We Live

- Permanent residents and property owners, many of us have long family histories in the area
- We live in a quiet, peaceful, environmentally sensitive area with protected and endangered wildlife species
- We fully support and participate in sports and healthy outdoor activities

Background (to our knowledge)

- Pisiquid Canoe Club (PCC) lost their home on Lake Pisiquid – and they deserve a good home….they have been around for a long time.
- March/April 2022 PCC acquired a residential property on Zwicker Lake for $1.2M using public funds ($632,000 from ACOA and $600,000 from the Province)
  - Important to do everything right …… spending public money
  - Assuring that there is no perceived conflict of interest (PCC Commodore also a Senior Staffer at WHRM)
- This is potentially an very impactful project on the community
- May/June 2022 - over a couple of meetings more than 30 property owners individually expressed concerns about potential environmental, wildlife, safety, personal and community impacts
- By the end of the meetings the property owners had the understanding that there would be a development agreement (DA) between the club and the municipality with community input

There is a Big Difference

Lake Pisiquid (Downtown)

vs

Zwicker Lake (Rural)

Potentially a BIG impact on the community, environment and wildlife

Moving Forward Cooperatively?

- We formed a core committee to represent the owners' concerns (Note: not all owners are concerned)
- In July, a core committee of community property owners met with the Pisiquid Canoe Club (at the Upper Vaughan Community Center).
- Our intention was to create mutual understandings toward a development agreement (DA) which the community would publicly support
- Unfortunately, the outcome of the meeting was that the PPC executive had no intention of moving ahead with a DA. They stated that they were a "Community Center"

Note: WHRM LUB has a definition of a community center and a definition of community

West Hants is a Municipality – Upper Vaughan is the Community

WHRM says - Club or Community Center, they still need a permit (FOIPOP)

- So we did a FOIPOP (Freedom of Information and Protection of Privacy Act)……. the results are astounding
  - It was clear that the WHRM planning department was aware that the PCC was not in compliance with the Land Use Bylaws
  - Email from D MacInnes to M.Phillips & A Zebian (July 29, 2022)*: I am receiving complaints and up until now have been able to avoid the issue of notifying the canoe club that they are in violation of our land use regulations. We need the canoe club to continue to move forward, if not it places me in a position where I must notify them that they are in violation. I suggest in an effort to help the canoe club avoid being placed in a position of violation we recommend that it would be in their best interest of the canoe club to lift the "hold" on the amendment to the definition of Community Centre and move forward with the public information meeting. …"*
  - Note from M LeMay to D. MacInnes (Aug 8, 2002) *… until the canoe club applies for and receives a development permit as a community centre it remains in violation. Nothing has changed*."
  - From D MacInnis to PCC (Aug 5, 2022) … "Your property is zoned General Resource and Day Camps are not listed as a permitted use within this zone"

There are many more examples of Planning Department expressing concerns that the PCC was not in compliance with the Land Use Bylaws

It was clear that WHRM Planning knew that PCC was not in compliance with the LUB

Email from Doug MacInnes (June 2,2022): *"Brad - I would suggest the canoe club make application for a land use bylaw amendment to amend the definition of community center.*

Note: Brad Carrigan is the Commodore of the PCC and WHRM Manager of Capital Projects. The email was WHRM email address to WHRM email address.

The application for amendment was put on a public meeting agenda and removed at the last minute.

Lots of concerns and questions

- PCC ran day camps for the entire 2022 summer season. Did the PCC have a valid permit?
- As of the end of November 2022, PCC only had a permit to store equipment. (D2022-239, Issued June 17, 2022)
- Was the PCC in compliance with building and fire codes for use of the property?
  - People were witnessed using the house
  - Residential structures being used as a canoe club?
  - Not necessarily up to commercial standards?
  - Is this safe?
- If the PCC had no permit, and potentially did not meet building/fire codes….were they even insured? Are the people of WHRM potentially liable?
- Up to 100 people on the property using water and the washrooms
  - Will this effect lake water quality?
  - Will this effect wildlife and their habitat?
  - It’s like adding the biological load of 20-30 houses concentrated on 1 lot

Operated without a permit

- Development Officer D. MacInnis visited
  - Community residents
  - The PCC
- D. MacInnis issued a letter to the PCC on August 5, 2022 to cease operations (FOIPOP)
- They were back up-and-running a few days later
- On August 19 we received a note from the Mayor that WHRM got a legal opinion that the PCC met the definition of a community center … we have yet to see this opinion.
- Regardless of that, it is still a residential property.
- **Still no permit issued for the use as a club ….. daycamps ……. Public money!!**

Stonewalled and Confused!

- We asked to see a copy of the legal opinion (that D MacInnis and Mayor Zebian referred to) on the definition of community center, still no answer!
- On Sep 13, 2022 Andrew (committee member) asked via email
  - "…For my own piece of mind, could you confirm that the property complies with all codes for the current use as a club/community center? Has the property passed all inspections for the current use and a permit been issued?"
- D MacInnis replied
  - "Andrew, Pisaquid (sic) Canoe Club meets all requirements of the West Hants Land Use Bylaw"
- On Friday, October 21, 2022 Andrew asked (in person) to see a copy of the original development permit that had been issued to PCC, attached to an email from D MacInnis was the DP, but it appeared to have been altered (missing the PID, AAN and Lot#) – Why?

Now this is the sad part

- Being stonewalled and confused, the Upper Vaughan property owners felt it necessary to seek legal opinion and engaged the services of a lawyer and a private municipal planner

- Partial summary from legal representation

  The property is in the GR zone. Based on our review, canoe club activities would not be a permitted use. Attempts to justify PCC canoe club activities as a "Community Centre" would be a stretch (based on what we know). Realistically the activity is likely best categorized as a new commercial recreation use – requiring an LUB amendment or possibly a DA (at one point the municipality advised PCC to that effect). After numerous requests by the property owners the municipality recently acknowledged having issued a development permit in June for a storage building on one of the properties (see e-mail attached). When pressed for underlying authority the municipality said it was an accessory building – claiming it didn't need to be accessory to a main use in this zone. It's also noteworthy that the building in question is on a parcel separate from the main property.

- Why do we have to spend money on legal advice in order to get our municipal officials to do their jobs? We already pay them!!

Current Situation…as we know it

- On February 6, 2023 a permit was issued to the PCC for “Seasonal Daycamps” (sic) (DP2023-019)
- “Seasonal Daycamps” ARE NOT listed as a permitted use in the GR Zone
  - See 22.1 Permitted Uses in the WHRM LUB
- From the Municipal Government Act, Section 246 (1)

  “A development permit shall be issued for a proposed development if the development meets the requirements of the land-use by-law, the terms of a development agreement or an approved site plan”
- From the WHRM Website – Development Control

  “ The Land Use By-law (LUB) specifies the types of development for which a development permit is required, and the Development Officer's job is to review applications to make sure they meet the requirements of the LUB. ….. There is very little discretion available to the Development Officer in issuing permits. A permit must be issued if it meets the requirements of the By-law and must be refused if it does not meet the requirements.”
- How was the DO able to issue this permit? With what authority? Is it valid?
- PCC is open for spring and summer registration - $2100 + sell 10 tickets

Summary of the main issues

- Never been opposed to the PCC being in our community. Just some guidelines for operating in a rural community …. A development agreement
- Activities on PCC property complies with the relevant municipal and provincial regulations
- We would like to ensure respect for:
  - Residents' rights
  - Local ecosystems and the environment
  - Preservation of wildlife
  - Health and safety for all
- We really don't want to waste any more of our time, mental energy or financial resources to get people to follow the process - but we will

Let’s Move Forward

- Maximize fun for the kids
- Minimize negative impacts on the community
- We have the opportunity to set a good example for our children
- We have the opportunity now to do a hard reset, do it properly
- WHRM Council has an important roll in this – to keep it on track

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information X	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____

Alex Dunphy, Planner

Date: March 28th, 2023

Subject: File # 22-24B Rezoning: Bog Road, Hantsport/Hants Border PIDs 45366473, 45366481, 45366499, 45366507, and 45366515

LEGISLATIVE AUTHORITY

Municipal Government Act Section 210

RECOMMENDATIONS

Should Council wish to approve the amendments, the following motions would be in order:

…that Council gives Second Reading and approves 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.

…that Council gives Second Reading and approves 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 had then changed to Sheldon Chisholm. UPLAND Planning + Design Studio has now taken over the correspondence for this application.

On February 28th, 2023, Council held Public Hearing. During Second Reading, Council voted to pause the application until further clarification could be provided on when the zoning had changed for PID 45046315 and confirmation of the former Town of Hantsport boundary line.

PID 45046315 is not being considered within this rezoning application therefore any additional information is provided for clarification purposes only.

DISCUSSION

Following Council's request for clarification on the zoning and boundary line, staff researched information at the Nova Scotia Archives, reviewed archived Hantsport files, sent a letter to the Department of Municipal Affairs and Housing, as well as requested legal opinion from the Municipal Solicitor.

Nova Scotia Archives

On March 7th, staff reviewed the Communities, Mapping, and Department of Municipal Affairs fonds index at the Nova Scotia Archives. During this search, staff were unable to find any mapping displaying the former Town of Hantsport boundary line, or correspondence regarding changes to the Hantsport planning documents between the 1976 Hantsport Plan and the 2010 Hantsport Plan. The Department of Municipal Affairs fonds index only included correspondence from the early 80s until 1992, which staff have interpreted to mean that the change in zoning and boundary line must have taken place after 1992.

Department of Municipal Affairs and Housing Response

Staff sent a letter (Appendix A) to the Department of Municipal Affairs and Housing requesting any additional information regarding the former Town of Hantsport boundary as well as the zoning maps for Hantsport prior to 2010.

In response, an email was received (Appendix B) outlining that the Municipality is responsible for determining the location of the boundary. It was suggested that staff seek legal opinion on the matter, as Section 3.3(e) of the Hantsport Land Use By-law states: "*(e) where a zone boundary is indicated as following the town boundary, the town limit shall be the boundary.*" The Department also responded that they do not have any zoning maps for Hantsport which predate 2010.

Archived Hantsport Files

While reviewing old Hantsport files, staff were able to find a short write-up on the 2010 Hantsport planning documents. In this write-up was the following section (underlining added by staff):

> ***Encourage Growth***
> *Most of the respondents to the survey indicated they would like to see orderly*

growth, whether it be new families or retirees. The documents provide for growth in two ways. First, a new residential zone is being proposed. This zone will allow up to two units in a dwelling and will only apply to the undeveloped areas of the Town. Increasing residential density in areas where services are readily available is an important principle of sustainability and also helps to keep Town taxes at an affordable level.

While this section of the write-up does not specifically refer to the subject property, staff have interpreted the statement of a new, two-unit residential zone to be implemented in undeveloped areas with existing municipal servicing to fit the description of PID 45046315. Furthermore, the Hantsport Municipal Planning Strategy describes the Residential Low Density area in Section 4.1 as follows:

While a majority of the residential area of the Town consists of detached single unit development, Council is in favour of increasing residential density in order to provide housing opportunities to encourage new residents, as well as to more fully utilize central water and sewer services. In the adjacent vacant areas shown as "Future Development Areas" on the Opportunities Map Council will establish a two unit residential zone. Council may consider rezoning additional land to R-2 as demand requires. (Amendment HMPS 16-01 – effective June 26, 2017)

The Town of Hantsport Future Development Opportunities Map shows PID 45046315 labeled as a Future Development Opportunity.

The above information provides staff with the evidence to conclude that the zoning of PID 45046315 changed to the Two Unit Residential (R-2) zone during the Town of Hantsport Plan Review in 2010.

Legal Opinion

As a follow up to the suggestion of the Department of Municipal Affairs and Housing, staff reached out to the Municipal Solicitor for legal advice on the Hantsport Land Use By-law referencing the former Town boundary as the zoning boundary. The Municipal Solicitor advised staff that it would be best to ensure that all mapping is produced by the Municipality is consistent. Two options were proposed, both of which would require the usual public planning process:

1. Alter the mapping of the West Hants Municipal Planning Strategy and Land Use By-law, as well as the Hantsport Municipal Planning Strategy and Land Use By-law to reflect the former town boundary line as shown in the 2006 Subdivision Plan; or
2. Change the statement in the Hantsport Land Use By-law (Section 3.3(e)) to remove reference to the former Town boundary and state the planning area is bound by the line as indicated on the Zoning map.

NEXT STEPS

The information provided on the zoning of PID 45046315 and the former Town of Hantsport boundary line is provided for clarification purposes only and does not have any impact on the

rezoning application before Council. If Council wishes to take action on the boundary line, it would have to be dealt with separately from this application.

The proposed amendment application for PIDs 45366473, 45366481, 45366499, 45366507, and 45366515 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.

Any process regarding the zoning boundary will have costs in association with advertising and staff time.

APPENDICIES

Appendix A	Letter sent from Staff to the Department of Municipal Affairs and Housing
Appendix B	Email received from the Department of Municipal Affairs and Housing

CHIEF ADMINISTRATIVE OFFICER REVIEW

Staff have provided the requested information to the best of their abilities with the resources available. Pending further review or questions from Council the recommendations are included in the report as presented in February for Council's review.

I support the recommendations.

Report Prepared by: _____

Alex Dunphy, Planner

Report Reviewed by: _____

Sara Poirier, Director of Planning and Development

Report Approved by:

Mark Phillips, Chief Administrative Officer

Appendix A – Letter sent from Staff to the Department of Municipal Affairs and Housing

During the February 28th Council meeting regarding an application to redesignate and rezone PID 45366515 Council requested additional information related to:

(1) when the lots changed from Agricultural to Residential zoning on PID 45046315; and
(2) confirmation on the former Hantsport / West Hants boundary line.

Boundary Line

There has been some confusion on the boundary line between the former Town of Hantsport and the former Municipality of West Hants and its relation to the Hantsport and West Hants planning documents. We have received conflicting reports as to the location of the boundary line.

When this matter originally came to our attention our GIS Technician inquired with a GIS Specialist at the Department of Service Nova Scotia and Internal Affairs (email attached). The response was that the boundary line, which was digitized from old hand drawn maps, matched the current Municipal boundary line used by our planning documents. However, staff also received a letter from a member of the public containing a response from the Minister of Municipal Affairs and Housing (letter attached) which states, "*The most recent document establishing the Town boundary on this property can be found on the attached approved 2006 Subdivision Plan, available from Property Online. This plan indicates that the surveyor established an approximate location for the former Town boundary…"* This Subdivision Plan (survey plan attached) shows a different boundary line than what the Municipality or the Department of Service Nova Scotia and Internal Affairs has shown and is shown in our planning documents. The boundary line shown in this Subdivision Plan appears to be consistent with mapping for the former Town of Hantsport in 1976 (mapping attached).

- From our understanding the former Town of Hantsport's MPS is to apply to the former Town of Hantsport. If there is a discrepancy with the boundary, should we be using the surveyed boundary line or the boundary that is shown currently in our planning documents?
- If we were to use the boundary line suggested in the survey plans which are currently different than our current mapping, how would we proceed to change that boundary in our planning documents? Does that affect the designation and zoning of the PIDs along the boundary?

Zoning of PID 45046315

Our mapping records from 2010 show the properties zoned partially residential (Hantsport portion) and partially agricultural (West Hants portion). The question of when the zoning of the Hantsport portion changed from Conservational Open Space (1976) to Residential Two Unit (2010) has been asked by members of the public and now Council.

- Do you have any official zoning maps for Hantsport between the years of 1976 and 2010?

We will also be reaching out to the Nova Scotia Archives to see what information they have on the matter.

Sincerely,

Alex Dunphy, LPP, MCIP

INCL.: 2023-02-22 Letter from the Minister of Municipal Affairs and Housing, 2005-06-07 Survey Plan, 2022-11-01 Email from the Department of Service Nova Scotia and Internal Services, 1976-12-23 Map Set for Hantsport

Appendix B – Email received from the Department of Municipal Affairs and Housing

Alexander Dunphy

From: Smith, Saira <Saira.Smith@novascotia.ca>
Sent: Tuesday, March 14, 2023 2:43 PM
To: Alexander Dunphy
Cc: Sara Poirier; Lovitt, Christina
Subject: RE: WHRM - Bog Road Application Questions

Follow Up Flag: Follow up
Flag Status: Completed

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

Good Afternoon Alex,

We have reviewed your questions and provide the following details regarding the boundary line and zoning for PID 45046315:

To clarify, in the DMAH correspondence dated February 22, 2023, it was determined the subdivision plan showed an approximate location for the former town boundary as determined by the surveyor.

As the former Town of Hantsport dissolved in 2015, the Municipality is responsible for determining the location of the boundary. We have reviewed the documents and the subdivision plan from 2006 and suggest you seek a legal opinion on the location of the boundary in relation to your planning documents. In the Hantsport Land Use By-law, Section 3.3 (e) ties the zoning boundary to the former town boundary.

The Municipality could set any boundary for the Hantsport planning documents through amendments, as the Town no longer exists. You may wish to consider amending Section 3.3 (e) to address this issue.

In terms of zoning maps, we do not have official zoning maps for Hantsport that predate the current 2010 documents in our Central Registry. I spoke with staff at Department of Service Nova Scotia and Internal Services (SNSIS) about your questions as well and they've provided the following details:

> The community boundaries are based on data provided by the municipalities. Under the direction of the municipality, boundaries are updated as requested using the following guidelines: using existing boundaries (i.e., Administrative boundary such as a county line, municipal boundary, town lines or Indian Reserve), property boundaries, hydrological features, information provided by the public (e.g., where people say they live), and community name signage. The same guidelines as mentioned above are followed during our quality control process. Boundaries are never moved without municipal review and approval if it affects a civic point or a road.
>
> Since the dissolution of the former town, the municipality can define where the boundary is and as the authoritative source, can have SNSIS update the boundary as expressed by the municipality.

Best,

Saira Smith, MCIP, LPP (she/her)
Senior Planner

Department of Municipal Affairs and Housing
902-424-2394 | Saira.Smith@novascotia.ca | www.novascotia.ca

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From: Alexander Dunphy <ADunphy@westhants.ca>
Sent: Thursday, March 2, 2023 4:26 PM
To: Smith, Saira <Saira.Smith@novascotia.ca>
Cc: Sara Poirier <spoirier@westhants.ca>
Subject: WHRM - Bog Road Application Questions

** EXTERNAL EMAIL / COURRIEL EXTERNE **
Exercise caution when opening attachments or clicking on links / Faites preuve de prudence si vous ouvrez une pièce jointe ou cliquez sur un lien

Hello Saira,

Attached is a letter with some questions that have arisen regarding an application on Bog Road in our jurisdiction. If you have any questions regarding any of the contents of the letter or the attachments, please let me know.

A response by Friday, March 17th would be greatly appreciated.

Thank you,
Alex Dunphy

West Hants
something inspiring awaits

Alexander Dunphy, LPP, MCIP
Planner
West Hants Regional Municipality
PO Box 3000, 76 Morison Drive, Windsor, NS, B0N 2T0

T 902-798-8391 Ext. 118
E ADunphy@westhants.ca
W www.westhants.ca

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ✓	Decision Request ☐	Councillor Activity ✓

To: Council of the West Hants Regional Municipality

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

Date: March 28, 2023

Subject: Amending Collection Limits, Windsor Solid Waste Bylaw

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LEGISLATIVE AUTHORITY

Municipal Government Act

Part VII, Power to make by-laws.

Section 172 (1)(c) "A council may make by-laws, for municipal purposes, respecting persons, activities and things in, on or near a public place or place that is open to the public."

Part XIII, Solid Waste Resource management - bylaw Regarding Solid Waste Section 325(a) "The council may make by-laws respecting sold waste, including but not limited to, prohibiting persons from depositing any solid waste except at a solid-waste management facility"

RECOMMENDATION or DECISION REQUEST

(**Bold** for emphasis and to identify changes)

Council direct staff to initiate the process for updating the Windsor Solid Waste by-law to better align with the West Hants Solid Waste bylaw such that the following changes are implemented in section 16.23 of the bylaw:

Paragraph (1) Subparagraph (iii) such that

Residual garbage shall be placed for collection in clear transparent bags which shall;

(iii) weigh no more than **22kg (50 lbs)** when full

Paragraph (2) Each serviced unit may set out one (1) "privacy bag," to contain private items (i.e. a solid-coloured black, green or brown bag). Privacy bags shall be no more than one (1) metre in length when empty and weigh no more than **22kg (50 lbs)** when full.

Paragraph (4) Total number of residual waste containers placed curbside by each dwelling unit for collection shall be **(6), plus one (1) bulky item**. For buildings with multiple dwelling units, the total volume of waste shall not exceed two (2) cubic metres.

Paragraph (5) No more than **ten (10)** containers of recyclables by each dwelling unit shall be placed for collection. They shall be in securely tied, blue-tinted or transparent plastic disposable waterproof bags of a dimension no smaller than 66 cm. x 91 cm., nor greater than 75 cm. x 120 cm., and shall not exceed a weight of 25 kg. per bag. (For buildings with multiple dwelling units, the total volume of recyclable materials shall not exceed two (2) cubic metres).

Paragraph (6) In the case of corrugated cardboard recyclables; no more than 2 (two) bundles of cardboard shall be placed curbside. They shall be flattened and securely tied, weighing no more than **22 kg** and measuring no more than 30 cm X 60 cm X 90 cm (1 foot by 2 feet by 3 feet).

BACKGROUND

The former Town of Windsor and the Municipality of the District of West Hants which consolidated in 2020 continue to operate with similar but varied bylaws for solid waste.

It has been identified in some cases that solid waste picked up on one side of a street, road or highway has measurable differences in the volume of waste able to be disposed of at the curb. The issue amongst residents is that even though the collector of the waste is the same agency operating on behalf of the West Hants Municipality, the collection limits by volume and weight are not the same.

The purpose of this amendment is to remove the variance that exists creating an updated bylaw that is more consistent across the region.

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

DISCUSSION

As noted, the purpose of this amendment is to remove the variance that exists within the solid waste by-laws that exist for the former Town of Windsor and the former Municipality of the District of West Hants.

It is worth pointing out that while this might be the quickest, simplest method to bring the two bylaws closer to parity, an alternative motion may provide a better longer term solution such as:

Council direct staff to initiate the process for consolidating the Windsor Solid Waste by-law with the West Hants Solid Waste bylaw for the purpose of the removing the disparities that exist between the two as much as practicably possible.

NEXT STEPS

To be determined subject to discussion of Council.

FINANCIAL IMPLICATIONS

None foreseen at the present time, aside from staff time to review and implement

ALTERNATIVES

As identified in the discussion Council might wish to consider the alternate motion of:

Council direct staff to initiate the process for consolidating the Windsor Solid Waste by-law with the West Hants Solid Waste bylaw for the purpose of the removing the disparities that exist between the two as much as practicably possible.

ATTACHMENTS

West Hants Solid Waste Bylaw and Windsor Solid Waste Bylaw

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: Jim Ivey, Councillor Windsor South, District 11

Report Reviewed by: _____
(Name and Title)

Report Approved by: _____
(Name and Title)

SOLID WASTE MANAGEMENT BY-LAW

MUNICIPALITY OF THE DISTRICT OF WEST HANTS

1. The Waste Collection and Disposal By-law passed by the Council of the Municipality of the District of West Hants on the 13th day of March, A.D., 2007 and published in the Hants Journal, a newspaper circulating in the Municipality, on the 21st day of March, A.D., 2007, together with the Resolutions of Council passed under the said By-law dated October 20, 2009 and June 9, 2009 be and are hereby repealed and the following is substituted therefor.

2. This By-law shall be known as the "Solid Waste Management By-law" of the Municipality of the District of West Hants ("the Municipality").

Definitions

3. In this By-law:

   (1) "backyard composting" means composting at a residential dwelling unit of organic solid waste comprised of yard waste, food scraps, spoiled or waste food or foodstuff excluding meat, fish, shell fish, rice, pasta, fat, grease, oil, eggs, bones and dairy products.

   (2) "backyard compostables" means food scraps, spoiled or waste food, but not including meat, fish, shell fish, poultry, rice, pasta, fat, grease, oil, eggs, bones or dairy products;

   (3) "bulky item" means a non-metal item or bundle of residential waste too large to fit in a garbage bag;

   (4) "composting" means the nuisance-free biological decomposition of organic materials, substances or objects under controlled circumstances to a condition sufficiently stable for nuisance-free and safe storage and use in land applications;

   (5) "contaminated soil" means soil which

      (a) has been contaminated with and contains in excess of 2,000 parts per million of total petroleum hydrocarbons; or
      (b) has been removed from a site because of actual or suspected contamination pursuant to a requirement or order of the Nova Scotia Department of Environment;

(6) "construction or demolition debris" means materials normally used in the construction of buildings, structures, roadways, walls and other landscaping material, including, but not limited to, asphalt, brick, mortar, drywall, plaster, cellulose, fibreglass fibres, gyproc, lumber, wood, asphalt shingles, metals and such other materials as may be permitted from time to time by regulation of the Province of Nova Scotia for disposal at a disposal site for construction and demolition materials;

(7) "dispose" includes any form of disposal and includes temporary or permanent deposit, storage, placement or burial regardless of whether the material in question is in a container;

(8) "hazardous waste" means waste that may be harmful to humans, animals, fish, plant life or natural resources, including, but not limited to, industrial chemicals, toxic, flammable, corrosive, radioactive, reactive, pathological and polychlorinated biphenyls (PCBs) waste, oil, petroleum products, paint, solvents, wood preservatives, ink, acid, pesticides, insecticides and herbicides;

(9) "hospital and pharmaceutical waste" means waste generated at hospitals, clinics, pharmacies, veterinary clinics, dental offices, including used needles, drugs, dressings, excluding pathological waste;

(10) "household hazardous waste" means any corrosive, flammable or poisonous material or substances, including oil, petroleum products, radioactive materials, acid, poisons, insecticides, pesticides, herbicides, and any other poisons used for agricultural or household purposes, including any substance or chemical that may harm animals, birds and aquatic life and any substance or chemical dangerous to the environment and including corrosive cleaners, motor oil, solvents and thinners, pharmaceuticals, needles, aerosol cans, and propane tanks;

(11) "household/serviced unit" means a single family dwelling or single business unit;

(12) "non-collectable waste" means any materials prohibited from deposit in a Municipal Solid Waste Management Facility and defined by a Resolution of Council of the Municipality. Non-collectable waste may also include waste not properly separated and placed for collection as required in this By-law;

(13) "occupant" includes any person who occupies a building or a property, the owner or personal representative of the owner, within the Municipality;

(14) "organic solid waste" means yard waste, food scraps, spoiled or waste food or food stuffs, excluding meat, fish, shell fish, poultry, rice, pasta, fat, grease, oil, eggs, bones and dairy products;

(15) "owner", as in reference to the owner of property, includes a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building, and in the case of absence or incapacity of the person having title to the land or building, a trustee, executor, personal representative, guardian, agent, mortgagee in possession or a person having the care and control of the land or building, and in the absence of proof to the contrary, the person assessed for the property;

(16) "pathological waste" means any part of the human body excepting hair and nail clippings, any part of a dead animal infected with a communicable disease and non-anatomical waste infected with a communicable disease;

(17) "reactive waste" means waste that reacts violently with water or other substance or air or is readily capable of detonation or explosive reaction including calcium carbide;

(18) "recyclable material" or "recyclables" means general or paper recyclable materials as defined by a Resolution of the Council of the Municipality;

(19) "regulation container" means a container, bag or bundle which meets the specifications and other requirements for the same in relation to specific waste types;

(20) "residual solid waste" means household waste except:

(a) recyclables;
(b) organic solid waste and food stuffs;
(c) non-collectable waste or waste subject to special collection;
(d) waste placed for collection that does not meet the requirements of this By-law, including limitations on the size, weight, volume, packaging or bundling or which is placed for collection contrary to this By-law; and
(e) hazardous waste;

but notwithstanding subparagraphs (a) and (b) herein, residual waste may include compostables unsuitable for backyard composting or recyclables where the person generating the waste could not reasonably separate these materials or because of the reasonable cross-contamination of materials in the ordinary course of use by the person generating the waste if such contamination was unavoidable by the exercise of due diligence;

(21) "septic waste" means the liquid and solid materials removed from septic tanks, sewage treatment plants, manholes, cesspools, privies and portable toilets;

(22) "serviced unit" means a single family dwelling or single business unit;

(23) "solid waste" includes recyclables, backyard compostables, residual waste, construction or demolition materials or both, leaf and yard waste, contaminated soil and any other waste or discarded tangible personal property;

(24) "structure" includes a dwelling unit, school, hospital, clinic, commercial, institutional and industrial building;

(25) "yard waste" means vegetative matter resulting from gardening, horticulture, landscaping or land clearing operations, including material such as a tree, shrub trimmings, plant remains, grass clippings, leaves, and stumps, but not including construction or demolition material or both or contaminated organic matter.

Municipal Solid Waste Management Facility

4. The solid waste management facility for the Municipality shall be the facility designated by Resolution of Council of the Municipality.

5. The Municipality may, in its sole discretion, refuse any waste if, in the opinion of the Waste Facility Operator or the Director of Public Works, the quantity or type of material being delivered to the Municipal Solid Waste Management Facility exceeds the Facility's capacity or is otherwise unacceptable.

6. No person shall deposit or cause to be deposited at the Municipal Solid Waste Management Facility material other than acceptable waste pursuant to this By-law and acceptable by the Waste Facility Operator.

7. Any person delivering or placing waste at a Municipal Solid Waste Management Facility must do so in accordance with this By-law and instructions from the Waste Facility Operator.

8. No person shall deposit waste at, in or adjacent to the Municipal Solid Waste Management Facility when it is closed or when the Waste Facility Operator or Staff have refused to accept or permit the deposit of such waste.

9. No person shall deposit or cause to be deposited at the Municipal Solid Waste Management Facility any solid waste which has not been separated in accordance with this By-law or any solid waste which is misleadingly packaged or presented or which is concealed or intermingled with waste of another type or place of origin.

10. Any person delivering or placing solid waste at a Municipal Solid Waste Management

Facility does so at their own risk.

11. No person shall remove solid waste from a Municipal Solid Waste Management Facility unless authorized by the Waste Facility Operator.

12. Any person having any questions or complaints about the operation of the Municipal Solid Waste Management Facility shall direct their questions and complaints to the Waste Facility Operator.

Transportation of Waste

13. No person shall transport solid waste within the Municipality without securing or covering the same to prevent spillage, blowing or scattering.

Prohibited Deposit

14. (1) No person shall deposit, cause or permit to be deposited solid waste at any place in the Municipality other than at the Municipal Solid Waste Management Facility or other site approved by the Province of Nova Scotia for that purpose.

(2) Subsection (1) shall not apply to the placement of solid waste for curbside collection as provided for in this By-law.

(3) Subsection (1) shall not apply to the backyard composting of organic solid waste.

(4) Subsection (1) shall not apply to the unconcentrated deposit and distribution of waste trees and brush or portions thereof or of other organic farm or forestry waste for disposal by decay on forest or farm land.

(5) Subsection (1) shall not apply to the spreading of fertilizer on farm lands.

(6) Subsection (1) shall not apply to the nuisance-free deposit and disposal of aggregate, soil, bricks, mortar, concrete, asphalt, pavement, porcelain or ceramic materials as fill.

Responsibilities of Property Owners and Occupants

15. (1) Every owner or occupant of property shall be responsible to ensure the proper handling and disposal of solid waste, including:

(a) placing dangerous material such as broken glass, broken crockery and sharp metal in adequate containers to prevent injury to the collector, and

the contents of the container shall be clearly and adequately identified;

(b) not allowing solid waste to accumulate on or around the property such that it is or is likely to become a nuisance or hazard to the public health;

(c) ensuring removal and lawful disposal of organic solid waste from the property unless it is being composted;

(d) providing for the collection and disposal of all solid waste not subject to municipal collection;

(e) separating solid waste at the time of placement for collection and disposal into uncontaminated separate solid waste categories as follows:

(i) backyard compostables;
(ii) general recyclables;
(iii) paper recyclables;
(iv) residual waste;
(v) construction or demolition materials or both;
(vi) contaminated soil;
(vii) household hazardous waste;
(viii) types of solid waste not accepted at a Municipal Solid Waste Management Facility;
(ix) separation of solid waste acceptable only on special collections or by express approval by the Municipal Solid Waste Management Facility for collection in accordance with special conditions and with prior approval of the Municipal Solid Waste Management Facility.

16. Every owner or occupant shall provide sufficient and adequate storage for solid waste which may accumulate from time to time on the property, including:

(1) storing food scraps and soiled or waste food in containers which are waterproof and impervious to domestic and wild animals and rodents;

(2) ensuring recyclables and residual waste is stored inside buildings or in receptacles or containers that are waterproof and impervious to domestic and wild animals and rodents and which are designed and constructed to prevent the entrapment of children;

(3) all storage containers shall have the ability to be opened from the inside at all times by children.

17. Every owner or occupant may, at their own expense, contract with a collector to provide for the removal of all solid waste larger in size or quantity and for more frequent collection than is provided by the Municipality.

18. Every owner or occupant of property or premises serviced by commercial containers for storage and collection of solid waste shall ensure such containers meet the following requirements:

(1) containers shall be sturdily constructed, waterproof and impervious to domestic and wild animals and rodents;
(2) containers shall be equipped with tight-fitting lids with a positive closing device and kept closed except during loading or unloading;
(3) containers shall be designed and constructed to prevent entrapment of children;
(4) containers shall be kept clean and in a good state of repair;
(5) containers shall be kept behind or beside the building they service so as to reduce their visibility from the street;
(6) containers shall be kept no less than 1.5 metres from the building they service and not less than 1.5 metres from any property line of an abutting property containing a residential dwelling unit;
(7) containers shall be placed only on hard, level, weather-resistant surfaces;
(8) containers shall not be loaded in a manner which permits waste to extend beyond the internal volume of the container when the lid is closed;
(9) the area surrounding the container shall be kept free from litter and waste;
(10) the container shall be emptied when full or at least every 30 days;

except that, bulk commercial containers used during construction or repair work need not comply with Paragraphs (5) to (7) of this Section for temporary periods of not more than 6 months or until the completion of the construction or repair work, whichever is sooner.

19. Every owner or occupant shall ensure that a waste refrigerator or freezer shall be enclosed in a locked, child-proof building or area, unless the doors are fully removed from the appliance.

20. (1) Every owner or occupant of property in the Municipality shall use backyard composters for composting organic solid waste.

(2) Notwithstanding subsection (1), an owner or occupant of property may share or have a common backyard composter with other owners or occupants, so long as they are adequate to accommodate such shared use.

(3) The annual production of compost on any property shall not exceed 10 cubic metres.

(4) A composter or compost pile shall not be located within 10 metres of any window or door of a building or structure on an adjacent property and no closer than 2 metres to a lot line.

Commercial Property

21. (1) The owner or occupant of a commercial property shall provide suitable waste receptacles for separated disposal of compostables and recyclables by tenants or members of the public using the commercial property.

(2) The owner or occupant of a commercial property is responsible for the adequate separation of compostables and recyclables prior to being placed for collection.

Tipping Fees

22. Waste delivered to the Municipal Solid Waste Management Facility shall be subject to tipping fees as set by the Operator of the Facility from time to time.

General Municipal Collection

23. The Municipality, its servants, agents or independent contractors, shall provide collection services to all households within the Municipality located on highways plowed by the Department of Transportation or the Municipality in accordance with a schedule approved by the Municipality from time to time.

24. The Director of Public Works or his Designate may refuse to collect containers which have not been adequately drained of liquid or which are wet or the contents of which is of a fluid consistency.

Special Collections

25. Council of the Municipality may provide for special municipal solid waste collections on an occasional basis or may provide for municipal collection from a drop-off site, of particular types of solid waste, such as discarded Christmas trees or large metal items not eligible for regular municipal collection.

Curbside Collection Requirements

26. Every person placing solid waste for collection shall comply with the following:

(1) Solid waste shall be placed for collection by 7:00 am on the collection day.

(2) Solid waste shall be placed for collection within 3 metres of the travelled portion of the public road or street and in such a manner as to not interfere with pedestrian or vehicular traffic and snow removal operations. All materials and objects so placed shall be recognized as solid waste by the collector and removed if acceptable.

(3) Solid waste shall be sorted into categories and placed for collection in accordance

with the particular categories of solid waste to be collected as set by the Municipality from time to time.

(4) Materials placed for collection more than 12 hours prior to collection day shall be placed in a waste collection box or receptacle as provided in Section 35 herein.

(5) Any non-collectible waste, including any waste scattered by animals, pets, snow removal operations, weather or rejected materials, shall be removed by the owner or occupant of the property from the place where such solid waste was placed for collection not later than midnight on the collection day.

(6) The basic collection container is a clear plastic bag. Limitations to the number of bags apply whether the bag is set out on its own or in a can or other container.

(7) Residual solid waste shall be placed for collection in securely tied, clear plastic disposable waterproof bags of a dimension not greater than 66 centimetres by 91 centimetres and shall have a minimum thickness of 0.375 millimetres so as to prevent breaking, tearing or spilling with the filled bags not to exceed 22 kilograms in weight, and the filled bag shall not enclose other filled bags, and its contents shall be reasonably visible without the bag being opened except:

(a) one small solid coloured bag no larger than 55.58 centimetres by 60.96 centimetres when empty (for bathroom waste) may be placed in the clear bag as above;
(b) medical containers provided by the Municipality;
(c) boxed and labelled broken glass or sharp metal pieces;

27. (1) Every household or serviced unit shall not place more than 6 bags of residual waste for collection on any one collection day unless otherwise specified by Resolution of the Municipality, for each household or serviced unit.

(2) One bulky item may be substituted for one bag.

28. Bulky items placed for collection shall not exceed 70 kilograms in weight for any one item and no such item shall measure greater than 1.22 metres in width and 1.83 metres in length.

29. General recyclables shall be placed for collection in securely tied, blue-tinted or clear disposable waterproof bags, the interior of which shall be reasonably visible without the bag being opened and of a dimension not greater than 66 centimetres by 91 centimetres, and a minimum thickness of 0.375 millimetres, with the filled bag not to exceed 22 kilograms in weight, and the filled bag shall not enclose other filled bags.

30. Paper recyclables shall be placed for collection in securely tied, blue-tinted or clear plastic disposable waterproof bags or in grocery bags of a dimension not greater than 66 centimetres by 91 centimetres, with the filled bag not to exceed 22 kilograms in weight.

31. Corrugated cardboard must be flattened out and securely tied with twine or rope or tape in convenient bundles not to exceed 22 kilograms in weight.

32. A maximum of 10 bags of general recyclables, paper recyclables or bundled cardboard or a combination thereof shall be placed for collection on any one collection day from each household or serviced unit.

33. A refrigerator and freezer placed for special collection shall have the coolant professionally removed and display a "coolant removed" sticker attached to such appliance, and the doors thereof shall be removed.

34. Christmas trees placed for special collection or at a drop-off site shall be free from all decorations, ornaments, wires or nails and shall not exceed 3 metres in length.

35. Materials for collection may be placed for collection in waste collection boxes located within 3 metres of the travelled portion of the public road or street provided that:

(1) separation of different solid waste categories is maintained by a divider used to keep the bags separated within the box;
(2) the box has a securely hinged lid or lids;
(3) the box has a support to hold the lid open while the contents are being emptied;
(4) the box is designed and constructed to prevent the entrapment of children;
(5) the material is placed within the box in accordance with all other requirements, including placement in specified bags;
(6) the box has clear access and the lid is clear of snow during winter months; and
(7) the box is kept clean of loose materials.

36. No person shall place solid waste for collection on a property other than a property owned or occupied by such person or in respect of which the person has obtained the consent of the owner or occupier for that purpose.

37. Subject to a Resolution of the Municipality, no person shall place for collection the following:

(1) hazardous or highly combustible waste;
(2) hospital and pharmaceutical waste;
(3) asbestos;
(4) septic waste;
(5) hot ashes;

(6) carcasses or parts of animals that died of a communicable or reportable disease;
(7) industrial waste, including non-residential farm, forestry or fishing waste;
(8) tires designed for on-road use, 24.5 inches or less in size;
(9) backyard compostables;
(10) electronic waste;
(11) liquids; or
(12) other materials or solid waste specified as unacceptable for collection as set forth in a Resolution of the Municipality from time to time.

38. Except as authorized by the Municipality, no person shall pick over, interfere with, disturb, scatter or remove recyclables or other solid waste placed or apparently placed for municipal collection by the owners or occupants of property.

39. No person shall permit any animal owned or harboured by him or under his control to pick over, interfere, disturb, eat, remove or scatter any waste placed out for roadside collection.

40. Solid waste placed for collection is subject to inspection and may be rejected for non-compliance with this By-law.

Exporting and Importing Solid Waste

41. With the exception of recyclables, no person shall export or remove solid waste material generated within the Municipality outside the boundaries of the Municipality unless approved by the Municipality.

42. No person shall import or deposit in the Municipality solid waste generated outside the boundaries of the Municipality unless approved by the Municipality.

43. The Municipality may export or direct the export of solid waste generated within the Municipality to licensed disposal facilities outside the Municipality where the volumes of solid waste generated or delivered exceed the capacity of the Municipal Solid Waste Management Facility.

Burning Solid Waste

44. Except as otherwise permitted by law, no person shall burn solid waste within the Municipality as a method of waste disposal in a barrel, stove or other device or in the open, except for brush, tree limbs and milled wood that is free from adhesives, coatings and preservatives.

Enforcement and Penalties

45. (1) No person shall deposit, cause or permit to be deposited solid waste at any place in the Municipality other than at the Municipal Solid Waste Management Facility or other site approved by the Province of Nova Scotia for that purpose.

(2) Each day that waste remains on an unauthorized location shall constitute a separate offence under this By-law.

46. A name and address of a person found in solid waste that has been illegally dumped or deposited within the Municipality shall be *prima facie* proof that such person deposited or caused to be deposited or permitted to be deposited such solid waste in contravention of this By-law.

47. Where a person is convicted of an offence under Section 45 of this By-law, they are liable to a penalty on summary conviction to a fine of not less than Five Hundred Dollars ($500.00) and not more than Ten Thousand Dollars ($10,000.00) for each offence and to imprisonment of not more than one year or both.

48. Where a person is convicted of an offence under this By-law and the Court is satisfied that, as a result of the commission of the offence, clean up or site remediation costs were incurred, whether by another person, Waste Facility Operator, the Municipality, its servants or agents, the Court may order the offender to pay, in addition to all other fines and penalties, restitution in an amount equal to the clean up or site remediation costs.

49. In any prosecution for an offence under this By-law, it is sufficient proof of the offence to establish that it was committed by an employee or agent of the accused, whether or not the employee or agent is identified or has been prosecuted for the offence, unless the accused establishes that the offence was committed without the knowledge or consent of the accused.

50. Where a corporation commits an offence under this By-law, any officer or director of the corporation who directed, authorized, assented to, acquiesced in or participated in the violation of this By-law is guilty of an offence and is liable to the punishment provided for the offence, whether or not the corporation has been prosecuted.

51. Where a person is convicted of an offence under this By-law, other than Section 45, they are liable to a penalty on summary conviction to a fine of not less than One Hundred Dollars ($100.00) and not more than Five Thousand Dollars ($5,000.00) and to imprisonment of not more than 90 days or both.

Administrative Ticketing

52. In lieu of prosecution under this By-law, except for an offence under Section 45, the Municipality may, in its sole and absolute discretion, issue to any person it believes upon

reasonable grounds has committed an offence under this By-law, a Notice of Violation, which Notice shall require the person to whom it is directed to pay to the Municipality within 14 days of the issuance of the Notice the sum of Fifty Dollars ($50.00) for contravention of this By-law, and if the person pays within the said time, they shall thereby avoid prosecution for that contravention.

53. In lieu of prosecution under this By-law, the Municipality may, in its sole and absolute discretion, issue to any person it believes upon reasonable grounds has committed an offence under Section 45 of this By-law, a Notice of Violation, which Notice shall require the person to whom it is directed to pay to the Municipality within 14 days of the issuance of the Notice the sum of Two Hundred And Fifty Dollars ($250.00) for contravention of Section 45 of this By-law, provided that such person has removed the illegally dumped solid waste and cleaned up and restored the site to the satisfaction of the Director of Public Works or his Designate, and further provided that no person, animal or property was injured or damaged by such illegal dumping, and if the person pays within the said time, they shall thereby avoid prosecution for that contravention.

54. Nothing in this By-law requires the Municipality to issue a Notice of Violation in lieu of initiating a prosecution in relation to an alleged violation.

BE IT RESOLVED that "Non-Collectable Waste" shall be defined as follows:

1. Materials included in the Province of Nova Scotia Material Bans for landfills, as may be amended from time to time.

2. Highly combustible materials, such as floor sandings, celluloid cuttings, motion picture film, fine sawdust, oil or gasoline soaked rags, gas containers, ammunition, dynamite or other explosive matter, chemicals, acids or their residues, or derivatives or by-products.

3. Compressed gas cylinders of any size.

4. Hospital and pharmaceutical waste.

5. Leftover sprays, paints, oils, thinners and stripers.

6. Pathological waste.

7. Septic tank pumpings, raw sewage sludge and industrial sludge.

8. Hypodermic needles and syringes.

9. Any corrosive, toxic or hazardous materials, including poisons, pesticides, herbicides or chemicals.

10. Hot ashes.

11. Swill, liquid waste or other organic matter which has not been properly drained or wrapped.

12. Corrugated cardboard, excepting when it is used to package dangerous materials as described in Section 15(1)(a) of the "Waste Collection and Disposal" By-law.

13. Manure of any sort, including paunch manures.

14. Any waste product listed or characterized as hazardous by any Federal or Provincial law including radioactive materials and asbestos.

15. Garbage or refuse which has not been placed for collection in the manner provided by the By-law.

I HEREBY CERTIFY that this is a true copy of the Resolution duly passed by the Municipal Council of the Municipality of the District of West Hants at a meeting duly called and held on the ____ day of _____, A.D., 2012.

_____
Cheryl Chislett,
Chief Administrative Officer

BE IT RESOLVED that "recyclable material" or "recyclables" means paper recyclable materials or general recyclable materials as defined hereunder:

1. "General recyclables/general recyclable material" means:

    a) plastic containers #1 through #7 (excluding Styrofoam™);
    b) aluminum cans;
    c) aluminum pie plates;
    d) glass bottles and jars (excluding caps);
    e) liquor containers;
    f) tetra packs (excluding straws);
    g) milk, juice and other poly-coated paper cartons (example molasses);
    h) tin/steel cans;
    i) all refundable beverage containers;
    j) #2 and #4 bags and packaging (shopping bags).

2. "Paper recyclables/paper recyclable material" means:

    a) newsprint, newspaper;
    b) advertising flyers;
    c) magazines, periodical (e.g. Auto Trader);
    d) telephone books and catalogs;
    e) paperback books;
    f) egg cartons and flats;
    g) paper towel/toilet paper rolls;
    h) boxboard (e.g. cereal boxes, excluding liners);
    i) letter, office and school paper (excluding carbon paper);
    j) envelopes (excluding padded envelopes);
    k) cigarette packages (excluding foil liners and exterior plastic wrap);
    l) corrugated containers (excluding waxed containers);
    m) clean and empty paper bags

and/or any such other items as may, from time to time, be identified in public education documents distributed by the Municipality as recyclable material suitable for municipal recyclables collection.

I HEREBY CERTIFY that this is a true copy of the Resolution duly passed by the Municipal Council of the Municipality of the District of West Hants at a meeting duly called and held on the ____ day of _____, A.D., 2012.

_____
Cheryl Chislett,
Chief Administrative Officer

TOWN OF WINDSOR
BYLAW # 16
SOLID WASTE BYLAW

Pursuant to the provisions of the Municipal Government Act;

BE IT HEREBY RESOLVED THAT Town of Windsor Solid Waste Bylaw #16, as passed by the Town Council on October 29, 2002 and Approved by the Minister of Municipal Affairs on May 05, 2003, and all amendments thereto be repealed effective upon approval and publication of this bylaw and the following substituted therefore:

LEGISLATIVE AUTHORITY

Municipal Government Act

Part VII, Power to make by-laws
Section 172 (1)(c) "A council may make by-laws, for municipal purposes, respecting persons, activities and things in, on or near a public place or place that is open to the public."

Part XIII, Solid Waste Resource Management – Bylaw Regarding Solid Waste
Section 325(a) "The council may make by-laws respecting solid waste, including, but not limited to, prohibiting persons from depositing any solid waste except at a solid-waste management facility"

Solid Waste-Resource Management Regulations made under Section 102 of the Environment Act (effective February 6, 2019), N.S. Reg. 26/2019

Part III - Litter Abatement
Prohibition against littering

Section 19(a),(b) and (c) – No person shall release or cause litter to be released into the environment unless

(a) the litter is placed in a litter receptacle;

(b) the litter is disposed of at a disposal site for municipal solid waste or an area designated by a municipality having jurisdiction for the disposal of litter; or

(c) the litter is deposited in a location designated for that purpose by a municipality having jurisdiction during special clean-up days.

Definitions

16.01 In this Bylaw:

(1) "backyard composting" means composting at a residential dwelling unit of organic solid waste comprised of yard waste and food scraps and spoiled or waste food or foodstuff excluding meat, fish, eggs or dairy products where:

(a) the waste is generated by the residents of the dwelling unit or neighbouring dwelling units or both;

(b) the annual production of compost on any property lot does not exceed 60 cubic metres;

(c) the composter or compost pile is not located within 10 metres of any window or door of a structure on an adjacent property.

(2) "branches and limbs" includes all branches, limbs and brush less than 900 mm in length, with individual pieces having a diameter of not more than 50 mm.

(3) "bulk commercial containers" means those containers designed for the collection of solid waste in excess of the maximum size restrictions contained in Part 22, Section 4 of this Bylaw and/or are collected through private collections.

(4) "collection" means the action by the Town or its contractor of picking up solid waste, loading it into trucks, and hauling it to the disposal site.

(5) "contractor" means the company or individual collecting solid waste within the Town by agreement with the Town.

(6) "compostables" means:

(a) For persons serviced by the municipal collection of compostables or for persons who do not deposit or arrange for the deposit of their compostables at a solid waste facility for compostables: food scraps and spoiled or waste food or foodstuff including vegetable peelings, meat, fish, shellfish, poultry, rice and pasta, grease and fat, coffee grounds, tea leaves and bags, eggs, bones, waste food products, soiled corrugated cardboard, soiled and wet paper and soiled paper products such as table napkins, paper towels, pizza boxes, together with such other organic materials as may, from time to time, be identified in public education documents distributed by the Town of Windsor as suitable for municipal collection in compostainers.

(7) "compostainer" means a wheeled, aerated cart designed to be emptied by hydraulic lifting devices and approved by the Town of Windsor for the storage and municipal collection of compostables. and distributed, sold or otherwise made available by or through the Town of Windsor for that

purpose and their replacements or successors from time to time, or other containers approved by the Town of Windsor designate;

(8) "composting" means the nuisance-free biological decomposition of organic materials, substances or objects under controlled circumstances to a condition sufficiently stable for nuisance-free and safe storage and use in land applications;

(9) "contaminated soil" means soil which

(a) has been contaminated with and contains in excess of 2,000 parts per million of total petroleum hydrocarbons; or

(b) has been removed from a site because of actual or suspected contamination pursuant to a requirement or order of the Nova Scotia Department of Environment;

(10) "construction and demolition debris" means materials which are normally used in the construction of buildings, structures, roadways, walls and other landscaping material and includes, but is not limited to, soil, asphalt, brick, mortar, drywall, plaster, cellulose, fibreglass fibres, gyproc, lumber, wood, asphalt shingles, and metals and such other materials as may be permitted from time to time by regulations of the Province of Nova Scotia for disposal at a disposal site for construction and demolition debris;

(11) "curb" means that portion of the street right-of-way of a public street between the traveled portion of the right-of-way and the property line which parallels the street center line;

(12) "general recyclable materials" or "general recyclables" means redeemable beverage containers, steel, tin or aluminum food containers or cans, glass food containers, jars and bottles, low density polyethylene bags # 4, containers and packaging #2, #4, #5, and polycoat containers for milk, milk products, soya milk, tetrapacks and any such other items as may, from time to time, be identified in public education documents distributed by the Town of Windsor as suitable for municipal general recyclables collection;

(13) "hazardous waste" means waste that may be harmful to humans, animals, plant life or natural resources including, but not restricted to, industrial chemicals, toxic, flammable, corrosive, radioactive, reactive, pathological and PCB waste, oil, gasoline, paint solvent, wood preservatives, ink, battery acid, pesticides, and insecticides;

(14) "householder" means the owner, occupant, lessee, tenant or the person in charge of a dwelling, mobile home, hotel, restaurant, apartment block, office building, business establishment, public institution or other building and includes the person assessed for the building pursuant to the Assessment Act.

(15) "hospital and pharmaceutical waste" means waste generated at hospitals, clinics, pharmacies, veterinary clinics, dentist offices and includes used needles, drugs, dressings, excluding pathological waste;

(16) "litter" means any material left or abandoned in a place other than a receptacle or place intended or approved for receiving such material and "littering" has a corresponding meaning;

(17) "paper recyclable material" or "paper recyclables" means corrugated cardboard, newsprint, bond paper, glossy flyers and magazines, egg cartons and such other items as may, from time to time, be identified in public education documents distributed by the Town of Windsor as suitable for municipal paper recyclables collection;

(18) "pathological waste" means any part of the human body excepting hair, nail clippings and the like, any part of a dead animal infected with a communicable disease and non-anatomical waste infected with a communicable disease;

(19) "public education documents" includes newsletters, pamphlets, flyers or other material circulated by mail or delivery by or for the Town of Windsor, and newspaper or radio advertisements by or for the Town of Windsor;

(20) "reactive waste" means a waste that reacts violently with water or is readily capable of detonation or explosive reaction including calcium carbide;

(21) "recyclable material" or "recyclables" means paper recyclable material or general recyclable material as defined in this Bylaw;

(22) "redeemable beverage container" means a container of less than 5 litres which contains or has contained a beverage and was sealed by the manufacturer after the beverage was placed in it, other than a container for milk, milk products, or soya milk;

(23) "residual garbage" means household waste other than:

(a) recyclable material;

(b) leaf and yard waste;

(c) compostables;

(d) material identified in this Bylaw as material not to be placed for municipal collection or not to be deposited at a municipal solid waste management facility or material identified in this Bylaw as to be placed for collection only upon special collection dates;

(e) waste or solid waste which is not placed for collection in accordance with the requirements of this Bylaw, including limitations on the size, weight, volume, packaging or bundling identified herein or which is placed for collection contrary to limitations or specifications on garbage collection identified from time to time in public education documents distributed by the Town of Windsor; but not withstanding subparagraphs (a) and (c) hereof, residual garbage may include compostables or recyclable materials to the extent separation of compostable and recyclable material was not reasonably possible for the waste generator because of the fusing or bonding together of materials in the state in which the

waste generator received them or because of the reasonable cross-contamination of materials in the ordinary course of use by the waste generator if such contamination was unavoidable by the exercise of due diligence by the waste generator;

(24) "solid waste" includes recyclables, compostables, residual garbage, construction and demolition debris, leaf and yard waste, contaminated soil and any other waste or discarded tangible personal property;

(25) "septic waste" means the liquid and solid material removed from septic tanks, sewage treatment plants, and manholes, cesspools, privies and portable toilets;

(26) "tonne" means 1,000 kg.;

(27) "yard waste" or "leaf and yard waste" means vegetative matter resulting from gardening, horticulture, landscaping or land-clearing operations, including materials such as tree and shrub trimmings, plant remains, grass clippings, leaves, trees and stumps, but excludes construction and demolition debris or contaminated organic matter.

Municipal Solid Waste Management Facilities.

16.02 The following sites are designated as municipal solid waste management facilities:

(1) for construction and demolition debris:

West Hants Waste Management Facility, owned and operated by GFL Environmental, or appropriate site designated by the Town of Windsor.

(2) for compostables:

Appropriate composting facility under contract with the Town of Windsor;

(3) for recyclable materials:

Facility under contract with the Town of Windsor;

(4) for residual garbage:

West Hants Waste Management Facility, owned and operated by GFL Environmental, or appropriate facility under contract with the Town of Windsor;

(5) for contaminated soil:

Approved reclamation site.

16.03 No person shall remove solid waste from a municipal solid waste management facility except as authorized by the facility owner.

16.04 Except for the placement of solid waste for collection in accordance with this Bylaw, no person shall deposit, cause to be deposited or permit to be deposited solid waste at any place in the Town of Windsor other than at a municipal solid waste management facility designated for the applicable type of solid waste or at a site approved for the purpose by the Province of Nova Scotia, provided however, that:

(1) backyard composting carried out in such manner as not to constitute a nuisance is permissible;

(2) subject to statutes, regulations or laws of the Province of Nova Scotia or Canada to the contrary, the unconcentrated disposal of waste trees, brush or portions thereof or other organic farm or forestry waste by decay on forest or farm land is permitted; and

(3) subject to statutes, regulations or laws of the Province of Nova Scotia or Canada or other Bylaws of the Town of Windsor to the contrary, the nuisance-free disposal of aggregate, soil, bricks, mortar, concrete, asphalt pavement, porcelain or ceramic materials as fill is permitted.

16.05 No person shall place, cause to be placed or permit to be placed in a municipal solid waste management facility any material or quantity of material in contravention of:

(1) any federal or provincial statute or regulation, including any regulation requiring the diversion of particular types or quantities of waste or waste products from particular types of solid waste management facilities;

(2) this Bylaw or any resolution of Council concerning the use of a municipal solid waste management facility, including but not restricted to any resolution requiring the diversion of particular types or quantities of waste or waste products from a municipal solid waste management facility or a particular type of municipal solid waste management facility;

(3) the directions of the operator or staff of a municipal solid waste management facility with respect to the weighing, measuring, time, volume, method, location or other conditions of placement of solid waste, or particular types, loads or items of solid waste.

16.06 No person shall place, cause to be placed or permit to be placed at, in or adjacent to a municipal solid waste management facility any solid waste when the facility is not open or when the operator or municipal staff of the municipal solid waste management facility refuses to accept a load or loads or item or items of solid waste.

16.07 Except by contract with the Town of Windsor or with the express approval in advance of the operator of the municipal solid waste management facility, given after the operator is fully informed as to the nature and origin of the solid waste, no person shall place, cause to be placed or permit to be placed in a municipal solid waste management facility

(1) any solid waste which is not permitted to be placed for municipal collection; or

(2) any solid waste generated outside the Town of Windsor.

16.08 No person shall place, cause to be placed or permit to be placed in a municipal solid waste management facility any solid waste that is not separated as required by section [13] of this Bylaw or which is falsely or misleadingly presented or packaged as solid waste of a particular kind, type, stream or place of origin or

which is concealed within or inter-mingled with solid waste of another kind, type, stream or place of origin.

16.09 The operator or staff at a municipal solid waste management facility may refuse solid waste:

(1) which contains waste for which that facility is not a designated site;

(2) for which a tipping fee has not been set or negotiated with the generator or collector or for which a tipping fee has not been paid or for which tipping fee payment arrangements satisfactory to the solid waste management facility have not been made;

(3) which is being delivered by an unlicensed collector;

(4) which the facility is unable to weigh, measure or process for any reason, including, but not restricted to, excessive inventory of solid waste or shortage of space, mechanical or electrical break down or labour dispute; or

(5) which would be deposited or placed in contravention of this Bylaw.

Removal, Separation and Storage of Solid Waste

16.10 No occupant or owner of property in the Town of Windsor shall permit the accumulation of solid waste in or around the property to the extent that it is or is likely to become a nuisance or hazard to the public health.

16.11 Storage of food scraps and spoiled or waste food or foodstuff, except as disposed of by backyard composting, shall be removed from every property by the occupant no less than once every two weeks and disposed of according to law.

16.12 Owners and occupants are responsible for providing for the lawful collection and disposal of all solid waste that is not subject to municipal collection and for paying any associated collection, disposal or tipping fees.

16.13 Owners and occupants of property in the Town of Windsor shall separate solid waste at the time of generation, storage, placement for collection and disposal into uncontaminated separate solid waste streams as follows:

(1) compostables;

(2) general recyclables;

(3) paper recyclables;

(4) residual garbage;

(5) solid waste of any type which is only accepted on the occasion of special collections, or by contract or by express approval in advance of the operator of a municipal solid waste management facility, each such type in its own stream.

16.14 The owner and occupant of every property in the Town of Windsor shall provide sufficient and adequate receptacles or containers for solid waste, which may accumulate from time to time on the property, and, without limiting the generality of the foregoing:

(1) food scraps and spoiled or waste food shall be stored in compostainers or in other receptacles or containers that are waterproof, impervious to domestic and wild animals and rodents and which are designed to avoid the entrapment of children;

(2) compostainers or other receptacles or containers used for storage of food scraps and spoiled or waste food shall not be placed or kept within 2 meters of a window or door situated on an abutting or adjacent property;

(3) recyclables and residual garbage shall be stored inside buildings or in receptacles or containers that are waterproof, impervious to domestic and wild animals and rodents, and which are designed to avoid the entrapment of children;

(4) bulk commercial containers used for the storage or collection of solid waste:

(a) shall be sturdily constructed, waterproof and impervious to domestic and wild animals and rodents;

(b) shall be equipped with a tight-fitting lid with a positive closing device which shall be kept closed except when the container is being loaded or unloaded;

(c) shall be designed to avoid the entrapment of children;

(d) shall be kept clean and in a good state of repair;

(e) shall be kept behind or beside the building which they service so as to reduce visibility from the street;

(f) shall be kept not less than 1.5 meters from the building which they service and not less than 1.5 meters from any property line of an abutting or adjacent property containing a residential dwelling unit;

(g) shall be placed only on surfaces which are hard, level and weather resistant; and

(h) shall not be loaded in a manner which permits waste to extend beyond the internal volume of the container when the lid is closed.

16.15 Bulk commercial containers used during construction or repair work need not comply with paragraphs (e) to (g) of subsection 14 (4) of this Bylaw for temporary periods of not more than 6 months or until the completion of the construction or repair work, whichever is sooner.

16.16 Owners or occupants of premises serviced by a bulk commercial container:

(1) shall keep the area surrounding the container free from litter and waste; and

(2) shall cause the container to be emptied at least once every 14 days;

(3) shall utilize regulation containers for the storing and collection of refuse, recyclable materials and organic materials;

(4) shall where reasonably possible, ensure that collectable waste remains behind or beside the main building on the eligible premises.

16.17 Waste refrigerators and freezers shall either be stored inside an enclosed, locked or child-proof building or shall have their doors removed from the appliance.

16.18 The owner and occupant of every property in the Town of Windsor, which is eligible for municipal collection of compostables, is responsible for the care and cleaning of each compostainer and kitchen mini assigned to their eligible premises.

The repair of damaged or replacement of compostainers assigned to eligible properties due to misuse, alterations or abuse involving the owner or occupant of the property shall be responsibility of the owner or the occupant to repair or replace damaged compostainers. Otherwise, the Town of Windsor will replace damaged compostainers.

Compostainers shall be provided by the owner as follows except as otherwise authorized by the Town of Windsor designate:

(1) Residential properties:

(a)	single unit buildings	1 compostainer
(b)	two dwelling unit buildings	1 compostainer
(c)	buildings with three to five dwelling units	2 compostainers
(d)	buildings with six to ten dwelling units	3 compostainers
(e)	buildings with more than ten dwelling units	4 compostainers
(f)	mobile homes, for each unit	1 compostainer

(2) Commercial, institutional or industrial properties:

per tenant or occupant	1 compostainer

And one additional compostainer if approved for generators of larger amounts of organic material.

Municipal Collection

16.19 (1) Council may by resolution provide for general municipal collection of solid waste by its own employees or by a contractor in some or all areas of the Town of Windsor and, for greater certainty and without limiting Council's discretion to use different collection classifications, Council may limit collection to particular types of solid waste, to properties containing not more than a specified number of residential households, to properties which are not seasonal, and/or to commercial solid waste generators of a particular type or size or generating not more than a specified volume of solid waste, and may provide different collection services for any different class of waste generator.

(2) Collection of Solid Waste shall be as follows:

(a) Collection of blue bag recyclables and paper waste shall be at least once every fourteen days to a schedule specified by the Town Designate, and shall include all residential properties in the Town;

(b) Collection of household waste and compostable materials shall be at least once every fourteen days to a schedule specified by the Town Designate, and shall include all residential, commercial and industrial properties in the Town pursuant to the Assessment Act;

(c) Collection of special waste shall be at least once in the spring and once in the fall of each year, the exact date of which shall be specified by the Town Designate, and shall include all residential properties;

(d) Collection of leaf and yard waste shall be at least once each year in the month of November, on a date to be specified by the Town Designate and shall include all residential properties;

(e) Collection of Christmas Tree waste shall be at least once each year in the month of January, on a date to be specified by the Town Designate and shall include all residential properties.

16.20 The Town of Windsor, by contract with solid waste generators ineligible for municipal collection of solid waste pursuant to the immediately preceding section of this Bylaw, may provide collection of their solid waste and may, in such contract, vary any of the limitations or restrictions applicable to general municipal collection as set out herein, but except to the extent of express variation by contract, such limitations or restrictions shall apply to waste generators whose solid waste is collected pursuant to this section. The current level of service outlined in this Bylaw is available to all residential, commercial, and industrial establishments pursuant to the Assessment Act and within the Town of Windsor.

16.21 Council may by resolution provide for special municipal solid waste collections on an occasional basis or may provide for municipal collection from a drop-off site, of particular types of solid waste, such as discarded Christmas trees, bulky items not eligible for regular municipal collection, leaf and yard waste, household hazardous waste or other specified solid waste and may limit such special collection, to properties containing not more than a specified number of residential households and/or to commercial solid waste generators of a particular type or size or generating not more than a specified volume of solid waste.

16.22 Except to the extent authorized by contract with the Town of Windsor or by public education documents distributed by the Town of Windsor from time to time, including, but not restricted to, public education documents or notices published in connection with special collection days, persons placing solid waste for collection shall comply with the following:

(1) all solid waste shall be placed for collection within three metres of the curb, placed in such a manner as to interfere as little as possible with pedestrian traffic and snow removal;

(2) solid waste shall not be placed for collection before 9:00 p.m. on the day before OR no later than 7:30 a.m. on the collection date for that property for the appropriate type or stream of solid waste as advertised in public education documents distributed by the Town of Windsor from time to time;

(3) uncollected solid waste and any waste scattered by animals, pest or weather shall be removed by the solid waste generator, owner or occupant from the place where such solid waste was placed for collection not later than 11:00 pm on the day of collection.

16.23 (1) Residual garbage shall be placed for collection in clear transparent bags which shall;

(i) be securely tied and watertight,
(ii) have an overall length of not more than one (1) metre when empty,
(iii) weigh no more than 15kg (33 lbs) when full.

(2) Each serviced unit may set out one (1) "privacy bag," to contain private items (i.e. a solid-coloured black, green or brown bag). Privacy bags shall be no more than one (1) metre in length when empty and weigh no more than 15kg (33lbs) when full.

(3) To prevent litter created by pests, residual waste bags may be set out for collection inside water-tight metal, plastic, or other impermeable material which are:

(i) constructed of durable impermeable material;
(ii) equipped with a tight-fitting impermeable cover;
(iii) equipped with handles in good repair; and
(iv) as large or larger at the top than at the bottom.

(4) Total number of residual waste containers placed curbside by each dwelling unit for collection shall be four (4), plus one (1) bulky item. For buildings with multiple dwelling units, the total volume of waste shall not exceed two (2) cubic metres.

(5) No more than four (4) containers of recyclables by each dwelling unit shall be placed for collection. They shall be in securely tied, blue-tinted or transparent plastic disposable waterproof bags of a dimension no smaller than 66 cm. x 91 cm., nor greater than 75 cm. x 120 cm., and shall not exceed a weight of 25 kg. per bag. (For buildings with multiple dwelling units, the total volume of recyclable materials shall not exceed two (2) cubic metres).

(6) In the case of corrugated cardboard recyclables; no more than 2 (two) bundles of cardboard shall be placed curbside. They shall be flattened and securely tied, weighing no more than 15 kg and measuring no more than 30 cm X 60 cm X 90 cm (1 foot by 2 feet by 3 feet).

(7) Compostables shall be placed for collection in compostainers as assigned to properties by the Town of Windsor containing a load weight of no more than 100 kg and as per Section 16.18 (1) and (2).

(8) Bulky items placed for special collection shall not exceed 50 kg. in weight for any one item on any one special collection date and no individual item shall measure greater than 2.13 meters (7 feet) in any dimension.

(9) Refrigerators and freezers placed for special collection shall:

a. have coolant professionally removed with "coolant removal sticker" attached and visible on the appliance; and

b. have the door removed from the appliance.

(10) Leaf and yard waste placed for special collection is limited to two (2) bundles of brush and an unlimited number of containers containing leaves and grass clippings. In the case of leaves, they are to be placed in securely tied, paper bags, or orange or clear plastic disposable waterproof bags of a dimension no smaller than 66 cm. x 91 cm., nor greater than 75 cm. x 120 cm., and shall not exceed a weight of 25 kg. per bag.

(11) Brush and tree branches placed for special collection shall be bundled in bundles not exceeding 105 cm. in length or 25 kg. in weight and individual limbs shall have a diameter not exceeding 8 cm. in diameter. Disposal of trees and large amounts of hedge removal is not permitted to be placed for collection under this program.

(12) Christmas tree waste shall not have any decoration, ornament, wires or nails attached and shall not exceed 3 metres in length.

16.24 No person shall place solid waste for collection on a property other than a property owned or occupied by such person or in respect of which the person has obtained the consent of the owner or occupier for that purpose.

16.25 Except to the extent authorized by contract with the Town of Windsor or by public education documents distributed by the Town of Windsor from time to time, no person shall place for collection:

(1) hazardous waste;

(2) hospital and pharmaceutical waste;

(3) asbestos;

(4) septic waste;

(5) hot ashes;

(6) dead animals;

(7) industrial waste, including non-residential farm, forestry or fishing waste;

(8) tire and auto parts;

(9) waste generated outside the Town of Windsor; or

(10) other materials or solid waste as may be identified as unacceptable for collection in public education documents distributed by the Town of Windsor from time to time.

16.26 Except as authorized by the Town of Windsor, no person shall remove recyclables or other solid waste placed or apparently placed for municipal collection by waste generators, owners or occupants and all recyclables are the property of the Town of Windsor from the moment of placement for municipal collection. Nothing in this section relieves an owner or occupant from the duties set out in Section 16.22 (3).

16.27 By contract with persons whose solid waste is partially or entirely ineligible for general municipal collection, and to the extent of such ineligibility, the Town of Windsor may reduce the tipping fees set out in the immediately preceding section of this Bylaw for solid waste generated within the Town of Windsor in order to achieve economies of scale or efficiencies in solid waste management, in order to achieve waste diversion objectives of the Town of Windsor established under the Solid Waste – Resource Management Regulations of the Province of Nova Scotia, and without limiting the generality of the foregoing, in negotiating tipping fees by contract, the Town of Windsor may consider the nature, volumes, uniformity, recyclability or marketability of solid waste generated by particular waste generators, the presence or absence of excess capacity at municipal solid waste management facilities for particular types of waste and the desirability of spreading the capital cost of such facilities, including decommissioning costs, to a larger group of users or any other factor that might reasonably affect the Town of Windsor cost per tonne of collecting or disposing of solid waste.

16.28 The Town of Windsor may, by contract, agree to accept limited quantities or proportions of improperly separated or cross-contaminated waste, subject to the imposition of contract penalties for exceeding such levels.

16.29 The Chief Administrative Officer or his or her designate shall have the authority to make contracts on behalf of the Town of Windsor in regards the disposal of solid waste at a municipal solid waste management facility and in regards the collection of solid waste from individual generators, provided however, that all such contracts, except those expressly approved by Council, shall be for a fixed term of one year or less and shall contain or be deemed to contain a provision entitling the Town of Windsor to terminate the contract without notice for cause or on 30 days notice without cause.

16.30 Tipping fees for solid waste which is subject to general municipal collection, shall not be levied or collected from the solid waste generator or the solid waste collector at the time of collection or deposit at the municipal solid waste management facility but shall be estimated during the annual budget process of the Town of Windsor and apportioned equitably by Council amongst owners or occupants of property to whom the service is available according to ascertainable criteria based on flat rates per user or average costs for particular user classifications, or some combination thereof, and shall be charged and collected:

(1) in the case of properties subject to municipal residential or commercial property tax or business occupancy tax, as a separate user charge for waste collection and disposal on the municipal tax bill issued to the owner;

(2) in the case of others, by separate invoice for waste collection and disposal; and

(3) in the event of non-payment by the due date, such waste collection and disposal charge shall bear interest equivalent to the interest rate levied against outstanding property taxes and may be collected as an ordinary debt and, in the case of charges invoiced pursuant to subsection (1) of this section, shall constitute a first lien on real property and may be collected, together with pre-judgment interest from the date due, in the same manner as a tax.

Littering

16.31 Prohibition against littering - No person shall release or cause litter to be released into the environment unless

(a) the litter is placed in a litter receptacle;

(b) the litter is disposed of at a disposal site for municipal solid waste or an area designated by a municipality having jurisdiction for the disposal of litter; or

(c) the litter is deposited in a location designated for that purpose by a municipality having jurisdiction during special clean-up days.

Enforcement and Penalty

16.32 Any person who contravenes any provision of this Bylaw is punishable on summary conviction by a fine of not less than $50.00 and not more than $5000.00 and to imprisonment of not more than 60 days imprisonment in default of payment thereof.

16.33 Proof that solid waste that was deposited or placed somewhere in contravention of this Bylaw originated from a particular person shall be evidence that the person so deposited or placed it, or caused or permitted it to be so deposited or placed, in the absence of evidence to the contrary.

16.34 Any person who contravenes sections 10 through 17, 22, 23, 24, and 25 of this Bylaw and who is given notice of the contravention may pay to the Town of Windsor, at the place specified in the notice, the sum of $50.00 within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.

16.35 This Bylaw shall become effective upon publication.

Clerk's Annotation for Official By-law Book

Date of first reading of bylaw:	September 24, 2019
Date of advertisement of Notice of Intent to Consider:	October 01, 2019
Date of second reading of bylaw:	October 22, 2019
Date of advertisement of Passage of Bylaw:	October 29, 2019
Date of mailing to Minister a certified copy of Bylaw:	October 31, 2019

I certify that this BYLAW #16 – SOLID WASTE BYLAW was adopted by Council and published as indicated above.

Shelleena Thornton
Municipal Clerk
Town of Windsor

Committee of the Whole Excerpts
March 14, 2023

ALBERT STREET RENEWAL TENDER AWARD WHRMPW22-06 EXCERPT

Albert Street (from Wiley Avenue to King Street) was identified as a priority for services and street renewal based on the condition of sanitary sewer mains, need for improved storm water management along Albert Street, and condition of the existing roadway. A public tender on NS Procurement for construction services for this project and closed on February 9, 2023.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL APPROVE THE AWARD OF TENDER WHRMHPW22-06 FOR ALBERT STREET WINDSOR SERVICES & STREET RENEWAL TO THE LOW COMPLIANT BIDDER, GARY PARKER EXCAVATING LIMITED, FOR THE TENDERED PRICE OF $1,063,920, PLUS A 15% CONSTRUCTION PROJECT CONTINGENCY OF $159,588, PLUS APPLICABLE TAXES.

West Hants
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WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☑	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: _____
Todd Richard, Director, Public Works

Date: March 14, 2023

Subject: Albert Street Services & Street Renewal (WHRMPW22-06)

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

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

Council approve the award of tender WHRMHPW22-06 for Albert Street Windsor Services & Street Renewal to the low compliant bidder, Gary Parker Excavating Limited, for the tendered price of $1,063,920, plus a 15% construction project contingency of $159,588, plus applicable taxes.

BACKGROUND

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

As identified in 2021-22 , Albert Street (from Wiley Avenue to King Street) was identified as a priority for services and street renewal. This determination was based on

the condition of sanitary sewer mains, need for improved storm water management along Albert Street, and condition of the existing roadway.

This project includes the following infrastructure improvements:

- replacement of gravity sanitary sewer with 200mm DR35 and DR18 PVC pipe, along with 525mm DR35 PVC pipe
- separation of sanitary and storm sewer to dedicated mains
- replacement of all associated sewer laterals to occupied and empty lots
- addition of new gravity storm sewer main with 300-525mm DR18 PVC pipe, manholes, catch basins and leads
- street reconstruction with new surge, gravels and asphalt roadway
- addition of low-back concrete curb and gutter on the south side of the street
- reinstatement of driveways, sidewalk and associated topsoil and sod landscaping
- replacement line painting and replacement signposts

DISCUSSION

On January 20, 2023 staff issued a public tender on NS Procurement for construction services for this project, closing on February 9, 2023. The call for proposals resulted in five bids being submitted for evaluation.

The following bids were received:

• Gary Parker Excavating Limited	$1,063,920.^{00}	plus HST
• Dexter Construction Co. Ltd.	$1,185,735.^{00}	plus HST
• Atlantic Road Construction & Paving Ltd.	$1,534,707.^{00}	plus HST
• Harbour Construction Company Limited	$1,566,007.^{00}	plus HST
• Brycon Construction Limited	$1,999,500.^{00}	plus HST

As this work is bid as a unit price contract, there may be need for some variance to project scope as work proceeds with actual physical execution. It has been noted that contingency of 15% for this project should be sufficient for project variance.

Our engineer of record for this capital project, WSP, has also reviewed all proposals and has provided his recommendation to proceed with Gary Parker Excavating Limited for this project.

Water System (water upgrades not required in scope)	$0.
Sanitary System	$230,987.
Storm System	$329,431.
Street Construction	$385,660.
Curb & Gutter, Sidewalk Construction & Realignment	$111,367.
Landscaping	$6,475.
Sub-Total:	**$1,063,920.00**
15% Project Contingency:	$159,588.00
Total (applicable taxes extra):	$1,223,508.00

NEXT STEPS

Pending contract approval of Council, staff will award the construction tender to the successful proponent. It is planned for construction to begin in Spring 2023, with project completion required before the end of construction season October 31, 2023.

FINANCIAL IMPLICATIONS

Tendering Timeline:

Posted to Procurement	January 20, 2023
Closing Date	February 29, 2023
Price Expiry Date	April 10, 2023
Days Remaining	27 Days

2022-23 Capital Budget – Albert Street Renewal

Tender Pricing	$1,063,920.00
Contingency (15%)	$159,588.00
Non-Recoverable Tax *(4.29%)*	$52,488.49
Project (tender related) Total	**$1,275,996.49**
Project Management/Engineering Costs	$32,307.48
Less: Project Management Paid in 2021-22	($17,265.92)
Project Total	**$1,291,038.05**
2022-23 Budgeted Value	$981,625.00
Variance (over budget)	($309,413.05)

In the 2022-23 capital budget the Albert Street renewal project was scheduled to be funding through the capital reserve, long-term debt, and Canada Community Building Fund.

Total Funding Breakdown:

Sewer Reserve	$83,109.24
Windsor Infrastructure Reserve	$250,000.00
Canada Community Building Fund	$133,566.34
Long-Term Debt	$824,362.47
	$1,291,038.05

Currently, the reserves have the following March 31, 2023 projected balances, including the budgeted spend for the Albert Street project:

Sewer Reserve	$640,487.00
Windsor Infrastructure Reserve	$276,000.00
Canada Community Building Fund	$2,181,925.00

Based on these balances, the reserves can fund the additional overbudget tender pricing for this project. The new long-term debt requirement will result in approximately $52,010 in annual debt servicing costs.

ALTERNATIVES

1. Council may choose not to proceed with this project. This is not the recommendation to Council.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The project is in alignment with Council's project approval through the budget process. It is noted that the total cost for the project exceeds the budgeted value. Reserves have been identified as the recommended funding source for the overage. This matter is for Council's approval.

I support the recommendation.

Report Prepared by: _____
Brad Carrigan, P.Eng., Capital Projects Engineer

Report Reviewed by: _____
Todd Richard, Director of Public Works

Report Approved by:

Mark Phillips, Chief Administrative Officer

Committee of the Whole Excerpts
March 14, 2023

ALTERNATE DEVELOPMENT OFFICER APPOINTMENT EXCERPT

Development Officers administer the Land Use By-law's and Subdivision By-law's of the Municipality which includes responding to general property inquiries, writing zoning confirmation letters, issuing development permits for as-of-right development, and approving plans of subdivision. It is reasonable to appoint an alternate to act as Development Officer in response to any extended leave or vacation of the Development Officer. A Development Officer should be appointed in Doug's absence to ensure requests and applications are dealt with in a timely manner.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL REVOKE THE APPOINTMENT OF MADELYN LEMAY AS DEVELOPMENT OFFICER FOR WEST HANTS REGIONAL MUNICIPALITY.

COUNCIL APPOINT CHRISTOPHER BURNS AS ALTERNATE DEVELOPMENT OFFICER IN THE ABSENCE OF THE DEVELOPMENT OFFICER EFFECTIVE MARCH 29, 2023 IN ACCORDANCE WITH SECTION 243 OF THE MUNICIPAL GOVERNMENT 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: _____
Sara Poirier, Director of Planning and Development

Date: 2023-03-14

Subject: Appointment of Alternate Development Officer

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 243, Development Officer

RECOMMENDATIONS

…that Committee of the Whole recommends that Council revoke the appointment of Madelyn LeMay as Development Officer for West Hants Regional Municipality.

…that Committee of the Whole recommends that Council appoint Christopher Burns as alternate Development Officer in the absence of the Development Officer effective March 29, 2023 in accordance with Section 243 of the Municipal Government Act.

BACKGROUND

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

Currently West Hants Regional Municipality only has one Development Officer, Doug MacInnis, appointed to administer the Land Use By-law's and Subdivision By-law's of the Municipality. In anticipation of Doug taking vacation during 2023, Christopher Burns should be appointed to act as Development Officer in Doug's absence.

DISCUSSION

Development Officers administer the Land Use By-law's and Subdivision By-law's of the Municipality which includes responding to general property inquiries, writing zoning confirmation letters, issuing development permits for as-of-right development, and approving plans of subdivision. It is reasonable to appoint an alternate to act as Development Officer in response to any extended leave or vacation of the Development Officer.

West Hants Regional Municipality had two appointed Development Officers: Doug MacInnis and Janet Redden. In September 2020, Council also appointed Madelyn LeMay as Development Officer to act as back-up when needed. Following Janet's unexpected passing in 2022, WHRM hired two new staff members to train as Development Officers. One staff member has since moved onto another opportunity.

Christopher Burns was hired in March 2022 and has been training with Doug for the past year. Christopher should be appointed to act as Development Officer in Doug's absence to ensure requests and applications are dealt with in a timely manner.

A request to fully appoint Christopher Burns as Development Officer will be submitted to Committee of the Whole once he has completed the requirements to become certified through the Nova Scotia Municipal Development Officers Association.

NEXT STEPS

Appointment by Council

FINANCIAL IMPLICATIONS

There are no financial implications related to the appointment as the salary is established within the budget.

ALTERNATIVES

COTW could recommend that Council not appoint the required alternative Development Officer, resulting in an inability to administer and enforce the Land Use By-law's and Subdivision By-law's of the Region in a timely manner in the absence of the Development Officer.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recomnedation.

Report Prepared by: _____

Sara Poirier, Director of Planning and Development

Report Reviewed by: _____

Doug MacInnis, Development Officer

Report Approved by: _____

Mark Phillips, CAO

Committee of the Whole Excerpts
March 14, 2023

AVONDALE HALL FLOOR REPAIR AND RENOVATION REQUEST EXCERPT

On March 8, 2023, correspondence was received from Dawson Sheehy, Devin Lake and the Avondale Community Club Board Members requesting a one (1) time contribution of $10,000 to the Avondale Hall (Avondale Community Club non-profit) due to discovering issues with the floor that required immediate attention.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL APPROVE $21,000 IN EMERGENCY FUNDING TO BE TAKEN FROM THE WEST HANTS CANADA COMMUNITY BEAUTIFICATION FUND (CCBF) IN ORDER TO COMPLETE REPAIRS TO THE AVONDALE HALL.

From: Devin Lake
To: Deanna Snair
Cc: Mark Phillips; Kathy Kehoe; Scott McLean; Dawson Sheehy; Ryan Beecroft
Subject: Avondale Hall - floor repair and renovation request
Date: Wednesday, March 8, 2023 5:08:03 PM
Attachments: image.png

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

To West Hants Municipal Council:

We are writing to request a 1-time contribution of $10,000 to the Avondale Hall (Avondale Community Club non-profit).

Unfortunately, after discovering issues in need of immediate attention, we had to do a substantial repair to the floor of the building and have used most of our reserve funds (that were around $12,000) to carry out this work. Right now, our floor is sitting with OSB covering and we are looking for additional funds to finish our project and get the hall back up and usable ASAP. Our vision is to make the repairs an opportunity to have a more presentable, refreshed space we can all be proud of.

The Avondale Hall is the former schoolhouse in our community and holds great historic value. The indoor space is used regularly for card parties, dances, private events, senior's exercise, yoga, ping pong, open mics, elections, dances, fundraisers, public meetings, kids events and many other community-focused happenings. The outdoor space is used as parking and a trailhead for the public community trail (West Hants Trails Association) and is also a regular gathering place for local residents and visitors. It took many years to build our reserves and we are committed to running a financially sustainable organization. In the upcoming grant funding requests, we were requesting a larger amount to deal with finishing our upgrades but given the timeline/emergency, we are requesting this ask be dealt with right away and we would amend our grant request to our typical ask that goes toward our annual fixed operating costs ($3500+ for electricity, heat, small repairs, insurance, etc) and also to run our annual Avondale Wharf Day event. Once we get the hall back up and running – our fundraising and event efforts can help to build our reserves again. We wouldn't expect to have another "emergency" ask like this again (anytime soon) as the rest of our infrastructure is solid. A broad summary of costs is included here for your information.

What we have spent on to-date:
Materials: $8,000 (lumber, OSB, hardware, etc)
Labour: $2,000 (+in-kind contribution)
Tipping fees and demolition: $1,000

Things we want to do to further enhance/finish the space:
Additional materials: $7,000 (flooring, base board, last of materials for outdoor stage, hardware, etc)
Labour $2,000 (+in-kind contributions)
Electrical $1,000

As part of the coming work, we are planning a 10'x26' stage/covered porch on the parking lot side of the building that we hope can enhance the trail head for the public and allow us to have outdoor performances at the hall. We have most of the material for this now. We also hope to have public internet access that could be used from our outdoor porch by folks in need.

We feel everything we do at the hall in Avondale is aligned with what Council is trying to achieve and we hope to continue our positive relationship moving forward.
Let us help you make a smart investment in one of your vibrant rural areas.

We are requesting a time at your March 28th Council meeting to present the contents of this letter, show some pictures and answer questions. Myself and Dawson Sheehy would be there to present. We are hoping our request can be dealt with in a timely manner so we can move forward and re-open our hall. If there is a more efficient way to deal with our request, please advise.

Sincerely,

Dawson Sheehy, Devin Lake and the Avondale Community Club Board Members

Committee of the Whole Excerpts
March 14, 2023

BROOKLYN FIRE DEPARTMENT ROOF REPAIR TENDER AWARD EXCERPT

The replacement of the roof at the Brooklyn Fire Station #1 (995 Highway 215, Newport) was identified. The existing roof is currently leaking and has had multiple repairs in the past 12 months. A public tender on NS Procurement for construction services for this project was issued on February 6, 2023 and closed on March 2, 2023, resulting in the current recommendation.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL APPROVE THE AWARD OF TENDER WHRMPW22-05, BROOKLYN FIRE STATION ROOF REPLACEMENT TO THE LOW COMPLIANT BIDDER, ACADIA ROOFING & CONTRACTING LIMITED, FOR THE TENDERED PRICE OF $482,187, PLUS A 10% CONSTRUCTION PROJECT CONTINGENCY OF $48,218.70, PLUS APPLICABLE TAXES.

West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☑	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: _____
Todd Richard, Director, Public Works

Date: March 14, 2023

Subject: Brooklyn Fire Station Roof Replacement (WHRMPW22-05)

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

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

> **Council approve the award of tender WHRMPW22-05, Brooklyn Fire Station Roof Replacement to the low compliant bidder, Acadia Roofing & Contracting Limited, for the tendered price of $482,187, plus a 10% construction project contingency of $48,218.70, plus applicable taxes.**

BACKGROUND

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

As identified in the 2022-23 approved capital budget, the replacement of the roof at Brooklyn Fire Station #1 (995 Highway 215, Newport) was identified. The existing roof of the building is already leaking and has had multiple repairs in the past 12 months. It

is showing continued wear that will result in additional leaks being formed within the upcoming months.

This capital replacement project includes all labour, equipment, and materials to remove the existing stone ballast and Ethylene Propylene Diene Monomer (EPDM) membrane roof system, install a two-ply Styrene-Butadiene-Styrene (SBS) modified bitumen roofing system including flashings in strict accordance with the manufacturer's instructions, the drawings, and specifications. The 2-ply modified bitumen roof membrane will be applied using a mechanically fastened base sheet and heat welded granulated cap sheet over asphaltic core board, polyisocyanurate and vapour retarder.

DISCUSSION

On February 6, 2023 staff issued a public tender on NS Procurement for construction services for this project, closing on March 2, 2023. The call for proposals resulted in three bids being submitted for evaluation.

The following bids were received:

- Acadia Roofing & Contracting Limited $ 482,187.^{00} plus HST
- Metro Roofing Limited $ 694,219.^{00} plus HST
- CentiMark Ltd. $ 790,600.^{00} plus HST

This work is bid as a lump sum price contract, however there may be a requirement for additional work around the existing roof structures that would be currently hidden with the existing roof system. There may be need for some variance to project scope as work proceeds with actual physical execution. It has been noted that a contingency of 10% for this project should be sufficient for project variance.

Bids were reviewed by Municipality staff to ensure that proposed systems would be in compliance with the specifications provided. Based on review of both technical criteria and commercial criteria stated within the tender package, the bids were scored:

Bidding Contractor	Technical	Commercial	Total Score
Acadia Roofing & Contracting Limited	50	50	100
Metro Roofing Limited	50	34.7	84.7
CentiMark Ltd	50	30.5	80.5

Our consulting engineer for this capital project, Tate Engineering, reviewed all proposals and provided the recommendation to proceed with Acadia Roofing and Contracting Limited for this project (letter attached).

NEXT STEPS

Pending contract approval of Council, staff will award the construction tender to the successful proponent. It is planned for construction to begin as soon as the weather permits this year.

FINANCIAL IMPLICATIONS

Tendering Timeline:

Posted to Procurement	February 6, 2023
Closing Date	March 2, 2023
Price Expiry Date	May 1, 2023
Days Remaining	48 Days

2022-23 Capital Budget – BFD 1 – Civic Centre Roof

Tender Pricing	$482,187.00
Contingency (10%)	$48,218.70
Non-Recoverable Tax *(4.29%)*	$22,754.40
Project (tender related) Total	**$553,160.10**
Project Management/Engineering Costs	$15,643.50
Project Total	**$568,803.60**
2022-23 Budgeted Value	$500,000.00
Variance (over budget)	($68,803.60)

In the 2022-23 capital budget the Civic Centre Roof was scheduled to be funding through long-term debt, the over budget value of $568,804 ($68,803.60 over budget) will result in approximately $45,351 in annual debt servicing costs.

ALTERNATIVES

1. Council may choose not to proceed with this project. This is not the recommendation to Council.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The project aligns with Councils direction through the approved 2022/23 Capital Budget. The anticipated added cost of $68,803.60 is noted in the report.

I support the recommendation.

Report Prepared by: _____

Brad Carrigan, P.Eng., Capital Projects Engineer

Report Reviewed by: _____

Todd Richard, Director of Public Works

Report Approved by:

Mark Phillips, Chief Administrative Officer

Committee of the Whole Excerpts
March 14, 2023

FRENCH MILL BROOK WATERSHED COMMITTEE RESIDENT APPOINTMENT EXCERPT

In October 2022 resident committee members were appointed to the three watershed committees. At this time a vacancy remained on the French Mill Brook Watershed Committee, as there were no interested parties. Mr. Marsters, who sat on another committee agreed to fill the vacancy until such time that an interested party could be found to fulfill the committee's composition.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL APPOINT LONNY CURRY AS A RESIDENT MEMBER TO THE FRENCH MILL BROOK WATERSHED COMMITTEE BEGINNING APRIL 1, 2023 AND ENDING OCTOBER 31, 2024.

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: _____
Deanna Snair, Clerk
Date: March 14, 2023
Subject: French Mill Brook Advisory Committee Resident Appointment

LEGISLATIVE AUTHORITY
Municipal Government Act – Section 24 Standing, Special and Advisory Committees

RECOMMENDATION

… that Committee of the Whole recommends that Council appoint Lonny Curry as resident members to the French Mill Brook Watershed Committee beginning April 1, 2023 and ending October 31, 2024.

BACKGROUND

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

At the October 2022 Council meeting resident committee members were appointed to the three watershed committees, Davidson Lake Watershed, French Mill Brook Watershed and the Mill Lakes Watershed. At this time a vacancy remained on the French Mill Brook Watershed Committee, as there were no interested parties.

Mr. Marsters, who sat on another committee agreed to fill the vacancy until such time that an interested party could be found to fulfill the committee's composition.

DISCUSSION
In February 2023, Mr. Curry expressed interest in becoming a member of the French Mill Brook Watershed Committee.
Mr. Curry is the son of a former long-standing member of committee resulting in him not only being familiar with the mandate of the committee but also a stakeholder himself.

NEXT STEPS
Once approved by Council, Mr. Curry will be notified of the appointment.

FINANCIAL IMPLICATIONS
Resident members appointed to a Committee of Council will receive remuneration in accordance with the Council Remuneration Policy, which is identified in the annual Operating Budget.

ALTERNATIVES
Council can choose to provide staff with an alternate direction.

ATTACHMENTS
Appendix G French Mill Brook Watershed Committee

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Approved by:
Mark Phillips, Chief Administrative Officer

- 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

Committee of the Whole Excerpts
March 14, 2023

MILL LAKES ROAD RENEWAL TENDER AWARD WHRMPW22-08 EXCERPT

Public Works intends to perform Mill Lakes Road access improvements, including roadway clearing and grubbing, excavation and common borrow, minor road realignment, installation of new and replacement culverts, ditching and new Type 1 and Type 2 gravels.

Following design acceptance, a public tender request was issued on the NS Procurement site.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL APPROVE THE AWARD OF TENDER WHRMPW22-08 FOR THE MILL LAKES WATERSHED ROAD RENEWAL TO THE LOW COMPLIANT BIDDER, HOWARD E. LITTLE EXCAVATING LIMITED, FOR THE TENDERED PRICE OF $413,013.96, PLUS A 15% UNIT PRICE BID CONTINGENCY OF $61,952.09 FOR ESTIMATED QUANTITIES, PLUS APPLICABLE TAXES.

West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☑	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: _____
Todd Richard, Director, Public Works

Date: March 14, 2023

Subject: Mill Lakes Watershed Road Renewal

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

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

Council approve the award of tender WHRMPW22-08 for the Mill Lakes Watershed Road Renewal to the low compliant bidder, Howard E. Little Excavating Limited, for the tendered price of $413,013.96, plus a 15% unit price bid contingency of $61,952.09 for estimated quantities, plus applicable taxes.

BACKGROUND

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

Public Works intends to perform Mill Lakes Road access improvements, including roadway clearing and grubbing, excavation and common borrow, minor road

realignment, installation of new and replacement culverts, ditching and new Type 1 and Type 2 gravels.

In July 2021, Council awarded a Mill Lakes design contract to CBCL for the following professional services:

1. Provide engineering and design services to meet Dam Safety Specifications[1];
2. Include hydrology and engineering review to meet plant withdraw limit permits and meet DFO regulations[2];
3. Include environmental planning and permitting required for the execution of all work;
4. Include quality control field and laboratory testing services; and
5. Include overall project management, construction site monitoring and close-out report.

DISCUSSION

Following design acceptance by Public Works for the Mills Lakes Road Renewal project; Public Works issued the public tender request on NS Procurement for unit pricing associated with the following road renewal project:

Road Access Improvements

- Land clearing
- Ditch stabilization and rough road grading (approximately 2.8 km)
- Widened watercourse crossing
- Replacement road culverts
- Aggregate road bedding
- Erosion mitigation and sediment control

On January 20, 2023, staff issued a public tender WHRMPW22-08 for this project, along with two subsequent addendum clarifications, with the bids closing and a public opening held on February 9, 2023. This tender call resulted in four bids being submitted for evaluation. The proposals were evaluated by CBCL and WHRM staff for completeness.

The following bids were received:

• Howard E. Little Excavating Limited	$ 413,013.^{96}	plus HST
• Brycon Construction Limited	$ 568,000.^{00}	plus HST
• Dexter Construction Company Ltd.	$ 797,000.^{00}	plus HST
• Axeman Landscape & Construction Inc.	$ 1,028,675.^{00}	plus HST

Howard E. Little Excavating was deemed to be the lowest compliant bidder and has substantial previous experience and qualification with the Windsor Water Utility and the Mill Lakes Watershed; as such has been recommended to Council for award of this contract.

As this scope of work has been bid as a Unit Price contract with estimated quantities, it has been recommended that the Municipality add a contingency of up to 15% to

[1] Stantec report, July 2019
[2] CBCL report, May 2018

account for actual quantities. If any additional quantities are proposed, they shall be field verified by WHRM staff and verified by CBCL engineering staff.

NEXT STEPS

Pending approval of Council and the UARB approval of Windsor Water Utility spending; staff will award formal contract to Howard E. Little Excavating to proceed with construction work in accordance with their bid.

FINANCIAL IMPLICATIONS

Tendering Timeline:

Posted to Procurement	January 20, 2023
Closing Date	February 29, 2023
Price Expiry Date	April 10, 2023
Days Remaining	27 Days

2022-23 Capital Budget – Sluice Gate – Water Control Structure & Dam Upgrades and **Road Construction**

Tender Pricing	$413,013.96
Contingency (15%)	$61,952.09
Non-Recoverable Tax *(4.29%)*	$20,376.04
Project (tender related) Total	**$495,342.09**
Project Management/Engineering Costs	$282,277.57
Less: Project Management Costs Paid in 2021-22	($98,797.15)
Project Total	**$678,822.51**
2022-23 Budgeted Value	$1,538,806.00
Variance	$859,983.49

In the 2022-23 capital budget the Sluice Gate Project was scheduled to be funding through long-term debt. Based on the tendering price, this project is within the budgeted amount and the long-term debt will result in approximately $42,828 in annual debt servicing costs.

ALTERNATIVES

1. Council may choose not to proceed with this project.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The project aligns with the approvals and Capital Budget approved in the 2022/23 Capital Budget as noted in the report.

The total project cost including this tender and contingency is significantly below the budget amount of $1,538,806.00.

I support the recommendation.

Report Prepared by: _____

Brad Carrigan, P.Eng., Capital Projects Engineer

Report Reviewed by: _____

Todd Richard, Director of Public Works

Report Approved by: _____

Mark Phillips, Chief Administrative Officer

Committee of the Whole Excerpts
March 14, 2023

PARKING REGULATIONS AND ENFORCEMENT EXCERPT

Parking regulations and their enforcement have been an issue for both the business and consumer sectors of our downtown community. Ensuring that parking is reasonably available serves to ensure that consumer traffic continues to visit the shops in the downtown core ensuring a long-term business vitality in the area continues.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL REQUEST STAFF UNDERTAKE A REVIEW OF THE DOWNTOWN WINDSOR BUSINESS DISTRICT TO DETERMINE IF SUFFICIENT PARKING CAPACITY EXISTS FOR RESIDENTS, BUSINESSES AND VISITORS TO THE AREA.

FURTHER THAT THE REVIEW DETERMINES IF THE REGULATIONS AND ENFORCEMENT THROUGH FINES DEFINED WITHIN THE MVA ARE SUFFICIENTLY EFFECTIVE TO MEET THE NEEDS OF THE BUSINESSES AND CONSUMERS IN OUR AREA.

=

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ✓	Recommendation ✓	Decision Request ☐	Councillor Activity ✓

To: Committee of the Whole (West Hants Regional Municipality

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

Date: March 14, 2023

Subject: Parking Regulations Downtown Windsor

LEGISLATIVE AUTHORITY

MGA Part XII: Streets and Highways | Traffic Authority
Motor Vehicle Act ("MVA"): Vehicle Parking Time Limit
Motor Vehicle Act: Regulations Summary Offence Booklet

RECOMMENDATION or DECISION REQUEST

Council request staff undertake a review of the downtown Windsor business district to determine if sufficient parking capacity exists for residents, businesses and visitors to the area.

Further that the review determines if the regulations and enforcement through fines defined within the MVA are sufficiently effective to meet the needs of the businesses and consumers in our area.

BACKGROUND

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

Parking regulations and their enforcement have been an issue for both the business and consumer sectors of our downtown community.

For the business community a need exists to have parking available year-round for their customers to access the local shops and services. Additionally, some merchants rely on street parking to attend to their own businesses needs. Different types of businesses have varied requirements.

Consumers also have a need for easy access (and accessible access), to shop and do business in the downtown area. Ensuring that parking is reasonably available serves to ensure that consumer traffic continues to visit the shops in the downtown core ensuring a long-term business vitality in the area continues.

DISCUSSION

Over the past 5 years we have seen an increase in retail and consumer-focused business in the downtown area. This has also resulted in increased vehicle traffic and needs for parking on the main streets and private lots.

Concerns raised by consumers and business operators appears to indicate it could be an appropriate time determine if we have sufficient capacity to meet the demands for parking or if we should be considering future sources of supply.

Concerns of note include vehicles parking beyond time permitted, lack of available accessible parking spaces, merchants using street parking to attend to their own businesses which removes parking capacity for visiting consumers.

A review of parking signage along the streets indicates that it lacks consistency.
Along Gerrish and Water St these three messages can be found.

2 Hour Parking Mon – Sat 09:00 – 18:00	**2 Hour Parking**	**2 Hour Parking Mon-Fri 9am – 5 pm**

While bylaw enforcement officers administer the parking regulations there is a case to be made for having a consumer-friendly environment that is not a deterrent for local and visiting consumers. We might also like to consider an economic development or promotional viewpoint that waives overtime parking fines in December, or a policy that that does not ticket visiting vehicles from out of province.

In conclusion the starting point of the report is to gauge the available capacity and demand for parking as well as considering the cost / format of regulatory enforcement.

NEXT STEPS
TBD

FINANCIAL IMPLICATIONS

Staff time initially in undertaking and preparing a report.

ALTERNATIVES

N/A

ATTACHMENTS

CHIEF ADMINISTRATIVE OFFICER REVIEW

(For use if report is from a Councillor. CAO to provide additional comments on background, department/staff responsible and workload, budget, options, preferred strategy. State “Not

Applicable" if report is from staff which already incorporates CAO review.)

Report Prepared by: **Jim Ivey, Councillor Windsor South, District 11**

Report Reviewed by: _____

(Name and Title)

Report Approved by: _____

(Name and Title)

Committee of the Whole Excerpts
March 14, 2023

PROPERTY ASSESSED CLEAN ENERGY (PACE) POLICY EXCERPT

The broad scope of the PACE Policy with upgrades is intended to address various concerns regarding climate change in the Region and the Municipal Climate Action Plan, including both mitigation and adaptation. A broad policy will allow for both small, incremental upgrades and large renovations increases access to the program for individuals with various socio-economic backgrounds.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL APPROVE THE PACE PROGRAM POLICY IN A MANNER SUBSTANTIVELY THE SAME AS THE DRAFT SET OUT IN ATTACHMENT A OF THE REPORT TO THE COMMITTEE OF THE WHOLE TITLED "PACE POLICY", DATED MARCH 14, 2023.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councilor Activity ☐

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

Submitted by: _____
John Ogilvie, Climate Action Coordinator

Date: March 14, 2023

Subject: PACE Policy

LEGISLATIVE AUTHORITY

West Hants Regional Municipality *Property Assessed Clean Energy (PACE) By-law*
Nova Scotia *Municipal Government Act* (NS MGA) Section 81A

RECOMMENDATION

…that Committee of the Whole recommends that Council approve the PACE Program Policy in a manner substantively the same as the draft set out in Attachment A of the report to the Committee of the Whole titled "PACE Policy", dated March 14, 2023.

BACKGROUND

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

On October 25, 2022, Council held Second Reading of the WHRM PACE By-law, giving the Municipality the ability to create a PACE program to finance sustainability upgrades on private properties within the Municipality. Approving a PACE Policy will further delineate program details such as loan terms, eligible upgrades, and the requirements of participation agreements.

On February 15, 2023, the Municipal Climate Change Action Plan (MCCAP) Committee discussed the draft PACE Policy. The Committee appreciates that a broad and inclusive Policy will encourage robust uptake in the Municipal PACE program, which will reduce greenhouse gas emissions and improve energy security throughout the Region.

DISCUSSION

The MCCAP Committee discussed the broad scope of the PACE Policy and the list of upgrades in *Section 9 Eligible Upgrades*. The listed upgrades are intended to address various concerns regarding climate change in the Region and the Municipal Climate Action Plan, including both mitigation and adaptation. A broad policy that allows for both small, incremental upgrades and large renovations increases access to the program for individuals with various socio-economic backgrounds. Low-income individuals who need and desire assistance most often may only be able to afford small upgrades over time. Due to the 1:1 savings to loan ratio principle, this program can improve their financial standing and reduce greenhouse gas emissions.

The MCCAP Committee approved the PACE Policy with one amendment: to include clotheslines in the list of eligible upgrades. I added this item as *Section 9.10.1* under the category *Other* upgrades. This item will show the Municipality is serious about including small, impactful actions that most people can undertake. Installing a clothesline can save an individual 216 kWh of electricity per year, based on an average 3000-Watt dryer machine used 3 times per week. This results in annual savings of approximately $35 and 147 kg of greenhouse gas emissions avoided. When combined with other household measures, an individual can see a significant impact on their power bills and environmental footprint.

NEXT STEPS

1. PACE Policy approval
2. Creation of Participation Agreements
3. Spring 2023 – Tentative PACE program launch

FINANCIAL IMPLICATIONS

The recommendation of a PACE Policy does not have any direct financial implications. The creation of the PACE program will have an initial impact on Municipal finances. On December 13, 2022, Council approved a $300,000 allocation toward the program from Municipal Reserves. This money will continue to be cycled through the program as it is returned by program applicants through the loan process, in keeping with the user-pay model. Staff and PACE Atlantic CIC are continuing to investigate leveraging additional funding from lenders, the Canada Greener Homes Initiative, and the Federation of Canadian Municipalities' Community Efficiency Financing program to improve and amplify available funding to residents seeking assistance to perform sustainable upgrades.

ALTERNATIVES

The Committee of the Whole may:

a. recommend the PACE Policy as drafted, or as specifically revised by the Committee; or
b. provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A	Draft PACE Policy
Attachment B	MCCAP Committee Report – February 15, 2023 "PACE Policy"

CHIEF ADMINISTRATIVE OFFICER REVIEW

Many of the unknown variables associated with the early development of the program have been ironed out through the by-law or the policy as it relates to the program.

It should be noted that the interest rate / charges associated with any funding above and beyond the approved $300,000 to be taken from municipal reserves are unknown at this time. This unknown rate / fee will be added to the 5% administration fee associated with the project cost should borrowing be required.

Example:

Project Cost	$25,000.00
Administration Fee (5%)	$1,250.00
– cost of administering home inspection, application, project assessment, agreement administration, etc…	
Interest Rate Charge / Fee (example: 3.75%)	$937.50
Total Charged to Program Applicant	$27,187.50

The recommendation, policy and supporting bylaw continue to be in alignment with MCCAP Committee and Council's direction.

I support the recommendation.

Report Prepared by: _____
John Ogilvie, Climate Action Coordinator

Report Reviewed by: _____
Sara Poirier, Director of Planning and Development

Report Approved by: _____
Mark Philips, Chief Administrative Officer

1. TITLE

This policy shall be known, and cited, as the Property Assessed Clean Energy (PACE) Policy.

2. SCOPE AND PURPOSE

2.1. This policy is applicable to the PACE Program for West Hants Regional Municipality and all participating or interested residential properties. This policy shall only apply to upgrades installed using the Municipal PACE Program

2.1.1. PACE programming may evolve in the future to offer financing for commercial properties and buildings.

2.2. The purpose of this policy is to define the operational parameters of the West Hants Regional Municipality's PACE Program, including the eligible home upgrades, qualifying properties, and details regarding financing and Participation Agreements.

2.3. The intent of the PACE Program is to operate as a user-pay system through participating individuals.

3. REFERENCES

3.1. West Hants Regional Municipality *Property Assessed Clean Energy (PACE) By-law*

3.2. Nova Scotia *Municipal Government Act* (NS MGA) Section 81A

4. DEFINITIONS

4.1. All words in this PACE Policy carry the same meaning as defined in the WHRM PACE By-law.

4.2. "1:1 savings to loan ratio" means the total cost of an installation or upgrade, including material, labour, program fees and the cost of borrowing, is equal to the estimated energy savings during the life of the upgrade(s).

5. QUALIFICATION

5.1. To qualify for participation, the following conditions must be met:

5.1.1. The property must be located within the boundaries of the Municipality;

5.1.2. The owner of the property cannot be a level of government;

5.1.3. The owner of the property cannot be in arrears of any Municipal taxes, including penalties and interest;

5.1.4. The building must be an existing dwelling unit;

5.1.5. The proposed upgrade(s) should strive to meet or exceed the 1:1 savings to loan ratio, resulting in a net positive investment for the owner; and

5.1.6. The proposed upgrade(s) must not exceed a cost of $40,000 or 25% of the property's taxable value, whichever is less.

6. APPLICATION AND APPROVAL

6.1. Applications will be considered on a rolling, first-come first-served basis.

6.2. Applications are subject to written approval by the CAO or their designate on behalf of the Municipality, if the participation qualifications specified in *Section 5 Qualifications* of this policy have been met.

6.3. In addition, the CAO or their designate may take the following into account:

6.3.1. The availability of funds for the Municipality to provide financing under the PACE Program; and

6.3.2. Whether approving the application would directly or indirectly, itself or in combination with other pending or approved applications, negatively impact the stability or sustainability of the Municipal PACE Program.

7. PARTICIPATION AGREEMENT

7.1. The property owner must execute the Participation Agreement with the Municipality, which must be approved by the CAO or their designate.

7.2. The Participation Agreement must contain clauses that:

7.2.1. Require the owner, or their approved contractor, to obtain all necessary permits and approvals;

7.2.2. Require the owner to indemnify the Municipality;

7.2.3. Enable the Municipality to claim environmental credit associated with the upgrade(s), while still acknowledging owners' efforts;

7.2.4. Acknowledge that the installation(s) is the property and responsibility of the property owner;

7.2.5. Identify the type of equipment involved in the upgrade(s);

7.2.6. Define the Program Charge including administrative fees, financed amount, financing interest rate, and general loan terms and conditions the owner agrees to with the Municipality prior to installation;

7.2.7. Identify that the Participation Agreement will create a lien on the property; and

7.2.8. Describe any other terms consistent with the PACE By-law and PACE Policy that the CAO, or their designate, deems necessary.

8. PROGRAM CHARGE

8.1. The Program Charge to applicants shall be:

8.1.1. Payable through pre-authorized payments over the term specified in the individual Participation Agreement, agreed to by the owner and the Municipality;

8.1.2. Eligible to be paid in full at any time by the owner; and

8.1.3. Composed of any additional elements specified in the PACE By-law and Participation Agreements.

8.2. Participating projects shall be subject to:

8.2.1. An interest rate determined by the cost of borrowing and ongoing costs associated with loan administration;

8.2.2. A 5% administration fee;

8.2.3. Additional penalties and fees associated with late and/or missed payments or defaults, which shall be treated by the Municipality in the same manner as unpaid taxes; and

8.2.4. Any additional requirements defined in the PACE By-law and Participation Agreements.

9. ELIGIBLE UPGRADES AND INSTALLATIONS

9.1. Building envelope:

9.1.1. Air sealing, weather stripping, and caulking

9.1.2. Insulation

9.2. Windows and doors:

9.2.1. Exterior door

9.2.2. Exterior window

9.2.3. Exterior window film

9.2.4. Exterior window shading device

9.2.5. Skylight and tubular daylight device

9.3. Heating, ventilation, and air conditioning (HVAC):

9.3.1. Air-source and geothermal heat pumps – ducted and ductless, and pool heaters

9.3.2. Attic and ceiling fans

9.3.3. Biomass/wood stove

9.3.4. Programmable and smart thermostats

9.3.5. Duct replacement and/or sealing

9.3.6. Hydronic radiant heating system

9.3.7. Heat/energy recovery ventilators

9.4. Lighting:

9.4.1. LED light fixtures

9.4.2. Dimmer switches

9.4.3. Motion control

9.5. Domestic hot water:

9.5.1. Drain water heat recovery

9.5.2. Electrification of hot water system – including heat pump hot water systems

9.5.3. Water heater blanket

9.6. Solar energy:

9.6.1. Solar PV panels

9.6.2. Solar thermal – including pool heaters

9.7. Water conservation:

9.7.1. Low-flow fixtures

9.8. Climate change adaptation:

9.8.1. Back-flow prevention valve

9.8.2. Sump pump

9.8.3. Basement waterproofing

9.9. Alternative energy:

9.9.1. EV charging station

9.9.2. Home energy storage system (battery)

9.10. Other:

9.10.1. Clothesline

10. Notwithstanding any previous provisions in this Policy and the PACE By-law, the CAO or their designate retains the right to approve or refuse any application to the PACE Program on any grounds they deem relevant.

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

Adoption	
Notice to Council	Date
Approval	Date
Description	

Attachment B

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councilor Activity ☐

To: Municipal Climate Change Action Plan (MCCAP) Committee

Submitted by: _____
John Ogilvie, Climate Action Coordinator

Date: February 15, 2023

Subject: PACE Policy

LEGISLATIVE AUTHORITY

West Hants Regional Municipality *Property Assessed Clean Energy (PACE) By-law*
Nova Scotia *Municipal Government Act* (NS MGA) Section 81A

RECOMMENDATION

…that the MCCAP Committee recommends that Committee of the Whole recommends that Council approve the PACE Program Policy in a manner substantively the same as the draft set out in Attachment A of the report to the MCCAP Committee titled "PACE Policy", dated February 15, 2023.

BACKGROUND

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

On October 25, 2022, Council held Second Reading of the WHRM PACE By-law, giving the Municipality the ability to create a PACE program to finance sustainability upgrades on private properties within the Municipality. The next step is drafting a PACE Policy to further delineate specific program details such as loan terms, eligible upgrades, and the requirements of participation agreements.

DISCUSSION

The draft PACE Policy includes sections regarding qualifying properties, approval of applications, structure of Participation Agreements, payment of the program charge, and eligible upgrades. Prior to program launch, Participation Agreements will be drafted by PACE Atlantic CIC and reviewed by staff, the Director of Finance, and the CAO. I have listed specific clauses in the draft Policy that are often required for PACE Participation Agreements.

At this time, I have drafted the policy to include only residential properties, with a subsection stating that commercial programming could be developed in the future. Defining eligible properties as existing dwelling units will allow rental properties to participate; this will help renters improve their homes with the consent of their landlord(s). Low-income individuals are often renters and may need the most assistance making their homes more efficient and cost-effective. Because of the 1:1 savings to loan ratio, this may result in a positive feedback loop where low-income individuals are able to further use their savings from energy efficient installations. These projects can shrink their environmental footprint and improve their economic situation – which is also good for the local economy.

I drafted the Policy to be broad and to enable quick and robust residential uptake. In having a broad scope, more residents will find the program useful to their needs. This will help the Municipality move forcefully in reducing residential building emissions and improving climate change adaptation. Many buildings in Canada, Nova Scotia, and specifically West Hants are old and inefficient, and burn fossil fuels for heat. Improving efficiency and electrifying residential processes are generally the simplest and most cost-effective ways to significantly reduce emissions. The technology to do so is commonplace and trained installation professionals are easily found. PACE programming with broad reach and strong uptake can be a major tool to reduce community emissions toward the Municipal 45% reduction target by 2030.

NEXT STEPS

1. PACE Policy approval
2. Creation of Participation Agreements
3. Spring 2023 – Tentative PACE program launch

FINANCIAL IMPLICATIONS

The recommendation of a PACE Policy does not have any direct financial implications. The creation of the PACE program will have an initial impact on Municipal finances. On December 13, 2022, Council approved a $300,000 allocation toward the program from Municipal Reserves. This money will continue to be cycled through the program as it is returned by program applicants through the loan process, in keeping with the user-pay model. Staff and PACE Atlantic CIC are continuing to investigate leveraging additional funding from private sources, the Canada Greener Homes Initiative, and the Federation of Canadian Municipalities'

Community Efficiency Financing program to improve and amplify available funding to residents seeking assistance performing sustainable upgrades.

ALTERNATIVES

The MCCAP Committee may:

a. Recommend the PACE Policy as drafted, or as specifically revised by the Committee; or
b. Provide alternative direction, such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A Draft PACE Policy

CHIEF ADMINISTRATIVE OFFICER REVIEW

Report Prepared by: _____
John Ogilvie, Climate Action Coordinator

Report Reviewed by: _____
Sara Poirier, Senior Planner

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

1. TITLE

This policy shall be known, and cited, as the Property Assessed Clean Energy (PACE) Policy.

2. SCOPE AND PURPOSE

2.1. This policy is applicable to the PACE Program for West Hants Regional Municipality and all participating or interested residential properties. This policy shall only apply to upgrades installed using the Municipal PACE Program

2.1.1. PACE programming may evolve in the future to offer financing for commercial properties and buildings.

2.2. The purpose of this policy is to define the operational parameters of the West Hants Regional Municipality's PACE Program, including the eligible home upgrades, qualifying properties, and details regarding financing and Participation Agreements.

2.3. The intent of the PACE Program is to operate as a user-pay system through participating individuals.

3. REFERENCES

3.1. West Hants Regional Municipality *Property Assessed Clean Energy (PACE) By-law*

3.2. Nova Scotia *Municipal Government Act* (NS MGA) Section 81A

4. DEFINITIONS

4.1. All words in this PACE Policy carry the same meaning as defined in the WHRM PACE By-law.

4.2. "1:1 savings to loan ratio" means the total cost of an installation or upgrade, including material, labour, program fees and the cost of borrowing, is equal to the estimated energy savings during the life of the upgrade(s).

5. QUALIFICATION

5.1. To qualify for participation, the following conditions must be met:

5.1.1. The property must be located within the boundaries of the Municipality;

5.1.2. The owner of the property cannot be a level of government;

5.1.3. The owner of the property cannot be in arrears of any Municipal taxes, including penalties and interest;

5.1.4. The building must be an existing dwelling unit;

5.1.5. The proposed upgrade(s) should strive to meet or exceed the 1:1 savings to loan ratio, resulting in a net positive investment for the owner; and

5.1.6. The proposed upgrade(s) must not exceed a cost of $40,000 or 25% of the property's taxable value, whichever is less.

6. APPLICATION AND APPROVAL

6.1. Applications will be considered on a rolling, first-come first-served basis.

6.2. Applications are subject to written approval by the CAO or their designate on behalf of the Municipality, if the participation qualifications specified in *Section 5 Qualifications* of this policy have been met.

6.3. In addition, the CAO or their designate may take the following into account:

6.3.1. The availability of funds for the Municipality to provide financing under the PACE Program; and

6.3.2. Whether approving the application would directly or indirectly, itself or in combination with other pending or approved applications, negatively impact the stability or sustainability of the Municipal PACE Program.

7. PARTICIPATION AGREEMENT

7.1. The property owner must execute the Participation Agreement with the Municipality, which must be approved by the CAO or their designate.

7.2. The Participation Agreement must contain clauses that:

7.2.1. Require the owner, or their approved contractor, to obtain all necessary permits and approvals;

7.2.2. Require the owner to indemnify the Municipality;

7.2.3. Enable the Municipality to claim environmental credit associated with the upgrade(s), while still acknowledging owners' efforts;

7.2.4. Acknowledge that the installation(s) is the property and responsibility of the property owner;

7.2.5. Identify the type of equipment involved in the upgrade(s);

7.2.6. Define the Program Charge including administrative fees, financed amount, financing interest rate, and general loan terms and conditions the owner agrees to with the Municipality prior to installation;

7.2.7. Identify that the Participation Agreement will create a lien on the property; and

7.2.8. Describe any other terms consistent with the PACE By-law and PACE Policy that the CAO, or their designate, deems necessary.

8. PROGRAM CHARGE

8.1. The Program Charge to applicants shall be:

8.1.1. Payable through pre-authorized payments over the term specified in the individual Participation Agreement, agreed to by the owner and the Municipality;

8.1.2. Eligible to be paid in full at any time by the owner; and

8.1.3. Composed of any additional elements specified in the PACE By-law and Participation Agreements.

8.2. Participating projects shall be subject to:

8.2.1. An interest rate determined by the cost of borrowing and ongoing costs associated with loan administration;

8.2.2. A 5% administration fee;

8.2.3. Additional penalties and fees associated with late and/or missed payments or defaults, which shall be treated by the Municipality in the same manner as unpaid taxes; and

8.2.4. Any additional requirements defined in the PACE By-law and Participation Agreements.

9. ELIGIBLE UPGRADES AND INSTALLATIONS

9.1. Building envelope:

9.1.1. Air sealing, weather stripping, and caulking

9.1.2. Insulation

9.2. Windows and doors:

9.2.1. Exterior door

9.2.2. Exterior window

9.2.3. Exterior window film

9.2.4. Exterior window shading device

9.2.5. Skylight and tubular daylight device

9.3. Heating, ventilation, and air conditioning (HVAC):

9.3.1. Air-source and geothermal heat pumps – ducted and ductless, and pool heaters

9.3.2. Attic and ceiling fans

9.3.3. Biomass/wood stove

9.3.4. Programmable and smart thermostats

9.3.5. Duct replacement and/or sealing

9.3.6. Hydronic radiant heating system

9.3.7. Heat/energy recovery ventilators

9.4. Lighting:

9.4.1. LED light fixtures

9.4.2. Dimmer switches

9.4.3. Motion control

9.5. Domestic hot water:

9.5.1. Drain water heat recovery

9.5.2. Electrification of hot water system – including heat pump hot water systems

9.5.3. Water heater blanket

9.6. Solar energy:

9.6.1. Solar PV panels

9.6.2. Solar thermal – including pool heaters

9.7. Water conservation:

9.7.1. Low-flow fixtures

9.8. Climate change adaptation:

9.8.1. Back-flow prevention valve

9.8.2. Sump pump

9.8.3. Basement waterproofing

9.9. Alternative energy:

9.9.1. EV charging station

9.9.2. Home energy storage system (battery)

10. Notwithstanding any previous provisions in this Policy and the PACE By-law, the CAO or their designate retains the right to approve or refuse any application to the PACE Program on any grounds they deem relevant.

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

Adoption	
Notice to Council	Date
Approval	Date
Description	

Committee of the Whole Excerpts
March 14, 2023

Regional High School Bursary Policy RCOFN-013.00 EXCERPT

In January 2023 Council approved the Regional High School Bursary Policy RCOFN-013.00. Following the policy adoption staff were advised that the Windsor and Area Education Fund Association (WAEFA) did not have the capacity to review and recommend candidates to the municipality outside of their normal bursary practice resulting in staff recommending an amendment be made to the current policy. .

COUNCIL APPROVE THE ATTACHED AMENDED REGIONAL HIGH SCHOOL BURSARY POLICY RCOFN-013.00 AS PRESENTED AT THE MARCH 14TH 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: March 14, 2023

Subject: Regional High School Bursary Policy RCOFN-013.00

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

If Council wishes to proceed with the amended Regional High School Bursary Policy RCOFN-013.00, the following motion would be in order:

> ***COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE ATTACHED AMENDED REGIONAL HIGH SCHOOL BURSARY POLICY RCOFN-013.00 AS PRESENTED AT THE MARCH 14TH COMMITTEE OF THE WHOLE MEETING.***

BACKGROUND

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

At the January 24th, 2023, meeting Council approved the Regional High School Bursary Policy RCOFN-013.00 option 2 as presented at the January 10th, 2022 committee of the Whole Meeting.

DISCUSSION

Following the policy adoption staff reached out to each high school with an update regarding the new Regional High School Bursary Policy and determine the best practice to distribute the newly approved policy.

Through follow up conversations WHRM was advised that the Windsor and Area Education Fund Association (WAEFA); the organization that distributes bursaries to graduating students did not have the capacity to review and recommend candidates to the municipality outside of their normal bursary practice.

With this new awareness the current policy as written would require all applications from the four (4) high schools (approximately 250 applications per bursary for an approximate total of 1000 applications) be submitted to the municipality which would result in council reviewing each application (to ensure the criteria identified within each bursary was met), select four (4) recipients from all applications received. Staff would then need to connect with each applicant and post-secondary school during the second term to confirm enrollment and ensure the funds were distributed accordingly.

Due to increased awareness of the number of potential applications that may be required to be reviewed and staff are recommending that each bursary be assigned to a school and the decision-making process be left with each school as they are experienced in these processes and know the students best. By doing so, a sense of balance is created in knowing that all graduating students have the opportunity to apply for a bursary.

In recognizing that Avon View High School has the larger number of potential graduates per year, there was value seen in providing two (2) bursaries to this school. This option still provides the remaining high schools with opportunities.

High Schools	**Dr. Garth Vaughan Memorial Bursary ($1,000) AND Fred Fox Memorial Bursary ($1,000)**	**Jeanne Bourque Carpe Diem Memorial Bursary ($1,000)**	**Inspire West Hants Bursary ($1,000)**
Avon View High School	✓		
Horton High School		✓	

Adult High School (Both Windsor and West Hants)	✓

NEXT STEPS

If approved as amended, staff will implement the Regional High School Bursary Policy RCOFN-013.00 and contact the schools to advise of the change.

FINANCIAL IMPLICATIONS

There are no financial implications to the amended policy.

ALTERNATIVES

- Committee of the Whole may choose to not approve the policy, leaving the criteria unchanged and proceed as status quo, resulting in Council reviewing up to 250 applications per bursary, confirming applicants meet the criteria identified within ach bursary and confirming acceptance and second semester enrollment of the successful recipients.
- Committee of the Whole may choose to not approve the policy as presented and provide staff with a different direction.

ATTACHMENTS

- *"Draft Amended"* Regional High School Bursary Policy RCOFN-013.00

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the revised policy and process as noted in the report.

Report Prepared by: _____
Deanna Snair, Municipal Clerk

Report Approved by:
Mark Phillips, Chief Administrative

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 education 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 The total amount ~~paid~~ dispersed annually from this Student Bursary Reserve will be $4,000. Eligible graduating students who reside within West Hants will receive up to $1,000 each.

5.1.2 Bursaries will be ~~paid~~ dispersed according to the criteria outlined in each bursary.

5.1.3 ~~Two (2) eligible candidates~~ Successful recipients 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 made up of Council representatives based on the selection criteria provided.~~

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.

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~~ from Avon View High School.
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-secondary.

7.2 Jeanne Bourque Carpe Diem Memorial Bursary
The applicant must:

a) Be a graduating student ~~residing within the West Hants Regional Municipality~~ from Horton High School.
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~~ from Avon View High School.
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:

a) Be a graduating student ~~residing within the West Hants Regional Municipality~~ from the Windor Adult High School or the West Hants Adult High School~~.~~

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.

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

Deanna Snair
Municipal Clerk

Adoption	
Notice to Council:	January 10, 2023
Approval:	January 24, 2023

Description: Initial approval of the Regional High School Bursary/Grant Policy	
Adoption	
Notice to Council:	March 14, 2023
Approval:	March 28, 2023
Description: Second Amendement that distinguished the Fred Fox and the Dr. Garth Vaughan Memorial Bursaries be distributed to students attending Avon View High School, the Jeanne Bourque Carpe Diem Memorial Bursary be distributed to a student attending Horton High School and the Inspire West Hants Bursay be distributed to a student attending the Windsor or West Hants Adult High School.	

Committee of the Whole Excerpts
March 14, 2023

SPRING DEBENTURE EXCERPT

The Municipal Finance Corporation (MFC) offers favourable, fixed lending rate for municipal capital purchases. To meet the necessary lending requirements a Temporary Borrowing Resolution (TBR) is required, which needs Council and Minister approval. To be able to participate in the upcoming MFC, semi-annual, debenture call, a 'Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate' must be approved by Council. Approving this now would qualify the Municipality to take part in the Spring debenture call.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL APPROVES THE MAYOR AND MUNICIPAL CLERK TO SIGN THE RESOLUTION FOR PRE-APPROVAL OF DEBENTURE ISSUANCE, SUBJECT TO INTEREST RATE CONFIRMATION NOT TO EXCEED 6% TO ENABLE WEST HANTS REGIONAL MUNICIPALITY TO ISSUE A 20-YEAR DEBENTURE OF $95,590, FOR THE PURCHASE OF TRAIL LAND.

COUNCIL APPROVES THE MAYOR AND MUNICIPAL CLERK TO SIGN THE RESOLUTION FOR PRE-APPROVAL OF DEBENTURE ISSUANCE, SUBJECT TO INTEREST RATE CONFIRMATION NOT TO EXCEED 6% TO ENABLE WEST HANTS REGIONAL MUNICIPALITY TO ISSUE A 20-YEAR DEBENTURE OF $175,349, FOR BACK PARKING LOT PAVING AT THE WEST HANTSSPORTS COMPLEX.

COUNCIL APPROVES THE MAYOR AND MUNICIPAL CLERK TO SIGN THE RESOLUTION FOR PRE-APPROVAL OF DEBENTURE ISSUANCE, SUBJECT TO INTEREST RATE CONFIRMATION NOT TO EXCEED 6% TO ENABLE WEST HANTS REGIONAL MUNICIPALITY TO ISSUE A 5-YEAR DEBENTURE OF $26,656, FOR THE 2023 FORD TRANSIT VAN USED BY THE WATERUTILITY.

COUNCIL APPROVES THE MAYOR AND MUNICIPAL CLERK TO SIGN THE RESOLUTION FOR PRE-APPROVAL OF DEBENTURE ISSUANCE, SUBJECT TO INTEREST RATE CONFIRMATION NOT TO EXCEED 6% TO ENABLE WEST HANTS REGIONAL MUNICIPALITY TO ISSUE A 15-YEAR DEBENTURE OF $828,034, FOR THE BROOKLYN FIRE DEPARTMENT'S NEWPUMPER TANKER.

COUNCIL APPROVES THE MAYOR AND MUNICIPAL CLERK TO SIGN THE RESOLUTION FOR PRE-APPROVAL OF DEBENTURE ISSUANCE, SUBJECT TO INTEREST RATE CONFIRMATION NOT TO EXCEED 6% TO ENABLE WEST HANTS REGIONAL MUNICIPALITY TO ISSUE A 15-YEAR DEBENTURE OF $1,225,351 FOR THE WINDSOR FIRE DEPARTMENT'S NEW SINGLEAXEL QUINT.

COUNCIL APPROVES THE MAYOR AND MUNICIPAL CLERK TO SIGN THE RESOLUTION FOR PRE-APPROVAL OF DEBENTURE ISSUANCE, SUBJECT TO INTEREST RATE CONFIRMATION NOT TO EXCEED 6% TO ENABLE WEST HANTS REGIONAL MUNICIPALITY TO ISSUE A 20-YEAR DEBENTURE OF $1,774,924, PENDING MINISTER APPROVAL OF THE TEMPORARYBORROWING RESOLUTION, FOR THE HANTSPORT FIRE DEPARTMENT'S NEW STATION.

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: March 14, 2023

Subject: MFC Spring Debenture

LEGISLATIVE AUTHORITY

Municipal Government Act, Part VI, Power to Spend Money, Section 65 (A) and Power to Borrow Money, Section 66.

RECOMMENDATION or DECISION REQUEST

Committee of the Whole Recommends …

… Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 6% to enable West Hants Regional Municipality to issue a 20-year debenture of $95,590, for the purchase of trail land.

… Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 6% to enable West Hants Regional Municipality to issue a 20-year debenture of $175,349, for back parking lot paving at the West Hants Sports Complex.

… Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 6% to enable West Hants Regional Municipality to issue a 5-year debenture of $26,656, for the 2023 Ford Transit Van used by the Water Utility.

… Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 6% to enable West Hants Regional Municipality to issue a 15-year debenture of $828,034, for the Brooklyn Fire Department's new

pumper tanker.

… Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 6% to enable West Hants Regional Municipality to issue a 15-year debenture of $1,225,351 for the Windsor Fire Department's new single axel quint.

… Council approves the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 6% to enable West Hants Regional Municipality to issue a 20-year debenture of $1,774,924, pending Minister approval of the Temporary Borrowing Resolution, for the Hantsport Fire Department's new station.

BACKGROUND

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

In budget deliberations, West Hants Regional Council approved the following capital projects:

- 2020-21 Capital Budget, approved on June 3, 2020:
  - Windsor Fire Department new single axel quint in the amount of $1,400,000
  - Brooklyn Fire Department new pumper/tanker in the amount of $930,000

- 2021-22 Capital Budget, approved on June 6, 2021
  - Recreation Property Opportunities in the amount of $150,000 for trail land purchase.
  - Sports Complex Parking in the amount of $250,000

- 2022-23 Capital Budget, approved on June 2, 2022:
  - PW Truck Replacement in the amount of $45,000

And the former Municipality of the District of West Hants Council approved the following capital project:

- 2019-20 Capital Budget
  - Hantsport Fire Department new station in the amount of $2,620,800

At the February 28th Council Meeting, the temporary borrowing resolutions for the Windsor Fire Department, Brooklyn Fire Department, Recreation Property Opportunities, Sports Complex Parking, and PW Truck Replacement were approved.

A Special Council Meeting is planned for March 14th to approve the temporary borrowing resolution for the Hantsport Fire Department to ensure the Municipality is eligible to take this item to the Spring Debenture.

DISCUSSION

The Municipal Finance Corporation (MFC) offers favourable, fixed lending rate for municipal capital purchases. To meet the necessary lending requirements a Temporary Borrowing Resolution (TBR) is required, which needs Council and Minister approval.

To be able to participate in the upcoming MFC, semi-annual, debenture call, a 'Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate' must be approved by Council. Approving this now would qualify the Municipality to take part in the Spring debenture call.

NEXT STEPS

Should Council approve the Resolution for Pre-Approval of Debenture Issuances, a time will be schedule for the Mayor and Municipal Clerk to sign the documents. The package will be prepared for submission to the Municipal Finance Corporation by noon on April 21, 2023.

FINANCIAL IMPLICATIONS

The full financing charges for these capital projects make up a part of the current fiscal year's budget, and as such have no impact on the upcoming operating budget.

ALTERNATIVES

- Council could reject moving forward with the MFC spring debenture and direct staff as to how the item is to be funded. This is not the recommended approach.

ATTACHMENTS

- Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate for each item.
- Signed Temporary Borrowing Resolutions for each item.
- Spring Debenture Committee Letter

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support this recommendation.

Report Prepared by: Diana Gibson

Diana Gibson, Acting Director, Financial Services

Report Approved by: _____

Mark Phillips, Chief Administrative Officer

Name of Unit: West Hants Regional Municipality

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND **WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on February 28, 2023.
(council's TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

West Hants Regional Municipality
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding $26,656 , for a period not to exceed 5 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

West Hants Regional Municipality
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the
West Hants Regional Municipality

_____
(Name of Unit)

held on the 28 day of March 2023

GIVEN under the hands of the Mayor/Warden and the Clerk of the
West Hants Regional Municipality

_____
(Name of Unit)

this day of 20

_____
Mayor/Warden

_____
Clerk

Name of Unit: West Hants Regional Municipality

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND **WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on February 28, 2023.
(council's TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

West Hants Regional Municipality
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding $828,034 , for a period not to exceed 15 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

West Hants Regional Municipality
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the
West Hants Regional Municipality

_____
(Name of Unit)

held on the 28 day of March 2023

GIVEN under the hands of the Mayor/Warden and the Clerk of the
West Hants Regional Municipality

_____
(Name of Unit)

this day of 20

_____
Mayor/Warden

_____
Clerk

Name of Unit: West Hants Regional Municipality

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND **WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on March 14, 2023.
(council's TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

West Hants Regional Municipality
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding $1,774,924 , for a period not to exceed 20 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

West Hants Regional Municipality
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the
West Hants Regional Municipality

_____
(Name of Unit)

held on the 28 day of March 2023

GIVEN under the hands of the Mayor/Warden and the Clerk of the
West Hants Regional Municipality

_____
(Name of Unit)

this day of 20

_____
Mayor/Warden

_____
Clerk

Name of Unit: West Hants Regional Municipality

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND **WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on February 28, 2023.
(council's TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

West Hants Regional Municipality
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding $95,590 , for a period not to exceed 20 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

West Hants Regional Municipality
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the
West Hants Regional Municipality

_____
(Name of Unit)

held on the 28 day of March 2023

GIVEN under the hands of the Mayor/Warden and the Clerk of the
West Hants Regional Municipality

_____
(Name of Unit)

this day of 20

_____
Mayor/Warden

_____
Clerk

Name of Unit: West Hants Regional Municipality

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND **WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on February 28, 2023.
(council's TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

West Hants Regional Municipality
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding $175,349 , for a period not to exceed 20 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

West Hants Regional Municipality
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the
West Hants Regional Municipality

_____
(Name of Unit)

held on the 28 day of March 2023

GIVEN under the hands of the Mayor/Warden and the Clerk of the
West Hants Regional Municipality

_____
(Name of Unit)

this day of 20

_____
Mayor/Warden

_____
Clerk

Name of Unit: West Hants Regional Municipality

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND **WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on February 28, 2023.
(council's TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

West Hants Regional Municipality
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding $1,225,351 , for a period not to exceed 15 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

West Hants Regional Municipality
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 6.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the
West Hants Regional Municipality

_____
(Name of Unit)

held on the 28 day of March 2023

GIVEN under the hands of the Mayor/Warden and the Clerk of the
West Hants Regional Municipality

_____
(Name of Unit)

this day of 20

_____
Mayor/Warden

_____
Clerk

MUNICIPAL COUNCIL OF THE

West Hants Regional Municipality

TEMPORARY BORROWING RESOLUTION

Amount: $ 1,774,924 Purpose: HFD - New Station

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHERAS the Council of the West Hants Regional Municipality has determined to borrow for the purposes of HFD - New Station;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding one-million, seven-hundred seventy-four thousand, nine-hundred twe Dollars ($ 1,774,924) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the West Hants Regional Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding one-million, seven-hundred seventy-four thousand, nine-hundred twe Dollars ($ 1,774,924) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the West Hants Regional Municipality held on the _____ day of _____, 2023.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this _____ day of _____, 2023.

_____

Clerk

MUNICIPAL COUNCIL OF THE

West Hants Regional Municipality

TEMPORARY BORROWING RESOLUTION

Amount: $ 95,590 Purpose: Recreation Property Opportunities

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHERAS the Council of the West Hants Regional Municipality has determined to borrow for the purposes of Recreation Property Opportunities;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding ninety-five thousand, five-hundred ninety Dollars ($ 95,590) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the West Hants Regional Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding ninety-five thousand, five-hundred ninety Dollars ($ 95,590) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the West Hants Regional Municipality held on the 28th day of February 2023.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this 01 day of March, 2023.

Diana Snair

Clerk

MUNICIPAL COUNCIL OF THE

West Hants Regional Municipality

TEMPORARY BORROWING RESOLUTION

Amount: $ 175,349 Purpose: Sports Complex Parking

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHERAS the Council of the West Hants Regional Municipality has determined to borrow for the purposes of Sports Complex Parking;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding one-hundred seventy-five thousand, three-hundred, forty-nine Dollars ($ 175,349) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the West Hants Regional Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding one-hundred seventy-five thousand, three-hundred, forty-nine Dollars ($ 175,349) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the West Hants Regional Municipality held on the 28th day of February, 2023.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this 01 day of March, 2023.

Diana Anari

Clerk

MUNICIPAL COUNCIL OF THE

West Hants Regional Municipality

TEMPORARY BORROWING RESOLUTION

Amount: $ 828,034 Purpose: BFD - Pumper Tanker

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHERAS the Council of the West Hants Regional Municipality has determined to borrow for the purposes of BFD - Pumper Tanker;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding eight-hundred twenty-eight thousand, thirty-four Dollars ($ 828,034) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the West Hants Regional Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding eight-hundred twenty-eight thousand, thirty-four Dollars ($ 828,034) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the West Hants Regional Municipality held on the 28th day of February, 2023.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this 01 day of March, 2023.

Dianna Braun

Clerk

MUNICIPAL COUNCIL OF THE

West Hants Regional Municipality

TEMPORARY BORROWING RESOLUTION

Amount: $ 26,656 Purpose: 2023 Ford Transit Van

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHERAS the Council of the West Hants Regional Municipality has determined to borrow for the purposes of 2023 Ford Transit Van;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding twenty-six thousand, six-hundred fifty-six Dollars ($ 26,656) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the West Hants Regional Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding twenty-six thousand, six-hundred fifty-six Dollars ($ 26,656) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the West Hants Regional Municipality held on the 28th day of February 2023.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this 01 day of March, 2023.

Dianna Shaw

Clerk

MUNICIPAL COUNCIL OF THE

West Hants Regional Municipality

TEMPORARY BORROWING RESOLUTION

Amount: $ 1,225,351 Purpose: WFD - Single Axel Quint

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the West Hants Regional Municipality, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the West Hants Regional Municipality has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHERAS the Council of the West Hants Regional Municipality has determined to borrow for the purposes of WFD - Single Axel Quint;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the West Hants Regional Municipality borrow a sum or sums not exceeding one-million, two-hundred twenty-five thousand, three-hundred fifty-C Dollars ($ 1,225,351) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the West Hants Regional Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding one-million, two-hundred twenty-five thousand, three-hundred fifty-C Dollars ($ 1,225,351) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the West Hants Regional Municipality held on the 28th day of March, 2023.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this 01 day of March, 2023.

Marna Snair

Clerk

March 7, 2023

Paul Wills, Chief Executive Officer/Treasurer,
Nova Scotia Municipal Finance Corporation,
8 North, Maritime Centre
1505 Barrington Street,
P.O. Box 850, Station "M",
Halifax, N.S. B3J 2V2

Re: 2023 Spring Debenture Funding

Please accept this letter as a firm commitment by the Council or Board of the West Hants Regional Municipality to participate in the NSMFC Spring 2023 Debenture Issue.

We request long-term funding for the following completed municipal capital project(s) for the following amount(s) and term(s):

Purpose:	**Loan Amount**	**Loan Term**	**Loan Amort ***	**TBR #**	**Project Completion Date dd/mm/yyyy**	**Federal and/or Provincial Funding?**
WFD – Single Axel Quint	$1,225,351	15 Years	25 Years		26/11/2022	[ ] Yes [x] No
2023 Ford Transit Van (Water Utility)	$26,656	5 Years	10 Years		13/09/2022	[ ] Yes [x] No
BFD – Pumper/Tanker	$828,034	15 Years	25 Years		12/06/2022	[ ] Yes [x] No
Sports Complex Parking	$175,349	20 Years	25 Years		01/10/2022	[ ] Yes [x] No
Recreation Property Opportunities	$95,590	20 Years	25 Years		30/01/2023	[ ] Yes [x] No

HFD – New Station	$1,774,924	20 Years	50 Years		20/12/2022	[x] Yes [] No
Total Debenture Requirement	**$4,125,904**					

Also, please find enclosed the “Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate” for each project, which have been duly passed by Council.

Sincerely,

Diana Gibson

Diana Gibson
Acting Director, Financial Services

Committee of the Whole Excerpts
March 14, 2023

TOURIST BUREAU PARK REQUEST EXCERPT

On February 23, 2023 a request was received from Tara-Lee Whattam on behalf of the Windsor and District Lions Club proposing to of adopt (in partnership with the municipality) the park located at the former tourist bureau site to bring it back to life.

The municipality would maintain the basic lawn maintenance, and the Lions and their partners would maintain gardens.

The recommended motion was that Committee of the Whole recommend that …

COUNCIL RECEIVE AN INFORMATION REPORT FROM STAFF ON THE DETAILS NEEDED TO BE REVIEWED (COSTS, ETC) FOR MAINTAINING THE LAWN CARE AT THE FORMER TOURIST BUREAU.

Windsor and District Lions Club

February 23, 2023

West Hants Council

My name is Tara-Lee Whattam. As a former member of the Windsor and District Junior Chamber of Commerce, and as the newest member of the Windsor and District Lions Club, I am writing you about a special project that we feel is a need in the town of Windsor.

I am talking specifically about the park where the old Tourist Bureau was locationed. I remember what this area looked like when the Windsor and District Junior Chamber of Commerce maintained it.

Over the summer myself and my boyfriend Robbie Taylor, also a member of the Windsor District Lions Club, went there so I could show him this beautiful corner of Windsor that he hadn't seen yet. I was surprised to see how little has been done over the years.

Broken branches in the pond making it difficult for the ducks to enjoy their stay, we used to feed those ducks when the tourist bureau was there and the Windsor and District Junior Chamber of Commerce took care of it. Long grass, so if you wanted to sit on the ground for a picnic under the beautiful willow's you can't! Those willows used to play background for some amazing prom, graduation and wedding photos. Not now, not like this.

We took this information back to our local club and asked if this was a project we would like to consider taking on. Their answer was yes.

So, as members of the Windsor and District Lions Club, we would like to put a proposal of adopting this property in partnership with the municipality. The municipality would maintain the basic lawn maintenance, Lions and their partners would maintain gardens.

Our goal is to bring this park back to life. We would take care of any fundraising needed for painting and maintaining the picnic tables and gazebo. We will install and maintain new flowerbeds, remove all branches from the pond and surrounding area. We would like to install a Little Free Library in the gazebo area as well as plaques for all the partners with the project.

We also think this would be a great joint project and would invite the Windsor Rotary club to participate along with any other interested groups. We would also like to put part of this project out to our schools by inviting the students to participate in a contest to rename park.

This brings awareness to the park as well as gets our youth and community members involved in the rejuvenation of the park. As our Lions International President Brian Sheehan says "Together We Can."

Yours in Lionism,

Project Chair and contact:
Lion Tara-Lee Whattam, (902) 788-0923

Co-Chair :
Lion Robbie Taylor, (647)220-0858

Windsor and District Lions Club President:
Lion Paul Burgess, (902) 798-7921

Committee of the Whole Excerpts
March 14, 2023

WASTE COLLECTION REQUEST EXCERPT

A Petition was received on March 9, 2023 from the current owners of Destination Way, Cozy Crescent and Moonshadow Run requesting the Municipality include Destination Way and Cozy Crescent in Area 1 collection routes.

The recommended motion was that Committee of the Whole recommend that …

STAFF PREPARE A REPORT ON THE WASTE COLLECTION REQUEST FOR DESTINATION WAY, COZY CRESCENT AND MOONSHADOW RUN INCLUDING INFORMATION ON PRIVATE ROAD COLLECTION AND WHAT THAT MAY LOOK LIKE GOING INTO THE FUTURE.

DocuSign Envelope ID: EC80261B-9018-47CD-80B5-E2192AE5693D

Waste Services Coordinator
West Hants Regional Municipality
76 Morison Dr., P.O. Box 3000
Windsor, NS B0N 2T0

Petition for waste collection on Destination Way and Cozy Crescent

To the Council of the Municipality of the District of West Hants,
From the current owners of Destination Way, Cozy Crescent and Moonshadow Run.

The owners hereby request the Municipality to include Destination Way and Cozy Crescent in Area 1 collection routes.

Currently 22 lots have been sold, with at least 5 properties already issued occupancy permits. Once the development is complete, there will be approximately 50 single family homes. This development already generates significant additional tax revenue, while still not increasing expenses for the Municipality for road maintenance and snow removal. Not being afforded proper waste collection (to include recycling and green cart collection) risks posing a safety and health issue should all residents be required to deposit their bags/carts at the corner of New Ross Rd and Destination Way. Having such a concentration of bags in the open also risks attracting more wildlife, posing a risk to animals and motor vehicles traveling on New Ross Rd.

Therefore, representing current owners of Destination Way, Cozy Crescent and Moonshadow Run, the undersigned request curb-side waste collection as per the Municipality of the District of West Hants Solid Waste Management By-Law.

Name	Signature	Lot Number or Civic Address
Patricia Corbeil and Thomas Sheehan	DocuSigned by: Patricia Corbeil 8A80A6C4AEB04BF...	79 Destination Way
Ali Beaver and Greg Hutchings	DocuSigned by: 05945A71DD9C47B...	Lot 17 Destination Way
Angela and Barry Spearns	DocuSigned by: Barry Spearns	67 Destination Way
Charles and Angelina Cooke	Charles Cooke	116 Destination Way
Rob Blackwood	DocuSigned by:	51 Destination Way
Thomas and Sarah Duggan		115 Destination Way
Natalie Lane and Jeff Bell	Natalie and Jeff Bell	132 Destination Way
Brad and Samantha Ross	DocuSigned by: Brad and Sam Ross 6A60BB4F137141D...	19 Destination Way

DocuSign Envelope ID: EC80251B-9018-47CD-80B5-E2192AE5693D

Christina Wyatt	DocuSigned by: 17FD53F42EFC41E...	30 Moonshadow Run

On behalf of the undersigned

Patricia Corbeil
196 Maple Grove Av
Timberlea, NS
B3T0C4
[redacted]

West Hants
something inspiring awaits

Planning and Heritage Advisory Committee (PAC/HAC) Excerpt

March 9, 2023

Public Participation Program Policy

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

The recommended motion was that PAC/HAC recommend that…

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

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: _____

Sara Poirier, Director of Planning and Development

Date: 2023-03-28

Subject: Development Agreement: College Road, PID 45336203; File #22-35 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 which replaces the original development agreement on PID 45336203 on College Road in a manner substantively the same as the draft set out in Attachment D of the report File #22-35 to the Planning and Heritage Advisory Committee report dated February 16, 2023, taking note that this development agreement will discharge and replace the development agreement recorded at the Land Registry Office on September 14, 2022, as document number 121300512.

…that Council requires that the development agreement amendment with Hants County Residence for Senior Citizens 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 29, 2022 from Krista Beeler, Administrator, and Ed Sherman, Director of Infrastructure and Environmental Services, at Dykeland Lodge on behalf of the Hants County Residence for Senior Citizens. The application was to consider an amendment to the development agreement with Hants County Residence for Senior Citizens on PID 45336203, College Road, to increase the maximum number of beds permitted in the home for special care from 128 to 160.

DISCUSSION

A Public Information Meeting was held on January 12, 2023.

The February 16, 2023 PAC/HAC meeting did not have quorum therefore the report was not considered on this date.

On March 9, 2023 staff presented a recommendation report to the Planning and Heritage Advisory Committee (PAC/HAC) (Appendix A). PAC/HAC recommended in favour of the application on March 9, 2023.

NEXT STEPS

The process for this application is as follows:

Process
Staff Review
▼
Public Information Meeting – January 12
▼
PAC/HAC receives staff report and PIM Notes PAC/HAC Review and Recommendation – March 9
▼
Regional Council First Reading – March 28
▼
Public Hearing & Second Reading – April 25*
▼
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 amendment 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 2023-02-16 Staff Report Development Agreement: College Road, PID 45336203; File #22-35

CHIEF ADMINISTRATIVE OFFICER REVIEW

The amendment is required due to the increased number of units now anticipated or awarded to the facility. This increase will help to facilitate the long-term care needs within the Province and Region.

I support the recommendation.

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

Report Approved by: _____
Mark Phillips, Chief Administrative Officer

Appendix A

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: 2023-02-16

Subject: Development Agreement Amendment: College Road, PID 45336203; File #22-35

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 which replaces the original development agreement on PID 45336203 on College Road in a manner substantively the same as the draft set out in Attachment D of the report File #22-35 to the Planning and Heritage Advisory Committee report dated February 16, 2023, taking note that this development agreement will discharge and replace the development agreement recorded at the Land Registry Office on September 14, 2022, as document number 121300512.

…that PAC/HAC recommends that Council require that the development agreement amendment with Hants County Residence for Senior Citizens 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 29, 2022 from Krista Beeler, Administrator, and Ed Sherman, Director of Infrastructure and Environmental Services, at Dykeland Lodge on behalf of the Hants County Residence for Senior Citizens. The application was to consider an amendment to the development agreement with Hants County Residence for Senior Citizens on PID 45336203, College Road, to increase the maximum number of beds permitted in the home for special care from 128 to 160.

A development agreement with Hants County Residence for Senior Citizens was approved by Council on May 24, 2022. The development agreement permits a new home for special care with up to 128 beds, plus up to 126 dwelling units on the same lot, which may be used as part of the homes for special care or as assisted living units. The details of the original application, considerations, public comments, and development agreement can be found in the staff report #21-20 to the Planning and Heritage Advisory Committee dated April 14, 2022 (Attachment A).

Following approval by Council, the Province requested that Dykeland Lodge construct a larger facility than originally anticipated. It is expected that the new home for special care would now include 144-beds. Dykeland Lodge would like Council to consider allowing a maximum of 160-beds within the home for special care to accommodate this request and any future increases.

DISCUSSION

The 24.7-acre subject lot is located on College Road in Windsor. The lot is designated College Road Comprehensive Development District on the Generalized Future Land Use Map of the Windsor Municipal Planning Strategy (WMPS). Part 5.0 of the WMPS contains the overall intention for Residential areas in Windsor. Part 5.7 of the WMPS contains the specific policies for properties designated College Road Comprehensive Development District (CR-CDD).

The subject lot is zoned College Road Comprehensive Development District (CR-CDD) on the Zoning Map of the Windsor Land Use By-law (WLUB). The proposed long-term care facility and residential units are only permitted to be considered in the College Road Comprehensive Development District (CR-CDD) by development agreement.

Proposal

The property owner has requested an amendment to the development agreement registered on the subject lot to increase the maximum number of beds permitted in the home for special care

from 128 to 160. It is expected that the new home for special care would now include 144-beds. Dykeland Lodge would like Council to consider allowing a maximum of 160-beds within the home for special care to accommodate this request and any future increases.

The applicants noted that the increase to a 144-bed facility would require approximately 20 additional full time equivalent staff members and be approximately 3,000 sq. ft. (278.71 sq. m.) larger than originally planned. The applicants advised that "the Province is currently looking at reducing the overall square footage of all future replacement Long-Term Care facilities which will impact the final size". The applicants will not know the resident room size until they have an approved set of drawings.

A document called the *Long Term Care Facility Requirements: Requirements for Nursing Home Design in Nova Scotia* was released in February 2022 and will be followed to design this new facility. The document (2022) states that *"Evidence and leading practice links resident quality of life to the use of small, self-contained households. Smaller households allow for care to be organized in a way that more closely resembles normal daily life. This approach to design and care supports independence for residents, and decreases noise levels, leading to reduced resident agitation, and increased social interaction. Smaller units have also been shown to contribute to a calmer environment for both residents and staff, reducing staff stress and increasing staff job satisfaction."* The document lists standards for each space in the home for special care, including overall design, household space, facility support spaces, residential support spaces, and optional spaces. Each section of the requirements highlights the space standards and considerations for that type of space.

No changes to the site plan are proposed and construction timelines have not changed in relation to this application for amendment to the development agreement.

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 or an amendment to 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 amendment.

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.

Development Agreement Amendments

A property owner can apply for an amendment to a development agreement registered on their property at any time. Section 3.3 of the development agreement with Hants County Residence for Senior Citizens 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. When a request is received from the property owner 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. Section 3.3 (b) of the development agreement with Hants County Residence for Senior Citizens states that "the maximum number of beds in the homes for special care and maximum number of residential dwelling units permitted on the lot in Section 2.2, *Development Location and Design*" is a substantive amendment to the development agreement. Therefore, this amendment application must follow the regular process for planning applications.

Windsor Land Use By-law

Section 6.0 of the WLUB, *Development Agreements*, states that "*The following developments may be considered only by development agreement in accordance with the Municipal Government Act and the Municipal Planning Strategy*:

(d) residential, institutional or recreational development in the College Road CDD in accordance with Section 5.7 of the Municipal Planning Strategy;

Proposed Amendments

There are two (2) amendments proposed to this agreement. The first amendment is the requested change to the development agreement received from the applicants. This amendment is proposed to Section 2.2, *Development Location and Design*, to increase the number of beds permitted in the home for special care from 128 to 160. Based on comments from development control staff, the second amendment is proposed to increase the minimum amount of recreation space provided in the overall development by 1,900 sq. ft. (176.52 sq. m.) in both Section 2.2 (h) and 2.3 (c) (iii).

Staff had also proposed an amendment to Section 2.10, *Construction Noise*, not because of the increased number of beds, but because Council may be adopting a by-law which regulates noise, and the specifics of that by-law are not yet known. However, upon legal review of the proposed amendment to Section 2.10 our lawyer made the following comments: "We know the DA can over-ride the Land Use By-law and Subdivision By-law, but that is enabled by statute. There is no authority to over-ride a noise bylaw, so I don't think the way it is being proposed in the DA is legal." They added that "as a practical matter the Noise Bylaw could include an exception for out of hours construction noise limits in the bylaw by language like *"except where a development agreement authorizes construction at later hours"".*

All remaining terms and conditions of the development agreement will remain in full force and effect.

Windsor Municipal Planning Strategy

Part 5.0 of the WMPS contains the overall intention for Residential areas in Windsor. Part 5.7 of the WMPS contains the specific policies for properties designated College Road Comprehensive Development District (CR-CDD). Policy 5.7.1 establishes Council's intention to only allow development in the CR-CDD by development agreement. The policy states that Council *"establish the College Road Comprehensive Development District (College Road CDD) which allows residential, institutional or recreational development and other limited services and uses in support of this development. As-of-right development shall not be permitted."* Policy 5.7.4 outlines the criteria Council must evaluate when an application for development agreement in the CR-CDD is being considered. The proposal has been considered in relation to the criteria in Policy 5.7.4 (Attachment B).

WMPS Specific Criteria

Policy 5.7.1 of the WMPS establishes Council's intention to consider residential, institutional or recreational development and other limited services and uses in support of the development by development agreement. Policy 5.7.4 outlines the criteria to be considered by Council, which are examined in detail in Attachment B.

In summary, the criteria are met since:

- the development agreement is consistent with the intent of Policy 5.7.3 and other relevant policies of the Municipal Planning Strategy; and
- the development is compatible with existing development within and adjacent to the College Road CDD.

WMPS General Criteria

The proposed development will meet the general criteria for development agreements set out in WMPS Policy 16.3.1. These criteria are examined in detail in Attachment C. In summary:

- the proposal is not premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated;
- the Fire Chief, development control staff, Manager of Building and Fire Inspection Services, Director of Public Works, and Manager of Public Works Operations have no concerns which have not been addressed in this report or the development agreement.

MUNICIPAL CLIMATE CHANGE ACTION PLAN

The Municipal Climate Change Action Plan (MCCAP) for Windsor (2014) highlights two simulated flooding scenarios. The first scenario is based on a storm surge that occurred in 1997, which shows the expected damage is to occur along the coastline. The second scenario shows the simulated flooding extent for probable maximum flood due to climate change. Under this scenario most of the community of Windsor will experience extensive flooding. The subject lot in this application does not appear to be affected under this scenario, however College Road itself may experience flooding.

The Public Works Department has noted that the Municipality is currently conducting a storm water study and that the reconstruction of College Rd will provide for improved street storm convenance systems. They added that the street reconstruction will include storm water upgrades to mitigate future flooding potential (i.e., additional culverts, ditching, asphalt sloping).

NEXT STEPS

As noted above, the proposed development agreement amendment has been considered within the context of both the specific and general policies of the WMPS and is consistent with the intent, objectives, policies and criteria of the WMPS. As a result, it is reasonable to enter into an amended development agreement to increase the maximum number of beds permitted in the home for special care from 128 to 160 on PID 45336203, College Road.

Process
Staff Review
▼
Public Information Meeting – January 12
▼
PAC/HAC receives staff report and PIM Notes **PAC/HAC Review and Recommendation – February 16**
▼
Regional Council First Reading – February 28*
▼
Public Hearing & Second Reading – March 28*
▼
Notice of Approval
▼
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. College Road was identified in the 2021-22 Capital Budget for rehabilitation in 2022-23 and the financial capacity has been built into the 5-year capital plan. This work is proposed to be conducted in 2023 pending Council approval.

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 amendment as drafted or as specifically revised by direction of PAC/HAC;
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

Attachment A	2022-04-14 Staff Report Development Agreement: College Road, PID 45336203; File #21-20
Attachment B	Specific Criteria for a Development Agreement
Attachment C	General Criteria for a Development Agreement
Attachment D	Draft Development Agreement Amendment
Attachment E	Public Information Meeting Notes

Report Prepared by: _____

Sara Poirier, Senior Planner

Attachment A

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: 2022-04-14

Subject: Development Agreement: College Road, PID 45336203; File #21-20

LEGISLATIVE AUTHORITY

Section 230 of the Municipal Government Act.

RECOMMENDATION

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

…that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider entering into a development agreement to permit a variety of residential and institutional uses on PID 45336203 on College Road in a manner substantively the same as the draft set out in Attachment C of the report to the Planning and Heritage Advisory Committee report #21-20 dated April 14, 2022.

…that PAC/HAC recommends that Council require that the development agreement with Hants County Residence for Senior Citizens 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 September 23, 2021 from Krista Beeler, Administrator, and Ed Sherman, Director of Infrastructure and Environmental Services, at Dykeland Lodge on behalf of the Hants County Residence for Senior Citizens. The application was to consider permitting a variety of uses including affordable and senior housing, long-term care, assisted living, independent living, commercial space and a community centre on the property at PID 45336203 on College Road. The lot is currently vacant and was actively farmed and cared for by the Dill family for about 50 years. It is owned by Hants County Residence for Senior Citizens.

This application was considered by Planning and Development staff in two parts:

1. an amendment to the text and map of the Windsor Municipal Planning Strategy and Windsor Land Use By-law to amend the designation and zoning of the subject lot to College Road Comprehensive Development District. This portion of the application was approved by Council on December 16, 2021; and
2. consider the proposed uses by development agreement as per Policy 5.7.3 and 5.7.4 of the WMPS. This report corresponds with this part of the application.

An updated application for the development agreement was received on March 1, 2022 from Krista Beeler. This revised application removed the commercial space, community centre and approximately 50 residential units from the original application. The revised application is to consider permitting a variety of institutional and residential uses including long-term care, assisted living and disability units, and residential units on the property at PID 45336203 on College Road.

DISCUSSION

The 24.7-acre subject lot is located on College Road in Windsor. The lot is designated College Road Comprehensive Development District on the Generalized Future Land Use Map (Figure 1) of the Windsor Municipal Planning Strategy (WMPS). Part 5.0 of the WMPS contains the overall intention for Residential areas in Windsor. Part 5.7 of the WMPS contains the specific policies for properties designated College Road Comprehensive Development District (CR-CDD).

The subject lot is zoned College Road Comprehensive Development District (CR-CDD) on the Zoning Map of the Windsor Land Use By-law (WLUB) (Figure 2). The proposed long-term care facility and residential units are only permitted to be considered in the College Road Comprehensive Development District (CR-CDD) by development agreement.

The approximately 65 feet of lot frontage on College Road is within the Martock Marsh and the Environmental Constraints Area (Figure 3). The property owner would require a variance from the regulations of the *Marshland Conservation Act* (2001) administered by the Provincial Marshland Administrator for any driveway access, infilling or alteration of topography on this portion of the lot.

The subject lot directly abuts properties with a variety of different zoning and designations. The designation of the properties abutting the subject lot include Residential, Agriculture and College Road Comprehensive Development District (Figure 1) and the zoning of these abutting lots are Single Unit Residential (R-1), Two Unit Residential (R-2), Agriculture (AG), and College Road Comprehensive Development District (CR-CDD) (Figure 2).

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.

Windsor Land Use By-law

Section 6.0 of the WLUB, *Development Agreements*, states that "*The following developments may be considered only by development agreement in accordance with the Municipal Government Act and the Municipal Planning Strategy*:

(d) residential, institutional or recreational development in the College Road CDD in accordance with Section 5.7 of the Municipal Planning Strategy;

Application

Dykeland Lodge opened in 1974 on Cottage Street in Windsor. It is a fully licenced, not-for-profit 111-bed long term care home. The building is almost 50 years old and needs major upgrades and repairs. Dykeland Lodge is requesting this development agreement to permit a long-term care village on College Road to replace and enhance the services they can offer the community.

The original development agreement application received on September 23, 2021 requested Council consider the following uses by development agreement:

- a long-term care facility with 128 rooms;
- an assisted living facility with up to 42 units;
- up to 10 units for residents with disabilities;
- up to 44 independent living units;
- a mix of affordable and seniors housing to a maximum of 80 units;
- plus an 11,000 sq. ft. (1021.9 sq. m.) community centre; and
- 8,000 sq ft (743 sq. m.) of commercial space which may include a pharmacy, corner store, café, and medical centre.

The revised application received on March 1, 2022 requested the following uses be considered by Council by development agreement:

- a long-term care facility with 128 rooms;
- up to 10 units for residents with disabilities;
- up to 28 assisted living units; and
- up to 88 residential units.

The revised application proposes that the long-term care facility will be constructed within five (5) years of commencement of construction and that the other units will be completed within ten (10) years of commencement of construction. The applicant also requests that should the need arise in the future for the community centre and commercial space that Council consider these additional uses through an amendment to the development agreement. The revised application received on March 1, 2022 is the application which staff considered as part of this review.

Proposed Development Agreement

The permitted uses on the lot are outlined in Section 2.1, *Use*, of the draft development agreement (Attachment C) as:

- buildings operated as homes for special care;
- single unit, two unit and multiple unit dwellings some or all of which may be used as part of the homes for special care or as assisted living units;
- outdoor recreation uses;
- secondary suites within any of the single or two unit dwellings on the lot; and
- accessory uses to any of the permitted uses.

The scope of development is outlined in Section 2.2, *Development Location and Design*, and Section 2.3*, Phased Development*, of the draft development agreement. Phase 1 includes the long-term care facility and outdoor recreation uses including but not limited to a public trail system, and any accessory uses. Phase 2 includes the residential uses consisting of single unit,

two unit or multiple unit dwellings which may be used as part of the homes for special care or as assisted living units.

Section 2.4, *Access and Egress*, of the draft development agreement outlines that the main access to the development must be directly from College Road and that any other connection will be a secondary access/egress to the lot mainly used for emergency purposes. It also states that the developer will be required to construct a 5 ft. wide sidewalk from College Road to the building entrances. This will ensure pedestrian safety and promote active transportation use on the lot.

The developer will be required to provide:

- 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 prior to a development permit being issued for development as outlined in Section 2.8, *Site Drainage*;
- 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 2.7 (b), *Water and Sewer Services*, and 2.6 (a), *Fire Safety*; and
- an archeological resource impact assessment (ARIA), as recommended by Glooscap First Nation, prior to receiving a development permit as outlined in Section 2.16, *Archeological Resource Impact Assessment*.

Section 2.6, *Fire Safety*, was developed based on comments received from the local Fire Chief. The Fire Chief noted that curbs should be mountable by fire trucks to ensure buildings can be accessed from all sides by ladder trucks and that overhangs below 15 ft. (4.57 m.) should be avoided to allow aerial trucks to navigate the lanes (9-10 ft. wide required). Staff drafted Section 2.6 (b) and (c) to ensure there is unimpeded access for emergency services vehicles. The Fire Chief also offered to discuss fire department access with the developer during the development stages.

The property owner has also noted that they are required to submit an Emergency and Fire Safety Plan to the Province as part of their licensing as a long-term care facility. This plan provides guidance for the protection of staff, residents, tenants and visitors in the event of either an internal or external disaster/major emergency. The fire safety plan provides detailed explanation of responsibilities and procedures in case of a fire. The emergency plan outlines responses to various disasters including epidemic, hazardous substance spill/leak, civil disturbance, power outage, severe storm, shortage of water, threats, violent situations, and fire. The plan is exercised and evaluated at least every three (3) years by the facilities emergency planning committee. This Emergency and Fire Safety Plan is distributed internally to all staff and externally to the Windsor Fire Department, R.E.M.O. Coordinator, Department of Health and Wellness, and Office of the Fire Marshall.

A letter was received on March 22, 2022 from Chief Sidney Peters of Glooscap First Nation recommending that the property owner complete an archeological resource impact assessment (ARIA) prior to receiving a development permit. The letter is attached to this report in Attachment F and was circulated to the property owner. Staff are recommending the ARIA be complete prior to a development permit being issued for the proposed uses as outlined in Section 2.16*, Archeological Resource Impact Assessment*, of the draft development agreement.

The draft development agreement also requires the following:

- a minimum of one (1) parking space for every 400 sq. ft. (37.16 sq. m.) of floor area of the long-term care facility (Section 2.5). This would equal 61 spaces required for the 128 bed long-term care facility;
- a minimum of one (1) parking space per dwelling unit (Section 2.5). This would equal 126 required parking spaces for the total of 126 proposed dwelling units;
- a minimum of 41,000 sq. ft. (3,809 sq. m.) of usable recreation space;
- construction hours to be only within 7 a.m. – 7 p.m. (Section 2.10);
- the Owner to have sole responsibility for snow plowing and garbage collection for the development (Section 2.7);
- a 20 ft (6.09 m) wide buffer strip along the south lot line abutting properties fronting on Kingsview Dr. (Section 2.14 (b)).

The timeline for development outlined in the draft development agreement (Sections 4.1 (b) and Section 2.3) states that development must commence within twenty-four (24) months from the date the development agreement is signed. It also states that Phase 1 shall be completed within forty-eight (48) months of the commencement of development and Phase 2 shall be completed within ninety-six (96) months of the commencement of development.

Signs and illumination are regulated on the subject lot, as outlined in Section 2.12, *Signs*, and Section 2.13, *Lighting*, of the draft development agreement.

The approximately 65 ft. (19.8 m.) of lot frontage on College Road is within the Martock Marsh and the Environmental Constraints Area. The property owner requires a variance from the regulations of the Marshland Conservation Act (2001) administered by the Provincial Marshland Administrator for any driveway access, infilling or alteration of topography on this portion of the lot. Section 27.0 of the Windsor Land Use By-law must be followed by the Development Officer for any development on this portion of the lot, as outlined in Section 2.9, *Environmental Constraints Area,* of the draft development agreement.

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*, of this Agreement;
- the maximum number of beds in the homes for special care and maximum number of residential dwelling units permitted on the lot in Section 2.2, *Development Location and Design;*
- the fire safety requirements listed in Section 2.6, *Fire Safety*;
- the requirements for a stormwater management plan to be submitted prior to a development permit being issued as listed in Section 2.8(b), *Site Drainage*;
- the hours of construction as outlined in Section 2.10, *Construction Noise*; and
- the requirements for an archeological resource impact assessment (ARIA) to be submitted prior to a development permit being issued as listed in Section 2.16 (a), *Archeological Resource Impact Assessment.*

Other items such as accessible parking, elevators, sprinkler systems, and barrier free units may be required in some of the buildings by the Manager of Building and Fire Inspection Services as per the National Building Code requirements. A full review of the building plans would 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.

Public Comments

Staff received numerous comments from the public during the Public Information Meeting (PIM) comment period from January 13 - 28. All comments received were considered by staff when drafting this report and draft development agreement. A copy of the complete comments can be found in Attachment D. Staff have summarized the themes of the public comments and provided a brief response in the table below.

Public concern	Comment
College Road - upgrades	The Director of Public Works has specified that there are proposed upgrades to College Road in the 2022-23 budget that includes a full street reconstruction, sidewalk addition and storm system installation, along with water and sanitary upgrades where

	necessary. The work is anticipated to be completed within the current right-of-way. They added that the existing street width varies considerably but the average width is around 5.8 m. (edge of asphalt to edge of asphalt) while the proposed width for full street reconstruction is 7.3 m. (curb face to curb face). This new width will accommodate two-way traffic and meets the requirements of the municipal specifications.
College Road – increased traffic	The WHRM Manager of Operations for the Public Works Department has stated the proposed uses are not considered premature or inappropriate in terms of the adequacy of the existing roads and the proposed driveway and pedestrian routes within and adjacent to the development. They noted that the 2021 traffic report from WSP recommended that "consideration be given to incorporating the construction of a northbound left-turn lane with the future planned rehabilitation on King Street and the re-location of the crosswalk." WSP was provided the original proposal from Dykeland Lodge to be incorporated in the traffic counts to assist with predicting the traffic levels on College Road and any anticipated upgrades. He added that "the intersection at College Rd and King St is planned to be re-designed with the College Rd reconstruction design. While this should improve traffic flow from College Rd to King St it would still be expected that at peak times the traffic queuing times would increase as the build out progresses. However, it is not expected to be significant due to the nature of the development." The WHRM Public Works Department continues to monitor roadways within its jurisdiction and communicate with residents and the RCMP when necessary. The WHRM Public Works Department added that the newly created Traffic Calming Policy could be used in the future if concerns exist regarding traffic on the street.
College Road – impact with construction traffic	The Director of Public Works has stated they do not have any concerns with the weight of construction traffic to the proposed development site once upgrades to College Road are complete.

College Road - alternative access/egress	The Manager of Operations for the Public Works Department has stated the proposed uses are not considered premature or inappropriate in terms of the adequacy of the existing roads and the proposed driveway and pedestrian routes within and adjacent to the development. They did add however that there are "no new traffic related concerns, but an existing one. College Rd is only connected to one street (King St) therefore there is some concern if there is a street blockage there could be a delay for emergency equipment getting through. There are two other possible privately owned routes, but they are not always accessible / passable." There were a variety of comments from residents on College Road on potential alternative connections from College Road to provide an alternative access/egress. These suggestions include: • College Rd to Hwy 14 / Chester Rd by purchasing a piece of PID 45052016 which was for sale; • College Rd to Hwy 14 / Chester Road by using the 50 ft water right-of-way / easement; • College Rd to Hwy 14 / Chester Rd by using the road located past Manning Drive, known as the "farming road" or "pole road"; and • the proposed development to Haliburton / Clifton Avenue. The majority of the land between College Rd and Hwy 14 / Chester Rd is dykeland. The Windsor MPS and LUB restrict development on dykeland. Development approval would be required by both the local marshbody and the Province as per the Nova Scotia *Agricultural Marshland Conservation Act*. The Martock Marshbody has strict land use regulations https://www.novascotia.ca/Just/regulations/regs/amcmartock.html Building a permanent road in the dykeland would most likely not be feasible. In terms of the connection from the proposed development to Haliburton/Clifton Avenue, this connection would require the developer to receive agreement from any property owners between Dykeland Lodge's property and Haliburton / Clifton Avenue. There would a significant number of studies required to

	determine if this would be feasible as an option at the expense of the developer.
Recreation uses - current and future	During the reconstruction of College Road a sidewalk will be added to one side of the street to improve pedestrian safety and movement to the development site. The draft development agreement will require a 5 ft. wide sidewalk from College Road to the main entry of any building (Section 2.4 (e)). The developers have proposed a public trail system to be developed at the north side of the lot to allow recreation uses on site. This will be required to be completed as part of Phase 1 of development (Section 2.2 (b)(i)).
Water and Sewer servicing	Windsor is a serviced area of the Municipality where efficient use of services and denser developments are encouraged. The Director of Public Works has commented that the proposed uses are not "considered premature or inappropriate related to the capacity of water and sewer services, except as noted there is limited storm water capacity downstream, and this must be addressed within the development agreement." The draft development agreement addresses the comments on stormwater management in Section 2.8 (b) and (c).
Scale, density of development and lot size	The scale of proposed development has been reduced since the public comments were received. There will no longer be a community centre and commercial component, and the residential component has been reduced by 50 units. The subject lot is approximately 24.7-acres in size which would be adequate to accommodate the proposed long-term care facility and residential uses. Windsor has a population density of 522 people per sq. km. (Statistics Canada Census for 2022). The current 111-bed long term care facility operated by Dykeland Lodge on Cottage Street is located on a 3.93-acre lot creating a population density of 6,981 people per sq. km. The existing Dykeland Lodge long-term care facility was permitted as-of-right as per the Windsor Institutional (I) zone. The proposed density, at full build-out, of this development on College Road would be approximately 2,540 people per sq. km.

	Comparing this to other large facilities within West Hants Regional Municipality, the Gladys Manning development agreement (2005) permits a maximum of 295 units on the 59-acre parcel, which equates to a population density of 1,240 people per sq. km. The development agreement for Windsor Elms (2008) in Falmouth permits 108 beds on an 18.5-acre parcel creating a population density of 1,578 people per sq. km.
Commercial and community centre	Based on the feedback from the public during the PIM comment period the developer has removed the 11,000 sq. ft. (1021.9 sq. m.) community centre and 8,000 sq. ft. (743 sq. m.) of commercial space from the proposal. The applicant requests that should the need arise in the future for the community centre and commercial space that the development agreement be drafted to allow Council to consider these additional uses through an amendment to the development agreement. An amendment to a development agreement follows a similar process as the approval of a development agreement, which would include opportunity for public feedback.
Types of uses proposed	The revised application received on March 1, 2022 requested the following uses be considered by Council by development agreement: • a long-term care facility with 128 rooms; • up to 10 units for residents with disabilities; • up to 28 assisted living units; and • up to 88 residential units. Dykeland Lodge provided additional details about the different types of care proposed on the lot in an FAQ response document. These were described as: • Long-Term Care: A facility licensed and funded by the Provincial Department of Health and Wellness to provide services for people who need ongoing care; either on a long-term basis (permanent placement) or short-term (respite care). • Assisted Living: Similar to a retirement home, these settings are targeted toward the independent senior who does not

	require substantial care but may need services such as meals, housekeeping, recreation programs and facilities. • Disability (Small Option Homes): Small Option Homes provide support for three to four persons with disabilities in community homes. The residents are supported by qualified staff through a combination of live-in and shift models. • Independent Living: Independent Living Nova Scotia (ILNS) supports Nova Scotians with disabilities through programs and services that promote independent living, enabling individuals to live the way they want, stay in control of decisions that affect them, break through barriers that are in the way, and develop their skills. • Seniors Affordable Housing: Senior's housing is an affordable option for low-income Nova Scotians over the age of 58. The units are similar to any apartment and can be rented through Regional Housing Authorities across the Province. Units are private and include the basics like a fridge and stove, heat, and hot water. In the Windsor Land Use By-law definitions, a Home for Special Care means "a nursing home, a home for the aged, a home for the disabled or a residential care facility as defined in the *Homes for Special Care Act".* This definition encompasses the long-term care facility and units for residents with disabilities. The assisted living units and residential units would be considered a type of dwelling unit in the Windsor Land Use By-law, as there is no provincial licensing required as part of the development of the use. Due to this, Section 2.1 (b) of the draft development agreement states the permitted uses as "buildings operated as homes for special care" and "single unit, two unit or multiple unit dwellings some or all of which may be used as part of the homes for special care or as assisted living units".
Safety • pedestrians, active transportation use, children playing, animals	During the reconstruction of College Road, a sidewalk will be added to one side of the street to improve pedestrian safety and movement to the development site. The draft development agreement will require a 5 ft. wide sidewalk from College Road to the main entry of any building (Section 2.4 (e)). The developers have proposed a public trail system to be developed at the north

	side of the lot to allow recreation uses on site. This has been made a requirement as part of Phase 1 of the proposed development (Section 2.2 (c)). The developer has also stated that the Kingsview Dr. entrance will be gated and only used for emergency purposes. This is outlined in Section 2.4 (b) of the draft development agreement.
Environment and wildlife	Dykeland Lodge provided additional details about the Provincial and Federal environmental policies/Acts they need to follow to develop the lot in an FAQ response document. This was described as: "All provincial, federal policies/Acts will be upheld to ensure the safety of the community and environment. The Nova Scotia Department of Public Works requires the supervisory staff of all its construction contractors to attend an erosion and sediment control course to ensure the protection of the construction site and adjacent properties; in addition to this requirement the NS Department of Seniors and Long-Term Care, the department which oversees the design and construction of a new Long-Term Care Facility, mandates that the Owner's Project Manager also has this course. The Design Team will also include Landscape Architects and Civil Engineers who are trained to design the property following all environmental policies, acts and standards. The environmental protection plan will be a compilation of all Provincial, and Federal Policies/Acts, some listed below, to mitigate disturbance to land use, wildlife, and habitat. Safety of the community and environment is priority, all Environmental issues will be identified thoroughly and resolved expeditiously, using Federal and Provincial environmental policy extensively into all decision-making processes, as well as all other associated activities. Potential impacts to all aspects of the environment will be taken into consideration and evaluated before any activities would take place.

	The project will constantly monitor and evaluate environmental benefits/consequences of our activities, an implement our strategies to remove or minimize potential environmental impacts. • Nova Scotia Environment Act • Canadian Environmental Assessment Act • Canadian Environmental Protection Act • Nova Scotia Endangered Species Act • Clean Air Act • Water Act • Fisheries Act • Species at Risk Act (SARA) • Navigable Waters Protection Act (NWPA) • Canada Wildlife Act • Migratory Birds Convention Act"
Length of construction, noise and dust	Section 2.10 of the draft development agreement restricts construction on the lot to within 7 a.m. – 7 p.m., Monday to Saturday, unless construction is being conducted within a wholly enclosed building. This will reduce the impact of noise on abutting properties. The required 20 ft. (6.09 m.) buffer strip along the south lot line abutting properties fronting on Kingsview Drive as outlined in Section 2.14 (b) of the draft development agreement will provide additional buffering from any construction noise. Dykeland Lodge has advised that their construction team must follow construction standards and regulations related to dust and debris.
Emergency access	Section 2.6, *Fire Safety*, of the draft development agreement was developed based on comments received from the local Fire Chief. The Fire Chief noted that curbs should be mountable by fire trucks to ensure buildings can be accessed from all sides by ladder trucks and that overhangs below 15 ft. (4.57 m.) should be avoided to allow aerial trucks to navigate the lanes (9-10 ft. wide required). Staff drafted Section 2.6 (b) and (c) to ensure there is unimpeded access for emergency services vehicles. The Fire Chief also offered to discuss fire department access with the developer during the development stages.

	The property owner has also noted that they are required to submit an Emergency and Fire Safety Plan to the Province as part of their licensing as a long-term care facility. This plan provides guidance for the protection of staff, residents, tenants and visitors in the event of either an internal or external disaster/major emergency. The fire safety plan provides detailed explanation of responsibilities and procedures in case of a fire. The emergency plan outlines responses to various disasters including epidemic, hazardous substance spill/leak, civil disturbance, power outage, severe storm, shortage of water, threats, violent situations, and fire. The plan is exercised and evaluated at least every three (3) years by the facilities emergency planning committee. This Emergency and Fire Safety Plan is distributed internally to all staff and externally to the Windsor Fire Department, R.E.M.O. Coordinator, Department of Health and Wellness, and Office of the Fire Marshall.
Property values	The impact on property values due to proposed developments are not considered by planning staff when evaluating an application because there is no overall public interest in what one property is valued over another, and staff must look at the use of land versus the financial impacts that are associated with it.
Stormwater management and hardscaping of the lot	The Director of Public Works has requested that a stormwater management plan for the site be required prior to development permits being issued to ensure 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. They also noted that discharge of run-off to adjacent properties other than a natural watercourse is prohibited unless the developer obtains consent in writing from the adjacent property owner(s) and drainage easements over such natural property is provided in favor of the Municipality. This is outlined in Section 2.8 (b) and (c), *Site Drainage*, of the draft development agreement.
Impact on residents on Kingsview Dr.	The developer has stated that the Kingsview Dr. entrance will be gated and only used for emergency purposes. Additionally, Section 2.14 (b) of the draft development agreement outlines a required 20

	ft (6.09 m) buffer strip along the south lot line abutting properties fronting on Kingsview Drive.
Impact on Kings Edgehill – through traffic	Kings Edgehill Lane is a private roadway which is outside the jurisdiction of WHRM. The roadway is currently gated by the property owners. The proposed upgrades to College Road are expected to improve traffic flow on College Road, reducing the likelihood of Kings Edgehill Lane being used as a thoroughfare.
Agricultural	Although the lot has been actively farmed and cared for by the Dill family for about 50 years, the lot was designated Residential for at least the past 30 years and was recently amended to College Road Comprehensive Development District. There were comments from the public regarding the potential impact on agricultural land abutting the subject lot on the south side of College Road. There is not anticipated to be any negative impact to these abutting properties due to the requirements for a stormwater management plan, and the property owner following the required Provincial and Federal policies and Acts including erosion and sediment control.
Transparency	The property owner and applicant is Hants County Residence for Senior Citizens. Dykeland Lodge is operated by their Board of Directors. The Municipality follows the *Municipal Government Act* (MGA) requirements for community engagement for development agreement applications. The Municipality also holds a Public Information Meeting (PIM) prior to beginning the MGA required process, to allow the community another opportunity to comment on the proposal. The PIM was advertised via letter, signs on site, newspaper advertisement, Facebook and website advertisements. Every property within 300 ft. of the subject lot was mailed a letter for the Public Information Meeting. The 300 ft. notification distance is outlined in the Windsor Land Use By-law approved by Council. The virtual PIM took place on January 13 with approximately 10 residents in attendance. The comment period was open until

	January 28. Multiple residents called or emailed during the comment period as outlined in Attachment D.
Architectural style	The subject lot is not within an Architectural Control District therefore there are no architectural design manual elements to be followed.

A FAQ response document was developed by Dykeland Lodge and presented at a virtual open house on February 24, 2022 (Attachment E).

Windsor Municipal Planning Strategy

Part 5.0 of the WMPS contains the overall intention for Residential areas in Windsor. Part 5.7 of the WMPS contains the specific policies for properties designated College Road Comprehensive Development District (CR-CDD). Policy 5.7.1 establishes Council's intention to only allow development in the CR-CDD by development agreement. The policy states that Council *"establish the College Road Comprehensive Development District (College Road CDD) which allows residential, institutional or recreational development and other limited services and uses in support of this development. As-of-right development shall not be permitted."* Policy 5.7.4 outlines the criteria Council must evaluate when an application for development agreement in the CR-CDD is being considered. The proposal has been considered in relation to the criteria in Policy 5.7.4 (Attachment A).

WMPS Specific Criteria

Policy 5.7.1 of the WMPS establishes Council's intention to consider residential, institutional or recreational development and other limited services and uses in support of the development by development agreement. Policy 5.7.4 outlines the criteria to be considered by Council, which are examined in detail in Attachment A.

In summary, the remaining criteria are met since:

- the development agreement is consistent with the intent of Policy 5.7.3 and other relevant policies of the Municipal Planning Strategy; and
- the development is compatible with existing development within and adjacent to the College Road CDD.

WMPS General Criteria

The proposed development will meet the general criteria for development agreements set out in WMPS Policy 16.3.1. These criteria are examined in detail in Attachment B. In summary:

- the proposal is not premature or inappropriate for the area;
- no municipal costs related to the proposal are anticipated;

- the Fire Chief, Development Officer, Manager of Building and Fire Inspection Services, Director of Public Works, and Manager of Public Works Operations have no concerns which have not been addressed in the development agreement.

MUNICIPAL CLIMATE CHANGE ACTION PLAN

The Municipal Climate Change Action Plan (MCCAP) for Windsor (2014) highlights two simulated flooding scenarios. The first scenario is based on a storm surge that occurred in 1997, which shows the expected damage is to occur along the coastline. The second scenario shows the simulated flooding extent for probable maximum flood due to climate change. Under this scenario most of the community of Windsor will experience extensive flooding. The subject lot in this application does not appear to be affected under this scenario, however College Road itself may experience flooding.

The Public Works Department has noted that the Municipality is currently conducting a storm water study and that the reconstruction of College Rd will provide for improved street storm convenance systems. They added that the street reconstruction will include storm water upgrades to mitigate future flooding potential (i.e., additional culverts, ditching, asphalt sloping).

NEXT STEPS

As noted above, the proposed development agreement has been considered within the context of both the specific and general policies of the WMPS and is consistent with the intent, objectives, policies and criteria of the WMPS. As a result, it is reasonable to enter into a development agreement to permit a variety of institutional and residential uses including long-term care, assisted living and disability units, and residential units on PID 45336203, College Road.

Process

Staff Review

▼

Public Information Meeting – January 13

▼

PAC/HAC receives staff report and PIM Notes
PAC/HAC Review and Recommendation – April 14

▼

Regional Council First Reading – April 26*

▼

Public Hearing & Second Reading – May 24*

▼

Notice of Approval

▼

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. When requested to comment, the Director of Financial Services stated that "No, it [the development] wouldn't be premature as many expenditures relating to the development agreement, will be the responsible of the Developer. However, College Road was previously identified in the 2021-22 Capital Budget for rehabilitation in 2022-23 and the financial capacity has been built into the 5-year capital plan."

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	Windsor GFLUM Extract
Figure 2	Windsor Zoning Map Extract
Figure 3	Windsor Environmental Constraints Area Extract
Attachment A	Specific Criteria for a Development Agreement
Attachment B	General Criteria for a Development Agreement
Attachment C	Draft Development Agreement
Attachment D	Public Information Meeting Notes
Attachment E	Dykeland Lodge FAQ Information
Attachment F	Letter from Chief Peters, Glooscap First Nation

Report Prepared by: _____

Sara Poirier, Senior Planner

Report Reviewed by: _____

Madelyn LeMay, Director of Planning and Development

Figure 1
Windsor GFLUM Extract

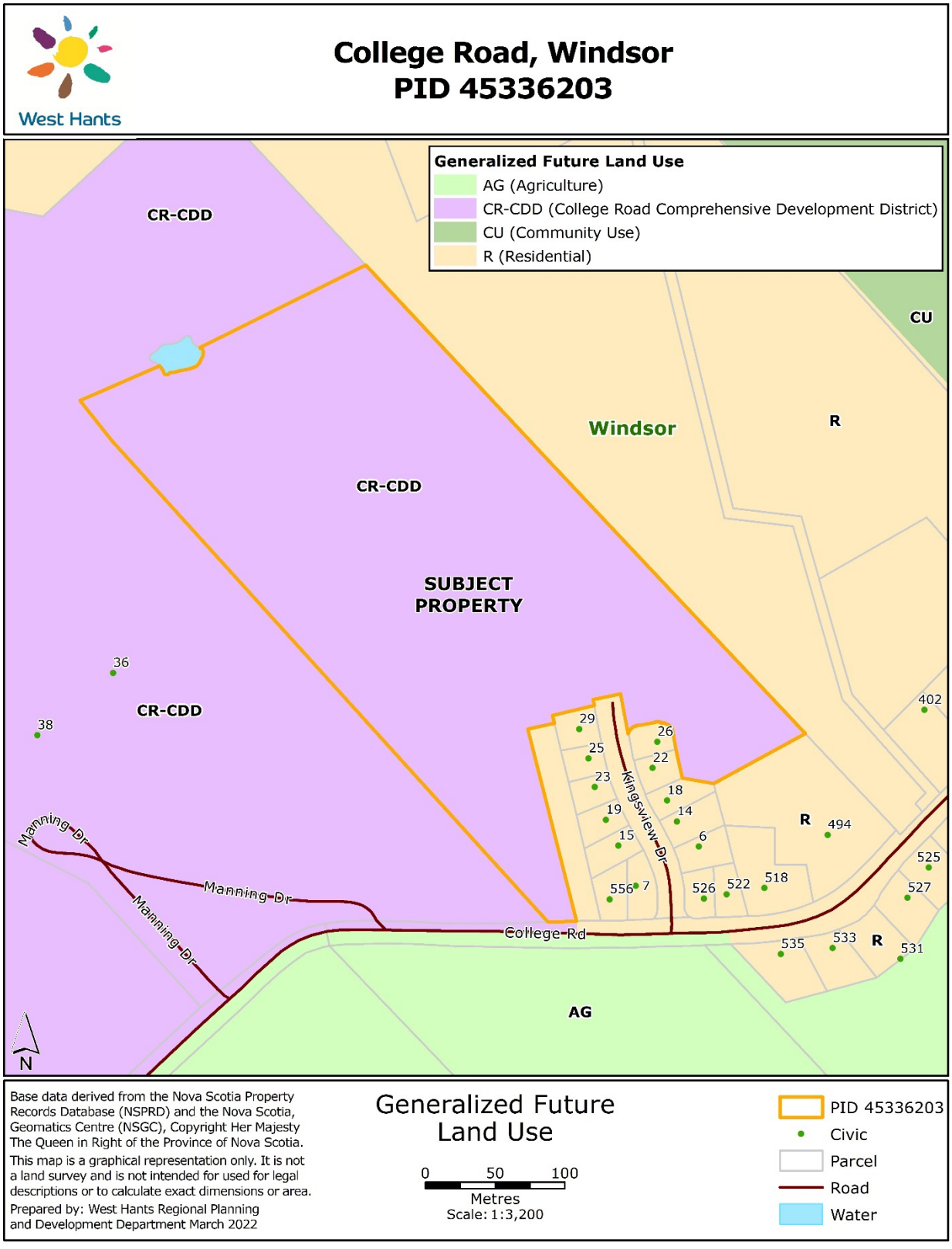


Figure 2
Windsor Zoning Map Extract

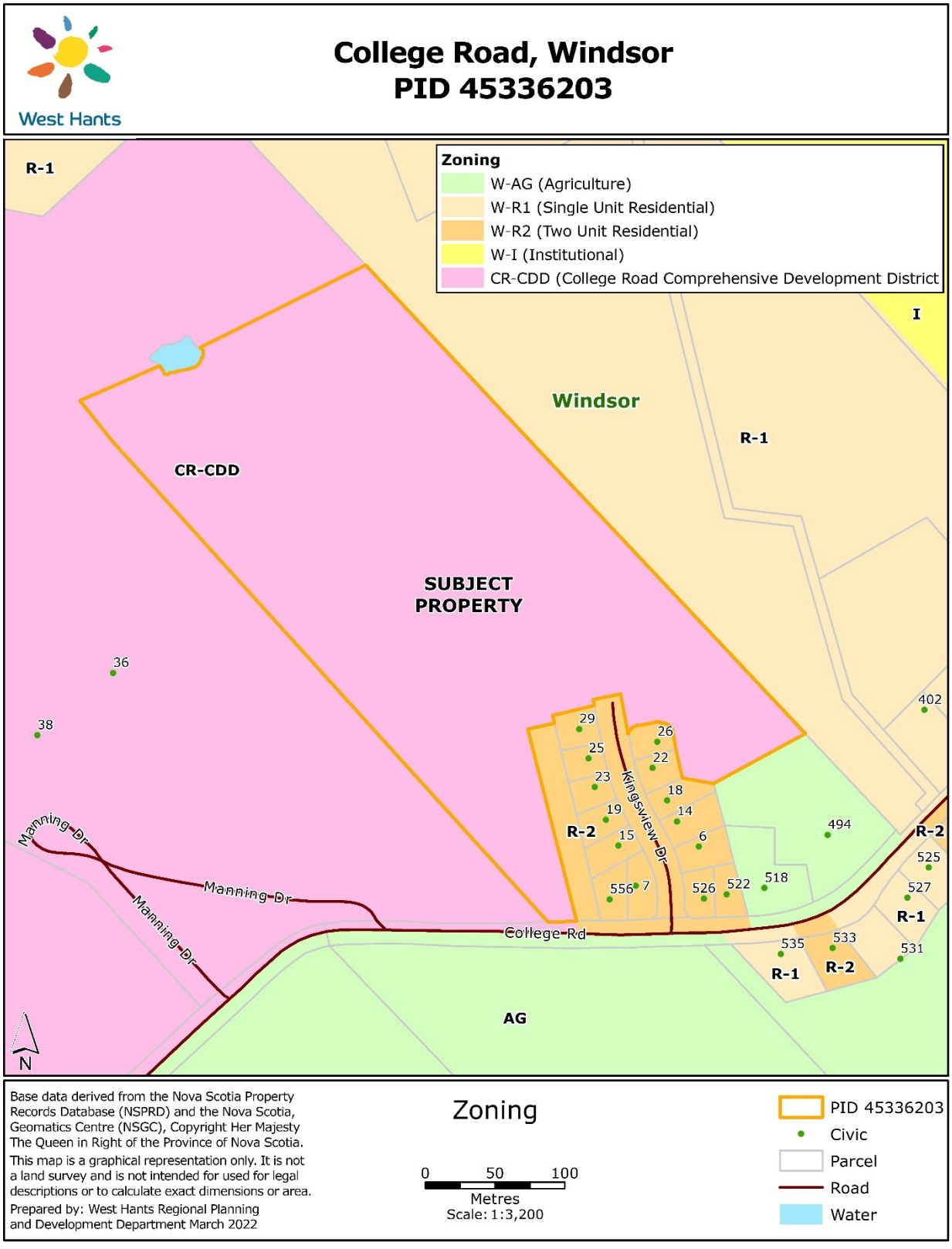
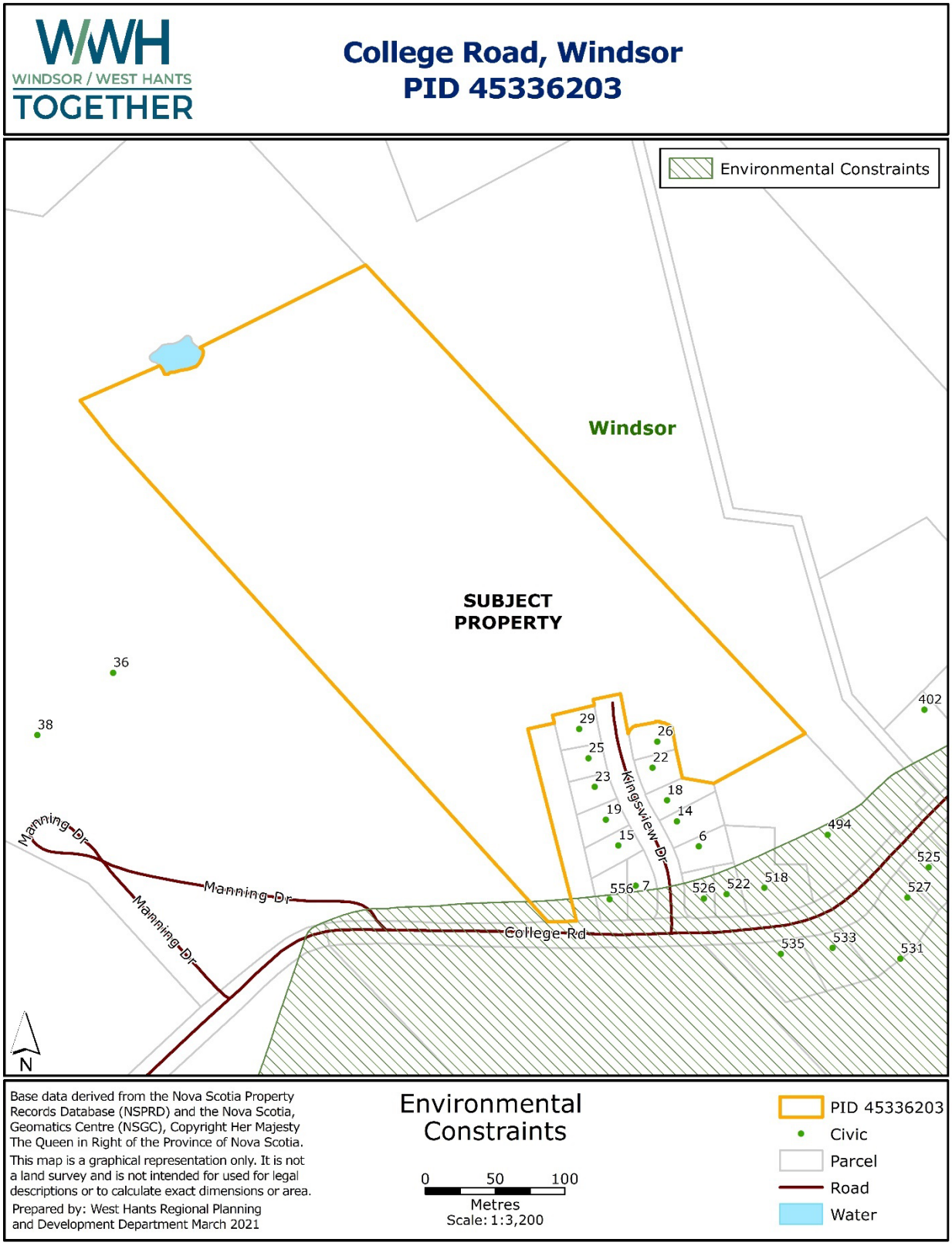


Figure 3
Windsor Environmental Constraints Extract



Attachment A
Specific Criteria for Development Agreement

Policy 5.7.4 It shall be the policy of Council that a development agreement for the development of the College Road CDD shall only be approved when the following conditions have been satisfied:

CRITERIA	**COMMENT**
(a) the proposed agreement is not considered premature or inappropriate in terms of the adequacy of existing and proposed roads and pedestrian routes within and adjacent to the College Road CDD;	The Manager of Operations for the Public Works Department has stated the proposed uses are not considered premature or inappropriate in terms of the adequacy of the existing roads and the proposed driveway and pedestrian routes within and adjacent to the development. They did add however that there are "no new traffic related concerns, but an existing one. College Rd. is only connected to one street (King St.) therefore there is some concern if there is a street blockage there could be a delay for emergency equipment getting through. There are two other possible privately owned routes, but they are not always accessible / passable." The Director of Public Works has specified that there are proposed upgrades to College Road in the 2022-23 budget that includes a full street reconstruction, sidewalk addition and storm system installation, along with water and sanitary upgrades where necessary. The intersection study for College Road and King Street conducted in 2021 by WSP recommended that "consideration be given to incorporating the construction of a northbound left-turn lane with the future planned rehabilitation on King Street and the re-location of the crosswalk." WSP was provided the original proposal from Dykeland

	Lodge to be incorporated in the traffic counts to assist with predicting the traffic levels on College Road and any anticipated upgrades. The Manager of Operations for the Public Works Department added that "the intersection at College Rd and King St is planned to be re-designed with the College Rd reconstruction design. While this should improve traffic flow from College Rd to King St it would still be expected that at peak times the traffic queuing times would increase as the build out progresses. However, it is not expected to be significant due to the nature of the development." Although these proposed upgrades do not include a secondary access/egress from College Road, the proposed upgrades are anticipated to improve current and projected vehicular and pedestrian traffic flow. The Public Works Department also noted that the Municipality is currently conducting a storm water study and that the reconstruction of College Rd will provide for improved street storm convenance systems. These stormwater upgrades will mitigate future flooding potential (i.e., additional culverts, ditching, asphalt sloping). The WHRM Public Works Department continues to monitor roadways within its jurisdiction and communicate with residents and the RCMP when necessary. The WHRM Public Works Department added that the newly created Traffic Calming Policy could be used in the future if concerns exist regarding traffic on the street.

(b) the development agreement is consistent with the intent of Policy 5.7.3 and other relevant policies of the Municipal Planning Strategy;	See below.
(c) any area within 300 ft (91.44 m) of Lake Pesaquid shall be considered environmentally sensitive and methods of protecting the land and watercourse during construction of the development shall be required. Reference also must be made to Policy 4.17 regarding watercourses;	The subject lot is located over 1,400 ft. (426 m.) from Lake Pesaquid therefore there are no anticipated effects to the Lake with respect to this proposal. The WLUB regulations on distance of structures to watercourses, enabled through Policy 4.17.1, is referenced in Section 2.2 (g) of the draft development agreement.
(d) the development is compatible with existing development within and adjacent to the College Road CDD, or other development in the College Road CDD proposed in an existing agreement;	The College Road Comprehensive Development District (CR-CDD) applies only to the Gladys Manning property and the Dykeland Lodge property on College Road. The Gladys Manning property was permitted to be developed through a development agreement which was entered into in 1990 and amended in 1991 and 2005. The Gladys Manning development agreement from 2005 permits a retirement community consisting of: • apartments; • single and semi-detached residences; • three unit row houses; • convenience and specialty shops, and greenhouse and garden centre; • office facilities auxiliary to and complementary to the residential development; • recreational facilities and ancillary buildings and structures; and • activity centre, garage and workshop.

	A maximum density of five (5) units per acre for the approximately 59-acre parcel to a maximum of 295 units was established in the Gladys Manning development agreement with a five (5) units per acre density for lot GM-1 to a maximum of 55 units. The maximum height for buildings was set at four (4) storeys and parking was to be provided at one (1) space per unit. The lot was to be developed in accordance with a "general site plan" attached as Appendix B to the Gladys Manning development agreement which shows three (3) phases of development, two houses and two future houses, and a "potential full care facility" on the south side of College Rd. This development was to commence within one year of signing of the agreement, with ten (10) years to complete the development. College Road host a variety of uses including a Provincial Heritage Property known as Richmond Hill Farm, the Gladys M. Manning Retirement Community, Howard Dill Enterprises, Kings-Edgehill School, the Gordon Hughes Tennis Club-Windsor, and a number of residential and agricultural uses. The subject lot abuts single and two storey single unit dwellings on Kingsview Drive. Kingsview Drive will be buffered from the proposed development with a 20 ft (6.09 m) wide buffer strip (Section 2.14 (b)). The Dykeland Lodge property is currently vacant. The proposed development is compatible with existing development within the CR-CDD. Additionally, the Development Officer stated that they "feel this proposed

	development is compatible with the surrounding area."
(e) any other matter which may be addressed in a development agreement; and	The Director of Public Works noted that "garbage collection would need to be handled via a private collection agreement between the developer and solid waste contractor as the amount of solid waste generated would be over the curbside limits as outlined in the solid waste by-law. Snow plowing on the private development would be the responsibility of the developer." The Director of Public Works has requested that a stormwater management plan for the site be required prior to development permits being issued to ensure 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. They also noted that discharge of run-off to adjacent properties other than a natural watercourse is prohibited unless the developer obtains consent in writing from the adjacent property owner(s) and drainage easements over such natural property is provided in favor of the Municipality. This is outlined in Section 2.8 (b) and (c), *Site Drainage*, of the draft development agreement. A letter was received on March 22, 2022 from Chief Sidney Peters of Glooscap First Nation recommending that the property owner complete an archeological resource impact assessment (ARIA) prior to developing the subject lot. This recommendation has been made a requirement of the draft development agreement as outlined in

	Section 2.16, *Archeological Resource Impact Assessment*. It is the responsibility of the property owner to ensure the site is suitable for the proposed uses. All other matters are addressed elsewhere in this report.
(f) the provisions of Policy 16.3.1.	Please see Attachment B for further details.

As stated in Policy 5.7.4 (b) the development agreement should be consistent with the intent of Policy 5.7.3 and other relevant policies of the Municipal Planning Strategy. Policy 5.7.3 is reviewed below.

Policy 5.7.3 Without limiting the generality of Policy 5.7.1, it is the intention of Council that development of all or part of the College Road CDD primarily comprise:

CRITERIA	**COMMENT**
(a) residential, institutional or recreational development on separate parcels of land or integrated throughout the same parcel; and	The proposed uses of the lot include a combination of residential, institutional and recreational development integrated throughout the same parcel.
(b) convenience and specialty stores, medical offices, personal service shops and other similar limited services and uses in support of the primary developments in the College Road CDD.	The proposed development will include limited commercial uses within the long-term care facility to support the primary institutional uses in the proposed development. Any additional commercial uses in the future would require an amendment to this draft development agreement.

Attachment B
General Criteria for Development Agreement

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:

CRITERIA	**COMMENT**
(a) whether the proposal is considered premature or inappropriate in terms of:	
(i) the adequacy of sewer and water services;	The Director of Public Works has stated this lot is capable of accessing municipal water and sewer services and that the uses would not be considered premature or inappropriate related to the capacity of water and services, except as noted there is limited storm water capacity downstream. A stormwater management plan is required as part of this development to ensure all stormwater related to the project is adequately addressed.
(ii) the adequacy of school facilities;	No inquiry was submitted to the Director of Operations for the Annapolis Valley Regional Centre for Education related to this application as most units will be for seniors or persons requiring care.
(iii) the adequacy of fire protection;	In response to an inquiry, the Manager of Building and Fire Inspection Services stated that he did "not see anything out of the ordinary, we have several 3 storey buildings in the area. Emergency response should not be an issue. A couple of these building will require a sprinkler system." He added that "Access routes will have to be reviewed for fire services. This should be checked with the Fire Chief for the size of the fire trucks."

	The local Fire Chief stated "I have concerns with the courtyard in that access for aerial trucks is limited in here. With this size of building, should a fire get going, we like to be able to access all sides with ladder trucks." He added that "we would want to avoid any overhangs below 15 ft. at least (for aerial trucks to navigate the lanes). Average widths are from 9-10 ft. Roll up curbing is good too as it prevents us from shearing the sidewalls out of a firetruck tire if we need to go up on the sidewalk around an obstacle or to position properly." Section 2.6, *Fire Safety*, of the draft development agreement was developed based on comments received from the local Fire Chief. Staff drafted Section 2.6 (b) and (c) to ensure there is unimpeded access for emergency services vehicles. The Fire Chief has also offered to discuss fire department access with the developer during the development stages. The property owner has also noted that they are required to submit an Emergency and Fire Safety Plan to the Province as part of their licensing as a long-term care facility. This plan provides guidance for the protection of staff, residents, tenants and visitors in the event of either an internal or external disaster/major emergency. The fire safety plan provides detailed explanation of responsibilities and procedures in case of a fire. The emergency plan outlines responses to various disasters including epidemic, hazardous substance spill/leak, civil disturbance, power outage, severe storm, shortage of water, threats, violent situations,

	and fire. The plan is exercised and evaluated at least every three (3) years by the facilities emergency planning committee. This Emergency and Fire Safety Plan is distributed internally to all staff and externally to the Windsor Fire Department, R.E.M.O. Coordinator, Department of Health and Wellness, and Office of the Fire Marshall.
(iv) the adequacy of road networks adjacent to, or leading to the development; and	Refer to Policy 5.7.4 (a) in Attachment A.
(v) the financial capacity of the Town to absorb any costs relating to the development.	The Director of Financial Services stated that the proposed development would not be premature in relation to the or inappropriate in terms of the financial capacity of the Municipality to absorb any costs related to the development "as many expenditures relating to the development agreement will be the responsible of the Developer. However, College Road was previously identified in the 2021-22 Capital Budget for rehabilitation in 2022-23 and the financial capacity has been built into the 5-year capital plan."
(b) the suitability with any aspect relative to the movement of auto, rail and pedestrian traffic;	The Director of Public Works has specified that there are proposed upgrades to College Road in the 2022-23 budget that includes a full street reconstruction, sidewalk addition and storm system installation along with water and sanitary upgrades where necessary. The Manager of Operations for the Public Works Department noted that "this should improve both vehicular and pedestrian traffic movement." He added that "the intersection

	at College Rd and King St is planned to be re-designed with the College Rd reconstruction design. While this should improve traffic flow from College Rd to King St it would still be expected that at peak times the traffic queuing times would increase as the build out progresses. However, it is not expected to be significant due to the nature of the development." During the reconstruction of College Road a sidewalk will be added to one side of the street to improve pedestrian safety and movement to the development site. The draft development agreement will require a 5ft wide sidewalk from College Road to the main entry of any building (Section 2.4 (e)).
(c) the adequacy of the dimensions and shape of the lot for the intended use;	The lot is approximately 24.7-acres in size which would be adequate to accommodate the proposed long-term care facility and residential uses. The Development Officer commented that they "see no issue with respect to setbacks and parking" based on the size and dimensions of the lot.
(d) the pattern of development which the proposal might create;	College Road host a variety of uses including a Provincial Heritage Property known as Richmond Hill Farm, the Gladys M. Manning Retirement Community, Howard Dill Enterprises, Kings-Edgehill School, the Gordon Hughes Tennis Club-Windsor, and a number of residential and agricultural uses. The Development Officer stated that they "feel this proposed development is compatible with the surrounding area." The subject lot abuts single and two storey single unit dwellings on Kingsview Drive. Section 2.14 (b) of the draft development

	agreement outlines a required 20 ft. (6.09 m.) buffer strip along the south lot line abutting properties fronting on Kingsview Drive. The Gladys Manning development agreement (2005) allows a maximum of 295 units on the 59-acre parcel. The proposal from Hants County Residence for Senior Citizens is not anticipated to create a different pattern of development than is already permitted on the abutting Gladys Manning lot.
(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 subject lot is relatively flat along College Road and gradually gets steeper towards the north west end of the property. There are no evident concerns in terms of steepness of grade, soil or geological conditions. There is a water body at the rear property line. The Municipal Climate Change Action Plan (MCCAP) for Windsor (2014) shows that the subject lot does not appear to be affected under a simulated flooding extent for probable maximum flood due to climate change, however College Road itself may experience flooding. The Public Works Department has noted that the Municipality is currently conducting a storm water study and that the reconstruction of College Rd will provide for improved street storm convenance systems. They added that the street reconstruction will include storm water upgrades to mitigate future flooding potential (i.e., additional culverts, ditching, asphalt sloping).

	It is the responsibility of the property owner to ensure the site is suitable for the proposed uses.
(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	The Development Officer noted that a small portion of this property is within dyked marshland and any driveway access, infilling or alteration of topography will require a variance from the requirements of the Provincial *Marshland Conservation Act*. All Municipal, Provincial and Federal regulations will have to be met.
(g) any other matter required by relevant policies of this Strategy.	There are no other relevant policies of this Strategy.

Attachment C
Draft Development Agreement

West Hants
something inspiring awaits

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 -

HANTS COUNTY RESIDENCE FOR SENIOR CITIZENS, a body corporate pursuant to the *Municipal Housing Corporations Act*, with a head office at 124 Cottage Street, Windsor, in the County of Hants, Province of Nova Scotia,

(Hereinafter referred to as the "Owner")

OF THE SECOND PART

WHEREAS the Owner is the registered owner of a parcel of land located on College Road, Windsor, PID 45336203, hereinafter referred to as the "Property", which lands are more particularly described in Schedule A attached hereto; and

WHEREAS the Property is designated College Road Comprehensive Development District on the Generalized Future Land Use Map of the Windsor Municipal Planning Strategy (September 21, 2005) and zoned College Road Comprehensive Development District (CR-CDD) on the Zoning Map of the Windsor Land Use By-law (September 21, 2005); and

WHEREAS the Owners have requested entering into a development agreement to permit a retirement community which includes homes for special care and a variety of dwelling units; and

WHEREAS Policy 5.7.3 and Policy 5.7.4 of the Windsor Municipal Planning Strategy (the "Municipal Planning Strategy") and Section 6.1 (d) of the Windsor Land Use By-law (the "Land Use By-law") provide that residential, institutional, or recreational development in the College Road Comprehensive Development District be considered by development agreement; 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 Bylaw, except those defined as follows:

(a) "Multiple unit Dwelling" means a building containing three (3) or more dwelling units;

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 Town of Windsor, approved on August 23, 2005, as amended, or successor bylaws;

(b) *Land Use Bylaw* means the Land Use Bylaw of the Town of Windsor, approved on August 23, 2005, as amended, or successor bylaws;

(c) *Subdivision Bylaw* means the Subdivision Bylaw of the Town of Windsor approved on January 24, 2012, as amended, or successor bylaws.

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; and

(b) a retirement community consisting of:

(i) buildings operated as homes for special care;

(ii) residential uses consisting of single unit, two unit or multiple unit dwellings some or all of which may be used as part of the homes for special care or as assisted living units;

(iii) outdoor recreation uses;

(iv) secondary suites within any of the single or two unit dwellings on the lot; and

(v) accessory uses to any of the permitted uses.

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 Municipality and the Owner acknowledge that the development as shown on Schedule B is a phased development.

(b) The phases of the project are as follows:

(i) Phase 1 shall include a home for special care, limited to a maximum of 128 beds, and may include accessory uses such as a café, offices and/or pharmacy, located entirely within building A as shown on the site plan in

Schedule B, and outdoor recreation uses including but not limited to a public trail system as identified on Schedule B, and any accessory uses;

(ii) Phase 2 shall include the residential uses consisting of single unit, two unit or multiple unit dwellings some or all of which may be used as part of the homes for special care or as assisted living units, limited to a maximum of 126 units and located entirely within buildings B, C, D, E, F as shown on the site plan in Schedule B, and any secondary suites and accessory uses;

(c) The public trail system shown on Schedule B and to be completed in Phase 1 shall be surfaced with either crusher dust or mulch with a width no less than 4 ft. (1.22 m.).

(d) The phases of development must be constructed in the above noted order.

(e) Development within the phases shall conform to the following setbacks from lot lines:

Type of Use	**Minimum Front Yard**	**Minimum Rear Yard**	**Minimum Side Yard**
Homes for special care	30 ft. (9.14 m.)	30 ft. (9.14 m.)	30 ft. (9.14 m.)
Single unit and two unit dwellings	25 ft. (7.62 m.)	25 ft. (7.62 m.)	10 ft. (3.05 m.)
Multiple unit dwellings	35 ft. (10.67 m.)	35 ft. (10.67 m.)	15 ft. (4.57 m.)

(f) The maximum height permitted for any main building or structure erected on the property shall be three (3) storeys or 35 ft. (10.67 m.), which ever is less restrictive. The maximum height of an accessory building shall be 15 ft. (4.57 m.).

(g) No structure shall be located closer than 50 ft. (15.24 m.) from a watercourse.

(h) A minimum of 41,000 sq. ft. (3,809 sq. m.) of usable recreation space is required for the development. The public trail system included in Phase 1 shall be included in this calculation.

2.3 Phased Development

(a) The Municipality and the Owner acknowledge that the development as shown on Schedule B is a phased development.

(b) The Owner agrees to construct each phase of the development in conformity with the Plans attached hereto.

(c) Phase 1 shall include the completion of:

(i) the necessary services for the proper use and enjoyment of the phase including but not limited to a driveway and access, landscaping, sidewalks and pedestrian walkways, parking, lighting, and water and sewer services;

(ii) the landscaping required along the lot line as specified in Section 2.14 (b) of this Agreement; and

(iii) a minimum of 20,500 sq. ft. (1,905 sq. m.) of the required recreation space including the public trail system as show on Schedule B.

(d) Phase 2 shall include the completion of the necessary services for the proper use and enjoyment of the phase including but not limited to a driveway and access, landscaping, sidewalks and pedestrian walkways, parking, lighting, and water and sewer services.

(e) Construction of Phase 1 and all relevant infrastructure and landscaping as outlined in Section 2.3 (c) of this Agreement shall be completed within forty-eight (48) months of the commencement of development outlined in Section 4.1 of this Agreement. If, in the opinion of the Development Officer, this time limit has not been met, development of Phase 1 shall no longer be permitted and this Agreement may be discharged in part at the option of the Municipality by resolution of Council in accordance with Section 229 of the *Municipal Government Act* thirty (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.

(f) If the construction of Phase 2 has not commenced within twelve (12) months of the completion of Phase 1, the intended location of the buildings on Schedule B for Phase 2 shall be graded and landscaped; this may include, grass, shrubs, trees or other appropriate vegetative cover.

(g) Construction of Phase 2 shall be completed within ninety-six (96) months of the actual commencement of development of Phase 1 provided that such commencement is within the time limit prescribed in Section 4.1 of this Agreement. If, in the opinion of the Development Officer, this time limit has not been met, development of Phase 2 shall no longer be permitted and this Agreement may be discharged in part solely at the option of the Municipality by resolution of Council in accordance with Section 229 of the *Municipal Government Act* thirty (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.

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 main access/egress to the lot shall be directly from College Road. Any other access/egress shall be secondary and only used for emergency purposes. The vehicular entrance and exit shall be clearly demarcated and paved.

(c) The driveway shown on Schedule B shall provide a minimum street allowance of 50 ft. (15.24 m.) and shall be paved with a minimum paved surface of 20 ft. (6.09 m.).

(d) The Owner agrees that it will seek and obtain approval from the Municipality before any other driveway from the development is connected to College Road or any other public road.

(e) A 5 ft. wide sidewalk shall be provided from College Road to the main entrances of the buildings completed within each Phase. The sidewalks may be constructed using permeable construction materials to assist with stormwater retention.

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) One (1) parking space shall be provided for every 400 sq. ft. (37.16 sq. m.) of floor area of the home for special care constructed in Phase 1.

(c) One (1) parking space shall be provided for each dwelling unit constructed in Phase 2.

(d) For all other uses, parking shall be provided in accordance with the Windsor Land Use By-law.

(e) Parking areas and parking 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.

(f) Parking required for each residential component of Phase 2 shall be clearly separated from other parking in the area and demarcated by signage as being for the use of residents only.

(g) The number of parking spaces and loading spaces may be varied in writing by the Development Officer.

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 by the Fire Chief.

2.7 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) Any of the proposed uses on the lot shall be serviced with water and sewer services provided by West Hants Regional Municipality pending authorization 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.

(c) Snow Plowing

The Owner shall have sole responsibility for snow plowing within the development.

2.8 Site Drainage

(a) 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.

(b) No development permit shall be issued until the Owner provides a stormwater management plan that has obtained the approval in writing of the Municipal Engineer such that historical flooding patterns and area drainage systems have been considered and such that storm water discharge will not have a negative impact on downstream properties. The engineer conducting the stormwater plan must investigate the downstream system from the outfall location of the proposed storm drainage system to a point sufficiently downstream that will demonstrate no adverse impacts on downstream lands, such as erosion or flooding, and outline any mitigative measures that may be required to alleviate any adverse downstream impacts.

(c) The Owner acknowledges the following:

(i) the Municipality requires that all downstream drainage systems have adequate capacity to receive and carry discharge from the proposed storm drainage system in addition to its natural rate of discharge, and

(ii) discharge of run-off to adjacent properties other than through a natural watercourse is prohibited unless the Owner obtains consent in writing from the adjacent property owner(s) and a drainage easement in favour of the Municipality is provided.

2.9 Environmental Constraints Area

(a) The approximately 65 ft. (19.8 m.) of lot frontage on College Road is within the Martock Marsh and the Environmental Constraints Area. The property owner shall apply and obtain a variance from the regulations of the *Marshland Conservation Act* (2001) administered by the Provincial Marshland Administrator for any driveway access, infilling or alteration of topography on this portion of the lot. Once received, a copy of the variance shall be submitted to the Development Officer with the development permit application for Phase 1.

(b) Section 27.0 of the Windsor Land Use By-law shall be followed by the Development Officer for any development on this portion of the lot.

2.10 Construction Noise

Construction on the lot shall only be permitted between the hours of 7:00 a.m. and 7:00 p.m. daily, Monday to Saturday, unless construction is being conducted within a wholly enclosed structure.

2.11 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 level adequate to allow for access by emergency services vehicles.

2.12 Signs

(a) The Owner shall be permitted:

(i) a maximum of three (3) ground signs; and

(ii) facia wall signs.

(b) The ground signs shall not:

(i) exceed a height of 5 ft. (1.524 m.) from the grade level to the highest part of the sign;

(ii) exceed 25 sq. ft. (2.32 sq. m.) in area;

(c) A facia wall sign shall:

(i) be permitted on any building for identification purposes;

(ii) not exceed 20 sq. ft. (1.86 sq. m.) in area; and

(iii) not extend above or beyond the extremities of the wall upon which they are attached.

(d) The signs may be illuminated for identification purposes provided that Section 2.13, *Lighting*, of this Agreement is met.

2.13 Lighting

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.

2.14 Landscaping

The Owner shall:

(a) keep all undeveloped areas of the Property landscaped;

(b) provide a 20 ft. (6.09 m.) wide buffer strip along the south lot line abutting the properties fronting on Kingsview Drive. The buffer strip shall contain any combination of the following to provide a dense or opaque screen:

(i) a mix of local species of coniferous trees. At planting, each tree shall have a diameter of 2 in. measured at 4.5 ft. above the surrounding grade and a minimum height of 5 ft.; or

(ii) a hedge of a variety of coniferous shrubs each of which will reach over 6 ft. in height at maturity; or

(iii) a berm which is a minimum of 6 ft. in height to buffer the abutting property; or

(iv) a wall or an opaque fence which is a minimum of 5 ft. in height and of sufficient height to provide a visual buffer to the abutting property.

2.15 Subdivision

No alterations to the lot configuration or subdivision are permitted except those required by the Municipality for the purpose of creating or expanding open space within the Property or those required by the road authority for the purpose of creating or expanding a public street over the Property.

2.16 Archaeological Resource Impact Assessment

(a) No development permit shall be issued until the Owner provides a copy of an archaeological resource impact assessment (ARIA) which has been prepared by a qualified and permitted archaeologist in accordance with the *Special Places Protection Act* and approved by the Provincial Archaeology Regulator in the Special Places Program, to the Development Officer.

(b) The Development Officer must be satisfied that all proposed construction, ground disturbances, and development on the subject lot will comply with the recommendations provided in the ARIA. The Development Officer may approve changes to the site plan in accordance with the ARIA generated in Section 2.16 (a), of this agreement provided the side yards and buffering are not decreased.

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 Section 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;

(b) the maximum number of beds in the homes for special care and maximum number of residential dwelling units permitted on the lot in Section 2.2, *Development Location and Design*;

(c) the fire safety requirements listed in Section 2.6, *Fire Safety*;

(d) the requirements for a stormwater management plan to be submitted prior to a development permit being issued as listed in Section 2.8(b), *Site Drainage*;

(e) the hours of construction as outlined in Section 2.10, *Construction Noise*; and

(f) the requirements for an archeological resource impact assessment (ARIA) to be submitted prior to a development permit being issued as listed in Section 2.16 (a), *Archeological Resource Impact Assessment*.

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 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 sole 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.

3.7 Council may discharge this Agreement thirty (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 thirty (30) days after giving Notice of Intent to Discharge to the Owner. Upon the written request of the Owner, the Municipality, by resolution of Council, may grant an extension to the date of commencement of development without such an extension being deemed to be an amendment to this Agreement.

(c) If the Owner is bona fide delayed from commencing the development for reasons which are beyond the Owner's control, the determination of which shall be at the sole discretion of the Development Officer, then performance by the Owner is excused for the period of the delay and the time period for the Owner to perform their obligations shall be extended by the Development Officer in writing for an equivalent period, without such an extension being deemed to be an amendment to this Agreement.

4.2 Material to be Provided

(a) The Owner shall provide record drawings to the Development Officer for any portion of the development for which an engineered design is required, within ten (10) days of completion of any work which requires the engineered design.

(b) The Owner shall, upon written request, provide the Municipality with copies of any documentation, permits or approvals required by Provincial or Federal governments or agencies.

PART 5 ADMINISTRATION and COMPLIANCE

5.1 Compliance with Other 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 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 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 the advertising required for this Agreement, the costs of registering this Agreement, and all costs associated with any amendment or discharge thereafter.

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 124 Cottage Street, Windsor, 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, Municipality of the District of West Hants, 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 In the presence of:	**) WEST HANTS REGIONAL MUNICIPALITY**)))
_____ Witness	Per: _____) Abraham Zebian, Mayor))
_____ Witness	) Per: _____) Deanna Snair, Municipal Clerk)
	) HANTS COUNTY RESIDENCE FOR SENIOR) CITIZENS)))
_____ Witness	Per:_____) Peter Murray, Chairman of the Hants County) Residence for Senior Citizens Board))
_____ Witness	Per:_____) Krista Beeler, Administrator of the Hants) County Residence for Senior Citizens

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 **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. 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, **Peter Murray**, one of the parties thereto, signed, sealed and delivered the same 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. 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, **Krista Beeler**, 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 _____, 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

Deanna Snair, Clerk

Canada
Province of Nova Scotia

AFFIDAVIT & PROOF OF EXECUTION (CORPORATE)

I, Peter Murray, Nova Scotia, make oath and say that:

1. I am Peter Murray, Chairman of the Hants County Residence for Senior Citizens Board, 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 _____, 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

Peter Murray

Canada
Province of Nova Scotia

AFFIDAVIT & PROOF OF EXECUTION (CORPORATE)

I, Krista Beeler, Nova Scotia, make oath and say that:

1. I am Krista Beeler, Administrator of the Hants County Residence for Senior Citizens, 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 _____, 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

Krista Beeler

Schedule 'A'
Legal Description – PID 45336203

ALL that lot of land and premises situate, lying and being on the Northwestern side of the "College Road:, so-called, in the Town of Windsor which may be bounded and described as follows:

BEGINNING on the Northwestern side of the said College Road at a post in line of fence at the Southeastern angle of the lands hereby conveyed and at the Southwestern angle of lands of one J. Fred Dill;

THENCE to run in a Northwesterly direction along the said line of fence between the lands hereby conveyed and the said lands of the said J. Fred Dill to an angle therein North of a certain well;

THENCE to run in a Southwesterly direction continuing along the line of lands of the said J. Fred Dill to another corner in line of fence;

THENCE to continue in a Northwesterly direction along the line of said fence between the lands hereby conveyed and the lands of the said J. Fred Dill to the line of lands of one C. Eric Boulden;

THENCE to run in a Southwesterly direction along the line of lands of the said C. Eric Boulden to a corner in the line of fence between the lands hereby conveyed and lands of the said C. Eric Boulden;

THENCE to run in a Northwesterly direction along the line of lands of the said C. Eric Boulden to a certain other corner in the said line of fence;

THENCE to run in a Southwesterly direction along the line of lands of the said C. Eric Boulden to a certain other fence between lands of the said C. Eric Boulden and the lands hereby conveyed;

THENCE to run in a Southeasterly direction alone the said last mentioned line of fence on the Eastern boundary of lands of the said C. Eric Boulden to the Northwestern side of the said College Road;

THENCE to run in a Northeasterly direction along the Northwestern side of the said College Road to the fence post at the place of beginning, - the same being or intended to be those two certain lots of land secondly and thirdly described in a certain mortgage from the said Kenneth Redden to one Charles F. Redden bearing date the 8th day of April A.D., 1930 and recorded in the office of the Registrar of Deeds at Windsor aforesaid in Book 148, Page 466;

Saving and Excepting thereout that portion of the said lands and premises therein excepted and being referred to as having been conveyed by one Henry Redden and wife to the Rev. George McCawley by deed bearing date the 15th day of July A.D., 1844 and recorded in the said office in Book 28, Page 96.

Also Saving and Excepting therefrom lots A, B and C shown on a plan of lands of S. Stuart Dickie made by W.S. Laurence P.L.S. dated the 7th day of September A.D., 1968 and approved by the Town of Windsor Planning Board on the 9th day of September A.D., 1968 and now on file at the Registry of Deeds at Windsor as Plan no. 499, which said lots are described as follows:

BEGINNING on the North Boundary of College Road at the East boundary of Richard Dill's land;

THENCE along the North boundary of College Road four hundred and forty-three 443) feet;

THENCE North six degrees East (N 6 degrees E) three hundred and thirty (330) feet;

THENCE North eighty-three degrees five minutes East (N 83 degrees 5 minutes E) two hundred and forty-three point 6 (243.6) feet to the boundary of Richard Dill;

THENCE South twenty-two degrees thirty-four minutes East S 22 degrees 34 minutes E) along Richard Dill's boundary three hundred and twenty-one (321) feet to the place of beginning.

Also Saving and Excepting thereout Lot 14A as shown on Plan no. 8578;

Saving and Excepting Parcel E1 shown on Plan No. 6160;

Saving and Excepting Lots 1-14 inclusive and Parcel KD-1 all of which is shown on Plan no. 6142.

SUBJECT to a right of way/easement in favour of Minas Basin Pulp and Power Company as recorded in an Agreement recorded in Book 153 at Page 316;

*** Municipal Government Act, Part IX Compliance ***

Not Subject To:

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 Plan

Attachment D
Public Information Meeting Notes
January 13 – January 28, 2022
File 21-20: College Road, Windsor PID 45336203

Meeting date and time	A virtual Public Information Meeting was held on January 13, 2022 beginning at 6:00 p.m. The meeting was live broadcast on the Municipal Facebook page.
Attending	In attendance: One (1) Councillor: • Councillor Ivey (Chair) Four (4) members of staff: • Madelyn LeMay • Senior Planner Poirier • Planner Dunphy • Meeting Secretary Lake The following members of the public requested Zoom invites to the meeting: • Mark Cameron • Garth Hartlin • Steve Porter • Harold Adams • Judy Grant • Janet Naugler • John Naugler • Louis Coutinho • Scott Shanks • Reid MacDuff • Barb Hughes • David Strum
Applicant Krista Beeler and Ed Sherman at Dykeland Lodge on behalf of the Hants County Residence for Senior Citizens **Property** College Road, Windsor PID 45336203	Planner Poirier outlined the application to enter into a development agreement to permit a variety of uses including affordable and senior housing, long term care, assisted living, independent living, commercial space and a community centre on the property at PID 45336203 on College Road. A formal presentation was not made by the applicant.

Comments	Comments from the public could be submitted to Planner Poirier by mail, e-mail and telephone between January 14 – January 28, 2022. Six (6) members of the public spoke at the Public Information Meeting, eleven (11) written comments were received via email and eight (8) verbal comments by phone. The questions and comments from the public are summarized below. Email responses are attached. Staff responses are included in purple. At the Public Information Meeting the following comments were made: • Barb Hughes requested clarification on the location of the property and distance from Lake Pisaquid • Jim Wilcox discussed the traffic impact of the project as the design shows a long cul-de-sac with the only entrances/exits to College Road. He is concerned it would be another Crossing development with one way in / one way out. He mentioned that there was a traffic study done when the hockey rink was proposed to be located out behind Dill Farm. The study showed an option of an alternate exit across to Hwy 14. He noted that he feels any connection to Haliburton/Clifton Avenue would not be ideal. • Mark Cameron from Gladys Manning stated it is great to see this development, however he is worried about the construction noise, dust, heavy equipment, etc. over a 10-year construction timeline. He also mentioned that College Road needs some work. Sara noted that College Road is planned to be upgraded in 2022-23. Mark was concerned that heavy truck traffic may destroy the road. • Reid MacDuff was interested to know the discussions Sara had with the Traffic Authority related to an alternative exit. Sara stated that discussions with the Traffic Authority were very preliminary and had not been discussed with the developer. They discussed a road across to Hwy 14 (dyked marshland with strict land use regulations), with another option being a connection up to Clifton Ave. or Haliburton Ave. (crossing private property; developer would have to negotiate). • Steve Porter from King Edgehill stated the development will be good for the community, however he is also

	worried about traffic and an alternative access as he doesn't want to see more traffic going through the Kings Edgehill School property. • Judy Grant a homeowner on Kingsview Drive stated she currently lives on a quiet street which will now be abutting a major development. She noted that Kingsview Dr. looks like one of the main feeders into the development which she is upset about. She is also shocked that the proposal has a community centre and commercial uses. When she first heard about the development it was supposed to only be a nursing home, not this size and scale of development. She stated the proposal is showing about 284 units which could mean up to 1000 people living there. Telephone conversations included the following: January 17th, 2022 • Kathryn Duffy a resident living on Kingsview Drive called to say she is creating a "community response" to the development with help from other residents living on Kingsview which will be submitted by the January 28 deadline. Kathryn noted that residents are okay with the proposed long term care facility but have concerns about the commercial and community centre, the amount of hard surfaces and stormwater management. She noted that residents on Kingsview Dr. have had to invest in stormwater management of their own because of the runoff from the field. She has experience with community consultation and would like the opportunity to speak with Dykeland Lodge and the Municipality on the proposal. January 19, 2022 • Cheryl Barker was interested in the types of uses that are being proposed and wanted more information on the difference between long term care, assisted living, disability, independent living and seniors and affordable housing. She was concerned that the affordable housing may be rented out to families. She also wondered if there was a possibility of the proposal not including the commercial and community uses that envelope the residents on Kingsview Dr. Cheryl is concerned that the commercial and community uses are too extravagant, will

	take away from the existing uses in Windsor and will be disruptive to residents on Kingsview Dr. She had questions about the two access points through College Rd and Kingsview Dr which both exit to College Road and onto King Street. She said other options for a secondary exit would be Wiley Avenue or Clifton Avenue for safety of evacuating residents in an emergency situation. • Barbara Redden a resident on Haliburton Avenue is very concerned that the development may connect to Haliburton Ave in the future. Sara noted that this connection would only be possible if a ROW agreement is entered into with any property owners between Dykeland Lodge's property and Haliburton Ave. Barbara was also concerned with traffic that would be directed to College Road, potential effects on wildlife (fox), and lack of transparency from the developer. The initial proposal they heard about was just for a nursing home and now this massive development is being proposed. She would recommend Dykeland Lodge hold some sort of open house to hear residents concerns. Barbara would also like a copy of the report that gets submitted to PAC/HAC sent to her email. • Kathryn Duffy called to request an extension to the PIM comment period as she has about 30 residents wanting to provide a group community response to the development. Sara noted that no additional time could be provided as the same comment period duration is set for all applications, and the comment period was already advertised in the paper, at the meeting, with a sign on site, on the website and in letters to abutting lot owners. January 20, 2022 • Sally Ferguson asked questions about how the development was going to be financed and who the developer would be "as Dykeland does not have that kind of money". Sara gave her Krista's phone number to ask those specific questions. Sally has concerns about traffic on College Road as it is not currently functioning well and suggested the road should be widened. She appreciates that Dykeland requires a new building and location however does not want the other uses being proposed. Sally noted that she is concerned that College Rd

	recreation uses (snowshoe, walking) and animal habitats (coyotes, geese) will be impacted. January 25, 2022 • Shelley Currie lives on College Road close to where the proposed driveway would be for the new development. Shelley asked questions about the different types of uses that are proposed and the process for development to take place on the lot. She noted that she was not opposed to the "strip mall" however wanted it to be limited to residents of the new development, not open to all residents of Windsor. She also had concerns with the hours of construction with hopes that it would not start before 7 a.m. She understands the need for development in the area. • Barb Hughes and Jim Wilcox called. Jim sent Sara some information via email on a property that is currently for sale which he believes may be able to provide access from College Rd to Hwy 14 and he sent the Halifax Specifications Manual regarding cul-de-sacs. Barb said this is a well needed project and liked the idea of the community centre portion. She is concerned with the impact on quality of life if there is a connection to Haliburton Ave or Clifton Ave as many people walk, ride their bikes, and there's lots of wildlife in the area. Jim commented that he believes the property that is currently for sale (PID 45052016) could provide a viable option for access from College Road to Hwy 14. He is also concerned that College Road is currently a long dead-end cul-de-sac and wants to ensure that the proposed development does not end up like the Crossing with one way in / one way out. He said these issues should be addressed prior to this development being approved and that a traffic study could be completed to determine the best alternative entrance/exit from the proposed development. • Sara received a call from Harold Adams who lives on College Road. Harold stated that he thought the developer was the Municipality and Province. Sara confirmed that the property owner and applicant is Dykeland Lodge. He also thought that the Municipality was widening College Road to provide the upgrades (paving and sidewalk). Sara confirmed that the

	Municipality is working within the current right-of-way. He also wanted to know the timeline on the project, assuming that Dykeland was breaking ground this spring. Harold also listed concerns with: • whether there is a need for a new community centre; • the "strip mall" and the vacancies it can cause elsewhere. He stated there are already vacancies in Ft. Edward Mall and the downtown commercial area; • that when Gladys Manning was proposed they had stated there would be a road connecting to Hwy 14 from College Rd. This was never done, and now more development is proposed; • issues with the intersection of College Rd and King St; • increased traffic on College Road and safety concerns when there are sports games, as people park on the side of College Rd making it difficult for people to get in and out of College Rd as it is. Harold noted that there are three potential options to establish a connection from College Rd to Hwy 14: 1. Purchase a strip of land off the lot that is currently for sale (PID 45052016); 2. Use the Municipalities 50 ft water right-of-way/easement; 3. Already a public road past Manning Drive, known as the farming rd. or "pole rd." Harold also stated the developer should remove the commercial and community centre component. • A submission entitled "Community Response" was received on January 28, 2022, with the primary contact listed as Kathryn Duffy. It is attached at the end of the PIM notes.
Adjournment	The meeting was adjourned at 6:33 p.m.

Public Email Responses Submitted for the Application PIM

From Mark Cameron – January 7 and January 19, 2022

Sara,

Thank you very much and appreciate the invite to the PIM.

As a next door neighbour offering some of the same housing services, and also a nonprofit, we are a bit concerned as to what this will mean for our operation at Gladys Manning. Gladys Manning has had a presence in Windsor close to 30 years. I'm sure this development will be a great addition to the community but it just came as a big surprise when we read the article after the fact. It would have been nice to have at least been approached by the planning commission in the early stages of the planning and asked for some feedback. In late 2019 we had preliminary talks with the province in regards to adding nursing home beds on the Gladys Manning property.

Please don't get me wrong, I am very happy for these much needed housing services for the area, but as a company we would be remiss if we did not consider potential risks such as, lost revenues due to vacancies, staffing issues that this project potentially could have. As a non profit there is not a lot of "wiggle room" for lost revenues. We do realize this project won't be completed overnight allowing us time to try to plan for the future.

I thank you for listening to my ramblings but felt some of these things should be considered when adding a new major development. I have been on the other side of the table before in communities so can appreciate some of the challenges planning has.

Again, I am glad a project such as this is happening in the area and hope we will be better together at meeting a need in the community. Looking forward to the information sessions.

Sara,

Some of our major concerns in regards to this proposal are:

- Noise levels, dust, construction traffic and 10 years is a long time to put up with construction noise, especially in that area. When we built the first couple phases of the Manning there were no close neighbours and construction was completed in a timely fashion. Even with the last phase, noise levels were buffered by the ample green space. The majority of this development will be almost directly across from it. So we are concerned in that respect.

- Looking forward, and maybe it is not going to be an issue later, but staffing has currently been a real challenge as it is very hard to find staff in the area. This is something that also has to be considered. A new nursing home opened in Moncton a few years ago and could not fully open due to the fact they could not staff the facility. It is a real challenge and needs also to be considered in the planning.
- Other concern(more operational) is the potential migration of tenants to a "new" facility. This is something we can expect but with our price range it may help us in regards to new rental properties.

This is more of our operational concern for us but real nonetheless.

These are some honest concerns and thanks for taking the time to record them.

From Danny Dill – January 14 and January 17, 2022

Dear Ms. Poirier,

Unfortunately I could not attend the virtual meeting of January 13,2022 concerning the proposed Dykeland development on College Road. I did however seen it today with your presentation and public comments/concerns.

As one of the largest land owners next to this project that borders one entire side and also across from the entrances to the Dykeland Village, I would like to state that I fully support and welcome this wonderful project. This is much needed not only here, but everywhere these days as we see in the news.

Our family has lived, farmed, and operated a giant pumpkin/ Long Pond Hockey tourism destination for many generations going back to 1878 here on College Road. We have lived and experienced all the developments throughout that time which have all contributed to the community.

Of course my concern, as others, is the condition of College Road and the increased amount of traffic that we have now and obviously a lot more in the future. This was one of the major concerns/drawbacks that residents and the public had back in only recent times when the original Arena was first proposed and planned here on College Road. As we know, that ultimately failed here unfortunately, speaking for myself by the way but just wanted to make that point! Back in the day when my father Howard was alive about 15 years ago, the original Town Of Windsor had spoken to him about widening the road which would require encroachment most likely on the frontage of our properties to make it possible. So be it, but

here we are today still waiting when I see so many other smaller streets getting complete makeovers before College Road! A much bigger, busier and tax based street?

Part two is the juggernaut at College Road/King Street. It is getting worse and traffic coming from town travelling much faster since changes were done by the Town. So lights and widening would be required. Another access be wonderful. Not sure if you knew there is an old "pole road" that runs from College Road to Route 14 Chester Road that has been used for decades and not sure if this could be utilized?

What a find ironic Dykeland Village will now finally have a view of our dykelands, lol.

If you have any questions please do not hesitate to contact me.

Regards,
Danny Dill

Hi Sara,

Great, many thanks. One other subject that was discussed during your recent meeting was concerning residents "using trails for walking/skiing etc on the subject property". I honestly during all these years never witnessed anyone using the back of this property for walking and so forth, it is very dense rough terrain at the back end. I know, we fenced the back property for many years since early 1970s when we had cattle. They are mistaken or confused with property lines, they have been using my property and the Gladys Manning property all these years!

Also I can appreciate KES concerns regarding traffic going through their property, especially safety for staff and students!

I just thought the developer/planning etc would like to know this as well.

Best regards,
Danny

From Carol MacKenzie – January 16 and January 18, 2022

Hi Sara

I live on Clifton Avenue in Windsor and understand that the proposed development might have a second exit on Haliburton Avenue and would affect the traffic passing my house. I did not

receive any information on the development. Could you email me the information about it so that I can comment on it if necessary? Thank you.

Carol MacKenzie

Hello Carol,

Thank you for your email. I have attached the presentation from the Public Information Meeting on Thursday January 13 regarding the development agreement application for Dykeland Lodge on College Road. The video of the meeting can also be viewed on the Municipal Facebook page (you do not need a Facebook account to watch the video) https://www.facebook.com/RMWindsorWestHants/

During the meeting residents discussed their concerns about the entrance/exit from the proposed development to College Road. I noted that I have spoken to the Municipal Traffic Authority and we briefly discussed the potential of a second exit or emergency exit across to Hwy 14 with the other option being the developer negotiating an entrance/exit to the Haliburton or Clifton Avenue area. Neither option has been discussed or is actively being pursued by the developer at this time.

Any comments on the proposal can be submitted until January 28. They will be shared with the developer and the Planning and Heritage Advisory Committee (PAC/HAC).

All the best,
Sara

Thank you for the information. I live at 737 Clifton Avenue and believe that my property is within the 300 feet. We will certainly be affected by the construction noise. Please notify me of any future developments in this project. Thanks again.

From Lorraine Veinot – January 19, 2022 (submitted through the General Feedback form on the Municipal Website)

I'm 100% against this Dykeland complex EXCEPT FOR THE 128 room long term care facility building. It's self. We all understand the need for the Dykeland building to be replaced and relocated. But absolutely NOT A COMMUNITY CENTRE OR LOW RENTAL GOVERNMENT ASSISTED APARTMENT BUILDING OR COMMERCIAL SPACE DEVELOPMENT OF ANY KIND. WE CAN NOT safely travel our narrow road as it is. This thought of the added traffic is unbelievable. I cannot understand HOW THIS CRAZY SCEME IS EVEN BEING CONSIDERED FOR THIS AREA. AND

FOR OUR CHILDREN'S SAFETY and right to live here in our privately OWNED HOMES IN PEACE AND QUIET. THATS WHY WE BROUGHT OUR HOMES HERE AND not in a developed area or an area that we believed could be developed like this proposal. I find this whole thing UNBELIEVABLE.

Regarding the email that I sent a few minutes ago on Wed.Jan19th regarding for proposed Dykeland project development on my road, I'm requesting that it be forwarded to or provide to any and all COMMITTEES/ WEBSITES/meetings OR ANY OTHER business CONCERNING THIS DEVELOPMENT. And To All concerned. I am 100% against this proposal except, for the development of a 128 room long care faculty it's self.

From Bob and Sandra Langdon – January 19, 2022

I have attached our comments on the proposal to establish a new seniors/nursing complex on College Road.

I hope the you will take the time to review and properly consider our comments.

Thank You
Bob & Sandra (Alexandra) Langdon

COMMENTS FROM BOB & SANDRA LANGDON
ON THE PROPOSAL TO REZONE LANDS ON COLLEGE ROAD
TO ALLOW FOR THE CONSTRUCTION OF A NURSING HOME

As a general comment we want to give our full support to the project and the rezoning for the establishment of a new nursing home on College Road in Windsor. At this time we are in BC awaiting for highway openings and better weather to safely travel back to Nova Scotia. As a result of us being in BC we are not aware of specific issues and we were not aware of the public meeting as the Notice to Home Owners was not forwarded to us. However; we did receive a number of telephone calls from neighbours after the fact.

The next comments are solely those from Bob Langdon.

My background and experience is as a Professional Engineer with many years of experience in environmental sciences. I served many years with Nova Scotia Environment ending my career as an Executive Director responsible for science and engineering as well as the development of new regulations. I was responsible for the oversight of the Environmental Assessment Process,

for Protected Areas, Climate Change, the development of environment technologies, water resources as well as numerous other issues.

The concern I have is solely related to the access to the area & I understand that this remains a future issue. However; it is best the municipality be informed on and remain aware of specific issues. I am aware that a number of my neighbours have become concerned of a specific proposal to make Haliburton Avenue and Clifton Avenue a second exit-way from the proposal facility resulting in a potentially significant traffic route. Should the municipality wish to consider this route then there are a number of issues you must study and explore by law and there are others that are of engineering, environmental and financial importance.

These issues include the following:

Environmental Issues

1) Wetlands;
2) Sinkholes/Ponds;
3) Species at Risk;
4) Rare & Endangered Plants;
5) Pond of Significant Interest;
6) Species inhabiting sensitive ecological area, such as winter hibernating areas for snakes, dens for foxes, etc., and
7) The general ecological resources of the area.

Engineering Issues

1) Sink holes;
2) Critical sub-surface flow;
3) Potential flooding due to unexpected impacts on long established subsurface flows;
4) Potential subsidence issues for homes in the area created by potentially redirecting subsurface flows; and
5) Upgrades for Haliburton Ave and Clifton Ave due to increased engineering requirements required for higher traffic areas.

Hello Bob and Sandra,

Thank you for your comments on the Dykeland Lodge proposal on College Road. I will ensure they are passed along to the developer and the Planning and Heritage Advisory Committee (PAC/HAC) when they are considering this development agreement.

All the best,
Sara

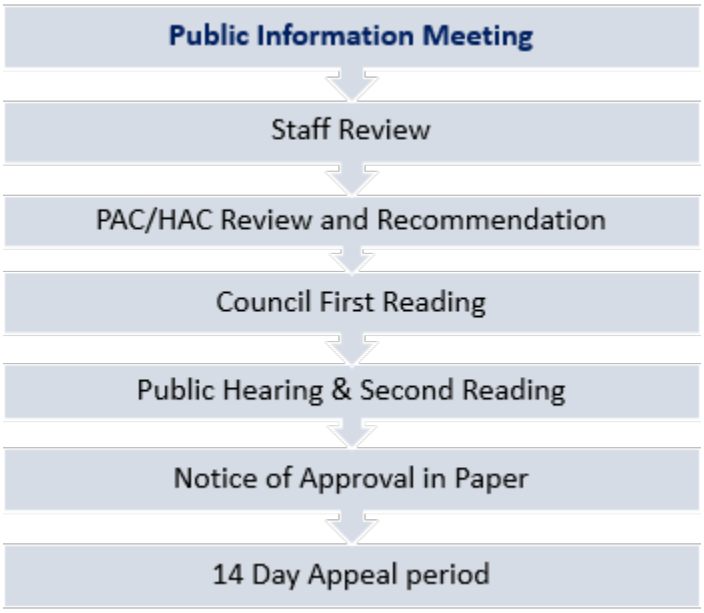
Thank-You for confirming receipt of my comments.

I have one related to process as I do not know the municipal process on consulting with the community. Do the professional staff at the Municipality prepare a summary report with recommends for Council or are they given copies of the comments as received.

Bob Langdon

Hi Bob,

All development agreement and rezoning applications follow this process:



For the Dykeland Lodge application on College Road we are accepting comments for the Public Information Meeting portion until January 28. I will be reviewing all of those comments and using them to assist me in drafting my staff recommendation and the proposed development agreement. All comments are provided (as submitted but without contact information) to the developer and are attached to my staff report that will go to the Planning and Heritage Advisory Committee when the Committee is considering and providing their recommendation on the application.

Let me know if you require any additional information.
All the best,
Sara

Thank-you for the information. I know how comments are received, reviewed and reported at the Department of the Environment but not how West Hants conducted and reported findings.

Bob

From Mike and Barb Wyman – January 21, 2022

Dear Ms. Poirier,

A plan for a new "Dykeland Lodge" and a plan for assisted living units and a plan for affordable housing and a plan for disabled housing - these plans are most admirable , most relevant and very important. I do have concerns. Population growth in the proposed development will require access that is not available without substantial infrastructure planning. The impact on College Road will be excessive. A new roadway to service such a development is vital. One suggestion in the rumour mill is a connector with Haliburton Avenue or Clifton Avenue. Bad suggestion ! To cross the land required would displace the habitat of wildlife, as well as threaten rare plant species. To consider building a road over swampland and countless gypsum sinkholes is inviting financial and ecological disaster. A connector to Route 14 makes more sense on all levels. Although our Municipality, like many, needs critical housing, I am hoping any decision takes all the stakeholders into consideration. College Road is an excellent site for a "New Dykeland" , but if other housing solutions could be found, they would alleviate the stress on College Road. Perhaps the huge lot on Wentworth Road is available, or perhaps the existing Dykeland Lodge could be refurbished. I thank you for your attention.

Mike Wyman

From Ray Snair – January 24, 2022

Sara Poirier,Senior Planner

I am a homeowner residing on Clifton Ave., Windsor. I do not own property on College Rd., however, I frequently walk the section of College Rd. from Bill Wade Drive (KES) to the end of the road.

I sympathize with the lot owners on Kingsview Drive because they would have obtained their properties without the least suspicion that their quiet residential local street would someday become a thru way to a high density development. It was not built to provide for traffic

volumes that could be anticipated for the proposed development. Whereas an access can be provided from the proposed development directly to College Rd. the use of Kingsview Drive would not seem necessary. However, if required for emergency access it could be gated and used for emergencies only. The Municipality has previously approved development on this basis.

Although not part of the proposal that you have received some mention has been made of possible access via subdivision roads to the north of the proposed development and I certainly do not see this as a good solution, again because these subdivision streets are not suitable as thoroughfares.

As I mentioned previously I frequently walk along College Rd. as do many others. Currently the traffic lanes and shoulders are very narrow making it someway unsafe for walkers. (I am not aware of any resulting accidents.) I believe the Municipality is currently considering making improvements to College Rd. including construction of a sidewalk. This should be a definite commitment before the proposed development is approved.

It appears that the Development would extend very close to the system of trails on private properties to the north used by walkers, skiers, cyclists, runners and snowshoers but I do not believe it would encroach on the trails.

It would seem that some provision will have to be made to facilitate traffic exiting College Rd. onto King St. due to traffic volume increase.

Ray Snair

From Carol Bradley – January 25, 2022

Hello,

I attach a cover letter and my comments with respect to this application.

Thank you very much.

Carol Bradley

Currys Corner, NS.

January 24, 2022.

West Hants Regional Municipality,

RE: Proposed Development College Road "Dykeland Village"

Dear Mayor and Councillors,

The attached paper, titled 'Comments College Road "Dykelands Village", is my submission regarding this proposal.

I would like to elaborate that this submission arises from two personal reasons, as a resident of West Hants now for 30+ years.

The first is professional experience: I have held the appraisal designation CRA (Certified Residential Appraiser) and completed all the course work for AACI (Accredited Appraiser). I have also been one of the provincial assessors for Western region and developed a familiarity not only with the Town of Windsor but also most of the rest of the municipality in the course of 6 years. I have also worked with the former City of Halifax's Development and Planning department in a supervisory position dealing with re-use and development of municipal properties. This experience, along with enabling several residential units in my own neighbourhood, has led me to a lot of consideration of local land use.

Secondly, I have been a member of a group that hoped to develop a cohousing project locally. I don't want to go into 'what is cohousing' here, but simply to say that these lands were one place we considered. The most we could envision on this site was 20 to 30 units in one building and perhaps another 10-20 units of townhousing and/or 'Tiny houses'. We felt this honoured the neighbourhood and the land. Hopefully the same consideration for the land and the neighbours might be applied to the current very dense proposal. In any case, a second access for College Road is VERY important.

Thanks you for your consideration.

Yours truly,

Carol Bradley

COMMENTS ON COLLEGE ROAD PROPOSAL (DYKELANDS VILLAGE)

(January 24, 2022)

The proposed development is enormously out of scale for a 20-acre parcel in a rural location. As I read it, there would be 174 housing units PLUS the 128-bed nursing home, PLUS community and commercial space PLUS parking. The neighbours are farms and single family homes. The neighbouring seniors facility is on a larger piece of land and more sympathetically located on its site (as is the only other recently-built Seniors facility, Windsor Elms Village in Falmouth).

There is a natural pond on the site, and the rear is hillside. Has an environmental assessment with regards to drainage been done?

There is a small electric power-line running to the rear of the houses on Kingsview Drive --- directly across the middle of the site. It comes from an unknown source on the far side of Windsor Back Road, behind properties on Dill Road, crosses the dykeland, and once through the subject site appears to continue across the Avon River to an unknown destination. This power line will require an easement. Has the proponent determined the purpose of this power line, ownership, age and made feasible arrangements for re-location?

Water and sewer requirements for a development of this density will be substantial. Have the proponents determined with the municipality whether upgrades to local services are necessary and who will pay?

Loss of farmland: has attention been paid to the loss of 20 acres of productive dykeland for farming?

ACCESS TO HIGHWAYS: **This is far and away the most important point** to be considered concerning development of this site, or any other site on College Road, including greater development on the Manning site. There is no safe year-round access for fire vehicles, other large-scale vehicles or large numbers of residents to be evacuated. College Road is not adequate. The cost to widen it to a modern standard road would be prohibitive: either properties would have to be bought on the south side or compensation would have to be paid to Kings-Edgehill on the north side. AND in both cases, property would need to be acquired at the intersection with Highway 1 (King Street), AND there would still only be ONE point of access to King Street, on a curve.

Another access through several private properties to Haliburton or Clifton Avenues will require not only complex property acquisition but also engineering design to suit the terrain. The only process that makes sense is to make a new road across the Kingsmeadow to Highway 14 to meet HWY 14 close to Dill Road. Engineering and property-wise, this is very simple. In fact a property with access to both College Road and Highway 14 is already listed for sale. I have heard the comment that marshlands or agricultural bodies may have a disinclination to a road

crossing the dykelands; however the road could be built as a connector, without allowing development to either side.

In conclusion, I believe there is no case for a very dense development on this site, but for one more in keeping with the neighbourhood. In any case, the issue of a second exit for folks on College Road including the current Manning residences should be dealt with forthwith.

Carol Bradley, Currys Corner.

From Greg and Lorie Dickie – January 25, 2022

Good morning Sara.

I am a long time resident of College Road, having bought our present property at #327 around 1974. When we took up residence here, the street was a small community of farms, Kings College school and a few residential properties.Traffic on the street was light to almost non-existent. Then came the developers for what has become the Gladys Manning retirement community. A public meeting was held with a large number of college road residents and the local community attending. The main thrust of the meeting at that time was rezoning the property for development from agricultural, to allow for the Manning development proposal to go forward. Many other issues were discussed. Foremost among them, traffic concerns. The then town council promised us a new and wider road should the proposal (for the Manning development) pass.

Needless to say we're still waiting for the road improvement promised years earlier. In that time the Gladys Manning has gone through three stages of development with a threefold increase in traffic. Many of these folks (myself included) often use the short-cut through the Kings-Edgehill school to access downtown services. This is because of the near impossibility of getting off College road by a left turn. I know that the school (Kings-Edgehill) has expressed concerns with a potential increase in traffic through the school, should the full proposed development for College Road take place. Their concern is valid and should be given it's due weight. Further, should the proposed development, in it's entirety take place, present owners of residential properties on the road will find it difficult to get out of their driveways.

You will read from this letter that our concerns regarding this development proposal are threefold: untenable traffic volumes on the street,(even if widened), overdevelopment in a relatively small space and a massive impact on current residents, many of whom bought their properties to enjoy a quiet semi-rural lifestyle for themselves and their families. Further, should the municipality/developer make the prime access through the Kingsview subdivision, there will be a significant loss of privacy and a massive negative impact on those living there.

Most of us (residents) would have little difficulty with a new Dykeland Lodge built within the site proposed. Our concerns center upon the proposed 80 units of affordable and senior's

housing ,a community center and strip mall (a commercial enterprise) on what is really a residential property. Pharmacies, corner stores, cafes etc. in the latter, is a massive overreach that will further increase traffic volumes.

I would like to know who the prime developer will be and presume this project will go to tender. To what extent is potential profit (for both developer and municipality) playing a part in this development plan and will such profit come at the expense of College road resident?

Sincerely: Greg and Lorie Dickie

From Phil Ellwood – January 27, 2022

Dear Madam and Sirs,

Even if it was permitted to zone the subject property CRCDD, which it isn't, the location is not appropriate for several reasons:

1. College Road is not adequate for the traffic that would be present during and after construction.
2. The property is environmentally sensitive.
3. The property may have First Nations archeological significance.
4. It is agricultural land, vital to food security.

From what I read in the news, it seems that West Hants is desperate for revenue and will sell out at the expense of future generations. Another example is the property around Fort Edwards that Council wants to sell. Desperate people do desperate things.

There is wide open space in the middle of (former) town by the hospital that would be much more appropriate. Put it there.

I expect Council to follow the spirit of the MPS and reverse the rezoning. Otherwise, I will pursue every remedy possible.

Thank you for your consideration.

--

Phil Ellwood, MBA, P.Eng.

Windsor, NS

Community Response

College Road, Windsor PID 45336203 - Development Agreement

Primary Contact
Kathryn Duffy, Kingsview Dr
crcrdl.info@gmail.com

Prepared / Edited by

Kathryn Duffy – Kingsview Dr
Tim Dove – Kingsview Dr
John Naugler – Kingsview Dr
Judy Grant – Kingsview Dr
Janet Aucoin – Kingsview Dr
Phil Ellwood, P.Eng. – King St & College Rd
Brian Gregory – College Rd
Crystal Gregory – College Rd
Rebecca Hatchard – Kingsview Dr

Community Response

This Community Response was prepared by a group of residents from Kingsview Drive and College Road, with the help and participation of residents in the affected area. The goal of this report was to collect and represent the feelings and concerns of the current residents of the affected area to provide evidence that a proper community consultation process is warranted.

It bears specific mention that the group has no intention to try to block the relocation of Dykeland Lodge to this property. Rather, we have important and valid concerns with regards to the extent of the additional elements of the proposed development and the necessary improvements to infrastructure needed to support it. **The proposed development in its entirety promises to be one of the most densely packed properties in the Town of Windsor.** In its entirety, the proposed development is not in line with the Windsor Municipal Planning Strategy and the longstanding Future Intended Use Map for the area and will have dramatic negative impacts and changes to our community. We wish to be a cooperative member of the planning process. Our group's goal is to work with Dykeland Lodge and the Municipality of West Hants to revise the proposal so that it helps to preserve the essence which makes ours a great community and makes Windsor one of the best places to live in Nova Scotia.

Introduction

The subject property has been used by the Dill family as farmland for over 40 years. The community was under the impression that there was an informal 50 year "handshake" agreement between the Province and the Dill family that they could use the land as pasture and farmland. The Town of Windsor Municipal Planning Strategy and its MAP 1 - Generalized Future Land Use have designated the subject property as Residential since 2005 and as recently as Sept 2021. Many residents purchased their home on College Road or Kingsview Drive because of the idyllic, country-like setting and the "promise" from the Municipal Planning Strategy that their community would remain a residential and agricultural community.

In the Fall of 2020, the land was seeded, as usual, for the following spring. In February 2021, the community was surprised at the announcement of the sale to Dykeland Lodge. While we were a bit upset at the lack of communication prior to the announcement (particularly the lack of even notification to the Dill family), we were not unduly concerned based on the information provided verbally by the Province and the assumption that local residents would be sufficiently engaged throughout any potential rezoning and development agreement process and that the Municipal Planning Strategy would protect and preserve our community.

A while back, I happened to be out walking when I noticed a group of people at a spot on College Road, beside the Gladys Manning property line, with some easels just finishing what seemed to be a press conference of sorts. They were just packing things up when I spoke to them and Chuck Porter told me this was to be the new site of Dykeland Lodge, with access off of College Road. I thought at the time that it was a wonderful idea and told them so, throwing my support behind it. I spread the word in the neighbourhood that Dykeland Lodge were going to be our new neighbours. Other than the odd person concerned about increased traffic on College Road, and the need for an upgrade of the road itself, before any construction was allowed, there were not any real concerns. Gladys Manning has been a good neighbour on this road and has added to the residential, institutional, and agricultural usage of our area. Dykeland Lodge was welcomed.

- Judy Grant, Kingsview Dr

Local residents had numerous conversations throughout this past summer as we gathered outside in small (properly distanced) groups, while kids biked and played basketball or street hockey on Kingsview Drive and College Road. While there were questions on the scope of development and traffic impacts, consensus was, as Judy said, the subject property would be a wonderful location for the new Dykeland Lodge. Consequently, the current and future residents of the area would live with dignity in an idyllic country-like setting. We were enthusiastic about the opportunity to reduce crowding for the current residents who lived in an aged building and where they could, like us, wake up and enjoy the sight of the mist slowly rising, the deer majestically grazing on the land, a sneaky fox hunting down and pouncing on its prey, and numerous flocks of birds. What a wonderful way to spend their remaining years. We imagined Dykeland Lodge residents, seniors, and their families enjoying the green space, with room for pickleball courts, mini golf, lawn bowling or croquet, community gardens with raised beds, several outdoor gazebos and many benches and bistro style seating, to encourage getting outside with fresh air and the peace that comes from this beautiful location.

We assumed we would be adequately notified (more than a paltry token advertisement in the Chronicle Herald and Facebook post) of the proposed rezoning and there would be careful deliberation in order to retain the intention of the Municipal Planning Strategy, balanced with the need for Long Term Care and senior housing.

As you will see from this community report and the feedback provided directly to the Municipality, our community was blindsided by the scope of the proposed development

presented at the Public Information Meeting on January 13. We were equally as blindsided to discover that the rezoning to W-CR-CDD had not been just initiated, but it had already been approved, perhaps not intentionally but effectively covertly, in the Fall with no actual participation from the local community. A lack of attendance and participation does not signify support. It signifies either ambivalence or an inadequate notification method. Based on the response to this proposed development agreement, we can concur it was the latter.

The proposed development agreement, as presented at the Public Information Meeting, is vague and disturbing in what it contains and particularly what it lacks. There is scant information available on any dimension of this proposal for the community to make an informed decision, formulate specific concerns, and questions. Concerns over traffic and social and environmental degradation need to be addressed. Recently it has come to light that the local First Nations People have their own concerns.

We do not understand why the public information meeting occurred while Dykeland Lodge was unable or unwilling to engage with the local residents. We understand from a conversation with Krista Beeler, Administrator of Dykeland Lodge, that they are under an effective gag order until the Province provides them with a Project Manager. Why was the Public Information Meeting not delayed until the Developer could directly speak with the public? The Proposal itself was launched *fait accompli* and the residents were given a mere two weeks to respond.

The way this entire process has unfolded has given the impression of a rushed, secretive plan, formulated with the hope of bypassing the input from the local community and entirely disregard the Municipal Planning Strategy for this area. It makes many of the residents in our community feel that our concerns are of no consequence to the Municipality or Dykeland Lodge. In fact, most of residents on College Road were not even notified of the Public Information Meeting, while all residents of Haliburton Avenue (well beyond the 300 ft mailing perimeter) were all notified. This further lends weight to the thought that the Municipality does not care for the concerns and opinions of our community. Again, our concerns are not merely a “not in my backyard” attitude. Rather, real problems with the development, as shown in this report, need to be addressed.

Without a doubt, Dykeland Lodge needs improved and expanded facilities. This property could be a wonderful idyllic location for them within a very supportive, wonderful community. However, the current proposal seems to be one-sided in its inception. There needs to be cooperation and serious consultation with the communities affected by the planned development for the project to go forward. This proposed development has completed tossed out the Municipal Planning Strategy for this area, sacrificing our community in order to meet

multiple housing needs on a property that was planned and intended to continue to be residential.

Due to fears that this would be our only real opportunity for the voices of our community to be heard, we did grassroots, resident-driven preliminary community consultation. This is NO substitute for a proper community consultation – we have never done this before! We spent ONE DAY distributing a one-page information pamphlet to any resident who either answered their door or had a mailbox. We learned (sort of!) how to use Facebook and set up a group page. In the matter of several days, we raised funds and engaged a lawyer, not to prepare for a legal fight, but simply to spend several hours to educate us on the basics of planning processes. We have now learned how the process flows from rezoning (if needed), development agreement, development permit, and building permit and that the development agreement process is the last point at which the public is consulted.

Please come talk to us, engage with us, and seek to understand our concerns. We are reasonable people, but we will stand up for our community. Until further assessment, planning, consultation, and deliberation has occurred, our community's collective stance is that **this proposal cannot be approved in its current entirety if our Municipal Councillors respect their own Municipal Planning Strategy and declared policies.**

We formally request a stay on this development agreement in order to permit time for the following to take place in an open, transparent, respectful and collaborative manner:

- Traffic impact assessment, infrastructure plan, and timeline
- Environmental impact assessment
- Runoff water assessment and plan
- Engagement with First Nations
- Detailed proposed development
- Community consultation – collaborative sessions with both Dykeland Lodge and the Municipality

The remainder of this community report contains:

- Facts about our community and why we are so passionate about preserving it
- Questions and concerns related to how this proposed development aligns with existing Municipal strategies and policies
- Our preliminary community consultation approach, findings, and survey responses received by EOD Wednesday, January 26, 2022.

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College Road Community

Imagine you are walking through Windsor for the first time. You know about King's-Edgehill School, Long Pond, and the Dill Farm but little else about Windsor. You see a street that will take you past both. Great history and scenery are observed. Without the constant hum of passing cars and trucks, you can hear all the glorious sounds of nature. People from within and outside the community are walking and biking on the road, stopping to chat with neighbours. Everyone is friendly and waves hello. You come to a cul-de-sac and see children playing safely, riding tricycles, and learning to ride bicycles. A small child says, "Hello" to you. You say, "Hello" back and feel invited to walk up the street. Adults smile welcoming at the interaction from their lawn as they relax with a coffee. You learn from the children that there is a community-wide Easter egg hunt this afternoon and then there will be a street party in the evening. At the end of the cul-de-sac, you see six deer in the field, a flock of pheasants, and a red fox. You notice rare birds at a neighbour's bird feeder.

There is so much camaraderie here, no, so much community here, good, harmonious vibe among the neighbours. How many places like this are there left in Nova Scotia? This community is an essential part of what makes Windsor the best place to live in Nova Scotia.

Our Community

We are a residential and agricultural community located outside of Windsor's Town Centre along College Road. The area affected by the proposed development for Dykeland Lodge is large and diverse. Along College Road and Kingsview Drive, the land use is mainly in single-family homes and farmland, apart from the Gladys Manning Institution and Kings-Edgehill School. On the "backside" of the proposed development, Clifton Avenue and Haliburton Avenue are populated completely by long-standing, single-family residences. Many of these residents walk through King's-Edgehill School to make use of the College Road community's calm streets, fields, and walking paths for daily walks/runs, biking, cross country skiing, and fields in which dogs can run free.

College Road meanders for about 2 Km from Kings Street to dead end in farmland. Along the road is a number of single-family dwellings, King's-Edgehill School, Dill Family Farm, Kingsview Drive (a small subdivision on a cul-de-sac), farmland, and the Gladys Manning Home. While this lends itself to an almost bucolic existence for many of the residents, one need only walk down College Road when students are in transit to King's-Edgehill, during October's pumpkin craze at Dill Family Farm, during soccer season, or as there are deliveries or shift changes at Gladys Manning to realize just how narrow the road is. It also painfully makes one aware of the rough nature of the road itself.

Current vs Proposed Population and Density

College Road Community is home to approximately 195 residents (105 residents in 35 single family houses and 90 residents in Gladys Manning Apartments).

	Units	Residents (approx[1])
long term care facility	128	128
assisted living facility	42	42 – 84
housing for disabilities	10	10 – 25
independent living units	44	44 – 88
affordable and senior housing	80	80 - 240
TOTAL	304 units	304 - 565

Est Population Density (people per km^2)	Location / Scenario
399	Windsor
80 – 200	Current College Rd Community (higher estimate is when we don't count most of the agricultural land)
3004 – 5585	Proposed development density on the subject property

This proposed development would

- increase the College Road Community's population by an additional 150 – 290%
- be 38 to 70 TIMES more dense than its surrounding area.

[1] The proposed development includes 304 housing units, many of which may house more than one resident. Upon inquiry, neither the Municipality nor Dykeland Lodge disclosed information regarding the unit sizes and ratio of the 80 affordable and senior housing. The Long Term Care rooms are single occupancy. Many of the other units could reasonably house couples. The affordable housing and housing for disabilities could house families of four or more. These are our derived approximations for the realistic population of the entire proposed development.

Highlighted Resident Statements

The peacefulness, privacy, safety, and sense of community are what make the Kingsview Drive community special. From the first day I set foot in this community, it felt like home. I was able to relax and enjoy my surroundings without worrying about the safety of my child or pet.

The kids drove their bikes and scooters up and down the road without me having to be with them all the time, as I knew the traffic was low. If they had an accident at one end, I could hear them and come running. Often, a neighbour would be looking out for the kids too, even though they may not have kids themselves.

Neighbours were quick to introduce themselves, and we basically know everyone on the street. We support each other in the ways we can, and as you can see, band together when needed. If you accidently leave your door open or a car trunk, someone will let you know, or will just quietly close it for you to help keep things safe. We shovel each other out of snowstorms, and mow lawns for vacationers. We have rotating play centers - neighbours open up their homes, pools, playsets and trampolines to each other and are open.

This is all a part of my fondest memories in this neighbourhood; watching the neighbourhood kids running from home to home; playing with their friends in a safe zone; adults chatting in the middle of a random yard or the road, chatting while helping shovel or mow, or just shooting the breeze; supporting each other through lose and celebration.

- Janet AuCoin, Kingsview Drive

This community is a mixture of open spaces, farming, commercial, residential and institutional areas that merge into a cohesive delightful area to live in. I have lived her for 20 years and enjoy a gorgeous view of both Ski Martock and Gladys Manning. Sunrises and Sunsets are gorgeous. I can walk down my street without fear, and I most of the time traffic is not an issue on College Road. Children play road hockey, sidewalk chalk, ride bikes, basketball, ride scooters, on my street. Because this street is so quiet children can play outside with a parent only watching them from inside their home. If this proposal goes through as planned that lifestyle will be gone forever. If it is pared back to include Dykeland Lodge only or also some Seniors housing as well, I feel we can still keep our sense of rural community living.

- Judy Grant, Kingsview Drive

I absolutely love our community! It's quiet, country-like setting is perfect. We are close to amenities, but don't have to be right in the middle of them. You can look out your windows, at any time, and enjoy watching an abundance of wildlife. My favourite is watching all of the deer run and play together and when the geese are here. Watching them all take flight together and circle the field in the thousands is quite a site to see (and sound to hear).

Our community is tight-knit. We look out for each other. It provides a safe, supportive place for our families and especially our children to thrive. I love that my children have a safe place to play and enjoy the outside. I rave about the perfect balance of our community often. We live in such a beautiful place surrounded by a wonderful community of people. ❤️

- Crystal Gregory, College Road

College Road, particularly the section from the community mailbox to the entrance of the trails on the section of dirt road, is an important, quaint part of the community of Windsor. This road is a place for residents from all over to escape town, walk safely and enjoy nature. Every day, I see people enjoying our street who do not live here. A lady told me the other day in passing **"College Road is the safest street to walk on in Windsor."** She is right. This development could potentially change this entirely. This will affect not only the residence of Kingsview Drive and College Road, but citizens all over this town.

My questions are, what will be done to preserve this? How can we ensure we don't lose the quaintness, the safety and of course the nature? What guarantees do we get and what consequences will there be if these promises are not kept?

- Brian Gregory, College Road

The trails for walking and skiing adjacent to the Manning and College Road, the ponds, fox holes and other wild life that inhabit the area. There is no other area in Windsor like it.

- Barbara and Richard Redden, Haliburton Ave

Alignment with Municipal Plans, Strategies, and Policies

The tables below detail aspects of the proposed development which we believe do not align, there is not enough information to assess alignment, or for which we have questions concerning the alignment with Municipal strategies and policies.

We have also included Municipal Planning Strategy policies related to Residential and Institutional in our review, for the following reasons.

Institutional

- **Section 11.1:** clearly states that that homes for senior citizens is considered institutional
- **Policy 11.1.1:** requires that the Municipality rezone all such land being used for homes for senior citizens as Institutional (W-I).
- The current property of Dykeland Lodge has been zoned Institutional, according to policy 11.1.1.
- Why was the subject property not zoned as Institutional? Does not policy 11.1.1 require that it be rezoned as Institutional?

Residential

We have included some items pertaining to Residential zone due to the historical designation of the subject property as Residential and the longstanding intended future use of the land as residential. We understand that the Municipality has rezoned the subject property to W-CR-CDD, against the Municipal Planning Strategy and its policies:

- **Section 5.7:** clearly states Council's wish to limit the W-CR-CDD zone to the Gladys Manning property.

Notwithstanding our issue with the covert rezoning, we believe the residential intention must remain paramount in evaluating the current proposed development. Rezoning may likely have been required in order to permit a development agreement for Dykeland Lodge, but that should not mean that the Municipality gets to disregard all aspects of their longstanding plans for this area entirely.

Additionally, the subject property is not only adjacent to existing residential W-R2 land, but it effectively envelops the residential neighbourhood along Kingsview Drive. Under that lens, we further believe that there is value in considering the residential policies regarding development for this development proposal.

<table>
<tr><th colspan="2">Municipal Climate Change Action Plan</th></tr>
<tr><td>Direct excerpts from link</td><td>Community Questions and Comments</td></tr>
<tr><td>

▶ Goal 6: Be More Electric Vehicle and Active Transportation Friendly

<table>
<tr><th colspan="2">6.4 INTEGRATE ACTIVE TRANSPORTATION CONSIDERATIONS INTO LAND USE PLANNING DECISIONS</th></tr>
<tr><td>Cost</td><td>Staff time</td></tr>
<tr><td>Dept. Responsible</td><td>Planning and Development; Community Development</td></tr>
<tr><td>Timeline</td><td>Short term</td></tr>
<tr><td>Details</td><td>Land-use planning determines the type of transportation people need to use. Planning staff should incorporate active transportation related policies into the planning documents. For new large developments, discussions should include opportunities to promote active transportation in the planned community or building where relevant. Ensure planning documents reflect active transportation opportunities through closer communities, connecting paths, and sidewalks and bike lanes.</td></tr>
</table>

</td><td>

How is Active Transportation being considered with this development?

- The significant increase in traffic on College Road will decrease the safety of cyclists on the road and discourage active transportation use.
- Also, having such a dense development this far from downtown will increase car traffic into town and put greater strain on available parking.

</td></tr>
<tr><td>Direct excerpt from 2021-11-08 Recommend from Staff to PAC regarding College Road, Windsor PID 45336203 link</td><td>Community Questions and Comments</td></tr>
<tr><td>The Municipal Climate Change Action Plan (MCCAP) for Windsor (2014) highlights two simulated flooding scenarios. The first scenario is based on a storm surge that occurred in 1997, which shows the expected damage is to occur along the coastline. The second scenario shows the simulated flooding extent for probable maximum flood due to climate change. Under this scenario most of the community of Windsor will experience extensive flooding. The subject property in this application does not appear to be affected under this scenario, however College Road itself may experience flooding.</td><td>As proposed, the only roadway into the subject property is vulnerable to flooding. Any roadway to Highway 14 would have the same vulnerability.

It would be irresponsible to permit the development for a vulnerable population whose only roadway access has been identified by that same Municipality as being vulnerable to flooding.</td></tr>
</table>

Street Calming	
Map 2 - Transportation link Direct excerpt from link	Community Questions and Comments
Appropriate Streets for Traffic Calming Local Roadways • The primary function of local roadways is to provide access to adjacent properties. Local streets are not intended for use as through routes or as important links to move traffic within an area's overall road network. The local roadways carry traffic volumes in the lower range of less than 2,000 vehicles per day. Collector Roadways • Collector roadways balance access to adjacent properties with the need to collect and distribute residential traffic travelling into and out of a neighbourhood. Collector roadways carry traffic volumes in the range of 1,000-7,000 vehicles per day. Collectors help circulate traffic within individual neighbourhoods.	Please confirm that the proposed development will not be permitted to connect to Kingsview Drive, since it is classified as a local roadway per *Map 2 – Transportation*.

MUNICIPAL PLANNING STRATEGY Map 1 – Generalized Future Land Use
Community Questions and Comments
Map 1 – Generalized Future Land Use (link) identifies the subject property's intended future land use as residential. • Why was it rezoned to W-CR-CDD? • Putting Dykeland Lodge on the property is not a huge deviation from residential – given size of lot there is some argument to be made that it still falls into the spirit of the lot's designation. But there are many other provisions in the Municipal Planning Strategy to permit the development of a Dykeland Lodge without rezoning to W-CR-CDD. • What is proposed is a huge deviation from residential and entirely disregards the subject property's intended future land use per the Municipal Planning Strategy.

MUNICIPAL PLANNING STRATEGY 2.3 – General Issues and Challenges	
Direct excerpts from *Municipal Planning Strategy* link	Community Questions and Comments
The household survey, public meetings and research undertaken during the 2001 Plan Review identified the following general issues and challenges facing Windsor:	
• Preserving the historical character and appearance of Windsor.	• This dense, sprawling development is completely out of historical character and appearance for the area. • College Road Community contains KES, Long Pond, and Dill Farm – adopted symbols of Windsor and all with a long history. **Adopted symbols of Windsor which represent the historical character and appearance include King's-Edgehill School, Long Pond, and Dill Farm – all located in the College Road community. Additional importance should be placed on preservice the historical character and appearance of this community.**
• Preserving and protecting active farmland within the Town.	• The subject property, while not classified as agricultural, has been used as farmland for over 40 years. • Has there been any investigation on the possible impacts the construction could have on the neighbouring Dill Farm farmland? • For example, the prevailing winds often blow from the subject property over the Dill farmland. • What dust control measures should be required? • What possible impacts to the safety of the food grown next to a potential ten-year construction site

	with hazardous materials / materials not safe for consumption?

MUNICIPAL PLANNING STRATEGY 3.1 – Overall Concept	
Direct excerpts from *Municipal Planning Strategy* link	Community Questions and Comments
Emphasize and strengthen the role of Windsor as the **best place to live in Nova Scotia** and a thriving business and service centre for the region by **protecting and enhancing** the **residential** and commercial **environments**.	• Windsor is one of the oldest communities in Canada. The historic character and appearance are not that of an urban center or suburb. • College Road Community contains King's-Edgehill School, Long Pond, and Dill Farm – adopted symbols of Windsor and all with a long history. • How does this proposal, in its entirety, protect and/or enhance the residential environment? • How would this dense development in its entirety emphasize or strengthen the role of Windsor as the best place to live in Nova Scotia for our seniors? • Contrast that with our vision of a long term care facility and senior living with dignity, preserving our idyllic county-like community from this report's introduction – wouldn't this better live up to this objective?
3.1.1 Development Principles	
• Encourage compact residential and commercial growth similar to existing development in the older sections of Town which makes best use of municipal infrastructure including roads, sidewalks and water and sewer services.	Why then is this compact, dense residential and commercial growth outside of the Centre Town?

• Maintain close control over the location, scale and design of new multiple unit residential development.	What close control will Council maintain for this development?
• Protect active farms and agricultural dykeland from encroaching development.	• What are the possible impacts to the dykeland below College Road? Same questions/comments as in above, namely: • The subject property, while not classified as agricultural, historically been used has been farmland for over 40 years. • Has there been any investigation on the possible impacts the construction could have on the neighbouring Dill Farm farmland? • For example, the prevailing winds often blow from the subject property over the Dill farmland. • What dust control measures should be required? • What is the flow of the water runoff? Does it flow from the subject property into the Dill farmland? • What possible impacts to the safety of the food grown next to a potential ten-year construction site with airborne or water soluble hazardous materials / materials not safe for consumption?
3.1.2 Design Principle	
Adopt design and development initiatives which promote attractive streetscapes and facilitate both vehicular and pedestrian traffic movement.	In order to support this development, College Road needs to be widened and sidewalks added. **What will be done to preserve the very attractive old-growth tree-lined streetscape on College Road?**

3.1.2.1 Design Initiatives	
• Introduce architectural design guidelines which preserve existing buildings and ensure that new development in both the residential and commercial areas of the Town is reflective of and compatible with existing buildings and neighbourhoods.	How do these guidelines apply to this project?
• Promote the development of interconnected streets and other measures to address traffic issues.	Subject property is on a dead-end street with limited options for interconnections. **Option 1: Connection to Highway 14** This is problematic as the traversal would be through dykelands and agricultural property. This connection has a larger risk of flooding than College Road itself. **Option 2: Connection to Haliburton Avenue** Haliburton Avenue is designated as a local roadway, so this designation would need to be changed to a collector roadway. **Option 3: Connection to Clifton Avenue** Most of Clifton Avenue is already designated as a collector roadway.

MUNICIPAL PLANNING STRATEGY 4.18 – Housing	
Direct excerpts from *Municipal Planning Strategy* link	Community Questions and Comments
It shall be the policy of Council to require adequate recreational space for multiple unit residential development.	We would like more details about this. • Is this just indoor space? • What recreational opportunities will the community center provide? • What about outdoor recreational space?

Policy 4.18.1	
encourage the provision of housing adequate to meet the needs of all residents of Windsor. Council will encourage affordable housing, special- needs housing and rental accommodation to develop **in a manner that is sensitive to the needs of** those being served and **the entire community**.	How is this proposed development, in its entirety, sensitive to the needs of the whole community?

MUNICIPAL PLANNING STRATEGY 5.4 – High Density Residential	
Direct excerpts from *Municipal Planning Strategy* link	Community Questions and Comments
Policy 5.4.4	
It shall be the policy of Council to restrict the number of rooms permitted in a boarding house and residential care facility located in a residential zone.	What limitations will Council put on the number of rooms / units / residents permitted on this subject property?
Policy 5.4.5	
It shall be the policy of Council to require adequate recreational space for multiple unit residential development.	We would like more details about this. • Is this just indoor space? • What recreational opportunities will the community center provide? • What about outdoor recreational space?
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:	
(b) the height, bulk, lot coverage and appearance of any building is compatible with adjacent land uses;	No other adjacent land uses have even close to this extent of lot coverage. What does Council think are reasonable restrictions on the bulk and lot coverage to ensure this development agreement is compatible with adjacent land uses?
(c) the development is considered compatible with the residential character of the area with respect to traffic generation and population density;	**The potential density of the entire development, as proposed, is way out of proportion and entirely incompatible with the surrounding areas.** Our rough figures indicate that the population density could be 38 to 70 times more dense than the surrounding areas. **We request that accurate population density of the current College Road community and area be shared by the Municipality to inform Council and the public.**
(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;	Municipality needs to consult with the local community regarding which measures they will require to minimize effects on the existing residential properties. The current proposal puts the commercial and community center directly in the backyards of the existing Kingsview properties with no buffer, setbacks, safety considerations. As proposed, **this would result in a complete loss of privacy for some Kingsview properties.**

(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;	• Is open space meant to be outdoors? • How are the proposed renderings adequate? • The green space does not look nearly adequate for the number of units that are proposed.

MUNICIPAL PLANNING STRATEGY 5.7 – College Road Comprehensive Development District	
Direct excerpts from *Municipal Planning Strategy* link	Community Questions and Comments
Matters that Council shall consider prior to the approval of an agreement include compatibility of uses and structures, servicing requirements, vehicle and pedestrian traffic, environmental suitability of the site, financial capability of the Town to absorb any costs relating to the development, and timeliness of the development.	See questions and comments already covered. **This proposal is talking about exposing a well-established residential community to a prolonged ten year development**. We and the Municipality need further information from Dykeland Lodge regarding the phases and timelines for this development.
Policy 5.7.4	
It shall be the policy of Council that a development agreement for the development of the College Road CDD shall only be approved when the following conditions have been satisfied:	
(a) the proposed agreement is not considered premature or inappropriate in terms of the adequacy of existing and proposed roads and pedestrian routes within and adjacent to the College Road CDD;	**How is this NOT premature and inappropriate at this time?** Per our previous comments, a second roadway that is not vulnerable to flooding is required to be established. Otherwise, this proposed agreement is too premature. See also comments and questions from • 3.1.2.1 Design Initiatives; • Municipal Climate Change Action Plan

(b) the development agreement is consistent with the intent of Policy 5.7.3 and **other relevant policies of the Municipal Planning Strategy**;	There are appear to be many relevant policies of the Municipal Planning Strategy for which this proposed development agreement is either not consistent or not enough information is provided to assess consistency.
(f) the provisions of **Policy 16.3.1.**	(see below on Policy 16.3.1)

MUNICIPAL PLANNING STRATEGY 9.1 – Mixed Use in the Residential Designation	
Direct excerpts from *Municipal Planning Strategy* link	Community Questions and Comments
It shall be the intention of Council to consider mixed use residential/commercial developments with two or more dwelling units by development agreement in areas designated Residential subject to the following:	
(a) the **density, scale** and architectural design of the development are **compatible with the surrounding area**;	The potential density and scale of the entire development, as proposed, is way out of proportion and entirely incompatible with the surrounding areas. Our rough figures indicate that the population density could be 38 to 70 times more dense than the surrounding areas. We request that accurate population density of the current College Road community and area be shared by the Municipality to inform Council and the public.
(d) the proposed development does not compromise the residential integrity of the area;	The current proposed development in its entirely absolutely compromises the residential integrity of the area.

(f) the **commercial use is located at the street level** and does not exceed one-third of the total floor area of the development;	The commercial space in the proposal is two stories. Will Council follow the spirit of this policy and apply it to this proposal?
(g) adequate landscaping, open space and natural or artificial buffering is provided;	The Municipality must engage with existing residents to discuss and determine requirements for buffering.

MUNICIPAL PLANNING STRATEGY 11.1 – Institutional	
Direct excerpts from *Municipal Planning Strategy* link	Community Questions and Comments
As the regional service centre and the county seat for Hants County, Windsor has a considerable number of institutional land uses. Among these are educational facilities and **homes for senior citizens**. The Hants Community Hospital, churches and museums also fall into this category. Some of these institutional uses are relatively isolated while others are located in predominantly residential neighbourhoods. Because of the amount of traffic and noise that may be associated with them, some institutional uses have a significant impact on their surrounding neighbourhood. For this reason, new institutional uses will be permitted only by development agreement to allow Council more control over the development. **The Land Use By-law will contain abutting zone requirements and will require a larger minimum lot size to help mitigate negative effects.**	By rezoning to W-CR-CDD instead of Institutional (in line with the current Dykeland Lodge property and according to policy 11.1.1), the abutting zone requirements in Land Use By-law are avoided. The intention of the abutting zone requirements is to help mitigate negative effects to adjacent properties. **Will Council uphold these abutting zone requirements for this development, per the intention of the Municipal Planning Strategy and Land Use By-Laws?**
Policy 11.1.1	
It shall be the policy of Council to establish an Institutional (I) zone to be applied to existing institutional uses.	**Will Council follow its policy and apply the Institutional zone to this property as its use is homes for senior citizens?** • Why wasn't the subject property re-zoned to Institutional instead of W-CR-CDD?

	• The property for the current Dykeland Lodge is zoned Institutional per this policy.
Policy 11.1.2	
It shall be the policy of Council to encourage institutional activities to locate on relatively large lots that will minimize their potential effects upon adjacent areas as well as better accommodate the number of persons who use such facilities.	Agreed this is a large lot, but the density is not in alignment with the intention of this policy.
Policy 11.1.3	
It shall be the policy of Council to regulate setbacks in the Land Use By-law which encourage buffering of adjacent non-institutional uses.	Similar comment as for 11.1.1, namely: By rezoning to W-CR-CDD instead of Institutional (in line with the current Dykeland Lodge property and according to policy 11.1.1), this policy isn't applicable. **Will Council uphold the intention and the minimum setbacks for this development, as if it were Institutional?**
Policy 11.1.4	
It shall be the policy of Council to consider new institutional uses in any designation by development agreement subject to the following:	Per this policy, the following must be considered for this proposed development agreement.
(b) the noise and traffic generation of the proposed use is not excessive in relation to the existing development pattern of the area;	How is this possibly NOT excessive? Currently there are 195 residents. Our estimates indicate there could be an additional • 304 – 565 residents • 285 employees for the Long Term Care facility

	In addition to the traffic from • Visitors and family • Employees for the other housing facilities • Commercial space • Community center
(e) **any structure will be architecturally compatible with neighbouring structures** and if the proposed development is located in an Architectural Design Control District, the architectural design of the development is reasonably consistent with the provisions of the Architectural Design Manual;	Architectural compatibility results from designing and building facilities in harmony with their natural and man-made surrounding and environment. The proposed structures, taken individually, would be architecturally compatible, however we dispute that the entire site plan will be architecturally compatible.
(f) adequate open space, landscaping, buffering and separation distances will be provided;	There is very little open space, minimal landscaping, no buffering and separation between buildings within the subject property and adjacent existing neighbourhood and properties.
(h) the provisions of Policy 16.3.1.	See below on Policy 16.3.1

MUNICIPAL PLANNING STRATEGY 16.3 – Land Use By-law Amendments and Development Agreements	
Direct excerpts from *Municipal Planning Strategy* link	Community Questions and Comments
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:	

(iii) the adequacy of fire protection;	College Road is the only access as current planned and identified as a flood risk. Property backs onto woods. Event of wildfire or building fire during flood?
(iv) the adequacy of road networks adjacent to, or leading to the development; and	**We consider the development agreement to be premature given the current lack of adequacy of the road networks for the potential magnitude of traffic.** A traffic infrastructure plan that includes an alternate access point not subject to flooding risks should be required prior to finishing consideration of this development agreement.

Preliminary (Community-Driven) Community Consultation

Process and Limitations

The Community Response was formulated by a rapid, preliminary community consultation in the form of feedback using a paper and online survey, through a Facebook page, and by phone and in-person discussion conducted by going door-to-door. The depth of the survey was hindered by the short notice given to the group by the Municipality of Windsor West Hants; only seven days were available to receive community feedback for inclusion in this report.

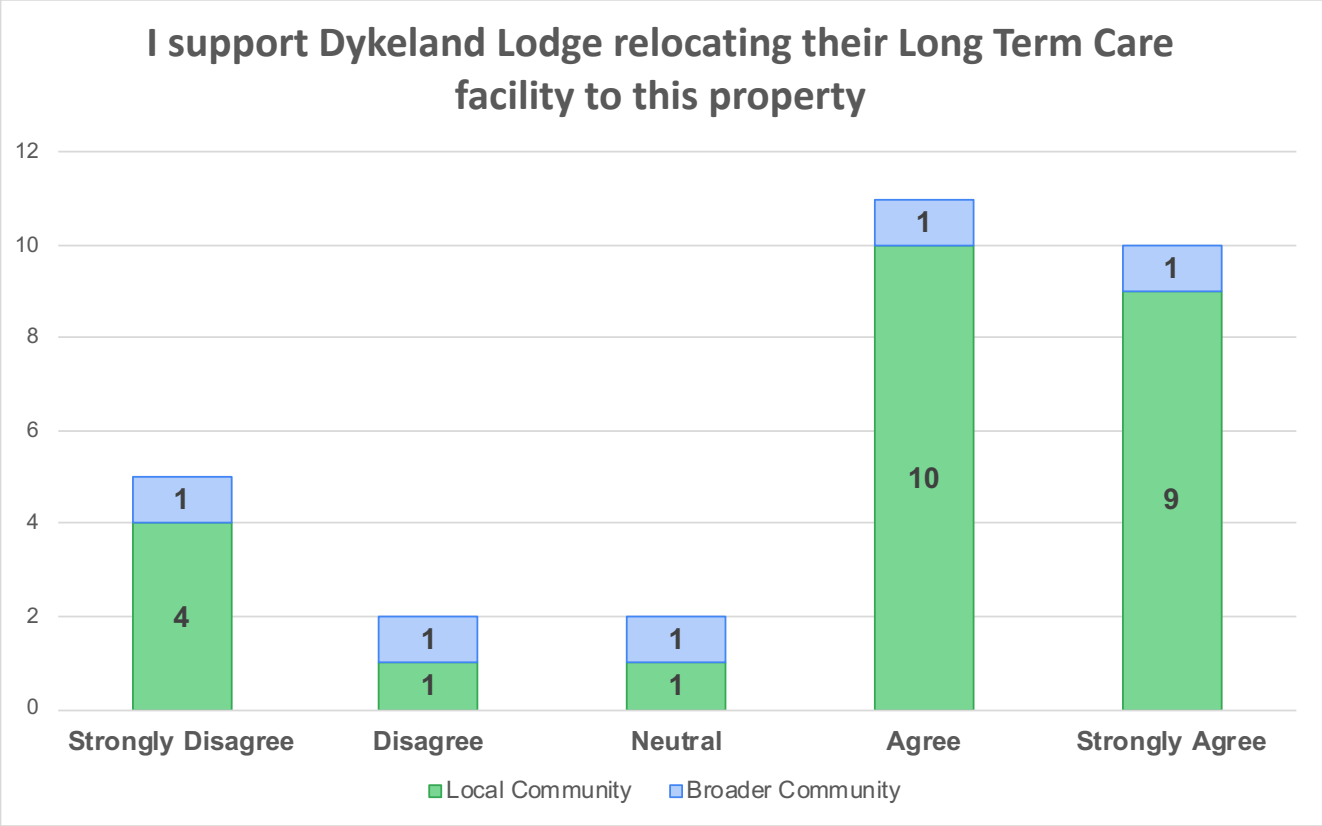
A one-page pamphlet was distributed door-to-door on Kingsview Drive, College Road, Haliburton Ave, and parts of Clifton Ave.

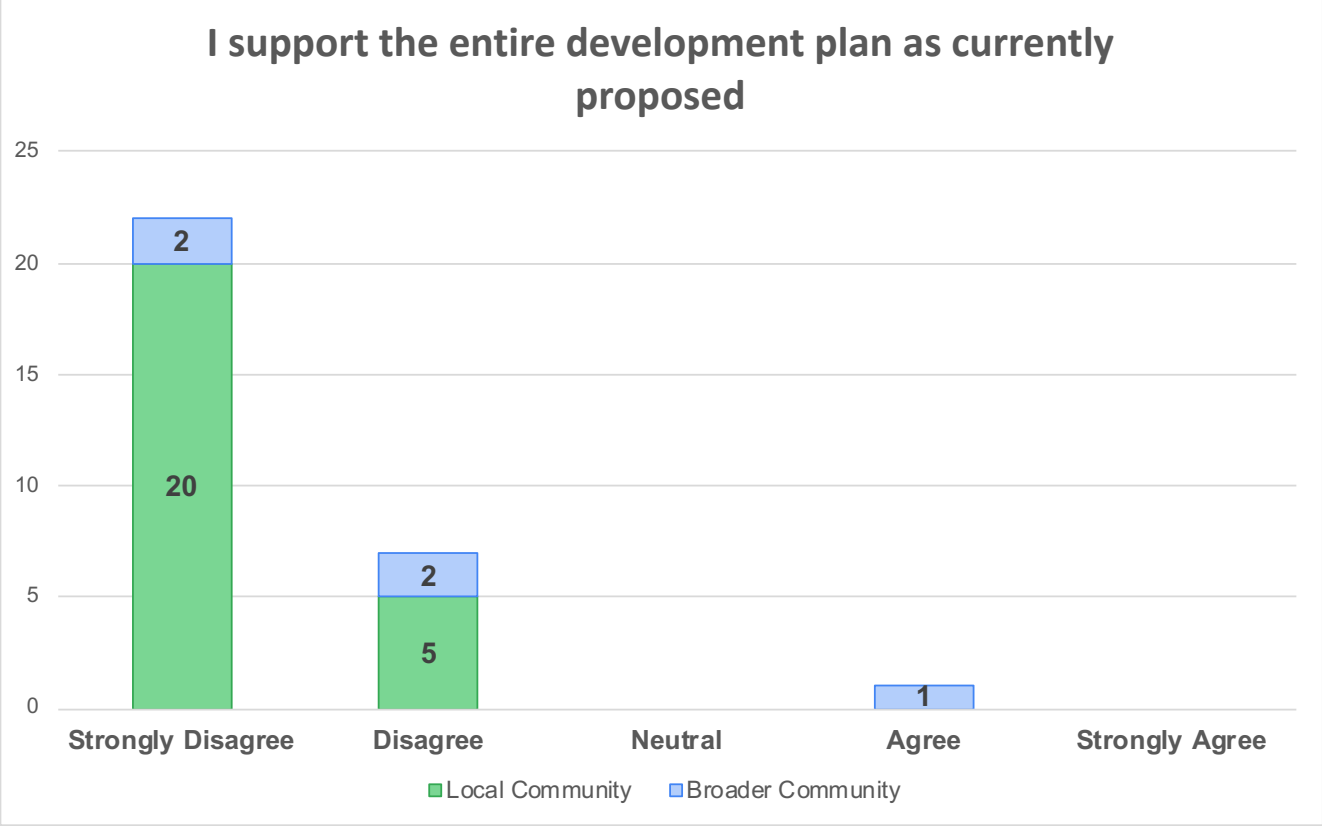
Limitations

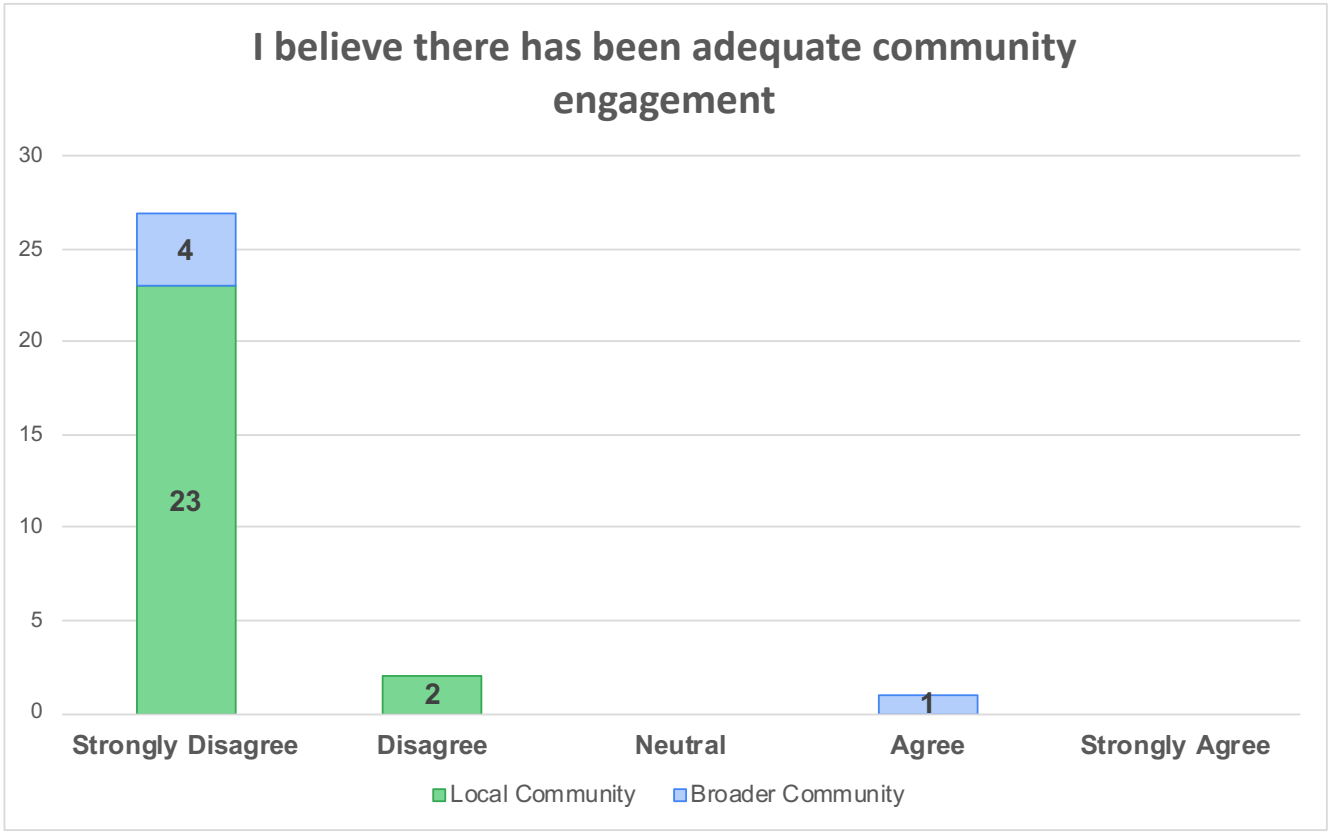
- Very little time to prepare pamphlet and survey.
- Very little time to receive responses to include into this report.
- Lack of experience since this was community driven, not municipality driven – lots of lessons learned (see next point!)
- An earlier version of the survey was submitted to Gladys Manning residents, which did not have the quantitative questions.
- The first couple submissions of the online survey did not have the quantitative questions nor were names required as we were unaware of the Municipality's policy against Anonymous feedback at that time.
- COVID gathering restrictions meant we were unable to host information sessions.

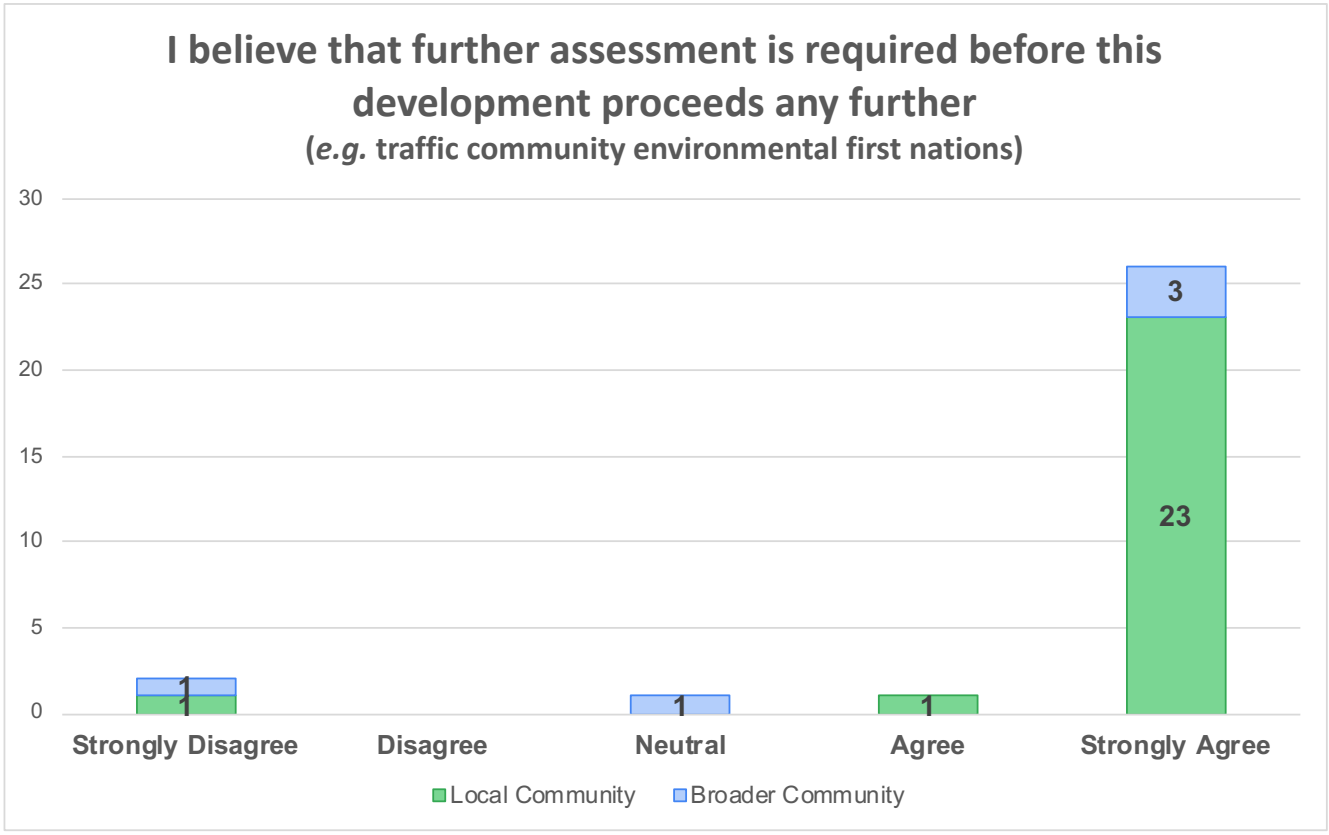
Numeric Survey Results

Please note, only 30 of the 56 survey responses received had a the numeric strongly disagree to strongly agree questions. The remaining 26 surveys were from an earlier version which did not include these questions, due to the rushed nature of our efforts.


I support Dykeland Lodge relocating their Long Term Care facility to this property
12
10
8
6
4
2
0
1
4
1
1
1
1
1
10
1
9
Strongly Disagree
Disagree
Neutral
Agree
Strongly Agree
Local Community
Broader Community


I support the entire development plan as currently proposed
25
20
15
10
5
0
2
20
2
5
1
Strongly Disagree
Disagree
Neutral
Agree
Strongly Agree
Local Community
Broader Community


I believe there has been adequate community engagement
30
25
20
15
10
5
0
4
23
2
1
Strongly Disagree
Disagree
Neutral
Agree
Strongly Agree
Local Community
Broader Community


I believe that further assessment is required before this development proceeds any further
(e.g. traffic community environmental first nations)
30
25
20
15
10
5
0
1
1
1
1
3
23
Strongly Disagree
Disagree
Neutral
Agree
Strongly Agree
Local Community
Broader Community

Community Feedback Responses via Online Survey

Respondent #1

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood
College Rd

Your Name
Joe Thompson

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

How do they plan to address future traffic issues during construction when they're is already access and traffic issues as is and how will this be addressed when construction is done.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

Traffic is already an issue and three times the traffic is not going to help with that and will be much harder on the road. A one hundred year old road will not support the vehicles needed for construction.

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

I have no issue with the development but proper infrastructure must be established first. Benefit is unclear.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

A nice quiet little street. Sledding at kings hill.

Respondent #2

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Corner of College Rd and Kingsview Dr.

Your Name*
Brian Gregory

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Disagree
I support the entire development plan as currently proposed.	Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

College Rd, particularly the section from the community mailbox to the entrance of the trails on the section of dirt road, is an important, quaint part of the community of Windsor. This road is a place for residents from all over to escape town, walk safely and enjoy nature. Everyday I see people enjoying our street who do not live here. A lady told me the other day in passing "College Rd is the safest street to walk on in Windsor." She is

right. This development could potentially change this entirely. This will affect not only the residence of Kingsview Dr and College Rd, but citizens all over this town.

My questions are, what will be done to preserve this? How can we ensure we don't lose the quaintness, the safety and of course the nature? What gaurentees do we get and what consequences will there be if these promises are not kept?

Another question I have is for the planning committee. Why did you not think to advise and request feedback from the entire community? There are people who this would literally be happening in their backyards and they were not consulted. This is unacceptable and extremely disappointing!

One final question is, how do we benifit from this? Will we have access to the community center as it is currently planned? Will there be any potential recreation spots we may have access to? Is there anyway that this development will improve or add to our quality life once completed?

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

My personal concerns during the construction is primarily surrounding the length of construction. Obviously, the quality of life enjoyed by the surrounding residences will be greatly affected and deminshed. One, even two years of construction and heavy equipment would be unenjoyable, but ten years would be better described as unbearable. Every day there will be heavy equipment driving up and down our road, loud construction noises, starting early in the morning and likely going into the late evening and of course construction crews. I've experienced these types projects and I would not want to live next to one. Not to mention the mess of mud that will be a permanent fixture all over our roads for at least a portion of the ten years.

My concerns once the project is complete is mainly concerning the increased traffic on our street. How will this be handled? Will there be an upgrade to our street? How will this impact residences? Will there be side walks installed? Will there be intersection or new roads added or connected and how would that look? Will the nature trails be affected? In regards to the low income side of housing; will this only be offered to seniors? Or will we start to see low income families moving in? With the increase of parked cars, is there a plan to increase police presence on our street?

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

I personally think the community of Windsor has more to lose than gain from this development at this location. I fully support the need for long term care and affordable housing, but I think putting it at this location will ultimately be an irreversible mistake. The only gain I can currently see is, potentially, housing values may increase, but the only person who will benifit from this is someone planning to sell their home. Because obviously as values increase so will property taxes, which are already too high, but acceptable because of our current quality of life.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

This particular part of the community is so unique! You will not find another like it. As mentioned above, everyday I see so many people walking, biking, running or just thoroughly enjoying our neighborhood. It is really an essential part of town where people can get away from town and just unwind. I personally love living here. I can walk out of my door yard in a matter of 5 minutes be enjoying the scenery and peacefulness of farm land. In 10 minutes, I can be on trails engulfed by nature, watching deer, fox and of course geese. In 15 minutes, I can be walking along a beach listening to the water currents flow through the river and in 25 minutes I can be down town. My point is, this is a much needed utopia. The best of all worlds and I'm afraid we will lose something we will never be able to get back with this development.

Respondent #3

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Collage Rd

Your Name*
Cheryl Barker

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Strongly Agree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

Will our elected officials allow the taxpayers to participate in the decision making, by listening and considering ways that would make this project a success for all.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

Traffic on a residential street! There should be a second access road that is not from Collage Road .Imagine a forest fire or some other disaster with both roads within a

stones throw apart emptying on a small street(Collage Road).Firetrucks ,ambulances ,residents all in a great bottleneck .

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

Dykeland has been in need of a better facility for some time. I have no problem with that happening. I do have a problem with the magnitude of the proposal.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

Quiet street, wild life ,birds, beauty of the seasons seen in the fall with the trees ,snow fall in the fields and gardening.

Respondent #4

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
College rd

Your Name*
Michelle Magee

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Strongly Disagree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

We purchased our house 11 years ago and chose this property because of the quiet surroundings. Having this development in our back yard will increase noise and traffic

significantly. College rd will need to be widened and we would loose property. All of these are reasons we would vote a hard no on having this proposal go through!

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

Respondent #5

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
College Rd

Your Name*
Crystal Gregory

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Neutral
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

Why didn't the developers inform all of the surrounding area, and the rest of town, of this proposed development? It will have an impact on more than, just, Kingsview Drive.

This seems like a "let's do the bare minimum to inform people about this project, so we can get it started before anyone can make a fuss." kind of tactic. A, total, disregard of the

impact that this development will have on the lifestyle and well being of the current residents.

Is this, really, the best location for this? Perhaps there is another area in town that is more suitable and will have less impact.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

1. I'm concerned that this development will take our neighborhood from a relaxed, quiet, country-like setting to a busy town-like setting.

If I wanted to live in a busy town area, then I would have purchased one of the many houses, in town, that we looked at before purchasing this one. We were drawn to quiet area full if wildlife.

2. Kingsview Drive provides a safe and convenient area for the children of this neighborhood to play. They use the cul-de-sac for basketball, hockey, biking, scootering, nerf gun games, side walk chalk, tennis, etc... It provides an area that can be seen from our houses so we can monitor and supervise them and be confident that they are safe while they play. This development will eliminate this. This strongly effects the youth and parents of this neighborhood. This road is a safe haven for our children to continue to be happy, healthy kids (both physically and mentally). This is an extention of our homes. Even more so when activities and events are limited within communities due to uncontrollable events, such as pandemics.

3. Increased traffic flow. This scale of development will bring an increase in traffic flow to, both, College Rd and Kingsview Dr. These roads are prime areas for walkers, joggers, bikers and dog owners to walk their dogs. The increase in traffic will severely hinder the safety and enjoyment of these well loved activities of these roads. This doesn't just impact the residents of College Rd and Kingsview Dr, but the entire community of Windsor that uses these roads for recreational purposes.

4. Effects on wildlife. Though, we may be close to town, our area is abundant in wildlife. We are home to dozens of deer, pheasants, hawks, red fox, grey fox, ducks, and tens of thousands of geese that visit here between August and January every year. What impact will this development have on these animals and their desire to be/thrive in this area?

5. Inconveniences from construction. Having to deal with the construction of this development will be bad enough with the noise and trucks driving by constantly, but the thought of that over a prolonged period of time (10 years) is dreadful. My young boys will be old enough to move out by then. That means that our last years to enjoy our forever home, with them, will be spent listening to construction and development of that property. That's disheartening.

5. Unnecessary commercial development. The proposed commercial area and community center will attract, even more unwelcomed traffic to our quiet neighborhood. It is unnecessary. There are other pharmacy, shops, food establishments, shops, etc... located just minutes from here. A second community center is not needed. The community center, in town, is already underutilized. If the purpose of this is for the seniors, then a multipurpose room within the main building would provide the same benefits and wouldn't require the residents to leave the comfort of their building. That would provide a safer and more convenient alternative.

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

I acknowledge that Dykeland Lodge is in need of another housing facility. I respect that the development is intended to provide much needed housing for seniors. However, the scale of this development, for this area, is too excessive. I feel another location should be sought after or a single building to provide seniors housing with an entry/exit access on Clifton Ave. or College Rd. Should be settled on.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

I, absolutely, love our community! It's quiet, country-like setting is perfect. We are close to amenities, but don't have to be right in the middle of them. You can look out your windows, at any time, and enjoy watching an abundance of wildlife. My favourite is watching all of the deer run and play together and when the geese are here. Watching them all take flight together and circle the field in the thousands is quite a site to see (and sound to hear). Our community is tight knit. We look out for each other. It provides a safe, supportive place for our families and especially our children to thrive. I love that my children have a safe place to play and enjoy the outside. I rave about the perfect balance of our community often. We live in such a beautiful place surrounded by a wonderful community of people. ❤️

Respondent #6

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
College Road

Your Name*
Sally Fergusson

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Agree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

Who is the developer?

Why was not the public informed of the plans for a dense village until just recently?

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

1. Traffic congestion on College Rd and at the intersection on King St.

2. Loss of a unique ecosystem for various animals and birds.

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

My objection is to the location of the dense village and the lack of transparency regarding the nature of the development as opposed to the building of a long term care facility as proposed.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

I used to enjoy the lake.

Respondent #7

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
College Road

Your Name*
Joan Austin

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Agree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

Will alternative access for construction vehicles be created to avoid College Road? Ten years is a long time to suffer that sort of traffic.

Why can't the existing Dykelands property be converted into low cost housing when it's vacated? It's a good sized building with plenty of parking.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

The increased traffic is a serious concern, particularly if there is to be ten years of construction traffic on this narrow road.

Decline in property prices.

Too much in too small a space!

I do not think we need a community center or strip mall. With the taxes Windsor charge, nobody is going to take up units for the likely return. I think most people would prefer to go into town and both buildings will be white elephants, The developers / planners are offering these as sweeteners to help push the plans through.

Is anybody actually going to listen to us, or is this already a done deal and they are just paying us lip service?

If the lake is not going to be reinstated, that would be a perfect location.

This is a semi rural area, this development looks more like inner city.

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

It could be a lovely development where it is a pleasure to live but what is being proposed is gross over development which would result in unhappiness all round, especially for those living adjacent to it. The whole thing needs downsizing.

I'm not sure about any benefits to our community, we seem pretty good as we are, thank you, but neither can I see any disadvantages. I do query the thinking behind creating developments for seniors in "out of the way" places and ending up with mini "geriatric cities" like The Crossing.

College Road and it's environs is a lovely little corner of Windsor which must not be spoiled by the greed of developers. I think everybody initially believed it was just going to be Dykelands relocated, how did it end up as this? (Or is that what we were meant to believe?)

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

I've only lived here for five years so I'm new to the community, but I love it here and I'm very happy. Everybody is so friendly and helpful, I really feel as though I belong. If a community gets too big, it loses it's cohesion. I've come from an urban area where there is no community spirit, so I really appreciate what we have here and would like it to continue.

Respondent #8

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
College Rd

Your Name*
Neil Kennedy

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Agree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

This is very rural community on a dead end road that is not suitable for the increased traffic nor ie the road in good condition.I fully support the relocation of Dykeland Long Term Care and possibly assisted living.I believe it is very poor planning to consider

building units so far out side of town where many individuals may not have their own transportation nor is there transportation.I have not used the community centre in a number of years but I believe the present location is best.A strip mall!

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

Long term care facility

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

Quiet rural area

Respondent #9

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Corner of King Street and College Rd

Your Name*
Phil Ellwood

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Strongly Disagree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

Too much traffic and noise.

The rezoning is in violation of the Municipal Planning Strategy which state: ...limit the CDD (College Road Comprehensive Development District) to the Gladys Manning Property.

Environmental impact in a sensitive dykeland area.

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

More senior and affordable housing is required. This is just the wrong location.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

The fields, the low traffic due to the dead-end.

Respondent #10

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
King and College

Your Name*
Angela Rubino

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Strongly Disagree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

Respondent #11

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood **Your Name**

Kingsview Drive

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

Construction timeframe, use of Kingsview drive.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

Traffic, environmental impact, wildlife, noise polution

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

LTC beds/dykeland. housing is needed

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

people, wildlife, peaceful walks

Respondent #12

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood **Your Name**

Kingsview

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Strongly Agree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

How far into the planning process is this project and why has it been done with so little community engagement.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

Traffic, children's safety especially during the construction phase, surface water run off, property value impact, and the change in the nature of our community.

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

Our community and our province needs more long term care facilities. Our seniors also need to have affordable and assured living options in addition to long term care.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

Respondent #13

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Kingsview Drive

Your Name*
Judy Grant

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Strongly Agree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

Notification of the Public meeting via letter was not sent to the residents of College Road yet it was sent to the residents of Halliburton Ave who are not within 300 feet of the proposed property. Why is that? Why was this restricted to 300 feet? Does the municipality feel that this development will not affect the residents of College road?

Rezoning was done with virtually no notification of the public except the Chronicle Herald which I do not subscribe to.

The existing community center in Windsor is under underutilised now. We definitely do not need another one.

Water flow and flooding is a constant concern on Kingsview Drive. Two of the homeowners had flooded basements just this week with the rainstorm we had, and my home has flooded 3 times in the past. I have had to install 2 French drains in my backyard to accommodate the drainage and watershed off of the hill where this project is proposed. I am very worried what changing the topography of the land to build this village will do to impact us on Kingsview as it will changes the flow of water.

I wanted to see the environmental impact study that should have been done for this project but we cannot find that. Has there been one done??

Traffic will be affected in a major way. There are times when I now sit at the end of College Road for 5 minutes waiting for an opportunity to pull out onto KIng Street. This proposal as it stands will make that wait unbearable and force people to cut through Kings Edgehill school more often. An alternate or secondary route will have to be found to accommodate the extra traffic.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

Construction Noise, Debris, Safety issues of children playing outdoors, dust, wildlife habitat lost, traffic congestion, widening of Kingsview Drive may be necessary

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

Dykeland Lodge need an new home as the present one has long ago reached it's peak. I don't dispute that and welcome them to our area and our community. They could be and would be a wonderful addition to our quiet community of children playing and green spaces. Additional seniors housing supported by Dykeland tucked in around the LTC facitity could also be added to increase housing that is desperately needed in this area, as in all of Nova Scotia. This added housing must fit the space to allow for recreational areas to exist, such as walking trails, pickle ball, lawn bowling, etc. There is no need to sandwich in housing so as to make people feel like sardines in a can. Expansive views can

be maintained and people can be treated with dignity and offered housing that is both beautiful and functional.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

This community is a mixture of open spaces, farming, commercial, residential and institutional areas that merge into a cohesive delightful area to live in. I have lived her for 20 years and enjoy a gorgeous view of both Ski Martock and Gladys Manning. Sunrises and Sunsets are gorgeous. I can walk down my street without fear, and I most of the time traffic is not an issue on College Road. Children play road hockey, sidewalk chalk, ride bikes, basketball, ride scooters, on my street. Because this street is so quiet children can play outside with a parent only watching them from inside their home. If this proposal goes through as planned that lifestyle will be gone forever. If it is pared back to include Dykeland Lodge only or also some Seniors housing as well, I feel we can still keep our sense of rural community living.

Respondent #14

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Kingsview Drive

Your Name*
Cheryl Bullock

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Agree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Disagree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

Why is there a need to connect Kingsview Drive to this development?

Homes built on a cul-de-sac have a different value than properties on a thoroughfare for hundreds of residents, workers, visitors. No where else in Windsor has this residential to access route been allowed. Quite the opposite, developers have had to create their own infrastructure to remedy residential areas.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

Beyond construction noise, I'm concerned about all phases of the development.

College Road is currently little more than a path to our Seniors living at the Maning. There is no sidewalk, or even shoulder. Often oncoming vehicles have to crowd the ditch to pass each other. Add in the KES bus traffic, Dill Farm seasonal parking problems, roaming deer & foxes, a new food truck, Manning events or winter snow and you've got a recipe for disaster.

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

Obviously, Senior's housing is import to our aging population. I hope that the residential situation is affordable enough for those needing housing to receive it. I also hope that local companies will be selected for construction, infrastructure and jobs at each level over the next 10 years.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

I've lived and worked in Hants County all of my 48 years. It's pretty hard to pick a memory of my home where I grew up and chose to raise my family while volunteering in the community and owning/managing several successful businesses. I have traveled the globe and will always live in Hants County - Kingsview Drive for the last 16 years.

Respondent #15

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Kingsview Drive

Your Name*
Kathryn Duffy

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Agree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

See entire community response as I am a main contributor

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

See entire community response as I am a main contributor

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

See entire community response as I am a main contributor

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

See entire community response as I am a main contributor

Respondent #16

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Kingsview

Your Name*
Scott Shanks

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Agree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

Respondent #17

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Kingsview Drive

Your Name*
Janet Naugler

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Agree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

I would like to know why the municipality has been so secretive about this. Why put such a large development on a dead end road? Is there a need for a community center and retail space?

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

I am concerned about the traffic on our street and on college road. I am extremely concerned about the environmental impact on the area. We have a peaceful neighborhood with a lot of wildlife. I am concerned about water flow. There are already issues with water coming down from that hill, I believe with all the pavement in the development there will be more issues. I don't like the idea of living in a construction zone. I am looking forward to retiring soon and I know that work on construction sites begin early.

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

I realize that long term care, senior and low income housing are needed and important in Windsor and I was fine with Dykeland Lodge building their new site here. I feel this is too large a development for this space.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

My husband and I have lived on this street longer than anyone else. Ours was the third house to be built on the street. We like the location because it was rural but within the town. We have had neighbours come and go but it has always been a great neighborhood with friendly and helpful neighbours. We watch out for each other's children, pets and properties. It was a wonderful place to raise our daughter.

The Gladys Manning was built after we moved here and we have enjoyed meeting and chatting with the residents from there while out walking.

When my husband was waiting for and recovering from knee replacement our neighbours mowed the lawn and cleared snow for us. After any snowfall, there is always someone to help with snow removal especially for older or single people or if someone is working a last shift.

We enjoy feeding birds and watching the wildlife, there are pheasant, deer, foxes, numerous varieties of birds. Before covid there were Christmas parties, or summer barbeques for the neighborhood, or just a chat when seeing each other outside. I know that if there is anything I need help with, I can call anyone on the street and they will not hesitate to offer a hand.

One year when we returned from a March break vacation there was a series of snowstorms. I remember our drive back from the airport very late at night thinking that we would have hours of shoveling to get our car in the driveway. We were delighted to drive up to our house and find that not only had our driveway been plowed, but the path to the door had been shoveled.

This is a wonderful community of friendly and welcoming people.

Respondent #18

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Kingsview Drive

Your Name*
John Naugler

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Agree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

Why were we given so little notice and so little information about the development?

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

I am concerned about increased traffic on a rough, narrow, rural road. I am also concerned about disruption to my daily life and the increased risk of flooding due to water flow over the large paved areas.

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

Improved housing and long term care facility will be a boon to the community.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

Kingsview Drive is a close-knit community which will lose its appeal when we aren't able to socialize as freely because of traffic and construction noise.

Respondent #19

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Kingsview

Your Name*
Tim Dove

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Agree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

I support new developments as they are needed to sustain a community. That said, when a new development does not respect the existing community and established way of life then it should not be allowed to proceed.

This development as proposed will have severe negative impacts to our neighbourhood, significantly increasing the traffic, exposing us to a decade or more of noise and dust pollution, pushing out the wildlife in the area, etc.

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

Windsor has a need for long term care facilities.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

We moved to Windsor from Halifax just over a year ago and fell in love with the rural-feeling neighbourhood. We have never regretted our decision to move here, but if this development proceeds as planned then we will have to give serious consideration as to whether or not this is still a place we want to raise our 3 girls (next to a construction site and beside a strip-mall).

Respondent #20

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Kingsview Drive

Your Name*
Noah LeBlanc

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Strongly Agree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

I am concerned that our roads will be blocked and we won't be able to get out. (traffic flow will be reduced and Kingsview Drive residents will not be able to get out of their driveways)

We kids like to go biking safely and scootering, and playing basketball at the end of the street. The construction vehicles, increased traffic, and road damage will make it unsafe for us to play. It will also make it unsafe to let our pets into their yards as they will get spooked by all of the trucks and noise. Future traffic will also make it unsafe for us kids and our pets to play as we have.

If construction goes into the evenings we won't be able to sleep.

The proposed community center is taking up nice green space for the animals in this area and is peeking in our neighbour's backyards.

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

I support and like the relocation of the Dykeland Lodge residence, but nothing else in the current proposal.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

It is nice and peaceful full of many birds, raccoons, deer, all kinds of wildlife. It is quiet so we can relax and listen to the birds. It is safe to let our pets into our yards to play. I can bike up and down the road with my friends and not worry about too many cars. We can walk down the side of the road to go sledding and not worry about too many cars.

Respondent #21

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Kingsview Drive

Your Name*
Janet AuCoin

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Strongly Agree
I support the entire development plan as currently proposed.	Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

Starting on Thursday, January 13th, I first questioned why the homeowners of both Kingsview Drive and College Road had not been directly notified of west hant/public/development meetings? Posting a notice in a newspaper (which many people do not receive), or putting up a single sign in a location that most people do not pass, does not constitute reaching out to the public. And while I realize that society is very much technologically engaged, it is naive to assume that all residents have access to

Facebook in order to take part in these meetings. I am concerned that any future decisions made to this proposal will again exclude the affected residents in this underhanded manner, and blindside us as the magnitude of the current proposed development did on January 13th. In the future, will all residents have adequate notification and equal opportunity to be able take part in future meetings and have opportunities to express our concerns over changes/approvals/rejections to the development proposal?

I would also like to know why the development feels any need to connect Kingsview Drive to its community. Human nature is to take the most direct route to travel destinations. I strongly feel that residents and visitors to the "Dykeland Community" will thus take the first access street to that community (Kingsview Drive, if connected) and not the actual "Dykeland" access street. This will significantly increase the traffic on Kingsview Drive, and decrease the saftey for our children and residents.

Next, what impact will this proposed construction will have on the environment. This area is full of wildlife that is very much a part of our community. We have pheasants, deer, raccoons, geese, and various other species of birds (and I think Coyotes) that peacefully co-exist in our backyards and fields. What about water flow to and around the residences? Flora?

What about the traffic flow and impact to the roads themselves? Kingsview Drive and College road are already in need of repairs (College Rd big time!), what impact will all of the construction vehicles (the many proposed residents move into the proposed buildings) going to have on them? Who's going to fix the damage? And when? What plans are in place to improve the flow of traffic off of College Rd onto King Street? It is already a challenge now! Increased population and traffic will make it worse.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

I am very much concerned about the safety of my child, his friends, and the impact this development will have on the peacefulness and privacy of our community. I moved out to this community so that I could sit on my patio without being watched by my backyard neighbour, so my child would have a quiet, safe environment to grow and play with his peers, and where our cat could safely roam her own yard... and venture out to a neighbours if she were so brave to do so (she's a chicken). I am concerned that

throughout the construction phase, the construction traffic (especially if it is on our street) will make it more dangerous for my child and his friends to ride their bikes, scooter around the neighbourhood, and explore the wilderness (our pets too). Once construction is complete, the number of new residents increases traffic flow, and the traffic safety issue remains for our community's children and pets. A strip mall and a community center increase the traffic as well. This saftey issue is directly related to the children, pets and wildlife of Kingsview Drive (for me), but it also impacts the grown residents as well of the whole area. Many people walk daily on the streets and on the walking trails. They walk with their pets and many will no longer feel safe to do so.

I am also concerned with the impact all these new buildings will have on the flow of ground water in the area. There are many homes who get impacted already on our street by heavy rains. What will the new construction do to that flow? How will the new buildings be impacted by the land as it is?

The noise will also impact me - during and after construction. Like I said, I moved to this area for a peaceful, safe, private place to live. An increase in population, increase neighbourhood noise. Being able to sit out on my patio without hearing constant car noise, everyone else's conversations and music was exactly what I was looking for. Construction vehicles rumbling, beeping, clanging and banging for the next 10 years? Nope, not what I moved here for. A dense community jammed tight into the backyards of my neighbours (almost into my own, and close enough as is), DEFINATELY not what I came here for. The privacy of others on Kingsview Drive will be seriously impacted by some of the proposed developments (community center, strip mall). I am concerned about the safety of my home, and the homes of others in the Kingsview Road community as well. We look out for one another here - I am often not worried at all about anyone breaking into my home, or my shed, or stealing things from my car or yard - or any of the children being taken (god forbid!). An increased flow of traffic, especially through Kingsview Drive, whether it is from construction crews, new residents, or visitors to the new residents /community center/strip mall will increase the possibility of these things occurring (not sure I phased that correctly, so I hope you understand what I'm trying to convey).

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

I like that the proposed village is trying to meet a community need - the need for affordable and seniors housing, but the magnitude of the project within such a confined space is alarming. I am in support of the long-term care facility as it is a much needed structure to replace the current Dykeland Lodge.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

The peacefulness, privacy, safety, and sense of community are what make the Kingsview Drive community special. From the first day I set foot in this community it felt like home. I was able to relax and enjoy my surroundings without worrying about the safety of my child or pet. The kids drove their bikes and scooters up and down the road without me having to be with them all the time, as I knew the traffic was low. If they had an accident at one end, I could hear them and come running. Often, a neighbour would be looking out for the kids too, even though they may not have kids themselves. Neigbours were quick to introduce themselves, and we basically know everyone on the street. We support each other in the ways we can, and as you can see, band together when needed. If you accidently leave your door open or a car trunk, someone will let you know, or will just quietly close it for you to help keep things safe. We shovel each other out of snowstorms, and mow lawns for vacationers. We have rotating play centers - neighbours open up their homes, pools, playsets and trampolines to each other and are open. This is all a part of my fondest memories in this neighbourhood; watching the neighbourhood kids running from home to home; playing with their friends in a safe zone; adults chatting in the middle of a random yard or the road, chatting while helping shovel or mow, or just shooting the breeze; supporting each other through lose and celebration.

Respondent #22

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Kingsview Drive

Your Name*
Rebecca Hatchard

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Agree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

to send comments & concerns for you to compile.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

to send comments & concerns for you to compile.

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

to send comments & concerns separately for you to compile.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

to send comments & concerns separately for you to compile.

Comments and concerns received from Rebecca Hatchard via email:

Like my grandfather & mom, I was born & grew up in Windsor... a community filled with small town values & memories I carry with me that are both heartfelt & comforting. Years later, I knew without a doubt that I wanted to raise my own daughter in the same area... to find a quiet peaceful location, surrounded by fresh air, sunshine & open spaces where she too could experience the love of the outdoors & the intricacies that nature provides. I wanted get away from the city... the crowds of noise & air pollution, where consumerism & the world of materialism infuses so many.

When the time was right we happened upon the most wonderful spot... to begin anew... to make a fresh start & a place we could call our own. When my daughter was four years old we moved to Kingsview Drive. Although extended family had all passed, it still felt like home... a home in a community where we felt safe enough to leave the house & car unlocked at all times with not a worry in the world day or night. A place to nurture my daughter's uniqueness & to create a space for her to bloom into herself thus allowing her early years of separation anxiety & shyness to fall away.

Over the past 18 years, we have taken full advantage of the area around us & spent all our time immersed in the outdoors enjoying every season. My daughter learned to skate on a little patch of pastureland adjacent to the Dill Farm. We lived close enough to venture to the nearby ski hill & savored long peaceful walks meandering through cornfields & walking paths tucked off of College Road... exploring untouched areas... abundant sanctuaries filled with biodiversity where wildlife could thrive. We love animals & this was a place where our cats could roam free & be safe from harm. A perfect location where we as neighbors raised our children... toddlers able to run up & down the street, little ones learning to ride their first bike & playing hop-scotch on the road uninterrupted by strangers or traffic.

As a Nova Scotian, I am well aware that our seniors are in dire need of new up-to-date longterm care facilities & am in favor of the proposed site for Dykeland Lodge. Our seniors deserve a beautiful & serene location in which to live their final years.... a stage my own mom is nearing & may have to soon consider. We would be thrilled if she were to relocate to the new site of Dykeland Lodge & especially

so with just a skip from my front door. If however, the additional proposal of a dense village including independent & affordable housing, a community centre & strip mall that is squashed together like those found in cities then our decision is already solidified as a definite 100% no. If Dykeland Lodge were to provide quality care that benefits it's seniors by promoting & preserving the natural landscape keeping in mind the health benefits of living in a community that maintains peace & tranquility then I welcome them with open arms.

The entire town of Windsor & external community will be greatly impacted by this development. Developers & politicians most often cater to their own & disregard those who would most benefit from valuable services like a community center & affordable housing. This location further prevents access to those who are marginalized & without transportation. Summer programs for families who live in town & rely on accessibility within walking distance... this location certainly doesn't take them into account & would only further segregate from the privileged. A strip mall that may include a pharmacy, corner store, cafe & medical center... this location away from downtown further excludes those also who rely on such services.

The fact that re-zoning had taken place with the obvious intent of not disclosing the fact... without the input or knowledge of those in our community is not only deceitful, it is disrespectful & insulting to us all. I came here because of the natural beauty. The blatancy... all for financial benefit of a select few is disheartening to say the least. To then propose that the cul-de-sac be turned into a thoroughfare in a residential area entering into a dense village is obnoxious with complete disregard for those it directly impacts.

I would also like to note, that when council members including those in planning & development positions are asked their thoughts about this new proposal & the response delivered is “I think it's a great idea” comes easily when it's not taking place in your backyard. An arrogant & dismissive statement that to me is both offensive & unwelcome.

We as humans have desecrated the land far too long and have an opportunity to promote its healing so that it can breathe. Instead of scouring every square inch of its surface with more concrete & development, perhaps we could become mindful & responsible for its preservation.

Like those in my neighborhood, I look forward to working with Dykeland Lodge and revising their proposal.

Rebecca Hatchard

Respondent #23

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Kingsview Drive

Your Name*
Marnie Metke

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Strongly Agree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

How much space is planned between housing lots and parking and or leisure centre

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

My main concerns are the increase in traffic and Kingsview Drive and the increas in people to this area

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

I dislike it all. There is no benefit.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

Our Community is quiet and well cared for.

Respondent #24 & 25

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Haliburton Avenue

Your Name*
Barbara and Richard Redden

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Strongly Agree
I support the entire development plan as currently proposed.	Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

environmental concerns

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

It satisfies the need for Senior's assisted living and long term care.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

The trails for walking and skiing adjacent to the Manning and College Road, the ponds, fox holes and other wild life that inhabit the area. There is no other area in Windsor like it.

Respondent #26

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Alexander street

Your Name*
Kensey Konings

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Strongly Disagree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

I think that this will greatly impact the community surrounding this build over the next 10 years. Children and families live on these streets and in this quiet quaint close knit

neighborhood. This build will also cause more traffic on the streets where children play and bike.

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

The idea of having a new living place and housing for elderly people .

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

The special connections you make and are able to make having these small neighborhoods. The ability to have safe streets and less traffic for children to play on. In my neighborhood I remember walking to our cousins house and my mom feeling safe knowing that she knew everyone around us.

Respondent #27

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Kendall Lane

Your Name*
Natalie Shearer

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Agree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

This is a no exit street with a very narrow road which currently can't support the residential traffic . The stop at the end of college rd is always backed up. The current infrastructure isn't adequate and cannot take on more.

The noise and pollution this 10 year project would take isn't fair to the home owners and Gladys manning residents.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

I feel the community is unaware of the current proposal. One night of a zoom input from community that was not widely publicized is not enough. It feels as if it is being pushed. This is not the original plan of a new Dykeland. This is now about commercial space as well.

There are other better alternate sights within walking distance to amenities and the hospital. Windsor does not have public transport . This street does not even have side walks. I'm guessing the majority of whom this project would be encompassing so not own vehicles.

Is there a limit regarding population within an area of one way in and one way out in regards to emergency services ?

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

We need more senior care beds in our community. I feel this is now more about money and not the appropriate location

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

This area of our community has nature trails, long pond the birthplace of hockey, the oldest private school in North America, fields of wildlife and one senior care facility already. The traffic is already a problem with a school , buses and the biggest employee in Windsor (KES) traveling this road. People already drive through KES to avoid the end of college rd creating safety concerns at the school.

Respondent #28

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Mountain View Drive, Falmouth

Your Name*
Kellie Fletcher

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Disagree
I support the entire development plan as currently proposed.	Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

Has the Board considered the residential impact building a facility of this magnitude will have on the quiet residential community?

Has the Board taken in to consideration the damage that will be caused by heavy machinery during the construction?

This community is full of children and elderly members… how will the construction guarantee their safety and ability to use their community safely?

Has the Board considered an ALTERNATE access point? Perhaps from the Chester Road where the impact to residential community wouldn't be disrupted?

Why is a Strip Mall included in the mock up (or maybe I mis-read that image)?

Did they consider utilizing the land that currently surrounds them?

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

I have family and friends who live on College Road and I am gravely concerned about their safety and privacy. Huge machinery traveling back and forth, carrying loads of construction materials, the road itself will be destroyed by the sheer weight and volume of the heavy equipment. Not to mention to unavoidable debris that will fall off the trucks potentially damaging community yards, vehicles, and taking away safe walking. There is a school that is on the road with sports fields which increases the amount of children, the tennis courts, private day cares, a farm at the end, and all of the homes are all quite close to the road. The noise levels will be unacceptable for a quiet residential area. Dykeland Lodge was an ancient building when I worked there (1999-2005) and most definitely needs to be replaced. I certainly did not expect this 'pie in the sky' model to be the replacement. Also, I wonder why the parcel of land surrounding the current facility couldn't have been expanded upon? And a strip mall? Who's idea was that?!

Truly, I think the exponential unavoidable increase in traffic and impact to safety and privacy is the biggest issue (in my opinion). If there were an alternative access point, I think the impact would be lessened greatly.

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

As an RN, I can 100% appreciate the benefit of opening more LTC beds and assisted living space.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

I did not personally live in this community but my daughter basically grew up there. Her childcare provider is in this community and my child was able to grow up safely here… from her very first day of school and getting on and off the school bus daily to walking up to Dill's farm and back, riding her bike… and as she got older, participating in outdoor sport at Kings Edgehill school fields. This community is quiet, safe, surrounded by beautiful mature trees and farm land. Not to mention Long Pond historical site. College Road will forever be part of my fondest memories because it's part of my child's upbringing. I cannot imagine destroying the quaint, quiet community with 10 YEARS of construction and heavy machinery.

Respondent #29

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Three Mile Plains Cross Road

Your Name*
Sandi Davidson

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Neutral
I support the entire development plan as currently proposed.	Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Disagree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

Turning a low traffic residential road into a busy high traffic street it is already hard enough to get out at the end of the road it will be even harder with this plan

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

Respondent #30

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
Chandler Lane

Your Name*
Gary Morehouse

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Strongly Agree
I support the entire development plan as currently proposed.	Agree
I believe there has been adequate community engagement.	Agree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Neutral

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

No questions at this time

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

I would hope the 10 year time span will be a development completion Would there be units available periodically as the development expands

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

Like the Manning there will be suitable housing for seniors similar to the Manning

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

Both my wife and I had parents spent their final days at Dykeland

Respondent #31

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
College Rd

Your Name*
Joseph Magee

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Strongly Disagree
I support the entire development plan as currently proposed.	Strongly Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

Why here? There is space available all around windsor. Why do you feel the need to jam this development into the middle of the homes of an already established and tight knit community. I get you have to locate SOMEWHERE, but come on!

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

I am concerned about the road work that would have to take place to college road to accommodate the increased traffic flow and population. Not to mention the fact I moved my family to this area because of the quiet community and quiet street. That will all be gone if this development pushes through.

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

I can't say I like any of the proposed developments. Everything presented will change the quality of life for me and my family if we continue to live in this home. I respect that Dykeland requires new facilities, but build them somewhere that won't effect peoples homes directly. There MUST be vacant space somewhere near windsor that DOESN'T require jamming a large development into a quiet family community. This isn't downtown Toronto. We aren't exactly pressed for space.

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

The peace and quiet. We enjoy living in a town without living "in" a town. Neighbors are friendly and quiet and look out for one another. Kids can walk down the street and ride their bikes without worry.

Respondent #32

Please let us know what you think about this proposed development in our community. Answer as many or as few questions as you want. You can submit this form multiple times if you think of additional things later.

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

Your Street / Neighbourhood*
College Rd

Your Name*
DAN

* *Required as the municipality will not accept feedback from Anonymous sources.*

Please answer how strongly you agree or disagree with the following four statements. Online options provided were as follows:

Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

I support Dykeland Lodge relocating their Long-Term Care facility to this property.	Strongly Agree
I support the entire development plan as currently proposed.	Disagree
I believe there has been adequate community engagement.	Strongly Disagree
I believe that further assessment (*e.g.* Traffic, Community, Environmental, First Nations) is required before this development proceeds any further.	Strongly Agree

What **questions** do you have? Could be questions regarding the village, the Municipal's development agreement process, or timeline for decision on this proposal, etc.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

TRAFFIC ISSUES
PEDESTRIAN SAFETY
ACCESING KING STREET SAFELY

NOISE

What do you **like** about the proposed village? What **benefit** do you think it may have to our community and/or to the broader Windsor community?

What makes **our community** so special? What are some of your **fondest memories** of living in our community?

Respondent #33

A. Cunningham on College Rd

We need your input on this project

RETURN TO: Teresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process and timeline for approving/revising/rejecting this proposal, etc.

Has the municipality made the community aware of the size & magnitude of this project? The time line is huge 10 years. We were all made aware of the nursing home moving to the road but not affordable and senior housing units, independent living units, community centre and strip mall. Have they done a feasibility study on the effects on the agricultural area? What's the zoning on commercial property for a strip mall in an agricultural area? Water consumption and sewer lines should also be examined and discussed.

What are your **concerns**? How do you think this project will impact you during the 10-year construction and/or once completed?

My concerns would be centred on the road itself it's too narrow to accommodate a facility of that size & magnitude. They need to create another access road to the facility. How will this affect the existing homes and business on the road? Traffic will be a major issue for our road. I bought my home in a quiet residential area that is now going to be a commercial zone I didn't sign up for that.

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor Community?

I am pleased that Dykeland is getting a revision I am not pleased that it comes at a cost to those living on College Rd.

What makes our **community** so special?

We are an agricultural community home to one of the oldest and longest-running fairs in the North America. Windsor is a small community home to approximately 4000 people this new proposal by Dykeland will have a major effect on such a small area. I've lived on College Rd for many years. College Rd is special because you can walk from a residential area to an agricultural area in minutes you have town amenities in a country setting. It's perfect. We have many people who enjoy walking their dogs in the area and strolling along the Gladys Manning walking trails. I enjoy the green space and county setting

What are some of your **fondest memories** of living in our community?

I grew up in Windsor it's a great family community. I enjoyed walking to school and to the corner store with my friends. A small town with a pool, soccer field and tennis court accessible to all and we knew all our neighbours. I liked driving my bike on the road not having to worry about bike lanes. I loved walking to the movie theatre on a Saturday afternoon with my sister.

Respondent #34

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

Does this amount of land adequately accommodate the five levels of care as proposed?

Shouldn't 80 units of affordable and seniors housing (almost same size as the Manning) be built off by itself?

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

What assurances that upgrades will be made between Manning Dr. and King Street highway, with traffic lights and intersection, and sidewalk?

Would these upgrades be done prior to or after construction of facility?

Ten years is a long time to wait for these improvements....

This road should be made "safer" before construction begins.

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

Provides a higher degree of accommodation for residents and a more structured environment for staff. It will bring in more people and jobs to grow the community and local economy.

What makes our **community so special**?

The diversification of recreational activities supported by government and volunteers. Not far from Halifax and New Minas and airport. A movement to attract developers to the Town and to bring back ex-patriots to their roots.

What are some of your **fondest memories** of living in our community?

Private school and music program (Edgehill).
Playing tennis at Gordon Hughes Tennis Club.
Participating at Windsor United Church.
Summer camps at Mockingee Lake.
4-H at the Hants County Exhibition, showing my oxen in the "pull".

Respondent #35

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

Hoping the view for residents of Gladys Manning will not be obstructed by this new project.
Will this project affect living costs at the Gladys Manning.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

Concerned over traffic while under construction.

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

The proposed village is very beneficial to the Windsor area as there is a shortage of living facilities for the aging population. In addition, the project will generate employment opportunities + additional revenue for the area.

What makes our **community so special?**

1. It's quiet
2. Little traffic
3. Country setting, even though Gladys Manning is in town limits.

What are some of your **fondest memories** of living in our community?

1. Convenient
2. Staff + residents are friendly and helpful.
3. Nice, clean + quiet.
4. Love the entertainment.

Respondent #36

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

Would it be safe for potentially triple the number of residents on a "dead end" street? Could a road be built between College & Chester Rd?
Is it even possible to house that many people in the various types of accommodations in that small space?

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

A lot of noise + confusion on our quiet street.
Too much going on in a small space. Maybe land across the street could be added to the space or more in back.
~~Could another road join ours and Chester Rd?~~

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

I like the idea of providing all the housing, care and amenities of the proposal. All are most likely needed in the broader Windsor Area.
In the case that Gladys Manning Complex does not include a "nursing" component, if / when I may need it, I would appreciate such a short move to Dykeland.
To have a café, convenience, medical centre, pharmacy or ~~those~~ would be wonderful!

What makes our **community so special**?

Quiet beauty peaceful. On the edge of town, avoiding business and traffic noise & activity

What are some of your **fondest memories** of living in our community?

Sitting on my deck, lounge & gazebo enjoying a visit with family/friends and watching the beautiful country-side & changing seasons.

Respondent #37

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

my main concern is the traffic our roads are a mess now.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

just hope we still have the quiet Country living that we have now. I think it could change. I hope Not.

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

I think we need more housing for our Seniors + afordable living.

What makes our **community so special**?

the View & the People who work & live there. We can see every thing from here. Love the Deer that come up there. 2 like to look at the lake. Just You all Know what happened to that. Just love it here.

What are some of your **fondest memories** of living in our community?

the beautiful dinning Rooms & Surrandiny area. The food is delicious.

Respondent #38

ID 02

JN 15

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

#1 The access to this new development is not sufficient to handle any more traffic on the terrible condition of Riverside leading to part of Lauzon Rd.

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

The proposed Dykeland Village is needed.

What makes our **community so special**?

What are some of your **fondest memories** of living in our community?

Respondent #39

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

What infrastructure are they planning to handle the extra traffic.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

There will be noise Dust ect. during the process.

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

Good for local economy. Help for Senior housing.

What makes our **community so special?**

We have a nice rural setting five minutes from downtown Windsor.

What are some of your **fondest memories** of living in our community?

The rent is reasonable and the staff is great. We enjoy the friendships.

Respondent #40

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

Too much traffic for such a narrow road
(very light pencil - did not scan well)

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

What makes our **community so special**?

What are some of your **fondest memories** of living in our community?

Respondent #41

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

What about the road?

Hazardous now to get on the highway.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

Noise?

loss of privacy.

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

We do need seniors housing.

We need for study mill.

What makes our **community so special**?

Connecting.

What are some of your **fondest memories** of living in our community?

Dinners, concerts, church services.

Respondent #42

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

This project is devastating to our complex. The street is too narrow now for safe driving. We do not need extra traffic. Also, our street is in deplorable condition and needs repaving badly. How can that happen if this 10 year project takes place? The whole idea is from non-thinking people.

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

It seems a very nice idea, just not here. We desperately need more nursing home beds and senior housing

What makes our **community so special**?

The uniqueness of the area, namely the Dill farm and Kings Edgehill, as well as the Gladys Manning complex.

What are some of your **fondest memories** of living in our community?

I have only been here a few years. It is perfect for me and very pretty, especially in the Fall.

Respondent #43

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

Seems like a lot of "real estate" on a small piece of land.
What about the road?

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

Something will have to be done to road to accomodate construction.

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

Too much planned for small space

What makes our **community so special**?

Small, friendly

What are some of your **fondest memories** of living in our community?

7

2

Respondent #44

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

1. Traffic Traffic, Traffic
2. Terrible road now & has been for many years. (17)

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

Nothing about where it's going to be unless something done about College Rd. (exit) now.

What makes our **community so special**?

What are some of your **fondest memories** of living in our community?

Respondent #45

TDOS SNIP

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

Will it take 10 years ?? I'll never live that long!
I've been living at the manning for 10 years. Each year I'd call the Town to find out when College Rd. would be repaired. Each year they assured me it would be done the next year. It never was done so after 4 or 5 years I stopped calling. & gave up my car.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed? My concern is traffic. College Rd. is not wide enough to handle more traffic - I feel. More people will be coming & going to visit relatives & friends who live in the Dykeland Lodge village. When K.E.S is playing Sports the road is congested with parents cars, the other teams cars parked on the Right hand side of the road coming in, also during Pumpkin Festival days, Halloween in fall when the Farm is selling pumpkins, apples, etc. Brings a lot of traffic. Imagine ambulance & fire trucks in an emergency - It's a Dead End road.

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

The proposed Village sounds great, badly needed - but not jammed in here on College Rd., perhaps across the field on opposite side coming out on Chester Road. Surely there's a piece of property in the area that's more accessible and spacious enough to be safer.

What makes our **community so special**?

Its quiet, peaceful, beautiful pastoral views. Enough wild life to make it interesting as deer, and foxes, wild geese, birds, eagles, etc
Its close to the town of Winchester, hospital, library, Pharmacy's, Grocery stores, Shops - but we could have more of those

What are some of your **fondest memories** of living in our community?

Walking the College Road & its pit falls - I wish it could be fixed - Wonderful walking trails which I really enjoyed until the ticks got too plentiful so I walk on College Road

Warning behind the

Respondent #46

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

The residents of Gladys Manning now live in a relatively quiet & peaceful area. It would be too bad if that changed.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

The machinery to work on the project will have to get to the area - I am concerned that we will lose our quiet & peaceful area - especially if they use our drive ways (front + back) to get to the area

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

The Proposed village looks very large + it includes a shopping area & community hall. Is there really any need for this? You will be causing a lot of activity in our small quiet community

What makes our **community so special**?

I am not from this area but I grew up & lived in other small towns and I agree to love Windsor. I have a beautiful ocean which I enjoy.

What are some of your **fondest memories** of living in our community?

Peaceful, quiet, friendly

If a complex this large is built it will affect this

Respondent #47

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

College Rd. What are they going to do about Traffic on this road all the time - Road as is terrible and as of now we have no other exit The Increase of Traffic on this road will be intolerable.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

This may sound silly but we chose this place for the view the quietness and wild life
Also there is always something going on here as you sit and watch - the farmers working Cattle out and change of seasons it is so calming and a reason to get up and see What the new day will bring to each of us something to have in common with each other talking about weather, wildlife etc.
Please do not destroy it all for us

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

What makes our **community so special**?

See above
The staff here are excellent they are patient and go that extra mile for us and we can count on each and everyone of them. I am very thankfull to them all

What are some of your **fondest memories** of living in our community?

Friendships - and that we all look out for each other and if there was something to happen to one of us - We all keep each other to get through the hard times.
It is like here, we know everyone and enjoy the companionship here

Respondent #48

SNJ

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

Given that College Rd. has been in the planning for re-paving going back 4 or more years, how could this be feasible whilst the development is in process?. Also would/dust this include the widening of the sewer line?

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

Given that this development will conservatly last for 10 years, how could it not disrupt our coming & going if for nothing else? This puts me in mind of the New Rink proposal of a couple yrs. ago. A logestic mess!

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

- I find it hard to believe that another strip mall, however large it is will draw folk in off of King St. Also, the amount of traffic will offset any wishful benefits!
- One non benefit will be a rise in Taxes here & where is continual monies going to come from over 10 years & more?

What makes our **community so special**?

We feel what makes it so special is the tranquility as once your turn off King St. you do in fact feel like you've entered an exclusive community & all of that will be at bare least in danger of collaspe once this commences!

What are some of your **fondest memories** of living in our community?

"The Quiet, the lack of heavy & continual traffic noise! It's like an oasis here & we feel in love with it immediately." I love seeing the wildlife & cattle grazing!

Respondent #49

INV.

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

IS THERE NO LAND IN THE AREA AWAY FROM LIVING RESIDENTS TO BUILD THIS MUCH NEEDED COMPLEX?

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

I FEEL SORRY FOR OUR RESIDENTS THAT WILL HAVE ALL THE ACTIVITY FOR 10 YEARS

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

THE VILLAGE WOULD BE GREAT OUT IN THE COUNTY BY ITSELF.

IT WOULD GIVE EMPLOYMENT TO MANY

What makes our **community so special?**

THE LOCATION & SMALL TOWN FRIENDLY

What are some of your **fondest memories** of living in our community?

THE SCENERY & WILDLIFE (BIRDS & DEER ETC.

ENTERTAINERS

Respondent #50

Trac

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

How will this effect traffic on the street?

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

I think it will cause a lot of noise pollution also traffic problems.

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

Personally I think it will be of no benefit.

What makes our **community so special?**

It's so quiet and the scenery is beautiful.

What are some of your **fondest memories** of living in our community?

I haven't been here very long but the residents are friendly and the staff are wonderful.

Respondent #51

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

College Road is in bad shape now and has had no upgrade for years, what will all this traffic do to this narrow road? We only have one way out of here and with all this construction where will traffic go?

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

Something like this is needed in Windsor Senior apartments.

What makes our **community so special?**

It has been home for many, many years.

What are some of your **fondest memories** of living in our community?

Going to the old Academy, skating in the old rink and all the shops downtown, it was a great little town to grow up in.

Respondent #52

JN28

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

While I agree we need more openings available in long term care homes I feel this project including a community center will completely change College Rd. with increased traffic. Ten years of construction is a long time for neighbors to endure. A community center and a strip mall should not be built in this rural area.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

- Heavy equipment causing more potholes and road damage.
- noise
- excessive dust
- road traffic and tie-ups.

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

- Medical clinic is needed
- housing for disabled persons is needed.
- affordable housing will be beneficial to the community.

What makes our community so special?

It is quiet and tranquil, also has beautiful views looking over the fields and meadows. Plenty of wildlife and not much traffic.

What are some of your fondest memories of living in our community?

It was always a quiet road without much traffic, great for taking a stroll or also children riding their bikes. Close to downtown but had the peacefullness of the country.

Respondent #53

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

Would a Road be built connecting to the Chester Rd?
Would Dykeland be the first facility built?

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

College Road itself is the biggest concern. Would the Road issued be resolved before construction?

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

Great idea We definately Need More housing and Dykeland Needs to be replaced with an up to date facility.
Great to see growth in Windsor

What makes our **community so special**?

- Central location to City and Valley.
- Basic needs are nearby ex shopping, healthcare, arena.
- Outdoor activities
- Restaurants.

What are some of your **fondest memories** of living in our community?

Walking trails behind Manning

Respondent #54

JN03

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

I feel its a great idea to have a such a development to happen.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

I am concern that the road will need repairs done and the road isn't wide enough as it is.

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

There will be more jobs. Its going to be in a good location.

What makes our **community so special**?

Very friendly and willing to help others.

What are some of your **fondest memories** of living in our community?

Always willing to help out when needed it, very friendly

Respondent #55

JN02

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

Increase in Traffic on a Worn out Road
Getting out of College Rd. To the EF I Highway
Taken away Farmland which is needed these Days

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

Noise in the Construction
Loss of Wildlife Deer – Foxes
There is only 1 lane when Soccer Games are on
ITs Bad enough Now

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

I don't Like IT
There will Be no Benefit To me or the community

What makes our **community so special**?

Quiet & Peaceful
Being in a country style Living

What are some of your **fondest memories** of living in our community?

Watching Wildlife
Watching Farmers cut Hay and The Gardens

Respondent #56

JN01

We need your input on this project

RETURN TO: Theresa's office by THIS Friday, Jan 21

We would love to hear from you. We are preparing a comprehensive community report (in the absence of any real community engagement by Dykeland and the Municipality) and want to hear and include EVERYONE's views.

What **questions** do you have? Could be questions regarding the village, process, and timeline for approving/revising/rejecting this proposal, etc.

"Village" I can see no purpose in our community, this needs a second look and all in this area need to have more input before this project gets under way.

What are your **concerns**? How do you think this project will **impact you** during the 10-year construction and/or once completed?

My concern is that access to this project is not capable to handle this amount of traffic

What do you **like** about the proposed village? What benefit do you think it may have to our community and/or to the broader Windsor community?

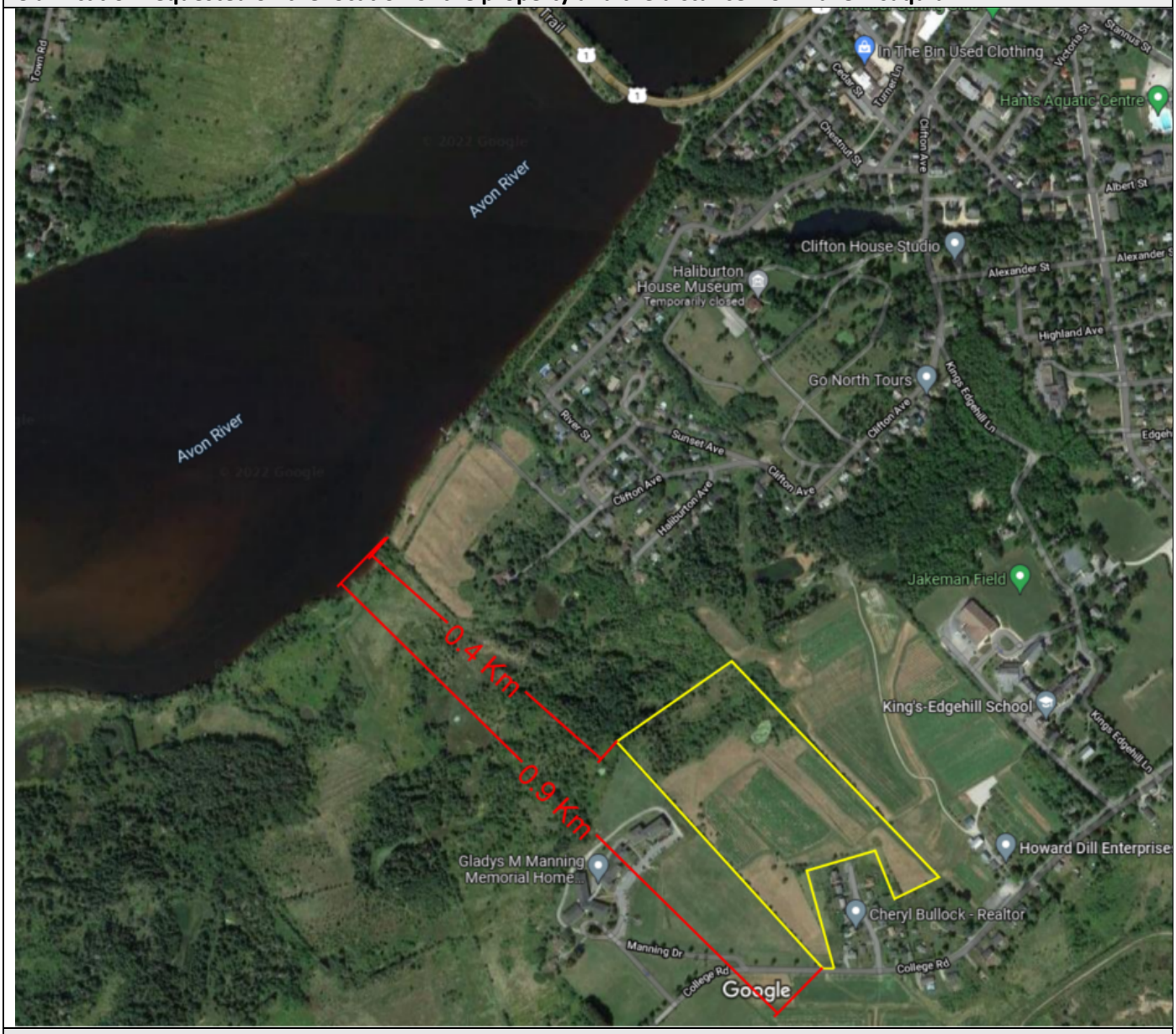
I can see no benefit to our community We already have four drug stores in Windsor + countless cafe's

What makes our **community so special**?

We enjoy the peaceful life where we can relax and have great neighbours.

What are some of your **fondest memories** of living in our community?

Clarification requested on the location of the property and the distance from Lake Pisaquid.



Concerns regarding construction noise, heavy equipment, etc. over a 10-year construction deadline.

Standard hours of work for the construction industry are 7:00 am to 5:00 pm, this is when there will be noise from construction activities.
By-law Number 6716 A By-law Respecting the Emission of Sounds will be followed by the Build Team; there will be no operation of any equipment in connection with construction between the hours of 8:00 pm and 6:00 am.

What are the hours of construction?

7:00 am to 5:00 pm typically

1. **The community is full of children and elderly members, how will construction guarantee their safety and ability to use their community safely?**
2. **Safety of children and surrounding residents to be included with the previous safety question**

Safety will always be the number one priority. It will be paramount to the team that we prioritize public safety to ensure that it won't put any of the public in danger at any time throughout the project. All safety regulations put in place will be followed to mitigate all risks and hazards to the public.

Will it take 10 years?

Our hope with the support of the Community and the Province is to complete the new Long Term Care Facility within five years; the additional housing components will be complete within the ten years.
Please note these timeframes include periods of non-construction activities to allow the design of the facilities.

Noise pollution and disruption of "Utopia" with late night noise

A respectful construction management schedule and community notification would be maintained.
Standard hours of work for the construction industry are 7:00 am to 5:00 pm, this is when there will be noise from construction activities.
By-law Number 6716 A By-law Respecting the Emission of Sounds will be followed by the Build Team; there will be no operation of any equipment in connection with construction between the hours of 8:00 pm and 6:00 am.

1. **Construction disruption/debris**
2. **What dust control measures should be required?**

The construction industry is regulated by several standards and regulations, one of these being Safety. The Build Team MUST follow all safety regulations regarding construction activities, one of these being effective management of construction debris.
As the new building is a Long-Term Care Facility there are additional requirements that the Build Team MUST meet Infection Control Standards as outlined in CSA Standard CAN/CSA-Z317.13-17 Infection control during construction, renovation, and maintenance of health care facilities

1. **Potential Pollution of the land and surrounding areas**
2. **With traffic being directed to College Roade, there is concern around the potential effects on wildlife (fox), and lack of transparency from the developer.**
3. **Review of water system and potential area flooding**
4. **Environmental and Ecosystem damage**
5. **What possible impacts to the safety of the food grown next to a potential 10-year construction site with hazardous materials/materials not safe for consumption?**
6. **What are the possible impacts to the Dykeland below College Road?**
7. **Has there been any investigation on the possible impacts the construction could have on the neighboring Dill Farm farmland? For example: the prevailing winds often blow from the subject property over the Dill farmland.**

All provincial, federal policies/Acts will be upheld to ensure the safety of the community and environment.
The Nova Scotia Department of Public Works requires the supervisory staff of all its construction contractors to attend an erosion and sediment control course to ensure the protection of the construction site and adjacent properties; in addition to this requirement the NS Department of Seniors and Long-Term Care, the department which oversees the design and construction of a new Long Term Care Facility, mandates that the Owner's Project Manager also has this course.
The Design Team will also include Landscape Architects and Civil Engineers who are trained to design the property following all environmental policies, acts and standards.
The environmental protection plan will be a compilation of all Provincial, and Federal Policies/Acts, some listed below, to mitigate disturbance to land use, wildlife, and habitat. Safety of the community and environment is priority, all Environmental issues will be identified thoroughly and resolved expeditiously, using Federal and Provincial environmental policy extensively into all decision-making processes, as well as all other associated activities. Potential impacts to all aspects of the environment will be taken into consideration, and evaluated before any activities would take place
The project will constantly monitor and evaluate environmental benefits/consequences of our activities, an implement our strategies to remove or minimize potential environmental impacts.

- *Nova Scotia Environment Act*
- *Canadian Environmental Assessment Act*
- *Canadian Environmental Protection Act*

• *Nova Scotia Endangered Species Act* • *Clean Air Act* • *Water Act* • *Fisheries Act* • *Species at Risk Act (SARA)* • *Navigable Waters Protection Act (NWPA)* • *Canada Wildlife Act* • *Migratory Birds Convention Act*
1. **With the plans to upgrade College Road in 2022-23, there are concerns that heavy truck traffic may destroy the road.** 2. **Increased street traffic, Current Road Conditions, Dead end street** 3. **Will alternate access for construction vehicles be created to avoid College Road**
The Nova Scotia Department of Public Works determines road weight designations on the public roads; these weight designations must be followed by all users of the road. For example, Wentworth Road has a weight designation of 49,500 kg. There are also additional restrictions placed on the roadways when the roads are more vulnerable (spring thaw – this year starting February 27th) *Street infrastructure changes to begin summer 2022 and will address those concerns. These plans to have the road upgraded have been in existence for more than 5 years. Municipality of West Hants can provide additional information.* *There is no alternate access available*
1. **Will a traffic study be completed to determine the best alternative entrance/exit?** 2. **Access to the highways is a great concern.** 3. **Concern around increased traffic through Kings Edgehill School property. Is there alternative?** 4. **Could a road be built between College Rd. and Chester Rd.?**
All the above questions would need to be raised and addressed by the West Hants Regional Municipality
Why does the development feel the need to connect Kingsview Drive to its community?
The connection to Kingsview Drive is an emergency roadway only to be used by Dykeland and Kingsview residents.
Will Kingsview Drive be used as an entrance?
No, Kingsview will not be used as a public entrance.
Protected environmental lands/endangered species
Legal research into this query has uncovered that there is no known protection in place.
First Nations Ancestral Land protection
We were concerned that this property may be ancestral lands as well; therefore, we are in the process of reaching out to the First Nations Community.
Concern regarding the size of the project increasing, was only supposed to be a nursing home not the size and scale of development as shown in the proposal
When this was officially announced on February 1, 2021, the development scope was the same
Residents are okay with the long-term care facility, but have concerns about the commercial and community center, the amount of hard surfaces and stormwater management. Residents have had to invest in stormwater management on their own due to runoff from the field.
*The development plan shows **possibilities** for future buildings on the lot. A needs assessment will be made within the community prior to proceeding with any additional structures, the intent is for one of these buildings is to be a healthcare provider, i.e. singular doctor's office, foot clinic, etc, With reference to the community center, **if** the need is required this structure is 10 years in the future.* *Please see previous questions for response in relation to the storm water management.*

Why can't the existing Dykelands property be converted into low cost housing when it's vacated? It's a good sized building with plenty of parking.
The future use of the existing Dykeland Lodge has not been determined.
1. Development too large for the 25 acres **2. How much space is planned between housing lots and parking and or leisure center?** **3. Does this amount of land adequately accommodate the five levels of care as proposed?** **4. Further information from Dykeland Lodge regarding the phases and timelines for this development is required.**
1. The proposed development is preliminary. This will be solidified before all buildings are designed in full and built. 2. *Yet to be determined, Project is only in conceptual stage* *3. This will be confirmed through the design process.* *4.* This will be provided later as the project is only in the conceptual stages
Would it be safe for potentially triple the number of residents on a "dead end street"?
The project will not be able to proceed if all safety measures are not met. The Office of the Fire Marshal, the local Fire Chief, and other authorities having jurisdiction are all part of the review process.
Why a Strip Mall?
There never was a strip mall included in the preliminary plans, nor a desire to put a strip mall in the plans
Explanation on the difference between long term care, assisted living, disability, independent living, and seniors affordable housing. Concerned the affordable housing may be rented out to families.
• ***Long-Term Care**: Long-term care facilities licensed and funded by the Department of Health and Wellness provide services for people who need ongoing care; either on a long-term basis (permanent placement) or short-term (respite care).*
• ***Assisted Living**: Like a retirement home, these settings are targeted at the independent senior who do not require substantial care but may need services such as meals, housekeeping, and recreation programs and facilities.*
• ***Disability (Small Option Homes):** Small Option Homes provide support for three to four persons with disabilities in community homes. The residents are supported by qualified staff through a combination of live-in and shift models.*
• ***Independent Living:** Independent Living Nova Scotia (ILNS) supports Nova Scotians with disabilities through programs and services that promote Independent Living (IL), enabling individuals to live the way they want, stay in control of decisions that affect them, break through barriers that are in the way and develop their skills.*
• ***Seniors Affordable Housing**: Senior's housing is an affordable option for low-income Nova Scotians over the age of 58. The units are like any regular apartment and can be rented through Regional Housing Authorities across the province. Units are private and include the basics like a fridge and stove, heat, and hot water.*
How is the development going to be financed?
The province is funding the Long-term Care facility through the current long term care replacement facility program.
Who is the developer?
Dykeland Lodge (Hants County Home for Seniors) a not-for-profit Long-term Care Provider.

There is a small electric powerline running to the rear of the houses on Kingsview Drive, directly across the middle of the site. It comes from an unknown source on the far side of Windsor Back Road, behind properties on Dill Road, crosses the Dykeland, once through the subject site appears to continue across the Avon River to an unknown destination. **Has the purpose of this powerline, ownership, been determined?** **Have arrangements to relocate been made?**
Yes, Yes
Are upgrades required to local sewer upgrades? Who will pay for the upgrades?
A study will be performed through the design process to determine if the existing sanitary system can handle the outflow from the long-term care facility. In addition, the Municipality will be reviewing documents throughout the permitting process.
Why no Community Engagement and why has this 'just been sprung on us"? Why did Council proceed so secretly?
The land has been zoned and intended for residential and housing use for more than 10 years, College Road upgrade has been slated for upgrade for more than 5 years. The formal sale of the land for $1 was announced with a full preliminary sketch in February 2021. Coverage has been handled through multiple Media Public Service Announcements, Dykeland Lodge Website, Facebook, and public hearing. This isn't new.
Decline in Property Valuations
We believe that the addition of a Long-Term Care Facility would be a positive impact on the community
The beautiful view will change
Working to create a development that matches the current rural look of the land has always been our plan. This may include gardens, fences, etc. Care will be taken to minimize impact to views of neighboring properties.
Will they have access to any of the trails or community buildings?
Yes, if we are funded to build them and there is a community need.
Request for the following to take place in an open, transparent, respectful, and collaborative manor: - *Traffic impact assessment, infrastructure plan, and timeline* - *Environmental impact assessment* - *Runoff water assessment plan* - *Detailed proposed development* - *Community consultation – collaborative sessions with both Dykeland Lodge and the Municipality*
It shall be the policy of Council to require adequate recreational space for multiple unit residential development. We would like more details about this: • **Is this just indoor space?** • **What recreational opportunities will the community center provide?** • **What about outdoor recreational space?**
This will be provided later as the project is only in the conceptual stages
There is adequate on-site recreational open space suitable in extent and design to the nature of the development; of conversion of existing buildings, nearby public parks may be deemed sufficient. • **Is open space mean to be outdoors?** • **How are the proposed renderings adequate?** • **The green space does not look nearly adequate for the number of units that are proposed.**
Project is only in conceptual stage
Will this project affect living costs at the Gladys Manning?
NO

Will these questions and answers be sent out to all panelists to review?
Yes, the questions and answers will be distributed to all panelists.
Will the design shown consider open air balconies for the residents to use, or a sunroom for their enjoyment and health?
Yes. In multi-storey facilities, access to outdoor space must be provided from each household. Such space may take the form of balconies and/or rooftop patio spaces and should provide opportunities for connections with the outdoor environment.
Access to outside is not an option for many disabled seniors unless it is easily accessed from their floor. Access should not just mean access for those who have family to take them out.
Careful consideration must be given to access, supervision, safety and maintenance of such spaces including access for residents using wheelchairs/walkers etc.
Will that full length from King Street all have a sidewalk?
Todd Richard – West Hants Reginal Municipality, addressed this.
Will this be a concrete sidewalk or the less desirable asphalt surface?
Todd Richard – West Hants Reginal Municipality, addressed this.
What about expropriation of properties?
Todd Richard – West Hants Reginal Municipality, addressed this.
What about loss of farmland?
There will be no loss of farmland.
Is this really going to be an affordable housing complex (30% of income)?
That is the plan based on community needs.
Will the new build consider advances in technology for those who have always been used to using it? (in each room)
Advances in technology will be taken into consideration during the design phases.
Is there the opportunity for other interested parties for express interest in some other developments? Very nice to hear of your efforts to follow a more natural progression in housing and care.
Yes, there is an opportunity.

All questions to be e-mailed to admin@greycardinal.ca

Attachment F
Letter from Chief Peters

GLOOSCAP
First Nation

Band Office

159 Smith Rd., Hantsport, NS B0P 1P0
Phone (902) 684-9788 • Fax (902) 684-9890 • Toll free 1-855-601-4943

March 16, 2022

West Hants Regional Municipality
Mayor Abraham Zebian
Councillors of West Hants

Re: Considerations regarding municipal approval for development at College Road, Windsor – PID 45336203

Dear Mayor Zebian and Councillors of the Municipality of West Hants:

It has come to my attention there has been an agreement regarding a multi-phase development over a 10-year timeline by Dykeland Lodge, which has resulted in a rezoning for this to happen. This development proposal is under municipal authority and as such, municipalities are not bound by a duty to Consult with First Nations as they are not representatives of the Crown.

However, we would like to point out that this area has been historically linked to food gathering, plant gathering, important animal species, and significant potential for Mi'kmaw archaeological heritage resources.

Glooscap First Nation has reached out to the Archeological Resource Department at KMKNO (Mi'kmaw Rights Initiative) regarding this project and offer the following recommendation: ***KMKNO's ARD recommends that an archaeological impact assessment that includes a program of subsurface testing be carried out in advance of any disturbance on PID 45336203. Archaeological testing must be adequate to a) provide evidence of the geomorphologic development history of the parcel proposed for development and, b) provide evidence of presence or absence of Mi'kmaw archaeological heritage resources across the whole of the land parcel.***

I ask that moving forward in this project that you work with Glooscap First Nation and KMKNO to conduct the ARIA to ensure that all archaeological resources are protected and that we work together in this endeavour.

I appreciate your consideration in regards to this matter.

Sincerely,

Chief Sidney Peters
Glooscap First Nation

Attachment B
Specific Criteria for Development Agreement

Policy 5.7.4 It shall be the policy of Council that a development agreement for the development of the College Road CDD shall only be approved when the following conditions have been satisfied:

CRITERIA	**COMMENT**
(a) the proposed agreement is not considered premature or inappropriate in terms of the adequacy of existing and proposed roads and pedestrian routes within and adjacent to the College Road CDD;	The Manager of Operations for the Public Works Department responded that the proposed amendment to the development agreement is not premature or inappropriate in terms of the adequacy of existing and proposed roads and pedestrian routes within and adjacent to the College Road Comprehensive Development District. They added that "street reconstruction is scheduled for 2023, including sidewalks (pending Council Approval)." The proposed street upgrades include a full street reconstruction, College Rd. and King St. intersection redesign, sidewalk addition and storm system installation, along with water and sanitary upgrades where necessary.
(b) the development agreement is consistent with the intent of Policy 5.7.3 and other relevant policies of the Municipal Planning Strategy;	See below.
(c) any area within 300 ft (91.44 m) of Lake Pesaquid shall be considered environmentally sensitive and methods of protecting the land and watercourse during construction of the development shall be required. Reference also must be made to Policy 4.17 regarding watercourses;	The subject lot is located over 1,400 ft. (426 m.) from Lake Pesaquid therefore there are no anticipated effects to the Lake with respect to this proposal. The WLUB regulations on distance of structures to watercourses, enabled through Policy 4.17.1, is referenced in Section 2.2 (g) of the current development agreement.

(d) the development is compatible with existing development within and adjacent to the College Road CDD, or other development in the College Road CDD proposed in an existing agreement;	College Road host a variety of uses including a Provincial Heritage Property known as Richmond Hill Farm, the Gladys M. Manning Retirement Community, Howard Dill Enterprises, Kings-Edgehill School, the Gordon Hughes Tennis Club-Windsor, and a number of residential and agricultural uses. The subject lot abuts single and two storey single unit dwellings on Kingsview Drive. The College Road Comprehensive Development District (CR-CDD) applies only to the Gladys Manning property and the Dykeland Lodge property on College Road. The Gladys Manning property was permitted to be developed through a development agreement which was entered into in 1990 and amended in 1991 and 2005. The Gladys Manning development agreement from 2005 permits a retirement community consisting of: • apartments; • single and semi-detached residences; • three unit row houses; • convenience and specialty shops, and greenhouse and garden centre; • office facilities auxiliary to and complementary to the residential development; • recreational facilities and ancillary buildings and structures; and • activity centre, garage and workshop. A maximum density of five (5) units per acre for the approximately 59-acre parcel to a maximum of 295 units was established in the Gladys Manning development agreement with a five (5) units per acre density for lot

	GM-1 to a maximum of 55 units. The maximum height for buildings was set at four (4) storeys and parking was to be provided at one (1) space per unit. The lot was to be developed in accordance with a "general site plan" attached as Appendix B to the Gladys Manning development agreement which shows three (3) phases of development, two houses and two future houses, and a "potential full care facility" on the south side of College Rd. This development was to commence within one year of signing of the agreement, with ten (10) years to complete the development. The Dykeland Lodge property is a 24.7-acre property that is currently vacant. A development agreement was approved by Council on May 24, 2022 to permit a home for special care with up to 128 beds and up to 126 dwelling units on the same lot, which may be used as part of the home for special care or as assisted living units. The home for special care is permitted to include accessory uses such as a café, offices and or pharmacy, intended for the use of residents, staff and visitors. The development agreement requires a minimum of 41,000 sq. ft. (3,809 sq. m.) of usable recreation space including a public trail. Additionally, Kingsview Drive will be buffered from the proposed development with a 20 ft (6.09 m) wide buffer strip. The proposed increased number of beds in the home for special care is seen as compatible with existing development within the College Road Comprehensive Development District, provided that the increase in number of beds in the home for

	special care also increases the minimum required recreational space for the overall development.
(e) any other matter which may be addressed in a development agreement; and	Development control staff commented that "the increase in beds and square footage shall reflect an increase in parking and recreational spaces. One (1) parking space shall be provided for every 400 sq. ft. of floor area in Phase 1 and therefore the additional 3,000 sq. ft. of requested floor area should add at least eight (8) parking spaces to this phase. The increase of up to 32 beds to Phase 1 should also reflect an increase in the minimum required recreational space." Therefore, staff are recommending an increase of 1,900 sq. ft. of useable recreational space in both Section 2.2 (h) and 2.3 (c) (iii) of the development agreement. The Manager of Operations for the Public Works Department has stated the proposed uses are not considered premature or inappropriate in terms of the adequacy of the existing roads and the proposed driveway and pedestrian routes within and adjacent to the development. These comments are based on the WSP Intersection Infrastructure Needs Assessment (2021) and the proposed upgrades to College Road. They added that "a gated emergency route near the proposed development would be a win for the entire area." A secondary access route to College Road was also addressed during the consideration of Dykeland Lodge's initial application for development agreement in 2022. At that time the Manager of Operations noted that "there are two other possible privately owned routes, but they are

	not always accessible / passable". Private land would need to be purchased to accommodate this alternative route with the majority of the land between College Rd and Hwy 14 / Chester Rd being designated dykeland. The Windsor MPS and LUB restrict development on dykeland. Development approval would be required by both the local marshbody and the Province as per the Nova Scotia Agricultural Marshland Conservation Act. The Martock Marshbody has strict land use regulations therefore building a permanent road in the dykeland would most likely not be feasible. The Public Works Department stated it "does not have any other related concerns, as garbage collection and snow removal have already been addressed in the development agreement." It is the responsibility of the property owner to ensure the site is suitable for the proposed uses. All other matters are addressed elsewhere in this report.
(f) the provisions of Policy 16.3.1.	Please see Attachment C for further details.

As stated in Policy 5.7.4 (b) the development agreement should be consistent with the intent of Policy 5.7.3 and other relevant policies of the Municipal Planning Strategy. Policy 5.7.3 is reviewed below.

Policy 5.7.3 Without limiting the generality of Policy 5.7.1, it is the intention of Council that development of all or part of the College Road CDD primarily comprise:

CRITERIA	**COMMENT**
(a) residential, institutional or recreational development on separate parcels of land	The approved development agreement proposes a combination of residential,

or integrated throughout the same parcel; and	institutional and recreational development integrated throughout the same parcel.
(b) convenience and specialty stores, medical offices, personal service shops and other similar limited services and uses in support of the primary developments in the College Road CDD.	The approved development agreement proposes limited commercial uses within the long-term care facility to support the primary institutional uses in the development. Any additional commercial uses in the future would require an amendment to this development agreement.

Attachment C
General Criteria for Development Agreement

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:

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 that "Public Works does not have any concerns regarding the adequacy of water or sewer services related to the proposed increase to 160 beds."
(ii) the adequacy of school facilities;	No inquiry was submitted to the Director of Operations for the Annapolis Valley Regional Centre for Education related to this application as most units will be for seniors or persons requiring care.
(iii) the adequacy of fire protection;	In response to an inquiry, the Manager of Building and Fire Inspection Services stated that they had no issues with the proposed increase in number of beds in the home for special care as the building is only proposed to be slightly larger than originally expected. The local Fire Chief stated "I have no immediate concerns with this change, as there appears to be concurrent staff increases to offset added clients. I'm sure there is a formula the officials in charge of the facility use to calculate those numbers, and my immediate fire access needs haven't changed in your documents, so from where I sit, seems good."

(iv) the adequacy of road networks adjacent to, or leading to the development; and	Refer to Policy 5.7.4 (a) in Attachment B.
(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 Manager of Operations for the Public Works Department states they have no concerns with the increase of beds in the home for special care with respect to the suitability of any aspect relative to the movement of auto, rail and pedestrian traffic and noted that "this was evaluated in the WSP 2021 Intersection Infrastructure Needs Assessment." During the reconstruction of College Road, a sidewalk will be added to one side of the street to improve pedestrian safety and movement to the development site. There is no active rail line in the area. Refer to Policy 5.7.4 (a) in Attachment B for further details.
(c) the adequacy of the dimensions and shape of the lot for the intended use;	Development control staff commented that "the dimensions and shape of this lot are acceptable for the amendment of the proposed increased number of beds in the home for special care. This property is 24.7 acres (1,075,496.4 sq. ft.) in size and the increase of requested beds, as well as the increase in square footage are acceptable within the dimensions and shape of the lot. This proposal meets the minimum lot size requirements for multi-unit dwellings and

	homes for special care of the Windsor Land Use By-law."
(d) the pattern of development which the proposal might create;	College Road host a variety of uses including a Provincial Heritage Property known as Richmond Hill Farm, the Gladys M. Manning Retirement Community, Howard Dill Enterprises, Kings-Edgehill School, the Gordon Hughes Tennis Club-Windsor, and a number of residential and agricultural uses. Development control staff noted the following: "Increasing the number of beds/units will increase the number of seniors living in this facility. This proposal could lead to increased demand for medical care facilities, commercial services/personal service shops, parks and recreation spaces/activities which may not be on-site. The minimum allowance for recreation space of 41,000 sq. ft. should be increased to reflect the increase in units. College Road is primarily zoned for agricultural and residential uses only, which could potentially pose challenges to the pattern of development that this proposal might create." To mitigate the impact of this development on abutting properties, a number of items were addressed in the development agreement, including stormwater management, access, buffering, parking, recreational space, construction noise, lighting, etc. The Gladys Manning development agreement (2005) allows a maximum of 295 units on the 59-acre parcel. The proposal from Hants County Residence for Senior Citizens is not anticipated to create

	a different pattern of development than is already permitted on the abutting Gladys Manning lot.
(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 subject lot is relatively flat along College Road and gradually gets steeper towards the north west end of the property. There are no evident concerns in terms of steepness of grade, soil or geological conditions. There is a water body at the rear property line. The Municipal Climate Change Action Plan (MCCAP) for Windsor (2014) shows that the subject lot does not appear to be affected under a simulated flooding extent for probable maximum flood due to climate change, however College Road itself may experience flooding. The Public Works Department has noted that the Municipality is currently conducting a storm water study and that the reconstruction of College Rd will provide for improved street storm convenance systems. They added that the street reconstruction will include storm water upgrades to mitigate future flooding potential (i.e., additional culverts, ditching, asphalt sloping). It is the responsibility of the property owner to ensure the site is suitable for the proposed uses.
(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	A small portion of this property is within dyked marshland and any driveway access, infilling or alteration of topography will require a variance from the requirements of the Provincial *Marshland Conservation Act*.

	All Municipal, Provincial and Federal regulations will have to be met.
(g) any other matter required by relevant policies of this Strategy.	There are no other relevant policies of this Strategy.

Attachment D

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AMENDING DEVELOPMENT AGREEMENT

THIS AMENDING 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 -

HANTS COUNTY RESIDENCE FOR SENIOR CITIZENS, a body corporate pursuant to the *Municipal Housing Corporations Act*, with a head office at 124 Cottage Street, Windsor, in the County of Hants, Province of Nova Scotia,

(Hereinafter referred to as the "Owner")

OF THE SECOND PART

WHEREAS the Municipality and Owner entered into a Development Agreement, said Agreement being attached hereto as Schedule "A", dated the June 21, 2022, and recorded at the Land Registry Office on September 14, 2022, as document number 121300512;

AND WHEREAS the Owner wishes to amend the Development Agreement to increase the maximum number of beds permitted in the home for special care from 128 to 160;

AND WHEREAS the Council of the Municipality, at a meeting held on Month Date, 2023, approved this request, pursuant to Policy 5.7.3 and 5.7.4 of the Windsor Municipal Planning Strategy and Section 6.1 (d) of the Windsor Land Use By-law;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. Section 2.2, *Development Location and Design*, of the Development Agreement shall be amended by deleting subclause 2.2 (b) (i) and inserting a new subclause 2.2 (b) (i) as follows:

   (i) Phase 1 shall include a home for special care, limited to a maximum of 160 beds, and may include accessory uses such as a café, offices and/or pharmacy, located entirely within building A as shown on the site plan in Schedule B, and outdoor recreation uses including but not limited to a public trail system as identified on Schedule B, and any accessory uses;

2. Section 2.2 (h) and 2.3 (c) (iii) of the Development Agreement shall be amended to increase the required recreational space by 1,900 sq. ft. (176.52 sq. m.) so that those sections read as follows:

   2.2(h) A minimum of 42,900 sq. ft. (3,985.54 sq. m.) of usable recreation space is required for the development. The public trail system included in Phase 1 shall be included in this calculation.

   2.3(c)(iii) a minimum of 22,400 sq. ft. (2,081.03 sq. m.) of the required recreation space including the public trail system as show on Schedule B.

3. The parties hereby agree that all remaining terms and conditions of the Development Agreement recorded on September 14, 2022, attached hereto as Schedule “A”, shall remain in full force and effect.

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 MUNICIPALITY**
In the presence of:	)
	)
	)
_____	Per: _____

Witness	)	Abraham Zebian, Mayor
	)	
	)	
_____	Per: _____	
Witness	)	Deanna Snair, Municipal Clerk
	)	
	)	
	)	
	) HANTS COUNTY RESIDENCE FOR SENIOR	
	) CITIZENS	
	)	
	)	
	)	
_____	Per:_____	
Witness	)	Peter Murray, Chairman of the Hants County
	)	Residence for Senior Citizens Board
	)	
	)	
_____	Per:_____	
Witness	)	Krista Beeler, Administrator of the Hants
	)	County Residence for Senior Citizens

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, **Peter Murray**, one of the parties thereto, signed, sealed and delivered the same 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, **Krista Beeler**, 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, Peter Murray, Nova Scotia, make oath and say that:

1. I am Peter Murray, Chairman of the Hants County Residence for Senior Citizens Board, 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

Peter Murray

Canada
Province of Nova Scotia

AFFIDAVIT & PROOF OF EXECUTION (CORPORATE)

I, Krista Beeler, Nova Scotia, make oath and say that:

1. I am Krista Beeler, Administrator of the Hants County Residence for Senior Citizens, 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

Krista Beeler

Attachment E
Public Information Meeting Notes
January 12 - 27, 2023
File 22-35
College Road, Windsor; PID 45336203

Meeting date and time	A Public Information Meeting was held on January 12, 2023 beginning at 6:01 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 Jim Ivey • Jane Davis • Stefan Palios • Lisa Bland • Greg Pace Four (4) members of staff: • Planner Poirier • Planner Dunphy • Director LeMay • Meeting Secretary Lake Applicants: • Krista Beeler, Dykeland Lodge • Donna Hoar, Project Manager for Dykeland Lodge Two (2) members of the public by Zoom: • Glenn Robinson • Linda Card
Applicant Krista Beeler and Ed Sherman at Dykeland Lodge on behalf of the Hants County Residence for Senior Citizens **Property** College Road, Windsor PID 45336203	Planner Poirier outlined the development agreement amendment application to increase the number of beds permitted in the home for special care on PID 45336203, College Road in Windsor from 128 to 160. The applicant did not make a formal presentation.

Comments	Comments from the public could be submitted to Planner Poirier by mail, e-mail and telephone between January 12 – 27, 2023. No members 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 PAC/HAC are summarized below. Staff responses are included in purple. PAC/HAC members asked the following questions and made the following comments: • There was clarification requested on the ratio of the proposed increased number of beds compared to the increased size of the building, citing concern about the quality of life proposed for residents. Sara responded that the building is being proposed to be enlarged by approximately 3,000 sq. ft. to accommodate the additional 16 beds. She followed up with the applicant to clarify that they are following the Provincial design requirements for the home for special care. • Why is the Province requesting additional beds? Is there justification as to why the development agreement should be amended to allow up to 160 beds when the Province is currently only requesting 144 at this time? Sara responded that there was no justification provided by the applicant other than the Province requesting the additional beds within the facility. It is likely this is due to the current shortage in beds in long term care facilities in the Province. It is unclear whether there would be another requested increase, however this proposed amendment would allow the new facility to go up to 160 beds without requiring another amendment to the development agreement should there be additional requests in the future. • How are there no changes to the site plan with the increased number of beds? Sara responded that the overall intent of the site plan is not changing. The home for special care is still proposed to be located in the same place on the site and within the same style building. The applicants have noted that the building will only need to be enlarged by approximately 3,000 sq. ft. to

	accommodate the increased number of beds which is only a slight change to Building A and does not warrant a change to the site plan. • As we don't see substantive amendments to development agreements being requested often, what is the process? An amendment application is an opportunity for staff to review the entire development agreement and consider changes in addition to the applicants requested amendment. However, where this amendment is being requested less than a year after the development agreement was approved, it is less likely that there will be many changes proposed to the agreement.
Adjournment	The meeting was adjourned at 6:10 p.m.

Audit Committee Excerpt
March 8, 2023

Financial Mentorship Update

Following the December 9, 2022, Audit Committee meeting, where the financial statements and management letter were presented, the committee requested to have progress updates on the auditor's recommendation that WHRM increase mentorship for the Financial Services team. At the March 8th meeting, a formal update was presented to the committee.

Mentorship to Date:

- January 12
    - CAO and Acting Director, Financial Services met with Kevin Matheson, an individual recommended by the auditor to provide mentorship.
    - During this meeting Mr. Matheson was shown the department's organizational chart, given the responsibilities for each position, provided with the audited financial statements and 2022-23 budget documents for his review.
- January 23
    - Mr. Matheson attended a Financial Services staff meeting to be introduced to all the staff and provide an update on the mentorship.
- January 31 – February 7
    - Mr. Matheson spent 3 days at Morison Drive. During this time, he:
    - Reviewed all the journal entries the auditor mentioned in the management letter.
    - Held individual meetings with each staff member.
    - Reviewed regular procedures with the Acting Director.
- February 17
    - Mr. Matheson provided an informal update on the process, indicating:
        - He had met with everyone in Financial Services at this time.
            - Mr. Matheson has been impressed by the staff and amount of review and procedures in place, especially while short-staffed.
        - He has thoroughly reviewed the journal entries mentioned above and found while there were 34 entries highlighted, they pertained to only 9 issues, which he will be diving deeper into.

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Audit Committee Excerpt
December 9, 2022

Upcoming Mentorship Plan

- A follow-up meeting is being scheduled between CAO, Acting Director, Financial Services, and Mr. Matheson to discuss any items or potential risks that arose from staff meetings.
- An action plan for any suggested improvements will be created.
- Mr. Matheson is planning the following additional review items:
    - Meeting with IT to discuss their financial components.
    - Thoroughly review the annual financial statements and make suggestions on presentation to the auditors.
    - Review and make suggestions on the monthly reports given to council.
    - Follow up with any team member that has requested guidance in certain areas.

Conversations with Mr. Matheson across the department and with CAO have indicated that he believe we are in a good place financially, the reconciliations and tracking sheets that he has reviewed are on par with what he would have suggested for us. And furthermore, Financial Services continues to be excited to work with him on formalizing more reviews and processes.

2020-21 Financial Indicator Report

West Hants Regional Municipality has received the 2020-21 Financial Indicator Report from the Province. This report helps councils and Nova Scotians to make sense of municipal financial information. This is done by using a House Model, which is organized into three (3) financial dimensions:

1. Roof – Assess the overall health of the municipality.
2. Structure – Individual factors that impact the municipality's health.
3. Base – Individual factors, outside of the municipality's control, that impact its health.

The financial data used to crease the FCI results for WHRM comes from the 2020-21 Financial Information Returned, based on the 2020-21 audited financial statements. These two items serve to represent the first year of consolidation.

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Audit Committee Excerpt
December 9, 2022

Overall, the 2020-21 FCI has the West Hants Regional Municipality rated as a low risk for fiscal instability.

There are two indicators that have not been used within this rating, coloured in grey above, as WHRM does not have the appropriate history to report on:

- Deficits in the Last 5 Years
- Three-Year Change in Tax Base

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Audit Committee Excerpt
December 9, 2022

WHRM currently has one yellow rating for Uncollected Taxes. Prior to consolidation, this indicator has been listed as a moderate (yellow) risk for the Municipality of the District of West Hants for its last five (5) years, with a stead decrease in percentage. Not being able to hold a tax sale in 2020-21 resulted in this percentage increasing slightly. The municipality makes every effort to ensure effective tax collection continues and we are confident with a tax sale occurring in 2021-22 and 2022-23 this percentage should show a decreasing in coming reports.

Compared to the two former entities, we have seen three new items move into a low (green) risk status:

- **Operating Reserves** – Provides the value of funds set aside for planned future needs, to smooth expenses or for unexpected expenses.
    - The former Municipality of West Hants was at a moderate risk for operating reserves at 18.7% and the former Town of Windsor was at a low risk at 37.4%.
    - WHRM now has a combined operating reserve status of low risk at 64.4%
        - This means that the municipality is setting aside sufficient funds to help mitigate any unforeseen risks or future needs.
- **Residential Tax Effort** – Assess the affordability of municipal taxes in relation to the current service levels.
    - The former Town of Windsor was at a moderate risk for residential tax effort at 4.9% and the former Municipality of West Hants was at a low risk at 2.5%
    - WHRM now has a combined residential tax effort status of low risk at 2.8%
        - This means that the municipality, if required, has some flexibility to increase taxes.
- **Debt Servicing** – Calculated by comparing the total debt servicing costs to the total own sources of operating revenue.
    - The former Town of Windsor was at a moderate-risk for debt servicing at 11.0% and the former Municipality of West Hants was at a lower risk at 7.1%.
    - WHRM now has a combined debt servicing status of low risk at 9.4%.
        - This means that the municipality, if needed, has flexibility to increase borrowing levels to help finance future capital expenditures.

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Audit Committee Excerpt
December 9, 2022

Information Report – Budget v. Actual Ending December 31, 2022

Budget to actuals ending December 31, 2022, were reviewed with the Audit Committee and are included for Council's reference.

Chief Administrative Officer Review

This is a very favorable FCI for the Regional Municipality. Further, it is an indicator reflecting the financial condition of the municipality in the 2020-21 fiscal year. It is anticipated that many of the individual indicators will continue to be green as year 2021-22 is released next year. Staff and Council have continued the same decision making style as it relates to fiscal management throughout the term creating a solid fiscal foundation for the municipality.

Excerpt Prepared by: Diana Gibson
Diana Gibson, Acting Director, Financial Services

Excerpt Approved by:
Mark Phillips, Chief Administrative Officer

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WEST HANTS REGIONAL MUNICIPALITY
Audit Committee – Meeting Agenda
March 8, 2023, 6:00 p.m.
Facebook Livestreamed

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1. Call to Order
2. Declaration(s) of Conflict of Interest
3. Announcements / Introduction of New Committee Member
4. Approval of Agenda, including additions or deletions
5. Approval of December 9, 2022 Minutes, including additions or deletions
6. Unfinished Business
    a) Martock ACOA Expenditure Designation
    b) Financial Services Mentorship Update
7. New Business
    c) 2020-21 Financial Indicator Report – Acting Financial Services Director Gibson
    d) Financial Update to December 31, 2022 – Acting Financial Services Director Gibson
    e) Audit Committee Terms of Reference (TOR)
8. In-Camera
9. Date of Next Meeting
10. Adjournment

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WEST HANTS REGIONAL MUNICIPALITY
Audit Committee – Meeting Agenda
December 9, 2022, 1:00 p.m.
Via Zoom and Facebook Livestreamed

---

1. Call to Order

2. Declaration(s) of Conflict of Interest

3. Announcements

4. Approval of Agenda, including additions or deletions

5. Approval of June 6, 2022 Minutes, including additions or deletions

6. New Business
   (a.) Presentation of Financial Statements – Andy Forse, Kent & Duffett
   (b.) Financial Update to October 31, 2022 (time permitting) – Acting Financial Services Director, Diana Gibson

7. Date of Next Meeting

8. Adjournment

West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY
Audit Committee – Meeting Minutes
December 9, 2022, 1:00 p.m.
Via Zoom and Facebook Livestreamed

Present :	Abraham Zebian	Mayor / Committee Chair
	Jeff Hartt	Councillor, District 4
	Laurie Murley	Councillor, District 10
	Jane Davis	Resident Member
	Kathryn Duffy	Resident Member
	Andy Forse	Auditor, Kent & Duffett
	Diana Gibson	Acting Director of Financial Services
	Mark Phillips	Chief Administrative Officer (CAO)
	Carmen Dewar-Miller	Admin Assistant, Financial Services

1. Call to Order – Mayor Zebian called the meeting to order at 1:00 p.m.

2. Declaration(s) of Conflict of Interest – No declarations

3. Announcements – No announcements

4. Approval of Agenda, including additions or deletions

   MOVED by Councillor Murley and Resident Member Davis that the agenda be approved. Motion Carried.

5. Approval of June 6, 2022 Minutes, including additions or deletions

   MOVED by Councillor Hartt and Resident Member Davis that the minutes be approved. Motion Carried.

6. New Business

   (a.) Presentation of Financial Statements - Andy Forse, Kent & Duffett

   Auditor Forse stated that his presentation would not be as lengthy as last year (the first year for full results for the West Hants Regional Municipality). Last year's audit brought some unique results and quirks to the financial process that were not applicable to this year's audit.

Auditor Forse advised that he would briefly review the audit process to give an idea of what an audit is, what it is and is not designed to accomplish and a summary of findings. He will conclude with the management letter (a required piece of documentation from the province of Nova Scotia), which summarizes the key components of the audit, items found that might require improvement or other issues discovered through the audit process this year.

Auditor Forse reviewed the audit concepts of reasonable assurance and materiality. Reasonable assurance is approximately 95-98% accurate. Auditors need enough, high-quality, persuasive evidence to provide reasonable assurance. Materiality is the qualitative concept of the magnitude of a misstatement. How much of a misstatement would change a person with reasonable financial and business expertise's opinion of the financial results. $200,000 is the qualifying quantitative magnitude of misstatement that would change someone's opinion. A transposition error of $500,000 would change opinion as would an undetected theft of $50,000 cash. Any type of misstatement could be material if it changes opinion.

Auditors gather a large amount of evidence using software, AI and sophisticated ratio techniques to form their opinion. They allow the evidence to guide them. There were some corrections made within the West Hants audit, but the auditors are prepared to present an audit opinion in the form of an "unqualified" audit report, that the financial statements are free from material misstatement. No reasonable person's opinion would change by anything that hasn't been corrected.

An unqualified opinion in this case means that there are no qualifications (i.e., "yes but" or "except for"). In the auditors' opinion, all areas of the financial statements are clear from financial misstatement.

Auditors take a risk-based approach. Areas deemed to be higher risk (i.e., inappropriate expenditures), get more thorough testing. Areas deemed to be lower risk (i.e., prepaid expense account), get less extensive testing. Auditors do not ensure everything is correct to the penny. They look for a reasonable level of precision.

The most common user of these financial statements would be West Hants' lender, Municipal Finance Corporation (MFC). They lend the municipality money for capital projects and their opinion towards lending to the municipality could change based on audit results.

Auditors test for fraud and misappropriation of assets (theft). No evidence of either issue was discovered. West Hants has controls in place that are sufficiently designed and operating to a satisfactory degree to prevent fraud. Auditors have a difficult task when it comes to detecting collusion. There is no reason to suspect collusion. It is a rare occurrence in municipal and business auditing. No evidence of intentional misstatements whatsoever.

Auditor Forse concluded his summary of the audit process and asked for any questions.

Councillor Hartt asked how many corrections were required.

Auditor Forse replied that there were in excess of 30 but not to 40. A higher volume than they are used to seeing and can be attributed in part to the fact that key financial staff were missing for the audit.

It is normal to see a trivial number of corrections, especially with thousands of accounts. The odds of being completely accurate are low. Less than 10 would be a normal year (on any audit). They conduct audits where they see in excess of 50 to 100 corrections. West Hants is not at the top end of the scale. More corrections than usual and more than the auditors would like to see.

Resident Member Duffy asked if Auditor Forse feels that this is a one-time issue due to the extenuating circumstances (absences), or indicative that further discussion within or outside of Audit Committee is required.

Auditor Forse replied that the number of corrections was at least significantly affected by the absence of key financial staff. He has recommendations for staff training and mentoring that would be useful to existing staff, especially when they are recently elevated to a new role or taking on new duties. Current staff are extremely capable and hardworking but somewhat inexperienced and could have used more support. Important to point out that municipal accounting is in the top three or four most challenging types of accounting in the industry here in Canada. It has its own set of indicators and processes. The financial reporting is unique to itself. Extensive on-the-job training is required after hiring as it is difficult to prepare in advance for municipal accounting.

An attempt was made to bring in extra support but that attempt failed. It is challenging to find financial staff right now. This year staff did not have the resources they needed. Probably a one-time occurrence. It would not be an unwise decision to provide staff with mentoring and extra training. In Auditor Forse's opinion, this is the most important topic on the agenda today.

Resident Member Duffy asked CAO Phillips if it would it be appropriate for staff to prepare a short implementation plan related to Auditor Forse's recommendations, to be ready for the next Audit Committee meeting.

CAO Phillips advised that pending the reading of the management letter and receipt of Auditor Forse's recommendations, there will be steps going forward. The municipality does have resources (external and internal) that could help provide customized and generic support across the department.

At this point Auditor Forse read the management letter. Key takeaways included:

- Errors in the financial results
    - During the audit process they identified a high volume of unintentional misstatements in the recorded financial results for the period under audit that were not initially identified by the entity's internal controls or

financial reporting process. This includes misstatements involving estimation, judgement and account balances.
    - They performed additional testing and concluded the nature of the misstatements to be unintentional (no fraud or misappropriation of assets was detected).
    - Acknowledgement of the circumstances around the audit period with key staff missing and difficulties finding suitable replacement short-term.
    - Their implication of this issue would be that it is not unusual for there to be trivial amounts of misstatements both in volume and magnitude. The volume of misstatements this year was significant and would have resulted in material misstatement had they not been corrected.
- Recommendations
    - Based on their audit they conclude that the municipality should invest resources in additional temporary staff when key financial personnel are away from their duties for extended periods of time.
    - Additional training and mentoring to key financial staff especially for new staff or when staff roles are elevated or they take on new duties.
    - An internal review process to perform an ongoing review of the accuracy of financial information on a regular basis. Performing monthly or quarterly reviews will ensure misstatements are identified and corrected prior to the audit process.

Auditor Forse offered the following additional comments:

- There is some review that happens on the income statement side.
- There is a wonderful financial presentation performed regularly, summarizing how the municipality is doing on revenues and expenses, with comparisons to budget and year-to-year.
- The vast majority of corrections this year were all along the balance sheet side, hence the need for a comprehensive quarterly review.
- Cash was not misstated. Robust reconciliation process in place.
- One area that could use more attention going forward is Payables. Liabilities were showing higher / worse than they actually were.
- Balance sheet side is not as critical as income and expense but still important.
- Interest expense was off.
- It may resolve itself in one- or two-year's time, depending on key absences.

Councillor Hartt asked if this led to the longer time to complete the audit.

Auditor Forse advised that it did. The process became very slow. On the balance sheet side, significant time was required to test and make corrections.

Councillor Hartt asked if there was no way to speed up the audit process to get us here before December?

Auditor Forse replied that last year was a very difficult, extremely unique audit process. There hasn't been a similar example of two municipal units creating a new municipal

unit. Kent and Duffett were under the gun non-stop to the end of October. As a result, Auditor Forse did not feel entirely comfortable with a few trivial items that lingered into this year's audit. Very small in terms of magnitude but the auditors were not prepared to wrap things up quickly without the normal two-to-three-week quality control process at the end of the audit. Ensures auditors have a level of comfort with their audit file. This meeting could not have been held sooner.

Auditor Forse moved on to the financial results, stating that they were positive. He started with the Statement of Financial Activities, noting that the 2021 numbers included a one-time Conditional Transfer of almost $16 million. It is more accurate to compare 2022 to budget. He pointed out three items when comparing this year's actuals to budget which would explain higher than budgeted revenues:

- Taxes are considerably over budget (good, more revenue), mainly a result of the Deed Transfer Tax ($1 million over budget).
- "Other", which has no budgeted line, represents mostly capital grants and other non-budgeted grants received. A healthy amount of grants came in.
- Unconditional Transfer, formerly called an equalization grant, now referred to as a financial capacity grant from the province of Nova Scotia. Appears to be twice as much as last year, double the amount budgeted. Great news.
- Of note as well, Proceeds from Disposal of Assets are rarely budgeted for, but this year brought in $415,000.

On the Expenditure side, Auditor Forse noted:

- $4.4 million amortization is not an unexpected item, a variance in budget due to a quirk in the system. There is a Public Sector accounting requirement to provide budget for water assets but not general capital fund. Difference between budgeted and actual amortization is always going to look ridiculous in Auditor Forse's opinion.
- Expenditures are consistent to last year and down a little bit. Nice to see solid quality control over expenditures.
- Other Transfers (such as MFC loans) decreased a little bit, lovely to see.
- There is nothing alarming or unusual within expenditure line items.

On the Balance Sheet / Statement of Financial Position Auditor Forse identified the municipality's cash position (indicative of how the year went), has improved significantly. Seeing a $3 million increase in cash and almost $2 million increase in payables. Nothing alarming, the cash increase is a nice sign.

Audit Committees should always be asking, is the municipality properly funded? While not offering a recommendation or conclusion, Auditor Forse can point to areas in the financial statements that are indicative. Cash plus receivables less accounts payable – have results gone up or down? The municipality has gone up nearly a million dollars, great to see.

Auditor Forse pointed out that the municipality's tangible assets have increased. $6.5 million in capital assets less the $4.4 million in amortization, some paid in cash/operations. Healthy looking balance sheet. Fine use of cash and debt servicing is

well within expected ranges. Common and not alarming to see a net debt position - most municipal units are heavily invested in tangible capital assets. It has come up since last year. Nice to see a trend towards a net assets position. All points to signs of a well-run, well-funded municipal unit.

Auditor Forse is happy to answer questions. It was a good, solid, strong year. Expenditures remained consistent with an increase in revenues due in large part to the Financial Capacity Grant (ongoing), and Deed Transfer Tax.

Councillor Hartt asked how the money from ACOA for the Martock project affects our balance.

Auditor Forse responded that this money comes in and briefly hits a reserve account until a matching expenditure comes in ($1.2 million). Expenditures aren't fully spent. Not all of that amount would technically hit the income statement. The full $1.2 is not recorded until you meet the matching expenditure. This is a side quirk of public accounting. Happens if you spend operational cash on capital assets. Expenditures would fall under Rec he believes and can find out. Councillor Hartt would like that information.

Mayor Zebian questioned the Valley Resource Management line under Financial Assets.

Auditor Forse responded that this has been a lingering issue for a few years. Director Rochon has made a significant attempt to resolve it one way or another. There is not enough accounting evidence to take it off our financial statements. He cannot make any recommendations on what should be done legally. Accounting evidence is required to show that it doesn't belong there, and so far this has not been available. He suggested making it an agenda item when Director Rochon returns.

Auditor Forse reminded committee members that statements remain in "draft format" and are considered confidential until they are approved by council at the next meeting.

Councillor Hartt asked about councillors' expenses. What if a councillor did not have any expenses? Are expenses still allowed to be allotted to that councillor?

Auditor Forse replied that there are certain types of expenses such as training that would be allocated to councillors. The auditors do very thorough testing on that area specifically as it is highly sensitive. Kent and Duffett made the recommendation to publicize council expenses and this recommendation was adopted province wide. Nothing at all was unreasonable for any councillor.

Councillor Hartt asked if is it normal procedure for CAO expenses to also be there?

Auditor Forse responded yes. This is mandated under the Municipal Finance Act and these expenses are recorded (top of the list).

Mayor Zebian offered the committee's thanks to Auditor Forse who in turn thanked municipal staff, particularly Acting Director Gibson. This process does not happen without the cooperation of staff.

Auditor Forse leaves the meeting at 2:03pm.

Acting Director Gibson presents a drafted motion for the committee to take to council.

MOVED by Councillor Murley and Resident Member Duffy that Audit Committee recommends that Council approve the West Hants Regional Municipality's Audited Consolidated Financial Statements ending March 31, 2022 as presented to the Audit Committee.
Motion Carried.

(b.) Financial Update to October 31, 2022 (time permitting) – Acting Financial Services Director, Diana Gibson

Acting Director Gibson summarized this report for the committee. This is the committee's first meeting regarding the 2022-2023 fiscal year. At this point in the year, current projections show a $28,000 surplus. On the revenue side the largest contributor to this would be our surplus in Deed Transfer Tax. Originally budgeted to $1.8 million but due to continuing, heavy activity, the budget number was increased to $2.1 million. Based on the most recent numbers received, we will likely increase the projection again next month.

On the expense side our largest result for the surplus can be attributed to Salaries and Benefits. Municipal departments continue to struggle to fill positions. At this point in the year, it is unlikely that we will reach full budget.

Mayor Zebian commented that going forward it would be prudent for Council to keep an eye on Deed Transfer, staying on the conservative side in the event that the real estate market goes quiet. We don't want to find ourselves in a deficit.

Acting Director Gibson agrees that it would be a good decision to increase but stay conservative.

7. Date of Next Meeting – Will look to schedule a meeting early in the new year.

8. Mayor Zebian called for a motion to adjourn.

MOVED by Councillors Hartt and Murley that the meeting be adjourned.
Motion Carried.
Meeting adjourned at 2:10 p.m.

X

Committee chair

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information √	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Audit Committee

Submitted by: Diana Gibson

Diana Gibson, Acting Director, Financial Services

Date: March 8, 2023

Subject: Financial Mentorship Update

LEGISLATIVE AUTHORITY

Not Applicable

RECOMMENDATION or DECISION REQUEST

Not Applicable

BACKGROUND

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

At the December 9th Audit Committee Meeting, Andy Forse from Kent and Duffett Chartered Professional Accountants presented the 2021-22 Audited Financial Statements. Within this presentation was the presentation of the management letter, which details the key components of the audit, any items found that may require improvements, or anything else discovered during the audit process.

Management letter indicated that within the 2021-22 audit there were a larger than usual number of corrections that needed to be made at the audit level. Mr. Forse, indicated that this was primarily due to absence of key financial staff without being able to successfully bring on extra support staff. Mr. Forse recommended that West Hants Regional Municipality provide additional mentoring, training, and support to new hires and staff being elevated into new

positions. He indicated that the current staff are capable and hardworking but could have used more support during this time.

At this meeting, it was requested by the committee that staff bring an update to the next Audit Committee meeting, regarding the auditor's recommendations in the management letter.

DISCUSSION

Since we last met the following has occurred in work toward meeting the auditor's recommendations:

- January 12
    - CAO and Acting Director, Financial Services met with Kevin Matheson, an individual recommended by the auditor to provide mentorship to the Financial Services team.
    - This was an introductory meeting, explaining the make up of Financial Services and explaining what each position does.
    - At this time, the audited financial statements, department organizational chart, and budgets were shared with Mr. Matheson for his review.

- January 23
    - Mr. Matheson was introduced to the Financial Services team at the semi-monthly staff meeting.

- January 31
    - Mr. Matheson spent the day at Morison Drive.
    - Journal entries that the auditors referred to in the management letter were reviewed.
    - Individual staff meetings were held.
    - Acting Director spent part of the day reviewing regular procedures with Mr. Matheson.

- February 7
    - Mr. Matheson spent part of the day at Morison Drive.
    - Finalized individual staff meetings.
    - Provided a verbal update Acting Director.

- February 17
    - Mr. Matheson provided a written update.
        - He has had a chance to meet with everyone in Financial Services at this time.
            - Mr. Matheson has been impressed by the staff and by the amount of review and procedures in place, while short-staffed.

- He has thoroughly reviewed the journal entries from the auditor and has determined out of the 34 entries there are 9 issues that he'd like to investigate deeper.

At this time, CAO and Acting Director will be scheduling a follow-up meeting with Mr. Matheson to discuss any topics or potential risks that arose from the staff meetings and to set an action plan for more mentorship moving forward.

Mr. Matheson does have a plan to meet with the IT department, dive deeper into the annual financial statements, review and make suggestions to the monthly reports given to council and have a follow up meeting with members of Financial Services who have requested guidance in certain areas.

From conversations with Mr. Matheson, he believes that we are in a good place financially, the reconciliations and tracking sheets that he has reviewed are on par with what he would typically suggest, and Financial Services is excited to work with him to help formalize more reviews and processes.

NEXT STEPS

Not Applicable.

FINANCIAL IMPLICATIONS

Not Applicable.

ALTERNATIVES

Not Applicable.

ATTACHMENTS

Not Applicable.

CHIEF ADMINISTRATIVE OFFICER REVIEW

Not Applicable.

Report Prepared by: Diana Gibson

Diana Gibson, Acting Director, Financial Services

Report Approved by:

Mark Phillips, Chief Administrative Officer

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information √	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Audit Committee

Submitted by: Diana Gibson

Diana Gibson, Acting Director, Financial Services

Date: March 8, 2023

Subject: 2020-21 Financial Condition Indicator Report

LEGISLATIVE AUTHORITY

- *Municipal Government Act*, Section 44, subsection f.

RECOMMENDATION or DECISION REQUEST

Not Applicable

BACKGROUND

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

The Municipal Profile and Financial Condition Indicators Results (FCI) help municipal councils and Nova Scotians to make sense of municipal financial information. They do this by providing various forms of analysis within a single document.

The FCI provides a House Model, which is organized into three (3) financial dimensions:

1. Roof – Assesses the overall health of the municipality.
2. Structure – Individual factors that impact the municipality's health.
3. Base – Individual factors, outside of the municipality's control, that impact its health.

The FCI was developed jointly by the Province of Nova Scotia, the Nova Scotia Federation of Municipalities (UNSM), and the Association of Municipal Administrators. Through development, thresholds have been established to compare individual municipal performance against the performance of other Nova Scotian municipalities.

Financial data used to create the FCI results for West Hants Regional Municipality comes from the 2020-21 Financial Information Return, based on the 2020-21 audited financial statements. These two items serve to reflect the first year of consolidation.

DISCUSSION

The 2020-21 FCI summary has the overall Financial Condition rating of West Hants Regional Municipality at Low Risk. This means that the municipality is considered a low risk for fiscal instability.

Two indicators have not been used in this rating, as WHRM does not have the appropriate history. These are:

- Deficits in the Last 5 Years
- Three-Year Change in Tax Base

WHRM currently has one yellow rating for Uncollected Taxes. Prior to consolidation, this indicator had been listed as a moderate risk for the Municipality of the District of West Hants for its last five (5) years, with a steady decrease in percentage. Not being able to hold a tax sale in 2020-21 resulted in this percentage increasing slightly. The municipality makes every effort to ensure effective tax collection continues and we are confident with a tax sale occurring in 2021-22 and upcoming in 2022-23, this percentage should show a decrease in coming reports.

Compared to the two former entities, we have seen three new items move into a low-risk status:

Operating Reserves – Provides the value of funds set aside for planned future needs, to smooth expenses or for unexpected expenses.

- The former Municipality of West Hants was at a moderate risk for operating reserves at 18.7% and the former Town of Windsor was at a low risk at 37.4%.
- WHRM now has a combined operating reserve status of low risk at 64.4%
  - This means that the Municipality is setting aside sufficient funds to help mitigate any unforeseen risks or future needs.

- **Residential Tax Effort** – Assesses the affordability of municipal taxes in relation to the current service levels.
  - The former Municipality of West Hants was at a low risk for residential tax effort at 2.5% and the former Town of Windsor was at a moderate risk at 4.9%.
  - WHRM now has a combined residential tax effort status of low risk at 2.8%
    - This means that the Municipality, if required, has some flexibility to increase taxes.

Debt Servicing – Calculated by comparing the total debt servicing costs to the total own sources of operating revenue.

- The former Municipality of West Hants was at a low-risk for debt servicing at 7.1% and the former Town of Windsor was a moderate-risk at 11.0%.
- WHRM now has a combined debt servicing status of low risk at 9.4%.
  - This means that the Municipality, if needed, has flexibility to increase borrowing levels to help finance future capital expenditures.

NEXT STEPS

Not Applicable.

FINANCIAL IMPLICATIONS

Not Applicable.

ALTERNATIVES

Not Applicable.

ATTACHMENTS

- FCI Municipal Report – West Hants Regional Municipality – March 31, 2021

CHIEF ADMINISTRATIVE OFFICER REVIEW

Report Prepared by: Diana Gibson
Diana Gibson, Acting Director, Financial Services

Report Approved by:
Mark Phillips, Chief Administrative Officer

Municipal Report

NOVA SCOTIA

West Hants Regional Municipality

Department of Municipal Affairs and Housing

Municipal Profile and
Financial Condition Indicators Results

2020-21

Municipal Profile and Financial Condition Indicators Report

2020-2021 Fiscal Period

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Introduction

Chapter 1 - Municipal Profile Information

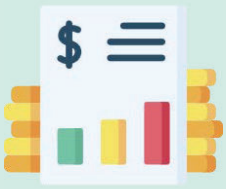
- Municipal Location and Size
- Population Information and Demographic Trends
- Number of Dwelling Units
- Median Household Income
- Employment Rate
- Education Level

Chapter 2 - Assessment Information

Information regarding uniform assessment* trends, dependence, and percentage of median household income required to pay the average tax bill.

- Three-year change in Uniform Assessment
- Highest Reliance on a Single Business or Institution
- Residential Tax Effort
- Residential and Commercial Uniform Assessment 5-Year Trend

**Uniform Assessment is taxable property assessment plus the capitalized value of payments made to municipalities in lieu of taxes.*



Chapter 3 - Financial Information

- Revenue Information - revenue by source (consolidated and operating fund), percentage of revenue reliance on government transfers, and percentage of tax revenue not collected.
- Expenditures Information - expenses by fund (consolidated and operating fund) and operating reserve as a percentage of expenses.
- Accumulated Surplus (Deficit) Information - accumulated surplus (deficit)by fund, annual surplus (deficit) and number of annual deficits in the last 5 years.
- Debt Information - Longterm debt, bank indebtedness and percentage of revenue used for debt principle and interest payments.

Chapter 4 - Financial Condition Indicators

The Financial Condition Indicators (FCIs) condense multiple sources of information into a single visual "House Model" graph. The House Model gives a quick visual of a municipality's strengths and possible areas where a municipality may want to focus its attention. Thirteen indicators consisting of:

- 4 key performance indicators;
- 5 financial indicators that concern management and debt; and
- 3 indicators relating to internal and external factors that could impact the municipality's revenue stream.

Appendices

- **List of additional municipal data located on the Nova Scotia Open Data Portal**
- **Municipality's website contact information**

Contact Information

Introduction

The Department of Municipal Affairs compiles municipal indicators on behalf of the Nova Scotia Government and Association of Municipal Administrators of Nova Scotia (AMANS) that focus on three areas:

- financial matters;
- administration of the municipality; and
- characteristics of the community.

This report creates a snapshot from those financial and demographic statistics to help community members and decision makers better understand:

- the municipality in which they live;
- the municipality's key characteristics; and
- the municipality's financial risks.

For example, the snapshot makes it easy to:

- compare the Three-Year Change in Tax Base indicator to understand the municipality's revenue growth in comparison to cost of living; and
- use the change in population to indicate whether a community's population is growing or declining and its potential impact on municipal revenues and expenses.

Chapter 1 - Municipal Profile

Municipalities are diverse and operate within unique demographic and economic characteristics. These characteristics have a significant impact on municipal performance and subsequent strategies required to ensure a sustainable environment. This chapter outlines the unique demographic and economic characteristics of the Municipality, specifically its composition, population trends, demographics, median household income levels, employment rates, and educational attainment. The municipal profile trends could have impacts on the current and potential future tax base for a municipality.

Municipal Profile Highlights

About the Municipality

Name:	West Hants Regional Municipality[1]
County:	Hants County
Approximate size:	1,244 km^2
Number of dwellings:	9,560
Government:	12 elected councillors (including the Mayor)

Figure 1 - Location of Municipality

Population Highlights

Population 2016:	19,020
Population 5-year trend:	+1.8%
County 5-year trend:	+0.6%
Demographic trend:	Aging
Up to 19 Yrs.	21%
20 to 59 Yrs.	50%
Over 60 Yrs.	29%

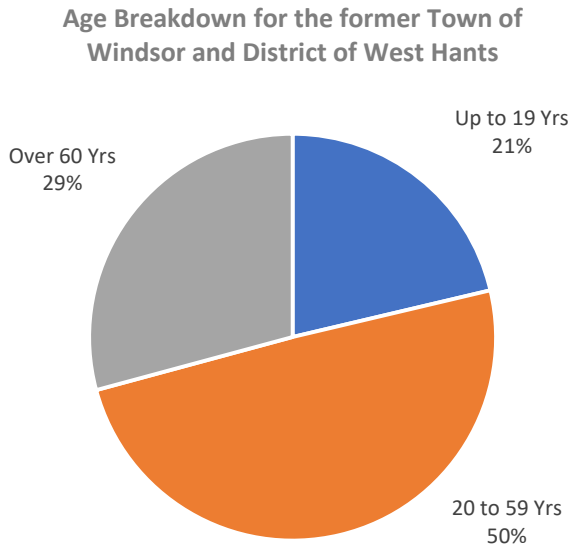


Figure 2 - Age Breakdown

[1] As of April 1st, 2020, the former Town of Windsor and the Municipality of Ditrict of West Hants consolidated and incorporated a regional municipality, West Hants Regional Municipality.

Population Trends

Population:	19,020 (former Town of Windsor and District of West Hants combined)
Provincial population:	2.1%
20-year trend:	Has grown since 20 years ago [supported by Figure 3 below] Majority
Age Trend:	between 40-69 years of age [supported by Figure 4 below]

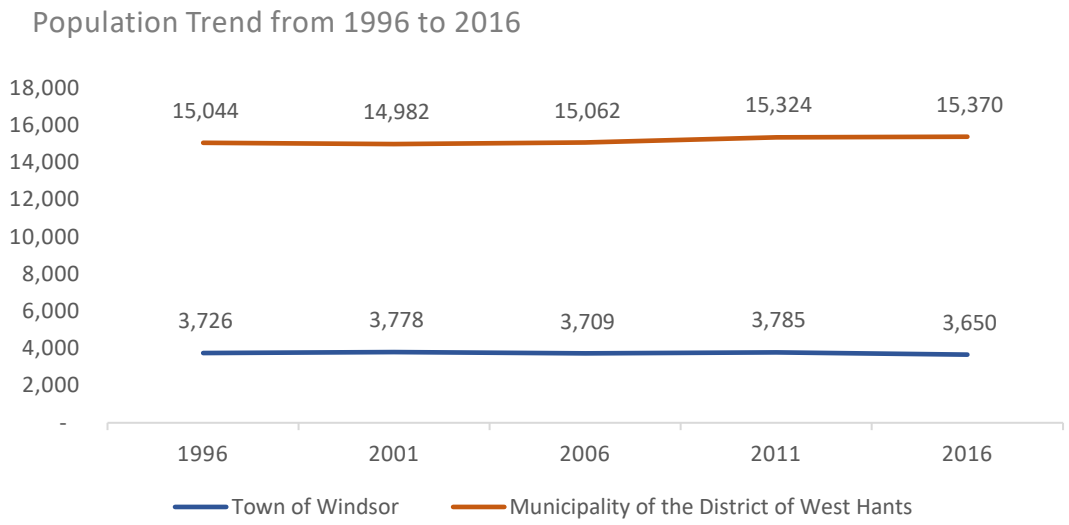
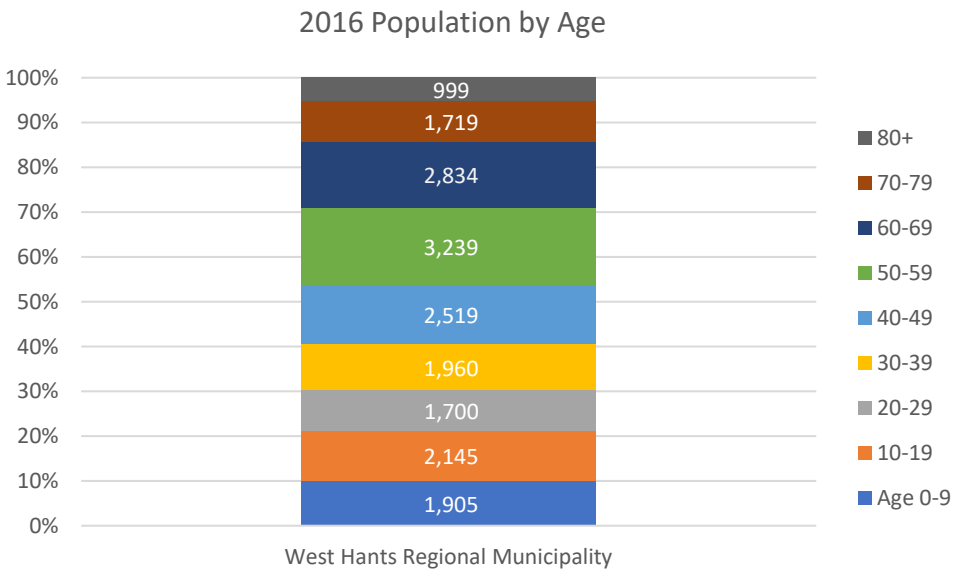


Figure 3 - Population from 1996-2016. Source: Statistics Canada

Figure 4 - Population by Age for 2016 Source: Statistics Canada



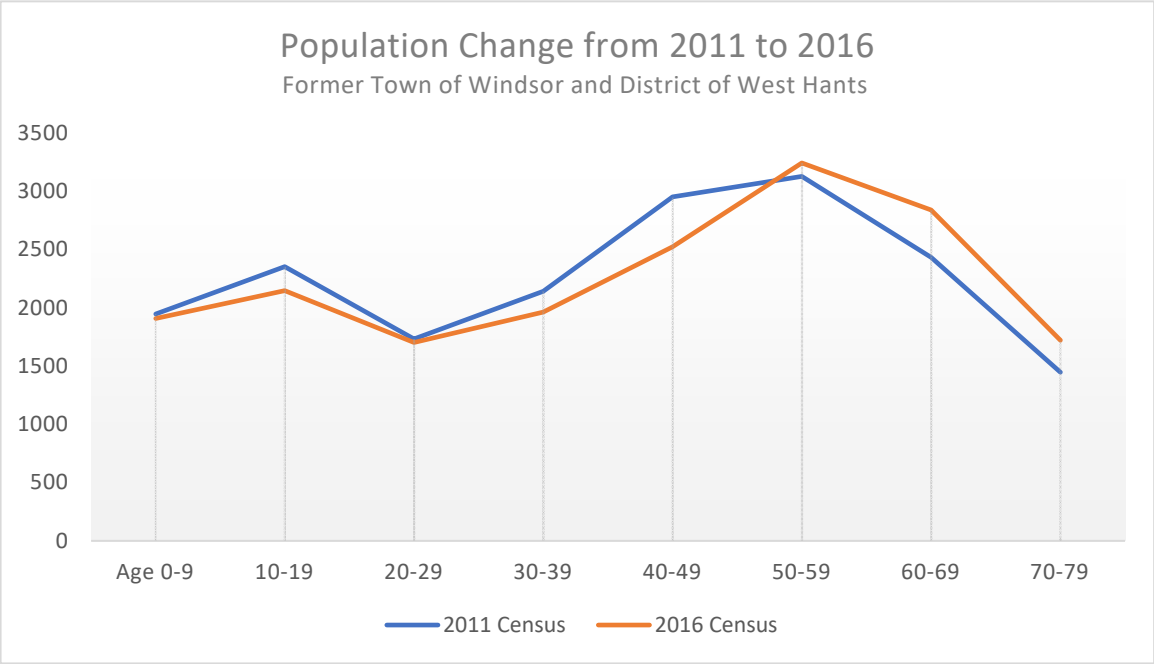


Figure 5 - Population Age Change from 2011 to 2016. Source: Statistics Canada

According to the 2016 Census, similar to most rurals in Nova Scotia, the majority of West Hants' citizens are between the ages of 40 and 69.

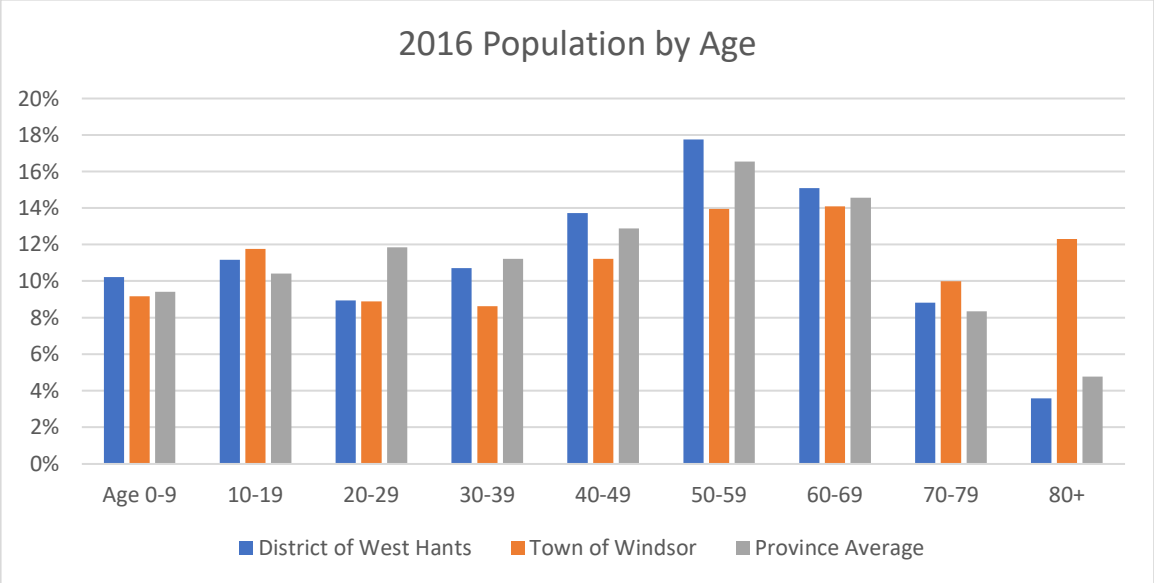


Figure 6 - Comparison of Population by Age for 2011 and 2016. Source: Statistics Canada

Economic Indicators

Along with population trends, employment rates and median household income are important economic indicators. Education levels can also play a crucial role in economic and social progress and can help improve income distribution. These factors provide an indication of the wellbeing of the economy and labour force.

Municipality of District of West Hants	2016 Census	2011 Census	+/-	Rural Average
Median Household Income	$62,087	$58,182	$3,905	$57,294
Employment Rate	53.9%	56.5%	-2.6%	50.1%
Education Beyond High School	52.5%	50.0%	2.5%	49.4%

Source: 2011 and 2016 Statistics Canada Census

Town of Windsor	2016 Census	2011 Census	+/-	Town Average
Median Household Income	$43,922	$41,859	$2,063	$48,934
Employment Rate	47.6%	46.3%	1.3%	48.3%
Education Beyond High School	49.0%	46.8%	2.2%	52.0%

Source: 2011 and 2016 Statistics Canada Census

Chapter 2 - Assessment Information

Since property taxes are a primary source of revenue for most municipalities, special emphasis has been placed on reviewing assessment trends.

Three-year change in Tax Base (Uniform Assessment)[2]:	N/A	
Reliance on a Single Business or Institution	0.8%	not dependent (low risk)
Financial Condition Indicator (FCI):		
Residential Tax Effort FCI:	2.8%	has some flexibility (low risk)

The line graphs below show the five-year trend of residential and commercial portion of the municipality's taxable assessment. For comparison purposes, the years from 2016-17 to 2019-20 include both the former Town of Windsor and District of West Hants.

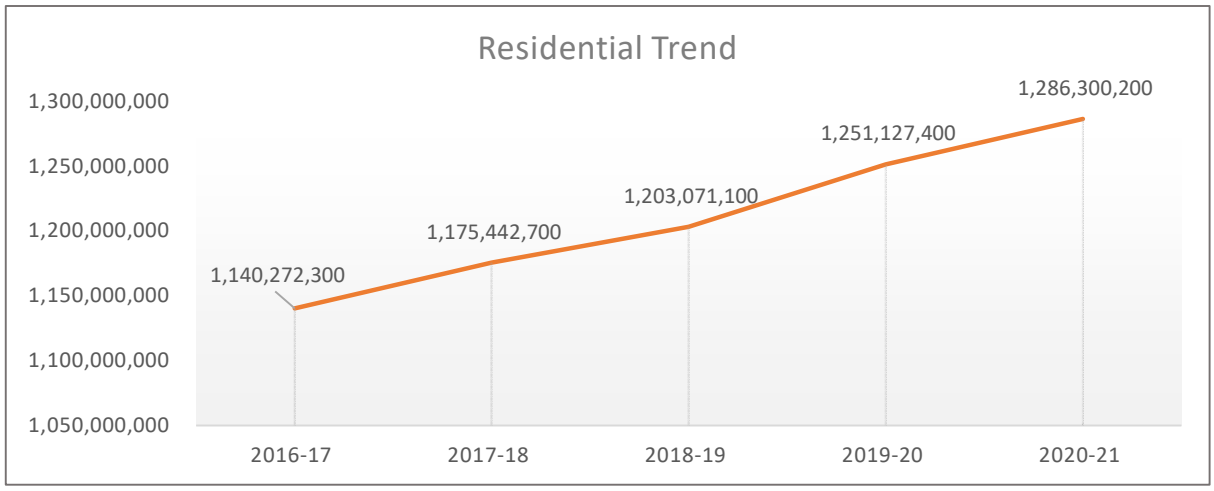


Figure 7 - Residential taxable assessment over the last five years. Source: 2016-17 to 2020-21 Statement of Estimates - Assessment

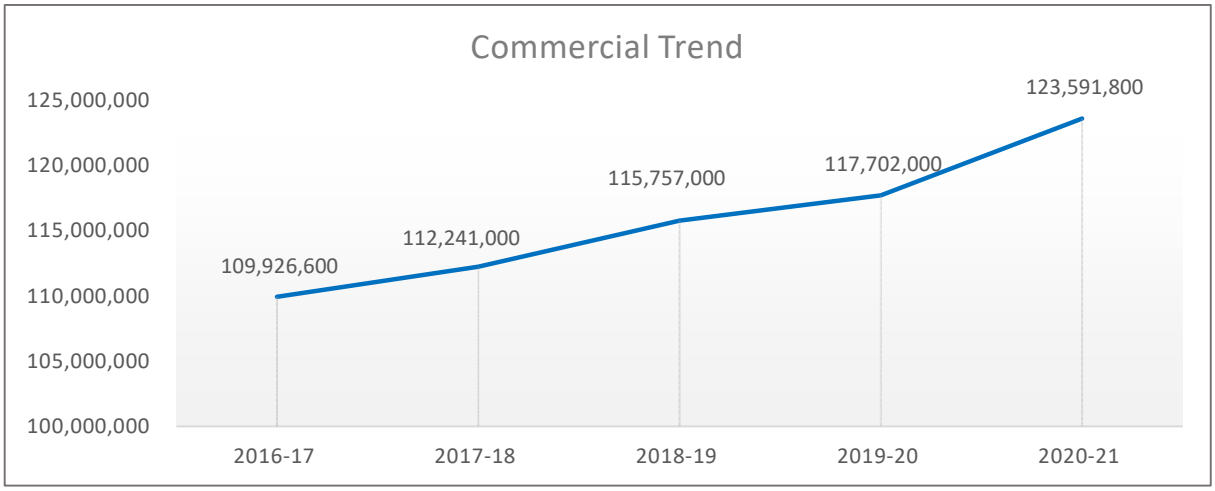


Figure 8 - Commercial taxable assessment over the last five years. Source: 2016-17 to 2020-21 Statement of Estimates - Assessment

[2] Uniform assessment is the value of a municipality's taxable property assessment plus the capitalized value of payments in lieu of taxes.

[2] Not applicable as the West Hants Regional Municipality does not have three year's of history. The West Hants Regional Municipality was incorporated as of April 1, 2020.

Chapter 3 - Financial Information

General Overview:

Audited financial statements are presented on a consolidated basis. These consolidated financial statements present all municipal entities as one single reporting entity:

- all the individual funds managed by the Municipality
- organizations or enterprises that the Municipality owns or controls, such as:
  - West Hants Water Utility
  - Windsor Water Utility

The Municipality's non-consolidated financial statements present only the individual funds managed by the Municipality, such as the General Operating Fund, General Capital Fund, Non-operating Reserve Fund, Operating Reserve Fund and, if applicable, Water Operating Fund, Water Capital Fund, Water Reserve Fund, Electric Operating Fund, Electric Capital Fund, and Electric Reserve Fund. Non-consolidated financial statements are reconciled but not audited[3].

Financial Reporting Compliance:

Audited Financial Statements and Financial Information Return	Yes
Submission of financial information:	After deadline[4]
Financial statements include:	
Remuneration and Expenses for Elected	Yes
Unqualified Opinion:	Yes
Quarterly Expense and Hospitality Report posted online:	Yes
Summary Expense and Hospitality Report submitted:	Yes
Statement of Estimates (SOE) -Assessment and SOE-Budget submitted:	Yes

[3] Please be advised that, although the Department reconciles, at a high level, a municipality's non-consolidated financial statements to the consolidated financial statements, the non-consolidated financial statements are usually not audited nor presented in full accordance with Canadian public sector accounting standards.

[4]Annually, municipalities are required to submit their financial information by Sept 30th, with an exception made for the 2020-21 FIR, which was due November 24.

Financial Highlights

Revenue

Total consolidated revenue:	$42.4 million
Revenue generated from own souce revenue *:	$24.6 million
Total general operating revenue:	$21.9 million
Largest general operating revenue:	84%
	Net property taxes and payments in lieu of taxes

Expenses

Total consolidated expenses:	$27.2 million
Total general operating expenses:	$20.1 million
Largest general operating expense:	43%
	Protective services

Annual Surplus

Annual consolidated surplus (deficit):	$15.2 million
Consolidated accumulated surplus (deficit):	$88.4 million
Annual general operating surplus (deficit):	$0.7 million

Debt

Total consolidated long-term debt:	$16.5 million
Total general capital fund long-term debt:	$14.4 million
General operating fund bank indebtedness:	$33.5 thousand

*excluding government transfers

Revenue:

$42.4 M

2021 Consolidated Revenue

Total consolidated revenue:	$42.4 million
Largest revenue:	$18.4 million Net property taxes and payments in lieu of taxes
Revenue generated from own source revenue:	58%

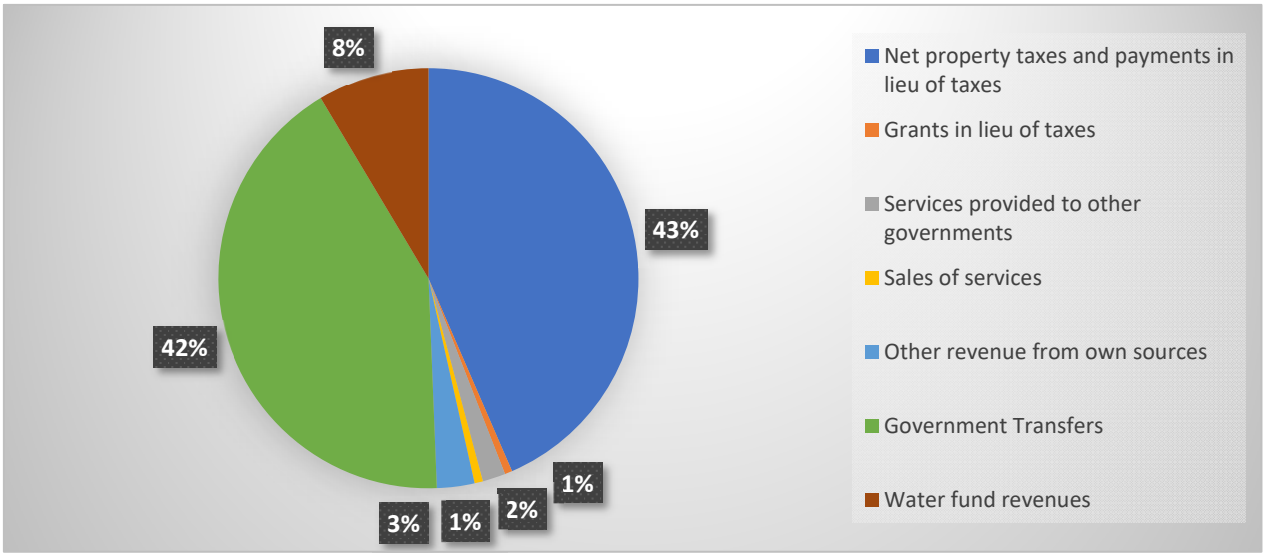


Figure 9 - Consolidated Revenue Source: 2020-21 Financial Information Return

The graph above and table below show the Municipality's consolidated revenue divided into categories.

	Consolidated Revenue
Net property taxes and payments in lieu of taxes	$18,425,210
Grants in lieu of taxes	$248,610
Services provided to other governments	$745,921
Sales of services	$274,956
Other revenue from own sources	$1,221,952
Government Transfers	$17,818,507
Net income from government business enterprises	$0
Water fund revenues	$3,638,254
Electric fund revenues	$0
	$42,373,410

$21.9 M

2021 General Operating Revenue

Total general operating revenue:	$21.9 million
Largest general operating revenue:	84% Net property taxes and payments in lieu of taxes
Uncollected Taxes Financial Condition Indicator (FCI):	13.5%
Reliance on Government Transfers FCI:	4.1%

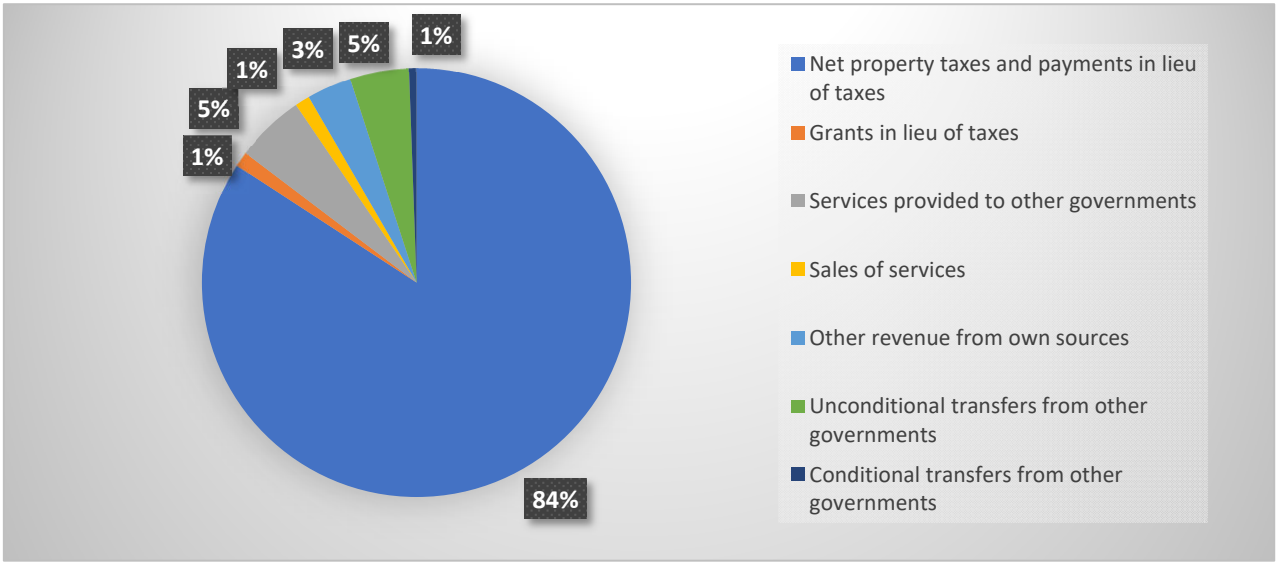


Figure 10 - General Operating Fund Revenue Source: 2020-21 Financial Information Return

The graph above and table below show the Municipality's general operating fund revenue divided into categories.

	General Operating Revenue
Net property taxes and payments in lieu of taxes	$18,435,742
Grants in lieu of taxes	$248,610
Services provided to other governments	$1,134,127
Sales of services	$248,536
Other revenue from own sources	$736,830
Unconditional transfers from other governments	$974,424
Conditional transfers from other governments	$123,167
	$21,901,436

Expenses:

$27.2 M

2021 Consolidated Expenses

Total consolidated expenses:	$27.2 million
Largest expense:	32%
	Protective services

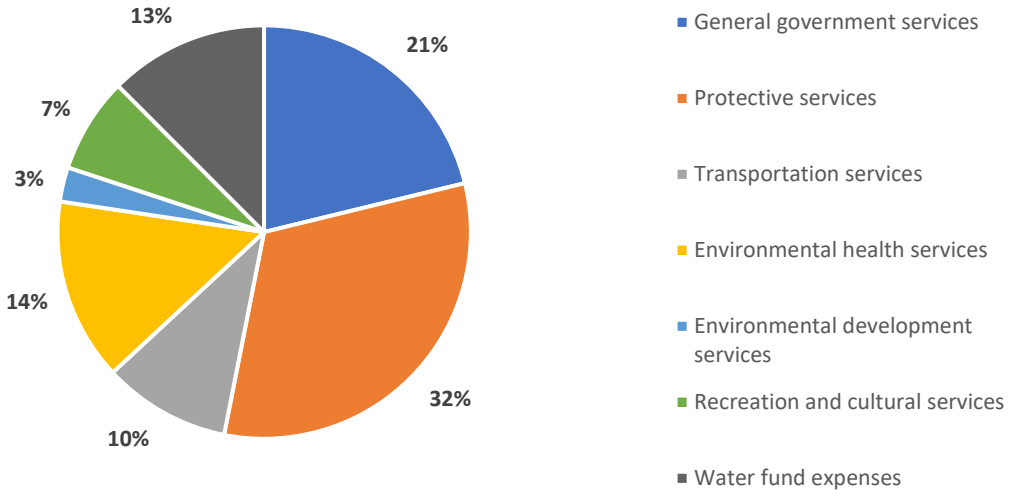


Figure 11 - Consolidated Expenses Source: 2020-21 Financial Information Return

The graph above and table below show the Municipality's consolidated expenses divided into categories.

	Consolidated Expenses
General government services	$5,752,870
Protective services	$8,673,198
Transportation services	$2,709,486
Environmental health services	$3,881,941
Public health services	$0
Environmental development services	$728,877
Recreation and cultural services	$2,024,236
Extraordinary or special items	$0
Water fund expenses	$3,388,604
Electric fund expenses	$0
	$27,159,212

$20.1 M

2021 General Operating Expenses

Total general operating expenses:	$20.1 million
Largest general operating expense:	43% Protective services
General operating reserves as a percentage of total general operating expenses:	64.4%

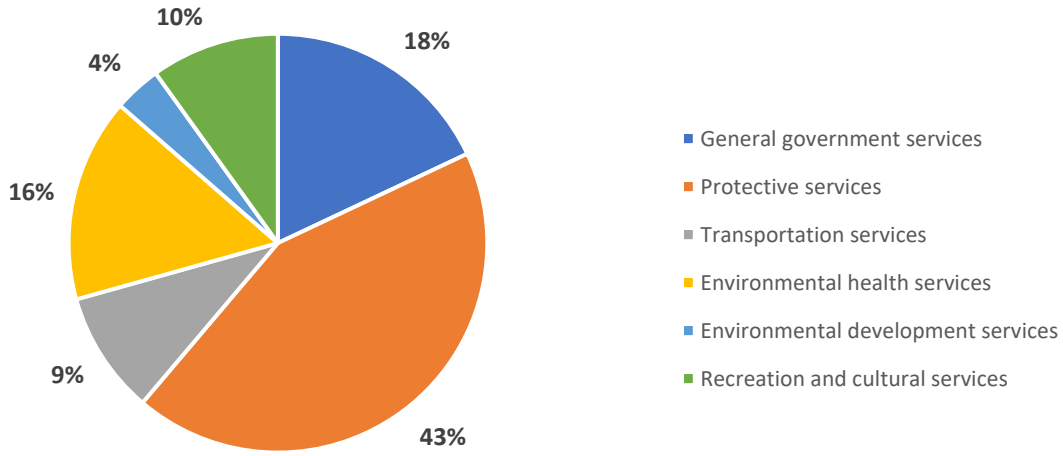


Figure 12 - General Operating Fund Expenses Source: 2020-21 Financial Information Return

The graph above and table below show the Municipality's general operating fund expenses divided into categories.

	General Operating Expenses
General government services	$3,612,347
Protective services	$8,673,198
Transportation services	$1,904,190
Environmental health services	$3,160,998
Public health services	$0
Environmental development services	$728,877
Recreation and cultural services	$1,994,847
Extraordinary or special items	$0
	$20,074,457

Accumulated Surplus (Deficit)

Annual Surplus: Revenue - Expenses

Note: Annual surplus is added to the accumulated surplus (deficit)

Annual consolidated surplus (deficit):	$15.2 million
Consolidated accumulated surplus (deficit):	$88.4 million
Annual general operating surplus (deficit):	$0.7 million
Number of Deficits in the Last 5 Years Financial Condition Indicator (FCI) :	Nil

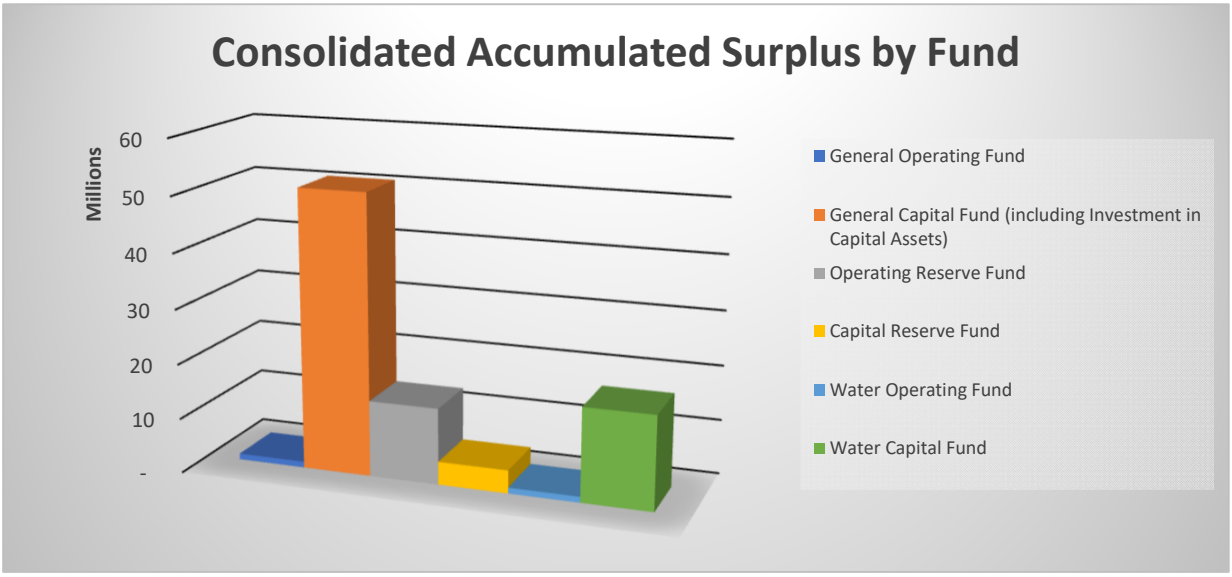


Figure 14 - Consolidated Accumulated Surplus by Fund. Source: 2020-21 Financial Information Return

Debt

Total consolidated long-term debt:	$16.5 million
Total general capital fund long-term debt:	$14.4 million
Debt Service Financial Condition Indicator (FCI):	9.4%
Operating fund bank indebtedness:	$33.5 thousand
Outstanding Operating Debt FCI (as a percentage of Net Property Taxes/Payment in Lieu of Taxes, Grants in Lieu of Taxes and Government Transfers):	0.2%

Chapter 4 - Financial Condition Indicators: House Model

The Financial Condition Indicators (FCIs) condense multiple sources of information into a single visual "House Model" graph. The House Model gives a quick visual of a municipality's strengths and possible areas where a municipality may want to focus its attention.

The Model:

The Model consists of 12 indicators organized into base, structure and roof, focusing on:

- roof: 4 key performance indicators;
- structure: 5 financial indicators that concern management and debt; and
- base: 3 indicators relating to internal and external factors that could impact the municipality's revenue stream.

Risk thresholds:

Each indicator is assessed against a risk threshold:

- low risk (**green**);
- moderate risk (yellow) ; and
- high risk (**red**).

Overall assessment:

The Department calculates an overall assessment for fiscal instability:

- low risk (**green**): 9-12 FCIs meet low risk threshold;
- moderate risk (yellow) : 7-8 FCIs meet low risk threshold; and
- high risk (**red**): 6 or less FCIs meet low risk threshold.

For Comparison:

Prior years included the 5-Year Budget Accuracy as a financial condition indicator. Due to the impact of COVID-19, use of the 5-Year Budget Accuracy indicator has been suspended for 2020-2021 and 2021-2022. Its future inclusion or possible replacement will be re-evaluated for the 2022-2023 municipal reports.

Overall Assessment

Overall Assessment for: West Hants Regional Municipality

Financial Condition: **Low Risk**

The overall Financial Condition Index assessment for the West Hants Regional Municipality is Low Risk.

This means that while the Municipality might face some challenges, it is considered low risk for fiscal instability.

Comparison: Most regional municipalities are at low risk (see chart below).

Financial Condition Indicators Highlights for 2020-21

Overall Assessment	Green (low risk) The overall Financial Conditions Index assessment for the West Hants Regional Municipality is green (low risk). This means that while the Municipality might face some challenges, it is considered low risk for fiscal instability.

As shown in the House model below, West Hants Regional Municipality's FCIs are comprised of:

Low Risk (green):	9 Indicators
Moderate Risk (yellow):	1 Indicators
High Risk (red):	0 Indicators

Details on the individual FCI assessments are provided below. Please note the following two indicators are not applicable for 2020-2021 as the Municipality was incorporated as of April 1, 2020.

- Deficits in the Last 5 Years
- Three-Year Change in Tax Base

Two-Year Comparison of Financial Condition Indicators

BASE	2020-21	2019-20*	+/-
3-year Change in Tax Base	0.0%	0.0%	0.0%
Reliance on a Single Business or Institution	0.8%	0.0%	0.8%
Residential Tax Effort	2.8%	0.0%	2.8%
STRUCTURE			
Uncollected Taxes	13.5%	0.0%	13.5%
Operating Reserves	64.4%	0.0%	64.4%
Debt Service	9.4%	0.0%	9.4%
Outstanding Operating Debt	0.2%	0.0%	0.0%
Undepreciated Assets	68.1%	0.0%	68.1%
ROOF			
Deficits in the Last 5 Years	0/5	0/5	0
Liquidity	1.7	0.0	1.7
Reliance on Government Transfers	4.1%	0.0%	4.1%
Combined Reserve	71.6%	0.0%	71.6%

* Please note indicator results are not available for 2019-20, as the municipality was incorporated as of April 1, 2020.

The Base FCI Indicators

Reliance on a Single Business or Institution

2020-21 Results:

Low risk 0.8%

The largest single commercial or institutional account is 0.8% of the Municipality's total Uniform Assessment.

What does it mean?

The Municipality is showing no vulnerability in this area.

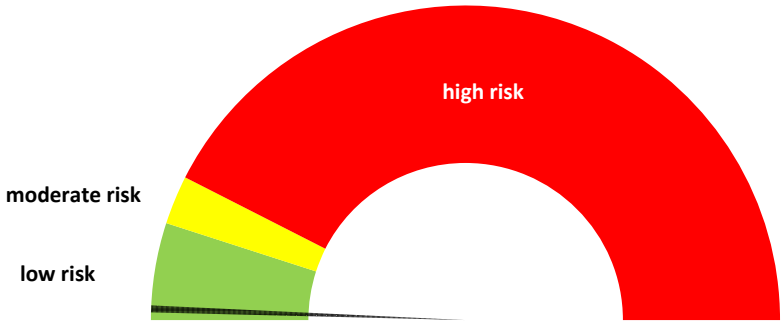
The Municipality's tax base is not dependent on one single business or institution.

Calculation:

$$\frac{\text{Taxable assessment value of the largest business or institution}}{\text{Uniform Assessment}} = 0.8\%$$

Risk Thresholds:

- Low: Less than 10%
- Moderate: 10% to 15%
- High: Greater than 15%



Three-Year Change in Tax Base

2020-21 Results:

Not applicable for West Hants Regional Municipality as the Municipality was incorporated starting the fiscal year 2020-2021.

What does it mean?

This indicator illustrates the growth in property assessment. Municipalities rely heavily on property tax to fund services; therefore, healthy growth in property tax is important to a municipality's financial position.

Calculation:

$$\frac{\text{Current Uniform Assessment - Uniform Assessment 3 Years Prior}}{\text{Uniform Assessment 3 Years Prior}} = \text{N/A}$$

Risk Thresholds:

- Low: Equal or above CPI% Change
- Moderate: Below CPI % Change, but not negative growth
- High: Negative growth

Residential Tax Effort

2020-21 Results: **Low risk 2.8%**

2.8% of median household income is required to pay the average tax bill.

What does it mean?

The Municipality has some flexibility to increase the taxes, if required.

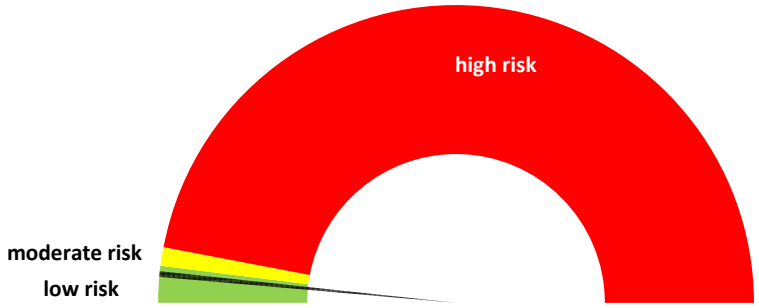
This indicator helps council assess the affordability of municipal taxes in relation to the current service levels.

Calculation:

$$\frac{\text{Total residential tax revenue per dwelling unit}}{\text{Median Household Income}} = 2.8\%$$

Risk Thresholds:

- Low: Less than 4%
- Moderate: 4% to 6%
- High: Greater than 6%



FCI Indicators - Structure (Management) Indicators

Debt Service

2020-21 Results: **Low risk 9.4%**

9.4% of own source revenue is spent on principal and interest payments.

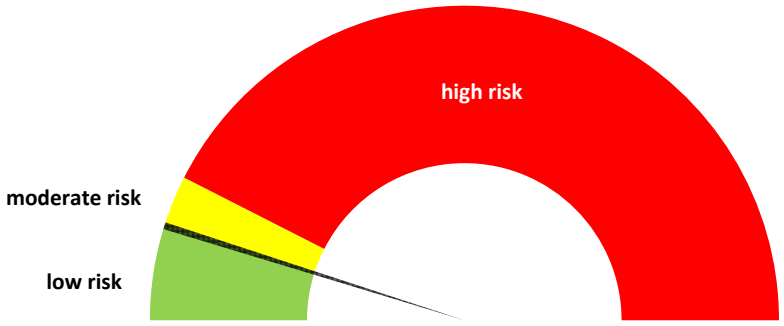
What does it mean? With adequate cash flow, the Municipality may have the flexibility to increase borrowing levels to help finance future capital expenditures.

Calculation:

$$\frac{\text{Principal and Interest Paid on Long-term Debt}}{\text{Total Own Source Operating Revenue}} = 9.4\%$$

Risk Thresholds:

- Low: Less than 10%
- Moderate: 10% to 15%
- High: Greater than 15%



Outstanding Operating Debt

2020-21 Results: **Low risk** **0.2%**

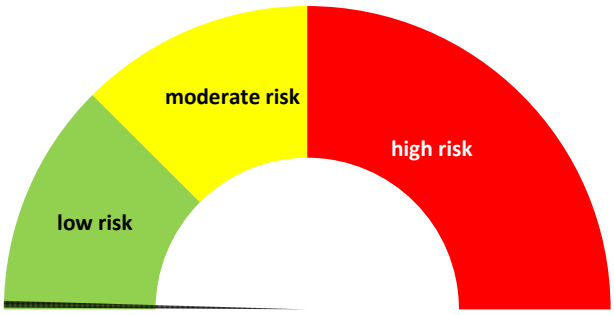
What does it mean? The Municipality is carrying operating debt.

Calculation:

$$\frac{\text{Total Outstanding Operating Debt}}{\text{Total Own Source Operating Revenue}} = 0.2\%$$

Risk Thresholds:

- Low: Less than 25%
- Moderate: 25% to 50%
- High: Greater than 50%



Operating Reserve

2020-21 Results: **Low risk** **64.4%**

What does it mean? The Municipality is setting aside sufficient funds to help mitigate any unforeseen risks or future needs.

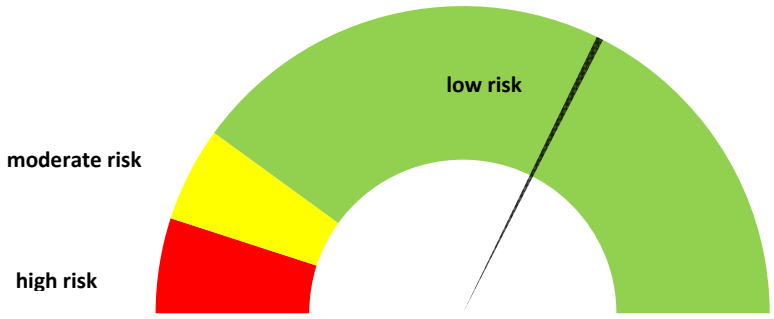
This indicator provides the value of funds set aside for planned future needs, to smooth expenses or for unexpected expenses.

Calculation:

$$\frac{\text{Total Operating Reserve Fund Balance}}{\text{Total Operating Expenditures}} = 64.4\%$$

Risk Thresholds:

- Low: Greater than 20%
- Moderate: 10% to 20%
- High: Less than 10%



Uncollected Taxes

2020-21 Results: **Moderate risk 13.5%**

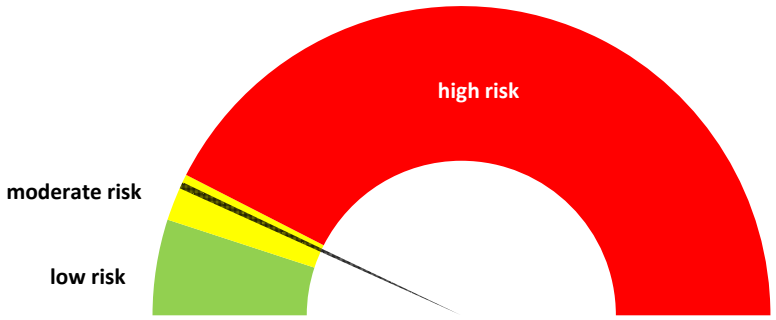
What does it mean? The Municipality is experiencing challenges managing tax revenue collection.

Calculation:

$$\frac{\text{Total Cumulative Uncollected Taxes}}{\text{Total Taxes Billed in Current Fiscal Year}} = 13.5\%$$

Risk Thresholds:

- Low: Less than 10%
- Moderate: 10% to 15%
- High: Greater than 15%



Undepreciated Assets

2020-21 Results: **Low risk** **68.1%**

What does it mean?

This indicator estimates that the Municipality's capital assets have 68.1% of their useful life remaining.

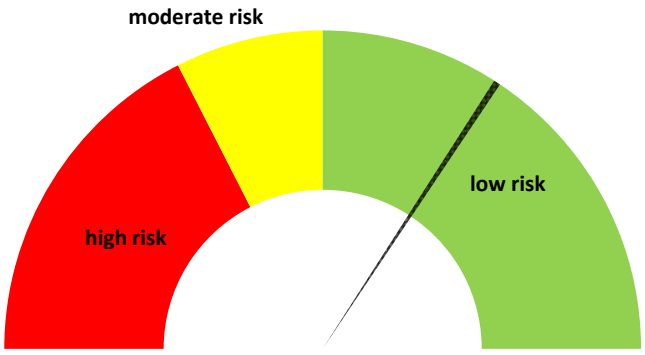
Municipalities across Canada are facing sufficient infrastructure challenges. This indicates that the Municipality is experiencing less of an infrastructure challenge than other municipalities.

Calculation:

$$\frac{\text{Total Net Book Value of Capital Assets}}{\text{Gross Costs of Capital Assets}} = 68.1\%$$

Risk Thresholds:

- Low: Greater than 50%
- Moderate: 35% to 50%
- High: Less than 35%



FCI - Roof (Key Performance) Indicators - the ability to meet current and future needs in a balanced and independent manner

Reliance on Government Transfers

2020-21 Results: **Low risk** **4.1%**

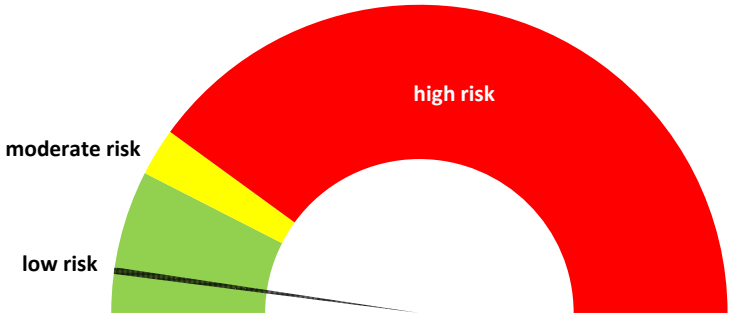
What does it mean? The Municipality is not dependent on another level of government to meet its service obligations.

Calculation:

$$\frac{\text{Total Government Transfers}}{\text{Total Revenue}} = 4.1\%$$

Risk Thresholds:

- Low: Less than 15%
- Moderate: 15% to 20%
- High: Greater than 20%



Number of Deficits in the Last 5 Years

2020-21 Results:

Not applicable for West Hants Regional Municipality as the Municipality was incorporated starting the fiscal year 2020-2021.

Note: West Hants Regional Municipality did not incur a deficit in 2020-21.

What does it mean?

Deficits are important indications of financial health. The result indicates that the Municipality is somewhat able to meet its needs in a balanced manner and maintain a balanced budget.

Calculation:

The number of non-consolidated operating deficits in the last five years = N/A

Risk Thresholds:

Low: 0 in the last 5 years

Moderate: 1 or more in the last 5 years

High: 1 or more in the last 2 years with one material deficit (0.5% of operating expenses)

Liquidity

2020-21 Results: **Low risk** **1.7**

What does it mean? Liquidity is key to financial performance.

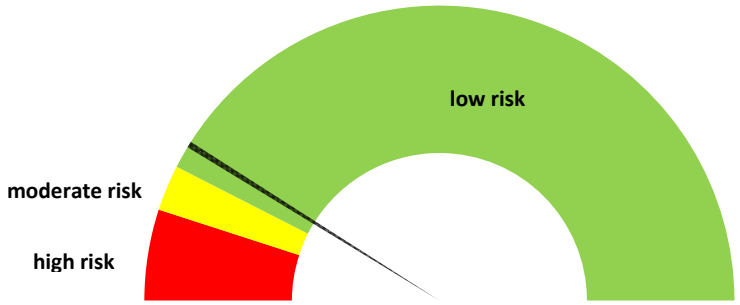
The result indicates that the Municipality does not have a cash flow problem and is able to meet its service obligations.

Calculation:

$$\frac{\text{Total Current Financial Assets}}{\text{Total Current Liabilities}} = 1.7$$

Risk Thresholds:

- Low: Greater than 1.5
- Moderate: 1 to 1.5
- High: Less than 1



Combined Reserves

2020-21 Results: **Low risk** **71.6%**

What does it mean?

This result indicates that the Town does appear to have sufficient reserves needed to address unexpected events or provide flexibility to address future projects.

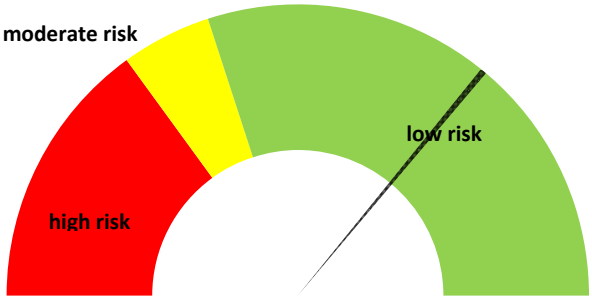
Reserves are critical components of a municipality's long-term sustainability. This indicator shows the value of the funds held in the reserves compared to a single year's operation, including amortization expenses.

Calculation:

$$\frac{\text{Total Operating and Capital Reserves}}{\text{Total Operating Expenses plus Amortization Expense}} = 71.6\%$$

Risk Thresholds:

- Low: Greater than 40%
- Moderate: 30% to 40%
- High: Less than 30%



Appendix I - Additional Resources

Nova Scotia Government's Open Data Portal (data.novascotia.ca)
This portal provides access to various government data in a free, accessible, machine-readable format.
Financial datasets currently published through the Nova Scotia Government's Open Data Portal:

- 911 Municipal Grants
- Consolidated Revenues and Expenses by Municipality
- Municipal Affairs Funding Programs
- Emergency Services Provider Fund
- Farm Land Grant
- Financial Condition Indicators by Municipality
- Municipal Contributions to Roads
- Municipal Financial Capacity Grant (formally equalization program)
- Municipal Operating Fund- Summary of Revenue and Expenses by Municipality
- Municipal Operating Expenses by Function -10 Year Summary
- Municipal Operating Revenue by Source -10 Year Summary
- Municipal Property Tax Rates
- Nova Scotia Power Grant-in-Lieu
- Uniform Assessment

Appendix II - Municipal Website

Municipal website is **westhants.ca**

A municipality's website can be a helpful resource to access various financial information. Currently, most municipal websites provide:

- Audited Financial Statements
- Approved Operating Budget
- Quarterly Municipal Councilor and CAO Expense Report
- Quarterly Municipal Hospitality Expense Report

Contact Municipal Affairs and Housing

For more information, for support in action plan development, or to obtain a guide on action plan development: **municipalfinance@novascotia.ca**

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information √	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Audit Committee

Submitted by: Diana Gibson

Diana Gibson, Acting Director, Financial Services

Date: March 8, 2023

Subject: Financial Update – Month Ending December 31, 2022

LEGISLATIVE AUTHORITY

Municipal Government Act, Part II, Administration, Section 31 (c)

RECOMMENDATION or DECISION REQUEST

Not Applicable

BACKGROUND

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

As a recap, the 2022-23 Municipal Budgets were passed on June 2, 2022.

- 2022-23 Operating Budget totals $28,770,426
- 2022-23 Capital Budget totals $17,614,640

WHRM Council provides overall governance of Municipal funds, while the CAO is responsible for the administration of the budget after adoption.

The intent of this report is to provide a summary view of what is currently recorded on the Municipal Operating Fund. Municipal Departments are responsible for overseeing the day-to-day activities of their budget areas.

DISCUSSION

Please refer to the attached Actual to Budget Variance Report for the period ending December 31, 2022. There is a formatting update to this report. Since the last meeting, the sewer revenue and expenditures have been removed. Though the sewer is not a formal utility like our water utility, the sewer revenue funds the sewer expenses. By removing these items we're able to see a clearer picture of the general operations.

Please note that if revenue and expenditures were incurred evenly over the year, approximately 75% of the budget would be used. This percentage provides a guideline when reviewing the attached. However, it is important to keep in mind that account variances (up and down) will occur throughout the fiscal year.

Revenues recorded to date are 96.3% of budget. Expenditures are 67.2% of budget; however, as we move toward the fiscal year end, this percentage will continue to evolve upward.

Projections are based on the current information and historical trends. The possibility of fluctuation within these projections should be presumed. The overall projected surplus based on the variance analysis for the general fund is $296,744. These remaining funds will be moved to the Operating Reserve as per the Reserves Policy.

<u>Revenue Highlights</u>

Municipal revenues are projected to be higher than budgeted, with a projected variance of 3.2%. Some revenue sources are projecting to be higher, such as Deed Transfer Tax, Grants-in-Lieu of Taxes, Licenses, Fines, Rentals, and Federal Government Grants. Some revenue sources are projected to be lower, such as HST Offset Grant and Assessable Properties.

The largest variances come from West Hants Regional Municipality's budgets being conservative in projecting Deed Transfer Tax revenue. Given the continued real estate market activity, we budgeted at a higher level than previous years, but still set a conservative value. However, we are currently projecting $760,000 higher than budget. At this point in the year, we can provide a more accurate forecast for the Deed Transfer Tax. At December 31 we have received $2.14 million, however since then we have received the January and February payments, and our actuals are at $2.46 million. Based on the trend of monthly Deed Transfer Tax slowly lowering and only have one month left to receive, we are currently projecting $2.56 million in this area.

Revenue projections for HST Offset and Assessable Properties are currently lower than budgeted, and we don't expect to see an increase in either of these areas. The HST Offset Grant has been received already and came in lower than was budgeted for. The Assessable Properties, tax revenue, is lower than budgeted namely due to appeals being finalized.

Expenditure Highlights

Municipal expenditures are projected to be higher than budgeted, with a projected variance of 2.1%. Some expenditures sources are projecting to be higher, such as Legislative, General Administration, Protective Services, Garbage and Recycling. Some expenditure sources are projecting to be lower, such as Environmental Development Services.

Looking at Environmental Development Services, the largest variance in this department continues to be staff expenses. This department has undergone a lot of change over the year and has been looking to fill vacancies. At this point in the year there is no way for the department to reach the originally budgeted amount in this area.

Protective Services is projecting to come in slightly over budget, along with Garbage and Recycling, Transportation, and Recreation and Cultural Services. A large reason for these departments seeing an increase in budgeted expenses is due to the cost of fuel this year. These departments consist of most of the Municipality's fleet and are on the road more often than other departments. This has resulted in increased costs in the fuel line of each department.

NEXT STEPS

Not Applicable

FINANCIAL IMPLICATIONS

The overall projected surplus, based on the variance analysis for the general fund is $296,744.

ALTERNATIVES

Not Applicable

ATTACHMENTS

- Actual vs Budget 2022-23 – Ending December 31, 2022

Report Prepared by: Diana Gibson

Diana Gibson, Acting Director, Financial Services

West Hants Regional Municipality
Income Statement - Actual vs. Budget
For the Ninth Month Ending December 31, 2022

	2022-23 Budget	*YTD Actual*	*Remaining Funds*	Act./Bud. Percentage	*Forecast March 31, 2022*	
TOTAL REVENUES						
ASSESSABLE PROPERTIES						
RESIDENTIAL	6,545,252	6,543,676	1,576	100.0%	6,543,676	
COMMERCIAL	1,191,303	1,186,802	4,501	99.6%	1,186,802	
SPECIAL TAX AGREEMENT	53,346	37,140	16,206	69.6%	37,140	
RESOURCE	275,846	268,320	7,526	97.3%	268,320	
WEST HANTS AREA RATES	7,578,413	7,255,931	322,482	95.7%	7,255,931	
HANTSPORT AREA RATES	696,429	690,459	5,970	99.1%	690,459	
WINDSOR AREA RATES	4,307,288	4,219,527	87,761	98.0%	4,219,527	
TOTAL	20,647,877	20,201,855	446,022	97.8%	20,201,855	-2.2%
BUSINESS PROPERTY						
MT&T	75,450	75,450	-	100.0%	75,450	
NS POWER	218,730	218,730	-	100.0%	218,730	
TOTAL	294,180	294,180	-	100.0%	294,180	0.0%
OTHER						
DEED TRANSFER TAX	1,800,000	2,143,436	(343,436)	119.1%	2,563,054	
5% SUBDIVISION	8,000	30,020	(22,020)	375.3%	40,027	
TOTAL	1,808,000	2,173,456	(365,456)	120.2%	2,603,081	44.0%
GRANTS-IN-LIEU						
FEDERAL	50,321	131,966	(81,645)	262.2%	131,966	
PROVINCIAL	39,764	(6,318)	46,082	(15.9%)	39,764	
TOTAL	90,085	125,648	(35,563)	139.5%	171,730	90.6%
LOCAL GOVERNMENT						
GENERAL GOV SERVICES	6,006	1,928	4,078	32.1%	2,571	
RECYCLING/ENFORCEMENT	76,430	86,000	(9,570)	112.5%	86,000	
HOST COMMUNITY FEES	373,000	431,438	(58,438)	115.7%	431,438	
COURTHOUSE	83,753	53,999	29,754	64.5%	83,753	
RESERVE TFR - TIPPING FEES	54,100	-	54,100	0.0%	54,100	
ADMINISTRATION FEES	500,424	18,212	482,212	3.6%	500,424	
KINGS COUNTY FIRE GRANT	60,787	30,394	30,393	50.0%	60,787	
GLOOSCAP FIRE GRANT	7,065	7,065	-	100.0%	7,065	
CAPITAL FIRE GRANT - KINGS	66,404	66,404	-	100.0%	66,404	
MISC GLOOSCAP	30,000	15,212	14,788	50.7%	30,000	
TOTAL	1,257,969	710,652	547,317	56.5%	1,322,542	5.1%
LICENSES & PERMITS						
LICENCES	62,988	92,314	(29,326)	146.6%	92,314	46.6%
FINES	30,861	40,656	(9,795)	131.7%	54,208	75.7%
RENTALS						
RENTALS	70,311	3,275	67,036	4.7%	70,311	
LEASES	30,500	54,626	(24,126)	179.1%	54,626	
TOTAL	100,811	57,901	42,910	57.4%	124,937	23.9%
RETURN ON INVESTMENT	68,656	172,036	(103,380)	250.6%	229,381	234.1%
INTEREST & PENALTIES						
INTEREST & PENALTIES	313,296	255,216	58,080	81.5%	340,288	
TOTAL	313,296	255,216	58,080	81.5%	340,288	8.6%
OTHER						
TAX CERTIFICATES	14,000	9,500	4,500	67.9%	12,667	
SUBDIVISION FEE	2,000	101,676	(99,676)	5083.8%	2,000	
WIND FARMS	174,158	174,158	-	100.0%	174,158	
MISC	31,635	36,593	(4,958)	115.7%	36,593	
TOTAL	221,793	321,927	(100,134)	145.1%	225,417	1.6%
COMMUNITY DEVELOPMENT						

West Hants Regional Municipality
Income Statement - Actual vs. Budget
For the Ninth Month Ending December 31, 2022

	2022-23 Budget	*YTD Actual*	*Remaining Funds*	Act./Bud. Percentage	*Forecast March 31, 2022*	
RECREATION	212,125	108,270	103,855	51.0%	212,125	
RECREATION - FACILITIES	533,775	289,728	244,047	54.3%	533,775	
	745,900	397,998	347,902	53.4%	745,900	0.0%
SERVICE NS & MUN RELATIONS						
EQUALIZATION GRANTS	562,708	281,354	281,354	50.0%	562,708	
FARM PROPERTY ACREAGE	93,143	93,143	-	100.0%	93,143	
HST OFFSET GRANT	112,360	85,028	27,332	75.7%	85,028	
911 COST RECOVERY	6,300	6,373	(73)	101.2%	6,373	
TOTAL	774,511	465,898	308,613	60.2%	747,252	-3.5%
FEDERAL GOVERNMENT GRANTS	147,008	268,552	(121,544)	182.7%	268,552	82.7%
OWN VALUATION ALLOW & EQUITY						
OTHER FUNDS GENERAL	-	627	627	#DIV/0!	627	
TOTAL REVENUE	**26,563,935**	**25,578,916**	**986,273**	**#DIV/0!**	**27,422,265**	3.2%

West Hants Regional Municipality
Income Statement - Actual vs. Budget
For the Ninth Month Ending December 31, 2022

	2022-23 Budget	*YTD Actual*	*Remaining Funds*	Act./Bud. Percentage	*Forecast March 31, 2022*	
LEGISLATIVE						
WARDEN	60,029	41,735	18,294	69.5%	60,029	
COUNCIL	350,135	252,796	97,339	72.2%	350,135	
CONSOLIDATION & TRANSITION	-	1,303	(1,303)		1,303	
OTHER LEGISLATIVE	28,000	34,169	(6,169)	122.0%	45,559	
TOTAL	438,164	330,003	43,486	75.3%	457,026	4.3%
GENERAL ADMINISTRATION						
ADMINISTRATIVE MANAGEMENT	447,827	294,942	152,885	65.9%	447,827	
FINANCIAL MANAGEMENT	984,032	596,960	387,072	60.7%	795,947	
LEGAL/AUDITOR	70,257	43,671	26,586	62.2%	72,757	
TAXATION	130,398	146,121	(15,723)	112.1%	194,828	
COMMON SERVICES	3,000	2,015	985	67.2%	2,687	
OTHER GENERAL ADMIN						
OFFICE ADMIN	117,891	98,408	19,483	83.5%	131,211	
FACILITIES	224,070	200,704	23,366	89.6%	267,605	
LIBRARIES	47,316	36,905	10,411	78.0%	49,207	
DATA SERVICES	476,790	279,960	196,830	58.7%	476,790	
INSURANCE	207,588	202,350	5,238	97.5%	202,350	
PUBLIC SAFETY GRANTS	16,000	8,500	7,500	53.1%	16,000	
OTHER	62,000	232,376	(170,376)	374.8%	309,835	
TOTAL	2,787,169	2,142,912	522,013	76.9%	2,967,043	6.5%
PROTECTIVE SERVICES						
POLICE	5,220,972	2,353,801	2,867,171	45.1%	5,220,972	
LAW ENFORCEMENT	180,601	112,934	67,667	62.5%	180,601	
FIRE FIGHTING	2,066,097	1,968,832	97,265	95.3%	2,625,109	
EMERGENCY	43,329	14,380	28,949	33.2%	43,329	
BUILDING INSPECTION	400,659	238,539	162,120	59.5%	318,052	
FOOD BANK	14,040	3,918	10,122	27.9%	14,040	
TOTAL	7,925,698	4,692,404	4,377,188	59.2%	8,402,103	6.0%
TRANSPORTATION						
ROADS & STREETS - ADMIN	718,816	521,801	197,015	72.6%	695,735	
ROADS & STREETS - WEST HANTS	188,300	166,808	21,492	88.6%	222,411	
ROADS & STREETS - WINDSOR	482,300	358,142	124,158	74.3%	477,523	
ROADS & STREETS - HANTSPORT	192,300	140,203	52,097	72.9%	186,937	
TOTAL	1,581,716	1,186,954	851,891	75.0%	1,582,605	0.1%
ENVIRONMENTAL HEALTH SERVICES						
GARBAGE & RECYCLING						
GARBAGE & WASTE - WEST HANTS	1,091,860	872,751	219,109	79.9%	1,163,668	
GARBAGE & WASTE - WINDSOR	308,190	222,131	86,059	72.1%	296,175	
CLOSED LANDFILL	54,100	33,754	20,346	62.4%	54,100	
RECYCLING/ENFORCEMENT	76,430	42,386	34,044	55.5%	56,515	
SUB-TOTAL	*1,530,580*	*1,171,022*	*640,851*	*76.5%*	*1,570,457*	
TOTAL ENVIRO HEALTH SERVICES	1,530,580	1,171,022	640,851	76.5%	1,570,457	2.6%
ENVIRONMENTAL DEVELOPMENT SERVICES						
PLANNING	856,086	533,243	322,843	62.3%	710,991	
MCAPP/VCFN/REN/TOURISM	137,408	59,580	77,828	43.4%	79,440	
INDUSTRIAL PARK	8,600	3,075	5,525	35.8%	8,600	
TOTAL	1,002,094	595,898	310,584	59.5%	799,031	-20.3%
RECREATION & CULTURAL SERVICES						
ADMINISTRATION	360,035	238,072	121,963	66.1%	360,035	
RECREATION SITES & MAINTENANCE	440,502	324,323	116,179	73.6%	440,502	
PROGRAMS	523,368	366,963	156,405	70.1%	489,284	
POOL	160,778	165,206	(4,428)	102.8%	165,206	
COMMUNITY CENTRE	193,120	122,055	71,065	63.2%	193,120	
SPORTS COMPLEX	590,106	344,304	245,802	58.3%	590,106	

West Hants Regional Municipality
Income Statement - Actual vs. Budget
For the Ninth Month Ending December 31, 2022

	2022-23 Budget	*YTD Actual*	*Remaining Funds*	Act./Bud. Percentage	*Forecast March 31, 2022*	
COMMUNITY ECONOMIC DEVELOPMENT	273,671	238,639	35,032	87.2%	318,185	
HMCC	125,424	110,489	14,935	88.1%	147,318	
MAPLEWOOD CEMETERY	52,493	-	52,493	0.0%	52,493	
RIVERBANK CEMETERY	29,332	-	29,332	0.0%	29,332	
TOTAL	2,748,829	1,910,051	972,338	69.5%	2,785,581	1.3%
FISCAL SERVICES						
VALUATION ALLOWANCE & BAD DEBTS	15,000	-	15,000	0.0%	9,927	
HOUSING AUTHORITY	195,000	212,062	(17,062)	108.7%	212,062	
ASSESSMENT	330,544	247,908	82,636	75.0%	330,544	
CORRECTIONAL	251,281	191,275	60,006	76.1%	251,281	
REGIONAL LIBRARY	123,000	100,800	22,200	82.0%	123,000	
EDUCATION	4,680,803	3,511,908	1,168,895	75.0%	4,680,803	
TOTAL	5,595,628	4,263,953	1,750,986	76.2%	5,607,617	0.2%
COURTHOUSE	83,753	61,226	22,527	73.1%	83,753	0.0%
			-			
LONG TERM DEBT	2,666,411	1,497,576	1,168,835	56.2%	2,666,411	
TRANSFER TO RESERVES	203,893	-	203,893	0.0%	203,893	
TOTAL EXPENDITURES	**26,563,935**	**17,851,999**	**10,864,592**	**67.2%**	**27,125,521**	2.1%
SURPLUS/(DEFICIT)*	**-**	**7,726,917**	**7,726,917**		**296,744**	1.1%

SURPLUS / DEFICIT	296,744

WEST HANTS REGIONAL MUNICIPALITY

AUDIT COMMITTEE TERMS OF REFERENCE

1. Official Name

The official name of this Committee will be the Audit Committee.

2. Members / Composition

The Committee consists of five members.

- The Mayor
- Two (2) Municipal Councillors
- Two (2) Members of the Public

Council will annually appoint an Audit Committee. Each member appointed by Council serves the Committee for a one (1) year term. Members are eligible for reappointment and may serve up to two (2) terms.

The CAO and/or Director of Finance will provide staff support to the Committee. They are not voting members of the Committee.

The Committee chair will act as the liaison in providing recommendations and reports to Council.

The selection process of the members of the public is determined through an evaluation process and a recommendation to Council. The two members at large will rotate off in opposite years to maintain continuity. In the first year, one of the members at large will sit for a one-year term and will not be eligible for reappointment in the following year.

All positions will be reviewed through the evaluation process when the designated term is over, whether an existing member has re-offered or not.

Committee members who fail to attend two (2) consecutive meetings without a reason accepted by the Committee Chair may be recommended to Council to be dismissed from the Committee. Committee members may be dismissed by Council on recommendation by the Audit Committee if they fail to fulfill the identified responsibilities and/or mandate of the Committee.

Each member of the Committee is expected to exercise care and diligence when dealing with the affairs of the West Hants Regional Municipality

3. Goals

The primary function of the Audit Committee is to assist Council in fulfilling its oversight responsibilities outlined in the Municipal Government Act, related to the quality and integrity of financial reporting.

The Audit Committee assures fair presentation of the financial position, and results of transactions and protection of assets.

WEST HANTS REGIONAL MUNICIPALITY
AUDIT COMMITTEE TERMS OF REFERENCE

4. Deliverables

4.1 Financial Reporting

4.1.1 Review with the external auditor the annual financial statements of the Municipality and the West Hants Regional Municipal Water Utilities.

4.1.2 Review the external auditor report and discuss the financial statements with management and the external auditor.

4.1.3 Review the auditor management letter (where applicable) and management's responses thereto, as well as the status of any significant issues reported previously.

4.1.4 Recommend the annual financial statements to Council for approval.

4.1.5 Review with management the quarterly financial updates to be presented to Council.

4.2 Financial and Accounting Policies

The Chief Administrative Officer and Council is responsible for setting financial and accounting policies. The Committee will review financial and accounting policies and recommend changes to the Chief Administrative Officer or Council, if required.

4.3 Risk and Uncertainty

Review with management, on an annual basis, risk management practices including insurance coverage and internal control systems to ensure adequacy.

4.4 Control Deviations

Consider any matters relating to internal controls and reports from management or other to significant control deviations or indications of fraud and the corrective action undertaken with regards to the matter.

4.5 Relationship with External Auditors

Recommend the appointment of the Municipality's auditor.

Review and approve the overall scope and approach of the auditor's annual audit plan. The Director of Financial Services has authority to make minor changes to the audit scope where necessary. Substantive

changes that impact the scope and cost of the audit will be subject to a staff report recommended to Council with estimated costs and resource impacts or will be managed within the existing policies of Council related to budget management and expenditures.

The Mayor will sign the Engagement and Representation letters on behalf of the Municipality. The Mayor and Chief Administrative Officer will sign the Financial Statements of the Municipality.

Review the auditor's performance, at least annually, including a review of all relationships and engagements between the auditor and the Municipality for non-audit services that may reasonably be thought to reflect on the independence of the auditor.

4.6 Committee Self Assessment and Accountability

The Committee will annually review, discuss and assess the performance of the Committee and its membership, and will periodically review and consider the need for recommending amendments to these Terms of Reference.

5. Jurisdiction

To pursue such matters arising out of the audit as may appear to the Audit Committee to require investigation, as outlined in Section 44 of the Municipal Government Act (MGA).

6. Resources / Budget

6.1 The Council Renumeration Policy will be followed regarding any stipend for the two members at large.

6.2 The Human Resources Policy and Expense Policy will be followed in regarding Staff time and expenses within the Financial Services Department of the Municipality.

6.3 All budgetary considerations for the Committee will be approved as part of the annual budget approved by Council.

6.4 Staff within the Financial Services Department of the Municipality are available as support to the Committee as required.

7. Governance

Meetings

WEST HANTS REGIONAL MUNICIPALITY

AUDIT COMMITTEE TERMS OF REFERENCE

7.1 Meetings may be convened at the request of any member of the Committee, at the request of the Municipal appointed external auditor, or at the request of the Chief Administrative Officer or management. The Committee will meet no less than four (4) times each year. The required minimum of four meetings will occur:

7.1.1 after appointment of Committee members, for management to present all financial policies used in the preparations of financial statements to the Committee, appoint a Chair, review quarterly financial presentations

7.1.2 prior to the year-end audit, to review and approve the audit scope, and review the quarterly financial presentations

7.1.3 after the audit is complete, to review the draft financial statement, audit findings, and the auditors' performance for the current audit, and review quarterly financial presentations

7.1.4 after approval of audited financial statement, to review process, internal controls, and quarterly financial presentations, and perform Committee Self-Assessment

The Committee will meet with the external auditor at least twice a year, at meetings (2) and (3). The external auditor will receive notice of all meetings to appear at and may be required to attend additional meetings at the Committee's request.

All meetings are open to the public as per the Municipal Government Act.

7.2 In-Camera Meetings

The Committee may hold in-camera meetings as allowed under Section 22 (2) of the Municipal Government Act, for issues related to the Committee.

No decisions will be made at in-camera meetings except a decision concerning procedural matters or to give direction to the Chair or staff.

A record which is open to the public will be made noting the fact that the Committee met in-camera, the type of matter that was discussed, the date, but no other information.

Any Committee or staff member who discloses information matters discussed at an in-camera meeting may be liable for damages to the Municipality.

7.3 Quorum and Decision-Making

WEST HANTS REGIONAL MUNICIPALITY
AUDIT COMMITTEE TERMS OF REFERENCE

A quorum consists of three (3) voting members of the Committee, one (1) of which must be a Councillor and one (1) must be a Member of the Public. Each Committee member is entitled to one vote and decisions will be by majority vote of those present. In the absence of the Chair of the Committee, the members will appoint one of the members of Council to act as Chair of the meeting.

In the event of a tie vote, the motion is defeated

7.2 Reporting

The Committee will report to Council.

8. Communications

The Committee members will maintain direct, open and frank communications with each other, management, Council, the external auditor and other advisors as appropriate, during meetings. Communications may be done outside of meetings with each other, management, Council, or as assigned, in person at meetings by phone or in writing which includes email. Notice of meetings will be communication through email.

9. Related Policies, Procedures and Legislation

RCOGE-003.00 Meeting and Committee Procedural Policy
RCOHR-002.00 Code of Conduct For Elected Municipal Officials Policy
RCOHR-001.00 Council Remuneration Policy
RCOFN-006.00 Expense Policy

Approved by: _____
Committee Chair

Adoption	
Notice to Council:	
Approval:	
Description: Initial approval of the Audit Committee Terms of Reference, identified as RADFN-002.04.	

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

Correspondence Received

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

Correspondence Received

Darren	Porter	2022-09-16	2022-09-27 Counc
Philip	Hyam	2022-09-17	2022-09-27 Council
Mash Up Lab re: Opportunity for Aspiring Entrepreneurs in West Hants		2022-10-17	2022-10-25 Council
Minister Masland	Re: Potential Mi'kmaq Burial site	2022-10-19	2022-10-25 Council
Heather Hughes,	Executive Director Re: Proposed changes to Weed Control Act	2022-09-13	2022-11-08 COTW
Minister of Finance and Treasury Board	Re: Provincial Non-Resident Deed Transfer Tax	2022-10-21	2022-11-08 COTW
Home Hardware	Re: Security Cameras	2022-10-21	2022-11-08 COTW
Windsor Township	Re: Security Cameras	2022-10-24	2022-11-08 COTW
Dawna MacIvor	Re: November is Crohn's and Colitis Awareness Month	2022-10-28	2022-11-08 COTW
Waye Mason	re Concerns and Information regarding Bill 225 and HRM Noise By-Law	2022-11-02	2022-11-08 COTW
Peter Gregg	Re Information on Bill 212, An Act to Amend Public Utility Act	2022-11-02	2022-11-08 COTW
Andrea Parker	Re Road repair work needed	2022-11-06	2022-11-22 Council
WAEFA Recipient Confirmation - 2022	(Awards sponsored by the West Hants Regional Municipality)	2022-11-07	2022-11-22 Council
CAO Letter	Comfort Centre Designation - Garden of Eden Community Centre	2022-11-10	2022-11-22 Council
David Old,	President Hantsport Seniors and Elders Club re Community Generator Program	2022-11-10	2022-11-22 Council
Juanita Wilcox	re Expression of Thanks	2022-11-12	2022-11-22 Council
Emily McNeil	re Renewal of the Operating Approval for the Avon Hydro System	2022-11-14	2022-11-22 Council
Paul Beazley	re Boundary Review Questions	2022-11-16	2022-11-22 Council
West Hants Historical Society	Re Old Parish Burying Ground Letter	2022-11-16	2022-12-06 COTW
Graham Sanford	Re Road Concerns	2022-11-16	2022-12-06 COTW
Fidelis House	Re financial assistance request	2022-11-30	2022-12-06 COTW
Lawrencetown Education Centre	Re Big Chill Donation request	2022-12-06	2022-12-13 Council
Kate Sircom, Secretary, St. Andrew's Church Council	Re Community Comfort Centre proposal	2022-12-06	2022-12-13 Council
NSFM	Re: Code of Conduct - Summary of content from consultation	2022-12-14	2023-01-10 COTW

Correspondence Received

Graham Sandford	Re: response to outstanding concerns sent after the presentation to Council on December 13th, 2022.	2023-01-09	2023-01-10 COTW
Graham Sanford	Re: File to Rezone Lots along Bog Road	2023-01-24	2023-01-24 Council
Nova Scotia Department of Public Works Request	Re: Pothier Motors Crosswalk Request	2023-02-03	2023-02-14 COTW
Windsor Township Business Association	Re: Expression of Thanks and Continued Conversations	2023-02-09	2023-02-14 COTW
Hants County Federation of Agricultural and the Great Falmouth Marsh Body	Re: Remaining ACOA funds	2023-02-23	2023-02-28 Council
Seamus Marriot (Zwicker Lake Property Owners)	Re Permit Clarification	2023-02-17	2023-03-14 COTW
Windsor Lions Club	Re Tourist Bureau Park Request	2023-02-23	2023-03-14 COTW
Carrilee Eddy	Re Affordable Housing	2023-02-28	2023-03-14 COTW
Graham Sanford	Re: Don't Be The Dirt Advocacy Presentation	2023-02-28	2023-03-14 COTW
Andrew Hardman	Re 997 Highway 14 Distribution Depot - Trans-World Concerns	2023-03-02	2023-03-14 COTW
Seamus Marriot (Zwicker Lake Property Owners)	Re Permit Clarification	2023-03-02	2023-03-14 COTW
FCM Executive Decision	Re Green Municipal Fund application	2023-03-03	2023-03-14 COTW
Avondale Hall	Re Floor repair and renovation request	2023-03-08	2023-03-14 COTW
Letter From Private Road Development	Re Petition for Waste Collection Services	2023-03-09	2023-03-14 COTW
Hon. Greg Morrow	Response to Expenses incurred due to fencing	2023-03-14	2023-03-28 Council
Sarah Reddington	Re Hantsport Memorial Community Center and Pickleball Facility	2023-03-14	2023-03-28 Council
Core Committee - Zwicker Lake Property Owners	Re Permit Clarification	2023-03-14	2023-03-28 Council
Hantsport Community Rep	Re: Apple Blossom Festival Sponsorship (Request)	2023-03-15	2023-03-28 Council
MLA Sheehy-Richard	Request for a Nomination for the Order of Nova Scotia	2023-03-15	2023-03-28 Council
VREN I	Re Response to continued partnership and IMSA	2023-03-16	2023-03-28 Council
NS Power	Re Avon Hydro System Relicensing	2023-03-20	2023-03-28 Council
Public Health	Re New alcohol guidance on harms and risks for residents	2023-03-20	2023-03-28 Council
Kody Blois	Re: Letter to the Hon. Kim Masland	2023-03-21	2023-03-28 Council

Correspondence Received

Margot Bureaux	Re Cancellation of ABF Leadership Competition	2023-03-21	2023-03-28 Council
Shawna Nichols	Re: Lego program	2023-03-23	2023-03-28 Council
West Hants Historical Society	Proclamation (Request)	2023-03-23	2023-03-28 Council
Pisiquid Canoe Club	Re: Funding (Request)	2023-03-24	2023-03-28 Council

From: Abraham Zebian
To: Deanna Snair
Subject: Fwd: Permit Clarification
Date: Tuesday, March 14, 2023 8:09:34 PM
Attachments: Screen Shot 2023-02-27 at 11.15.50 AM.png
image969457.png

From: Seamus Marriott [redacted]
Date: March 14, 2023 at 7:26:27 PM ADT
To: Doug MacInnis <DMacInnis@westhants.ca>, PublicOnlyCouncilEmail <allcouncil@westhants.ca>
Cc: Sara Poirier <spoirier@westhants.ca>, Mark Kehoe [redacted] Andrew Hardman [redacted] Chrystal Fuller [redacted]
Subject: Re: FW: Permit Clarification

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

Hello Doug, Sara and All of Council,
Please note that despite what was shared at the COTW meeting this evening(March 14th), our committee has not received a response from anyone at the Municipality to our letter dated March 2. We were counting on the Development Officer to be transparent and address the questions we posed in the letter, but as noted there has been no reply.

Regards,
Core Committee - Zwicker Lake Property Owners

Andrew Hardman
Barry Maxner
Debbie Innes
Faylene Lunn
Mark Kehoe
Seamus Marriott

NOVA SCOTIA
Agriculture
Office of the Minister

PO Box 2285, Halifax, Nova Scotia, Canada B3J 3C4 • Telephone 902 424-4388 Fax 902 424-0699 • www.gov.ns.ca

March 8, 2023

Ref. # M199 2022-2023

West Hants Regional Municipality
PO Box 3000
76 Morison Drive
Windsor, Nova Scotia
B0N 2T0

Email dsnair@westhants.ca

Dear Mayor Zebian:

Thank you for your recent correspondence dated February 15, 2023, with respect to costs related to constructing a fence.

As of January 1, 2023, the Department of Agriculture has assumed leadership of the Meat Inspection and Farm Animal Welfare (FAW) Programs and their Inspectors. The department is aware of this situation and is taking steps to remedy it.

We appreciate the collaboration and support your Council and Municipal employees have provided to the file. In response to your request, we are not prepared to share in the cost to erect the fence at 417 Wentworth Road. The department takes farm animal welfare very seriously and is working diligently to resolve this situation.

Sincerely,

Honourable Greg Morrow
Minister

c: Sarah Turner, Acting Manager, Meat Inspection and Farm Animal Welfare Programs

From: Abraham Zebian
To: Deanna Snair
Subject: Fwd: Hantsport Memorial Community Center and Pickleball Facility
Date: Tuesday, March 14, 2023 8:08:29 PM

Correspondence at March Council.

Abraham Zebian
Mayor
West Hants Regional Municipality
(902)790-1566
West Hants Regional Municipality acknowledges that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

Begin forwarded message:

From: Sarah Reddington [redacted]
Date: March 14, 2023 at 7:11:22 PM ADT
To: Abraham Zebian <AZebian@westhants.ca>, Rupert Jannasch <RJannasch@westhants.ca>, Scott McLean <smclean@westhants.ca>, Mark McLean <mmclean@westhants.ca>, Jeff Hartt <jhartt@westhants.ca>, Debbie Francis <DFrancis@westhants.ca>, Bob Morton <bmorton@westhants.ca>, Ed Sherman <esherman@westhants.ca>, Paul Morton <PMorton@westhants.ca>, John Smith <JSmith@westhants.ca>, Laurie Murley <lmurley@westhants.ca>, Jim Ivey <jivey@westhants.ca>
Subject: Hantsport Memorial Community Center and Pickleball Facility

Caution [External Email]
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Dear West Hants Councillors:

I am writing to address accessibility being introduced in phase two with the proposed pickleball facility at the HMCC grounds. As a resident of Hantsport and as a critical disability scholar in the field of inclusion, I was incredibly disappointed to hear at the March 14th meeting of the whole that accessibility is not included in the initial design plan and funding structure for this proposed pickleball facility. Equity, inclusion, diversity and accessibility (EDIA) should be at the forefront of all of our decisions when it comes to the creation and reinvention of current community facilities. Full membership is a fundamental human right; individuals with disabilities being considered in phase two is discriminatory, oppressive and does not reflect the values that Renda VanderToorn instilled as an educator/community advocate or what we as a community of Hantsport envision.

I appreciate that one of the councillors raised the accessibility issue at this meeting and I hope that this will be addressed as the project moves forward.

Kind regards,
Sarah

Sarah Reddington, PhD
Associate Professor
Child and Youth Study
Mount Saint Vincent University
[redacted]

From: Ashley Imlay
To: PublicOnlyCouncilEmail
Cc: MLA Office; Jenna Croft
Subject: Looking for suggestions
Date: Wednesday, March 15, 2023 11:49:05 AM

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Good morning,

Melissa is able to put forward a nomination for the Order of Nova Scotia on Friday March 17th. She has asked that I reach out to see if any of you have any suggestions.

I have attached a link they provided to me to explain more about who should be nominated and how the nomination process works. Please note it is a British Columbia document but the general principle and terms are the same I have been told.

https://www.orderofbc.gov.bc.ca/app/uploads/sites/3/2015/12/How_to_Write_a_Compelling_NominationBC.pdf

I look forward to hearing from you.

Kind regards,

Ashley Imlay
Constituency Assistant

Melissa Sheehy- Richard, MLA
Hants West
58 Gerrish Street
Windsor, Nova Scotia B0N 2T0

902.798.0121

March 13, 2023

Liaison and Oversight Committee
Valley Regional Enterprise Network
Municipality of the County of Kings
448 Main Street
Kentville, NS B4N 1K8

Mayor Abraham Zebian
West Hants Regional Municipality
PO Box 3000, 76 Morison Drive
Windsor, NS B0N 2T0

Delivered electronically to: azebian@westhants.ca

RE: West Hants' Continued Partnership and Intermunicipal Services Agreement

Dear Mayor Zabian;

Thank you for your letter of March 3, 2023 advising that your Council has withdrawn the March 8, 2022 *"notice of withdrawal and termination"* and will remain a partner within the Valley Regional Enterprise Network (VREN). This is great news for the area and with the anticipated rejoining of Wolfville, will ensure that economic development will occur on a regional basis.

It was also good to see you Council's proposal of compromise for article 38 requesting the partners to change to a minimum of two (2) years (as opposed to the drafted three (3)) notice to the VREN and other partners should a participant party wish to withdraw.

I am hopeful and remain positive that all members of the REN will be working together on the economic development projects and framework that will see this region realize its full potential for years to come. I also look forward to the REN LOC taking a very close look at its terms of reference under the auspices of a new IMSA to ensure that this committee plays a more energetic and fulsome role in the process and will be performing a truly value added function going forwars.

Yours Sincerely

D Jim Winsor
Chair, Valley REN Liaison and Oversight Committee

CC: Michael Peters, Glooscap First Nation
Mayor Don Clark, Town Of Berwick
Mayor Sandra Snow, Town Of Kentville
Mayor Town of Middleton
Mayor Wendy Donovan, Town of Wolfville
Mayor Peter Muttart, Municipality of Kings County
Jennifer Tufts, Valley REN CEO
Paul Dixon, Chair, Valley REN
All Members; REN LOC

Nova Scotia POWER
An Emera Company

PO Box 910 ● Halifax, Nova Scotia ● Canada ● B3J 2W5

March 15, 2023

Dear Mayor Zebian,

Re: Renewal of the Operating Approval for the Avon Hydro System

Nova Scotia Power (NS Power) is beginning the process of renewing operating approvals for the Avon Hydro System. As part of this process, we would like to share the following information and initiate discussion about the upcoming relicensing process.

Nova Scotia Power generates 95% of Nova Scotia's electricity and serves about 540,000 residential, commercial, and industrial customers across the province. As part of the energy mix, we operate 32 generating stations on 16 hydroelectric (hydro) systems in Nova Scotia, providing almost 10% of the province's clean electricity.

Each hydro system is operated in accordance with a Water Approval for Storage/Withdrawal of Water under the Nova Scotia Environment Act, administered by Nova Scotia Environment and Climate Change. Several hydro systems have ten-year approvals, which are coming up for renewal over the next few years. This includes The Avon Hydro System (Approval #2022-2939514-00).

Relicensing Process

In preparing to relicense a system, NS Power gathers information on the hydro system, including information about Mi'kmaw cultural heritage and resources, and conducts studies on water quality, fish and fish habitat and species of conservation concern. It is important that Mi'kmaw communities and organizations, regulators, community members and groups, the public and any other user of the watershed can participate in the relicensing process. It is also important to have a means to provide valuable information toward the ongoing operation of the system. As part of this process communities and other users of the watershed are invited to provide feedback. All the information and feedback are combined into a report and provided to Nova Scotia Environment and Climate Change as part of the relicensing application.

The Avon Hydro System is located on the Avon River in Hants County, Nova Scotia approximately 16km south of the Town of Windsor. The hydro system consists of two generating stations, three storage reservoirs and two headponds. The system generates

from Card Reservoir, South Canoe Reservoir, Zwicker Reservoir, Falls/Mockingigh Headpond and MacDonald Headpond and utilizes a drainage area from of approximately 357 km^2. Power canals carry water from the headponds to the generating station (Figure 1).

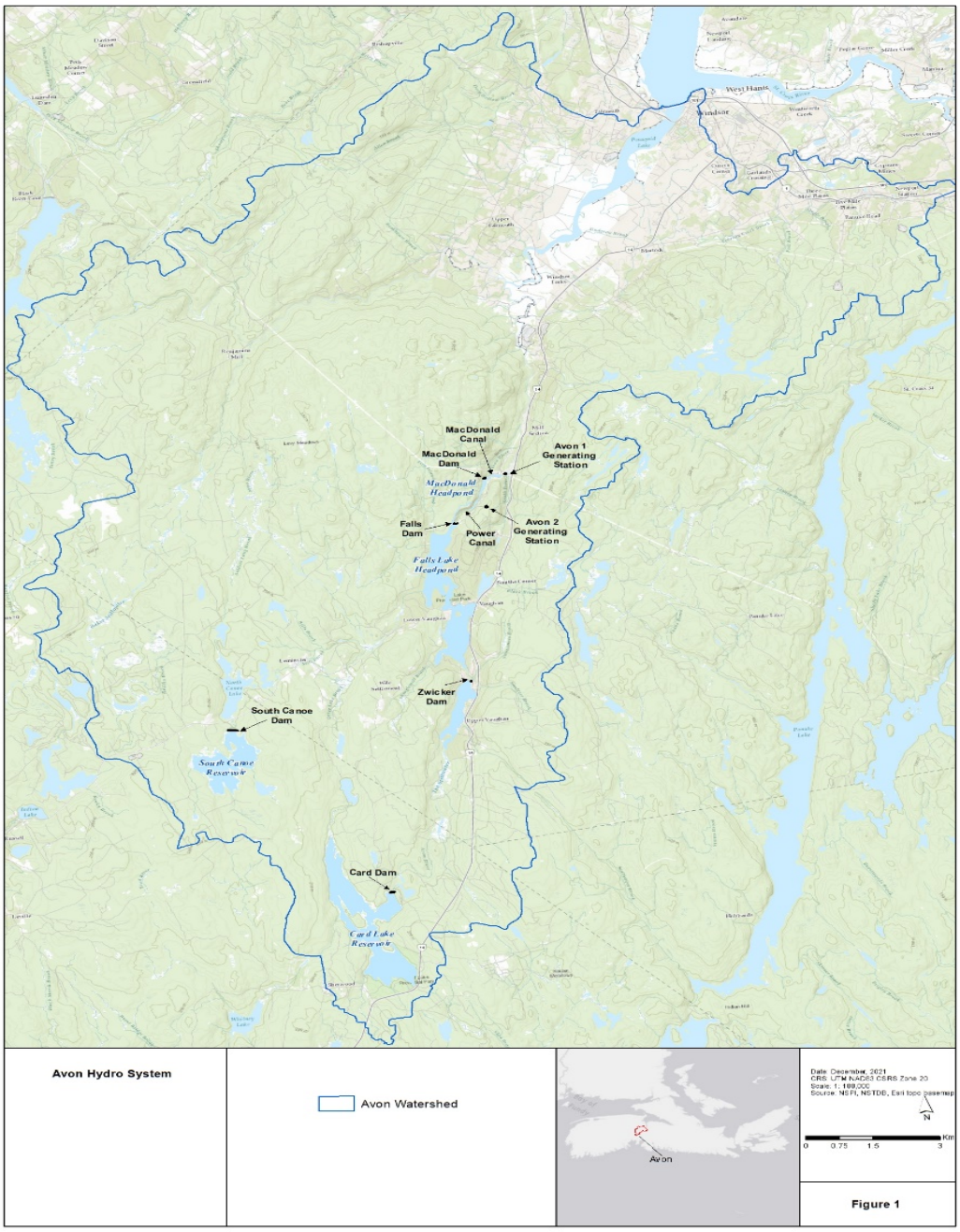

Figure 1: Avon Hydro System Watershed

The Avon Hydro System was constructed in the 1920's and has been in operation continuously since that time. Currently the system has the capacity to generate 7.5 MW of electricity.

We welcome discussion on the renewal of the operating approval for the Avon Hydro System. Please contact me if you would like to schedule a meeting to discuss further.

Yours truly,

Erica Gillis
Hydro Relicensing Project Manager

From: Stocker, Morgane
To: Abraham Zebian
Cc: PublicOnlyCouncilEmail
Subject: New alcohol guidance on harms and risks for residents
Date: Monday, March 20, 2023 12:02:05 PM
Attachments: FAQ Nova Scotia Alcohol Risks and Harms.pdf

Caution [External Email]
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Good Morning Mayor Zebian, Councillors, CAO, Operations Supervisor, and Executive Assistant,

I wanted to share the **New alcohol guidance highlights harms and risks of alcohol use for Nova Scotians.** Canada's Guidance on Alcohol and Health replaces the 2011 Canada's Low-Risk Alcohol Drinking Guidelines (LRDGs).

As you may know, the Canadian Centre on Substance Use and Addiction (CCSA) has released their updated Canadian Guidance on Alcohol and Health. The report provides accurate and current information about the risks and harms associated with drinking alcohol.
In coordination with other health system partners, including IWK and DHW, Nova Scotia Health Public Health, Cancer Care and Mental Health and Addictions developed an FAQ with information specific to alcohol use in Nova Scotia, available here (and attached).

Nova Scotia Health is committed to improving knowledge of the risks and harms associated with alcohol use, and will work with our partners to reinforce the following points:

1. Alcohol is one of the leading preventable causes of death, disease and disability worldwide. Alcohol use is a contributing cause of more than 200 diseases and health conditions, including seven types of cancer.
    a. Alcohol causes nearly 7,000 cancer deaths each year in Canada.
    b. In 2020, 4.1% of all new cases of cancer globally were attributable to alcohol consumption.
2. Nova Scotia has a culture of alcohol consumption that sees residents drinking more alcohol, and more heavily, than most Canadians.
3. Nova Scotians have a right to know the health risks associated with drinking alcohol. By supporting people to make informed decisions, governments and health system leaders can improve long term population health.
4. Evidence shows that drinking alcohol always has some risk. How much and how often a person drinks alcohol has impacts on health, and the health risks increase with each additional drink and with frequency of consumption.
5. The risk for alcohol related harms is strongly influenced by factors in our social, economic, and physical environments. These factors can include the accessibility and affordability of alcohol, social and cultural norms around drinking, coping with loss of cultural identity, racism, stigma, discrimination, and economic resources. Understanding and taking steps to address social determinants of alcohol related harms requires our combined efforts.
    a. Learn more: Statement from the Council of Chief Medical Officers of Health (CCMOH) on Alcohol Consumption.

Research demonstrates that progress on alcohol policy is the required to reduce alcohol-related harms at a community and population level. The new Guidance developed by CCSA advocates for

Alcohol Warning Labels (AWL) in Canada suggesting: "*require, through regulation, the mandatory labelling of all alcoholic beverages to list the number of standard drinks in a container, the Guidance on Alcohol and Health, health warnings and nutrition information.*"

Advocacy efforts are continuing across Nova Scotia and Canada in support of this health-promoting policy through sharing letters of support. The new Guidance provides important health literacy information and research demonstrates that the best way to provide this information in a clear and accessible way, is on a warning label. In advocacy efforts, note that it is equally important to recommend that AWLs be implemented independent from the alcohol industry, as self-regulatory or voluntary approaches have consistently proven to be ineffective.

Please don't hesitate to reply for further information.

Morgane Stocker

Morgane Stocker
Health Promoter
Public Health
Halifax, Nova Scotia

Mobile: 902-266-7283

I work and live in Mi'kma'ki, the unceded ancestral territory of the Mi'kmaq people

Pronouns: she/her/hers

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January 19, 2023

Frequently Asked Questions: Alcohol Risks and Harms for Nova Scotians

The Canadian Centre on Substance Use and Addiction (CCSA) released their updated Canadian Guidance on Alcohol and Health on January 17, 2023. This FAQ looks at the risks and harms associated with alcohol use, from a Nova Scotian perspective.

What is a standard drink?

In Canada, a standard drink is 17.05 millilitres or 13.45 grams of pure alcohol, which is the equivalent of:

- A bottle of beer (12 oz., 341 ml, 5% alcohol)
- A bottle of cider (12 oz., 341 ml, 5% alcohol)
- A glass of wine (5 oz., 142 ml, 12% alcohol)
- A shot glass of spirits (1.5 oz., 43 ml, 40% alcohol)

It is important to note that the size of container and percentage of alcohol fluctuates by product. For example, there are cans of beer on the market that contain as little as 0.3 standard drinks, and others go all the way up to four.

Is there any amount of alcohol that can be consumed without risk?

Evidence shows that drinking alcohol always has some risk. How much and how often a person drinks alcohol has impacts on health, and the health risks increase with each additional drink and with frequency of consumption. Every drink counts, and any reduction in alcohol use has benefits.

A 1-page infographic from the new CCSA Guidance summarizes the recommendations in simple terms and illustrations. It offers concise, image-based explanations of the risks and harms from alcohol consumption on an increasing scale, as well as tips to reduce those risks.

- 0 drinks per week: Not drinking has benefits, such as better health, and better sleep.
- 1 to 2 standard drinks per week: People will likely avoid alcohol-related consequences.
- 3 to 6 standard drinks per week: Risk of developing several different types of cancer, including breast and colon cancer, increases.
- 7 or more standard drinks per week: Risk of heart disease or stroke increases. Each additional standard drink radically increases the risk of these alcohol-related consequences.

Consuming more than 2 standard drinks per drinking occasion is associated with an increased risk of harms to self and others, including injuries and violence.

When pregnant or trying to get pregnant, there is no known safe amount of alcohol use. When breastfeeding, not drinking alcohol is safest.

Should individuals switch to cannabis?

Cannabis is not a benign substance. Click here to review Health Canada's cannabis health warning messages.

How does alcohol use in Nova Scotia compare to other provinces?

Nova Scotia has a culture of alcohol consumption that sees residents drinking more alcohol, and more heavily, than most Canadians.

- Data from the Canadian Community Health Survey shows that in 2020, 18.6% of Nova Scotians 12 years and older reported heavy drinking.
- High-risk drinking among students in the province is significantly higher than the national prevalence. The earlier in life that one starts using substances and the heavier or more frequent their use, the higher the risk for problematic substance use and harms later in life.
- In 2019–20, there were 295 hospitalizations per 100,000 entirely caused by alcohol in Nova Scotia. This was significantly higher than the national rate of 258 (95% CI, 257–260)
- per 100,000, and was the highest rate among the Atlantic provinces.

What are the real-world costs of alcohol consumption in Nova Scotia?

Total costs of alcohol consumption (including all health, lost productivity, criminal justice costs, and other costs) have been increasing over recent years. Starting in 2016, alcohol overtook tobacco as the costliest substance in Nova Scotia. Costs related to the consumption of alcohol reached $531.6 million in 2017 (with $178.9 million in direct healthcare costs)

How many Nova Scotians die from alcohol use each year?

In 2018, alcohol-use can be attributed the deaths of about 431 men and 150 women.

How many cancer deaths are caused by alcohol?

Alcohol causes nearly 7,000 cancer deaths each year in Canada. The Canadian Cancer Society states that limiting alcohol is one key way to reduce the risk of cancer.

How does alcohol use increase the risk of certain cancers?

Alcohol (ethanol) is a group one carcinogen that can cause at least seven types of cancer, and damages DNA. The main carcinogenic component of alcohol is ethanol, which is contained in every type of alcoholic drink. Ethanol damages cells in a way that makes them more prone to becoming malignant (cancerous). It also affects hormones; stimulating cell proliferation and increasing the risk of cancers; most commonly causing breast cancer and colon cancer.

In 2020, 4.1% of all new cases of cancer globally were attributable to alcohol consumption.

How do socioeconomic factors affect alcohol use?

The risk for alcohol-related harms is strongly influenced by factors in our social, economic, and physical environments. These factors can include the accessibility and affordability of alcohol, social and cultural norms around drinking, coping with loss of cultural identity, racism, stigma, discrimination, and economic resources. Understanding and taking steps to address social determinants of alcohol-related harms requires our combined efforts.

Although alcohol use increases as income increases, hospitalizations related to alcohol use increase as income decreases. This is commonly referred to as the "Alcohol-Harm Paradox" and refers to observations that lower socioeconomic status groups consume less alcohol but are disproportionately impacted by alcohol-related harms. Inequities in access to health services, variations in the safety of the drinking context, differential drinking cultures, and weaker social support networks are some of the contributing factors.

About the 2023 CCSA Guidance

Why is CCSA updating their guidance?

CCSA revised the guidelines because substantial new research is available now, compared with a decade ago.

Canada's Guidance on Alcohol and Health replaces the 2011 Canada's Low-Risk Alcohol Drinking Guidelines (LRDGs). The title change reflects the shift from specific low-risk guidelines to general guidance about alcohol use for individuals who want to make informed decisions about their health.

What has changed from the 2011 LRDGs?

The 2011 LRDGs and the current guidance take a different perspective on risk (specific recommendations versus presenting a continuum of risk). The new guidance recommends that people consider reducing their alcohol use because overwhelming evidence confirms that when it comes to drinking alcohol, less consumption means less risk of harm from alcohol.

The 2011 guidance also did not consider social harms, including aggression and violence, which are considered in Canada's Guidance on Alcohol and Health.

Is CCSA recommending that people not drink alcohol?

Overwhelming evidence confirms that when it comes to drinking alcohol, less is better. Canada's Guidance on Alcohol and Health is intended to ensure that people have the information they need to make well-informed decisions about their health and alcohol consumption.

Related links

Canadian Centre on Substance Use and Addiction

- Canada's Guidance on Alcohol and Health (.pdf)
- Public Summary

Nova Scotia Health Cancer Care Program

Mental Health & Addictions Support

- Nova Scotia Health
- IWK

Statement from the Council of Chief Medical Officers of Health (CCMOH) on Alcohol Consumption

Healthy Living, Wellness and Chronic Disease Management (healthyns.ca)

KODY BLOIS, M.P.
KINGS–HANTS

Hon. Kim Masland, MLA

Minister of Public Works
Department of Public Works
1672 Granville Street,
Halifax, NS B3J 2N2

Sent via email: publicworksminister@novascotia.ca

March 21, 2023

Dear Minister Masland,

I am writing in relation to the twinning of Highway 101 between Three Mile Plains and Falmouth. The twinning project is crucial for public safety - it addresses a longstanding dangerous portion of highway, increases the height of the dikes to strengthen flood protection, and renews critical infrastructure to control water access while improving fish passage at the Avon River.

The *Fisheries Act* requires that the Department of Public Works (NSDPW) obtain a project approval related to the construction of the new aboiteau. My understanding is that NSDPW submitted the current design proposal to DFO in April 2022, and that there have been three subsequent technical meetings between DFO, NSDPW, and Indigenous stakeholders.

In October 2022, DFO indicated to NSDPW that they required additional information based on technical discussions and consultations with Indigenous stakeholders. It was reported publicly before Christmas at the Liaison Committee that the estimated time for consultant CBCL to respond to this information would be approximately three months.

Furthermore, it was communicated by provincial representatives during a meeting with the Regional Municipality of West Hants Council in January that the hope was for a DFO approval to be obtained by April.

We are now nearing April, and it is not clear that the work necessary to respond to DFO has even begun. I would appreciate your attention to this matter to help expedite said work. My commitment to you is to ensure that when the information is shared with DFO, I will push at the federal level to have a response returned as soon as possible.

101-24 Harbourside Dr, Wolfville, NS B4P 2C1 • House of Commons, Ottawa, ON K1A 0A6
Telephone (Kings–Hants): +1 (902) 542-4010 • Telephone (Ottawa): +1 (613) 995-8231
Email: kody.blois@parl.gc.ca

The project approval, coupled with the Ministerial Order issued by DFO has been a frustrating series of events for constituents in the local area. It is important that we move this crucial project forward before more lives are lost on this section of highway, which is even more dangerous now in its current construction state than before the twinning project commenced.

Thank you for your attention to this matter.

Yours Truly,

Kody Blois, M.P.
Kings-Hants

cc: Hon. Tim Houston
Premier of Nova Scotia

Hon. Joyce Murray
Minister of Fisheries, Oceans, and the Canadian Coast Guard

Melissa Sheehy-Richard
MLA, Hants West

Abraham Zebian
Mayor, West Hants Regional Municipality

101-24 Harbourside Dr, Wolfville, NS B4P 2C1 • House of Commons, Ottawa, ON K1A 0A6
Telephone (Kings–Hants): +1 (902) 542-4010 • Telephone (Ottawa): +1 (613) 995-8231
Email: kody.blois@parl.gc.ca

Deanna Snair

From: Abraham Zebian
Sent: Thursday, March 23, 2023 10:12 AM
To: Deanna Snair
Subject: Fwd: Lego program

From: Shawna Nichols
Date: March 23, 2023 at 10:02:09 AM ADT
To: Sara LeBlanc <SLeBlanc@westhants.ca>
Cc: PublicOnlyCouncilEmail <allcouncil@westhants.ca>, Abraham Zebian <AZebian@westhants.ca>, Kathy Kehoe <kkehoe@westhants.ca>
Subject: Re: Lego program

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Hello,

Thank you for the prompt reply. I guess this is an issue that needs to be brought up to council as town run programs shouldn't be charged rental fees for town facilities. These facilities are funded by taxes and private organizations rental fees. That is the whole point of recreational programs is that they are cheaper because the town facilities are used for these programs at no cost. I understand there is a physical literacy for toddlers and dance for toddlers but I am referring to activities specifically for 6-12 year olds. There really is not much offered for them. If the cost for these programs is so high then maybe we need to brainstorm how to lower the costs. I would be more than willing to volunteer my time to help organize, budget,etc. We need these low fee programs for the betterment of the youth in our community, like you said to build their friendships, teamwork, social and life skills. As a homeschooler in the community I know many of us are looking for programs for our children and often times will go outside the community for our kids to participate in programs (paying the fee and gas money) so I know the interest and willingness is there. Maybe we could get some guidance from other communities about what are their most popular programs and how they structure them, along will info on fees and budgeting. Please let me know if I can be of further help as I believe we have the same goals in mind.

Thanks,
Shawna

On Thu., Mar. 23, 2023, 9:10 a.m. Sara LeBlanc, <SLeBlanc@westhants.ca> wrote:

Hi Shauna,

Thanks for reaching out. I'm sorry your girls aren't enjoying the program, the goal was to have kids come in and have free play and unleash their creative side. There will be different projects for them to work on each week, but it is more of a free play/unstructured/loose parts type play program to have the kids have space to do what they want with friends and work together in that regard. The reason the price is $50 is because we do have to cover rentals for room bookings, buy the supplies and pay our staff to run the programs. I do think kids are still getting value within our programs, as we are teaching and learning through play, and they are helping develop different skills or increase skills such as socializing, team work and fine motor skills. I will speak to my staff and ask them to develop a few more games and some more structured builds for those who are interested in more structure.

Programs are being cancelled across the province because of low attendance, this isn't just within our Municipality, our sector is still trying to work with the aftermath of covid, this is us trying to pivot and meet the community needs after covid, and we are still finding our footing – as are community members, some are still anxious about participating in groups.

Unfortunately, because we do have to pay our rentals, such as for sports at the complex to be able to offer programming in that area our costs would be very high and so would our minimum number of participants as we do pay for our bookings there as well. We do still run our physical literacy program we just call it Toddler Play now, and that program does fill up, and continues to run. We do have some very successful program offerings that do run per each season, but if we don't have the numbers to be able to pay all of our costs of the programs, and meet at least 60% coverage through registration to cover these we cannot run them. For example, we tried to run a football program last season on the turf. To have the turf the hour rental is $240x6 weeks of programming, plus paying the sport body who is running the program, in order to run that program we needed 15 kids at 100$ a seat. With additional sports happening in schools and through Sport Nova Scotia we do not want to duplicate programming, and take away from what is already offered within the community. We do offer the skills-based programs and that's where the toddler play program falls, in order to run programs on the ice we have to secure the full open season of ice time, if the program fails to run then we are owing the sports complex a pretty hefty bill for ice that is not being used – or hope someone else can use the ice time. When we have grants we are able to run programs at a lower cost to the participants, but unfortunately we do not have any currently for this type of programming.

We have attempted to run programs such as knitting, crafty kids, intro to dance, parent and baby creative play, broomball, kids in nature, pirate crafts, toddler color and crafts, story superheros and cooking – some of our programs fill up very quickly and some don't, it does seem to vary each season.

Again, thank you for reaching out and we value any and all suggestions to make our program offerings better. I have heard positive things from other parents regarding the lego program so I do hope your girls have a better experience in the coming weeks.

If you or anyone you know would like to facilitate programs as the ones you are hoping to see in the community I'd love to chat about how we can make those programs happen.

If you have further questions or suggestions please feel free to reach out at any time.

Sara

Sara LeBlanc
Community Recreation Coordinator
West Hants Regional Municipality
PO Box 3000, 76 Morison Drive, Windsor, NS, B0N2T0

M 902-790-0501
E SLeBlanc@westhants.ca
W www.westhants.ca

From: Shawna Nichols
Sent: Thursday, March 23, 2023 8:36 AM
To: Sara LeBlanc <SLeBlanc@westhants.ca>
Subject: Lego program

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Hello Sara,

I am usually not one to complain as I truly value the recreation programs for our town and the hard work that goes into them. However with that said I am pretty disappointed in the Lego program that my girls are participating in. It was $50 for each of them and all they do is build whatever they want when they get there. I thought there would be some instruction or games or something for that price. It really is no different than what they do at home and I could have saved $100. I imagine this is why

attendance is so low in the programs and most are being cancelled. The price is high and they don't really get much out of it. I remember a few years ago paying like $30 for each of my kids to participate in a physical literacy program which they absolutely loved and it was full every session. There needs to be more offerings of sport type programs for those kids that can't afford to pay the higher prices for the more high level organized sports organizations. Also any type of music or art programs (like sewing, painting, knitting, cooking, etc). I would be willing to pay the higher price for these sort of programs and I know other parents who would as well. Thanks for your time!

-Shawna Nichols

Fort Edward Lands Correspondence

First Name	Last Name	Correspondenc	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 NS	10/18/2022	2022-10-25 Council

Richard	Skelton	2/2/2023	2023-02-14 COTW
Jon	Hall	2/16/2023	2023-02-28 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

March 15, 2023

West Hants Regional Municipality
76 Morrison Dr.
PO Box 3000
Windsor, NS
B0N 2T0

Dear Mayor and Council,

RE: Request for Apple Blossom Sponsorship for Hantsport

This year's Apple Blossom Festival (ABF) is trying to make a comeback with its Leadership Competition. Hantsport has been part of the Apple Blossom Festival since its pre-inception in 1931. Hantsport has a proud history of participation and has had a number of those candidates earn the title of "Queen Annapolisa". (Three in the ten years prior to pausing for covid.)

I have been appointed as Community Rep rather late on as I did not know that the past Community Rep and sponsorship from the Music Festival have stepped back and moved on since Covid.

I have missed the deadline for requesting sponsorship but want to reach out to you, Mayor and Council, to see if there was anything that could be done to help with Hantsport's funding needs.

The Booster fee is holding as it has been at $1,100, but we have been notified that this amount will have to be raised in the future. To what amount, I was not told.

Any monies that could be received would be very much appreciated to help sponsor our Hantsport Candidate for this excellent Annapolis Valley tradition.

I would very much appreciate your consideration for sponsorship, even at this late date, to help offset the daunting task I have in raising about $3,500 needed to fund all the necessary steps required to sponsor a candidate and their participation in the ABF.

I thank you all for your time and consideration.

Sincerely,

Margot Bureaux
Hantsport Community Rep for the Apple Blossom Festival

Deanna Snair

From: Abraham Zebian
Sent: Tuesday, March 21, 2023 3:24 PM
To: Deanna Snair
Subject: Fwd: Cancellation of ABF Leadership Competition

From: Margot Bureaux
Date: March 21, 2023 at 3:18:10 PM ADT
To: PublicOnlyCouncilEmail <allcouncil@westhants.ca>
Subject: Cancellation of ABF Leadership Competition

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

Good afternoon Mayor and Council,

I thank you for receiving my prior letter and considering sponsorship of the ABF Leadership competition for Hantsport.

It seems through a press release last night the ABF has cancelled further leadership competitions and are going a new route.

All my local events will or have been cancelled. For anyone that had hoped to be present I appreciate your support.

Thank you.

Respectfully,

Margot Bureaux
Sent from my iPhone

West Hants Historical Society
281 King Street
PO Box 2335
Windsor, NS B0N 2T0

His worship Abraham Zebian, Mayor
and Municipal Councillors
West Hants Regional Municipal Council,
azebian@westhants.ca, allcouncil@westhants.ca;

March 23, 2022

Dear Mr. Mayor;

The West Hants Historical Society, through Councillor Jim Ivey, does humbly request that the West Hants Regional Municipal Council issue a proclamation.

Whereas the West Hants Regional Municipality may issue a special proclamation to mark significant dates and events in the life of West Hants;

Whereas the West Hants Historical Society operates a museum with over 13,000 artifacts and is a valuable tourist attraction to the residents and visitors of West Hants;

Whereas the West Hants Historical Society provides interpretive services at the blockhouse at the Fort Edward National Historical Site each summer;

Whereas the West Hants Historical Society maintains a genealogical library and reference archive (with a 500-page index) which provides historical information about the people, families, and businesses of West Hants;

Whereas the West Hants Historical Society was incorporated as a society on September 25, 1973 and will celebrate its 50th Anniversary in 2023;

Whereas, Municipal Councillor Jim Ivey is prepared to sponsor this request;

Now therefore, we petition the West Hants Regional Municipality to proclaim and declare that Monday, September 25, 2023 shall be known as West Hants Historical Society Day.

Thank you in advance for considering this request. You may obtain more information about West Hants Historical Society at WHHS.ca. You can also contact me directly with questions or clarifications at [redacted] or phone/text [redacted]

I look forward to hearing from you.

Jon Hall,
Funding History Chair

Pisiquid Canoe Club
8 King Street Extension
P.O. Box 2254
Windsor, NS
B0N 2T0

March 22, 2023

Members of West Hants Council,

Pisiquid Canoe Club, is a success story... Founded in 1975, the club has since served over 3000 local youth and their families in the communities of Windsor and West Hants, and has introduced the sport of Sprint CanoeKayak Racing, exposing them to a lifetime in what could be considered Canadas genuine sport. From its indigenous roots, to the founding fur trade, to the Olympic Games, nothing says Canada, like canoeing. Indeed, in honour of it's Canadian roots, the International Olympic Committee recognizes not "canoe" singles, doubles, or fours, but instead recognizes "Canadian" singles, doubles, and fours as the official events.

In 2022, Pisquid Athletes brought home three medals from the National Sprint Championships that brings together close to 1,300 paddlers from across the country, the first National medals in more than 15 years. And a shock even to us, we placed #3 of 10 ranked club overall in the U14 age categories in the Maritime provinces. As the smallest club in the province, this speaks volumes to our drive for success, and the dedication to our youth. But more than just our youth, CanoeKayak is a lifetime sport - from the novice to the Olympian, the Adult looking for fitness, to the recreational canoe at your summer cottage, we can offer coaching and instruction that makes our whole community a better place to call home.

In April of 2022, Pisiquid was fortunate to receive assistance from the federal and provincial levels of government to allow the purchase of a facility on Zwicker Lake, Upper Vaughan to continue operations. While we would not have survived without that help, when compared to funds and grants our direct competitors have received (totaling several millions of dollars targeted to upgrades and equipment), our new facility simply brought us back up simply to where we had left off previously (but still having the need to lease temporary washroom facilities) – we are thankful to have survived, but with little access in the short term to additional grants and funding that would allow normal operations or equipment sustainability.

Of the future items on the Pisiquid wish list, we are in urgent need of upgraded and accessible washroom and safe/secure change room spaces. We have applied for Provincial Recreation Facility Development (RFD) grant funding, and Federal Green & Inclusive Community Buildings (GICB) grant funding specifically targeting this project, but pending approval this still leaves us with some significant gaps to cover these construction costs, and the reality is that we need to break ground quickly on this accessible washroom and change rooms project upgrade. All of the financial help we can muster will be greatly appreciated, and positively recognized!

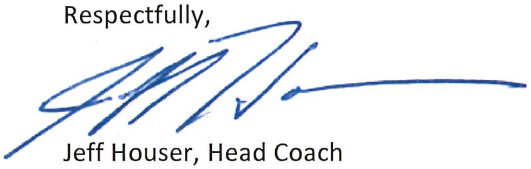
As we say; 'Kids don't need things to do, they need to do things'. CanoeKayak Sprint is one of those things that is not only available to them, but is something they choose to do.

Through our Youth programs, High Performance Programs, Special Olympics, ParaCanoe, and Masters (adult) programs, Pisiquid can offer the opportunities to learn and enjoy the greater outdoors in a way no other sport or recreational activity can, and we are the only club that has managed to find success outside the Central Region of Nova Scotia (we are the only active sprint canoe club in the province outside of Halifax). However, even with a new facility, it needs improvements and upgrades to continue that success.

Throughout it's history, Pisiquid has faced headwinds that many other clubs would not and have not survived: unpredictable water levels resulting in short seasons, a Town location where the former lake is now heavily silted in, requiring expensive remediation and dredging even if Lake Pisiquid were to be restored, our required move to a new more remote location resulting 20% loss of membership that we are now working hard to recover from.

Your 1/3 project assistance with the requested $35,000 funding grant allowing us to add a new septic system and accessible safe washrooms and change room spaces (a total project is valued at $105,000) will help solidify our place as an active, positive, and contributing member of our community. Instead of burdening Council with another presentation during your busy budget season, our club has chosen to submit this letter for your funding consideration. However, we would certainly make ourselves available for an in-person meeting or presentation if you preferred.

Respectfully,



Jeff Houser, Head Coach
Pisiquid Canoe Club

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
Deputy Minister of Environment and Climate Change	Re: Costs incurred for fencing at 417 Wentworth Road	2023-02-15	2023-02-24 Council
VREN	Re Continued Partnership and Intermunicipal Service Agreement (IMSA}	2023-03-03	2023-03-14 COTW
Minister Masland	Re Provincial Intersection Street Lighting	2023-03-10	2023-03-14 COTW
Hockey Hall of Fame	Re Letter of Support John Paris Jr	2023-03-14	2023-03-28 Council
Premier Tim Houston	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Joyce Murray	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council

Correspondence Sent

First Name	Last Name	Correspondence Date	Meeting / logged
Hon. Steve Craig	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Tim Halman	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Susan Corkum-Greek	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
Hon. Kim Masland	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
MP Blois	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council
MLA Sheehy-Richard	Re Reimagine Lake Pisiquid, Windsor, Nova Scotia	2023-03-24	2023-03-28 Council

West Hants
something inspiring awaits

March 14, 2023

Dear Members of the Hockey Hall of Fame Selection Committee,

This letter is written in full support of John Paris Jr. as a nominee for the induction into the Hockey Hall of Fame.

As Council of the West Hants Municipality, we are proud to offer our support for John's nomination. John Paris Jr. formerly of Windsor, Nova Scotia was a highly talented professional hockey player who became the first black hockey coach in the Quebec Major Junior Hockey League. He was also the first black scout in the NHL, the first black general manager in professional hockey and became the first black coach in pro hockey.

John Paris Jr. has made tremendous contributions to the sport of hockey and his pioneering efforts as the first black coach, scout and general manager in the NHL have paved the way for future generations of players and coaches of color.

John's career spanned four decades, and he has left an everlasting mark on the sport. His accomplishments both on and off the ice have left a lasting legacy that we are proud to honor.

We strongly believe that John Paris Jr. deserves to be inducted into the Hockey Hall of Fame and is an excellent choice for recognition and induction.

Sincerely,

Abraham Zebain
Mayor

West Hants Regional Municipality
PO Box 3000, 76 Morison Drive, Windsor, NS, B0N 2T0
902-798-8391 • www.westhants.ca

West Hants
something inspiring awaits

March 23, 2023

The Honourable Tim Houston
Office of the Premier
7th Floor, One Government Place
1700 Granville Street
Halifax, NS
B3J 1X5

PREMIER@novascotia.ca

Dear Premier Houston,

RE: Reimagine Lake Pisiquid, Windsor Nova Scotia

Please accept the following letter on behalf of the West Hants Regional Municipal Council regarding Lake Pisiquid and the waterfront area of both Windsor and Falmouth impacted by the current Highway 101 Twinning Project.

As your government is aware, our community has lost the presence of standing freshwater in Lake Pisiquid due to an ongoing Ministerial Order issued by the Federal Minister of Fisheries, Oceans and the Canadian Coast Guard (DFO). This ongoing order has resulted in a significant change in our community's landscape leaving the Windsor and Falmouth waterfront areas without the historic presence of freshwater or the presence of a natural tidal flow. These conditions are primarily influenced by the existing tidal gate operations which align with the Ministerial Order. In short, we have been left with a waterfront area that essentially lacks the presence of fresh or salt water in a manner that supports strategic growth, ongoing community development and the community's needs.

The rationale for the ongoing order has been explained to our Council and we understand the importance of improving fish passage at the existing causeway. However, the order and ongoing review of the Province's construction plans have deeply changed the landscape of our region; specifically, the downtown waterfront area of Windsor and Falmouth.

In addition to the known contributing factors influencing the waterfront, the approval of the design of the new aboiteau, timing associated with its construction and its operational parameters remain unknown. As a result, the future presence of tidal or freshwater conditions are unknown.

Over the past three years our Council and residents have observed as Federal and Provincial representatives discussed varying options and strategies to move this project forward. As a community we are accustomed to the presence of freshwater and have planned and developed the area influenced by these conditions. It is a current day reality that those conditions may not return to the community pending the outcome of the twinning project. This has been expressed to us by both federal and provincial representatives through ongoing dialogue. As expressed above we have a level of familiarity and preparedness should freshwater return to our community, we do not have a plan or strategy for a long-term presence of water through tidal influences in the waterfront area. What will it look like, what opportunities will exist for growth, will land allocation grow or be reduced, what activities and special events can occur in the area, how will the business community be impacted, etc?

Through this letter I hope to express the desire of this Council to participate in a "Reimagine" strategic planning exercise for the waterfront area. This is needed now so that we can prepare for the potential redevelopment of this very important public space in our community. This area directly impacts the conditions influencing the local economy, social connectivity, development opportunities, recreation and the overall wellbeing of our community.

The position of the municipality is relayed through the following motion approved by Council at the February 28, 2023 Council meeting:

"THAT COUNCIL SEND A LETTER TO THE PREMIER OF NOVA SCOTIA, THE NOVA SCOTIA MINISTER OF PUBLIC WORKS KIM MASLAND, NOVA SCOTIA MINISTER OF ENVIRONMENT TIM HALMAN, NOVA SCOTIA MINISTER OF FISHERIES STEVE CRAIG, FEDERAL MINISTER OF FISHERIES OCEANS AND CANADIAN COAST GUARD JOYCE MURRAY, MINISTER OF ECONOMIC DEVELOPMENT SUSAN CORKUM-GREEK, MP BLOIS, MLA SHEEHY-RICHARD EXPRESSING COUNCIL'S INTEREST IN A REIMAGINATION OF THE WINDSOR WATERFRONT AND SURROUNDING AREA TO ALIGN WITH THE NEW OPERATING SCENARIO OF THE WINDSOR ABOITEAU"

It is imperative that we look at this area and its potential redevelopment now. "West Hants, Something Inspiring Awaits", is not only our brand, but also a movement that fosters a vibrant, welcoming community, where rural and urban living is embraced, and everyone feels connected. We are a community that is growing at an unprecedented rate with momentum and the current conditions of Lake Pisiquid is far from inspiring. It has divided our community and left many newcomers asking, "what's going on with the lake and waterfront area?". Waiting for what could be another five (5) to seven (7) years for a final determination on what the waterfront will be is not acceptable.

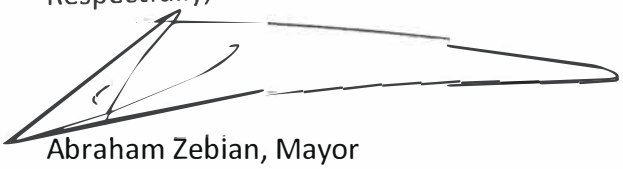
In an effort to address our concerns and provide an appropriate response to the residents who live and work within West Hants, the WHRM Council requests an opportunity to sit and discuss the future of our Windsor and Falmouth waterfront area. Let's start with a conversation, please.

We hope you share in the need to explore a new vision for our waterfront area. Help us reimage the Windsor and Falmouth waterfront area. Help us reimagine our downtown core. We ask that our provincial and federal departments help prepare for an inspiring new landscape for our waterfront and

for our Region.

We welcome the opportunity to discuss this matter in further detail and look forward to your response.

Respectfully,



Abraham Zebian, Mayor

ds/az

CC: West Hants Regional Municipal Council
Mark Phillips, Chief Administrative Officer

West Hants
something inspiring awaits

March 23, 2023

The Honourable Joyce Murray
Federal Minister of Fisheries Oceans and Canadian Coast Guard

Sent electronically to: Joyce.Murray@parl.gc.ca

Dear Honourable Minister Murray,

RE: Reimagine Lake Pisiquid, Windsor Nova Scotia

Please accept the following letter on behalf of the West Hants Regional Municipal Council regarding Lake Pisiquid and the waterfront area of both Windsor and Falmouth impacted by the current Highway 101 Twinning Project.

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In addition to the known contributing factors influencing the waterfront, the approval of the design of the new aboiteau, timing associated with its construction and its operational parameters remain unknown. As a result, the future presence of tidal or freshwater conditions are unknown.
Over the past three years our Council and residents have observed as Federal and Provincial representatives discussed varying options and strategies to move this project forward. As a community we are accustomed to the presence of freshwater and have planned and developed the area influenced

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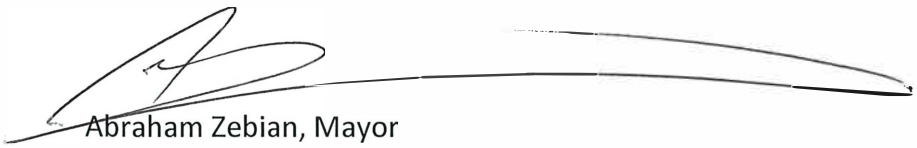

Abraham Zebian, Mayor

ds/az

CC: West Hants Regional Municipal Council
Mark Phillips, Chief Administrative Officer

West Hants
something inspiring awaits

March 23, 2023

The Honourable Steve Craig
Nova Scotia Minister of Fisheries and Aquaculture

Department of Fisheries and Aquaculture
6th floor (Suite 607), WTCC
1800 Argyle Street
Halifax, Nova Scotia
B3J 2R5

Sent Electronically to MINDFA@novascotia.ca

Dear Honourable Minister Craig,

RE: Reimagine Lake Pisiquid, Windsor Nova Scotia

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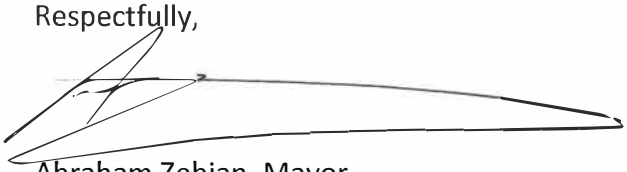

Abraham Zebian, Mayor

ds/az

CC: West Hants Regional Municipal Council
Mark Phillips, Chief Administrative Officer

West Hants
something inspiring awaits

March 23, 2023

The Honourable Tim Halman
NS Minister of Environment and Climate Change

Department of Environment and Climate Change
Barrington Tower
1894 Barrington Street, Suite 1800
P.O. Box 442
Halifax, NS
B3J 2P8

Sent Electronically to Minister.Environment@novascotia.ca

Dear Honourable Minister Halman,

RE: Reimagine Lake Pisiquid, Windsor Nova Scotia

Please accept the following letter on behalf of the West Hants Regional Municipal Council regarding Lake Pisiquid and the waterfront area of both Windsor and Falmouth impacted by the current Highway 101 Twinning Project.

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The position of the municipality is relayed through the following motion approved by Council at the February 28, 2023 Council meeting:

"THAT COUNCIL SEND A LETTER TO THE PREMIER OF NOVA SCOTIA, THE NOVA SCOTIA MINISTER OF PUBLIC WORKS KIM MASLAND, NOVA SCOTIA MINISTER OF ENVIRONMENT TIM HALMAN, NOVA SCOTIA MINISTER OF FISHERIES STEVE CRAIG, FEDERAL MINISTER OF FISHERIES OCEANS AND CANADIAN COAST GUARD JOYCE MURRAY, MINISTER OF ECONOMIC DEVELOPMENT SUSAN CORKUM-GREEK, MP BLOIS, MLA SHEEHY-RICHARD EXPRESSING COUNCIL'S INTEREST IN A REIMAGINATION OF THE WINDSOR WATERFRONT AND SURROUNDING AREA TO ALIGN WITH THE NEW OPERATING SCENARIO OF THE WINDSOR ABOITEAU"

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We welcome the opportunity to discuss this matter in further detail and look forward to your response.

Respectfully,

Abraham Zebian, Mayor

ds/az

CC: West Hants Regional Municipal Council
Mark Phillips, Chief Administrative Officer

West Hants Regional Municipality
PO Box 3000, 76 Morison Drive, Windsor, NS, B0N 2T0
902-798-8391 • www.westhants.ca

West Hants
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March 23, 2023

The Honourable Susan Corkum-Greek
Nova Scotia Minister of Economic Development
CIBC Building
1809 Barrington Street, Suite M103
Halifax, NS
B3J 3K8

Sent Electronically to edminister@novascotia.ca

Dear Honourable Minister Corkum-Greek,

RE: Reimagine Lake Pisiquid, Windsor Nova Scotia

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Abraham Zebian, Mayor

ds/az

CC: West Hants Regional Municipal Council
Mark Phillips, Chief Administrative Officer

West Hants
something inspiring awaits

March 23, 2023

The Honourable Kim Masland
NS Minister of Public Works

Department of Public Works
2nd Floor, Johnston Building, 1672 Granville Street
P.O. Box 186, Halifax N.S. B3J 2N2

Delivered electronically to: publicworksminister@novascotia.ca

Dear Honourable Minister Masland,

RE: Reimagine Lake Pisiquid, Windsor Nova Scotia

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ds/az

CC: West Hants Regional Municipal Council
Mark Phillips, Chief Administrative Officer

West Hants
something inspiring awaits

March 24, 2023

Kody Blois, M.P. Kings-Hants
101-24 Harbourside Drive
Wolfville, Nova Scotia
B4P 2C1

Delivered electronically to: Kody.Blois@parl.gc.ca

Dear MP Blois,

RE: Reimagine Lake Pisiquid, Windsor Nova Scotia

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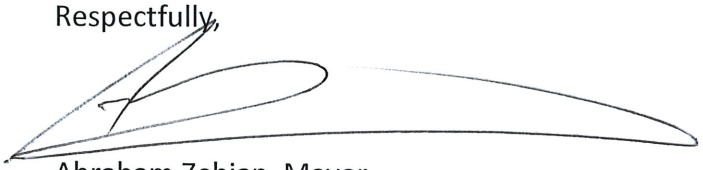

Abraham Zebian, Mayor

ds/az

CC: West Hants Regional Municipal Council
Mark Phillips, Chief Administrative Officer

West Hants
something inspiring awaits

March 24, 2023

MLA, Melissa Sheehy-Richard
58 Gerrish Street
P.O. Box 3201
Windsor, NS
B0N 2T0

Delivered electronically to: melissa.mlaoffice@gmail.com

Dear MLA Sheehy-Richard,

RE: Reimagine Lake Pisiquid, Windsor Nova Scotia

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Mark Phillips, Chief Administrative Officer

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐

To: West Hants Regional Municipal Council

Submitted by: Kathy Kehoe, Director, Community Development

Date: March 20, 2023

Subject: Provincial Representative Volunteer

LEGISLATIVE AUTHORITY

n/a

RECOMMENDATION or DECISION REQUEST

It is recommended that Council approves the nomination of Domenic Padula for the 2023 Provincial Representative Volunteer Award for the West Hants Regional Municipality.

BACKGROUND

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

Annually municipal units are invited to nominate a volunteer to receive provincial recognition as a representative volunteer for their community.

The Community Development Department received nominations of deserving volunteers from community groups/councillors and the public.

DISCUSSION

Individuals not selected as the West Hants Regional Municipality Provincial Representative Volunteer and have not received local recognition since consolidation will be recognized for their service during the West Hants Regional Municipality annual recognition event.

NEXT STEPS

Should this recommendation be approved staff will prepare the information required to submit the nomination to the province.

FINANCIAL IMPLICATIONS

There are no additional implications as this recognition award is included in the Community Development operating budget.

ALTERNATIVES

Council can choose not to accept the recommendation and can recommend a different nominee from the nominations list previously circulated via email.

Council can choose not to recognize a volunteer to the Provincial Volunteer event.

ATTACHMENTS

n/a

CHIEF ADMINISTRATIVE OFFICER REVIEW

Domenic is a very worthy recipient of this nomination from our community.

I support the recommendation.

Report Prepared by: _____
Kathy Kehoe, Director Community Development

Report Approved by:
Mark Phillips, CAO