WEST HANTS REGIONAL MUNICIPALITY
Council Meeting Agenda-AMENDED
February 22, 2022 - 6:00 p.m.
Virtual via Zoom
(also FB Livestream)

West Hants
something inspiring awaits

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

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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/Unsightly
5. Declaration(s) of Conflict of Interest
6. Approval of Previous Meeting Minutes
   a) 2022-01-25 Council Meeting Minutes
7. Public Hearings - None
8. Second Readings - None
9. Municipal Heritage Designation Owner Hearing: 294 Falmouth Back Rd., Falmouth PID 45036720
10. Unfinished Business/Postponed Motions
11. Mayor's Report
12. Committee(s) of Council Excerpts/Recommendations
    a) Committee of the Whole Excerpts (February 8, 2022)
       i. EV Charging Station Recommendation
       ii. 2022-2023 Region 6 Budget Recommendation
       iii. Provincial Cost Share Program - Centennial Drive Stormwater Culvert Renewal RFA
       iv. Bog Road, Cost Share Agreement
       v. Innes Lane Road Association Agreement Approval
       vi. Police Advisory Board Resident member appointment
       vii. PACE (Property Assessed Clean Energy) program
       viii. Provincial J-class Road Funding (Etter Road) Decision Request
       ix. Valley Regional Enterprise Network (REN) Recommendation

b) Planning and Heritage Recommendations (February 10, 2022)
    i. Kempt Shore Church: Application for Heritage Grant Funding Under the Municipal Heritage Property Conservation Work Grant Guidelines

c) Audit Committee Excerpts
    i. 2022-02-02 Audit Committee Meeting Excerpts

13. Councillor Municipal Business/Activity Reports

14. Correspondence
    a) Information
        1. Avon Causeway Activity Log
        2. Current Correspondence as of February 16, 2022
            i. 2022-02-06 Kim MacQuarrie re: 2021-22 Tax year
            ii. 2022-02-08 Sheldon Hope re: Letter to Hon. Sean Fraser, Pisiquid Watershed Society

    b) Requests – None
    c) Outgoing – None
        1. Current Correspondence Sent as of February 16, 2022

15. New Business
    a) Temporary Borrowing Resolution (TBR) – Recommendation Report - Dir. Rochon
    b) 2022 Provincial J class Road -Information Report – Dir. Richard
    c) Budget Format and Delivery Discussion- Councillor Ivey
    d) Flood/Flood Risk

16. In-Camera - None

17. Next Meeting Date / Adjournment

M - Motion
D - Direction/Discussion

West Hants Regional Municipality
Dashboard (Action List)
February 16, 2022

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

Matter	Meeting	M/D	Start Date	Deadline / Update	Status	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)**	COTW	M	2020-05-12			CAO/Fin
Asset Mgmt (Strategic Sustainability) - Strategic Sustainability Plan is needed	COTW	D	2020-05-12	On-going until approx. Oct. 2022		PW
Pedestrian Signage and Barriers - Have consistent and align with Branding outcomes. Staff prepare report for 2021/22 Capital & Operating budgets. (These items should be incorporated into our growth centres). Staff report back.	Council	M	2020-09-22	Align with Branding outcomes 2021-07, On-going		PW/Comm. Dev
Diversity & Inclusion Committee (from Meeting & Committee Procedural Policy Amendments) - Advertise for Committee members and mobilize the committee	COTW	M	2020-10-13	2021-05 (also with Rad Consulting Engagement		Comm Dev
W. B Stephens Building Design Project Management Tender Award - Defer award until staff obtain additional operational costing information of the other municipal buildings. (100 King Street)	Council	M	2020-10-27	2022-on going		CAO
Panuke Rd Event - Event to be arranged by Mayor	COTW	D	2021-03-09	2021-06		Mayor
Noise By-law - Staff revise by-law (Peace and Good Order)	Council	M	2021-03-23	2022-on going		Planning/ CAO
Cheverie Land Exchange - Agree	Council	M	2021-03-23	2022 on going		CAO
WHRM Land Dispute Policy - CAO Office to establish a practice to keep council informed	Council	M	2021-04-27	2022-01		CAO
Dog Park - Staff review historical information related to dog park feasibility	COTW	D	2021-06-08	2022-01		Comm. Dev

M - Motion
D - Direction/Discussion

West Hants Regional Municipality
Dashboard (Action List)
July 23, 2021

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

Matter	Meeting	M/D	Start Date	Deadline / Update	Status	Resp.
Glooscap First Nation & WHRM Council Meeting - Send formal invite for a meeting to discuss many topics including reconciliation	Council	M	2021-06-22			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	Council	M	2021-06-22			Mayor/CAO
Opening of Edward and Underwood - staff return with a report detailing the broader road network overview, along with time frames for when the new road structure will be open and to include pedestrian concerns, infrastructure upgrades.	Council	M	2021-09-28	2022		PW
Review former By-Laws RV-001(Mobile Canteen)**-** Review former By-Laws and create a new all encompassing By-Law with public input.	Council	M	2021-09-28	2022-01		CAO
Outdoor Fires By-Law - Staff review existing Fire-related by-laws and have an all encompassing Regional By-Law	Council	M	2021-09-28	2022-03		CAO
Capped Assessment - Staff provide a new aggregated report that will coincide with PVSC's presentation in January/February.	Council	M	2021-09-28	2022		Finance
Demolition Costs - Staff to produce an average cost incurred by the Municiplaity re: Demolitions	COTW	M	2022-01-11	2022-02-08		CAO
Avon River and Addition of Tidal Water - Staff to write a folow up letter re: the Avon River and addition of tidal water that can be added to give a lake like appearance and end the dust storms experienced and ensue a response is received.	Council	M	2022-01-25	2022-02-08		CAO

M - Motion
D - Direction/Discussion

West Hants Regional Municipality
Dashboard (Action List)
July 23, 2021

Green - Complete
Yellow - In-progress
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Matter	Meeting	M/D	Start Date	Deadline / Update	Status	Resp.
Christmas Trees - Staff to arrange pick up of remaining trees and write this service into the agreement with GFL.	Council	M	2022-01-25	2022		PW
EV Charging Station - Budget request of $48,000 to ensure the application to the Clean Foundation Electric Vehicle Boost program can be submitted and implement atleast four (4) level (2) charging stations wihin WHRM in 2022.	COTW					Plan/Fin
Region 6 2022-23 Budget - Approve the 2022-2023 Budget for Region 6 as presented	COTW	M	2022-02-08	2022-02-22		Finanace
Bog Road - Enter into a cost share agreement with NS Pulic Works re: services and street renewal of the 200m sectionof the Bog Road.	COTW	M	2022-02-08	2022-02-22		PW
Etter Road - Staff to explore options for J class road initiatives in the 2022-23 budget and report back to Council in 2 weeks.	COTW		2022-02-08	2022-02-22		PW
Innes Road - Enter into an agreement with Innes Road Association for the levying and collection of fees for the private road maintenance beginning in the 2022-23 Fiscal year.	COTW		2022-02-08	2022-02-22		Finance
PACE Program - Allocate $10,000.00 in the 2022/23 Operating budget to support joint costs to submit an aplication with neighbouring municipalities & PACE Atlantic to the FCM underthe Comunity Effiiciency Financing Program for funding to develope and carry out a PACE (PROPERTY ASSESSED CLEAN ENERGY) PROGRAM	COTW		2022-02-08	2022-02-22		CAO
Police Advisory Board Member Resident Appointment- Appont Mandy Sigleton to the PAB	COTW		2022-02-08	2022-02-22		CAO

M - Motion
D - Direction/Discussion

West Hants Regional Municipality
Dashboard (Action List)
July 23, 2021

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

Matter	Meeting	M/D	Start Date	Deadline / Update	Status	Resp.
Valley REN - Send a letter to advise VREN that WHRM will remain a partner for the perod of Aprl 1, 2022- March 31, 2023 in order to continie to see the benefits that the VREN offers and also give formal notice that the WHRM will cease to be a partner after March 31, 2023.	COTW		2022-02-08	2022-02-22		CAO
Provincal Cost Share Program- Amend the 2022-23 Provincial CAPITAL Assistance program to fund a portion of the Saniatry/Stormwater Seperation project for Highland Avenue and Churchill Street, instead of the Centennial Drive Stormwater Culvert replacement project.	COTW			2022-02-22		PW

M - Motion
D - Direction/Discussion

West Hants Regional Municipality
Dashboard (Action List)
February 16, 2022

Green - Complete
Yellow - In-progress
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Matter	Meeting	M/D	Start Date	Deadline / Update	Status	Resp.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: ____________________________________
Sara Poirier, Senior Planner

Date: 2022-02-22

Subject: Municipal Heritage Designation Owner Hearing: 294 Falmouth Back Rd., Falmouth PID 45036720; File #21-03 C

LEGISLATIVE AUTHORITY

Heritage Property Act

West Hants Regional Municipality Heritage Property By-law (2021)

RECOMMENDATION

Should Council wish to register 294 Falmouth Back Rd. as a Municipal Heritage Property, the following motion would be in order:

…that Council include the main residential building located at 294 Falmouth Back Rd., Falmouth PID 45036720 in the Register of Municipal Heritage Properties.

BACKGROUND

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

An application was received on January 20, 2021 from Richard and Helen Murphy to consider registering the residential building at 294 Falmouth Back Rd., Falmouth (PID 45036720) as a Municipal Heritage Property. Mr. Murphy requested that the application be put on hold in April 2021 until a necessary roof replacement was completed. Planner Poirier received correspondence on November 18, 2021 that the applicant was ready to proceed.

The heritage designation is being sought for only the main dwelling on the property. Accessory buildings and the land itself will not be covered under the heritage designation.

DISCUSSION

The Heritage Advisory Committee (HAC) reviewed the file on December 2, 2021 (Appendix A). At that time the HAC recommended in favour of the application.

On December 16, 2021 Council made the motion to “follow the process to designate the main residential building located at 294 Falmouth Back Rd., Falmouth PID 45036720 as a Municipal Heritage Property” (Appendix B).

NEXT STEPS

As noted above the application has been reviewed against the Selection Criteria and is recommended for registration as a Municipal Heritage Property.

Process

Staff review, create Statement of Significance and Recommendation

▼

Heritage Advisory Committee Review and Recommendation – December 2

▼

Council Review and Decision – December 16

▼

Notice of Recommendation sent to Owner and LRO – December 20

(30 days before Registration)

▼

Council hosts Owner Hearing – February 22

(21+ days after Notice of Recommendation sent)

▼

Council Decision to Register – February 22

(30-120 days from Notice of Recommendation sent)

▼

Notice of Registration filed in Municipal Registry and LRO; Owner Notified

▼

Plaque Ordered

▼

Ceremony Held

FINANCIAL IMPLICATIONS

The West Hants Regional Municipality Fees Policy, RCOFN-013.00, outlines that fees associated with the Building Code Act By-law, Land-Use By-laws, Subdivision By-laws, Hantsport Swimming Pool By-law and amendments to the Municipal Planning Strategies are waived for Municipally Registered Heritage Properties, non-profit organizations registered under the Societies Act and Municipally owned properties. As this is an application to register a municipal heritage property, no fees were collected from the applicant.

The only costs related to the designation are the costs associated with filing the information in the Land Registry Office and the associated legal fees (approximately $300), and the cost of having a plaque prepared. The type and cost of plaques for the Region have not yet been determined but will be less than the approximately $700 cost of the former West Hants and Windsor plaques. Funds are available within the 2021-2022 budget.

ALTERNATIVES

In response to the application, Council may:

- designate the property as a Municipal Heritage Property; or
- refuse the application to designate the property as a Municipal Heritage Property.

APPENDIX

Appendix A	2021-12-02 Staff Report - Municipal Heritage Designation: 294 Falmouth Back Rd., Falmouth PID 45036720; File #21-03
Appendix B	2021-12-16 Recommendation from HAC to Council - Municipal Heritage Designation: 294 Falmouth Back Rd., Falmouth PID 45036720; File #21-03 B

CHIEF ADMINISTRATIVE OFFICER REVIEW

The application, report and process is all in keeping with the WHRM Heritage Bylaw. It is further noted that the application is a voluntary option for the property owner.

I support the recommendation.

Report Prepared by: ___________________________________
Sara Poirier, Senior Planner

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

Report Approved by: ____

Mark Phillips, CAO

Appendix A

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

To: Members of Heritage Advisory Committee (HAC)

Submitted by: ____________________________________
Sara Poirier, Senior Planner

Date: 2021-12-02

Subject: Municipal Heritage Designation: 294 Falmouth Back Rd., Falmouth PID 45036720; File #21-03

LEGISLATIVE AUTHORITY

Heritage Property Act

West Hants Regional Municipality Heritage Property By-law (2021)

RECOMMENDATION

Staff recommends that the HAC forward a positive recommendation by passing the following motion:

…that HAC recommends that Council follow the process to designate the main residential building located at 294 Falmouth Back Rd., Falmouth PID 45036720 as a Municipal Heritage Property.

BACKGROUND

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

An application was received on January 20, 2021 from Richard and Helen Murphy to consider registering the residential building at 294 Falmouth Back Rd., Falmouth (PID 45036720) as a Municipal Heritage Property. Mr. Murphy requested that the application be put on hold in April 2021 until a necessary roof replacement was completed. Planner Poirier received correspondence on November 18, 2021 that the applicant was ready to proceed.

The heritage designation is being sought for only the main dwelling on the property. Accessory buildings and the land itself will not be covered under the heritage designation.

The property is owned by Richard and Helen Murphy.

The Heritage Property By-law (2021) was approved by the Minister and became an official WHRM document on June 29, 2021.

DISCUSSION

Selection Criteria for examining whether a property is eligible to be registered as a Municipal Heritage Property was approved by Council on November 24, 2020. Information about the property is measured against each criterion and then scored (Attachment A). This ensures that properties are of local heritage significance before being registered. Each section of the criteria in relation to the subject lot is described in more detail below.

Context / Environment

The residential building sits on a 16.84 acre lot. The building is considered a symbol of community importance due to its connection to John Manning and it is important to maintaining the dominant rural agricultural character of the area. The building is on the original site with some major additions to the building over time. These additions include the fully covered front porch along the front façade, the shed style dormer on the second-floor rear elevation, the kitchen on the east side of the building and the mud room on the rear. These additions are in keeping with the original structure and do not detract from the historical significance of the building.

History and Culture

In 1763, a 500 acre land grant was granted to Walter Manning, a Halifax Merchant who was originally from Ireland. Walter Manning deeded part of this property to his cousin, Peter. Peter's son, John Manning inherited the property and built the farmhouse between 1790 and 1795.

John Manning was a prominent member of the community. The Seasoned Timbers book by the Heritage Trust of Nova Scotia (pg. 52) states that John Manning "held the rank of Lieutenant in the Hants County Militia; represented Falmouth in the Legislative Assembly from 1812 to 1818; and was the Chairman of the Town meeting from 1810 to 1852."

The property is not owned or occupied by descendants of the Manning family.

Architecture

The Seasoned Timbers book by the Heritage Trust of Nova Scotia (pg. 52) states that John Manning "built a solid conventional type house, a rectangle with a massive centre chimney." The book reports, and a site visit to the property confirms, that John Manning built the foundation of stone and mortar, used post and beam construction with 12"-14" beams at a length of thirty-two feet to support the floor, and used handmade brick to build the walls of the home. The Houses of Nova Scotia book by Allen Penney (pg. 56) describes that construction was “refined to a large degree, with frames sometimes visible inside but always prefabricated prior to final assembly. Hence the Roman numerals incised at the pegged joints”. This would mean that the post and beam construction found in this home would be a common example of the building technology used during this time period.

The house would be classified as a one-and-a-half storey New England Colonial style building with its steeply pitched gable roof, large central chimney and wood beam construction. There are a few items that are unique to this property with respect to a New England Colonial style classification of building. These items would have been added after the original build. These additions include the fully covered front porch along the front façade, the shed style dormer on the second-floor rear elevation, the kitchen on the east side of the building and the mud room on the rear. As noted above, the additions do not detract from the historical significance of the building.

Although the builder, John Manning, was a prominent member of the community he was not known as an architect or builder.

The building is in excellent state of repair and the property owners are committed to continuing the maintenance of the property.

Statement of Significance

A Statement of Significance describes what the historic place is and why it is important. The Statement of Significance has three sections:

- Location and description of the historical place
- Explination of the historical value of the property to the community, province, or country
- Character-defining elements: the elements of the property that establish the character of the property and need to remain for the property to keep its historical value

The Statement of Significance outlines to residents, property owners and Council what items make the property historically valuable to ensure those items are not significantly altered over time. The draft Statement of Significance for this property is included in Attachment B.

If the Municipal heritage designation application is approved by Council, the notice of recommendation and notice of registraion would be filed at the Land Registry Office.

Plaque

The Heritage Property Act allows municipalities to place a plaque on municipal heritage properties. Both Windsor and West Hants have done so in the past. If the property is designated a municipal heritage property a plaque will be placed on the home.

MCCAP

The Municipal Climate Change Action Plan (MCCAP) for West Hants and the Falmouth Stormwater Management Plan do not identify any issues with inland flooding or sea level rise in this location, although other areas of Falmouth Back Road may be affected.

NEXT STEPS

As noted above the application has been reviewed against the Selection Criteria and is recommended for registration as a Municipal Heritage Property.

Process

Staff review, create Statement of Significance and Recommendation

▼

Heritage Advisory Committee Review and Recommendation – December 2

▼

Council Review and Decision – December 16

▼

Notice of Recommendation sent to Owner and LRO

(30 days before Registration)

▼

Council hosts Owner Hearing

(21+ days after Notice of Recommendation sent)

▼

Notice of Registration filed in Municipal Registry and LRO; Owner Notified

(30-120 days from Notice of Recommendation)

▼

Plaque Ordered

▼

Ceremony Held

FINANCIAL IMPLICATIONS

The West Hants Regional Municipality Fees Policy, RCOFN-013.00, outlines that fees associated with the Building Code Act By-law, Land-Use By-laws, Subdivision By-laws, Hantsport Swimming Pool By-law and amendments to the Municipal Planning Strategies are waived for Municipally Registered Heritage Properties, non-profit organizations registered under the Societies Act and Municipally owned properties. As this is an application to register a municipal heritage property, no fees were collected from the applicant.

The only costs related to the designation are the costs associated with filing the information in the Land Registry Office and the associated legal fees (approximately $300), and the cost of having a plaque prepared (approximately $700). Funds are available within the 2021-2022 budget.

ALTERNATIVES

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

- refuse the application to designate the property as a Municipal Heritage Property.

ATTACHMENTS

Attachment A	Selection Criteria
Attachment B	Draft Statement of Significance

Report Prepared by: ________________________________
Sara Poirier, Senior Planner

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

The following criteria will be used by the Heritage Advisory Committee of West Hants Regional Municipality in recommending inclusion of a property in the Municipal Heritage Register. Points will be awarded as noted below.

Property Name, address and PID: 294 Falmouth Back Rd., Falmouth PID 45036720
Initial Scoring By: Sara Poirier, Senior Planner Date: March 16, 2021

CONTEXT/ENVIRONMENT

Landmark
Importance as a visual landmark:
(15) Symbol of provincial importance
(10) Symbol of county or regional importance
(5) Symbol of community importance
(0) Little or no symbolic value

Environment
The extent the property contributes to the historical/architectural character of the area:
(15) Essential to maintaining the dominant character
(10) Important to maintaining the dominant character
(5) Compatible with the dominant character
(0) Incompatible with the dominant character

Integrity
(10) On the original site with few or minor exterior alterations
(7) On the original site with major exterior alterations
(5) Building or structure has been relocated and has minor exterior alterations
(0) Building or structure has been relocated and has major exterior alterations

HISTORY & CULTURE

Continuity
(10) Owned, occupied or cared for by descendants of original owner or developer

Period

Building, structure or evident relationship dates from:

(automatic) Mi'kmaq

(automatic) 1675-1755 Acadian

(15) 1756-1800 New England Planter/United Empire Loyalist migration

(12) 1801-1840 General development of education & transportation

(10) 1841-1900 Age of Sail – rise of coastal communities

(7) 1901-1914 Economic development and prosperity

(5) 1915-1939 WWI – Interwar

(5) 1940+ WWII to present

Association

Association with the life or activities of a person, group, organization, institution or event that has made a significant contribution to the community, province or nation.

(25) Intimately connected to a person, group, event, etc. of primary importance

(20) Loosely connected to a person, group, event, etc. of primary importance

(15) Intimately connected to a person, group, event, etc. of secondary importance

(10) Loosely connected to a person, group, event, etc. of secondary importance

(0) No known connection to a person, group, event, etc. of importance

ARCHITECTURE

Style

In comparison to recognized historical building styles the style is considered a:

(10) Very rare example or contains a very rare element

(7) Rare example or contains a rare element

(5) Common example

(0) Very common example

Construction type/building technology

The type of construction or building technology used is considered:

(10) Very rare or early example

(7) Rare or fairly early example

(5) Common example

(0) Very common example

Architect/builder

The property is an example of an architect/builder's work that is considered:

(20) Very rare or work from an architect/builder of exceptional interest
(15) Rare or work from an architect/builder of special interest
(5) Common or architect/builder of little interest
(0) Very common or architect/builder of no interest or unknown

Condition

The building's structural condition and state of repair is:

(10) Excellent
(7) Very good
(5) Fair
(0) Poor

Additional points may be assigned if there is a commitment to repair.

82 TOTAL

Attachment B

Statement of Significance

294 Falmouth Back Rd.

294 Falmouth Back Rd., Falmouth, Nova Scotia, B0P 1L0, Canada

Formally Recognized: 2022/Month/Day

	
Façade – East	Rear elevation - West
	
From the south west	From the north west

DESCRIPTION OF HISTORICAL PLACE

294 Falmouth Back Road is a one-and-a-half storey New England Colonial style home situated on the top of a hill with a large front lawn extending from the house down to the street. The home is not visible from the Falmouth Back Road due to its placement on the property and the landscaping around the home. The designation includes only the main residential building.

HERITAGE VALUE

294 Falmouth Back Road is considered to have heritage value due to its age, architectural style and association with John Manning. The house is a one-and-a-half storey New England Colonial style home in design and proportion and retains many of its original features including a massive central chimney, the steep gable roof and a virtually intact interior.

Also known as the Manning-MacDonald-Boyce Farm House, the house was built by John Manning between 1790 and 1795. John Manning has significant ties to Falmouth. He was elected Chairman of the Falmouth Town Council from 1810 to 1852 and elected a member of the Nova Scotia Legislative Assembly from 1811 to 1818. The house and farm were occupied by members of the Manning family until 1896.

CHARACTER DEFINING ELEMENTS

Character-defining elements of the Manning-MacDonald-Boyce Farm House relate to the design and architectural style of the home, including:

- One-and-a-half storey structure with a gable roof and massive central chimney
- Visible stone and mortar foundation
- Post and beam construction with 12”-14” beams at a length of thirty-two feet to support the floor and handmade brick walls (brick noggin)
- Wooden shingles on the exterior walls
- Covered front porch along the façade with a central doorway
- Ganged windows within the dormer on the second floor rear elevation
- Three-sided bay window on the main floor rear elevation
- Six-over-six windows on the rear, south west and north west elevations

Appendix B

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

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

Submitted by: ______________________________________

Sara Poirier, Senior Planner

Date: 2021-12-16

Subject: Municipal Heritage Designation: 294 Falmouth Back Rd., Falmouth PID 45036720; File #21-03 B

LEGISLATIVE AUTHORITY

Heritage Property Act

West Hants Regional Municipality Heritage Property By-law (2021)

RECOMMENDATION

Should Council wish to proceed through the steps to register 294 Falmouth Back Rd. as a Municipal Heritage Property, the following motion would be in order:

…that Council follow the process to designate the main residential building located at 294 Falmouth Back Rd., Falmouth PID 45036720 as a Municipal Heritage Property.

BACKGROUND

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

An application was received on January 20, 2021 from Richard and Helen Murphy to consider registering the residential building at 294 Falmouth Back Rd., Falmouth (PID 45036720) as a Municipal Heritage Property. Mr. Murphy requested that the application be put on hold in April 2021 until a necessary roof replacement was completed. Planner Poirier received correspondence on November 18, 2021 that the applicant was ready to proceed.

The heritage designation is being sought for only the main dwelling on the property. Accessory buildings and the land itself will not be covered under the heritage designation.

DISCUSSION

The Heritage Advisory Committee (HAC) reviewed the file on December 2, 2021 (Appendix A). At that time the HAC recommended in favour of the application.

NEXT STEPS

As noted above the application has been reviewed against the Selection Criteria and is recommended for registration as a Municipal Heritage Property.

Process

Staff review, create Statement of Significance and Recommendation

▼

Heritage Advisory Committee Review and Recommendation – December 2

▼

Council Review and Decision – December 16

▼

Notice of Recommendation sent to Owner and LRO

(30 days before Registration)

▼

Council hosts Owner Hearing - January

(21+ days after Notice of Recommendation sent)

▼

Notice of Registration filed in Municipal Registry and LRO; Owner Notified

(30-120 days from Notice of Recommendation)

▼

Plaque Ordered

▼

Ceremony Held

FINANCIAL IMPLICATIONS

The West Hants Regional Municipality Fees Policy, RCOFN-013.00, outlines that fees associated with the Building Code Act By-law, Land-Use By-laws, Subdivision By-laws, Hantsport Swimming Pool By-law and amendments to the Municipal Planning Strategies are waived for Municipally Registered Heritage Properties, non-profit organizations registered under the Societies Act and

Municipally owned properties. As this is an application to register a municipal heritage property, no fees were collected from the applicant.

The only costs related to the designation are the costs associated with filing the information in the Land Registry Office and the associated legal fees (approximately $300), and the cost of having a plaque prepared (approximately $700). Funds are available within the 2021-2022 budget.

ALTERNATIVES

In response to the application, Council may:

- follow the process to designate the property as a Municipal Heritage Property; or
- refuse the application to designate the property as a Municipal Heritage Property.

APPENDIX

Appendix A 2021-12-02 Staff Report - Municipal Heritage Designation: 294 Falmouth Back Rd., Falmouth PID 45036720; File #21-03

CHIEF ADMINISTRATIVE OFFICER REVIEW

It is noted in the by-law that the designation is a voluntary process for the property owner. The Director has further noted that the application has been positively reviewed against the selection criteria.

I support the recommendation.

Report Prepared by: ______________________________
Sara Poirier, Senior Planner

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

Report Approved by: ______________________________
Mark Phillips, CAO

West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY

Mayors Report

To: **West Hants Regional Municipality Council**

Submitted by: **Mayor Zebian**

Date: **February 22, 2022**

A very busy month of municipal business. I'd first like to thank West Hants Public Works for a busy snow clearing season. Some of the most challenging storms we have faced in years, but they have worked tirelessly through all hours of the day and night to keep our streets and sidewalks clear. On behalf of all our residents, thank you!

I've had numerous discussions on the application of a Development Agreement for the Dykeland Lodge group as well as the Development on Fort Edward Street. It's very promising that residents are engaged in respectful dialogues with their questions and are showing interest. It's important for Council to hear these thoughts to help makes informed decisions based on facts and what is in the best interests of the Municipality as a whole. I look forward to working through these processes.

Kathy Johnson and I have begun a new set of recreation videos highlighting day packages/ expeditions local and away residents can experience in West Hants. Our first, highlighting Bent Ridge and Martock was a huge success and gained a lot of attention. We are planning on touching on adventures in all districts.

A lot of developer attention continuing to come our way. If it's not daily I receive a call or visit it would be every second day. I will continue to stress that we need to be development ready and be proactive as opposed to reactive.

A lot of protests have been happening in our Province this last month with 2 originating here in West Hants. It's always good when people remain calm and understand what is happening before arriving to conclusions.

The municipal complex committee has been meeting and we are close to making a recommendation to council.

I've been having some conversation in regard to the highway 101 twinning. As we are all aware, this is a Province of NS project that requires regulator approval for the construction of an aboiteau from DFO. It has been stated numerous times to myself and CAO Phillips… "the Municipality is not considered a stakeholder on this project and has no seat at any consultation tables." The Highway 101 Twinning Project LOC was formed as part of this project to keep the residents of the area informed on the project. While we have representation of that committee, it has not met since the fall of 2020. The latest update the Municipality has had is what was articulated to council at our January Council meeting. The Province has put forward (two) 2 potential operating scenarios- 1. A tidal estuary scenario and 2. A brackish lake scenario.

We are told the Province is still submitting information on its 2 scenarios and once complete consultations will begin and DFO can assess the project for approval or rejection. We have no confirmed timeline or deadline for this to be complete.

The VREN LOC met. A general discussion was had and they are hopeful of WHRM's continuation as a partner. The IMSA working group of CAO's, Mayors, and Warden had also met and discussed the VREN and changes to the funding formula and set up of the organization. As that work concludes, we will be bringing back information for Council to consider.

We had some great news on Friday with the acceptance of a cheque from the Hants Aquatic Centre Society in the amount of $130,000 from the successful application to the Canada Community Revitalization Fund. This money will support the cost of the concrete and liner replacement that was completed in 2021. We look forward to some more good news in the near future.

I have a few more meetings set up over the next few days with more funding opportunities for WHRM to continue growing our communities.

Human Rights training continues for staff and I have begun mine this morning as well. I look forward to all staff and Council successfully completing the training in the near future in order to help support our community as it grows.

Keep up the good work everyone and keep inspiring.

Thank you.

West Hants
something inspiring awaits

Committee of the Whole Excerpts
February 8, 2022

EV Chargers - MCCAP

The Clean Foundation announced a new funding program for Level 2 electric vehicle chargers called the Electric Vehicle (EV) Boost program. Proposals are to be submitted between February 7 – March 18, 2022. Due to the deadline for funding requests being required prior to Council budget deliberations and decision, staff require direction from Council on the number of electric vehicle charging stations staff should include in the funding request to the Clean Foundation. This funding request aligns with the MCCAP Workplan 2022.

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

COUNCIL APPROVES THE 2022-2023 MCCAP BUDGET REQUEST OF $48,000 TO ENSURE THE MUNICIPALITY CAN APPLY TO THE CLEAN FOUNDATION ELECTRIC VEHICLE BOOST PROGRAM AND IMPLEMENT AT LEAST FOUR (4) LEVEL 2 ELECTRIC VEHICLE CHARGING STATIONS WITHIN WHRM IN 2022.

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: ___________________________________

Sara Poirier, Senior Planner

Date: February 8, 2022

Subject: MCCAP: Electric Vehicle Chargers

LEGISLATIVE AUTHORITY

MGA Section 65A (1) The municipality may only spend money for municipal purposes if (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality;

RECOMMENDATION

Should Council wish to approve the funding of electric vehicle charging stations to be installed in 2022 prior to overall budget considerations, the following motion would be in order:

…that Council approves the 2022-2023 MCCAP budget request of $24,000 to ensure the Municipality can apply to the Clean Foundation Electric Vehicle Boost Program and implement at least two (2) Level 2 electric vehicle charging stations within WHRM in 2022.

BACKGROUND

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

The Clean Foundation announced a new funding program for Level 2 electric vehicle chargers called the Electric Vehicle (EV) Boost program. The Clean Foundation is requesting proposals to be submitted between February 7 – March 18, 2022. Due to the deadline for funding requests being required prior to Council budget deliberations and decision, staff require direction from

Council on the number of electric vehicle charging stations staff should include in the funding request to the Clean Foundation.

DISCUSSION

On January 5, 2022 the Clean Foundation announced in a press release that "*Natural Resources Canada (NRCan) is helping bring more electric vehicle chargers to Nova Scotia through its Zero-Emission Vehicle Infrastructure Program (ZEVIP) by providing Clean Foundation with over $1.2 million to help support the deployment and installation of up to 250 Level-2 EV chargers.*" The full press release can be found here https://cleanfoundation.ca/wp-content/uploads/2022/01/CLEAN-FOUNDATION-TO-ADMINISTER-EV-CHARGING-FUNDS-IN-NOVA-SCOTIA.pdf

The Details

The Clean Foundation has highlighted that this funding process will most likely be highly competitive however they are looking to fund applications in locations that are currently underserved. The funding program is specific to the installation of Level 2 chargers which are new, permanent, and available for use by the general public. The chargers must be capable of communicating to other stations through cellular/wireless signals and at least 25% of the chargers installed must be Universal Charging Connectors (J1772 chargers).

Municipalities are one of the groups eligible to apply for the funding and can install chargers at workplaces, public places, or on-street. The funding program will provide up to 50% of project costs, to a maximum of $5,000 per charger. Eligible expenses for an approved project include professional services (i.e., engineering, construction, installation, testing and commissioning of equipment, data collection, maintenance, etc.), capital expenses (i.e., upgrading an electrical panel), license fees and permits, and GST, PST and HST net of any tax rebate to which the recipient is entitled.

There is no maximum number of charging stations that may be proposed to be installed as part of a project, however the total funding requested has to be less than the maximum federal contribution of $99,999. Clean Foundation staff noted that this would be approximately 20 Level 2 chargers.

If successful in this funding application the Municipality will need to pay all up-front costs of the charger installs, plus a $250 administrative fee per charger to Clean Foundation. Upon confirmation of the chargers being installed and operational, the Clean Foundation will then release the funding for the chargers.

Depending on the type of chargers purchased there may be on-going licensing and maintenance fees, and since the chargers would be installed on Municipal property, the Municipality would be required to cover the cost of the power being used per charger.

Timeline

The Clean Foundation has provided the following timeline for any successful application of the EV Boost program:

- Request for proposals opens - February 7
- Submission deadline - March 18
- Decisions made and virtual kick-off meeting – April
- Signing of the participation agreement; payment of administrative fees – May
- Charger install complete; deadline to submit documentation – July
- Federal funding provided - September

West Hants Regional Municipality

The WHRM Greenhouse Gas Emissions Local Action plan was developed to meet Milestone 3 of the Partners for Climate Protection (PCP) program. This action plan was accepted by Council on September 28, 2021. Action 6.2. of the Local Action Plan is to "explore funding for EV charging stations on Municipal Property". This request directly aligns with this action.

The Municipal Climate Change Action Plan (MCCAP) Committee workplan for 2022 was placed on file by Council on December 16, 2021. One of the workplan items is to "implement an electric vehicle charging station". This request directly aligns with this workplan item.

Staff estimate that a Level 2 charger will cost approximately $6,000 depending on electrical and site requirements. It is anticipated that with the requested budget of $24,000 the Municipality could install four (4) single port EV chargers or two (2) double port chargers. If successful in the EV Boost program application, 50% of the total project costs for those chargers would be eligible to be covered by the grant.

NEXT STEPS

Following Councils recommendation, staff will prepare and submit an application to the Clean Foundations EV Boost funding program.

FINANCIAL IMPLICATIONS

There are financial implications in association with this request.

Pre-approval of a capital budget of $24,000 is being requested to allow staff to apply and install Level 2 chargers as part of the EV Boost funding program. If successful in this application, the Municipality will be required to pay a one-time $250 administrative fee per charger to Clean Foundation and will receive 50% of total project costs, to a maximum of $5,000, per charger back after installation.

It is important to note that this funding program does not cover on-going licensing fees that may be associated with the chargers, the Nova Scotia Power Inc. rates for electricity and maintenance of the chargers after installation.

Additionally, non-free charging stations are subject to the Electricity and Gas Inspection Act. Electric vehicle charging stations must pass a federal inspection before making the station available to the public, and periodically throughout the years to ensure a proper amount of electricity is sold to customers.

The Municipality would have to cover these on-going operational costs through user fees or its annual operating budget. Charging stations are not regulated under the Utility and Review Board (UARB), which means the fees charged do not need to go through UARB for approval.

ALTERNATIVES

In response to this budget request, COTW may:

- recommend Council approve the request, as written or as revised by COTW;
- provide alternative direction such as requesting further information on a specific topic.

ATTACHMENTS

2021-09-28 Supplementary Report to Council: PCP Milestone 3 Local Action Plan

CHIEF ADMINISTRATIVE OFFICER REVIEW

The contents of the report and the recommendation are in alignment with the MCCAP Workplan for 2022, as noted. If approved the ideal site selection will have to be further explored and finalized. Proximity to municipal lands and electrical infrastructure should be balanced with a convenient location for the user with good parking, security, near other services and other conditions.

I support the recommendation.

Report Prepared by: ________________________________
Sara Poirier, Senior Planner

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

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

Report Approved by: ________________________________
Mark Phillips, CAO

Attachment A

West Hants
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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: ______________________________
Sara Poirier, Senior Planner

Date: September 28, 2021

Subject: Supplementary Report to Council: PCP Milestone 3 Local Action Plan

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LEGISLATIVE AUTHORITY

Council resolution to join the FCM-ICLEI (Local Governments for Sustainability) Partners for Climate Protection (PCP) Program on September 11, 2018.

BACKGROUND

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

Staff presented the recommendation from the Municipal Climate Change Action Plan (MCCAP) Committee to Committee of the Whole (COTW) on September 14, 2021. The recommendation related to the local action plan that was developed to meet Milestone 3 of the PCP program.

At the meeting Councillors discussed the specific actions outlined in the action plan related to electric vehicle charging stations and asked staff to investigate the capacity of the Nova Scotia power grid to accommodate electric vehicle charging stations in West Hants Regional Municipality (WHRM), prior to Council approving the submission of the local action plan.

DISCUSSION

Planner Poirier reached out to Nova Scotia Power Incorporated (NSPI) to discuss the potential for electric vehicle charging stations in WHRM. Two staff members from the NSPI team contacted Planner Poirier with information. Both staff members confirmed that there would be no issue in terms of capacity from a NSPI standpoint with installing electric vehicle charging stations in WHRM, especially with the limited number that are proposed in our local action plan.

The NSPI representatives explained the three types of chargers available:

- Level 1 chargers are 120V house outlet trickle chargers that an individual with an electric vehicle would install at home. These chargers can take a full day or longer to give a full charge to an electric vehicle.
- Level 2 chargers are most common. They take about 4-6 hours for a full charge and cost approximately $3,500-$5000 each.
- Level 3 chargers are fast chargers. They take approximately 30-45 minutes for an 80% charge and cost approximately $50,000 each to purchase. They require to be installed in proximity to 3-phase power.

Level 1 and 2 chargers have minimal impact on the power grid. Level 3 chargers are a little more significant in terms of cost and requirements from the NSPI grid, and should only be considered for highly visible locations close to existing servicing.

The NSPI representatives stated that for any project the Municipality should engage NSPI early as they have the corporate knowledge of these systems and will be able to help guide the Municipality with vendor selection considerations (i.e., warranty, on-going/network fees, etc.), site suitability, and other items for consideration such as snow removal, security, lighting, site signage, etc. Overall, NSPI said they would be able to provide support and further information for any potential energy project we are considering (i.e., EV fleet, EV charging stations, solar, wind turbines, etc.) and could present at a future MCCAP or COTW meeting if there are specific questions.

There are currently three (3) electric vehicle charging stations in WHRM as shown on www.plugshare.com These are located at Pothiers Motors in Falmouth (Level 2), CKF in Hantsport (Level 2) and Glooscap Landing gas station in Hantsport (Level 3).

NEXT STEPS

Process
Staff Review
▼
Municipal Climate Change Action Plan (MCCAP) Committee Recommendation – September 8
▼
Committee of the Whole Recommendation – September 14
▼
Council Decision – September 28

FINANCIAL IMPLICATIONS

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

The purchasing of electric vehicle charging stations would need to be budgeted for.

ALTERNATIVES

Council could request further information on a specific topic.

ATTACHMENTS

Attachment A	2021-09-14 MCCAP Recommendation to COTW
Attachment B	2021-09-08 Staff Report to MCCAP: Local Action Plan

CHIEF ADMINISTRATIVE OFFICER REVIEW

I continue to support the recommendation. Further discussions and review will be carried out to determine the resources required to support the plan. Specifically reviewing the need to hire an employee or for utilizing existing staff resources. This review will be carried out leading up to budget deliberations for the 2022 Operating Budget.

Report Prepared by: ______________________
Sara Poirier, Senior Planner

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

Report Approved by: ______________________
Mark Phillips, Chief Administrative Officer

West Hants
something inspiring awaits

Committee of the Whole Excerpts
February 8, 2022

<u>Region 6 2022-2023 Budget</u>

Region 6 Solid Waste Management is a liaison group for 12 Municipalities. It is dedicated to reducing waste in homes, businesses, and communities. Through programs and educational outreach, they promote proper waste sorting and waste diversion.
As outlined in the Inter-Municipal Agreement, section 35 indicates that each participating Council must approve the proposed budget, or refuse, by March 14th the year the budget applies.

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

COUNCIL APPROVES THE 2022-23 BUDGET FOR REGION 6 AS PRESENTED IN THE FEBRUARY 8, 2022 REPORT.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☑	Decision Request ☐	Councillor Activity ☐

To: WHRM Committee of the Whole

Submitted by: Cole Rockwell (signature)
Diana Gibson, Manager Accounting & Financial Reporting

Date: February 8, 2022

Subject: Region 6 2022-2023 Budget

LEGISLATIVE AUTHORITY

Municipal Government Act, Part IV Finance, Section 65

Region 6 Solid Waste Management Services Inter-Municipal Agreement, items 34-39

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that

> Council approves the 2022-23 budget for Region 6 as presented in the February 8, 2022 report.

BACKGROUND

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

Region 6 Solid Waste Management is a liaison group for 12 Municipalities, including those located along the South Shore and West Hants in Nova Scotia. It is dedicated to reducing waste in homes, businesses, and communities. Through programs and educational outreach, they promote proper waste sorting and waste diversion.

As outlined in the Inter-Municipal Agreement, section 35 indicates that each participating Council must approve the proposed budget, or refuse, by March 14th the year the budget applies.

DISCUSSION

After the audit was completed for the 2020-21 fiscal, Region 6, has an operational deficit of $20,753. This amount will be added to the total municipal contributions in 2022-23, paid by each participating Municipality.

Region 6 prepares their annual budget for review by their Technical Committee, and Inter-Municipal Board. Each participating Municipality elects an official to sit on the Inter-Municipal Board. The Region's representative is Councillor M. McLean.

Once presented to the Inter-Municipal Board, Region 6 request each participating Council to approve the annual budget in the amount of $788,025.

NEXT STEPS

Notify Region 6 Solid Waste Management once ratified by Council.

FINANCIAL IMPLICATIONS

For 2022-23 fiscal year, West Hants Regional Municipality contribution will be $27,364.96. This amount will be paid by money in the diversion credit reserve, so there will be no impact on the general tax rate.

ALTERNATIVES

- Council could refuse to approve the Region 6 budget and ask that changes be made.

ATTACHMENTS

- Budget Approval Request, Region 6 dated January 24th, 2022.

CHIEF ADMINISTRATIVE OFFICER REVIEW

The Director has displayed the affordability of the this request in relation to the Municiaplity's contribution. With respect to the overall performance of Region 6 and support for the overall budget I would look to Councillor Scott McLean's comments as the WHRM representive on the Board.

Pending feedback from Councilor Scott McLean, I support the recommendation

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

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

Report Reviewed by: ______________________________
Mark Phillips, Chief Administrative Officer

Region 6 Solid Waste-Resource Management

PO Box 639 / 45 School St , Suite 304
Mahone Bay, NS BoJ 2Eo

Phone: 902-624-1339
E-mail: Valda.Walsh@Region6SWM.ca

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

January 24, 2022

RE: Budget Approval 2022-23

Dear Mr. Phillips,

On Friday, December 3, 2021, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2022 – March 31, 2023.

The following motion was passed:

MOTION: to recommend approval of the 2022-23 Region 6 Inter-Municipal Committee Budget in the amount of $788,025 to member councils as presented. **M/C**

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

"34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.

35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.

36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.

37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.

38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.

39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council."

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 14, 2022 on your approval or refusal.

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

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

Regards,

Christine H McClare

Christine H. McClare BA Psych
Regional Coordinator

encl

Region 6 Solid Waste Management

INCOME		2021-22 Actuals as of September 30		2021-22 Projection		2021-22 Budget		2022-23 ESTIMATE
Contracts/Service Agreements								
Education Contract		25,732		80,392		80,392		80,392
Coordinator Agreement		21,643		43,286		43,286		43,286
Enforcement Contract		26,793		89,425		89,425		89,425
Services		450		450		0		0
Sub-total	$	74,618	$	213,553	$	213,103	$	213,103
Stewardship/Incentives								
Dairy Stewardship		76,664		76,664		87,000		75,000
Diversion [1]		322,400		460,000		440,000		310,000
Municipal Approved Programs		61,600		80,500		80,500		80,500
Interest		883		883				
Sub-total	$	461,547	$	618,047	$	607,500	$	465,500
Municipal Contribution								
Municipal Billing [2]		36,146		93,227		93,227		109,422
Sub-total		$36,146		$93,227		$93,227		$109,422
TOTAL	**$**	**572,310**	**$**	**924,827**	**$**	**913,830**	**$**	**788,025**

Inter-Municipal Reserves Schedule	Previous Years Expenses	F2021-22 Projection	Approved Expense	Program Amount Remaining
Inter-Municipal program [3]	5,775	16,794	30,000	7,431

EXPENSES		2021-22 Actuals as of September 30		2021-22 Projection		2021-22 Budget		2022-23 ESTIMATE
OPERATING EXPENSE								
Coordinator Salary		26,422		52,845		65,000		77,077
Coordinator Benefits		6,219		12,437		10,327		12,856
Travel (Coordinator)		50		1,000		5,500		4,500
Training and conference		261		521		2,040		2,000
Office Rental & Cleaning [4]		5,367		10,734		9,978		10,000
Cell phones		498		995		1,100		1,100
Internet/Phone/Fax		686		1,372		1,300		1,300
Office supplies and services		1,036		2,073		3,500		3,500
Advertising		-		-		500		-
Computer/materials		508		1,015		3,000		1,500
Insurance		2,436		3,426		3,400		3,500
Administration		-		9,390		9,390		9,390
Legal & Auditor [5]		9,173		9,866		9,866		10,000
Sub-total	$	52,655	$	105,675	$	124,901	$	136,723
EDUCATION								
Education salary		25,719		51,437		53,330		59,459
Educator Benefits		5,432		10,864		9,474		9,918
Travel (education)		4,527		9,054		10,500		10,500
Advertising		-		-		2,500		1,500
R6RECYCLES		9,727		12,000		12,000		11,000
Program materials [6]		606		1,211		4,200		4,000
Sub-total	$	46,010	$	84,566	$	92,004	$	96,377
PAYMENTS TO UNITS								
Enforcement Contract		-		89,425		89,425		89,425
Dairy Stewardship		76,664		87,000		87,000		75,000
Diversion [1]		-		440,000		440,000		310,000
Municipal Approved Programs		-		80,500		80,500		80,500

Region 6 Solid Waste Management

Sub-total	$ 76,664	$ 696,925	$ 696,925	$ 554,925
TOTAL	**$ 175,329**	**$ 887,166**	**$ 913,830**	**$ 788,025**
Revenue/Expenditure	$ 396,981	$ 37,661	-$ 0	$ -

Notes to **BUDGET:**

1. Diversion Credits - $4,314,000 available Provincial, down from 5.5 million previously. Region 6 is estimated to recieve 7.25% of this based on waste diverted from landfill.

2. Municipal Billing (details below) - this line pays for the operations that are not covered through grant and contracted services. $ estimate will be increased by the $20,753 2020-21 deficit.

Actual to be billed to municipal members will be **$130,174.95**

3. Inter-Municipal Program (transfer) – June 15,2020 Region 6 approved a public bins program from the Future Projects Reserves. The value approved was $30,000 or any part thereof. Although the program was approved in F2021, there were still funds available, and were carried forward an additional year. The remaining funds will return to reserves without a motion to extend the deadline.

4. Office Rental and Cleaning have been combined into one line on the budget, this amount includes $9,500 for the office rental and $500 for cleaning.

5. Legal and Audit Fees have been combined into one line for the budget, this amount includes $500 for legal and $9,500 for audit. For the coming year, we will need to go to tender for a new audit contract and the budgeted value has been increased for the probable cost increase to come with a new contract.

6. Program materials - it is no longer a requirement to track individual event costs. All event line items (Environment Week, Waste Reduction Week, etc) are now collapsed into one line 'Program Materials'.

TABLE 1: **Municipal billing 2022-23**

Municipal area serviced:	*Pop'n*	*Pop'n*	*% of Region*	*2022-23*
Shelburne Shared Services	6,562	6,562	7.25%	$ 9,443.04
Town of Bridgewater	8,532	8,532	9.43%	$ 12,277.97
Town of Mahone Bay	1,036	1,036	1.15%	$ 1,490.85
Municipality of Lunenburg	24,863	24,863	27.49%	$ 35,779.08
Municipality of Barrington	6,646	6,646	7.35%	$ 9,563.92
Town of Clark's Harbour	758	758	0.84%	$ 1,090.80
Municipality of Chester	10,432	10,432	11.53%	$ 15,012.16
Town of Lunenburg	2,263	2,263	2.50%	$ 3,256.57
Region of Queens Municipality	10,351	10,351	11.44%	$ 14,895.60
West Hants Regional Municipality	19,016	19,016	21.02%	$ 27,364.96
Total	**90,459**	**90,459**	**100.00%**	**$ 130,174.95**

REVENUE	2021-22 Projection	2021-22 Budget	2022-23 Estimates
Contracts/Service Agreements			
Education Contract	80,392	80,392	80,392
Coordinator Agreement	43,286	43,286	43,286
Enforcement Contract	89,425	89,425	89,425
Services	450	0	0
Sub-total	$ 213,553	$ 213,103	$ 213,103
Stewardship/Incentives			
Dairy Stewardship	76,664	87,000	75,000
Diversion [1]	460,000	440,000	310,000
Municipal Approved Programs	80,500	80,500	80,500
Interest	883	0	0
Sub-total	$ 618,047	$ 607,500	$ 465,500
Municipal Contribution			
Municipal Billing [2]	93,227	93,227	109,422
Sub-total	$93,227	$93,227	$109,422
TOTAL	**$ 924,827**	**$ 913,830**	**$ 788,025**

EXPENSES	2021-22 Projection	2021-22 Budget	2022-23 Estimates
OPERATING EXPENSE			
Admin Salaries and Benefits	65,282	75,327	89,933
Administration (host)	9,390	9,390	9,390
Travel	1,000	5,500	4,500
Training and conference	521	2,040	2,000
Office Rental	10,734	9,978	10,000
Office supplies/computer	5,456	8,900	7,400
Advertising	0	500	0
Insurance	3,426	3,400	3,500
Legal & Auditor	9,866	9,866	10,000
Sub-total	$ 105,675	$ 124,901	$ 136,723
EDUCATION			
Education salaries and benefits	62,301	62,804	69,377
Education travel	9,054	10,500	10,500
Program materials [4]	1,211	4,200	4,000
Advertising	0	2,500	1,500
R6 Recycles	12,000	12,000	11,000
Inter-Municipal program expenses [3]	16,794	30,000	7,431
Sub-total	$ 101,360	$ 122,004	$ 103,808

PAYMENTS TO UNITS

Enforcement Contract	89,425	89,425	89,425
Dairy Agreement	87,000	87,000	75,000
Diversion [1]	440,000	440,000	310,000
Municipal Approved Program	80,500	80,500	80,500
Sub-total	$ 696,925	$ 696,925	$ 554,925
TOTAL	**$ 903,960**	**$ 943,830**	**$ 795,456**

Committee of the Whole Excerpts
February 8, 2022

PCAP – Provincial PCAP Funding

The Provincial Capital Assistance Program supports investment in high priority municipal infrastructure projects. Municipalities can apply for funding from the Provincial Capital Assistance Program to help reduce the cost of infrastructure projects.
Funding is to be used for municipally owned infrastructure projects like:

- water supply
- sewage disposal
- solid waste management

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

COUNCIL SUPPORT AN AMENDMENT TO THE 2021/22 PROVINCIAL CAPITAL ASSISTANCE PROGRAM (PCAP) TO FUND A PORTION OF THE SANITARY/STORMWATER SEPARATION PROJECT FOR HIGHLAND AVENUE AND CHURCHILL STREET, INSTEAD OF THE CENTENNIAL DRIVE STORMWATER CULVERT REPLACEMENT PROJECT.

West Hants
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WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☑	Decision Request ☐	Councillor Activity ☐

To: West Hants Council

Submitted by: T. Richard
Todd Richard

Date: February 8, 2022

Subject: Resolution of Council – Provincial PCAP Funding

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

> **Council support an amendment to the 2021/22 Provincial Capital Assistance Program (PCAP) to fund a portion of the Sanitary/Stormwater Separation Project for Highland Avenue and Churchill Street, instead of the Centennial Drive Stormwater Culvert Replacement Project.**

BACKGROUND

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

On May 21, 2021 applications for the Provincial Capital Assistance Program (PCAP) and Flood Risk Infrastructure Investment Program (FRIIP) were made available for Municipal application. This same PCAP source funding has been used in the past for the Falmouth Stormwater Study (2015), Hantsport Stormwater Study (2017) and Three Mile Plains Stormwater Study (2018).

A Resolution of Council supporting the applications is required to be submitted at the time of application.

Provincial Capital Assistance Program (PCAP):

> The Provincial Capital Assistance Program supports investment in high priority municipal infrastructure projects. Municipalities can apply for funding from the Provincial Capital Assistance Program to help reduce the cost of infrastructure projects. You can apply until 29 June 2021.

You need to use the funding for municipally owned infrastructure projects like:

- water supply
- sewage disposal
- solid waste management

Projects that reduce or eliminate actual and potential environmental and health problems in the municipality are given priority. Priority is also given to projects that include collaborating with multiple municipalities or have beneficial impacts for larger populations.

Projects that open up land for new residential, commercial or industrial development are not eligible for funding.

Eligible project costs include:

- engineering work, including preliminary engineering studies, cost for preparing design drawings and specifications, and costs of construction inspection and administration
- costs of construction and equipment according to the plans and specifications
- costs of acquiring land
- costs of acquiring property easements where the land remains with the land owner, but the municipality is given the right to use the land

Ineligible project costs include:

- interim financing costs
- employment costs
- equipment and furniture purchases

DISCUSSION

On June 1, 2021, environmental approval Permit # 020-2724145-00 was received by the Municipality to proceed with the stormwater project on Centennial Drive. On July 9, design was completed and a Public Request for Quotation (WWHPW21-10) was released for the replacement of the engineered culvert on Centennial Drive in Windsor. At the time of RFQ release, Council had approved a construction budget of $100,000 in the 2021/22 fiscal capital budget.

With the public tender closing on July 22, a total of two bids were received, as follows:

- Dexter Construction Company Ltd. $ 544,000.
- Atlantic Road Construction & Paving Ltd. $ 1,348,185.

As both bids exceeded the Council approved capital budget, the project was deferred to a future date.

Public Works have discussed the possibility of reducing the scope of the project with the design engineer from DesignPoint. Although some design changes are possible, it was deemed that sufficient changes to the scope were not possible to reduce the scope to within the budget allocated by Council.

As this approved PCAP funding is approved only for this 2021/22 fiscal period, it was determined that the Municipality would request an amendment be made to the project, to utilize this same approved funding of $57,360 towards the separation of sanitary and stormwater infrastructure on Highland Avenue and Churchill Street in Windsor.

NEXT STEPS

Pending resolution of Council; municipality staff will proceed with the request for amendment process for this provincial funding grant.

FINANCIAL IMPLICATIONS

The following costs have been identified to fund this amended project.

Project Name	Type of Costs	Sanitary/Storm Separation Cost	Provincial Share	Municipal Sources
PCAP	Construction Fees	$612,068	$57,350	$554,718

ALTERNATIVES

1. Council may choose not to support PCAP shared funding of this project.

ATTACHMENTS

PCAP - 01-21-0010 - Centennial Drive Stormwater Culvert Renewal Request For Amendment

CHIEF ADMINISTRATIVE OFFICER REVIEW

The recommendation is suggesting we retain the external funding for a project that's been carried out vs. a project that was quoted significantly over cost estimates and will be deferred to future years. Retaining the funding will benefit the municipality by the same approved value of $57,350. Recent consultation with the Province indicates they would look favorably towards this switch in projects.

I support the recommendation.

Report Prepared by: ______________________________
Brad Carrigan, P.Eng.

Report Reviewed by: J. Richard ______________________________
(Name and Title)

Report Approved by: ______________________________
Mark Phillips, Chief Administrative Officer

RFA - Request for Amendment

Please complete fields shaded in grey.

Recipient:	Region of Windsor and West Hants Municipality		
Project Name:	Centennial Drive Stormwater Culvert Renewal		
Project No.:	01-21-0010	**Amendment No.:**	1
Program:	PCAP	**Project Approval Date:**	October 7, 2021
Final Claim Due Date:	March 31, 2022	**Current End Date:**	March 31, 2022

1. **Project Description**

Centennial Drive Stormwater Culvert Renewal

2. **Number of previous extensions/amendments & rationale**

No previous extensions/amendments have been requested.

3. **Current extension/amendment request rationale. Please include reason for the delay/amendment**

Public tender construction costs exceeded Council approved budget.

4. **Is there a construction Schedule for this Project? If yes, please include with submission of this form**

☐ **Yes** ☑ **No**

5. **Have the project scope and/or outcomes been impacted? If yes, please explain.**

☑ **Yes** ☐ **No**

Funding is requested to support an alternative stormwater separation project which was performed in 2021/22 fiscal by West Hants Regional Municipality. New project description requested:

Separation of Combined Sanitary/Stormwater on Highland Avenue & Churchill Street

6. Please list any risks that may impact the new forecasted completion date as well as mitigation measures in place

No risks are identified with this alternative project. Date of substantial completion for the 2021/22 construction project was August 9, 2021.

7. Updated project cash flow schedule and key updates

Total Eligible Project Cost (Provincial/Municipal)	$114,720.
Provincial Share	**$57,360.**
Total Forecasted Project Cost	$733,273.
% Completion	100%
Forecasted Completion Date (M/Y)	August 9, 2021

	Fiscal Year	Last Forecast	Current Forecast
Cashflow Forecast (Total F/P/M)	19/20		
	20/21		
	21/22	$733,273	$733.273.
	22/23		
	23/24		

Project Contact Person: Brad Carrigan, P.Eng.
(Please Print)

Phone No.: 902-790-6665

E-mail: bcarrigan@westhants.ca

Signature: ____________________
(Official Responsible for Project Management)

Date: January 18, 2022

Committee of the Whole Excerpts
February 8, 2022

Bog Road, Rehabilitation

The Province will be tendering the remaining section of Bog Road for rehabilitation this upcoming fiscal (2022-23). NS Dept. of Public Works (NSDPW) estimates a cost of $60,000 to rehabilitate the approx. 200 metres of Bog Road owned by West Hants Regional Municipality. NSDPW has a standard cost sharing agreement that can drawn up. NSDPW is looking for a commitment by March 14th to move the process along and meet their planned tender date. It is Public Works' intention to cost-share work with NSDPW to extend the project scope, to include the Municipal-owned final 200m of this road rehabilitation to the Rand Street intersection.

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

COUNCIL APPROVE IN ADVANCE OF THE 2022-23 CAPITAL BUDGET, THE AMOUNT OF $189,765 FOR THE SERVICES AND STREET RENEWAL OF THE 200M SECTION OF BOG ROAD LOCATED WITHIN THE COMMUNITY OF HANTSPORT, OWNED BY THE WEST HANTS REGIONAL MUNICIPALITY

FURTHER

COUNCIL DIRECT WEST HANTS PUBLIC WORKS TO PROCEED WITH A COST-SHARE AGREEMENT WITH THE PROVINCE FOR THIS SECTION AS THE NOVA SCOTIA DEPARTMENT OF PUBLIC WORKS WILL BE CARRYING OUT THE NOTED WORK ON BEHALF OF THE WEST HANTS REGIONAL MUNICIPALITY.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☑	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: J. Richard
Todd Richard, Director of Public Works

Date: February 8, 2022

Subject: Bog Road, Hantsport Rehabilitation

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that

Council approve in advance of the 2022-23 Capital Budget, the amount of $189,765 for the services and street renewal of the 200m section of Bog Road located within the community of Hantsport, owned by the West Hants Regional Municipality

Further

Council direct West Hants Public Works to proceed with a cost-share agreement with the Province for this section as the Nova Scotia Department of Public Works will be carrying out the noted work on behalf of the West Hants Regional Municipality.

BACKGROUND

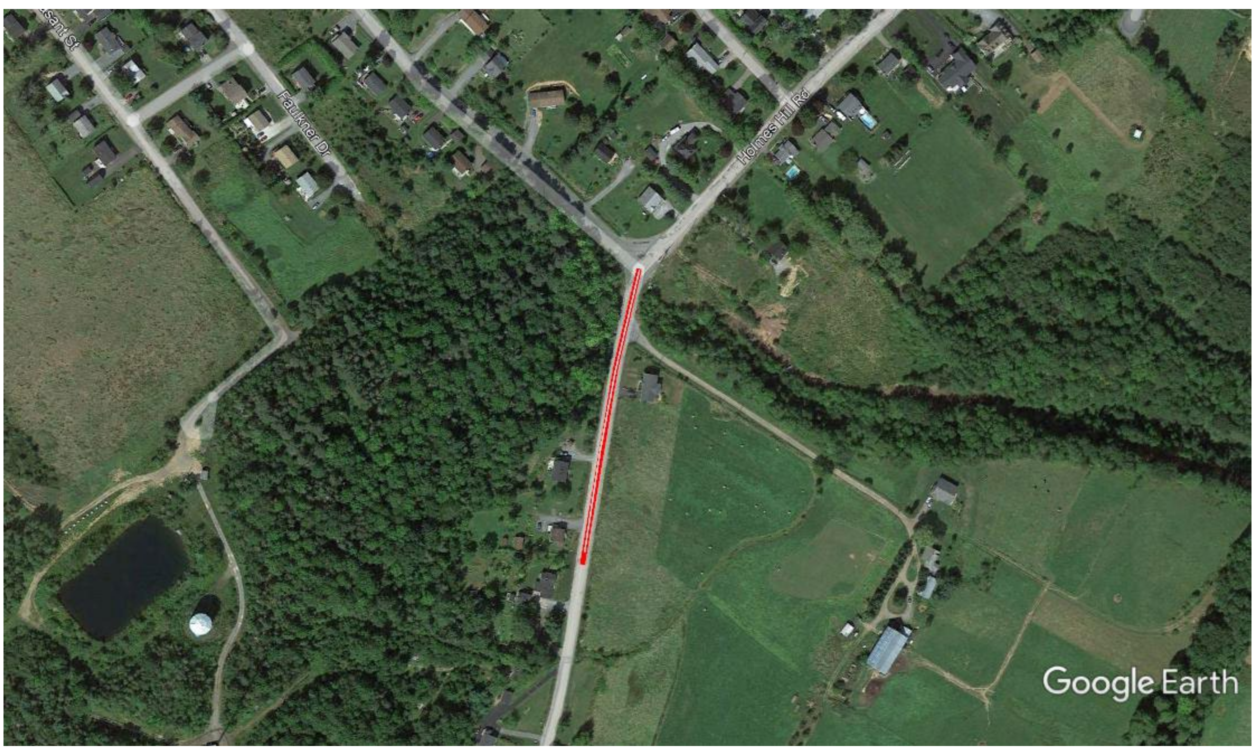
Property ☑	Public Opinion ☐	Environment ☑	Social ☑	Economic ☑	Councillor Activity ☐

The province will be tendering the remaining section Bog Road for rehabilitation this upcoming fiscal (2022-23). NSDPW estimates a cost of $60,000 to rehabilitate the approx. 200 metres of Bog Road owned by West Hants Regional Municipality, which includes:

- Ditching
- Driveway Pipe Culvert Replacements
- Road Surface Rehabilitation – Pulverize in place the existing surface, followed by 2 thin lifts of D-HF mix asphalt
- Gravel Shouldering
- Sign Replacement
- Brush Cutting

If West Hants is interested, NSDPW has a standard cost sharing agreement that can drawn up. NSDPW is looking for a commitment by March 14th to move the process along and meet their planned tender date.

DISCUSSION



It is Public Works' intention to cost-share with work with NSDPW to extend the project scope, to include the Municipal-owned final 200m of this road rehabilitation to the Rand Street intersection. This complete project includes the following infrastructure improvements:

- replacement of existing water service laterals to occupied and empty lots,

- replacement of existing sanitary laterals to occupied and empty lots,
- street reconstruction with new asphalt roadway (per above), and
- ditching, shoulders, brush cutting, signage (per above).

This project plan does not currently include replacement of water or sewer mains, installation of new curbs, new sidewalks or any hard storm water piping. Storm water management in this location is provided through open-ditch infrastructure, which would be renewed as part of the successful contractor's scope of work.

It is Public Works' intention for replacement of the limited number of water and sewer services to be completed by WH Public Works operational staff, prior to NSDPW completing their work. Below is an estimate being prepared for 2022-2023 Capital Budget.

Bog Road - Services & Street Renewal

	Initial Cost Estimates	Revised Cost Estimates
Engineering / Design	$ -	$ -
Water	$ 49,571	$ 49,571
Sanitary Sewer / Storm Sewer	$ 42,241	$ 42,241
Road Renewal	$ 96,354	$ 60,000
Curb / Sidewalk Renewal	$ -	$ -
25% Contingency	$ 47,042	$ 37,953
	$ 235,208	$ 189,765

NEXT STEPS

Pending endorsement of Council; West Hants will enter into a cost-share agreement with the Province to tender and perform this work.

FINANCIAL IMPLICATIONS

Estimated cost for the West Hants for the road renewal portion of the project would be reduced to approximately $60,000 (vs forecast budget of $96,354+). This is due to the larger contracted scope by the province for 1.9+ km of repaving work, and not simply based on 200m of repaving.

Funding for $60,000 road renewal will be budgeted from the Hantsport Infrastructure Reserve. The remaining project funding will be reviewed during 2022-23 Budget deliberations.

ALTERNATIVES

1. Council may choose to also perform rehabilitation of both the water and sanitary mains on Bog Road in Hantsport
2. Council may choose not to perform rehabilitation of the dated water and sanitary service laterals to the properties
3. Council may choose not to participate with the province on this project

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

As noted in the report, the 200m section is owned by the municipality. With the support of Council this is an opportunity to take advantage of a "bulk" approach improving the cost of road renewal, resulting in an overall lower cost to upgrade this section and all of its components.

I support the recommendation.

Report Prepared by: ___________________________________
Brad Carrigan, Manager Capital Projects & Engineering

Report Reviewed by: T. Richard
Todd Richard, Director of Public Works

Report Approved by: ___________________________________
Mark Philips, CAO

Committee of the Whole Excerpts
February 8, 2022

Innes Lane Road Association Agreement

The Municipality received a formal request from the Innes Lane Road Association (ILRA) to collect road maintenance fees on the Association's behalf. The ILRA included the necessary documents and are in line with the By-Law. The Municipality, under the authority of the Municipal Government Act, collects road maintenance fees for various associations within West Hants. In doing so, the Municipality adds the Association fees on to applicable residents' property tax bills and remits lot fees biannually to the Association, less an administrative fee.

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

COUNCIL ENTER INTO AN AGREEMENT WITH THE INNES LANE ROAD ASSOCIATION FOR THE LEVYING AND COLLECTION OF FEES FOR THE PURPOSE OF PRIVATE ROAD MAINTENANCE BEGINNING IN THE 2022-23 FISCAL YEAR.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☑	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: Carlee Rochon, Director of Financial Services

Date: February 8, 2022

Subject: Innes Lane Road Association Agreement

LEGISLATIVE AUTHORITY

Municipal Government Act, Part IV, Finance 81 (da)

R-002 Private Roads By-Law

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that:

> Council enter into an agreement with the Innes Lane Road Association for the levying and collection of fees for the purpose of private road maintenance beginning in the 2022-23 fiscal year.

BACKGROUND

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

The Municipality, under the authority of the Municipal Government Act, collects road maintenance fees for various associations within West Hants. In doing so, the Municipality adds the Association fees on to applicable residents' property tax bills and remits lot fees bi-annually to the Association, less an administrative fee.

With the Private Roads By-Law, new associations looking to have the Municipality collect fees for them must provide the following:

1. Signed petition
2. Budget
3. Approved resolution by the Association authorizing the Municipality to collect the fees
4. Proof of Registry of Joint Stocks
5. A copy of the Association By-Laws
6. A map of the Charge Area

Annually, the Association must provide the Municipality with documentation such as an annual budget, proof of registrations, etc.. This documentation must be provided before the Municipality will collect the fees on their behalf.

DISCUSSION

On January 21, 2022, the Municipality received a formal request from the Innes Lane Road Association (ILRA) to collect road maintenance fees on the Association's behalf. The ILRA included the necessary documents and are in line with the By-Law.

NEXT STEPS

Upon the approval of Council, the Municipality and the Association would sign an agreement to collect fees.

FINANCIAL IMPLICATIONS

It is anticipated that the Municipality will collect $115 in service fees from the ILRA in 2022-23, pending Council's approval of the annual service fee per lot.

ALTERNATIVES

- Council could reject the recommendation and leave ILRA to collect the fees themselves, but this would be contrary to the by-law.

ATTACHMENTS

- ILRA Petition Application and Requirements

CHIEF ADMINISTRATIVE OFFICER REVIEW

It is noted in the report that the Innes Lane Road Association has approached the Municipality for the services detailed under the Private Roads By-Law and therefore understand the terms and conditions of the service.

I support the recommendation.

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

Report Approved by: Mark Phillips
Mark Phillips, Chief Administrative Officer

SCHEDULE "A"

Petition for Private Road Maintenance and Improvement Charge

To the Council of the Municipality of the District of West Hants,

From the (Innes Lane Road Associated) the "Association"
Name of the Association as per Society Act

Address: 68 Innes Lane, Upper Vaughan, B0N 2T0

Representing the "Owners" for the purpose of the Private Roads Maintenance and Improvement By-Law, in the "Charge Area" as shown on the attached map.

The Association hereby requests the Municipality to collect road maintenance and improvements fees on behalf of the Association in accordance with the provisions of the Private Roads Maintenance and Improvement By-Law.

The Association requests the properties in the "Charge Area" be levied a charge in respect of the road maintenance, road improvement or both. Further the charge shall be levied on the basis of (Choose only one by placing an "X" beside the option chosen):

B
SM.
Y. Innes

a) Rate per $100.00 of assessed value of the property within the Charge Area;
~~b)~~ A charge per property within the Charge Area;
c) A charge per Dwelling unit within the Charge Area;

For this purpose the Association is willing to enter into an agreement with the Municipality as outlined in the Private Road Maintenance and Improvement By-Law

NAME AND SIGNATURE OF ASSOCIATION EXECUTIVES

Name	Signature	Civic Address, PID and AAN – Please Print
Seamus Marriott	[signature]	68 Innes Lane
Deborah Innes	[signature]	49 Innes Lane

Name	Signature	Civic Address, PID and AAN – Please Print
Barry Maxner		151 Innes Lane
Mike Casey		139 Innes Lane
Ada Smith		38 Innes Lane

This petition must be accompanied by:

a) An estimated yearly maintenance and improvement budget for the year which was passed by a Special Resolution at a duly called meeting of the Association;

b) A copy of the Special Resolution approved by the Association requesting the Municipality to collect a charge for the maintenance and /or improvement of roads;

c) Proof of the Association's good standing with the Registry of Joint Stocks;

d) A copy of the Association's Memorandum of Understanding and By-Laws which clearly states that a primary objective or purpose of the Association is to carry out specified items under the MGA Section 81 (da);

e) A Plan clearly showing the Charge Area, the lots affected, the road(s), the frontage of the lots and the Property Identification (PID) and Assessment Account Number (AAN) of each lot affected in the Charge Area.

Barry Maxner	Barry Maxner	151 Innes Lane
Name	Signature	Civic Address, PID and AAN – Please Print
Mike Casey	[signature]	139 Innes lane
Name	Signature	Civic Address, PID and AAN – Please Print
Doug Christie	[signature]	83 Innes Lane
Name	Signature	Civic Address, PID and AAN – Please Print
Name	Signature	Civic Address, PID and AAN – Please Print
Name	Signature	Civic Address, PID and AAN – Please Print
Name	Signature	Civic Address, PID and AAN – Please Print
Name	Signature	Civic Address, PID and AAN – Please Print

This petition must be accompanied by:

a) An estimated yearly maintenance and improvement budget for the year which was passed by a Special Resolution at a duly called meeting of the Association;
b) A copy of the Special Resolution approved by the Association requesting the Municipality to collect a charge for the maintenance and /or improvement of roads;
c) Proof of the Association's good standing with the Registry of Joint Stocks;
d) A copy of the Association's Memorandum of Understanding and By-Laws which clearly states that a primary objective or purpose of the Association is to carry out specified items under the MGA Section 81 (da);
e) A Plan clearly showing the Charge Area, the lots affected, the road(s), the frontage of the lots and the Property Identification (PID) and Assessment Account Number (AAN) of each lot affected in the Charge Area.

REGISTRAR OF JOINT STOCK COMPANIES
PROVINCE OF NOVA SCOTIA

Electronically signed by:
Office of the Registrar of Joint Stock Companies
Date: 29 October 2021 07:49 ADT
Location: Nova Scotia, Canada
Contact: rjsc@novascotia.ca

Certificate of Incorporation

Societies Act

Registry ID	Name of Society
4365976	INNES LANE ROAD ASSOCIATION

I hereby certify that INNES LANE ROAD ASSOCIATION was incorporated under the Societies Act and that the liability of the members is limited.

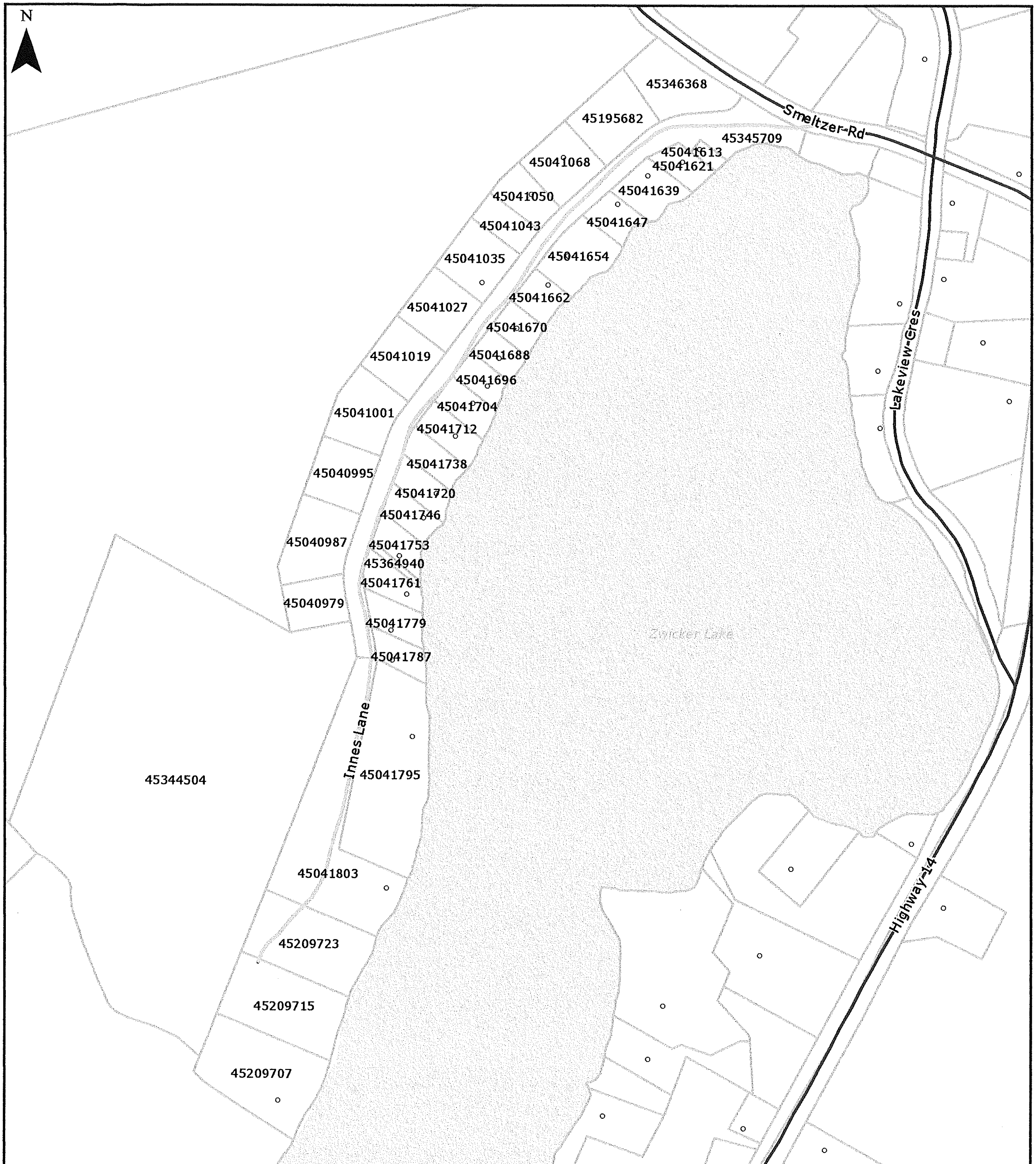
Registrar of Joint Stock Companies

October 27, 2021
Date of Incorporation

NOVA SCOTIA

Innes Lane Road Association		
Projected Budget		
2022-2023		
Revenue		
Annual Road Dues	$ 5,750.00	
(23 properties @ $250/Property)		
Total Revenue		**$ 5,750.00**
Expenses		
Snow Plowing (2022/23)	$ 2,000.00	
Annual Road Maintenance:	$ 3,000.00	
(Gravel/Ditching/Culvert, etc.)		
General Association Expenses:	$ 250.00	
(Municipality Fees, Bank Fees, Association fees, etc).		
Total Expenses		**$ 5,250.00**
Reserve /Emergency Fund	$ 500.00	
Total Expenses & Reserve Fund		**$ 5,750.00**

Approved By:	Signature
Seamus Marriott	6/01/22
Debbie Innes	6/01/22
Ada Smith	
Barry Maxner	
Mike Casey	
Doug Christie	



Base data derived from the Nova Scotia Property Records Database (NSPRD) and the Nova Scotia, Geomatics Centre (NSGC), Copyright Her Majesty The Queen in Right of the Province of Nova Scotia.

This map is a graphical representation only. It is not a land survey and is not intended for used for legal descriptions or to calculate exact dimensions or area.

Prepared by: West Hants Regional Planning and Development Department January, 2022

Innes Lane, Upper Vaughan

0 75 150

Metres

Scale: 1:4,800

Innes Lane

Civics

Parcels

Roads

Water

Committee of the Whole Excerpts
February 8, 2022

Police Advisory Board Resident Member Appointment

The Police Advisory Board provides advice to the council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the municipality, but the advisory board shall not exercise jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.

The vacancy was advertised until Noon, February 2, 2022, in which three applications were received. Staff reviewed the applications and sent copies to the Chair of the Police Advisory Board. The recommended resident appointment would fulfil the resident-member requirement and comply with the Police Act of NS.

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

COUNCIL APPROVES MANDY SINGLETON BE APPOINTED TO THE POLICE ADVISORY BOARD FOR THE TERM MARCH 01, 2022 TO OCTOBER 31, 2024.

West Hants
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WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: ______________________
Shelleena Thornton, Municipal Operations Supervisor

Date: February 8, 2022

Subject: Police Advisory Board Resident Member Appointment

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act (MGA) – Sections 24-27, Standing, special and advisory committees; Vacancy on Boards, Commissions and Committees; Citizen Advisory Committees; and Community Committees.

Police Act of NS – Section 57 - Establishment and composition of Police Advisory Boards, and Section 68(1) – Function of Advisory Board

Police Regulations of NS – Part 3

RECOMMENDATION

That Committee of the Whole recommends,

that Council approves Mandy Singleton be appointed to the Police Advisory Board for the term March 01, 2022 to October 31, 2024.

BACKGROUND

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

Police Regulations, Part 3 outlines Board member qualifications, selection process, Code of Conduct of Board members, and the role of the Chair.

The Police Act of NS outlines the composition and functions of the Police Advisory Board.

The Meeting and Committees Procedural Policy RCOGE-003.00 (as amended) was approved by Council at the October 27, 2020 Council meeting and outlines procedures while conducting Committees of Council meetings.

DISCUSSION

Police Advisory Board (as per Sections 57 and 68(1) of the Police Act of NS)

The function of the advisory board is to provide advice to the council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the municipality, but the advisory board shall not exercise jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.

A five-member advisory board consists of:

(a) two members of council appointed by resolution of the council;
(b) two members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
(c) one member appointed by the Minister.

Current appointments include:
- Deputy Mayor Paul Morton (2-year term; exp. Oct. 31, 2022)
- Councillor Mark McLean (2-year term; exp. Oct. 31, 2022)
- Resident-member Ken Swan (2-year term; exp. Oct. 31, 2022)
- Vacancy due to a resignation

The vacancy was advertised until Noon, February 2, 2022, in which three applications were received. Staff reviewed the applications and sent copies to the Chair of the Police Advisory Board. The recommended resident appointment would fulfil the resident-member requirement and comply with the Police Act of NS.

It should be noted that although appointments are for a two-year term, and due to this Board meeting quarterly, it seems appropriate that:

- this term not conclude October 31, 2022 as the newly appointed resident would only attend one scheduled meeting (possibly two); and,
- that it not expire the end of March 2024 (after two years), as 2024 is a regularly scheduled Municipal election year and having to fill the vacancy then would put the Board in the same position it is now (where a newly appointed member would only attend a meeting or two). Therefore, the recommended term of March 1, 2022 to October 31, 2024 is preferred.

Should the recommendation be supported, one vacancy would remain, that of the Ministerial appointed member. Staff understands that two residents applied online with the Department of Justice; however, the appointment has yet to be made by the Province. Staff have followed up with the Dept of Justice; however, unsure as to the delay in appointment.

At the time of writing this report, the Regional Police Advisory Board is scheduled to meet on Monday, April 18, 2022.

NEXT STEPS

The newly appointed resident-member will be contacted and notified of their appointment.

FINANCIAL IMPLICATIONS

Resident members appointed to Committees of Council receive remuneration in accordance with the West Hants Regional Municipality's Council Remuneration Policy, which is identified in the annual Operating Budget.

ALTERNATIVES

Council could choose to not support this recommendation.

ATTACHMENTS

None.

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by: __________________________________
Shelleena Thornton, Municipal Operations Supervisor

Report Approved by: __________________________________
Mark Phillips, Chief Administrative Officer

West Hants
something inspiring awaits

Committee of the Whole Excerpts
February 8, 2022

<u>PACE program</u>
The MCCAP Committee has identified the following action item in the Action Plan which has been adopted by Council:

Action 5.6 of the WHRM Greenhouse Gas Emissions Local Action Plan (2021) is to *"explore options on PACE programming"*.

The existing program contains funding to support programs such as this and has a current allocation of $300 million (minus approved projects). A joint application would benefit us all independently as well as jointly as joint applications are looked upon more favorably.

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

COUNCIL ALLOCATE $10,000.00 IN THE 2022 / 23 OPERATING BUDGET TO SUPPORT THE JOINT COSTS TO SUBMIT AN APPLICATION WITH NEIGHBORING MUNICIPALITIES AND PACE ATLANTIC, TO THE FCM (FEDERATION OF CANADIAN MUNICIPALITIES), UNDER THE COMMUNITY EFFICIENCY FINANCING PROGRAM, FOR FUNDING TO DEVELOP AND CARRY OUT A PACE (PROPERTY ASSESSED CLEAN ENERGY) PROGRAM
FURTHER
IT IS UNDERSTOOD BY COUNCIL THAT THE PACE PROGRAM SUBMITTED UNDER THE APPLICATION WILL BE REVIEWED BY COUNCIL PRIOR TO IT BEING SUBMITTED TO THE FCM FOR COUNCILS' APPROVAL.

West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Committee of the Whole

Submitted by: ________________________________
Mark Phillips, Chief Administrative Office

Date: February 8, 2022

Subject: PACE (Property Assessed Clean Energy) Program

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 81(A)

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that:

> Council allocate $10,000.00 in the 2022 / 23 operating budget to support the joint costs to submit an application with neighboring municipalities and PACE Atlantic, to the FCM (Federation of Canadian Municipalities), under the Community Efficiency Financing Program, for funding to develop and carry out a PACE (Property Assessed Clean Energy) Program
>
> Further
>
> It is understood by Council that the PACE Program submitted under the application will be reviewed by Council prior to it being submitted to the FCM for Councils' approval.

BACKGROUND

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

Kody Blois, MP for Kings-Hants facilitated a meeting on January 14, 2022 with Mayors and staff from neighboring municipalities, including Kings County, Kentville, East Hants, and PACE

Atlantic to discuss the potential of a joint application to the FCM under the Community Efficiency Financing Program to assist with funding a PACE Program. The existing program contains funding to support programs such as this and has a current allocation of $300 million (minus approved projects). A joint application would benefit us all independently as well as jointly as joint applications are looked upon more favorably. Julian Boyle and Bruce Cameron from PACE Atlantic lead the meeting and will facilitate the application pending the interest from municipal units. Confirmation from participating municipalities was requested by the end of February so that enough time can be taken to draft the application to FCM.

DISCUSSION

The MCCAP Committee has identified the following action item in the Action Plan which has been adopted by Council:

Action 5.6 of the WHRM Greenhouse Gas Emissions Local Action Plan (2021) is to *"explore options on PACE programming"*.

The following website extension provides a link to Nova Scotia PACE sharing other community PACE programs.

https://novascotiapace.ca/pace-programs/

The purpose of this report is to provide capability for the municipality to participate in the application and potentially to offer a PACE program in our region. If the funding is approved for the application the MCCAP committee or assigned staff will participate in the preparation of the application and draft program and not through the CAO's Office.

NEXT STEPS

1. Council direction regarding participation in the application (requested by the end of February)
2. Confirmation by PACE Atlantic of the participating partners.
3. The creation of the application and PACE Program (estimated 3 month process / submission in June or July)
4. Approval of the PACE Program / Application by Council.
5. Application submitted to FCM (June or July)
6. FCM review of application (estimated 6 to 8 month review and evaluation period)
    a. Establish a Municipal by-law as per the MGA Section 81(A)
7. Spring 2023 – WHRM PACE Program Launch

FINANCIAL IMPLICATIONS

The FCM Community Efficiency Financing Program has an allocation of $300,000,000.00. A portion of the program is delivered in both loans and grants.

PACE Program Loan Component

- Up to twenty (20) year loan
- 0% interest on loan
- Four (4) year holiday on principle re-payment

Application Budget

Expenditures

Creating the Application / PACE Program	$100,000

Funding

*PACE Atlantic	$50,000
Provincial Sources	$25,000
Municipal Contribution (combined)	$25,000
	$100,000

*Note : PACE Atlantic will adjust their allocation upward if needed pending the response from the Province and other municipal partners. The contribution from the WHRM would adjust pending other sources but will not exceed $10,000.

Pending the final draft of the PACE Program the direct costs to the WHRM for program administration could be off-set by built-in admin fees or by off-setting grants. It is premature at this point provide those details.

ALTERNATIVES

1. The WHRM submit an independent application and not participate in the joint application.
2. The WHRM not participate in an application and consider funding the PACE Program from in-house sources or other funding sources.
3. The WHRM not participate in a PACE Program.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

N/A

Report Prepared by: ______________________

Mark Phillips, Chief Administrative Officer

Report Reviewed by: ___________________________________
Sara Poirier, Senior Planner Supervisor

Report Reviewed by: ___________________________________
Shelleena Thornton, Municipal Operations

Report Approved by: ___________________________________
(Name and Title)

West Hants
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Committee of the Whole Excerpts
February 8, 2022

<u>Etter Road</u>

Request that council takes part in the J- class roads funding from the province in the 22/23 budget. J-Class roads are roads owned by the province, but fall under a cost-sharing agreement between the Province and municipalities

The roads encouraged to be explored in this funding would be Etter Rd, Churchill Dr and Etter Rd Extension. These all qualify as J-class roads. Churchill Dr and Etter Rd extension are only connector roads to Hwy 14 and only 200ft long.

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

COUNCIL DIRECT STAFF TO EXPLORE THE OPTIONS FOR J CLASS ROAD INITIATIVES FOR THE 2022-2023 BUDGET AND TO COME BACK TO COUNCIL IN TWO WEEKS.

Committee of the Whole Excerpts
February 8, 2022

Valley REN

RENs support local businesses and rural economic development by:

- Connecting local businesses, universities, First Nations, and community leaders
- Supporting new business/industry and investments
- Attracting and retaining skilled newcomers
- Delivering leadership in regional economic development

RENs act as a central spoke of a wheel: as navigators and connectors within their regions with varying levels of engagement; sometimes as leaders, partners, supporters, and sometimes simply as an information source.

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

COUNCIL SEND A LETTER TO THE VALLEY REN ADVISING THAT WEST HANTS REGIONAL MUNICIPALITY WILL REMAIN A PARTNER OF THE VALLEY REN FOR THE PERIOD OF APRIL 1ST, 2022 TO MARCH 31ST, 2023 IN ORDER TO CONTINUE TO SEE THE INCREASING BENEFITS THE VALLEY REN OFFERS FOR THE REGION OF WEST HANTS. ALSO, THAT THE WEST HANTS REGIONAL MUNICIPALITY FORMALLY ADVISES THE VALLEY REN THAT IT WILL CEASE TO BE A PARTNER AFTER MARCH 31ST, 2023.

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐

To:	Planning and Heritage Advisory Committee
Submitted by:	Madelyn LeMay, Director, Planning and Development
Date:	February 10, 2022
Subject:	Application for Heritage Grant Funding Under the Municipal Heritage Property Conservation Work Grant Guidelines: Kempt Shore United Church

1.0 LEGISLATIVE AUTHORITY

Municipal Heritage Property Conservation Work Grant Policy RCOPL-003.00 approved November 24, 2020.

2.0 RECOMMENDATION

Should PAC/HAC wish to recommend in favour of the requested grant, the following motion would be in order:

… PAC/HAC recommends that Council provide a maximum grant of $7,400.00 to the Kempt Shore Preservation Society/ Trustees of Kempt United Baptist Church, owner of Kempt Shore United Church, located at 5659 Highway 215, Kempt Shore, PIDs 45179900 & 45410917 in order to facilitate the preservation, repair and replacement of portions of the existing steeple on the church as needed.

3.0 BACKGROUND

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

An application has been received for a heritage permit for work on the steeple of the Kempt United Baptist Church. All of the proposed work is considered “non-substantial” on the list approved by Council November 24, 2020 (Appendix A). As a result, no heritage permit is required.

An application has also been received for grant funding to carry out the work.

4.0 DISCUSSION

4.1 Request

As noted, an application has been received to carry out some preservation, repair and replacement work on the existing steeple. The work intended on the steeple is:

- remove and replace existing shingles and trim;
- install new sheeting; and
- prime and paint.

The work is reflected in the quote given to the Kempt Shore Preservation Society (Appendix B).

4.2 Eligibility

The Municipal Heritage Property Conservation Work Grant Policy (Appendix C) lists specific work as either eligible or ineligible for funding. The comparison of the proposed work to the Guidelines shows that all of the work proposed is eligible for funding in accordance with the Grant Policy.

5.0 NEXT STEPS

Should Council determine that a grant will be provided, funds would be disbursed only after the work is complete and the requirements of the funding program are carried out. Receipts must be provided for all work.

6.0 FINANCIAL IMPLICATIONS

The total eligible grant is $7,400. The 2021-2022 Budget includes $5,000.00 as “Heritage Grant” intended to provide funds for the *Municipal Heritage Property Conservation Work Grant Policy* funding program. The remaining $2,400 will come from the carryover reserve where unused operational heritage grants are transferred at year end for future use.

The owner is eligible for funding under this program as a non-profit organization which is registered with the Nova Scotia Registry of Joint Stocks.

No other application under this policy has been received this year.

The maximum incentive is $10,000 per property within a five (5) year period for eligible conservation work and is to be allocated on a 50% cost-sharing, matching basis. Project costs are based on actual eligible expenses; in kind contributions are not included. The estimate received indicates that the Kempt Shore Preservation Society would be eligible for a maximum of $7, 400.00 if the costs are as estimated.

7.0 ALTERNATIVES

PAC/HAC may determine it does not wish to recommend in favour of the requested heritage grant; this would be contrary to policy.

APPENDICIES

Appendix A List of Approved Non-Substantial Changes

Appendix B Kempt United Church Estimate

Appendix C Municipal Heritage Property Conservation Work Grant Policy

Report Reviewed by: ____

Carlee Rochon, Director, Finance

APPENDIX A

Approved November 24, 2020

WEST HANTS REGIONAL MUNICIPALITY

List of Alterations to Municipally Designated Heritage Properties which are to be Considered Non-Substantial

- replacement of or repair to any element of the exterior or public building interior where no change is intended;
- items which the Heritage Advisor considers to be maintenance;
- changes in storm windows from painted wood to aluminum;
- use of vinyl (or other material) window inserts within the existing opening;
- replacement of shingles with clad board with the same exposure, or clad board with shingles unless cladding is specified as a character-defining element;
- replacement of doors or storm doors with doors within the existing opening;
- replacement of non-traditional elements with traditional (i.e. clad or replace concrete steps with wood; shingle a wall now covered in plywood);
- installation of wooden gutters;
- addition of utilities such as air-conditioning vents and "Selkirk" chimneys to walls which are not visible from the public street;
- installation of solar panels on any roof surface;
- addition of minor accessory structures which do not require a building permit;
- alteration of existing minor accessory structures which do not require a building permit;
- placement of commercial advertising signs;
- construction and repair of fences; or
- landscaping elements such as ground level "patios" or stairways which are not connected to the main building.

APPENDIX b

QUOTE

CHRIS FEETHAM CONSTRUCTION LTD.

1856 New Cheverie Road
RR #1 Newport, NS B0N 2A0
902-799-0194
chrisfeetham@hotmail.ca

DATE: Jan 24 2022

QUOTE VALID UNTIL:

To: Kempt Shore Preservation Society

JOB:

HST # 717836290 RT0001

ESTIMATE VALID FOR 30 DAYS

DESCRIPTION	QUANTITY	UNIT PRICE	LINE TOTAL
Church Steeple			
revove existing shingles and rotted trim boards			
install new sheeting to existing framing			
install new cedar shingles and trim boards			
prime and paint all new wood installed			
remove debis to landfill	1	$ 14,800.00	$ 14,800.00
		SUBTOTAL	$ 14,800.00
		SALES TAX	$ 2,220.00
		TOTAL	**$ 17,020.00**

Client: ______________________________

Chris Feetham: ______________________ Date: ____________

THANK YOU FOR YOUR BUSINESS!

MUNICIPAL HERITAGE PROPERTY CONSERVATION WORK GRANT POLICY

Objective

To provide information for owners of Municipal Heritage properties regarding the financial assistance program which supports conservation of this important resource.

Eligible Applicants

The program provides eligible owners of Municipal Heritage properties with access to financial assistance comparable to that available to Provincially registered heritage properties. Within the limits of the annual budget, the Heritage Funding Program provides a maximum grant of $10,000 within a five (5) year period for eligible conservation work.

Eligible owners include only not-for-profit organizations incorporated under the Societies Act of Nova Scotia and private owners.

General Project Requirements

- all work must be completed and the final claim made by March 31 of the year in which the work is done;
- an application must be completed and an estimate must be provided from one contractor for the proposed work;
- grants are provided at the discretion of Council and no grant will be provided for work started before the grant is approved.

Eligible Conservation Work & Materials

Projects related to architectural elements which support the designation of the property including:

- **Preservation** of existing architectural elements, including but not limited to, repair of windows, doors, cladding, roof, foundation, and architectural trim;
- **Replacement** of architectural elements which still exist but which are beyond preservation or repair, including doors, windows, cladding, roofing, foundation materials, and architectural trim, using materials and configurations similar to the original;
- **Restoration** of significant architectural elements which have been lost but for which the appearance can be determined from physical evidence or documentary sources such as historic drawings or photographs; and
- **Replacement or repair of structural elements** which support the building or structure.

Ineligible Work & Materials

- modern materials or elements such as vinyl or aluminum clad windows, steel doors, vinyl siding, or synthetic cladding unless required to meet the requirements of the Building Code Act By-law;
- short-term routine maintenance, including minor repairs to non-original cladding or roofing;
- landscaping features and repairs to minor structures such as fences and retaining walls which do not support the building;
- work carried out prior to approval of the grant;
- poor or defective work;
- electrical, heating or plumbing work;
- construction of an addition;
- construction of an accessory building;
- new windows and doors that do not support the heritage character of the building; and
- owner's labour.

Project Evaluation

The project will be evaluated using criteria established under the Standards and Guidelines for the Conservation of Historic Places in Canada.

Priority will be given to:

- first-time applicants;
- work on structural or weatherproofing elements; and
- applications supported by a Building Conservation Plan (a drawing or a report which reasonably illustrates all intended work) prepared by an architect, building official, engineer, or restoration professional.

Application Review Process

The process for review of an application takes approximately three (3) months.

Application Received

↓

Report to HAC prepared by staff

↓

HAC recommends to Council

↓

Council decision

All eligible applications may not receive approval due to limited funds.

Grants & Applications

- Grants are awarded on a 50% cost-sharing, matching basis;
- The minimum grant is $500. per property;
- The maximum number of grants per property is two (2) per fiscal-year and ten (10) in any five (5) year fiscal period;
- Grants are based on eligible expenses; in-kind contributions are not included in calculating the grant.

Conditions of Approval & Payment of Funds

- Projects must be completed within the fiscal year for which they were approved unless exceptional circumstances arise following approval. Approval for extending the grant into a second fiscal year must be requested from the Chief Administrative Officer as soon as the need is known;
- Grants are conditional on completion of the approved and submission of receipts and paid invoices;
- Deadline for submission of receipts and paid invoices is March 31 each year;
- The applicant shall notify the Municipality of any proposed changes to the approved work and shall receive approval from Council before doing the work;
- Grants are tied to the work approved and will not be given for work which was not approved.

I, Rhonda Brown, 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 **24th** day of **November, 2020**.

Rhonda Brown

R. N. Brown
Municipal Clerk

Adoption	
Notice to Council:	November 13, 2020
Approval:	November 24, 2020
Description: Initial approval of the Municipal Heritage Property Conservation Work Grant Policy, RCOPL-003.00.	

Audit Committee Excerpt
2022-02-02

West Hants Dial-A-Ride Funding

During the 2020-21 annual grant process, Council directed staff to review and consider adding West Hants Dial-A-Ride as a line item within the budget. Staff advised Council that this financial matter and associated risks should be reviewed by the Audit Committee.

Staff are recommending a three-year funding agreement, that will fund $30,000 through the transportation budget. This figure will be adjusted annually by the consumer price index (CPI) as part of budget deliberations. The amount would be disbursed in two payments dependent upon mandated reporting requirements.

- Annual Reporting Requirements (triggers 1st installment)
    - Audited Statements
    - Proof of good standing at the Registry of Joint Stocks
    - Plan for annual funding
- Bi-Annual Reporting Requirements (triggers 2nd installment):
    - Six-month budget to actual report
    - Statistics on ridership

Funds would be restricted for operational use to promote and provide ride subsidies.

The Audit Committee recommends …

> … THAT COUNCIL APPROVE ENTERING INTO A THREE-YEAR FUNDING AGREEMENT WITH WEST HANTS DIAL-A-RIDE, TO ALLOW FOR ANNUAL TRANSPORTATION FUNDING BEGINNING IN 2022-23.

Motion as amended states:

> **The Audit Committee recommends …**
>
> **THAT COUNCIL APPROVE ENTERING INTO A THREE-YEAR FUNDING AGREEMENT WITH WEST HANTS DIAL-A-RIDE, TO ALLOW FOR ANNUAL TRANSPORTATION FUNDING BEGINNING IN 2022-23 AND THAT THE FUNDING AGREEMENT INCLUDE A THREE-MONTH TERMINATION CLAUSE IN ADVANCE OF DIAL-A-RIDE'S YEAR-END, SHOULD DIAL-A-RIDE FAIL TO MEET THE REQUIREMENTS OF THE AGREEMENT.**

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WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☑	Decision Request ☐	Councillor Activity ☐

To: Audit Committee

Submitted by: Carlee Rochon
Carlee Rochon, Director, Financial Services

Date: February 2, 2022

Subject: West Hants Dial-A-Ride Funding

LEGISLATIVE AUTHORITY

Municipal Government Act 44 (f)

RECOMMENDATION or DECISION REQUEST

Audit Committee recommends:

> That Council approve entering into a three-year funding agreement with West Hants Dial-A-Ride, to allow for annual transportation funding beginning in 2022-23.

BACKGROUND

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

During the 2020-21 annual grant process, Council directed staff to review and consider adding West Hants Dial-A-Ride as a line item within the budget. At a subsequent Committee of the Whole meeting staff expressed concerns related to the implications of Public Accounting Standards surrounding control. Staff advised Council that this financial matter and associated risks should be reviewed by the Audit Committee.

Staff requested financial details from West Hants Dial-A-Ride as well as their comments on internal control processes. Based on staff's analysis of West Hants Dial-A-Ride, some internal control weaknesses were pinpointed which are now in the process of being addressed through a strategic plan.

West Hants Dial-A-Ride does not prepare audited financial statements. The financial statements are prepared internally by management and forwarded to an accounting firm to prepare a notice-to-reader. This information undergoes no testing and the accountant offers no opinion or assurances. Secondly, West Hants Dial-A-Ride has indicated to municipal staff that they do not have a procurement policy.

As part of their record-keeping for grants received, Dial-A-Ride enters all of the information from each drive into a spreadsheet and financial system.

For example:

- Drive pick ups
- Drive drop offs
- Date of drive
- Demographic category of passenger (senior, general, or youth)
- Number of passengers (typically just one)
- Wheelchair passenger or not
- Reason for travel (medical, personal errands, social, etc.)
- Full price of drive, subsidized amount, and remainder of the price charged to passenger

Reviewing other, similar funding arrangements, an annual submission of audited financial statements and reporting are commonly required. Our procurement policy also states that funding greater than $25,000, if used for a capital project, the grant recipient's procurement practices must meet or exceed those practices used by the Municipality.

This would be a concern if West Hants Dial-A-Ride were to have an operational surplus and use surplus funds to purchase a new van. The municipality may wish to propose a restriction on the funds through the agreement.

Applying too many conditions could result in implications from accounting standard PSAB 1300 – Government Reporting Entity. This could result in a simple note disclosure on our statements or consolidating West Hants Dial-A-Ride's financial records into our annual audited statements.

Staff are recommending that this be avoided as follows:

- Not requesting or changing any operational missions or mandates
- No governance oversight at a board level
- Not establishing or changing policies
- No involvement in operational resource deployment

DISCUSSION

For Audit Committee purposes, the proposed conditions will mimic those of other agreements. This will alleviate concerns regarding internal controls mentioned above without triggering a government reporting entity relationship, while also ensuring minimum risk is taken with taxpayers' funds.

Staff are recommending a three-year funding agreement, that will fund $30,000 through the transportation budget. This figure will be adjusted annually by the consumer price index (CPI) as part of budget deliberations. The amount would be disbursed in two payments once the following reporting requirements are met:

- Annual Reporting Requirements (triggers 1st installment – June 30):
    - Audited Statements
    - Proof of good standing at the Registry of Joint Stocks
    - Plan for annual funding
- Bi-Annual Reporting Requirements (triggers 2nd installment – December 31):
    - Six-month budget to actual report
    - Statistics on ridership

Funds would be restricted for operational use to promote and provide ride subsidies.

NEXT STEPS

If the Council motion fails, funding for West Hants Dial-A-Ride will be considered through the annual grant process.

If the Council motion passes, the agreement will be drafted with the conditions and reporting requirements outlined in this report and discussed with West Hants Dial-A-Ride.

Once the agreement is signed, providing all reporting conditions are met, the funding disbursement would begin in fiscal 2022-23.

FINANCIAL IMPLICATIONS

Annual budget amount of $30,000 will be allocated under the transportation section of the 2022-23 budget and make up part of the general tax rate.

ALTERNATIVES

- Audit Committee may choose not to recommend an annual funding agreement and propose that Council consider their application through the annual grant process.
- Audit Committee may choose to proceed with the recommendation of an agreement but add additional requirements, knowing that this may have financial implications on the annual financial statements.

ATTACHMENTS

- West Hants Dial-A-Ride Financial Statements – Ending December 31, 2020

CHIEF ADMINISTRATIVE OFFICER REVIEW

The Director's report and recommendation is in alignment with past discussions by Council. Please note the "requirements" noted in the Discussion Section of the report.

I support the recommendation.

Report Prepared by: ______________________________
Carlee Rochon, Director Financial Services

Report Reviewed by: ______________________________
Mark Phillips, Chief Administrative Officer

WEST HANTS DIAL-A-RIDE

(A Project of Family Resource Centre of West Hants)

FINANCIAL STATEMENTS

(Unaudited - See Notice to Reader)

DECEMBER 31, 2020

CONTENTS

NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of West Hants Dial-A-Ride as at December 31, 2020 and the statement of operations and surplus for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

R. E. Harvey, CPA, CA
R. E. Harvey Incorporated
Chartered Professional Accountant

Windsor, Nova Scotia
June 19, 2021

WEST HANTS DIAL-A-RIDE
STATEMENT OF FINANCIAL POSITION
(Unaudited - See Notice to Reader)
DECEMBER 31, 2020

	2020	2019
	$	$
ASSETS		
Current		
Bank		
Current	34,413	18,113
Savings	11,431	26,354
Receivables		
Users	21,561	23,282
	67,405	67,749
LIABILITIES		
Current		
Deferred revenue		
Programs	(1,260)	5,426
SURPLUS		
Surplus	68,665	62,323
	67,405	67,749

ON BEHALF OF THE BOARD

____

____

WEST HANTS DIAL-A-RIDE
STATEMENT OF OPERATIONS AND SURPLUS
(Unaudited - See Notice to Reader)
YEAR ENDED DECEMBER 31, 2020

	2020	2019
	$	$
Income		
Municipal government	18,550	-----
Provincial government	28,135	96,762
Provincial CTAP	76,597	-----
User fees	104,102	152,590
	227,384	249,352
Expenses		
HST expense	2,056	2,755
Salaries and benefits	70,384	69,505
Volunteer mileage and expenses	98,308	115,172
Sub-contract transportation	4,386	6,222
Advertising and promotional	86	609
Bank charges and interest	667	528
Professional fees	17,109	21,976
Insurance	-----	1,000
Office and postage	878	8,431
Miscellaneous and travel	1,043	(1,103)
Telephone	1,279	2,254
Rent	11,000	5,500
Van operating expenses	13,846	18,167
	221,042	251,016
Excess of income over expenses	6,342	(1,664)
Surplus, beginning of year	62,323	63,987
Surplus, end of year	68,665	62,323

West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☑	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Audit Committee

Submitted by: ______________________

Carlee Rochon, Director, Financial Services

Date: February 2, 2022

Subject: 2019-2020 Financial Condition Index

LEGISLATIVE AUTHORITY

Municipal Government Act 44 (f)

RECOMMENDATION or DECISION REQUEST

Not Applicable

BACKGROUND

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

The FCI helps Municipal Councils and Nova Scotians make sense of municipal financial information by providing various forms of analysis in a single document.

The Index is organized into three financial dimensions:

1. Roof – Assesses the overall health of the municipality
2. Structure – Factors that impact the overall health of the municipality
3. Base – Factors that the municipality does not have control over but impacts the financial health of the municipality.

The index was developed jointly by the Province of Nova Scotia, the Nova Scotia Federation of Municipalities (formally the UNSM), and the Association of Municipal Administrators.

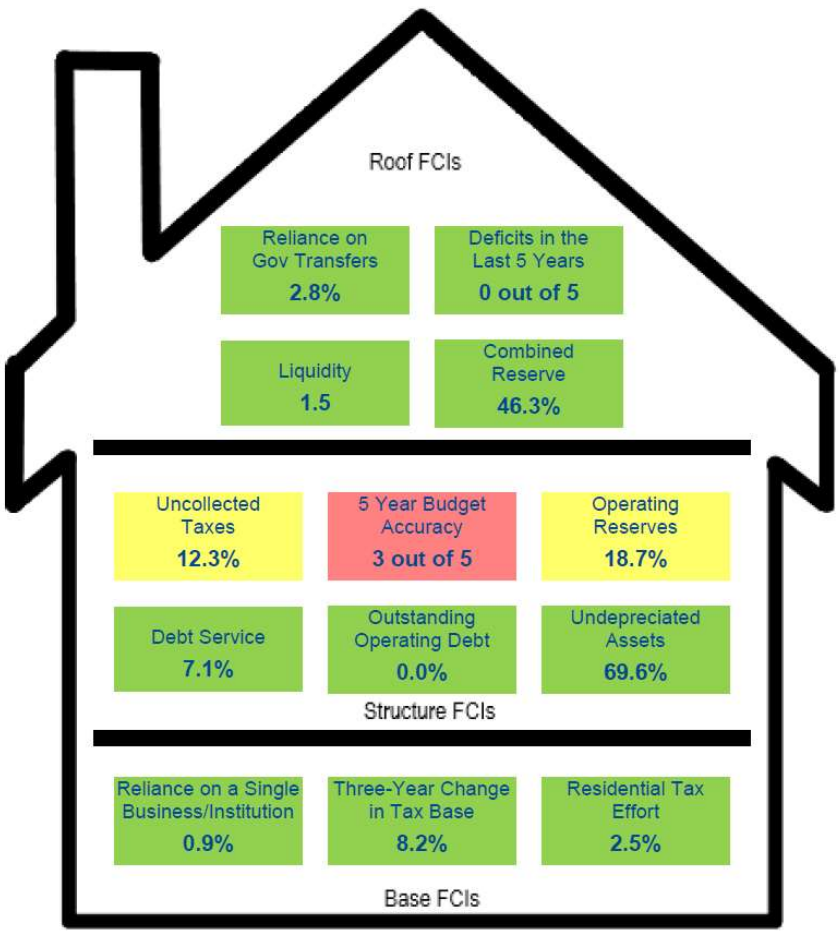
Thresholds have been established which compare individual municipal performances against the performance of other Nova Scotian municipalities.

Financial data used to create the FCI results for West Hants and Windsor comes from the 2019-20 Financial Information Return, which is based on the audited statements. These reports reflect the last fiscal year for each of the former Municipal units. Going forward we will receive one Financial Condition Index Report for the Region. This means some of the following indicators' statuses will not be included / updated on in the next report.

DISCUSSION

Municipality of the District of West Hants

The 2019-20 FCI summary has the overall Financial Condition rating of West Hants at Low Risk.



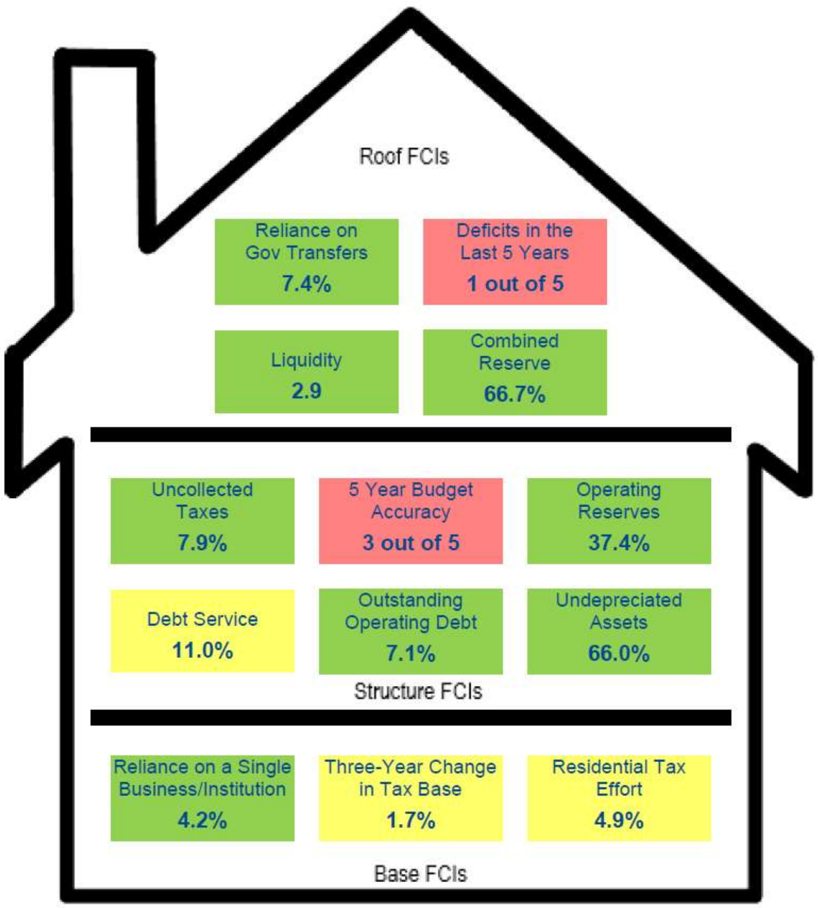
The first Yellow indicator relates to Uncollected Taxes. This is the fourth year this indicator has been at a moderate risk. Since 2018-19 report this indicator has dropped 1.5%, meaning the initiatives put in place have been effective. Every effort is made to ensure effective tax collection continues.

Since the 2018-19 FCI summary, the Operating Reserves indicator has moved from Green to Yellow. This has remained Yellow in 2019-20, as explained in the 2018-19 report. Expenditures influence this indicator and there were a large number of major capital expenditures in 2019-20 that would cause in this indicator to fluctuate.

The Red indicator relates to the 5-Year Budget Accuracy. Based on the FCI, the operating expenses were 6.4% below budget in 2017-18. In 2019-20 an invoice was delayed in processing in the amount of $551,990. Including this figure would change the variance for 2019-20 from 8.4% to 4.2% below the 5% threshold.

Town of Windsor

Windsor has maintained its status of an overall moderate risk assessment from 2018-19 to 2019-20. One of the former Green indicators moved to a Red indicator, resulting in three Yellow and two Red indicators in 2019-20.



The 5-year Budget Accuracy indicator shows that for three of the last five years the Town consistently maintained their expenditure spending within budget limits. In 2017 and 2018, the Town's actual expenditures were 5.2% and 6.4% less than budgeted, and in 2019-20 they were 0.6% higher than budgeted. This is why the indicator is Red. It will take time to move this back to a Green status. The budget accuracy indicator shows how precisely expenses were estimated to fairly set tax rates.

Our next Red indicator is Deficits in the Last 5 Years, from expenses being 0.6% higher than budget. To be determined a high risk for this indicator, you need to have one or more deficits in the last two years with one material deficit greater then 0.5%. A Red Deficits in the Last 5 Years result indicates a town is struggling to meet services. Given it was the last fiscally operational year for this entity, there were a number of items processed in preparation for consolidation.

The Yellow Residential Tax Effort result indicates the current affordability of the Town's taxes in relation to the current service levels. 4.9% of the median household income is required to pay the average tax bill, which shows a limited ability to raise tax revenues without increasing this indicator.

The Town's tax base is not keeping up with the cost of municipal services and programs, as shown by the Yellow indicator for Three-Year Change in Tax Base. This is determined by comparing property assessment growth to the change in the Consumer Price Index.

The last Yellow indicator is for Debt Servicing. This has shown slight improvement from 2018-19, moving from 11.5% to 11%. This means the Town spent 0.5% less of its revenue on debt principal and interest payments. This indicator ensures the Town has adequate cash flows to support increases in borrowing to help fund capital purchases. Moderate risk means there is less flexibility in the Town's cash flows and increased risk in borrowing.

NEXT STEPS

Not Applicable

FINANCIAL IMPLICATIONS

Not Applicable

ALTERNATIVES

Not Applicable

ATTACHMENTS

- FCI Municipal Report – Municipality of the District of West Hants – March 31, 2020
- FCI Municipal Report – Town of Windsor – March 31, 2020

CHIEF ADMINISTRATIVE OFFICER REVIEW

I have no further comments.

Report Prepared by: ______________________________
Carlee Rochon, Director Financial Services

Report Reviewed by: ______________________________
Mark Phillips, Chief Administrative Officer

Municipal Report

Municipality of the District of West Hants

Department of Municipal Affairs and Housing

Municipal Profile and Financial Condition Indicators Results

2019-20

NOVA SCOTIA

Municipal Profile and Financial Condition Indicators Report

2019-2020 Fiscal Period

Table of Contents

Introduction

The Department of Municipal Affairs and Housing 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:	District of West Hants
County:	Hants County
Approximate size:	1,240 km^2
Number of dwellings:	7,731
Government:	10 elected councillors (including the Warden)

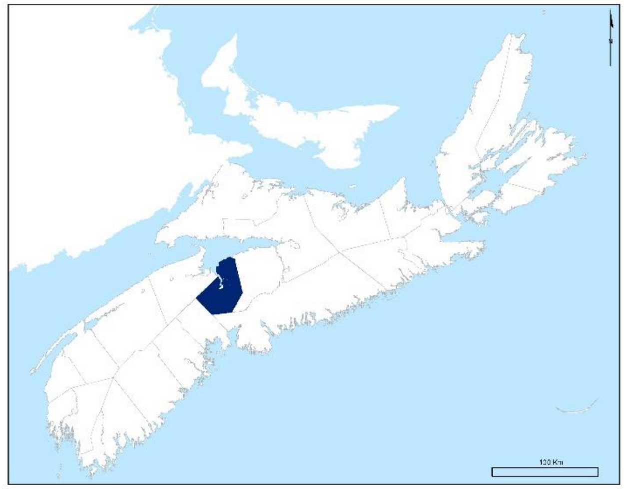


Figure 1- Location of Municipality

Population Highlights

Population 2016:	15,370
Population 5-year trend:	+0.3%
County 5-year trend:	+0.6%
Demographic trend:	Aging
Up to 19 Yrs.	21%
20 to 59 Yrs.	51%
Over 60 Yrs.	28%

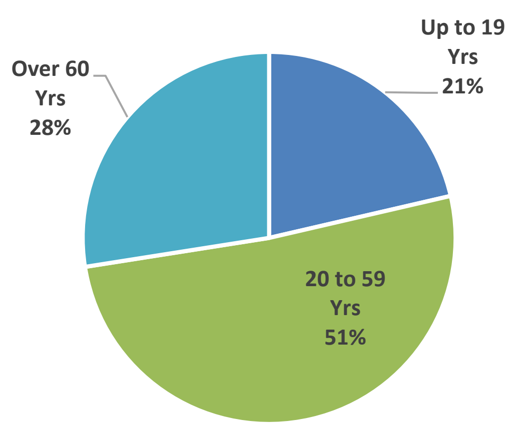


Figure 2 - Age Breakdown

Population Trends

Population:	15,370
Provincial population:	1.7%
20-year trend:	Growing [supported by Figure 3 below]
Age Trend:	Majority between 40-69 years of age [supported by Figure 4 below]

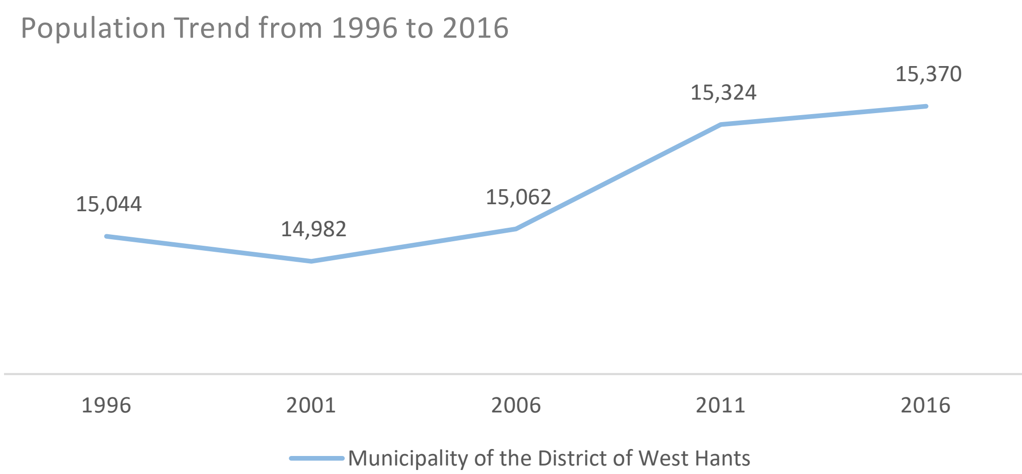
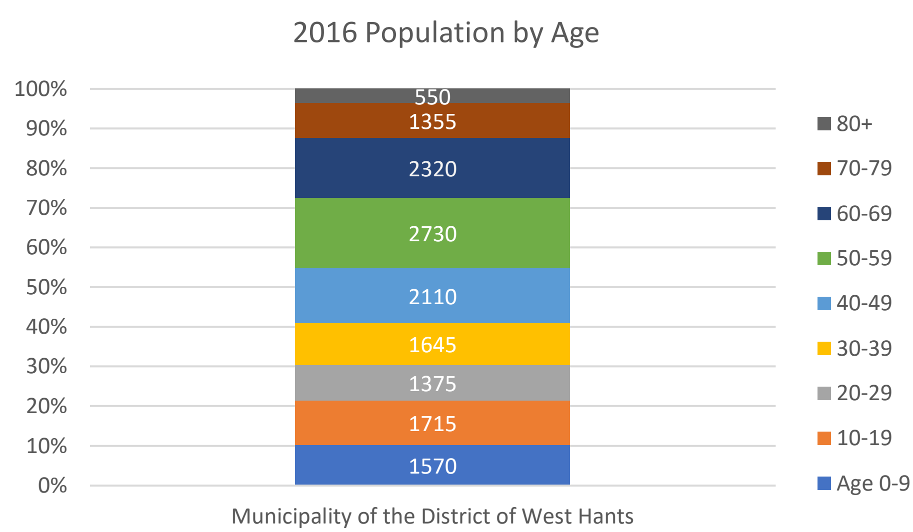


Figure 3 - Population from 1996-2016. Source: Statistics Canada

Figure 4 - Population by Age for 2016. Source: Statistics Canada



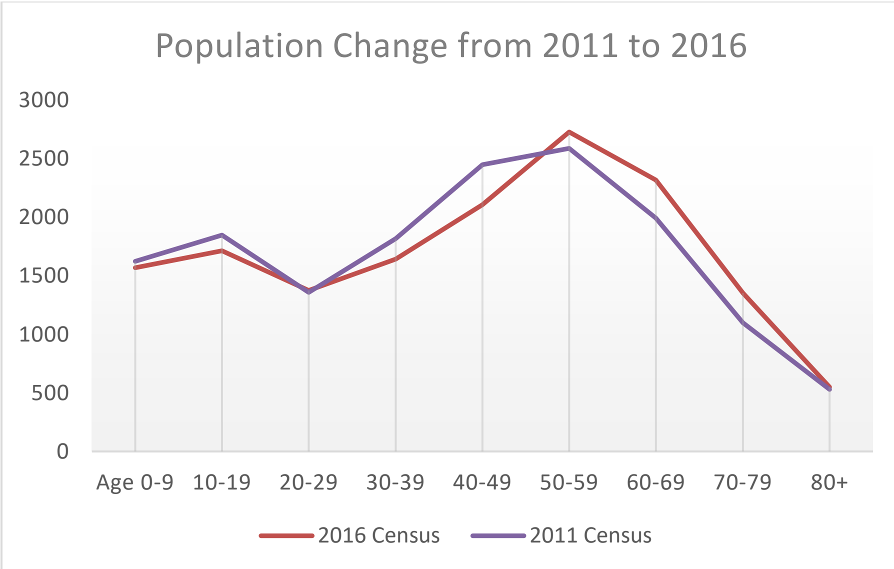


Figure 5- Population Age Change from 2011 to 2016. Source: Statistics Canada

According to the 2016 Census, similar to most rurals in Nova Scotia, the majority of West Hants's citizens are between the ages of 40 and 69.

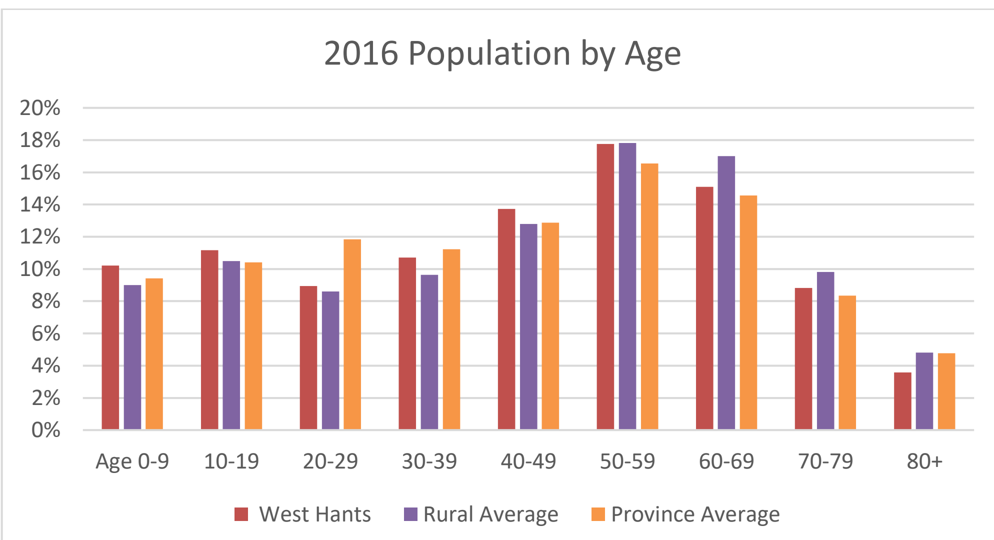


Figure 6 - Comparison of Population by Age for 2011 and 2016. Source: Statistics Canada

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.

	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

Median household income: West Hants's median household income is higher than the Provincial rural average, and has increased since 2011.

Employment rate: In a healthy economy, the employment rate is between 97% and 95%. The District of West Hants's employment rate is above the Provincial rural average, although it has decreased.

Education level: West Hants's education level is higher than the Provincial rural average and has increased since 2011.

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 uniform assessment[1]:	8.2% growth keeps pace with cost living	
Highest reliance on a single business or institution:	0.9%	not dependent (low risk)
Residential Tax Effort:	2.5%	has some flexibility (low risk)

The line graphs below show the five-year trend of residential and commercial portion of the municipality's uniform assessment.

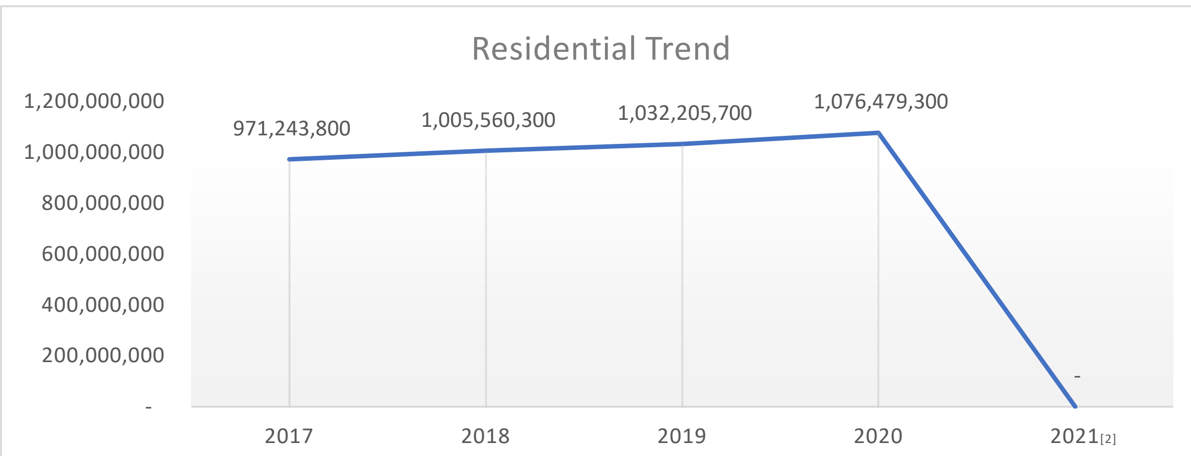


Figure 7 - Residential assessment value over the last five years. Source: 2016-2020 Statement of Estimates - Assessment

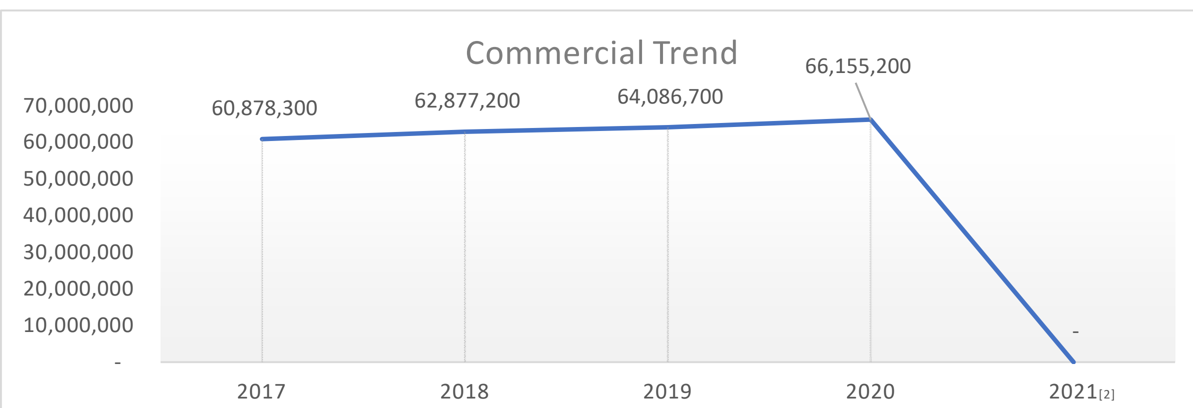


Figure 8 - Commercial assessment value over the last five years. Source: 2016-2020 Statement of Estimates - Assessment

[1] Uniform assessment is the value of a municipality's taxable property assessment plus the capitalized value of payments in lieu of taxes.

[2] As of April 1, 2020, the Town of Windsor and the Municipality of West Hants were consolidated to form the West Hants Regional Municipality.

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:
  - 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, Water Operating Fund, Water Capital Fund, Non-operating Reserve Fund, and the Operating Reserve Fund. Non-consolidated financial statements are reconciled but not audited.[2]

Financial Reporting Compliance:

Audited financial statements and financial information return submitted:	yes
Submission of financial information:	After deadline[3]
Financial statements include:	
Remuneration and Expenses for Elected Officials and CAO/Clerk Note:	yes
Unqualified Opinion:	yes
Quarterly Expenditure report posted online:	yes
Summary Expenditure Report submitted:	yes
Statement of Estimates and assessment information submitted:	yes

[2] 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.

[3] Annually, municipalities are required to submit their financial information by Sept 30th.

Financial Highlights

Revenue

Total consolidated revenue:	$20.7 million
Revenue generated from own souce revenue *:	$15.2 million
Total operating revenue:	$13.8 million
Largest operating revenue:	85%
	Net property taxes and payments in lieu of taxes

Expenses

Total consolidated expenses:	$14.6 million
Total operating expenses:	$11.0 million
Largest operating expense:	39%
	Protective services

Annual Surplus

Annual consolidated surplus (deficit):	$6.1 million
Consolidated accumulated surplus (deficit):	$42.3 million
Annual operating surplus (deficit):	$922 thousand

Debt

Total consolidated long-term debt:	$8.6 million
Total general capital fund long-term debt:	$7.7 million
Operating fund bank indebtedness:	nil

* Consolidated revenue excluding government transfers

Revenue:

$20.7 M

2020 Consolidated Revenue

Total consolidated revenue:	$20.7 million
Largest revenue:	$11.6 million Taxes and grants in lieu of taxes
Revenue generated from own revenue:	73%

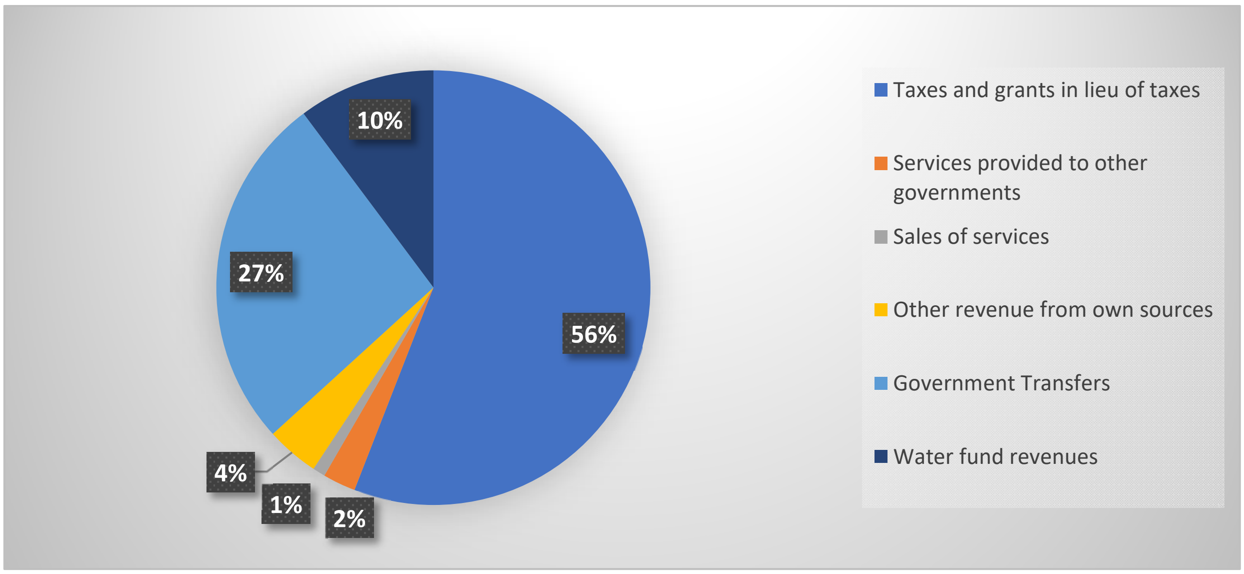


Figure 9 - Consolidated Revenue Source: 2019-20 Financial Information Return

The graph above and table below show the Municipality's consolidated revenue divided into categories.

	Consolidated Revenue
Taxes and Grants in lieu of taxes	$11.6 million
Services provided to other governments	$0.5 million
Sales of services	$0.2 million
Other revenue from own sources	$0.8 million
Government Transfers	$5.5 million
Net income from government business enterprises	nil
Water fund revenues	$2.1 million
Electric fund revenues	nil

$13.8 M

2020 General Operating Revenue

Total operating revenue:	$13.8 million
Largest operating revenue:	85%
	Net property taxes and payments in lieu of taxes
Uncollected Taxes:	12.3%
Reliance on Government Transfers:	2.8%

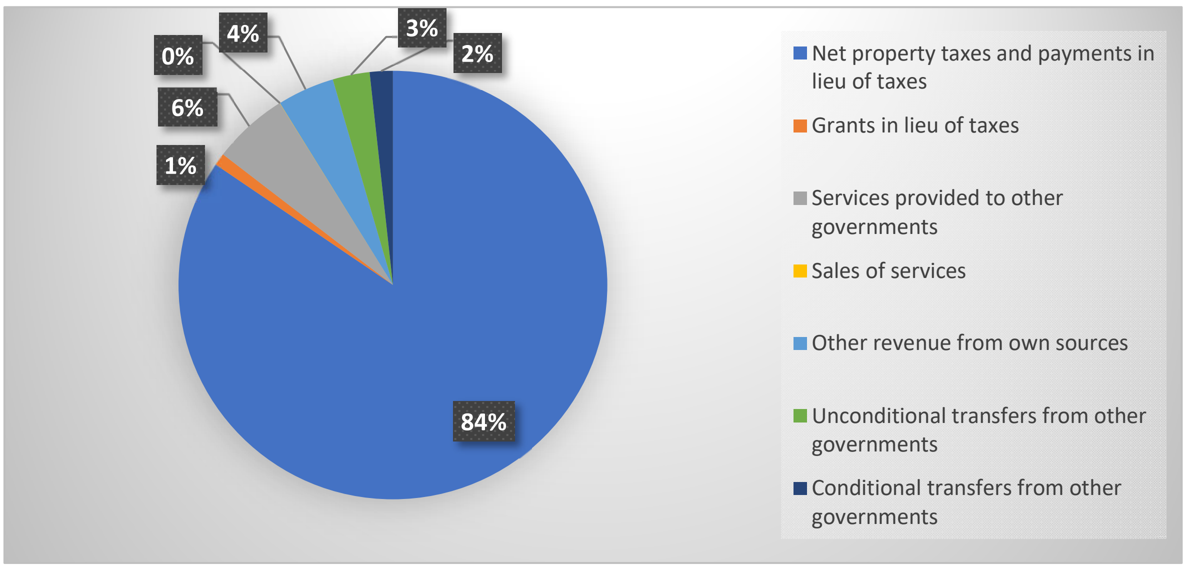


Figure 10 - General Operating Fund Revenue Source: 2019-20 Financial Information Return

The graph above and table below show the Municipality's operating fund revenue divided into categories.

	Operating Revenue
Net property taxes and payments in lieu of taxes	$11.6 million
Grants in lieu of taxes	$0.1 million
Services provided to other governments	$0.8 million
Sales of services	$0.0 million
Other revenue from own sources	$0.6 million
Unconditional transfers from other governments	$0.4 million
Conditional transfers from other governments	$0.2 million

Expenses:

$14.6 M

2020 Consolidated Expenses

Total consolidated expenses:	$14.6 million
Largest expense:	29%
	Protective services

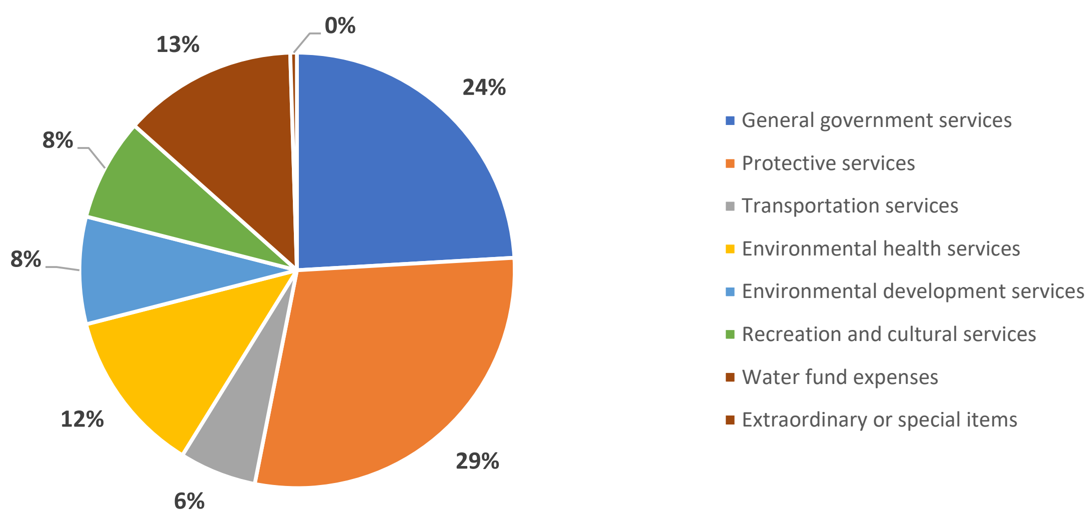


Figure 11 - Consolidated Expenses Source: 2019-20 Financial Information Return

The graph above and table below show the Municipality's consolidated expenses divided into categories.

	Consolidated Expenses
General government services	$3.5 million
Protective services	$4.2 million
Transportation services	$0.8 million
Environmental health services	$1.8 million
Public health services	nil
Environmental development services	$1.2 million
Recreation and cultural services	$1.1 million
Water fund expenses	$1.9 million
Electric fund expenses	nil
Extraordinary or special items	$0.1 million

$11.0 M

2020 General Operating Expenses

Total operating expenses:	$11.0 million
Largest operating expense:	39% Protective services
Operating reserves as a percentage of total operating expenses:	18.7%

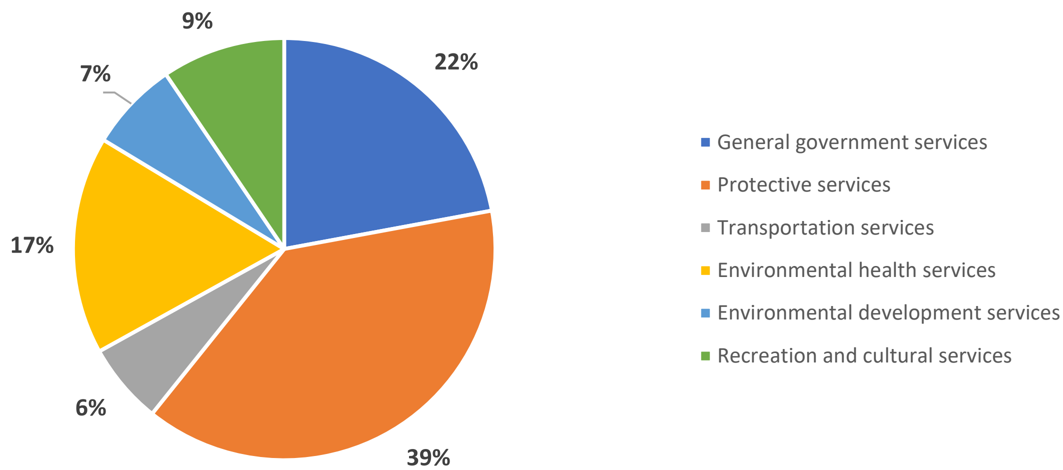


Figure 12 - General Operating Fund Expenses Source: 2019-20 Financial Information Return

The graph above and table below show the Municipality's operating expenses divided into categories.

	Operating Expenses
General government services	$2.4 million
Protective services	$4.3 million
Transportation services	$0.7 million
Environmental health services	$1.8 million
Public health services	nil
Environmental development services	$0.8 million
Recreation and cultural services	$1.0 million
Extraordinary or special items	nil

The graph below shows the expense by function for the municipal operations or General Operating Fund expenses compared to the provincial rural average.

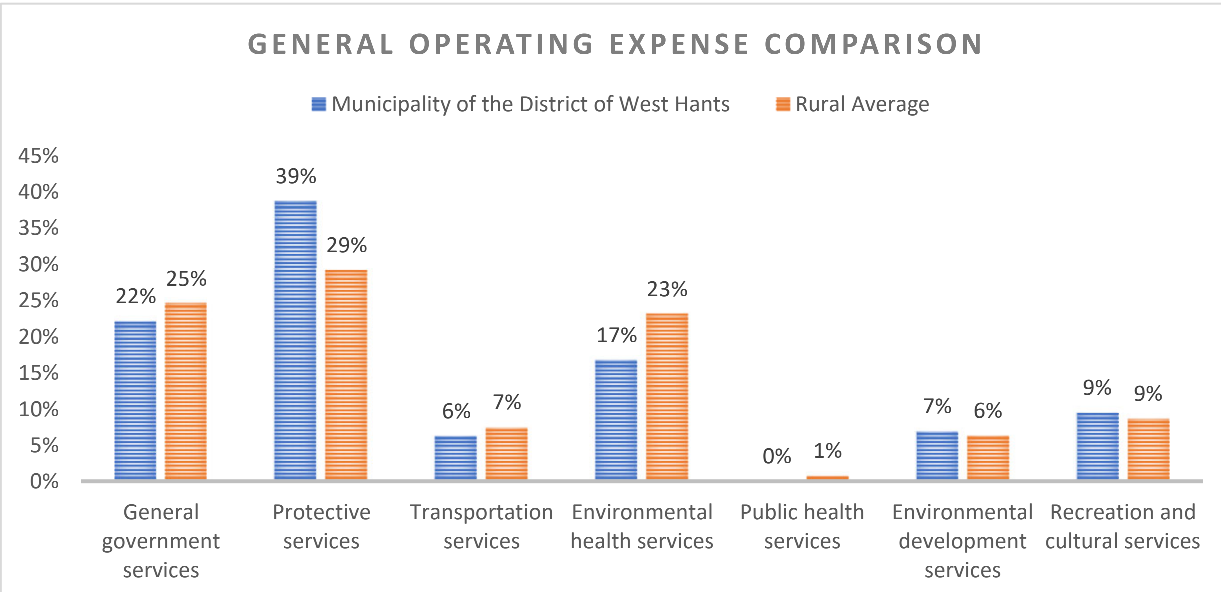


Figure 13 - Comparison of General Fund Expenses to Provincial Rural Average. Source: 2019-20 Financial Information Return

Accumulated Surplus (Deficit)

Annual Surplus: Revenue - Expenses

Note: Annual surplus is added to the accumulated surplus (deficit)

Annual consolidated surplus (deficit):	$6.1 million
Consolidated accumulated surplus (deficit):	$42.3 million
Annual operating surplus (deficit):	$922 thousand
Number of operating deficits in the last 5 years:	0

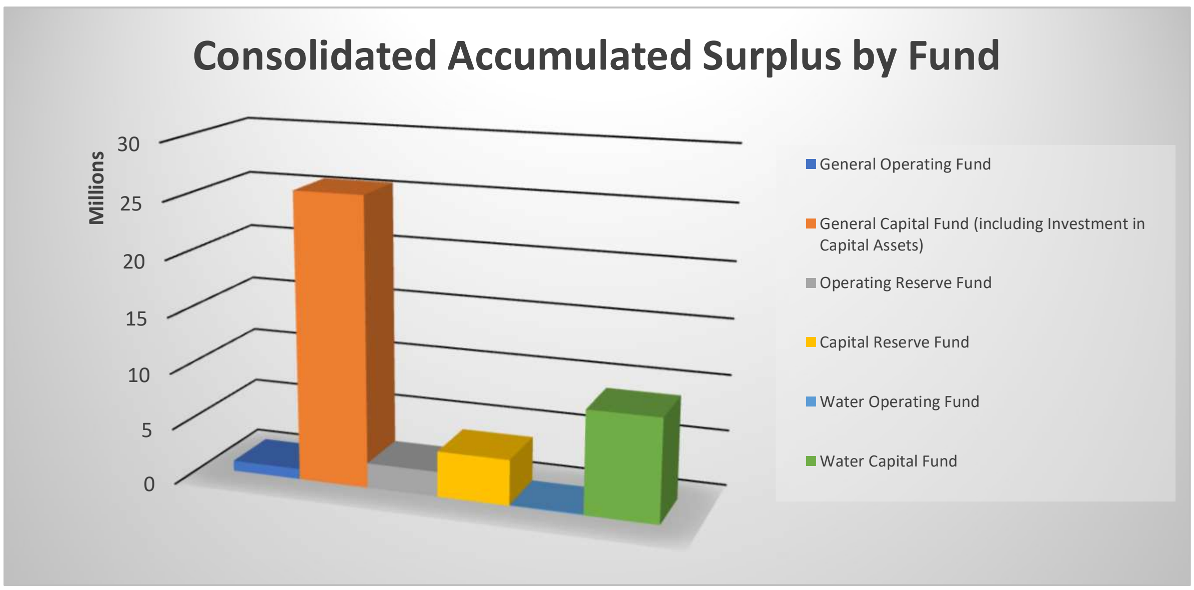
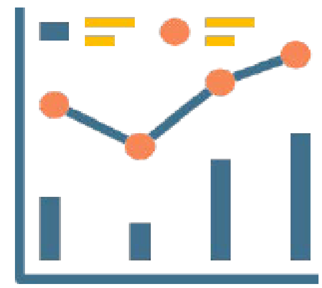


Figure 14 - Consolidated Accumulated Surplus by Fund. Source: 2019-20 Financial Information Return

Debt

Total consolidated long-term debt:	$8.6 million
Total general capital fund long-term debt:	$7.7 million
Debt Service Ratio:	7.1%
Operating fund bank indebtedness:	nil
Outstanding operating debt as a percentage of Net Property Taxes/Payment in Lieu of Taxes, Grants in Lieu of Taxes and Government Transfers:	0.0%

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 13 indicators organized into base, structure and roof, focusing on:

- roof: 4 key performance indicators;
- structure: 6 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**): 10-13 FCIs meet low risk threshold;
- moderate risk (yellow) : 8-9 FCIs meet low risk threshold; and
- high risk (**red**): 7 or less FCIs meet low risk threshold.

Overall Assessment

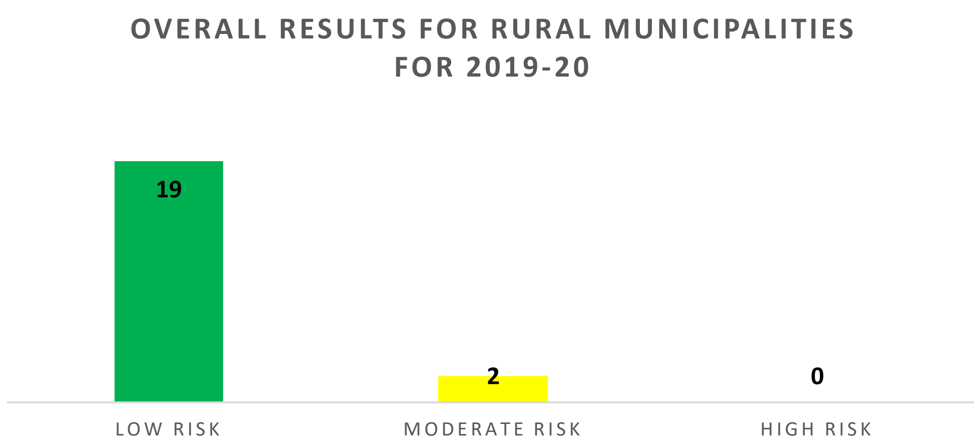
Overall Assessment for: Municipality of the District of West Hants

Financial Condition: Low risk

The overall Financial Condition Index assessment for the Municipality of the District of West Hants is Low risk

This means that although the Municipality has a few challenges, it is considered low risk for fiscal instability.

Comparison: Most rural municipalities are low risk. (see chart below)



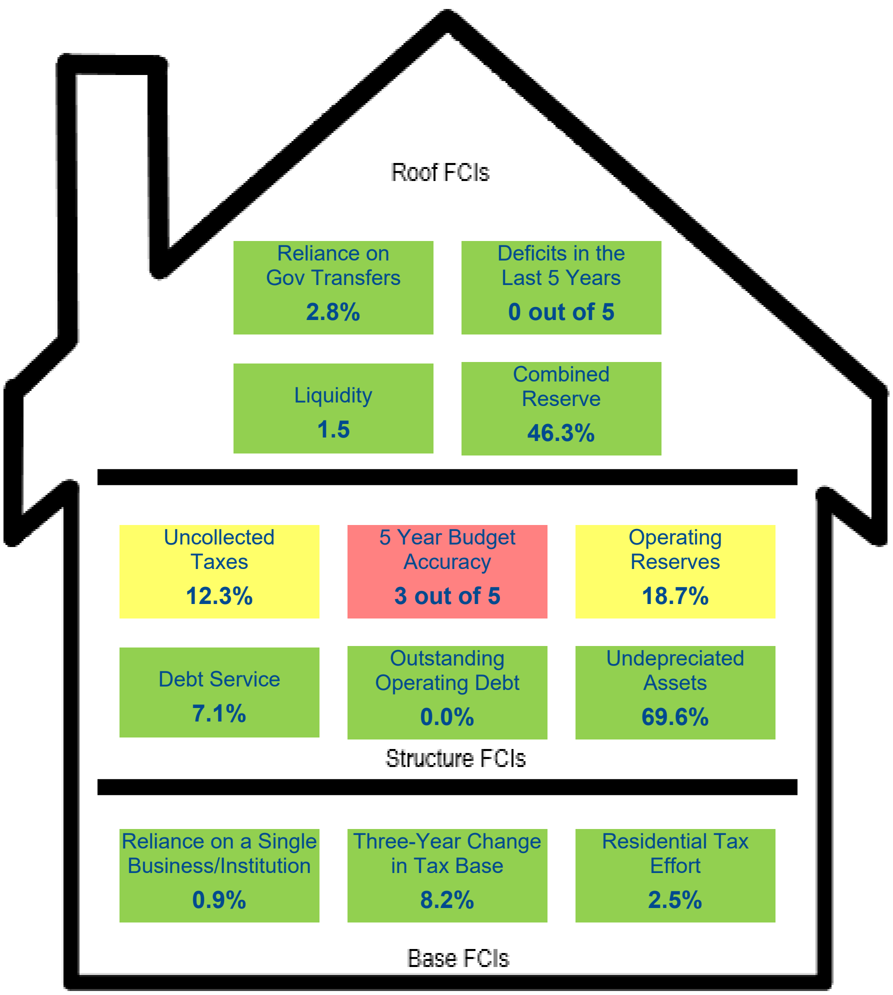
Financial Condition Indicators Highlights

Overall Assessment	Green (low risk) The overall Financial Conditions Index assessment for the District of West Hants is green (low risk). This means that, although the Municipality has a few challenges, it is considered low risk for fiscal instability.

As shown in the House model below, West Hants' FCIs are comprised of:

Low Risk (green):	10 Indicators
Moderate Risk (yellow):	2 Indicators
High Risk (red):	1 Indicator

Details on the individual FCI assessments and the Municipality's specific challenges are provided below.



Two-Year Comparison of Financial Condition Indicators

BASE	2020	2019	+/-
3-year Change in Tax Base	8.2%	8.9%	-0.7%
Reliance on a Single Business or Institution	0.9%	1.0%	0.0%
Residential Tax Effort	2.5%	2.4%	0.1%

STRUCTURE			
Uncollected Taxes	12.3%	13.8%	-1.5%
5 Year Budget Accuracy	3/5	4/5	-1
Operating Reserves	18.7%	27.6%	-8.9%
Debt Service	7.1%	6.9%	0.2%
Outstanding Operating Debt	0.0%	0.0%	0.0%
Undepreciated Assets	69.6%	66.2%	3.4%

ROOF			
Deficits in the Last 5 Years	0/5	0/5	0
Liquidity	1.5	1.8	-0.3
Reliance on Government Transfers	2.8%	1.5%	1.2%
Combined Reserve	46.3%	47.6%	-1.4%

* For 3-year Change in Tax Base, CPI % change for 2020 is 3.2% and for 2019 is 5.2%

The Base FCI Indicators

Reliance on a Single Business or Institution

2020 Results:

Low risk **0.9%**

The largest single commercial or institutional account is only .9% of the Municipality's total Uniform Assessment.

What does it mean?

The Municipality is showing no vulnerability in this area.

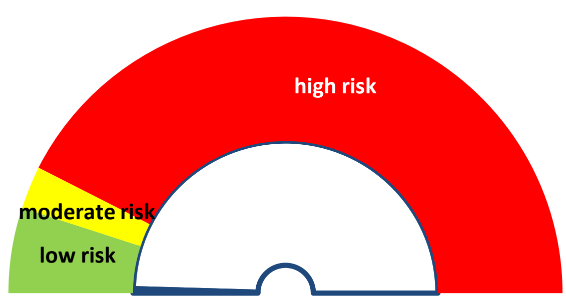
The Municipality's tax base is not dependent on one single business or institution.

Calculation:

$$\frac{\text{Taxable assessment value of the largest business or institution}}{\text{Uniform Assessment}} = 0.9\%$$

Risk Thresholds:

- Low: Less than 10%
- Moderate: 10% to 15%
- High: Greater than 15%



Three-Year Change in Tax Base

2020 Results: **Low risk** **8.2%**

What does it mean?

Growth is above the CPI % change of 3.2%.

The municipality's tax base is strong to cover the cost of municipal services and programs.

Calculation:

$$\frac{\text{Current Uniform Assessment - Uniform Assessment 3 Years Prior}}{\text{Uniform Assessment 3 Years Prior}} = 8.2\%$$

Risk Thresholds:

- Low: Equal or above CPI% Change
- Moderate: Below CPI % Change, but not negative growth
- High: Negative growth

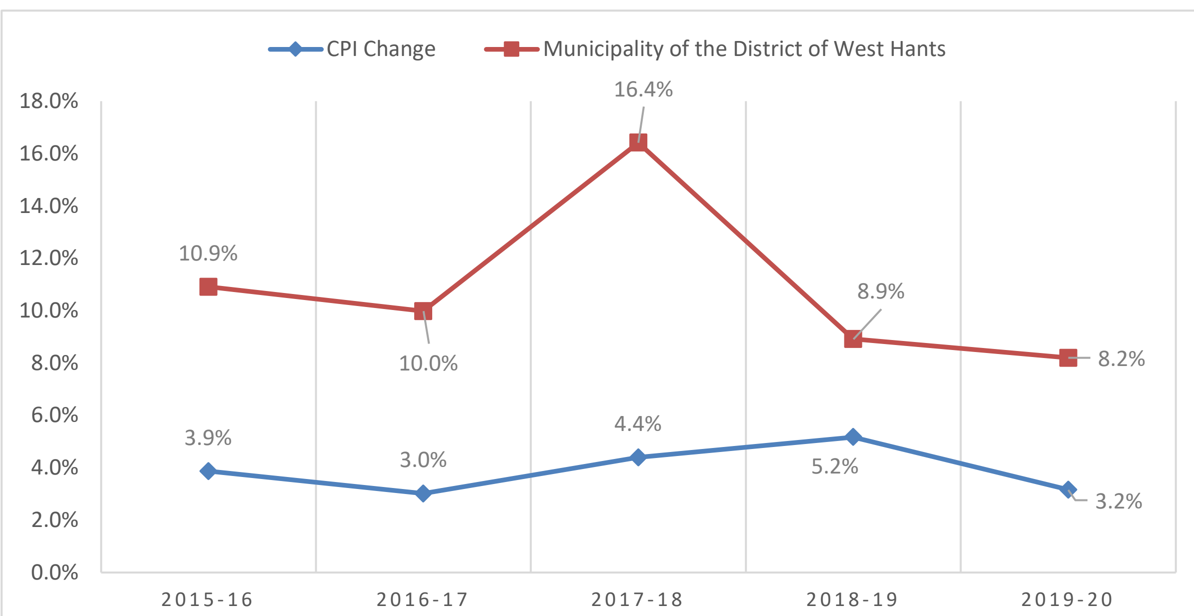


Figure 15- Three-year change in Uniform Assessment in comparison to three-year change in CPI for the last 5 years. Source: Statement of Estimates-Assessment and Statistics Canada

Residential Tax Effort

2020 Results: **Low risk 2.5%**

2.5% 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.

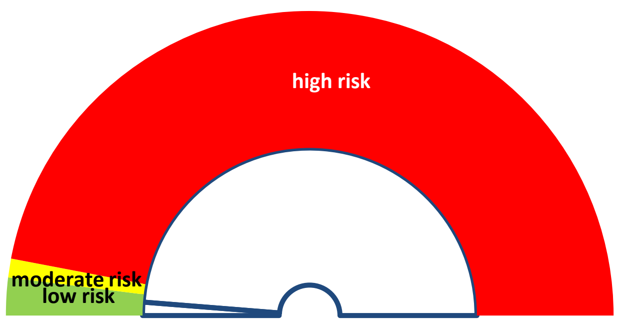
This indicator helps council assess the affordability of municipal taxes in relation to the current service levels.

Calculation:

$$\frac{\text{Total residential tax revenue per dwelling unit}}{\text{Median Household Income}} = 2.5\%$$

Risk Thresholds:

- Low: Less than 4%
- Moderate: 4% to 6%
- High: Greater than 6%



FCI Indicators - Structure (Management) Indicators

Debt Service

2020 Results: **Low risk** **7.1%**

7.1% of own source revenue is spent on principal and interest payments.

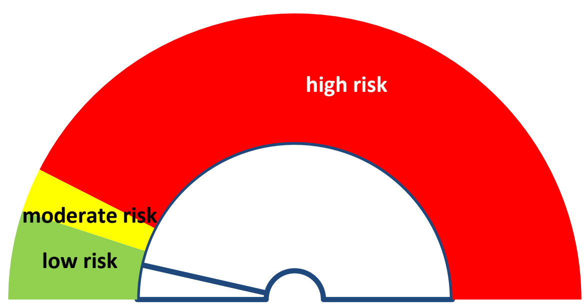
What does it mean? With adequate cash flow, the Municipality has the potential for flexibility to increase borrowing levels to help finance future capital expenditures

Calculation:

$$\frac{\text{Principal and Interest Paid on Long-term Debt}}{\text{Total Own Source Operating Revenue}} = 7.1\%$$

Risk Thresholds:

- Low: Less than 10%
- Moderate: 10% to 15%
- High: Greater than 15%



Outstanding Operating Debt

2020 Results: **Low risk** **0.0%**

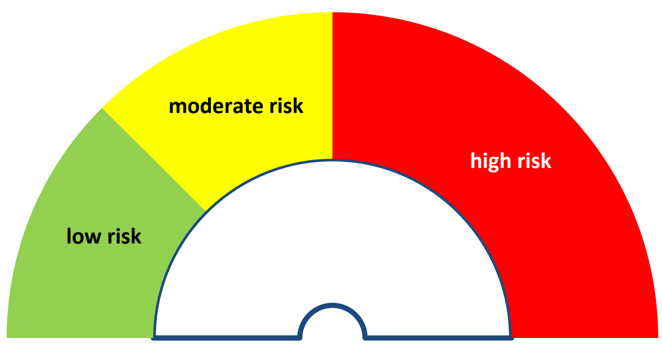
What does it mean? The Municipality is not carrying any operating debt.

Calculation:

$$\frac{\text{Total Outstanding Operating Debt}}{\text{Total Own Source Operating Revenue}} = 0.0\%$$

Risk Thresholds:

- Low: Less than 25%
- Moderate: 25% to 50%
- High: Greater than 50%



Operating Reserve

2020 Results: **Mod risk** **18.7%**

What does it mean?

The Municipality has not set aside sufficient funds to help mitigate any unforeseen risks or future needs.

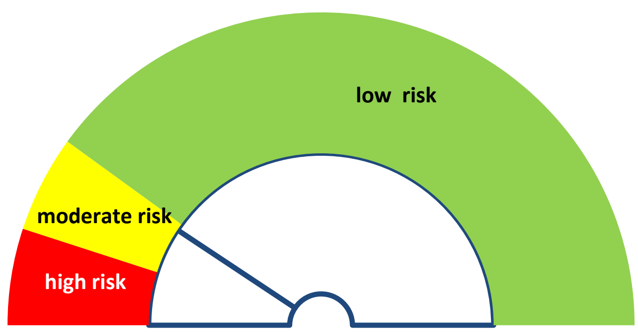
This indicator provides the value of funds set aside for planned future needs, to smooth expenses or for unexpected expenses.

Calculation:

$$\frac{\text{Total Operating Reserve Fund Balance}}{\text{Total Operating Expenditures}} = 18.7\%$$

Risk Thresholds:

- Low: Greater than 20%
- Moderate: 10% to 20%
- High: Less than 10%



Uncollected Taxes

2020 Results: **Mod risk** **12.3%**

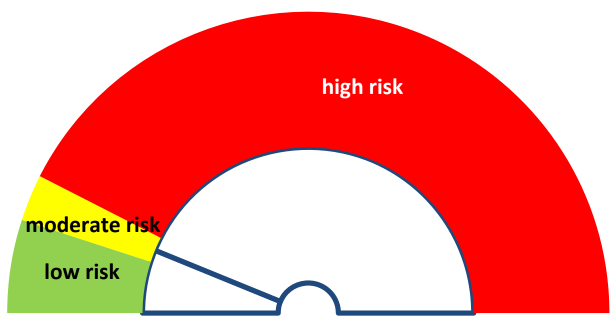
What does it mean? The Municipality is experiencing challenges managing tax revenue

Calculation:

$$\frac{\text{Total Cumulative Uncollected Taxes}}{\text{Total Taxes Billed in Current Fiscal Year}} = 12.3\%$$

Risk Thresholds:

- Low: Less than 10%
- Moderate: 10% to 15%
- High: Greater than 15%



Undepreciated Assets

2020 Results: **Low risk** **69.6%**

What does it mean?

This indicator estimates that the Municipality's capital assets have 69.6% of useful life remaining.

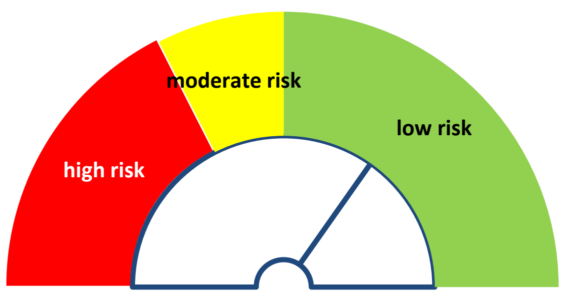
Municipalities across Canada are facing sufficient infrastructure challenges. This indicates that the Municipality is experiencing less of an infrastructure challenge than other municipalities.

Calculation:

$$\frac{\text{Total Net Book Value of Capital Assets}}{\text{Gross Costs of Capital Assets}} = 69.6\%$$

Risk Thresholds:

- Low: Greater than 50%
- Moderate: 35% to 50%
- High: Less than 35%



5-Year Budget Accuracy

2020 Results: **High risk** 3 of the last 5 years, actual expenditures were within +/- 5% of budget

What does it mean? The Municipality did not consistently maintain expenditure spending within budget limits.

Calculation:

$$\frac{\text{Total budget expenditures - Total actual expenditures}}{\text{Total budget expenditures}}$$

Risk Thresholds:

- Low: 5 out of 5 years, expenditures were within +/- 5% or expenditure and revenue variance were within +/- 5% of each other
- Moderate: 4 out of 5 years, expenditures were within +/- 5%
- High: Less than 4 out of 5 years, expenditures were within +/- 5%

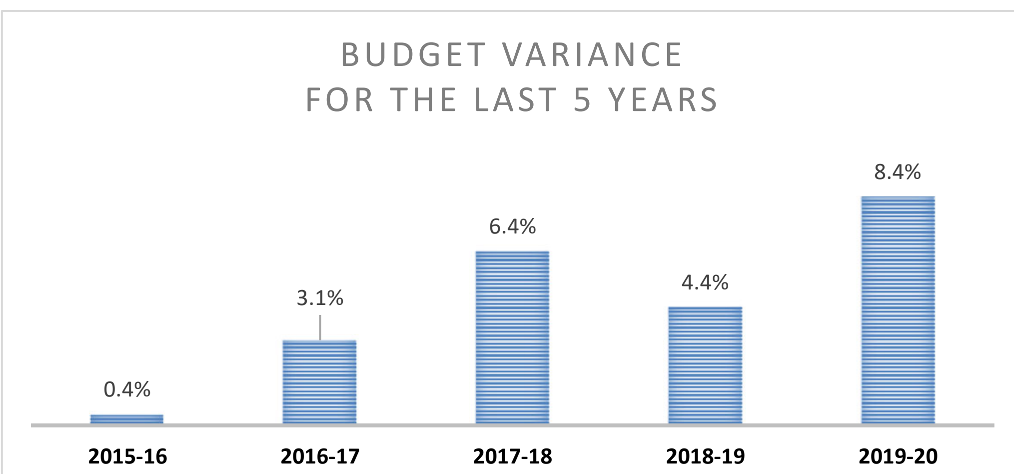


Figure 16- Operating budget variance over the last 5 years. Source: Financial Information Return and Statement of Estimates- Budget

FCI - Roof (Key Performance) Indicators -

the ability to meet current and future needs in a balanced and independent manner

Reliance on Government Transfers

2020 Results: **Low risk** **2.8%**

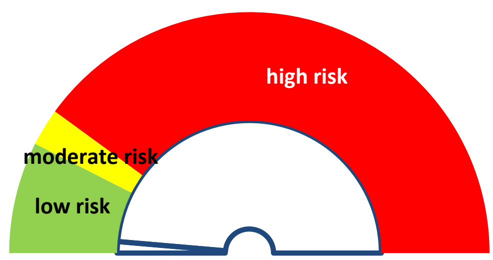
What does it mean? The Municipality is not dependent on another level of government to meet its service obligations.

Calculation:

$$\frac{\text{Total Government Transfers}}{\text{Total Revenue}} = 2.8\%$$

Risk Thresholds:

- Low: Less than 15%
- Moderate: 15% to 20%
- High: Greater than 20%



Number of Deficits in the Last 5 Years

2020 Results: **Low risk** 0 Operating deficits in the last five years

What does it mean? Deficits are important indications of financial health. The result indicates that the municipality is 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 = 0

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)

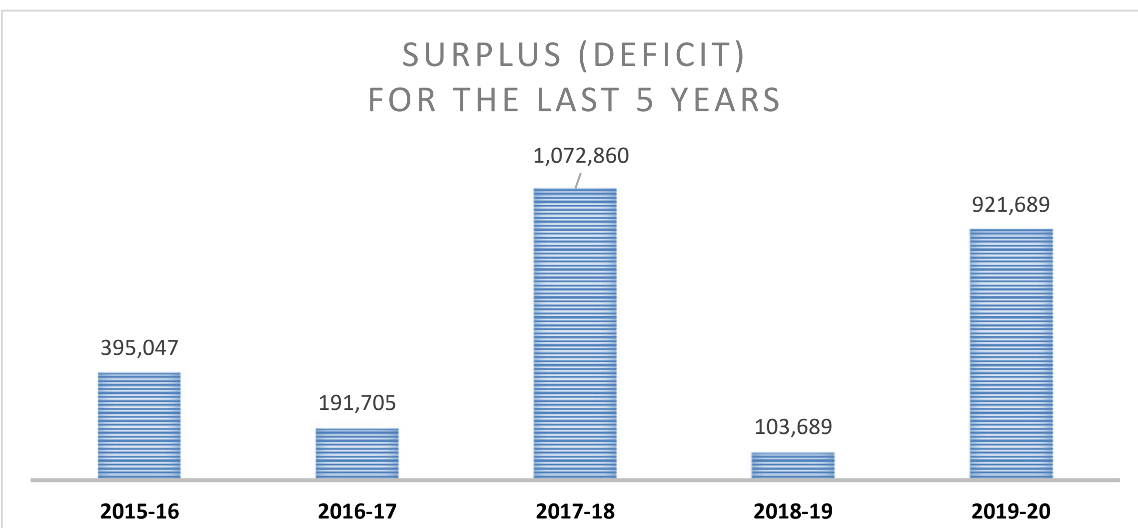


Figure 17- Annual operating fund surplus (deficit) for the last 5 years. Source: Financial Information Return

Liquidity

2020 Results: **Low risk** **1.5**

What does it mean?

Liquidity is key to financial performance.

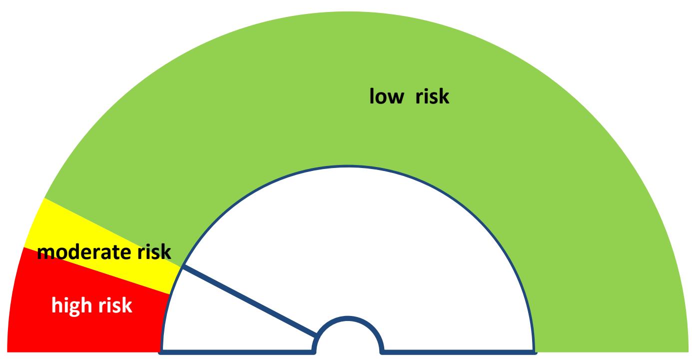
The result indicates that the Municipality does not have a cash flow problem and is able to meet its service obligations.

Calculation:

$$\frac{\text{Total Current Financial Assets}}{\text{Total Current Liabilities}} = 1.5$$

Risk Thresholds:

- Low: Greater than 1.5
- Moderate: 1 to 1.5
- High: Less than 1



Combined Reserves

2020 Results: **Low risk** **46.3%**

What does it mean?

This result indicates that the Municipality does appear to have sufficient reserves needed to address unexpected events or provide flexibility to address future projects

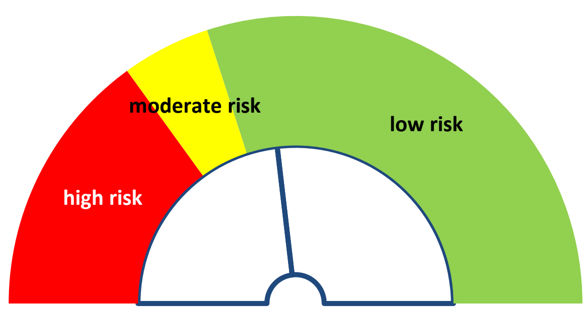
Reserves are critical components of a municipality's long-term sustainability. This indicator shows the value of the funds held in the reserves compared to a single year's operation, including amortization expenses.

Calculation:

$$\frac{\text{Total Operating and Capital Reserves}}{\text{Total Operating Expenses plus Amortization Expense}} = 46.3\%$$

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 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

Municipal Report

Town of Windsor

NOVA SCOTIA

Department of Municipal Affairs and Housing

Municipal Profile and
Financial Condition Indicators Results

2019-20

Municipal Profile and Financial Condition Indicators Report

2019-2020 Fiscal Period

Table of Contents

Introduction

The Department of Municipal Affairs and Housing 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


Figure 1- Location of Municipality

Name:	Town of Windsor
County:	Hants County
Approximate size:	9 km^2
Number of dwellings:	1,829
Government:	5 elected councillors (including the Mayor)

Population Highlights

Population 2016:	3,650
Population 5-year trend:	-3.6%
County 5-year trend:	0.6%
Demographic trend:	Aging
Up to 19 Yrs.	21%
20 to 59 Yrs.	43%
Over 60 Yrs.	36%

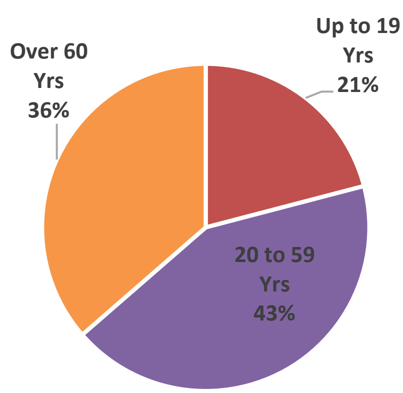


Figure 2 - Age Breakdown

Population Trends

Population: 3,650

Provincial population: 0.4%

20-year trend: Declining since 2011 [supported by Figure 3 below]

Age Trend: Majority between 40-69 years of age [supported by Figure 4 below]

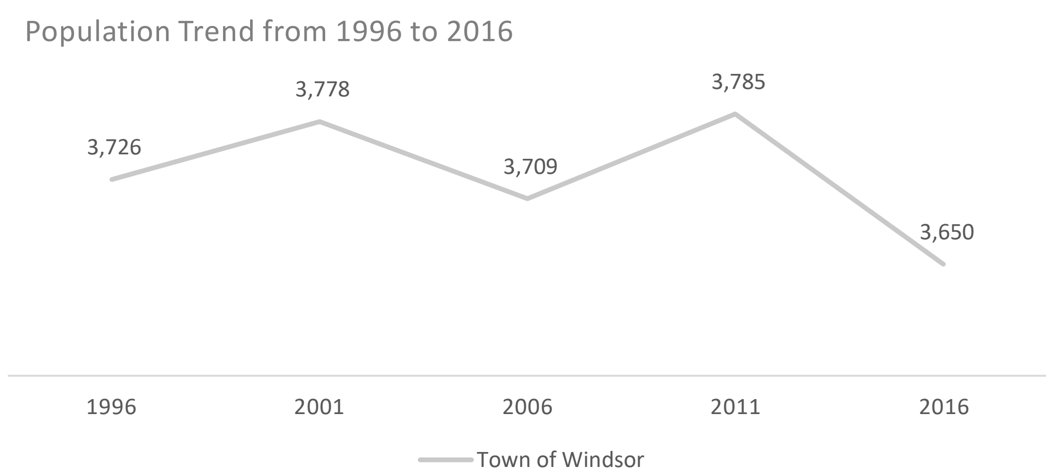


Figure 3 - Population from 1996-2016. Source: Statistics Canada

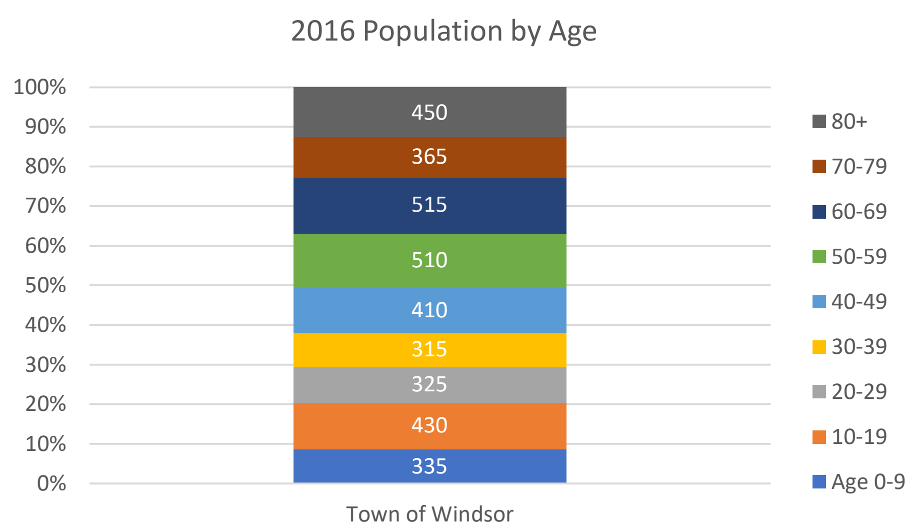


Figure 4 - Population by Age for 2016. Source: Statistics Canada

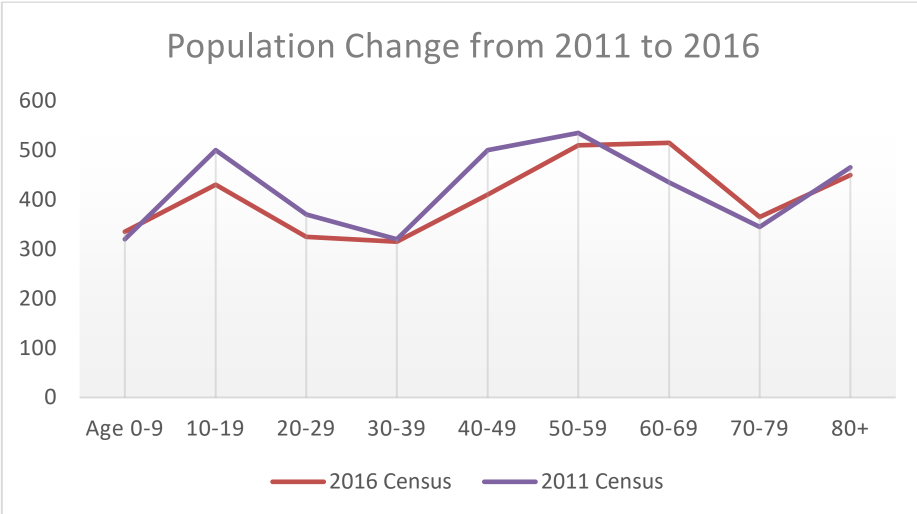


Figure 5- Population Age Change from 2011 to 2016. Source: Statistics Canada

According to the 2016 Census, although Windsor's population is aging, it has more youth population than most towns.

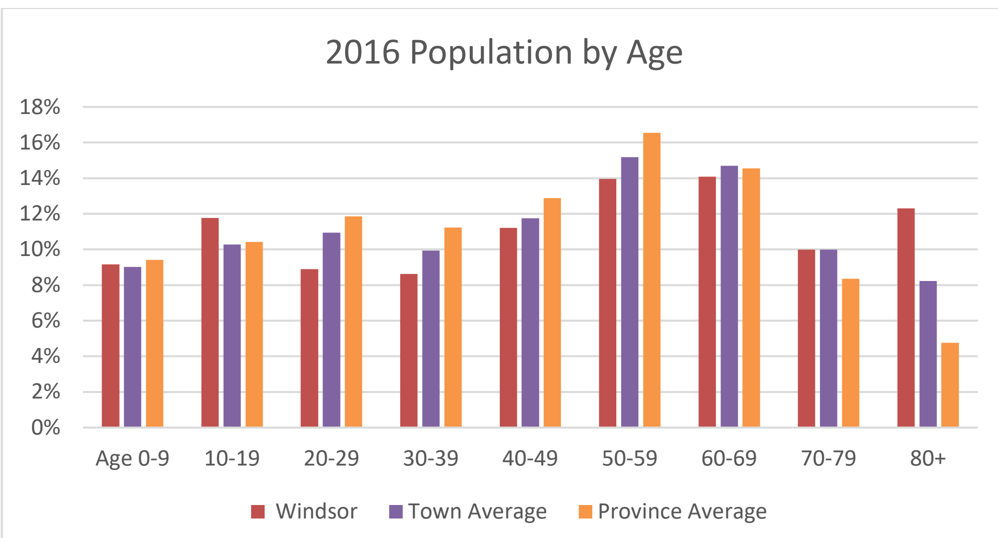


Figure 6 - Comparison of Population by Age for 2011 and 2016. Source: Statistics Canada

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.

	2016 Census	2011 Census	+/-	2016 Town Avg.
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

Median household income: Windsor's median household income is lower than the provincial town average, although it has increased since 2011.

Employment rate: In a healthy economy, the employment rate is between 97% and 95%. The Town of Windsor's employment rate is below the provincial town average, although it has increased.

Education level: Windsor's education level is lower than the provincial town average, although it has increased since 2011.

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 uniform assessment[1]:	1.7%	growth does not keep pace with cost living (moderate risk)
Highest reliance on a single business or institution:	4.2%	not dependent (low risk)
Residential Tax Effort:	4.9%	limited flexibility (moderate risk)

The line graphs below show the five-year trend of residential and commercial portion of the municipality's uniform assessment.

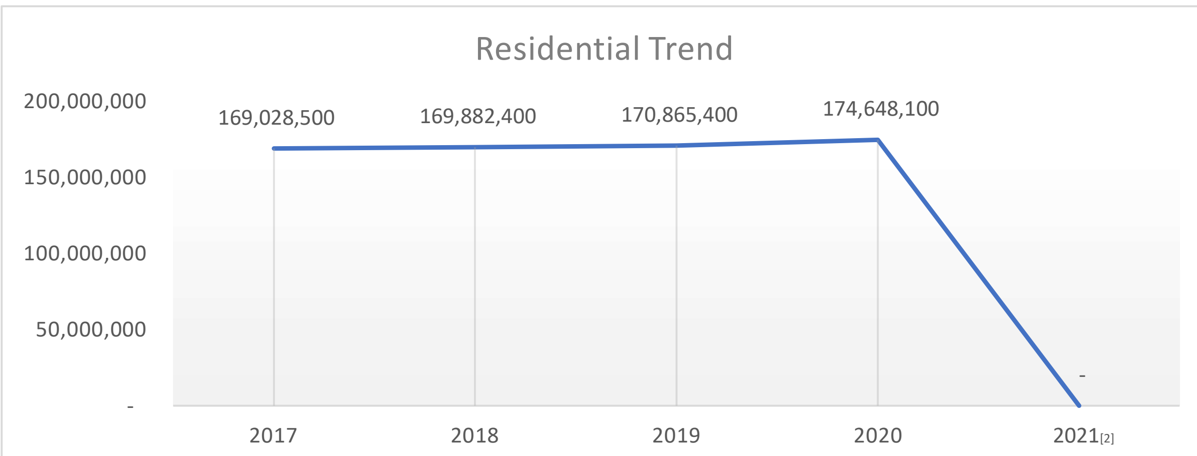


Figure 7 - Residential assessment value over the last five years. Source: 2016-2020 Statement of Estimates - Assessment

Figure 8 - Commercial assessment value over the last five years. Source: 2016-2020 Statement of Estimates - Assessment

[1] Uniform assessment is the value of a municipality's taxable property assessment plus the capitalized value of payments in lieu of taxes.

[2] As of April 1, 2020, the Town of Windsor and the Municipality of West Hants were consolidated to form the West Hants Regional Municipality.

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:
  - 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, Water Operating Fund, Water Capital Fund, Non-operating Reserve Fund, and the Operating Reserve Fund. Non-consolidated financial statements are reconciled but not audited.[2]

Financial Reporting Compliance:

Audited financial statements and financial information return submitted:	yes
Submission of financial information:	After deadline[3]
Financial statements include:	
Remuneration and Expenses for Elected Officials and CAO/Clerk Note:	yes
Unqualified Opinion:	yes
Quarterly Expenditure report posted online:	yes
Summary Expenditure Report submitted:	yes
Statement of Estimates and assessment information submitted:	yes

[2] 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.

[3] Annually, municipalities are required to submit their financial information by Sept 30th.

Financial Highlights

Revenue

Total consolidated revenue:	$9.3 million
Revenue generated from own souce revenue *:	$8.3 million
Total operating revenue:	$7.1 million
Largest operating revenue:	81%
	Net property taxes and payments in lieu of taxes

Expenses

Total consolidated expenses:	$9.0 million
Total operating expenses:	$6.5 million
Largest operating expense:	27%
	Protective services

Annual Surplus

Annual consolidated surplus (deficit):	$377 thousand
Consolidated accumulated surplus (deficit):	$30.9 million
Annual operating surplus (deficit):	-$84 thousand

Debt

Total consolidated long-term debt:	$7.4 million
Total general capital fund long-term debt:	$5.9 million
Operating fund bank indebtedness:	$0.5 million

* Consolidated revenue excluding government transfers

Revenue:

$9.3 M

2020 Consolidated Revenue

Total consolidated revenue:	$9.3 million
Largest revenue:	$5.9 million Taxes and grants in lieu of taxes
Revenue generated from own revenue:	89%

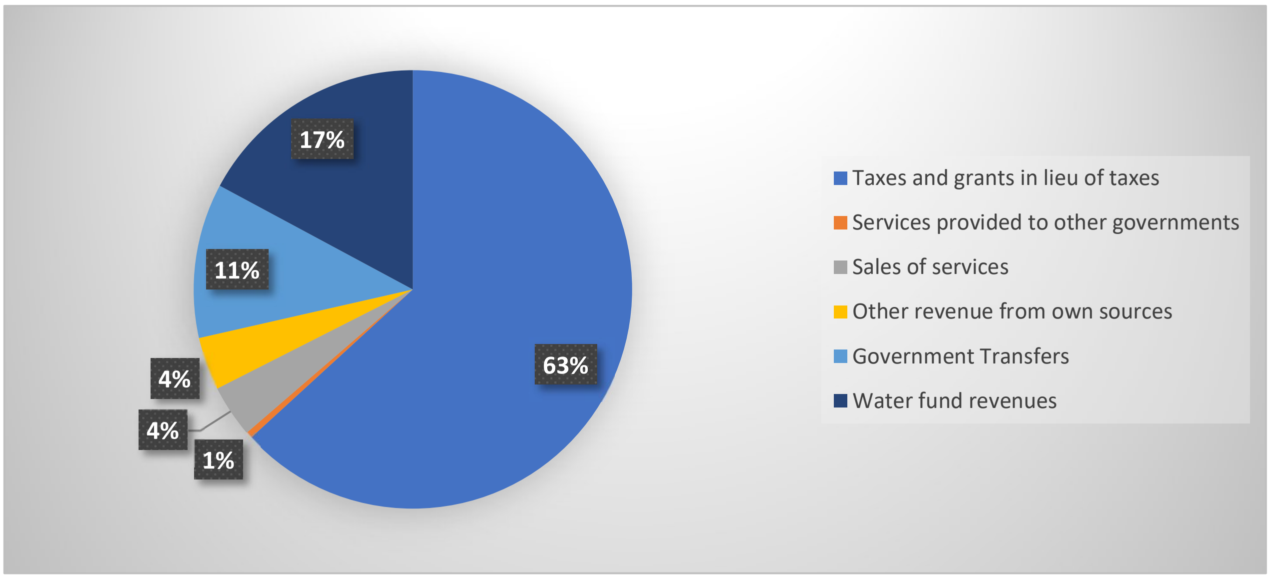


Figure 9 - Consolidated Revenue Source: 2019-20 Financial Information Return

The graph above and table below show the Municipality's consolidated revenue divided into categories.

	Consolidated Revenue
Taxes and Grants in lieu of taxes	$5.9 million
Services provided to other governments	$.0 million
Sales of services	$.4 million
Other revenue from own sources	$.4 million
Government Transfers	$1.1 million
Net income from government business enterprises	nil
Water fund revenues	$1.6 million
Electric fund revenues	nil

$7.1 M

2020 General Operating Revenue

Total operating revenue:	$7.1 million
Largest operating revenue:	81%
	Net property taxes and payments in lieu of taxes
Uncollected Taxes:	7.9%
Reliance on Government Transfers:	7.4%

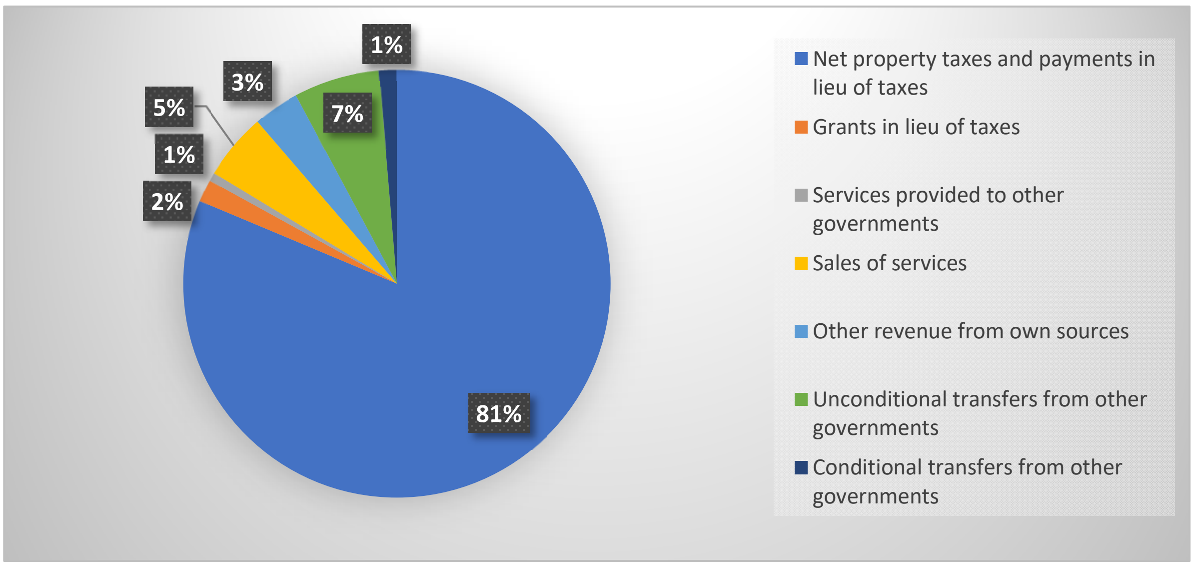


Figure 10 - General Operating Fund Revenue Source: 2019-20 Financial Information Return

The graph above and table below show the Municipality's operating fund revenue divided into categories.

	Operating Revenue
Net property taxes and payments in lieu of taxes	$5.8 million
Grants in lieu of taxes	$0.1 million
Services provided to other governments	$0.0 million
Sales of services	$0.4 million
Other revenue from own sources	$0.2 million
Unconditional transfers from other governments	$0.5 million
Conditional transfers from other governments	$0.1 million

Expenses:

$9.0 M

2020 Consolidated Expenses

Total consolidated expenses:	$9.0 million
Largest expense:	19%
	Transportation services

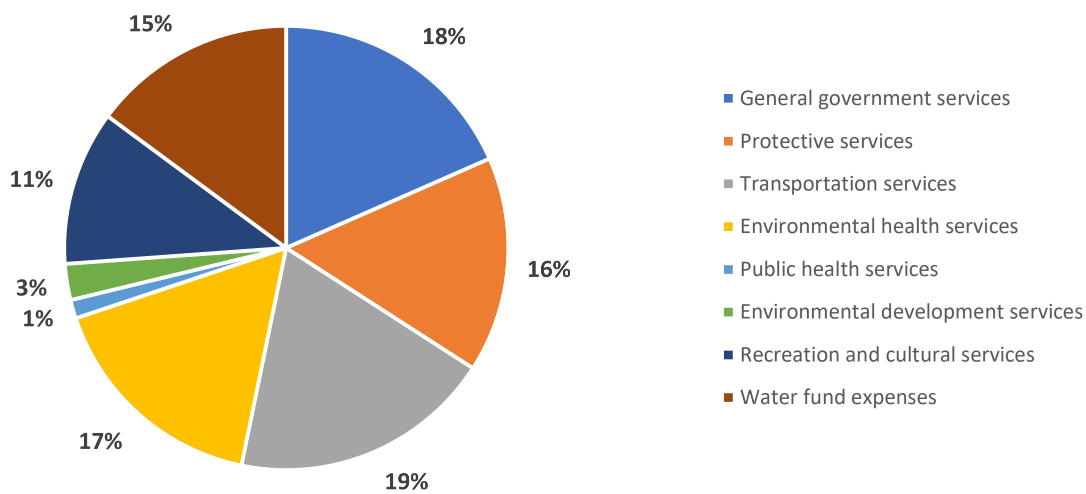


Figure 11 - Consolidated Expenses Source: 2019-20 Financial Information Return

The graph above and table below show the Municipality's consolidated expenses divided into categories.

	Consolidated Expenses
General government services	$1.7 million
Protective services	$1.4 million
Transportation services	$1.7 million
Environmental health services	$1.5 million
Public health services	$.1 million
Environmental development services	$.2 million
Recreation and cultural services	$1.0 million
Water fund expenses	$1.3 million
Electric fund expenses	nil

$6.5 M

2020 General Operating Expenses

Total operating expenses:	$6.5 million
Largest operating expense:	27% Protective services
Operating reserves as a percentage of total operating expenses:	37.4%

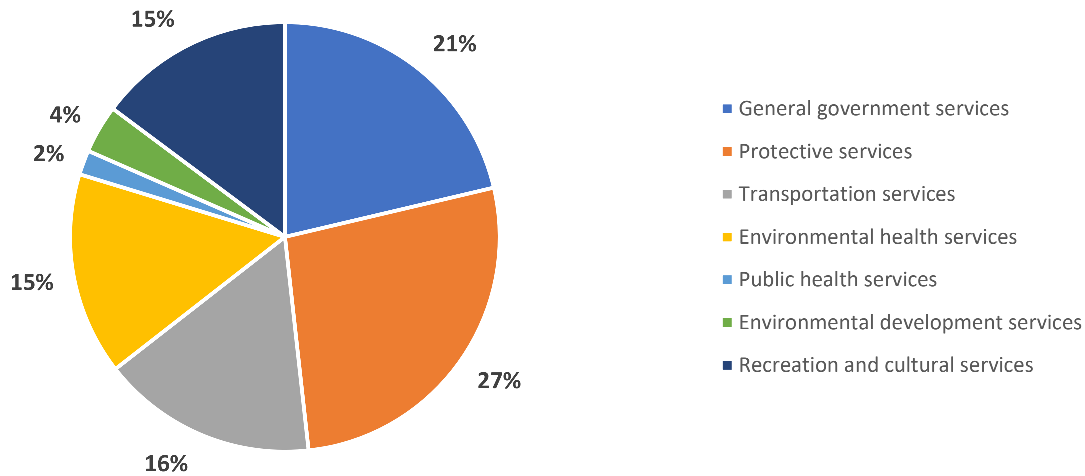


Figure 12 - General Operating Fund Expenses Source: 2019-20 Financial Information Return

The graph above and table below show the Municipality's operating expenses divided into categories.

	Operating Expenses
General government services	$1.4 million
Protective services	$1.8 million
Transportation services	$1.1 million
Environmental health services	$1.0 million
Public health services	$.1 million
Environmental development services	$.2 million
Recreation and cultural services	$1.0 million
Extraordinary or special items	nil

The graph below shows the expense by function for the municipal operations or General Operating Fund expenses compared to the provincial town average.

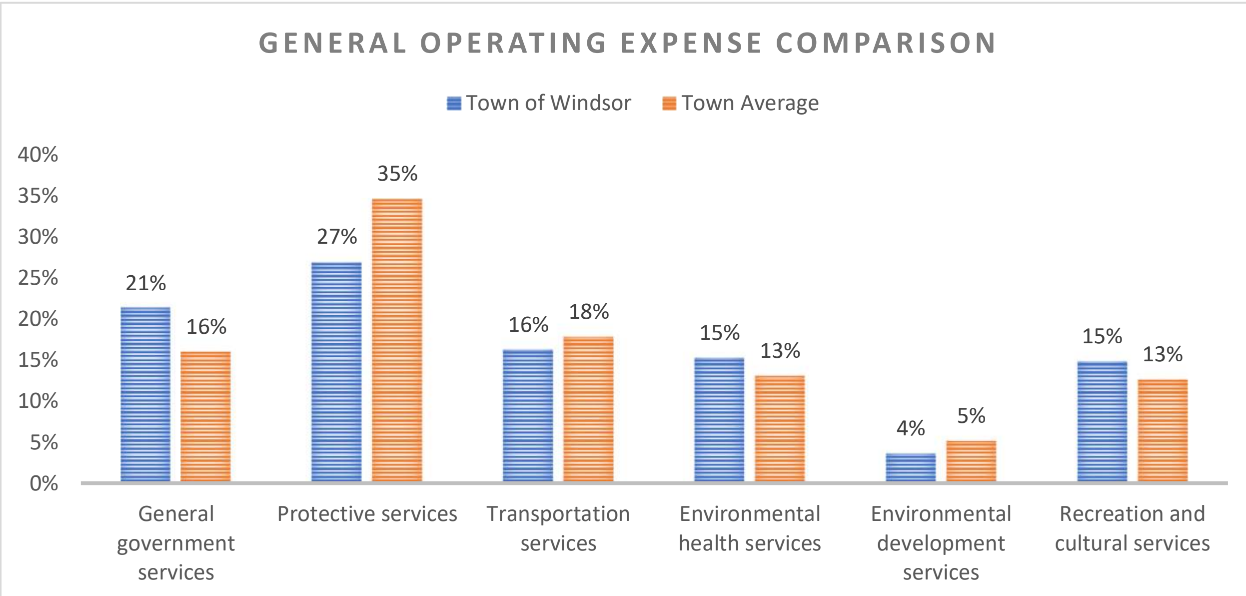


Figure 13 - Comparison of General Fund Expenses to Provincial Town Average. Source: 2019-20 Financial Information Return

Accumulated Surplus (Deficit)

Annual Surplus: Revenue - Expenses

Note: Annual surplus is added to the accumulated surplus (deficit)

Annual consolidated surplus (deficit):	$377 thousand
Consolidated accumulated surplus (deficit):	$30.9 million
Annual operating surplus (deficit):	-$84 thousand
Number of operating deficits in the last 5 years:	1

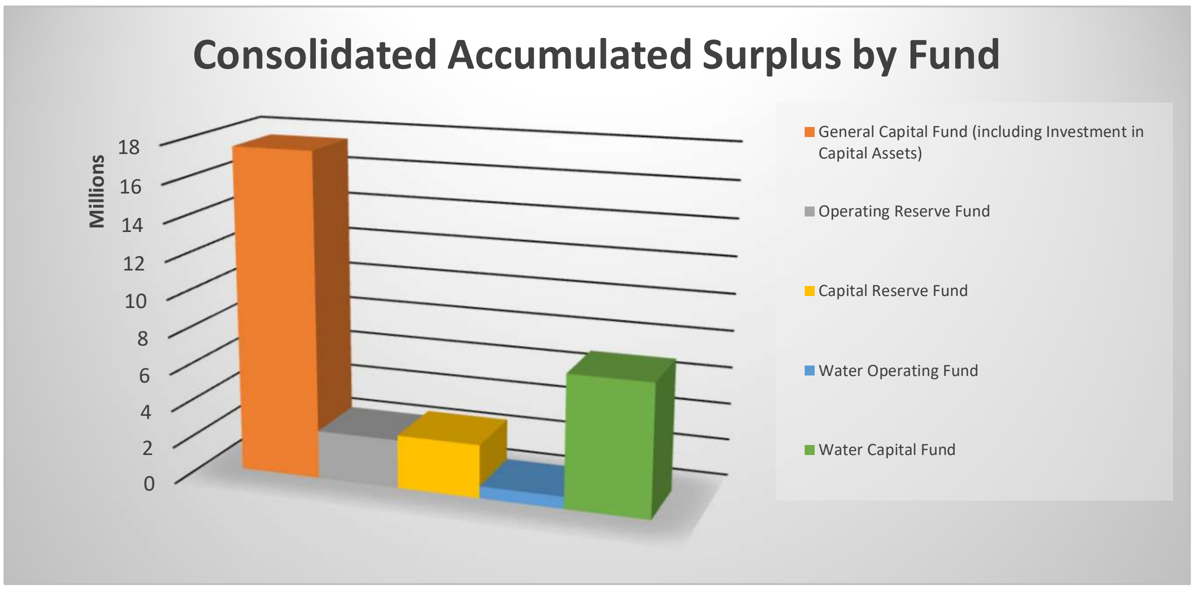


Figure 14 - Consolidated Accumulated Surplus by Fund. Source: 2019-20 Financial Information Return

Debt

Total consolidated long-term debt:	$7.4 million
Total general capital fund long-term debt:	$5.9 million
Debt Service Ratio:	11.0%
Operating fund bank indebtedness:	$.5 million
Outstanding operating debt as a percentage of Net Property Taxes/Payment in Lieu of Taxes, Grants in Lieu of Taxes and Government Transfers:	7.1%

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 13 indicators organized into base, structure and roof, focusing on:

- roof: 4 key performance indicators;
- structure: 6 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**): 10-13 FCIs meet low risk threshold;
- moderate risk (yellow): 8-9 FCIs meet low risk threshold; and
- high risk (**red**): 7 or less FCIs meet low risk threshold.

Overall Assessment

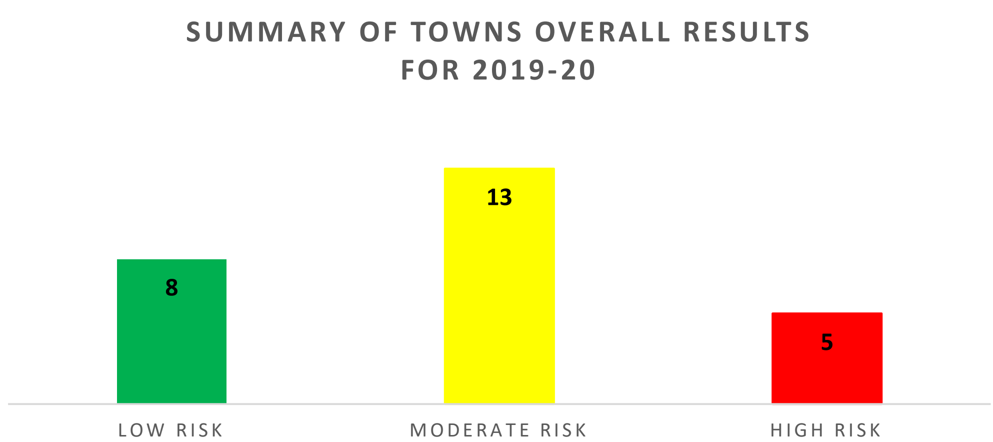
Overall Assessment for: Town of Windsor

Financial Condition: **Moderate risk**

The overall Financial Condition Index assessment for the Town of Windsor is Moderate risk

This means that, although the Municipality has a few challenges, it is considered moderate risk for fiscal instability.

Comparison: Majority of towns are at moderate risk (see chart below)



Financial Condition Indicators Highlights

Overall Assessment

Yellow (moderate risk)

The overall Financial Conditions Index assessment for the Town of Windsor is yellow (moderate risk). This means that, although the Municipality has a few challenges, it is considered moderate risk for fiscal instability.

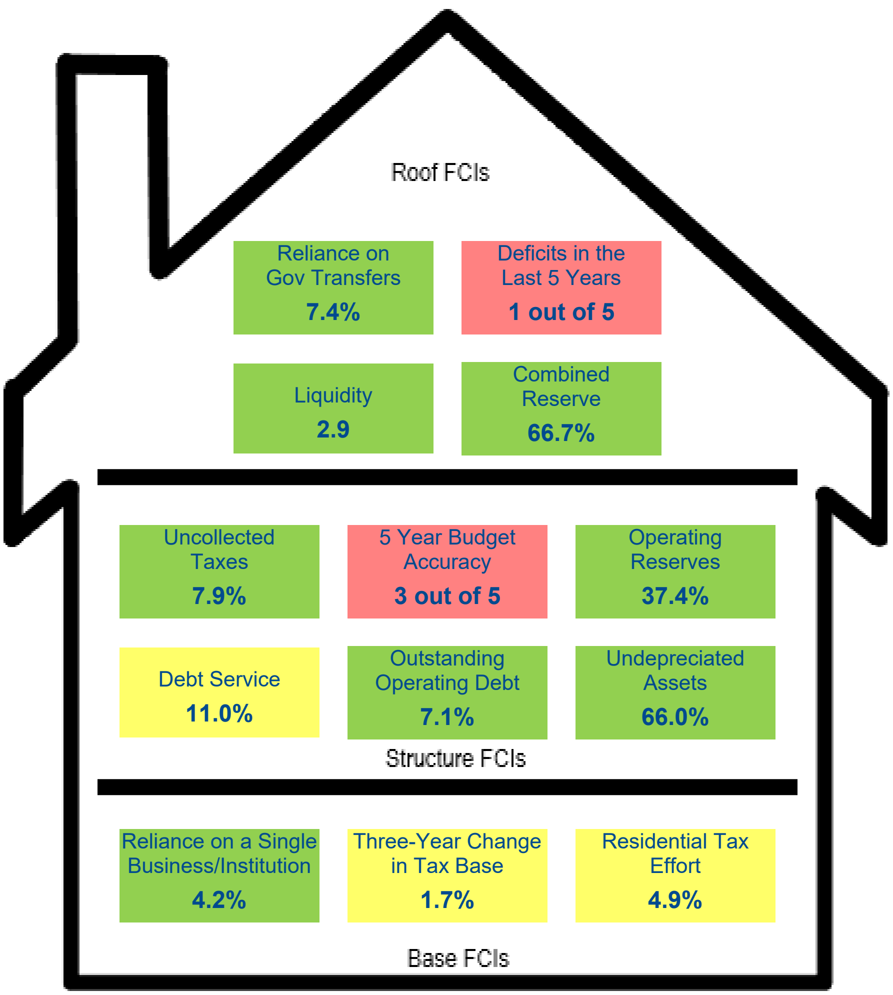
As shown in the House model below, Windsor's FCIs are comprised of:

Low Risk (green): 8 Indicators

Moderate Risk (yellow): 3 Indicators

High Risk (red): 2 Indicators

Details on the individual FCI assessments and the Municipality's specific challenges are provided below.



Two-Year Comparison of Financial Condition Indicators

BASE	2020	2019	+/-
3-year Change in Tax Base	1.7%	1.1%	0.7%
Reliance on a Single Business or Institution	4.2%	4.2%	-0.1%
Residential Tax Effort	4.9%	4.8%	0.1%
STRUCTURE			
Uncollected Taxes	7.9%	6.5%	1.4%
5 Year Budget Accuracy	3/5	3/5	0
Operating Reserves	37.4%	40.5%	-3.0%
Debt Service	11.0%	11.5%	-0.5%
Outstanding Operating Debt	7.1%	0.0%	7.1%
Undepreciated Assets	66.0%	67.7%	-1.7%
ROOF			
Deficits in the Last 5 Years	1/5	0/5	1
Liquidity	2.9	3.7	-0.8
Reliance on Government Transfers	7.4%	8.0%	-0.6%
Combined Reserve	66.7%	73.4%	-6.7%

* For 3-year Change in Tax Base, CPI % change for 2020 is 3.2% and for 2019 is 5.2%

The Base FCI Indicators

Reliance on a Single Business or Institution

2020 Results:

Low risk 4.2%

The largest single commercial or institutional account is only 4.2% of the Municipality's total Uniform Assessment.

What does it mean?

The Municipality is showing no vulnerability in this area.

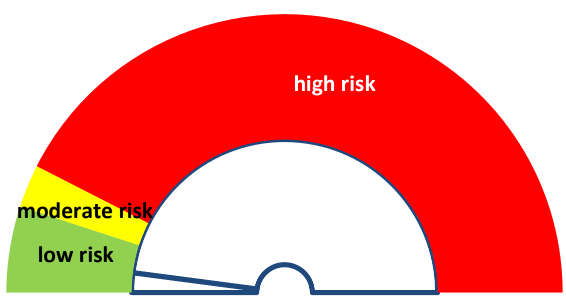
The Municipality's tax base is not dependent on one single business or institution.

Calculation:

$$\frac{\text{Taxable assessment value of the largest business or institution}}{\text{Uniform Assessment}} = 4.2\%$$

Risk Thresholds:

- Low: Less than 10%
- Moderate: 10% to 15%
- High: Greater than 15%



Three-Year Change in Tax Base

2020 Results: **Mod risk** **1.7%**

What does it mean?

Growth is below the CPI % change of 3.2% but above 0%.

The municipality's tax base is not keeping up with the cost of municipal services and programs.

Calculation:

$$\frac{\text{Current Uniform Assessment - Uniform Assessment 3 Years Prior}}{\text{Uniform Assessment 3 Years Prior}} = 1.7\%$$

Risk Thresholds:

- Low: Equal or above CPI% Change
- Moderate: Below CPI % Change, but not negative growth
- High: Negative growth

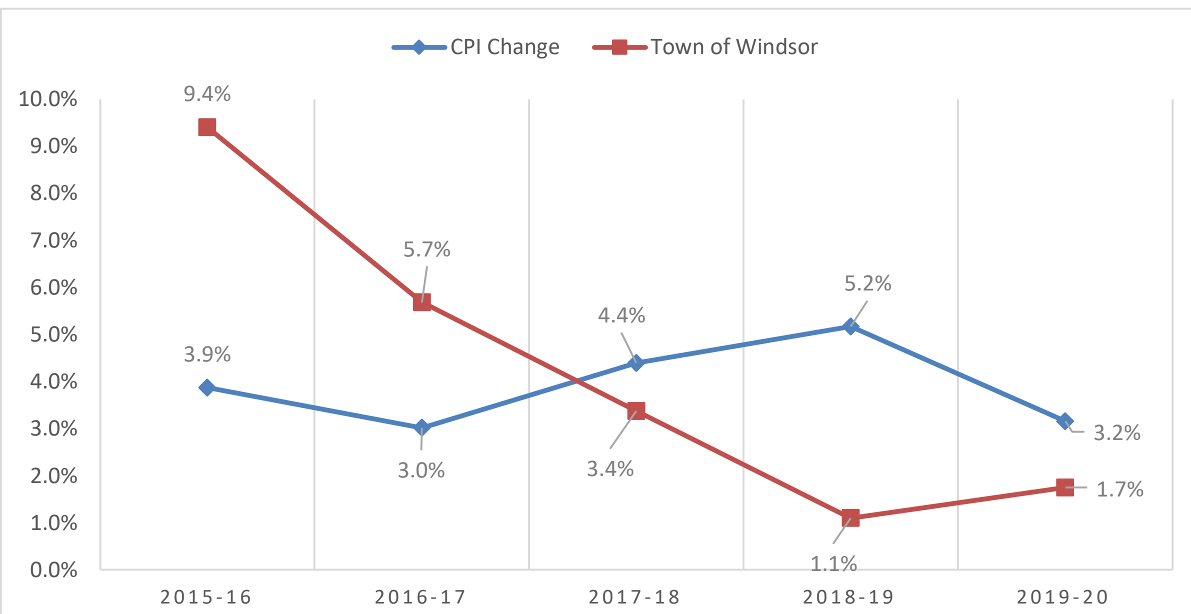


Figure 15- Three-year change in Uniform Assessment in comparison to three-year change in CPI for the last 5 yearsSource: Statement of Estimates-Assessment and Statistics Canada

Residential Tax Effort

2020 Results: **Mod risk** **4.9%**

4.9% of median household income is required to pay the average tax bill.

What does it mean?

The Municipality has limited flexibility to increase the taxes, if required.

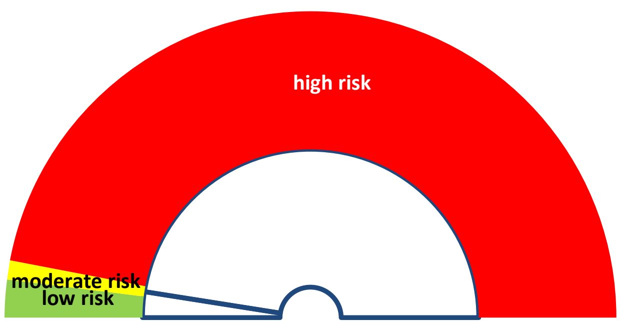
This indicator helps council assess the affordability of municipal taxes in relation to the current service levels.

Calculation:

$$\frac{\text{Total residential tax revenue per dwelling unit}}{\text{Median Household Income}} = 4.9\%$$

Risk Thresholds:

- Low: Less than 4%
- Moderate: 4% to 6%
- High: Greater than 6%



FCI Indicators - Structure (Management) Indicators

Debt Service

2020 Results: **Mod risk** **11.0%**

11% of own source revenue is spent on principal and interest payments.

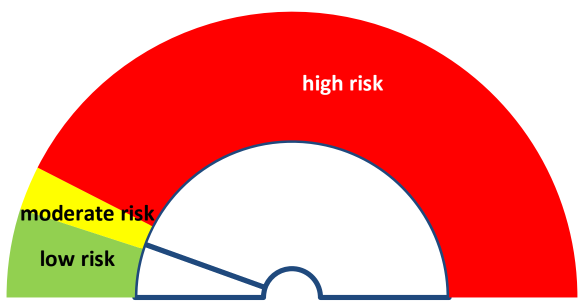
What does it mean? With adequate cash flow, the Municipality has limited potential for flexibility to increase borrowing levels to help finance future capital expenditures.

Calculation:

$$\frac{\text{Principal and Interest Paid on Long-term Debt}}{\text{Total Own Source Operating Revenue}} = 11.0\%$$

Risk Thresholds:

- Low: Less than 10%
- Moderate: 10% to 15%
- High: Greater than 15%



Outstanding Operating Debt

2020 Results: **Low risk** **7.1%**

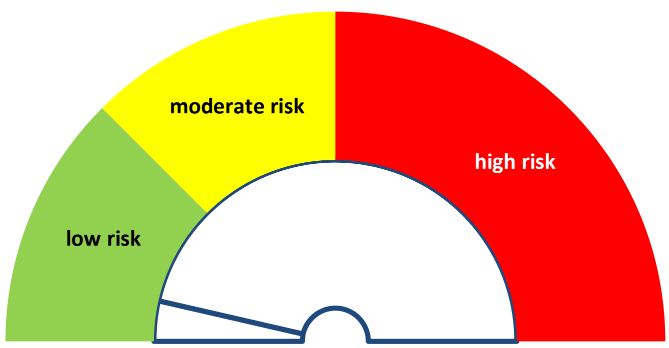
What does it mean? The Municipality is carrying operating debt.

Calculation:

$$\frac{\text{Total Outstanding Operating Debt}}{\text{Total Own Source Operating Revenue}} = 7.1\%$$

Risk Thresholds:

- Low: Less than 25%
- Moderate: 25% to 50%
- High: Greater than 50%



Operating Reserve

2020 Results: **Low risk** **37.4%**

What does it mean?

The Municipality is setting aside sufficient funds to help mitigate any unforeseen risks or future needs

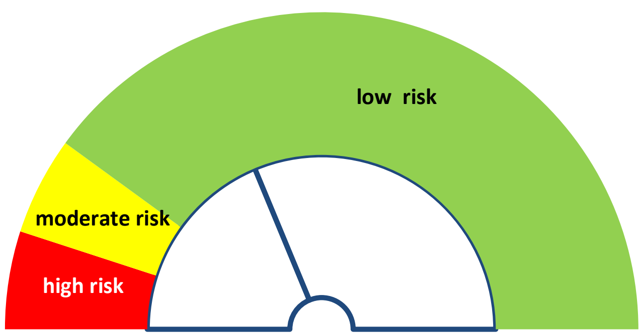
This indicator provides the value of funds set aside for planned future needs, to smooth expenses or for unexpected expenses.

Calculation:

$$\frac{\text{Total Operating Reserve Fund Balance}}{\text{Total Operating Expenditures}} = 37.4\%$$

Risk Thresholds:

- Low: Greater than 20%
- Moderate: 10% to 20%
- High: Less than 10%



Uncollected Taxes

2020 Results: **Low risk** **7.9%**

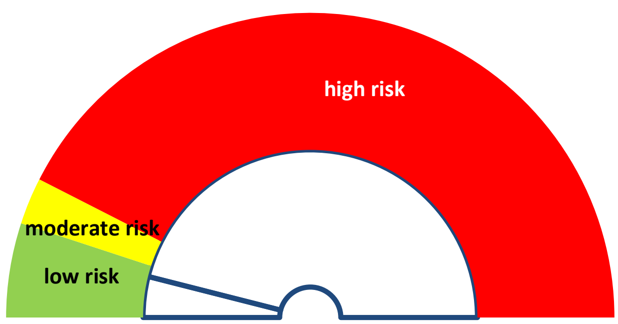
What does it mean? The Municipality is managing tax revenue collection.

Calculation:

$$\frac{\text{Total Cumulative Uncollected Taxes}}{\text{Total Taxes Billed in Current Fiscal Year}} = 7.9\%$$

Risk Thresholds:

- Low: Less than 10%
- Moderate: 10% to 15%
- High: Greater than 15%



Undepreciated Assets

2020 Results: **Low risk** **66.0%**

What does it mean?

This indicator estimates that the Municipality's capital assets have 66.% of useful life remaining.

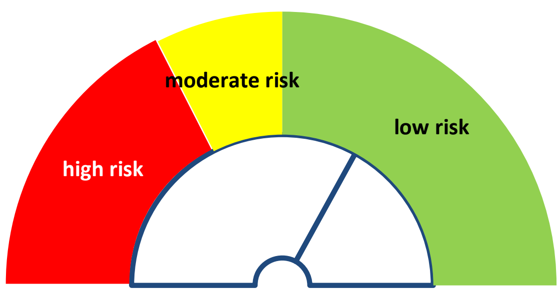
Municipalities across Canada are facing sufficient infrastructure challenges. This indicates that the Municipality is experiencing less of an infrastructure challenge than other municipalities.

Calculation:

$$\frac{\text{Total Net Book Value of Capital Assets}}{\text{Gross Costs of Capital Assets}} = 66.0\%$$

Risk Thresholds:

- Low: Greater than 50%
- Moderate: 35% to 50%
- High: Less than 35%



5-Year Budget Accuracy

2020 Results: **High risk** 3 of the last 5 years, actual expenditures were within +/- 5% of budget

What does it mean? The Municipality did not consistently maintain expenditure spending within budget limits.

Calculation:

$$\frac{\text{Total budget expenditures} - \text{Total actual expenditures}}{\text{Total budget expenditures}}$$

Risk Thresholds:

Low: 5 out of 5 years, expenditures were within +/- 5% or expenditure and revenue variance were within +/- 5% of each other

Moderate: 4 out of 5 years, expenditures were within +/- 5%

High: Less than 4 out of 5 years, expenditures were within +/- 5%

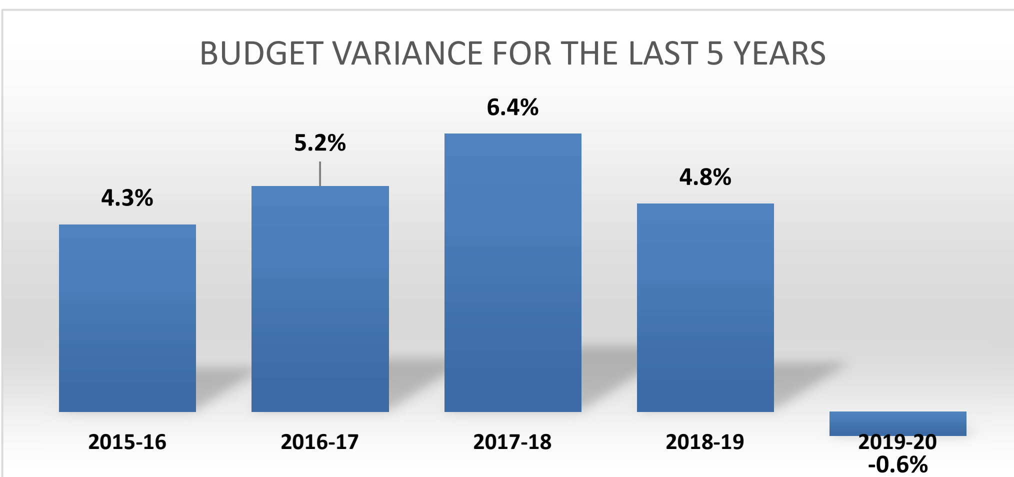


Figure 16- Operating budget variance over the last 5 years. Source: Financial Information Return and Statement of Estimates- Budget

FCI - Roof (Key Performance) Indicators -

the ability to meet current and future needs in a balanced and independent manner

Reliance on Government Transfers

2020 Results: **Low risk** **7.4%**

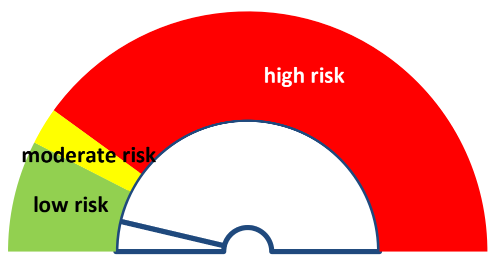
What does it mean? The Municipality is not dependent on another level of government to meet its service obligations.

Calculation:

$$\frac{\text{Total Government Transfers}}{\text{Total Revenue}} = 7.4\%$$

Risk Thresholds:

- Low: Less than 15%
- Moderate: 15% to 20%
- High: Greater than 20%



Number of Deficits in the Last 5 Years

2020 Results:	**High risk**	1 Operating deficits in the last five years

What does it mean?

Deficits are important indications of financial health. The result indicates that the municipality has, at times, not been 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	=	1

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)

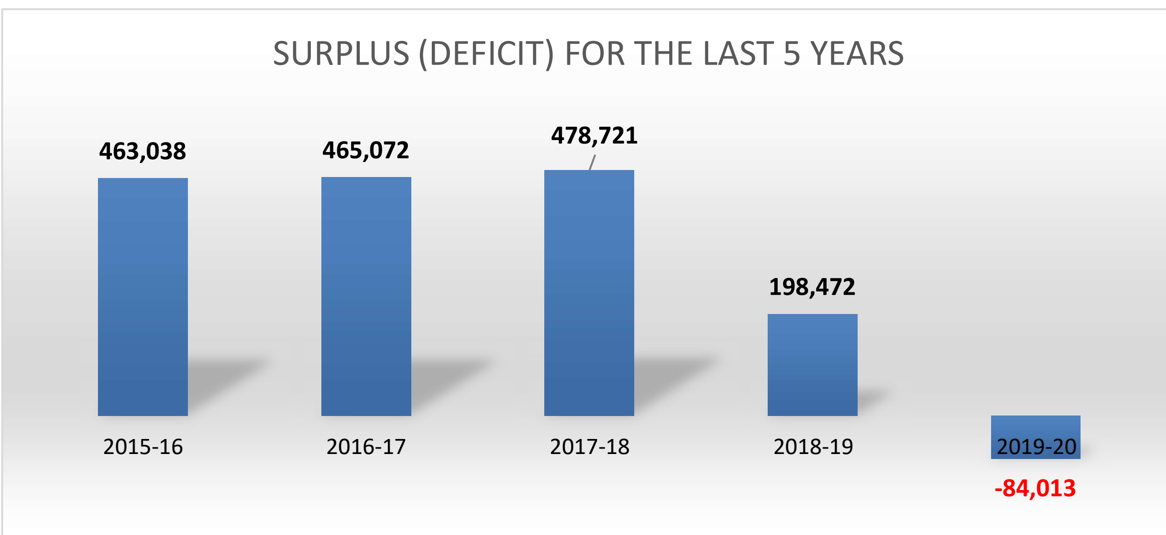


Figure 17- Annual operating fund surplus (deficit) for the last 5 years. Source: Financial Information Return

Liquidity

2020 Results: **Low risk** **2.9**

What does it mean?

Liquidity is key to financial performance.

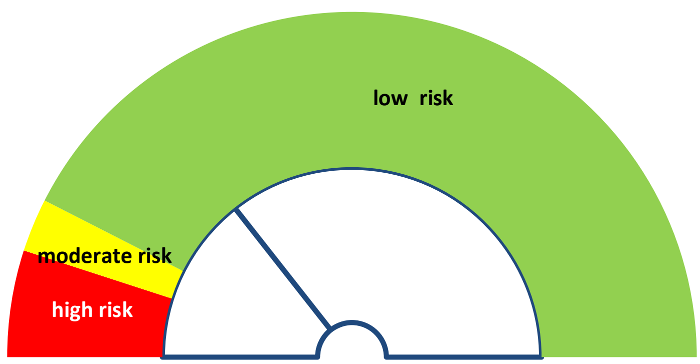
The result indicates that the Municipality does not have a cash flow problem and is able to meet its service obligations.

Calculation:

$$\frac{\text{Total Current Financial Assets}}{\text{Total Current Liabilities}} = 2.9$$

Risk Thresholds:

- Low: Greater than 1.5
- Moderate: 1 to 1.5
- High: Less than 1



Combined Reserves

2020 Results: **low risk** **66.7%**

What does it mean?

This result indicates that the Municipality does appear to have sufficient reserves needed to address unexpected events or provide flexibility to address future projects

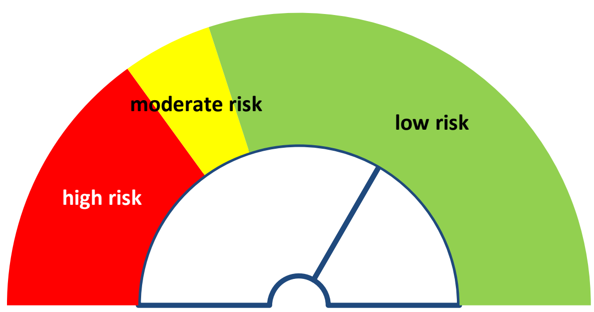
Reserves are critical components of a municipality's long-term sustainability. This indicator shows the value of the funds held in the reserves compared to a single year's operation, including amortization expenses.

Calculation:

$$\frac{\text{Total Operating and Capital Reserves}}{\text{Total Operating Expenses plus Amortization Expense}} = 66.7\%$$

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 **town.windsor.ns.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 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
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☑	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Audit Committee

Submitted by: Carlee Rochon, Director, Financial Services

Date: February 2, 2022

Subject: Financial Update – Month Ending December 31, 2021

LEGISLATIVE AUTHORITY

MGA, Part II, Administration, 31 (c)

RECOMMENDATION or DECISION REQUEST

Not Applicable

BACKGROUND

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

The 2021-22 Municipal Operating budget was passed June 8, 2021.

- 2021-22 Operating Budget of $27,220,911
- 2021-22 Capital Budget of $13,113,777

Council provides overall governance of Municipal funds while the Chief Administrative Officer 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 Municipality's operating fund. Municipal departments are responsible for overseeing the day-to-day activity of their budget areas.

DISCUSSION

Please refer to the attached Actual Budget Variance reports for the period ending December 31, 2021.

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 or down) will occur throughout the fiscal year.

Revenues recorded to date are 94.8% of budget. Expenditures are at 63.1% of budget; however, as we move towards the fiscal year end, this percentage will continue to evolve upward.

Projections are based on the current information and limited historical trends. The possibility of fluctuations within these projections should be presumed. The overall projected surplus based on the variance analysis for the general fund is $903,075. 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, with a projected variance of 4% from what was budgeted. Some revenue sources are projecting to be higher, such as Deed Transfer Tax, Water Sales, Building Permits and conditional transfers from Safe Restart Funding. Some revenue sources are projecting to be lower, such as NS Power Grant, Leases, Local Government Services and Community Development.

The largest variance stems from West Hants Regional budgets being conservative in projecting revenue. Given the unexpected real estate market success, our Deed Transfer Tax is projected to be $864,028 higher than budget based on the reported revenue at the end of the ninth month. The second largest variance is related to the Financial Capacity Grant (formerly known as Equalization). The Provincial Government announced a double payment this year following the election, resulting in $562,708 in additional revenue.

Revenue projections for Community Development have been further lowered. Recent COVID-19 restrictions have resulted in limited ability to offer rentals and programs, impacting another two and half months of operations (Dec – Feb). Based on trends, Host Community fees may be higher on March 31st, but projections have remained within budget.

<u>Expenditure Highlights</u>

Municipal expenditures are projected to be higher, with a projected variance of 0.7% from what was budgeted. Some expenditure sources are projecting to be higher, such as Police Services, Recreation and Cultural Services, General Administration, Transfer To/From Reserves and Debt Servicing. Some expenditure sources are projecting to be lower, such as Fiscal Services, Environmental Development Services, Transportation, and Environmental Health Services.

The largest variance is attributed to the RCMP union negotiations at the Federal level coming to conclusion. Estimates of the full impact to West Hants are still being prepared by the RCMP Financial Team, but the current estimate of $750,000 was used for this report. The Municipality and RCMP began preparing for this in 2020-21, when $582,668 in retro payment adjustments was added to the RCMP reserve for this purpose. The remainder will be mitigated through the 2020-21 RCMP operating credit of $524,015 and expected credits for 2021-22.

Education is also expected to be lower by $232,524, as the former Town of Hantsport education agreement amount was incorporated in the overall figure provided.

General Administration projections have increased. Due to unexpected repairs and cleaning costs for libraries and the courthouse as well as the additional cost to support the ongoing operations of two municipal offices. The other item causing an increase in this projection is the additional studies requested to support Council decision making processes.

Additional grants have been proposed to Council since the original approval of the grants and contributions in June 2021, increasing the Community Development costs.

Year end projections from Public Housing have forecasted a larger deficit, so the projections have been increased to account for WHRM portion of the public housing deficit.

NEW ITEMS

Not Applicable

FINANCIAL IMPLICATIONS

The projections provided are limited as we are currently at the end of the ninth month, finalizing the fiscal year end. The overall projected surplus based on the variance analysis for the general fund is $903,075.

ALTERNATIVES

Not Applicable

ATTACHMENTS

- Actual vs Budget 2021-2022 – Ending December 31, 2021

CHIEF ADMINISTRATIVE OFFICER REVIEW

Report Prepared by: Carlee Rochon

Carlee Rochon, Director, Financial Services

Report Reviewed by: ______________________________
Mark Phillips, Chief Administrative Officer

West Hants Regional Municipality
Income Statement - Actual vs. Budget
For the Ninth Months Ending December 31, 2021

	2021-22 Budget	*YTD Actual*	*Remaining Funds*	Act./Bud. Percentage	*Forecast March 31, 2022*
TOTAL REVENUES					
ASSESSABLE PROTERTIES					
RESIDENTIAL	6,178,409	6,176,385	(2,024)	100.0%	6,176,385
COMMERCIAL	1,195,625	1,193,495	(2,130)	99.8%	1,193,495
SPECIAL TAX AGREEMENT	53,346	53,803	457	100.9%	53,803
RESOURCE	251,811	243,273	(8,538)	96.6%	243,273
WEST HANTS AREA RATES	6,955,875	6,897,739	(58,136)	99.2%	6,897,739
HANTSPORT AREA RATES	673,541	672,682	(859)	99.9%	672,682
WINDSOR AREA RATES	4,139,250	4,070,909	(68,341)	98.3%	4,070,909
TOTAL	19,447,857	19,308,286	(139,571)	99.3%	19,308,286
SEWER UTILITY REVENUE					
WEST HANT SEWER	1,124,977	889,938	(235,039)	79.1%	1,186,584
WINDSOR SEWER	999,000	722,393	(276,607)	72.3%	963,191
TOTAL	2,123,977	1,612,331	(511,646)	75.9%	2,149,775
BUSINESS PROPERTY					
MT&T	79,380	79,380	-	100.0%	79,380
NS POWER	207,445	204,319	(3,126)	98.5%	204,319
TOTAL	286,825	283,699	(3,126)	98.9%	283,699
OTHER					
DEED TRANSFER TAX	1,415,972	1,898,187	482,215	134.1%	2,280,000
5% SUBDIVISION	8,000	17,250	9,250	215.6%	17,250
TOTAL	1,423,972	1,915,437	491,465	134.5%	2,297,250
GRANTS-IN-LIEU					
FEDERAL	47,760	27,813	(19,947)	58.2%	47,760
PROVINCIAL	37,761	13	(37,748)	0.0%	37,761
TOTAL	85,521	27,826	(57,695)	32.5%	85,521

West Hants Regional Municipality
Income Statement - Actual vs. Budget
For the Ninth Months Ending December 31, 2021

	2021-22 Budget	*YTD Actual*	*Remaining Funds*	**Act./Bud. Percentage**	*Forecast March 31, 2022*
LOCAL GOVERNMENT					
GENERAL GOV SERVICES	2,500	2,616	116	104.6%	2,616
RECYCLING/ENFORCEMENT	99,730	-	(99,730)	0.0%	81,801
HOST COMMUNITY FEES	373,000	342,861	(30,139)	91.9%	373,000
COURTHOUSE	77,834	53,999	(23,835)	69.4%	77,834
RESERVE TFR - TIPPING FEES	75,579	-	(75,579)	0.0%	57,766
ADMINISTRATION FEES	661,204	12,711	(648,493)	1.9%	665,615
KINGS COUNTY FIRE GRANT	58,811	(20,315)	(79,126)	(34.5%)	58,811
GLOOSCAP FIRE GRANT	7,065	7,065	-	100.0%	7,065
CAPITAL FIRE GRANT - KINGS	84,160	-	(84,160)	0.0%	25,215
MISC GLOOSCAP	30,000	33,846	3,846	112.8%	40,000
TOTAL	1,469,883	432,783	(1,037,100)	29.4%	1,365,585
LICENSES & PERMITS					
LICENCES	5,194	1,000	(4,194)	19.3%	5,194
WH BUILDING	46,755	60,315	13,560	129.0%	90,473
TOTAL	51,949	61,315	9,366	118.0%	95,667
FINES	44,962	21,043	(23,919)	46.8%	28,057
RENTALS					
RENTALS	96,810	-	(96,810)	0.0%	94,361
LEASES	35,100	10,200	(24,900)	29.1%	29,552
TOTAL	131,910	10,200	(121,710)	7.7%	123,913
RETURN ON INTESTMENT	67,310	-	(67,310)	0.0%	50,483
INTEREST & PENALTIES					
INTEREST & PENALTIES	307,153	274,884	(32,269)	89.5%	366,512
TOTAL	307,153	274,884	(32,269)	89.5%	366,512
OTHER					

	2021-22 Budget	*YTD Actual*	*Remaining Funds*	**Act./Bud. Percentage**	*Forecast March 31, 2022*
TAX CERTIFICATES	14,000	11,300	(2,700)	80.7%	15,067
SUBDIVISION FEE	2,000	-	(2,000)	0.0%	1,500
WIND FARMS	171,168	172,656	1,488	100.9%	172,656
WATER SALES	20,000	32,843	12,843	164.2%	32,099
MISC	18,600	78,440	59,840	421.7%	78,440
TOTAL	225,768	295,239	69,471	130.8%	299,761
COMMUNITY DEVELOPMENT					
RECREATION	216,875	62,235	(154,640)	28.7%	82,980
RECREATION - FACILITIES	504,574	146,154	(358,420)	29.0%	194,872
	721,449	208,389	(513,060)	28.9%	277,852
SERVICE NS & MUN RELATIONS					
EQUALIZATION GRANTS	463,476	984,739	521,263	212.5%	1,125,416
FARM PROPERTY ACREAGE	89,139	89,139	-	100.0%	89,139
HST OFFSET GRANT	112,360	110,211	(2,149)	98.1%	110,211
911 COST RECOVERY	6,300	-	(6,300)	0.0%	6,300
TOTAL	671,275	1,184,089	512,814	176.4%	1,331,066
FEDERAL GOVERNMENT GRANTS	156,502	170,089	13,587	108.7%	170,089
OWN VALUATION ALLOW & EQUITY					
OTHER FUNDS GENERAL	4,600	545	(4,055)	11.8%	84,136
TOTAL REVENUE	**27,220,913**	**25,806,155**	**(1,414,758)**	**94.8%**	**28,317,651**

West Hants Regional Municipality
Income Statement - Actual vs. Budget
For the Ninth Months Ending December 31, 2021

	2021-22 Budget	*YTD Actual*	*Remaining Funds*	Act./Bud. Percentage	*Forecast March 31, 2022*
LEGISLATIVE					
WARDEN	56,954	39,264	17,690	68.9%	52,352
COUNCIL	332,116	232,471	99,645	70.0%	332,116
CONSOLIDATION & TRANSITION	-	40,395	(40,395)		79,536
OTHER LEGISLATIVE	28,000	6,752	21,248	24.1%	22,684
TOTAL	417,070	318,882	43,486	76.5%	486,688
GENERAL ADMINISTRATION					
ADMINISTRATIVE MANAGMENT	441,452	292,802	148,650	66.3%	390,402
FINANCIAL MANAGEMENT	875,382	596,800	278,582	68.2%	813,733
LEGAL/AUDITOR	87,677	44,424	43,253	50.7%	84,502
TAXATION	130,565	111,523	19,042	85.4%	111,523
COMMON SERVICES	3,250	1,079	2,171	33.2%	3,250
OTHER GENERAL ADMIN					
OFFICE ADMIN	120,411	88,145	32,266	73.2%	120,411
FACILITIES	220,444	191,388	29,056	86.8%	275,184
LIBRARIES	32,300	38,061	(5,761)	117.8%	50,748
DATA SERVICES	481,859	217,666	264,193	45.2%	481,859
INSURANCE	196,982	173,714	23,268	88.2%	173,714
PUBLIC SAFETY GRANTS	23,500	8,500	15,000	36.2%	20,400
OTHER	78,670	152,353	(73,683)	193.7%	203,137
TOTAL	2,692,492	1,916,455	522,013	71.2%	2,728,863
PROTECTIVE SERVICES					
POLICE	4,948,898	2,541,064	2,407,834	51.3%	5,698,898
LAW ENFORCEMENT	184,162	96,136	88,026	52.2%	184,162
FIRE FIGHTING	2,473,513	1,915,580	557,933	77.4%	2,473,513
EMERGENCY	91,599	46,347	45,252	50.6%	91,599
BUILDING INSPECTION	382,887	229,615	153,272	60.0%	382,887
FOOD BANK	11,965	8,313	3,652	69.5%	11,965
TOTAL	8,093,024	4,837,055	4,377,188	59.8%	8,843,024

West Hants Regional Municipality
Income Statement - Actual vs. Budget
For the Ninth Months Ending December 31, 2021

	2021-22 Budget	YTD Actual	Remaining Funds	Act./Bud. Percentage	Forecast March 31, 2022
TRANSPORTATION					
ROADS & STREETS - ADMIN	842,082	455,295	386,787	54.1%	842,082
ROADS & STREETS - WEST HANTS	226,727	82,060	144,667	36.2%	226,727
ROADS & STREETS - WINDSOR	516,186	315,063	201,123	61.0%	516,186
ROADS & STREETS - HANTSPORT	218,840	105,485	113,355	48.2%	218,840
TOTAL	1,803,835	957,903	851,891	53.1%	1,803,835
ENVIRONMENTAL HEALTH SERVICES					
SEWERS					
ADMINISTRATION	773,420	267,052	506,368	34.5%	706,118
OPERATING COSTS	233,600	180,472	53,128	77.3%	233,600
LONG TERM DEBT	117,957	68,663	49,294	58.2%	117,957
WINDSOR SEWER					
ADMINISTRATION	363,627	258,013	105,614	71.0%	363,627
OPERATING COSTS	262,550	166,676	95,874	63.5%	222,235
LONG TERM DEBT	372,823	121,472	251,351	32.6%	325,463
SUB-TOTAL	*2,123,977*	*1,062,348*	*1,390,889*	*50.0%*	*1,969,000*
GARBAGE & RECYCLING					
GARBAGE & WASTE - WEST HANTS	1,058,790	755,297	303,493	71.3%	1,058,790
GARBAGE & WASTE - WINDSOR	289,504	130,920	158,584	45.2%	289,504
CLOSED LANDFILL	75,579	36,307	39,272	48.0%	57,766
RECYCLING/ENFORCEMENT	99,730	61,351	38,379	61.5%	81,801
SUB-TOTAL	*1,523,603*	*983,875*	*640,851*	*64.6%*	*1,487,861*
TOTAL ENVIRO HEALTH SERVICES	3,647,580	2,046,223	2,031,741	56.1%	3,359,559
ENVIRONMENTAL DEVELOPMENT SERVICES					
PLANNING	659,334	415,140	244,194	63.0%	553,520
MCAPP/VCFN/REN/TOURISM	132,041	55,781	76,260	42.2%	111,444
INDUSTRIAL PARK	8,000	2,448	5,552	30.6%	8,000
TOTAL	799,375	473,369	310,584	59.2%	672,964

West Hants Regional Municipality
Income Statement - Actual vs. Budget
For the Ninth Months Ending December 31, 2021

	2021-22 Budget	_YTD Actual_	_Remaining Funds_	Act./Bud. Percentage	_Forecast March 31, 2022_
RECREATION & CULTURAL SERVICES					
ADMINISTATION	306,705	203,353	103,352	66.3%	306,705
RECREATION SITES & MAINTENANCE	443,086	321,001	122,085	72.4%	428,001
PROGRAMS	529,104	469,395	59,709	88.7%	609,104
POOL	167,043	166,814	229	99.9%	166,814
COMMUNITY CENTRE	199,633	105,525	94,108	52.9%	199,633
SPORT COMPLEX	604,635	254,217	350,418	42.0%	604,635
COMMUNITY ECONOMIC DEVELOPMENT	280,410	180,698	99,712	64.4%	240,931
HMCC	86,340	63,333	23,007	73.4%	86,340
MAPLEWOOD CEMETERY	34,821	-	34,821	0.0%	34,821
RIVERBANK CEMETERY	31,260	-	31,260	0.0%	31,260
TOTAL	2,683,037	1,764,336	972,338	65.8%	2,708,244
FISCAL SERVICES					
VALUATION ALLOWANCE & BAD DEBTS					15,000
HOUSING AUTHORITY	148,912	128,139	20,773	86.1%	160,000
ASSESSMENT	333,473	250,105	83,368	75.0%	333,473
CORRECTIONAL	252,159	194,744	57,415	77.2%	252,159
REGIONAL LIBRARY	123,000	89,657	33,343	72.9%	119,543
EDUCATION	4,855,570	3,467,286	1,388,284	71.4%	4,623,046
TOTAL	5,713,114	4,129,931	1,750,986	72.3%	5,503,221
COURTHOUSE	77,834	76,567	1,267	98.4%	84,224
			-		
LONG TERM DEBT	1,673,452	660,621	1,012,831	39.5%	1,688,117
TRANSFER TO RESERVES	(381,434)	-	(381,434)	0.0%	(464,164)
TOTAL EXPENDTURES	**27,219,379**	**17,181,342**	**11,492,891**	**63.1%**	**27,414,576**
SURPLUS/(DEFICIT)*	**1,534**	**8,624,813**	**(12,907,649)**		**903,075**

* Windsor sewer deficit to be invoiced once 2021-22 is finalized

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

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

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	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

Date: February 6, 2022 at 7:32:12 PM AST

Dear Mayor & Councillors,

In 2021 you passed a budget for the 2021-2022 tax year that reduced the tax rate for WHRM. I applaud you for making the very difficult choices that allowed you to do this! It is not often in this day and age that we see our elected officials making attempts to be fiscally prudent. Reducing costs for the taxpayer, while all the while maintaining services that are required to have a vibrant, caring community shows that you understand how to spend our taxes carefully and efficiently. I encourage you to continue your important work and to focus on raising the quality of public spending so that we, the taxpayers, receive the highest value for our tax dollars. I believe that if you maintain this direction, we will continue to see the unprecedented growth that is taking place in WHRM long into the future!

With sincere thanks!

Kim MacQuarrie

Honourable Sean Fraser
Member of Parliament for Central Nova
2A 115 MacLean Street,
New Glasgow, Nova Scotia
B2H 4M5
sean.fraser@parl.gc.ca

February 8, 2022

Dear Mr. Fraser,

The Pisiquid Watershed Society for Sustainable Community and Ecosystems is a volunteer-based society in West Hants. As residents, farmers, recreation advocates, business owners, and representatives of the tourism sector and Marsh Bodies, we are all impacted and concerned about the direction of the Ministerial Order in place under the authority of the Minister of Fisheries, Oceans and the Canadian Coast Guard at the Avon River Causeway.

Renewed every two weeks since March 2021, this Ministerial Order has drained the freshwater reservoir known as Lake Pisiquid and the upstream river system with every outgoing tide. This has resulted in severe consequences and ripple effects on the freshwater ecosystem and entire region. This freshwater resource is vital to over 3,500 acres of actively farmed land, many freshwater species, and our region's largest employer and off-peak tourism draw, as well as many others. We continue to work together to advocate for the preservation of this freshwater river system.

Prior to the recent federal election, our community was polled by local MP Kody Blois and the majority of citizens reached were in favour of maintaining the freshwater system as we have known it since construction of the causeway and aboiteau nearly 50 years ago. Our MP Kody Blois, also campaigned in support of maintaining this system in the most recent Federal election campaign.

Despite many attempts to engage the previous Nova Scotia Cabinet Minister, we were disappointed not to gain an audience with her. With the Ministerial Order continuing to impact our community, we request a meeting with you to share our concerns and experiences prior to the Ministerial Order and over the last 11 months.

We invite you to meet us in Windsor to provide an opportunity to see, as well as hear, how our community has been impacted. However, if travelling to Windsor is not possible, we'd be pleased to meet at your constituency office or in Halifax.

We look forward to hearing from you.

Sincerely,

Sheldon Hope
President
Pisiquid Watershed Society

CC: Honourable Kody Blois, Member of Parliament - Kings Hants
Honourable Tim Houston, Premier of Nova Scotia
Melissa Sheehy-Richard, MLA – Hants West
Abe Zebian, Mayor – West Hants Regional Municipality

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

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☑	Decision Request ☐	Councillor Activity ☐

To: WHRM Council

Submitted by: Carlee Rochon, Director, Financial Services

Date: February 22, 2022

Subject: Temporary Borrowing Resolution Renewal

LEGISLATIVE AUTHORITY

Municipal Government Act, Part VI, Power to Spend Money 65 & Power to Borrow Money 66

RECOMMENDATION or DECISION REQUEST

Council approve the

…renewal of temporary borrowing resolution for 19/20-02 – Hantsport Fire Department Station, in the amount of $2,625,000.

…renewal of temporary borrowing resolution for Windsor Fire Department – 100' Single Axle Quint Fire Apparatus, in the amount of $1,451,241.

…renewal of temporary borrowing resolution for Brooklyn Fire Department – 2000 IMP Gallon Pumper-Tanker, in the amount of $981,679.

…renewal of temporary borrowing resolution for Fire Rescue Truck – SWHFD, in the amount of $263,123.

BACKGROUND

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

A Temporary Borrowing Resolution (TBR) is a required step in the process to secure the necessary borrowing to support the purchase of items of required by the Municipality as outlined in the approved Capital Budgets.

Following Council's approval of a temporary borrowing resolution, it is sent to the Department of Municipal Affairs and Housing for review and approval from the Minister. Temporary borrowing resolutions expire after a year and require Council's approval to renew.

DISCUSSION

The 2020-21 Capital Budget, approved on June 3, 2020, included a Pumper / Tank 1 for Brooklyn Station 2, and an Aerial (Quint) for Windsor Fire Department. The purchase of these apparatus was approved by Council at the November 24t, 2020 meeting. Also approved in November were the temporary borrowing resolutions for both apparatuses. Apparatus delivery can take over a year, and the temporary borrowing resolutions have expired and require renewal by Council.

Also in the approved 2020-21 Capital Budget was a Fire Rescue Truck for Southwest Hants Fire Department. The purchase of this apparatus was approved by Council at the October 27, 2020 meeting. Also approved in October was the temporary borrowing resolution for purchase. This temporary borrowing resolution has expired and requires renewal before the Spring 2022 Debenture call from Municipal Finance Corporation.

The Hantsport Fire Station is an ongoing project, with Phase 1 approved in the 2020-21 Capital Budget, and Phase 2 approved in the 2021-22 Capital Budget. Council approved the temporary borrowing resolution on October 27, 2020. This temporary borrowing resolution has expired and requires renewal by Council.

NEXT STEPS

Send the temporary borrowing resolutions to Municipal Affairs and Housing for Minister approval.

FINANCIAL IMPLICATIONS

The full financing charges for all the above already make up part of the current fiscal year's budget, so they will have no impact on the budget.

ALTERNATIVES

- Council could reject the proposed TBRs, but in doing so would have to direct staff as to how the items are to be funded.

ATTACHMENTS

- Temporary borrowing resolution for 19/20-02 – Hantsport Fire Department Station

- Temporary borrowing resolution for Windsor Fire Department – 100’ Single Axle Quint Fire Apparatus
- Temporary borrowing resolution for Brooklyn Fire Department – 2000 IMP Gallon Pumper-Tanker
- Temporary borrowing resolution for Fire Rescue Truck – SWHFD

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

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

Report Approved by: ______________________________
Mark Phillips, Chief Administrative Officer

MUNICIPAL COUNCIL OF THE

TEMPORARY BORROWING RESOLUTION RENEWAL

Amount: $ 2,625,000 Renewal Project: 19/20-02 Hantsport Fire 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;

WHERAS pursuant to a resolution passed by Council on the 22 day of February, 2022, the Council postponed the issue of debentures and with the approval of the Minister of Municipal Affairs and Housing dated the 12 day of November, 2020, did borrow from a chartered bank or trust company doing business in Nova Scotia a sum not exceeding Two Million Six Hundred Twenty-Five Thousand Dollars ($2,625,000) for the purposes set out above and for a period not exceeding twelve months; and

WHERAS Council has deemed it expedient that the period of borrowing be further extended;

BE IT THEREFORE RESOLVED

THAT subject to the approval of the Minister of Municipal Affairs and Housing, the authorized period of borrowing in the amount not exceeding Two Million Six Hundred Twenty-Five Thousand Dollars ($2,625,000) be extended for a further period not exceeding Twelve (12) months from the date of the approval of the Minister of Municipal Affairs and Housing.

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 22 day of February, 2022.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this _____ day of ____________, 2022.

____
Clerk

MUNICIPAL COUNCIL OF THE

TEMPORARY BORROWING RESOLUTION

Amount: $ 1,451,241 Purpose: WFD - 100' Single Axle Quint Fire Apparatus

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 - 100' Single Axle Quint Fire Apparatus;

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 four hundred fifty-one thousand two hundred forty-one Dollars ($ 1,451,241) 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 four hundred fifty-one thousand two hundred forty-one Dollars ($ 1,451,241) 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 22 day of February, 2022.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this _____ day of ____________, 2022.

____

Clerk

MUNICIPAL COUNCIL OF THE

TEMPORARY BORROWING RESOLUTION

Amount: $ 981,679 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 Nine hundred eighty-one thousand six hundred seventy-nine Dollars ($ 981,679) 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 Nine hundred eighty-one thousand six hundred seventy-nine Dollars ($ 981,679) 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 22 day of February, 2022.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this _____ day of ____________, 2022.

____

Clerk

MUNICIPAL COUNCIL OF THE

TEMPORARY BORROWING RESOLUTION RENEWAL

Amount: $ 263,123 Renewal Project: Fire Rescue Truck - SWHFD

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;

WHERAS pursuant to a resolution passed by Council on the 22 day of February, 2022, the Council postponed the issue of debentures and with the approval of the Minister of Municipal Affairs and Housing dated the 12 day of November, 2020, did borrow from a chartered bank or trust company doing business in Nova Scotia a sum not exceeding Two hundred sixty-three thousand one hundred twenty Dollars ($ 263,123) for the purposes set out above and for a period not exceeding twelve months; and

WHERAS Council has deemed it expedient that the period of borrowing be further extended;

BE IT THEREFORE RESOLVED

THAT subject to the approval of the Minister of Municipal Affairs and Housing, the authorized period of borrowing in the amount not exceeding Two hundred sixty-three thousand one hundred twent Dollars ($ 263,123) be extended for a further period not exceeding Twelve (12) months from the date of the approval of the Minister of Municipal Affairs and Housing.

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 22 day of February, 2022.

GIVEN under the hands of the Clerk and under the seal of the West Hants Regional Municipality this _____ day of ____________, 2022.

____
Clerk

West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☑	Recommendation ☐	Decision Request ☐	Councillor Activity ☐

To: Members of Council

Submitted by: T. Richard
Todd Richard, Director of Public Works

Date: February 22, 2022

Subject: 2022/23 Cooperative Funding of Provincial J Class Roads

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LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

Council to determine interest in participating with the Province of Nova Scotia, towards cooperative funding to to repave existing paved Provincially owned J-Class roads on an annual basis. This is not currently being presented as a recommendation to Council; it only being presented for preliminary budget discussion purposes.

BACKGROUND

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

Staff has received notification from Nova Scotia Department of Public Works (NSDPW) of available funding to repave existing paved Provincially owned J-Class roads throughout the province. The department will be dividing funding proportionately based on km of paved J-Class roads per Municipality; and is asking the Municipality if they are interested to cost share 50% towards this repaving program.

NSDPW requires Municipalities to submit a list of paved J-Class roads for the 2022/23 fiscal year and confirm the Municipality has funding approval to participate.

DISCUSSION

Staff has included in this report, a a list of the Provincial J-Class Subdivision Roads within West Hants Regional Municipality. The following items have been noted for Council for consideration of this proposed program:

- this cost-share program is offered to the Municipality on an annual basis; this is not a one-time offer
- this repaving program is applicable to J-Class subdivision roads that are <u>owned by the Province</u>, previous to a 1995 Provincial agreement
- all subdivision roads constructed following this 1995 agreement are 100% owned and maintained by each Municipality (where applicable)
- Of roads that are listed; some are sealed (paved) and some are unsealed (gravel); only the paved roads are applicable to this proposed program
- the Municipality currently contributes approximately $189,000 annually towards the maintenance of these J-Class roads, primarily for snow and ice control activities, this is a general rated expense not an area rated expense that is the current funding model for streets in Windsor and Hantsport.

It should be noted that NSDPW has <u>not</u> performed any roads condition or criticality assessment of these roads; leaving the Municipality the responsibility to determine which roads should be prioritized for this program.

Staff has considered this proposed program using an evidence-based Asset Management criteria model. This has included the following activities:

- staff last performed a condition assessment of the J-Class roads in 2021, rating each road with a condition value of 1 to 5 (1 = good, 5 = poor); this condition assessment is included in the attached list of roads
- staff previously (2019/20) performed an Asset Management evaluation of the Asset Lifecycle Forecast for all of the NSDPW J-Class Subdivision Roads
    - based on a $200,000 <u>annual</u> contribution moving forward for the next 10 years, 97% of the required road renewal could be performed in a 10-year period using this 50% cost-share program
    - note that this does <u>not</u> mean that every road is renewed over the 10-year period

NEXT STEPS

If Council was to decide to proceed with any proposed Provincial J-Class roads funding, the following items should be considered, with the further understanding that Municipal funding is also required to be directed towards 100% of Municipal-owned infrastructure (roads, sidewalks, water/sewer, facilities and properties):

- where is the funding to come from?
- what funding model is to be considered?
  - 50% NSDPW, 50% Municipal
  - 50% NSDPW, 25% Municipal, 25% area-based (25% charged back to road residents)
  - 50% NSDPW, 50% area-based (50% charged back to road residents)
- what roads are deemed priority?
  - this should be evidence-based; based on condition, capacity, function, criticality, economic-impact
- is Council committed for long-term funding of this program (10+ years)?

Staff requires the direction of Council, if this program is to be pursued with the Province for this 2022/23 fiscal year.

FINANCIAL IMPLICATIONS

Asset Management modelling indicate that $200,000 should be directed to a Provincial J-Class road improvement reserve on an annual basis for the next 10 years, to participate in this program.

If Council decided to participate in the J-Class Road funding program direction should be given to staff the expense should be area rated or general rated.

ALTERNATIVES

Council may choose not to participate in this program.

ATTACHMENTS

List of Provincial J-Class Subdivision Roads in West Hants

CHIEF ADMINISTRATIVE OFFICER REVIEW

As noted in the report and through previous discussions by this Council, Council should consider first if they wish to financially participate in maintaining provincial roads. If the answer is yes, then the next consideration for Council is to determine the level of financial support.

I would encourage Council to review the attached J-Class Roads inventory and condition assessment.

Staff looks forward to this discussion at Council and will react to Council's direction.

Report Prepared by: ______________________________
Brad Carrigan, Manager Engineering & Capital Projects

Report Reviewed by: J. Richard ______________________________
(Name and Title)

Report Approved by: ______________________________
Mark Phillips, Chief Administrative Officer

Section	Road Full Name	From Description	To Description	2020 Rating	2021 Rating	Jurisdiction	Community	Roa	Surface Type	CL Lengt	Surface	Approx. Cost/	Approx. Cost
37818	Alexander Drive	DENISE (0901)	MEARNS DRIVE (0900)	5	1	Provincial	THREE MILE PLAINS	J	Paved asphalt	0.377	6	$ 280,000	$ 105,560
37851	Ardoise Lane	TK 1 (0001)	END OF LISTING	N/A	N/A	Provincial	ARDOISE	J	Gravel	0.581	1.1		$ -
37852	Avonview Court	VALLEY VIEW (0927)	END OF LISTING	2	2	Provincial	FALMOUTH	J	Paved asphalt	0.165	6	$ 280,000	$ 46,200
37827	Beech Brook Road	ROCKWELL (0870)	END OF LISTING			Provincial	ARDOISE	J	Chip seal on cold rap	0.871	6.4	$ 290,000	$ 252,590
37832	Bent Road	LYNCH (0763)	TURNING CIRCLE			Provincial	NEWPORT CORNER	J	Chip seal on cold rap	0.2	6	$ 280,000	$ 56,000
39541	Bobbitt Drive West	Sylvia Dr (0882)	west to end of listing			Provincial	ST CROIX	J	Chip seal on cold rap	0.215	6.7	$ 290,000	$ 62,350
39542	Bobbitt Drive East	Sylvia Dr (0882)	east to end of listing			Provincial	ST CROIX	J	Chip seal on cold rap	0.124	6.7	$ 290,000	$ 35,960
37823	Burgess Road	TONGE HILL (0727)	END OF LISTING	1	1	Provincial	GRALAND'S CROSSIN	J	Chip seal on paved	0.236	6	$ 280,000	$ 66,080
37803	Chalet Crescent	RTE 215 (0215)	ELM (0894)	5	5	Provincial	BROOKLYN	J	Cold rap	0.601	6	$ 280,000	$ 168,280
37858	Chelsea Court	MACDERMID (0925)	END OF LISTING	1	2	Provincial	FALMOUTH	J	Paved asphalt	0.09	6	$ 280,000	$ 25,200
37811	Chesley Lane	DOUGLAS (0893)	END OF LISTING	1	1	Provincial	BROOKLYN	J	Chip seal on cold rap	0.07	6	$ 280,000	$ 19,600
37837	Christopher Hartt Road	TK 1 (0001)	END OF LISTING	N/A	N/A	Provincial	ARDOISE	J	Gravel	0.411	8.1		$ -
37795	Church Hill Drive	TK 14 (0014)	ETTER (0764)	3	4	Provincial	BROOKLYN	J	Paved asphalt	0.103	6	$ 280,000	$ 28,840
37816	Country Club Lane	FALMOUTH BACK (0715)	COUNTRY CLUB (0897)	3	3	Provincial	FALMOUTH	J	Paved asphalt	0.716	6	$ 280,000	$ 200,480
37805	Davis Road	TK 1 (0001)	END OF LISTING			Provincial	ST CROIX	J	Chip seal on cold rap	0.442	6	$ 280,000	$ 123,760
37820	Denise Drive	WINDSOR BACK (0718)	MEARNS DRIVE (0900)	1	2	Provincial	THREE MILE PLAINS	J	Paved asphalt	0.411	6	$ 280,000	$ 115,080
37812	Douglas Avenue	CHALET (0884)	END OF LISTING	2	2	Provincial	BROOKLYN	J	Chip seal on cold rap	0.297	6	$ 280,000	$ 83,160
37726	Duncanson Road	TOWN (0795)	END OF COLD RAP	1	1	Provincial	FALMOUTH	J	Cold rap	0.259	6	$ 280,000	$ 72,520
37813	Elm Drive	FLETCHER (0895)	END OF LISTING	3	3	Provincial	BROOKLYN	J	Paved asphalt	0.398	6.6	$ 290,000	$ 115,420
37971	Elm Court	FLETCHER (0895)	END OF LISTING			Provincial	BROOKLYN	J	Chip seal on cold rap	0.083	6.6	$ 290,000	$ 24,070
37815	Elpine Drive	RTE 236 (0236)	END OF LISTING @ TURNIN	N/A	N/A	Provincial	SCOTCH VILLAGE	J	Gravel	0.501	6		$ -
37696	Etter Road	TK 14 (0014) W	RTE 215 (0215) E	3	5	Provincial	BROOKLYN	J	Cold rap	0.25	6	$ 280,000	$ 70,000
37974	Etter Road Extension	ETTER (0764)	END OF LISTING	3	3	Provincial	BROOKLYN	J	Cold rap	0.963	7	$ 320,000	$ 308,160
37814	Fletcher Lane	ELM (0894)	CHALET (0884)	3	3	Provincial	BROOKLYN	J	Chip seal on cold rap	0.24	0.241	$ 280,000	$ 67,200
37838	Fletcher Road	TK 1 (0001)	END OF LISTING			Provincial	ARDOISE	J	Chip seal on cold rap	0.261	6.1	$ 280,000	$ 73,080
37967	Halewood Drive	VALLEY VIEW (0927)	END OF PROVINCIAL JURISDICTION			Provincial	FALMOUTH	J	Paved asphalt	0.127	6	$ 280,000	$ 35,560
37968	Halewood Drive	BEGINNING OF PROVINCIAL VALLEY VIEW (0927) AND WILEWOOD (0934)				Provincial	FALMOUTH	J	Paved asphalt	0.132	7	$ 320,000	$ 42,240
37831	Harvey Road	ROCKWELL (0870)	END OF LISTING			Provincial	ARDOISE	J	Chip seal on cold rap	0.201	5.8	$ 280,000	$ 56,280
37848	Hazelwood Drive	ETTER (0764)	END OF LISTING	N/A	N/A	Provincial	BROOKLYN	J	Gravel	0.4	7		$ -
37787	Hillcrest Drive	TK 14 (0014)	END OF LISTING	4	4	Provincial	CURRYS CORNER	J	Paved asphalt	0.354	6	$ 280,000	$ 99,120
37835	Hilltop Avenue	ETTER (0916)	END OF LISTING	3	3	Provincial	BROOKLYN	J	Gravel	0.05	6	$ 280,000	$ 14,000
37960	Ivey Lane	MORISON (3011)	SANFORD (0938)	3	3	Provincial	WINDSOR	J	Paved asphalt	0.422	6	$ 280,000	$ 118,160
37855	Juniper Drive	TK 14 (0014)	END OF LISTING	N/A	N/A	Provincial	MARTOCK	J	Gravel	0.32	6		$ -
37793	Kendall Lane	TK 14 (0014)	Katie Ct (P)	3	4	Provincial	CURRYS CORNER	J	Chip seal on paved	0.505	7	$ 320,000	$ 161,600
39544	Kendall Lane	Katie Crt (P)	end of Cul de Sac	3	4	Provincial	CURRYS CORNER	J	Chip seal on paved	0.155	7	$ 320,000	$ 49,600
37850	Kimball Drive	DILL (0720)	END OF LISTING	1	2	Provincial	CURRYS CORNER	J	Paved asphalt	0.3	6	$ 280,000	$ 84,000
37807	Lakewood Drive	RTE 215 (0215)	LAKEWOOD ROAD EXTEN (	4	5	Provincial	BROOKLYN	J	Chip seal on cold rap	0.412	6	$ 280,000	$ 115,360
37808	Lakewood Drive	LAKEWOOD EXTEN (0891)	END OF LISTING	4	5	Provincial	BROOKLYN	J	Chip seal on cold rap	0.41	6	$ 280,000	$ 114,800
37810	Lakewood Road Extension	LAKEWOOD (0889)	END OF LISTING	4	5	Provincial	BROOKLYN	J	Chip seal on cold rap	0.22	6	$ 280,000	$ 61,600
37804	Leighton Drive	RTE 215 (0215)	END OF LISTING	5	5	Provincial	BROOKLYN	J	Chip seal on cold rap	0.201	6	$ 280,000	$ 56,280
37854	MacLeod Court	PANUKE (0747)	END OF LISTING	N/A	N/A	Provincial	THREE MILE PLAINS	J	Gravel	0.235	6		$ -
37817	Maple Avenue	HARTVILLE (0736)	END OF LISTING			Provincial	ELLERSHOUSE	J	Chip seal on cold rap	0.24	6	$ 280,000	$ 67,200
37844	McDermid Drive	DUNCANSON (0806)	70 METRES EAST OF CHELS	2	2	Provincial	FALMOUTH	J	Paved asphalt	0.107	6	$ 280,000	$ 29,960
37845	McDermid Drive	70 METRES EAST OF CHELSE	END OF LISTING	2	2	Provincial	FALMOUTH	J	Paved asphalt	0.111	6	$ 280,000	$ 31,080
37819	Mearns Drive	DENISE (0901)	ALEXANDER (0899)	2	2	Provincial	THREE MILE PLAINS	J	Cold rap	0.079	6.2	$ 280,000	$ 22,120
37856	Millard Court	QUARRY (0853)	END OF LISTING	N/A	N/A	Provincial	UNION CORNER	J	Gravel	0.5	6		$ -
37959	Morison Drive	Ivey (3012)	Windsor Town Line	3	3	Provincial	WINDSOR	J	Paved asphalt	0.427	6	$ 280,000	$ 119,560
37961	Nelson Street	IVEY (3012)	SANFORD (0938)	3	3	Provincial	WINDSOR	J	Paved asphalt	0.165	7	$ 320,000	$ 52,800
37840	Palmeter Drive	ALYWARD (0798)	END OF PAVEMENT	1	2	Provincial	FALMOUTH	J	Paved asphalt	0.086	6	$ 280,000	$ 24,080
37841	Palmeter Drive	PATTERSON (0923)	END OF LISTING	1	2	Provincial	FALMOUTH	J	Paved asphalt	0.192	6	$ 280,000	$ 53,760
37842	Patterson Lane	PALMETER (0922)	END OF LISTING	1	1	Provincial	FALMOUTH	J	Cold rap	0.101	6	$ 280,000	$ 28,280

37800	Pemberton Avenue	TONGE HILL (0727)	END OF LISTING	N/A	N/A	Provincial	GARLAND'S CROSSIN	J	Gravel	0.201	6			$	-
37836	River Road	SHORE (0704)	END OF LISTING			Provincial	WALTON	J	Cold rap	0.301	5.1	$	280,000	$	84,280
37849	Riverview Drive	HAZELWOOD (0928)	END OF LISTING	N/A	N/A	Provincial	BROOKLYN	J	Gravel	0.32	6			$	-
37822	Robert Drive	TK 1 (0001)	END OF LISTING			Provincial	ARDOISE	J	Cold rap	0.321	5.9	$	280,000	$	89,880
37833	Robinson Road	COLLIER (0754)	END OF LISTING			Provincial	ARDOISE	J	Chip seal on cold rap	0.24	5.3	$	280,000	$	67,200
37834	Salmon Hole Dam Road	TK 1 (0001)	END OF LISTING			Provincial	ST CROIX	J	Paved asphalt	0.843	6	$	280,000	$	236,040
37857	Sanford Drive	MORISON (3011)	WENTWORTH (0742)	3	3	Provincial	WINDSOR	J	Paved asphalt	0.538	6	$	280,000	$	150,640
37843	Sexton Court	PATTERSON (0923)	END OF LISTING	1	1	Provincial	FALMOUTH	J	Cold rap	0.169	6	$	280,000	$	47,320
37786	Soldier Road	TK 1 (0001)	END OF LISTING	N/A	N/A	Provincial	FALMOUTH	J	Gravel	0.209	6			$	-
37828	Stillwater Road	COLLIER (0754)	END OF COLD RAP	N/A	N/A	Provincial	ARDOISE	J	Chip seal on cold rap	0.241	4.2			$	-
37829	Stillwater Road	END OF COLD RAP	END OF MAINTAINED SECT	N/A	N/A	Provincial	ARDOISE	J	Gravel	0.17	6			$	-
37802	Sylvia Drive	BOBBITT (0883)	HARTVILLE (0736)			Provincial	STE CROIX	J	Chip seal on cold rap	0.114	6	$	280,000	$	31,920
37655	Underwood Road	JARED CRT (MUNICIPAL)	END OF LISTING AT CIVIC #	3	1	Provincial	GARLAND'S CROSSIN	J	Paved asphalt	0.32	6	$	280,000	$	89,600
37846	Valley View Drive	TOWN (0795)	80 METRES SOUTH OF AVO	2	3	Provincial	FALMOUTH	J	Paved asphalt	0.369	6.2	$	280,000	$	103,320
37847	Valley View Drive	80 METRES SOUTH OF AVOI	WILEWOOD (0934)	2	3	Provincial	FALMOUTH	J	Paved asphalt	0.175	1	$	280,000	$	49,000
37853	Wilewood Drive	VALLEY VIEW (0927) AND H,	E AND W TO END OF LISTIN	2	3	Provincial	FALMOUTH	J	Paved asphalt	0.176	6	$	280,000	$	49,280
									Total Kilometers Hants	**20.024**				**$**	**586,320**