



**Eastern District Planning Commission  
2008-2009  
Annual Report and  
Financial Statements**

*Eastern District Planning Commission*  
*2008 – 2009*  
*Annual Report and Financial Statements*

*June 2009*

## TABLE OF CONTENTS

1.	Introduction.....	1
2.	Structure of the Eastern District Planning Commission.....	1
2.1	Council Commission Representatives.....	1
2.2	Staff.....	1
3.	Projects.....	2
3.1	Auto Service Shops Amendments (Fringe Area).....	2
3.2	Baddeck Plan Review (Victoria).....	2
3.3	Breton Park Estates Rezoning- Hilltop Drive (Port Hastings).....	2
3.4	Central Antigonish Municipal Planning Strategy.....	3
3.5	Church Street Grouped Dwellings Rezoning (Fringe).....	3
3.6	Eastern Sanitation Limited Rezoning (Fringe Area).....	3
3.7	Fringe Area Planning Strategy Review (Antigonish).....	4
3.8	Garden Suites Amendment – Haley (Fringe Area) .....	4
3.9	Healing Time Wellness Centre (Whycocomagh) .....	5
3.10	Illegal Signs Report (Inverness County).....	5
3.11	Integrated Community Sustainability Plan (Port Hawkesbury).....	5
3.12	Integrated Community Sustainability Plan (Richmond County).....	6
3.13	Island Sunset Seafoods Rezoning (Inverness).....	6
3.14	Lochaber Road Apartments (Antigonish).....	6
3.15	Mount Cameron Estates Apartments (Antigonish) .....	7
3.16	Reduced Lot Requirements (Port Hood).....	7
3.17	Reduced Lot Requirements (Central Richmond).....	7
3.18	ROC Society Rezoning (Port Hawkesbury).....	7
3.19	Strait Area Transit Feedback.....	8
3.20	Subdivision By-law Amendments (Victoria).....	8
3.21	Subdivision Roads Policy (Richmond).....	8
3.22	Variance – Stefan Brunik (Isle Madame).....	8
3.23	Variance – Port Hood Small Options.....	8
3.24	Wind Energy Policy (Antigonish).....	9
3.25	Wind Energy Policy (Richmond County).....	9

**TABLE OF CONTENTS**  
(continued)

4.	Development Control	
4.1	Antigonish County.....	10
	4.1.1 Building Permits (April 1, 2008 – March 31, 2009)	
	4.1.2 Subdivision Activity (April 1, 2008 – March 31, 2009)	
4.2	Inverness County.....	11
	4.2.1 Building Permits (April 1, 2008 – March 31, 2009)	
	4.2.2 Subdivision Activity (April 1, 2008 – March 31, 2009)	
4.3	Richmond County.....	12
	4.3.1 Building Permits (April 1, 2008 – March 31, 2009)	
	4.3.2 Subdivision Activity (April 1, 2008 – March 31, 2009)	
4.4	Victoria County.....	13
	4.4.1 Building Permits (April 1, 2008 – March 31, 2009)	
	4.4.2 Subdivision Activity (April 1, 2008 – March 31, 2009)	
4.5	Port Hawkesbury.....	14
	4.5.1 Building Permits (April 1, 2008 – March 31, 2009)	
	4.5.2 Subdivision Activity (April 1, 2008 – March 31, 2009)	
4.6	Development Summary.....	15
	4.6.1 Building Permit Revenues 2004 – 2009	
	4.6.2 Number of Building Permits 2004 – 2009	
	4.6.3 Subdivision Fee Revenues 2004 – 2009	
	4.6.4 Subdivision Applications 2004 – 2009	
	4.6.5 Housing Start Permits 2004 – 2009	
	4.6.6 Housing Start Values 2004 – 2009	
Appendices:		
	Appendix A. 2009 – 2010 Operating Estimates.....	19
	Appendix B. Inter – Municipal Services Agreement.....	21
	Appendix C. Auditor's Report.....	25

## 1. Introduction

This report is for the period of April 1, 2008 to March 31, 2009 and has been prepared in accordance with Sections 256 and 257 of the *Municipal Government Act* which require that a District Planning Commission submit to the Councils of each of the participating Municipalities, on or before June 30, a financial report and a report setting out its activities from the preceding fiscal year.

## 2. Structure of the Eastern District Planning Commission

<b>2.1 Council</b>	<b>Commission Representatives</b>	
Richmond County	Councillor Shirley McNamara, Chair Councillor Malcolm Beaton, Member to October 2008 Councillor Victor David, Member Louis Digout, Secretary Treasurer (Retired January 31, 2008) Robert Thibault, Secretary Treasurer	
Inverness County	Warden Duart MacAulay, Vice Chair Councillor Daniel Boudreau, Member Deputy Warden Ned MacDonald, Alternate Kate Beaton, Advisor (Retired March 31 <sup>st</sup> 2009)	
Victoria County	Warden Bruce Morrison, Member Councillor Keith MacCuspic, Member Councillor Paul MacNeil, Member, Alternate Councillor John Graham MacInnes, Member (Deceased Nov. 3, 2008) Warden Wayne Budge, Alternate to October 2008 Sandy Hudson, Advisor	
Antigonish County	Deputy Warden Owen McCarron, Member Councillor Bill MacFarlane, Member Alan Bond, Advisor	
Port Hawkesbury	Councillor Ken Anderson, Member Deputy Mayor Mark MacIver, Member Mayor Billy Joe MacLean, Member to October 2008 Councillor Hughie MacDougall, Alternate Colin MacDonald, Advisor	
<b>2.2 Staff</b>		
Director:	John Bain	
Planners:	Lindsay Lyghtle (Resigned April 2009) Karl Grenke	
Development Officer:	Wanda Ryan	
Building/Fire Inspectors:	Cyril LeBlanc David MacKenzie Harry Martell	Leon LeBlanc Zach VanRossum Alfred Fougère (Retired Jan. 2009)
Planning Technician:	Bryne Butts	
Secretary/Bookkeeper:	Tammy MacLellan	
Auditors:	Grant Thornton Chartered Accountants	
Solicitors:	Pickup and MacDowell	

### 3. Municipal Planning Strategy and Land Use By-law Processes

#### 3.1 Auto Service Shops Amendments (Fringe Area)

January 2009, it was brought to the Planning Commission's attention that there were some concerns with the 2006 amendments to the Antigonish Fringe Land Use By-law prohibiting automotive service centres and sales establishments within the Commercial (C-1) Zone. The amendments were in response to concerns from nearby residents that some existing establishments produced obnoxious effects on surrounding residential areas. Recently however, there have been concerns raised within the business community that this ban, in its universal nature, may place an unreasonable burden on businesses given that some existing establishments are not located near residential uses, but whose owners have limited options regarding selling or expanding their businesses. Planning Commission Staff were directed to look at options to possibly ease this restriction while minimizing impacts on surrounding residential areas. Upon assessing several policy options, it was decided that the best approach would be to amend the Antigonish Fringe Municipal Planning Strategy and Land Use By-law to permit automobile sales and service establishments within the C-1 Zone through development agreement only and establish conditions under which a development agreement would be enacted. A staff report was prepared and presented to PAC on March 17th.

#### 3.2 Baddeck Plan Review (Victoria)

The Baddeck Planning Advisory Committee met to review the final draft of the Baddeck Plan and By-law. A completed document with bold text for additions and strikethrough for deletions was reviewed page by page. This document was then revised to provide the Committee with a completed final draft taking into consideration all comments and direction of the Committee. Along with the final draft the Committee received a synopsis of the final document. After receiving the final draft a number of further changes were proposed and made to the documents in these last meetings. The most significant final change was the expansion of the

plan area to take in lands which are served by the Village's water supply system. The Planning Area is now generally bounded on the north by Big Baddeck Road and the Trans Canada Highway, the south by the shore of the Bras d'Or Lakes, to the east by the pond to the east of Crescent Grove, and to the west by Exit 8 on the Trans Canada Highway.



The Advisory Committee intends to hold a series of Open Houses in the new fiscal year now that the document is complete before sending it to Victoria County Council for a Public Hearing.

#### 3.3 Breton Park Estates Rezoning-Hilltop Drive (Port Hastings)

Staff received an application from Mr. Frankie MacNeil to rezone 73 acres on Hilltop Drive, at Davis Road from Residential Future (R-2) zone to Residential (R-1) zone. His intent was to develop a single family dwelling subdivision, in addition to the lots that were rezoned in 2004.

The proposed development conformed to the intent of the Municipal Planning Strategy and the Land Use By-law, as there will be available sewer and water services upon the completion of the new water treatment plant along Highway 4. The Department of Environment was contacted and they suggested that two of the proposed lots, should be left in their natural state for the time being as there was a watercourse present, but the rest of the development was not inappropriate. As such, Council approved the rezoning to R-1 for all, except for Lots 6 and 7. Those would remain zoned R-2 until the Department of Environment approved a mitigation plan.

On September 14, 2007, Mr. McNeil applied to rezone the final two lots, and included the required Department approved Watercourse Diversion and Culvert Plan. As such, staff recommended the approval of the rezoning, and a public hearing is scheduled for April 1, 2008. Council approved the proposed rezoning and there were no appeals.

### **3.4 Central Antigonish Municipal Planning Strategy**

The redraft of the Central Antigonish Plan continued over the 2008-09 fiscal year with regular meetings addressing different designations and zones with the continued intention of implementing a permanent Central Plan to replace the existing Interim Plan.

In the Spring of 2008, the Central Antigonish Area Advisory Committee (AAC) finalized the boundaries of the Hamlet designation and drafted the Zoning map for the designation, including all the residential uses with their lot requirements and permitted uses. Over the fall of 2008, the AAC finalized the Generalized Future Land Use and Zoning maps for the area. The Committee discussed the Lower South River Watershed, and has decided on some control mechanisms for the Industrial zone, which will help to protect underground water sources.

The Central Antigonish Area Advisory Committee met on January 13, 2009 to work on the Coastal designation. They reviewed policy from other locations, and looked at what would best suite their coastal regions. Setbacks were not finalized, but the Committee has decided that setbacks from coastal waters are important and should be implemented, along with restrictions on rebuilding due to coastal erosion, and a riparian setback along watercourses. The committee also wants to look into the floodplain areas in and around the Lower South River area.

### **3.5 Church Street Grouped Dwellings MacDonald Rezoning (Fringe)**

An application from the MacDonald's was received on February 1, 2009 to rezone property at 22 Church Street Extension from Residential (R-1) to Residential Multi-Unit (R-2) in order for the applicant to place a second dwelling on the property. Letters have been sent to those agencies as identified by the Fringe Planning Strategy. A new site plan has since been requested from the applicant, showing further information pertaining to applicable setbacks and landscaping. A staff report is being prepared and is in the process of being finalized.

### **3.6 Eastern Sanitation Limited Rezoning (Fringe Area)**

An application was received August 10, 2005 from Eastern Sanitation Limited, to rezone property on Beech Hill Road from Rural Development (RD-1) zone to Industrial (I-1) zone in order to permit a construction demolition recycling facility. Staff completed a preliminary review of the rezoning application and notified the applicant that construction and demolition disposal sites, processing facilities, and debris transfer stations are prohibited in the Municipality as of June 21, 2005 adoption of the Construction and Demolition Debris By-law. The applicant however decided to proceed with the rezoning. In response to the preliminary review and distribution of agency letters, the Department of Environment requested that further study on the proposed development be completed before they were able to provide any comments. On February 15, 2007, staff received information that would be circulated to the Department of the Environment and Labour for comment, however on the applicant's request, this was returned to them. Planning staff are currently awaiting direction from the applicant.





### **3.7 Fringe Area Planning Strategy Review (Antigonish)**

The preliminary planning process for the new Fringe Plan continued in 2008-09. In November 2007, the Fringe Area Advisory Committee made a motion to Council that the Fringe Plan area be expanded to include all currently unplanned areas in Western Antigonish County, to better protect local watersheds. Open house meetings were held in February 2008 in three of these communities to gauge the interest of local residents and politicians of extending land use planning to their area. It was eventually decided by Council however that given the wide scope of interests in this section of the County, the new Fringe boundaries would stay much as they are presently (with the north shore of the Antigonish Harbour added) and the other parts of the County would be planned separately at a later time as resources permit.



The Area Advisory Committee which was established in September 2007 was contacted and asked to participate on the preparation of a new Planning Strategy for the Fringe area. Many members were hesitant to participate and several failed to respond. As such, in October 2008, the Committee advertised in *The Casket* stating that it was looking for new members. Five of the original members who agreed to be on the committee in 2007 were still interested in participating, while eleven new names were submitted. Names that were submitted were reviewed by Councilors whose districts are within the Fringe Plan Area, and those selected were sent to Antigonish Council in January 2009

for official appointment to the Fringe Committee.

The new Fringe Area Advisory Committee had their first meeting February 24, 2009, ultimately consisting of seventeen members. Twelve of these are members of the public who live within the plan area and five are councilors whose districts encompass the Fringe area. The first meeting gave members a chance to meet those whom they would be working with during the review process. The Committee reviewed the current planning documents, the geographical boundaries of the planning area and talked about how the planning process needed to evolve. Questions were answered and the committee has decided to meet the second Tuesday of every month.

### **3.8 Garden Suites Amendment – Haley (Fringe Area)**

In January 2008, staff received an application from David and Yvonne Haley to rezone a parcel of land on Cunningham Road zoned Rural Development (RD-1) to Residential Multi-Unit (R-2). This would allow the construction of a garden suite (also known as granny flat) adjacent to the main residential dwelling they intend to build there, as garden suites are a permitted use within the R-2 zone. Upon reviewing the application, it became apparent to staff that the Antigonish Fringe Municipal Planning Strategy does not have policies to support this particular rezoning. However, as staff felt that such a change would be consistent with the intent of the Planning Strategy, staff initiated the process of amending to the Antigonish County Fringe Municipal Planning Strategy and Land Use By-law to include garden suites as a permitted use within the Rural Development designation and zone. A draft document was prepared and presented to the Fringe Area Advisory Committee on March 25, 2008. The Planning Advisory Committee met on April 15th, 2008 and the Public Hearing was held on May 20th. Council approved the proposed amendments, and there were no appeals.



### 3.9 Healing Time Wellness Centre Development Agreement (Whycocomagh)



In November 2008, Planning Staff received an application from Ms. Rebecca Parkins for a Development Agreement at 9447 Highway 105 Whycocomagh. Ms. Parkins is a registered massage therapist, and wants to expand her current home based business to incorporate a retail business where she is able to sell homemade relaxation products she makes in conjunction with her massage therapy practice. In order for Ms. Parkins to open a new commercial business, the land use bylaw must be amended from the current Residential Centre (R-1) zone to the Commercial (C-1) zone via Development Agreement. Letters were sent to the various agencies as identified within the Whycocomagh Municipal Planning Strategy and no concerns about the proposed development were raised. Planning Staff are currently in the process of finalizing the staff report for submission to the Area Advisory Committee.

### 3.10 Illegal Signs Report (Inverness County)

Inverness County Council has requested that planning staff look into apparent illegal signage throughout the County, as there were concerns of inconsistent commercial sign by-law enforcement between different areas within the Municipality. A review of the sign by-laws of the five planning areas of Inverness County revealed that off-site signage is illegal in Port Hood and Port Hastings. On February 12 and 29, 2008, staff investigated and catalogued 30 commercial signs in Port Hastings and 7 in Port Hood that

are believed to be illegally placed. The Department of Transportation and Infrastructure Renewal was contacted and they confirmed that they had not issued any special permits for highway signs in those areas. Staff prepared a report and submitted it to Council on April 7th, 2008.

### 3.11 Integrated Community Sustainability Plan (Port Hawkesbury)

In July 2008, officials from the Town of Port Hawkesbury requested Planning Staff to assess options for the Town in the completion of their provincially mandated Integrated Community Sustainability Plan (ICSP), and it was decided, upon consultation with planners from Service Nova Scotia, that the best course of action for the Town would be to amend the existing Municipal Planning Strategy to better address the four required pillars of sustainability (economic, environmental, social and cultural). Over the course of the Summer and Fall of 2008, Staff were in communication with SNSMR to assess what exists in the current MPS and what needs to be built on to incorporate the four pillars. Staff then met with administration from the Town to brief them on the project and discuss the next steps.



Over the winter, the Commission consulted with the other members of the planning commission to determine how they wish their ICSPs to be prepared. On a meeting February 27th, officials from the Town indicated they wish to hire Planning Staff to assist in preparing their ICSP. The specific arrangement and terms of reference of this process are currently being finalized.

### **3.12 Integrated Community Sustainability Plan (Richmond County)**



In January 2009, Staff of the Planning Commission notified each of the constituent municipalities of the provincial requirements for the Integrated Community Sustainability Plans (ICSP), which must be prepared by every municipality and asked for an indication as to how each constituent municipality wished to prepare theirs. On February 9, Richmond County Council adopted a motion that their ICSP would be prepared in-house, and the Director of Public Works be assigned to manage the plan. An ICSP advisory committee would be established including County staff, councilors and staff of the EDPC, who would act as primary consultants for the project.

On February 25, Planning Staff met with the Director of Public Works to discuss the first steps of the project, and some of the issues relating to public works and waste diversion in the County. The first meeting of the ICSP

Advisory Committee occurred on March 18th where a draft table of contents was prepared by Planning Staff and the literature review of relevant supporting documents was well under way. It is Council's intention to have a draft of the ICSP prepared by June, well in advance of the provincially mandated deadline of September 30th for drafts.

### **3.13 Island Sunset Seafoods Rezoning (Inverness)**

On July 30, 2008, Mr. Wayne Gillis applied, on behalf of Island Sunset Seafoods Ltd, to rezone two adjacent parcels of land located on Beach Road No. 1, Inverness from Marine Industrial (M-1) to Waterfront Development (W-D). An idle fish plant is currently located on the properties, and this rezoning would allow the owners to sell their land and allow it to be developed as a small marina to accommodate the proposed Cabot Links golf course.

Staff visited the site on August 12, and distributed letters to various agencies requesting comments on the rezoning. Responses were received from all applicants and a draft staff report was prepared. Staff are currently awaiting correspondence from the applicant regarding some follow-up questions posed to him regarding servicing for the property.

### **3.14 Lochaber Road Apartments - S.F. Smith Developments Rezoning (Antigonish)**

Staff received an application from S.F. Smith Developments Limited on June 17, 2005, to rezone property along Lochaber Road from Residential (R-1) zone to Residential Multi Unit (R-2) zone. The development proposal includes the construction of two multi unit apartment buildings, each with three floors and 18 units. At the request of planning staff, a detailed site plan was submitted by the developer on August 11, 2005. Staff are currently awaiting direction from the applicant on how to proceed.

### **3.15 Mount Cameron Estates Apartments - S.F. Smith Developments Development Agreement (Antigonish)**

An application was received August 28, 2007 from S.F. Smith Development Ltd., to rezone property located within Mount Cameron Estates from Residential (R-1) to Residential Multi Unit (R-2). The proposal includes the construction of several condominiums and apartment buildings. Staff are currently waiting for further instruction from the developer.



### **3.16 Reduced Lot Requirements - Hawley Amendments (Port Hood)**

On March 6, 2008, staff received an application from Daniel and Heather Hawley, to amend the R-2 Zone to allow for a serviced standard in the zone or to rezone their property to R-1 to allow them to take advantage of the Municipal Services in the area. Presently this property is not serviced by the Municipality but they were initially looking to add a private line to the end of the Port Hood services. Recently it was announced that sewer and water services would be extended along the Highway 19 corridor to Harbourview. The Hawleys intend to subdivide their 1.84 acre property into four lots for single family dwellings, which would require a rezoning, given that the minimum lot size for the R-2 zone would not allow the subdivision. Staff noted that the Port Hood Municipal Planning Strategy designates serviced lands as urban residential and unserviced as rural residential, though makes no specific provision for the rezoning of rural land once servicing is extended. As such, with the proposed extension of services to the area, staff investigated the

possibility of a concurrent amendment to the MPS providing a policy mechanism guiding rezonings to Residential Urban under these circumstances, and the rezoning of that specific property. In late March, letters were distributed to various agencies requesting written comment on the rezoning. On November 25th, 2008, the Port Hood Area Advisory Committee referred the proposed amendments to PAC which met on December 8th. The public hearing was scheduled for January 12, 2009 and no issues were raised at that time. Council approved the proposed amendments and no appeals were received.

### **3.17 Reduced Lot Requirements - MacRae Amendment (Central Richmond)**

In summer 2008, Ms. MacRae applied to subdivide her land located on Lower River Road, Hureauville. Comments received from the Department of Environment and Transportation supported the subdivision, however as the lot size created by the subdivision was smaller than that allowed in the Rural Residential (RR-1) Zone in the Central Richmond Land Use By-law, Staff were unable to approve the subdivision unless the LUB was amended. In August, Ms. MacRae applied to amend the LUB to allow smaller lot sizes in the RR-1 Zone if the lots were approved by the Department of Environment. Staff visited the site on August 28 and received indication from the Department of Environment that the proposal was acceptable so long as departmental approval was received for new lots. A staff report was prepared and Council passed first reading on December 15. The public hearing was held on January 12, 2009 and Council approved the amendments.

### **3.18 ROC Society Rezoning – (Port Hawkesbury)**

Staff received an application November 28, 2008 from the Town of Port Hawkesbury in conjunction with the ROC Society, requesting a rezoning from the Open Space (O-1) zone to a Residential Two Unit (R-2) zone, for property located along Prince Street in Port Hawkesbury. The ROC Society wishes to develop a single unit dwelling with an accessory apartment in the



basement. Staff circulated and received comments from various government agencies and prepared a report, which was submitted to PAC on March 2nd, 2009. Council held first reading the following day, and the proposed rezoning went to Public Hearing in March.

### 3.19 Strait Area Transit Feedback



In July 2008, Planning Staff were asked to overview the plans for the new Strait Area Transit Service as it prepared to begin service in fall 2008. As the feasibility studies, requisite public consultation and community involvement processes had already been completed, staff instead looked to comment on what was in place, and what challenges and opportunities may face SAT in the future. A report was prepared and submitted to Strait Area Transit's General Manager on July 25, 2008.

### 3.20 Subdivision By-law Amendments (Victoria County)

In the Fall of 2008, Planning Staff, reviewed the Victoria County Subdivision By-law and noticed some sections of the By-law where it was felt updates or revisions were needed. As such, Staff decided to undertake a more thorough review of the By-law, and recommend a number of updates including updated references to new provincial legislation that came into effect since the By-law was approved in 1995.

### 3.21 Subdivision Roads Policy – (Richmond County)

On May 14, 2007, Richmond County Council passed a resolution: "...that staff be requested to provide a report to Council, regarding a potential

policy for municipal designation of public roads that would be maintained by the Municipality, with the report including "best practices" from neighbouring municipal units." Staff initiated the report, and forwarded it to the Public Works department of Richmond County. (Municipal Services Design & Construction Standards were adopted by Richmond County Council, May 11, 2009.)

### 3.22 Variance – Stefan Brunik (Isle Madame)

In June 2008, Staff received an application from Mr. Stefan Brunik to vary the front yard requirement on his property located on MacEachern Road, West Arichat from 20 feet to 10 feet. This would allow him to place his mobile home closer to the road. Staff granted the variance as they felt that the building would not adversely impact the streetscape, and due to the shape and slope of the property in relation to the water, this variance would remedy a development constraint unique to that property. One neighbour appealed the variance, but the appeal was withdrawn before the hearing.



### 3.23 Variance – Port Hood Small Options

On February 16th, 2009, the Planning Commission received an application from Ms. Susan MacDonald of the Port Hood Small Options facility seeking a variance on the side yard requirements as outlined in the Port Hood Land Use By-law for an addition to the building she wishes to construct. The minimum side yard requirements for serviced dwellings in the

Residential Urban zone in the By-law is 10 feet, and the proposed addition would encroach roughly three feet into the required side yard. The applicant indicated that the proposed layout would be acceptable to the Inverness County building inspector and modifications to the building to construct the addition at the rear would be prohibitively expensive. Planning Staff granted Ms. MacDonald the variance on March 2nd, 2009 as it was felt that the impact on surrounding properties would be negligible and the encroachment on the side yard requirements minor. Letters were circulated that same day to all landowners within 30 metres of the subject property and no appeals were received within the 14 day appeal period, and the applicant was informed they could apply for a building permit.

### **3.24 Wind Energy Policy (Antigonish County)**

On July 20, 2007, in response to queries from wind energy developers, Planning Staff were directed to research and prepare a Municipal Planning Strategy and Land Use By-law for the County of Antigonish pertaining to wind energy and its generation. This policy would allow for the controlled development of wind energy within areas of the County where there is a sufficient amount of space and adequate safety for wind turbines. On March 14, 2008, a preliminary draft document was prepared which included a Municipal Planning Strategy and Land Use By-law covering the entire County and only regulating wind turbine development. Under this plan, the existing plan areas of the county would remain in effect and be considered secondary planning strategies. The proposed Land Use By-law outlined setback and design requirements for turbines of

different sizes, including small scale turbines, in addition to utility scale structures. Based on the feedback received at two open house sessions in May, the Plan was revised over the summer and after the Municipal Election, Staff met with the newly appointed PAC on December 16 and January 20 2009 to discuss further changes to the public participation component. It was decided the plan would be changed to include a new zone exclusively for utility scale wind turbines, whereby developers would be required to go through the rezoning process to build such turbines, and the developments be subject to public hearing and Council approval. Staff completed extensive revisions to the document and will be presenting these to PAC and Council on their April 21st meeting.

### **3.25 Wind Energy Policy (Richmond County)**

Planning Staff were directed to research and prepare a Municipal Planning Strategy and Land Use By-law for the County of Richmond pertaining to wind energy and its generation.

This policy would allow for the controlled development of wind energy within areas of the County where there is a sufficient amount of space and adequate safety for wind turbines. The policy document and public participation process were discussed at the Richmond Planning Advisory Committee meeting on March 3rd, 2009 and open house sessions were held in five locations throughout the County in the last week of March and first week of April to give residents the opportunity to provide input on what they would like to see in the document. While attendance was light, there was some valuable feedback provided, which will be presented to PAC on their April 7th meeting.



## 4. Development Control

### 4.1 Antigonish County

#### 4.1.1 Building Permits (April 1, 2008 – March 31, 2009)

<b>Residential</b>	<b>Permits</b>	<b>Value</b>
New	66	\$ 13,099,060
Mobile Homes	58	3,695,944
Cottages	3	110,000
Additions, Alterations and Renovations	38	1,721,000
Garages and Accessory Buildings	57	1,088,700
Multiple Units	3	580,000
	<u>66</u>	<u>\$ 20,294,704</u>
<b>Commercial and Industrial Buildings</b>		
New	24	\$ 3,607,500
Additions and Alterations	2	130,000
	<u>26</u>	<u>\$ 3,737,500</u>
<b>Institutional Buildings</b>		
New	1	\$ 30,000
Additions and Alterations	0	-
	<u>1</u>	<u>\$ 30,000</u>
<b>Other</b>	<u>13</u>	<u>\$ 318,700.00</u>
<b>Total</b>	<b>265</b>	<b>\$ 24,380,904</b>

#### Subdivision Activity (April 1, 2008 – March 31, 2009)

	<b>Applications</b>	<b>Lots</b>	<b>Fees</b>
Final Plan	74	207	\$ 14,800
Extra Lots	n/a	24	275
Tentative Plan	5	0	250
Preliminary Plan	4	68	-
Repeal	2	(2)	400
	<u>85</u>	<u>235</u>	<u>\$ 15,725</u>



**4. Development Control (continued)****4.2 Inverness County****4.2.1 Building Permits (April 1, 2008 – March 31, 2009)**

<b>Residential</b>	<b>Permits</b>	<b>Value</b>
New	43	\$ 6,016,300
Mobile Homes	17	1,080,500
Cottages	8	292,200
Additions, Alterations and Renovations	63	1,292,000
Garages and Accessory Buildings	48	707,000
Multiple Units	0	-
	<b>179</b>	<b>\$ 9,388,000</b>
<b>Commercial and Industrial Buildings</b>		
New	21	\$ 2,588,000
Additions and Alterations	11	1,390,000
	<b>32</b>	<b>\$ 3,978,000</b>
<b>Institutional Buildings</b>		
New	1	\$17,000,000
Additions and Alterations	1	\$8,000
	<b>2</b>	<b>\$17,008,000</b>
<b>Other</b>	<b>8</b>	<b>\$ 426,000</b>
<b>Total</b>	<b>221</b>	<b>\$ 30,800,000</b>

**Subdivision Activity (April 1, 2008 – March 31, 2009)**

	<b>Applications</b>	<b>Lots</b>	<b>Fees</b>
Final Plan	65	104	13,000
Extra Lots	n/a	1	25
Tentative Plan	1	3	50
Preliminary Plan	-	-	-
Repeal	1	(2)	200
	<b>67</b>	<b>106</b>	<b>\$ 13,275</b>

**4. Development Control (continued)**

**4.3 Richmond County**

**4.3.1 Building Permits (April 1, 2008 – March 31, 2009)**

<b>Residential</b>	<b>Permits</b>	<b>Value</b>
New	37	\$ 6,172,000
Mobile Homes	14	784,013
Cottages	10	475,000
Additions, Alterations and Renovations	52	1,352,600
Garages and Accessory Buildings	74	1,012,227
Multiple Units	0	-
	<b>187</b>	<b>\$ 9,795,840</b>
<b>Commercial and Industrial Buildings</b>		
New	12	\$ 2,929,000
Additions and Alterations	8	595,121
	<b>20</b>	<b>\$ 3,524,121</b>
<b>Institutional Buildings</b>		
New	0	\$ -
Additions and Alterations	0	-
	<b>0</b>	<b>\$ -</b>
<b>Other</b>	<b>7</b>	<b>\$ 24,000</b>
<b>Total</b>	<b>214</b>	<b>\$ 13,343,961</b>

**Subdivision Activity (April 1, 2008 – March 31, 2009)**

	<b>Applications</b>	<b>Lots</b>	<b>Fees</b>
Final Plan	37	100	7,400
Extra Lots	n/a	33	825
Tentative Plan	5	64	250
Preliminary Plan	1	4	-
	<b>43</b>	<b>201</b>	<b>\$ 8,475</b>

**4. Development Control (continued)****4.4 Victoria County****4.4.1 Building Permits (April 1, 2008 – March 31, 2009)**

<b>Residential</b>	<b>Permits</b>	<b>Value</b>
New	45	\$ 7,573,000
Mobile Homes	6	455,651
Cottages	6	248,400
Additions, Alterations and Renovations	34	717,000
Garages and Accessory Buildings	25	497,000
Multiple Units	1	550,000
	<u>117</u>	<u>\$ 10,041,051</u>
 <b>Commercial and Industrial Buildings</b>		
New	10	\$ 260,600
Additions and Alterations	5	106,200
	<u>15</u>	<u>\$ 366,800</u>
 <b>Institutional Buildings</b>		
New	1	\$ 17,000,000
Additions and Alterations	0	-
	<u>1</u>	<u>\$ 17,000,000</u>
 <b>Other</b>	<u>9</u>	<u>\$ 16,000</u>
 <b>Total</b>	<b>142</b>	<b>\$ 27,423,851</b>

**Subdivision Activity (April 1, 2008 – March 31, 2009)**

	<b>Applications</b>	<b>Lots</b>	<b>Fees</b>
Final Plan	34	59	6,800
Extra Lots	n/a	-	-
Tentative Plan	-	8	-
Preliminary Plan	1	2	-
	<u>35</u>	<u>69</u>	<u>\$ 6,800</u>

**4. Development Control (continued)**

**4.5 Port Hawkesbury**

**4.5.1 Building Permits (April 1, 2008 – March 31, 2009)**

<b>Residential</b>	<b>Permits</b>	<b>Value</b>
New	2	\$ 310,000
Mobile Homes	2	141,000
Cottages	0	-
Additions, Alterations and Renovations	5	48,000
Garages and Accessory Buildings	5	53,600
Multiple Units	0	-
	<b>14</b>	<b>\$ 552,600</b>
<b>Commercial and Industrial Buildings</b>		
New	6	\$ 1,055,000
Additions and Alterations	5	1,695,000
	<b>11</b>	<b>\$ 2,750,000</b>
<b>Institutional Buildings</b>		
New	0	\$0
Additions and Alterations	0	\$0
	<b>0</b>	<b>\$0</b>
<b>Other</b>	<b>2</b>	<b>\$ 1,000</b>
<b>Total</b>	<b>27</b>	<b>\$ 3,303,600</b>

**Subdivision Activity (April 1, 2008 – March 31, 2009)**

	<b>Applications</b>	<b>Lots</b>	<b>Fees</b>
Final Plan	3	5	\$600
Extra Lots	n/a	0	\$0
Tentative Plan	-	0	\$0
Preliminary Plan	-	0	\$0
	<b>3</b>	<b>5</b>	<b>\$600</b>

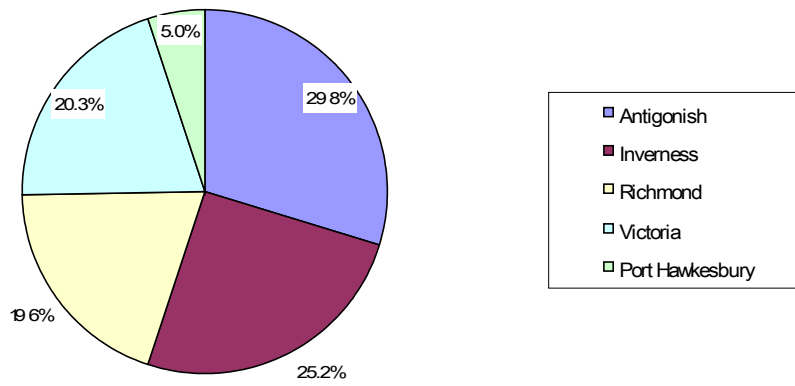
**4. Development Control (continued)**

**4.6 Development Summary**

**4.6.1 Building Permits (April 1, 2008 – March 31, 2009)**

	Antigonish	Inverness	Richmond	Victoria	Hawkesbury
Construction Value	\$ 24,380,904	\$ 30,800,000	\$ 13,343,961	\$ 27,423,851	\$ 3,303,600
Building Permit Fees	\$ 48,467	\$ 40,870	\$ 31,842	\$ 33,036	\$ 8,196
Development Fees	\$ 2,880	\$ 460	\$ 1,230	\$ 140	\$ 470
Permits Issued	265	221	214	142	27

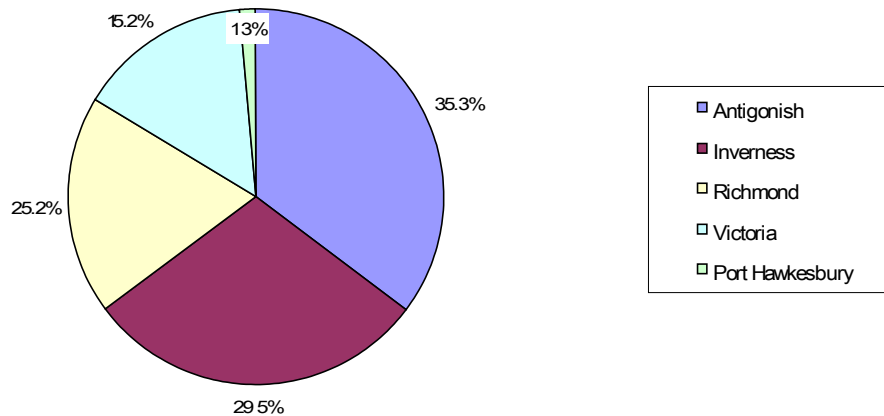
**Building Permit Revenues**



**4.6.2 Subdivision Activity (April 1, 2008 – March 31, 2009)**

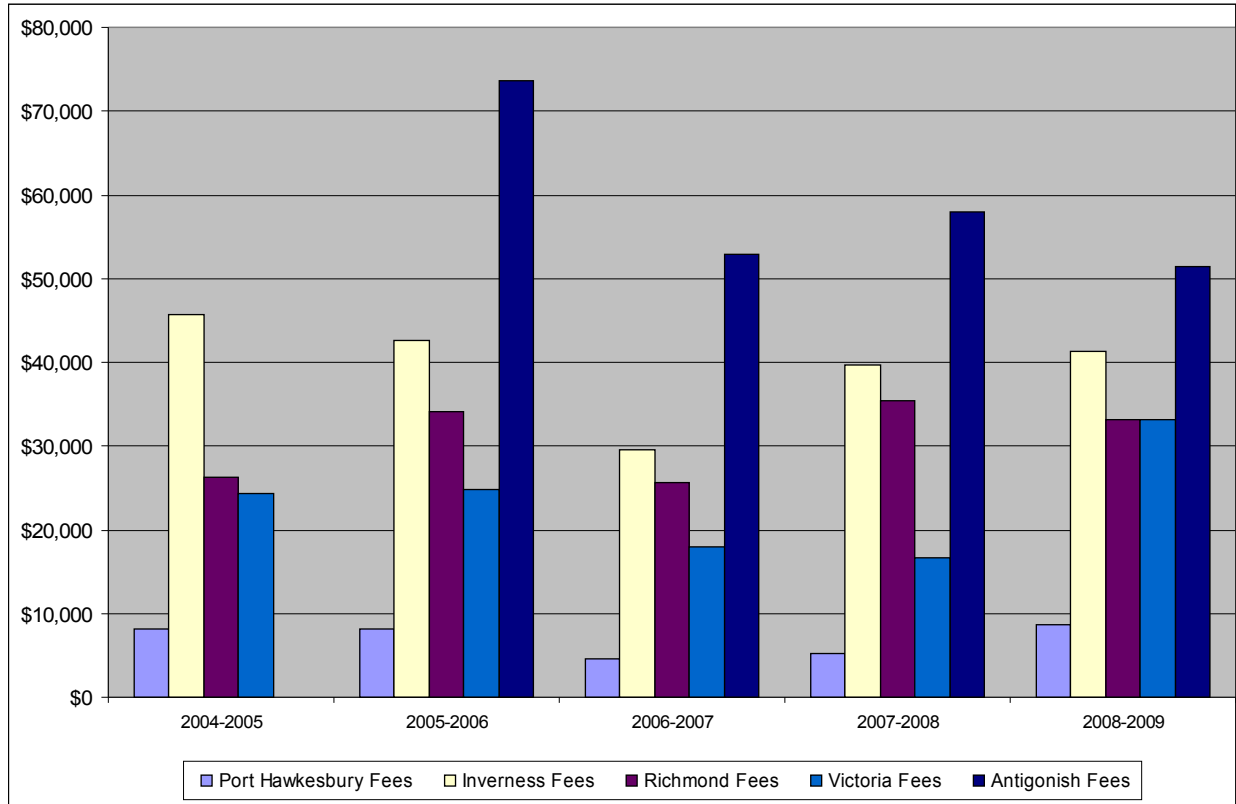
	Port Hawkesbury	Antigonish	Inverness	Richmond	Victoria
Final/Tentative Plans	3	85	66	42	34
Proposed Final Lots	5	235	105	133	59
Total Fees	\$ 600	\$ 15,725	\$ 13,275	\$ 8,475	\$ 6,800

**Subdivision Revenues**

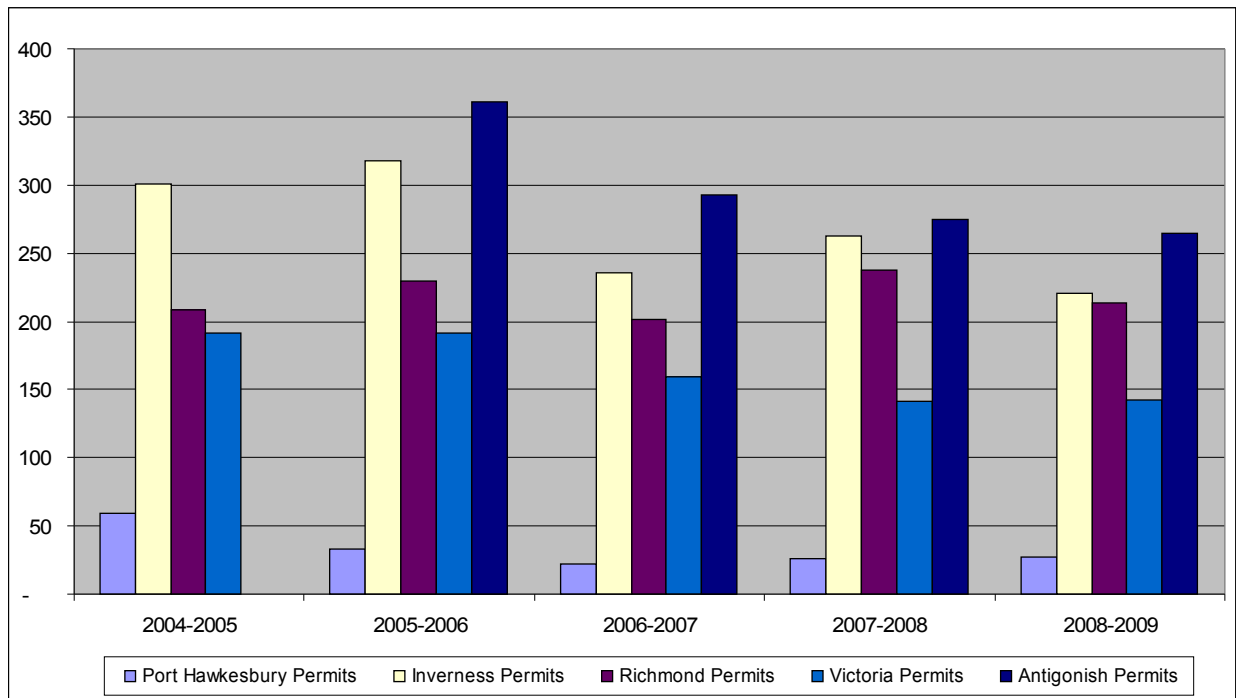


4. Development Control (continued)

4.6.3 Figure 1: Building Permit Revenues 2004 – 2009



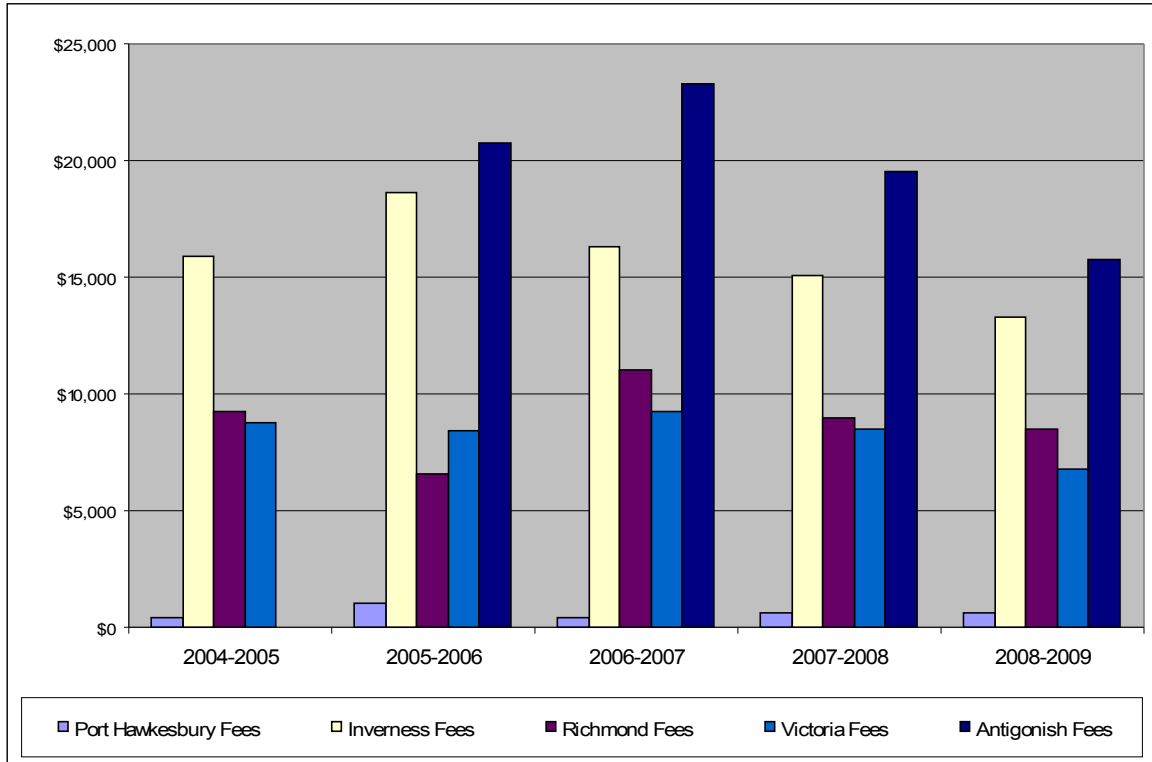
4.6.4 Figure 2: Number of Building Permits 2004 – 2009



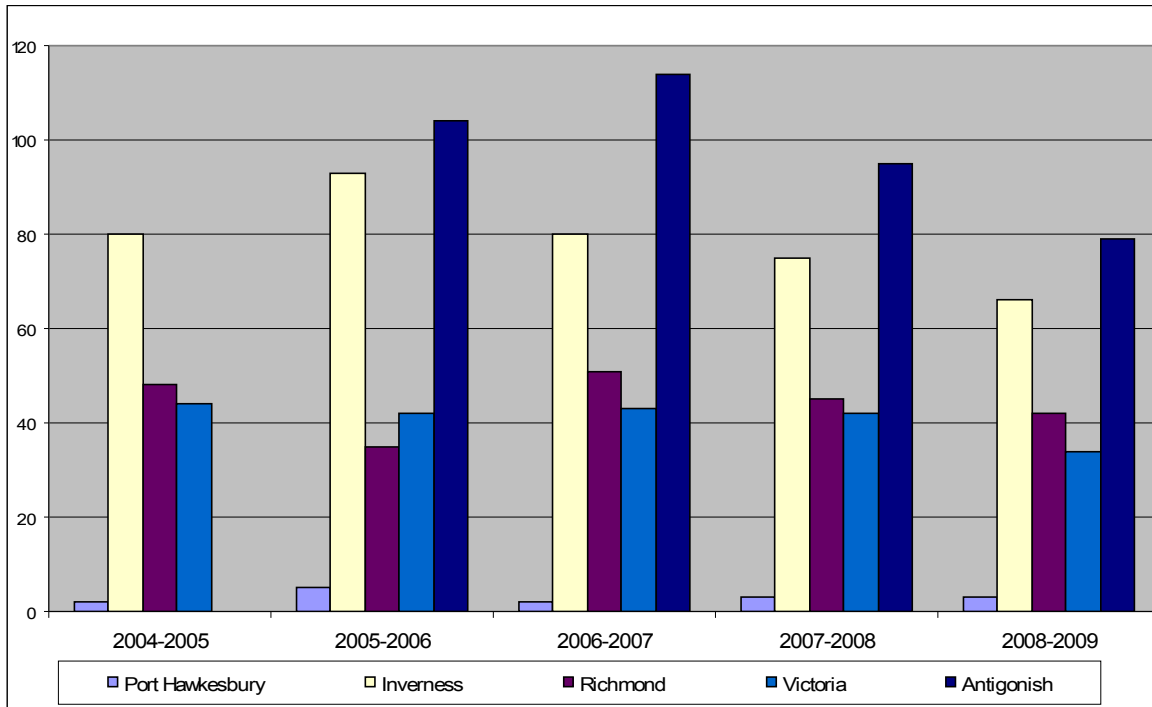


4. Development Control (continued)

4.6.5 Figure 3: Subdivision Fee Revenues 2004 – 2009

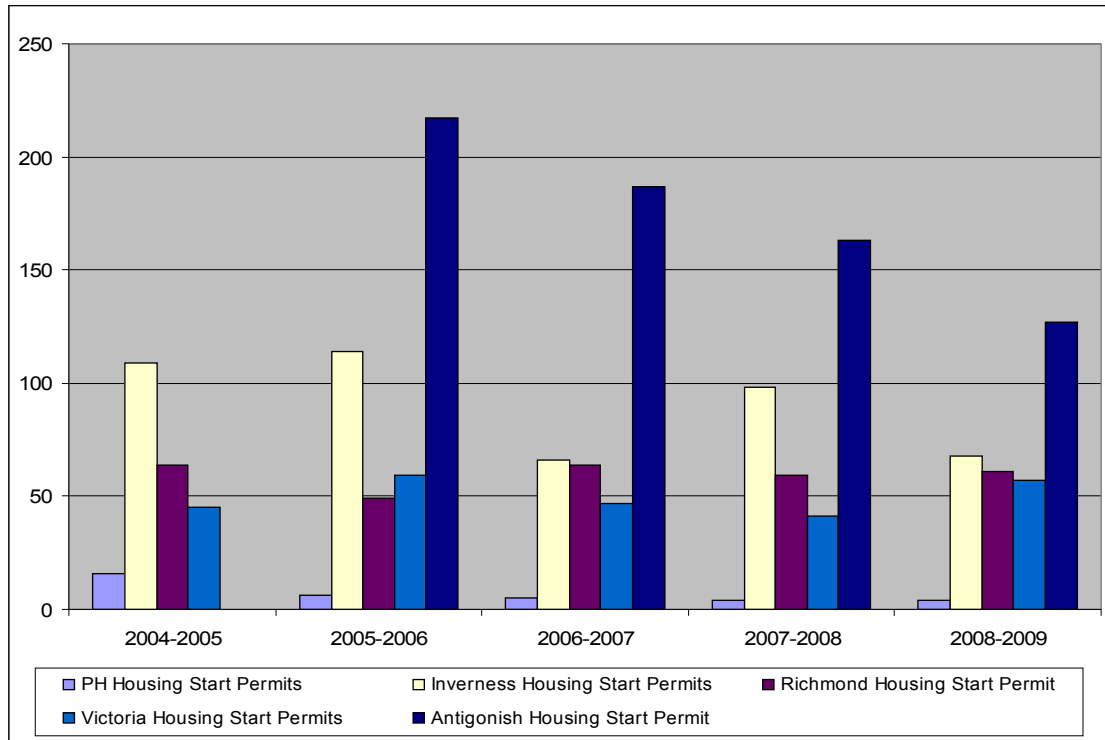


4.6.6 Figure 4: Subdivision Applications 2004 – 2009

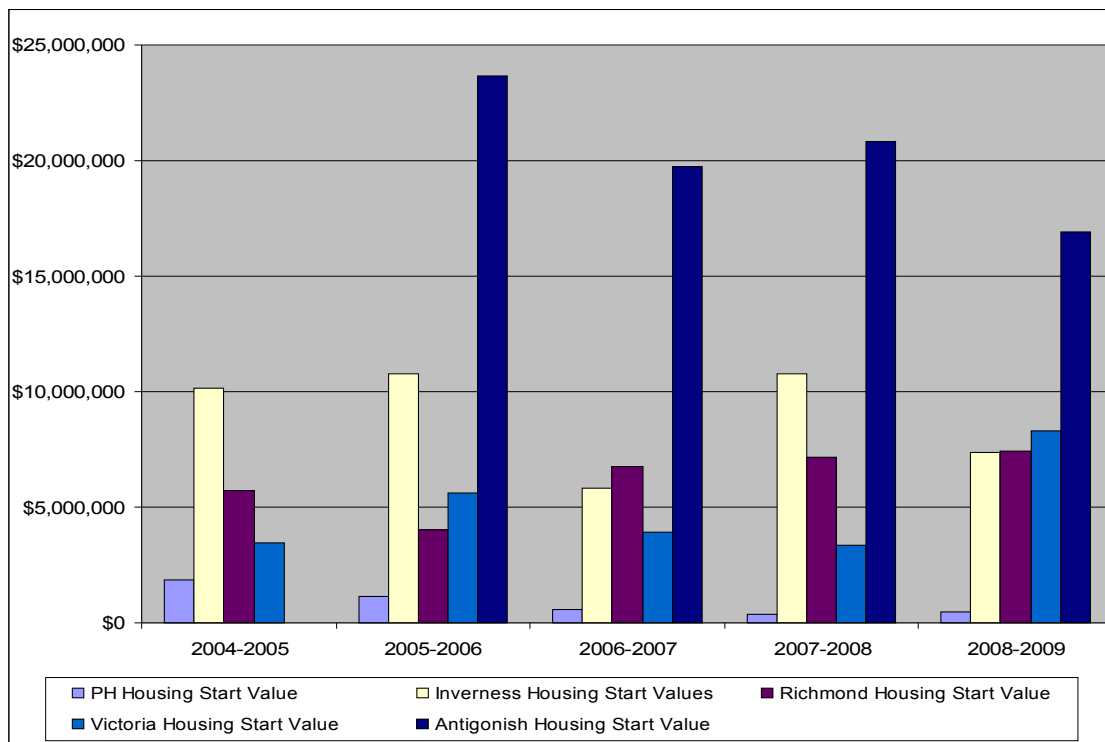


4. Development Control (continued)

4.6.7 Figure 5: Housing Start Permits 2004 – 2009



4.6.8 Figure 6: Housing Start Values 2004 – 2009



**Appendix A. 2009 – 2010 Operating Estimates**

**Operating Estimates  
Eastern District Planning Commission  
2009 – 2010**

	<b>2009 – 2010</b>
<b>Staff</b>	
Wages	\$545,000
EI, CPP, Group Insurance	\$48,055
WCB	\$11,282
Pension Plan	\$27,250
Membership Dues and Fees	\$4,000
	<b>\$635,587</b>
<b>Administrative Overhead</b>	
Advertising	\$1,000
Bank and Service Charges	\$2,500
Computers	\$5,000
Insurance	\$23,000
Library	\$3,000
Misc. Operating Costs	\$2,000
Office Rent	\$27,000
Office Supplies	\$6,000
Photocopying	\$4,000
Postage	\$3,000
Telephone and Fax	\$16,000
	<b>\$92,500</b>
<b>Travel and Training</b>	
Mileage Compensation	\$68,000
Conference Fees and Expenses	\$20,000
	<b>\$88,000</b>
<b>Additional Fees</b>	
Legal	\$1,000
Auditor	\$4,000
Technical and Mapping	\$15,000
Commission Expenses	\$5,400
2008-2009 Deficit	\$5,000
	<b>\$30,400</b>
<b>TOTAL</b>	<b>\$846,487</b>

**2009 – 2010**  
continued: Page 2

	<b>2009 – 2010</b>
	<b>\$846,487</b>
<b>Building Permits</b>	
Building Permits Fees	(\$166,000)
Subdivision Fees	(\$50,000)
Miscellaneous Revenues	(\$3,000)
Map Revenues	(\$1,000)
E-911 Funding	(\$17,000)
Net Budget	\$609,487
 <b>Total Contributions</b>	
Antigonish County	\$148,914
Inverness County	\$145,557
Richmond County	\$153,943
Victoria County	\$107,609
Port Hawkesbury	\$53,464
<b>Total</b>	<b>\$609,487</b>

Preliminary Uniform Assessment Sharing Base (2009-2010)

<b>Municipality</b>	<b>Assessment</b>	<b>Percentage</b>
<b>Antigonish</b>	\$760,312,748	25.58%
<b>Inverness</b>	\$739,711,487	24.88%
<b>Richmond</b>	\$791,169,501	26.61%
<b>Victoria</b>	\$506,873,060	17.05%
<b>Hawkesbury</b>	\$174,650,647	5.88%
	\$2,972,717,443	100.00%

## Appendix B. Inter – Municipal Services Agreement

### INTER-MUNICIPAL SERVICES AGREEMENT EASTERN DISTRICT PLANNING COMMISSION 1 APRIL 2006

WHEREAS the Inverness Richmond District Planning Commission was established by Order of the Minister of Municipal Affairs dated 18 July 1991;

AND WHEREAS the Town of Port Hawkesbury joined the Commission on 1 April 1993 by approval of the participants and Minister’s Order dated 24 March 1993;

AND WHEREAS the Municipality of the County of Victoria joined on 1 April 1995 by approval of the participants and Minister’s Order dated 4 July 1995, the Commission then being renamed the Rural Cape Breton District Planning Commission;

AND WHEREAS effective 1 April 1999, section 253 of the *Municipal Government Act, S.N.S. 1998, c.18* continued the Rural Cape Breton District Planning Commission as a body corporate and deemed the Ministerial Order of 4 July 1995 an inter-municipal services agreement variable by agreement of all participating municipalities and without requirement for Ministerial approval;

AND WHEREAS by agreement of all of the participating municipalities, the Municipality of the County of Antigonish joined for a term, from 1 April 2005 to 31 March 2006;

AND WHEREAS the Municipality of the County of Antigonish has now asked to join the Commission permanently, effective 1 April 2006;

AND WHEREAS by resolution of their respective councils, all of the participating municipalities have agreed to the request from Antigonish and to the terms and conditions hereunder, including changing the Commission’s name to the Eastern District Planning Commission;

NOW THEREFORE, in consideration of the services and payments described herein, the participating municipalities identified herein agree to amend their inter-municipal services agreement of 1 April 2005 to provide as follows:

1. In this Agreement:
  - (a) “Act” means the **Municipal Government Act, S.N.S. 1998, c.5, as am.**;
  - (b) “Commission” means the Eastern District Planning Commission;
  - (c) “participating municipality” means a municipality represented on the Commission;
  - (d) “District” means collectively the geographical areas of all of the participating municipalities.
2. The Commission shall be a district planning commission within the meaning of the *Act* with the powers provided therein and more particularly described at section 255 of the *Act*.
3. The participating municipalities are the Municipality of the County of Inverness (“Inverness”), the Municipality of the County of Richmond (“Richmond”), the Town of Port Hawkesbury (“Port Hawkesbury”), the Municipality of the County of Victoria (“Victoria”), and the Municipality of the County of Antigonish (“Antigonish”).

4. The Commission shall exercise its powers and responsibilities exclusively in and for the District.

### **Commission Membership**

5. The Commission shall consist of 10 members, being 2 members appointed by Council for each of the participating municipalities.
6. Participating municipality may each appoint one alternate member authorized to act for either of its regular member when that member is temporarily unable or unavailable.
7. Each participating municipality shall notify the Commission of the names of its regular and alternate members as soon as possible after their respective appointments.
8. Members, whether regular or alternate, must be municipal or town councillors for the participating municipality appointing them and their membership is subject to section 254 of the *Act*.
9. Membership shall be for a one-year term from the effective date of that member's appointment or until a successor is appointed.

### **Election of Officers**

10. Chairperson. Each year at the first meeting of the Commission after each participating municipality has appointed its members, the Commission shall elect a Chairperson.
11. The chairperson shall be an appointed regular member.
12. Each chairperson shall hold the position for one year and selection for the position shall be rotated among the participating municipalities annually to ensure each participating municipality holds the chair for one year before the position returns to any other participating municipality.
13. Vice-Chairperson. The Commission shall elect a Vice-Chairperson at the same meeting at which it elects the Chairperson.
14. The Vice-Chairperson shall be an appointed regular member.
15. The Vice-Chairperson shall hold the position for one year and shall perform the functions of the Chairperson in the Chairperson's absence.
16. The position of Vice-Chairperson shall be rotated annually among each of the participating municipalities in the same manner as the Chairperson position, but the Vice-Chairperson position shall not be held by a member from the same participating municipality as then holds the Chairperson position.
17. Secretary-Treasurer. The Commission shall appoint a Secretary-Treasurer from the staff of one of the participating municipalities.
18. With the consent of his/her employer municipality, the Secretary-Treasurer shall hold office until a successor is appointed.
19. The Secretary-Treasurer shall not be a member of the Commission and shall not have a vote at any Commission meeting.

### **Commission Meetings**

20. The Commission shall hold at least four meetings each year, held quarterly, one of which shall be the Annual Meeting.
21. Other meetings may be called from time to time by the Chairperson or by any two members.
22. A quorum for a meeting of the Commission shall be six members, which must include at least one member from each of the participating municipalities.



23. Each member shall be entitled to one vote on any voting matter.
24. A passing vote shall be a majority of votes at a properly constituted meeting where the majority includes a vote cast by a representative of each participating municipality.
25. The Chairperson shall be entitled to vote on all questions arising before the Commission, but if the Chairperson does not vote at the time of the call for the question, the Chairperson's vote shall be lost.

#### **Auditor and Financial Report**

26. The Commission shall annually appoint a registered municipal auditor to be its auditor and, on or before 30 June of each year, shall provide councils for the participating municipalities with a financial report for the preceding year signed by the Commission's auditor.

#### **Annual Reports and Estimates**

27. In accordance with the requirements of the *Act*, the Commission shall make an annual report to councils of the participating municipalities and shall submit to the clerk of each participating municipality an estimate of revenues and expenditures for the next fiscal year.

#### **Financial Contribution**

28. Unless otherwise agreed in writing by all of the participating municipalities, the proportion in which each participating municipality shall contribute funds to meet the Commission's expenses shall be at a fixed base rate with the remainder of the budget contributed to in the same proportion as the respective contributions of the participating municipalities to other objects of joint expenditure for their joint benefit and the operations of the Commission shall be deemed to be an object of joint expenditure by the participating municipalities.
29. Notwithstanding Section 28 above, Victoria is not required to make a proportional share payment in respect of capital assets acquired by the Commission between 1 September 1991 and 31 March 1995 inclusive and Victoria shall not have any claim to these assets in the event the Commission is dissolved in accordance with the *Act*.
30. Notwithstanding Section 28 above, Antigonish is not required to make a proportional share payment in respect of capital assets acquired by the Commission between 1 September 1991 and 31 March 2005 inclusive and Antigonish shall not have any claim to these assets in the event the Commission is dissolved in accordance with the *Act*.

#### **Services and Fees**

31. The Commission shall provide district planning services to its participating municipalities pursuant to the *Act* and/or as delegated to it by any of its participating municipalities in accordance with the *Act*.
32. Without limiting the foregoing, the Commission shall provide building inspection services to the participating municipalities in return for which each participating municipality shall pay to the Commission, in addition to the regular contribution pursuant to Section 28 above, the amounts received by that participating municipality from fees charged for building permits.
33. In the event a participating municipality does not charge fees for building permits at least equal to the Commission's prescribed scale of fees, that participating municipality shall pay to the Commission, in addition to its regular contribution pursuant to Section 28 above, an amount equal to the building permit fees that would have been receivable had the participating municipality charged fees based on the Commission's prescribed scale of fees.
34. The Commission shall staff four sub-offices, one in Inverness, one in Richmond, one in Victoria, and one in Antigonish, for the purpose of providing building inspection services.

35. The Commission shall provide subdivision services to the participating municipalities in return for which each participating municipality shall pay to the Commission, in addition to the regular contribution pursuant to Section 28 above, the amounts received by that participating municipality from fees charged for subdivision applications.
36. In the event that a participating municipality does not charge fees for subdivision applications at least equal to the Commission's prescribed scale of fees, that participating municipality shall pay to the Commission, in addition to its regular contribution pursuant to Section 28 above, an amount equal to the subdivision application fees that would have been receivable had the participating municipality charged fees based on the Commission's prescribed scale of fees.
37. The Commission shall provide civic addressing services to the participating municipalities in return for which each participating municipality shall pay to the Commission, in addition to their respective regular contributions pursuant to Section 28 above, the amounts received from fees or paid by the Province for the said civic addressing.
38. The Commission shall provide such other services to the participating municipalities in return for which the participating municipalities shall pay to the Commission, in addition to their respective regular contributions pursuant to Section 28 above, such amounts received from fees charged by the participating municipalities or otherwise received by them for the said services.
39. The participating municipalities shall pay to the Commission their respective contributions and fees as set out here above, quarterly, with the Section 28 financial contribution to be paid in advance for the next quarter.

**Withdrawal from Commission**

40. Withdrawal by any participating municipality from the Commission is governed by the *Act*.

**Effective date**

41. This Agreement shall have effect on, from and after 1 April 2006.
42. This Agreement varies and replaces the parties' Inter-municipal Services Agreement of 1 April 2005.

**NOW THEREFORE** the parties hereto, by their duly authorized representatives, pursuant to resolutions of their respective municipal councils, have signed and sealed on the dates hereunder in witness to their agreement:

## **Appendix C. Auditor's Report**

# Contents

	<b><u>Page</u></b>
Auditors' Report	1
Statement of Financial Activities	2
Statement of Financial Position	3
Statement of Changes in Financial Position	4
Statement of Changes in Fund Balances	5
Statement of Investment in Capital Assets	6
Schedules to Statement of Financial Activities	7
Notes to the Financial Statements	8-10

## Auditors' Report

**Grant Thornton LLP**  
Unit 2  
301 Pitt Street  
Port Hawkesbury, NS  
B9A 2T6  
T (902) 625-5383  
F (902) 625-5242  
[www.GrantThornton.ca](http://www.GrantThornton.ca)

To the Chairperson and Members of  
Eastern District Planning Commission

We have audited the statement of financial position of the Eastern District Planning Commission as at March 31, 2009, and the statements of financial activities, changes in fund balances, investment in capital assets, and changes in financial position for the year then ended. These financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Eastern District Planning Commission as at March 31, 2009, and the results of its operations for the year then ended in accordance with accounting principles disclosed in Note 2 to the financial statements.

Port Hawkesbury, Nova Scotia

May 8, 2009



Chartered accountants

# Eastern District Planning Commission

## Statement of Financial Activities

Year Ended March 31

2008

2009

2008

	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
<b>Revenue</b>			
Municipality of the County of Antigonish	\$ 135,050	\$ <b>135,050</b>	\$ 125,452
Municipality of the County of Inverness	133,521	<b>133,521</b>	126,101
Municipality of the County of Richmond	145,584	<b>145,584</b>	142,424
Municipality of the County of Victoria	100,385	<b>100,385</b>	92,162
Town of Port Hawkesbury	51,960	<b>51,960</b>	51,466
Building permit fees	166,000	<b>167,590</b>	154,876
Subdivision fees	55,000	<b>44,875</b>	52,600
Miscellaneous	8,000	<b>2,674</b>	4,632
E-911 funding	<u>17,000</u>	<u><b>17,712</b></u>	<u>17,569</u>
	<u>812,500</u>	<u><b>799,351</b></u>	<u>767,282</u>
<b>Expenditure</b>			
Administrative (Page 7)	781,500	<b>778,239</b>	737,465
Occupancy (Page 7)	27,000	<b>28,197</b>	28,185
Prepays			19
Capital expenditures	<u>4,000</u>	<u><b>6,781</b></u>	<u>4,661</u>
	<u>812,500</u>	<u><b>813,217</b></u>	<u>770,330</u>
Net expenditure		<b>(13,866)</b>	(3,048)
Prepays			<u>19</u>
Change in fund balance	<u>\$</u>	<u><b>\$ (13,866)</b></u>	<u>\$ (3,029)</u>

See accompanying notes to the financial statements.

# Eastern District Planning Commission

## Statement of Financial Position

March 31

2009

2008

### Financial assets

Receivables	\$ 25,212	\$ 25,452
	<u>25,212</u>	<u>25,452</u>

### Liabilities

Bank indebtedness (Note 3)	1,753	2,515
Payables and accruals	38,914	21,981
Capital lease obligation (Note 4)	1,271	3,816
	<u>41,938</u>	<u>28,312</u>

### Net financial liabilities

<u>(16,726)</u>	<u>(2,860)</u>
-----------------	----------------

### Non-financial assets

Capital assets, at cost		
Office furniture	14,803	67,661
Computer equipment	28,300	50,424
Computer equipment under capital lease	7,211	7,211
Library		12,037
Maps		5,762
	<u>50,314</u>	143,095
Prepays	2,585	2,585
	<u>52,899</u>	<u>145,680</u>

### Net assets

\$ 36,173	\$ 142,820
-----------	------------

Fund balances (Page 5)	\$ (14,139)	\$ (273)
Investment in capital assets (Page 6)	<u>50,312</u>	<u>143,093</u>

### Net financial position

<u>\$ 36,173</u>	<u>\$ 142,820</u>
------------------	-------------------

Commitments (Note 5)

On behalf of the Commission

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Member

See accompanying notes to the financial statements.

---

# Eastern District Planning Commission

## Statement of Changes in Financial Position

March 31

2009

2008

---

### Operating

Net expenditure	\$ (13,866)	\$ (3,048)
Change in non-cash operating working capital (Note 7)	<u>17,173</u>	<u>6,254</u>
	<u>3,307</u>	<u>3,206</u>

### Financing

Proceeds from capital lease obligation		2,847
Repayment of capital lease obligation	<u>(2,545)</u>	<u>(2,303)</u>
	<u>(2,545)</u>	<u>544</u>

Change in cash position	762	3,750
-------------------------	-----	-------

Bank indebtedness, beginning of year	<u>(2,515)</u>	<u>(6,265)</u>
--------------------------------------	----------------	----------------

Bank indebtedness, end of year	<u>\$ (1,753)</u>	<u>\$ (2,515)</u>
--------------------------------	-------------------	-------------------

---

See accompanying notes to the financial statements.



---

# Eastern District Planning Commission

## Statement of Changes in Fund Balances

March 31	2009	2008
Balance, beginning of year	\$ (273)	\$ 2,756
Change in fund balance	<u>(13,866)</u>	<u>(3,029)</u>
Balance, end of year	<u>\$ (14,139)</u>	<u>\$ (273)</u>

---

See accompanying notes to the financial statements.

---

# Eastern District Planning Commission

## Statement of Investment in Capital Assets

March 31	2009	2008
Balance, beginning of year	\$ 143,093	\$ 138,432
Write down of capital assets	(99,562)	
Capital expenditures	<u>6,781</u>	<u>4,661</u>
Balance, end of year	<u>\$ 50,312</u>	<u>\$ 143,093</u>

---

See accompanying notes to the financial statements.

---

# Eastern District Planning Commission

## Schedules to Statement of Financial Activities

Year Ended March 31

2009

2008

	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
<b>Administrative</b>			
Advertising and promotion	\$ 1,250	\$ 428	\$ 1,819
Conferences	20,000	17,320	19,700
Interest and bank charges	2,500	2,697	2,888
Liability insurance	22,000	21,575	19,623
Maps		1,007	656
Membership dues and subscriptions	6,500	7,044	4,026
Miscellaneous	7,400	4,600	2,953
Office supplies and postage	17,000	15,020	19,076
Professional fees	5,000	13,297	13,974
Salaries and employee benefits	622,850	606,395	569,743
Telephone	13,000	16,024	15,002
Travel and meetings	<u>64,000</u>	<u>72,832</u>	<u>68,005</u>
	<u>\$ 781,500</u>	<u>\$ 778,239</u>	<u>\$ 737,465</u>
<b>Occupancy</b>			
Insurance		\$ 841	\$ 858
Rent	<u>\$ 27,000</u>	<u>27,356</u>	<u>27,327</u>
	<u>\$ 27,000</u>	<u>\$ 28,197</u>	<u>\$ 28,185</u>

---

See accompanying notes to the financial statements.

---

# Eastern District Planning Commission

## Notes to the Financial Statements

March 31, 2009

---

### 1. Nature of operations

The Eastern District Planning Commission is incorporated under the Planning Act of the Province of Nova Scotia. The objective and purpose of the Commission is to provide planning, zoning, and building inspection services to the Municipality of the County of Inverness, Municipality of the County of Richmond, Municipality of the County of Victoria, Municipality of the County of Antigonish, and Town of Port Hawkesbury.

---

### 2. Accounting policies

These financial statements are prepared in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants.

#### Revenue and Expenditure

Major revenue and expenditure items are recorded on an accrual basis.

#### Property and equipment

##### Operating fund

Capital assets are recorded at cost. Acquisition of tangible assets acquired with operating funds are recorded as an expenditure when incurred.

##### Capital fund

Capital assets are recorded at cost. Funds received through capital assistance programs or cost-sharing arrangements are treated as a reduction in the cost of the asset acquired.

##### Depreciation

The Commission does not record depreciation on its property and equipment.

#### Use of estimates

In preparing the Commission's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and reported amounts of revenue and expenses during the period. Actual results could differ from these estimates.

#### Financial instruments

The Commission's financial instruments consist of cash, receivables, and payables and accruals. Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximates their carrying values, unless otherwise noted.

---

---

# Eastern District Planning Commission

## Notes to the Financial Statements

March 31, 2009

---

### 3. Line of credit

The Commission has a \$20,000 unsecured operating line of credit with East Coast Credit Union that expires May 31, 2009. The balance of the line of credit as at March 31, 2009, was nil.

---

<b>4. Capital lease obligation</b>	<b><u>2009</u></b>	<b><u>2008</u></b>
Dell Financial Services Canada 10% capital lease, repayable in monthly instalments of \$141, including interest	\$ 1,020	\$ 1,979
Dell Financial Services Canada 10% capital lease, repayable in monthly instalments of \$93, including interest	<u>251</u>	<u>1,837</u>
	<b>1,271</b>	<b>3,816</b>
Less current portion	<u>1,271</u>	<u>2,812</u>
	<b><u>\$</u></b>	<b><u>\$</u></b> 1,004

---

### 5. Commitments

The Commission rents premises under a long-term lease which expires in 2011. The annual rent each of the three years is \$23,925. The lease provides an option to renew.

---

### 6. Pension costs and obligations

The Commission is required to match contributions to a group registered retirement savings plan for all full time employees to a limit of 5% of the yearly maximum pensionable earnings under the Canada Pension Plan. Total contributions during the year amounted to \$24,793 (2008 - \$28,773).

---

---

# Eastern District Planning Commission

## Notes to the Financial Statements

March 31, 2009

---

<b>7. Supplemental cash flow information</b>	<b><u>2009</u></b>	<b><u>2008</u></b>
Change in non-cash operating working capital:		
Receivables	\$ 240	\$ 494
Payables and accruals	<u>16,933</u>	<u>5,760</u>
	<b><u>\$ 17,173</u></b>	<b><u>\$ 6,254</u></b>

---

### **8. Other matters**

In March, 2009, the Commission entered into separate agreements with the Town of Port Hawkesbury and the County of Richmond to conduct an Integrated Community Sustainability Plan. Approved fees for this plan are \$9,420 and \$20,000 respectively with interim billings commencing April 2009.

---