



**Eastern District Planning Commission  
2009-2010  
Annual Report and  
Financial Statements**



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*2009 – 2010*  
*Annual Report and Financial Statements*

*June 2010*

## 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	Baddeck Plan Review (Victoria).....	2
3.2	Bernard Burke Plan Amendment (Thibauville) .....	2
3.3	Bras D’Or Lakes Development Standards .....	2
3.4	Building Code By-Law Amendments (All Units) .....	3
3.5	Burning By-law (Richmond County) .....	3
3.6	Central Antigonish Municipal Planning Strategy .....	3
3.7	Church Street Grouped Dwellings Rezoning (Fringe).....	3
3.8	County of Inverness Day Cares (Port Hood) .....	4
3.9	Eastern Sanitation Limited Rezoning (Fringe Area).....	4
3.10	Fringe Area Planning Strategy Review (Antigonish) .....	4
3.11	Healing Time Wellness Centre (Whycocomagh) .....	5
3.12	Integrated Community Sustainability Plan (Port Hawkesbury).....	5
3.13	Integrated Community Sustainability Plan (Richmond County) .....	6
3.14	Inverness Industrial Park (Inverness).....	7
3.15	Island Sunset Seafoods Rezoning (Inverness) .....	7
3.16	Isle Madame Water Supply Amendments (Isle Madame) .....	7
3.17	Maryvale Windturbines (Antigonish) .....	8
3.18	Mount Cameron Estates Apartments (Antigonish) .....	8
3.19	ShearWind Wind Turbines (Glen Dhu).....	9
3.20	Sporting Mountain Plan Review .....	9
3.21	Subdivision By-law Amendments (Victoria) .....	9
3.22	Wind Energy Policy (Antigonish).....	10
3.23	Wind Energy Policy (Richmond County).....	10

## TABLE OF CONTENTS

(continued)

4.	Development Control	
4.1	Antigonish County .....	11
	4.1.1 Building Permits (April 1, 2009 – March 31, 2010)	
	4.1.2 Subdivision Activity (April 1, 2009 – March 31, 2010)	
4.2	Inverness County .....	12
	4.2.1 Building Permits (April 1, 2009 – March 31, 2010)	
	4.2.2 Subdivision Activity (April 1, 2009 – March 31, 2010)	
4.3	Richmond County .....	13
	4.3.1 Building Permits (April 1, 2009 – March 31, 2010)	
	4.3.2 Subdivision Activity (April 1, 2009 – March 31, 2010)	
4.4	Victoria County .....	14
	4.4.1 Building Permits (April 1, 2009 – March 31, 2010)	
	4.4.2 Subdivision Activity (April 1, 2009 – March 31, 2010)	
4.5	Port Hawkesbury.....	15
	4.5.1 Building Permits (April 1, 2009 – March 31, 2010)	
	4.5.2 Subdivision Activity (April 1, 2009 – March 31, 2010)	
4.6	Development Summary .....	16
	4.6.1 Building Permit Revenues 2005 – 2010	
	4.6.2 Number of Building Permits 2005 – 2010	
	4.6.3 Subdivision Fee Revenues 2005 – 2010	
	4.6.4 Subdivision Applications 2005 – 2010	
	4.6.5 Housing Start Permits 2005 – 2010	
	4.6.6 Housing Start Values 2005 – 2010	
Appendices:		
	Appendix A. 2009 – 2010 Operating Estimates.....	20
	Appendix B. Inter – Municipal Services Agreement .....	22
	Appendix C. Auditor's Report.....	26

## 1. Introduction

This report is for the period of April 1, 2009 to March 31, 2010 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>	
Inverness County	Councillor Daniel Boudreau, Chair Warden Duart MacAulay, Member Deputy Warden Ned MacDonald, Alternate (Deceased April 23, 2010) Joe O'Connor, Secretary/Treasurer	
Victoria County	Warden Bruce Morrison, Vice-Chair Councillor Keith MacCuspic, Member Councillor Paul MacNeil, Alternate Sandy Hudson, Advisor	
Antigonish County	Deputy Warden Owen McCarron, Councillor Bill MacFarlane, Member Alan Bond, Advisor	
Port Hawkesbury	Mayor William J. MacLean, Member Deputy Mayor Hughie MacDougall, Councillor Ken Anderson, Member to Feb. 2010 Councillor Mark MacIver, Member to Feb. 2010 Councillor Jim King, Member, Alternate Jim Davis, Advisor	
Richmond County	Councillor Shirley McNamara Councillor Victor David, Member Darrin McLean, Advisor	
<b>2.2 Staff</b>		
Director:	John Bain	
Planners:	Karl Grenke    Andrew Jones (From Aug. 2009)	
Development Officer:	Wanda Ryan	
Building/Fire Inspectors:	Cyril LeBlanc David MacKenzie Zach VanRossum (Resigned Aug. 2009)	Leon LeBlanc Harry Martell
Planning Technician:	Bryne Butts	
Secretary/Bookkeeper:	Tammy MacLellan /Christine Bland	
Dangerous/Unsightly Premises Administrator:	Brad Parks	
Auditors:	Grant Thornton Chartered Accountants	
Solicitors:	Pickup and MacDowell	

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

#### 3.1 Baddeck Plan Review (Victoria)

The Baddeck Planning Advisory Committee met March 31<sup>st</sup>, April 28<sup>th</sup> and May 26<sup>th</sup> to review the final draft of the Baddeck Plan and By-law. A number of changes have been made to the documents in these last meetings including the expansion of the plan area to take in lands which are served by the Village's water supply system.

The Advisory Committee held an Open House June 25<sup>th</sup>, 2009 and then met on July 28<sup>th</sup> to review the Open House comments and revise the final draft to accommodate comments received. The First reading was held August 17<sup>th</sup> 2009. The Second Reading and the Public Hearing have been scheduled for October. The Plan and By-law received approval by Victoria County Council with a few minor amendments and was forwarded to the Province for final review before the Plan and By-law can be published.

The Plan and by-law were published December 14<sup>th</sup> 2009 and is now in effect.



#### 3.2 Bernard Burke Plan Amendment (Thibeuville)

Burke Brothers Trucking Ltd. applied June 2<sup>nd</sup>, 2009 to rezone 87.5 acres of land near Thibeuville, Richmond County for the purpose of filing an application with the Department of Environment to allow the construction and operation of an oil remediation facility. The project would consist of three treatment cells, a

fenced stockpile area with a capacity of 1,000 m<sup>2</sup>, a settling pond, oil/water separators and filters, a treated soil disposal area and seven monitoring wells. The area dedicated to the soil remediation facility (including the extent of the monitoring wells) would be approximately 13.5 acres. Currently the property is mostly tree covered with a small hunting cabin located on the property and is bisected by a narrow wood road from the east to the west. The property is on the south side of South Mountain (elevation 180 metres) located at an elevation of approximately 75 metres.

The Staff's opinion was that the proposed rezoning would not meet the criteria and requirements of the Richmond County Municipal Planning Strategy and Land Use By-law for Sporting Mountain. Specifically this was because the definitions in the by-law would define an oily soil remediation facility as a heavy industry and the by-law makes no provision for rezoning for heavy industrial uses. Therefore, Staff recommended that Council not approve the rezoning.

Planning Advisory Committee tabled this application in view of the proposed Sporting Mountain Plan Review Process.

#### 3.3 Bras D'Or Lakes Development Standards (Richmond)

On October 6<sup>th</sup>, 2009 a presentation was made to the Richmond PAC on proposed development standards for counties that share coastline on the Bras D'Or Lakes. The lakes lack municipal land-use controls for environmental protection. There are impacts on near-shore waters from land-based activities.

The Bras D'Or Lakes Development Standards are specifically included in the ICSP for Richmond County. There is a need to implement development standards throughout the Bras D'Or Lakes to protect the health of the lakes for future economic, environmental and social reasons. Recommendations were made to Richmond PAC to consider the adoption of the standards during the next plan review. The recommendations were accepted.



### 3.4 Building Code By-Law Amendments (All Units)

On July 17<sup>th</sup>, 2009 Staff consulted with the Commission's building inspectors regarding consistency in applying the *National Building Code* in all the Planning Commission areas. As part of this review there was a recommendation that all units consider repealing their Building By-laws and replacing them with a "Building Permit Fees By-Law" thereby only using the Provincial Building Code Regulations for administration of the *National Building Code*.

The *Nova Scotia Building Code Regulations* along with the *Building Code Act* adequately address the administration of building inspections making the Building By-law redundant and in some places in conflict with best practices.

### 3.5 Burning Appliance - Nuisances By-law Amendment (Richmond)

On November 3<sup>rd</sup>, 2009 Staff received the request from Richmond County Planning Advisory Committee to amend the current by-law on outdoor wood burning appliances. Staff presented the Richmond PAC with different options for dealing with burning appliances in a nuisance by-law at the December meeting. An amendment to the *Mischiefs and Nuisances By-law* was recommended to include a specific definition of a nuisance (1), a Wood Burning Appliance section (12) and a new "Penalties for Contravention" section (15).

PAC then directed Staff to focus on only a by-law prohibiting grass burning. This revised by-law was presented to PAC and forwarded to Council for review and adoption.

### 3.6 Central Antigonish Municipal Planning Strategy

The redraft of the Central Antigonish Plan continued over the 2009-10 fiscal year. In April 2009, once the coastal setbacks and riparian issues were addressed, Staff proceeded to develop the text of the Municipal Planning Strategy, a process that resumed in the fall and was completed in December. The Central Antigonish Area Advisory Committee was reconvened on March 1<sup>st</sup>, 2010 and Staff



outlined the proposed policies and zone requirements. Based on the discussions at that meeting a number of updates to the proposed policies were suggested, particularly regarding rural uses, including permitting rezonings to allow new rural industrial and commercial uses. Existing rural commercial zones will also be identified on the zoning map and be pre-zoned as such. Over the next few meetings these new policies will be finalized and the Committee will proceed to review the proposed Hamlet policies.

### 3.7 Church Street Grouped Dwellings Rezoning (Fringe)

An application from Colin and Donna MacDonald was received on February 1<sup>st</sup>, 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.

The Staff's opinion was that the proposed rezoning would not meet the criteria and requirements of the Antigonish County Fringe Municipal Planning Strategy and Land Use By-law. Specifically, the potential full build-out development of the property would not be "...compatible with adjacent residential uses with respect to scale, mass and use...." Therefore Staff recommended that Council not approve the proposed rezoning of land at 22 Church Street Extension, Antigonish County



from the Residential (R-1) Zone to the Residential Multi-Unit (R-2) Zone.

This recommendation was accepted by PAC, and Council refused the rezoning August 6<sup>th</sup>, 2009. There was no appeal and the file was closed.

### **3.8 County of Inverness Day Cares (Port Hood)**



An application from the Municipality of the County of Inverness was received on May 15<sup>th</sup>, 2009 to amend the Port Hood Land Use Bylaw to permit day care centres in the Commercial (C-1) Zone. This would allow the creation of a day care centre on the lower level of the Community services building (86 High Road, PID 50028331). The main floor of the building is used for offices for Community services. Staff noted that this property, as with other C-1 zoned properties in Port Hood, are in a downtown-type setting, and daycares would be consistent with neighbouring uses and not subject to highway traffic or noise.

Staff recommended the Municipal Planning Strategy and Land Use By-law be amended to include day care centres as a permitted use within this zone. A staff report was prepared, and the Port Hood Area Advisory Committee met on June 12<sup>th</sup>, with the Inverness Planning Advisory Committee meeting on June 17<sup>th</sup>. The public hearing was held on July 6<sup>th</sup>, and Council approved the amendments that evening. The Planning Commission received notice of ministerial approval on August 11<sup>th</sup>, 2009.

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

An application was received August 10<sup>th</sup>, 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<sup>th</sup>, 2005 adoption of the Construction and Demolition Debris By-law. The applicant however decided to proceed with the rezoning. This application has been on hold awaiting direction from the applicant.

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

The review of the Antigonish Fringe Plan proceeded through 2009-10 with regular monthly meetings starting with a visioning session identifying key strengths, weaknesses, opportunities and threats to the region as well as a discussion on the roles of the Committee and the planners and the goals of the plan. Agricultural protection, riparian protection, ribbon development and signage were identified as some of the most significant issues to be addressed.

In October members met for a morning bus tour of the Fringe Area where areas of planning interest were visited. Over the course of the Fall the Committee reviewed what was in place and looked to develop or refine land use policies starting with agriculture and rural uses. A representative of the Nova Scotia Federation of Agriculture attended one meeting and presented an informative overview of policy options and implications. Staff used that information to develop and propose agriculture policy and a framework for a Rural Development Designation.



In January 2010 these policies were tabled for further review and the Committee began work on planning around the 104 By-pass, identified as a municipal priority. Based on input received, Staff proposed policy that extended commercial and residential designations to key areas and established new site plan requirements for new commercial developments. This policy would ensure that new commercial developments near the interchanges and routes leading into Town would form an attractive getaway.

Over the Winter and early Spring these policies were discussed and revised and concepts such as a mixed use medium density district were considered, though access issues on the existing highway would need to be resolved. Staff intend to finalize the new commercial policies and zone requirements in the Spring of 2010 and incorporate it into the existing Fringe Plan and will subsequently continue the overall review.

### **3.11 Healing Time Wellness Centre (Whycocomagh)**

In November 2008, Staff received an application from Ms. Rebecca Parkins for a Development Agreement at 9447 Highway 105 Whycocomagh. Ms. Parkins, a registered massage therapist, wants to expand her current home-based business (massage therapy practice) to include a retail business (homemade relaxation products). In order for Ms. Parkins to open a new commercial business in her property which is zoned Residential Centre (R-1), the Whycocomagh Municipal Planning Strategy (MPS) requires her to apply for a development agreement to regulate certain aspects of the proposed development.

Letters were sent to the various agencies as identified within the Whycocomagh MPS and no concerns about the proposed development were raised. Staff prepared the staff report and development agreement for the proposed project, and it was brought to the Whycocomagh Area Advisory Committee on May 20<sup>th</sup>, 2009. The development agreement was subsequently presented to Inverness PAC on June 15<sup>th</sup> and the public hearing was held in Whycocomagh on July 6<sup>th</sup>. Council approved the proposed Development Agreement and no appeals were received at the Utility and Review Board.

### **3.12 Integrated Community Sustainability Plan (Port Hawkesbury)**

On February 27<sup>th</sup> 2009 officials from the Town indicated they wished to have Planning Staff assist in preparing their Integrated Community Sustainability Plan (as required by the Province). An Advisory Committee consisting of councilors and Town Staff was assembled and held its first meeting on April 6<sup>th</sup>, 2009. It was decided, based on previous discussions between Planning Staff and staff from Service Nova Scotia that Port Hawkesbury's ICSP requirements would be best served by amending the existing Municipal Planning Strategy to greater incorporate the four pillars of sustainability (cultural, economic, environmental and social).



A work plan was outlined, and a literature review of existing plans and documents relevant to Port Hawkesbury was completed. Important issues, goals and strategies were identified and discussed at the May 5<sup>th</sup> meeting and further refined for June 2<sup>nd</sup>. To incorporate public feedback on the process, a focus group, advertised in *The Reporter*, was held on July 6<sup>th</sup> where residents and stakeholders were invited to provide input on the work done to date. Based on this input, over the course of the summer, Staff undertook the process of revising and adding to the MPS to incorporate the sustainability objectives. This work was presented to the ICSP Advisory Committee on September 8<sup>th</sup>.

For the balance of September, the draft ICSP was revised further, and in consultation with the CAO for Port Hawkesbury, the list of funding-

eligible capital projects was prioritized. As per the request of the Senior Planner at Service Nova Scotia, two documents were submitted on September 30<sup>th</sup>: the existing MPS with all the changes tracked, and the new ICSP, as well as a list outlining the specific tasks needed to be undertaken before formal adoption of the ICSP. In late January, 2010, Staff was notified by the Province that the proposed ICSP met provincial requirements and could be adopted as submitted in September.

A meeting of the Port Hawkesbury ICSP Advisory Committee was convened on January 25<sup>th</sup> and the document was reviewed and some minor changes made. Given the proximity of the final submission deadline on March 31<sup>st</sup>, the Committee decided that first reading of Council would occur on February 2<sup>nd</sup>, with the expectation of the Public Hearing and second reading set for Council's March meeting.

An Open House session was also held on February 24<sup>th</sup> where the public was given the opportunity to review the proposed document, ask questions and provide feedback. No feedback was received that would cause Staff to recommend Council delay acceptance of the document. The formal Public Hearing was held on Tuesday March 2<sup>nd</sup> and Council adopted the MPS on second reading and the document as the ICSP for the Town by resolution. Copies of the Plan were then submitted to the Province.

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

In January 2009, Staff 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. The ICSP is an expression of a municipal vision relating to cultural, economic, environmental and social sustainability. It ties into the federal Gas Tax Agreement where municipalities are eligible for funding for capital projects relating to any of the four pillars of sustainability.

Richmond Council subsequently adopted a motion that their ICSP would be prepared in-

house. The Director of Public Works would be assigned to manage the plan and EDPC Staff who would be acting as primary consultants for the project. An ICSP advisory committee was established including County staff, councilors and EDPC Staff. It was decided that Richmond County's ICSP would be prepared as a stand-alone document covering the entire county and as per Provincial requirement.



The ICSP Advisory Committee met on March 18<sup>th</sup> and May 12<sup>th</sup> and in that time, members of the Committee have provided EDPC Staff with copies of relevant reports prepared for the County or Strait region as a whole. Staff reviewed these documents over the course of the spring and identified issues, goals and action strategies. Staff prepared a draft outline for the ICSP project which evolved based on feedback from the Committee. The draft outline was presented to Council as a whole in June, and to stakeholders and the public at three meetings (Louisdale, St. Peters and Arichat) in July. The extensive feedback received at these sessions was incorporated into a revised draft outline that was presented to Council on September 8<sup>th</sup>.

The outline was further revised and the text inserted into the ICSP document over the course of the last three weeks of September. The Draft ICSP was submitted to Service Nova Scotia on September 30<sup>th</sup> and the Province later indicated that the submission met the ICSP requirements. The ICSP was adopted as a motion of Richmond County Council on March 29<sup>th</sup>, 2010.



### 3.14 Inverness Industrial Park (Inverness)

On May 15<sup>th</sup>, 2009, Staff received a rezoning request from the Municipality of the County of Inverness to rezone lands it owns on Beach Road No. 2 (the Inverness Industrial Mall property) from Industrial (I-2) to Commercial Mixed Use (C-3). On July 6<sup>th</sup>, Staff additionally received a request for the rezoning of municipally owned lands on Mine Road from Urban Residential (R-1) and Industrial (I-2) to Commercial Mixed Use (C-3). The Municipality planned to sell these properties to the Cabot Links Golf Course developer with the intention of facilitating the development. The Beach Road No. 2 site would be redeveloped to include the club house and some guest rooms.

To facilitate the rezoning of the Beach Road property, Staff also recommended amending the Inverness Municipal Planning Strategy to allow rezonings to C-2 and C-3 where adjacent properties share that designation. First reading for these rezonings and amendments occurred on July 6<sup>th</sup>, with the public hearing on July 23<sup>rd</sup>. Council approved the rezonings and amendments that evening, and ministerial approval was given in August.



### 3.15 Island Sunset Seafoods Rezoning (Inverness)

On July 30<sup>th</sup>, 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. This would accommodate the proposed Cabot Links golf

course. Staff visited the site on August 12<sup>th</sup>, 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 is currently awaiting correspondence from the applicant regarding some follow-up questions posed to him regarding servicing for the property.



### 3.16 Isle Madame Water Supply Amendments (Isle Madame)

In July 2009, Staff received the direction to work on amending the current Water Supply (O-3) Zone to reflect the actual boundary limits of the Babins Lake Watershed.

The Municipal Planning Strategy (MPS) for Isle Madame states that a more accurate watershed boundary study will prompt a Water Supply Zone boundary adjustment. In 2002 the Municipality of the County of Richmond contracted Dillon Consulting to undertake such a boundary study. The current watershed boundary is the result of that study and it differs from the first water supply boundary found in the Isle Madame MPS document. This is the reason for the present plan amendments.

The O-3 zone was created for the purpose of protecting the clean water supply for the communities of Arichat and Petit de Grat, in Richmond County. The designation prevents harmful uses within the Babins Lake Watershed that could contaminate watercourses within the watershed. The water supply area designation is – Water Supply (O-3) Zone.

The Isle Madame MPS outlines the need for a protected water supply area. The Water Supply (O-3) zone is designed to protect the water supply for the communities of Arichat and Petit

de Grat. The original boundary was created a number of years ago and does not precisely match the actual boundary of the Babins Lake Watershed. A more recent study conducted by Dillon Consulting Inc. has determined the actual boundary of the watershed. The policy which allows for the rezoning is Policy 4.11.



This series of rezonings involve some areas coming out of the Water Supply (O-3) Zone and other areas newly becoming part of the O-3 Zone. An area of particular concern is Area 6, which is currently zoned as VLI (Village Light Industrial) and should be rezoned to O-3. The industry consists of a steel tank manufacturing operation and is already subject to Department of Environment standards. At present, the O-3 Zone does not permit this type of land use.

The Staff's opinion is that the proposed rezonings do meet the criteria and requirements of the Municipality of Richmond Municipal Planning Strategy and Land Use By-law. Staff are preparing for an open house to present the extent of the rezonings in and around the Babins Lake Watershed.

### **3.17 Maryvale Windturbines (Antigonish)**

Maryvale Wind Limited Partnership applied to rezone four 2.0 acre portions of four separate properties in Maryvale from General Resource (GR-1) to Wind Resource (WR-1) for the purpose of placing a 1.5 MegaWatt wind turbine on each separate lot for a total of four wind turbines. The project will create 6mw of energy to be put directly into Nova Scotia Power's grid by December 2009. Currently the properties are mostly tree covered with a few buildings located on them (two structures located by the road and a small hunting cabin). The properties are designated General Resource and are zoned

General Resource (GR-1). All of these properties are very large, combined totaling approximately 345 acres (140 hectares). The intention of the lease holder is to place the wind turbines at the rear of these properties at least 1,000 metres from the closest dwelling. The newly adopted Antigonish County Municipal Planning Strategy Concerning the Regulation of Wind Turbine Development would ensure this by only rezoning the portions of the property where the applicant intends to locate their turbines.

### **3.18 Mount Cameron Estates Apartments (Antigonish)**

In February 2010, Mr. Ruhollah Shafiei, acting on behalf of Mount Cameron Estates, submitted preliminary site plans for a large retirement development to be located in Mount Cameron Estates. Central to this proposal was three 48 unit apartment buildings circled by a ring road with duplexes and quad-plexes adding an extra 48 units. The site plan was reviewed and a number of suggestions were made regarding the requirements for parking, landscaping, and architectural design. Concerns were also raised about the high densities proposed.



In response the developer provided a revised site plan in April proposing three 48 unit apartment buildings; eight duplexes; three triplexes; and twelve, four unit townhouses for a total of 217 units, 15 units more than the first proposal.

Staff is continuing to negotiate a development agreement with Mount Cameron Estates Limited with the intent of working together to produce a development which would be favourably received by the public when it goes to a public meeting.

### 3.19 ShearWind Wind Turbines (Glen Dhu)

Shear Wind Inc. applied July 11<sup>th</sup>, 2009 to rezone portions of properties located in the Northwest corner of the Municipality of the County of Antigonish by the county line with Pictou County. The purpose of the rezoning is to place 2.0 Megawatt wind turbine on each separate property portion for a total of fourteen wind turbines. The project was part of a larger thirty wind turbine proposal (the Glen Dhu Wind Power Project) with the remainder of the turbines located outside of Antigonish County in the Municipality of the County of Pictou. In total the proponent's proposal is to create 60mw of energy to be put directly into Nova Scotia Power's grid.

Staff recommended that Council approve the rezoning of the fourteen 2.66 hectare portions of nine separate properties between McArras Brook and Browns Mountain from General Resource (GR-1) to Wind Resource (WR-1) to allow for the construction of fourteen (14) Wind Turbines. Staff presented this recommendation to PAC in December. The decision of PAC was tabled until the proponent completed an Open House in Antigonish County.

PAC accepted Staff's recommendation in January and Council convened a Public Hearing in February at which Council rezoned these properties. The decision of Council was then appealed to the Utility and Review Board which ruled the appellants did not have standing and therefore dismissed the appeal.

### 3.20 Sporting Mountain Plan Review

Richmond County PAC convened three Special Evening Committee meetings, March 4<sup>th</sup>, 2010 (St. Georges Channel); March 11<sup>th</sup>, 2010 (Cleveland); and March 25<sup>th</sup>, 2010 (River Bourgeois) to hear presentations from the general public on concerns or issues related to the required plan review of the Sporting Mountain Municipal Planning Strategy and Land Use By-law. According to the sign-in sheets available there were at least one hundred and nine (109) people present over the three evenings and a total of forty-one (41) submissions were received. Of these

submissions only one was not supportive of the plan as it presently exists.



Submissions received after the three Special Sessions of Planning Advisory Committee included one letter proposing changes to the Plan and included a number of letters from 1993; the original June 4, 1993 Jacques Whitford Environmental report and two more recent (2007 and 2008) engineering reports from Strum Environmental. PAC also received eighty-eight copies of a form letter in favour of "...changing the policy to allow for the development of heavy industry on the Southside of the Mountain." A similar petition was received in favour of leaving the plan unchanged.

Planning Advisory Committee recommended that the plan review process be considered complete and that the plan remain unchanged. Council accepted the recommendation of PAC.

### 3.21 Subdivision By-law Amendments (Victoria)

In the fall of 2008, 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. Some of these are policy changes to make Victoria County's standards consistent with neighbouring municipalities, and others update references to new provincial legislation that came into effect since the By-law was approved in 1995 and address issues in the recently adopted Baddeck MPS and LUB. A staff report and draft by-law amendment is currently being finalized and will soon be brought to Committee.



### 3.22 Wind Energy Policy (Antigonish)

Since early 2008, Staff have been working on preparing a Municipal Planning Strategy and Land Use By-law for the County of Antigonish pertaining to wind energy and its generation. Revised documents were distributed to members of the Planning Advisory Committee and presented to Council on April 21<sup>st</sup>, 2009, where the Plan was given first reading. Before the formal public hearing, public information sessions had been held in Maryvale, Antigonish (Municipal Office) and Havre Boucher in June so residents would have the opportunity to become familiar with the proposals. The public hearing occurred on June 16<sup>th</sup>, and the policy passed second reading that evening. Following ministerial approval the plan took effect when notice was published in *The Casket* on July 15<sup>th</sup> 2009.



### 3.23 Wind Energy Policy (Richmond County)

Work continued on the Richmond County wind turbine policy in the 2009-10 fiscal year with a series of open houses at the end of March and beginning of April, 2009 in five communities throughout the County. This gave residents the opportunity to provide input on what they would like to see in the document. These findings were presented to Richmond County PAC on April 7<sup>th</sup>. At the May 5<sup>th</sup> meeting of PAC, Staff presented a synopsis of the proposed Wind Turbine Municipal Planning Strategy and Land Use By-law for Antigonish County, and discussed how this might relate to Richmond County. Direction was received that due to the low population density and large number of narrow lots in Richmond County, large lot line setbacks for domestic turbines would not be appropriate.

Staff prepared and presented a list of proposed policies for large and small scale turbines to PAC on June 2<sup>nd</sup>, and over the course of the summer wrote the first draft of the wind policy document, addressing the issues raised. The draft was presented to PAC on November 3<sup>rd</sup>, and the Committee was given a chance to review and provide additional comments on the document. Some representatives from wind energy were also interested in providing input to the document and they were invited to attend the open house sessions, which were held on December 7<sup>th</sup> (Grand River), 8<sup>th</sup> (St. Georges Channel), 10<sup>th</sup> (Arichat), 16<sup>th</sup> (St. Peters) and 17<sup>th</sup> (Red Islands).

Feedback from these sessions was compiled and presented to PAC on January 18<sup>th</sup>. The Committee decided to submit the draft MPS/LUB, as presented, to Council for first reading on February 8<sup>th</sup>. The Public Hearing was held on March 9<sup>th</sup> and Council voted to defer approval of the document until such time that more feedback be received from wind turbine manufacturers, particularly in light of the proposed renewable energy policies the Province is looking to release in April 2010. Staff circulated the draft document with a request for feedback to Nova Scotia Power and several other companies and is currently awaiting such feedback.



## 4. Development Control

### 4.1 Antigonish County

#### 4.1.1 Building Permits (April 1, 2009 – March 31, 2010)

<b>Residential</b>	<b>Permits</b>	<b>Value</b>
New	77	\$ 15,778,300
Mobile Homes	46	2,951,195
Cottages	5	481,000
Additions, Alterations and Renovations	41	2,121,500
Garages and Accessory Buildings	72	1,016,000
Multiple Units	0	-
	<u>241</u>	<u>\$ 22,347,995</u>
<b>Commercial and Industrial Buildings</b>		
New	20	\$ 1,468,000
Additions and Alterations	9	220,000
	<u>29</u>	<u>\$ 1,688,000</u>
<b>Institutional Buildings</b>		
New	0	\$ -
Additions and Alterations	2	46,000
	<u>2</u>	<u>\$ 46,000</u>
<b>Other</b>	<u>37</u>	<u>\$ 607,700</u>
<b>Total</b>	<b>309</b>	<b>\$ 24,689,695</b>

#### 4.1.2 Subdivision Activity (April 1, 2009 – March 31, 2010)

	<b>Applications</b>	<b>Lots</b>	<b>Fees</b>
Final Plan	80	141	\$ 15,800
Extra Lots	n/a	9	175
Tentative Plan	2	56	100
Concept Plan	2	88	-
Repeal	1	(5)	200
	<u>85</u>	<u>289</u>	<u>\$ 16,275</u>

**4. Development Control (continued)**

**4.2 Inverness County**

**4.2.1 Building Permits (April 1, 2009 – March 31, 2010)**

<b>Residential</b>	<b>Permits</b>	<b>Value</b>
New	35	\$ 6,826,000
Mobile Homes	35	1,734,500
Cottages	8	500,000
Additions, Alterations and Renovations	72	1,764,100
Garages and Accessory Buildings	47	586,990
Multiple Units	0	-
	<u>197</u>	<u>\$ 11,411,590</u>
 <b>Commercial and Industrial Buildings</b>		
New	31	\$ 3,130,500
Additions and Alterations	17	921,500
	<u>48</u>	<u>\$ 4,052,000</u>
 <b>Institutional Buildings</b>		
New	0	\$ -
Additions and Alterations	5	6,815,342
	<u>5</u>	<u>\$ 6,815,342</u>
 <b>Other</b>	 <u>27</u>	 <u>\$ 169,200</u>
 <b>Total</b>	 <b>277</b>	 <b>\$ 22,448,132</b>

**4.2.2 Subdivision Activity (April 1, 2009 – March 31, 2010)**

	<b>Applications</b>	<b>Lots</b>	<b>Fees</b>
Final Plan	42	78	\$ 8,200
Extra Lots	n/a	10	225
Tentative Plan	-	-	-
Preliminary Plan	-	-	-
Repeal	-	-	-
	<u>42</u>	<u>88</u>	<u>\$ 8,425</u>

**4. Development Control (continued)****4.3 Richmond County****4.3.1 Building Permits (April 1, 2009 – March 31, 2010)**

<b>Residential</b>	<b>Permits</b>	<b>Value</b>
New	21	\$ 3,609,600
Mobile Homes	11	515,900
Cottages	1	200,000
Additions, Alterations and Renovations	78	1,613,219
Garages and Accessory Buildings	71	855,229
Multiple Units	1	140,000
	<u>182</u>	<u>\$ 6,933,948</u>
<b>Commercial and Industrial Buildings</b>		
New	18	\$ 938,000
Additions and Alterations	17	917,000
	<u>35</u>	<u>\$ 1,855,000</u>
<b>Institutional Buildings</b>		
New	1	\$ 80,000
Additions and Alterations	0	-
	<u>1</u>	<u>\$ 80,000</u>
<b>Other</b>	<u>14</u>	<u>\$ 2,000</u>
<b>Total</b>	<b>233</b>	<b>\$ 8,870,948</b>

**4.3.2 Subdivision Activity (April 1, 2009 – March 31, 2010)**

	<b>Applications</b>	<b>Lots</b>	<b>Fees</b>
Final Plan	45	109	\$ 9,000
Extra Lots	n/a	27	850
Tentative Plan	1	32	50
Preliminary Plan	-	-	-
	<u>46</u>	<u>168</u>	<u>\$ 9,900</u>

**4. Development Control (continued)**

**4.4 Victoria County**

**4.4.1 Building Permits (April 1, 2009 – March 31, 2010)**

<b>Residential</b>	<b>Permits</b>	<b>Value</b>
New	33	\$ 6,216,000
Mobile Homes	13	578,974
Cottages	9	760,000
Additions, Alterations and Renovations	27	547,000
Garages and Accessory Buildings	38	466,700
Multiple Units	0	-
	<b>120</b>	<b>\$ 8,568,674</b>
<b>Commercial and Industrial Buildings</b>		
New	2	\$ 150,000
Additions and Alterations	11	970,000
	<b>13</b>	<b>\$ 1,120,000</b>
<b>Institutional Buildings</b>		
New	0	\$ -
Additions and Alterations	1	95,500
	<b>1</b>	<b>\$ 95,500</b>
<b>Other</b>	<b>6</b>	<b>\$ 5,000</b>
<b>Total</b>	<b>140</b>	<b>\$ 9,789,174</b>

**4.4.2 Subdivision Activity (April 1, 2009 – March 31, 2010)**

	<b>Applications</b>	<b>Lots</b>	<b>Fees</b>
Final Plan	29	51	\$ 5,800
Extra Lots	n/a	5	125
Instrument Plan	1	2	200
Preliminary Plan	-	-	-
	<b>30</b>	<b>58</b>	<b>\$ 6,125</b>

**4. Development Control (continued)****4.5 Port Hawkesbury****4.5.1 Building Permits (April 1, 2009 – March 31, 2010)**

<b>Residential</b>	<b>Permits</b>	<b>Value</b>
New	4	\$ 1,055,000
Mobile Homes	3	243,450
Cottages	0	-
Additions, Alterations and Renovations	23	420,400
Garages and Accessory Buildings	4	29,400
Multiple Units	3	632,000
	<u>37</u>	<u>\$ 2,380,250</u>
<b>Commercial and Industrial Buildings</b>		
New	3	\$ 2,570,000
Additions and Alterations	6	2,515,000
	<u>9</u>	<u>\$ 5,085,000</u>
<b>Institutional Buildings</b>		
New	0	\$ -
Additions and Alterations	1	450,000
	<u>1</u>	<u>\$ 450,000</u>
<b>Other</b>	<u>7</u>	<u>\$ 334,000</u>
<b>Total</b>	<b>54</b>	<b>\$ 8,249,250</b>

**4.5.2 Subdivision Activity (April 1, 2009 – March 31, 2010)**

	<b>Applications</b>	<b>Lots</b>	<b>Fees</b>
Final Plan	2	4	\$ 400
Extra Lots	n/a	-	-
Tentative Plan	-	-	-
Preliminary Plan	-	-	-
	<u>2</u>	<u>4</u>	<u>\$ 400</u>

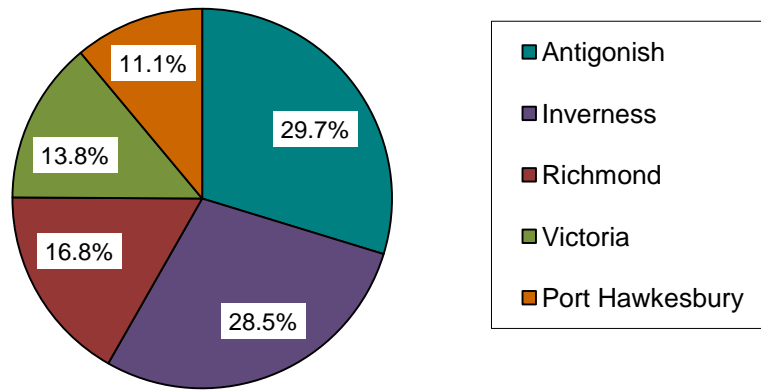
**4. Development Control (continued)**

**4.6 Development Summary**

**4.6.1 Building Permits (April 1, 2009 – March 31, 2010)**

	Antigonish	Inverness	Richmond	Victoria	Hawkesbury
Construction Value	\$ 24,689,695	\$ 22,448,132	\$ 8,870,948	\$ 9,789,174	\$ 8,249,250
Building Permit Fees	\$ 45,023	\$ 43,186	\$ 25,517	\$ 20,966	\$ 16,756
Development Fees	\$ 3,400	\$ 890	\$ 1,360	\$ 200	\$ 720
Permits Issued	309	277	233	140	54

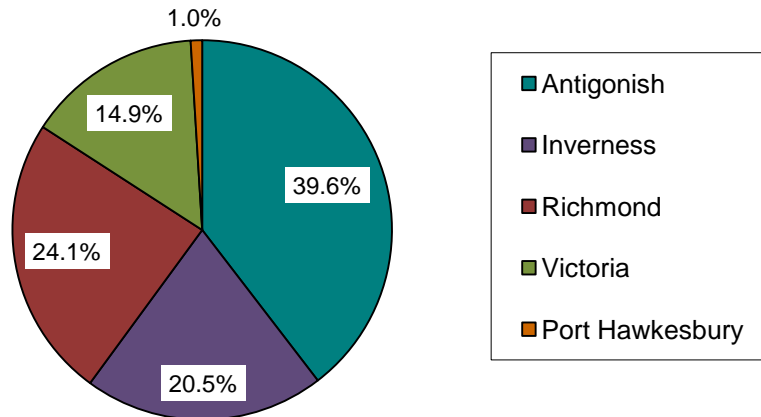
**Building Permit Revenues**



**4.6.2 Subdivision Activity (April 1, 2009 – March 31, 2010)**

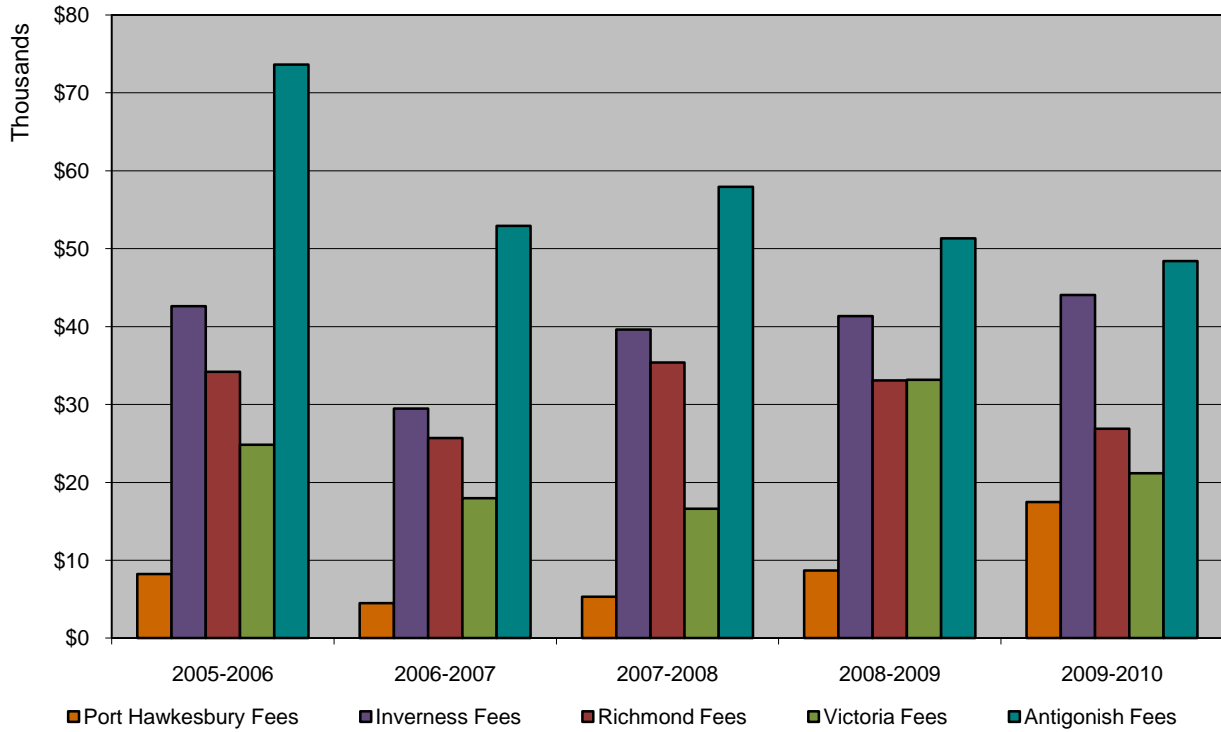
	Antigonish	Inverness	Richmond	Victoria	Port Hawkesbury
Final/Tentative Plans	83	42	46	30	2
Final/Proposed Lots	201	88	168	58	4
Total Fees	\$ 16,275	\$ 8,425	\$ 9,900	\$ 6,125	\$ 400

**Subdivision Revenues**

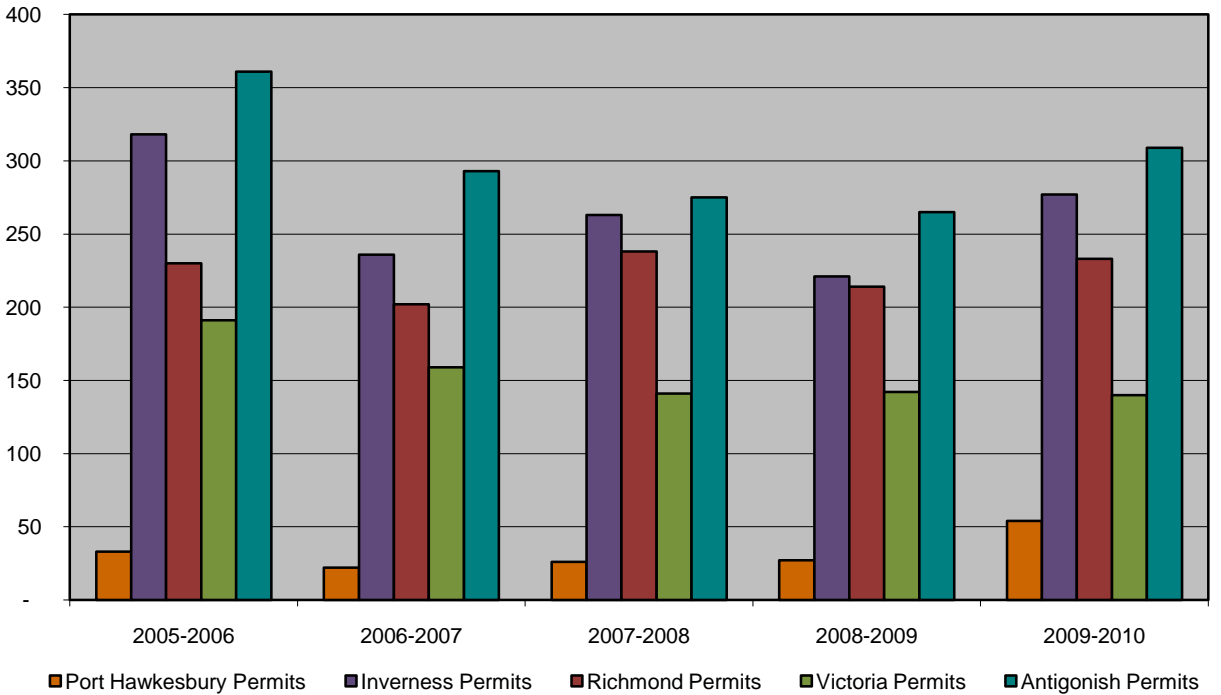


4. Development Control (continued)

4.6.3 Figure 1: Building Permit Revenues 2005 – 2010



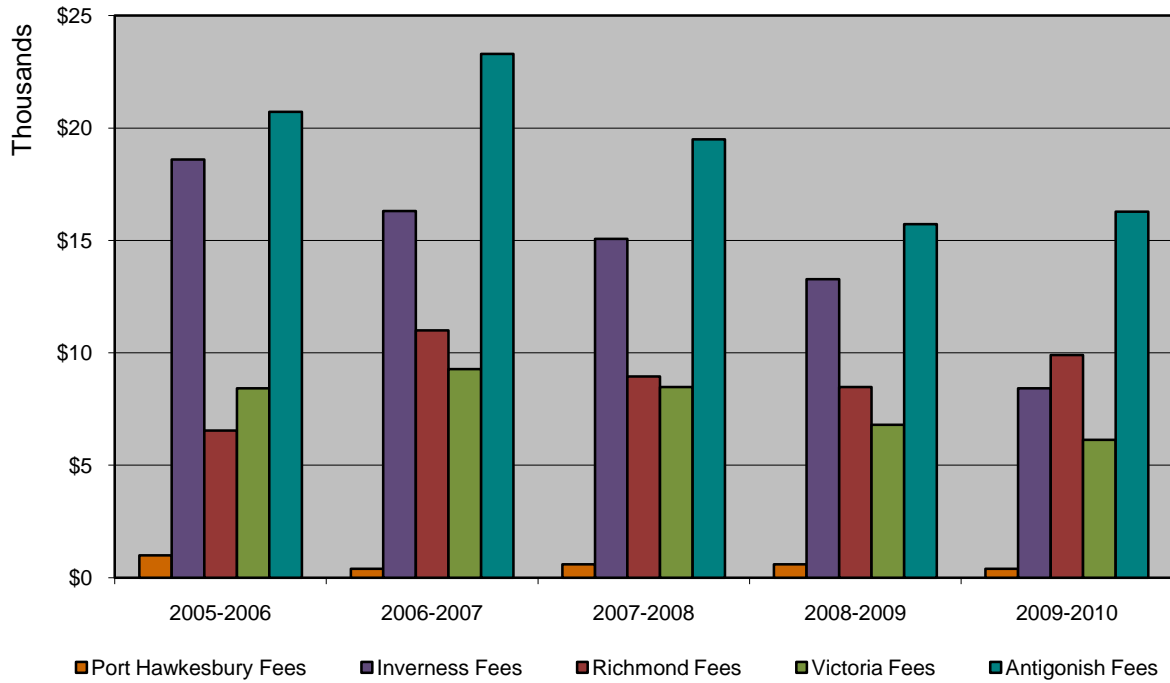
4.6.4 Figure 2: Number of Building Permits 2005 – 2010



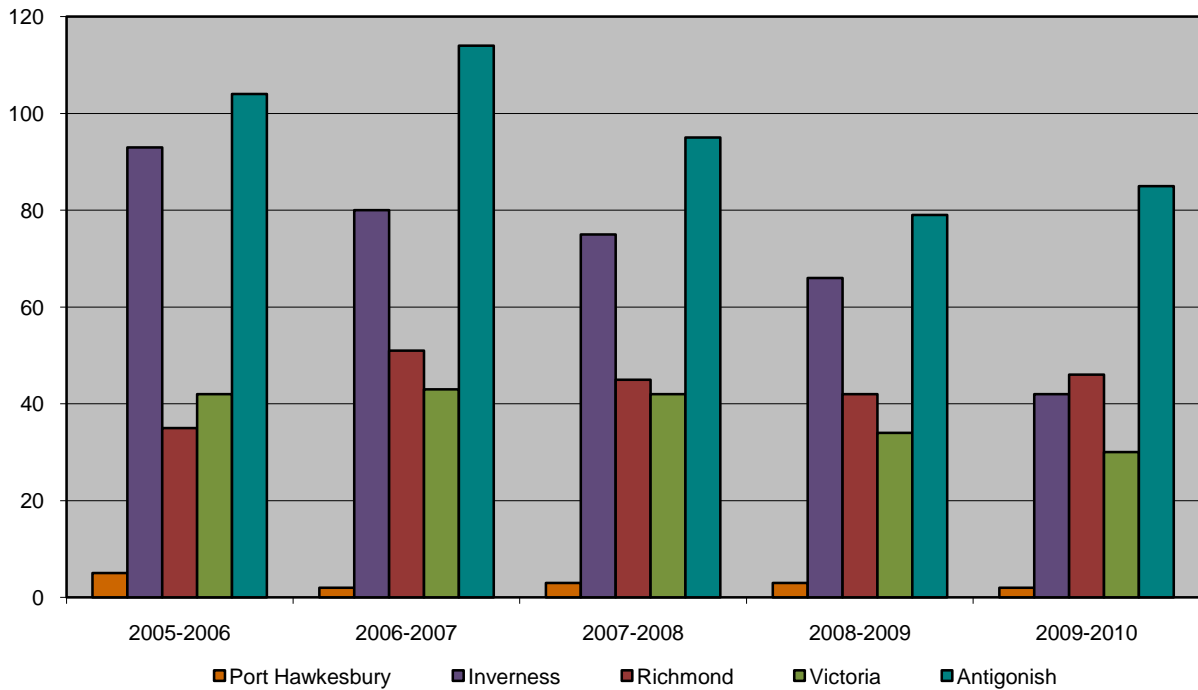


4. Development Control (continued)

4.6.5 Figure 3: Subdivision Fee Revenues 2005 – 2010

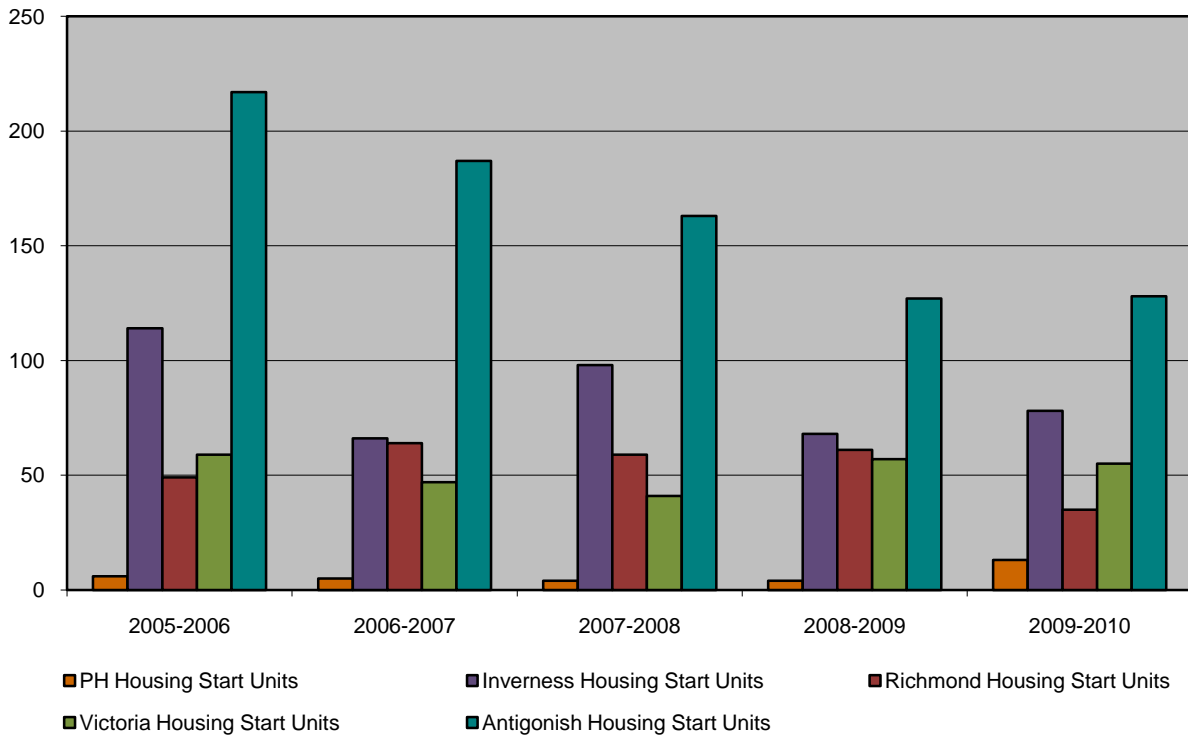


4.6.6 Figure 4: Subdivision Applications 2005 – 2010

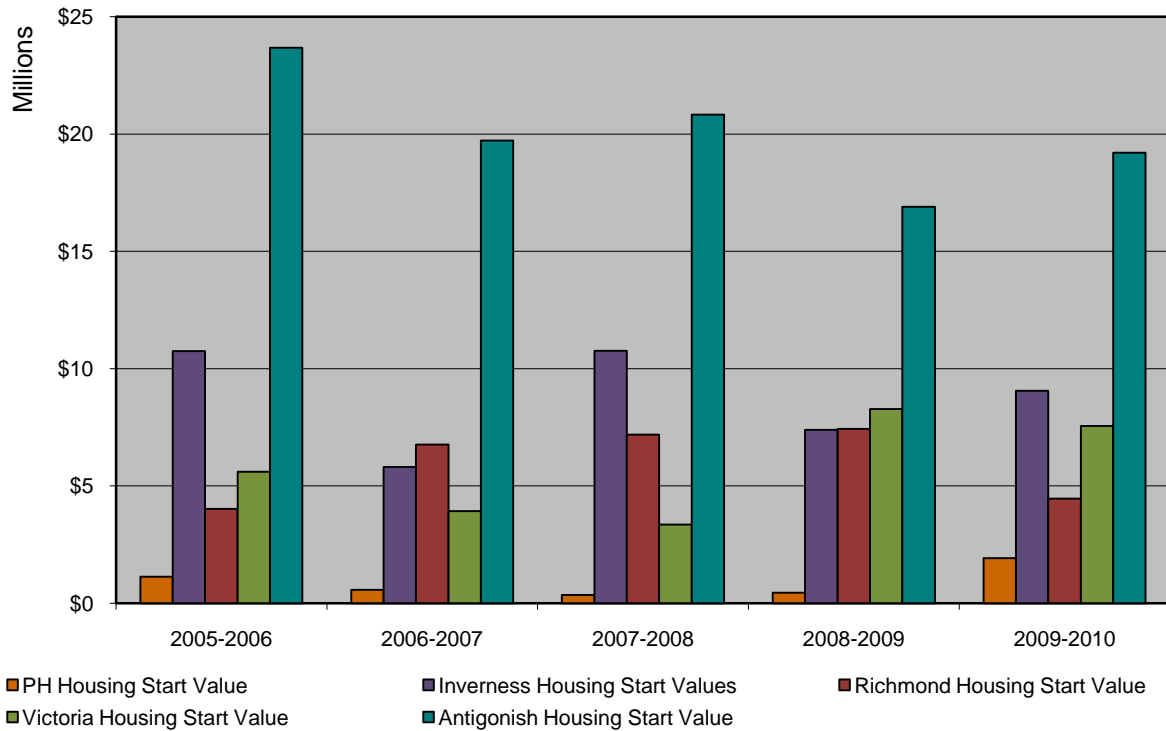


4. Development Control (continued)

4.6.7 Figure 5: Housing Start Units 2005 – 2010



4.6.8 Figure 6: Housing Start Values 2005 – 2010



**Appendix A. 2010 – 2011 Operating Estimates**

**Operating Estimates  
Eastern District Planning Commission  
2010 – 2011**

	<b>2010 – 2011</b>
<b>Staff</b>	
Wages	\$ 571,321
EI, CPP, Group Insurance	\$ 54,121
WCB	\$ 11,826
Pension Plan	\$ 28,566
Membership Dues and Fees	\$ 4,000
	\$ 669,835
 <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	\$ 3,000
Office Rent	\$ 27,000
Office Supplies	\$ 6,000
Photocopying	\$ 6,000
Postage	\$ 3,000
Telephone and Fax	\$ 15,000
	\$ 94,500
 <b>Travel and Training</b>	
Mileage Compensation	\$ 70,000
Conference Fees and Expenses	\$ 20,000
	\$ 90,000
 <b>Additional Fees</b>	
Legal	\$ 1,000
Auditor	\$ 6,000
Technical and Mapping	\$ 15,000
Commission Expenses	\$ 5,400
	\$ 27,400
<b>TOTAL</b>	<b>\$ 881,735</b>

**2010 – 2011**  
**continued: Page 2**

		<b>2010 – 2011</b>
		<b>\$ 881,735</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		\$ 644,735
 <b>Total Contributions</b>		
Antigonish County		\$ 159,126
Inverness County		\$ 155,697
Richmond County		\$ 157,801
Victoria County		\$ 117,436
Port Hawkesbury		\$ 54,676
<b>Total</b>		<b>\$ 644,735</b>

Preliminary Uniform Assessment Sharing Base (2010-2011)

<b>Municipality</b>	<b>Assessment</b>	<b>Percentage</b>
<b>Antigonish</b>	\$ 804,568,760	25.81%
<b>Inverness</b>	\$ 783,999,441	25.15%
<b>Richmond</b>	\$ 796,622,181	25.55%
<b>Victoria</b>	\$ 554,485,565	17.79%
<b>Port Hawkesbury</b>	\$ 178,013,730	5.71%
	<b>\$3,117,689,677</b>	<b>100.00%</b>

## 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

	<u>Page</u>
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



Grant Thornton

## Auditors' report

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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, 2010, 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, 2010, 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

April 30, 2010

*Grant Thornton LLP*  
Chartered accountants

# Eastern District Planning Commission

## Statement of financial activities

Year ended March 31	2010	2010	2009
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
<b>Revenue</b>			
Municipality of the County of Antigonish	\$ 148,914	\$ 148,914	\$ 135,050
Municipality of the County of Inverness	145,557	145,557	133,521
Municipality of the County of Richmond	153,943	153,943	145,584
Municipality of the County of Victoria	107,609	107,609	100,385
Town of Port Hawkesbury	53,464	53,464	51,960
Building permit fees	166,000	158,018	167,590
Subdivision fees	50,000	41,125	44,875
Integrated Community Sustainability Planning	-	29,420	-
Miscellaneous	4,000	7,048	2,674
E-911 funding	17,000	18,263	17,712
	<u>846,487</u>	<u>863,361</u>	<u>799,351</u>
<b>Expenditure</b>			
Administrative (Page 7)	794,487	810,563	778,239
Occupancy (Page 7)	27,000	28,183	28,197
Prepays	-	10,465	-
Capital expenditures	20,000	4,096	6,781
	<u>841,487</u>	<u>853,307</u>	<u>813,217</u>
Net revenue (expenditure)	5,000	10,054	(13,866)
Prepays	-	10,465	-
Change in fund balance	\$ 5,000	\$ 20,519	\$ (13,866)

See accompanying notes to the financial statements.

# Eastern District Planning Commission

## Statement of financial position

March 31

2010

2009

### Financial assets

Cash	\$ 15,472	\$ -
Receivables	<u>18,499</u>	<u>25,212</u>
	<u>33,971</u>	<u>25,212</u>

### Liabilities

Bank indebtedness (Note 3)	-	1,753
Payables and accruals	26,973	38,914
Deferred revenue	13,669	-
Capital lease obligation (Note 4)	<u>-</u>	<u>1,271</u>
	<u>40,642</u>	<u>41,938</u>

### Net financial liabilities

	<u>(6,671)</u>	<u>(16,726)</u>
--	----------------	-----------------

### Non-financial assets

#### Capital assets, at cost

Office furniture	16,421	14,803
Computer equipment	37,989	28,300
Computer equipment under capital lease	<u>-</u>	<u>7,211</u>
	<u>54,410</u>	<u>50,314</u>

#### Prepays

	<u>13,049</u>	<u>2,585</u>
	<u>67,459</u>	<u>52,899</u>

### Net assets

	<u>\$ 60,788</u>	<u>\$ 36,173</u>
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### Fund balances (Page 5)

	\$ 6,380	\$ (14,139)
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### Investment in capital assets (Page 6)

	<u>54,408</u>	<u>50,312</u>
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### Net financial position

	<u>\$ 60,788</u>	<u>\$ 36,173</u>
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### Commitments (Note 5)

On behalf of the Commission

Daniel Lyndren Chairperson

Barrison Member

See accompanying notes to the financial statements.

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# Eastern District Planning Commission

## Statement of changes in financial position

March 31

2010

2009

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### Operating

Net expenditure	\$ 10,054	\$ (13,866)
Change in non-cash operating working capital (Note 7)	<u>8,442</u>	<u>17,173</u>
	<u>18,496</u>	<u>3,307</u>

### Financing

Repayment of capital lease obligation	<u>(1,271)</u>	<u>(2,545)</u>
	<u>(1,271)</u>	<u>(2,545)</u>

Change in cash position 17,225 762

Bank indebtedness, beginning of year (1,753) (2,515)

Cash (bank indebtedness), end of year \$ 15,472 \$ (1,753)

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See accompanying notes to the financial statements.

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## Eastern District Planning Commission Statement of changes in fund balances

March 31	2010	2009
Balance, beginning of year	\$ (14,139)	\$ (273)
Change in fund balance	<u>20,519</u>	<u>(13,866)</u>
Balance, end of year	<u>\$ 6,380</u>	<u>\$ (14,139)</u>

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See accompanying notes to the financial statements.



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# Eastern District Planning Commission

## Statement of investment in capital assets

March 31	2010	2009
Balance, beginning of year	\$ 50,312	\$ 143,093
Write down of capital assets	-	(99,562)
Capital expenditures	<u>4,096</u>	<u>6,781</u>
Balance, end of year	<u>\$ 54,408</u>	<u>\$ 50,312</u>

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See accompanying notes to the financial statements.

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## Eastern District Planning Commission

### Schedules to statement of financial activities

Year ended March 31	2010	2010	2009
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
<b>Administrative</b>			
Advertising and promotion	\$ 1,000	\$ 3,432	\$ 428
Conferences	20,000	18,309	17,320
Interest and bank charges	2,500	2,378	2,697
Liability insurance	23,000	21,043	21,575
Maps	-	255	1,007
Membership dues and subscriptions	7,000	7,143	7,044
Miscellaneous	7,400	5,317	4,600
Office supplies and postage	13,000	22,832	15,020
Professional fees	5,000	7,395	13,297
Salaries and employee benefits	631,587	619,588	606,395
Telephone	16,000	14,896	16,024
Travel and meetings	<u>68,000</u>	<u>87,975</u>	<u>72,832</u>
	<b><u>\$ 794,487</u></b>	<b><u>\$ 810,563</u></b>	<b><u>\$ 778,239</u></b>
<b>Occupancy</b>			
Insurance	\$ -	\$ 847	\$ 841
Rent	<u>27,000</u>	<u>27,336</u>	<u>27,356</u>
	<b><u>\$ 27,000</u></b>	<b><u>\$ 28,183</u></b>	<b><u>\$ 28,197</u></b>

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See accompanying notes to the financial statements.

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# Eastern District Planning Commission

## Notes to the financial statements

March 31, 2010

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### 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.

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### 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.

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# Eastern District Planning Commission

## Notes to the financial statements

March 31, 2010

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### 3. Line of credit

The Commission has a \$20,000 unsecured operating line of credit with East Coast Credit Union that expires June 30, 2010. The balance of the line of credit as at March 31, 2010, was nil.

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4. Capital lease obligation	<u>2010</u>	<u>2009</u>
Dell Financial Services Canada		
10% capital lease, repaid during the year	\$ -	\$ 1,020
Dell Financial Services Canada		
10% capital lease, repaid during the year	<u>-</u>	<u>251</u>
	<u>-</u>	<u>1,271</u>
Less current portion	<u>-</u>	<u>1,271</u>
	<u>\$ -</u>	<u>\$ -</u>

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### 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.

Included in prepaids are expenditures totalling \$10,342 for mapping and planning software to be acquired and installed in May, 2010. The balance of the contract is due in annual instalments of \$6,895 over the next 3 years.

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### 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 \$24,796 (2009 - \$24,793).

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# Eastern District Planning Commission

## Notes to the financial statements

March 31, 2010

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7. Supplemental cash flow information	<u>2010</u>	<u>2009</u>
Change in non-cash operating working capital:		
Receivables	\$ 6,714	\$ 240
Payables and accruals	(11,941)	16,933
Deferred revenue	<u>13,669</u>	<u>-</u>
	<u>\$ 8,442</u>	<u>\$ 17,173</u>

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