



**Eastern District Planning Commission
2012-2013
Annual Report and
Financial Statements**

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2012 – 2013
Annual Report and Financial Statements

June 2013

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1. Introduction

This report is for the period of April 1, 2012, to March 31, 2012, and has been prepared in accordance with Sections 256 and 257 of the *Municipal Government Act*. The Act requires 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.

The 2012-2013 fiscal year marks the twenty-second year the Commission has been in operation. Originally established in 1991 as the Inverness Richmond District Planning Commission with just two Counties, the Commission added the Town of Port Hawkesbury in 1993 and the Municipality of the County of Victoria in 1995. In 1995, the Commission changed its name to the Rural Cape Breton District Planning Commission. With the addition of the Municipality of the County of Antigonish in 2006, the Commission was renamed the Eastern District Planning Commission (EDPC). While the name has changed, the Commission still provides a full range of planning, development and inspection services to its member units.

A major issue faced by the Commission last year was the status of Richmond County. We began the fiscal year with Richmond County giving notice that they intended to withdraw from the Commission effective March 31, 2013. However, at the same time, they have asked for some time to give consideration to put a committee together to review their services. In response to this the Board agreed to the request and the Director made a presentation to Richmond County Council highlighting the work of the Commission.

By the end of the calendar year Richmond County had decided to stay with the Commission and March 31, 2013 passed without any further notices under Section 253(3) of the *Municipal Government Act*.

Building inspection and development staff did see the number of permits remain stable with 806 permits issued in 2011-2012 and 808 permits issued this last fiscal year. Building Permit Fees however increased by 19.2% from \$160,271 to \$191,109 while Housing starts also stayed constant dropping slightly from 259 starts to 254 and Subdivision fees decreased as well by 12.5% from \$38,175 to \$33,400.

Planning staff continued to work on the plan reviews for the Antigonish Fringe Area and Inverness Plan Reviews, the Victoria County Wind Energy Plan and By-law and completed the statutory requirements for finalizing the Central Antigonish Planning Process. Staff also completed some preliminary work on the SW Antigonish Municipal Planning Strategy and Land Use By-law in anticipation of this process recommencing.

Also 2012 was a Municipal Election year and so the new calendar year saw a number of changes to our Board. Five first term councillors were added to the Board from every Municipality except Richmond.

District Planning also welcomed Nathan MacLeod to the Commission last summer as a new Planner. Nathan replaced Beth Schumacher for a year as she was away on maternity leave with her new son. Nathan is a graduate of the Dalhousie University Planning School and has completed his first year of a Landscape Architecture degree from the University of Manitoba's Faculty of Architecture. Nathan has gained valuable experience with District Planning being responsible for a number of rezoning, plan amendments and development agreements over the last year. He has made presentations to a number of our Councils and to their Sub-committees as well.

The remainder of the report summarizes our activities from the last fiscal year in accordance with the requirements of the *Municipal Government Act*.

2. Structure of the Eastern District Planning Commission

2.1 Council	Commission Representatives
Port Hawkesbury	Councillor Trevor Boudreau, Chair Deputy Mayor Brenda Chisholm-Beaton, Member Councillor Joe Janega, Alternate Councillor Ken Anderson, (Chair to October 2012) Mayor Billy Joe MacLean, (Member to December 2012) Councillor Jim King, (Alternate Member to October 2012) Maris Freimanis, Secretary Treasurer
Richmond County	Councillor Shirley McNamara, Member Councillor Malcolm Beaton, Member Councillor Victor David, (Member to December 2012) Warren Olsen, Advisor
Inverness County	Warden Duart MacAulay, Member Councillor Alfred Poirier, Member Councillor Daniel Boudreau, (Member to October 2012) Joe O'Connor, Advisor
Victoria County	Warden Bruce Morrison, Member Councillor Athol Grant, Member Councillor Keith MacCuspig, (Member to October 2012) Councillor Paul MacNeil, (Alternate Member to October 2012) Sandy Hudson, Advisor
Antigonish County	Councillor Bill MacFarlane, Member Councillor Pierre Boucher, Member Deputy Warden Owen McCarron, (Member to December 2012) Alan Bond, Advisor

2.2	Staff
Director:	John Bain
Planners:	Andrew Jones Nathan MacLeod Beth Schumacher
Development Officer:	Wanda Ryan
Senior Building/Fire Inspectors:	Cyril LeBlanc Leon LeBlanc
Building/Fire Inspectors:	David MacKenzie Harry Martell
Assistant Building/Fire Inspector:	Sean Donovan
Planning Technician:	Bryne Butts
Bookkeeper/Receptionist:	Tammy MacLellan
Auditors:	Grant Thornton Chartered Accountants
Solicitors:	Pickup and MacDowell

3.1 Municipal Planning Strategy and Land Use By-law Processes

3.01 Antigonish Affordable Housing Society

Development Agreement Application by Antigonish Affordable Housing Society to allow for the construction of one or more multi-unit buildings including a social enterprise component on a portion of Property located off Vincent's Way, Sylvan Valley, Antigonish County.

3.02 Chéticamp Source Water Protection

EDPC has participated in the Chéticamp Source Water Protection Advisory Committee since June 2010. The Source Water Protection Plan is now a completed document. The Department of Environment is tasked with administering the document and the committee meets twice a year to update the document and review issues with the plan, such as monitoring and compliance. The last committee meeting was in May 2013 and the next one is scheduled for the fall of 2013. Planning Staff provide the Advisory Committee with information, support and mapping.

3.03 Decommissioning of Wind Turbines (Antigonish)

On August 20, 2012, staff received an inquiry from the Municipal Clerk of the Municipality of the County of Antigonish regarding possible ways to ensure developers will pay for the decommissioning and site reclamation of utility scale wind turbines. Staff responded by letter on October 10, 2012. This letter was later reformatted as a formal staff report with three options for requiring financial surety for future wind turbines. The staff report recommended requiring a performance surety before granting a development permit, and was presented to Planning Advisory Committee on April 16, 2013. The Committee requested further research into the estimated cost to a developer to provide the

necessary performance surety. This information will be presented at the next scheduled meeting of the Planning Advisory Committee

3.04 Ferrous Metals Recycling Proposal (Church Street Extension)

William Vasil applied in February 2012 to rezone his property from Rural Development (RD-1) zone to Industrial (I-1) zone, the property is located at # 199 Church Street Extension, Antigonish, PID# 01295856. The rezoning was defeated at Council on May 21st, 2013 on grounds that the Industrial use is not deemed to be compatible with the residence that abuts the property.



The applicant has 14 days to appeal the decision and staff just received the letter from the NSURB stating that Council's decision has not been appealed on June 7th, 2013.

3.05 K Class Roads – Richmond County Subdivision By-law

On September 10, 2012, staff received a request from Richmond County Council to investigate possible methods to use "K" class roads (roads that are owned but not maintained by the province) as permitted means of access during the subdivision process. Staff researched the issue and presented a report to Planning Advisory Committee on February 5, 2013.

3.06 Marine Centre Plan Amendment (Chéticamp)

On August 8, 2012, staff received an application by Raymond Deveau to amend the Chéticamp Municipal Planning Strategy (MPS) and Land Use By-law (LUB) to permit a marine travel lift, marina, and boat repair and storage facility in the Mixed Use (MU) Zone in Chéticamp. The amendments involved text amendments to the MPS and LUB so the proposed uses would be permitted and a rezoning so the entire site would be zoned Mixed Use (MU). As the Mixed Use (MU) Zone currently permits very similar uses to those proposed, staff prepared a report recommending the amendments. The report was presented to the Chéticamp Area Advisory Committee on February 22, 2013, the Inverness Planning Advisory Committee on March 4, 2013, and passed by Council on April 8, 2013. There were no appeals of the rezoning. Staff are currently waiting for provincial review of the text amendments before advertising their adoption.

3.07 Mattie Farms Limited (Tracadie)



On March 28, 2013, staff received an application Mr. Ted Mattie, President and Mr. Ralph Mattie, Secretary applied on behalf of Mattie Farms Limited to rezone a portion of their property from Rural (R-1) to Residential Multi Unit (R-2) to allow the construction of nine single unit dwellings on a single parcel of

land through a bare land condominium. The total property is approximately 13.8 hectares (34 acres) in area and the area to be rezoned is approximately 7.4 hectares (18.3 acres). The property is bounded to the East by a private road and to the West by the waters of Tracadie West Arm. The property is located in the Eastern Antigonish County Planning Area.

3.08 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. After significant negotiations with the developer on March 6, 2013 Planning Staff received a revised application from S.F. Smith Developments Ltd. to enter a development agreement for a proposed retirement village development. The proposed development involves construction of a two storey, 85-unit retirement living complex and 36 townhome and semi-detached units with shared designated green space. The development would be located within the existing Mt. Cameron Estates subdivision on Mt. Cameron Circle in Antigonish Landing.

Negotiations with the developer continued into April with a staff report completed in May.

3.09 Nova Construction Co. Ltd (Antigonish)



On January 16, 2013, staff received an application from Nova Construction Co. Ltd. to rezone several properties from Residential (R-1) to Gateway Commercial (GC-1) to permit a large highway oriented commercial development near the intersection of Highway 104 and Trunk 7 at Keating Court. Since this location falls within the Residential Designation, staff prepared a report detailing three possible options to address the proposed commercial development. Of these, staff recommended not permitting the development in the proposed location on the grounds the site is in the Residential Designation. Other concerns about permitting the development in the proposed location included the adequacy of site access and potential land use conflict with adjacent residential uses. The report was presented to Planning Advisory Committee on April 16, 2013. The Committee directed staff to prepare a report regarding whether the development could be accommodated through a development agreement that would mitigate some of the concerns about the proposed site. Staff are currently preparing the report.

3.10 Off-Site Signage By-law (Port Hastings)

In response to Bill 51, which is also known as the *Community Control of Non-controlled-access Highway Advertising Amendment (2011) Act*, staff are preparing a by-law to address off-site signage along public roadways in the Port Hastings Plan Area. This by-law would prohibit off-site commercial signage, and would enable municipal officials to remove illegal signage. The by-law is currently being reviewed by provincial staff, and has been discussed in draft form with the Port Hasting Area Advisory Committee.

3.11 Planning Strategy Review Fringe Area (Antigonish)

The review of the Antigonish Fringe Municipal Planning Strategy and Land Use By-law is on-going. Staff are currently writing a draft of the new document. The Area Advisory Committee was meeting on a monthly basis and the last meeting was July 2012. There has been considerable input from the Committee and staff can now proceed with writing the draft MPS. The Residential and Rural Development Designations are complete and the Industrial Designation is now being re-written by staff. Once the draft Municipal Planning Strategy and Land Use By-law are completed it will be presented to the public at Open House sessions.

3.12 Planning Strategy – Central Antigonish County

The Central Antigonish MPS and LUB were adopted at a Public Hearing on March 19th, 2013. The documents have been reviewed by the Provincial Director of Planning and have been approved. The new documents feature Hamlet zoning for the serviced communities in the Central Plan Area; these communities include: St. Andrews, Lower South River, Heatherton and Pomquet. In addition, the new planning document will include a Hamlet

Highway Commercial zone to accommodate the lands around the new Highway 104. The notice of adoption will appear in the newspaper on June 12th, 2013.

3.13 Planning Strategy Review Inverness

The plan review began in the spring of 2012 and is an on-going process with monthly Area Advisory Committee meetings being held. The Committee discusses which aspects of the existing plan should be kept and which should be improved, in order to adapt to the changing nature of the community of Inverness. The first phase of the review process has been completed with a lot of good quality input from the Committee members. Staff have now begun to write a draft Municipal Planning Strategy and Land Use By-law. In March, the Residential Section was discussed and approved. Presently, staff are working on the Rural Development Designation to be discussed at the next Committee meeting, which will be held on June 12th, 2013.

3.14 Planning Strategy – SW Antigonish County



Staff are preparing a draft Municipal Planning Strategy and Land Use By-law for the south-western portion of the Municipality of the County of Antigonish. This new planning area will essentially comprise the southwest corner of the Municipality stretching from the

boundaries of the Antigonish Fringe and Central Antigonish planning areas to the municipal boundaries. The preparation of these documents was chiefly prompted by public concern over the effects of development on Lochaber Lake. However, the draft documents are comprehensive documents addressing the same breadth of issues as others in the Municipality. Staff have finished drafting the majority of the land use policies of the Municipal Planning Strategy and will soon begin drafting implementation policies. Significant research went into the Lakeshore development policies of the draft to identify best practices in other Nova Scotia municipalities and to tailor those practices to the planning area

3.15 Planning Strategies Victoria County Wind Turbine MPS and LUBL

Planning Staff were directed to research and prepare a MPS and Land Use By-law 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 Government of Nova Scotia's 2010 Renewable Electricity Plan and regulations require that by 2015, 25% of the province's electricity will come from renewable sources, including wind, biomass, tidal and solar power. In recent years, a number of wind turbine projects have been constructed throughout Nova Scotia, with several more under consideration currently. These facilities range from single turbines to "wind farms", consisting of many turbines clustered together.

In response to some interest in Victoria County for alternative energy projects the Municipality hired a consultant to complete a *Victoria County Alternative Energy Strategy Study*. District Planning Staff took part in some of the consultation meetings and a draft of this

document was presented to Council in January. Given some of the concerns with wind power identified in the study staff have completed a draft Wind Turbine Plan and By-law for review by Council and the general public.

3.16 Public Complaint Resolution Policy

In response to an investigation by the Ombudsman the Commission received correspondence dated May 4, 2012 outlining two general concerns to be addressed by the Commission. The Ombudsman requested we implement a Complaint Resolution Process and that they be given an update on the progress of our Permit tracking system. The update of the Town Suite software was provided in correspondence attached.

At our Board meeting of May 24, 2012 it was agreed that the Commission should indeed have a Complaint Resolution Process and that we should be able to have the process in place by the end of the year. The Ombudsman also provided us with examples from the Province of Alberta and we were able to find examples of other Municipality Complaint processes which had been found acceptable to the Ombudsman.

Staff were then directed to forward the Policy to our Solicitor for comments. Also the Ombudsman's Office had asked for an update on our progress and they were provided the revised policy and correspondence for review. The Ombudsman's office also provided comments (received November 21, 2012) on the draft policy.

At our last Board Meeting concern were raised relative to the possibility that the Policy gives the impression of the Board having remedies which are actually not open to it. Our policy was therefore tabled until our lawyers reviewed the policy with respect to the Commission's jurisdictional authority. This file is ongoing.

3.17 Scotian WindFields Inc. (Richmond)



On November 28, 2012, staff received an application from Scotian WindFields Inc. to rezone a portion of property from General Development (GD-1) to Wind Development (WD-1) to permit one 1.99 MW wind turbine in Martinique, Richmond County. As part of the application, Scotian WindFields also applied for two variances: one from a property line setback and one from a watercourse setback. The variances were granted by staff on the grounds they moved the turbine further from nearby homes and Highway 206 and did not compromise the intention of the setbacks as identified in the Municipal Planning Strategy. The variance from the watercourse setback was appealed to Council. Council members voted to uphold the variance decision on January 21, 2013. With the variances granted, staff prepared a report recommending the proposed rezoning. The report was presented to Planning Advisory Committee on February 5, 2013, at which time the Committee defeated a motion to recommend the rezoning to Council by a tie vote. The staff report was later presented to Council without a recommendation from Planning Advisory Committee. After significant public opposition at a public hearing held March 25, 2013, Council voted to deny the application for rezoning. This decision was appealed by the applicant to the Nova Scotia Utility and Review

Board. The appeal hearing will be held June 12, 2013.

3.18 St. Peters Plan Amendment Landlocked Parcels (Richmond)

The owners of a property with no road frontage, landlocked behind the DNR railway right-of-way wish to subdivide their lot into two lots. The St. Peter's MPS and LUB needs to be amended to allow the subdivision of a landlocked parcel if they can get access across the railway right-of-way. Due to lack of follow up and action, the file was closed in April however a reapplication was received late in the fiscal year.

3.19 Subdivision By-law Amendments (Antigonish County)

On September 18, 2012, staff received a request from the Municipal Clerk of the Municipality of the County of Antigonish to prepare a report regarding amending the Subdivision By-law to allow private road subdivisions in areas of the Municipality serviced only by Municipal water. The report also addresses housekeeping amendments regarding the design of new private roads servicing six (6) or fewer lots and for the posting of a maintenance bonds for privately constructed public streets and services. A staff report recommending the proposed changes was prepared and presented to the Planning Advisory Committee on January 29, 2013, and approved by Council March 19, 2013. The amendments were reviewed and approved by Service Nova Scotia and Municipal Relations, and planning staff advertised their adoption in the May 8, 2013 edition of The Casket.

3.20 Subdivision By-law Amendments (Victoria)

After a staff review of the Victoria County Subdivision By-law it was noticed that some sections of the By-law were in need of updates

or revisions. 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 the Committee.

3.21 Trada Inc. Rezoning (Antigonish)



On October 19, 2012, staff received an application from Trada Inc. to rezone a portion of property located at the corner of Beech Hill Road and the new Highway 104 corridor from Rural Development (RD-1) to a zone permitting a service station, touchless car wash, and fast food restaurant with drive through. Staff prepared a report recommending rezoning the portion of property to the Gateway Commercial (GC-1) Zone. The staff report was presented to the Planning Advisory Committee on February 12, 2013, and approved by Council March 19, 2013. The rezoning was advertised in The Casket on March 27, 2013 and was not appealed.

3.2 Dangerous and Unsightly Premises

Antigonish County

Dangerous and Unsightly Premises files for the Municipality of the County of Antigonish have remained consistent for the past year. There have been four (4) new complaints received in that time period. In three of the cases the property owners are currently working with the Administrator and the Municipality to complete all required work and comply with staff letters and recommendations. The fourth file is currently in the tender process to have the building demolished.

Inverness County

Dangerous and Unsightly Premises files for the Municipality of the County of Inverness have remained steady for the past year. There have been eight (8) files opened during this time period. Demolition was recommended for six properties while the others files received repair and cleanup recommendations. The property owners with a cleanup recommendation are working with the Administrator to comply. The property with a repair recommendation has been ordered by the Municipality to complete the work. Two Demolitions were completed by the Municipality.

Victoria County

Dangerous and Unsightly Premises files for the Municipality of Victoria County during the last fiscal year are almost all complete. Out of the three (3) files, two have received demolition and removal orders. The property owners for the third file have complied with our initial recommendation and have demolished and removed the structure. With regard to the two demolition orders, one property owner is currently working with us to have the mobile home removed.

Richmond County

Dangerous and Unsightly Premises for the Municipality of the County of Richmond has remained our busiest county regarding the number of files. On a positive note, just under half of the total cases were dealt with by the property owners themselves.

Port Hawkesbury

Dangerous and Unsightly Premises files for the Town of Port Hawkesbury have remained consistent with previous years. One case was investigated during the last year and the property was ordered for immediate repair. The work was completed through tender.

	Antigonish	Inverness	Victoria	Richmond	Port Hawkesbury
Number of cases	4	8	3	18	1
Orders	1	1	2	6	1
Owner Compliance	3 in progress	2 in progress	2 1 in progress	7	
Completed through tender	NA	1	NA	4	1
In progress	4	4	1	7	0

4. Development Control

4.1 Antigonish County

4.1.1 Building Permits (April 1, 2012 – March 31, 2013)

Residential	Permits	Value
New	58	\$ 15,774,800
Mobile Homes	56	3,753,100
Cottages	2	100,000
Additions, Alterations and Renovations	27	1,768,000
Garages and Accessory Buildings	59	1,479,600
Multiple Units	2	816,000
	204	\$ 23,691,500
Commercial and Industrial Buildings		
New	10	2,548,000
Additions and Alterations	9	814,000
	19	\$ 3,362,000
Institutional Buildings		
New	0	-
Additions and Alterations	0	-
	0	\$ -
Other	17	\$ 134,000
Total	240	\$ 27,187,500

4.1.2 Subdivision Activity (April 1, 2012 – March 31, 2013)

	Applications	Lots	Fees
Final Plan	53	96	10,600.00
Extra Lots		-	
Tentative Plan	6	24	300.00
Concept Plan	2	24	
Repeal	-	-	
	61	144	\$ 10,900.00

4. Development Control (Continued)

4.2 Inverness County

4.2.1 Building Permits (April 1, 2012 – March 31, 2013)

Residential	Permits	Value
New	33	\$ 6,930,000
Mobile Homes	19	1,050,000
Cottages	8	555,000
Additions, Alterations and Renovations	67	1,458,145
Garages and Accessory Buildings	61	843,900
Multiple Units	0	-
	188	\$ 10,837,045
Commercial and Industrial Buildings		
New	18	\$ 1,961,000
Additions and Alterations	15	958,945
	33	\$ 2,919,945
Institutional Buildings		
New	-	\$ -
Additions and Alterations	1	40,000
	1	\$ 40,000
Other	21	\$ 523,064
Total	243	\$ 14,320,054

4.2.2 Subdivision Activity (April 1, 2012 – March 31, 2013)

	Applications	Lots	Fees
Final Plan	39	72	\$ 7,800.00
Extra Lots	-	9	\$ 225.00
Tentative Plan	-	-	\$ -
Preliminary Plan	-	-	\$ -
Repeal	-	-	\$ -
	39	81	\$ 8,025.00

4. Development Control (Continued)

4.3 Richmond County

4.3.1 Building Permits (April 1, 2012 – March 31, 2013)

Residential	Permits	Value
New	30	\$ 6,405,000
Mobile Homes	12	523,000
Cottages	4	295,000
Additions, Alterations and Renovations	47	982,475
Garages and Accessory Buildings	65	1,073,001
Multiple Units	0	-
	158	\$ 9,278,476
Commercial and Industrial Buildings		
New	8	\$ 1,497,000
Additions and Alterations	11	2,070,000
	19	\$ 3,567,000
Institutional Buildings		
New	0	\$ -
Additions and Alterations	1	25,000
	1	\$ 25,000
Other	15	\$ 70,000
Total	193	\$ 12,940,476

4.3.2 Subdivision Activity (April 1, 2012 – March 31, 2013)

	Applications	Lots	Fees
Final Plan	40	87	\$ 8,000
Extra Lots	n/a	53	1,325
Tentative Plan	2	-	100
Preliminary Plan	-	-	-
	42	140	\$ 9,425

4. Development Control (Continued)

4.4 Victoria County

4.4.1 Building Permits (April 1, 2012 – March 31, 2013)

Residential	Permits	Value	
New	25	\$	4,516,000
Mobile Homes	5		310,000
Cottages	0		-
Additions, Alterations and Renovations	23		746,000
Garages and Accessory Buildings	34		614,300
Multiple Units	0		-
	87	\$	6,186,300
Commercial and Industrial Buildings			
New	12	\$	1,331,000
Additions and Alterations	13		564,600
	25	\$	1,895,600
Institutional Buildings			
New	0	\$	-
Additions and Alterations	1		40,000
	1	\$	40,000
Other	3	\$	90,000
Total	116	\$	8,211,900

4.4.2 Subdivision Activity (April 1, 2012 – March 31, 2013)

	Applications	Lots	Fees
Final Plan	23	49	\$ 4,600
Extra Lots	n/a	2	50
Tentative Plan	-	-	-
Repeals	-	-	-
	23	51	\$ 4,650

4. Development Control (Continued)

4.5 Port Hawkesbury

4.5.1 Building Permits (April 1, 2012 – March 31, 2013)

Residential	Permits		Value
New	0	\$	-
Mobile Homes	2		83,050
Cottages	0		-
Additions, Alterations and Renovations	6		66,000
Garages and Accessory Buildings	2		13,000
Multiple Units	2		565,370
	12	\$	727,420
Commercial and Industrial Buildings			
New	0	\$	-
Additions and Alterations	4		150,830
	4	\$	150,830
Institutional Buildings			
New	0	\$	-
Additions and Alterations	0	\$	-
	0	\$	-
Other	0	\$	-
Total	16	\$	878,250

4.5.2 Subdivision Activity (April 1, 2012 – March 31, 2013)

	Applications	Lots	Fees
Final Plan	2	5	\$ 400
Extra Lots	n/a	0	\$ 0
Tentative Plan	-	0	\$ 0
Preliminary Plan	-	0	\$ 0
	2	5	\$ 400

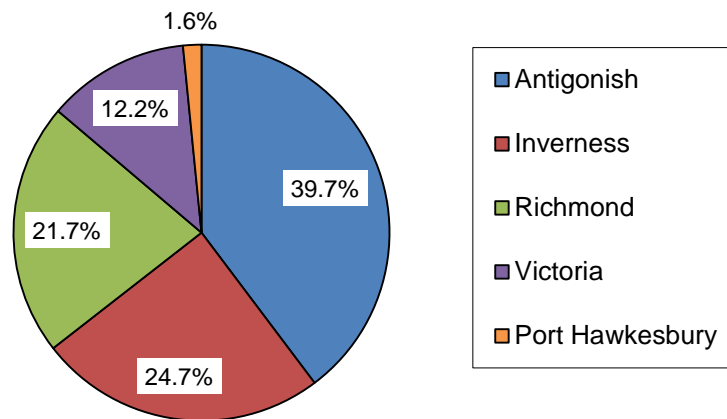
4. Development Control (Continued)

4.6 Development Summary

4.6.1 Building Permits (April 1, 2012 to March 31, 2013)

	Antigonish	Inverness	Richmond	Victoria	Hawkesbury
Construction Value	\$27,187,500	\$14,320,054	\$12,940,476	\$8,211,900	\$878,250
Building Permit Fees	\$75,925	\$47,276	\$41,529	\$23,363	\$3,016
Permits Issued	240	243	193	116	16

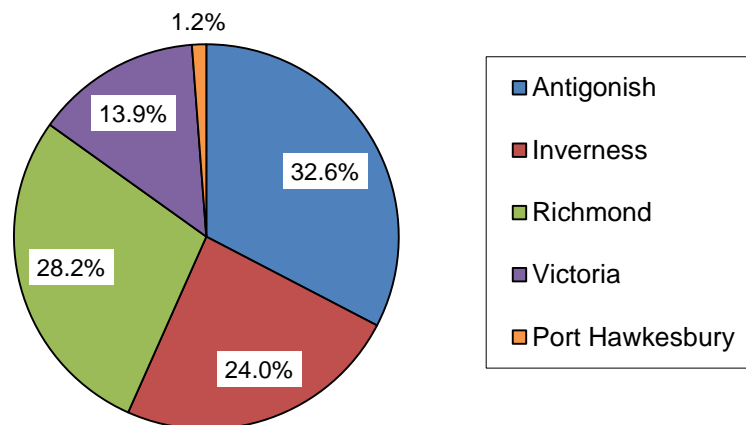
Building Permit Revenues



4.6.2 Subdivision Activity (April 1, 2012 - March 31, 2013)

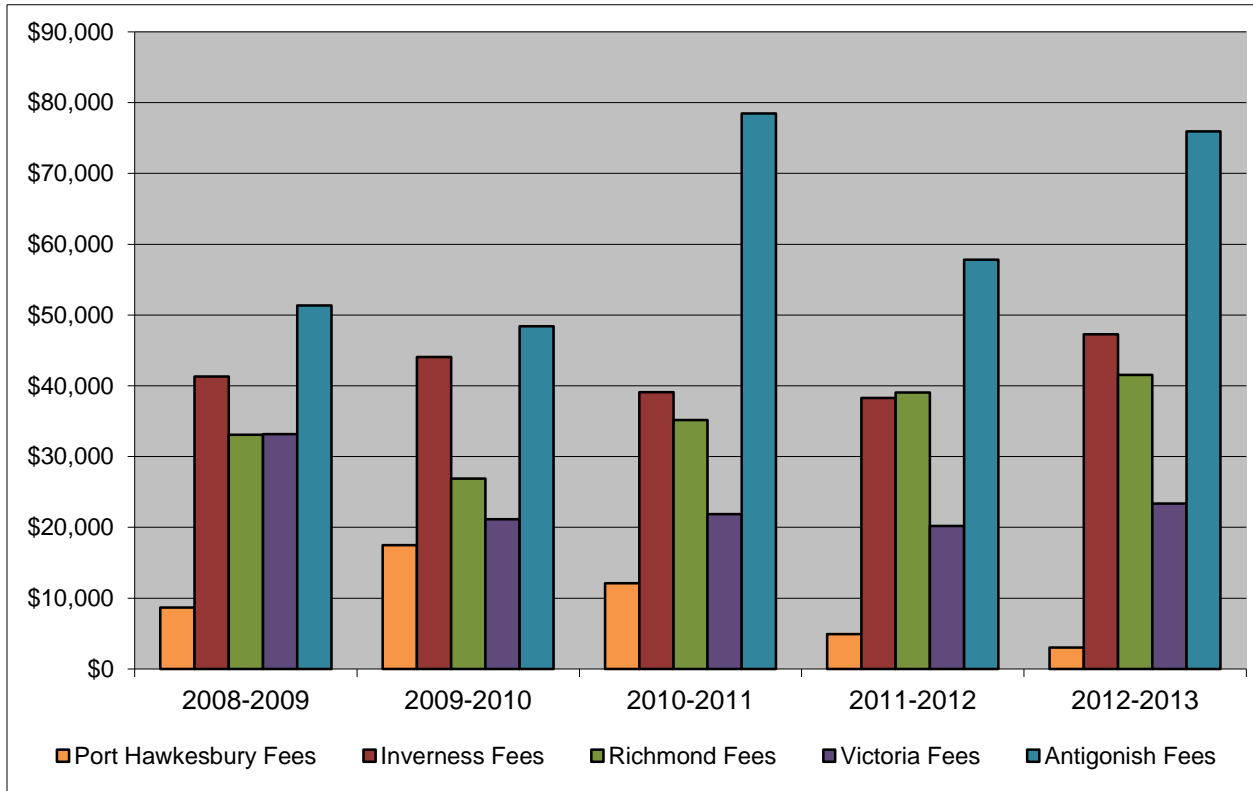
	Antigonish	Inverness	Richmond	Victoria	Hawkesbury
Final & Tentative Plans	59	39	42	23	2
Final /Proposed Lots	96	81	140	51	5
Total Fees	\$10,900	\$8,025	\$9,425	\$4,650	\$400

Subdivision Revenues

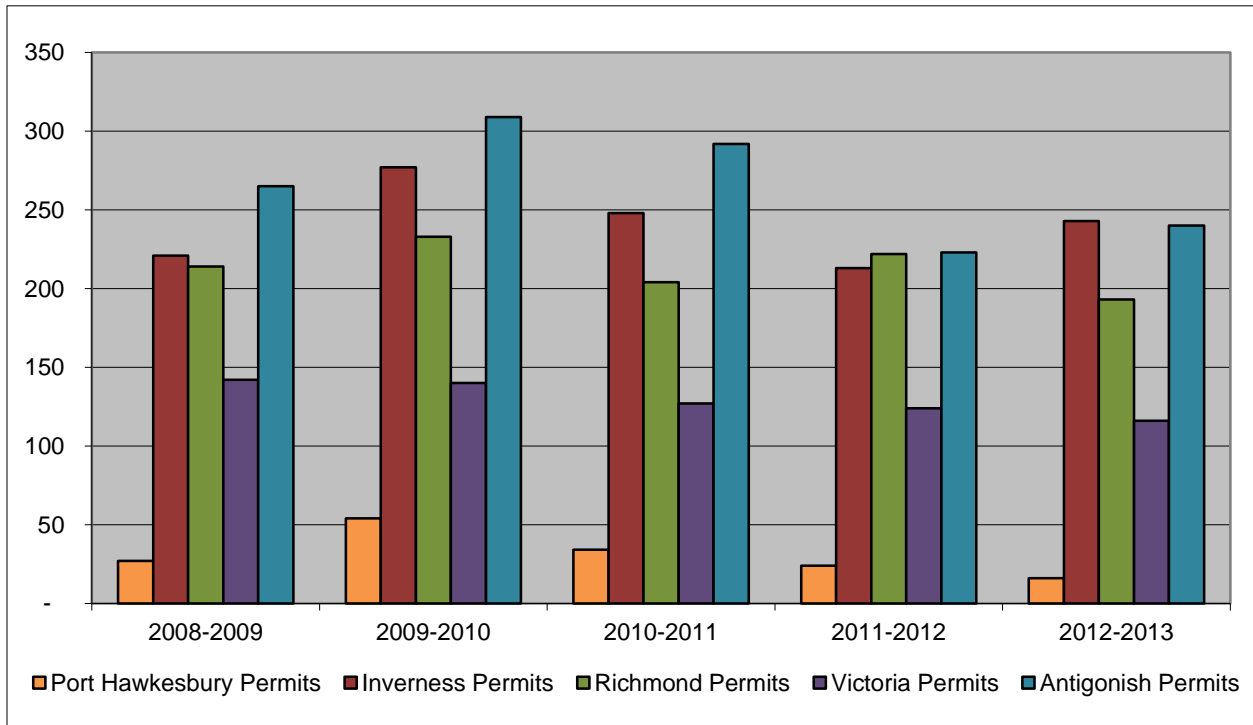


4. Development Control (Continued)

4.6.3 Figure 1 – Building Permit Revenues (April 1, 2008 – March 31, 2013)

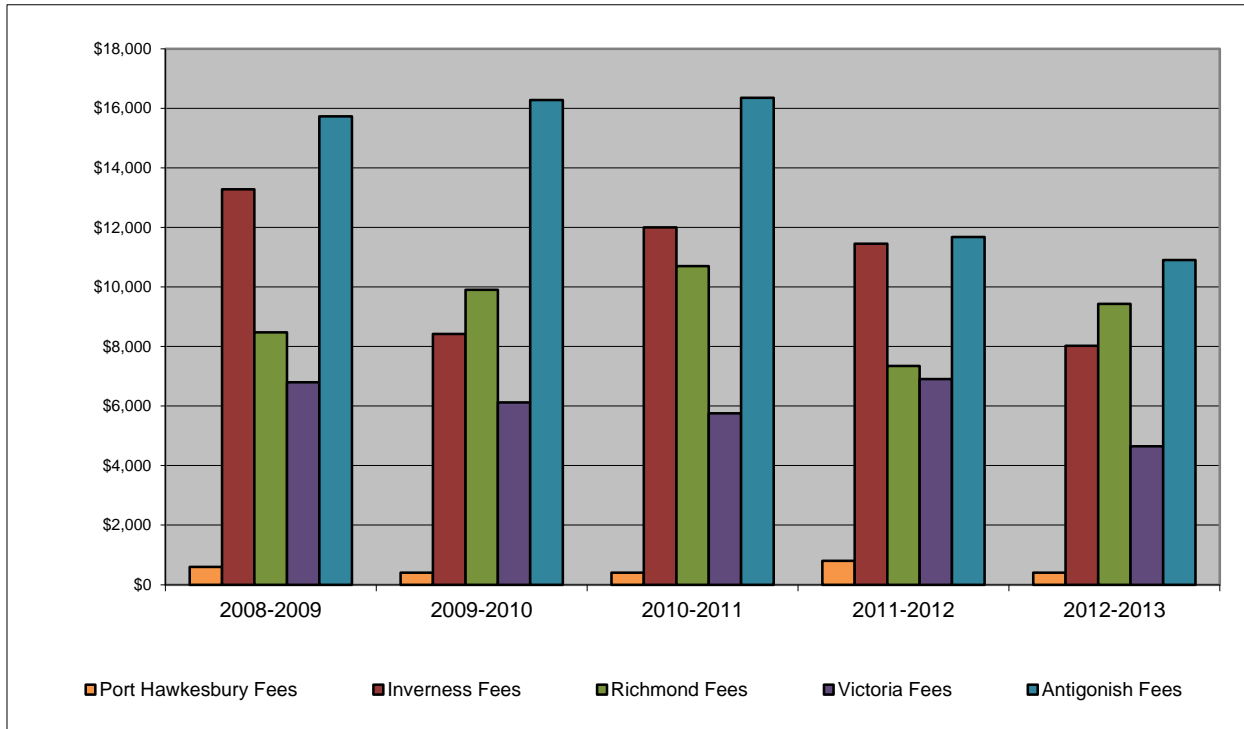


4.6.4 Figure 2 – Building Permit Numbers (April 1, 2008 – March 31, 2013)

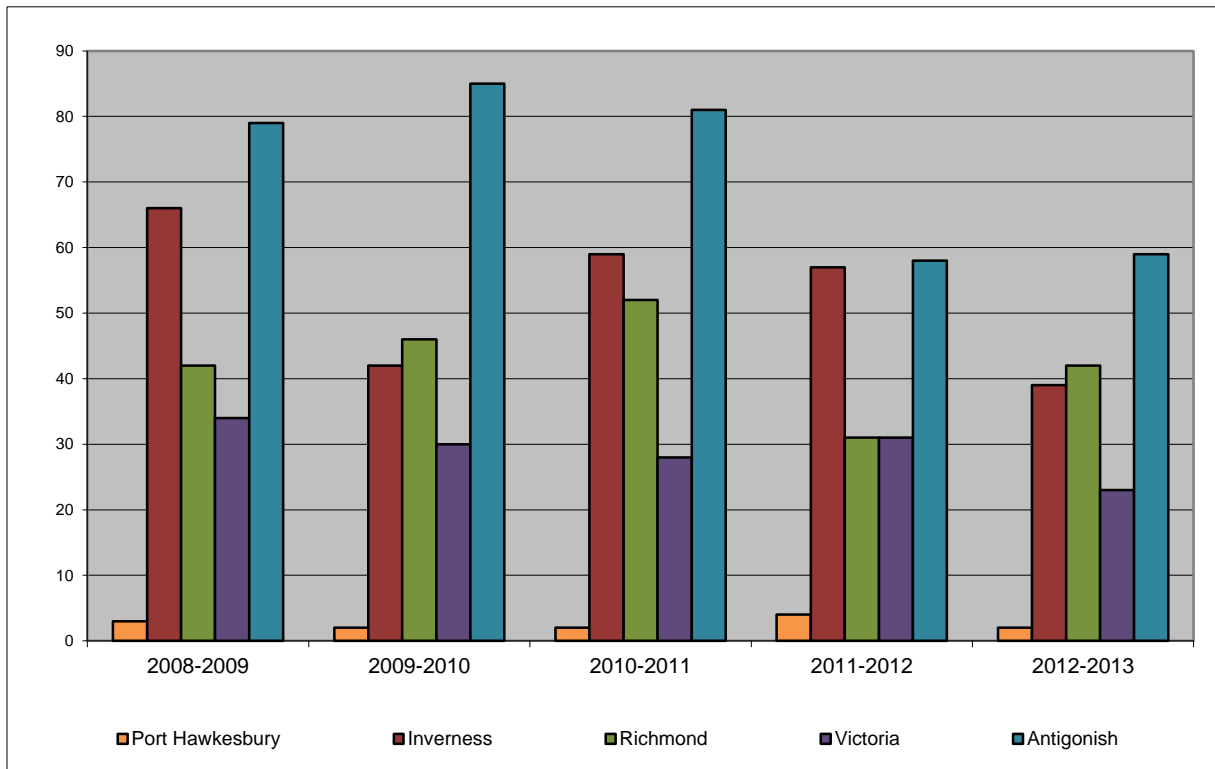


4. Development Control (Continued)

4.6.5 Figure 3 – Subdivision Fee Revenues (April 1, 2008 – March 31, 2013)

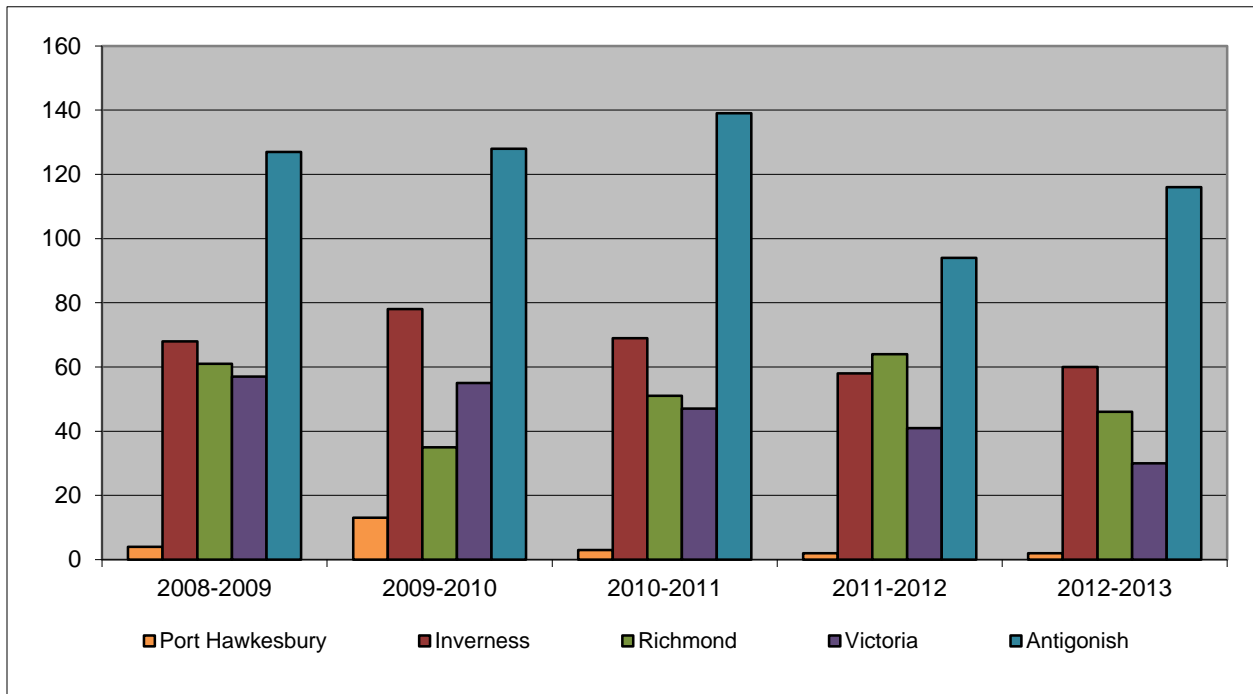


4.6.6 Figure 4 – Subdivision Applications (April 1, 2008 – March 31, 2013)

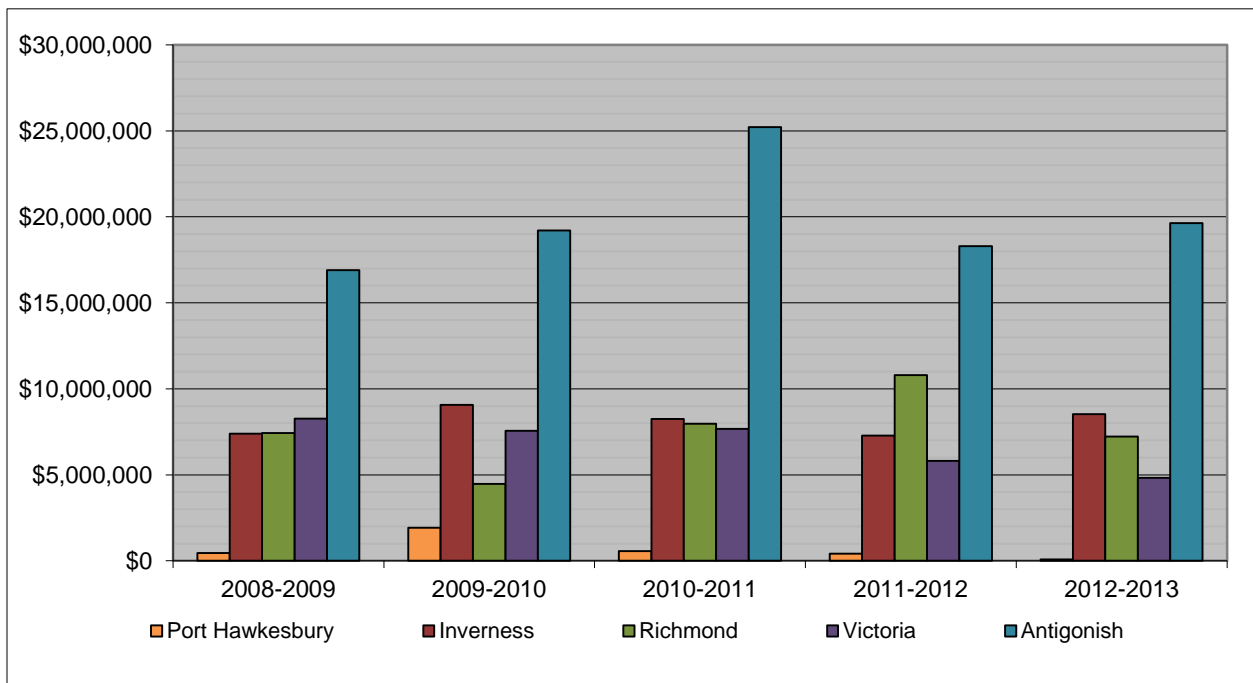


4. Development Control (Continued)

4.6.7 Figure 5 – Housing Starts (April 1, 2008 – March 31, 2013)



4.6.8 Figure 6 – Housing Starts Values (April 1, 2008 – March 31, 2013)



Appendix A. 2013 – 2014 Operating Estimates

Operating Estimates Eastern District Planning Commission 2013 – 2014

		2013 – 2014
Staff		
Wages		\$627,742
El, CPP, Group Insurance		\$68,801
WCB		\$10,169
Pension Plan		\$31,387
Membership Dues and Fees		\$4,000
		<u>\$742,099</u>
Administrative Overhead		
Advertising		\$500
Bank and Service Charges		\$2,000
Computers		\$6,000
Insurance		\$30,000
Library		\$1,000
Misc. Operating Costs		\$2,500
Office Rent		\$27,600
Office Supplies		\$7,000
Photocopying		\$8,500
Postage		\$4,000
Telephone and Fax		\$13,000
		<u>\$102,100</u>
Travel and Training		
Mileage Compensation		\$87,000
Conference Fees and Expenses		\$18,000
		<u>\$105,000</u>
Additional Fees		
Legal		\$2,000
Auditor		\$6,000
Technical and Mapping		\$15,000
Commission Expenses		\$7,000
		<u>\$30,000</u>
TOTAL		<u>\$979,199</u>

2012 – 2013
continued: Page 2

	2012 – 2013
	\$944,203
Building Permits	
Building Permits Fees	(\$200,000)
Subdivision Fees	(\$40,000)
Miscellaneous Revenues	(\$3,500)
E-911 Funding	(\$18,500)
Net Budget	\$717,199
 Base Contribution (All Units)	 \$35,000
Total Contributions	
Antigonish County	\$176,510
Inverness County	\$172,533
Richmond County	\$165,900
Victoria County	\$135,928
Port Hawkesbury	\$66,328
Total	\$717,199

Uniform Assessment Sharing Base (2013-2014)

Municipality	Assessment	Percentage
Antigonish	\$940,362,639	26.10%
Inverness	\$913,934,566	25.37%
Richmond	\$869,856,723	24.14%
Victoria	\$670,688,442	18.61%
Hawkesbury	\$208,177,918	5.78%
	\$3,603,020,287	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, 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:



Financial statements

Eastern District Planning Commission

March 31, 2013

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Statement of financial position	4
Statement of changes in net assets	5
Statement of cash flows	6
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Independent auditor's report

Grant Thornton LLP
301 Pitt Street, Unit 2
Port Hawkesbury, NS
B9A 2T6
T (902) 625-5383
F (902) 625-5242
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To the Chairperson and Members of Eastern District Planning Commission

We have audited the accompanying financial statements of the Eastern District Planning Commission, which comprise the statement of financial position as at March 31, 2013, and the statement of financial activities, changes in net assets and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

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 comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the

entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Eastern District Planning Commission as at March 31, 2013, and the results of its operations, changes in net assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Port Hawkesbury, Canada

May 23, 2013



Chartered accountants

Eastern District Planning Commission

Statement of financial activities

Year ended March 31	2013	2013	2012
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Revenue			
Municipality of the County of Antigonish	\$ 174,685	\$ 174,685	\$ 177,874
Municipality of the County of Inverness	173,449	173,449	171,768
Municipality of the County of Richmond	167,676	167,676	170,681
Municipality of the County of Victoria	133,929	133,929	130,017
Town of Port Hawkesbury	67,964	67,964	59,327
Building and development permit fees	166,500	191,109	160,271
Subdivision fees	40,000	33,400	38,175
Province of Nova Scotia – Capital grants	-	-	20,000
E-911 funding	17,000	18,545	18,545
Other	3,000	4,897	2,068
	<u>944,203</u>	<u>965,654</u>	<u>948,726</u>
Expenditure			
Administrative (Page 7)	911,203	901,514	877,990
Occupancy (Page 7)	27,000	28,422	27,703
Amortization of tangible capital assets	-	10,979	11,202
	<u>938,203</u>	<u>940,915</u>	<u>916,895</u>
Annual surplus	<u>\$ 6,000</u>	<u>\$ 24,739</u>	<u>\$ 31,831</u>
<hr/>			
Accumulated surplus, beginning of year		\$ 80,076	\$ 48,245
Annual surplus		<u>24,739</u>	<u>31,831</u>
Accumulated surplus, end of year		<u>\$ 104,815</u>	<u>\$ 80,076</u>

See accompanying notes to the financial statements.

Eastern District Planning Commission

Statement of financial position

March 31

2013

2012

Financial assets

Cash	\$ 45,903	\$ 4,173
Receivables	<u>30,607</u>	<u>33,790</u>
	<u>76,510</u>	<u>37,963</u>

Liabilities

Payables and accruals	<u>24,100</u>	<u>7,541</u>
	<u>24,100</u>	<u>7,541</u>

Net assets

	<u>52,410</u>	<u>30,422</u>
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Non-financial assets

Capital assets (Note 4)	40,623	39,739
Prepays	<u>11,782</u>	<u>9,915</u>
	<u>52,405</u>	<u>49,654</u>

Accumulated surplus

	<u>\$ 104,815</u>	<u>\$ 80,076</u>
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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 net assets

Year ended March 31	2013	2012
Annual surplus	\$ 24,739	\$ 31,831
Acquisition of tangible capital assets	(11,863)	(3,550)
Amortization of tangible capital assets	<u>10,979</u>	<u>11,202</u>
	<u>23,855</u>	<u>39,483</u>
Change in prepaids	<u>(1,867)</u>	<u>5,171</u>
Change in net assets	21,988	34,312
Net assets (debt)		
Beginning of year	<u>30,422</u>	<u>(3,890)</u>
End of year	<u>\$ 52,410</u>	<u>\$ 30,422</u>

See accompanying notes to the financial statements.

Eastern District Planning Commission

Statement of cash flows

Year ended March 31

2013

2012

Increase (decrease) in cash and cash equivalents

Operating

Annual surplus	\$ 24,739	\$ 31,831
Amortization of tangible capital assets	10,979	11,202
Decrease in receivables	3,183	(1,826)
Increase in prepaids	(1,867)	(5,171)
Increase (decrease) in payables and accruals	16,559	(2,611)
Decrease in note payable	<u>-</u>	<u>(13,791)</u>
	<u>53,593</u>	<u>19,634</u>

Investing

Acquisition of tangible capital assets	<u>(11,863)</u>	<u>(3,550)</u>
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Net increase in cash and cash equivalents **41,730** 16,084

Cash and cash equivalents (bank indebtedness)

Beginning of year 4,173 (11,911)

End of year **\$ 45,903** **\$ 4,173**

See accompanying notes to the financial statements.

Eastern District Planning Commission

Schedules to statement of financial activities

Year ended March 31

2013

2013

2012

	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Administrative			
Advertising and promotion	\$ 500	\$ 576	\$ 639
Conferences	18,000	19,046	18,620
Interest and bank charges	2,000	2,226	2,067
Liability insurance	28,000	28,343	26,779
Maps and technical supplies	15,000	9,618	4,981
Membership dues and subscriptions	5,000	3,519	6,156
Miscellaneous	9,000	3,328	4,488
Office supplies and postage	18,000	18,103	20,349
Professional fees	11,000	12,775	15,214
Salaries and employee benefits	705,703	700,544	678,361
Telephone	12,000	15,130	12,302
Travel and meetings	<u>87,000</u>	<u>88,306</u>	<u>88,034</u>
	<u>\$ 911,203</u>	<u>\$ 901,514</u>	<u>\$ 877,990</u>
Occupancy			
Insurance	\$ -	\$ 881	\$ 848
Rent	<u>27,000</u>	<u>27,541</u>	<u>26,855</u>
	<u>\$ 27,000</u>	<u>\$ 28,422</u>	<u>\$ 27,703</u>

See accompanying notes to the financial statements.

Eastern District Planning Commission

Notes to the financial statements

March 31, 2013

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 the Town of Port Hawkesbury.

2. Summary of significant 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.

Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. The cost, less residual value, of the tangible capital assets is amortized using the following rates and basis:

Office and computer equipment	20%, straight line (5 years)
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A full year of amortization is charged in the year after acquisition.

The Commission does not capitalize interest as part of the costs of its capital assets.

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, 2013

3. Line of credit

The Commission has a \$20,000 unsecured operating line of credit with East Coast Credit Union. The balance of the line of credit as at March 31, 2013, was nil.

4. Capital assets

			<u>2013</u>	<u>2012</u>
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net book value</u>	<u>Net book value</u>
Office and computer equipment	<u>\$ 110,292</u>	<u>\$ 69,669</u>	<u>\$ 40,623</u>	<u>\$ 39,739</u>

5. Commitments

The Commission rents premises under a long-term lease which expires in 2015. 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 \$30,285 (2012 - \$28,398).
