



**Eastern District
Planning Commission**

2006-2007

Annual Report and Financial Statements

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Eastern District Planning Commission

2006 – 2007

Annual Report and Financial Statements

June 2007

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1. Introduction

This report is for the period of April 1, 2006 to March 31, 2007 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

2.1 Council	Commission Representatives
Victoria County	Councillor Bruce Morrison, Member Councillor John Graham MacInnes, Member Warden Wayne Budge, Alternate Sandy Hudson, Secretary Treasurer
Antigonish County	Deputy Warden Owen McCarron, Chair Councillor Hugh Stewart, Member Councillor Bill MacFarlane, Alternate Alan Bond, Advisor
Port Hawkesbury	Mayor Billy Joe MacLean, Member Councillor Jim King, Vice Chair Councillor Mark MacIver, Alternate Colin MacDonald, Advisor
Richmond County	Councillor Malcolm Beaton, Member Deputy Warden Shirley McNamara, Member Louis Digout, Advisor
Inverness County	Warden Duart MacAulay, Member Councillor Daniel Boudreau, Member Councillor Ned MacDonald, Alternate Kate Beaton, Advisor
2.2 Staff	
Director	John Bain
Planners	Lindsay Lyghtle Marney Simmons
Development Officers	Wanda Ryan John Bain (Alternate)
Chief Building Inspector	Cyril LeBlanc
Building/Fire Inspectors	Alfred Fougere Leon LeBlanc David MacKenzie Gary Wong
Planning Technician	Bryne Butts
Secretary/Bookkeeper	Tammy MacLellan / Germaine Richard
Auditors	Grant Thornton Chartered Accountants
Solicitors	Pickup and MacDowell

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

3.1 Antigonish Central Planning Process

In November 2005, an Area Advisory Committee was appointed to begin development of the Central Antigonish Municipal Planning Strategy and Land Use By-law. Continuing to meet the second Tuesday of every month at the Municipal Administration Centre in Antigonish, the Area Advisory Committee are nearing the end of the planning process.

Over the past year the Committee has put great time and effort into creating a vision for the future of their community, and in the construction of their planning documents. The Committee worked on issues ranging from the construction of boundaries to help identify their four hamlet regions within the Planning area, future residential development and growth, new commercial growth centres, industrial development, and the location of mini home parks within the planning area.

Currently the Committee is looking at incorporating a Source Water Protection Plan for the Lower South River watershed area, into the planning document. The Source Water Protection Plan, an independent document developed for the Municipality, is currently being reviewed by the Committee, along with information provided by the Department of Environment regarding Source Water Protection.

3.2 Keppoch Beaver Mountain Planning Process

The Keppoch Beaver Mountain Planning process began in May, 2006. Throughout the 2006 summer, two Dalhousie planning students worked towards identifying important issues surrounding the newly acquired, Municipally owned Keppoch Ski Hill and the nearby Beaver Mountain Provincial Park. Several public open houses were held throughout the month of June and a public presentation was held in July.

Following the public participation process, the Area Advisory Committee was established and had their first meeting in July where they began working on a draft policy for the planning area. The Municipal Planning Strategy and Land Use By-law were completed the end of January 2007 and were approved by Council for the Municipality of the County of Antigonish on March 20, 2007.

3.3 Baddeck Plan Review

Staff have continued updating the Village of Baddeck's Municipal Planning Strategy and Land Use By-law based on the input received from the local Planning Advisory Committee. The Engineering reports on the Baddeck Water system

and ABL's Final Report on the Sewage System have been received by staff and are being used to update the sections related to village services. Police, fire and education have also been updated from source materials. A draft version of the Planning Strategy and Land Use By-law were presented to the Planning Advisory Committee for review in November 2006.

Questions received at this meeting are now being addressed and those additions and changes identified at the meeting are being inserted into the document, allowing for a rough draft of the planning document to be completed shortly.



3.4 Whycomomagh Plan Review

The Whycomomagh plan review was concluded with an open house held on February 22 and 23, 2006. Proposed revisions to the Municipal Planning Strategy and Land Use By-law were presented to the Inverness Planning Advisory Committee on April 10, 2006 at the Municipal Office in Port Hood. A public hearing was scheduled on May 15, 2006 and Inverness County Council gave final approval and moved to adopt the revised Whycomomagh Municipal

Planning Strategy and Land Use By-law that evening. The document was sent to Service Nova Scotia and Municipal Relations where it received Provincial approval from the Minister.



3.5 St. Peter's Plan Review

Review of the St. Peter's Municipal Planning Strategy and Land Use By-law began in May, 2005. The Area Advisory Committee has met monthly over the past year and is nearing the final stages of their plan review process. As the majority of Committee members have lived in St. Peter's for many years, they have brought valuable knowledge and a vested interest to the planning process.

The Committee chose to conduct a household survey during the review process. A student was hired to drop off and retrieve the surveys. This process was completed in November, 2006, and the data was used as a way to help direct the Committee on issues regarding types of physical infrastructure, social programs and economic requirements which the public wanted within the Village. During the last meeting of the Area Advisory Committee, current zoning within the Village was reviewed, and several changes were made with respect to much needed, commercial space along with the elimination of the industrial zone. A final draft copy will soon be completed for the Area Advisory Committee to review.

3.6 Port Hawkesbury Plan Review

The Planning Advisory Committee met on January 23, 2006 and agreed that the review process of the Municipal Planning documents had reached a satisfactory conclusion. A Public Hearing was held on May 9, 2006 after which Council moved to adopt the new Municipal Planning Strategy and Land Use

By-law for the Town of Port Hawkesbury. The document was sent to Service Nova Scotia and Municipal Relations where it received Provincial approval from the Minister.

3.7 Ingonish Planning Process

At the July 31, 2006 session of Victoria County Council, Planning Staff were directed to complete some preliminary work on assessing whether or not there would be public interest in commencing a planning process in the Ingonish area. Staff hosted two open houses in the Ingonish area on Tuesday, September 26, 2006 in North Ingonish and Thursday, September 28, 2006 in Ingonish Beach. Planning staff, members of Council and the public attended.

While those present were generally in favour of planning, without a larger consensus it is difficult to gauge how the residents of North Ingonish, Ingonish Centre, Ingonish Beach, South Ingonish Harbour and Ingonish Ferry feel about initiating land use planning in their communities. At the Ingonish Beach meeting there was general consensus that using a mail-out questionnaire may generate more interest and opinion. Staff is waiting for a response from Council on the future of this process.



4. Amendments

4.1 Inverness County

4.1.1 Chéticamp

Staff received an application from Mr. Daniel Boudreau to amend the permitted use of accessory buildings within the Residential Rural (RR-1) Zone of the Chéticamp Municipal Planning Strategy and Land Use By-law. The amendment would allow fishermen to store fishery related gear in accessory buildings on their property. Planning Advisory for Inverness met February 5, 2007 regarding the proposed amendment. The amendment was sent back to Chéticamp's Area Advisory to review and clarify the specific zones to which the amendment would apply due to the large geographical area on which these sheds are located. Following a second Area Advisory Committee meeting, a revised staff report will be prepared.

Status: Ongoing

4.1.2 Port Hood Recreation

Planning staff received a request from the Port Hood and District Recreation Commission to rezone properties located on the Warf Road and a portion of property owned by the Roman Catholic Episcopal Corporation from Residential Urban (R-1) zone to Harbourfront Commercial (C-3) zone. This rezoning would allow for the establishment of a recreational vehicle park and associated facilities, which is in close proximity to the Port Hood Beach. Staff prepared a report, which recommended that Council approve three of the proposed properties, but advised against rezoning two of the other properties due to slope issues on the properties. A Public Hearing occurred on June 12, 2006 and the amendment was later approved by Inverness County Council.

Status: File Closed – June 2006

4.1.3 Port Hood Recreation

An application was received from the Port Hood and District Recreation Commission to rezone a portion of the property located at 245 Main Street and property located on Warf Road (Authority #856) from Residential Urban (R-1) zone to Harbourfront Development (C-3) zone in order to establish a Recreational Vehicle (RV) Park near the Museum and the Arena. Following a Public Hearing on December 4, 2006, Council moved to approve the amendments.

Status: File Closed – December 2006

4.1.4 Variance – 26 Clan Ranald Road

Beverly Glenn Sutherland applied to vary her side yard requirement from 10 feet to approximately 5½ -

8 feet in order to accommodate a 74 foot mobile home. The exact measurement is undetermined because the property measures 80 feet along one width boundary and 90 feet along the other. Planning staff are inclined to grant the variance based on the condition that the mobile home be placed parallel to the road, in line with adjacent mobile home units, rather than lengthwise on the lot, thereby keeping the symmetry with other homes on the road.

Status: File Closed – May 2006

4.1.5 Breton Park Estates – Mobile Home Park

In November 2005, Mr. Frankie MacNeil requested that his 21.45 acre parcel of land at 216 Charles MacLean Road be rezoned from Residential Future (R-2) zone to Mobile Home Park (MHP) zone, in order to develop a proposed 80 lots on the site.

While the development conforms to the intent of the Municipal Planning Strategy and the Land Use By-law, it was felt that the development was premature or inappropriate by reason of the adequacy of sewer and water services, which would be eliminated once the new sewage treatment plant was completed. An erosion and sediment control plan was also required by Department of Environment in order to protect watercourses on the property. Department of Transportation advised that the existing road network would be able to support the proposed 80 lot development, but any future development would require a traffic impact study.

Based on a second rezoning application received from Mr. MacNeil to rezone another piece of property in the same vicinity, Planning staff recommended that Council approve the rezoning of land for 40 of the proposed 80 mobile home lots. The amendment to the Land Use By-law was approved by council on December 6, 2006.

Status: File Closed – December 27, 2006



4.1.6 Breton Park Estates – Hilltop Drive

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

The proposed development conforms to the intent of the Municipal Planning Strategy and the Land Use By-law, as there will be available sewer and water services upon the completion of the new water treatment plant along Highway 4. Department of Environment was contacted and suggested that two of the proposed lots, should be left in their natural state, but the rest of the development was not inappropriate. As with Mr. MacNeil's proposed mobile home park, the amount of total lots on these two sites were limited due to Department of Transportation's comments regarding a 100 lot threshold, and if the total lots exceeded 100, a traffic impact study would have to be completed.

Planning staff recommended to Council that since Mr. MacNeil was proposing two, rather large developments, and with the identified constraints on the road network from Department of Transportation, that Council approve the rezoning of a portion of land representing 50 lots from Residential Future (R-2) to Residential (R-1) zone. The amendment was approved by Council on December 6, 2006.

Status: File Closed – December 27, 2006

4.1.7 Smith & Fraser

On behalf of Smith & Fraser Mobile Homes Ltd., Strait Engineering Ltd. has applied to rezone property near Plaster Cove and Highway 4 from Future Residential (R-2) zone to Mobile Home Park (MHP) zone in order to develop a mobile home park. Agency letter were sent out and a staff report was prepared for the review of the Port Hastings Area Advisory Committee, Inverness County Planning Advisory Committee and Inverness County Council.

The rezoning process has been suspended until a new access point is determined, as Department of Transportation reported that the proposed entrance did not meet the site distance requirements.

Status: File Closed – September 2006

4.1.8 The Creamery

An application was received from the Port Hawkesbury Waterfront Development Committee requesting a change of designation for the property, otherwise known as the Creamery Building, located on MacSween Street, at the north end of Granville

Street. The proposal was to allow the existing building to house a Chocolate Manufacturing facility. The proposed site abuts the Industrial Designation and the Industrial Waterfront (M2) zone. Planning staff recommended that the Municipal Planning Strategy be amended, changing the designation of the previously identified property from Commercial to Industrial, to amend the Land Use By-law's Industrial Waterfront (M-2) zone to include "manufacturing" as a permitted use and further to rezone the property from Granville Waterfront Development (C-2) zone to Industrial Waterfront (M-2) zone. The Municipal Planning Strategy and Land Use By-law amendments were adopted at a meeting of the Council of Port Hawkesbury on December 5, 2006.

Status: File Closed – January 17, 2007



4.1.9 Jacques and Laura Boucher

On June 26, 2005 an application was submitted by Jacques and Laura Boucher to enter into a Development Agreement with the Town of Port Hawkesbury that would permit a four (4) storey, 42 unit apartment building, which would be constructed above an enclosed parking garage. The development is proposed for a vacant site on Queen Street. Currently the Planning Department is still awaiting further information from the applicant.

Status: Ongoing

4.1.10 Town of Port Hawkesbury

An application was received January 9, 2007 from the Town of Port Hawkesbury to enter into a development agreement in order to construct a Mobile Home Park. The proposed Mobile Home Park shall be located on lands adjacent to Trunk 4 behind the new waste water treatment plant, along the western boundary of the Town of Port Hawkesbury. Agency letters were mailed out, and Department of Transportation reported that they were concerned

about the amount of traffic that this new development would create, and recommended that a Traffic Impact Study be completed before they provided further comment. Currently staff is awaiting further instruction from the Town regarding this matter.

Status: Ongoing

4.1.11 Variance – Can-Mac Holdings Ltd.

A variance application was received from Mr. Carl MacKichan to vary the side yard requirement of his property known as Lot 4A on Church Street and Bain Street in Port Hawkesbury, from 20 feet to 15 feet, 3 inches. Planning staff granted the variance under the assumption that the proposed side yard would not have a negative impact on the surrounding property.

Status: File Closed – May 2006

4.2 Richmond County

4.2.1 Arichat Watershed Boundary Use Revisions

Staff met with Mr. Darrin McLean to review the uses that are currently permitted within the Arichat Watershed boundary, as well as the limits of the boundary based on larger scale mapping that was recently received by the Commission for Isle Madame. Mr. McLean has agreed to initiate a public review process to examine the possible inclusion or exclusion of uses within the boundary. Planning staff will be involved in the process.

Status: Ongoing

4.2.2. Michael Sampson

An application was received on March 1, 2006 to rezone land located near Grenville Street in St. Peter's from Open Space (OS) zone to Downtown Commercial (C-1) zone, to allow for the construction of a self storage facility. A Staff Report was prepared but later put on hold due to road ownership issues pertaining to the property.

Ownership issues were resolved in February of 2007 and the file was reopened, with a revised staff report. Mr. Sampson still wished to rezone his property from Open Space (OS) zone to Downtown Commercial (C-1) zone, but for the purpose of bringing the property into conformity with other commercially zoned properties on Grenville Street, and to gain access to this property via the two properties he owns immediately in front of the subject property. On March 12, 2007 Council gave first reading approval to the amendment and a Public Hearing has been scheduled for April 2, 2007.

Status: Ongoing

4.2.3 Former Richmond Villa Site

An application was submitted by Mr. Joe Rankin, to rezone property located at 10052 Grenville Street, St. Peter's for the purpose of using the existing structure, otherwise known as the Old Richmond Villa, for apartments and retail or professional offices. The top half of the property where the current structure is located is proposed to be rezoned from Residential Village (R-1) zone to Downtown Commercial (C-1) zone. Mr. Rankin has also proposed to use the lower portion of the property which borders Toulouse Street, to develop single detached homes, which requires to be rezoned from Business Park (I-1) zone to Residential Village (R-1) zone. On March 12, 2007 Council gave first reading approval to the amendment and a Public Hearing has been scheduled for April 2, 2007.

Current Status: Ongoing



4.3 Antigonish County

4.3.1 Antigonish County Subdivision By-law

At the June 21, 2006 session of Antigonish County Council, Planning Staff were directed to research amendments to the Antigonish Subdivision By-law. The purpose of such amendments would allow the County to adopt a rural and an urban standard for proposed public Municipal roads, to eliminate the use of private road areas in lot calculations and to correct a number of typos within the by-law. A staff report was prepared and Council approved amendments to the Antigonish County Subdivision By-law on March 20, 2007. The amendments have yet to receive final approval from the Province at this time.

Status: Opened

4.3.2 Development Agreements

Council directed staff to amend the Antigonish Fringe County Municipal Planning Strategy and Land Use By-law to permit multi-unit buildings by way of

a development agreement. A staff report was prepared and presented to Antigonish County Planning Advisory Committee on February 21, 2006. A Public Hearing was held on March 21, 2006 and later approved by Council.

Status : File Closed – April 2006

4.3.3 S.F. Smith Developments Limited

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

Status: Ongoing

4.3.4 Eastern Sanitation Limited

An application was received August 10, 2005 from Eastern Sanitation Limited, to rezone property on Beech Hill Road from Rural Development (RD-1) zone to Industrial (I-1) zone in order to permit a construction/demolition recycling facility. Staff completed a preliminary review of the rezoning application and notified the applicant that construction and demolition disposal sites, processing facilities, and debris transfer stations are prohibited in the Municipality since the June 21, 2005 adoption of the Construction and Demolition Debris By-law. The preliminary review and distribution of agency letters, found that Department of Environment also requested that the applicant provide further information on the proposed development before they were able to provide any comments.

Status: Ongoing

4.3.5 Highland Hearing Clinic

Sheri MacGregor, owner of Highland Hearing Clinic Limited in Antigonish, submitted an application on October 3, 2006 to rezone property on South River Road at Beech Hill (PID01290915) from Mobile Home Park (MH-1) zone to Commercial (C-1) zone in order to operate her business. Lands surrounding this property are all currently zoned Commercial, making the Mobile Home Park zoning redundant, as the mobile homes currently on the property are being removed. The amendment was approved by Council December 19, 2006.

Status: File Closed – January 31, 2007

4.3.6 Harvey Myatt

An application was received on May 22, 2006 to rezone land located at PID#01292697 on Tamara Dr. in Antigonish County from Residential (R-1) zone to Commercial (C-1) zone in order to satisfy the parking requirements for a proposed professional office complex on an adjacent C-1 parcel. Mr. Myatt is proposing to construct a 3,200 square foot professional office complex, which will be used as a call centre. While the existing C-1 lot can accommodate the office complex and the required parking requirements, Mr. Myatt would prefer to extend the parking lot for the project onto the subject parcel of land. On July 18, 2006 it was decided by Antigonish County Council to deny the proposed amendment. Currently an appeal is in progress through the Nova Scotia Utility and Review Board.

Status: Opened



4.3.7 HJS Consultants Limited

Application by HJS Consultants was received April 12, 2006, to rezone land on Vincent's Way from Residential (R-1) zone to Commercial (C-1) zone in order to accommodate a one-storey professional office building. Staff recommended that Council approve this rezoning, provided that office buildings in the Residential (R-1) zone are kept below 2,500 square feet and that any building over 2,500 square feet must be by Development Agreement. Following a Public Hearing on July 18, 2006 Council approved the proposed amendments to the Municipal Planning Strategy and Land Use By-law.

Status: File Closed – September 11, 2006

4.3.8 Commercial Zone Review

In response to complaints by Antigonish County residents regarding Vern's Tire, staff completed a

C-1 zone inventory of existing land uses. A memo, indicating the results of the inventory was forwarded to Antigonish County Planning Advisory Committee on December 13, 2006 for feedback. These amendments to the Antigonish Fringe Planning documents will assist in avoiding future residential and commercial land use conflicts until a plan review is undertaken.

Status: File Closed – April 2006

4.3.9 Townhouse Developments

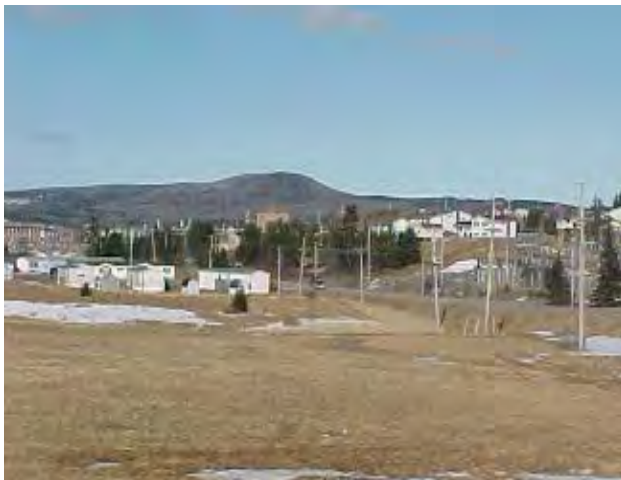
On January 17, 2006 staff received a request from Mr. Cyril Tarrant to amend the Antigonish Fringe County Land Use By-law to permit townhouse developments. Mr. Tarrant's application was included in a staff report detailing development agreements and was presented to Antigonish County Planning Advisory Committee on February 21, 2006. A Public Hearing was held on March 21, 2006 and Council approved the amendment that evening.

Status: File Closed – April 2006

4.3.10 Peter Alex

An application was received on February 8, 2006, from Peter Alex to rezone two properties along Highway 245, Cloverville Road in Antigonish County. The application was to rezone a portion of land on the East side of Colverville Road known as PID#01230705, from Residential (R-1) zone to Industrial (I-1) zone to reflect its current use as a woodland. A portion of the same property, which lays on the West side of the road and has the same PID, is currently zoned as Industrial and should be Residential. This reversed rezoning was discovered when Mr. Alex applied for a building permit in order to build his house. Mr. Alex wishes to correct this discrepancy by reversing the zonings. Council approved the proposed amendments on July 18, 2006.

Status: File Closed – September 11, 2006



4.3.11 Brierly Home Centre

Bryden MacDougall, on behalf of Brierly Home Centre, submitted an application August 27, 2003 to rezone a parcel of land in Brierly Brook from Rural Development (RD-1) zone to Commercial (C-1) zone, which is required in order to accommodate a manufactured housing sales and display centre. The application was placed on hold until the applicant was more certain about the developments of the proposed mobile home park adjacent to the current application. The application was resumed on January 31, 2005 and the amendment was approved by Council on July 18, 2006.

Status: File Closed – September 11, 2006

4.3.12 Kent Homes Mobile Home Park

Bryden MacDougall, on behalf of Kent Homes, resumed a redesignation and rezoning request for lands on Highway 4 in Brierly Brook from Rural Development (RD-1) to Residential/Mobile Home Park (MH-1). A Public Hearing was held on April 20, 2004. In January 2005, the proponent indicated that they would be pursuing the development through a Plan of Subdivision and therefore canceling the rezoning request. However, on February 24, 2006 the developer indicated that they would once again be pursuing the development through the rezoning process. A revised staff report was prepared and Council approved the amendment on July 18, 2006.

Status: File Closed – September 11, 2006

4.3.13 Killam Properties

On January 10, 2006 staff received a request from C.J. MacLellan and Associates on behalf of Killam Properties Inc., to rezone lands on Highway 7, from R-1 and RD-1 to MH-1 in order to expand the existing Greenhill mini-home park. The expansion will create an additional 61 mini home spaces. The application was approved by Council April 18, 2006.

Status: File Closed – May 2006

4.3.14 The MacLeod Group

On February 28, 2006, staff received a request from the MacLeod Group to rezone the former Delorey Brothers bingo hall property, located at 10474 Hwy. No. 4, in Monastery, from Residential Settlement (RS-1) to Residential Multi-unit (R-2). The applicant is proposing to convert the building into a six unit, seniors apartment complex. A staff report was prepared, while awaiting further instruction from the applicant. On February 8, 2007, after no further correspondence, the file was closed and the advertising deposit returned.

Status: File Closed – February 8, 2007

5. Development Control

5.1 Antigonish County

5.1.1 Building Permits (April 1, 2006 – March 31, 2007)

Residential	Permits	Value
New	99	\$14,701,553
Mobile Homes	78	\$4,220,467
Cottages	10	\$805,000
Additions, Alterations and Renovations	30	\$1,207,200
Garages and Accessory Buildings	33	\$495,200
Multiple Units	9	\$1,815,000
	<u>259</u>	<u>\$23,244,420</u>
Commercial and Industrial Buildings		
New	9	\$1,036,500
Additions and Alterations	5	\$356,000
	<u>14</u>	<u>\$1,392,500</u>
Institutional Buildings		
New	3	\$248,000
Additions and Alterations	1	\$15,000
	<u>4</u>	<u>\$263,000</u>
Other	<u>16</u>	<u>\$322,000</u>
Total	293	\$25,221,920

5.1.2 Subdivision Activity (April 1, 2006 – March 31, 2007)

	Applications	Lots	Fees
Final Plan	112	207	\$22,650
Extra Lots	n/a	24	\$600
Tentative Plan	1	0	\$50
Preliminary Plan	1	68	\$0
	<u>114</u>	<u>299</u>	<u>\$23,300</u>

5. Development Control (continued)**5.2 Inverness County****5.2.1 Building Permits (April 1, 2006 – March 31, 2007)**

Residential	Permits	Value
New	32	\$4,347,020
Mobile Homes	21	\$822,500
Cottages	13	\$639,000
Additions, Alterations and Renovations	71	\$1,683,410
Garages and Accessory Buildings	60	\$695,590
Multiple Units	0	\$0
	<u>197</u>	<u>\$8,187,520</u>
 Commercial and Industrial Buildings		
New	11	\$564,000
Additions and Alterations	15	\$192,500
	<u>26</u>	<u>\$756,500</u>
 Institutional Buildings		
New	3	\$1,225,000
Additions and Alterations	4	\$87,500
	<u>7</u>	<u>\$1,312,500</u>
 Other	<u>6</u>	<u>\$18,300</u>
 Total	236	\$10,274,820

5.2.2 Subdivision Activity (April 1, 2006 – March 31, 2007)

	Applications	Lots	Fees
Final Plan	80	146	\$16,300
Extra Lots	n/a	0	\$0
Tentative Plan	0	0	\$0
Preliminary Plan	0	0	\$0
	<u>80</u>	<u>146</u>	<u>\$16,300</u>

5. Development Control (continued)**5.3 Richmond County****5.3.1 Building Permits (April 1, 2006 – March 31, 2007)**

Residential	Permits	Value
New	28	\$4,817,000
Mobile Homes	25	\$1,474,000
Cottages	11	\$470,000
Additions, Alterations and Renovations	64	\$1,194,587
Garages and Accessory Buildings	56	\$699,000
Multiple Units	2	\$206,000
	<u>186</u>	<u>\$8,860,587</u>
Commercial and Industrial Buildings		
New	7	\$748,000
Additions and Alterations	7	\$255,500
	<u>14</u>	<u>\$1,003,500</u>
Institutional Buildings		
New	0	\$0
Additions and Alterations	2	\$170,000
	<u>2</u>	<u>\$170,000</u>
Other	<u>0</u>	<u>\$0</u>
Total	202	\$10,034,087

5.3.2 Subdivision Activity (April 1, 2006 – March 31, 2007)

	Applications	Lots	Fees
Final Plan	50	155	\$10,475
Extra Lots	n/a	19	\$475
Tentative Plan	1	128	\$50
Preliminary Plan	0	0	\$0
	<u>51</u>	<u>302</u>	<u>\$11,000</u>

5. Development Control (continued)**5.4 Victoria County****5.4.1 Building Permits (April 1, 2006 – March 31, 2007)**

Residential	Permits	Value
New	27	\$3,232,000
Mobile Homes	11	\$505,000
Cottages	9	\$189,000
Additions, Alterations and Renovations	42	\$1,025,000
Garages and Accessory Buildings	41	\$623,000
Multiple Units	0	\$0
	130	\$5,574,000
Commercial and Industrial Buildings		
New	6	\$595,000
Additions and Alterations	12	\$224,349
	18	\$819,349
Institutional Buildings		
New	0	\$0
Additions and Alterations	3	\$276,000
	3	\$276,000
Other	8	\$22,200
Total	159	\$6,691,549

5.4.2 Subdivision Activity (April 1, 2006 – March 31, 2007)

	Applications	Lots	Fees
Final Plan	43	51	\$8,600
Extra Lots	n/a	27	\$675
Tentative Plan	0	0	\$0
Preliminary Plan	0	0	\$0
	43	78	\$9,275

5. Development Control (continued)**5.5 Port Hawkesbury****5.5.1 Building Permits (April 1, 2006 – March 31, 2007)**

Residential	Permits	Value
New	1	\$300,000
Mobile Homes	4	\$275,300
Cottages	0	\$0
Additions, Alterations and Renovations	5	\$41,500
Garages and Accessory Buildings	6	\$37,700
Multiple Units	1	\$93,000
	<u>17</u>	<u>\$747,500</u>
Commercial and Industrial Buildings		
New	0	\$0
Additions and Alterations	3	\$810,000
	<u>3</u>	<u>\$810,000</u>
Institutional Buildings		
New	0	\$0
Additions and Alterations	0	\$0
	<u>0</u>	<u>\$0</u>
Other	<u>2</u>	<u>\$0</u>
Total	22	\$1,557,500

5.5.2 Subdivision Activity (April 1, 2006 – March 31, 2007)

	Applications	Lots	Fees
Final Plan	2	3	\$400
Extra Lots	n/a	0	\$0
Tentative Plan	0	0	\$0
Preliminary Plan	0	0	\$0
	<u>2</u>	<u>3</u>	<u>\$400</u>

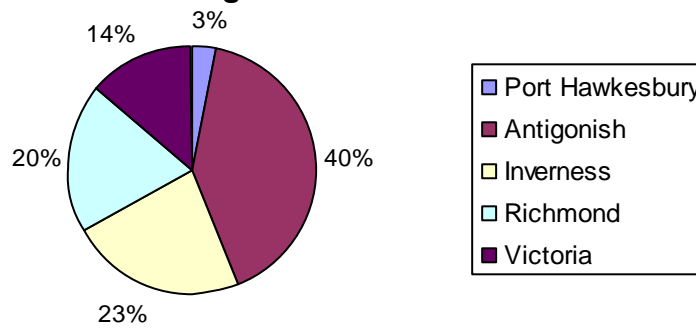
5. Development Control (continued)

5.6 Development Summary

5.6.1 Building Permits (April 1, 2006 – March 31, 2007)

	Port Hawkesbury	Antigonish	Inverness	Richmond	Victoria
Construction Value	1557500	25221920	10274820	10034087	6691549
Fees	450463	52926	29489	25682	17980
Permits Issued	22	293	236	202	159

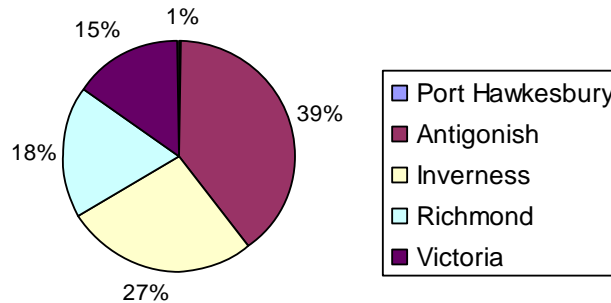
Building Permit Revenues



5.6.2 Subdivision Activity (April 1, 2006 – March 31, 2007)

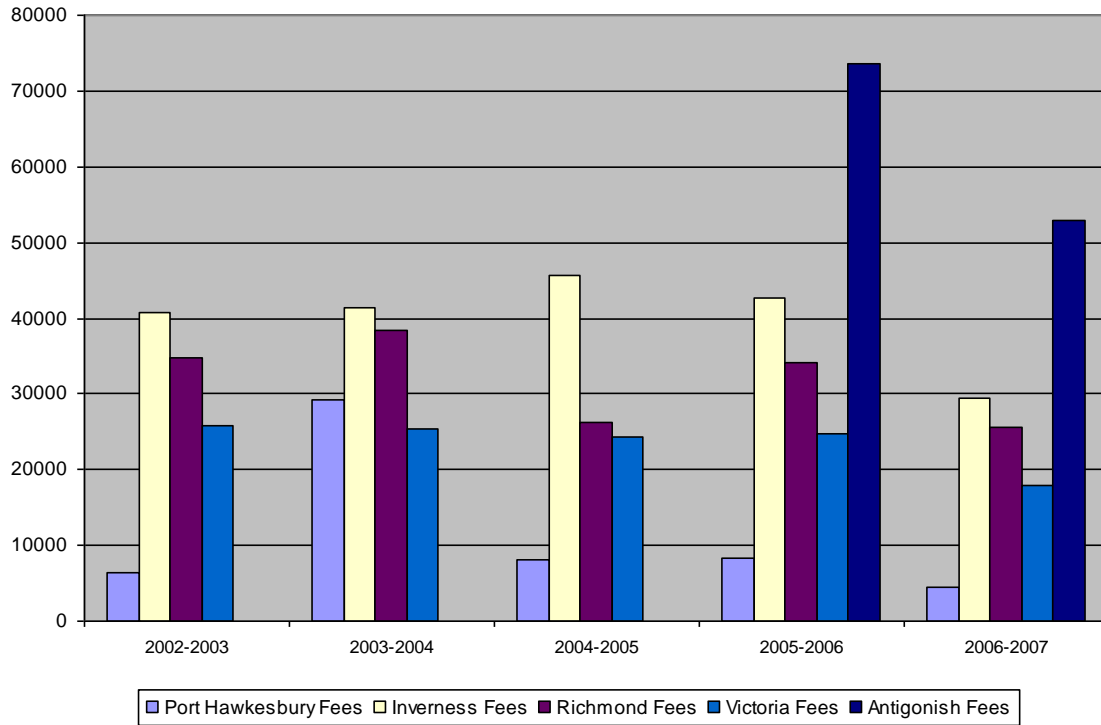
	Port Hawkesbury	Antigonish	Inverness	Richmond	Victoria
Final/Tentative Plans	2	114	80	51	43
Proposed Final Lots	3	299	146	302	78
Total Fees	400	23300	16300	11000	9275

Subdivision Revenues

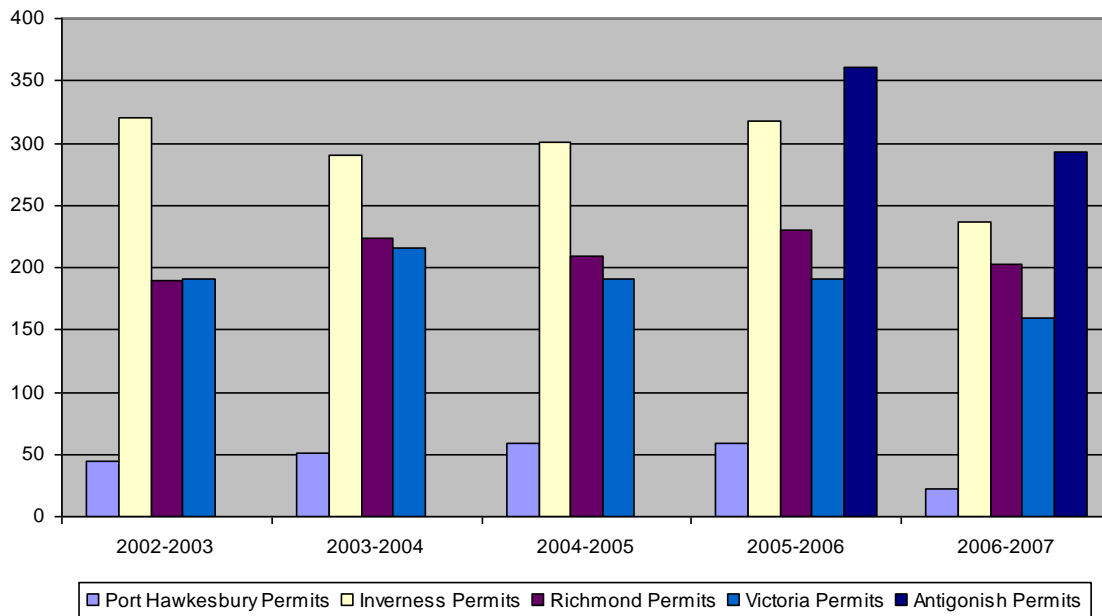


5. Development Control (continued)

5.6.3 Figure 1: Building Permit Revenues 2002 – 2007

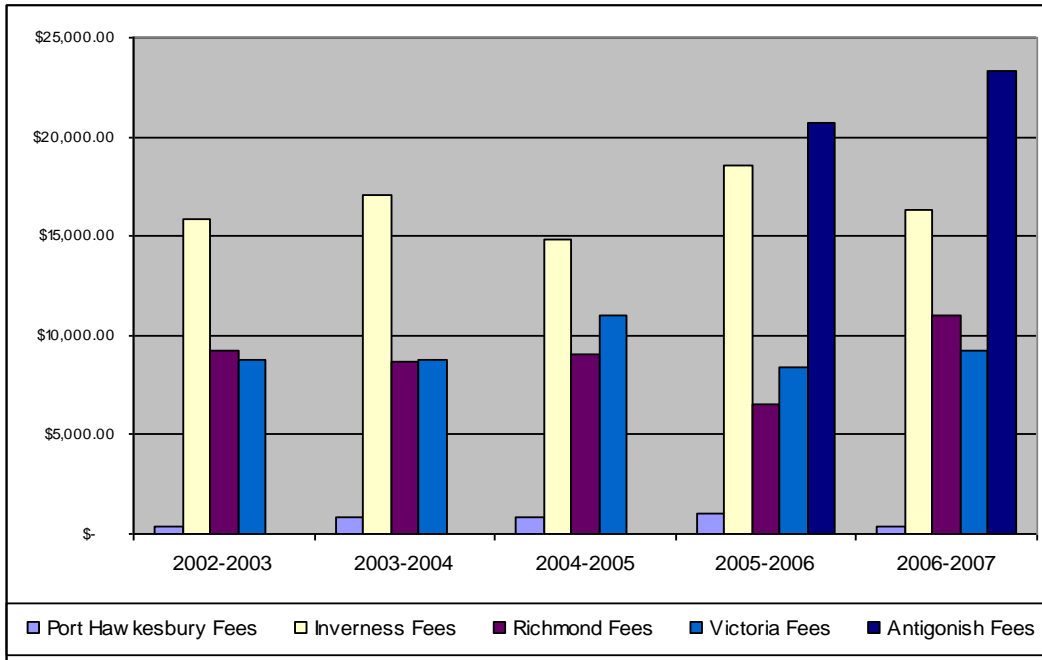


5.6.4 Figure 2: Number of Building Permits 2002 – 2007

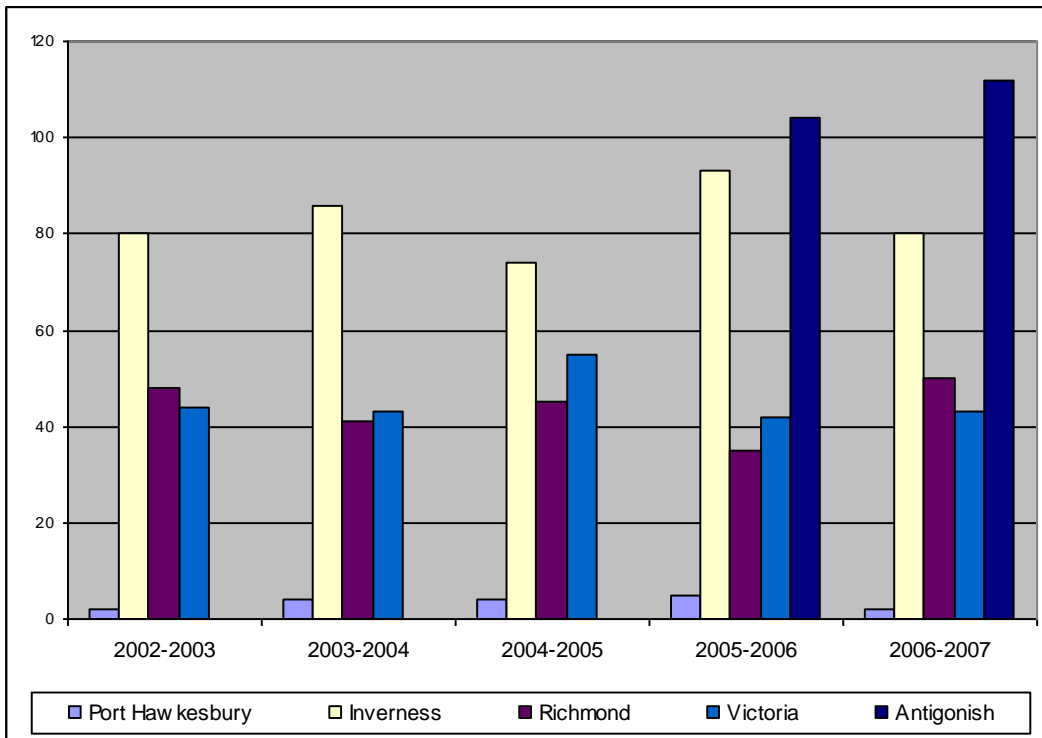


5. Development Control (continued)

5.6.5 Figure 3: Subdivision Fee Revenues 2002 – 2007

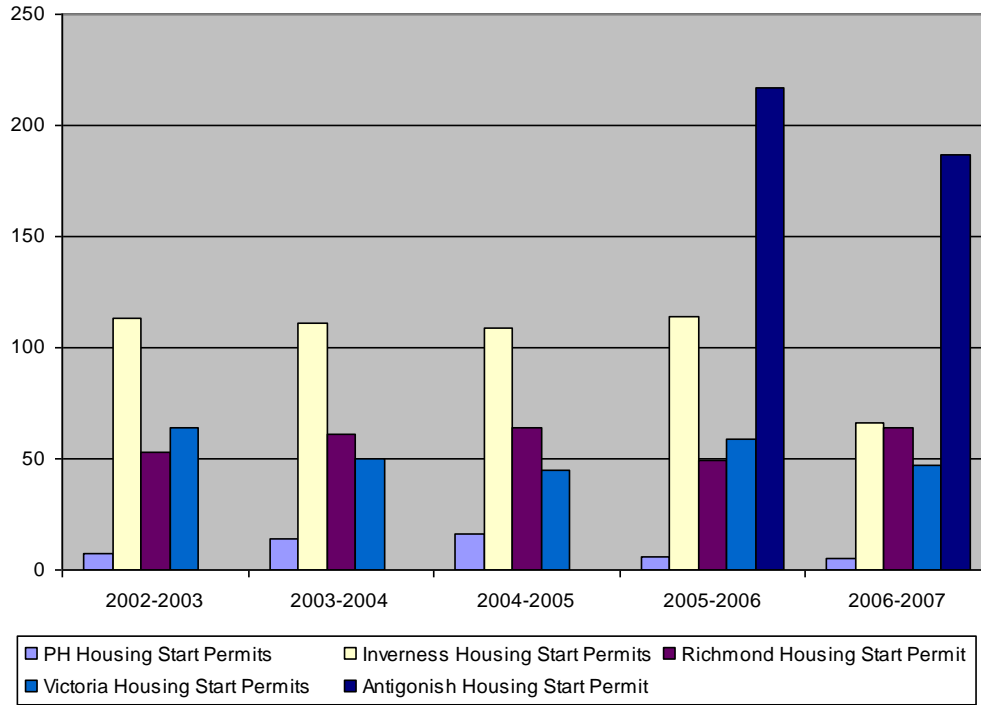


5.6.6 Figure 4: Subdivision Applications 2002 – 2007

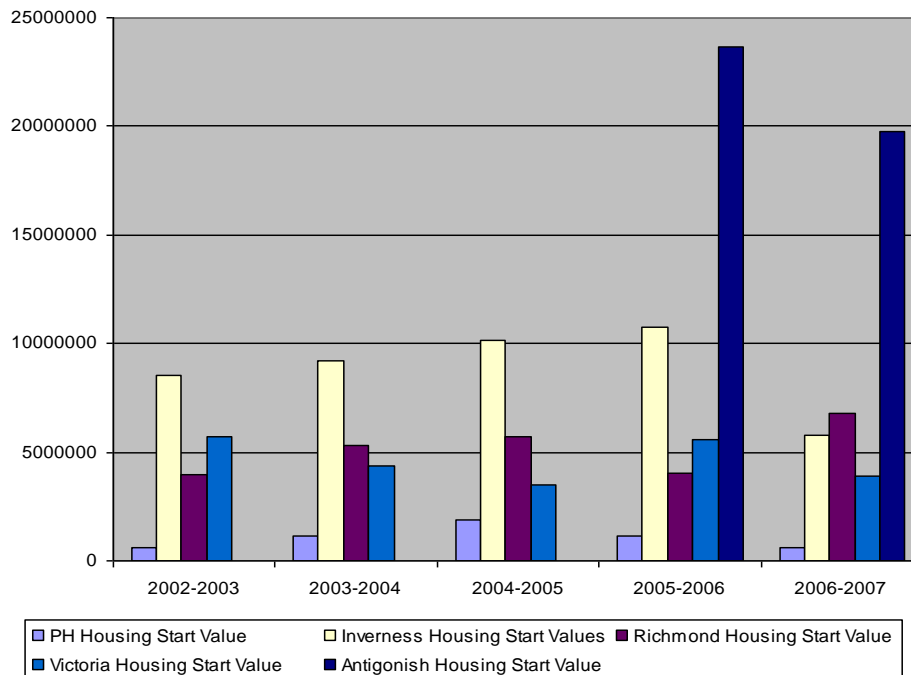


5. Development Control (continued)

5.6.7 Figure 5: Housing Start Permits 2002 – 2007



5.6.8 Figure 6: Housing Start Values 2002 – 2007



Appendix A. 2007 – 2008 Operating Estimates

Operating Estimates Eastern District Planning Commission 2007 – 2008

	2007 - 2008
Staff	
Wages	\$516,630
EI, CPP, Group Insurance	\$46,050
WCB	\$10,694
Pension Plan	\$25,832
Membership Dues and Fees	\$4,000
	<u>\$603,206</u>
Administrative Overhead	
Advertising	\$1,250
Bank and Service Charges	\$2,500
Computers	\$4,000
Insurance	\$22,000
Library	\$2,500
Misc. Operating Costs	\$2,000
Office Rent	\$27,000
Office Supplies	\$4,000
Photocopying	\$3,000
Postage	\$5,000
Telephone and Fax	\$13,000
	<u>\$86,250</u>
Travel and Training	
Mileage Compensation	\$64,000
Conference Fees and Expenses	\$15,000
	<u>\$79,000</u>
Additional Fees	
Legal	\$1,000
Auditor	\$3,750
Technical and Mapping	\$5,000
Commission Expenses	\$5,400
	<u>\$15,150</u>
TOTAL	<u>\$783,606</u>

2007 – 2008
continued: Page 2

2007 - 2008	
	\$783,606
Building Permits	
Building Permits Fees	(\$166,000)
Subdivision Fees	(\$55,000)
Miscellaneous Revenues	(\$4,000)
Map Revenues	(\$4,000)
E-911 Funding	(\$17,000)
<hr/>	
Net Budget	\$537,606
Total Contributions	
Antigonish County	\$125,452
Inverness County	\$126,101
Richmond County	\$142,424
Victoria County	\$92,162
Port Hawkesbury	\$51,466
<hr/>	
Total	\$537,606

Uniform Assessment Sharing Base (2007-2008)

Municipality	Assessment	Percentage
Antigonish	\$663,387,331	24.35%
Inverness	\$667,673,873	24.50%
Richmond	\$775,468,214	28.46%
Victoria	\$443,536,779	16.28%
Hawkesbury	\$174,784,904	6.41%
	\$2,724,851,101	100.00%

Appendix B. Inter – Municipal Services Agreement

INTER-MUNICIPAL SERVICES AGREEMENT ENABLING THE MUNICIPALITY OF THE COUNTY OF ANTIGONISH TO JOIN THE RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

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

AND WHEREAS by Order of 24 March 1993, the Minister of Municipal Affairs, with the approval of all participating municipalities and upon the request of the Town of Port Hawkesbury, rescinded and replaced the previous Order of the Minister of Municipal Affairs by making the Town of Port Hawkesbury a participating municipality in the Inverness Richmond District Planning Commission effective 1 April 1993;

AND WHEREAS by Order of 4 July 1995, the Minister of Municipal Affairs, with the approval of all participating municipalities and upon the request of the Municipality of the County of Victoria, rescinded and replaced the previous Order of the Minister of Municipal Affairs by making the Municipality of the County of Victoria a participating municipality in the Rural Cape Breton District Planning Commission effective 1 April 1995;

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

AND WHEREAS the Municipality of the County of Antigonish has requested to join the Rural Cape Breton District Planning Commission for one year;

AND WHEREAS by resolution of their respective councils, all of the participating municipalities have agreed to the request on the terms and conditions hereunder;

NOW THEREFORE, in consideration of the services and payments described, the Ministerial Order of 4 July 1995, deemed an inter-municipal services agreement among the participating municipalities, is hereby varied and amended to provide as follows:

1. In this Agreement:
 - (a) “Commission” means the Rural Cape Breton District Planning Commission;
 - (b) “Minister” means the Minister of Service Nova Scotia and Municipal Relations;
 - (c) “participating municipality” means the municipalities represented on the Commission;
 - (d) “District” means the geographical areas of the participating municipalities.
2. There shall be a district planning commission within the meaning of the *Municipal Government Act*, called the Rural Cape Breton District Planning Commission.
3. The area with respect to which the Commission shall exercise its powers is the District.

4. The municipalities represented on the Commission are the Municipality of the County of Inverness, the Municipality of the County of Richmond, the Town of Port Hawkesbury, the Municipality of the County of Victoria, and the Municipality of the County of Antigonish, subject to Section 10 below.

Commission Membership

5. The Commission shall consist of 10 members, being 2 members appointed by Council for each of the participating municipalities, and subject to Section 10 below.
6. Each participating municipality shall be entitled to appoint one person as an alternate member of the Commission who, in the absence of the regular member appointed by that municipality, shall be entitled to exercise all of the powers, privileges and responsibilities of the regular member for whom the person is alternate.
7. Each participating municipality shall notify the Commission of the names of all regular and alternate members appointed by that participating municipality as soon as possible after their respective appointments.
8. All regular and alternate members of the Commission must be members of the municipal or town council which appoints them and they shall have membership in the Commission subject to subsections 254(1) and (2) of the *Municipal Government Act*.
9. Each member of the Commission, regular and alternate, shall hold membership for a term of one year from the effective date of that member's appointment or until a successor is appointed.

Participation of the Municipality of the County of Antigonish

10. The Municipality of the County of Antigonish shall be a participating municipality for a period of one year, from 1 April 2005 until 31 March 2006, during which period it shall be represented on the Commission as described above. Effective 1 April 2006, the Municipality of the County of Antigonish shall have withdrawn and the Commission shall comprise only 8 members.

Election of Officers

11. At the first meeting of the Commission after each participating municipality has appointed regular members, the Commission shall elect a Chairperson from among its members. Thereafter, chairmanship of the Commission shall alternate annually among the participating municipalities.
12. The Commission shall elect a Vice-Chairperson in the same manner for the same term and at the same meeting as the Chairperson is elected, and the Vice-Chairperson shall perform the functions of the Chairperson in the Chairperson's absence.
13. The Commission shall appoint a Secretary-Treasurer from the staff of one of the participating municipalities who, with the consent of his/her employer municipality, shall hold office until a successor is appointed.
14. The Secretary-Treasurer shall not be a member of the Commission nor have a vote at any Commission meeting.

Commission Meetings

15. There shall be at least four meetings of the Commission per annum, to be held quarterly, one of which shall be the Annual Meeting. Other meetings may be called from time to time by the Chairperson or by any two members of the Commission.

16. While the Commission is comprised of 10 members, six members shall constitute a quorum. When the Commission is comprised of 8 members, five members shall constitute a quorum.
17. Each member of the Commission shall be entitled to one vote on any voting matter of the Commission.
18. A passing vote shall be a majority of votes at a properly constituted meeting where the majority vote includes a vote cast by a representative of each of the participating municipalities.
19. 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.

Financial Contribution

20. Unless the participating municipalities otherwise agree, the proportion in which each participating municipality shall contribute funds to meet the expenses of the Commission 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.
21. Notwithstanding Section 20 above, the Municipality of the County of Victoria shall not make any payment to the Commission representing a proportional share of capital assets acquired by the Commission between 1 September 1991 and 31 March 1995 inclusive and, further, the Municipality of the County of Victoria shall not have any claim to these assets in the event the Commission is dissolved in accordance with subsection 253(5) of the *Municipal Government Act*.
22. Notwithstanding Section 20 above, the Municipality of the County of Antigonish shall not make any payment to the Commission representing a proportional share of capital assets acquired by the Commission between 1 September 1991 and 31 March 2005 inclusive and further, the Municipality of the County of Antigonish shall not have any claim to these assets in the event the Commission is dissolved in accordance with subsection 253(5) of the *Municipal Government Act*.

Services and Fees

23. The Commission shall provide building inspection services to the participating municipalities in return for which each of the participating municipalities shall pay to the Commission, in addition to their regular contributions pursuant to Section 20 above, the amounts received by those participating municipalities from fees charged for building permits.
24. In the event that 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 20 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.
25. The Commission shall staff four sub-offices, one in Inverness County, one in Richmond County, one in Victoria County, and one in Antigonish County, for the purpose of providing building inspection services.
26. 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 their respective regular contributions pursuant to Section 20 above, the amounts received from fees charged for subdivision applications.
27. 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 20 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.

28. The participating municipalities shall pay to the Commission their respective contributions and fees required to be paid pursuant to Sections 20, 23, 24, 26, 27 above, in twelve equal monthly installments on the first day of each month, in advance, commencing on a date to be determined by the Commission and continuing on the first day of each month thereafter throughout the year and every year thereafter.

Withdrawal by the Municipality of the County of Antigonish

29. On its withdrawal from the Commission effective 1 April 2006, the Municipality of the County of Antigonish shall be responsible to pay to the Commission all of its outstanding contributions and fees together with severance costs and any other costs imposed by its withdrawal and for its share of any liabilities of the Commission existing at the time of its withdrawal, and the Municipality of the County of Antigonish shall not be entitled to receive any assets of the Commission except without the unanimous approval of all of the remaining participating municipalities.
30. Without limiting the generality of Section 29 above, on its withdrawal from the Commission, the Municipality of the County of Antigonish shall resume full responsibility for and liability under the employment contract with its building inspector, which contract was assigned with consent of the employee, to the Commission for the purposes of participation of the Municipality of the County of Antigonish in the Commission.

General

31. On withdrawal of the Municipality of the County of Antigonish from participation in the Commission, the remaining terms and conditions of this Agreement not pertaining to the participation of the Municipality of the County of Antigonish, shall continue until otherwise varied or amended by further inter-municipal services agreement among the members.
32. This Agreement shall have effect on, from and after 1 April 2005.
33. This Agreement amends , varies and replaces the Order of the Minister of Municipal Affairs of 4 July 1995, deemed an inter-municipal services agreement pursuant to the *Municipal Government Act*.

NOW THEREFORE the parties hereto, by their duly authorized representatives, have signed and sealed on the dates hereunder in witness to their agreement:

Grant Thornton LLP
Chartered Accountants
Management Consultants

Auditors' Report

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, 2007, and 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. These standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. 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, 2007, and the results of its operations for the year then ended in accordance with the accounting principles disclosed in Note 2 to the financial statements.

Port Hawkesbury, Nova Scotia
May 14, 2007

Grant Thornton LLP

Registered Municipal Auditor

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Eastern District Planning Commission

Statement of Financial Activities

Year Ended March 31

2007

2006

	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Revenue			
Municipality of the County of Antigonish	\$ 113,261	\$ 113,261	\$ 108,758
Municipality of the County of Inverness	116,879	116,879	112,685
Municipality of the County of Richmond	133,241	133,241	131,122
Municipality of the County of Victoria	88,687	88,687	85,383
Town of Port Hawkesbury	49,820	49,820	49,490
Building permit fees	191,000	130,670	183,485
Subdivision fees	54,000	60,275	55,300
Miscellaneous	8,000	3,863	5,707
E-911 funding	<u>13,000</u>	<u>16,957</u>	<u>15,086</u>
	<u>767,888</u>	<u>713,653</u>	<u>747,016</u>
Expenditure			
Administrative (Page 7)	737,888	747,698	699,995
Occupancy (Page 7)	26,000	27,341	27,303
Prepays		95	575
Capital expenditures	<u>4,000</u>	<u>7,756</u>	<u>9,811</u>
	<u>767,888</u>	<u>782,890</u>	<u>737,684</u>
Net (expenditure) revenue		(69,237)	9,332
Prepays		<u>95</u>	<u>575</u>
Change in fund balance	<u>\$</u>	<u>\$ (69,142)</u>	<u>\$ 9,907</u>

See accompanying notes to the financial statements.

Eastern District Planning Commission

Statement of Financial Position

March 31

2007

2006

Financial assets

Cash		\$ 61,115
Receivables	\$ 25,946	27,090
	<u>25,946</u>	<u>88,205</u>

Liabilities

Bank indebtedness	(6,265)	
Payables and accruals	16,221	18,778
Capital lease obligation (Note 3)	3,272	
	<u>25,758</u>	<u>18,778</u>

Net financial assets

	<u>188</u>	<u>69,427</u>
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Non-financial assets

Capital assets, at cost		
Office furniture	67,661	65,543
Computer equipment	48,610	47,334
Computer equipment under capital lease	4,364	
Library	12,037	12,037
Maps	5,762	5,762
	<u>138,434</u>	<u>130,676</u>
Prepays	2,566	2,471
	<u>141,000</u>	<u>133,147</u>

Net assets

	<u>\$ 141,188</u>	<u>\$ 202,574</u>
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Fund balances (Page 5)	\$ 2,756	\$ 71,898
Investment in capital assets (Page 6)	<u>138,432</u>	<u>130,676</u>

Net financial position	<u>\$ 141,188</u>	<u>\$ 202,574</u>
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Commitments (Note 4)

On behalf of the Commission

_____ Chairperson

_____ Member

See accompanying notes to the financial statements.

Eastern District Planning Commission

Statement of Changes in Financial Position

March 31

2007

2006

Operating

Net revenue (expenditure)	\$ (69,142)	\$ 9,907
Change in non-cash operating working capital (Note 6)	<u>(1,508)</u>	<u>4,924</u>
	<u>(70,650)</u>	<u>14,831</u>

Financing

Proceeds of long term debt	4,364	
Repayment of long term debt	<u>(1,094)</u>	
	<u>3,270</u>	

Change in (bank indebtedness) cash	(67,380)	14,831
Cash, beginning of year	<u>61,115</u>	<u>46,284</u>
(Bank indebtedness) cash, end of year	<u>\$ (6,265)</u>	<u>\$ 61,115</u>

See accompanying notes to the financial statements.

Eastern District Planning Commission

Schedules to Statement of Financial Activities

Year Ended March 31

2007

2006

	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Administrative			
Advertising and promotion	\$ 5,750	\$ 6,228	\$ 1,617
Conferences	15,000	19,066	12,927
Interest and bank charges	2,500	2,317	1,975
Liability insurance	20,000	19,909	18,620
Maps	5,000	842	706
Membership dues and subscriptions	4,000	9,947	5,579
Miscellaneous	4,500	3,784	3,138
Office supplies and postage	12,000	12,879	13,484
Photography		118	528
Professional fees	4,500	5,989	4,831
Salaries and employee benefits	591,638	572,556	556,397
Telephone	13,000	13,852	13,374
Travel and meetings	<u>60,000</u>	<u>80,211</u>	<u>66,819</u>
	<u>\$ 737,888</u>	<u>\$ 747,698</u>	<u>\$ 699,995</u>
Occupancy			
Insurance		\$ 858	\$ 820
Rent	<u>\$ 26,000</u>	<u>26,483</u>	<u>26,483</u>
	<u>\$ 26,000</u>	<u>\$ 27,341</u>	<u>\$ 27,303</u>

See accompanying notes to the financial statements.

Eastern District Planning Commission

Notes to the Financial Statements

March 31, 2007

1. Nature of operations

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

2. Accounting policies

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

Revenue and Expenditure

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

Property and equipment

Operating fund

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

Capital fund

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

Depreciation

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

Use of estimates

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

Financial instruments

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

Eastern District Planning Commission

Notes to the Financial Statements

March 31, 2007

3. Capital lease obligation	<u>2007</u>
Dell Financial Services Canada 10% capital lease, repayable in monthly instalments of \$141 including interest	\$ 3,272
Less current portion	<u>1,698</u>
	<u>\$ 1,574</u>

Repayments in each of the next three (3) years are as follows:

2008	\$ 1,698
2009	1,698
2010	<u>283</u>
	3,679
Less: amount representing interest	<u>407</u>
	<u>\$ 3,272</u>

4. Commitments

The Commission rents premises under a long-term lease which expires in 2008. The annual rent is 2007 - \$23,100; and 2008 - \$23,925. The lease provides an option to renew.

On March 30, 2007, the Commission entered into an agreement to lease computer equipment in the amount of \$2,847 from Dell Financial Services Canada. Monthly payments of \$93 including interest commence April, 2007.

5. 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 \$22,889 (2006 - \$16,668).

6. Supplemental cash flow information	<u>2007</u>	<u>2006</u>
Change in non-cash operating working capital:		
Receivables	\$ 1,144	\$ 2,881
Prepays	(95)	(575)
Payables and accruals	<u>(2,557)</u>	<u>2,618</u>
	<u>\$ (1,508)</u>	<u>\$ 4,924</u>