



**Eastern District Planning Commission  
2010-2011  
Annual Report and  
Financial Statements**

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***Annual Report and Financial Statements***

***June 2011***

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## 1. Introduction

This report is for the period of April 1, 2010, to March 31, 2011, 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 2010-2011 fiscal year marks the twentieth 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.

Planning staff continued to work on the plan reviews for the Antigonish Fringe Area and Isle Madame. The Sporting Mountain and Isle Madame Plan Reviews were both completed in this fiscal year as was the Richmond County Wind Energy Plan and By-law. A new plan review process was started in Port Hood. Staff also continued participation in the new Central Antigonish Planning Process which is nearing completion.

Staff worked on eighteen development related reports, rezonings and policy amendments and continued participation in the Coastal Development Working Group, the Highway 104

Community Liaison Committee and various local source water protection committees.

Building inspection and development staff saw the number of permits issued decrease by one hundred and eight permits (-10.6%) with 1,013 permits issued in 2009-2010 and 905 permits issued this last fiscal year. Building Permit revenues however increased by 18.8% from \$151,448 to \$179,876 in 2010-2011.

This has been a year of significant change with respect to staffing of the Commission. At the end of the calendar year, both our Assistant Building and Fire Inspector and Administrator of Dangerous and Unightly Premises resigned. The Commission combined both positions into one and hired Sean Donovan from Glace Bay. Initially, Sean will work as an Assistant Fire Inspector and Dangerous and Unightly Premises Administrator while he undertakes training for building inspection certification.

Karl Grenke tendered his resignation with the District Planning Commission on March 25, 2011. Karl was hired by the Commission February 11, 2008, and soon showed himself to be a valuable member of staff. He has worked

on a number of major projects, including the Antigonish Fringe Plan Review, the Central Antigonish Planning process and a number of rezonings, development agreements and plan amendments. Karl worked as an Assistant Development Officer processing subdivision applications and development permits. Karl has taken a position as a Planner with the Township of Drummond North Elmsley Ontario. We wish Karl the best in his career.

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

<b>2.1 Council</b>	<b>Commission Representatives</b>
Victoria County	Warden Bruce Morrison, Chair Councillor Keith MacCuspic, Member Councillor Paul MacNeil, Member, Alternate Sandy Hudson, Secretary Treasurer
Antigonish County	Deputy Warden Owen McCarron, Vice-Chair Councillor Bill MacFarlane, Member Alan Bond, Advisor
Port Hawkesbury	Mayor Billy Joe MacLean, Member Councillor Ken Anderson, Member Councillor Jim King, Alternate Jim Davis, Advisor (Retired November 2010) Maris Freimanis, Advisor
Richmond County	Councillor Shirley McNamara, Member Councillor Victor David, Member Darrin McLean, Advisor
Inverness County	Warden Duart MacAulay, Member Councillor Daniel Boudreau, Member Joe O'Connor, Advisor
<b>2.2</b>	<b>Staff</b>
Director:	John Bain
Planners:	Karl Grenke (Resigned March 2011) Andrew Jones
Development Officer:	Wanda Ryan
Senior Building/Fire Inspectors:	Cyril LeBlanc                  Leon LeBlanc
Building/Fire Inspectors:	David MacKenzie              Harry Martell
Assistant Building/Fire Inspector:	Matthew Coultier (Resigned October 2010) Sean Donovan (February 2011)
Planning Technician:	Bryne Butts
Dangerous/Unsightly Premises Administrator:	Brad Parks (Resigned December 2010)
Bookkeeper/Receptionist:	Tammy MacLellan
Auditors:	Grant Thornton Chartered Accountants
Solicitors:	Pickup and MacDowell

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

#### 3.01 Appleaseed Drive Apartments (Antigonish)

On October 6, 2010, the EDPC received an application from Mr. Chris MacGillivray for a development agreement for two properties on Appleaseed Drive in the Antigonish County Fringe area. The proposal involves the construction of a multiple unit residential building that contains twelve (12) units. The two properties are located beside one another on Appleaseed Drive near Highland Drive Extension. The properties are currently zoned Single Unit Residential (R-1).

A site visit was done in January 2011 to the two vacant properties located between the building where the Lion's Club holds their meetings on Highland Drive and the dwelling located at #17 Appleaseed Drive. The Staff Report and the Development Agreement were completed in May 2011. The Antigonish Planning Advisory Committee will give it First Reading at the June meeting.



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

On July 17, 2009, staff consulted with the Commission's building inspectors regarding consistency in applying the *National Building Code* in all the Planning Commission areas. As part of this review, there was a recommendation that all units consider repealing their Building By-laws and replace

them with a "Building Permit Fees By-Law" thereby only using the Provincial Building Code Regulations for administration of the *National Building Code*.

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

#### 3.03 Central Antigonish County Planning Process

The redraft of the Central Antigonish Plan continued in the Spring of 2010 with some updates to the previously proposed rural and hamlet policies, including permitting rezonings to allow new rural industrial and commercial uses. Maps of the districts of the Plan Area were brought to meetings and the Committee identified existing rural commercial and industrial uses which would be zoned as such. In September, a geologist from the Department of Natural Resources spoke to the Committee on geological and coastal issues which would be adapted into policy. Over the course of the Fall and into the Winter, the editing of the document continued, which included new policy concerning the development of tourist cottages in rural areas. In the winter, with a polished draft prepared, the Committee and planning staff organized a series of open houses through the planning area where the MPS and LUB would be presented to the public and feedback elicited. These were held on February 23 in St. Andrews, February 24 in Heatherton and March 2 in Pomquet. Attendance for the three sessions (including both afternoon and evening) totaled about 30. At these meetings, planning staff presented maps and discussed the land use planning and in particular, the Central Plan, including the land use planning policies. While the public generally supported the plan, there were a variety of comments and suggestions which will be incorporated into the document.

### **3.04 Central Avenue (Inverness)**

In early April, an application was submitted by the Municipality of the County of Inverness to amend the Commercial Mixed Use (C-3) to exclude provisions which allow Mobile and Mini Homes to locate on Central Avenue. Since the original zoning was adopted for the community of Inverness in 1992, all R-1 (Residential Urban) Zone uses have been permitted in the Mixed Use zone.

The Inverness AAC met April 8, 2010, to discuss the application and forward it to Council with a positive recommendation. However, at the May 3, 2010, public hearing there was significant public opposition to the amendments and Council left the Plan and By-law unchanged.

### **3.05 D&R Developments Limited Senior's Housing (Port Hastings)**

Planning staff received a request from Robert Fox of D & R Developments Limited to investigate options for multi-unit seniors' housing for one of his properties on Route 4 overlooking the Strait of Canso within the Port Hastings Plan Area. Preliminary research on this application has required circulating the proposed site plan to the County Engineering and Works Department and the Nova Scotia Department of Transportation and Infrastructure Renewal to get their comments on the feasibility of servicing and accessing a development of this size.

### **3.06 Gateway Commercial Zones (Antigonish)**

While the Fringe Plan was undergoing a comprehensive review, given the advanced stage of construction of the By-pass and the interest expressed by commercial developers, planning staff were directed to develop comprehensive land use policy for the area around the By-pass and the interchanges assuming a primarily commercial focus for development. In the Spring of 2010, the Antigonish Fringe Area Advisory Committee has been working on this proposed policy with the intention of encouraging new commercial

development that is attractive, built closer to the street and is suitable in a gateway context, given that the exits and roads leading into the town form a visitor's first impression of the community.

Staff presented a final report on these comprehensive amendments to Planning Advisory Committee in June and they received Second Reading Approval after hearing from the public at a Public Hearing September 21. On November 3, 2010, they were published and came into effect.



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

On July 30, 2008, Mr. Wayne Gillis applied, on behalf of Island Sunset Seafoods Ltd., to rezone two adjacent parcels of land located on Beach Road No. 1, Inverness, from Marine Industrial (M-1) to Waterfront Development (W-D). An idle fish plant is currently located on the properties, and this rezoning would allow the owners to sell their land and be developed as a small marina. This would accommodate the proposed Cabot Links golf course. Staff visited the site on August 12, and distributed letters to various agencies requesting comments on the rezoning. Responses were received from all applicants and a draft staff report was prepared. Staff contacted the applicant regarding some follow-up questions posed to him regarding servicing for the property. As there has been no activity on this file in about two years, staff sent the applicant a letter September 17 closing the file and reimbursing the advertising fee.

### 3.08 Johnston Amendment (Baddeck)

On January 6, 2011, staff received an application from Mr. Kurt Johnston to construct tourist cottages (initially 1, eventually 4) on land he owns in Baddeck Bay. Given that tourist cottages are permitted only in the Tourist Commercial (C-3) Zone and the Baddeck Municipal Planning Strategy does not permit rezonings to C-3, amendments to the Strategy will be necessary to allow the development. Staff is currently reviewing the proposal and the Strategy and will present policy options to the Baddeck Planning Advisory Committee. In response to Mr. Johnston's tourist cabin proposal, planning staff began preparation of a staff report outlining options allowing tourist cabins outside the Tourist Commercial Zone. This report is currently being finalized.

### 3.09 La Cooperative Charles Forest Ltee. (Isle Madame)



In the Summer, 2010, Gerrard Samson from the Charles Forest Co-op, contacted planning staff to verify the zoning of the grocery store property, given that he intends on expanding the store and building a gas bar. While the current commercial zoning permits the gas bar, the land acquired to accommodate the expanded grocery store building retained its residential zoning, which would not permit the construction. Consequently, on August 25, Mr. Samson applied to rezone this portion of the property to Village Commercial. Planning staff visited the site on August 31 and circulated the application to various government agencies for comment. A staff report was prepared and presented to Richmond PAC on September 8 recommending that the rezoning application be

approved. Subsequently, Council gave first reading September 13 to the proposal with the public hearing and second reading set for October 12, with ads placed in the Cape Breton Post September 28 and the Reporter September 29 and October 6. Council approved the rezoning and with the closing of the appeal period on November 3 and no appeals, the rezoning was finalized.

### 3.10 MacDonald Gas Bar and Carwash (Port Hood)

On November 19, staff received an application from Mr. J.R. MacDonald to amend the Port Hood Municipal Planning Strategy and Land Use By-law to include automobile service stations as a permitted use within the Highway Commercial (C-2) Zone. This would accommodate a gas bar and car wash he is proposing as a part of his Home Hardware relocation project on Route 19. The Port Hood Area Advisory Committee met on December 3 and while the Committee endorsed the proposed amendments, they wished that the Strategy and By-law would be further amended to establish provisions for buffering and landscaping where new commercial developments abut existing residential developments. Staff prepared an addendum to the prior staff report containing buffering requirements for new commercial uses which were endorsed by the Area Advisory Committee on January 19 and Inverness PAC on February 14. Council gave first reading to the amendments on February 14 and the public hearing is set for April 4. The required advertisements are to appear in The Oran March 16 and 23.

### 3.11 Mount Cameron Estates Apartments (Antigonish)

In February 2010, Mr. Ruhollah Shafiei, acting on behalf of Mount Cameron Estates, submitted preliminary site plans for a large retirement development to be located in Mount Cameron Estates. Central to this proposal were three 48-unit apartment buildings circled by a ring road with duplexes and quad-plexes adding an extra 48-units. The site plan was reviewed and a

number of suggestions were made regarding the requirements for parking, landscaping, and architectural design. Concerns were also raised about the high densities proposed.



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

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

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

The review of the Antigonish Fringe Plan proceeded through 2010-11 with regular monthly meetings. In the Spring of 2011, the Fringe Committee developed and finalized policies related to highway commercial development. These policies respond to new development opportunities and pressures related to the new Highway 104 By-pass. They extend commercial and residential designations to key areas and create new site plan requirements for the Gateway Commercial Zone ensuring that new commercial developments near the interchanges and routes leading into Town form an attractive gateway. These policies and maps were adopted by Council on September 22 and can later be expanded to incorporate some of the recommendations

stemming from the ongoing Gateway Strategy. In the Fall, the Committee worked with an agricultural expert and developed policy and guidelines concerning commercial livestock operations and the raising of small numbers of farm animals. They met with a geologist from the Department of Natural Resources to discuss coastal and geological issues facing the County. In the Winter of 2010-11, the Committee primarily focused on rural residential development, with the intent of limiting ribbon style development along highways and encouraging residential development in clusters. To this effect, the Planning Commission's Development Officer spoke to the Committee about the administration of the Subdivision By-law and issues concerning lot size, frontages and private roads. Representatives from the Department of Transportation and Infrastructure Renewal spoke on stopping sight distances and driveway access approvals. The Committee is currently evaluating a number of planning options including lot size and frontage requirements and a cluster subdivision model for larger developments.

### **3.13 Planning Strategy Review Isle Madame**

In the Spring 2010, Richmond PAC asked planning staff to undertake a review of the Isle Madame Municipal Planning Strategy and Land Use By-law with the intention of updating the plan adopted in 1998. After some discussion, on June 1, 2010, PAC resolved that this review would be done in the same manner as the Sporting Mountain review and that public meetings would be held in each of the four districts of Isle Madame. These meetings were held on September 28 (D'Escousse), and 30 (Arichat), October 6 (Petit-de-Grat) and 7 (West Arichat) where planning staff presented the current Isle Madame MPS and LUB and feedback was received from residents. Following these open houses, staff presented to PAC a series of policy suggestions for the revised plan which took into account discussions from the open house sessions which included

enhanced protections to the Grand Lake watershed, new coastal development policies, new campground policies and others.



Over the next few months, staff presented a proposed new Isle Madame MPS on a chapter by chapter basis, making edits to the proposed policy as directed by the Committee. PAC completed the review of the Land Use By-law at their April meeting.

### **3.14 Planning Strategy Review Port Hood**

At the January 10 meeting of Inverness County Council, the local Councillor for Port Hood requested that a review of the Port Hood Municipal Planning Strategy and Land Use By-law be initiated. The Port Hood Area Advisory Committee met January 19 and planning staff outlined the process for a plan review as well as some of the issues that would likely be addressed. Following the placement of ads in the Oran, the Committee membership is now being finalized.

### **3.15 Plan Review Sporting Mountain**

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

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

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

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

### **3.16 Sara's Crafts and Gifts Amendment (Port Hood)**

On October 18, 2010, staff received an application from Ms. Patricia Van Zutphen to amend the Port Hood Municipal Planning Strategy and Land Use By-law to include licensed lounges as a permitted use within the Highway Commercial (C-2) Zone. This would accommodate a proposed redevelopment of a portion of the site now housing Sara's Crafts. Staff reviewed the proposed amendments and determined that it complied with the intent of the Strategy and convened a meeting of the Port Hood Area Advisory Committee October 29. Inverness County PAC reviewed the proposed amendments and it was given first reading by Council November 1 and the public hearing was held on December 6, where the amendments were adopted.

Upon receipt of the approval by the Provincial Director of Planning, these amendments were formally adopted upon advertisement in The Oran on February 9 and the file was closed.

### **3.17 Shear Wind Wind Turbines (Glen Dhu)**

Shear Wind Inc. applied July 11, 2009, to rezone portions of properties located in the northwest corner of the Municipality of the County of Antigonish by the county line with Pictou County. The purpose of the rezoning is to place 2.0 Megawatt wind turbine on each separate property portion for a total of fourteen wind turbines.



Staff recommended that Council approve the rezoning of the fourteen 2.66 hectare portions of nine separate properties between McArras Brook and Browns Mountain from General Resource (GR-1) to Wind Resource (WR-1) to allow for the construction of fourteen (14) wind turbines. Council convened a Public Hearing in February after which Council rezoned these properties. The decision of Council was then appealed to the Utility and Review Board which

ruled the appellants did not have standing and therefore dismissed the appeal.

Staff therefore issued development permits for the wind turbines June 30, 2010, and the appellants, Eco Awareness Society, appealed the issuing of the development permits to the Supreme Court of Nova Scotia for a Judicial Review. The appeal was held before the Honourable Justice M. Heather Robinson November 10, 2010, in Halifax. Testimony was heard from Shear Wind Executives and the Commissions Director. The respondents motion for dismissal was granted by reason of the appellants failure to appeal within the requisite time frame. The decision was rendered December 21, 2010.

### **3.18 Source Water Protection Plan (Chéticamp)**

Staff began participating in the Source Water Protection Plan (SWPP) for Chéticamp in June 2010. The SWPP Committee met in June and October 2010 and again in March 2011 on the development of a protection plan for the four wellheads that provide water for the community. The Chéticamp SWPP Committee is where to situate a test well site for testing water quality at a good distance from the wellheads.

EDPC staff are providing the Committee with information and maps that illustrate where the potential hazards to the groundwater supply are, in addition to information such as: property lines, well locations, trails, roads, dumps, geographical features, zoning, and the 5 year, 10 year and 25 year groundwater protection zones. The last meeting was March 22, 2011, and a draft of the plan is being prepared by the Department of Transportation and Infrastructure Renewal for the meeting on June 15, 2011.

### **3.19 Source Water Protection Plan (Inverness)**

Reviewing the action plan drawn up by the Source Water Protection Committee and working on rezonings to expand the one wellhead protection zone and create a second

wellhead protection zone for production well # 1 which provide the community of Inverness with safe drinking water.

Wellhead #2 and the surrounding 25 year water protection area can be rezoned as a Water Protection Zone. However, Wellhead #1 is in a residential zone near a commercial zone and will have to be handled differently. The rezoning process is an on-going project.

### **3.20 Sporting Mountain C&D Site Options (Richmond)**

January 10 2011, planning staff received a request from the Chief Administrative Officer for Richmond County to investigate options for accommodating a proposed construction and demolition (C&D) waste material disposal and reclamation facility in Thibeuville, within the Sporting Mountain Plan Area. This facility, proposed by Bernard Burke, would involve the processing, reclamation and disposal of construction and demolition debris at the same site as previously proposed for an oily soil remediation facility. While the revised project does not involve oily soils, it does involve the processing of extracted or raw materials and as such met the definition of a heavy industrial use, which is prohibited in the Plan Area.

Staff therefore set out three options for Council's consideration: permit C&D facilities as of right within the General Development (G-1) Zone; permit consideration of C&D sites through rezoning to the Resource Industrial (RD-1) Zone; or permit Council to consider applications through negotiating a Development Agreement.

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

In the Fall of 2008, staff reviewed the Victoria County Subdivision By-law and noticed some sections of the By-law where it was felt updates or revisions were needed. As such, staff decided to undertake a more thorough review of the By-law, and recommend a number of updates. Some of these are policy changes to make Victoria County's standards consistent with neighbouring municipalities, and others update

references to new provincial legislation that came into effect since the By-law was approved in 1995 and address issues in the recently adopted Baddeck MPS and LUB. A staff report and draft by-law amendment is currently being finalized and will soon be brought to the Committee.

### **3.22 Isle Madame Water Supply Amendments (Isle Madame)**

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



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

The O-3 zone was created for the purpose of protecting the clean water supply for the communities of Arichat and Petit-de-Grat. The designation prevents harmful uses within the

Babins Lake Watershed that could contaminate watercourses within the watershed. The water supply area designation is – Water Supply (O-3) Zone.

The Isle Madame MPS outlines the need for a protected water supply area. The Water Supply (O-3) zone is designed to protect the water supply for the communities of Arichat and Petit-de-Grat. The original boundary was created a number of years ago and does not precisely match the actual boundary of the Babins Lake Watershed. A more recent study conducted by Dillon Consulting Inc. has determined the actual boundary of the watershed. The policy which allows for the rezoning is Policy 4.11.

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

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

### **3.23 Wharf Road Apartments (Harve Boucher)**

The EDPC received a rezoning application to rezone properties on Havre Boucher Road (Wharf Road) in Havre Boucher from Mobile Home (MH-1) to Rural Settlement (RS-1) and from Rural Settlement to Residential Multi-Unit (R-2). Lee Daponte intends to build two, four (4) unit condo buildings on a lot that is currently zoned Mobile Home (MH-1) and Rural Settlement (RS-1). There are presently three lots that will be subdivided into eight lots, some of which will be for single family dwellings and the other for the four-unit dwelling.

The rezoning from Mobile Home to Rural Settlement is in keeping with the Eastern Antigonish MPS because Rural Settlement is the base zone under the Rural Settlement Designation of the MPS. The MPS permits a rezoning to Residential Multi-Unit as it is under the Rural Settlement Designation of the Generalized Future Land Use Map. A site visit was done in May and currently a staff report is being written to present to PAC for the June meeting.

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

Work continued on the Richmond County wind turbine policy into the 2010-11 fiscal year with a Public Hearing being held on March 9, 2010. At the public hearing representation was made by small turbine industry representatives expressing a number of concerns with the plan and by-law. Council therefore voted to defer approval of the document until such time that more feedback could be received from turbine manufacturers, particularly in light of the then proposed renewable energy policies the Province was looking to release in April 2010.

Tabling the plan and by-law also allowed staff to again circulate the draft documents to the public and to industry representatives, including Nova Scotia Power, requesting feedback. Also Council was able to take advantage of Section 246(3) of the *Municipal Government Act* and hold back on issuing any development permits which might be contrary to the proposed plan and by-law for 150 days. Prior to the 150 days expiry date of July 19, 2010 the new plan and by-law were re-advertised with revisions. A Public Hearing was held in Arichat October 12, 2010 and the revised plan and by-law received Second Reading and Approval by Council. The documents were reviewed by the Provincial Minister of Service Nova Scotia and Municipal Relations and were published November 24, 2010 and are now in effect.

## 4. Development Control

### 4.1 Antigonish County

#### 4.1.1 Building Permits (April 1, 2010 – March 31, 2011)

Residential	Permits	Value
New	86	\$ 21,621,816
Mobile Homes	49	3,172,200
Cottages	4	415,000
Additions, Alterations and Renovations	33	1,842,400
Garages and Accessory Buildings	59	1,301,100
Multiple Units	3	780,000
	<b>234</b>	<b>\$ 29,132,516</b>
Commercial and Industrial Buildings		
New	23	7,104,000
Additions and Alterations	7	583,300
	<b>30</b>	<b>\$ 7,687,300</b>
Institutional Buildings		
New	0	-
Additions and Alterations	1	267,900
	<b>1</b>	<b>\$ 267,900</b>
Other	<b>27</b>	<b>\$ 99,500</b>
<b>Total</b>	<b>292</b>	<b>\$ 37,187,266</b>

#### 4.1.2 Subdivision Activity (April 1, 2010 – March 31, 2011)

	Applications	Lots	Fees
Final Plan	80	142	16,000.00
Extra Lots		12	300.00
Tentative Plan	1	3	50.00
Preliminary Plan	-	-	
Repeal	-	-	
	<b>81</b>	<b>157</b>	<b>\$ 16,350.00</b>

**4. Development Control (Continued)**

**4.2 Inverness County**

**4.2.1 Building Permits (April 1, 2010 – March 31, 2011)**

Residential	Permits		Value
New	27	\$	5,502,000
Mobile Homes	32		1,786,500
Cottages	10		958,000
Additions, Alterations and Renovations	76		2,193,478
Garages and Accessory Buildings	48		966,800
Multiple Units	0		-
	<b>193</b>	<b>\$</b>	<b>11,406,778</b>
<hr/>			
Commercial and Industrial Buildings			
New	10	\$	6,166,200
Additions and Alterations	24		1,724,000
	<b>34</b>	<b>\$</b>	<b>7,890,200</b>
<hr/>			
Institutional Buildings			
New	0	\$	-
Additions and Alterations	1		75,000
	<b>1</b>	<b>\$</b>	<b>75,000</b>
<hr/>			
Other	20	\$	206,500
<b>Total</b>	<b>248</b>	<b>\$</b>	<b>19,578,478</b>

**4.2.2 Subdivision Activity (April 1, 2010 – March 31, 2011)**

	Applications	Lots	Fees
Final Plan	59	96	\$ 11,800.00
Extra Lots	-	-	\$ -
Tentative Plan	-	-	\$ -
Preliminary Plan	-	-	\$ -
Repeal	1	1	\$ 200.00
	<b>60</b>	<b>97</b>	<b>\$ 12,000.00</b>

#### 4. Development Control (Continued)

##### 4.3 Richmond County

##### 4.3.1 Building Permits (April 1, 2010 – March 31, 2011)

Residential	Permits	Value	
New	29	\$	6,458,000
Mobile Homes	17		806,704
Cottages	5		710,000
Additions, Alterations and Renovations	42		949,000
Garages and Accessory Buildings	65		849,000
Multiple Units	0		-
	<b>158</b>	<b>\$</b>	<b>9,772,704</b>
Commercial and Industrial Buildings			
New	8	\$	2,776,843
Additions and Alterations	16		2,367,761
	<b>24</b>	<b>\$</b>	<b>5,144,604</b>
Institutional Buildings			
New	0	\$	-
Additions and Alterations	2		47,000
	<b>2</b>	<b>\$</b>	<b>47,000</b>
Other	20	\$	203,000
<b>Total</b>	<b>204</b>	<b>\$</b>	<b>15,167,308</b>

##### 4.3.2 Subdivision Activity (April 1, 2010 – March 31, 2011)

	Applications	Lots	Fees
Final Plan	52	115	\$ 10,300
Extra Lots	n/a	33	400
Tentative Plan	-	-	-
Preliminary Plan	1	19	-
	<b>53</b>	<b>150</b>	<b>\$ 10,700</b>

**4. Development Control (Continued)**

**4.4 Victoria County**

**4.4.1 Building Permits (April 1, 2010 – March 31, 2011)**

Residential	Permits	Value
New	34	\$ 6,422,000
Mobile Homes	9	468,500
Cottages	4	790,000
Additions, Alterations and Renovations	20	974,000
Garages and Accessory Buildings	34	401,000
Multiple Units	0	-
	<b>101</b>	<b>\$ 9,055,500</b>
Commercial and Industrial Buildings		
New	9	\$ 1,120,500
Additions and Alterations	6	347,000
	<b>15</b>	<b>\$ 1,467,500</b>
Institutional Buildings		
New	0	\$ -
Additions and Alterations	0	-
	<b>0</b>	<b>\$ -</b>
Other	11	\$ 3,500
<b>Total</b>	<b>127</b>	<b>\$ 10,526,500</b>

**4.4.2 Subdivision Activity (April 1, 2010 – March 31, 2011)**

	Applications	Lots	Fees
Final Plan	28	52	\$ 5,600
Extra Lots	n/a	6	150
Tentative Plan	-	-	-
Preliminary Plan	1	14	-
	<b>29</b>	<b>72</b>	<b>\$ 5,750</b>

#### 4. Development Control (Continued)

##### 4.5 Port Hawkesbury

##### 4.5.1 Building Permits (April 1, 2010 – March 31, 2011)

Residential	Permits		Value
New	2	\$	491,000
Mobile Homes	1		70,000
Cottages	0		-
Additions, Alterations and Renovations	7		190,000
Garages and Accessory Buildings	2		24,000
Multiple Units	1		350,000
	<b>13</b>	<b>\$</b>	<b>1,125,000</b>
Commercial and Industrial Buildings			
New	0	\$	-
Additions and Alterations	15		1,510,500
	<b>15</b>	<b>\$</b>	<b>1,510,500</b>
Institutional Buildings			
New	0	\$	0
Additions and Alterations	1	\$	2,100,000
	<b>1</b>	<b>\$</b>	<b>2,100,000</b>
Other	5	\$	1,000
<b>Total</b>	<b>34</b>	<b>\$</b>	<b>4,736,500</b>

##### 4.5.2 Subdivision Activity (April 1, 2010 – March 31, 2011)

	Applications	Lots	Fees
Final Plan	2	6	\$ 400
Extra Lots	n/a	0	\$ 0
Tentative Plan	-	0	\$ 0
Preliminary Plan	-	0	\$ 0
	<b>2</b>	<b>6</b>	<b>\$ 400</b>

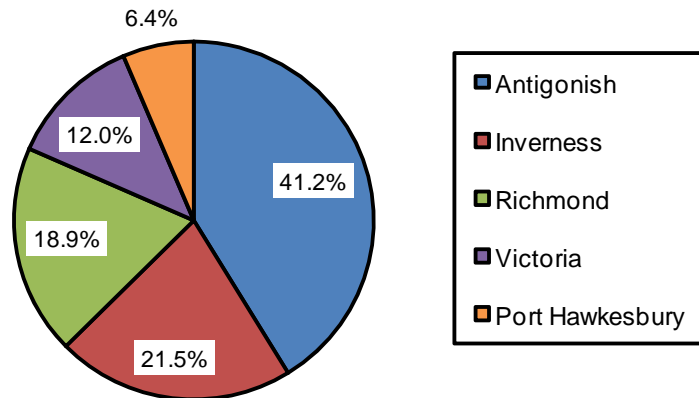
**4. Development Control (continued)**

**4.6 Development Summary**

**4.6.1 Building Permits (April 1, 2010 to March 31, 2011)**

	<b>Antigonish</b>	<b>Inverness</b>	<b>Richmond</b>	<b>Victoria</b>	<b>Port Hawkesbury</b>
Construction Value	\$ 37,187,266	\$ 19,578,478	\$ 15,167,308	\$ 10,526,500	\$ 4,736,501
Building Permit Fees	\$ 74,088	\$ 38,599	\$ 33,984	\$ 21,613	\$ 11,592
Development Fees	\$ 4,360	\$ 495	\$ 1,180	\$ 240	\$ 500
Permits Issued	292	248	204	127	34

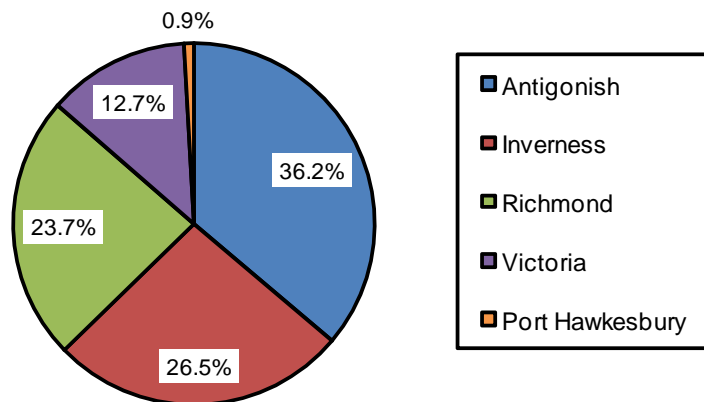
**Building Permit Revenues**



**4.6.2 Subdivision Activity (April 1, 2010 - March 31, 2011)**

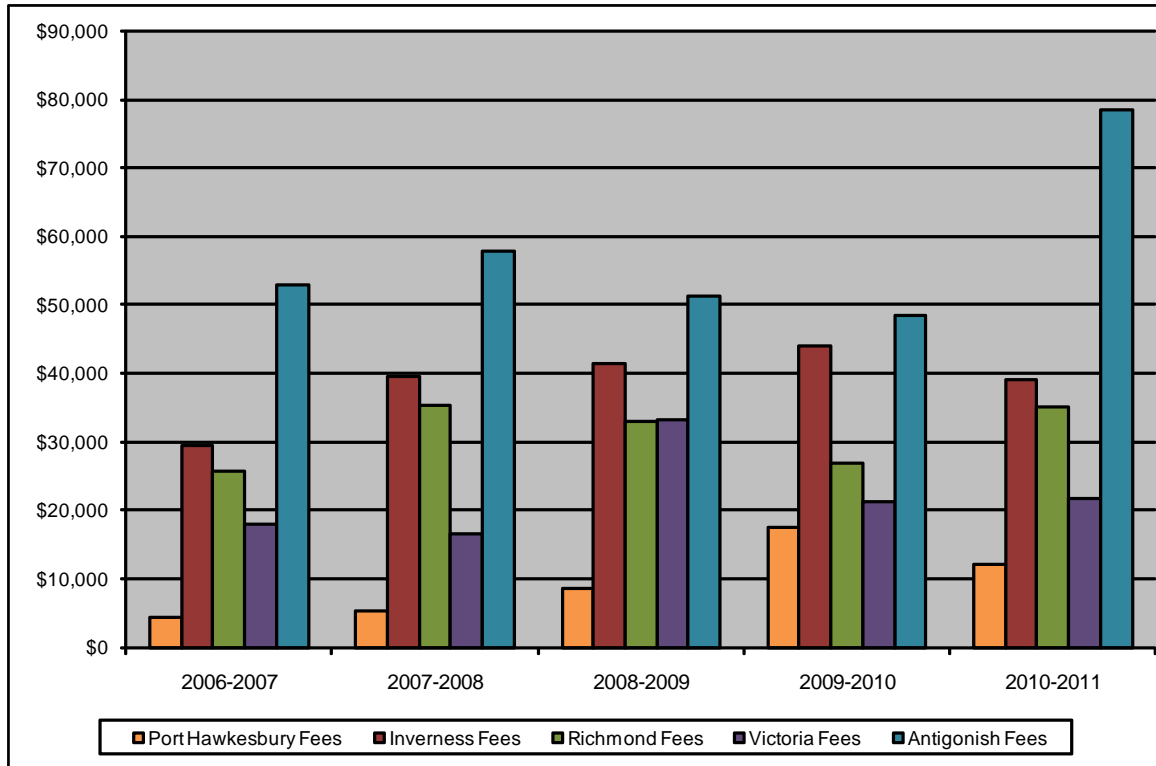
	<b>Antigonish</b>	<b>Inverness</b>	<b>Richmond</b>	<b>Victoria</b>	<b>Port Hawkesbury</b>
Final & Tentative Plans	81	59	52	28	2
Final /Proposed Lots	157	96	131	58	6
Total Fees	\$ 16,350	\$ 12,000	\$ 10,700	\$ 5,750	\$ 400

**Subdivision Revenues**

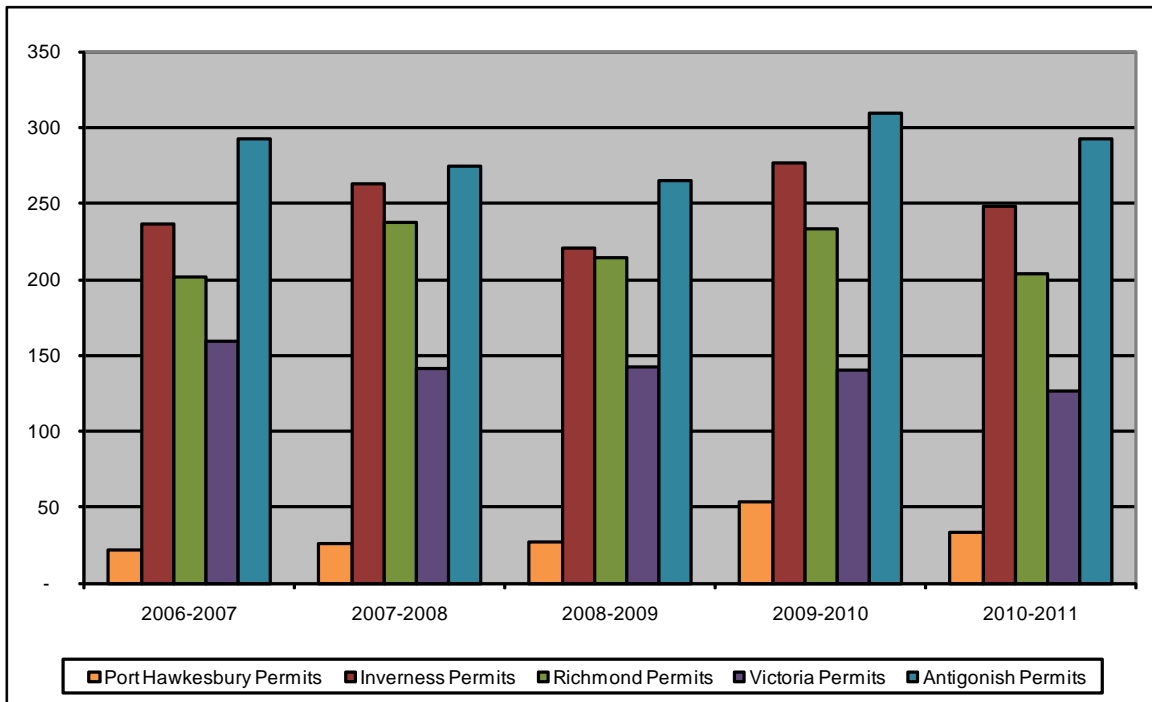


4. Development Control (continued)

4.6.3 Figure 1: Building Permit Revenues 2006 - 2011

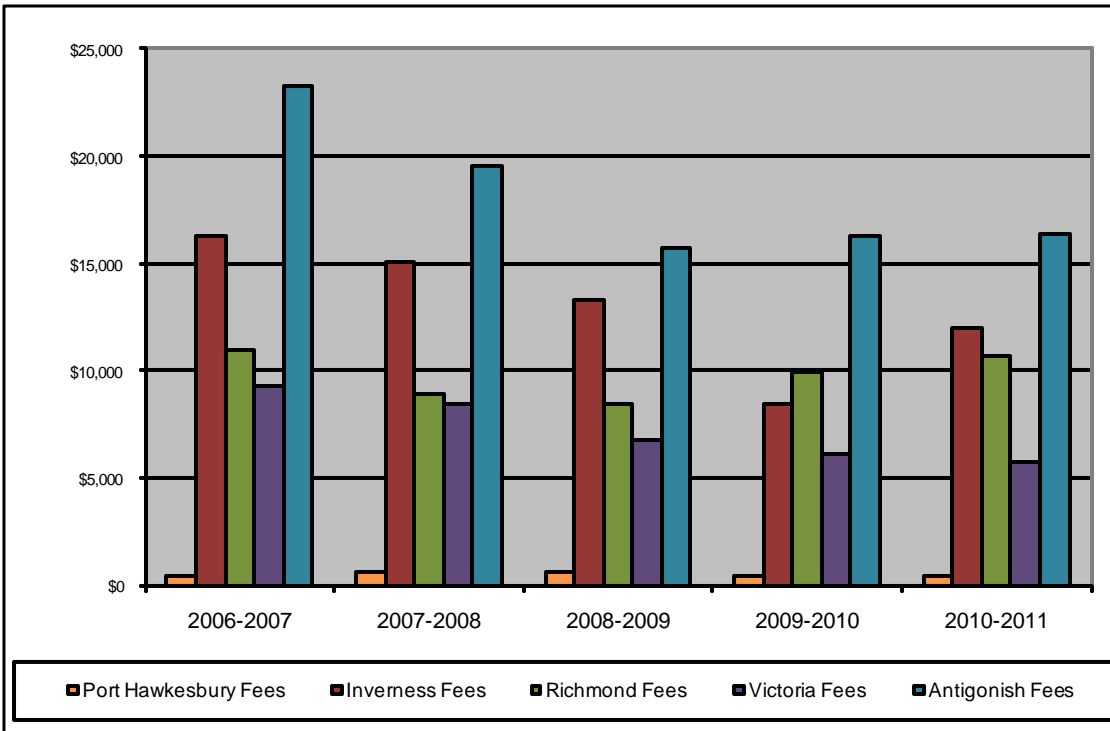


4.6.4 Figure 2: Number of Building Permits 2006 - 2011

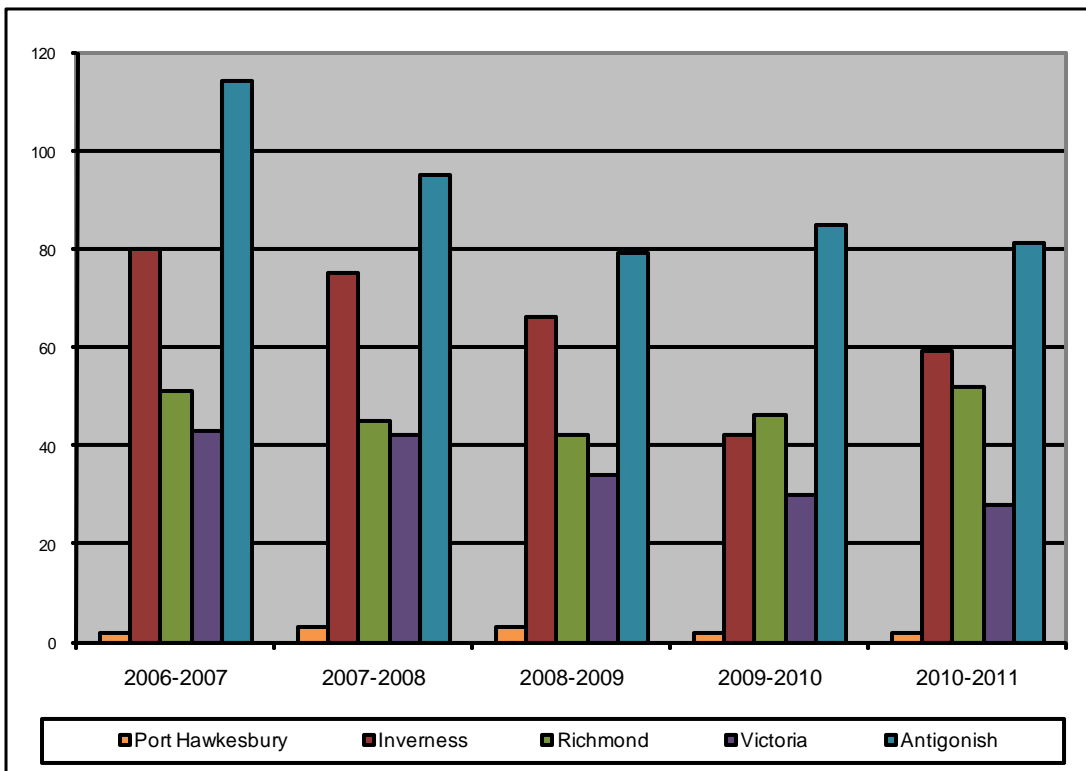


4. Development Control (continued)

4.6.5 Figure 3: Subdivision Fee Revenues 2006 - 2011

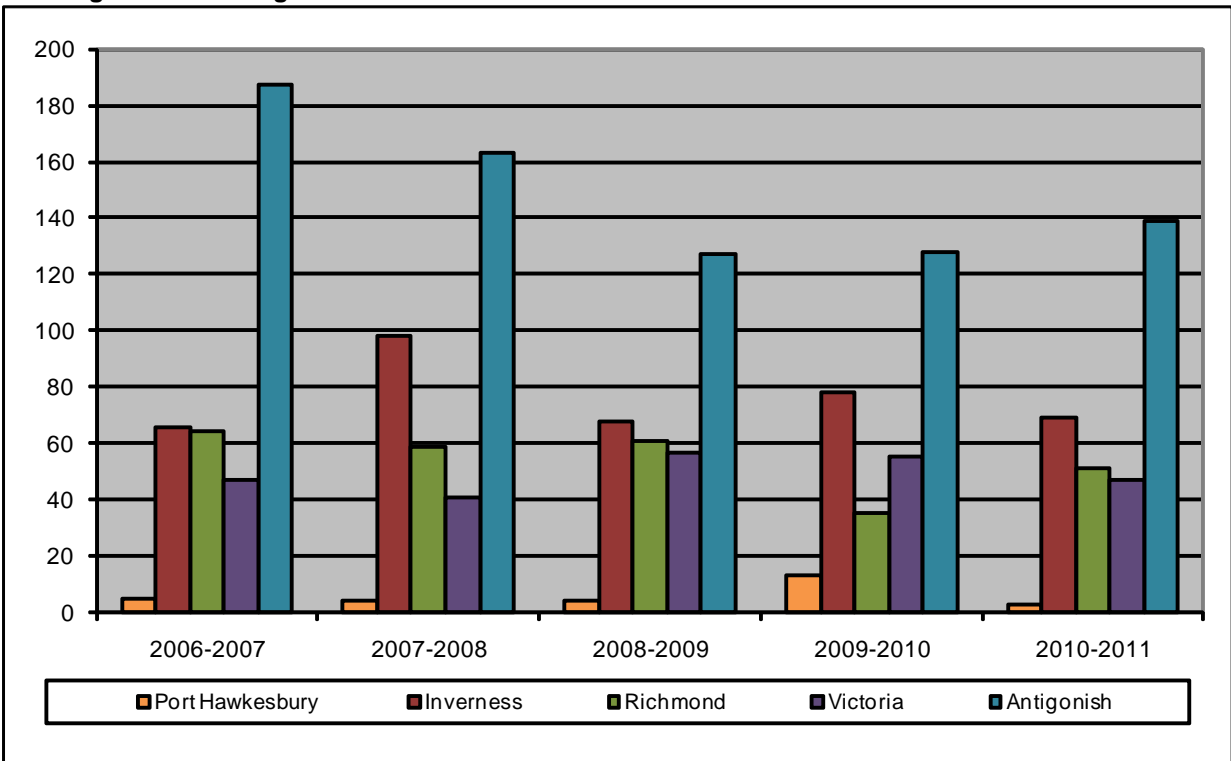


4.6.6 Figure 4: Subdivision Applications 2006 - 2011

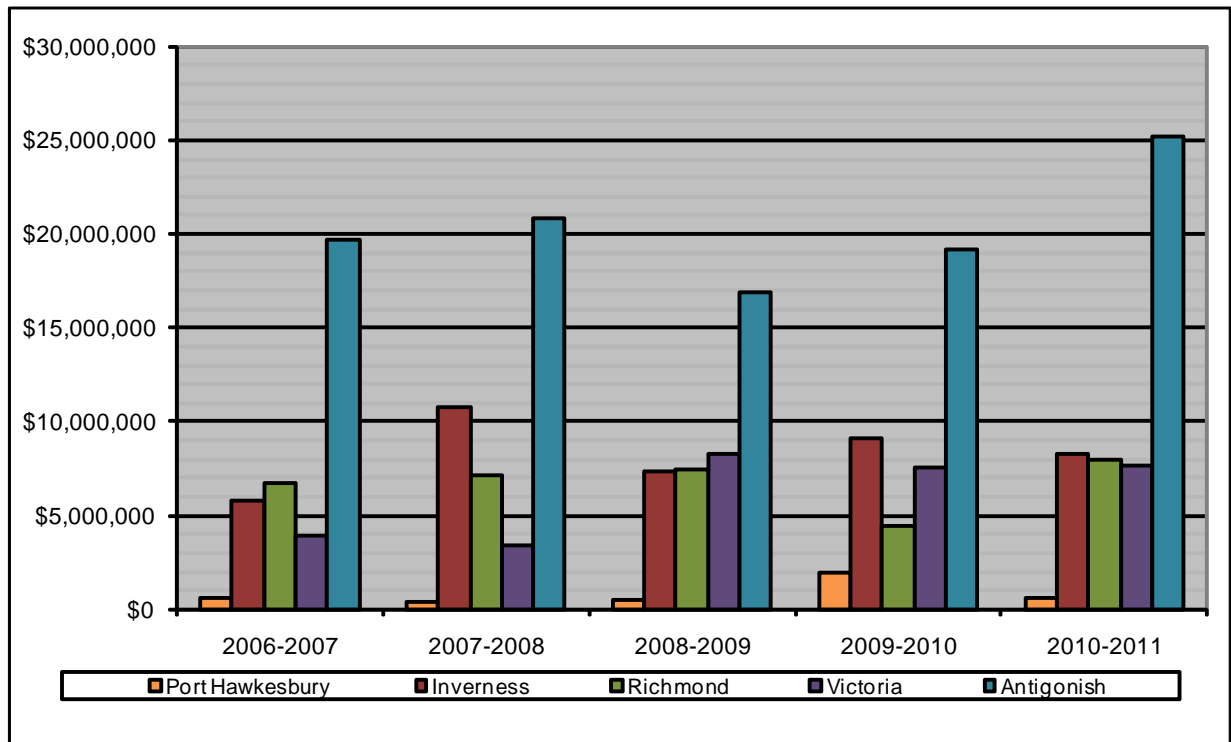


4. Development Control (continued)

4.6.7 Figure 5: Housing Start Units 2006 - 2011



4.6.8 Figure 6: Housing Start Values 2006 - 2011



**Appendix A. 2011 – 2012 Operating Estimates**

**Operating Estimates  
Eastern District Planning Commission  
2011 – 2012**

	<b>2011 – 2012</b>
<b>Staff</b>	
Wages	\$578,174
EI, CPP, Group Insurance	\$63,368
WCB	\$9,366
Pension Plan	\$28,909
Membership Dues and Fees	\$4,700
	\$684,517
 <b>Administrative Overhead</b>	
Advertising	\$1,000
Bank and Service Charges	\$2,500
Computers	\$6,000
Insurance	\$23,000
Library	\$3,000
Misc. Operating Costs	\$3,000
Office Rent	\$27,000
Office Supplies	\$8,000
Photocopying	\$7,150
Postage	\$3,500
Telephone and Fax	\$13,000
	\$97,150
 <b>Travel and Training</b>	
Mileage Compensation	\$85,000
Conference Fees and Expenses	\$20,000
	\$105,000
 <b>Additional Fees</b>	
Legal	\$1,000
Auditor	\$6,000
Technical and Mapping	\$15,000
Commission Expenses	\$7,000
	\$29,000
<b>TOTAL</b>	<b>\$915,667</b>

**2011 – 2012**  
continued: Page 2

<b>2011 – 2012</b>	
	<b>\$915,667</b>
<b>Building Permits</b>	
Building Permits Fees	(\$185,000)
Development Permit Fees	(\$6,500)
Subdivision Fees	(\$45,000)
Miscellaneous Revenues	(\$3,500)
Map Revenues	(\$1,000)
E-911 Funding	(\$17,000)
<b>Net Budget</b>	<b>\$657,667</b>
<b>Total Contributions</b>	
Antigonish County	\$164,795
Inverness County	\$159,144
Richmond County	\$158,138
Victoria County	\$120,505
Port Hawkesbury	\$55,084
<b>Total</b>	<b>\$657,667</b>

## Uniform Assessment Sharing Base (2011-2012)

<b>Municipality</b>	<b>Assessment</b>	<b>Percentage</b>
<b>Antigonish</b>	\$842,629,461	26.24%
<b>Inverness</b>	\$808,567,526	25.18%
<b>Richmond</b>	\$802,498,295	24.99%
<b>Victoria</b>	\$575,666,439	17.93%
<b>Hawkesbury</b>	\$181,334,690	5.65%
	\$3,210,696,411	100.00%

## Appendix B. Inter – Municipal Services Agreement

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

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

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

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

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

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

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

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

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

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

Hawkesbury”), the Municipality of the County of Victoria (“Victoria”), and the Municipality of the County of Antigonish (“Antigonish”).

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

#### **Commission Membership**

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

#### **Election of Officers**

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

### **Commission Meetings**

20. The Commission shall hold at least four meetings each year, held quarterly, one of which shall be the Annual Meeting.
21. Other meetings may be called from time to time by the Chairperson or by any two members.
22. A quorum for a meeting of the Commission shall be six members, which must include at least one member from each of the participating municipalities.
23. Each member shall be entitled to one vote on any voting matter.
24. A passing vote shall be a majority of votes at a properly constituted meeting where the majority includes a vote cast by a representative of each participating municipality.
25. The Chairperson shall be entitled to vote on all questions arising before the Commission, but if the Chairperson does not vote at the time of the call for the question, the Chairperson's vote shall be lost.

### **Auditor and Financial Report**

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

### **Annual Reports and Estimates**

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

### **Financial Contribution**

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

### **Services and Fees**

31. The Commission shall provide district planning services to its participating municipalities pursuant to the *Act* and/or as delegated to it by any of its participating municipalities in accordance with the *Act*.

32. Without limiting the foregoing, the Commission shall provide building inspection services to the participating municipalities in return for which each participating municipality shall pay to the Commission, in addition to the regular contribution pursuant to Section 28 above, the amounts received by that participating municipality from fees charged for building permits.
33. In the event a participating municipality does not charge fees for building permits at least equal to the Commission's prescribed scale of fees, that participating municipality shall pay to the Commission, in addition to its regular contribution pursuant to Section 28 above, an amount equal to the building permit fees that would have been receivable had the participating municipality charged fees based on the Commission's prescribed scale of fees.
34. The Commission shall staff four sub-offices, one in Inverness, one in Richmond, one in Victoria, and one in Antigonish, for the purpose of providing building inspection services.
35. The Commission shall provide subdivision services to the participating municipalities in return for which each participating municipality shall pay to the Commission, in addition to the regular contribution pursuant to Section 28 above, the amounts received by that participating municipality from fees charged for subdivision applications.
36. In the event that a participating municipality does not charge fees for subdivision applications at least equal to the Commission's prescribed scale of fees, that participating municipality shall pay to the Commission, in addition to its regular contribution pursuant to Section 28 above, an amount equal to the subdivision application fees that would have been receivable had the participating municipality charged fees based on the Commission's prescribed scale of fees.
37. The Commission shall provide civic addressing services to the participating municipalities in return for which each participating municipality shall pay to the Commission, in addition to their respective regular contributions pursuant to Section 28 above, the amounts received from fees or paid by the Province for the said civic addressing.
38. The Commission shall provide such other services to the participating municipalities in return for which the participating municipalities shall pay to the Commission, in addition to their respective regular contributions pursuant to Section 28 above, such amounts received from fees charged by the participating municipalities or otherwise received by them for the said services.
39. The participating municipalities shall pay to the Commission their respective contributions and fees as set out here above, quarterly, with the Section 28 financial contribution to be paid in advance for the next quarter.

**Withdrawal from Commission**

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

**Effective date**

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

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

## 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  
[www.GrantThornton.ca](http://www.GrantThornton.ca)

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, 2011, and the statement of financial activities, changes in net debt 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, 2011, and the results of its operations, changes in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Port Hawkesbury, Nova Scotia

May 26, 2011



Chartered accountants

# Eastern District Planning Commission

## Statement of financial activities

Year ended March 31	2011	2011	2010
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
<b>Revenue</b>			
Municipality of the County of Antigonish	\$ 159,125	\$ 159,125	\$ 148,914
Municipality of the County of Inverness	155,697	155,697	145,557
Municipality of the County of Richmond	157,801	157,801	153,943
Municipality of the County of Victoria	117,436	117,436	107,609
Town of Port Hawkesbury	54,676	54,676	53,464
Building permit fees	166,000	186,651	158,018
Subdivision fees	50,000	45,200	41,125
Integrated Community Sustainability Planning	-	-	29,420
Miscellaneous	4,000	3,901	7,048
E-911 funding	17,000	18,187	18,263
	<u>881,735</u>	<u>898,674</u>	<u>863,361</u>
<b>Expenditure</b>			
Administrative (Page 7)	834,735	835,381	810,563
Occupancy (Page 7)	27,000	28,348	28,183
Amortization of tangible capital assets	-	4,659	5,802
	<u>861,735</u>	<u>868,388</u>	<u>844,548</u>
<b>Annual surplus</b>	<u>\$ 20,000</u>	<u>\$ 30,286</u>	<u>\$ 18,813</u>
<b>Accumulated surplus, beginning of year</b>			
As previously reported		\$ 60,788	\$ 36,173
Change in accounting policy (Note 8)		<u>(42,829)</u>	<u>(37,027)</u>
As restated		17,959	(854)
<b>Annual surplus</b>		<u>30,286</u>	<u>18,813</u>
<b>Accumulated surplus, end of year</b>		<u>\$ 48,245</u>	<u>\$ 17,959</u>

See accompanying notes to the financial statements.

# Eastern District Planning Commission

## Statement of financial position

March 31

2011

2010

### Financial assets

Cash	\$ -	\$ 15,472
Receivables	31,964	18,499
	<u>31,964</u>	<u>33,971</u>

### Liabilities

Bank indebtedness (Note 3)	11,911	-
Payables and accruals	10,152	26,973
Note payable (Note 4)	13,791	-
Deferred revenue	-	13,669
	<u>35,854</u>	<u>40,642</u>

### Net debt

(3,890)                      (6,671)

### Non-financial assets


Capital assets (Note 5)	47,391	11,581
Prepays	4,744	13,049
	<u>52,135</u>	<u>24,630</u>

### Accumulated surplus

\$ 48,245                      \$ 17,959

Commitments (Note 6)

On behalf of the Commission

 Chairperson

 Member

See accompanying notes to the financial statements.

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# Eastern District Planning Commission

## Statement of changes in net debt

Year ended March 31	2011	2010
Annual surplus	\$ 30,286	\$ 18,813
Acquisition of tangible capital assets	(40,470)	(4,096)
Amortization of tangible capital assets	<u>4,659</u>	<u>5,802</u>
	<u>(5,525)</u>	<u>20,519</u>
Change in prepaids	<u>8,306</u>	<u>(10,464)</u>
Change in net debt	2,781	10,055
Net debt		
Beginning of year	<u>(6,671)</u>	<u>(16,726)</u>
End of year	<u>\$ (3,890)</u>	<u>\$ (6,671)</u>

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See accompanying notes to the financial statements.

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# Eastern District Planning Commission

## Statement of cash flows

Year ended March 31

2011

2010

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### Increase (decrease) in cash and cash equivalents

#### Operating

Annual surplus	\$ 30,286	\$ 18,813
Amortization of tangible capital assets	4,659	5,802
(Increase) decrease in receivables	(13,465)	6,714
(Increase) decrease in prepaids	8,306	(10,464)
(Decrease) increase in payables and accruals	(16,821)	(11,941)
Increase in note payable	13,791	-
(Decrease) increase in deferred revenue	<u>(13,669)</u>	<u>13,669</u>
	<u>13,087</u>	<u>22,593</u>

#### Financing

Repayment of capital lease obligation	<u>-</u>	<u>(1,272)</u>
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#### Investing

Acquisition of tangible capital assets	<u>(40,470)</u>	<u>(4,096)</u>
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Net (decrease) increase in cash and cash equivalents	<b>(27,383)</b>	17,225
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#### Cash and cash equivalents (bank indebtedness)

Beginning of year	<u>15,472</u>	<u>(1,753)</u>
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End of year	<u>\$ (11,911)</u>	<u>\$ 15,472</u>
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See accompanying notes to the financial statements.

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# Eastern District Planning Commission

## Schedules to statement of financial activities

Year ended March 31 2011 2011 2010

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	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
<b>Administrative</b>			
Advertising and promotion	\$ 1,000	\$ 1,524	\$ 3,432
Conferences	20,000	13,279	18,309
Interest and bank charges	2,500	2,075	2,378
Liability insurance	23,000	20,935	21,043
Maps	-	508	255
Membership dues and subscriptions	7,000	8,965	7,143
Miscellaneous	8,400	4,240	5,317
Office supplies and postage	15,000	20,668	22,832
Professional fees	7,000	7,065	7,395
Salaries and employee benefits	665,835	650,957	619,588
Telephone	15,000	13,646	14,896
Travel and meetings	<u>70,000</u>	<u>91,519</u>	<u>87,975</u>
	<u>\$ 834,735</u>	<u>\$ 835,381</u>	<u>\$ 810,563</u>
<b>Occupancy</b>			
Insurance	\$ -	\$ 847	\$ 847
Rent	<u>27,000</u>	<u>27,501</u>	<u>27,336</u>
	<u>\$ 27,000</u>	<u>\$ 28,348</u>	<u>\$ 28,183</u>

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See accompanying notes to the financial statements.

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# Eastern District Planning Commission

## Notes to the financial statements

March 31, 2011

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### 1. Nature of operations

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

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### 2. 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

Effective April 1, 2010, the Commission adopted Section 3150 of the Public Sector Accounting Handbook - Tangible Capital Assets.

Prior to April 1, 2010, the Commission recorded tangible capital assets at cost in the period they were acquired in the general capital fund and as an expenditure within the general operating fund. Assets were not amortized and they were written off at the end of their estimated useful life.

As of April 1, 2010, 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.

As of March 31, 2011, amortization is recorded as an expense and prior years have been restated for the change in accounting policy.

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# Eastern District Planning Commission

## Notes to the financial statements

March 31, 2011

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### 2. Summary of significant accounting polices (continued)

#### Use of estimates

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

#### Financial instruments

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

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### 3. Line of credit

The Commission has a \$20,000 unsecured operating line of credit with East Coast Credit Union that expires June 30, 2012. The balance of the line of credit as at March 31, 2011, was nil.

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### 4. Note payable

During the year, the Commission received mapping and planning software on which \$13,791, including non-refundable taxes, is still owing. The Commission is required to pay \$6,666, plus applicable taxes, in both the 2012 and 2013 fiscal years.

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### 5. Capital assets

			<u>2011</u>	<u>2010</u> (Restated)
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net book value</u>	<u>Net book value</u>
Office and computer equipment	\$ 94,879	\$ 47,488	\$ 47,391	\$ 11,581

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# Eastern District Planning Commission

## Notes to the financial statements

March 31, 2011

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### 6. 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.

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### 7. 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 \$26,832 (2010 - \$24,796).

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### 8. Change in accounting policy

#### Tangible capital assets

Effective April 1, 2010, the Commission has restated its financial statements to comply with the provisions of Section 3150, Tangible Capital Assets, of the Public Sector Accounting Board Handbook. This section has established standards on how to account for and report tangible capital assets. Tangible capital assets are a significant economic resource managed by government and a key component in the delivery of many government programs. The standard requires these assets to be recorded at historical cost on the balance sheet and to allocate their costs to future accounting periods through annual amortization expenses based on the tangible capital asset's estimated useful life. The Commission was required to record the historical cost of their tangible capital assets and accumulated amortization on a retroactive basis with restatement of prior years.

The Commission determined historical cost based on historical accounting records, and discounted replacement costs. If historical cost could not be determined, the asset was recorded at a nominal value. Under previous accounting standards, the Commission capitalized its capital assets in a separate fund, but also recorded the amount as an expense in the year of acquisition. Previous standards also allowed the Commission to expense debt repayments as incurred in the statement of operations, which is no longer permitted under the new provisions.

The March 31, 2010, figures presented for comparative purposes have been restated from those previously reported. The following adjustments were made to the prior periods.

#### Adjustments to accumulated surplus

Accumulated surplus, beginning of year, as previously reported	\$ 36,173
Amortization on tangible capital assets	<u>(37,027)</u>
Accumulated surplus, beginning of year, as restated	<u>\$ (854)</u>

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