



**Eastern District Planning Commission
2013-2014
Annual Report and
Financial Statements**

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2013 – 2014
Annual Report and Financial Statements

June 2014

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1. Introduction

This report is for the period of April 1, 2013, to March 31, 2014, 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.



while Subdivision fees increased by 11.0% from \$33,400 to \$37,100.

Planning staff continued to work on the plan reviews for the Antigonish Fringe Area and Inverness Plan Reviews. Staff also finalized the Victoria County

Wind Energy Plan and Land Use By-law and Wind Turbine Licensing By-law completing the statutory requirements approval. Staff also commenced work on the SW Antigonish Municipal Planning Strategy and Land Use By-law and the Port Hawkesbury Active Transportation Plan.

Since 2012 was a Municipal Election year and five first term councillors were added to the Board it was decided not to change the composition of Board after our members had only served part of the year.

With that in mind the chair of the Commission was retained by Councillor Boudreau (Port Hawkesbury) with Richmond County providing the Vice Chair, Councillor Shirley McNamara.



The 2013-2014 fiscal year marks the twenty-third 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.



District Planning also welcomed Beth Schumacher back from her maternity leave. Nathan MacLeod left the Commission to finish his studies in Landscape Architecture at the University of Manitoba's Faculty of Architecture. Nathan gained valuable experience with District Planning being responsible for a number of rezoning, plan amendments and development agreements over his year with us. He made presentations to a number of our Councils and to their Sub-committees as well.

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

Building inspection and development staff did see the overall number of permits decline by 5.3% with 808 permits issued in 2012-2013 down to 765 permits issued this last fiscal year. Building Permit Fees however increased by 4.6% from \$191,109 to \$199,895 while Housing starts stayed constant increasing slightly from 254 starts to 259



2. Structure of the Eastern District Planning Commission

2.1 Council	Commission Representatives
Port Hawkesbury	Deputy Mayor Trevor Boudreau, Chair Councillor Brenda Chisholm-Beaton, Member Councillor Joe Janega, Alternate Maris Freimanis, Secretary Treasurer
Richmond County	Councillor Shirley McNamara, Member Councillor Malcolm Beaton, Member Warren Olsen, Advisor
Inverness County	Warden Duart MacAulay, Member Councillor Alfred Poirier, Member Joe O'Connor, Advisor
Victoria County	Warden Bruce Morrison, Member Councillor Athol Grant, Member Councillor Paul MacNeil, Alternate Member Sandy Hudson, Advisor
Antigonish County	Councillor Bill MacFarlane, Member Councillor Pierre Boucher, Member Glenn Horne, Advisor

2.2	Staff
Director:	John Bain
Planners:	Andrew Jones Beth Schumacher Nathan MacLeod (to August 30, 2013)
Development Officer:	Wanda Ryan
Senior Building/Fire Inspectors:	Cyril LeBlanc Leon LeBlanc
Building/Fire Inspectors:	David MacKenzie Harry Martell
Assistant Building/Fire Inspector:	Sean Donovan
Planning Technician:	Bryne Butts
Bookkeeper/Receptionist:	Tammy MacLellan
Auditors:	Grant Thornton Chartered Accountants
Solicitors:	Pickup and MacDowell

3.1 Municipal Planning Strategy and Land Use By-law Processes

3.01 Antigonish Affordable Housing Society

On February 8, 2013 Planning Staff received an application from the Antigonish Affordable Housing Society to enter a development agreement for a proposed affordable housing complex consisting of one or two, two-storey multi-unit structures to house a variety of household types, including single people, childless couples and small families and a small commercial social enterprise. After a number of meetings, the plans were revised, removing the social enterprise component and settling on a single two-storey building housing a total of fourteen (14) units. The property is presently owned by the Town of Antigonish but the intent is that it will be deeded over to the Antigonish Affordable Housing Society once construction commences.

A site visit was completed March 19, 2014, at which time photographs were taken of the proposed site. The development is to be located fronting on a proposed road that will join Vincent's Way to Riverside Drive.

The staff report was completed in this fiscal year and was forwarded to the Planning Advisory Committee April 14, 2014 and a Public Hearing was held May 20, 2014. The agreement was approved by Council and the appeal period ends June 11, 2014.



3.02 Bill Turner Commercial Storage Units (Port Hawkesbury)

An application was received in early March 2014 requesting consideration of permitting a 20 foot by 100 foot commercial storage unit on a parcel with frontage on Reeves Street, in the Commercial Highway (C-3) Zone. Upon review of the proposal and policy documents, staff have prepared a draft report suggesting the commercial storage units be permitted by means of a Development Agreement in the Commercial Highway (C-3) zone, but remain an as-of-right use in the Mixed Use (M-1) zone where such a facility already exists. The draft report is currently under review by senior Town staff and is expected to proceed to PAC in the near future.

3.03 Chéticamp Source Water Protection

EDPC has participated in the Chéticamp Source Water Protection Advisory Committee since June 2010. The Source Water Protection Plan is now a completed document. The Department of Environment is tasked with administering the document and the committee meets twice a year to update the document and review issues with the plan, such as monitoring and compliance. The last committee meeting was in December 2013 and the next one has not yet been scheduled by NSTIR. Planning Staff provide the Advisory Committee with information, support and mapping.

3.04 Cabot Links Lodge – Phase II (Inverness)

In May 2013, an application from Cabot Links to rezone a portion of two properties (PID 50180587 and 50154921) from the Waterfront Development (WD-1) Zone to the Commercial Mixed Use (C-3) Zone to permit additional hotel units adjacent to the existing hotel complex in

Inverness. Upon further consultation with area residents, the proposed development was modified from a two-phase, two-storey, 36-unit development to a single-storey, 12-unit development, with revised plans being submitted to EDCP staff in early October 2013. Following a limited re-circulation and the preparation of the staff report, the item was considered by the Inverness AAC at a meeting on November 27, 2013, and the Inverness PAC on December 2, 2013. On January 6, 2014, the Statutory Public Hearing was held at the Inverness Fire Hall, and was well-attended (approx. 100 people) by residents, with persons both in favour of, and opposed to, the proposal represented.



Council's decision on the item was deferred in order to permit further discussion about issues raised at the Public Hearing. A supplementary memorandum was prepared by EDCP staff for Council's consideration in advance of their February 3, 2014 meeting, where Council approved the proposed re-zoning. Their decision was appealed to the UARB on February 18, 2014, by a number of area residents, most of who resided on the street directly adjacent to the site subject to the re-zoning.

The UARB hearing was held over three days, April 23, 24 and 25 at the Inverness Fire Hall, with a number of witnesses called including EDCP staff. The UARB upheld the decision of Council.

3.05 DeCoste Recycling/Recovery (Antigonish)

An application was made by Yvonne DeCoste September 2013, requesting that the definition of "recycling facilities" be changed in the Antigonish Eastern Plan, and further requesting that a parcel of land in Tracadie be re-zoned to commercial, in order to permit a bottle recovery centre. Upon review of the proposal and in consultation with the applicant, staff determined that creating a new definition for a "recovery depot", and adding this use to the zone category applicable to Ms. DeCoste's property would be the best solution to her proposal. The item received first reading on November 19, 2013, and Public Hearing and Council's approval took place on December 17, 2013. The notice of passing was published on December 25, 2013, and no appeals were received.

3.06 Electrical Connections to Utility Buildings (Antigonish)

In the Spring of 2014, Antigonish County Councillors expressed concern about issues raised by constituents who had been refused building permits which they need in order to have Nova Scotia Power connect their buildings to the electrical system. Council expressed concern that this interpretation was new as it was alleged that similar permits were issued in the past. After receiving the concerns of Council staff completed a number of site visits to the area in and around Bayfield Beach Road and as well did a search of the Commission's permit tracking system for all permits issued in the area and searched the files of permits that were flagged. This research resulted in a staff report being prepared for Council's consideration and review in April of 2014 and is an ongoing issue with possible amendments being considered by Municipal Council.

3.07 Ferrous Metals Recycling Proposal (Church Street Extension)



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

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

3.08 Marine Centre Plan Amendment (Chéticamp)

On August 8, 2012, staff received an application by Raymond Deveau to amend the Chéticamp Municipal Planning Strategy (MPS) and Land Use By-law (LUB) to permit a marine travel lift, marina, and boat repair and storage facility in the Mixed Use (MU) Zone in Chéticamp. The amendments involved text amendments to the MPS and LUB so the proposed uses would be permitted and a rezoning so the entire site would be zoned Mixed Use (MU). As the Mixed Use (MU) Zone currently permits very similar uses to those proposed, staff prepared a report recommending the amendments. The report

was presented to the Chéticamp Area Advisory Committee on February 22, 2013, the Inverness Planning Advisory Committee on March 4, 2013, and passed by Council on April 8, 2013. There were no appeals of the rezoning and the amendments were published and came into effect after the appeal period for the amendments expired on May 3, 2013.

3.09 Mattie Farms Limited (Tracadie)

On March 28, 2013, staff received an application Mr. Ted Mattie, President and Mr. Ralph Mattie, Secretary applied on behalf of Mattie Farms Limited to rezone a portion of their property from Rural (R-1) to Residential Multi Unit (R-2) to allow the construction of nine single unit dwellings on a single parcel of land through a bare land condominium. The total property is approximately 13.8 hectares (34 acres) in area and the area to be rezoned is approximately 7.4 hectares (18.3 acres). The property is bound to the East by a private road and to the West by the waters of Tracadie West Arm. The property is located in the Eastern Antigonish County Planning Area.



The decision of Council to rezone the property was appealed by the neighbours to the Nova Scotia Utility and Review Board who heard the appeal in Council Chambers on January 9, 2014. The appeal was dismissed by the Board in a decision rendered March 31, 2014.

3.10 Nova Construction Co. Ltd. (Antigonish)



Staff received an application from Nova Construction Co. Ltd. to rezone several properties from Residential (R-1) to Gateway Commercial (GC-1) to permit a large highway oriented commercial development near the intersection of Highway 104 and Trunk 7 at Keating Court. Upon a detailed review of the proposal, staff brought forward a recommendation to Council that suggested re-designating the properties to Commercial, but not re-zoning them as requested. Instead, staff proposed creating policies and regulations in the Fringe documents permitting large-scale commercial developments, such as that being proposed on the Nova site, by means of a Development Agreement on lands designated Commercial.

The staff report was presented to PAC on November 19, 2013, and was heard at a Public Hearing on January 21, 2014. The item was approved by Council on February 18, 2014 and was signed-off by the Acting Provincial Director of Planning in a letter dated April 8, 2014. The final notice of the adoption of the amendments was advertised in the April 23, 2014, edition of the Casket.

3.11 Planning Strategy Review Fringe Area (Antigonish)

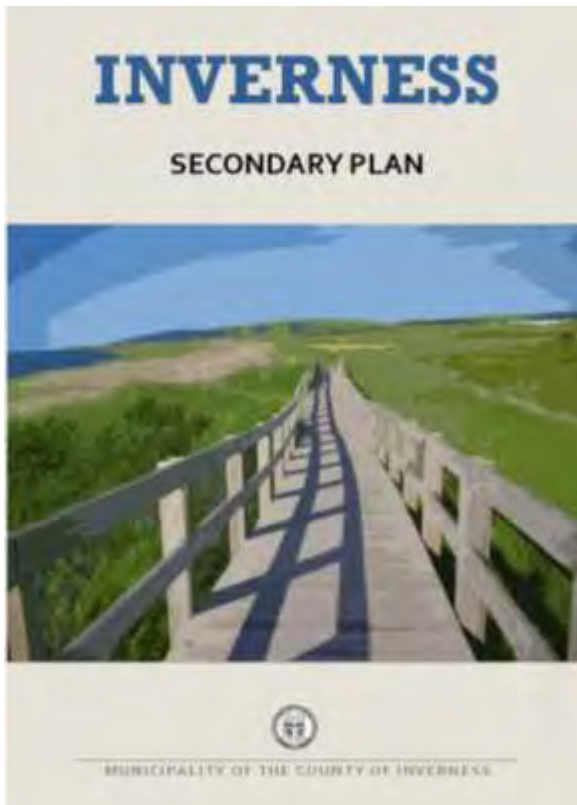
The review of the Antigonish Fringe Municipal Planning Strategy and Land Use By-law is nearing completion.

A first draft of the Municipal Planning Strategy and Land Use By-law was completed at the end of October, 2013. The draft documents were then analyzed and reviewed internally by planning staff and Development Officers until they were ready to be presented to the Area Advisory Committee (AAC) in early February, 2014. From February to April of 2014 Staff went over the draft documents policy by policy with the AAC. Each policy and its corresponding regulations in the Land Use By-law were reviewed and discussed.

An application was made by Cobalt to re-designate their property, located on the corner of Highway 7 and the old Highway 104, to the Commercial Designation as part of the plan review process. After lengthy discussion the Area Advisory Committee decided to re-designate the Cobalt property as Commercial. New maps were made to reflect the new Commercial Designation for the draft document. Under the new Commercial zones any new commercial development on that site will go through a rezoning with site plan approval, or if the proposed building footprint is 50,000 square feet or greater, then it would go through the Development Agreement process.

The last meeting was on April 16, 2014 where the Committee thought the documents were ready to go to a Public Open House, in order to get more feedback from the public. The Public Open House to be held on June 11th, 2014. The Draft Antigonish Fringe Plan will be reviewed by the Planning Advisory Committee in September of 2014.

3.12 Planning Strategy Review Inverness



Following a series of community meetings in the Inverness Plan Area, a review of the land use policies commenced in February 2012. Anticipated to last until mid-2014, the comprehensive review is expected to help guide development in the community by updating and replacing the existing policy documents. Due to the recent (2012) passing of a county-wide Wind Turbine Municipal Planning Strategy, the title of this planning document has been changed to a Secondary Plan, to better reflect the scoped nature of this land use plan.

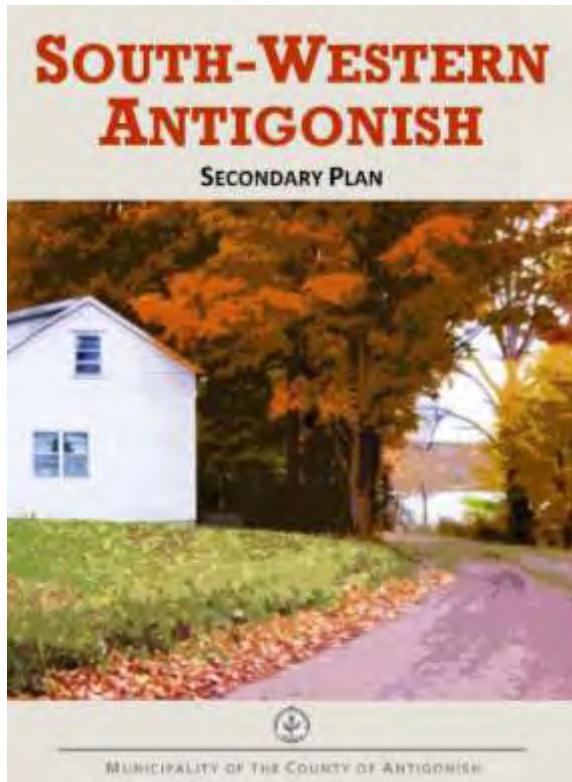
The Inverness Area Advisory Committee started the process by meeting on a monthly basis (bi-weekly in mid-2012) to review the existing documents topic by topic, identifying any potential issues or opportunities for improvement. As the review progressed, staff noted that fewer committee members were attending and/or providing requested feedback. In summer 2013, monthly committee meetings

were halted in order to afford staff the opportunity to start compiling the new draft documents and to facilitate the transition between file staff members following a staff leave period.

A draft of the new documents was provided to members of the Area Advisory Committee for their review and comment in mid-January 2014. Weather delays required the rescheduling of several AAC meetings in January, February and March, causing the review to be slightly behind the original timeline projected by staff. The AAC is expected to have one last meeting to discuss the proposed mapping for the new documents, after which Open Houses will be booked for later in May and early June. In the interest of avoiding any potential conflict with school holidays and local festivals in July and August, the final plan is expected to be taken for consideration by PAC and Council in September 2014.

3.13 Planning Strategy – SW Antigonish County

Staff is preparing a new policy plan and land use by-law for an area located in the south-western part of the County of Antigonish, bordering the boundaries of the Fringe and Central Antigonish Plan Areas and surrounding the Keppoch Beaver Mountain Plan Area. With a working title of the South-West Plan Area, this document is titled as a Secondary Plan, reflecting the scoped nature of its extent relative to the new (2009) county-wide Municipal Planning Strategy Concerning the Development of Wind Turbines. The preparation of this document was prompted by public concern over the effects of development on Lochaber Lake, and two public open houses were held during the summer of 2012 to collect preliminary input on the project to facilitate the development of the draft documents.



Meetings with the new Area Advisory Committee (SWAAC) began in early December 2013, where a preliminary draft of the Secondary Plan was provided and discussed. Over the next two months, staff further revised this policy plan as the draft Land Use By-law was created. EDPC staff also requested Council's consideration of a merger of the new South-West Plan Area with the existing Keppoch Beaver Mountain Plan Area; however, Council felt that it was best to keep the plans separate for the time being.

Further meetings with the SWAAC were held in late January and early March 2014, with other meetings in February and April postponed or cancelled due to scheduling conflicts and illness. The next meeting of the SWAAC is expected to take place in mid-May 2014. Staff is anticipating community open houses to discuss the draft plan to take place in the fall of 2014, with final consideration of the plan by Council occurring at the end of the calendar year.

3.14 Planning Strategies Victoria County Wind Turbine MPS and LUBL

Planning Staff were directed to research and prepare a Municipal Planning Strategy and Land Use By-law pertaining to wind energy and its generation. This policy would allow for the controlled development of wind energy within areas of the County where there is a sufficient amount of space and adequate safety for wind turbines.

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

In response to some interest in Victoria County for alternative energy projects the Municipality hired a consultant to complete a *Victoria County Alternative Energy Strategy Study*. District Planning Staff took part in some of the consultation meetings and a draft of this document was presented to Council in January. Given some of the concerns with wind power identified in the study staff have completed a draft Wind Turbine Plan and By-law for review by Council and the general public.

3.15 Port Hawkesbury Active Transportation Plan

In August 2013, staff began the process of preparing an Active Transportation Plan for the Town of Port Hawkesbury, being a plan that will look at modes of transport other than private vehicles (particularly bikes and pedestrian movements). The intent of the plan is to guide the future development and town projects to

support Active Transportation (AT) initiatives in order to provide healthy and safe alternatives to private vehicle transport in Port Hawkesbury.

After an initial period of EDPC staff research and some preliminary meetings with Town staff, materials were prepared in order to facilitate primary research collection by means of a community survey, information open house and facility inventory taking. A community open house was held on January 28, 2014 (rescheduled from January 22 due to a blizzard), which was attended by five persons who participated in an interactive mapping activity identifying barriers and opportunities to Active Transportation use in the town. An on-line community survey was launched at this open house, which was advertised through hand-out survey cards (provided at the meeting and distributed by attendees), as well as in a feature article in the local paper (Active Transportation Committee Gets Moving – Reporter). The survey was closed on May 1, 2014 and had a total of nine respondents.



Staff has also met with several project stakeholders, including staff from the local RCMP detachment (to discuss “hot spots” and safety considerations) and the Nova Scotia Department of Transportation and Infrastructure Renewal. Further meetings with staff from other Town departments and the school board may be booked to discuss the proposed network and plan, in order to ensure

recommendations are widely supported and feasible.

The initial project timeline for this plan prepared by staff had anticipated a plan launch date of early fall 2014, although staff had hoped earlier in project to move this launch date forward to June 2014 to coincide with Active Transportation Month and the Commuter Challenge (June 1-7, 2014). However, other commitments, the desire to work further with public members and stakeholder groups, and the early date of the June Council meeting means that staff are looking to maintain the original fall plan launch scheduled for this project, which could coincide with Walk to School Day (October 8, 2014).

3.16 Port Hawkesbury Small Apartments

A request was submitted in November 2013 to amend the Port Hawkesbury policy and regulation documents to allow for the consideration of small apartment buildings (three to five units) in areas that are zoned Residential Two-Unit (R2). Options were presented to the Planning Advisory Committee (PAC) at their meeting of December 11, 2013. These options included continuing with the status quo (no changes), amending the criteria for re-zoning to R-3 by providing an alternative criterion to clause L-1.4.1(e), adding policies and regulations to allow consideration of multiple-unit dwellings with three to five units by means of site plan approval, and amending the planning documents to allow consideration of multiple-unit dwelling with three to five units by development agreement. The PAC chose to proceed with the site plan option, and a staff report was brought forward to Council for approval and was passed on February 17, 2014. The item was sent to the Provincial Director of Planning, and received final approval on April 8, 2014. The amendment came into effect with the publishing of the notice on April 16, 2014.

3.17 Port Hood Plan Amendment Landlocked Parcels

The owners of the property at PID# 50032879 wish to subdivide their lot into two lots, but the lot does not meet the frontage requirement in the Subdivision By-law. For this type of subdivision to occur the Port Hood MPS and LUB need to be amended to allow the subdivision of one additional lot without frontage if all other requirements are met. The staff report was discussed at the Port Hood AAC on April 15, 2014 and went to Planning Advisory Committee on May 5, 2014. There is a public hearing set for June 9, 2014.

3.18 Port Hood Servicing

A housekeeping amendment was made to the Port Hood Land Use By-law, re-zoning a number of properties from the Residential Rural (R-2) Zone to the Residential Urban (R-1) Zone to reflect the extent of Municipal water and sewer services as indicated on mapping provided by Public Works. The item was presented to the Inverness PAC on January 6, 2014, and the Public Hearing and Council's approval took place on February 3, 2014. The notice of passing was published on February 5, 2014 and no appeals were received.

3.19 Private Roads – Six Lot Rule Review (Antigonish)

The *Subdivision By-law* for the Municipality was completely revised in 2006. The process for making these revisions included substantial public and industry input. After the consultation process was completed the by-law was considered by Council at a Public Hearing January 16, 2006 and then again at a second Public Hearing May 16, 2006. The By-law was then approved by Council and forwarded to the Provincial Minister of Service Nova Scotia and Municipal Relations who approved the documents August 1, 2006.

Since that approval there have been a number of minor issues raised including eligibility to Grandfathering clauses for existing private road subdivisions. A private road is defined in the By-law as "...any road which is not public shown on a plan of subdivision which extends to and has access to a public street..." Given this definition it has been our practice to consider the whole of a private road system as a private road for the purposes of subdivision. Staff were asked to propose amendments which would allow each branch road in a private road subdivision to be eligible for the six lot provision. The amendment came into effect March 5, 2014.

3.20 S.F. Smith Development Ltd. (Antigonish Landing)

In February 2010, Mr. Ruhollah Shafiei, acting on behalf of Mount Cameron Estates, submitted preliminary site plans for a large retirement development to be located in Mount Cameron Estates. After significant negotiations with the developer on March 6, 2013 Planning Staff received a revised application from S.F. Smith Developments Ltd. to enter a development agreement for a proposed retirement village development. The proposed development involves construction of a two storey, 85-unit retirement living complex and 36 townhome and semi-detached units with shared designated green space. The development would be located within the existing Mt. Cameron Estates subdivision on Mt. Cameron Circle in Antigonish Landing.

Negotiations with the developer continued into April with a staff report completed in May 2013. Council held a public hearing on the application June 2013 after which they approved the development agreement and advertised the public's right to appeal. No appeals were received and the agreement was signed and construction has commenced on the first phases.

3.21 Scotian WindFields Inc. (Richmond)



On November 28, 2012, staff received an application from Scotian WindFields Inc. to rezone a portion of property from General Development (GD-1) to Wind Development (WD-1) to permit a 1.99 MW wind turbine in Martinique, Richmond County. As part of the application, Scotian WindFields also applied for two variances: one from a property line setback and one from a watercourse setback. The variances were granted by staff on the grounds they moved the turbine further from nearby homes and Highway 206 and did not compromise the intention of the setbacks as identified in the Municipal Planning Strategy. The variance from the watercourse setback was appealed to Council. Council members voted to uphold the variance decision on January 21, 2013. With the variances granted, staff prepared a report recommending the proposed rezoning. The report was presented to Planning Advisory Committee on February 5, 2013, at which time the Committee defeated a motion to recommend the rezoning to Council by a tie vote. The staff report was later presented to Council without a recommendation from Planning Advisory Committee. After public opposition at a public hearing held March 25, 2013, Council voted to deny the application for rezoning. This decision was appealed by the applicant to the Nova Scotia Utility and Review Board (NSURB) on April 4, 2013. However,

before the Hearing was held, Scotian WindFields Inc. and the Municipality reached a settlement agreement on terms. On June 12, 2013 the NSURB granted the appeal and rezoned the portion of property Wind Development (WD-1). Staff have since issued a development permit for the proposed wind turbine.

3.22 Timmons, Campbell Street Rezoning (Inverness)

In September of 2013 Henry and Lisa Timmons applied to rezone a portion of their property in Inverness to accommodate the construction of a single unit dwelling (a mobile home) and a garage on the Campbell Street portion of the property. The Commercial Business District zone along with a number of commercial uses only permits *“New residential dwellings located in the same building as a commercial use”*. The portion of the subject property to be rezoned however was located off the Main Street on the west side of Campbell Street between two single family dwellings and across from two Mobile Homes. The Timmons property is a through lot and the back portion of the property also was zoned commercial.

3.23 Training Seminar for PAC and Councils, (All Units)

At our March Board Meeting staff were directed to look into facilitating a training session for PAC Members and Councillors. The Training Session was held Saturday November 2, 2013 in the Shannon Studio in Port Hawkesbury. We had twenty-five people confirmed (including staff) for attendance and twenty people actually present. All the Municipal Units were represented by members of the five Councils as well as Village of St. Peters, a few citizen PAC members and Municipal Staff. Overall we received positive feedback on the presentations of staff and the discussions following.

3.2 Dangerous and Unsightly Premises

Antigonish County

Dangerous and Unsightly Premises files for the Municipality of the County of Antigonish have increased over the past year. There have been a number of new complaints received in this time period. However, in these cases we have seen the highest number of owner compliance. There were seven (7) files where the property owners complied with the Orders or recommendations from the Administrator and Municipality.

Victoria County

We have achieved positive results regarding Dangerous and Unsightly Premises for the Municipality of Victoria County during the last year. Out of the six (6) files, only one Order was issued. Three of the files were completed by the property owners themselves without any Order being issued. Two of the files are currently on the agenda for the May 26, 2014 Council Meeting.

Inverness County

There are currently three (3) files opened during this time period. Demolition was recommended for all three of the files. Two Demolitions that were recommended by EDPC have yet to be completed by the Municipality.

Richmond County

The number Dangerous and Unsightly Premises for the Municipality of the County of Richmond has decreased over the past year. There have been, however, some large and costly demolitions included in these files. Unfortunately we had less compliance from the property owner's when it came to demolitions this past year. The majority ended up going to tender costing the Municipality.

Port Hawkesbury

Dangerous and Unsightly Premises files for the Town of Port Hawkesbury have remained consistent with previous years. Out of the four cases investigated during the last year only one Order was issued. Two property owners complied and completed the necessary work themselves.

	Antigonish	Inverness	Victoria	Richmond	Port Hawkesbury
Number of cases	17	3	6	11	4
Compliance without Orders	3	-	3	1	2
Orders Issued	5	1	1	8	1
Compliance without Municipal Action	4	1	-	2	-
Municipal Action	1	-	1	4	1
In Progress	9	2	2	4	1

4. Development Control

4.1 Antigonish County

4.1.1 Building Permits (April 1, 2013 – March 31, 2014)

Residential	Permits	Value
New	73	\$ 18,454,000
Mobile Homes	43	2,800,800
Additions, Alterations and Renovations	40	2,009,500
Garages and Accessory Buildings	45	1,067,501
Multiple Units	8	2,780,000
	209	\$ 27,111,801
Agricultural, Commercial or Industrial		
Agricultural	6	\$ 180,000
Commercial	18	3,122,000
Industrial	0	-
	24	\$ 3,302,000
Institutional Buildings		
New	0	-
Additions and Alterations	0	-
	0	\$ 0
Other	0	\$ 0
Total	233	\$ 30,413,801

4.1.2 Subdivision Activity (April 1, 2013 – March 31, 2014)

	Applications	Lots	Fees
Final Plan	70	120	14,000.00
Extra Lots		8	200.00
Tentative Plan	2	-	100.00
Concept Plan	2	-	
Repeal	-	-	
	74	128	\$ 14,300.00

4. Development Control (Continued)

4.2 Inverness County

4.2.1 Building Permits (April 1, 2013 – March 31, 2014)

Residential	Permits		Value
New	40	\$	7,922,856
Mobile Homes	34		1,734,400
Additions, Alterations and Renovations	54		1,500,701
Garages and Accessory Buildings	64		1,829,000
Multiple Units	1		200,000
	193	\$	13,186,957
Agricultural, Commercial or Industrial			
Agricultural	3	\$	520,000
Commercial	21		2,093,092
Industrial	1		300,000
	25	\$	2,913,092
Institutional Buildings			
New	2	\$	47,000
Additions and Alterations	0		-
	2	\$	47,000
Other	0	\$	0
Total	220	\$	16,147,049

4.2.2 Subdivision Activity (April 1, 2013 – March 31, 2014)

	Applications	Lots	Fees
Final Plan	53	96	\$ 10,600.00
Extra Lots	-	1	\$ 25.00
Tentative Plan	-	-	\$ -
Preliminary Plan	-	-	\$ -
Repeal	-	-	\$ -
	53	97	\$ 10,625.00

4. Development Control (Continued)**4.3 Richmond County****4.3.1 Building Permits (April 1, 2013 – March 31, 2014)**

Residential	Permits		Value
New	23	\$	4,855,601
Mobile Homes	14		1,086,900
Additions, Alterations and Renovations	64		1,616,850
Garages and Accessory Buildings	51		767,000
Multiple Units	0		-
	152	\$	8,326,351
Agricultural, Commercial or Industrial			
Agricultural	0	\$	-
Commercial	19		1,414,048
Industrial	1		5,000,000
	20	\$	6,414,048
Institutional Buildings			
New	0		-
Additions and Alterations	0		-
	0	\$	0
Other	0	\$	0
Total	172	\$	14,740,399

4.3.2 Subdivision Activity (April 1, 2013 – March 31, 2014)

	Applications	Lots	Fees
Final Plan	31	51	\$ 6,200
Extra Lots		38	950
Tentative Plan	-	-	-
Preliminary Plan	-	-	-
	31	89	\$ 7,150

4. Development Control (Continued)

4.4 Victoria County

4.4.1 Building Permits (April 1, 2013 – March 31, 2014)

	Permits		Value
Residential			
New	26	\$	5,040,000
Mobile Homes	6		501,438
Additions, Alterations and Renovations	27		1,100,000
Garages and Accessory Buildings	46		644,150
Multiple Units	0		-
	105	\$	7,285,588
Agricultural, Commercial or Industrial			
Agricultural	0	\$	-
Commercial	13		476,500
Industrial	0		-
	13	\$	476,500
Institutional Buildings			
New	0		-
Additions and Alterations	0		-
	0	\$	0
Other	0	\$	0
Total	118	\$	7,762,088

4.4.2 Subdivision Activity (April 1, 2013 – March 31, 2014)

	Applications	Lots		Fees
Final Plan	24	58	\$	4,800
Extra Lots	n/a	1		25
Tentative Plan	-	-		-
Repeals	-	-		-
	24	59	\$	4,825

4. Development Control (Continued)**4.5 Port Hawkesbury****4.5.1 Building Permits (April 1, 2013 – March 31, 2014)**

Residential	Permits		Value
New	0	\$	-
Mobile Homes	0		-
Additions, Alterations and Renovations	9		243,700
Garages and Accessory Buildings	5		46,000
Multiple Units	1		7,000
	15	\$	296,700
Agricultural, Commercial or Industrial			
Agricultural	0	\$	-
Commercial	7		2,082,000
Industrial	0		-
	7	\$	2,082,000
Institutional Buildings			
New	0		-
Additions and Alterations	0		-
	0	\$	0
Other	0	\$	0
Total	22	\$	2,378,700

4.5.2 Subdivision Activity (April 1, 2013 – March 31, 2014)

	Applications	Lots	Fees
Final Plan	1	2	\$ 200
Extra Lots		0	\$ 0
Tentative Plan	-	0	\$ 0
Preliminary Plan	-	0	\$ 0
	1	2	\$ 200

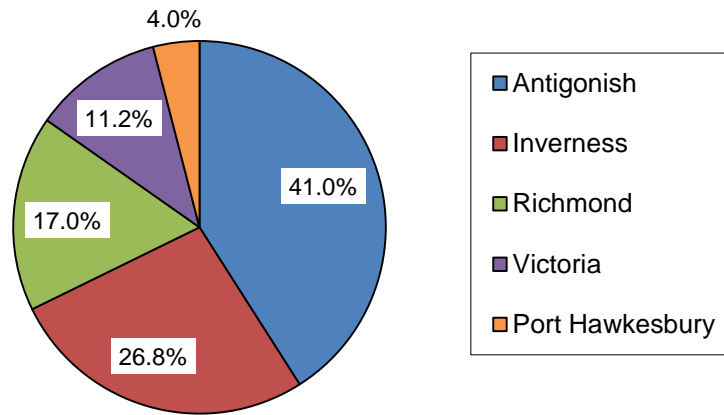
4. Development Control (Continued)

4.6 Development Summary

4.6.1 Building Permits (April 1, 2013 to March 31, 2014)

	Antigonish	Inverness	Richmond	Victoria	Hawkesbury
Construction Value	\$30,413,801	\$16,147,049	\$14,740,399	\$7,762,088	\$2,378,700
Building Permit Fees	81,888.19	\$53,549.89	33,951.12	\$22,481.83	\$8,024.20
Permits Issued	233	220	172	118	22

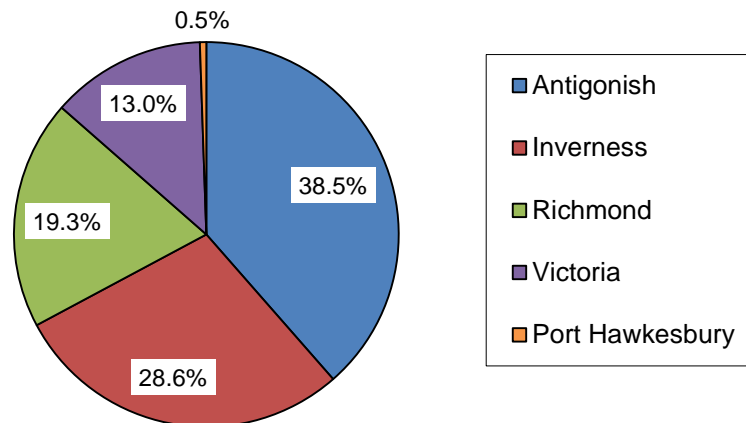
Building Permit Revenues



4.6.2 Subdivision Activity (April 1, 2013 - March 31, 2014)

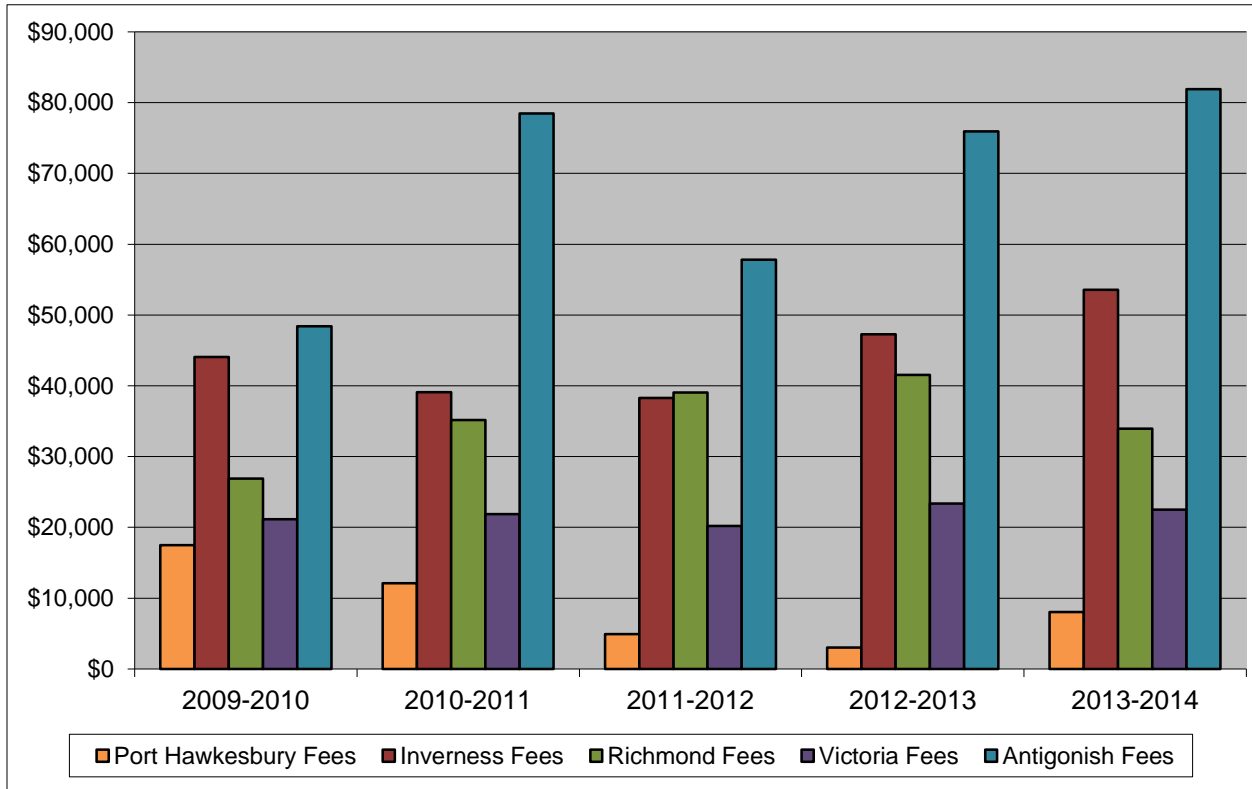
	Antigonish	Inverness	Richmond	Victoria	Hawkesbury
Final Plans	70	53	31	24	1
Final Lots Created	128	97	89	59	2
Total Fees	\$14,300	\$10,625	\$7,150	\$4,825	\$200

Subdivision Revenues

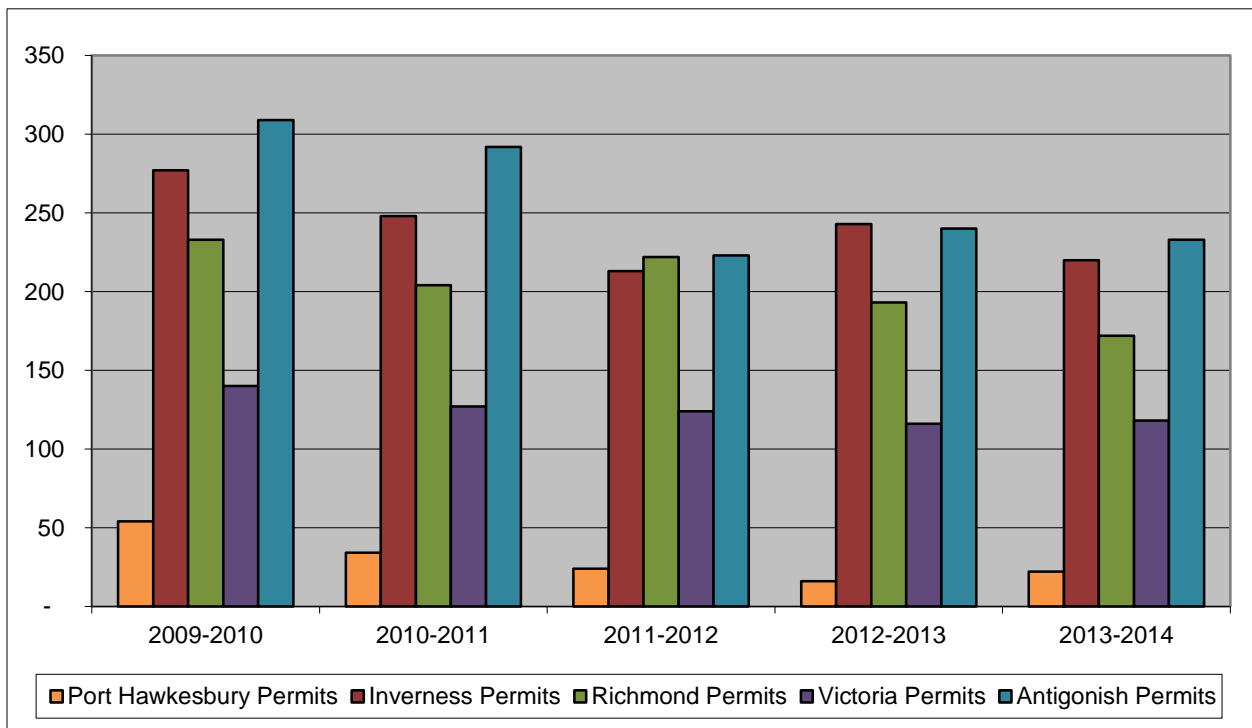


4. Development Control (Continued)

4.6.3 Figure 1 – Building Permit Revenues (April 1, 2008 – March 31, 2014)

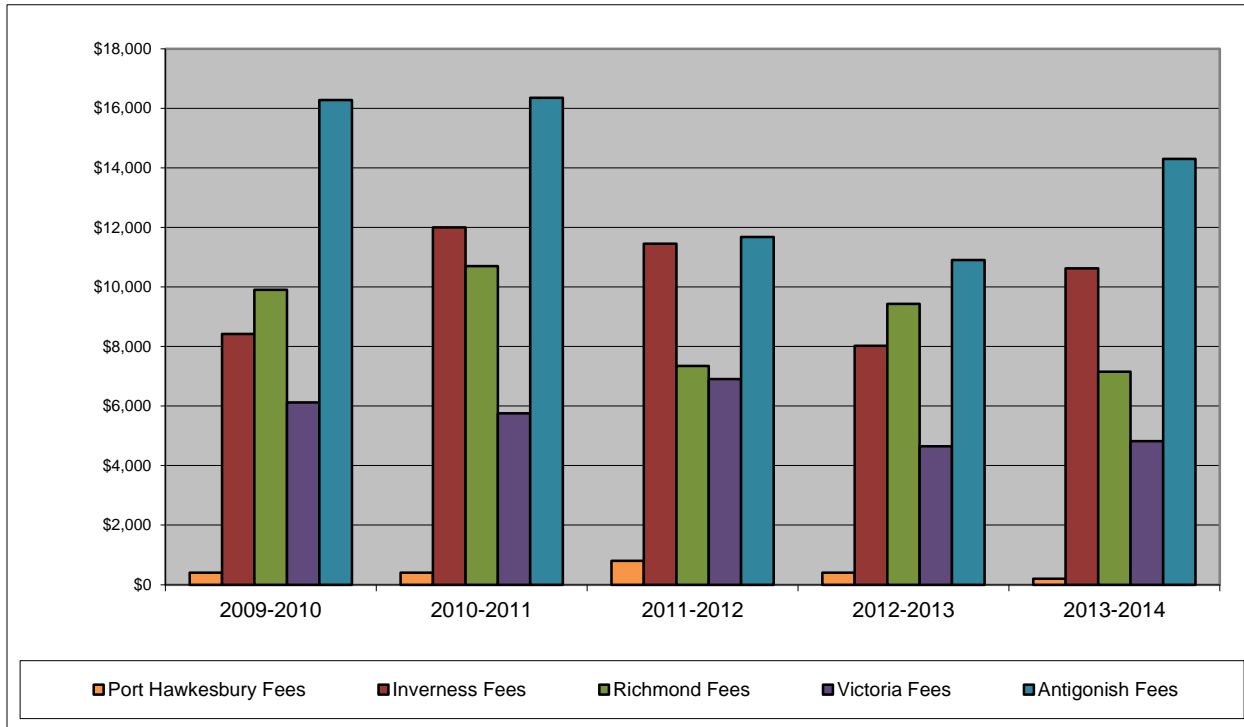


4.6.4 Figure 2 – Building Permit Numbers (April 1, 2008 – March 31, 2014)

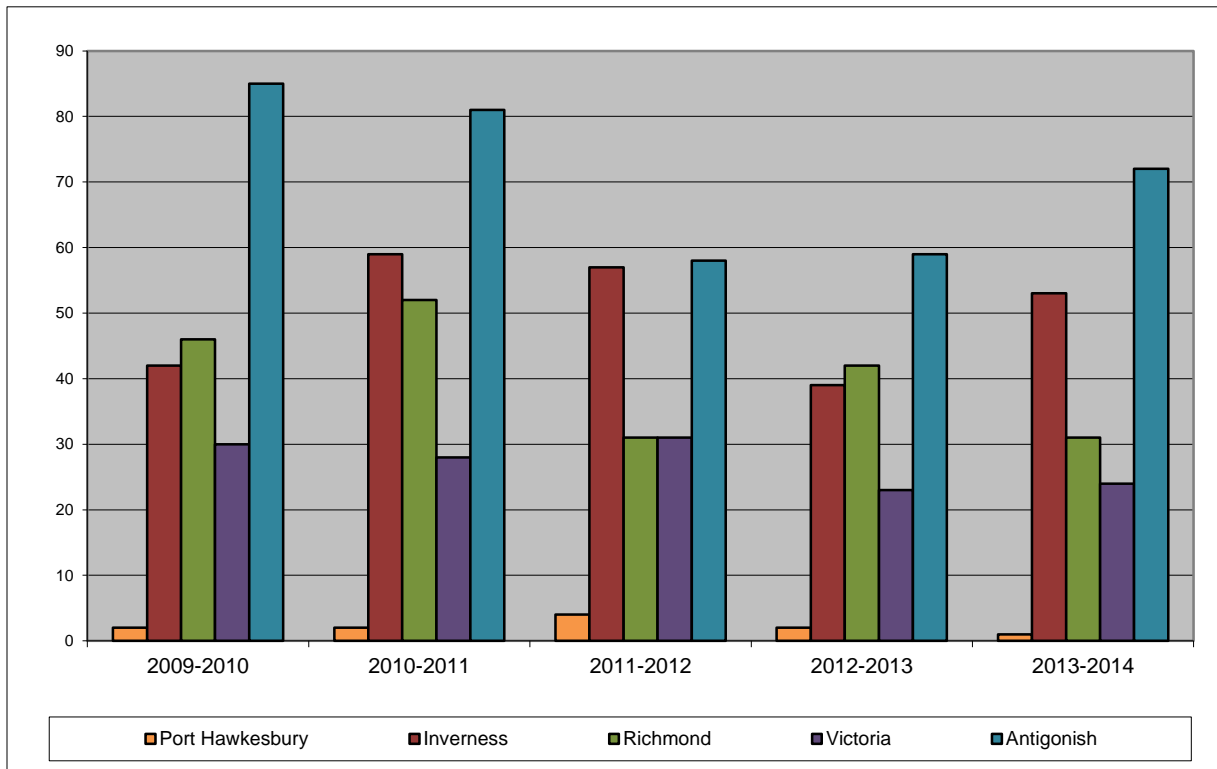


4. Development Control (Continued)

4.6.5 Figure 3 – Subdivision Fee Revenues (April 1, 2008 – March 31, 2014)

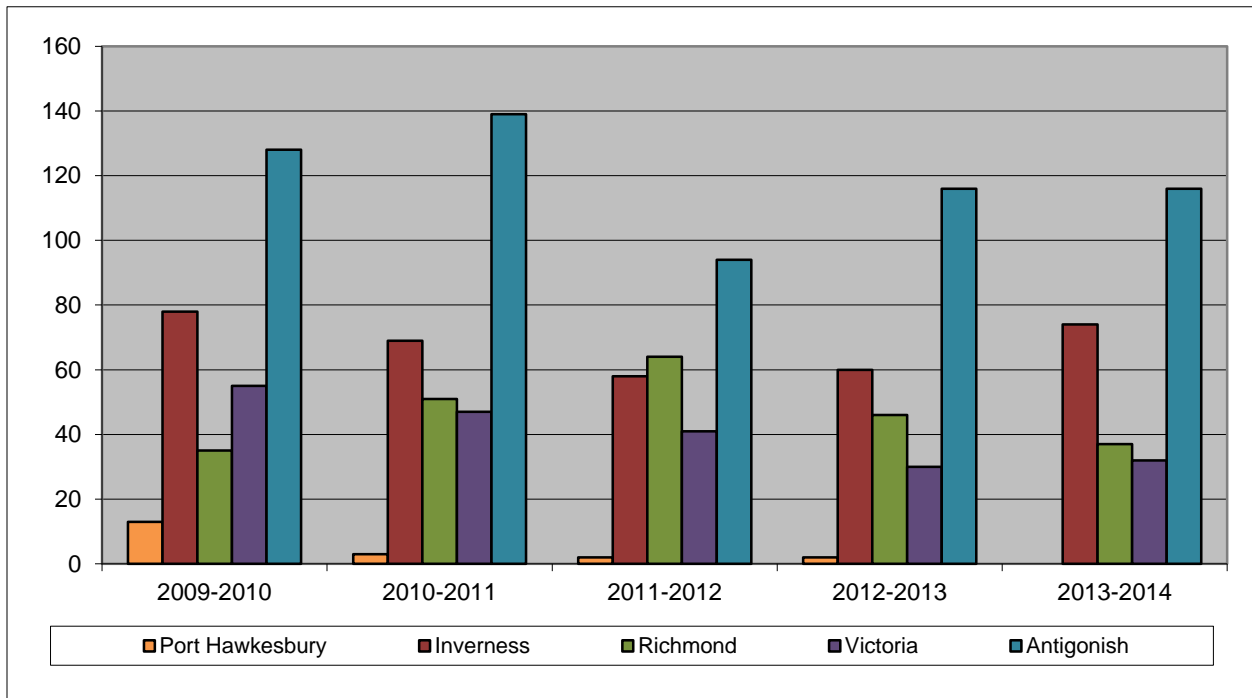


4.6.6 Figure 4 – Subdivision Applications (April 1, 2008 – March 31, 2014)

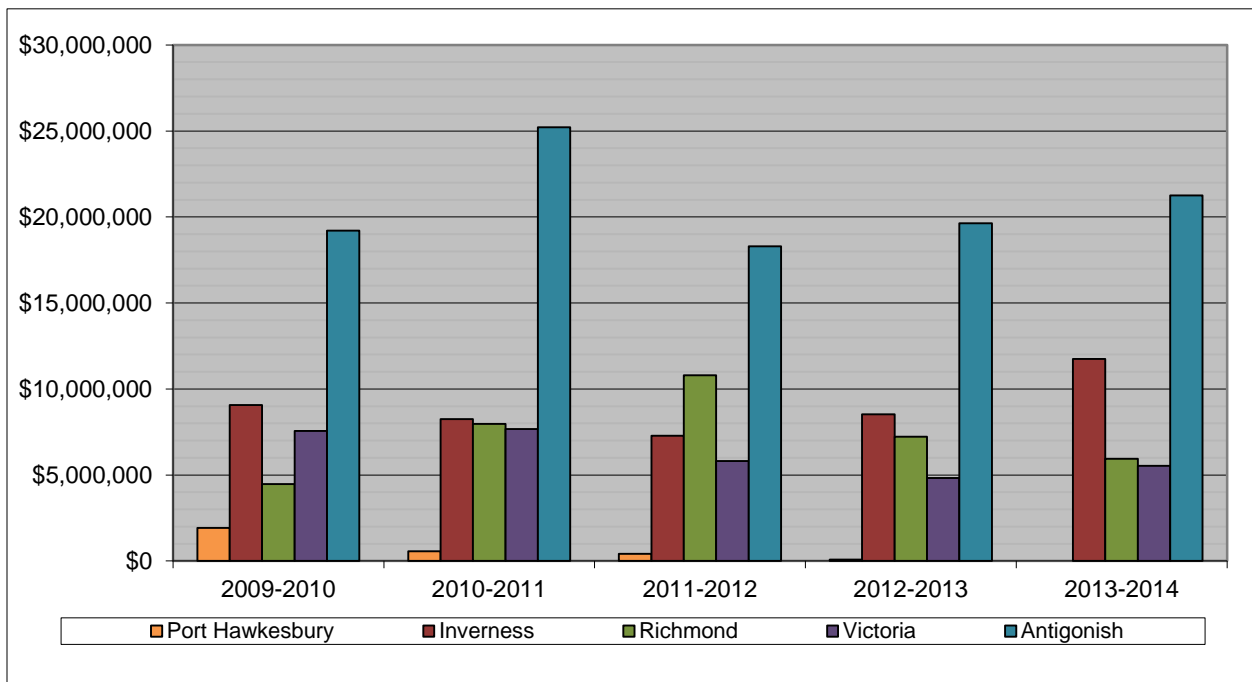


4. Development Control (Continued)

4.6.7 Figure 5 – Housing Starts (April 1, 2008 – March 31, 2014)



4.6.8 Figure 6 – Housing Starts Values (April 1, 2008 – March 31, 2014)



Appendix A. 2014 – 2015 Operating Estimates

**Operating Estimates
Eastern District Planning Commission
2014 – 2015**

	2014 – 2015
Staff	
Wages	\$642,104
EI, CPP, Group Insurance	\$78,318
WCB	\$9,759
Pension Plan	\$32,375
Membership Dues and Fees	\$4,000
	\$766,556
 Administrative Overhead	
Advertising	\$500
Bank and Service Charges	\$2,000
Computers	\$5,000
Insurance	\$30,000
Library	\$1,600
Misc. Operating Costs	\$1,900
Office Rent	\$27,600
Office Supplies	\$6,000
Photocopying	\$5,300
Postage	\$5,300
Telephone and Fax	\$13,000
	\$98,200
 Travel and Training	
Mileage Compensation	\$96,000
Conference Fees and Expenses	\$18,000
	\$114,000
 Additional Fees	
Legal	\$2,000
Auditor	\$6,695
Technical and Mapping	\$5,000
Commission Expenses	\$6,000
	\$19,695
 TOTAL	\$998,451

2014 – 2015
continued: Page 2

2014 – 2015	
	\$998,451
Building Permits	
Building Permits Fees	(\$200,000)
Subdivision Fees	(\$35,000)
Miscellaneous Revenues	(\$5,000)
E-911 Funding	(\$18,500)
Net Budget	\$739,951
Base Contribution (All Units)	\$35,000
Total Contributions	
Antigonish County	\$187,682
Inverness County	\$180,976
Richmond County	\$162,579
Victoria County	\$141,601
Port Hawkesbury	\$67,113
Total	\$739,951

Uniform Assessment Sharing Base (2014-2015)

Municipality	Assessment	Percentage
Antigonish	\$989,232,654	27.03%
Inverness	\$945,788,494	25.84%
Richmond	\$826,590,091	22.58%
Victoria	\$690,672,581	18.87%
Hawkesbury	\$208,064,701	5.68%
	\$3,660,348,521	100.00%

Appendix B. Inter – Municipal Services Agreement

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

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

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

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

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

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

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

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

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

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

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

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

Commission Membership

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

Election of Officers

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

Commission Meetings

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

Auditor and Financial Report

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

Annual Reports and Estimates

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

Financial Contribution

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

Services and Fees

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

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

Withdrawal from Commission

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

Effective date

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

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

Appendix C. Auditor's Report



Financial statements

Eastern District Planning Commission

March 31, 2014

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Statement of financial position	4
Statement of changes in net assets	5
Statement of cash flows	6
Schedules to statement of financial activities	7
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Independent auditor's report

Grant Thornton LLP
301 Pitt Street, Unit 2
Port Hawkesbury, NS
B9A 2T6
T (902) 625-5383
F (902) 625-5242
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, 2014, and the statement of financial activities, changes in net assets and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

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

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Eastern District Planning Commission as at March 31, 2014, and the results of its operations, changes in net assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Port Hawkesbury, Canada

June 5, 2014



Chartered accountants

Eastern District Planning Commission

Statement of financial activities

Year ended March 31	2014	2014	2013
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Revenue			
Municipality of the County of Antigonish	\$ 176,510	\$ 176,510	\$ 174,685
Municipality of the County of Inverness	172,533	172,533	173,449
Municipality of the County of Richmond	165,900	165,900	167,676
Municipality of the County of Victoria	135,928	135,928	133,929
Town of Port Hawkesbury	66,328	66,328	67,964
Building and development permit fees	200,000	199,976	191,109
Subdivision fees	40,000	37,100	33,400
E-911 funding	18,500	18,545	18,545
Other	<u>3,500</u>	<u>9,268</u>	<u>4,897</u>
	<u>979,199</u>	<u>982,088</u>	<u>965,654</u>
Expenditure			
Administrative (Page 7)	951,599	939,236	901,514
Occupancy (Page 7)	27,600	28,575	28,422
Amortization of tangible capital assets	<u>-</u>	<u>11,996</u>	<u>10,979</u>
	<u>979,199</u>	<u>979,807</u>	<u>940,915</u>
Annual surplus	<u>\$ -</u>	<u>\$ 2,281</u>	<u>\$ 24,739</u>
<hr/>			
Accumulated surplus, beginning of year		\$ 104,815	\$ 80,076
Annual surplus		<u>2,281</u>	<u>24,739</u>
Accumulated surplus, end of year		<u>\$ 107,096</u>	<u>\$ 104,815</u>

See accompanying notes to the financial statements.

Eastern District Planning Commission

Statement of financial position

March 31	2014	2013
Financial assets		
Cash	\$ 67,440	\$ 45,903
Receivables	<u>16,088</u>	<u>30,607</u>
	<u>83,528</u>	<u>76,510</u>
Liabilities		
Payables and accruals	<u>19,533</u>	<u>24,100</u>
	<u>19,533</u>	<u>24,100</u>
Net assets	<u>63,995</u>	<u>52,410</u>
Non-financial assets		
Capital assets (Note 4)	32,790	40,623
Prepays	<u>10,311</u>	<u>11,782</u>
	<u>43,101</u>	<u>52,405</u>
Accumulated surplus	<u>\$ 107,096</u>	<u>\$ 104,815</u>

Commitments (Note 5)

On behalf of the Commission



Chairperson



Member

See accompanying notes to the financial statements.

Eastern District Planning Commission

Statement of changes in net assets

Year ended March 31	2014	2013
Annual surplus	\$ 2,281	\$ 24,739
Acquisition of tangible capital assets	(4,163)	(11,863)
Amortization of tangible capital assets	<u>11,996</u>	<u>10,979</u>
	<u>10,114</u>	<u>23,855</u>
Change in prepaids	<u>1,471</u>	<u>(1,867)</u>
Change in net assets	11,585	21,988
Net assets (debt)		
Beginning of year	<u>52,410</u>	<u>30,422</u>
End of year	<u>\$ 63,995</u>	<u>\$ 52,410</u>

See accompanying notes to the financial statements.

Eastern District Planning Commission

Statement of cash flows

Year ended March 31

2014

2013

Increase (decrease) in cash and cash equivalents

Operating

Annual surplus	\$ 2,281	\$ 24,739
Amortization of tangible capital assets	11,996	10,979
Decrease in receivables	14,519	3,183
Decrease (increase) in prepaids	1,471	(1,867)
Increase (decrease) in payables and accruals	<u>(4,567)</u>	<u>16,559</u>
	<u>25,700</u>	<u>53,593</u>

Investing

Acquisition of tangible capital assets	<u>(4,163)</u>	<u>(11,863)</u>
--	----------------	-----------------

Net increase in cash and cash equivalents	21,537	41,730
---	--------	--------

Cash and cash equivalents (bank indebtedness)

Beginning of year	<u>45,903</u>	<u>4,173</u>
End of year	<u>\$ 67,440</u>	<u>\$ 45,903</u>

See accompanying notes to the financial statements.

Eastern District Planning Commission

Schedules to statement of financial activities

Year ended March 31

2014

2014

2013

	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Administrative			
Advertising and promotion	\$ 500	\$ 467	\$ 576
Conferences	18,000	12,104	19,046
Interest and bank charges	2,000	2,363	2,226
Liability insurance	30,000	29,358	28,343
Maps and technical supplies	21,000	11,539	9,618
Membership dues and subscriptions	4,000	8,345	3,519
Miscellaneous	10,500	2,562	3,328
Office supplies and postage	19,500	17,138	18,103
Professional fees	8,000	7,973	12,775
Salaries and employee benefits	738,099	737,233	700,544
Telephone	13,000	16,164	15,130
Travel and meetings	<u>87,000</u>	<u>93,990</u>	<u>88,306</u>
	<u>\$ 951,599</u>	<u>\$ 939,236</u>	<u>\$ 901,514</u>
Occupancy			
Insurance	\$ -	\$ 884	\$ 881
Rent	<u>27,600</u>	<u>27,691</u>	<u>27,541</u>
	<u>\$ 27,600</u>	<u>\$ 28,575</u>	<u>\$ 28,422</u>

See accompanying notes to the financial statements.

Eastern District Planning Commission

Notes to the financial statements

March 31, 2014

1. Nature of operations

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

2. Summary of significant accounting policies

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

Revenue and expenditure

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

Tangible capital assets

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

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

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

Use of estimates

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

Financial instruments

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

Eastern District Planning Commission

Notes to the financial statements

March 31, 2014

3. Line of credit

The Commission has a \$20,000 unsecured operating line of credit with East Coast Credit Union. The balance of the line of credit as at March 31, 2014, was nil.

4. Capital assets

			<u>2014</u>	<u>2013</u>
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net book value</u>	<u>Net book value</u>
Office and computer equipment	<u>\$ 114,455</u>	<u>\$ 81,665</u>	<u>\$ 32,790</u>	<u>\$ 40,623</u>

5. Commitments

The Commission rents premises under a long-term lease which expires in 2015. The annual rent each of the three years is \$23,925. The lease provides an option to renew.

6. Pension costs and obligations

The Commission is required to match contributions to a group registered retirement savings plan for all full time employees to a limit of 5% of the yearly maximum pensionable earnings under the Canada Pension Plan. Total contributions during the year amounted to \$31,409 (2013 - \$30,285).
