



The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday, January 24, 2019 at 7:00 p.m. in Council Chambers.

Present:

Mayor D. Devenne
Deputy Mayor K. Nauss
Councillor J. Bain
Councillor P. Carver
Councillor J. Feeney
Councillor R. Nowe
Councillor C. O'Neill
CAO, D. Heide
Acting Secretary, K. Redden

Regrets:

Gallery: 4

Agenda

A motion by Councillor Feeney, seconded by Councillor Nowe, **"THAT the agenda be approved as amended to add RCMP under Delegations and Coastal Action under New Business."**

Motion carried.

Minutes

A motion by Deputy Mayor Nauss, seconded by Councillor O'Neill, **"THAT the minutes of the January 8, 2019 council meeting be approved as amended."**

Motion carried.

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **"THAT the Minutes of the January 16, 2019 special council meeting be approved as circulated."**

Motion carried.

Consideration of Delegations

Sgt. David Ferguson – RCMP Quarterly and Annual Report

Council received a presentation of the RCMP's quarterly statistics and the annual report for both the Town of Mahone Bay and the Lunenburg detachment.

Deputy Chief Adam Ekins – Mahone Bay Fire Department Quarterly Report

Council received the quarterly report of the Mahone Bay Fire Department.

Correspondence – Action Items

1. NSFM Spring Workshop and Fall Conference Session Topics.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT staff draft a response to NSFM requesting that EPR/single use plastics, an effective 2020 infrastructure program and coastal erosion be added as topics for the 2019 Spring Conference.”** Motion carried.

Correspondence – Information Items

1. Canada Post with a press release concerning the 2019 From Far and Wide Stamp Program and an image of the three churches stamp.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Town staff purchase 10 Official First Day Covers of Canada Post’s Far and Wide 2019 collection.”** Motion carried.

2. Carlos Resendes, VP Business and Innovation Services for PVSC, with the 2019 Assessment Roll Media Kit.
3. Sgt. David Ferguson, RCMP, with information about the RCMP’s new 9pm Crime Prevention Campaign.
4. Elisabeth Bailey, Community Health Board Coordinator for Lunenburg Queens and Shelburne, with information about the Nova Scotia Health Authority’s Strategic Plan Renewal.
5. Margaret Miller, Minister of the Environment, with an amendment to the Provincial Solid Waste Resource Management Regulations.
6. NSFM (Nova Scotia Federation of Municipalities) with a press release concerning their appointment of a new Chief Executive Officer.
7. NSFM with a call for applications for two appointments to the Municipal Finance Corporation.
8. NSFM with an invitation to a consultation session on minimum planning standards.
9. NSFM with a request for expressions of interest for the Built Environment Standard Development Committee.
10. Councillor Penny Carver with information regarding the SHIFT 18-month progress report.
11. Richard Barclay, Treasurer of the Mahone Bay Civic Marina, with the Marina’s 2018 financial information.
12. Stacy O’Rourke, Director of Communications with the CNSOPB (Canada-Nova Scotia Offshore Petroleum Board) with information concerning BP Canada’s exploration license.

13. Stacy O'Rourke, Director of Communications with the CSNOPB, with information concerning the postponement of an environmental assessment.

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **"THAT the correspondence numbered 1-13 be received and filed."** Motion carried.

Staff Reports

Council Report

Council received the report.

A motion by Councillor O'Neill seconded by Councillor Carver, **"THAT Council resolve to subscribe to the Code Red Public Alert System effective April 1, 2019."** Motion carried.

Snow and Ice Control Policy

A motion by Councillor Feeney, seconded by Deputy Mayor Nauss, **"THAT Council adopt the amended Snow and Ice Control Policy as presented."** Motion carried.

External Funding Sources for 2019-2020

A motion by Councillor O'Neill, seconded by Councillor Nowe, **"THAT the External Funding Sources Report be received as information."** Motion carried.

Collection RFP

A motion by Deputy Mayor Nauss, seconded by Councillor Bain, **"THAT Council approve the award of the Solid Waste Collection RFP with the inclusion of annual electronic waste collection."** Motion carried.

Wholesale Backup Top-up Service

A motion by Deputy Mayor Nauss, seconded by Councillor Feeney, **"THAT Council approve the application for 2020 wholesale backup top-up service for submission to Nova Scotia Power."** Motion carried.

Council Items

Approval of 2017/18 Audited Financial Statements

A motion by Deputy Mayor Nauss, seconded by Councillor Bain, **"THAT the 2017-18 audited financial statements be approved as presented."** Motion carried.

2019/20 Strategic Plan Review and Budget Meeting Schedule

Council engaged in discussion on the topic and meeting dates and times were set.

Mahone Bay Harbour Management

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT staff write a letter to the Department of Fisheries and Oceans to restart the process of applying for the lease of submerged Crown land; cc’ing Minister Bernadette Jordan.”** Motion carried.

Plastic Bag Ban

A motion by Councillor O’Neill, seconded by Councillor Carver, **“THAT Staff invite Plastic Free Lunenburg to present to Council during the February 28, 2019 council meeting.”** Motion carried.

NOW Lunenburg County’s Physician Recruitment Campaign

A motion by Councillor Carver, seconded by Councillor O’Neill, **“THAT the Town of Mahone Bay initiate discussion with the other 4 Lunenburg County municipalities to develop a system of prorated contribution for NOW Lunenburg County’s physician recruitment campaign.”** Motion carried.

NSFM Municipal Matters Newsletter

Council received the January 2019 edition of the newsletter; no motions were put on the floor.

New Business

Coastal Action

Deputy Mayor Nauss informed Council that Coastal Action is celebrating their 25th anniversary.

The meeting adjourned upon motion at 9:02 p.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Acting Town Clerk, Kelly Redden

Mayor, David Devenne

Lunenburg County Community Alcohol Partnership – LCCAP

About the partnership

Background

The Lunenburg County Community Alcohol Partnership (LCCAP) represents a continuation of its predecessor, the Lunenburg County Municipal Alcohol Project (MAP) Committee, established in June 2013. The Lunenburg County MAP Committee – along with similar committees that emerged across the province of Nova Scotia – was established in response to growing community-level concern about Nova Scotia’s culture of heavy and harmful alcohol use, and the negative impacts and costs of such drinking on individuals, families, various sectors and agencies, and the community as a whole.

The Lunenburg County MAP Committee brought together a diversity of community leaders and representatives from various sectors and agencies committed to taking action to address alcohol-related risks and harms at the local level. MAP Committee members shared the view that they could bring local knowledge, experience and expertise to bear on these problems, particularly with leadership provided by municipal governments.

As it carried out its work from 2013 to 2016, the MAP Committee predicated many of its efforts on a growing body of research and evidence supporting the view that alcohol policy development and implementation – focused on health promotion and population health as a whole – were more likely to achieve positive results than more-traditional efforts focused on education and persuasion and directed at individuals and individual behavior.

In order to broaden the base of community engagement in, and support for this work, the Lunenburg County MAP Committee decided in March 2017 to change its name to the Lunenburg County Community Alcohol Partnership (LCCAP), and to revise its Terms of Reference accordingly.

Vision

A safe and vibrant community free of alcohol related harms.

Mission

The Mission of the Lunenburg County Community Alcohol Partnership is to promote and safeguard community and population health relative to alcohol related harms. This it seeks to do by focusing on collaborative and mutually-reinforcing, ‘evidence-based’ community-level actions falling within the following broad policy areas:

- Alcohol Availability and Access: Addressing the physical availability of alcohol and the price of alcohol
- Alcohol Marketing: Addressing advertising, promotions and sponsorship
- Drinking Contexts: Addressing the environmental and social contexts of drinking)
- Other evidence informed, promising practices

Goals and Actions

- To identify, explore and advance community-level, evidence-based alcohol policy options
- To clarify and articulate the impact and costs of alcohol-related harms on various sectors; including healthcare, education, justice, law enforcement, community services, and others
- To advocate for (healthy public policy) legislative and regulatory measures that may promote and safeguard the health and well-being of individuals, families and the community as a whole relative to alcohol use and alcohol marketing
- To increase understanding among LCCAP members and the public at large about alcohol-related risks and harms and evidence-based approaches to address them
- To increase communication and collaboration among community partners in support of the LCCAP's Vision, Mission and Goals
- To carry out all such initiatives and actions designed to achieve the LCCAP's Vision, Mission and Goals as noted above.

Membership

Membership shall be open to any community member interested in, and committed to, the LCCAP's Vision, Mission and Goals.

Without limiting the generality of the forgoing, the LCCAP shall particularly seek to invite and include individuals among its membership from a variety of sectors and agencies as follows:

- Elected municipal officials from Lunenburg County towns and municipalities
- Youth leaders/representatives
- School and/or community-based programs involving youth
- Bridgewater Police Department
- Royal Canadian Mounted Police
- Nova Scotia Health Authority
- South Shore Regional School Board
- Nova Scotia Community College
- Fire Services
- Emergency Health Services
- Community Services
- Recreation services and programs
- Other community organizations, services/programs and individuals, as deemed relevant to the LCCAP's Vision, Mission and Goals

In order to support collaborative action-planning and decision-making, the LCCAP shall seek to recruit members who are in leadership positions with the various sectors and agencies and empowered to make decisions on behalf of those sectors and agencies.



Alcohol Harm in Canada

Examining Hospitalizations Entirely
Caused by Alcohol and Strategies
to Reduce Alcohol Harm



Canadian Institute
for Health Information

Institut canadien
d'information sur la santé

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- Kristianne Dechant, Manager, Communications and Research, Liquor and Gaming Authority of Manitoba
- Norman Giesbrecht, Emeritus Scientist, Institute for Mental Health Policy Research, Centre for Addiction and Mental Health
- David MacDonald, Senior Health Analyst, Department of Health and Social Services, Government of the Northwest Territories
- Opal McInnis, Community Mental Health Specialist, Mental Health and Addictions, Department of Health, Government of Nunavut
- Catherine Paradis, Senior Research and Policy Analyst, Canadian Centre on Substance Abuse
- Tim Stockwell, Director, Centre for Addictions Research of BC
- Gerald Thomas, Director, Alcohol and Gambling Policy, British Columbia Ministry of Health
- Ashley Wettlaufer, Research Coordinator, Centre for Addiction and Mental Health

Please note that the analyses and conclusions in the present document do not necessarily reflect those of the individuals or organizations mentioned above.

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Summary

The health and social harms of alcohol use are a serious and growing concern, both in Canada and worldwide. Alcohol was the third leading risk factor for death and disability globally in 2010, up from sixth in 1990.¹ The economic costs of alcohol-related harm in Canada are estimated to have been more than \$14 billion in 2002.² Approximately \$3.3 billion of that was direct health care costs, of which hospitalizations due in full or in part to alcohol accounted for the majority. Hospitalizations can be used as an indicator to monitor the burden of alcohol harm over time.²

In Canada, provinces and territories are responsible for regulating alcohol licensing, control and distribution with the aim of maximizing social and economic benefits while minimizing the health and social harms of alcohol use. Although the relationship between alcohol consumption and harm is complex, alcohol policies and strategies that aim to reduce consumption and risky drinking behaviours have proven effective in reducing harm. Evidence-informed policies and strategies targeting alcohol consumption are wide ranging; this report focuses on pricing; control systems; physical availability; and screening, brief intervention and referral. These policies and strategies were selected for the following reasons: they fall within the responsibility of provincial/territorial policy-makers; there is strong evidence that they can reduce the harms and costs of alcohol; and they show a high degree of variability across the provinces and territories.

This report provides an overview of Canada-wide variations in alcohol consumption (including sales and heavy drinking) and alcohol harm (via the indicator Hospitalizations Entirely Caused by Alcohol). It also provides a snapshot of the variations across jurisdictions in alcohol policies and strategies. Data collected by Statistics Canada and the Canadian Institute for Health Information (CIHI) and information from provincial and territorial ministries and agencies were used for this report.

By bringing together data from a range of sources along with a summary of current policies and strategies, we aim to identify policy and practice gaps, as well as population subgroups that may require greater attention due to higher susceptibility to alcohol harm. Moreover, newly available information on hospitalizations for alcohol provides a starting point for monitoring both the burden of alcohol on health systems and the effects of alcohol policies and strategies on alcohol harm.

The main findings of this report include the following:

- **There are more hospitalizations for alcohol than for heart attacks.** In 2015–2016, there were about 77,000 hospitalizations entirely caused by alcohol compared with about 75,000 for heart attacks.
- **Sales and heavy drinking rates differ among jurisdictions.** For example, Newfoundland and Labrador, Quebec, Yukon and the Northwest Territories had higher-than-average rates of both alcohol sales and heavy drinking (defined as having 5 or more drinks for men and 4 or more drinks for women on 1 occasion at least once a month over a 1-year period).³
- **Hospitalization rates vary widely.** Provinces in the east generally have lower rates for the indicator Hospitalizations Entirely Caused by Alcohol than those in the west, and the territories have higher hospitalization rates than the provinces, on average. Moreover, there are substantial regional (within-province) variations in the indicator results, with high rates seen in several northern and remote regions.
- **Rates differ by sex, income and age.** Overall, males have higher heavy drinking and hospitalization rates than females. However, among children and youth age 10 to 19, girls have higher rates for Hospitalizations Entirely Caused by Alcohol than boys. Those living in the lowest-income neighbourhoods have higher rates of hospitalizations than those living in the highest-income neighbourhoods.
- **Alcohol policies and interventions vary across Canada.** Evidence-informed policies and interventions to reduce harm include strengthening controls on the price and availability of alcohol, and implementing comprehensive provincial strategies for managing alcohol consumption and harm.
- **More research and analysis is needed on policies and interventions.** In the health sector, focusing on prevention and implementing screening, brief intervention and referrals may help to reduce alcohol harm, particularly among high-risk populations. Partnership and engagement across sectors is likely needed to adopt the full range of policies to reduce alcohol consumption and harm.

Introduction

Why is alcohol harm an important issue?

Drinking alcohol is a part of Canadian culture: almost 80% of Canadians drink,⁴ and most drink moderately.^{5, 6} Still, alcohol harm — the negative consequences of alcohol consumption — is a serious and growing health concern and a leading cause of injury and death in Canada.¹ From 1990 to 2010, alcohol increased from the sixth to the third leading risk factor for death and disability globally.^{1, 7}

There are numerous health, social and economic impacts of alcohol consumption. The Canadian Centre on Substance Abuse published [*Canada's Low-Risk Alcohol Drinking Guidelines*](#) to advise Canadians on how to reduce long-term health risks, which include chronic illnesses such as cancer, liver cirrhosis, diabetes and cardiovascular disease (see Box 1).^{i, 11, 12} A recent study estimated that there were 5,082 alcohol-attributable deaths in 2015 in Canada.¹³

Box 1: *Canada's Low-Risk Alcohol Drinking Guidelines*

These guidelines advise Canadians on how to minimize their risk for alcohol-related harm through safe drinking limits. To reduce long-term health risks

- Women should not exceed 10 drinks a week, with no more than 2 drinks a day on most days; and
- Men should not exceed 15 drinks a week, with no more than 3 drinks a day on most days.

The guidelines also recommend zero alcohol consumption in situations such as driving a vehicle and for individuals such as women who are pregnant or planning to be pregnant. It is also recommended that the uptake of drinking by youth be delayed and be consistent with local legal drinking age laws. For more information, please read [*Canada's Low-Risk Alcohol Drinking Guidelines*](#).

i. Other organizations, including the Canadian Cancer Society, Cancer Care Ontario, the World Cancer Research Fund International and the American Institute for Cancer Research, recommend even lower alcohol limits: 1 drink a day for women and 2 drinks a day for men.^{8–10}

Harmful drinking, which includes drinking patterns that cause health problems,¹⁴ can also have broader social implications such as unemployment, absenteeism and crime. The impact on people other than the drinker is substantial: these include injuries related to assault, workplace incidents, motor vehicle collisions, family disruption, violence, abuse and lost income.^{15, 16}

The economic costs of alcohol consumption are also significant.² In 2002, the overall cost (e.g., law enforcement, prevention and research, lost productivity) of alcohol-related harm in Canada exceeded \$14 billion — \$3.3 billion of which was directly related to health care.^{ii, 2} Hospitalizations due to alcohol can be costly to health care systems. In 2014–2015, the average cost per hospitalization entirely caused by alcohol (see Box 2) was estimated to be \$8,100¹⁷ — higher than the cost of the average hospital stay (\$5,800).¹⁸ The higher cost of hospitalizations entirely caused by alcohol is mainly due to longer lengths of stay: an average of 11 days in hospital,¹⁹ compared with 7 days for all hospitalizations.²⁰

ii. Updated estimates of the economic costs of alcohol consumption are under development by the Centre for Addictions Research of BC.

Box 2: What are hospitalizations entirely caused by alcohol?

Information on hospital discharges can be used as a proxy for alcohol harm in the community and the burden it imposes on health systems. In this report, hospitalizations entirely caused by alcohol are hospital stays for the treatment of conditions considered to be wholly (100%) caused by the harmful consumption of alcohol.²¹ The table below lists the most common conditions contributing to hospitalizations entirely caused by alcohol in 2015–2016 in Canada. For more detailed information, please see the technical notes for the indicator Hospitalizations Entirely Caused by Alcohol in [CIHI's Indicator Library](#).

Nearly **3 out of 4 hospitalizations** entirely caused by alcohol are due to mental and behavioural disorders, such as alcohol dependence and intoxication



(Source: CIHI, 2015)

Table 1 Top conditions entirely caused by alcohol, Canada, 2015–2016

Mental health conditions (percentage of hospitalizations)	Physical conditions (percentage of hospitalizations)
Chronic alcohol use disorder (24%)	Alcohol-induced cirrhosis of liver (13%)
Alcohol withdrawal (23%)	Alcohol-induced acute pancreatitis (6%)
Harmful alcohol use (18%)	Alcohol-induced hepatitis (4%)
Alcohol intoxication (9%)	Alcohol-induced hepatic failure (4%)
Alcohol withdrawal delirium (5%)	Toxic effects of alcohol (3%)

Note

More than one of these conditions can be attributed to each hospitalization.

Data from alcohol-related National Health Service hospital admissions in England showed that 100% alcohol-attributable conditions made up approximately 30% of all hospitalizations associated with alcohol consumption;²² the remainder of the hospitalizations were for partially alcohol-attributable conditions (e.g., cancer, motor vehicle traffic injuries, heart disease). Even as the tip of the iceberg of alcohol harm, hospitalizations entirely caused by alcohol exceeded hospitalizations for heart attacks in 2015–2016 in Canada.

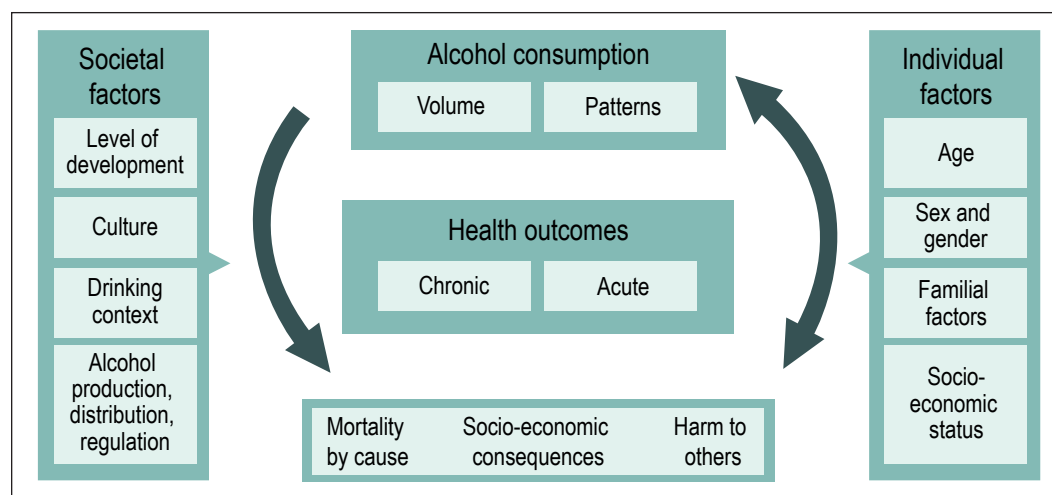
Understanding alcohol harm in Canada

To shed light on the current state of alcohol harm in Canada, this report provides an overview of provincial/territorial patterns of consumption, results for the indicator Hospitalizations Entirely Caused by Alcohol and a selection of alcohol policies and strategies. The relationships between consumption and harm are complex, as shown in Figure 1. These relationships are influenced by individual, cultural and social factors, by the approaches that governments take to regulate the consumption and accessibility of alcohol, and by the availability of services and programs to prevent or reduce harm among populations at risk. Provincial and territorial liquor control boards and commissions, as well as the alcohol industry, play a role, alongside government, in reducing risks associated with drinking alcohol.¹

Evidence has shown that a comprehensive strategy aimed at reducing alcohol consumption (including risky and harmful drinking) can help to reduce alcohol harm.^{5, 23, 24} A comprehensive alcohol strategy includes approaches at the population level (that reach everyone) and the individual level (that target high-risk drinkers).²⁵ Population-level policies generally aim to prevent risky and harmful drinking, and they rely on reducing the amount of alcohol consumed.^{15, 26–28} Individual-level strategies like alcohol screening, brief intervention and referral (SBIR) focus on specific populations and risky behaviours, and on drinking patterns, products or settings where the potential for harm is elevated.^{29–31}

We can learn from a comprehensive tobacco control strategy that has been effective in reducing smoking prevalence and lung cancer mortality in Canada.³² This strategy has also had the effect of changing cultural norms around the social acceptability of smoking; such a cultural change would be needed to sustain a long-term reduction in alcohol harm.²⁵

Figure 1 Conceptual framework of the harm caused by alcohol



Source

Adapted from World Health Organization, *Global Status Report on Alcohol and Health 2014* with the permission of the publisher.

Methods

This report uses the following sources to examine alcohol consumption, hospitalizations entirely caused by alcohol and the presence of policies and strategies. Additional details are provided in Appendix A.

- Statistics Canada data was used to describe alcohol consumption, including sales and heavy drinking.
- CIHI data was used to calculate the indicator Hospitalizations Entirely Caused by Alcohol. These hospitalization rates were disaggregated by sex, urban and rural/remote location, and neighbourhood income to identify populations that are vulnerable to hospitalizations entirely caused by alcohol.
- Existing alcohol policies and strategies were identified and validated by provincial and territorial ministries responsible for alcohol distribution, regulation, prevention and treatment. This report focuses on pricing, control systems, physical availability and SBIR because these fall within the responsibility of provincial/territorial policy-makers, there is strong evidence that they can reduce the harms and costs of alcohol and they show a high degree of variability across the provinces and territories.

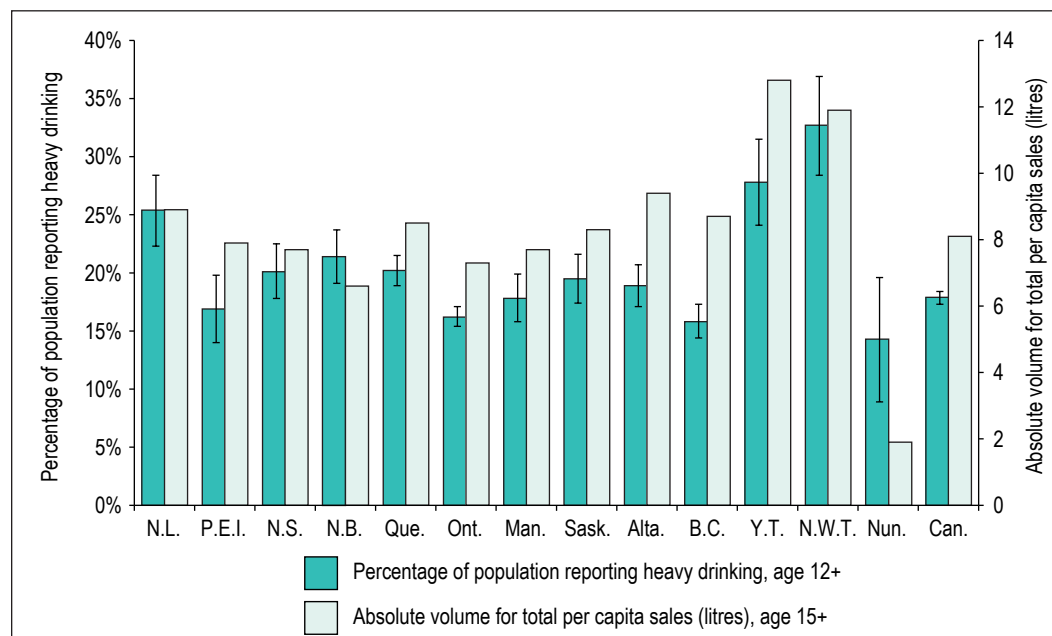
Results

How do alcohol sales and heavy drinking vary across Canada?

Provinces and territories with higher sales also had higher prevalence of heavy drinking on average

There is large variation in alcohol consumption and drinking patterns globally, as well as within countries and between drinkers.³³ Figure 2 shows that in Canada, heavy drinking — 5 or more drinks for men and 4 or more drinks for women on 1 occasion at least once a month over a 1-year period — was self-reported by 18% of people age 12 and older. The percentage of heavy drinking ranged from 14% in Nunavut to 33% in the Northwest Territories. On average, the provinces and territories with greater alcohol sales also had higher prevalence of heavy drinking. In 2014, alcohol sales and rates of heavy drinking were higher in Newfoundland and Labrador, Quebec, Yukon and the Northwest Territories than for Canada overall.

Figure 2 Heavy drinking (self-report) and alcohol sales
(absolute volume for total per capita sales),
by province/territory, 2014



Notes

Absolute volume for total per capita sales (litres) is calculated for the population age 15 and older in Statistics Canada's CANSIM Table 183-0023.

A liquor restriction structure exists in Nunavut, ranging from standard access to total exclusion. While there is access to 2 warehouses for the purchase of alcohol, out-of-territory purchases and acquisitions, illegal trade and bootlegged alcohol have an influence on the consumption of alcohol not captured by sales data. Per capita sales also exclude quantities derived from import permits.

Sources

Statistics Canada. [Table 183-0023: Sales and per capita sales of alcoholic beverages by liquor authorities and other retail outlets, by value, volume, and absolute volume, annual](#). CANSIM (database). Accessed April 7, 2017.

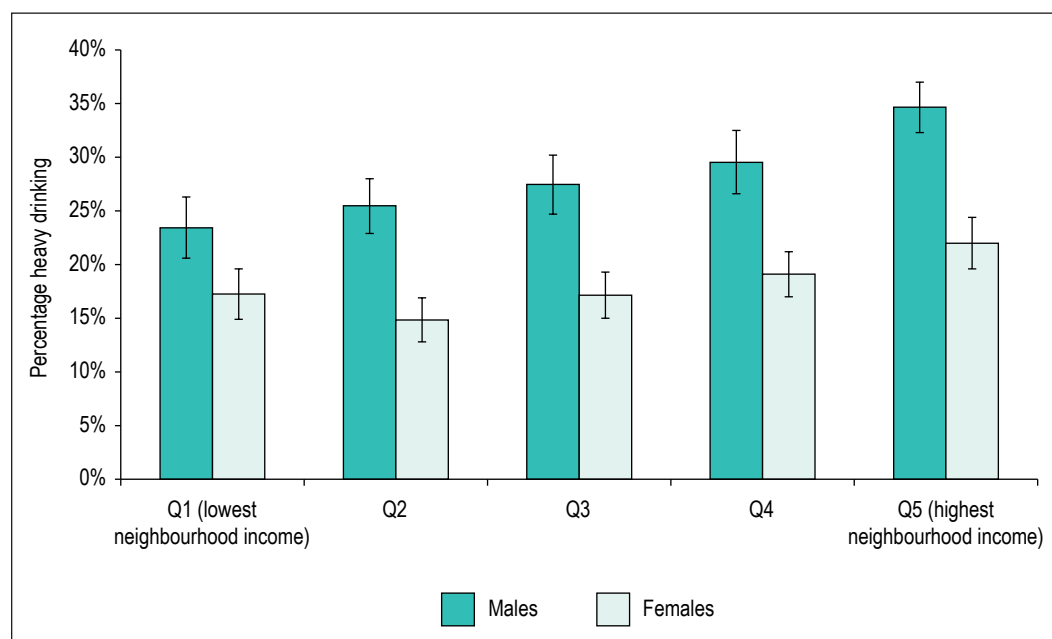
Statistics Canada. [Table 105-0501: Health indicator profile, annual estimates, by age group and sex, Canada, provinces, territories, health regions \(2013 boundaries\) and peer groups, occasional](#). CANSIM (database). Accessed April 7, 2017.

Heavy drinking differs for males and females, by income and across the lifespan

Heavy drinking is more prevalent for males than females. Data from the Canadian Community Health Survey (CCHS) suggests that heavy drinking occurs more frequently among men than women and among individuals age 20 to 34 than other age groups (data not shown).

As shown in Figure 3, heavy drinking follows an income gradient, with the highest rates of heavy drinking observed among men in higher-income groups. A similar pattern was observed for women; however, the differences were not significant.

Figure 3 Percentage of heavy drinking, by income quintile and sex, 2014



Notes

Income quintiles are based on self-reported adjusted household income from the 2014 CCHS. Confidence limits are calculated using coefficients of variation provided as part of Statistics Canada's 2014 Public Use Microdata File. While the CCHS is representative of 98% of the Canadian community-dwelling population, there are some notable exclusions, such as people living on reserves.

Source

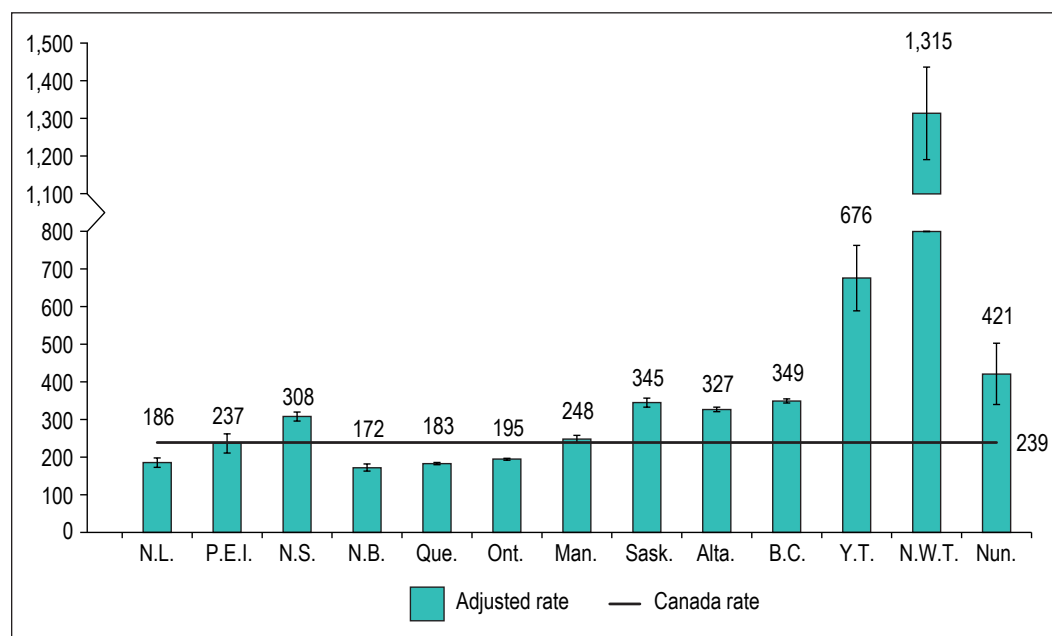
Statistics Canada. Canadian Community Health Survey Public Use Microdata File. 2013–2014 (82M0013X2016001). All computations, use and interpretation of this data are entirely those of the Canadian Institute for Health Information.

How do hospitalizations entirely caused by alcohol vary across the country?

In 2015–2016, approximately 56,600 Canadians were hospitalized with a condition entirely caused by alcohol. Of these people, 21% had 2 or more hospitalizations entirely caused by alcohol that year. In total, there were about 77,000 hospitalizations, which was 212 a day, on average. This compares with about 75,000 hospitalizations for heart attack (an average of 205 a day) in the same year.

In 2015–2016, the overall age-standardized rate for the indicator Hospitalizations Entirely Caused by Alcohol was 239 per 100,000. As shown in Figure 4, the territories had higher rates than the provinces, on average. With the exception of Nova Scotia, provinces in the east had lower rates on average than those in the west. Geographic variations may reflect differences in the prevalence of harmful drinking, in the organization and delivery of care, as well as in the availability of services and supports for people at risk of alcohol harm in the community.³⁴

Figure 4 Age-standardized rates for Hospitalizations Entirely Caused by Alcohol per 100,000 population age 10+, by province/territory, 2015–2016



Note

Age-standardized to the 2011 Canadian standard population.

Sources

Hospital Morbidity Database, Discharge Abstract Database, National Ambulatory Care Reporting System and Ontario Mental Health Reporting System, 2015–2016, Canadian Institute for Health Information; population estimates, 2015, Statistics Canada.

Box 3: Regional variations in results for Hospitalizations Entirely Caused by Alcohol

While provincial and territorial rates for the indicator Hospitalizations Entirely Caused by Alcohol ranged from 172 per 100,000 in New Brunswick to 1,315 per 100,000 in the Northwest Territories, differences were even more substantial at the regional level. In 2015–2016, age-adjusted rates for Hospitalizations Entirely Caused by Alcohol ranged from 111 per 100,000 population in the Central Local Health Integration Network in Ontario to 3,126 per 100,000 population in Nunavik Health Region in Quebec. Provincial, territorial and regional results are available in CIHI's [Your Health System](#).

In addition, Canadians living in rural and remote areas had higher rates for Hospitalizations Entirely Caused by Alcohol than their urban counterparts (see Appendix B). Higher rates of hospitalizations in rural and remote areas may be explained in part by fewer community treatment options being available.

The relationship between alcohol sales, heavy drinking and hospitalizations is complex

In some cases, alcohol sales and heavy drinking follow the same pattern as rates of hospitalizations. For instance, the Northwest Territories and Yukon have higher-than-average rates of hospitalizations, as well as high rates of heavy drinking and sales (see Figure 2). Similarly, British Columbia had the highest provincial rate for Hospitalizations Entirely Caused by Alcohol and higher-than-average sales. Alberta also had a high rate of hospitalizations, along with relatively high sales and heavy drinking. However, in Quebec, hospitalizations were low, on average, but heavy drinking and sales were both higher than the Canadian average.

In order to better understand alcohol harm within the provinces and territories, it will be important for future work to consider the regional variations within the provinces and territories. These variations should be examined alongside the differences and trends over time in the organization and delivery of treatment for alcohol harm. Taken together, this information could provide insight into the extent to which the delivery of services in the community is meeting the needs of individuals at risk of alcohol harm.

Males age 20+ are more likely to be hospitalized for conditions entirely caused by alcohol than females

Rates of hospitalizations entirely caused by alcohol also differed by sex and age, as shown in Figure 5. See Box 4 for detailed results on children and youth. From age 20 onward, males had higher rates for Hospitalizations Entirely Caused by Alcohol than females, with rates for both sexes peaking in mid-life. The higher rates in mid-life are likely related in part to long-term cumulative exposure to alcohol.³³ Females had the lowest rates in late life, while males had the lowest rates in early life.

Adults in middle age (twice as many men as women) make up about



The sex differences in hospitalizations mirror those found in drinking patterns, where there is a significantly higher prevalence of self-reported heavy drinking among men than women (as shown in Figure 3). This sex difference among adults is consistent with previous international studies.^{35, 36}

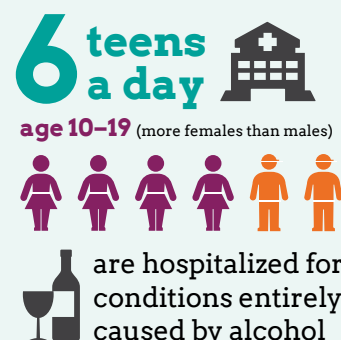
Box 4: Hospitalizations entirely caused by alcohol among children and youth

Our results show that young people make up a very small proportion of the total alcohol hospitalizations in Canada (Figure 5). Still, 6 children and youth age 10 to 19 were hospitalized each day (on average) due to alcohol in 2015–2016. Thus not only are children and youth drinking alcohol below most of the provincial/territorial legal age drinking laws, but many are engaging in harmful drinking that results in hospitalization.

The most common diagnoses for hospitalizations entirely caused by alcohol for children and youth age 10 to 19 were harmful alcohol use and alcohol intoxication (results not shown). Girls age 10 to 19 are more frequently hospitalized for alcohol than boys in this age group; this is the only period throughout the lifespan where hospitalizations entirely caused by alcohol among females outnumber those among males (see Figure 5).

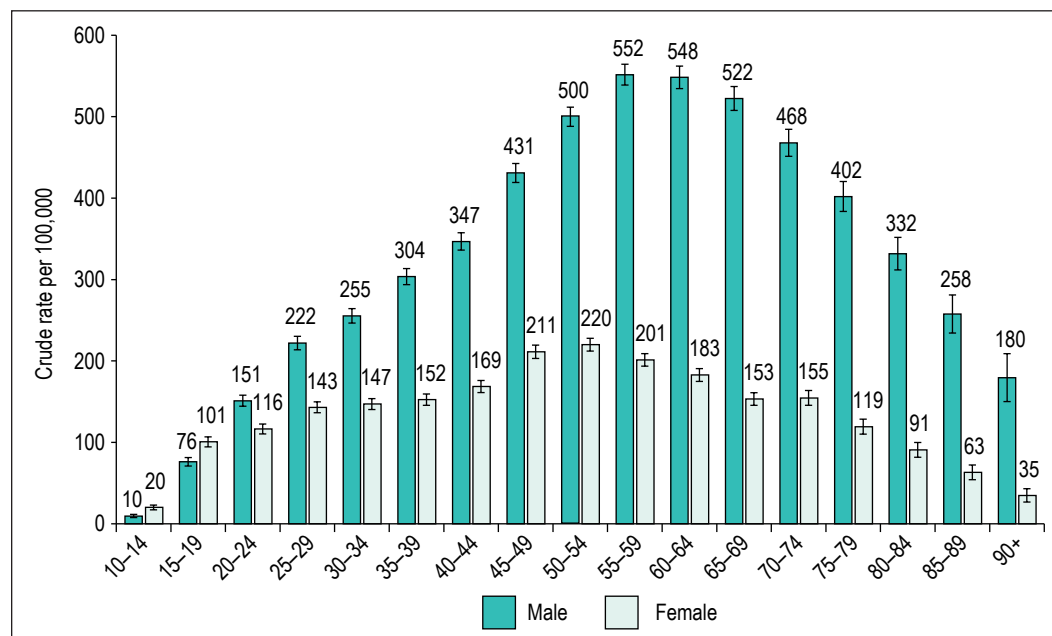
Prevention efforts focused on young Canadians have the potential to reduce both short- and long-term risks of alcohol harm. Youth warrant attention in harm reduction and prevention strategies as they are at increased risk of negative experiences from alcohol compared with adults.³⁷ Those who binge drink are more likely to engage in a variety of high-risk behaviours, such as riding with an intoxicated driver, or using drugs or alcohol before sexual intercourse.³⁸

As many as



(Source: CIHI, 2015)

Figure 5 Crude rates for Hospitalizations Entirely Caused by Alcohol per 100,000 population age 10+, by age group and sex, 2015–2016



Sources

Hospital Morbidity Database, Discharge Abstract Database, National Ambulatory Care Reporting System and Ontario Mental Health Reporting System, 2015–2016, Canadian Institute for Health Information; population estimates, 2015, Statistics Canada.

Hospitalizations entirely caused by alcohol are higher among people residing in lower-income neighbourhoods

Compared with people living in the highest-income neighbourhoods, those living in the lowest-income neighbourhoods had higher rates for the indicator Hospitalizations Entirely Caused by Alcohol. Specifically, rates of hospitalizations for the lowest-income neighbourhoods were 2.5 times higher than for the highest-income neighbourhoods in Canada overall (see Appendix B for provincial results). This pattern is consistent with that found in a previous study.³⁹ Harm is more common among those in lower-income groups, who typically drink less than those in high-income groups: this is known as the alcohol harm paradox (see Box 5).

Box 5: The alcohol harm paradox

In this report, we found that low income was associated with a lower prevalence of heavy drinking yet significantly higher rates for Hospitalizations Entirely Caused by Alcohol.

This finding is consistent with the literature: people of higher socio-economic status (SES) consume similar or greater amounts of alcohol than people of lower SES, but people of lower SES bear a disproportionate burden of alcohol harm.^{36, 40, 41}

This alcohol harm paradox may relate to greater susceptibility to the consequences associated with living with lower income, including higher stress levels, fewer social support networks, fewer resources to cope and other risk factors such as poorer diet and physical inactivity.^{27, 42, 43} In addition, exposure to unsafe drinking settings, beverage choice and frequency of binge drinking may help explain the alcohol harm paradox.⁴³

How do alcohol policies and strategies vary across the country?

Alcohol consumption and related health outcomes are affected by individual- and societal-level factors, including policies and strategies put in place by governments to regulate the distribution of alcohol and policies and programs for addressing harms (see Figure 1 and Table A1 in Appendix A). In this section, we first present variations in population-level policies regulating the availability and accessibility of alcohol: control systems, physical availability and pricing of alcohol. We then look at an individual-level strategy: alcohol screening, brief intervention and referral (SBIR) to reduce harm among high- or at-risk individuals.

Alcohol can be sold in a range of locations, including restaurants and government-run liquor stores. These are referred to as off-premise locations, on-premise locations and off-sales.

- Off-premise locations: Licensed retail outlets or stores (e.g., government-run liquor stores, private retail stores, convenience stores) that sell alcoholic beverages for consumption off the site of sale (e.g., at home)
- On-premise locations: Licensed facilities (generally restaurants, pubs, bars and cafes) that sell alcoholic beverages for consumption at the site of the sale
- Off-sales: The sale of alcohol from licensed on-premise locations, such as restaurants and bars, for off-premise consumption (e.g., at home)

Alcohol control system

Policy

The alcohol control system is the mechanism by which provinces and territories regulate the sale and distribution of alcohol. The alcohol control system policy examined was the following:

- Off-premise government-owned alcohol retailers as a percentage of total alcohol retailers.ⁱⁱⁱ

Evidence: Greater government control is associated with lower alcohol consumption and harm

Government control over the alcohol retail environment can reduce alcohol consumption and, consequently, alcohol harm.^{15, 44, 45} When government monopolies are dismantled and the level of privatization increases, there is an increase in alcohol sales per capita,^{5, 46} consumption and harm.^{44, 47–50} For example, in British Columbia, the increase in privatization (and retail alcohol density) was associated with an increase in alcohol-related mortality.⁵¹

Canada-wide results: Government ownership of alcohol retail stores varies

Figure 6 shows that there is a large variation in the extent of government ownership of alcohol retail stores across Canada, ranging from 0% in Alberta and the Northwest Territories to 100% in Nunavut and Yukon.

Off-sales — which are permitted in Quebec, Manitoba, Saskatchewan, Alberta, British Columbia, Yukon and the Northwest Territories — are not included in the calculation of government ownership. In Yukon, private retail is entirely via off-sales licences provided to 85 restaurants and bars. In Saskatchewan, there are 450 off-sales permits, compared with 75 public and 194 private retail outlets. In Quebec, restaurants and bars with permits can sell alcoholic beverages with a meal for takeout or delivery (except draught beer or spirits).

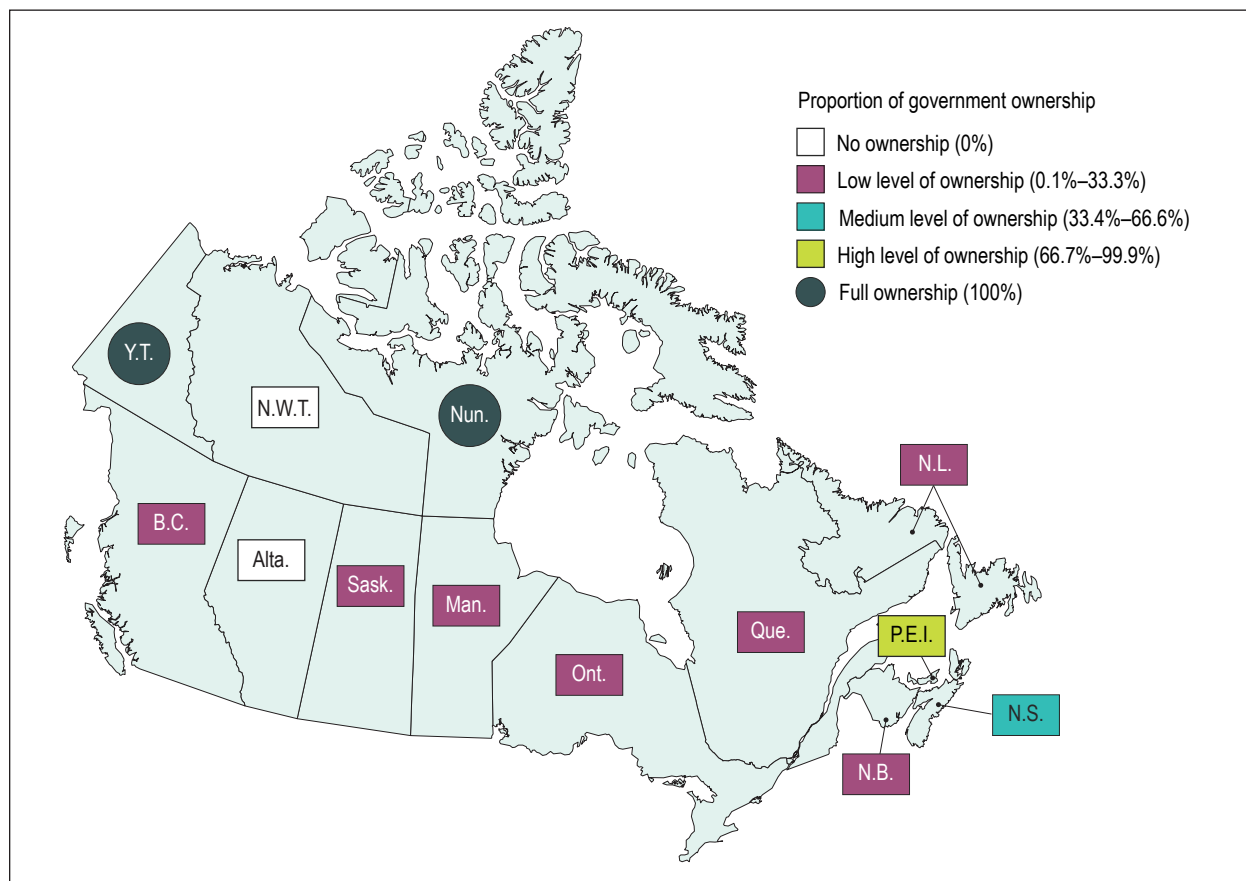
It is also important to note that the extent of government ownership of the alcohol retail system does not consider the volume of sales that occur in public versus private retail stores. In some jurisdictions, the proportion of government ownership might be low, but these retail stores may be responsible for a large percentage of total sales.^{52–54}

Some provinces with a higher proportion of government-owned stores, such as Prince Edward Island and Nova Scotia, had lower-than-average consumption. However, for the most part, provinces and territories with high government control did not have lower hospitalization rates, on average. For example, Nunavut has 100% government ownership alongside high rates of hospitalizations entirely caused by alcohol. In Nunavut, the issue of alcohol is recognized

iii. Total alcohol retailers include both government-owned and private retailers. Agency stores, off-premise licensees and independent contractors are considered private. Off-sales are excluded.

as complex; therefore, the government is exploring a range of harm reduction policies that include increasing availability to licensed alcohol to promote responsible consumption and to reduce the use of bootlegged alcohol.^{55, 56}

Figure 6 Proportion of government ownership of alcohol retail stores (excluding off-sales), by province/territory, 2016



Note

Off-sales are not included in the calculation of government ownership.

Sources

Publicly available policy documents and data provided by provinces and territories during validation.

Physical availability

Policy

Physical availability regulations include setting hours of operation and putting in measures to reduce the number of off-premise (e.g., retail stores) and on-premise (e.g., restaurants, bars) locations where alcohol is sold. The physical availability policies examined were the following:

- Maximum operating hours for off-premise locations; and
- The number of off-premise alcohol retailers per 100,000 population (excluding off-sales).

Evidence: Hours and density matter

Evidence shows that restricting the physical availability of alcohol by regulating the times when alcohol can be sold and limiting outlet density may decrease alcohol harm at the population level.^{5, 33, 57} Increasing the hours of sale by greater than 2 hours has been shown to be related to increases in alcohol-related harms, such as an 11% relative increase in traffic injury crashes and a 20% relative increase in weekend emergency department admissions.⁵⁸

Government ownership, as described in the previous section, is closely related to physical availability. Previous research has shown that provinces and territories where the government owned the majority of alcohol retail stores also had both fewer hours of operation and fewer retail outlets.^{26, 46}

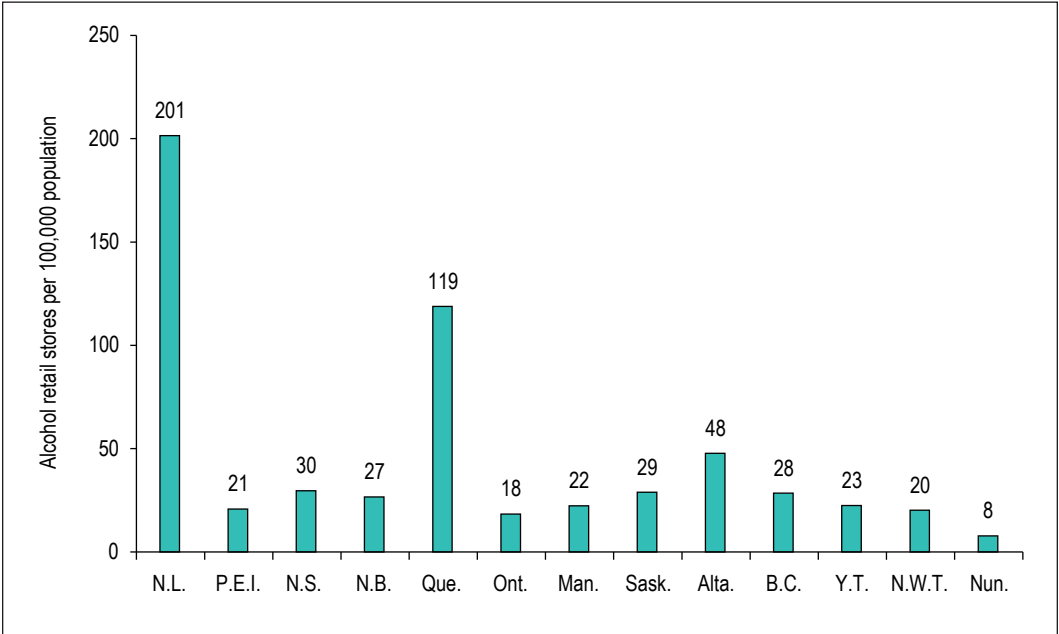
Canada-wide results: Availability of alcohol varies across the country

Figure 7 shows that there is a large variation in the density of alcohol retail stores across the country. In most cases, the provinces and territories with lower proportions of government-owned alcohol retail stores (i.e., Newfoundland and Labrador, Quebec, Saskatchewan, Alberta) had more alcohol retail stores per 100,000 inhabitants; this finding is consistent with a previous study from British Columbia.⁴⁶

The maximum regulated sale hours for alcohol retailers (i.e., off-premise sales) varied widely across the country (see Table B3 in Appendix B). In Yukon, the retail purchase of alcohol is limited to 10 hours in a 24-hour period, compared with 18.5 and 19 hours in Manitoba and Saskatchewan, respectively.

The relationship between the availability of alcohol and results for Hospitalizations Entirely Caused by Alcohol generally does not follow the expected pattern. For example, Newfoundland and Labrador and Quebec have high alcohol retail density and low rates of hospitalizations entirely caused by alcohol. This may be because the current analyses focus on a single indicator of density and a single point in time, and therefore do not capture changes over time in alcohol policies more broadly and other cultural or historical factors influencing alcohol consumption and harm.

Figure 7 Alcohol retail density per 100,000 population (excluding off-sales), by province/territory, 2016



Notes

Calculated based on the number of alcohol retail stores (including liquor and agency stores and private retailers) in 2016 and 2015 population estimates for individuals age 15 and older. Off-sales are not included in the calculation of alcohol retail density. The number of stores does not take into account the size of the store or the volume of sales. In Nunavut, liquor must be ordered from 1 of 2 warehouses controlled by the Nunavut Liquor Commission or imported from outside of the territory. These 2 warehouses were used for the calculation of alcohol retail density.

Sources

Publicly available policy documents and data provided by provinces and territories during validation; population estimates, 2015, Statistics Canada.

Pricing

Policy

Pricing policies aim to make alcohol less affordable. There are a number of pricing policy options available, such as minimum pricing, pricing on alcohol content, restricting discounts and taxation.^{33, 59} Minimum prices are the lowest price at which alcohol can be sold. Adjusting the cost of alcohol to inflation ensures that alcohol does not become cheaper than other goods over time. Adjusting the cost of alcohol based on alcohol content promotes the consumption of lower-strength products because these products are the most affordable.

The alcohol pricing policies examined were the following:

- Minimum pricing for off-premise and on-premise locations;
- Minimum alcohol prices indexed to inflation; and
- Minimum alcohol prices adjusted for percentage of alcohol content.

Evidence: Increasing the price of alcohol reduces harm

Alcohol pricing policies are the most effective and cost-effective method of reducing alcohol consumption and alcohol harm.^{5, 15, 57, 59–61} Pricing policies that reduce the affordability of inexpensive alcohol have been found to be more effective at decreasing consumption among heavy or harmful drinkers than among those who are light to moderate drinkers.^{33, 62} A systematic review and meta-analysis found that a 10% increase in alcohol price led to a 4.4% reduction in alcohol consumption.⁶³ In Canada, 2 studies^{64, 65} found that a 10% increase in minimum alcohol price led to a 3% and 8% reduction in alcohol consumption in British Columbia and Saskatchewan, respectively.

Canada-wide results: Alcohol pricing policies vary

Most jurisdictions legislate minimum alcohol prices (see Table 2). However, most provinces do not index the minimum prices of all alcoholic beverage types to inflation, and even fewer provinces adjust their minimum prices for alcohol content. 4 provinces — Nova Scotia, New Brunswick, Ontario and Manitoba — index minimum prices for all types of alcohol to inflation and have lower levels of alcohol consumption (see Figure 2). New Brunswick and Ontario also have the lowest average rates for Hospitalizations Entirely Caused by Alcohol (see Figure 4).

Table 2 Alcohol minimum pricing policies, by province/territory, 2016

Minimum pricing policy for all beverage types (beer, wine, spirits)	N.L.	P.E.I.	N.S.	N.B.	Que.	Ont.	Man.	Sask.	Alta.	B.C.	Y.T.	N.W.T.	Nun.
Off premise	Y	Y	Y	Y	N*	Y	Y	Y	N	Y	N	N	N
On premise	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	N	N	N
Indexed to inflation	N	N	Y	Y	N*	Y	Y	N	N	N	N	N	N
Adjusted for percentage of alcohol content	Y	N	Y	Y	N	Y	N	Y	N	N	N	N	N

Note

* Quebec has minimum prices for beer that are indexed to inflation but not for wine and spirits.

Sources

Publicly available policy documents and validation with provinces and territories.

Screening, brief intervention and referral

Strategy

Alcohol SBIR is an individual-level strategy to reduce alcohol-related harm in individuals at risk (e.g., dependent or harmful drinkers) by coordinating early intervention and treatment services.^{29, 31} Screening is typically conducted by a clinician to identify individuals with risky (or harmful) drinking patterns or current alcohol problems that may benefit from further counselling or referral to treatment.³⁰ Brief interventions are short counselling sessions that provide information to increase motivation among or teach behaviour change skills to low- and moderate-risk drinkers, with the aim of reducing alcohol consumption and related harm.^{29, 66} Individuals who exhibit more serious signs of harmful alcohol use are referred to a level of care beyond the scope of brief interventions.²⁹

Evidence: SBIR is effective and cost-effective

Evidence shows that the process of SBIR is effective in reducing harmful levels of drinking and alcohol-related harm in primary care and emergency care settings.^{30, 67} Furthermore, brief interventions in primary care settings were found to be effective in addressing hazardous and harmful drinking among middle-aged male drinkers.³¹

SBIR is a cost-effective approach for addressing hazardous and harmful drinking.^{15, 28} It also substantially reduces hospitalization costs, with an estimated \$4 return for every \$1 invested.⁶⁸

Canada-wide results: Most provinces and territories have strategies that include SBIR

More than half of the provinces and territories have SBIR included in an alcohol or mental health and addictions strategy (see Appendix C). It is interesting to note, however, that fewer than 1 in 4 Canadians reported having spoken to their health provider about alcohol in the past 2 years (see Box 6).⁶⁹ Similarly, previous studies have found that many practitioners have yet to adopt SBIR into their practice.^{26, 30, 31} It has been suggested that time constraints and a lack of training and resources may be limiting uptake or adoption,^{30, 31} as well as challenges with adopting preventive approaches in health care settings more generally.³⁰

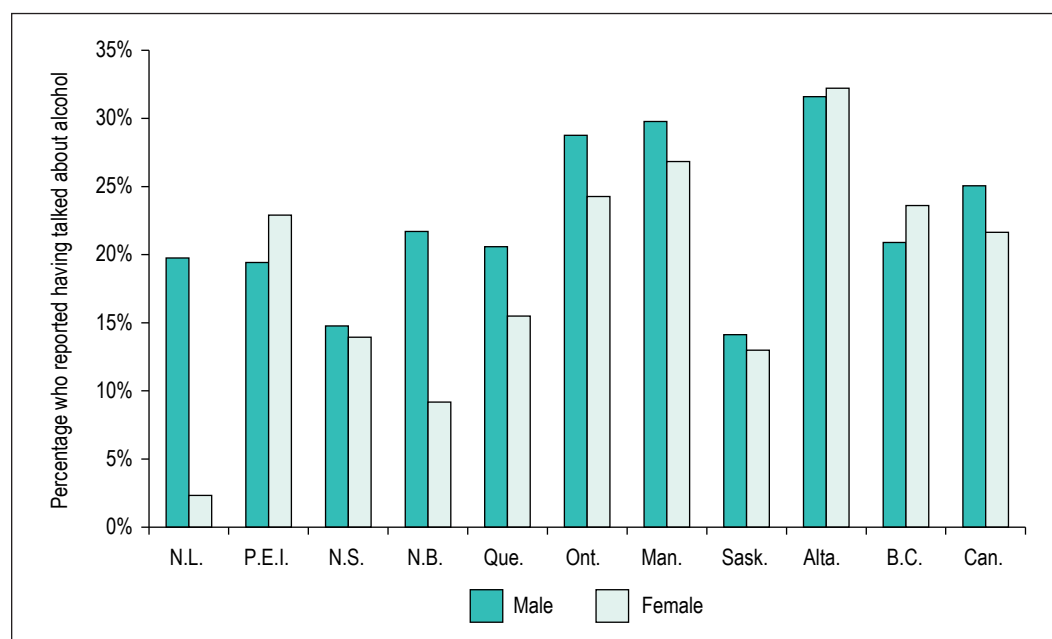
The alcohol strategies in Nova Scotia, Manitoba, Alberta and Nunavut include priority areas such as health promotion and education, control of alcohol availability and access to prevention services and treatment. In Nova Scotia, Manitoba and Alberta, the alcohol strategies also promote alcohol SBIR. Prince Edward Island, New Brunswick and Ontario all have mental health and addictions strategies in place, but these do not include any explicit reference to alcohol SBIR.

Box 6: Are health practitioners asking Canadians about their alcohol use?

As of 2004, The Commonwealth Fund conducts annual surveys to collect health care–related data from patients and providers in a number of developed countries.^{iv} In The Commonwealth Fund’s 2016 International Health Policy Survey, Canadians age 18 and older were asked “During the past 2 years, have you and your doctor or other clinical staff at the place you usually go to for care talked about alcohol use?”

Figure 8 shows that 25% of males and 22% of females reported having talked about alcohol use with a health care provider in the past 2 years. For both males and females, Alberta had the highest reported rates of talking about alcohol use with a care provider.⁶⁹

Figure 8 Percentage of Canadians in 2016 who reported having talked about alcohol use with a health care practitioner in the past 2 years, by province



Note

The total sample size in Canada was 4,567. The 3 territories are not reported separately due to small sample sizes (6 respondents in total), but they are included in the Canadian average.

Source

Canadian Institute for Health Information. [How Canada Compares: Results From the Commonwealth Fund's 2016 International Health Policy Survey of Adults in 11 Countries](#). 2017.

^{iv.} For more information about [The Commonwealth Fund surveys](#), visit CIHI's website.

Looking forward

Measurement for improvement

CIHI's new indicator Hospitalizations Entirely Caused by Alcohol provides a Canada-wide comparable baseline measure of alcohol harm that is available at provincial, territorial and regional levels in [Your Health System](#). Understanding the variations in this indicator can help identify the most vulnerable populations and can inform decisions regarding the allocation of resources for prevention, management and treatment to improve health outcomes.⁷⁰ Furthermore, monitoring changes in hospitalizations over time will help provide insight into the effectiveness of prevention and treatment approaches, as well as broader alcohol policies and strategies for reducing alcohol harm.

As one indicator of alcohol harm, information on hospitalizations provides some insight into the impact of alcohol on health systems. However, we know that the impact of alcohol on health systems is broader than the inpatient and day surgery care that is captured using this indicator. There are several other complementary indicators that could be included in a comprehensive alcohol harm monitoring strategy. Examples, as seen in Scotland,⁷¹ include measures of emergency department visits due to alcohol, hospitalizations that are related in part to alcohol, motor vehicle traffic injuries and deaths from drinking and driving, and deaths caused by alcohol.^{2, 36, 72, 73} Indicators of broader alcohol-related harm, such as crime and unemployment, could also be considered for a more complete picture of the burden of alcohol.^{27, 71, 74}

Health system role

Each interaction with the health system represents an opportunity to intervene to reduce future harm. Possible approaches to prevent harm include providing alcohol-specific resources (e.g., staff) dedicated to managing alcohol harm in the hospital and community.^{75–77} SBIR can be effective in reducing harmful levels of drinking and alcohol-related harm in primary care and emergency care,^{30, 67} in particular among middle-aged, male drinkers.³¹ To facilitate the promotion and uptake of SBIR, the College of Family Physicians of Canada and the Canadian Centre on Substance Abuse have developed a [clinical guide](#) that incorporates *Canada's Low-Risk Alcohol Drinking Guidelines*.

Connecting alcohol policy and harm reduction

In looking at the Canada-wide variations, the relationships between consumption, hospitalizations and policies are complex. Provincial hospitalization rates are highest in Saskatchewan and British Columbia, where all 4 minimum pricing policies are not in place, government ownership is low and the density of alcohol retail varies. High rates of hospitalizations are also seen in the 3 territories, where the minimum pricing policies are not in place but government ownership and the number of alcohol retail stores vary considerably. At the same time, in Quebec, average rates of hospitalizations entirely caused by alcohol are low, but supply and sales are higher than the average for Canada. Understanding the impact of policies on consumption and alcohol harm will require some analysis of changes over time (e.g., as part of the forthcoming study to update Giesbrecht et al. 2013). We may be able to better understand these relationships by taking a closer look at the communities and populations most at risk of experiencing harm.

Ongoing changes to alcohol policies across Canada support the need for continued monitoring of alcohol harm. For example, Ontario and Saskatchewan are currently increasing the number of private alcohol retailers.^{78, 79} British Columbia is also increasing the physical availability of alcohol by taking a number of measures, including increasing licenses for on-premise consumption and the number of private alcohol retailers.⁸⁰ In Nunavut, the first alcohol retail store is scheduled to open in 2017.⁸¹ In Quebec, the provincial liquor board reduced the price of wine in 2016 to be more competitive with Ontario's lower prices.⁸²

Equity and intersectoral approaches

Given our findings of elevated rates for the indicator Hospitalizations Entirely Caused by Alcohol in lower-income neighbourhoods and in rural and northern regions, alcohol policy development and evaluation could consider impacts on equity. For example, pricing policies have been shown to reduce hospitalizations among low-income populations.⁸³ Minimum pricing also reduces the availability of the least expensive alcohol often favoured by risky drinkers.^{5, 65} For those with severe alcohol dependence and housing instability, managed alcohol programs (i.e., interventions in shelters/supportive housing settings that minimize harm by stabilizing alcohol intake) have demonstrated effectiveness for reducing alcohol-related harm.^{84–86}

An evidence-informed approach to reducing alcohol harm involves collaboration across sectors^{25, 50} while recognizing trade-offs among revenue, public interest, and potential health and social harms.⁸⁷ Several jurisdictions have worked across sectors to develop alcohol strategies that incorporate effective policy levers and strategies to prevent and reduce harm (see appendices A and C).

Conclusion

This report provides new results of one important measure of alcohol harm, Hospitalizations Entirely Caused by Alcohol, and identifies some of the populations at greater risk (e.g., lower-income groups, youth, middle-aged men, rural and remote populations, several northern regions). Furthermore, the data and analysis of policies and strategies to reduce harm at the provincial and territorial level — including variations in approaches to regulating pricing, control, physical availability and SBIR — suggest that opportunities exist to strengthen the alcohol policy landscape. In future, new approaches to measure sales at the individual level and drinking patterns among populations not currently included in ongoing health surveys (e.g., people living on reserves) along with complementary measures of alcohol harm could help inform alcohol policy and interventions across Canada. The information presented here can be used as a starting point to monitor and understand the burden of alcohol on individuals and health systems.

Appendix A: Methods

Data analysis

This report provides an overview of Canada-wide variations in alcohol sales, heavy drinking and results for Hospitalizations Entirely Caused by Alcohol.

Alcohol sales

Alcohol sales data is commonly used to measure consumption, since survey data is known to significantly underestimate alcohol use.^{88, 89} In this report, alcohol sales were estimated using 2014–2015 data on alcohol sales from liquor authorities and other retail outlets.⁹⁰ This information is reported as the absolute volume of pure alcohol sold per capita and presented provincially and territorially.

Heavy drinking

Drinking patterns are important to assess because harmful drinking can be associated with increased risk of injury, violence, alcohol poisoning, emergency department visits and hospitalizations.²⁷ This report examined patterns of heavy drinking across Canada.

Heavy drinking was defined as consuming 5 or more drinks for men and 4 or more drinks for women on 1 occasion at least once a month over a 1-year period.^{34, 91} Heavy drinking and binge drinking (defined as consuming 5 or more drinks for men and 4 or more drinks for women within about 2 hours)⁹² are commonly used measures to describe drinking patterns. They are used because of the increased risk of health and social harm associated with these patterns and consumption levels.^{34, 93} Other aspects of alcohol consumption that are important to capture include the types of alcohol consumed⁹⁴ and the circumstances in which people drink alcohol (e.g., what, when, where, with whom, how much, how often).^{33, 95} The focus of this report is on heavy drinking because the currently available measures of binge drinking capture the majority of the population: based on the Centers for Disease Control and Prevention's definition, 64% of Canadians would be considered to have engaged in binge drinking (data not shown).

Heavy drinking estimates were obtained from Statistics Canada's 2014 CCHS at provincial and territorial levels (CANSIM Table 105-0501) and are available on an annual basis. Heavy drinking estimates are also available at the regional, provincial and territorial levels as part of CIHI's [Your Health System](#). Differences in heavy drinking patterns between males and females across income quintiles were obtained using the Public Use Microdata File for the 2014 CCHS. While the CCHS is representative of 98% of the Canadian community-dwelling population, there are some notable exclusions, such as people living on reserves.

Hospitalizations entirely caused by alcohol

Hospitalizations entirely caused by alcohol were defined as hospital stays for the treatment of conditions wholly (100%) caused by alcohol (see Box 2). Data from 2015–2016 was used to calculate age-standardized rates for the indicator Hospitalizations Entirely Caused by Alcohol per 100,000 population age 10 and older. The indicator captures hospitalizations in general and psychiatric facilities, including day surgery settings. Visits to emergency departments that did not result in admission to hospital are not captured.

More information on the calculation of the **Hospitalizations Entirely Caused by Alcohol** indicator can be found in [CIHI's Indicator Library](#). The indicator results will be reported on a regular basis at the regional, provincial/territorial and national levels in Your Health System (both In Brief and In Depth) and the Health Indicators e-Publication.

Policy analysis

To examine variations in alcohol policies and strategies across the country, an environmental scan of published literature and publicly available documentation from provincial and territorial ministries was conducted in 2016. Table A1 summarizes effective policies identified in recent national and international reports.^{5, 27, 87} The 2013 report *Strategies to Reduce Alcohol-Related Harms and Costs in Canada: A Comparison of Provincial Policies* informed the current analyses. A second iteration of this report is forthcoming.

Table A1 Effective alcohol policies and strategies

Policy approach	Rationale	Sample policy levers	Mandate
Control systems	Restrict alcohol sales and distribution to reduce the availability of alcohol	Private versus government-controlled retail system	Province/territory
Physical availability	Limit access to and the supply of alcohol to reduce consumption	Regulating outlet density and hours of sale	Province/territory
Pricing	Increase the cost of alcohol to reduce its consumption	Minimum pricing regulations, taxation	Province/territory
Screening, brief intervention and referrals (SBIR)	Identify and influence individuals with risky drinking behaviours	SBIR component reflected in provincial/territorial strategy, practice guidelines/position papers and fee codes for implementing SBIR	Province/territory
Drinking and driving countermeasures	Deter drinking and driving to reduce alcohol-related collisions and harm	Licensing suspensions	Province/territory
		Blood alcohol concentration limits	Federal
Minimum legal drinking age	Reduce alcohol use and harm among underage youth	Legal drinking age legislation and enforcement	Province/territory
Server and management training	Reduce underage drinking and over-service to intoxicated individuals	Program status, quality and enforcement	Province/territory
Marketing and advertising	Limit exposure to alcohol marketing and advertising by regulating type of content, and placement and number of advertisements in circulation	Marketing regulations and enforcement	Province/territory
		Canadian Radio-television and Telecommunications Commission <i>Code for Broadcast Advertising of Alcoholic Beverages</i>	Federal
Warning labels and signs	Raise public awareness to reinforce risks associated with alcohol consumption	Warning labels on alcohol containers	Federal

Note

While not reflected in the table, municipal governments, non-governmental organizations and industry can also play active roles in supporting alcohol policy and strategy.

Source

Compiled by the authors.

To inform the selection of policies and strategies to include in this report, the following criteria were considered:

- Inclusion of both population- and individual-level strategies;
- Evidence of impact on alcohol consumption and alcohol harm;
- Responsibility of provincial/territorial policy-makers; and
- Degree of variability across provinces and territories.

Based on the findings from the literature review and the application of the criteria above, the population-level alcohol policies highlighted in the report include the control system, physical availability and pricing. The individual-level strategy that is reviewed in the report is SBIR.

Information regarding each policy and strategy was collected from documents found on ministry and agency websites. Examples of documents reviewed include strategies, reports, legislation and regulations. Information was then validated for accuracy in 2016–2017 by ministry and agency stakeholders (i.e., health, finance, liquor board) who were responsible for the policy or strategy. The level or extent of implementation of the policies and strategies analyzed was out of scope for this report.

Appendix B: Supplementary data tables

Table B1 Age-adjusted rates for Hospitalizations Entirely Caused by Alcohol per 100,000 population age 10+, by province and neighbourhood income quintile, 2015–2016

Province	Q1 (lowest neighbourhood income)	Q2	Q3	Q4	Q5 (highest neighbourhood income)
N.L.	227.1	209	159.7	140.5	193.2
P.E.I.	430.1	252	166.2	205.7	189.7
N.S.	431.2	371.2	263.7	275	262.9
N.B.	270.4	197.8	141.6	135	95.7
Que.	301.4	213.4	158.7	144.4	127.5
Ont.	322.5	213.7	177.6	152.9	147.2
Man.	566.2	244.4	196	175	179.2
Sask.	862.7	351.5	298.8	184.7	241.2
Alta.	673.7	343.3	282.8	230.1	176.7
B.C.	540.2	354.1	291.2	244	240.9
Canada	410.6	257.3	207.3	177.9	166.2

Note

Rates of hospitalizations were not reported by income level for the territories due to small populations and limitations in deriving income quintiles based on postal codes in rural and remote areas.

Sources

Hospital Morbidity Database, Discharge Abstract Database, National Ambulatory Care Reporting System and Ontario Mental Health Reporting System, 2015–2016, Canadian Institute for Health Information; population estimates, 2015, and Postal Code Conversion File Plus, version 6C, Statistics Canada.

Table B2 Age-adjusted rates for Hospitalizations Entirely Caused
by Alcohol per 100,000 population age 10+, by province
and by urban and rural/remote location, 2015–2016

Province	Urban	Rural/remote
N.L.	211	164.9
P.E.I.	202.6	298.4
N.S.	293.1	356.3
N.B.	172.9	149.3
Que.	164.6	268.7
Ont.	187.8	256
Man.	205.9	383
Sask.	285.6	493
Alta.	280.3	515.9
B.C.	307.2	489.6

Note

Urban is defined as Statistical Area Classification (SAC) types 1, 2 and 3. Rural/remote is defined as SAC types 4, 5, 6, 7 and 8.

Sources

Hospital Morbidity Database, Discharge Abstract Database, National Ambulatory Care Reporting System and Ontario Mental Health Reporting System, 2015–2016, Canadian Institute for Health Information; population estimates, 2015, and Postal Code Conversion File Plus, version 6C, Statistics Canada.

Table B3 Maximum regulated hours to purchase alcohol off premise,
by province/territory, 2016

Province/territory	Maximum regulated hours open to purchase alcohol off premise
N.L.	17
P.E.I.	13
N.S.	12
N.B.	18
Que.	15
Ont.	14
Man.	18.5
Sask.	19
Alta.	16
B.C.	14
Y.T.	10
N.W.T.	11
Nun.	0*

Note

* There are currently no liquor retail stores in Nunavut. Liquor must be ordered from 1 of 2 warehouses controlled by the Nunavut Liquor Commission or imported from outside of the territory.

Sources

Provincial/territorial liquor boards, 2016.

Appendix C: SBIR in strategies

Table C1 Inclusion of screening, brief intervention and referral in an alcohol or mental health and addictions strategy, by province/territory

Province/ territory	Alcohol or mental health and addictions strategy	Developed by ministry/agency	Inclusion of SBIR
N.L.	<i>Towards Recovery: A Vision for a Renewed Mental Health and Addictions System for Newfoundland and Labrador, 2017</i> ⁹⁶	Department of Health and Community Services	Yes
P.E.I.	<i>Prince Edward Island 2016–2026 Mental Health and Addiction Strategy: Moving Forward Together, 2016</i> ⁹⁷	Department of Health and Wellness	No
N.S.	<i>Provincial Alcohol Strategy: Changing the Culture of Alcohol Use in Nova Scotia, 2007</i> ⁹⁸	Department of Health Promotion and Protection, Addiction Services	Yes
N.B.	<i>The Action Plan for Mental Health in New Brunswick 2011–18, 2011</i> ⁹⁹	Department of Health	No
Que.	<i>Unis dans l'action, programme-services dépendance, 2007</i> ¹⁰⁰	Ministère de la Santé et des Services sociaux	Yes
Ont.	<i>Open Minds, Healthy Minds: Ontario's Comprehensive Mental Health and Addictions Strategy, 2011</i> ¹⁰¹	Ministry of Health and Long-Term Care	No
Man.	<i>Manitoba's Strategy to Reduce Alcohol-Related Harms, 2014</i> ¹⁰²	Ministry of Healthy Living and Seniors	Yes
Sask.	<i>Working Together for Change: A 10-Year Mental Health and Addictions Action Plan for Saskatchewan, 2014</i> ¹⁰³	Ministry of Health	Yes
Alta.	<i>Alberta Alcohol Strategy, 2008</i> ¹⁰⁴	Alberta Health; Alberta Health Services; Alberta Gaming and Liquor Commission	Yes
B.C.	<i>Healthy Minds, Healthy People: A Ten-Year Plan to Address Mental Health and Substance Use in British Columbia, 2010</i> ¹⁰⁵	Ministry of Health Services; Ministry of Children and Family Development	Yes
Y.T.	<i>Forward Together: Yukon Mental Wellness Strategy 2016–2026, 2016</i> ¹⁰⁶	Department of Health and Social Services	Yes
N.W.T.	<i>Mind and Spirit: Promoting Mental Health and Addictions Recovery in the Northwest Territories — Strategic Framework 2016–2021, 2016</i> ¹⁰⁷	Department of Health and Social Services	Yes
Nun.	<i>Taking Steps to Reduce Alcohol-Related Harm in Nunavut, 2016</i> ⁵⁶	Department of Finance; Department of Health; Department of Family Services; Department of Justice	No

Appendix D: Text alternative for figures

Figure 1 Conceptual framework of the harm caused by alcohol

This figure shows the complex relationships between alcohol consumption and harm. Alcohol consumption includes volume and patterns. Health outcomes include chronic and acute outcomes, such as mortality by cause, socio-economic consequences and harms to others. The framework has 4 societal factors: the level of development; culture; drinking context; and alcohol production, distribution and regulation. The framework also has 4 individual factors: age, sex and gender, familial factors and socio-economic status. These social and individual factors affect alcohol consumption and harm.

Source

Adapted from World Health Organization, *Global Status Report on Alcohol and Health 2014* with the permission of the publisher.

Figure 2 Heavy drinking (self-report) and alcohol sales (absolute volume for total per capita sales), by province/territory, 2014

Province/territory	Percentage of population reporting heavy drinking, age 12+	Absolute volume for total per capita sales (litres), age 15+
Newfoundland and Labrador	25.4	8.9
Prince Edward Island	16.9	7.9
Nova Scotia	20.1	7.7
New Brunswick	21.4	6.6
Quebec	20.2	8.5
Ontario	16.2	7.3
Manitoba	17.8	7.7
Saskatchewan	19.5	8.3
Alberta	18.9	9.4
British Columbia	15.8	8.7
Yukon	27.8	12.8
Northwest Territories	32.7	11.9
Nunavut	14.3	1.9
Canada	17.9	8.1

Notes

Absolute volume for total per capita sales (litres) is calculated for the population age 15 and older only in Statistics Canada's CANSIM Table 183-0023.

A liquor restriction structure exists in Nunavut, ranging from standard access to total exclusion. While there is access to 2 warehouses for the purchase of alcohol, out-of-territory purchases and acquisitions, illegal trade and bootlegged alcohol have an influence on the consumption of alcohol not captured by sales data. Per capita sales also exclude quantities derived from import permits.

Sources

Statistics Canada. [Table 183-0023: Sales and per capita sales of alcoholic beverages by liquor authorities and other retail outlets, by value, volume, and absolute volume, annual](#). CANSIM (database). Accessed April 7, 2017.

Statistics Canada. [Table 105-0501: Health indicator profile, annual estimates, by age group and sex, Canada, provinces, territories, health regions \(2013 boundaries\) and peer groups, occasional](#). CANSIM (database). Accessed April 7, 2017.

Figure 3 Percentage of heavy drinking, by income quintile and sex, 2014

Males have a higher percentage of heavy drinking than females in all income quintiles.
The percentage of heavy drinking among males increases as income increases.
The percentage of heavy drinking among females is lowest in Q2 and highest in Q5.

Notes

Income quintiles are based on self-reported adjusted household income from the 2014 CCHS.
Confidence limits are calculated using coefficients of variation provided as part of Statistics Canada's 2014 Public Use Microdata File. While the CCHS is representative of 98% of the Canadian community-dwelling population, there are some notable exclusions, such as people living on reserves.

Source

Statistics Canada. Canadian Community Health Survey Public Use Microdata File. 2013–2014 (82M0013X2016001).
All computations, use and interpretation of this data are entirely those of the Canadian Institute for Health Information.

Figure 4 Age-standardized rates for Hospitalizations Entirely Caused by Alcohol per 100,000 population age 10+, by province/territory, 2015–2016

Province/territory	Age-standardized rate	Lower limit of confidence interval	Upper limit of confidence interval
Newfoundland and Labrador	186	173	198
Prince Edward Island	237	211	262
Nova Scotia	308	296	320
New Brunswick	172	163	182
Quebec	183	180	186
Ontario	195	192	197
Manitoba	248	239	258
Saskatchewan	345	333	357
Alberta	327	321	333
British Columbia	349	344	355
Yukon	676	589	763
Northwest Territories	1,315	1,192	1,438
Nunavut	421	340	503
Canada	239	237	240

Note

Age-standardized to the 2011 Canadian standard population.

Sources

Hospital Morbidity Database, Discharge Abstract Database, National Ambulatory Care Reporting System and Ontario Mental Health Reporting System, 2015–2016, Canadian Institute for Health Information; population estimates, 2015, Statistics Canada.

**Figure 5 Crude rates for Hospitalizations Entirely Caused by Alcohol per
100,000 population age 10+, by age group and sex, 2015–2016**

The rates increased with age, with a peak in middle age for both males (between age 50 and 54) and females (age 55 to 59). From age 20 onward, males had higher rates of hospitalizations than females.

Age	Crude hospitalization rate for males	Crude hospitalization rate for females
10–14	9.6	20.1
15–19	76.1	100.6
20–24	151.2	116.4
25–29	222.0	143.1
30–34	255.4	147.1
35–39	303.6	152.5
40–44	346.8	168.6
45–49	430.9	211.3
50–54	499.9	220.0
55–59	551.7	201.3
60–64	548.3	182.7
65–69	522.4	153.3
70–74	467.9	154.6
75–79	402.0	119.3
80–84	331.8	90.8
85–89	257.7	63.2
90+	179.5	34.9

Sources

Hospital Morbidity Database, Discharge Abstract Database, National Ambulatory Care Reporting System and Ontario Mental Health Reporting System, 2015–2016, Canadian Institute for Health Information; population estimates, 2015, Statistics Canada.

**Figure 6 Proportion of government ownership of alcohol retail stores
(excluding off-sales), by province/territory, 2016**

Province/territory	Government ownership of alcohol retail stores (%)
Newfoundland and Labrador	Low (0.1% to 33.3%)
Prince Edward Island	High (66.7% to 99.9%)
Nova Scotia	Medium (33.4% to 66.6%)
New Brunswick	Low (0.1% to 33.3%)
Quebec	Low (0.1% to 33.3%)
Ontario	Low (0.1% to 33.3%)
Manitoba	Low (0.1% to 33.3%)
Saskatchewan	Low (0.1% to 33.3%)
Alberta	No ownership (0%)
British Columbia	Low (0.1% to 33.3%)
Yukon	Full ownership (100%)
Northwest Territories	No ownership (0%)
Nunavut	Full ownership (100%)

Note

Off-sales are not included in the calculation of government ownership.

Sources

Publicly available policy documents and data provided by provinces and territories during validation.

**Figure 7 Alcohol retail density per 100,000 population (excluding off-sales),
by province/territory, 2016**

Province/territory	Alcohol retail stores per 100,000 population
Newfoundland and Labrador	201
Prince Edward Island	21
Nova Scotia	30
New Brunswick	27
Quebec	119
Ontario	18
Manitoba	22
Saskatchewan	29
Alberta	48
British Columbia	28
Yukon	23
Northwest Territories	20
Nunavut	8

Notes

Calculated based on the number of alcohol retail stores (including liquor and agency stores and private retailers) in 2016 and 2015 population estimates for individuals age 15 and older. Off-sales are not included in the calculation of alcohol retail density. The number of stores does not take into account the size of the store or the volume of sales.

In Nunavut, liquor must be ordered from 1 of 2 warehouses controlled by the Nunavut Liquor Commission or imported from outside of the territory. These 2 warehouses were used for the calculation of alcohol retail density.

Sources

Publicly available policy documents and data provided by provinces and territories during validation; population estimates, 2015, Statistics Canada.

Figure 8 Percentage of Canadians in 2016 who reported having talked about alcohol use with a health care practitioner in the past 2 years, by province

Province	Proportion of males	Proportion of females
Newfoundland and Labrador	20	2
Prince Edward Island	19	23
Nova Scotia	15	14
New Brunswick	22	9
Quebec	21	16
Ontario	29	24
Manitoba	30	27
Saskatchewan	14	13
Alberta	32	32
British Columbia	21	24
Canada	25	22

Note

The total sample size in Canada was 4,567. The 3 territories are not reported separately due to small sample sizes (6 respondents in total), but they are included in the Canadian average.

Source

Canadian Institute for Health Information. [How Canada Compares: Results From the Commonwealth Fund's 2016 International Health Policy Survey of Adults in 11 Countries](#). 2017.

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for Nova Scotia Municipalities





26.6%

of **high school students** surveyed reported

binge drinking
in the previous month

- 2012 Nova Scotia Student Drug Use Survey

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Executive Summary

Municipal Alcohol Policy Guide to Reduce Alcohol-Related Community Harms

Nova Scotia's high rates of heavy drinking¹ are creating serious and costly consequences for all orders of government. The public costs of harmful alcohol use in Nova Scotia are substantial² and represent not only a huge financial burden, but, as our research and community consultations have revealed, can tarnish the reputation of our communities and cause serious and lifelong consequences for Nova Scotian families.

Addressing alcohol-related community harms through municipal planning and policy can reduce policing costs, enhance community appeal and attract residents. Effective alcohol policy can help create an environment where citizens, local services and businesses can thrive.

This document is a guide to municipal alcohol policy development. Developed at the request of municipal leaders, it is a concise resource for municipalities to improve the quality of life for their communities by addressing alcohol-related harms through local alcohol policy development.

This guide builds on the document [*Municipal Alcohol Policies: Options for Nova Scotia Municipalities \(2013\)*](#).³

Alcohol Policy Options (in brief)

1. Marketing, Advertising and Sponsorship

- a. Restrict or prohibit alcohol **advertising** in promotional materials and/or at municipally owned or managed facilities, properties and events, particularly those that are family-, children- and youth-oriented, and at places where children and youth frequent (e.g. school zones, bus shelters, buses, recreational areas, parks).



Halifax Waterfront

- b. Prohibit or restrict alcohol industry **sponsorship** of municipal facilities, properties, services and events (including any third-party events held on municipal property), particularly those that are family-, child- and youth-oriented, or within close proximity to places where children, youth and families frequent.

2. Enjoyable and Safe Neighbourhoods

Zoning and Land Use Planning (Municipal Planning Strategy and Land Use By-law)

- a. Consistent with a Municipal Planning Strategy, in a Land Use By-law, establish areas (zones) within a community in which alcohol establishments are permitted and those areas (zones) in which they are not permitted.
- b. Within zones that allow alcohol establishments a municipality can regulate various aspects of use including, but not limited to:
 - lot area, frontage and yard (setback requirements);
 - lot coverage (percentage of a lot area covered by a building);
 - screening, buffering and landscaping requirements;
 - parking and signage requirements; and
 - separation distances between various land uses.
- c. Where a Municipal Planning Strategy provides, Development Agreements can be used within a zone to regulate land use that may require additional considerations, such as traffic or pedestrian impacts and hours of operation (amongst other things).

Hours of Operation

- d. Establish guidelines for the types of preferred licensed establishments in the municipality. While hours of operation fall primarily under the jurisdiction of the province, municipalities can influence licensing decisions of AGFT by expressing their concerns, preferences and rationale.

- e. Limit or establish a moratorium on cabaret licenses (later hours of operation) and where possible, re-classify these to lounge licenses (this would have to be done in consultation with AGFT).

Enforcement

- f. Establish and enforce public nuisance and noise bylaws to address disorderly behaviour and noise. This may include working with local landlords and venue operators to ensure adherence to public nuisance/noise bylaws.
- g. Work with bylaw enforcement and police to enforce open liquor bylaws.
- h. Establish clear consequences for bylaw non-compliance (fines, community-based service).

Establish Partnerships

- i. Identify and partner with key stakeholders to address alcohol-related community harms through community engagement and capacity building, data collection, education, and public awareness.

3. Municipally Owned or Managed Properties, Facilities and Special Events

- a. Regulate, manage and evaluate conditions under which alcohol can be consumed on municipally owned or managed properties and facilities during public and private events, including festivals.

- b. Design Standards and Safety Practices
 - Consider implementing recommended safety practices⁴ at municipally owned and operated properties.
 - Work to establish a common code of safety practices with all local alcohol establishments through dialogue and partnership.

4. Minimizing Municipal Risk and Liability

- a. Ensure municipal staff and elected officials are aware of the legal responsibility/liability regarding alcohol service on municipal property and at municipal events, and any other regulations that may apply.

- b. Require mandatory third party liability insurance for all special occasion events and publicize the legal liability of venue licensees and servers.
- c. Ensure duty of care for all municipally owned and managed properties.

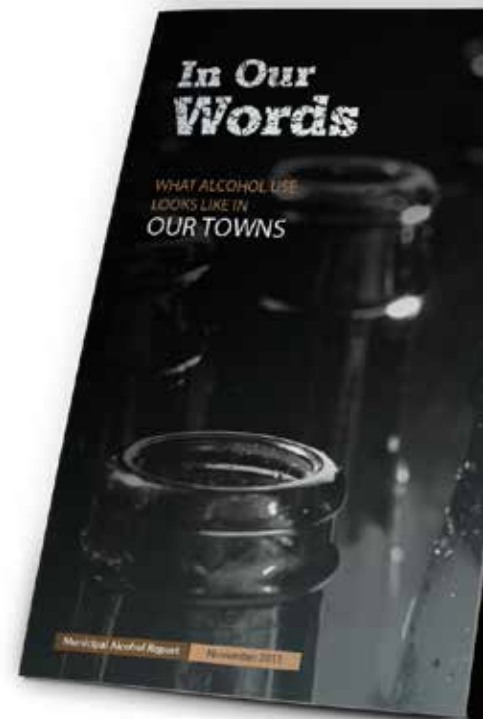
5. Workplace Alcohol Strategy

- a. Establish workplace alcohol/substance use policy for elected officials and staff to promote the health, wellness and safety of employees and families.

”

The harms through noise and damage spill out into the whole town...it affects the personality of the entire community.

Wolfville MAP 2011

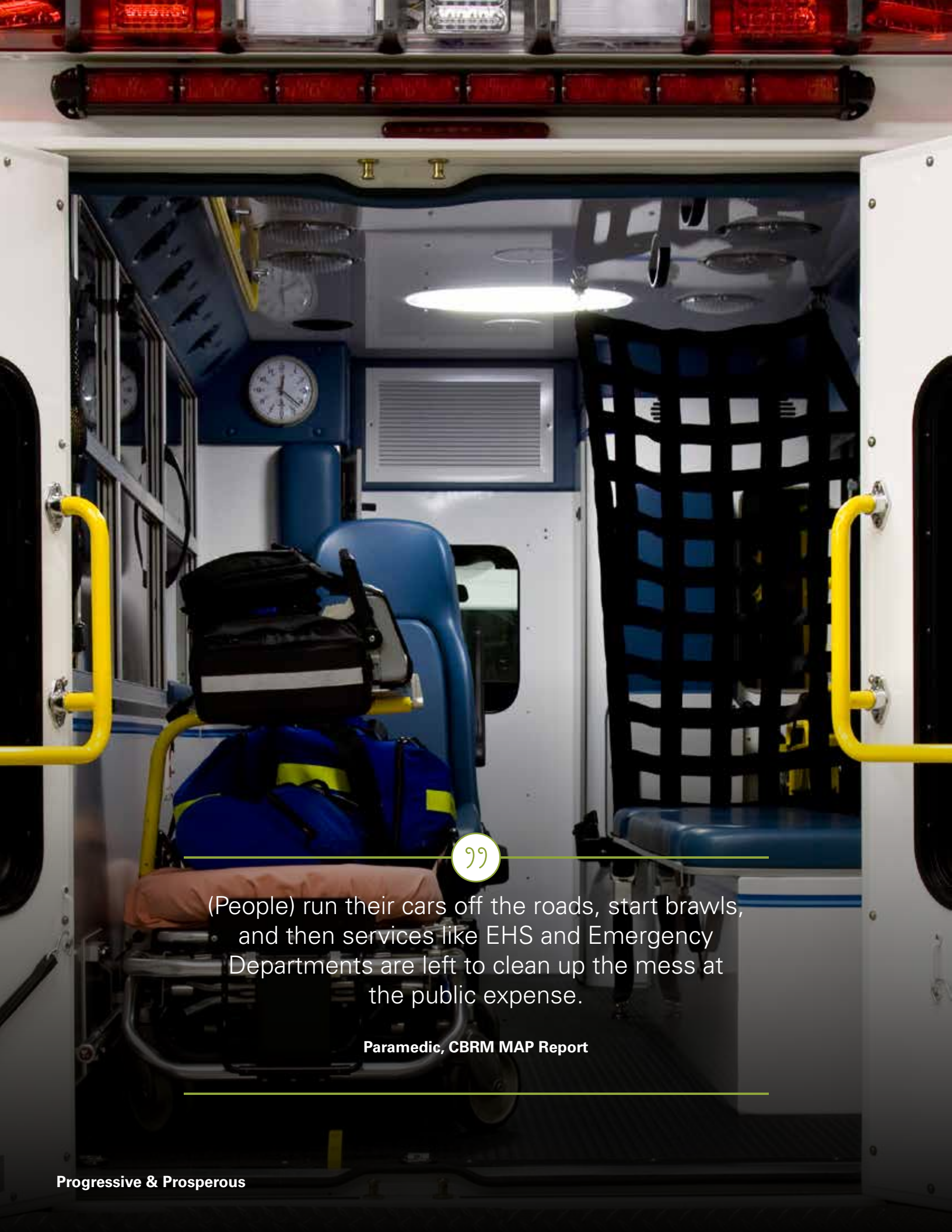


The Nova Scotia Municipal Alcohol Project

The Municipal Alcohol Project, a progressive partnership of municipal leaders, the Union of Nova Scotia Municipalities (UNSM), the Nova Scotia Department of Health and Wellness and the nine District Health Authorities (now Nova Scotia Health Authority), has been working to understand and address alcohol-related community harms since 2011. The project's goal is to support strong and prosperous communities where moderate and lower risk alcohol use is the accepted norm. In November 2012, the UNSM Board of Directors passed a motion to continue their support of the Municipal Alcohol Project. In May 2013, municipal leaders requested this policy guide to support the development and implementation of local municipal alcohol policy.

Municipalities across Nova Scotia have done excellent work recognizing and illustrating the community disruption caused by heavy and excessive drinking. Several local documents effectively demonstrate our current culture of alcohol use and the community-level concerns: [In Our Words: What Alcohol Use Looks Like in Our Towns](#) (stories of Antigonish, Bridgewater and Wolfville), [Shine a Light: What Alcohol Use in Truro Looks Like](#), [Municipal Alcohol Policy Report: A Snapshot of Alcohol Use in CBRM Communities](#), [The Culture of Alcohol: A Pictou County Perspective](#), [Take a Stand: Youth, Alcohol and Changing Social Norms](#) (Springhill). *Our Alcohol Culture: The Amherst Perspective* is in press. In addition, a number of local community forums and projects have been actively exploring local alcohol-related issues and solutions (for access to these documents and for further information visit www.unsm.ca). Having identified the issues, municipal leaders are interested in taking the next steps: implementing policy and other local initiatives to decrease alcohol-related community disruption and harm.





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(People) run their cars off the roads, start brawls, and then services like EHS and Emergency Departments are left to clean up the mess at the public expense.

Paramedic, CBRM MAP Report

Nova Scotia's Culture of Alcohol Use

Alcohol has a complex and deeply embedded presence in our families, communities and economy. While alcohol itself is neither good nor bad, it is how we use alcohol that is of concern.

Heavy drinking is a generally accepted social practice in Nova Scotia. This pattern of drinking is very dangerous. Common community harms associated with heavy and excessive drinking include: injury, alcohol poisoning, violence (violent crime, assaults, sexual violence), drowning, suicides, motor vehicle and vehicle-pedestrian collisions, vandalism, property damage, noise complaints, family problems, abuse, poor work and school performance, mental health problems, and chronic disease (such as cancer, heart disease and gastrointestinal diseases).^{5, 6, 7, 8, 9}

This general acceptance of heavy drinking gives rise to the idea that this practice is 'normal' social behaviour. This 'normalization' of heavy and excessive drinking is a contributing factor in concerning trends of alcohol use by youth, women and seniors. Underage drinking is commonplace. Youth and young adults have high rates of harmful alcohol use;¹⁰ 26.6% of high school students surveyed reported binge drinking (consuming 5 or more drinks in a sitting) in the previous month.¹¹ Our youth are starting to drink, on average at 13 years, much younger than previous generations.^{12, 13} The earlier youth begin drinking, the greater their risk of experiencing harms which may alter the trajectory of their lives.^{14, 15} Alcohol consumption can seriously impair

decision making and interfere with brain development.¹⁶ There have been many examples in Nova Scotia where alcohol use has been a crucial factor in youth sexual violence, bullying, suicide, injury and death.

Adult women and seniors' rates of harmful alcohol use is rapidly increasing.^{17, 18, 19, 20} This is concerning for many reasons. Women are more vulnerable to immediate and long term harms (both social and physical) of high alcohol consumption in part because they process alcohol differently than men.²¹ Seniors are vulnerable to alcohol-related problems that combine with age-related risk factors including isolation, injury, mental health concerns and complex health problems as well as the consequences of combining alcohol with prescription medications.^{22, 23, 24}

Mixing alcohol with other substances (caffeine, prescription medications, street drugs) is common and potentially life threatening. Combining alcohol with caffeinated energy drinks is especially popular among youth and young adults, and this has led to an increase in individual and community harms.²⁵ Energy drinks mask the intoxicating effects of alcohol with the stimulant effects of caffeine.²⁶ Those who mix alcohol with energy drinks are more likely to binge drink²⁷ and take greater risks.²⁸ Mixing alcohol with prescription medications (e.g. pain relievers, tranquilizers and sedatives) as well as other illegal and unregulated drugs has led to documented fatalities across the province.

A Call to Action

The following policy guide is intended to provide practical policy solutions that address harmful alcohol consumption, support the health of our communities, protect children and youth and reduce alcohol-related harms. **The policy options provided have been identified internationally as the most effective actions to reduce alcohol-related community harms.**^{29, 30, 31} For more on municipal alcohol policy development across Canada see *Appendix A: Resources* and *Appendix B: Effective Alcohol Policy*.

Municipalities, as an order of government, have an important role to play in controlling the impact of alcohol in their communities. Section 172(1)(a)(b) (c) of the Municipal Government Act (MGA)³² gives municipalities the broad authority, the right and the

obligation to “**develop and maintain safe and viable communities**” including the creation of bylaws respecting “**the health, wellbeing, safety and protection of persons (and the) safety and protection of property**” in their communities.

Relevant sections of the MGA are noted in *Appendix C: Legislative Authorities*.

Healthy communities and healthy economies go hand in hand. The *One Nova Scotia: Shaping our new economy together* report details how our current population and economic trends threaten the sustainability of our communities and makes an urgent call to action.³³ Harmful and excessive drinking add additional burdens to municipalities. Effective policy can help restore the balance.

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Alcohol is...a soother they use to numb the feelings of inadequacy, abandonment, abuse...

Antigonish MAP 2011

Policy Options

The MGA provides municipal councils with considerable scope to implement policies that help manage alcohol within their boundaries. On this authority, municipalities can and should act to protect the health and safety of their citizens and communities, including working with the Province, which regulates alcohol through the [Liquor Control Act](#) (LCA)³⁴. Collaborative action across orders of government is recommended. Municipal governments can implement alcohol policy so long as it meets the minimum standards set by Provincial and Federal authorities.³⁵ For details on the MGA and the LCA see *Appendix C: Legislative Authorities*. See also *Appendix D: Collaborating Across Orders of Government*.

The following policy options are best implemented as part of a comprehensive plan. For successful implementation, it is recommended that municipal units partner with multiple stakeholders throughout the policy development process (see *option 2i Establish Partnerships*).

The document is divided into five policy areas. The five areas for action are based on established evidence for effective alcohol policy by municipal governments^{36, 37, 38, 39, 40} (see *Appendix B: Effective Alcohol Policy*):



Marketing,
Advertising and
Sponsorship



Enjoyable and Safe
Neighbourhoods



Municipally Owned
or Managed
Properties, Facilities
and Special Events



Municipal Risk
and Liability



Workplace Alcohol
Strategy

While each policy area can stand alone they are inter-related and together create a robust, effective and all-encompassing municipal alcohol policy. The recommendations do not need to be implemented in order. It will be up to each municipality to assess priority actions and how to best execute those actions. It is recommended that municipalities create a long term comprehensive plan to maximize success. As

part of the Municipal Alcohol Project, municipalities can access assistance and expertise in alcohol policy through the UNSM office and health authority partners. Resource materials are provided in *Appendix A*. Examples of how these policies have been implemented in other jurisdictions can be found in *Appendix E*.



Marketing, Advertising and Sponsorship

POLICY OPTION ONE

Marketing works to create demand for a product. Advertising and sponsorship are marketing tools used to increase brand recognition, brand loyalty and sales. Advertising typically refers to messages in any medium that communicate information about a product, service or brand. Sponsorship is a cash or in-kind fee paid in exchange for an association with the values and positive attributes of the event, facility or group being sponsored. Sponsorship provides favourable publicity for companies - customers like to do business with companies that seem like good corporate citizens and community supporters.⁴¹ Sponsorship agreements will often include advertising rights and opportunities in the terms and conditions of their sponsorship to maximize the return on investment.

Alcohol marketing, advertising and sponsorship increase alcohol consumption.⁴² It normalizes, encourages and promotes alcohol use in our communities.⁴³ To increase sales, alcohol ads connect alcohol use to an array of benefits and the achievement of positive life goals such as increased happiness,

social status, sexual success, personal achievement and wealth.^{44,45} They rarely depict the negative impacts or risks of alcohol consumption. Implementing policies to restrict and limit exposure to alcohol marketing, advertising and sponsorship has been shown to slow the recruitment of new drinkers, reduce heavy drinking, protect children and youth,⁴⁶ reduce harms⁴⁷ and create a more balanced depiction of the role of alcohol in our communities.

Most alcohol advertising in Nova Scotia is regulated by the Liquor Control Act. Radio and television is regulated federally through the Canadian Radio-Television and Telecommunications Commission (CRTC). A municipality can protect the health and wellbeing of their most vulnerable citizens by restricting alcohol advertising. Municipal restrictions must meet minimum Provincial standards and must not unreasonably restrict freedom of expression. For details on advertising regulations see *Appendix C: Legislative Authorities*.

Policy Options

a. Restrict or prohibit local alcohol advertising in promotional materials and at municipally owned or managed facilities, properties and events, particularly those that are family-, children- and youth-oriented, and at places where children and youth frequent (e.g. school zones, bus shelters, buses, recreational areas, parks). If restricting alcohol advertising, restrictions could include the following:⁴⁸

- identify/limit the number of approved advertising locations (e.g. no alcohol advertising outside of licensed areas or in areas designated as alcohol-free zones);
- limit the overall amount of alcohol advertising;
- define the maximum size of signage;
- define appropriate content; and
- reduce or restrict publicity that draws attention to drinking opportunities.

b. Prohibit or restrict alcohol industry sponsorship of municipal facilities, properties, services and events (including any third-party events held on municipal property), particularly those that are family-, child- and youth-oriented, or within close proximity to places where children, youth and families frequent.

- Decline alcohol industry naming rights for municipal facilities, events or services (e.g. safe ride home service).
- Restrict or prohibit advertising associated with alcohol industry sponsorship (i.e. if alcohol industry wishes to sponsor a facility, event or service, place restrictions on the amount of advertising associated with that sponsorship).

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We try and tell youth ‘Don’t drink... you have to make better choices.’ And we’re fighting companies who spend millions of dollars marketing and targeting the exact same youth.

Springhill MAP 2014



Enjoyable and Safe Neighbourhoods

POLICY OPTION TWO

Through policy and by-laws, municipalities can enhance the enjoyment and safety of neighbourhoods and improve the overall attractiveness, reputation and desirability of a municipality. With regards to alcohol, municipalities have regulatory mechanisms that can be applied to regulate the environment in which an alcohol establishment operates. For example, all businesses within municipal boundaries need to comply with municipal planning strategies, development agreements and other municipal by-laws and policies.

For the purpose of this document, 'alcohol establishment' refers to liquor primary establishments that serve alcohol without requiring food service (e.g. beverage rooms, lounges, cabarets and clubs see *Appendix C: Legislative Authorities*). Food primary

establishments require that food be served when ordering alcohol (this is a reasonable restriction and is supported). Retail outlets (NSLC, specialty shops, U-Vint and U-Brews) are not within the purview of this document. However, the rapidly increasing density (number and concentration) of these types of outlets is a concern as the more readily available alcohol is in a community the more likely that community will experience increased harm.⁴⁹ It is therefore important for municipalities to make their preferences about retail outlets known, in writing, to the relevant regulating bodies as outlined in *Appendix C: Legislative Authorities* and *Appendix D: Collaborating Across Orders of Government*.

Policy Options

ZONING AND LAND USE PLANNING (MUNICIPAL PLANNING STRATEGY AND LAND USE BY-LAW)

Pursuant to the LCA are the Liquor Licensing Regulations. These regulations are overseen by the Alcohol, Gaming, Fuel and Tobacco (AGFT) Division of Service Nova Scotia (see *Appendix C: Legislative Authorities*). Permanent liquor licenses must comply with municipal zoning requirements and municipal land use by-laws.⁵⁰ Zoning measures have been shown to reduce alcohol-related impacts in residential areas such as amenity issues (including noise, property damage, and vandalism),⁵¹ violence^{52, 53} and police calls.⁵⁴ Zoning measures, such as separation distances between alcohol establishments and places where children and youth frequent, also decrease harms by reducing exposure to alcohol, alcohol culture and alcohol marketing (also see *Policy Option 1*).

Alcohol establishments may be restricted to certain zones but cannot be prohibited entirely. In zones that prohibit alcohol establishments, use in existence prior to the zone being put in place may become 'Non-conforming Use' and are subject to restrictions in terms of future expansion or recommencement if discontinued. Alternatively those uses may be 'grand-fathered' by being listed specifically as an existing permitted use. Municipalities need to assess the risks and benefits of these zone exceptions.

a. Consistent with a Municipal Planning Strategy, in a Land Use By-law, establish areas (zones) within a community in which alcohol establishments are permitted and those areas (zones) in which they are not permitted.

- Protect youth from seeing alcohol everywhere by providing significant separation distances in areas where children and youth frequent such as schools or playgrounds.

b. Within zones that allow alcohol establishments a municipality can regulate various aspects of use including, but not limited to:

- lot area, frontage and yard (setback requirements);
- lot coverage (percentage of a lot area covered by a building);
- screening, buffering and landscaping requirements;
- parking and signage requirements; and
- separation distances between various land uses.

c. Where a Municipal Planning Strategy provides, Development Agreements can be used within a zone to regulate land uses that may require additional considerations, such as traffic or pedestrian impacts and hours of operation (amongst other things). Development Agreements are legal contracts between a Developer and a Municipality which establishes terms under which a development shall conform. Development agreements have been used in Nova Scotia to reduce alcohol-related harms (see *Appendix E*).

HOURS OF OPERATION

Increased hours of operation of bars, lounges and cabarets have been shown to result in higher levels of community and individual harm (e.g. public intoxication, property damage, noise, assault and injury). Harms are often seen in businesses and residential neighbourhoods that are adjacent to areas with licensed establishments. Limiting hours of operation reduces the overall access and availability of alcohol which is a demonstrated approach to reducing harms.⁵⁵ For further discussion see *Appendix B: Effective Alcohol Policy*.

- d. Establish guidelines for the types of preferred licensed establishments in the municipality. While hours of operation fall primarily under the jurisdiction of the province, municipalities can influence licensing decisions of AGFT by expressing their concerns, preferences and rationale. Hours of operation may also be addressed through zoning and development agreements (see *Policy Option 2a-c*).**
- e. Limit or establish a moratorium on cabaret licenses (later hours of operation) and where possible, re-classify these to lounge licenses (this would have to be done in consultation with AGFT).**

Legislated Provincial closing times: 2:00 am – beverage rooms, clubs and lounges; 3:30 am - cabarets. AGFT is interested in working with Municipalities. Municipalities can advocate for more control of what happens within their boundaries. For more detail see *Appendix C:*

Legislative Authorities and Appendix C: Collaborating Across Orders of Government.

ENFORCEMENT

The consistent and regular enforcement of municipal rules, regulations and by-laws can be effective in reducing high-risk and underage drinking and minimizing neighbourhood harm and disruption.⁵⁶

- f. Establish and enforce public nuisance and noise bylaws to address disorderly behaviour and noise. This may include working with local landlords and venue operators to ensure adherence to public nuisance/noise bylaws.**
- g. Work with bylaw enforcement and police to enforce open liquor bylaws.**
- h. Establish clear consequences for bylaw non-compliance (fines, community-based service).**

AGFT's Investigation and Enforcement Section is responsive to all complaints by the public (see *Appendix C: Legislative Authorities*).

ESTABLISH PARTNERSHIPS

A successful plan to lower risk and reduce alcohol-related harms requires a community effort.

Collaborative action across orders of government is necessary, as well as input and support from diverse stakeholders.

- i. Identify and partner with key stakeholders**

(i.e. police, Emergency Health Services (EHS), Alcohol, Gaming, Fuel and Tobacco (AGFT), community organizations, local health authority staff, residents, businesses and educational institutions, other municipalities) to address alcohol-related community harms through community engagement and capacity building, data collection, education, and public awareness. These strategies can include:

- gathering incident data (police, educational institutions, EHS) to better understand patterns of harm and to find innovative solutions to address alcohol related harms;
- creating opportunities for balanced public conversation about the role of alcohol (including social and economic costs/benefits, community disruption and harms);
- promoting consistent messages about a culture of moderation and lower risk alcohol

use. (i.e. promote [Canada's Low Risk Drinking Guidelines](#) - See *Appendix F*;

- educating the public on supportive services available in the municipality including health, universities, community organizations, etc.;
- formalizing partnership arrangements with local health specialists in alcohol policy and health promotion;
- collaborating with law enforcement across all areas of policy development; and
- developing mutual agreements on a common code of practice and a commitment to shared public safety strategies among licensed establishments.

”

Alcohol is pervasive, permitted, and promoted.

Amherst MAP 2015

It's out of control.

Bridgewater MAP 2011





Municipally Owned or Managed Properties, Facilities and Special Events

POLICY OPTION THREE

Municipalities have the authority to establish alcohol policies to protect and enhance the enjoyment and safety of citizens who use municipally owned or managed properties and facilities (see *Appendix C: Legislative Authorities, Municipal Governance Act*). This authority can extend to municipally-sponsored special events as well private special occasion events held in municipally owned or operated property.

Policy Options

Setting guidelines for the way alcohol can be sold and consumed at public events and festivals on municipal property will protect children, youth and communities and will help to establish a culture of moderate alcohol consumption.

a. Regulate, manage and evaluate conditions under which alcohol can be consumed on municipally owned or managed properties and facilities during public and private events, including festivals.

- Establish a clear designation of properties, facilities and events where alcohol may or may not be sold or consumed (i.e. designate alcohol-free places or sections, especially where families, children and youth frequent).
- For properties, facilities and events where alcohol may be consumed, define practices and procedures to control how alcohol is managed such as:
 - limit hours of operation at events hosted on municipally owned/managed property and facilities;
 - enclose licensed areas at events where alcohol is served and consumed and ensure that the area is not accessible to minors;
 - establish policy that governs and limits alcohol sales and service, consumption and advertising when families, children and youth are present;
 - require all staff serving alcohol to have Province approved server “Serve Right” training (advocate for best practice enhancements to that program); and

- provide clear signage (e.g. acceptable forms of age identification, safe transportation options, areas where alcohol is not allowed, low risk drinking guidelines, rules and regulations, who to call to make a complaint).
- Provide alcohol-free events/options whenever possible.
- Establish clear enforcement procedures and penalties for non-compliance.

DESIGN STANDARDS AND SAFETY PRACTICES

There are a number of design and safety practices proven to reduce the likelihood of problematic events where alcohol is served/consumed.^{57, 58} These practices create lower risk alcohol serving and consuming environments and reduce the potential for liability.⁵⁹ For more on design and safety practices See *Appendix A: Resources*. For more on minimizing liability see *Policy Option 4*.

b. Consider implementing the following recommended safety practices⁶⁰ at municipally owned and operated properties:

- ensure interiors are well-lit, well-ventilated, with clear accessible pathways and exits to avoid congestion;
- ensure exteriors have ample lighting, security cameras, and clean clear sidewalk space that provides enough room for relaxed line-ups;
- create low congestion areas;
- ensure washrooms are adequately sized and clean;

- use tempered glassware or plastic cups;
- provide low-alcohol-content and non-alcoholic beverage options at lower cost;
- offer free non-alcoholic drinks for designated drivers;
- establish safe ride home programs;
- collaborate with provincial inspectors and, where municipal councils deem necessary, advocate for increased presence of provincial inspectors;
- collaborate with local police for compliance checks and visible police presence; and
- set a two (2) drink maximum service limit (serve only 2 drinks to one person at any time)⁶¹

c. Work to establish a common code of safety practices (as above) with all local alcohol establishments through dialogue and partnership (see also *Policy Option 2i*).





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I've seen a guy so wasted at the game that he fell up the stairs... the police took him out... I see that a lot, and you've got to think, what's the purpose of serving alcohol at these events?

CBRM MAP 2014

Binge drinking is huge. Binge drinking is acceptable amongst peers. Binge drinking is often the goal.

Pictou County MAP 2014



Minimizing Municipal Risk and Liability

POLICY OPTION FOUR

The legal responsibilities of those who provide alcohol and those who own or manage property where alcohol is consumed are becoming increasingly well known, are coming under greater scrutiny and are resulting in increased litigation.⁶² Municipalities could be liable if an incident occurs on their property or facility or if an incident happens after an intoxicated person leaves their property or facility (impaired driving, assault, injury). Current evidence suggests that awareness of past third-party liability lawsuits against licensees who served intoxicated customers functions as an effective deterrent to over-service in both Canada and the United States. When the state of Texas publicized the legal liability of servers, there was a 12 percent decrease in vehicle crashes producing injury.⁶³

Policy Options

- a. **Ensure municipal staff and council are aware of the legal responsibility/liability regarding alcohol service on municipal property and at municipal events, and any other regulations that may apply.**
- b. **Require mandatory third party liability insurance for all special occasion events and publicize the legal liability of venue licensees and servers.**
- c. **Ensure duty of care for all municipally owned and managed properties (see *Appendix C: Legislated Authorities*). This duty includes:**
 - condition of the premises;
 - activities on the premises;
 - conduct of third parties on the premises;
 - knowledge that the occupier has or ought to have of the likelihood of persons or property being on the premises;
 - circumstances of the entry into the premises;
 - age of the person entering the premises;
 - ability of the person entering the premises to appreciate the danger;
 - effort made by the occupier to give warning of the danger concerned or to discourage persons from incurring the risk; and
 - the risk is such that the occupier may reasonably be expected to offer some protection.

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Alcohol is everywhere; people are drinking at home, in restaurants, in the woods, on the streets, on school property and at sports games.

CBRM MAP 2014





Workplace Alcohol Strategy

POLICY OPTION FIVE

A well developed and implemented workplace alcohol strategy for elected officials and municipal staff will support staff health and wellness and demonstrate the municipality's commitment to and leadership in promoting healthy, safe and productive communities.

Policy Options

a. Establish workplace alcohol use policy for elected officials and staff to promote the health, wellness and safety of employees and families.

The policy would include such elements as:

- establishing and communicating the municipality's position on the use of alcohol in the workplace during work hours and when representing the municipality outside of work hours (i.e. prohibit alcohol use while engaged in official municipal work and/or while representing the municipality);
- establishing and communicating a process for addressing alcohol use in the workplace. Ensure alcohol and substance use issues are dealt with as health and wellness issues (ensure employees are directed to appropriate supports and receive the needed assistance to address their issues), and not dealt with solely in a disciplinary manner; and
- developing or making available education and awareness programs that provide information about alcohol and health (e.g. Canada's Low Risk Drinking Guidelines), tools to assess drinking habits and available treatment resources.

”

We have an unsafe culture of drinking. It's difficult to talk about... but we need to reflect on it.

Turo MAP 2012

Appendix A: Resources

Nova Scotia Municipal Alcohol Project – Local Stories (these and additional local reports and resources are available online at <http://unsm.ca/municipal-alcohol-project.html>)

- **In Our Words: What Alcohol Looks Like in Our Towns** (Antigonish, Bridgewater, Wolfville)
- **Shine a Light: What Alcohol Use in Truro Looks Like**
- **MAP Municipal Alcohol Policy: A Snapshot of Alcohol Use in CBRM Communities**
- **Take a Stand: Youth Alcohol and Changing Social Norms** (Springhill)
- **The Culture of Alcohol: A Pictou County Perspective**
- **Our Alcohol Culture: The Amherst Perspective** (in press)

ALCOHOL, VIOLENCE AND THE HYPERSEXUALIZATION OF WOMEN AND GIRLS

Marketing to Children and Youth: A Public Health Primer (Nova Scotia)

<http://novascotia.ca/dhw/healthy-communities/documents/Marketing-to-Children-and-Youth-A-Public-Health-Primer.pdf>

The Role of Alcohol in Sexual Violence Prevention, Atlantic Collaboration for Injury Prevention (ACIP), Nova Scotia

<http://www.acip.ca/Document-Library/Alcohol%20And%20Injury/ACIP%20Alcohol%20&%20Sexual%20Violence%20Report.pdf>

These Bus Ads Don't Stop for Children: Alcohol Advertising on Public Transit (2013) Alcohol Justice, California.

https://alcoholjustice.org/images/stories/aj_transitad_report_f_low.pdf

MUNICIPAL ALCOHOL POLICY DEVELOPMENT ACROSS CANADA

Municipal Alcohol Policies: Options for Nova Scotia Municipalities. Nova Scotia, Capital District Health Authority (2013)

<http://www.cdha.nshealth.ca/system/files/sites/127/documents/municipal-alcohol-policies-options-nova-scotia-municipalities.pdf> OR <http://unsm.ca/municipal-alcohol-project.html>

A Local Government Guide to Creating Municipal Alcohol Policy. British Columbia (2012)

<http://www.health.gov.bc.ca/library/publications/year/2012/creating-municipal-alcohol-policy.pdf>

Helping Municipal Governments Reduce Alcohol-Related Harms. British Columbia, Centre for Addiction Research BC (2010)

<http://www.uvic.ca/research/centres/carbc/assets/docs/report-helping-municipal-govts.pdf>

At a Glance: The Eight Steps for Building a Municipal Alcohol Policy (MAP). Public Health Ontario (2014)

http://www.publichealthontario.ca/en/eRepository/AtAGlance_Eight_Steps_Alcohol_Policy_2014.pdf

Making the Case: Tools for Supporting Local Alcohol Policy in Ontario. Ontario, Centre for Addiction and Mental Health (2013)

http://www.camh.ca/en/hospital/about_camh/provincial_systems_support_program/Documents/Making%20the%20Case%20Tools%20for%20Supporting%20Local%20Alcohol%20Policy%20in%20Ontario.pdf

Appendix B: Effective Alcohol Policy

A two-tiered approach to alcohol interventions: those that apply to the whole population, and those that are more individually focused is supported. Substantial evidence suggests that without effective action at the population level (tier 1), individual approaches (tier 2) will be minimally effective at making long term change.⁶⁴

Tier 1

- Advertising and Marketing:
- Access and Availability
- Pricing
- Alcohol Control Systems

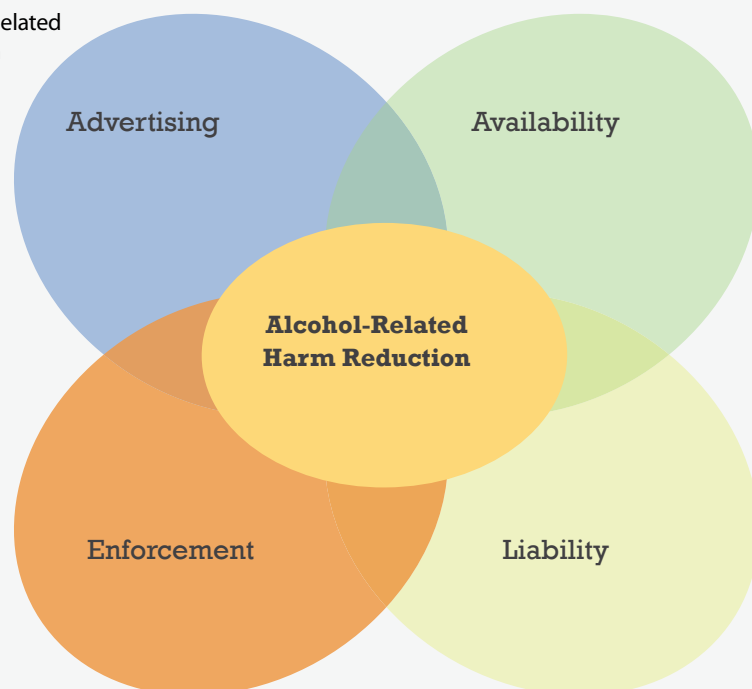
Tier 2

- Drinking and driving
- Changing the Context of drinking (creating safer drinking environments)
- Education and persuasion
- Increased access to support and treatment services

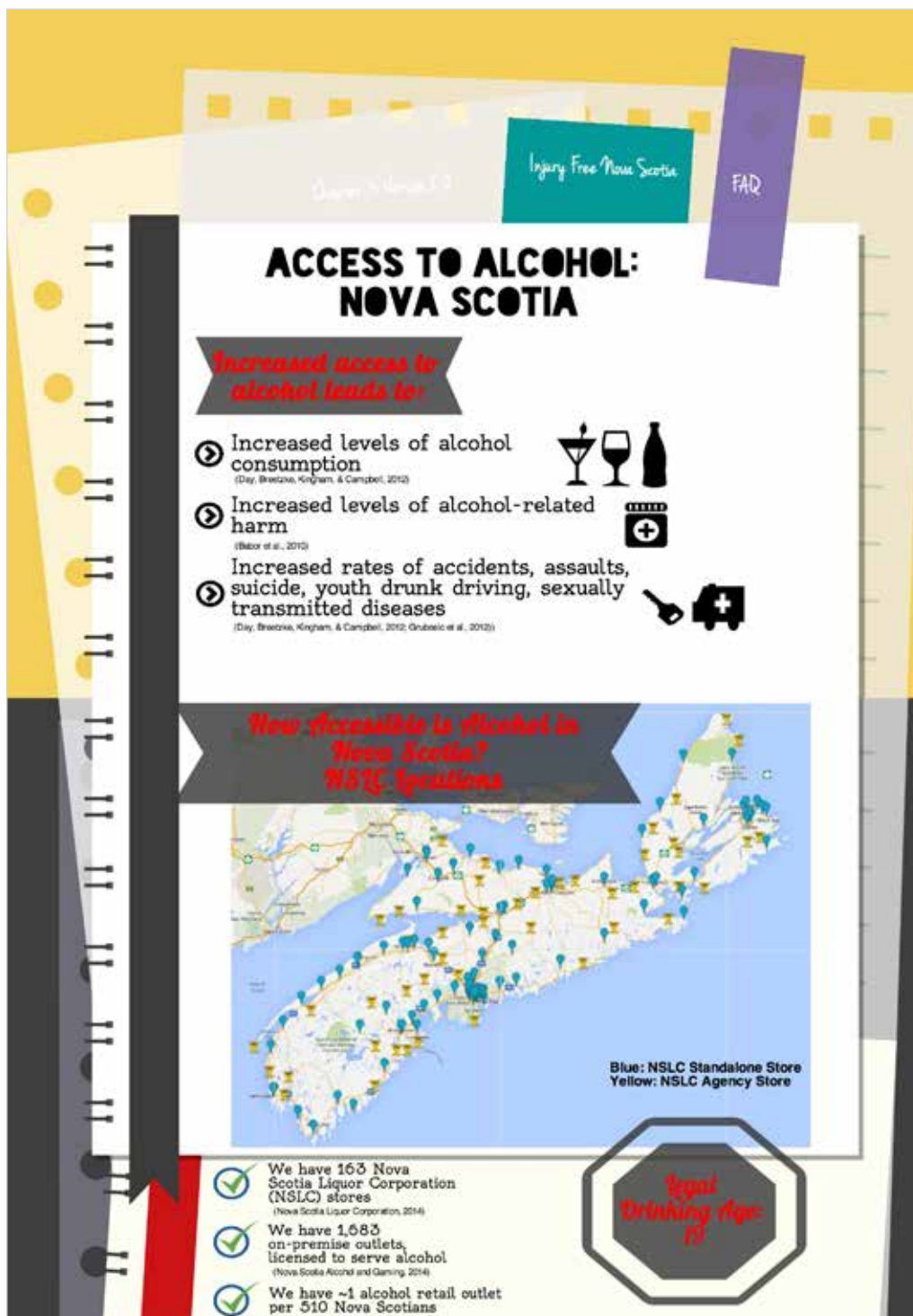
Understanding this two-tier approach and wanting to explore how this can be implemented in Nova Scotia, Capital Health published *Municipal Alcohol Policies: Options for Nova Scotia Municipalities*. This report clearly articulates the Nova Scotia issues, the best practice approaches, and a scan of policy approaches used internationally. The following framework for effective policy action was used as a basis for our five policy areas. We worked to translate this framework to one that spoke to current municipal issues.

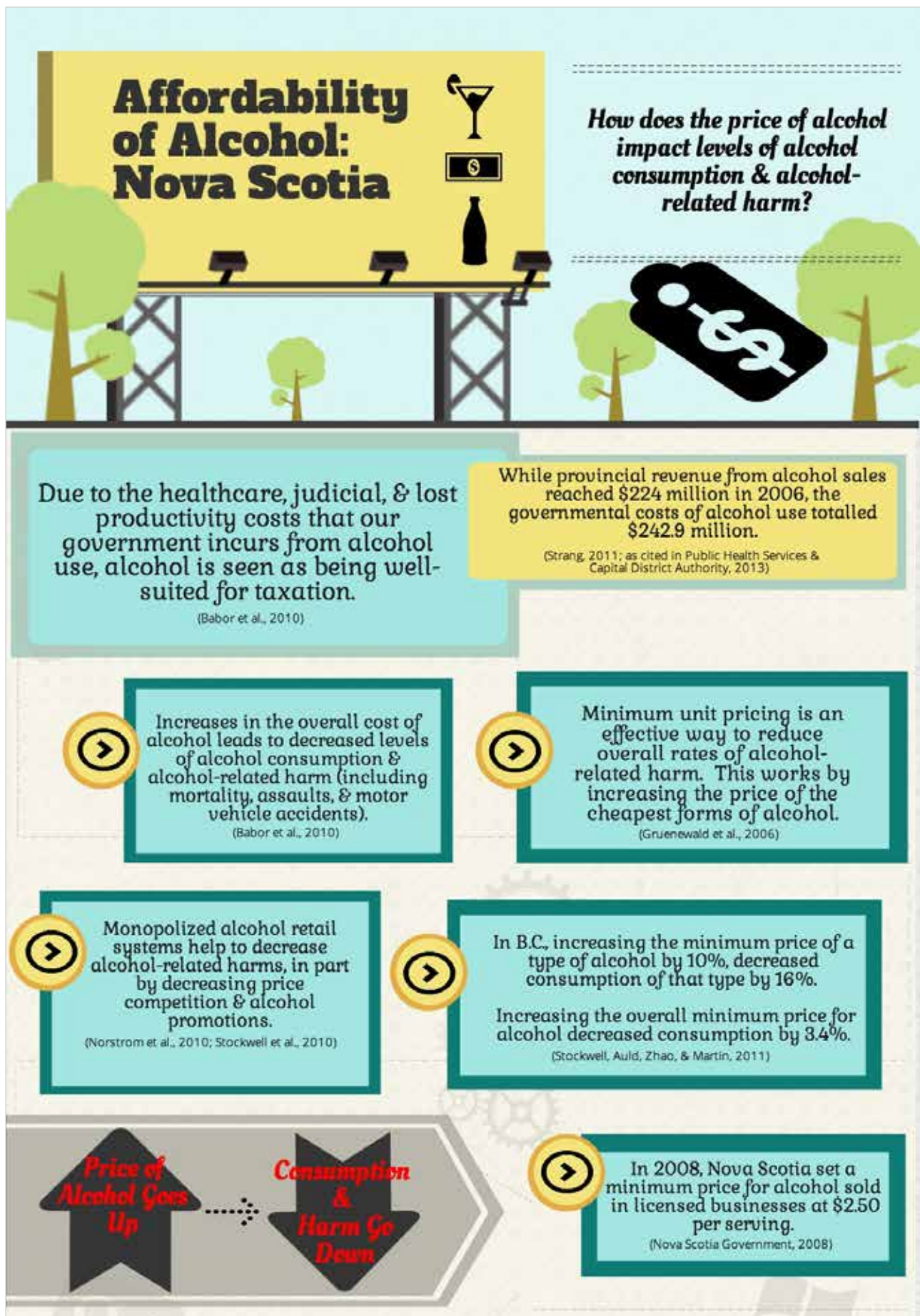
Figure 1 >

Policy Pillars of Effective Alcohol-Related Harm Reduction for Nova Scotian Municipalities



Injury Free Nova Scotia has developed three excellent info graphics to describe Pricing, Access and Advertising. They are reproduced below with permission and are available at <http://ifns.ca/index.php/alcohol>.





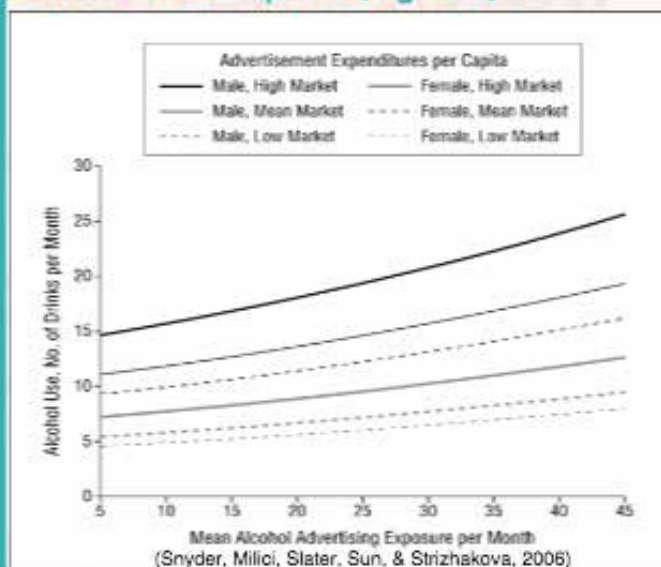
Alcohol Advertising Nova Scotia

How does alcohol marketing affect our province?

Where to find Alcohol Advertisements in Nova Scotia?

- Television
- Radio
- Billboards
- Metro Transit
- Sports
- Social Media
- Sponsored Events
- Sponsored Venues
- Online
- Magazines

Exposure to Alcohol Advertisements & Levels of Alcohol Consumption (Age:20)



Increased Exposure to Alcohol Advertising:



Decreases the age at which kids start to drink alcohol

(Snyder, Milici, Slater, & Strizhakova, 2006)



Increases the amount of alcohol people consume once they've started drinking

(Fogarty & Chapman, 2012)



Leads to increased levels of alcohol-related harm

(Babor et al., 2010)

How Much is Spent on Alcohol Advertising Annually?



➤ **Globally, \$1 trillion** (Institute of Alcohol Studies, 2012)

❓ **Why spend this much?**

✓ **Because it increases profits/levels of alcohol consumption**

In Nova Scotia:

- On average, kids start to drink alcohol at 13.4 years of age
 - 49% of kids in grades 7-12 drank alcohol in the previous year
 - 27% of kids in grades 7-12 binge drank in the previous month
- Nova Scotia Student Drug Use Survey, 2012)

Who is Exposed to Alcohol Advertisements?

Levels of youth exposure to alcohol advertisements are unacceptably high. Compared to adults, youth are targeted with:

- 48% more beer ads
- 20% more spirits ads
- 92% more cooler ads

(Jernigan et al., 2005; Winter, Donovan, & Fielder, 2008)

Appendix C: Legislative Authorities

The information in this appendix is based on legislative review and expert consultation. It may not be exhaustive. It is not a substitute for legal advice. Information is as of April 2015.

MUNICIPAL

Municipal Government Act (MGA)

Case law supports a broad and purposive approach to the MGA.⁶⁵ Municipalities have often played a leadership role across orders of government in setting the bar for implementing policy for the public good. It is important to note that Municipalities have the ability to enact policy that is already covered by Provincial legislation so long as the minimum standards of that legislation are met.

Sections of the MGA have been identified as providing authority to take action for the public good. These sections have been highlighted during the preparation of this document, both from legal review and in consultation with the Union of Nova Scotia Municipalities.

The following sections provide broad authority for Municipal action on stated policy options.

Purpose of the Act

2 The purpose of this Act is to

- a. give broad authority to councils, including broad authority to pass by-laws, and to respect their right to govern municipalities in whatever ways the councils consider appropriate within the jurisdiction given to them;
 - b. enhance the ability of councils to respond to present and future issues in their municipalities; and
 - c. recognize that the functions of the municipality are to
 - i. provide good government,
 - ii. provide services, facilities and other things that, in the opinion of the council, are necessary or desirable for all or part of the municipality, and
 - iii. develop and maintain safe and viable communities.
- 1998, c. 18, s. 2.

Policies

48 (3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality. 1998, c. 18, s.

Power to Make By-laws

172 (1) A council may make by-laws, for municipal purposes, respecting

- a. the health, well being, safety and protection of persons; 1998, c. 18 municipal government 101 MAY 1, 2014
- b. the safety and protection of property;
- c. persons, activities and things in, on or near a public place or place that is open to the public;
- d. nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise, weeds, burning, odours, fumes and vibrations and, without limiting the generality of the foregoing, by-laws
 - i. prescribing a distance beyond which noise shall not be audible,
 - ii. distinguishing between one type of noise and another,
 - iii. providing that any noise or sound greater than a specific decibel level or other measurement of noise or sound is prohibited,
 - iv. prescribing the hours during which certain noises, or all noise above a certain level, specified in the bylaw is prohibited,
 - v. authorizing the granting of exemptions in such cases as the by-law provides,
 - vi. providing that it is an offence to engage in any activity that unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood;

This broad and purposive approach has supported successful public policy at the municipal level e.g. smoke free public places and pesticide use by-laws and policies. This authority could allow for a municipality to implement a comprehensive alcohol strategy as recommended.

In addition to the above, the following sections may be useful depending on specific Municipal priorities and available resources. In any area where Provincial legislation already exists, Municipalities can adopt more comprehensive policy as long as Provincial standards are met and all Provincial laws are in compliance.

- MGA 50(1)(2)(3) – Powers of municipality regarding property
A municipality has exclusive management and control of municipally owned property and can do anything necessary to fulfill public trust.
- MGA 172(2)(b) and 172(2)(e)(i,ii,iii) – Licensing
If desired, a municipality could enact a by-law to require a municipal license to operate an alcohol establishment.
- MGA 181(1) – Set Minimum Building Standards
A municipality could require minimum construction and building standards of buildings occupied for commercial purposes
- MGA 212; 213(a),(b); 214(1)(a),(b),(i),(j),(k),(o)(iv),(q) – Municipal Planning Strategies
A municipality could create a comprehensive alcohol strategy through amending their municipal planning strategy.
- MGA 220(1)(2)(a)(3)(5)(b) – Zoning
- MGA 225(1)(a)(b), 227(1)(a)(b)(c)(2)(3), 230 – Development Agreements
This section allows for hours of operation agreements. Existing establishments could be grandfathered.

PROVINCIAL

Liquor Control Act (LCA)

In the Province of Nova Scotia alcohol is managed and regulated according to the Liquor Control Act (LCA). The LCA is the responsibility of the Nova Scotia Department of Finance and is administered through the [Alcohol, Gaming, Fuel and Tobacco Division](#) (AGFT) of Service Nova Scotia (SNS) and the [Nova Scotia Liquor Corporation](#) (NSLC).

Pursuant to the LCA are a number of regulations <http://www.novascotia.ca/just/regulations/rxaa-l.htm#liq> (Ferments on Premise Regulations, Liquor Plebiscite Regulations, Education About Fetal Alcohol Syndrome Regulations, the Nova Scotia Liquor Corporation (NSLC) Regulations, and the [Liquor Licensing Regulations](#)).

Of primary concern to this document are the Liquor Licensing Regulations (N.S. Regs 165/2014) and the [NSLC Regulations](#) (N.S. Regs 179/2013).

AGFT is the regulatory body that ensures compliance with regards to Part II of the Gaming Control Act, parts of the Liquor Control Act, the Theatres and Amusements Act and the Smoke Free Places Act in licensed premises. It is the AGFT's responsibility to ensure that these activities are "conducted with honesty, integrity and in the best interest of the general public." See <http://novascotia.ca/sns/access/alcohol-gaming.asp>.

The responsibilities of the former Nova Scotia Liquor License Board were assumed by the AGFT. This includes processing liquor license applications and enforcing the Liquor Control Act including the [Liquor Licensing Regulations](#). The Liquor Licensing Regulations manages licenses for liquor primary establishments (e.g. beverage rooms, lounges and cabarets); food primary establishments (e.g. licensed restaurants); and liquor as a secondary use to the primary function of an event (special premises and special occasion licenses). Types of liquor licenses are detailed at <http://www.novascotia.ca/sns/access/alcohol-gaming/liquor.asp>. All acts, regulations and policies relevant to the LCA can be found at <http://www.novascotia.ca/sns/access/alcohol-gaming/about/acts-regulations-and-policies.asp>.

The NSLC manages, on behalf of the Department of Finance, all aspects of the [Nova Scotia Liquor Corporation Regulations](#). This includes the issuing of permits for the dispensing or retail sale of beer, liquor or wine; regulating the delivery and transportation of alcohol; the definition and operations of retail outlets. Information on types of permits can be found at http://www.mynslc.com/Content_CommunicationsPages/Content_Footer/Content_Services/Permits.aspx

In the most general terms, the AGFT issues liquor licenses for the sale of liquor by its licensees *by the serving* (to be consumed on site) and the NSLC issues permits for the sale *by the retail unit* (to be taken home or off site). Product samples that promote retail sales are regulated under the NSLC Regulations.⁶⁶

Marketing and Advertising

The LCA regulates most alcohol advertising in Nova Scotia "except as permitted by this Act or the regulations, no person shall, within the Province, advertise or promote in any manner any liquor, beer or wine."⁶⁷ Broadly, the AGFT is responsible for liquor advertising in and for licensed establishments (Liquor Licensing Regulations s.74) and the NSLC is responsible for advertising in and for retail outlets (NSLC Regulations s. 2-12).

Liquor Licensing Regulations section 74 allows for licensees to advertise prices, hours and brands using any medium (prior approval *not* required). NSLC Regulations sections 2-12 controls the advertisement, promotion, sale or consumption of liquor (prior approval required) and include:

- Brand advertising
- Events, sponsorship and prizes
- Motor vehicles
- Public service
- Radio and television
- Signs

Legislated Advertising Restrictions

Liquor Licensing Regulations, N.S. Regs 165/2014 s.74(4) states that

“A licensee must not use an advertisement that does any of the following:

- a. encourages people to drink liquor irresponsibly;
- b. depicts people drinking liquor;
- c. depicts a person who is intoxicated;
- d. depicts a person behaving irresponsibly or illegally;
- e. implies that driving while consuming or having consumed liquor is acceptable conduct;
- f. directly targets minors or is used in locations used or visited mostly by minors;
- g. depicts liquor as one of life’s necessities;
- h. depicts liquor as a key to social acceptance or personal success;
- i. depicts liquor as central to the enjoyment of any activity;
- j. depicts liquor as a status symbol;
- k. uses pictures or descriptions of minors or of personalities, images or activities that may appeal to minors.”

NSLC Regulations, N.S. Regs 179/2013 s. 11 states that

“No advertisement shall

- a. contain a personal endorsement of any liquor unless approved by the Corporation;
- b. convey the impression that the consumption of liquor is necessary or helpful in obtaining any social prestige, business success, popularity or escape from personal problems;
- c. depict family scenes that in any way involve use of liquor, including any group of adults accompanied by children;
- d. encourage or promote the consumption of liquor by minors, or use wording that suggests misuse or its consumption in an immoderate way;

- e. indicate that liquor may be consumed in any way, manner or place prohibited by any federal, provincial or municipal law;
- f. make any claim, directly or indirectly, which implies or attributes to any liquor, either alone or as a mixture, any healthful, nutritive, dietary, curative, sedative, or stimulative quality or properties;
- g. portray drinking-party scenes which show immoderate or extreme use of liquor;
- h. refer in any way to persons who may be minors;
- i. state prices without Corporation approval and without compliance with Corporation policy guidelines.”

In addition, the Ferment on Premises Regulations, N.S. Regs 164/2014 s. 23 states that

“A licensee must not advertise in a manner that does any of the following:

- a. promotes immoderate consumption of liquor;
- b. indicates that wine or beer is available for sale or exchange at a ferment-on-premises facility;
- c. advertises the price of wine or beer on a per bottle basis”.

The Canadian Charter of Rights and Freedoms

In relation to marketing and advertising restrictions, a Charter challenge (Canadian Charter of Rights and Freedoms, Section 2B) is an identified but not insurmountable risk. The infringement on freedom of expression must be reasonable and justified. The “Oakes test” developed by the Supreme Court of Canada outlines what constitutes reasonable and justified (http://ojen.ca/sites/ojen.ca/files/Oakes%20Test%20English_Final.pdf).⁶⁸

The recommendations presented in this document are intended primarily to protect children and youth, are supported by robust public health evidence to reduce alcohol-related harms and are consistent with other successful public health policy measures.

The Enjoyment of Neighbourhoods

Enjoyment of Neighbourhoods

The Liquor Licensing Regulations sections 8(b), 28, 29 and 64(2) speak directly to the quiet enjoyment of neighbourhoods. Section 29 (1) invites written requests to “cancel a permanent license or place conditions on a permanent license on the basis that the operation of the licensed premises is interfering with the quiet enjoyment of neighbouring properties.”

Zoning and Land-use Planning

The Liquor Licensing Regulations section 4(c) requires a letter from the Municipality that any proposed permanent licenses meet all “zoning requirements and will not contravene municipal land use by-laws”.

Enforcement

The Investigation and Enforcement Section of the AGFT is responsible for regular inspections of approximately 5,000 licensed premises throughout Nova Scotia, including travelling shows, festivals and special occasion licenses. <http://www.novascotia.ca/sns/access/alcohol-gaming/about/sections-of-alcohol-and-gaming.asp>. The Investigation and Enforcement Section is responsive to all public complaints. The phone number (at the time of print) for all issues and concerns relating to regulatory non compliance is 902-424-6092.

Decisions on all aspects the Liquor Licensing Regulations fall under the Executive Director of the Alcohol, Gaming, Fuel and Tobacco (AGFT) Division of Service Nova Scotia. AGFT is interested in working with Municipalities. It is recommended that municipalities ensure that the Executive Director is fully aware of their concerns and preferences through written communication.

Minimizing Risk and Liability

The Liquor Licensing Regulations detail permitted alcohol-related activities on premises (section 64(1-6)), conditions on permanent licenses (sections 22-29) and regulations pertaining to minors (sections 44-48). In addition, the Occupiers' Liability Act, 1996⁶⁹ states "An occupier of premises owes a duty to take such care as in all the circumstances of the case is reasonable to see that each person entering on the premises and the property brought on the premises by that person are reasonably safe while on the premises" Section 4 (1-4) details the duties of an occupier.

Related Provincial Legislation

AGFT works closely with the Fire Safety Act and the Food Safety Regulations. The Occupier's Liability Act has some overlapping accountability with the Liquor Licensing Regulations (e.g. age of occupant, entry to premises, activities on premises).

- **The Fire Safety Act** N.S. Stat 2002, c. 6
- **Food Safety Regulations** N.S. Reg. 114/2013
- **The Occupiers Liability Act** N.S. Stat 1996, c. 27
- **Security and Investigative Services Act** (The Department of Justice regulates private security. The pending legislation which is not yet proclaimed will apply to licensed establishment door staff and 'bouncers'.)

FEDERAL

The Canadian Radio-television and Telecommunications Commission (CRTC)

The CRTC regulates alcohol advertising on radio and television through the Code for Broadcast Advertising of Alcoholic Beverages (<http://www.crtc.gc.ca/eng/GENERAL/CODES/ALCOHOL.HTM>).

Another way that advertising is regulated in Canada is through the *Canadian Code of Advertising Standards* (Code). Administered by Advertising Standards Canada, the national self-regulatory body for the advertising industry, the Code sets the criteria for acceptable advertising in Canada, and was created by the advertising industry in 1963 to promote the professional practice of advertising. The Code does not have different standards for regulated products like alcohol. Advertising Standards Canada, who administers the Code, does, however, offer a preclearance service to those wishing to advertise alcoholic beverages, to ensure compliance with the CRTC Code for Broadcast Advertising of Alcoholic Beverages.

”

The inability of an intoxicated parent to protect (a child) from others that may be looking to abuse them. Not having enough food because alcohol is purchased first. Growing up and not knowing what life could be like without alcohol.

Bridgewater MAP 2011

Appendix D: Collaborating Across Orders of Government

Municipalities can work with Provincial regulatory bodies in order to have more influence in matters within their boundaries. This document has outlined what Municipal Governments can do to address community level harms caused by the excessive use and promotion of alcohol. There are also effective actions that could be taken by the Provincial Government specifically to impact pricing, access and advertising. Municipalities can work collaboratively to support provincial initiatives.

The AGFT and the NSLC regularly consider amendments to their respective regulations (see *Appendix C*). Hearing from Municipalities, as important stakeholders, to inform these regulations is critical. This requires relationship building with both the AGFT and the NSLC. AGFT has indicated a desire to work with Municipalities on managing alcohol within municipal boundaries. Written communication stating the policies, decisions and rationale of Municipal Governments will be taken into consideration by the Executive Director of the AGFT. Working proactively with the Union of Nova Scotia Municipalities in a coordinated approach is recommended.

Municipalities could work with Provincial partners on hours of operation, availability of alcohol (limiting density), best practice approaches to alcohol pricing, legislated marketing protections for children and youth, increased effectiveness of “Serve Right” training, parameters of special occasion events and the enforcement of the quiet enjoyment of neighbourhoods (this can be done with targeted legislation, i.e. Minimum Drink Price legislation impacted the degree of intoxication of patrons leaving licensed establishments).

The implementation of Minimum Drink Price legislation is an example of how collaborating across orders of Government can be effective. In 2007, after an alcohol-fueled Halifax street riot, it was decided to increase police presence at key bar areas in Halifax. The towns of Antigonish and Wolfville made it known that the harms related to discounted drinks (e.g. \$1.00 drink specials) were a province-wide problem not only a Halifax problem. This Municipal action had significant impact on the eventual decision to implement Minimum Drink Price Legislation. Municipalities could work to strengthen this legislation by working with Provincial partners to ensure that the minimum drink price be increased with inflation.

Appendix E: Examples of places where policy options have been implemented in part or full

This policy scan, while not exhaustive, is intended to highlight successful policy initiatives. It will be updated regularly. Please send policy updates to gwenyth.dwyn@nshealth.ca. The last update was July 2015.

Policy Opt. No.	Policy Option	Location where policy has been implemented in part or full	Focus of policy implementation (i.e.: the component of the option that the policy addresses)
1. Marketing, Advertising & Sponsorship			
1a.	<p>Restrict or prohibit local alcohol advertising in promotional materials and at municipally owned or managed facilities, properties and events, particularly those that are family-, children- and youth-oriented, and at places where children and youth frequent (e.g. school zones, bus shelters, buses, recreational areas, parks). If restricting alcohol advertising, restrictions could include:</p> <ul style="list-style-type: none"> Identifying/limiting the number of approved advertising locations (i.e.: no alcohol advertising outside of licensed areas or in areas designated as alcohol-free zones) Limit the overall amount of alcohol advertising Define the maximum size of signage Define appropriate content Reduce or restrict publicity that draws attention to drinking opportunities. 	<p>Halifax Regional Municipality, NS, Canada</p> <p>Hamilton, ON, Canada</p> <p>Ottawa, ON, Canada</p> <p>City of Saskatoon</p>	<p>All alcohol advertisements for a facility, or on Metro Transit assets, bus and park benches owned by HRM, or billboards owned by HRM, must:</p> <p>(a) be in accordance with the Liquor Control Act and Regulations; and</p> <p>(b) include messages about both the consumption of alcohol and the options for safe transportation in accordance with Nova Scotia's Low Risk Drinking Guidelines.</p> <p>The advertisement or promotion of alcohol products or brands is not permitted in facilities except:</p> <p>(a) within an area for which a special occasion license or permanent license has been issued; or</p> <p>(b) where it is done pursuant to an agreement under Administrative Order 55, the HRM Sponsorship Administrative Order, or Administrative Order 56, Respecting HRM Sale of Naming Rights Policy.</p> <p>Does not use any large scale products for advertising purposes that display the name or logo of an alcohol product or brand, including inflatables;</p> <p>Does not promote the over-consumption of alcohol.</p> <p>http://www.halifax.ca/legislation/adminorders/documents/AO53.pdf</p> <p>The Event: Organizer shall not permit, cause or allow promotional advertising of alcoholic beverages' names, brands or manufacturers at an Event frequented by youth</p> <p>https://www.hamilton.ca/sites/default/files/media/browser/2014-11-07/municipalalcoholpolicy.pdf</p> <p>Marketing practices, which encourage increased or immoderate consumption, such as oversized drinks, double shots of spirits, drinking contests, liquor raffles and volume discounts, are not permitted. No alcohol advertising is permitted on City premises frequented by youth without the approval of the Director having operational jurisdiction over the premises. The provision of free alcohol for marketing promotion purposes must be approved by the Director</p> <p>http://ottawa.ca/en/city-hall/your-city-government/policies-and-administrative-structure/municipal-alcohol-policy</p> <p>Saskatchewan City Council Transit Advertising Policy (2012). The City of Saskatoon seeks to promote a healthy lifestyle for all citizens; therefore, under this Policy advertisements which promote any alcoholic beverages or tobacco products are not permissible.</p> <p>https://www.saskatoon.ca/sites/default/files/documents/city-clerk/civic-policies/C02-037.pdf</p>

Policy Opt. No.	Option Recommendation	Location where policy has been implemented in part or full	Focus of policy implementation (i.e.: the component of the option that the policy addresses)
1. Marketing, Advertising & Sponsorship			
1b.	<p>Prohibit or restrict alcohol industry sponsorship of municipal facilities, properties, services and events (including any third-party events held on municipal property), particularly those that are family-, child- and youth-oriented, or within close proximity to places where children, youth and families frequent.</p> <ul style="list-style-type: none"> Decline alcohol industry naming rights for municipal facilities, events or services (e.g. safe ride home service) Restrict or prohibit advertising associated with alcohol industry sponsorship (i.e. if alcohol industry wishes to sponsor a facility, event or service, place restrictions on the amount of advertising associated with that sponsorship) 	Halifax Regional Municipality, NS, Canada	<p>The logo and/or name of the alcohol sponsor is only included on that part of any promotional material that is directly related to the licensed public special event</p> <p>http://www.halifax.ca/legislation/adminorders/documents/AO53.pdf</p> <p>Alcohol industry sponsorship must comply with the municipal alcohol policy and include a responsible drinking component.</p> <p>https://www.halifax.ca/legislation/adminorders/documents/AO55.pdf</p>
2. Enjoyable and Safe Neighbourhoods			
Zoning and Land Use Planning (Municipal Planning Strategy and Land Use By-law)			
2a.	<p>Consistent with a Municipal Planning Strategy, in a Land Use By-law, establish areas (zones) within a community in which alcohol establishments are permitted and those areas (zones) in which they are not permitted. Alcohol establishments can be restricted to certain zones but cannot be prohibited entirely.</p> <ul style="list-style-type: none"> Provide significant separation distances to protect youth from exposure to alcohol and alcohol marketing in areas where children and youth frequent (see also recommendation 1, a) 	<p>Town of Antigonish, NS, Canada</p> <p>Halifax Regional Municipality, NS, Canada</p> <p>State of California, USA</p> <p>Tampa, Florida, USA</p> <p>Bloomington, Indiana, USA</p> <p>Orlando, Florida, USA</p>	<p>By-law promotes enjoyable and safe neighbourhoods</p> <p>http://www.townofantigonish.ca/bylaws.html</p> <p>Peninsula Land Use Bylaw (2005) Land Use Planning Research suggests when there are multiple occupants in one dwelling, there is an increased risk of high-risk drinking, property damage, public intoxication and noise issues. In 2005, Council approved amendments to the Peninsula Land Use Bylaw which limit the development of dwellings containing an excessive number of bedrooms, and large dwellings on comparatively small lots within low and medium density neighbourhoods of Peninsular Halifax. Council has recently requested staff to extend the limitations on bedrooms to the R2A Zone on the Peninsula as well.</p> <p>http://www.halifax.ca/council/agendasc/documents/140429ca1118.pdf (pg 6)</p> <p>The State of California Alcoholic Beverage Control Act restricts retail licenses for "premises located within at least 600 feet of schools and public playgrounds or nonprofit youth facilities, including, but not limited to, facilities serving girl scouts, boy scouts, or campfire girls." (State of California, 2009). State of California. (2009). <i>Alcoholic beverage control act, business and professions code</i>.</p> <p>http://www.abc.ca.gov/forms/ABCAct_2009.pdf</p> <p>liquor licenses are not granted to businesses within 1,000 feet of a park, church, school, day care centre or government building in Tampa, Florida, within 1000 feet of a school or church in Bloomington, Indiana and Orlando, Florida</p> <p>http://www.ias.org.uk/What-we-do/Publication-archive/Alcohol-Alert/Issue-2-2004/Planning-for-the-sale-of-alcohol.aspx</p>

Policy Opt. No.	Policy Option	Location where policy has been implemented in part or full	Focus of policy implementation (i.e.: the component of the option that the policy addresses)
2. Enjoyable and Safe Neighbourhoods			
Zoning and Land Use Planning (Municipal Planning Strategy and Land Use By-law)			
2b.	Within zones that allow alcohol establishments a municipality can regulate various aspects of use including, but not limited to: <ul style="list-style-type: none"> • Lot area, frontage and yard (setback requirements) • Lot coverage (percentage of a lot area covered by a building) • Screening, buffering and landscaping requirements • Parking and signage requirements • Separation distances between various land uses 	Bedford, NS, Canada	Drinking establishments located within shopping centres shall not exceed an area of 3300 square feet devoted to public use. http://region.halifax.ns.ca/planning/documents/Bedford_LUB.pdf
2c.	Where a Municipal Planning Strategy provides, Development Agreements can be used within a zone to regulate land uses that may require additional considerations, such as traffic or pedestrian impacts and hours of operation (amongst other things). Development Agreements are legal contracts between a Developer and a Municipality which establishes terms under which a development shall conform. Development agreements have been used in Nova Scotia to reduce alcohol-related harms.	Town of Wolfville, NS, Canada	Development Agreement to limit hours of operation to 1AM.
Hours of Operation			
2d.	Establish guidelines for the types of preferred licensed establishments in the municipality. While hours of operation fall primarily under the jurisdiction of the province, municipalities can influence licensing decisions of Alcohol, Gaming, Fuel and Tobacco by expressing their concerns, preferences and rationale. Hours of operation may also be addressed through zoning and development agreements (see 2 (a-c)).	Town of Wolfville, NS, Canada	hours of operation for licensed establishments shall be restricted to a closing hour of 1:00am rather than the provincial regulation of 2 am
2e.	Limit or establish a moratorium on cabaret licenses (later hours of operation) and where possible, re-classify these to lounge licenses (this would have to be done in consultation with Alcohol, Gaming, Fuel and Tobacco).	Town of Wolfville, NS, Canada	
Enforcement			
2f.	Establish and enforce public nuisance and noise bylaws to address disorderly behaviour and noise. This may include working with local landlords and venue operators to ensure adherence to public nuisance/noise bylaws	Town of Antigonish, NS, Canada	
2g.	Work with bylaw enforcement and police to enforce open liquor bylaws.	Town of Wolfville, NS, Canada	
2h.	Establish clear consequences for bylaw non-compliance (fines, community-based service).	Town of Wolfville, NS, Canada	

Policy Opt. No.	Policy Option	Location where policy has been implemented in part or full	Focus of policy implementation (i.e.: the component of the option that the policy addresses)
2. Enjoyable and Safe Neighbourhoods			
Establish Partnerships			
2i.	Identify and partner with key stakeholders (i.e. police, EHS, community organizations, local health authority staff, residents, businesses and educational institutions, other municipalities) to address alcohol-related community harms through community engagement and capacity building, data collection, education, and public awareness. These strategies can include: <ul style="list-style-type: none"> Gathering incident data (police, educational institutions, EHS) to better understand patterns of harm and to find innovative solutions to address alcohol related harms Creating opportunities for balanced public conversation about the role of alcohol (including social and economic costs/benefits, community disruption and harms) Promoting consistent messages about a culture of moderation and lower risk alcohol use. (i.e. promote Canada's Low Risk Drinking Guidelines - See <i>Appendix F</i>) Educating the public on supportive services available in the municipality including health, universities, community organizations, etc. Formalizing partnership arrangements with local health specialists in alcohol policy and health promotion Collaborating with law enforcement across all areas of policy development Develop mutual agreements on a common code of practice and a commitment to shared public safety strategies among licensed establishments. 	<p>Pictou County Municipalities, NS, Canada</p> <p>Cape Breton Regional Municipality, NS, Canada</p> <p>Municipality of Lunenburg, Town of Bridgewater, Town of Mahone Bay, NS, Canada</p> <p>Town of Wolfville, NS, Canada</p>	<p>"Safe Ride Home" partnership between Municipal Alcohol Committee, CHAD transit service, local music festivals and events, and other partners</p> <p>Cape Breton Regional Police Service and Mental Health & Addiction Services established a MAP Working Group with key stakeholders to help communities take a more active role in addressing the consequences of alcohol harms within Cape Breton Regional Municipality.</p> <p>☎ Terms of Reference available from Health Promotion & Prevention, Mental Health & Addiction Services 1-877-567-0632</p> <p>Lunenburg County MAP Committee - 3 MAP Action teams: <ul style="list-style-type: none"> Alcohol Access, Advertising and Sponsorship Youth Engagement Broadening the Base of Community Support. More than 20 Partners involved </p> <p>Wolfville Acadia Town and Gown Committee</p>
3. Municipally Owned or Managed Properties, Facilities and Special Events			
3a.	Regulate, manage and evaluate conditions under which alcohol can be consumed on municipally owned or managed properties and facilities during public and private events, including festivals. <ul style="list-style-type: none"> Establish a clear designation of properties, facilities and events where alcohol may or may not be sold or consumed used (i.e.: designation of alcohol-free places or sections, especially where families, children and youth frequent). In properties, facilities and events where alcohol may be used, define practices and procedures to control how alcohol is managed such as: <ul style="list-style-type: none"> Limit hours of operation at events hosted on municipally owned/managed property and facilities; Enclose licensed areas at events where alcohol is served and consumed and ensure area is not accessible to minors; Establish policy that governs and limits alcohol sales and service, consumption and advertising when families, children and youth are present. Ensure all staff serving alcohol have Province approved server "Serve Right" training. Provide clear signage (e.g. acceptable forms of age identification, safe transportation options, areas where alcohol is not allowed, low risk drinking guidelines, rules and regulations, who to call to make a complaint) Provide alcohol-free events/options whenever possible Establish clear enforcement procedures and penalties for non-compliance 	<p>Halifax Regional Municipality, NS, Canada</p> <p>Rath-Eastlink Community Centre, Truro, NS, Canada</p> <p>Municipality of Digby, NS, Canada</p> <p>Port George, NS Canada</p> <p>Bridgetown, NS Canada</p>	<p>Alcohol is not permitted in HRM owned and operated facilities, except as outlined in Schedule A. Where a request is received for the sale or service of alcohol at an HRM owned and operated facility not listed in Schedule A, Council may, by resolution, permit the sale or service of alcohol, subject to this Administrative Order and any other conditions Council may wish to impose.</p> <p>☎ http://www.halifax.ca/legislation/adminorders/documents/AO53.pdf</p> <p>RECC alcohol policy states conditions of entry, conditions of service, conditions of responsible service, and the areas where alcohol can and cannot be consumed.</p> <p>Administrative Policy states that Alcohol will not be stored or consumed in the Municipal Building</p> <p>33rd Annual Port George Country Jamboree – designated alcohol free event.</p> <p>☎ http://www.countryjamboree.ca/</p> <p>River Fest (July 2015) No alcohol to be served</p>

Policy Opt. No.	Policy Option	Location where policy has been implemented in part or full	Focus of policy implementation (i.e.: the component of the option that the policy addresses)
3. Municipally Owned or Managed Properties, Facilities and Special Events			
Design Standards and Safety Practices			
3b.	Consider implementing the following recommended safety practices at municipally owned and operated properties: <ul style="list-style-type: none"> • Ensure interiors are well-lit, well-ventilated, with clear accessible pathways and exits to avoid congestion • Ensure exteriors have ample lighting, security cameras, and clean clear sidewalk space that provides enough room for relaxed line-ups • Create low congestion areas • Ensure washrooms are adequately sized and clean • Use tempered glassware or plastic cups • Provide low-alcohol-content and non-alcoholic beverage options at lower cost • Offer free non-alcoholic drinks for designated drivers • Establish safe ride home programs • Collaborate with provincial inspectors and, where municipal councils deem necessary, advocate for increased presence of provincial inspectors • Collaborate with local police for compliance checks and visible police presence • Set a two (2) drink maximum service limit (serve only 2 drinks to one person at any time) 	<p>Kitchener, ON, Canada</p> <p>Ottawa, ON, Canada</p>	<ul style="list-style-type: none"> • Drinks MUST be served in soft plastic cups and a different colour of soft plastic cup shall be used for non-alcoholic drinks. • Non-alcoholic drinks must be available at no charge or at a cost much lower than that of drinks containing alcohol. • At least 30% of the available alcohol consists of low-alcohol beverages (e.g., 4% and 2.5% beer). • Last call shall not be announced. • As a condition of rental, the event organizer must have a Safe Transportation Strategy in effect. <p>☞ https://www.kitchener.ca/en/insidecityhall/resources/CSD_MAP_booklet_for_web.pdf</p> <p>Two (2) drink maximum service limit</p> <p>☞ http://ottawa.ca/en/city-hall/your-city-government/policies-and-administrative-structure/municipal-alcohol-policy</p>
3c.	Work to establish a common code of safety practices (as above) with all local alcohol establishments through dialogue and partnership.		
4. Minimizing Municipal Risk and Liability			
4a.	Ensure municipal staff and elected officials are aware of the legal responsibility/liability regarding alcohol service on municipal property and at municipal events (see relevant sections of the Licensing Regulations, the Occupiers' Liability Act, the Fire Safety Act and the Food Safety Regulations, and any other regulations that may apply).	Muskoka, ON, Canada	<p>The Muskoka tragedy highlights the need to be aware of responsibility/liability</p> <p>☞ http://www.sportrisk.com/2011/04/10/the-muskoka-tragedy/</p>
4b.	Require mandatory third party liability insurance for all special occasion events and publicize the legal liability of venue licensees and servers.	<p>Halifax Regional Municipality, NS, Canada</p> <p>Ottawa, ON, Canada</p>	<p>Municipal Alcohol Policy</p> <p>Licensed private special events and licensed public special events at HRM owned and operated facilities require Commercial General Liability Insurance.</p> <p>☞ http://www.halifax.ca/legislation/adminorders/documents/AO53.pdf</p> <p>Insurance requirements for three levels of events</p> <p>☞ http://ottawa.ca/en/city-hall/your-city-government/policies-and-administrative-structure/municipal-alcohol-policy</p>

Policy Rec. No.	Policy Option	Location where policy has been implemented in part or full	Focus of policy implementation (i.e.: the component of the option that the policy addresses)
4. Minimizing Municipal Risk and Liability			
4c.	<p>Ensure duty of care for all municipally owned and managed properties. In addition to the Licensing Regulations which details permitted alcohol-related activities on the premises (section 64(1-6)), conditions on permanent licenses (sections 22-29), and regulations pertaining to minors (sections 44-48), the Occupiers' Liability Act, 1996 also states "An occupier of premises owes a duty to take such care as in all the circumstances of the case is reasonable to see that each person entering on the premises and the property brought on the premises by that person are reasonably safe while on the premises." This includes:</p> <ul style="list-style-type: none"> • the condition of the premises; • activities on the premises • the conduct of third parties on the premises • the knowledge that the occupier has or ought to have of the likelihood of persons or property being on the premises; • the circumstances of the entry into the premises; • the age of the person entering the premises; • the ability of the person entering the premises to appreciate the danger; • the effort made by the occupier to give warning of the danger concerned or to discourage persons from incurring the risk; and • whether the risk is one against which, in all the circumstances of the case, the occupier may reasonably be expected to offer some protection. 		
5. Workplace Alcohol Strategy			
5a.	<p>Establish workplace alcohol/substance use policy for elected officials and staff to promote the health, wellness and safety of employees and families. The policy would include such elements as:</p> <ul style="list-style-type: none"> • Establish and communicate the municipality's position on the use of alcohol in the workplace during work hours and when representing the municipality outside of work hours (i.e. prohibit alcohol use while engaged in official municipal work and/or while representing the municipality) • Establish and communicate a process for addressing alcohol use in the workplace. Ensure alcohol and substance use issues are dealt with as health and wellness issues (ensure employees are directed to appropriate supports and receive the needed assistance to address their issues), and not dealt with solely in a disciplinary manner. • Develop or make available education and awareness programs that provide information about alcohol and health (e.g. Canada's Low Risk Drinking Guidelines), tools to assess drinking habits and available treatment resources. 	Halifax Regional Municipality, NS, Canada	<p>Substance Abuse Prevention Policy</p> <p>🔗 https://www.halifax.ca/procurement/documents/SubstanceAbusePreventionPolicy.pdf</p>

Appendix F: Canada's Low Risk Drinking Guidelines

Canada has developed one set of low risk alcohol drinking guidelines to help Canadians moderate their alcohol consumption and reduce short and long-term alcohol-related harm. The guidelines are informed by the most recent and best available scientific research and evidence.

Drinking alcohol always carries with it some level of risk. The Guidelines can be helpful in guiding policy decisions as well as a tool for municipalities to better understand alcohol consumption and risk.

Canada's Low Risk Drinking Guidelines

Other resources include fact sheets, research and evidence as well as a physician's guide to Alcohol Screening, Brief Intervention and Referral. <http://novascotia.ca/dhw/addictions/alcohol-drinking-guidelines.asp>

Canada's
Low Risk Alcohol Drinking
Guidelines

Drinking alcohol **ALWAYS** has some risk. There is a way to drink that will limit your risk of long- and short-term harm.

The Limits

Over time, even moderate drinking can increase your risk of some chronic diseases, including high blood pressure, depression and many forms of cancer. To reduce your long-term health risks, follow these guidelines:

Women: 0 to 2 drinks a day, up to 10 drinks a week

Men: 0 to 3 drinks a day, up to 15 drinks a week

Once in a while you might have an extra drink, but it's important to stay within the weekly limits.

Pick a couple of non-drinking days each week. This will help you to avoid developing a drinking habit.

Once in a while

The more alcohol you drink on any one occasion, the more likely you are to be hurt or injured. Reduce your short-term safety risks by limiting how much you drink at any one time.

Women: no more than 3 drinks

Men: no more than 4 drinks

Stay within your weekly limits.

Children and youth

Children and youth should not drink before they reach Nova Scotia's legal age of 19. A young person's brain and body continue to develop into the late teens and early 20s. Alcohol can harm mental and physical development. It is safer to delay drinking for as long as possible.

Is it OK to drink my weekly limit on the weekend?

No. The weekly limits are designed to be just that – a weekly limit, not a daily or weekend limit.

Even if you only drink heavily once in a while, it increases your risk of injury and long-term health problems.

Pregnant? Breastfeeding?

If you are pregnant, or planning to become pregnant, the safest choice is to drink no alcohol at all.

If you are breastfeeding, there will be alcohol in your breast milk after you drink. If you plan to drink alcohol, there are things you can do to make sure the alcohol doesn't reach your baby. For example, you can breastfeed right before you drink alcohol so the alcohol can leave your breast milk before your baby's next feed. Talk to your health care provider about how you can continue to breastfeed.

When the limit is zero

Sometimes it isn't safe to drink alcohol. Do not drink when:

- driving any vehicle or using machinery or tools
- pregnant or planning to become pregnant
- taking medicine or other drugs that interact with alcohol
- doing any kind of dangerous physical activity
- living with mental or physical health problems
- responsible for the safety of others
- making important decisions
- living with alcohol dependence.

The type of drinking that concerns me the most is binge drinking – high amounts of alcohol ingested over a short period of time – by people who are, for the most part, inexperienced with alcohol. When that happens, sometimes people make decisions that are life changing

Wolfville MAP 2011

Canada's
Low Risk Alcohol Drinking *Guidelines**

To use these guidelines...

Set limits for yourself and stick to them.

- Stick to the daily and weekly limits.
- Drink slowly. Have no more than 2 drinks in any 3 hours.
- For every alcoholic drink, have one non-alcoholic drink.
- Eat before and while you are drinking.
- To avoid developing a habit, have non-drinking days every week.
- Always consider your age, body weight and any health problems. These might make lower limits, or not drinking at all, a good idea.

Pay attention to your surroundings when drinking.

- Your safety is affected by where, when and with whom you drink.




Don't drink "for your health."

- Starting to drink, or increasing your drinking, will not improve your health.
 - Only middle-aged men and women get health benefits from drinking small amounts of alcohol.
 - Any health benefits are cancelled if you drink more than the recommended daily limit even once in a while.
 - Your risk of getting some kinds of cancer increases when you drink as little as one drink per day.

Talk with the young people in your life about the risks of drinking.

- Make sure they know that in Nova Scotia:
 - It is illegal to drink alcohol if they are under the age of 19.
 - It is illegal for anyone to buy or give alcohol to anyone under the age of 19.
- Teens:
 - **Help teenagers find ways to delay drinking for as long as possible.**
 - If they choose to drink, they should never have more than 1 – 2 drinks at a time, and never drink more than 1 – 2 times per week.
- Young people in their late teens to age 24:
 - Be sure they know that the brain continues to develop into the early 20s. Because of this, they should never exceed the daily and weekly amounts outlined in "The Limits".

What does "a drink" mean?

		
● 341 ml (12 oz.) bottle of 5% beer, cider, or cooler	● 142 ml (5 oz.) glass of 12% wine	● 43 ml (1.5 oz.) serving of 40% distilled alcohol (rye, gin, rum, etc.)

To find out more: www.gov.ns.ca/hpp/addictions/alcohol/

NOVA SCOTIA

*Adapted from Canada's Low-Risk Alcohol Drinking Guidelines (2012) with permission from the Canadian Centre on Substance Abuse.

End Notes

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Photo credit: Warren Gordon



For more information visit UNSM.ca



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January 30, 2019

Town of Mahone Bay
c/o Maureen Hughes
PO Box 530
493 Main Street
Mahone Bay, NS
BOJ 2E0

Dear Maureen,

Please find following a formal Festival Application for 2019 Soapbox Races, using the same successful format of the 2018 event.

We have had numerous discussions with businesses, Town staff, emergency services and more, all of which have been extremely supportive of this event. We are now at a point where we need official support by the Town, in order to proceed with registrations, formal sponsorship, etc...

Saltbox Brewery believes in supporting community economic development. To that end, we have plans to again host a Soapbox Racing event over Father's Day weekend, June 15, 2019 (June 16 Rain Date). We feel last year's turnout and support speak to the success of the event and the want of residents and visitors to see it happen again.

Clearway Street, combined with the gentle slope by Bayview School and the long stretch of flat surface heading towards Main Street, is an ideal venue for an event like this. It would however, require closure of a part of the street for most of Saturday, June 15. Setup of hay bales, designation of a starting line etc...would be required in advance of the race, as per last year.

The general concept would be to again follow the rules of the Soapbox Derby (<http://www.soapboxderby.org/>) and to offer various age categories, including the possibility of having students from our local NSCC/Universities compete as well as a local business category. The focus however, would be as a family event, with children racing carts they built.

To encourage overnight stays and a larger festival theme, there would be a Friday evening welcome event, the races Saturday followed by an evening celebration.

We have secured commitment from the RCMP to help with safe street closure during the day and both points marked on the map (attached). We have secured emergency services personnel should an issue arise. We have secured garbage collection bins. We have secured a \$2M insurance policy, indemnifying the Town of Mahone Bay. REMO has been notified and will be further engaged, upon approval to move forward. We have worked with NSBS to build a cart, which will be sold by them and has their support as a safe mode of transportation for this event.

Some of the planning details to date are:

- June 15 - 9am - 3pm race time, including a warm up run.
- Marshalls with Open up the street after every few races for locals to leave.
- Everyone is guaranteed two races
- Categories: 12 and under
13 -18
Adult
Open
Politicians
Sponsors
- Cap at 60 registrations.
- Registration – arrive Friday night for inspection etc... lock carts in gym overnight so no modifications.
- Prizes and Awards - Trophy, Best decorated car, most original, most vintage, best dressed, other ideas for nice awards. participation certificates
- Sponsorship – please see attached document.
- Shore Cycle to use ATV with cart to get carts back up the hill.
- Teachers to help out due to funds going to Bfast Program
- Considering Fire Dept to do hotdogs, kids events, glow partys, loud speaker for announcements (one top and bottom),
- DOT approved helmets, Justin will supply extras.
- Marshalls and Volunteers will have special shirts, walkie talkies
- Liability waiver is completed and will be required with registration
- Staked off sides of street, with caution tape to prevent people from coming across the course.

We are requesting that Town Council fully support the event, as a Festival and agree to associated closure of Clearway Street to host the races (please see attached diagram for more details).

Our large volunteer team looks forward to your response, so that we might launch registration and continue with planning preparations.

Please feel free to contact me should you have any questions regarding this request.

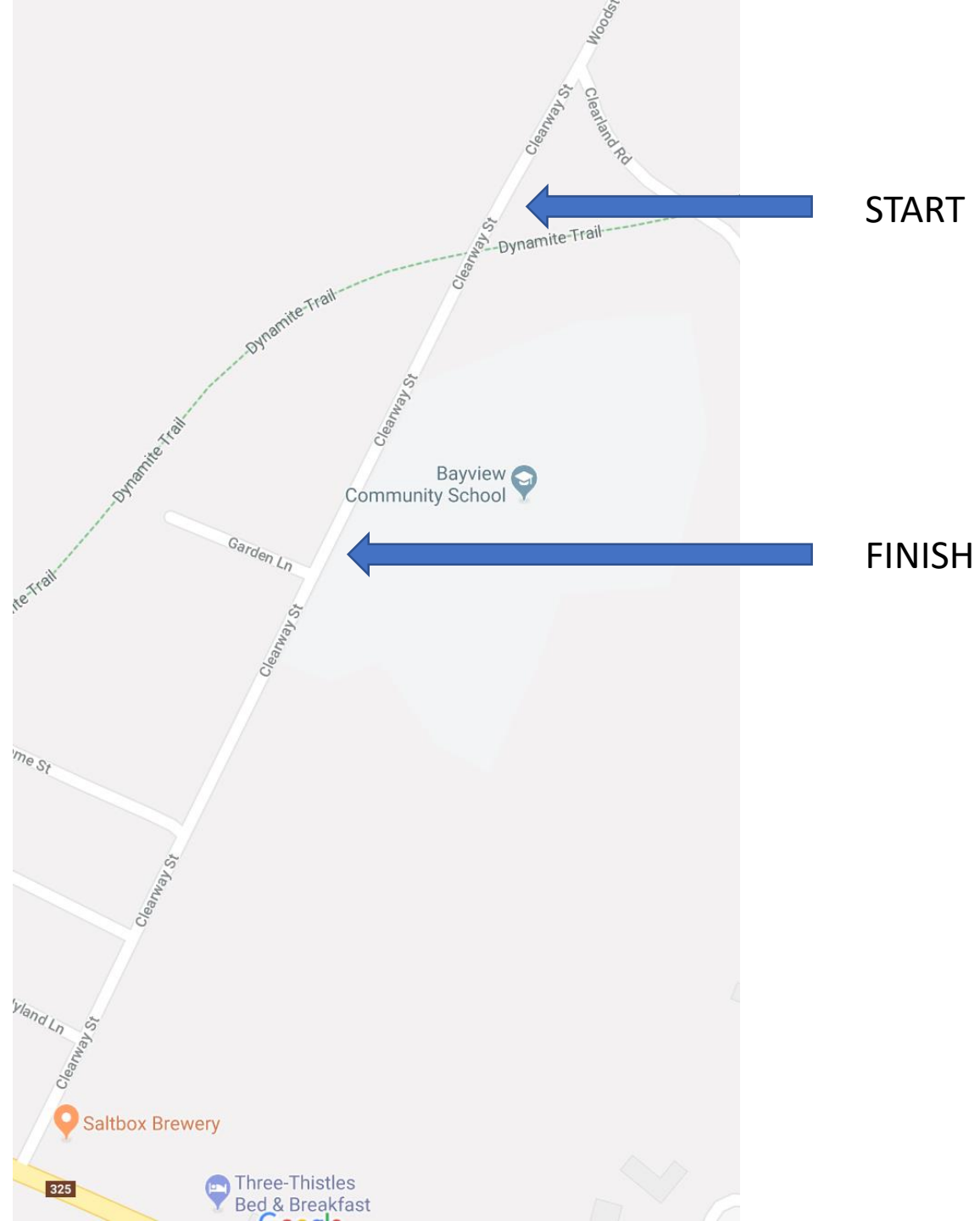
Best Regards,

A handwritten signature in black ink, appearing to read 'A. Tanner'.

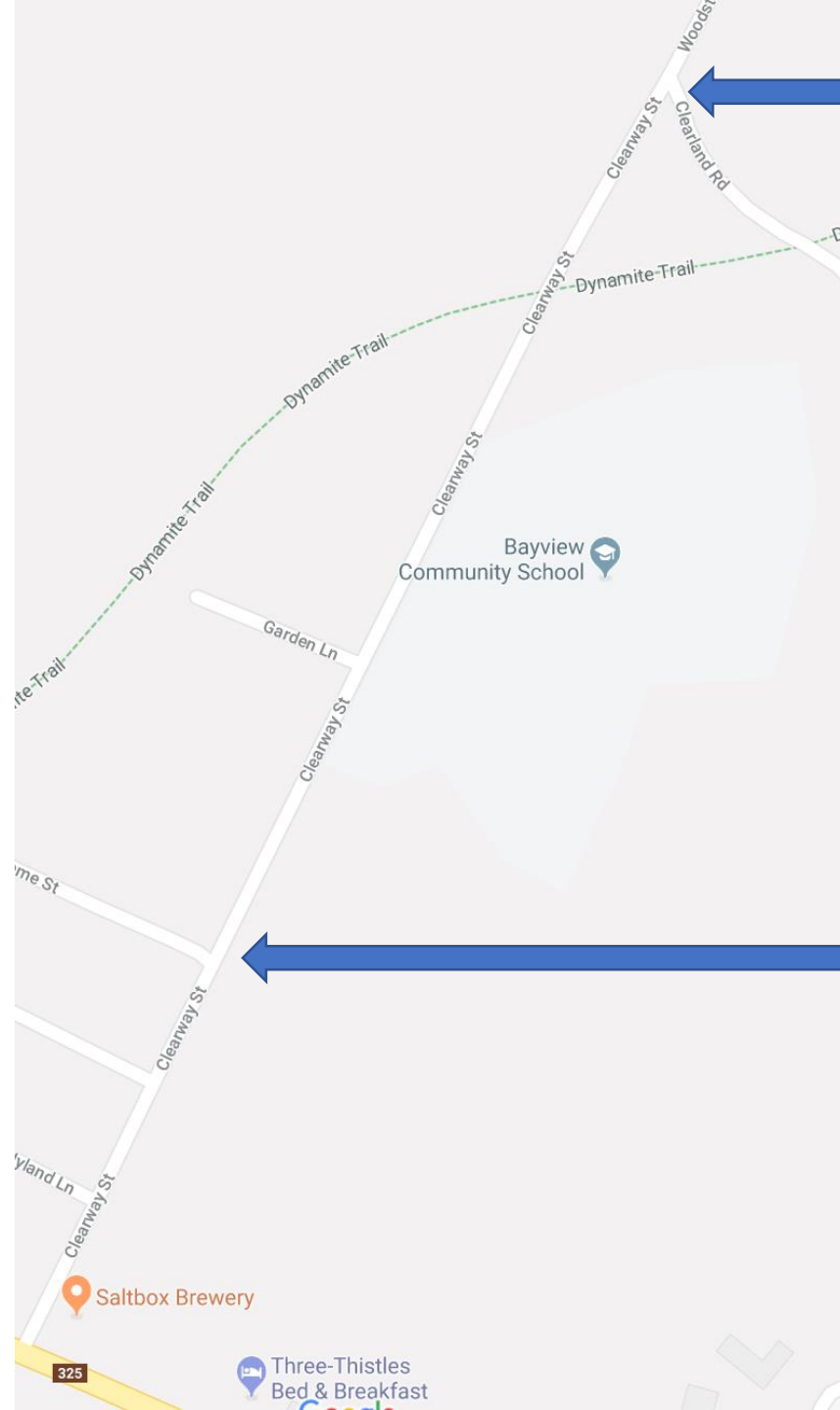
Andrew Tanner
Director, Sales and Marketing

2019 Soapbox Races
Mahone Bay, NS
June 16

Race Course



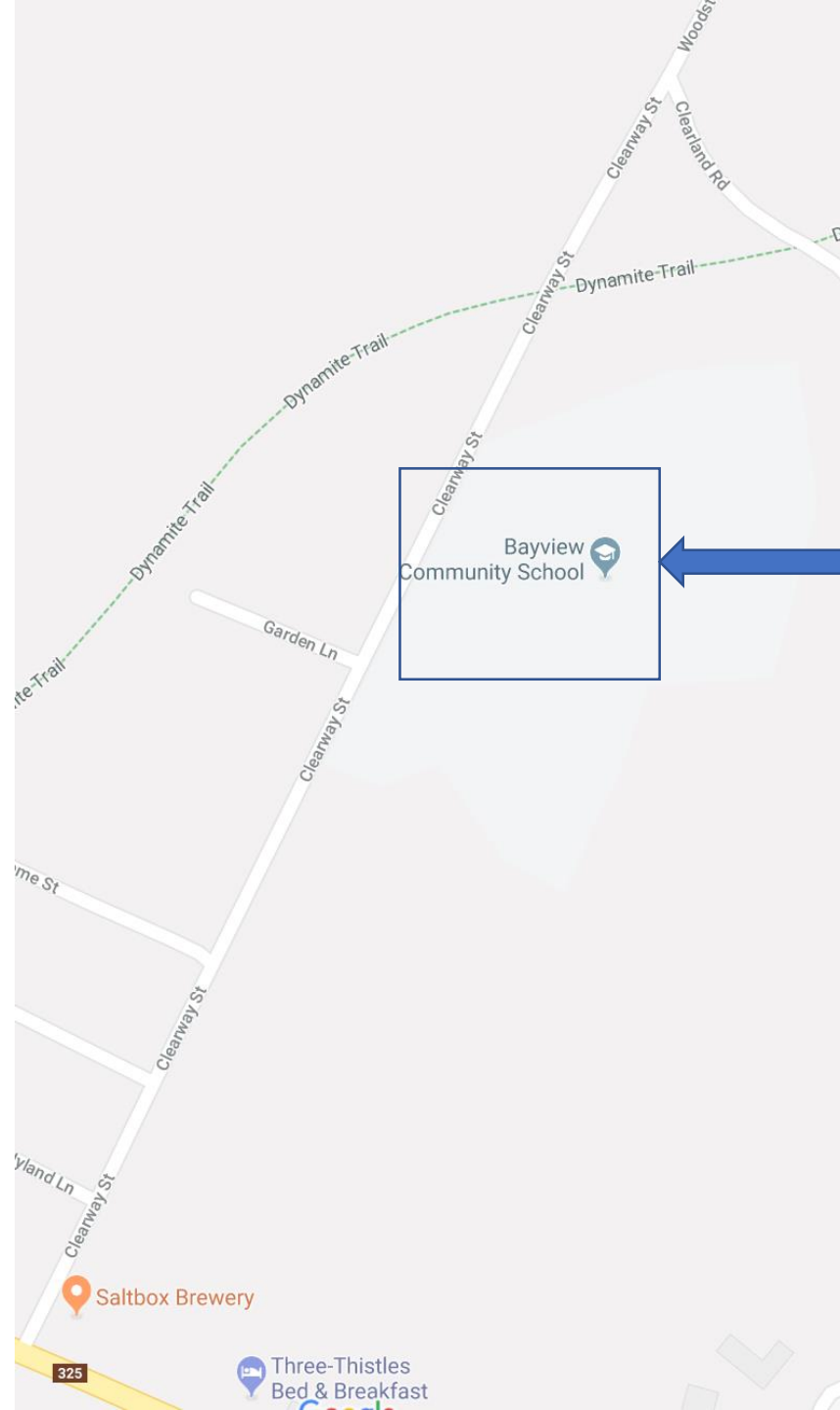
Street Closure By RCMP



At This Intersection

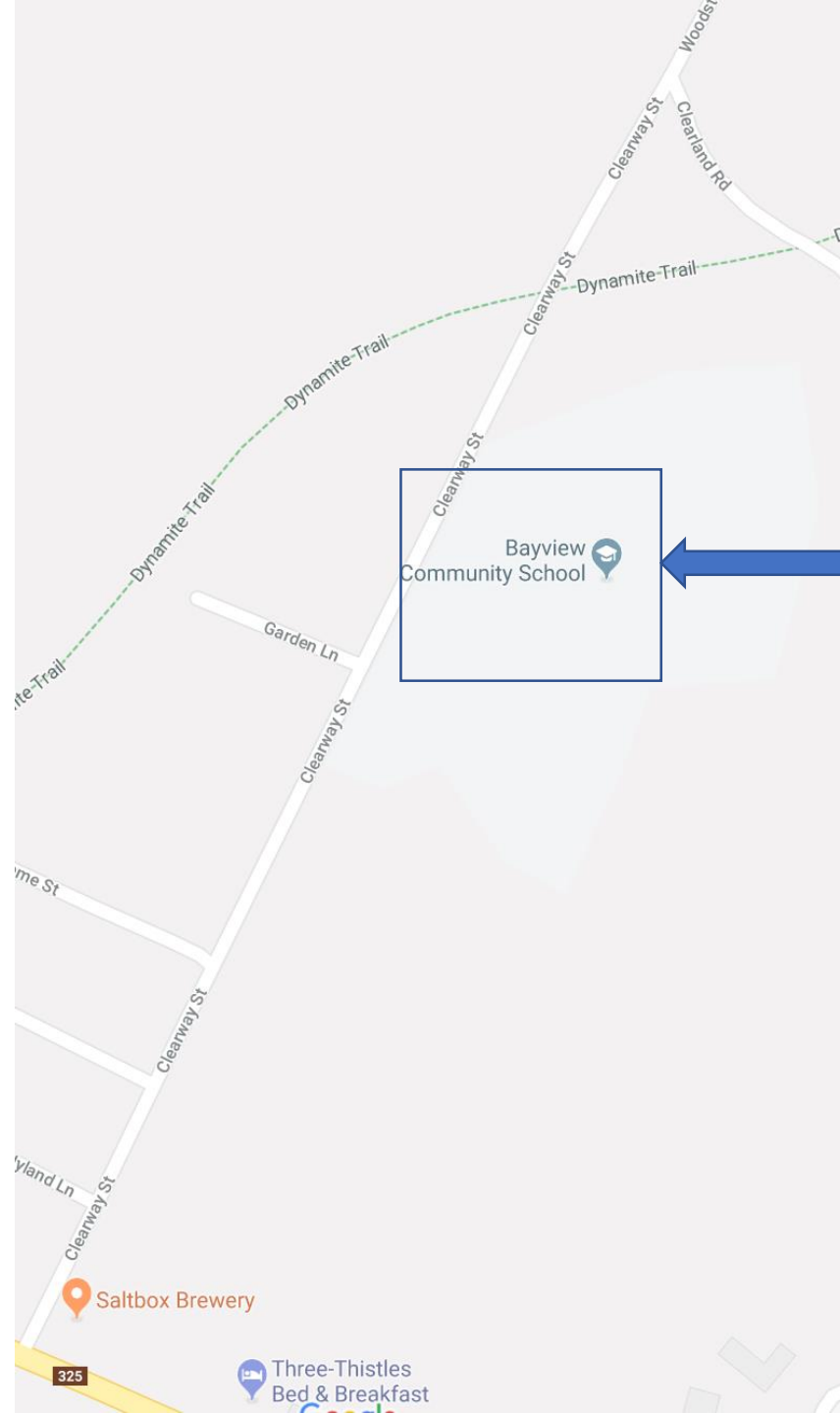
At This Intersection

Marshalling Area



At Bayview School

Safety and Emergency Support



At Bayview School

Kim & Brent Kraushar
3 Canterbury Place
Dartmouth, NS
B2Y4J5

January 30, 2019

Planning Service
Municipality of the District of Chester
186 Central St.
PO Box 20
Chester, NS
B0J1J0

To Whom it May Concern,

**RE: 995 Main Street, Mahone Bay
Request for Development Agreement**

The following letter is a request to the Mahone Bay Planning office to give consideration for a Development Agreement in order to then apply for a Development Permit for a single unit dwelling and wharf on 995 Main Street, Mahone Bay.

To follow are the dimensions of the original building and the proposed square footage of the new

single unit dwelling, driveway and wharf:

Original Buiding - 25 ft. x 60 ft. = 1500 sq. feet x 2 levels = **3000 sq. feet**
New Single Unit Dwelling - 28 ft. x 38 ft. = 1064 sq. feet + loft (15 x 28) = **1484 sq. ft.**
Driveway - 12 ft. x 54 ft.
Wharf - 12 ft. x 72 ft.
Ramp - 20 ft.
Floating Dock - 28 ft. x 26 ft.

The Wharf Permit and request of consideration for the dwelling and surrounding decks has been submitted to the Department of Natural Resources.

Thank you for your consideration,

Kim and Brent Kraushar





Order of Nova Scotia

MEMORANDUM

TO: Mayors and Wardens

FROM: Ms. Glennie Langille
Chief of Protocol
Secretary of the Order of Nova Scotia

DATE: January 30, 2019

SUBJECT: ORDER OF NOVA SCOTIA

The Order of Nova Scotia is the highest honour that the province can bestow on an individual. It recognizes people who have made an exceptional contribution to their community and the province. Some individuals who have been invested into the Order of Nova Scotia are household names. Others have enriched the life of our province through acts and deeds that are known to only a few. But they all share one very important thing: they have been nominated by their fellow Nova Scotians for the honour.

As a leader in your community you are in an exceptional position to recognize excellence. I encourage you to promote the Order of Nova Scotia in your community through public speaking opportunities, newsletters, and on social media.

Please find enclosed a poster and nomination forms to distribute to your constituents or, direct them to the Protocol Office's website, novascotia.ca/iga/order.asp where the nomination form can be downloaded. Should you require additional information or material, please contact Ms. Angela Dennison, Coordinator of the Order of Nova Scotia Program at (902) 424-2467, or angela.dennison@novascotia.ca. You can also contact me directly at 902-424-4194 or glennie.langille@novascotia.ca. The closing date for nominations is **Friday, March 15, 2019.**

Thank you for your consideration and co-operation. I look forward to receiving the nominations of deserving Nova Scotians from communities across the province to this prestigious Order.



Protocol Office

Barrington Level, One Government Place, 1700 Granville Street, Halifax, Nova Scotia B3J 1X5 • Bus (902) 424-4463 Fax (902) 424-4309

E-Mail: orderofnovascotia@gov.ns.ca • Website: <http://www.gov.ns.ca/prot/order.htm>

Kelly Redden

From: NSFM Info <Info@nsfm.ca>
Sent: February 4, 2019 2:08 PM
To: Tracy Verbeke
Subject: INTRODUCTION FROM THE NEW CEO AT THE NOVA SCOTIA FEDERATION OF MUNICIPALITIES--Action Required: For Information Purposes

Follow Up Flag: Follow up
Flag Status: Flagged

4 February 2019

TO: Mayors/Wardens, Councillors, All Units
CC: Chief Administrative Officers/Clerk-Treasurers, All Units
FR: Juanita Spencer, Chief Executive Officer
RE: INTRODUCTION FROM THE NEW CEO AT THE NOVA SCOTIA FEDERATION OF MUNICIPALITIES

Good afternoon Members,

I am thrilled to be writing you on my first day as CEO of the Nova Scotia Federation of Municipalities (NSFM). It is an honour to have been selected to lead the experienced and committed team at NSFM as we work to represent the interests of all Nova Scotia's 50 municipalities.

Thank you to everyone who reached out to me back in January when the announcement of my appointment was first made. Your warm welcome was much appreciated.

I come to this position with a background in public policy and advocacy. I have experience working for both local and national organizations. Most recently, I was the Executive Director of a member-based association similar in size to NSFM but with a mandate to represent the business community. I was the voice for my members with government and other stakeholders, promoted economic development and collaborated with others in support of common business interests.

Over the next few weeks I will be working with my team, and the Board of Directors, to get up to speed quickly. My primary focus will be understanding those issues you have collectively identified as priorities and areas of concern through the resolution process. I recognize the scope of NSFM's work is far broader than these ten issues and I commit to engaging in all areas as soon as possible.

It is also my goal to meet with you, our members. My intention is to work with the board over the next few months to set up a provincial tour. It is important for me to learn first-hand about your successes as well as the issues facing your municipalities. Your experiences will help shape our advocacy efforts. As it will take time to make my way around this great province, I look forward to meeting many of you for the first time at upcoming regional and caucus meetings.

In the meantime, please don't hesitate to reach out to me. I can be reached at jspencer@nsfm.ca or by calling the office at 902-423-8331

Kind regards,

Juanita Spencer
CEO
Nova Scotia Federation of Municipalities

--

NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +1.902.423.8331

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OF MUNICIPALITIES

PLEASE NOTE: If you do not want to receive communications from NSFM, please e-mail Tracy Verbeke at tverbeke@nsfm.ca, and you will be removed from the mailing list.

Kelly Redden

Subject: FW: INTEREST IN PILOT PROGRAM TO REMOVE CAP--Action Required: Respond by March 29, 2019

From: NSFM Info <Info@nsfm.ca>

Sent: January 22, 2019 11:04 AM

To: Tracy Verbeke <TVerbeke@nsfm.ca>

Subject: INTEREST IN PILOT PROGRAM TO REMOVE CAP--Action Required: Respond by March 29, 2019

January 22, 2019

TO: Mayors, Wardens, Clerks, CAOs, All Units

FR: Will Brooke, Policy Advisor, Nova Scotia Federation of Municipalities

RE: INTEREST IN PILOT PROGRAM TO REMOVE CAP

In November 2018, NSFM members passed a resolution on the capped assessment program (CAP). The resolution includes a request for the Province to work with municipalities and other stakeholders to find ways to phase out or remove the CAP, and requests that the Province allow municipalities to undertake CAP pilot projects.

In December 2018, NSFM sent out an email to gauge interest in a potential CAP pilot program. We received a limited number of responses, and received feedback suggesting that a more detailed request would be of assistance to municipalities in developing their responses.

NSFM is interested in finding out how many municipal units across Nova Scotia would be interested in participating in some kind of pilot program to remove or phase out the CAP. To be certain, NSFM is not aware of any opportunity to apply to be a part of a pilot program. The question is hypothetical.

Because the question we are posing is to gauge general levels of interest, the question is deliberate in leaving the specifics of a pilot program undefined. NSFM can suggest that successful proposals for pilot programs would likely include (a) a spike protection mechanism, (b) a tax exemption or deferral mechanism for low-income homeowners, and (c) a requirement to lower tax rates as assessments rise. But beyond those basics, successful pilot programs could include, without limitation, assessment phase-outs, increases of the CAP rate, or other options.

Beyond this, NSFM would also be interested in knowing if your municipality would be supportive of other municipalities using pilot programs to remove the CAP.

Please send your replies and comments to wbrooke@nsfm.ca.

Responses will be tallied Friday, March 29th, 2019. Thank-you for your participation.

--

Will Brooke | Policy Advisor
NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +1.902.221.5191

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**NOVA SCOTIA FEDERATION
OF MUNICIPALITIES**

PLEASE NOTE: If you do not want to receive communications from NSFM, please e-mail Tracy Verbeke at tverbeke@nsfm.ca, and you will be removed from the mailing list.

Kelly Redden

Subject: FW: PROCLAMATION OF BODY ARMOUR CONTROL ACT--Action Required: For Information Purposes
Attachments: Memo to Municipalities.pdf
Importance: High

From: NSFM Info <Info@nsfm.ca>
Sent: January 23, 2019 10:18 AM
To: Tracy Verbeke <TVerbeke@nsfm.ca>
Subject: PROCLAMATION OF BODY ARMOUR CONTROL ACT--Action Required: For Information Purposes
Importance: High

TO: Mayors/Wardens, All Units

CC: CAOs/Clerk-Treasurers, All Units

RE: PROCLAMATION OF *BODY ARMOUR CONTROL ACT*

We've been asked by the Department of Justice to forward the attached memo and the message below to the Municipal Units:

On behalf of the Department of Justice, Public Safety & Security Division

The Government of Nova Scotia has passed new legislation, the Body Armour Control Act, which will make the wearing and possession of body armour illegal unless you are required to wear body armour due to the nature of your employment. This includes police, correctional officers, sheriffs, special constables, by-law enforcement officers, security guards and paramedics. Special Constables will be permitted to wear and possess body armour, however; it must be included in the special constable appointment issued by our office. This means that all municipalities that have special constables who wear body armour will require an amendment to any existing special constable appointment to ensure they are compliant with the new legislation.

Please see the attached notice for information concerning the Act and how to proceed to ensure your special constables have the proper authority to wear and possess body armour.

Cindy Deonarine
Coordinator/Deputy Registrar
Department of Justice, Security Programs
PO Box 7
Halifax, NS B3J 2L6
(902) 424-2905

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Justice

Public Safety and Security Division

Security Programs


1681 Granville St., Ground Flr.
PO Box 7
Halifax, NS B3J 2L6

Phone: 902 424-2905
Fax: 902 424-0700

File Number:

MEMORANDUM

To: Mayors, Wardens and CAO's, Nova Scotia Municipalities

From: Karen Forsyth-McNeil, Manager/Registrar, Security Programs 

Date: January 21, 2019

Re: **Authority to Possess Body Armour under the Body Armour Control Act**

In anticipation of the new Body Armour Control Act (BACA) and Regulations coming into force, we are reaching out to municipal government representatives to determine if your staff, appointed as special constables under section 88 of the Police Act, are required to possess body armour in the course of their duties under their statutory appointment.

The purpose of the BACA is to increase public safety by preventing the use of body armour to further unlawful activity. Under the Act, possession of body armour will be limited to individuals required to wear body armour due to the nature of their employment or pursuant to a government designation or appointment such as police officers, correctional officers, sheriffs, special constables, by-law enforcement officers, security guards and paramedics (section 4 of the Act sets out a complete list of exempted groups).

Municipal government employees who are required to wear body armour due to the nature of their employment, will be authorized to possess body armour as long as the authority is specifically noted in the special constable appointment. As the employer, if any of your employees hold a special constable appointment and are required to possess body armour, the appointment must be amended.

If you require an amendment to a special constable appointment, please provide our office with the name(s) of the special constable(s), **by email to ellen.brooks@novascotia.ca** so arrangements can be made to amend the existing special constable appointment. **This information is required by January 31, 2019.**

If you have any questions or require further clarification, please contact Ellen Brooks, Special Constable Program at the email address above, or by phone at (902) 424-8805.

To review a copy of the Body Armour Control Act, please visit:

<https://nslegislature.ca/sites/default/files/legc/PDFs/annual%20statutes/2018%20Fall/c022.pdf>

Kelly Redden

From: NSFM Info <Info@nsfm.ca>
Sent: January 31, 2019 2:35 PM
To: Tracy Verbeke
Subject: SEEKING EXPRESSIONS OF INTEREST FOR COMMITTEE ON ACCESSIBILITY STANDARDS--Action Required: Submit Application by February 18, 2019
Attachments: Built Environment Std Dev Member Application Final.pdf; Built Environment Standard Development Committee--Terms of Reference.pdf
Follow Up Flag: Follow up
Flag Status: Flagged

January 31, 2019

TO: Mayors, Wardens, Councillors, All Units

CC: CAOs/Clerks, All Units

RE: SEEKING EXPRESSIONS OF INTEREST FOR COMMITTEE ON ACCESSIBILITY STANDARDS

The *Accessibility Act* received royal assent on April 28, 2017, and came into effect on September 18, 2017. This *Act* is one of the most significant pieces of legislation affecting municipalities right now, and there is an opportunity for one elected official to be nominated to serve on the Built Environment Standard Development Committee at the Nova Scotia Accessibility Directorate in the Department of Justice. The committee will assist the Accessibility Advisory Board with making recommendations to the Minister of Justice on provincial accessibility standards to prevent and remove barriers to accessibility in buildings, rights of way, and outdoor spaces. Attached are the terms of reference for the committee.

Applications should be submitted by Monday, February 18, 2019. Applications should indicate any related experience or knowledge in the subject matter for the committee. Additional information is also available at [this website](#).

Term of Appointment: Three years
Frequency of Meetings: Every 6 – 8 weeks
Location of Meetings: Halifax
Application Deadline: February 18, 2019
Remuneration: \$100.00 per day plus expenses.
Application Process: Email application to Tracy Verbeke at tverbeke@nsfm.ca. Include a cover letter and resumé outlining qualifications, and please fill out the attached form.
Selection Process: The NSFM Board will select one elected official candidate from the applications received. The name will be submitted to the Accessibility Directorate at the Department of Justice.
For Additional Information: <https://novascotia.ca/accessibility/built-environment/>, or call Joshua Bates, Senior Policy Analyst at the Accessibility Directorate, at 902-424-5311.

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BUILT ENVIRONMENT STANDARDS DEVELOPMENT COMMITTEE

Terms of Reference

1. Purpose

The purpose of this Terms of Reference is to outline the responsibilities, expectations, and requirements of the Built Environment Standards Development Committee ("Built Environment SDC").

2. Accountability

The Built Environment SDC reports to the Accessibility Advisory Board ("AAB"), which is accountable to the Minister of Justice ("the Minister"). The Built Environment SDC is supported by the Accessibility Directorate.

3. Mandate

The Built Environment SDC is responsible for assisting the Accessibility Advisory Board with making recommendations to the Minister on the content and implementation of accessibility standards in the Built Environment.

4. Membership

The Built Environment SDC is generally comprised of no less than 10 and no more than 20 members. Members are recommended by the AAB, upon approval of the Minister and must have subject matter experience and/or expertise. Members must include:

- Persons with disabilities, or representatives from organizations representing persons with disabilities.
- Representatives of organizations and classes of organizations likely to be affected by the standard, such as the municipal, construction and business sectors.
- Representatives from the Department of Municipal Affairs, and Department of Transportation and Infrastructure Renewal.

One half of the membership must be persons with disabilities or representatives from organizations representing persons with disabilities. It is vitally important that members include persons with disabilities to ensure significant and meaningful first voice representation on the committee.

Members of the AAB may also be members of the Built Environment SDC. The AAB shall assign a Chair and Vice-Chair. Member terms are three years.

5. Roles and Responsibilities

Chair

- Acts as a leader and main spokesperson for the Built Environment SDC.
- Reports to and maintains regular communication with the Chair of the AAB.
- Sets agenda, presides at meetings, and verifies that meeting minutes are accurately recorded.

- Acts as a mediator and facilitator, encouraging the open, balanced and strategic analysis and discussion of all relevant issues from a variety of perspectives.
- Monitors the work of the Built Environment SDC to ensure it aligns with the Accessibility Act and Access by Design 2030, and is on track to meet deadlines.
- Ensures the Built Environment SDC fulfills its mandate and commitments, and meets all requirements outlined in this Terms of Reference.
- Records in writing any declared conflict of interest and provides it to the AAB.
- Notifies the AAB of any member vacancies.

Vice-Chair

- Acts as designate for the Chair if they are absent or unable to act, or when authorized to act by the Chair.

All Members

- Contribute to the fulfillment of the Built Environment SDC's mandate and commitments, and all requirements outlined in this Terms of Reference.
- Contribute to ensuring the work of the Built Environment SDC aligns with the Accessibility Act and Access by Design 2030.
- Complete mandatory training and orientation.
- Review meeting materials and research, and prepare for and actively participate in all meetings.
- Ask relevant and probing questions, and respect the views and expertise of fellow members.
- Present both individual views and interests, and the views and interests of the sector or organization which they represent, if applicable.
- Carry out assignments within set timelines.
- Consider the advice from the technical subcommittee, if applicable, and input received through consultation.
- Work collaboratively with other Built Environment SDC members to make decisions based on the best evidence available.

6. Meetings

Unless otherwise stated, the Built Environment SDC will meet in Halifax approximately every six to eight weeks, as determined by the Chair. Members will also be expected to conduct work outside of the meetings. The frequency of meetings may vary, according to the required work volume and timelines.

Members may participate remotely under exceptional circumstances, subject to the Chair's discretion. All meetings and meeting materials will be accessible to members with disabilities.

Members are expected to attend all Built Environment SDC meetings. Alternates may not attend in place of members. It is recognized that members may be unable to attend some meetings due to conflicts with other commitments or unforeseen circumstances. It is the responsibility of the Chair to discuss meeting absences with members and find solutions for ongoing absenteeism, when necessary.

Minutes will be recorded for each meeting, shared among members for approval, and provided to the AAB and Minister. A summary of meeting discussions and decisions will be provided to the AAB and made publicly available.

7. Decision-Making

Built Environment SDC decisions will be made based on consensus, whenever possible. If consensus cannot be achieved, the Chair may choose to put matters to a majority vote. All committee members will be voting members.

To hold a meeting and vote, 75% of Built Environment SDC members must be present to constitute a quorum.

8. Staff Resources

Staff of the Accessibility Directorate will provide appropriate and timely support with respect to all aspects of the Built Environment SDC's work, including:

- Ensuring the Built Environment SDC has all the necessary information to make informed decisions on matters within its mandate.
- Supporting all meetings and communications
- Distributing agendas, meetings and other material for member review
- Acting as the repository and manager of all Built Environment SDC records

At least one staff person will attend each meeting.

9. Remuneration and Expenses

Built Environment SDC members who are not employed in the public service of the Province shall be paid such remuneration as is determined by the Minister.

Built Environment SDC members shall be reimbursed for their reasonable expenses incurred in the performance of their duties.

10. Confidentiality

Built Environment SDC members shall not, either during or following the expiration of their appointments, disclose confidential information unless authorized to do so. Members should never disclose or use confidential information gained by virtue of their association for personal gain or to benefit friends, relatives, or associates.

Confidential information includes proprietary, technical, business, financial, legal, or any other information that the Directorate, AAB or Built Environment SDC treats as confidential.

The Built Environment SDC is required to conduct itself in accordance with the *Freedom of Information and Protection of Privacy Act, S.N.S. 1993, c. 5* regarding the collection, use and disclosure of information.

11. Conduct and Conflict of Interest

Built Environment SDC members must exercise care, diligence, and skill in carrying out their roles in a professional and competent manner. Members must avoid conflicts of interest and the perception of conflict of interest.

When a Built Environment SDC member feels they are in a conflict of interest with respect to any matter before the committee, the member must immediately contact the Chair to discuss the issue and the potential conflict. If the Chair determines that the member is in a conflict of interest with respect to the issue, the Chair will ask the member to withdraw themselves from the discussion/ decision-making. Where necessary, the Chair may consult with the Accessibility Advisory Board with respect to the conflict.

12. Guidelines for Standards Recommendations

When preparing recommendations for an accessibility standard, the following persons must be consulted:

- Persons with disabilities
- Representatives from organizations representing persons with disabilities
- Representatives of organizations and classes of organizations likely to be affected by the standard, including the municipal, construction and business sectors.
- Representatives from the Departments of Transportation and Infrastructure Renewal and Municipal Affairs, including the Office of the Fire Marshall
- Other individuals or organizations that the Minister considers advisable

When recommending a proposed accessibility standard, the Built Environment SDC shall consider:

- The accessibility objectives for the activity or undertaking, the class, the aspect of the built environment or the individuals or organizations to which the standard relates
- The measures, policies, practices and other requirements that the Built Environment SDC believes should be implemented, including:
 - How and by whom they should be implemented
 - The period for implementing them

When recommending time periods for implementing an accessibility standard, the Built Environment SDC shall consider:

- The nature of the barriers that the measures, policies, practices and other requirements are intended to identify, remove or prevent
- Any technical and economic considerations that may be associated with implementing the standard
- Any other matter requested by the Minister.

When recommending a proposed accessibility standard, the Built Environment SDC shall consider sections 27-38 of the Act, including that an accessibility standard may:

- Apply to different classes of individuals or organizations or aspects of the built environment and, may apply to classes with respect to any attribute, quality or characteristic, or any combination of those things, including:
 - The number of persons employed by an individual or organization or its annual revenue
 - The type of activity or undertaking in which an individual or organization is engaged or the sector of the economy of which an individual or organization is a part
 - A particular characteristic of an aspect of the built environment, such as the type of infrastructure or the size of a building, a structure or premises, that is owned, operated, maintained or controlled by an individual or organization

- Define a class to include or exclude an individual or organization, or an aspect of the built environment, having the same or different attributes, qualities or characteristics.

13. Scope, Deliverables and Timelines

Scope

The Built Environment SDC will develop recommendations for the content and implementation of a proposed accessibility standard to prevent and remove barriers to accessibility within the built environment. “Built environment” means the human-made space in which people live, work, learn and play and includes buildings, rights-of-way and outdoor spaces. Federal infrastructure, including airports, container terminals, and buildings owned or leased by the Government of Canada, fall outside of the Built Environment SDC’s mandate.

To develop these recommendations, members of the Built Environment SDC are required to fulfill the mandate, commitments, and guidelines outlined in this Terms of Reference.

When developing their recommendations, the Built Environment SDC must:

- Meet the guidelines outlined in Section 12 of this Terms of Reference
- Ensure they are informed by member expertise, technical subcommittee recommendations (if applicable), consultation feedback, and research.
- Consider the removal and prevention of barriers now, and prevention of barriers in the future.
- Consider Nova Scotia legislative and regulatory frameworks, measures and supports that already exist related to the built environment, including Schedule “C” Barrier-Free Design in the Nova Scotia Building Code Regulation, Canadian Standards Association B651-12, Accessible Design for the Built Environment, and municipal bylaws and Administrative Orders pertaining to accessible design in the built environment.
- Consider existing and relevant standards, legislation, regulations, and leading and innovative practices in other provinces, and internationally.

The recommendations of the Built Environment SDC must address:

- Specific issues surrounding barriers experienced by people with a range of disabilities in the areas of the public and private built environment.
- Strategies to prevent barriers in the built environment, including specific requirements for all new construction and renovations.
- Strategies for removing barriers in the built environment, including any requirements for retrofitting existing buildings or making homes more accessible. Such strategies could include examining the scope of the Nova Scotia Building Code Regulations, which state that “any construction or condition that lawfully existed prior to the effective date of these regulations need not conform to these regulations”, commonly referred to as the Building Code’s “grandfather clause”.
- Strategies to build capacity and increase awareness about the proposed Built Environment Standard.

The Built Environment SDC must work closely with the Office of the Fire Marshall and the Nova Scotia Building Code Advisory Committee to ensure alignment with current regulations related to accessibility

in the built environment. Further, they must regularly communicate with other standards development committees to ensure alignment with other accessibility standards being developed.

Key Deliverables and Timelines

1. Orientation and Training

All Built Environment SDC members will complete an orientation during the first committee meeting.

Meetings

The Built Environment SDC will meet in-person approximately every 6-8 weeks, as decided by the Chair.

2. Work Plan

Following the first meeting, the Built Environment SDC will submit a work plan to the AAB, outlining deliverables and timelines.

3. Recommendations for Proposed Accessibility Standards

By May 2020, the Built Environment SDC must deliver their recommendations for proposed accessibility standards in the built environment to the AAB.

4. Availability for Further Consultation

The Built Environment SDC must be available for consultation with the AAB after submitting their recommendations to the AAB and prior to the proposed standards being recommended to Governor in Council in 2021.

5. Meeting Minutes and Progress Reports

The Built Environment SDC will provide the AAB with a copy of meeting minutes following each meeting, and quarterly reports on its work to date.

14. Amendments

Any proposed amendments to this Terms of Reference must align with *An Act Respecting Accessibility in Nova Scotia*. Proposed amendments must be voted upon by the AAB after a motion is formally presented in writing.

SOUTH SHORE REGIONAL ENTERPRISE NETWORK
Financial Statements
Nine Month Period Ended December 31, 2018

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MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The accompanying Financial Statements of the South Shore Regional Enterprise Network are the responsibility of the Organization's management and have been prepared in accordance with Canadian public sector accounting standards. Management is also responsible for all of the notes and schedules to the Financial Statements, and for ensuring that this information is consistent, where appropriate, with the information contained in the Financial Statements. A summary of the significant accounting policies are described in Note 3 to the Financial Statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for the preparation of the Financial Statements.

The Audit Committee meets with management and the external auditors to review the Financial Statements and discuss significant financial reporting or internal control matters prior to their approval of the Financial Statements.

The Financial Statements have been audited by Belliveau Veinotte Inc., independent external auditors appointed by the Organization. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Organization's Financial Statements.



Ms. Annette St-Onge, Board Chair

Bridgewater, NS
February 04, 2019

INDEPENDENT AUDITOR'S REPORT

To the Directors of South Shore Regional Enterprise Network

We have audited the accompanying financial statements of South Shore Regional Enterprise Network, which comprise the the statement of financial position as at December 31, 2018 and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the 9 month period 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 the 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 of the 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 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 South Shore Regional Enterprise Network as at December 31, 2018, and the results of its operations and its cash flow for the nine month period then ended in accordance with Canadian generally accepted accounting principles.

Independent Auditor's Report to the Directors of South Shore Regional Enterprise Network *(continued)*

Emphasis of Matter

Without Qualifying our opinion, we draw attention to Note 1 in the accompanying notes to the financial statements which explains transfers made upon dissolution of the organization.

Other Matter

The budgeted figures for the year ended March 31, 2019 were not audited and are presented for comparative purposes only.



Bridgewater, Nova Scotia
February 4, 2019

CHARTERED PROFESSIONAL ACCOUNTANTS
Licensed Public Accountants

Statement of Financial Position

Nine Month Period Ended December 31, 2018

	December 31 2018	March 31 2018
FINANCIAL ASSETS		
Cash	\$ (1,338)	\$ 55,516
HST Recoverable	994	4,384
Accounts receivable (Note 6)	344	85,608
	-	145,508
FINANCIAL LIABILITIES	-	7,336
NET FINANCIAL ASSETS	-	138,172
NON-FINANCIAL ASSETS		
Prepays	-	3,720
ACCUMULATED SURPLUS	\$ -	\$ 141,892

TRANSFERS ON DISSOLUTION (Note 1)

ON BEHALF OF THE BOARD


 Annette St-Onge Director


 Director

See accompanying notes to the financial statements

Statement of Operations

Nine Month Period Ended December 31, 2018

	Budget 2019 March 31	Total 2018 December 31	Total 2018 March 31
REVENUES			
Operating Grants			
Province of Nova Scotia	\$ 186,000	\$ -	\$ 186,000
Municipalities	186,000	186,000	186,000
Project grants			
Province of Nova Scotia	12,500	-	16,036
Municipalities	-	-	24,025
Other revenues	-	9,614	3,204
	384,500	195,614	415,265
EXPENDITURES			
Advertising	15,000	928	14,390
Board of Directors	850	594	445
Consultants	70,000	298	8,762
Finance and administration	5,000	11,291	15,255
Office	12,500	2,652	11,103
Projects	91,854	8,343	42,648
Rent and utilities	22,428	21,289	18,642
Salaries, wages and benefits	251,030	108,058	262,150
Telephone	7,000	3,292	8,564
Tourism	40,000	5,043	43,549
Training and meetings	16,800	182	3,282
Travel	11,200	636	3,745
	543,662	162,606	432,535
PERIOD/ANNUAL SURPLUS (DEFICIT)	\$ (159,162)	\$ 33,008	\$ (17,270)

See accompanying notes to the financial statements

Statement of Accumulated Surplus

Nine Month Period Ended December 31, 2018

	<i>December 31</i> 2018	<i>March 31</i> 2018
ACCUMULATED SURPLUS - BEGINNING OF PERIOD/YEAR	\$ 141,892	\$ 159,162
Period/Annual surplus (deficit) for the period/year	33,008	(17,270)
	174,900	141,892
Transfer to province <i>(Note 1)</i>	(70,946)	-
Transfers to municipal partners <i>(Note 1)</i>	(103,954)	-
ACCUMULATED SURPLUS - END OF PERIOD/YEAR	\$ -	\$ 141,892

See accompanying notes to the financial statements

Statement of Changes in Net Financial Assets

Nine Month Period Ended December 31, 2018

	<i>December 31</i> 2018	<i>March 31</i> 2018
PERIOD/ANNUAL SURPLUS (DEFICIT)	\$ 33,008	\$ (17,270)
Increase (decrease) in prepaid expenses	(3,720)	301
Transfer to Province of Nova Scotia <i>(Note 1)</i>	70,946	-
Transfer to Municipal Partners <i>(Note 1)</i>	103,954	-
	171,180	301
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(138,172)	(17,571)
Net financial assets - beginning of period/year	138,172	155,743
NET FINANCIAL ASSETS - END OF PERIOD/YEAR	\$ -	\$ 138,172

See accompanying notes to the financial statements

Statement of Cash Flow

Nine Month Period Ended December 31, 2018

	<i>December 31</i> 2018	<i>March 31</i> 2018
OPERATING ACTIVITIES		
Period/Annual surplus (deficit)	\$ 33,008	\$ (17,270)
Changes in non-cash working capital:		
Accounts receivable	85,264	(54,247)
Prepaid expenses	3,720	(301)
Accounts payable	(7,336)	(66,655)
HST payable	3,390	1,294
	85,038	(119,909)
Cash flow from (used by) operating activities	118,046	(137,179)
FINANCING ACTIVITY		
Transfers	(174,900)	-
DECREASE IN CASH FLOW	(56,854)	(137,179)
Cash - beginning of period/year	55,516	192,695
CASH (DEFICIENCY) - END OF PERIOD/YEAR	\$ (1,338)	\$ 55,516

See accompanying notes to the financial statements

Notes to Financial Statements

Nine Month Period Ended December 31, 2018

1. TRANSFERS ON DISSOLUTION

South Shore Regional Enterprise Network ceased operational activities on September 30, 2018. As set out in the agreement, South Shore Regional Enterprise Network is expected to transfer all accumulated surplus to its funding partners. Amounts transferred are based on percentages of funding received from each partner. Final dissolution of South Shore Regional Enterprise Network occurred on December 31, 2018

The Province of Nova Scotia provided 50% of funding to March 31, 2018. Therefore \$70,946 was transferred to the Province (50% of accumulated surplus as at March 31, 2018)

Municipal partners provided funding equal to percentages listed in Note 2. Total accumulated surplus distributed to Municipal partners was \$103,954. The amounts transferred to each Municipal partner are as follows:

Transfers to Municipal Partners

Municipality of the District of Chester	\$	25,593
Municipality of the District of Lunenburg		33,525
Municipality of the District of Shelburne		6,237
Town of Bridgewater		13,036
Town of Mahone Bay		2,027
Town of Lockeport		489
Town of Shelburne		1,445
Town of Lunenburg		4,169
Region of Queens		17,433

\$ 103,954

Notes to Financial Statements

Nine Month Period Ended December 31, 2018

2. PURPOSE OF THE ORGANIZATION

South Shore Regional Enterprise Network (the "Organization") was incorporated provincially under the Municipal Government Act of Nova Scotia. The Organization was an inter-municipal services corporation made up of the Municipality of the Districts of Chester, Lunenburg and Shelburne; the Towns of Bridgewater, Mahone Bay, Lunenburg, Lockeport and Shelburne; as well as the Region of Queens. It was created for the purpose of promoting economic development opportunities within the region.

Percentage contributions by each member were based on population and uniform assessment. The following table summarizes each members' percentage of interest for the year ended December 31, 2018 (March 31, 2018). The organization was dissolved effective September 30, 2018, as set out in the termination agreement dated July 18, 2018.

	<i>December 31</i> 2018	<i>March 31</i> 2018
Municipality of the District of Chester	24.62%	24.62%
Municipality of the District of Lunenburg	32.26%	32.26%
Municipality of the District of Shelburne	6.00%	6.00%
Town of Bridgewater	12.54%	12.54%
Town of Mahone Bay	1.95%	1.95%
Town of Lockeport	0.47%	0.47%
Town of Shelburne	1.39%	1.39%
Town of Lunenburg	4.01%	4.01%
Region of Queens	16.77%	16.77%

3. BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian generally accepted accounting principles (PSAS), as recommended by the Public Sector Accounting Board (PSAB) of Chartered Professional Accountants of Canada.

4. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

Revenues and expenditures are recorded on the accrual basis of accounting. The accrual basis of accounting recognizes revenue as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(continues)

Notes to Financial Statements

Nine Month Period Ended December 31, 2018

4. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)Transfers from government entities

Transfers from the Province, Municipalities, and Towns are recognized in the financial statements when the transfer is authorized and eligibility criteria have been met except, when and to the extent, stipulations by the transferor gives rise to an obligation that meets the definition of a liability. Stipulations by the transferor may require that the funds only be used for providing specific services. For transfers with stipulations an equivalent amount of revenue is recognized when the liability is settled.

Cash and cash equivalents

Cash and cash equivalents include cash on hand and balances with banks.

Revenue recognition

The organization recognizes revenues when they are earned and when the ability to collect is reasonably assured.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealised gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Accounting estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

5. ECONOMIC DEPENDENCE

As described in Note 2, the Organization was an inter-municipal service corporation, and it was dependant on funding from its partners. Therefore its ability to continue as a viable operation was dependant on maintaining this funding prior to dissolution.

Notes to Financial Statements

Nine Month Period Ended December 31, 2018

6. ACCOUNTS RECEIVABLE

	<i>December 31</i> 2018	<i>March 31</i> 2018
Trade accounts receivable	\$ 327	\$ 783
Due from Province of Nova Scotia	-	84,825
Due from Municipality of the District of Lunenburg	17	-
	\$ 344	\$ 85,608

7. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of December 31, 2018.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss of the other party by failing to discharge an obligation. The Organization's main credit risk relates to contributions receivable. In order to reduce its credit risk, the Organization maintains open communication with its provincial and municipal partners, and ensures that it complies with the conditions of all funding agreements.



January 19, 2019

2089 Maitland Street
Halifax, Nova Scotia B3K 2Z8

Tel. 902.423.4480
800.948.4267

Fax. 902.422.0184

www.tians.org

RE: 2019 Nova Scotia Communities in Bloom Program

INVITATION TO PARTICIPATE –

On behalf of TIANS and the Nova Scotia Communities in Bloom Program, we would like to invite you to participate in the 2019 Program. A Registration Form and information sheet have been provided for your review.



You will note that there are two categories of participation – Competitive category (Judged and evaluated) and Friends category (Not evaluated). The cost remains the same, the efforts and initiatives remain the same; the difference is in the elimination of a formal evaluation, judging and “Bloom” rating for the community.



A number of communities in recent years have joined and remained in the Friends category, to have the pride of place and sense of community that comes with this great program, without the element of an evaluation. Should you have any questions around becoming a “Community in Bloom”, I would be pleased to chat with you.

Thank you for your time. We hope you will consider participating in the 2019 Nova Scotia Communities in Bloom program.

Kind Regards,

Tanice Mundle

Tanice Mundle
Communities in Bloom
Tourism Industry Association of Nova Scotia (TIANS)
tanice@tourism.ca
902.422.5853

www.novascotiainbloom.org



2019 NATIONAL SYMPOSIUM ON PARKS & GROUNDS AND NATIONAL & INTERNATIONAL AWARDS CEREMONIES

The National Symposium on Parks & Grounds and National & International Awards Ceremonies will be held in Yarmouth, Nova Scotia from September 25th to 28th, 2019, under the theme “Blooms by the Sea”.
Information concerning the upcoming events in Yarmouth, NS will be coming soon

COMMUNITIES IN BLOOM

Enhancing Green Spaces in Communities

REGISTRATION FORM

Municipality/Town/Village		Population	Mayor/Warden
Name of Main Contact for CIB Program		Position / Title	
Address		Town	Postal Code
Phone (work)	Phone (home)	E-mail	
Phone (cell)	Fax	Website	
Alternate Community Contacts			
<input type="checkbox"/> Evaluated Category		<input type="checkbox"/> Friends Category (Not Evaluated)	

- Fees are listed on reverse -

Please be sure payment accompanies Registration. Thank you for being part of Communities in Bloom Nova Scotia. We appreciate your participation!!

Communities in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community involvement and the challenge of a national program, with focus on enhancing green spaces in communities.



People, Plants and Pride...Growing Together
NOVA SCOTIA EDITION



Terms and Conditions:

The participating communities have a responsibility to:

- Pay a registration fee, based on the following population categories and level of competition:
 - ☒ 1 to 1,000 - **\$250**
 - ☒ 1,001 to 3,000 - **\$350**
 - ☒ 3,001 to 5,000 - **\$400**
 - ☒ 5,001 to 10,000 **\$500**
 - ☒ 10,000 and over - **\$650**
- Communities can also participate in a non-competitive "Friends" category. Fees are the same. Please consult the co-ordinators for more information.
- Form a Communities in Bloom Committee and involve the community with the support of the town/municipal/village council.
- Provide photos of your community to The Tourism Industry Association of Nova Scotia (TIANS) for use in promotion of the Communities in Bloom program.

For those being evaluated:

- Provide a list of media contacts in your region to TIANS by July 1.
- Prepare for the Provincial Communities in Bloom judging during in July or August.
- Fill out a Community/Municipal Information form and gather material relevant to each judging criteria (Tidiness, Environmental Action, Heritage Conservation, Urban Forestry, Landscape, Floral Displays) to give to the judges upon arrival into the community (more detailed guidelines will be provided upon registration).
- Provide lodging and meals for 1 night and 1 day for judges.
- Provide transportation for the judges within the community to tour the town.
- Organize a meeting with the committee and a tour of the community during the judge's visit.

Nova Scotia CIB, C/O TIANS Attention: Tanice Mundle
2089 Maitland Street, Halifax, NS B3K 2Z8
Tel.: 902 423-4480 Fax: 902 422-0184 Email: CIB@tians.org



People, Plants and Pride...Growing Together
NOVA SCOTIA EDITION





How to Participate in Communities in Bloom

www.communitiesinbloom.ca

People, Plants and Pride...Growing Together

THE PROGRAM

Communities in Bloom is a Canadian non-profit organization committed to fostering civic pride, environmental responsibility and beautification through community participation and the challenge of a national program, with focus on enhancing green spaces in communities. National beautification programs have flourished in Europe – including Great Britain, France and Ireland – for decades, and were the inspiration for Communities in Bloom.

The program began in 1995 with 29 Canadian communities and has grown to improve the quality of life in hundreds of participating communities in the provincial, national and international editions.

All communities are invited to participate in the provincial or national editions, within their population category.

Trained volunteer judges travel across Canada during the summer to evaluate communities and the overall contributions of municipality, businesses & institutions and residents, including volunteer efforts in regards to the following criteria:

Tidiness includes an overall tidiness effort by the municipality, businesses, institutions and the residents throughout the community. Elements for evaluation are parks and green spaces, medians, boulevards, sidewalks, streets; municipal, commercial, institutional and residential properties; ditches, road shoulders, vacant lots, signs and buildings; weed control, litter clean-up, graffiti prevention/removal and vandalism deterrent programs.



Pincher Creek, AB –
Tidiness Award
Winner,
presented by Natura

Environmental Action pertains to the impact of human activities on the environment and the subsequent efforts and achievements of the community with respect to: policies, by-laws, programs and best practices for waste reduction and landfill diversion, composting sites, landfill sites, hazardous waste collections, water conservation, energy conservation, and environmental stewardship activities under the guiding principles of sustainable development pertaining to green spaces.



Jasper, AB –
Environmental Action
Award Winner,
presented by the
Canadian Nursery and
Landscape
Association

Heritage Conservation includes efforts to preserve natural and cultural heritage within the community. Preservation of natural heritage pertains to policies, plans and actions. Cultural conservation refers to the heritage that helps define the community including the legacy of tangible (built/hard assets) elements such as heritage buildings, monuments, memorials, cemeteries, artifacts, museums and intangible elements such as traditions, customs, festivals and celebrations.



Niagara-on-the-Lake, ON –
Heritage
Conservation Award
Winner, presented by
Beauti-Tone

Urban Forestry includes the efforts of the municipality, businesses, institutions and residents with regards to written policies, by-laws, standards for tree management (selection, planting, and maintenance), long and short-term management plans, tree replacement policies, pollinator friendly tree selection, tree inventory, and Integrated Pest Management (IPM), heritage, memorial and commemorative trees.



Yarmouth, NS –
Urban Forestry
Award Winner,
presented by
Communities in
Bloom

Landscape includes planning, design, construction and maintenance of parks and green spaces suitable for the intended use and location on a year-round basis. Elements for evaluation include: native and introduced materials; balance of plants, materials and constructed elements; appropriate integration of hard surfaces and art elements, use of turf and groundcovers. Landscape design should harmonize the interests of all sectors of the community. Standards of execution and maintenance should demonstrate best practices, including quality of naturalization, use of groundcovers and wildflowers along with turf management.



Sarnia, ON –
Landscape Award
Winner, presented by
Scotts® Turf Builder®

Floral Displays evaluates efforts of the municipality, businesses, institutions and residents to design, plan, execute, and maintain floral displays of high quality standards. Evaluation includes the design and arrangements of flowers and plants (annuals, perennials, bulbs, ornamental grasses, edible plants, water efficient and pollinator friendly plants) in the context of originality, distribution, location, diversity and balance, colour, and harmony. This pertains to flowerbeds, carpet bedding, containers, baskets and window boxes.



Barrie, ON –
Floral Displays Award
Winner, presented by
the National Capital
Commission

Communities
in Bloom
Foundation



Fondation
Collectivités
en fleurs

Established in 2005, the Communities in Bloom Foundation is dedicated to funding, developing and disseminating education and awareness to a wide audience on the value, improvement, importance and sustainable development of green spaces and natural environment in Canadian society.

For more information or to make a donation, please contact:

Communities in Bloom Foundation

(514) 694-8871 ext.3
president@cib-cef.com

Or visit: www.CanadaHelps.org

SPECIAL AWARDS

Essex, ON - Community Involvement Award Winner, presented by Home Hardware



Stettler AB - Community of Gardeners Award Winner, presented by Scotts®



Bruderheim, AB - WinterLife Award Winner, presented by Municipal World



Killarney-Turtle Mountain, MB - Land Reclamation Award Winner, presented by The Butchart Gardens



Ashcroft, BC - Youth Involvement Award Winner, presented by Scotts®



Coquitlam, BC - Pollinator Friendly Community Award Winner, presented by Bees Matter



PROVINCIAL EDITIONS & PARTNERS – CONTACT INFORMATION

To get involved or learn more about the program in your province or territories, please contact:



BRITISH COLUMBIA

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c.kennedy@telus.net
www.bccib.ca
604-576-6506



QUÉBEC

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NOVA SCOTIA

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NEWFOUNDLAND & LABRADOR

Program Coordinator
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514 694-8871



YUKON



Northwest Territories



NUNAVUT

Please contact the Program Coordinator at 514-694-8871 ext.1 – bloom@cib-cef.com

PROGRAM STRUCTURE

Communities in Bloom is designed to be a continuous community improvement program. It is divided into three phases: Provincial, National and International.

Provincial Editions

Communities participate in their population category within their province with a rating of 1 to 5 blooms at a provincial awards ceremony in the fall. Any community is allowed to participate in a non-competitive category either to learn about the program or, if they are past participants, to maintain their initiatives, program and committees.

The provincial editions may also include a non-competitive Mentoring category, where an experienced community guides a new community through the process of their first participation. Each provincial organization also offers special programs and categories specific to provincial context and objectives.

National Edition

Who is invited to participate in the national edition?

Population

- Past National finalists from the previous year's national edition are invited back to the national competition
- Communities from the previous year's provincial editions as recommended by the respective provincial organization.

Circle of Excellence

A non-competitive category for National Winners without an evaluation.

Class of Champions

A category where Canadian communities who have won in the Population category compete amongst themselves.

Grand Champions

A category where past winners of the Population, International Challenge and Class of Champions compete amongst themselves.

Special Attractions

A category that features green attractions such as parks, living history museums, public gardens, etc.

International Challenge

A competitive category between national and international winners.

**Competitive categories require a minimum of 3 communities.*

***Communities in Bloom reserve the right to adjust population categories based on registrations received.*

PROGRAM BENEFITS

Communities have recognized numerous benefits from participating in the program:

- Increased civic pride and community involvement
- Environmental stewardship through the enhancement of green spaces
- Mobilization of citizens, groups, organizations, businesses and the municipality
- Best practices and Information exchange
- Valuable information and feedback from the judges
- Economic development and increased property values
- Marketing and promotional opportunities
- Positive benefits for the tourism, hospitality and retail industries
- Improved quality of life
- Participation from all ages and walks of life of the community

OUTSTANDING ACHIEVEMENT AWARDS

Awards are also part of the provincial and national editions and recognize exemplary achievement in each criteria, plus other special initiatives.

PROCESS FOR PARTICIPATION Registrations

Helpful Information on the program and the evaluation form are available by contacting the National Office or the Provincial Organizations by visiting: www.communitiesinbloom.ca. Registration can be done through the provincial organizations or the Communities in Bloom National Office.

Your Local Committee

The committee is usually composed of local citizens, including one member of council and members of associations, businesses and organizations interested in horticulture, heritage and improving community life.

The committee's objectives are:

- To involve the community by means of local contests, which increase awareness about the program, its benefits and opportunities.
- To act as a liaison with the municipal authorities and Communities in Bloom.

Budget

While participation in the program does not require considerable financial resources, obtaining funds to promote the program, involve the community, honour participants and volunteers, attend the award ceremonies, etc. is recommended.

It is suggested for the community to prepare an estimated budget and to find sources of funding, such as fundraising programs, community events, etc. Communities in Bloom can provide fundraising ideas and examples from other communities.

Bloom Ratings

Communities are rated from 1 to 5 Blooms

Up to 55 points:	1 Bloom
56-63 points:	2 Blooms
64-72 points:	3 Blooms
73-81 points:	4 Blooms
82 points and more:	5 Blooms

There are four (4) levels of 5 Blooms exclusive to the National and International Edition, for evaluated communities only.

5 Blooms:	82 to 83.9%
5 Blooms (Bronze):	84 to 86.9%
5 Blooms (Silver):	87 to 89.9%
5 Blooms (Gold):	90% and over

- A community does not have to be entered in a competitive category, but will need to be evaluated.

- With the introduction of this enhanced higher award standards, the marking of scores will be more critical.



Birdhill, Ireland -
International
Community Floral
Displays Award,
presented by Ball

**Nieuwpoort,
Belgium -**
International
Outstanding Floral
Displays Award,
presented by Ball



Tihany, Hungary -
International
Community
Involvement Award,
presented by
Communities in Bloom
Foundation

PROGRAM COMMITMENT

The participating communities have a responsibility to:

- Involve the entire community to participate (with the support of municipal council)
- Prepare for the judging during the summer
- Provide lodging for 1 or 2 nights for 2 judges.
- Provide transportation for the judges to and from the nearest airport/train station.
- Attend the Provincial and/or National awards ceremonies.
- Pay a registration fee, based on population categories and level of competition.

THE JUDGES' VISIT – USEFUL TIPS

- Prepare information that addresses all criteria in the evaluation form.
- Make good use of the time spent by the judges in your community, to benefit from their expertise.
- The judges' itinerary should include all of the criteria.
- Provide the judges with the opportunity to interact with key individuals and network in your community.
- Let them see that you are proud of your achievements.

AWARDS CEREMONIES

The Provincial Awards Ceremonies are held in the fall and include presentations and awards to all participants along with the judges' feedback.

The National Awards Ceremonies, hosted in a different city each year, is held in the fall, in conjunction with the National Symposium on Parks and Grounds. All National Finalists are encouraged to attend. The communities are showcased by means of community exhibits and promotional material.



**2019 National Symposium on
Parks and Grounds**

**2019 National and International
Awards Ceremonies**

Sept 25-28. 2019

GRANTS and CONTESTS

Home Hardware Dealer Involvement Contest:

A contest that encourages communities to share their Home Hardware initiatives.

Home Hardware - Canada's Backyard Contest A contest that recognizes gardeners working together in their neighborhood.

Scotts Best Garden Selection Program: A program that recognizes the hard work and dedication of citizens to create and maintain their gardens.
(<https://www.facebook.com/ScottsCanada>)

Scotts Gro for Good Garden Grants: for deserving communities, schools and non-profit civic organizations seeking to develop sustainable community gardens and green spaces.
(<https://www.communitiesinbloom.ca/grants-contests-promos>)

Nutrients for Life – School Garden Award: A grant to support a local school garden to all Canadian communities registered (all editions) in the Communities in Bloom program.

PROMOTIONS

www.communitiesinbloom.ca: CiB's website gives visibility to our participants in the NewsComm and Explore our Communities section of our website. The website also includes a resource centre featuring information from sponsors and communities along with electronic copies of our magazines.

Social Networks: CiB participants are welcomed to send us updates, news and photos to post on our Facebook and Twitter pages:
(www.facebook.com/communitiesinbloom &
www.twitter.com/cibcef)

Magazine: Showcases participants with photos, results and articles. The magazine is also presented electronically on the CiB website.

Canada's Garden Route: the most comprehensive listing of Canadian gardens and garden experiences. www.canadagardenroute.ca

Garden Days (June 15 to 23, 2019): Canada's country-wide celebration of gardens and gardening.
www.gardendays.ca

Promotional Merchandise

For information and order forms, please visit www.communitiesinbloom.ca or contact:

Program Coordinator
Communities in Bloom
Tel 514-694-8871 ext. 1
bloom@cib-cef.com



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NUTRIENTS FOR LIFE NUTRIENTS POUR LA VIE



*Within the context of climate change and environmental concerns,
all communities involved in the program can be proud of their efforts,
which benefit all of society*



Scotts Canada launches the *Gro for good* Grants program in support of Community Gardens and Green Spaces across Canada

Scotts Canada Limited proudly announces its new *Gro for good* program to keep the spirit of community and connection to nature alive in Canada. The program provides grants to deserving communities, schools and non-profit organizations seeking to develop sustainable community gardens and green spaces.

The *Gro for good* grants are part of Scotts Canada's commitment to support green space solutions that improve and help youth and communities connect outdoors and enjoy the benefits of gardening. Gardening has been shown to provide multiple benefits, such as, encouraging healthy eating habits while learning how to grow your own food, and the health benefits that come from being outdoors and interacting with nature and other members of your community.

Scotts Canada is pleased to be offering this exciting grant opportunity to Canadian communities in partnership with [Communities in Bloom](#), [Plant · Grow · Share a Row](#) and [Nutrients for Life](#).

Gro for good grants, are valued at \$2,500 (cash plus in-kind product donation) and will be awarded to selected projects across Canada based on community impact, youth involvement and sustainability. The applicants will need to demonstrate one or more of the following benefits to the community: addressing health and wellness needs, enhancing the environment and/or engaging with youth. Each recipient of a grant will also have the opportunity to compete for one additional grant of \$2,500 that will be awarded based on a social media contest hosted by Scotts Canada.



The submission deadline for applications is February 28, 2019, at 11:59 p.m. EST. *Gro for good* grants will be awarded as a combination of cash and in-kind product donation. Projects must be completed in 2019.

For further details on the *Gro for good* program, please visit: <https://scottsmiraclegro.com/responsibility/scotts-canada/>. Questions can also be directed to communication@cib-cef.com.





Canadian charitable organizations or non-profit groups are invited to apply for a grant to create or expand a garden or green space that will provide tangible benefits to the community in one or more of the following ways:

1. Address a **health & wellness** need, such as:

- Promoting good health through healthy eating and/or gardening activities
- Addressing community food security
- Supporting therapeutic healing

2. **Enhancing the environment**, such as providing:

- Pollinator habitat improvement
- Beautification of a community space
- Urban revitalization

3. **Developing Youth** through:

- Engagement in community projects
- Providing education and awareness related to gardening and gardening related topics
- Interaction with the community and green spaces

Applicants will need to demonstrate that they have support from their local municipality and/or school authority along with a plan for the sustainability of the garden. Community involvement needs to be a key element of the project.

Apply online at: <https://scottsmiraclegro.com/responsibility/scotts-canada/>.





GRANT APPLICATION - FAQs

Q: What are the most important factors Scotts Canada uses in its decision-making process for the *Gro for good* Grants?

A: Scotts Canada evaluates a number of critical factors based on the information provided in the application form, including, but not limited to:

- The project's positive influence and impact on a community;
- The project's alignment with the mission of Scotts Canada and its Give Back ToGro philanthropic program, including involvement of area youth, health and wellness benefits, and environmental enhancement for the benefit of the community;
- The organization's commitment to the maintenance and sustainability of the project, including its plans for growth, community involvement and additional funding opportunities;
- The organization's commitment to creating or maintaining gardens that serve a beneficial purpose such as:
 - Promoting good health through healthy eating and/ or gardening activities
 - Addressing community food security;
 - Pollinator-friendly habitats;
 - Educating or addressing underserved youth; or
 - Therapeutic horticulture
- The organization's willingness to share progress and success stories with Scotts Canada, Communities in Bloom, Plant a Row – Grow a Row and Nutrients forLife.

Q: How many *Gro for good* Grants are awarded each year?

A: Scotts Canada will award 6 *Gro for good* Grants throughout Canada each year.

Q: When will applicants be notified?

A: All applicants, recipients and non-recipients, will be notified in the Spring (April/May) of each granting year.

Q: I understand that each recipient will be eligible for an additional grant. How will these be awarded and how many grants will be awarded?

A: One additional grant of \$2,500 (in cash) will be awarded to one of the recipients based on a social media voting process. Each recipient will submit a 60 to 90 second video that will be posted on Scotts Canada's Facebook page. The recipient's community, along with Scotts Canada's and Communities in Bloom's social media friends will be invited to vote for the best project.



Q: Are there specific guidelines for how the grant funds should be used?

A: Scotts Canada does have terms and conditions under which a grant will be awarded. These conditions include, but are not limited to:

- Ensuring funds are used to directly establish a garden / green space or its expansion;
- Expending funds in the year they are awarded;
- Committing to the garden / green space being functional within the year the grant is awarded;
- Not expending funds for any political or lobbying activity;
- Returning unexpended funds that are not used for the purposes of the project.

Q: What is the timeline for receiving the grant?

A: Grants will be awarded shortly following notification of the winners. Grant payments are typically awarded in late May / early June.

Q: Our project was not awarded funding. Can we reapply?

A: Yes! *Gro for good* will continue next year, thus you will be able to apply again. All applicants from previous years will be informed by email of the application process for the next grant cycle. We hope you consider applying again and sincerely thank you for your submission.

For application form please visit: <https://scottsmiraclegro.com/responsibility/scotts-canada/>.



232 Main Street,
Mahone Bay, N.S.
B0J 2E0
26 January 2019

TO:

Hon. Randy Delorey, Minister of Health
Suzanne Lohnes-Croft, MLA Lunenburg
David Devenne, Mayor of Mahone Bay
Members of the Mahone Bay Council
Ramsey Duff, CEO, MacLeod Group
Brian MacLeod, President, MacLeod Group
Lighthouse Log; Herald, CBC, CTV, CKBW

Dear Fellow Citizens,

Since attending the Mahone Bay Council meeting on December 11 where The MacLeod Group made their presentation about their intention to build a new nursing home on the section of Main Street toward Blockhouse, we have had time to reflect. It is proposed to build it on a parcel of land that is directly across the street from 181 Main St. The building will run down toward the river right beside 228 Main Street which is set back from the road. The more we reflect on the proposal, the more something seems wrong with this picture.

We want to start by stressing our support for the need for a new nursing home. We are desperately short of long term care beds in the province. The lack of them is probably the single greatest contributor to the problems facing our health care system, enormously driving up costs and causing increasing suffering not just for the elderly but from one end of health care to the other. The current facility in Mahone Bay is badly located, aging and inadequate. The problem is that the proposed facility is ill located, unfair and inadequate.

The Location. A family moved to Mahone Bay and was delighted to find a residential lot in a beautiful, peaceful setting, suitable for passive solar. They built their home and paid their taxes and settled into the neighborhood. They had faith in the municipal plan and the zoning system. Zoning protects families from having their homes devalued and their lives disrupted by industrial plants, junk yards and commercial and industrial neighbors. Does that assurance end if the Town of Mahone Bay sees the possibility of increased taxes and jobs?

This development will be an inconvenience for a number of households but a disaster for one family in particular. Their home will be greatly devalued, if it indeed could be sold at all. Instead of having their carefully planned retirement home they will have to start again or live with noise, loss of any privacy, loss of passive solar heating capacity, endure the view of the wall of a four storey building over 50+ feet high towering over them and high use traffic access with truck loading docks adjacent to their home. Ambulances will come day and night. Trucks will bring in supplies and remove the waste associated with a building with 96 residents and more than 130 staff.

Is this the only or best site in Mahone Bay? There are several other sites that would seem more suitable including the developer's preferred site. How did this site get chosen?

Inadequate. As was pointed out at the December 11 meeting, the plans do not include provision for an Alzheimer Unit. With the prevalence of this medical condition increasing dramatically in our society this seems incredible. The Federal Department of Public Health reports a prevalence of 7.1% of seniors have Alzheimers. About two-thirds of Canadian seniors living with dementia are women. Annually, there are approximately 76,000 new cases of dementia diagnosed in Canada. This represents an incidence of 14.3 new cases per 1,000 in the senior population (65 years and older). In addition, over 16,000 Canadians suffer from early onset dementia. Are we really going to build a 75,000 sq. ft, 96-bed, \$50 million dollar long term care facility and ignore this epidemic?

Public Responsibility. Long term care facilities are the responsibility of the province with its centralized control over health care. They are the responsibility of the municipalities and towns in terms of encouraging adequate local care and in terms of ensuring a location that is suitable from a services and zoning perspective. From the presentation, it appeared that neither the province nor the town played any role in assisting this development to take place in a timely manner and in the best location.

The province's role appears to have been to make it difficult for the developer to find a site that meets their financial limits. Does the province care about improving its appalling record on long term care? Does it care about the best location? Did it approach the town and ask, "How can we help?" Did the town approach the province and say, "How can we work together to make this happen as quickly as possible?" Did the developer approach either?

Should the role of the town be limited to changing the zoning? Was it involved in helping the MacLeod Group find the best location? The developer advised that the asking price for their preferred location was too high for the Province to approve. If the preferred location was legitimately more costly, did the Province or the town consider partnering with the developer to fund the difference? After all, if the proposed location proceeds it will be a conscious decision to inflict a cost as much as \$100,000 and possibly twice that amount, to a single family. The MacLeod Group will have an expanded profitable business. The town will have an expanded tax base and more jobs. The family, guilty of having faith in the municipal plan and

zoning, will have shattered dreams, a serious financial loss and a diminished future. It is already experiencing significant uninvited stress.

Traffic Impact. For a number of years the traffic on this stretch of Main Street has been a problem. Cars coming into Mahone Bay from Blockhouse very often come down the hill with its blind crest well over the 50 km/hr speed limit. Both residents and town officials have recognized the traffic hazard. A speed measurement device was installed for a couple of months but that has been the extent of action. The proposed development will significantly increase the traffic and a great increase in the vehicles emerging from driveways with less than optimal visibility for incoming traffic.

An Alternative Approach. A responsible approach to public policy would be to put this project on hold and convene a task group of the province, the Town of Mahone Bay and the MacLeod Group. It should quickly identify suitable properties and explore their availability. When a more suitable property is found, likely the preferred one Ramsey Duff mentioned, the three partners need to abandon rigid rules and add reasonable additional funds if needed. If the owner insists on an unreasonable price it should be acquired through expropriation as they would for any project like a water line or roadway considered to be in the public interest. Expropriation for urgent public benefit, of an unused or low use piece of land, being held possibly for speculation, seems warranted and reasonable.

We hope that those with public responsibilities will carefully weigh the merits of an alternative approach. We desperately need long term care beds developed responsibly and this instance should provide an opportunity to develop a better approach.

Sincerely,

Tom and Marion Webb

Report to Council

February 12, 2019



This Report to Council is intended to provide the Mahone Bay Town Council with a high-level summary of staff progress towards Council's direction to staff. As per the Town Council Policy, the report will be provided at each regular meeting of Council. The Report to Council is a living document and will improve and expand to incorporate new source documents as approved, and to respond to feedback received from Council.

Goal	Objective	Assigned	Target	% Completion
Council Assignments to Staff				
1	Consideration of recommendation of HAC to register the house at 24 Pleasant Street as a municipal heritage property.	10-Jul-18	Feb, 2019	25%
	Notes: CLERK - Waiting for resolution of property matters before staff are able to send required notice and bring the matter forward to Council.			
2	Staff to engage a professional, or professionals, to provide options and cost estimates to replace or renovate the current firehall and seek an appropriate location for Town Hall operations.	26-Jul-18	Feb, 2019	75%
	Notes: CAO - Facilities report incorporating options and cost estimates to be presented to Council at special meeting scheduled for February 21st, 2019. Still awaiting confirmation of FCM MAMP funding for general facilities assessment.			
3	Staff complete a general remuneration review and develop a remuneration policy to be brought back to Council.	11-Dec-18	Feb, 2019	★
	Notes: CAO - Finance Manager's report and draft Remuneration Policy included on agenda for regular meeting of Council, Feb 12th, 2019.			
4	Public Works Staff to install Love Mahone Bay's banner over Main Street	11-Dec-18	Feb, 2019	★
	Notes: DOO - PW staff ready to assist.			
5	Staff to work with Legal Counsel to arrange for a right-of-way	11-Dec-18	Mar, 2019	50%
	Notes: In progress.			

6	Staff to conduct a community session concerning recognition of Town's Centennial and report back to Council	08-Jan-19	Feb, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	★	
		Notes: CAO - Report included on agenda for regular meeting of Council, Feb 12th, 2019.				
7	Staff to prepare a report on the need for a Town housing advisory committee.	08-Jan-19	Mar, 2019	Not yet begun		
		Notes: None				
8	Staff to research the pricing of dog waste dispensers and the advisability of installing them in Town.	08-Jan-19	Mar, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	
		Notes: In progress.				
9	Staff to contact NSFM with 2019 Spring Conference session topic recommendations	24-Jan-19	Feb, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	★	
		Notes: Complete.				
10	Staff to purchase 10 Official First Issue Covers of Mahone Bay stamp	24-Jan-19	Jan, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	★	
		Notes: Purchased				
11	Staff to arrange subscription to Code Red Public Alert System.	24-Jan-19	Feb, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	
		Notes: In progress.				
12	Staff to write a letter to Dept. of Fisheries and Oceans to restart process of applying for lease of Crown Land.	24-Jan-19	Feb, 2019	Not yet begun		
		Notes: None				
13	Staff to initiate conversation with other 4 Lunenburg County municipalities to develop system of pro-rated contribution to NOW Lunenburg County's Physician Recruitment campaign.	24-Jan-19	Feb, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	★	
		Notes: Raised at Feb 4th, 2019 Lunenburg County Mayors/Wardens Meeting.				

CAO Report - Jan 24, 2019 (next update Feb 28, 2019)	
1	<p>Alternative Resource Energy Authority (AREA)</p> <p>Late 2019 back-up top-up application to NSPI rejected, AREA now focusing on 2020 for imports (in discussions with NSPI, backup top-up application for 2020 before Council Jan 24th). Anticipating immanent confirmation on our Joint Low-Carbon Communities Grant application for community solar gardens submitted October 12th. AREA Board meeting scheduled for Feb 8th.</p>

<p>2 Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program</p>	<p>AIM Cohort session's on Nov. 30th and Dec. 4th in Dartmouth attended by Dylan, Luke, and Mayor Devenne. Asset Management Policy approved by Council Jan 8th. Working on arrangements with the Municipality of the District of Chester for GIS technical support to Town's asset management initiatives; awaiting new CAO.</p>
<p>3 Beautification and Streetscaping Pilot Program</p>	<p>Dec 11 (no change) - Regarding the up to \$15,750 in funding confirmed by the Province for 2018-19 but not able to be applied to the bandstand project this fiscal year as originally intended, staff have met on several occasions with representatives of the Chamber of Commerce to discuss potential expenditures building on the wayfinding signage component of the Town's original application. Unfortunately the Chamber has confirmed that they do not have the capacity to undertake such a project prior to March 31st, 2019 (as required by Municipal Affairs). Staff will consider if any part of the approved funds can still be utilized by March 31st; it is anticipated that we will not accept the majority of the award this fiscal year and we will reapply for funding for the bandstand in fiscal 2019-20.</p>
<p>4 Code RED Public Alert Service</p>	<p>Nov 13 (no change) - Staff have identified a cost-effective and proven service provider – Code RED – and provided Council with information in this regard; an annual Code RED subscription is priced at \$1,500 USD based on our population size, includes an unlimited number of initiator licenses, can provide phone, text, email, app and website advisories and is quite flexible to our needs. Demonstrations of the service have now been conducted for all relevant Town staff as well as for Scotia Business Centre. I recommend Council approve a subscription to the Code RED public alert service, immediately or as a component of the 2019-20 budget.</p>
<p>5 Events Coordination</p>	<p>Staff continue discussions with the Chamber regarding the community session on events coordination proposed by the Chamber. It is anticipated that the session will take place at the Mahone Bay Centre in February, 2019. Staff will subsequently update Council in this regard.</p>
<p>6 Water Rate Study</p>	<p>Staff have initiated a water rate study – supported by Gerry Isenor – to be submitted to the NSUARB for rates effective Apr 1, 2019. The prior rate study was conducted in 2014 and expired Mar 31, 2017. Currently incorporating approved water/wastewater capital projects into rate study.</p>
<p>7 Land-Use Planning Process Review</p>	<p>Staff are currently undertaking a review of public participation in the land-use planning process and will recommend a new draft Public Participation in Land-Use Planning Policy to Council in February.</p>
<p>8 Invest in Canada Program - Call for Water / Wastewater Projects</p>	<p>Staff report delivered to Council Jan 16. Applications submitted Jan 18. Status pending.</p>

DOO Report - Jan 24, 2019 (next update Feb 28, 2019)

Snow & Ice Control	During the month there were 4 snowfall events requiring the plowing of streets and sidewalks. Streets required salting on 21 occasions; sidewalks were salted/sanded as necessary.
Vehicle Maintenance	Various servicing, repairs and maintenance were performed on vehicles and equipment used for the winter season.
Pre-Design Estimates for Potential Infrastructure Renewal Projects	Resources were provided to assist KVM Consultants in the preparation of estimates for 4 proposed infrastructure replacement projects.
Speed Signs	Monthly data was retrieved from the signs and shared with RCMP.
Bandstand Renovations	Some revisions were made to the previously issued request for proposals document related to this project. Expect issue the new RFP within the next week.
Bluenose Bicycle Route	The Project Management Team met on January 16 for staff updates on the project. Staff have completed proposed bike route options for Mahone Bay & Bridgewater and have issued a report concerning such; the Mahone Bay report is to be reviewed with our local stakeholder group on January 29.
Electric Utility	Regular water & electrical meter reading duties completed. Some street light repairs/replacements were made. Work was completed concerning transformer inventory and oil removal. Following storms staff surveyed the electrical system for damage and/or potential risks (eg. Broken tree limbs, etc.). Met with Riverport management staff on Jan. 16 concerning the need for staff training on "Temporary Workplace Traffic Control".
Water Supply, Treatment & Distribution	Regular monitoring and maintenance activities continued. A valve box and rod were excavated and replaced at 249 Main St. on Jan. 9. Staff members Dolimount and Smith have been enrolled in a 6 month correspondence course, "Small Water System Operation and Maintenance". Later this week expect to receive recommendations and electrical engineering design/specifications for a back-up generator to be installed at the Raw Water Pumphouse; once satisfied with CBCL submission will be issuing a tender call related to this project.
Sewage Collection & Treatment	Regular monitoring and maintenance activities continued.

Finance Manager's Report (first report Feb 28, 2019)

Coming soon



Information Report – 363 Main Street

Prepared for: Mahone Bay Town Council

Meeting Date: February 12, 2019

Subject: Revised Development Agreement – 363 Main Street & 1st Reading

Prepared by: Garth Sturtevant, Senior Planner

Date: February 7, 2019

Current Situation

At a meeting held on November 13, 2018, Town Council gave notice of intention to enter into a Development Agreement for property at 363 Main Street. The draft Development Agreement (attached) consolidates two existing Development Agreements with additions to allow up to twelve Special Event dates per year, which include extended hours of operation. Secondly, the draft Development Agreement will permit brewing operations within the existing accessory structure on the property.

Following the Town's procedure for approval of a Development Agreement, staff held a Public Information Meeting on November 27th, 2018 at Town Hall.

Two primary issues were identified at the Public Information Meeting that justified further discussion. At a Special Council Meeting held on November 29, 2018, Council made the decision to cancel the Public Hearing scheduled for December 13, 2018 to allow time to consider the issues raised at the Public Information Meeting.

Staff prepared a report to outline the potential areas of concern. This report was considered by the Planning Advisory Committee (PAC) on February 5th, 2019. PAC made three recommendations to Council relating to this report.

The first item requiring clarification relates to a provision within the draft development agreement (Section 9.3.3) which states: *"When operating outside the regular hours of operation specified in 9.2, all doors and windows must remain closed, except as required for entry and exit of patrons. For further clarity, doors may remain unlocked, but shall not be held, proposed or supported so as to remain open when persons are not existing or entering the building. This provision is effective between 8:00AM and 10:00 AM and between 10:00PM and the regular opening hours the following day."*

Through discussion at the Public Information Meeting, it became clear to staff that there was some misunderstanding about the exact nature of this provision. It was stated that some had understood this to mean that the entire deck space must be closed during extended hours, which was not the intent when

drafted. The intent behind this provision was to mitigate noise, including music, without significantly impacting the development from operating at regular capacity. There was some discussion on the matter and a variety of opinions were expressed for and against. It was eventually agreed, with support from the Developer, that the provision requiring doors and windows to close during extended hours of operation should be removed. This provision will be replaced with language restricting the development from broadcasting music, live or pre-recorded, outside of the normal hours of operation outlined in Section 9.2 of the Draft Development Agreement. PAC provided the following recommendation to Council.

A motion by Mr. Biebesheimer, seconded Deputy Mayor Nauss, "THAT the Committee recommend that Council accept an amendment to the Draft Development Agreement for 363 Main Street, Mahone Bay that would remove Part 9.3.3 and add a clause that no music will be played at the location after 10:00pm."
Motion carried.

The second issue relates to the hours permitted for Brewing operations (Section 9.2.1) within the Development Agreement. It was identified by the Developers that the hours included in the existing Development Agreement (7:00am to 10:00pm) are normally acceptable, but there are occasions when staff are required beyond these hours for maintenance and normal operations related to the brewing process. Staff have discussed this change with the Developer and agree that the request is reasonable and crucial for the continued operation and success of the business. PAC reviewed the attached report (dated December 11, 2018) and provided the following recommendation to Council:

A motion by Deputy Mayor Nauss, seconded by Mr. Biebesheimer, "THAT the Committee recommend that Council accept an amendment to Part 9.2.1 of the Draft Development Agreement for 363 Main Street, Mahone Bay allowing for brewing to occur at any time on any day."
Motion carried.

In addition to the issues above, staff also addressed a suggestion raised by a member of the public at the PIM, to add the words "& deck" to Section 9.2.3 of the Draft Development Agreement. This addition will clarify that the Taproom and Deck (being the licensed area) may operate with the same hours. This will not result in a change to the hours of operation but adds clarity to the Draft Development Agreement. PAC provided the following recommendation to Council.

A motion by Deputy Mayor Nauss, seconded by Ms. Martell, "THAT the Committee recommend that Council accept an amendment to the Draft Development Agreement for 363 Main Street, Mahone Bay hours of operation for the Taproom includes the deck area."
Motion carried.

Conclusion

The Draft Development Agreement has previously received a positive recommendation from the Planning Advisory Committee and Council. These recommendations related to changes including:

- permission to operate outside regular hours of operation for twelve Special Event Dates per calendar year through application for a temporary Development Permit;

- Allowing brewing (light industrial use) within the existing accessory structure (carwash) on the site;
- Inclusion of a revised site plan, including additional parking spaces, with a new calculation for required parking;
- The addition of language to allow new accessory structures for storage and office use without amending this Development Agreement up to a maximum of 20% total lot coverage for all structures.

Following Council's direction that PAC consider the additional concerns raised at the Public Information Meeting, the following changes have now been included in the Draft Development Agreement:

- Remove the provision requiring doors and windows to close at 10:00PM, which is replaced with language to prevent any music from being played at the site outside the normal hours of operation;
- Extend the hours of operation for the Brewery (light industrial use) to all hours of the day to allow for normal operation and maintenance. This does not affect the hours for the Retail component or the Taproom and Deck (licensed area);
- Following a suggestion from the public, the addition of "& deck" to Section 9.2.3 of the Draft Development Agreement to add clarity that the Deck and Taproom, as the licensed area, are subject to the same hours of operation.

If Council is satisfied with the Draft Development Agreement (attached), including the recent changes made, staff suggest Council select a date for a Public Hearing. Council has already met its obligation to hold a Public Information Meeting relating to this file, however, a second Public Information meeting prior to the Public Hearing is at the discretion of Council.

If Council chooses to proceed without a second Public Information Meeting, staff respectfully suggest holding the Public Hearing on March 12, 2019 prior to the start of the scheduled Council meeting. This will allow time for required public notice and advertisements to be prepared. Should Council wish to hold a second Public Information Meeting, staff suggest that this be held February 26th or 27th, with the Public Hearing scheduled for any date after March 21st (the next scheduled Council meeting is April 9, 2019).

Options

Staff require direction to proceed with the Draft Development Agreement:

1. Give 1st Reading to the revised Draft Development Agreement for 363 Main Street to facilitate Special Event Dates and brewing in the accessory structure with other associated changes.
2. Request further changes to the Draft Development Agreement

If Council chooses to proceed with Option 1 above, staff require a motion to select a date and time for a Public Hearing:

1. Set the date for the Public Hearing for March 12, 2019 at 7:00PM to precede the regularly scheduled Council meeting;
2. Set the date for the Public Hearing for another date and time (please specify).

MAHONE BAY BREWING COMPANY LTD., of the County of Lunenburg in the Province of Nova Scotia, a body corporate having its head office in the Town of Mahone Bay and in the province of Nova Scotia, hereinafter called the “DEVELOPER”

-AND -

OF THE SECOND PART

AND WHEREAS a Development Agreement was recorded under document #108871568 and the amending Development Agreement was recorded under document # 1100829323 with regard to the use of the lands described in Schedule “A” and are herein referred to as the Existing Development Agreement as amended;

AND WHEREAS the Plan attached hereto as Schedule “B” dated 2018-10-24 depicts the layout and project area of the Proposed Development;

AND WHEREAS the property described in Schedule “A” is situated in an area which is both designated Commercial (C) on the Land Use Designation Map of the Municipal Planning Strategy and zoned Commercial (C) on the Zoning Map of the Land Use By-law;

AND WHEREAS both the EXISTING AGREEMENT as amended shall be discharged and become null and void upon registration of this Development Agreement;

AND WHEREAS the Council of the TOWN, by resolution passed at the meeting on the ____ day of ____, A.D. 201__, approved the execution of this DEVELOPMENT AGREEMENT by the Town ;
NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the foregoing recitals and for other goods and valuable consideration the parties hereto agree as follows:

1. GENERAL REQUIREMENTS AND ADMINISTRATION

- 1.1. The TOWN hereby agrees that a Development Permit may be issued to the DEVELOPER for the Proposed Development subject to the terms and conditions of this Development Agreement;
- 1.2. Nothing in this Agreement shall exempt the DEVELOPER from complying with Federal, Provincial and Municipal laws, by-laws and regulations in force within the TOWN, including the Building By-law, or from obtaining any Federal, Provincial or Municipal license, permission, permit, authority or approval required thereunder including any permission required under the *Fire Prevention Act* and the *Environment Act*.

2. USE OF LAND

Subject to Clause 11 below, the DEVELOPER undertakes to ensure that the use of the lands described in Schedule “A” attached hereto shall be as follows:

- 2.1 The construction, renovations and operation of a micro-brewery including retail, tap room (licensed drinking establishment) and deck in compliance with the following:

	Use:	Square Footage
Main Structure (363 Main Street):	Commercial Retail	200 sq. ft.
	Commercial (Tap Room & Deck)	1467 sq. ft.
	Light Industrial (Brewing)	465 sq. ft.
	Storage & Office Space	No limit, in compliance with Part 2.2
Existing Accessory Structure (16 Clearway Street):	Light Industrial (Brewing), Office or Storage	1300 sq. ft.
New Accessory Structures	Must be accessory to Commercial or Industrial uses	No limit, in compliance with Part 2.2 and 2.4

- 2.2 Limited to a total lot coverage on the lot for all structures which shall not exceed twenty (20) percent of the total lot area;
- 2.3 Expansion of the light industrial use (brewery) or commercial use (retail and tap room) shall require an amendment to this agreement;
- 2.4 Notwithstanding 2.3, expansion of storage and office space that is accessory to the commercial and light industrial uses is permitted without amendment to this agreement. All new structures shall comply with the yard setbacks for accessory structures as outlined in the Land Use By-law and Part 2.2 of this agreement, except that new accessory structures shall be permitted to be built to a maximum height of 21 feet;

3. PERIOD OF CONSTRUCTION

- 3.1 The DEVELOPER undertakes to ensure that the development of the site shall be completed as described in this agreement within twelve (12) months from the effective date of this agreement;’
- 3.2 Construction work on the property shall not begin earlier than 7:00 a.m. and shall not continue past 8:00 p.m.

4. STRUCTURES

The DEVELOPER undertakes to ensure:

4.1 That the structures shown on Schedule “B” represent the existing structures on the lot. The light industrial use (brewery) and commercial uses (retail & tap room) may only operate within the structures indicated on Schedule “B” and must also comply with 2.1;

5. SIGNS

- 5.1. The DEVELOPER undertakes to ensure that all signs on the site shall comply with the Land Use By-law;
- 5.2. Notwithstanding 5.1, illumination of signage will be permitted to provide visibility to the signs after dark. Any illumination shall be of low intensity and low impact and shall be designed and installed so as to reduce or eliminate impact on neighbouring properties;

6. ON-SITE PARKING

- 6.1. That any on-site parking spaces shall be marked or denoted through signage, painted lines or similar methods. For further clarity, all parking locations must be identifiable and easily distinguished from surrounding area and shall be installed in accordance with Part 3.1.
- 6.2. The level of on-site parking required is directly relative to the intensity of the use. Any expansion of the commercial or light industrial use as detailed in Part 2.5 must also include calculations to determine the additional parking requirement required to support the expansion of any use on the site:

Use:	Square Footage	Parking requirements	Number of Spaces Required:
Commercial Retail, Light Industrial (Brewing), Office & Storage	200 sq. ft. + 465 sq. ft. + 813 sq. ft. + 1300 sq. ft. = 2778 sq. ft.	2 per 1000 sq. ft.	6
Licensed Area: (Commercial) Tap Room & Deck	1467 sq. ft.	11 per 1000 sq. ft.	16
TOTAL			22

7. MOBILE VENDORS

The DEVELOPER shall ensure:

- 7.1. That any mobile vendors in operation on the site shall be in full compliance with the Temporary Vendors By-Law of the TOWN;
- 7.2. That the location of any mobile vendors on the site shall not interfere with parking or delivery spaces as indicated on Schedule B.

8. SANITARY SERVICES

The DEVELOPER undertakes to ensure that connections to the municipal sewer system are properly functioning and are satisfactory to the TOWN.

9. OPERATION AND MAINTENANCE

The DEVELOPER undertakes to ensure:

- 9.1 That all structures are maintained in good repair and in a tidy and useable state. This includes exterior finishes of the building, signage and landscaping elements;
- 9.2 That the normal hours of operation for the development shall not exceed:
 - 9.2.1. Brewery – All Hours (Daily)

9.2.2. Retail – 10:00AM to 10:00PM (Daily)

9.2.3. Taproom & Deck – 10:00AM to 10:00PM (Monday through Saturday) and

Taproom & Deck – 12:00PM to 10:00PM (Sunday)

9.3 Notwithstanding Part 9.2, the Developer shall be permitted to operate outside of the regular hours of operation for a maximum of twelve (12) Special Event dates per calendar year. These Special Event hours of operation allow the commercial tap room and retail use to remain open between 8:00AM and 1:00AM of the following day subject to the following:

9.3.1. Special Event dates may occur on any calendar date. Each Special Event date shall require a Temporary Development Permit to be issued prior to the Special Event date. The Developer must submit an application to the Development Officer a minimum of fourteen (14) days prior to the date of the Special Event. The application must include the date and name (if any) of the event as well as the anticipated hours of operation;

9.3.2. Each Special Event date, beginning at 8:00AM and concluding at 1:00AM the following day requires a Temporary Development Permit. A maximum of two Special Event dates may occur consecutively.

9.3.3. When operating outside the regular hours of operation specified in 9.2, no music of any kind, whether pre-recorded or live shall be broadcast from any part of the site. This provision is effective between 8:00AM and 10:00AM and between 10:00PM and the regular opening hours the following day.

9.4 That deliveries be limited to the hours of: 8:00AM to 8:00PM (Monday through Saturday);

9.5 That the use of the outdoor deck be restricted from broadcasting pre-recorded or live music.

9.6 That the development include provisions for sound insulation where possible and shall not have a negative effect on the surrounding residential character of the neighbourhood.

9.7 That any waste materials produced at the site shall be disposed of in compliance with the TOWN's Solid Waste By-law.

10. LANDSCAPING

10.1 The DEVELOPER shall undertake to ensure the implementation of landscaping as shown on Schedule "B" in accordance with Part 3.1;

10.2 Parking and access shall be restricted through the use of landscaping elements at the existing entrance near the intersection of Clearway Street and Main Street. This may take the form of additional planters, post and rope or comparable alternatives.

11. FIRE PREVENTION

11.1 The DEVELOPER takes to ensure that all aspects of the development, operation and maintenance of the structures and property is in compliance with the Fire Safety Act of the Province of Nova Scotia.

12. LIABILITY

12.1. The DEVELOPER undertakes to indemnify and save harmless the TOWN from any claims, damages, expenses or costs arising out of, or in connection with, or incurred with respect to anything required to be done by the DEVELOPER in accordance with this Agreement.

12.2. The DEVELOPER has submitted documentation regarding the environmental remediation and assessment of the property. Notwithstanding 12.1 the DEVELOPER shall be solely responsible

for any expense, hardship or negative impact associated with the environmental conditions of the site and any impact on private or public property that results from such conditions.

13. MINOR ALTERATIONS REQUIRING COUNCIL APPROVAL

13.1 That all matters in this Agreement not specified in Sub-clause 13.2 below shall not be changed or altered except by amendment to this Agreement in accordance with the relevant statutes; and

13.2 That the following matters are considered Minor Alterations and may be changed or altered without amendment to this Agreement but with the written approval of the Council of the TOWN provided that the Council of the TOWN determines that the changes do not significantly alter the intended effect of this aspects of the agreement:

13.2.1 Revisions, changes or alterations to the site plan Schedule “B” relating to the parking layout or landscaping elements.

14. TERMINATION OF AGREEMENT

14.1 That this Agreement shall be in effect until discharged by resolution of the Council of the TOWN in accordance with the relevant statutes; whereupon the Land Use By-law shall apply to the lands described in Schedule “A”;

14.2 That the Council of the TOWN may discharge this Development Agreement if the development described herein has not been commenced within eighteen (18) months of this Agreement;

14.3 That the Council of the TOWN may discharge this Development Agreement if the use described herein is discontinued for a period of no less than twelve (12) months;

14.4 That the Council of the TOWN retains the option of discharging this development agreement should any fact provided to the TOWN by the DEVELOPER or its agents constitutes a material misrepresentation of the facts upon which this Agreement is based; and

14.5 That the Council of the TOWN may discharge this Agreement if the DEVELOPER breaches any terms of the Agreement.

15. APPLICATION OF LAND USE BY-LAW

15.1. That without restricting the generality of the foregoing any aspect of any development on the property not specified in this agreement is subject to the requirements of the Land Use By-law.’

16. EFFECT

16.1 That, in accordance with Section 229 of the *Municipal Government Act*, this Agreement shall continue to apply to the property until discharged by Council of the TOWN;

16.2 That this Agreement shall enure to the benefit of, and be binding upon the TOWN and its successors and assigns, and shall enure to the benefit of and be binding upon the DEVELOPER, its heirs, executors, administrators, and assigns, the owner or owners from time to time of the property described in Schedule “A”, until discharged by the Council;

16.3 The provisions of this Agreement are severable from one another and the invalidity or unenforceability of one provision shall not affect the validity or enforceability of any other provision.

16.4 That the recording of this Development Agreement shall act as a discharge of the existing Development Agreement as amended which are recorded under documents # 108871568 and # 110829323.

17. OWNERSHIP

- 17.1. The DEVELOPER is the sole owner of the subject property (PID 60375797) as described in Schedule “A”.
- 17.2. The DEVELOPER further certifies that they have full authority to construct and operate the proposed development.

IN WITNESS WHEREOF the parties to this Agreement have hereunto set their hands and seals on the day and year first above written.

IN THE PRESENCE OF: **MAHONE BAY BREWING COMPANY LTD.**

Signature: _____ Per: _____

Print Name: _____ Print Name: _____

WITNESS _____

Signature: _____ Per: _____

Print Name: _____ Print Name: _____

WITNESS _____

Signature: _____ Per: _____

Print Name: _____ Print Name: _____

WITNESS _____

Signature: _____ Per: _____

Print Name: _____ Print Name: _____

WITNESS _____

TOWN OF MAHONE BAY

Per: _____

DAVID W. DEVENNE, Mayor

Signature: _____ Per: _____

Print Name: _____ **Maureen Hughes**, Town Clerk

WITNESS _____

PROVINCE OF NOVA SCOTIA
COUNTY OF LUNENBURG,

ON THIS this day of _____, A.D. 2019, before me, the subscriber personally came and appeared _____, a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that **MAHONE BAY BREWING COMPANY LTD.** thereto signed and delivered the same in h _____ presence.

A BARRISTER/COMMISSIONER OF THE
SUPREME COURT OF NOVA SCOTIA

PROVINCE OF NOVA SCOTIA
COUNTY OF LUNENBURG,

ON THIS this day of _____, A.D. 2019, before me, the subscriber personally came and appeared _____, a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that the **TOWN OF MAHONE BAY**, duly authorized officers in that regard.

A BARRISTER/COMMISSIONER OF THE
SUPREME COURT OF NOVA SCOTIA

PROVINCE OF NOVA SCOTIA
COUNTY OF LUNENBURG,

ON THIS this day of _____, A.D. 2019, before me, the subscriber personally came and appeared _____, a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that the **TOWN OF MAHONE BAY**, one of the parties thereto, duly executed in h _____ presence by affixing thereto its corporate seal identified by the signature of David W. Devenne, Mayor and Maureen Hughes, Town Clerk duly authorized officers in that regard.

A BARRISTER/COMMISSIONER OF THE
SUPREME COURT OF NOVA SCOTIA

DRAFT

SCHEDULE “A”
PROPERTY DESCRIPTION

Parcel Description:

All that lot of land situate in the Town of Mahone Bay, in the County of Lunenburg and Province of Nova Scotia which is more particularly bounded and described as follows:

On the North and east by lands formerly of Nathan Keddy Estate, now occupied by Harris E. Lohnes;

On the South by main street or road leading to Bridgewater;

On the West by the street to Clearland usually called the new road, measuring along the said street 290 feet and having a frontage of 100 feet upon the aforementioned main street;

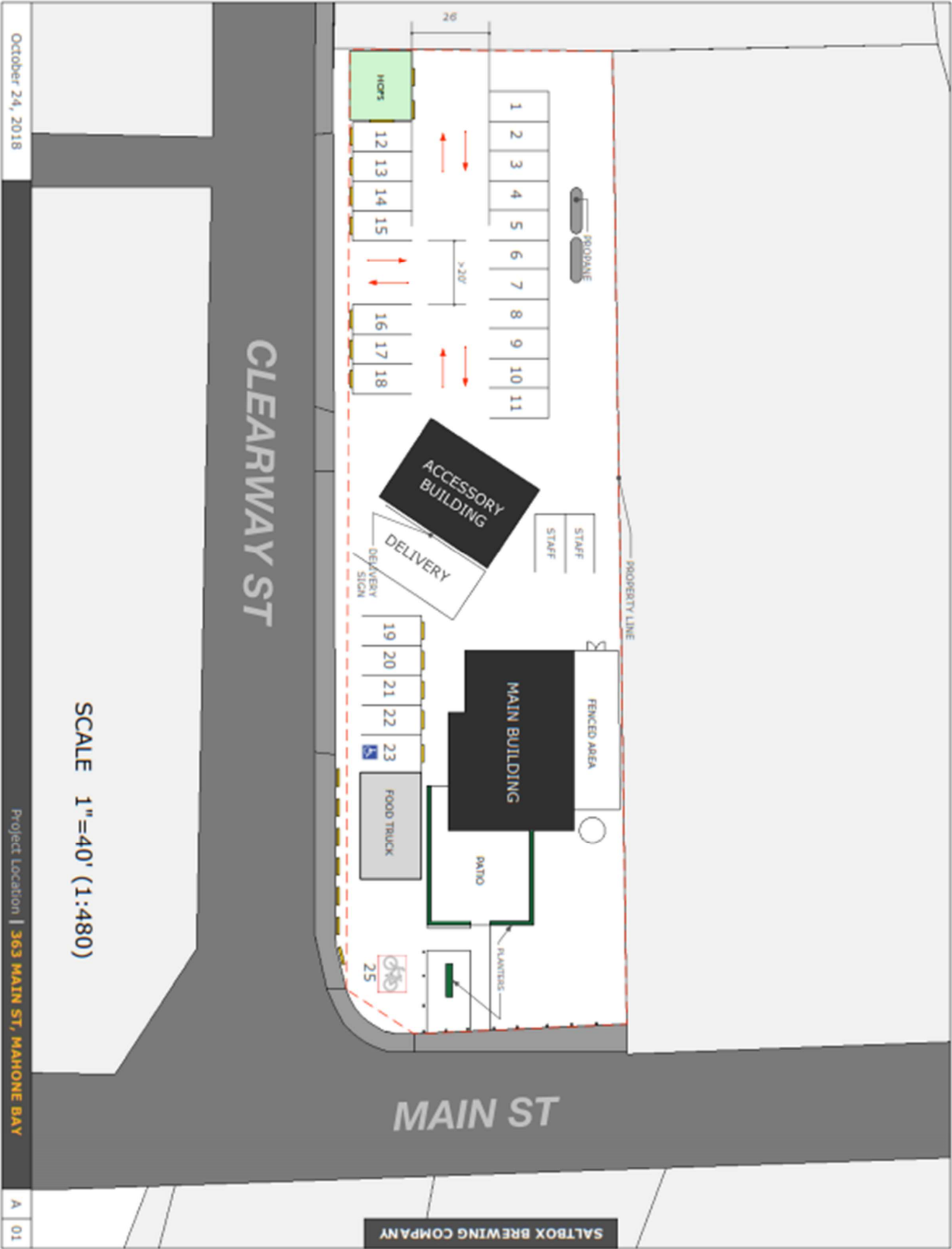
Saving and excepting therefrom the lands conveyed by D. F. Eisenhower Holdings Limited to the Town of Mahone Bay more particularly described in a Deed dated the 31 day of August, 2000 and duly recorded in Bridgewater Registry of Deeds Office in Book 783 at Page 73 under Document Number 1264.

*** Municipal Government Act, Part IX Compliance ***

Not Subject To:

The parcel was created by a subdivision that predates subdivision control or planning legislation or by-laws in the municipality and therefore no subdivision approval was required for creation of this parcel.

SCHEDULE “B”
SITE PLAN





Information Report – 363 Main Street

Prepared for: Mahone Bay Town Council

Meeting Date: December 11, 2018

Subject: Update: Development Agreement – 363 Main Street

Prepared by: Garth Sturtevant, Planner

Date: November 30, 2018

Current Situation

At a meeting held on November 13, 2018, Town Council gave notice of intention to enter into a Development Agreement for property at 363 Main Street. The draft Development Agreement consolidates two existing Development Agreements with additions to allow up to twelve Special Event dates per year, which include extended hours of operation. Finally, the draft Development Agreement will permit brewing operations within the existing accessory structure on the property.

Following the Town's procedure for Development Agreements, staff held a Public Information Meeting on November 27th, 2018 at Town Hall. A report summarizing this meeting has been attached for reference.

Several issues were identified at the Public Information Meeting that had not previously been discussed. As a result, changes to the draft Development Agreement may be justified and staff require Council's direction.

At a Special Council Meeting held on November 29, 2018, Council made the decision to cancel the Public Hearing scheduled for December 13, 2018 to allow time to consider the issues raised at the Public Information Meeting.

Discussion - Considerations

As documented in the attached report, several important issues arose through discussion at the Public Information Meeting which require Council's consideration. Staff have organized the following section in a manner that allows Council to provide specific direction on each topic raised at the Public Information Meeting. This will assist staff if any changes are requested.

- 1. Clarification of Draft Development Agreement: Part 9.3.3** - The first item relates to some confusion with a provision contained in the draft Development Agreement which would require that the Developer close all doors and windows during any extended hours of operation. It was noted at the Public Information Meeting that several members of Council had interpreted this provision to mean that the deck area would also be closed during extended hours and patrons would only be permitted inside the

building. Staff wish to clarify that this is not the intended result of this provision. The provision only requires that doors and windows be closed during extended hours of operation, with the intent being to contain noise (music and patrons) within the building. It was noted that with the deck open later, patrons could still make significant noise. Staff acknowledge this but have not requested that the deck be closed at 10:00 p.m. at this time.

Direction Required:
<ol style="list-style-type: none"> 1) Maintain the existing provision within the draft Development Agreement (Part 9.3.3) which requires that all windows and doors remain closed during any extended hours of operation relating to a Special Event date. Patrons will continue to be permitted to utilize the deck area during these extended hours. 2) Direct staff to make changes to the draft Development Agreement, requiring the deck to close at 10:00 p.m., in addition to closing doors and windows. 3) Direct staff to remove this provision from the draft Development Agreement. This would allow the development to operate during extended hours with doors and windows open with no additional requirement during extended hours of operation. 4) Other (please specify)

- 2. Violation of Existing Agreement – Brewing Hours of Operation:** The second item requiring attention and direction relates to a previously unknown, but ongoing violation of the existing Development Agreement. As noted previously, staff conducted a site visit as part of the preparation of this draft Development Agreement. During the site visit, two violations were observed; related the number of fixed seats provided and the lack of signage or other mechanisms to identify individual on-site parking spaces. These noted violations have been addressed in the draft Development Agreement and staff support the proposed solutions. However, at the Public Information Meeting, staff became aware of a third apparent violation relating to the permitted hours of operation for the light industrial use (brewery). A question posed by the Developer relating to Part 9.2.1 of the draft Development Agreement, brought it to staff's attention that the Developer is not adhering to the permitted hours of operation as detailed in the Development Agreement (7:00 a.m. to 10:00 p.m. daily).

The listed hours for the brewery have remained the same in both the original and amended Development Agreements. Staff have documentation confirming that the hours listed for the Brewery were originally proposed by the Developer and carried forward into the original Development Agreement. In 2016 a request from the Developer sought to extend Hours of Operation specifically for the Taproom, but no request or comments were provided at this time indicating a concern with the hours listed for the brewery.

Before adopting a new Development Agreement, a resolution to this violation is needed.

Direction Required:

- 1) Direct staff to prepare a report to be brought to a future Council meeting for consideration. The report will outline potential changes to the draft Development Agreement that would permit brewing activities beyond the current hours of 7:00 a.m. to 10:00 p.m. and address the violation.
- 2) Direct staff to make no changes to the draft Development Agreement. Any future violation of the Hours of Operation for the brewery would result in enforcement action being undertaken by the Development Officer.
- 3) Other (please specify)

3. Other Public Comments: In addition to the issues noted above, staff recorded comments from the public. Staff wish to highlight a number of these comments in bullet form (see attached Public Information Report for context) to allow an opportunity for Council to address these concerns and direct staff to bring back amendments to address the concerns. The following items were noted as concerns/comments:

- 3.1. *the parking calculation in the draft Development Agreement is "weak" and more parking should be required, parking on the street remains a problem;*
- 3.2. *concerns with extended hours and worsening existing noise complaints, no precise mechanism in the Development Agreement to control noise;*
- 3.3. *congestion of people on the sidewalk could be avoided by adding language to Part 7.2 requiring that any food trucks orient the serving window toward the interior of the lot;*
- 3.4. *the 30 m notification boundary is not sufficient and should be increased;*
- 3.5. *Part 5.2, which regulates illumination on the property, should have language added to ensure that any illumination does not create a traffic hazard or interfere with drivers;*
- 3.6. *The listed hours of operation currently only list the Taproom, it was suggested language to clarify that this includes the deck would add clarity.*

The items listed above are presented in no particular order and are not being recommended by staff. The list reflects comments made at the Public Information Meeting that staff felt were possible to address, if desired. Staff believe that 3.5 and 3.6 have the most merit and would add clarity to the draft Development Agreement without altering the intent. Staff are seeking direction whether to proceed with any of the above changes.

Direction Required:

- 1)** Direct staff to make changes to the draft Development Agreement to address the following comments listed in Section 3 (please specify)
- 2)** Direct staff to make no changes to the draft Development Agreement in relation to the concerns listed in Section 3 of this report.
- 3)** Other (please specify)

Conclusion

Depending on the options selected by Council in Discussion Topics 1-3, the revised timeline for approval of the draft Development Agreement will be determined. If Council decides to proceed with the draft Development Agreement without any changes, a new date for a Public Hearing could be selected immediately and advertised. If Council feels changes are warranted, staff could prepare a report to discuss the changes identified by Council. This report could either be directed back to the Planning Advisory Committee or be brought directly to Council for consideration.

Attachments

- Report on the Public Information Meeting held November 27, 2018



Town of Mahone Bay

Staff Report

RE: Town of Mahone Bay 2019

Representative Volunteer

February 12, 2019

General Overview:

The purpose is to make recommendation to Council concerning the representative volunteer nomination for 2019.

Background:

Each year the Province of Nova Scotia organizes and manages a number of activities and award programs to recognize the important role volunteers play in our communities throughout the province.

The Representative Volunteer Award is given to individuals from across the province who have made an outstanding contribution to the voluntary sector in their community. Municipalities, Towns and Villages select one volunteer who will come forward on behalf of all volunteers in their community to be recognized and receive the Representative Volunteer Award.

Representative Volunteers from across the province receive their awards during the Provincial Volunteer Awards Ceremony & Luncheon to be held on April 1, 2019 at Casino Nova Scotia in Halifax.

The Town of Mahone Bay promoted its call for nominations for 2019 Representative Volunteer using a number of methods including; flyer distribution via all Mahone Bay mail boxes, January edition of Mayor's Newsletter, and posters throughout the Town.

Analysis:

The deadline for receipt of Town of Mahone Bay Representative Volunteer Nominations was 4:00 pm, Tuesday, February 5, 2019. Three Town resident nominations were received:

- Two nominations for Helen Whitehouse.
- One nomination for Lynn Hennigar.

Copies of the nomination documents for each nominee were supplied to Town Council members in advance of the February 12 Council meeting in order that members could assess the merits of each nomination prior to completing a ballot used to determine which of the nominees will be selected as the Town's 2019 Representative Volunteer.

Financial Analysis:

No significant financial impacts.

Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 *Public Engagement*

- Create opportunities for public engagement

Recommendation:

THAT Council nominate its Representative Volunteer for 2019 and direct staff to complete and submit the appropriate administrative forms to the Province of Nova Scotia.

Attached for Council Review:

- None

Respectfully submitted,

Derrick MacKenzie
Director of Operations



Town of Mahone Bay
Staff Report
RE: Town Centennial Update
February 12, 2019

General Overview:

The purpose of this staff report is to provide Council with an update and recommendations concerning the development of a program to recognize the Town's 2019 centennial.

Background:

On January 8th Council considered a staff report regarding the upcoming centennial (attached as Appendix A) and the following direction was given to staff:

THAT Council direct staff to conduct a community session concerning recognition of the Town's 2019 centennial on January 22nd, 2019 and to report back to Council in this regard at the regular Council meeting on February 12th, 2019.

Analysis:

A public session was conducted at the Mahone Bay Fire Hall at 7 PM on January 22nd, 2019 which was attended by approximately twenty-three members of the public along with all members of Council. Town staff facilitated a discussion of potential centennial ideas – encompassing both capital projects and events – and significant discussion was generated amongst participants. Feedback from the public session is attached as Appendix B.

To supplement the feedback gathered at the public session, a survey concerning the centennial was launched in the Mayor's January newsletter and on the Town website. Thirteen members of the public completed the survey; a summary of their response is attached as Appendix C.

Reviewing the feedback received, Town staff have identified the following potential centennial projects and activities for recommendation to Council. Only brief descriptions are provided here but staff have received significant input and support from the various community groups and organizations identified with each project, which will be utilized to inform the development of the Centennial Program and to support external funding applications, etc. following Council's direction in this regard. These projects have been identified as being achievable within the centennial year and supported by community groups, volunteers and fundraising. Identified projects represent a good spread in terms of both location and anticipated completion date. Priority has also been given to projects providing a lasting benefit to the community.

Centennial Project 1 – Town Bandstand Rehabilitation



The Town Council has previously identified the rehabilitation of the bandstand as a priority for 2019-20 (it was originally anticipated that work would begin in 2018-19). In conducting the initial RFP for the work in 2018 staff received unsolicited proposals for re-roofing the structure and as a result this has been included in the RFP for 2019-20 as an option. The original budget for this project was \$28,000 however staff recommend a budget of \$60,000 – of which 50% or more is anticipated to come from external sources – to allow for the re-roofing as well as potentially other minor improvements including additional lighting and accessibility upgrades, with Council’s approval. It is anticipated that work on the bandstand will be completed by September of 2019 with potential for a centennial concert to recognize the completion.

Centennial Project 2 – Decorated Town Infrastructure



Participants in the January 22nd session proposed the decoration of Town infrastructure – power poles, lift stations, electrical boxes, etc. – potentially via a public competition.

Subsequently the Town has been contacted with offers to assist with organizing such a project. Public Works would be consulted to set parameters for acceptable decoration, ensuring no risk to public safety or to the condition of the infrastructure. It is estimated that this project would require a total budget of less than \$5,000 - scalable based on external funding – and could be undertaken in the early summer of 2019.

Centennial Project 3 – Heritage Boatbuilding Shed



The Heritage Boatyard Co-op proposes transforming a boatbuilding shed at the Mahone Bay Marina. When complete the shed will allow for the construction of small wooden boats using traditional skills and methods. It will also house memorabilia and displays on Mahone Bay's boatbuilding heritage to the benefit of both locals and tourists. It would be incorporated into the annual Heritage Boatyard Festival. The project also commemorates the 150th anniversary of the founding of the Ernst Shipyard.

The Co-op anticipates the total project cost at \$38,353 with a current shortfall of \$14,144 after accounting for in-kind labour and fundraising. It is anticipated that the remaining funds can be secured from external sources.

Centennial Project 4 – Heritage Mural



The Mahone Bay Wooden Boat Society is proposing a mural depicting the Town at the turn of the twentieth century. The historically themed mural could portray a panoramic view of Mahone Bay including landmarks and the heritage of the Town expressed through the shipbuilding and shipyards that existed at that time. The mural could be created on the road side of the RPS Composites building 740 Main Street as this location provides approximately 30,000 square feet of canvas highly visible both from the roadway and to visitors arriving by boat; an agreement with RPS would be required for this location. The Society has had discussions in this regard with Peter Matyas, a local mural painter of some national renown, having attended the Banff School of Fine Arts and the New School of Art in Toronto. The cost is estimated at \$45,000 as much as 80% of which could be obtained from external sources with the remainder potentially supported by local fundraising.

Centennial Project 5 – Heritage Signage Rehabilitation



The Mahone Bay Founders Society, supported by the Mahone Bay Tourism & Chamber of Commerce, is proposing the rehabilitation of heritage signage originally installed to commemorate the 250th anniversary of the founding of Mahone Bay. The three signs are located at the Marina, the Bank of Montreal, and the Visitor Information Centre. The footings for the signs can likely be preserved but the sign boards require replacement. This will also afford the opportunity to enhance the design / to include additional relevant information on the Town's heritage. The cost is estimated at \$20,000 as much as 80% of which could be obtained from external sources with the remainder potentially supported by local fundraising.

Centennial Project 6 – Tower Dedication & Gymnasium Accessibility Upgrade



The Mahone Bay Centre Society proposes an accessibility upgrade to the gymnasium providing for barrier-free full wheelchair access from the parking lot on School Street. Given the significant public use of the Centre, such an upgrade would provide a lasting benefit to the community. This upgrade would coincide with fundraising activities including the dedication of the Centre's bell tower. The cost of the upgrade is estimated at \$25,000 which could be funded by a combination of external funding and local fundraising; Town support for the Centre's fundraising activities would facilitate the project's completion.

Centennial Project 7 – A Centennial Celebration of Trees



The ad hoc residents' group Talking About Trees proposes a variety of community-wide 'tree projects' designed to engage people of all ages - from children to elders – across the community. The proposal consists of encouraging and incentivizing residents to plant 100 new trees on private property to recognize the centennial, identifying locations on Town property where additional trees may be planted by donation or with external funding support, working with Bayview School to include schoolchildren in plantings, and a Town tree-planting ceremony on National Tree Day (September 25). The proposal is well supported by volunteers and an expert resource – Professor Peter Duinker of Dalhousie University's School for Resource and Environmental Studies – has been identified who could kick-off the project with a talk in Mahone Bay in the spring. It is estimated that this project would require a total budget of less than \$5,000 - scalable based on external funding – and could be undertaken through the summer of 2019.

Centennial Project 8 – Mahone Bay Milestones Book

The Town of Mahone Bay has been approached by long-time resident and local historian/author Bob Sayer with a proposal for a Mahone Bay Milestones book, inspired by discussion at the January 22nd session. The proposal is for an attractive coffee-table type book with text and illustrations (maps, pictures, portraits and photos) to celebrate the major events in the history of the Town. It has been requested that Council and staff form a steering committee to provide direction concerning content, choice of printer, sale price, etc., under Council's final authority. The cost of this project would be scalable on the number of copies printed (potentially in lots of 50 or 100) and it is anticipated that costs can be recouped through sales. The book launch could be scheduled later in the centennial year, potentially corresponding to the Father Christmas Festival or the New Years Levee.

Additional Centennial Projects

Additional minor centennial projects identified by Town staff for inclusion in the proposed Centennial Program are as follows:

- Town Flags and other seasonal decorations
- Centennial activities with Bayview School
- A plaque recognizing the Town's incorporation
- A public celebration for residents in the summer
- Municipal Awareness Week centennial features
- Renewed boundary signage
- Centennial asset management features
- Historical features in Mayor's monthly newsletters
- A 1919 Mayor's newsletter edition
- Centennial Year Levee
- A 2119 Time Capsule

It is estimated that these projects would require a total budget of less than \$10,000 - scalable based on external funding – and could be undertaken through the centennial year utilizing existing staff resources.

With Council's approval in principle staff will work with the community organizations and volunteer groups identified herein to: refine the 2019 Centennial Program – with accompanying calendar and map of centennial projects – for presentation to Council's March 12th, 2019 meeting, identify and pursue external funding to support identified projects, and develop detailed recommendations to the Town's 2019-20 budget process. Community organizations partnering on the Centennial Program will provide letters of support for other centennial projects and seek opportunities for cross-promotion.

One additional area where Council's direction is required is in the adoption of a centennial theme (or a lack thereof). Such a theme could be utilized in the Centennial Program and various promotional materials relating to the centennial projects identified herein. In consideration of the Town's collaborative approach to the centennial as well as in recognition of the original motivations behind incorporation – residents working collectively to provide for public infrastructure and services desired by the community – staff propose for Council's consideration a centennial theme of "what we can accomplish together" or, alternatively, "together anything is possible."

Financial Analysis:

As outlined above, the estimated cost of the proposed Centennial Program is \$200,000 (a preliminary amount to be refined by the anticipated staff report to Council's March 12th meeting). Of this staff anticipate securing approximately \$140,000 from previously identified external sources – see Staff Report re External Funding Sources for 2019-20, Jan 24th, 2019 – Federal, Provincial and private with an additional \$30,000 (or more) to be raised by associated community organizations.

The anticipated financial impact of the proposed Centennial Program on the 2019-20 budget is therefore \$30,000, with the Town gaining significantly more than \$30,000 of value in assets as a result (the bandstand project alone represents a \$60,000 value to the Town). No costs would be incurred prior to approval of the 2019-20 budget and confirmation of the Town's budget allocation for the Centennial Program.

Council direction is required regarding the impact of the Centennial Program on the Town's annual Grants to Organizations Program. Staff recommend excluding all projects included in the Town's Centennial Program from eligibility under the Grants to Organizations Program for 2019-20; partner organizations may or may not be permitted to apply for other projects at Council's direction. For fiscal year 2018-19 the Grants to Organizations budget was \$3,000.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 *Public Engagement*

- Create opportunities for public engagement

Recommendation:

THAT Council approve in principle the Centennial Program as presented and direct staff to refine the 2019 Centennial Program for presentation to Council's March 12th, 2019 meeting, identify and pursue external funding to support identified projects, and develop detailed recommendations to the Town's 2019-20 budget process.

Attached for Council Review:

- Jan 8 Staff Report re Town Centennial
- Summary of Jan 22 Public Session
- Summary of Survey Response

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Dylan Heide', followed by a long horizontal flourish.

Dylan Heide
Town of Mahone Bay CAO

Appendix A



Town of Mahone Bay

Staff Report

RE: Town Centennial

January 8, 2019

General Overview:

The purpose of this report is to update council concerning the Town's 2019 centennial and to make recommendations concerning the Town's approach to recognizing the occasion.

Background:

2019 marks the 100th anniversary (centennial) of the incorporation of the Town of Mahone Bay. The Town Council has previously acknowledged a desire to recognize the occasion with operating and/or capital initiatives to benefit Town residents and encourage community pride.

Analysis:

Town staff are proposing a collaborative approach to recognizing the centennial with a focus on connecting with the aspirations of community groups and organizations to carry out community projects and initiatives which could be linked to the centennial. Staff recommend an approach of working with community groups to identify opportunities to partner on such projects – in particular capital legacy projects which will provide a lasting benefit to the community – and to pursue external funding / fundraising. The Town itself also has capital projects which could be considered legacy centennial projects including the restoration of the bandstand. Linking together these Town and community projects and initiatives in a centennial program will enable the promotion of individual festivals, events, dedications and unveilings taking place in 2019 as components of a larger recognition of the occasion.

This approach takes limited staff and budgetary capacity into account while building on the existing efforts and aspirations of community groups and individuals and aiming to provide lasting benefits to community.

A number of community groups have already contacted staff with concepts. To ensure all interested groups and individuals have the opportunity to participate, staff propose a community session in the evening on Tuesday, January 22nd at a public and accessible location such as the Mahone Bay Centre or the firehall. Groups which have previously been in communication with staff, along with interested members of the public and groups which may have a potential legacy project which could tie-into the centennial (and associated external funding streams), and Council members would engage in facilitated discussion to arrive at a

proposed list of centennial projects (with associated events) for which a budget could be developed and external funding sought. Town staff would bring this list back to Council's Feb 12th meeting for approval.

Financial Analysis:

Staff would pursue external funding to support the identified community projects and initiatives. Some examples of external funding sources which have been identified include:

Federal – Building Communities Through Arts & Heritage Legacy Fund through Canadian Heritage; Trees Canada community tree grants;

Provincial – Beautification & Streetscaping Program through Municipal Affairs; Community Facilities Improvement Program through Communities, Culture & Heritage.

Community groups would be expected to raise funds for their initiatives – some have already – but the Town would also be expected to allocate funds in the 2019-20 budget, potentially through the Grants to Organizations structure, or additionally as a special centennial initiative (funds for Town capital projects such as the bandstand would be allocated in the capital budget). It is anticipated that 2019-20 budget recommendations would be included in the February 12th staff report.

In relation to the proposed community session on January 22nd, minimal costs to advertise in the local newspaper are anticipated (the Town can also utilize free radio promotion opportunities, our website, and the Mayor's January newsletter to promote the session).

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 Public Engagement

- Create opportunities for public engagement

Recommendation:

THAT Council direct staff to conduct a community session concerning recognition of the Town's 2019 centennial on January 22nd, 2019 and to report back to Council in this regard at the regular Council meeting on February 12th, 2019.

Attached for Council Review:

None

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Dylan Heide', followed by a long horizontal flourish.

Dylan Heide
Town of Mahone Bay CAO

Appendix B

Summary of Jan 22nd Public Session re Town Centennial 2019-20

The following is a summary of feedback received at the public session held January 22nd, 2019, presented for Council's information.

Attendees who Signed Contact Sheet

Nine members of the public in attendance for the session signed up to support the Town's centennial efforts and provided their contact information for follow-up.

Facilitator's Notes from Flip Chart

- 100 Trees, May – September (Talking Trees)
- Bandstand, August, lighting? (Town)
- Heritage Signage (Founder's Society)
- 100 Year Plaque Recognizing Council
- Centennial Banners/Flags for 2019 Season
- 100 Year Mural, RPS Front Face (Marina)
- Painted Power Poles/Other Infrastructure
- 100 years of Mahone Bay History
 - Book – Winter 2019/20
- Heritage Boat Shed (Heritage Boatyard Cooperative)
- Mahone Bay Centre Accessibility Upgrades
- Photo Exhibits
- Coats of Arms
- Legion

Participants were also asked to write feedback on sheets provided at each table:

Table 1 Notes

- Town Party "To Meet Your Neighbours!"
 - Levee in July
 - Mayor's garden party
 - Valentine's love-in 2020

Table 2 Notes

- Community Pot Luck/Feast
 - Traditional dishes (sausages, sauerkraut, clams)
 - Tie in to the annual community picnic and tree planting
 - Indigenous peoples fully incorporated
- Benches in Jubilee Park
- Public art installation
- Exhibition of photos
 - Permanent exhibition to which tourists are guided
 - tie in to book project
- Signage



HELP US CELEBRATE MAHONE BAY!

On March 31ST 2019 the Town of Mahone Bay will begin celebrating its centennial year and we want to hear from you!

If you would like to participate in a discussion concerning potential centennial legacy projects and community celebrations, please join us for a meeting/open discussion:

When: 7:00pm on Tuesday, January 22, 2019

Where: Mahone Bay Fire Hall, 184 Kinburn Street.

Please contact Town Hall with any questions
(902) 624-8327 clerk@townofmahonebay.ca

- Along trail
- Memorialize Stations
- Train Crash
- Memorialize Trains
- Sign the Walking Trails
- Welcome to Mahone Bay signs on the trail
- Tracing history and location of electric supply
- Locate boatyards
- Mills
- Tree project
 - Map them
 - Have the map for self-guided tours
 - Edible fruits and nuts
 - Ideal for School involvement
 - Inter-generational – Past is the future
 - Places need shade
 - Involves private property
 - Can dry out wet areas
- Book project
 - Needs a lot of lead time for fine product
 - Integrational – Integrates many aspects
 - Times for release at Father Christmas Festival

Table 3 Notes

- Plaque – Original Mayor and Councillors
 - Located at Mahone Bay Town Hall
 - Weather protected case
 - On street front or by Town Hall building
- Tour guides – based on 3CF experience in 2018
 - Expand for whole town with Mahone Bay Town Council support (grants)
- Corporate Solicitation: small to medium companies support initiatives based on their business interests in Town, tied to their corporate social enterprise (responsibility)
- Map
 - Paper map with history updated
 - Physical monument?? (too difficult to update for future change)
- Time capsule – to be opened in 100 years (2119)
- Drone video tour – tourism/online stream/narrated
- Mini train/Jitney: Facilitate people, transport from external parking areas to downtown
- Centennial benches – corporate/private donor/sponsors
- Picnic benches, better rest spots around Town

Table 4 Notes

- Sculpture on Inchcape
 - Boat maybe
- “Named Houses” project

Table 5 Notes

- Launch the Seawall project
- Wharf upgrades (Associate with history)
- Fence along wharf property to be painted by school students
- New Town Hall (accessible)
- New Fire Hall
- Floating welcome sign at Inchcape Island
- Do "something" to improve the traffic @ war memorial
- Pedestrian Bridge from gazebo across the Ernst Brook
- Coherent signage system throughout Town (like Lunenburg)
- Song/Skits/Show – "Dear Old Mahone"
- Stories/videos from "old timers"
- Each organization have its own display of their own history (fire department/legion, etc)
- Flower baskets on poles (flags too)
- Flags for each festival
- "Then and Now" photo displays of streetscapes
- "100 Dory" races
- Project with Bayview
- Old-fashioned picnic lunch at wharf
- Block parties
- Social media exposure
- Banners across main street
- Lease RPS parking lots on weekends (avoid insurance issue)
- Street dances

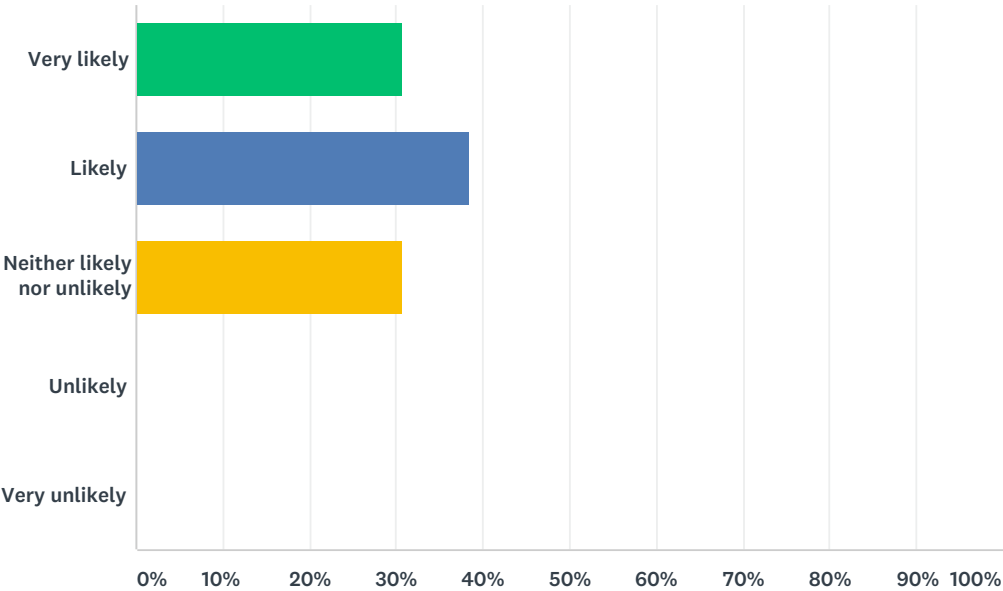
Table 6 Notes

- Light up gazebo
- Roundabout at memorial
- Train through summer weekends, help with parking
- "Great walk" – follow the train route
 - *look up "Great Walk" Gold River to Tahsis, 62.5 kms, 1st Saturday in June
- Larger flag for waterfront pole
- Involve Bayview School
 - Tree planting
 - Mural
 - Park and walk
- Burn the Teaser night
- Traffic free days
 - As with "Santa Claus Express"
 - RPS lot on weekends?
- "Our Town" theatre adaptation for Mahone Bay's 100th (MB Centre gym)
- 1919 Picnic (dress up)
- Benches and picnic tables

POTENTIAL PROJECT IDEAS	POTENTIAL EVENT IDEAS
100 Trees	Photo exhibits
Bandstand	Town Party
Heritage signage	Community Potluck
100 year plaque recognizing first Council	Tour guides
Centennial banners/flags	Song/skits/shows – “Our Town”
RPS Mural	Town picnic at wharf
Painted power poles/infrastructure	Block parties
100 Year book – MB history	Street dances
Heritage boat shed	“Great walk”
MB Centre accessibility upgrades	Burn the Teazer
Benches in Jubilee Park	Traffic free days
Public art installation	1919 Dress up picnic
Signage	
Paper map with history on back	
Time Capsule	
Drone video tour	
Mini train	
Benches/rest stops around Town	
Sculpture/welcome sign on Inchcape	
Named houses project	
Seawall project	
Wharf upgrades	
Fence along wharf property	
New accessible Town Hall	
New Fire Hall	
Floating welcome sign – Inchcape	
Improve traffic at war memorial	
Pedestrian bridge across Ernst Brook	
Stories/videos of “old timers”	
Organizations display their history	
Flower baskets on poles	
Dory races	
Roundabout at memorial	
More benches/picnic tables around Town	

Q1 How likely are you to donate time and/or funds to a Mahone Bay Centennial Project?

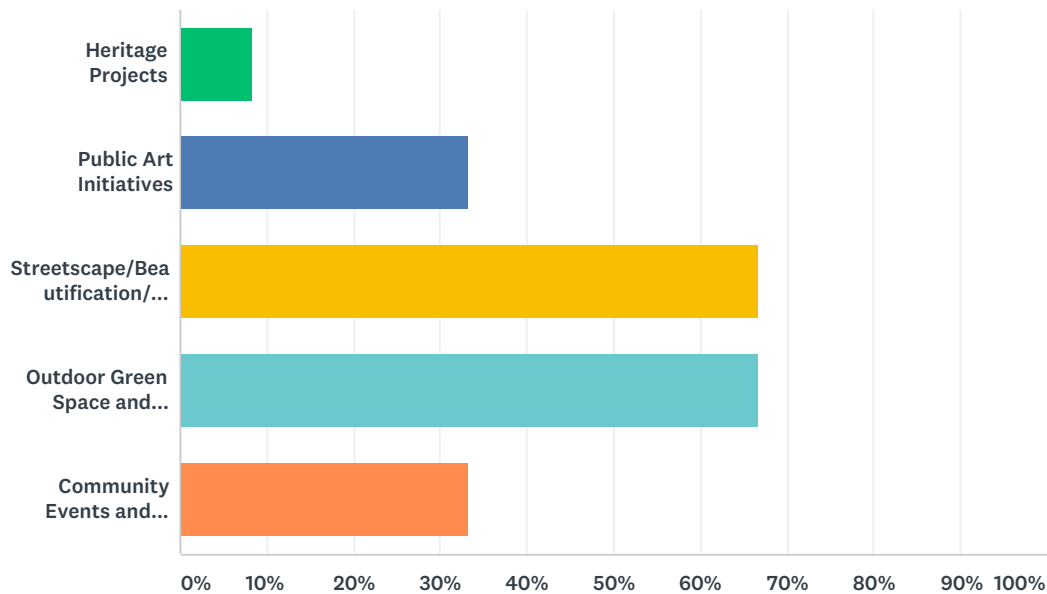
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very likely	30.77%	4
Likely	38.46%	5
Neither likely nor unlikely	30.77%	4
Unlikely	0.00%	0
Very unlikely	0.00%	0
TOTAL		13

Q2 In recognition of the Town's centennial in 2019, would you be interested in donating time and/or funds in support of (check all that apply):

Answered: 12 Skipped: 1



ANSWER CHOICES	RESPONSES	
Heritage Projects	8.33%	1
Public Art Initiatives	33.33%	4
Streetscape/Beautification/Improvements	66.67%	8
Outdoor Green Space and Recreation Projects	66.67%	8
Community Events and Festivities	33.33%	4
Total Respondents: 12		

Q3 Is there a specific project or event that you or your organization would like to see included in the Town's Centennial program? If so, what role would you expect to play?

Answered: 11 Skipped: 2

#	RESPONSES	DATE
1	An outdoor celebration with free activities for the public, including activities aimed at children. A celebration of culture and heritage, both past and present. Perhaps something similar to Liverpool's privateer day event. To make the town look festive, we could borrow a leaf from Lunenburg - they string nautical bunting across the main street during certain festivals and it's a simple thing but makes for a great visual impact. I would attend such an event and our business would be willing to make a small donation. Investing in a community-enhancing project with longer impact would also be nice and does not necessarily need to be expensive - little food libraries and outdoor public art installations are some examples. More resource-intensive projects such as enhancing crosswalk safety or enhancing recreational space/infrastructure as per our Strategic Action Plan are other possible projects which we already know are valued by the Town's citizens and have been repeatedly requested.	1/30/2019 10:46 AM
2	not sure	1/28/2019 8:38 PM
3	Happy to make our ugly power poles disappear into art features.	1/25/2019 4:47 PM
4	The 100 Trees for 100 Years Project. I am an active member of the Talking Trees group here in town.	1/24/2019 9:07 AM
5	Planting 100 Trees: both ceremonial and on private properties. I plan to be part of the committee working on this.	1/23/2019 10:01 PM
6	Event(s) which may be planned by the Three Churches Foundation Board such as a progressive dinner or a historical wedding fashion show/musical presentation	1/23/2019 9:04 PM
7	Large wall mural on the RPS building	1/23/2019 5:43 PM
8	In renovation of the bandstand, please include severe reduction of the shrubbery surrounding the bandstand and make room for benches to be installed along the waterside pathway that surrounds it.	1/23/2019 3:57 PM
9	Trail signage and development. Tree planting and encouragement. I would participate.	1/22/2019 6:30 PM
10	Breaking ground for a new fire hall. I would like to organize voluntary cutting of all bushes if it would save on expenditures.	1/18/2019 11:50 AM
11	n/a	1/17/2019 3:38 PM



Town of Mahone Bay
Staff Report
RE: Council Remuneration Policy
February 12, 2019

General Overview:

Recent changes in taxation affecting council remuneration have brought to light a need to conduct a general review of council remuneration. The purpose of this staff report is to present the findings of this review and associated recommendations.

The review can be broken down into 3 distinct segments:

- 1) Remuneration review surrounding compensation changes resulting from the 1/3 expense allowance now being fully taxable.
- 2) Comparison of Town of Mahone Bay remuneration to various other municipalities in the Province.
- 3) Review of possible Council benefits such as medical coverage, child care, etc.

Background:

In the past, Elected Officials have received a non-taxable expense allowance on honorariums paid equivalent to 1/3 of total compensation received. However, as part of the federal budget, this 1/3 expense allowance is being eliminated as of January 1st, 2019 which will result in 100% of the Elected Official Honorarium becoming taxed by the Canada Revenue Agency (CRA). To offset the impact of these changes and maintain the current net compensation, adjustment of honorariums will be required.

In addition to the effects of the tax changes mentioned above, other factors of council remuneration, which includes base remuneration along with associated benefits, will also be reviewed and analyzed to provide a picture of where we currently stand in relation to similar units. Mahone Bay Council members do not currently receive benefits over and above their honorariums, save for the use of equipment required for the conduct of their duties, in accordance with Town policy.

Analysis:

To start the analysis, we will review the effects of the tax changes to the Honorariums and review possible solutions available to Council to offset the effect of these changes. Below is a chart of actions of other municipalities in the province, and how they intend to offset the impact of these changes to compensation of Elected Officials:

NO CHANGES	APPROVED INCREASE TO MAINTAIN NET INCOME AS OF			TO BE DISCUSSED AT COUNCIL IN DECEMBER
	JANUARY 1, 2019	POSTPONED TO BUDGET 2019-2020		
Annapolis Royal	Bible Hill	Town of Pictou		Annapolis County
Guysborough	Mun. East Hants	Town of New Glasgow		Town of Amherst
	CBRM	Municipality Yarmouth		County of Richmond
	Town of Berwick	St. Mary's		Town of Port Hawkesbury
	Wolfville	Town of Shelburne		Town of Truro
	Halifax	Municipality of Shelburne		
	Region of Queens			
	County of Kings			
	District of Digby			
	Town of Antigonish			
	Town of Digby			
	Town of Windsor			
	Town of Mulgrave			

In addition to the changes brought upon by the tax changes, we also need to review where Town of Mahone Bay Council members stand in terms of base remuneration as compared to other municipalities in the province. Below is a chart that outlines other honorariums provided by other municipalities as of fiscal 2017/18 – based on available data – which shows that Town of Mahone Bay is approximately in the middle of the range of the presented municipalities. Please keep in mind that these numbers are prior to any adjustments made in relation to CRA tax changes.

	MAYOR	DEPUTY MAYOR	COUNCILLOR
OXFORD	\$9,000.00	\$4,200.00	\$4,200.00
MULGRAVE	\$10,000.00	\$6,500.00	\$5,500.00
ANNAPOLIS ROYAL	\$10,980.00	\$7,000.00	\$5,229.00
STEWIACKE	\$11,641.80	\$9,053.64	\$7,757.16
LOCKPORT	\$15,500.00	\$12,000.00	\$11,000.00
CLARKS HARBOUR	\$15,715.00	\$11,546.00	\$11,546.00
MIDDLETON	\$16,000.00	\$11,500.00	\$9,000.00
MAHONE BAY	\$17,000.00	\$10,500.00	\$9,000.00
BERWICK	\$17,730.00	\$9,753.00	\$8,865.00
SHELBURNE	\$20,000.00	\$14,000.00	\$12,000.00
DIGBY	\$23,430.00	\$17,573.00	\$16,401.00
LUNENBURG	\$25,091.00	\$20,071.00	\$13,381.00
BRIDGEWATER	\$31,850.00	\$20,930.00	\$18,200.00
ANTIGONISH	\$32,961.72	\$20,991.48	\$18,896.52
REGION OF QUEENS	\$37,610.00	\$20,974.81	\$18,805.00
CHESTER	\$39,867.60	\$21,622.68	\$18,920.28
M.O.D.L.	\$46,968.00	\$32,876.00	\$24,641.00

Staff conducted also conducted a review of remuneration policies. In so doing it became clear that many municipalities utilize a structured compensation system that directly correlates the remuneration of the Councillors with that received by the Deputy Mayor and Mayor. In the case of Mahone Bay, our current spread is that the Deputy Mayor receives 115% of Councillor remuneration, and the Mayor receives 190% of Councillor remuneration.

In addition to the considerations mentioned above, in order to obtain a true picture of compensation, we also need to take a look at other benefits that could potentially be offered to sitting Council members, such as the ability to participate in group medical and extending child care benefits. Insufficient information is currently on hand to make an appropriate assessment of potential benefits for Council members at this time. Since this subject is currently being examined province-wide, I suggest that we await best practices from the NSFM/AMA regarding leave/child care and observe what other units are doing in this regard. Once this information becomes available, we will be able to revisit the policy at that time to make an informed decision concerning potential Council benefits.

Financial Analysis:

In addition to the information presented above, we have also reached out to other municipalities in the province to determine the method used for calculating the financial impact as a result of these changes. Of the responses received, all municipalities had decided to use the Honorarium as the only source of income when performing the calculation.

Below is a chart that shows the financial impact on Council honorariums if only Council remuneration is considered in the calculation:

<i>Annual Income</i>	<i>2018 Income</i>	<i>2018 Taxable Income</i>	<i>2019 Taxable Income</i>	<i>% Change Required to Maintain Net</i>
Mayor	\$17,000.00	\$11,333.33	\$17,000.00	10.8%
Deputy Mayor	\$10,500.00	\$7,000.00	\$10,500.00	-0.4%
Councillor	\$9,000.00	\$6,000.00	\$9,000.00	-3.0%

This would result in the Mayor being the only member of Council to experience an adverse effect in remuneration as a result of the tax changes when the Honorarium is used as the sole source of income. This would translate into a required increase of 10.8% in the Mayor's honorarium, equivalent to \$1,836 to maintain current net Income.

An alternate calculation that could be used in this situation, would be to analyze the effect on net Council remuneration using the Gross Median Income of Mahone Bay residents as of the last census (2016) which was \$29,973.

<i>Annual Income</i>	<i>2018 Income</i>	<i>2018 Taxable Income</i>	<i>2019 Taxable Income</i>	<i>% Change Required to Maintain Net</i>
Mayor	\$46,973.00	\$41,306.33	\$46,973.00	15.1%
Deputy Mayor	\$40,473.00	\$36,973.00	\$40,473.00	14.3%
Councillor	\$38,973.00	\$35,973.00	\$38,973.00	14.3%

As shown above, this calculation would result in all members of Council requiring between a 15.1% - 14.3% increase in their remuneration to maintain the same Net Income. This would have the following impacts to individual Council Remuneration:

Mayor: \$2,659.00 Net Annual Increase

Deputy Mayor: \$1,497.00 Net Annual Increase

Councilor: \$1,282.00 Net Annual Increase

The total financial impact to the Town by implementing this option would be \$10,566 annually. It should be noted that this option was not utilized by any of the municipal units that we received a response from.

Based on the comparative analysis provided above, I would recommend Council to follow the first model using Council remuneration as the sole source of income in the calculation. However, to preserve the current spread of 115% and 190% of Council remuneration, for the Deputy Mayor and Mayor respectively, as outlined in the draft Remuneration Policy (attached as Appendix A) would result in increased honorariums for all Council members. In consideration of this the draft policy recommends Councilors receive an annual honorarium of \$10,282 (from \$9,000 currently) with the Deputy Mayor receiving 115% or \$11,824 (from \$10,500 currently) and the Mayor receiving 190% or \$19,536 (from \$17,000 currently).

This adjustment would offset the impact of the taxation change at Gross Median Income for all members of Council while keeping the Town of Mahone Bay's honorariums in line with comparable municipalities and would result in an increased expense to the Town in the amount of \$10,270 per year.

Strategic Plan:

Key Strategic Initiatives and Core Activities

3.2 An Optimal Governance and Operations Structure

- Determine optimal governance system that results in effective decision making

Recommendation:

It is recommended that at its regular meeting on February 28th, after due consideration, Council resolve:

THAT Council adopt the attached Council Remuneration Policy.

Attached for Council Review:

- Draft Council Remuneration Policy

Respectfully submitted,

Luke Wentzell
Manager of Finance

Town of Mahone Bay

Council Remuneration Policy

1.0 Intent

It is the intent of this policy to provide guidelines concerning Council remuneration. This policy takes effect April 1st, 2019.

2.0 Scope

The Council Remuneration Policy applies to all Town of Mahone Bay Council members.

3.0 Definitions

Remuneration: the amount paid to each Council member for attendance at Town meetings and Town functions and work fulfilling the responsibilities of the position held by each and by virtue of being an elected official.

Council: elected members of Mahone Bay Town Council, including the Mayor, Deputy Mayor and all Councillors.

4.0 General Guidelines

4.1 There shall be a rational relationship between the amount of compensation paid to the Mayor and Deputy Mayor and that paid to Councillors. The Mayor will receive compensation at a rate of 190% of the amount paid to Councillors and the Deputy Mayor will receive 115% of that amount.

4.2 As of the date of this policy coming into effect the remuneration paid to Councillors shall be \$10,282 per year.

4.3. (i) Remuneration shall increase annually on April 1st in accordance with changes in the Nova Scotia Provincial Consumer Price Index.

(ii) If it is Council's determination that the annual remuneration rate should be reviewed to increase more than Nova Scotia's annual Consumer Price Index, then a citizen based committee shall be appointed by resolution of Town Council to review the remuneration paid to elected officials. The citizen-based committee will be responsible to submit a report, including recommendation, to Town Council for consideration not less than two months prior to a forth coming municipal election, with any approved changes taking effect the following April.

(iii) The CAO or designate shall issue a call for community members interested in serving on the remuneration review committee and facilitate the initial meeting, including the appointment of a chair. The CAO may allocate staff to assist the committee in conducting its review.

4.4 There shall be no benefits for elected officials.

4.5 (i) Notwithstanding Section 4.4, the Mayor and Councillors shall be provided with a computer by the Town of Mahone Bay. This computer shall remain the property of the Town throughout the elected official's term of office, at the end of which it shall be returned to the Town.

(ii) Notwithstanding Section 4.4, the Mayor shall be provided with a smart phone or comparable technology and all reasonable associated expenses by the Town of Mahone Bay. This device shall remain the property of the Town throughout the Mayor's term of Office, at the end of which it shall be returned to the Town.

(iii) Supplementary costs, such as home internet service, shall be the financial responsibility of the Mayor and Councillors.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent
to Consider {7 days minimum notice}:

Date of Passage of Policy:

Clerk

Date



Town of Mahone Bay

Staff Report

RE: Public Participation in Planning Policy

February 12, 2019

General Overview:

The purpose of this report is to make recommendation to Council concerning the adoption of a Public Participation in Planning Policy.

Background:

In addition to the establishment of a Planning Advisory Committee under the Town Committees Policy, in accordance with Section 200 of the MGA, the Town of Mahone Bay is required to adopt a public participation program concerning the preparation of planning documents under MGA Section 204 which reads:

- (1) A council shall adopt, by policy, a public participation program concerning the preparation of planning documents.
- (2) A council may adopt different public participation programs for different types of planning documents.
- (3) The content of a public participation program is at the discretion of the council, but it shall identify opportunities and establish ways and means of seeking the opinions of the public concerning the proposed planning documents.

Analysis:

For many years the Town of Mahone Bay has adhered to a public participation program consisting of Public Information Meetings conducted along with referral of proposals concerning planning documents to the Town's Planning Advisory Committee. As first reported to Council in November of 2018, Town staff have prepared a policy adopting this practice (attached as Appendix A).

Financial Analysis:

No financial impacts are anticipated as a result of adopting the proposed policy.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 Public Engagement

- Create opportunities for public engagement

Recommendation:

It is recommended that at its regular meeting on February 28th, after due consideration, Council resolve:

THAT Council adopt the attached Public Participation in Planning Policy.

Attached for Council Review:

- Draft Public Participation in Planning Policy

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Dylan Heide', with a long horizontal flourish extending to the right.

Dylan Heide
Town of Mahone Bay CAO

Town of Mahone Bay

Public Participation in Planning Policy

1.0 Purpose

The purpose of this policy is to establish a public participation program for the planning documents for the Town of Mahone Bay, in accordance with Section 204 of the Municipal Government Act of Nova Scotia which requires that Council provide for public input into the review of planning documents by holding one or more public meetings prior to Council giving notice of its intention to adopt a planning document.

2.0 Scope

The Public Participation in Planning Policy applies to the preparation, revision and amendment of all planning documents for the Town of Mahone Bay.

Planning documents means a municipal planning strategy, land-use by-law, development agreement or subdivision by-law.

3.0 Process

- 3.1 Any proposed preparation, revision or amendment of a planning document will first be aired to the public at a regular or special meeting of Council.
- 3.2 When the Town Council directs staff to consider the proposed preparation, revision or amendment of a planning document staff will schedule a Public Information Meeting with respect to the proposal.
- 3.3 Notice of the Public Information Meeting shall be published in a newspaper circulating in the Town of Mahone Bay, on the Town website and by posting a notice at the Town Office. The notice shall state the time, date and place of the meeting and the hours during which relevant documents pertaining to the proposal may be inspected by the public.
- 3.4 The purpose of the Public Information Meeting(s) is to provide an opportunity for the public to comment, make suggestions, discuss and receive information with respect to the proposal.

- 3.5 Members of the public may express their views, comments or suggestions verbally or in writing, and all interested persons will be given the opportunity to have their views and comments heard.
- 3.6 The Public Information Meeting will be conducted by staff, and the staff responsible for the preparation of the planning document(s) shall attend the meeting and prepare a written report to be provided to the Planning Advisory Committee outlining the views expressed at the meeting and recommendations with respect to the public views so expressed.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent
to Consider {7 days minimum notice}:

Date of Passage of Policy:

Clerk

Date



Town of Mahone Bay

Staff Report

RE: Lunenburg County Accessibility Committee

February 12, 2019

General Overview:

The purpose of this report is to make recommendation to Council concerning establishment of Lunenburg County Accessibility Committee.

Background:

At the February 4th, 2019 Mayors/Wardens meeting for Lunenburg County Trudy Paine (MODL Director of Recreation Services) presented a proposal for the establishment of a Lunenburg County Accessibility Committee, developed by staff from all five Lunenburg County municipalities in accordance with the new Nova Scotia Accessibility Act which requires all municipal units to establish accessibility committees with public representation including persons with disabilities (and those working with persons with disabilities). At the direction of the Mayors and Wardens all councils will be asked to approve the Terms of Reference for the proposed committee and appoint members.

Analysis:

On approval by all five councils the proposed committee will be one of the first municipal accessibility committees to be established under the Act and the first joint committee comprised of multiple municipal units.

The draft Terms of Reference for the Lunenburg County Accessibility Committee are attached as Appendix A. These terms have been reviewed with the Accessibility Directorate.

In addition to approving the Terms of Reference Council is requested to appoint a Council member member and an alternate to serve on the Committee.

Financial Analysis:

It is anticipated that existing staff resources from all five units will be utilized to support the Committee; cost allocation, if any, to be determined.

Recommendations of the Committee with budgetary impact on the Town of Mahone Bay will be provided for Council's consideration in the Committee's regular reports.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 21st Century Infrastructure

- Implement Federal and Provincial Accessibility legislation

Recommendation:

THAT Council approve the Terms of Reference for the Lunenburg County Accessibility Committee as presented; and,

THAT Council appoint a member and an alternate to serve on the Committee, in accordance with the Terms of Reference.

Attached for Council Review:

- Draft Lunenburg County Accessibility Committee TOR

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Dylan Heide', with a long horizontal flourish extending to the right.

Dylan Heide
Town of Mahone Bay CAO

Lunenburg County Accessibility Advisory Committee

Terms of Reference

1.0 PURPOSE

The Lunenburg County Accessibility Advisory Committee's (AAC) role is to assist the five municipal units (the Districts of Chester and Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay) in Lunenburg County develop an Accessibility Plan in accordance with "An Act Respecting Accessibility in Nova Scotia, 2017 (The Act). The AAC provides advice to the five municipal councils on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in helping the five municipalities become barrier-free communities and ensuring the obligations under the Act are met.

2.0 SCOPE

These Terms of Reference are applicable to all members appointed to the Lunenburg County Accessibility Advisory Committee (ACC).

3.0 REFERENCES

- 3.1 Bill No. 59 – Accessibility Act, Chapter 2 of the Acts of 2017

4.0 DEFINITIONS

- 4.1 **Barrier** means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.
- 4.2 **Council(s)** means the Councils for the Districts of Chester and Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay.
- 4.3 **Disability** includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability (long-term conditions that are characterized by periods of good health interrupted by periods of illness or disability); that, in interaction with a barrier, hinders an individual's full and effective participation in society.

5.0 POLICY

5.1 Membership

- 5.1.1 The Committee shall consist of ten (10) voting members who serve without pay, except for associated expenses. Five (5) community members and five (5) Council members. Each Council will appoint their own Council member representative. The five (5) community representatives are to be appointed by all five (5) municipal units.
- 5.1.2 Applications for the community members will be sent to the Lunenburg County Accessibility Nominating Committee. This Committee will be

comprised of the Mayors/Wardens of the five municipal units **or their designate**. The Nominating Committee will send a recommendation to all five councils concerning the appointment of the community members.

- 5.1.3 Councils shall appoint each of the five (5) community representatives' members as follows: Two members (2) to a three (3) year term; two members (2) to a two (2) year term; and one-member (1) to a one (1) year term. Once a member has completed their term all new terms will be for three (3) years.
- 5.1.4 Councils shall appoint a Council representative and an alternate from each of their respective municipal units. Council members' terms will be for two years.
- 5.1.5 At least one half of the members (community and council representatives) of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.
- 5.1.6 If a community member vacates the Committee for any reason at any time before that member's term would normally expire, the Councils shall appoint promptly a new member to the Committee to hold office for the unexpired term.
- 5.1.7 If a Council member vacates the Committee for any reason at any time before that Council member's term would normally expire, the Council that the member represents shall appoint promptly a new Council member to the Committee to hold office for the unexpired term.
- 5.1.8 Applications for the appointment of community representatives to the Committee shall be invited by public advertisement.
- 5.1.9 The Chair and Vice-Chair will be appointed annually by the Committee.

5.2 Qualifications

- 5.2.1 Any member of the Committee is eligible for reappointment.
- 5.2.2 Any member of the Committee, who is absent from three (3) consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or authorized by resolution of the Committee and noted in the Committee minutes. Any member who forfeits office is eligible for reappointments following the remainder of the unexpired term.

5.3 Mandate of Responsibilities

The Committee has the following responsibilities:

- 5.3.1 Advise the five Councils in the preparation, implementation and effectiveness of an Accessibility Plan. In accordance with the Act, the Plan must include:

- a. A report on measures the five (5) municipal units have taken and intend to take to identify, remove and prevent barriers;
 - b. Information on procedures the five (5) municipal units have in place to assess the following for their effect on accessibility for persons with disabilities:
 - i. Any of its existing and proposed policies, programs, practices and services, and
 - ii. Any existing and proposed enactments or bylaws it will be administering; and
 - c. Any other prescribed information.
- 5.3.2 Advise all five (5) Councils on opportunities to promote the full participation of persons with disabilities, in accordance with the Act;
- 5.3.3 Identify and advise on the accessibility of existing and proposed municipal services and facilities;
- 5.3.4 Advise and make recommendations about strategies designed to achieve the objectives of the five (5) municipal units Accessibility Plan;
- 5.3.5 Receive and review information directed to it by all five (5) municipal Councils and their committees, and to make recommendations as requested;
- 5.3.6 Monitor federal and provincial government directives and regulations; and
- 5.3.7 Host public consultations related to accessibility
- 5.3.8 Provide input and advice to all five (5) councils with respect to updating the Accessibility Plan every three years.
- 5.3.9 Provide an annual budget for the five (5) Councils consideration in order for the Committee to carry out their mandate.

5.4 Rules of Engagement:

- 5.4.1 Committee meetings will be called by the Chair as required to fulfill the duties outlined. Meetings of the ACC shall be open to the public and advertised no less than one week in advance.
- 5.4.2 A majority of the appointed voting members of the Committee constitutes a quorum.
- 5.4.3 Subject to the principles set out in the **Municipal Conflict of Interest Act**, all committee members present including the person presiding shall vote on a question.
- 5.4.4 Subject to section 22 of the **Municipal Government Act**, meetings of the committee are open to the public
- 5.4.5 The Committee may receive presentations from the public upon the approval of the Chair.

- 5.4.6 The Committee may establish Working Groups to explore specific issues related to the Accessibility Plan and/or other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

5.5 STAFF RESOURCES

- 5.5.1 The Committee will be supported by municipal staff and consulting resources as required.
- 5.5.2 Staff appointed by the five (5) municipal units will attend meetings as a resource to the Committee.
- 5.5.3 The Municipalities will provide administrative support services to the Committee to aid in agenda preparation, minute taking, and other administrative duties as required.

6.0 POLICY REVIEW

- 6.1 These Terms of Reference will be reviewed by each of the five (5) Councils at least every four years from the effective/amended date.



Town of Mahone Bay

Staff Report

RE: Cemetery Bylaw

January 8, 2019

General Overview:

This staff report is intended to recommend amendment of the Town's Cemetery By-law as per Council's direction.

Background:

At its regular meeting of December 11th, 2018 on recommendation from the Cemetery Committee, the Mahone Bay Town Council passed the following motion:

"THAT Council direct Town Staff to prepare an amended draft of the cemetery by-law revising Section 5 to reflect that the approval of the Mayor and CAO is sufficient for a transfer of title and that the by-law's name to amended to 'Cemetery By-Law.'"

Analysis:

Staff have prepared the amended Cemetery By-Law and attached it to this report for Council's review.

Financial Analysis:

No direct financial impacts are anticipated as a result of the proposed amendment.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.1 21st Century Infrastructure

- Facilities Management

Recommendation:

THAT Council give first reading to the attached amended Cemetery By-Law and schedule a public hearing to consider the By-Law amendment at 6:30 PM on February 12, 2019.

Attached for Council Review:

- Cemetery By-Law

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Dylan Heide', with a long horizontal flourish extending to the right.

Dylan Heide
Town of Mahone Bay CAO

TOWN OF MAHONE BAY

CEMETERY BY-LAW

Short Title

This By-law shall be known as and may be cited as the "Cemetery By-law".

Name

The names of the Cemeteries of the Town of Mahone Bay shall be "Bayview Cemetery" and "Park Cemetery".

Definitions

In this By-law:

1. "CAO" means the Chief Administrative Officer of the Town of Mahone Bay and includes any person designated by the CAO to carry out any responsibilities contained within the by-law;
2. "Cemetery" means the Bayview Cemetery and Park Cemetery located in the Town of Mahone Bay;
3. "Council" means the Town Council of the Town of Mahone Bay;
4. "Committee" means the Councillors and citizens of Mahone Bay appointed by the Town of Mahone Bay Town Council who are charged with the responsibility of administering the within by-law except where otherwise noted;
5. "Director of Operations" means the person appointed by the CAO to be the facilities manager of the Town;
6. "Flower" includes real and artificial flowers;
7. "Grave" means a place for the permanent placement of human remains;
8. "Mayor" means the Mayor of the Town of Mahone Bay;
9. "Memorial" means a memorial, marker, monument, headstone, footstone, tombstone, plaque, tablet or plate marking a grave and includes an inscription of letter or ornamentation, or both;
10. "Plants" include real or artificial trees, shrubs, flowering or other forms of vegetation;
11. "Purchaser" includes the heirs, administrators, successors and assigns of the purchaser and the agent of them;

12. "Town" means the Town of Mahone Bay;
13. "Traditional Burial" refers to a full casket burial;
14. "Off highway vehicle" refers to a vehicle or class of vehicle designated as an off-highway vehicle as defined in the Off-Highway Vehicles Act.

Sale and Use of Lots

1. Lots for burial purpose may be sold at such prices and on such terms as Council may determine from time to time by Resolution and according to the plans of the Cemetery on file at the Town CAO's office.
2. No lot shall be sold, transferred, assigned, or reserved by the Town of Mahone Bay until the purchase price of same has been paid in full.
3. Person ordering lots will be responsible for payment thereof.
4. Any person who has purchased any lot or made use of same and not paid for it, shall be liable for the price of same, to be recovered from them by action in the name of the Town of Mahone Bay.
5. Purchasers of Cemetery lots have the right and privilege of burial of the human dead and erecting memorials subject to the provisions within this by-law.
6. The conveyance of lots to the purchaser shall be made evident by the delivery to such purchaser of a deed executed by the Town CAO.
7. There are no lots available in Bayview Cemetery.

Transfer

No owner of any lot shall have the right to sell, transfer or assign any lot or part of any lot to any other person, without the consent of the Mayor and CAO.

No Remuneration

Lot owners shall not allow interments to be made in their lots for remuneration.

Work by Town

1. The Town may have all the maintenance and repair work done on any lot or grave in the Cemetery by any Town employee or by an individual or firm contracted by the Town to carry out work in the Cemetery.
2. The Town may levy a charge for any work done on any lot or grave in the Cemetery, which has not been previously paid for.
3. The Town shall maintain the roads in the Cemetery but does not guarantee access to the Cemetery as a result of weather conditions.

Memorials and Foundations

1. There shall not be more than one memorial on any one lot (1,500 mm x 3,000 mm or 5'x10'); except two footstones or headstones if on one base.
2. A memorial, structure, object or any inscription placed upon any lot which in the opinion of the Committee is offensive or improper shall be removed and the Committee shall have power to authorize any person to enter upon such a lot and remove same.
3. All memorials to be erected shall be placed in the position selected on the lot by the CAO and a monument permit shall be required for all memorials.
4. The Town reserves the right to change the position of any monument erected on any lot prior to the passing of the by-law or to do any work as, in the opinion of the Committee, may be necessary for the purpose of uniformity and to conform with the general plans, rules, regulations and by-laws as adopted by Town Council.
5. All foot stones and flat markers shall be even with the ground.
6. The bases of all memorials shall be smooth at the surface.
7. All memorials shall be made of cut stone, granite or marble or such other materials as approved by the Committee.
8. Forty-eight hours prior notice shall be given to the office of the CAO before any memorial work is brought into the Cemetery.
9. The Town accepts no responsibility for damage to or for the maintenance, repair or replacement of any memorial.

Interment and Disinterment

1. The Town does not provide interment services and each lot owner is responsible to make their own arrangements whenever an interment is required.
2. No interment shall be made without permission from the Town.
3. Notice of each interment and disinterment shall be given to the CAO at least forty-eight hours prior to such proposed interment, except under special circumstances as determined by the Committee. Such notice shall be given during regular working hours and interment permit shall be required for each interment.
4. In each case of interment, a written statement giving the deceased's name, last residence, age, date of death, name of parent, if not an adult, in which lot and location the body is to be interred and the name of the funeral director and officiating minister (if applicable) must be furnished to the Town in order that an accurate register thereof maybe made.

5. Fees may be charged by the Town for each interment.

Graves

1. The standard sizes for graves are:
 - (a) Single grave – 1,500 mm x 3,000 mm (5' x 10');
 - (b) Double grave – 3,000 mm x 3,000 mm (10' x 10'); and
2. One traditional burial shall be made in any single grave with the following exceptions:
 - (a) Four cremated human remains may be buried in a single grave;
 - (b) Up to three cremated remains may be placed above the remains of a Traditional Burial in any single lot.

Cemetery Maintenance

The Director of Operations or designate shall be responsible for the overall maintenance and appearance of the Cemetery.

Trees, Flowers, etc.

1. Trees, shrubs or other plants are not permitted to be cultivated on graves or lots.
2. The Town reserves the right to exercise entire control over every tree, shrub, vine, flower, or other form of vegetation, real or artificial within the Cemetery, whether planted or placed there by any lot owner or otherwise and may remove, cut, trim or otherwise deal with same as it may determine from time to time. The Town is not responsible for the deterioration, damage or loss of any vegetation or any other articles.
3. No flower boxes or other similar floral or plant containers shall be placed in the Cemetery without the Director of Operations' prior permission.
4. No person shall, except as provided in in section 2 and 5 hereto, take trees, shrubs, vines, flowers, or other forms of vegetation, real or artificial from lots or graves in the Cemetery without prior authorization from the Director of Operations, or take any flowers either wild or cultivated, or break any tree, shrub or plant, or any real or artificial material, or write upon any grave, deface or injure any memorial or other structure in or belonging to the Cemetery.
5. A maximum of two real or artificial flower arrangements may be placed on a memorial, but none shall be permitted on the surrounding ground.

No Fixtures or Landscaping

1. The erection or placing of cut-stones, copings, borders, fences or wheelings, walls, hedges, chairs, trellis, iron rods or any other fixtures on or around lots is prohibited unless approved by the Director of Operations.
2. No person shall make any walk cut any sod or move any corner posts or grave markers in the Cemetery.

Garbage

The throwing of any garbage on the road or upon any portion of the Cemetery grounds is prohibited.

Smoking

Smoking of any substance is prohibited in the Cemetery.

Vehicles

1. Motor vehicles will not be permitted to enter the Cemetery when, in the Director of Operations' opinion, the roads are unfit to drive on.
2. No motor vehicle shall travel on the roadways located in the Cemetery at a rate faster than 15 kilometres per hour.
3. No off-highway vehicles are permitted in the Cemetery.

No Gratuities

No gratuities shall at any time be given to any Town employee while working at the Cemetery, nor shall they be given any reward for any personal services or attention. Any Town employee who accepts any such gratuity or reward shall render themselves liable to be dismissed from their position.

Dogs

No dogs shall be allowed in the Cemetery without the animal being on a leash and under the apparent restraint or control of some person.

Peace and Good Order

Any person disturbing the quiet and good order of the Cemetery by noise or other improper conduct or who violates any of the foregoing provisions, may be removed from the Cemetery by order of the CAO or designate.

Repair and Maintenance

1. All lot owners are required to keep in proper care, at their own cost and to the satisfaction of the Committee, all memorials or other erections upon such lots and must remove all garbage occasioned by the putting up or

repairing of such memorials or other erections to such places of deposit as provided by the Town for that purpose.

2. The Director of Operations shall from time to time report to the Committee any memorials and other erections which are in need of repair and the lot owner, if known, shall be notified that the same must be put in proper repair to the Committee's satisfaction. If any owner after 3 months of the issuance of such notice, refuses or neglects to put such memorial or erection in proper repair, the CAO may, if authorized by the Committee, repair, remove or otherwise deal with same at the lot owner's expense.

Notices

All notices required to be given to lot owners may be given personally to the owners or mailed by ordinary mail to such owners, or their legal representatives, at their last known mailing address.

Penalty

1. Anyone who violates or fails to comply with any provision of this by-law shall be guilty of an offence and, upon summary conviction, shall be liable to a fine of not less than \$250.00 and not more than \$1,000.00 and, in default of payment to imprisonment for a period not exceeding 90 days.

2. Any person who violates any provision of this by-law and who is given notice of the violation may pay to the Town, at the place specified on the notice, the sum of \$200.00 as stated in the notice within 14 days of the date of the notice and shall thereby avoid prosecution for that violation.

Fees, Rules and Regulations

In addition to any other provision to this by-law the Committee may establish fees, rules and regulations pertaining to the Cemetery and approved by resolution of Town Council.

Repeal

All former Cemetery by-laws of the Town are hereby repealed and substituted therefore.

Effective Date

This by-law is effective upon publication.



**Environment
Office of the Minister**

PO Box 442, Halifax, Nova Scotia, Canada B3J 2P8 • www.novascotia.ca/nse

Our File number:
10700-40-54132

JAN 09 2019

Dylan Heide, CAO
Town of Mahone Bay
PO Box 530
Mahone Bay, NS B0J 2E0

Dear Dylan Heide:

Thank you for your letter of December 11, 2018 regarding Departmental representation as it relates to the Oakland Lake Watershed Advisory Committee.

In response to your request, this is to inform you that Michael Allen, Watershed Planner in our Water Management Unit, is your appointed resource. Mr. Allen will represent the Department on your Committee, and he can be reached at 902-521-2416 or mike.allen@novascotia.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. Miller', is written over a faint horizontal line.

Margaret Miller, MLA
Minister of Environment



Municipality of the District of Lunenburg

January 21, 2019

Mr. Dylan Heide, CAO
Town of Mahone Bay
PO Box 530
Mahone Bay, NS
B0J 2E0

Dear Mr. Heide:

The Council for the Municipality of the District of Lunenburg makes its annual appointments to committees and boards in November. Municipal Council appointed Councillor Michael Ernst and Jeff Merrill to the Oakland Lake Watershed Advisory Committee for the period November 2018 to November 2019.

It is the Municipality's practice to appoint the Councillor for the area in which the Oakland Lake Watershed exists and a staff member from the Municipality's Planning Department. Therefore, it is anticipated that Councillor Ernst will get appointed to the Oakland Lake Watershed Advisory Committee for 2019-20 when Council does its appointments for 2019-20.

Yours truly,

Alex Dumaresq
Deputy CAO

/sac



Mahone Bay Founders Society

Mahone Bay Museum
578 Main Street
PO Box 583, Mahone Bay
Nova Scotia
B0J 2E0
902-624-6263

Town of Mahone Bay
PO Box 530
493 Main Street
Mahone Bay, NS
B0J 2E0

January 30, 2019

Dear Dylan Heide:

At the January 29th, 2019 regular board meeting of The Mahone Bay Founders Society, the board nominated Bill DeGrace to represent the society on the Heritage Advisory Committee for a 2-year term 2019-20 and 2020-21 and he accepted.

The Mahone Bay Society recommends Bill DeGrace to serve on the Heritage Advisory Committee of the Town. Bill has served on the board of the Mahone Bay Founders Society for 5 year and has knowledge and experience of heritage properties.

Yours truly,

Anne Palfreyman
Chairman
Mahone Bay Society

Kelly Redden

Subject: FW: MBTCC Nomination

From: Mug & Anchor <muganchor@eastlink.ca>
Sent: February 6, 2019 9:08 AM
To: Kelly Redden <Kelly.Redden@TownofMahoneBay.ca>
Subject: Re: MBTCC Nomination

Good morning Kelly,

Our board member, Danielle King, from the Kitch Inn will be our representative on the Economic Development Committee.

Cheers Fran

Climate Crisis Action Motion:

WHEREAS the Town of Mahone Bay is on track to meet all provincial targets in terms of renewable energy, and as such is a leader amongst town governments in Nova Scotia; and,

WHEREAS we - along with all residents of Planet Earth - are faced with a climate emergency, as recently recognized by the City of Halifax; and,

WHEREAS the IPCC has issued a special report on the impacts of global warming of 1.5 °C above pre-industrial levels *vis-à-vis* greenhouse gas emissions and which sets out foreseeable and preventable climate-change related outcomes of grave importance to coastal communities and thus enables the Town of Mahone Bay to prepare for and to take them into account as part of its decision-making process; and,

WHEREAS the Town of Mahone is currently considering several major capital projects and is presented with opportunities to institute climate-neutral building and long-term management practices; and,

WHEREAS the Town of Mahone Bay's electrical utility currently has the capacity to supply approximately 40% of the town's commercial and residential electricity requirements from clean sources and there is opportunity to expand on this success in order to decrease or eliminate the CO2 emissions related to major capital assets such as a fire hall and town hall and to provide clean, carbon-neutral energy sources to its residents; and,

WHEREAS the Town of Mahone Bay has, with its recently adopted Asset Management Policy, acknowledged the importance of incorporating climate change considerations into its long-term strategic planning and budgeting; and,

WHEREAS the Town of Mahone Bay is uniquely equipped to act as a role model and change leader for other small Canadian communities;

THEREFORE BE IT RESOLVED

THAT Council direct staff to prepare a report to be presented to Council on or before April 9th, 2019, outlining:

- Steps the Town of Mahone Bay could undertake in order to commit to further reduce or eliminate the Town's corporate carbon footprint as per the urgency expressed in the IPCC Report; and,
- Steps the Town of Mahone Bay could undertake in order to commit to further reduce or eliminate the community's carbon footprint; and,
- Related budgetary implications



The regular meeting of the Planning Advisory Committee for the Town of Mahone Bay was held on Tuesday, February 5, 2019 at 7:00 p.m. in Council Chambers.

Present:

Councillor C. O'Neill (Chair)
Mayor D. Devenne
Deputy Mayor K. Nauss
R. Johnson
K. Martell
J. Biebesheimer
C. Barr
CAO, D. Heide
Acting Secretary, K. Redden

Regrets: Councillor R. Nowe

Gallery: 7

Agenda

A motion by Mr. Biebesheimer, seconded by Ms. Martell, **"THAT the agenda be approved as amended, changing the order of New Business to 3.2, 3.3, 3.1."** Motion carried.

Introductions and Terms of Reference Review

Committee members and staff introduced themselves and reviewed the Committee's Terms of Reference.

Minutes

A motion by Deputy Mayor Nauss, seconded by Mr. Biebesheimer, **"THAT the minutes of the November 7, 2018 Planning Advisory Committee meeting be approved as circulated."** Motion carried.

New Business

Saltbox Brewery

The Committee received information from Patrick Jardine and George Anderson, representatives of Saltbox Brewery.

Lunenburg County Community Alcohol Partnership (LCCAP)

The Committee received a presentation from Louise Hopper of the Lunenburg County Community Alcohol Partnership.

Update – Changes Require to Draft Development Agreement for Mahone Bay Brewing Company, 363 Main Street, Mahone Bay

Garth Sturtevant, Town Planner, presented his report. The report was developed to address specific issues that were identified at a Public Information Meeting that was held concerning a Draft Development Agreement for Mahone Bay Brewing Company.

A motion by Mr. Biebesheimer, seconded Deputy Mayor Nauss, **“THAT the Committee recommend that Council accept an amendment to the Draft Development Agreement for 363 Main Street, Mahone Bay that would remove Part 9.3.3 and add a clause that no music will be played at the location after 10:00pm.”** Motion carried.

A motion by Deputy Mayor Nauss, seconded by Mr. Biebesheimer, **“THAT the Committee recommend that Council accept an amendment to Part 9.2.1 of the Draft Development Agreement for 363 Main Street, Mahone Bay allowing for brewing to occur at any time on any day.”** Motion carried.

A motion by Deputy Mayor Nauss, seconded by Ms. Martell, **“THAT the Committee recommend that Council accept an amendment to the Draft Development Agreement for 363 Main Street, Mahone Bay hours of operation for the Taproom includes the deck area.”** Motion carried.

Meeting adjourned upon motion at 8:07 p.m.

Town of Mahone Bay

Town of Mahone Bay

Acting Town Clerk, Kelly Redden

Mayor, David Devenne



The quarterly meeting of the Town of Mahone Bay's Police Advisory Board was held on Thursday, January 24, 2019 at 6:00 p.m. in Council Chambers.

Present:

Mayor D. Devenne
Councillor J. Feeney
Councillor R. Nowe
Aaron Collery
Bill Kowalski
CAO, D. Heide
Acting Secretary, K. Redden
Sgt. Dave Ferguson, RCMP

Regrets:

Gallery:

Terms of Reference

Committee members reviewed the terms of reference for the Police Advisory Board.

Presentation of Police Reports

Sgt Ferguson presented the quarterly and annual statistical reports for the Town of Mahone Bay as well as the annual statistics for the Lunenburg Detachment.

The meeting adjourned upon motion at 6:53 p.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Acting Town Clerk, Kelly Redden

Mayor, David Devenne

Kelly Redden

Subject: FW: NSFM'S "MUNICIPAL MATTERS"--January 23, 2019, Edition--Action Required: For Information Purposes

From: NSFM Info <Info@nsfm.ca>

Sent: January 23, 2019 3:33 PM

To: Tracy Verbeke <TVerbeke@nsfm.ca>

Subject: NSFM'S "MUNICIPAL MATTERS"--January 23, 2019, Edition--Action Required: For Information Purposes

NSFM E-News-Letter not viewing correctly? [View the online Version](#)



NOVA SCOTIA
FEDERATION OF
MUNICIPALITIES

MUNICIPAL MATTERS—NSFM'S E-News-Letter

January 23, 2019

In This Issue:

- [CNSOPB Update on Multiklient Invest's \(MKI\) Proposed 3D Seismic Program](#)
- [Public Comment Period: Amendments to Schedule 1 of *Species At Risk Act*](#)
- [Reminder to Respond to 2018 Recommendation on Council Compensation Adjustments](#)
- [Reminder to Respond to Built Environment Standard Development Committee](#)
- [Reminder to Respond to Interest in Pilot Program on the CAP](#)

CONFERENCES/LEARNING OPPORTUNITIES

- [Save the Date for AIM Network's Upcoming Asset Management Webinar](#)

CNSOPB Update on Multiklient Invest's (MKI) Proposed 3D Seismic Program

The Canada-Nova Scotia Offshore Petroleum Board (CNSOPB) has been advised by Multiklient Invest (MKI) of its intention to postpone the conduct of the Environmental Assessment (EA) of its proposed multi-year seismic program for one year while they assess demand for new seismic data in the Canada-Nova Scotia offshore area.

Should MKI notify the CNSOPB at a later date that it plans to move forward with this EA, stakeholders will be so notified, and the CNSOPB EA Public Registry will be updated accordingly.

The EA, if conducted, would predict how a seismic survey could impact the marine environment and sets out precautions that need to be taken to minimize or eliminate any potential impacts. In the conduct of an EA, there are opportunities for engagement. The public, key stakeholder groups, and Indigenous communities would be invited to submit comments once the EA report has been drafted and prior to it being finalized.

It's important to note that an EA is just one-step in support of a potential Geophysical Work Authorization application that may be submitted to the CNSOPB to conduct a seismic survey. To receive authorization, the proponent must demonstrate that all necessary steps have been taken to ensure regulatory compliance so as to protect safety and to minimize impact to the marine environment.

For more information, please contact:

Stacy O'Rourke

Director, Communications

Canada-Nova Scotia Offshore Petroleum Board

1791 Barrington Street

8th Floor TD Centre

Halifax, NS B3J 3K9

Cell (902) 410.6402

Reception (902) 422-5588

Fax (902) 422-1799

Twitter @CNSOPB

sorourke@cnsopb.ns.ca

<http://www.cnsopb.ns.ca> [\(Click here to return to top.\)](#)

Public Comment Period: Amendments to Schedule 1 of *Species at Risk Act*

On Saturday, December 29, 2018, a proposal to amend Schedule 1 of the *Species at Risk Act* (SARA) for nine migratory bird species was published in part I of the *Canada Gazette*. The proposal can be found under "current public consultations" on the Species at Risk Registry: https://wildlife-species.canada.ca/species-risk-registry/involved/consultation/default_e.cfm

This marks the beginning of a 45-day public comment period during which you can share your comments on the proposal either by writing to ec.LEPreglementations-SARAregrulations.ec@canada.ca or calling 1 800 668-6767. The public comment period will end on Wednesday, February 12, 2019.

The Minister of the Environment will take into consideration comments and any additional information received following this publication and make a listing recommendation for each species to the Governor in Council. After species are listed, recovery strategies must be published within one year for endangered species and within two years for extirpated and threatened species.

The species included in the proposal are the following:

Legal Population Name	Scientific Name	Current Status	Proposed Status	Range
Species proposed for addition to Schedule 1 of SARA				
Black Swift	<i>Cypseloides niger</i>	None	Endangered	British Columbia, Alberta
Cassin's Auklet	<i>Ptychoramphus aleuticus</i>	None	Special concern	British Columbia, Pacific Ocean
Evening Grosbeak	<i>Coccothraustes vespertinus</i>	None	Special concern	Everywhere in Canada except Nunavut

Legal Population Name	Scientific Name	Current Status	Proposed Status	Range
Lark Bunting	<i>Calamospiza melanocorys</i>	None	Threatened	Alberta, Saskatchewan, Manitoba
Red-necked Phalarope	<i>Phalaropus lobatus</i>	None	Special concern	Everywhere in Canada
Species proposed for reclassification on Schedule 1 of SARA				
Louisiana Waterthrush	<i>Parkesia motacilla</i>	Special Concern	Threatened	Ontario, Quebec
McCown's Longspur	<i>Rhynchophanes mccownii</i>	Special Concern	Threatened	Alberta, Saskatchewan
Pink-footed Shearwater	<i>Ardenna creatopus</i>	Threatened	Endangered	British Columbia, Pacific Ocean
Red Crossbill <i>percna</i> subspecies	<i>Loxia curvirostra percna</i>	Endangered	Threatened	Quebec, Newfoundland and Labrador

For more information, contact:

Kendra Marshman

Biologist, Conservation Planning / Canadian Wildlife Service
Environment and Climate Change Canada / Government of Canada

kendra.marshman@canada.ca ([Click here to return to top.](#))

Reminder to Respond to 2018 Recommendation on Council Compensation Adjustments

NSFM would like to know whether or not your municipality has made any changes in response to these new tax rules. Responses are due by **March 29, 2019**. Click [here](#) for more information. ([Click here to return to top.](#))

Reminder to Respond to Built Environment Standard Development Committee


NSFM is seeking one member to serve on the Built Environment Standard Development Committee at the Nova Scotia Accessibility Directorate in the Department of Justice. Click [here](#) for more information. ([Click here to return to top.](#))

Reminder to Respond to Interest in Pilot Program on the CAP

NSFM is interested in finding out how many municipal units across Nova Scotia would be interested in participating in some kind of pilot program to remove or phase out the CAP. Click [here](#) for more information. ([Click here to return to top.](#))

Save the Date for AIM Network's Upcoming Asset Management Webinar: Tuesday, February 12,
12:00 - 1:00 PM

AIM Network is hosting a free webinar to share lessons and experience from municipalities involved in its asset management cohort program. A speaker from each cohort will present the roadmap they developed following their first workshop and share the first steps they are taking to make progress in asset management. Stay tuned for a link to register (which will be provided in AIM Network's next bi-weekly newsletter). [\(Click here to return to top.\)](#)

 Do you really need to print this email? Please consider the environment. Thank you!

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NOVA SCOTIA FEDERATION
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SOUTH SHORE REGIONAL LIBRARY BOARD GENERAL MEETING, LUNENBURG LIBRARY
OCTOBER 17, 2018

*The South Shore Regional Library Board administers South Shore Public Libraries.
South Shore Public Libraries celebrate reading, discovering, learning and sharing.*

Present: Mr. Patrick Hirtle Chair
Mrs. Cindy Bruhm, Vice Chair
Councillor Martin Bell
Dr. David Brattston
Councillor Tina Connors
Councillor Michael Graves
Ms. Marie Hogan Loker
Ms. Sara Lochhead
Mr. David Luther
Mr. Kelly Wilson
Ms. Christina Pottie, Staff
Mr. Eric Pottie, Staff
Mr. Jeff Mercer, Staff
Mr. Troy Myers, Secretary/Treasurer
Ms. Lynn Robart, Recorder

Regrets from: Councillor Brian Fralic, Mr. Mark Taylor, Ms. Wilma Stewart-White, and Mr. Tom Sheppard.

MINUTES

Motion: "THAT the South Shore Regional Library Board accepts the
General Board minutes of August 15, 2018.
LOCHHEAD/Bruhm All in favour. Motion carried.

LBANS REPORT

The LBANS General/Annual Meeting was held at the NSLA/LBANS Conference, Sept 28-30 in Yarmouth.

Sara read a letter from Deputy Minister Tracey Taweel, updating the funding review process.

October is Library month, this was announced in the Nova Scotia Legislation. A notice from LBANS was sent to each Nova Scotia Municipality announcing October as Library month.

STAFF ASSOCIATION REPRESENTATIVE

Jeff reported that he is getting excellent feedback regarding the Lunenburg Library. Town of Lunenburg Heritage Advisory Committee approved the issuance of a Heritage Permit for the installation of handrails at the Lunenburg Academy east front entrance.

LUNENBURG LIT FESTIVAL WRAP UP

Christina Pottie handed out a wrap-up report for the 2018 Lunenburg Lit Festival. Troy commented that the event was well supported by the community and finished with a slight surplus.

VEHICLE REPORT

The 4th Quarter 2017-18 and 1st Quarter 2018-19 Spending Report was circulated with Notice of Meeting. Troy reported that we are maintaining service to the mobile as needed. In the spring we will be setting up a committee to begin the process of obtaining a new mobile.

NSLA/LBANS 2019 CONFERENCE

Troy reported that it is South Shore's turn to host the 2019 NSLA/LBANS Conference. The conference will be October 18-20, 2019 and White Point Beach Resort has been booked as the venue. A planning committee has been formed and will meet every other Wednesday for the next few months. Sara Lochhead will represent the LBANS on the committee.

BUY A BOOK CAMPAIGN 2018

The annual Buy A Book Campaign will run from November 26-December 31, 2018.

FLU SHOT CLINIC

South Shore Public Libraries will partner with Shoppers Drug Mart to host a public flu shot clinic on Friday, November 2, 2018 at the Margaret Hennigar Public Library.

NOVA SCOTIA'S AGENCIES, BOARD AND COMMISSIONS (ABCs)

Dr. Brattston received an e-mail from CCH Minister Leo Glavine regarding the Fall 2018 Recruitment campaign for volunteers for NS Agencies, Boards and Commissions which was circulated to the Board.

DECEMBER 24TH & 31ST

Motion:	" <u>THAT</u> all library outlets will be closed on December 24 & 31, 2018. "
HOGAN LOKER/Bruhm	All in favour. Motion carried

2ND QUARTER SPENDING REPORT 2018-19

The 2nd Quarter Spending Report was circulated to the Board. Troy Myers highlighted Grants under the revenue and the expense side. The increase in funds is result of a grant from Communities, Cultures and Heritage Grant which was dispersed among the other regions for summer programming. The Underspend in Library Materials is to start a fund for the eventual replacement of the mobile. Other areas of the Spending Report seem to be on track.

Motion:	" <u>THAT</u> the South Shore Regional Library Board accept the 2nd
	Quarter 2018-19 Spending Reports as circulated."
BRUHM/Bell	All in favour. Motion carried.

POLICY REVIEW

Discussion ensued regarding the Baby Friendly Policy which will be revisited at the next Board Meeting.

Food & Drink Policy was reviewed by the Board; no changes. See attached.

Sponsorship/Recognition Policy was tabled to the January meeting.

A couple of grammar corrections were made to the Internet and Fines & Fees Policies. See attached.

MAHONE BAY SCHOOL LIBRARY

Mr. Kelly Wilson asked what the status was on a public library at Bayview Community School. Troy responded that we haven't heard anything from the School Board since the spring. There is still the matter of funding that SSPL would require to provide staffing. Mr. Wilson will contact the Town of Mahone Bay.

THANK YOU

Lynn Robart thanked Dr. Brattston for dedicating his latest book "*Papal Supremacy*" in her honour. Dr Brattston also donated a copy of the book to the South Shore Public Libraries.

DATE, TIME AND PLACE OF NEXT MEETING

The next General Meeting will be Wednesday, January 16, 2019.

ADJOURNMENT

Sara Lochhead moved the meeting adjourned.

Patrick Hirtle, Chair

Troy Myers, Secretary/Treasurer



Food & Drink Policy

South Shore Public Libraries permits food and drink in library locations. However, food and drink pose a potential risk to other patrons and to library collections, equipment, and furnishings. Therefore, SSPL asks that you act responsibly when consuming food and drink in the library by adhering to the following guidelines:

- Lidded drinks, both hot and cold (including bottled drinks with screw caps), are permitted in the library.
- Most food is permitted in the library with the exception of greasy food, or food known to cause severe allergic reactions.
- Clean up all garbage, spills, and messes before leaving the library. Use appropriate trash receptacles for cleaning up after yourself. Please deposit recyclable beverage containers into the nearest recycling bin.

Library staff may ask you to modify your behaviour or to leave library premises if you violate these guidelines.

Approved by
South Shore Regional Library Board
March 17, 2015
Review October 17, 2018



Internet Policy

The Library provides Internet access as part of its mission to provide information, culture, education and recreation.

The Library has no control of information on the Internet nor does it provide barriers to use of the full range of what is available, except due to limited resources. Some Internet sites may contain material which is illegal, defamatory, inaccurate or offensive. The Library is not responsible for any damage a user might suffer for any reason or in any way related to Internet use.

Users of Library terminals must comply with applicable laws and the Library's policies and procedures.

Examples of unacceptable use of the Internet include:

- any illegal activity or unauthorized act, including violation of copyright or contractual obligation
- degradation or disruption of equipment or system performance
- vandalizing another user's data
- unauthorized access to resources or entities
- invasion of individual privacy
- anonymous messages or harassment

The Library will make reasonable efforts to protect the privacy of every user, but privacy cannot be guaranteed. Warrants and subpoenas may necessitate that the Library open records to police or other legal authorities.

Please note:

- The Library does not monitor anyone's choice of Internet sites.
 - Parents or guardians, not the Library or its staff, are responsible for the information children select or view.
 - Library staff offer limited instruction to the public in the use of the Internet, as time permits.
- All these Policies and Conditions apply to @NS sites operated by the South Shore Public Libraries and on South Shore Public Libraries sites.
- The Library is not responsible for any security or privacy breaches, costs, damages, or claims by any online third parties.
 - Violations of this policy may result in patrons having their internet privileges suspended.

Approved by
South Shore Regional Library Board
December 1996, reviewed August 2003;
Modified August 2018



Fines & Fees

Library materials may be borrowed for three weeks. Loans may be extended to a maximum of six weeks; extensions are not granted after the loan has expired, or if an item has been requested by another borrower.

Borrowers may request loan extensions by phone or via their online account. Borrowers may also renew loans at any service point by bringing the material to the circulation desk.

Borrowers will be notified by mail or email if material is not returned on time.

If material is not returned after notice is given, borrowers will receive an additional mail or email notice asking them to return the items or pay for the material. This second notice will also include a five dollar processing fee to cover the costs associated with this notification and any lost work time processing the material. This fee is charged per session and not on a per item basis.

Borrowers who return material in good condition or pay for lost or damaged items remain borrowers in good standing. Returning items that have been assumed as lost does not remove the five dollar processing fee. Borrowers who consistently fail to pay the fees related to overdue notices will lose their borrowing privileges.

Loan periods and renewals for material belonging to other libraries (interlibrary loans) may vary, according to the regulations of the lending library.

1. The person who signs a registration card is responsible for all materials borrowed using the number assigned to that registration. See also our Borrower Registration Policy.
2. The library will not charge fees other than the processing fee mentioned in the third and fourth paragraphs and the cost of replacement of the material(s) missing.
3. Seniors are subject to all fees related to overdue materials.
4. The Library charges a daily fine, **set by the library board**, for overdue material borrowed through interlibrary loan.

Approved by
South Shore Regional Library Board
November 1992;
(modified August 2008; August 2018)



Lunenburg County Seniors' Safety Program (LCSSP) 2018 Annual Report

Prepared by: Chris Acomb, Seniors' Safety Coordinator
Prepared: January 29, 2019

INTRODUCTION

The Lunenburg County Seniors' Safety Program has continued to grow through 2018. The expanding need for this service is evident each day as we receive new requests for presentations and individual referrals. During 2018, we had two new people in the Coordinator role: Shona Brown served as Seniors' Safety Coordinator during Chris Acomb's parental leave and Carole Hipwell is currently working two days a week alongside Chris in a pilot project which started in September. Each member bringing with them their skills and insight to help deliver services. The LCSSP Advisory Partnership has expanded to welcome new members and has developed a more formalized organizational framework that will support sustainability and expansion. Funding partners continue to rally to meet the fiscal needs of the program and demonstrate a commitment to the safety of older persons. This year we will use our new 2018 – 2021 LCSSP Strategic Plan as a guide for year-end reporting. We hope that it provides a deeper understanding of the work carried out by the LCSSP. Please contact Chris Acomb, SSC to learn more.

2018 – 2021 LCSSP STRATEGIC PLAN





Lunenburg County Seniors' Safety Program (LCSSP)

2018 Annual Report

Prepared by: Chris Acomb, Seniors' Safety Coordinator
Prepared: January 29, 2019

1. MEANINGFUL CLIENT CENTERED SERVICE

1.1 We will provide responsive meaningful client services through the development of best practices and principles of intervention designed to support seniors with their safety needs.

- LCSSP Manual – some updates carried out in 2018
- Formalized procedure for new referral intake completed and in use
- 2018 – 2021 LCSSP Strategic Plan completed and in use
- Principles of Intervention used to guide service

Initiatives for 2019:

- Further development of the following Best Practices: Infection Control, Working Alone and Use of Vehicle
- Continue with LCSSP Manual updates

1.2 We will expand our knowledge base about services, programs, resources and opportunities available and facilitate connections for seniors.

- Two new LC Seniors' Safety Coordinators trained and orientated
- We actively took part in the #TalkJustice Project with the NS Law Reform Society of NS
- Research on legislation as it pertains to adult protection, elder abuse and other topics of concern carried out
- We have participated in many committee meetings and workshops covering topics such as, wellness, energy poverty, housing needs and community projects
- Representation, advocacy and information sharing has become a team effort as the coordinator(s) and members of the LCSSAP serve on different committees and boards. This shared responsibility has made it easier for the SSC(s) to focus on client needs without compromising the exchange of information with collaborating partners and opportunities to advocate

Initiatives for 2019:

- Work with Canada Revenue Agency representatives to support clients with getting their taxes done
- Assist the Town of Bridgewater with the "Energy Poverty Research Project" as many of our clients have identified a need for more support and advocacy in this area

1.3 We will support seniors with their goal to live safely in their home and community.

- We successfully assisted many seniors to remain safely in their homes by providing them with information, connections to services such as community transportation, food banks, home care, financial assistance and more
- In 2018, we saw an increase in the number of seniors requiring assistance with moving. This can be particularly challenging as the individual may be coping with health/financial issues and often moving from an unsafe environment (or hospital) with few belongings
- The LCSSP has been involved with 30 adult protection cases. Some of these individuals have moved to long-term care facilities; while others have had their needs met and been able to safely remain home
- We carried out roughly 311 home visits during 2018. Many of the seniors share that the LCSSP is the only service that visits their home and that it makes a difference.
- 174+ clients from across Lunenburg County received the confidential one to one service provided by the LCSSP in 2018



Lunenburg County Seniors' Safety Program (LCSSP) 2018 Annual Report

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Prepared: January 29, 2019

2. EFFECTIVE AWARENESS & INFORMATION TRANSLATION

2.1 We will pro-actively research and identify safety topics important to seniors through focus groups, allied partnerships, trends, community requests and/or feedback as well as evaluation review.

- Several safety issues began to emerge this year through referrals, inter-actions with seniors/their support systems, partnerships with healthcare professionals and banking institutions.
 - *High risk of financial abuse and the lack of programs/services available to support individuals needing assistance with financial management.* There is an identified need for expansion of services to support seniors coping with these safety risks. The LCSSP offers educational information and support by helping the client, connect with a representative from their banking institution and set up direct bill payments etc.
 - *Emergency housing and/or transition housing needs for the older person at risk.* This year we noted the increase in the number of incidents when this was an issue. Homelessness does not respect the elderly. Low income, abuse, hoarding, little support, health issues, lack of housing and more can affect housing security. The LCSSP has worked collaboratively with organizations and community at large to support a high number of seniors in need of housing.
 - *Crisis created by failure to complete taxes.* We serve clients who have not completed their taxes. This can create a variety of issues including, income loss, hold up applications for home care/LTC placement, impede senior housing/grant applications/EHS Ambulance Fee Assistance applications etc. We educate on the importance of doing taxes, help clients get new income statements and assist with connecting clients to tax preparers. We see the need to be more pro-active on this issue and are in the process of developing a plan with CRA.

Initiatives for 2019:

- *Advocate for the need of emergency/transitional housing for the older person*
- *Advocate for the need of financial management services for older persons without a representative (deemed to be lacking financial capacity) living in the community*
- *Create written evaluation of LCSSP and invite clients, support systems and allied partners to complete*
- *Develop a system to pro-actively support clients with the completion of their taxes with the help of CRA and community volunteers*

2.2 We will provide educational material, and facilitate and/or carry out presentations, workshops and awareness campaigns.

- We did ten community presentations in 2018,
 - New Germany Horizons Seniors Club on scams and frauds
 - Helping Hands volunteers on scams and frauds; adult capacity and decision making
 - Michelin Social Club on the LCSSP
 - NSCC - Student CCA's on the LCSSP and elder abuse
 - Mahone Bay and Area Lions Club Senior Luncheon on the LCSSP and general safety
 - Board members and Coordinator presented to NS Conference of Chiefs of Police and Police Governance Boards
 - Futureworx - Student CCA's on the LCSSP and elder abuse
 - Mahone Bay and Area Lions Club Seniors Luncheon on the LCSSP and general safety
 - NS Government Retired Employees Association on scams and frauds
 - South Shore Housing Action Coalition on the LCSSP and housing challenges for the older adult
- We participated in three health and wellness fairs,
 - Bridgewater LCLC – Active Senior/Health Senior Health Fair
 - Michelin Social Club – Seniors' Expo
 - New Germany High School – NG Health and Wellness Expo 2018



Lunenburg County Seniors' Safety Program (LCSSP) 2018 Annual Report

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- Coordinator served as a panel member at the 2018 MMFC Conference on the Abuse of Older Women: A Community-Based Research Event in Fredericton, NB
- 100+ Vials of Life were prepared and supplied to the community
- Distributed 500+ LCSSP brochures and handouts on scams/frauds, elder abuse, banking safety, health and wellness information, and support groups
- LCSSP Face Book page has been an excellent form of information delivery and exchange with ninety followers
- We have also answered questions and received referrals through private messages on social media
- Educational series workshops such as; Seniors' Safety Academy, Living Alone and 55 Alive were not held in 2018 because of the high demand for client one to one service and the reduction of staffing hours due to medical reasons

Initiatives for 2019:

- *Hold educational series workshops; Seniors' Safety Academy, Living Alone and 55 Alive program*
- *Create professional LCSSP rack cards for distribution*
- *Complete resource manuals for LCSSAP members and information folders for clients*

3. LCSSP ORGANIZATIONAL EXCELLENCE

3.1 We will develop LCSSP governance to ensure a firm foundation focused on achieving our vision and mission.

- LCSSP 2018 – 2021 Strategic Plan completed
- LCSSAP Terms of Reference completed
- Expansion of membership to include others in the community
- Regular LCSSAP meetings
- LCSSAP Annual Report provided to 2018 Safe Communities Lunenburg County AGM

3.2 We will advocate for seniors living in Lunenburg County and the LCSSP.

- Representation, advocacy and information sharing has become a team effort as the coordinator(s) and members of the LCSSAP serve on many different committees and boards
- SSC served as a member on,
 - Aging Well Together committee
 - Helping Hands Network
 - Bridgewater and Area Age Friendly Coalition
 - LCSSAP – Lunenburg County Seniors' Safety Advisory Partnership
- SSC attended meetings with,
 - South Shore Housing Action Coalition
 - Met with FMH and SSRH members including, discharge planning members, social workers, palliative care team members and the Seniors Community Health Team
 - VON Coordinator of Community Supports and Transportation
 - United Way – Michael Graves
 - Adult Protection and Guardian ad Letim(s)
 - Five Municipal Units
 - Mental health practitioners – Dawson Center
 - Food bank representatives
 - Northwood representative
 - WRHA – Western Regional Housing Authority members
 - RCMP and BPS



Lunenburg County Seniors' Safety Program (LCSSP) 2018 Annual Report

Prepared by: Chris Acomb, Seniors' Safety Coordinator
Prepared: January 29, 2019

- Bridgewater Chamber of Commerce
- Safe Communities Lunenburg County
- as well as with other community groups and organizations

3.3 We will support a safe work/volunteer environment where training, equipment and work-life balance needs are met.

- Personal protective equipment such as gloves, face masks etc. is available for staff and training is provided
- First aid kits and personal protective equipment are kept in the vehicle
- Schedule of appointments including time frames provided to dispatch and check-in protocol in place
- Full time SSC paid hours increased from 35 hours/week to 40 hours/week (approved until March 2019)
- Part time SSC pilot project of 16 hours/week (approved until March 2019)

Initiatives for 2019:

- *Further develop best practices for: Infection Control, Working Alone and Use of Vehicle*
- *Investigate and pursue additional safety training opportunities*

4. FINANCIAL STABILITY SUPPORTING GROWTH & SUSTAINABILITY

4.1 We will effectively manage our budget, while advocating for increased funding to support program expansion and sustainability.

- 2018 Report of Expenditures available for review
- 2018 – 2019 LCSSP Budget is being determined
- Staffing pilot project and expansion of paid full time SSC hours (until March) initiated in 2018 as a result of LCSSP needs and fiscal review
- LCSSP members participated on the provincial committee with the Department of Seniors to help build a new application form and advocate for three year committed funding of \$25,000/annually

Initiatives for 2019:

- Pursue additional funding to support continuation of part time SSC pilot project and expansion of paid full time SSC hours

4.2 We will creatively pursue additional sources of funding and partnerships.

- Thanks to all our funding partners; Town of Bridgewater, Municipality of the District of Lunenburg, Municipality of the District of Chester, Town of Lunenburg, Town of Mahone Bay, United Way and the Department of Seniors
- Community Health Board grant applications submitted were unsuccessful as requests did not fit the CHB criteria;
 - LCSSP Client Emergency Contingency Fund
 - LCSSP Part time SSC Pilot Project
- Energy Poverty Research Project grant (\$1,000) – approved. We are currently helping seniors' to complete surveys, find interested participants for interviews/focus groups and we participated in a housing workshop and interview

Initiative for 2019:

- *Identify and approach funding partners*



Lunenburg County Seniors' Safety Program (LCSSP) 2018 Annual Report

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Prepared: January 29, 2019

5. QUALITY MONITORING, EVALUATION, RESEARCH & ADVOCACY

5.1 We will maintain quality documentation to collect program indicators, improve quality management and develop the program.

- Thanks to the work carried out by the provincial committee working with the Department of Seniors we are now better able to identify and gather valuable program indicators etc. We were pleased to have two members actively participate on that committee
- The majority of active client files have been transferred to computer
- September 2018 marked the re-start of the SSP Monthly Stats record. This document is a quick reference of activity used to help identify many of the statistics needed for reporting as well as who may benefit from a check-in

5.2 We will continue to develop record keeping focusing on vital information, simplifying process and reducing duplication in reporting.

- Monthly Stats Record and Excel spreadsheet are current record keeping tools
- Computerized New Referral Form created and in use
- LCSSP Excel spreadsheet was not used in 2018 which created some challenges around reporting
- Information used to gather statistics etc. have identifiers removed to respect confidentiality

Initiatives for 2019:

- *Continue investigating a program to support digital client files*
- *Continue investigating a written Consent to Service and the Sharing of Information agreement*

5.3 We will use our statistics and database to develop advocacy strategies for community awareness and/or change in broader systems.

- Examples of how we used our statistics and database to develop advocacy strategies included;
 - #TalkJustice, NS Law Reform Society
 - The Energy Poverty Research Project
 - Working with CRA to help clients get their taxes done before income is interrupted
 - Partnerships with municipal unit staff to address property tax issues, unsightly premises and hoarding

6. OPTIMIZED COLLABORATIVE PARTNERSHIPS

6.1 We will partner with more seniors, support systems, allied partners and communities to identify and meet senior safety needs.

- We've worked directly with seniors to find out what is important to them and followed their direction to better serve by promoting awareness on important safety topics and responding to individual safety questions and needs
- Provided Seniors' Safety Academy educational information to author Jane Doucet for her new book
- Assisted RCMP with research on cybercrime education kit
- Received a generous donation of 200 *Luminations* CDs by creator Linda Weston. These CD's are designed to support clients and caregivers. CD's have been given to community members and partners in care
- Update on joint mandate provided on request to the Honourable Filomena Tassi, Minister of Justice
- Participation in the Aging Well Together initiative, "Gift a Grab Bar"
- Participation in Robyn Carruthers - "Santa's for Seniors", with twelve clients participating



Lunenburg County Seniors' Safety Program (LCSSP) 2018 Annual Report

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Prepared: January 29, 2019

- Presentations to both NSCC and FutureWorx CCA students
- We work with SPCA and refer to ElderDog to help individuals with their pet ownership responsibilities
- Work closely with Bridgewater Police Service and RCMP to support seniors living at risk. Cst. Tim Lynch, has been particularly helpful in his new role with the RCMP
- Fire Marshall has given LCSSP smoke detectors to provide to clients in need

6.2 We will continue to support the successful development of other Senior Safety Programs.

- Two members of the LCSSP participated in the provincial committee with a focus on the grant application and securing increased committed three-year funding
- Coordinator and Board member attended the South West Nova Seniors' Safety Network in May 2018
- Coordinator has provided information, shared forms and given suggestions to new and existing SSP Coordinators and appreciates the opportunities to learn from each other
- LCSSP is planning the first annual NS Seniors' Safety Program Conference, with the support of the Department of Seniors. Tentative date scheduled for May 15th and 16th, 2019

6.3 We will collaborate with all stakeholders to find ways to assist "hard-to-serve" seniors who have mental health challenges.

- Joint home visits with Cst. Tim Lynch, RCMP as well as other law enforcement officers have been very helpful
- We collaborated with mental health, hospitals, WRHA and community organizations such as food banks, community transportation, Salvation Army and St. Vincent de Paul to assist clients with mental health conditions
- In hoarding situations we have worked closely with clients, their support systems, municipal offices, landlords, service providers and others to try to help improve conditions and mitigate risks

Lunenburg Senior Safety Advisory Partnership/Safe Communities of Lunenburg County
as at January 8th, 2019

	2018-2019 BUDGET	2018-2019 ACTUAL	VARIANCE Pos(Neg)
REVENUE			
Province of NS Seniors	25,000	25,000	0
Municipal Contributions	27,169	27,170	1
Other Revenue	5,000	5,000	0
Interest Income	0	0	0
Transfer from Reserves **	6,201	0	-6,201
	<u>63,370</u>	<u>57,170</u>	<u>-6,200</u>
EXPENSES			
Salaries (to January 5, 2019)	52,000	33,095	18,905
Part Time Wages (to January 5, 2019)	3,720	3,158	562
Facility Rentals	400	0	400
Professional Development	800	0	800
Vehicle Maintenance (gas posted to October 2018)	2,500	1,771	729
Office Equipment	0	0	0
Travel	200	330	-130
Cell Phones	600	176	424
Hospitality	800	0	800
Materials	450	0	450
Insurance	1,800	1,663	137
Clothing Allowance	0	0	0
Honorariums	100	0	100
	<u>63,370</u>	<u>40,193</u>	<u>23,177</u>
NET	<u>0</u>	<u>16,977</u>	<u>16,977</u>

***In a addition to the Municipal Contribution of \$4,784, The Town of Bridgewater also provides the following in-kind services :**

- provision of vehicle (excluding gas, insurance & repairs)
- clothing
- office space
- supervision
- accounting services
- computer
- employment management (payroll, HR, etc)

****The budgeted Reserves are currently held by LSSAP. The Reserves currently held by the Town will depend on the final balance at year end.**

Lunenburg County Seniors' Safety Program

January 2019

The Seniors' Safety Program is community-based and operated under the umbrella of Safe Communities Lunenburg County, a non-profit organization. The program works collaboratively with Bridgewater Police Service, RCMP, and many community partners to address the safety concerns of seniors residing in Lunenburg County. To ensure that all seniors can participate in our services, programs are typically offered at no cost. Staffing complement includes one full-time coordinator and one temporary part-time Seniors' Safety Coordinator.

SSC(s) scheduled time off month:

Jan. 1st – Jan. 2nd, 2019 inclusive – Chris Acomb, SSC

Jan. 1st – Jan. 14th, 2019 inclusive – Carole Hipwell, SSC

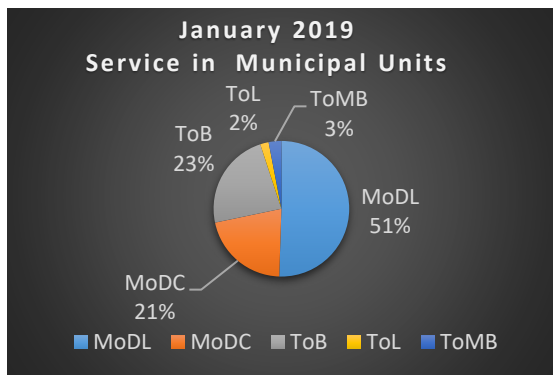
Monthly stats & information:

- LCSSP year-end report will be available January 31st, 2019.
- January was a very busy month with 24 new referrals covering diverse and some very serious safety issues such as homelessness, home take overs, elder abuse and more.
- The LCSSP Face Book page has grown in popularity with 90 followers. We have also received questions and referrals through private messages using social media!
- Examples of some of the services provided this month:
 - Attend restorative justice meeting with client families, facilitated by South Shore Community Justice Society.
 - Assist several clients with moving into new homes.
 - Attend court sessions to support clients and their loved ones.
 - Visit banking institutions with clients who are trying to understand and protect their finances.
 - Support pet owners with their animal's safety needs by helping them connect with SPCA, Elder Dog and/or veterinarians.
 - Submit referrals for various services such as home support, community OT, adult protection and Seniors' Community Health Team.
 - Help clients register for a family physician.
 - Assist a high number of clients connect with community groups that provide financial assistance, friendly visitors and groceries.
 - Support and help reconnect clients to others and their community.
 - Assist with completing applications.
- We're trying to keep track of everyone we partner/collaborate with (hopefully we haven't missed anyone),

211, 811, Adult protection, Alcoholics Anonymous, Alzheimer Society of NS, Banking institutions, Caregiver NS, Community Links, Community transportation, CRA Reps, CRC volunteers (assist to do taxes), DCS, Dept. of Health, Dept. of Recreation (various municipalities),	EHS Feed NS, Fire marshal, building inspector, Food Banks, Free legal clinic, Harbour House, Housing Support (Freeman House) Kaiser Meadow, Kinsmen, Law enforcement, LCLC – Library, Legal Aid, Lions Clubs, Municipal units,	Ombudsman, Palliative Care Program, Plow It Forward (United Way), Private businesses, Salvation Army, Santa's for Seniors, Scams/Frauds resources, Seniors' Com. Health Team, Souls Harbour, South Shore Community Justice Society, SPCA case worker, Spiritual support, St. Vincent de Paul,
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Lunenburg County Seniors' Safety Program January 2019

Doctor/nurse practitioner, Elder Dog, Family Resource Center, Family Support Center, Driving decisions, Efficiency NS, EHS,	NS Power, Private Home Care Providers, Public Trustee, MH & Addictions, Support groups (various), #TalkJustice project MH crisis line, National Suicide Prevention,	Telephone service providers, The Rose Fund, United Way, VON, Various service providers, Western Reg. Housing Auth., Whynot Settlement,
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Monthly Stats:

Data	January
# of active clients	92
# of active clients receiving service	53
# of new referrals	24
# of home visits	21
# of closed files	0

Meetings, Presentations and Projects:

- January 3rd, 18th & 25th, 2019 – SSP Provincial Conference planning meeting.
- January 9th, 2019 – Carole and Chris participated in an interview for the Energy Poverty Research Project.
- January 10th, 2019 – Chris Acomb, SSC participated in the Energy Poverty Research Project workshop on housing.
- January 15th, 2019 – Carole and Chris met with CRA representatives to discuss programs and services available to seniors living in NS.
- January 18th, 2019 – Carole and Chris met with Hitchinbrook Farm staff to find out more about their organization and ways the farm could help serve older adults.
- January 21st, 2019 – Chris Acomb, SSC presented on Elder Abuse to Continuing Care Assistant students at NSCC.
- January 23rd, 2019 – Chris Acomb, SSC attended the LCSSAP meeting. Special welcome to our newest advisory partnership member, Tamara Ballard of Earth Angels.
- January 25th, 2019 – Carole and Chris attended the Alzheimer's Awareness Breakfast.
- Energy Poverty Research Program** – The LCSSP is working with the Energy Poverty Research Project in Bridgewater to help improve housing, community transportation and reduce energy bills.
- Community Health Board Grant Applications (2)** – Submitted Oct. 15th, 2018. Unfortunately, we did not meet the grant criteria this year. Thank you to CHB for the opportunity to apply.

Please note, anyone interested in learning more about the details of meetings, events and/or presentations please contact the LCSSP.

Submitted by: Chris Acomb, SSC, January 28, 2019

TOWN OF MAHONE BAY

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Number	Issued		Amount	SC	Status	Status Date
017435	01/16/2019	THE MARTHA C BOLLINI TRUST	275.77	A/R	OUT-STD	01/16/2019
017436	01/16/2019	ACE PEST/TERMINIX CANADA	57.50	A/P	OUT-STD	01/16/2019
017437	01/16/2019	ADVOCATE MEDIA	391.10	A/P	OUT-STD	01/16/2019
017438	01/16/2019	AGAT LABORATORIES	869.98	A/P	OUT-STD	01/16/2019
017439	01/16/2019	ALTERNATIVE RESOURCE ENERGY AUTHORITY	58,984.60	A/P	OUT-STD	01/16/2019
017440	01/16/2019	CANADA COLORS & CHEMICALS	4,723.72	A/P	OUT-STD	01/16/2019
017441	01/16/2019	CUMINGS FIRE & SAFETY	133.40	A/P	OUT-STD	01/16/2019
017442	01/16/2019	DAVID DEVENNE	66.24	A/P	OUT-STD	01/16/2019
017443	01/16/2019	DAVID ADAMS	15.89	A/P	OUT-STD	01/16/2019
017444	01/16/2019	DELOITTE MANAGEMENT SERVICES LP	14,273.80	A/P	OUT-STD	01/16/2019
017445	01/16/2019	DERRICK MACKENZIE	143.49	A/P	OUT-STD	01/16/2019
017446	01/16/2019	DYLAN HEIDE	17.51	A/P	OUT-STD	01/16/2019
017447	01/16/2019	ELMSDALE LANDSCAPING LIMITED	2,864.18	A/P	OUT-STD	01/16/2019
017448	01/16/2019	ENVIROSYSTEMS INC	1,259.54	A/P	OUT-STD	01/16/2019
017449	01/16/2019	G.E.'S ALL TRUCKING	6,436.74	A/P	OUT-STD	01/16/2019
017450	01/16/2019	GRAYBAR CANADA	200.68	A/P	OUT-STD	01/16/2019
017451	01/16/2019	HARBOUR DESIGNS	2,530.00	A/P	OUT-STD	01/16/2019
017452	01/16/2019	HUESTIS INSURANCE GROUP	2,853.00	A/P	OUT-STD	01/16/2019
017453	01/16/2019	K&S WINDSOR SALT LTD.	5,848.93	A/P	OUT-STD	01/16/2019
017454	01/16/2019	KVM CONSULTANTS	5,725.74	A/P	OUT-STD	01/16/2019
017455	01/16/2019	LIFTOW LIMITED	113.33	A/P	OUT-STD	01/16/2019
017456	01/16/2019	LMR COMMUNICATIONS LTD	88.77	A/P	OUT-STD	01/16/2019
017457	01/16/2019	LONDON LIFE ASSURANCE COMPANY	2,939.53	A/P	OUT-STD	01/16/2019
017458	01/16/2019	LUNENBURG COUNTY CONDOMINIUM CORPORATION #2:	246.00	A/P	OUT-STD	01/16/2019
017459	01/16/2019	MAHONE BAY AND AREA LIONS CLUB	350.00	A/P	OUT-STD	01/16/2019
017460	01/16/2019	MAUGHANS' CONST. INC.	347.88	A/P	OUT-STD	01/16/2019
017461	01/16/2019	MIDLAND COURIER	44.42	A/P	OUT-STD	01/16/2019
017462	01/16/2019	MIDLAND TRANSPORT LTD	173.20	A/P	OUT-STD	01/16/2019
017463	01/16/2019	MINISTER OF FINANCE	83,656.00	A/P	OUT-STD	01/16/2019
017464	01/16/2019	MPWWA	67.11	A/P	OUT-STD	01/16/2019
017465	01/16/2019	MUNICIPALITY OF LUNENBURG	255.29	A/P	OUT-STD	01/16/2019
017466	01/16/2019	MUNICIPAL JOINT SERVICES BOARD	6,060.47	A/P	OUT-STD	01/16/2019
017467	01/16/2019	NAPA LUNENBURG	188.29	A/P	OUT-STD	01/16/2019
017468	01/16/2019	OMNITECH INCORPORATED	327.75	A/P	OUT-STD	01/16/2019
017469	01/16/2019	PENNY CARVER	473.27	A/P	OUT-STD	01/16/2019
017470	01/16/2019	PRINTERS CORNER	27.56	A/P	OUT-STD	01/16/2019
017471	01/16/2019	REXEL ATLANTIC	426.54	A/P	OUT-STD	01/16/2019
017472	01/16/2019	RIVERPORT ELECTRIC LIGHT COMM	4,699.13	A/P	OUT-STD	01/16/2019
017473	01/16/2019	SCOTIA BUSINESS CENTRE LIMITED	532.42	A/P	OUT-STD	01/16/2019
017474	01/16/2019	SILVERS GARAGE (2008) LIMITED	18.36	A/P	OUT-STD	01/16/2019
017475	01/16/2019	SOUTH SHORE REGIONAL LIBRARY	1,442.25	A/P	OUT-STD	01/16/2019
017476	01/16/2019	SOUTH SHORE REGIONAL CENTRE FOR EDUCATION	33,348.00	A/P	OUT-STD	01/16/2019
017477	01/16/2019	SOUTH SHORE REGIONAL HOSPITAL	480.00	A/P	OUT-STD	01/16/2019
017478	01/16/2019	STAIRS DIESEL INJECTION & TURBO	103.50	A/P	OUT-STD	01/16/2019
017479	01/16/2019	SURE COURIER SERVICES	105.54	A/P	OUT-STD	01/16/2019
017480	01/16/2019	TOWN OF MAHONE BAY	29,334.85	A/P	OUT-STD	01/16/2019

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Number	Issued		Amount	SC	Status	Status Date
017481	01/16/2019	UNION OF NS MUNICIPALITIES	5,238.13	A/P	OUT-STD	01/16/2019
017482	01/28/2019	TED POWER	75.90	A/R	OUT-STD	01/28/2019
017483	01/28/2019	OH MY COD RESTAURANT SERVICES,	64.14	A/R	OUT-STD	01/28/2019
017484	01/28/2019	ARTHUR J GALLAGHER LTD CAN	153.00	A/P	OUT-STD	01/28/2019
017485	01/28/2019	ATLANTIC PURIFICATION SYSTEMS	4,068.75	A/P	OUT-STD	01/28/2019
017486	01/28/2019	DAVID NICE	685.50	A/P	OUT-STD	01/28/2019
017487	01/28/2019	DELOITTE MANAGEMENT SERVICES LP	19,934.10	A/P	OUT-STD	01/28/2019
017488	01/28/2019	ELMSDALE LANDSCAPING LIMITED	958.78	A/P	OUT-STD	01/28/2019
017489	01/28/2019	GRAYBAR CANADA	1,304.27	A/P	OUT-STD	01/28/2019
017490	01/28/2019	IMP GROUP LIMITED	471.50	A/P	OUT-STD	01/28/2019
017491	01/28/2019	K&S WINDSOR SALT LTD.	1,957.91	A/P	OUT-STD	01/28/2019
017492	01/28/2019	LIFTOW LIMITED	548.99	A/P	OUT-STD	01/28/2019
017493	01/28/2019	LONDON LIFE ASSURANCE COMPANY	5,911.55	A/P	OUT-STD	01/28/2019
017494	01/28/2019	MICMAC FIRE & SAFETY LTD.	1,318.28	A/P	OUT-STD	01/28/2019
017495	01/28/2019	NICK'S INDEPENDENT	65.04	A/P	OUT-STD	01/28/2019
017496	01/28/2019	N. S. BUILDING SUPPLIES	49.04	A/P	OUT-STD	01/28/2019
017497	01/28/2019	OCEANMARK K-9 RESORT	285.57	A/P	OUT-STD	01/28/2019
017498	01/28/2019	REXEL ATLANTIC	675.63	A/P	OUT-STD	01/28/2019
017499	01/28/2019	RIVERPORT ELECTRIC LIGHT COMM	507.07	A/P	OUT-STD	01/28/2019
017500	01/28/2019	S.W. BARRY CONSTRUCTION	1,796.02	A/P	OUT-STD	01/28/2019
017501	01/28/2019	SAUNDERS MOTORS CO. LTD.	651.57	A/P	OUT-STD	01/28/2019
017502	01/28/2019	SILVERS GARAGE (2008) LIMITED	138.92	A/P	OUT-STD	01/28/2019
017503	01/28/2019	TURNER DRAKE & PARTNERS LTD	1,610.00	A/P	OUT-STD	01/28/2019
017504	01/28/2019	WOOD WYANT INC.	208.75	A/P	OUT-STD	01/28/2019
Cheque Totals Issued:			322,199.68			
Void:			0.00			
Total Cheques Generated:			322,199.68			
Total # of Cheques Listed:			70			