

TOWN OF MAHONE BAY

TOWN COUNCIL

AGENDA

February 28, 2019

7:00 p.m.

Call to Order

1 Approval of Agenda

2 Minutes

- 2.1 Regular Council Meeting – February 12, 2019
- 2.2 Special Council Meeting – February 21, 2019

3 Consideration of Delegations

- 3.1 Jennifer Constable, Plastic Free Lunenburg
- 3.2 Yvonne Mosley, Canadian Lyme Disease Foundation

4 Correspondence – Action Items

- 4.1 Juanita Spencer, CAO, NSFM – Request for Feedback on Resolution Process
- 4.2 Fran O'Hagan, Chair, Mahone Bay Tourism and Chamber of Commerce – Town Beautification Program

5 Correspondence – Information Items

6 Staff Reports

- 6.1 Staff Report – Remuneration Policy
- 6.2 Staff Report – Public Participation in Planning Policy

7 Council Items

- 7.1 Councillor Carver – NOW Lunenburg County

8 Committee Reports

- 8.1 Draft Age Friendly Community Committee Minutes – February 11, 2019
- 8.2 Draft Economic Development Committee Minutes – February 19, 2019
- 8.3 Draft Audit Committee Minutes – February 6, 2019
- 8.4 Action Plan Update – Quarterly Report
- 8.5 NSFM Municipal Matters Newsletter – February 6, 2019
- 8.6 NSFM Municipal Matters Newsletter – February 20, 2019
- 8.7 LCSSP Monthly Report – February 2019

9 New Business

11 Closed Session

Adjournment



The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday, February 12, 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
Planner, G. Sturtevant
CAO, D. Heide
Acting Secretary, K. Redden

Regrets:

Gallery: 9

Agenda

A motion by Councillor Carver, seconded by Councillor Bain, **"THAT the agenda be approved as presented."** **Motion carried.**

Minutes

A motion by Deputy Mayor Nauss, seconded by Councillor Feeney, **"THAT the minutes of the January 24, 2019 council meeting be approved as presented."** **Motion carried.**

Consideration of Delegations

Lunenburg County Community Alcohol Partnership (LCCAP)

Sadie Watson of the LCCAP provided a presentation to Council.

Correspondence – Action Items

1. Andrew Tanner, Saltbox Brewery, with a festival application for the 2019 Saltbox Soapbox Race.

A motion by Deputy Mayor Nauss, seconded by Councillor Carver, **"THAT Council support the 2019 Saltbox Soapbox Derby event as presented in the application letter."** **Motion carried.**

2. Kim and Brent Kraushar with a request to enter into a Development Agreement for their property at 995 Main Street, Mahone Bay.

A motion by Deputy Mayor Nauss seconded by Councillor Bain, **“THAT the request to enter into a development agreement with the owners of 995 Main Street be forwarded to the Planning Advisory Committee for review and recommendation to Council.”** Motion carried.

Correspondence – Information Items

1. Glennie Langille, Chief of Protocol and Secretary of the Order of Nova Scotia, with information concerning nominations for the 2018 Order of Nova Scotia.
2. Juanita Spencer, CAO of NSFM, with an introductory letter.
3. NSFM with an email gauging interest in a CAP pilot program.
4. NSFM with information on new legislation concerning the personal possession of body armour.
5. NSFM seeking expressions of interest for the Built Environment Standard Development Committee.
6. South Shore Regional Enterprise Network (SSREN) with signed financial statements as of December 31, 2018
7. Tanice Mundle of Communities in Bloom with an invitation to participate in the 2019 Communities in Bloom Program.
8. Tom and Marion Webb, Town Residents, with a letter expressing concerns for the proposed MacLeod Group construction.

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **“THAT the correspondence numbered 1-8 be received and filed.”** Motion carried.

Staff Reports

Council Report

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT the Council Report for February 12, 2019 be received and filed.”** Motion carried.

Draft Development Agreement – 363 Main Street

Garth Sturtevant, Town Planner, presented his report and the revised draft Development Agreement for 363 Main Street, Mahone Bay to Council.

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **“THAT the proposed Development Agreement for 363 Main Street be referred back to the Planning Advisory Committee for consideration of the number of special dates, whether those dates should be static and to give consideration to the proposed 8:00am opening time.”** Motion carried.

2019 Representative Volunteer

A motion by Councillor O’Neill, seconded by Councillor Carver, **“THAT Council nominate Helen Whitehouse as the Town of Mahone Bay’s Representative Volunteer for 2019 and that staff be directed to complete and submit the appropriate administrative forms to the Province of Nova Scotia.”** Motion carried.

Town Centennial Update

A motion by Councillor Feeney, seconded by Councillor Bain, **“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. Also, that Council direct staff to identify and pursue external funding to support identified projects and develop detailed recommendations to the Town’s 2019-20 budget process.”** Motion carried.

Remuneration Policy

A motion by Councillor Feeney, seconded by Councillor O’Neill, **“THAT at its regular meeting on February 28, 2019, after due consideration, Council adopt the Remuneration Policy as presented.”** Motion carried.

Public Participation in Planning Policy

A motion by Councillor Feeney, seconded by Councillor O’Neill, **“THAT at its regular meeting on February 28, 2019, after due consideration, Council adopt the Public Participation in Planning Policy as amended.”** Motion carried.

Lunenburg County Accessibility Committee

A motion by Deputy Mayor Nauss, seconded by Councillor Carver, **“THAT Council approve the Terms of Reference for the Lunenburg County Accessibility Committee as presented.”** Motion carried.

A motion by Deputy Mayor Nauss, seconded by Councillor Bain, **“THAT Council appoint Councillor Feeney and Councillor Carver (alternate) to serve on the Lunenburg County Accessibility Committee, in accordance with the Terms of Reference.”** Motion carried.

Cemetery Bylaw – 2nd Reading

A motion by Councillor Nowe, seconded by Councillor Carver, **“THAT Council give second reading to and adopt the amended Cemetery Bylaw.”** Motion carried.

Council Items

Committee Appointments

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **“THAT Michael Allen be appointed as the Nova Scotia Department of Environment’s representative on the Oakland Lake Watershed Advisory Committee.”** Motion carried.

A motion by Councillor Carver, seconded by Councillor Bain, **“THAT Councillor Michael Ernst and Jeff Merrill be appointed as the Municipality of the District of Lunenburg’s representative on the Oakland Lake Watershed Advisory Committee.”** Motion carried.

A motion by Councillor Bain, seconded by Councillor Nowe, **“THAT Bill DeGrace be appointed as the Mahone bay Founders Society’s representative on the Heritage Advisory Committee.”** Motion carried.

Acting Mayor Appointment

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **“THAT Councillor Bain be appointed as Acting Mayor for the Town of Mahone Bay starting the 28th of February until the 21st of March.”** Motion carried.

Call for Committee Members – Age Friendly Committee

A motion by Councillor Carver, seconded by Councillor O’Neill, **“THAT Council direct staff to re-advertise the openings for committee members for the Age Friendly Committee.** Motion carried.

Climate

A motion by Councillor O’Neill, seconded by Deputy Mayor Nauss:

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

Motion carried.

Pedestrian Safety

Council discussed pedestrian and crosswalk safety within the Town of Mahone Bay.

Committee Reports

Planning Advisory Board Minutes

Council received the minutes of the February 5, 2019 meeting of the Planning Advisory Board.

Police Advisory Board Minutes

Council received the minutes of the January 24, 2019 meeting of the Police Advisory Board.

NSFM – Municipal Matters Newsletter

Council received the January 23, 2019 edition of NSFM's Municipal Matters Newsletter.

South Shore Regional Library Board Minutes

Council received the minutes of the October 17, 2018 meeting of the South Shore Regional Library Board.

Lunenburg County Senior Safety Program

Council received the Lunenburg County Senior Safety Program's 2018 Annual Report, 2018/19 Budget to Date and the January 2019 Report.

A motion by Deputy Mayor Nauss, seconded Councillor Nowe **"THAT the committee reports be received and filed."**

Motion carried.

Accounts

A motion by Councillor Carver, seconded by Deputy Mayor Nauss, **“THAT Council approve January’s accounts in the amount of \$322,199.68.”** Motion carried.

A motion by Councillor Carver, seconded by Deputy Mayor Nauss, to enter closed session at 9:29 p.m. to discuss personnel matters as permitted by the MGANS 22(2)(c) and the acquisition, sale, lease and security of municipal property as permitted by MGANS 22(2)(a). Motion carried.

Staff was not present for the closed session on personnel matters.

Council returned to open session at 9:55 p.m.

A motion by Councillor Bain, seconded by Councillor O’Neill, **“THAT Council enthusiastically recognizes the end of CAO Dylan Heide’s probationary period with the Town of Mahone Bay.”** Motion carried.

The meeting adjourned upon motion at 9:56 p.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Acting Town Clerk, Kelly Redden

Mayor, David Devenne



A Special Meeting of Town Council for the Town of Mahone Bay was held on Thursday, February 21, 2019 at 1:30 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

Regrets:

Councillor C. O'Neill

Gallery:

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe to go into closed session at 1:36 p.m. to discuss acquisition, sale, lease and security of municipal property and personnel matters as permitted by MGANS Section 22(2) (a) & (c)." Motion carried.

Council returned to open session at 2:50 p.m.

A motion by Councillor Nowe, seconded by Councillor Carver, "THAT Council, on the recommendation of the CAO, approve the inclusion of the Records and Administrative Clerk as a permanent position in the 2019-2020 operating budget." Motion carried.

The meeting adjourned upon motion at 2:55 p.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

CAO, Dylan Heide

Mayor, David Devenne



Rethinking Single Use Plastics in Your Community

February 28, 2019

Presented to: Town of Mahone Bay Council

Presented by: Plastic Free Lunenburg

Background

Plastic Free Lunenburg initiated “Rethinking Single Use Plastics,” a Community Consultation, in January 2019. The purpose is to engage and measure public support for reducing single-use plastics in Lunenburg. Based on public input and support, PFL intends to ask Town of Lunenburg Council to pass a bylaw banning sale and distribution of 7 categories of single use plastics by January 1, 2020. PFL’s approach is informed by our group’s best sense of what will work in our community and context.

Rethinking Single Use Plastics in Your Community

Different communities and situations call for different approaches. Here are some considerations:

1. Help stakeholders understand **why** plastic pollution presents a problem we need to address. Waste management/ health/ tourist expectations.
2. Choose a **focus**, such as single-use plastics which present the greatest problem but are easiest to change.
3. Help people understand why **policy change** is necessary to create a level playing field and a predictable citizen and consumer experience. The entire burden should not fall on the individual.
4. Engage stakeholders in a public, transparent, community-building process to bring about the policy change. Facilitate shared **goal setting and idea creation**.
5. **Support** the community through the change.

Who we are

Plastic Free Lunenburg (PFL) is a community based project lead by a group of concerned citizens working locally to protect the health of our environment. PFL formed in 2018 and is affiliated with Coastal Action.

Our Goal

To support waste reduction in Lunenburg and area, with a focus on rethinking single-use plastics.

Our Approach

We work to educate, influence and support positive change among the public, community organizations, businesses and policy-makers.

Lyme Disease is an international problem that touches thousands in this region. Many people on the south shore and western end of Nova Scotia, have experienced the consequences of being infected by a black legged tick, commonly known here as a deer tick. Some have had their symptoms recognized immediately and been treated successfully, while others have experienced a difficult journey to have their symptoms recognized and to find a diagnosis. Most of us go through our days not realizing that none of us are exempt from this problem! It would seem we all know someone, be it a friend or a neighbour, who has had, or, has Lyme Disease. Yet the lack of information and awareness about prevention and treatment is very concerning. A group of people who have been affected by Lyme Disease have joined forces with the Canadian Lyme Disease Foundation (www.CanLyme.net) to elevate the discussion about Lyme and Tick-borne diseases in this province with the general public, as well as those in the health care profession. Our goal is to work with all those involved with Lyme and Tick-borne diseases in the province, and beyond, to ensure up to date information is provided regarding prevention, diagnosis and treatment. Our plan is to hold **an innovative local** conference in late October/November, 2019. This will be a two-part event, one for the general public and one for health care professionals. It is hoped that educational accreditation will be obtained to encourage participation. We will make it accessible using technology via streaming. What excites us is that our collective includes highly skilled participants in many professions, from Lyme disease researchers to communications and social media experts. This conference WILL make a difference to Nova Scotians and indeed people all over the world.

It is hoped we can have input from councils in the region, Recreation Directors and others in the Health Care Professions who are impacted by Lyme Disease either directly or indirectly through their work or recreation.

THE ASK:

1. First and foremost – SUPPORT IN PRINCIPLE
2. Financial support – when we know what we need (end of February)
3. Letter of support
4. In kind Support:
 - Promotion and publicity
 - Input from Recreation Directors, Heads and members of departments that are impacted
 - A request to Health Professionals and the general public to participate

From: [NSFM Info](#)
To: [Tracy Verbeke](#)
Subject: REQUEST FOR FEEDBACK ON RESOLUTION PROCESS--Action Required: Feedback Requested
Date: February 19, 2019 5:02:14 PM
Attachments: [image001.png](#)

19 February 2019

TO: Mayors/Wardens, Councillors, All Units
CC: Chief Administrative Officers/Clerk-Treasurers, All Units
FR: Juanita Spencer, Chief Executive Officer
RE: REQUEST FOR FEEDBACK ON RESOLUTION PROCESS

Good afternoon Members,

NSFM is interested in your feedback on the resolution process.

As you will recall, in November 2018, NSFM members voted for resolutions on the CAP, EPR, roads, increased funding for municipalities, and municipal modernization. NSFM is actively working on these top five resolutions throughout the 2019 calendar year. You can see these resolutions online [here](#). We are also monitoring all of the [issues of concern](#) that you identified for potential opportunities for action.

The process of identifying our resolutions takes months of consultation with our members. This year it will begin with five regional meetings in the spring to identify issues. These issues will be researched and developed throughout the summer, with more regional meetings in the fall to refine them before voting at the Fall AGM. To ensure the process is effective and accurately reflects the issues our members are facing, we are asking for your feedback on the process.

Based on your experience from last year, please send your written comments to Will at wbrooke@nsfm.ca. We appreciate and look forward to hearing from you.

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NOVA SCOTIA FEDERATION OF MUNICIPALITIES

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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.



February 19, 2019

Dylan Heide, CAO
Town of Mahone Bay
493 Main Street
Box 530
Mahone Bay, NS B0J 2E0

SUBJECT: Town Beautification

Dear Dylan:

Mahone Bay Tourism and Chamber of Commerce requests that Council approve a program of seasonal town beautification.

Earlier, these enhancements were lead and maintained by the Town of Mahone Bay, installed on lamp poles throughout the town:

- Hanging baskets of flowers
- Christmas wreaths

Their visual impact was continually noted.

We additionally request that solar lights be added to the Christmas wreaths.

Our business community brings visitors to Mahone Bay throughout the year, with marketing and festival initiatives.

Working on the strength of our partnership, the Town has this opportunity to create a unifying visual presence throughout the town.

Sincerely,

Fran O'Hagan, Chair

PO Box 59, Mahone Bay, NS B0J 2E0

info@mahonebay.com

mahonebay.com



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

Kelly Redden

Subject: FW: Upcoming Agenda Items

From: Penny Carver <Penny.Carver@townofmahonebay.ca>

Sent: February 25, 2019 8:15 AM

To: Kelly Redden <Kelly.Redden@TownofMahoneBay.ca>

Subject: Re: Upcoming Agenda Items

Please use this version of the motion:

In recognition and support for the important work being done by **NOW Lunenburg County** to reach out to prospective physicians and to promote Lunenburg County as a desirable place to live and practice medicine and, in recognition that the province has encouraged municipalities to play a role in physician recruitment, I move that the Town of Mahone Bay include two hundred dollars (\$200) in the 2019-2020 budget planning process as a contribution to the **NOW Lunenburg County** physician recruitment project.



Present:

Mayor Devenne
Councillor P. Carver
Councillor J. Feeney
A. Harrison
G. Matear
C. Berkley
D. Heide, CAO
K. Redden, Recording Secretary

Regrets:

Welcome and introductions

Committee members and staff introduced themselves.

Code of Conduct

CAO Dylan Heide explained the Town of Mahone Bay's Code of Conduct.

Background to TOMB Age Friendly Community Committee

Councillor Penny Carver explained the history of the Town's Age Friendly Community Committee.

Orientation to Town Advisory Committee Structure

CAO Dylan Heide explained the Town's advisory committee structure.

Age Friendly Community Committee Terms of Reference

The committee received the Terms of Reference and discussed.

World Health Organization: 8 Domains of Age Friendly Communities

The Committee received and reviewed the 8 Domains of Age Friendly Communities document from the World Health Organization. Additional discussion in this regard is anticipated at the committee's next meeting.

Plan Upcoming Meeting Dates and Time

Monday, March 25th 5:00pm. (4th Monday of each month).

The meeting adjourned upon motion at 6:58 pm

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Acting Town Clerk, Kelly Redden

Chair, Councillor Penny Carver



Present:

Councillor Bain, Chair
Councillor O'Neill
Mayor Devenne
L. Hennigar
J. Frampton
D. King
A. St. Onge
D. Heide, CAO
K. Redden, Recording Secretary

Approval of Agenda

Ms. St Onge requested that a standing agenda item be added - Overview of Town Priorities in Regard to Economic Development.

The agenda was approved as amended.

Member Introductions

The Committee members introduced themselves.

Minutes

By consensus, the committee approved the minutes of the November 27, 2017 meeting of the Economic Development Committee.

Review and Signing of Code of Conduct

CAO Dylan Heide explained the Town of Mahone Bay's Code of Conduct.

Committee Background (Terms of Reference)

CAO Dylan Heide reviewed the Economic Development Committee's Terms of Reference.

** Councillor O'Neill excused herself from the meeting at 4:32 p.m.*

Discussion – 2019 Committee Action Plan

The Committee discussed the steps they will take to develop an action plan over the next few meetings.

2019 Meeting Dates

The next meeting of the Economic Development Committee was scheduled for March 20, 2019 at 4:00 p.m.

The meeting adjourned by motion at 5:28 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Councillor John Bain, Chair

Recording Secretary, Kelly Redden



Present:

Mayor D. Devenne, Chair
Deputy Mayor K. Nauss
Councillor J. Feeney
Councillor R. Nowe
Councillor C. O'Neill
B. Lewis (Public Member)
S. Veinot (Public Member)
L. Wentzell, Finance Manager
D. Heide, CAO (Secretary)

Regrets:

Councillor P. Carver
Councillor J. Bain

Gallery: None

Call to Order

The meeting was called to order at 7:00 pm. Mayor Devenne welcomed all members.

Approval of Agenda

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **"THAT the Committee approve the agenda as amended to add introductions.** Motion carried.

Introductions

Committee members introduced themselves.

Approval of Minutes

A motion by Deputy Mayor Nauss, seconded by Councillor Feeney, **"THAT the Committee approve the minutes of the December 10, 2018 meeting as presented.** Motion carried.

2017-18 Financial Statements

Committee members discussed statements, auditors' findings and recommendations.

A motion by Councillor O'Neill, seconded by Councillor Nowe,

WHEREAS Deloitte, the Town's audit firm, recommended in its report on the audit of the Town's 2017-18 financial statements that the Town consider changes to current protocols governing the use of corporate credit cards;

THAT the Committee recommend to Council that staff be directed to review applicable policies and banking products and bring a recommendation in this regard to the Committee's July meeting. Motion carried.

A motion by Councillor O'Neill, seconded by Deputy Mayor Nauss,

WHEREAS Deloitte, the Town's audit firm, recommended in its report on the audit of the Town's 2017-18 financial statements that the Town revise its approach to tracking capital asset continuity for the general fund and water utility;

THAT the Committee recommend to Council that staff be directed to reflect requirements for detailed invoicing in RFP contracts for major capital works in the future. Motion carried.

The third recommendation of the auditor's report, concerning evidence of audit controls, was discussed and it was felt that staff had addressed it in their current practice.

A motion by Deputy Mayor Nauss, seconded by Councillor O'Neill,

WHEREAS Deloitte, the Town's audit firm, recommended in its report on the audit of the Town's 2017-18 financial statements that the Town review its practices concerning property taxes on newly / partially constructed buildings;

THAT the Committee recommend to Council that staff be directed to investigate this issue and bring recommendation in this regard to the Committee's July meeting. Motion carried.

The fifth recommendation of the auditor's report, concerning interfund transfers, was discussed and staff will bring recommendation in this regard to the 2019-20 budget process.

2018-19 Audit – Discussion

Staff confirmed that the 2018-19 audit will be conducted by Deloitte. The audit is anticipated to begin in July with Deloitte staff on-site in the first two weeks of August, completed by the regular Audit Committee meeting in September.

2018-19 Q3 Reports – Discussion

Questions and answers on the year to date reports. For future quarterly reports, Finance will try to prepare updates on reserves and capital.

Future Meetings

July 11th and Sept. 19th – meetings will be at 6:30 PM.

The meeting adjourned upon motion at 8:48pm.

Town of Mahone Bay

Town of Mahone Bay

Mayor David Devenne, chair

Dylan Heide, CAO

Town of Mahone Bay Strategic Plan

Action Plan 2018 - 2021

Year 2 Quarter 3 Report

21st Century Infrastructure

			17/18 Year 1	2018/19 Year 2				2019/20 Year 3				2020/21 Year 4			
General Action	Specific Action	Responsible	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Implement further phases of the Harbour Development Plan	Collaborate with waterfront property owners	CAO/Solicitor				*									
	Y2 Q3. Initial contact made with four waterfront property owners on Edgewater St; more to follow.														
	Monitor and pursue funding opportunities for a storm surge abatement plan	CAO					*	*	*	*	*	*	*	*	*
	Develop RFP for detailed design and estimates for consideration by Council	CAO / DOO / Consultant					*	*							
	Public consultation	Council/Consultant						*							
	Decision by Council on actions	Council							*						
Continued Development of AREA	Work with AREA to sign agreements and contracts in accordance with work plan developed for AREA	CAO	*	*	*	*	*	*	*	*	*	*	*	*	*
	Y1 Q4. Energy Import Agreement; Insurance RFP														
	Y2 Q1. Develop policies and safety procedures, website update, data management Y2 Q2. Wholesale Market Backup/Top-Up Service Application submitted; response expected by November.														
	Y2 Q3. Pursuing decision on 2020 imports by Q1, 2019-20. AREA agreement with County of Kings approved.														
	Provide regular updates to Council	CAO	*		*		*	*	*	*	*	*	*	*	*
	Ongoing - CAO Reports														
	Continue to explore with AREA new revenue opportunities from various renewable resources	CAO		*		*		*	*	*	*	*	*	*	*
	Y2 Q1. Research on funding opportunities regarding renewable resources Y2 Q2. AREA pursuing potential solar project with Dept. of Energy & Municipal Affairs; Low-Carbon Communities funding applied for.														
	Y2 Q3. Proceeding with solar garden feasibility work under Low-Carbon Communities Program; exploring federal 50/50 EV charger funding.														

Facilities Management	Activate Facilities Working Group	Council	*																	
		Y1 Q4. Activated/Meeting - engaged FD Building Committee																		
	Create facilities needs assessment	Consultant	*	*																
		Y1 Q4. In progress																		
		Y2 Q1. Facilities Needs Assessment Completed																		
	Provide staff report with recommendations to Council	CAO/ DOO		*																
		Y2 Q1. Recommendation July 2018 - delay due to need for additional safety reports																		
	Public Engagement Process	Council/Consultant			*	*														
	Y2 Q3. Engagement process re facilities anticipated to begin in April.																			
	Council makes decision and authorizes staff to prepare financial implications and options for Council	Council				*														
		Y2 Q3. Staff to provide recommendations for 2019-20 budget.																		
Asset Management	Progress Report on Asset Management Plan as per Gas Tax Agreement	CAO and Council		*		*		*		*		*		*		*		*		*
		Y2 Q1. Report completed - presentation to Council (DMA) once new CAO is in place																		
		Y2 Q2. Provincial AM pilot completed; Presentation to Council made Sept. 17; FCM MAMP funding application submitted; AIM Cohort participation ongoing; AM Policy draft under development; AM Committee TOR under consideration by Council Nov. 14.																		
		Y2 Q3. AIM Cohort participation ongoing; Town AM Committee members appointed, first meeting planned for May/June (training TBD).																		
	Review Asset Management Plan	CAO/DOO/Council																		*
Optimize efficiency of utilities	Report on continued efforts to improve the cost efficiency of the utilities by utilizing demand side management, wind, solar, imports and smart meters	CAO	*		*		*		*		*		*		*		*		*	*
		Y1 Q4. Import agreement contract signed. Smart Meter business plan in development																		
		Y2 Q3. Community Solar Garden presentation anticipated at March 12th Council meeting.																		

Provide safe streets and sidewalks	Carry out inspection and inventory of sidewalks to determine priorities	DOO		*					*				*						
		Y1 Q4. Included in budget for consideration																	
	Annual staff recommendations to Council for street budgets	DOO	*					*					*						*
		Y1 Q4. Completed as part of annual budget process April 2018																	
	Install crosswalk flags and speed signs	DOO	*																
		Y1 Q4. Three sets of Crosswalk flags installed; Speed signs installed Y2 Q2. Moving speed signs monthly / bi-monthly.																	
	Complete follow up evaluation of crosswalk flags and speed signs	CAO				*				*			*					*	
Meet and Exceed Standards for water and wastewater		Y1 Q4. Crosswalk flag feedback completed; coordinating with RCMP regarding speed signs (placement; follow up) Y2 Q2. Continuing counts / analysis of data. Y2 Q3. Report to Council anticipated at March 12th Council meeting.																	
	Prepare annual 10 year capital budget for Municipal Affairs	Input Council/staff			*					*							*		
	Approve annual capital budget	Council		*				*					*						
		Y2 Q1. Completed April 2018																	
Meet and Exceed Standards for water and wastewater	Carry out system assessment report for wastewater collection, including stormwater separation and treatment facility	Consultant	*																
		Y1 Q4. Draft completed March 2018; awaiting final report from CBCL Y2 Q1. Report received at Council May 24, 2018																	
	Ensure water pumps have a backup emergency generator	DOO				*													
		Y2 Q2. Awaiting a quote from CBCL for design/specifications for this project; plan to tender in Jan-Feb 2019 with hopes of completion by March 2019 Y2 Q3. A consultant has been hired and has provided draft specifications/plans which are currently under review by staff. Plan to go to tender in near future.																	
	Determine priorities for waterline replacement program and cause of water leaks	DOO/Consultant			*					*							*		
		Y2 Q3. The Town has developed a list of priorities for infrastructure replacement and funding applications have been made under the Investing in Canada Plan.																	
	Establish gate valve replacement program	DOO		*				*					*						
Straight pipe study follow-up		Y2 Q1. Not completed. Staff time focused on baffle and SCADA upgrades Y2 Q2. Many valves were replaced during 2017 Pleasant & Clairmont project - need to reassess whether other valves need replacement or can be rehabilitated using "gate valve exerciser"																	
		CAO/DOO			*														
		Y2 Q2. Staff investigating options pending discussion with MODL re straight pipes on harbour outside of Town boundaries Y2 Q3. Sewer extension to address straight pipes on Main St. included in ICIP funding application, Jan 2019.																	

Implement Federal and Provincial Accessibility Legislation	Establish Accessibility Advisory Committee (Possibly regional)	Council		*															
		Y2 Q1. Direction pending from the Province. Preliminary work on regional committee																	
		Y2 Q2. Commitment in principle from Lunenburg County units for regional committee approach; waiting on other units for start-up meeting to define Committee structure / membership.																	
	Seek input from persons with disabilities and organizations representing persons with disabilities in the development of an Accessibility Plan	Council		*	*														
		Y2 Q1. Direction pending from the Province. Agreement for regional committee																	
		Y2 Q2. Pending start-up of regional committee / setting of timeline for regional Accessibility Plan development.																	
		Y2 Q3. Lunenburg County Accessibility Committee terms of reference and Council appointments completed Feb 12th.																	
	Develop an Accessibility Plan in accordance with provincial legislation	CAO and Council				*													
		Y2 Q3. County-wide Accessibility plan with Mahone Bay Appedix to be developed by Lunenburg County Accessibility Committee.																	
	Make Accessibility Plan publicly available	CAO				*													
	Update Accessibility Plan every three years	CAO																	*

An Optimal Governance and Operations Structure

			2018/19 Year 2				2019/20 Year 3				2020/21 Year 4					
General Action	Specific Action	Responsible	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Foster inter-municipal cooperation	Regular report by CAO to Council on status of service delivery provided by JSB	CAO		*				*				*				
		Y2 Q1. MJSB Agreement Review completed July 2018														
	Report on status of shared resources with other municipalities	CAO		*				*				*				
		Y2 Q1. Shared service discussions on hold due to SSREN focus Y2 Q2. Shared service discussions resumed, Building & Fire Permits / HR service currently being pursued; other areas TBD.														
	Ensure opportunities are examined by placing issue of inter municipal cooperation on all agendas of Mayor/Warden/Deputies/CAO committee	CAO	*	*	*	*	*	*	*	*	*	*	*	*	*	
		Y1 Q4. Ongoing (Accessibility Legislation)														
		Y2 Q1. Ongoing														
		Y2 Q2. Waiting on resumption of Mayor/Warden/CAO meetings.														
		Y2 Q3. Regular Mayor/Warden/CAO meetings have resumed.														
	Determine optimal governance system that results in effective decision making	Complete municipal boundary review as required by the Department of Municipal Affairs	Council								*					
Review mandate and need for all committees and appointment to other organizations		Council				*								*		
		Y2 Q2. Staff report submitted to Council Oct. 25th, Council meeting to consider committee structure / membership Nov. 14.														
		Y2 Q3. New Committees policy / structure approved by Council, 2019-20 member appointments complete, committees meeting regularly.														
Participate in Council Governance training every two years or as appropriate		Council				*								*		
		Y2 Q2. In discussions with DMA staff re training opportunities.														
		Y2 Q3. DMA training for Council conducted Feb 11.														
Engage in discussions regarding information necessary to decide on best governance system		Council				*								*		
Determine the optimal operations structure that results in the efficient delivery of services		CAO carry out organization review to determine the optimal operations structure, including succession planning	CAO/Consultant			*			*				*			
		Y2 Q2. 2018 Review initiated, recommendations to Council expected prior to 2019-2020 budget process.														
	Implement an updated records management system	CAO			*	*										
		Y1 Q4. Policy Developed; Job Description Y2 Q1. Records Clerk hired; transition in progress														
	Explore enhanced customer service opportunities, including maximization of technology	CAO				*										
		Y2 Q2. Staff pursuing Council meeting recordings and Code Red public alert system / investigating accessibility audio technologies. Y2 Q3. Council recordings and CodeRed system approved for launch Q1, 2019-20.														

Economic and Community Development

			2018/19 Year 2				2019/20 Year 3				2020/21 Year 4				
General Action	Specific Action	Responsible	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Define the framework for an economic development strategy	Engage community partners in identifying potential areas of economic development in Mahone Bay	Council/Consultant								*					
	Discussion with all partners as to the role of each in economic development to identify gaps in service	Council/Consultant										*			
Ensure that Town policies, practices, bylaws and other regulations foster growth and development	Bylaw Review committee review all bylaws to determine if meeting this goal and identify gaps, report to Council	Bylaw Review					*								
	Planning Review Committee review MPS and LUB to determine if meeting this goal, report to Council	PAC									*				
	Respond to federal cannabis legislation	PAC/Bylaw		*											
	Y2 Q1. Legalization delayed until October 2018; awaiting updates to Smoke Free Spaces Legislation														
	Y2 Q2. Staff monitoring issues / best practices for potential recommendation to Council.														
Ensure that Town infrastructure is in place to support development plans	Work with the Mahone Bay and Area Tourism and Chamber of Commerce to identify available Wi-Fi in the Town of Mahone Bay (map and signage)	CAO			*				*				*		
	Y2 Q1. MBTCC discussion re: adoption as part of signage updates Y2 Q2. Staff (in consultation with MBTCC) considering wi-fi options for recommendation to Council prior to 2019-20 budget process.														
Collaborate with organizations that are involved in economic development activities	Continued involvement with SS Regional Enterprise Network (Liaison and Oversight Committee)	Council	*	*	*	*	*	*	*	*	*	*	*	*	*
	Y1 Q4. One year's notice of withdrawal given Y2 Q1. Notice of termination given - as of September 30, 2018 Y2 Q2. SSREN Terminated; next steps meeting with other Lunenburg County units scheduled for Nov. 23.														
	Quarterly meetings with Mahone Bay Tourism and Chamber of Commerce	CAO	*	*	*	*	*	*	*	*	*	*	*	*	*
	Y1 Q4. Meeting with Chair; meeting with Board of Directors														
	Y2 Q1. Quarterly Meeting completed														
	Y2 Q2. Staff meeting regularly with MBTCC and various subcommittees.														
	Continue to circulate to the business community funding opportunities from ACOA and other government agencies	CAO	*	*	*	*	*	*	*	*	*	*	*	*	*
Y1 Q4. Ongoing															
Y2 Q1. Ongoing															

Encourage a range of housing options	Review permitted uses in the Land Use Bylaw re Housing Mix	PAC							*										
	Explore Affordable Housing Opportunities through various housing groups and agencies	Council						*					*						*
	Investigate viability of tiny homes in the Town of Mahone Bay	PAC								*	*								
Optimize value and use of our heritage, harbour and green spaces in economic development decisions	Continue to pursue opportunities for Harbour Management with the Department of Natural Resources	Council	*	*															
		Y1 Q4. Maintaining contact, review at supervisor level																	
		Y2 Q1. Waiting for letter from DNR; contact lost																	
	Consult with Marina Operators and MBATCC for economic opportunities utilizing the Harbour and waterfront	Econ. Dev Committee					*					*						*	
		Y2 Q3. Economic Development Committee has resumed regular meetings and is engaged in development of annual work plan.																	
	Monitor water quality in Harbour	Dept Env/BCAF				*													
		Y2 Q2. In discussion with BCAF concerning testing; MODL role TBD																	
	Continue to preserve and protect natural and heritage resources	HAC/PAC	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
		Y1 Q4. Ongoing; HAC Heritage Registration Outreach																	
		Y2 Q1. Ongoing																	
		Y2 Q2. New Heritage Grant Fund Policy presented to Council Oct. 25, on agenda for Nov. 13 Council meeting.																	
Enhance recreation and open space opportunities	Seek out opportunities to increase utilization of existing facilities by groups of all ages and physical abilities	DOO/MODL	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
		Y1 Q4. Ongoing; excursion discussion (MBTCC); ballfield bookings; event support																	
		Y2 Q1. Ongoing; ballfield and gazebo bookings; event support																	
		Y2 Q2. working with other Lunenburg County municipalities and Bicycle NS and Blue Route Hubs Project - working with Pool Society RE: training opportunities for seasonal aquatic staff.																	
	Update website to increase awareness of recreation opportunities within the Town	Y2 Q3. Provincial Volunteer recognition activities. Have issued an RFP for 2019 Bandstand Renovations (closes Feb. 28/19).																	
		CAO				*													
Encourage diversity in the community	Ensure that Town policies and procedures respect diversity of staff, citizens and visitors	Council	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
		Y1 Q4. Respectful Workplace Policy																	
		Y2 Q1. Policy review continued																	
	Create a welcoming environment in the Town for persons from diverse communities	Council	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
		Y1 Q4. Service Expectations of staff; approach SS Multicultural Assn																	
		Y2 Q1. Service Expectations of staff; Meeting with SS Multicultural Assn; Discussion of further contacts																	
		Y2 Q2. Coordinated multicultural event during Scarecrow Festival with SS Multicultural Assn.																	

Public Engagement

			2018/19 Year 2				2019/20 Year 3				2020/21 Year 4					
General Action	Specific Action	Responsible	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Develop a policy and framework to engage the public in Council activities and decision making	Present a draft public engagement policy to Council	CAO/Consultant							*							
	Council adopt final policy	Council								*						
Improve communication and share information with the public in a manner consistent with their needs	Place meeting agendas on website three days prior to meeting of Council	CAO	*current practice as per policy													
	Post approved minutes on website within three days of approval	CAO	*current practice as per policy													
	Include links on Town website to partner organizations	CAO	*current practice - ongoing													
Create opportunities for public engagement	Permit 10 minute public question/comment period at the end of Council meetings	CAO	*current practice as per policy													
	Hold general public semi-annual meeting to update public on town activities and priorities	Council		*		*		*		*		*		*		
		Y2 Q1. Not done; original plan not feasible														
		Y2 Q2. Staff considering options for recurring annual / semi-annual public engagement mechanisms.														
	Increase understanding in community on how to engage with Council (newsletter, website, public meetings)	CAO/Council		*	*	*	*	*	*	*	*	*	*	*	*	
			Y1 Q4. Mayor's newsletter; MBTCC Board Meeting													
			Y2 Q1. Mayor's newsletter; Bayview Community School Student Council and Regular Council Meeting													

From: [NSFM Info](#)
To: [Tracy Verbeke](#)
Subject: NSFM'S "MUNICIPAL MATTERS"--February 6, 2019, Edition--Action Required: For Information Purposes
Date: February 6, 2019 4:45:28 PM
Attachments: [image001.png](#)
[image005.emz](#)
[image007.emz](#)
[image009.png](#)
[image010.png](#)
[image012.png](#)
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MUNICIPAL MATTERS—NSFM'S E-News-Letter

February 6, 2019

In This Issue:

- [Introduction from the New CEO at the Nova Scotia Federation of Municipalities](#)
- [CNSOPB Incident Bulletin: High Potential Near Miss/Dropped Object](#)
- [FCM is Accepting Applications to Fund Capital Projects](#)
- [NSFM Spring Workshop and Fall Conference Session Topics Requested](#)
- [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

- [AIM Network's Upcoming Asset Management Webinar](#)
- [Save the Date for Atlantic Asset Management Conference](#)

Introduction from the new CEO at the Nova Scotia Federation of Municipalities

I am thrilled to be writing you 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 NSFM Board, to get up to speed quickly. My primary focus will be understanding those issues you voted on 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 [\(Click here to return to top.\)](#)

CNSOPB Incident Bulletin: High Potential Near Miss/Dropped Object

ExxonMobil Canada Ltd. (ExxonMobil) has reported a near miss incident involving a dropped object on the Thebaud platform.

On January 24, 2019, while workers were erecting scaffolding, a three-meter scaffold pole weighing 11.8 kilograms slipped through a small gap and landed on a deck 9 meters below. There was no one in the immediate area at the time, and there were no injuries. ExxonMobil advised that ongoing work was immediately stopped, and that a safety stand down was conducted.

Although there were no injuries associated with this incident, it was determined that it had the potential for fatality if a worker had been in the immediate area, and has thus been classified as a high potential near miss. The incident remains under investigation by ExxonMobil, which is being monitored by CNSOPB Safety Officers.

Media Contacts:

ExxonMobil
Margot Bruce-O'Connell
[Email](#)
709-273-1685

CNSOPB
Stacy O'Rourke
[Email](#)
902-410-6402 [\(Click here to return to top.\)](#)

FCM is Accepting Applications to Fund Capital Projects

You have until **March 1, 2019**, to apply for a loan of up to \$5 million, combined with a grant, from FCM's Green Municipal Fund.

FCM funds innovative environmental capital projects in communities of all sizes across the

country. Projects can include building a new energy-efficient recreational centre on a remediated brownfield, purchasing properly sized municipal vehicles for various uses, and equipping an existing wastewater treatment facility with alternative, innovative systems and more.

[Learn more and apply today](#) [\(Click here to return to top.\)](#)

NSFM Spring Workshop and Fall Conference Session Topics Requested

Don't forget to send in your Suggestions/Ideas for future Spring Workshop and Fall Conference. Deadline is **February 7, 2019**, so there is still time. For more information click [here](#). [\(Click here to return to top.\)](#)

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— Deadline of February 18, 2019

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. [\(Click here to return to top.\)](#)

AIM Network's Asset Management Webinar: Tuesday, February 12, 12:00 - 1:00 PM

Speakers: Hans Pfeil, Argyle, NS; Paul Johnston, City of Charlottetown, PEI; Myrna Goosney, CBS, NL and Daisy Foster, AIM Network

An asset management roadmap is a work plan that helps municipalities to prioritize their asset management activities over one or more years in an integrated and coordinated way across the whole municipality. Join this webinar to learn from the Municipality of Argyle, NS, the City of Charlottetown, PEI, and Glenburnie-Birchy Head – Shoal Brook, NL – municipalities that have recently developed asset management roadmaps through the Atlantic Infrastructure Management Network's cohort program. Learn about the simple template they used to develop their work plan, the first big steps they will and how they expect their roadmap will help them to improve governance, efficiencies and performance improvements over the next few years. Time for participant questions will be provided.

REGISTER NOW at www.aimnetwork.ca (Fee: \$50 + HST) [\(Click here to return to top.\)](#)

Save the Date—Atlantic Asset Management Conference—September 5-6, 2019
"PIECING IT ALL TOGETHER: AWARENESS TO IMPLEMENTATION"

After a successful 2018 Atlantic-wide Asset Management Conference inaugural conference in Moncton, the Atlantic Infrastructure Management Network is excited to be planning the *second Atlantic Asset Management Conference, September 5-6, 2019*, at the beautiful *Sheraton Hotel in St. John's, NL*.

At the conference you can expect insightful and real-life experience and examples of approaches to asset management from municipalities across Atlantic Canada, as well as inspiring keynotes, workshops, provincial and national updates and more.

If you have topics or case studies you would like to see or share, AIM Network want to hear from you! Email the details to info@aimnetwork.ca. Watch for a call for presentations coming soon and check for regular updates on AIM Network's website at www.aimnetwork.ca, where you can also access all the 2018 presentations. ([Click here to return to top.](#))

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Subject: NSFM'S "MUNICIPAL MATTERS"--February 20, 2019, Edition--Action Required: For Information Purposes
Date: February 20, 2019 4:53:15 PM
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[image007.png](#)
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NSFM E-News-Letter not viewing correctly? [View the online Version](#)

MUNICIPAL MATTERS—NSFM'S E-News-Letter

February 20, 2019

In This Issue:

- [Claim Case Studies and Legislation--from Frank Cowan Company Limited](#)
- [Federal Infrastructure Investments Strengthening Nova Scotia's Communities](#)
- [Recreational Trail Expansion Grant Program 2019-2020—Now Accepting Applications](#)
- [Request for Feedback on Resolution Process](#)
- [Reminder to Respond to 2018 Recommendation on Council Compensation Adjustments](#)
- [Reminder to Respond to Interest in Pilot Program on the CAP](#)

CONFERENCES/LEARNING OPPORTUNITIES

- [Save the Date for Atlantic Asset Management Conference](#)

Claim Case Studies and Legislation—from Frank Cowan Company Limited

Frank Cowan Company Limited has provided the NSFM with a Claim Case Study: Martin v. Barrie (City)—Snow Slide Injury at a Winter Festival. Click [here](#) to view the Case. ([Click here to return to top.](#))

Federal Infrastructure Investments Strengthening Nova Scotia's Communities

Infrastructure Canada developed an update on how the *Investing in Canada Plan* is benefitting Nova Scotian communities from the Government of Canada's historic investments in public infrastructure. Click [here](#) for more information. ([Click here to return to top.](#))

The Recreational Trail Expansion Grant Program 2019-2020 is now accepting applications.

The program provides funding to community groups, municipalities, Mi'kmaq Band Councils, and 'not-for-profit' organizations to develop new trails, expand recreational trails, and capital upgrades to existing trails in order to increase opportunities for Nova Scotians to recreate in the outdoors and connect with nature.

The guidelines for the Recreational Trail Expansion Grant program can be found

at <https://cch.novascotia.ca/trail-funding-programs>. The deadline to apply is **March 26th, 2019**.

If you want to discuss the Recreational Trails Expansion Grant program contact Department of Communities, Culture and Heritage Trails Consultant, Steve Vines at steve.vines@novascotia.ca, 902-396-1325. ([Click here to return to top.](#))

[Request for Feedback on Resolution Process](#)

NSFM is interested in your feedback on the resolution process.

As you will recall, in November 2018, NSFM members voted for resolutions on the CAP, EPR, roads, increased funding for municipalities, and municipal modernization. NSFM is actively working on these top five resolutions throughout the 2019 calendar year. You can see these resolutions online [here](#). We are also monitoring all of the [issues of concern](#) that you identified for potential opportunities for action.

The process of identifying our resolutions takes months of consultation with our members. This year it will begin with five regional meetings in the spring to identify issues. These issues will be researched and developed throughout the summer, with more regional meetings in the fall to refine them before voting at the Fall AGM. To ensure the process is effective and accurately reflects the issues our members are facing, we are asking for your feedback on the process.

Based on your experience from last year, please send your written comments to Will at wbrooke@nsfm.ca. We appreciate and look forward to hearing from you. ([Click here to return to top.](#))

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Lunenburg County Seniors' Safety Program February 2019

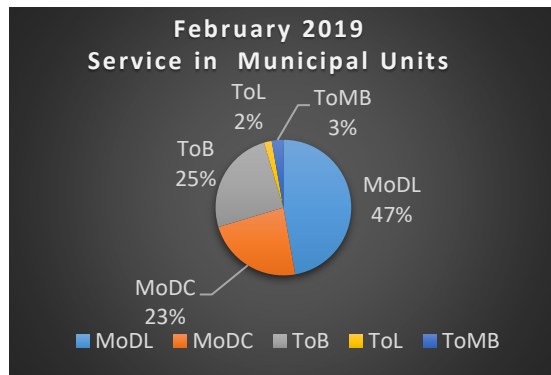
The Seniors' Safety Program is community-based and operated under the umbrella of Safe Communities Lunenburg County, a non-profit organization. The program works collaboratively with Bridgewater Police Service, RCMP, and many community partners to address the safety concerns of seniors residing in Lunenburg 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:

February 18th, 2019 - holiday

Monthly stats & information:

- We have received referrals from law enforcement, continuing care, doctors, mental health practitioners, property managers, seniors/their loved ones and banking institutions.
- Reasons for referrals include, elder abuse, housing issues, financial hardship, need for supports, mental health, transportation needs, lost utilities, income issues, wellbeing concerns and hoarding.



Monthly Stats:

Data	February
# of active clients	107
# of active clients receiving service	58
# of new referrals	14
# of home visits	29
# of closed files	22

Meetings, Presentations and Projects:

- February 1st & 15th, 2019 – Provincial SSP Conference planning meetings attended.
- February 7th, 2019 – SSC attended the Energy Poverty Research Project Final Design meeting.
- February 12th, 2019 – SSC presented with United Way and others to the team at O'Reagans.
- Save the Date emails sent out announcing the upcoming provincial SSP conference.
- **Part-time SSC 6 Month Pilot Project** – Report submitted to SCLC.
- **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. LCSSP Report on the Town of Bridgewater Energy Poverty Research Project has been submitted to SCLC for review.
- **United Way Grant Application requesting \$5,000** – Submitted February 13th, 2019.

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, February 19th, 2019