

TOWN OF MAHONE BAY

TOWN COUNCIL

AGENDA

June 11, 2019

7:00 p.m.

Call to Order

1 Approval of Agenda

2 Minutes

2.1 Regular Minutes – May 14, 2019

3 Consideration of Delegations

3.1 Jon Mulane and Paul Buchanan – Suggested Concert Series for 2019

3.2 Michael Graves, United Way

3.2.a - Lunenburg County Operated Programs

3.2.b. - Funded programs by Geographic Area

3.2.c - Funding by the Impact Area

3.3 Pam Knickle - Request for cash-in-lieu of parking for 51 Pond Street

4 Correspondence – Action Items

4.1 Shelly McCorriston, Lunenburg Pride – Request for the Town to host a Pride Flag Raising.

4.2 Lynn Hennigar, Chair, Mahone Bay Centre Society – Request to manage Soccer field.

4.3 Darryl Haley, Heritage Boatyard Cooperative Weekend – Request for Funding.

4.4 Residents of Shady Lane – Request for action RE trees on Shady Lane.

4.5 Marla Benton – Request for Action RE Straight Pipe in Harbour.

5 Correspondence – Information Items

5.1 NSFM – Update on the Accessibility Act

5.1.1 - Photo

5.2 Juanita Spencer, CEO, NSFM – Launch of New Website

5.3 CNSOPB – Bid Results Announcement

5.4 Michelle Cameron, 55+ Games Antigonish - Promotion of 2019 55+ Games

5.4.a - Poster

5.5 Chuck Porter, Minister, Department of Municipal Affairs – 12 Month Notice

5.6 NSFM – NS Joint Municipal Fire Services Committee Information Bulletin: Registration

5.7 Will Brooke, Policy Advisor, NSFM – EPR Proposal Goes Public

a. EPR Release

b. Proposal for EPR PPP

6 Staff Reports

6.1 Staff Report – Council Report for June 11, 2019

6.2 Staff Report – LUB Housekeeping Amendment

6.3 Staff Report - Social Media Policy (deferred from May 14, 2019)

6.4 Staff Report – Petition to Name Private Road

6.5 Staff Report – Draft Supportive Workplace Policy

6.6 Staff Report – Draft Donations Policy

6.7 Staff Report – Request for cash in lieu of parking

6.8 Staff Report – Draft Prize Policy

7 Council Items

7.1 Mayor Devenne – NSFM Spring Conference Update – May 8 – 10, 2019 (deferred from May 14, 2019)

7.2 Mayor Devenne – FCM Update

7.3 Mayor Devenne – Provincial Notifications and Updates

7.3 Councillor Carver – Community Updates

7.4 Councillor Carver – Accessibility Committee Recruitment

7.5 Mayor Devenne – Straight Pipe Status

8 Committee Reports

- 8.1 Planning Advisory Committee – May 7, 2019 – Draft Minutes
 - a. Draft Special Meetings Policy
- 8.2 Heritage Advisory Committee – May 8, 2019 – Draft Minutes
 - a. 16 Orchard Street
- 8.3 Police Advisory Board – May 14, 2019 – Draft Minutes
- 8.4 Heritage Advisory Committee – May 29, 2019 – Draft Minutes
 - a. 121 Edgewater Street
- 8.5 Age Friendly Community Committee – May 27, 2019 – Draft Minutes
- 8.6 Economic Development Committee – May 15, 2019 – Draft Minutes
 - a. 2019 Action Plan
- 8.7 South Shore Regional Library Board – March 13, 2019 Minutes
- 8.8 Lunenburg County Senior Safety Partnership – Monthly Report – May, 2019
- 8.9 SSHAC – June 5, 2019 – Meeting Agenda
 - 8.9.a - CMHC Info Session – May 4, 2019
 - 8.9.b - EfficiencyNS Affordable Multifamily Housing
 - 8.9.c - HNS Info Session – May 14, 2019
 - 8.9.d - Rent Control: Quick Overview – May 2019
 - 8.9.e - SSHAC Building, Maintaining, and Providing Affordable Housing Options on the South Shore
- 8.10 Public Hearing Report – Request for Development Agreement – 995 Main Street – June 11, 2019
 - 8.10.a - Draft Development Agreement – 995 Main Street

9 New Business

10 Accounts

Closed Session

MGA 22(2)(a) - Acquisition, sale, lease and security of municipal property.

MGA 22(2)(E) - Contract negotiations

Adjournment



The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, May 14, 2019 at 7:00 p.m. in Council Chambers.

Present:

Mayor Devenne
Deputy Mayor Nauss
Councillor Feeney
Councillor Nowe
Councillor Carver
Councillor O'Neill
Councillor Bain
Dylan Heide, CAO
Maureen Hughes, Clerk
Samuel Lamey, Solicitor (8:00 pm)

Gallery: 10

Agenda

A motion by Councillor Feeney, seconded by Councillor O'Neill, **"THAT the agenda be approved as amended to add 100 Trees: 100 Years under New Business, item 9.1."**

Motion carried.

Minutes

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **"THAT the minutes of the April 23, 2019 Special Council meeting be approved as presented."**

Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, **"THAT the minutes of the April 25, 2019 regular Council meeting be approved as presented."**

Motion carried.

A motion by Councillor Bain, seconded by Councillor Nowe, **"THAT the minutes of the April 30, 2019 Special Council meeting be approved as presented."**

Motion carried.

A motion by Deputy Mayor Nauss, seconded by Councillor Carver, **"THAT the minutes of the May 3, 2019 Special Council meeting be approved as presented."**

Motion carried.

Consideration of Delegations

Glenn Patscha and Darryl Haley – AirBnBs in Mahone Bay

Glen Patscha and Darryl Haley provided Council with a presentation on their concerns regarding the proposed addition of a third short-term rental on the property at 51 Pond Street.

A motion by Councillor O'Neill, seconded by Councillor Feeney, **"THAT Mr. Haley be permitted an additional ten minutes, including time for questions, for his presentation."**

Motion carried.

Correspondence – Action Items

1. Stewart Franck, Citizens for Public Transit, with information about a Transportation Market Survey and Feasibility Study as well as a request for the support of Council.

A motion by Councillor Carver, seconded by Councillor O'Neill, **"THAT Council direct staff to comply with the request of the Citizens for Public Transit and provide hard copies of the survey at the main reception area and to receive completed surveys; to add a link to the online survey to the Town website; to put up posters about the project; and to allow a CBCL project team member to contact senior planning staff and/or the CAO for information for the project."**

Motion carried

Correspondence – Information Items

1. NSFM Municipal Matters Newsletter for April 23, 2019.
2. NSFM – Information on the How we THRIVE Conference which will be held from June 2 – 5, 2019 at the
3. Al Mosher, with a letter expressing his concerns about the proposed development at 51 Pond Street.
4. Justin Andrews and Coco Harris, with information on the Community Garden call to action.
5. Andrea Bezanson, Department of Municipal Affairs, informing the Town that Bill 92 has received Royal Assent.

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **"THAT the above correspondence, numbered 1-5, be received and filed."**

Motion carried

A motion by Councillor O'Neill, seconded by Councillor Feeney, **"THAT Council request Operations staff to review the list of requested donation items issued by the CHANGE Garden and that if the Town has any surplus items on the list that they be shared with the CHANGE Garden planners."**

Motion carried

Staff Reports

Council Report for May 14, 2019

Council received the Council report for May 14, 2019.

A motion by Councillor Carver, seconded by Councillor Nowe, **“THAT Council accept the Council report for May 14, 2019 as presented.”** **Motion carried.**

Request Cash-in-lieu of Parking and LUB Housekeeping Amendment

Council received a report from Planning Staff regarding a request to provide cash-in-lieu of parking for a proposed development at 51 Pond Street; the report also recommended a housekeeping amendment to the Land Use By-law.

A motion by Councillor O’Neill, seconded by Deputy Mayor Nauss, **“THAT Council reject the request for cash-in-lieu of two parking spaces at 51 Pond Street.”** **Motion defeated.**

A motion by Deputy Mayor Nauss, seconded by Councillor O’Neill, **“THAT Council accept the request for cash-in-lieu of two parking spaces at 51 Pond Street.”** **Motion defeated.**

Staff Report – Social Media Policy

Council received a staff report and a draft Social Media Policy. Council agreed to defer discussion to the June 11, 2019 meeting of Council.

Staff Report – 2019 PCAP Application

A motion by Councillor Feeney, seconded by Councillor Bain, **“THAT Council direct staff to submit an application to the 2019 Provincial Capital Assistance Program in the amount of \$109,782, requesting \$54,891 in funding assistance for water/wastewater projects.”** **Motion carried.**

Staff Report – Low Income Property Tax Exemption

A motion by Councillor Nowe, seconded by Councillor Feeney, **“THAT Council adopt the Low-Income Property Tax Exemption Policy as presented.”** **Motion carried.**

Council Items

NSFM Spring Conference Update

Mayor Devenne and Councillor Carver requested that the discussion of the NSFM Spring Conference be deferred to the next Council agenda.

Budget 2019/20

A motion by Deputy Mayor Nauss, seconded by Councillor Carver, **“THAT Council approve the 2019-20 General Operating Budget in the amount of \$3,203,383 as presented, with tax rates**

at \$1.25/\$100 Residential and \$3.16/\$100 Commercial, infrastructure charges at \$275/unit, and the deed transfer tax at 1.5% (effective August 1, 2019)." Motion carried.

A motion by Councillor Feeney, seconded by Councillor O'Neill, **"THAT Council approve the 2019-20 Capital Budget with expenditures totalling \$6,715,768 supported by a projected \$5,299,700 in external funding."** Motion carried.

A motion by Councillor Nowe, seconded by Deputy Mayor Nauss, **"THAT Council approve the 2019-20 Electric Utility Budget in the amount of \$2,092,200 as presented."** Motion carried.

A motion by Councillor O'Neill, seconded by Councillor Nowe, **"THAT Council approve the 2019-20 Electric Utility Capital Budget with expenditures totalling \$301,500 supported by a projected \$135,000 in external funding."** Motion carried.

A motion by Councillor Bain, seconded by Councillor Feeney, **"THAT Council approve the 2019-20 Water Utility Budget in the amount of \$674,350 as presented."** Motion carried.

A motion by Councillor Carver, seconded by Deputy Mayor Nauss, **"THAT Council approve the 2019-20 Water Utility Capital Budget with expenditures totalling \$3,598,740 supported by a projected \$2,063,584 in external funding."** Motion carried.

A motion by Councillor Feeney, seconded by Councillor Bain, **"THAT Council approve the 2019-20 cemetery budgets, in the amounts of \$24,450 for Park Cemetery and \$9,400 for Bayview Cemetery, as presented."** Motion carried.

CPONS Resolution

A motion by Councillor Carver, seconded by Councillor O'Neill, **"THAT Mahone Bay Town Council supports the CPONS's (Campaign to Protect Offshore Nova Scotia) call for a full and independent public inquiry into the pros and cons of oil industry exploration in offshore Nova Scotia and to call for a moratorium on all further oil and gas exploration in the offshore pending the completion of that inquiry."** Motion carried.

Committee Reports

Economic Development Committee

Council received the minutes of the April 24, 2019 meeting of the Economic Development Committee.

Age Friendly Committee

Council received the minutes of the April 29, 2019 meeting of the Age Friendly Committee.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT Council appoint Joan Parks-Hubley and Francis Kangata to the Age Friendly Committee.”** Motion carried.

Lunenburg County Seniors’ Safety Partnership

Council received the April 2019 monthly report of the Lunenburg County Seniors’ Safety Partnership.

100 Trees: 100 Years Project

Councillor Carver informed Council of the May 23, 2019 talk at the Mahone Bay Legion at 2:00pm which will launch the 100 Trees: 100 Project, part of the Town’s Centennial Program.

Accounts

A motion by Deputy Mayor Nauss, seconded by Councillor Feeney, **“THAT the accounts be paid in the amount of \$246,103.26”** Motion carried.

Closed Session

A motion by Councillor Feeney, seconded by Councilor Nowe, to go into a closed session at 8:56pm to discuss legal advice eligible for solicitor-client privilege, as permitted by the MGA section 22(2)(g). Motion carried.

Mr. Lamey remained for the Closed Session.

Council returned to Open Session at 9:55pm

Council adjourned upon motion at 9:55pm

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes



THE MAHONE BAY SUMMER CONCERT SERIES 2019

JULY 7 – SEPTEMBER 1 | 1-2 PM
PRESENTATION

The Mahone Bay Music Association presents the 2019 Summer Concert Series, a nine week recurring series of concerts featuring an array of musical genres at the Mahone Bay Bandstand/Gazebo. This central venue offers incredible ocean views of this historic town and international destination. The free concerts will take place on Sunday afternoons, a popular day for both tourists and locals to gather in large numbers in the area.

We are requesting from Council supplementary funding to our already confirmed sponsors, as this concert series can be an important part of the town's Centennial celebrations.

Our goal is to re-establish Mahone Bay as a destination for great music events in addition to its already established reputation as a place to visit, shop and dine. Going forward, we also intend on presenting an annual Canada Day Concert as well as having a musical component at the Scarecrow Festival.

For more info contact:

Jon Mullane 902 452 9529 jm@flyingdiscrecords.com or

Paul Buchanan 902 529 0488 buchananshouseofmusic@gmail.com





United Way
Lunenburg County
Improving Lives Locally

Who we are

The United Way is a volunteer driven organization that improves lives and builds community by engaging individuals and mobilizing collective action.

Community Based Support

The United Way is powered by 75 + volunteers.

Board + Citizens Review Panel + Workplaces + Programs



What we do

We raise money in the local community and reinvest that money into local programs.

We help people from all walks of life; kids, youth, families, women, seniors, people living in and on the edge of poverty.

And we do this in partnership with over 30 community groups and organizations.



Community Issues

People Living with Low Income Using Low Income Measure. (LIM-AT) 2015

- County Low-income Rate 18.8% = 8,670 people (20% 195)
- Child Low-income Rate
 - (0 – 17 yrs.) 23.2% = 1,655 kids (25.9% 35)
 - (0 – 5 yrs.) 27 % = 580 kids (33.3% 15)
- Senior Low-income Rate 21% = 2,445 seniors (17.9% 60)

Lone Parent Families

There are 2,035 lone parent families living in Lunenburg County (2016).

- 1,580 female and 455 male households (6% 30)



Community Issues

Households (2016)

- Total Mahone Bay Households 500
- Households spending more than 30% on shelter costs is 170 or 34%
 - 48.6% (90) of renters and 23.8% (75) of homeowners

One Person Households

- 40% or 200 Households are one person households



People in our community having problems meeting their basic day to day needs.



Since 2006 the United Way of Lunenburg County **has invested \$1,746,422** in numerous Lunenburg County community organizations and projects.

This total does not include donor's choice/ designations.

The breakdown by focus area is as follows;

All That Kids Can Be	\$1,103,881
From Poverty to Possibility	\$204,635
Healthy People Strong Communities	\$437,926



Our top 10 funded programs represent 55% of total funding

YMCA Youth Programs	\$185,950	Since 2009
Big Brothers Big Sisters	\$164,138	Since 2006
St Vincent de Paul	\$163,100	Since 2006
Better Together Family Resource Ctr.	\$126,260	Since 2006
PRO Kids MoDL	\$110,830	Since 2010
Second Story Women's Ctr. Girl Talk	\$69,068	Since 2008
Harbour House	\$53,917	Since 2006
Chester Community Wheels	\$52,400	Since 2007
Bridgewater PRO Kids	\$45,040	Since 2011
Hinchinbrook Farms	\$43,220	Since 2011

Our Locally Funded Partners & Programs

For our 2019/2020 - Allocation period
The United Way of Lunenburg County
invested \$122,409 in 21 local programs.



Our Locally Funded Partners & Programs

Funded programs that will assist residents of

LUNENBURG COUNTY

Includes the Towns of Bridgewater, Lunenburg, Mahone Bay, The Municipalities of Chester and Lunenburg

211 Information and Referral ⁽²¹¹⁾

Adult Learning Network – Literacy & Skill Building

Back in the Game Free Skates to Borrow at the LCLC

Back in the Game FREE LCLC Swimming and Skating Passes for Financially Stressed Families

Big Brothers Big Sisters In School Mentoring

Big Brothers Big Sisters Kids and Kops Summer Day Camps (2)

"Bikes for Kids" – 450 FREE bikes distributed to date

Coats for Kids - Teens and Adults Too

Free iPhones and Laptops for Vulnerable People

Free iPhones for Nursing Home Music Therapy Programs

Free Recreational Passes for Individuals Living with Low Income and Mental Health Issues

Girl Talk Summer Day Camps (7) offered by Second Story Women's Centre

Hinchinbrook Farm Volunteer Training

Plow it Forward – Rake it Forward – Mow it Forward - Stack it Forward Campaign

Sexual Health Centre Youth Outreach

St. Vincent de Paul Community Outreach

South Shore Safe Communities Senior Safety Coordinator

YMCA Friday Night Youth Zone

YMCA King Street Youth Centre



Our Locally Funded Partners & Programs

TOWN OF MAHONE BAY

Mahone Bay Outdoor Swimming Pool Free Saturday Community Swims
Mahone Bay Museum Children's Programing



We also operate 9 programs that help vulnerable and low income people in our community.

WHAT DOES LOCAL LOVE LOOK LIKE?

United Way Lunenburg County is a volunteer driven organization with two roles. One is to motivate donors and raise money to provide the financial resources needed to affect change in our community. The other is to seek out organizations and help create the dynamics and partnerships that will affect positive social change right here in Lunenburg County.

Here are some of the projects your generous donations have made possible:



LOCAL GIVING. LOCAL RESULTS.

Michael Graves, Coordinator
office@lunenburgcounty.unitedway.ca
www.lunenburgcounty.unitedway.ca

ENJOY A
FREE SKATE
ON US!



For public skating times please visit
www.lclc.ca or call **902-530-4100**
135 NORTH PARK STREET, BRIDGEWATER

A number of skates and helmets are available
to borrow free of charge on a first come, first served basis.
THIS PASS HAS NO CASH VALUE. ONE TICKET PER FREE SKATE.



Back in the Game

A PROJECT OF THE




United Way
of Lunenburg County

Lunenburg County Lifestyle Centre

**Vic's Skate Sharpening
& Whynot Build It**

*Helping to promote
quality family time
& recreation.*

Over 1,000 free swimming
and skate passes to the LCLC
are distributed every year to
low income kids and their
parents.

ENJOY A
FREE SWIM
ON US!



For public swim times please visit
www.lclc.ca or call **902-530-4100**

SWIMMING CONDITIONS
Children 7 and under must have an adult in the water. Children 8-9 years must have
an adult on deck. Youth 10-12 years, adult must remain within the LCLC facility.
PLEASE REMEMBER TO BRING A TOWEL
THIS PASS HAS NO CASH VALUE. ONE TICKET PER FREE SKATE.



Back in the Game

A PROJECT OF THE




United Way
of Lunenburg County

Lunenburg County Lifestyle Centre

*Helping to promote
quality family time
& recreation.*

This is done in partnership
with the schools.





We also have a storage unit at rink level at the LCLC filled with “Free Skates to Borrow”.

These free skates are available to everyone who wants to skate.



FREE USED SPORTS EQUIPMENT EXCHANGE

Is your old hockey or soccer equipment gathering dust?
Donate today and put your gently-used gear back in the game!

Your used equipment will be checked for safety and then distributed via open-to-everyone Exchanges set up by United Way Lunenburg County. Your donation helps make sport more affordable for local families. Watch for dates when the Exchanges will be held.



United Way
Lunenburg County

Thanks to our sponsors

south shore
CENTRE

HB studios
Sports
Centre

Lifestyle Centre

Breaker

for more info: email office@lunenburgcounty.unitedway.ca or call Michael Graves 902.521.4704 or Krista Walker 902.212.0270

**EARLY EQUIPMENT
DROP OFF @ 2 LOCATIONS**



Centre Court, South Shore Centre
Mon to Sat 9:30am - 9pm
Sunday noon - 5pm



HB Studios Sports Centre
Drop-off during regular open hours.
Just inside the front doors.

High quality gently used sports equipment exchanges help to reduce the high cost of team sports like hockey and soccer.



“Every kid deserves a bike to ride.”

Support United Way of Lunenburg County Bikes for Kids.



United Way
Lunenburg County

Since 2013 over 450 refurbished bikes have been given away to kids and their parents who would struggle financially to acquire one.

Free bike helmets are also provided.

FREE RECREATIONAL ACTIVITIES PASS

(See back for more information.)

A JOINT PROJECT OF



United Way
Lunenburg County



LUNENBURG COUNTY

Lifestyle Centre

Promoting health through recreation

In partnership with Mental Health and Addictions we also distribute free full access passes to the LCLC, the YMCA and the HB Studios Sports Centre.

These passes are made available to their low income clients who would not have the financial ability to purchase themselves. It also allows the pass holder to bring up to 2 guests for support.



Technology Program

Free iPhones and laptops given to low income vulnerable people in our community.

Since May 2017;

81 iPhones

18 laptops

30 iPhones to local nursing homes for music therapy

Neighbour Helping Neighbour Awareness Program.



Plow it Forward this Winter
"Adopt" a senior neighbour and help with their snow removal.

Uncleared snowfall prevents seniors from getting groceries, mail, medications and daily care on which they depend. Seniors clearing their own snow puts them at serious risk of broken bones, heart attacks and stroke.

?
Does a senior or disabled neighbour's house remain unplowed after a storm?

A neighbour may need your help and your act of kindness could save a life. Volunteer to shovel as an individual, family, business or school. Knock on a neighbour's door, and spread care and compassion in your community.



Rake it Forward this Spring & Fall
"Adopt" a senior neighbour and help with their spring and fall cleanup.

Raking leaves and picking up fallen branches can cause undue stress on seniors. The strain caused by constant bending, crouching and heavy lifting can put them at serious risk of falls, broken bones, heart attacks and stroke.

?
Is your senior or disabled neighbour's property looking a little messy?

A neighbour may need your help and your act of kindness could save a life. Volunteer to help with their spring and fall cleanup as an individual, family, business, or school. Knock on your neighbour's door and spread care and compassion in your community.



Mow it Forward this Summer
"Adopt" a senior neighbour and help with their lawn mowing.

Lawn mowing can cause undue stress to the body of a senior. The strain caused by pushing and using heavy equipment and walking long distances can put some seniors at serious risk of falls, broken bones, heart attacks and stroke.

?
Is your senior or disabled neighbour's property looking like a jungle?

A neighbour may need your help and your act of kindness could save a life. Volunteer to help with their lawn mowing as an individual, family, business, or school. Knock on your neighbour's door and spread care and compassion in your community.



Stack it Forward this Fall
"Adopt" a senior neighbour and help with their wood stacking and storage.

Firewood is heavy and unstable, and seeing it not taken care of can cause stress and anxiety for seniors as they think about cold weather. Stacking and storing it themselves puts them at serious risk of falls, broken bones, heart attacks and stroke.

?
Has an elderly or disabled neighbour recently received a load of firewood?

A neighbour may need your help and your act of kindness could save a life. Volunteer to stack and store firewood as an individual, family, business, or school. Knock on your neighbour's door and spread care and compassion in your community.



Plow it Forward - Rake it Forward - Mow it Forward - Stack it Forward



Over 850
warm winter coats
given away in 2018

**Have a coat to give to
someone in need?**

Bring your gently used, washed winter coats to
Centre Court in Bridgewater Mall from now until
September 30 and simply hang your coats on the
appropriately marked racks. *Please ensure that
the zippers are in good working order.*

FOR MORE INFORMATION PLEASE CALL

Michael Graves – Coordinator the United Way of Lunenburg County **902-530-3072** (voice mail)
Major Wilson Sutton – The Salvation Army **902-543-0356**



A partnership between the United Way and the Salvation Army

**Need a warm winter coat for
you or a family member?**






Stop by the Bridgewater Mall between Thursday,
October 4 and Sunday, October 15 to get a coat
that suits your needs. Coats will be in a discreet
storefront across from Centre Court and Bentley
Luggage. First come. First served.

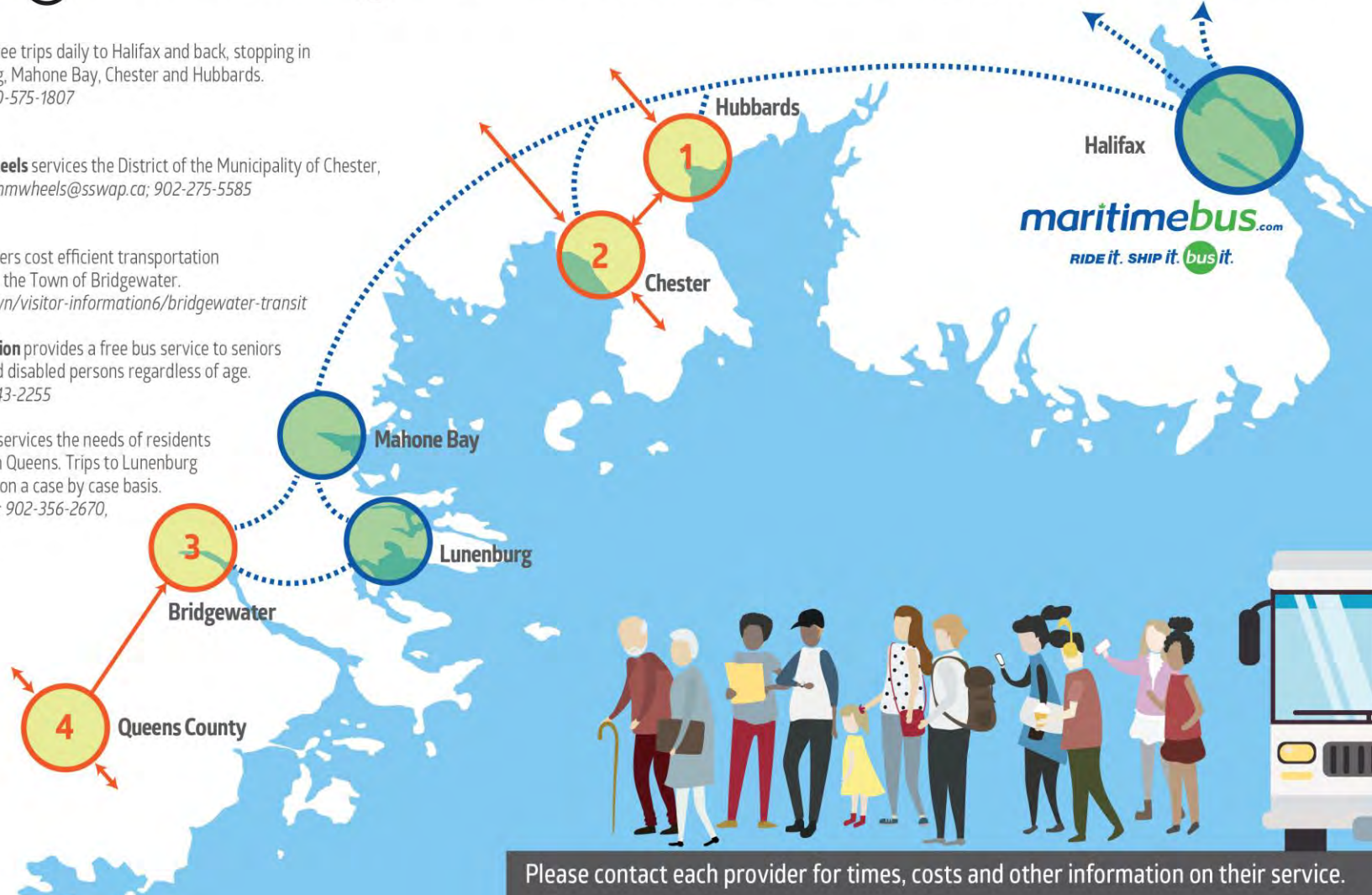
COMMUNITY PARTNERS





Connecting the South Shore from Queens to Halifax

-  **Maritime Bus** makes three trips daily to Halifax and back, stopping in Bridgewater, Lunenburg, Mahone Bay, Chester and Hubbards.
maritimebus.com; 1-800-575-1807
-  **1** **Chester Community Wheels** services the District of the Municipality of Chester, including Hubbards. commwheels@sswap.ca; 902-275-5585
-  **2** **Bridgewater Transit** offers cost efficient transportation on a 16km route around the Town of Bridgewater.
bridgewater.ca/our-town/visitor-information6/bridgewater-transit
-  **3** **Senior Wheels Association** provides a free bus service to seniors 60 plus years of age and disabled persons regardless of age.
seniorwheels.ca; 902-543-2255
-  **4** **Queens County Transit** services the needs of residents in both North and South Queens. Trips to Lunenburg County and beyond are on a case by case basis.
queenscountystatransit.ca; 902-356-2670, toll-free 833-356-2670





Helping you find the right community and social services.

Call **211** or visit **ns.211.ca**

So how can you help your community?

Donate

If every single worker donated just \$0.15 per day to the United Way of Lunenburg County we would raise over \$1.2 million dollars every year.

Advocate

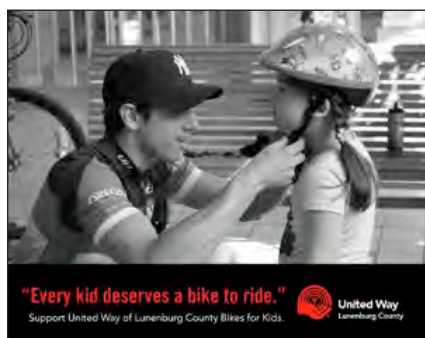
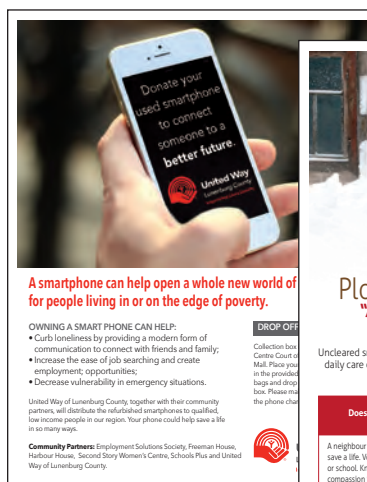
Be a United Way of Lunenburg County Champion.





United Way
Lunenburg County
Improving Lives Locally

United Way Lunenburg County is a volunteer driven organization with two roles. One is to motivate donors and raise money to provide the financial resources needed to affect change in our community. The other is to seek out organizations and help create the dynamics and partnerships that will affect positive social change right here in Lunenburg County.

[illegible]

United Way
Lunenburg County

LOCAL GIVING. LOCAL RESULTS.

Michael Graves, Coordinator
office@lunenburgcounty.unitedway.ca
www.lunenburgcounty.unitedway.ca



United Way
Lunenburg County

When you donate to the United Way of Lunenburg County you help make positive things happen in your community.

For our 2019/2020 - Allocation period

The United Way of Lunenburg County invested \$122,409 in 30 programs

Funded programs that will assist residents of

LUNENBURG COUNTY

Includes the Towns of Bridgewater, Lunenburg, Mahone Bay, The Municipalities of Chester and Lunenburg

211 Information and Referral (211)

Adult Learning Network – Literacy & Skill Building

Back in the Game Free Skates to Borrow at the LCLC

Back in the Game FREE LCLC Swimming and Skating Passes for Financially Stressed Families

Big Brothers Big Sisters In School Mentoring

Big Brothers Big Sisters Kids and Kops Summer Day Camps (2)

“Bikes for Kids” – 450 FREE bikes distributed to date

Coats for Kids - Teens and Adults Too

Free iPhones and Laptops for Vulnerable People

Free iPhones for Nursing Home Music Therapy Programs

Free Recreational Passes for Individuals Living with Low Income and Mental Health Issues

Girl Talk Summer Day Camps (7) offered by Second Story Women's Centre

Hinchinbrook Farm Volunteer Training

Plow it Forward – Rake it Forward – Mow it Forward - Stack it Forward Campaign

Sexual Health Centre Youth Outreach

St. Vincent de Paul Community Outreach

South Shore Safe Communities Senior Safety Coordinator

YMCA Friday Night Youth Zone

YMCA King Street Youth Centre

MUNICIPALITY OF CHESTER

Chester Community Wheels

Musical Friends at St. Stephen's Anglican Parish

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Better Together Family Resource Centre Buccaneer Bay/ Heritage House 4H

Bridgewater and Area Food Bank

P.R.O. Kids (Positive Recreation Opportunities for Kids)

Senior Wheels

TOWN OF BRIDGEWATER

Better Together Family Resource Centre 4H - BES 4H Afterschool Club

Bridgewater and Area Food Bank

Bridgewater Outdoor Pool and Free Family Swims

P.R.O. Kids (Positive Recreation Opportunities for Kids)

Senior Wheels

TOWN OF MAHONE BAY

Mahone Bay Outdoor Swimming Pool Free Saturday Community Swims

Mahone Bay Museum Children's Programming

TOWN OF LUNENBURG

P.R.O. Kids (Positive Recreation Opportunities for Kids)

Improving lives locally.

www.lunenburgcounty.unitedway.ca



Programs that benefit residents of Region of Queens Municipality

211 Information and Referral **(211)**
Big Brothers Big Sisters In School Mentoring
Big Brothers Big Sisters Kids and Kops Summer Day Camps (2)
Bikes for Kids
Coats for Kids
Girl Talk Summer Day Camps (1) offered by Second Story Women's Centre
Hinchinbrook Farm
Plow, Rake, Mow and Stack it Forward" Community Engagement Campaign
Technology Program
YMCA Friday Night Youth Zone

The United Way of Lunenburg County Community Asset Purchases

THESE PREVIOUSLY PURCHASED COMMUNITY ASSETS ARE STILL PROVIDING BENEFITS TO OUR COMMUNITY

Harbour House Community Outreach Material
Buster the Bus School Bus Safety Program
"Dance Dance Revolution" High School Recreation Program
Bonny Lea Farm Industrial Shredders (2)
ARK Crew Cab Truck Purchase
New Hope Playing Surface in Western Shore
Chester Community Wheels Bus
North River Recreational Concrete Pad
Riverport and District Community Room Furnishings (chairs, tables, audiovisual system)
Commercial Toasters for Lunenburg County High Schools
New Ross School Community Recreational Facility
Forties Community Centre (chairs)
South Shore Scouts Start Up Kits
Fox Point Community Centre Upgrade
Chronic Disease Management Program at South Shore Regional Hospital
Lunenburg County Sexual Health Centre Education Support Program (SHIFT)
Chester Heritage Society Community Labyrinth
Active Energized & Empowered for 55 + Recreational Equipment
Bonny Lea Farm Ground Maintenance Training Riding Mower
Pinegrove Outdoor Play Association Community Park
Through the Years Community Centre and Day Care Specialized Recreational Equipment
Voglers Cove Community Centre Equipment Purchase (chairs)
Voglers Cove Community Centre Library
Lunenburg County Lifestyle Centre – Aquatics for All Adaptive Devices
Freeman House Community Kitchen
VON Breakaway Adult Day Program Pilot in New Ross

For 2019/2020

The United Way of Lunenburg County invested \$122,409 in 30 local programs

Not all community members have the opportunity to create a vibrant life. Many people struggle to achieve a sustainable livelihood because they have vulnerabilities that place them at risk and face barriers at accessing opportunities and support. Recognizing this, the United Way chooses to focus its efforts on individuals and groups in our community that are vulnerable to a variety of social and systemic barriers. Priority populations in a community vary according to local circumstances, but often include people dealing with or at risk of poverty, abuse or stigmatation related to race, country of origin, culture, disability, age or sexual orientation. The United Way of Lunenburg County directs funding to the following focus areas: All That Kids Can Be, Poverty to Possibility and Healthy People, Strong Communities.

ALL THAT KIDS CAN BE programs received funding totaling \$76,234

Helping children and youth reach their potential by investing in their early years, middle years and youth.

Giving kids a positive summer camp experience - \$11,400

Girl Talk (7) A Second Story Women's Centre Program
Kids and Kops (2) A Big Brothers Big Sisters Program

Helping kids participate in sport, recreational or cultural activities - \$15,000

PRO Kids Town of Bridgewater
PRO Kids Municipality of Lunenburg
PRO Kids Town of Lunenburg
Bikes for Kids - Over 450 bikes given away to kids of financially stressed families
3000 FREE LCLC swimming and skating passes for financially stressed families every year
FREE used sports equipment exchanges (hockey and soccer)

Providing a safe place for youth to grow and socialize - \$38,500

Better Together Family Resource 4H Clubs (3)
Musical Friends at St. Stephen's Anglican Parish in Chester
YMCA Thursday Night Youth Basketball & Youth Fitness Conditioning
YMCA Friday Night Youth Zone
YMCA King Street Youth Centre

Helping our communities' vulnerable youth - \$2,000

Big Brothers Big Sisters In School Mentoring

Education programs for teachers and youth - \$1,934

Sexual Health Centre Education and Support

Helping children and youth with special needs - \$7,400

Hinchinbrook Farm volunteer training

FROM POVERTY TO POSSIBILITY programs received funding totaling \$23,800

Meeting basic human needs and moving people out of poverty by investing (in part) in employment security, basic income maintenance programs and improving skills through education.

Literacy programs - \$2,100

Lunenburg County Adult Learning Network- Literacy & Skill Building

Basic income maintenance programs - \$16,700

Saint Vincent de Paul Society

Bridgewater and Area Food Bank - \$5,000

Providing life changing opportunities for people living on low income – These are \$0 cost programs

Free Recreational Passes for low income individuals with mental health issues. (100 passes)
Free iPhones for vulnerable low-income individuals. (72 since May 2017)
Free iPhones for nursing home music therapy programs. (30 since May 2017)
Free laptops for vulnerable low-income individuals. (18 since May 2017)
Coats for Kids – Teens and Adults Too (Because everyone deserves to be warm in winter.)

HEALTHY PEOPLE, STRONG COMMUNITIES programs received funding totaling \$22,375

Supporting personal wellbeing and strengthening neighbourhoods by investing (in part) in seniors, transportation, information.

Helping to create inclusive community spaces - \$9,875 (The family that plays together, stays together.)

O'Regan Subaru Outdoor Pool / Bridgewater Outdoor Pool Free Swims
Mahone Bay Outdoor Pool Free Saturday Swims
Mahone Bay Museum Children's Programming
Free to borrow skates at the LCLC (Free to anyone who needs them.)

Connecting people and communities through transportation networks - \$7,500

Bridgewater Senior Wheels
Chester Community Wheels

Helping to keep our seniors safe and in their homes - \$5,000

Lunenburg County Senior Safety Coordinator
Plow it Forward – Rake it Forward – Mow it Forward - Stack it Forward Campaign – volunteer to help a senior

Helping to provide information and resources

211 Information and Referral **211**

Making positive things happen in Lunenburg County takes more than good intentions and the contributions of a few. It takes everyone doing what they can because everyone shares in the benefits of a happy, healthy, and safe community where no one is left behind.

Consider this. If every single working person in Lunenburg County invested just \$0.15 per day with the United Way of Lunenburg County, we would raise over \$1.1 million dollars each and every year to invest in programs and organizations that would make a meaningful and measurable difference in the lives of Lunenburg County residents. This could be someone you know.

To find out more about how the United Way of Lunenburg County is putting your donations to work helping Lunenburg County kids, youth, families, women, seniors and communities, to see our community impact videos, to see the requirements necessary to obtain a grant, to sign up for our e-newsletter and/or to make a secure online donation please visit our website at www.lunenburgcounty.unitedway.ca. Please direct questions to office@lunenburgcounty.unitedway.ca.

When you support the United Way of Lunenburg County you help make positive things happen in your community. 100 % of your donation stays in Lunenburg County.

Maureen Hughes

Subject: FW: May 14, 2019 Council Agenda

From: Pam Knickle <pamknickle@hotmail.com>
Sent: June 3, 2019 10:03 PM
To: Maureen Hughes <Maureen.Hughes@TownofMahoneBay.ca>
Subject: Re: May 14, 2019 Council Agenda

Hi Maureen... David and I would like to be put on the agenda for the next Town Council Meeting.. We would like to discuss " Cash In Lieu " of parking for 1 space. We have recently been approved for 4 spaces by Heather, but require a 5th.. As well we have a letter which provides us a nearby parking space if needed for our House Guests. Also we would like to discuss the positive benefits of our AirBnB in bringing revenue to the town of Mahone Bay. Lastly a side note showing the overall feedback of our first unit.

Thanks

Pam and David

From: [Shelley Rafuse](#)
To: [Town of Mahone Bay Clerk](#)
Date: Wednesday, May 8, 2019 10:24:39 PM

Dear Town of Mahone Bay,

Please forward this message to the most appropriate person to respond.

I am reaching out to you as the chair of Lunenburg Pride- Lun. Co. to discuss the idea of a Pride Flag Raising in the Town of Mahone Bay. We are on our 4th year raising a flag in the town of Lunenburg this year and the growth and community support has been overwhelming. This year we would like more municipalities to lead by example in inclusiveness and visibility for the LGBTQ+ community and a flag raising is an excellent starting point. I would love to meet and discuss this further and look forward to your response.

--



Shelley McCorriston
Chair, Lunenburg PRIDE- Lunenburg Co.

Create your own [email signature](#)

From: [Lynn Hennigar](#)
To: [Dylan Heide](#); [Town of Mahone Bay Clerk](#)
Subject: Request to council
Date: May 22, 2019 6:54:51 AM

May 22, 2019

Dear Mayor and Council,

I am writing to you as chair of the Mahone Bay Centre Society. Over the last year we have implemented some new booking software which has allowed us to book and promote our spaces more effectively. At our board meeting last night we discussed, what seems like a logical next step for us, adding the field to the list of spaces we manage.

MBC is thrilled to be home to the new Mahone Bay United Soccer Club. The new club along with our proximity to the field as well as the impact the events in our building and events in the field have on one another make this the optimal time to look at some form of agreement with the town. We are not in a position to maintain the field, that responsibility would need to remain with the Town but we are interested in managing the bookings and the activities on the field. We would be charging a fee for the use of the field to cover our time and effort and propose some form of damage deposit to mitigate irresponsible use and to provide funding to remediate the field if needed.

If the Town is interested in having us manage this currently underutilized community asset we'd be happy to sit down with you and work out the details - perhaps for some form of long-term lease or agreement perhaps similar to the way the Town Wharf is managed by the Wooden Boat Festival Society.

Thank you for your consideration and I look forward to a positive response.

All the best,

Lynn M Hennigar
Chair, Mahone Bay Centre Society

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Lynn Hennigar
NOW Lunenburg County
154 Hawthorn Rd
P.O. Box 410
Mahone Bay, NS B0J 2E0
902 531-2112 home
902 514 5376 cell
<http://www.nowlunenburgcounty.com/>

"Working hard for something we don't care about is called stress. Working hard for something we love is called passion."

Putting my passion to work everyday!

Maureen Hughes

Subject:

FW: HERITAGE BOATYARD WEEKEND AUG 2-4th 2019

From: Darryl Haley <heritageboatyard@gmail.com>

Sent: May 24, 2019 5:41 PM

To: Heritage Boat Yard Co-op <barbhaley@hotmail.com>

Subject: HERITAGE BOATYARD WEEKEND AUG 2-4th 2019

HERITAGE BOATYARD CO-OPERATIVE LIMITED

(a not-for-profit organization dedicated to the preservation of boat building in Mahone Bay)



An engraving

Peter Redden

URL : <http://www.heritageco-op.ca/projBoatbuildingShed.html>

HERITAGE BOATYARD WEEKEND

(August 2-4, 2019)

As we commence the year 2019, the Heritage Boat Yard Co-op would like to extend our appreciation to the business and professionals that have supported us over the last two years and have enabled us to create our vision of establishing a permanent home to preserve the shipbuilding heritage of Mahone Bay and area.

The Heritage BoatYard Weekend is coming this August 2-4, 2019 and we will be celebrating the 150th anniversary of the establishment of the Ernst Shipyard by John Jacob Ernst. This shipyard has changed over the years but from its initial operations it has fostered such regional names as Industrial Shipping owned by Brookfield Construction, ABCO, RPS Reinforced Plastics, McVey Yachts, Plycraft, Paceship and has given us the marina now used by the Town of Mahone Bay.

This year the Heritage BoatYard Weekend will feature the following events:

Kickoff Social at the Saltbox Brewery *
Half Hull carving workshop*
Celebrate HBYC Projects
Mush-a-Mush skiff build demonstration*
Dory Racing, hosted by the Saltbox Brewery
Row a Traditional Skiff on the harbour*
Traditional Boat Builders and their Exhibits
Marine Art Plein Air - Artist Gathering*
Kids Stuff in the Playground*
Kids Treasure Hunt*
Kids Marine Art & Crafts - Mahone Bay Museum*
Kids Model Boatbuilding Kit Workshop*
Make & Break Display – Fisheries Museum
of the Atlantic
Sail Making Display by the Maritime Museum
of the Atlantic
Oar Making Display
Music on the Wharf during the day*
Concert on the Hill – Saturday night*
Commemoration of the 150th Anniversary of
the Ernst Shipyard*
Ernst Family Reunion
Ernst Family Genealogy
Walking Tours – Ships and Shipyards*

We are reaching out for your support again this year and we are offering the following sponsorship levels for you to consider:

Major Sponsor (named sponsor for all events)	\$5,000
Shipyard Sponsor (named sponsor for 5 events)	\$1,100
Boatbuilding Shed Sponsor (named sponsor for 4 events)	\$800
Captain's Sponsor (named sponsor for 3 events)	\$500
Shipwright Sponsor (named sponsor for 2 events)	\$250
Apprentice Sponsor	\$100

All sponsors will be noted on all print advertising and for each Captain's sponsor or greater, your name will appear as a supporter for a particular event selected by you (noted with an * above). For an additional \$250 you can subscribe to sponsor additional events of your choosing.

We are nearing completion of our Boat Shed on the Mahone Bay Marina and welcome all of you to visit and see what your contributions have created. To celebrate the community support that we have received, the Co-op will be creating a permanent acknowledgment of your financial support.

Shortly, a representative of the Co-op will be calling on you to solicit your support. We ask that you participate in this community endeavour.

Darryl Haley, CA, CIRP, President
Heritage Boat Yard Co-operative Limited



PO Box 99
Mahone Bay, NS B0J 2E0
May 27, 2019

Mayor and Councillors
Town of Mahone Bay
PO Box 530
Mahone Bay, NS B0J 2E0

Dear Mayor and Councillors:

We are very concerned over a row of pine trees on town property along Shady Lane. A few are dead and the rest are in bad shape. We worry that they may blow over during a wind storm and take down the power lines on Shady Lane. If that happens, it could cause the entrances to be pulled off of our homes and could also cause a fire.

We would appreciate you looking into this matter.

Yours truly,

Donald Eisner
Lola Steele
Joanne Hickey
Andrew K. Lohme
Scott Mc

From: [Marla Benton](#)
To: [Colleen O'Neill](#); [Maureen Hughes](#); [Town of Mahone Bay Clerk](#); [Luke Wentzell](#); [Joseph Feeney](#); [Meghan Rafferty](#); [Richard Nowe](#); [David Devenne](#); [Karl Nauss](#); [John Bain](#); [harchibald@chester.ca](#)
Cc: [Michael Ernst - External](#)
Subject: Mahone Harbour
Date: May 28, 2019 8:53:38 AM

Good morning Town of Mahone Bay,

As my husband and I were jogging along the beautiful pathway by the three churches, we were appalled to see toilet paper coming out of a straight pipe directly across from the United Church. This is disgusting. I knew there were still straight pipes within the town, but have never seen this before.

I am sending the photos and strongly urging the Town to make changes and get rid of the straight pipes!

I have a strong urge to post this on social media to bring awareness, but I am sending this to you all in hopes that a constructive conversation and **direct ACTION** can be taken swiftly.

Sincerely,
Marla Benton





Kelly Redden

From: NSFM Info <Info@nsfm.ca>
Sent: May 14, 2019 3:27 PM
To: NSFM Info
Subject: UPDATE ON THE ACCESSIBILITY ACT--Action Required: For Information Purposes
Attachments: P1030450.JPG

TO: Mayors/Wardens, Councillors, All Units
CC: Chief Administrative Officers/Clerk-Treasurers, All Units
RE: UPDATE ON THE ACCESSIBILITY ACT

We've been asked by the Nova Scotia Accessibility Directorate to send this update to our Members:

Following the adoption of Wolfville's Accessibility Plan in February, earlier this month, the Accessibility Advisory Committee hosted a public launch of the document at the Wolfville Farmers' Market. Wolfville: Access By Design can be found on [Wolfville's website](#), and [here](#) is a link to an article on the launch and the plan itself.

Wolfville: Access By Design is the first comprehensive municipal accessibility plan in Atlantic Canada. The plan is the culmination of a community driven effort that involved spirited discussions amongst members of Wolfville's Accessibility Advisory Committee, and a well attended Town Hall meeting.

At the NSFM's Spring Workshop, the Town of Wolfville received a Rick Hansen Difference Maker Award for their outstanding work in preparing this plan. Congratulations as well to the Municipality of the County of Inverness and Halifax Regional Municipality for also receiving Rick Hansen Difference Maker Awards for accessibility initiatives in their communities. Later this month, the Town of Wolfville will also be awarded the Mel Hebb Community Action Award for the adoption of their accessibility plan.

Together with The Accessibility Planning Toolkit for Municipalities, Wolfville: Access By Design should be viewed as a resource for municipalities to help develop accessibility plans of your own. The Accessibility Planning Toolkit is nearing completion, and will be released publicly once municipalities are prescribed under the Accessibility Act.

As a reminder, once prescribed under the Act, municipalities must develop an accessibility plan and establish an accessibility advisory committee within one year. While timing is not yet confirmed, municipalities will likely be prescribed in fall 2019 (meaning that accessibility plans must be in place by fall 2020), with an announcement to take place over the next couple of months. Municipalities will continue to be informed as this process unfolds.

For further information on what the Accessibility Act means for your municipality, please contact Joshua Bates, Senior Policy Analyst in the Accessibility Directorate at 902-424-5311 or Joshua.Bates@novascotia.ca

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NOVA SCOTIA FEDERATION OF MUNICIPALITIES

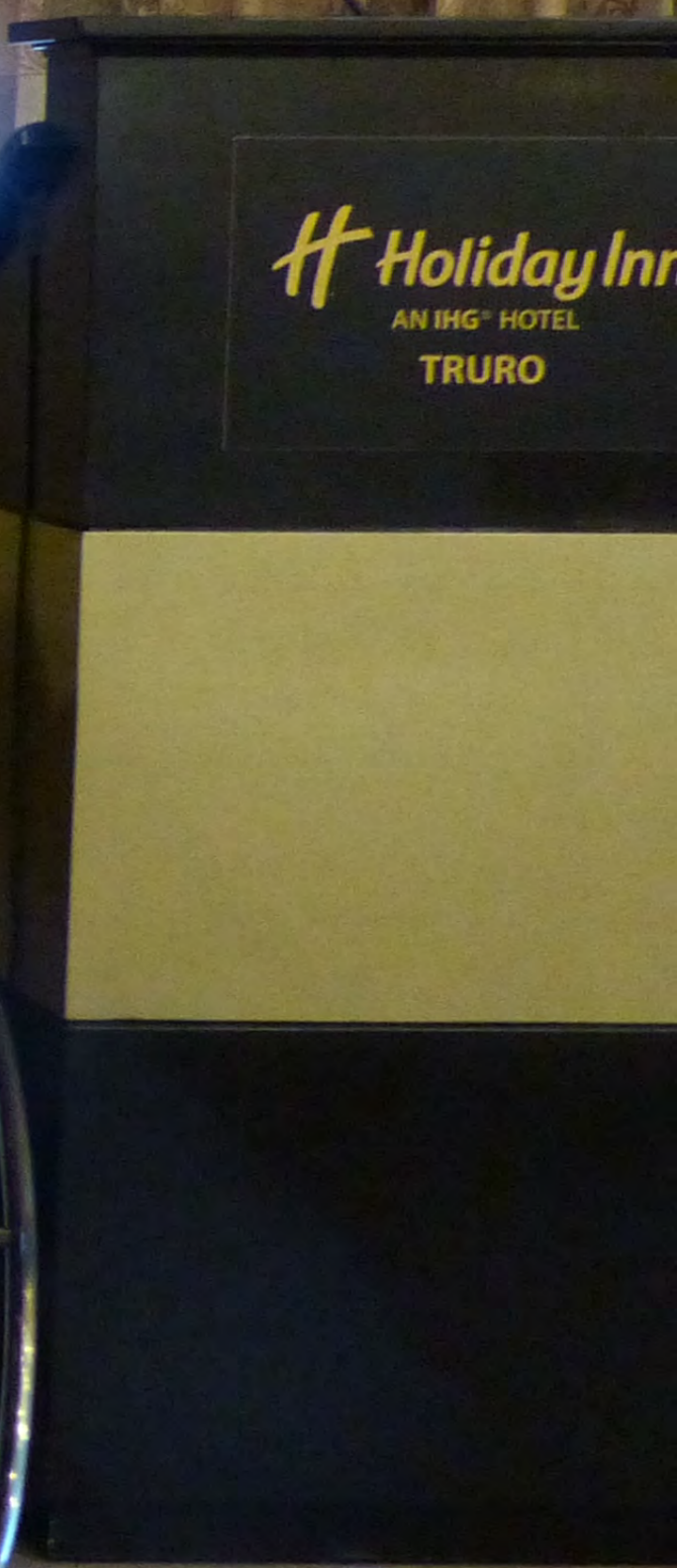
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NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

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.



From: [NSFM Info](#)
To: [NSFM Info](#)
Subject: LAUNCH OF NEW WEBSITE--For Information Purposes
Date: May 16, 2019 3:58:54 PM
Attachments: [image001.png](#)

TO: Mayors/Wardens, Councillors, All Units

CC: Chief Administrative Officers/Clerk-Treasurers, All Units

FR: Juanita Spencer, Chief Executive Officer

RE: LAUNCH OF NEW WEBSITE

NSFM is pleased to announce the launch of our new website <https://nsfm.ca/>.

In keeping with the new direction and vision of the organization, the updated site is more streamlined and focused on our top priorities.

Much more information can be found in our Members Only section. As before, you will need to login using your email address and password that was previously provided by the NSFM office. Please contact Tracy Verbeke should you need help with this tverbeke@nsfm.ca. She'll be happy to assist you.

We hope you enjoy the site and welcome your feedback.

--

NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +1.902.423.8331

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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.

From: [Sadie Toulany](#)
To: [Information Management](#); [Stacy O'Rourke](#)
Subject: CANADA-NOVA SCOTIA OFFSHORE PETROLEUM BOARD ANNOUNCES RESULTS OF CALL FOR BIDS NS18-3
Date: May 14, 2019 10:01:14 AM

Good day,

The Canada-Nova Scotia Offshore Petroleum Board's (CNSOPB) Call for Bids NS18-3 closed at 4 p.m. AST on May 8, 2019.

Call for Bids NS18-3 has resulted in no bids, which means that the parcels will remain as Crown land.

Issued on December 10, 2018, Call for Bids NS18-3 included two industry-nominated parcels located on the Scotian Shelf, within the Sable Subbasin. An opportunity to submit written comments specific to the areas included in Call for Bids NS18-3 was provided from December 10, 2018 to February 8, 2019.

A summary of the comments received, as well as full background information and maps related to Call for Bids NS18-3, can be found at www.callforbids.ca.

If you have any questions with regard to the above, please feel free to contact Stacy O'Rourke by email at: sorourke@cnsopb.ns.ca or by phone at: 902-410-6402.

Thank you,
The CNSOPB Team

From: [Antigonish 55 Plus](#)
To: [Town of Mahone Bay Clerk](#)
Subject: Provincial 55+ Games in Antigonish this summer August 1-3
Date: May 23, 2019 11:05:35 AM
Attachments: [Registration Package Updated May 17.pdf](#)
[Antigonish 55+ Poster 8.5x11 with Sponsors.png](#)

Good morning,

My name is Michelle Cameron and I am the coordinator for the 55+ Games in Antigonish this summer.

We are looking for ways to promote the games in the province and we are reaching out to the different recreation departments.

I am attaching a few different marketing materials such as the poster, the link to our website etc.

Please let me know if you have any questions or concerns and thank you for helping us out!

Michelle Cameron
55+ Games Antigonish

NOVA SCOTIA
55+
GAMES
ANTIGONISH 2019
August 1-3, 2019

Ciad Míle Fáilte –
A Hundred Thousand Welcomes!

From August 1 to 3, 2019,
Antigonish is pleased to welcome
you to our community for the 2019
Nova Scotia 55+ Games!

Events:

Hockey · Track & Field · Mountain Biking ·
Pickleball · Golf · Bowling · 8-Ball Pool · Darts ·
Tennis · Cribbage · Progressive 45's · Crokinole ·
Scrabble · Washer Toss · Contract Bridge ·
Duplicate Bridge · Skip Bo · Swimming · Curling ·
Women's Soccer · Slo Pitch

Bonus Events:

5 KM Run · 10 KM Run

Try It Sessions:

Disc Golf · Geocaching · Rowing · Trail Biking

Registration:

Visit: www.antigonish55plusgames2019.com

Cost: \$35 + additional fees for
Hockey, Golf and Curling are
due at the time of registration.



902-318-6555



2019 Nova Scotia 55+ Games
Antigonish



antigonish55plusgames@gmail.com



THE TOWN OF
ANTIGONISH

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

ST. FRANCIS XAVIER
UNIVERSITY

THE MAPLES
RETIREMENT LIVING

98.9
XFM
Nothing But Hits

Lawtons
Home HealthCare

Parkland
RETIREMENT LIVING

Antigonish
FAMILY DENTISTRY

RIVERSIDE
INTERNATIONAL COUNTRY

Broomstone
Cafe

MacGillivray Fuels
OIL · PROPANE

HIGHCREST
ENTERPRISES
NATIONALLY ACCREDITED CARE



**Municipal Affairs
Office of the Minister**

NSFM MAY 06 2019

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

MAY 01 2019

Councillor Wayne Mason
President, Nova Scotia Federation of Municipalities
Suite 1304, 1809 Barrington Street
Halifax, NS B3J 3K8

Dear Councillor Mason:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs must provide to the Nova Scotia Federation of Municipalities (NSFM) 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities.

This letter is intended to provide notice of such changes for fiscal year 2020-2021 and beyond. The Department of Municipal Affairs (DMA) canvassed all other provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. The following is a summary of the results of that process.

DEPARTMENT OF MUNICIPAL AFFAIRS

Short-Term Accommodations:

The Department of Business formed a working group on short-term rentals to assess growth in the short-term rental market, use of digital platforms for booking private accommodations, and its effect on Nova Scotia's tourism sector. A key goal of the working group was exploring ways to support the OneNS target to double tourism revenue to \$4B by 2024. A recent tourism accommodations needs-assessment found Nova Scotia requires an additional 5,500 to 7,000 units by 2024 to achieve this \$4B target. Promotion of small-scale tourism units across the province has been identified as a key factor in accomplishing this goal.

As a result of this work, DMA have introduced amendments to the *Assessment Act*. These amendments are intended to ensure those providing small scale short-term accommodations are charged property tax at a residential rate. The definition of a bed and breakfast (B&B) in the Assessment Act (Section 47A) is replaced with a definition for a "small-scale residential tourist accommodation establishment". This definition will apply

to a primary residence, cottage, cabin, bed and breakfast, or inn, that is fully or partially rented to provide accommodation to the travelling or vacationing public.

Some aspects of eligible 'small-scale residential tourist accommodation establishments' will be set out in regulation and informed by municipal consultation. The exemption will be limited by the number of bedrooms available for rent on the assessable property. A maximum number of bedrooms has yet to be determined and will not be determined until municipal consultation is completed.

Following proclamation of this Bill, which is expected in 2020, some Nova Scotia municipalities may experience a decrease in property tax revenue if a tourist accommodation establishment previously assessed as commercial is assessed as residential based on the number of rooms. It is difficult to quantify the exact decrease in revenue for municipalities without further consultation with the Property Valuation Service Corporation (PVSC) and Nova Scotia Municipalities, however estimates have been calculated using the PVSC database and current municipal tax rates. These estimates have been provided in Appendix A. It is important to note that some of the data used to produce these estimates is collected for contextual use only, meaning further verification is required in order to confirm the actual potential revenue impact. It is also important to note that potential growth in assessment on other properties in a municipality could offset some of this decrease.

Consultation sessions across Nova Scotia are planned to take place in the coming months. Though not limited to these topics, DMA hopes to determine the following through consultation: maximum number of bedrooms an exemption should apply to, what types of lodging an exemption should apply to, and other impacts the proposed change could have on municipalities.

Equalization:

The Equalization Grant has recently been renamed the Municipal Fiscal Capacity Grant. While this has no immediate financial impact, DMA is committed to reviewing the grant's effectiveness.

DEPARTMENT OF ENVIRONMENT

Proposed Coastal Protection Act

Nova Scotia Environment is providing notice of changes which will be required in municipal building and development permit approval processes now that the coastal protection legislation (Bill 106) has passed. This legislation will provide consistent, province-wide legal protection for our coast by restricting development and related activity in areas where structures will be at risk of damage due to coastal flooding and erosion, or where it will damage sensitive coastal ecosystems.

Under this legislation, municipalities will be enabled to issue a building and/or development permit for construction within a coastal protection zone to be defined by regulation if the application is accompanied by a form signed by an independent designated professional certifying the proposed structure is compliant with the Act. This would require minor modifications to municipal administrative processes for these types of permits.

Responsibility for competent, accurate and objective certification will rest with the member of the designated profession, with forms and a standard for assessing risk of flooding and erosion risks to be provided by Nova Scotia Environment. Municipalities will be responsible for determining whether the proposed site is within the zone (and therefore whether the Act applies) and if so, whether a valid certificate recommending an exception is attached or submitted before a permit application receives an approval. Specifics of which professional groups will qualify to provide the certification, specific standards and forms to be used and other administrative details will be set out in regulations. The delineation of the coastal protection zone is comprised of both horizontal and vertical setbacks from the high-water mark. The delineation of the zone, and the specifics of restrictions, various exceptions and standards that apply within it will also be set out in regulation.

Nova Scotia Environment looks forward to working with municipalities in determining how best to implement these important new measures.

Nova Scotia Environment will be consulting with municipalities on the regulations.

DEPARTMENT OF COMMUNITIES, CULTURE AND HERITAGE

Library Funding

Over the course of the last several years, Communities, Culture and Heritage has worked with the Nova Scotia library community to develop a new funding formula for libraries. As part of a new funding formula, the Province has proposed investing an additional \$2,000,000 in libraries, increasing its investment from \$14,400,000 to \$16,400,000 annually. It should be noted that as libraries also receive funding from municipalities, any changes to the formula could result in funding pressure on municipalities. Final recommendations, which will include input from municipalities, are still being developed and government has not made a final decision on changes at this point. However, there is potential for these changes to affect the 2020-2021 fiscal year. Any funding impacts will be shared once they are identified. If you would like more information on this issue, please feel free to contact Rhonda Walker, Executive Director, Archives, Museums and Libraries at Rhonda.Walker@novascotia.ca.

DEPARTMENT OF JUSTICE

Additional Officer Program

The review of the Additional Officer Program has been completed by the external consultants. The program is integral to the policing environment in Nova Scotia, and as such the department conducted additional analysis to further support the findings of the review. The review's mandate was to ensure that the program is efficient and effective, and evolving to address the needs of the Nova Scotians as the nature of crime is changing in our province. A decision on the status of the program will be communicated early in the Spring.

Legalization of Cannabis

We would like to thank our partners in policing as well as all municipalities across the province for the successful roll out on October 17th, 2018. The federal decision to legalize cannabis has been a significant policy shift and the effort continues as we work to include edibles and extracts no later than October 17th, 2019. There remain many unknowns, including the full implementation costs and potential savings, for all levels of government. We remain committed to continuing discussions and are interested in gathering specific details about the municipal costs related to cannabis legalization, as well as areas where municipalities expect to see cost savings.

Given the ongoing work and unknowns that lay ahead, we cannot identify specific implications at this time but will commit to do so if and when they are identified.

The Accessibility Act

The Accessibility Act sets out that the Governor-in-Council may make regulations prescribing municipalities, universities and organizations as public-sector bodies. Within one (1) year of being prescribed as a public sector body, municipalities will be required to develop an accessibility plan and establish an accessibility advisory committee. The Accessibility Directorate continues to work closely with municipalities via a provincial/municipal accessibility working group which includes representatives from the Accessibility Directorate, DMA, NSFM and the Association of Municipal Administrators. Members of this working group have endorsed October 1, 2019 as the recommended date for municipalities to be prescribed as public sector bodies under the Accessibility Act. Municipalities will be advised of this date in Spring 2019.

The working group also endorsed the Town of Wolfville to pilot the development of a municipal accessibility plan. Over the past year, the Accessibility Directorate has been

working closely with the Town of Wolfville to help them develop their plan. Lessons learned from this pilot project are being compiled in a Municipal Handbook, which will be a step-by-step guide for municipalities to help them meet their obligations under the Accessibility Act. The Municipal Handbook will be distributed to all municipalities, including villages, once they are prescribed under the Act.

If any of the above content is unclear or should you have any questions regarding the provided information, please do not hesitate to contact the department for clarification. I will also reiterate my previous offer to meet with you to discuss, in general, how the 12-month notice letter can better meet municipalities' needs.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Chuck Porter', with a stylized, cursive script.

Chuck Porter
Minister

Attachment

Appendix A

Estimated Cumulative Potential Reduction in Property Tax Revenue, Converting Commercial to Residential (Nova Scotia, 2018)

# of Bedrooms	4	5	6
Provincial Total	\$ 276,089	\$ 345,756	\$ 403,383
AMHERST	\$ -	\$ -	\$ -
ANNAPOLIS ROYAL	\$ 699	\$ 699	\$ 699
ANTIGONISH	\$ -	\$ 129	\$ 129
BERWICK	\$ -	\$ -	\$ -
BRIDGEWATER	\$ -	\$ -	\$ -
CLARK'S HARBOR	\$ -	\$ -	\$ -
DIGBY	\$ -	\$ -	\$ 4,700
KENTVILLE	\$ -	\$ -	\$ -
LOCKEPORT	\$ -	\$ -	\$ -
LUNENBURG	\$ 5,270	\$ 8,949	\$ 8,949
MAHONE BAY	\$ -	\$ 284	\$ 1,297
MIDDLETON	\$ -	\$ -	\$ -
MULGRAVE	\$ -	\$ -	\$ -
NEW GLASGOW	\$ -	\$ -	\$ -
OXFORD	\$ -	\$ -	\$ -
PICTOU	\$ 4,960	\$ 4,960	\$ 8,618
PORT HAWKESBURY	\$ -	\$ -	\$ -
SHELBURNE	\$ 4,393	\$ 7,653	\$ 7,653
STELLARTON	\$ -	\$ -	\$ -
STEWIACKE	\$ -	\$ -	\$ -
TRENTON	\$ -	\$ -	\$ -
TRURO	\$ -	\$ -	\$ -
WESTVILLE	\$ -	\$ -	\$ -
WINDSOR	\$ -	\$ -	\$ -
WOLFVILLE	\$ -	\$ 30,051	\$ 30,051
YARMOUTH	\$ -	\$ -	\$ 7,776

ANNAPOLIS	\$ 4,047	\$ 4,047	\$ 5,214
ANTIGONISH	\$ 3,639	\$ 3,639	\$ 3,639
ARGYLE	\$ 2,140	\$ 2,140	\$ 2,140
BARRINGTON	\$ 2,956	\$ 2,956	\$ 2,956
CHESTER	\$ 5,370	\$ 5,370	\$ 5,370
CLARE	\$ 6,420	\$ 6,420	\$ 9,964
COLCHESTER	\$ 8,197	\$ 8,197	\$ 8,197
CUMBERLAND	\$ 22,390	\$ 25,149	\$ 25,149
DIGBY	\$ 3,100	\$ 3,345	\$ 5,185
GUYSBOROUGH	\$ 14,994	\$ 14,994	\$ 18,506
EAST HANTS	\$ 1,744	\$ 1,744	\$ 4,075
WEST HANTS	\$ 1,016	\$ 2,590	\$ 2,590
INVERNESS	\$ 91,743	\$ 99,352	\$ 105,655
KINGS	\$ 1,017	\$ 3,069	\$ 3,810
LUNENBURG	\$ 27,700	\$ 27,700	\$ 30,911
PICTOU	\$ 6,849	\$ 11,552	\$ 15,203
RICHMOND	\$ 2,608	\$ 4,718	\$ 5,746
SHELBURNE	\$ 1,013	\$ 1,013	\$ 1,013
ST. MARY'S	\$ -	\$ -	\$ -
VICTORIA	\$ 22,160	\$ 23,455	\$ 28,551
YARMOUTH	\$ -	\$ -	\$ -
CITY OF SYDNEY	\$ -	\$ -	\$ -
HALIFAX URBAN CORE	\$ 1,585	\$ 12,126	\$ 20,180
QUEENS COUNTY	\$ 30,079	\$ 29,456	\$ 29,456

Note: the assessment data relating to “number of rooms”, is unverified and will require additional data collection to produce accurate estimates. This analysis does not contemplate any positive economic spin-offs such as potential increases in property values resulting from this change.

JOINT MUNICIPAL FIRE SERVICES COMMITTEE BULLETIN

FIRE SERVICE REGISTRATION

Fire Services Registration helps to ensure the safety of the public and emergency service providers. That's why municipal and village fire departments, volunteer fire departments, and fire commissions must register in every municipality in which emergency services are provided.

Annual registration helps to guarantee that the municipality has the information necessary to make informed decisions with respect to the safety of firefighters and the public.

Annual Registration assures that the municipality knows: who is providing emergency services; what emergency services are available in the municipality; and that emergency service providers have met minimum standards.

The Fire Services Stakeholder Committee is comprised of representatives from the following organizations:

- Association of Municipal Administrators, NS;
- Department of Municipal Affairs;
- Fire Services Association of Nova Scotia;
- Nova Scotia Federation of Municipalities; and
- Office of the Fire Marshal.

For more information regarding fire service registration or the work of the Fire Services Stakeholder Committee please contact: fireservices@amans.ca

More information can be found in the *Municipal Government Act - Guide Respecting Fire and Emergency Services*

Why is Registration so Important?

Registration helps enable:

- The safe delivery of fire services by ensuring that the municipality is aware of the specific capabilities of all fire departments and any deficiencies that may need to be addressed.
- A municipality to grant or lend money to guarantee a loan for a registered department.
- A municipality to grant or lend assets to a registered department without charge.

Registration helps to manage risk by:

- Ensuring that municipalities have access to the most current information.
- Protecting registered fire departments, and their members from liability (unless they are grossly negligent).
- Proving the information necessary to ask key questions which will identify any gaps in service.

As a representative of your municipality or village, do you know:

- There are eight key services that may be provided by your fire department(s)? Of those eight, do you know what services your fire department(s) are registered to provide and at what level?
- If your fire department(s) are registered and the last time your fire department(s) updated their registration?
- If there is an issue with the fire department registration, where would you go to find the completed registration form?
- If funding to your fire department(s) is linked to an annual registration requirement?
- If you have a Fire Services Advisory Committee?
- If you have a Fire and Emergency Services Coordinator?

As a representative of a fire department do you know:

- If your department is registered, and which key services it is registered for?
- If your municipality is kept informed of changes in the services provided by your fire department?
- If your municipality has conducted a community risk assessment?
- The average number of firefighters responding per call?
- That annual registration supports funding requests for equipment and/or training?

From: [NSFM Info](#)
To: [NSFM Info](#)
Subject: EPR Proposal Goes Public
Date: June 5, 2019 10:12:26 AM
Attachments: [image001.png](#)
[EPR Release.pdf](#)
[Proposal for EPR PPP FINAL.pdf](#)

RE: EPR PROPOSAL GOES PUBLIC

An important proposal on EPR went public earlier today. EPR, short for Extended Producer Responsibility, is one of NSFM's [five priorities](#) this year. The proposal asks the Government of Nova Scotia to ensure that industry producers of printed paper and packaging contribute to the proper recycling of the materials they generate.

NSFM staff and members have worked on the proposal together with the Nova Scotia Solid Waste-Resource Management Regional Chairs Committee. The proposal has been sent to the Department of Environment as well as the Department of Municipal Affairs and Housing.

Please find the proposal attached to this message along with the official news release from the Solid Waste Committee. The proposal is titled: "Preserving the Culture of Recycling: A Proposal for Extended Producer Responsibility for Packaging and Printed Paper in Nova Scotia".

For more information, please contact Andrew Garrett, official spokesperson for the report, at 902-679-1348 or by email at andrewg@vwrn.com.

--

Will Brooke | Policy Advisor
NOVA SCOTIA FEDERATION OF MUNICIPALITIES

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**Nova Scotia Solid Waste-
Resource Management
Regional Chairs Committee**

andrewg@vwrm.com

(902) 679-1348

REGION 1:

Amanda McDougall

REGION 2a:

Vernon Pitts

REGION 2b:

Jim Ryan

REGION 3:

Tom Taggart

REGION 4:

Richard Zurawski

REGION 5:

John Kinsella

REGION 6:

Michael Ernst

REGION 7:

Leland Anthony

Nova Scotia Municipalities Want Industry to Contribute for Proper Recycling Of the Waste They Generate

June 5, 2019

For Immediate Release

Nova Scotia spends close to 110 million dollars a year on solid waste management (25 million on recycling alone). Over the past 10 years this cost has increased 56 percent and the province's municipalities think it is time for industry to contribute to that cost.

Preserving the Culture of Recycling: A Proposal for Extended Producer Responsibility for Packaging and Printed Paper in Nova Scotia was released today to the public. In the works for over 2 years, the proposal outlines the model that Nova Scotia should follow. Put together by a collective of municipal representatives, the report aims to reduce the financial burden of recycling on Nova Scotia taxpayers and shift it to industry.

Andrew Garrett, spokesperson for the report's authors, the Solid Waste-Resource Regional Chairs, explains, "Extended Producer Responsibility (EPR) is a policy approach that shifts the responsibility and costs of managing specific wastes/recyclable materials from municipalities to producers. This means that producers establish a system to optimize efficiency."

The main business concerns are addressed in the proposal. Exemptions are included for businesses with a revenue under 2 million dollars or that supply less than 1 tonne of Packaging and Printed Paper to Nova Scotia residents annually. Newspapers, registered charities and single storefronts would also be exempt from the legislation.

Most places in Canada currently have a form of EPR in place; the costs are built into packaging and printed paper across the country. EPR will cut costs and risks for municipal recycling programs and finally give Nova Scotians the benefits they are already paying for.

"We want the Government of Nova Scotia to adopt our proposal. Our waste system is world class, but it also has a world class price tag," said Garrett. "The taxpayers of the province have been paying the bill for too long and we think it is time that the producers of the waste pay their fair share".

The proposal has been sent to the Department of Environment and copied to Municipal Affairs for their consideration.

For more information please contact Andrew Garrett 902-679-1348

Preserving the Culture of Recycling:

**A Proposal for Extended Producer Responsibility
for Packaging and Printed Paper in Nova Scotia**

INTRODUCTION

The Regional Chairs Committee (the Committee) provides an ongoing forum for the discussion of solid waste-resource management in Nova Scotia. The Committee provides regular opportunity to meet and exchange information from a municipal/regional perspective in partnership with Nova Scotia Environment (NSE), Divert Nova Scotia (Divert NS), Municipal Affairs and Nova Scotia Federation of Municipalities (NSFM).

Through this collaboration, Nova Scotia has had great success in diverting materials from landfill. Since 1996, we have built a culture of recycling and composting. Nova Scotians are proud of this culture and are now increasing their demand for more responsible management of items such as single use plastics. Indeed, many are even calling for the redesign or elimination of these plastics. This public demand for producers to provide environmentally responsible packaging for their product(s) is beyond the ability of the Committee and its partners.

Similarly, recent decisions on the world stage threaten access to markets for recyclable materials, which in turn threatens our ability to recycle. We must adapt to changing market conditions, or our culture of recycling is threatened. Extended Producer Responsibility (EPR) for Packaging and Printed Paper (PPP) offers an opportunity to have producers of obligated packaging take an active role in designing and managing the materials with these concerns at the forefront.

The following consensus-based proposal outlines the process that the Committee undertook to arrive at a proposed EPR for PPP model for Nova Scotia, the rationale for the proposed framework and the feedback received from industry and municipalities.

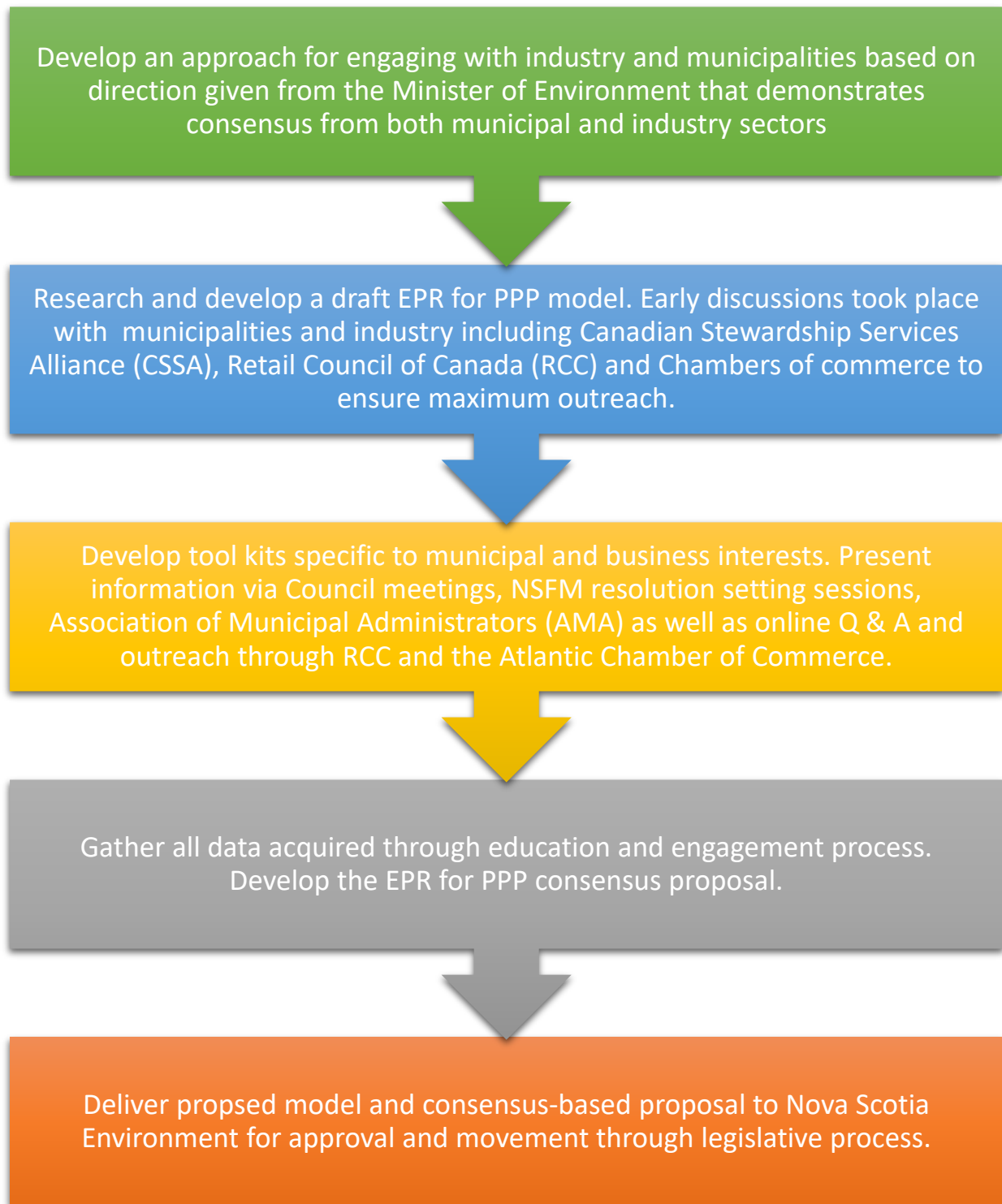
PROCESS

The Municipal-Provincial Priorities Group (Priorities), under the direction of the Committee, developed a draft EPR for PPP model for Nova Scotia along with an EPR 'tool kit' (power point presentation, key messages and briefing paper) in order to facilitate conversations with municipalities and industry for their feedback as well as provide information on what EPR is and how it will impact and support the current municipal solid waste management systems in Nova Scotia.

Early in 2018, several rounds of presentations were made to solid waste regions and individual municipalities. In November 2018, NSFM adopted a resolution identifying implementation of EPR for PPP as a top priority.¹

Strong collaboration with NSFM and the Canadian Stewardship Services Alliance (CSSA), as well as the Retail Council of Canada (RCC), helped Priorities engage businesses early in 2019.

¹ <https://www.nsfm.ca/2018-resolutions.html> Resolution #2



RATIONALE for Paper and Packaging EPR in Nova Scotia

Costs to manage recyclables currently rests with municipalities and it has increased significantly. As packaging continues to become more complex, so do the systems required to sort, process and market the materials – making it more expensive for municipalities to manage these materials. EPR is recognized worldwide as an efficient waste management policy such that the producers of packaging are involved in the end-management of the product to ensure it can be recycled efficiently.

Recycling market issues - The loss of the Chinese market has put pressure on all waste management systems in Canada, the US and worldwide. China historically accounted for two-thirds of the global trade in waste plastics. Municipal recycling facilities in Nova Scotia continue to have issues with stockpiling film plastics and have seen market declines for other materials, such as cardboard. EPR for PPP shifts the cost and risk to producers who are better positioned to make changes to the products to reduce costs, improve recyclability, as well as find markets.

Efficient recycling requires economies of scale - Recycling is a volume-based business. Nova Scotia has nine material recycling facilities serving almost one million people. In British Columbia, where EPR exists, there is one material recovery facility for a population of almost five million, in a province that is geographically 17 times larger than Nova Scotia.

Municipal taxpayers are paying twice. 80% of Canadians live in a province with EPR for PPP and producers incorporate their costs into their national product pricing. Nova Scotia consumers are paying for PPP products at the checkout and paying for collection and disposal of these products by way of taxation. EPR takes the financial burden off the municipalities and shifts it back to those producing the materials. (see example in Appendix A of consumer products that are the same price across Canada)

Impact on design for the environment - Producers and brand owners design packaging based on a number of requirements, such as marketability, shelf life and product safety. EPR, by setting higher fees for material that is difficult to recycle, would prioritize environmental considerations in packaging design.

PROPOSAL

Across the country there is a trend to move the responsibility of handling certain materials away from municipalities to the producer/brand owner. More importantly, across the country and in our Province, we have seen the public outcry asking government and industry to act on the ever-growing burden that single use plastics and packaging place on our environment and economy. EPR gives the province an opportunity to shift the management of these materials to the producer/brand owner.

The proposed EPR for PPP model and engagement process was derived from the direction of the Minister of Environment and includes the following components:

- A model with a proven track record for cost efficiency.
- Demonstrated consensus amongst municipalities large and small, urban and rural.
- A demonstrated consensus amongst small, medium and large business.
- Low or no impact to small business.
- Sufficient detail in order for the province to consider the public policy impacts.
- Maintenance of the environmental performance of the current system while containing or reducing cost.
- Consistency with other programs across the country
(letter from Honorable Iain Rankin, September 6, 2017).

The proposed EPR for PPP Model:

Sensitive to Businesses

- Exempt small businesses
 - With revenue under \$2M
 - Supplying less than 1 tonne of PPP to Nova Scotia residents annually
 - Single storefront in Nova Scotia and are not supplied by or operated as part of a franchise
 - Newspapers and registered charities
- Harmonized with other Canadian EPR for PPP programs
- Monitoring and compliance to ensure a level playing field

Sensitive to Municipalities

- Use existing infrastructure/human resources
- Municipalities have the right of first refusal for collection and education
- Maintain or improve current level of curbside service
- Apply to residential PPP materials
- Allow time for planning and transition

1.1 A model with a proven track record for cost efficiency

Full producer responsibility for PPP is a model with a proven track record in BC, Germany, Austria and Sweden. In a full producer responsibility model, producer/brand owners would have financial incentive to run programs and utilize infrastructure more efficiently. An industry-run program would achieve economies of scale and allow industry increased ability to market recyclable materials.

1.2 Demonstrated consensus amongst municipalities large and small, urban and rural

Priorities met with municipalities and developed a framework for an EPR model for PPP based on the following objectives:

- Meet public demand for a sustained and improved Nova Scotia recycling system
- Increase efficiency of recycling programs respective of collection, education and marketing of post-consumer materials
- Reduce the cost of managing solid waste in Nova Scotia
- Incent innovation in packaging design

There was significant face-to-face engagement around the province with municipalities. Feedback regarding the draft EPR for PPP model was overwhelmingly positive. Consensus was ultimately reached in November 2018 through a unanimous NSFM resolution where municipalities voted to support the Province developing legislation and regulations for a full EPR for PPP program.²

1.3 Demonstrated consensus amongst small, medium and large businesses

Priorities worked closely with both CSSA and RCC prior to engaging the business community. Following a few joint planning sessions with these industry organizations, a list of key businesses and business groups was developed. Prior to approaching the members on the list, a phone conference was hosted by NSFM with RCC Environment Committee to vet the draft EPR for PPP model. Written responses were received by March 15, 2019 and clearly noted support for a potential EPR for PPP program depended on a program being harmonized with the other EPR programs across Canada.

1.4 Low or no impact to small businesses

The Nova Scotia model for EPR for PPP being proposed by Priorities is sensitive to the needs of businesses. Here are the key components of the model as it relates to businesses:

- Exempt small businesses:
 - With revenue under \$2M gross
 - Supplying less than 1 tonne of PPP to Nova Scotia annually
 - Single storefront in Nova Scotia and are not supplied by or operated as part of a franchise
 - Newspapers (does not include flyers) and registered charities
- Require monitoring and compliance to ensure a level playing field.

Using data provided through a finance report released June 2018³ and the number of businesses obligated in other provinces, it was estimated that less than 250 (or 0.36) businesses in Nova Scotia would be obligated with the largest portion of these being low

² <https://www.nsfm.ca/2018-resolutions.html> Resolution #2

³ https://www.novascotia.ca/finance/statistics/topic_news.asp?id=14111&fto=23w&rdval=2018-08

volume stewards (1 tonne or less of obligated materials). Newspapers will continue to be managed under the voluntary stewardship agreement.

1.5 Sufficient detail in order for the province to consider the public policy impacts

Nova Scotia committed to the CCME Canada-wide Action Plan for Extended Producer Responsibility⁴ in October 2009. Part of that commitment included the implementation of EPR programs for a list of waste products, including paper and packaging as priority products. This commitment recognized the need to promote harmonization and consistency of programs across the country, which is reflected in the draft EPR for PPP model.

1.6 Maintenance of the environmental performance of the current system while containing or reducing cost

To maintain the environmental performance, the industry plan should consider:

- Residential Access – Industry must maintain or improve curbside level of service. One hundred per cent of Nova Scotians have access to a curbside collection program and that must continue under an EPR for PPP program.
- Convenience - With a few exceptions, recyclables are collected bi-weekly. At a minimum, industry should be required to collect residential recyclables bi-weekly from the curb.
- Comprehensive sort list– Nova Scotians are currently able to recycle a wide variety of waste products including paper, plastic containers, metals, glass, film wrap and much more. Under an EPR for PPP approach, industry should be required to collect and recycle the majority of the products currently handled by municipalities.
- Industrial, Commercial and Institutional Access -Infrastructure for materials management within reasonable distances.

1.7 Consistency with other programs across the country

The proposed model is consistent with British Columbia⁵ which is a full EPR model. Waste Free Ontario is also moving toward a full producer EPR model⁶. Consistent with other programs, the Nova Scotia draft model for EPR for PPP proposes to include business exemptions, the National Materials List⁷, as well as the right of first refusal for municipalities.

⁴ https://www.ccme.ca/files/current_priorities/waste/pn_1499_epr_cap_e.pdf

⁵ http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/449_2004

⁶ <https://www.ontario.ca/page/strategy-waste-free-ontario-building-circular-economy#section-5>

⁷ <https://guidebook.cssalliance.ca/part-three/3-0-national-material-list/>

FEEDBACK

1.1 Municipal Feedback

Since 2014, Priorities have been engaging municipalities and businesses. Many of the concerns raised by municipalities, such as fear of losing involvement in the civil service of collecting waste and educating residents on 'What Goes Where' were mitigated in the framework; such as offering municipalities the right of first refusal. Many conversations and presentations were held with individual municipalities as well as organizations such as the Association of Municipal Administrators Nova Scotia. A copy of some of the letters can be found in Appendix B and the proposed mitigation for concerns in Table 1 below:

Table 1 Municipal Concerns and Proposed Mitigation

CONCERNS/QUESTIONS	PROPOSED MITIGATION
Require oversight by Municipalities	Nova Scotia Advisory Board with 50% representation by municipalities (similar makeup to the Priorities Group) be established.
Cover the cost for handling obligated materials in organics and landfill streams	Request the industry plan suggest a path forward to covering the efficient cost to compost items on the National Materials List that go to streams other than blue bag (ie. boxboard in green bin and chip bags in the landfill).
Downstream monitoring of obligated materials	Suggest the industry plan propose a vendor qualification process similar to that referenced in the Nova Scotia Electronic Products Stewardship Program
Cover the contract breakage fees for collection and processing contracts	Regulations would take 3 to 5 years before implementation which will allow time to amend existing contracts. Priorities added 'Allow time for Planning and Transition'
Operators of an EPR program must accept ICI materials	Although ICI generated material is not obligated under any other EPR program across the country, it is believed the streamlining of the recycling system in Nova Scotia would make disposition and processing of materials by ICI clients more affordable.
Ban standard development will be a requirement	In other provinces, material targets are established in regulation. In Nova Scotia there currently is a requirement for 100% recovery of all banned materials. The 'Ban Standard' must be finalized prior to any EPR for PPP regulation and referenced when scribing material targets (eg. Glass food containers 75%)
Use of existing infrastructure	Industry plan should identify an efficient system for Nova Scotia that first utilizes Nova Scotia infrastructure and human resources. In the case that a site cannot be used, the industry plan must identify why it cannot be used.

1.2 Business Feedback

Following the September 2107 letter from the Minister of Environment, the Committee engaged CSSA as a resource for the business community to discuss the proposed model as well as the process for engagement. Using the list of businesses already registered in EPR programs across the country⁸, and the definitions for obligated materials, Priorities reached out to RCC's Environment Committee to review and comment on the proposed EPR model prior to formally reaching out to several businesses and business organizations.

In June 2015, a teleconference was held with Food and Consumer Products of Canada following which Priorities received their policy supporting EPR for PPP (Appendix E). Although the policy states support for a 'shared' model they also stated in our conversation *"As long as FCPC are at the table and truly sharing in the role to collect, process, manage and market end-of-life packaging, FCPC will align with whatever the regulation dictates. It is important to have opportunity to feed into the 'standards' conversation as a partner."* In October the Canadian Chamber shared an undated statement also supporting EPR for PPP (Appendix D).

Understanding the role of the Canadian Federation of Independent Businesses (CFIB), a separate invite was issued through their Nova Scotia office. Indirectly, CFIB did outline a number of items to be addressed in any proposed EPR for PPP model. These along with other questions and concerns from industry are summarized in Table 2, along with proposed mitigating points. In a follow up email with CFIB it was noted they would not be participating directly in the process through the Committee, rather they would submit their comments directly to government.

A list of business contacts (Appendix C) were sent an outline of the draft EPR for PPP model for Nova Scotia. Appendix F contains written responses from those businesses and organizations wishing to have their submission sent directly via this proposal.

⁸ <https://www.cssalliance.ca/resources-list/>

Table 2 Business Concerns and Proposed Mitigation

CONCERNS/QUESTIONS	PROPOSED MITIGATION
Must be Atlantic Canada	Nova Scotia is a leader in waste management and is currently best positioned in Atlantic Canada to implement an EPR for PPP program. Nova Scotia design the program and propose it to Atlantic provinces through the CCME Ministers in Atlantic Canada.
State clear objectives	Objectives of the Nova Scotia model: <ol style="list-style-type: none"> 1. Improved recovery/recycling system for residents and businesses 2. Improved efficiency system-wide (collection, education and marketing of post-consumer materials) 3. Shift the cost upstream from the taxpayer to the manufacturer/brand-owner 4. Incent innovation in packaging design
Regular evaluation	Regulation to require routine reporting on numbers of stewards, outreach, as well as transparency on costs to manage the system relative to regulated diversion targets.
No additional costs to small business	Recommend small business exemption deminimus parameters. Priorities is open to further discussion and analysis of the deminimus threshold and flat fee schedules used in other provinces.
Financial transparency	With routine reporting also require audited reporting on materials managed, costs of the program and revenues earned.
No additional red tape	Existing regulation is broad and aligns different rules for various materials. A framework based on producer responsibility will streamline and simplify the program for business as well as residents.
Accountable to the Minister	Existing regulation requires reporting directly to the Minister. This will not change.
Level of protection to keep businesses competitive	Draft model harmonizes with other Canadian programs helping with overall business competitiveness.
\$2 M threshold inherently unfair for mid/large businesses	The \$2M deminimus is based on harmonization with other programs (SK and ON). A lower deminimus would mean less free riders and provide a level playing field and thus strongly encouraged. Priorities is open to further discussion and analysis of the deminimus threshold.
Plan should deal with PPP from e-commerce	None of the existing plans currently deal with this however, CSSA is studying the issue. Priorities would be open to discussing a plan to help mitigate this growing issue.
Level the playing field	Priorities is open to further discussion and analysis of the deminimus threshold and flat fee schedules used in other provinces.

RECOMMENDATION

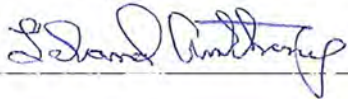
By working in strong collaboration with our partners at NSFM, the group was successful in reaching out to 50 municipalities and over 2,000 businesses. Several presentations as well as a business 'Question and Answer' session was conducted. This enabled Priorities to address concerns of municipalities and business owners directly.

Following careful review of all feedback received through written comments, email questions and conversations, it is believed the EPR for PPP model presented in this proposal is fair to all concerns raised. We believe it meets the needs of the Minister as outlined in September 2017.

Regional Chairs, along with our partners at NSFM wish to propose the advance of an EPR Model for PPP that works for all Nova Scotians.

AUTHORIZATION

Chair – Regional Chairs



Name: Leland Anthony

Position: Chairman

Date: 30 / 05 / 2019

APPENDICES

APPENDIX A Price Index Example

APPENDIX B Municipal Feedback

APPENDIX C List of Businesses contacted

APPENDIX D Chamber of Commerce Position

APPENDIX E FCPC Policy

APPENDIX F Business Feedback (on letterhead)

APPENDIX A PRICE INDEX EXAMPLE

Research conducted via www.walmart.ca on 9 May 2019



	Crest Toothpaste 100 ml	Kraft Dinner 225g	Rice Krispies 440 g	
Shipping location	\$Price/Unit	\$Price/Unit	\$Price/Unit	Costs paid by industry to recycle packaging
Saint Johns, NL (A1C 1J3)	1.38	1.47	4.47	0%
Charlottetown, PE (C1A 7K2)	1.38	1.47	4.47	0%
Halifax, NS (B3J 3A5)	1.38	1.47	4.47	0%
Fredericton, NB (E3B 1B5)	1.38	1.47	4.47	0%
Quebec City, QC (G1R 4S9)	1.38	1.47	4.74	100%
Toronto, ON (M5H 2N2)	1.38	1.47	4.47	50%*
Winnipeg, MB (R3B 1B9)	1.38	1.47	4.44	80%
Regina, SK (S4P 3C8)	1.38	1.47	4.44	75%
Edmonton, AB (T5J 2R7)	1.38	1.47	4.44	0%
Victoria, BC (V8W 1P6)	1.38	1.47	4.44	100%

*Ontario is currently transitioning to 100% funding

APPENDIX B

Municipal Feedback



PO Box 639 / 45 School St, Suite 304
Mahone Bay, NS B0J 2E0

Region 6 Solid Waste-Resource Management

Phone: 902-624-1339

Fax: 902-624-1313

E-mail: region6@ns.sympatico.ca

The Honorable Andrew Younger
Nova Scotia Environment
PO Box 442
1903 Barrington St.
Halifax, Nova Scotia B3J 2P8

Friday, July-31-15

Dear Minister Younger,

RE: Support EPR and request leadership on direction

As chairman of Region 6 Solid Waste-Resource Management, a region that represents the largest collective number of individual municipal units in Nova Scotia respecting solid waste issues, I am writing to you on behalf of our 13 member units to convey our **support** for Extended Producer Responsibility (EPR).

Our extensive network of blue bag collection systems throughout the region does not come without cost. Each year our member units continue to divert 24—26,000 tonnes of material away from landfill and all has come at a very large cost to the general tax payer. Just collection and tip fees for **blue bag materials alone** within Region 6 **cost nearly \$3M** (2013-14 Nova Scotia Environment Datacall). Our member units are appreciative for the current funding agreements under Diversion Credits, Municipal Approved Programs, Dairy funding, Education, HHW and Enforcement grants. These combined contribute a little over \$600,000 of our costs related to the blue bag materials. However, time for producer responsibility in the end-of-life management of these materials, both financially and environmentally, is long overdo.

With the current review of the Solid Waste-Resource Management Regulations our region has been working very closely with your staff, particularly on EPR for Packaging and Paper. **We support the department in implementing regulations for EPR and are eager to see the department's leadership in moving this important regulation forward.**

Respectfully,

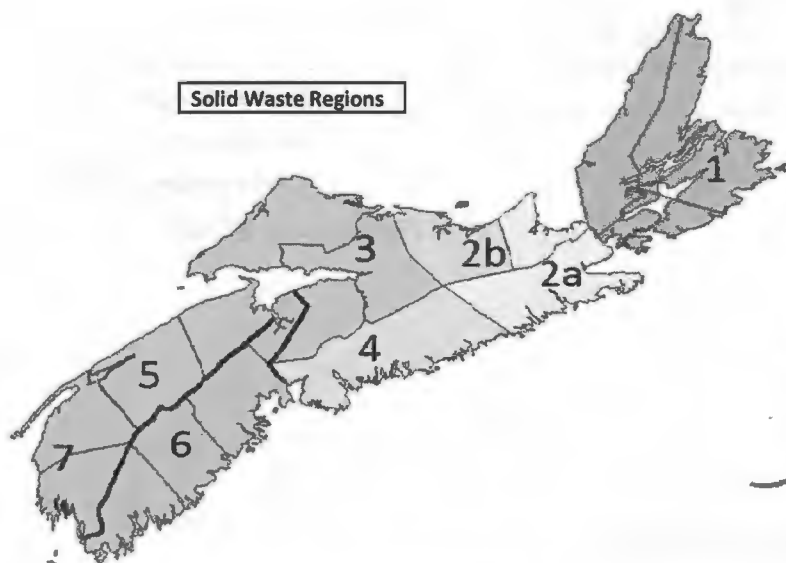
per Richard Dauphinee – Chair
Region 6 Solid Waste-Resource Management

cc: Honourable Stephen McNeil – Premier of Nova Scotia
Honourable Jamie Baillie – leader of the opposition
~ 13 member units of Region 6 SWRM ~

Who is



Solid Waste Regions



Region 6 supports the solid waste efforts of the Municipalities:

West Hants, Chester, Lunenburg,
Queens Region, Shelburne and Barrington

And the Towns:

Windsor, Mahone Bay, Lunenburg, Bridgewater,
Lockeport, Shelburne and Clarke's Harbour.

Region 6 area representatives:

Name	Elected	Alternate	Technical	Education
Municipality of the District of West Hants	<i>Regional CHAIR</i> Richard Dauphinee	Gary Cochrane	Rick Sherrard	Christine McClare
Town of Windsor	Paul Beazley		Todd Richard	Scott Sanford
Municipality of the District of Chester	Andre Veinotte		Bruce Forest	Tammy Harnish
Town of Mahone Bay	Karl Nauss	Kelly Wilson	Jim Wentzell	Stephanie Smits
Town of Lunenburg	Danny Croft		Marc Belliveau	Tammy Harnish
Municipality of the District of Lunenburg	Errol Knickle	Martin Bell	Satu Peori	Stephanie Smits
Town of Bridgewater	Bill McInnis	Wayne Thorburne	Larry Feener	Stephanie Smits
Region of Queens	Susan MacLeod	Brian Fralic	Scott LeBlanc	Scott LeBlanc
Town of Lockeport	Darian Huskison		Joyce Young	Kim Ringer
Town of Shelburne	Rick Davis	Elizabeth Rhuland	Dylan Heide	Kim Ringer
Municipality of the District of Shelburne	Norman Wallet	Roger Taylor	Penny Smith	Kim Ringer
Municipality of the District of Barrington	Eddie Nickerson	Donna LeBlanc-Messenger	Brian Holland	
Town of Clark's Harbour	Sherry Atkinson	Irene Baker	Jennifer Jones	

Municipal Joint Services Board – Lunenburg area	Siew Secord	Stephanie Smits
Shared Services - Shelburne	<i>Technical CHAIR</i> Heidi Wagner	Kim Ringer

Regional Coordinator: Valda Walsh

Regional Educator: Kirk Symonds



August 12, 2015



The Honourable Andrew Younger
Minister of Environment
Department of Environment
Barrington Tower
1894 Barrington Street
Suite 1800
Halifax, NS
B3J 2A8

Honourable Minister Younger:

I am writing, on behalf of the Valley Region Solid Waste-Resource Management Authority, known as Region 5 in the Nova Scotia Solid Waste-Resource Management Regulations, comprised of the Municipality of Annapolis County, the Municipality of the County of Kings and the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville to, first and foremost, extend a hearty welcome and congratulations to you in recognition of your recent appointment to the Minister of Environment portfolio. I am confident that you will find this role both fulfilling and challenging and I, and the Authority as a whole, look forward to working with you into the future!

As I am sure you are now aware, the potential implementation of an industry funded model for an extended producer responsibility stewardship program for packaging and printed paper is a key topic of discussion within waste-resource management regions across the Province.

With that in mind, please be advised that the Valley Region Solid Waste-Resource Management Authority has discussed this issue at length on several occasions resulting in the passing of the following motion during the Authority's regular monthly meeting held on July 29, 2015:

ON MOTION OF JOHN HIMMELMAN AND SECONDED BY BRIAN HIRTLE THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ENDORSES THE CONSIDERATION FOR THE IMPLEMENTATION OF A FULL INDUSTRY-FUNDED MODEL FOR AN EXTENDED PRODUCER RESPONSIBILITY STEWARDSHIP PROGRAM FOR PACKAGING AND PRINTED PAPER.

MOTION CARRIED.

.../2

Redefining Our Resources
The Municipalities of Annapolis and Kings and the Towns of Berwick, Bridgetown, Hantsport, Kentville, Middleton and Wolfville:
Partners in Waste Reduction.

90 Donald E. Hiltz
Connector Road
Kentville Industrial Park
P.O. Box 895
Kentville, NS B4N 4H8
Phone: (902) 679-1325
Fax: (902) 679-1327
Toll Free: 1-877-927-8300
email: info@vwrm.com



I hope this information is of help to you and your team as you continue to pursue and ponder this matter. If there is anything else we can do to further indicate our strong support toward this important initiative, please do not hesitate to contact me at 902-678-1232.

Yours truly,


Mark Pearl
Chairman
Valley Region Solid Waste-Resource Management Authority

cc: The Honourable Zach Churchill
Minister of Municipal Affairs and Emergency Management Office

Valda Walsh ✓
Secretary
Nova Scotia Regional Chairs Committee

Bob Kenney
Recycling Development Officer
Nova Scotia Environmental Waste-Resource Management



The Union of Nova Scotia Municipalities

PRESIDENT:

Warden Keith Hunter
County of Cumberland

VICE-PRESIDENT:

Councillor Claire Detheridge
County of Cumberland

IMMEDIATE PAST-PRESIDENT:

Mayor David Corkum
Town of Kentville

REGIONAL CAUCUS CHAIR:

Councillor Bill Karsten
Halifax Regional Municipality

RURAL CAUCUS CHAIR:

Mayor Bob Taylor
County of Colchester

TOWN CAUCUS CHAIR:

Mayor Carl Chisholm
Town of Antigonish

Suite 1106, 1809 Barrington Street
Halifax, NS B3J 3K8

Tel: (902) 423-8331
Fax: (902) 425-5592
E-mail: info@unsm.ca
Web Site: www.unsm.ca

September 1, 2015

The Honourable Andrew Younger
Minister, Department of Environment

Minister Younger:

I am writing on behalf of the UNSM to convey municipal support for Extended Producer Responsibility (EPR).

As you are aware, the UNSM membership in 2014 passed a motion to form a working group comprised of representatives from NS Environment, Municipal Affairs, municipal solid waste managers and directors, the NS Solid Waste Management Regional Coordinators, and the UNSM. The chief mandate of this group has been to work with the Province and municipalities to develop a successful EPR model within the Nova Scotia context. The working group has done several presentations to our municipal members through UNSM regional meetings, the Solid Waste Regions, and the Association of Municipal Administrators' Spring Workshop.

Municipal support for EPR is not a recent phenomenon. As far back as 2010, the UNSM passed a motion urging the Province to support and implement EPR legislation.

Since the formation of the working group, various municipal groups have outlined their support for EPR.

On June 26, 2015, the UNSM Board of Directors passed a motion that the Board support, in principle, moving forward with EPR, and that this motion be communicated to the UNSM Membership.

On August 10, 2015, the Solid Waste-Resource Management Regional Chairs Committee wrote to you also indicating support for EPR with respect to paper and packaging.

We recognize that some of our municipal members may not be fully informed on the importance of this issue. To this end we are offering an EPR breakfast session at our upcoming Fall Conference and making presentations at various UNSM caucus meetings.

We are also partnering with the working group to offer an EPR workshop which will take place on October 23, 2015 at the Holiday Inn in Truro. This session will look at both the municipal and business perspectives of an EPR model for Nova Scotia.

Sept. 2
by email

RECEIVED



RECEIVED

We recognize you are hearing concerns from the Canadian Federation of Independent Business. But we also know a number of business associations are supportive of EPR including the Retail Council of Canada, the Atlantic Provinces Chambers of Commerce, and the Food & Consumer Products of Canada.

This letter has been prepared to outline overall municipal support for EPR and to encourage your department to move forward with this important initiative.

Over the next several months, the UNSM will continue to inform and educate our members on the importance of moving forward with EPR.

As a matter of principle, producers should be responsible for designing, financing and managing effective end-of-life systems for their products and associated packaging. The UNSM will continue to convey this important message.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Hunter", is positioned below the word "Sincerely,".

Warden Keith Hunter
UNSM President

cc: The Honourable Zach Churchill, Minister of Municipal Affairs
The Honourable Mark Furey, Minister of Business
UNSM Board of Directors

Nova Scotia Solid Waste-
Resource Management
Regional Chairs Committee
PO Box 639
Mahone Bay, NS
BOJ 2E0

CHAIR:

Richard Dauphinee

VICE CHAIR:

Leland Anthony

SECRETARY:

Valda Walsh
Coordinator – Region 6

TREASURER:

Gus Green
Manager – Region 7

REGION 1:

Jim MacLeod

REGION 2a:

Vernon Pitts

REGION 2b:

Ron Baillie

REGION 3:

John Kellegrew

REGION 4:

Jennifer Watts

REGION 5:

Mark Pearl

REGION 6:

Richard Dauphinee

REGION 7:

Leland Anthony

The Honorable Andrew Younger
Nova Scotia Environment
PO Box 442
1903 Barrington St.
Halifax, NS B3J 2P8

October 21, 2015

Dear Minister Younger;

RE: Clarify position/direction on EPR

The Nova Scotia Solid Waste-Resource Management Regional Chairs Committee met recently to discuss our concerns around stalling the process with EPR.

Quoting your Sept. 16th Op-Ed piece:

“While complete consensus on a way forward is unlikely, we need some agreement.”

By virtue of this letter, municipalities re-affirm the unanimous support for EPR. Even though there are differences of opinions on how we get there, there is clear unanimity to moving EPR forward as soon as possible as a top priority.

Can you clarify a few of our questions regarding your recent announcement to stall the process?

“Getting there will only be possible if individuals and organizations have a concrete proposal to consider -- one supported by additional data and analysis.”

- It was understood the process under the recent consultation and proposed “Our Path Forward” accomplished this. What is the status of “Our Path Forward?”
- Can you advise on process for this new proposal development:
 - What further ‘data and analysis’ is required? What is missing?
 - What is the timeline?
 - How will interested stakeholders be gauged?

As you are aware; a Municipal-Provincial Priorities working group, which your staff have membership, has been established resulting from a fall 2014 UNSM Resolution to look at data and impacts. Much information has been gathered and feeds ongoing work of the committee. It is our understanding that there should now be enough information for your department to proceed on this initiative and stalling only delays progress and costs our environment and recycling system for every day it is delayed.

“We will be working with our colleagues at Municipal Affairs, Business and the newly created Regulatory Affairs to fully assess and analyze the diverse range of feedback that we continue to receive on EPR and the solid waste resource management program overall.”

To ensure each of these important partners are aware of our collective support of moving EPR forward, we have copied them on this letter.

We continue to collaborate, municipal and provincial solid waste staff have been working hard alongside UNSM to prepare for the October 23rd EPR Workshop. This further exemplifies our unanimous support to keeping this item as a top priority.

Your response to our query above is requested either in written reply or in person by meeting with our committee as a whole, or with the executive. Please feel free to suggest a date at your earliest convenience.

Respectfully,

Richard Dauphinee

Chairman

cc. Honourable Zach Churchill – Minister of Municipal Affairs
Honourable Mark Furey – Minister of Business
Fred Crooks – Regulatory Affairs Officer
Keith Hunter – UNSM President



**Environment
Office of the Minister**

PO Box 442, Halifax, Nova Scotia, Canada B3J 2P8 • www.gov.ns.ca/nse

our file number:
10700-40-49295

NOV 25 2015

Richard Dauphinee
Chairman
Nova Scotia Solid Waste-Resource Management Regional Chairs Committee
PO Box 639
Mahone Bay NS B0J 2E0

Dear Mr. Dauphinee:

Thank you for your letter of October 21, 2015, reaffirming your committee's support for Extended Producer Responsibility (EPR). I appreciate your strong interest in seeing EPR for Paper and Packaging (PP) introduced.

Department staff members are working to ensure that, if EPR for PP is introduced, it constitutes a solid business case for both municipalities and Nova Scotians. EPR for PP must not simply shift cost from municipalities to brand owners and/or consumers, it must also enhance our environmental performance while containing or improving overall solid waste costs.

At the recent UNSM EPR workshop, our department staff discussed some ideas around what a future EPR model for paper and packaging could look like. These are intended to stimulate discussion and help advance the discussion on EPR to one which focuses on concrete plans, rather than high level concepts.

We sincerely appreciate the input from the Municipal-Provincial Solid Waste Priorities Committee as well as Regional Chairs. I thank you again for your commitment to providing feedback on this proposed regulation and encourage you to remain an important part of the conversation as we continue our dialogue on EPR for PP. Our department staff will continue to engage with the Municipal-Provincial Priorities Committee to ensure that municipal interests are considered throughout the regulatory development process.

Sincerely,

Randy Delorey, MLA
Minister of Environment

c: Zach Churchill, Minister of Municipal Affairs
Mark Furey, Minister of Business
Fred Crooks, Regulatory Affairs Office
Keith Hunter, UNSM President

Eastern Region Solid Waste Management Committee

Members from the Five Municipal Councils in Antigonish & Guysborough Counties

REDUCE - REUSE- RECYCLE-COMPOST

P.O. Box 111, Boylston, NS B0H 1G0

phone: 902-232-2563

email: nicole@erswm.ca

fax: 902-533-4909

October 29, 2015

The Honourable Andrew Younger
Minister of Environment
P.O. Box 442
Halifax, NS
B3J 2P8

Dear Minister Younger:

Re: Extended Producer Responsibility for Paper and Packaging

On behalf of the Eastern Region Solid Waste Management Committee please accept this letter as support for Extended Producer Responsibility for Printed Paper and Packaging (EPR for PP). We submitted comment to the consultation review and were also supportive at that time. It is our opinion that environmental goals to reduce volumes of waste generated, waste disposed and increased design for environment will only be achieved with full EPR for PP.

Recently we saw and heard reports that the regulation change to include EPR for PP is delayed. Although we agree with the need to implement the most responsible program for Nova Scotians; we don't want this delay to shelve progress in Nova Scotia. Therefore we ask that Government act quickly to continue to build confidence in EPR for PP to do what is responsible and move forward soon.

It's been 20 years, municipalities and others have made attempts to achieve these environmental goals through various systems. However we are limited without connecting industry to the end-of-life management of their products. Once again we need Government leadership to effectively impact change by implementing an EPR program as a policy tool with the goals that it is environmentally and financially sustainable.

Along with the landfill bans, EPR for PP will go a long way to achieving our long standing environmental goals (reducing waste disposed, protecting resources including air and water). Plus it will sustain our recycling program that resulted from Provincial material bans and disposal targets.

If you would like to discuss further please contact the undersigned or Nicole Haverkort at 902-232-2563. We look forward to further partnership and collaboration while on this path and beyond.

Regards,



Vernon Pitts, Chairmen

cc. Regional Chairs Committee

Honourable Lloyd Hines, MLA Guysborough-Eastern Shore-Tracadie

Honourable Randy Delorey, MLA Antigonish

Honourable Zach Churchill – Minister of Municipal Affairs,

Honourable Mark Furey – Minister of Business

Bob Kenny, Recycling Development Officer

Eastern Region Solid Waste Management Committee

Members from the Five Municipal Councils in Antigonish & Guysborough Counties

REDUCE - REUSE- RECYCLE-COMPOST

P.O. Box 111, Boylston, NS B0H 1G0

phone: 902-232-2563

email: nicole@erswm.ca

fax: 902-533-4909

January 26, 2016

The Honourable Margaret Miller
Minister of Environment
P.O. Box 442
Halifax, NS
B3J 2P8

Dear Minister Miller:

Re: Priority Extended Producer Responsibility Programs

The Eastern Region Solid Waste Management Committee, Region 2A, and the five municipalities that we represent support provincial government regulation that results in Extended Producer Responsibility for Paper and Packaging (EPR for PP). We also support the implementation of other provincial EPR programs that will bring us into harmonization with other provinces and do not want questions regarding EPR for PP to delay this process.

Both Prince Edward Island and New Brunswick have an oil and glycol management program that includes the requirement for the recycling of the containers. We would welcome the inclusion of the requirement for banned product container recycling. It would support voluntary efforts already underway in our Region by the Municipality of the District of Guysborough. They believe in diverting oil containers from landfill. The plastic is technically banned from landfill however the container is accepted for landfill because it's a dirty plastic. The dirt, an oil residue is also banned from landfill however an exception was made in absence of a recycling option. Overtime the oil leaks from the landfilled containers into the leachate which increases leachate treatment costs. With a recycling option now available there is no longer an excuse, so the implementation of this program should be priority. Continued collaboration will be necessary as the collection/drop-off network is established, as these containers are currently collected with residential and ICI garbage and when bulking oil at municipal HHW facilities.

Mercury is another example. There are programs in other Provinces including Prince Edward Island, Quebec and Ontario through ReGeneration called LightRecycle. Many of our municipalities accept fluorescent bulbs including CFLs currently at our cost due to public demand. Therefore this program should also be given priority for stewardship in our Province considering the existing infrastructure and the needs of residential and commercial customers.

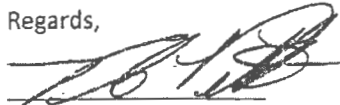
Current programs for tires managed by RRFB Nova Scotia, program end-of-life electronics managed by EPRA NS, and paint managed by ReGeneration should also be updated as soon as possible to include other products and packaging as managed in other jurisdictions. Examples include off road tires to the Tire Program, other household hazardous waste to the paint program as well as paint packaging, and addition end-of-life electronics such as gaming gear, floor model printers and even microwaves should also be priority.

Another program that we are keen to improve through regulation is proper Sharps disposal. The improvement would involve the inclusion of all sources of sharps with required education on the dangers of improper disposal. There are existing voluntary programs in the Province that capture specific users of sharps such as hospital and some residential through PANS. To reduce the possibility of unreasonably impacting successful existing programs, options could be considered to opt out specific generation streams such as hospitals. Possibly with a requirement that they can provide specific details that the capturing a reasonable percentage of sharps provided to them by their supplier.

Please do not delay any longer. When there is an opportunity for change let's move forward with new and improved EPR programs for Nova Scotia by including these items in Track 1 priority with respect to the regulation review. We look forward to further partnership and collaboration while on this path and beyond.

Please do not delay any longer. When there is an opportunity for change let's move forward with new and improved EPR programs for Nova Scotia. If you would like to discuss further please contact the undersigned at 902-232-2563. We look forward to further partnership and collaboration while on this path and beyond.

Regards,



Chair Vernon Pitts

cc. Regional Chairs Committee
Priorities Group

HALIFAX



MIKE SAVAGE

MAYOR
LE MAIRE
ME'R

1841 Argyle Street
PO Box 1749
Halifax, Nova Scotia
Canada B3J 3A5

902.490.4010
1.800.835.6428

mayor@halifax.ca
halifax.ca
@mikesavagehrm

February 20, 2018

The Honourable Stephen McNeil, M.L.A.
Premier of Nova Scotia
Post Office ox 726
Halifax, Nova Scotia B3J 2T3

Dear Premier McNeil:

On January 16, 2018, Halifax Regional Council passed a motion regarding options to reduce or eliminate the use of plastic shopping bags in the municipality. The motion outlined several actions to advance Halifax's approach to managing plastic shopping bags, including:

- Engagement of municipal staff with Nova Scotia Environment staff, and members of the Solid Waste-Resource Management Regional Chairs Committee, to discuss possible unified approaches to managing plastic bags across all Nova Scotia municipalities, including but not limited to Extended Producer Responsibility (EPR), and
- Engagement of municipal staff with retailers and external experts to discuss options to manage plastic shopping bags in the municipality.

I write to you now regarding the two remaining actions approved as part of Regional Council's January 16th motion. Namely, I write to reaffirm Halifax Regional Municipality's support for Extended Producer Responsibility in the Province of Nova Scotia. I also wish to express Halifax Regional Municipality's support for a provincial ban on retail plastic bags.

Nova Scotia has long been recognized as a leader in solid waste-resource management, both in Canada and internationally. You now have an opportunity to reaffirm Nova Scotia's bold leadership in this area. Given the rapidly changing global markets for solid waste-resource commodities, Nova Scotia and other jurisdictions face important questions about

Honourable Stephen McNeil, M.L.A.
Page Two
February 20, 2018

recycling programs, technological innovation and waste-resource regulation. Now is the time for us to work together to seek collaborative, innovative solutions that will be an example for all.

Please do not hesitate to contact my office if you wish to meet with me or my Council colleagues to discuss this matter.

Kindest regards,

A handwritten signature in black ink, appearing to read "Mike Savage", with a long horizontal stroke extending to the right.

Mike Savage
Mayor



Town of Kentville
354 Main Street
Kentville Nova Scotia
B4N 1K6

Honourable Derek Mombourquette
Minister of Municipal Affairs
500 Kings Road
Sydney, NS
B1S 1B1

Sir, *Derek*

At the Council Advisory Committee (CAC) meeting, on Monday May 14, 2018, the Council voted unanimously on a resolution to request support for legislation to shift both the responsibility and cost of paper products and packaging (PPP) recycling programs away from the taxpayer to the producer. This is commonly referred to as Extended Producer Responsibility (EPR) across most provinces in Canada.

The Solid Waste-Resource Regional Chairs in NS, represented by elected municipal officials, have established a working group to focus on moving EPR forward. This program is already in place in most provinces across Canada and the cost is already embedded in consumer products. The benefits of EPR include:

A reduction in cost and risk of curb side recycling programs;

The NS EPR model could generate up to \$16M per year; and

Provide NS taxpayers with access to a program they are already paying for indirectly but not receiving the benefit.

We are requesting support from office to move this forward in Legislature to enact the program.

Kindest regards,

Sandra Snow

Sandra Snow
Mayor of Kentville
902-679-2502

Kentville

ssnow@kentville.ca

cc Valley Waste Resource Management



**Environment
Office of the Minister**

PO Box 442, Halifax, Nova Scotia, Canada B3J 2P8 • www.novascotia.ca/nse

Our File number:
10700-40-53425

JUL 24 2018

Ms. Leanne MacEachen, CAO
PO Box 370
485 Chebucto Street
Baddeck NS B0E 1B0

Dear Ms. MacEachen:

Thank you for your letter of July 12, 2018, regarding the presentation your council received on Extended Producer Responsibility (EPR) from Councillor Amanda MacDougall and Valda Walsh who are both members of the Nova Scotia Solid Waste-Resource Management Regional Chairs Committee.

I appreciate hearing your thoughts on the presented proposal, including your view that it meets municipal needs while also addressing concerns from business. In earlier correspondence, the department shared with Regional Chairs that if they wished to advance this policy objective, that they must work in collaboration with UNSM to bring forward a detailed, consensus-based proposal to government for consideration. It was asked that the proposal must include:

- A model with a proven track record for cost efficiency.
- Demonstrated consensus amongst municipalities large and small, urban and rural.
- A demonstrated consensus amongst small, medium and large business.
- Low or no impact to small business.
- Sufficient detail in order for the province to consider the public policy impacts.
- Maintenance of the environmental performance of the current system while containing or reducing cost.
- Consistency with other programs across the country.

I understand that the department will receive a presentation from Regional Chairs on the proposed EPR model along with the results of their discussions with municipalities and businesses. I look forward to learning more about this valuable work and I appreciate that your council took the time to review their proposal.

Sincerely,

Margaret Miller, MLA
Minister of Environment

c: Councillor Amanda MacDougall
Valda Walsh, Solid Waste Coordinator



CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY

SOLID WASTE SERVICES

July 5, 2018

Mr. Tom Taggart
Chair, Northern Region Committee
Municipality of the County of Colchester
1 Church Street
Truro, NS B2N 3Z5

Dear Mr. Taggart:

Thank you for providing the opportunity for Cumberland Joint Services Management Authority (CJSMA) to comment on the proposed "EPR Model for PPP in Nova Scotia".

Extended Producer Responsibility (EPR) for Printed Paper and Packaging (PPP) is an important initiative. It could improve environmental outcomes through increased diversion. As well, it could reduce municipal solid waste related costs and markets risk as industry takes fiscal and operational responsibility for the end-of-life management of its products.

In our view, the proposed model addresses a number of priorities for waste authorities and municipalities including ensuring we are able to continue to provide curbside collection and residential education services under contract with industry through the right of first refusal. Municipalities are also concerned about the impact of EPR on small business; the proposed deminimus clause mitigates these concerns.

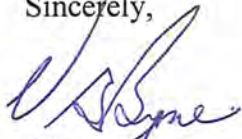
CJSMA presents the following suggested additions to the proposed high-level EPR model for NS for consideration by Regional Chairs.

1. CJSMA believes a local stakeholder advisory committee should be formed as part of an EPR program. This committee would serve as a forum where stakeholders could be informed of the on-going performance of the EPR program. These stakeholders could also be consulted for advice and feedback on any challenges and new developments in the program. Given our mature (municipal) solid waste infrastructure/programs and the unique regulatory framework (landfill bans) under which we operate, we believe this advisory committee would be a valuable component of an EPR program for all stakeholders.

2. CJSMA believes the operator(s) of an EPR program must accept Industrial, Commercial and Institutional (ICI) sector materials for processing. It is our understanding that if an EPR for PPP program was instituted in NS, existing material recycling facilities (MRF) may see a reduced role as some or all of current PPP materials may be processed in a central facility operated by industry. If this occurred, the processing of ICI materials would become more inefficient at existing facilities through lost economies of scale. Should a central facility be constructed as part of an EPR program, accepting ICI materials would increase its economies of scale and benefit ICI customers through reduced processing costs and perhaps better access to end-markets.
3. CJSMA believes any recovery targets identified in EPR for PPP regulation must correspond to respective material ban compliance standards. For example, if the recovery target for glass food containers is 75%, but the material is banned from landfill, who is responsible to manage the remaining 25% of the material? This is obviously a potentially significant regulatory gap that must be addressed, in our view.

On behalf of the CJSMA Board, I again want to thank you for providing us the opportunity to comment on this important initiative. We look forward to future discussions on this topic in the fall.

Sincerely,



Vince Byrne
CJSMA Board Chair



REGION 6 SOLID WASTE MANAGEMENT

TO: NOVA SCOTIA SOLID WASTE-RESOURCE REGIONAL CHAIRS
FROM: REGION 6 SOLID WASTE MANAGEMENT
SUBJECT: EPR FOR PPP COMMENTS
DATE: 2018-09-14

On May 18, 2018, Region 6 Inter-Municipal Committee received a presentation on Extended Producer Responsibility for Printed Paper and Packaging (EPR for PPP).

- Materials typically collected in NS blue bag programs are being managed as part of an EPR system to 80% of Canadians (does not include NS)
- EPR would significantly decrease both costs and risks associated with municipal curbside recycling programs
- EPR would give NS consumers direct access to PPP programming they are already paying for indirectly but are receiving none of the benefits
- 7 of Region 6's 13 municipalities received follow-up presentations throughout the summer and none expressed opposition to the program presented
- Many wrote letters supporting EPR to their MLA
- Using the BC model and extrapolating the figures to our population; cost to collect, educate and administer PPP in Region 6 could be offset by approx. \$1.3M (*total cost blue bag for R6 in F2017 was calculated at \$1.8M*)

One concern raised was related to post collection marketing and processing of the material. There is concern that industry will market the material at the lowest cost and not the most environmentally, or socially sensitive solution. Region 6 asks the regulator to ensure there are terms in place to request the pollution prevention hierarchy be followed AND that a level of accountability on environmental and human health and safety impact reporting (like vendor qualification standards for electronics regulation) be made mandatory.

A handwritten signature in black ink, appearing to read 'Michael Ernst', with a long horizontal line extending to the right.

Michael Ernst

Chair – Region 6 Solid Waste Management

APPENDIX C List of Businesses contacted

STAKEHOLDER	CONTACT NAME; title
Canadian Federation of Independent Businesses	Jordi Morgan; VP Atl. Can.
Retail Council of Canada	Jim Cormier; Dir. Atl. Can.
Atlantic Chamber of Commerce	Sheri Somerville; CEO
Newspapers Atlantic	Mike Kierstead, Executive Director Richard Russell - The Herald
Food and Consumer Products of Canada	Michelle Saunders; VP Prov. Affairs & Sustainability
Atlantic Dairy Council	John Sutherland
Sobeys Atlantic	Cynthia Thompson; VP Communications & Corporate Affairs
Emerson Packaging (former: Polycello)	try Packaging Association of Can. James Downham - President and CEO
Farnell Packaging	Darrell Dauphinee (?)
Oland Brewery	Wade Keller
Clearwater	Paula Isnor - Assistant Marketing Manager
National Sea Products/Highliner Foods	Katherine Brouillard - Dir. Retail Marketing
Restaurants Canada	Luc Erjavec; VP Atlantic Can.
Canadian Beverage Association	Shane Buckingham; Sr. Director Sustainability and Industry Affairs
Canadian Federation of independent Grocers	Gary Sands; Sr. VP Public Policy and Advocacy
Magazines Canada	Matt Holmes; President and CEO
Canadian Poduce Marketing Association	Jane Proctor; VP Policy and Issue Management
Canadian Stewardship Services Alliance	Calla Farn; VP Corporate Affairs

APPENDIX D

Chamber of Commerce position

A Harmonized Approach to Extended Producer Responsibility in Canada

Disposal of waste is increasingly costly for government: the cost of waste collection, transport and disposal or recycling rose 12 per cent between 2008 to 2010 to \$2.9 billion.¹ These costs and concern over the environment impacts of waste has led to the growing popularity of Extended Producer Responsibility (EPR), a policy approach in which a producer's (i.e. brand owners, first importers, manufacturers or retailer's) responsibility for a product is extended to the post-consumer stage of a product's life cycle. EPR programs shift the expenses associated with product end-of-life management from taxpayers to producers and consumers. Their goal is to incent producers to reduce the overall waste volume in the system through innovation, and to reduce the costs of residual waste disposal.

While waste management is primarily a provincial issue, the Canadian federal government has been active on this issue through the Canadian Council of Ministers of the Environment (CCME). In 2009 the CCME prepared a Canada-wide Action Plan for Extended Producer Responsibility that sought to extend the principle across the country in a consistent and harmonized way with maximum impact across the national marketplace.

Unfortunately, the design and implementation of EPR programs across Canada suffers from several flaws that increase their impact on the competitiveness of Canadian business while doing very little to reduce waste or impact on municipal budgets. These challenges include:

A lack of harmonization of EPR approaches across the country – Industries that manufacture complex goods and/or which operate across several Canadian jurisdictions must often comply with multiple programs, an administratively burdensome and time consuming task. The cost of complying with these programs totals around \$750 million annually in Canada. While there has been improvement on the harmonization of product categories, provinces still vary on several important issues, such as what items are included within product categories.

Transparency – Consumers ultimately pay the cost of EPR programs, but there are two ways to incorporate these costs: 'visible' fees that are charged in addition to the final price, or 'internalized' fees that are incorporated into the cost of the good. There are benefits and disadvantages to either approach depending on the characteristics of the product in question. Since producers and retailers are in the best position where and when visible fees will be the most successful and where other models should be considered, governments should avoid prescribing one method when designing EPR regulation.

In addition to flexibility regarding fee communications, retailers and producers should be permitted to organize their compliance frameworks in a manner that enhances self-determinacy, ensures individual producer responsibility and the delivery of programs at the lowest cost for compliance consistent with the achievement of mandated environmental targets. In short, government should prescribe outcomes and allow business, under harmonized EPR framework, to determine how best to achieve them.

Recommendations

That the federal government work with provinces and territories through the Canadian Council of Ministers of the Environment to:

1. Continue to work towards a harmonized approach to extended producer responsibility programs across Canada.
2. Engage with the provinces to encourage a flexible, non-prescriptive approach to fee visibility as well as on the optimal design of EPR management programs to ensure efficient and competitive system.

¹ Statistics Canada.

APPENDIX E

FCPC Policy



Extended Producer Responsibility (EPR) for packaging materials in Canada FCPC Policy Position

Board approved as of December 9, 2014

Summary of Issue and Policy Position

Stewardship is a key priority for Food & Consumer Products of Canada (FCPC). FCPC and its members are committed to waste diversion and we support producer responsibility that is based on the principles of fairness, shared responsibility and clear environmental benefit.

FCPC has evolved its policy position on Extended Producer Responsibility (EPR) for provincially legislated packaging stewardship programs to better guide FCPC's advocacy on existing and developing programs. Supported by relevant and timely research, we hope that it will catalyze discussion and debate, and that it will advance transparency and purpose.

To ensure its effectiveness, FCPC's policy will be a "living" document; it will be updated, if necessary, as new information, data, and research become available.

The policy will be critical to FCPC's lobbying for future pending changes across the country. As at November 2014, on the horizon we have a number of jurisdictions poised to consider new or enhanced EPR programs: Nova Scotia (consultation underway), Alberta (further consultation to come), and in Ontario as the new Minister of the Environment and Climate Change considers next steps post-Bill 91.

FCPC's recommended packaging EPR policy position:

- **In provinces considering new packaging recycling legislation:** FCPC will lobby for a shared (50/50) responsibility EPR model where municipalities and obligated producers share equally in both the costs and decision making related to the collection, processing, and sale of materials, and overall program operations, via standards to be developed and agreed upon; and
- **In provinces with existing legislation:** FCPC will continue to lobby for greater industry oversight, harmonization, transparency and accountability, in an effort to contain costs.

A description of how FCPC developed this draft policy, and the review and approval process, can be found in the Appendix.

CONTEXT

Over the past few years there has been a shift in the EPR landscape as provincial governments seem to be moving away from the traditional cost-share model of packaging stewardship programs (as in Ontario), towards full EPR models (as in British Columbia). While governments share the same goal of introducing EPR and increasing waste diversion, each have different interpretations of EPR and how programs should operate. And while variances exist and questions remain, one thing is clear: the status quo of simply regulating producers to fund a portion of municipal costs related to packaging recycling programs, without any role or influence in the programs, is no longer an acceptable interpretation of EPR.

In theory, EPR means producers taking financial and physical responsibility for their packaging at the end of its useful life. Often EPR is described as shifting the responsibility for recycling from local governments (municipalities) to producers who make and sell products with packaging (brand owners and retailers). But in practice, EPR in Canada has mostly focused on only shifting costs, and not responsibility. If producers are to fund programs then they must have influence and oversight on program management and costs.

In Canada, we have two versions of program models. The first is the predominant “transfer payment” model, such as those that exist in Ontario (50%), Manitoba (80%), Saskatchewan (75%), and Québec (100%), where industry pays a regulated percentage (specified in the brackets) of municipalities’ costs for delivering packaging recycling programs. And municipalities have the regulated responsibility and autonomy to determine what is collected, how it is recycled, processed and ultimately sold.

The second is a newer model currently rolling out in British Columbia, where producers have been legislated to take financial and physical responsibility of the program. Meaning that municipalities do not have a legislated role and producers determine what is collected and how. The BC regulatory framework empowers producers to engage municipalities as service providers, but that is the extent of the municipal role.

As the costs and complexity of these programs has escalated over the years, and as more governments look to implement EPR programs that shift costs to industry stewards – including FCPC members – require a greater role in program oversight and decision making. To achieve this, FCPC’s Board directed staff to reassess its EPR policy position.

Prior to British Columbia’s program being implemented, FCPC’s high-level position was that if governments were to move towards 100% industry funding, then industry must have control of the programs. However, with provincial governments reluctant to remove municipal control of packaging recycling programs, it became clear that FCPC needed to review its policy position.

FCPC’s Bottom Line: *As provincial governments are reluctant to remove municipal control of packaging recycling programs, FCPC members are no longer content to simply fund municipal costs without a role and influence in the programs. Accordingly, FCPC has reassessed its position on EPR.*

Impact of the Canadian Council of Ministers of the Environment

In an effort to create a harmonized approach, in 2009 the Canadian Council of Ministers of the Environment (CCME) developed the Canada-wide Action Plan for EPR, which calls for provinces to implement packaging programs by 2015. This has led to a disjointed and rushed movement amongst provinces to introduce packaging EPR legislation.

In November 2013, CCME conducted a consultation to ask if their Action Plan had provided the impetus required for a harmonized approach. In FCPC's view, it had not. We believe CCME's role is limited as they do not have the legislative authority to mandate governments to work towards achieving harmonization, which is evident in the patchwork approach we have today. Moreover, the CCME's own membership lacks continuity and sustained purpose, with the members, the provincial Ministers, constantly shuffling and changing.

Many stakeholders who participated in the consultation agreed. In a letter from the CCME Waste Management Task Group to FCPC, it says: "A significant number of responses indicated that CAP-EPR has not been successful in promoting harmonization of these programs and noted that some provinces closely follow CAP-EPR principles while others follow a different set of principles."¹

However, in August 2014, CCME published a report stating that: "jurisdictions have been successful in working towards the objectives of the Action Plan, while working towards a harmonized approach to EPR through the coordination and implementation of policies and programs across the country."² Clearly there is a disconnect; jurisdictions have not successfully worked toward a harmonized approach at all. In fact, since approving the plan, programs have become more complex, more expensive, and have left little time to thoughtfully assess what is working well and what is not.

That said, at the recent CCME meeting in September, Ministers agreed that governments will continue to implement EPR as agreed to under the Action Plan.³ FCPC is concerned that it appears CCME is more interested in rushing to have provinces adopt an EPR regulatory approach, in absence of a well-defined and informed approach to what EPR can and should look like.

FCPC does not believe that provincial governments should follow CCME's recommended timelines for introducing packaging EPR legislation. CCME is not a government regulator and has no legislative oversight. Governments have a responsibility to fully understand EPR, the global and domestic landscape and the consequent implications before making any decisions. EPR should not be seen as an end in itself, but rather a means to an environmental end, that of greater waste diversion and recycling. Any new programs must clearly consider how they will achieve greater environmental benefits – having producers pay 100% does not lead to greater diversion.

FCPC will be using this policy to work with CCME on this issue and ensure they understand the challenges associated with a fragmented and rushed approach to EPR for packaging.

FCPC's Bottom Line: CCME needs to take the time to assess how packaging EPR programs should operate before continuing to promote and implement their Action Plan. Provincial governments should not follow CCME's timelines for introducing packaging EPR legislation.

¹ CCME Waste Management Task Group Co-Chairs letter to FCPC, April 15, 2014.

² CCME Progress Report on the Canada-Wide Action Plan for Extended Producer Responsibility. August 2014. Page 12. http://www.ccme.ca/en/whats_new/article.html?id=10

³ CCME Minister's Meeting. September 11, 2014. http://www.ccme.ca/en/whats_new/article.html?id=12

FCPC STEWARDSHIP PRINCIPLES

In re-assessing and evolving its policy position, FCPC has also updated its underlying principles.

The Canadian food and consumer product manufacturing industry is committed to working together to protect and conserve our resources. Packaging EPR is one tactic of FCPC's and our members' broader approach to environmental sustainability. That approach commits us to work with all levels of government, municipalities, consumers and industry stakeholders to increase recycling of food and consumer product packaging in Canada, with the shared goal of reducing packaging waste sent to landfill.

Revised Principles:

- Stability and predictability of packaging stewardship fees.
- Accountability, transparency and access to complete program management, performance and financial information.
- Harmonization of provincial regulations and program requirements across the country.
- Stewardship costs that are fair and represent the true end-of-life management of designated packaging materials.
- A definition of Extended Producer Responsibility that permits a truly shared responsibility approach.
- Efficient and effective recycling systems.
- Stewardship programs that avoid multiple collection systems and prohibit cherry-picking.
- Fees and costs must be traceable and, where possible and practical, visible to the consumer.
- No free riders; there should be a level-playing field with all stewards paying their fair share of costs.
- In-kind contributions should not be permitted.

FCPC'S RECOMMENDED EPR POLICY POSITION

Based on FCPC's experience, our stewardship principles, and the available information to date, FCPC's recommended packaging EPR policy position is two-fold:

1. In provinces considering new packaging recycling legislation: FCPC will lobby for a shared (50/50) responsibility EPR model where municipalities and obligated producers share equally in both the costs and decision making related to the collection, processing, and sale of materials, and overall program operations, via standards to be jointly developed and agreed upon; and
2. In provinces with existing legislation: FCPC will continue to lobby for greater industry oversight, harmonization, transparency and accountability, in an effort to contain costs.

FCPC does not support a regulated approach where producers are expected to fund part of or all of municipal net costs without influence over program management and decision making. Rather, we support a truly shared responsibility approach supported by the development of standards on how the program would operate, be funded and how decisions would be made jointly; with the shared goal of operating an efficient, effective, accountable and harmonized system.

The proposal of jointly developing standards originated from discussions held at the then Ontario Minister of the Environment's Working Group composed of municipal and producer stakeholders (including FCPC) to discuss the municipal role of the Ontario Blue Box program. Meetings were held from January to April 2014, and that process resulted in an open, honest and collaborative dialogue that contributed to a better understanding of the interests of municipalities and producers in relation to Ontario's Blue Box Program.

Significant and common ground was gained through those discussions, including acknowledging that Individual Producer Responsibility, as proposed in the then-Bill 91, would fragment the Blue Box program and should not be pursued; and most importantly, recommending that producers and municipalities work together to develop mutually agreeable standards related to the delivery of the Blue Box Program.

Such standards would need to be negotiated and jointly developed by producers and municipalities as the parties who share the funding and decision making responsibilities. FCPC recommends that standards be developed for:

- Standardized collection and processing
- Parameters for the sale of materials and maximizing revenues
- Accounting standards: identifying eligible costs and clearly defining how programs are funded and how costs are shared
- Transparent reporting standards

FCPC's Bottom Line: A Shared Responsibility EPR Model would have municipalities and producers share equally (50/50) in program costs and management, with the goal of operating an efficient, effective and harmonized system. Standards need to be developed and agreed upon that provides for the conditions related to the costs and decision-making for collection, processing, sale of materials, and operations.

Standards

Negotiated program operation standards will provide clarity and structure related to the costs and decision-making for the collection, processing, and sale of designated packaging materials. The objective is to achieve more organized and uniform residential packaging recycling programs from one municipality to the next, and ultimately from one province to the next⁴.

In theory, standardization enables a systematic rather than a disorganized approach (ie. municipalities and provinces making individual decisions in isolation of one another) in order to promote and foster economies of scale. Establishing such standards will result in far greater coordination, efficiencies, and ultimately, increased waste diversion and recycling.

The proposed standards would be jointly developed by producers and municipalities, as the parties who share the funding and operation responsibilities, recognizing that municipalities would continue their historic role in delivering residential recycling program services.

The benefits of developing standards include:

- Phasing out the current patchwork approach by promoting uniformity where possible, avoiding individual decision making, and moving towards a more harmonized approach to packaging stewardship in Canada.
- Providing clear requirements and specifications of what materials are collected and related activities.
- Enhanced consumer participation in sorting recyclables from waste. Clear and well communicated standards will, over time, educate consumers on which materials are recyclable and which are not, leading to more successful packaging recycling programs.
- Expanding the scope of how materials are sold with the goal of maximizing revenue, rather than the current approach of municipalities negotiating recovery values for materials individually.
- Avoiding conflicts between producers and municipalities and other stakeholders when it comes to decision making and cost share as clear rules and negotiated terms will be in place.
- Ensuring that existing resources (ie. Material Recovery Facilities) are used in the most efficient way and maximizing the value of existing investments in infrastructure and technologies.

A shared responsibility model, based on clear and negotiated standards, is the right model to advance because:

➤ Provincial governments will not cede the legislated or historical role of municipalities

Ontario municipalities have clearly stated that they will not cede their role in Blue Box delivery, as per discussions FCPC was part of during the Minister's Working Group, and as per their own written submissions as part of the Bill 91 consultations:

“...waste diversion must be increased significantly which means that all the involved parties must work together more collaboratively and productively. In a system that relies upon

⁴ FCPC recognizes that special consideration may have to be given to Northern and more remote regions.

municipalities, stewards and the private sector to work together well, a refreshed, reasonable and balanced approach is required – particularly for the Blue Box program....

Over several decades, Ontario's municipalities have developed, operated and delivered successful and efficient waste diversion programs to residents.... Legislatively and practically, we do not see ourselves leaving the field of integrated waste management, especially in terms of collection services."⁵

This position is also shared by municipal counterparts in Europe:

"Municipal Waste Europe strongly recommends that the Commission takes in to account the fundamental role municipalities play in improving waste management.... This includes the cooperation between municipalities and EPR schemes."⁶

While this is an important consideration that supports the need for a shared responsibility approach, we reiterate that the status quo of regulating producers to fund a portion or all of the municipal costs for packaging recycling programs is not an acceptable interpretation of EPR. Producer responsibility must come with influence and decision making for producers. Simply shifting the costs to producers has no direct impact on waste diversion in and of itself, nor does it meaningfully alleviate household/ratepayer costs: a 2013 economic analysis indicated that the average net cost per Ontario household for their share of the Blue Box Program is \$22, or approximately 0.50% of total property taxes⁷.

➤ **There is no clear evidence suggesting that a full EPR model is the best model for residential packaging programs**

The European Commission recently concluded that "no single EPR model emerges as the best performing and the most cost-effective."⁸ While full EPR may work for some types of products and programs, shared responsibility works for others.

In fact, in Europe, two of the three countries using a full EPR model for packaging (Germany and Sweden) are both reviewing options to transition back to shared responsibility model:

"It is interesting to note that discussions are underway in Germany and Sweden regarding the model and the option of shifting to a shared model with municipal operational responsibilities, similar to the majority of EU countries, is being actively discussed. The two drivers for this are the interests of municipalities in providing enhanced collection and recycling services beyond that provided by the producer run program. In addition there are continuing challenges associated with educating the public on who is the responsible party..."⁹

⁵ Letter from the Association of Municipalities of Ontario letter to Ontario Minister of the Environment. August 28, 2013. <http://www.amo.on.ca/AMO-Content/Policy-Updates/2013/Breaking-News-Bill-91,-the-Waste-Reduction-Act-%28WD.aspx>

⁶ Municipal Waste Europe. Position Paper on Extended Producer Responsibility. December 2013. <http://www.municipalwasteurope.eu/position/position-paper-extended-producer-responsibility-epr>

⁷ Altus Group Economic Consulting. "Residential Property Tax Implications of Recently Proposed Ontario Waste Reduction Act". Report prepared for FCPC. August 2013.

⁸ European Commission. "Development of Guidance on EPR Final Report". July 2014. Page 20. <http://epr.eu-smr.eu/>

⁹ Giroux Environmental Consulting. Jurisdictional Review. January 8, 2014. Page 16. http://putwasteinitsplace.ca/uploads/file/rf/b/p/p/p_summit/NB_PPP_Jurisdictional_Review.pdf

➤ **The return of taking on 100% cost for 100% control does not exist at this time**

FCPC does not believe the return of taking on 100% cost for 100% control of program operations exists at this time. FCPC commissioned a small research study that looked at packaging stewardship programs in Canada, their cost drivers, program operations, level of industry influence, and other metrics, and found that the pursuit for increased control in British Columbia (where 100% industry cost and management currently exists) has come at a higher than anticipated cost.

It is important to note that FCPC is exercising caution in drawing conclusions about the British Columbia program since it has only just commenced (May 2014). However, based on a normalization exercise that was conducted as part of the study “all else being equal, the producer contribution in British Columbia is 1.4-2.0 times higher than in Manitoba, Ontario and Quebec, assuming that those provinces manage a similar suite of residential Printed Paper and Packaging and that the producer funding level is equal to that in BC (100%).”¹⁰

As such, FCPC has determined that at this time, it is more appropriate to identify opportunities to *influence* programs by advocating for greater industry oversight and decision-making; rather than seek to *control* of the programs by lobbying for full industry management, as opposed to having a legislated role for municipalities.

Cost Containment

In provinces with existing legislation FCPC will continue to lobby for greater industry oversight of existing programs and work to contain costs in five clear ways:

- Lobbying for realistic and extended timelines for new program plan development and implementation, and changes to existing programs.
- Promoting the harmonization of program requirements and government legislation to ease the administrative and reporting burden of complying with a patchwork of laws and program rules.
- Advocate for a more national and coordinated approach to the decisions related to the collection, processing and sale of recycled packaging materials, which will lead to greater efficiencies and economies of scale, rather than making these decisions by province or by individual municipality, which ultimately impede the goals of enhancing diversion.
- Continue to call for transparency, accountability and access to information about program management, costs, performance and fee setting.
- Advocate to exclude costs associated with materials that are not designated or not recyclable.

The next section of this draft policy provides for specific recommendations for FCPC to advance as we work to advocate for a shared responsibility model for packaging; and identify areas where industry can have influence in program oversight and decision-making.

¹⁰ Reclay StewardEdge. “Research Report on Extended Producer Responsibility for Packaging and Printed Paper.” July 2014. Page 23. Study commissioned for FCPC, available to members.

FCPC'S EPR RECOMMENDATIONS

1. EPR for packaging must be treated separately and facilitate a shared approach

The Organisation for Economic Co-operation and Development (OECD) defines EPR as: “An environmental policy approach in which a producer’s responsibility for a product is extended to the post-consumer stage of a product’s life cycle. An EPR policy is characterised by: (1) the shifting of responsibility (physically and/or economically; fully or partially) upstream toward the producer and away from municipalities.”¹¹

In theory, this definition suggests producers would take over the responsibility for managing their packaging at the end of its useful life. However in practice, EPR in Canada has focused only on financial responsibility (ie. shifting costs from municipalities to producers), and not physical responsibility (ie. program operations and decision-making).

There is no one-size-fits-all solution and governments must recognize that the definition of EPR must be flexible enough to recognize that while full EPR may work for some types of materials, shared responsibility works for others – namely packaging. A finding from a recent European study says that “no single EPR model emerges as the best performing”¹² model.

It is also important to note that packaging is unlike any of the other types of designated materials. Unlike tires, computers or paint for example, packaging is inherently complex and there are thousands of types and variations. Given these inherent complexities, FCPC believes that packaging must be treated separately from other materials.

FCPC and its members support the effectiveness and efficiency of a collective model, rather than separate collection schemes for various materials. We believe a collected “basket of goods” approach is more cost-effective for packaging, and more convenient and accessible to residents.

FCPC's Bottom Line: *Packaging is inherently complex and must be dealt with in a different manner and separately from other designated materials. The definition of EPR must facilitate shared responsibility and a collective approach.*

2. Transparency and access to information

Municipalities (and service providers) must be required to participate in an annual datacall to provide information including packaging materials generated, collected, recycled, gross costs and revenue, and net costs. Such information must be made public and subject to a third-party audit.

FCPC's Bottom Line: *Producer collectives, municipalities and other service providers must be required to provide financial information on program fees, costs, raw material revenues, and program performance.*

3. Basing policy and programs on sound data

Government policy and any new program must be based on sound data, including current waste generation and diversion by material; as well as information on collection, processing capabilities and infrastructure. If this information is not available, the provincial Ministry of the Environment must provide funding for conducting a datacall prior to any new regulations being introduced.

¹¹ Organisation for Economic Co-operation and Development. <http://www.oecd.org/env/tools-evaluation/extendedproducerresponsibility.htm>

¹² Development of Guidance on EPR. Final Report. European Commission. July 2014. Page 20.

FCPC further recommends that provincial governments require municipalities, by regulation, at the outset, to report their historical performance and cost data to inform plan development and transition to a shared EPR model.

Furthermore, sound policy must be based on sound data such as up-to-date waste generation and diversion data statistics; as well as information on collection and sorting capabilities, the state of infrastructure that exists to process and recycle materials, and if and where end markets exist to sell packaging materials once processed. If that information is not currently available, FCPC believes that the government should provide funding for conducting a datacall prior to any new regulations being developed.

Not addressing data needs first has been an important lesson learned in other provinces that have legislated EPR programs; as well as globally, as per the recent European Commission study which says: “The present study is additional proof that data collection and reporting regarding EPR and waste management need to be improved and harmonized. At present, a considerable part of the data published can be regarded as questionable. Better data is needed in order to improve performance monitoring and for strategic decision-making.”¹³

FCPC’s Bottom Line: Governments must have the necessary data on which to make key decisions before regulating EPR for packaging. If industry-funded programs are to be legislated, municipalities must be required to share historical program performance and cost data.

4. Defining and designating packaging materials

FCPC recommends that before any packaging materials are designated by government in regulation, proper due diligence must be conducted to be able to assess and determine the viability of designating materials.

FCPC does not support the designation of durable packaging, which can include materials such as storage containers and bags that are washed and reused by consumers. We consider such materials reusable and not disposable and should therefore be excluded from any definition or regulated list of designated materials.

FCPC’s Bottom Line: Definition of packaging should be consistent with other existing programs. Materials should not be designated if they are not currently accepted in municipal recycling programs and if no end markets exist.

5. Timelines

Ensuring that adequate and realistic timelines are provided for program plan development and implementation is a critical issue. FCPC recommends providing an allotted time for each activity (plan development, implementation), once that allotted time is determined and agreed to by impacted stakeholders, rather than include hard dates in legislation. Negotiating timelines must also consider the time needed for the following activities:

- Collecting the waste generation, recycling, capacity, and historical municipal costs data that is required on which to base sound policy and ultimately any new program.
- Developing mutually agreed upon standards for collection, processing, marketing and sale of materials, harmonization, and reporting.

¹³ Development of Guidance on EPR. Final Report. European Commission. July 2014. Page 25.

- Securing financing and resources required as a result of legislation requiring an EPR program plan.
- Educating municipalities on how switching from a historically run municipal system to an EPR system will impact them.
- The process for developing fees must be considered and understood. If a program is to be funded by producer fees, often those fees cannot be determined until it is known how many producers will be obligated and part of the new program, on which to divide program costs and determine fees. Informing and preparing producers of their obligations is a lengthy process and they must be provided with sufficient time to be able to budget and plan accordingly.
- The government's internal process for approving a program plan.

As mentioned in the context section of this policy, the Canadian Council of Ministers of the Environment's (CCME) Canada-wide Action Plan (CAP) for EPR had called for provinces to implement packaging EPR programs by 2015. FCPC recommends that provincial governments who are considering new EPR legislation should reject CCME's proposed timelines.

FCPC's Bottom Line: Careful consideration must be given to timing and required resources before new regulations are developed or existing legislation changed.

6. Harmonization

The current patchwork approach to regulating and managing packaging stewardship programs in Canada is administratively burdensome and costly. All provinces who have established or are developing EPR packaging programs are striving towards the shared goal of working to divert more packaging from landfill and yet regulations continue to vary; and governments and stakeholders have differing views and understanding of EPR and how recycling systems operate. This continued inconsistency makes it difficult for producers to comply with different legislative and program requirements. FCPC supports the establishment of the Canadian Stewardship Services Alliance (CSSA), a new organization aiming to move towards a more harmonized and national approach to packaging stewardship in Canada.

FCPC recognizes that stewardship is provincially mandated, and while there is no one-size-fits-all solution, we believe there are opportunities for better alignment between provincial governments. Rather than continuing to having disparate approaches, we believe that greater harmonization in program regulation and management, and in the decisions related to the collection, processing and sale of recycled packaging materials – rather than making these decisions by province or by individual municipality – will lead to greater efficiencies, economies of scale, and will ultimately lead to increased waste diversion and recycling.

FCPC's Bottom Line: While stewardship is provincially mandated there are opportunities for greater alignment by federal, provincial, and municipal governments and stewardship organizations to seek efficiencies from greater harmonization.

7. Scope of packaging program; FCPC position on packaging in IC&I sector

FCPC recommends that any new regulation for packaging be limited to the residential waste only, which is consistent with other provinces. FCPC does not support imposing producer responsibility requirements for the management of waste derived from paper and packaging that is supplied into the Industrial, Commercial & Institutional (IC&I) sector.

The residential and IC&I sectors are distinct and different systems when it comes to how wastes are handled, collected, processed and recycled. Furthermore, it is general practice that the IC&I

sector already pays for its own recycling and waste programs. Mandating producer responsibility for IC&I would unfairly place the burden entirely on producers, regardless of who is generating the waste. Waste diversion is a shared responsibility and all sectors and stakeholders along the recycling value chain have a critical role to play in diverting waste from our landfills.

FCPC's Bottom Line: *FCPC does not support imposing producer responsibility requirements for packaging in the IC&I sector.*

8. Ensuring clear roles and responsibilities

Waste diversion is a shared responsibility and all sectors and stakeholders along the recycling value chain have a critical role to play in diverting waste from landfill. While mandating producer responsibility suggests that the entire responsibility of recycling packaging rests with a single sector (producers) that is not the case. To achieve success, a shared responsibility approach must be adopted.

FCPC recommends that a formal process be established to foster cooperation and dialogue amongst key stakeholders. FCPC believes that such a formal dialogue would improve transparency and information sharing; facilitate the development of best practice guidelines for collection and processing; and coordinate efforts to optimize the performance and cost-efficiency of the system.

FCPC further recommends that a negotiated partnership specifically between producers and municipalities must be entrenched in the program plan, or some other agreed upon mechanism, to underscore the shared responsibility approach and need for cooperation and joint decision-making and accountability.

The extent of responsibilities and roles of different stakeholders listed below should be clearly outlined in regulation. FCPC has made a number of preliminary recommendations on roles and responsibilities below.

a) Producers and Collectives

- Producers are expected to assume joint financial and physical responsibility for the designated packaging they supply in the residential marketplace.
- FCPC recommends that regulation allow for “voluntary stewards” (brand owners who do not have a permanent address in that province) who would be permitted to report and pay fees associated with their packaging.
- FCPC and its members support the effectiveness and efficiency of a collective model, rather than separate collection schemes for various materials. We believe a collected “basket of goods” approach is more cost-effective for packaging, and more convenient and accessible to residents; this approach has been integral to the success of the Ontario Blue Box program.

b) Municipalities

- Given that FCPC’s recommendation for new programs is a joint shared responsibility EPR model, municipalities will continue their role in delivering residential recycling program services based on agreed upon standards, to be developed jointly with producers.
- Municipalities must be required to report their historical costs to inform program plan development and transition to an industry-funded system.

- Municipalities would have to accept the role of producers as partners in operating their waste management system for packaging. If municipalities choose not to continue their role, the collective will select service providers via a fair, transparent and competitive bid process.
- Municipalities must help educate their residents on what is included in the recycling program, how to sort properly, and encourage their participation in doing their part to achieve success.

c) **Waste management**

Often municipalities contract with the private sector. Waste haulers, processors and collectors must be held accountable for their activities and FCPC recommends that the private sector service providers be held to the same standards and reporting requirements as municipalities.

d) **Consumers**

It cannot be overstated how important and critical the consumer role is to the success of recycling programs. Ultimately, it is the consumer who decides how to dispose of their recyclables and waste. Waste diversion programs will only be successful if consumers (residents) are aware of the program and see the benefits of participation. In order to be successful, the government must place a greater emphasis on changing consumer behaviour, ensuring they are aware and understand their role in sorting recyclables from waste.

Uniform standards for designated materials should help consumers to know what to place in packaging recycling bins, and what to put in the garbage or organics bin.

e) **Government**

Provincial governments have several critical roles to play including:

- Ensuring a complete and transparent consultation process and to engage stakeholders in a timely and fulsome manner.
- Supporting and funding the data collection needed to both inform the development of a sound regulatory approach; and for use as the basis of program plan development.
- Developing a sound regulatory framework that takes into account the whole waste management system, and is not overly prescriptive.
- Once passed, the government must take responsibility for enforcing their regulation and should not outsource this to a third-party agency.
- The government must ensure there is a level playing field and that there are no free riders.
- To ensure it has the ability to do proper enforcement, the government must have an appropriate budget in place.

FCPC also believes the federal government has a role to play and we will be seeking opportunities to educate the federal government on understanding the challenges associated with a fragmented approach to EPR in Canada and its impact on national competitiveness; as well as looking to re-engage them and determine if they can play a role in setting standards to address the lack of consistency among EPR programs and issues concerning packaging.

FCPC's Bottom Line: *Clear roles and responsibilities must be set out in regulation to avoid confusion and conflict. FCPC recommends that a negotiated partnership specifically between producers and municipalities must be entrenched (in regulation, program plan, or some other negotiated means) to underscore the shared responsibility approach and need for cooperation and joint decision-making and accountability.*

9. EPR and packaging design

A recent report from the European Commission found that “Although sound waste management and recycling have generally improved, notably through the implementation of EPR, there is no clear evidence of a strong positive impact of EPR on the eco-design of the products.”¹⁴

FCPC does not believe there is any clear evidence that EPR policies drive packaging design changes. FCPC supports an approach to packaging design that is Canada-wide (and ultimately globally or North American aligned, as packaging is often designed for continental and global distribution systems), consistent, and broader than just recyclability. Such a packaging initiative should take into account all sustainability metrics including water, energy, and carbon emissions, as well as other considerations such as food and product safety. FCPC believes the federal government has an important role to play in working with provinces and municipalities on developing clear, consistent and national guidelines to help producers in making informed and sustainable packaging choices.

Based on sound data, facilitate the development on national packaging standards on which to base decisions when selecting packaging materials; and in moving Canada towards a more harmonized approach to recycling. We need clear, consistent and national guidance on what packaging materials are compatible with recycling collection and processing facilities across Canada.

FCPC's Bottom Line: *National packaging initiative belongs outside of EPR legislation to 1) be successful, 2) reflect the many metrics and factors impacting packaging design, and 3) drive greater harmonization from the national level, down through provinces and municipalities.*

10. Consultation

Given the scale and impact of EPR policy, governments must allot appropriate time and resources for consultation; and government must fully understand EPR and its implications before making and policy and regulatory decisions. Based on previous experiences, FCPC strongly believes that provincial governments who introduced EPR regulations would have benefited from additional stakeholder consultation, especially on an issue that is growing more complicated as the Canadian and global stewardship landscape evolves.

FCPC's Bottom Line: *Effective consultation that is inclusive and transparent will result in a better understanding of EPR and its implications for all stakeholders, and will ultimately result in an informed decision making and policy development process.*

11. Separate beverage container deposit programs

Special consideration needs to be given in provinces that operate separately legislated deposit return programs for beverage container recycling. FCPC supports the effectiveness and efficiency of a collective model, rather than separate collection schemes for various materials. We believe a collective “basket of goods” approach is more cost-effective for packaging, and more convenient and accessible to residents.

Separate bottle deposit return programs have a significant impact on EPR packaging programs, given the exclusion of a valuable commodity which affects program revenues that are typically used to offset program costs and fees. Consideration must be given to how to address this negative impact if governments insist on separate systems.

¹⁴ Development of Guidance on EPR. Final Report. European Commission. July 2014. Page 23.

FCPC further recommends that governments understand and study the impacts of the effectiveness of the deposit system vs. curbside recycling prior to regulating any new EPR program for packaging.

Stewardship programs should be streamlined and should avoid multiple collection systems and cherry-picking.

FCPC's Bottom Line: Prior to legislating EPR for packaging, consideration must be made in provinces that have deposit return beverage container programs. Governments must understand the impact separate programs will have on an EPR packaging program that does not include beverage containers.

12. No in-kind contributions

No free riders; there should be a level-playing field with stewards paying their fair share of costs and no in-kind contributions should be permitted. Currently newspapers do not pay fees for their materials and instead provide free advertising to municipalities in lieu of stewardship fees in several provinces with legislated packaging EPR programs. No one sector should receive preferential treatment.

FCPC's Bottom Line: FCPC does not support the in-kind contribution that newspapers have and calls for all sectors to pay their fair share for funding legislated packaging recycling programs in Canada.

13. Visible Fees

Whether or not to charge visible fees should remain the decision of the producer so long as the fee charged accurately reflect the costs associated with the program. FCPC recommends that legislation and regulation is silent on how fees are managed and ultimately displayed.

Environmental or eco fees are unlike any other business cost. Other business inputs are directly related to the cost of producing that product and bringing it to the market and that is why they are exclusively borne by the producer. Eco fees are a unique cost representing how waste diversion must be shared to fund these programs in which manufacturers, retailers, waste haulers, collectors, recyclers and consumers all have an important role to play.

14. Targets

Targets must be based on sound data, and must be realistic and feasible. FCPC recommends that targets not be legislated and only be set after the first year of program operations, at which time program performance information will be available for which to base appropriate and achievable targets.

15. Disposal Bans

FCPC supports the concept of disposal bans for designated materials to help drive diversion so long as sustainable end markets exist for that material. Recovery processes must be identified and available prior to the implementation of a ban; and with long enough lead times to ensure success.

APPENDIX

Process for developing and approving FCPC's Packaging EPR Policy Position

FCPC policy position has been informed by numerous sources including discussions with FCPC's Board of Directors, our Board committees and member committees; as well as findings of research FCPC commissioned as part of this process, and other significant current studies and conversations.

Direction from FCPC Board of Directors

During FCPC's Executive Planning Session in March 2014, FCPC's Board agreed we needed to slow down the move towards 100% so that we could attempt to determine if it is the right model to follow; and to conduct research and obtain more information to be able to clarify and determine our position and strategy.

FCPC commissioned research

In April 2014, FCPC issued an RFP from qualified applicants to conduct research on informing FCPC's policy position on EPR for packaging in Canada; and on identifying appropriate cost benchmarks in which to evaluate different EPR systems and programs across Canada and internationally. Reclay StewardEdge was selected as the successful proponent. In July, Reclay StewardEdge submitted the final report. The research report is available to FCPC members.

The results can be made available to non-members in an in-person presentation by FCPC / Reclay StewardEdge.

Current studies and other sources

This policy has also been informed by:

- European Commission's [Development of Guidance on Extended Producer Responsibility Final Report](#) prepared by BIO Deoitte (July 2014);
- EUROPEN position papers:
 - [Position Paper on European Commission legislative proposal as part of Circular Economy package](#) (September 2014)
 - [Guiding principles on EPR for post-consumer packaging](#) (October 2013)
 - [Position on EPR for packaging waste](#) (September 2013)
- [Extended Producer Responsibility Alliance](#) (Expra) position papers on EPR minimum criteria and EXPRA's position on the Circular Economy Package and the Waste Target Review (October 2014), materials provided to FCPC by Joachim Quoden, Managing Director;
- [Framework and Implementation Plan for a Waste Packaging and Paper Stewardship Program across Atlantic Canada](#) study by Giroux Environmental Consulting in association with Duncan Bury Consulting (July 2014);
- Giroux Environmental Consulting's [State of Waste Management in Canada](#) prepared for the Canadian Council of Ministers of the Environment (September 2014);
- Municipal Waste Europe's [Policy Position on Extended Producer Responsibility](#) (December 2013);
- Regional Public Works Commissioners of Ontario's (RPWCO) EPR Case Study Report prepared by Kelleher Environmental: [Lessons From EPR Programs For Printed Paper and Packaging That Could Be Applied To Ontario Municipalities](#) (May 2014);
- OECD Issues Paper [The State of Play on Extended Producer Responsibility: Opportunities and Challenges](#) (June 2014);

- Packaging Association of Canada's [Policy Best Practices that Support Harmonization: Summaries of Eleven Global EPR Programs](#) (March 2014); and
- FCPC's policy position has also been informed by numerous discussions with Éco Entreprises Québec around their studies into EPR and industry "control"; discussions held during the Ontario Minister of the Environment's Working Group on the municipal role for the Ontario Blue Box Program; and discussions with various provincial government officials and political staff.

This research indicates that there exists a breadth of EPR models and a range of success factors, as well as a range of potentially aggravating factors. This led us to set out three critical assumptions about the Canadian provincial political and policy context and its implications for industry's role in EPR in this country:

- Provincial governments will not cede the legislated or historical role of municipalities;
- Given this, the status quo of regulating producers to only fund municipal costs related to packaging recycling is no longer an acceptable interpretation of EPR; and, therefore,
- Any legislated shift in greater producer responsibility must come with a negotiated shift in influence, that is, in roles and the level of decision making in program operation for producers.

FCPC member review and final policy approval process

To ensure considerable opportunity for member discussion, and stakeholder review, of our draft policy position before we sought final approval from our Board, FCPC undertook the following activities and timelines:

Actions	Target Date	Status
Present recommended policy position to FCPC Board of Directors.	October 2, 2014	Completed
Present draft policy to members for review and notification of comment period.	October 9	Completed. Joint meeting of FCPC Sustainability and Public Affairs Committees held October 9.
Deadline for member feedback.	End of October	Completed
Finalize EPR policy position based on member feedback and circulate revised draft to members.	Week of Nov. 17	Completed.
Stakeholder Outreach – draft policy was shared with: <ul style="list-style-type: none"> • Key industry associations (Retail Council of Canada, Canadian Federation of Independent Grocers, Canadian Beverage Association, Canadian Consumer Specialty Products Association) • Canadian Stewardship Services Alliance • City of Toronto • Select companies involved in the Minister's Bill 91 Working Group • Grocery Manufacturers Association 	December 3	Completed. Meetings held with: <ul style="list-style-type: none"> • Retail Council of Canada • Restaurants Canada • Canadian Federation of Independent Grocers and Federated Co-Op • Canadian Stewardship Services Alliance • City of Toronto • Select companies involved in the Minister's Bill 91 Working Group (Walmart, Loblaw, Tim Hortons, P&G) • Canadian Consumer Specialty Products Association
Integrate policy position in FCPC advocacy.	Ongoing	Recommended policy position has been used in FCPC advocacy and strategy development.
Final approval.	December 9	Final policy position was approved by the FCPC Board of Directors at its Dec. 9.

APPENDIX F

Business feedback (on Letterhead)



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November 8, 2018

Valda Walsh
Municipal Priorities Committee
Regional Coordinator, Region 6 Solid Waste Management
Mahone Bay, Nova Scotia
email: Valda.Walsh@Region6SWM.ca

Re: Proposed EPR Printed Paper Packaging Program for Nova Scotia

Ms. Walsh,

Thank you for allowing Retail Council of Canada (RCC) to participate in the Municipal Priorities Committee's stakeholder consultation regarding a proposed extended producer responsibility (EPR) printed paper packaging (PPP) program for the Province of Nova Scotia. Given that the goal of your committee is to reach stakeholder consensus on a proposed approach for a PPP program, it is important that your committee understand the perspective of the retail sector on this important issue.

As you know, Retail Council of Canada (RCC) represents the vast majority of retailers in Nova Scotia. Collectively, the retail sector is the number one private sector employer in the province. Our members conduct business, employ people and pay taxes in every municipal unit. Our members also rely on various forms of packaging to protect retail product and create a seamless shopping experience for Nova Scotia customers. In recent years, many of our members have been taking steps to reduce the amount of packaging they provide to customers when selling retail products. However, these positive efforts have been complicated through differing public pronouncements from both the provincial and municipal governments of possible government action to reduce packaging in the province.

For this reason, RCC members would not oppose the implementation of a PPP program for Nova Scotia as long as it is harmonized with best practices developed in other Canadian Provinces. RCC recognizes that government led initiatives can be effective if they create a level playing field for retailers while placing pressure on product producers to reduce/refine the amount of packaging in their products. RCC members have garnered a wealth of experience in successfully managing their businesses within the regulatory confines of the PPP programs in other provinces. Given this success, RCC members do not want a Nova Scotia PPP system that deviates from the harmonized aspects of these existing PPP programs. Retailers have a history of meeting and even exceeding government targets for PPP programs thus, it is reasonable for RCC to expect that any potential Nova Scotia

program be harmonized with best practices from across the country in order to avoid needless administrative complications for retailers.

On October 18, 2018, RCC members appreciated the opportunity to express these opinions and to hear general ideas regarding the proposal that will come from your Municipal Priorities Committee. RCC supports certain aspects of your Committee's proposal for a PPP program but wanted to take this opportunity to outline areas of concern with your Committee's proposed approach. As the retail sector is directly linked to many of the products that would be covered by a PPP program, any government action in this regard needs to take steps to mitigate negative impacts on this important employer and tax payer. We trust that your group and the provincial government will understand the need for these concerns to be addressed.

The primary concern for RCC members is that many governments still do not seem to understand the challenge for businesses who are obligated to participate in a PPP program. Businesses of all sizes rightly complain about the administrative burden involved in meeting the many obligations of a bureaucratic PPP program. Such a burden is especially heavy on RCC's small retailers who often do not have enough employees to devote the time necessary to meeting the administrative commitments under a government mandated PPP program.

Conversely, some of the provincial governments with PPP programs do not seem to understand the inherent unfairness involved in offering blanket exemptions from the PPP program to small businesses. These provincial governments have made the misguided decision to exempt businesses from participating in a PPP program based on revenue thresholds which are so high that virtually every business is exempted. Respectfully, your committee has taken a similar approach in proposing an exemption for businesses with revenues under \$2 million. Your committee notes that there are over 72,000 businesses in Nova Scotia. Under your committee's proposal, only 250 of the province's 72,000 businesses would be forced to pay for the overall costs of Nova Scotia's PPP program. Under this proposed approach, all other businesses would be 'free riders' who would have little incentive to consider their company's environmental footprint. This approach would be inherently unfair to RCC's mid/large members. RCC's mid/large member category consists of the retailers who are primarily responsible for the Nova Scotia retail sector being the number one private sector employer in the province. These retailers are not opposed to paying their fair share in a PPP program but there is no justification for any government to assume that it would be fair for so few businesses to pay for so many.

To highlight the inherent unfairness in your committee's proposal, one only need look at the PPP programs in Canada's most populous provinces. For instance, the number of registered businesses in the province of Quebec totals over 256,000 while in Ontario, the number is over 458,000. The threshold for a business to be exempt from the PPP program in Quebec is only \$1 million in revenue. With this threshold, the province mandates 3400 registered businesses to pay for the costs of running the PPP program (even though some of these businesses are too small to actually pay into the PPP Program). This means that only 1.3% of the province's businesses are forced to pay for the PPP program. In neighbouring Ontario, the PPP exemption threshold for Canada's most populous province

is set at \$2 million. Despite the significantly larger economy in Ontario, the higher exemption level results in only 2000 businesses, or 0.4% of the province's total being obligated to register for the PPP program. In Nova Scotia, your committee is proposing that only 0.3% of the province's tax paying, employment generating businesses should pay to clean up after tens of thousands of Nova Scotian companies. The message is clear for the free riders in provinces like Quebec, Ontario and possibly Nova Scotia. These free riders need not worry about environmental responsibility as someone else pays for their waste.

A related area of concern in your committee's proposal is with the lack of any plan to deal with the ever-growing amount of PPP emanating from foreign, e-commerce retailers. Provincial governments have yet to develop a means of recouping stewardship fees from online retailers based in countries like the United States and China. With each passing year, e-commerce continues its massive growth, sending millions of heavily packaged products to the doorsteps of individual Nova Scotians. Your fellow committee members have been involved in stewarding this increasing amount of packaging emanating from these international e-retailers. Yet, under your Committee's proposal, 250 Nova Scotia businesses, who pay taxes and employ people in this province, will be forced to pay for the proper stewardship of packaging waste emanating from US companies like Amazon and Chinese companies like Alibaba. These are two of the largest, most profitable companies in the world yet their contribution to the Nova Scotian economy is negligible. Furthermore, these companies already receive significant advantages on their retail products by not having to pay taxes and duties at the same rate as their Canadian competitors. Under your Committee's proposed approach, these companies would be 'free riders' and continue to rake in profits while a small number of Nova Scotian employers would pay to steward Amazon and Alibaba's product packaging. This proposed approach would further incentivize Nova Scotians to bypass Canadian retailers and instead, shop with online retailers based in other countries.

Before any PPP program is approved, a mechanism needs to be developed to capture these online retailers and ensure that they either:

- pay their fair share or
- governments need to compensate Nova Scotia retailers who will be forced to pay for proper stewardship of the packaging that international, online retailers send to this province.

Finally, it should be recognized that Nova Scotia is in a unique position given that the province has been a national leader in recycling for over twenty-years. Given the province's successful history, municipally owned recycling infrastructure exists in communities all across the province. As the provincial government and your Municipal Priorities Committee seem to be leaning towards a PPP program with 100% producer control, municipal units need to understand that an offloading of recycling responsibility could also mean a loss of a recycling facility and jobs in their communities. If producers and first importers are tasked with running a PPP program, they would never agree to any limitations on their ability to make business decisions regarding the facilities used for PPP processing.

Once again, RCC appreciated the opportunity to participate in the Municipal Priorities Committee's stakeholder consultation regarding a proposed extended producer responsibility printed paper packaging program for the Province of Nova Scotia. We hope that your committee will take into consideration the points made in this submission along with the following recommendations:

RCC Recommendation #1: There needs to be a recognition that some Nova Scotian businesses are simply too small to deal with the cost burden of paying into a PPP program. Nevertheless, there must be a mechanism whereby these small businesses are at least held accountable for the packaging they generate in the province. For instance, Nova Scotia could follow the simplified process used by Eco-Entreprises Quebec (EEQ). In Quebec, a small business simply goes to the EEQ website and answers three simple questions to determine whether or not the business needs to register for the province's PPP program. Once a business determines that they need to register, a simplified registration process would not be too onerous for small businesses to complete. In Nova Scotia, such a process would bring increased fairness to the system as registered small businesses would have to report their revenue on an annual basis. This reporting would be necessary to ensure that once the business grows its revenues beyond the threshold, it would start paying into the PPP program.

RCC Recommendation #2: For a province as small as Nova Scotia, a \$2 million exemption threshold is too high to be fair and effective. If Quebec can run an effective program with a \$1 million threshold then Nova Scotia's much smaller economy should allow for an effective PPP program with an exemption threshold that is less than \$1 million.

RCC Recommendation #3: Any PPP program with supposed 100% producer control must provide producers and first importers with the ability to make business decisions regarding the facilities used for PPP processing. It is assumed that any producer-controlled system would consider using existing municipal facilities so long as the municipal assets meet the needs of the producer-controlled program. However, for this system to work, there can be no government interference whereby producers are obligated to use inefficient, municipal facilities while trying to meet and exceed the province's mandated PPP targets.

Should you have any questions or comments regarding the information provided in this letter, please feel free to contact me at (902) 422-4144.

Sincerely,



Jim Cormier
Director (Atlantic)
Retail Council of Canada

cc: RCC Members who work and employ people in Nova Scotia
Members of RCC Environment Committee

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Mr. Will Brooke
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Dear Mr. Brooke:

Canadian Stewardship Services Alliance Inc. (CSSA) welcomes the opportunity to provide comment on the draft proposal for an Extended Producer Responsibility program for packaging and paper product, developed jointly by the Nova Scotia Federation of Municipalities (NSFM) and the Solid Waste Management Regional Chairs Committee.

Who is CSSA?

Launched in 2013, we are the largest compliance solution provider to approved EPR programs in North America. With 85 staff located in Toronto, Vancouver, Saskatoon, Winnipeg and Halifax, we administer programs with over \$300M in stewardship revenues. We manage 4 packaging and paper product programs in Canada as well as municipal hazardous waste programs in Ontario. We are the interface to over 3000+ producers in Canada who must report and pay fees to an approved stewardship plan. We know producers and materials. In addition to producer and material insights, our core competencies include data, analytics, procurement, and the mechanics of implementing and operating Extended Producer Responsibility (EPR) programs.

CSSA is a member and active participant in several organizations that are working towards a circular economy including:

- Member of Ellen MacArthur Foundation and signatory to New Plastics Economy Global Commitment
- Member of EPRO (European Associations of Plastics Recyclers).
- Green Dot Partner with the largest packaging compliance scheme in the EU--DSD
- Member of ISO Circular Economy Technical Committee
- Member of Global Product Stewardship Council.

- We provide advice on best practice EPR to the Circular Economy Leadership Coalition in Canada and the Product Stewardship Institute in the US.

Our partnership with these organizations provides a path of continuous learning for our employees and ensures we stay up to date with what's new and current in EPR and circular economy thinking and practice.

CSSA commends Nova Scotia's municipal leaders for reaching out to the business community for input and ideas as part of an effort to develop an EPR proposal for packaging and paper product (PPP). In its document, the NSFM sets out the components of an EPR model for PPP as follows:

- *The EPR program should use existing infrastructure and human resources*
- *Municipalities would have the first right of refusal for collection and education*
- *The program would maintain or improve upon the current level of curbside service*
- *The program would apply to residential PPP materials*
- *Time must be allowed for planning and transition*
- *A transition program would be provided by the Province for municipalities with redundant facilities*
- *Most small businesses would be exempt: including those:*
 - *With revenue under \$2 million*
 - *Supplying less than one tonne of PPP to Nova Scotia residents annually*
 - *With a single storefront in NS and who are not supplied by (or operated as part of) a franchise*
 - *Producing newspapers (except flyers) and registered charities*
- *The program would be harmonized with other Canadian EPR programs*
- *Monitoring and compliance must be in place to ensure a level playing field for businesses.*

CSSA will address all of the above points and where appropriate provide specific recommendations in our submission below.

Full Producer Responsibility

CSSA is fully supportive of a provincial regulation that places the financial and operational responsibility for packaging and paper product recycling on the businesses that sell products to consumers. These businesses, also known as producers, are keenly aware of the challenges facing municipally operated recycling systems as a result of a number of market forces, not the least of which is the widespread ban by China, and most recently India, to the importation of many recyclables – a dramatic and permanent structural change in the landscape for recycling operations in municipalities everywhere.

Many of the largest producers that sell products in Nova Scotia are multi-national corporations that have made ambitious global commitments to use only recyclable packaging by 2025; achieve 25% to 30% recycled content in their packaging by 2025; and to support the development of effective/efficient waste management systems. Many of these same businesses are also signatories to ambitious global and national commitments to advance their vision of zero plastic waste/pollution such as most notably The Ellen MacArthur Foundation's Global Commitment to Eliminate Plastic Pollution at the Source.¹ These producers are dedicated to eliminating unnecessary plastic, ensuring that all plastics are reusable, recyclable

¹ See <https://www.ellenmacarthurfoundation.org/news/a-line-in-the-sand-ellen-macarthur-foundation-launch-global-commitment-to-eliminate-plastic-pollution-at-the-source>

or compostable, and recovering and reintegrating plastics in the manufacture of new products and packaging.

This determination and the producers' commitments underscore why it is so important that Nova Scotia, join provinces such as British Columbia and Ontario in shifting to full producer responsibility. The current model, despite municipalities' best efforts, is and remains a fragmented one because it leaves the operational decisions to individual communities. As a result, across Nova Scotia there are dozens of different recycling programs, which in turn limits improvements in diversion performance because decisions are localized and disconnected. This form of fragmentation creates confusion for consumers since neighbours across municipal boundaries are not recycling the same set of materials. To producers, who make packaging decisions on a national and international level, fragmentation leads to uncertainty in packaging design choices because decisions about what materials are collected by local programs are totally outside their control. As a result, we are unable to achieve the essential economies of scale and appropriate markets for materials necessary to enable producers to meet their commitments, address plastics pollution head-on, and ultimately support circular economy outcomes.

CSSA, for these reasons, supports full producer responsibility policies that are performance and outcomes based and that therefore leave the decisions to the producers on how they are going to achieve the prescribed performance standards. British Columbia is a good example of this kind of performance-focused regulation.

Harmonized Policy for PPP

While CSSA agrees that Nova Scotia's program should be harmonized with other Canadian EPR programs it is not the case at the moment that all Canadian PPP EPR programs are the same. CSSA advocates for harmonized full producer responsibility regulations -- a policy approach to EPR that is performance and outcomes based; that assigns ownership of the end-of-life material to the producers that supply it into the marketplace; and that provides producers with the freedom and ultimately the obligation to design end-of-life material-management supply chains that best meet regulated performance requirements.

In this regard, British Columbia's Recycle BC stewardship program for residential PPP is unique in Canada. It is the first implementation of full producer responsibility whereby producers are operationally responsible for establishing a reverse supply chain for the collection, transportation, consolidation, processing and marketing of residential PPP.

The now five-year operation of Recycle BC's program is a reverse supply chain that has transformed the collection and recycling of residential PPP from a municipally-based activity into an integrated provincial recycling system. In 2017, Recycle BC recovered approximately 198,000 tonnes of PPP from 3.475 million residents. The majority of that material was efficiently sold to end-markets for use in the manufacturing of new products and packaging -- virtually all of the plastics were sold to markets in British Columbia. Recycle BC has standardized the materials that are collected, lowered contamination rates of collected materials, stimulated over \$20 million in capital investments in recycling infrastructure, especially for plastics, and expanded the kinds of plastics that are collected and recycled in British Columbia.

In addition, Recycle BC's recently revised stewardship plan² has set ambitious plastics targets, the first in Canada to do so, as follows:

- General plastic target of 50% by 2025;
- Rigid plastic target of 55% by 2022; and 60% by 2025;
- Flexible plastic target of 22% by 2022; and 25% by 2025.

This level of unprecedented performance cannot be achieved by programs that permit fragmentation such as those that currently operate in Saskatchewan, Manitoba, Ontario and Quebec. We are confident that Nova Scotia can achieve these results if it adopts an outcomes-based regulation that places full financial and operational responsibility on producers consistent with the approach taken in British Columbia and that defines government's role as prescribing performance, approving a program plan, verifying program performance, and enforcing producer compliance in support of a level playing field for those businesses it chooses to obligate.

Harmonized definitions are also a critical component of a successful PPP stewardship program. Harmonized definitions of the legally obligated parties (producers); legally designated materials (packaging and paper product); and performance targets and measurement metrics are key to producers being able to achieve the economies of scale and efficiencies necessary to meet their packaging global commitments and prevent plastics from harming the environment and human health. Just as full producer responsibility for PPP is not consistent across Canada, we do not yet have harmonized definitions for PPP programs. Progress is expected to be made in coming years as part of the federal government's national Plastics Strategy and Action Plan (the latter is due to be released in June 2019). However, in the absence of this work, Nova Scotia should continue to push forward. CSSA would welcome the opportunity to work with the provincial government and other stakeholders on definitions that both look to the future and are consistent with successful programs such as Recycle BC.

Exempt Small Business and Newspapers

Within the context of harmonization CSSA notes that in its proposal, the NSFPM and the Solid Waste Management Regional Chair Committee require that the EPR model be sensitive to business and exempt newspaper publishers as well as businesses with revenue under \$2M; that supply less than one tonne of PPP to Nova Scotia residents annually; that operate a single storefront; and, that are not supplied by or operated as part of a franchise.

These are inconsistent with British Columbia's regulation which we regard as perhaps more appropriate for Nova Scotia. In British Columbia, businesses are exempt if they earn gross annual revenue under \$1M; or if they supply less than one tonne of PPP to residents. To make it easy for small businesses to comply, CSSA provides access to an online assessment tool that makes it simple to determine eligibility and to pay a flat fee – measures designed to minimize the administrative burden and cost for small businesses. CSSA understands why governments choose to exempt small businesses from stewardship programs; however, from a fairness

² Section 6 of the Recycling Regulation requires that every five years a producer must review its approved plan and submit proposed amendments to the Province of BC for review and approval, or in the case where no amendments to the plan are necessary, the Province of BC should be so advised. In 2017, having been in operation for three full years, Recycle BC conducted a thorough review of its performance to inform the design of a revised plan that would govern its future operations. This plan will replace the original Packaging and Printed Paper Stewardship Plan submitted by Multi-Material BC (now Recycle BC) and approved in April 2013.

perspective, it could be argued that all producers, regardless of size, should be required to pay their fair share of program costs. CSSA therefore recommends that Nova Scotia implement a de minimis policy consistent with British Columbia -- with one exception. The BC Program has taught us that there is no need to exempt single storefront operations – revenues and/or tonnage thresholds are sufficient and promote a higher level of fairness.

With respect to any exemption for newspaper publishers, approaches differ across provinces. In British Columbia, for example, newspapers publishers are not exempt but the provincial government pays their fees. In Saskatchewan they were temporarily exempt, but must now pay fees. In Ontario, newspapers currently provide municipalities with in-kind compensation in the form of advertising space. In Manitoba, up until recently, the provincial government paid newspaper publishers' fees. CSSA's position is that if newspaper publishers are exempt the businesses that pay fees to manage their PPP should not have to pay the cost to manage newspapers. Rather, this cost should be borne by another party, for example the provincial government or municipalities. Whatever the arrangement, the stewardship program could collect the newspapers as part of the recycling, thereby maintaining convenience for residents, for a service fee. If newspapers are not exempted from the program, the provincial government must be rigorous in its enforcement to ensure that the publishers pay their obligated amounts.

A Role for Municipalities

In its proposal, the NSFM and the Solid Waste Management Regional Chairs Committee express desire to see an EPR model that is sensitive to municipalities.

In transitioning to full producer responsibility CSSA supports the following objectives for a new PPP program that we believe are sensitive to municipal priorities:

- Preserve the integrity of residential recycling while improving access for residents;
- Effect a seamless transition to full producer responsibility, ensuring uninterrupted collection service to residents;
- Seek to minimize disruption of existing municipal contracts and ensure an open and competitive market for collection and processing of materials;
- Minimize disruption to municipalities' capital assets where possible; and
- Provide for continuous improvement of environmental outcomes.

Conclusion

CSSA welcomes the opportunity to discuss with the NSFM potential models that can build on municipalities' expertise and existing infrastructure and that will work well for Nova Scotia.

CSSA looks forward to working with the NSFM and the Solid Waste Management Regional Chairs Committee as well as the provincial government and other affected stakeholders to help develop a best-in-class full producer responsibility program for PPP in Nova Scotia.

Sincerely,



John Coyne
Executive Chair, Canadian Stewardship Services Alliance Inc.

C.C.

The Honourable Margaret Miller, Minister of Environment,
minister.environment@novascotia.ca

Leland Anthony, Chairman – Nova Scotia Regional Chairs, leland@district.yarmouth.ns.ca



March 13, 2019

Re: Consultation on Proposed EPR for PPP Legislation from Nova Scotia Federation of Municipalities

I am writing with great concern for the printed product extended producer responsibility as proposed by the Nova Scotia Federation of Municipalities. The documents themselves were rich on assumptions and low on detail, however, the details provided cause considerable concern for the printing and publishing industries and our clients. Despite the printing and publishing industries having experienced disruptive change over the past decade, many Nova Scotians continue to be employed within the sector.

If printed product extended producer responsibility is implemented within Nova Scotia as proposed, we are concerned that businesses and printing companies located outside the province but selling into the province will be disproportionately advantaged. There have been no clear plans articulated for the traceability of printed materials to determine what products enter the municipal recycling stream. There was no data provided to highlight the impact on government as a user of printed material or the arbitrary inclusion criteria for business. There was no information provided to illustrate the purported efficiency of the municipal recycling system. Further there was no information provided to illustrate how municipalities would reduce fees and taxes proportionally so that ERP is more than a provincially mandated corporate tax grab.

There is only one tax payer, if any municipal or provincial cost burden is to be transferred from the many to the few, the program must demonstrate fairness, cost efficiency and measurability, none of which have been addressed in the proposal distributed. I have highlighted a few concerns below, however with such limited information provided I am confident there is more complexity that has not yet been addressed.

Resolution 2

EXTENDED PRODUCER RESPONSIBILITY FOR PRINTED PAPER AND PACKAGING

Issue Identification Paragraph #1

Coordinated PPP recycling programs exist in many other provinces, but not in Nova Scotia.

The statement is written in a way to suggest that Nova Scotia is somehow behind. In fact, only 5 provinces currently have varying ERP systems.

Nova Scotia has above average recycling rates with the costs already factored into municipal taxes and fees.

Issue Identification Paragraph #1 into Paragraph #2

In other provinces, these programs are funded by the companies that produce PPP, who incorporate the costs of the recycling programs into their national product pricing.

Because producers build these costs into their national product pricing, Nova Scotia consumers are already paying for the costs of the PPP programs operating in other provinces. But Nova Scotia consumers and municipalities don't receive any benefit for these costs because Nova Scotia has no PPP program.

Corporate supply chains and pricing structures are complex with many variables. The above statement was included in Resolution #2 without any foundation or basis in fact. Having worked with retailers and consumer goods companies for decades, it is obvious that manufacturers and retailers have differing costs by region. In Nova Scotia and Atlantic Canada, our rural nature and distance from most manufacturers impacts logistics and distribution costs for products. For companies with locations in Nova Scotia, our upper quartile municipal taxes, corporate taxes and income taxes also have an effect on the cost to deliver products in Nova Scotia.

The idea that we are subsidizing recycling elsewhere is without basis.

Issue Identification Paragraph #2

Implementing an EPR program to recycle PPP materials here in Nova Scotia will help to harmonize costs with other provincial EPR programs, and additionally generate a financial benefit of up to \$16 million per year.

The proposal does not provide the necessary information to understand how or if \$16 million would be collected. If the \$16 million number is accurate, it is imperative that the municipalities demonstrate clearly how the \$16 million would be raised. **In addition, unless the municipalities clearly indicate how they will have a corresponding reduction in taxes or fees, they are actually requesting a provincially mandated municipal tax increase.**

Background information paragraph #2

In the current system, municipalities typically have very little control over the costs associated with processing and marketing recyclable materials.

Municipalities have complete control over the costs of the municipal collection and sorting systems. **The only factor out of the control of the municipalities is the available market price for the sorted product. Municipalities have not provided any information regarding the efficiency of their systems which are known for being chronically inefficient.**

Impact on Municipalities Paragraph #1

At a cost of approximately \$94 per capita, Nova Scotian residents are roughly on par with citizens in other provinces for solid waste management costs. However, British Columbia, Saskatchewan, Manitoba, Ontario and Quebec have a form of fiscal relief we do not have: EPR.

According to Canada Yearbook 2012 (most recent), Chapter 16 page 224 from Statistics Canada, Nova Scotia spends more than other provinces on waste management and organics.

Efficiency of the system has not been appropriately addressed. More data is required, for informed discussion.

Impact on Municipalities Paragraph #2

However, in 2017, due to fluctuations in the market price of recyclables and increased return rates, this amount dropped to just over \$6 million.

Plastics, Glass and Paper products have very different markets. **The municipalities must consider the demand for the various categories of recycled material. There continues to be demand for corrugated and paper products when properly sorted.**

Impact on Municipalities Paragraph #2

And over this same period, expenses facing municipalities have continued to climb at a pace nearly tripling the overall cost of living, as measured by the consumer price index (CPI).¹

There is no justification provided for municipal cost to be increasing at **3 times CPI**. Costs within industry and the provincial government have been controlled and are not increasing at similar rates. Yes there has been market disruption especially for plastics, but a market for sorted paper remains. **Materials sorting is a low skill, low tech industry. Cost should not be outpacing the industry and the rest of government.**

Proposed Action Paragraph #1

An EPR for PPP program for Nova Scotia will save Nova Scotian municipalities millions.

Whether it be Municipal, Provincial, Federal or Fee based there is only one tax payer. There is no saving being proposed by the document provided. The municipalities are proposing increased costs to Nova Scotia Businesses and citizens.

No additional fee or tax burden should be allowed without a corresponding identified and mandated reduction in taxes. Nova Scotians and Nova Scotia businesses will have difficulty with the burden associated with \$16,000,000 in new fees.

Proposed Action Paragraph #2

The Solid Waste Priorities Committee has been meeting with municipalities, numerous stakeholders throughout the province and with national businesses.

A list of those companies consulted has not been provided. We were not consulted as one of the largest producers of printed product in Atlantic Canada and we have yet to find a producer of printed product that was consulted in Atlantic Canada. A message to the Atlantic provinces Chamber of Commerce does not constitute broad consultation.

Proposed Action Paragraph #2

The Committee has developed a framework for an EPR model for PPP based on the following objectives:

- *Meet public demand for a sustained and improved NS Recycling system*
- *Increase efficiency of recycling programs*
- *Collection*
- *Education*
- *Marketing of post-consumer materials*
- *Reduce the cost of managing solid waste in Nova Scotia*
- *Incent innovation in packaging design*

Increase efficiency – The document highlights the inefficiencies of the system. No data has been provided as to how efficiency would be increased. Cost control three times CPI is not a model of efficiency.

Collection – Nova Scotia already leads the country with collection. Nothing has been identified to illustrate how collection would be improved.

Education – No information has been provided on increased education. Partnerships already exist with newspapers for education.

Reduce the cost of managing solid waste – The proposal identifies increased fees and taxes. It does not address efficiency or reduced costs. Cost control 3 times CPI is not a model of efficiency.

Proposed Action Paragraph #3

Most small businesses would be exempt, including those:

- With revenue under \$2 million
- Supplying less than 1 tonne of PPP to Nova Scotia residents annually
- With a single storefront in NS and who are not supplied by (or operated as part of) a franchise

- Producing newspapers (except flyers) and registered charities
- The program would be harmonized with other Canadian EPR programs
- Monitoring and compliance must be in place to ensure a level playing field for businesses

Revenue less than \$2,000,000 – On what basis was \$2,000,000 determined? Newspapers have a voluntary program established. If other businesses with revenues less than \$2,000,000 are being exempted, then Newspapers with revenues less than \$2,000,000 should be provided the option to withdraw. A \$2,000,000 revenue figure does not in any way correlate with an organization's impact on the recycling stream.

With a single storefront in NS – There are single storefronts in Nova Scotia that are larger than those with multiple store fronts. This would benefit more urban storefronts and disadvantage multiple storefronts in more rural areas.

Flyers – the inclusion of flyers is complex and potentially unfair. A substantial number of flyers are distributed in Nova Scotia for organizations without storefronts. Distribution through Canada Post cannot be regulated provincially putting private distributors at an unfair disadvantage.

Level Playing field

- The destination of printed materials is often unknown, especially when it comes to documents, magazines, brochures catalogs etc.
- Local Print producers will be disadvantaged unless all print from outside is on a level playing field. We produce marketing materials for companies and organizations without bricks and mortar in Nova Scotia. The proposed charges could make it less expensive to produce printed product elsewhere and ship into our market, unless the client has a bricks and mortar location in Nova Scotia.
- How would it be fair to tax the material of a local travel agency, but not the promotional materials coming from cruise lines, resorts, etc. without a storefront in Nova Scotia? Maritime Travel, a Nova Scotia Company would be taxed, while direct communication from Carnival Cruiselines would not.
- Magazines compete with direct mail, phone books, catalogs and brochures. If magazines are to be affected, how would the products and titles coming from outside the province be addressed. Magazines also have permanence; many readers keep issues. Is a fee being proposed on the industry even if the product does not enter the local recycling stream?
- Online merchants and mail order companies would be at an even greater advantage in addition to avoiding local taxes, they would avoid ERP on products entering the market if they do not have a physical address. A package from Amazon, would not be affected, while a shipment from a local provider would.

- Flyers are a primary vehicle for the communication of value and savings to Nova Scotians, especially rural Nova Scotians with over three quarters of Nova Scotians sometimes or always reading flyers according to the News Media Canada Vividata 2017 Studies. As Nova Scotia has one of the most rural populations in Canada, flyers have disproportionate impact communicating to rural areas. Flyer programs however are inelastic, increases in costs, typically have a corresponding reduction in flyers. Rural areas are frequently eliminated in order to control costs.

Fact Sheet

250 Businesses to be affected?

- How was it determined that only 250 Businesses would be affected? Many legal offices, insurance companies, accounting firms, finance companies, travel agencies, universities, schools, hospitals, manufacturers, retailers and service organizations would utilize more than a ton of paper and have revenues over \$2,000,000. By our estimation, we would have more than 250 clients operating in Nova Scotia utilizing more than a ton of paper each year.
- If 250 businesses are to be affected, they would on average be asked to pay an additional \$64,000 to do business in Nova Scotia. How is it fair to ask 250 businesses to pay for the recycling of tens of thousands of businesses inside the province and those shipping product to the province?
- **A single store front**, no matter the amount of revenue or waste would be exempted? This advantages central urban businesses at the expense of multiple rural storefronts.
- **B2B** – Business to business communication and packaging makes up a significant portion of paper products utilized in Nova Scotia. As much commercial recycling is managed outside of municipal recycling stream, how would these materials be accounted for? Invoices, bills, documents and sensitive materials are typically managed by private shredding companies 7 years or more after they are first produced and do not enter the municipal waste stream, those document account for many tons of the paper utilized in Nova Scotia. Industrial catalogs as an example should never enter the municipal waste stream.
- **Government** – The Nova Scotia government, its schools, hospitals, departments, lotto and crown corporations are some of the largest purchasers and distributors of printed product within the province. Most schools and hospitals would utilize greater than a ton of paper. It is being proposed that 250 businesses within the province subsidize the paper utilized by the province.
- **How do we know if product produced or received in Nova Scotia will be recycled in Nova Scotia through eh municipal systems?** Tourism products, Doers and Dreamers, Halifax Visitors Guide, Costal Discovery Guide and Where Magazine are routinely picked

up in the province and leave the province with the tourist. Approximately 3000 Doers and Dreams Guides make up a ton of paper. How would the system determine if the guides enter the NS stream?

- **Tourism** – Many tourism operators would produce more than a ton of promotional material and paper waste. How would that waste be measured? When an entire region typically benefits from the promotion of tourism with economic activity and housing prices, is it fair to put the burden on a few operators?
- **Charity** – Charitable organizations heavily utilize printed promotional materials. Despite the fact that the generosity of Nova Scotians is above the national average and larger corporations are particularly generous, this proposal places the recycling burden of the many on a few businesses.
- **Universities** – Universities heavily utilize print. Nova Scotia Universities compete with Schools throughout Canada and Around the world for students. Would Universities outside Nova Scotia enter the recycling stream through Canada Post without fees and Nova Scotia Universities be charged despite the permeance of the documents? Creating an unfair advantage for Universities outside our province.

Cost of Municipal Collection?

- A full accounting of municipal systems is required as industry will want to consider, if the \$16,000,000 estimated would be a significant incentive for an industry lead program.
- In 2018, Advocate recovered 65% of paper recycling costs through the sale of product for recycling. What is the efficiency of the municipal system? A tonne of clean ONP is valuable and should cover the costs of collection and processing if properly sorted.
- If sorting is an issue, newsprint and groundwood paper can compost in 8 weeks or less, much better for the environment considering the associated carbon footprint for shipping the product to the US or overseas. The benefit to the environment should be studied.
- In the EU, Australia and the US, ERP is about packaging and not product, encouraging the reduction of packaging. Products such as magazines, catalogs, brochures, flyers, publications and documents should be considered products and exempted.

As the largest producer of commercial printing in Atlantic Canada, we have many concerns with the information proposal provided. If the program was to be established as proposed, the Nova Scotia Printing Industry could be put at a significant disadvantage to printers elsewhere.

Local businesses would be placed at a disadvantage to those businesses marketing products to Nova Scotia from outside. Amazon would avoid fees while local competitors would be targeted disproportionately for the costs of the system.

The proposal as presented could be very damaging for Advocate's business in Nova Scotia, our industry and our clients. In our case, we would be immediately incented to moved move production outside of Nova Scotia for organizations that do not have physical locations in Nova Scotia.

I believe in economic development, sustainability, fairness and corporate responsibility. I also have 30 year's experience with printing, newspapers, magazines, flyers, communication and packaging in Nova Scotia. I firmly believe that the proposal as presented has not considered the complexity of our business ecosystem and is devoid of the foundational data required to make quality decisions. Reduction of waste is important, the NSFM should focus on the costs associated with packaging in our province whether the source is from within or outside the province, however, clearly more data is required inorder to establish an equitable and efficient system.

A handwritten signature in black ink, appearing to read 'Sean Murray', with a large, stylized 'S' and a long horizontal stroke extending to the right.

Sean,

Toronto, April 18th 2019

Will Brooke, Policy Advisor
Nova Scotia Federation of Municipalities (NSFM)
1809 Barrington St, Halifax, NS B3J 3K8

Re: Proposed Extended Producer Responsibility (EPR) Model for Packaging and Paper Products (PPP) in Nova Scotia

Dear Will:

Thank you for the opportunity to comment on the EPR for PPP proposal that the Nova Scotia Solid Waste-Resource Management Regional Chairs Committee is currently developing.

The Carton Council of Canada (CCC) is a group of carton packaging manufacturers united to deliver long-term collaborative solutions in order to divert valuable food and beverage cartons from disposal. Since our formation in 2010, we have been driving concerted actions in collaboration with municipalities, sorting facilities, the waste management industry and schools with the goal to further increase carton collection and recycling. A few examples of the initiatives we have deployed in recent years to advance this goal include making available communication tools to municipalities, working with schools to grow carton recycling, and ensuring there are stable and robust end-markets to recycle used cartons. To learn more about our efforts please visit www.recyclecartons.ca.

As packaging manufacturers, our members are not targeted as “producers” under EPR legislation and do not bear the direct financial cost of those systems. As such, we defer to our customers (carton users – including those in the juice, dairy, and other food and beverage industry) to comment directly on the EPR for PPP proposal for Nova Scotia.

We nonetheless have one important point of input to provide. Given the many unknowns regarding the cost of moving to a fully industry-funded EPR for PPP system in Nova Scotia, Carton Council recommends that a study be commissioned to determine the current cost of the residential recycling program for PPP operated by municipalities, as well as its current performance.

Such a study was carried out in British Columbia (refer to “Current System for Managing Residential Packaging and Printed Paper in BC”) and was released in March 2012, one year after the Recycling Regulation was amended to include PPP, and two years ahead of the launch of the program (May 2014). This study was instrumental in informing the design of the producer-led EPR for PPP in BC.

Follow us on **LinkedIn** for news and information about carton recycling and our activities.

Sincerely,



Isabelle Faucher
Managing Director, Carton Council Canada

Report to Council

June 11, 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	Jul, 2019	<div><div></div></div>			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 work with Legal Counsel to arrange for a right-of-way.	11-Dec-18	Jul, 2019	<div><div></div></div>	<div><div></div></div>		50%
		Notes: In progress.					
3	Staff to prepare a report on the need for a Town housing advisory committee.	08-Jan-19	Jul, 2019	<div><div></div></div>			25%
		Notes: In progress.					
4	Staff directed to identify and pursue external funding options for Centennial.	12-Feb-19	May, 2019	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div> ★
		Notes: Planned external funding applications for centennial funding submitted. Staff continue to pursue opportunities for external funding as they present themselves.					
5	Staff directed to obtain a cost report on reinstating the hanging flower basket and Christmas wreath programs.	28-Feb-19	May, 2019	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div> ★
		Notes: Considered by Council in 2019-20 budget process.					

6	Staff directed to review applicable policies and banking products and make recommendation to Audit Committee.	28-Feb-19	Jul, 2019	<div><div></div><div></div><div></div><div></div></div>				25%
		Notes: In progress.						
7	Staff directed to investigate the Town's practices concerning property taxes on newly/partially constructed buildings and bring a recommendation to the Audit Committee.	28-Feb-19	Jul, 2019	<div><div></div><div></div><div></div><div></div></div>				25%
		Notes: In progress.						
8	Staff directed to develop a deployment plan for ongoing use of the Town's speed signs, in consultation with the RCMP.	12-Mar-19	Jun, 2019	<div><div></div><div></div><div></div><div></div></div>				75%
		Notes: Staff have consulted with the RCMP and have met to develop a preliminary framework and will meet again soon to finalize the plan before reviewing a final time with the RCMP.						
9	Staff directed to confirm Centennial Program dates and to plan and advertise a Centennial launch event in the last week of March or the first week of April 2019.	12-Mar-19	Jun, 2019	<div><div></div><div></div><div></div><div></div></div>				75%
		Notes: Program dates to be confirmed in centennial update to Council late June / Early July.						
10	Send a letter of support for Mayor Mattatall's letter re HST.	09-Apr-19	May, 2019	<div><div></div><div></div><div></div><div></div></div>				★
		Notes: Complete.						
11	Investigate establishing one or both cemeteries as stand-alone charities.	09-Apr-19	Jun, 2019	<div><div></div><div></div><div></div><div></div></div>				25%
		Notes: In progress.						
12	Investigate the development of Town Donations Policy.	09-Apr-19	Jun, 2019	<div><div></div><div></div><div></div><div></div></div>				★
		Notes: draft Policy Included in Council Package for June 11, 2019 meeting.						
13	Investigate the development of a plot sale program.	09-Apr-19	Jun, 2019	<div><div></div><div></div><div></div><div></div></div>				25%
		Notes: In progress.						
	Apply to the Nova Scotia Utility	30-Apr-19	Jun, 2019	<div><div></div><div></div><div></div><div></div></div>				★

14	and Review Board for changes in its rates for water and water service, fire protection to the Town of Mahone Bay and changes to its rules and regulations for customers served by the utility as set out in the Water study prepared by G.A. Isenor Consulting Limited in Association with Blaine S. Rooney Consulting Limited.	Notes: Application has been submitted and a hearing date has been set for Thursday, August 22, 2019 at 10:30 am.					
15	Staff to schedule the required Public Hearing prior to second reading of Non-Profit Organizations Bylaw.	03-May-19	Jun, 2019	<div><div></div><div></div><div></div></div>	75%		
		Notes: Public Hearing scheduled in the advance of the June 27, 2019 meeting of Council.					
16	Staff to contact MODL requesting official inclusion of Mahone Bay residents in MODL Pro-Kids grant program.	03-May-19	Jun, 2019	Not yet begun			
		Notes: none					
17	Staff to complete necessary paperwork with Register of Deeds to establish deed transfer tax of 1.5% effective August 1, 2019.	03-May-19	Jun, 2019	Not yet begun			
		Notes: none					
18	Staff to prepare a report on the proposed development of an Active Transportation Plan.	03-May-19	Jun, 2019	<div><div></div><div></div><div></div></div>	50%		
		Notes: In progress, report planned for Council's regular meeting on June 27th, 2019.					
19	Staff to review the placement of garbage receptacles at park entrances and trail crossings with specific consideration to dog waste and cigarette butts and to report back to Council.	03-May-19	Jul, 2019	Not yet begun			
		Notes: none					
20	Express support for the Mahone Bay Tourism and Chamber of Commerce proposal for a facilitated session on events coordination.	03-May-19	Jun, 2019	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div></div>		
		Notes: Complete.					
	Staff to write to the MBTCC	03-May-19	Jun, 2019	Not yet begun			

21	concerning their beautification program proposal, detailing beautification initiatives being undertaken as part of the 2019-20 centennial program.	Notes: none			
22	Staff to write to MODL in response to request for operating grant toward the Lunenburg County Lifestyle Centre.	03-May-19	Jun, 2019	Not yet begun	
		Notes: none			
23	Refer the Fibre Trail Association grant request in the amount of \$500 be referred to the Economic Development Committee.	03-May-19	May, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>
		Notes: The request was considered at the May 15, 2019 meeting of the Economic Development Committee at which time a motion to support was defeated.			
24	Staff to provide printed copies of CPT Transportation Market Survey and receive completed surveys for the CPT; to add link to the online survey to the Town website; to put up posters for the survey, and to allow CBCL project team members to contact senior planning staff for project information.	14-May-19	Jun, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>
		Notes: Staff have advised CPT of the Town's willingness to participate and are currently awaiting survey information to share.			
	Staff to review list requested	14-May-19	Jun, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>

25	donation items issued by the CHANGE Garden and that if the Town has any surplus items on the list that they be shared with the CHANGE Garden planners.	Notes: Staff have reviewed surplus materials and while there were no surplus materials, they have offered some rock and discussed the use of machinery and an operator with CHANGE Garden planners.			
26	Staff to submit an application to the 2019 Provincial Capital Assistance Program in the amount of \$109,782, requesting \$54,891 in funding assistance for water/wastewater projects	14-May-19	Jun, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	★
27	Council support the CPONS's (Campaign to Protect Offshore Nova Scotia) call for a full and independent public inquiry into the pros and cons of oil industry exploration in offshore Nova Scotia and to call for a moratorium on all further oil and gas exploration in the offshore pending the completion of that inquiry.	14-May-19	Jun, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	★

Chief Administrative Officer's Report - May 14, 2019 (Next Update June 27, 2019)	
1	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program AIM Cohort webinar session on May 15th, regional session on May 24th. Staff finalizing arrangements with the Municipality of the District of Chester for GIS technical support to Town's asset management initiatives. GIS mapping demonstration expected by June.
2	Invest in Canada Program - Call for Water / Wastewater Projects Applications submitted Jan 18th. On follow-up from Municipal Affairs Council's passed phasing motion Feb 28th. Staff awaiting further updates on status of funding.
3	2019-20 Centennial Program Centennial budget included in 2019-20 draft budget under consideration May 14th. Next centennial event: May 23rd Peter Duinker Talking Trees event at Mahone Bay Legion.

4 Cemeteries & Open Space	Mowing Services - Bayview Cemetery. Staff have been busy cleaning leaves & debris from various parks and open space in preparation for mowing season. The ball field fence was repaired where a large tree had fallen on the fence. Work was completed related to the spring opening of the tennis courts, 2 public comfort stations, the Visitor Information Centre, ball field washroom and swimming pool.
5 Electric Utility	Regular water & electrical meter reading duties were completed. A new line pole was installed near 45 Pleasant St. A contractor was hired to remove and dispose of old transformers and oil.
6 Water Supply, Treatment & Distribution	Regular monitoring and maintenance activities continued. Met with consultant to finalize the plans/specification for a back-up generator to be installed at the Raw Water Pumphouse. Routine flushing of water mains throughout the Town was conducted on May 8 & 9.
7 Sewage Collection & Treatment	Regular monitoring and maintenance activities continued.

Finance Manager's Report - May 14, 2019 (Next Update June 27, 2019)	
1 Tax Sale	Final notices are being prepared to be sent out to property owners who failed to respond to first notice and/or make payment arrangements.
2 Budget	All budget meetings have been held. 2019/20 Budget set to be approved at May 14th Council meeting.

3 Water Rate Study	Water Rate Study has been completed, and proposed rates have been approved by Council. UARB hearing date is set for August 22nd, 2019.
4 Audit	Audit is scheduled to begin the week of August 6th. In house work is expected to take 2 weeks, and we have been told that we will have the Draft Financial
5 Financial Information Return (FIR)	The FIR has been submitted to the Province. We have since received the AER (Annual Expense Report) and the CIP (Capital Investment Plan). We are on
6 Tax Bills	Our Interim Tax bills have been sent out to residents.

Service Statistics - May 14, 2019 (Next Update June 27, 2019)				
1	Parking Enforcement (tickets issued)	April, 2019	3	YTD (since Dec. 2018): 23
		Notes: Additional no parking signage to be added on Orchard St. when weather permits.		
2	Police Services (founded & SUI occurrences)	Jan-Mar 2019	92	YTD: 435
		Notes: 2018-19 Q4 statistics complete 2018-19 YTD.		
3	Traffic (Speed Signage)	February, 2019 + March, 2019	<u>38 Clearway St.</u> Av. Speed 24 / 30 Kph rev Av. Speed 25 / 30 Kph Mar	<u>95 Kinburn St.</u> Av. Speed 33 / 30 Kph rev Mar = battery error
4	Solid Waste (Tonage)	April, 2019	86.29	YTD: 86.29
		Notes: Recyclables = 9.02; Organics = 18.46; Garbage/Other = 46.19; Cardboard = 12.62.		
MORE TO COME				

2019-20 Budget: Operating Initiatives & Capital Projects	
COMING JUNE 27, 2019	



Staff Report

Prepared for: Town Council

Meeting Date: June 11, 2019

Subject: Housekeeping Amendment to Land Use By-law Regarding "Residential Conversions"

Prepared by: Garth Sturtevant, Senior Planner

Date: June 4, 2019

Current Situation

Planning staff have discovered an omission in the Residential Conversions Clause (4.4.6) of the Land Use By-law which, where permitted allows the conversion of buildings to dwellings containing one or more dwelling units up to a maximum of four (4) dwelling units. Policy in the Municipal Planning Strategy (MPS) and previous iterations of the Land Use By-law indicate that this clause should only apply to *existing* buildings (those which predate the current Land Use By-law), but its current interpretation applies to *all* buildings. Staff are recommending that Town Council proceed with a housekeeping amendment to correct the omission from the Land Use By-law so that only existing buildings qualify for the Residential Conversions Clause.

Background

The discovery of the missing term "existing" in Section 4.4.6 of the Land Use By-law arose during review of an application to enter into a Development Agreement to construct a third dwelling unit within the Residential Zone. The Municipal Planning Strategy is clear that this provision was intended to apply to all existing structures which predate the effective date of the current Land Use By-law of June 10, 2008.

Discussion

The Residential Conversions Clause in the Land Use By-law is only intended to apply to existing structures as Policy 4.4.2 of the Municipal Planning Strategy States: "*to permit in the Residential Zone small scale residential uses and a limited range of other uses compatible with residential neighbourhoods as follows:*

b) conversion of existing structures to multi-unit residences to a maximum of four (4) dwelling units in each structure."

The word 'existing' was omitted from the Land Use By-law and despite having clear policy within the Municipal Planning Strategy, staff must apply the provisions of the Land Use By-law as written. A housekeeping amendment to the Land Use By-law to add the word "existing" would correct the omission from the Land Use By-law. Staff have proposed an amendment to the Residential Conversions Clause in Appendix A below.

The Municipal Government Act (MGA) stipulates where an amendment is undertaken in accordance with the MPS and does not require an amendment to the MPS it does not require review of the Director or approval of the Minister (S. 210 [1]). A public participation program (Public Information Meeting) is at the discretion of Council for this type of amendment and the amendment can be adopted by a majority of votes of the council members present at the Public Hearing (S. 210 [2]). The amendment proposed in Appendix A is supported by policy in the Municipal Planning Strategy and is therefore eligible for this expedited approval process.

Implications

Align Land Use By-law regulations with the intent of policy contained within the Municipal Planning Strategy as it relates to Residential Conversions.

Policy

A housekeeping amendment to allow residential conversions only for existing structures is supported by the Municipal Planning Strategy.

Financial/Budgetary

N/A

Environmental

N/A

Work Program Implications

N/A

Options

1. Give 1st Reading to the housekeeping amendment (attached) to the Residential Conversions Clause (4.4.6) of the Land Use By-law to add the word “existing” to immediately precede the word “buildings”. This will bring the Land Use By-law into alignment with the policies expressed in the Municipal Planning Strategy;
2. Do not proceed with the proposed housekeeping amendment (Appendix A) to the Residential Conversions Clause (4.4.6) of the Land Use By-law; or,
3. Move to table the discussion for consideration at a future meeting.

Attachments

- Appendix A – Housekeeping Amendment to the Mahone Bay Land Use By-law, Residential Conversions Clause (4.4.6)

Appendix A: Housekeeping Amendment to Residential Conversions Clause (4.4.6)

Town of Mahone Bay

Amendments to the Town of Mahone Bay Land Use By-law

Be it enacted by the Council of the Town of Mahone Bay as follows:

1. Amend the Land Use By-law to add the word “existing” to immediately precede the word “buildings” at Part 4.4.6 Residential Conversions.

Town of Mahone Bay Land Use By-law

Underlined text is added.

4.4.6 Residential Conversions

Where permitted in this by-law, conversions of existing *buildings* to *dwellings* containing one or more *dwelling* units shall be subject to the following requirements:

- a) each *dwelling* unit shall be self-contained and shall have separate cooking and sanitary facilities;
- b) off-street *parking space* shall be provided according to the requirements of Part 13;
- c) the maximum number of *dwelling* units per lot shall be four (4); and
- d) each *dwelling* unit shall have a minimum of 93 sq. metres (1,000 sq. ft.) of lot area.



Town of Mahone Bay
Staff Report
RE: Social Media Policy
May 6, 2019

General Overview:

The purpose of this report is to explore the opportunity to create a social media presence for the Town of Mahone Bay.

Background:

The general public uses social media sites and applications to learn about activities and services available within their communities. Where once people would access websites, social media sites are becoming the preferred method of disseminating information. The Town has been steadily increasing engagement opportunities with Town residents and access to social media will give staff a wider reach in these activities.

The implementation of the Code RED system presents an opportunity to implement social media profiles to support and enhance that system. Staff could use those same profiles to communicate events, information and opportunities with residents of the Town.

Analysis:

In a study completed in 2017, Ryerson University found that 84% of online adults have a Facebook account and 42% have a Twitter account. These statistics show that social media is an effective way to communicate with Town Residents. Anecdotally, staff have received comments from members of the public that they look to social media, Facebook in particular, for information updates.

Financial Analysis:

There will be no financial cost to the Town.

Key Strategic Initiatives and Core Activities

3.3 Governance and Public Engagement

- Improve communications and share information with the public in a manner consistent with their needs
- Create opportunities for public engagement

Recommendation:

It is recommended that at its regular meeting on May 14th, after due consideration, Council resolve:

THAT Council adopt the attached Social Media Policy.

Attached for Council Review:

- Draft Social Media Policy

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Kelly Redden". The signature is fluid and cursive, with the first name "Kelly" and last name "Redden" clearly distinguishable.

Kelly Redden
Deputy Clerk and Records Administrator

Town of Mahone Bay

Social Media Policy

1. Purpose

The purpose of this Policy is to maintain the integrity of the Town of Mahone Bay's presence in social media and to ensure social media is used appropriately and within the Town's guidelines and policies.

The Town may use social media tools in order to reach a broader audience and improve communications with the public. The Town's website (www.townofmahonebay.ca) will remain the Town's primary internet presence but the Town recognizes that social media can be useful in furthering its engagement goals and can serve to build a more robust relationship with the public.

2. Definitions

- a) "Town" means the Town of Mahone Bay;
- c) "Social Media" means websites through which users create online profiles to share information and communicate. These include but are not limited to: Facebook, Twitter, Instagram, LinkedIn;
- d) "Moderated" means regular technical monitoring measures that prevent or ensure the timely removal of any defamatory or objectionable submissions, including information that jeopardizes the privacy of others;
- e) "Official Use" means use for Town purposes such as communication, information sharing, service delivery, collaboration and other purposes within the scope of the Town's mandate;
- f) "Personal Use" means use by an employee for purposes unrelated to official use;
- g) "Social Media Administrator(s)" the function of the Social Media Administrator shall be performed by the CAO or a designate. The Social Media Administrator(s) has a responsibility to ensure the appropriateness of content and policy compliance. Only the Social Media Administrator(s) has permission to create, publish or comment on behalf of the Town;

3. Overview

This Policy applies to all Social Media Administrators when working with social media tools for official use.

This Policy does not apply to social media sites of the Town's elected officials used solely for campaign and personal use.

This Policy does not apply to social media site of the Town's staff used solely for personal use.

Social Media Policy

4. Mission and Strategic Plan Objectives

This Policy supports the Town of Mahone Bay's mission "To provide high quality services to our vibrant and thriving community, through efficient and accessible government" by providing an efficient and modern means of disseminating information and supporting citizen engagement.

This Policy supports the Public Engagement portion of the Town's Strategic Plan by aiding in the process of developing a framework to engage the public in Council activities and decision making; improving communications and sharing of information with the public in a manner consistent with their needs; and creating opportunities for public engagement.

5. Policy Objectives

- a) Enable the Town to be more active in its relationships with citizens, partners and stakeholders.
- b) Encourage the appropriate, creative and effective official use of social media by employees for municipal purposes.
- c) Ensure the use of social media by the Social Media Administrator(s) complies with all applicable laws and all municipal policies and procedures, including those related to the protection of privacy, capture and retention of records, security, respectful workplaces and employee code of conduct.

6. Policy Directives

- a) The Social Media Administrator(s) using social media for official use shall follow this policy.
- b) Personal social media accounts shall not be used to conduct official municipal business.
- c) The decision to create or initiate new municipal social media accounts must be approved by the Chief Administrative Officer. Approval shall be based on appropriate level of risk, particularly with respect to privacy and network security.
- d) Blogs, discussion forums or other social media initiated and/or created by, and within the control of, the Town must be moderated by the Social Media Administrator.
- e) The Social Media Administrator(s) using social media for official use shall be governed by all applicable laws and all municipal policies and procedures.

7. Management of Town Social Media

The Social Media Administrator(s) is responsible for:

- o Reviewing all comments and questions and determining if a response is required;
- o If a response is required, the Social Media Administrator(s) will respond in a timely manner during normal office hours, Monday – Friday, 8:30 – 4:30;
- o Monitoring social media channels regularly for inappropriate content as it relates to the Town of Mahone Bay; and

Social Media Policy

- Removing any posts that contain external replies or posts containing:
 - Comments unrelated to the Town of Mahone Bay;
 - Content that violates the Criminal Code of Canada or the Nova Scotia Human Rights Act;
 - Obscene, racist, or otherwise discriminatory content;
 - Sexual content or links to sexual content;
 - Personal attacks, insults or threatening language;
 - Plagiarized or copyrighted material;
 - Confidential information published without prior consent;
 - Content encouraging illegal activity;
 - Content that supports or opposes a candidate for municipal, provincial or federal election, political campaigns or matters before Council, personal comments or opinion of Town Staff or Council Members or any personal opinions of political process;
 - Comments determined by the Social Media Administrator(s) to be a specific attack on groups or individuals or to be inherently political in nature or cause;
 - Information that may tend to compromise the safety or security of the public or public systems; or
 - Content that is commercial in nature and that attempts to endorse, advertise or sell the products or services of an individual, business or organization.

The Town of Mahone Bay reserves the right to remove any social media posts, on its social media channels, that it believes to be inappropriate in nature.

Any person who continues to post inappropriate or offensive comments will be permanently blocked from all Town of Mahone Bay social media channels.

Requests to share information via Town media channels will be handled by Staff. Requests to share information must be relevant and local. The Town of Mahone Bay reserves the right to deny any request to share third party information. To request a sharing of a post via the Town's social media channels, contact the Town Office.

Social Media Policy

<u>Clerk's Annotation for Official Policy Book</u>	
Date of Notice to Council Members of Intent to Consider {7 days minimum notice}:	_____
Date of Passage of Policy:	_____
_____	_____
Clerk	Date

Green - suggested review

Yellow - edits made



Staff Report

Prepared for: Town of Mahone Bay Council

Meeting Date:

Subject: Proposed new private road name

Origin: Civic address request from property owner

Prepared by: Sylvia Dixon, Development & Planning Technician **Date:** May 28, 2019

Reviewed by: Maureen Hughes, Town Clerk and Deputy CAO **Date:**

Authorized by: Dylan Heide, Chief Administrative Officer **Date:**

Recommendation

It is recommended that the Town of Mahone Bay Council approve the road name "Skipper Drive".

Background

Property owner, Jill Skinner, has requested separate civic addresses to be assigned to two cottages off the private driveway between 350 and 358 Main Street, Mahone Bay. This would be in addition to the current address of 354 Main Street. Please refer to the attached map for reference. Provincial guidelines for civic addressing state a private right of way with three or more addressable buildings must be named. Property owners that use the private right of way to access their property were asked to submit a road name petition for Council's consideration. A signed petition has been received with the suggested road name "Skipper Drive" as the property owners' first choice. "Skipper Road" is the second choice and "Skipper Lane" is the property owners' third choice.

Discussion

"Skipper Drive" is a unique road name within Nova Scotia. The closest road names to "Skipper Drive" are:

- Skipper Hill Drive, Chester Basin, Municipality of the District of Chester, Lunenburg County
- Skippers Lane, Harriston, Municipality of the District of Chester, Lunenburg County
- Skippers Lane, North East Point, Municipality of the District of Barrington, Shelburne County

Comments received for "Skipper Drive":

- Operations Manager - Derrick MacKenzie: has no objections with proposed name
- Mahone Bay Fire Department - Chief Richard Nowe: has no concerns with the proposed road name

May 31, 2019

Options

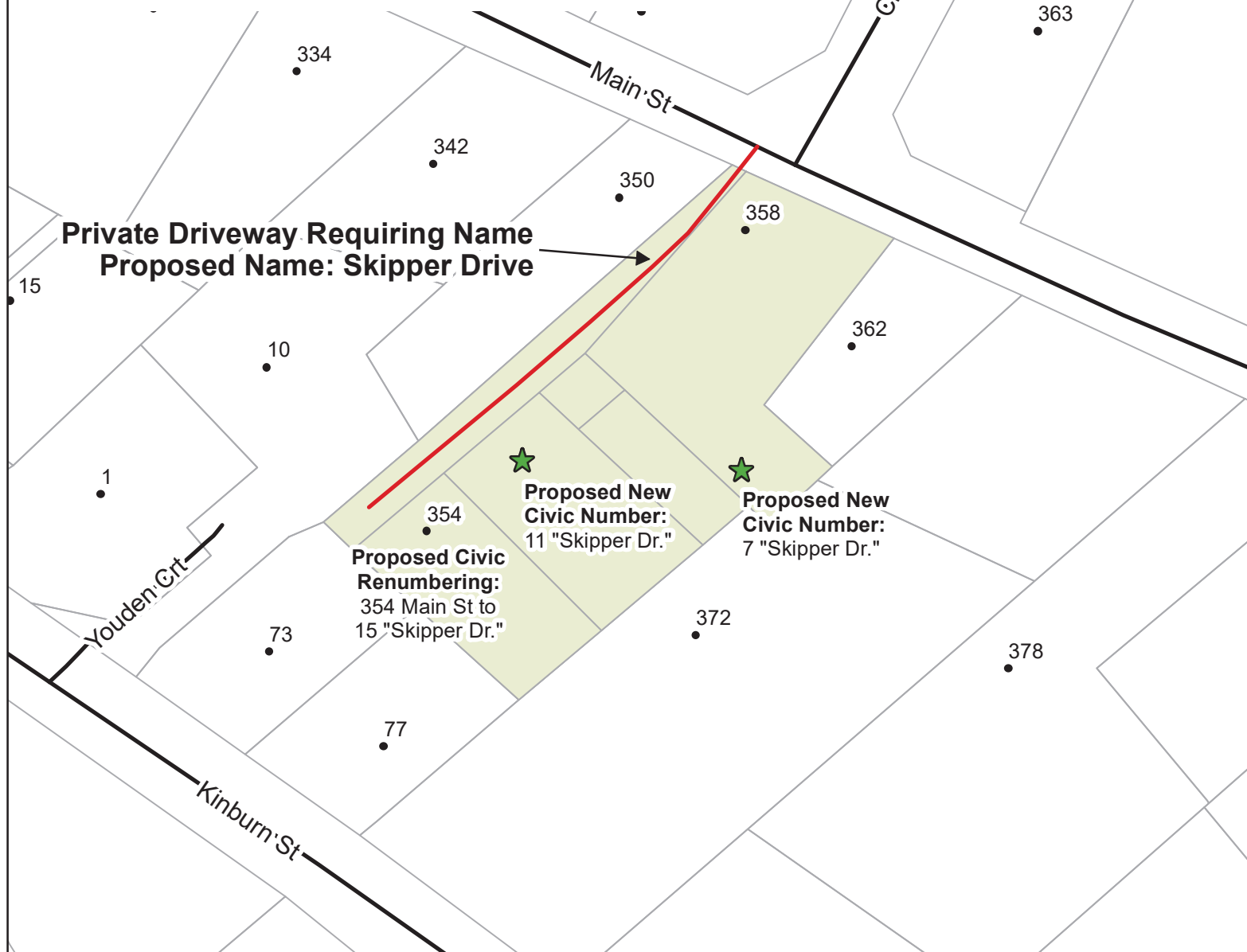
Council may choose to:

1. Council can approve the road name "Skipper Drive".
2. Council can decide not to approve the name and direct staff to assign a different name of Council's choosing.

Attachments

1. Signed Petition
2. Location Map

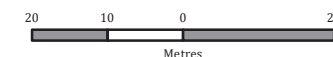
Address: New Private Road Name Proposed: Skipper Drive
Community: Mahone Bay
PID: 60374329, 60420445, 60374345
AAN: 02092913, 01664859, 04529766
Fire Dept: Mahone Bay Fire Dept.
Description: New Private Road Name required for private driveway with three addressable structures. Access off Main Street.



Representation of Mahone Bay within Nova Scotia
Scale: 1:12,500,000



Scale: 1:1,000



Legend

- ★ New Civic Address
- Civic Address
- Private Driveway Requiring Name
- Road
- Affected Properties
- Property Boundary

Rev:	Description:	Date:
0	New Road Naming and Civic Addressing	19/05/24

MUNICIPALITY OF THE DISTRICT OF CHESTER

New Private Road Name Proposed:
Skipper Drive

From Date: N/A
To Date: N/A
Date Printed: 19/05/24

Status: Exists
Project ID: N/A
Classification #: N/A

Digital Folders Entry ID:
892338

Sources:
Digital Base Map Data from Service Nova Scotia and Municipal Relations
Prepared by the Municipality of the District of Chester
Coordinate System/Datum: UTM NAD83 CRS ZONE 20N
Map Disclaimer:
Information shown on these drawings is compiled from numerous sources and may not be complete or accurate. The Municipality of the District of Chester is not responsible for any errors, omissions or deficiencies in these drawings. Date printed does not reflect date of data.
Actual Map Size: w 11" x h 8.5"

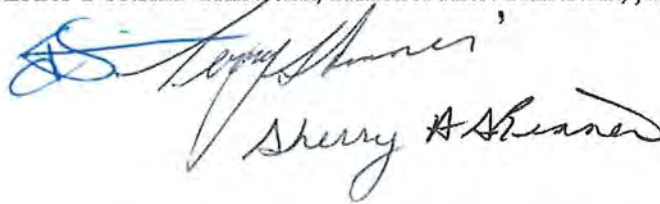
NEW ROAD NAME PETITION

Three (3) road name choices (Maximum 18 Characters/Letters including spaces and road suffix):

1st Skipper Drive
2nd Skipper Road
3rd Skipper Lane

Signature of affected landowners:

1. PID # 60661428, 60420452, 60374337, 60420445
Name: TERRY DONALD SKINNER, SHERRY ANN SKINNER, JILL MELISSA SKINNER
Signature(s):


Terry Donald Skinner
Sherry Ann Skinner

2. PID # 60374345
Name: JILL SKINNER
Signature(s):



3. PID # 60374329
Name: JILL MELISSA SKINNER, TERRY DONALD SKINNER
Signature(s):







Town of Mahone Bay

Staff Report

RE: Supportive Workplace Committee Policy

June 4, 2019

General Overview:

The purpose of this report is to recommend the implementation of a Supportive Workplace Committee, by policy, for employees of the Town of Mahone Bay.

Background:

The Town currently has no staff-led committees to develop and implement policies to encourage staff to pursue ongoing professional development, be involved in the community, and live a healthy, active and balanced lifestyle. This Policy will establish a Committee whose responsibilities will include developing and implementing policies concerning workplace safety, health and wellness, staff training, staff social initiatives and employee donations and volunteerism.

On May 9, 2019, Premiere Stephen MacNeil proclaimed May 23rd as Nova Scotia Municipal Workplace Wellness Day. The Association of Municipal Administrator of Nova Scotia (AMANS) is also encouraging workplace wellness initiatives in Municipal offices. The Association has a Municipal Wellness Coordinator who is available to give advice and ideas to our new committee. AMANS also offers annual grants for specific projects to help offset the cost of health and wellness initiatives.

Similar National and Regional initiatives and best practices are ongoing in the areas of health and safety, training and professional development, and social participation/volunteerism.

Analysis:

Evidence shows that workplaces that have health and wellness policies and programs have happier and healthier employees who take fewer sick days and use health insurance less, which lowers premiums. Successful Health and Wellness programs can also lead to more productive members of staff.

Financial Analysis:

In the 2019-20 budget, Council committed \$150 per staff member this fiscal year for staff health and wellness initiatives. A further \$1,500 per administrative/financial staff member was committed to staff training and professional development. The Supportive Workplace Committee will be charged with developing policies which will govern how these funds are utilized.

The Town recently received a grant from AMANS in the amount of \$350. This money was awarded for an initiative titled "Employee Step Challenge". These funds will be used to supply step counters to employees who are interested in participating in a competitive step challenge. The Committee will be responsible for developing the competitive challenge.

In the future the Supportive Workplace Committee will be responsible for identifying opportunities for funding for workplace health initiatives and then applying for those funds.

Recommendation:

It is recommended that at its regular meeting on June 27, 2019, after due consideration, Council resolve:

THAT Council adopt the Supportive Workplace Committee Policy as presented

Attached for Council Review:

- Draft Supportive Workplace Committee Policy

Respectfully Submitted,



Kelly Redden
Deputy Clerk and Records Administrator

Town of Mahone Bay

Supportive Workplace Committee Policy

1. Purpose

The purpose of this Policy is to establish a Supportive Workplace Committee for the employees of the Town of Mahone Bay.

2. Definitions

- a) “Town” means the Town of Mahone Bay;
- e) “Town Employee” means any employee of the Town of Mahone Bay including full time, part time, casual and contract.

3. Committee Members

The Committee consists of three staff members, one full time employee from Finance/ Administration, one employee from Public Works and one Manager. The Deputy CAO and the Manager of Finance, together, will nominate one of their employees, the Manager of Public Works will nominate one of his/her employees and the managers will decide amongst themselves who will be their representative on the committee.

Appointments to the Committee are for a one-year term, April 1st – March 31st of each year. It is the intention that no staff member will serve consecutive terms, so that each staff member will have the opportunity to serve on the committee.

4. Committee Responsibilities

Workplace Safety

The committee is responsible for developing and maintaining workplace safety policies and gathering information to aid the Town in assuring that they are following best practices.

Health and Wellness

The committee is responsible for developing and maintaining a health and wellness policy for the staff of the Town. The committee will also develop health and wellness programs and initiatives, in accordance with this policy.

Staff Training

The committee is responsible for developing and maintaining a staff training and professional development policy.

Social

The committee acts as the Town employee social committee and is responsible for organizing staff social events and organizing the decorating of Town property for holidays and special events.

Donations/Volunteerism

The committee will be responsible for drafting a policy which will encourage employees to donate to local non-profit organizations and to volunteer within the community.

The Committee will make recommendations to the CAO who will approve based on approved budgets or in the case of policies, recommend to Council.

5. Meetings

Meetings will generally occur monthly during regular working hours at a date and time determined by the staff members serving on the committee. As an internal staff committee, meetings will not be open to the public.

<u>Clerk's Annotation for Official Policy Book</u>	
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: Donations Policy

June 11, 2019

General Overview:

The purpose of this report is to present to Council a draft Donations Policy governing donations made to the Town.

Background:

On March 18, 2019 the following motion was passed by the Cemetery Committee:

A motion by Councillor J. Feeney, seconded by Mr. Veinotte, **“THAT the Committee recommend that Council direct staff to investigate the development of a Town Donations Policy.”**

Motion carried.

On April 9, 2019 the following motion was passed by the Mahone Bay Town Council on recommendation from the Cemetery Committee:

A motion by Councillor Bain, seconded by Councillor O’Neill, **“THAT Council direct staff to investigate the development of a Town Donations Policy.”**

Motion carried

Analysis:

Staff have reviewed donations policies in other jurisdictions and developed the draft Donations Policy (attached as Appendix A to this report) for Council’s consideration.

Rationale for Council adopting the draft Donation Policy include:

- Policy governs the handling of donation requests, providing clarity for donors and staff;
- Policy ensures compliance with Canada Revenue Agency (CRA) rules for the issuance of donation tax receipts. Failure to comply may result in a suspension of receipting privileges or qualified donee status;
- Policy will encourage donations to the Town, in particular to the cemeteries;
- Policy supports specific campaigns and programs overseen by Town staff (centennial initiatives including the celebration of trees for example) through introduction of Community Asset Donation Program.

Financial Analysis:

The donations policy will encourage donations and facilitate the development of specific campaigns or programs soliciting donations and has potential to financially benefit the Town.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.2 Economic and Community Development

- Enhance recreation and open space opportunities

3.3 Governance and Public Engagement

- Create opportunities for public engagement

Recommendation:

It is recommended:

THAT Council direct staff to develop a list of community assets for the Community Asset Donation Program, in accordance with the draft Donations Policy, for consideration at Council's regular meeting on June 27th, 2019.

It is further recommended that at its regular meeting on June 27th, after due consideration, Council resolve:

THAT Council adopt the Donations Policy as presented.

Attached for Council Review:

- Draft Donations Policy

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

Town of Mahone Bay

Donations Policy

1. Purpose

The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the Town of Mahone Bay. This policy supports the Town's commitment to meet Canada Revenue Agency (CRA) requirements for issuing donation receipts and provides guidance for individuals, community groups, and businesses wishing to make donations to the Town.

2. Application

This policy will apply to all donations made to the Town of Mahone Bay. Specific campaigns or programs soliciting donations will be conducted in accordance with this policy, as will solicitation of donations to the Town of Mahone Bay Athletic & Cultural Trust Fund, Park Cemetery Fund and Bayview Cemetery Fund.

3. Definitions

CAO means the Chief Administrative Officer of the Town of Mahone Bay or any person authorized to act on that person's behalf.

Community Assets include but are not limited to, trees, benches, works of art, playground structures, etc. as specified by the Town pursuant to the Community Asset Donation Program outlined herein. A community asset can be dedicated to an individual or group at the request of the donor.

Donation means a voluntary transfer of tangible property including cash, or a transfer in-kind of tangible property other than cash. The donation has to be valued at fair market value and the net amount of a donation is calculated from this value less any advantage or benefit received or to be received as a result of the donation.

Donations in-Kind, also known as non-cash donations, are donations of property. They cover items such as artwork, equipment, securities, cultural property, and real property. A contribution of services is not property and therefore does not qualify as a donation or donation in-kind for purposes of issuing official donation receipts. A donation in-kind can be dedicated to an individual or group at the request of the donor.

Treasurer means the Treasurer of the Town of Mahone Bay, a designation held by the Manager of Finance, or any person authorized to act on that person's behalf.

4. General

4.1 Procedure for Making Donations

The donor must contact Town staff to determine whether a donation will be accepted and the conditions of acceptance.

4.2. Types of Donations

Donations may be offered in the form of cash, real or tangible property offered in-kind. Donations may be made to the Town in general (becoming general revenue for the year donated) or the donor may specify their donation to a particular Town fund, project, location, or purpose or for contribution to a third-party on behalf of the donor where applicable. Cash donations may also be directed to the Community Asset Donation Program as specified herein.

4.3. Acceptance of Donations

Donations will only be accepted when they have a purpose consistent with the Town's goals and objectives and are in the best interest of the Town.

The Town shall review every donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for evaluation include but are not limited to:

- Consideration of an immediate or initial expenditure required in order to accept the donation;
- The capacity of the Town to meet the initial and ongoing costs and obligations associated with the donation;
- The potential and extent of the Town's obligation to maintain, match, or supplement the donation.

Where a donor requests that conditions be placed on the use of the donation, the Town Solicitor may be consulted to ensure that the appropriate agreements are prepared prior to accepting the donation.

4.4. Thresholds for Acceptance / Rejection

The following are the threshold amounts for acceptance or rejection of donations on behalf of the Town, in accordance with the preceding section:

- Offers of donations of cash or tangible assets valued at \$5,000 or below may be accepted by the CAO;
- Donations valued at more than \$5,000 shall be approved by the Town Council;
- Offers of donations for gratuitous purposes (e.g. holiday gift baskets, etc.) to any employee, department or the Town shall be made available to benefit all employees.

4.5. Rejected Donations

The Town reserves the right to reject any donation if, upon review, acceptance of the donation offer is determined in the sole discretion of the Town to be not in the best interests of the Town. If a donation is rejected, the CAO shall advise the donor in writing of the reason.

4.6. Cash Donations

Where cash donations are received by the Town, the funds will be recorded in the appropriate account by the Treasurer. Donations may be disbursed only for their intended purpose and in accordance with the terms, conditions or restrictions of any agreement governing the use of the donation.

4.7. Donations In-Kind

A Donation Agreement (Appendix A) signed by the donor and the Town shall be required prior to the acceptance of an in-kind donation. Along with a Donation Agreement, if an official receipt is requested for income tax purposes, written valuations of in-kind donations shall be supported by an external appraisal by an independent arm's length qualified appraiser or other third party supporting documentation, satisfactory to the CAO to substantiate fair market value.

4.8. Location and Installation

Not all Town-owned lands are suitable for the location of a particular tangible asset. Town staff will provide the donor with options and will work with the donor to identify the appropriate location for an asset. In the event that the location of the asset proves to cause concern due to vandalism or other issues, the Town may relocate the asset in consultation with the donor.

Assets will generally only be installed from April 1 through October 31 of each year. Installation will be completed to Town standards and specifications. Donors will be notified by Town staff once the asset has been installed.

4.9. Recognition of Donations

A letter of appreciation shall be forwarded to the donor following acceptance and receipt of the donation and any / all appropriate documentation.

Once per year, the names of all those who have donated that year shall be reported to Town Council, published in the Mayor's Newsletter and posted on the Town of Mahone Bay website.

Donations made as part of a specific campaign or program, larger donations or donations of particular cultural significance may be additionally recognized at the discretion of the Town, with the agreement of the donor.

5. Community Asset Donation Program

The purpose of the Community Asset Donation Program is to provide a means for donors to contribute directly to the benefit of the community in recognition of an individual or group.

Individuals and organizations may make a general donation to the Community Asset Donation Program or a donation for a specific community asset from the list of community assets maintained by staff (e.g. benches, trees, bike racks, etc.). This list will specify the cost/value of each asset (inclusive of all costs including acquisition, installation, plaque, etc.).

5.1 Procedure

Donors to the Community Asset Donation Program for a specific community asset are required to submit a Donation Request (Appendix B) to Town staff. Assets will be purchased on approval of the request and receipt of the specified funds from the donor. A tax receipt for the value of the asset, installed, will be issued to the donor.

Any community asset can be dedicated to an individual or group at the request of the donor. Dedications shall be marked by plaques affixed to, or installed adjacent to, the asset.

The Town shall be responsible for the maintenance of the asset at its sole discretion and will have the discretion to not replace and/or repair the donation if it is deemed damaged beyond reasonable repair and/or replacement.

6. Official Income Tax Receipts

The Town will issue an Official Income Tax Receipt for donations that qualify as Charitable Gifts in accordance with the Income Tax Act, regulations and CRA guidelines.

6.1 Qualifying Donations

To be eligible for an official income tax receipt, the donation must:

- Meet the definition of a donation as specified in this policy;
- Be voluntary – freely given and not as a result of a contractual or legal obligation;
- Have been accepted by the Town in accordance with this policy.

The Treasurer shall be responsible for the issuance of all Official Income Tax Receipts for qualifying donations in accordance with the following:

- Receipts shall be issued for all donations having a value of \$20 or more, if requested by the donor;
- For donations in-kind, the fair market value of the Donation must be supported by an independent arm's length appraisal or other third party supporting documentation, satisfactory to the CAO;

- Receipts shall be made in the name of the donor only;
- Only the eligible amount of a donation may be recorded on a donation receipt. If the donor receives any property, services, or other advantage in consideration of his or her donation, the fair market value of the advantage is deducted from the fair market value of the gift to determine the eligible amount for the purposes of the donation receipt.

6.2 Non-Qualifying Donations

Non-Qualifying Donations, in accordance with the Income Tax Act, regulations and CRA guidelines, include:

- Intangibles such as services, time, skills and effort;
- Donations that are given to the Town intended as a flow through to a specified recipient who does not have charitable organization status;
- Donation of business marketing products such as supplies and merchandise;
- Sponsorship in the form of cash, goods or services toward an event, project program or corporate asset in return for commercial benefit;
- Transfers of cash, property or assets resulting from a condition, such as a court order, or requirement of the Town's approval process, such as a site plan or subdivision agreement;
- A donation in-kind for which the fair market value cannot be determined.

6.3. Donation Records

The Town shall maintain records supporting all Official Income Tax Receipts issued. Copies of Official Income Tax Receipts issued will be retained and filed in accordance with the Town's records retention policy.

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

Appendix A

Donation Agreement

Between

The Town of Mahone Bay

and

THIS AGREEMENT, entered into this day of , , is by and between the Town of Mahone Bay (the "Town"), a municipal corporation, and , (the "Donor"), of .

WHEREAS the Donor has offered to donate to the Town;

NOW, THEREFORE, the Town and the Donor, for the consideration and under the described conditions and obligations, hereinafter set forth and agree as follows:

1. The donation, known as , as described below, is donated in its entirety to the citizens of Mahone Bay to be hereafter owned by the Town of Mahone Bay and managed on behalf of the citizens by Town staff.
2. The Town reserves the right to move/remove and/or retire the donation following cessation of a five year period. The five year period shall commence upon the date entered into and indicated above.
3. The Town shall be responsible for the maintenance of the donation at its sole discretion and will have the discretion to not replace and/or repair the donation if it is deemed damaged beyond reasonable repair and/or replacement, suffers repeated vandalism, and/or expires prior to end of the five year period.
4. The initial term of this agreement shall be five years. Following cessation of the five year period, the Town may treat the donation, as it would any other Town property similar in nature.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized officials:

IN WITNESS whereof the parties have executed this Agreement on the date set forth above.

Witness

Town of Mahone Bay

Witness

Donor

Appendix B

COMMUNITY ASSET DONATION PROGRAM

REQUEST FORM

Thank you considering the Town of Mahone Bay Community Asset Donation Program. Please complete the following information:

Name of Donor: _____

Address of Donor: _____

Donor Contact Telephone Number: _____

Donor Contact Email: _____

Requested Asset (see list provided by Town staff): _____

Preferred Location of Asset: _____

Dedicated to (if applicable): _____

Donor Signature

Date



Staff Report – 51 Pond Street

Prepared for: Town Council

Meeting Date: June 11, 2019

Subject: Cash-in-lieu of Parking Request for 51 Pond St.

Prepared by: Heather Archibald, Development Officer & Garth Sturtevant, Senior Planner

Date: May 30, 2019

Current Situation

The property owner is still seeking to add a third dwelling unit, to be used as a short-term vacation rental on property located at 51 Pond Street via Residential Conversion under the Land Use by-law. In order to meet parking requirements within the Land Use By-law and receive a Development Permit, the Applicant is requesting that Council accept cash-in-lieu of parking for one of the five required parking spaces.

Section 13.5 of the Land Use by-law outlines the opportunities and requirements to request that Council accept cash-in-lieu of required on-site parking spaces. Supporting policy in the Municipal Planning Strategy states that this request is only valid when there is a lack of sufficient space on the property to provide the required number of parking spaces. There is no criteria or policy guiding Council on how or under what circumstances to accept or reject cash-in-lieu. This is a discretionary decision of Council. There is no specific guidance on what is considered "sufficient space" for parking when considering cash in lieu.

The property owner made a previous request for Council to accept cash in lieu of two parking spaces. The motion to accept the cash in lieu was defeated which meant the request for two parking spaces for cash in lieu was denied.

The cost to purchase one parking space for 51 Pond Street is **\$2373.81**

Cash in Lieu Calculations

Land Use by-law section 13.5 Cash In Lieu

Council may accept cash in lieu of providing the required parking, as set out in Section 13.3, to a maximum of two parking spaces and in accordance with Council's policies on parking areas according to the following formula:

amount of payment = (a x 19 sq. metres) x b + (b x \$1,500)

a = assessed **value of the land** per square metre (please note this is NOT the total assessed value of the lot, the assessed value of buildings is excluded)

- 19** = number of square metres in each parking space
b = number of required parking spaces (interrupted as # asked for to buy out)
\$1,500 = cost of constructing parking space (in dollars)

Assessed value of land for 51 Pond Street: \$32,500

Lot Area in Square Metres: 706.71

Equals assessed value per square metre $32500/706.71 = \$45.99/\text{square metre}$

$((45.99 \times 19) \times 1) + (1 \times 1500) =$

$((873.81) \times 1) + (1500) =$

$873.81 + 1500 = \mathbf{\$2373.81 \text{ to buy out one parking space}}$

OPTIONS

Staff are seeking Council's decision on the request from Pam Knickle to provide cash-in-lieu of parking in the amount of \$2373.81 for one required parking spaces at 51 Pond Street:

1. Accept cash-in-lieu of one parking spaces, in the amount of \$2373.81 from Pam Knickle for property located at 51 Pond Street;
2. Reject cash-in-lieu of one parking space at 51 Pond Street.



Town of Mahone Bay

Staff Report

RE: Prize Policy

June 4, 2019

General Overview:

The purpose of this report is to recommend the implementation of a Prize Policy.

Background:

Over the past eight months the Town has been distributing monthly online surveys for Town residents to complete. Once each survey is closed, respondents' names are entered in a draw for a \$100 gift card (if they choose to opt in). In the future Town staff may identify other ways to reward residents' time and input with gifts, money, etc.

This experience has highlighted the need for clarity around the distribution of prizes. As 2019-20 is the Town's Centennial year, staff anticipate the use of Centennial merchandise as prizes in a number of ways. Prior to moving ahead with the awarding of additional prizes, staff request Council's approval of the attached price policy which outlines who is eligible to win a prize from the Town.

Analysis:

The attached Prize Policy states that Town Employees, Town Council Members and immediate family of employees and council are not eligible to win prizes from the Town. In most lotteries, random prize draws, employees of an institution are not eligible to win prizes.

Financial Analysis:

There will be no financial cost to the Town associated with the adoption of the attached policy

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 Public Engagement

- Develop a policy and framework to engage the public in Council activities and decision making
- Create opportunities for public engagement

Recommendation:

It is recommended that at its regular meeting on June 27, 2019, after due consideration, Council resolve:

THAT Council adopt the Prize Policy as presented.

Attached for Council Review:

- Draft Prize Policy

Respectfully Submitted,

A handwritten signature in blue ink that reads "Kelly Redden". The signature is written in a cursive, flowing style.

Kelly Redden
Deputy Clerk and Records Administrator

Town of Mahone Bay

Prize Policy

1. Purpose

The purpose of this Policy is to establish the eligibility of residents of the Town of Mahone Bay to win prizes offered by the Town of Mahone Bay.

2. Definitions

- a) "Town" means the Town of Mahone Bay;
- b) "Resident" means any person who resides within the boundaries of the Town of Mahone Bay;
- c) "Prize" means an award given to an eligible resident, this could be a gift card, or a specific item;
- d) "Immediate Family" means spouses/partners and/or dependants; and
- e) "Town Employee" means any employee of the Town of Mahone Bay including full time, part time, casual and contract.

3. Application

This policy applies to all prizes awarded by the Town of Mahone Bay to residents of the Town. This policy does not apply to internal competitions/awards open only to employees.

4. Eligibility

Only residents of the Town are eligible to have their name added to a draw, or to be entered into a competition, unless otherwise stated.

The following residents are not eligible to win a prize or enter competitions for residents of the Town:

- Town employees
- Town Council members
- Immediate family members of Town Council and Town employees

In the case that a prize is forfeited under this policy, the prize will be awarded to an eligible resident.

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

Maureen Hughes

From: Penny Carver
Sent: June 3, 2019 8:48 AM
To: Maureen Hughes
Cc: Dylan Heide
Subject: Councillor Activities Update for June 11th Agenda

Hi Maureen ~

I've been involved in a few things recently that I'd like council to know about but which aren't attached to specific committee reports, and thought an email summary would suffice as an information item.

NSFM Spring Conference:

- Impressive presentation from **Colchester-Cumberland** re successful municipal-community collaboration which brought 11 physicians. "Collaborating for the good of the community"
- **Windsor/West Hants Consolidation:** All feel this is successful although still managing conflict issues around tax levels, representation, HR/jobs, levels of service.
- **Navigating Social Media:** Content should be meaningful, informative and reflect your Brand. Need consistent tone, personal feel; be willing to engage; leverage existing content; monitor your audience; be informative and transparent. Negative comments warrant response online or offline; Hide rather than delete inappropriate material. Plan proactively to manage issues.
- [Canadian Centre for Climate Services](#) notes that Nova Scotia and Alberta have greatest ability to reduce greenhouse gases. Declaration of Emergency is a message that we're taking it seriously; an important communication tool and advocacy message.
- **HOUSING:** New CAO, Nancy MacLellan. Increasing rent supplements. Piloting portable supplements. Nova Scotia delay signing Bilateral agreement because working on 3-year action plan. Feds priority is social programs rather than repair. Truro has Rental Standards Committee. Co-op Housing is "on our radar."
- Rick Hansen's presentation gave me inspiration and new insights about **AccessAbility**

Healthy Communities Conference in Lunenburg May 31st:

- Focus = community involvement in physician recruitment/retention
- 40 present, mostly government representatives.
- Few community people due to late invitations
- Excellent presentations from 4 communities re their recruitment/retention strategies
- Tina Hennigar and NOW Lunenburg County singled out by Premier on Facebook

Membership on Provincial Committee:

- I have been asked to serve on the provincial board of [Community Links/Aging Well Together](#) which is funded by the Department of Seniors to support age friendly communities.

4th Annual Mahone Bay Welcome

- This will be my last year collaborating with the MBTCC on this event which aims to help retail staff and local people become "Community Ambassadors." JUNE 17, 5:30-7:30 PM, Mahone Bay Centre.

Penny

Penny Carver
Councillor, Town of Mahone Bay

JOINT ACCESSIBILITY ADVISORY COMMITTEE APPLICATION FORM – LUNENBURG COUNTY

Applicant Name (Please print) _____

Street Address _____

Postal Code _____

Home Telephone _____

Work/Cell Telephone _____

E-mail Address _____

Occupation (IF APPLICABLE) _____

1. **Organization/Sector you are representing (if applicable):**

2. **Describe your work and/or volunteer experience and your education, if applicable:**

3. **Why are you interested in serving on this committee?**

4. **What contribution do you believe you can make to this committee?**

5. **What past contributions have you made on a similar committee or organization? Please note past experience serving on a committee or organization is not required to serve on this committee.**

6. What experience do you have in exchanging your views with others and in appreciating and respecting the skills, abilities and knowledge of others?

7. Are you a person with a disability, or do you represent an organization representing people with disabilities? ☐ Yes ☐ No

Note: At least one half of the members of the advisory committee must have a disability or represent an organization that represents people with disabilities.

8. If you answered yes to number 7, what disability/disabilities do you or your organization represent? This question is optional.

NOTE: Members with a variety of disabilities will bring diverse perspectives to this committee. We will strive to accommodate all members to ensure they are able to fully participate.

9. The Accessibility Legislation outlines developing standards for the following:

- ☐ Buildings and outdoor spaces
- ☐ Employment
- ☐ Information and communication
- ☐ Goods and Services
- ☐ Transportation

Are there one or more areas you have specific knowledge or interest in? Please put an X on the ones that apply.

10. If appointed to the Committee, would you prefer meetings to be held:

- ☐ During the weekday and during the day
- ☐ During the weekday and in the evening

INTERVIEW OPTION: At the discretion of the councils, and if the applicants are interested, all or some of the applicants might be invited to attend a short interview with the nominating committee. The purpose of the interview is to give applicants an opportunity to elaborate on their application.

Are you interested in an interview?

☐ Yes

☐ No

Please provide two references including their contact information.

The final approval of appointments is given by the five municipal councils. If you would like more information about the approval process, or if you have questions about any of the bodies to which appointments are to be made, please contact Sherry Conrad, Municipal Clerk with the District of Lunenburg at 902-541-1323. The personal information on this form will be used to assist the councils in selecting appointees. The Municipalities will review all applications and appoint members that will provide varied knowledge and experience, is inclusive and represents the whole population.

Note: By signing this application form, I consent to the collection, use, and disclosure of my personal information provided on this form. I understand and agree that this personal information may be disclosed to the public and the media by the municipalities, upon request, and may be included in publicly disclosed committee and council reports and agendas, as well as on any of the five municipal units' websites.

Applicant Signature

Date



The regular meeting of the Planning Advisory Committee for the Town of Mahone Bay was held on Tuesday, May 7, 2019 at 7:00 p.m. in Council Chambers.

Present:

Councillor C. O'Neill (Chair)
Deputy Mayor K. Nauss
Councillor R. Nowe
Mayor D. Devenne
K. Martell
J. Biebesheimer
C. Barr
Planner, G. Sturtevant
Clerk, Maureen Hughes

Absent:

Gallery: 4

Agenda

A motion by Deputy Mayor Nauss, seconded by Ms. Martell, **"THAT the agenda be approved as amended to include an opportunity for questions at the end of the agenda."**

Motion carried.

Staff were asked to determine if an opportunity for questions is something that can be added as a standing agenda item.

Minutes

A motion by Mr. Biebesheimer, seconded by Mr. Barr, **"THAT the minutes of the April 16, 2019 Planning Advisory Committee meeting be approved as circulated."**

Motion carried.

New Business

Staff Report and Draft Policy for Special PAC Meetings

Mr. Sturtevant presented the Committee with a Staff Report and Draft Policy in respect to scheduling special meetings of the Planning Advisory Committee.

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **"THAT the Planning Advisory Committee recommend that Council adopt the Mahone Bay Planning Advisory Committee Policy for Special Meetings as presented."**

Motion carried.

Creation of a Short-Term Rental “Task Force”

The committee discussed if they would like to take on the task of creating an opportunity to discuss the issue of short-term rentals as the issue involves planning, housing, and economic development among other aspects of importance to the Town. It was agreed by consensus that the issue of short-term rentals will be added as a standing agenda item to future committee agendas.

Questions from the Public

Darryl Haley asked questions about the distinction between a tourist home and a short-term rental; the Chair advised that those are the types of questions that will be discussed as part of the commitment to keep the issue of short-term rental accommodations on the committee agenda.

Meeting adjourned upon motion at 7:44 p.m.

Town of Mahone Bay

Town of Mahone Bay

Town Clerk, Maureen Hughes

Chair, Colleen O’Neill



Staff Report #1

Prepared for: Planning Advisory Committee

Meeting Date: May 7, 2019

Subject: Presentation of Draft Policy for Special PAC Meetings

Prepared by: Garth Sturtevant, Senior Planner

Date: May 2, 2019

Background

With the stated desire to provide an efficient and effective advisory role to Council on planning matters, the Planning Advisory Committee (PAC) for the Town of Mahone Bay wishes to articulate the conditions under which a Special Meeting of PAC is appropriate. A Special Meeting is one which is held on a date that does not appear on the published Town of Mahone Bay Meeting Schedule.

Historically, PAC has rarely held Special Meetings and generally adhered to the scheduled meeting dates. The Committee now wishes to outline the opportunities, requirements and circumstances under which a Special Meeting may be requested by the Applicant or called by the Chair. This will provide a clear process so that applicants, staff, committee members and the public are all aware of the process if a Special Meeting takes place or if a call to hold a Special Meeting is denied.

The reason for allowing Special Meetings is to avoid unnecessary delays in the approval process, while also understanding that some aspects of a planning application or amendment require specific notifications and timelines which must be met. The Chair of the PAC is awarded greater flexibility and subjectivity in calling for Special Meetings or rescheduling a regularly scheduled meeting, while the Applicant is limited to specific circumstances outlined in the draft procedure included with this report.

Discussion - Considerations

The draft policy (Appendix A) represents a framework for when and under what conditions a Special Meeting of PAC may be considered. The intent is to provide flexibility and openness to work with Applicants to avoid delays in circumstances where a Special PAC meeting would expedite the process to bring the file to Council with a recommendation from PAC. The draft policy includes criteria outlining when a Special Meeting is inappropriate and reaffirms the existing oversight and decision-making abilities of the Chair.

The draft policy envisions advertisements for Special PAC meetings being done in the same manner as regularly scheduled meetings, being that a post to the Town Website, Town Hall and the Mahone Bay

May 27, 2019

Post Office will be undertaken. Options requiring an advertisement be placed in a local newspaper have not been included in this draft but could be considered should the Committee feel that a Special Meeting deserves additional notice and notification. Staff note that additional requirements for a newspaper advertisement may undermine the purpose of Special Meetings, due to the timelines required to place advertisements in the newspaper.

Options

The Committee may choose to:

1. Recommend that Council adopt the Mahone Bay Planning Advisory Committee Policy for Special Meetings, as presented;
2. Recommend that Council reject the Mahone Bay Planning Advisory Committee Policy for Special Meetings. This would maintain the current practice where Special Meetings are rare and the decision to hold a Special Meeting is made solely between the Chair and staff with no guiding criteria;
3. Recommend that Council adopt the Mahone Bay Planning Advisory Committee Policy for Special Meetings, with specified changes (please detail changes);
4. Defer adoption of Mahone Bay Planning Advisory Committee Policy for Special Meetings, pending further research or more substantial changes to be reviewed at a future PAC meeting.

Appendix A: Draft Policy for Special Meetings of PAC

Town of Mahone Bay Planning Advisory Committee Special Meetings Policy

1.0 Purpose

In the interest of providing an effective advisory role to Council on planning matters, the following process and requirements have been developed for Special Meetings of the Planning Advisory Committee

2.0 Definitions

- 2.1 Applicant – A property owner, or their designated representative, who has an active planning application with the Town of Mahone Bay.
- 2.2 Chair – The Chair of the Planning Advisory Committee, or the Acting Chair in the Absence of the named Committee Chair, as defined in the Town of Mahone Bay Committees Policy and as designated by Council.
- 2.3 Town – Refers to the Town of Mahone Bay
- 2.4 Planning Advisory Committee – Refers to the Town of Mahone Bay Planning Advisory Committee as described in the Town of Mahone Bay Committees Policy
- 2.5 Special Meeting – A meeting which is held at a time other than that published in the annual Town of Mahone Bay Meeting Schedule

3.0 General

- 3.1 The call (Chair) or request (Applicant) for a Special Meeting may be made by the Chair of the Mahone Bay Planning Advisory Committee or the Applicant to an active planning file
- 3.2 There are two categories of Special Meeting
 - 3.2.1 Additional Meeting – Additional Meetings represent an **“extra”** meeting of the Planning Advisory Committee which will occur between regularly scheduled meetings

May 27, 2019

3.2.2 Rescheduled Meeting – Rescheduled Meetings occur when the date of a regularly scheduled meeting is changed to earlier or later than it appears on the Meeting Scheduled published by the Town.

3.3 No Special Meetings (Additional or Rescheduled) shall occur within six (6) clear business days of a scheduled Planning Advisory Committee meeting

4.0 Additional Meetings

- 4.1 May only be requested (Applicant) when consideration of an application or file would be delayed a minimum of ten (10) business days due to the date of the regularly scheduled meeting of the Planning Advisory Committee
- 4.2 May be called for (Chair) upon confirmation with staff for any reason
- 4.3 Cannot be scheduled prior to the date of the Public Information Meeting (if applicable)

5.0 Rescheduled Meetings

- 5.1 May only be requested (Applicant) when consideration of an application or file would be delayed a minimum of six (6) business days due to the date of the regularly scheduled meeting of the Planning Advisory Committee
- 5.2 May be called for (Chair) for any reason
- 5.3 Cannot be scheduled prior to the date of the Public Information Meeting (if applicable)

6.0 Advertisement and Notice of Special Meetings

Regularly scheduled meetings of the Planning Advisory Committee are advertised on the Town website and notices are posted at Town Hall and the Mahone Bay Post Office. The advertisement for a Special Meeting shall replicate this process, except that notice of a Special Meeting shall be posted no less than four (4) business days prior to the date of the Special Meeting.

7.0 Rejection of Request for Special Meetings

May 27, 2019

- 7.1 The Chair shall retain the right to modify a request for a Special Meeting, including the date of the meeting and type (Additional or Rescheduled), subject to agreement of the Applicant
- 7.2 The Chair shall maintain the right to reject a request for a Special Meeting for any reason, including but not limited to staff workload and strategic priorities; Committee member availability; meeting room availability; or concerns relating to providing appropriate notice and advertisement to the public

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



The regular meeting of the Heritage Advisory Committee for the Town of Mahone Bay was held on Wednesday, May 8, 2019 at 5:30 p.m. at the Mahone Bay Fire Hall.

Present:

Councillor Joseph Feeney
Chris Berkeley
Greg Matear
Bill DeGrace
Deborah Trask, Consultant
Kelly Redden, Deputy Clerk

Regrets:

Councillor Penny Carver

Agenda

A motion by Mr. Matear seconded, by Mr. Berkeley, **“THAT the agenda be approved as presented.”** Motion carried.

Minutes

A motion by Mr. DeGrace, seconded by Mr. Matear, **“THAT the minutes be approved as presented.”** Motion carried.

Request for Alterations to Exterior of Heritage Property

Todd Moore, contractor, explained the property owner’s request. The homeowners are requesting permission to remove the front steps from the home and add a new, larger, covered deck.

The Committee was supportive of the project in theory and agreed to reconvene once the final architectural drawings are complete.

Heritage Property Application

The committee discussed the heritage property application and scored the property using the heritage property scoring form.

A motion by Mr. Berkeley, seconded by Mr. Matear, **“THAT the Heritage Advisory Committee recommend that Council register the property located at 16 Orchard Street as a Municipal Heritage property.”** Motion carried.

Follow up on Outreach Letters

The Committee members discussed follow up they have received on potential heritage properties.

Centennial Celebrations

Councillor Feeney updated the Committee on Centennial projects that are currently planned for the Town.

The Committee agreed that a plaquing ceremony would be a good way for the Committee to contribute/participate in the Town's Centennial celebrations.

Insurance

Defer to next meeting.

The meeting adjourned upon motion at 6:45 p.m.

Town of Mahone Bay

Town of Mahone Bay

Deputy Clerk, Kelly Redden

Chair, Joseph Feeney

The Biscuit Eater Café/ George Zwicker Homestead

16 Orchard St., Mahone Bay

When the 30 acre farm lots for the Lunenburg settlement were first determined in 1753, the British planners expected that settlers would live in town, on a town lot and go out from there to their farm lots and later to their wood lots. The Mahone Bay lots, letter C were far enough away from Lunenburg town that there needed to be a smaller town area closer to those farm lots. Sixteen half acre lots at the head of the bay were allocated along with the MB-C farm lots, but there is no evidence that the house lots were ever surveyed or laid out.

Tracking the history of ownership of properties in what is now the Town of Mahone Bay can be very confusing. This is because much of this property was not considered to be good farm land and so was used more as collateral by the first couple of generations. Better farm land was at Oakland, and there's a number of very old houses on that side of the harbour, but they are in the County, not the Town. A complicating factor was that a great deal of property in what is now the town was initially reserved for the use of the mills. The influential Halifax businessman Joshua Mauger had two sawmills at Mahone Bay by the time he went back to England in 1760¹. His mill lands, so called, were sold by his agents in 1777 to second generation millers: George Zwicker at the brook (340 acres) and William & Alexander Kedy Jr. at the river (450 acres). They then traded a couple of tracts near the shore, making sure to leave 2 acres for the burying ground.² George Zwicker also paid cash to various grantees for their right to a half acre town lot. He immediately sub-divided and sold off [Jan 7, 1778] much of the upper section of his portion of the Mauger mill lands to his in-laws and neighbours. George Zwicker retained for himself all the original town lot area [28 acres] and 65 more acres along the side of the MC-C grants [edge of MB-C 16, now School St.], as well 2 ¼ acres by the dam, for the mill³.

John George Zwicker, known as George, was born 27 June 1747 at Zeiskam in what is now Germany⁴. He came as a small child with his family from the Palatine in the planned 'foreign protestant' settlement. His father Peter's thirty acre farm grant was MB-C 11. One of George's daughters married a son of Alexander Kedy Jr., and they lived in the other old mill house by the river.

After George's death in March of 1815, his four sons by his second wife each got a share of the homestead [the dwelling at 16 Orchard St.] and mill and divided the remaining mill lands among themselves – 119 acres. The area that encompassed the original town lots, bordered by the Clearland lots, the graveyard and the harbour, went to youngest son Henry. The plan of division was drawn up in 1820 by deputy surveyor, Benjamin Vaughan, but not agreed to until 1824 and not registered until 1843⁵. By the time it was registered, someone had drawn on the plan the diamond shape, [60 foot square] of the meeting house property, sold by Henry Zwicker in 1837. Henry sold much of his portion of his father's land to John Mader in that same year. John Mader may have subdivided the property and sold some house lots from it. After his death, his heirs divided the remaining 24 acres, and this division is shown on an 1860 plan with roads, numbered lots and includes the "Homestead" lot showing a house on it.⁶

One of the oldest surviving buildings in the town is the original George Zwicker homestead, built before 1780 – now the Biscuit Eater cafe. There have been more than fifteen different owners of

the house over the past one hundred years. Like any old structure still standing, it has been radically altered over time. A fire on 5 July 1978 gutted much of the interior. The dormers were added after the fire, as was the extension to one side.⁷ Residents in the house also built business structures on the property then sold them off – the garage at the corner in the 1930s and the market in the 1980s. Tucked away behind those businesses, the old homestead has certainly witnessed the evolution of Mahone Bay.

¹ Rudolf's Register, 12 June 1760, referenced by Winthrop P. Bell, *The Foreign Protestants and the Settlement of Nova Scotia*, (1961, reprinted by Mount Allison University's Centre for Canadian Studies, 1990), page 486.

² Lunenburg Registry of Deeds, Book 2, p. 88 #134, 26 April 1777, Pernetto to William & Alexander Kedy, "450 acres according to Governor Lawrence's grant, 24 Sept. 1756"; Book 2 p. 144 #208, 3 Dec 1777, Pernetto and Butler to George Zwicker, 340 acres more or less, "commonly called Mangers Mill Land"; Book 3 p. 26 #41 & #42, 16 October 1782 between Kedys and Zwicker.

³ Plan of Mangers Mill Land, 7 July 1778, Lunenburg Registry of Deeds, Book 2, p. 193-4

⁴ The Zwicker family genealogy is enough to make anyone dizzy. In 2004 David P. Zwicker and Lana G. Veinotte managed to sort it out and published *The Zwicker Family, descendants of Johann Peter Zwicker*. Johann George Zwicker is entry number 5.

⁵ Lunenburg Registry of Deeds , Plan 17, filed 24 August 1843.

⁶ Lunenburg Registry of Deeds, Plan 237 "Plan of division of land at Mahone Bay property of the late John Mader, surveyed and divided by John Lawson, 26 June 1860"

⁷ Mahone Bay Heritage Inventory, Mahone Bay Museum, 16 Orchard St.

Deborah Trask
January 2018



The quarterly meeting of the Town of Mahone Bay's Police Advisory Board was held on Tuesday, May 14, 2019 at 6:00 p.m. in Council Chambers.

Present:

Mayor D. Devenne
Councillor R. Nowe
Bill Kowalski
CAO, D. Heide
Clerk, M. Hughes
Sgt. Dave Ferguson, RCMP

Absent:

Councillor J. Feeney
Aaron Collery

Gallery:

Approval of Agenda

A motion by Councillor Nowe, seconded by Mr. Kowalski, **"THAT the agenda be approved as presented."** Motion carried.

Minutes

A motion by Councillor Nowe, seconded by Mr. Kowalski, **"THAT the minutes of the January 24, 2019 meeting of the Police Advisory Board be approved as presented."** Motion carried.

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.

Staff Report to Council – Speed Signs and Crosswalk Flags

Committee members received the Staff Report on Speed Signs and Crosswalk Flags which was received by Council on March 12, 2019.

The meeting adjourned upon motion at 6:48 p.m.

Town Clerk, Maureen Hughes

Mayor, David Devenne

DRAFT



The special meeting of the Heritage Advisory Committee for the Town of Mahone Bay was held on Wednesday, May 29, 2019 at 5:30 p.m. at the Mahone Bay Fire Hall.

Present:

Councillor Joseph Feeney, Chair
Councillor Penny Carver
Bill DeGrace
Deborah Trask, Consultant
Kelly Redden, Deputy Clerk

Regrets:

Chris Berkeley
Greg Matear

Agenda

A motion by Councillor Carver, seconded by Mr. Degrace, **“THAT the agenda be approved as presented.”** Motion carried.

Minutes

A motion by Mr. Degrace, seconded Councillor Carver, **“THAT the minutes be approved as amended to change the meeting time and location.”** Motion carried.

Request for Alterations to Exterior of Heritage Property

Todd Moore, contractor for 121 Edgewater Street, explained the change that the homeowners are requesting permission to make. The committee received detailed drawings of the requested changes to the exterior of 121 Edgewater Street.

A motion by Councillor Carver, seconded by Mr. Degrace, **“THAT the Heritage Advisory Committee recommend that Council approve the request of the homeowners of 121 Edgewater Street to alter the exterior of their home in the manner submitted.”**

Motion carried.

Follow up on Outreach Letter

Nothing to report.

Insurance

The committee discussed insurance challenges facing some heritage property owners.

The meeting adjourned upon motion at 6:39 p.m.

Town of Mahone Bay

Town of Mahone Bay

Chair, Joseph Feeney

Deputy Clerk, Kelly Redden

DRAFT

From: [Kala Hill](#)
To: [Kelly Redden](#)
Cc: [Todd Moore](#)
Subject: Request permission to replace and improve existing porch 121 Edgewater Street
Date: May 6, 2019 2:14:19 PM

Dear Heritage Committee members,

In 2018 we purchased the property on 121 Edgewater Street. We love this Gothic revival house up on a hill with a beautiful view of the bay. We have every intention of maintaining the historic presence of the house.

The house currently has a small porch that is deteriorating. We would like to request permission to replace this porch with a slightly wider one and with a roof to prevent the elements from destroying the wood door and frames. These are currently warped and need to be repaired. We respect the provenance of the house and will ensure that the design of the porch will complement it's historic architecture.

Unfortunately we are unable to attend the Heritage committee meeting, due to the fact that we currently reside in the US. We have asked our friend and property manager, Todd Moore to represent us. Todd will also be the one who will build the porch. Todd will also be able to provide some approximate dimensions a this time.

We provided Todd with a rough sketch of the porch. Of course we would appreciate any expert advice you wish to provide on the design. Once we have permission on the design, we will provide a drawing and technical details.

We look forward to your response. Please do not hesitate to contact us via email or at our address in the US (provided below) with any questions or suggestions. Thank you in advance.

Best Regards,

Ric and Kala

Our US address:

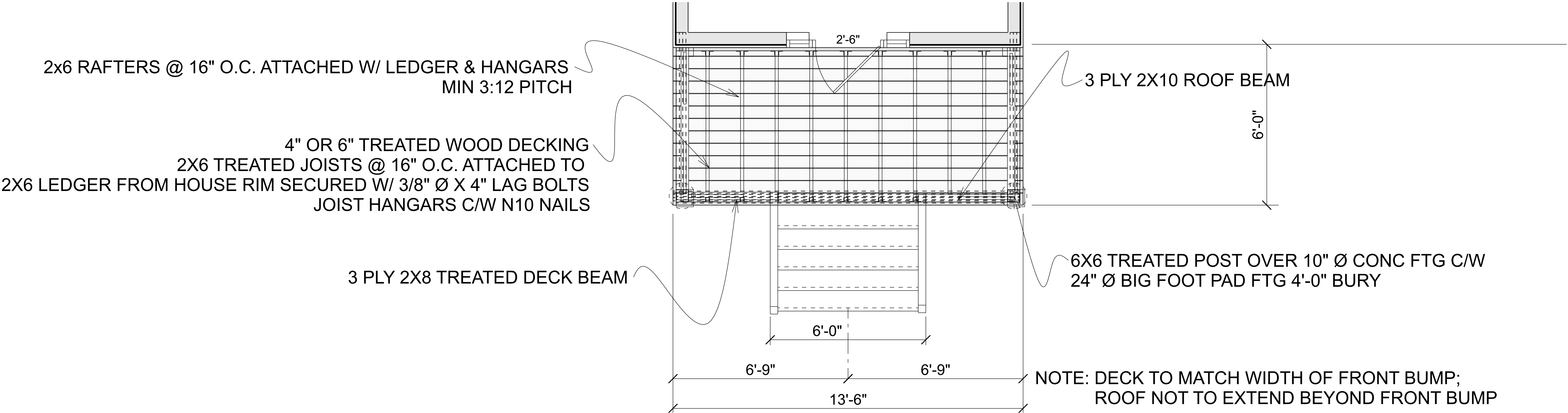
Ric Woodman
46 Center Street
Clinton, NJ 08809

USA

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Main Floor - Deck
SCALE: 1/2" = 1'-0"







A meeting of the Age Friendly Community Committee for the Town of Mahone Bay was held on Monday, May 27, 2019 at 5:00 p.m. in Council Chambers.

Present:

Councillor Penny Carver
Greg Matear (arrived at 5:16pm)
Anne Harrison
Francis Kangata
Joan Parks-Hubley
Dylan Heide, CAO (left at 6:06pm)
Kelly Redden, Deputy Clerk

Absent:

Councillor Joseph Feeney
Lisa Learning
Crystal Berkeley

Approval of Agenda

A motion by Mr. Kangata, seconded by Mr. Matear, **“THAT the agenda be approved as presented.”** **Motion carried.**

Minutes

A motion by Mr. Matear, seconded by Ms. Parks-Hubley, **“THAT the minutes of the April 29, 2019 meeting be approved as presented.”** **Motion carried.**

Committee Member Updates

The Committee received updates from its members.

Discussion – 2019 Committee Action Plan

The committee reviewed the draft action plan.

This item will be placed on the next agenda when a final action plan will be decided on and recommended to Council.

New Business

Time of Meetings

The committee agreed that meetings will now take place at 7:00pm instead of 5:00pm.

Committee Membership

The group discussed the idea of inviting local young people to join the committee. This item will be deferred to the next meeting where a more in-depth discussion will take place to decide the best way to communicate the opportunity to the young people of the Town.

New Horizons – Call for Proposals

The committee received copies of an email from Employment and Social Development Canada. This email was received as correspondence for information only.

Ms. Parks-Hubley excused herself from Council Chambers at 6:22pm. At that time quorum was lost.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Penny Carver

Deputy Clerk, Kelly Redden



The regular meeting of the Economic Development Committee for the Town of Mahone Bay was held on Wednesday, May 15, 2019 at 3:00 p.m. in Council Chambers.

Present:

Councillor J. Bain, Chair
Councillor O'Neill
Mayor Devenne
J. Frampton
D. King
A. St. Onge
L. Hennigar
D. Heide, CAO
M. Hughes, Clerk

Approval of Agenda

A motion by Ms. St Onge, seconded by Ms. King, **“THAT the agenda be approved as presented.”** Motion carried.

Minutes

A motion by Ms. Hennigar, seconded by Councillor O'Neill, **“THAT the minutes of the April 24, 2019 meeting of the Economic Development Committee are approved as amended.”** Motion carried.

Delegation – George Anderson, Saltbox Brewery

George Anderson, Jane Loughlin and Patrick Jardine from Saltbox Brewery presented to the members of the Economic Development Committee about their experience as owners of a craft brewery and new business in Mahone Bay.

Mr. Anderson detailed issues with the Town that he feels are problematic for new businesses operating in Mahone Bay.

Review of Draft 2019 Action Plan

Mr. Heide reviewed the Draft 2019 Action Plan following revisions made at the April 24, 2019 meeting of the Economic Development Committee.

A motion by Ms. Hennigar, seconded by Mr. Frampton, **“THAT the Economic Development Committee recommend that Council accept the 2019 Economic Development Committee Action Plan as amended.”** Motion carried.

Fibre Trail Association Grant Request

The committee received a grant request from the Fibre Trail Association which had been forwarded to the committee from Council. The committee declined to recommend the grant to Council.

A motion by Mr. Frampton, seconded by Councillor O'Neill, **“THAT the Economic Development Committee recommend that Council grant the request for \$400 from the Fibre Trail Association.”** **Motion defeated**

Overview of Town Priorities Regarding Economic Development

This will be removed as a standing agenda item but the action plan will be added as a standing agenda item.

The next meeting of the Economic Development Committee was scheduled for **Wednesday, June 26, 2019 at 3:00pm.**

The meeting adjourned by motion at 4:33 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Councillor John Bain, Chair

Maureen Hughes, Clerk

draft Economic Development Committee 2019 Action Plan – May 15, 2019

1) Launch an invitational survey for business community to gather data on:

- Barriers and good practices for business development
- Town infrastructure needs and opportunities
- Planning needs and opportunities
- Tourism and Events needs and opportunities
- Local investment climate (what is motivating / holding back investment)

Survey will inform recommendations to Council, support long-term economic development plan development and could become annual engagement process.

TIMELINE: Q1 2019 (follow-up actions in Q2 – Q3, if any)

BUDGET: < \$150 printing, incentives, etc.

2) Establish relationships with Mahone Bay Tourism & Chamber of Commerce, Now Lunenburg County, and other Town Committees:

- Invite NOW Lunenburg County to a meeting of the Committee to discuss opportunities;
- Members attend Chamber events / Town consider hosting one of Chamber's "after hours" sessions
- Conduct a joint session / social event with other Town Committees in the fall

TIMELINE: Q1 - Q2 2019

BUDGET: < \$300 hosting "after hours session" / hosting joint session with other committees

3) Work with Mahone Bay Tourism & Chamber of Commerce on Events Coordination:

- Members participate in Chamber hosted Events Coordination discussions

TIMELINE: Q1 – Q2 2019

BUDGET: -

4) Work with Mahone Bay Tourism & Chamber of Commerce on Supply Chain / Business-to-Business Initiative:

- Invite Bob Cervelli of Centre for Local Prosperity to present to / meet with Committee (book venue for larger audience - inviting Chamber / Council members to attend)

TIMELINE: Q3 2019 (third week of October if possible)

BUDGET: < \$300 speakers fees, associated costs

5) Enhance resident attraction by:

- Supporting Now Lunenburg County's resident attraction efforts
- Reviewing and making recommendations concerning welcome package(s) for residents / businesses

TIMELINE: Q1 – Q4 2019

BUDGET: -

6) Make recommendations supporting redevelopment of Town website with a focus on economic development and resident attraction

TIMELINE: Q3 – Q4 2019

BUDGET: -

7) Support county-wide asset inventory initiative (Lunenburg County Economic Development Working Group); standing agenda item for updates from staff.

TIMELINE: Q1 – Q4 2019

BUDGET: -

8) Support Planning Advisory Committee in reviewing and updating the Municipal Planning Strategy and Land-Use By-Law.

TIMELINE: Q3 – Q4 2019

BUDGET: -

9) Begin development of long term (5+ year) Economic Development Strategy for recommendation to Council.

TIMELINE: Q3 – Q4 2019

BUDGET: < \$250 for public engagement

SOUTH SHORE REGIONAL LIBRARY BOARD GENERAL MEETING, MARGARET HENNIGAR PUBLIC
LIBRARY March 13, 2019; 6:00 PM

*The South Shore Regional Library Board administers South Shore Public Libraries.
South Shore Public Libraries celebrate reading, discovering, learning and sharing.*

Present: Ms. Cindy Bruhm, Vice chair
Dr. David Brattston
Councillor Brian Fralic
Ms. Marie Hogan Loker
Mr. Bill Kowalski
Ms. Sara Lochhead
Mr. David Luther
Ms. Christina Pottie, Staff
Mr. Eric Pottie, Staff
Mr. Jeff Mercer, Staff
Mr. Troy Myers, Secretary/Treasurer
Ms. Lynn Robart, Recorder

Regrets from: Patrick Hirtle, Councillor Tina Connors, Mr. Tom Sheppard, Councillor Michael Graves,
Councillor Eric Hustvedt, Mr. Mark Taylor, and Ms. Wilma Stewart-White.

Vice Chair Cindy Bruhm welcomed back Mr. Bill Kowalski who is representing the Town of Mahone Bay.

MINUTES

Motion: "THAT the South Shore Regional Library Board accepts the
General Board minutes of January 16, 2019.
HOGAN LOKER/Fralic All in favour. Motion carried.

LBANS REPORT

Sara Lochhead gave highlights of the LBANS Report that was circulated with Notice of Meeting. Please see
attached. Discussion ensued regarding the new funding formula.

STAFF ASSOCIATION REPRESENTATIVE – no report

VEHICLE REPORT

The 3rd Quarter 2018-19 Vehicle Report was circulated with Notice of Meeting. Total expenditure \$1,304.15.
This included regular maintenance and a few needed repairs. Some discussion regarding the replacement of
the existing mobile. Troy has been investigating and gathering information.

NSLA/LBANS 2019 CONFERENCE

Christina reported that the planning committee had a meeting this morning.

2019 NSLA/LBANS Conference, October 18-20, 2019, White Point Beach Resort. Conference website:

<https://nsla-lbans2019.ca/>

Some confirmed sessions include: Opioid Crises Workshop (everyone will go home with a kit), Grant writing, Canoe and kayaking, Seed Library, Monarch Butterfly, barbecue with ghost stories by Vernon Oickle. Authors; Stella Bowes, Lesley Crewe, George Elliot Clark. Keynote Speaker Dave Meslin. Sunday morning program "Chiefs on the Hot Seat".

BRIDGEWATER BRANCH STATISTICS

Jeff circulated a statistical comparison of the period of January-May 2013 to the period of January-May 2014 comparing usage before and after the Bridgewater branch moved to the LCLC location. An increase has been reported in most areas, including in person visits, circulation, program attendance and new cards issued.

POLICY REVIEW

Eric Pottie, on behalf of the policy review committee, presented updates of the following Board policies:

Motion: "THAT the Respectful Workplace Policy be accepted as circulated.

BRATTSTON/Hogan Loker All in favour. Motion carried.

Eric Pottie reviewed the Sponsorship/Recognition Policy as circulated. There were a number of suggestions regarding the policy. The Sponsorship/Recognition Policy will be tabled until the next meeting.

DATE, TIME AND PLACE OF NEXT MEETING

The next General Meeting will be Wednesday, May 15, 2019 at the Margaret Hennigar Public Library

ADJOURNMENT

Sara Lochhead moved the meeting adjourned.

Cindy Bruhm, Vice chair

Troy Myers, Secretary/Treasurer

Respectful Workplace Policy

Policy Statement

The South Shore Regional Library Board is committed to a healthy, safe and supportive workplace and is committed to provide a work environment that values diversity and where all persons are treated with respect and dignity. It is the right of all employees to work in an environment free from harassment, sexual harassment, and discrimination.

Harassment, sexual harassment, and discrimination (offensive behaviour) affect the workplace and the well-being of individuals and will not be tolerated. This policy promotes awareness, prevention, and prompt resolution of offensive behaviour. The *Nova Scotia Human Rights Act* prohibits sexual harassment and discrimination on the **basis of the protected characteristics set out in the act. The Library's policy goes beyond the parameters of** legislation by prohibiting other types of workplace harassment.

Whether the source of the offensive behaviour comes from within the Library or outside, any allegation of offensive behaviour is serious and should be taken seriously. The Chief Librarian has an obligation to take appropriate action to protect their employees and others in the workplace and to put a stop to any offensive behaviour of which they are aware. Employees have an obligation to treat all persons with respect and dignity and are encouraged to take appropriate action to ensure offensive behaviour is not tolerated or condoned.

Definitions

COMPLAINT

Written allegation of offensive behaviour submitted to the Chief Librarian with copy to the Library Board Chair both marked personal & confidential.

DISCRIMINATION

Means discrimination as legislated under the *Nova Scotia Human Rights Act*.

EMPLOYEE

Means any person currently on the Library's payroll system.

HARASSMENT

Harassment refers to derogatory or vexatious conduct or comments that are known or ought reasonably to be known to be offensive or unwelcome. Harassment includes, but is not limited to, the following:

- ☐ actions or comments that are directed at no person in particular but that create an intimidating, demeaning or offensive work environment;
- ☐ conduct or comments that would amount to harassment involving any of the protected characteristics set out in the *Nova Scotia Human Rights Act*: age; race; colour; religion; creed; sex; physical condition (including pregnancy); sexual orientation; gender identity; gender expression; physical disability or mental disability; an irrational fear of contracting an illness or disease; ethnic, national or aboriginal origin; family status; marital status; source of income; political belief, affiliation or activity; association with another individual or class of individuals having characteristics named above.

INVESTIGATOR

An individual(s) appointed by the Chief Librarian to investigate through fact-finding complaints of offensive behaviour.

RESPONDENT

An employee(s) against whom allegations of offensive behaviour are made.

SEXUAL HARASSMENT

Means sexual harassment as legislated under the *Nova Scotia Human Rights Act*. Sexual harassment also includes comments, gestures or physical conduct of a sexual nature, or actions or comments with a sexual connotation or component that are directed at no person in particular but that create an intimidating, demeaning or offensive work environment, where an individual knows or ought to reasonably know that the behaviour is unwelcome and offensive. Examples of conduct that fall within the definition of sexual harassment are:

- ☐ inappropriate or derogatory comments, humour, insults or behaviour based on gender and/or sexual orientation
- ☐ inappropriate, lewd, or sexually offensive written, graphic or behavioural displays
- ☐ inappropriate conversation, physical touching, or leering that could be construed to be a sexual advance
- ☐ any implied or expressed reward for complying with a sexually-oriented advance or request
- ☐ a reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance.

THIRD PARTIES

Persons who are engaged in work activities at a Library workplace who are not direct employees of the Library. They include, but are not limited to, volunteers, temporary-agency employees, student work-term, contractors, and custodial staff.

WORKPLACE

Any place occupied by an employee as part of their employment which includes, but is not limited to, lunchrooms, **a patron's home or work site**, vehicle, training events, conferences, business travel, work-related social gatherings, or other location where an employee is engaged in activity associated with employment.

WORKPLACE RESTORATION (Promoting and/or restoring positive work environment and respectful workplace relationships.

Policy Objectives

This policy seeks to:

- ☐ provide a work environment that is free from all forms of offensive behaviour
- ☐ educate employees and create understanding as to what is considered offensive behaviour
- ☐ provide a mechanism to have offensive behaviour addressed and eliminated from the workplace

Application

- ☐ This policy applies to all Library employees, board members and volunteers.

Policy Directives

Creating an environment that is free from offensive behaviour is achieved through awareness and training. The Chief Librarian will ensure that employees are provided with an opportunity to attend respectful workplace training.

Professional librarians and supervisors are to lead by example and take reasonable measures to ensure a work environment that is free from offensive behaviour. If a professional librarian or the Chief Librarian is made aware of a violation of this policy, they are required to take action even in the absence of a complaint. This applies to situations that involve employees as well as third parties working in a Library workplace.

It is the intent of this policy to promote employee involvement in resolving situations. The use of resolution options, including mediation, is encouraged at any stage of this policy.

Resolution to a situation should be sought within 12 months of the offensive behaviour. In extenuating circumstances the Chief Librarian may consider complaints beyond 12 months.

Nothing in this policy shall be deemed to restrict the authority of Professional librarians in performance management, counselling, disciplinary action or other appropriate interactions between employees and supervisors.

All information regarding a complaint is to be treated as confidential and will be disclosed on a need to know basis only.

Advisory services

Employee Assistance Program Consultants (currently provided through Sunadvantage plan), may act as Advisors and are available to provide information to employees on their options under this policy on a confidential basis. This service will be accessible to complainants, potential complainants, respondents, witnesses, and professional librarians. Employees need not identify themselves when requesting advice.

Resolution options

The following resolution options are available to all employees.

1. Communicating concerns directly to the person

- ☐ Employees who believe they are experiencing offensive behaviour may choose to speak directly with the person(s) and inform them that their behaviour is unwelcome and must stop.
- ☐ If done in person, the employee may want to be accompanied by another person.
- ☐ The employee should document any discussion between the employee and the person(s) concerned and keep a record of (any written correspondence).
- ☐ **A matter dealt with to the employee's satisfaction is considered resolved.**

(AND/OR)

2. Communicating concerns to professional librarian or the Chief Librarian

- **If the matter is not resolved to the employee's satisfaction or if the employee chooses not to speak to the person(s) directly**, the employee may approach their supervisor or the Chief Librarian and ask for their assistance in resolving the situation.
- If the discussion is done in person, the employee may find it helpful to be accompanied by another person.
- The employee should document any discussion between them and the professional librarian or the Chief Librarian and keep a record of the discussion and, if the concerns are communicated in writing, to keep a copy of the correspondence
- Within 10 working days of being informed of the situation the professional librarian or the Chief Librarian will review and take steps to resolve the situation as appropriate.
- The Chief Librarian may refer the matter to an Investigator or an appropriate outside professional or ask for their assistance in resolving the situation which may include a request for mediation.
- Once a professional librarian or the Chief Librarian is made aware of a behaviour that could be a breach of this policy, they must ensure that the matter is properly dealt with.

3. Written complaint option

An employee has the option to initiate a written complaint if the above resolution options are not effective in resolving the situation to the satisfaction of the employee or if the employee prefers to file a written complaint immediately.

Filing a Complaint

Written complaints must be signed by the complainant.

- A letter describing the complaint must be **sent to the Chief Librarian and Board Chair marked "Personal & Confidential"**.
- Upon receipt of the complaint, the Chief Librarian will inform the respondent that a complaint has been filed and that the Chief Librarian will be conducting a preliminary investigation.
- Within 10 working days of the complaint being acknowledged, the Chief Librarian or Investigator reviews the complaint and if (necessary, seeks additional information to determine that the allegations, if proven, are offensive behaviour. The Chief Librarian (or Investigator may extend this time limit if required.
- If the Chief Librarian or Investigator determines that the allegations, if proven, are not offensive behaviour, the Chief Librarian (informs the complainant and the respondent, in writing. The Chief Librarian may redirect the complainant to other appropriate (avenues of recourse or may suggest other means of resolving the situation.

- If the Chief Librarian or Investigator determines that the allegations may be offensive behaviour, the Chief Librarian or Investigator may offer the option of mediation to the complainant and the respondent. Both parties have to agree to the mediation in order for the process to begin.
- Within 20 working days of initiating the mediation process, the complainant and the respondent will have resolved the situation (or the mediation will be suspended. A report will be provided by the Mediator to the Chief Librarian indicating the results of the mediation.

Formal Investigation

- ☐ The Investigator(s) will interview the complainant, the respondent, and any witnesses, and will review relevant documentation.
- ☐ The Investigator(s) must complete their investigation and file a report of their findings to the Chief Librarian within 90 working days of receiving the complaint.

Decision

- ☐ **Within 15 working days of receiving the Investigator's report, the Chief Librarian determines on the basis of the Investigator's report what action, if any, including appropriate disciplinary action, is to be taken.**
- ☐ The Chief Librarian may seek the advice of the Investigator or other appropriate outside professional, in determining appropriate workplace restoration options which maybe actioned to create a workplace free from offensive behaviour.
- ☐ The Chief Librarian may seek the advice of the Investigator or other appropriate outside professionals in determining whether disciplinary action is warranted and the appropriate level of disciplinary action where applicable.
- ☐ The Chief Librarian will inform the parties in writing of the results of the investigation in determining a finding of offensive behaviour. The Chief Librarian will ensure that workplace restorative measures and/or disciplinary actions are taken, if warranted.

Withdrawal of complaint

If at any time after filing a complaint the complainant wishes to abandon the complaint, they must communicate this in writing to the Chief Librarian and Board Chair. The Chief Librarian and Board Chair will determine whether the investigation is to be continued.

Retaliation

Retaliation is prohibited against anyone who has reported an offensive behaviour or participated in an investigation. Retaliation may result in disciplinary action.

Bad faith complaints

Complaints **should be undertaken with great care because they may result in damage to the respondent's** reputation and disruptions in the workplace. Complaints made which are frivolous, vexatious or in bad faith may result in disciplinary action.

Guidelines

Representation

During the interview process employees have the option of being accompanied by a co-worker or other support person. Employees may seek legal counsel. The cost of such representation will be borne by the employee.

Time lines

At the request of any of the parties, the Chief Librarian may agree to extend the time limits specified at any stage of the process. The Chief Librarian will ensure that the appropriate parties are notified of any time limit extensions.

Dealing with offensive behaviour by Third Parties or patrons

The South Shore Regional Library is committed to provide a workplace that is free from offensive behaviour. This extends to circumstances where an employee is subject to offensive behaviour by patrons or by persons who are not direct employees of the Library but are employed at a Library location.

These procedures do not supersede the *Violence in the Workplace Regulations*, and where circumstances warrant these procedures should be considered in conjunction with those regulations.

Procedures for Dealing with Offensive Behaviour by Third Parties

The following process and procedures apply to circumstances where employees are subject to offensive behaviour by third parties in a Library workplace.

Third parties are persons who are engaged in work activities at a Library workplace who are not direct employees of the Library. They include, but are not limited to, volunteers, temporary agency employees, student work-term, contractors, and custodial staff.

- ☐ Upon receipt of a complaint, the Professional librarian will take immediate steps to ensure that the complainant is protected from the source of the alleged offensive behaviour.
- ☐ The Professional librarian in consultation with the employee, shall take such action as is appropriate and reasonable in the circumstance to ensure that the offensive behaviour does not continue.

- ☐ In the case of a written complaint, an investigation will be carried out in accordance with the process set out in the *Respectful Workplace Policy*.
- ☐ **The respondent and the respondent's employer, if applicable, will be informed of the complaint and the investigation.**
- ☐ **Any findings determined by the investigation will be provided to the respondent's employer, if applicable.**

Procedures for Dealing with Offensive Behaviour by Patrons

- ☐ The following process and procedures apply to circumstances where employees are subject to offensive behaviour by patrons.
- ☐ Employees who are subject to offensive behaviour by patrons are encouraged to report the incident(s) to their supervisory librarian particularly if the offensive behaviour is of a serious nature or made in circumstances where the employee feels the (offensive behaviour may continue or re-occur.
- ☐ Upon receipt of such a complaint, the professional librarian, in consultation with the employee, shall take such action as is appropriate and reasonable in the circumstance to ensure that the offensive behaviour does not continue.
- ☐ The professional librarian shall consider what, if any, procedures and safe work practices are appropriate at the workplace to minimize or control offensive behaviour by patrons.

Dealing with offensive behaviour by employees, board members and volunteers

The process as defined in this policy applies to employees, volunteers and members of the South Shore Regional Library Board. Though third parties and patrons cannot access the complaint process described in the policy, professional librarians are to ensure that their employees do not act offensively toward these parties. In addressing these situations, professional librarians are expected to abide by the spirit of the policy and ensure that where internal procedures exist to deal with the complaint, that they are followed.

Other options

External Options

- complaint to the Nova Scotia Human Rights Commission
- complaint under the *Criminal Code*
- complaint under the *Occupational Health & Safety Act*

Accountability

The Chief Librarian is responsible for:

- ☐ ensuring all employees are provided with an opportunity to attend respectful workplace training;
- ☐ taking steps to create an environment free from offensive behaviour;
- ☐ responding to allegations of offensive behaviour;
- ☐ responding to employees and Professional librarians inquiries;
- ☐ providing referrals to Employee Assistance Program Advisory Services;
- ☐ determining appropriate disciplinary action;
- ☐ reviewing and processing all written complaints;
- ☐ assigning mediators and/or investigators
- ☐ handling documentation of complaints appropriately, specifically by
 - ✓ ensuring it is held securely off-site and in the strictest confidence during any periods of investigation;
 - ✓ ensuring it is stored off-**site at the Board Chair's home, in a confidential and secure location, after any** investigations are concluded;
 - ✓ ensuring documents regarding unfounded allegations are destroyed.

Professional librarians are responsible for:

- ✓ setting a positive example;
- ✓ taking action to protect employees and others from offensive behaviour;
- ✓ responding to allegations of offensive behaviour.

Employees are responsible for:

- ✓ attending respectful workplace training;
- ✓ treating all persons with respect and dignity.

References

Nova Scotia Human Rights Act

Criminal Code of Canada

Occupational Health & Safety Act

Effective date: January 19, 2010

Modified date: March 13, 2019

Lunenburg County Seniors' Safety Program - May 2019

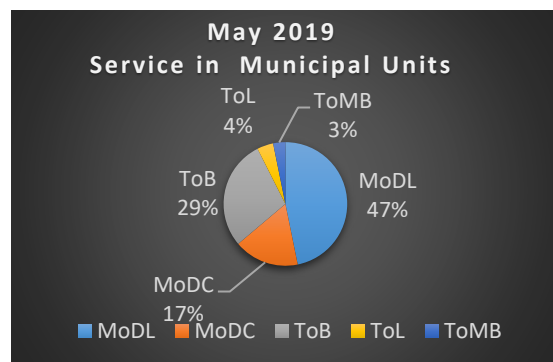
The LCSSP is community-based and operated under the umbrella of Safe Communities Lunenburg County, a non-profit organization. The program works collaboratively with Bridgewater Police Service, RCMP, and many community partners to address the safety concerns of seniors residing in Lunenburg County. To ensure that all seniors can participate in our services, programs typically offered at no cost. Staffing complement includes one full-time Seniors' Safety Coordinator and operates out of Bridgewater Police Service.

SSC(s) scheduled time off:

May 20th, 2019 – Victoria Day

Monthly stats & information:

- We have received referrals from, private business, continuing care, housing authority, seniors/their loved ones, health practitioners, 211, public officials, banking institutions and law enforcement this month
- Reasons for referrals include, taxes, elder abuse, eviction, home takeovers, housing repair, financial hardship, need for supports, mental health, transportation needs, income issues, wellbeing concerns and hoarding
- The lack of available housing continues to be a challenge. With collaborating partners, we are exploring the possibility of creating a county directory of rental properties
- This month we experienced several referrals that required more RCMP involvement. Clients, their loved ones and the LCSSP appreciate law enforcement's support. Kudos to member of RCMP and BPS; jobs well done!



Monthly Stats:

Data	May
# of active clients	93
# of active clients receiving service	40
# of new referrals	6
# of home visits	25
# of closed files	1

Meetings, Presentations and Projects:

- **Congratulations Town of Bridgewater on Smart Cities Challenge!**
- **April 30th, 2019** – As part of NS GovLab, several members of our community helped to test a prototype for assessing aging in place. Thanks to all participants!
- **Meetings throughout May** – SSP Provincial Conference Planning
- **May 6th, 2019** – Co-presented with Deputy Fire Marshal Wentzell to the Fire Inspectors Association of NS (FIANS) in Liverpool on SSP's, Hoarding, Fire Risks & When to Report
- **May 7th, 2019** – SSC was pleased to help Carla Malay and Suzanne Baker present MB Legion Branch 49 with their Senior Friendly™ designation certificate. Congratulations Branch 49!
- **May 15th & 16th, 2019** – An exciting and successful NS SSP Conference held in Bridgewater. Please look for more information to come on this event!
- **May 22nd, 2019** – SSC presented on the LCSSP to the Mental Health & Addictions Team at the Dawson Center
- **May 22nd, 2019** – LCSSAP meeting held at Chester RCMP detachment
- **May 23rd, 2019** – SSC attended the Aging Well Together meeting in Mahone Bay

2019 marks the 10th Anniversary of the Lunenburg County Seniors' Safety Program!



Lunenburg County Seniors' Safety Program - May 2019

- **May 24th, 2019** – SSC and Deputy Fire Marshal Wentzell presented to the Maritime Mutual Loss Prevention League (MMLPL), topic: SSP's, Hoarding, Fire Risks & When to Report.
- **LCSSP Pamphlet** – Almost complete thanks to helping hands of Darrell Freeman, who has donated his time and talent to create this pamphlet (and our volunteer editors).
- **NS Quality of Life Surveys** – LCSSP is assisting clients to complete surveys (five in total)
- **MODL Building Project** – LCSSP is working with the team to help them achieve Senior Friendly™ designation
- **LCSSP Client Emergency Contingency Fund (CECF) Report,**
 - Opening Balance: \$1000.00, expenses \$40, donations \$70.00, closing balance: \$1030.00
 - **May 24th, 2019** – The MMLPL presented a \$50 gift card to SSC & Deputy Fire Marshall Wentzell for presenting. This card will be donated to this fund on their behalf
 - **May 5th, 2019 (approx.)** – (2) \$10 gift cards were donated by David Murdock. Thanks David!
 - There have been two occasions this month when the CECF was used by clients.
 - Need – cleaning supplies to mitigate hoarding risks and possible loss of supports
 - Need – one meal to mitigate wellbeing risks created by food insecurity

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, May 24th, 2019



*Healthy affordable housing options
for all, at every stage of life*

South Shore Housing Action Coalition (SSHAC)

June 5th, 2019
Public Health Services

Meeting Agenda

1. Welcome and Introductions
2. Builders and Landlords Event Recap
3. Fall Priorities
4. Business Arising:
 - Municipal Updates
 - Community Updates
 - Planning Team Updates
5. New Business:
6. Other?

Next Meeting – September 4th, 2019
1:30-3:30
Public Health Services, Bridgewater



South Shore Housing Action Coalition

Tim Andrews
Bridgewater, NS
May 14, 2019

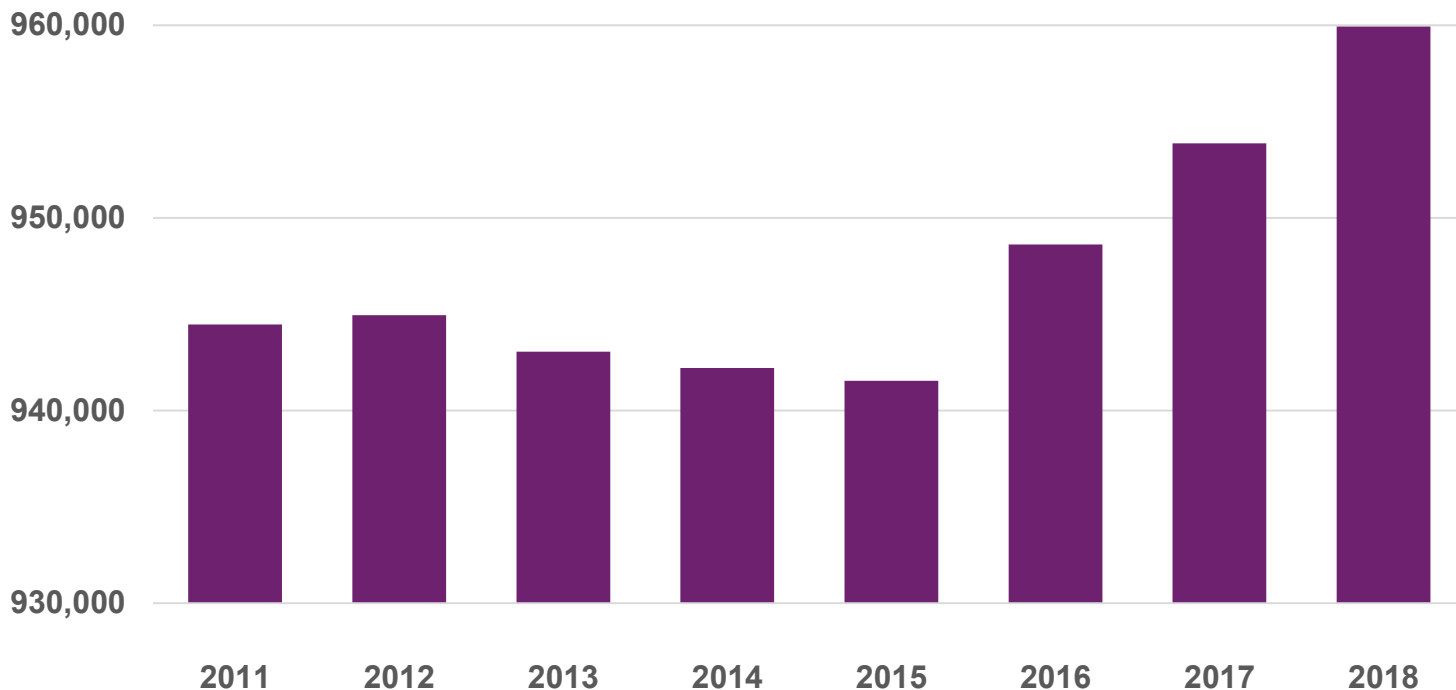


Agenda...

- Statistics and overview of Nova Scotia
- Overview of the National Housing Strategy
- Questions



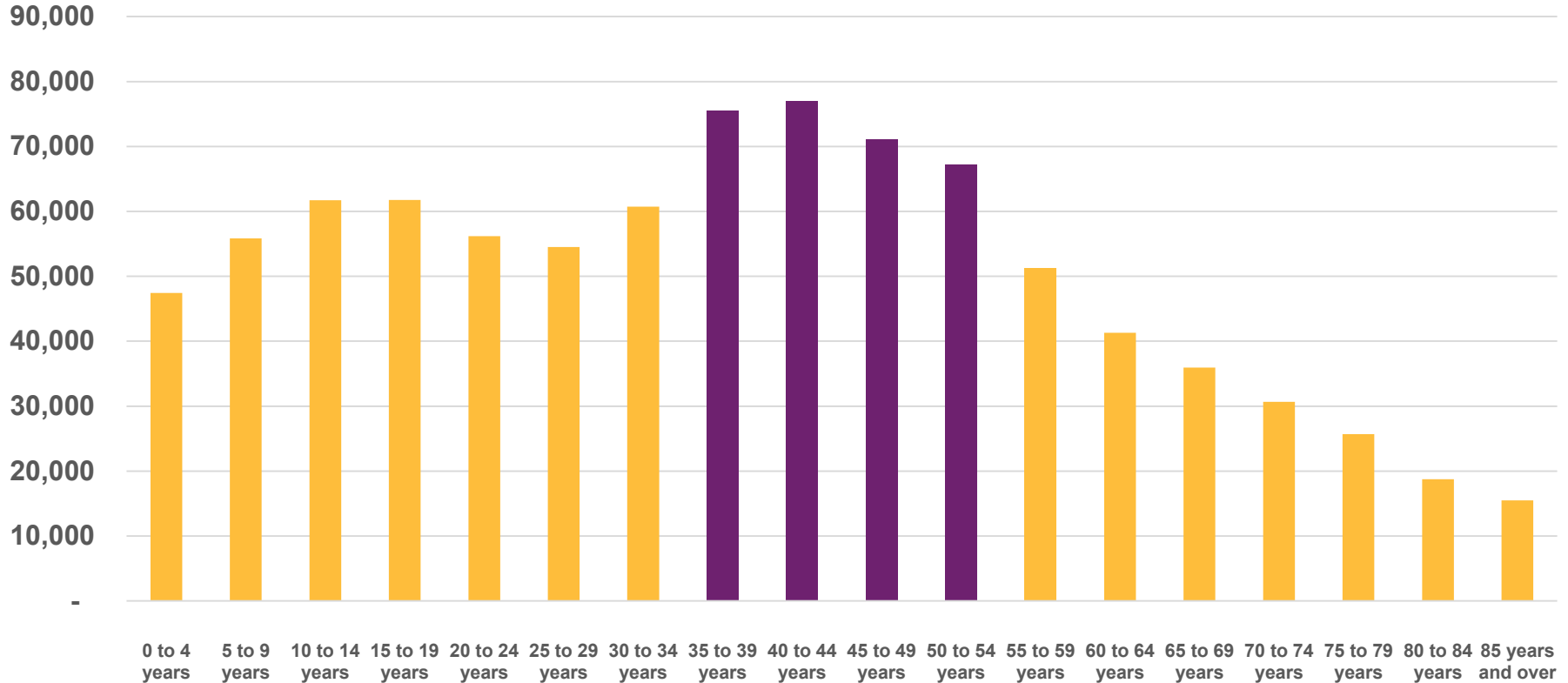
Nova Scotia Population Increases



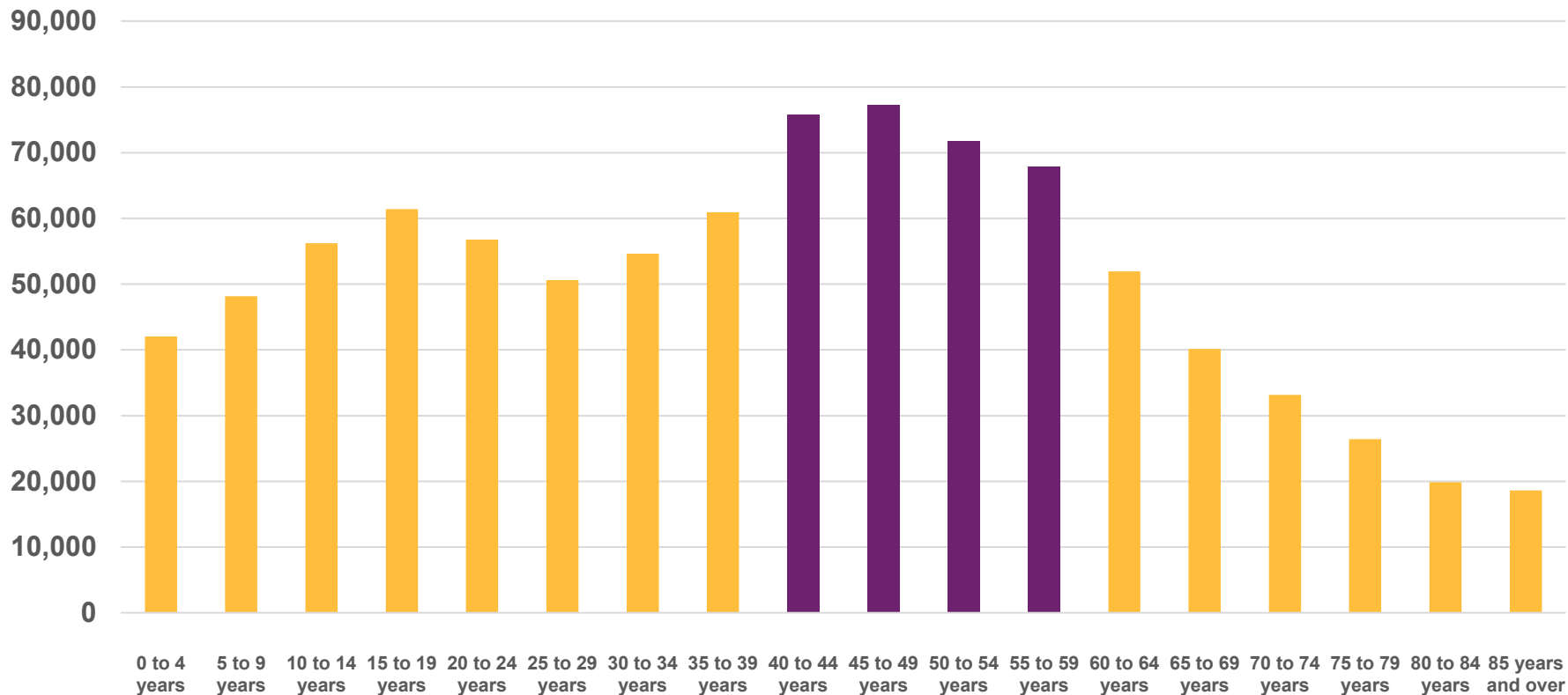
958,000 people

Avg. population
growth of less
than 1% per
year

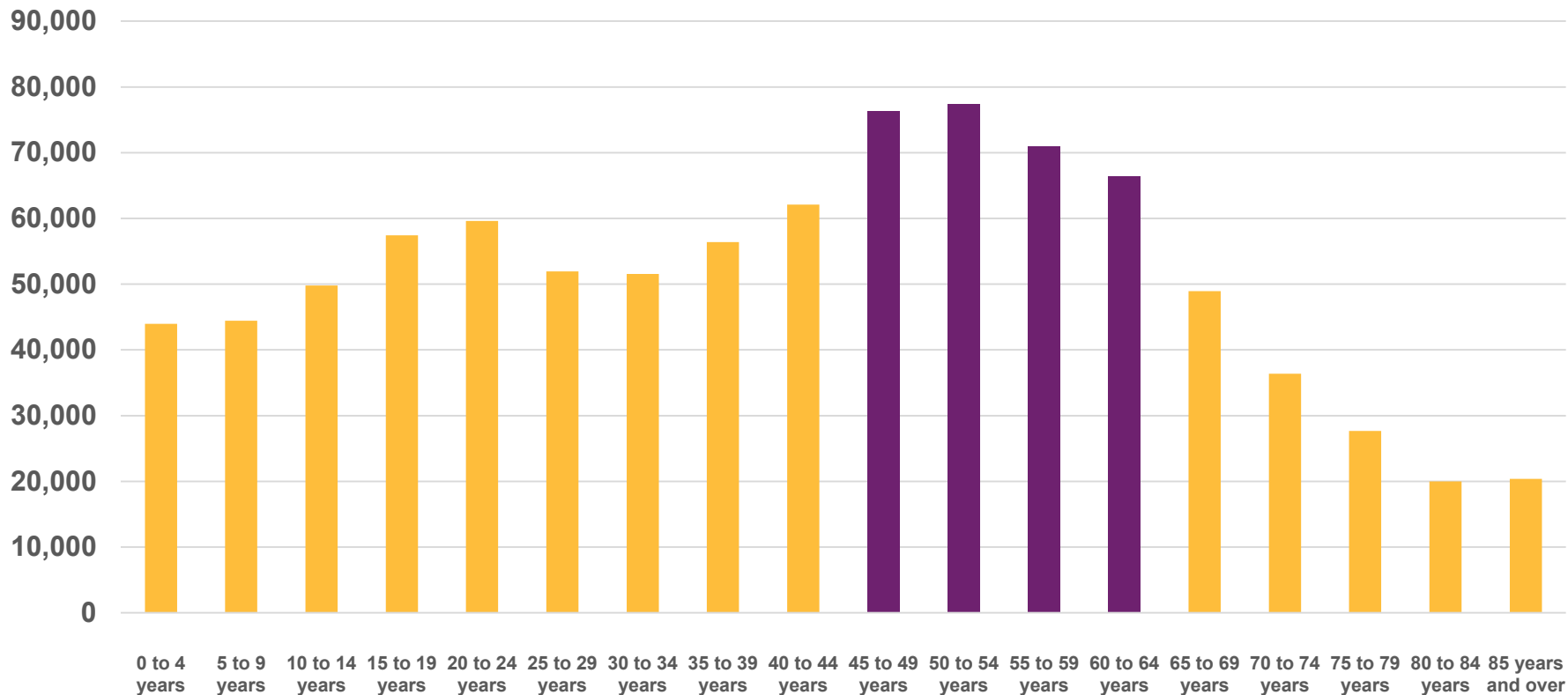
NS Population - 2001



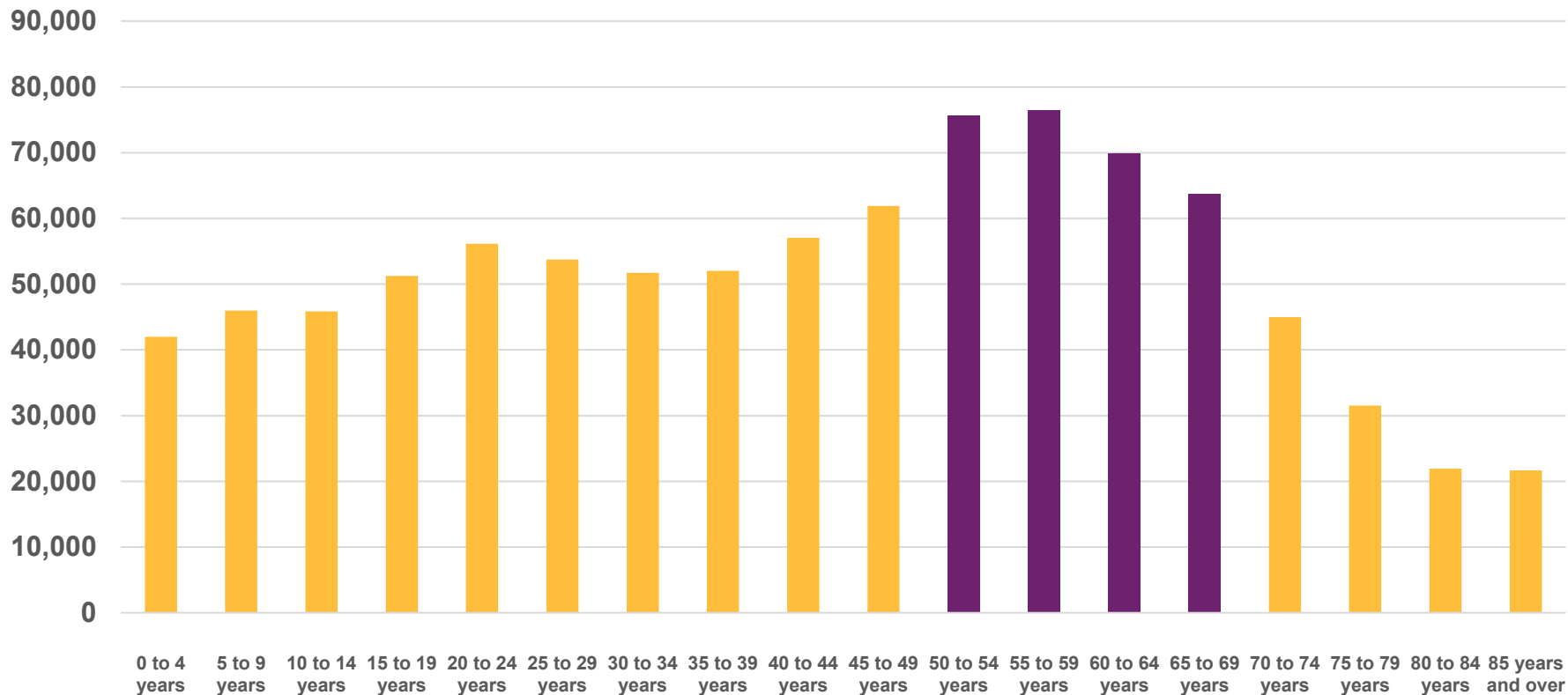
NS Population - 2006



NS Population - 2011



NS Population - 2016

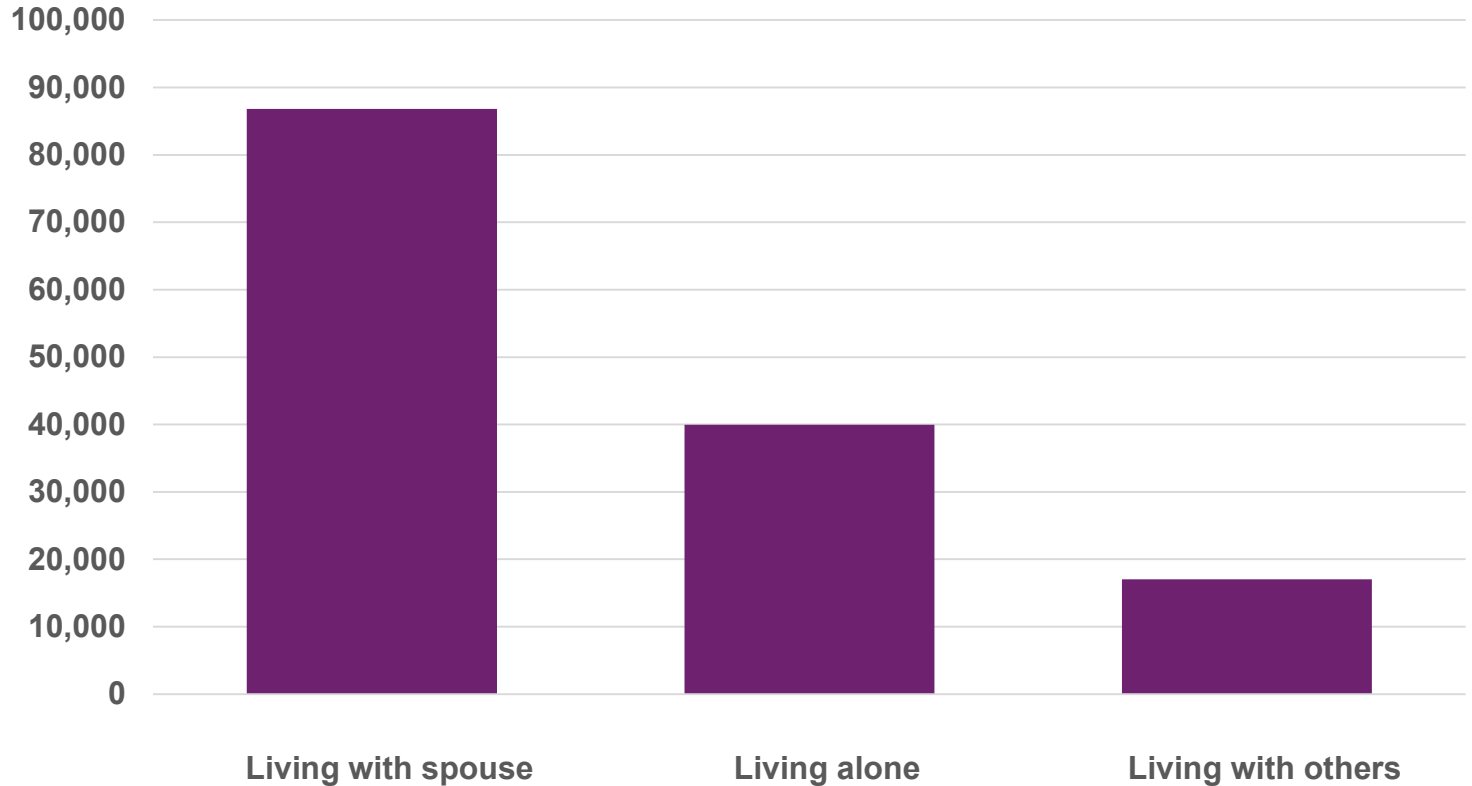


65+ Households in Nova Scotia



25.1% of private households in NS have a primary resident of 65+.

Seniors Population by Living Arrangement



143,825 Seniors
in private
households
(2016)

About 60% live
with their spouse

Core Housing Need in NS

- Percentage of private NS households in Core housing need was 12.8% in 2016
- Up from 12.5% in 2011 and 12.1% in 2006

A household is in core housing need if its housing does not meet one or more of the adequacy, suitability or affordability standards and it would have to spend 30% or more of its before-tax income to access acceptable local housing.

A Vision for Inclusive Housing

Housing is more than just a roof over our heads

People

Communities

Partnerships



National Housing Strategy

Ambitious targets



50%

reduction in chronic homelessness



530,000

households removed from housing need



300,000

homes to be renovated and modernized



100,000

new housing units created



385,000

households protected from losing an affordable place to live

For more information: placetocalhome.ca

A \$40 Billion Once-in-a-Generation Plan



Rental Construction Financing Initiative

Financing of New Rental Housing Projects

Support construction of new rental housing which is affordable to middle class Canadians

Making Low Cost Loans available

Available to housing developers, non-profit organizations and municipalities during the earliest stage of rental development

\$3.75 Billion
in Low Cost Loans

14,000
New Rental Units



Affordable Housing Innovation Fund

Test Innovative Financing Models and Unique Designs

Make housing more accessible and lower costs

Reduce Reliance on long-term government subsidies

\$208.3 Million

4,000

New Affordable Units



National Housing Co-Investment Fund

A \$13.2 billion investment that will help those who have the greatest need by investing in livable communities and creating the next generation of housing in Canada.





National Housing Co-Investment Fund

- Two streams of funding: \$8.65 B **Loans** and \$4.5 B **Contributions**
 - ✓ New Construction
 - ✓ Repair & Renewal
- Covers a **spectrum of needs** from shelters to affordable homeownership
- **Partnerships** are a central feature of the Fund to maximize investments, ensure coordination of efforts, and remove barriers to the development process.
- **Prioritizes** and provide **additional contributions** for projects that exceed mandatory minimum requirements, bring more partners and additional investment to the table, and address the needs of vulnerable populations.

National Housing Co-Investment Fund

Key Design Elements

- Non-Profits and Co-Ops
- Indigenous Organizations
- Private Developers
- Municipalities
- Provinces
- Territories

- Provinces
- Territories
- Municipalities



- Used jointly or independently
- Dependent on needs of project and level of performance

- Accessible or universal design
- Affordability
- Environmental efficiency
- Financial viability

Minimum Requirements

Affordable

NEW

30% of units must have rents at less than 80% of median market rents, for a minimum of 20 years

RENEWAL AND REPAIR

30% of units must have rents at less than 80% of median market rents, for a minimum of 20 years

Green

NEW

At least 25% reduction in energy consumption and greenhouse gas emissions over national building and energy codes must be achieved

RENEWAL AND REPAIR

At least 25% reduction in energy use and greenhouse gas emissions relative to past performance must be achieved

Accessible

NEW

20% of units must meet accessibility standards and projects must be barrier-free or have full universal design

RENEWAL AND REPAIR

20% of units must meet accessibility standards and projects must be barrier-free in common areas

Funding Options

Maximum Loans

- Co-operatives, non-profits, Indigenous groups – up to 95% of eligible costs (residential component);
- P/T, and municipal government, and private sector – up to 75% of eligible costs (residential component).
- For all projects containing non-residential space up to 75% of eligible costs related to the non-residential component.

Maximum Contributions

- Co-operatives, non-profits, Indigenous groups – up to 40% of eligible costs;
- P/T, and municipal government - up to 30% of eligible costs.
- Private sector – up to 15% of eligible costs.

National Housing Co-Investment Fund

Key Process Elements

A vertical flowchart consisting of three downward-pointing chevron shapes, each containing a stage of the process. The first chevron is labeled "Application Intake", the second "Prioritization", and the third "Client Assessment".

Application Intake

- Continuous Intake
- Online Portal or Regional Consultants

Prioritization

- Based on Achievement of outcomes
- Community Housing Applicants Prioritized

Client Assessment

- Financial Sustainability
- Achievement of outcomes

Questions?

Website:
placetocalhome.ca

CMHC:
cmhc-nhs.ca

Tim Andrews
tdandrew@cmhc.ca
902-426-8465





Affordable Multifamily Housing Program

2019

Eligibility

- 4+ Units, purpose built or converted
- Provides Affordable Housing
- Apartment, Co-Operative, Shelter



How it works – Enrollment

- Intake Form
- 3 years of utility data
- Operating Agreement



Saving over \$3800 per year.



Enjoy the good things
efficiency brings.

How it Works: Landlord Operating Agreement

- 12 year contract
- 50% units 'affordable'
- Year one rents set
- CPI Increase allowed yearly/compounded up to 3 years



Saving over \$4,900 per year.



Enjoy the good things
efficiency brings.

Landlord Operating Agreement – Year 1 Rent*

Utilities Included	Bach	1 Bed	2 bed	3 Bed	4 Bed+
No Utilities Included	\$ 430	\$ 525	\$ 650	\$ 810	\$ 1,160
Heat Only (5% above base)	\$ 450	\$ 550	\$ 685	\$ 850	\$ 1,220
Heat & Electric (10% above base)	\$ 475	\$ 580	\$ 715	\$ 890	\$ 1,275

*Rents vary by region – this example covers rural areas of Nova Scotia

Audit recommended upgrades:

- Heating System
- Building Envelope
 - Windows
 - Wall, attic & basement insulation
- Water Heating
- Lighting
- Leverage



Saving over \$5600 per year.

How it Works: The advantage

- Up to 80% coverage on eligible costs
- Reduced utility and maintenance costs
- Increased tenant comfort and reduced energy poverty
- Financing for NSP customers



Saving over \$2,600 per year.

How it Works

- Get quotes & select contractor(s)
- Receive preapproval
- Complete upgrades
- Submit invoice(s)
- Maintain affordable rents over 12 years



Saving over \$6,400 per year.



Enjoy the good things
efficiency brings.

Results to date

- Avg savings of \$4200 per property
- Yearly savings of \$450 per unit
- More participants engaging daily
- Renewed funding for over 45 properties in 2019-2020



Saving over \$3300/year



Enjoy the good things
efficiency brings.



e. ccarr@efficiencyns.ca
t. (902) 470-3561)

Questions?

Working Together to Make Housing More Affordable

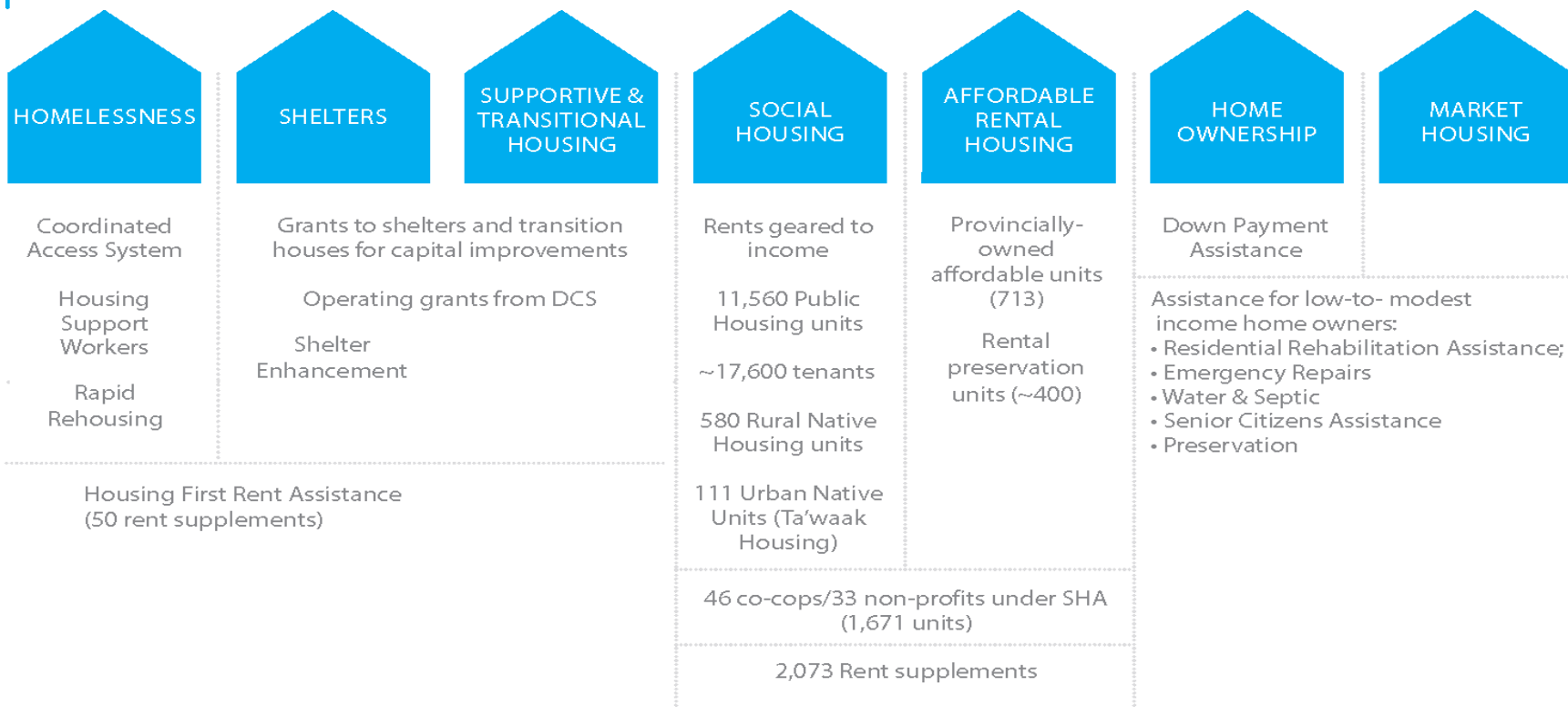
Landlords/Developers

May 14, 2019



WHAT WE DO

HOUSING SPECTRUM



Housing Programs & Services

- Support the creation of new affordable housing
- Preserve existing affordable housing stock
- Help low-income homeowners stay in their home longer
- Address urgent housing needs



Meeting the needs of Nova Scotians

Lunenburg/ Queens Counties

- Homeowner Grants/ Forgivable Loans/ Rental/ Disability RRAP (Housing Services)
 - 2017-19: \$3,578,674

Public Housing Program (Western Regional Housing Authority)

- 46 family units; 324 senior units
- 68 rent supplements
- 42 rural and native housing units
- 4 HNS affordable housing units
- 32 Co-op housing units



Rent Supplements

- Rent supplements help bridge the gap between what a low-income household can afford to pay (30% of gross household income) and the actual monthly market rent.
- The subsidy is paid by Housing Authority directly to the landlord.
- Currently 68 rent supplements in Lunenburg/Queens counties. Housing Authorities administer program. Interest in signing up more.
- Government commitment to create up to 1,500 new rent supplements to private/not-for-profit landlords by 2021, including 300 for individuals experiencing homelessness.



Affordable Housing Program (AHP)

Capital funding to assist in the creation or preservation of modest housing stock in areas where there is a shortage of affordable rental units through the following programs:

- New Rental – new construction or conversion of non-residential buildings
- Rental Preservation – renovation of vacant units at risk of being lost to marketplace



Provincial Outcomes

- Safe Connected Communities – Affordable Housing
- Reduce public housing waiting list
- Ensure long-term sustainability of community housing (government, co-op, not-for-profit)
- Ensure most vulnerable populations are served
- Increase supply of affordable housing
- Leverage external funding
- Achieve operational efficiency and effectiveness



Contact Information

Rent Supplement: Housing Authority
Nicole Leger (902) 543-8200

Programs for Homeowners and Landlords (Housing Services)
Earl Mielke (902) 825-5256

New affordable rental unit projects (Housing Services)
Barbara Kjarbo (902) 424-6610 / Colleen Austin (902) 424-6302



Questions?



Housing
NOVA SCOTIA
Opening Possibilities.

Rent Control: Quick Overview

South Shore Housing Action Coalition

May 2019

Rent control as a policy is most appreciated by tenants in times of sudden shifts in demand and scarcity in the market.

Intent is to protect affordable housing supply for low to moderate income tenants.

Rent Control

Rent Control in NS

- Nova Scotia doesn't have rent control now—but we did.
- The Rent Review Commission set a maximum allowable increase each year, and landlords could apply to go over that cap if, for example, they had splurged on repairs. The province wiped out the program in 1993.
- There is no system in place to smooth rent increases, and landlords are able to set the rate at whatever they think is reasonable.
- <https://www.thecoast.ca/halifax/rent-controlaltdelete/Content?oid=4467646>

Currently in Nova Scotia: Market Rentals

- Landlords
 - can only increase the rent once in a 12-month period, on the anniversary date of the tenancy , except for land-lease communities and public housing.
 - Must give notice of a rent increase to tenant in writing. It must state the amount of the increase and the date the rent will go up.
 - 4 months' notice for year-to-year leases
 - 4 months' notice for month-to-month leases
 - 8 weeks' notice for week-to-week leases
 - For fixed-term leases, you need to include the amounts and dates of all rent in the lease when it's signed.
 - Can increase the rent by any amount. If the tenant doesn't agree with the rent increase, they can give 3 months notice before the anniversary date of the lease.
 - <https://beta.novascotia.ca/during-tenancy-rights-and-responsibilities-tenants>

Currently In Nova Scotia: Land Lease Communities

- Annual Allowable Rent Increase Amount (AARIA)
- The AARIA for 01 January 2019 to 31 December 2019 is 1.2%. The AARIA for 01 January 2020 to 31 December 2020 is 1.7%.
- <https://beta.novascotia.ca/annual-allowable-rent-increase-amount-land-lease-communities-mobile-parks>

Currently in NS: Public Housing

- Public Housing:
 - In public housing, if there is an increase to the percentage of income charged as rent, it's considered a rent increase. Must give 4 months' notice before the anniversary date of the tenancy.
 - If the tenant's income increases or decreases, their rent will also increase or decrease. This is not considered a rent increase.
 - <https://beta.novascotia.ca/during-tenancy-rights-and-responsibilities-tenants>

Rent Control

- incentivizes landlords to at least temporarily withdraw housing in response to price increases—the opposite of what policymakers intend.
- is unlikely to be a standalone solution to the underlying problem plaguing expensive cities: chronic undersupply of housing.
- can allow low- to moderate-wage workers to live close to jobs in expensive cities and could prevent families from being displaced by high rents into substandard housing. Even for families who stayed, the rent controls would mean that they could more easily afford other necessities, like food and health care.

Pros

Tenant

Capped rent:

- where rents in the open market have grown more quickly than the cap set by rent-control laws, tenants have saved hundreds or thousands of dollars. This helps to mitigate the risk of living in rental housing and having your rent go up more quickly than your income, leaving you unable to afford your apartment.
- typically work by limiting how much rents can go up on existing tenants in certain buildings
- can raise rents on new tenants to whatever the market will bear, and newer buildings are not subject to the law.

Landlords

- Rent control holds one key benefit for landlords. As a rent-controlled apartment becomes a better and better deal for tenants, they will become increasingly motivated to hold on to them. This can create a building full of tenants that don't cause trouble and always pay their rent on time and in full. If legally allowed rent increases keep up with expenses, rent control can make your building easy to manage and turn it into a relatively secure cash flow opportunity.
- The rent-control laws in place in some cities across the country typically work by limiting how much rents can go up on existing tenants in certain buildings.

Cons

Tenant

- Rent control removes the efficiency from the market, since a portion of tenants are able to rent buildings at a price below that equilibrium.
- In other words, if you aren't one of the lucky few that gets a great deal on a rent-controlled apartment, you'll be one of the many that pays more for a market rate apartment than you otherwise would.

Landlord

- Cannot charge the rent that the market allows. If rents go up 6 percent and your maximum allowed increase is 1.9 percent, landlords leave that extra money on the table. Can result in rents that are significantly below market.
- Risk having only low-rent tenants until they choose to leave.

Sources:

- <https://www.thecoast.ca/halifax/rent-control-idea-frozen-out-along-with-nova-scotian-tenants/Content?oid=10877052>
- <https://pocketsense.com/pros-cons-rent-control-8385.html>
- <http://realestate.boston.com/news/2019/03/30/rent-control-explained/>
- <https://www.quora.com/What-are-the-pros-and-cons-of-rent-control>

Building, Maintaining, and Providing Affordable Housing Options on the South Shore

An Information Session for Landlords & Builders

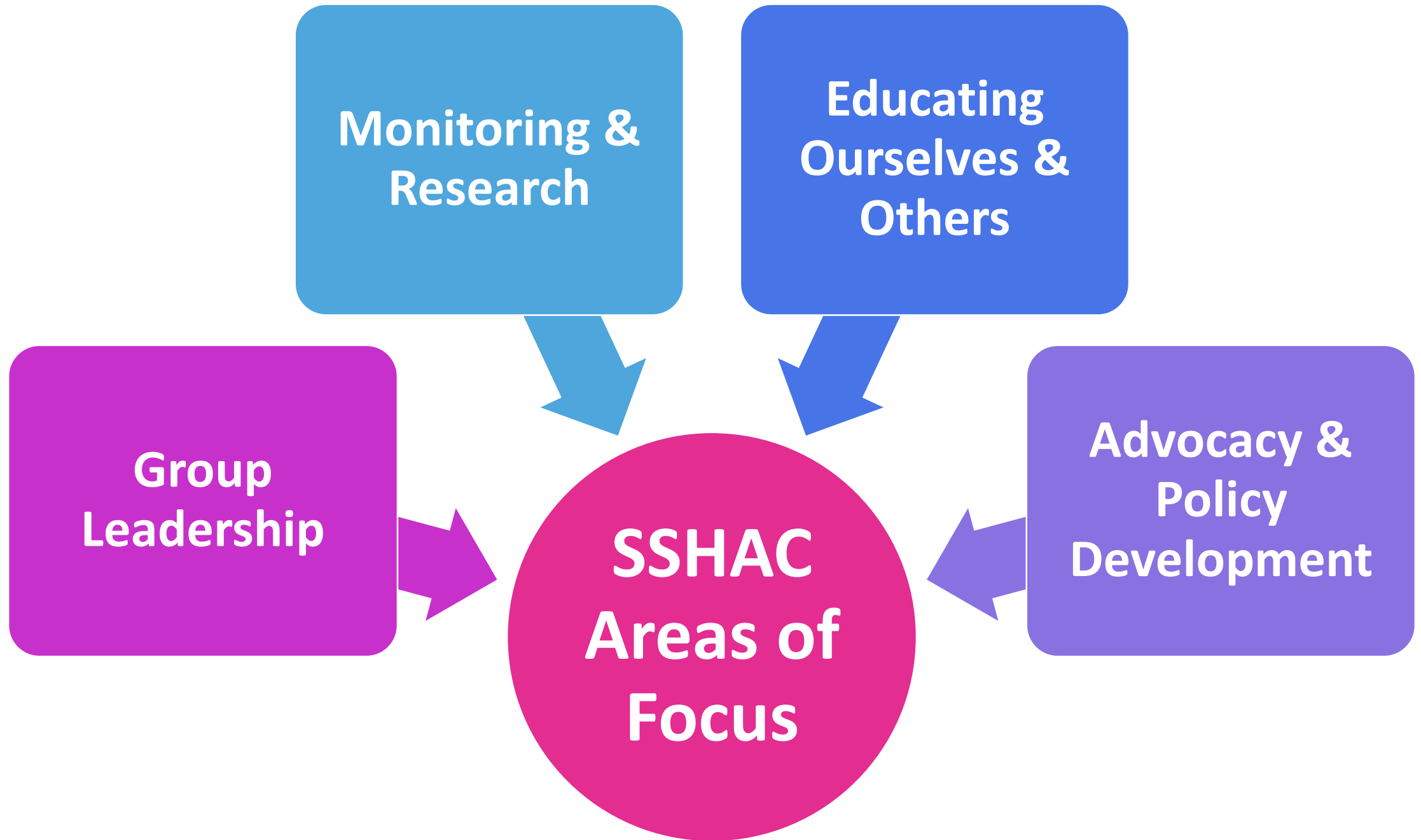


South Shore Housing Action Coalition
Healthy, affordable housing options for all, at every stage of life



South Shore Housing Action Coalition

As community members, we **work collaboratively** to **build awareness and facilitate action** on the need for *healthy, safe, and affordable housing* in Lunenburg and Queens Counties in particular, and Nova Scotia in general.



Affordable Housing: The Housing Continuum

Emergency Shelters	Transitional Housing	Social Housing	Affordable Rental Housing	Affordable Home Ownership	Affordable Rental Housing	Affordable Home Ownership
Government Subsidized			Non-Market Housing		Market Housing	



Core Housing Need

A household is in core housing need if its housing does not meet one or more of the adequacy, suitability or affordability standards, and it would have to spend 30% or more of its before-tax income to access acceptable local housing.

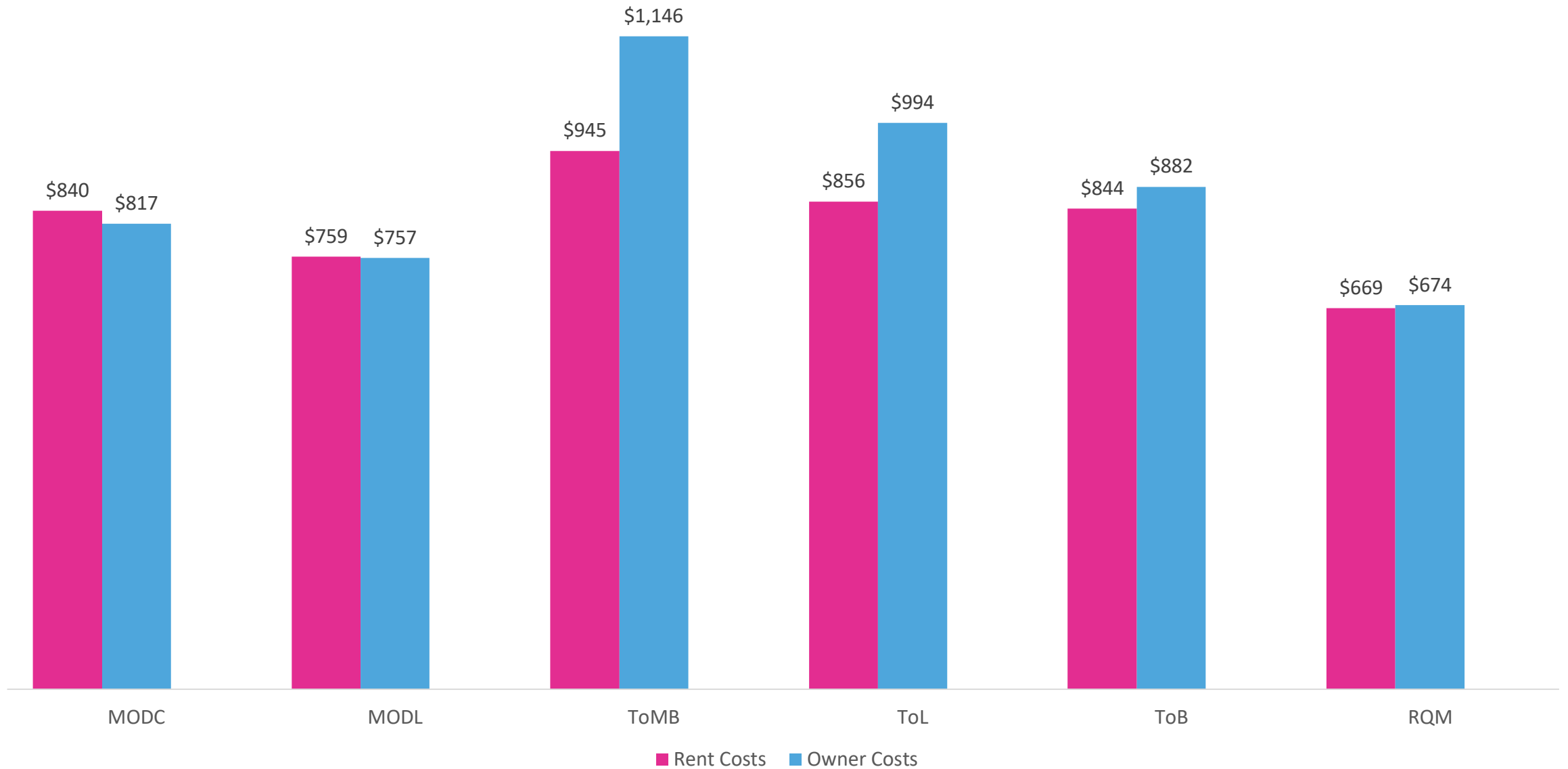
Core Housing Need

Municipal Unit	Core Housing Need	Tenants	Homeowners
MoDC	18.5%	37.4%	14.9%
ToMB	34%	48.6%	23.8%
ToL	29.3%	41.1%	23%
ToB	27.9%	48.6%	11.4%
MoDL	13.7%	33.2%	11.4%
RQM	17.5%	43.3%	11.6%

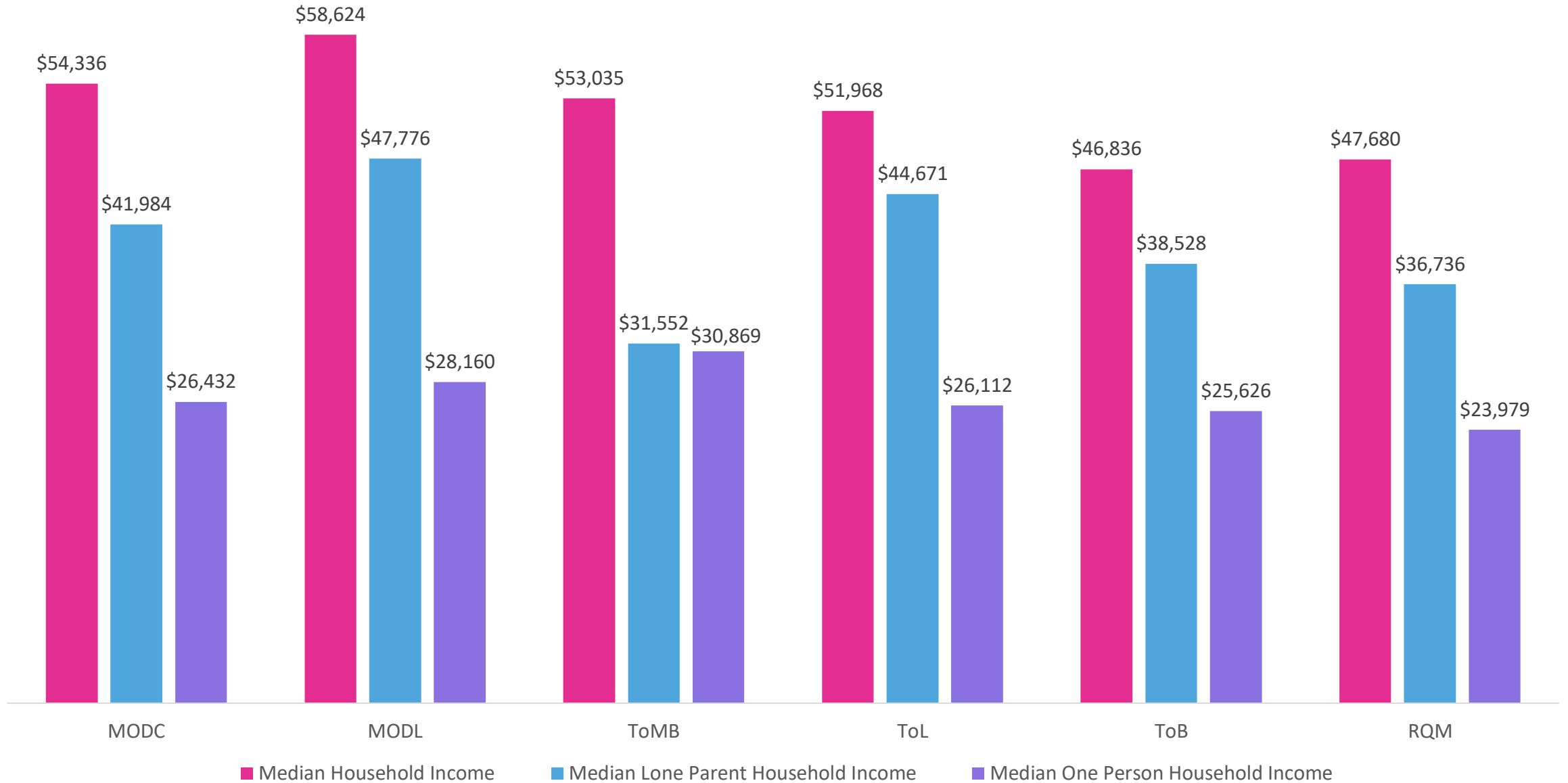
Housing Tenure

Municipal Unit	Rent	Subsidized	Own
MoDC	16.2%	8.4%	83.3%
ToMB	37%	13.5%	63%
ToL	35.1%	8.1%	64.9%
ToB	43.3%	15%	56.7%
MoDL	10.5%	8.1%	89.5%
RQM	18.9%	21.7%	80.2%

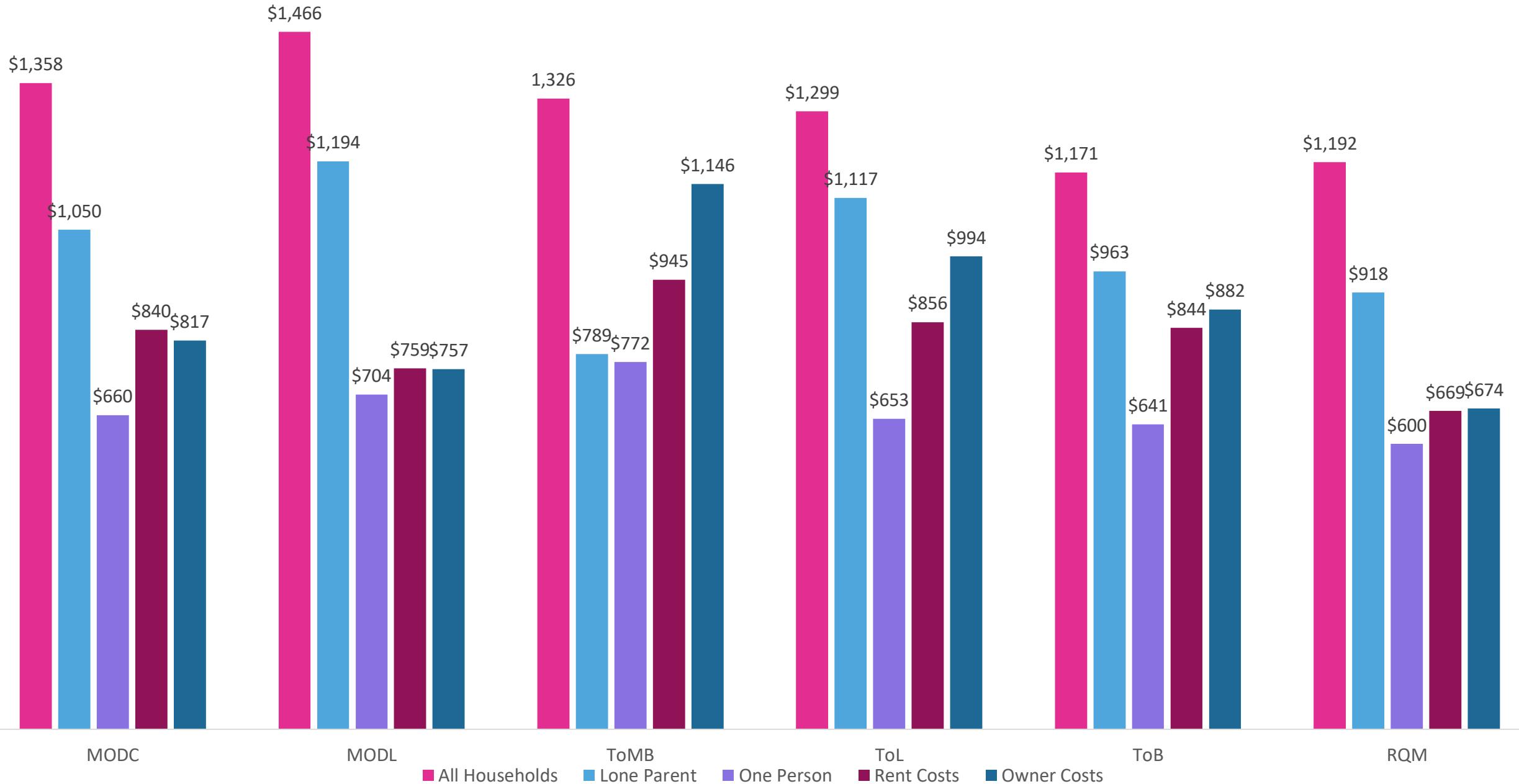
Rental and Ownership Costs Across Lunenburg and Queens Counties



Median Household Incomes Across Lunenburg and Queens Counties



What is Affordable for Housing Across Lunenburg and Queens Counties?



Building the Housing Continuum...Together!

- SSHAC: Building Awareness of the Need and Facilitating Action
 - Funding Partners: Bringing grants and programs to support affordable housing development
 - Landlords & Developers: Maintaining and Building affordable housing options
-
- * data from slides comes from the 2016 Census of Canada (regional data available at <http://sshac.ca>)

Thank-You!

Nancy Green – nancy.green@nshealth.ca

sshousingaction@gmail.com

<http://sshac.ca>

THIS DEVELOPMENT AGREEMENT made this day of , A.D. 2019

BETWEEN:

BRENT KRAUSHAR & KIMBERLEY KRAUSHAR of Halifax Regional Municipality in the
Province of Nova Scotia, hereinafter called the “DEVELOPER”

OF THE FIRST PART

-AND-

TOWN OF MAHONE BAY, a duly incorporated municipal body, hereinafter called the
“TOWN”

OF THE SECOND PART

WHEREAS the DEVELOPER intends to develop property at 995 Main Street within the bounds of the
TOWN identified as PID number 60371291 and described in Schedule “A” attached hereto;

AND WHEREAS the DEVELOPER has applied to the TOWN for a permit to use that part of the lands
described in Schedule “A” attached hereto, to construct one residential dwelling unit and residential wharf
hereinafter referred to as the PROPOSED DEVELOPMENT;

AND WHEREAS the Plan attached hereto as Schedule “B”, composed of documentation labelled as B-1
to B-6, depicts the location of the PROPOSED DEVELOPMENT on the lot with floor plans, elevations,
and perspective drawings;

AND WHEREAS the property(s) identified as PID number 60371291 contained a boathouse / commercial
boat shop which may be replaced by a new structure as per Section 4.5.12, the Existing Structures Clause
of the Town of Mahone Bay Land Use By-law;

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

AND WHEREAS Policy 4.6.5 of the Municipal Planning Strategy enables residential uses on this land as the Policy reads that “It shall be the policy of Council to consider residential uses by development agreement in the existing boathouse at 995 Main Street only, in accordance with policies 6.4.1 and 6.4.2 and provided the non-commercial uses of the property do not occupy more than 50% of the floor area of the existing building”;

AND WHEREAS the Council of the TOWN, by resolution passed at the meeting on the _____ day of _____, A.D. 2019, approved the execution of this Agreement by the parties hereto;

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. Except as provided for in this Agreement, nothing herein exempts the DEVELOPER from other Municipal by-laws including the Land Use 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

- 2.1 Subject to Clause 15 below, the DEVELOPER undertakes to ensure that the use of the lands described in Schedule “A” attached hereto shall be limited to:
- 2.1.1. the construction and residential occupation of one (1) residential dwelling unit as shown in Schedule “B” where the replacement of the former boathouse is permitted through Section 4.5.12, the Existing Structures Clause of the Town of Mahone Bay Land Use By-law. For greater clarity, no accessory structures are permitted other than those considered minor accessory structures under the Town of Mahone Bay Land Use By-law;
 - 2.1.2. the operation of one (1) small-scale business which occupies no more than 25 percent of the floor area of the building and subject to Clause 11.2 of this Development Agreement. For greater clarity, small-scale business uses shall be limited to offices, boarding or rooming houses, craft workshops, guesthouses, personal service shops, studios for the practice or instruction of fine arts or craft, and repair shops excluding engine repair; and
 - 2.1.3. the construction of a driveway, parking spaces, drainage works, residential wharf and landscaping elements as shown in Schedule “B” and the construction of one (1) floating dock.
- 2.2 Subject to Clause 15 below, the DEVELOPER shall be prohibited from operating the following within the PROPOSED DEVELOPMENT:
- 2.2.1. marine commercial uses; and
 - 2.2.2. a tourist home.

3. STORMWATER MANAGEMENT

The DEVELOPER undertakes to ensure that:

- 3.1 Prior to any Development Permit being issued, the DEVELOPER shall submit a Stormwater Management Plan, prepared by a qualified person, to the satisfaction of the TOWN verifying that storm water and drainage patterns are adequate for the subject development so as to avoid flooding, and that storm water is not directed onto any adjacent property or into the TOWN sewer system.

4. EROSION AND SEDIMENTATION

The DEVELOPER undertakes to ensure that:

- 4.1. Prior to any Development Permit being issued, the DEVELOPER shall submit an Erosion and Sedimentation Control Plan, prepared by a qualified person, to the satisfaction of the TOWN verifying that the siltation and erosion of coastal material into Mahone Harbour are minimized during and following construction, and that silt and erosion debris is not deposited onto any

adjacent property during or as a result of construction.

5. PERIOD OF CONSTRUCTION

- 5.1 The DEVELOPER undertakes to ensure that construction of the site shown in Schedule “B” commences within eighteen (18) months of the date this Development Agreement coming into effect;
- 5.2 The DEVELOPER undertakes to ensure that the development of the site shall be completed as shown in Schedule “B” within thirty-six (36) months from the start of construction;
- 5.3 Construction work on the property shall not begin earlier than 7:00 a.m. and shall not continue past 8:00 p.m, and no exterior construction work shall be undertaken on Sundays.

6. STRUCTURES

The DEVELOPER undertakes to ensure:

- 6.1 that the exterior appearance of the building shall be substantially as shown in Schedule “B” and shall have:
 - 6.1.1. exterior cladding that is horizontal in nature;
 - 6.1.2. vertically oriented windows on the North, South, and West Elevations;
 - 6.1.3. a roof pitch of 5:12, or greater;
 - 6.1.4. a roof surfaced with dark shingles;
 - 6.1.5. a maximum height of 8.5 metres from the average grade to the midpoint of the roof and eaves.
- 6.2 exterior alterations to the building after completion shall be subject to this Development Agreement;
- 6.3 the proposed building is positioned on the site as per Schedule “B”, where the precise location of the proposed building may vary so long as the following setbacks are maintained:
 - 6.3.1. a rear yard setback of 88 feet;
 - 6.3.2. a front yard setback of 5 feet;
 - 6.3.3. side yard setbacks of 30 feet and 36 feet.
- 6.4 that the cantilevered roofs as shown in Schedule “B” shall not be altered so as to create semi-enclosed or permanently enclosed areas;
- 6.5 prior to any Development Permit being issued, the DEVELOPER shall submit the necessary approvals for the residential wharf and floating dock shown in Schedule “B”; and
- 6.6 in acknowledging the inherent risk associated with development of coastal lands, measures shall be taken to protect the property from the possible incursion of seawater so as not to have a negative impact on the PROPOSED DEVELOPMENT and neighbouring properties.

7. LANDSCAPING AND FENCING

- 7.1. The DEVELOPER undertakes to ensure that landscaping of the property shall be completed as shown on Schedule “B”, within thirty-six (36) months from the start of construction;
- 7.2. The DEVELOPER undertakes to ensure that the property and grounds are maintained in good order, including landscaping and fences; and
- 7.3. That all other matters of landscaping and fencing shall conform to the requirements of the Town of Mahone Bay Land Use By-law.

8. SIGNS

The DEVELOPER undertakes to ensure that all permanent exterior advertising or project identification signs shall comply with Part 14 (“SIGNS”) of the Land Use By-law and Development Permits shall be obtained.

9. ILLUMINATION

The DEVELOPER undertakes to ensure:

- 9.1. light from all exterior lighting sources shall be downcast with luminaries shields and must not be directed upon adjacent properties or Mahone Harbour; and
- 9.2. light from all exterior lighting sources shall not flash, move or vary in intensity such that it creates a hazard to public safety.

10. SANITARY SERVICES

The DEVELOPER undertakes to ensure:

- 10.1. that an onsite sewage disposal system shall be constructed to meet Nova Scotia Department of Environment specifications. Prior to the issuance of a Development Permit, the DEVELOPER must submit approval from Nova Scotia Department of Environment for an onsite sewage disposal system;
- 10.2. notwithstanding Clause 10.1, the DEVELOPER undertakes to ensure connections to municipal sewer systems are properly functioning and are satisfactory to the TOWN. The DEVELOPER must obtain necessary approvals from the TOWN for connections to the municipal sewer system and ensure the connections are properly functioning and are satisfactory to the TOWN.

11. PARKING

The DEVELOPER undertakes to ensure:

- 11.1. that two (2) parking spaces as shown in Schedule “B” are maintained and kept free of all structures and materials at all times; and
- 11.2. that one (1) additional parking space on the property described in Schedule “A” shall be provided if a small-scale business is operated within the building.

12. OPERATION AND MAINTENANCE

The DEVELOPER undertakes to ensure:

- 12.1 that all structures are maintained in good repair and in a tidy and useable state. This includes exterior finishes of the building and landscaping elements;
- 12.2 that all driveways and parking locations shown on Schedule “B” shall be surfaced with stable materials to prevent dust from blowing onto adjacent properties, Mahone Harbour, and to prevent erosion; and
- 12.3 that any waste materials produced at the site shall be disposed of in compliance with the TOWN’s Solid Waste By-law.

13. FIRE PREVENTION

- 13.1 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.

14. LIABILITY

- 14.1. 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, or with respect to any claim or expense incurred by the TOWN in repairing or replacing any work done by or on behalf of the DEVELOPER during the development of the site described in Schedule “A”.
- 14.2. The TOWN shall not carry out any repairs or replacements or incur any expenses or costs at the DEVELOPER’s expense unless the TOWN has given five (5) days prior written notice to the DEVELOPER which directs the DEVELOPER to carry out such repairs or replacements and which gives notice of its intention to carry out such repairs or replacements or incur any such expense, and the DEVELOPER has failed to carry out the repairs or replacements or pay the

expenses itself; except that in situations which the TOWN deems to be an emergency the TOWN may notify the DEVELOPER and act forthwith at the DEVELOPER's expense;

- 14.3. In accordance with Section 264 of the *Municipal Government Act*, where the Town has incurred expenses pursuant to Clause 14.1 or Clause 14.2 the costs of the work are a first lien on the property described in Schedule "A".

15. CHANGES AND ALTERATIONS

- 15.1 That all matters in this Agreement not specified in Sub-clause 15.2 below, are substantial matters which shall not be changed or altered except by amendment to this Agreement in accordance with the relevant statutes; and
- 15.2 That the following matters are not substantial matters and may be changed or altered without amendment to this Agreement but with the written consent 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:
- 15.2.a alterations to the landscaping design prior to and during building construction;
 - 15.2.b reduction in the footprint, height, or volume of the building;
 - 15.2.c minor alterations to the building's exterior prior to, during, or after construction. For greater clarity, this is limited to:
 - 15.2.c.1.the orientation of siding material employed; and
 - 15.2.c.2.type of roofing material employed.
 - 15.2.d reduction in the parking requirements for a small-scale business within the building.

16. TERMINATION OF AGREEMENT

- 16.1 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";
- 16.2 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;
- 16.3 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;
- 16.4 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

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

17. APPLICATION OF LAND USE BY-LAW

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

18. EFFECT

18.1 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;

18.2 That this Agreement shall ensure to the benefit of, and be binding upon the TOWN and its successors and assigns, and shall ensure 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;

18.3 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.

19. OWNERSHIP

19.1. The DEVELOPER is the sole owner of the subject property (PID 60371291) as described in Schedule "A".

19.2. 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.

**BRENT KRAUSHAR & KIMBERLEY
KRAUSHAR**

Signature:

Per:

Print Name: _____
WITNESS _____

Print Name: _____

Signature: _____

Per: _____

Print Name: _____
WITNESS _____

Print Name: _____

TOWN OF MAHONE BAY

Signature: _____

Per: _____

Print Name: _____

C. David W. Devenne, Mayor

Signature: _____

Per: _____

Print Name: _____
WITNESS _____

Maureen Hughes, Municipal Clerk

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 the same in h_____ presence by affixing thereto its corporate seal identified by the signature of C. Joseph Feeney, its Mayor and James Wentzell, Municipal Clerk 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 **BRENT KRAUSHAR & KIMBERLEY KRAUSHAR**, one of the parties thereto, duly executed the same in h _____ presence by affixing thereto its corporate seal identified by the signature of _____ its _____ and _____, it _____ duly authorized officers in that regard.

A BARRISTER/COMMISSIONER OF THE
SUPREME COURT OF NOVA SCOTIA

SCHEDULE "A"
PROPERTY DESCRIPTION

PID # 60371291

All that certain water lot or lot of land covered with water situate, lying and being in Mahone Bay, in the County of Lunenburg and Province of Nova Scotia more particularly bounded and described as follows:

Beginning at an iron pipe on the high water mark on the Southwest shore of Mahone Bay at the Northeast angle of lands now or formerly of James Hamm;

THENCE North 43 degrees east, 150 feet;

THENCE North 47 degrees West, 132 feet;

THENCE South 43 degrees West, 150 feet to an iron pipe at the high water mark on the said shore and at the Southeast corner of lands formerly of James Whynacht;

THENCE Southeasterly by the shore at high water mark to the place of beginning. Being a water lot No. 22011 as conveyed to George Harris Smeltzer by Grant dated the 28th day of November, 1919 recorded in Grant Book 4 at Page 304 on the 6th day of February, 1920.

SAVING AND EXCEPTING THEREFROM a portion of the said water lot conveyed by Harris George Smeltzer to J. Freeman Smeltzer by Deed recorded in Book 103 at Page 256, being a strip of land 27 feet x 150 feet on the Eastern side of the said water lot.

*** Municipal Government Act, Part IX Compliance ***

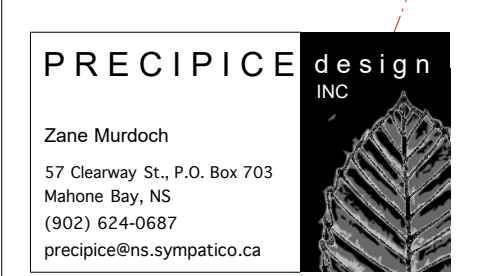
Compliance:

The parcel originates with an instrument (registration details below) and the subdivision is validated by Section 291 of the Municipal Government Act

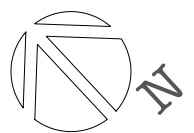
Registration District: LUNENBURG COUNTY

Registration Year: 1949

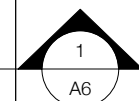
Book: 114 Page: 65 Document Number: 92



date	description
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<p style="text-align: center;"> Kraushar Residence 995 Main Street Mahone Bay, NS </p>	
<p>SITE PLAN</p>	
<p>Scale:</p> <p>1" = 10'-0"</p>	<p>Drawing No.:</p> <p style="font-size: 48pt; font-weight: bold; text-align: center;">B-1</p>
<p>Apr. 8, 2019</p>	
<p>Project No.:</p> <p>18.14</p>	



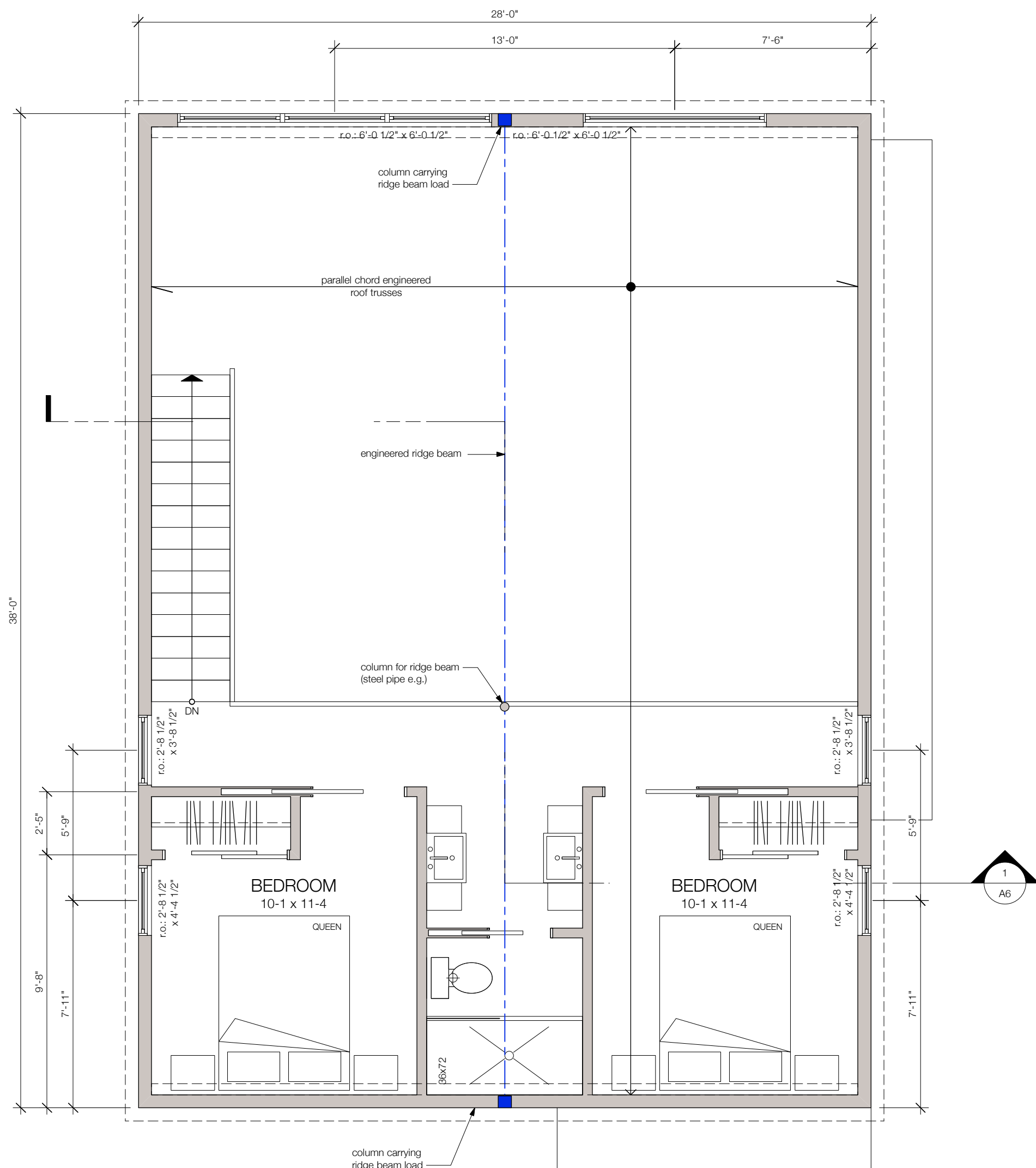
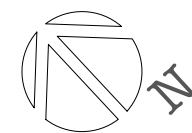
Zane Murdoch
57 Clearway St., P.O. Box 703
Mahone Bay, NS
(902) 624-0687
precipice@ns.sympatico.ca



Kraushar Residence
995 Main Street
Mahone Bay, NS

B-4

MAIN FLOOR GROSS AREA: 1,064 S.F.



LOFT FLOOR GROSS AREA: 435 S.F.

PRECIPICE

design
INC

Zane Murdoch

57 Clearway St., P.O. Box 703
Mahone Bay, NS
(902) 624-0687
precipice@ns.sympatico.ca

19mar20	Carport removed.
18aug22	Added structural information.
date	description

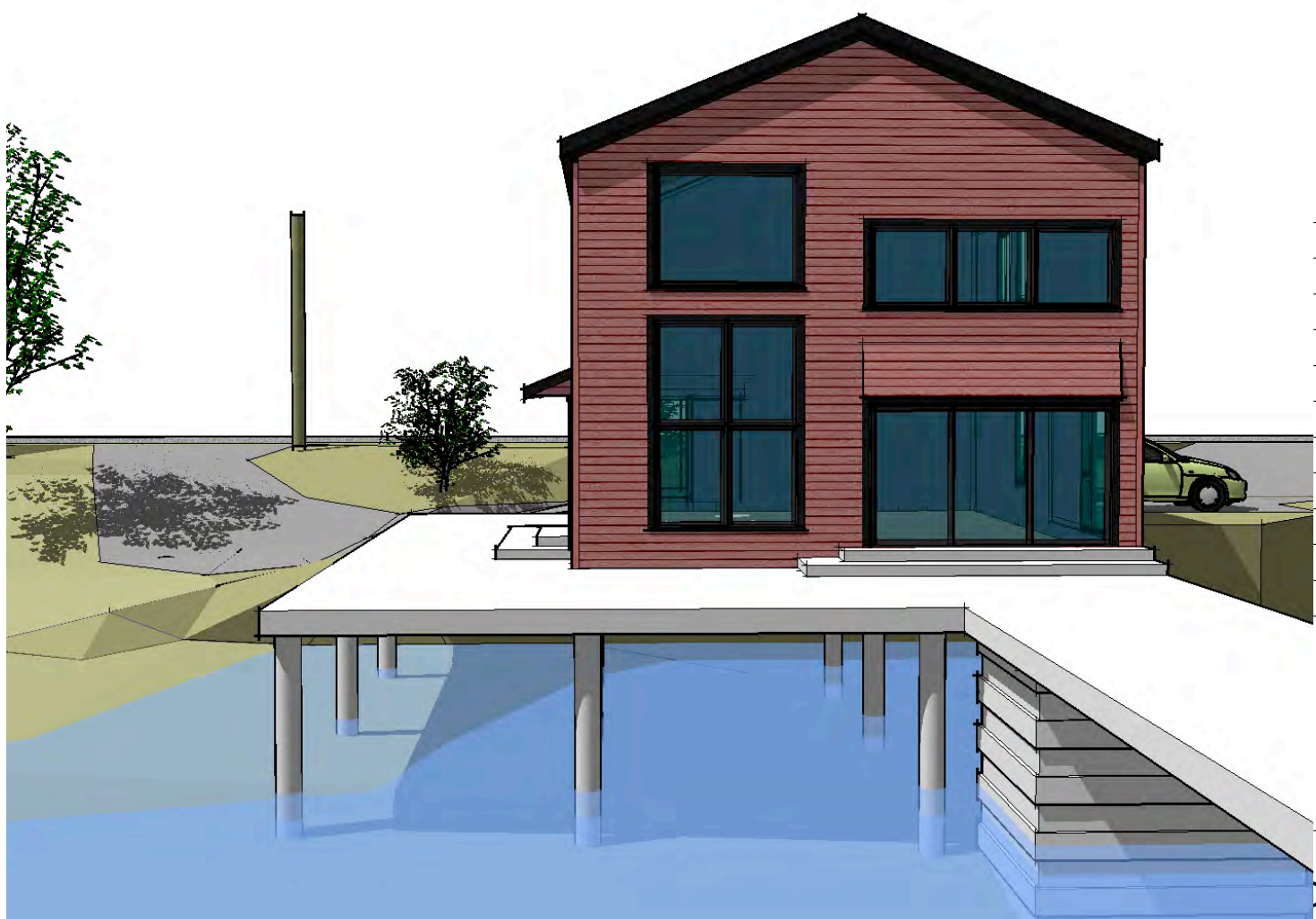
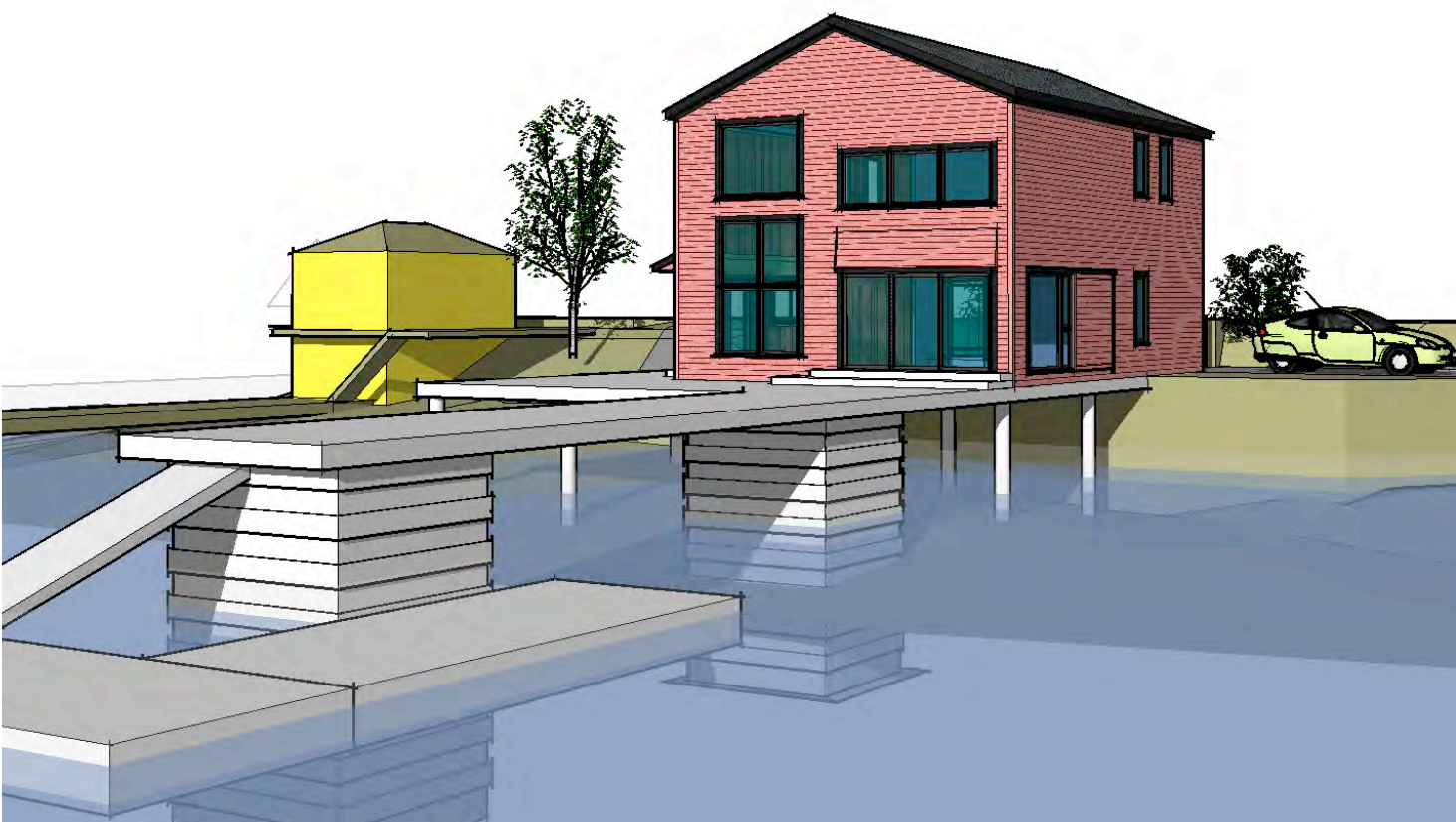
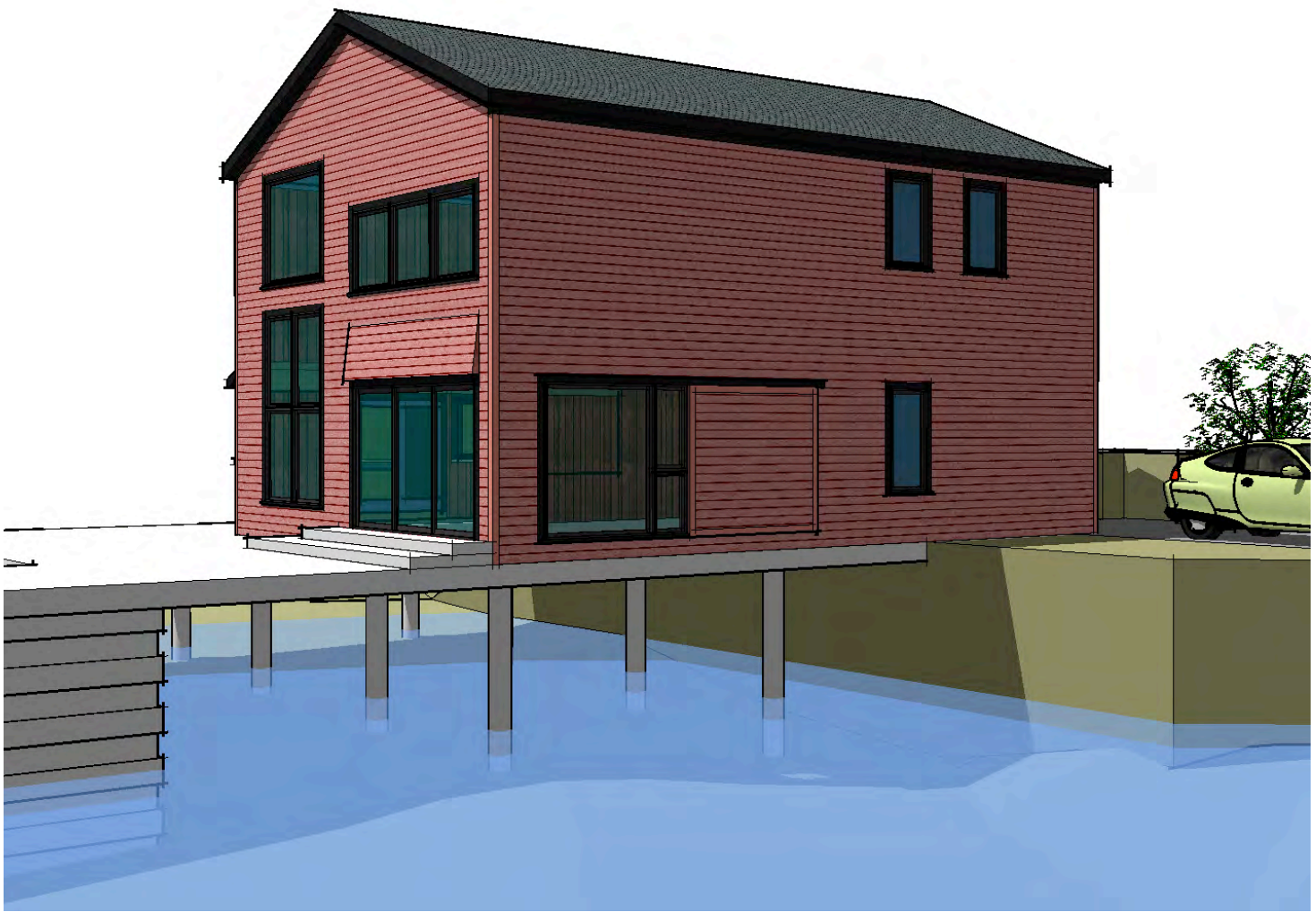
Kraushar Residence
995 Main Street
Mahone Bay, NS

UPPER FLOOR PLAN

Scale: 1/4" = 1'-0"	Drawing No.:
Apr. 8, 2019	B-5
Project No.: 18.14	



precipice@ns.sympatico.ca



Mahone Bay, NS

MODEL

Scale:
not to scale

Apr. 8, 2019

Project No.:
18.14

Drawing No.:

B-6