



The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, June 11, 2019 at 7:00 p.m. in Council Chambers.

Present:

Mayor Devenne
Deputy Mayor Nauss
Councillor Feeney
Councillor Nowe
Councillor Carver
Councillor Bain
Dylan Heide, CAO
Maureen Hughes, Clerk

Absent: Councillor O'Neill (regrets)

Gallery: 14

Agenda

A motion by Councillor Feeney, seconded by Councillor Nowe, **"THAT the agenda be approved as amended to move item 8.1 agreement on 995 Main St. to item 3.4."**

Motion carried.

Minutes

A motion by Councillor Carver, seconded by Deputy Mayor Nauss, **"THAT the minutes of the May 14, 2019 regular Council meeting be approved as presented."**

Motion carried.

Consideration of Delegations

Jon Mulane and Paul Buchanan

Council received a presentation from Jon Mulane and Paul Buchanan about a series of weekly concerts that they are planning for Mahone Bay under the Mahone Bay Music Association. Mr. Mulane and Mr. Buchanan requested support from Council as well as a financial contribution to support this concert series.

Deputy Mayor Nauss will table a motion that Council support the Mahone Bay Music Association Concert Series at the next Council meeting.

Michael Graves, United Way

Council received a presentation from Michael Graves coordinator for United Way of Lunenburg County in which he provided an update on the recent activities of the United Way.

Pam Knickle and David Naugler, 51 Pond Street

Council received a presentation from Pam Knickle and David Naugler from 51 Pond Street to request that Council accept cash in lieu of parking for one parking space rather than having to remove current landscaping to install a fifth parking space as is required for the development permit for their proposed additional unit.

Public Hearing Report

A motion by Councillor Feeney, seconded by Deputy Mayor Nauss, **“THAT Council enter into a Development Agreement with the Developer to construct one single unit residential structure at 995 Main Street, Mahone Bay (PID 60371291).”** Motion carried.

Correspondence – Action Items

1. Shelly McCorriston, Lunenburg Pride with a request for the Town to host a Pride Flag Raising.

A motion by Councillor Nowe, seconded by Councillor Bain, **“THAT Council advise staff to respond to the letter that we will put the flag up but are unable to host a flag raising event and that members of Lunenburg Pride are welcome to contact staff about hosting a pride event in Mahone Bay.”** Motion carried.

2. Lynn Hennigar, Chair, Mahone Bay Centre Society with a request to manage Soccer field.

A motion by Councillor Carver, Dep Mayor Nauss, **“THAT Council direct staff to explore the possibilities of entering into an agreement with the Mahone Bay Centre for managing the soccer field.”** Motion carried.

3. Darryl Haley, Heritage Boatyard Cooperative Weekend with a request for Funding.

A motion by Nauss, seconded by Councillor Feeney, **“THAT Council delay responding to the request for funding from the Heritage Boatyard Co-operative Weekend until the Town receives a response from the application to the federal Legacy Fund.”** Motion carried.

4. Residents of Shady Lane with a request for action RE trees on Shady Lane.

Mr. Heide provided Council an update on staff findings following an arborist inspection of the trees in question. Four trees were found to be dead and will be removed.

5. Marla Benton with a request for Action RE Straight Pipe in Harbour.

Council directed staff to respond to Ms. Benton with the Town of Mahone Bay statement on straight pipes and advise that the Town of Mahone Bay Council and staff actively support the remediation of straight pipes in the Town of Mahone Bay and are working toward that goal.

Correspondence – Information Items

1. NSFM with an update on the Accessibility Act.
2. Juanita Spencer, CEO, NSFM with information about the launch of the new NSFM website.
3. CNSOPB with an announcement of Bid Results.
4. Michelle Cameron, 55+ Games Antigonish providing promotional information about the 2019 55+ Games.
5. Chuck Porter, Minister, Department of Municipal Affairs providing 12 Month Notice of provincial legislation, regulation or administrative actions that could have the effect decreasing revenues or increasing the required expenditures of municipalities.
6. NSFM providing information on the NS Joint Municipal Fire Services Committee.
7. Will Brooke, Policy Advisor, NSFM with information on the EPR Proposal.

A motion by Deputy Mayor Nauss, seconded by Councillor Bain, **“THAT the above correspondence, numbered 1-7, be received and filed.”** **Motion carried**

Staff Reports

Council Report for June 11, 2019

Council received the Council report for June 11, 2019.

Staff Report – LUB Housekeeping Amendment

Council received the Staff Report regarding a suggested Housekeeping Amendment to the Town of Mahone Bay Land Use By-law.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT the Town of Mahone Bay give first reading to the housekeeping amendment 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.”** **Motion carried.**

Staff Report – Social Media Policy

Council received a Staff Report and an accompanying Draft Social Media Policy, which had been deferred from the May 14, 2019 regular Council meeting.

A motion by Councillor Feeney seconded by Councillor Carver, **“THAT Council adopt the Town of Mahone Bay Social Media policy as amended.”** **Motion carried.**

Staff Report – Petition to Name Private Road

Council received a staff report on a petition received to name a Private Road.

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **“THAT Council approve the name “Skipper Drive” for the private driveway between 354 and 358 Main Street.”**

Motion carried.

Staff Report – Draft Supportive Workplace Policy

Council received a staff report to accompany a draft Supportive Workplace Policy, which will be considered on June 27, 2019.

Staff Report – Draft Donations Policy

Council received a staff report to accompany a draft Donations Policy, which will be considered on June 27, 2019.

A motion by Deputy Mayor Nauss, seconded by Councillor Carver, **“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 27, 2019.”**

Motion carried.

Staff Report – Request for Cash in lieu of parking

Council received a staff report regarding a request that Council accept cash in lieu of one parking space at 51 Pond Street.

A motion by Deputy Mayor Nauss, seconded by Councillor Bain, **“That Council approve the request to accept cash in lieu of one parking space at 51 Pond Street in the amount of \$2,373.81.”**

Motion carried.

Staff Report – Draft Prize Policy

Council received a staff report to accompany a draft prize policy, which will be considered on June 27, 2019.

Council Items

NSFM Spring Conference Update

Mayor Devenne provided an update on the NSFM Spring Conference which was held May 8 – 10, 2019. This agenda item was deferred from the May 14, 2019 regular Council agenda.

FCM Update

Mayor Devenne provided an update on the FCM Conference which he attended from May 30 to June 2, 2019 in Quebec City.

Provincial Notifications and Update

Mayor Devenne raised the issue of recent concerns among members of Council regarding short notice invitations to Council.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council direct staff to write to the Department of Municipal Affairs (DMA) on behalf of municipalities and ask that they advise provincial departments that sufficient notice is required when DMA is requested for forward invitations to municipalities, and to cc the MLA and the NSFM on the letter.”**

Motion carried.

Community Updates

Councillor Carver provided Council with an update on community activities with which she has recently been involved.

Accessibility Committee Recruitment

Councillor Carver provided Council with an update on Joint Accessibility Advisory Committee recruitment.

Straight Pipe Status

This matter was discussed as part of the discussion of Correspondence Action Items, the Town's statement on straight pipes will be posted to the Town website.

Committee Reports

Planning Advisory Committee

Council received the draft minutes of the May 7, 2019 meeting of the Planning Advisory Committee and a draft Special Meetings Policy.

Deputy Mayor Nauss provided a notice of motion that he will cause the Special Meetings Policy to be brought forward to the next regular meeting of Council.

Heritage Advisory Committee

Council received the draft minutes of the May 8, 2019 meeting of the Heritage Advisory Committee

Councillor Feeney provided notice that he will make a motion to register the property at 16 Orchard Street as a heritage property at the next regular meeting of Council.

Police Advisory Board

Council received the draft minutes of the May 14, 2019 meeting of the Police Advisory Board.

Heritage Advisory Committee

Council received the draft minutes of the May 29, 2019 special meeting of the Heritage Advisory Committee and a recommendation to permit exterior renovations to the municipal heritage property located at 121 Edgewater Street.

A motion by Councillor Feeney seconded by Councillor Carver, **“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.**

Age Friendly Community Committee

Council received the draft minutes of the May 27, 2019 meeting of the Age Friendly Community Committee.

Economic Development Committee

Council received the draft minutes of the May 15, 2019 meeting of the Economic Development Committee.

A motion by Councillor Bain, seconded by Councillor Carver, **“THAT Council accept the 2019 Economic Development Committee Action Plan as amended.”** **Motion carried.**

South Shore Regional Library Board

Council received the minutes of the March 13, 2019 meeting of the South Shore Regional Library Board.

Lunenburg County Seniors Safety Partnership

Council received the May 2019 monthly report from the Lunenburg County Seniors Safety Partnership.

SSHAC

Council received information from South Shore Housing Action Coalition including information from a CMHC information session, EfficiencyNS, information on rent control and information on affordable housing options on the South Shore.

Closed Session

A motion by Deputy Mayor Nauss, seconded by Councillor Feeney, to go into a closed session at 9:31pm to discuss acquisition, sale, lease and security of municipal property, and contract negotiations, as permitted by the MGA section 22(2)(a) and (e) respectively.

Motion carried.

Council came out of Closed Session at 9:50pm

Business Arising from Closed Session

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council approve the draft License Agreement and Letter of Agreement with the Mahone Bay Wooden Boat Society as presented and that Mayor Devenne be directed to sign on behalf of the Town.”**

Motion carried

Council adjourned upon motion at 9:52 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

Blue Route Hubs Bikeway Study

*Network and Concept Design
Presentation*

*Town of Mahone Bay
June 14, 2019*





Project Goals

- Utilize “All Ages and Abilities” bicycle facility design guidance
- Identify a priority network plan for route improvements
- Conduct an in-depth evaluation of a top-priority bicycle route project

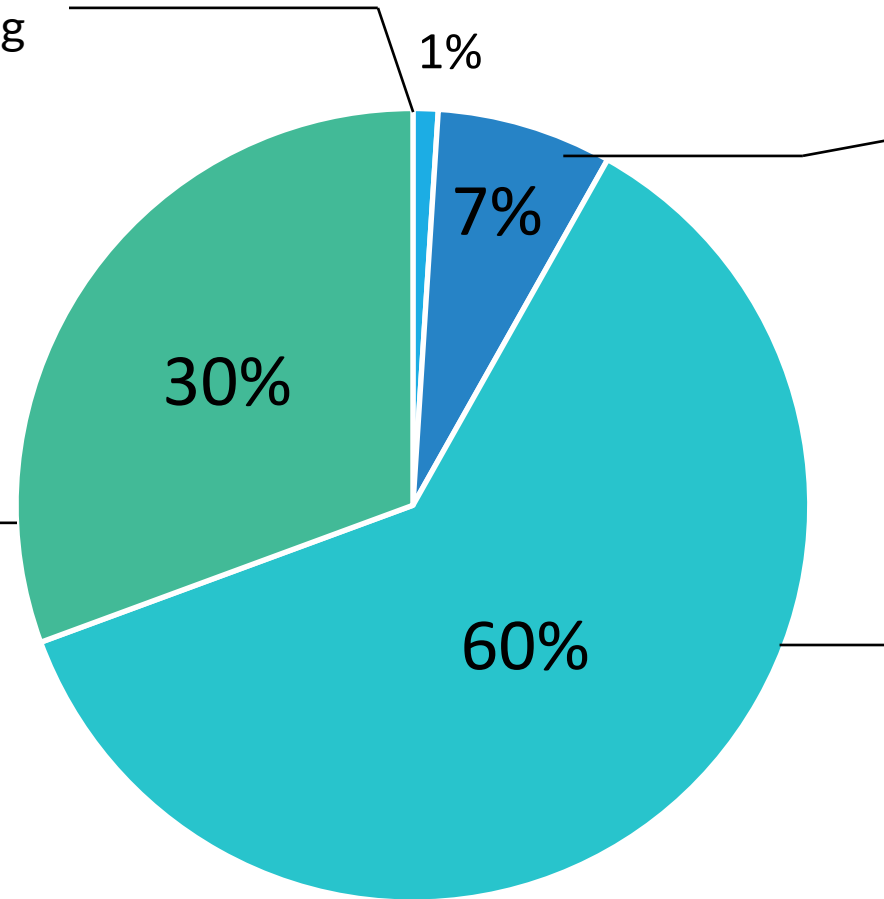


Bicycle path and sidewalk in Town of Canmore, AB (Photo: Maggie Boeske)

4 Types of Cyclists

Strong and Fearless Riders are cyclists that are comfortable riding anywhere, regardless of roadway conditions or weather.

No Way, No How riders are those who are not interested in or unable to cycle.



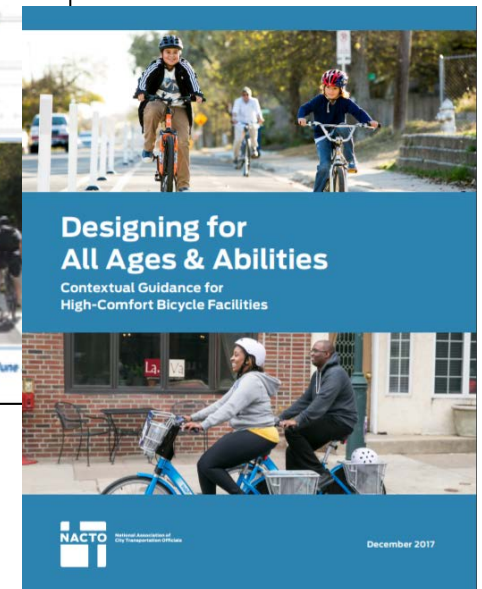
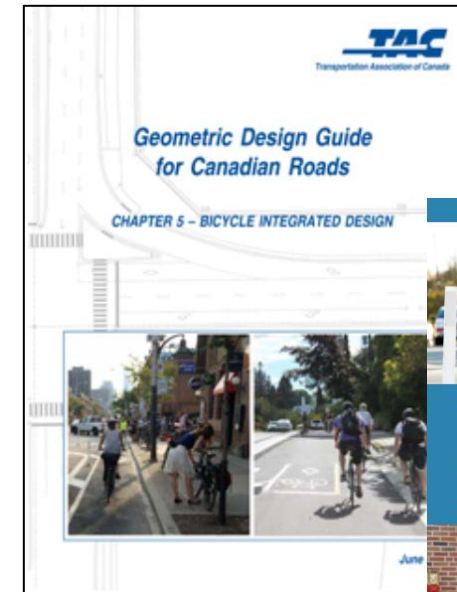
Enthused and Confident Riders are cyclists that prefer riding on low-stress routes like pathways or protected bicycle lanes but will ride on busier roads, if necessary.

Interested but Concerned Riders are willing to ride on low-stress cycling routes but don't want to navigate busy streets.

General Principles

- **MIX** cyclists and motorists at low vehicle speeds (30 km/h) and volumes
- **SEPARATE** cyclists and motorists when motor vehicle volumes are high and/or speeds are high

Note: 30 km/h speed is a substantial safety gain for both pedestrians and cyclists



All Ages and Abilities (“8-80”) Facilities



Bicycle boulevard

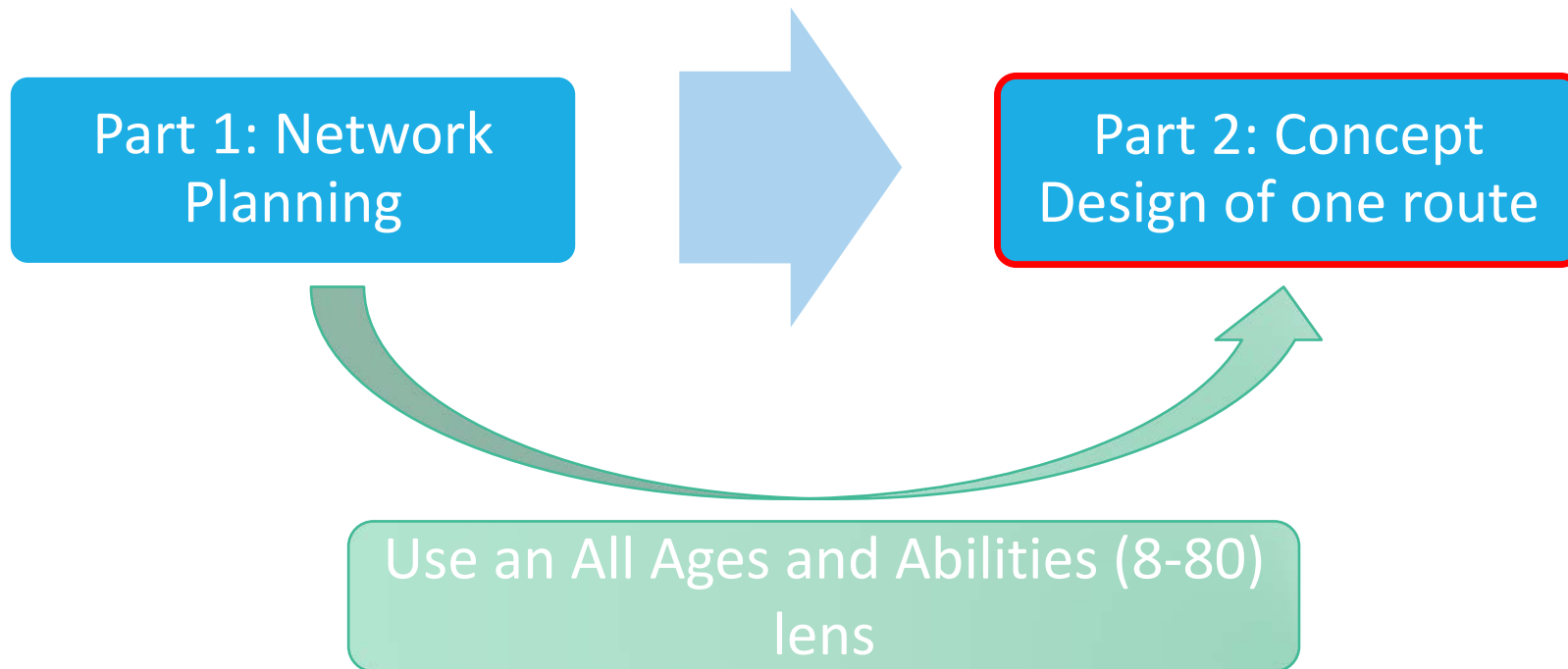


Protected bicycle lane

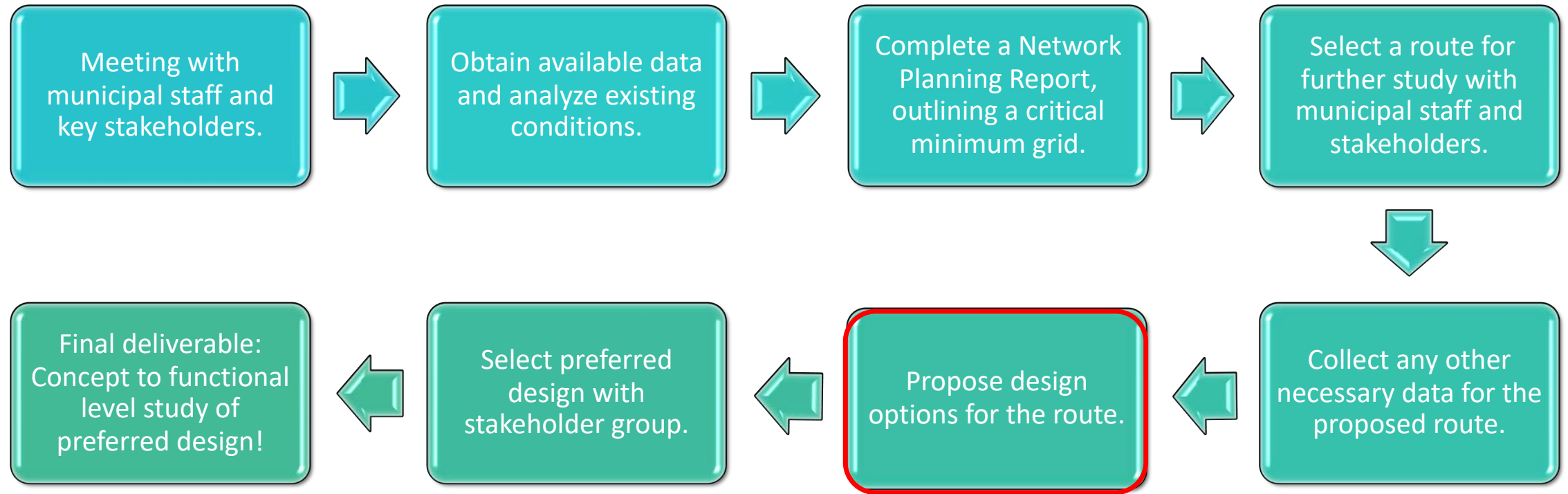


Bicycle path and multi-use path

Blue Route Hubs Bikeway Project

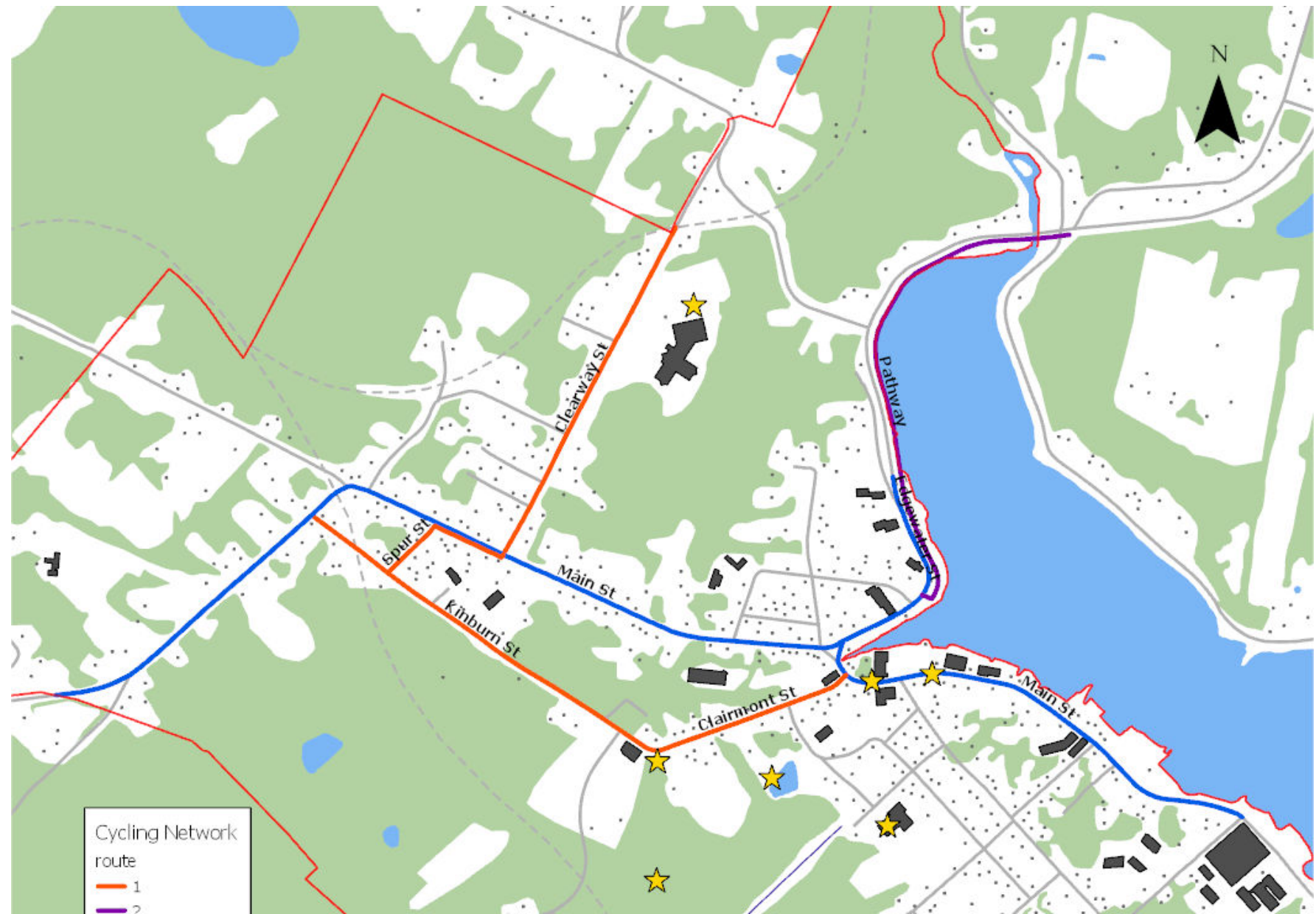


Project Roadmap

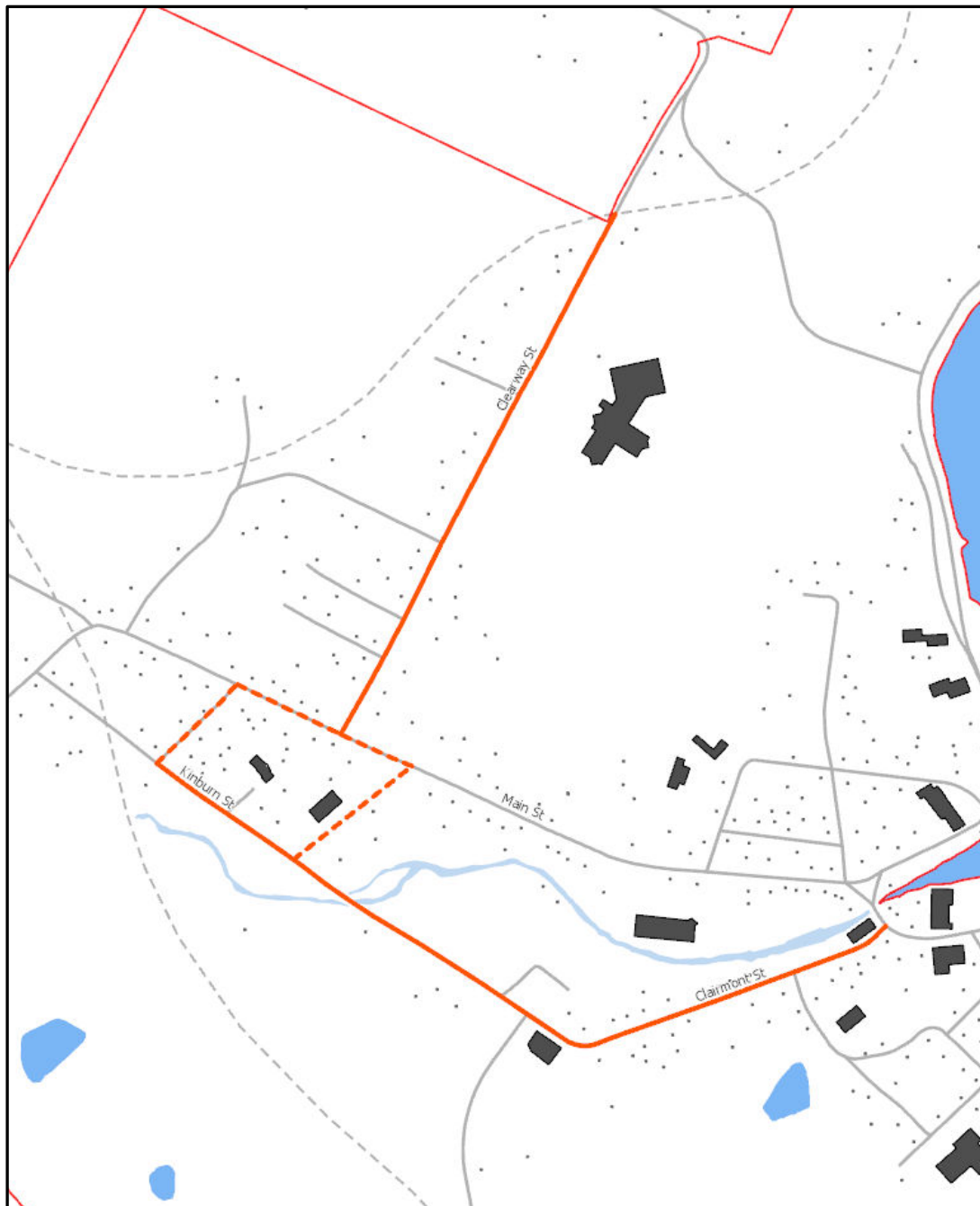


August , 2019

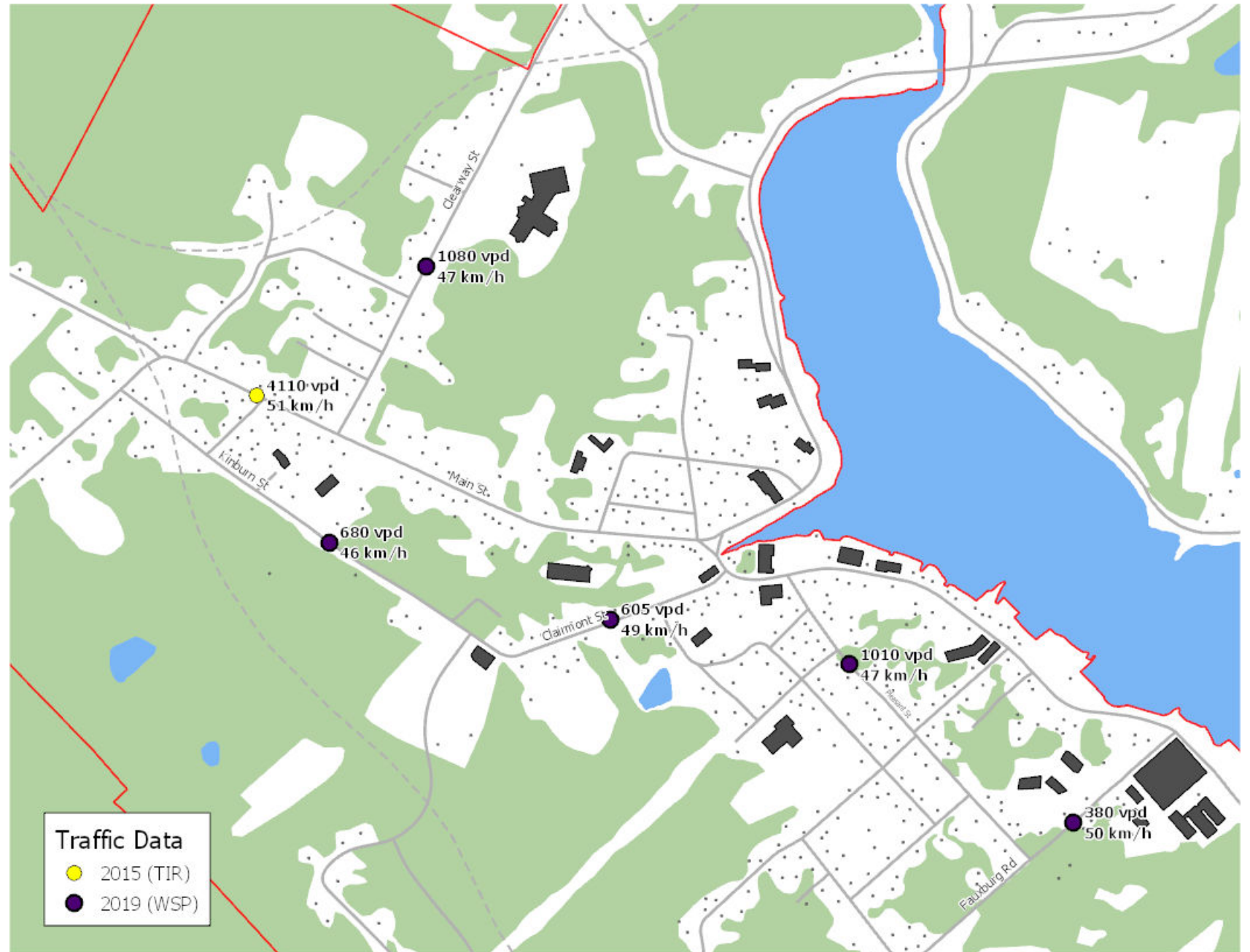
Phase 1: Network Planning Report



Phase 2: Route Selection

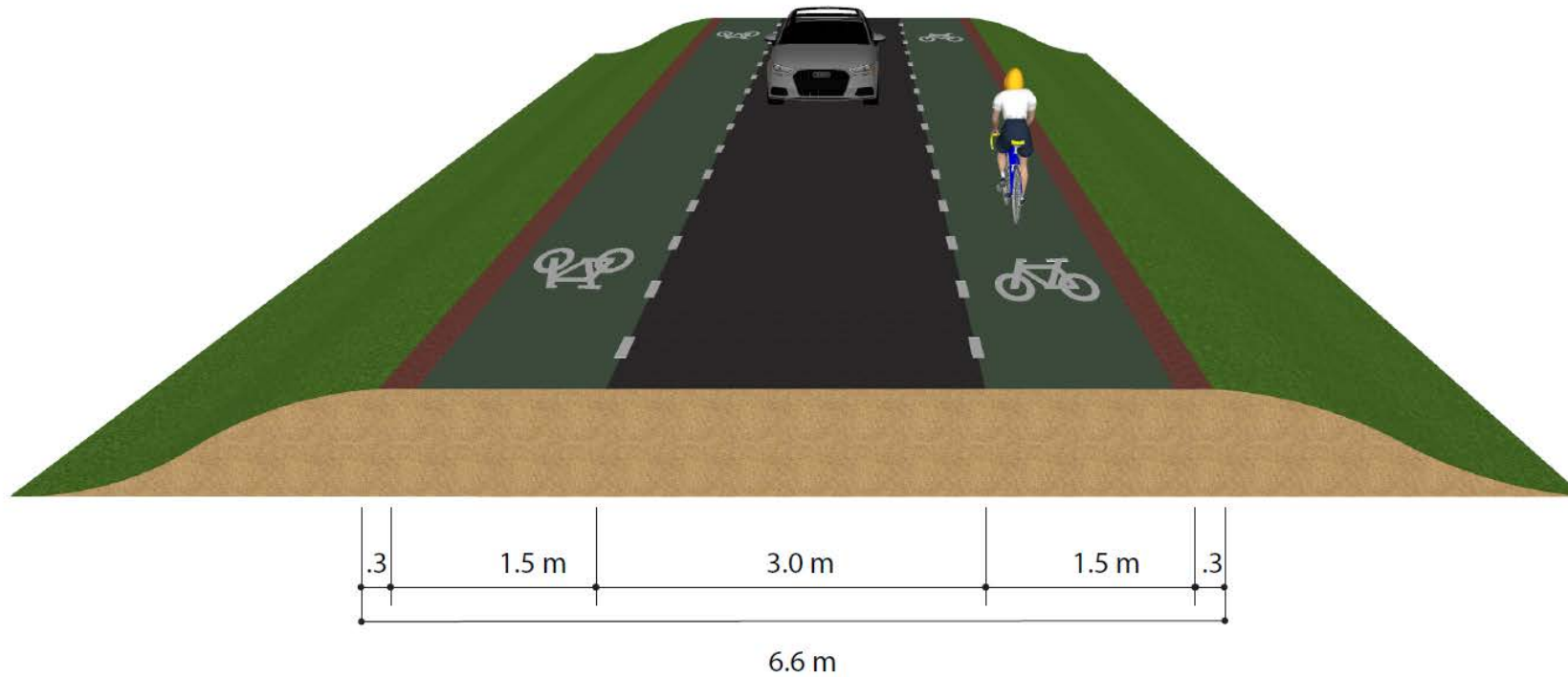


Traffic Volume and Speed



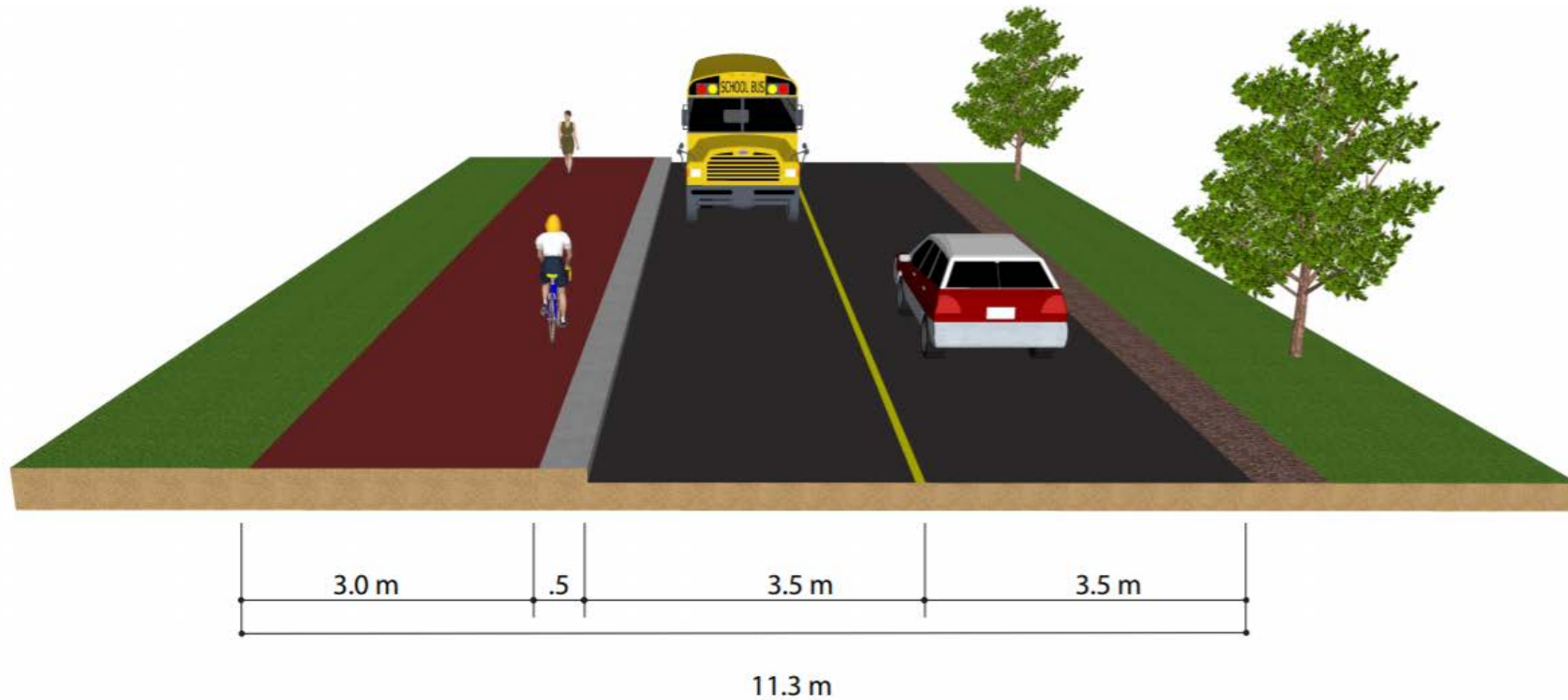
Phase 3: Proposed Concept

Clairmont and Kinburn Street



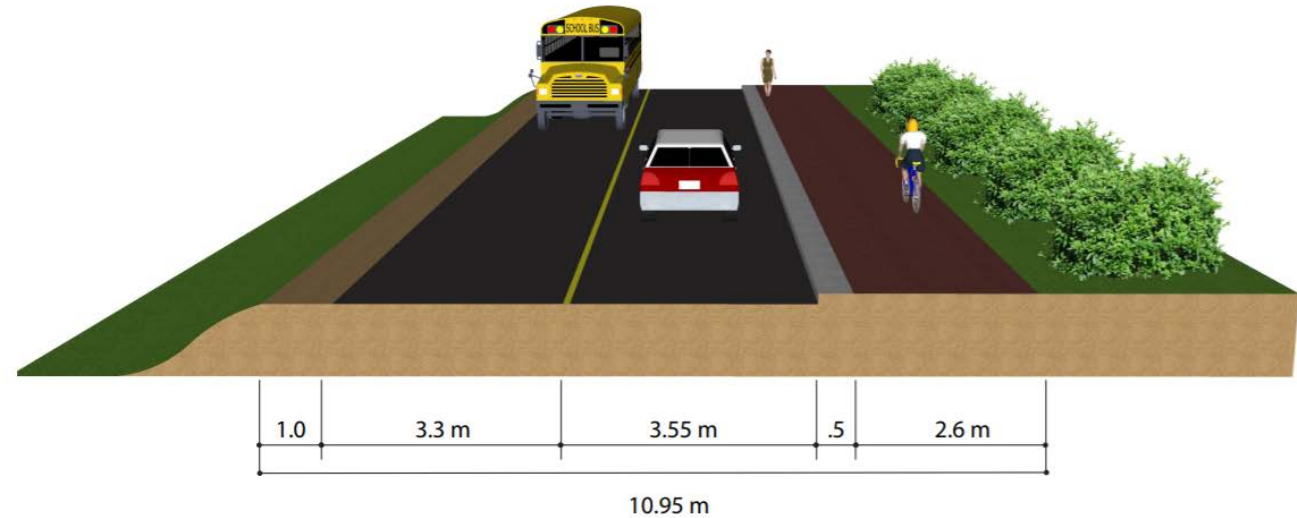
Phase 3: Proposed Concept

Main St. Connection



Phase 3: Proposed Concept

Clearway Street



Next Steps:

- **Refine and revise concept as needed**
- **Complete costing of project**
- **Submit final report**

Thank you!



bicycle.ns.ca



To: Town Council of Mahone Bay

Good Day All,

I would like to hereby request that the Mahone Bay Area Lions Club be allowed to place a volunteer donation meter in proximity to the picnic tables installed by the Lions next to the public comfort station on Edgewater Street across from the Irving station.

I have already met (on site) with Derrick Mackenzie to determine an appropriate spot to potentially place the meter.

Best Regards ~ Secretary Lion T. A. 'Chip' Dickison

A handwritten signature in black ink that reads 'T. A. Dickison'.

Mahone Bay Area Lions Club
P. O. Box 219
Mahone Bay NS B0J 2E0

'We Serve'



MICA MISSION:

To protect and conserve the natural environment of the islands and shoreline of Mahone Bay and the traditional, social and recreational opportunities valued by its various communities.

June 8, 2019

Town of Mahone Bay

PO Box 530
492 Main Street
Mahone Bay, NS
B0J 2E0

Attn: Mayor David Davenee

Re: 17th Annual MICA Gala Dinner and Auction

Dear David,

We are very pleased to announce that our **17th Annual Gala Dinner and Auction (GDA)** will be held on Friday November 8th at Oak Island Resort and Conference Centre. This is our major fundraiser and we are writing to request a contribution from your company to support **MICA** and this event.

We sincerely thank you for your significant past support.

MICA is a volunteer organization and all funds raised are used to support Mahone Bay island and shoreline acquisitions, for conservation and for traditional public use.

We have been working on a significant partnered property acquisition and hope to be able to make an announcement later this summer.

We are asking for a donation of \$1000 or \$1000 in kind for goods or services that can be auctioned at our **GDA**.

On your commitment:

- Your company name and logo will be promoted on our web site with a link to your web site for the year.
- Your company will be promoted at the **GDA** and at other **MICA** events during the year.
- Your company will be provided with a framed certificate of appreciation and tax receipt.

We have taken the liberty of enclosing a pro forma invoice.

Thank you for your consideration.

We collectively are making the **Mahone Islands Conservation Area** very significant and an important legacy for future generations.

If there are any questions, please contact any of the undersigned.

Yours sincerely and thank you,

MAHONE ISLANDS CONSERVATION ASSOCIATION

Corporate Support Committee



Martin Balcome

Martin@bmilttd.ca

902-543-4395



Georg Ernst

Georg.Ernst@ca.gt.com

902-521-1140



Bryan Palfreyman

palfreyman@eastlink.ca

902-627-1091



John Meisner

john@abco.ca

902-634-8821

PO Box 427 | Mahone Bay | Nova Scotia | B0J 2E0 | www.mahoneislands.ns.ca

Enclosures:

- a. MICA Fact Sheet
- b. 2018 MICA Corporate Supporters
- c. Pro forma invoice

OUR ISLANDS:



Andrews I



Masons I Northern end



Backmans I



Covey Island



Sacrifice Island



Long, Dry, Centre, Snipe



Shag Island



Bella Island



Masons Island (big cove)



Little Duck Island



Squid Island



Goat Island



Zwicker Island lot



Zwicker Island lot



Ernst Island lot

**Not shown: photos of Snake, Lynch, Quaker and Sheep Islands, and Moland Point lots.*

YOU CAN HELP BY:

- Joining MICA. Annual membership is \$10 per person, \$20 per family or \$200 for life membership
- Encouraging your friends to join.
- Making a general donation for future island acquisitions.
- Consider becoming a Corporate Supporter.

Together we are creating a legacy.....

Thank you for your support,

MAHONE ISLANDS CONSERVATION ASSOCIATION

August 2018

From: [NSFM Info](#)
To: [NSFM Info](#)
Cc: [Judy Webber](#)
Subject: KEN SIMPSON MEMORIAL AWARD 2019 - CALL FOR NOMINATIONS--Action Required: Deadline of September 13, 2019
Date: June 11, 2019 12:09:49 PM
Attachments: [image001.png](#)
[KS Memorial Award Application FINAL 2019.pdf](#)

TO: Mayors, Wardens, Councillors and CAOs, All Units

FR: Judy Webber, Event Planner

RE: KEN SIMPSON MEMORIAL AWARD 2019 - CALL FOR NOMINATIONS

The Nova Scotia Federation of Municipalities (NSFM) is pleased to announce the call for nominations for the Ken Simpson Memorial Award for Outstanding Public Service and Leadership in Nova Scotia Municipal Government. This Award honours the memory of Kenneth Robert Bruce Simpson who served as NSFM (formerly UNSM) Executive Director for 19 years, from 1990 to 2009. Ken passed away from cancer on April 17, 2011 at the age of 51.

The award is offered every two years. The inaugural recipient was Robert "Bob" Stead, former Mayor of the Town of Wolfville who was presented with the award at the 2013 NSFM Fall Conference. In 2015, former Town of Lunenburg Mayor Laurence Mawhinney was the recipient. In 2017, former Warden of the District of Argyle Aldric d'Entremont was the recipient.

The establishment of the Ken Simpson Memorial Award provides an opportunity for the NSFM to recognize a current or former mayor, warden or councillor whose actions and demeanor demonstrates many of Ken's qualities, including:

- exceptional community leadership, statesmanship and commitment to good governance
- efforts that improve the quality of life for residents in the municipality
- personal qualities of integrity, intelligence and vision
- respect for others' views and treatment of municipal colleagues, employees and other stakeholders with courtesy, openness, patience and fairness.

Only current or former Nova Scotia municipal elected officials are eligible for nomination.

Nominations may be made by elected officials of the member municipality and/or by municipal staff who have knowledge of the individual's contributions.

An Award Selection Committee is comprised of the NSFM President, Vice President, Immediate Past-President and Executive Director. The Committee shall select the successful applicant based on a scoring system from criteria developed by the Committee. The successful candidate will receive the award at the 2019 NSFM Fall Conference.

Nominations must be received at the NSFM office by September 13, 2019.

The application form is attached.

We look forward to receiving your submissions.

--

NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +1.902.423.8331

nsfm.ca | [facebook](https://www.facebook.com/nsfm.ca) | [twitter](https://twitter.com/nsfmca) | [linkedin](https://www.linkedin.com/company/nsfm-ca) | [instagram](https://www.instagram.com/nsfmca)



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



Ken Simpson Memorial Award 2019:



Recognizing Outstanding Public Service and Leadership among Nova Scotia Municipal Elected Officials

Background:

In 2012, the NSFM established the Ken Simpson Memorial Award for Outstanding Public Service and Leadership in Nova Scotia Municipal Government. This Award perpetuates the memory of Kenneth Robert Bruce Simpson who served as Executive Director of the Union of Nova Scotia Municipalities for 19 years, from 1990 to 2009. Ken passed away tragically from cancer on April 17, 2011 at the age of 51. Throughout his tenure, Ken demonstrated exemplary public service, leadership and organizational vision. Ken was an intelligent, ethical, honest, imaginative, loyal and dedicated employee. Under his management leadership, the NSFM prospered and grew into the acknowledged, collective voice of Nova Scotia municipal government.

Previous Award Winners:

Previous award winners include the following:

- Robert Stead - former Mayor for the Town of Wolfville (2013)
- Laurence Mawhinney - former Mayor, Town of Lunenburg (2015)
- Aldric d'Entremont – former Warden, District of Argyle (2017)

Program Criteria:

The establishment of the Ken Simpson Memorial Award provides an opportunity for the NSFM to recognize a current or former mayor, warden or councillor whose actions and demeanor demonstrates:

- exceptional community leadership, statesmanship and commitment to good governance
- efforts that improve the quality of life for residents in the municipality
- personal qualities of integrity, intelligence and vision
- respect for others' views and treatment of municipal colleagues, employees and other stakeholders with courtesy, openness, patience and fairness.

Program Details:

Award Selection Committee

- The Award Selection Committee is comprised of the NSFM President, Vice President, Immediate Past-President and Chief Executive Officer. A NSFM staff member will serve as Secretary.
- The Award Selection Committee shall select the successful applicant based on a scoring system from criteria developed by the Committee.

Nomination Process

- Only current or former Nova Scotia municipal elected officials are eligible for nomination.
- Nominations may be made by elected officials of the member municipality and/or by municipal staff who have knowledge of the individual's contributions.
- The application form should be accompanied by signed, supporting letters (minimum of two to a maximum of five in number), which describe the nominee's exceptional contributions to municipal government and character within the above listed program criteria.
- Persons nominated but not selected for the award may be re-nominated in subsequent years.

Application Deadline

- ***Nominations must be received at the NSFM office by September 13 in any given year in which the Award is being presented.***
- The completed application form together with supporting documentation should be sent to NSFM Event Planner, Judy Webber by email jwebber@nsfm.ca, or by regular mail at: Ken Simpson Memorial Award, c/o Nova Scotia Federation of Municipalities, Suite 1304, 1809 Barrington Street, Halifax, NS B3J 3K8.

Presentation of Award

The Ken Simpson Memorial Award will be presented to the successful recipient at the 2019 NSFM Annual Conference.

Ken Simpson Memorial Award:
***Recognizing Outstanding Public Service and Leadership among Nova
Scotia Municipal Elected Officials***

Application Form - 2019

1. Name of Municipality Putting Forward Nomination: _____

2. Nominee: *(Must be current or former Nova Scotia municipal elected official)*

Name: _____

Title or Former Title: _____

Date: _____

3. Nomination Letters:

Please include a minimum of two to a maximum of five supporting letters prepared and signed by a current or former municipal elected official or municipal staff. The supporting letters should describe the nominee's exceptional contributions to municipal government. The letters should also highlight how the nominee's actions and demeanor demonstrates one or more of the following:

- exceptional community leadership, statesmanship and commitment to good governance
- efforts that improve the quality of life for residents in the municipality
- personal qualities of integrity, intelligence and vision
- respect for others' views and treatment of municipal colleagues, employees and other stakeholders with courtesy, openness, patience and fairness.

4. Contact Person - individual responsible for completing the application who the NSFMM office may contact for more details or clarification:

Name: _____

Title: _____

Phone: _____

E-mail: _____

Send application and supporting documentation to: Judy Webber, Event Planner
(jwebber@nsfm.ca) or by regular mail: Ken Simpson Memorial Award, c/o Nova Scotia
Federation of Municipalities, Suite 1304, 1809 Barrington Street, Halifax, NS B3J 3K8.

Application Deadline: All applications must be *received* by the NSFM office by September 13, 2019.

Report to Council

June 27, 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: 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>	<div><div></div></div>			50%
		Notes: In progress.						
4	Staff directed to review applicable policies and banking products and make recommendation to Audit Committee.	28-Feb-19	Jul, 2019	<div><div></div></div>				25%
		Notes: In progress.						
5	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>				25%
		Notes: In progress.						
	Staff directed to develop a	12-Mar-19	Jul, 2019	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>


6	deployment plan for ongoing use of the Town's speed signs, in consultation with the RCMP.	Notes: Deployment plan recommended to Council on June 27 agenda.					
7	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	Jul, 2019	<div><div></div><div></div><div></div><div></div></div>		75%	Notes: Staff report on June 27 agenda, final confirmation awaiting notification of legacy fund application.
8	Investigate establishing one or both cemeteries as stand-alone charities.	09-Apr-19	Sep, 2019	Not yet begun			Notes: None
9	Investigate the development of Town Donations Policy.	09-Apr-19	Jun, 2019	<div><div></div><div></div><div></div><div></div></div>			Notes: Presented to Council June 11, on agenda for approval June 27.
10	Investigate the development of a plot sale program.	09-Apr-19	Sep, 2019	Not yet begun			Notes: None
11	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></div></div>			Notes: Public Hearing scheduled in the advance of the June 27, 2019 meeting of Council.
12	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
13	Staff to complete necessary paperwork with Register of Deeds to establish deed transfer tax of 1.5% effective August 1, 2019.	03-May-19	Jul, 2019	Not yet begun			Notes: none
14	Staff to prepare a report on the proposed development of an Active Transportation Plan.	03-May-19	Jul, 2019	<div><div></div><div></div><div></div><div></div></div>		25%	Notes: In progress.
15	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
	Express support for the Mahone	03-May-19	Jun, 2019	<div><div></div><div></div><div></div><div></div></div>			

16	Bay Tourism and Chamber of Commerce proposal for a facilitated session on events coordination.	Notes: Completed.					
17	Staff to write to the MBTCC concerning their beautification program proposal, detailing beautification initiatives being undertaken as part of the 2019-20 centennial program.	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></div><div></div></div> ★		
		Notes: Completed.					
18	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					
19	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: Completed.					
20	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>	<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.					
21	Staff to respond to letter from Lunenburg Pride.	11-Jun-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: Completed.					
	Staff to explore possibility of	11-Jun-19	Jul, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>		25%	

22	agreement with Mahone Bay Centre Society for management of Town field.	Notes: Staff in discussions with MBC Society.				
23	Staff to develop a list of community assets for proposed Community Asset Donation Program.	11-Jun-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: On agenda for regular Council meeting June 27, 2019.				
24	Staff to write Dept. of Municipal Affairs requesting appropriate notice for provincial consultations; cc MLA, NSFM.	11-Jun-19	Jun, 2019	Not yet begun		
		Notes: None				

Chief Administrative Officer's Report - June 27, 2019	
1	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program AIM Cohort community engagement session on June 21st. Staff working with Municipality of the District of Chester GIS technical support to map Town's assets; AIM spreadsheets and associated mapping tools should be finalized by Sept for use by AM Committee. Additionally participated as one of two presenters on AIM webinar for non-cohort units, speaking on centennial asset management.
2	Invest in Canada Program - Call for Water / Wastewater Projects Awaiting further updates on status of funding; update anticipated in July, 2019.
3	2019-20 Centennial Program Staff Report on June 27 agenda.
4	Municipal Joint Services Board (MJSB) MJSB ITSS online Cyber-Security training ongoing. MJSB exploring additional shared service opportunities (safety, procurement, recreation infrastructure).
	Coordinating with Riverport re summer student, imports, equipment inventory,

5	Riverport Electric Shared Service Committee	<p>policy development, truck procurement, etc. New shared logo under development:</p> 
6	Regional Emergency Measures Organization (REMO)	Hiring for Coordinator position ongoing.
7	New Insurance Carrier - Risk Management Services	Met with new insurance carrier (BFL Canada) June 19 re risk management services.
8	Alternative Energy Resource Authority (AREA)	<p>Regular AREA staff meetings to support upcoming board meeting (review of intermunicipal agreement, development of strategic recommendations).</p> <p>Pursuing decision on 2020 imports; NSUARB hearing with NSPI re BUTU Tariff application took place June 21, 2019, decision anticipated shortly.</p>

<div> <div>Director of Operations' Report - June 27, 2019</div>  </div>	
1	Bandstand Renovations <p>Project delayed due to personal reasons experienced by primary sub-contractor. Expect a revised project schedule week of June 24.</p>
2	Streets & Sidewalks <p>Town & Country Property Improvements was awarded the contract to complete 2019 Street & Sidewalk Patching. All specified street line painting and sidewalk depression painting was completed. Speed monitoring signs were moved to 164 Main St. and 237 Edgewater St.</p>
3	Cemeteries & Open Space <p>A contract was awarded to Town & Country Property Maintenance for 2019 Mowing Services - Park Cemetery. New garbage receptacles have been installed at Park Cemetery. Tree trimming/removals were conducted along the road to Park Cemetery from Kinburn St. to the trail crossing. Routine maintenance of parks, cemeteries and related facilities ongoing. Pool cover was removed and filtration system start-up procedures completed.</p>
	Two new line poles were installed on Maple St. Entering into agreement with

4 Electric Utility	Altec Industries for short term lease of line maintenance truck. There was MBE scheduled power outage on June 2 for line maintenance affecting east feeder customers only. There was a NSPI scheduled power outage on June 16 affecting all customers.
5 Water Supply, Treatment & Distribution	Regular monitoring and maintenance activities continued. A tender was issued for the supply and installation of a back-up generator at the raw water pumphouse (closes June 27).
6 Sewage Collection & Treatment	Regular monitoring and maintenance activities continued. Bi-annual cleaning of lift stations & grit chamber was completed. Annual servicing and inspections of lift station pumps was completed by Xylem in conjunction with Town staff.
7 Sewage Collection & Treatment	Regular monitoring and maintenance activities continued.

Finance Manager's Report - June 27, 2019	
1 Tax Sale	Staff had a delay receiving all of the required information to be included on the second Tax Sale Notice which caused a delay. We now have all necessary information on hand, and will be working to get the notice completed and sent out to appropriate parties.
2 Water Rate Study	We received a large list of Information Requests (IR's) from the UARB in relation to the rate study with specific questions. These were completed and sent back to the consultants who prepared the rate study by the set deadline.
3 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 Statements back by the beginning of September to review.
4 Provincial Reporting	We have submitted the AER (Annual Expense Report) to the province by the set deadline. We are awaiting the next two report templates to be sent to us for completion. We also were told that the Financial Information Return (FIR) was complete a few months back. However, we recently received word that they were not able to get it to reconcile so we need to find/fix the problem. Finance staff will be reviewing this file again to see if the problem can be located and fixed as soon as possible.
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 track to have these reports submitted to the province well ahead of the deadline.
6 Tax Bills	Our Interim Tax bills have been sent out to residents.

Service Statistics - 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 Feb	<u>95 Kinburn St.</u> Av. Speed 39 / 50 Kph Feb Mar	
		April, 2019	86.29	YTD:	86.29
4	Solid Waste (Tonage)	Notes: Recyclables = 9.02; Organics = 18.46; Garbage/Other = 46.19; Cardboard			
		MORE TO COME			

Strategic Plan - Action Plan 2018-2021

21st Century Infrastructure

			17/18 2018/19					2019/20				2020/21			
			Year 1		Year 2			Year 3				Year 4			
General Action	Specific Action	Responsible	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Facilities Management	Public Engagement Process	Council/Consultant						*	*						
		Engagement process re facilities anticipated to begin in July, 2019 with informative campaign.													
	Council makes decision and authorizes staff to prepare RFP(s)	Council								*					
Asset Management	Condition Assessments of Town Infrastructure	CAO/DOO	Ongoing												
		Provincial AM pilot completed; FCM MAMP funding application submitted (decision anticipated by July 2019).													
	Public Engagement Process	CAO and Council	Ongoing												
		AIM Cohort participation ongoing; Town AM Committee members appointed, regular meetings to begin fall 2019 (delayed to all for receipt of all AIM Cohort materials).													
	Adopt Asset Management Plan	Council												*	
	Prepare annual 10 year capital budget	Council/Staff									*				*
		Staff report on CIP anticipated in July, 2019.													
	Provide safe streets and sidewalks	Request and implement traffic authority recommendations	CAO/Consultant	Ongoing											
Speed Signs Deployment Plan		CAO/DOO						*							
		Staff report on Council agenda June 27, 2019.													
	Active Transportation Plan	CAO/DOO								*					
Meet and exceed standards for water and wastewater	Ensure water pumps have a backup emergency generator	DOO						*							
		Tender open, closing June 27, 2019.													
	Establish gate valve replacement program	DOO		*				*				*			
		Working to establish a "gate valve exerciser" program to rehabilitate valves known to be difficult to operate; 2020 infrastructure replacement program will include the replacement of many gate valves.													
	Straight pipe study follow-up	CAO/DOO									*				*
		Staff investigating options pending discussion with MODL re straight pipes on harbour outside of Town boundaries; Sewer extension to address straight pipes on Main St. included in ICIP funding application, Jan 2019 (funding decision anticipated July 2019).													
	Establish Lunenburg County Accessibility	Council						*							

Implement Federal and Provincial Accessibility Legislation	Advisory Committee	Lunenburg County Accessibility Advisory Committee terms of reference and Council appointments completed Feb 12th; public recruitment currently ongoing.
Implement Federal and Provincial Accessibility Legislation	Develop an Accessibility Plan in accordance with provincial legislation	<div>CAO and Council</div> County-wide Accessibility plan with Mahone Bay Appendix to be developed by Lunenburg County Accessibility Advisory Committee.

Optimize operations structure for efficient delivery of services	CAO to make recommendations to Council for optimal operations structure, including	CAO	Ongoing													
	Implement an updated records management system	CAO							*				*			
		Position established; timeline for records system implementation under development for inclusion in 2019-20 business plan (July, 2019).														
	Explore enhanced customer service opportunities, including maximization of technology	CAO	Ongoing													
		Council briefing anticipated early July, 2019; public launch in late July.														

[illegible]

Ensure that Town infrastructure is in place to support development plans	Work with the Mahone Bay and Area Tourism and Chamber of Commerce to identify opportunities for tourism-supporting infrastructure (wifi, signage, etc.)	CAO/Econ. Dev Committee	Ongoing
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Collaborate with organizations that are involved in economic development activities	MBTACC participation on Economic Development Committee	Econ. Dev Committee	Ongoing															
	Engage with other Lunenburg County units via Lunenburg County Economic Development group	CAO	Ongoing															

Encourage a range of housing options	Explore Affordable Housing Opportunities through various housing groups and agencies	Council	Ongoing															
	Review permitted uses in the Land Use Bylaw re Housing Mix / Investigate viability of tiny homes in the Town of Mahone Bay	PAC											*	*	*			

Preserve and enhance the community value and use of our heritage, harbour and green spaces through economic development decisions	Continue to pursue opportunities for Harbour Management	Council	Ongoing																
		Mayor and staff met with Develop NS re Harbour Management Apr 15. Staff in contact with NS Lands Adminstration re Submerged Land Lease for Harbour Bed.																	
	Consult with Marina Operators and MBTACC for economic opportunities utilizing the Harbour and waterfront	Econ. Dev Committee	Ongoing																
	Monitor water quality in Harbour	BCAF/MODL	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div>*</div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	In discussion with BCAF concerning testing; MODL role TBD.															
	Continue to preserve and protect natural and heritage resources	HAC/PAC	Ongoing																

Enhance recreation and open space opportunities	Seek out opportunities to increase utilization of existing facilities by groups of all ages and physical abilities	DOO/MODL	Ongoing																
		Working with other Lunenburg County municipalities and Bicycle NS on Blue Route Hubs Project; Working with Pool Society on training opportunities for seasonal aquatic staff; Bandstand Renovations underway.																	
	Update website to increase awareness of recreation opportunities within the Town	CAO								*	*								

Encourage diversity in the community	Create a welcoming environment in the Town for persons from diverse communities	Council	Ongoing															
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Governance and Public Engagement

			2018/19 Year 2				2019/20 Year 3				2020/21 Year 4				
General Action	Specific Action	Responsible	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Optimize governance structure for effective decision-making	Participate in Council Governance training annually or as appropriate	Council					*				*				*
	Engage in discussions regarding governance / electoral systems	Council									*				
Develop a policy and framework to engage the public in Council activities and decision making	Adopt Public Engagement Policy	Council								*					





Create opportunities for public engagement	Utilize newsletter, website, public meetings, etc. to increase public engagement	CAO/Council	Ongoing
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						2018/19 Year 2					2019/20 Year 3				2020/21 Year 4			
General Action	Specific Action	Responsible	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Pursue Climate Mitigation Strategies (reducing Town carbon footprint)	Establish Baseline Emissions Data	CAO/Consultant							*									
		Staff Report to Council June 27, 2019.																
	Adopt Targets and Develop Plan	Council/Consultant								*	*							
	Implement Plan	CAO/DOO										*	*	*	*			

Undertake Climate Adaptation initiatives (implement further phases of the Harbour Development Plan)	Engage with waterfront property owners on Edgewater St.	CAO							*									
		Initial contact made with all waterfront property owners on Edgewater St.; property owners stakeholders consultation anticipated as part of public engagement process July - Sept, 2019.																
	Monitor and pursue funding opportunities for a storm surge abatement plan	CAO		Ongoing														
		Pursuing Investing in Canada Infrastructure Funding (Small Communities Component).																
	Public engagement process	Council/Consultant								*	*							
		Public engagement process (inform and consult) anticipated for July - Sept 2019.																
	Council makes decision and authorizes staff to prepare RFP(s)	Council											*					

Expand Green Energy Generation (continued development of Alternate Resource Energy Authority)	Work with AREA to conclude agreements and contracts supporting Town energy objectives	CAO	Ongoing
		Pursuing decision on 2020 imports; NSUARB hearing with NSPI re BUTU Tariff application took place June 21, 2019, decision anticipated shortly.	
	Continue to explore new renewable generation opportunities with AREA	CAO	Ongoing
		Proceeding with solar garden feasibility work under Low-Carbon Communities Program; exploring federal 50/50 EV charger funding with other maritime provinces electric utilities. Considering opportunities to expand Ellershouse windfarm on approved license.	

2019-20 Budget - Operating Initiatives

		Total Cost	Town Cost	
1	Asset Management Initiatives	\$61,000	\$14,600	 25%
		Notes: AIM Network Cohort Program participation ongoing until Sept, 2019; still awaiting FCM MAMP funding for condition assessments.		
2	Transportation Plan	\$30,000	\$15,000	Not Yet Begun
		Notes: Dept. of Energy staff confirm funding eligibility under Connect2 Program; suggest connection to Blue Route report implementation.		
3	GHG Reduction Initiatives	\$25,000	\$25,000	Not Yet Begun
		Notes: Staff Report update to Council June 27, 2019.		
4	Centennial Year Program	\$103,837	\$14,177	 25%
		Notes: Staff Report update to Council June 27, 2019.		
5	Orthophotography Update	\$1,800	\$1,800	 75%
		Notes: Flyover completed, awaiting imagery by early fall 2019.		
6	Town Website Update	\$6,000	\$6,000	Not Yet Begun
		Notes: None.		
7	MPS / LUB Update - Year 1	\$60,000	\$60,000	Not Yet Begun
		Notes: None.		
8	Wastewater Rate Study	\$12,400	\$12,400	Not Yet Begun
		Notes: None.		
9	Wastewater PCAP Project	\$60,000	\$30,000	Not Yet Begun
		Notes: PCAP funding applied for.		
10	Electric Utility "Grow the Load" Initiatives	\$5,000	\$5,000	 25%
		Notes: Discussions ongoing through AREA, opportunity identified to work with Saint John Energy for demand-side programs.		
11	Electric Utility Rate Study	\$5,000	\$5,000	Not Yet Begun
		Notes: None.		
12	Water Utility PCAP Project	\$25,000	\$25,000	Not Yet Begun
		Notes: PCAP funding applied for.		

2019-20 Budget - Capital Projects

Town General

1	Bandstand Rehabilitation	\$29,250		25%
		Notes: Contract tendered; work to begin on sight late June, completion of work anticipated in July 2019.		
2	Double Chip Seal - Clearland Road	\$50,000		Not Yet Begun
		Notes: None.		
3	New Bunker Gear - Fire Department	\$10,000		Not Yet Begun
		Notes: None.		
4	SCBA Packs/Tanks	\$45,000		Not Yet Begun
		Notes: External funding (Emergency Service Providers Fund) applied for.		
5	New Sewer Services	\$10,000		Not Yet Begun
		Notes: None.		
6	Replace Pumps - Lift Station #3	\$10,000		Not Yet Begun
		Notes: None.		
7	Town Hall Repairs	\$100,000		Not Yet Begun
		Notes: RFP under development.		
8	Ballfield Backstop	\$15,000		Not Yet Begun
		Notes: None.		
9	Flail Mower	\$6,000		Not Yet Begun
		Notes: None.		
10	Repair/Replace Fire Station (Design Phase)	\$346,500		Not Yet Begun
		Notes: Public consultation anticipated, July - Sept 2019.		
11	ICIP - Project #1 (Town General Portion)	\$272,646		Not Yet Begun
		Notes: ICIP funding applied for.		
12	ICIP - Project #2 (Town General Portion)	\$120,672		Not Yet Begun
		Notes: ICIP funding applied for.		
13	Shoreline Project	\$349,800		Not Yet Begun
		Notes: Public consultation anticipated, July - Sept 2019.		

Water Utility

	Pumphouse Upgrades	\$40,000		Not Yet Begun
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1	Pumphouse Upgrades - Generator	Notes: Tender open - closing June 27, 2019.			
2	New Water Services	\$5,000		Not Yet Begun	
		Notes: As required.			
3	Gate Valves	\$6,000		Not Yet Begun	
		Notes: None.			
4	Clearwell Cleaning/Inspection	\$13,000		Not Yet Begun	
		Notes: None.			
5	Cutout Access To Water Transmission Line	\$10,000		Not Yet Begun	
		Notes: None.			
6	New Water Meters	\$3,000		Not Yet Begun	
		Notes: As required.			
7	Water Rate Study	\$8,000		<div><div></div><div></div><div></div></div>	75%
		Notes: Study completed (approved by Council May 3), hearing date set for August 22, 2019.			
8	Pump Rehabilitation / Replacement	\$25,000		Not Yet Begun	
		Notes: None.			
9	Replace Raw Pumps & Spare - WTP	\$8,000		Not Yet Begun	
		Notes: None.			
10	Pumphouse Upgrades - Door/Window/Well Cover	\$5,000		Not Yet Begun	
		Notes: None.			
11	Transission Radio Telemetry - WTP	\$25,000		Not Yet Begun	
		Notes: None.			
12	ICIP - Project #1 (Water Utility Portion)	\$169,056		Not Yet Begun	
		Notes: See above.			
13	ICIP - Project #2 (Water Utility Portion)	\$1,218,100		Not Yet Begun	
		Notes: See above.			
Electric Utility					
1	New Digital Meters	\$6,500		Not Yet Begun	
		Notes: As required.			
2	New Street Lights	\$5,000		Not Yet Begun	
		Notes: As required.			

3	New Line Truck	\$270,000		<div></div>	25%
		Notes: Truck rental from Altec to begin in July, staff will assess rental for potential purchase before proceeding to tender.			
4	Line/Pole Replacements	\$20,000			Not Yet Begun
		Notes: None.			



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: 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) "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

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



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', with a long horizontal flourish extending to the right.

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

Community Asset Donation Program – List of Assets for Donation

Benches



- Steel frame, wood/composite material
- Paint colour optional
- Concrete mounted
- Plaque affixed

Picnic Tables



- Wood/composite material (accessible design)
- Paint colour optional
- Concrete pad (depending on location)
- Plaque affixed

Trees



- Varieties and locations in consultation with Public Works
- Plaque adjacent (tree marker)

Bike Racks



- Selection of sizes available
- Concrete mounted
- Choice of colours
- Plaque affixed to base

Three-Stream Waste Receptacles



- Freestanding three-stream receptacle
- Stainless steel construction
- Plaque affixed

Dog Bag Dispensers / Waste Receptacles



- Freestanding Combined Dispenser and Receptacle
- Plaque affixed

Cigarette Butt Recyclers



- Pole/Wall Mounted Receptacle
- Plaque affixed



Town of Mahone Bay

Staff Report

RE: Speed Sign Deployment Plan

June 27, 2019

General Overview:

The purpose of this report is to present to Council a recommended speed sign deployment plan.

Background:

On March 12, 2019 the following motion was passed by the Mahone Bay Town Council:

A motion by Councillor Carver, seconded by Councillor O'Neill, **"THAT Council direct staff to develop a deployment plan for ongoing use of the Town's speed signs, in consultation with the RCMP."**

Motion carried.

Analysis:

The draft Speed Sign Deployment Plan (attached as Appendix A) will serve as a guideline to staff but will be a living documents, modifiable to suit future circumstance. Staff have developed Plan to reflect two primary objectives:

- Public education and traffic calming
- Speed and traffic counting

To ensure education and traffic calming objectives are met, tube counters are necessary to supplement speed signs for the purpose of counting (including calibration counting). Traffic counts are a useful planning tool and a regular program of counts will help inform the function of Traffic Authority. The necessity for calibration counting – the use of tube counters to confirm counts obtained with speed signs – was evidenced by recent counts contracted by Bicycle Nova Scotia for the Blue Route Community Hubs pilot report, which showed much higher levels of speed than the speed sign reports (particularly in the Clearway school zone). Tube counters must be stored in winter.

Financial Analysis:

The cost to obtain two additional tube counters to support the Speed Sign Deployment Plan will be approximately \$1,500 and can be covered under the existing budgets for Public Works / Traffic Authority.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.1 21st Century Infrastructure

- Provide safe streets and sidewalks

Recommendation:

It is recommended:

THAT Council approve the Speed Sign Deployment Plan as presented.

Attached for Council Review:

- draft Speed Sign Deployment Plan

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO

Speed Data Deployment Plan

2019/20	Speed Sign 1	Speed Sign 2	Counter 1	Counter 2	Staff Notes 824 Main St - across from 12 Spur St - across from
May, June, July	237 Edgewater Street	164 Main Street			
August, September, October	824 Main Street	164/115 Clearway	300 Fauxburg Road	12 Spur Street	
November, December, January	29 Parish Street	16 School Street	storage	storage	
February, March, April	94 Clearland Road	120 Pine Grove	storage	storage	
2020/21	Speed Sign 1	Speed Sign 2	Counter 1	Counter 2	824 Main St - across from
May, June, July	164 Main Street	824 Main Street	237 Edgewater	164 Main Street	
August, September, October	38 Clearway Street	237 Edgewater Street	16 Orchard Street	110 Maple Street	
November, December, January	45 Pleasant Street	56 Fauxburg Road	storage	storage	
February, March, April	83 Spruce Street	66 Clairmont Street	storage	storage	
2021/22	Speed Sign 1	Speed Sign 2	Counter 1	Counter 2	Fairmont at Main Street intersec 824 Main St - across from
May, June, July	237 Edgewater	824 Main Street	Fairmont at Maple Street	824 Main Street	
August, September, October	164/115 Clearway	164 Main Street	38 Clearway	9 Pond Street	
November, December, January	94 Clearland Road	124 Pleasant	storage	storage	
February, March, April	16 School Street	29 Parish Street	storage	storage	
2022/23	Speed Sign 1	Speed Sign 2	Counter 1	Counter 2	824 Main St - across from
May, June, July	164 Main Street	237 Edgewater Street	164 Main Street	300 Fauxburg Road	
August, September, October	824 Main Street	38 Clearway Street	237 Edgewater Street	824 Main Street	
November, December, January	45 Pleasant Street	57 Maple Street	storage	storage	
February, March, April	16 Orchard Street	95 Kinburn Street	storage	storage	
2023/24	Speed Sign 1	Speed Sign 2	Counter 1	Counter 2	824 Main St - across from
May, June, July	164 Main Street	824 Main Street	124 Pleasant Street	Kinburn (behind NSLC)	
August, September, October	237 Edgewater Street	115 Clearway Street	164 Main Street	94 Clearland Road	
November, December, January	124 Pleasant Street	94 Clearland Road	storage	storage	
February, March, April	16 School Street	56 Fauxburg Road	storage	storage	



Town of Mahone Bay

Staff Report

Centennial Update

June 27, 2019

General Overview:

The purpose of this staff report is to provide Council with an update and recommendations concerning the development and implementation of the Town's centennial program.

Background:

Beginning with the initial staff report regarding the Town's 2019-20 centennial year on January 8th, 2019, Town staff have endeavored to provide Council with regular updates on the development of the Town's centennial program, through public consultation, stakeholder engagement and project development phases (February 12th, March 12th and April 25th reports attached as Appendix A to this report); each report has added detail to the planned program.

Analysis:

Staff have provided updates since the April 25th report below.

Projects & Initiatives

Bandstand

Tender awarded to Kinburn Property Company Ltd. for primary repair / repainting. Work delayed by contractor; on-site work anticipated to begin by end of June / early July and be completed by the end of July. Staff are exploring contingency plans (such as tent rentals) for performances on site during the month of July, as organizers had anticipated the completion of work on the bandstand the end of June. Final paint colours have yet to be confirmed with contractor, should Council wish to provide direction in this regard.

Additional external funding applications (Canada Cultural Spaces, Access-ability Programs) anticipated to support facility enhancements / accessibility upgrades, following completion of primary repairs.

Infrastructure Decoration

Staff have confirmed infrastructure for decoration and plan to release call for proposals to community in July. Request Council assign a member to join proposed panel composed of a staff member, a community volunteer and a member of Council, to review proposals for the decoration of infrastructure.

Boatbuilding Shed

Included in Legacy Fund application; awaiting decision.

Heritage Mural

Arts Nova Scotia and Beautification & Streetscaping applications unsuccessful. Awaiting Legacy Fund application decision. Staff exploring additional external funding options.

Heritage Signage Rehabilitation

Founders' Society has made progress on draft text for signs; Skysail Design beginning initial design work for VIC sign in coordination with Society. Consideration of potential additional interpretive sign at Town Hall, focusing on the history of the Town post-incorporation.

Mahone Bay Centre Accessibility Upgrade

Included in Legacy Fund application and Community Access-ability Program application.

Celebration of Trees

100 Trees for 100 Years launch event with professor Peter Duinker held May 23, 2019. To date 17 of 100 trees have been planted (and pins given out). Staff have sourced affordable locally-made tree stakes for recognition / dedications. In discussions with Bayview School re plantings on school property in fall. Cemetery Committee looking to participate as well. Discussions with orchard/wassailing group continue. Additionally, new Donations Policy / Community Asset Donation Program will facilitate staff soliciting donations for planting on Town properties.

Centennial Book

To date, there have been four meetings of the Centennial Book steering committee. MOU with author signed, clarifying deliverables for August 15, 2019. Draft manuscript and collection of images proceeding apace. Staff working with volunteer editor and local printers to prepare for layout/printing following receipt of manuscript / images from author. Print run of 250 copies anticipated, to reduce unit costs. Staff exploring opportunities for promotion including social media / online sales.

Other / Celebrations

1919 Newsletter

Staff continue to prepare 1919 newsletter edition for planned August release.

Centennial Banners

Staff have ordered a half-dozen street banners recognizing the centennial, for fixtures on Edgewater Street, after review of available Town-owned light posts.

Centennial Merchandise

Centennial T-shirts continue to sell, additional stock has been ordered in some sizes. Improved button-maker obtained to replace broken equipment, significantly reducing

unit costs and allowing for promotional magnets as well as pins. Additional merchandise (hoodies, water bottles, coffee mugs, license plates, etc.) being explored; all merchandise is priced to cover material/labour/administrative costs. To support use of Town-branded water bottles, water utility staff looking into potential for installation of several public fill-stations in downtown. Staff exploring opportunities for promotion including social media / online sales.

Centennial Asset Management Features

Series of educational features connecting the Town's centennial to 100 years of asset management planned, intended to better familiarize residents with Town infrastructure, its condition, and their expectations for services over the next 100 years. Currently developing scope to contract for design of features, which will utilize asset management information collected through the Town's participation in provincial pilot program and AIM cohort program. Opportunities to connect with facilities and shoreline engagement processes, as well as to highlight planned electric utility initiatives for residents (community solar gardens, heating conversions, electrical vehicle promotions, etc.).

100 Years of Mayors & Councilors

Staff are exploring options to recognize the many mayors and councilors who have served the residents of Mahone Bay in the 100 years since incorporation.

Other Initiatives

Staff are in continuing discussions with community groups concerning potential centennial concerts and performances, as well as physical activity events, etc..

Financial Analysis:

The proposed centennial budget presented to Council April 25, 2019 (as seen in Appendix A) was incorporated into the Council's annual budget process and reflected in the 2019-20 budget approved by Council May 14, 2019. Staff operate in accordance with this budget in pursuing the initiatives detailed herein. As staff receive updates on the status of external funding applications (in particular the federal Legacy Fund) further centennial budget updates will be provided to Council.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 *Public Engagement*

- Create opportunities for public engagement

Recommendation:

THAT Council accept this report for information; and,

- a) Confirm paint colours for the bandstand repainting.
- b) Appoint a member to the panel which will review infrastructure decoration proposals.

Attached for Council Review:

- Feb 12th, Mar 12th, and Apr 25th Staff Reports (with appendices)

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Dylan Heide', with a long horizontal flourish extending to the right.

Dylan Heide
Town of Mahone Bay CAO

**Town of Mahone Bay**

Staff Report

Centennial Projects / Initiatives Update

April 25, 2019

General Overview:

The purpose of this staff report is to provide Council with an update and recommendations concerning the development of a program to recognize the Town's 2019 centennial.

Background:

Beginning with the initial staff report regarding the Town's 2019-20 centennial year on January 8th, 2019, Town staff have endeavored to provide Council with monthly updates on the development of the Town's centennial program, through public consultation, stakeholder engagement and early project development phases (February 12th and March 12th reports attached as Appendix B to this report); each report has added detail to the planned program.

Analysis:

Staff have provided updates since the March 12th report below. In addition to progress on individual projects and initiatives staff are in the process of developing program materials, including centennial t-shirts and a rack card with the centennial year events calendar, highlighting project donation and volunteer opportunities; the t-shirts launched March 31st at the Legion Breakfast event while the rack cards are anticipated to launch in late May, coincident with the May Mayor's newsletter release and the 100 Trees for 100 Years launch event (Council will receive a draft for review).

Projects & Initiatives**Bandstand**

Staff have confirmed \$15,750 in funding for the bandstand project from the provincial Beautification & Streetscaping Program 2018-19. Tender awarded to Kinburn Property Company Ltd. for primary repair / repainting. Work to begin as weather permits, project completion anticipated not later than June 30th. Additional external funding applications (Canada Cultural Spaces, Access-ability Programs) anticipated. The bandstand project will add to the value of Town-owned assets; see financial analysis.

Infrastructure Decoration

Staff have received suggestions regarding guidelines for an Infrastructure Decoration initiative. Discussions now involve the development of a public process for this initiative and the establishment of a review process for submissions. External funding application (Beautification & Streetscaping 2019-20 Program) anticipated.

Boatbuilding Shed

Included in Legacy Fund application; see financial analysis.

Heritage Mural

Property owner written permission received. Arts Nova Scotia funding application submitted by Wooden Boat Society. Included in Legacy Fund application; see financial analysis. External funding application (Beautification & Streetscaping 2019-20 Program) anticipated.

Heritage Signage Rehabilitation

Town Staff participated in signage project meeting with Founder's Society on April 15th. Each sign panel has been assigned to a volunteer who is considered knowledgeable in the subject matter of that specific sign; all of these volunteers were present at the meeting. The group discussed what information should remain on the signs and what information should be updated. While the Founder's Society gathers information and photos for the signs, Town staff will research possible designs for the signage. External funding application (Beautification & Streetscaping 2019-20 Program) anticipated. The heritage signage rehabilitation project will add to the value of Town-owned assets; see financial analysis.

Mahone Bay Centre Accessibility Upgrade

Included in Legacy Fund application; see financial analysis. Additional external funding application (Access-ability Program) anticipated.

Celebration of Trees

The launch event for the 100 Trees for 100 Years initiative has been scheduled for May 23, 2019 at 2:00 pm. Peter Duinker, from the School for Resource and Environmental Studies at Dalhousie University, will present a talk on the importance of a green canopy at the Legion starting at 2:00 pm, and it is anticipated that the Town will plant a tree at the Jubilee Park pond as part of the launch of this initiative.

A graphic representation of the progress of the 100 Trees for 100 Years initiative will be posted publicly and Town Staff are working with the membership of the Talking Trees Committee to identify a location for this display. Other aspects of this initiative in discussion include the development of information for public awareness of this program, an incentive for residents who plant a tree as part of this program, tracking trees planted as part of the initiative, and a tree planting on September 25, 2019 as part of Tree Day. An orchard renewal project / annual Wassailing event has been proposed by other members of the community and it is anticipated that this will involve coordination with Town staff and Talking Trees volunteers. Planting of trees on Town lands as entailed in Celebration of Trees initiatives will add value to Town-owned assets; see financial analysis.

Centennial Book

To date, there have been two meetings of the Centennial Book steering committee. These meetings have resulted in a proposal for a 50-page (double-sided) coffee table book, the draft layout / chapter structure for which has been developed by Mr. Sayer. For a 100-book run printing costs are estimated at \$3,562.53 (250-book: \$5,255.67) plus an estimated \$800 in additional expenses; staff recommend a price of \$25 per book. See financial analysis for additional detail.

Other / Celebrations

Legion Brunch

The Centennial Legion Brunch on March 31st was a great success. Legion volunteers served 305 guests, an all-time branch record. Helen Whitehouse, branch president, expressed an interest in the Legion partnering with the Town in more Centennial events throughout the year (Legion will also host May 23rd 100 Trees event as noted above).

1919 Newsletter

Staff have been reading Council minutes from 1919 and collecting other documents from that time to help to inform this newsletter. The 1919 newsletter will likely be released in August.

Centennial Banners

Staff have reviewed existing bracket locations and identified an opportunity to order at least a half-dozen street banners recognizing the centennial (which could be re-used in subsequent years).

Financial Analysis:

See attached draft 2019-20 Centennial Projects / Initiatives Budget (Appendix A).

The increase in the proposed bandstand project budget from \$28,000 (with \$14,000 external) in 2018-19 to \$60,000 (with \$30,750 external) in 2019-20 represents recommended scope increases to include roofing and proposed upgrades to facility accessibility, power supply, all-weather performances, etc. to support additional use by performers / community. Scope increases from 2018-19 project would be the subject of an additional staff report and would require Council's approval before proceeding to external funding application / tendering.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 *Public Engagement*

- Create opportunities for public engagement

Recommendation:

THAT Council direct staff to include the following in the draft 2019-20 budget for consideration:

- Operating Budget - Centennial Program Initiatives: \$15,000
- Capital Budget - Town Bandstand: \$60,000 (anticipated Town contribution \$29,250)

Attached for Council Review:

- draft 2019-20 Centennial Projects / Initiatives Budget
- Feb 12th and Mar 12th Staff Reports (with appendices)

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Dylan Heide', with a long horizontal flourish extending to the right.

Dylan Heide
Town of Mahone Bay CAO

Appendix A

draft 2019-20 Centennial Projects / Initiatives Budget

Centennial Project / Initiative	Est. total	External (received)	External (applied for)	External (anticipated)	Donations (in-kind)	Donations (anticipated)	Remaining	Added. Town Asset Value
1 Bandstand*	\$60,000	\$15,750		\$15,000			\$29,250	\$60,000
2 Infrastructure Decoration	\$3,000			\$1,500			\$1,500	-
3 Boatbuilding Shed	\$22,159		\$11,080		\$9,188	\$1,000	\$892	-
4 Heritage Mural	\$41,021		\$25,511	\$10,255		\$3,000	\$2,256	-
5 Heritage Sign Rehabilitation	\$4,323		\$2,162	\$962	\$1,200		\$0	\$2,523
6 Mahone Bay Centre Accessibility	\$10,973		\$5,487	\$4,389			\$1,097	-
7 Celebration of Trees	\$9,248		\$2,698	\$400	\$1,080	\$1,100	\$3,970	\$5,328
8 Centennial Book**	\$4,363					\$2,500	\$1,863	-
9 Other / Celebrations**	\$8,750		\$3,750	\$900		\$1,500	\$2,600	-
TOTAL COST	\$163,837					Operating Expense	\$14,177	
						Total Town Cost	\$43,427	\$67,851

*Town capital project

\$20,568

**donations (anticipated) includes revenue sale of books / merchandise

NOTES

- February 12 staff proposed a total budget of \$200,000 with \$140,000 external, \$30,000 local and \$30,000 Town; above revises to \$163,837 total, \$99,842 external, \$20,568 local, \$43,427 Town.
- \$43,427 expenditure adds \$67,851 in asset value (+\$1,800 annual maintenance costs)

Appendix B



Town of Mahone Bay

Staff Report

RE: Town Centennial Update (Program)

March 12, 2019

General Overview:

The purpose of this staff report is to provide Council with an update and recommendations concerning the development of a program to recognize the Town's 2019 centennial.

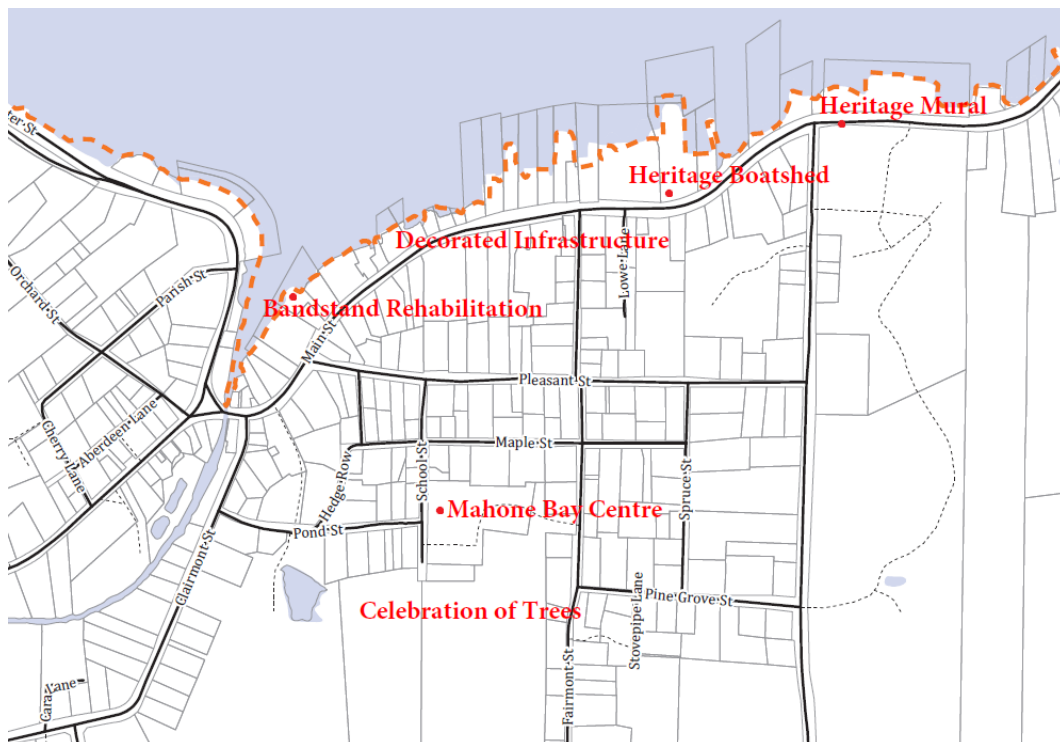
Background:

On February 12th Council considered a staff report regarding the upcoming centennial (attached as Appendix A) and the following direction was given to staff:

THAT Council approve in principle the Centennial Program as presented and direct staff to refine the 2019 Centennial Program for presentation to Council's March 12th, 2019 meeting, identify and pursue external funding to support identified projects, and develop detailed recommendations to the Town's 2019-20 budget process.

Analysis:

Staff have developed a draft 2019-20 centennial calendar (attached as Appendix B to this report) to assist in finalizing the centennial program prior to April 1st, 2019. The analysis herein is intended to clarify the draft calendar and provide associated updates to Council. The following map is provided for additional reference:



1) Bandstand Rehabilitation

Tender in progress. Work to begin on confirmation of external funding (anticipated by June); early phases not on site, bandstand likely closed for several weeks in late July / early August. In discussions with local performer(s) re possible summer concert series. On calendar: possible concert series dates June 29/30, July 1, July 6/7, July 13/14, July 20/21, and July 27/28 with reopening concert dates – following completion of rehabilitation work – Sept 7/8 or Sept 14/15.

2) Decorated Town Infrastructure (throughout town / downtown commercial area)

In discussions with local artist(s) – and Public Works – re decoration initiative. It is anticipated that this initiative would begin in early summer and run through the fall (weather permitting). On calendar: possible launch dates May 31 – June 2.

3) Heritage Boatbuilding Shed

Preparing external funding applications. Unveiling be incorporated into the annual Heritage Boatyard Festival as a centennial recognition event. Shed also to be utilized during Father Christmas Festival. On calendar: Heritage Boatyard Festival August 2-4, Father Christmas Festival Nov 29 – Dec 8.

4) Heritage Mural

Preparing external funding applications / discussions with RPS re proposed location. Work on mural to begin on confirmation of funding, completion anticipated by early fall if work begins by June (otherwise a two-year phased approach is possible). On calendar: anticipated project start dates June 24-28, target completion dates Sept 21/22 (for stand-alone event, or recognition event during Scarecrow Festival the following weekend).

5) Heritage Signage Rehabilitation

Refining scope or work for tender. Anticipated completion by late summer. On calendar: none (recognition during another event – possibly Scarecrow Festival – recommended).

6) MBC Accessibility Upgrade

Preparing external funding applications. Work to begin on confirmation of funding. Use of accessible facility for community centennial event anticipated in early fall on completion of work. On calendar: fundraising launch event at MBC Apr 22-26 (Town donation anticipated), proposed centennial event Oct 5/6 (time capsule, incorporating Bayview students, potential for centennial sporting/physical activity event(s)).

7) Celebration of Trees (throughout town)

Preparing external funding applications / concept for proposed apple wassailing / orchard restoration component. Activities planned throughout the year in partnership with Talking Trees Committee. On calendar: launch event (workshop with trees expert(s)) at MBC May 6-11 (exact day TBD), educational event with Bayview students June 17-21 (could incorporate

outdoor / orienteering element), National Tree Day planting ceremony Sept 26, Apple Wassailing Event Mar 5-8 (exact date TBD with partners).

8) Mahone Bay Milestones Book

Steering committee requires establishment for project to proceed. Could be completed by late fall (potential to combine book launch with one of several planned centennial recognition events in the fall / the centennial New Years Levee). On calendar: confirm committee prior to centennial kick-off event, proposed steering committee meetings Apr 2, Jul 2, Oct 1; proposed launch event Nov 30 (during Father Christmas Festival).

Additional Centennial Projects

- **Town Flags and other seasonal decorations** – to begin on confirmation of 2019-20 budget; not on calendar.
- **Centennial activities with Bayview School** – throughout year; on calendar combined with Celebration of Trees / MBC Accessibility Upgrade / Municipal Awareness Week.
- **A plaque recognizing the Town's incorporation** – during another recognition event / combined with Time Capsule below or Celebration of Trees above (as a plaque marking a tree planted by the Town as one of the 100 trees initiative); not on calendar.
- **A public celebration for residents in the summer** – content TBD (could interact with concert series referenced under Bandstand above, potential for centennial sporting/physical activity event(s)), potential location – Town field adjacent to MBC; on calendar: July 14-20 (exact day TBD).
- **Municipal Awareness Week centennial features** – on calendar: Nov 18-22.
- **Renewed boundary signage** – to begin on confirmation of 2019-20 budget; not on calendar.
- **Centennial asset management features** – throughout year; not on calendar.
- **Historical features in Mayor's monthly newsletters** – throughout year; not on calendar.
- **A 1919 Mayor's newsletter edition** – proposed for October; on calendar: Oct 25.
- **Centennial Year Levee** – on calendar: Jan 1.
- **A 2119 Time Capsule – at MBC** – see MBC Accessibility Upgrade above.

Other calendar references:

- Centennial launch event and public release of final centennial program materials Apr 3-6 (exact date TBD as soon as possible).
- Centennial year-end event Mar 27-31 (exact date TBD).

Note: calendar currently shows no centennial activities for February 2020.

Financial Analysis:

Further recommendations to be provided to Council's 2019-20 budget process.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 Public Engagement

- Create opportunities for public engagement

Recommendation:

THAT Council direct staff to:

- a) Confirm centennial program dates for publicization;
- b) Plan and advertise centennial launch event in the first week of April, 2019.

Attached for Council Review:

- Feb 12th Staff Report (with appendices)
- Draft 2019-20 Centennial Calendar

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay

Staff Report

RE: Town Centennial Update

February 12, 2019

General Overview:

The purpose of this staff report is to provide Council with an update and recommendations concerning the development of a program to recognize the Town's 2019 centennial.

Background:

On January 8th Council considered a staff report regarding the upcoming centennial (attached as Appendix A) and the following direction was given to staff:

THAT Council direct staff to conduct a community session concerning recognition of the Town's 2019 centennial on January 22nd, 2019 and to report back to Council in this regard at the regular Council meeting on February 12th, 2019.

Analysis:

A public session was conducted at the Mahone Bay Fire Hall at 7 PM on January 22nd, 2019 which was attended by approximately twenty-three members of the public along with all members of Council. Town staff facilitated a discussion of potential centennial ideas – encompassing both capital projects and events – and significant discussion was generated amongst participants. Feedback from the public session is attached as Appendix B.

To supplement the feedback gathered at the public session, a survey concerning the centennial was launched in the Mayor's January newsletter and on the Town website. Thirteen members of the public completed the survey; a summary of their response is attached as Appendix C.

Reviewing the feedback received, Town staff have identified the following potential centennial projects and activities for recommendation to Council. Only brief descriptions are provided here but staff have received significant input and support from the various community groups and organizations identified with each project, which will be utilized to inform the development of the Centennial Program and to support external funding applications, etc. following Council's direction in this regard. These projects have been identified as being achievable within the centennial year and supported by community groups, volunteers and fundraising. Identified projects represent a good spread in terms of both location and anticipated completion date. Priority has also been given to projects providing a lasting benefit to the community.

Centennial Project 1 – Town Bandstand Rehabilitation



The Town Council has previously identified the rehabilitation of the bandstand as a priority for 2019-20 (it was originally anticipated that work would begin in 2018-19). In conducting the initial RFP for the work in 2018 staff received unsolicited proposals for re-roofing the structure and as a result this has been included in the RFP for 2019-20 as an option. The original budget for this project was \$28,000 however staff recommend a budget of \$60,000 – of which 50% or more is anticipated to come from external sources – to allow for the re-roofing as well as potentially other minor improvements including additional lighting and accessibility upgrades, with Council’s approval. It is anticipated that work on the bandstand will be completed by September of 2019 with potential for a centennial concert to recognize the completion.

Centennial Project 2 – Decorated Town Infrastructure



Participants in the January 22nd session proposed the decoration of Town infrastructure – power poles, lift stations, electrical boxes, etc. – potentially via a public competition.

Subsequently the Town has been contacted with offers to assist with organizing such a project. Public Works would be consulted to set parameters for acceptable decoration, ensuring no risk to public safety or to the condition of the infrastructure. It is estimated that this project would require a total budget of less than \$5,000 - scalable based on external funding – and could be undertaken in the early summer of 2019.

Centennial Project 3 – Heritage Boatbuilding Shed



The Heritage Boatyard Co-op proposes transforming a boatbuilding shed at the Mahone Bay Marina. When complete the shed will allow for the construction of small wooden boats using traditional skills and methods. It will also house memorabilia and displays on Mahone Bay's boatbuilding heritage to the benefit of both locals and tourists. It would be incorporated into the annual Heritage Boatyard Festival. The project also commemorates the 150th anniversary of the founding of the Ernst Shipyard.

The Co-op anticipates the total project cost at \$38,353 with a current shortfall of \$14,144 after accounting for in-kind labour and fundraising. It is anticipated that the remaining funds can be secured from external sources.

Centennial Project 4 – Heritage Mural



The Mahone Bay Wooden Boat Society is proposing a mural depicting the Town at the turn of the twentieth century. The historically themed mural could portray a panoramic view of Mahone Bay including landmarks and the heritage of the Town expressed through the shipbuilding and shipyards that existed at that time. The mural could be created on the road side of the RPS Composites building 740 Main Street as this location provides approximately 30,000 square feet of canvas highly visible both from the roadway and to visitors arriving by boat; an agreement with RPS would be required for this location. The Society has had discussions in this regard with Peter Matyas, a local mural painter of some national renown, having attended the Banff School of Fine Arts and the New School of Art in Toronto. The cost is estimated at \$45,000 as much as 80% of which could be obtained from external sources with the remainder potentially supported by local fundraising.

Centennial Project 5 – Heritage Signage Rehabilitation



The Mahone Bay Founders Society, supported by the Mahone Bay Tourism & Chamber of Commerce, is proposing the rehabilitation of heritage signage originally installed to commemorate the 250th anniversary of the founding of Mahone Bay. The three signs are located at the Marina, the Bank of Montreal, and the Visitor Information Centre. The footings for the signs can likely be preserved but the sign boards require replacement. This will also afford the opportunity to enhance the design / to include additional relevant information on the Town's heritage. The cost is estimated at \$20,000 as much as 80% of which could be obtained from external sources with the remainder potentially supported by local fundraising.

Centennial Project 6 – Tower Dedication & Gymnasium Accessibility Upgrade



The Mahone Bay Centre Society proposes an accessibility upgrade to the gymnasium providing for barrier-free full wheelchair access from the parking lot on School Street. Given the significant public use of the Centre, such an upgrade would provide a lasting benefit to the community. This upgrade would coincide with fundraising activities including the dedication of the Centre's bell tower. The cost of the upgrade is estimated at \$25,000 which could be funded by a combination of external funding and local fundraising; Town support for the Centre's fundraising activities would facilitate the project's completion.

Centennial Project 7 – A Centennial Celebration of Trees



The ad hoc residents' group Talking About Trees proposes a variety of community-wide 'tree projects' designed to engage people of all ages - from children to elders – across the community. The proposal consists of encouraging and incentivizing residents to plant 100 new trees on private property to recognize the centennial, identifying locations on Town property where additional trees may be planted by donation or with external funding support, working with Bayview School to include schoolchildren in plantings, and a Town tree-planting ceremony on National Tree Day (September 25). The proposal is well supported by volunteers and an expert resource – Professor Peter Duinker of Dalhousie University's School for Resource and Environmental Studies – has been identified who could kick-off the project with a talk in Mahone Bay in the spring. It is estimated that this project would require a total budget of less than \$5,000 - scalable based on external funding – and could be undertaken through the summer of 2019.

Centennial Project 8 – Mahone Bay Milestones Book

The Town of Mahone Bay has been approached by long-time resident and local historian/author Bob Sayer with a proposal for a Mahone Bay Milestones book, inspired by discussion at the January 22nd session. The proposal is for an attractive coffee-table type book with text and illustrations (maps, pictures, portraits and photos) to celebrate the major events in the history of the Town. It has been requested that Council and staff form a steering committee to provide direction concerning content, choice of printer, sale price, etc., under Council's final authority. The cost of this project would be scalable on the number of copies printed (potentially in lots of 50 or 100) and it is anticipated that costs can be recouped through sales. The book launch could be scheduled later in the centennial year, potentially corresponding to the Father Christmas Festival or the New Years Levee.

Additional Centennial Projects

Additional minor centennial projects identified by Town staff for inclusion in the proposed Centennial Program are as follows:

- Town Flags and other seasonal decorations
- Centennial activities with Bayview School
- A plaque recognizing the Town's incorporation
- A public celebration for residents in the summer
- Municipal Awareness Week centennial features
- Renewed boundary signage
- Centennial asset management features
- Historical features in Mayor's monthly newsletters
- A 1919 Mayor's newsletter edition
- Centennial Year Levee
- A 2119 Time Capsule

It is estimated that these projects would require a total budget of less than \$10,000 - scalable based on external funding – and could be undertaken through the centennial year utilizing existing staff resources.

With Council's approval in principle staff will work with the community organizations and volunteer groups identified herein to: refine the 2019 Centennial Program – with accompanying calendar and map of centennial projects – for presentation to Council's March 12th, 2019 meeting, identify and pursue external funding to support identified projects, and develop detailed recommendations to the Town's 2019-20 budget process. Community organizations partnering on the Centennial Program will provide letters of support for other centennial projects and seek opportunities for cross-promotion.

One additional area where Council's direction is required is in the adoption of a centennial theme (or a lack thereof). Such a theme could be utilized in the Centennial Program and various promotional materials relating to the centennial projects identified herein. In consideration of the Town's collaborative approach to the centennial as well as in recognition of the original motivations behind incorporation – residents working collectively to provide for public infrastructure and services desired by the community – staff propose for Council's consideration a centennial theme of "what we can accomplish together" or, alternatively, "together anything is possible."

Financial Analysis:

As outlined above, the estimated cost of the proposed Centennial Program is \$200,000 (a preliminary amount to be refined by the anticipated staff report to Council's March 12th meeting). Of this staff anticipate securing approximately \$140,000 from previously identified external sources – see Staff Report re External Funding Sources for 2019-20, Jan 24th, 2019 – Federal, Provincial and private with an additional \$30,000 (or more) to be raised by associated community organizations.

The anticipated financial impact of the proposed Centennial Program on the 2019-20 budget is therefore \$30,000, with the Town gaining significantly more than \$30,000 of value in assets as a result (the bandstand project alone represents a \$60,000 value to the Town). No costs would be incurred prior to approval of the 2019-20 budget and confirmation of the Town's budget allocation for the Centennial Program.

Council direction is required regarding the impact of the Centennial Program on the Town's annual Grants to Organizations Program. Staff recommend excluding all projects included in the Town's Centennial Program from eligibility under the Grants to Organizations Program for 2019-20; partner organizations may or may not be permitted to apply for other projects at Council's direction. For fiscal year 2018-19 the Grants to Organizations budget was \$3,000.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 *Public Engagement*

- Create opportunities for public engagement

Recommendation:

THAT Council approve in principle the Centennial Program as presented and direct staff to refine the 2019 Centennial Program for presentation to Council's March 12th, 2019 meeting, identify and pursue external funding to support identified projects, and develop detailed recommendations to the Town's 2019-20 budget process.

Attached for Council Review:

- Jan 8 Staff Report re Town Centennial
- Summary of Jan 22 Public Session
- Summary of Survey Response

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Dylan Heide', followed by a long horizontal flourish.

Dylan Heide
Town of Mahone Bay CAO

Appendix A



Town of Mahone Bay

Staff Report

RE: Town Centennial

January 8, 2019

General Overview:

The purpose of this report is to update council concerning the Town's 2019 centennial and to make recommendations concerning the Town's approach to recognizing the occasion.

Background:

2019 marks the 100th anniversary (centennial) of the incorporation of the Town of Mahone Bay. The Town Council has previously acknowledged a desire to recognize the occasion with operating and/or capital initiatives to benefit Town residents and encourage community pride.

Analysis:

Town staff are proposing a collaborative approach to recognizing the centennial with a focus on connecting with the aspirations of community groups and organizations to carry out community projects and initiatives which could be linked to the centennial. Staff recommend an approach of working with community groups to identify opportunities to partner on such projects – in particular capital legacy projects which will provide a lasting benefit to the community – and to pursue external funding / fundraising. The Town itself also has capital projects which could be considered legacy centennial projects including the restoration of the bandstand. Linking together these Town and community projects and initiatives in a centennial program will enable the promotion of individual festivals, events, dedications and unveilings taking place in 2019 as components of a larger recognition of the occasion.

This approach takes limited staff and budgetary capacity into account while building on the existing efforts and aspirations of community groups and individuals and aiming to provide lasting benefits to community.

A number of community groups have already contacted staff with concepts. To ensure all interested groups and individuals have the opportunity to participate, staff propose a community session in the evening on Tuesday, January 22nd at a public and accessible location such as the Mahone Bay Centre or the firehall. Groups which have previously been in communication with staff, along with interested members of the public and groups which may have a potential legacy project which could tie-into the centennial (and associated external funding streams), and Council members would engage in facilitated discussion to arrive at a

proposed list of centennial projects (with associated events) for which a budget could be developed and external funding sought. Town staff would bring this list back to Council's Feb 12th meeting for approval.

Financial Analysis:

Staff would pursue external funding to support the identified community projects and initiatives. Some examples of external funding sources which have been identified include:

Federal – Building Communities Through Arts & Heritage Legacy Fund through Canadian Heritage; Trees Canada community tree grants;

Provincial – Beautification & Streetscaping Program through Municipal Affairs; Community Facilities Improvement Program through Communities, Culture & Heritage.

Community groups would be expected to raise funds for their initiatives – some have already – but the Town would also be expected to allocate funds in the 2019-20 budget, potentially through the Grants to Organizations structure, or additionally as a special centennial initiative (funds for Town capital projects such as the bandstand would be allocated in the capital budget). It is anticipated that 2019-20 budget recommendations would be included in the February 12th staff report.

In relation to the proposed community session on January 22nd, minimal costs to advertise in the local newspaper are anticipated (the Town can also utilize free radio promotion opportunities, our website, and the Mayor's January newsletter to promote the session).

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 Public Engagement

- Create opportunities for public engagement

Recommendation:

THAT Council direct staff to conduct a community session concerning recognition of the Town's 2019 centennial on January 22nd, 2019 and to report back to Council in this regard at the regular Council meeting on February 12th, 2019.

Attached for Council Review:

None

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Dylan Heide', followed by a long horizontal flourish.

Dylan Heide
Town of Mahone Bay CAO

Appendix B

Summary of Jan 22nd Public Session re Town Centennial 2019-20

The following is a summary of feedback received at the public session held January 22nd, 2019, presented for Council's information.

Attendees who Signed Contact Sheet

Nine members of the public in attendance for the session signed up to support the Town's centennial efforts and provided their contact information for follow-up.

Facilitator's Notes from Flip Chart

- 100 Trees, May – September (Talking Trees)
- Bandstand, August, lighting? (Town)
- Heritage Signage (Founder's Society)
- 100 Year Plaque Recognizing Council
- Centennial Banners/Flags for 2019 Season
- 100 Year Mural, RPS Front Face (Marina)
- Painted Power Poles/Other Infrastructure
- 100 years of Mahone Bay History
 - Book – Winter 2019/20
- Heritage Boat Shed (Heritage Boatyard Cooperative)
- Mahone Bay Centre Accessibility Upgrades
- Photo Exhibits
- Coats of Arms
- Legion

Participants were also asked to write feedback on sheets provided at each table:

Table 1 Notes

- Town Party "To Meet Your Neighbours!"
 - Levee in July
 - Mayor's garden party
 - Valentine's love-in 2020

Table 2 Notes

- Community Pot Luck/Feast
 - Traditional dishes (sausages, sauerkraut, clams)
 - Tie in to the annual community picnic and tree planting
 - Indigenous peoples fully incorporated
- Benches in Jubilee Park
- Public art installation
- Exhibition of photos
 - Permanent exhibition to which tourists are guided
 - tie in to book project
- Signage



HELP US CELEBRATE MAHONE BAY!

On March 31ST 2019 the Town of Mahone Bay will begin celebrating its centennial year and we want to hear from you!

If you would like to participate in a discussion concerning potential centennial legacy projects and community celebrations, please join us for a meeting/open discussion:

When: 7:00pm on Tuesday, January 22, 2019

Where: Mahone Bay Fire Hall, 184 Kinburn Street.

Please contact Town Hall with any questions
(902) 624-8327 clerk@townofmahonebay.ca

- Along trail
- Memorialize Stations
- Train Crash
- Memorialize Trains
- Sign the Walking Trails
- Welcome to Mahone Bay signs on the trail
- Tracing history and location of electric supply
- Locate boatyards
- Mills
- Tree project
 - Map them
 - Have the map for self-guided tours
 - Edible fruits and nuts
 - Ideal for School involvement
 - Inter-generational – Past is the future
 - Places need shade
 - Involves private property
 - Can dry out wet areas
- Book project
 - Needs a lot of lead time for fine product
 - Integrational – Integrates many aspects
 - Times for release at Father Christmas Festival

Table 3 Notes

- Plaque – Original Mayor and Councillors
 - Located at Mahone Bay Town Hall
 - Weather protected case
 - On street front or by Town Hall building
- Tour guides – based on 3CF experience in 2018
 - Expand for whole town with Mahone Bay Town Council support (grants)
- Corporate Solicitation: small to medium companies support initiatives based on their business interests in Town, tied to their corporate social enterprise (responsibility)
- Map
 - Paper map with history updated
 - Physical monument?? (too difficult to update for future change)
- Time capsule – to be opened in 100 years (2119)
- Drone video tour – tourism/online stream/narrated
- Mini train/Jitney: Facilitate people, transport from external parking areas to downtown
- Centennial benches – corporate/private donor/sponsors
- Picnic benches, better rest spots around Town

Table 4 Notes

- Sculpture on Inchcape
 - Boat maybe
- “Named Houses” project

Table 5 Notes

- Launch the Seawall project
- Wharf upgrades (Associate with history)
- Fence along wharf property to be painted by school students
- New Town Hall (accessible)
- New Fire Hall
- Floating welcome sign at Inchcape Island
- Do "something" to improve the traffic @ war memorial
- Pedestrian Bridge from gazebo across the Ernst Brook
- Coherent signage system throughout Town (like Lunenburg)
- Song/Skits/Show – "Dear Old Mahone"
- Stories/videos from "old timers"
- Each organization have its own display of their own history (fire department/legion, etc)
- Flower baskets on poles (flags too)
- Flags for each festival
- "Then and Now" photo displays of streetscapes
- "100 Dory" races
- Project with Bayview
- Old-fashioned picnic lunch at wharf
- Block parties
- Social media exposure
- Banners across main street
- Lease RPS parking lots on weekends (avoid insurance issue)
- Street dances

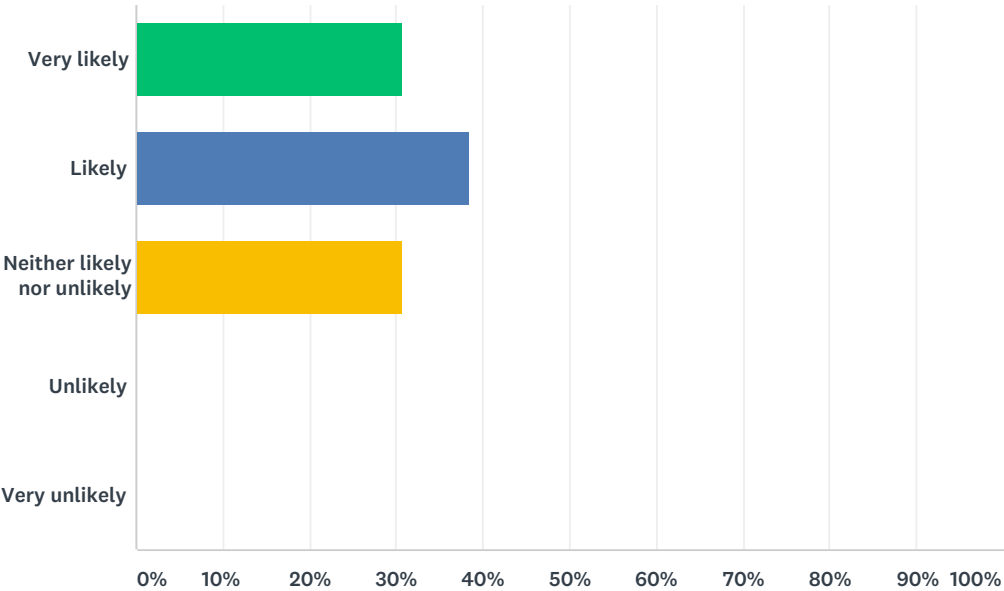
Table 6 Notes

- Light up gazebo
- Roundabout at memorial
- Train through summer weekends, help with parking
- "Great walk" – follow the train route
 - *look up "Great Walk" Gold River to Tahsis, 62.5 kms, 1st Saturday in June
- Larger flag for waterfront pole
- Involve Bayview School
 - Tree planting
 - Mural
 - Park and walk
- Burn the Teaser night
- Traffic free days
 - As with "Santa Claus Express"
 - RPS lot on weekends?
- "Our Town" theatre adaptation for Mahone Bay's 100th (MB Centre gym)
- 1919 Picnic (dress up)
- Benches and picnic tables

POTENTIAL PROJECT IDEAS	POTENTIAL EVENT IDEAS
100 Trees	Photo exhibits
Bandstand	Town Party
Heritage signage	Community Potluck
100 year plaque recognizing first Council	Tour guides
Centennial banners/flags	Song/skits/shows – “Our Town”
RPS Mural	Town picnic at wharf
Painted power poles/infrastructure	Block parties
100 Year book – MB history	Street dances
Heritage boat shed	“Great walk”
MB Centre accessibility upgrades	Burn the Teazer
Benches in Jubilee Park	Traffic free days
Public art installation	1919 Dress up picnic
Signage	
Paper map with history on back	
Time Capsule	
Drone video tour	
Mini train	
Benches/rest stops around Town	
Sculpture/welcome sign on Inchcape	
Named houses project	
Seawall project	
Wharf upgrades	
Fence along wharf property	
New accessible Town Hall	
New Fire Hall	
Floating welcome sign – Inchcape	
Improve traffic at war memorial	
Pedestrian bridge across Ernst Brook	
Stories/videos of “old timers”	
Organizations display their history	
Flower baskets on poles	
Dory races	
Roundabout at memorial	
More benches/picnic tables around Town	

Q1 How likely are you to donate time and/or funds to a Mahone Bay Centennial Project?

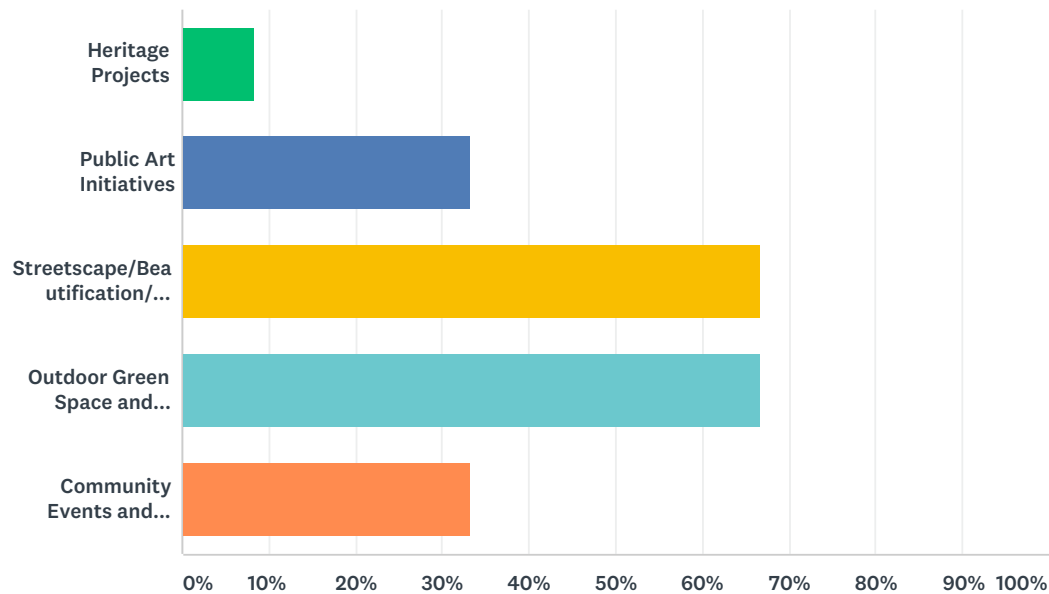
Answered: 13 Skipped: 0



ANSWER CHOICES		RESPONSES	
Very likely		30.77%	4
Likely		38.46%	5
Neither likely nor unlikely		30.77%	4
Unlikely		0.00%	0
Very unlikely		0.00%	0
TOTAL			13

Q2 In recognition of the Town's centennial in 2019, would you be interested in donating time and/or funds in support of (check all that apply):

Answered: 12 Skipped: 1



ANSWER CHOICES	RESPONSES	
Heritage Projects	8.33%	1
Public Art Initiatives	33.33%	4
Streetscape/Beautification/Improvements	66.67%	8
Outdoor Green Space and Recreation Projects	66.67%	8
Community Events and Festivities	33.33%	4
Total Respondents: 12		

Q3 Is there a specific project or event that you or your organization would like to see included in the Town's Centennial program? If so, what role would you expect to play?

Answered: 11 Skipped: 2

#	RESPONSES	DATE
1	An outdoor celebration with free activities for the public, including activities aimed at children. A celebration of culture and heritage, both past and present. Perhaps something similar to Liverpool's privateer day event. To make the town look festive, we could borrow a leaf from Lunenburg - they string nautical bunting across the main street during certain festivals and it's a simple thing but makes for a great visual impact. I would attend such an event and our business would be willing to make a small donation. Investing in a community-enhancing project with longer impact would also be nice and does not necessarily need to be expensive - little food libraries and outdoor public art installations are some examples. More resource-intensive projects such as enhancing crosswalk safety or enhancing recreational space/infrastructure as per our Strategic Action Plan are other possible projects which we already know are valued by the Town's citizens and have been repeatedly requested.	1/30/2019 10:46 AM
2	not sure	1/28/2019 8:38 PM
3	Happy to make our ugly power poles disappear into art features.	1/25/2019 4:47 PM
4	The 100 Trees for 100 Years Project. I am an active member of the Talking Trees group here in town.	1/24/2019 9:07 AM
5	Planting 100 Trees: both ceremonial and on private properties. I plan to be part of the committee working on this.	1/23/2019 10:01 PM
6	Event(s) which may be planned by the Three Churches Foundation Board such as a progressive dinner or a historical wedding fashion show/musical presentation	1/23/2019 9:04 PM
7	Large wall mural on the RPS building	1/23/2019 5:43 PM
8	In renovation of the bandstand, please include severe reduction of the shrubbery surrounding the bandstand and make room for benches to be installed along the waterside pathway that surrounds it.	1/23/2019 3:57 PM
9	Trail signage and development. Tree planting and encouragement. I would participate.	1/22/2019 6:30 PM
10	Breaking ground for a new fire hall. I would like to organize voluntary cutting of all bushes if it would save on expenditures.	1/18/2019 11:50 AM
11	n/a	1/17/2019 3:38 PM



Town of Mahone Bay 2019-20 Centennial Calendar

- Bandstand Rehabilitation
- Decorated Town Infrastructure
- Heritage Boatbuilding Shed
- Heritage Mural

- MBC Accessibility Upgrade
- Celebration of Trees
- Mahone Bay Milestones Book
- Other

DRAFT

April 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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December 2019						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
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January 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

February 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Together we can make great things happen!



Town of Mahone Bay
Staff Report
RE: Climate Mitigation Update
June 27, 2019

General Overview:

The purpose of this report is to provide Council with an update and recommendations concerning climate mitigation initiatives included in the 2019-20 budget.

Background:

The Staff Report re Climate Mitigation presented to Council on April 9th, 2019 recommended that the Town of Mahone Bay:

- Join the FCM Partners for Climate Protection Program; and,
- Establish baseline community Greenhouse Gas (GHG) emissions.

The Town Council accepted the Report's recommendation to include funds to this end in the annual budget and on May 14th approved the Town's 2019-20 budget, containing \$25,000 for GHG Reduction Initiatives.

Analysis:

In the April 9th report staff referenced the benefits of joining the FCM's Partners for Climate Protection Program, which aligns with Council's strategic plan.

Partners for Climate Protection (PCP) Program

"The Partners for Climate Protection (PCP) program, from ICLEI — Local Governments for Sustainability (ICLEI Canada) and FCM, helps your municipality do its part. It consists of a five-step Milestone Framework that guides you as you take action against climate change by reducing emissions in your municipality."

<https://fcm.ca/en/programs/partners-climate-protection> - See video entitled "Why Become a Member"

Additionally, since April, the Clean Foundation has reached out regarding the Town potentially joining the Transition 2050 climate mitigation program, which they are undertaking in partnership with FCM and several other Nova Scotia municipalities (including the Municipality of the District of Chester). The Foundation has requested a support letter and provided an optional template (attached as Appendix A to this report).

Transition 2050

“The grants, known as Transition 2050, will fund training and support delivered by partner organizations to groups of municipalities to foster deep emissions reductions through peer learning, strategic planning and operational implementation.”
<https://fcm.ca/en/programs/municipalities-climate-innovation-program/announcing-transition-2050-partner-grant-recipients> - See Clean Foundation group

Both opportunities will assist the implementation of the Council’s strategic plan with regards to the establishment of an emissions baseline, setting reduction targets, and other associated strategies. Through participation the Town will connect to, and share resources with, other like municipalities engaged in these same processes.

There are also significant opportunities to tie these partnerships into the development of the proposed Transportation Plan, building on the work of Bicycle Nova Scotia on the Blue Route Community Hubs pilot and the Nova Scotia Department of Energy’s expressed support for the Town to promote and facilitate active transportation and electric vehicles as low-carbon transportation alternatives in Mahone Bay.

Financial Analysis:

As referenced in the draft support letter, these opportunities come with some cash and in-kind costs, which are anticipated in Council’s strategic plan and annual budget; associated cash costs will be applied against the budgeted \$25,000 for GHG reduction initiatives. It is anticipated that joining these programs / initiatives / partnerships will reduce costs to achieve climate objectives / assist in obtaining external funding to this end.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 Environmental Sustainability

- Pursue Climate Mitigation strategies (reducing Town carbon footprint)
- Expand Green Energy Generation (continued development of Alternate Resource Energy Authority)

Recommendation:

THAT Council resolve that:

- The Town of Mahone Bay join the FCM’s Partners for Climate Protection Program;

and that,

- The Town of Mahone Bay support the Clean Foundation / FCM Transition 2050 Initiative and staff be directed to send a support letter to this effect to the Clean Foundation.

Attached for Council Review:

- draft Letter of Support – Clean Foundation: Transition 2050

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

{Community Logo}

Date_____

RE: Letter of Support FCM/Clean NS Transition 2050 Program

I am writing you on behalf of (Your municipality here) to express a commitment to the “Clean Climate Action” partnership which is being supported through FCM’s Transition 2050 program. By way of this letter we can commit to in kind contributions of (dollar amount representation of staff time)

In kind contributions will be from staff time, shared use of meeting facilities, meetings and travel costs for municipal staff to attend capacity building workshops over the two years of the project.

Signature:

Position:

Municipality/Town:



Town of Mahone Bay

Staff Report

RE: 2019-20 Budget Policy/By-law

May 3, 2019

General Overview:

The purpose of this report is to make recommendation to Council concerning the adoption of a Low Income Property Tax Exemption Policy and Tax Exemptions for Non-Profit Organizations By-law.

Background:

Section 69 of the Nova Scotia Municipal Government Act empowers the Council to grant residents income-based exemptions from taxation by policy.

Section 71 (b) of the Nova Scotia Municipal Government Act empowers the Council to exempt from taxation properties belonging to non-profit community, charitable, fraternal, education, recreational, religious, cultural or sporting organizations. Section 71 (e) further stipulates that tax reduction can be extended to buildings, pump stations, deep well pumps, main transmission lines, distribution lines, meters and associated plant and equipment of a municipal water utility.

Analysis:

Each year as a component of the annual budget process the Town Council reviews its low-income property tax exemption program and tax exemptions for non-profit organizations. Staff recommend no change to the 2018-19 programs for the 2019-20 fiscal year and have prepared policies reflecting the draft 2019-20 budget presented to Council on April 23rd (attached as appendices to this report). For 2019-20 staff have also prepared a new Non-Profit Organizations By-law which, once adopted, will be supported by an annual review/update of the associated policy, along with the annual grant amounts in the budget corresponding to each property.

Once adopted, these budget-related policies/by-laws will be available to the public for their information.

Financial Analysis:

For 2019-20 the draft budget reflects \$10,500 for low-income exemptions and \$97,263 for non-profit organizations (in amounts corresponding to the taxes on properties specified by policy under the Non-Profit Organizations By-law).

Links to Strategic Plan:

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

Recommendation:

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

THAT Council adopt the attached Low Income Property Tax Exemption Policy.

It is further recommended:

THAT Council give first reading to the Non-Profit Organizations By-law and direct staff to schedule the required public hearing prior to second reading.

Attached for Council Review:

- Draft Low Income Property Tax Exemption Policy (with application form)
- Draft Tax Exemptions for Non-Profit Organizations By-law (with policy schedule)

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO

Town of Mahone Bay

Tax Exemptions for Non-Profit Organizations By-law

This by-law shall repeal and supersede any and all previous regulations and/or by-laws held by the town of Mahone Bay regarding partial or full tax exemptions for non-profit organizations.

1.0 Short Title

This By-law shall be cited as “Tax Exemption for Non-Profit Organizations By-Law.”

2.0 Interpretation

In this By-Law, unless the context otherwise indicates:

“Non-Profit Organization” means, as described by the Municipal Government Act:

- a) Properties of named registered Canadian Charitable organizations;
- b) Property used directly and solely for a charitable purpose;
- c) Property of a nonprofit community, charitable, fraternal, educations, recreational, religious, cultural or sporting organization if, in the opinion of Council, the organization provides a service that might otherwise be a responsibility of the Council.

3.0 Provisions

3.1 Properties listed in Schedule “A” *Policies under the Tax Exemptions for Non-Profit Organizations By-Law* have been determined by Council to have met the criteria outlined herein. Properties may be added or removed by motion of Council.

3.2 Properties listed in Schedule “A”. Policies under the Tax Exemptions for Non-Profit Organizations By-Law, are defined as:

3.2.1 Properties which would otherwise be classified as, and taxed at the rate of, commercial property which shall be taxed at the percentage of the assessed value of taxable residential property; partial tax exemption.

3.2.2 Properties which would otherwise be classified as, and taxed at the rate of, a taxable commercial or residential property, receiving full tax exemption.

3.3 When a property or part thereof, listed in Schedule “A” *Policies under the Tax Exemptions for Non-Profit Organizations By-Law* ceases to be occupied by the non-profit owner/organization, as described above, the partial or full tax exemption allowance

shall cease and the owner of the property shall immediately be liable for the real property tax for the remainder of that tax year onward.

THIS IS TO CERTIFY that the By-Law of which the foregoing is a true copy and was duly passed at a duly called meeting of the Council of the Town of Mahone Bay, held on the day of , 2019.

GIVEN under the hand of the Clerk and the corporate seal of the said Town this day of 2019.

David Devenne, Mayor

Maureen Hughes, Clerk

SCHEDULE "A"

Account Assessment Number (AAN)

FULL TAX EXEMPTIONS

Mahone Bay Centre – 45 School Street

AAN04647513

Mahone Bay Founders' Society – 578 Main Street

AAN00186791

Town of Mahone Bay Water Utility – 68 Zwicker Lane

AAN04647459



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





The regular meeting of the Heritage Advisory Committee for the Town of Mahone Bay was held on Wednesday, June 12, 2019 at 5:30 p.m. at the Mahone Bay Fire Hall.

Present:

Councillor Joseph Feeney, Chair
Councillor Penny Carver
Bill DeGrace (arrived at 5:52pm)
Greg Matear
Deborah Trask, Consultant
Kelly Redden, Deputy Clerk

Regrets:

Chris Berkeley

Agenda

A motion by Councillor Carver, seconded by Mr. Matear, **“THAT the agenda be approved as amended to add discussion concerning the Statement of Significance for 16 Orchard Street.**

Motion carried.

Minutes

A motion by Mr. Matear, seconded Councillor Carver, **“THAT the minutes of the May 29th meeting of the Heritage Advisory Committee be approved as presented.”**

Motion carried.

Discussion – Development of Request Form for Alterations to exterior of Heritage Property

The Committee discussed what items they would like reflected on this request form. The Deputy Clerk will look for samples from other municipalities to bring back to the Committee for review at their next meeting in September.

Discussion – Development of Procedures and Policies

The Committee discussed what might be developed. The group agreed to develop an orientation package for all new Committee members. This item will be discussed further at the next meeting of the Committee in September.

Centennial Planning

The Committee discussed how they could contribute to the Town’s Centennial activities. The group suggested that a plaquing ceremony could be held in October combined with a talk about the Town’s history from Deborah Trask.

Statement of Significance – 16 Orchard Street

A motion by Mr. Matear, seconded by Mr. Degrace, **“THAT the attached Statement of Significance for 16 Orchard Street be added to the recommendation of the Heritage Advisory Committee from the May 29th Heritage Advisory Committee Meeting.”** Motion carried.

The meeting adjourned upon motion at 6:58 p.m.

Town of Mahone Bay

Chair, Joseph Feeney

Town of Mahone Bay

Deputy Clerk, Kelly Redden



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

16 Orchard Street – Statement of Significance

Description

The house at 16 Orchard Street in Mahone Bay is a one-and-one-half storey wood-clad structure of the vernacular type set on a small lot tucked behind the Town's main streets. Built as a residence before 1780, the building has been operated as a restaurant in recent years. The restaurant entrance on Orchard Street is actually the rear of the building: the original front façade, now at the rear, is oriented to look down the harbour from a slight height. Municipal heritage designation applies to the land and the building.

Heritage Value

The heritage value of 16 Orchard Street lies in its association with the George Zwicker family who were influential amongst the first European settlers in shaping the development of the area; in its long association with the Mader family from 1837 – 1949, who also influenced the way the town developed; in its age and vernacular architecture; and, as a representation of the early history of the community.

John George Zwicker, known as George, was born in 1747 in what is now Germany. He came as a small child with his family during the 'foreign protestant' settlement process initiated by the British. In 1777, George Zwicker purchased a 340-acre mill property from Joshua Mauger's agents at the western area of the bay. He also purchased the unsurveyed town lots which had been granted but not laid out. He then sold off portions of the Mauger Mill Lands to relatives and friends, retaining for himself the area closest to the shore, including the mill.

After George's death in 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. One son, Henry, sold all his share in 1837 to John Adam Mader, the great grandson of Ulrich Mader who was also part of the 1753 settlement of Lunenburg. As a blacksmith, John Mader would have benefited from locating his shop at the juncture of the roads to Lunenburg, Chester and Blockhouse.

After John Mader's death, his heirs divided the remaining 24 acres in a land division recorded on an 1860 plan that shows roads, numbered lots and the "Homestead" lot with a drawing of a house on it. The lots and streets laid out in the Mader plan shaped the development of the town and are clearly in evidence today. His descendants continued to live in the house at 16 Orchard St. until 1949.

The building at 16 Orchard Street was originally set on a large lot with nothing obstructing its prominent position at the town's crossroads or its view overlooking the harbour. Over time commercial properties along Edgewater Street were sold off from the original homestead so that the house is now cut off from the main streets. After a fire in 1978 gutted much of the

interior, subsequent renovations included the addition of dormers and an extension. Despite the changes, this 240+ year-old building is a good example of 18th century architectural vernacular and provides a sense of the history of the town.

Character-Defining Elements

The character-defining elements of the building at 16 Orchard Street relate to its location, its history and its architecture and include the following:

- Location as shown on the 1860 Mader plan of division
- 18th and 19th century architectural details such as the wide roof overhang sitting close to the top of the windows, wide corner boards, large central chimney, horizontal wood cladding and 6/6 windows
- The modest one-and-one-half-storey scale
- Its original site orientation toward the harbour

*Prepared by Penny Carver and Deborah Trask
June 2019*



The Regular Meeting of the Cemetery Committee for the Town of Mahone Bay was held on Monday, June 17, 2019 at 3:30 p.m. in Council Chambers.

Present:

Councillor J. Bain (chair)
Mayor D. Devenne
Councillor J. Feeney
B. Morse
B. Veinotte
MoF, L. Wentzell
DoO, D. MacKenzie

Regrets: Dylan Heide, CAO

Gallery: 0

Agenda

A motion by Councillor Feeney, seconded by Mr. Morse, **“THAT the agenda be approved as presented.”**

Motion carried.

Minutes

A motion by Councillor Feeney, seconded by Mr. Morse, **“THAT the minutes of the March 18, 2019 Cemetery Committee meeting be approved as circulated.”**

Motion carried.

Business Arising from the Minutes

1) **Maintenance Report**

The Committee received a verbal report from the Director of Operations which highlighted the posting of “No ATV” signs and placement of a bollard on the trail between Park Cemetery and Hawthorn Rd to prevent vehicles from traveling between the two. It was also reported that staff have cleaned up Park Cemetery, placed soil on graves as necessary and trimmed/removed trees on along the road from Kinburn St to the rail trail.

The 2019 mowing tenders have been awarded to Town and Country for both Bayview and Park Cemetery after receiving notice that Bushwacker had withdrawn their services in Park Cemetery.

Dead shrubs will be identified and marked by Councillor Bain and Mr. MacKenzie and Mr. MacKenzie will direct staff to remove them at their earliest convenience.

The committee was also advised that additional topsoil and gravel (for roads) will be delivered in the next few weeks and road repairs will begin in August in Park Cemetery.

2) Cemetery Finance

The Manager of Finance gave a summary of the budgets for Park and Bayview cemeteries, approved by Council on May 14, 2019.

It was decided that Councillor Bain would initiate a discussion with Valerie Hearder of the Talking Trees committee about using a portion of the tree budget to help her committee reach their goal of 100 trees for the Centennial celebration by planting native trees in the cemetery and registering them toward her goal.

A discussion about lot rates resulted in no change. A single lot shall remain at \$650.00.

3) Donations Policy

A draft copy of the Donations Policy was circulated for information only, it will appear on Council's agenda for the regular Council meeting on June 27, 2019.

4) Monument Rehabilitation

Mr. Morse identified 9 monuments in Park Cemetery that require rehabilitation, 2 of which he believes may have surviving family members in Mahone Bay.

A motion by Mayor Devenne, seconded by Mr. Veinotte, **"That staff proceed to contract for the rehabilitation of the 7 monuments identified by Mr. Morse and to issue a letter to the 2 remaining families requesting a \$100.00 donation to the town to help cover the cost of re-erecting the others."** When the donation is received, a tax receipt will be provided to the family and the town will schedule the rehabilitation of the monument.

A motion by Mayor Devenne, seconded by Councillor Feeney, **"That Debra Trask be asked to look at Bayview Cemetery and provide an inventory of toppled monuments and advice on how best to repair them."**

New Business

1) Operations Report

Members discussed the need to expand Park Cemetery and it was decided that the lands, to the left of Elm, should be cleared in 2020. In advance of this, Councillor Bain will discuss grubbing with Valerie Hearder for use in the Centennial Tree Project.

2) Request for Thank You Letters

Mayor Devenne will request that Mr. Heide have staff draft a letter of thanks to the volunteers of the Bayview Cemetery Mapping Project which he will sign before they are sent.

Next Meeting

3:30 PM on September 16, 2019

Meeting adjourned upon motion at 4:25 p.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Town Clerk, Maureen Hughes

Councillor John Bain, Chair



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

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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

Minutes of a meeting of the **Board of Directors** for the **Mahone Bay and Area Swimming Pool Society** held on **Monday, May 13, 2019** at the Mahone Bay Town Hall.

Present: Cara Youden, Anna Patscha, Chip Dickison, Nancy McCarthy, Peter Freeman and Derrick MacKenzie.

Regrets: Jake Wheeler, Fleur Lawrence and Erica Moore.

Call to Order

Youden called the meeting to order at 7:05 pm.

Previous Minutes

Motion by Patscha seconded by Dickison that the minutes of the April 15, 2019 meeting be approved as circulated. Motion unanimously approved.

Financial Report

Youden reported currently \$20,304 in the Societies' bank account.

Committee Reports:

Human Resources

Youden indicated that she expects returning staff to be re-interviewed.

Grants & Funding

Patscha reported that staffing grants had been approved by both the Federal and Provincial student employment programs.

Property

MacKenzie reported that Town staff had recently reconnected the water at the pool and repaired some leaking pipes inside the main building. He indicated he would be ordering a new pool cover sometime over the summer.

Freeman will contact Tyler Veinotte, Ramrod Welding, to see if he may be able to manufacture new rollers for the solar blankets.

Patscha will follow up with Printers Corner concerning pool signage/banner.

Pool Schedule

Pool opening on June 28.

Lessons sessions to be: July 1-12, July 15-26, July 28-August 9, and August 12-23.

Pool closing party to be held August 24.

Pool potentially to stay open last week of August for afternoon swims.

Pool closing: Friday, August 30

Saturdays and Sundays pool open 2-5pm with "free swim" under United Way Grant to be held on Saturdays.

Lessons to occur 12-2pm. Evening lessons may be available based on demand.

Potentially hold Aqua-Fit course on Saturdays, 12-1pm.

Potentially organize a "swim team" program.

Membership/User Fees

Motion by MacKenzie seconded by Dickison to approve 2019 Membership and User Fees as per the attached "User Fee Schedule". Motion unanimously approved.

It was agreed that the rental fee for "Private Parties" be increased from \$150 to \$175.

It was agreed that groups of 10 or more be charged a gate fee of \$3 per person.

It was agreed that in 2019 a punch card be offered at \$45 for 10 swims.

Critical Path – May 2019:

Update Website/Social Media – Youden agreed to do this.

Advertise in Bayview School Newsletter – Youden agreed to do this.

Establish Work Plan for Pool Manager & Assistant Manager – Whynot & Youden will do this.

Have Phone & Internet Re-activated – is automatically reactivated by Bell-Aliant on June 17/19.

Next Meeting:

- **7:00 pm, Monday, June 10, 2019 / Location: Town Hall**

Adjournment

It was agreed by consensus that the meeting be adjourned. Time: 8:15 pm.

Prepared by:

Derrick MacKenzie

Secretary

N:\derrick\Pool\Minutes-May13-19.docx

SOUTH SHORE REGIONAL LIBRARY BOARD GENERAL MEETING, MARGARET HENNIGAR PUBLIC LIBRARY May 15, 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: Mr. Patrick Hirtle, Chair
Ms. Cindy Bruhm, Vice chair
Dr. David Brattston
Councillor Eric Hustvedt
Councillor Brian Fralic
Councillor Tina Connors
Mr. Tom Sheppard
Ms. Christina Pottie, Staff
Mr. Jeff Mercer, Staff
Mr. David Trueman, Staff Association Representative
Mr. Troy Myers, Secretary/Treasurer
Ms. Lynn Robart, Recorder

Regrets from: Councillor Michael Graves, Mr. Mark Taylor, and Ms. Wilma Stewart-White, Ms. Sara Lochhead, Mr. Bill Kowalski, Mr. David Luther, and Ms. Marie Hogan Loker

Motion: "THAT the South Shore Regional Library Board accepts the
General Board minutes of March 13, 2019.
SHEPPARD/Fralic All in favour. Motion carried.

LBANS REPORT

Troy circulated a copy of the Funding formula review that was shared at the recent Town of Lunenburg Council Meeting. The general consensus from the Board is that most council members were resigned to the new funding formula that will come in effective April 1, 2020.

STAFF ASSOCIATION REPRESENTATIVE

David Trueman reported that the Staff Association recently hosted a social in Lunenburg that turned into a farewell to Eric Pottie. David thanked the Board for providing food for the event.

VEHICLE REPORT

The 4th Quarter 2018-19 Vehicle Report was circulated with Notice of Meeting. Total expenditure for that period was \$3,682.98. Troy said that the staff has been gathering information on a replacement for the aging mobile library. A meeting of Board Committee, Tom Sheppard, Tina Connors and Eric Hustvedt, will be scheduled in the near future to discuss replacement plans.

NSLA/LBANS 2019 CONFERENCE, OCTOBER 18-20, 2019

Christina Pottie reported that conference planning is moving along well. All programming is in place. Anyone planning to attend, please contact Christina and she will coordinate booking accommodations at White Point for you.

Christina circulated bookmarks for the upcoming Lunenburg Lit Festival. A new event will be added to the Festival this year for Thursday night. SSPL Writer in Residence will help coordinate a “Pitch the Publisher” evening.

The draft Sponsorship/Recognition Policy was circulated with Notice of Meeting.

DATE, TIME AND PLACE OF NEXT MEETING

ADJOURNMENT

Ms. Cindy Bruhm moved the meeting adjourned.

Patrick Hirtle, Chair

Troy Myers, Secretary/Treasurer

TOWN OF MAHONE BAY

TOWN COUNCIL

AGENDA

June 27, 2019

7:00 p.m.

Call to Order

1 Approval of Agenda

2 Minutes

2.1 Regular Meeting – June 11, 2019

3 Consideration of Delegations

3.1 Ben Buckwold, Bicycle Nova Scotia – Active Transportation

4 Correspondence – Action Items

4.1 T.A. Dickison – Request to Install a Donation Meter on Public Property

4.2 Mahone Island Conservation Association – 17th Annual MICA Gala Dinner and Auction

5 Correspondence – Information Items

5.1 NSFM – Information about Ken Simpson Memorial Award 2019

a. Application

6 Staff Reports

6.1 Staff Report – Report to Council – June 27, 2019

6.2 Staff Report – Supportive Workplace Policy (from June 11, 2019)

6.3 Staff Report - Prize Policy (from June 11, 2019)

6.4 Staff Report – Donations Policy (from June 11, 2019)

6.4.a Community Asset Donation Program Asset List

6.5 Staff Report – Speed Sign Deployment Plan

6.6 Staff Report – Centennial Update

6.7 Staff Report – Climate Mitigation Update

7 Council Items

7.1 Mayor Devenne – Council Appointment - Governance for the Shared Building Services Committee

7.2 Deputy Mayor Nauss – Mahone Bay Music Association, Summer Concert Series

8 Committee Reports

8.1 Heritage Advisory Committee – June 12, 2019 – Draft Minutes

8.1.a 16 Orchard Street – Recommendation for Heritage Property Registration

8.1.b. 16 Orchard Street – Statement of Significance

8.2 Cemetery Commission – June 17, 2019 – Draft Minutes

8.3 Planning Advisory Committee – Draft Special Meetings Policy (from June 11, 2019)

8.5 Mahone Bay Pool Society – Minutes – May 13, 2019

8.5 South Shore Regional Library Board – May 15, 2019 – Minutes

8.6 Lunenburg County Senior Safety Program Monthly Report – June 2019

a. LCSSP Pamphlet Side 1 b. LCSSP Pamphlet Side 2

9 New Business

10 Accounts

10.1 May 2019 Accounts

Closed Session

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

Adjournment

Lunenburg County Seniors' Safety Program - June 2019

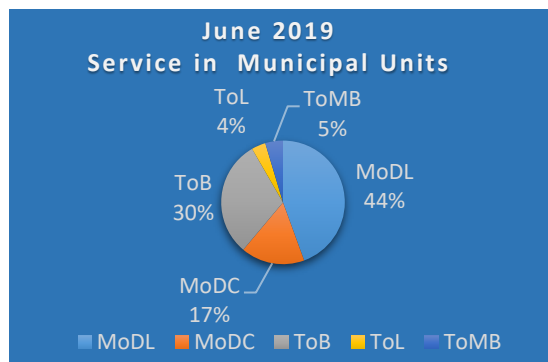
The LCSSP is community-based and operated under the umbrella of Safe Communities Lunenburg County, a non-profit organization. The program works collaboratively with Bridgewater Police Service, RCMP, and many community partners to address the safety concerns of seniors residing in Lunenburg County. To ensure that all seniors can participate in our services, programs are 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:

None

Monthly stats & information:

- We have received referrals from, SSRH, Seniors' Community Health Team, housing authority, private business, continuing care, seniors/their loved ones, health practitioners, 211, public officials, banking institutions and law enforcement this month
- Reasons for referrals include, wellness checks, help to connect with tax volunteers, elder abuse, eviction, home takeovers, housing repair, financial hardship, need for supports, mental health, transportation needs, income issues, and hoarding
- This month we helped several clients either move, or find a way to stay where they want to be.
- We have helped several individuals recover money that they were entitled to and have helped individuals connect/reconnect to support systems.
- We continue to help seniors connect with tax volunteers to ensure GIS payments are not interrupted.
- We have assisted a client to protect their home from tax sale and helped another connect with a lawyer.
- We have worked closely with adult protection, continuing care and law enforcement to support several clients to ensure their care/safety needs are addressed.



Stats:

Data	June
# of active clients	108
# of active clients receiving service	65
# of new referrals	17
# of home visits	32
# of closed files	28

Monthly Meetings, Presentations and Projects:

- **Congratulations Town of Bridgewater on Smart Cities Challenge!**
- **Meetings throughout June** – SSP Provincial Conference Wrap up meetings
- **June 12th, 2019** – LCSSP participated in the Michelin Seniors' Expo
- **June 12th, 2019** – SSC presented on the LCSSP at the VON AGM
- **June 14th, 2019** – LCSSP participated in the CCA Accreditation process
- **June 14th, 2019** – LCSSP participated in the Michelin Health & Safety Event
- **June 18th, 2019** – SCLC & LCSSP presented \$100 donation to Souls Harbour on behalf of the presenters of the 2019 SSP Provincial Conference
- **June 19th, 2019** – SSC attended the SCLC AGM
- **June 19th, 2019** – SSC presented on *Scams/Frauds and Personal Safety* to the Dementia Care Support Group at Harbour View Haven

2019 marks the 10th Anniversary of the Lunenburg County Seniors' Safety Program!



Lunenburg County Seniors' Safety Program - June 2019

- **June 21st, 2019** – Submitted New Horizons Grant Application for consideration (project – one year/part time Seniors' Safety & Social Inclusion Coordinator)
- **County Directory of Rentals Project** - The lack of available housing continues to be a challenge. With collaborating partners, we are creating a county directory of rental properties
- **LCSSP Pamphlets** – completed and available for distribution! Thank you Michael Graves for helping us connect to Darrell Freeman, who donated his time and talents to help us with this project. Thank you Darrell – the pamphlets are excellent!
- **Vial of Life** – 50 Vials of Life distributed this month
- **LCSSP Client Emergency Contingency Fund (CECF) Report,**
 - Opening Balance: \$1030.00, closing balance: \$1030.00

Anyone interested in learning more about the details of meetings, events and/or presentations please contact the LCSSP.

Submitted by: Chris Acomb, SSC, June 24th, 2019

Important Phone Numbers

Emergency 9-1-1

Telecare Non-Urgent
Health Care Concerns
& Doctor Registry 8-1-1

Message Relay Service for Individuals
with Hearing/Speech Impairment 7-1-1

Information/Community Resources..... 2-1-1

Bridgewater Police Service
Service Dispatch 902-543-2464

RCMP
Bridgewater 902-527-5555
Lunenburg 902-634-8674
Chester 902-275-3583
Mahone Bay..... 902-634-8674

Continuing Care
(Home Care, Long-Term Care,
Adult Protection) 1-800-225-7225

Canadian Anti-Fraud Centre..... 1-888-495-8501

Access Nova Scotia..... 1-800-670-4357

Lunenburg County
Seniors' Safety Program 902-543-3567



Funding provided by:

NS Department of Seniors
Municipality of the District of Lunenburg
Municipality of the District of Chester
Town of Bridgewater
Town of Lunenburg
Town of Mahone Bay
United Way of Lunenburg County



United Way
Lunenburg County

Lunenburg County Seniors' Safety Program
Is a project of



45 Exhibition Drive
Bridgewater, NS B4V 0A6
902-543-3567

www.bridgewaterpolice.ca

www.services.rcmp-grc.gc.ca

www.southshore.safecommunities.parachutecanada.org

www.novascotia.ca/seniors/senior_Safety_Programs.asp



Lunenburg County Seniors' Safety PROGRAM



Seniors, Police and Community Working Together

We believe that seniors are an integral part of our community, entitled to live in dignity and security, free of exploitation, and abuse. Our program helps seniors live safely, securely and independently in their own homes.



Lunenburg County Seniors' Safety Program offers the following FREE services:

Home Visits

Available to any senior living in Lunenburg County

Safety Presentations

Topics include: personal safety, crime prevention, household security, fraud & scam awareness, elder abuse, and safety in the home

Education Series

Seniors' Safety Academy / Living Alone Program

Driving Safety

Older Person Safe Driving Program, Driving Decisions & 55 Alive

The Vial of Life™

Emergency Medical Information Vial

Senior Friendly™ Program

Improving services for seniors in Lunenburg County



Who is the Seniors' Safety Program for?

Services are offered to all seniors, regardless of income, aged 55 and older living in Lunenburg County.

How much does it cost?

All programs are **FREE** of charge.

Where do I go to get help?

Simply call the direct line (902-543-3567) to make contact. Home visits can also be arranged. Presentations are offered anywhere seniors gather.

How does the program work to address elder abuse?

The Seniors' Safety Coordinator meets with the senior to talk about his or her situation, and to determine what the senior wants to have happen. We then provide information and help link seniors to the supports and services they may need.

Referrals

Anyone can call the Seniors' Safety Coordinator to request services. Referrals may be from the senior themselves, from police, the community, family, friends, or can be anonymous.

Most of our programs are advertised in the local papers, on Facebook and on our website. Please call today to learn more about our services or to register for a program.

CONTACT

Chris Acomb
Seniors' Safety Coordinator
902-543-3567

 [lunenburgseniorssafety](https://www.facebook.com/lunenburgseniorssafety)

TOWN OF MAHONE BAY

BNK1 - Bank of Montreal

Cheques from 000001 to 017822 dated between 05-01-2019 and 05-31-2019

CHEQUE REGISTER

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Number	Issued		Amount	SC	Status	Status Date
017662	05/06/2019	A.E. DOMINIE	4,028.50	A/P	CLEARED	05/31/2019
017663	05/06/2019	ACE PEST/TERMINIX CANADA	57.50	A/P	CLEARED	05/31/2019
017664	05/06/2019	ADVOCATE MEDIA	387.68	A/P	CLEARED	05/31/2019
017665	05/06/2019	AGAT LABORATORIES	196.65	A/P	CLEARED	05/31/2019
017666	05/06/2019	ALTERNATIVE RESOURCE ENERGY AUTHORITY	36,198.11	A/P	CLEARED	05/31/2019
017667	05/06/2019	ASSOC. OF MUNICIPAL ADMIN	2,081.50	A/P	OUT-STD	05/06/2019
017668	05/06/2019	ATLANTIC PROPERTY SERVICES	1,368.15	A/P	*VOID*	05/06/2019
Void Reason: Vendor should have been Atlantic Purification Systems Ltd						
017669	05/06/2019	BELL MOBILITY INC	36.23	A/P	CLEARED	05/31/2019
017670	05/06/2019	CBCL LIMITED	1,035.00	A/P	CLEARED	05/31/2019
017671	05/06/2019	CUMINGS FIRE & SAFETY	405.80	A/P	CLEARED	05/31/2019
017672	05/06/2019	DANA & MONICA FISHER	1,548.00	A/P	CLEARED	05/31/2019
017673	05/06/2019	DAVID DEVENNE	1,170.18	A/P	CLEARED	05/31/2019
017674	05/06/2019	DAVID ADAMS	13.25	A/P	OUT-STD	05/06/2019
017675	05/06/2019	ELSTER SOLUTIONS CANADA	250.70	A/P	OUT-STD	05/06/2019
017676	05/06/2019	EMCO CORPORATION	580.75	A/P	CLEARED	05/31/2019
017677	05/06/2019	G.A.ISENR CONSULTING LIMITED	6,587.09	A/P	CLEARED	05/31/2019
017678	05/06/2019	G.E.'S ALL TRUCKING	6,436.74	A/P	CLEARED	05/31/2019
017679	05/06/2019	JOINT COMM. ON CONTRACT DOC.	175.00	A/P	CLEARED	05/31/2019
017680	05/06/2019	KNICKLE'S SERVICE CENTRE	92.00	A/P	CLEARED	05/31/2019
017681	05/06/2019	LONDON LIFE ASSURANCE COMPANY	3,431.92	A/P	CLEARED	05/31/2019
017682	05/06/2019	LUNENBURG HARDWARE	322.79	A/P	CLEARED	05/31/2019
017683	05/06/2019	LUNENBURG COUNTY CONDOMINIUM CORPORATION #2:	246.00	A/P	CLEARED	05/31/2019
017684	05/06/2019	MAHONE BAY FIRE DEPARTMENT	270.00	A/P	CLEARED	05/31/2019
017685	05/06/2019	MINISTER OF FINANCE	100.00	A/P	CLEARED	05/31/2019
017686	05/06/2019	MINISTER OF FINANCE	405.51	A/P	CLEARED	05/31/2019
017687	05/06/2019	MUNICIPALITY OF CHESTER	42,421.34	A/P	CLEARED	05/31/2019
017688	05/06/2019	MUNICIPALITY OF LUNENBURG	252.98	A/P	CLEARED	05/31/2019
017689	05/06/2019	N. S. BUILDING SUPPLIES	95.04	A/P	CLEARED	05/31/2019
017690	05/06/2019	REXEL ATLANTIC	26.43	A/P	CLEARED	05/31/2019
017691	05/06/2019	RIVERPORT ELECTRIC LIGHT COMM	325.10	A/P	CLEARED	05/31/2019
017692	05/06/2019	S.W. BARRY CONSTRUCTION	6,157.30	A/P	CLEARED	05/31/2019
017693	05/06/2019	SANSOM EQUIPMENT LIMITED	2,523.40	A/P	CLEARED	05/31/2019
017694	05/06/2019	SCOTIA BUSINESS CENTRE LIMITED	574.60	A/P	CLEARED	05/31/2019
017695	05/06/2019	SCOTIA RECYCLING LTD	46.00	A/P	CLEARED	05/31/2019
017696	05/06/2019	SEE SIDE SIGNS	100.00	A/P	CLEARED	05/31/2019
017697	05/06/2019	SOJOURN ENTERPRISES LIMITED	345.28	A/P	CLEARED	05/31/2019
017698	05/06/2019	SOUTH SHORE REGIONAL CENTRE FOR EDUCATION	33,348.00	A/P	CLEARED	05/31/2019
017699	05/06/2019	SOUTH SHORE REGIONAL HOSPITAL	480.00	A/P	CLEARED	05/31/2019
017700	05/06/2019	TOWN OF MAHONE BAY	23,784.97	A/P	CLEARED	05/31/2019
017701	05/06/2019	UNITED RENTALS	266.65	A/P	CLEARED	05/31/2019
017702	05/06/2019	UNIVAR CANADA LTD.	6,667.48	A/P	CLEARED	05/31/2019
017703	05/06/2019	WELLS, LAMEY, MAILMAN & BRYSON	997.40	A/P	CLEARED	05/31/2019
017704	05/06/2019	WOOD WYANT INC.	409.91	A/P	CLEARED	05/31/2019
017705	05/16/2019	GARRETT LAUTEN	100.00	A/P	CLEARED	05/31/2019
017706	05/16/2019	MINISTER OF FINANCE	331.75	A/P	OUT-STD	05/16/2019

TOWN OF MAHONE BAY

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Number	Issued		Amount	SC	Status	Status Date
017707	05/24/2019	RAE KRAUSHAR	228.25	A/R	OUT-STD	05/24/2019
017708	05/24/2019	RYAN, TERRANCE SCOTT	196.49	A/R	OUT-STD	05/24/2019
017709	05/24/2019	PHILLIPS, CATHERINE	24.14	A/R	OUT-STD	05/24/2019
017710	05/24/2019	ACE PEST/TERMINIX CANADA	57.50	A/P	OUT-STD	05/24/2019
017711	05/24/2019	ATLANTIC PROPERTY SERVICES	1,368.15	A/P	*VOID*	05/24/2019
Void Reason: Cheque issued to wrong vendor - should be Atlantic Purification Systems						
017712	05/24/2019	BERNICE WILLIAMS	3,000.00	A/P	OUT-STD	05/24/2019
017713	05/24/2019	BFL CANADA RISK AND INSURANCE INC	52,084.00	A/P	OUT-STD	05/24/2019
017714	05/24/2019	CATHERINE GREGOIRE	50.00	A/P	OUT-STD	05/24/2019
017715	05/24/2019	CRANE SUPPLY	270.61	A/P	OUT-STD	05/24/2019
017716	05/24/2019	CROSSWALK SAFETY SOCIETY OF NOVA SCOTIA	77.40	A/P	OUT-STD	05/24/2019
017717	05/24/2019	CUMINGS FIRE & SAFETY	59.73	A/P	OUT-STD	05/24/2019
017718	05/24/2019	DERRICK MACKENZIE	166.89	A/P	OUT-STD	05/24/2019
017719	05/24/2019	DYLAN HEIDE	24.29	A/P	*VOID*	05/24/2019
Void Reason: Expenses Adjusted due to increas in mileage rate as of 04/01/19						
017720	05/24/2019	EMCO CORPORATION	580.75	A/P	OUT-STD	05/24/2019
017721	05/24/2019	GRAYBAR CANADA	796.26	A/P	OUT-STD	05/24/2019
017722	05/24/2019	KONICA MINOLTA	718.18	A/P	OUT-STD	05/24/2019
017723	05/24/2019	LONDON LIFE ASSURANCE COMPANY	6,948.00	A/P	OUT-STD	05/24/2019
017724	05/24/2019	MEGHAN RAFFERTY	113.24	A/P	OUT-STD	05/24/2019
017725	05/24/2019	MUNICIPALITY OF LUNENBURG	1,074.59	A/P	OUT-STD	05/24/2019
017726	05/24/2019	MUNICIPAL JOINT SERVICES BOARD	15,096.55	A/P	OUT-STD	05/24/2019
017727	05/24/2019	MUNICIPALITY OF THE DISTRICT OF WEST HANTS	212.65	A/P	OUT-STD	05/24/2019
017728	05/24/2019	NICK'S INDEPENDENT	89.16	A/P	OUT-STD	05/24/2019
017729	05/24/2019	N. S. BUILDING SUPPLIES	12.37	A/P	OUT-STD	05/24/2019
017730	05/24/2019	OCEANSIDE PROPERTIES	1,695.98	A/P	OUT-STD	05/24/2019
017731	05/24/2019	OCR EQUIPMENT LTD.	70.01	A/P	OUT-STD	05/24/2019
017732	05/24/2019	PENNY CARVER	135.09	A/P	CLEARED	05/31/2019
017733	05/24/2019	PPM - PROVINCIAL PAVEMENT MARKINGS INC	5,071.50	A/P	OUT-STD	05/24/2019
017734	05/24/2019	PRINTERS CORNER	121.04	A/P	OUT-STD	05/24/2019
017735	05/24/2019	PROCOM DATA SERVICES INC.	4,760.74	A/P	OUT-STD	05/24/2019
017736	05/24/2019	REXEL ATLANTIC	246.02	A/P	OUT-STD	05/24/2019
017737	05/24/2019	RIVERPORT ELECTRIC LIGHT COMM	4,414.39	A/P	OUT-STD	05/24/2019
017738	05/24/2019	SOUTH SHORE REGIONAL HOSPITAL	480.00	A/P	OUT-STD	05/24/2019
017739	05/24/2019	SURE COURIER SERVICES	57.48	A/P	OUT-STD	05/24/2019
017740	05/24/2019	TONY SMITH	80.47	A/P	CLEARED	05/31/2019
017741	05/24/2019	TOWN OF MAHONE BAY	20,697.73	A/P	CLEARED	05/31/2019
017751	05/24/2019	WOOD WYANT INC.	1,483.57	A/P	OUT-STD	05/24/2019
017752	05/31/2019	ALTERNATIVE RESOURCE ENERGY AUTHORITY	32,576.14	A/P	OUT-STD	05/31/2019
017753	05/31/2019	ATLANTIC PURIFICATION SYSTEMS	1,368.15	A/P	OUT-STD	05/31/2019
017754	05/31/2019	DAVID ADAMS	15.58	A/P	OUT-STD	05/31/2019
017755	05/31/2019	DAY & NIGHT ALARMS	201.60	A/P	OUT-STD	05/31/2019
017756	05/31/2019	DYLAN HEIDE	250.76	A/P	OUT-STD	05/31/2019
017757	05/31/2019	EAST COAST WIPERS	41.40	A/P	OUT-STD	05/31/2019
017758	05/31/2019	LUKE WENTZELL	52.75	A/P	OUT-STD	05/31/2019
017759	05/31/2019	LYNN HENNIGAR	67.00	A/P	OUT-STD	05/31/2019
017760	05/31/2019	MAHONE BAY CENTRE SOCIETY	5,000.00	A/P	OUT-STD	05/31/2019

TOWN OF MAHONE BAY

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Number	Issued		Amount	SC	Status	Status Date
017761	05/31/2019	MINISTER OF FINANCE	84,532.00	A/P	OUT-STD	05/31/2019
017762	05/31/2019	N. S. BUILDING SUPPLIES	36.71	A/P	OUT-STD	05/31/2019
017763	05/31/2019	PENNY CARVER	5.22	A/P	OUT-STD	05/31/2019
017764	05/31/2019	PETER BURGOYNE	200.00	A/P	OUT-STD	05/31/2019
017765	05/31/2019	RIVERPORT ELECTRIC LIGHT COMM	172.00	A/P	OUT-STD	05/31/2019
017766	05/31/2019	SMALL TOWN INK	715.30	A/P	OUT-STD	05/31/2019
017767	05/31/2019	TONY SMITH	403.13	A/P	OUT-STD	05/31/2019
017768	05/31/2019	TOWN & COUNTRY PROPERTY	2,403.50	A/P	OUT-STD	05/31/2019
017769	05/31/2019	ULINE SHIPPING SUPPLY SPECIALISTS	182.46	A/P	OUT-STD	05/31/2019
017770	05/31/2019	UNION OF NS MUNICIPALITIES	1,050.00	A/P	OUT-STD	05/31/2019
017771	05/31/2019	WOOD WYANT INC.	425.58	A/P	OUT-STD	05/31/2019
017772	05/31/2019	HENNIGAR, TINA	2,969.61	A/R	OUT-STD	05/31/2019
Cheque Totals Issued:			439,150.20			
Void:			2,760.59			
Total Cheques Generated:			441,910.79			
Total # of Cheques Listed:			102			