

TOWN OF MAHONE BAY

TOWN COUNCIL

AGENDA

July 9, 2019

7:00 p.m.

Call to Order

1 Approval of Agenda

2 Minutes

2.1 Regular Meeting – June 27, 2019

3 Consideration of Delegations

4 Correspondence – Action Items

5 Correspondence – Information Items

- 5.1 Penny Carver – Thanking Council for support of LCSSAP.
- 5.2 Juanita Spencer, CEO, NSFM – Board Report, June 21, 2019
 - a. Board Initiatives Report
- 5.3 Joanna Grimley, Bayview Pines Country Inn – 2019 AAA/CAA TourBook of Atlantic Provinces
- 5.4 Donald Maillet, Highway Engineering & Construction TIR – Changes to Recoverable Costs.

6 Staff Reports

- 6.1 Staff Report – Report to Council – July 9, 2019
- 6.2 Staff Report – Pumphouse Generator

7 Council Items

- 7.1 Mayor Devenne – Partners for Climate Protection
- 7.2 Councillor Bain – Infrastructure Decoration
- 7.3 Councillor O’Neill - Recommendation for PAC Committee Appointment

8 Committee Reports

- 8.1 Age Friendly Community Committee – Draft Minutes – June 24, 2019
- 8.2 Heritage Advisory Committee – Draft Minutes – June 12, 2019
- 8.3 Joint Municipal Fire Services Committee – Bulletin – June 2019
- 8.4 Municipal Finance Corporation – June 2019 Newsletter
- 8.5 Municipal Joint Services Board – Minutes
 - a. January 23, 2019
 - b. March 27, 2019
 - c. May 22, 2019

9 New Business

10 Accounts

- 10.1 June 2019 Accounts

Closed Session

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

Adjournment



The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday, June 27, 2019 at 7:00 p.m. in Council Chambers.

Present:

Mayor Devenne
Deputy Mayor Nauss
Councillor Bain
Councillor Carver
Councillor Nowe
Councillor O'Neill
Dylan Heide, CAO
Maureen Hughes, Clerk

Absent: Councillor Feeney (with regrets)

Gallery: 4

Agenda

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

Minutes

A motion by Deputy Mayor Nauss, seconded by Councillor Bain, **"THAT the minutes of the June 11, 2019 regular Council meeting be approved as presented."** **Motion carried.**

Consideration of Delegations

Bicycle Nova Scotia

Council received a presentation from Ben Buckwald and Nabila Chatur, from Bicycle Nova Scotia, regarding Active Transportation and the Blue Route Hubs Bike Route Study.

Correspondence – Action Items

1. T.A. Dickison, from the Mahone Bay and Area Lions Club, with a request to install a Donation Meter on public property.

A motion by Deputy Mayor Nauss, seconded by Councillor O'Neill, **"THAT Council direct staff to develop a report on the feasibility of donation meters on public property in the Town of Mahone Bay."** **Motion carried**

2. The Mahone Island Conservation Association (MICA) with a request for financial support for the 17th Annual MICA Gala Dinner and Auction.

A motion by Deputy Mayor Nauss, seconded by Councillor Carver, **“THAT staff send a letter to MICA advising that the Town of Mahone Bay has a policy that governs the distribution of grants and that the deadline for the application for grant funds has passed.”**

Motion carried.

Correspondence – Information Items

1. NSFM with an information on the Ken Simpson Memorial Award 2019.

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **“THAT the above correspondence be received and filed.”**

Motion carried.

Staff Reports

Council Report for June 27, 2019

Council received the Council report for June 27, 2019.

Staff Report – Supportive Workplace Policy

Council received the Staff Report and Draft Supportive Workplace Policy which had been deferred from the June 11, 2019 Council meeting.

A motion by Deputy Mayor Nauss, seconded by Councillor Bain, **“THAT Council adopt the Supportive Workplace Policy as presented.”**

Motion carried.

Staff Report – Prize Policy

Council received a Staff Report and a draft Prize Policy, which had been deferred from the June 11, 2019 regular Council meeting.

A motion by Councillor Carver, seconded by Councillor O’Neill, **“THAT Council adopt the Town of Mahone Bay Prize Policy as presented.”**

Motion defeated

Staff Report – Donations Policy

Council received a staff report and a draft Donations Policy which had been deferred from the June 11, 2019 regular Council meeting.

A motion by Councillor Carver, seconded by Councillor Nowe, **“THAT Council adopt the Donations Policy as presented.”**

Motion carried.

Staff Report – Speed Sign Deployment Plan

Council received a staff report to accompany the Speed Sign Deployment plan developed by staff in consultation with the RCMP.

A motion by Deputy Mayor Nauss, seconded by Councillor O'Neill, **"THAT Council approve the Speed Sign Deployment Plan as presented."** Motion carried.

Staff Report – Centennial Update

Council received a staff report containing an update on Centennial planning.

A motion by Deputy Mayor Nauss, seconded by Councillor Carver, **"THAT Council accept the staff report for information."** Motion carried.

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **"THAT the paint colours for the bandstand remain the same colours that they have been."** Motion carried.

A motion by Councillor Bain, seconded by Councillor O'Neill, **"THAT Council refer the discussion regarding the proposed Decoration of Town Infrastructure to the Economic Development Committee to determine if the Committee is interested in being the reviewing body for submissions to such a program."** Motion carried.

Staff Report – Climate Mitigation Update

Council received a staff report with an update and recommendations concerning climate mitigation initiatives included in the 2019-20 budget.

A motion by Councillor O'Neill, seconded by Councillor Carver, **"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."** Motion carried.

Staff Report – Tax Exemption for Non-Profit Organizations By-law

Council received a staff report to accompany a draft Tax Exemption for Non-Profit Organizations By-law, which received first reading on May 3, 2019.

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **"THAT Council give second reading to the Non-Profit Organizations Bylaw."** Motion carried

Council Items

Council Appointment

A motion by Councillor O'Neill, seconded by Councillor Carver, **"THAT Deputy Mayor Nauss and Councillor Bain be appointed to the Governance for the Shared Building Services Committee."**

Motion carried.

Mahone Bay Music Association, Summer Concert Series

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **"THAT the Town of Mahone Bay support the Mahone Bay Music Association and the 2019 Concert Series."**

Motion carried.

Committee Reports

Heritage Advisory Committee

Council received the draft minutes of the June 12, 2019 meeting of the Heritage Advisory Committee as well as a statement of significance and a recommendation from the Heritage Advisory Committee.

A motion by Councillor Carver, seconded by Councillor Bain, **"THAT Council register the property at 16 Orchard Street as a Municipal Heritage Property."**

Motion carried.

Cemetery Committee

Council received the draft minutes of the June 17, 2019 meeting of the Cemetery Committee.

Planning Advisory Committee

Council received the staff report and draft Special Meetings Policy which had been deferred from the June 11, 2019 regular Council meeting.

A motion by Councillor O'Neill, seconded by Councillor Carver, **"THAT Council adopt the Policy for Planning Advisory Committee Special Meetings as presented."**

Motion withdrawn

A motion by Councillor O'Neill, seconded by Councillor Carver, "THAT Council direct staff to prepare a report and an amended Special Meetings Policy for the review of Council."

Motion carried.

Mahone Bay Pool Society

Council received the draft minutes of the June 11, 2019 meeting of the Mahone Bay Pool Society.

South Shore Regional Library Board

Council received the minutes of the May 15, 2019 meeting of the South Shore Regional Library Board.

Lunenburg County Senior Safety Program

Council received the June 2019 Monthly Report from the Lunenburg County Senior Safety Program (LCSSP) as well as the new LCSSP pamphlet.

Accounts

A motion by Councillor Nowe, seconded by Councillor Bain, **“THAT Council approve the accounts in the amount of \$439,150.20 as presented.”** **Motion carried.**

Closed Session

A motion by Councillor Nowe, seconded by Councillor Bain, to go into a closed session at 8:55pm to discuss acquisition, sale, lease and security of municipal property, as permitted by the MGA section 22(2)(a). **Motion carried.**

Council came out of Closed Session at 9:27 pm.

Council adjourned upon motion at 9:27 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

From: [NSFM Info](#)
Subject: NSFM Board Report, June 21st, 2019
Date: June 28, 2019 11:55:32 AM
Attachments: [image001.png](#)
[NSFM Board Initiatives Report--21-Jun-2019.pdf](#)

June 28th, 2019

TO: NSFM Board

FR: Juanita Spencer, CEO, Nova Scotia Federation of Municipalities

RE: NSFM Board Report, June 21st, 2019

I am pleased to send you the highlights of NSFM Board Report from our June 21, 2019, meeting. We would be pleased to answer any questions that may arise or hear any comments and/or suggestions.

Also attached is the update on our initiatives report.

1. **Wood Energy Projects:** Staff from the Department of Lands and Forestry delivered a presentation to the NSFM board on wood energy projects in Nova Scotia.
2. **Department of Municipal Affairs and Housing (DMAH) Update:** Staff from DMAH provided the NSFM Board with an update on the merger of the Department of Municipal Affairs and Housing Nova Scotia, effective June 3rd, 2019.
3. **Short Term Rentals:** The NSFM Board discussed the topic of short-term rentals (Airbnb) and decided that a letter should be written to DMAH emphasizing the importance of land-use planning remaining a municipal responsibility.
4. **Port Hawkesbury Airport:** The NSFM board discussed the topic of the Port Hawkesbury Airport and decided to direct staff to write a letter.
5. **NSFM Bylaw Revisions:** Proposed NSFM bylaw revisions with a digital change log were presented to the Board with a request that board members take the draft back to their municipalities for review and comment.
6. **NSFM Rules and Procedures Document:** A new rules and procedure document was presented and adopted.
7. **Women's Forum and Youth Forum:** The NSFM Board directed staff to investigate the

creation of a women's forum and a youth forum for municipal elected officials.

8. **Approval of 2018 Audited Statements:** The 2018 draft audited statements were approved.

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NOVA SCOTIA FEDERATION OF MUNICIPALITIES

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Board Initiatives Report – June 2019

NSFM Vision: Effective local government and strong, sustainable communities

NSFM Mission: To enable effective local government for Nova Scotia's communities by facilitating strategic advocacy, education and collaboration

Initiatives

1. CAP

Since February 2019 NSFM has led a steering committee with AMA and PVSC representation to strategically work towards a solution to the CAP issue. We have met with the Minister of Municipal Affairs and his staff on several occasions and have met with many key stakeholders. We have held meetings with policy staffers at the PC and NDP caucus offices, have given a presentation to the NDP caucus, and are preparing to meet with the Liberal, and PC caucuses. We are feeling positive vibes from the province but also know we are operating under a tight timeline. As meetings are planned for the days leading up to the board meeting, a more thorough update will be provided at the meeting.

2. EPR

At the Provincial/Municipal roundtable meeting on the 30th of October the Province asked NSFM to consult Nova Scotian businesses on the EPR proposal being developed in collaboration with the Solid Waste Chairs. NSFM and municipal solid waste staff throughout Nova Scotia received responses for a month and a half, with the consultation period ending on March 15th, 2019. The results of the consultation were collated and added to the EPR proposal produced by the Solid Waste Management Regional Chairs Committee Priorities Working Group. The Priorities Working Group met several times between March and May to develop drafts of the proposal, with the final EPR proposal being presented to the Regional Chairs on May 16th, 2019, where it was approved for submission to Nova Scotia Environment. After some additional finishing touches, the 88-page proposal was delivered to Minister Wilson on June 5th, 2019. The proposal was also sent to all NSFM members, and a CBC story by Michael Gorman covered the release. A spokesperson for the Minister of Environment has stated that the Minister will hold off on making any statements about the EPR proposal until the long-awaited efficiency study, another project of the Solid Waste Management Regional Chairs Working Group, is complete and submitted. NSFM staff expect this report to be complete and submitted by Regional Chairs in July 2019. Updates will follow as they are made available.

3. Roads

At the November conference it was hoped that a new funding agreement for roads would be in place by June 2019. A committee was struck to address this resolution, and a joint municipal-provincial roads committee is now underway. The committee has now finalized its work plan, and tasks have been assigned to committee members, with some work starting to trickle in. More updates will be provided on this as they become available. and any proposals or ideas regarding agreements will be circulated for comment well in advance of any substantive discussion on the topic.

4. Accessibility

Accessibility is one of the most significant issues facing municipalities. In the 2019 budget the Province allotted \$1M for accessibility related issues, and in our press release that followed, we noted that municipalities are looking for a substantially greater amount of financial assistance to help us become compliant with the Provincial accessibility legislation. Municipalities are being asked to ensure their communities are accessible by 2030.

5. NSFM's Contract to Support the Administration of the Gas Tax Fund

NSFM recently met with staff at DMA as part of our monthly scheduled meetings to discuss our work to support the administration of the Gas Tax Fund (GTF) in Nova Scotia. DMA staff reported that a signed contract for the work to be delivered in 2019-20 is forthcoming (there is a delay in getting the contract to NSFM due to the recent cabinet shuffle). For the services NSFM proposes to provide to support municipalities in meeting the requirements of the GTF, including federal communications and asset management requirements, NSFM is requesting \$125,000 for the 2019-20 fiscal.

6. Asset Management

NFSM continues to support municipalities with asset management planning, as a requirement of the 2014-24 Gas Tax Fund Agreement. On March 31, NSFM staff delivered a brief presentation at FCM's Annual Conference in Quebec City on the paper developed for its workshops to integrate climate considerations into asset management planning.

From: [Joanna at Bayview Pines Country Inn](#)
To: [Town of Mahone Bay Clerk](#)
Subject: AAA/CAA
Date: June 30, 2019 10:21:57 AM

Good morning,

I have just opened the 2019 AAA/CAA TourBook of Atlantic Provinces which is produced annually for all areas of Canada & USA to use. I am sure many are familiar with the publications.

Dismayed to see Mahone Bay no longer has a listing or even a mention. I have an accommodations business at Indian Point and was always included but this year nothing at all...not even a mention of Mahone Bay Town.

On investigation with head offices of the organization in Florida, it seems there was a decision by "upper management" to (and I am quoting) "eliminate" Mahone Bay as insignificant.

I feel Town council should be aware of this...with 58 million members of AAA/CAA it may have a significant impact upon our town.

I am sure there is an appeals process and I will look into that.

Hope this catches your interest and a joint effort can be made to resolve this.

With regards,
Joanna Grimley

[Joanna and Chris Grimley](#)
[BAYVIEW PINES COUNTRY INN](#)
678, Oakland Road,
Mahone Bay, Nova Scotia. B0J 2E0
Tel: 1 (902) 624 9970
Toll Free: 1 866 624 9970
E mail for Jo: bayviewpines@gmail.com
Website: www.bayviewpines.com

[link to great aerial video of Bayview Pines](#)

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Memorandum

To: All Municipalities
Department of Municipal Affairs
Highway Construction Services

From: Donald Maillet, Executive Director, Highway Engineering & Construction

Date: June 24, 2019

Subject: Changes to Recoverable Costs – Effective Spring / Fall 2020

When the Department of Transportation and Infrastructure Renewal (TIR) determines that the adjustment of manholes, catch basins and water valves is necessary while working within a Municipality, practice has been to give the Municipal Unit the option to have the work done using their own forces or have the work done by the Contractor, with TIR recovering the cost (based on a set value) from the Municipality at the end of a Contract.

Effective April 1, 2020, TIR is removing the option of allowing the Municipal Unit to do this work using their own forces. TIR's experience has been that having the Contractor complete the work, under the supervision of TIR staff, allows for a consistent process of adjustment of infrastructure across the Province. TIR will continue to recover the cost of this work, following the normal recovery process already in place, at the end of applicable contracts.

The recoverable cost to the Municipalities will also increase. Beginning in the fall of 2020, the following prices will be used for recovery of costs on paving, repaving and upgrading contracts from the Municipal Unit:

Item	Old Rate	New Rate
Adjustment of Manholes and Catch Basins	\$400.00	\$600.00
Adjustment of Water Valves	\$200.00	\$300.00



Donald Maillet, P.Eng.
Executive Director, Highway Engineering and Construction

c: Peter Hackett, Chief Engineer
Mark Peachey, Executive Director Maintenance and Operations
Brent Pero, Director Financial Services
Sean O'Connor, Construction Manager, Highway Construction Services
Construction Managers
District Directors

Report to Council

July 9, 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>			
		Notes: Waiting for resolution of property matters before staff are able to provide 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>		
		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>		
		Notes: In progress.					

4	Staff directed to review applicable policies and banking products and make recommendation to Audit Committee.	28-Feb-19	Jul, 2019				
		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				
		Notes: In progress.					
6	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				
		Notes: Staff report on June 27 agenda, final confirmation awaiting notifi of legacy fund application.					
7	Investigate establishing one or both cemeteries as stand-alone charities.	09-Apr-19	Sep, 2019	Not yet begun			
		Notes: None					
8	Investigate the development of a plot sale program.	09-Apr-19	Sep, 2019	Not yet begun			
		Notes: None					
9	Staff to contact MODL requesting offical inclusion of Mahone Bay residents in MODL Pro-Kids grant program.	03-May-19	Jul, 2019				
		Notes: Contact made with MODL.					
10	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				
		Notes: In progress.					
11	Staff to prepare a report on the proposed development of an Active Transportation Plan.	03-May-19	Jul, 2019				
		Notes: In progress.					
	Staff to review the placement of	03-May-19	Jul, 2019	Not yet begun			

12	garbage receptacles at park entrances and trail crossings with specific consideration to dog waste and cigarette butts and to report back to Council.	Notes: none					
13	Staff to write to MODL in response to request for operating grant toward the Lunenburg County Lifestyle Centre.	03-May-19	Jul, 2019	<div></div>	<div></div>	<div></div>	<div></div>
		Notes: Completed.					
14	Staff to explore possibility of agreement with Mahone Bay Centre Society for management of Town field.	11-Jun-19	Jul, 2019	<div></div>	<div></div>	<div></div>	<div></div>
		Notes: Staff in discussions with MBC Society.					
15	Staff to write Dept. of Municipal Affairs requesting appropriate notice for provincial consultations; cc MLA, NSFM.	11-Jun-19	Jul, 2019	<div></div>	<div></div>	<div></div>	<div></div>
		Notes: None					
16	Staff to develop a report on the feasibility of donation meters on public property in the Town of Mahone Bay	27-Jun-19	Jul, 2019	Not yet begun			
		Notes: None					
17	Staff send a letter to MICA advising that the Town of Mahone Bay has a policy that governs the distribution of grants and that the deadline for the application for grant funds has passed.	27-Jun-19	Jul, 2019	<div></div>	<div></div>	<div></div>	<div></div>
		Notes: Letter sent.					
18	THAT Council refer the discussion regarding the proposed Decoration of Town Infrastructure to the Economic Development Committee to determine if the Committee is interested in being the reviewing body for submissions to such a program.	27-Jun-19	Jul, 2019	<div></div>	<div></div>	<div></div>	<div></div>
		Notes: Referred to July 3, 2019 meeting of Economic Development Com Recommendation from committee anticipated on July 9th agenda.					
	THAT the Town of Mahone Bay	27-Jun-19	Jul, 2019	<div></div>	<div></div>	<div></div>	<div></div>

19	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.	Notes: Letter sent; FCM PCPP resolution on July 9, 2019 Council agenda				
20	THAT the Town of Mahone Bay support the Mahone Bay Music Association and the 2019 Concert Series.	27-Jun-19	Jul, 2019			
		Notes: CAO in contact with Mahone Bay Music Association regarding scl				
21	THAT Council register the property at 16 Orchard Street as a Municipal Heritage Property.	27-Jun-19	Sep, 2019			
		Notes: Staff have prepared a notification of Heritage Property Registrati the property owner and advising of a Heritage Property Hearing to be sc in September 2019.				
22	Staff to prepare a report and an amended Special Meetings Policy for the review of Council.	27-Jun-19	Sep, 2019	Not yet begun		
		Notes: None				

Chief Administrative Officer's Report - Next Update July 25		
1	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program	AIM Cohort community engagement session on June 21st. Staff working Municipality of the District of Chester GIS technical support to map Tow assets; AIM spreadsheets and associated mapping tools should be finaliz Sept for use by AM Committee. Additionally participated as one of two presenters on AIM webinar for non-cohort units, speaking on centennia management.
2	Invest in Canada Program - Call for Water / Wastewater Projects	Awaiting further updates on status of funding; update anticipated in July
3	2019-20 Centennial Program	Staff Report on June 27 agenda.
	Municipal Joint Services Board	MJSB ITSS online Cyber-Security training ongoing. MJSB exploring additi

4	Municipal Joint Services Board (MJSB)	shared service opportunities (safety, procurement, recreation infrastruc
5	Riverport Electric Shared Service Committee	Coordinating with Riverport re summer student, imports, equipment in policy development, truck procurement, etc. New shared logo under development: 
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 manageme services.
8	Alternative Energy Resource Authority (AREA)	Regular AREA staff meetings to support upcoming board meeting (review intermunicipal agreement, development of strategic recommendations) Pursuing decision on 2020 imports; NSUARB hearing with NSPI re BUTU application took place June 21, 2019, decision anticipated shortly.

Director of Operations' Report - Next Update July 25		
1	Bandstand Renovations	Project delayed due to personal reasons experienced by primary sub-co Expect a revised project schedule week of June 24.
2	Streets & Sidewalks	Town & Country Property Improvements was awarded the contract to c 2019 Street & Sidewalk Patching. All specified street line painting and si depression painting was completed. Speed monitoring signs were move 164 Main St. and 237 Edgewater St.
		A contract was awarded to Town & Country Property Maintenance for 2

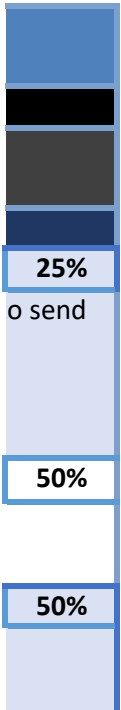


3	Cemeteries & Open Space	Mowing Services - Park Cemetery. New garbage receptacles have been installed at Park Cemetery. Tree trimming/removals were conducted along road to Park Cemetery from Kinburn St. to the trail crossing. Routine maintenance of parks, cemeteries and related facilities ongoing. Pool was removed and filtration system start-up procedures completed.
4	Electric Utility	Two new line poles were installed on Maple St. Entering into agreement with Altec Industries for short term lease of line maintenance truck. There was a scheduled power outage on June 2 for line maintenance affecting east of town 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 hired for the supply and installation of a back-up generator at the raw water pump house (closes June 27).
6	Sewage Collection & Treatment	Regular monitoring and maintenance activities continued. Bi-annual check of lift stations & grit chamber was completed. Annual servicing and inspection 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 - Next Update July 25		
1	Tax Sale	Staff had a delay receiving all of the required information to be included in 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 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 we were not able to get it to reconcile so we need to find/fix the problem. Our 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 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 - May 14, 2019				
1	Parking Enforcement (tickets issued)	April, 2019	3	YTD (since Dec. 2018):
		Notes: Additional no parking signage to be added on Orchard St. when v 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	38 Clearway St. Av. Speed 24 / 30 kph rev	95 Kinburn St Av. Speed 39 / 50 kph
4	Solid Waste (Tonage)	April, 2019	86.29	YTD: 86.29
		Notes: Recyclables = 9.02; Organics = 18.46; Garbage/Other = 46.19; Ca		
MORE TO COME				







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Town of Mahone Bay
Staff Report
RE: Pumphouse Generator
July 9, 2019

General Overview:

The purpose of this report is to update Council on the status of the Pumphouse Generator project.

Background:

On May 14, 2019 the Mahone Bay Town Council approved Town's 2019-20 budget including a capital project for the Water Utility consisting of the installation of a back-up generator at the utility's raw water pumphouse on Oakland Lake with allocation of \$40,000. This allocation was based on prior-year estimates.

Analysis:

The tender for "Supply and Installation of Back-up Generator at Raw Water Pumphouse" closed at 3:00 pm, Thursday, June 27, 2019.

Financial Analysis:

There were 3 bids received for this project. A summary of the bid amounts is provided below:

- \$69,544.00 + HST
- \$79,788.00 + HST
- \$94,300.00 + HST

All bids exceed the \$40,000 amount which was allocated in the 2019-20 budget for this project. Overedges result from installation costs, including the laying of a concrete pad as recommended by engineering firm CBCL Ltd. whom the Town contracted for designs.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.1 21st Century Infrastructure

- Optimize efficiency of Utilities

Recommendation:

It is recommended:

THAT Council increase the allocation for the Pumphouse Generator Project in the 2019-20 budget to \$75,000.

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

On June 27th, 2019 Council approved the Town joining the FCM–ICLEI Partners for Climate Protection Program. The following motion is required for the Town to join:

Council Resolution to Join the FCM–ICLEI Partners for Climate Protection Program

WHEREAS The Federation of Canadian Municipalities (FCM) and ICLEI–Local Governments for Sustainability (ICLEI Canada) have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

WHEREAS over 350 municipal governments across Canada representing more than 65 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

WHEREAS the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

BE IT RESOLVED that the Town of Mahone Bay review the guidelines on PCP Member Benefits and Responsibilities and then communicate to FCM and ICLEI Canada its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

BE IT FURTHER RESOLVED that the Town of Mahone Bay appoint the following:

- | | | |
|---------------------------|------------------|--|
| a) Corporate staff person | (Name) | Dylan Heide |
| | (Job Title) | Chief Administrative Officer |
| | (Contact number) | 902-624-1531 |
| | (Email address) | dylan.heide@townofmahonebay.ca |
| b) Elected official | (Name) | David Devenne |
| | (Job Title) | Mayor |
| | (Contact number) | 902-624-8327 |
| | (Email address) | david.devenne@townofmahonebay.ca |

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

Signature

Date



A meeting of the Age Friendly Community Committee for the Town of Mahone Bay was held on Monday, June 24, 2019 at 7:00 p.m. in Council Chambers.

Present:

Councillor Penny Carver
Crystal Berkeley
Lisa Learning
Anne Harrison (Left at 7:33pm)
Francis Kangata
Joan Parks-Hubley
Dylan Heide, CAO
Kelly Redden, Deputy Clerk

Absent:

Councillor Joseph Feeney
Greg Matear

Approval of Agenda

A motion by Ms. Harrison, seconded by Ms. Berkeley, **“THAT the agenda be approved as presented.”** **Motion carried.**

Minutes

A motion by Mr. Kangata, seconded by Ms. Parks-Hubley, **“THAT the minutes of the May 27, 2019 meeting be approved as presented.”** **Motion carried.**

Committee Member Updates

The Committee received updates from its members. The Committee discussed how the legalization of edible cannabis may affect residents of the Town. The Committee invited member Francis Kangata, Prevention and Health Promotion Coordinator with NS Health, and his colleagues to present to the Age Friendly Community Committee at their next meeting on the 23rd of September. Mr. Kangata will confirm with staff whether his group is available to present to the Committee by the 6th of September so that the presentation can be advertised for public attendance.

The Committee also discussed how they might make recommendations to the municipal planning review process which is upcoming.

Discussion – 2019 Committee Action Plan

The committee reviewed and amended the draft action plan.

A motion by Mr. Kangata, seconded by Ms. Learning, **“THAT the committee recommend that Council adopt the Age Friendly Committee’s 2019-2020 Action Plan as amended.”**

Motion carried.

Discussion – Youth Membership

Mr. Kangata will arrange a meeting with the principal of Bayview Community School to discuss the possibility of a student joining the Age Friendly Community Committee.

The meeting adjourned by motion at 8:20 pm

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Penny Carver

Deputy Clerk, Kelly Redden

draft Age Friendly Community Committee Action Plan

- 1)** Publicize existence of Committee, share relevant information and solicit correspondence / delegations, making use of Town website, Mayor's Newsletter and social media.

TIMELINE: Q1 – Q4 2019

BUDGET: none

- 2)** Make recommendations to support social connection / participation of new residents including improved new residents' package(s) / events.

TIMELINE: Q1 – Q3 2019

BUDGET: none

- 3)** Solicit and make recommendations concerning infrastructural barriers and service standards (walkways, benches, etc.) including supporting the development of Active Transportation Plan by making recommendations to Council intended to support inclusive participation; collaborate with Asset Management Committee.

TIMELINE: Q1 – Q4 2019

BUDGET: \$250

- 4)** Participate in review of Municipal Planning Strategy and Land Use By-Law, applying planning principles of age friendly communities. Suggested topics: zoning/location of alcohol/cannabis retailers (policy recommendations?).

TIMELINE: Q2 – Q4 2019

BUDGET: none

- 5)** Promote age friendly training opportunities / recognition of age friendly leadership in community. Collaborate to support sessions / workshops for seniors and youth in Mahone Bay.

TIMELINE: Q1 – Q4 2019

BUDGET: \$750

- 6)** Consider housing issues and explore solutions as they relate to age friendliness (aging in place), connecting with the work of the South Shore Housing Action Coalition.

TIMELINE: Q3 – Q4 2019

BUDGET: none

- 7)** Promote inclusive recreational activities that support social connection / participation for young people as well as intergenerational activities; collaborate with Bayview School, MODL.

TIMELINE: Q1 – Q4 2019

BUDGET: none

- 8)** Follow up / monitor ongoing efforts: 2017 Age Friendly Mahone Bay research project, NOW Lunenburg County physician recruitment, Taming the Octopus initiative, quality of life survey (engage NS).

TIMELINE: Q1 – Q4 2019

BUDGET: none

- 9)** Development of 5+ year Age Friendly Community Plan

TIMELINE: Q3 – Q4 2019

BUDGET: \$500



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

JOINT MUNICIPAL FIRE SERVICES COMMITTEE BULLETIN

FIRE SERVICE ADMINISTRATION

In Nova Scotia, there are many models relating to the administration of fire services. Possible models include: Fire Service Coordinator staff positions, Fire Advisory Committees, Fire Service Associations, direct contact with fire chiefs (especially in towns), etc.

Fire Services are within the scope of municipalities as laid out in the *Municipal Government Act*. As such, municipalities need to find a model suited to maintain fire services that meet community needs safely, financially, and sustainably.

At the end of the day, the fire service is a service that is provided and funded by residents and is no different from policing, waste management, planning or recreation. Open communication for strategic plans, major purchases, performance models, etc. are necessities so all parties involved can enhance the fire service and hold true to the Municipal Modernization platform. Selecting a model is a start to achieving this objective.

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

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

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

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

Why is Fire Service Administration/Coordination so Important?

Coordination helps enable:

- Efficient fire services by coordinating resources, purchases, policies, and a liaison between municipalities and the fire service.
- A united fire service to allow for progress and adaption with the ever-evolving world of firefighting by embracing modernization.
- Long term planning to ensure a safe, effective and sustainable fire services geared towards the changing needs of your communities.

Risk Management:

- Helps in the reduction of liabilities with agreements, tendering procedures, record keeping, etc.
- Provide resources to understand and interpret legislation, policies, guidelines, requirements and so forth.
- Assist with Risk Management Planning and Mitigation Strategies.

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

- Coordination will allow for better information exchange between the municipality and the fire service.
- Administration may relieve stress on the fire chief to allow them to focus more on operations and training.
- There is a group of nine (9) fire service coordinators currently operating in Nova Scotia who could act as a resource to help you and answer some questions. (Chester, West Hants, Guysborough, Colchester, Richmond, Barrington, Cumberland, Lunenburg, and Victoria currently have positions filled)
- A Coordinator may assist in development of recommendations related to service delivery standards, funding formulas, infrastructure and capital planning, policy structure, and long-range plans for fire services within the Municipality.

As a representative of a fire department do you know?

- A municipality may make policies pertaining to fire and emergency services.
- Nine (9) fire coordinators currently work for municipalities in Nova Scotia as listed above.
- Administration could reduce some of your administrative workload.
- Fire Service Administration will assist in allowing your department to move forward with new and innovative models.
- A fire coordinator is a municipal employee who could assist with value added services such as GIS Mapping, by-law development, records management, guideline development, etc.
- Administration allows for timely, coordinated and consistent messaging to local fire departments.
- A fire coordinator may assist you in organization of training.
- That a fire coordinator could help you with purchasing equipment to save your department money.



Nova Scotia
**MUNICIPAL
FINANCE
CORPORATION**

quarterly newsletter

Volume 5 Issue 1

June 2019 www.nsmfc.ca

Summer is finally here.....I think.

With the various spring conferences now over, we continue to strive to help improve financial management capacity in Nova Scotia's municipalities. We are always seeking, reviewing, and developing tools and programs to assist municipalities in making financial decisions. So, if you have any suggestions as to areas you think we may be able to help, please do not hesitate to contact us. We are always more than willing to assist.

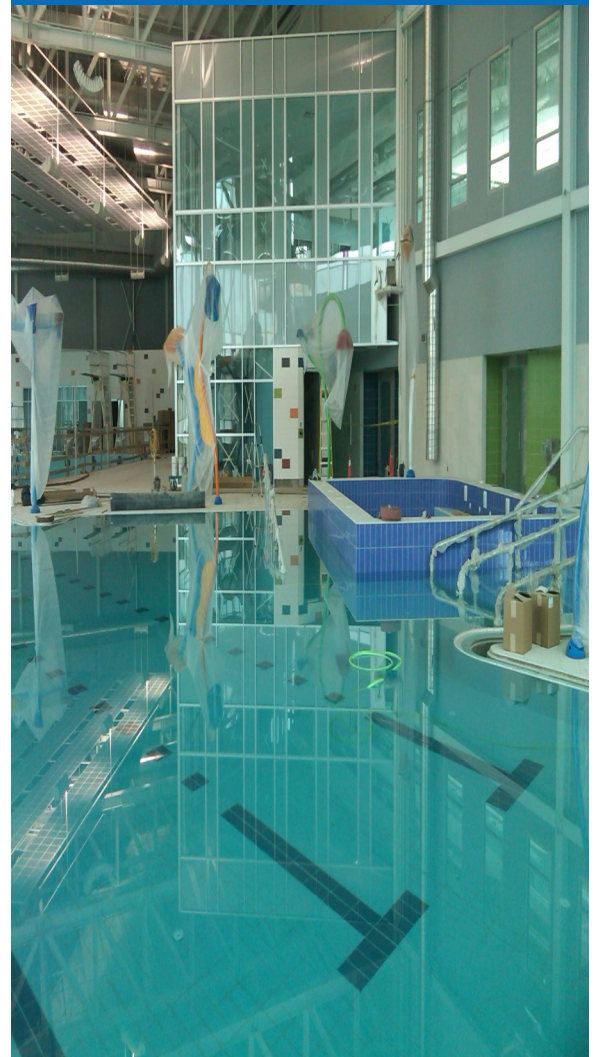
As you will read within this newsletter, the Corporation provides more than low interest loans to our clients. We continue to promote the use of our Best Practices, the Debt Affordability Model, our Short-Term Loan, our High Interest Savings Account, our Mentoring Program, the Government Finance Officers Association of US and Canada and the Canadian Association of Government Finance Officers as useful tools. You can read more about these various programs further in this newsletter.

If you are interested in learning more about or would like a presentation on any of our products, please do not hesitate to contact us. We would be more than happy to come and talk to you and your Council about any of them.

As always, thank you for taking the time to read this newsletter.

Paul

Paul Wills, CPA, CMA
CEO/Treasurer



Our Location

Nova Scotia Municipal Finance
Corporation

Maritime Centre

1505 Barrington Street, Suite 1501
Halifax, Nova Scotia

Our Mailing Address

Nova Scotia Municipal Finance
Corporation

PO Box 850, Station M

Halifax, Nova Scotia

Canada

B3J 2V2

MFC Staff

CEO/Treasurer: Paul Wills, CPA, CMA

P: (902) 424-4590

E: paul.wills@novascotia.ca

Manager of Financial Services:

Bob Audoux, CPA, CGA

P: (902) 424-7172

E: bob.audoux@novascotia.ca

Administrative Assistant: Margo Horne

P: (902) 424-6333

E: margo.horne@novascotia.ca

Nova Scotia Municipal Finance Corporation

Mission Statement:

To provide capital infrastructure financing at the lowest available cost, within acceptable risk parameters, and to provide financial management advice and assistance to clients.

This mission is achieved through the issuance of debentures. The Corporation pools municipal borrowing requirements which eliminates the need for individual municipalities to negotiate and administer their own debenture issues. Under this arrangement, the debt issuance function remains in the public sector domain.

Why the Municipal Finance Corporation?

The Nova Scotia Municipal Finance Corporation (MFC) was established by an Act of the Legislature of the Province of Nova Scotia in 1979 (*Municipal Finance Corporation Act, Chapter 301*). The MFC concept is widely used in Canadian provinces and American states as a cost effective, efficient means of raising long-term debenture funds to finance municipal capital projects. Studies have shown that smaller municipalities with lower credit ratings receive the greatest interest savings from MFC participation and that all municipalities can benefit from savings in the cost of administration on outstanding debenture issues. In addition, two of the five members of the board of directors are appointed based on the recommendation of the Union of Nova Scotia Municipalities, which ensures strong municipal representation.

Who must finance capital projects through the MFC?

The objective of the Corporation is to provide financial assistance to its clients, including municipalities, villages, municipal enterprises, school boards, and hospitals. All municipalities, villages, and municipal enterprises must finance their external capital requirements through the Corporation through the issuance of a debenture. Fire Departments are incorporated under special legislation and qualifies as a "service commission" under the *Municipal Finance Corporation Act* thereby enabling it to borrow in its own name with a municipal guarantee. To qualify the fire department must provide a municipal service and have taxing powers. The MFC uses credit enhancement and debt-pooling techniques to meet clients' approved funding requirements at the lowest possible cost.

Long-Term Loans For Capital Infrastructure

Pooled debenture issues are the most used product that the MFC offers its clients. The MFC regularly goes to market with two debenture issues each fiscal year, in the spring and fall.

Nova Scotia Municipal Finance Corporation

As a Crown Corporation, MFC's powers and responsibilities are set out in the *Municipal Finance Corporation Act (1979)* and the Corporation is accountable to the Nova Scotia legislature through the Minister of DMA and Housing

A Board of Directors appointed by the Governor-in-Council governs the Corporation. The Board is comprised of six directors: two members are senior provincial public servants, two members are appointed upon the recommendation of the NSFM, one member is appointed upon the recommendation of the AMA, and one member is appointed from the community at large.

The Corporation is completely self-funded. The Minister of DMA and Housing is required by legislation to approve the annual administration budget. The Corporation levies fees on loans made to its clients to help offset its administrative expenses.

Support staff and resources from the provincial Departments of Finance and Treasury Board and DMA and Housing have been provided to the Corporation. The Corporation also contracts with the Department of Justice for the provision of legal services. The advice and assistance given by all three provincial departments is a valuable contribution to the operations of the Corporation.

Short Term Loan Program

In 2014, the Corporation secured a \$50-million line of credit from the Nova Scotia Department of Finance and Treasury Board to facilitate requests from municipalities. Previously, the Corporation's reserve fund was used to provide short-term loans to clients that had completed capital projects and were awaiting participation in the next debenture issue. This change creates an opportunity for the municipal client to access even lower interest rates than before, and for the Corporation to invest and earn more interest on its reserve fund. Interest is charged at 90-day Bankers' Acceptance Rate plus 50 basis points (1/2%) calculated using the Canadian Dollar Offered Rate.

If you have a completed capital project but missed the fall debenture offering, contact Bob Audoux at (902)-424-7172 or bob.audoux@novascotia.ca for information on how to access this program.

Mentoring Program

When a new Director of Finance is hired who lacks municipal experience, we have a program to help assist the new hire. This program will assist the new municipal Director of Finance become more accustomed to municipal government by speaking with a retired Director of Finance to help understand the way municipalities function and operate. The Corporation will pay the mentor to meet with the newly hired Director of Finance for four sessions for up to three hours each time. Topics covered will be:

• Fund Accounting	• Director's Responsibilities	• Budget Process	• Year-end Working Papers
• Council Reports	• Tax Sales	• CAO/DOF Relationship	• Nonconsolidated/Consolidated Financial Statements

If you have recently hired a new Director of Finance, or are about to, and would like to access this program, please contact Paul Wills at 902-424-4590 or paul.wills@novascotia.ca.

What are the MFC best practices?

In 2003, MFC and the Association of Municipal Administrators of Nova Scotia (AMA) formed a joint committee to develop financial management best practices for municipalities in Nova Scotia. The Committee used practices developed by the Government Finance Officers Association (GFOA) and adapted them to fit Nova Scotia's legislation and practices. Overall, 32 best practices were created to help support the financial health of municipalities in Nova Scotia.

The committee was re-established again in the summer of 2013 to revisit the best practices to determine which could be considered "core" or high priority. Of the 32 best practices, seven were determined to be core or high priority. (<https://www.nsmfc.ca/sample.html>)

Best practices are proven and reliable techniques or methodologies. They can be simple or complex, but overall they are meant to be effective and efficient strategies for accomplishing a task. MFC's best practices are designed to support good governance by promoting accountability, transparency, value for money, and risk management. A typical best practice includes background information about why it is considered important, suggested resources from other organizations, and step-by-step guides for implementation.

They are not generic templates to download, take to Council and get approved. Some work must be done first to tailor them to your municipality's needs and context. MFC can work directly with your staff to adapt any of the best practices into policies to suit your needs, from the research and writing involved in drafting policies to making presentations to council.

To find out how we can work with you contact Paul Wills at (902) 424-4590 or email: Paul.Wills@novascotia.ca

MFC Best Practice Profile

Relationship Between Budgetary and Financial Statement Information

The original recommended practice was developed by the Government Finance Officers Association (GFOA). Some aspects of the practice have been revised by the Financial Management Capacity Building Committee (FMCBC) for use by Nova Scotia municipal governments. The original GFOA recommended practice is *Relationship Between Budgetary and Financial Statement Information* approved by the GFOA in 1999.

Recommendation

The GFOA recommends that a local government's budget document should clearly define the basis of accounting used for budgetary purposes. If the budgetary basis of accounting and the generally accepted accounting principles (GAAP) basis of accounting are the same, then this fact should be clearly stated. If the budgetary basis of accounting and the GAAP basis of accounting are different, major differences and similarities between the two bases of accounting should be noted. The description of the differences between the GAAP basis of accounting and the budgetary basis of accounting should be written in a manner that is clearly understandable to those without expertise in either accounting or budgeting.

Purpose

By explaining the major differences found in GAAP and the Canadian public sector accounting board (PSAB) with the basis of accounting used by a municipality, stakeholders and residents better understand and interpret the numbers presented in budget documents and financial statements. By providing greater clarity to stakeholders and the public, a municipality becomes more transparent and accountable.

Background

The basis of accounting used for the purposes of financial reporting with GAAP/PSAB is not necessarily the same basis used in preparing a local government's budget document. For example, governmental funds are required to use the modified accrual basis of accounting in GAAP/PSAB financial statements, but the cash basis of accounting may be used in those same funds for budgetary purposes. Differences between GAAP/PSAB and the budgetary basis of accounting often occur because regulations governing budgeting may differ from GAAP/PSAB.

Considerations in Policy Development

When municipalities wish to explain the differences between their budgetary and financial statement documents, some considerations should be made. The following is a description of some components that municipalities should consider when developing a document explaining the relationship between its budgetary and financial statement documents.

- Municipalities should explain the principles of GAAP/PSAB.
- Municipalities should explain the guidelines that they have followed, if they differ.
 - * This may involve including the Financial Reporting and Accounting Manual and legislations from the Municipal Government Act.
- A description of the differences and how they differ should be included.
 - * They should be explained in an understandable and readable format.
 - * If there are difficult accounting terminologies, they should be defined.

Upcoming Events

Canadian Association of Government Finance Officers

2019 NATIONAL conference: OCTOBER 2ND - 4th—Responding to disruption: Opportunities for Finance

Welcome to our 2019 National Conference. We have been holding conferences since the 1970's, originally under the banner of GFOA of Western Canada. While we have gotten bigger and better than those early days, the world has also become more challenging, technology more complex and our delegates more demanding. Similar challenges face our members in their organizations. If any of us ever get comfortable, we find ourselves Responding to Disruption. That is why in 2019, we are bringing together amazing speakers and the best technical experts from the leading companies in our field to work with our delegates so that we can all be inspired to see disruption as an Opportunity for Finance.

We are a professional development conference providing the highest quality PD for Finance Officers working in the public sector. We have the head of PSAB to deliver his annual update. Leaders in the fields of budgeting, financial reporting, asset management and Information Technology will keep you informed about the latest developments in their fields. But real professional development is more than just being able to report 17 verifiable hours to your professional association. At the conference, you will get to debate hot-topic issues with your peers and participate in interactive discussion Forums that will ensure you can apply what you learned and return being more effective in your work.

Along with expanding our technical skills and networking with our colleagues, our conference is also an opportunity to have some fun! Tuesday evening's Welcome Reception will be held at the Richmond Olympic Oval, the iconic building which hosted the speed skating events at the 2010 Winter Olympics. Delegates will get to spend the evening at the Olympic Museum where they can do virtual bobsled runs, ski jumps, and other Olympic events. The Local Committee is planning special entertainment for our Thursday night Banquet at the Sheraton. If you can extend your stay, you could a walk along the seawall, go whale watching, or shop the high-end shopping district in downtown Vancouver.

This years conference event will be held at the beautiful Sheraton Vancouver Airport Hotel. For information and updates visit the conference website at www.cagfo.ca

How to Register

\$700 until July 15, 2019 (Early Bird) Note: Includes meals and socials. \$750 after July 15, 2019. There is a choice of 3 optional preconference session on October 1st at an additional cost of \$400 each. To register, please click on the link <https://cagfo.ca/2019-conference/>

Guest Room Registration

Don't miss the opportunity to book your accommodations at our host hotel the Sheraton Vancouver Airport Hotel.

A special rate is available for CAGFO Conference. Guestrooms have been set aside for this Conference from September 30 - October 5th. Please book your guestrooms by August 29th at the latest. To book a room please click on the following link: <https://cagfo.ca/2019-conference/>

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
Held in the District of Lunenburg's Council Chambers, 210 Aberdeen Road, Bridgewater
Wednesday, Jan 23, 2019 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor Bolivar-Getson
Councillor Garland
D. Mayor Moore
Alex Dumaresq, Deputy CAO

TOWN OF BRIDGEWATER

D. Mayor Tanner
Tammy Crowder, CAO

TOWN OF MAHONE BAY

Councillor Feeney
Councillor Nowe
Dylan Heide, CAO

REGRETS

Mayor David Mitchell, Town of Bridgewater
Councillor McInnis, Town of Bridgewater

ALSO IN ATTENDANCE WERE

Siew Secord, COO
Tamara Fraser, Recording Secretary

1. CALL TO ORDER

Mayor Devenne called the meeting to order at 6:30 p.m.

2. APPROVAL OF AGENDA – Added Items

Moved by D. Mayor Tanner, seconded by, Mayor Bolivar-Getson to approve the Agenda as circulated. Carried.

3. APPROVAL OF MINUTES OF NOVEMBER 28, 2018, MEETINGS AS CIRCULATED

Moved by Councillor Feeney, seconded by D. Mayor Moore, that the Minutes of the November 28, 2018, Municipal Joint Services Board meeting be approved. Carried.

4. NEW BUSINESS:

4.1 Presentation – Waste Ap

Stephanie Smits, Supervisor Outreach & Communications, MJSB, presented the new Waste Ap for smart phones.

Mrs. Smits advised the waste ap was introduced so residents would know when their collection day is; the ap also answers questions about recycling. She noted it is based on the civic address of a property.

She noted:

- 735 dwellings have searched for their collection day.
- 152 dwellings have signed up for a reminder of some type (Text, email)
- 176 dwellings have downloaded the waste app (Android or Apple Device)

Mrs. Smits advised the Public Outreach Department has been doing information booths to make residents aware of the new ap.

Mrs. Secord noted the waste ap is funded through Region 6.

4.2 Budget Timeline

Circulated with the Agenda was the timeline for the 2019-20 budget.

Mrs. Secord explained the Draft Capital (5 year) and Operating Budget Review dates as follows:

Meeting with CAOs	Week of Feb 11, 2019
Review by Finance and Budget Committee	Week of Feb 14, 2019
Draft for Board Approval	February 28, 2018
Council Approval	March-April 2019

She explained there are 3 Units for the Budget, Waste Site, IT Department and HR Services.

Mrs. Secord noted she will try to remain with the same tipping fees as last year.

Mayor Devenne inquired if the HR person would be an extra staff or a secondment.

Mrs. Secord advised the HR position is a secondment from the Town of Bridgewater.

Mayor Devenne welcomed Councillor Richard Nowe as a new Board member.

4.2 Waste Tipping Fee Concern – Councillor Garland

Councillor Garland advised she received an email from a concerned resident in Pine Grove. The resident had concerns about the cost of tipping fees at the Waste Site, he was previously a resident of Queens County where they are able to drop off a certain amount of waste for free. The resident felt the tipping fees at the site might encourage people to illegally dump garbage to save on cost.

Circulated with the Agenda was the email and Mrs. Secord's response explaining the programs in place at the Waste Site, and steps to take if he sees an illegal dumpsite.

Councillor Garland noted she responded to the resident and advised the Municipality is looking into bi-weekly bulk collection instead of twice a year (spring, Fall).

Mrs. Secord explained the 2-bag free program for residents of the Municipality of the District of Lunenburg.

4.3 2 Bag Free Program

Circulated with the Agenda was a list of FAQs on the 2 Bag Free Program.

Mr. Dumaresq advised at a previous MoDL meeting Councillor Ernst felt the 2-bag free program was being miscommunicated by councilors. He added Council requested the question be brought to the Joint Services Board for clarification; to ensure councillors are communicating the same information as the waste site.

Mrs. Secord advised this program is available to residents of the Municipality of the District of Lunenburg only. They are able to bring in 2 bags (55 lbs each) of garbage for

free. She noted residents of the Town of Mahone Bay and Town of Bridgewater are able to bring their garbage in for free, if they've missed a pick-up.

D. Mayor Moore inquired if bags are inspected when brought to the site.

Mrs. Secord advised yes, similar to curbside inspection, bags brought to the site are subject to spot inspections at Public Bins.

4.4 Tower Structure for Sweetland & Covey Lake Residents - MoDL

Circulated with the Agenda was a request for the Municipal Joint Services Board to write a letter of affirmation in support of TNC Wireless Ltd.'s application for the placement of a telecommunications tower at 908 Mullock Road, Whynott's Settlement. The request was from the Municipality of the District of Lunenburg.

Mr. Dumaresq explained MoDL council has been working for a few years now to expand internet access for rural areas. He noted there are a couple of projects where Modl has been able to secure Federal funding and did receive a small grant from the Province to run a pilot project which saw a fixed tower in the Sweetland area.

He advised some customers couldn't see the tower and therefore could not buy the service. Customers in Whynott's Settlement and Tancook are 2 of the areas where internet access was unavailable.

Mr. Dumaresq advised TNC Wireless Ltd. will be installing two 40 metre towers, one in Whynotts Settlement, and a second on Tancook Island to expand access to fixed wireless internet service.

He noted the Waste Site on Mullock Road has proved to be an ideal location for the placement of fixed wireless internet technology, due to its elevation, the density of under-served homes in the surrounding communities, and nearby access to power and fibre optic cables.

The terms of the proposed lease would require all construction and operating costs would be the responsibility of the proponent, meaning there are no budget implications for the Municipal joint Services Board. The placement of the tower will also not affect operations at the waste site.

Mr. Dumerasq explained MoDL is looking for a letter of affirmation from the Municipal Joint Services Board that they are willing to sign a lease with TNC Wireless, to fulfill federal regulation processes.

Mayor Bolivar-Getson noted the Site was chosen as a supplement for Sweetland service; part of the pilot project for Sweetland.

Councillor of Feeney declared conflict of interest as an employee of Bell Canada and would not be voting on this matter.

Councillor Feeney suggested the Board have a good understanding of what happens if the venture fails and the project is no longer financially sustainable, who will be responsible for the cost of removing the tower.

D. Mayor Tanner inquired who would be negotiating the lease.

Mr. Dumerasq advised the structure initially would be handled by MoDL. The lease itself would be between the Municipal joint Services Board and TNC Wireless and Board staff will be part of the lease negotiation.

D. Mayor Tanner noted the Town of Bridgewater and public service commission does have equipment on some other towers along the border of the Town lines. He wondered if there is other equipment that the Town of Bridgewater or the Town of Mahone Bay could be put on that tower; what other partners can be included in a lease clause.

Mr. Dumerasq advised officials from TNC Wireless had confirmed other parties may be included in the lease, the only restriction being engineering; confirm they are not over burdening the tower.

D. Mayor Tanner suggested a note to the CAOs asking if there are there any areas need equipment or may have future need for equipment.

Mayor Devenne suggested contacting REMO as well.

Mayor Devenne confirmed the parties involved with the lease agreement will be MoDL, TNC Wireless and staff from the Municipal Joint Services Board.

Mr. Dumerasq requested a motion so MoDL can have something in writing for the regulatory process.

Moved by, D. Mayor Tanner seconded by Councillor Nowe, to that the Municipal joint Services Board authorize staff to write a letter of affirmation in support of TNC Wireless Ltd.'s application for the placement of a telecommunications tower at 908 Mullock Rd. Carried.

Mr. Heide inquired if the site was selected or suggested during the RFP process.

Mr. Dumerasq advised the Site was identified in a preliminary way during the Sweetland pilot project. The RFP identified the Site as a prime location for a tower.

4.5 HR Shared Service Update & Next Step

Mrs. Secord advised HR Shared Services was approved at the previous meeting. The Town of Bridgewater has reviewed the HR position and some changes will need to be made; the job description requires updating.

She noted the employee's current job description included some administrative functions which are not part of the new position. The new position, HR Co-Ordinator, will require a job description with pay scale.

This position will be incorporated in the 2019-20 budget.

Mayor Bolivar-Getson inquired if there is any indication of what the new position will be based at.

Mrs. Secord noted no, the position is under review.

Mr. Heide inquired if the per hour rate to the partners will change.

Mrs. Secord noted yes it could change but it would be marginal.

Mayor Bolivar-Getson asked to have the HR Shared Services motion re-read

Mr. Dumerasq read the previous motion from September 26, 2018.

It is recommended that the Municipal Joint Service Board approves and recommend to the partner Councils that an agreement for the provision of shared Human Resources support services be developed whereby the HR support person of the Town of Bridgewater is seconded to the MJSB for a twelve (12) month trial period.

Mr. Dumerasq also noted the recommended cost allocation was as follows;

- 60% Town of Bridgewater
- 40% Municipality of the District of Lunenburg
- Services to Town of Mahone Bay and Municipal Joint Services Board on hourly cost recovery basis of \$32 per hour.

He noted once the secondment agreement between the Town of Bridgewater and the Board is complete the terms and cost will be laid out. He added the motion is fine, only the budget will change.

D. Mayor Tanner inquired about the 60/40 split for HR services.

Mrs. Secord advised the Town of Bridgewater committed to 60% use of HR Services while MODL committed to 40%, any hours used by the Town of Mahone Bay or Joint Services will be billed by the hour; the rate will be determined in the agreement.

Mr. Dumerasq noted the secondment agreement is meant to act like the IT Shared Services Agreement, if one of the partners uses more time those percentages would increase/decrease accordingly.

4.6 Insurance RFP Update & Review

Mrs. Secord gave an update on the Insurance RFP.

She advised the Insurance RFP went out December 5, 2018 and closes on Jan 31, 2019.

Mrs. Secord advised at the last CAO meeting it was determined the RFP should be reviewed by an independent party as insurance policies expire March 31, 2019.

She explained she has two consultant names for the review, one is local the other based in Alberta. Mrs. Secord advised she is able to contact both to get quote for the review.

Councillor Feeney inquired if the costs will be allocated to all parties participating in the RFP or is that a cost born specifically by the Board.

Siew noted all parties participating in the RFP will shared in the cost.

Councillor Feeney wondered if, because of the tight timelines, do we need a preauthorization for cost to have the review completed.

Mrs. Secord advised she prefers to send the RFP to the two consultants for a quote. She will then notify the Board members via email of the cost.

Ms. Crowder advised the matter is more about risk and if all the Board members are in agreeance then the chances of it not being approved at the next meeting are minimal. She explained you do need a motion because it's unbudgeted, however, in this case we either have to call a special meeting or wait.

Councillor Feeney inquired if there are any non-partners in the RFP.

Mrs. Secord advised the only non-partner is the LCLC.

It was determined Mrs. Secord would proceed to get quotes from the two companies and send information to the board for approval via email for retention of the review.

4.7 Ban of Single Use Bags & 4-Cart Collection System

D. Mayor Tanner inquired as to how the other partners are feeling on the topic of banning single use plastic bans.

Mrs. Secord noted HRM is looking into a 3-cart system; believes the ban is coming. In HRM there is a draft by-law to incorporate ban stores from distributing single use plastic bags. This is proposed to take effect by the end of 2019.

Mrs. Secord also noted HRM has approved switching to black and blue bins for landfill waste and recycling materials.

She advised the Curbside Collection RFP included some flexibility for collection to ensure equipment purchased allows for 4-stream bin collection. She noted when purchasing green bins it can take more than 3 months to receive.

Mayor Bolivar-Getson suggested this could be phased in over time.

Ms. Crowder suggested residents could pay for their carts.

Mr. Heide inquired if there would be a limit on recyclables with the bin system.

Mrs. Secord noted the current limit for collection in the Municipality of the District of Lunenburg is 4 cubic metres for each waste stream. In the Town of Bridgewater and Town of Mahone Bay it is 2 cubic metres. She added a bin system would reduce those numbers.

The Board discussed a 4 bin-system.

Mayor Bolivar-Getson commented if we changed to a clear bag to ensure proper recycling, wouldn't bins make inspections more difficult.

Councillor Garland wondered what happens to seasonal residents; 4 bins would be more difficult to get to the main road during winter months.

Councillor Feeney inquired how long it would take to order all the carts.

Mrs. Secord advised a minimum of 1 year for delivery.

5. IN CAMERA

6. RECOMMENDATIONS/REFERRALS FROM COMMITTEES

7. CORRESPONDENCE

8. ADDED ITEMS:

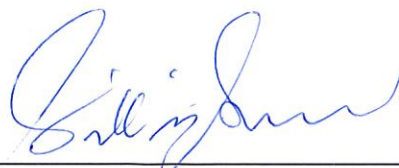
9. Next Meeting Date – February 27, 2019

10. ADJOURNMENT

There being no further business at 8:00 p.m., it was moved by D. Mayor Moore, seconded by Councillor Garland, that the meeting adjourn. Carried.



MAYOR DEVENNE, CHAIRMAN



SIEW SECORD, COO

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
Held in the District of Lunenburg's Council Chambers, 210 Aberdeen Road, Bridgewater
Wednesday, Mar 27, 2019 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Councillor Garland
D. Mayor Moore
Mayor Bolivar-Getson

TOWN OF BRIDGEWATER

D. Mayor Tanner
Councillor McInnis
Tammy Crowder, CAO

TOWN OF MAHONE BAY

Councillor Nowe
Councillor Feeney
Dylan Heide, CAO

REGRETS

Mayor David Devenne, Town of Mahone Bay
Mayor David Mitchell, Town of Bridgewater

ALSO IN ATTENDANCE WERE

David Muise, Director of IT
Elana Wentzell, Director of Finance, Municipality of the District of Lunenburg
Siew Secord, COO
Tamara Fraser, Recording Secretary

1. CALL TO ORDER

D. Mayor Tanner called the meeting to order at 6:30 p.m.

OK.
No change

2. APPROVAL OF AGENDA – Added Items

Moved by Mayor Bolivar-Getson, seconded by, Councillor Nowe to approve the Agenda as circulated. Carried.

3. APPROVAL OF MINUTES OF JANUARY 23, 2019, MEETINGS AS CIRCULATED

Moved by D. Mayor Moore, seconded by Councillor McInnis, that the Minutes of the January 23, 2019, Municipal Joint Services Board meeting be approved. Carried.

4. NEW BUSINESS:

4.1 ITSS Update - Cyber Security Risk & Insurance (presentation)

Mr. Muise presented Cyber Security Risk & Insurance, a component of RFP 2018-004 Insurance. He noted BFL Canada was the successful proponent.

Mr. Muise explained the deductible for a cyber occurrence is \$15,000 per occurrence.

Mayor Bolivar-Getson requested an example of a cyber incident.

Mr. Muise advised personal information loss is an example of cyber risk, this can lead to financial loss.

Mr. Muise reviewed the strategies to address risk.

- Avoidance – eliminate the risk all together
- Mitigate / Control – take action to reduce risk
- Transfer – move the risk to another organization
- Accept – covers the extremes

Mr. Muise noted EastLink looks after some cyber security.

He noted factors affecting cyber-risk exposure;

- Technical controls
- Public facing (web) services
- PCI-DSS compliance requirements
- Points of entry
- Monitoring capability
- Convenience and use ability trade-offs
- End use activity
- Corporate culture

Mr. Muise reviewed security and privacy liability. He noted it covers;

- Loss from security failure or failure to protect confidential information
- Covers punitive damages, civil fines, consumer redress funds (credit monitoring), PCI-DSS fines
- Could range from a small number of records to a whole database

He explained the PCI-DSS fines would be limited to the LCLC.

D. Mayor Tanner inquired the likelihood of it happening to us, seeing how it's happened to other municipalities.

Mr. Muise advised the Municipal Joint Services Board is in very good shape.

Mr. Muise explained Network interruption;

- Pays loss the insured incurs as a result of a security failure
- Costs incurred in the first 120 days of a disruption that would not otherwise have been incurred

and Cyber extortion;

- Pays loss the insured incurs as a result of a security threat or privacy threat

Mr. Muise explained Malware can lead to other losses;

- Exfiltration of data
- Encryption of files
- Account takeover
- Data integrity issues (changing account balances)
- SCADA systems are a special concern

Mr. Muise noted Cyber Insurance is new with a minimal track record for actuaries to determine rates/coverage and the pre-coverage questionnaires' are geared toward large organizations. He added the Municipal Joint Services Board has improved the security of its' partners substantially although there is still room for improvement.

- Improving end user security awareness
- Revisit items that negatively impact cyber security; password changes, complexity, two-factor authentication, wifi passwords, public access.

He recommended establishing a cyber security reserve fund with an annual contribution equal to the proposed premium to be used by any partner (2019-20 budget) to offset a claim that would otherwise be covered by cyber liability insurance. He also recommended continuing to enhance our cyber security through additional awareness and controls.

Mayor Bolivar-Getson inquired how the reserve fund would operate.

Mr. Muise explained the reserve fund would build each year, if the funds were not used.

D. Mayor Tanner inquired if we have an issue, would EastLink or municipal insurance cover it?

Mr. Muise advised no, EastLink may be held liable for some losses but you would have to prove negligence.

Mrs. Secord advised the \$17,000 is not included in the 2019-20 budget, it would need to be approved by the partners first. She explained the fund would be part of the indirect costs, a designated operating reserve fund.

Mr. Muise noted the funds would only be available if you had a loss over \$15,000.

Councillor Feeney inquired if the funds would be available to units participating in IT Shared Services or just the partners.

Mayor Bolivar-Getson inquired if there would be a cap on the operating Fund, there will have to be a policy approved by the Board.

Mrs. Secord advised this item can be added to the 2019-20 Budget as it hasn't been approved by councils yet.

The Municipal Joint Service Board discussed and Operating Fund for cyber security.

Mrs. Secord explained the Municipal Joint Services Board doesn't currently have an Operating Reserve, it has a Capital Reserve Fund. She noted if an Operating Fund was created all partners would be covered by the fund; a cap amount would be set in the fund, which would be determined by the Board.

Moved by, Councillor McInnis seconded by Mayor Bolivar-Getson to create an Operating Reserve for IT Shared Services in the amount of \$17,000 for cyber security. Carried

D. Mayor Tanner inquired about the timeline for a policy/agreement for the IT Operating Reserve Fund.

Mr. Muise advised he will have something for the May meeting.

4.2 Community Litter Clean-up Incentive Program (presentation)

Circulated with the Agenda was a request from the Municipality of the District of Lunenburg to bring in a program to encourage residents to pick up litter along the sides of the road. The suggested incentives, Community Litter Clean-Up Incentive Program, are Grant Programs sponsored by the Eastern Region Solid Waste Management and from Region 7; both programs used payment per km of highway cleaned.

Stephanie Smits presented on Earth Day litter clean up.

She advised the Earth Day challenge began in 1999, the Waste Site provided bags/gloves for volunteers and GE Environmental collected the bags. She noted in 2002 Region 6 took over program and in 2008 the Recycling Centre assumed responsibility; registering groups, providing bags, gloves. All Earth Day participants are volunteers.

Mrs. Smits advised the next Earth Day Litter Challenge is Wednesday, April 24, 2019

Angela Taylor, Enforcement Officer, presented on Anti-Littering & Secured Loads.

Mrs. Taylor explained new signs will be erected along the highway 325, Whynott's Settlement and Mullock Road, warning litter watch in effect. This is to study if litter will decrease in areas where it's being watched.

She noted since May 1, 2018, 47 unsecured load warnings have been issued.

Mrs. Taylor advised she will be working with the RCMP Community Police Office doing Litter Traffic Stops to promote how to report someone littering. As well a Community Litter Committee will be set up.

Mrs. Taylor explained the new social media advertising campaign, Litter Excuses, to encourage residents to report dumping/littering.

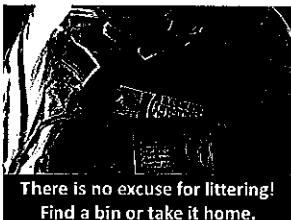
" I couldn't find a bin"



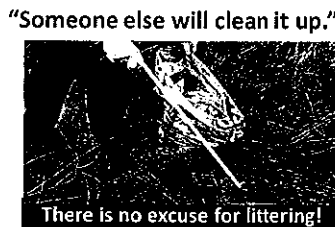
Litter and face a fine up to \$697.00

Report a Litterer

If you have to look to make sure no one is watching, then you shouldn't be doing it!



"Someone else will clean it up."



Report a Litterer



She noted there will also be a social media campaign for illegal dumping.



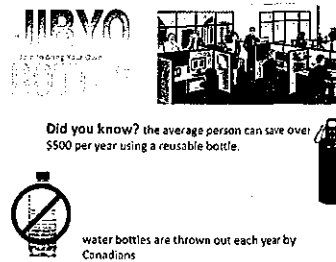
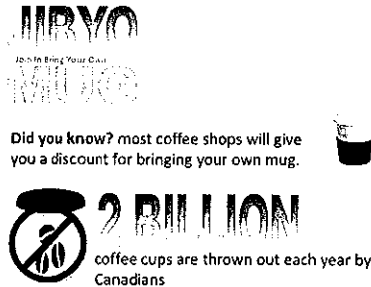
Illegally Dump and face a fine up to \$1272.50
Call (902) 543-2991



Illegally Dump and face a fine up to \$1272.50
Call (902) 543-2991

Mrs.

Taylor explained a new campaign to encourage residents to "Join in Bring Your Own" JIBYP Mug, Bag, Water Bottle.



Mayor Bolivar-Getson noted there are very few places to refill water bottles and wondered if there is any money through Region 6 to promote bottle fill up stations.

Councillor McInnis noted it's difficult to prove someone littering from their car.

Mrs. Taylor explained she would contact the person and has the ability to write an administrative ticket in the amount of \$100.

Mrs. Secord advised with the programs in place if a grant program is introduced residents may no longer volunteer their time. She suggested donating money as a prize to schools or organization instead of using pay to residents to clean up.

Mrs. Taylor advised the municipalities currently using the grant programs have low turnout for Earth Day / Adopt a Highway.

Councillor Garland noted participants of the Earth Day Challenge are getting older and some are no longer able to take part.

Councillor Feeney inquired if the Grant Program was going to be established through the Municipal Joint Service Board or if it would be through the Municipality of the District of Lunenburg.

D. Mayor Moore inquired about the budget; \$100 per km, would there be a cap on the distance. She explained it would be an opportunity for the Municipality of the District of Lunenburg to set an example.

The Municipal Joint Services Board discussed the Litter Incentive Program.

Councillor Nowe suggested promoting #JIBYO with water bottles reusable mugs to help eliminate coffee mugs, water bottles along the side of the road.

D. Mayor Tanner suggested Mrs. Smits and Mrs. Taylor report back with more information pros/cons, recommendations for each side at the next meeting.

Mayor Bolivar-Getson explained this is an initiative of the Municipality of the District of Lunenburg, there are other municipalities that have these incentives. She explained this incentive is a thank you to the groups who clean up.

D. Mayor Tanner explained staff is explaining with the good turn outs of volunteers there is no monetary incentive required. Perhaps other incentives with water bottles, plaques, etc.

Mayor Bolivar-Getson explained she will take it back to council but believes the program council is looking for is the one currently presented.

4.3 TOL Negotiations – In Progress

Mayor Bolivar-Getson advised Mr. Malloy announced his retirement.

Mrs. Secord advised the next meeting with the Town of Lunenburg is scheduled for April 8, 2019.

4.4 Next Shared Service

Shared Services Committee and CAOs – Next Meeting

Mrs. Secord advised the Shared Services Committee will be meeting on April 10, 2019.

4.5 Draft 2019-20 Operating Plan and 5-Year Capital Program

Mrs. Secord advised the CAOs have reviewed the budget as well it has been approved by the Finance Committee.

Mrs. Secord reviewed the 2019-20 Operating and 5-year Capital Program.

She noted the highlights from 2018-19

- “0” Put/Pay penalty
- Completion of Environmental Management Plan – reduce Site monitoring from 4 times / year to bi-annual testing

- Compliance with all aspects of the NSE requirements including purchase of south side 400' buffer zone.
- Completion of Waste Collection RFP
- Completion of several new Site improvement projects;
 - Water supply well
 - Site fencing for litter control
 - Security and Fire control plan

Mrs. Secord reviewed the Operating expenses for 2018-19:

- New gate (damaged by customer)
- Generator
- Water supply well and electric
- C & D bins
- Fencing for litter
- Loader purchase
- Land purchase

She noted total expenses were \$414,100 with \$142,482 from Operating and \$195,000 of funding coming from the Reserve. She explained \$76,618 of the expenses were recovered from the sale of the loader and coverage for the damaged front gate.

Mrs. Secord reviewed the challenges for 2019-20.

She noted the core services remained the same with the addition of HR Shared Services (pilot project).

Mrs. Secord reviewed the 2019-20 Capital projects:

- Roof & walls repairs to Maintenance Building - \$35,000
- Paving to Bio-solid loading area - \$105,000
- Enforcement vehicle replacement
- Site vehicle replacement – fitted for salting and fueling

She advised the replacement of old compost building (2011-12) will begin in 2019-20, \$350,000 and carry over to 2020-21, 450,000.

Mrs. Secord reviewed the 2019-20 Operating Program.

She noted tipping fees will remain the same for 2019-20. She also noted IT Shared Services costs have increased due to licensing fee increased and more staff added to the municipalities.

Mrs. Secord advised Site monitoring costs have been reduced with bi-annual testing instead of quarterly testing.

Moved by Councillor McInnis, seconded by Mayor Bolivar-Getson to approve the proposed 5-year Capital Program and draft 2019-20 Operating Budget as presented, with \$17,000 added to the IT Operating Reserve Fund for cyber security. Carried.

4.6 Plastic Ban Initiative Update

Mrs. Secord advised circulated with the Agenda was a copy of TOL draft plastic bag ban by-law.

Ms. Crowder advised HRM is taking the lead on the banning of plastic bags; HRM researching by-law drafting and enforcement. She noted HRM is looking at late summer early fall for by-law approval.

4.7 HRSS – Secondment Agreement Approval

Circulated with the Agenda was a copy of the draft Secondment Agreement for HR Shared Services.

Moved by Mayor Bolivar-Getson seconded by Councillor Feeney to approve the HR Shared Services Secondment Agreement as circulated. Carried.

5. IN CAMERA

At 8:31 p.m., it was moved by, Mayor Bolivar-Getson seconded by D. Mayor Moore, that the Municipal Joint Services Board go In Camera to discuss the following items:

5.1 Contract Negotiation - Insurance

Carried.

6. RECOMMENDATIONS/REFERRALS FROM COMMITTEES

7. CORRESPONDENCE

8. ADDED ITEMS:

9. Next Meeting Date – April 24, 2019

10. ADJOURNMENT

There being no further business at 8:43 p.m., it was moved by D. Mayor Moore, seconded by Councillor Nowe, that the meeting adjourn. Carried.



MAYOR DEVENNE, CHAIRMAN

SIEW SECORD, COO

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
Held in the District of Lunenburg's Council Chambers, 210 Aberdeen Road, Bridgewater
Wednesday, May 22, 2019 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Councillor Garland
Councillor Bell
Alex Dumaresq, D. CAO

TOWN OF BRIDGEWATER

D. Mayor Tanner
Councillor McInnis
Tammy Crowder, CAO

TOWN OF MAHONE BAY

Mayor David Devenne
Councillor Nowe
Councillor Feeney
Dylan Heide, CAO

REGRETS

Mayor Bolivar-Getson, Municipality of the District of Lunenburg
Mayor David Mitchell, Town of Bridgewater
D. Mayor Moore, Municipality of the District of Lunenburg

ALSO IN ATTENDANCE WERE

Siew Secord, COO
Tamara Fraser, Recording Secretary

1. CALL TO ORDER

D. Mayor Tanner called the meeting to order at 6:30 p.m.

2. APPROVAL OF AGENDA – Added Items

Moved by D. Mayor Tanner, seconded by, Councillor Feeney to approve the Agenda as circulated. Carried.

3. APPROVAL OF MINUTES OF March 27, 2019, MEETINGS AS CIRCULATED

Moved by Councillor Nowe, seconded by Councillor McInnis, that the Minutes of the March 27, 2019, Municipal Joint Services Board meeting be approved. Carried.

4. NEW BUSINESS:

4.1 Community Litter Clean-up Incentive Program - update

Mrs. Secord gave an update on the Community Litter Clean-up Incentive Program presented at the March 27, 2019, meeting.

She advised staff presented to MODL council about the current programs. She noted a \$10,000 grant has been approved by MODL council; it has not determined how this will be used. Mrs. Secord advised they are looking for Councillor Ernst's input on how to use the funding as he is the one who initiated the program and he is also a participant in SW Region Chair.

Mrs. Secord noted the Waste Site organizes Earth Day for the 3 partners' areas and is working with MODL for the best solution for Community Litter Clean-up. She added the Earth Day challenge is growing not shrinking.

Mrs. Secord advised a Litter Pick-up Committee will be set up to oversee the funding applications and best practices.

4.2 4th Quarter Report

Circulated with the Agenda was a copy of the 4th Quarter Report 2018-19. Mrs. Secord advised there are a few outstanding items, nothing material.

She noted the purchase of a piece of land (outside budget) and the purchased a piece of equipment affected Capital.

Councillor Feeney inquired about the transfer from Capital Reserve.

Mrs. Secord advised money was transferred from the Capital Reserve to cover the purchase of a piece of equipment.

She advised there was an increase in billable revenue and the Site Monitoring recovery came in below budget (\$171,000) at \$141,000.

Mrs. Secord reviewed Operation Report – Waste Site.

Mrs. Secord reviewed IT Shared Services 4th Quarter Report.

Councillor Feeney inquired about non-partner direct costs.

Mrs. Secord explained non-partners have an MOU with the Municipal Joint Services Board, direct costs are forecasted for each non-partner, number of staff, number of locations they have, support hours; non-partners require a budget. The MOU is reviewed every year.

She added net revenue from non-partners goes to the partners, reducing the year end total.

Moved by Councillor McInnis, seconded by Councillor Feeney, to accept the 4th Quarter Report as presented. Carried.

4.3 TOL Negotiations

Circulated with the Agenda was a draft Agreement between the Town of Lunenburg and the Municipal Joint Services Board.

Mrs. Secord advised she and Kevin Malloy met with the Town of Lunenburg regarding the draft Agreement. She noted the draft Agreement will be presented to their council; she has yet to receive a response.

Mrs. Secord advised she offered to do a presentation to Council or answer any questions, if required.

The Board discussed the Agreement with the Town of Lunenburg.

Mr. Dumaresq advised since the meeting where the Agreement was presented, Kevin Malloy had a meeting with the Mayor and CAO of the Town of Lunenburg, he was

advised the Agreement is on the May 28, 2019, Agenda. He noted Mr. Malloy is expecting a response this month.

D. Mayor Tanner inquired if there was any discussion about invoicing for costs and charging interest on those costs.

Mr. Dumaresq advised the Agreement was written to avoid a certain level of litigation. It was written so Council would be able to discuss and make a decision.

5. IN CAMERA

At 7:05 p.m., it was moved by, D. Mayor Tanner seconded by Councillor Garland, that the Municipal Joint Services Board go In Camera to discuss the following items:

5.1 Shared Services Update

- Proposed Service – Procurement**
- Proposed Service – Safety Service**
- Recreation Study – Update MODL**

Carried.

Municipal Joint Services Board In Camera in session.

At 7:30 p.m.; it was moved by D. Mayor Tanner, seconded by Councillor Feeney, that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Municipal Joint Services Board in session.

6. RECOMMENDATIONS/REFERRALS FROM COMMITTEES

7. CORRESPONDENCE

8. ADDED ITEMS:

9. Next Meeting Date – June 26, 2019

10. ADJOURNMENT

There being no further business at 7:35 p.m., it was moved by Councillor Feeney, seconded by D. Mayor Tanner, that the meeting adjourn. Carried.


MAYOR DEVENNE, CHAIRMAN
SIEW SECORD, COO

TOWN OF MAHONE BAY

BNK1 - Bank of Montreal

Cheques from 000001 to 000001 dated between 06-01-2019 and 06-30-2019

CHEQUE REGISTER

Printed: 10:10:56AM 07/04/2019

Page 1 of 2

Number	Issued		Amount	SC	Status	Status Date
017773	06/07/2019	ADVOCATE MEDIA	1,000.50	A/P	OUT-STD	06/07/2019
017774	06/07/2019	AGAT LABORATORIES	196.65	A/P	OUT-STD	06/07/2019
017775	06/07/2019	DAVID DEVENNE	1,245.96	A/P	OUT-STD	06/07/2019
017776	06/07/2019	DERRICK MACKENZIE	171.93	A/P	OUT-STD	06/07/2019
017777	06/07/2019	G.E.'S ALL TRUCKING	5,950.53	A/P	OUT-STD	06/07/2019
017778	06/07/2019	J. LEWIS PROPERTY HOLDINGS	50.00	A/P	OUT-STD	06/07/2019
017779	06/07/2019	JOHN HINCKLEY	606.14	A/P	OUT-STD	06/07/2019
017780	06/07/2019	LONDON LIFE ASSURANCE COMPANY	3,516.08	A/P	OUT-STD	06/07/2019
017781	06/07/2019	LUNENBURG COUNTY CONDOMINIUM CORPORATION #2:	246.00	A/P	OUT-STD	06/07/2019
017782	06/07/2019	MEGHAN RAFFERTY	7.80	A/P	OUT-STD	06/07/2019
017783	06/07/2019	MERLYN CORKUM'S AUTO BODY & TOWING LTD	230.00	A/P	OUT-STD	06/07/2019
017784	06/07/2019	MUNICIPALITY OF LUNENBURG	252.98	A/P	OUT-STD	06/07/2019
017785	06/07/2019	MUNICIPAL JOINT SERVICES BOARD	8,616.00	A/P	OUT-STD	06/07/2019
017786	06/07/2019	NICK'S INDEPENDENT	26.96	A/P	OUT-STD	06/07/2019
017787	06/07/2019	OCR EQUIPMENT LTD.	215.74	A/P	OUT-STD	06/07/2019
017788	06/07/2019	PENNY CARVER	308.11	A/P	OUT-STD	06/07/2019
017789	06/07/2019	PETTY CASH - K. BOULIER	47.30	A/P	OUT-STD	06/07/2019
017790	06/07/2019	PHILIP LAWSON	195.14	A/P	OUT-STD	06/07/2019
017791	06/07/2019	RIVERPORT ELECTRIC LIGHT COMM	8,121.31	A/P	OUT-STD	06/07/2019
017792	06/07/2019	ROYAL CANADIAN LEGION	75.00	A/P	OUT-STD	06/07/2019
017793	06/07/2019	SCOTIA BUSINESS CENTRE LIMITED	574.53	A/P	OUT-STD	06/07/2019
017794	06/07/2019	SCOTIA RECYCLING LTD	46.00	A/P	OUT-STD	06/07/2019
017795	06/07/2019	SOUTH SHORE REGIONAL CENTRE FOR EDUCATION	33,348.00	A/P	OUT-STD	06/07/2019
017796	06/07/2019	SOUTH SHORE REGIONAL HOSPITAL	600.00	A/P	OUT-STD	06/07/2019
017797	06/07/2019	SURE COURIER SERVICES	38.92	A/P	OUT-STD	06/07/2019
017798	06/07/2019	TOWN OF MAHONE BAY	10,158.00	A/P	OUT-STD	06/07/2019
017799	06/17/2019	COATES, BARBARA J & W. JOHN WRIGHTMAN	124.36	A/R	OUT-STD	06/17/2019
017800	06/17/2019	MILLETT, MARILYN	95.51	A/R	OUT-STD	06/17/2019
017801	06/17/2019	ACE PEST/TERMINIX CANADA	57.50	A/P	OUT-STD	06/17/2019
017802	06/17/2019	CBCL LIMITED	2,439.04	A/P	OUT-STD	06/17/2019
017803	06/17/2019	ENVIROSYSTEMS INC	1,647.09	A/P	OUT-STD	06/17/2019
017804	06/17/2019	GEORGIA WEST	146.05	A/P	OUT-STD	06/17/2019
017805	06/17/2019	KONICA MINOLTA	1,103.83	A/P	OUT-STD	06/17/2019
017806	06/17/2019	LONDON LIFE ASSURANCE COMPANY	3,516.08	A/P	OUT-STD	06/17/2019
017807	06/17/2019	MINISTER OF FINANCE	1,085.60	A/P	OUT-STD	06/17/2019
017808	06/17/2019	MUNICIPALITY OF CHESTER	14.00	A/P	OUT-STD	06/17/2019
017809	06/17/2019	N. S. BUILDING SUPPLIES	272.29	A/P	OUT-STD	06/17/2019
017810	06/17/2019	OCEANSIDE PROPERTIES	1,877.43	A/P	OUT-STD	06/17/2019
017811	06/17/2019	PRINTERS CORNER	430.09	A/P	OUT-STD	06/17/2019
017812	06/17/2019	RC PROPERTY MAINTENANCE	575.00	A/P	OUT-STD	06/17/2019
017813	06/17/2019	RIVERPORT ELECTRIC LIGHT COMM	715.10	A/P	OUT-STD	06/17/2019
017814	06/17/2019	SAFETY FIRST-SFC LTD	287.50	A/P	OUT-STD	06/17/2019
017815	06/17/2019	SAUNDERS MOTORS CO. LTD.	462.83	A/P	OUT-STD	06/17/2019
017816	06/17/2019	SCOTIA RECYCLING LTD	46.00	A/P	*VOID*	06/17/2019
Void Reason: Duplicate invoice entered in error						
017817	06/17/2019	STARK INTERNATIONAL INC.	3,729.00	A/P	OUT-STD	06/17/2019

TOWN OF MAHONE BAY

BNK1 - Bank of Montreal

Cheques from 000001 to 000001 dated between 06-01-2019 and 06-30-2019

CHEQUE REGISTER

Printed: 10:10:56AM 07/04/2019

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Number	Issued		Amount	SC	Status	Status Date
017818	06/17/2019	THE FLAG SHOP	178.40	A/P	OUT-STD	06/17/2019
017819	06/17/2019	TOWN & COUNTRY PROPERTY	1,064.46	A/P	OUT-STD	06/17/2019
017820	06/17/2019	TOWN OF MAHONE BAY	10,176.62	A/P	OUT-STD	06/17/2019
017821	06/17/2019	WOOD WYANT INC.	67.79	A/P	OUT-STD	06/17/2019
017822	06/21/2019	KELLY REDDEN	740.52	A/P	OUT-STD	06/21/2019
017823	06/21/2019	PAM KNICKLE	750.00	A/P	OUT-STD	06/21/2019
017824	06/21/2019	RIVERPORT ELECTRIC LIGHT COMM	674.70	A/P	OUT-STD	06/21/2019
017825	06/21/2019	STAN'S DAD & LAD SHOP	32.20	A/P	OUT-STD	06/21/2019
017826	06/21/2019	VANOOSTRUM FARM EQUIPMENT	5,577.50	A/P	OUT-STD	06/21/2019
017827	06/21/2019	BRUCE, BETTY	173.83	A/R	OUT-STD	06/21/2019
017828	06/28/2019	AGAT LABORATORIES	320.85	A/P	OUT-STD	06/28/2019
017829	06/28/2019	DYLAN HEIDE	157.13	A/P	OUT-STD	06/28/2019
017830	06/28/2019	GOW'S HARDWARE LTD.	119.06	A/P	OUT-STD	06/28/2019
017831	06/28/2019	GRAYBAR CANADA	30.25	A/P	OUT-STD	06/28/2019
017832	06/28/2019	HOUSING NOVA SCOTIA	11,449.00	A/P	OUT-STD	06/28/2019
017833	06/28/2019	KINGS COUNTY FIREFIGHTERS ASSOCIATION	825.00	A/P	OUT-STD	06/28/2019
017834	06/28/2019	MUNICIPAL JOINT SERVICES BOARD	37.48	A/P	OUT-STD	06/28/2019
017835	06/28/2019	NICK'S INDEPENDENT	22.47	A/P	OUT-STD	06/28/2019
017836	06/28/2019	N. S. BUILDING SUPPLIES	119.06	A/P	OUT-STD	06/28/2019
017837	06/28/2019	RIDEOUT TOOL & MACHINE INC	469.89	A/P	OUT-STD	06/28/2019
017838	06/28/2019	SCOTIA RECYCLING LTD	46.00	A/P	OUT-STD	06/28/2019
017839	06/28/2019	SOUTH SHORE TOURISM COOPERATIVE	350.00	A/P	OUT-STD	06/28/2019
017840	06/28/2019	XYLEM CANADA COMPANY	745.20	A/P	OUT-STD	06/28/2019
017841	06/28/2019	DEBORAH TRASK	500.00	A/P	OUT-STD	06/28/2019

Cheque Totals Issued: 129,051.29

Void: 46.00

Total Cheques Generated: 129,097.29

Total # of Cheques Listed: 69