

TOWN OF MAHONE BAY

TOWN COUNCIL

AGENDA

September 10, 2019

7:00 p.m.

Call to Order

1 Approval of Agenda

2 Minutes

2.1 Regular Meeting- July 25, 2019

2.2 Special Meeting – August 6, 2019

3 Consideration of Delegations

3.1 Aaron Long, AREA - Electric Vehicle Chargers

3.2 Siew Secord, MJSB – Solid Waste By-law Amendments

4 Correspondence – Action Items

4.1 Ian MacDonnell – Paving Request

4.2 NSFM – Call for nominations, Ken Simpson Memorial Award 2019

4.2.a. Ken Simpson Memorial Award Application

4.3 Keith Pomeroy, Mahone Bay Civic Marina - Marina Business Plan 2019

4.4 Gregory Flinn, Lunenburg County Sport Heritage Society – Invitation to purchase advertising space

4.5 Charles Uhlman, Mahone Bay and Area Lions Club – Invitation to sponsor charter night booklet

5 Correspondence – Information Items

5.1 Mark Furey, Minister of Justice – Additional Officer Program revitalization.

5.2 NSFM – August 13, 2019 Newsletter

5.3 Stacey O'Rourke, Director, Communications, CNSOPB – Board Announces Retirement of Chief Executive Officer

5.4 Amy Pugsley Fraser, Communications Advisor, NSFM – Free Atlantic Idea Camp

6 Staff Reports

6.1 Staff Report to Council – September 10, 2019

6.2 Staff Report – CodeRED Policy

6.3 Staff Report – Centennial Budget Update

6.4 Staff Report – Low Carbon Communities Application

6.5 Staff Report – Flag Pole Donation

6.6 Staff Report – Refunding Parking Tickets

6.7 Staff Report – Public Works Storage

7 Council Items

7.1 Mayor Devenne – Vandalism at Tennis Court

7.2 Mayor Devenne – Vending By-law Review

7.3 Councillor O'Neill - Backyard Chickens and Bees

7.4 Councillor Carver – CPT Transit Meeting, August 29, 2019 – Verbal Report

8 Committee Reports

8.1 Police Advisory Board – July 25, 2019 – Draft Minutes

8.2 Economic Development Committee – July 31, 2019 – Draft Minutes

8.3 Heritage Registration Hearing - 16 Orchard Street

8.3.a Statement of Significance

8.4 Lunenburg County Seniors Safety Partnership

8.5 South Shore Housing Action Coalition – Status Report: Short Term Accommodations

8.6 Cost Sharing Advisory Committee – July 22, 2019 – Draft Minutes

9 New Business

10 Accounts

11 Closed Session

11.1 MGA Section 22(2)(e) - Contract Negotiations

Adjournment



The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday July 25, 2019 at 7:00 p.m. in Council Chambers.

Present:

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

Absent: Councillor Bain (with regrets)

Gallery: 6

Agenda

A motion by Councillor Feeney, seconded by Councillor Carver, **"THAT the agenda be approved as amended to include, under New Business the second reading of the amendment to the Land Use By-law, and the Open Shoreline Zone across from Rebecca's Restaurant."**

Motion carried.

Minutes

A motion by Nauss, seconded by Councillor Carver, **"THAT the minutes of the July 9, 2019 regular Council meeting be approved as presented."**

Motion carried.

A motion by Councillor Carver, seconded by Councillor Feeney, **"THAT the minutes of the July 16, 2019 Special Council meeting be approved as presented."**

Motion carried.

Consideration of Delegations

Barry Dorey – Classic Car Museum

Council received a presentation from Barry Dorey who discussed his interest in developing an AMC Museum in Mahone Bay and in discussing the possibility of acquiring property in Mahone Bay for such a museum.

Deputy Chief Adam Ekins – Mahone Bay and District Fire Department

Council received the Quarterly Fire Department Report from Deputy Chief Adam Ekins. Deputy Chief Ekins noted that the Fire Department is currently making plans to conduct a variety of training exercise in the old Masonic Lodge in the end of August or early September.

Correspondence – Information Items

1. Debbie Nielsen, Infrastructure and Sustainability Officer, NSFM advising that the Low Carbon Communities and Connect2 Programs are now accepting Expressions of Interest for Funding.
2. Debbie Nielsen, Infrastructure and Sustainability Officer, NSFM with information on the Solar Electricity for Community Buildings Pilot Program.
3. Janine McInnis, Morneau Shepell with a National Pharmacare Update.

A motion by Deputy Mayor Nauss, seconded by Councillor Carver, **“THAT the above correspondence, numbered 1 – 3, be received and filed.”** **Motion carried.**

Staff Reports

Council Report for July 25, 2019

Council received the Council report for July 25, 2019.

2019-20 Business Plan

Council received a staff report to accompany a Draft 2019-20 Business Plan

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council approve the 2019-20 Business Plan as amended.”** **Motion carried.**

Donation Meters

Council received a staff report on Donation Meters on Town Property.

A motion by Councillor Carver, seconded by Councillor Nowe, **“THAT Council approve the installation of donation meters on Town property based on locations in which the Town has existing relationships with not-for-profit organizations that manage or contribute to that space.”** **Motion carried.**

Transportation Plan

Council received a staff report to accompany a Draft Transportation Plan.

A motion by Deputy Mayor Nauss, seconded by Councillor O'Neill, **“THAT Council direct staff to apply to the Connect2 program for \$15,000 to support the development of a Town of Mahone Bay Transportation Plan.”** **Motion carried.**

Water Utility Billing Issue

Council received a staff report requesting Council direction in response to a water utility billing issue.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council accept the customer request for relief in amount of \$215 based on the Town’s failure to replace the meter and correct the billing issue in the spring of 2018 as planned.”** Motion carried.

Centennial Update

Council received a staff report with an update on Centennial Activities.

A motion by Deputy Mayor Nauss, seconded by Councillor Feeney, **“THAT Council accept the report for information; and approve the attached Infrastructure Art guidelines and scoring grid; select Saturday, September 14, 2019, with Sunday, September 15, 2019 as the rain date, for the proposed “Mahone Bay Day” picnic; confirm \$1,000 interim centennial funding to the Heritage Boatyard Co-op.”** Motion carried.

Council Items

Consideration of Mik’maq Ancestral Lands

Mayor Devenne asked Council to start a process to consider what is an appropriate way for the Town of Mahone Bay to acknowledge the Mik’maq people who lived in the area of what is now Mahone Bay, prior to European settlement.

A motion by Councillor O’Neill, seconded by Councillor Nowe, **“THAT Council direct staff to research the applicability of land acknowledgements and recognition statements to the Town of Mahone Bay.”** Motion carried.

Committee Reports

Planning Advisory Committee

Council received the draft minutes of the July 2, 2019 regular meeting of the Planning Advisory Committee

Economic Development Committee

Council received the draft minutes of the July 3, 2019 meeting of the Economic Development Committee

Audit Committee

Council received the draft minutes of the July 11, 2019 meeting of the Audit Committee

A motion by Deputy Mayor Nauss, seconded by Councillor Feeney, **“THAT Council direct staff to develop a policy governing use of the Town’s corporate credit cards to present to the Audit Committee’s January meeting.”** Motion carried

Lunenburg County Accessibility Advisory Committee

Council received a list of requested motions a draft Terms of Reference for the Lunenburg County Accessibility Advisory Committee.

A motion by Deputy Mayor Nauss, seconded by Councillor Feeney, **“THAT Council accept the amendments to the Lunenburg County Joint Accessibility Committee Terms of Reference to include: Lunenburg County Village Commissions; an Election Representative from each Village Commission; and to increase Community Representative from five (5) to six (6).”** Motion carried.

A motion by Councillor Feeney, seconded by Councillor O’Neill, **“THAT Council appoint the following six (6) Community Members to the Lunenburg County Joint Accessibility Committee and for the following terms: David Outhouse for three (3) years; Louise Hopper for three (3) years; Patricia George-Zwicker for two (2) years; Ellen Johnson for two (2) years; Sue Rushton for one (1) year; and Linda Ann Marie Mills for one (1) year.”** Motion carried.

Region 6 Solid Waste Management

Council received the Region 6 Boardroom Brief for Summer 2019.

New Business

Amendment to the Land Use By-law

Council held at Public Hearing on July 25, 2019 for the purpose of receiving comments regarding the intention of the Town of Mahone Bay to amend the Land Use By-law to add the word “existing” to immediately precede the word “buildings” at Part 4.4.6 Residential Conversions.

A motion by Councillor Carver, seconded by Deputy Mayor Nauss, **“THAT Council give second reading to the housekeeping amendments to the Residential Conversion Clause (4.4.6) of the Land Use By-law to add the word ‘existing’ to immediately precede the word ‘buildings’. This will bring the Land Use By-law into alignment with the policies expressed in the Municipal Planning Strategy.”**

Motion carried.

Temporary Eating Establishment in Open Shoreline Zone on Edgewater Street

Council discussed concerns which had been raised regarding a structure that has been placed in the Open Shoreline Zone on Edgewater Street. Council received a verbal report from the CAO indicating that the property owner has a request for temporary vending pending for the month

of August, pending approval of the mobile eating establishment by the Department of Environment and Health.

While meeting the definition of a mobile eating establishment the structure can be permitted under the Land Use By-law, but if the establishment fails or ceases to meet the requirements of a mobile eating establishment, the structure would fall under the Land Use By-law and a building is not permitted in the Open Shoreline Zone.

Council adjourned upon motion at 9:14 p.m.

TOWN OF MAHONE BAY

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Mayor, David Devenne

Clerk, Maureen Hughes



A Special Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, August 6, 2019 at 9:00 a.m. in Council Chambers.

Present:

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

Regrets:

Agenda

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

Correspondence – Action Items

1. Ramsay Duff, Chief Executive Officer, MacLeod Group with a request to enter into a Development Agreement with the Town of Mahone Bay.

A motion by Councillor Bain, seconded by Deputy Mayor Nauss, **"THAT the MacLeod's group request to enter into a Development Agreement with the Town be referred to a Public Information Meeting, as per policy."** **Motion carried.**

2. Claudette Levesque, Director General, Citizen Participation Fund with information about the Federal Legacy Fund grant awarded to the Town of Mahone Bay.

CAO Dylan Heide informed Council that the Town has received a \$32,200 grant from the Federal Legacy Fund. This grant is for Heritage Signage and the Centennial Mural project.

A motion by Councillor Feeney, seconded by Deputy Mayor Nauss, **"THAT the Centennial Mural Project and Heritage Signage Project be directed to proceed as soon as possible; and**

THAT staff be directed to apply to the Nova Scotia Community Works Program for funding for the Centennial Mural Project; and

THAT staff begin soliciting donations to the 2019-20 Centennial Program, citing major confirmed projects including bandstand and mural, with donors to be recognized in associated signage; and

THAT Council revisit contribution to the Mahone Bay Music Association's bandstand summer concert series, in the amount of \$1,000, out of celebration funding." Motion carried.

3. Audrey Muir, Senior Transportation Consultant, CBCL with a letter requesting feedback on proposed transit service.

A motion by Deputy Mayor Nauss, seconded by Councillor Carver, **"THAT Mayor Devenne respond to CBCL's letter, expressing that the Town of Mahone Bay is open to discuss potential options for a regional transit system"** Motion carried.

Council Items

Mayor Devenne – Town of Mahone Bay 2019/20 Business Plan

A motion by Deputy Mayor Nauss, seconded by Councillor Feeney, **"THAT amendments to the Town's Organizational chart be approved as presented."** Motion carried.

The meeting adjourned upon motion at 10:02am

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Deputy Clerk, Kelly Redden

Electric Utility Load Growth and Customer Alternatives

Part Two

Focus: Replacing Liquid Fossil Fuels with Renewable Electricity

Town of Mahone Bay
Council Presentation

10 September 2019

Existing TOMB Strategic Development for Greenhouse Gas Reductions

- Council approved: baselining & feasibility analysis for GHG reduction options
- Electric Vehicles as *one* option, when coupled with renewable energy supply
 - How best to promote electric vehicles?
 - Does a car/ride sharing concept have merit and how does this relate to electric vehicles?



- Fast charger (Level 3) – Quick recharge along major highways
 - \$100K + installed
 - Outside Muni budget and risk profile



- Home Chargers - Inside (Level 2) – Designed to recharge battery overnight
 - NS Muni Utilities considering supply this type of charger to customers to encourage conversion.
 - \$2K installed



- Public Chargers - Outside (Level 2) – Battery top-up while you visit /shop
 - \$9K installed
 - Necessary to reduce range anxiety
 - Budget & risk profile suitable for Munis – with funding assistance from NRCan



Promoting Electric Vehicles

- Final stages of negotiating 3rd party arrangement for research & marketing assistance
 - To understand what it will take for NS Munis to *fully* “drive” conversion
 - Also with load growth and solar gardens
 - To subsequently execute a successful conversion plan on each of these three topics
- Public charging stations in Mahone Bay service territory are necessary
 - Tourism
 - Car/ride sharing
 - Create awareness and reduce range anxiety, even for Town residents
- AREA and municipal partners in NS, NB & PEI collaborating on a submission to NRCAN’s RFP for electric vehicle infrastructure

NRCAN RFP – Closes September 18th

- Successful proponents receive 50% of project budget
 - Maximum of \$5,000 per installed charging cable
- Criteria:
 - Public access with confirmed site control and clear signage
 - Robust technology selection including operations plan
 - Funding (council motion, as per last slide)
 - Ability to achieve commercial operations within 18 months of award
 - Project team's capabilities and experience
- Town collaborating with (almost) all municipal electric utilities in the Maritimes
 - Strong narrative: regional, knowledge sharing, increased scale
 - Likely 100+ sites total; 8 in Mahone Bay



- Business model: Utility installs, operates & maintains infrastructure & realizes revenue
- Strategically selected for community use and tourism, including Mahone Bay Centre

Budget

- Total budget: \$70,000
- Would only proceed if NRCAN selects our Maritimes Muni submission
 - 50% NRCAN contribution reduces net budget to \$35,000 for electric utility
- Stand-alone profitable in first year? NO
- However, *over the 10-year design life*, assuming you borrowed the money:
 - Need only 10% utilization *during sunlight hours* to break even
 - That's roughly 1 hour per day, charging \$3/hour
 - Achievable coupled with an aggressive conversion program (in the works)
- Given the need to install charging stations, best to use 50% funding
- In next year's fiscal period (2020 / 2021)

Request

- Council motion:
 - The Town of Mahone Bay Council confirms its commitment to the Pan Maritime Provinces Municipal Electric Vehicle Charging Stations Initiative submission to NRCAN's ZEVIP RFP and further confirms that funds are available for 50% of the \$70,000 budget for 8 publicly-available level two electric vehicle charging stations located within the Town's municipal electric utility territory as described in the NRCAN RFP submission

TOWN OF MAHONE BAY

A BY-LAW TO PROVIDE FOR THE SEPARATION, STORAGE, PLACEMENT, COLLECTION AND TRANSPORTATION OF SOLID WASTE RESOURCES GENERATED WITHIN THE TOWN OF MAHONE BAY

BY-LAW NUMBER 46

SHORT TITLE:

- 1) This By-law shall be known and may be cited as the **“Solid Waste Management By-law”**.

DEFINITIONS:

2) **Governing Authorities**

- a) **“N.S.E.”** means that department of the Nova Scotia Provincial Government currently called “Nova Scotia Environment” or its successor provincial department should there be a name change;
- b) **“Divert Nova Scotia”** a not-for-profit Board regulated by the Nova Scotia Solid Waste-Resource Management Regulations, under Section 102 of the Environment Act. The Board’s mandates administering resource recovery fund as prescribed in Section 4 of the Solid Waste Regulations.
- c) **“Council”** means the Council of the Town of Mahone Bay;
- d) **“Municipal Joint Services Board”** referred to in this Bylaw as “the MJSB,” means a corporate body established pursuant to an Intermunicipal Services Agreement to which this municipality is a party. The municipal parties to that Agreement have given the MJSB responsibility for the management of solid waste within their respective jurisdictions, pursuant to the s. 60 of the Municipal Government Act.
- e) **“LRCRC”** means Lunenburg Regional Community Recycling Centre, a division under the mandate of the MJSB, overseeing the management of the Solid Waste system. The facility is located at 908 Mullock Road, Whynott’s Settlement

3) **Solid Waste**

“Solid waste” means collectible waste, non-collectible waste, bulky waste, construction or demolition materials, household hazardous waste, residual waste – all as defined herein and any other waste or discarded tangible personal property but excludes wastes from any industrial activity regulated by way of an approval under the *Environment Act*;

- 4) Words used in this by-law shall take their meaning from their context and from dictionaries of the English (Canadian) language, except as follows:
- a) **“approved storage bin”** means a storage bin designed for the temporary storage of collectible waste and which meets the following specifications:
- i) is constructed of wood or other material and in such a manner as to be inaccessible to pests, rodents, vermin, seagulls or animals;
 - ii) is fitted with a securely-hinged lid weighing not more than 5 kilograms (approx. 11 pounds); and
 - iii) is not equipped with a self-locking latch;
- b) **“blue bag recyclables”** means glass jars and bottles, cans (whether made of aluminum, steel or tin), plastic containers, plastic bags, film stretch and pallet wrap, milk and juice containers together with such other items as may, from time to time, be designated by *N.S.E.’s Regulations Respecting Solid Waste-Resource Management, November, 1995, as amended or other successive solid waste legislation*, as blue bag recyclables;
- c) **“boxboard”** means cereal, shoe, tissue, detergent, cracker, cookie, baking product and frozen food boxes, toilet paper rolls and paper towel rolls or other similar items;
- d) **“branches and Limbs”** means branches, limbs and brush;
- e) **“bulky waste”** means large items *of a household nature* including but not limited to: vacuum cleaners, upholstered furniture, mattresses, box springs; porcelain bathroom items such as toilets and sinks; metal items (as defined herein), white goods (as defined herein), *plastic* barrels, artificial Christmas trees as well as small quantities of construction or demolition material, excluding asphalt shingles – subject to requirements under “Special Conditions for Bulky Waste Collection” elsewhere in this by-law)
- f) **“collectible waste”** means those wastes which are eligible for collection, within the volume and other restrictions outlined elsewhere in this by-law, on regularly-scheduled collection days and consists of the following categories of waste:
- i) organic materials (as defined herein);
 - ii) recyclables (as defined herein);
 - iii) residual waste (as defined herein); *and*
 - iv) *bulky waste.*
- g) **“commercial container”** means any container used for the storage of properly sorted collectable waste and clean up waste generated from multi-residential, institutional, commercial,

industrial or other premises within the Town which waste exceeds the maximums or is outside the types of waste allowed on regular or special collection days as outlined elsewhere in this by-law and which container is designed to be emptied by, and the waste transported by, a hauler;

- h) **“construction or demolition materials”** means left-over material generated as a result of any form of construction or renovation and materials generated from demolition activity including but not limited to: asphalt, brick, mortar, polystyrene or fiberglass insulation, cellulose, drywall, plaster, shingles, metal and scrap wood – regardless of whether such left-over material is regulated by the Province of Nova Scotia or meets the definition of “C & D Debris” in the N.S.E. 1997 Guidelines for same;
- i) **“dispose”** means any form of disposal of any material, including solid waste as defined herein, and includes burning or any of the following whether temporary or permanent: deposit, storage, placement, or burial regardless of whether or not the material being, or having been, deposited, stored or placed is in a box, bin, container or any other containment device;
- j) **“dwelling unit”** means one or more habitable rooms designed, occupied or intended for use by one or more persons as an independent and separate housekeeping establishment in which kitchen, sleeping and sanitary facilities are provided for the exclusive use of such persons;
- k) **“electronics”** means any electronic any electronic device that is acceptable under the provincial Electronic Products Recycling Association (EPRA) program. The list of items under this category may change from time to time, as determined by EPRA;
- l) **“eligible premises”** means those properties within the Town which are eligible for collection services – up to the maximum restrictions outlined elsewhere in this by-law – and includes all properties in the Town including properties located on private roads;
- m) **“food waste”** means fruit and vegetable peelings, table scraps, meat, poultry and fish, shellfish, dairy products, cooking oil, grease and fat, bread, grain, rice and pasta, bones, egg shells, coffee grounds and filters, tea leaves and bags or other similar items;
- n) **“green cart”** means an aerated plastic cart designed for the short-term external storage of organic materials prior to collection and for the placing out for collection of same;
- o) **“hauler”** means any public or private company or person who transports solid waste within the Town or within the boundaries of the municipal member units of the LRCRC (defined herein);
- p) **“household hazardous waste”** means any corrosive, flammable or poisonous material or substance such as oil and oil products, radioactive materials, acids, poisons, insecticides or other poisons used for agricultural purposes or for rodent control, any substance or chemical highly lethal to mammalian or aquatic life and any substance or chemical dangerous to the environment – including but not limited to: batteries, left-over liquid paint, left-over corrosive cleaners, pesticides or herbicides, gasoline, fuel oil and used motor oil, solvents and thinners, pharmaceuticals, drugs and needles, aerosol cans which contain hazardous substances, BBQ propane tanks and small propane cylinders or canisters such as those used for camp stoves or

propane torches;

- q) **“leaf and yard waste”** means grass clippings, leaves, twigs, house and garden plants or other similar items as well as branches, limbs or brush – the latter three being subject to special requirements elsewhere in this by-law;
- r) **“metal items”** means medium to large metal items including metal fencing, water tanks, oil tanks – subject to special requirements elsewhere in this by-law – and metal containers other than containers designed to hold either household hazardous waste (as defined herein) or anything intended for human consumption;
- s) **“mini-bin”** means a small plastic container designed for the short-term internal storage of organic materials prior to deposit in a green cart;
- t) **“non-collectible waste”** means all material other than collectible waste or **bulky** waste and, without limiting the generality of the foregoing, includes:
 - i) highly combustible or explosive materials including, without limiting, fireworks, flares, celluloid cuttings, motion picture film, oil or gasoline soaked rags, gas containers, chemicals, acids or other combustible residues, fine dry sawdust, ammunition, dynamite, or other similar material;
 - ii) materials that are considered pathogenic or biomedical including, without limiting, dressings, bandages or other infected materials or sharps discarded in the course of the practice of physicians, surgeons, dentists or veterinarians;
 - iii) carcasses or parts of any animal except food waste;
 - iv) waste listed or characterized as hazardous by any Federal or Provincial law – including “household hazardous waste” as defined herein;
 - v) electronics, **with the exception of an annual electronics collection**;
 - vi) solid waste generated, or originating from, outside the Town;
 - vii) liquid waste or material that has attained a fluid consistency and has not been drained;
 - viii) soil, rock and stumps;
 - ix) construction or demolition materials (as defined herein);
 - x) septic tank pumping’s, raw sewage or industrial sludge;
 - xi) radioactive materials;
 - xii) contaminated soil;
 - xiii) all passenger tires up to 62 cm (24.5 inches) as per the Tire Management Program

administered by Divert Nova Scotia;

- xiv) industrial waste from factories or manufacturing processes;
 - xv) manure, kennel waste, excreta, fish processing waste;
 - xvi) lead-acid automotive batteries and propane tanks;
 - xvii) waste which has been placed for collection but not in accordance with the provisions of this by-law; and
 - xviii) materials banned from landfill disposal by the N.S.E. *Regulations Respecting Solid Waste-Resource Management*, November, 1995, as amended – other than recyclable materials or organic materials from eligible premises;
- u) **“non-recyclable paper”** means used napkins or paper towel, used fast food wrappers, wax paper, soiled pizza boxes, used paper plates or paper cups, damp or soiled newspaper or flyers, sugar, flour & potato paper bags or other similar items;
- v) **“occupant”** means any person who, in addition to or instead of the owner, resides in or is the lessee of, whether by way of verbal or written lease or other arrangement, a building or on a property located within the Town and includes any assignee or legal representative of same;
- w) **“organic materials”** means food waste (as defined herein), leaf and yard waste (as defined herein), non-recyclable paper (as defined herein), ashes or soot, sawdust, wood chips, wood shavings and other specific material of plant or animal origin as designated by *N.S.E.’s Regulations Respecting Solid Waste-Resource Management, November, 1995, as amended or other successive solid waste legislation* from time to time;
- x) **“owner”** refers to the owner of property and includes a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building and, in the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, an agent, a mortgagee in possession or a person having the care or control of the land or building; and, in the absence of proof to the contrary, the person assessed for the property;
- y) **“paper recyclables”** means non-soiled mixed paper, corrugated cardboard, boxboard (as defined herein), newsprint, magazines, catalogues, flyers, telephone and other soft cover books, file folders – both traditional and expandable, envelopes (other than padded or bubbled envelopes), non-metallic wrapping paper and paper egg cartons or other similar items as are designated by *N.S.E.’s Regulations Respecting Solid Waste-Resource Management, November, 1995, as amended or other successive solid waste legislation* from time to time;
- z) **“recyclables”** means paper recyclables and blue bag recyclables – both as defined herein;
- aa) **“regulation container”** means a container, bag or bundle which meets the specifications and other requirements for same – in relation to specific waste types – as outlined elsewhere in this by-law;

- bb) “**rejected waste**” means any type of waste which has been placed for collection but not in accordance with the provisions of this by-law and which has had a rejection sticker affixed thereto by the Town or its designated agent;
- cc) “**residual waste**” means broken bottles, crockery and glassware – subject to special requirements elsewhere in this by-law – and floor sweepings, pet litter, light bulbs, disposable diapers, discarded clothing and furnishings, broken toys, mats and small carpets, non-recyclable plastic, non-recyclable packaging including Styrofoam™ and padded or bubbled envelopes, metallic wrapping paper, non-passenger tires, non-repairable household waste;
- dd) “**scrap wood**” means wooden furniture, wooden pallets, wooden barrels, boards and plywood.
- ee) “**Town**” means the Town of Mahone Bay and the administration of the town through the Chief Administrative Officers and other employees of the town assigned to administer this bylaw.
- ff) “**white goods**” means any large household appliance including but not limited to stoves, dishwashers, washers, dryers, hot water heaters, refrigerators, freezers, dehumidifiers and air conditioners” – the last four (4) being subject to special requirements elsewhere in this by-law.

COLLECTION

- 1) Regularly-scheduled collection from **eligible premises of recyclables** – subject to restrictions noted elsewhere in this by-law – shall take place once every two (2) weeks commencing at 8:00 a.m.
- 2) Regularly-scheduled collection from **eligible premises of organic materials, two (2) bulky waste items and residual waste** – both subject to restrictions noted elsewhere in this by-law – shall take place on the alternating week commencing at 8:00 a.m.
- 3) The alternating bi-weekly nature of the two above-mentioned collections results in a collection of some type(s) of **collectible waste** once a week.
- 4) When a normally scheduled collection day falls on a public or statutory holiday, such collection shall be made instead on a date as identified in the **Town’s** “collection calendar”, unless otherwise specified by the **MJSB**.
- 5) Each Spring and Fall there will be a separate special collection of **leaf and yard waste** –as per restrictions noted elsewhere in this by-law – on a date to be specified by the **MJSB**.
- 6) Each Fall there will be an **electronics** collection– as per restrictions noted elsewhere in this by-law - on a date to be specified by the **MJSB**.
- 7) Each Fall there will be a **scrap wood and metal items** collection – as per restrictions noted elsewhere in this by-law - on a date to be specified by the **MJSB**.
- 8) Collection of properly-prepared **natural Christmas trees**, per restrictions noted elsewhere in this by-law, shall take place annually in the month of January on a date to be specified by the **MJSB**.

- 9) The dates for collection of collectible waste from **eligible premises** will be as described in a mail-out “collection calendar” – which will also be posted on-line.

PLACEMENT

- 10) All **solid waste** to be collected by the **Town** shall be accessible to the collector within 3 metres (approximately 10 feet) of the curb or travel-way, placed in such a manner as to not interfere with pedestrian traffic and snow removal.
- 11) All regulation or other containers of **solid waste** placed out to be collected by the **Town** shall also be placed in an upright position and, in applicable circumstances, with the lid securely closed.

CONTAINER REGULATIONS FOR RESIDUAL WASTE:

- 12) No person shall place, or cause to be placed, **residual waste** out for collection in any container other than a “regulation container” which is one which meets the following specifications:

Bag Container Specifications:

- a) Each bag shall be watertight, securely tied and of transparent clear plastic or transparent blue plastic;
- b) Each bag shall be no smaller than 66 cm x 91 cm and no larger than 75 cm x 120 cm;
- c) Each bag shall have an overall length of between 0.5 meters and 1.2 meters when empty; and
- d) Each bag, including contents, shall not exceed 25 kilograms (approx. 55 pounds) in weight.

Non-transparent Bag Container Specifications:

- e) Each **non-transparent bag** shall be made of polyethylene opaque plastic, be watertight and be securely tied;
- f) Each bag shall be no smaller than 66 cm x 91 cm and no larger than 75 cm x 120 cm;
- g) Each bag shall have an overall length of between 0.5 meters and 1.2 meters when empty; and each bag, including contents, shall not exceed 25 kilograms (approx. 55 pounds) in weight.

Non-Bag Container Specifications:

- h) Non-bag containers shall be made of metal, plastic or other impermeable material;
- i) Non-bag containers shall be watertight, secured with a cover, equipped with handles in good repair and as large or larger at the top as they are at the bottom;

- j) Non-bag containers shall not be filled above an imaginary line 5 cm below the top of the container;
- k) Each non-bag container, including contents, shall not exceed 25 kilograms (approx. 55 pounds) in weight;
- l) Each non-bag container shall not exceed 100 liters (approx. 105 quarts) in volume; and
- m) Non-bag containers shall be maintained in a neat and sanitary condition and kept in good repair and shall not contain loose solid waste.

CONTAINER REGULATIONS FOR RECYCLABLES:

- 13) No person shall place, or caused to be placed, **recyclables** out for collection in any container other than a “regulation container” which is one which meets the following specifications:

Blue Bag Recyclables:

- a) Each bag shall be watertight, securely tied and of transparent clear plastic;
- b) Each bag shall also be no smaller than 25 cm x 40 cm and no larger than 75 cm x 120 cm;
- c) Each bag, including contents, shall not exceed 25 kilograms (approx. 55 pounds) in weight; and
- d) All **recyclables** must be clean.

Paper:

- e) Shall be placed in a bag, securely tied.
- f) Each bag shall be no smaller than 25 cm x 40 cm and no larger than 75 cm x 120 cm; and
- g) Each bag, including contents, shall not exceed 25 kilograms (approx. 55 pounds) in weight.

CONTAINER REGULATIONS FOR ORGANIC MATERIALS:

- 14) No person shall place, or cause to be placed, **organic materials** out for collection in any container other than a “regulation container” in the form of a **green cart**.
- 15) Notwithstanding the above, please see the special container requirements for **leaf and yard waste** under PREPARATION of SPECIFIC WASTE below and specific controls on **natural Christmas trees** under COLLECTION OF NATURAL CHRISTMAS TREES, inclusive.

COMMERCIAL CONTAINERS SPECIFICATIONS:

- 16) Commercial containers shall:

- a) Be sturdily constructed of weather-proof material and shall be watertight;

- b) Be inaccessible to pests, rodents, vermin, seagulls or animals;
- c) Be equipped with a tight fitting lid with a positive closing device which shall be kept closed except when the container is being loaded or unloaded;
- d) Be kept in a clean manner;
- e) Be kept in a state of good repair;
- f) Have displayed thereon the name and telephone number of the owner of the container and the type of material to be deposited therein;
- g) Have displayed thereon the following message “GARBAGE” or “LANDFILL”, where institutional, commercial or industrial waste is to be deposited in the **commercial container**;
- h) Have displayed thereon the following message “RECYCLABLES”, where **blue bag recyclables** are to be deposited in the **commercial container**;
- i) Have displayed thereon the following message “**PAPER**” or “CARDBOARD”, where fibre recyclables are to be deposited in the **commercial container**;
- j) Have displayed thereon the following message “ORGANICS”, where **organic materials** are to be deposited in the **commercial container**.

PREPARATION OF SPECIFIC WASTES:

Leaf and Yard Waste

- 17) **Leaf and yard waste** may be deposited into a **green cart** so long as the cover of same is completely closed.
- 18) **Leaf and yard waste** may also be deposited into **heavy kraft** paper bags.
- 19) **Branches and limbs** or brush, of a maximum length of 900 mm (approx. 3 feet) - and maximum individual diameter of 50 mm (2 inches) in diameter may be tied in manageable bundles or inserted into bags as outlined above and outlined under Collection of Leaf and Yard Waste later in this bylaw.

Bottles or Glassware

- 20) Broken bottles and glassware shall be sealed in a cardboard box or bucket or other non-bag container and clearly identified– by noting, in large capital letters, on the outside of the bundle the words “BROKEN GLASS” – a warning to collection personnel.

Ashes or Soot

- 21) Ashes or soot shall be completely cooled for a minimum of four (4) weeks, then wetted down before depositing in the **green cart** or dampened down and placed in paper bags rolled down and then deposited in a **green cart**.

Cardboard

- 22) Corrugated cardboard shall be flattened out and securely tied in convenient bundles weighing no more than 25 kilograms each (approx. 55 pounds) and being a maximum of 900 mm by 600 mm (approx. 3 ft. by 2 ft.) in area and no more than 600mm (approx. 2 ft.) thick.

Electronics

- 23) **Electronics** shall be placed for collection separately from other **collectible wastes**. **Electronics** shall be placed carefully at the curbside to prevent damage to the electronic and broken glass. Three (3) **electronic** items may be placed per **eligible premises**, per collection.

Green Carts

- 24) Every **owner** or **occupant** shall provide sufficient and specified **green carts** for the storage and disposal of **organic waste** generated from his or her premises and maintain such **green carts** in good repair and sanitary condition.
- 25) To comply with the preceding section a **green cart** shall be:
- a) of 140 litre or 240-litre capacity;
 - b) either of the aerated or ventilated type;
 - c) dark green in colour;
 - d) an **MJSB** approved **brand and model**; and
 - e) designed to be emptied by a hydraulic lifting device.

WASTE COLLECTION RESTRICTIONS

- 26) No person shall place, or cause to be placed, **residual waste**, **green carts** or **recyclables** per any one **eligible premises** out for collection on any one collection day the cumulative weight of which, including containers, exceeds 100 kilograms (approx. 222 lbs.).
- 27) No person shall place, or cause to be placed, **residual waste** and **leaf and yard waste** per any one **eligible premise** out for collection on any one collection day which exceeds a maximum combination of six (6) bags or bundles of which one may be a) **non-transparent bag**, one may be a **green cart along with no more than two (2) bulky waste** items as defined herein.

REJECTION OF WASTE:

- 28) Any type of **solid waste** which has been set out for collection is subject to inspection by the **MJSB** And any such **solid waste** found or deemed by same to be set out in violation of the requirements of this by-law may be rejected and not collected.
- 29) Any **solid waste** which is so rejected will have placed on it a Rejection Sticker indicating the reason or reasons for rejection and information as to how to rectify same or get direction to rectify the problem.

- 30) Any rejected **solid waste**, as designated by a rejection sticker, shall remain the property of the owner or occupier.

PROHIBITIONS SPECIFIC TO COLLECTIONS:

- 31) No person shall place, or cause to be placed, any **collectible waste** out for collection before 8:00 P.M. of the day immediately preceding the day scheduled for collection.
- 32) No person shall place, or cause to be placed, any **collectible waste** out for collection after 8:00 A.M. of the day scheduled for collection.
- 33) The two immediately preceding sections may be altered by written permission of the **MJSB**.
- 34) No person shall permit any empty or rejected regulation container or any rejected materials to remain at the collection placement spot after 12:00 noon of the day following the day scheduled for collection.
- 35) No person shall place, or cause to be placed, any **non-collectible waste** out for collection.

SPECIAL CONDITIONS FOR BULKY WASTE COLLECTION:

- 36) No person shall place, or cause to be placed, more than **two (2) bulky waste items** out for collection on any one collection day. The **bulky waste** items can only be put curbside on the week **residual waste** is collected.
- a) Each individual item must not exceed 100 kgs (222 lbs) in weight; and
 - b) Each individual item must not exceed 1.8 m in any dimension;

SPECIAL COLLECTION OF SCRAP WOOD AND METAL:

- 37) No person shall place, or caused to be placed, **scrap wood or metal** out for collection except on a day designated by the **MJSB** for special collection of same and in accordance with the following restrictions:
- a) An oil tank is eligible for this special collection only if it is from a residence, does not exceed 760 litres (200 gallons) in capacity and has been cleaned and cut in half;
 - b) A refrigerator, freezer, dehumidifier or air conditioner shall display a sticker, issued by the appropriate authority, indicating that any Freon, other refrigerant gas, coolant or CFC has been removed and any refrigerator or freezer shall have its doors already removed;
 - c) Such waste shall be packaged, bundled or boxed so as to facilitate removal and handling;
 - d) Any sizable material shall be placed separately so as to allow for a dedicated collection of salvageable materials;
 - e) **Scrap wood** and **metal** shall be placed separately for collection;

- f) Each individual package, bundle or box shall not exceed 100 kgs (222 lbs) in weight; and
 - g) Each individual package, bundle or box shall not exceed 1.8 m in any dimension.
- 38) No person shall place, or caused to be placed, any **scrap wood or metal** out for collection on any one day the total of which exceeds a combined total volume of 2.0 m³.
- 39) No person shall place, or cause to be placed, any **scrap wood or metal** out for collection prior to 8:00 P.M. of the day immediately preceding the day scheduled for collection.
- 40) No person shall place, or cause to be placed, any **scrap wood or metal** out for collection after 8:00 A.M. of the day designated by the **MJSB** for collection of same.
- 41) No person shall permit any rejected or residue **scrap wood or metal** to remain at the collection placement spot after 12:00 noon of the day immediately following the day designated by the **MJSB** for collection of same.

SPECIAL COLLECTION OF LEAF AND YARD WASTE:

- 42) No person shall place, or cause to be placed **leaf and yard waste** out for special collection except on a day designated by the **MJSB** or the special collection of same and in accordance with the following restrictions:
- a) such waste shall be contained in **heavy kraft** paper bags of a dimension no less than 66 cm by 91 cm nor greater than 75 cm by 120 cm shall not exceed a weight of 25 kg (55 lbs.);
 - b) bundled branches/limbs not exceeding 900 mm (3 ft.) in length with individual limbs not exceeding 50 mm (2 inches) in diameter;
 - c) each bag or bundle shall not exceed a weight of 25 kg (55 lbs.); and
 - d) the total of such waste shall not exceed 2.0 m³ in total volume.
- 43) No person shall place, or cause to be placed, any **leaf and yard waste** out for special collection prior to three (3) days before the day designated by the **MJSB** for collection of same.
- 44) No person shall place, or cause to be placed, any **leaf and yard waste** out for special collection after 8:00 A.M. of the day designated by the **MJSB** for collection of same.
- 45) No person shall permit any rejected or residue **leaf and yard waste** to remain at the collection placement spot after 12:00 noon of the day immediately following the day designated by the **MJSB** for special collection of same.

COLLECTION OF NATURAL CHRISTMAS TREES:

- 46) No person shall place, or caused to be placed, a **natural Christmas tree** out for collection except on a day designated by the **MJSB** for collection of same and in accordance with the following

restrictions:

- a) It is to be unpackaged and undecorated, including the removal of all lights and any tree stand;
 - b) It shall have no wires or nails attached; and
 - c) It must not exceed 3 m (approx. 10 ft.) in length.
- 47) No person shall place, or cause to be placed, any **natural Christmas tree** out for collection before 8:00 P.M. of the day immediately preceding the day designated for collection of same.
- 48) No person shall place, or cause to be placed, any **natural Christmas tree** out for collection after 8:00 A.M. of the day designated for collection of same.
- 49) No person shall permit any rejected **natural Christmas tree** to remain at the collection placement spot after 12:00 noon of the day immediately following the day designated for collection of same.

RESPONSIBILITIES OF OWNERS and OCCUPANTS:

50) Every **owner** or **occupant** shall:

- a) Ensure that **collectible waste** and **bulky waste** are placed for collection in accordance with this by-law;
- b) Use only regulation containers for the storing and placement for collection of **collectible waste**;
- c) Provide a sufficient number of regulation containers to contain all of the **collectible waste** generated at the subject premises between regularly scheduled collection dates;
- d) Maintain such regulation containers in good repair and in a sanitary condition;
- e) Take all reasonable measures to ensure that each regulation container is covered and secured at all times except when being emptied or filled;
- f) Clean up any type of **collectible waste** which has escaped from its container or packaged, bundled or boxed waste – whether it be a regulation container or not;
- g) If **collectible waste** is stored outside the main building on the **eligible premises** it is to be stored in one or more secured regulation containers or an approved storage bin – in either case made inaccessible to pests, rodents, vermin, seagulls or animals;
- h) Ensure that any approved storage bin serving that premise is maintained at all times in a neat and sanitary condition and in good repair;
- i) Store any waste refrigerator or freezer either inside an enclosed and locked building or with the doors of the refrigerator or freezer removed;
- j) Ensure the proper preparation of all **collectible waste** in accordance with this by-law; and
- k) Abide by all lawful directives of the **Town**, or designated agents with regard to the handling of **solid waste** materials.

COMMERCIAL CONTAINERS:

- 51) The **owner** or **occupier** of any premises on which a **commercial container** is placed shall keep each **commercial container** behind, or beside, the building which it serves so as to reduce visibility from the street and adjacent properties.
- 52) Where the **commercial container** is placed on premises which are located in a residential zone pursuant to the **Town's** Land Use By-law or adjacent to a property which is zoned residential or contains a residential use, the **commercial container** shall be kept not less than 3 metres from the adjacent property lines.
- 53) Where the **owner** or **occupier** of any premises is unable to comply with the requirements of the two (2) preceding subsections because of the location of a building on the premises, which building was in existence at the time of the adoption of this By-law, the **owner** or **occupier** shall keep the **commercial container** at a location on the premises which is considered by the **Town** – as evidenced in writing – to not be unsightly and to cause neither a nuisance nor a health related problem.
- 54) Any temporary **commercial container** used during construction or repair work need not comply with the full range of Specifications outlined earlier in this bylaw, however, shall be subject to the following requirements:
- a) No **solid waste** shall extend beyond the internal volume of the container;
 - b) The temporary **commercial container** shall be removed immediately upon completion of the construction or repair work; and
 - c) The temporary **commercial container** shall be emptied as often as required to avoid over-filling of the same;
- 55) An **owner** or **occupier** of any premises on which a **commercial container** is located shall not permit the **commercial container** to be loaded other than uniformly and ensure that no **solid waste** extends beyond the internal volume of the container.
- 56) An **owner** or **occupier** of any premises on which a **commercial container** is located:
- a) Shall place same only on a surface which is hard, level and weather-resistant;
 - b) Shall keep the area surrounding the container free from litter and waste; and
 - c) Shall cause the container to be emptied on a regular basis, as required.
- 57) Where a person proposes to locate a temporary commercial container within the right of way of a public street in the **Town**, that person shall submit a written request for doing so, to the **Town**, outlining the exact proposed location and the estimated time that the container will be required to be there and any other details as requested by the **Town** and must receive written permission from same, outlining the exact location to be used, and other salient details, prior to so locating a commercial container.

HAULERS:

58) All private collections of **solid waste** shall be undertaken in compliance with relevant Federal/Provincial/Municipal statutes and regulations.

59) All private collection vehicles shall:

- a) Be maintained in good condition and be properly manned and equipped to ensure safe collection of **solid waste**;
- b) Comply with the *Motor Vehicle Act* and any other regulations or legislation in effect from time to time;
- c) Be designed so as to prevent any contents (including liquids) from falling out, being spilled, or scattering from the vehicle whether in motion or not;
- d) If used in the collection of more than one type of waste, be constructed to prevent cross-contamination between the various waste streams;
- e) Be equipped with a tailgate or other restraining device; and
- f) Be closed-in or equipped with a tarpaulin or equivalent cover device which shall be used to cover solid waste while it is being transported.

60) All private collection of any **solid waste** shall be made directly to the private collection vehicle from the premises where the same was generated.

61) All **solid waste** collected through private collections, and which is to be delivered to the **LRCRC**, shall be in compliance with the Regulations promulgated by the operator of the **LRCRC** regarding acceptance and receipt of **solid waste** at the **LRCRC**.

62) In the event of any spillage, the vehicle operator shall be responsible for the clean-up which shall be undertaken immediately.

WASTE TO BE DISPOSED OF OR CAUSED TO BE DISPOSED OF BY OWNER OR OCCUPANT

63) No person shall place the following products out for collection.

EXCESS PERMITTED QUANTITIES

- a) Any quantity of waste that exceeds the daily collection limits outlined in this bylaw.

ELECTRONICS:

- b) Every **owner** or **occupant** shall deliver **electronics** to a recognized **electronics** return collection facility in Nova Scotia for reuse or recycle, **during times other than the annual special electronic products collection.**

HOUSEHOLD HAZARDOUS WASTE:

- c) Every **owner** or **occupant** shall store any residentially-generated **household hazardous waste** in a safe and secure manner and place and shall deliver same, as soon as is reasonably possible, to the Household Hazardous Waste Depot ("HHW Depot") at the **LRCRC** or an approved hazardous waste disposal site.
- d) No person shall dispose of, or cause or permit the disposal of, **household hazardous waste** at any location within the **Town**.

CONSTRUCTION OR DEMOLITION MATERIALS:

- e) Every **owner** or **occupant** shall deliver or cause to be delivered any **construction or demolition materials** to the appropriate area or site within the **LRCRC** or an approved construction and demolition disposal site.
- f) ROOF SHINGLES are considered to be **construction or demolition material**.
- g) No person shall dispose of **construction or demolition materials** by stock-piling, storing or any other method.

METAL ITEMS:

- h) Unless otherwise permitted in this bylaw, every **owner** or **occupant** shall deliver or cause to be delivered any **metal items** to the **LRCRC** site or to an approved metal disposal site.

LUNENBURG REGIONAL COMMUNITY RECYCLING CENTRE:

- 64) The **Town** Council has designated, by resolution, the Lunenburg Regional Community Recycling Centre ("**LRCRC**") as the receiving site for **solid waste** generated by its residents – within the restrictions as set in this by-law and other restrictions as set by the operator of **LRCRC**.
- 65) The operator or other authorized staff of the **LRCRC** may refuse to accept a load of **solid waste** for the following reasons:
 - a) **solid waste** other than that which the **LRCRC** has been approved to accept; or
 - b) it is a load for which a tipping fee, whether set or negotiated, has not yet been paid to the **LRCRC**; or
 - c) it is a load for which tipping fee payment arrangements satisfactory to the operator or other **LRCRC** authorized staff have not yet been agreed to, reduced to writing and signed by both parties.
- 66) No person shall dispose of, or cause or permit the disposal of, any type of **solid waste** outside, around or adjacent to the **LRCRC** in the following circumstances:
 - a) when the **LRCRC** is not open and operational; or
 - b) after the operator or authorized staff of the **LRCRC** has refused to accept same.
- 67) All collection vehicles shall be equipped with a tailgate or other restraining device; and be closed-in or equipped with a tarpaulin or equivalent cover device which shall be used to cover **solid waste** while

it is being transported from the **LRCRC** front gates to the scale house.

LEGAL and ILLEGAL DISPOSAL:

- 68) With the exception of the placement of **solid waste** for collection in accordance with this By-law, the delivery of **electronics** or **household hazardous wastes** to depots or other disposals allowed for in this by-law, no person shall dispose of, or cause or permit the disposal of, **collectible waste**, or **non-collectible waste** at any location or manner in the **Town** except as follows:
- a) backyard composting carried out in such a manner as to not constitute a nuisance;
 - b) subject to Federal or Provincial law to the contrary, the disposal of waste trees, brush or portions thereof or other organic farm or forestry waste on privately-owned forest or farm land in such a manner as to not constitute a nuisance;
 - c) subject to Federal or Provincial law or other Municipal By-laws to the contrary, the disposal aggregate, soil, bricks, mortar, concrete, asphalt pavement, porcelain or ceramic materials as fill in such a manner as to not constitute a nuisance.
- 69) No person shall dispose of, or cause or permit the disposal of, any **solid waste** in an approved storage bin unless that person is, or has the permission of, the **owner** of said bin.
- 70) No person shall dispose of, or cause or permit the disposal of, any **non-collectible waste** or rejected **solid waste** in, at or near an approved storage bin.
- 71) Proof that any type of **solid waste**, which was disposed of in contravention of this by-law, originated from a particular person, from the residence of a particular person, from a particular premises, **or from a particular vehicle (as defined by the Motor Vehicle Act of Nova Scotia)**, shall, in the absence of evidence convincing a court to the contrary, be evidence sufficient for a court to infer that the said person – or the owner or current **occupant** of said residence or premises– **or the owner of the vehicle** - was the person who disposed of that **solid waste**, or a portion of same, or caused or permitted it to be disposed of.

GENERAL PROHIBITIONS:

- 72) Where an **owner** or **occupier** properly places any authorized form of **solid waste** out for collection by the **Town's** contractor the waste becomes the property of the **Town** upon being picked up by the **Town** or the **Town's** contractor.
- 73) No person shall pick over, remove, collect, disturb or otherwise interfere with any type of **solid waste** or regulation container which has been placed out for collection.
- 74) No person shall pick over, remove, collect, disturb or otherwise interfere with any type of **solid waste** or regulation container which has been placed in an approved storage bin.
- 75) The prohibitions in the above three clauses do not apply to the following circumstances:
- a) removal by authorized personnel when acting on behalf of the **Town**;
 - b) **wood items**, appliances or furniture; **bulky waste**, plastic, and any other materials placed out

for collection but is useable by another person; or

c) **leaf and yard waste** placed out for Special Collection of Leaf and Yard Waste.

76) In the event of any removal, collecting or disturbing allowed by the preceding clause, all remaining materials shall be left in an orderly condition and placed so as to not interfere with pedestrian or vehicular traffic.

77) No person shall dispose of any type of **solid waste** by the burning of same.

78) No person shall place any **solid waste** generated from outside the **Town** for collection at any place in town for collection.

EXPORT OF SOLID WASTE:

79) No person shall transport any type of **solid waste** generated within the **Town** to any location other than the **LRCRC** site or outside the boundaries of the area served by the **LRCRC** but for the following exceptions:

- a) **Construction or demolition materials** to an approved C&D debris disposal site;
- b) "Direct haul" of **residual waste** to Kaizer Meadow only when authorized by the operator of **LRCRC** and/or the **Town**;
- c) Recycle products such as **metal items** and **white goods**, designated plastic and refundables which may be taken to an approved recycling depot and/or metal recycling facility in Nova Scotia;
- d) **Electronics** which may be taken to a recognized **electronics** return collection facility in Nova Scotia; and
- e) Any other special arrangement authorized in writing by the Town of Mahone Bay.

ENFORCEMENT and PENALTIES:

Illegal Dumping;

80) Any person who disposes of, or permits the disposal of, any **solid waste** including **construction or demolition materials** and/or **residual waste** other than in accordance with this by-law is guilty of a summary offense and is liable, upon conviction, to a fine of not less than One Thousand Dollars (\$1000.00) and not more than Five Thousand Dollars (\$5,000.00), and in default of payment to a term of imprisonment not to exceed ninety (90) days.

Other Provisions;

81) Any person who violates any other provision of or permits any other thing to be done in violation of, this by-law is guilty of a summary offense and is liable, upon conviction, to the following in accordance with the **MJSB's** Solid Waste Enforcement Procedure.

- a) for a first offense, a fine of not less than Two Hundred Dollars (\$200.00) and not more than

One Thousand Dollars (\$1,000.00) and in default of payment thereof to a term of imprisonment not to exceed thirty (30) days;

- b) for a second offense, a fine of not less than Three Hundred Dollars (\$300.00) and not more than Two Thousand Dollars (\$2,000.00) and in default of payment thereof to a term of imprisonment not to exceed sixty (60) days;
 - c) for each subsequent offense, a fine of not less than Five Hundred Dollars (\$500.00) and not more than Five Thousand Dollars (\$5,000.00) and in default of payment thereof to a term of imprisonment not to exceed ninety (90) days.
- 82) Any person who obstructs or hinders any person in the performance of their duties under this bylaw is guilty of a summary offense and is liable, upon conviction, to a fine of not less than Five Hundred Dollars (\$500.00) and not more than Five Thousand Dollars (\$5,000.00), and in default of payment to a term of imprisonment not to exceed ninety (90) days.
- 83) Where a person is convicted of an offence under this by-law and the court is satisfied that, as a result of the commission of the offence, clean-up or site remediation costs were incurred, whether by the **MJSB** or by a person, the Court may order the offender to pay, in addition to all other fines and penalties, restitution to the **MJSB** or person in an amount equal to the said clean-up or remediation costs.
- 84) Pursuant to the provisions of the *Municipal Government Act*, in addition to a fine imposed or violation of this by-law a judge may order the imposition of a penalty in relation to any fee, cost, toll, or charge associated with the conduct that gave rise to the offence.
- 85) Pursuant to the provisions of the *Municipal Government Act*, in addition to a fine imposed for violation of this by-law a judge may order compliance with this by-law within a specified time.
- 86) Each day that a person commits any offence under this by-law constitutes a separate offence.
- 87) Where a breach of this by-law is anticipated or is of a continuing nature, the **MJSB** may, pursuant to the provisions of the *Municipal Government Act*, apply to a judge of the Supreme Court of Nova Scotia for an injunction or other order and the judge may make any order that the justice of the case requires.

ADMINISTRATIVE TICKETING:

- 88) In lieu of prosecution under this by-law the **MJSB** may issue to any person it believes, upon reasonable grounds, has committed an offence under this by-law a Notice of Alleged Violation allowing the person to whom it is directed to avoid possible prosecution by means of the voluntary payment of a sum of money.
- 89) Any person who receives a Notice of Alleged Violation in relation to this by-law and where the said Notice so provides, may pay a penalty in the amount of One Hundred Dollars (\$100.00) to the office of the **MJSB** provided that said payment is made within fourteen (14) days of the date of issuance of the Notice and said payment shall be in full satisfaction thereby releasing the person named from prosecution for the said alleged violation.

90) Nothing in this by-law requires the **MJSB** to issue a Notice of Alleged Violation in lieu of initiating a prosecution in relation to an alleged violation.

REPEAL:

91) All previous Solid Waste Management Bylaws and any amendments thereto, are hereby repealed.

EFFECTIVE DATE

92) This Bylaw is effective upon publication.

David Devenne, Mayor

Dylan Heide, CAO/Clerk

This is to certify that the foregoing is a true copy of a bylaw passed at a duly convened meeting of the Council of the Town of Mahone Bay, held the 00 day of Month 2019.

Given upon the hand of the Mayor and Chief Administrative Officer and the seal of the Town of Mahone Bay this 00 day of Month 2019.

CLERK'S NOTATION

FIRST READING:	
"NOTICE OF INTENT" PUBLICATION:	
SECOND READING:	
MINISTERIAL APPROVAL:	
DATE OF PUBLISHING:	
FORWARDED TO THE MINISTER:	
FORWARDED TO TOWN WEBSITE:	

August 10, 2019

Attn : Dylan Heide CAO , Town of Mahone Bay

Dear sir, My name is Ian MacDonnell and I am the property owner of 144 Freeman Veinot Road.(formerly 144 main street). I attended a town council meeting on the night of July 9th 2019 and Put forth the idea of paving the gravel road at the top of the hill of RR #3. The loop from the main street to the Freeman Veinot road and back to Main Street due to the fact that the addition of new Super mail boxes on RR #3 the road has become a major traffic route, which in turn has caused a unusual amount of dust and dirt to be blown down toward the houses in the area. It seems now impossible to open the windows to get a cooling breeze, let alone keep the building clean as buildings and car are now covered in dust. To the point, I was directed to write a letter with my proposal to you, the CAO. The council seemed to agree to was a worthwhile idea and informed me that it could be done next year.

Regards Ian G. MacDonnell

902-880-0486

From: [NSFM Info](#)
Subject: KEN SIMPSON MEMORIAL AWARD 2019 - CALL FOR NOMINATIONS--Action Required: Deadline of September 13, 2019
Date: August 19, 2019 10:54:37 AM
Attachments: [image001.png](#)
[KS Memorial Award Application FINAL 2019.pdf](#)

CAUTION: This email originated from an external sender.

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

FR: Judy Webber, Event Planner

RE: KEN SIMPSON MEMORIAL AWARD 2019 - CALL FOR NOMINATIONS

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

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

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

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

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

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

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

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

[The application form is attached.](#)

We look forward to receiving your submissions.

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NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +1.902.423.8331

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

Ken Simpson Memorial Award 2019:



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

Background:

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

Previous Award Winners:

Previous award winners include the following:

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

Program Criteria:

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

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

Program Details:

Award Selection Committee

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

Nomination Process

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

Application Deadline

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

Presentation of Award

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

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

Application Form - 2019

1. Name of Municipality Putting Forward Nomination: _____

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

Name: _____

Title or Former Title: _____

Date: _____

3. Nomination Letters:

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

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

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

Name: _____

Title: _____

Phone: _____

E-mail: _____

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

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



Town of Mahone Bay
PO Box 530
493 Main Street
Mahone Bay, Nova Scotia
B0J2E0

Attention: Dylan Heide, CAO

August 8, 2019

Mahone Bay Wooden Boat Society, licensee of the Town Wharf
operating under the name Mahone Bay Civic Marina:
Business Objectives 2019

As required by the license agreement we are providing an overview of our operational and business intentions for the 2019.

The Objects of our society are:

- a. To encourage and support the use of the Town of Mahone Bay wharf facilities for boating, tourism, and the general enjoyment of the waterfront, by operating a not-for-profit public marina under a license from the Town of Mahone Bay.
- b. To encourage and support the use of the property for boating related festivals and public events.

Organization:

- a. Our board of directors for 2019 consists of 13 members: (bylaw max 14)

Keith Pomeroy (Chair)	Mahone Bay
Bob Douglas (Vice Chair)	Mahone Bay
Richard Barclay (Treasurer)	Mahone Bay
Chris Ouellette (Secretary)	Mahone Bay
Brent Aulenback	Mahone Bay
Gregg Little	Mahone Bay
Dan Carrier (assistant secretary)	Halifax
Tom Mader	Halifax
Drew Moores	Mahone Bay
Jim McMillan (assistant treasurer)	Port Williams
Pierre Blain	Oakland
Marc Peterson	Kentville
Peter Redden	Mahone Bay

- b. Staffing:

We have 3 attendants hired for the summer months Nate Watson, Colin Green, Jason Boudreau. Attendants have to be at least 16 years old and have a Pleasure Craft Operator Card and basic First Aid to qualify to operate the tender (water taxi).

Facility:

We have 50 moorings in our designated part of the harbour. The moorings blocks, riser chains and mooring balls are rented annually from Mailman and Kelley. Mailman and Kelley is responsible for the annual inspection and maintenance of the mooring hardware.

The Town owns 5 sections of docks which we use for the dinghy tie up area. These docks are removed and stored during the off season by the marina.

The marina owns 12 docks: two for the tender, 3 for the loading dock and ramp and the remainder are boat docks attached along the face of the wharf

The marina owns and maintains a WMW vacuum Pumpout System for holding tanks that discharges directly into the Town sanitary sewer system.

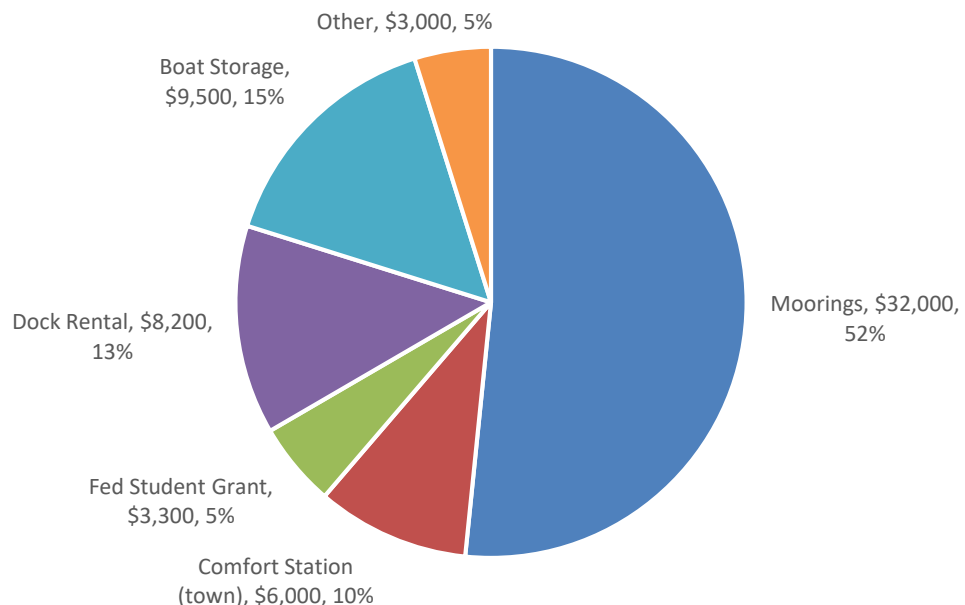
The marina owns a 20 ft long wooden boat with 60 Hp motor that is used to provide tender service for the mooring field.

The office located on the wharf is equipped with a Davis Weather station and 4 webcams all of which can be viewed on the marina website. We provide WIFI service to the mooring field.

Financial Summary (typical year)

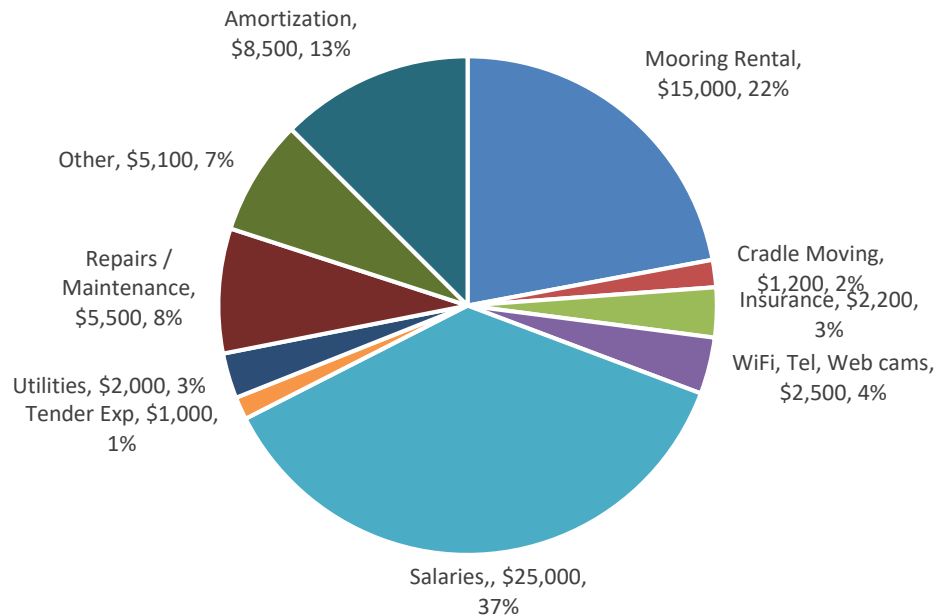
Note that the Mahone Bay Civic Marina submits its annual income statement and balance sheet to the Town after the Annual General Meeting

Typical Sources of Revenue \$62,000



Typical Expense Distribution

\$60,000 (approx) direct expenses, Amotization \$8,500



Key Priorities 2019:

We need to find a replacement for the large float (\$60,000) destroyed three years ago. We have met with Development Nova Scotia Marine department.

We are exploring the Management Without Borders program at Dalhousie regarding an economic study and strategic plan to facilitate a search for funding and justification (comfort) for our members to undertake a capital plan.

Continued rebuild / repair of docks, ramps, and facilities in general to ensure public safety obligations.

Control Expenses to increase reserves for asset renewal.

Renegotiate the three-year mooring lease with Mailman and Kelley which expires this year. (No problem expected but our target is to eliminate annual increase since a major overhaul took place this spring)

Fully support and encourage the Town effort to establish a Harbour Management Authority which we view as critical for further development of the harbour assets.

Keith Pomeroy

Chairperson

Mahone Bay Wooden Boat Society / Mahone Bay Civic Marina

Maureen Hughes

Subject: FW: Lunenburg County Sport Heritage Society's annual ceremony for induction into the Wall of Fame advertising opportunity

From: Flinn, Gregory <gregory.flinn@cibc.ca>

Sent: Friday, May 24, 2019 3:36:39 PM

To: Dylan Heide

Subject: Lunenburg County Sport Heritage Society's annual ceremony for induction into the Wall of Fame advertising opportunity

Hello Dylan,

I am reaching out to you, on behalf of the Town of Mahone Bay, regarding the Lunenburg County Sport Heritage Society's annual ceremony for induction into the Wall of Fame. As a bit of history, the Lunenburg County Sport Heritage Society was formed in 2016 to honour Lunenburg County citizens who have made a significant contribution to sport. We have come a long way in three years. Our first induction ceremony took place November, 2017 with the induction of fifteen individuals. These individuals are now permanently recognized on our Wall of Fame; which is located at the LCLC. In November 2018, another six individuals were added. Work well underway for our event this coming November. We have quite of number of solid applications and we look forward to an impressive class of inductees for 2019.

As you may be aware, we prepare a souvenir brochure for each event. The brochure contains information on all the inductees. We sell advertisements in the brochure. It helps fund the event. The cost of a quarter page ad in the brochure is \$300. On behalf of our society, we invite you to purchase an ad in our brochure this year. I will follow up in one week's time on this request. I am also happy to provide any supporting material you may require.

Thank you for your consideration.

Sincerely,

Greg Flinn
Treasurer
Lunenburg County Sport Heritage Society

Mahone Bay Area Lions Club 50 Years of Service

Dear Dlyan::

In the fall of 1969 twenty-three young men chartered the Mahone Bay and Area Lions Club. On November 16th we will be holding our 50th anniversary charter night at the Martin's River Fire Hall. Our club serves a wide area around the town of Mahone Bay stretching from the Gold River bridge to Maitland and from the Martin's Brook/Schnare's Crossing roads to the Upper Northfield road. We have, through the years, provided many services in this area.

One of the most successful Lions Clubs in Nova Scotia we have won many awards for our outstanding service to our communities and Lions in general. From the construction of the pool and playground in early years, we have provided bursaries, sponsored dog guides, assisted other organizations such as the VON, Legion and Fire Departments, assisted seniors and the needy when requested, provided a wide program for students in the schools, supported the three Lions foundations, as well as participating in Lions recycling programs for glasses, hearing aids, sleep apnea machines. For more information about our club please Google our club's website as we are very proud of what we have done over a 50 year span.

A charter night is an expensive proposition for a small Lions Club, so we are requesting assistance from the three municipal where our club provides services.

We are asking you to consider assisting us by being a sponsor in our charter night booklet. The inside front and back cover ads are \$400, while the outside back cover ad is \$500. Should you wish to place an ad in our charter night booklet, please forward me a cheque at your earliest convenience. Please provide the information you wish in the ad and let us know which page you would like to sponsor.

Your fullest consideration of this request will be truly appreciated by our 21 members.

Yours in Lionism,



Lion Charles Uhlman, PDG

Charter President



**Attorney General
Justice
Office of the Minister**

PO Box 7, Halifax, Nova Scotia, Canada B3J 2L6 • Telephone 902 424-4044 Fax 902 424-0510 • novascotia.ca

To: Chief Administrative Officers

RE: ADDITIONAL OFFICER PROGRAM

I am writing to you regarding the revitalization of the Additional Officer Program (AOP).

As you know, the Additional Officer Program was established in 2007 to address existing policing issues at that time. After more than a decade in existence and given the evolution of policing challenges and priorities, the Department of Justice undertook a review of the program in 2017. This review included engagement with police and other stakeholders across the Province.

The review resulted in several recommendations for change, including but not limited to, that:

- a program director be established to revitalize the program in order to enhance the safety and security of Nova Scotians across the province. The program director will work with police leaders and stakeholders to ensure that provincial priorities, community level concerns and cross-border crime are addressed.
- the AOP be structured to allow for the flexibility of resources to address regional needs and support provincial policing priorities, (i.e. sexual assault, domestic violence and cybercrime). This is based on the understanding that crime crosses municipal and county border.
- AOP resources support prevention efforts based on emerging and immediate trends province-wide, with a particular focus on human trafficking, mental health and restorative justice.

We are pleased to advise that funding was approved in the 2019/2020 provincial budget process to ensure the continuation and revitalization of the AOP and that the above recommendations are being implemented.

As the Department of Justice works toward hiring a Program Director, we will reach out to our partners to further explain and seek input. We look forward to revitalizing the program to better support the shared goal of the safety and security of Nova Scotians.

If you have questions or would like to discuss further, please feel free to contact Wanda Fletcher, Acting Executive Director, Public Safety and Security Division, at wanda.fletcher@novascotia.ca or at (902) 424-3178.

Yours truly,

Mark Furey

NSFM NEWS

NSFM REBRAND WINS INTERNATIONAL AWARD

The **Nova Scotia Federation of Municipalities** rebrand has been internationally recognized for its creativity and design.

The work was singled out for a **Summit Creative Award**, a marketing and design competition based in the United States.



"The federation is taking on a new direction and the award heralds that move," said NSFM CEO **Juanita Spencer**.

The rebrand kicked off in 2017 when The Creative Department, a small, locally-owned firm from Bedford, won an RFP.

Project manager and design lead John Thomson credits his team, including director of strategy Larry MacEachern and creative director Albert Ianni, for effectively distilling the input from NSFM's steering committee and board of directors into a cohesive rebrand.



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"Our research sessions informed the broad platform and the renaming process," he said, noting that the final design was chosen from an initial three concepts.

"It was a collaborative effort and it was a great project to work on."



The rebrand from the

Union of Nova Scotia Municipalities to the NSFM elevates the organization and shows it's ready to be taken seriously and with more clout, he said.



experts from around the world, recognized the work in the **Complete Rebrand/Redesign** category.

The submission was judged on strength of concept, quality of execution and ability to persuade.

How It Got Started

The new visual identity was created to position the organization as both active and engaged with a solid grounding.



The core symbol is energetic and shows that the NSFM draws

together all municipalities, large and small, around a common purpose.

As circles of different sizes come together, they form a larger shape symbolizing strength, diversity and vibrant communities.

"The NSFM comes together to work on common goals, championing the cause of municipalities," says Spencer.

"It's a place where everyone has a seat at the table."

Veteran Journalist Joins NSFM

The Nova Scotia Federation of Municipalities has just hired veteran journalist **Amy Pugsley Fraser** to join the team as its first Communications Advisor.



For almost two decades, Amy covered municipal affairs as a reporter for The Chronicle Herald and the online publication allNovaScotia.com.

“Amy’s experience and knowledge are a great fit with the goals and objectives of the NSFM,” said CEO **Juanita Spencer**.

“She knows the people, the priorities, and the issues to help our province grow and our communities succeed.”

Amy started in the new post last week to do media relations, social media and external and public communication.

Bell Joins NSFM Team

Amanda Bell has also just joined the NSFM office as the new executive assistant to the CEO. Bell has over 10 years of experience in administration.

“The Federation is taking on a new direction. Growing our team with strong municipal champions is key to that plan,” said Spencer.

Time To Embrace PACE

The PACE Steering Committee is hosting a Property Assessed Clean Energy (PACE) summit in October.

The one-day event will focus on providing overviews on PACE financing, the state of PACE in NS and a funding opportunity through FCM.

It will also include a world café style break-out session for you to learn more, and have questions answered.

The summit will take place from 10am to 3pm on October 1 in Dartmouth, with the exact location to be determined.

Save the date so you don’t miss this opportunity to influence the next phase of PACE in Nova Scotia, which is a leader in this innovative financing.

More details on the summit will be available soon, including an RSVP.

If you have any questions, please contact Karen Daniels in the Department of Energy and Mines at Karen.Daniels@novascotia.ca



Road To Employment Equity

A conference this November will emphasize diversity and eliminating racism and discrimination.

Bridging the Gap will be held November 4 & 5 at the Halifax Convention Centre.

Hosted by the Valley African Nova Scotia Development Association, the conference will help bridge the demand of employment vacancies with the supply of qualified workers.

Register before August 30 to be eligible for \$200 early rate, open to the first 100 seats.

Register: www.vansda.ca



NEWS WANTED

This first edition of NSFM NEWS is the new e-newsletter for members of The Nova Scotia Federation of Municipalities.

We’re already getting ready for the next edition in September so send your news tips and items to:

info@nsfm.ca

From: [Stacy O'Rourke](#)
To: [Stacy O'Rourke](#)
Subject: Board Announces Retirement of Chief Executive Officer
Date: August 19, 2019 12:10:47 PM

CAUTION: This email originated from an external sender.

Board Announces Retirement of Chief Executive Officer

A Message from Keith MacLeod, Chairperson of the Canada-Nova Scotia Offshore Petroleum Board (CNSOPB)

Stuart Pinks, Chief Executive Officer of the CNSOPB, has announced his retirement after more than 17 years with the offshore regulator, the last ten as CEO. Stuart joined the CNSOPB in 2002 in a leadership role responsible for the regulatory oversight of health, safety and operations of offshore oil and gas activity. He was appointed by the Board as its Chief Safety Officer in 2003, and his responsibilities were expanded to include environmental protection in 2007. In 2009, Stuart was appointed CEO.

In the past decade as CEO, Stuart's regulatory expertise and knowledge of the Canada-Nova Scotia offshore area, combined with his petroleum industry background in Canada and internationally provided for steady, thoughtful and balanced leadership of the offshore regulatory agency. Stuart's experience and expertise are sought and recognized by other offshore oil and gas regulators globally.

The CNSOPB Board would like to recognize Stuart for his outstanding leadership as CEO, his contribution to high standards of health, safety and environmental regulation in our offshore and for his commitment to building relationships with stakeholders and Indigenous communities.

On behalf of the Board, I would like to thank Stuart for his contributions over the past 17 ½ years and wish him well in his future endeavours.

Stuart's retirement is effective 30 November 2019. The Board will initiate an internal process to appoint an Acting CEO while next steps to fill the position permanently are determined.

Once an Acting CEO has been appointed, an announcement will be made.

Stacy O'Rourke
Director, Communications
Canada-Nova Scotia Offshore Petroleum Board
1791 Barrington Street
8th Floor TD Centre

Halifax, NS B3J 3K9

Cell	(902) 410.6402
Reception	(902) 422-5588
Fax	(902) 422-1799
Twitter	@CNSOPB

sorourke@cnsopb.ns.ca

<http://www.cnsopb.ns.ca>

From: [NSFM Info](#)
Subject: Free Atlantic Idea Camp
Date: August 23, 2019 1:10:05 PM
Attachments: [image001.png](#)

CAUTION: This email originated from an external sender.

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

FR: Amy Pugsley Fraser, Communications Advisor

RE: FREE ATLANTIC IDEA CAMP

Small communities are well-positioned to implement smart solutions and a free **Atlantic Idea Camp** in October can show municipal leaders why.

[Atlantic Idea Camp: How to be Smart, but Small](#), will be held Wednesday, October 16 in Mount Pearl, NL.

This event is organized by the [Community Solutions Network](#), the City of Mount Pearl, the Canadian Urban Institute (CUI), and ICF Canada.

The **Atlantic Idea Camp: How to be Smart, but Small**, will bring together peers working in municipalities and Indigenous communities in Atlantic Canada alongside industry and government experts.

The goal is to learn how to apply smart city approaches with a local context, and discuss the types of information, research, and partners required to advance this work in communities across the Atlantic.

To register for the **Atlantic Idea Camp: How to be Smart, but Small**, [access this link](#).

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PLEASE NOTE: If you do not want to receive communications from NSFM, please e-mail


Report to Council
September 10, 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></div><div></div><div></div><div></div></div>
		Notes: Staff have confirmed with the property owner that, due to the impending sale of the property, they do not wish to proceed with heritage registration at this time.		
2	Staff to work with Legal Counsel to arrange for a right-of-way.	11-Dec-18	Sep, 2019	<div><div></div><div></div><div></div><div></div><div></div></div> 50%
		Notes: In progress.		
3	Staff to prepare a report on the need for a Town housing advisory committee.	08-Jan-19	Oct, 2019	<div><div></div><div></div><div></div><div></div><div></div></div> 50%
		Notes: In progress.		
4	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	Sep, 2019	<div><div></div><div></div><div></div><div></div><div></div></div> 50%
		Notes: In progress.		
5	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	Sep, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>
		Notes: Staff report on September 10, 2019 Council agenda includes updated budget confirming Legacy Fund contribution and all pending external funding applications in support of the centennial program.		

6	Investigate establishing one or both cemeteries as stand-alone charities.	09-Apr-19	Sep, 2019	<div><div></div></div>				25%
		Notes: In progress.						
7	Investigate the development of a plot sale program.	09-Apr-19	Sep, 2019	<div><div></div></div>				25%
		Notes: In progress.						
8	Staff to contact MODL requesting official inclusion of Mahone Bay residents in MODL Pro-Kids grant program.	03-May-19	Oct, 2019	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>		75%
		Notes: Staff have met with MODL ProKIDS to discuss options. Issue will go to an upcoming meeting of MODL Council.						
9	Staff to review the placement of garbage receptacles at park entrances and trail crossings with specific consideration to dog waste and cigarette butts and to report back to Council.	03-May-19	Sep, 2019	Not yet begun				
		Notes: none						
10	Staff to explore possibility of agreement with Mahone Bay Centre Society for management of Town field.	11-Jun-19	Oct, 2019	<div><div></div></div>	<div><div></div></div>			50%
		Notes: Staff in discussions with MBC Society. Will report back to Council re draft agreement for 2020-21.						
11	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>	<div><div></div></div>	<div><div></div></div>	
		Notes: Completed.						
12	THAT Council register the property at 16 Orchard Street as a Municipal Heritage Property.	27-Jun-19	Sep, 2019	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>		75%
		Notes: Notification has been registered and sent to property owners. Hearing scheduled for September 10, 2019.						
13	Staff to prepare a report and an amended PAC Special Meetings Policy for the review of Council.	27-Jun-19	Oct, 2019	Not yet begun				
		Notes: None						
14	Consult with MBTCC regarding the exclusion of the Town of Mahone Bay from the AAA/CAA Tour Book of Atlantic Provinces on their recommendation the Town of Mahone Bay will support.	09-Jul-19	Sep, 2019	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>		75%
		Notes: Staff have communicated with MBTCC and are awaiting recommendation on how best to support MBTCC in the appeals process with AAA/CAA.						

15	Staff to prepare a report for Council on Fire Services Administration within the Town.	09-Jul-19	Oct, 2019	<div><div></div></div>	25%
		Notes: In progress. Staff will meet with Fire Dept. representatives in this regard in late September.			
16	Staff to apply to the Connect2 program for \$15,000 to support the development of a Town of Mahone Bay Transportation Plan.	25-Jul-19	Sep, 2019	<div><div></div><div></div><div></div></div>	75%
		Notes: Application under development for Sep 13 deadline.			
17	Staff to research the applicability of land acknowledgements and recognition statements to the Town of Mahone Bay	25-Jul-19	Oct, 2019	<div><div></div></div>	25%
		Notes: Research has begun.			
18	Staff to develop a policy governing the use of the Town's corporate credit cards to present to the Audit Committee's January meeting	25-Jul-19	Jan, 2020	Not yet begun	
		Notes: None			
19	Staff to apply to the Nova Scotia Community Works Program for funding for the Centennial Mural Project	06-Aug-19	Aug, 2019	<div><div></div><div></div><div></div><div></div></div>	
		Notes: Application has been submitted.			
20	Staff begin soliciting donations to the 2019-20 Centennial Program, citing major confirmed projects including bandstand and mural, with donors to be recognized in associated signage.	25-Jul-19	Sep, 2019	Not yet begun	
		Notes: None			

Chief Administrative Officer's Report - July 25, 2019 (Next Update Sept 26)

1	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program	Staff working with Municipality of the District of Chester GIS technical support to map Town's assets; AIM spreadsheets and associated mapping tools should be finalized by Sept for use by AM Committee. Still awaiting confirmation of MAMP funding to support additional condition assessments / mapping / training.
2	Invest in Canada Program - Call for Water / Wastewater Projects	Awaiting further updates on status of funding; update anticipated in July, 2019.
3	2019-20 Centennial Program	Staff Report on July 25 agenda.
4	Municipal Joint Services Board (MJSB)	MJSB ITSS online Cyber-Security training ongoing. MJSB exploring additional shared service opportunities (safety, procurement, recreation infrastructure).
5	Riverport Electric Shared Service Committee	Coordinating with Riverport re summer student, imports, equipment inventory, policy development, truck procurement, etc. New shared logo in use. Next meeting July 22, 2019.
6	Regional Emergency Measures Organization (REMO)	Hiring for Coordinator position ongoing. July Board Mtg cancelled.
7	Alternative Energy Resource Authority (AREA)	Regular AREA staff meetings to support upcoming board meeting (review of intermunicipal agreement, development of strategic recommendations). Received NSUARB favourable decision on 2020 imports, in negotiations on purchase now. Review of tenders for community solar / EV / demand-side management initiatives feasibility, engagement and marketing completed, Thinkwell Consulting selected.



1	Bandstand Renovations	Still awaiting work schedule from contractor. In the meantime, the bandstand is being used on a regular basis for concerts, etc.
2	Streets & Sidewalks	Approximately 35 tonnes of asphalt street & sidewalk patching was completed. A Street Excavation Permit was issued for landscape improvements at 958 Main St. Chloride was applied to gravel roads to help mitigate dust.
3	Cemeteries & Open Space	Routine maintenance of parks, cemeteries and related facilities ongoing. Staff conduct gravel roadway improvements and removal of unwanted vegetation at Park Cemetery. Bark mulch protective surfacing at the playground was replaced with pea gravel. A new pool cover was ordered.
4	Electric Utility	Met with representative of NSPI to discuss service territory issues and how to best serve customers near service territory boundaries. 5 electrical inspections completed. 4 service installations/upgrades were made. Started pole replacements along Old Edgewater Street.
5	Water Supply, Treatment & Distribution	Regular monitoring and maintenance activities continued. The contractor for Supply & Installation of Back-up Generator at Raw Water Pumphouse was awarded to L&B Electric Ltd.; expect work to commence early August. 2 staff members successfully completed a 6 month correspondence course "Operating Small Water Systems". New water & sewer services were install at 260 Main St.
6	Sewage Collection & Treatment	Regular monitoring and maintenance activities continued. A pump from lift station #1 was repaired and placed back in inventory.

Finance Manager's Report - July 25, 2019 (Next Update Sept 26)

1	Water Rate Study	Water Rate Study has been completed. The public hearing will be on August 22nd at 10:30 AM at the Mahone Bay Legion.
2	Audit	Staff have been spending alot of time getting everything prepared for the upcoming Audit. The in-house audit work has been shifed. Auditors will be working on our file from Halifax the week of August 6th. They will be in house for the weeks of August 12 and August 19th do complete on site work. The timeline for the completion of the Audit has not changed. We have also been in touch with Deloitte in regards to preparing Unconsolidated Financial Statements for the Town. This will assist staff in preparing the FIR for the province.
3	Provincial Reporting	Staff are having ongoing discussions with the Province regarding the 2017/18 FIR which was previously accepted by the Province, but then we were later told that there were issues. We are also working on completing the SOE-A, SOE-B, and the CIP which are all due the end of September 2019.
4	Tax Bills	Our Interim Tax bills have been sent out to residents, and final tax bills will be issued to residents on July 31st.

Service Statistics - July 25, 2019 (Next Update Sept 26)

1	Parking Enforcement (tickets issued)	May, 2019	7	YTD:	-
		Notes: 7 parking tickets issued in May 2019.			
2	Police Services (founded & SUI occurences)	Apr-Jun 2019	98	YTD:	98
		Notes: 2019-20 Q1 statistics begin 2019-20 YTD.			
3	Traffic (Speed Signage)	April, 2019 + May, 2019	38 Clearway St. Av. Speed 27 / 30 Kph Feb Av.Speed 27 / 30 Kph May	124 Pleasant Street St. Av. Speed 39 / 50 Kph May (Max Speed 93)	
4	Solid Waste (Tonage)	April, 2019	112.11	YTD:	318.3
		Notes: Recyclables = 9.88; Organics = 22.99; Garbage/Other = 67.53; Cardboard = 11.71			

MORE TO COME



Town of Mahone Bay

Staff Report

RE: CodeRED

September 10, 2019

General Overview:

The purpose of this report is to provide Council with an update on the implementation of the CodeRED mass notification system and provide a draft policy outlining of the structure under which the CodeRED system is provided.

Background:

In the fall of 2018, the Town of Mahone Bay was faced with concerns of residents regarding the dissemination of information during a number of unplanned electrical outages originating from NSPI service lines. Conversation at the time regarding ways to improve communication with residents included regular communication barriers faced by Town staff such as the increasingly common issue of contact information not being updated as residents disconnect landlines in favour of cellphones and switch service providers.

At the January 24, 2019 meeting of Council, a motion was passed

THAT Council resolve to subscribe to the CodeRED Public Alert System effective April 1, 2019.

Following the January decision of Council, staff spent several months working with CodeRED staff and developing processes in-house to guide how the CodeRED system would be used, by whom, and in what circumstances. After a demonstration of the CodeRED system to Council on August 6, 2019, staff launched a public awareness campaign to encourage residents to register for the CodeRED notification system and input their preferred contact method. With the deployment of a public “all-call” on September 3, 2019, the CodeRED system is now active and ready for use to disseminate information to residents and business owners in the Town of Mahone Bay.

Analysis:

Town staff have developed a Dispatch Team, comprised of staff representing various Town departments, who have trained with CodeRED support on how to use the CodeRED system, are developing scripts and procedures including which staff would launch in which circumstances, and how team members can support the other members of the Dispatch Team in the case of an emergency to support the highest possible level of service delivery.

The Town of Mahone Bay is the first municipality in Eastern Canada to sign up for the CodeRED system and, as such, it is anticipated that protocols and processes will be reviewed and revised as the use of mass notifications are best tailored for the use of the Town. Staff have prepared a draft Mass Notification System Policy for the review of Council; the draft policy exists as a framework under which the Dispatch Team can develop appropriate operational guidelines to ensure a responsive approach to using this resource to the best possible support for the taxpayers of Mahone Bay.

Financial Analysis:

The CodeRED public alert system has a cost of \$1,500 per year, which includes unlimited messages and technical support. Additional costs for the use of the system are not anticipated at this time.

Links to Strategic Plan:

3.4 Public Engagement

- Improve communications and share information with the public in a manner consistent with their needs.

Recommendation:

It is recommended that at its regular meeting on September 26, 2019, Council resolve:

THAT Council adopt the Mass Notification System Policy as presented.

Respectfully submitted,



Maureen Hughes

Clerk and Deputy CAO

Town of Mahone Bay

Mass Notification System Policy

1.0 Purpose

To establish a standard practice for the use of the Town of Mahone Bay Mass Notification System. The Town of Mahone Bay Mass Notification System will be utilized by the Town to provide emergency and non-emergency communications to residents, businesses, and community partners.

2.0 Scope

The policy applies to all web-based mass notifications sent via the CodeRED System, including those related to public safety information, emergency announcements, service interruptions and non-emergency informational announcements.

3.0 Objectives

The objectives of the Mass Notification Policy will be to:

- i. Provide clear guidelines for the manner in which the mass notification system will be used
- ii. Provide clear guidelines for when the mass notification system will be used to communicate with the public
- iii. Provide clear guidelines for who will be authorized to issue announcements via the mass notification system

4.0 Roles and Responsibilities

4.1 System Administrator - The Administrator of the CodeRED Mass Notification System shall be designated by the CAO. The Administrator has the overall responsibility for the system, its policies, user procedures, system access and credentialing for authorized users. The Administrator will be the main point of contact with the CodeRED Client Support Representative. All system issues are to be reported to the System Administrator.

4.2 Dispatch Team – A staff Dispatch Team will be designated by the CAO as those authorized to launch messages on the MNS. The Dispatch Team will be comprised of representation from the Town departments which are authorized to launch notifications using the Mass Notification System.

The Dispatch Team will assist with plan development/maintenance and will meet periodically to review system usage, discuss best practices, and develop plans for optimal use of the CodeRED system.

4.3 Policy Development – The System Administrator will be responsible for developing the MNS Policy and Procedure document. The Dispatch Team will assist with the development and implementation of MNS Policy and Procedure.

5.0 Messages on the MNS System

5.1 Normal Operations – The Dispatch Team are the designated single point of contact authorized to launch CodeRED mass notifications for non-emergency notifications. The following Town agencies/departments are authorized to launch mass notifications within the guidelines established for emergency and non-emergency messages: Water/Wastewater Utility; Electrical Utility; Public Works; and Administration.

5.2 Emergency Notifications – Emergency notifications are those that pertain to threat to life and/or property and unplanned service interruptions which may require the public to take immediate action. Emergency notifications will be sent to all those potentially affected by the situation, as well as the Dispatch Team, Town Management Team and Elected Officials. For anyone other than an authorized system user, Emergency Messages requiring immediate release should be sent directly to the System Administrator.

5.3 Examples of EMERGENCY MESSAGES:

Boil water	Unplanned Electrical Outage
Evacuation Orders	Water Main Breaks
Shelter-in-Place Orders	Emergency Shelter Opening
Law Enforcement Emergency	Hazardous Materials Spills
Fire threatening life and/or property in Mahone Bay	

5.4 Non-Emergency Messages – Non-emergency notifications will only be deployed using the general notification database; they will only be sent via text, email, and phone. All non-emergency notifications must be pre-approved by the most senior management available from the following list:

- Chief Administrative Officer
- CodeRED Main Point of Contact

5.5 Community Notification Messages – The System Administrator and the Dispatch Team shall make recommendation to Council regarding the use of non-emergency categories of messages to be shared via the CodeRED system, to which interested individuals can subscribe. Only those who have subscribed to these community notification message categories will receive messages other than emergency messages.

5.6 Do Not Call List – Those residents and businesses in the Town of Mahone Bay who do not wish to be contacted by the CodeRED Mass Notification System will have the option to be

added to the Do Not Call List, either through the online registration system or by contact Town staff.

6.0 External Agencies

Agencies external to the Town (e.g. RCMP, REMO) may request mass notifications from the Town of Mahone Bay Dispatch Supervisors in the event of threat to life and property. The System Administrator is the designated *SINGLE POINT OF CONTACT* authorized to launch CodeRED mass notifications for non-access agencies. The requesting agency must provide authorizing signature from the agency executive officer. The Town of Mahone Bay reserves the right to deny any request to share information from a non-access agency. Only third-party information that is relevant and local will be considered for sharing through the CodeRED mass notification system.

7.0 Approval Goal

The goal of the Message Approval Process is to prevent unauthorized or duplicate messages from being sent to the public. Once authorized approval has been given to send a CodeRED Mass Notification message, the sender is required to notify all others who have the authority to approve messages that an approved message was sent (including the message content). This can be accomplished by the Always Notify List.

8.0 Confirmation Procedure

After launching a message, the sender shall go back into the CodeRED System and view the Mass Notification Session Statistics to ensure that the message was properly delivered. Notify the System Administrator or the CodeRED Client Support Section if there are any concerns with deliverability.

9.0 CodeRED Mobile Alert App

Whenever an emergency message is being sent to the public –the dispatcher shall select the Mobile App dissemination mode and include that mechanism in the launch.

10.0 Creating Contact Groups

Each user agency/department is responsible for establishing and maintaining their own internal contact groups within the CodeRED System. There is no limit to the amount of Groups that can be created for each agency/department. The agency/department name is to be used at the beginning of each Group for ease identification.

11.0 Training and Exercise

The Dispatch Supervisor is responsible for ensuring that the Dispatch Team is fully trained to use the CodeRED System at all times. Webinar-based training and refresher training can be coordinated with CodeRED through the Administrator. Each system user should, at a minimum, conduct a test call monthly consisting of a text message or a recorded phone call to their own phone and that of the System Administrator to exercise their skill and validate familiarity.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent
to Consider {7 days minimum notice}: September 10, 2019

Date of Passage of Policy: _____

I certify that this Policy was adopted by Council as indicated above.

Clerk

Date



Town of Mahone Bay

Staff Report

Centennial Budget Update

September 10, 2019

General Overview:

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

Background:

Beginning with the initial staff report regarding the Town's 2019-20 centennial year on January 8th, 2019, Town staff have endeavored to provide Council with regular updates on the development of the Town's centennial program, through public consultation, stakeholder engagement and project development phases (prior reports have been provided on February 12th, March 12th, April 25th, June 27th, and July 25th); each report has added detail to the planned program. The April 25th report included a draft centennial program budget which was incorporated into the 2019-20 budget approved by Council on May 14th, 2019; this report provides an updated centennial program budget – reflective of confirmed and requested external funding – along with some additional updates since the July 25th report.

Analysis:

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

Centennial Projects & Initiatives

Bandstand

Staff have been informed that the off-site fabrication of materials has been completed and on-site work is scheduled to begin no later than Sept. 6th, weather permitting.

Infrastructure Decoration

The current request for proposals closes on Sept. 6th. Staff have also reached out to the local schools which are in the midst of resuming classes.

Heritage Mural

Work on the mural has been contracted and will commence shortly; staff are currently awaiting RPS Composites Ltd. approval of location agreement.

Mahone Bay Centre Accessibility Upgrade

ACCESS-ability funding (\$10,000) received by Society; staff will look for opportunities to use the newly accessible gymnasium for a centennial event later in the year.

Financial Analysis:

The proposed centennial budget presented to Council April 25, 2019 (as seen below) was incorporated into Council's annual budget process and reflected in the 2019-20 budget approved by Council May 14, 2019. Since May 14 staff have made a number of changes to this budget on Council's direction, continuing to stay within the line items for the centennial program established in the 2019-20 budget (Centennial: \$14,177, Bandstand: \$29,250). Reflecting these changes, and the recent confirmation of the federal Legacy Fund contribution, staff have prepared the revised centennial budget below for Council's information:

draft 2019-20 Centennial Projects / Initiatives Budget (Apr 25)

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

*Town capital project

\$20,568

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

NOTES

- 1 February 12 staff proposed a total budget of \$200,000 with \$140,000 external, \$30,000 local and \$30,000 Town; above revises to \$163,837 total, \$99,842 external, \$20,568 local, \$43,427 Town.
- 2 \$43,427 expenditure adds \$67,851 in asset value (+\$1,800 annual maintenance costs)

draft 2019-20 Centennial Projects / Initiatives Budget (Sept 10 update)

Centennial Project / Initiative	Est. total	External (received)	External (applied for)	External (anticipated)	Donations (in-kind)	Donations (anticipated)	TOWN
1 Bandstand*	\$60,000	\$15,750	\$10,000	\$5,000			\$29,250
2 Infrastructure Decoration	\$3,000						\$3,000
3 Heritage Mural	\$41,000	\$26,000	\$13,000			\$1,000	\$1,000
4 Heritage Sign Rehabilitation	\$3,200	\$3,000					\$200
5 Celebration of Trees	\$2,500						\$2,500
6 Centennial Book**	\$12,285					\$12,000	\$285
7 Other / Celebrations	\$15,050	\$3,200	\$3,000			\$3,600	\$5,250
<i>Boatbuilding Shed</i>	<i>\$1,000</i>	<i>\$1,000</i>					<i>\$0</i>
<i>MBC Mural</i>	<i>\$6,000</i>		<i>\$3,000</i>			<i>\$3,000</i>	<i>\$0</i>
<i>Mayors Display</i>	<i>\$1,000</i>						<i>\$1,000</i>
<i>Musical Series</i>	<i>\$1,000</i>	<i>\$1,000</i>					<i>\$0</i>
<i>Mahone Bay Day</i>	<i>\$500</i>						<i>\$500</i>
<i>Banners and Flag</i>	<i>\$1,200</i>	<i>\$1,200</i>					<i>\$0</i>
<i>Sewer Bowl</i>	<i>\$1,800</i>					<i>\$600</i>	<i>\$1,200</i>
<i>Other</i>	<i>\$2,550</i>						<i>\$2,550</i>
							<i>\$5,250</i>
TOTAL COST	\$137,035	\$47,950				Operating Expense	\$12,235
						Total Town Cost	\$41,485

*Town capital project

\$16,600

**donations (anticipated) includes revenue from sale of books

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 *Public Engagement*

- Create opportunities for public engagement

Recommendation:

It is recommended,

THAT Council accept this report for information.

Attached for Council Review:

None

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay

Staff Report

RE: Low Carbon Communities Program Application

September 10, 2019

General Overview:

The purpose of this report is to present to Council a recommended concerning application to the 2019-20 Low-Carbon Communities Program from the NS Department of Energy and Mines.

Background:

The Low-Carbon Communities Program offered by the Department of Energy is intended to support municipalities in pursuing carbon / GHG reduction targets (LCC Program Description attached as Appendix A). The Alternative Resource Energy Authority (AREA), in which the Town is a partner along with the towns of Berwick and Antigonish, previously received funding under this program in 2018-19 for feasibility work associated with the proposed community solar gardens (this work is currently underway).

The LCC program's Community Building and Engagement stream supports municipalities with up to \$50,000 in funding (50% of project costs, of which 25% can be in-kind) for projects in the following areas:

- Municipal staff training, capacity building, or networks
- Education – energy literacy initiatives
- Marketing and communication – social marketing and support for existing low-carbon programs
- Public engagement activities
- Community energy conservation challenges and other education and awareness campaigns

These areas significantly overlap with the \$25,000 for GHG reduction initiatives included in the Town's 2019-20 budget (to be drawn from federal Gas Tax funds), as well as with planned activities in association with both AREA's solar and "grow the load" initiatives, and the Town's recently approved participation in the FCM's Transition 2050 initiative.

Analysis:

Staff have identified the opportunity to apply for funding under the LCC program to support planned GHG reduction initiatives. The application deadline is September 13th, 2019.

The proposed project would see a term staff person hired on an eight-month basis to:

- head-up data collection to support GHG reduction targets and strategies (including solar and grow the load programs), including door-to-door data collection;
- take a lead role in engagement activities relating to GHG reduction targets and strategies, including door-to-door resident engagement and facilitated sessions;
- assist with development of targets and strategies for recommendation to Council;
- implement and promote strategies / programs to achieve GHG reduction targets, including door-to-door promotion.

This staff person would work with existing staff and would be supported by contracted assistance from Thinkwell (particularly with respect to data collection methods), under the Town's new communication services contract (for materials development and consultation support), and by additional contracted services from Clean NS and elsewhere for the conduct of targeted follow-up energy audits of privately-owned buildings and facilities in the Town (in particular those identified as having significant potential to contribute to community GHG reduction). This would allow for a robust and continuing program of door-to-door and facilitated data-collection, engagement and promotion of new programs and initiatives, coinciding with the Town's participation in the Transition 2050 initiative which will see the Town adopting GHG reduction targets and associated strategies by Q4 of 2019-20, with the FCM financially supporting the implementation of these strategies beginning in 2020-21. This program would build on and utilize existing data-collection methods and incentives offered provide-wide by Efficiency NS (including funding support for private property audits), which is supported in part by the Mahone Bay Electric Utility.

It is anticipated that this employee's term would begin in October of 2019, running until May-June of 2020. As this term is also coincident with Thinkwell's contract with AREA to carry out feasibility testing and engagement / promotion for community solar / grow the load initiatives (including focus groups and door-to-door engagement in Mahone Bay), it is anticipated that Thinkwell would work directly with this staff person who would carry out / assist with certain activities specified under their contract with AREA, thereby reducing the Town's costs under that contract.

Financial Analysis:

Suggested project budget (reflects approved allocations in the Town's 2019-20 budget, no additional allocations required) for application to Low Carbon Communities Program:

Project Revenues

50% Low Carbon Communities (\$40,000)

25% In-Kind – Staff Time (\$20,000)

25% Gas Tax (\$20,000)

\$80,000 TOTAL

Project Expenditures

\$20,000	Existing Staff Time In-Kind (CAO, Admin, Finance, Operations and Utilities)
\$25,000	8-month Term Staff Person
\$5,000	Data collection support (via Thinkwell, under AREA contract)
\$7,500	Materials & facilitation support (under Communications Services Contract)
\$7,500	Follow-up home audits (with Clean NS, under Transition 2050)
\$15,000	Supporting targeted investment-grade audits under Efficiency NS program
\$80,000	TOTAL

It is anticipated that Mahone Bay Electric Utility revenues will increase as a result of this project as new load from electrification and transition away from fossil fuels outpaces lost revenue from efficiency improvements. Revenue gains are expected to be modest during the project period but should increase over time with the expansion of electrification programs.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 Environmental Sustainability

- Pursue Climate Mitigation strategies (reducing Town carbon footprint)

Recommendation:

It is recommended:

THAT Council direct staff to apply to the Department of Energy and Mines' Low Carbon Communities Program 2019-20 to implement an engagement program to support the Council's commitment to set targets and develop strategies for community GHG emissions reduction, as reflected by the Town of Mahone Bay's participation in the FCM's Transition 2050 Initiative.

Attached for Council Review:

- LCC 2019-20 Program Description

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO



LowCarbonCommunities

program description
2019 – 2020

Introduction

The Nova Scotia Department of Energy and Mines wants to help communities to create long lasting greenhouse gas (GHG) reductions and to develop bright ideas for low-carbon, clean energy projects. The Low Carbon Communities (LCC) initiative has been designed to help jump-start projects and activities by funding the development of feasibility studies and plans, engagement activities, and implementation of a variety of low-carbon initiatives.

Expression of Interest (EOI) deadline is on **September 13, 2019**.

Application submission deadline is on **September 20, 2019**.

To access an application form to submit a full proposal, applicants must first submit a summary of their project idea(s) in an [expression of interest](#) available online.

If you have questions, please contact the Program Coordinator at lowcarboncommunities@novascotia.ca.

Program Overview

LCC will help communities leverage funding presently available for energy projects, and help applicants prepare the plans and studies necessary to implement projects drawing on other funds [see: List below.] Low Carbon Communities will also help communities capture more energy cost savings and job creation by helping promote the new efficiency and solar programs supported by the Low Carbon Economy Fund.

We recognize that some communities are at different stages in their clean energy and climate change planning, and this initiative is designed to meet the needs of communities anywhere in the process of planning, engagement, and implementation. Our intention is that LCC will inspire communities to take on low carbon projects and increase uptake and awareness of funding programs.

Low Carbon Communities funding is open to eligible community groups including municipalities, universities, First Nations Bands, and non-profit organizations that have community connected projects. We encourage all applicants to connect with surrounding communities, local organizations, utilities, and private sector businesses when developing project ideas and applications.

The Province has allocated a fund of \$600,000 to the Department of Energy and Mines to advance low carbon projects in Nova Scotia communities. This grant will be awarded in the 2019/20 fiscal year.

Application Categories

The program considers applications under three categories:

1 Advanced Buildings

Projects under this category may include:

- Community building non-electric efficiency (energy audits and design plans)
- Demonstration of deep energy retrofits and/or innovative heating systems
- Building energy performance benchmarking, modeling, data collection, and analysis
- Advanced building design and plans (including: net zero, passive house, zero carbon, LEED etc.)
- Advanced building policies – such as bylaw development, strategies, and implementation plans
- Advanced building industry workforce development initiatives

Advanced Buildings will provide grants of up to **\$75,000** per project in this category.

2 Clean Electricity and Energy Transformation

Projects under this category may include:

- Smart grids and storage – plans and feasibility studies
- New energy financing mechanisms
- Community or neighbourhood energy planning
- Solar gardens and solar feasibility studies
- District energy – plans and feasibility studies
- Project strategies and implementation plans

Clean Electricity and Energy Transformation will provide grants of up to **\$75,000** per project in this category.

3 Community Building and Engagement

Projects under this category may include:

- Municipal staff training, capacity building, or networks
- Education – energy literacy initiatives
- Marketing and communication – social marketing and support for existing low-carbon programs
- Public engagement activities
- Community energy conservation challenges and other education and awareness campaigns

Community Building and Engagement will provide grants of up to **\$50,000** per project in this category.

Please Note: If a project falls into multiple categories, it will be first considered under the advanced buildings or the clean electricity and energy transformation category even if there are supporting engagement or education components to the project. [Please see the Connect2 program description for transportation related projects.](#)

Evaluation Standards

We request applicants to complete an Evaluation Plan when submitting their application to show how they plan on assessing the goals they aim to achieve through their project completion. The Measurability and Evaluation portion of the project will make up 10% of the total score. The purpose of this exercise is to encourage applicants to think of the best practices to achieve the proposed outcome.

Eligibility

Eligible Applicants

- This program is open to municipalities, universities, First Nations Bands, and non-profit organizations that have community connected projects. Non-profits must be registered entities and all projects are encouraged to show support from partners and local communities through letters of support.
- The primary partner must be based in Nova Scotia and ideally will be based in the community or region the project will serve.

Eligible Projects

- Must have all necessary permits at the time of application
- Must provide proof of matching funds
- It is recommended that the project be identified in a plan or Municipal document, or have a letter of support from Council
- Multiple submissions are allowed; however, the priority level of each submission must be identified

Examples of projects NOT eligible for funding

- Project is substantially a single large capital expense
- Project has not demonstrated strong community support
- Project does not materially advance the objectives of the [Pan Canadian Framework on Clean Growth and Climate Change](#)

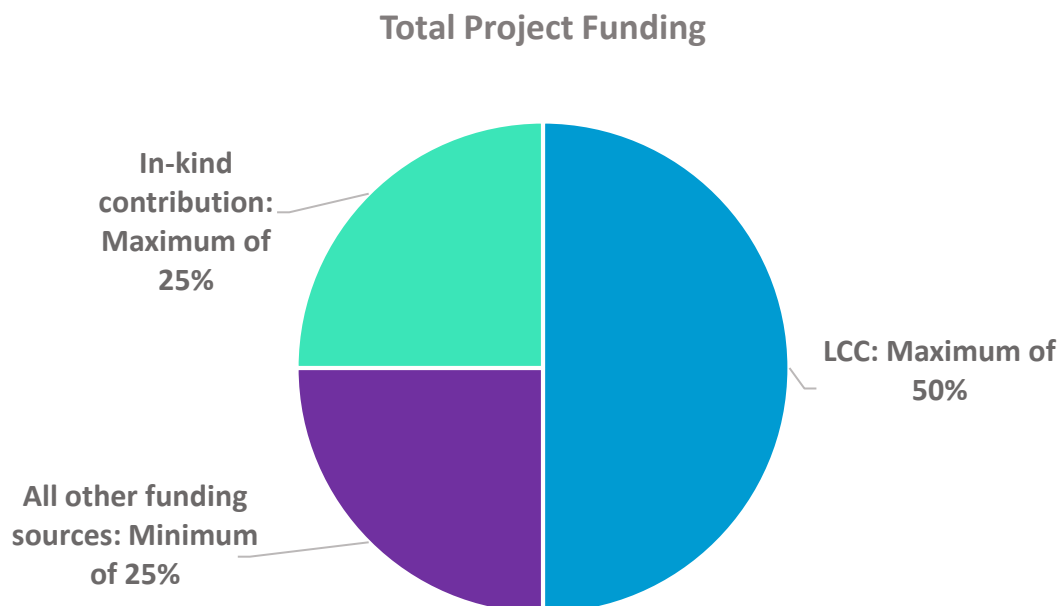
LCC Funding Guidelines

This grant will cover up to **50% of eligible costs**, up to a maximum of **\$75,000** for Advanced Buildings and Clean Electricity and Energy Transformation categories, and up to a maximum of **\$50,000** for Community Building and Engagement projects.

All reasonable and direct project costs are eligible for funding under this program. Low Carbon Communities staff reserve the right to question/decline funding for costs that are deemed unreasonable.

All applicants must provide a matching fund contribution that meets the following criteria:

- **In-kind contribution of no more than 25% of the total project cost**
 - Qualified in-kind contributions include; donated material, equipment and labour from another party (in-kind reporting form will be provided upon reporting time)
 - Incremental costs incurred by the applicant or partners must be in association with the proposed project. To be eligible, incremental costs must be new costs incurred because of the initiative, including new space provided for the project or volunteer labour associated with the project.
- **Remaining funding: minimum 25%**
 - Funding can include other sources of municipal, federal or community government contributions and/or other sources of funding, including resources from community organizations, non-profits or businesses.



Assessment Criteria

Proposals will be evaluated by an interdepartmental committee of NS Government staff. Projects are scored on the extent to which it meets each criteria. Applicants will be expected to address each of the questions below in the application form.

Criteria	Scoring
Project Description: <ul style="list-style-type: none"> - Project addresses an identified challenge of the community, with the aim of transforming the community toward a low carbon lifestyle. 	20
Partnerships: <ul style="list-style-type: none"> - The applicant has effectively engaged with all relevant groups impacted by the project or has a plan to do so. - The proposal represents new partnerships within the community. - There is a clear understanding of other funding sources that could support the current or future stages of the proposed project. 	20
Strategic Alignment: <ul style="list-style-type: none"> - The project has a clear alignment with the principles and the applicant demonstrates how the project will further these principles: - <i>GHG Reduction Potential:</i> Either the project itself, or future stages of the project, have a clear ability to reduce GHGs in the community. There is a plan to measure and report the GHG reductions. - <i>Action Orientation and Innovation:</i> How does the project idea lead directly to change, or gather the resources needed for that change? Has this project idea been done before? If so, how are you building on it to make it better? - <i>Local Economic Benefits & Cost-effectiveness:</i> Job creation, local suppliers and consultants will be used where possible, and development of skills and supports for low carbon industries. Project is cost effective and has a reasonable budget for the anticipated outcomes. - <i>Community Driven Initiative:</i> The project idea was developed from the community and takes local context into consideration. There is demonstrated local support and engagement of stakeholders (letter of support). - <i>Social Equity and Accessibility:</i> Projects with a focus on energy poverty reduction; or which improve access to energy and transportation services and products to underserved communities and demographics. 	30
Measurability and Evaluation: <ul style="list-style-type: none"> - There is a plan to evaluate the project's impacts, including engagement with the community, and successes and learnings around project management. - The project proponent knows what the project's success looks like and what the intended outcomes are. 	10
Budget and Workplan: <ul style="list-style-type: none"> - Specific deliverables for the project have been identified, with a clear and achievable timeline for deliverables. - The applicant demonstrates experience and understanding of how the project will be managed and completed on time. - Projects with diverse funding partners are encouraged 	20

Application Submission Process

- Step 1** Submit a brief overview ([Expression of Interest](#)) of your project idea as soon as possible online.
- Step 2** You will receive an application form by e-mail from Department of Energy and Mines within 48 hours only if your EOI has been approved. The Program Coordinator may contact you with questions.
- Step 3** After receiving an application via e-mail, submit the completed application to lowcarboncommunities@novascotia.ca no later than **September 20, 2019**. Early application submission is highly encouraged.
- **Scanned applications or hard copies are not accepted.**
 - **Visual materials are encouraged.**

Due to the increased popularity of the LCC Program and limited funding availability, we encourage applicants to **put forth strong application packages**. Every round of the program is independent from the previous rounds. Applicants will be scored based on their alignment with the criteria set in the program description above. Applicants will be expected to ensure all required supporting documents are provided at the time of submission.

Applicants are welcome to contact the Program Coordinator for support while completing their application packages.

Timeline

- **September 13, 2019:** Deadline to submit expression of interest
- **September 20, 2019:** Deadline to submit completed application
- **October and forward:** Awards announcements

Questions? Contact the Program Coordinator at: lowcarboncommunities@novascotia.ca

Category	Project	Goal	Indicators of success	What data source will you be monitoring?	What evaluation tool will you use?	Main question(s)	Timeframe
Connect2 – AT Infrastructure	Adding protected bike lane infrastructure to create a bike lane network/minimum grid	Increased mode share Increased connectivity	Increased Cyclist usage	Cyclist Counts	AT/Bicycle Counter	By adding additional bike lanes that complete the network, will we see an increased use from our baseline?	Install an AT Counter over a two-week period
Connect2 – Community building and engagement	Creating awareness of our town's current AT corridors through an online presence campaign	Increased Unique Engagement Online	Increased unique online presence traffic Counts	Unique Page visits More engagement (likes, comments, shares, retweets, etc.)	Social Media (Facebook, Twitter, Website) Tracking Google Analytics	By launching an online presence campaign on AT in our town, did we experience more engagement online (in comparison to our baseline)?	Over the course of our campaign period
LCC - Electricity	Community energy plan	Develop a long-term energy use and reduction plan	Proven energy use reduction, reduction in household energy poverty	Energy consumption data (from bills or utility provider); municipal buildings or households	Excel database Household surveys	How will our community reduce GHG and energy use?	Annual monitoring to meet 2030 energy plan goal

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Examples of Potential Funding Partners

Environment and Climate Change Canada

- [Low Carbon Economy Fund](#)
- [EcoAction Community Funding Program](#)

Nova Scotia Department of Energy and Mines

- [Solar Electricity for Community Buildings Pilot Program](#)

Atlantic Canada Opportunities Agency (ACOA)

- [Innovative Communities Fund](#)

Infrastructure Canada

- [Investing in Canada Plan](#)

Federation of Canadian Municipalities (FCM)

- [New programs \(federal budget 2019\)](#)
- [Green Municipal Fund](#)
- [Partners for Climate Protection](#)

Nova Scotia based programs

- [SolarHomes](#)
- [Efficiency Nova Scotia PACE](#) & [Clean Energy Financing PACE](#)
- [On-site Energy Managers](#)



Town of Mahone Bay

Staff Report

RE: Flagpole Donation

September 10, 2019

General Overview:

The purpose of this report is to request direction from Council concerning an offer from the Mahone Bay Centre Society for the donation of a flagpole.

Background:

In May of 2019, as part of the Town's centennial program, Town staff assisted the Mahone Bay Centre Society in applying for a Community ACCESS-ability program grant from the provincial Department of Communities, Culture and Heritage for renovation of the Centre's gym entrance to allow for barrier-free access from the parking area; it is anticipated that the Centre's gymnasium will be used to host at least one centennial event in 2019-20, for which this upgrade is required (the upgrade will also provide a lasting benefit to the Centre and the community).

Confirmation of grant funding in the amount of \$10,000 was received in mid-August, and the Society has arranged for work to begin in September with completion of the project anticipated prior to the annual Scarecrow Festival; the Society – supported by donations – is responsible for the remainder of the costs not covered by the grant. As a first step, Town staff recently assisted with the removal of an unused flagpole from the site, as its location was obstructing the construction of the new access ramp. As the flagpole was unused, the Society has offered it as a donation to the Town; it is currently being stored by Town staff.

Analysis:

Staff requests Council direction concerning the donation of the flagpole. As Council members are aware, the Town receives occasional requests to fly flags, including some annual requests. The Town's current practice of flying flags on the Town Hall building offers limited visibility for the flags, and does not allow for flag raising events (due to safety and logistical issues with the Town Hall parking lot). Erecting a flagpole – such as the one being offered – at a public location would improve visibility and would allow the Town to permit flag raising events.

Staff recommends Council accept the donation of the flagpole from the Society and direct staff as to the location where it is be erected, as well as towards the development of a policy concerning the flying of flags on this flagpole. Potential flagpole locations identified by staff for visibility and space / parking for flag raising events include the VIC on Edgewater St. and the Town bandstand on Main St..

Financial Analysis:

The flagpole has been offered to the Town free of charge and the costs of refurbishment and installation are anticipated to be minimal and accommodated within existing budgets.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.3 Governance and Public Engagement

- Create opportunities for public engagement

Recommendation:

It is recommended:

That Council provide direction to staff concerning

- a) the Mahone Bay Centre Society's offer of a flagpole as a donation to the Town;
- b) the location where said flagpole – should it be accepted – is to be erected; and,
- c) the development of a policy concerning the flying of flags.

Attached for Council Review:

None

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay

Staff Report

RE: Refunding Parking Tickets

September 10, 2019

General Overview:

The purpose of this report is to request direction from Council concerning the practice of refunding or not refunding parking tickets following a change in signage.

Background:

Beginning in late 2018-19, the Town of Mahone Bay has increased its by-law enforcement capacity over prior years, focused largely on parking enforcement. The Town's By-law Enforcement Officer enforces current Town parking signage, as well as the Nova Scotia Motor Vehicle Act; if there is a question of interpretation it is discussed with the Town's Traffic Authority (CAO). Current signage will occasionally be reviewed by the Traffic Authority (CAO) – particularly on the recommendation of the By-law Enforcement Officer or the Director of Operations – and changes may be made if deemed advisable. This may result in tickets being issued for a parking offense – such as parking in a no-parking zone – which would not have been an offense months later.

A recent example of this would be the no-parking zone on Orchard Street, between Aberdeen Lane and Parish Street, which on review by the Traffic Authority and discussion with the Director of Operations was altered via the installation of a new no-parking sign and the amendment of another; the result of this alteration was the establishment of an area of designated parking in what was previously signed as a no parking zone. This change was made in accordance with the Nova Scotia Motor Vehicle Act and the Transportation Association of Canada Manual of Uniform Traffic Control Devices for Canada. The purpose of the change was to maximize parking in the downtown commercial district while maintaining public safety. Several tickets had previously been issued for parking in the no-parking zone on Orchard Street where, after the change, parking is now permitted.

Analysis:

Staff have received a request for the refund of a ticket issued in accordance with signage in place at the time. Due to a recent change in signage, parking in this area is no longer prohibited, therefore the motorist feels the ticket should be refunded. As the By-Law Officer issued the ticket correctly in accordance with the signage at the time, staff would not issue a refund in this case, however Council has the authority to direct staff to refund tickets issued under these circumstances should these be deemed appropriate; such direction would then serve as precedent in similar cases.

Financial Analysis:

Parking tickets issued for parking in a no-parking zone are \$15 each. In the case of Orchard Street there were 13 tickets issued for parking in the no-parking zone from the beginning of by-law enforcement services in the winter of 2018-19 to the change in signage in this location in the summer of 2019-20. Of these 10 tickets have been paid and 3 remain outstanding. The maximum refunds to be issued in the case of Orchard Street would therefore be \$150; refunds could only be issued where motorists approach the Town seeking a refund, due to a lack of contact information. This cost is likely comparable to what could be anticipated in similar cases in the future, should Council direct staff to issue refunds in this case.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.1 21st Century Infrastructure

- Provide safe streets and sidewalks

Recommendation:

It is recommended:

That Council provide direction to staff concerning the practice of refunding parking tickets following a change in signage.

Attached for Council Review:

None

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay
Staff Report
RE: Public Works Storage
September 10, 2019

General Overview:

The purpose of this report is to present to Council a recommendation for additional temporary storage for the Public Works Department.

Background:

Earlier this summer the Public Works Department completed the demolition of the old barn located adjacent to the pumping station on Oakland Lake. Previously used for storage of Public Works and Utilities equipment, the barn was in very poor condition and no longer safe to use. With the barn demolished, everything stored therein has had to be relocated; the majority has been temporarily stored in the salt shed, which is not good for the equipment in the long term, and will not be possible when the shed is in regular use during winter snow and ice operations.

Analysis:

The Director of Operations recommends the purchase of an additional storage container to provide temporary storage for the Department. The container would be located at Oakland Lake, where the barn previously stood. The container would be used for storage and should it no longer be required at some point in the future as a result of facilities improvements, it could be easily resold.

Financial Analysis:

The cost to obtain the storage container is estimated at \$6,000. It is recommended that funds for this purchase would be allocated from the \$478,650 budgeted for capital spending / reserves in the Town's 2019-20 budget.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.1 21st Century Infrastructure

- Facilities Management

Recommendation:

It is recommended:

THAT Council authorize the purchase of a storage container at a cost of \$6,000 with funds to be drawn from those allocated for capital spending in the 2019-20 budget.

Attached for Council Review:

None

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO



The quarterly meeting of the Town of Mahone Bay's Police Advisory Board was held on Thursday, July 25, 2019 at 6:00 p.m. in Council Chambers.

Present:

Mayor D. Devenne
Councillor R. Nowe
Councillor J. Feeney
Bill Kowalski
CAO, D. Heide
Clerk, M. Hughes
Sgt. Dave Ferguson, RCMP

Absent:

Aaron Collery

Gallery:

Approval of Agenda

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

Minutes

A motion by Mr. Kowalski, seconded by Councillor Feeney, **"THAT the minutes of the May 14, 2019 meeting of the Police Advisory Board be approved as presented."** Motion carried.

Presentation of Police Reports

Sgt. Ferguson presented the quarterly and annual statistical reports for the Town of Mahone Bay as well as the annual statistics for the Lunenburg Detachment. Sgt. Ferguson highlighted key investigations in the GIS (General Investigative Services) Division and the work of School Safety Resource Officers, Cst. Lynch and Cst. Bailey who have continued their work on issues in schools, including an emphasis on sharing of intimate images.

Also noted in Sgt. Ferguson's report were the arrival of Cst. Sonia Upshaw, Community Resource Officer, and S/Sgt Paul Coughlin, the new Commander of the Lunenburg District RCMP, both of whom joined the District in the First Quarter of 2019/20.

New Business

Crosswalks in Mahone Bay

Committee members received information from Mayor Devenne regarding traffic safety concerns expressed by residents to members of Council and staff.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT the Police Advisory Board recommend that Council direct staff to undertake to contract for an Assessment on Pedestrian Safety on the Streets in Mahone Bay and prepare a plan for the consideration of Council for the implementation the recommendations which result.”** Motion carried.

The meeting adjourned upon motion at 6:46 p.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Town Clerk, Maureen Hughes

Mayor, David Devenne



The regular meeting of the Economic Development Committee for the Town of Mahone Bay was held on Wednesday, July 31, 2019 at 1:00 p.m. in Council Chambers.

Present:

Councillor J. Bain, Chair
Mayor D. Devenne
J. Frampton
D. King (left at 2:05pm)
A. St. Onge
L. Hennigar
D. Heide, CAO
M. Hughes, Clerk

Absent: C. O'Neill (regrets)

Approval of Agenda

A motion by L. Hennigar, seconded by A. St. Onge, **"THAT the agenda be approved as amended to add Centennial Decoration Project Review Panel."** Motion carried.

Minutes

A motion by L. Hennigar, seconded by A. St. Onge, **"THAT the minutes of the May 15, 2019 meeting of the Economic Development Committee be approved as presented."** Motion carried.

2019 Economic Development Committee Action Plan

The committee received the final EDC Action Plan which was approved by Council on June 11, 2019. The structure of the Action Plan will be used to inform future agendas of the committee.

Action Plan Item #1

Results of the Town of Mahone Bay Economic Development Survey 2019

The committee discussed results of the Mahone Bay Economic Development Survey and how to identify priority action items and how to determine timelines to address those priorities. Committee members will develop a list of priority topics identified in the survey data which they will forward to staff for comment on the current status of identified issues. A document prioritizing short, medium and long-term goals, as well as providing updates on ongoing

projects, will be developed at the September meeting of the Economic Development Committee to be forwarded to Council as a basis for recommendations to Council.

Action Plan Item #2

Establishing Relationships

NOW Lunenburg County

Staff will reach out to NOW Lunenburg County to invite them to attend a meeting of the EDC in January or February.

After Hours Session

Staff will contact the Mahone Bay Tourism and Chamber of Commerce with an offer to host a business "After Hours" session in the first floor of Town Hall this winter.

Joint Session/ Social Event

Staff will issue an invitation to other Committees to a joint social event for all committee members, the event to be held in the early evening during Municipal Awareness Week in November.

As an additional economic perspective, Councillor Bain will invite Bob Youden, of M.A.D.E. for Mahone Bay, to attend a future meeting of the Economic Development Committee to discuss development in Mahone Bay.

Action Plan Item #4

Supply Chain/ Business to Business Initiative

Staff will schedule a session with Robert Cervelli of the Centre for Local Prosperity, for the third week in October to coincide with Small Business Week.

Action Plan Item #7

County-wide Asset Inventory Initiative Update

Staff updated Committee members on the status of the proposed county-wide asset inventory initiative. The committee was informed that staff have spoken with provincial representatives about a potential pilot project. It is expected that a staff-level update in September will be able to provide more information about the feasibility of proceeding with said pilot project.

Centennial Infrastructure Decoration Proposal

Committee members were advised that Council passed a motion accepting the recommendation of the Economic Development Committee that they be delegated the role of

reviewing any submissions submitted to the Infrastructure Decoration Project for recommendation to Council. The deadline for submissions is September 6, 2019.

2019 Meetings

Committee members agreed, by consensus, that the third Wednesday of the month at 1:00pm will be the regular meeting time for the Economic Development Committee.

The next meeting of the Economic Development Committee will be held on Wednesday, September 18th at 1:00pm.

The meeting adjourned by motion at 2:38 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Councillor John Bain, Chair

Maureen Hughes, Clerk



MEMORANDUM

TO: Council

FROM: Kelly Redden

DATE: September 10, 2019

RE: Registration of Heritage Property – 16 Orchard Street

At the June 27, 2019 meeting of Town Council for the Town of Mahone Bay, Council passed a motion to register the property at 16 Orchard Street as a Municipal Heritage Property. Notification was provided to the owners of 16 Orchard Street. A Heritage Registration Hearing was scheduled for September 10, 2019 to hear any comments from property owners should they wish to appear.

Recommendation:

It is recommended that at the September 10, 2019 meeting of Town Council, having allowed for comments from the owners of the property at 16 Orchard Street, that Council resolve:

THAT the property at 16 Orchard be registered as a Municipal Heritage Property.

Regards,

A handwritten signature in blue ink that reads "Kelly Redden".

Kelly Redden
Deputy Clerk

16 Orchard Street – Statement of Significance

Description

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

Heritage Value

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

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

After George's death in 1815, his four sons by his second wife each got a share of the homestead [the dwelling at 16 Orchard St.] and mill and divided the remaining mill lands among themselves – 119 acres. One son, Henry, sold all his share in 1837 to John Adam Mader, the great grandson of Ulrich Mader who was also part of the 1753 settlement of Lunenburg. As a blacksmith, John Mader would have benefited from locating his shop at the juncture of the roads to Lunenburg, Chester and Blockhouse.

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

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

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

Character-Defining Elements

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

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

*Prepared by Penny Carver and Deborah Trask
June 2019*

Lunenburg County Seniors' Safety Program – July 2019

This report includes a review of January – July 2019 inclusive.

Program Description:

The LCSSP is community-based and operated under the umbrella of Safe Communities Lunenburg County, a non-profit organization. The program works collaboratively with Bridgewater Police Service, RCMP, and many community partners to address the safety concerns of seniors residing in Lunenburg County. To ensure that all seniors can participate in our services, programs are typically offered at no cost. Staffing complement includes one full-time Seniors' Safety Coordinator and operates out of Bridgewater Police Service.

SSC scheduled time off in July 2019:

July 1st, 2019 – Canada Day Holiday

Monthly stats & information:

- **Referral sources include but are not limited to;** law enforcement, healthcare practitioners, community members, banking representatives, government organizations, political offices, private business, the family of seniors', community members, self-referrals and anonymous sources.

Nature of referrals received January 2019 – July 2019:

Housing related concerns such as homelessness, residential tenancy issues, housing insecurity, housing repair and home takeovers, Financial hardship due to income issues, financial abuse and/or low income, Need for supports and services, Driving concerns and/or transportation needs, Health and wellbeing concerns such as disease, MH, addictions and/or self-neglect, Need for support to follow through with professional direction such as dr., CRA or lawyer, Need for assistance with forms & connecting with community partners, Hoarding / fire risks / unsightly premises, Unable to afford medications, Income, property and civil disputes,	Social isolation and loneliness, Scams and frauds, Food insecurity, Elder abuse, Loss of utilities, Personal safety, Fearful of falling, Issues with completing taxes, Foot care needs,
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Monthly Stats - Semi-Annual Review, January to July 2019 Stats:

Data	January	February	March	April	May	June	July
# of clients	98	109	86	90	95	111	81
# of clients receiving service	58	67	45	48	34	83	40
# of new referrals	28	15	7	5	8	20	7
# of home visits	27	42	22	27	34	35	47
# of closed files	1	32	7	3	3	36	2
'One of' requests for support	0	3	2	5	1	2	5

Navigating the wide range of programs and services available is difficult at times without support. As part of a home visit, we provide clients with a phone list of commonly used numbers, a LCSSP pamphlet, a Positive Aging Book (if available) and additional information as appropriate. Clients may choose to self-refer to services or the SSC can complete the referral. We assist many clients by gathering information, checking facts and completing referrals on their behalf. This does not always mean the client chooses to follow through with the referral. For example, a client may agree to a mental health referral but may choose to decline an appointment when offered.

Lunenburg County Seniors' Safety Program – July 2019

This report includes a review of January – July 2019 inclusive.

The LCSSP celebrates many partnerships including but not limited to:

211, 811, Adult protection, Alcoholics Anonymous, Alzheimer Society of NS, Access NS, Banking institutions, Caregiver NS, Community Links, Community groups (various), Community transportation, CRA Reps, CRC volunteers (assist to do taxes), DCS, Dept. of Health, Dept. of Recreation (various municipalities), Doctor/nurse practitioner, Elder Dog, Family Resource Center, Family Support Center, Driving decisions, Efficiency NS, EHS, Elder Dog,	Feed NS, Fire marshal, building inspector, Food Banks, Free legal clinic, Harbour House, Housing Support (Freeman House) Kaiser Meadow, Kinsmen, Law enforcement, LCLC – Library, Legal Aid, Lions Clubs, Local professionals & businesses, Municipal units, NSHA NS Legal Society, NS Power, Private Home Care Providers, Political representatives & their teams. Public Trustee, MH & Addictions, Support groups (various), #Talk Justice project,	MH crisis line, National Suicide Prevention, Ombudsman, Palliative Care Program, Plow/Rake/Mow It Forward (United Way), Private businesses, Salvation Army, Santa's for Seniors, Scams/Frauds resources, Seniors' Com. Health Team, Souls Harbour, South Shore Community Justice Society, SPCA case worker, Spiritual support, St. Vincent de Paul, Telephone service providers, The Rose Fund, United Way, VON, Various service providers, Western Reg. Housing Auth., Whynot Settlement,
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July 2019 Client Activity:

- Several seniors reported financial abuse at the hands of individuals in their close circle. It is difficult to address this very serious issue. With support from the SSP, law enforcement and collaborating partners we began by first helping the individuals protect their interests.
- Several homeless people required emergency housing and other supports. We were able to help find temporary shelter and create long-term plans. This was a team effort - thanks to organizations like St. Vincent de Paul, Souls Harbour, Salvation Army, local businesses, Housing Support Case Workers, healthcare/government agencies and the LCSSP Client Emergency Contingency Fund.
- Income, tenancy, property, familial and civil disputes requiring SSP support has resulted in several clients finding resolution while others continue to work toward a solution.

January 2019 to July 2019 Programs & Projects at a Glance:

- **Energy Poverty Research Program** – The LCSSP collaborated on the Energy Poverty Research Project in Bridgewater to help improve housing, community transportation and reduce energy bills. The town of Bridgewater was the successful recipient of 5 million dollars and clients of the LCSSP are very pleased to have been a small part of this important project!
- **Part-time SSC 6 Month Pilot Project** –Carole Hipwell served as part-time SSC; she helped to meet the needs of clients and the program at large from September 1st, 2018 to March 31st, 2019. Through this project, we were able to gather a better understanding of what our staffing needs are. Thank you Carole!
- **Vials of Life** – We created and distributed more than 130 Vials of Life to Lunenburg County members. This emergency medical information system is another step you can take to stay safe. Thank you Kinburn Pharmacy and Bridgewater Pharmasave for providing vials!
- **LCSSP Pamphlet** – Darrel Freeman donated his time and talents to create a professional LCSSP pamphlet free of charge! Thank you Darrel. Please see attached pamphlet.

Lunenburg County Seniors' Safety Program – July 2019

This report includes a review of January – July 2019 inclusive.

- **DHW and NSHA – Primary Health Care's Dementia Pathway of Care Think Tanks** – SSC's participated in two inter-disciplinary think tanks. The purpose of these full day meetings were to review and consider pathways/materials used to assist in diagnosis and provision of treatment, long term management and care planning for people living with dementia and/or supports provided to families and caregivers.
- **County Rental Housing Directory** – We are working on a project to help create a rental-housing directory for Lunenburg County. We are currently using this directory (as it evolves) to improve efficiency when trying to help clients find suitable housing.
- **Seniors Helping Tree** – The Town of Bridgewater Helping Tree created by the Family Services of Western NS inspired the LCSSP to create a larger print version with numbers frequently used by clients.
- **NS Quality of Life Surveys** – We assisted several clients access and complete quality of life questionnaires.
- **NS GovLab; Positive Aging Prototype Interviews** – Community and LCSSAP members participated in an in-depth interview as they used the positive aging prototype created by NS GovLab. This was an excellent introduction and opportunity to give feedback on the positive aging prototype.
- **Senior Friendly™ Program** – Very happy to share that Mahone Bay Legion Branch 49 received their Senior Friendly™ Designation. The team working on the new MODL building have begun their Senior Friendly™ designation journey. Great job everyone!
- **Presentations** – The SSC has carried out 28 presentations to different groups, organizations, councils, NSCC students and at meetings. Topics included; the LCSSP, scams and frauds, elder abuse and personal safety. We have also participated in two health and wellness fairs and the NSCC CCA accreditation process during this reporting period.
- **The Provincial SSP Conference** – The SCLC hosted the 2019 SSP Provincial Conference in Bridgewater. A community event opened the conference with a fast-paced informative day to follow with collaborative partners and SSP representatives in attendance. Thank you to all who made this conference a success!
- **SSP Safety Best Practises** – Look for more information on this upcoming project inspired by the 2019 SSP Conference!
- **Funding / Grants:**
 - **Community Health Board Grant Applications (2)** – Submitted Oct. 15th, 2018. Unfortunately, we did not meet the grant criteria this year. Thank you to CHB for the opportunity to apply.
 - **Lunenburg County United Way Grant** – Submitted application February 13th, 2019 and \$5,000 granted. Thank you Lunenburg County United Way for continuing to be a strong partner and advocate for the LCSSP.
 - **Funding partners continue to rise to help meet the need!** Thank you to the Dept. of Seniors', Municipality of the District of Chester, Municipality of the District of Lunenburg, Town of Bridgewater, Mahone Bay and Lunenburg for your continued support and advocacy!
 - **New Horizons Grant** application for \$25,000 submitted June 26th, 2019 – grant application withdrawn as the project request did not meet criteria.
 - **The Client Emergency Contingency Fund** has proven to be very helpful to clients. It has supplied someone with necessary household items to ensure home care services, meals for individuals who were hungry and without funds, taxi fare for someone stranded. Thank you to the Advisory Partnership for approving the creation of this fund (using the grant monies received from the Smart Cities Challenge grant – Thank you town of Bridgewater!).

Lunenburg County Seniors' Safety Program – July 2019

This report includes a review of January – July 2019 inclusive.

- Starting Balance: \$1000
- Expenses: \$79.70
- Donations: 2/\$10.00 PC Gift Cards & \$50 Ultimate Gift Card
- Balance: \$920.30 + \$70/gift cards

Submitted by: Chris Acomb, SSC

July 31st, 2019

Important Phone Numbers

..... 9-1-1

1-Urgent
Concerns

gistry 8-1-1

lay Service for Individuals

3/Speech Impairment 7-1-1

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

Police Service

Dispatch 902-543-2464

ater 902-527-5555

rg 902-634-8674

..... 902-275-3583

Bay..... 902-634-8674

are

Long-Term Care,

tion) 1-800-225-7225

iti-Fraud Centre..... 1-888-495-8501

Scotia..... 1-800-670-4357

ounty

ety Program 902-543-3567



Funding provided by:

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



Lunenburg County Seniors' Safety Program
Is a project of



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

www.bridgewaterpolice.ca
www.services.rcmp-grc.gc.ca

www.southshore.safecommunities.parachutecanada.org
www.novascotia.ca/seniors/senior_Safety_Programs.asp



Lunenburg County Seniors' Safety

PROGRAM



Seniors, Police and Community Working Together

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



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

Home Visits

Available to any senior living in Lunenburg County

Safety Presentations

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

Education Series

Seniors' Safety Academy / Living Alone Program

Driving Safety

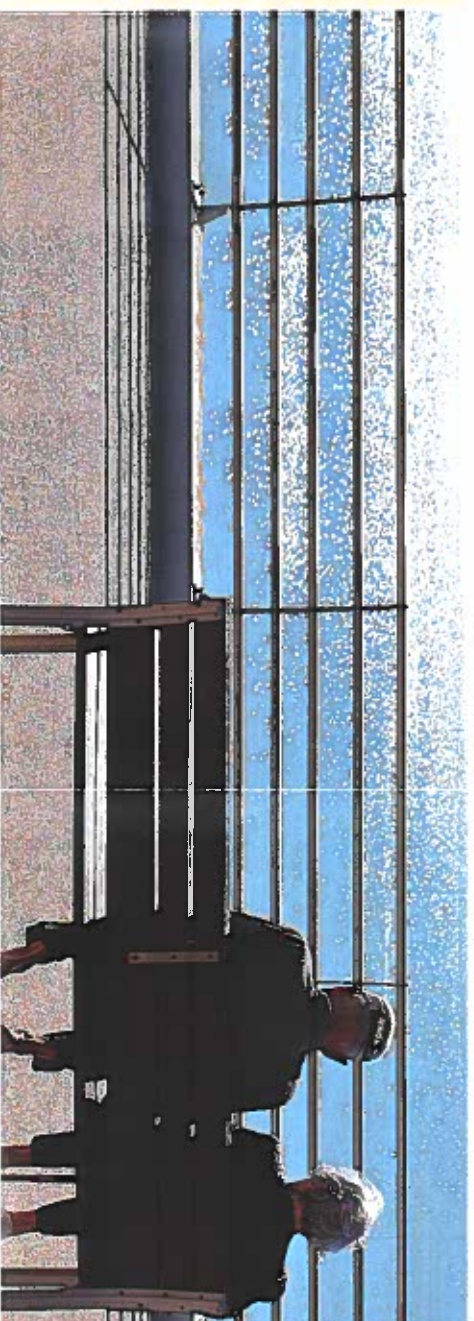
Older Person Safe Driving Program, Driving Decisions & 55 Alive

The Vial of Life™

Emergency Medical Information Vial

Senior Friendly™ Program

Improving services for seniors in Lunenburg County



Who is the Seniors' Safety Program for?

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

How much does it cost?

All programs are FREE of charge.

Where do I go to get help?

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

How does the program work to address elder abuse?

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


Referrals

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

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

CONTACT

Chris Acomb
Seniors' Safety Coordinator
902-543-3567

 lunenburgseniorssafety



STATUS REPORT: SHORT TERM ACCOMMODATIONS

Town of Mahone Bay

July 2019

Prepared by South Shore Housing Action Coalition

The South Shore Housing Action Coalition (SSHAC) seeks to build awareness and facilitate action on the need for improved access to healthy, safe and affordable housing options for all, at every stage of life. Understanding the various factors which impact the availability of healthy, safe, and affordable housing options is necessary to identify solutions, and support action.

The rapid growth of the Short-Term Accommodation (STA) market in our region is a contributing factor to the housing crisis in our region. While the growth of this market has benefitted the tourism industry, it has also put pressure on the already strained rental housing market. While we don't know the extent to which properties that were once available as market rentals are being converted STAs, the experiences of businesses, individuals and families and neighbourhoods in our communities indicates there has been an impact: seasonal service industry employees are unable to find affordable accommodations; tenants are only able to sign short-term leases during the off season, and must vacate their homes as they become STAs during the summer months; and the social fabric of neighbourhoods is being compromised as STAs operate next door.

In an effort to build awareness about the presence and impact of STAs across our region, SSHAC has prepared the following report about the current state of STAs in your municipality. It is intended to support council, staff and community members in their decision making about how to best respond to the proliferation of STAs while ensuring that residents of the community continue to have access to long-term healthy, safe, and affordable housing options. As the province develops its response to STAs in the coming months, we believe that it is important for local decision makers to have an understanding of the impacts of STAs in their communities.

This data has been collected from AirDNA's Market Minder application (<https://www.airdna.co/>), which pulls information from Airbnb and HomeAway platforms, to provide an overview of the STA market in a region for the month of July 2019.

If you have further questions or would like to share with us your concerns and ideas about managing STAs in your municipality, please get in touch. We welcome your comments and the opportunity to discuss the issues and opportunities further. You can get in touch with us at: sshousingaction@gmail.com.



STATUS REPORT: SHORT TERM ACCOMMODATIONS

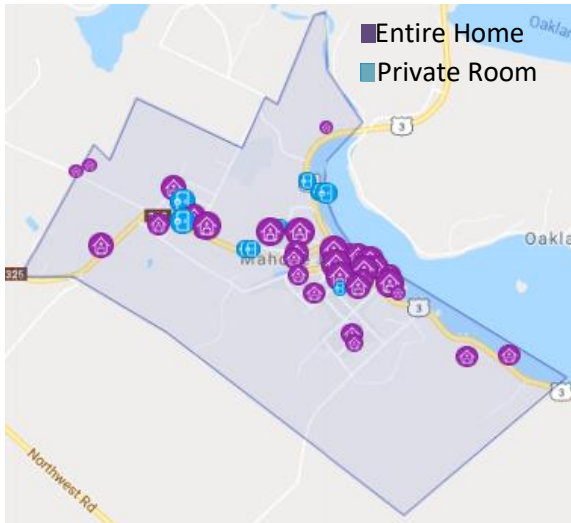
Town of Mahone Bay

July 2019

Prepared by South Shore Housing Action Coalition

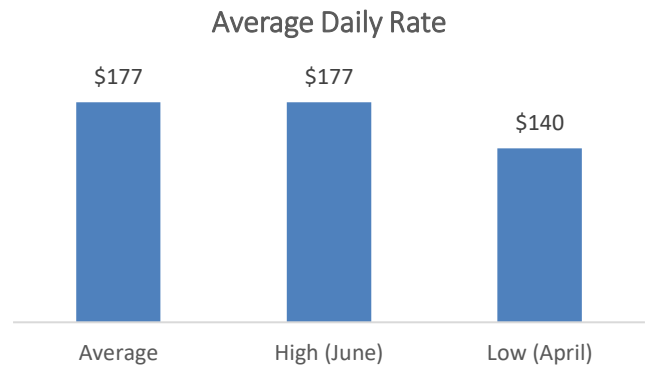
OVERVIEW OF SHORT TERM ACCOMMODATION MARKET (JULY 2019)

Active Listings: 47



Average Daily Rate

Average booked nightly rate plus cleaning fee for all booked days in the last month. Also lists high and low ADR

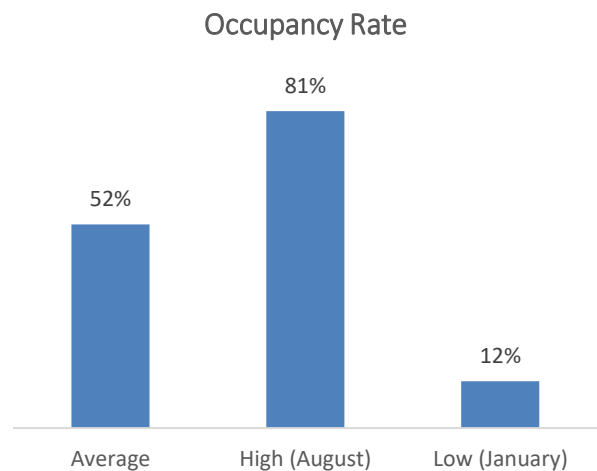
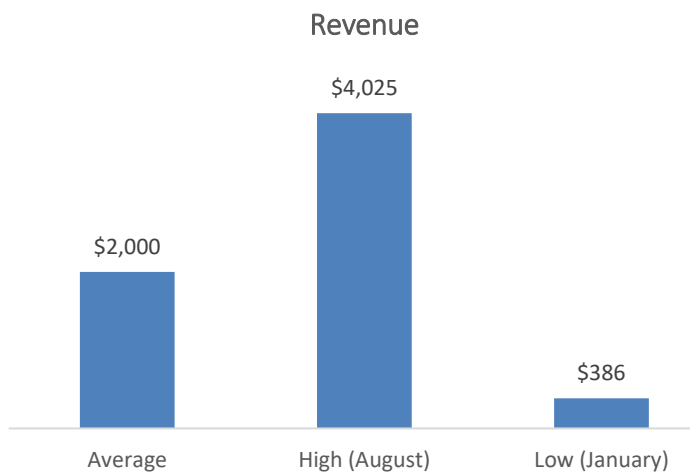


Revenue

Total nightly rate plus cleaning fees earned in the last month. Does not include taxes, services fees or additional guests.

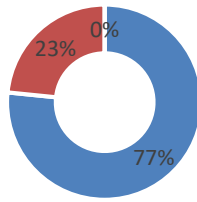
Occupancy Rate:

number of booked days divided by the total number of days available for rent in the last month. Properties with our reservations are excluded.



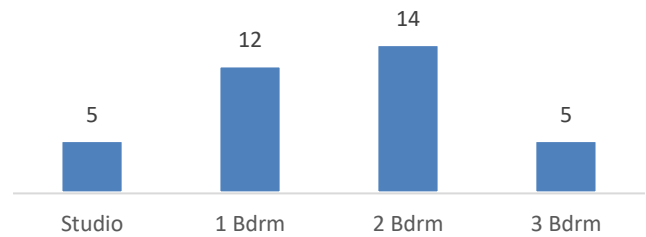
Short Term Accomodation Type

■ Entire Home ■ Private Room ■ Shared Room

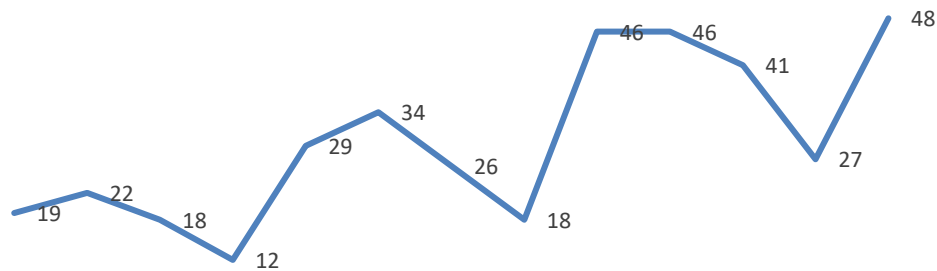


Number of Short Term Accomodations by Size

■ Studio ■ 1 Bdrm ■ 2 Bdrm ■ 3 Bdrm



Growth of Short Term Accomodations by Quarter: Q2, 2016 - Q2, 2019



Quarterly Growth: 78%

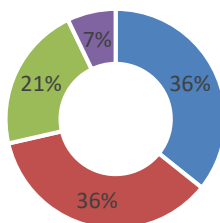
Q2 '16 Q3 '16 Q4 '16 Q1 '17 Q2 '17 Q3 '17 Q4 '17 Q1 '18 Q2 '18 Q3 '18 Q4 '18 Q1 '19 Q2 '19

Rental Activity

Some rentals are only available for rent during a single weekend, while others are full-time investment properties. This chart segments all active properties by the number of days they were available for rent and actually rented over the past year.

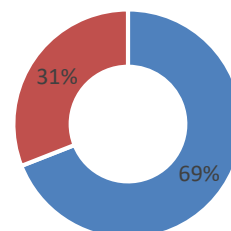
Percentage of Short Term Accomodations Available by Number of Days

■ 1-90 days ■ 91-180 days ■ 181-270 days ■ 271-365 days



Percentage of Short Term Accomodations Booked by Number of Days

■ 1-90 days ■ 91-180 days



Percentage of Units Available Full Time:

28%

Source: AirDNA (2019). Results for Town of Mahone Bay. Retrieved on July 24, 2019 from <https://www.airdna.co/vacation-rental-data/app/ca/nova-scotia/mahone-bay/overview>.

Cost Sharing Advisory Committee

July 22nd 2019, Riverport Electric Light Commission office, Riverport Nova Scotia

Attendees MB - Dylan Heide, Karl Nauss
RELC - Peter Lamphier, Andrea Strowbridge, Steve Kemp

- Chair Peter Lamphier called the meeting to order at 3.05 PM.
- Karl motioned to accept the agenda presented Peter 2nd, motion carried.
- Karl motioned to accept the minutes dated 15th April 2019, Dylan 2nd, motion carried.

Budget and Finance

1. Dylan stated that Mahone Bay will be renting a new utility truck from Altec on a 3 month trial basis (\$3,300/month), if Mahone Bay decides to purchase the truck, Mahone Bay will inform Riverport Electric.
2. Andrea stated that our auditors informed us that we have to charge Mahone Bay HST on all our invoices to Mahone Bay that would normally have HST.
3. Dylan said that the URB approved the imports of electricity from other sources and that NSPI would guarantee 100% backup.

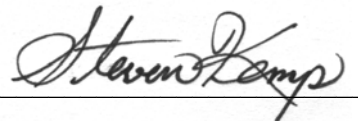
Operations

1. Inventory control – the directors agreed to discuss further with the PLT's a method of maintaining inventory.
2. Andrea said that she and Maureen are working together on the safety manual.
3. Dylan said that he had not received any reports from the PLT's for several weeks. Andrea said that the summer student (Aaron) was working out well and that the PLT's were getting a lot of work done. Andrea also said she would inform the PLT's to start submitting more reports.
4. Dylan stated that Mahone Bay is promoting electric vehicles and heat pumps in order to increase the electrical demand. Dylan also said that St. John was looking at promoting a program of heat pump rentals outside of St. John to municipally owned electrical utilities. Riverport Electric asked to be included.

Next meeting September 23rd, 3:00 PM 2019 at Riverport Electric office, Riverport

Peter adjourned the meeting at 4:20 PM

Minutes written by Steve Kemp, RELC, Secretary.



TOWN OF MAHONE BAY

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017842	07/05/2019	ADVOCATE MEDIA	491.37	A/P	OUT-STD	07/05/2019
017843	07/05/2019	AGAT LABORATORIES	672.18	A/P	OUT-STD	07/05/2019
017844	07/05/2019	BERNICE WILLIAMS	3,000.00	A/P	OUT-STD	07/05/2019
017845	07/05/2019	DAVID DEVENNE	113.79	A/P	OUT-STD	07/05/2019
017846	07/05/2019	DAVID ADAMS	15.90	A/P	OUT-STD	07/05/2019
017847	07/05/2019	DERRICK MACKENZIE	130.67	A/P	OUT-STD	07/05/2019
017848	07/05/2019	G.E.'S ALL TRUCKING	6,462.69	A/P	OUT-STD	07/05/2019
017849	07/05/2019	JOHN HINCKLEY	392.48	A/P	OUT-STD	07/05/2019
017850	07/05/2019	KRC INDUSTRIAL CONTROLS AND AUTOMATION LTD	898.47	A/P	OUT-STD	07/05/2019
017851	07/05/2019	LUNENBURG COUNTY CONDOMINIUM CORPORATION #2:	246.00	A/P	OUT-STD	07/05/2019
017852	07/05/2019	MAHONE MARINE	250.27	A/P	OUT-STD	07/05/2019
017853	07/05/2019	MIDLAND TRANSPORT LTD	780.56	A/P	OUT-STD	07/05/2019
017854	07/05/2019	MUNICIPALITY OF LUNENBURG	252.98	A/P	OUT-STD	07/05/2019
017855	07/05/2019	MUNICIPAL JOINT SERVICES BOARD	7,073.80	A/P	OUT-STD	07/05/2019
017856	07/05/2019	N. S. BUILDING SUPPLIES	118.42	A/P	OUT-STD	07/05/2019
017857	07/05/2019	PHILIP LAWSON	39.06	A/P	OUT-STD	07/05/2019
017858	07/05/2019	PROPERTY VALUATION SERVICES CORPORATION	6,050.68	A/P	OUT-STD	07/05/2019
017859	07/05/2019	SCOTIA BUSINESS CENTRE LIMITED	574.60	A/P	OUT-STD	07/05/2019
017860	07/05/2019	SILVERS GARAGE (2008) LIMITED	1,297.77	A/P	OUT-STD	07/05/2019
017861	07/05/2019	SOUTH SHORE READY MIX	292.54	A/P	OUT-STD	07/05/2019
017862	07/05/2019	SOUTH SHORE REGIONAL LIBRARY	1,442.25	A/P	OUT-STD	07/05/2019
017863	07/05/2019	SOUTH SHORE REGIONAL CENTRE FOR EDUCATION	34,964.01	A/P	OUT-STD	07/05/2019
017864	07/05/2019	SOUTH SHORE REGIONAL HOSPITAL	480.00	A/P	OUT-STD	07/05/2019
017865	07/05/2019	SOUTH SHORE SMALL ENGINE REPAIR	56.25	A/P	OUT-STD	07/05/2019
017866	07/05/2019	TOWN OF MAHONE BAY	9,258.00	A/P	OUT-STD	07/05/2019
017867	07/05/2019	XYLEM CANADA COMPANY	1,474.31	A/P	OUT-STD	07/05/2019
017868	07/12/2019	A.E. DOMINIE	5,229.25	A/P	OUT-STD	07/12/2019
017869	07/12/2019	ACE PEST/TERMINIX CANADA	57.50	A/P	OUT-STD	07/12/2019
017870	07/12/2019	ATLANTIC PURIFICATION SYSTEMS	495.09	A/P	OUT-STD	07/12/2019
017871	07/12/2019	CUMMINGS EASTERN CANADA LP	1,828.33	A/P	*VOID*	07/12/2019
Void Reason: Wrong Vendor Paid						
017872	07/12/2019	EARLE & CAROLYN RICHARDS	300.00	A/P	OUT-STD	07/12/2019
017873	07/12/2019	L&B ELECTRIC LTD.	1,800.44	A/P	OUT-STD	07/12/2019
017874	07/12/2019	LONDON LIFE ASSURANCE COMPANY	3,516.08	A/P	OUT-STD	07/12/2019
017875	07/12/2019	LUNENBURG COUNTY MULTIPURPOSE CARE CORP.	500.00	A/P	OUT-STD	07/12/2019
017876	07/12/2019	MASON'S PLUMBING & HEATING INC.	451.38	A/P	OUT-STD	07/12/2019
017877	07/12/2019	NICK'S INDEPENDENT	21.98	A/P	OUT-STD	07/12/2019
017878	07/12/2019	N. S. BUILDING SUPPLIES	9.11	A/P	OUT-STD	07/12/2019
017879	07/12/2019	OCR EQUIPMENT LTD.	86.14	A/P	OUT-STD	07/12/2019
017880	07/12/2019	PENNY CARVER	109.12	A/P	OUT-STD	07/12/2019
017881	07/12/2019	PRINTERS CORNER	953.35	A/P	OUT-STD	07/12/2019
017882	07/12/2019	RICHARD NOWE	94.91	A/P	OUT-STD	07/12/2019
017883	07/12/2019	RIVERPORT ELECTRIC LIGHT COMM	5,413.16	A/P	OUT-STD	07/12/2019
017884	07/12/2019	ROCKY MOUNTAIN PHOENIX	80.50	A/P	OUT-STD	07/12/2019
017885	07/12/2019	SANSOM EQUIPMENT LIMITED	476.10	A/P	OUT-STD	07/12/2019
017886	07/12/2019	STELLA - JONES INC.	8,849.25	A/P	OUT-STD	07/12/2019

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017887	07/12/2019	SURE COURIER SERVICES	42.72	A/P	OUT-STD	07/12/2019
017888	07/12/2019	TOWN & COUNTRY PROPERTY	3,540.91	A/P	OUT-STD	07/12/2019
017889	07/12/2019	TOWN OF MAHONE BAY	17,903.14	A/P	OUT-STD	07/12/2019
017890	07/12/2019	UNITED RENTALS	162.21	A/P	OUT-STD	07/12/2019
017891	07/19/2019	A. MACKENZIE SECURITY LTD.	833.12	A/P	OUT-STD	07/19/2019
017892	07/19/2019	CRANE SUPPLY	540.50	A/P	OUT-STD	07/19/2019
017893	07/19/2019	CUMINGS FIRE & SAFETY	1,828.33	A/P	OUT-STD	07/19/2019
017894	07/19/2019	LONDON LIFE ASSURANCE COMPANY	3,516.08	A/P	OUT-STD	07/19/2019
017895	07/19/2019	LRB FABRICATORS LIMITED	910.59	A/P	OUT-STD	07/19/2019
017896	07/19/2019	MAHONE BAY FIRE DEPARTMENT	100.00	A/P	OUT-STD	07/19/2019
017897	07/19/2019	MICMAC FIRE & SAFETY LTD.	607.20	A/P	OUT-STD	07/19/2019
017898	07/19/2019	NICK'S INDEPENDENT	42.29	A/P	*VOID*	07/19/2019
Void Reason: Invoices paid by MasterCard						
017899	07/19/2019	N. S. BUILDING SUPPLIES	460.39	A/P	OUT-STD	07/19/2019
017900	07/19/2019	RIVERPORT ELECTRIC LIGHT COMM	1,079.10	A/P	OUT-STD	07/19/2019
017901	07/19/2019	SGM GARAGE DOORS	166.75	A/P	OUT-STD	07/19/2019
017902	07/19/2019	SIGNS YESTERDAY/PAUL WILE	306.67	A/P	OUT-STD	07/19/2019
017903	07/19/2019	SOJOURN ENTERPRISES LIMITED	281.96	A/P	OUT-STD	07/19/2019
017904	07/19/2019	VALERIE HEARDER	95.90	A/P	OUT-STD	07/19/2019
017905	07/19/2019	XYLEM CANADA COMPANY	14,684.01	A/P	OUT-STD	07/19/2019
017906	07/22/2019	WATSON, ELIZABETH	155.05	A/R	OUT-STD	07/22/2019
017907	07/31/2019	HERITAGE BOAT YARD CO-OPERATIVE LTD	1,000.00	A/P	OUT-STD	07/31/2019
017908	08/02/2019	ADVOCATE MEDIA	198.38	A/P	OUT-STD	08/02/2019
017909	08/02/2019	ALTEC INDUSTRIES LTD	8,170.24	A/P	OUT-STD	08/02/2019
017910	08/02/2019	ALTERNATIVE RESOURCE ENERGY AUTHORITY	55,258.22	A/P	OUT-STD	08/02/2019
017911	08/02/2019	BOB SAYER	250.00	A/P	OUT-STD	08/02/2019
017912	08/02/2019	CUMINGS FIRE & SAFETY	69,293.25	A/P	OUT-STD	08/02/2019
017913	08/02/2019	DAVID ADAMS	11.48	A/P	OUT-STD	08/02/2019
017914	08/02/2019	DERRICK MACKENZIE	143.49	A/P	OUT-STD	08/02/2019
017915	08/02/2019	EMCO CORPORATION	903.56	A/P	OUT-STD	08/02/2019
017916	08/02/2019	GRAYBAR CANADA	4,878.41	A/P	OUT-STD	08/02/2019
017917	08/02/2019	JOHN HINCKLEY	472.41	A/P	OUT-STD	08/02/2019
017918	08/02/2019	LONDON LIFE ASSURANCE COMPANY	3,516.08	A/P	OUT-STD	08/02/2019
017919	08/02/2019	LUNENBURG COUNTY CONDOMINIUM CORPORATION #2:	246.00	A/P	OUT-STD	08/02/2019
017920	08/02/2019	PPM - PROVINCIAL PAVEMENT MARKINGS INC	5,071.50	A/P	OUT-STD	08/02/2019
017921	08/02/2019	REXEL ATLANTIC	306.31	A/P	OUT-STD	08/02/2019
017922	08/02/2019	RICHARD NOWE	2,906.79	A/P	OUT-STD	08/02/2019
017923	08/02/2019	RIVERPORT ELECTRIC LIGHT COMM	1,582.77	A/P	OUT-STD	08/02/2019
017924	08/02/2019	SAFETY FIRST-SFC LTD	750.12	A/P	OUT-STD	08/02/2019
017925	08/02/2019	SMALL TOWN INK	276.00	A/P	OUT-STD	08/02/2019
017926	08/02/2019	SOUTH SHORE REGIONAL CENTRE FOR EDUCATION	33,750.00	A/P	OUT-STD	08/02/2019
017927	08/02/2019	TOWN OF MAHONE BAY	9,258.00	A/P	OUT-STD	08/02/2019
017928	08/02/2019	UNITED RENTALS	476.33	A/P	OUT-STD	08/02/2019
017929	08/02/2019	VANOOSTRUM FARM EQUIPMENT	1,313.94	A/P	OUT-STD	08/02/2019
017930	08/12/2019	MAHONE BAY MUSIC ASSOCIATION	1,000.00	A/P	OUT-STD	08/12/2019
017931	08/21/2019	A. MACKENZIE SECURITY LTD.	2,239.22	A/P	OUT-STD	08/21/2019
017932	08/21/2019	ACE PEST/TERMINIX CANADA	57.50	A/P	OUT-STD	08/21/2019

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017933	08/21/2019	ACKLANDS - GRAINGER INC.	305.79	A/P	OUT-STD	08/21/2019
017934	08/21/2019	ADVOCATE MEDIA	640.06	A/P	OUT-STD	08/21/2019
017935	08/21/2019	AGAT LABORATORIES	417.45	A/P	OUT-STD	08/21/2019
017936	08/21/2019	BRENNTAG CANADA INC.	3,209.11	A/P	OUT-STD	08/21/2019
017937	08/21/2019	CBCL LIMITED	2,070.00	A/P	OUT-STD	08/21/2019
017938	08/21/2019	CRANE SUPPLY	458.96	A/P	OUT-STD	08/21/2019
017939	08/21/2019	CUMINGS FIRE & SAFETY	358.73	A/P	OUT-STD	08/21/2019
017940	08/21/2019	D.E. BARRY LIGHT METAL WORKS	172.50	A/P	OUT-STD	08/21/2019
017941	08/21/2019	DWAYNE BROWN	322.53	A/P	OUT-STD	08/21/2019
017942	08/21/2019	DYLAN HEIDE	27.27	A/P	OUT-STD	08/21/2019
017943	08/21/2019	G.E.'S ALL TRUCKING	6,459.20	A/P	OUT-STD	08/21/2019
017944	08/21/2019	GRAYBAR CANADA	7,600.93	A/P	OUT-STD	08/21/2019
017945	08/21/2019	LEN'S PLUMBING & HEATING LIMITED	721.05	A/P	OUT-STD	08/21/2019
017946	08/21/2019	LONDON LIFE ASSURANCE COMPANY	3,516.08	A/P	OUT-STD	08/21/2019
017947	08/21/2019	LRF MASONRY LIMITED	1,725.00	A/P	OUT-STD	08/21/2019
017948	08/21/2019	MAHONE BAY FIRE DEPARTMENT	100.00	A/P	OUT-STD	08/21/2019
017949	08/21/2019	METRO INDUSTRIAL SUPPLIES	118.40	A/P	OUT-STD	08/21/2019
017950	08/21/2019	MICMAC FIRE & SAFETY LTD.	184.00	A/P	OUT-STD	08/21/2019
017951	08/21/2019	MIDLAND TRANSPORT LTD	460.58	A/P	OUT-STD	08/21/2019
017952	08/21/2019	MINISTER OF FINANCE	84,532.00	A/P	OUT-STD	08/21/2019
017953	08/21/2019	MUNICIPALITY OF CHESTER	14.00	A/P	OUT-STD	08/21/2019
017954	08/21/2019	MUNICIPALITY OF LUNENBURG	252.98	A/P	OUT-STD	08/21/2019
017955	08/21/2019	MUNICIPAL JOINT SERVICES BOARD	13,350.22	A/P	OUT-STD	08/21/2019
017956	08/21/2019	NAPA LUNENBURG	64.38	A/P	OUT-STD	08/21/2019
017957	08/21/2019	NICK'S INDEPENDENT	40.66	A/P	OUT-STD	08/21/2019
017958	08/21/2019	N. S. BUILDING SUPPLIES	130.39	A/P	OUT-STD	08/21/2019
017959	08/21/2019	OCR EQUIPMENT LTD.	85.86	A/P	OUT-STD	08/21/2019
017960	08/21/2019	PRINTERS CORNER	331.19	A/P	OUT-STD	08/21/2019
017961	08/21/2019	RIVERPORT ELECTRIC LIGHT COMM	5,723.73	A/P	OUT-STD	08/21/2019
017962	08/21/2019	SCOTIA BUSINESS CENTRE LIMITED	574.53	A/P	OUT-STD	08/21/2019
017963	08/21/2019	SCOTIA RECYCLING LTD	46.00	A/P	OUT-STD	08/21/2019
017964	08/21/2019	SOUTH SHORE REGIONAL HOSPITAL	600.00	A/P	OUT-STD	08/21/2019
017965	08/21/2019	SURE COURIER SERVICES	66.23	A/P	OUT-STD	08/21/2019
017966	08/21/2019	TOWN & COUNTRY PROPERTY	11,506.64	A/P	OUT-STD	08/21/2019
017967	08/21/2019	TOWN OF MAHONE BAY	11,943.05	A/P	OUT-STD	08/21/2019
017968	08/21/2019	UNIVAR CANADA LTD.	6,136.23	A/P	OUT-STD	08/21/2019
017969	08/21/2019	WOOD WYANT INC.	721.37	A/P	OUT-STD	08/21/2019
017970	08/21/2019	XYLEM CANADA COMPANY	6,321.46	A/P	OUT-STD	08/21/2019
017972	08/21/2019	HIMMELMAN, ALEX	147.88	A/R	OUT-STD	08/21/2019
017973	08/21/2019	BRANNEN, HILLARY	61.11	A/R	OUT-STD	08/21/2019
017974	08/21/2019	BAINES, SHEILA	94.58	A/R	OUT-STD	08/21/2019
017975	08/21/2019	ABRIEL, DAVID & HEATHER, ESTATE OF	84.01	A/R	OUT-STD	08/21/2019
017976	08/21/2019	BARNES, BRIAN	12.66	A/R	OUT-STD	08/21/2019
017977	08/21/2019	COLLINS, JANE	15.98	A/R	OUT-STD	08/21/2019
017978	08/21/2019	D BOULIER ENTERPRISES LIMITED,	12.13	A/R	OUT-STD	08/21/2019
017979	08/21/2019	FEHR, JEREMY	19.36	A/R	OUT-STD	08/21/2019
017980	08/21/2019	FURNESS, JAMES	23.71	A/R	OUT-STD	08/21/2019

** - Name on Check was modified

TOWN OF MAHONE BAY

BNK1 - Bank of Montreal

Cheques from 000001 to 000001 dated between 07-01-2019 and 08-31-2019

CHEQUE REGISTER

Printed: 12:36:10PM 09/04/2019

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Number	Issued		Amount	SC	Status	Status Date
017981	08/21/2019	GET THE SCOOP - NAN'S HOMEMADE ICE CREAM,	78.04	A/R	OUT-STD	08/21/2019
017982	08/21/2019	GRAY, MELISSA & DOMENIC AMORIM	17.86	A/R	OUT-STD	08/21/2019
017983	08/21/2019	HAYNES, JOHN	16.35	A/R	OUT-STD	08/21/2019
017984	08/21/2019	HENNIGAR & CO. LIMITED,	30.05	A/R	OUT-STD	08/21/2019
017985	08/21/2019	HUMPHREY, DENISE	14.65	A/R	OUT-STD	08/21/2019
017986	08/21/2019	LAJAMBE, MADELEINE ROSE NICOLE	10.18	A/R	OUT-STD	08/21/2019
017987	08/21/2019	JOHN PATRICK MCCARTHY	43.41	A/R	OUT-STD	08/21/2019
017988	08/21/2019	MCLACHLAN, CAROL-ANNE	45.73	A/R	OUT-STD	08/21/2019
017989	08/21/2019	MCNEE, MAUREEN, ESTATE OF	15.62	A/R	OUT-STD	08/21/2019
017990	08/21/2019	MINTERN FAMILY TRUST, CHRISTOPHER JAMES PATRICK	34.42	A/R	OUT-STD	08/21/2019
017991	08/21/2019	MINTERN FAMILY TRUST, PHILIP RICHARD JOHNSON	34.42	A/R	OUT-STD	08/21/2019
017992	08/21/2019	MYHOME BAY,	10.86	A/R	OUT-STD	08/21/2019
017993	08/21/2019	NAUSS, DONNA, ESTATE OF	10.73	A/R	OUT-STD	08/21/2019
017994	08/21/2019	O'BERTOS, SHEA	46.80	A/R	OUT-STD	08/21/2019
017995	08/21/2019	PIERCE, STELLA	12.65	A/R	OUT-STD	08/21/2019
017996	08/21/2019	PURCELL, JUDITH A	10.97	A/R	OUT-STD	08/21/2019
017997	08/21/2019	RAMSEY, JOANNE	11.45	A/R	OUT-STD	08/21/2019
017998	08/21/2019	REW, ALLISON	20.33	A/R	OUT-STD	08/21/2019
017999	08/21/2019	SAGER, ELKE & SAGER ROBERT SCOTT	36.52	A/R	OUT-STD	08/21/2019
018000	08/21/2019	THOMAS, SHARON	23.72	A/R	OUT-STD	08/21/2019
018001	08/21/2019	TINGLEY FAMILY TRUST, SARA	34.42	A/R	OUT-STD	08/21/2019
018002	08/21/2019	TINGLEY, WILLIAM	34.42	A/R	OUT-STD	08/21/2019
018003	08/21/2019	WILSON, ELIZABETH	28.71	A/R	OUT-STD	08/21/2019

Cheque Totals Issued: 528,219.33

Void: 1,870.62

Total Cheques Generated: 530,089.95

Total # of Cheques Listed: 161