

TOWN OF MAHONE BAY

TOWN COUNCIL

AGENDA

July 25, 2019

Immediately following the 7:00 pm

Public Hearing for LUB Amendment.

Call to Order

1 Approval of Agenda

2 Minutes

- 2.1 Regular Meeting – July 9, 2019
- 2.2 Special Meeting – July 16, 2019

3 Consideration of Delegations

- 3.1 Barry Dorey – Classic Car Museum
- 3.2 Deputy Chief Adam Ekins - Fire Department Quarterly Report

4 Correspondence – Action Items

5 Correspondence – Information Items

- 5.1 Debbie Nielsen, Infrastructure and Sustainability Officer, NSFM – Low Carbon Communities and Connect2 Programs Now Accepting Expressions of Interest for Funding.
- 5.2 Debbie Nielsen, Infrastructure and Sustainability Officer, NSFM – Solar Electricity for Community Buildings Pilot Program.
- 5.3 Janine McInnis, Morneau Shepell – National Pharmacare Update

6 Staff Reports

- 6.1 Staff Report to Council – July 25, 2019
- 6.2 Staff Report – 2019-20 Business Plan
- 6.3 Staff Report – Donation Meters
- 6.4 Staff Report – Transportation Plan
- 6.5 Staff Report – Water Utility Billing Issue
- 6.6 Staff Report – Centennial Update July 25, 2019

7 Council Items

- 7.1 Mayor Devenne – Consideration of Mik'maq Ancestral Lands

8 Committee Reports

- 8.1 Planning Advisory Committee – July 2, 2019 – Draft Minutes
- 8.2 Economic Development Committee – July 3, 2019 – Draft Minutes
- 8.3 Audit Committee – July 11, 2019 – Draft Minutes
- 8.4 Lunenburg County Accessibility Advisory Committee – Terms of Reference
 - 8.4.a Joint Accessibility Committee – Motions
- 8.5 Region 6 Solid Waste Management – Boardroom Brief – Summer 2019

9 New Business

Closed Session

Adjournment



The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, June 9, 2019 at 7:00 p.m. in Council Chambers.

Present:

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

Absent: None

Gallery: Two

Agenda

A motion by Councillor Bain, seconded by Councillor Nowe, **“THAT the agenda be approved as presented.”** **Motion carried.**

Minutes

A motion by Deputy Mayor Nauss, seconded by Councillor Carver, **“THAT the minutes of the June 27, 2019 regular Council meeting be approved as presented.”** **Motion carried.**

Correspondence – Information Items

1. Councillor Penny Carver, thanking Council for their support of Lunenburg County Seniors' Safety Advisory Partnership.
2. Juanita Spencer, CEO, NSFM, with a copy of the Board Initiatives Report from June 21, 2019.
3. Joanna Grimley, Bayview Pines Country Inn, Oakland, advising Canada that she has learned that Mahone Bay is no longer included in the 2019 AAA/CAA TourBook of Atlantic Provinces.
4. Donald Maillet, Highway Engineering & Construction TIR with information on changes to Recoverable Costs.

A motion by Councillor Carver, seconded by Councillor O'Neill, **"THAT the Town of Mahone Bay consult with the Chamber of Commerce 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 provide a letter of support."** Motion carried.

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **"THAT the above correspondence #1, #2 and #4 be received and filed."** Motion carried.

Staff Reports

Council Report for July 9, 2019

Council received the Council report for July 9, 2019.

Staff Report – Pumphouse Generator

Council received a staff report regarding a generator for the pumphouse.

A motion by Deputy Mayor Nauss, seconded by Councillor Feeney, **"THAT Council increase the allocation for the Pumphouse Generator Project in the 2019-20 budget to \$75,000."** Motion carried.

Council Items

Partners for Climate Protection

A motion by Councillor O'Neill, seconded by Councillor Bain, **"THAT**

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

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

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

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

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

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

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

Motion carried.

Infrastructure Decoration

A motion by Councillor Bain, seconded by Councillor Carver, **“THAT Council delegate the role of review of any submissions to a proposed Infrastructure Design Centennial Project to the Economic Development Committee for recommendation to Council.”**

Motion carried.

Recommendation for PAC Appointment

A motion by Councillor O’Neill, seconded by Deputy Mayor Nauss, **“That Council appoint Francis Kangata to the Planning Advisory Committee.”**

Motion carried.

Committee Reports

Age Friendly Community Committee

Council received the draft minutes of the June 24, 2019 meeting of the Age Friendly Community Committee and the draft Age Friendly Community Committee 2019-2020 Action Plan.

A motion by Councillor Carver, seconded by Deputy Mayor Nauss, **“THAT Council adopt the Age Friendly Community Committee’s 2019-2020 Action Plan as presented.”**

Motion carried.

Heritage Advisory Committee

Council received the draft minutes of the June 12, 2019 meeting of the Heritage Advisory Committee.

Joint Municipal Fire Services Committee

Council received June 2019 Bulletin from the Joint Municipal Fire Services Committee.

A motion by Councillor Carver, seconded by Councillor O'Neill, **"THAT staff prepare a report for Council on Fire Services Administration within the Town."** **Motion carried.**

Municipal Finance Corporation

Council received the June 2019 Newsletter from the Municipal Finance Corporation.

Municipal Joint Services Board

Council received the minutes of the January 23, March 27, and May 22, 2019 meetings of the Municipal Joint Services Board.

Accounts

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **"THAT Council approve the accounts in the amount of \$129,051.29 as presented."** **Motion carried.**

Closed Session

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, to go into a closed session at 7:57pm to discuss acquisition, sale, lease and security of municipal property, as permitted by the MGA section 22(2)(a). **Motion carried.**

Council came out of Closed Session at 8:27 pm.

Business Arising

A motion by Councillor Carver, seconded by Councillor Feeney, **"THAT the Town of Mahone Bay join the FCM Brownfield Remediation Network."** **Motion carried**

Council adjourned upon motion at 8:28pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes



A Special Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, June 16, 2019 at 10:00 a.m. in Council Chambers.

Present:

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

Absent: Councillor Bain (with regrets)
Councillor O'Neill

Gallery: Two

Agenda

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

CodeRED Mass Notification System

Council received a demonstration from Ms. Hughes of the CodeRED Mass Notification system that will be launched in the Town of Mahone Bay this summer.

On mutual agreement, the Chair called for a break at 10:50 a.m.
Council returned from break at 10:56 a.m.

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **"THAT Council go into Closed Session at 10:56 a.m. to discuss acquisition, sale, lease and security of municipal property, as well as personnel matters, as permitted by MGA Section 22(2)(a) and (c) respectively."** **Motion carried.**

Council returned to Open Session and Adjourned upon motion at 12:07 p.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

American Motors Corporation (AMC) Preservation Society Inquiry

My name is Barry Dorey and I thank council for agreeing to hear from me on short notice before its summer break. It's possible my proposal and inquiry may spark some ideas that may help me on my way towards launching a unique classic car 'museum' on the South Shore.

As brief background, I'm a Bridgewater native, attended elementary school in Blockhouse and junior high at the old Mahone Bay School. My grandparents lived on Pleasant Street for many years and my mother now lives at my property on Main Street, as she had always wanted to return 'home' to Mahone Bay. I'm a journalist by trade and an entrepreneur by choice. My first newspaper job was courtesy of Marg Hennigar, who took pity on me, and I worked two summers at the Bridgewater Bulletin before settling in Halifax to work for the Herald for 15 years. I attended these chambers over the years as a reporter covering major events of the day in the thriving metropolis of Mahone Bay. ☺

My friend Roy Rownd is a founding society member, a BC native who followed his son east when he bought a farm back in Lapland a few years ago. Roy showed up at a car show a few summers ago with two AMC cars and thought he was the biggest knucklehead in town. He introduced himself and learned I had 20 AMC cars, so he conceded that he was AMC Knucklehead #2 while I wear the crown, or dunce cap is more appropriate, as Knucklehead #1.

I bought the old Donny Burgoyne property a few years ago and I stash some of my classic cars there. Which brings me around to the topic for today – my hoard of 20+ AMC vehicles and memorabilia and how I can turn it into a destination for all, not just a passion play for myself. I have a few in Mahone Bay, a few in Blockhouse, a few in Dartmouth, a bunch outside Bridgewater, all in scattered locations where nobody gets to enjoy (or poke fun at) my assortment of vehicles.

To clarify for those of you who unfamiliar with classic cars, these are not valuable Mustangs, elegant Cadillacs and show-quality Camaros. Rather they are cars of the common man (and woman) - quirky AMC Gremlins, absurdly shaped AMC Pacers and other models like

Javelins and Hornets and Rebels and Matadors. The collection ranges from curiosity and novelty cars like Pacers and Gremlins made famous in movies such as Wayne's World and the James Bond movie The Man With the Golden Gun. You see them in TV commercials and music videos where producers want to exude the 1970s. It also includes some rare retired police vehicles, several from California forces and one from Alabama Highway Patrol. And it includes some rare and powerful muscle cars which challenged those same Camaros and Mustangs on race strips and NASCAR courses in the 1970s as well. The New Brunswick-built Bricklin also shares a few common historical threads with AMC.

As the collection grew, I began looking for a spot where I could organize and display them. I have been looking on and off for about 18 months. I just missed out on the old Blockhouse school which would have been a perfect fit, as it sold a few months before I really started looking. A few other possibilities didn't quite fit either. So this spring I started looking more earnestly, armed with a checklist of seven traits that would make an optimal location:

- a) Between Hubbards and Liverpool in the South Shore tourist belt, since we believed this idea has legs as a tourism play and there is money available for tourism/heritage/culture/local historical preservation
- b) Outside a town to avoid zoning or excessive municipal tax headaches and wallet aches OR with the blessing and co-operation of a town or municipality
- c) On the 'main drag' of the old #3 highway where there is some visibility and easy access from Hwy 103 and all the local communities
- d) An existing building that is underutilized or un-used, with space beside or behind to erect a good-sized building to house the majority of the cars and exhibits
- e) Close to our network of colleagues/volunteers and close to a) Roy's home and b) my existing collection of cars and project cars around Bridgewater and Mahone Bay
- f) Close to additional resources such as garages, machine shops, parts stores etc
- g) A place where we can invest a bit of money but not bankrupt ourselves in what is effectively a passion play for us in our semi-retirements

The area is not exactly flush with abandoned factories or manufacturing facilities that would offer up a large enough space to house 30-40 cars. Recently I began searching on google earth to see if any properties or patches of land might be suitable and I spied the two parcels on Hawthorn Road, across the street from the tennis courts. I inquired with the town office and it was confirmed the town owned them. Later, I heard there was a possible move afoot to build a new fire hall in town and wondered if that meant the existing building might become available for purchase or rent or partnership on some level.

So my mantra in life has been 'If its worth having, its worth asking for,' so I figured I would ask if:

- a) There might be a suitable spot within town that could house such a project
- b) There might be suitable interest and suitable local support for such a project
- c) What next steps might be and what the timeline might be if a) and b) were answered in the affirmative.

I have included some of my vision in another document and outlined some of the ways I will endeavor to secure funding, grants, volunteer efforts and tax considerations to get the project off the ground. I have some of my own money to ~~waste~~ invest in the project, because its fun for me. I have committed myself to a five-year window to see how successful it can be, so I'm looking for the same level of commitment in terms of a building lease or property rental agreement or other form of partnership.

All of this begs the question of why would Mahone Bay or another municipality be interested in calling itself home to the biggest AMC vehicle museum in Canada? My plan calls for archiving and cataloguing as much information as possible on the 10 former dealerships in Nova Scotia, including one in Bridgewater and one in Mill Village. My dad worked at Bluenose Motors in Bridgewater back in the day. On Saturday mornings when my mother was at work, I would tag along with him to help pump gas, sweep up the showroom and climb around the cars on the lot. This explains my fetish for the cars, but there are better reasons to try to preserve this history.

For Mahone Bay, it would serve as another piece of tourism equity, another reason for people to visit the town as well as another thing to see for people who are already visiting the town. The AMC community is niche, but widespread with car clubs across Canada, all through the United States, even overseas in Norway, Germany and Australia, where many AMCs were built as right-hand drive cars. We envision car club members from around Nova Scotia and other collectors and fans would come for sure. Our plan is to keep refreshing the inventory with new vehicles and to have a special 'guest vehicle' display much like an art gallery would do – this would encourage people to return.

The vision also calls for some small-scale employment – an archivist, researcher and webmaster to help gather information and photos and to update a website. We expect to have at least a part-time mechanic and/or body man (or body woman) working on cars, as well as offering work to local mechanics and restoration enthusiasts. We plan to invite retirees – former dealership employees and local classic car gurus – to volunteer their time and energy as informal museum guides. And in an optimal setting, we wanted to offer the facility for car club meetings or other non-profit community groups. And to make regular visits to hospitals or seniors complexes where old and young kids could enjoy the cars.

The plan and scope and pace of the project will depend on the type of building we secure. The nature of the partnership will also depend on the building owner, the company involved or the municipality taking part. It could be a sale, a lease, a lease-to-own or other format that guarantees the building owner some control (and also rights of refusal to re-purchase the building in five years or whatever).

We are open to ideas and creative solutions. It will happen at some place at some time and we think there is legitimate value in terms of tourism, small-scale local employment and preserving some of this interesting history. It will also keep Roy and I out of trouble in our semi-retirements because we will have no time or money for any other forms of mischief.

Thanks for your time, we can try to answer any questions or feel free to contact us at any time with any ideas or concerns.

AMC “Museum” Pitch

What:

Storage, display, restoration, working museum display and learning center for American Motors Corporation (AMC) vehicles, local dealership history and heritage.

When:

Autumn 2019 forward on a 5-year trial to gauge success, local value, tourism engagement

Where:

On South Shore of NS, ideally in the tourist triangle of Liverpool-Bridgewater-Mahone Bay-Chester-Lunenburg area to maximize visitor interest and to generate new visitors from the rest of NS and Atlantic Provinces as well to the area for local tourism value.

Why:

1. Create Canada’s biggest collection of AMC and Jeep cars and memorabilia to make it a destination for visitors from within NS, the rest of Canada and the USA.
2. Aggregate, research and preserve some of the lost Canadian dealership heritage and history by gathering information, photos and relics from as many dealerships as possible.
3. Augment the tourist destination spots on South Shore by catering to automotive fans and collectors. The goal is to provide another attraction and also to attract specific automotive/AMC fans to visit Nova Scotia and use this as a reason or excuse to cinch their decision to travel here (to see the other obvious tourist mecca treasures in Mahone Bay, Lunenburg, Peggy’s Cove etc).

Who:

AMC Preservation Society, non-profit group headed by Bridgewater native Barry Dorey and Roy Rownd

What:

- a) show completed cars, from my personal collection and others that may be restored or rebuilt by the society
- b) work on cars and build project cars
- c) store parts for restoration work, trade, or sale
- d) display mechanics and restoration experts working on AMC vehicles
- e) serve as start point or end point for weekly or monthly car shows/rallies
- f) sell vehicles as decided by the society or for profit re-selling other cars on consignment
- g) revenue-generating ideas around photos with special movie cars, police vehicles
- h) possible rent rooms for auto club meetings or other related purposes

Why celebrate ‘American’ Motors Corporation in Canada?

AMC was headquartered in Kenosha, Wisconsin but the company had an assembly plant in Brampton Ontario. Canada was also the second biggest sales market by far for AMC. In a way, the spirit of the small, hard-working, innovative underdog AMC is mirrored by Canada’s identity.

The museum will also nod to Bricklin, the New Brunswick carmaker of the mid-70s which used AMC motors for the first year of production and gets affectionately lumped in with AMC for many automotive fans. The AMC 360 motor was used in 1974 models of the Bricklin, but was replaced by the Ford Windsor 351 motor for the 1975 models. Regardless, the Canadian connection of Bricklin is another Canadian – and Maritime – angle.

The project also seeks to save any remaining history, photos, interviews or memorabilia of the Nova Scotia dealer network. Some of these AMC dealership are defunct, but others switched brands after AMC Renault left the market, some becoming Chrysler dealers for example. The AMC chapter of these remaining dealership is an interesting and largely untold and undocumented part of the story. There will be a concerted effort to contact and visit the current dealerships and contact owners or employees of the past, along with local and provincial newspapers to see if photos and information can be harvested. AMCar Motors (later Bluenose Motors) was on Aberdeen Road. Baker Auto Sales lives on in Mill Village.

My Personal Collection

The intention is to display AMC cars, which are unique and rare in and of themselves. The Gremlin, Pacer, Hornets are synonymous with the 1970s and have been featured in movies and recent TV commercials blasting to the past. However, within the rarity of AMC, I have personally dug deeper to find unique and exclusive vehicles. In this way, even general AMC fans will have a reason to want to see and explore.

While I do own numerous ‘normal’ AMCs, I also own several unique, rare and police-issue vehicles. My personal garage includes:

1976 Pacer X – turquoise with white vinyl interior, how 70s can you be?

1974 Gremlin X – modified car with 360 4-speed and rare Levi interior

1972 Ambassador

1965 Marlin – first year of three model years for the stylish Marlin

1970 Hornet – slightly rare due to 304 V8 motor

1967 Rambler Rogue convertible – rare 290 4-speed car in red

1972 Javelin AMX – former Pictou County race car, rare for its Jolly Green color and also 401 4-speed motor and drivetrain

1970 AMX – rare color scheme and powerful 390 4-speed GoPack car

1973 Hornet Sportabout – rare station wagon with 360 V8 motor and exclusive Gucci interior and badging

1960 Rambler Super – rare two-door station wagon, funky and fun vehicle

1971 Matador station wagon – rare 360 4-barrell motor, unrestored survivor car

1981 Concord DL

Project Vehicles – 1968 Rebel SST, 1970 Ambassador, 1971 Matador sedan, 1972 Matador (intended as a tribute car to NASCAR race driver Mark Donohue who was the first and only driver to win a NASCAR race with an AMC), 1978 Jeep Honcho Levi 360 edition, 1980 Jeep Renegade CJ7.

Police Vehicles

Police forces in California loved the power of AMC motors and many used Matadors in the early 1970s as police squad cars and pursuit vehicles. Fans of the 1970s cop drama Adam 12 will recall the 1972 and 1973 Matadors used by the officers in the show. I own a retired LAPD car, which requires some restoration and also have original police gear, lights and sirens and badges from retired LAPD officers. I also own a 'tribute car' to the show, which means a 1973 Matador painted and rebuilt to look like one of those vehicles.

I also own a 1973 Matador station wagon which is a real retired K9 vehicle from a police force near Oakland California, called Concord. I have the back story from the officers who used to drive in it and also who restored it.

As well, I have an unrestored, extremely rare 1971 Javelin, which is one of only 12 known surviving pursuit vehicles used by the Alabama State Police in 1971 and 1972. This is an original, verified police car which I intend to restore. The plan is to eventually 6-8 AMC police vehicles, which will make it the largest gathering of retired and tribute AMC police vehicles, as well as creating some marketing opportunities (parades, movie shoots, advertising local companies).

Extra Rare AMC Vehicles in my Personal Collection

I own four other project cars which are extremely rare and desirable. Two are 1971 Hornets, known as SC 360s – there were only 784 made and only about 125 are known to exist. As well, two 1970 Rebel Machines, a one-year-only street racer where 2,326 were made and only a few hundred remain. My intention is to restore and sell one and keep the other for myself. Again, even seeing these cars in project condition or being able to watch mechanic and auto restorers work on them is a treat because they are so rare.

Wayne's World Tribute Car

The most famous AMC Pacer of alltime is the blue Pacer from the hit movie Wayne's World. We have a 1976 Pacer which will be rebuilt in the same style and paint scheme as a permanent, static feature of the museum. A key scene of the movie features the long-haired stars rocking out to Queen's Bohemian Rhapsody. The Plan is to have option for visitors to donate \$5 per person to climb in, wear the wigs and hats to copy the scene from the movie, turn on a record player with the song blasting, then take photos/selfies as a salute too the movie and a way to market the museum virally through social media.

<https://www.youtube.com/watch?v=thyJOnasHVE>

Guest Custom Car Builder

Will negotiate with custom car builder from Annapolis Valley about being a guest restorer and building a cool AMC custom vehicle. This will create buzz for the museum, while helping to generate a significant asset and marketing value. This is Chad Hiltz, who has a show now on Discovery Channel.

Research on Nova Scotia AMC Dealerships Project

Locate information, old pictures, history of all the AMC dealerships in Nova Scotia, some have been lost, some continued as dealers for other brands. As well, develop an AMC Wall of Fame focusing on people and families who have been friends to AMC and helped preserve AMC. Suggested charter members (to be discussed with the people) are:

- Vaughan Boone, a drag racer champion who has always run AMC AMXs race cars and has kept the name AMC alive, as well as proven the value of 390 and 401 motors. He and his wife both own AMXs.
- Baker Family of Queens County – family of country music star Carroll Baker had owned the dealership in Milton (Baker Auto Sales) which remains as a mechanic shop to this day with in-laws and relatives of the Bakers still running it. Can serve as a tourist angle for sending tourists towards Queens County and Port Medway, which is known as the home of Carroll Baker.

BRIDGEWATER

B4V2S7, Bluenose American Motors Ltd., AMC/Jeep/Renault, 65 Aberdeen Ad. (902) 543-5950

HALIFAX

B3K5H7, Halifax British Motors Ltd., AMC/Jeep/Renault, 5577 Gerrish St. Box 1359N (902) 422-7457

DARTMOUTH

Dartmouth AMC on Prince Albert Rd.

KENTVILLE

L.E. Cox Motors Ltd., AMC/Jeep/Renault, Box 157 (902) 678-7330

(I have acquired a rare, working Coke machine that was in the L.E. Cox Motors when it closed and also have contact with the son of the founder).

LAWRENCETOWN ANNAPOLIS CO BOS1MO,

C J Slauenwhite Ltd., AMC/Jeep/Renault, Box 39 (902) 584-3415

MACCAN CTY CUMBERLAND BOL1BO

Maccan Garage Ltd., AMC/Jeep/Renault, (902) 545-2170

MARSHY HOPE BOK1AO

Alex Mac Donald Motors, AMC/Jeep, (902) 863-2505

NEW GLASGOW B2H2J4,

D.A. Fraser Sales & Service, AMC/Jeep/Renault, 141 Westville Rd. (902) 755-1440

QUEENS COUNTY BOJ2HO

Baker's Auto Sales & Service, AMC/Jeep/Renault, Mill Village (902) 677-2400

SYDNEY B1S1P4

Plaza Auto Sales Ltd., AMC/Jeep/Renault, 85 Keltic Dr. (902) 539-5250

AMC History

A true underdog story, American Motors Corporation was born in 1954 with the merger of Nash and Hudson, two small independent carmakers. The plan was to eventually compete with the Big 3 Carmakers – Chev, Chrysler, Ford – and from the mid-1950s to the late-1970s, they achieved that goal, first with compact cars under the Rambler brand and later with a variety of unusually shaped and named compact cars and muscle cars under the AMC banner.

By the late 70s however, their market share was slipping and they were taken over by Renault and later absorbed by Chrysler, which wanted the network of dealerships and wanted the Jeep brand, which AMC had astutely acquired in the late 1960s.

In Nova Scotia alone, there were at least 10 dealerships from Sydney to Liverpool, where the family of country music star Carole Baker's family still runs a dealership and service station to this day. My personal connection to AMC comes from my father, who was a manager at Bluenose Motors in Bridgewater. On Saturday mornings in the mid-1970s, I would tag along with him to work, pump gas for customers and climb around the showrooms and parking lots. When I got 'old' and into my mid-life crisis, I was drawn back into AMC because of that nostalgia, because they were rare and therefore 'cool,' and because I was looking for unique classic cars to drive. Bluenose Motors building was demolished in the 80s to make way for the Aberdeen Road approach to the second bridge in town.

One car (a yellow 1976 Pacer) was sold, but then I bought two more (a 1976 Gremlin and a 1977 Pacer wagon). I sold both of those, then bought four more. Then another two. Then another three. Some parts cars, some project cars, sold one especially rare Hornet to a collector in Brisbane Australia.

How rare are AMC cars in this part of the world? There might only be a few dozen vehicles in all of Nova Scotia, outside my collection of 25+ cars.

Why are they so rare? A few reasons. For starters, AMC vehicles typically were cheaper vehicles and were not viewed as cars to be preserved and looked after in the same way a Mustang, Camaro or Challenger might be. So, nobody kept them, nobody really cared about them because they were 'just' AMCs. Salvage yards and crusher operations felt the same way. Typically, all the AMC cars in a junkyard were the first ones into the crusher because nobody wanted the parts so they just sat around rusting.

The plan involves hosting at least one example of a) Nash b) Hudson c) Jeep d) Rambler e) Bricklin f) Willys g) Kaiser to cover the spectrum of AMC-related vehicles.

Proposal

Secure some concessions from province and municipality on property taxes, such that I am not sinking tons of money since I will be bringing visitors and business.

Secure federal/provincial funding to facilitate the following:

- purchase of 1977 AMC Van concept vehicle or other unique piece as centerpiece of museum collection to be owned by the society

- subsidy for two fulltime mechanic/restoration hires
- website development and marketing for AMCMuseum.com and part-time webmaster and archivist person -
- contribution towards CDN purchase or lease of land and building
- Contribution towards security, tech, HVAC setup

On The Society Side

We bring a collection of vehicles to fill the museum and contacts in the AMC community to generate interest, parts, donations etc.

We bring online marketing savvy to drive interest and SEO around key terms such that the website becomes well-known and popular quickly

We manage set-up, maintenance, security, insurance of the building and collection.

We manage tours for visitors.

We set up unique displays, online exhibits etc on history of AMC, history of specific cars and history of AMC dealerships in Nova Scotia.

We plan to recruit some former managers and employees of AMC dealerships to be guest 'guides' at the museum, some senior citizens who can enjoy the old cars and talk to people about their experiences.

Measurement of Success

The society will be non-profit, but will attempt to break even on its expenses by selling parts, doing some paid body work or other mechanical work around society tasks, selling vehicles on consignment.

The society will have a physical and online guest book to try to measure the number of visitors to the museum from various parts of the world and to gauge whether the museum was a consideration in their visit to the area.

The society will sell consignment vehicles (classic cars) to generate attention for the museum and also take a commission for sales towards operational expenses.

The society will approach tourist operators of all types including restaurants to provide brochures and other promotional materials for visitors to the museum to make their way to other local attractions.

The Facility

TBD – ideally an existing, under-utilized building which can be modified for the purpose (then modified back after five years if the project is dwindling or thriving so much that it requires a bigger footprint).

Where Can Money or Tax Concessions Come From?

Municipal – seek tax exempt status for 5-year period so that the museum/business isn't saddled with local property tax bills

Provincial – seek tourism and heritage money for sending tourists and visitors to the South Shore from other parts of NS and beyond and also some grants or salary help in helping archivist or researcher catalogue information about AMC, organize artifacts, prepare historical stories and photos

Federal – federal tourism to bring US and overseas visitors to Canada. Big hobby in the US, the main factory was in Wisconsin so lots of opportunity for fans/owners to make the East Coast of Canada a tourist destination. Same for overseas where Germany, Norway and other countries have active AMC owner groups and clubs.

Donations – of cars or parts or land or buildings or lease money or services.

AMC Vehicle and Dealership Preservation Society

Purpose:

To research, preserve, restore and display vehicles, dealership information, stories and memorabilia concerning the history of American Motors Corporation in Canada, specifically in Nova Scotia. Goal is to receive a donation of land and/or buildings on South Shore of Nova Scotia where society work could be organized and completed.

The founding members have 25 or more AMC vehicles and access to more unique and interesting and rare vehicles, which serve as the biggest collection of AMC classic vehicles in Canada (to our knowledge). However, the vehicles are stashed in garages and barns from Truro to Kentville to Mahone Bay to Bridgewater where they cannot be seen or enjoyed and certainly cannot work together to become an exhibit worthy of visitor interest.

The society expects to serve as a free tourism initiative and small-scale rural development initiative as spin-off benefits to preserving unique AMC history. The society has embarked on search for property or buildings to buy or lease. It is hoped some benefactor would donate land or buildings to the society or perhaps carry out improvement work on buildings to make them suitable for society purposes as a five-year lease. In such a scenario, the society would want to be able to reward or compensate such donors with tax receipts commensurate with its gifts.

This was set up as a society, not as a charity. But we were advised we needed to follow the Charity steps in order to secure privilege to provide tax receipts. The society does not expect to generate income to make awards to charities, rather to serve as historical preservation, local community development and to provide services (parades, visits, museum tours) as contribution to charitable interests.

Unfortunately, details are scant at the outset of the society (we just received the approval from NS govt) and we realistically need the tax status asap in order to secure land/buildings in order to truly commence work. The horse is before the cart a bit, but we are doing lots of work and planning in the interim.

Activities:

Work will include:

- gathering information, photos, anecdotes and memorabilia from the 10 defunct AMC dealerships in Canada
- establishing a website to display the results of this work and to solicit input and photos etc to add to the display – also to market the museum as place of interest for visitors from around the world
- receive donations of car parts or dealer signs, brochures, photos, old advertisements
- work on, rebuild, restore AMC vehicles (and related and predecessor brands such as Kaiser, Willys, Jeep, Hudson, Nash with a shout-out to New Brunswick carmaker Bricklin which used AMC engines in 1974)
- generally preserve and enhance AMC for posterity

- create a working museum where restorer volunteers can work on vehicles or demonstrate processes and workmanship particular to AMC. The founders and directors of the society will be volunteers (and will recruit others) to do this work.

Fund raising and benefits:

Rely on donations, volunteer efforts and future government grants or credits in order to create a sort of working museum where traditional skills can be employed and viewed in rebuilding and restoration of vehicles. Also to accept donations of parts or vehicles to either display at the museum, or if they are duplicates and have value, to re-sell those items with donor's approval to pay for parts or operational costs.

- Aggregate information and facts about vehicles and the company and the dealership history within Nova Scotia (which later became Jeep or Chrysler dealerships or became defunct).
- Open the 'museum' or display areas to the general public as place of local, provincial, national and international interest
- Endeavour to make this a tourist attraction, situated in the midst of Nova Scotia tourism region, work with municipalities, province etc to generate interest
- Staff the museum with volunteers, retirees who used to work with AMC vehicles
- Engage in car shows or visits to retirement homes, hospitals or other places where residents may enjoy a visit by the vehicles – also as special guests for charitable events or fundraisers if presence is requested

Mahone Bay and District Fire Department

Quarterly report from April 1,2019 to June31,2019

Number of active members is 25

Number of junior members is 6

Number of associate members is 3

During this Quarter the Department responded to 14 calls as shown below:

MVA'S

April 10 Mahone Bay 11 members

April 16 Highway 103 18 members

June 7 Mahone Bay 7 members

June 30 Mahone Bay 9 members

Medical Calls

May 7 Clearland 6 members

May 24 Mahone Bay 11 members

June 8 Mahone Bay 7 members

Mutual Aid Calls

May 10 Martins River 17 members

False Alarms :

April 19 Mahone Bay 12 members

May 18 Oakland 9 members

May 31 Mahone Bay 7 members

Fire and other Calls

May 3 Clearland Structure fire 17 members

June 6 Reported fire Strum's Island 9 members

June 13 Illegal Burn Mahone Bay 16 members

In the last 3 months we have had practices with the trucks, Breathing Apparatus, and pumps.

We also did our regular checks on the trucks and other equipment.

Some of our members and apparatus participated in a mutual aid practice held in Chester Basin. This also included training on wild land fire fighting.

Our training committee is in the process of organizing a major training session which will include a number of outside departments. This will necessitate some street closure and limited access to the area around this. We will be working with the town and the water department to carry this out.

We will continue to work with the Town in order to keep the excellent relationship we now share.

I would also like to thank the staff at the Town Office . They have been great to work with.

Thanks

Fire Chief Richard Nowe

Mahone Bay and District Fire Department

From: [NSFM Info](#)
To: [NSFM Info](#)
Subject: Low Carbon Communities & Connect2 Programs Now Accepting Expressions of Interest for Funding
Date: July 8, 2019 10:11:12 AM
Attachments: [image001.png](#)

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

RE: [Low Carbon Communities Program & Connect2 Now Accepting Expressions of Interest for Funding](#)

The Nova Scotia Department of Energy and Mines is providing financial support for transportation, buildings, electricity and other projects that have the potential to reduce emissions. Funding can be used for community planning, feasibility studies, public engagement sessions, program promotion and demonstration projects.

The Low Carbon Communities Program and **Connect2** can support community projects in the following areas:

- Active transportation (AT) infrastructure and design
- Clean fleets and shared mobility
- Community buildings and engagement, such as education campaigns
- Advanced buildings, such as deep retrofits
- Electricity, such as solar feasibility studies, smart grids and storage

Deadlines:

[Expression of Interest](#) - September 13 (response within 48 hours)

Complete application - September 20

Eligibility:

Municipalities, universities, First Nations and non-profit organizations that have community connected projects

What percentage of eligible program costs is covered?

- Up to 50% of eligible costs

What are the maximum grants?

- Infrastructure and design projects: \$100,000
- Clean fleets and shared mobility: \$75,000
- Advanced buildings, clean electricity and energy transformation projects: \$75,000
- Community building and engagement projects: \$50,000

Resources:

[Website for Low Carbon Communities Program & Connect2](#)

[Low Carbon Communities Program details](#)

[Connect2 Program details](#)

For more information:

connect2@novascotia.ca

lowcarboncommunities@novascotia.ca

--

Debbie Nielsen | Infrastructure & Sustainability Officer
NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +1.902.423.8312

nsfm.ca | [facebook](#) | [twitter](#) | [linkedin](#) | [instagram](#)



From: [NSFM Info](#)
To: [NSFM Info](#)
Subject: Applications Now Being Accepted for the Department of Energy and Mines" Solar Electricity for Community Buildings Pilot Program
Date: July 8, 2019 9:48:07 AM
Attachments: [image001.png](#)

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

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

The Solar for Community Buildings Program enables eligible organizations and community groups to generate up to 75kW of solar photovoltaic (PV) electricity on their roofs or properties and sell it to their utility under a 20-year contract.

This is a pilot program run by the Nova Scotia Department of Energy and Mines and its goals are to:

- Support community participation in renewable energy generation
- Learn more about how solar electricity can help Nova Scotia continue its clean energy transition

Steps to Apply:

1. [Download and read the program details document \(PDF 1.9 MB\)](#)
2. [Get your application information ready \(PDF 1.7 MB\)](#)
3. [Submit your application](#)

Deadline for Applications:

Friday, August 9 @ 5pm AST

This is the **last year** for this competitive program which enables community groups to generate up to 75kW of solar electricity on or nearby their buildings and sell it back to their utility under a 20-year power purchase agreement.

Last year, the average successful bid price was \$0.25/kWh.

Eligibility:

Municipalities, First Nations, non-profits (including charities and churches) and universities.

Resources:

[Sample application](#)

[Workbook](#)

[Program website](#)

For more information, contact: solarcommunitybuildings@novascotia.ca

Debbie Nielsen | Infrastructure & Sustainability Officer
NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +1.902.423.8312

nsfm.ca | [facebook](#) | [twitter](#) | [linkedin](#) | [instagram](#)



Maureen Hughes

Subject: FW: National Pharmacare: Update

From: Janine McInnis <JMcnnis@morneaushepell.com>

Sent: Wednesday, July 10, 2019 4:34 PM

To: Janine McInnis

Cc: Cheryl Kane; Carolyn Curran

Subject: National Pharmacare: Update

Good afternoon,

We wanted to provide you with an update on the potential for national pharmacare in Canada. In June 2019, the Advisory Council on the Implementation of National Pharmacare (the Advisory Council) issued its final report recommending universal public, single-payer pharmacare for all Canadians, with a phased implementation between 2022 and 2027.

The Advisory Council was established in the Budget (2018) and [released an interim report in March 2019](#) with three “foundational elements”: create a national drug agency, develop a comprehensive, evidence based national formulary, invest in drug data and information technology systems. The March 2019 federal budget included measures to create the Canadian Drug Agency and develop a national strategy for high cost drugs for rare diseases.

The Advisory Council recommends the federal government work with provincial and territorial governments to establish a public prescription drug plan to facilitate equal coverage. An initial drug formulary would be established for “essential medicines” by 2022 and then expanded to a “fully comprehensive” formulary by 2027. Out-of-pocket costs for Canadians would be capped at \$100 per year for households based on copayments of \$2 to \$5 per prescription.

The report does not make any specific recommendations on how to raise revenue to pay for national pharmacare, but acknowledged that this would be a significant challenge. The report does not recommend a specific tax or levy on employers or employees. The report suggests that universal national pharmacare would lower total drug spending by \$5 billion annually and Canadian households would save an average of \$350 per year. Private employer-sponsored plans have been managing prescription drug costs rising at a rate well above inflation for years and prescription drugs typically represent a significant proportion of the overall benefit plan cost. This plan would represent a shift in cost from private plan sponsors to the public plan. The Advisory Council estimates annual savings of \$750 per employee for business owners. Depending on the drugs included on the formulary and coverage for rare diseases, national pharmacare could also mitigate the risk to employers associated with rising drug costs. As there would still be some out of pocket costs from copayments as well as drugs not included in the formulary, the final report also recommends that private insurers be allowed to provide coverage for copayments and/or drugs not covered on the national formulary.

The final report is likely to raise the profile of this issue in the upcoming federal election as political parties determine their policy platforms. There are a number of issues that remain unanswered at this point. We are monitoring developments on this issue closely and will continue to keep you informed. In the meantime, please let us know if you have any questions.

J. McInnis C Kane

Janine McInnis CPHR, GBA

Senior Consultant

Health and Productivity Solutions

T: 902.474.3293 | M: 902.789.3003

7071 Bayers Road Suite 3007, Halifax, NS B3L 2C2

Cheryl Kane

Vice President

Health and Productivity Solutions

T: 902.474.3282 | M: 902.456.9633

7071 Bayers Road Suite 3007, Halifax, NS B3L 2C2



Le présent courriel et toutes les pièces jointes contiennent de l'information privée, exclusive, privilégiée et/ou confidentielle s'adressant uniquement au destinataire. Toute utilisation, copie ou distribution non autorisée du contenu de ce courriel est strictement interdite. Si vous n'êtes pas le destinataire de ce message et que vous l'avez reçu par erreur, veuillez le supprimer et en informer immédiatement l'expéditeur.



This e-mail communication, including all attachments, may contain private, proprietary, privileged and/or confidential information and is intended only for the person to whom it is addressed. Any unauthorized use, copying or distribution of the contents of this e-mail is strictly prohibited. If you are not the intended recipient of this e-mail, and have received it in error, please delete it and notify the sender immediately.

Report to Council
July 25, 2019



This Report to Council is intended to provide the Mahone Bay Town Council with a high-level summary of staff progress towards Council's direction to staff. As per the Town Council Policy, the report will be provided at each regular meeting of Council. The Report to Council is a living document and will improve and expand to incorporate new source documents as approved, and to respond to feedback received from Council.

Goal	Objective	Assigned	Target	% Completion				
Council Assignments to Staff								
1	Consideration of recommendation of HAC to register the house at 24 Pleasant Street as a municipal heritage property.	10-Jul-18	Jul, 2019	<div><div></div></div>				25%
		Notes: Waiting for resolution of property matters before staff are able to send required notice and bring the matter forward to Council.						
2	Staff to work with Legal Counsel to arrange for a right-of-way.	11-Dec-18	Sep, 2019	<div><div></div></div>	<div><div></div></div>			50%
		Notes: In progress.						
3	Staff to prepare a report on the need for a Town housing advisory committee.	8-Jan-19	Sep, 2019	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>		50%
		Notes: In progress.						
4	Staff directed to review applicable policies and banking products and make recommendation to Audit Committee.	28-Feb-19	Jul, 2019	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
		Notes: Staff reported in this regard to July 11 Audit Committee mtg.						
5	Staff directed to investigate the Town's practices concerning property taxes on newly/partially constructed buildings and bring a recommendation to the Audit Committee.	28-Feb-19	Sep, 2019	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>		50%
		Notes: In progress.						

6	Staff directed to confirm Centennial Program dates and to plan and advertise a Centennial launch event in the last week of March or the first week of April 2019.	12-Mar-19	Jul, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Staff report on July 25 agenda, final confirmation awaiting notification of legacy fund application.			
7	Investigate establishing one or both cemeteries as stand-alone charities.	9-Apr-19	Sep, 2019	Not yet begun	
		Notes: None			
8	Investigate the development of a plot sale program.	9-Apr-19	Sep, 2019	Not yet begun	
		Notes: None			
9	Staff to contact MODL requesting official inclusion of Mahone Bay residents in MODL Pro-Kids grant program.	3-May-19	Jul, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Contact made with MODL.			
10	Staff to complete necessary paperwork with Register of Deeds to establish deed transfer tax of 1.5% effective August 1, 2019.	3-May-19	Jul, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: Completed.			
11	Staff to prepare a report on the proposed development of an Active Transportation Plan.	3-May-19	Jul, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: Report on July 25, 2019 Council Agenda.			
12	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.	3-May-19	Sep, 2019	Not yet begun	
		Notes: none			
13	Staff to explore possibility of agreement with Mahone Bay Centre Society for management of Town field.	11-Jun-19	Jul, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes: Staff in discussions with MBC Society.			
14	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>	75%
		Notes: In progress.			

15	Staff to develop a report on the feasibility of donation meters on public property in the Town of Mahone Bay	27-Jun-19	Jul, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	★
		Notes: Report on July 25, 2019 Council Agenda.			
16	THAT the Town of Mahone Bay support the Mahone Bay Music Association and the 2019 Concert Series.	27-Jun-19	Jul, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	★
		Notes: CAO in contact with Mahone Bay Music Association regarding scheduling.			
17	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>	50%
		Notes: Notification has been registered and sent to property owners. Hearing scheduled for September 10, 2019.			
18	Staff to prepare a report and an amended PAC Special Meetings Policy for the review of Council.	27-Jun-19	Sep, 2019	Not yet begun	
		Notes: None			
19	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.	9-Jul-19	Jul, 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.			
20	Staff to prepare a report for Council on Fire Services Administration within the Town.	9-Jul-19	Sep, 2019	Not yet begun	
		Notes: None			
21	Town of Mahone Bay to join the FCMP Brownfield Remediation Network.	9-Jul-19	July, 2019	<div><div></div><div></div><div></div><div></div><div></div></div>	★
		Notes: Completed.			

Chief Administrative Officer's Report - July 25, 2019

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.

Director of Operations' Report - July 25, 2019



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

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

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	<u>38 Clearway St.</u> Av. Speed 27 / 30 Kph Feb Av.Speed 27 / 30 Kph May	<u>124 Pleasant Street St.</u> 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: 2019-20 Business Plan

July 25, 2019

General Overview:

This staff report is intended to present to Council the draft 2019-20 Business Plan for the Town of Mahone Bay.

Background:

Developed by staff in accordance with the Town Council's Strategic Plan 2018-2021 and the Town's 2019-20 Budget, the 2019-20 Business Plan aligns the work of Town Departments (CAO, Administration, Finance and Operations (Public Works & Utilities)) with Council's priorities for the year. Beginning in 2019-20 Business Plans will be presented annually by staff following conclusion of the annual budget. Once approved by Council, these Business Plans will be available to the public, presented on the Town's website along with the 2019-20 Budget.

Analysis:

The draft 2019-20 Business Plan for the Town of Mahone Bay is attached as Appendix A.

Financial Analysis:

The 2019-20 Business Plan for the Town of Mahone Bay outlines the plans for the deployment of existing resources to achieve Department objectives to ensure effective use of Town resources in line with Council's direction. There are no additional costs associated with the 2019-20 Business Plan.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.3 Governance and Public Engagement

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

Recommendation:

It is recommended:

THAT Council approve the 2019-20 Business Plan as presented.

Attached for Council Review:

- draft 2019-20 Business Plan

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO

Appendix A



2019-20 BUSINESS PLAN

2019-20 Business Plan

TABLE OF CONTENTS

	<u>PAGE</u>
Chief Administrative Officer's Message	3
Plan Introduction & Department Structure	3
Town Organizational Chart	4
2019-20 Business Plan Summary	5
<u>CORE FUNCTIONS & SPECIAL MANDATES</u>	
○ CAO	6
○ Administration	8
○ Finance	10
○ Operations (Public Works & Utilities)	12

Chief Administrative Officer's Message

Having joined the Town of Mahone Bay as Chief Administrative Officer in the fall of 2018, I am excited to introduce the Town's first Business Plan corresponding to the 2019-20 fiscal year.

The Town of Mahone Bay has an excellent staff team, ready to delivery on Council's priorities. Recent reforms supported by Council have expanded staff capacity and established a coherent department structure and management team.

Supported by professional staff, the Town Council elected in the fall of 2016 has approved the 2018-21 Strategic Plan and associated Strategic Plan Action Plan. These documents are reviewed annually and reflected in the Town's annual budget process.

These documents provide numerous benefits including:

- Improving Council's strategic control over Town operations;
- Establishing a professional operating environment to support staff effectiveness;
- Increasing openness and transparency to the public; and,
- Improving organizational resilience to emergencies, unanticipated costs, staff turnover, etc.

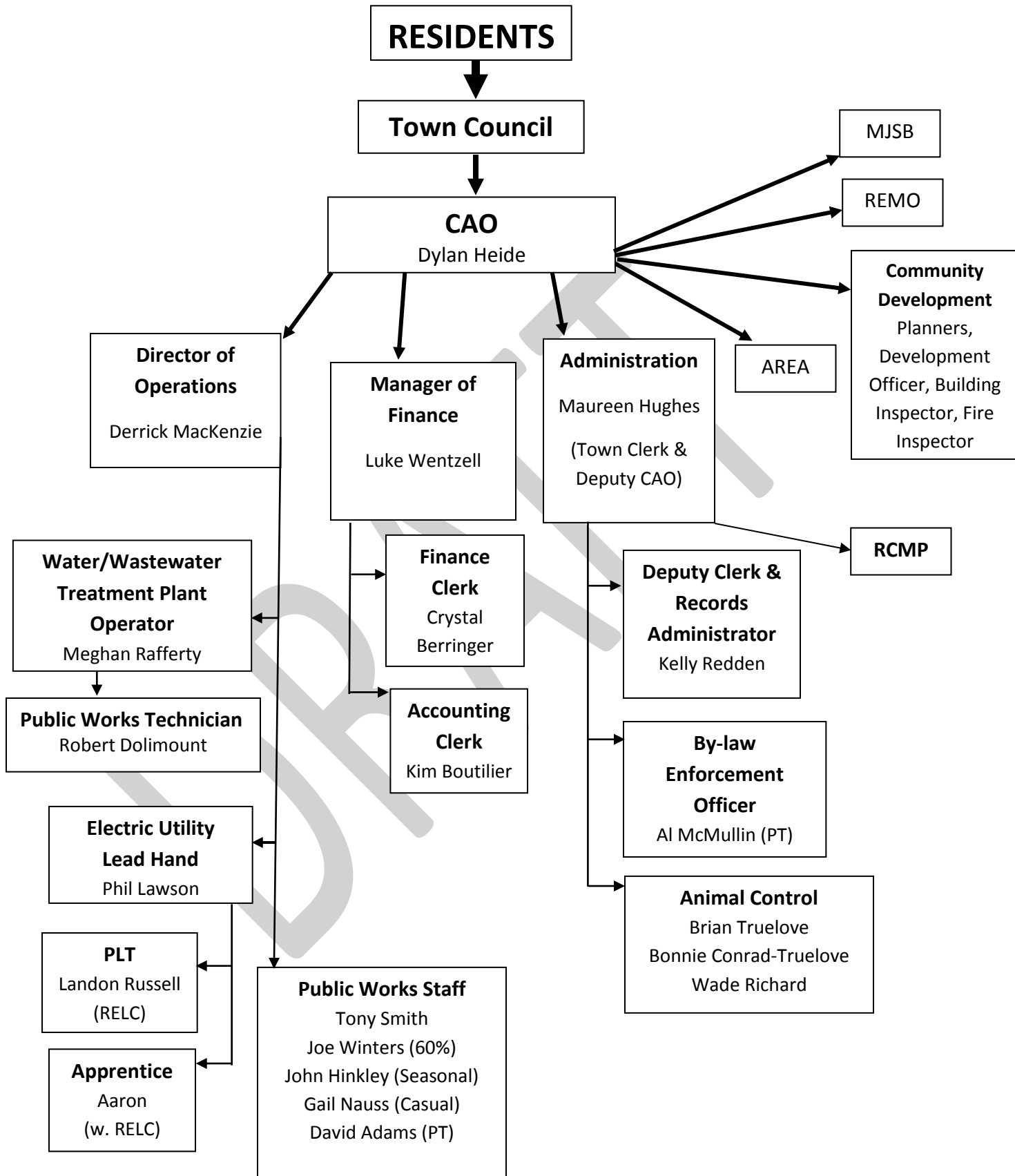
This Business Plan was developed to support and enhance the above-noted benefits.

Plan Introduction & Department Structure

Developed by staff in accordance with the Council's 2018-21 Strategic Plan and associated Strategic Plan Action Plan, as well as the Town's 2019-20 Budget, the 2019-20 Business Plan aligns the work of Town Departments (CAO, Administration, Finance, and Operations (Public Works & Utilities)) with Council's priorities for the year.

Beginning in 2019-20, business plans will be presented annually by staff following the conclusion of the annual budget process. The approval of this document by Council completes an annual cycle which begins with Council's review of the strategic plan and associated action plan in February/March and includes the operating and capital budget process in Apr/May.

The annual Business Plan serves as reference document for Council, staff and the public. Once approved by Council, annual Business Plans will be available to the public, presented on the Town's website along with the 2019-20 Budget.



2019-20 TOWN OF MAHONE BAY BUSINESS PLAN

CAO	Administration	Finance	Operations
Core Function: Staff Management	Core Function: Council Support	Core Function: Assessment roll, taxation and billing	Core Function: Safe Public Drinking Water
Core Function: Contract Management	Core Function: By-laws and Policies	Core Function: Accounts Receivable / Collections	Core Function: Wastewater Collection & Treatment
Core Function: Strategic Direction	Core Function: Communications	Core Function: Water accounts and billing	Core Function: Electric Power Supply
Core Function: Communications	Core Function: Projects	Core Function: Electric accounts and billing	Core Function: Streets & Sidewalks
Core Function: Public Safety / Traffic Authority	Core Function: Development of HR Documents	Core Function: Accounts Payable	Core Function: Parks & Open Space Facilities
Special Mandate: Accessibility	Special Mandate: Centennial Initiatives	Core Function: Payroll & Benefits	Special Mandate: Local Improvements
Special Mandate: Climate Adaptation and Mitigation Strategies	Special Mandate: Economic Development	Core Function: Cemetery Administration	Special Mandate: Special Projects
Special Mandate: Centennial Initiatives	Special Mandate: Implementation of Record Management System	Core Function: Budgeting and reporting	Special Mandate: Asset Management
Special Mandate: Major Projects	Special Mandate: Public Engagement	Core Function: Journal entries and reconciliations	
Special Mandate: Asset Management	Special Mandate: Asset Management	Core Function: Annual audit preparation / support	
		Core Function: Insurance	
		Core Function: External reporting requirements	
		Special Mandate: Setup Accountability Codes	
		Special Mandate: Asset Management	

Chief Administrative Officer (CAO)

The Town's Chief Administrative Officer (CAO) is Dylan Heide. The CAO reports directly to Council, leads and manages the Town's administrative functions and is responsible for all Town staff. It is the duty of the CAO to inform, support, and guide the Town Council in the development and evaluation of strategic directions, policies and priorities.

Department heads (Administration, Finance and Operations) report to the CAO who is also responsible for managing intermunicipal partnerships including the Municipal Joint Services Board (MJSB), Regional Emergency Management Organization (REMO), Alternative Resources Energy Authority (AREA) and contracting relationships such as that with the Municipality of the District of Chester (MODC) for the provision of community development services.

Special Mandate / Core Function	Activities
Core Function: Staff Management	Overall Management of Town Staff / Oversees Management Team. Management / Employee Relations.
Core Function: Contract Management	Management of intermunicipal partnerships (MJSB, REMO, AREA, Riverport Electric) and contracting relationships (MODC - development services, etc.).
Core Function: Strategic Direction	Strategic Advice to Council (Strat. Plan development). Preparation of Staff Reports / Council Reports. Support for Council Advisory Committees. Financial Planning & Budgeting (2019-20 budget with Finance). Procurement for Town Projects (with DOO). Liaising with Town Solicitor on matters of legal significance.
Core Function: Communications	Communication with residents, stakeholders, partners, clients, etc.. Oversight of Media / Social Media contact / outgoing Correspondence. FOIPOP / PIIDPA Coordinator.
Core Function: Public Safety / Traffic Authority	Oversight and recommendations to council, speed / traffic counting, development of Transportation Plan. EMO coordination / planning.
Special Mandate: Accessibility	Oversee Town's compliance with new Accessibility Act including providing support for Town's participation on Lunenburg County Accessibility Committee.
Strat Plan Links - 3.1	
Special Mandate: Climate Adaptation and Mitigation Strategies	Pursue Climate Mitigation Strategies. Undertake Climate Adaptation Initiatives - Shoreline. Expand Green Energy Generation.

Strat Plan Links - 3.4	
Special Mandate: Centennial Initiatives	Support for centennial initiatives; external funding applications; coordination with partner groups.
Strat Plan Links - 3.2 / 3.3	
Special Mandate: Major Projects	Projects - Facilities (fire station) project, ICIP Projects, harbour development plan, acquisition/disposal of property additional capital projects and operating initiatives. Public engagement and consultations in relation to approved projects.
Strat Plan Links - 3.1	
Special Mandate: Asset Management	Support for AM initiatives / Committee (CAO Participation on Committee).
Strat Plan Links - 3.1	

Administration

The Town's Administration Department is comprised of Town Clerk / Deputy CAO Maureen Hughes and Deputy Clerk / Records Administrator Kelly Redden, along with part-time By-Law Enforcement Officer Al McMullin. The Department provides administrative support to the Town Council as well as to other Town Departments. The Deputy CAO also serves as the Town's RCMP liaison.

Special Mandate / Core Function	Activities
Core Function: Council Support	<ul style="list-style-type: none"> • Council Agendas, Meeting Packages, Minutes • Receiving, Filing, and Sending Correspondence • Support for Various Committees • Documents for training and best practices • Maintenance of Official Records
Core Function: By-laws and Policies	<ul style="list-style-type: none"> • Creation of new By-laws and Policies • Research and communication with other municipal units • Review and amendment of current By-laws and Policies • Responding to inquiries from Council, staff and the public • Consistent enforcement of the Town's by-laws (including animal control by-laws)
Core Function: Communications	<ul style="list-style-type: none"> • Management of Website Content • Responding to phone, email, and in-person inquiries • Publication of Mayor's Newsletter • Preparation of Media Releases • Youtube – Council videos and others if required • Share information with public in a manner consistent with their needs • Coordination of Public Information Sessions • Municipal Awareness Week
Core Function: Projects	<ul style="list-style-type: none"> • Coordinate with Community Initiatives • Project management • External Funding Applications
Core Function: Development of HR Documents	<ul style="list-style-type: none"> • Development of HR Policies and Procedures • Development of new employee orientation material
Special Mandate: Centennial Initiatives	<ul style="list-style-type: none"> • Centennial Launch – Legion Breakfast • 100 Trees: 100 Years • Infrastructure Decoration Project

	<ul style="list-style-type: none"> • Centennial Book • Heritage Sign Rehabilitation • Bandstand Renovation • 1919 Minutes • Mahone Bay Concert Series • Heritage Boat Shed • Mural • Mahone Bay Centre Accessibility Upgrade • Coordinate with community groups regarding ongoing Centennial Celebrations
Strat Plan Links – 3.2/3.3	
Special Mandate: Economic Development	<ul style="list-style-type: none"> • Lunenburg County Economic Development Group • Work with EDC to engage development partners • Work with EDC to identify potential areas of economic development • Work with MBTCC to review Events Coordination • Work with MBTCC to identify opportunities for tourism supporting infrastructure • Develop Economic Development Strategy • Review MPS/LUB
Strat Plan Links – 3.2	
Special Mandate: Implementation of New Record Management System	<ul style="list-style-type: none"> • Develop new records management system in keeping with AMANS model • Implement OneDrive records management system
Strat Plan Links – 3.3	
Special Mandate: Public Engagement	<ul style="list-style-type: none"> • Policy and Framework to Engage Public in Council activities and decision making • Website Redesign • Social Media
Strat Plan Links – 3.3	
Special Mandate: Asset Management	<ul style="list-style-type: none"> • Support for Asset Management Committee • Coordination of Public Engagement Sessions
Strat Plan Links – 3.1	

Finance

The Finance Department is comprised of Manager of Finance Luke Wentzell, along with Finance Clerk Crystal Berringer and Accounting Clerk Kim Boutilier, occasionally supplemented by casual staff. The Finance Department provides direct customer service to the public, oversees the Town's accounts, working closely with Council and other departments, and is responsible for all external financial reporting including the annual audit.

Special Mandate / Core Function	Activities
Core Function: Assessment roll, taxation and billing	Maintain assessment roll and monitor appeals. Conduct bi-annual tax billing. Collect rental and lease income from Town-owned properties.
Core Function: Accounts Receivable / Collections	Conduct yearly tax sale. Oversee tax payment arrangements. Send arrears notices. Oversee collections on outstanding accounts.
Core Function: Water accounts and billing	Maintain water utility accounts. Conduct monthly and bi-monthly water billings. Oversee connection and disconnection requests with water plant operator. Issuing water arrears / cut off notices. Sending closed accounts to collections.
Core Function: Electric accounts and billing	Maintain electric utility accounts. Conduct monthly and bi-monthly electric billings. Oversee connection and disconnection requests with Electric Utility Lead Hand. Issuing electric arrears / cut off notices. Sending closed accounts to collections.
Core Function: Accounts Payable	Oversight of invoice filling. Preparation of weekly and special cheque runs.
Core Function: Payroll & Benefits	Processing bi-weekly payroll. Administer employee benefits such as Pension Plan, Medical/Dental Benefits
Core Function: Cemetery Administration	Process cemetery transactions for new plot sales/interment fees. Maintain records of purchased burial plots. Provide administrative support to Cemetery Commission.
Core Function: Budgeting and reporting	Preparation of YTD Quarterly financial reports regarding budget implementation. Development of operating and capital budgets including a 10-year Capital Investment Plan (CIP)

Core Function: Journal entries and reconciliations	Monthly bank reconciliations. Preparation of journal entries and review of general ledger. Daily cash balance.
Core Function: Annual audit preparation / support	Preparation and support for external audit. Participation on Audit Committee; new Audit Committee requirements.
Core Function: Insurance	Liaise with insurance provider when required (i.e. annual renewal, submitting claim)
Core Function: External reporting requirements	Filing FIR, SOE, CIP, Gas Tax (AER), GST/HST and other Provincial and Federal required information.
Special Mandate: Setup Accountability Codes	Setup accountability codes in PROCOM to allow for segregated reporting directly from Procom, to support annual budget process / improve related financial reporting.
Strategic Plan Links: 3.2	
Special Mandate: Asset Management	Provide support as required for asset management initiatives, participation on AM Committee.
Strategic Plan Links: 3.1	

Operations (Public Works & Utilities)

The Operations Department provides day-to-day operations of the water treatment plant, water distribution system, wastewater treatment plant, wastewater collection system, electric power distribution system, streets & sidewalks, and parks & open space facilities.

The Department delivers essential services such as providing safe public drinking water, maintaining wastewater facilities, street & sidewalk repairs/renewals, snow ice & ice control, delivering electricity to homes & businesses, and maintaining parks, playgrounds and related facilities and equipment. Department staff include:

Derrick MacKenzie – Director of Operations and Recreation Facilities

Phil Lawson – Powerline Technician

Meghan Rafferty – Water/Wastewater Operator

Robert Dolimount – Public Works Technician

Tony Smith – Public Works Technician

Joe Winter – Part-time (60%) Public Works Technician

John Hinckley – Seasonal Groundskeeper

Gail Nauss – Casual

The Director of Operations, on behalf of the department, reports directly to the Town's CAO.

Special Mandate / Core Function	Activities
Core Function: Safe Public Drinking Water	Water treatment, distribution, fire hydrants, monitoring & reporting to meet Federal & Provincial regulatory requirements. 2019-20 Priorities: Lead testing protocol, valve exercise program.
Core Function: Wastewater Collection & Treatment	Wastewater collection system, lift stations & wastewater treatment plant. Stormwater collection (ditches, culverts, & catch basins). 2019-20 Priorities: Effluent study, utilization study.
Core Function: Electric Power Supply	The Electric Utility supplies power via it's distribution system to local residents and businesses. 2019-20 Priorities: AM condition assessments and mapping.
Core Function: Streets & Sidewalks	Snow & ice control, patching, paving, line painting, signage, street & sidewalk repairs and/or renewals.
Core Function: Parks & Open Space Facilities	Mowing, leaves, vegetation maintenance, maintenance of parks & playgrounds, ball field, trails, swimming pool, public washrooms, etc.

Special Mandate: Local Improvements	Supporting/planning for infrastructure development and renewals (streets, sidewalks, water & wastewater systems).
Strategic Plan Links: 3.1	
Special Mandate: Special Projects	Bandstand Renovation, Pumphouse Generator, Etc.
Strategic Plan Links: 3.1	
Special Mandate: Asset Management	Support for AM Committee, condition assessments and diagnostics (PCAP Projects).
Strategic Plan Links: 3.1	

DRAFT



Town of Mahone Bay

Staff Report

RE: Donation Meters on Town Property

July 25, 2019

General Overview:

The purpose of this report is to provide information for Council on the use of donation meters in the Town of Mahone Bay to further discussion regarding the possible installation of such meters on Town Property.

Background:

At a meeting of Council held on July 26, 2018, Council received correspondence from Lynn Hennigar, resident of the Town, with a request for Council input concerning the installation of Kindness Meters and Duet Bicycles in Mahone Bay. The minutes of that meeting state:

Council agreed that neither of these requests require their permission and directed staff to inform Ms. Hennigar that Council supports these projects.

Since that time, several of the meters, now referred to locally as donation meters, have been installed in Town and they accept donations for: The Three Churches Foundation; The Mahone Bay Centre Society; the Mahone Bay Fire Department; and the Mahone Bay and Area Tourism and Chamber of Commerce.



At a meeting of Council held on June 27, 2019, Council received correspondence from T.A. Dickison, from the Mahone Bay Area Lions Club, with a request

that the Lions Club be allowed to place a volunteer donation meter in proximity to the picnic tables installed by the Lions next to the public comfort station on Edgewater Street across from the Irving Station.

At that time, Council passed the following motion:

THAT Council direct staff to develop a report on the feasibility of donation meters on public property in the Town of Mahone Bay.

Analysis:

The following options are available to Council in responding to requests to install donation meters on public property:

Prohibition of Installations

Council may choose to prohibit the installation of donation meters on Town property as an aesthetic choice, and as a way of providing a clear position for future requests from community organizations. In contrast, prohibition of donation meters, may be seen as preventing a free-will opportunity to support local not-for-profit organizations for both locals and those who visit and appreciate our Town and who would like to contribute to the life of the community.

Further, prohibition of donation meters on Town property would disadvantage those organizations volunteering and working to operate, maintain and improve Town properties to the benefit of the public, relative to those non-profit organizations which own their properties.

Permission for Installations

Council may choose to provide open permission for the installation of donation meters on Town property. Installation of donation meters without regulation may lead to aesthetic considerations such as crowding and siting in a way that may be felt to interfere with view, access and/or use of public spaces, and potentially concerns about lack of stewardship. Free access to installation would prevent staff and Council from having to manage future requests on a case-by-case basis.

Alternatively, permission of installation within a set of guidelines would provide an opportunity for passers-by to make a free-will donation to support groups in the community while also creating channels with which to manage future requests. Several options for guided installation have been suggested, including the installation of a meter for donations to supplement community grants as part of the Town's budget process, declaration of a set number of installation locations at which donation meters may be installed on a first-come first-served basis, and the designation of certain locations in which specific groups might be permitted to install meters, based on existing relationships between the Town and non-profit groups.

Staff analysis of the suggestion regarding permission for specific locations has highlighted that several public facilities and services are managed by not-for-profit organizations on behalf of the Town. Examples include but are not limited to the pool, the tennis club, the playground, the maintenance of the gardens by the Mahone Bay Garden Society (peace garden, Town Hall garden, Aquatic Gardens), the operation of wharf by the Wooden Boat Society, and the seating provided by the Lions Club as discussed previously. Provision for the installation of donation meters on Town property to support the organizations which currently manage or maintain the space is a more inclusive approach which would allow a consistent response for future requests while providing an opportunity for passers-by to support the work that is conducted by volunteers within the Town.

Financial Analysis:

No costs would be incurred by the Town to either allow or prohibit the installation of donation meters on Town property.

Alternatively the Town could offer to purchase and install the meters on Town property on behalf of non-profit groups, with associated costs either being considered a donation to support the non-profits, or being recouped from the meter proceeds following installation (for cost neutrality). The cost of the meters has been estimated at less than \$500 per unit, installed.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.3 Economic and Community Development

- Enhance recreation and open space opportunities
 - Seek out opportunities to increase utilization of existing facilities by groups of all ages and physical abilities.

Recommendation:

It is recommended that at its regular meeting on July 25, 2019, Council resolve:

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.

Respectfully Submitted,



Maureen Hughes
Clerk and Deputy CAO



Town of Mahone Bay
Staff Report
RE: Transportation Plan
July 25, 2019

General Overview:

The purpose of this report is to present a recommendation to Council for the development of a Transportation Plan, as per the Town's 2019-20 budget.

Background:

On May 3, 2019 the Mahone Bay Town Council passed a motion that "Council direct staff to present a report on the proposed development of an Active Transportation Plan and that no requests for proposals be issued nor funds expended until Council has received this report and provided direction to staff in this regard". On May 14, 2019 Council approved a budget allocating \$15,000 towards the development of a transportation plan, projecting an additional \$15,000 in external funds.

Analysis:

The development of an active transportation plan is referenced Council's Action Plan (revised April 9) under 3.1: 21st Century Infrastructure - Provide Safe Streets & Sidewalks, scheduled for completion by the end of 2019-20 (pending Council direction). The active transportation plan was anticipated to build on the route planning / design work done by Bicycle Nova Scotia as a part of the Blue Route Community Hubs pilot project, supported by the Nova Scotia Department of Energy & Mines (Bicycle NS report received by Council June 27). In discussions with the Department of Energy (potential funders) staff were encouraged to consider a multi-modal transportation plan including vehicles as well as active transportation, to better support climate objectives.

There is considerable rationale for the development of a Town of Mahone Bay Transportation Plan at this time including:

a) Public Safety

A transportation plan would enhance public safety and would enable the Town to address the various pedestrian and cyclist safety concerns raised by residents over the past year, ensuring consistent treatment of requests regarding crosswalk placement, traffic calming, reduced speed limits, etc.

b) Climate Mitigation

A transportation plan would support reduction in community GHG emissions by encouraging active transportation and electrical vehicle (EV) adoption by Town residents, supporting the goals of the Department of Energy and aligning with the Town's participation in the FCM's Transition 2050 initiative as well as AREA's planned EV engagement/promotion in the coming year (both with Clean Nova Scotia).

c) Community & Economic Development

A transportation plan would align with the Town's upcoming MPS / LUB review and encourage economic development by managing transportation issues associated with growth (summer traffic, major events, trucking) as well as supporting tourism growth through improved trail connectivity (Blue Route Community Bicycle Route).

d) Asset Management

A transportation plan would fit into the Town's overall asset management (AM) approach by informing long-term infrastructure planning for transportation assets, particularly through public engagement in transportation planning, supported by AM tools such as GIS (building on asset management progress over the past two years).

Financial Analysis:

It is anticipated that the development of the proposed Town of Mahone Bay Transportation Plan can be accomplished within the approved 2019-20 budget at a total cost to the Town of \$15,000 if an additional \$15,000 in external funding can be secured from the Department of Energy's Connect2 Program (program description attached as Appendix A). The program has an application deadline of September 13, 2019.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.1 21st Century Infrastructure

- Provide Safe Streets & Sidewalks

Recommendation:

It is recommended:

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.

Attached for Council Review:

- Connect2 Program Description

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO

Appendix A



connect2



*program description
2019 – 2020*

Introduction

Connect2 is based on a vision that all trips under two kilometres to key destinations in Nova Scotia communities can be made using clean modes of transportation. With the changing ideas, needs and technologies in the transportation sector, Connect2 has been expanded to include modes of transportation which allow Nova Scotians to commute using new, innovative and low-carbon technologies.

The Connect2 grant program supports community driven projects that improve connectivity and help to achieve a low-carbon transportation future with higher mode-shares of biking, walking, rolling, shared transportation, transit, zero-emission vehicles (ZEVs) and land-use planning that is oriented toward sustainable modes of transportation.

Expression of Interest (EOI) deadline is on [September 13, 2019](#).

Application submission deadline is on [September 20, 2019](#)

Accelerated stream for construction summer 2019 deadline is on [July 3, 2019](#) (please refer to Eligibility requirements)

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 Connect2@novascotia.ca.

Program Overview

Connect2 is about providing more mobility options to more people, and greater connectivity between the places we need to go. Great transportation systems enable everyone to get around without solely relying on a personal vehicle. Convenient, safe, clean, and attractive modes of transportation are key to building vibrant, livable, and low-carbon communities that are suitable for aging populations, young people, newcomers, and small businesses.

The Connect2 grant program expands Nova Scotian communities' options for walking, biking, rolling, shared mobility, ZEVs, and transit while reducing greenhouse gas (GHG) emissions. The program funds projects that create or enable clean transportation options and builds infrastructure for short-distance travel and modes of transport using alternative fuel. Projects that test new ideas or best practices* to connect destinations and decrease dependency on personal vehicles by improving transportation hubs and integrated mobility are eligible for funding up to 50% of project costs.

The Province has allocated a fund of \$600,000 to the Department of Energy and Mines to advance clean transportation options in Nova Scotia communities. This grant will be for the 2019-2020 fiscal year.

**Examples of best practices are included at the end of this program description under 'Appendix 2: Best Practices Guidance'. It is highly recommended that applicants review those prior to submitting their Expression of Interests online.*

Application Categories

The program considers applications under two categories:

1 Active Transportation (AT) Infrastructure and Design

Projects under this category may include:

- Support for minimum bike grid infrastructure or design
- Minimum bike grid network plans
- Engineering or feasibility studies

Connect2 will provide grants of up to **\$100,000** per project in this category.

2 Clean Fleets and Shared Mobility

Projects under this category may include:

- Shared mobility services pilot projects
- Zero-emission fleet pilot projects
- Bicycle fleet pilot projects, including electric bikes
- Zero-emission vehicle fleet conversion strategies
- Zero-emission vehicle charging station deployment strategies

Connect2 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
- Marketing and communication – social marketing
- 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 has both infrastructure and enabling components, it will be considered under the Infrastructure and Design category so long as 80% of the project component is infrastructure.

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 any type of organization registered under **Nova Scotia Registry of Joint Stock Companies** that is seeking progressive and practical solutions to clean transportation issues in Nova Scotia.
- 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

- AT infrastructure projects must be identified in an AT plan, minimum bike grid plan, Municipal document, or must have a letter of support from Council
- Must have all necessary permits at the time of application
- Must provide proof of matching funds
- Must be able to clearly demonstrate ability to reduce GHGs
- Multiple submissions are allowed; however, the priority level of each submissions must be identified

Examples of projects NOT eligible for funding under Connect2

- Trails that do not connect two major destinations/services
- Trails that are primarily used for recreational purposes and activities that are not commute related
- Trails that allow Off Highway Vehicle (OHV) (e.g. ATVs, snowmobiles, off-road motorcycles) use
- Projects that are not identified as a transportation or AT priority or plan in an official municipal document or do not have a letter of support from council
- AT infrastructure projects constructed alongside of provincial transportation infrastructure projects
- Operational costs for charging infrastructure, fleets, transit and shared-mobility services
- Organizational administration and restructuring
- Projects without written permission of the landowner for infrastructure and/or design
- Projects without NS Department of Lands and Forestry (DLF) approval for activities on Crown Land
- Projects without the NS Department of Transportation and Infrastructure Renewal (TIR) approval for the AT design or plan on provincial roads
- Projects without the necessary permits from NS Department of Environment (NSE) for infrastructure and design projects

Accelerated Stream

AT infrastructure projects which have had studies or construction phases previously funded through the Connect2 program and are ready for construction in Summer / Fall 2019 are eligible for the Accelerated Stream. Please contact us at Connect2@novascotia.ca before **July 3, 2019**.

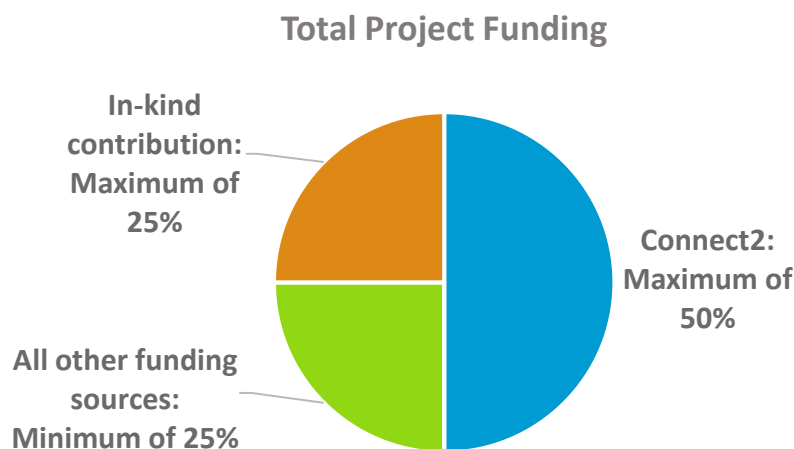
Connect2 Funding Guidelines

This grant will cover up to **50% of eligible costs**, up to a maximum of **\$100,000** for the infrastructure and design projects, up to a maximum of **\$75,000** for clean fleets and shared mobility, 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. Connect2 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 Connect2@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 Connect2 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

- **July 3, 2019:** Deadline to contact us for accelerated project stream.
- **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: Connect2@novascotia.ca

Appendix 1: Evaluation Plan Example

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

Appendix 2: Best Practice Guidance

Designing Streets

Urban Street Design Guide

NACTO

<https://nacto.org/publication/urban-street-design-guide/>

Designing for All Ages and Abilities

NACTO

<https://nacto.org/publication/urban-bikeway-design-guide/designing-ages-abilities-new/>

Transit Street Design Guide

NACTO

<https://nacto.org/publication/transit-street-design-guide/>

Urban Bikeway Design Guide

NACTO

<https://nacto.org/publication/urban-bikeway-design-guide/>

Bike Share Station Siting Guide

NACTO

<https://nacto.org/publication/bike-share-station-siting-guide/>

Planning and Design for Pedestrians and Cyclists

Vélo Québec

<http://www.velo.qc.ca/en/handbook>

Ontario Traffic Manual Book 18, Cycling Facilities

Province of Ontario

<http://www.raqsbt.mto.gov.on.ca/techpubs/eps.nsf/>

Ontario Traffic Manual Book 15, Pedestrian Crossing Facilities

Province of Ontario

<http://www.directtraffic.ca/wp-content/uploads/2014/02/Book-151.pdf>

Complete Streets Guidelines for Toronto, City of Toronto

<https://www.toronto.ca/services-payments/streets-parking-transportation/enhancing-our-streets-and-public-realm/complete-streets/>

Accessible Shared Streets: Notable Practices and Considerations for Accommodating Pedestrians with Vision Disabilities

US Department of Transportation, Federal Highway Administration

https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/accessible_shared_streets/#planning

Small Town & Rural Multimodal Networks

US Department of Transportation, Federal Highway Administration

https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/small_towns/fhwahep17024_lg.pdf

Separated Bike Lane Planning and Design Guide

US Department of Transportation, Federal Highway Administration

https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/separated_bikelane_pdg/page00.cfm

Design Manual for Bicycle Traffic (Newest Edition)

CROW Netherlands

[https://www.crow.nl/publicaties/design-manual-for-bicycle-traffic-\(1\)](https://www.crow.nl/publicaties/design-manual-for-bicycle-traffic-(1))

Clean Fleets

Clean Vehicle Resources for Fleet Managers, Electric Utilities, Sustainability Experts, Vehicle Researchers and the EV Industry

Fleet Carma

<https://www.fleetcarma.com/resources/>

Electric Mobility Canada

<https://emc-mec.ca/>

Canadian Electric Vehicle Infrastructure Deployment Guidelines
2014 - BC's Emotive Campaign

<https://www.bchydro.com/content/dam/BCHydro/customer-portal/documents/corporate/environment-sustainability/electric-vehicles/>

Québec Transition énergétique

<http://vehiculeselectriques.gouv.qc.ca/english/>

City of Montreal

http://ville.montreal.qc.ca/portal/page?_pageid=10298,143067470&_dad=portal&_schema=PORTAL

Charging Stations

Add Energie

<https://addenergietechnologies.com/en/>

Chargepoint

<https://www.chargepoint.com/en-ca/>

Charge hub

https://chargehub.com/en/countries/canada/quebec/montreal.html?city_id=315

Electric Vehicle Association of Atlantic Canada (EVAAC)

<http://www.evaac.ca/>

Electric circuit

<https://lecircuitelectrique.com/welcome>

Flo network

<https://flo.ca/>

Plug n Drive

<https://www.plugndrive.ca/>

Plugshare

<https://www.plugshare.com/>

Zero Emission Vehicle infrastructure program(s)

<https://www.nrcan.gc.ca/energy/efficiency/transportation/20996>

Canadian Natural Gas Vehicle Alliance

<http://cngva.org/>



Town of Mahone Bay
Staff Report
RE: Water Utility Billing Issue
July 25, 2019

General Overview:

The purpose of this report is to seek Council's direction in response to a water utility billing issue, as requested by a utility customer.

Background:

The water utility manually reads meters every two months via outside readers. In August of 2017 the utility detected an error in a reading for a property, which was confirmed as an issue with the reader on the following reading (the meter continued to track usage but couldn't be read).

The reader in question was scheduled for replacement; as the residents of the property are seasonal (in Mahone Bay from April to November), this repair was scheduled for Spring 2018. As per standard procedure, the utility bills for the customer were based on estimated usage until such an issue is corrected, at which time the bill is adjusted to reflect actual usage.

Though Town staff visited the property several times in this regard, replacement of the reader did not take place until the Spring of 2019. When a reading was taken in June of 2019 the customer's bill was adjusted, resulting in a charge of \$430 (reflecting estimated usage of 421 vs. actual usage of 573) on the customer's July 2019 bill.

Analysis:

The customer is seeking relief from the Town as a result of the two years it took to resolve this issue and the resulting large one-time charge. The Manager of Finance is authorized to enter payment arrangements with a customer but cannot write-off bills based on actual usage. Such a write-off would amount to a payment by the Town to the utility to offset the lost revenue, authorized by the Town Council.

Financial Analysis:

The customer received a one-time charge of \$430 on their July 2019 bill and seeks relief of half this amount (\$215). Should Council grant the requested relief it will amount to an unbudgeted \$215 expense to the Town.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.1 21st Century Infrastructure

- Optimize efficiency of Utilities

Recommendation:

Staff seeks Council direction on the customer's request for relief of half of the bill (\$215), based on the Town's failure to replace the meter and correct the billing issue in the Spring of 2018 as planned.

Attached for Council Review:

None

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay

Staff Report

Centennial Update July 25, 2019

July 25, 2019

General Overview:

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

Background:

Beginning with the initial staff report regarding the Town's 2019-20 centennial year on January 8th, 2019, Town staff have endeavored to provide Council with regular updates on the development of the Town's centennial program, through public consultation, stakeholder engagement and project development phases (February 12th, March 12th, April 25th, and June 27th reports attached as Appendix A to this report); each report has added detail to the planned program.

Analysis:

Staff have provided updates since the June 27th report below.

Centennial Projects & Initiatives

Bandstand

Tender awarded to Kinburn Property Company Ltd. for primary repair / repainting. Work delayed by contractor; staff still awaiting update regarding on-site work schedule. Various groups now making regular use of bandstand, outstanding work to be scheduled to cause minimal impact for users.

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

Infrastructure Decoration

At the regular meeting on June 9th, 2019 the Town Council approved the Economic Development Committee's recommendation that "Council delegate the role of review of any submissions to a proposed Infrastructure Design Centennial Project to the Economic Development Committee for recommendation to Council."

Staff have developed the attached Infrastructure Art Guidelines (Appendix B) and Scoring Grid (Appendix C) for Council's approval; Economic Development Committee members have reviewed these documents by email. The proposed deadline for submissions is September 6th;

staff recommend approaching schools in town directly in September, identifying opportunities for students to participate.

Boatbuilding Shed

Staff are currently awaiting confirmation of federal funding for the Boatbuilding Shed project however the associated event, the Heritage Boatyard Weekend, is scheduled to run August 2-4, 2019. In consideration of this timeline, and the festival funding request from the Heritage Boatyard Co-op received by Council at the regular meeting on June 9th, 2019, staff recommend Council consider providing interim project funding to the Co-op, in line with prior centennial program budgets; see additional consideration under Financial Analysis below.

Heritage Mural

Staff are currently awaiting confirmation of federal funding for the Heritage Mural project. Applications to Arts Nova Scotia and the provincial Beautification & Streetscaping Program were unsuccessful.

While staff have identified another potential external funding source to support this project – the new provincial Community Works Program (deadline Aug 8, 2019) – if work on the mural is further delayed awaiting approval, it will likely not be possible to complete the project this year due to anticipated fall/winter weather. For this reason staff recommend Council consider approving the project to proceed based on confirmation of Legacy Fund support, without securing the remainder of the anticipated external funding; see additional consideration under Financial Analysis below.

Heritage Signage Rehabilitation

Town Staff, the Mahone Bay Founders Society and Skysail Design continue to make progress on the text and designs for the new heritage signs. A smaller fourth interpretive sign, focusing on the history of the Town post-incorporation, is planned for the Town Hall with minimal impact on project costs; Town staff are currently working on draft text.

Mahone Bay Centre Accessibility Upgrade

Included in Legacy Fund application and Community Access-ability Program application; staff awaiting confirmation of funds.

Celebration of Trees

To date 29 of 100 trees have been planted (and pins given out). Staff have sourced affordable locally-made tree stakes for recognition / dedications which will be distributed shortly, encouraging additional residents to join in planting a tree to recognize the centennial.

To facilitate donation of trees for planting on Town properties under the Town's new Donations Policy – Community Asset Donation Program, staff are developing a list of trees and approved locations which will be used for promotion.

Plans are underway for a ceremony recognizing National Tree Day on September 25th; if possible staff hope to involve local students. Council will be updated in this regard.

Centennial Book

To date, there have been four meetings of the Centennial Book steering committee. MOU with author signed, clarifying deliverables for August 15, 2019. Draft manuscript and collection of images proceeding apace. Staff working with volunteer editor and local printers to prepare for layout/printing following receipt of manuscript / images from author. Print run of 250 copies anticipated, to reduce unit costs. Staff exploring opportunities for promotion including social media / online sales. The next steering committee meeting is planned for July 23rd following which Council will receive another progress update.

Other / Celebrations

1919 Newsletter

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

Centennial Banners

Centennial banners have arrived and have been affixed to posts on Edgewater Street.

Centennial Merchandise

Centennial T-shirts, pins and magnets continue to sell and staff continue to explore additional merchandise options. Centennial water bottles have been ordered and staff are currently researching water bottle filling stations as an opportunity to promote the Town's Water Utility and celebrate this resource in our community. The provision of filling stations and distribution of reusable bottles also supports efforts to reduce waste and lower the community's GHG footprint.

100 Years of Mayors & Councilors

Due to the challenge of tracking down images of all past Council members, staff recommend focusing on recognition of mayors as a centennial project. There have been 19 different mayors of the Town of Mahone Bay since incorporation in 1919. Staff are proposing a display of individually framed photos. The cost of this project is estimated at \$900, which was not anticipated in the original centennial budget.

“Mahone Bay Day”

Town staff are proposing a “Mahone Bay Day” bring-your-own picnic at the Jubilee Park pond / playground as a part of the Town’s centennial program. This event would encourage residents to get to know each other, their Council and their Town. Centennial merchandise could be sold / given out via draw.

Suggested dates are:

- Saturday August 31st
- Sunday September 1st
- Saturday September 14th
- Sunday September 15th

Planning considerations include if Council would like to provide anything additional to attendees, such as food (BBQ, cake, popsicles, etc.) or entertainment (live music).

Other Initiatives

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

Staff are engaged in preliminary planning for a Centennial Sewer Bowl, including insurance considerations, and anticipate reaching out to the community in the near future to gauge interest.

Financial Analysis:

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

Due to time considerations staff require Council’s direction on two projects included in the original centennial budget for which the Town has applied to the Legacy Fund for support:

Boatbuilding Shed

The Town has requested \$11,080 from the federal Legacy Fund to support the Heritage Boatyard Co-op’s boatbuilding shed project with an additional approximately \$400 anticipated for associated unveiling / celebration costs. The Town had additionally included approximately \$1,000 in own funds as a contribution to the project in the original centennial budget.

With the Co-op's annual event taking place August 2 – 4 they have requested funding support. It was anticipated that the budgeted unveiling / celebration funds would be allocated to the festival (with appropriate recognition of the Town's centennial and contribution to the boatbuilding shed).

To make a commitment to support the boatbuilding shed it is recommended that Council authorize distribution of funds up to \$1,000 to the Co-op to support the boatbuilding shed and the recognition of the centennial at the Heritage Boatyard Weekend festival.

Heritage Mural

The Town has requested \$20,511 (approximately 50% of estimated project costs) from the federal Legacy Fund to support the Wooden Boat Society's proposed heritage mural project with an additional approximately \$1,000 anticipated for associated unveiling / celebration costs. A further \$1,000 was included in the Legacy Fund application for centennial art at the Mahone Bay Centre (related to a planned centennial event there in the fall/winter) which could be allocated to support a proposed mural at the Centre by the same artist (encouraging the establishment of a community mural program).

Of the remaining project costs it was anticipated that at least half would be covered by external funding from the province, however to date staff have not been able to secure this funding. The lone remaining potential identified provincial funding source has a deadline of August 8th, meaning it is unlikely that confirmation of funding would be received in time to complete the project this year should the Town wait to proceed.

For the project to proceed this year the Council would need to authorize the work to proceed on confirmation of the requested Legacy Fund support, which means preparing to either reduce project costs or increase fundraising should it prove impossible to secure provincial funding. While the funding shortfall with only the Legacy Fund support is estimated at \$20,510, the Town had included only \$2,256 in own funds as a contribution to the project in the original centennial budget (supported by a projected \$3,000 in local fundraising/donations to the Wooden Boat Society). Staff request direction in this regard.

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 *Public Engagement*

- Create opportunities for public engagement

Recommendation:

THAT Council accept this report for information; and,

- a) Approve attached Infrastructure Art guidelines and scoring grid; and,
- b) Select a date for the proposed “Mahone Bay Day” picnic; and,
- c) Confirm interim centennial funding to Heritage Boatyard Co-op; and,
- d) Provide direction on the Heritage Mural Project.

Attached for Council Review:

- Feb 12th, Mar 12th, Apr 25th, and June 27th Staff Reports (with appendices)
- draft Town of Mahone Bay Infrastructure Art guidelines
- draft Town of Mahone Bay Infrastructure Art scoring grid

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO

Appendix A



Town of Mahone Bay

Staff Report

Centennial Update

June 27, 2019

General Overview:

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

Background:

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

Analysis:

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

Projects & Initiatives

Bandstand

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

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

Infrastructure Decoration

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

Boatbuilding Shed

Included in Legacy Fund application; awaiting decision.

Heritage Mural

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

Heritage Signage Rehabilitation

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

Mahone Bay Centre Accessibility Upgrade

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

Celebration of Trees

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

Centennial Book

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

Other / Celebrations

1919 Newsletter

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

Centennial Banners

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

Centennial Merchandise

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

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

Centennial Asset Management Features

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

100 Years of Mayors & Councilors

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

Other Initiatives

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

Financial Analysis:

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

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 *Public Engagement*

- Create opportunities for public engagement

Recommendation:

THAT Council accept this report for information; and,

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

Attached for Council Review:

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

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay

Staff Report

Centennial Projects / Initiatives Update

April 25, 2019

General Overview:

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

Background:

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

Analysis:

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

Projects & Initiatives

Bandstand

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

Infrastructure Decoration

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

Boatbuilding Shed

Included in Legacy Fund application; see financial analysis.

Heritage Mural

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

Heritage Signage Rehabilitation

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

Mahone Bay Centre Accessibility Upgrade

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

Celebration of Trees

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

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

Centennial Book

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

Other / Celebrations

Legion Brunch

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

1919 Newsletter

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

Centennial Banners

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

Financial Analysis:

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

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

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 *Public Engagement*

- Create opportunities for public engagement

Recommendation:

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

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

Attached for Council Review:

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

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO

draft 2019-20 Centennial Projects / Initiatives Budget

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

*Town capital project

\$20,568

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

NOTES

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



Town of Mahone Bay

Staff Report

RE: Town Centennial Update (Program)

March 12, 2019

General Overview:

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

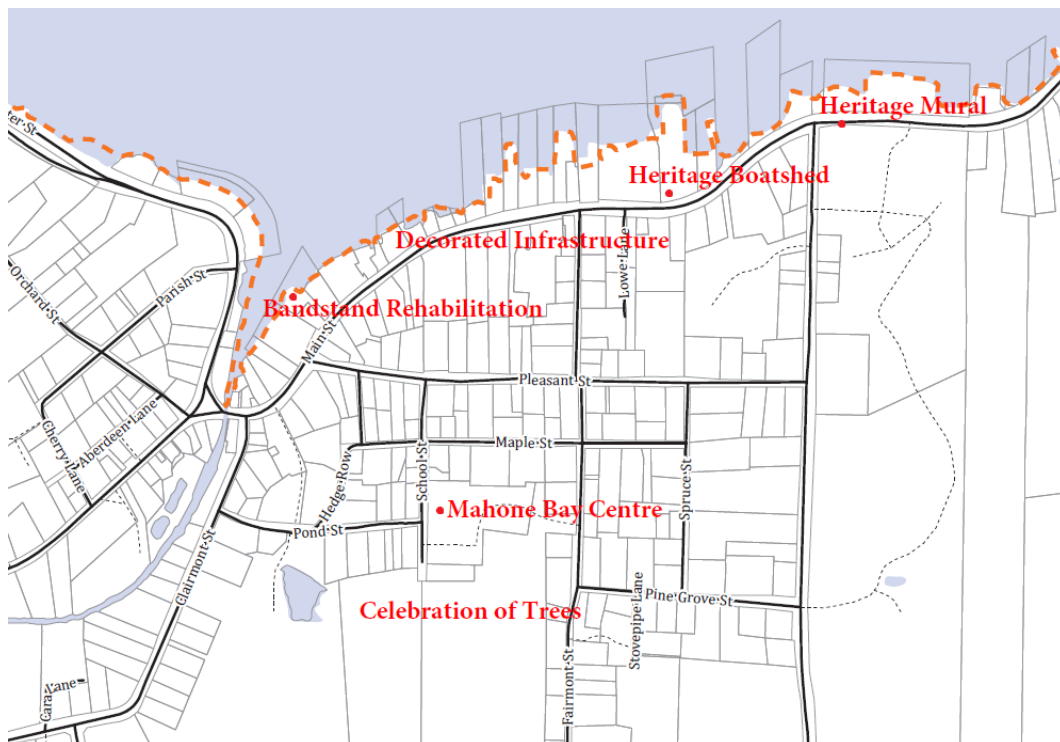
Background:

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

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

Analysis:

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



1) Bandstand Rehabilitation

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

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

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

3) Heritage Boatbuilding Shed

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

4) Heritage Mural

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

5) Heritage Signage Rehabilitation

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

6) MBC Accessibility Upgrade

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

7) Celebration of Trees (throughout town)

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

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

8) Mahone Bay Milestones Book

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

Additional Centennial Projects

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

Other calendar references:

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

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

Financial Analysis:

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

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 Public Engagement

- Create opportunities for public engagement

Recommendation:

THAT Council direct staff to:

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

Attached for Council Review:

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

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay

Staff Report

RE: Town Centennial Update

February 12, 2019

General Overview:

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

Background:

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

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

Analysis:

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

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

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

Centennial Project 1 – Town Bandstand Rehabilitation



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

Centennial Project 2 – Decorated Town Infrastructure



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

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

Centennial Project 3 – Heritage Boatbuilding Shed



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

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

Centennial Project 4 – Heritage Mural



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

Centennial Project 5 – Heritage Signage Rehabilitation



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

Centennial Project 6 – Tower Dedication & Gymnasium Accessibility Upgrade



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

Centennial Project 7 – A Centennial Celebration of Trees



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

Centennial Project 8 – Mahone Bay Milestones Book

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

Additional Centennial Projects

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

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

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

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

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

Financial Analysis:

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

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

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

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 *Public Engagement*

- Create opportunities for public engagement

Recommendation:

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

Attached for Council Review:

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

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay

Staff Report

RE: Town Centennial

January 8, 2019

General Overview:

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

Background:

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

Analysis:

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

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

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

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

Financial Analysis:

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

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

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

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

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

Links to Strategic Plan:

Key Strategic Initiatives and Core Activities

3.4 Public Engagement

- Create opportunities for public engagement

Recommendation:

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

Attached for Council Review:

None

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO

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

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

Attendees who Signed Contact Sheet

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

Facilitator's Notes from Flip Chart

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

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

Table 1 Notes

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

Table 2 Notes

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



HELP US CELEBRATE MAHONE BAY!

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

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

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

Where: Mahone Bay Fire Hall, 184 Kinburn Street.

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

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

Table 3 Notes

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

Table 4 Notes

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

Table 5 Notes

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

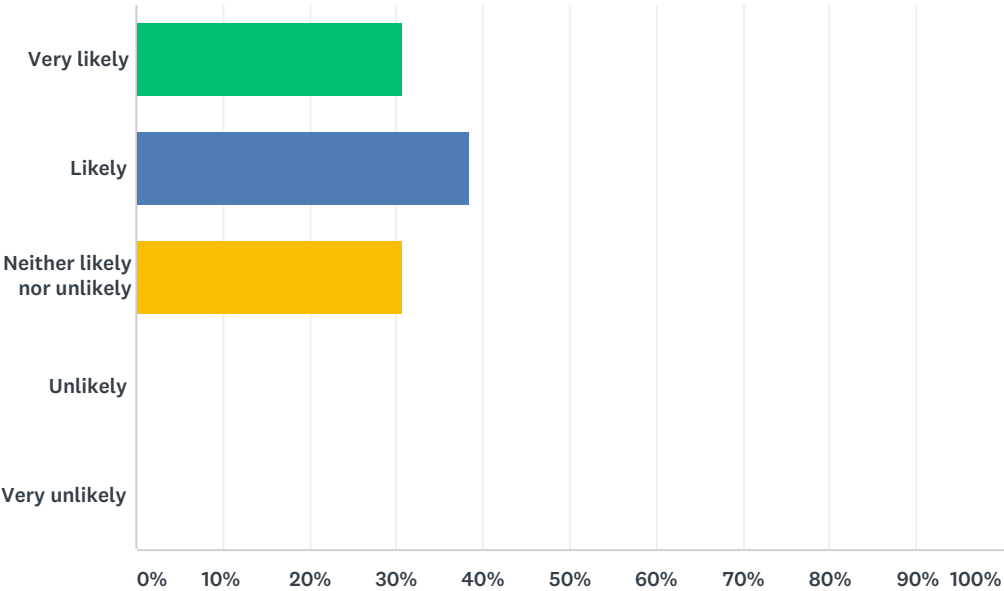
Table 6 Notes

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

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

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

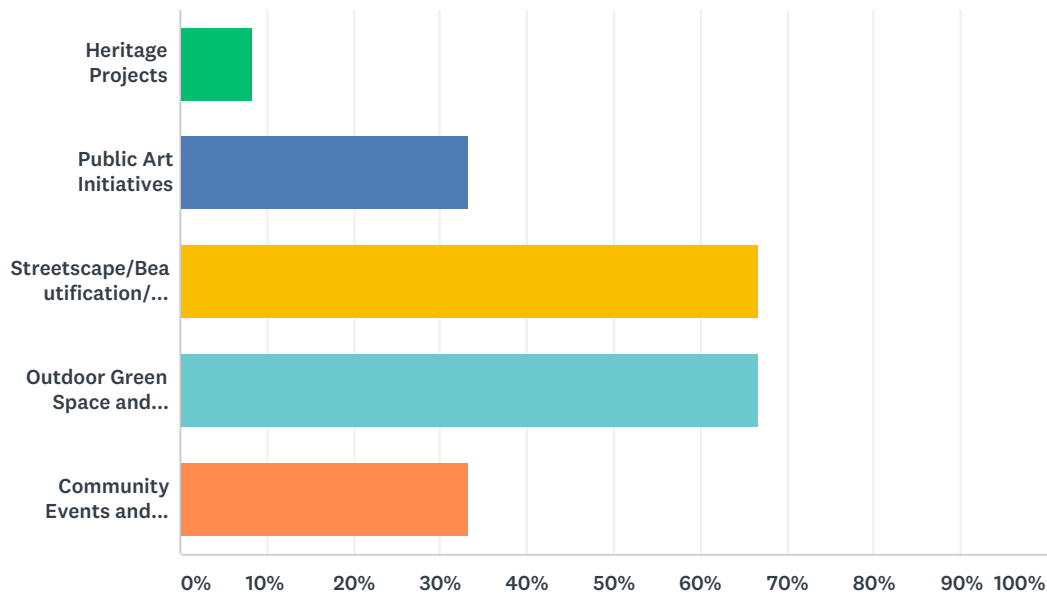
Answered: 13 Skipped: 0



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

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

Answered: 12 Skipped: 1



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

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

Answered: 11 Skipped: 2

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



Town of Mahone Bay 2019-20 Centennial Calendar

Green	Bandstand Rehabilitation
Blue	Decorated Town Infrastructure
Purple	Heritage Boatbuilding Shed
Pink	Heritage Mural

Red	MBC Accessibility Upgrade
Brown	Celebration of Trees
Orange	Mahone Bay Milestones Book
Yellow	Other

DRAFT

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

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

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

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

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

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

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

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

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

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

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

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

Together we can make great things happen!

Appendix B



Town of Mahone Bay Infrastructure Art

Deadline: Proposals will be accepted until September 6, 2019.

As part of the Town of Mahone Bay's centennial celebrations, the Town is inviting members of the community to add colour to our town, to celebrate our public infrastructure and to show our pride in where we live. Mini-murals, brightly painted public benches, decorated public infrastructure, and simple art bring colour to our public spaces and increase community pride.

The Town is inviting submissions from artists who would like to enhance a specific piece of Town infrastructure with their design. Investing in public art helps create vibrant public spaces for residents and visitors. All eligible projects will be located on Town property and will be wholly owned and maintained by the Town once completed. Only approved projects will be permitted to be installed.

We are looking for art that:

1. Communicates our culture, community or heritage
2. Compliments the setting of the specific piece of infrastructure
3. Is unique and creative
4. Has a total project cost of up to \$500

Submissions to the Town must include:

- Artist(s) name and contact information
- A description of the art project and why it would be appropriate for the Town of Mahone Bay
- A timeline for the work to be completed
- Materials list and budget (eligible expenses include: materials and installation)
- Drawings and visual imagery to help communicate your idea

This project is open to both professional artists and other creative individuals or groups. This project does not include wages or compensation for the artwork. Paint and basic materials will be provided and a plaque crediting the group/artist if requested.

All work must be completed by November 30, 2019.

Submissions will be reviewed by the Economic Development Committee.

Please send all submissions by **September 6, 2019 at 4pm** to:

Maureen Hughes, Town Clerk and Deputy CAO
Town of Mahone Bay
PO Box 530
Mahone Bay, NS B0J 2E0
clerk@townofmahonebay.ca
Phone: 902-624-8327
Fax: 902-624-8069



Town of Mahone Bay Infrastructure Art

Application Form

Artwork that is part of the Infrastructure Art project will be installed permanently or temporarily in such a way as to permit viewing by the public indoors or outdoors. It is intended to be integrated as part of its environment and/or interactive with its surroundings.

The Town will endeavor to provide weather resistance for protection, but permanence cannot be guaranteed.

Application Checklist

- ☐ Completed and signed (all sections)
- ☐ Applicant Information
- ☐ Proposed location of art (selection)
- ☐ Project questionnaire
- ☐ Photos/Designs Specifications for Project
- ☐ Cost for completed project

Please complete all sections for consideration

Applicant Information

Name:

Address:

Phone:

Email:

Date Submitted:

Project Information

Title:

Medium:

Cost of project:

Materials Required:

Size/Dimensions:

Completion Date:

Location

List of Offered Infrastructure locations

1. Lift Station at Wharf
- 2 Lift Station across from 824 Main Street
3. Lift Station at Bandstand
4. Bench (location various)
5. Bleacher (Ballfield/Bandstand)
6. Post barricades at Bandstand
7. Utility Poles – painting only the bottom seven feet of the designated pole
 - a. 403 Main St
 - b. 335 Main St.
 - c. Clearway Road at Shady Lane
 - d. Edgewater St Entrance Sign
 - e. 674 Main St
 - f. 15 Clairmont Street

1st Desired Location:

2nd Desired Location:

Maintenance Requirements:

Cost to Maintain (estimate):

Project Proposal

Please answer the following questions fully to assist with the evaluation of the proposal.

1. How is your project significant to the Town of Mahone Bay?
2. How will your project impact the community?
3. What is the significance of your project location? (if applicable)

4. What are the maintenance and installations costs of your project?

Submission information

For any questions or concerns related to the application or application process, or to submit completed application and supporting documentation to:

Maureen Hughes, Town Clerk and Deputy CAO
Town of Mahone Bay
PO Box 530
Mahone Bay, NS B0J 2E0
clerk@townofmahonebay.ca
Phone: 902-624-8327
Fax: 902-624-8069

Application Process

Applications are received by the Town Clerk/Deputy CAO for consideration by the Economic Development Committee for recommendation to Council. Once your proposal has been evaluated by the Economic Development Committee, you may be contacted to provide additional information or to answer any questions related to your proposal. Approved applications will be submitted to Town Council for final approval.

To be completed by Town Clerk

Date application received _____	Date application reviewed _____
Date application approved/denied _____	Date applicant notified _____

Appendix C



Town of Mahone Bay Infrastructure Art

Scoring Grid

Project Title: _____

Required Documents	Complete	More Would be Nice	Incomplete	
	2	1	0	Total
Completed and signed				
Applicant Information				
Proposed location of art				
Project questionnaire				
Photos/Design Specifications				
Costs for Completed project				
Total Score Documentation				

Objectives	Agree	I guess so	Disagree	
	2	1	0	Total
Communicates our culture				
Compliments the setting of the specific piece of architecture				
Unique and creative				
Total Score Objectives				

Total Project Cost	Under \$500	Over \$500	Total
	1	0	

Impact on Community	I feel that this would be an <u>excellent</u> addition to Mahone Bay's public spaces	It's fine I guess	I <u>do not</u> feel that this would enhance our public spaces positively	
	2	1	0	Total
Project Significance to the Town of Mahone Bay (including location)				
Impact on Community				
Accessible to all residents and visitors				
General Attractiveness				
Total Score Community				

Final Scores	
Required Documents	
Objectives	
Project Cost	
Impact on Community	
Total Score	/27



The regular meeting of the Planning Advisory Committee for the Town of Mahone Bay was held on Tuesday, July 2, 2019 at 7:00 p.m. in Council Chambers.

Present:

Councillor C. O'Neill (Chair)
Deputy Mayor K. Nauss
Councillor R. Nowe
Mayor D. Devenne
J. Biebesheimer
C. Barr
Planner, G. Sturtevant
Development Officer, H. Archibald
CAO, Dylan Heide
Clerk, Maureen Hughes

Absent:

K. Martell (with regrets)

Gallery: 7

Agenda

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **"THAT the agenda be approved as amended to include the Development of an Action Plan under New Business."**
Motion carried.

Minutes

A motion by Mr. Biebesheimer, seconded by Mr. Barr, **"THAT the minutes of the May 7, 2019 Planning Advisory Committee meeting be approved as circulated."**
Motion carried.

Short-Term Rentals

The committee received a presentation from Development Officer, Heather Archibald, and Planner, Garth Sturtevant, regarding Existing Regulations for Short-term Rentals (Tourist Homes & Tourist Establishments). The initial focus of the presentation was to highlight how Short-Term Rentals/Tourist Homes are defined and regulated by the Town of Mahone Bay Land Use By-law.

New Business

Letter from Minister Porter

The committee received correspondence from Hon. Chuck Porter, Minister of the Department of Municipal Affairs, and discussion focused on a portion of the letter which referenced Short-Term Rental Accommodations. Included in the letter from Minister Porter is a statement of the

OneNS goal of increasing tourism revenue to \$4B by 2024 and the recent findings by a tourism accommodations needs-assessment that Nova Scotia requires an additional 5,500 accommodation units to reach 7,000 units by 2024 to reach the \$4B target.

Update and Discussion on Changes to Tourism Accommodations Act & Assessment Act

Mr. Sturtevant advised the Committee that the Tourist Accommodations Registration Act has been passed by the provincial legislature and that municipalities are now waiting for the accompanying regulations.

PAC Vacancy

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **“THAT the Planning Advisory Committee recommend that Council appoint Francis Kangata to the Planning Advisory Committee.”**
Motion carried.

PAC Action Plan

The Chair introduced a discussion regarding the development of an Action Plan for the Planning Advisory Committee. The CAO noted that one of the functions of the Planning Advisory Committee is to inform the Plan Review and as that is anticipated in this fiscal year an Action Plan may be an opportunity for the committee to focus on priorities which would inform their recommendations to Council in this regard. Prior to the next meeting of the Planning Advisory Committee members will be asked for priority items to inform the discussion of an Action Plan.

Questions

The committee received questions and comments on the 100m required distance between tourist homes, holiday rentals and their effect on long-term accommodations, and the importance of a public process as part of the upcoming Plan Review.

Meeting adjourned upon motion at 8:16 p.m.

Town of Mahone Bay

Town of Mahone Bay

Clerk, Maureen Hughes

Chair, Colleen O’Neill



The regular meeting of the Economic Development Committee for the Town of Mahone Bay was held on Wednesday, July 3, 2019 at 3:00 p.m. in Council Chambers.

Present:

Councillor J. Bain, Chair
Councillor C. O'Neill
Mayor D. Devenne
J. Frampton
A. St. Onge
L. Hennigar
D. Heide, CAO
M. Hughes, Clerk

Absent: D. King

Approval of Agenda

A motion by Councillor O'Neill, seconded by Ms. Hennigar, **"THAT the agenda be approved as amended to add Centennial Decoration Project Review Panel."**

Motion carried.

Minutes

A motion by Ms. Hennigar, seconded by Councillor O'Neill, **"THAT the minutes of the May 15, 2019 meeting of the Economic Development Committee be approved as presented."**

Motion carried.

Centennial Decoration Project Review Panel

Committee members were advised that at the last meeting of Council, a suggestion was made that if the Town proceeds with an Infrastructure Decoration project as one of the Centennial initiatives, that the Economic Development Committee may be an appropriate group to review submissions for consideration.

A motion by Ms. Hennigar, seconded by Mr. Frampton, **"THAT the Economic Development Committee request that Council delegate the role of review of any submissions to a proposed Infrastructure Decoration Centennial Project."**

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 Town of Mahone Bay issued a survey in May 2019 which closed on June 14, 2019 to encourage feedback from business owners in town. The survey Mr. Frampton personally spoke to 62 businesses in Town to encourage them to participate in the survey. From the conversations that Mr. Frampton had with business owners while discussing the survey it was apparent that many business owners feel that Mahone Bay is a tourist town.

Committee members identified key themes identified in the survey responses on which they will focus future discussion, which include, but are not limited to: increased availability of public washrooms, wayfinding signage, wi-fi, supporting improved accessibility in the private sector, and parking.

Action Plan Item #3

Chamber Events Coordination Update

Committee members received an update on the Events Coordination project that is currently underway in Mahone Bay under the Chamber with the support of the Town. Staff reported that a group of key stakeholders has met with a facilitator retained by the Chamber and will submit comments and observations about the Town over the course of the summer as the Town is busier due to the tourist season. Comments from stakeholders will be compiled and in the fall the stakeholder group will work with the facilitator to identify issues that have been identified, then discuss possible solutions.

Committee members were encouraged to forward to staff their thoughts and observations on events-related issues, both good and bad, that they observe in the Town over the course of the summer to be included in the feedback from the Town to the facilitator.

Action Plan Item #7

County-wide Asset Inventory Initiative Update

Committee members received an update from staff regarding the proposed county-wide asset inventory initiative. The committee was informed that discussions are continuing about seeking funding for a county-wide project and that once staff have confirmation about the availability of external funding a proposal will be put forward to the Town if there is an opportunity for the Town to participate in an asset inventory.

* Councillor O'Neill excused herself from the meeting at 4:10 pm.

Action Plan Item #8

Development Agreements in Municipal Planning Strategy/ Land Use By-law

Committee members discussed the possibility that conversation at the committee level regarding development agreements, land use and zoning may inform future discussions which could then inform recommendations that the committee may make toward the Plan Review.

New Business

Short-Term Rental Accommodations

The committee discussed feedback heard in the community regarding short-term rental accommodations. It was agreed that the discussion of Short-Term Rental accommodations should be considered as part of this committee's discussion of the economy of Mahone Bay as well as the feedback to the upcoming Plan Review.

The next meeting of the Economic Development Committee was scheduled for **Wednesday, July 31, 2019 at 3:00 pm.**

The meeting adjourned by motion at 4:50 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Councillor John Bain, Chair

Maureen Hughes, Clerk



The regular meeting of the Town of Mahone Bay Audit Committee was held on Thursday, July 11th, 2019 at 7:00 p.m. in Council Chambers.

Present:

Mayor D. Devenne
Councillor R. Nowe
Councillor C. O'Neill
Councillor J. Bain
Councillor J. Feeney
S. Veinotte
B. Lewis
CAO D. Heide (Secretary)
Manager of Finance L. Wentzell

Regrets:

Deputy Mayor Nauss
Councillor P. Carver

Gallery:

None

1) Call to Order

The meeting was called to order at 7:00 PM.

2) Agenda – July 11, 2019

Bain – Nowe

THAT the Committee approve the agenda for July 11th, 2019 as presented.

CARRIED

3) Minutes – February 6, 2019

Feeney – Lewis

THAT the Committee approve minutes from February 6nd, 2019 as presented.

CARRIED

4) Business Arising from February 6 Minutes

Committee members discussed business arising from the February 6th Committee minutes, in particular follow-up on the three motions which were passed:

On motion #1 with regard to corporate credit cards:

Bain – Feeney

THAT the Committee recommend to Council that staff be directed to develop a policy governing use of the Town's corporate credit cards to present to the Audit Committee's January meeting.

CARRIED

On motion #2 with regard to detailed invoicing and tracking of capital expenditures, Committee members agreed that staff are now following the correct practice (tracking actual expenditures as closely as possible and using the ratio of these direct costs as a basis for allocating indirect costs where necessary); the Manager of Finance will ensure the auditors are informed in this regard.

On motion #3 regarding property assessment during construction, it was confirmed that PVSC does conduct annual assessments on open building permits, which is reflected in the roll. The possibility of requesting interim assessments from PVSC was discussed and the Manager of Finance will follow up with PVSC in this regard and report back to the Committee.

Committee members all discussed the annual review of the assessment roll, checking against open building permits, and the prospect of the Town launching appeals as necessary.

5) 2019-20 Budget Reporting (Q1 Reports) – Discussion

Manager of Finance Luke Wentzell presented the 1st quarter 2019-20 financial year-to-date statement and addressed questions from the Committee. Staff highlighted new budget reporting feature of Council's regular meeting report providing additional detail on capital budget implementation.

6) 2018/2019 Audit (Audit Service Plan) – Discussion

Committee members discussed and accepted the Audit Service Plan for the 2018-19 audit; staff will follow-up with Deloitte in this regard. Councillor Feeney noted that the final audit timeline will be dependant on external statements from AREA and MJSB as well; it was agreed that Town representatives should advocate for earlier annual audit filing deadlines in intermunicipal agreements where possible. Committee members also discuss the \$4,500 increase in annual audit cost for the preparation of a non-consolidated statement of general operations and all agreed to the necessity of including such in the audit scope. The possibility of tendering for the 2019-20 audit was discussed and the Manager of Finance agreed to request comparative audit cost information from other municipal units.

7) Audit Committee Training

The Manager of Finance passed on an update from Municipal Affairs; hopefully online training will be available in the fall of 2019. Committee members will be updated in this regard.

8) Adjournment

Adjourned on motion by B. Lewis at 7:57 PM.

Lunenburg County Accessibility Advisory Committee

Terms of Reference

1.0 PURPOSE

The Lunenburg County Accessibility Advisory Committee's (AAC) role is to assist the five municipal units (the Districts of Chester and Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay) and the village commissions in Lunenburg County develop an Accessibility Plan in accordance with "An Act Respecting Accessibility in Nova Scotia, 2017 (The Act)". The AAC provides advice to the five municipal councils and village commissions on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in the creation of helping the five municipalities become barrier-free communities and ensuring the obligations under the Act are met.

2.0 SCOPE

These Terms of Reference are applicable to all members appointed to the Lunenburg County Accessibility Advisory Committee (ACC).

3.0 REFERENCES

- 3.1 Bill No. 59 – Accessibility Act, Chapter 2 of the Acts of 2017

4.0 DEFINITIONS

- 4.1 **Barrier** means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.
- 4.2 **Commission(s)** means the commissions for the Villages of Chester and Hebbville.
- 4.3 **Council(s)** means the Councils for the Districts of Chester and Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay.
- 4.4 **Disability** includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability (long-term conditions that are characterized by periods of good health interrupted by periods of illness or disability); that, in interaction with a barrier, hinders an individual's full and effective participation in society.

5.0 POLICY

5.1 Membership

- 5.1.1 The Committee shall consist of ~~ten (10)~~ **twelve (12)** voting members who serve without pay, except for associated expenses. ~~Five (5) Six (6)~~ community members and five (5) Council members. ~~and one (1) Chester Village Commission elected officer.~~ Each Council ~~and the Chester Village Commission~~ will appoint their own Council/~~Commission~~ member representative. The ~~five (5) six (6)~~ community representatives are to be appointed by all five (5) municipal units.
- 5.1.2 **Commissions may join the Committee or be represented by the Council of the municipal unit in which it is located. When a Commission joins the Committee**

one (1) commission member and one (1) community member will be added to the Committee.

- 5.1.3 Applications for the community members will be sent to the Lunenburg County Accessibility Nominating Committee. This Committee will be comprised of the Mayors/Wardens of the five municipal units **or their designate**. The Nominating Committee will send a recommendation to all five councils concerning the appointment of the community members.
- 5.1.4 Councils shall appoint each of the **five (5)** ~~six (6)~~ community representatives' members as follows: Two (2) members to a three (3) year term; two (2) members to a two (2) year term; and **one-member (1)** ~~two (2) members~~ to a **one (1) year term**. Once a member has completed their term all new terms will be for three (3) years.
- 5.1.5 Councils ~~and the Chester Village Commission shall~~ appointments **shall be for two (2) year terms**. ~~a Council/Commission representative and an alternate from each of their respective municipal units organizations. Council/Commission members' terms will be for two years.~~
- 5.1.6 At least one half of the members (community and council/**commission** representatives) of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.
- 5.1.7 If a community member vacates the Committee for any reason at any time before that member's term would normally expire, the Councils shall appoint promptly a new member to the Committee to hold office for the unexpired term.
- 5.1.8 If a Council/**Commission** member vacates the Committee for any reason at any time before that Council/**Commission** member's term would normally expire, the Council/**Commission** that the member represents shall appoint promptly a new Council/**Commission** member to the Committee to hold office for the unexpired term.
- 5.1.9 Applications for the appointment of community representatives to the Committee shall be invited by public advertisement.
- 5.1.10 The Chair and Vice-Chair will be appointed annually by the Committee.

5.2 Qualifications

- 5.2.1 Any member of the Committee is eligible for reappointment.
- 5.2.2 Any member of the Committee, who is absent from three (3) consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or authorized by resolution of the Committee and noted in the Committee minutes. Any member who forfeits office is eligible for reappointments following the remainder of the unexpired term.

5.3 Mandate of Responsibilities

The Committee has the following responsibilities:

- 5.3.1 Advise the five Councils/**Commissions** in the preparation, implementation and effectiveness of an Accessibility Plan. In accordance with the Act, the Plan must include:
 - a. A report on measures the five (5) municipal units **and the Commissions** have taken and intend to take to identify, remove and prevent barriers;
 - b. Information on procedures the five (5) municipal units **and the Commissions** have in place to assess the following for their effect on accessibility for persons with disabilities:
 - i. Any of its existing and proposed policies, programs, practices and services, and
 - ii. Any existing and proposed enactments or bylaws it will be administering; and
 - c. Any other prescribed information.
- 5.3.2 Advise all five (5) Councils **and the Commissions** on opportunities to promote the full participation of persons with disabilities, in accordance with the Act;
- 5.3.3 Identify and advise on the accessibility of existing and proposed municipal services and facilities;
- 5.3.4 Advise and make recommendations about strategies designed to achieve the objectives of the five (5) municipal units **and the Commissions** Accessibility Plans;
- 5.3.5 Receive and review information directed to it by all five (5) municipal Councils **and the Commissions** and their committees, and to make recommendations as requested;
- 5.3.6 Monitor federal and provincial government directives and regulations; and
- 5.3.7 Host public consultations related to accessibility
- 5.3.8 Provide input and advice to all five (5) councils **and the Commissions** with respect to updating the Accessibility Plan every three years.
- 5.3.9 Provide an annual budget for the five (5) Councils **and the Commissions** consideration in order for the Committee to carry out their mandate.

5.4 Rules of Engagement:

- 5.4.1 Committee meetings will be called by the Chair as required to fulfill the duties outlined. Meetings of the ACC shall be open to the public and advertised no less than one week in advance.
- 5.4.2 A majority of the appointed voting members of the Committee constitutes a quorum.
- 5.4.3 Subject to the principles set out in the **Municipal Conflict of Interest Act**, all committee members present including the person presiding shall vote on a question.
- 5.4.4 Subject to section 22 of the **Municipal Government Act**, meetings of the committee are open to the public
- 5.4.5 The Committee may receive presentations from the public upon the approval of the Chair.

- 5.4.6 The Committee may establish Working Groups to explore specific issues related to the Accessibility Plan and/or other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

5.5 **STAFF RESOURCES**

- 5.5.1 The Committee will be supported by municipal staff and consulting resources as required.
- 5.5.2 Staff appointed by the five (5) municipal units **and the Commission** will attend meetings as a resource to the Committee.
- 5.5.3 The Municipalities will provide administrative support services to the Committee to aid in agenda preparation, minute taking, and other administrative duties as required.

6.0 **POLICY REVIEW**

- 6.1 These Terms of Reference will be reviewed by each of the five (5) Councils **and the Chester Village Commissions** at least every four years from the effective/amended date.

**MOTIONS FROM THE JULY 15, 2019
JOINT ACCESSIBILITY NOMINATING COMMITTEE
REQUIRING APPROVAL OF COUNCIL**

MOVED by Warden Allen Webber, **SECONDED** by Mayor David Mitchell that the Nominating Committee for the Lunenburg County Joint Accessibility Committee recommend to the five Councils within Lunenburg County (Municipality of the District of Lunenburg, Municipality of the District of Chester, and the Towns of Mahone Bay, Bridgewater and Lunenburg) that the terms of reference of the Lunenburg County Joint Accessibility Committee be amended to include:

- 1) Lunenburg County Village Commissions;**
- 2) An Election Representative from each Village Commission; and**
- 3) Increase Community Representative from five (5) to six (6).**

Questions: None

All in Favour. CARRIED.

MOVED by Warden Allen Webber, **SECONDED** by Deputy Warden Shatford that the Nominating Committee of the Lunenburg County Joint Accessibility Committee recommend appointing the following six (6) Community Members to the Committee and for the following terms:

Community Members	Terms
David Outhouse	3-year
Louise Hooper	3-year
Patricia George-Zwicker	2-year
Ellen Johnson	2-year
Sue Rushton	1-year
Linda Ann Marie Mills	1-year

Questions: None

All in Favour. CARRIED.

Boardroom Brief

Summer 2019

PO Box 639, Mahone Bay, NS B0J 2E0
Valda.Walsh@Region6SWM.ca



CHAIR
Michael Ernst

VICE-CHAIR
Rupert Jannasch

REGIONAL COORDINATOR
Valda Walsh

REGIONAL FINANCE
Diana Gibson

REGIONAL EDUCATOR
Kirk Symonds

West Hants: Rupert Jannasch

Windsor: Anna Allen

Chester: Floyd Shatford

Mahone Bay: Karl Nauss

Lunenburg: Rachel Bailey

Bridgewater: Bill McInnis

Lunenburg (MD): Michael Ernst

Region of Queens: Brian Fralic

Lockeport: George Harding

Shelburne: Rick Davis

Shelburne (MD): Terry McIntyre

Barrington: Murray Atkinson

Clark's Harbour: Louann Link

R6RECYCLES BENCHMARKS



The R6RECYCLES waste app is 6 months old!

Following a very successful launch (words of our contractor, not mine!), our waste app is up to over 4,000 households which equates to 7% of all households in the region. More importantly, those 4,000 HH are coming back to the tool **over and over again!**

"We use this App at least 4-5 times a week. User friendly and has loads of information....." Reviewer comment

58% are accessing it through municipal websites and 42% are using the app (and not using the 'what are my neighbors doing' method anymore)

"Freaking awesome. No longer go to the end of the driveway in my robe on Friday mornings to see what the neighbors are doing." Reviewer comment

Nearly half the households have reminders set up. This gives you a nudge when to put your waste to the curb but also provides an opportunity for us to send little notes along to participate in litter clean-ups and #JIBYO. The majority of reminders (1,360) are for mobile devices but there are a number of those that have added it to their calendars, requested an email or text message and even a few requested a phone call.

The list of materials is far more extensive than any printed list or calendar can provide.

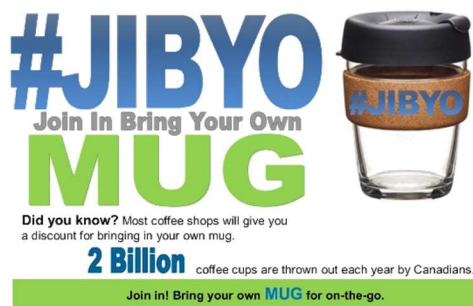
"So many times I think I know where something goes only to be proven wrong by this app. It is a big help in responsible recycling! Thank you to the creators" Reviewer comment

UNINTENDED CONSEQUENCES

Region 6 typically work directly with solid waste staff in each of our stakeholder units. This R6RECYCLES app has bridged communications with a number of front-line staff that answer calls and questions from the public daily. We receive emails and/or calls from municipal staff requesting to add a material to the list of items or to clarify some of the locations listed in the app. Having this app has improved our network of information flow and the continuity of message for our public.

#JIBYO *Join In Bring Your Own*

Join In Bring Your Own is a social media campaign aimed at encouraging the first 'R' - **REDUCE**. This campaign launched during Environment Week (the first week of June). The more it is shared, the more we can get residents to **#JIBYO**!

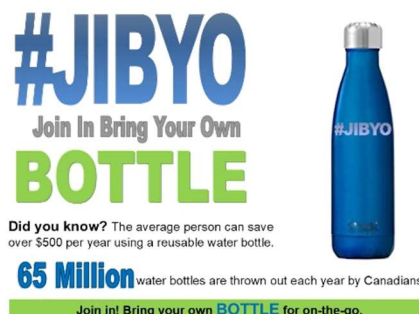


#JIBYO
Join In Bring Your Own
MUG

Did you know? Most coffee shops will give you a discount for bringing in your own mug.

2 Billion coffee cups are thrown out each year by Canadians.

Join in! Bring your own **MUG** for on-the-go.



#JIBYO
Join In Bring Your Own
BOTTLE

Did you know? The average person can save over \$500 per year using a reusable water bottle.

65 Million water bottles are thrown out each year by Canadians.

Join in! Bring your own **BOTTLE** for on-the-go.



#JIBYO
Join In Bring Your Own
BAG



Did you know? Reusable bags carry more product which means less trips to bring in your groceries.

55 Million plastic bags per week are used in Canada.

Join in! Bring your own reusable **BAG** for all your shopping needs.

A series of ads have been created and are routinely scheduled to appear:

Every Wednesday on  /Region6SWM and once per month in print in your local paper.

Region 6 also maintains a Twitter and Instagram account   @Region6SWM Use our handle to find us on these major platforms, like us and share so all your residents get the message to **#JIBYO** as well as download the waste app.

If you have something waste-wise going on that you want to share please send it along and we would be happy to add it to our Boardroom Brief.
Valda.Walsh@Region6SWM.ca