



TOWN COUNCIL AGENDA

June 25, 2020

7:00 p.m.

YouTube Live

Call to Order

1 Approval of Agenda

2 Minutes

- 2.1 Regular Meeting – June 9, 2020
- 2.2 Special Meeting – June 11, 2020 (7:00pm)
- 2.3 Special Meeting – June 11, 2020 (8:20pm)
- 2.4 Special Meeting – June 16, 2020

3 Delegations and Individuals

4 Correspondence – Action Items

- 4.1 Rebecca Crouse, Rotary Club of Lunenburg County – Nova Scotia Strong sign
- 4.2 Valerie Hearder – Tree Trimming Practices.

5 Correspondence – Information Items

- 5.1 Mayor Rachel Bailey, Town of Lunenburg – Regional Transit Service (CPT Report)
- 5.2 NSFM – Working Group on Federal Funding Request
- 5.3 NSFM – Monday Memo – June 8, 2020
- 5.4 NSFM – Monday Memo – June 15, 2020
- 5.5 NSFM – News Alert – June 18, 2020

6 Staff Reports

- 6.1 Staff Report to Council – June 25, 2020
- 6.2 Staff Report - Employee Donation and Volunteerism Policy (deferred from June 9, 2020)
- 6.3 Staff Report – Temporary Vending and Events By-laws (deferred from June 9, 2020)
- 6.4 Staff Report – Alternative Voting By-law
- 6.5 Staff Report – Beautification and Streetscape Application Update
- 6.6 Staff Report – 2020/2021 Transportation Project

7 Council Items

- 7.1 Mayor Devenne – COVID-19
- 7.2 Councillor Carver – Tree Management

8 Committee Reports

- 8.1 Heritage Advisory Committee – Draft Minutes – June 10, 2020*
- 8.2 Economic Development Committee – Draft Minutes – June 11, 2020*
- 8.3 Cemetery Committee – Draft Minutes – June 15, 2020*
- 8.4 Asset Management Committee – Draft Minutes – June 18, 2020*

9 New Business

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, June 9, 2020 at 7:00 p.m. via video conference and broadcast via YouTube live.

Present:

Mayor D. Devenne

Deputy Mayor K. Nauss

Councillor J. Bain

Councillor P. Carver

Councillor R. Nowe

Councillor J. Feeney

Councillor C. O'Neill

CAO, D. Heide

Town Clerk, M. Hughes

Gallery: online

1. Agenda

A motion by Councillor Bain, seconded by Councillor Feeney, **"THAT the agenda be approved as amended to defer the delegation from AREA to a later date, to reorganize the order in which staff reports are received, as well as adding a notice of motion under New Business."** Motion carried.

2. Minutes

A motion by Councillor Carver, seconded by Deputy Mayor Nauss, **"THAT the minutes of the May 28, 2020 regular council meeting be approved as presented."** Motion carried.

4 Correspondence – Action Items

4.1 Cathie Slaughenwhite-Nowe and Richard Nowe – Request to Purchase Property

Councillor Nowe declared a conflict of interest and removed himself from the meeting at 7:05 pm while Agenda Item 4.1 was discussed.

A motion by Councillor Feeney, seconded by Councillor O'Neill, **"THAT Council direct staff to evaluate the property referenced in the letter received from Cathie Slaughenwhite-Nowe and Richard Nowe, and report back to Council."**

Motion carried

Councillor Nowe rejoined the meeting at 7:11 pm.

4.2 Andrew Tanner, Saltbox Brewing – Request for Temporary Patio Size Increase

Council was advised that immediate neighbours, those within a 30m distance from the property boundary of the Saltbox Brewery property at 363 Main Street, were sent a notice advising them that Council would be receiving this correspondence and inviting them to submit any comments or questions regarding the request from Saltbox Brewery to temporarily expand their patio so that they may operate in accordance with Provincial guidelines for COVID-19. No comments or questions were received.

A motion by Deputy Mayor Nauss, seconded by Councillor Bain, **“THAT Council direct staff to temporarily suspend enforcement of the relevant provisions of the Development Agreement for 363 Main Street so as to permit the temporary expansion of the patio for Saltbox Brewery until the Order by the Medical Officer of Health, issued in response to COVID-19, is rescinded or amended so as to no longer obligate Saltbox Brewing Company to adhere to physical distancing requirements.”**

Motion carried.

5. Correspondence – Information Items

5.1 Tamara Ballard, LPN, - Changes to the Lunenburg County Senior's Safety Program

5.2 NSFM Monday Memo – May 25, 2020

5.3 NSFM Monday Memo – June 1, 2020

5.4 Elizabeth Smith-McCrossin, MLA – Thank you Letter to Nova Scotia Municipalities

5.5 Rebecca Atkinson, Resident – Concerns, Power Poles and Tree Trimming

A motion by Deputy Mayor Nauss, seconded by Councillor Carver, **“THAT Council receive and file the above correspondence, numbered 5.1 to 5.5.”**

Motion carried.

6. Staff Reports

Council Report

Council received the Staff Report for June 9, 2020.

Council Policy

Council received a staff report to accompany an amended Council Policy, incorporating amendments following Council discussion on the draft at the May 28, 2020 Council meeting.

A motion by Councillor Carver, seconded by Councillor O'Neill, **"THAT Council** approve the Council Policy as amended to include a provision that when it is the norm that Council meetings are held in person, electronic participation by a member will be permitted for a maximum of two (2) consecutive regular meetings of Council without leave of Council. Motion carried.

Property Tax Financing Policy

Council received a staff report to accompany an amended Property Tax Financing Policy, incorporating amendments following Council discussion on the draft at the May 28, 2020 Council meeting.

A motion by Councillor O'Neill, seconded by Councillor Carver, **"THAT Council adopt the COVID-19 Property Tax Financing Program Policy as presented."** Motion carried.

Election Update

Council received a staff report with an update on plans for the 2020 Municipal Election and an accompanying draft Alternative Voting By-law.

A motion by Councillor O'Neill, seconded by Councillor Feeney, **"THAT Council** give first reading to the Alternative Voting By-law as presented." Motion carried

Employee Donation and Volunteerism Program Policy

Council received a staff report to accompany the amended Draft Employee Donation and Volunteerism Policy.

This policy will be on the agenda of the June 25, 2020 meeting of Council.

Fire Station Project Update

Council received a staff report with an update on the progress of the Fire Station Project.

Councillor Nowe declared a conflict of interest at 7:30 pm and removed himself from the vote.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council direct staff to issue a Request for Proposal for design-build services in relation to the Fire Station project.”** Motion carried.

Councillor Nowe returned to the Council meeting at 7:32 pm.

2020/21 Business Plan

Council received a staff report with a draft 2020/21 Business Plan for the Town of Mahone Bay.

A motion by Councillor Bain, seconded by Deputy Mayor Nauss, **“THAT Council approve the 2020/21 Business Plan as presented.”** Motion carried.

Temporary Vending By-law and Special Events By-law

Council received a staff report accompanied by a Draft Temporary Vending By-law and a Draft Special Events By-law.

A motion by Councillor Carver, seconded by Councillor Nowe, **“THAT Council defer the staff report regarding the Temporary Vending By-law and Special Events By-law to the June 25, 2020 meeting of Council.”** Motion carried.

7 Council Items

7.1 COVID-19

Council discussed the re-opening of businesses in Mahone Bay as COVID-19 public safety guidelines are eased. The Town plans to reopen the Edgewater St. comfort station for the season on June 15, the Main St. (Mahone Bay Marina) location will reopen June 19.

8 Committee Reports

Age Friendly Community Committee

Council received the draft minutes of the May 25, 2020 meeting of Council.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT Council** appoint Katherine McCarron to the Age Friendly Community Committee.”

Motion carried.

Planning Advisory Committee

Council received the draft minutes of the June 2, 2020 meeting of the Planning Advisory Committee.

A motion by Councillor O'Neill, seconded by Deputy Mayor Nauss, **“THAT Council** appoint Anne Morrison to the Planning Advisory Committee.”

Motion carried.

Lunenburg County Senior's Safety Program

Council received the May 2020 monthly report from the Lunenburg County Seniors' Safety Program.

9 New Business

9.1 Notice of Motion

Council Carver provided a notice that she will make or cause to be made a motion regarding stewardship and preservation of trees in Mahone Bay at the June 28, 2020 regular meeting of Council.

Council adjourned upon motion at 9:00 p.m.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Clerk, Maureen Hughes

A Special Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, June 11, 2020 at 7:00 p.m. via video conference and broadcast via YouTube live.

Present:

Mayor D. Devenne
Deputy Mayor K. Nauss
Councillor J. Bain
Councillor P. Carver
Councillor R. Nowe
Councillor J. Feeney
Councillor C. O'Neill
CAO, D. Heide
Town Clerk, M. Hughes

Gallery: online

1. Agenda

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

2. 2020 Municipal Election

Council returned to a discussion that started at the Regular Council meeting on June 9, 2020 regarding the staff recommendation to hire a Deputy Returning Officer for the 2020 Municipal Election.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT Council direct staff to hire a temporary Deputy Returning Officer for the 2020 Municipal Election.”** Motion carried.

3. Transportation Project 2020-21

Council reviewed recommendations from the CBCL Ltd. Transportation Report received by Council on May 28, 2020 and discussed options which might be prioritized as preferable and realistic specific recommendations from the report and other sources, which Council could action in 2020/21. Staff will bring a report in this regard – summarizing Council's input – to the regular meeting on June 25, 2020 for further direction.

4. Priority Investing in Canada Infrastructure Program (ICIP) Capital Projects

Council discussed 2020/21 capital projects which have been included in the 2020/21 budget, for which the Investing in Canada Infrastructure Program (ICIP) has been identified as a potential external funding source.

A motion by Councillor Nowe, seconded by Councillor Bain, **“THAT Council direct staff to write to the MLA Suzanne Lohnes-Croft expressing that Council’s top priority for the ICIP funding application is the water line replacement on Main Street from Long Hill Road to the Town’s boundary at the north end of Main.”** Motion carried.

Council adjourned upon motion at 8:14 p.m.

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 11, 2020 at 8:20 p.m. via video conference.

Present:

Mayor D. Devenne
Deputy Mayor K. Nauss
Councillor J. Bain
Councillor P. Carver
Councillor R. Nowe
Councillor J. Feeney
Councillor C. O'Neill
CAO, D. Heide
Town Clerk, M. Hughes

Gallery: online

A motion by Deputy Mayor Nauss, seconded by Councillor Carver at 8:20pm to go into Closed Session to discuss contract negotiations and litigation or potential litigation as permitted by MGA 22(2)(e) and (f) respectively.

Council returned to Open Session at 9:02 p.m.

There was no business arising from the Closed Session.

Council adjourned upon motion at 9:03 p.m.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Clerk, Maureen Hughes



A Special Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, June 16, 2020 at 5:00 p.m. via video conference and broadcast via YouTube live.

Present:

Mayor D. Devenne

Deputy Mayor K. Nauss

Councillor J. Feeney

Councillor J. Bain

Councillor P. Carver

Councillor R. Nowe

Councillor C. O'Neill (left meeting at 6:35 p.m.)

CAO, D. Heide

Finance Manager L. Wentzell

Deputy Clerk K. Redden

S. Flemming, Alternative Resource Energy Authority

A. Long, Alternative Resource Energy Authority

L. Wright, Alternative Resource Energy Authority

Absent:

Gallery: online

1. Approval of Agenda

A motion by Councillor O'Neill, seconded by Councillor Bain, **"THAT the agenda be approved as amended to add PVEC Graduation Ceremony Request as item 2."**

Motion carried.

2. PVEC Graduation Ceremony Request

Mayor Devenne introduced a request that the Town of Mahone Bay, along with the Town of Lunenburg, Town of Bridgewater and Municipality of the District of Lunenburg, financially support this year's PVEC graduation ceremonies, taking place under the exceptional circumstances imposed by COVID-19.

A motion by Councillor O'Neill, seconded by Councillor Nauss, **"THAT Council approve a \$350 contribution to this year's PVEC graduation ceremonies.**

Motion carried.

3. Community Solar Garden Presentation – Sean Flemming, Aaron Long and Lenta Wright - Alternative Resource Energy Authority

Representatives of the Alternative Resource Energy Authority (AREA), of which the Town is a co-owner, presented regarding progress on the proposed Community Solar Garden.

A motion by Councillor Feeney, seconded by Councillor Carver, **"THAT Council go into closed session (MGA 22(2)(e) – Contract Negotiations)."** Motion carried.

Council took a 10 minute break before beginning the closed session, entering closed session at 6:35 p.m. and returning at 7:28 p.m. There was no business arising.

Adjournment

The meeting adjourned upon motion at 7:29 p.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

Maureen Hughes

From: Kevin Crouse <kevrecrouse@gmail.com>
Sent: June 17, 2020 3:03 PM
To: Maureen Hughes
Subject: Nova Scotia Strong sign

CAUTION: This email originated from an external sender.

Hello, Maureen-

I am contacting you on behalf of the Rotary Club of Lunenburg County. As a club, we want to pay tribute to the resilience Nova Scotians have shown during the recent tragedies experienced in our province. We have created a Nova Scotia Strong sign that we would like to erect in Mahone Bay. I have attached a picture of the one we just erected in Lunenburg. The sign we are hoping to put up in Mahone Bay would not have the planter base, which is quite large. It would be erected on posts, with perhaps a couple of hanging plants.

We were hoping to put it near the Information Office. It is one sided so could back onto trees, etc. If that's not available, we would be happy to discuss an alternative site.

Please let us know how we might proceed with this request. If you would like more information, please let me know. We are excited about moving forward with this tribute and hope to hear back from you.

Thank you very much,

Rebecca Crouse
President, Rotary Club of Lunenburg County



Sent from my iPad

Maureen Hughes

From: Valerie Hearder <valeriehearder@gmail.com>
Sent: June 18, 2020 6:18 PM
To: David Devenne; Dylan Heide; Maureen Hughes
Subject: Tree Trimming practices
Attachments: Tree Trimming - Talking Trees.docx; Recommended Tree Management Trainers.docx

CAUTION: This email originated from an external sender.

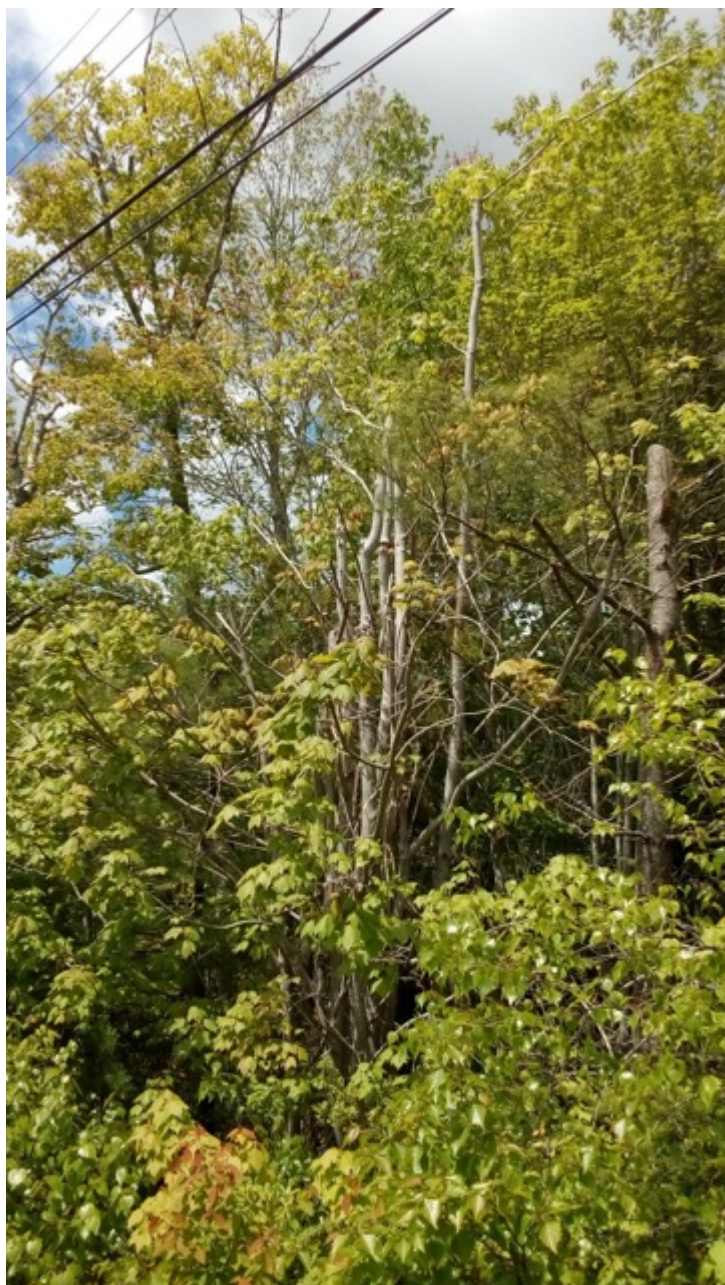
Dear Mayor Devenne,

Please find attached herewith 2 documents and several photos regarding tree trimming here in Town. Your kind consideration is requested.

Regards,
Val

195 Fairmont St.







18 June 2020

Dear Mayor Devenne and Councilors,

Re: Tree Trimming Procedures for power lines

Talking Trees respectfully requests the Mayor and Council address the issue of how trees are cut or trimmed on Town streets, properties and parks and Town utility rights of way. Careful tree maintenance, with the conservation of the tree as a top priority, is critically important if our urban tree canopy is to thrive and survive.

Talking Trees was started because of our collective concern for destructive tree trimming practices in Town. We have lost many beautiful trees that can take 30 to 50 years to reach graceful maturity and can be easily be maintained for at least 50 more with skilled trimming/pruning. Our tree trimming needs are escalating due to the collective age of our urban forest.

Tree trimming on Town streets requires finesse. The trees cannot be dealt with by just hacking off the problem bits without concern for whether the tree dies. It is simply poor tree asset management.

Currently, Talking Trees is hearing concerns about tree decimation from residents in the Fauxberg Road/Pine Grove Area. This is due to new power poles going in. Please see photos attached. One resident had to remove 2 large trees at the end of his driveway on Fauxburg Rd as the damage was so severe and ugly. We are concerned that the next maintenance wave will damage more trees.

The trees shown in the photos attached are likely to die because the only healing tissues are in the swelling at the base of branches close to the trunk. Branches cut partway out will rot which will spread to the core of the trunk, killing the tree. Likewise, when a tree is topped, at the very least it should be cut just above a branch base and at a steep angle for the tree to heal and survive.

Talking Trees Requests the following actions be considered by Council:

1. We request that the Town crew, electric utility crew or sub-contractors (referred to as “trimming crews”) do not treat our neighbourhoods like country road lines when it comes to trimming. Our residential environment distinctly requires more care. Trees are valuable assets, well loved by residents and should receive the same respect and care as other town assets like sidewalks, fences, park benches etc.

2. We understand employing careful trimming practices requires more time and skill, and that means money. Ideally, a trained arborist would work with the trimming crews. If budgets prohibit that, we recommend that a professional urban forester be hired to train the trimming crews on how to care for our tree assets. Perhaps funding could be obtained from Tree Canada. We asked Andrew Williams, Urban Forester Coordinator for Truro to recommend trainers and he suggested three people whose names, with brief description, are attached.

Talking Trees recommends Dr. Duinker as he has already established a relationship with, and knowledge of, Mahone Bay.

3. In addition to arborist training, Talking Trees would strongly recommend that Dr. Duinker be engaged to evaluate the overall health of the canopy of the urban forest and Jubilee Woods with a view to establishing a long term Town plan for the care and maintenance of both private and public trees. This would include a vigorous, on-going re-planting program for trees that have to come down. Jubilee Woods in particular are showing signs of distress.

4. We understand that there was a shared arborist initiative between Bridgewater and Mahone Bay several years ago that never materialized. Perhaps that option could be explored again?

We need to explore ways to incentivize residents to re-plant trees lost along our streetscapes. We believe that, with the goodwill built up during the Centennial 100 Trees program, residents are more receptive to an on-

going tree stewardship and re-planting program

In closing, If there was ever a time that we need to pay careful attention to trees as a key asset for responding to climate crisis and rising sea levels, this is it. We believe the Town has a responsibility to take care of the ecology of the urban forest we live in. We need to act now to preserve our trees and the protection they afford us. We need to plant many more trees to protect the shoreline. Given that they take decades to grow, we cannot delay.

Talking Trees is committed to working towards the maintenance of a healthy tree canopy and the inter-linked natural environment that supports our human life here in Town.

We'd like Mahone Bay to be viewed as a town with an ethos of stewardship of trees as valuable assets. Tree stewardship requires leadership from Council. We congratulate the Council on it full embrace for the 100 Trees: 100 Years project. This demonstrated to residents that this Town values its trees. Let's build on that momentum.

We're very appreciative of the excellent working relationship we've experienced with Council and Staff. Together we have achieved a great deal and certainly created a lot of tree awareness within the Town. There is a lot more work to be done and we will be pleased to contribute our knowledge and support where we can. We would be pleased to walk the streets and woods with anyone on Council or staff to chat about tree health at any time.

Sincerely,

Val Hearder

On behalf of Talking Trees.

Recommended Tree Management Trainers

Mr. Tracey MacKenzie – Dal/AC associate professor arboriculture and tree management in the plant science department. Tracey has been teaching arboriculture and tree care at the Dal/AC for years, and was integral in helping draft tree care industry standards for Atlantic Canada. tmackenzie@dal.ca or **902-893-6687**

Dr. Peter Duinker – Dal/AC (retired), Peter was the director of Dal's School for Resource and Environmental Studies having only recently retired. Dr. Duinker was heavily involved in urban forest research and helping develop Halifax's urban forest master plan. Peter is still involved in urban forestry and research, and works with colleagues from across North America and Europe. Peter is interested in assisting small communities develop urban forestry management programs and helping create street tree inventories to help communities record their urban forest resource. His consultancy practice is **Sylveritas Ltd.** pnduinker@gmail.com Phone: 902-229-5141

Mitch Jameison - Atlantic Tree Solutions; 902-814-1214; ISA Certified Arborist AT-0685A; ISA Qualified Tree Risk Assessor; B. Tech Horticulture. Dalhousie Faculty Of Ag. Mitch is a certified arborist and trainer. He provides tree care training to groups and individuals, and has an interest in assisting small communities manage their urban forests. atlantictreesolutions@gmail.com



119 Cumberland Street
P.O. Box 129
Lunenburg, Nova Scotia
Canada B0J 2C0

www.explorelenenburg.ca

ELECTRIC UTILITY
902-634-8311

FIRE DEPARTMENT
902-634-8343

PUBLIC WORKS
902-634-8992

RECREATION
902-634-4006

TOWN OFFICE
902-634-4410

FACSIMILIE
902-634-4416

June 4, 2020

Mayor David Devenne
Town of Mahone Bay
PO Box 530
493 Main Street
Mahone Bay, Nova Scotia
B0J 2E0

Dear Mayor Devenne:

Re: Regional Transit Service – CPT Report

Upon receipt of the Citizens for Public Transit (CPT) Report back in February 2020, Lunenburg's Town Council requested a staff report, which was subsequently reviewed at our meeting on May 5, 2020. It is clear that Public Transit within Lunenburg County requires a collaborate effort.

I was asked via Council motion to reach out to all of our Municipal neighbours to gauge interest in reigniting discussions on this topic with the ultimate goal of offering a Regional Public Transit Service.

Given the challenges we are all facing while battling COVID-19, it is understood that such a conversation will not be an immediate priority. However, recognizing that the implementation of such a service may be years in the making, Lunenburg Town Council wanted to share with our municipal colleagues that we would be open to preliminary discussions.

I look forward to your feedback on this issue.

Respectfully,

Rachel Bailey
Mayor
Town of Lunenburg

cc.

Municipality of the District of Lunenburg
210 Aberdeen Road
Bridgewater, Nova Scotia
B4V 4G8

Town of Bridgewater
60 Pleasant Street
Bridgewater, Nova Scotia
B4V 3X9

UNESCO World Heritage Site

From: [NSFM Communications](#)
To: [Town of Mahone Bay Clerk](#)
Subject: NSFM Requests Working Group On Federal Funding
Date: June 3, 2020 1:45:12 PM

CAUTION: This email originated from an external sender.

[View this email in your browser](#)



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

NEWS UPDATE

NSFM Requests Working Group

NSFM is requesting a new working group be formed to help navigate the federal funding available to municipalities.

In a letter to **Premier Stephen McNeil** Wednesday, **NSFM President Pam Mood** outlines the request, along with an invitation to meet with NSFM Board Members.

"Prime Minister Trudeau's June 1st announcement of an accelerated payment schedule of the Gas Tax Fund has been met with cautious optimism by NSFM members and our counterparts across the country," she writes in a two-page letter sent to the premier Wednesday morning.

"It wasn't the early advancement of funds we found encouraging, but rather his acknowledgment that this was just the start of federal support."

The prime minister outlined in his announcement that his government is ready to assist with funding, but that it's dependent on the work provinces do with municipalities.

As a result, NSFM requests the Province set up a working group immediately to access federal funding opportunities.

To read the letter, click the button below:

Letter to Premier McNeil from NSFM President Pam Mood



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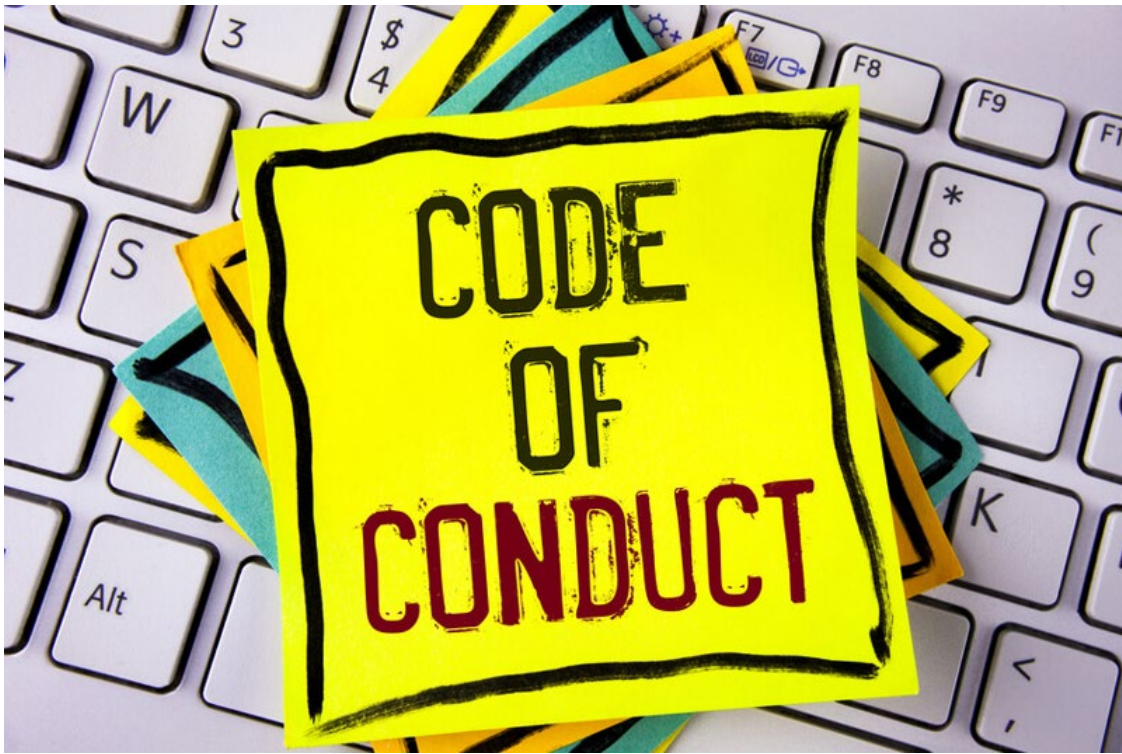
From: [NSFM Communications](#)
To: [Town of Mahone Bay Clerk](#)
Subject: NSFM's Monday Memo for June 8
Date: June 8, 2020 4:30:17 PM

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MONDAY MEMO



- DMAH Consultations
- The Future of AT
- Learn About E-Voting
- Volunteer on an ABC
- NSFM's Weekly Zooms



Consultations With DMAH

The Department of Municipal Affairs and Housing will connect with NSFM members through a different channel this year.

Their spring consultations normally take place at NSFM's May Conference but this year will be held via video conferencing.

DMAH is keen to get feedback from NSFM members on a number of files, including Code of Conduct, Emergency Management Act, affordable housing and financial support for accessibility initiatives. The current plan will see consultations getting underway likely this month, and rolling out regionally. We'll keep members updated on the exact dates and provide the link for you take part in the call.

DMAH also plans to share information in advance so that everyone will be on the same page when they take part in the consultations. Stay tuned for more information!



This Week's Webinar: AT

Join members of NSFM's Active Transportation Committee in a virtual Town Hall meeting, **11 a.m.-12 noon on Thursday, June 11**. Join active transportation stakeholders (recreation staff, planners, public works, elected officials, etc.) and discuss the COVID-19 impact on current and future active transportation promotion in our municipalities. For webinar link, email communications@nsfm.ca.

Take part in the survey before the town hall: The Active Alliance is gathering feedback from active transportation practitioners to understand how Nova Scotian communities are responding to AT-related needs.

Take the survey by Wednesday, June 10th to inform the Town Hall meeting: https://www.surveymonkey.com/r/ATSurvey_NS



Learn about E-Voting

NSFM and AMANS are hosting a workshop to provide municipalities with general information about

electronic voting and more specific information about the Intelivote Solution **at 11 a.m. on June 18.**

Representatives from municipalities with extensive experience administering electronic elections will be in attendance to answer questions following the presentation, as will Dean Smith, President, Intelivote Systems Inc.

The workshop will run for approximately 75 minutes and will be hosted online via the ZOOM videoconferencing platform.

Date: Thursday, June 18th, 2020 – 11:00 a.m. – 12:15 p.m.

To get the e-voting webinar link email communications@nsfm.ca



Agenices, Boards, Committees: Openings

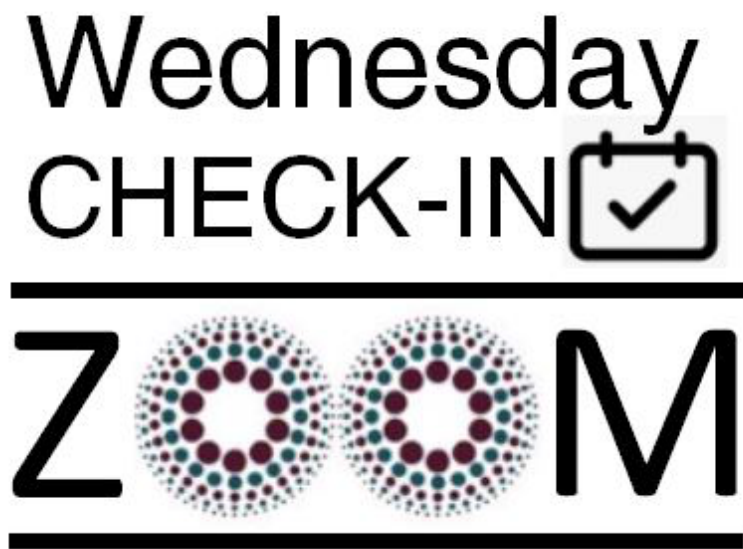
Applications are currently being accepted for a wide variety of volunteer opportunities with more than 150 ABCs, including the Barbers Act Board of Examiners, Student Aid Appeal Committee and Labour Board.

There are many benefits to serving on a provincial ABC. Board members learn

new skills, add to their experience and qualifications and develop new contacts that can in turn be applied in their professional careers. In addition, some boards offer a small per diem for members.

The list of current opportunities is available online at <https://novascotia.ca/apps/abc/CurrentOpportunities.aspx>. Please note that the list will change slightly as vacancies are filled and others open up unexpectedly.

[Click Here for ABC Application Process Overview](#)



This Week's Zoom Chat

Every Wednesday, NSFM connects with the mayors, wardens, and CAOs from across Nova Scotia on a weekly check-in chat on Zoom chaired by NSFM President Pam Mood.

This week's session includes an update from **Kelliann Dean, Deputy Minister of Intergovernmental Affairs**, who will be on the call at 6 p.m. June 10. **Nancy MacLellan, Deputy Minister of Department of Municipal Affairs and Housing**, will also take part in her regular weekly session to provide an update and answer your questions.

NSFM also circulates a weekly summary so that councils across the province can stay up to date and informed.

Our weekly calls have included presentations from **Tourism Nova Scotia; Dr. Robert Strang, Chief Medical Officer of Health; and Bernie Miller, Deputy Minister of Department of Business.**

Missing a summary? Email communications@nsfm.ca to have one emailed to you.

NSFM is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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From: [NSFM Communications](#)
To: [Town of Mahone Bay Clerk](#)
Subject: NSFM's Monday Memo for June 15
Date: June 15, 2020 4:40:53 PM

CAUTION: This email originated from an external sender.

MONDAY MEMO



- DMAH-NSFM Consultations
- E-voting Webinar June 18
- \$100K Accessibility Funds
- RMA-NSFM Member Deals



DMAH & NSFM Regional Consultations

The Department of Municipal Affairs and Housing (DMAH) and NSFM will host sessions next week on several policy decisions that could impact municipalities, including Code of Conduct, affordable housing and financial support for accessibility initiatives.

The online consultations will be held using NSFM's Zoom platform and take place between June 22-29. An agenda will be circulated beforehand so attendees can zero in on policy issues of particular interest.

The sessions have been broken down by region to manage numbers and allow sufficient time for participation and feedback. They will be held 9 a.m.-12 noon and 1-4 p.m. We'll post reminders on our twitter account so you'll remember to take part on your assigned day. Follow us at <https://twitter.com/nsfedmuni>.

NSFM will have more information in this week's mayors-wardens-CAOs call at

6 p.m. on Wednesday, June 17, and in the summary distributed after the meeting.

Monday, June 22 - Cape Breton Island

Tuesday, June 23 - Eastern Strait and Pictou

Thursday, June 25 - Cumberland, Colchester, Hants County and HRM

Friday, June 26 - Valley Region to Digby

Monday, June 29 - Yarmouth to Lunenburg

To receive the link for your day, email communications@nsfm.ca and fill in your region in the space provided.



E-voting Webinar

COVID-19 is sparking interest in e-voting in many municipalities that have only ever held paper ballot elections. NSFM and AMANS are hosting a workshop on Thursday to provide municipalities with general information about electronic voting and more specific information about the Intelivote Solution.

Representatives from municipalities with extensive experience administering electronic elections will be in attendance to answer questions following the presentation, as will Dean Smith, President,

Intelivote Systems Inc.

The workshop will run for approximately 75 minutes and will be hosted online via ZOOM.

Date: Thursday, June 18: 11 a.m. – 12:15 p.m.

To register click here: communications@nsfm.ca



Accessibility Funds

Projects that improve the accessibility and safety of persons with disabilities in facilities where they work or could work in the future are a priority for this year's Enabling Accessibility Fund (EAF) Call for Proposals.

Your business or organization could receive a grant of up to \$100,000.

Until July 13, 2020, the EAF will accept funding applications for projects that increase accessibility for persons with disabilities in workplaces and community spaces.

Project applications must aim at removing barriers and increasing accessibility and/or safety in facilities where persons with

disabilities work or could work in the future.

For more information, go to: <https://www.canada.ca/en/employment-social-development/programs/enabling-accessibility-fund.html>

NSFM-RMA Member Deal

CULVERTS PROGRAM

Through an open tender process on behalf of its members, NSFM has secured a reliable and competitively-priced culvert program through Armtec. Whether you need a culvert, guard rail, multi plate, bridge plate, bin wall, or bridge-in-a-box, the program is a 'one-stop shop' for municipalities of all sizes and situations.

HOW IT WORKS

1. Contact Armtec with your specification requirements, letting them know that you want to use the NSFM program.
2. Armtec will provide pricing based on the NSFM agreement.
3. Confirm your purchase.

PROGRAM BENEFITS:

High-quality, practical solutions for a wide range of construction needs
Reduced fluctuations in and advanced notice of price changes in the industry
Flexible delivery options including self pickup and direct or third-party shipping
Reduced administrative burden

ABOUT OUR SUPPLIER:

With over 110 years of supplying culverts to road-builders, Armtec has grown from a single shop to over 30 locations across Canada and into the United States. Armtec provides a comprehensive range of cost-effective piping and drainage solutions, and has been a trusted partner of the municipal landscape for decades.

With local sales and distribution centres from coast to coast, Armtec is equipped to help members tackle any drainage challenge.

Contact: Roger Leger

Sales Director - Maritimes

506.232.0825

rleger@armtec.com

or

Tim Elms

Client Relations Manager

902.818.0980

telms@nsfm.ca



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES



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From: [NSFM Communications](#)
To: [Town of Mahone Bay Clerk](#)
Subject: NSFM News Alert: COVID-19 Lost Revenue Report
Date: June 18, 2020 10:24:27 AM

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Municipalities in dire straits: NSFM report

Nova Scotia's municipalities are in dire financial straits with a collective shortfall this year totalling \$66.5M, reveals a new report released today by **Nova Scotia Federation of Municipalities (NSFM)**.

The province's State of Emergency has required so many Nova Scotians to stay at home that it's caused municipalities' normal non-tax revenue streams to almost entirely dry up.

Living with COVID-19 means municipalities are losing revenues in areas like transit, recreation, parking, development permits and more, according to the detailed net revenue losses in the report, written by NSFM Policy Advisor Will Brooke.

(Click here for the full report: <https://www.nsfm.ca/1586-nsfm-covid-19-lost->

[revenue-report/file.html](#))

With 47 of 49 municipalities reporting -- and representing more than 99% of Nova Scotia's population -- the total expected shortfall for fiscal 2020-21 is \$66.5 million. Transit losses alone amount to \$23 million.

"Nova Scotia's municipalities have scrambled to make cuts over these past months, axing programs, laying off hundreds of staff and drawing down on reserves," says NSFM President Pam Mood.

"But it's not enough to keep the frontline services running and protect the economic recovery of the cities, towns and rural areas of this province."

COVID-19 has also forced unexpected additional expenses for municipalities, including \$3.31 million to supply personal protective equipment (PPE) and Plexiglas service kiosks, and other health and safety measures.

The lost revenues are separate from property taxes and are based largely on user fees. Without support from the provincial and federal governments, these unrecoverable costs will be carried forward into next year's budgeting processes, where they will have to be picked up by the taxpayer.

That would mean an average 7.1% hike to residential tax rates in next year's budgets.

"That's not practical or fair given residents and businesses are already facing significant cost pressures due to COVID-19," says President Mood.

With limited avenues to generate revenue and an inability to run deficits, NSFM is requesting this unrecoverable shortfall be addressed through grant money from the Provincial and Federal Governments.

Prime Minister Trudeau announced last week that up to \$14 billion in federal transfers will be made available to provinces and territories through a 'Safe Restart Agreement.'

"Now more than ever, all orders of government must collaborate on a coordinated response to address this national crisis," says President Mood.

[Click here to see the full report](#)



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Report to Council June 25, 2020

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	Staff to work with Legal Counsel to arrange for a right-of-way.	11-Dec-18	July, 2020	<div><div></div><div></div><div></div><div></div><div></div></div> 75%
	Notes: Park Street established by Council Feb 27, 2020. Right-of-way in progress.			
2	Staff to contact MODL requesting official inclusion of Mahone Bay residents in MODL Pro-Kids grant program.	03-May-19	July, 2020	<div><div></div><div></div><div></div><div></div><div></div></div> 75%
	Notes: The issue has gone to MODL but has been sent back to MODL staff for revision of proposal.			
3	Staff to explore possibility of agreement with Mahone Bay Centre Society for management of Town field.	11-Jun-19	July, 2020	<div><div></div><div></div><div></div><div></div><div></div></div> 50%
	Notes: Staff will report back to Council concerning initial discussions with Mahone Bay Centre Society; report anticipated to regular meeting of Council July 14, 2020.			

4	Staff to prepare a report for Council on Fire Services Administration within the Town.	09-Jul-19	July, 2020	<div><div></div><div></div><div></div></div>	75%
		Notes: In progress. Staff held initial meeting with Fire Dept. representatives in this regard on Mar 2, 2020. Report anticipated to regular meeting of Council July 14, 2020.			
5	Council request a review of the territorial acknowledgement in December 2020 to ensure that the local indigenous community has an opportunity to offer feedback.	14-Apr-20	Dec, 2020	<div><div></div><div></div><div></div></div>	50%
		Note: Staff Report scheduled for December 8, 2020 regular Council meeting.			
6	Council to revisit its commitment to the use of the current Three Diamonds designs as its corporate logo following the community branding public engagement component of the Wayfinding project and the community vision public engagement component of the MPS Review.	14-Apr-20	Jan, 2021	<div><div></div><div></div><div></div></div>	25%
		Note: MPS Review contract awarded to Upland. Staff have initiated discussions with MBTCC regarding Wayfinding Strategy development, as per Council's direction of May 28, 2020.			
7	Staff to review the correspondence recieved by Council at the May 12, 2020 Public Hearing to identify and incorporate suggestions which may be of benefit to the amendment of the Outdoor Burning By-law into a new draft by-law to be presented to Council for consideration.	28-May-20	July, 2020	<div><div></div><div></div><div></div></div>	75%
		Notes: In progress. Report anticipated to regular meeting of Council July 14, 2020.			

8	Staff to contact MBTCC to begin discussion on Wayfinding Strategy development.	28-May-20	June, 2020	<div><div></div><div></div><div></div><div></div><div></div></div>	★
		Notes: Initial project mtg. with MBTCC took place June 10; report on Council's June 25 agenda for consideration.			
9	Staff to evaluate the property referenced in the letter received from Cathie Slaughenwhite-Nowe and Richard Nowe, and report back to Council.	09-Jun-20	July, 2020	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes: In Progress.			
10	Staff to temporarily suspend enforcement of the relevant provision of the Development Agreement for 363 Main Street so as to permit the temporary expansion of the patio for Saltbox Brewery until the Order by the Medical Officer of Health, issued in response to COVID-19, is rescinded or amended so as to no longer obligate Saltbox Brewing Company to adhere to physical distancing requirements.	09-Jun-20	June, 2020	<div><div></div><div></div><div></div><div></div><div></div></div>	★
		Notes: Letter issued to Saltbox Brewery.			
11	Staff to issue a Request for Proposal for design-build services in relation to the Fire	09-Jun-20	June, 2020	<div><div></div><div></div><div></div><div></div><div></div></div>	★
		Notes: Issued June 18, 2020.			
12	Staff to hire temporary Deputy Returning Officer for 2020 Municipal Election.	09-Jun-20	July, 2020	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: In Progress.			

13	Staff to write to MLA Suzanne Lohnes-Croft expressing that Council's top priority for the ICIP funding application is water line replacement on Main Street from Long Hill Road to the Town's boundary at the north end of Main.	09-Jun-20	June, 2020	<div></div>	<div></div>	<div></div>	<div></div>	25%
		Notes: In Progress.						

Chief Administrative Officer's Report - June 25, 2020		
1	COVID-19	Staff have implemented measures at Council's direction and have issued public bulletins in this regard via website, social media and mailout. COVID-19 now standing item on all regular Council meeting agendas. Staff are adhering to all provincial guidelines for safe work and are working remotely if possible; Town office remains closed to the public until renovations can be completed. CAO participating in all NSFM and AMANS discussions concerning COVID-19 and relaying Provincial updates. COVID-19 Property Tax Financing Program Policy approved by Council June 9 with July 31 application deadline. Staff regularly updating COVID-19 messaging.

2	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program	<p>Staff working with Municipality of the District of Chester GIS technical support to map Town's assets; water map with condition, probability of failure and risk completed, wastewater, stormwater and streets/sidewalks under development. Resubmitted application to MAMP Jan 17, 2020; MAMP funding now anticipated in 2020-21 and associated project work has begun. Funding for participation in AIM Cohort 2.0 approved by Council in 2020-21 budget; currently awaiting confirmation of format and schedule for Cohort 2.0.</p>
3	Municipal Joint Services Board (MJSB)	<p>MJSB not proceeding with Safety and Procurement shared services in 2020-21 at request of MODL; discussions continue for 2021-22. HR Shared Service (MoDL/TOB with ToMB) up and running, MJSB Board has approved budget for HRSS in 2020-21. Town staff participating in performance management project which will standardize and enhance Town's performance management practice. MJSB meetings continue in remote format.</p>
4	Riverport Electric Shared Service Committee	<p>Coordinating with Riverport re imports, equipment inventory, policy development, etc.. Truck loan agreement signed. Spring 2020 debenture delayed by Covid-19 has now been issued by MFC ("All-in" cost to Town (RELC): 1.66% over 10 years). Exploring opportunities to coordinate on utility asset management and 2020-21 rate study.</p>

5	Regional Emergency Measures Organization (REMO)	Coordinator and CAOs still working to implement REMO Board approved Post-Dorian report recommendations. Dorian claims and follow-up delayed by COVID-19. Regular weekly COVID-19 meetings between REMO Coordinator and CAOs continue (along with regular planning meetings).
6	Alternative Energy Resource Authority (AREA)	Regular AREA staff meetings continue by phone. NB Power imports begun Jan 1, 2020. BUTU applications through 2026 submitted to NSPI. BUTU approval received from NSPI for 2020-21, rejected for 2021-26. AREA and Town staff moving ahead with feasibility work / funding applications for community solar / EV / demand-side management initiatives; AREA staff presented update to Council on solar garden project June 16th, 2020.
7	FCM / Clean Foundation Transition 2050 (Partners for Climate Protection) Initiative	Last in-person NS session took place Mar 6 in Truro and CAO attended annual national T2050 meeting in Waterloo Mar 10-11. Monthly online sessions begun in May. Preliminary baseline data collection complete and provided to consultants; COVID-19 delays resulting in anticipated delivery date for baseline report being delayed to June 2020. Katherine working on GHG Reduction Plan to be finalized by Sept. 2020 (draft provided to Council at the Special meeting on April 21st, 2020). Data collection and community outreach work will continue through the summer with methods modified as a result of COVID-19.

8	Lunenburg County Accessibility Advisory Committee	<p>CAO serving as staff policy resource to Lunenburg County Accessibility Advisory Committee. Committee held first official meeting on Jan 21, 2020 and met again Feb 18, 2020. Committee currently working on consultations plan, which a contract staff person has been hired to assist with. Staff are considering contingencies for planned consultations. Committee meeting took place April 21, CAO not in attendance due to conflicting Council meeting but in regular contact with staff coordinator as amended consultation plan moves ahead.</p>
9	Nova Scotia Federation of Municipalities (NSFM)	<p>CAO attended Feb 19, 2020 meeting of Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative. March 2020 meeting postponed as Covid-19 precaution. CAO and Mayor participating in weekly NSFM COVID-19 calls / list serve. Staff participated in first NSFM / AMA Municipal Wellness Day events on May 22, supported by Town Supportive Workplace Committee; Mayor Devenne recorded video message.</p>

Director of Operations' Report - June 25, 2020



1	Bandstand Renovations	<p>The bird netting was re-installed May 27. Only a couple deficiencies remain. Kinburn Properties indicated these will be resolved shortly.</p>
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2	Streets & Sidewalks	<p>2020 Painting for Depressions in Sidewalk was completed June 15-16. Staff maintained asphalt cuts on Main St., etc. Town & Country Property Improvements have been award the service contract for 2020 Street & Sidewalk Asphalt Patching. A new 2500W generator was aquired. Grading of gravel road surfaces was completed throughtout the Town.</p>
3	Cemeteries & Open Space	<p>Revised signage was installed at various parks & open spaces related to COVID-19 restrictions. The playground was re-opened for public use on June 19. Various worked was completed to allow for the opening of the 2 public comfort stations; Edgewater opened June 19 and Wharf opened June 20. Groundskeeper conducting regular duties and contractors have been mowing cemeteries. A broken window was repaired at the VIC. Various work was completed in order that the VIC could open to the public. 16 Centennial Trees were planted. Tennis Club water and power back on so club could open to the public</p>
		<p>A number meetings were held related to the</p>

4	Electric Utility	<p>proposed solar garden. One electrical inspection was conducted. 8 trees were removed from under the powerlines at 136 Kinburn St. One recloser was removed from the sub-station and sent out for 5 year servicing. Working with NSPI related to planned sub-station maintenance. A number of old transformers were tested to see if they worked or needed to be discarded. A transformer failed and was replaced. Two transformers which were leaking were changed-out. A number of old transformers were pumped out, had oil tested for PCB's (no PCB's detected). Public Works staff conducted landscape repairs at 36 & 42 Pond St.; lawns were damaged in the winter while a utility pole was replaced near the sub-station.</p>
5	Water Supply, Treatment & Distribution	<p>Regular monitoring and maintenance activities continued. Work ongoing concerning the inspection and maintenance of fire hydrants throughout the Town. 2 fire hydrants with identified deficiencies were repaired. On June 16, a water main break was repaired on Clearway St.</p>

6	Sewage Collection & Treatment	Regular monitoring and maintenance activities continued. Staff were involved with the replacement of water and sewer pipes for 53 Edgewater St. Meeting to be held next week with NS Environment and our consultant, CBCL Ltd., for the development of a pilot program related to changing wastewater plant effluent disinfection from chlorination to treatment using peracetic acid. All lift station pumps were inspected/serviced; one pump was removed from service and sent out for repairs. Lift station and grit chamber cleaning was conducted.
7	COVID-19	Staff continue to provide essential services while practicing physical distancing and good hygiene practices. Regular reading of water & power meters re-commenced first week of June. The Swimming Pool Society decided it was impractical to try to operate the pool this summer due the pandemic.

Finance Manager's Report - June 25, 2020

1	COVID-19	No change from prior report. Finance staff continue to provide a high level of service to residents remotely during these challenging times.
2	Provincial Reporting	All Provincial Reporting is up to date with the Province.

3	Tax Bills/Tax Sale	Interim Tax Bills have been issued and final tax bills will be issued at the end of July. Staff are currently working on Finalizing the Property Tax Financing Program intake form which should be available for the public on June 22nd with an application deadline of July 31st.
4	Budget	The 2020/21 Operating and Capital Budgets were approved by Council on May 12th, 2020.
5	Audit	No change from prior report. We are currently planning for a fully remote Audit, as Deloitte does not expect their employees to be back in the office prior to our audit date which is the beginning of July. This will pose some challenges, but staff will work with Deloitte to come up with a solution on how best to achieve an efficient and thorough audit.

Clerk & Deputy CAO's Report - June 25, 2020

1	Festival/ Events	Draft Events By-law received by Council at June 9, 2020 Regular Council meeting.
2	2020 Municipal Election	Request has been submitted for the federal/provincial voters list; Alternative Voting By-law received by Council June 9, 2020 (Public Hearing July 14, 2020); inventory of election supplies.

3	Centennial - 100 Trees: 100 Years	Final tree planting has been completed. Remaining signs are being fabricated.
4	Communications and Public E	Continued work on the development of the new Town website and on COVID-19 messaging.
5	Council Support	Continued work on electronic format for Council meetings and have now developed procedure to include the public in meetings of Committees of Council.
6	Park Cemetery Project	GIS mapping of plots underway. Presentation made to Cemetery Committee.

By-law and Policy Review - June 25, 2020			
1	Outdoor Burning By-law	Target	By-law sent back to staff for further review of By-law in light of comments received from the public.
		14-Jul-20	
2	Temporary Vending By-law	Target	Draft By-law submitted to Council June 9, 2020. Consideration deferred until June 25, 2020 meeting of Council.
		25-Jun-20	

3	Public Engagement Policy	Target	As per Council's Strategic Plan. Considering recent direction re PIMs (from EDC via Council). Drafting provisions around online engagement in light of Covid-19.
		14-Jul-20	
4	Events By-law	Target	Draft By-law submitted to Council June 9, 2020. Consideration deferred until June 25, 2020 meeting of Council.
		25-Jun-20	
5	Property Tax Financing Program Policy	Target	Approved by Council June 9, 2020.
		28-May-20	
6	Alternative Voting By-law	Target	First reading June 9, 2020; Public Hearing scheduled for July 14, 2020
		09-Jun-20	
7	Land-Use By-law and Municipal Planning Strategy	Steering Team kick-off sessions held June 18th and 19th.	
PRESENTED FOR COUNCIL DIRECTION			

Service Statistics - June 25, 2020

1	By-law Enforcement	May	Parking Tickets: 0	
		Continued work on compliance and enforcement plan for the Town of Mahone Bay. Compliance/follow up for calls regarding outdoor burning, temporary vending, and dangerous/unsightly property. Review of draft Outdoor Burning By-law, Civic Addressing By-law and Transportation Plan Report, from an enforcement lense.		
2	Police Services (founded & SUI occurences)	Jan-Mar	87	92 in Q4 2018-19
		Notes: None.		
3	Traffic (Speed Signage)	Apr, 2020	<u>95 Clearland</u> Av. Speed 42 / 50 Kph	
		May, 2020	<u>95 Clearland</u> Av. Speed 41 / 50 Kph	
4	Solid Waste (Tonnage)	Apr-20	69.69	YTD: 69.69
		Notes: Recyclables = 4.73; Organics = 20.75; Garbage/Other = 41.49; Cardboard = 2.72.		
5	CodeRED (Registrations)	Mar. 31, 2020	Households: 161	
		Total counts	Mader's Cove Utility: 25	
		May. 31, 2020	Residential: 244; Business: 12; Email: 134; Text: 158	
		Apr. 30, 2020	Residential: 244; Business: 12; Email: 134; Text: 158	
		Mar. 31, 2020	Residential: 243; Business: 12; Email: 134; Text: 157	

Strategic Plan - Action Plan 2018-2021 - June 25, 2020

21st Century Infrastructure

[illegible]

Asset Management	Condition Assessments of Town Infrastructure	CAO/DOO	Ongoing												
		FCM MAMP funding application resubmitted Jan 17, 2020; funding anticipated in 2020-21. Initial project work has now begun.													
	Public Engagement Process	CAO and Council	Ongoing												
		AIM Cohort participation complete Nov 2019; Cohort 2.0 participation approved in 2020-21 budget, start date TBD. Town AM Committee meeting monthly with regular agenda item re public engagement / education.													
	Adopt Asset Management Plan	Council												*	
		AM Committee working toward draft AM plan by Q2 2020; for recommendation to Council.													

Provide safe streets and sidewalks	Request and implement traffic authority recommendations	CAO/Council	Ongoing
	Speed Signs Deployment Plan	CAO/DOO	<div><div></div><div></div><div></div><div></div><div>*</div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
		Deployment plan approved by Council.	
	Active Transportation Plan	Council	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div>*</div><div></div><div></div><div></div></div>
CBCL Ltd. Transportation Plan Report presented to Council May 12, 2020. Staff report on Council agenda for June 25, 2020.			

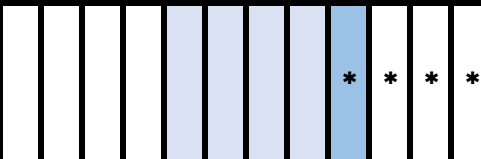
Meet and exceed standards for water and wastewater	Ensure water pumps have a backup emergency generator	DOO <div> <div></div><div></div><div></div><div></div><div>*</div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div>	In early January 2020, the new back-up generator at the Pumphouse was commissioned and is now operational.
	Establish gate valve replacement program	DOO <div> <div>*</div><div></div><div></div><div></div><div></div><div>*</div><div></div><div></div><div></div><div>*</div><div></div><div></div><div></div> </div>	A "Gate Valve Exerciser" program has been incorporated into our bi-annual Water Main Flushing Program, thus reducing dirty water complaints; 2021 infrastructure replacement program will include the replacement of many gate valves.
	Straight pipe study follow-up	CAO/DOO <div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div>*</div><div></div><div></div><div>*</div> </div>	Status updated in Nov 26 report to Council; ICIP funding not approved. Included in 2020-21 budget but conditional on external funding. On June 11 the Town Council prioritized Main St. straight pipes for 2020-21 ICIP funding applications.

Optimize operations structure for efficient delivery of services	CAO to make recommendations to Council for optimal operations structure, including succession planning	CAO	Ongoing
	Implement an updated records management system	CAO	<div> <div></div> <div></div> <div></div> <div></div> <div>*</div> <div></div> <div></div> <div></div> <div>*</div> <div></div> <div></div> </div>
	Explore enhanced customer service opportunities, including maximization of technology	CAO	Ongoing

Reflected as a priority in 2020-21 business plan approved June 9, 2020.

Economic and Community Development

			2018/19				2019/20				2020/21			
			Year 2				Year 3				Year 4			
General Action	Specific Action	Responsible	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Define the framework for an economic development strategy	Engage community partners in identifying potential areas of economic development in Mahone Bay	Council/Econ. Dev Committee							*					
		Economic Development Committee (EDC) held workshop session with Bob Cervelli from Centre for Local Prosperity Nov 19, 2019; local stakeholder participants discussed several potential joint initiatives. EDC discussed June 2020, discussion regarding possible local shopping / local food initiatives will continue at July meeting with Climate & Outreach Coordinator Katherine Dorey.												
	Discussion with all partners as to the role of each in economic development to identify gaps in service	Council/Econ. Dev Committee									*			

Ensure that Town policies, practices, bylaws and other regulations foster growth and development	Staff to review existing and proposed bylaws and policies and make recommendations to Council	CAO	Ongoing											
	Planning Advsory Committee to review MPS and LUB - including overseeing a public engagement process - and make recommendations to Council	PAC/Consultant		Contract awared to Upland Planning and Design. It is anticipated that public engagement process will begin in July, 2020 and continue into 2021-22.										

Ensure that Town infrastructure is in place to support development plans	Work with the Mahone Bay and Area Tourism and Chamber of Commerce to identify opportunities for tourism-supporting infrastructure (wifi, signage, etc.)	CAO/Econ. Dev Committee	Ongoing
		Letters from Mahone Bay Tourism and Chamber of Commerce received at Council's Feb 27 meeting and referred to budget. 2020-21 budget approved May 12 includes commitments for wayfinding signage and other tourism-supporting infrastructure. On May 28 Council directed staff to reach out to MBTCC regarding wayfinding signage and the Wayfinding Signage project team consisting of Town staff and MBTCC representatives met on June 10 and Council received a staff report in this regard at its regular meeting on June 25.	

Collaborate with organizations that are involved in economic	Regular meetings with Mahone Bay Tourism and Chamber of Commerce	CAO	Ongoing
	MBTCC participation on Economic Development Committee	Econ. Dev Committee	Ongoing

Governance and Public Engagement

			2018/19				2019/20				2020/21			
			Year 2				Year 3				Year 4			
General Action	Specific Action	Responsible	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Optimize governance structure for effective decision-making	Participate in Council Governance training annually or as appropriate	Council				*				*				*
		Staff in contact with Municipal Affairs re training (audit) / post-election Council training.												
	Engage in discussions regarding governance / electoral systems	Council								*				
		Council gave first reading to new Alternative Voting By-law on June 9, 2020.												

Develop a policy and framework to engage the public in Council activities and decision making	Adopt Public Engagement Policy	<div> <div>Council</div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div>*</div><div></div><div></div><div></div><div></div> </div>											
		<div>Staff report to Council with draft Public Engagement Policy anticipated July 14, 2020.</div>											

Improve communication and share information with the public in a manner consistent with their needs	Explore opportunities to share information via Town website and other methods	CAO/Council	Ongoing
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Create opportunities for public engagement	Utilize newsletter, website, public meetings, etc. to increase public engagement	CAO/Council	Ongoing
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Environmental Sustainability

			2018/19				2019/20				2020/21			
			Year 2				Year 3				Year 4			
General Action	Specific Action	Responsible	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Pursue Climate Mitigation Strategies (reducing Town carbon footprint)	Establish Baseline Emissions Data	CAO/Consultant						*						
		Transition 2050 preliminary data collection complete, awaiting SSG report by end of June, 2020. Baseline data collection survey launched; Clean NS Intern Katherine MacLellan assisting in survey data collection this summer (telephone surveying now begun, door-to-door anticipated later in July/August, public health directives permitting).												
	Adopt Targets and Develop Plan	Council/Consultant							*	*				
Katherine Dorey currently working to develop recommended targets (lit review, etc.) as well as opportunities for reduction; draft Plan provided to Council April 21, 2020; Katherine currently working on final report and working with AREA staff to develop proposed actions to achieve targets. As per 2020-21 budget staff are currently preparing draft application to Dept. of Energy Low Carbon Communities Program to support plan implementation in 2020-21 and a staff report is anticipated to Council's July 14 meeting.														
	Implement Plan	CAO/DOO									*	*	*	*

Undertake Climate Adaptation initiatives (implement further phases of the Harbour Development Plan)	Engage with waterfront property owners on Edgewater St.	CAO					*										
	Monitor and pursue funding opportunities for a storm surge abatement plan	CAO	Pursuing Investing in Canada Infrastructure Funding (Small Communities Component); staff recently updated CBCL Ltd. estimates for potential upcoming ICIP call for proposals. Funding for adaptation education activities included in 2020-21 budget, currently in discussions with Coastal Action regarding potential related opportunities, to be reported to Council.														
	Public engagement process	Council/Consultant					*	*									
			Public and stakeholder engagement process (inform and consult) anticipated for summer-fall 2020 as per above.														
	Council makes decision and authorizes staff to prepare RFP(s)	Council															*
		Funding not yet received; continues to be a priority in Council's 2020-21 budget.															

Expand Green Energy Generation (continued development of Alternate Resource Energy Authority)	Work with AREA to conclude agreements and contracts supporting Town energy objectives	CAO	Ongoing
		Positive NSUARB decision on 2021 imports received. 2020 imports from NB Power begun Jan 1, 2020.	
	Continue to explore new renewable generation opportunities with AREA	CAO	Ongoing
		Continuing to consider opportunities to expand Ellershouse Windfarm on approved license. Solar garden feasibility work nearly complete. AREA presentation to Council on June 16, 2020, additional special meeting on solar development anticipated prior to Dept. of Energy ICIP application.	

Preserve and enhance our natural spaces and assets	Continue to preserve and enhance our natural spaces and assets	Council	Ongoing
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2020-21 Budget - Operating Initiatives - June 25, 2020


		Total Cost	Town Cost		
1	Asset Management Initiatives	\$72,895	\$26,495	<div><div></div></div>	50%
		Notes: AM Committee meeting regularly. Resubmitted application to MAMP Jan 17, 2020; funding now anticipated in 2020-21 and project work has begun. AIM Cohort 2.0 approved in 2020-21 budget; program start date TBD.			
2	Transportation Plan	\$31,681	\$16,681	<div><div></div></div>	75%
		Notes: Draft Plan presented to Council by CBCL Ltd. May 12, 2020. Staff report on Council's June 25 agenda.			
3	GHG Reduction Initiatives 2019-20	\$50,000	\$25,000	<div><div></div></div>	75%
		Notes: Completed requirements to join FCM / Clean NS Transition 2050 initiative; completed data collection to support esablishment of emissions baseline (baseline report from SSG anticipated by end of June 2020). LCC funding announced Feb 24, 2020. Climate and Energy Outreach Coordinator Katherine Dorey hired. Report to Council with draft plan provided April 21, 2020; final draft plan with baseline anticipated Sept. 2020.			
4	GHG Reduction Initiatives 2020-21	\$60,000	\$30,000	Not Yet Begun	
		Notes: Staff currently working on 2020 LCC Program application; report to Council anticipated July 14, 2020.			
5	Centennial Year Program	\$73,270	\$15,000	<div><div></div></div>	75%
		Notes: Final dates disrupted by COVID-19; staff wrapping up project in Q1 2020-21, report to Council anticipated by July 2020.			



6	Town Website Update	\$10,500	\$10,500	<div><div></div></div>	75%
		Notes: Contract awarded, in beta development now; completion expected by July/August, 2020.			
7	MPS / LUB Update - Year 1	\$80,000	\$80,000	<div><div></div></div>	25%
		Notes: Contract awarded to Upland planning + design, completion expected by July, 2021.			
8	Wastewater Rate Study	\$12,400	\$12,400	<div><div></div></div>	25%
		Notes: Study begun with consultant.			
9	Electric Utility "Grow the Load" Initiatives	\$8,000	\$8,000	<div><div></div></div>	50%
		Notes: Discussions ongoing through AREA, opportunity identified to work with Saint John Energy for demand-side programs. Promotion planned for Fall 2020, contractors engaged. AREA RFP for home heating program configuration just closed.			
10	Electric Utility Rate Study	\$5,000	\$5,000	<div><div></div></div>	25%
		Notes: Consultant contracted in coordination with Riverport Electric Commission.			
11	Wayfinding Strategy / Signage	\$30,000	\$10,000	<div><div></div></div>	25%
		Notes: Project team initial meeting took place June 10; staff report to Council on June 25 agenda (recommending Provincial funding application for wayfinding signage).			
12	Waste Receptacles	\$12,000	\$12,000	Not Yet Beaun	
		Notes:			
13	Accessibility Operational Plan	\$25,000	\$25,000	Not Yet Beaun	
		Notes: Deadline extension from April 1, 2021 announced by Province (new deadline unknown).			
14	Climate Adaptation Initiatives	\$15,000	\$15,000	Not Yet Beaun	
		Notes: In discussions with Coastal Action re potential coastal adaptation education initiatives.			

2020-21 Budget - Capital Projects - June 25, 2020

Town General

1	Build / Acquire / Renovate PW & Utility Facility	\$50,000		Not Yet Beaun
		Notes: Contingent on other facilities decisions.		
2	Buy Used Truck for PW	\$20,000	\$15,645.00	
		Notes: 2011 Ford Ranger purchased.		
3	Repair / Renovate Town Hall Facility	\$100,000		 25%
		Notes: Staff report to Council with updated floorplans, estimates, etc. provided April 21, 2020. Renovations tender documents nearly complete for issuance in July 2020; renovations updated slightly in consideration of COVID-19 precautions. Staff developing updated report to upcoming meeting of Council recommending applications to external funding programs to support renovations (Federal Enabling Accessibility up to 50% external funding; ICIP - COVID-19 Stream, TBD up to 90% external funding).		
4	Build New Fire Station	\$2,256,500	\$25,501.00	 25%
		Notes: Design-build RFP issued June 18, 2020. Award decision anticipated in August.		
5	Resurface Fire Station Parking Lot	\$90,000		Not Yet Beaun
		Notes: Linked to above.		
6	Radios & Pagers	\$5,000		Not Yet Beaun
		Notes:		
7	New PPE	\$22,000		Not Yet Beaun
		Notes: Anticipation to Emergency Services Provider Fund anticipated in July 2020.		
8	Pave Turning Loop on North Main St.	\$20,000		Not Yet Begun
		Notes: Tender to be issued for paving in July 2020.		

9	Transportation Project	\$200,000		Not Yet Beun
		Notes: Report on Council's June 25 agenda. External funding application (Connect2 Program) anticipated in July.		
10	Security Cameras	\$4,000		Not Yet Begun
		Notes:		
11	Replace Floating Wharves / Gangways	\$30,000		Not Yet Begun
		Notes:		
12	Repair South-Facing Cribwork on Wharf	\$30,000		Not Yet Begun
		Notes:		
13	Bandstand - Phase 3	\$20,000	\$2,242.00	 25%
		Notes: Bird Netting has been reinstalled and new bleachers and flag pole will be in place by July 10. Canada Cultural Spaces Fund application in fall of 2020.		
14	Annual Installation of New Sewer Services	\$10,000		Not Yet Beun
		Notes:		
15	Replace Pumps - Station #2	\$10,000		Not Yet Beun
		Notes:		
16	Breakwater Repairs	\$8,500		Not Yet Beun
		Notes:		
17	Sea Level Rise / Storm Protection - Edgewater St.	\$349,800		Not Yet Beun
		Notes:		
18	Home Heating Programs (Town Portion)	\$50,000		Not Yet Beun
		Notes: AREA RFP for management of home heating program services recently closed.		

19	Solar Garden Development	\$2,603,703		Not Yet Beaun
		Notes: AREA staff presenation to Council June 16, 2020. Additional special meeting anticipated prior to Dept. of Energy ICIP funding application.		
20	Fix / Repair Edgewater Lamps & Cemetery Fence	\$20,000		Not Yet Beaun
		Notes: Report on Council's June 25 agenda recommending application to provincial Beautification & Streetscaping Program.		
21	Replace Ballfield Backstop	\$25,000		Not Yet Beaun
		Notes:		
22	Drill Well at VIC	\$10,000		Not Yet Begun
		Notes:		
23	Install Dechlorination System	\$105,000		25%
		Notes: CBCL Ltd. engaged to assist with paracetic acid pilot. Staff currently confirming pilot project details with Dept. of Environment; report to Council anticipated in July 2020.		
24	Wastewater PCAP - Plant Effluent Options	\$32,824		25%
		Notes: See above.		
25	Line Replacement - Fairmont to WWTP	\$448,350		Not Yet Begun
		Notes:		
26	Line Replacement - Cherry Lane to Long Hill Rd.	\$1,312,500		Not Yet Begun
		Notes:		
27	Line Replacement - Long Hill Rd. to WTP	\$756,000		Not Yet Begun
		Notes:		
28	Line Extension - Main St. South to Town Boundary	\$249,200		Not Yet Beaun
		Notes:		

29	Line Replacement - Main St. North to Town Boundary	\$164,850		Not Yet Begun
		Notes:		
30	Service Extensions - Edgewater to Town Boundary	\$225,000		Not Yet Beaun
		Notes:		
Water Utility				
1	Connection of New Water Services	\$5,000		Not Yet Beaun
		Notes:		
2	Cut Out Access to Transmission Line	\$10,000		Not Yet Beaun
		Notes:		
3	Clearwell Cleaning / Inspection	\$14,000		Not Yet Begun
		Notes:		
4	Replace Hydrants as Needed	\$5,000		Not Yet Begun
		Notes:		
5	Install Water Meters as Required	\$3,700		Not Yet Begun
		Notes:		
6	Install Corrosion Coating in Chemical Room	\$10,000		Not Yet Beaun
		Notes:		
7	Deadend Flushings - System Extremities	\$15,000		Not Yet Beaun
		Notes:		
8	Replace Door / Window / Wet Well Cover	\$5,000		Not Yet Beaun
		Notes:		
9	Install Security Cameras	\$4,000		Not Yet Beaun
		Notes:		
10	Install Air Conditioner in WTP	\$5,000		Not Yet Beaun
		Notes:		

11	Move Antenna to New Pole and RTU	\$20,000		Not Yet Beapun
		Notes:		
12	Water PCAP Project - Transmission Main Diagnostic	\$72,456		Not Yet Begun
		Notes:		
13	Line Replacement - Fairmont to WWTP	\$448,350		Not Yet Begun
		Notes:		
14	Line Replacement - Cherry Lane to Long Hill Rd.	\$1,312,500		Not Yet Beapun
		Notes:		
15	Line Replacement - Long Hill Rd. to WTP	\$756,000		Not Yet Beapun
		Notes:		
16	Line Extension - Main St. South to Town Boundary	\$249,200		Not Yet Begun
		Notes:		
17	Line Replacement - Main St. North to Town Boundary	\$164,850		Not Yet Begun
		Notes:		
18	Service Extensions - Edgewater to Town Boundary	\$225,000		Not Yet Begun
		Notes:		
Electric Utility				
1	Pole / Line Replacement as Required	\$20,000		Not Yet Begun
		Notes:		
2	New Digital Meters as Required	\$6,500		Not Yet Begun
		Notes:		
3	Replace Reclosers at Substation	\$12,000		Not Yet Beapun
		Notes:		
4	New Transformers as Required	\$35,000		Not Yet Beapun
		Notes:		

5	Home Heating Programs (Utility Portion)	\$50,000		Not Yet Begun
		Notes: AREA RFP for management of home heating program services recently closed.		
6	EV Charges	\$60,000		Not Yet Begun
		Notes:		
7	Purchase Utility Chipper (50% Riverport)	\$40,000		Not Yet Begun
		Notes:		



Town of Mahone Bay

Staff Report

RE: Employee Donation and Volunteerism
Program Policy

June 9th, 2020

General Overview:

This report is intended to provide Council with a draft policy for consideration.

Background:

The Mahone Bay Town Council established the Supportive Workplace Committee on June 27, 2019 with the passage of the Supportive Workplace Committee Policy. The Supportive Workplace Committee Policy provides that the Committee – composed of three Town staff appointed on an annual basis – will develop and recommend policies in the areas of Workplace Safety, Health and Wellness, Staff Training, Social, and Donations/Volunteerism to the CAO, and through the CAO, to Council; policies have the intent of providing a supportive workplace, enhancing employee job satisfaction / productivity and contributing to recruitment / retention.

Analysis:

On April 14, 2020 the Supportive Workplace Committee delivered a report recommending several supportive workplace policies to Council. One of these policies, the Employee Donation and Volunteerism Program Policy, was not approved and staff were provided with feedback from Council that the draft policy required revision to remove references to donation matching.

The attached draft Employee Donation and Volunteerism Program Policy (appendix A to this report) addresses Council's feedback, removing reference to matching donations with Town funds but encouraging employees to undertake charitable payroll donations at their own initiative, and providing additional supports to encourage volunteerism by Town staff.

Strategic Plan:

3.1 21st Century Infrastructure

- Optimize operations structure for efficient delivery of services

Recommendation:

It is recommended that at its regular meeting on June 25th, after due consideration, Council resolve:

THAT Council adopt the Employee Donation and Volunteerism Policy as presented.

Attached for Council Review:

- Revised Draft Employee Donation and Volunteerism Policy

Respectfully Submitted,

Dylan Heide
Town of Mahone Bay CAO

Revised June 9, 2020

1. Purpose

The purpose of this policy is to encourage and support philanthropic contributions by Town of Mahone Bay employees. The Town of Mahone Bay recognizes that participating in philanthropic activities, whether it be by donations of time or money, connects directly with social and emotional wellness and that it increases engagement, helps build skills and experience and supports employee attraction and retention.

2. Definitions

- a) "Town" means the municipality of the Town of Mahone Bay;
- b) "Employee" means any permanent member of staff.

3. Objectives

The objective of this policy is to encourage employees to make charitable donations through the availability of payroll deductions to the charitable causes and to encourage employees to donate their time to non-profit organizations and events.

4. Responsibilities

Management

- Foster a culture of philanthropy and volunteerism.
- Review and approve requests for volunteer leave.

Employees

- Take advantage of the donation payroll deduction option offered by the Town to support charitable causes.
- Volunteer time in support of charitable causes, both inside and outside of work. Encourage other employees to do likewise.

5. Staff Donations Guidelines

- a) Donations can be made by employees to the United Way through regular payroll deductions. United Way enrollment form attached as Schedule A.


6. Staff Volunteerism Guidelines

- a) The Town of Mahone Bay will provide the equivalent of 2 days per year to each full-time employee and the equivalent of 1 day per year to each part-time employee to use to volunteer for a non-profit charity or organization of their choice. This donated time will be considered paid time off. This time is refreshed at the beginning of each fiscal year and does not accrue from year to year. Usage of this time or lack thereof does not affect vacation accrual or sick leave usage.
- b) Employees must fill out the attached time off request form (Schedule B) and submit to their manager at least one week before the requested time off. Approval is at the discretion of the employee's manager.

7. Budget Allocations

There are no budget implications.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	_____
Date of Passage of Policy	_____
_____	_____
Town Clerk	Date



Schedule A

Optional (Designations Only)

When you donate to United Way Lunenburg County, we ensure your donation goes to where it is needed most - helping to change lives and strengthen community. As a service to our donors, we also offer the option to forward donations to other Canadian registered charities.

If you want to direct a portion of your donation to another Canadian registered charity, complete this section. The fee for directing a portion of your donation to another registered charity is 4%. An additional 4% fee is applied for donations made through payroll deduction.

Please direct this portion of my donation to the following Canadian registered charity \$

To ensure accuracy please complete the designated charitable information in full:

Name of Charity _____

Registered Charity # _____

Charity Address _____

City _____

Province _____

Postal Code _____

☐ Yes, share my name with the charity indicated in my designation.

Designations must have a charitable tax number granted by the Canada Revenue Agency, or your donation will be directed to United Way Lunenburg County.

United Way Donor Privacy Policy

We are committed to protecting the confidentiality of donor data. The information you provide is used to process and recognize your donation, issue a tax receipt and fulfill any specific donation requests. Visit www.lunenburgcounty.unitedway.ca/privacy-policy for more details.



United Way
Lunenburg County

PO Box 244, Bridgewater, NS
B4V 2W9

Coordinator: Michael Graves
T 902.530.3072 (Voice Mail Only)
C 902.521.4704
office@lunenburgcounty.unitedway.ca
www.lunenburgcounty.unitedway.ca

Change lives in your community



Your donation stays local and is changing lives.

Working with local partners, we support programs and services that help people live their best lives and strengthen communities.

Your donation...

- Helps people thrive free from poverty
- Enables opportunities for everyone to lead healthier lives
- Ensures kids and youth can achieve their potential
- Creates vibrant and safe places to live for people in your community

1 My Donation (Total) \$

Every dollar has an impact! All donations are greatly appreciated. Together, we are possibility.

Donor Recognition: My preferred name for donor recognition is _____

☐ Yes, my name may be included in a list of United Way donors.

By donating an annual gift of \$1,200 or more you join United Way's group of leader donors. Examples of leadership level donations based on 26 pay periods:

Bronze	Silver	Gold	Platinum
\$1,200 - \$2,499 (\$50/pay)	\$2,500 - \$4,999 (\$100/pay)	\$5,000 - \$9,999 (\$200/pay)	\$10,000+ (\$385/pay)

2 My Donation & Payment Details

☐ Payroll Deduction

FOLD

\$ _____ Amount per pay period

_____ Number of pay periods

☐ Cash / Cheque / Post-dated Cheques (cheques payable to United Way)

☐ Credit Card (Visa or MasterCard)

\$ _____ One-time donation

\$ _____ Monthly donation (payments begin in January and are processed on the 15th of each month)

Credit Card # _____ Expiry Date (MM/YY) _____ / _____

3 My Contact Information

First Name _____ Initial _____ Last Name _____

Home Address _____

City _____ Province _____ Postal Code _____

Email _____ Phone # (_____) _____ - _____

The information you provide is only used to process your donation, issue a tax receipt and fulfill any specific donation requests.

Tax Receipts

To help ensure that you receive your donation confirmation and receipt, please provide an alternate email address and phone number if available. We'll only use this information if we're not able to reach you at your primary contact information. Tax receipts for payroll deduction will be included on your T4 slips. Receipts for cash, cheque, post-dated cheques and credit card donations are mailed no later than February.

Alternate Email _____ Alternate Phone # (_____) _____ - _____

PERF & FOLD

Payroll Deduction

Skip this section if you're not making your payment by payroll deduction

Name _____ Employee # _____

Employer _____ Department _____ Union/Local _____

I authorize my employer to deduct \$ _____ per pay period, for # _____ pay periods.

Signature _____ Date _____

Schedule B

Employee Name:	
Community or Organization Name:	
Address:	
Phone:	
Website:	
Tax ID Number:	
Date(s) and Time(s) of requested leave:	
Total Number of Hours Requested:	





Town of Mahone Bay

Staff Report

RE: Temporary Vending By-law and
Special Events By-law

June 9, 2020

General Overview:

The purpose of this report is to provide Council with an update on the review of the Temporary Vending By-Law and the development of a Special Events By-Law as discussed at Council on February 27, 2020.

Background:

Over the past year and a half, staff have been in the process of reviewing the way that events are permitted and conducted in the Town of Mahone Bay, working with a group of community events organizers and representation from the business community, and at the October 24, 2019 meeting of Council, Council indicated their interest in a review of the Temporary Vending By-law.

The current Temporary Vending By-law was written a time when Mahone Bay was not as busy as it is now and it bears review to ensure that it reflects the needs of the Town including its business and residential community members.

In the fall of 2018, Town staff were invited to join a group of community event organizers in Mahone Bay to discuss events in town, specifically due to the growth of existing events in Town and the more frequent addition of new events. The process included a facilitated session to identify key issues and ultimately Town staff were part of an Events Coordination Steering Group, which discussed possible solutions and opportunities identified by participants. Key take-aways included the need for clarity in the application process, the need for oversight of events, knowledge of available resources, and support to plan successful events.

Staff presented a report to Council on February 27, 2020 in which it was noted that the current legislation in respect to Special Events/Festivals is insufficient. The only legislation regarding events at present is included in the current Temporary Vending By-law and Policy, which is not only outdated but also insufficient to address the complexities of planning for events in Mahone Bay as they now exist.

Additionally, a Public Information Meeting (PIM) was held on January 14, 2020 to discuss changes the Temporary Vending By-law with the public (Appendix A), and another PIM was held on April 29, 2020 to discuss legislation regarding Special Events with the public. A further opportunity for the public to submit their thoughts on permitting Events was extended to May 15, 2020. (Appendix B)

Analysis:

Temporary Vending By-law

Feedback from the business community is that there is a need for temporary vendors in Mahone Bay, particularly temporary food vendors, as temporary vendors provide diversity of options which is a draw for outside visitors, and increased capacity to serve visitors and residents. Staff have also been advised by the business community that temporary vendors provide an option for sales which complement their own businesses.

Staff regularly receive comments from Temporary Vendors that the fees to obtain a Temporary Vendor Permit in Mahone Bay are prohibitive. Analysis of the specific financial concerns regarding the cost of a Temporary Vending Permit indicates that the concern has more to do with the length of the permit as the Rate of Return for the vendor is decreased for a weekly permit as most sales are made over two or three days on the weekend. To address this concern, the schedule of fees recommended with the draft By-law provides for single day and weekend permit periods, which also addresses the comments expressed at the Temporary Vending PIM that the revised By-law needs to emphasize the impermanence of temporary vending.

Staff have received comments, particularly from Council, about the importance of aligning our vending by-law with the community's vision for where commercial activities should take place (as expressed in the MPS and LUB) by encouraging temporary vending in commercial zones. To best reflect suggestions about location, the draft Temporary Vending By-law (Appendix B) requires that temporary vendors may only receive a permit for a maximum of one week outside of a Commercial Zone, and that no more than one permit a month may be issued for any vendor outside of a commercial zone or for a property outside of a commercial zone.

It has been the practice of the Town that the owner of an existing "brick and mortar" business within the town is not required to obtain a Temporary Vendor

Permit if they sell or provide their product at another business in Town. We have seen an increase in collaborative events within the business community in Mahone Bay and this practice has supported businesses in their ability to make these creative decisions to support their enterprise. The draft by-law explicitly outlines this benefit to existing Town businesses while clarifying that they are still subject to the regulations of the by-law, such as safety, signage, and location, for example.

A suggestion that came from the discussion at the Temporary Vending PIM was that a business be permitted to obtain a permit for a temporary vendor space. The idea was received with much enthusiasm by those present as it was seen as another way to facilitate complementary business for Mahone Bay's business community to offer creative business opportunities.

Special Events By-law

Comments received on the permitting of Special Events have been consistent in that town residents, businesses, and event organizers are all concerned about the chaos that can develop from particularly busy events and the need to be clear in what regulation can be expected during a special event. The attached by-law contains requirements for special event application deadlines and community notification to help the community prepare for a special event and to help event organizers gain the buy-in of a community that feels informed and included.

The draft by-law approaches special events permitting in a way that is intended to improve coordination with event organizers as a first start to an overall approach of coordination. It provides the oversight of events, clarity of requirements, a way to connect with available resources through an improved application process, and with the improved clarity an opportunity to further support successful events through sharing permitted events on the Town's website calendar.

Concerns expressed by the community, and emergency services providers were predominantly around the congestion of streets and sidewalks during special events in town. To address those concerns the attached draft by-law includes a requirement for special events planners to address parking and traffic concerns, as well as a special set of requirements for a Mass Gathering, which is an event that anticipates bringing enough people to Town that will have an impact on available Town resources such as parking, traffic, washrooms, etc. Included in the Mass

Gathering planning requirements is coordination with emergency services providers to ensure that planners do their due diligence.

One concern that has arisen at the staff level in review of the by-law is making the distinction between an event on private property, such as a wedding or anniversary party, and a planned special event, such as a festival or sporting event. The distinction made was that a special event, for the purposes of this By-law, is one which involves Town property (including streets, sidewalks and parking areas) and/or brings with it the expectation that enough people will come to town that Town resources will be required to support. Staff feel that this is an appropriate way to distinguish between the ability of a property owner to enjoy their own property and the Town's need to properly prepare for events which will have an impact on life in Mahone Bay.

The primary concern that was raised by event organizers was the need for clarity as to what is expected from organizers and how they can best work with the Town regulations and timelines. Staff feel that the added clarity of the attached by-law provides an opportunity to give event organizers a clear outline of what they need to do for their event, as opposed to the vague references that were covered across a separate by-law and policy dedicated to Temporary Vending.

As the draft by-law has been developed primarily to improve coordination in respect to special events in Mahone Bay, permit fees have not been suggested, though there may be fees for specific services required of the Town, and it is hoped that this will maximize compliance with the new permit requirements. Further clarification will be beneficial to the organizers and not costly or difficult for them.

Coordination of By-laws

Staff strongly recommend that Council consider the interconnectedness of the draft of Temporary Vending and Events By-laws in adopting one or both drafts presented here. For example, only legislation that the Town currently has in respect to Events is contained in the existing Temporary Vending By-law (which will be repealed by the adoption of a new vending by-law).

Financial Analysis:

Changes in the fee structure for the Temporary Vending By-law, 2020 excepted due to COVID-19 shutdowns and travel limitations, may cause a reduction in permit

revenue by about 70%, but as the business community has stated that a more accessible fee structure would make more frequent short-stops feasible in Mahone Bay, this fee structure has the potential to increase permit revenue with more frequent turnover of vendors.

Changes to the permitting fees surrounding special events would result in a negligible decrease in revenue, but the improved clarity of the special event permitting process is expected to reduce the amount of staff hours coordinating with organizers so the overall financial impact of the special events bylaw is expected to be a benefit to the Town.

Links to Strategic Plan:

3.2 Economic and Community Development

- Ensure that Town policies, procedures, by-laws and other regulations foster growth and development.
- Collaborate with organizations that are involved in economic development activities.

Recommendation:

It is recommended that at Council's meeting on June 9, 2020:

THAT Council give first reading to the attached Temporary Vending By-law as presented and schedule a Public Hearing to receive questions and comments from the Public about the proposed by-law.

And

THAT Council give first reading to the attached Events By-law as presented and schedule a Public Hearing to receive questions and comments from the Public about the proposed by-law.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "maughes", with a stylized, cursive script.

Maureen Hughes

Town Clerk and Deputy CAO



Public Information Meeting – Temporary Vending By-law

January 14, 2020

Council Chambers

Attendees

Council: 5

Staff: 2

Public: 5

Topics Discussed

- Fee structure is the biggest impediment for food vendors
- Could a business pay a business/commercial rate – annual fee for a parking spot then vendors use it
 - o To enforce the temporary aspect of a business parking spot, the duration for any one vendor can be physically domiciled
- Look into seasonal vendors and food vendors RE: provincial permitting
- What about vending events such as a food truck festival?
- What is our vision for vending in Town?
- Importance of equity for traditional brick and mortar businesses and temporary vendors
- Several restaurants had to close for extra time to prepare this past summer
- Balance: protect brick and mortar businesses, but also allow for complementary business to support brick and mortar businesses – how do we make it easier to support our existing businesses?
- What areas are most desirable for temporary vending?
 - o Mahone Bay is a very desirable location for vending throughout the year and we can incentivize vendors in respect to location
- If businesses are already paying taxes, don't "double dip them" by making them pay for a temporary vending permit in town
- Important to avoid a sense of permanency
- What is the difference between vending under a roof and in a parking lot?
- Any chance of vending along the shoreline? A vending space?

Town of Mahone Bay

Temporary Vendors

Recommendations from staff:

- **Removing special vending provisions for festivals**
 - all vendors would apply directly to the Town under new by-law
- **A new fee structure:**
 - standardized daily rate (provide flexibility desired by vendors) & incentivize vendors to operate when the town is at its busiest (adding capacity to local businesses during events)
- **Restrictions on vending outside of commercial zones**
 - limit of one permit per month – for no more than 7 consecutive days – to any individual operator to operate outside of a commercial zone to reduce impacts of vending in non-commercial areas and concentrate vending operations in appropriate zones.
- **Other considerations for the new draft by-law:**
 - special provisions for farm markets, not-for-profit fundraising activities, temporary signage, home-based activities such as yard sales and children's lemonade stands, etc.

What do you think?

- **Location**
 - Currently only on private property with permission of property owner
 - Duration/timing of vending in areas (festivals, town core, tourist draw, etc)
- **Fees**
 - Currently weekly, monthly, yearly
 - Increased fees during festival weekends
 - Available for free: school & church fundraisers
 - Discounted rates: not-for-profit
- **Other Regulations**



January 21, 2020

Mr. Dylan Heide,

CAO Town Of Mahone Bay.

Mr. Heide,

Thank you for the meeting earlier this morning.

We are very concerned of the impact that the draft changes to Mobile Vending By-laws will have on our R&M Properties Inc property at 249 Edgewater Street. Currently and historically the parking area across the street has been used for mobile vending periodically. The latest mobile vending "SeaSide Creamery" unit was strategically placed so it would not obstruct the view of the "Three Churches" vista thus eliminating the concerns of Town Council.

Under the current draft proposed by-law changes incorporating the new guidelines would essentially make it impossible for the Creamery to continue. We feel that this would be extremely unfair and would be a huge loss to student employment in the town as well as negatively impact our destination property resulting in a huge financial loss.

Last summer the Creamery alone employed 11 students and proved to be an amazing opportunity to teach customer service, sales and marketing as well as entrepreneurship to those students. We have received tremendous support and feedback from other Town businesses, the local school, the Town residents as well as parents, grandparents, uncles and aunts of the students, those in nearby communities, as well as tourists. They appreciate not just the service we provide, but they also appreciate us for giving an opportunity for students to learn and prosper. We need to create more jobs for students in the Town, not chase businesses away! Our young people need jobs, they need to see a future in this community because they are the future of this community. We need to work together to both enhance and expand the future of Mahone Bay, so that our town residents and our young people can prosper here. We follow the principles set forth in the Ivany Report and supporting our youth, our entrepreneurs and our community is what we are dedicated to and passionate about supporting.

In this spirit, I request that the Town remove the suggested bylaw change of allowing only seven (7) consecutive days per month of mobile vending outside of a commercial zone.

Best regards,

Mark Lowe

Canadian Division:

Lobster Made Easy, Inc
249 Edgewater Street
Mahone Bay
Nova Scotia, Canada
B0J 2E0

Public Information Meeting – Events Planning

April 29, 2020

Online

Attendees

Council: 4

Staff: 2

Public: 5

Topics Discussed

- Washroom/Hygiene Facilities need to be adequate for attendees
- Traffic Congestion is and the “impossibility of movement” is a problem and needs to be taken into consideration when planning an event
 - o Parking and Emergency vehicles are the most critical
 - Consider designated parking
 - Consider paid parking with money going toward improved visitor infrastructure
 - o Marshalls for guidance with parking, etc
- Signage – needs to be coordinated
 - o Need to be aware of lines of sight
 - o Need to preserve attractive/uncluttered appearance
 - o Need to avoid blocking streets/sidewalks/walking paths
- Garbage clearance needs to be a part of the plan
- Basic Hygiene/bathrooms must be a part of the planning to accommodate crowds
- Limit concurrent events to prevent overwhelming the town’s infrastructure
 - o Events that we have are concentrated in a few days
 - o Work with emergency services providers to identify what is a manageable level of attendees
 - o Over-planning overwhelms the Town without benefit to businesses and causes disturbance to residence
- Are event planners properly insured for the possibilities i.e. intoxication
- Increased “policing” of “the rules” during planned events
 - o Partnership between Town and event-organized staff
- Vendors should apply to event organizers before a set deadline so that there is time to prepare for what to expect and to coordinate and communicate amongst organizers, residents, businesses, Town staff, and other community groups
- Improved communication is essential



TOWN OF *Mahone Bay*

Events Permitting
Public Information Meeting





WHY

The current guidelines on Festival planning are out of date as Special Events in Mahone Bay have grown beyond three major festivals in a year

Issues that have been identified include:

- Need to streamline process for event organizers
- Need for clarity in regulations
- Need for timely planning communication
- Need for better coordination within the Town

This is what we see:

- Event Planning is hectic for both Event Organizers and Town Staff
- Not all events involve temporary vending and not all vending is related to events.
- Events bring increased vehicular and pedestrian traffic to Town which can result in crowding and parking issues, especially where road or sidewalk use or closure is anticipated.
- Crowding can create concerns for Emergency Services and Emergency Access
- Signage can clutter busy streets and sidewalks
- Large crowds are a strain on public services and local businesses
- Overlapping events increase all of the above factors

Our proposal:

An events permitting structure that is separate from vending

Our request:

Your input, suggestions, comments, observations, and thoughts about Events in Mahone Bay to help us develop what this could look like.

What do you think about...

Traffic – parking, sidewalk and street closures, marshals and routes, etc.

Event and Regulatory Signage

Town services

Location/Scheduling of Events

Solid Waste Management

Permit applications and Fees

Annual/Recurring Events

What Happens Next

- A draft by-law will be brought to Council for review
- Council will review the draft by-law and either ask staff for amendments or pass a motion to give first reading
- A Public Hearing to receive comments from the public would be scheduled before Council considered the By-law for 2nd and final reading
- The new by-law will be communicated to the public, posted on the Town website, and communicated to planners of current events
- The procedure for events permit applications will be clearly outlined on the Town website for those who want to plan an event in Mahone Bay or learn more about how to do so.



THANK YOU



www.townofmahonebay.ca



Maureen Hughes
Town Clerk and Deputy CAO
493 Main Street
PO Box 530
Mahone Bay, NS B0J 2E0

5th May 2020

Dear Maureen,

Public Information Meeting (PIM) – Events Planning April 29, 2020
Follow up to information provided

As discussed during the meeting, please see my additional comments below to add to any further discussion.

a) Washroom/Hygiene Facilities need to be adequate for attendees

This is an issue that we, as a Chamber, have already raised and is currently being considered by the Town. However, as mentioned at this Public Information Meeting, for the Town to be a tourist “destination”, it is imperative that washroom facilities need to be Winterised and be available on a year-round basis.

b) Traffic Congestion is and the “impossibility of movement” is a problem and needs to be taken into consideration when planning an event

Any events, large-scale or small, should be known to the Town and, as a result, suitable accommodations for traffic flow and access for emergency services be addressed. There should be suitable dialogue and understanding between the event organisers, Town representatives and emergency services to ensure a safe and secure environment for all.

c) Parking and Emergency vehicles are the most critical

As mentioned in (b), access and egress for emergency vehicles must be accommodated. Parking should be clearly signposted, marshalled if necessary and enforced.

d) Consider designated parking

Again, if clearly allocated, signposted, enforced and marshalled, this should not become a problem. Perhaps the need to have visitors directed to parking outside the Town (Bayview, Keddy’s Landing)? However, suitable walkways would have to be created to ensure safe access.

- e) Consider paid parking with money going toward improved visitor infrastructure

This is a valid suggestion as any funds gained from this could be used for the Town to assist with not only infrastructure but tourism e.g. Winterising washrooms. As visitors generate income to businesses, entrepreneurs will be attracted to the town as a possible venture. Perhaps, to aid and support the local community, resident parking permits could be issued enabling free parking. The cost of parking would then only be incurred by visitors. This would have to be “policed” by the Town, but the rewards would be worth the cost.

- f) Marshalls for guidance with parking, etc

See (b-d). Additionally, we, as a town, have a vast volunteer base which could assist with this aspect, but it's having the necessary supportive enforcement which will assist this aspect.

- g) Signage – needs to be coordinated

Already under consideration by the Town Infrastructure Plan, but this needs to be moved on sooner rather than leave it for another year in the planning and then sliding into obscurity.

- h) Need to be aware of lines of sight

Again, this could be considered under the Town Infrastructure Plan. An option was suggested at the PIM to place vendors in a separate, “controlled” area e.g. Pond Street parking lot. This can be safely cordoned off for the public use (could cause an impact on the Legion, but they could also run events in-house?), creates safe access to the town and the Mahone Bay Centre?

- i) Need to preserve attractive/uncluttered appearance

Could (h) accommodate this?

- j) Need to avoid blocking streets/sidewalks/walking paths

There is a definite need to accommodate our local community as certain type events tend to spread out and multiply. The option is (h) or to clearly dictate which streets may be closed off (Town Infrastructure Plan provides a space in front of the Council building?).

- k) Garbage clearance needs to be a part of the plan

See (s)

- l) Basic Hygiene/bathrooms must be a part of the planning to accommodate crowds

Existing facilities are insufficient, which would require the Town (not the event planners) to invest in additional temporary facilities. If we want a tourism “destination” and all that it brings with it, there must be more investment.

- m) Limit concurrent events to prevent overwhelming the town’s infrastructure

There is obvious competition among most South Shore communities to advertise and bring in vital tourist income. Consequently, we have a telescoped “season” of June to August to run such events. As a result, large-scale events running too closely together lead to businesses either being under/over staffed for a limited period, having to turn potential customers away due to increased demand.

These events, in turn, overwhelm the town infrastructure which is not geared to such an influx of visitors, hence my points raised regarding an overall Town representative responsible for co-ordinating these events and the numbers expected. If businesses are (openly) consulted, they can plan accordingly.

- n) Events that we have are concentrated in a few days

With effective management and co-ordination, this can be addressed.

- o) Work with emergency services providers to identify what is a manageable level of attendees

See (b,h,s)

- p) Over-planning overwhelms the Town without benefit to businesses and causes disturbance to residents

See (m)

- q) Are event planners properly insured for the possibilities i.e. intoxication

This was mentioned in relation to Commercial General Liability insurance. While a policy may cover the event (FC Festival and Reindeer Run is covered by Chamber), should a “rogue” vendor introduce alcohol, the insurance would be invalid! However, even for the smaller type events, does the Town monitor insurance validation?

- r) Increased “policing” of “the rules” during planned events

See (f and s)

s) Partnership between Town and event-organized staff

See (b). What I did suggest was a designated person within the Town who would act as an overall co-ordinator for the events. They would then work with all parties - emergency services, refuse collection, event organisers (who would in turn work with the vendors under their umbrella) – ensuring provision of suitable hygiene stations, parking, egress/ingress, permit issue etc.

I, personally, did not find it appropriate for the Town to comment that they are trying to take the pressure off the Town for issue of permits, as it must be a joint effort from all parties to ensure any event is run safely, securely and effectively. Event management, led by the Town, has the opportunity to present the town in its most attractive format as a tourism and home “destination” which, in turn, attracts possible future residents and entrepreneurs to our location.

t) Vendors should apply to event organizers before a set deadline so that there is time to prepare for what to expect and to coordinate and communicate amongst organizers, residents, businesses, Town staff, and other community groups

Provided the event organisers and Town advertise well enough in advance, with a specific and non-contestable deadline for applications, there should be no late permit/vendor applications. This can be administered through the procedure under (s).

u) Improved communication is essential

See all above

Finally, what we should consider is what does Mahone Bay want for its town? In light of past “observations” made regarding the Town and the way it operates, I found it surprising that not many interested parties attended the PIM, which impacts the community on so many levels? Consequently, should more be done to advertise this type of meeting, apart from using Social Media – a maildrop perhaps? These are, after all, important decisions and discussions that we are conducting for the future welfare of the town!

If events create an attractiveness and prosperous environment, thus encouraging people and families to visit with, possibly, making this their destination of choice as a home and future location, there must be suitable buy in and investment from the Town Council, organisers, and local community to make this happen. The alternative is to not do anything and continue with the town, community, business, and infrastructure being overwhelmed and creating the opposite view.

Happy to discuss further.

Jeff Phillips

Chair, Mahone Bay Tourism and Chamber of Commerce

Town of Mahone Bay Events

From Val Header

Thank you for the opportunity to add my ideas to the Town's Events planning discussion. I know that you are looking for comments and thoughts that will easily feed into a new events permitting bylaw. My thoughts are not that specifically focused. They are aimed, rather, at the philosophy and policy objectives that the by-law will serve.

The large festivals in Mahone Bay are initiated by the Chamber of Commerce to attract business to their members. Community groups like the MBC, Museum and Churches participate. They are a huge success, albeit with downsides: congested traffic, parking problems, volunteer burnout and worries about bad weather.

In this time of Covid we all wonder what the future will look like. Will we be avoiding crowded concerts and festivals for the next few years before Covid settles down? Are packed festivals a thing of the past? With these questions in mind I wonder if this is not an opportunity to consider other ways to hold events, create activities and attract visitors.

I'd like to suggest it may be wise to consider holding smaller, more frequent, events throughout the year. I'd also like to propose building *sustainable event structures* for activities.

Scarecrow and Father Christmas

I've noticed that many visitors think the festival is only on the designated weekends. It is heavily promoted as being on 2 weekends and yet the figurines are up for full 3 weeks and the shops are open all the time. If the Festivals were promoted as being on for 2 full weeks with inclusive dates, ex: 15 to 30 November, and events scheduled throughout that time, rather than happening all on one week-end, visitors will spread over the 2 week period. Yes, there are special events on the weekends, but organizers could hold and promote some, such as church lunches etc., for mid-week. This is best done voluntarily by cooperation amongst all that are involved but I suppose that events permitting could make it a requirement to spread things out.

Smaller more Frequent Events may be the way of the future: In the 13 May Chronicle Herald there is an article on Tourism in Yarmouth and Acadian Shore which is promoting shoulder season and culinary tourism as the way to go forward as Nova Scotians are predicted to choose more staycations.:

https://www.thechronicleherald.ca/business/local-business/culinary-tourism-shoulder-seasons-ns-staycations-part-of-future-focus-for-yarmouth-and-acadian-shores-tourism-448860/?utm_term=Autofeed&utm_medium=Social&utm_source=Facebook&fbclid=IwAR0xOrEtklNrdPAkTCHyhNOTJ0Vqxps1Mp-8dIndOeHinKX_kuXAhHK8y4#Echobox=1589335024

This led me to check out Tourism Industry of Canada (TIAC). Their response to Covid is to encourage national tourism organizations and operators to develop shoulder season events and culinary tourism specifically. This is a good idea regardless of the pandemic but if the tourism industry actively pursues the idea as a response to Covid it could take root.

There are plenty of creative ideas for smaller events, workshops, activities and experiences for visitors throughout the seasons:

- *Wassailing Festival* in winter months at the Old Apple Tree. Discussions already underway with Three Churches Foundation, Talking Trees and Saltbox Brewery.
- *Sweet Ride Fat Bike Rally* happens in winter and draws hundreds of bike riders to Town in the snow. A community oven, which is an idea on its own, discussed below, would be put to good use.
- *Magnolia Blossom Festival* – already started by Biscuit Eater which just held the 2nd annual Mother day Magnolia Festival. Plant more magnolia trees for a May shoulder season festival.
- *Locavore Food Festival* – an idea: invite celebrity chefs to feature local foods in each of the 5 or 6 kitchen halls in town: church halls, Legion, and MBC. Visitors could be encouraged to walk the trails to food destinations for brunch, lunch and dinners and picnic baskets. Pre-sold tickets could control numbers. A community oven would be put to good use.
- *Our Best to You* - Mahone Bay Museum local cooks of Mahone Bay food sale has been a tradition for more than 40 years and is perfectly positioned to be expanded as a culinary event with pop-up lunches, farmer's market and local preserves, cooking workshops. Usually late May. A community oven would enhance this event.
- *Traditional Field Day on the Village Green* – an idea: set up traditional children's races like egg and spoon, sack race, three legged race, tug o'war, kites and maypole dancing and more on the playing field. Pop up tents for food. Our Waldorf School residents are well versed in holding field day events. Again, a community oven is perfect here.

Utilize Our Recreational Green Space: our biggest, under-utilized asset.

Green space serves as what I call "Passive Events Venues". My concept is to develop an events "perma-culture" by building beautiful venues in and around Town and green spaces that passively attract visitors all year round – the idea that if you build it people will come – mostly in their own time and at their own pace but also when

events are being promoted. The Town already has examples such as the Gazebo, Water Garden, Tiny Tots, Trails, Ball field, Pool tennis courts and playing field. These all attract people in their time and can all be actively promoted as venues for events.

Our green assets are extensively enjoyed by residents and can be enhanced to attract visitors through out the year – not in droves but in a steady gentle stream. Roger Brooks, Destinations Expert advised our community on elements that attract visitors, what to do and what to avoid. He indicated that **people want activities** and experiences. Environmental destinations are already among the biggest draws for visitors.

Enhancing our trails and parks as experiential, and diverse places to spend many hours will put Mahone Bay in a strong position as an environmental destination.

Creating *passive sustainable events spaces and venues* requires infrastructure funds and a cohesive, long-term plan for how these *event spaces* can be developed while preserving our historic green spaces.

Most importantly, planning for trails and recreational spaces and infrastructure must be conducted with extreme environmental conservation ethic for preserving green assets and habitats.

There are plenty of creative ideas for visitor activities throughout the seasons:

Interlinked trails. Already in discussion at Town level in connection with healthy living and active transportation.

Communities in Bloom (CiB): <https://www.communitiesinbloom.ca/> The mission of Communities in Bloom Foundation is to provide information and education on the environmental, social and economic benefits of green spaces. It is an international organization linking beautiful towns around the world. A town with an CiB designation attracts visitors through out the shoulder and summer season. Annual competitions award towns in various categories and are a big point of pride. Tourism data indicates many thousands of visitors plan tours around visiting CiB designations. With *staycations* identified as a leading trend, this is well worth investing resources in. Mahone Bay has many elements already on the CiB checklist in order to win the designation. If we expand our trails and provide green space experiences and activities we could win the coveted designation. All plans for gardens, trails and green space usage need a cohesive vision that includes projects like Communities in Bloom. A CiB designation requires full support of the Town, Chamber of Commerce and the Garden Club plus organizations and many volunteers. This is another example of an on going *sustainable event* throughout the season.

Stone labyrinth Not to be confused with a maze, but a stone pathway based on the historic labyrinth in Chartres Cathedral, France, and duplicated in Grace Cathedral, San Francisco. Many Provinces have a directory of labyrinths as they are sought

after as places to visit. Ontario has scores of labyrinths and some lovely designs here: <http://www.labyrinthnetwork.ca/ontario-labyrinth-directory/>
Wherever they're built, they attract thousands of visitors every year.

There is a perfect level spot off the playing field in an almost amphitheater-like setting among trees. This would take visitors to the heart of our quiet green space over our interlinked trails or from parking at the MBC. This experiential paved area can serve as an outdoor teaching area, for ceremonies, concerts and contemplation. This is a prime example of a *passive sustainable event structure or venue*, that will naturally attract visitors to linger in Mahone Bay throughout the year. The labyrinth could be surrounded by a teaching garden with indigenous medicinal plants of Mi'kma'ki.

Community Oven. They've become popular across the country in cities like Toronto and Dartmouth <http://www.parkoven.ca/> and one in Margaree, Cape Breton. They promote a strong social network of community gathering for socializing, for cooking workshops and fundraising. They're a great example of a *passive events structure* for big and small events such as Village Green Picnics, bike rallies, or private parties. The playing field is a huge green and sustainable venue. We need to breathe life into it as the Village Green, just as MBC is the heart of our community. There are many ways this can be expanded with community gardens, orchards, perimeter walking track and interlinked trails.

Destinations expert Roger Brooks advised The Bluenose Coast on attracting visitors in 2008 and again in 2013. It is worth re-visiting:
https://tourismns.ca/sites/default/files/page_documents/bluenose_coast_assess_lo_res.pdf

Brooks gives a lot of excellent advice on how to attract visitors. His advice is if you can get people to spend 2 hours in your town, they will spend more dollars here, and more time. 80% of spending happens after 5 pm. How can we get people to not just drive through Mahone Bay for the one great photo opportunity of the Three Churches, but enjoy our Town as a welcome break in their journey to re-charge, re-fresh, and exercise in our extensive green space and stay over night.

1. Title

This By-law shall be known as the Temporary Vending By-law.

2. Purpose

Whereas Section 173 of the Municipal Government Act enables a municipality to regulate vending by enacting a by-law, the Town of Mahone Bay is enacting this by-law to ensure a fair and transparent process to permit vending within the town of Mahone Bay.

3. Definitions

In this By-law:

- a. **Busking** means providing entertainment in a public place, not for a set fee, but with the expectation that members of the public may choose to make a donation for the entertainment;
- b. **Community Group** means a group or organization that works to carry out activities that will benefit a particular group and/or the Town as a whole;
- c. **Council** means the Mayor and Councillors of the Town of Mahone Bay;
- d. **Crosswalk** means that portion of a roadway ordinarily included within the prolongation or connection of curb lines or the edge of a roadway and property lines at intersections or any portion of a roadway and property lines at intersections or any portion of a roadway clearly indicated for pedestrian crossings by lines or other markings on the road surface;
- e. **Mobile Canteen** means a motorized vehicle used for the display, preparation or sale of food or beverages by a mobile vendor;
- f. **Not for Profit** means an organization operated on a cost-recovery basis and not seeking profit;
- g. **Permit** means a Vending Permit issued pursuant to this By-law;
- h. **Premises** means any place of business, or place to which the public has access
- i. **Public Place** means roadways, sidewalks, parks and trails, cemeteries and to not restrict the generality hereof, all lands, structures and facilities own by or leased to

the Town, including the grounds, parking lot and any adjacent sidewalk to such lands, structures or facilities

- j. **Private Property** means any real property within the Town of Mahone Bay not owned by the Town.
- k. **Roadway** means that portion of a public right of way between the regularly established curb lines or that part improved and intended to be used for vehicular traffic;
- l. **Seasonal Market** means a regular outdoor seasonal vending location with multiple vendors, coordinated under a single organizing group;
- m. **Sidewalk** means that portion of a public right of way between the curb line and adjacent property line or any part of the roadway especially set aside for pedestrian travel and separated from the roadway;
- n. **Stand or Mobile Stand** means an outdoor table, showcase, bench, rack, without the assistance of a motor, and is used for the display, storage, transportation or sale of food, beverages or other merchandise by a vendor;
- o. **Town** means the Town of Mahone Bay;
- p. **Vehicle** means any vehicle required to be licensed and registered pursuant to the Motor Vehicle Act of Nova Scotia as well as any vehicle propelled by human power, whether required to be licensed or not;
- q. **Vending** means the sale and offering for sale of food, beverages or other merchandise or services from outside of an enclosed building, in a public place or on private property in the Town of Mahone Bay but, for greater clarity, does not include busking, door-to-door sales or yard sales;
- r. **Vendor** means an owner, agent, operator or employee of a vending business, including mobile vendors;
- s. **Yard Sale** means an occasional sale of personal property held at the home of the seller in a residential area. May also be referred to as a garage sale.

4. General Requirements

4.1 Permit Required to Vend

No person shall vend in the Town without a permit, except as where specifically exempted by this by-law.

4.2 Vending Categories

a. Mobile Canteens

- i. Permitted on private property subject to a vending permit and expressed permission of the property owner
- ii. Permitted on public property subject to a vending permit when part of a Special Event as defined by the Town of Mahone Bay Special Event By-law
- iii. Mobile Canteens must present their current Provincial Health certification
- iv. Mobile Canteens must present proof of one million dollars (\$1,000,000) of liability insurance
- v. Mobile Canteens must adhere to the following safety precautions:
 - a. Combustible media must not be used in an enclosed space
 - b. Cooking equipment must not be left unattended while it is still hot
 - c. Adhere to all fire and life safety regulations
 - d. Ensure that all safety precautions are followed for cooking equipment
 - e. Subject to all terms and conditions of this By-law.

b. Stands or Mobile Stands

- i. Permitted on private property subject to a vending permit and expressed permission of the property owner.
- ii. Permitted on public property subject to a vending permit when part of a Special Event as defined by the Town of Mahone Bay Special Event By-law.
- iii. Subject to all terms and conditions of this By-law.

c. Fundraising Events for not-for-profit community groups

- i. Permitted on private property subject to express permission of property owner;
- ii. Permitted on public property subject to approval of Mahone Bay Town Council;
- iii. Subject to all terms and conditions of this By-law.

d. Mobile Vending of alcohol and alcoholic products

- i. Permitted on private property subject to a vending permit and expressed permission of the property owner
- ii. Permitted on public property subject to a vending permit when part of a Special Event as defined by the Town of Mahone Bay Special Event By-law
- iii. Mobile vendors offering alcohol and alcoholic products must present provincial liquor license
- iv. Mobile vendors offering alcohol and alcoholic products for consumption on premises must present proof of five million dollars (\$5,000,000) of liability insurance.

- v. Mobile vending of alcohol and alcoholic products are subject to the terms and conditions of this by-law.

e. Mobile Vendor Space

- i. A business operating at a permanent location in the Town of Mahone Bay may obtain an annual permit for a Mobile Vendor Space located on the same property, which they may make available to temporary vendors
- ii. Vendors located in the Mobile Vendor Space are exempt from the requirement to obtain a permit under this By-law (other terms and conditions of the By-law still apply)
- iii. it is the responsibility of the Mobile Vendor Space permit holder to ensure that vendors using the space adhere to the terms and conditions of this By-law
- iv. Except as expressly permitted by motion of Council, no more than one Mobile Vendor Space permit shall be issued to a single business at a time and no permit will be issued for a location outside of a commercial zone (or a property outside of a commercial zone where a business has been permitted to operate in accordance with a Development Agreement)

f. Seasonal Market

- i. Permitted on private property subject to a vending permit and expressed permission of the property owner
- ii. Permitted on public property subject to a vending permit when part of a Special Event as defined by the Town of Mahone Bay Special Event By-law
- iii. Permitted on public property subject to a vending permit and expressed permission of Council
- iv. No more than one seasonal market may be permitted per property per calendar year
- v. The holder of the seasonal market permit must ensure that vendors using the space adhere to the terms and conditions of this by-law
- vi. A seasonal market location must be located in compliance with any existing development agreements or development permits
- vii. Application may be made to Council for more than one seasonal market permit or a mobile vendor space outside of a commercial zone

4.3 Conditions Applicable to Vending Generally

- a. No person shall vend in the town except in accordance with the terms and conditions of a Vending Permit and/or the terms and conditions of this by-law.
- b. No person, with or without a Vending Permit, shall:

- i. Vend between 10:00pm and 10:00am of the following day;
- ii. Occupy a vending location before 9:30am or after 10:30am;
- iii. Leave any stand or mobile canteen unattended on public property;
- iv. Vend to persons in motor vehicles;
- v. Vend within 3 metres of a fire hydrant or a fire exit;
- vi. Vend on public property within 10 metres of any driveway entrance to a police or fire station, or within 3 metres of any driveway entrance;
- vii. Vend within 3 meters of any crosswalk;
- viii. Sound or permit the sounding of any device which produces a loud and raucous noise, or use or operate any loudspeaker, public address system, radio, sound amplifier or similar device to attract the attention of the public or cry their wares to the disturbance of the public;
- ix. Vend in an obstructive manner which would include but not be limited by:
 - a. The restricting of the ingress or egress of the abutting property owner or tenant;
 - b. Obstructing pedestrian traffic
 - c. Increasing traffic congestion or delay;
 - d. Constituting a hazard to traffic;
 - e. Obstruct a roadway;
 - f. Vend when customers or people apparently waiting to become customers are standing in a roadway
- x. Install more than one (1) portable sign.
 - a. The portable sign shall be placed within 3.5 metres of the vendor location; and
 - b. shall be no more than one (1) metre in height and not more than 0.6 metres in width; and
 - c. must be of stable design so that it can reasonably be expected to withstand regular weather conditions
 - d. must be removed if weather conditions prevent it from remaining in place
 - e. surfaces and finish must be well maintained
- xi. Vend with any type of lighting that is directed toward, or in any way negatively impacting neighbouring property owners;
- xii. Sell anything other than that which is included in the Temporary Vending Permit
- xiii. Sell anything that is threatening, obscene, racist and/or otherwise discriminatory.

5. Solid Waste Disposal

- 5.1 Vendors are responsible to ensure that appropriate solid waste receptacles are provided immediately adjacent to the vending operation. The facilities shall be emptied on a regular basis to prevent overflow and spillage.
- 5.2 No vendor shall dispose of solid waste contrary to methods prescribed in the Town of Mahone Bay Solid Waste Management By-law.
- 5.3 No vendor shall leave any vending location without first picking up, removing and properly disposing of all recyclables, litter, and trash associated in any way with the vending activity, including emptying the litter and recycling receptacles.
- 5.4 No vendor shall dump any products in Town sewers or storm sewers.

6. Location

- 6.1 A vendor may engage in temporary vending only at the location specified on the permit, and provided that the vendor is in compliance with the other terms and conditions of this By-law.
- 6.2 Temporary Vending Permits for locations outside of a Commercial Zone (or a property outside of a commercial zone where a business has been permitted to operate in accordance with a Development Agreement) are restricted to a one-week maximum duration.
- 6.3 Only one Temporary Vending Permit a month may be issued to an individual vendor for a location outside of a Commercial Zone (or a property outside of a commercial zone where a business has been permitted to operate in accordance with a Development Agreement).
- 6.4 Only one Temporary Vending Permit a month may be issued for an individual property outside of a Commercial Zone (or a property outside of a commercial zone where a business has been permitted to operate in accordance with a Development Agreement).

7. Exemptions

- 7.1 The following activities shall be exempt from the requirement to obtain a permit under this By-law (other terms and conditions of the By-law still apply):
- a) Vending undertaken as a fundraiser for not for profit groups engaged in sporting, educational, or volunteer activities.
 - b) Businesses operating a permanent location within the Town of Mahone Bay, when setting up a Temporary Vending location elsewhere.
- 7.2 The following activities shall be exempt from the terms and conditions of this By-law:
- a) Busking in public places.
 - b) Door-to-door sales.
 - c) Home-based sales involving private residence, invitation-only events and activities.
 - d) Yard sales (subject to the terms and conditions of the Land Use By-law).
 - e) Sales of homemade products (e.g. lemonade stands) on private property with the expressed permission of the property owner and subject to the terms of the Land Use By-law that refer to Yard Sales. This includes previously prepared food products that are not required to be permitted under Provincial Food Safety Regulations.

8. Issuing a Permit

- 8.1 A Vending Permit issued under this By-law shall be specific to that person, business, or organization to which it is issued and shall not be transferrable.
- 8.2 A Vending Permit issued under this By-law shall be conspicuously displayed so as to be clearly visible from the roadway at all times during which goods or services are being offered for sale pursuant to this by-law.
- 8.3 All persons wanting to provide for sale goods or services within the Town of Mahone Bay are required to obtain a Temporary Vending Permit in accordance with this By-law by making application to the Town of Mahone Bay. Authorized Town of Mahone Bay staff will issue permits under this By-law upon compliance with all requirements and payment of prescribed permit fees, contained in Appendix A: Schedule of Fees.

- 8.4 A Vending Permit issued under this By-law shall specify the food, beverages, merchandise, or services to be sold under the permit.
- 8.5 A sponsoring individual, group or organization may obtain a permit or permits for multiple vendors to be located at a specific location.
- 8.6 A vending permit shall remain in effect for the period stated thereon. Permits may be issued for varying lengths of time with corresponding fees as outlined in this By-law.
- 8.7 In addition to the requirements contained in this By-law, a vendor shall have in effect all permits required by any other applicable Municipal, Provincial, and Federal statute, regulation, or licensing.
- 8.8 It shall be an offense for any person to make a false statement in their application for a permit under this By-law.

9. Cancellation of a Permit

- 9.1 Where it is found that a Vendor is in violation of the Temporary Vendors Permit, the Town may cancel the permit or suspend the permit until conditions are met.
- 9.2 Where it appears to the Council that it is in the public interest to do so, Council may, by motion, instruct Town staff to cancel any permit issued under this By-law.
- 9.3 Town of Mahone Bay staff will notify the holder of the Temporary Vendors Permit of any cancellation or revocation via mail to the address provided on the application.

10. Penalty

- 10.1 Applicants who are found to be in violation of the terms and conditions of this by-law may be held liable, and, on the discretion of Town staff, may:
- a. have their permit(s) revoked by the Town of Mahone Bay;
 - b. be served with a Summary Offense Ticket;
 - c. not be refunded their permit fee;

- d. not be issued subsequent permits within the Town of Mahone Bay;
- e. be barred from applying for a permits within the Town of Mahone Bay for a fixed period of time;
- f. be interrupted in their activity and be required to cease trade; and
- g. be reported to the RCMP for activities which are in violation of the Criminal Code of Canada

10.2 Any person who contravenes any provision of this By-law is punishable on summary conviction by a fine of not less than two hundred (200) dollars and not more than one thousand (1,000) dollars.

11. Severability

A decision by a court that any part of this By-law is illegal, void, or unenforceable severs that part, and does not affect the enforceability of the remainder of the By-law.

12. Force and Effect

This By-law is to come into effect and take effect on the date of its enactment.

This by-law shall repeal and supersede any and all previous regulations and/or by-laws held by the town of Mahone Bay regarding the vending of goods and services.

David W. Devenne, Mayor

Maureen Hughes, Town Clerk

This is to certify that the foregoing is a true copy of the by-law passed at a duly convened meeting of the Council of the Town of Mahone Bay, held the ____ day of _____ 2020.

Given under the hand of the Mayor and the Town Clerk and the seal of the Town of Mahone Bay this ____ day of _____ 2020.

CLERK'S NOTATION

First Reading:	
"Notice of Intent" Publication:	
Second Reading:	
Ministerial Approval:	
Date of Publishing:	
Forwarded to the Minister:	
Forwarded to Town Website:	

Schedule of Fees

<u>Vendor Category</u>	<u>Permit Fee</u>
Daily Vendor (Fri – Monday)	\$25/day
Weekend Vendor (Fri – Mon inclusive)	\$90/weekend
Weekly Vendor	\$125/week (7 days inclusive)
Monthly Vendor	\$450/month
Seasonal Market	\$25/year
Mobile Vendor Space	\$1,500/year

1. Title

This By-law shall be known as the Special Event By-law.

2. Purpose

Special events enrich the cultural life of the community and contribute to the business community of Mahone Bay by encouraging visitors. The purpose of this Special Events By-Law is to ensure consistency as well as the safety of Event Organizers and participants.

3. Definitions

- a. **Mass Gathering** means a special event, typically 300 or more, at an event or activity where there is potential to place exceptional demands on, or have impact on, the community and its services and resources. Such events can be one-time or recurring annual activities attracting a relatively large number of people in a confined area (either indoor or outdoor). For clarity, all Mass Gatherings shall be considered Special Events as defined under this By-law.
- b. **Organizer** means the person/organization who has the financial and operational responsibility for the special event or mass gathering including contracting with entertainers, facility booking, advertising the special event, and any and all other arrangements for the event.
- c. **Special Event** means a sporting, cultural, business or other type of activity that may be one-time or annual but occurs for a limited or fixed duration and has an impact on the Town by involving the use of Town lands, including streets and sidewalks, or requiring Town services such as additional policing, or traffic/operational support.
- d. **Temporary Street Closure** means a permit issued by the Town Traffic Authority to allow a special event on a Town Street.
- e. **Town** means the Town of Mahone Bay.

4. Event Permit Application Procedure

4.1 A promoter wishing to organize or hold a Special Event in the Town of Mahone Bay must first obtain a Special Event Permit from the Town. It shall be considered an offence under this by-law to organize or hold a Special Event without an approved Special Event permit from the Town.

4.2 A Special Event Permit will not be issued unless an application is received at least 30 days prior to the event.

4.3 It shall be considered an offence under this by-law to publicize or cause to be publicized a Special Event as defined under this by-law without an approved Special Event permit from the Town.

4.4 The Special Event permit application must:

- a. include the completed Town of Mahone Bay Special Event permit application form (form must be signed by the Organizer);
- b. be presented to the Town of Mahone Bay at least thirty (30) business days prior to the event; and
- c. be accompanied by Schedule of Events in the manner requested
- d. be accompanied by Site and Route Map in the manner requested (as required)
- e. be accompanied by any fees as required
- f. be accompanied by insurance documents as required

4.5 The Town will only issue a Special Events Permit for events where:

- a. there is adequate traffic and parking control to ensure that streets are clear for the passage of emergency vehicles;
- b. adequate provisions have been made for first aid;
- c. it is reasonably expected that Town resources will not be over-extended by the events and/or the parking and traffic associated with the event

4.6 The Town will not approve applications from organizers/organizations that support social or racial intolerance, violence or hatred.

5. Temporary Street/Sidewalk Closure

5.1 All Temporary Street/Sidewalk Closures must be approved by the Town Traffic Authority

5.2 On receiving approval from the Traffic Authority for a Sidewalk or Street Closure request the Organizer shall:

- a. provide notification of the event to all properties abutting the route of the closure, including times and specific locations of the closure, a minimum of fourteen (14) days prior to the event.
- b. provide proof to the Town that the notification to abutters has been circulated no less than fourteen (14) days before the date of the special event.
- c. work with abutting businesses and residents to minimize inconvenience

6. Responsibilities of Organizer

The Organizer (or their declared designate) must:

- 6.1 be available to be contacted by the Town or emergency personnel for the duration of the event
- 6.2 ensure that Town land is cleared of all debris and waste after the Special Event is over.
- 6.3 Ensure compliance with all Provincial guidelines and regulations pertaining to the Special Event.
- 6.4 ensure that appropriate solid waste receptacles are provided for the activities and attendees of the Special Event. The facilities shall be emptied on a regular basis to prevent overflow and spillage.
- 6.5 dispose of solid waste contrary to methods prescribed in the Town of Mahone Bay Solid Waste Management By-law.
- 6.6 not leave any Special Event location without first picking up, removing and properly disposing of all recyclables, litter, and trash associated in any way with the vending activity, including emptying the litter and recycling receptacles.
- 6.7 not dump any products in Town sewers or storm sewers.

7. Mass Gathering

7.1 When a Special Event can reasonably be expected to attract 300 or more people the organizer must include with their Special Event application, a Mass Gathering Planning Form.

7.2 The Mass Gathering Planning Form application must be submitted to the Town of Mahone Bay no later than 45 days prior to the scheduled Event.

7.3 Mass Gathering organizers must show with their completed Mass Gathering Planning Form that they have ensured:

- a. coordination with REMO and Emergency Services to ensure that all reasonable precautions have been taken to address public safety risks, including during response to an emergency
- b. an appropriate plan for traffic and parking which will ensure safe passage for regular traffic and emergency services vehicles
- c. a communication plan to disseminate information on the planned event to residents and businesses in the Town of Mahone Bay
- d. Medical and lost person procedure

7.4 Mass Gathering organizers are responsible to:

- a. ensure that Emergency Services (RCMP, Ambulance/EHS, and Fire Department) are advised of the specific dates, times, and locations of activities at least fourteen (14) days in advance of the Mass Gathering.
- b. provide proof to the Town no less than fourteen (14) days before the Mass Gathering that the notification to the Emergency Services has been circulated.

8. Signage

8.1 Signage for the Special Event or Mass Gathering may only be posted in locations approved by the Traffic Authority and are subject to being removed if not approved.

8.2 Any signs which are found to be an impediment to the visibility of vehicle operators will be removed immediately.

8.3 Any signs which are an impediment to the safe passage of pedestrians will be removed immediately.

8.4 Event signage shall not be posted on private property without the permission of the property owner.

8.5 Signs for Special Events are not to be posted more than 30 days prior to the scheduled event.

9. Insurance

9.1 The organizer shall provide and maintain General Liability insurance subject to limits of not less than Five Million (\$5,000,000) dollars inclusive per occurrence for incident, bodily injury, death and damage to property. The policy will be held with an insurer acceptable to the Town and the policy shall contain a cross liability clause, waiver of subrogation.

9.2 The organizer shall provide a Certificate of Insurance within 15 business days of the event date, evidencing proof of required insurance with the Town named on the policy as Additional Insured.

9.3 Dependent on the scope and nature of the special event – such as whether the event includes the consumption of alcohol – and as determined by the Town insurer, the organizer may be required to provide additional insurance coverage in excess of Five Million (5,000,000) dollars.

10. Cancellation of Permit

10.1 Where it is found that a Special Event permit holder is in violation of this By-law, the Town may cancel the permit or suspend the permit until conditions are met.

10.2 Where it appears to the Council that it is in the public interest to do so, Council may, by motion, instruct Town staff to cancel any permit issued under this By-law.

10.3 Where a permit issued under this by-law is cancelled due to failure of an organizer to adhere to the by-law and/or remediation instruction from the Town, the Town may withhold future permits for the organizer(s) of the Special Event or Mass Gathering.

10.4 Town of Mahone Bay staff will notify the holder of the Special Event Permit of any cancellation or revocation via mail to the address provided on the application.

11. Penalty

11.1 Applicants who are found to be guilty of an offense against this by-law may be held liable, and, on the discretion of Town staff, may:

- a. have their license(s) revoked by the Town of Mahone Bay;

- b. be served with a Summary Offense Ticket;
- c. not be refunded their application fee;
- d. not be issued subsequent permits within the Town of Mahone Bay;
- e. be barred from applying for a permits within the Town of Mahone Bay for a fixed period of time;
- f. be interrupted in their activity and be required to vacate Town property; and
- g. be reported to the RCMP for activities which are in violation of the Criminal Code of Canada

11.2 Any person who is guilty of an offense under this By-law is punishable on summary conviction by a fine of not less than \$200 and not more than \$1,000.

12. Canadian Charter of Rights and Freedoms

Section 2 of the Canadian Charter of Rights and Freedoms sets out the fundamental freedoms of all Canadians, including freedom of peaceful assembly. The Charter is the highest law in Canada. As such, all federal and provincial statutes, as well as municipal by-laws, must be compliant with the Charter.

Nothing in this By-law should be construed as limiting the freedoms afforded by the Charter, however the Town requires permits for Special Events as defined herein to maintain public safety (particularly for events on public property, where street closure is required for example). If a Special Event Organizer is unable to meet the requirements of this By-Law due to the spontaneous nature of the event, they are encouraged to contact the Town immediately. Town staff will work with the Organizer to ensure the Special Event complies with the By-law to the greatest extent possible.

13. Severability

A decision by a court that any part of this By-law is illegal, void, or unenforceable severs that part, and does not affect the enforceability of the remainder of the By-law.

14. Force and Effect

This By-law is to come into effect and take effect on the date of its enactment.

This by-law shall repeal and supersede any and all previous regulations and/or by-laws held by the town of Mahone Bay regarding the scheduling of special events.

David W. Devenne, Mayor

Maureen Hughes, Town Clerk

This is to certify that the foregoing is a true copy of the by-law passed at a duly convened meeting of the Council of the Town of Mahone Bay, held the ____ day of _____ 2020.

Given under the hand of the Mayor and the Town Clerk and the seal of the Town of Mahone Bay this ____ day of _____ 2020.

CLERK'S NOTATION

First Reading:	
"Notice of Intent" Publication:	
Second Reading:	
Ministerial Approval:	
Date of Publishing:	
Forwarded to the Minister:	
Forwarded to Town Website:	



Town of Mahone Bay

Staff Report

RE: Alternative Voting By-law

June 25, 2020

General Overview:

The purpose of this report is to provide Council with an update in respect to the Alternative Voting By-law, for which Council provided first reading on June 9, 2020 and a Public Hearing is scheduled for July 14, 2020.

Background:

Council received a staff report with an update on the 2020 Municipal Election and a draft Alternative Voting by-law on June 9, 2020, at which time they provided first reading of the by-law. A Public Hearing date was set for July 14, 2020 and was advertised in the June 24, 2020 edition of the Progress Bulletin.

Since the June 9, 2020 election staff have had discussions regarding the wording of Section 16 which has been described as hard to understand, and staff have noticed the lack of reference to a School Board election in the By-law, though there will still be a School Board election for the Conseil scolaire acadien provincial (CSAP).

Analysis:

Section 16 – Other Methods of Voting

Section 16 of the draft Alternative Voting By-law, as given first reading by Council on June 9, 2020 reads as follows:

16. OTHER METHODS OF VOTING

As voting via the internet through the unsupervised use of a personal computing device is permitted during an election, voting shall be permitted by some other means on each advance polling day and on ordinary polling day.

This clause is included in the by-law to indicate that even though voting will be permitted by the unsupervised use of a personal computing device (or, by

extension, a telephone) there will be an opportunity to vote in a supervised polling station on each advance polling day and on election day.

Staff have received questions about the phrasing of this clause, and the need to find a plain language phrasing to make the by-law more accessible. Staff have done further research and have proposed a plain language re-write for Section 16:

16.1 The Returning Officer shall establish at least one polling station for alternative voting that is equipped with a computer or other device to permit voting by internet ballot.

16.2 The polling station for alternative voting shall be:

a. Available for electors who are voting with friend voters and for any other electors; and

b. Open on each advance polling day, on ordinary polling day, and on such other days as decided by the Returning Officer.

School Board Election

School Board Elections were not included in the original draft Alternative Voting By-law as presented to Council on June 9, 2020, but staff have caught this oversight and have amended the by-law to permit voting in School Board Elections, CSAP, to also be conducted by Alternative Voting. Staff feel that this is important for all of the same reasons of convenience, accessibility, and preparation for pandemic related sanitization requirements as for municipal elections.

Three references to “School Board Election” have been inserted in the Alternative Voting By-law: in the definition for ‘Election’; the definition for ‘Special Election’; and in the Section 5 Form of Telephone and Internet Ballots.

Financial Analysis:

As there is still time to revise the draft Alternative Voting By-law posted for public viewing in advance of the Public Hearing on July 14, 2020, we will not need to re-advertise or move the hearing so we would not encounter any additional

advertising costs. Therefore, there are no financial implications to accepting the proposed amendments as minor amendments.

Links to Strategic Plan:

3.3 Governance and Public Engagement

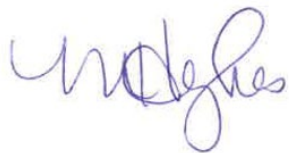
- Optimize governance structure for effective decision-making
- Create opportunities for public engagement

Recommendation:

It is recommended, that at the June 25, 2020 meeting of Council

THAT Council approve the minor amendments to the Draft Alternative Voting By-law as given first reading on June 9, 2020.

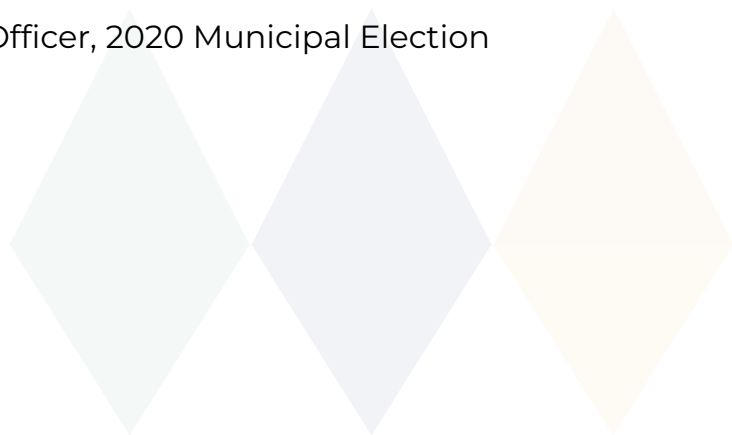
Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO

Town of Mahone Bay Returning Officer, 2020 Municipal Election



1. SHORT TITLE

1.1. This By-law shall be cited as the **“Alternative Voting By-Law.”**

2. DEFINITIONS

2.1 In this By-law:

- i. **“Act”** means the *Municipal Elections Act*, 1989 R.S.N.S. c. 300, as amended;
- ii. **“Advance Poll”** means the two weeks immediately preceding ordinary polling day;
- iii. **“Alternative Polling Days”** means any hours and dates fixed by a resolution of Council for alternative voting;
- iv. **“Alternative Voting”** means voting by telephone or via the internet and includes a combination of telephone and internet voting;
- v. **“Ballot Box”** means a computer database in the system in which internet ballots and telephone ballots are placed;
- vi. **“Candidate”** means a person who has been nominated as a candidate pursuant to the Act;
- vii. **“Council”** means the Council of the Town of Mahone Bay;
- viii. **“Deputy Returning Officer”** means a person appointed by the Returning Officer pursuant to the Act to preside over a polling station;
- ix. **“Election”** means an election held pursuant to the Act, including a **school board election**, special election, and a plebiscite;
- x. **“Election Officer”** means an “election official” under the Act;
- xi. **“Elector”** means a person:
 - a. Qualified to vote pursuant to the Act; and
 - b. Entitled to vote for an election pursuant to section 7 of this by-law;
- xii. **“Final List of Electors”** means the final list of electors completed pursuant to section 40 of the Act;
- xiii. **“Friend Voter”** means a friend who votes for an elector pursuant to Section 9 of the by-law;

- xiv. **“Internet Ballot”** means an image of a ballot on a computer screen including all the choices available to an elector and the spaces in which an elector marks a vote;
- xv. **“Town”** means the Town of Mahone Bay;
- xvi. **“Normal Business Hours”** means the time between 8:30 am and 4:00 pm Monday through to and including Friday;
- xvii. **“Ordinary Polling Day”** means the third Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election;
- xviii. **“PIN”** means the Personal Identification Number issued to an elector for alternative voting on alternative polling days;
- xix. **“Plebiscite”** means a plebiscite directed to be held by the Council pursuant to section 56(2) of the *Municipal Government Act*;
- xx. **“Proxy Voter”** means an elector who votes by a proxy pursuant to the Act;
- xxi. **“Regular Election Year”** means 2020 and every fourth year thereafter;
- xxii. **“Rejected Ballot”** means the refusal by an elector to accept a ballot in a race;
- xxiii. **“Returning Officer”** means a Returning Officer appointed by Council pursuant to the Act;
- xxiv. **“Seal”** means to secure the ballot box and prevent internet and telephone ballots from being cast;
- xxv. **“Special Election”** means a special election held pursuant to the Act, including a special election for a vacancy on a school board;
- xxvi. **“Spoiled Ballot”** means an internet ballot or telephone ballot marked by an elector indicating a refusal to cast a vote for any candidate in a race;
- xxvii. **“System”** means the technology, including software that:
 - a. Records and counts votes; and
 - b. Processes and stores the results of alternative voting during alternative polling days;
- xxviii. **“System Election Officer”** means:
 - a. A person who maintains, monitors, or audits the system, and
 - b. A person who has access to the system beyond the access necessary to vote by alternative voting.
- xxix. **“Telephone Ballot”** means:
 - a. An audio set of instructions which describes the voting choices available to an elector; and
 - b. The marking of a selection by an elector by depressing the number on a touch tone keypad.

3. ALTERNATIVE VOTING PERMITTED

3.1 Subject to this by-law, alternative voting shall be permitted on all days of advance polling and on ordinary polling day.

4. NOTIFICATION OF ELECTORS

4.1 The Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the Town.

4.2 The notice of alternative polling days shall:

- a. identify the alternative polling days for alternative voting; and
- b. inform the elector that telephone voting and internet voting is permitted during alternative polling days.

4.3 The notice may include any other information the Returning Officer deems necessary.

5. FORM OF TELEPHONE AND INTERNET BALLOTS

5.1 A telephone ballot and internet ballot shall:

- a. identify the title “Election for Mayor” or “Election for Councillor” or “Election for School Board Member” as the case may be.
- b. identify the names of name by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names, and;
- c. warn the elector to “vote for one candidate only” or “vote for not more than (the number of candidates to be elected) candidates” as the case may be.

5.2 No title, honour, decoration or degree shall be included with a candidate’s name on an internet ballot or telephone ballot.

6. OATH

Any oath that is authorized or required shall be made in the form specified by the Act.

7. ELECTORS

No person shall vote by alternative voting unless:

- a. the person's name appears on the final list of electors on the date chosen by Council for the final list of electors to be completed pursuant to section 40 of the Act; or
- b. the person's name does not appear on the final list of electors and:
- c. the person appears before the Returning Officer or the Deputy Returning Officer during normal business hours during alternative polling days; and
- d. the person swears an oath in the manner prescribed by the Act.

8. PROXY VOTING

8.1 A proxy voter shall not vote for an elector by alternative voting or by paper ballot during advanced polling pursuant to the Act.

9. FRIEND VOTING

9.1 A friend voter shall only vote for an elector by alternative voting if:

- a. an elector is unable to vote because:
- b. the elector is blind;
- c. the elector cannot read;
- d. the elector has a physical disability that prevents him or her from voting by alternative voting;
- e. the elector and the friend voter appear, in person, before the Returning Officer or the Deputy Returning Officer and take the prescribed oaths.

9.2 A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.

9.3 The elector shall take an oath in the form prescribed by the Act providing that he or she is incapable of voting without assistance.

9.4 The friend of the elector shall take an oath in the prescribed form to this by-law that:

- a. the friend has not previously acted as a friend for any other elector in the election other than an elector who is a child, grandchild, brother, sister, parent, grandparent, or spouse of the friend of the elector;
- b. the friend will mark the ballot as requested by the elector; and

- c. the friend will keep secret the choice of the elector.
- 9.5 The Returning Officer shall enter into the poll book:
- a. the reason why the elector is unable to vote;
 - b. the name of the friend; and
 - c. the fact that the oaths were taken.

10. VOTING

10.1 The system shall put internet ballots and telephone ballots cast by an elector in the ballot box.

- a. The system shall put spoiled ballots in the ballot box.

10.2 Where alternative voting closes at the close of the polls on ordinary polling day, the system shall seal the ballot box at the close of the poll on ordinary polling day.

- a. The system shall seal the ballot box even where fewer than ten persons from any polling district voted for a candidate during alternative polling days.

10.3 In the event of contravention of this By-law, the Town may, initially, or in addition to any prosecution or other remedy:

- a. prepare and serve a notice in writing to an owner to undertake work including, but not limited to the posting or re-posting of a civic number on a building or lot, the erection or re-erection of signage for a private road, or the removal of a civic number or signage for a private road.

11. LIST OF PERSONS WHO VOTED

11.1 Where alternative voting closes at the close of the polls on ordinary polling day, the system shall:

- a. generate a list of all electors who voted by alternative voting; and
- b. on the Final List of Electors cause a line to be drawn through the name of all the electors who voted during alternative polling days.

11.2 A printed and electronic copy of the lists under section 11.1 shall be delivered to the Returning Officer within 24 hours of the close of alternative voting.

12. COUNTING

12.1 At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the ballot box that were cast for each candidate during alternative polling days.

12.2 In counting the votes that were cast for each candidate during alternative polling days, the system shall count spoiled ballots and shall not count rejected ballots.

13. TALLYING OF SPOILED BALLOTS

At the close of ordinary polling day, the system shall tally the number of spoiled ballots that were cast during alternative polling days and the tally shall be delivered to the Returning Officer.

14. RECOUNT BY SYSTEM

14.1 In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.

14.2 If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.

14.3 If the regenerated count and the initial count do not match, the Returning Officer shall:

- a. direct one final count be regenerated by the system of the votes cast by alternative voting, and;
- b. attend while the final count is being regenerated

14.4 The regenerated final count pursuant to subsection 14.3(a) shall be the final count of the votes cast by alternative voting.

15. SECRECY

15.1 An election officer and system election officer shall maintain and aid in maintaining the secrecy of the voting.

15.2 Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

16. OTHER METHODS OF VOTING

~~As voting via the internet through the unsupervised use of a personal computing device is permitted during an election, voting shall be permitted by some other means on each advance polling day and on ordinary polling day.~~

16.1 The Returning Officer shall establish at least one polling station for alternative voting that is equipped with a computer or other device to permit voting by internet ballot.

16.2 The polling station for alternative voting shall be:

- a. Available for electors who are voting with friend voters and for any other electors; and
- b. Open on each advance polling day, on ordinary polling day, and on such other days as decided by the Returning Officer.

17. SEVERABILITY

If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

18. PROHIBITIONS

18.1 No person shall:

- a. use another person's PIN to vote or access the system unless the person is a friend voter;
- b. take, seize, or deprive an elector of his or her PIN; or
- c. sell, gift, transfer, assign or purchase a PIN.

18.2 No person shall:

- a. interfere or attempt to interfere with an elector who is casting an internet ballot or telephone ballot;
- b. interfere or attempt to interfere with alternative voting; or
- c. attempt to ascertain the name of the candidate for whom an elector is about to vote or has voted.

18.3 No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

18.4 A person who:

- a. violates any provision of this by-law; or
- b. permits anything to be done in violation of any provision of this by-law;
- c. is guilty of an offense.

18.5 A person who contravenes 18.4 of this by-law is guilty of an offense and is liable, on summary conviction, to a penalty.

18.6 In determining a penalty under 18.5, a judge shall take into account:

- a. the number of votes attempted to be interfered with;
- b. the number of votes interfered with; and
- c. any potential interference with the outcome of an election.

18.7 Pursuant to section 146A of the Act;

- a. the limitation period for the prosecution of an offense under this by-law is two years from the later of the date of the commission of the offense and the date on which it was discovered that an offense had been committed; and
- b. the Remission of Penalties Act, 1989 SNS c. 397, as amended, does not apply to a pecuniary penalty imposed by this by-law.

20. BY-LAW ENFORCEMENT

It shall be the duty of the Returning Officer, appointed for the Town of Mahone Bay under the Nova Scotia Municipal Elections Act, to report all violations of this By-Law.

David W. Devenne, Mayor

Maureen Hughes, Town Clerk

This is to certify that the foregoing is a true copy of the by-law passed at a duly convened meeting of the Council of the Town of Mahone Bay, held the day of 2020.

Given under the hand of the Mayor and the Town Clerk and the seal of the Town of Mahone Bay this day of 2020.

CLERK'S NOTATION

First Reading:	June 9, 2020
"Notice of Intent" Publication:	June 23, 2020
Second Reading:	
Ministerial Approval:	
Date of Publishing:	
Forwarded to the Minister:	
Forwarded to Town Website:	





Town of Mahone Bay

Staff Report

RE: 2020 Beautification & Streetscaping

Application (Update)

June 25th, 2020

General Overview:

This report is intended to provide Council with an update on projects and initiatives in the 2020-21 annual budget for which the Town may apply for funding support from the Provincial Beautification & Streetscaping Program.

Background:

Council approved the 2020-21 annual budget on May 12, 2020. Projects and initiatives included in the 2020-21 annual budget eligible for funding under the Provincial Beautification & Streetscaping Program include the Wayfinding Strategy and Signage initiative and the Edgewater Street Beautification project.

The 2020 Beautification & Streetscaping Program from the Nova Scotia Department of Municipal Affairs (guidelines attached as Appendix A) could potentially fund up to 50% of project costs (to a maximum of \$25,000). The Town previously received funding from this Program for bandstand renovations in 2018-19. This year's application deadline has been extended to July 1, 2020. As a result of the deadline extension this report – originally provided to Council's meeting of May 28, 2020 – has been updated with additional analysis and a revised recommendation.

As per Council's direction on May 28 staff reached out to the Mahone Bay Tourism and Chamber of Commerce (MBTCC) to initiate discussion of the proposed Wayfinding Strategy and Signage initiative. Staff participated in an initial project team meeting with appointed MBTCC representatives on June 10, 2020 (meeting notes attached as Appendix B).

Analysis:

The eligible components of the Wayfinding Strategy and Signage initiative are related to new pedestrian and vehicular wayfinding signage in the downtown pursuant to the development of a Wayfinding Strategy with the Mahone Bay Tourism and Chamber of Commerce. Eligible components of the Edgewater Street Beautification project include new post lighting and the Bayview Cemetery façade (fence and gate).

Financial Analysis:

2020-21 Budget

Wayfinding \$30,000 total budget (proposed \$10,000 Town, \$5,000 MBTCC, \$15,000 Provincial)

Edgewater St. \$20,000 total budget (proposed \$10,000 Town (target \$5,000 donations), \$10,000 Provincial)

The potential funding source for the \$25,000 in proposed Provincial funds is the 2020 Beautification & Streetscaping Program, to match \$20,000 from the Town and \$5,000 from MBTCC.

Staff propose a single application to the 2020 Beautification & Streetscaping Program for a combined project with proposed expenditures as follows:

Wayfinding Signage Design	\$5,000
New Wayfinding Signage	\$20,000
New Post Lighting (4)	\$15,000
Bayview Cemetery Fence and Gate	\$10,000

Strategic Plan:

3.2 Economic and Community Development

- Collaborate with organizations that are involved in economic development activities

Recommendation:

It is recommended,

THAT Council direct staff to apply to the 2020 Beautification and Streetscaping Program for the Edgewater Street Beautification and Wayfinding Signage Project.

Attached for Council Review:

- 2020 Beautification & Streetscaping Program Guidelines
- Wayfinding Project Team June 10th Meeting Notes

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



Beautification and Streetscaping Program

GUIDELINES 2020-2021



The Beautification and Streetscaping Program is designed to support the development of attractive and inviting areas where visitors are enticed to spend money in a municipality. Key investments can rejuvenate areas, foster local pride, encourage economic development and enhance the character of municipalities.

Purpose

Provide financial assistance to municipalities to invest in beautification and streetscaping to help improve aesthetics with a specific focus on tourism attraction.

Program Expenditures & Application Deadline

Applications are due April 30, 2020 – **(extended to June 1, 2020** due to current circumstances) and are subject to availability of funding. Projects must be completed by March 31, 2021.

Program Administration

This is a competitive funding process. Projects must not only meet program criteria, but also demonstrate the potential to increase tourism revenues.

Applicants will complete online applications in the Department of Municipal Affairs and Housing's Grant Management System (GMS). Deadline for applications is April 30, 2020 – **extended to June 1, 2020** due to current circumstances.

Successful applicants **will submit a final report within 30 days of project completion.**

Priority will be given to projects demonstrating:

- Critical mass of businesses and services with a tourism focus in designated area
- Fit with existing plans (such as community master plan, municipal planning strategy, regional economic strategy)
- Projects that demonstrate the potential for sustained economic, social and environmental benefits

Eligibility

An applicant must be a municipality. Applicants can use funding for the purposes of beautifying, improving and maintaining property owned or leased by the municipality or pay grants to a body corporate for beautifying a business district.

To be eligible, municipalities must have filed all reporting from the previous year with the Department of Municipal Affairs and Housing.

Level of Investment

Based on program fit and budget availability, successful applicants may receive between \$10,000 and \$25,000 to go towards total project costs. The Program will consider up to 50% to a maximum of \$25,000 of eligible costs with the balance coming from the applicant or other sources. Total eligible project costs must be a minimum of \$20,000 to be considered.

Eligible Program Costs

Eligible projects costs must be incurred between date of application and March 31, 2021. Where possible and applicable, preference is given to sustainable designs and materials.

Eligible Costs Include:

- Signage
- Beautification fixtures such as baskets, banners, benches, bike racks, waste receptacles, planters, flowers and planters
- Planting of shrubs and trees
- Lighting
- Building façade
- Kiosks and other amenities directed to a tourism audience
- Beautification and streetscaping plans
- Contracted labour (non-staff)
- Professional services

Ineligible costs include: Land acquisition, purchase of equipment for project construction, operating costs, marketing plans and initiatives, ongoing maintenance costs, and administration.

Examples of Eligible Costs



SIGNAGE

- ① Gateway / Entrance Signs
- ② Directional Signs
- ③ Interpretive Panels
- ④ Perpendicular Business Signs

BEAUTIFICATION

- ⑤ Trees and Shrubs
- ⑥ Planters and Flower Baskets

OTHER AMENITIES

- ⑦ Lighting
- ⑧ Public Restrooms

Application Process

1. Determine if the project aligns with existing plans.
2. Obtain CAO approval for the project.
3. Complete the online Grants Management System application by April 30, 2020 – **extended to June 1, 2020** due to current circumstances.

The review and evaluation of applications is a competitive process. Although the project may be eligible, it is not guaranteed funding from the program. If the application is successful, the full amount requested may not be funded.

Submissions must include a completed online application. You will receive confirmation that you should retain for your files. If you do not receive a confirmation, please contact Department of Municipal Affairs and Housing to confirm receipt of application.

Successful applicants will receive a confirmation from the Minister of Municipal Affairs and Housing with funds following shortly thereafter.

Program Conditions

The Department of Municipal Affairs and Housing contribution must be recognized in any project promotion or communication.

Successful applicants will receive funding assistance upon receiving ministerial confirmation.

A list of successful project applicants may be made public after the process is completed.

Final Report

A final report containing proof of expenditures must be received **within 30 days of project completion**.

Department of Municipal Affairs and Housing has the right to require the return of any unspent funds or any funds that have been spent on items that were not part of the Agreement.

For More Information

BSP Program Administration
Department of Municipal Affairs
and Housing

902-424-3846
bspinfo@novascotia.ca

1505 Barrington Street, Floor 8 N
PO Box 216, Halifax, NS B3J 2M4

WAYFINDING PROJECT TEAM

Meeting Notes, June 10, 2020

Attending: Dylan Heide (Town CAO), Maureen Hughes (Town Clerk / Deputy CAO), Jeff Phillips (MBTCC Chair), Michelle Johnson (MBTCC Member), Danielle King (MBTCC Member)

This was the first meeting of the Mahone Bay Wayfinding Project team, following acceptance by the Town Council of MBTCC's invitation to collaborate on improving wayfinding signage in Mahone Bay.

- Project Administration Approach:
 - Project Revenues: \$10,000 Town (confirmed), \$5,000 MBTCC (confirmed), \$15,000 Provincial (proposed)
 - Project Expenditures: \$5,000 Signage Design, \$20,000 Signage Construction and Installation
 - Town to be project lead with monies flowing through Town (MBTCC would contribute its \$5,000 to the Town for this purpose, on confirmation of Provincial funding).
 - Discussion will continue re ownership and maintenance responsibility for signage including the potential for an Agreement in this regard between the Town and MBTCC (building on existing relationship).
- Design Approach:
 - Avoid clutter and confusion with regulatory / other signage
 - Keep signage simple and contrasting, keeping accessibility in mind
 - Tie-in with MBTCC logo / colours for additional eye-catching impact (but don't overdo it)

NEXT STEPS:

- Staff Report to Council's June 25th meeting recommending Provincial Beautification & Streetscaping Program funding application.
- Project Meeting #2 – Week of June 29th – July 3rd
 - Define approach to inventory and survey
- June 26th to July 30th – Inventory and Survey
 - Conduct an inventory of current wayfinding / visitor signage (including it's ownership and condition) – including but not limited to: Hwy 103 visitor signage; "Beauty Around Us" Signage; blade

signage downtown; MBTCC entrance signage; MBTCC signage on Hwy 3 (Edgewater).

- Conduct a survey of local businesses to identify and evaluate wayfinding signage gaps and opportunities (first looking back on any prior survey response on this subject) including but not limited to: additional blade signage, affirmation (businesses ahead) signage, adding wayfinding to existing infrastructure (benches, garbage receptacles, etc.), “You Are Here” pedestrian map signage.
- Project Meeting #3 – Week of July 20th – July 24th
 - Define scope of signage design RFP
- Staff Report to Council’s July 30th meeting recommending issuance of RFP for design of 2020-21 signage.
- Project Meeting #4 – Week of August 27th – August 31st
 - Evaluation of signage design proposals
- Staff Report to Council’s September 8th meeting AND report to MBTCC Sept. Board meeting recommending designs.
- Proceed to tender for construction and begin construction on award of tender.
- 2020-21 wayfinding signage installed no later than Nov 20th.



Town of Mahone Bay

Staff Report

RE: 2020-21 Transportation Project

June 25th, 2020

General Overview:

This report is intended to provide Council with recommendations based on discussion of potential 2020-21 transportation projects at the special meeting held June 11th, 2020.

Background:

CBCL Ltd. presented Council with a draft Transportation Plan Report on May 12th, 2020. The 2020-21 annual budget approved by Council on May 12th, 2020 included a \$100,000 allocation for transportation projects with a proposed \$100,000 in additional project funding to be applied for from the Provincial 2020 Connect2 Program (program guidelines attached as Appendix A).

Council received a staff report on the draft CBCL Ltd. report on May 28th which resulted in the special meeting held on June 11th, at which Council provided input into the development of a list of potential components for a 2020-21 Transportation Project (as per the 2020-21 annual budget).

Analysis:

The following are the proposed potential components for a 2020-21 Transportation Project, for which the Town may seek funding support from the Provincial 2020 Connect2 Program, based on Council's input on June 11th:

- New 3-Way Stop at Clearway St. – Main St. Intersection
- New Pedestrian Crosswalks at:
 - Medical Centre (crossing Main St.)
 - Cherry Lane (crossing Main St.)
 - Lutheran Church (crossing Edgewater St.)
 - Keddy's Landing (crossing Edgewater St.)
- Improved Trail Crossing at Long Hill Rd. – Main St. Intersection.
- New Traffic Calming Measures on Clairmont St. and Kinburn St.
- Changing Cherry Lane to One-way and Orchard St. to One-way (to Parish St.) with Parish St. serving as the exit for both.

On confirmation of these project components for the 2020-21 Transportation Project, staff will work with CBCL Ltd. to develop the project for a proposed Connect2 program application for Council and public consideration at the regular meeting on July 14th, 2020.

Council's discussion on June 11th also gave rise to a number of related recommendations as follows:

- To contact the Nova Scotia Dept. of Transportation and Infrastructure Renewal regarding the Town's proposed 2020-21 Transportation Project as well as to discuss proposed changes on highway approaches to Mahone Bay as outlined in the CBCL Ltd. report.
- To contact the Nova Scotia Liquor Commission regarding the proposed bicycle corridor across their property referenced in the CBCL Ltd. report, connecting Main St. and Kinburn St., and supporting the establishment of community-wide all-ages bicycle route.
- To contact the Mahone Bay Legion in response to their letter and concerning the Town's ongoing responsibility for the cenotaph and desire to work closely with the Legion in this regard.

Financial Analysis:

The Provincial 2020 Connect2 Program may provide funding for up to 75% of project costs (to a maximum of \$100,000 for Active Transportation Infrastructure and Design projects) and is now open for applications on a continuing basis until September 30th, 2020.

The staff report to Council's regular meeting on July 14th will include financial analysis in relation to the proposed Connect2 program application.

Strategic Plan:

3.1 21st Century Infrastructure

- Provide safe streets and sidewalks

Recommendation:

It is recommended,

THAT Council accept the CBCL Ltd. Transportation Plan Report, presented May 12th, 2020, and refer the Report to the Asset Management Committee to further consider its recommendations for future asset management plans; and,

THAT Council direct staff, supported by CBCL Ltd., to develop the 2020-21 Transportation Project including:

- New 3-Way Stop at Clearway St. – Main St. Intersection
- New Pedestrian Crosswalks at:
 - Medical Centre (crossing Main St.)
 - Cherry Lane (crossing Main St.)
 - Lutheran Church (crossing Edgewater St.)
 - Keddy's Landing (crossing Edgewater St.)
- Improved Trail Crossing at Long Hill Rd. – Main St. Intersection.
- New Traffic Calming Measures on Clairmont St. and Kinburn St.
- Changing Cherry Lane to One-way and Orchard St. to One-way (to Parish St.) with Parish St. serving as the exit for both.

For a proposed Connect2 program application for Council and public consideration at the regular meeting on July 14th, 2020; and,

THAT Council direct staff to contact the Nova Scotia Dept. of Transportation and Infrastructure Renewal regarding the Town's proposed 2020-21 Transportation Project as well as to discuss proposed changes on highway approaches to Mahone Bay as outlined in the CBCL Ltd. report; and,

THAT Council direct staff to contact the Nova Scotia Liquor Commission regarding the proposed bicycle corridor across their property referenced in the CBCL Ltd. report, connecting Main St. and Kinburn St., and supporting the establishment of community-wide all-ages bicycle route; and,

THAT Council direct staff to contact the Mahone Bay Legion in response to their letter and concerning the Town's ongoing responsibility for the cenotaph and desire to work closely with the Legion in this regard.

Attached for Council Review:

- 2020 Connect2 Program Guidelines

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

LowCarbonCommunities Connect2



Supporting Nova Scotia in reducing our Greenhouse Gas
Emissions through Community Initiatives

*Program Description
2020- 2021*

Introduction

The Nova Scotia Department of Energy and Mines is committed to supporting locally driven projects that create long-lasting greenhouse gas (GHG) reductions in addition to helping communities develop bright ideas for low-carbon, clean energy, and clean transportation projects. **Low Carbon Communities (LCC)** and **Connect2 (C2)** are two streams of a Provincial Grant Program that have been designed to respond to the growing need from communities to offer clean transportation solutions and mitigate GHG emissions in the energy sector. **LCC & C2** aims to jump-start these local projects and initiatives by funding feasibility studies, designs, pilots, plans, engagement activities, and the implementation of a variety of clean energy initiatives throughout Nova Scotia.

Main objectives of the program:

Decarbonization of our energy sources
Learning by doing/knowledge transfer to grow our capacity and share our experience

Electrification of our community assets
Community lead/readiness approach to clean transportation and energy transformations

Program Overview

LOW CARBON COMMUNITIES (LCC) – Area of Focus: Low Carbon Energy

The LCC grant program will help communities at any readiness level in their clean energy and climate change planning, including supporting the process of development, engagement, and implementation. The program provides communities an opportunity to leverage funding presently available for energy projects and help applicants prepare the plans and studies necessary to implement projects. LCC will also help proponents capture more energy-cost-savings and job creation by promoting the new efficiency and solar programs supported by the Low Carbon Economy Fund.

The Province has allocated a fund of \$600,000 to the Department of Energy and Mines to advance low carbon energy projects throughout Nova Scotia for the 2020-2021 fiscal year.

CONNECT2 (C2) – Area of focus: Clean Transportation

The Connect2 grant program expands Nova Scotian communities' options for walking, biking, rolling, shared mobility, ZEVs, and transit while reducing GHG emissions. The program supports projects that create or enable clean transportation options and builds infrastructure for short-distance travel and modes of transport using alternative fuel. We're seeking projects that test new ideas or best practices that connect destinations, increase equity and access in transportation opportunities, and decrease dependency on personal vehicles by improving transportation hubs and integrated mobility.

The Province has allocated a fund of \$600,000 to the Department of Energy and Mines to advance clean transportation options throughout Nova Scotia for the 2020-2021 fiscal year.

Projects are eligible for funding up to 75% of their total project costs and **are due to be completed by September 30th, 2021.**

2020-2021 Project Submission Process

We will be accepting and reviewing submissions for the 2020-21 fiscal year on an ongoing basis until **September 30th, 2020** or until all funds have been allocated.

- Step 1** **READ AND REVIEW** the updated program description for eligibility requirements and guidelines to determine if your project fits under LCC or C2. Contact us if you have any ideas you want to discuss.
- Step 2** **EXPRESS YOUR INTEREST** by submitting a brief overview ([Expression of Interest\(EOI\)](#)) of your project idea. You will receive a confirmation that we have received your submission within two business days. The Program Coordinator may contact you for clarification before confirming the project's eligibility.
- Step 3** **RECEIVE AN APPLICATION** upon the approval of your project idea/expression of interest. Please reach out if you have questions when filling out your application form. The applicant is responsible for completing the application in full. We will confirm the receipt of your submission via email.
- Step 4** **SUBMITTING YOUR APPLICATION PACKAGE** In addition to the application form you will also need to include the following documentation:
- confirmation of matching funds **(required)**
 - proof of permits and/or support from other provincial departments if project involves design/infrastructure/construction **(required)**
 - letters of support from community or partners
 - visual materials (i.e. map of location)
 - any additional relevant information

NOTE: Applicants are expected to ensure all forms are completed and that supporting documents are provided at the time of submission.

Questions? Staff are available year-round to discuss potential projects and partnerships. Please contact one of the Program Coordinators:

LCC:	C2:
Catherine Chase at 902-424-4073, or lowcarboncommunities@novascotia.ca	Gabrielle Riley Gallagher at 902-424-8090, or connect2@novascotia.ca

Program Categories

Low Carbon Communities – Project Categories:

Advanced Buildings

Projects under this category may include:

- Energy audits and design plans for community buildings (non-electric)
- Deep energy retrofits and/or innovative heating systems
- Benchmarking, modeling, data analysis that informs energy efficiency measures
- Advanced building design and plans

Low Carbon Communities will provide grants of up to **\$75,000** per project in this category.

Clean Electricity & Energy Transformation

Projects under this category may include:

- Plans and feasibility studies for: smart grids & storage, district energy, and/or solar & solar gardens.
- New energy financing mechanisms
- Community or neighbourhood energy planning
- Project strategies and implementation plans

Low Carbon Communities will provide grants of up to **\$75,000** per project in this category.

Connect2 – Project Categories:

Active Transportation Infrastructure & Design

Projects under this category may include:

- Tactical urbanism that test approaches to design and infrastructure with temporary installation of bike lanes, public space and active transportation routes
- 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.

Clean Fleets and Shared Mobility

Projects under this category may include:

- Shared mobility services pilot projects
- Bicycle fleet pilot projects
- Zero-emission fleet pilot projects (max. \$15,000/vehicle within grant request)
- Zero Emission Vehicle strategies

Connect2 will provide grants of up to **\$75,000** per project in this category.

Low Carbon Communities & Connect2 Program – Shared Project Category:

Capacity Building and Community Engagement

Projects under this category may include:

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

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

Please Note: Low Carbon Communities or Connect2 funding will not exceed the value of 75% the total project cost and/or the category capped value. The examples provided above are illustrative but not exhaustive. We welcome project ideas outside those listed, provided they align with a category.

The program coordinator will confirm the category your project is eligible under.

Eligibility

Eligible Applicants

This program welcomes applications from community groups, municipalities, universities, First Nations Bands, and non-profit organizations that have community connected projects. Non-profits must be registered entities under *Nova Scotia Registry of Joint Stock Companies*. Applicants demonstrating connections and or partnerships with surrounding communities, local organizations, utilities, and private sector businesses will be viewed more favourably.

Program Specific Eligibility Criteria

LCC & C2 Eligibility Criteria	
<ul style="list-style-type: none"> The primary partner must be based in Nova Scotia and ideally will be based in the community or region the project will serve; Project should be identified as a community priority, or identified in a community plan/municipal document, or should have a letter of support from Council; You must be able to clearly demonstrate the project's ability to reduce GHGs; You must demonstrate that you have all necessary permits at the time of application; You must provide proof of matching funds and/or in-kind contributions; and Multiple submissions are allowed; however, the priority level of each submissions must be identified. 	
C2 Ineligible Projects	LCC Ineligible Projects
<ul style="list-style-type: none"> Any active transportation infrastructure that does not connect two major destinations/services within a reasonable distance; Sidewalks are not eligible under Connect2; Trails that are primarily used for recreational purposes and activities that are not commute related; Trails that allow Off Highway Vehicle (OHV) use (e.g. ATVs, snowmobiles, off-road motorcycles); 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; 	<ul style="list-style-type: none"> Projects that are substantially a single large capital expense (example: purchase of solar panels); Projects that have not demonstrated strong community support; Projects does not materially advance the objectives of the Pan Canadian Framework on Clean Growth and Climate Change

LCC & C2 Funding Guidelines

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

CONNECT2: This grant will cover up to **75% 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. NS Department of Energy and Mines staff reserve the right to question/decline funding for costs that are deemed unreasonable.

For all projects, applicants must provide a matching fund and/or in-kind contribution that meets the following criteria:

- **In-kind contribution:**
 - Qualified in-kind contributions include donated material, equipment and labour from another party (in-kind reporting form will be provided)
 - 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:**
 - Funding can include other sources of municipal, federal provincial or community government contributions and/or other sources of funding, including resources from community organizations, non-profits or businesses. However, no more than 75% of the total project cost can be funded through the provincial government.

For more information and resources, assessment criteria, and examples of potential funding partners, please visit the “LCC/C2 Additional Resources” section of our website or contact one of our Program Coordinators.

LCC:	C2:
Catherine Chase at 902-424-4073, or lowcarboncommunities@novascotia.ca	Gabrielle Riley Gallagher at 902-424-8090, or connect2@novascotia.ca

Motion to Town of Mahone Bay Council – June 25, 2020

RE: Town Tree Subcommittee

WHEREAS the Town Tree Committee, as described in the 1985 Tree Committee ByLaw, is composed of all seven members of Council to the exclusion of representation by other members of the community, and

WHEREAS the Town has established an Asset Management Committee to advise on the planning and management of Town assets, and

WHEREAS the Town's green infrastructure is considered to be a municipal asset, and

WHEREAS the Town values the participation of citizens in advising on recommendations to Council and, most recently has collaborated with the Talking Trees community group on the highly successful 100 Trees: 100 years project,

BE IT RESOLVED that Council direct staff to prepare a report on the possibility of creating a Tree Subcommittee composed of citizens and members of Council as part of the Asset Management Committee.

Motion to Town of Mahone Bay Council – June 25, 2020

RE: Town Tree ByLaw

WHEREAS in May and June 2016 the Town ByLaw and Policy Review Working Group expressed its intention to hold discussions about reviewing and updating the 1985 Tree Committee ByLaw, and

WHEREAS there are no records, documents or minutes as to whether such discussions took place, and

WHEREAS the 1985 Tree Committee ByLaw no longer serves the current needs of the Town, and

WHEREAS the Town of Mahone Bay is embarking on a comprehensive review of its Municipal Planning Strategy and Land Use ByLaw to take place in 2020/21 whereby Town values and priorities will be updated,

THEREFORE BE IT RESOLVED that Council direct staff to prepare a report on optimal timelines for drafting a new Trees ByLaw in the context of the Municipal Plan Review process.

Motion to Town of Mahone Bay Council – June 25, 2020

RE: Training for Town staff in urban forestry best practices

WHEREAS in May 2016 a summary notation of a meeting of the Town of Mahone Bay By-Law and Policy Working Group advised that “Town staff will be attending a tree maintenance session hosted by the Town of Bridgewater”, and

WHEREAS the planned tree maintenance session did not take place, and

WHEREAS in recent years several residents as well as visiting urban forestry experts have commented with concern about damage to trees caused by improper cutting, and

WHEREAS the Town of Mahone Bay supports the value and importance of its natural assets through its planning and strategy documents, and its Streets and Sidewalks ByLaw #41 June 2008, and

WHEREAS municipal green assets and infrastructure should be treated with the same intentional management, maintenance and replacement planning as its grey infrastructure, and

WHEREAS “Trees are the only piece of infrastructure that increases value over time.” (John Simmons, Halifax Urban Forester, as quoted in The Coast, August 15, 2018),

THEREFORE BE IT RESOLVED that Council direct staff to arrange training in urban forestry best practices as soon as possible for all relevant Town employees and further to ensure that any contractors engaged to trim Town trees are properly qualified in urban forestry best practices.

A meeting of the Heritage Advisory Committee for the Town of Mahone Bay was held on Wednesday, June 10, 2020 at 4:00 p.m. via video conferencing.

Present:

Councillor Joseph Feeney, Chair
Councillor Penny Carver
Greg Matear
Bill Degrace
Deborah Trask, Heritage Researcher
Dylan Heide, CAO
Kelly Redden, Deputy Clerk

Absent:

Chris Berkeley (regrets)

1. Approval of Agenda

A motion by Councillor Carver, seconded by Mr. Matear, **“THAT the agenda be approved as presented.”** Motion carried.

2. Minutes

A motion by Councillor Carver, seconded by Mr. Degrace, **“THAT the minutes of the May 13, 2020 meeting be approved as presented.”** Motion carried.

3. Grant Request – 97 Edgewater Street

A request was received from the owners of 97 Edgewater Street, a municipally registered heritage property, for a Heritage Property Grant in the amount of \$500 to help with repairs to the street facing exterior of their property.

A motion by Councillor Carver, seconded by Mr. Degrace, **“THAT the Heritage Advisory Committee recommend that Council approve the Heritage Grant Application from the owners of 97 Edgewater Street.”** Motion carried.

4. Discussion – Registration of Town properties

Councillor Carver spoke to the historical significance of the water garden. Mr. Heide suggested that there may be other, more appropriate, ways to protect the park from future development.

A motion by Mr. Degrace, seconded by Mr. Matear, "THAT the committee recommends that Council direct staff to explore options to protect the aquatic gardens from future development as well as the possibility of developing and installing interpretive heritage signage."

Motion carried.

The committee continued their discussion of the Town's Cenotaph. Ms. Trask and Ms. Redden presented the findings of their research, they were unable to find evidence of the reason the Cenotaph was placed in its current location.

CAO, Dylan Heide informed the committee that the monument was understood to be the property of the Town and certainly is installed on Town property, which would make the Town the owner from the perspective of the By-law.

5. Discussion – Registration of Town Hall

Councillor Carver explained that it was previously believed that Mahone Bay's Town Hall was registered as a municipal heritage property however it has since been determined that the final documentation was never filed with the Registry of Deeds, which means that the property was never officially registered.

Mr. Heide explained that there is a plan to make changes to the façade of the building in the coming weeks to accommodate for opening under Covid-19 restrictions.

Councillor Carver and Councillor Feeney will speak to this topic at the June 25th council meeting.

Continue discussion at future committee meeting.

The meeting adjourned by motion at 5:16 pm

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Joseph Feeney

Deputy Clerk, Kelly Redden

**Town of Mahone Bay
Heritage Property Grant Fund**

Application

Application Deadline: March 1st

Applications will be accepted between January 1st and March 1st of each calendar year and on a first-come-first-served basis after March 1st until funds for the year have been expended.

Applicant Information

Name of Property Owner (full legal name is required) First Bruce Middle Joseph
Last Chilasson

Mailing Address

97 Edgewater
Street # Street Suite/Apt
 NS BQ/2E0
PO Box City/Town Province Postal Code

Contact

Phone
Email

Donor's Code ☒ Yes ☐ No (no contract needed)

Property Information

Address of Registered Property 97 Edgewater Street Mahone Bay, NS
Civic # Street

Is your property a Municipally Registered Heritage Property?

If yes, you must provide a copy of the Notice of Registration.

☒ Yes ☐ No

What is the property used for?

- ☒ Single-family residence
☐ Multi-family residence
☐ Commercial

Project Information

Briefly describe the scope of work in the box below.

Eligible projects are limited to pre-approved repair or restoration work on the exterior façade.

The front entrance of this property has a significant amount of rot in the door sill plate and the columns on either side of the door. There may also be rot to some of the other supporting structure of the front facade of the house. But that will not be known until the external rot areas are removed.

The areas of rot will need to be removed and replaced with new wood and then painted. The work to be completed will maintain the same look as currently exists.

Our contractor is Todd Moore and his quote for the work is attached along with a few pictures of the front of the house and some close up pictures of the rot.

* Please note that labour cannot be listed as an in-kind contribution.

Supplies

Item	Cost	%
Materials	\$500.00	31

Contractor's Quote attached

☒ Yes

☐ No contractor required

If this work might be considered a substantial alteration to your municipally registered heritage property, approval will be required from Town Council. Please contact Town Hall for more information on this process.

Please provide a copy of all required development and/or building permits.

Development Permit

☐ Included

☒ Not required

Building Permit

☐ Included

☒ Not required

What is the anticipated cost for materials (including HST)?	\$ 500.00
What is the anticipated cost for labour (including HST)?	\$ 1100.00
What is the anticipated cost for this project (including HST)?	\$ 1600.00
What is the total grant request for this project?	\$ 500.00

Please note the Heritage Property Grant Fund is based on the anticipated costs to complete the project. Eligible costs are outlined in the Heritage Property Grant Fund Policy.

The maximum grants for a registered municipal heritage property will be up to 50% of the anticipated project to a maximum grant of \$500. Eligibility criteria can be found in the Heritage Property Grant Fund Policy.

When will work begin? July 2nd 2020

When is the expected completion date? July 4th 2020

All project work must be completed within the fiscal year (April 1st – March 31st).

Bruce Chaisson
Applicant's Signature

June 1st 2020
Date

Send Application to:

Town of Mahone Bay
PO Box 530
493 Main Street
Mahone Bay, NS B0J 2E0

For further information contact Town Hall by phone at 902-624-8327 or by email at clerk@townofmahonebay.ca.

Grants will be disbursed upon review of appropriate receipts for completed project work.



A meeting of the Economic Development Committee for the Town of Mahone Bay was held on Thursday, June 11, 2020 at 2:00 p.m. via video conferencing.

Present:

Councillor John Bain
Councillor Colleen O'Neill
Jeff Frampton
Lynn Hennigar
Danielle King
Annette St-Onge
Mayor David Devenne
CAO, Dylan Heide
Deputy Clerk, Kelly Redden

Guests: Ange Phillips, Secretary, MBTCC

1. Approval of Agenda

A motion by Ms. St. Onge, seconded by Mr. Frampton, **"THAT the agenda be approved presented."** Motion carried.

2. Minutes

A motion by Mr. Frampton, seconded by Ms. St. Onge, **"THAT the minutes of the March 12, 2020 meeting be approved as amended to add Lynn Hennigar to regrets."** Motion carried.

3. Visitor Information Centre

Ms. Phillips provided a quick update on the plans for opening the VIC this season

4. Economic Development Committee Action Plan

Action Plan Item #1

Results of Invitational Survey for Business Community

The CAO updated the Committee on the report with survey recommendations that was submitted to Council and how each recommendation was received through the 2020/21 budget process including timelines for action.

Committee members were advised that draft versions of the Temporary Vending and Events By-laws were presented to Council at their June 9, 2020 regular meeting. The staff report containing the draft by-laws will be forwarded to committee members.

Action Plan Item #4

Supply Chain/Business to Business Initiative

The committee reviewed the recommendations that came from the community session on local economy which was facilitated by Robert Cervelli from the Centre for Local Prosperity; committee members discussed ways in which the committee could support and champion some of the suggestions.

The Town of Mahone Bay's Climate and Energy Coordinator, Katherine Dorey, will be join a future meeting of the committee to discuss shopping and eating locally in a community GHG reduction context.

Action Plan Item #6

Recommendation supporting redevelopment of Town Website:

Committee members were advised that the Town's new website is under development and that they can expect to see the draft website within the next few weeks for their feedback before the new website goes live.

5. New Business

Mahone Bay Business Community and COVID-19

The CAO and the Mayor advised committee members about actions that the Town has taken to assist the business community that has been hit by the economic effects of the COVID-19 pandemic, specifically the suspension of interest rates on taxes and utility accounts, as well as utility disconnects and tax sales. The Town's new COVID-19 Property Tax Financing Program – with a deadline of July 31st, 2020 – was also referenced.

Ms. Phillips spoke about the information that the Mahone Bay and Tourism and Chamber of Commerce has from the Mahone Bay business community about the challenges that businesses are facing and how business owners are faring in the current economic climate.

A motion by Ms. St.Onge, seconded by Ms. King, **“THAT** the committee recommend **that Council appoint Ange Phillips to the Economic Development Committee as the representative from the Mahone Bay Tourism and Chamber of Commerce.”**

Motion carried.

2020 Economic Development Committee Action Plan

Committee members were advised that at the next meeting of the Economic Development Committee work will start on the development of the Committee's 2020/21 Action Plan.

6. Next Meeting

The next meeting of the Economic Development Committee will be held on Thursday, July 9, 2020 at 2:00 pm.

The meeting adjourned by motion at 3:23 pm

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor John Bain

Clerk, Maureen Hughes

The regularly scheduled meeting of the Town of Mahone Bay's Cemetery Committee was held on Monday, June 15th, 2020 at 3:30 p.m. via video conferencing.

Present:

Mayor D. Devenne
CAO D. Heide
Manager of Finance L. Wentzell
Deputy Clerk K. Redden
Councilor J. Bain
Councilor J. Feeney
B. Morse

Absent:

Director of Operations D. Mackenzie (Regrets)
B. Veinotte

Gallery:

Approval of Agenda

A motion by Councilor J. Feeney, seconded by B. Morse **"THAT the agenda be approved as presented."** Motion carried.

Approval of Minutes

A motion by Councilor J. Feeney, seconded by Mayor D. Devenne, **"THAT the minutes of the February 24th, 2020 Cemetery Committee be approved as presented."** Motion carried.

Cemetery Mapping Project

K. Redden presented to the Committee regarding the progress of the Park Cemetery Mapping project. Work has been done with Nick Zinck of Chester in creating a GIS map of the cemetery, and the Committee was shown the results of the information currently in the system.

The project will eventually result in a fully integrated map of Park Cemetery with contains detailed information on what plots are sold, which plots are available, and also detailed information gathered from the headstones for viewing online. The project is also helping to inform plans for the expansion of the Cemetery, which will continue to be discussed at future meetings.

Park Cemetery Boundaries

D. Heide reported to the Committee that 3 local survey companies were contacted for the project of surveying Park Cemetery and the only company to respond to date was Berrigan Surveys at a cost of \$4,700 + HST. This survey would include surveying the roads within the Cemetery.

A motion by Mayor D. Devenne, seconded by B. Morse **“THAT the Committee recommend that Council direct staff to have a survey completed of Park Cemetery.”** Motion carried.

Edgewater Streetscaping and Beautification

The Committee discussed the need to repair or replace the fencing and gate to Bayview Cemetery on Edgewater Street. CAO D. Heide mentioned how funding could potentially be received for this work and how it could be included in the larger “Beautification and Streetscaping Project”. Funding for this project would need to be applied for by the end of June.

A motion by Councilor J. Feeney, seconded by Mayor D. Devenne **“THAT the Committee recommend that Council support the inclusion of repair and/or replacement of the fence and gate at Bayview Cemetery in the 2020-21 Beautification and Streetscaping Project.”** Motion carried.

Recognition of Donation

The committee discussed the large donation that was received for Bayview Cemetery and what options are available to recognize said donation. An email will be sent to Committee members to receive feedback on what recognition options are suitable.

Natural Burials

The Committee discussed the possibility of Natural Burials again. It was decided that if this is something that is being considered, a section of the Cemetery will need to be dedicated to these specific burials and should be

factored into future planning for Cemetery expansion. B. Morse mentioned that there is an organized group that deals with Green Burials and we could reach out to them in the future when planning the possibly inclusion of Green Burial plots in Park Cemetery.

Columbarium

The Committee discussed the option of including a Columbarium in either Park or Bayview Cemeteries. J. Bain agreed that more research should be done to get more information on Columbarium and where such structures could be located in the Cemeteries. In addition, B. Morse said there are two options for Columbarium, either a free standing structure (which he expressed concerns over security, particularly at Park Cemetery), or an option that would be contained within a secured structure in the Cemetery.

New Business

Digging Trees

Councilor J. Bain inquired about the level of uptake on the Tree Removal Program in Park Cemetery as it was not being widely advertised during COVID-19 as not to attract excess traffic in the Cemetery. Mayor D. Devenne mentioned that there is currently a poster in the Post Office directing interested people to contact Val Herder. In addition, Mayor Devenne will touch base with Staff to see if it is possible to put a blurb in the Mayor's Newsletter to encourage this program.

A discussion was also had regarding the \$5,000 budget line for Trees in Park Cemetery and how the majority of this budget should be use for tree maintenance and removal.

Fee Review

Councilor J. Feeney suggested that a review of the Fee Structure of the neighboring Cemeteries be conducted to ensure the Town's Cemetery Fee Structure is on par with other local Cemeteries. Staff will contact other cemeteries in the area, and will report back to the Committee at the next meeting with the results.

Next Meeting

September 21st, 2020 at 3:30 PM

The meeting adjourned upon motion at 4:52 PM

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor David Devenne

Recording Secretary, Luke Wentzell



The regularly scheduled meeting of the Town of Mahone Bay's Asset Management Committee was held on Thursday, June 18, 2020 at 1:00 p.m. via video conferencing.

Present:

Mayor D. Devenne
Councilor R. Nowe
CAO D. Heide
Manager of Finance L. Wentzell
Director of Operations D. Mackenzie
Water/Wastewater Operator M. Rafferty
L. Hennigar
D. King

Absent:

N. Whynot (Regrets)
S. Veinot (Regrets)
A. Collery

Gallery:

Approval of Agenda

A motion by L. Hennigar, seconded by Councilor R. Nowe **"THAT the agenda be approved as presented."**

Motion carried.

Approval of Minutes

A motion by L. Hennigar, seconded by Councilor R. Nowe, **"THAT the minutes of the May 21st, 2020 Asset Management Committee be approved as presented."**

Writing the Plan

The committee reviewed a listing of various Stormwater and Recreation assets along with the associated replacement costs and the 10 Year Capital Plans for these categories.

A discussion was had about how a stormwater system could potentially be funded (an additional fee vs. inclusion in the general rate) and what the appropriate metric for a Stormwater charge would be. ~~Also,~~ The idea of having a By-Law in the future which would require new developments to connect to a stormwater system was also discussed.

Conversation then turned to recreational assets, and the overall feedback from the Committee was that creation of new recreational facilities or assets should be undertaken by community groups with support from / in partnership with the Town, reflecting successful past-practice.

Communicating the Plan

The committee reviewed the updated Asset Fact Sheets for Water, Wastewater, Electrical, and Transportation Assets. A discussion was had with members and there were a few additional changes that were requested. These changes will be made by staff and updated Fact Sheets will be reviewed at the next meeting.

In addition, the Electrical and Transportation Asset posters were reviewed with the changes made from the last meeting. General consensus was these two posters look good and no further modification is required.

Next, the Draft Stormwater and Recreation Asset posters were reviewed. Some discussion was had, and a few minor changes were requested which staff will make and be reviewed at the next committee meeting.

Next Meeting

July 16th, 2020 at 1:00 PM

The meeting adjourned upon motion at 2:58 PM

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor David Devenne

Recording Secretary, Luke Wentzell

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