



## TOWN COUNCIL AGENDA

July 14, 2020

7:00 p.m.

YouTube Live

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### Call to Order

### 1 Approval of Agenda

### 2 Minutes

2.1 Regular Meeting – June 25, 2020

2.2 Special Meeting – July 3, 2020

### 3 Delegations and Individuals

### 4 Correspondence – Action Items

4.1 Valerie Hearder – Cenotaph Garden as a beautification project.

4.2 Cathy Gregoire, MB Garden Club – Proposed Cenotaph garden.

4.3 Helen Whitehouse, President – Branch 49 RCL – Cenotaph garden.

### 5 Correspondence – Information Items

5.1 NSFM – Monday Memo – June 22, 2020

5.2 NSFM – Monday Memo – June 29, 2020

5.3 Carolyn Lohnes – Town Map Concerns

5.4 Joe Rogers, Office of the Fire Marshall – Changes to Building Code Proposed

5.4.a Schedule A – Amendments to 1.2.1.1 (11&12) and 1.2.1.4. (1, 2&3)

5.4.b Notice of Building Code Amendments to come into effect

5.4.c Question and Answer Guide Restaurants

5.5 NSFM Monday Memo – July 7, 2020

### 6 Staff Reports

6.1 Staff Report to Council

6.2 Staff Report – Temporary Vending and Events By-laws

6.3 Staff Report – 2020-21 Transportation Project

6.4 Staff Report – 2020-21 Low Carbon Communities Application

6.5 Staff Report – Utility Reclosers

6.6 Staff Report – Temporary Borrowing Resolution – Fire Station

6.7 Staff Report – Draft Public Engagement Policy

### 7 Council Items

7.1 Mayor Devenne – COVID-19

7.2 Mayor Devenne – Staff Appreciation Day

7.3 Councillor Carver – Violence in the Workplace Policy

7.3.a Violence in the Workplace Policy – Municipality of the District of Yarmouth

### 8 Committee Reports

8.1 Age Friendly Community Committee – Draft Minutes – June 29, 2020

8.2 Lunenburg County Senior Safety Program Monthly Report – June 2020

a. Lunenburg County Senior Safety Program Helping Tree

### 9 New Business

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The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday, June 25, 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 Nowe, seconded by Deputy Mayor Nauss, **"THAT the agenda be approved as amended."** Motion carried.

### 2. Minutes

A motion by Deputy Mayor Nauss, seconded by Councillor Bain, **"THAT the minutes of the June 9, 2020 regular council meeting be approved as presented."** Motion carried.

A motion by Councillor Feeney, seconded by Councillor Nowe, **"THAT the minutes of the June 11, 2020 special council meeting at 7:00pm be approved as presented."** Motion carried.

A motion by Deputy Mayor Nauss , seconded by Councillor Bain, **"THAT the minutes of the June 11, 2020 special council meeting at 8:20pm be approved as presented."** Motion carried.

A motion by Councillor Carver, seconded by Councillor O'Neill, **"THAT the minutes of the June 16, 2020 special council meeting be approved as presented."** Motion carried.

#### 4 Correspondence – Action Items

4.1 Rebecca Crouse, Rotary Club of Lunenburg County – Nova Scotia Strong Sign.

A motion by Deputy Mayor Nauss, seconded by Councillor Bain, **“THAT Council give the Rotary Club of Lunenburg County permission to place a Nova Scotia Strong sign at the Visitor Information Centre with the understanding that they remove the sign after one year.”** Motion carried.

4.2 Valerie Header – Tree trimming practices.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT Council direct staff to research consultation services provided by Dr. Peter Duinker surrounding the health, maintenance and renewal of Jubilee Woods and report back to Council, with an estimate of costs.”** Motion carried.

A motion by Councillor Feeney, seconded by Councillor O’Neill, **“THAT the correspondence from Shelley Rafuse of Lunenburg Pride be added to the agenda under Council Items.”** Motion carried

#### 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

**A motion by Councillor Carver, seconded by Councillor O’Neill, “THAT the Council advise the Town of Lunenburg that the Town of Mahone Bay is open to participating in ongoing discussions on the topic of offering Regional Public Transit Service.”**

Motion carried.

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **“THAT Council receive and file the above correspondence, numbered 5.2 to 5.5.”** Motion carried.

#### 6. Staff Reports

##### Council Report

Council received the Staff Report for June 25, 2020.

##### Employee Donation and Volunteerism Policy

Council received a staff report to accompany a draft Employee Donation and Volunteerism Policy. This report was deferred from the June 9, 2020 agenda.

A motion by Councillor Feeney, seconded by Councillor Bain, **“THAT Council** adopt the Employee Donation and Volunteerism Policy as presented.” Motion carried.

#### Temporary Vending and Events Bylaws

Council received a staff report to accompany draft Temporary Vending and Events By-laws. This report was deferred from the June 9, 2020 agenda.

A motion by Councillor Carver, seconded by Councillor O'Neill, **“THAT** staff be directed to present an amended draft Temporary Vending By-law for consideration at the July 14 meeting of Town Council, including the following:

- **include the word ‘temporary’ in section 2 to promote consistency throughout** the document;
- amend section 5 to alter the wording so that all the instructions are expressed in positives;
- in section 8.3 amend the text to clarify the wording that those who require temporary vending permits must make application to the Town of Mahone Bay;
- Staff review the item under vending on private property in the residential area;
- Specify how many markets are included in the definition of Seasonal Market;
- Specify that a vehicle as described in the Temporary Vending By-law must be mobile and review the clause that it must to be moved when the permit expires, considering the potential application to private property as well as public property;
- Review the clause that no mobile vendor space shall be issued outside of Commercial zone (or a property with an appropriate development agreement), except with the permission of Council;
- Amend section 8.4 to clarify that permits shall clearly specify items being vended.”

Motion carried

A motion by Councillor Carver, seconded by Councillor O'Neill, **“THAT staff review the** following issues when they bring an amended policy for Council consideration at the July 14, 2020 meeting of Council:



- In section (2) change the wording to read that the *purpose is to contribute to the viability of the business community*; and
- Review the by-law for consistency in the use of the term *days* vs *business days*.”

Motion carried

#### Alternative Voting By-law

Council received a staff report with an update on the draft Alternative Voting By-law.

A motion by Councillor Carver, seconded by Councillor Bain, **“THAT Council approve the minor amendments to the Draft Alternative Voting By-law as given first reading on June 9, 2020.”**

Motion carried

#### Beautification and Streetscape Application Update

Council received a staff report with an update on projects in the 2020-21 annual budget for which the Town may apply for funding support from the Provincial Beautification and Streetscaping Program.

A motion by Councillor Feeney, seconded by Councillor O'Neill, **“THAT Council direct staff to apply to the 2020 Beautification and Streetscaping Program for the Edgewater Street Beautification and Wayfinding Signage Project.”**

Motion carried.

#### 2020/21 Transportation Project

Council received a staff report with recommendations for the 2020/21 Transportation Project based on discussion of potential 2020/21 transportation projects at the Special Council meeting held on June 11, 2020.

A motion Councillor Feeney, seconded Councillor Carver:

THAT Council accept the CBCL Ltd. Transportation Plan Report, presented May 12, 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 Street at Main Street intersection
- New Pedestrian Crosswalks at:
  - Medical Centre (crossing Main Street)
  - Cherry Lane (crossing Main Street)
  - Lutheran Church (crossing Edgewater Street)
  - **Keddy's Landing (crossing Edgewater Street)**
  - Town Hall (crossing Main Street)
- Improved Trail Crossing at Long Hill Road at Main Street intersection
- New Traffic Calming Measures on Clairmont Street and Kinburn Street
- Changing Cherry Lane to One-Way and Orchard Street to one-way (to Parish Street) with Parish Street serving as the exit for both.

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

THAT Council direct staff to contact the Nova Scotia Department 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 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 Street and Kinburn Street and supporting the establishment of community-wide all-ages bicycle route.”

Motion carried.

A motion by Councillor Carver, seconded by Councillor Nowe, **“THAT staff prepare a letter to the Legion to advise that the Town of Mahone Bay will consult the Legion with anything that has to do with the cenotaph.”**

Motion carried.

## 7 Council Items

### 7.1 COVID-19

Council discussed the Atlantic Bubble which will be effective as of July 3, 2020 and the draft public notice for June 26, 2020 which will be shared with the public via mail drop, posters at Town Hall and the Post Office, the Town website, and the Town's Facebook page.

## 7.2 Tree Management

A motion by Councillor Carver, seconded by Councillor Feeney:

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 prepare a report on the costs of 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 motion by Councillor O'Neill, seconded by Deputy Mayor Nauss, “THAT the phrase

**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), be removed **from the original motion.** Motion carried.

Council considered the previous motion as amended:

**“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 By-Law #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

THEREFORE BE IT RESOLVED that Council direct staff to prepare a report on the costs of 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.”

Motion carried.

A motion by Councillor Carver, seconded by Councillor Feeney:

**“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 defeated.

A motion by Councillor Carver, seconded by Councillor O'Neill, “WHEREAS in May and June 2016 the Town By-Law and Policy Review Working Group expressed its intention to hold discussions about reviewing and updating the 1985 Tree Committee By-Law, and

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

WHEREAS the 1985 Tree Committee By-Law 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 By-Law 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 By-Law in the context of the Municipal Plan Review process.” Motion carried.

### 7.3 Pride Correspondence

Council received an application from Lunenburg Pride to fly the Pride Flag at the Community flagpole, as well as request to paint a rainbow crosswalk in Mahone Bay from both Lunenburg Pride, and town resident, Meg Craig.

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **“THAT Council approve the request to fly the pride flag at the community flagpole when the flagpole has been installed, and that the crosswalk crossing Main Street at Pleasant Street be painted in rainbow colours.”** Motion carried.

## 8 Committee Reports

### Heritage Advisory Committee

Council received the draft minutes of the June 10, 2020 meeting of the Heritage Advisory Committee, including an application for the Heritage Grant Fund.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council approve the Heritage Grant Application from the owners of 97 Edgewater Street.”**

Motion carried.

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

### Economic Development Committee

Council received the draft minutes of the June 11, 2020 meeting of the Economic Development Committee.

A motion by Councillor Bain, seconded by Councillor Feeney, **“THAT Council appoint Ange Phillips to the Economic Development Committee as a representative from the Mahone Bay Tourism and Chamber of Commerce.”**

Motion carried.

### Cemetery Committee

Council received draft minutes from the June 15, 2020 meeting of the Cemetery Committee.

A motion by Councillor Bain, seconded by Councillor Feeney, **“THAT Council direct staff to have a survey completed of Park Cemetery.”**

Motion carried.

A motion by Councillor Bain, seconded by Deputy Mayor Nauss, **“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.

Asset Management Committee

Council received the draft minutes of the June 18, 2020 meeting of the Asset Management Committee.

Council adjourned upon motion at 9:15 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, July 3, 2020 at 10:00 a.m. via video conference.

Present:

Mayor D. Devenne

Deputy Mayor K. Nauss

Councillor J. Feeney

Councillor J. Bain

Councillor P. Carver

CAO, D. Heide

S. Flemming, Alternative Resource Energy Authority

Absent:

Councillor R. Nowe (with regrets)

Councillor C. O'Neill (with regrets)

Gallery: none

1. Approval of Agenda

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

2. Closed Session

- 2.1 MGA 22(2) – (a) Acquisition, sale, lease and security of municipal property  
(e) Contract Negotiations

A motion by Councillor Feeney, seconded by Councillor Carver, **"THAT Council go into closed session."** Motion carried.

Council entered closed session at 10:04 a.m., returning at 11:18 a.m.

A motion by Deputy Mayor Nauss, seconded by Councillor Bain, **"THAT Council** approve AREA staff to apply to the NS Department of Energy for Investing in Canada



Infrastructure Program funding for the proposed solar garden project and that a letter be written to our MLA / MP to **advise of such.**" Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, **"THAT Council** direct staff to arrange a tour of the proposed solar garden project site for members of **Council."** Motion carried.

A motion by Councillor Bain, seconded by Councillor Carver, **"THAT Council** direct staff to apply for Enabling Accessibility Program funding for proposed accessibility renovations to the Town Hall and that a letter be written to our MLA / MP to advise of **such."** Motion carried.

### Adjournment

The meeting adjourned upon motion by Councilor Carver at 11:30 a.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

**Maureen Hughes**

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**Subject:** FW: Cenotaph beautification project

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**From:** Valerie Header <valerieheader@gmail.com>  
**Sent:** July 6, 2020 2:45 PM  
**To:** Maureen Hughes <Maureen.Hughes@TownofMahoneBay.ca>  
**Subject:** Cenotaph beautification project

**CAUTION:** This email originated from an external sender.

Dear Mayor Devenne and Council,

I would be most grateful if the Council could consider supporting a beautification project for the Cenotaph.

I've done some preliminary community outreach on the idea of an annual garden. The Legion is delighted with the idea. The Garden Club is happy to undertake development and planting of the annual garden with some support from the Town. Please see the letters of support for this garden project from these two groups.

A garden at this focal point of our Town will add beauty to the monument and add to the other gardens that have been developed in this central area.

Sincerely,

Val Header.  
195 Fairmont St

## Maureen Hughes

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**From:** Cathy Gregoire <cathymgregoire@gmail.com>  
**Sent:** July 6, 2020 8:44 PM  
**To:** Maureen Hughes  
**Cc:** helen.whitehouse@bellaliant.net  
**Subject:** Cenotaph Garden

CAUTION: This email originated from an external sender.

Hello Maureen,

I am sending along a letter from the garden club to the mayor and council concerning the proposed cenotaph garden.

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Mahone Bay Garden Club  
PO Box 313  
Mahone Bay, N.S.  
BOJ 2E0

Dear Mayor Devenne and Council,

The Mahone Bay Garden Club has been in consultation with Val Hearder regarding a proposed annual garden at the Cenotaph. The club would be willing to design, plant and maintain the garden. We feel this garden would be a wonderful enhancement to the Centre of our town.

The Garden Club is willing to commence with this project if we can be assured of help from the Town with the following items:

1. Town agrees to remove the sod and bring in good soil.
2. That the town will water regularly as it is a very hot, dry area.
3. Garden Club would maintain it.

4. Depending how large the bed is the cost of plants may need to be shared with town. This area is quite large and it could be quite a show to eventually have the whole area planted.

5. The Garden Club will also agree to prepare the garden for the November 11th wreath laying ceremonies.

Sincerely,

Cathy Gregoire

**MAHONE BAY BRANCH NO. 49**  
**ROYAL CANADIAN LEGION**

P.O. Box 162, Mahone Bay, N.S. B0J 2E0

902-624-8449 -rclbranch49@bellaliant.com

July 6, 2020

His Worship Mayor David Devenne &  
Council Members,  
Town of Mahone Bay, N.S. B0J 2E0

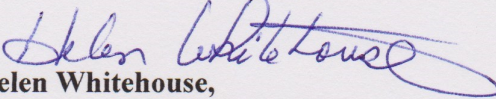
Subject: Beautification Project – Cenotaph

Dear His Worship and Council members

I have been in conversations with Val Header about a beautification project for the Cenotaph and have shared this idea with members of Branch 49. We understand that the Mahone Bay Garden Club has agreed to develop an annual flower garden around the base of the Cenotaph.

This is a project that pleases us and we look forward to the results. We further understand that the annual flower garden will be made ready by the end of each October for our Remembrance Day event so that placement of wreaths and crosses will not be impeded on November 11<sup>th</sup>.

Yours in Comradeship,

  
Helen Whitehouse,  
President – Branch 49 RCL  
Mahone Bay



**From:** [NSFM Communications](#)  
**To:** [Town of Mahone Bay Clerk](#)  
**Subject:** NSFM's Monday Memo June 22  
**Date:** June 22, 2020 4:51:00 PM

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CAUTION: This email originated from an external sender.

# MONDAY MEMO



- DMAH consultations update
- Join a committee
- Wednesday Zoom survey
- Heritage property changes
- Kendra Coombes writes Minister Porter
- Energy training program for Students
- Media Mentions



## **DMAH consultations underway**

A week-long series of ZOOM video-consultations started today, hosted by the Department of Municipal Affairs and Housing (DMAH).

They're looking for feedback from NSFM on several policy decisions that could impact municipalities.

The consultation sessions have been divided up by regions, and continue Tuesday when members from Eastern Strait and Pictou are asked to take part. Zoom links have been emailed to all NSFM members.

DMAH has provided workbooks, to be filled out by the councils of the 49 municipalities in Nova Scotia.

NSFM staff has taken the time to research the issues and fill out the workbook. This work should provide all the background you'll need on each of the four items: Code of Conduct, Accessibility, Affordable Housing and Local Officials Running for Other Elected Offices.

NSFM's workbook is available by clicking on the button below. It's provided for your information only, and not for broad distribution.

[Click here for NSFM WORKBOOK RESPONSES](#)



### *Wednesday ZOOM sessions*

NSFM has hosted almost a dozen ZOOM sessions since April 1 to connect mayors, wardens and CAOs with the latest information and guest speakers.

With summer approaching, we want to gauge the membership on continuing with weekly meetings. We also want to ask for suggestions on guests you'd like to hear from.

To keep us up to date on your preferences, click here to email [communications@nsfm.ca](mailto:communications@nsfm.ca)



### *Volunteer openings*

NSFM has openings for municipal politicians who are interested in getting involved in committee work.

Joint Fire Services Committee –  
Rural representative required  
Joint Housing Committee – Towns  
representative required

Interested in taking part? Email your name and municipality to:

[info@nsfm.ca](mailto:info@nsfm.ca)





## Kendra Coombes writes Minister Porter

Newly-minted MLA Kendra Coombes (Cape Breton Centre) recently wrote to Chuck Porter, Minister of Department of Municipal Affairs and Housing, with her concerns over funding levels for municipalities for COVID-19.

"As you know, municipalities are a critical frontline provider of services to Nova Scotians, and their importance will be heightened in the coming months and years," writes Coombes, who was a councillor with CBRM from 2016-2020.

Coombes CC:d NSFM on the letter, and you can read it by clicking the button:

[Read the letter from Kendra Coombes, MLA](#)

## Heritage Property Act changes

The provincial government is preparing to proclaim amendments made to the Heritage Property Act (Act) passed in 2015 following consultation. Since then, provincial staff have been working on the regulations for the Heritage Conservation Districts and the creation of the regulations for Cultural

Landscapes.

They're looking for feedback from municipalities on two items that may better support registered municipal heritage properties and areas being considered for a municipal heritage conservation district or cultural landscapes under the Act.

For more information, and to take part, please click on the buttons below:

[Overview letter from Communities, Culture & Heritage](#)

[Overview of targeted items in Heritage Property Act](#)



## **Help grow the green economy**

The Province of Nova Scotia is launching a wage subsidy program for municipalities for the first time this fall, through the Department of Energy and Mines.

The program gives practical work experience in the green economy for students and helps municipalities identify opportunities to grow the green economy.

The program will offer a 75% wage subsidy for municipalities who are looking to green their municipalities. Priority will be given to those municipalities who have not developed a green plan. This program has not been available to municipalities in the past and was only offered to private industry employers working in the energy sector.

This program will benefit municipalities as well as current students and recent

graduates. The Department is looking to fund around 20 placements throughout various municipalities this fall.

For more information, click on the links below:

[Energy Training Program Outline](#)

[Program Terms and Conditions](#)

[Student Information Form](#)

[ETP Program Overview](#)



## Media Mentions

NSFM had a banner news week, with coverage of NSFM's COVID-19 Lost Revenue Report taking centre stage in dailies and weeklies from Alaska to Newfoundland.

Articles about the ground-breaking report, written by NSFM Policy Advisor Will Brooke, appeared in more than 50 news outlets, including online radio, TV and newspaper sites.

The Canadian Press wrote a story that was picked up by dozens of small newspapers, including *Flin Flon Reminder*, *Alaska Highway News*, and the

*Carlyle Observer.*

The CP story also ran in bigger newspapers, including *The Globe and Mail*, *Times Colonist* and *Lethbridge Herald*.

President Pam Mood was interviewed by several media outlets, including CBC, The Chronicle Herald and allNovaScotia.com and our news release was picked up by Municipal Info Network and Halifax Today.

President Mood was also featured on two radio programs, with hosts Rick Howe and Sheldon MacLeod, both on News 95.7.

To read all of the stories, click here to connect directly with NSFM's Media Mentions page: <https://www.nsfm.ca/media-mentions>

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Nova Scotia Federation of Municipalities · Suite 1304, 1809 Barrington Street · Halifax, NS, NS B3J 3K8 · Canada



**From:** [NSFM Communications](#)  
**To:** [Town of Mahone Bay Clerk](#)  
**Subject:** NSFM's June 29th Monday Memo  
**Date:** June 29, 2020 4:14:48 PM

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CAUTION: This email originated from an external sender.



- Increased funding for First Responders
- DMAH Consultations: Survey and Workbook
- Committee Recruitment
- This Week's Correspondence
- Media Mentions



**EMERGENCY  
SERVICES  
PROVIDER  
FUND**

## Provider Fund Increased

The budget of the Emergency Services Provider Fund has been increased this year from \$500,000 to \$1 million to purchase equipment used to respond to an emergency.

The annual program provides funding to emergency first responders, including volunteer fire departments, ground search and rescue organizations and hazardous material (HAZMAT) organizations. Applicants can purchase equipment from up to three of the seven categories.

A new category was added to the program this year for emergency power for buildings. Applicants can choose standby generators, including electrical and wiring, fixed fuel supply tanks and posts to protect generators.

#### **Quick Facts:**

- program provides up to 75 per cent of eligible costs to a maximum of \$20,000
- categories include personal protective equipment and self-contained breathing apparatus, communications, rescue equipment, miscellaneous firefighting equipment, hazardous material (HAZMAT) equipment, water supply and suppression equipment, emergency power for building
- applications will be accepted until July 13
- organizations can apply every three years

[Click here for ESPF Application Form](#)

[Click here for Direct Deposit Form](#)



#### *DMAH Consultations*

A week-long series of ZOOM video-consultations wrapped up today, hosted by the Department of Municipal Affairs and Housing.

DMAH wants workbooks completed by each council by end of day June 30. NSFM has done the background work on each of the four items, including Code of Conduct and Accessibility.

NSFM's workbook, for your information, and not broad distribution, is available via the button below.

DMAH is also looking for feedback on the online consultation sessions

here: <http://surveys.novascotia.ca/TakeSurvey.aspx?SurveyID=18238510>



### *Volunteers Needed*

NSFM has immediate openings for municipal politicians who are interested in getting involved in committee work.

Both positions have specific membership requirements.

The are:

**Joint Fire Services Committee –**  
Rural representative required

**Joint Housing Committee –** Towns  
representative required

Interested in taking part? Email your



name and municipality to:

[communications@nsfm.ca](mailto:communications@nsfm.ca)

## NSFM Workbook Responses



Minister Chuck Porter sent two letters to NSFM President Pam Mood last week, to answer specific questions put to the Province about key issues for our members.

One letter responded to NSFM's request to include a financial analysis in the Terms of Reference for the Joint Safe Elections Committee.

The other dealt with NSFM's request for information on how the Province is working with, and engaging, municipalities.

To read the letters - including the initiating letters sent from NSFM - click the appropriate buttons below:

**May 29 Letter From President Mood RE: Partnership**

**June 26 Response from Minister Chuck Porter**

**June 24 Letter from President Mood Re TOR for Elections Committee**

**June 26 Response from Minister Chuck Porter**



## Media Mentions

Last week, several news outlets ran stories about the decision by Springtide Collective to withdraw from its contract with the Provincial Government for the fall municipal elections.

The organization was hired to encourage candidate and voter participation.

CBC's Information Morning, both on Cape Breton Island and the mainland, had Springtide CEO Mark Coffin on their programs to talk about the decision.

Coffin said one of the problems is that roughly 50 municipalities are trying to figure out how to ensure safety and fairness and that will be challenging for candidates and voters traditionally underrepresented in elections.

Springtide was also supposed to create online resources for candidates on running an appropriate campaign that includes physical distancing rules.

Coffin said one of the main concerns arose when he heard a [CBC News report at the end of May](#) in which Dr. Robert Strang, chief medical officer of health, said provincial officials were focused on the economy and had not yet started looking into the question of holding elections in the fall.

Want to read the stories? Stay up to date on all the latest NSFM news by clicking here to access the media page on the NSFM website:

<https://www.nsfm.ca/media-mentions>



## NOVA SCOTIA FEDERATION OF MUNICIPALITIES



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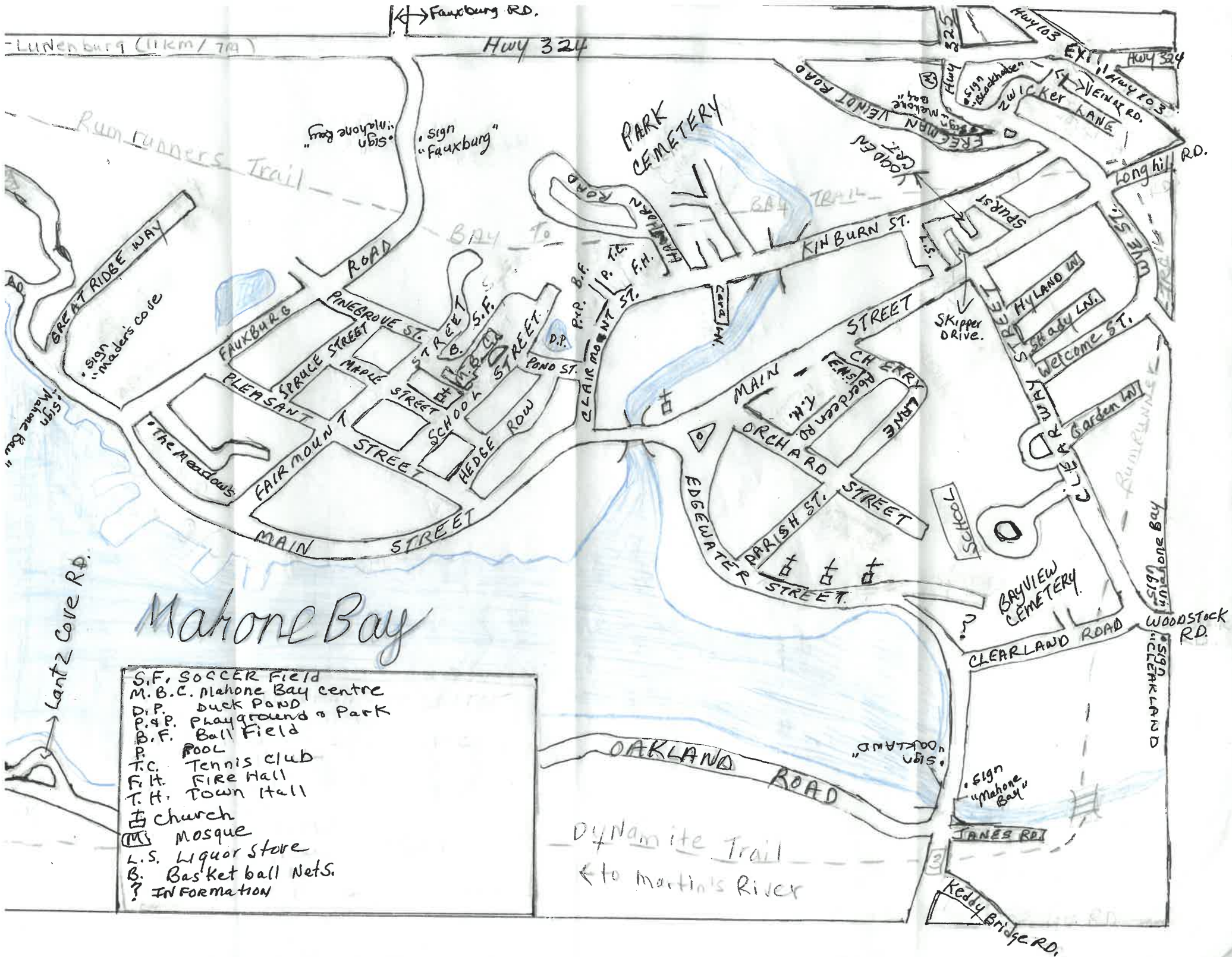
I received the pamphlet "South Shore Mahone Bay Touring N.S." in the mail. I opened it up and saw the map of Mahone Bay. I don't know why this map is so wrong. Lets start with coming from Hwy 325 into Mahone Bay.

- ① No sign to say "Mahone Bay" or "Brockhouse"
- ② No Zwicker Lane or Veinot Road
- ③ No Freeman Veinot Road next you turn down Kinburn St. you have the cemetery but ④ NOT the name
- ⑤ Hawthorn Road not drawn right. Next turn up Pond St
- ⑥ No Hedge Row. ⑦ School Street NOT drawn right. Next
- ⑧ where ~~is~~<sup>NO</sup> the Roadway from Fairmount St. ⑨ Fairmount St. goes to the old Railroad tracks but not on this map. When you come into Mahone Bay off Hwy 324 ⑩ NO sign that says "Mahone Bay" or "Fauxburg". ⑪ across from Pinegrove St off Fauxburg Rd is a the Road goes in. Pass that Road on Fauxburg Rd is a Pond or Swamp ⑫ they are not show
- ⑬ Not shown. In by the Mahone Bay Cen is a soccer field and Basketball nets ⑭ No "Mader's Cove" sign or "Mahone Bay" sign ⑮ No Great Ridge Way Road shown. Hedge Row goes from Pond St. to Pleasant Street. Turn up Chairmount St. Pass Fire Hall is "Cara Kane" ⑯ NOT shown. The Road into liquor store from Kinburn St. ⑰ NOT shown right and ⑱ Youden CRT. NOT shown. ⑲ Longhill Rd. NOT shown. ⑳ Wye St. NOT shown and not drawn right. Off Main St. is Skipp Drive ㉑ NOT shown. Up Clearway St. NOT shown is ㉒ Hyland ㉓ STADY LN. ㉔ Garden LN. The signs "Mahone Bay" and "Clearland" →

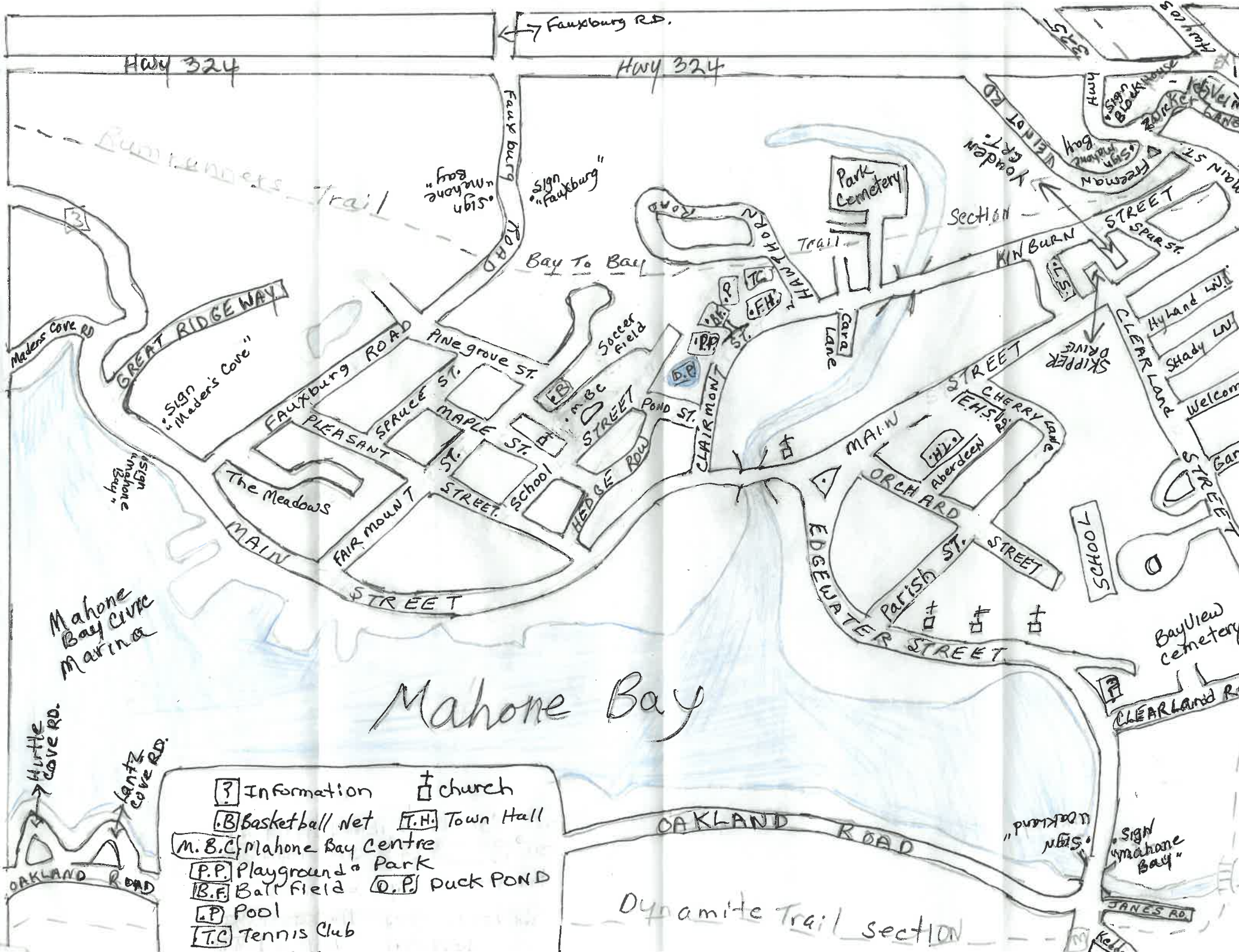
25 Not Shown. 26 Woodstock Rd. Not Shown. Off Clearway St.  
The School Road. 27 Not Drawn Right. 28 No road going into  
Bayview Cemetery. Edgewater Street goes in behind the  
Information Center but it is 29 Not Shown. 30 Maple St.  
goes to Hedge Row not on map. Aberdeen Lane 31 Not drawn  
right on map. Maybe years ago it passed Cherry Lane but  
not today. 32 No Sign that says "Mahone Bay" and "Oakland" 33  
Sign to say Jones Rd. OR. 34 Keddy Bridge Rd. But they did  
not "Mader's Cove Rd" but did not name 35 Lanz Cove Rd. OR  
Hurtle Cove Rd. I think the next time you have a  
new Pamphlet made maybe you could have a better map  
th ALL the Streets. I almost forgot "Fauxburg  
d 36 Does not end at Hwy 324 it passes by. and 37 Off  
Hwy 324 is the "Freeman Veinot Rd." that is not shown.  
d Please draw the Road into Park Cemetery. THIS IS  
just a few things that I SAW. IF I LIVED on a street and paid  
House TAX and this street was NOT on the map I would  
be very upset. I'm NOT very good at drawing a map but  
there is two that I think are better than you have  
the Pamphlet that was mailed out. I Drove to Park  
Cemetery but I could NOT find the Brook that is on  
the map. I would like town Council to have a chat  
about getting a new map of Mahone Bay.

Thanks  
Carolyn Holmes









Hwy 324

Hwy 324

GREAT RIDGE WAY

- |                            |                  |
|----------------------------|------------------|
| [?] Information            | ⛪ church         |
| [B] Basketball Net         | [T.H.] Town Hall |
| [M.B.C.] Mahone Bay Centre |                  |
| [P.P.] Playground "Park"   |                  |
| [B.F.] Ball Field          | [O.P.] Puck POND |
| [P] Pool                   |                  |
| [T.C.] Tennis Club         |                  |

Mahone Bay

OAKLAND ROAD

Dynamite Trail section

Mahone Bay Marina

Little Cove Rd.  
Lantz Cove Rd.  
OAKLAND ROAD

Sign "Mahone Bay"

"promotion" NBIS

BayView Cemetery

CLEARLAND RD

JANES RD

SKIPPER DRIVE  
CLEAR LANE  
WELCOM  
SHADY LN  
HYLAND LN

Section

Park Cemetery

Canal Lane

CLAIRMONT

HEDGE ROW

POUND ST.

MAPLE ST.

SPRUCE ST.

FAUXBURG ROAD

MAIN STREET

FAIRMOUNT STREET

SCHOOL

STREET

Soccer Field

Bay To Bay

Sign "Fauxburg"

Sign "Mahone Bay"

Trail

Maders Cove Rd

Little Cove Rd.

Lantz Cove Rd.

Freeman

ST

SPUR ST

ST

ST

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Attention: Chief Administrative Officers

June 26, 2020

Re: Proposed Amendments to the *Nova Scotia Building Code Regulations*

I am writing to give you formal notice of proposed amendments to the *Nova Scotia Building Code Regulations* pursuant to the *Building Code Act*, R.S. N.S. 1989, Chapter 46.

The proposed amendments will require all new restaurants and spaces within existing buildings that are converted to restaurants (as defined within the Food Safety Regulations made under Section 105 of the *Health Protection Act*) to be constructed completely barrier-free in accordance with the *Nova Scotia Building Code Regulations*, including an accessible path of entry from the street level into and throughout the restaurant, and accessible washroom facilities. This change would align the *Nova Scotia Building Code Regulations* with the September 6, 2018 decision by the Nova Scotia Human Rights Tribunal requiring washrooms located within restaurants to be accessible to persons in wheelchairs. This notice replaces the public notice that began on March 9, 2020 and finished on April 24, 2020. Due to the COVID-19 situation, we didn't feel that true public notice had been given.

The Office of the Fire Marshal is now engaging in a 45-day public notice period beginning June 27, 2020 and finishing on August 12, 2020.

Please find attached one copy of the proposed amendments to the Regulations, a questions and answers information document, and a copy of the notice to be published in newspapers within Nova Scotia.

The *Building Code Act* requires that the proposed amendments be circulated to each municipality and be made available to the public. The public may access the proposed regulation at: <https://novascotia.ca/building-code-regulations-consultation/>

Written comments on the proposed amendments to the regulations are welcome and should be forwarded on or before August 12, 2020 to:



Joe Rogers  
Building Code Coordinator  
Office of the Fire Marshal  
P.O. Box 231  
Halifax Central,  
Halifax, Nova Scotia B3J 2M4

Questions or comments may also be sent via e-mail to [ofm@novascotia.ca](mailto:ofm@novascotia.ca) or by phone at 902 424 5721.

Sincerely,

Joe Rogers  
Building Code Coordinator

## **Schedule “A”**

### **Amendment to the *Nova Scotia Building Code Regulations* made by the Minister of Municipal Affairs and Housing under Section 4 of Chapter 46 of the Revised Statutes of Nova Scotia, 1989, the *Building Code Act***

- 1** The *Nova Scotia Building Code Regulations*, N.S. Reg. 26/2017, made by the Minister of Municipal Affairs and Housing by Order dated February 28, 2017, is amended by adding immediately after Sentence 1.2.1.1.(10) the following sentences:

  - (11)** Except as provided in Sentences (8), (9), and (10), if a *building* or part thereof has a change of the *occupancy* classification in Sentence (1) or under Sentence 1.2.1.4.(2), the accessibility requirements in Section 3.8. of Schedule “C” of the regulations, including for *barrier-free* entrances, apply to the construction of the *building* or part thereof undergoing the change.
  - (12)** Where a Group A Division 2 *assembly occupancy building* or part thereof is constructed or altered for use as a restaurant, as defined in Sentence 1.2.1.4.(1), the exemptions in Sentences 3.8.2.3.(1), 3.8.2.7.(2) and 3.8.2.7.(3) under Schedule “C” of the regulations do not apply to the construction of the restaurant part of the *building*.
- 2** The regulations are amended by adding immediately after Article 1.2.1.3. the following article:

**1.2.1.4. Restaurants**

  - (1)** For the purposes of this Article and Sentence 1.2.1.1.(12), a restaurant means a restaurant as defined in the *Food Safety Regulations* made under Section 105 of the *Health Protection Act*.
  - (2)** If a Group A Division 2 *assembly occupancy building* or part thereof changes from a non-restaurant use to a restaurant use, the change shall be considered equivalent to a change of *occupancy* classification for the purpose of Sentences (3), or 1.2.1.1.(11).

- (3) The exemptions set out in Sentences 3.8.2.3.(1), 3.8.2.7.(2), and 3.8.2.7.(3) under Schedule “C” of the regulations, do not apply to a *building* or part thereof with a change of *occupancy* classification under Sentence (2).

# Building Code Regulations

NOTICE is hereby given that amendments to the Nova Scotia Building Code Regulations (the Building Code) made pursuant to the Building Code Act, Chapter 46, of the Acts of 1989 are anticipated to be prescribed by the Minister of Municipal Affairs and Housing to come into effect throughout the Province of Nova Scotia on or after September 30, 2020.

The proposed amendments will require any new restaurants (as defined within the Food Safety Regulations made under Section 105 of the Health Protection Act), including spaces within existing buildings, to be completely constructed in accordance with the barrier-free requirements contained in the Nova Scotia Building Code. This would include an accessible path of entry into the restaurant from the exterior of the building and access to barrier-free washroom facilities. This will align the Nova Scotia Building Code Regulations with the decision by the Nova Scotia Human Rights Tribunal regarding accessibility within restaurants.

Written comments on the proposed amendments to the Regulations are welcome on or before August 12, 2020 and should be forwarded to:

**Joe Rogers**

Building Code Coordinator  
Office of the Fire Marshal  
P.O. Box 231  
Halifax Central  
Halifax, Nova Scotia B3J 2M4

Copies of the proposed amendments to the regulations are available for inspection on the Nova Scotia website at

**<https://novascotia.ca/building-code-regulations-consultation/>**.

Copies are also available from the Department of Municipal Affairs and Housing by writing to the above address, emailing OFM@novascotia.ca or by phoning (902) 424-5721.

**Honourable Chuck Porter**

Minister of Municipal Affairs and Housing

## **Restaurants and proposed changes to the Building Code**

### **Questions and Answers Guide**

#### **Why is the Building Code changing?**

The Building Code is changing to align itself with the Human Rights Tribunal decision that interpreted Section 20 of the Food Safety Regulations to include that washrooms within restaurants are to be accessible to persons in wheelchairs. As the Building Code deals with construction of buildings, including spaces used as restaurants, it is important that all newly constructed spaces that include restaurants comply with this decision. This will prevent any new restaurant, or any space converted to a restaurant from any other use (even within the same occupancy classification) from not being compliant with this decision.

#### **What is considered a restaurant?**

In this context, a restaurant is not currently defined within either the Food Safety Regulations or the Building Code. Amendments to the Food Safety Regulations are required to define restaurant. The Building Code Regulations will use that definition as well. The definition will reference a food establishment that serves food to customer to be eaten on site.

It will apply to traditional restaurants, as well as fast food restaurants, cafes, delis, lunch counters, grocery stores that offer prepared foods for sale and seating on site to eat, sports facilities such as hockey rinks and bowling alleys that serve food and is eaten on site. Restaurants that do not offer space for food to be eaten on the premises will not be captured by the definition. Using the same definition is important to ensure that a restaurant under the Food Safety Regulations and subject to the Human Rights Tribunal decision, is captured in the Building Code.

#### **What about take out restaurants?**

If there is no seating on the premises to eat and the expectation is to pay, pick up your food and take it with you to eat at another location, it would not be considered a restaurant under the proposed definition.

#### **If I want to build a new restaurant what would I need to do?**

The new restaurant would be required to comply with the current Nova Scotia Building Code. This would include providing a barrier-free path of travel from the exterior of the building, into the building and throughout the public portion of the restaurant including a washroom facility. This would apply to new construction or a renovated portion of an existing building where the use is a restaurant. This would make some locations unsuitable for restaurants such as a historic building that has steps to enter the building and no ramp or other barrier-free access into the building, or a basement or 2<sup>nd</sup> storey locations within a building that is accessible on the entrance storey, but doesn't have a

lift or elevator within a building to allow for barrier-free access to those floor levels above or below the entrance storey.

**When do these requirements start?**

The expected in effect date for these requirements is on or after September 30, 2020.

**What about existing restaurants?**

The Building Code applies to the design, construction, and occupancy of new buildings, and the alteration, reconstruction, removal, relocation, occupancy and change of occupancy classification of existing buildings. As explained above, where a space within an existing building is converted for use as a restaurant, the new requirements within the Building Code would be applicable to the construction of that restaurant.

*Office of the Fire Marshal March 9, 2020*







# Report to Council










## July 14, 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> 75%
	Notes: Staff will report back to Council concerning initial discussions with Mahone Bay Centre Society; next meeting planned for July 16. Report anticipated to regular meeting of Council July 30, 2020.			

4	Staff to prepare a report for Council on Fire Services Administration within the Town.	09-Jul-19	July, 2020		<b>75%</b>
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		<b>50%</b>
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		<b>50%</b>
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		<b>75%</b>








<b>8</b>	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		<b>50%</b>
Notes: In Progress.					
<b>9</b>	Staff to hire temporary Deputy Returning Officer for 2020 Municipal Election.	09-Jun-20	July, 2020		<b>25%</b>
Notes: In Progress.					
<b>10</b>	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		
Notes: Letter sent.					
<b>11</b>	Staff to research consultation services provided by Dr. Peter Duinker surrounding the health, maintenance, and renewal of Jubilee Woods and report back to Council, with an estimate of costs.	25-Jun-20	July, 2020		<b>50%</b>
Notes: In Progress.					
<b>12</b>	That Council advise the Town of Lunenburg that the Town of Mahone Bay is open to participating in ongoing discussions on the topic of offering Regional Public Transit Service.	25-Jun-20	July, 2020		
Notes: Letter sent.					
<b>13</b>	Staff to present an amended draft Temporary Vending By-law for consideration at the July 14th meeting of Town	25-Jun-20	July, 2020		
Notes: On the July 14, 2020 agenda.					






14	Staff to present an amended draft Events By-law for Council consideration at the July 14, 2020 meeting of Council.	25-Jun-20	July, 2020					
15	Staff to apply to the 2020 Beautification and Streetscaping Program for the Edgewater Street Beautification and Wayfinding Signage Project.	25-Jun-20	July, 2020					
16	Refer the CBCL Ltd. Transportation Plan Report, presented May 12, 2020, to the Asset Management Committee and to further consider its recommendations for future asset management plans.	25-Jun-20	July, 2020					<b>50%</b>

17	<p>Staff directed, supported by the CBCL Ltd to develop the 2020/21 Transportation Plan including: New 3-way stop at Clearway Street at Main Street intersection; New Pedestrian Crosswalks; Improved Trail Crossing at Long Hill Road at Main Street intersection; New Traffic Calming Measures on Clairmont Street and Kinburn Street; Changing Cherry Lane to One-way and Orchard Street to one-way (to Parish Street) with Parish Street serving as the exit for both, for a proposed Connect2 Program application for Council and public consideration at the regular meeting of July 14, 2020.</p>	25-Jun-20	July, 2020					
18	<p>Staff to contact the NS Department of TIR 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 report.</p>	25-Jun-20	July, 2020					50%

Notes: On the July 14, 2020 agenda.

Notes: In Progress.

19	Staff to contact the NSLC regarding the proposed bicycle corridor across their property referenced in the CBCL Ltd. report, connecting Main Street and Kinburn Street and supporting the establishment of a community-wide, all-ages bicycle route.	25-Jun-20	July, 2020		50%
Notes: In Progress.					
20	Staff prepare a letter to the Legion to advise that the Town of Mahone Bay will consult the Legion with anything that has to do with the cenotaph.	25-Jun-20	July, 2020		50%
Notes: In Progress.					
21	Staff to prepare a report on the costs of 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.	25-Jun-20	July, 2020		50%
Notes: In Progress.					
22	Staff to prepare a report on optimal timelines for drafting a new Trees By-law in the context of the Municipal Plan Review process.	25-Jun-20	July, 2020		50%
Notes: In Progress.					
23	Staff to explore options to protect the aquatic gardens from future development as well as the possibility of developing and installing interpretive heritage signage.	25-Jun-20	July, 2020		50%
Notes: In Progress.					

24	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.	25-Jun-20	July, 2020					
		Notes: Application submitted June 30, 2020.						

Chief Administrative Officer's Report - June 25, 2020 (Next Update July 30)		
1	COVID-19	<p>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.</p>

2	<b>Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program</b>	<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	<b>Municipal Joint Services Board (MJSB)</b>	<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	<b>Riverport Electric Shared Service Committee</b>	<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	<b>Regional Emergency Measures Organization (REMO)</b>	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	<b>Alternative Energy Resource Authority (AREA)</b>	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	<b>FCM / Clean Foundation Transition 2050 (Partners for Climate Protection) Initiative</b>	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	<b>Lunenburg County Accessibility Advisory Committee</b>	<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	<b>Nova Scotia Federation of Municipalities (NSFM)</b>	<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>





<b>1</b>	<b>Bandstand Renovations</b>	The bird netting was re-installed May 27. Only a couple deficiencies remain. Kinburn Properties indicated these will be resolved shortly.
<b>2</b>	<b>Streets &amp; Sidewalks</b>	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 awarded the service contract for 2020 Street & Sidewalk Asphalt Patching. A new 2500W generator was acquired. Grading of gravel road surfaces was completed throughout the Town.
<b>3</b>	<b>Cemeteries &amp; Open Space</b>	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 work 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.

4	<b>Electric Utility</b>	<p>A number meetings were held related to the 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 &amp; 42 Pond St.; lawns were damaged in the winter while a utility pole was replaced near the sub-station.</p>
5	<b>Water Supply, Treatment &amp; Distribution</b>	<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>

<b>6</b>	<b>Sewage Collection &amp; Treatment</b>	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.
<b>7</b>	<b>COVID-19</b>	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 (Next Update July 30)

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

<b>3</b>	<b>Tax Bills/Tax Sale</b>	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.
<b>4</b>	<b>Budget</b>	The 2020/21 Operating and Capital Budgets were approved by Council on May 12th, 2020.
<b>5</b>	<b>Audit</b>	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 (Next Update July 30)

<b>1</b>	<b>Festival/ Events</b>	Draft Events By-law received by Council at June 9, 2020 Regular Council meeting.
<b>2</b>	<b>2020 Municipal Election</b>	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.

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

By-law and Policy Review - June 25, 2020 (Next Update July 30)			
<b>1</b>	<b>Outdoor Burning By-law</b>	<b>Target</b>	By-law sent back to staff for further review of By-law in light of comments received from the public.
		14-Jul-20	
<b>2</b>	<b>Temporary Vending By-law</b>	<b>Target</b>	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 (Next Update July 30)

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	95 Clearland Av. Speed 42 / 50 Kph	
		May, 2020	95 Clearland 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 (Next Update July 30)

## 21st Century Infrastructure

			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
Facilities Management	Council makes decisions and authorizes staff to prepare RFP(s) relating to renovation or construction of facilities	Council									*			
		Fire Station project management / engineering assistance with the preparation of design-build tender documents contract awarded to Vigilant Management Inc. Feb 11, 2020. Council reviewing preliminary designs and design-build specifications with Vigilant Management Inc.. Design-build tender issued June 18, 2020.												

[illegible]



Management	Management Plan	AM Committee working toward draft AM plan by Q2 2020; for recommendation to Council.												
	Prepare annual 10 year capital budget	Council/Staff								*			*	Council capital planning workshops held Oct 29th and Nov 26th, 2019, approved 5 year capital investment plan. Draft 10 year capital budget based on 5 year plan included in 2020-21 budget approved May 12, 2020. 10 year capital budget will be revisited in the fall of 2020 for required Capital Investment Plan report to Province.

<b>Emergency Services</b>	Provide Fire Protection Services to Town and area residents with MBVFD	CAO and Council	Ongoing
	Coordinate Policing Services with RCMP	CAO and Council	Ongoing
	Offer Emergency Coordination through REMO Board / Coordinator	CAO and Council	Ongoing
	CodeRED Service - enroll all residents	Staff	Currently promoting CodeRED enrollment to residents at every opportunity (including GHG and energy outreach activities).



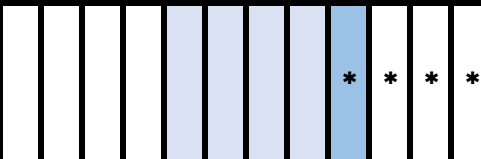


Optimize operations structure for efficient delivery of services	CAO to make recommendations to Council for optimal operations structure, including succession planning	CAO	Ongoing
	Implement an updated records management system	CAO	<div> <div></div> <div></div> <div></div> <div></div> <div>*</div> <div></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	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
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.										

<b>Ensure that Town infrastructure is in place to support development plans</b>	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 each 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.	

<b>Collaborate with organizations that are involved in economic</b>	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>											

<b>Improve communication and share information with the public in a manner consistent with their needs</b>	Explore opportunities to share information via Town website and other methods	CAO/Council	Ongoing
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<b>Create opportunities for public engagement</b>	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.															

<b>Expand Green Energy Generation (continued development of Alternate Resource Energy Authority)</b>	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.	

<b>Preserve and enhance our natural spaces and assets</b>	Continue to preserve and enhance our natural spaces and assets	Council	Ongoing
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## 2020-21 Budget - Operating Initiatives - June 25, 2020 (Next Update July 30)



	Total Cost	Town Cost	
<b>1</b> Asset Management Initiatives	\$72,895	\$26,495	 <b>50%</b>
	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.		
<b>2</b> Transportation Plan	\$31,681	\$16,681	 <b>75%</b>
	Notes: Draft Plan presented to Council by CBCL Ltd. May 12, 2020. Staff report on Council's June 25 agenda.		
<b>3</b> GHG Reduction Initiatives 2019-20	\$50,000	\$25,000	 <b>75%</b>
	Notes: Completed requirements to join FCM / Clean NS Transition 2050 initiative; completed data collection to support establishment 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.		
<b>4</b> GHG Reduction Initiatives 2020-21	\$60,000	\$30,000	<b>Not Yet Begun</b>
	Notes: Staff currently working on 2020 LCC Program application; report to Council anticipated July 14, 2020.		
<b>5</b> Centennial Year Program	\$73,270	\$15,000	 <b>75%</b>
	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></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></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 (Next Update July 30)

Town General			
1	Build / Acquire / Renovate PW & Utility Facility	\$50,000	Not Yet Beun
		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 Beun
		Notes: Linked to above.	
6	Radios & Pagers	\$5,000	Not Yet Beun
		Notes:	
7	New PPE	\$22,000	Not Yet Beun
		Notes: Anticipation to Emergency Services Provider Fund anticipated in July 2020.	
	Pave Turning Loop on	\$20,000	Not Yet Begun

<b>8</b>	North Main St.	Notes: Tender to be issued for paving in July 2020.		
<b>9</b>	Transportation Project	\$200,000		<b>Not Yet Begun</b>
		Notes: Report on Council's June 25 agenda. External funding application (Connect2 Program) anticipated in July.		
<b>10</b>	Security Cameras	\$4,000		<b>Not Yet Begun</b>
		Notes:		
<b>11</b>	Replace Floating Wharves / Gangways	\$30,000		<b>Not Yet Begun</b>
		Notes:		
<b>12</b>	Repair South-Facing Cribwork on Wharf	\$30,000		<b>Not Yet Begun</b>
		Notes:		
<b>13</b>	Bandstand - Phase 3	\$20,000	\$2,242.00	 <b>25%</b>
		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.		
<b>14</b>	Annual Installation of New Sewer Services	\$10,000		<b>Not Yet Begun</b>
		Notes:		
<b>15</b>	Replace Pumps - Station #2	\$10,000		<b>Not Yet Begun</b>
		Notes:		
<b>16</b>	Breakwater Repairs	\$8,500		<b>Not Yet Begun</b>
		Notes:		
<b>17</b>	Sea Level Rise / Storm Protection - Edgewater St.	\$349,800		<b>Not Yet Begun</b>
		Notes:		
<b>18</b>	Home Heating Programs (Town Portion)	\$50,000		<b>Not Yet Begun</b>
		Notes: AREA RFP for management of home heating program services recently closed.		

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

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





## **Town of Mahone Bay**

Staff Report

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

July 14, 2020

### **General Overview:**

The purpose of this report is to provide Council with an update on the review of the draft Temporary Vending By-Law and Special Events By-Law as directed by Council on June 25, 2020.

### **Background:**

Staff provided a report to accompany draft versions of a Temporary Vending By-law and a draft Special Events By-law for the June 9, 2020 Council agenda. At that time, the report was deferred to the regular Council meeting of June 25, 2020.

In the time between the June 9<sup>th</sup> and June 25<sup>th</sup> meetings of Council, staff answered a number of questions concerning the draft by-laws. At the June 25, 2020 meeting of Council, staff were directed by motion to make a number of specific amendments to the draft by-laws and then return the drafts for Council consideration at the July 14, 2020 regular meeting of Council.

### **Analysis:**

#### Temporary Vending By-law

Staff were asked to ensure consistency with the use of "temporary vending" in section 2; amend section 5 to state provisions in the positive as opposed to negative case; amend section 8.3 for consistency in respect to applying for a temporary vending permit when required; review vending on private property in the residential area; specify the number of markets that are included in the definition of Seasonal Market; specify that a vehicle as described in the Temporary Vending By-law must be mobile and review the clause that it must be moved when the permit expires; review the clause that only one mobile vendor space shall be issued outside of a Commercial zone (or a property with an appropriate development agreement, except with the permission of Council; and amend section 8.4 to clarify that permits shall clearly state what is being vended.

Staff have made the requested amendments to wording for consistency and reviewed the other aspects of the draft by-law as requested by Council.

Other revisions to the draft by-law made by staff to address the direction of Council include the addition of Clause 6.5 stating that Temporary Vending Permits will not be issued for vending in a Residential Zone, and the removal of the provision under Section 4.2(e)(iv) that more than one mobile vendor space (or a vendor space on a non-commercial property) may be approved by Council. Under Section 8.4 the sentence has been amended to be more precise that all goods and services being vended must be listed by changing the word 'or' to 'and/or'.

On review, it was found that the draft by-law was sufficiently clear on the number of Seasonal Markets, but during review of the by-law staff amended section 7.2(d) respecting yard sales to include the provisions regarding yard sales currently detailed in the Land-Use By-law, rather than referencing a separate by-law. Similarly, staff have added a provision under 7.2(a) that busking is permitted provided that said busking does not interfere with the use of public spaces.

#### Special Events By-law

Staff were directed to amend Section 2 to include “contribute to the viability of the business community” in the stated purpose of the By-law and to review the use of ‘days’ and ‘business days’ throughout the draft by-law for consistency.

In addition to amending the by-law purpose as directed, staff amended the by-law to consistently reference ‘calendar days’. In making this clarification, under Section 9.2 staff amended the draft by-law to read 21 calendar days as opposed to the previous 14 days. In the development of the by-law staff learned that special event insurance certificates are often not issued more than 30 days in advance of an event, but the prompt submission of an insurance certificate is crucial to planning an event safely so with the clarification of calendar days, staff recommend 21 calendar days as the submission deadline.

**Financial Analysis:**

There are no financial implications to the amendments to the draft by-laws provided for Council consideration.

**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 July 14, 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,



Maureen Hughes

Town Clerk and Deputy CAO



## 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 temporary 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 their current Motor Vehicle Registration
- v. Mobile Canteens must be able to demonstrate that their vehicle is able to be moved
- vi. Mobile Canteens must present proof of one million dollars (\$1,000,000) of liability insurance
- vii. 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 exiting 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 Vendors shall dispose of solid waste in accordance with methods prescribed in the Town of Mahone Bay Solid Waste Management By-law.  
~~No vendor shall dispose of solid waste contrary to methods prescribed in the Town of Mahone Bay Solid Waste Management By-law.~~
- 5.3 Vendors shall pick up, remove, and properly dispose of all recyclables, litter, and trash associated in any way with the vending activity, including emptying litter and recycling receptacles before leaving any vendor location.  
~~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 Vendors shall ensure that no products are dumped in Town sewers or storm sewers.  
~~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).
- 6.5 Temporary Vending Permits will not be issued for vending in a Residential Zone.

## 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 provided that
    - i. Busking activities do not interfere with the use of public space
  - 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) provided that
    - i. Articles for sale shall include only the tangible personal property of the residents conducting the sale;
    - ii. There shall be no more than four yard sales on any property during each calendar year;
    - iii. Yard sales shall not last longer than four consecutive days; and

iv. Retail sales shall be conducted only during daylight hours between sunrise and sunset

- 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 **To obtain a Temporary Vending Permit** ~~All persons wanting~~ to provide for sale goods or services within the Town of Mahone Bay **vendors** 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, **and/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:	

## 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 contribute to the viability of the business community by ensuring consistency and providing guidelines for the 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 **calendar** 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) **calendar** 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) **calendar** days prior to the event.
- b. provide proof to the Town that the notification to abutters has been circulated no less than fourteen (14) **calendar** 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 **calendar** 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) **calendar** days in advance of the Mass Gathering.
- b. provide proof to the Town no less than fourteen (14) **calendar** 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 **calendar** 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 ~~14~~ 21 calendar 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.**

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David W. Devenne, Mayor

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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: 2020-21 Transportation Project

July 14<sup>th</sup>, 2020

### **General Overview:**

This report is intended to provide Council with a recommendation concerning the proposed 2020-21 Transportation Project, on the basis of direction received at the Council's regular meeting of June 25<sup>th</sup>, 2020.

### **Background:**

CBCL Ltd. presented Council with a draft Transportation Plan Report on May 12<sup>th</sup>, 2020. The 2020-21 annual budget approved by Council on May 12<sup>th</sup>, 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 28<sup>th</sup> which resulted in the special meeting held on June 11<sup>th</sup>, 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).

On the basis of Council's input on June 11<sup>th</sup>, staff provided a report to Council's regular meeting of June 25<sup>th</sup>, 2020, at which time Council passed the following motion:

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.)
  - Town Hall (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 14<sup>th</sup>, 2020;

### **Analysis:**

As per Council's direction on June 25<sup>th</sup>, 2020, staff have worked with CBCL Ltd. to produce the attached estimate for the project (Appendix B to this report) to support application to the NS Department of Energy's Connect2 Program. To inform the public regarding the proposed project – following up on significant public interest in the CBCL Ltd. transportation planning process – staff have also worked with Skysail (under their contract with the Town), to produce the attached draft project poster (Appendix C to this report).

The 2020-21 Transportation Project as proposed represents a significant investment in improved infrastructure for active transportation (walking and cycling), contributing to public safety and community GHG reduction (priorities referenced in Council's 2018-21 Strategic Plan). This project rationale closely aligns with the Department of Energy's objectives for the Connect2 program. Building on the Transportation Planning Report from CBCL Ltd. which was funded in part by the Dept., staff anticipate receiving funding support for this 2020-21 project from the Connect2 program.

### **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 30<sup>th</sup>, 2020.

As per the attached estimate provided by CBCL Ltd., the proposed project cost (including net HST) is \$160,000. With a maximum Connect2 Program contribution of \$100,000, the Town would need to contribute at least \$60,000. This aligns with the 2020-21 budget approved by Council on May 12<sup>th</sup>, 2020 wherein Council allocated up to \$100,000 in Town funds (to be borrowed from the Municipal Finance Corporation (MFC)) for this project.

### **Strategic Plan:**

#### **3.1 21<sup>st</sup> Century Infrastructure**

- Provide safe streets and sidewalks

**Recommendation:**

It is recommended,

THAT Council direct staff to submit an application to the NS Department of Energy's Connect2 Program for the Town's 2020-21 Transportation Project.

**Attached for Council Review:**

- 2020 Connect2 Program Guidelines
- 2020-21 Transportation Project estimates (provided by CBCL Ltd.)
- Draft 2020-21 Transportation Project poster

**Respectfully Submitted,**



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 30<sup>th</sup>, 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 30<sup>th</sup>, 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 <a href="mailto:lowcarboncommunities@novascotia.ca">lowcarboncommunities@novascotia.ca</a>	Gabrielle Riley Gallagher at 902-424-8090, or <a href="mailto:connect2@novascotia.ca">connect2@novascotia.ca</a>

## 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

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#### 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.

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**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.**

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

## 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.**

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Catherine Chase at 902-424-4073, or <a href="mailto:lowcarboncommunities@novascotia.ca">lowcarboncommunities@novascotia.ca</a>	Gabrielle Riley Gallagher at 902-424-8090, or <a href="mailto:connect2@novascotia.ca">connect2@novascotia.ca</a>



**OPINION OF PROBABLE CONSTRUCTION COSTS**  
**Town of Mahone Bay 2020-21 Transportation Project**  
 Town of Mahone Bay, NS

<b>DATE:</b>	July 9, 2020
<b>CBCL FILE No.:</b>	201061.00
<b>PREPARED BY:</b>	Archie T
<b>EST. DESCRIPTION:</b>	Class D

No.	DESCRIPTION	UNIT	UNIT COST	EST. QTY.	TOTAL
<b>101</b>					
<b>1</b>	<b>Mob, Demob, Bonds, Insurance, Pre-Construction</b>				
1.1	Mobilization, Bonds, Insurance, Pre-Construction Management	LS	\$ 5,000	1	\$ 5,000
1.2	Traffic Control	Days	\$ 1,200	16	\$ 19,200
<b>2</b>	<b>CROSSWALKS</b>				
2.1	Medical Centre Crossing at Main Street	LS	\$ 7,000	1	\$ 7,000
2.2	Cherry Lane Crossing at Main Street	LS	\$ 7,000	1	\$ 7,000
2.3	Town Hall Crossing at Mian Street	LS	\$ 7,000	1	\$ 7,000
2.4	Luthern Church Crossing at Edgewater Street	LS	\$ 7,000	1	\$ 7,000
2.5	Keddy's Landing Crossing at Edgewater Street	LS	\$ 7,000	1	\$ 7,000
2.6	New 3 Way Stop at Clearwater and Main	LS	\$ 8,000	1	\$ 8,000
2.7	Improved Trail Crossing at Long Hill Road at Main Street Intersection	LS	\$ 21,000	1	\$ 21,000
2.8	New Traffic Calming Measures on Clairmont & Kinburn Street	LS	\$ 19,000	1	\$ 19,000
2.9	Change Cherry Lane to One-Way & Orchard Street to Parish Street	LS	\$ 19,200	1	\$ 19,200
<b>SUB-TOTAL - DIRECT &amp; INDIRECT CONSTRUCTION COSTS</b>					<b>\$ 126,400</b>
<b>3</b>	<b>CONTINGENCIES and ALLOWANCES</b>				
3.1	Design Development Contingency (see Note 1)	5%			\$ 6,320
3.2	Construction Contingency (see Note 2)	5%			\$ 6,320
3.3	Escalation / Inflation (Based on 2020 Dollars) (see Note 3)	N/A			N/A
3.4	Location Factor (see Note 4)	N/A			N/A
3.5	Engineering & Geotechnical	10%			\$ 12,640
<b>TOTAL CONSTRUCTION COSTS with CONTINGENCIES, HST NOT INCLUDED</b>					<b>\$ 152,000</b>

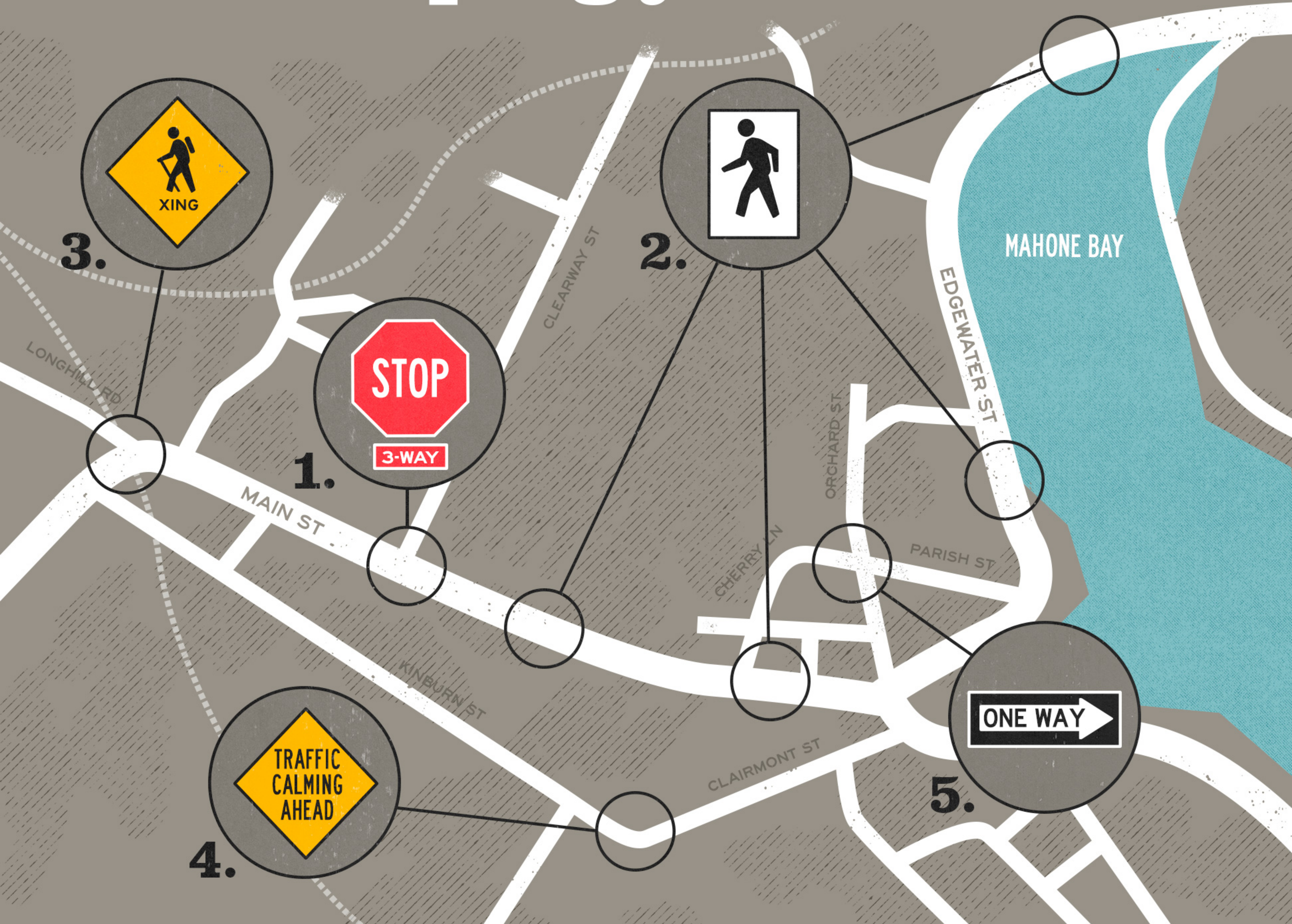
THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, UNFORESEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED.

- Note 1** A Design Development Contingency is for the necessary growth of qtls, increase material labour costs as the work is better defined
- Note 2** A Construction Contingency is for the cost of additional work that is over and above the original tendered construction contract price.
- Note 3** The Escalation/Inflation is provided for anticipated increases in construction costs from the time budget to time of Tender
- Note 4** The Location Factor is variances between costs at the location of the project and historical costs data used to prepare the budget.
- Note 5** Note that for the above UNIT RATE FORMAT General Contractor, Fees, Overheads and Profit are included in each unit cost.

Form CBCL .035 Rev 2



# Keeping things moving and keeping you safe!



## The Town 2020 Transportation Project

1. New 3-way Stop at Clearway Street at Main Street intersection.
2. New Pedestrian Crosswalks at:
  - o Medical Centre (crossing Main Street)
  - o Cherry Lane (crossing Main Street)
  - o Town Hall (crossing Main Street)
  - o Lutheran Church (crossing Edgewater Street)
  - o Keddy's Landing (crossing Edgewater Street)
3. Improved Trail Crossing at Long Hill Road at Main Street intersection.
4. New Traffic Calming Measures on Clairmont Street and Kinburn Street.
5. Changing Cherry Lane to One-Way and Orchard Street to one-way (to Parish Street) with Parish Street serving as the exit for both.

The Town Council has heard from the citizens of Mahone Bay and consulted with the experts. Now we're proposing some changes to make our streets safer and encourage walking and cycling options.





## **Town of Mahone Bay**

Staff Report

RE: Low Carbon Communities Application

July 14<sup>th</sup>, 2020

### **General Overview:**

This report is intended to provide Council with a recommendation concerning the Town's planned application to the NS Department of Energy's Low Carbon Communities (LCC) program for funding in association with continued GHG reduction efforts in 2020-21.

### **Background:**

On March 12<sup>th</sup>, 2019 the Mahone Bay Town Council approved an amended 2018-2021 Strategic Plan including a commitment to pursue climate mitigation strategies through the completion of a community emissions baseline and the development of a GHG Reduction Action Plan.

The Town received a \$40,000 contribution from the LCC program in 2019-20 (announced on February 24<sup>th</sup>, 2020) to support the completion of a community emissions baseline and the development of a GHG Reduction Action Plan (along with commissioning a Transportation Planning Report from CBCL Ltd.).

An early draft of the GHG Reduction Action Plan was provided to Council on April 21<sup>st</sup>, 2020, along with a report recommending Council include a 2020-21 GHG Reduction & Energy Initiatives project in the Town's 2020-21 budget. The 2020-21 annual budget, approved by Council May 12<sup>th</sup>, 2020 included \$30,000 (25% Town, 75% Utility) for this project, to be supported by an anticipated application for matching funds from the LCC program. This project will include staff time and related costs to implement the recommended actions detailed in the draft GHG Reduction Action Plan, particularly focusing on clean energy generation and electrification initiatives (home heating and transportation).

Work continues on the final draft GHG Reduction Action Plan for presentation to Council in September. Staff have received the GHG baseline inventories that highlight the Town's current emissions associated with various sectors and data-collection work continues to supplement this information. This baseline information will allow staff to refine and complete the final draft GHG Reduction Action Plan and to quantify the emissions reductions that can be realized from the various actions.

## **Analysis:**

The 2020-21 GHG Reduction & Energy Initiatives project will continue to support the Town's efforts in reducing GHG emissions in association with home heating and transportation. Building on the Town's accomplishments under the 2019-20 LCC grant, staff anticipate receiving Department of Energy funding support for a 2020-21 project consisting of the following components:

- 1) Wages and benefits to extend term Climate & Energy Outreach Coordinator position from September 30, 2020 to Mar 31, 2021 (heading-up implementation of GHG Reduction Action Plan, overseeing promotional/outreach/education activities, supporting clean energy and electrification projects, etc.).
- 2) Promotion, communications, surveys, focus groups, etc. in association with climate and energy projects.
- 3) Feasibility studies and reports associated with home heating program (with Alternative Resource Energy Authority (AREA)) and electric thermal storage (ETS) initiative (with Neothermal Energy Solutions).

In addition to the Town of Mahone Bay LCC program application recommended here, Town staff are also working with AREA staff to develop a funding application from AREA to the Department of Energy to support vehicle electrification, including a feasibility study on potential EV programs (including possible carshare programs) in the three AREA municipalities.

Town staff have also prepared a report to Council on the Town's proposed 2020-21 Transportation Project (on Council's July 14<sup>th</sup>, 2020 meeting agenda), in which staff recommend Council approve an application to the Department of Energy's Connect2 program for transportation infrastructure improvements. These improvements – by supporting active transportation options for residents and visitors – further contribute to the Town's community GHG reduction.

By submitting the LCC and Connect2 applications this month, funding announcements will be made by the Fall of 2020 as our current funded projects come to completion. The application will prepare staff to continue working on these important projects that contribute to the Town's goals of reducing community GHG emissions.

Completion of this project with LCC program funding will also facilitate future applications to the Federation of Canadian Municipalities (FCM) and elsewhere, to implement the remaining actions in the final GHG Reduction Action Plan (enabling Mahone Bay residents to access 50% rebates for residential home heating improvements being offered by FCM for example).

## Financial Analysis:

The 2020-21 Low Carbon Communities program is offering 75% funding support up to \$75,000 per project in the Clean Electricity & Energy Transformation category. Staff recommends applying with the following project budget (Town contribution as per the Town's 2020-21 budget approved by Council May 12<sup>th</sup>, 2020):

### Project Funds

\$30,000 Town (25% Town, 75% Utility)	Confirmed
\$10,000 In-Kind (AREA / Neothermal staff time)	Confirmed
\$60,000 LCC Program	Requested

### Project Expenditures

\$25,000	Wages and Benefits for Term Coordinator Position
\$15,000	Promotion, Communications and Outreach Activities
\$60,000	Electrification and Home Heating Studies & Reports

## Strategic Plan:

### **3.4 Environmental Sustainability**

- Pursue Climate Mitigation Strategies (reducing Town carbon footprint)

## Recommendation:

It is recommended,

THAT Council direct staff to submit an application to the NS Department of Energy's Low Carbon Communities Program for the Town's 2020-21 GHG Reduction & Energy Initiatives Project.

THAT Council approve AREA staff to submit an application to the NS Department of Energy for funding to support EV adoption / exploration of EV carshare opportunities in the three AREA partner units, and direct Town staff to support this application.

**Attached for Council Review:**

- 2020-21 Low Carbon Communities Program Guidelines

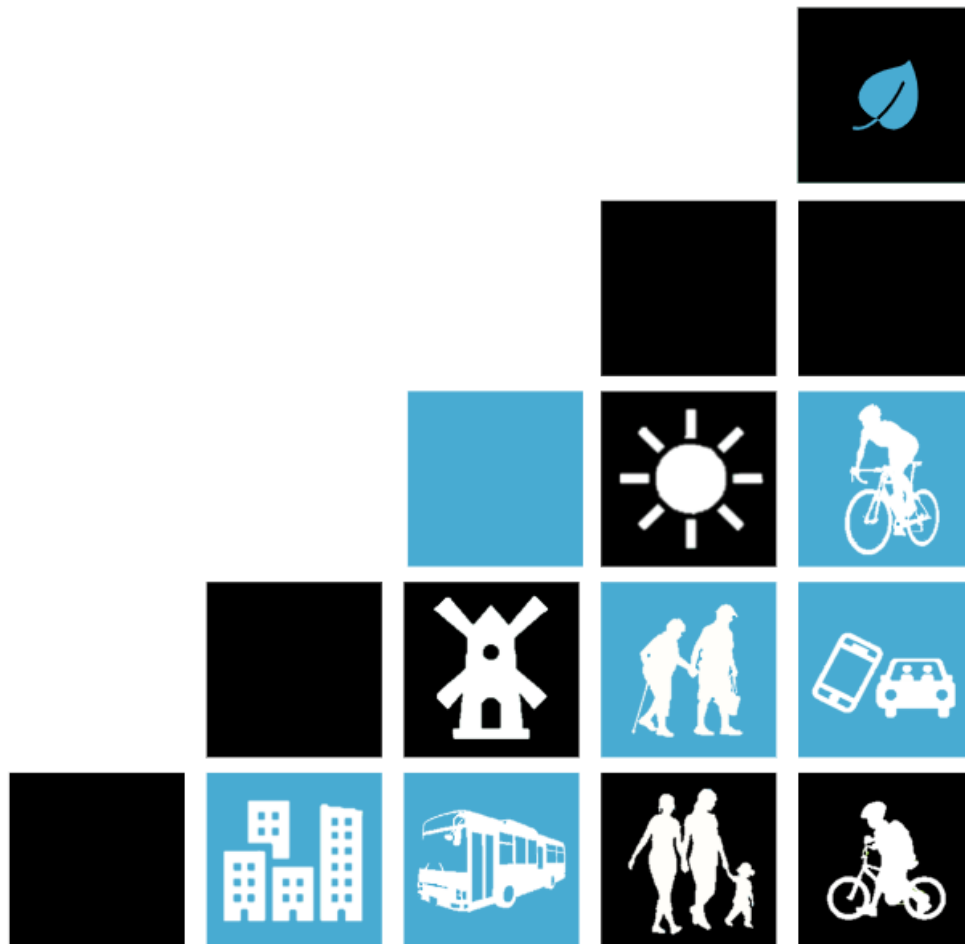
**Respectfully Submitted,**



Katherine Dorey

Town of Mahone Bay Climate and Energy Outreach Coordinator

# 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.

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

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

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

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# Eligibility

## Eligible Applicants

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C2 Ineligible Projects	LCC Ineligible Projects
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## LCC & C2 Funding Guidelines

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**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.

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**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.**

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## **Town of Mahone Bay**

Staff Report

RE: Utility Reclosers

July 14<sup>th</sup>, 2020

### **General Overview:**

This report is intended to provide Council with a recommendation concerning the Electrical Reclosers project in the Town's 2020-21 budget.

### **Background:**

Council approved the 2020-21 annual budget on May 12<sup>th</sup>, 2020 including an allocation of \$12,000 from electric utility operating funds for refurbished reclosers for the electric utility substation.



### **Analysis:**

The utility substation has three reclosers (substation circuit breakers), one electronic and two hydraulic, all are past their original useful lives. These three reclosers serve as circuit breakers to the utility's three circuits serving the community. Failure of a recloser would result in an outage which would normally affect only one circuit instead affecting two or three (and therefore a much larger area of town and a greater number of homes and businesses).

Staff had the electronic recloser serviced last year and had planned to refurbish the two hydraulic reclosers this year, unfortunately we have recently learned that these outdated models can no longer be serviced.

Staff have identified an opportunity to replace the hydraulic reclosers with refurbished electronic reclosers from NSPI within the established \$12,000 budget and intend to proceed with this replacement.

Despite this solution to the outdated hydraulic reclosers, another issue has been identified which is that our current electronic recloser - as well as the refurbished units from NSPI - makes use obsolete controllers. Upgrading these controllers will be a necessity - though we are currently exploring if used parts for the obsolete models can be sourced. New controllers will cost approximately \$11,000 each (three are required for the three reclosers).

**Financial Analysis:**

The Town's 2020-21 Budget included \$12,000 for refurbishing two existing hydraulic reclosers; this will instead cover the replacement of these units with two refurbished electronic reclosers from NSPI.

To proceed with the project this year including replacement of the controllers for all three reclosers (at \$11,000 each), Council would need to authorize an increase in the project budget to \$45,000. This increased allocation would be accommodated within the utility's projected operating surplus for 2020-21.

**Strategic Plan:****3.1 21<sup>st</sup> Century Infrastructure**

- Optimize Efficiency of Utilities

**Recommendation:**

It is recommended,

THAT Council increase the approved budget for the Electrical Reclosers project to \$45,000 and direct staff to proceed with the project.

**Attached for Council Review:**

None

**Respectfully Submitted,**

Dylan Heide  
Town of Mahone Bay CAO



## **Town of Mahone Bay**

Staff Report

RE: Fire Station Project TBR

July 9<sup>th</sup>, 2020

### **General Overview:**

This report is intended to provide Council with the required resolution to request approval for a Temporary Borrowing Resolution for purpose of constructing a new Fire Station.

### **Background:**

During Spring of 2020 Mahone Bay Town Council issued a Design Build RFP for the construction of a new Fire Station. Before the contract can be awarded to a successful candidate, the Town must receive approval from Municipal Affairs in the form of a Temporary Borrowing Resolution (TBR) which will pre-approve the Town to borrow the necessary funds to construct the facility.

### **Analysis:**

For the Town to receive approval on this TBR, Council must pass the required resolution for the Minister to review the application and issue a decision (attached as Appendix B).

**Financial Analysis:**

The requested TBR is in the amount of \$4,456,600. The reason the TBR that we are requesting is significantly above the last figure provided to Council by Vigilant is because the amount that the TBR is issued for is the MAXIMUM that we are able to borrow for this project. Therefore, since the Contract is not yet awarded and there are still unknown variables at play, it is recommended that we ask for approval for more than we are expecting the new facility to cost to ensure we have enough borrowing capacity to complete the project. It should also be noted that we do not need to borrow the full amount of the TBR as we are able to make several draws on the loan as required. Once the project is complete, we will take the actual cost of the project and roll it into a long-term debenture and the TBR will cease to exist at that point in time.

**Links to Strategic Plan:****Recommendation:**

It is recommended,

**THAT Council pass the attached resolution**

**Attached for Council Review:**

- Temporary Borrowing Resolution

Respectfully submitted,

Luke Wentzell  
Manager of Finance  
Town of Mahone Bay

**MUNICIPALITY OF THE**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ \_\_\_\_\_

Purpose: \_\_\_\_\_

**WHEREAS** Section 66 of the Municipal Government Act provides that the Municipality of the \_\_\_\_\_, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

**WHEREAS** the Municipality of the \_\_\_\_\_ has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

**WHEREAS** the Municipality of the \_\_\_\_\_ has determined to borrow the aggregate principal amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the purposes of \_\_\_\_\_;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 66 of the Municipal Government Act, the Municipality of the \_\_\_\_\_ borrow a sum or sums not exceeding \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

**THAT** the sum be borrowed by the issue and sale of debentures of the Municipality of the \_\_\_\_\_ to such an amount as the Council deems necessary;

**THAT** the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) in total from any chartered bank or trust company doing business in Nova Scotia;

**THAT** the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

**THAT** the interest payable on the borrowing be paid at a rate to be agreed upon; and

**THAT** the amount borrowed be repaid from the proceeds of the debentures when sold.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Municipality of the \_\_\_\_\_ held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**GIVEN** under the hands of the Clerk and under the seal of the Municipality of the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Clerk



## **Town of Mahone Bay**

Staff Report

RE: Draft Public Engagement Policy

July 14<sup>th</sup>, 2020

### **General Overview:**

This report is intended to provide Council with a draft Public Engagement Policy for review and consideration.

### **Background:**

Council's 2018-21 Strategic Plan, most recently updated May 12<sup>th</sup>, 2020, includes the action to adopt a Public Engagement Policy for the Town, to better engage the public in Council activities and decision making.

### **Analysis:**

Town staff have reviewed engagement policies and associated reports, manuals and best practices from across Canada and developed the attached draft policy for Council's consideration (Appendix A).

### **Financial Analysis:**

There is no direct financial cost associated with the adoption of the proposed policy.

### **Strategic Plan:**

#### **3.3 Governance and Public Engagement**

- Develop a policy and framework to engage the public in Council activities and decision making

### **Recommendation:**

It is recommended that at its regular meeting on July 30<sup>th</sup>, after due consideration, Council resolve:

**THAT Council adopt the Public Engagement Policy as presented.**



**Attached for Council Review:**

- Draft Public Engagement Policy

**Respectfully Submitted,**

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

Dylan Heide  
Town of Mahone Bay CAO



## **Draft Public Engagement Policy**

### **1. Purpose**

Public input is one of the factors Council considers when making decisions. This Public Engagement Policy recognizes the value of public engagement and provides a framework for opportunities for members of the public to be informed of, or involved in, meaningful public engagement regarding decisions that directly affect the community.

This Public Engagement Policy is in addition to and does not modify or replace the public information meeting / public hearing requirements set out in the Nova Scotia Municipal Government Act or as specified in other Town by-laws and policies.

### **2. Application**

Public engagement supports decision-making processes related to Town policies, projects, and services that have an impact on the public. Public engagement tools may be used by the Town in the following circumstances:

- a) To fulfill legislation or regulation requirements;
- b) To respond to requests initiated by the community, staff, or Council;
- c) To support new policy, project, or service implementation;
- d) To support existing policy, project, or service evaluation and change;
- e) To address potential impacts on the community, such as quality of life or the environment; and,
- f) To address issues associated with strong community views, concerns, or emotions.

### **3. Definitions**

- a) "Public Engagement" includes a variety of non-statutory opportunities where stakeholders receive information and/or provide input to the Town.
- b) "Public Engagement Plan" means a plan which identifies which public engagement tools are to be used to obtain public input in a particular circumstance.
- c) "Public Engagement Tools" means the tools that may be used, alone or in combination, to create Public Engagement opportunities including, but not limited to:

- i) statutory public hearing requirements in the *Municipal Government Act*
  - ii) in-person engagement which may include meetings, round-table discussions, town halls, open houses, and workshops;
  - iii) digital engagement which may include online workbooks, chat groups, webinars, message boards / discussion forums, and online polls or surveys;
  - iv) written engagement which may include written submissions, email feedback, and mail-in surveys, polls and workbooks;
  - v) representative engagement which may include being appointed to a committee or citizen board; and
  - vi) providing information through the media, websites, social media, and other channels.
- d) “Staff” means the staff of the Town of Mahone Bay.
- e) “Stakeholders” means the residents of the Town, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Town.
- f) “Town” means the Town of Mahone Bay.

#### **4. Objectives**

It is the Town's intent to provide opportunities for the community to be informed of, and where appropriate be involved in, decision-making including:

- a) Providing timely information to the public concerning decision-making processes related to Town policies, projects, and services that have an impact on the public;
- b) Creating opportunities for stakeholders who are affected by a decision to provide input into the decision;
- c) Promoting sustainable, balanced decisions by recognizing various stakeholder interests;
- d) Providing stakeholders with the appropriate information and tools to engage in meaningful engagement; and
- e) Enriching the decision-making process leading to better, more informed decisions.

## **5. Responsibilities**

### **a) Council shall:**

- i. request and review information from staff concerning the scope, timing, appropriate methods and resources required for public engagement prior to directing the development of a public engagement plan;
- ii. review and approve public engagement plans developed by staff as directed by Council;
- iii. consider input obtained through public engagement when making decisions;
- iv. review this Policy a minimum of once per term to ensure the Policy is in the spirit and intent of public engagement;
- v. ensure appropriate resources are available to support public engagement in accordance with this Policy; and,
- vi. promote and support public engagement opportunities.

### **b) Staff shall:**

- i. ensure the Policy complies with all relevant legislation and municipal policies;
- ii. develop the necessary procedures to implement this Policy;
- iii. assess this Policy and make recommendations to Council about the public engagement and resourcing;
- iv. as directed by Council, develop public engagement plans for Council approval;
- v. consider timing, resources and engagement when developing and modifying public engagement plans;
- vi. implement approved public engagement plans;
- vii. report the findings of public engagement to Council; and,
- viii. evaluate and communicate to Council and the public, when appropriate, the effectiveness of a public engagement plan and the public engagement tools used.

## **6. Public Engagement Principles**

The Town supports the International Association of Public Participation (IAP2) Core Values and staff will apply these values and the principles expressed in this policy to all public engagement processes.

#### IAP2 Core Values:

- a) Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
- b) Public participation includes the promise that the public's contribution will influence the decision.
- c) Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
- d) Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
- e) Public participation seeks input from participants in designing how they participate.
- f) Public participation provides participants with the information they need to participate in a meaningful way.
- g) Public participation communicates to participants how their input affected the decision.

#### The Town's Public Engagement Principles:

- a) Engagement is meaningful (the questions used are genuine and the input gathered impacts the policy, plan, program, design, or service in question).
- b) Engagement is scoped and scaled appropriately to the issue's importance (or potential impacts), degree of potential conflict, and diversity of opinion it may engender.
- c) Engagement is informed (framing of issues and sharing of research or facts, and options supports thoughtful contributions of all concerned).
- d) Engagement starts early and continues throughout the process (input opportunities are integrated into all stages).
- e) Active outreach is undertaken to reach those most likely to be interested in or impacted by the initiative (communications and go to them approaches are key).
- f) Engagement is be conducted in an inclusive manner having regard to different levels of accessibility.
- g) Diverse voices are heard and conflict is reduced (a range of tools helps to access a broad range of ideas and opinions).
- h) The process is transparent and communications-rich (sharing information/options, documenting input received, communicating results, decisions/actions).

## **7. Public Engagement Plans**

- a) When so directed by Council, staff shall develop a public engagement plan for approval by Council which shall consider the following:
  - i. the nature of the matter for which public engagement is being sought;
  - ii. the impact of the matter on stakeholders;
  - iii. the demographics of potential stakeholders in respect of which public engagement tools to utilize, level of engagement and time for input;
  - iv. the timing of the decision and time required to gather input;
  - v. what information is required, if any, to participate;
  - vi. available resources and reasonable costs;
  - vii. particular circumstances including states of emergency and public health directives, which may limit the applicability of many public engagement tools.
  
- b) Public engagement plans will, at minimum, include the following:
  - i. a communication plan to inform the public about the public engagement plan and opportunities to provide input;
  - ii. identification of which public engagement tools will be utilized;
  - iii. timelines for engagement activities;
  - iv. information about how input will be used;
  - v. the location of information required, if any, to inform the specific public engagement.



Mayor Devenne

Motion for Consideration

July 14, 2020

THAT Council designate August 14, 2020 as "Staff Appreciation Day", a holiday for Town staff, in accordance with the Human Resources policies of the Town.





Council Carver


Motion for Consideration

July 14, 2020

Be it resolved that Council direct staff to prepare a report and recommendation to Council about adopting a Violence in the Workplace Policy similar to the one currently in place in the Municipality of the District of Yarmouth.





	<b>Violence in the Workplace Policy</b> <b>V-1068-19</b>	Effective Date: July 24, 2019
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## Part 1


### Purpose

- 1.1 The Municipality of the District of Yarmouth (MODY) is committed to providing a safe work environment for all employees and Councillors. MODY will respond promptly to threats, acts of violence, and acts of aggression by any employee, Councillor, committee member, member of the public or other person;
- 1.2 every employee and Councillor at the Municipality is responsible for keeping the workplace free from violence. This includes verbal and physical intimidation, hostile language and actions, verbal and physical threats, bullying or violent behavior by employees, Councillors or members of the public against self, others or Municipal property;
- 1.3 an employee, Councillor, committee member, client, member of the public or other person who exhibits violent or threatening behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including dismissal from employment, removal from committee, or sanction under Municipal and Provincial legislation or policy.

## Part 2

### Definitions

2. 1 “CAO” means the Chief Administrative Officer of the Municipality of Yarmouth;
2. 2 “Complainant” means the person who has made a report about another individual whom they believe violated this Policy;
2. 3 “Councillor” means a member of the MODY Council;
2. 4 “Municipality” means the Municipality of the District of Yarmouth;
2. 5 “Respondent” means the person who is alleged to have violated this Policy;

	<b>Violence in the Workplace Policy</b> <b>V-1068-19</b>	Effective Date: July 24, 2019
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2. 6 For the purposes of this policy, the “workplace” is considered to be any place occupied by an employee, Councillor, committee member, client or citizen where municipal business is being conducted as part of their employment or function which includes, but is not limited to, municipal offices and sites, municipally-owned vehicles, work-related social gatherings, work-related functions or other locations where an employee, Councillor, committee member, client or citizen is engaged in activity associated with their employment or conducting municipal business, and private homes, businesses or construction sites where an employee is conducting municipal business;

2. 7 “Violence in the workplace” may include, but is not limited to, the following list of prohibited behaviors directed at or by employees, Councillors, committee members, clients, or others:

2.7.1 direct threats or physical intimidation such as shaking a fist at someone, finger pointing, destroying property, throwing objects;

2.7.2 physically aggressive behaviours, including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault;

2.7.3 verbal or written threats to physically attack an employee;

2.7.4 intentionally causing damage to the property of another;


2.7.5 implications or suggestion of violence;

2.7.6 bullying;

2.7.7 intimidation;

2.7.8 unwelcome and/or disrespectful comments or gestures;

2.7.9 stalking;

	<b>Violence in the Workplace Policy</b> <b>V-1068-19</b>	Effective Date: July 24, 2019
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2.7.10 possession of weapons of any kind on municipal property, including parking lots, other exterior premises or while engaged in activities for the Municipality in other locations;

2.7.11 assault of any form as defined under Federal or Provincial statute;

2.7.12 physical restraint, confinement;

2.7.13 dangerous or threatening horseplay;

2.7.14 loud, disruptive or angry behavior or language that is clearly not part of the typical work environment;

2.7.15 blatant or intentional disregard for the safety or well-being of others;

2.7.16 commission of a violent crime on municipal property;


2.7.17 any other act that a reasonable person would perceive as constituting a threat of violence.

It is defined broadly enough to include acts that may be considered criminal.

### **Part 3**

#### **Policy**

3. 1 Any person experiencing or witnessing imminent danger of personal injury or violence involving weapons or actual violence should call the RCMP or 911 immediately;
3. 2 any person who is the subject of a suspected violation of the Violence in the Workplace Policy involving violence without weapons or personal injury, or is a witness to such suspected violation, should report the incident to his or her supervisor, Human Resources or the CAO;

	<b>Violence in the Workplace Policy</b> <b>V-1068-19</b>	Effective Date: July 24, 2019
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- 3.3 employees are expected to report any threat or act of violence that they have witnessed, received, or been informed of, to their supervisor, Human Resources or the CAO; supervisors and Human Resources shall provide written notice of such a report to the CAO;
- 3.4 in cases where the respondent or complainant is a Councillor, reports shall be made to the municipal solicitor; the municipal solicitor shall provide written notice of such a report to the CAO;
- 3.5 employees or Councillors who commit a violent act or threaten to commit a violent act may be subject to disciplinary action, criminal prosecution and/or civil prosecution as appropriate;
- 3.6 any individual who makes a substantial threat, exhibits threatening behavior or engages in violent acts on municipal property, at municipally sponsored events, or other location/event shall be subject to removal from the premises as quickly as safety permits, pending the outcome of an investigation.

#### **Part 4**

##### **Complaint**

#### **4.1 Complaint involving an employee or member of the public**

- 4.1.1 Supervisors and managers who are aware of violence including prohibited conduct or any potential for violence in the workplace are expected to address the situation promptly whether or not a formal complaint has been made. Supervisors and managers are required to proactively address any conduct which could lead to violence or a violent act;
- 4.1.2 it is important that reports or complaints be made as soon as possible after the alleged incident has occurred so that the issue may be addressed as swiftly as possible;

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4.1.3 anyone who believes that he or she has been subject of or a witness to violence in the workplace will:

4.1.3.1 make a reasonable attempt to resolve the behavior informally by telling the alleged offender that their behavior is unacceptable and unwelcome and clearly stating that this behavior must stop;

4.1.3.2 if the matter is not resolved informally between the individuals, the complainant should immediately inform (in writing) one of the following: their immediate supervisor, Human Resources, or the CAO;


4.1.4 the complainant may have evidence of violent or aggressive behavior, but may not wish to lay a formal complaint, if this happens:

4.1.4.1 if the complainant agrees, the CAO, Human Resources or supervisor (in the case of employees) may choose to take no further action with respect to the allegations where this would be appropriate in the circumstances;

4.1.4.2 the CAO, Human Resources or supervisor (in the case of employees) and the complainant may agree on an informal means of resolving the issue which may include informal meetings or other communications with the person against whom the allegations are made; or

4.1.4.3 the CAO may recommend that an investigation should nevertheless occur as though a formal complaint was in fact laid, even where that recommendation is contrary to the wishes of the complainant. An investigation may need to proceed if the allegations are serious or if there have been previous complaints or incidents involving the respondent. The CAO will consider this recommendation in consultation with the Municipal Solicitor.

4.1.5 Where possible a complaint must be made in writing and include details of:

	<b>Violence in the Workplace Policy</b> <b>V-1068-19</b>	Effective Date: July 24, 2019
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4.1.5.1 what happened – a description of the events or situation;

4.1.5.2 when it happened – dates and times of the events or incidents;

4.1.5.3 where it happened;

4.1.5.4 who saw it happen – the names of any witnesses.

#### 4.2 **Complaint involving a Councillor who is either the complainant or respondent**

4.2.1 The Council, CAO, supervisors and managers who are aware of violence including prohibited conduct or any potential for violence in the workplace are expected to address the situation promptly whether or not a formal complaint has been made;


4.2.2 it is important that reports or complaints be made as soon as possible after the alleged incident has occurred so that the issue may be addressed as swiftly as possible;

4.2.3 anyone who believes that he or she has been subject of or a witness to violence in the workplace will:

4.2.3.1 make a reasonable attempt to resolve the behavior informally by telling the alleged offender that their behavior is unacceptable and unwelcome and clearly stating that this behavior must stop;

4.2.3.2 if the matter is not resolved informally between the individuals, the complainant should immediately inform (in writing) the municipal solicitor;

4.2.4 the complainant may have evidence of violent or aggressive behavior, but may not wish to lay a formal complaint, if this happens:

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4.2.4.1 if the complainant agrees, the solicitor may choose to take no further action with respect to the allegations where this would be appropriate in the circumstances;

4.2.4.2 the solicitor and the complainant may agree on an informal means of resolving the issue which may include informal meetings or other communications with the person against whom the allegations are made; or

4.2.4.3 the solicitor may recommend that an investigation should nevertheless occur as though a formal complaint was in fact laid, even where that recommendation is contrary to the wishes of the complainant. An investigation may need to proceed if the allegations are serious or if there have been previous complaints or incidents involving the respondent;

4.2.5 where possible a complaint must be made in writing and include details of:

4.2.5.1 what happened – a description of the events or situation;


4.2.5.2 when it happened – dates and times of the events or incidents;

4.2.5.3 where it happened;

4.2.5.4 who saw it happen – the names of any witnesses.

## **Part 5** **Investigation**


5.1 Investigations will be completed by the CAO, Human Resources or other employee appointed by the CAO. In all cases involving a Councillor, the investigation shall be completed by the municipal solicitor.

	<b>Violence in the Workplace Policy</b> <b>V-1068-19</b>	Effective Date: July 24, 2019
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The investigation will include:

- 5.1.1 interviewing the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations;
- 5.1.2 interviewing witnesses, if any;
- 5.1.3 reviewing any related documentation;
- 5.1.4 making detailed notes of the investigation and maintaining them in a confidential file;
- 5.2 where the case involves an employee, once the investigation is complete, the investigator will prepare a detailed report of the findings to the CAO. A summary of the findings will also be provided to the complainant and respondent. It is the goal of the Municipality to complete any investigation and communicate the results to the complainant and respondent within 30 days after a complaint has been received, where possible;
- 5.3 where the case involves a Councillor, once the investigation is complete, the solicitor will prepare a detailed report of the findings and recommendations and submit to Council and the CAO at an in-camera session;
- 5.4 should circumstances warrant, the respondent's employment, seat on Council or seat on a committee may be suspended (with pay for employees and Councillors) during all or part of the Municipality's investigation. Where a criminal charge is laid, the Municipality reserves the right to suspend an employee, Councillor or committee member without pay pending trial;
- 5.5 no employee, Councillor or committee member shall be subjected to criticism, reprisal, retaliation or disciplinary action from MODY for good faith reporting pursuant to this policy.



	<b>Violence in the Workplace Policy</b> <b>V-1068-19</b>	Effective Date: July 24, 2019
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## Part 6

### Third Parties

6.1 This policy also applies to customers, clients and the general public who violate this policy. The Municipality may have limited ability to investigate or control the conduct of these third parties. However, MODY will take reasonable action to stop or reduce the risk to its employees, Councillors or committee members of violations of the policy by third parties. Such action may include:

6.1.1 posting this policy in a location visible to third parties;

6.1.2 removing third party violators;

6.1.3 withdrawing municipal services;

6.1.4 contacting law enforcement;

6.1.5 taking legal action against third party violators;

6.2 where a third party engaged in workplace violence has been asked to stop and does not, employees are authorized to:


6.2.1 end telephone conversations;

6.2.2 politely decline service;

6.2.3 ask the individual to leave the workplace;

6.2.4 seek the assistance of a supervisor or law enforcement.

All such actions shall be reported immediately, in writing, to the supervisor, Human Resources or the CAO;

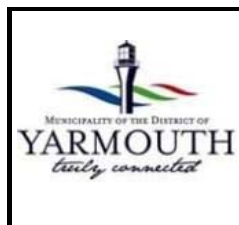
 MUNICIPALITY OF THE DISTRICT OF <b>YARMOUTH</b> <i>truly connected</i>	<b>Violence in the Workplace Policy</b> <b>V-1068-19</b>	Effective Date: July 24, 2019
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- 6.3 where employees are in the private home or business of a client who engages in workplace violence, employees are authorized to decline service and leave the premises. Where a client has engaged in workplace violence in the past, or where there is a good possibility of the client becoming violent, employees are encouraged not to attend alone.

## **Part 7**

### **Rights**

- 7.1 Employees have the right to refuse work if workplace violence is likely to endanger them. In these instances, employees should immediately contact their supervisor, at which point appropriate measures will be taken to protect the employee and investigate the situation.



## Violence in the Workplace Policy V-1068-19

Effective Date:  
July 24, 2019

Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	July 15, 2019
Date of Passage of current Policy	July 24, 2019
<p>I certify that this Violence in the Workplace Policy V-1068-19 was adopted by Council as indicated above.</p>	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <hr style="width: 100%; border: 0; border-top: 1px solid black;"/> <p>Chief Administrative Officer</p> </div> <div style="text-align: center;"> <hr style="width: 100%; border: 0; border-top: 1px solid black;"/> <p>Date</p> </div> </div>	

**Date last reviewed: July 24, 2019**

**Date last amended:**

A meeting of the Age Friendly Community Committee for the Town of Mahone Bay was held on Monday, June 29, 2020 at 7:00 p.m. via video conferencing.

Present:

Councillor Penny Carver (chair)  
Francis Kangata  
Greg Matear  
Joan Parks-Hubley  
Mary Beth Eldridge  
Katherine McCarron  
Mayor David Devenne  
Dylan Heide, CAO  
Kelly Redden, Deputy Clerk

Absent:

Councillor Joseph Feeney  
Crystal Berkeley (regrets)  
Lisa Learning (regrets)

1. Approval of Agenda

A motion by Ms. McCarron, seconded by Mr. Matear, **“THAT the agenda be approved amended to move introductions.”** Motion carried.

2. Minutes

A motion by Mr. Matear, seconded by Ms. Parks-Hubley, **“THAT the minutes of the May 25, 2020 meeting be approved as presented.”** Motion carried.

Introduction of New Committee Member

Round table introductions of all committee members to Katherine McCarron, our newest committee member.

3. 2019 AFC Action Plan Updates

Continued Discussion – Benches

The committee reviewed each bench location proposed by committee members.

The committee discussed the potential of asking private property owners whether they would consider allowing the Town to put a bench on their property. The CAO will explore this option as well as a draft agreement that could be signed by residents and the Town.

#### Transportation Plan

Mr. Kangata discussed his concerns that the Town's draft Transportation Plan deals more with vehicles and less with active transportation.

The committee discussed the Town's draft transportation plan. Mr. Heide explained the draft plan and the next steps in the transportation plan process.

#### 4. Committee Membership

##### Attracting Youth to the Committee

The committee discussed how to engage youth to be involved with the committee. With the impact of Covid-19 on the schools it might be a year before this topic can be addressed.

Councillor Carver asked if staff could reach out to school principals to discuss potential engagement of students.

Mr. Kangata explained that local schools sometimes keep a list of volunteer opportunities for young people. Youth Pathways is the organization that manages the program.

#### 5. 2019 AFC Action Plan

The committee reviewed each item on their action plan:

- 1 – This item is no less important than it was previously. Leave this item on the list.
- 2 – The committee has completed this item. Remove this item from the list.
- 3 – Working on currently. Leave this item on the list.
- 4 – Working on currently. Leave this item on the list.
- 5 – Leave this item on the list.
- 6 – Leave this item on the list. Committee will reach out to the South Shore Housing Action Coalition and possibly to Municipal Affairs and Housing to invite them to present to the committee.
- 7 – Remove this item from the list, the committee will come back to this item once restrictions due to Covid-19 have been lifted.
- 8 – Leave this item on the list.
- 9 – Leave this item on the list. Change to defining scope of and framework for a 5+ year Age Friendly Community Plan.

Councillor Carver asked that removed items be shifted to the bottom of the action plan instead of removed entirely.

The meeting adjourned by motion at 8:42 pm

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Penny Carver

Deputy Clerk, Kelly Redden

## Lunenburg County Seniors' Safety Program (LCSSP) - June 2020

The LCSSP is a free community-based service that works collaboratively with BPS, RCMP, & many community partners to help address the safety concerns of older adults residing in Lunenburg County.

### COVID-19 LCSSP SERVICE UPDATE:

- Home visits will tentatively resume June 29, 2020.
- Coordinators are now working in the office(s)
- LCSSP presentations are being carried out using video conferencing tools such as Zoom.

### MONTH IN REVIEW:

- Nature of referrals cover a wide range of safety topics including elder abuse, financial scams, housing insecurity, social isolation & loneliness. There remains a focus on immediate needs for support systems & information pertaining to pandemic regulations.
- Law Foundation of NS project - Carole is working two days a week as Seniors' Legal Navigator. This one-year project is designed to improve access to justice, legal capability & information sharing through direct service, presentations, education sessions & data collection.
- 200 Small Isolation Care Packages created & provided to the VON as part of a project funded by United Way to deliver 5 free meals to 200 older adults impacted by COVID-19. We have submitted more than 100 meal orders. This has been an excellent opportunity to check in & visit with community members.
- We helped 17 individuals participate in the Brown Bag Lunch Program which provides a warm meal delivered 2ce/week. This project is funded by United Way & carried out by the Town of Bridgewater & Souls Harbour.
- More than 300 Vial of Life™ have been assembled & distributed.
- The *Lunenburg County Seniors' Safety Program Helping Tree* has been updated & is distributed. Our resource tool is featured this month in the Doctor's Nova Scotia e-newsletter.
- Special thanks to Allison Smith, Detachment Services Assistant, RCMP for helping with assembling Vials & editing/formatting *The LCSSP Helping Tree* tool.

LCSSP Service in Municipal Units	% of Clients
MoDL	38%
MoDC	17%
Bridgewater	33%
Lunenburg	4%
Mahone Bay	5%
Unknown	3%

Data	June
Total # of clients	146
# of active clients receiving service	112
# of new referrals	24
# of home visits	0
# of door step deliveries	N/A
# of closed files	2
One time needs	3

### MEETINGS, GRANTS & PRESENTATIONS:

- June 11, 2020 – Meetings with fellow SSP's, Community Links & Department of Seniors.
- Weekly Flourish Coffee & Conversation Zoom meeting.
- Aging Well Together Coalition, South Shore Housing Action Coalition & various other Zoom meetings attended.
- June 11, 2020 – Presentation to Elderdog Canada, Topic: SSP & Finding Resources to Help Support Clients.
- June 15, 2020 – World Elder Abuse Awareness Day was promoted through emails & social media; encouraging everyone to do their part to raise awareness.

### LCSSP CLIENT EMERGENCY CONTINGENCY FUND (CECF) REPORT:

This month the CECF helped to mitigate transportation barriers, homelessness, food insecurity, medication needs & housing insecurity.

➤ May & June Expenses:	\$1359.12
➤ Month-end Balance:	\$1070.56

# LUNENBURG COUNTY SENIORS' SAFETY PROGRAM HELPING TREE

RECREATION, FELLOWSHIP & MORE	SUPPORTS & SERVICES	SHELTERS	TAXES	COVID-19
Flourish Family Wellbeing Centre 902-521-1036	Caregiver NS 1-877-488-7390 VON Adult Day Program 902-634-7173	<b>Women's Shelters:</b> Harbour House 902-543-3999 Adsum House 902-423-4443 Barry House ( <i>pet friendly</i> ) 902-422-8324	<b>Personal Income Tax:</b> Benefits Inquiries (CTB, GST, etc.) 1-800-387-1193 Free Tax Preparation Clinics 1-855-516-4405	<b>Online Information:</b> <a href="https://811.novascotia.ca">https://811.novascotia.ca</a> <a href="https://novascotia.ca/coronavirus">https://novascotia.ca/coronavirus</a> <a href="https://canada.ca/coronavirus">https://canada.ca/coronavirus</a>
New Life Christian Church → All Day Free Coffee - Fridays 902-543-3377	VON Office 902-624-1897 VON Frozen Favorites 902-624-8031 → \$7/meal, free delivery	Bryony House 902-423-7183 Juniper House 1-800-266-4087 Harvest House 902-790-4560 Chrysalis House 902-679-1922	Tax Information Phone Service 1-800-267-6999 Individual Tax 1-800-959-8281 TTY (hearing &/or speech impairment) 1-800-665-0354	<b>Telephone Information:</b> Call 811 if you are experiencing <b>two</b> or more COVID-19 symptoms.
St. Paul's Evangelical Lutheran Church → Free Café - Wednesdays at 5:30 902-543-4106	Second Story Women's Centre 902-640-3044 MS Society 902-468-8230 Alzheimer Society of NS 1-800-611-6345 Parkinson's Society 1-800-663-2468	Third Place 1-800-565-4878		Government Information Line 1-833-784-4397
Sobeys Seniors → \$5 Lunch & Social - Thursdays 12-2pm 902-543-9244	Arthritis Society 902-429-7025 Red Cross 902-543-8565 Lunenburg County Home Support 902-543-1650 Continuing Care 1-800-225-7225	<b>Men's Shelters:</b> Metro Turning Point 902-420-3282 Salvation Army Booth Centre 902-422-2363	<b>Rebates &amp; Municipal Tax Exemption:</b> Municipality of the District of Lunenburg 902-541-1329 Municipality of the District of Chester 902-275-3554	CERB Benefit (to apply for) 1-800-959-2019 1-800-959-2041
Souls Harbour 902-530-5030 → Free Lunch & Fellowship on Mondays, Tuesdays, Thursdays, & Fridays Now providing free brown bag lunches	Canada Post Accommodation Program (mail delivery solutions) 1-844-454-3009 New Germany Helping Hands 902-644-1396	<b>Co-ed Shelters:</b> Frank M <sup>ac</sup> Kay House (9pm-7am) 902-403-1754 Out of the Cold 902-219-4690	Mahone Bay (town) 902-624-8327 Lunenburg (town) 902-634-8343 Bridgewater (town) 902-543-6681 Energy Rebate 1-800-670-4357 Property Tax Rebate for Seniors 1-800-670-4357 Heating Assistance Rebate 1-800-670-4357 First Time Home Buyer 1-800-670-4357	24/7 Mental Health Crisis Line (no cost) 1-888-429-8167 24/7 Kids Help Phone (no cost) 1-800-668-6868 24/7 Domestic Violence (no cost) 1-855-225-0220
YMCA 902-543-9622				YMCA Grocery Delivery (no cost) 902-298-1900
<b>Recreation Departments:</b>				Urgent Registry of Motor Vehicle Transactions 1-800-670-4357
MODL 902-543-8181				
MODC 902-275-3490				
Lunenburg 902-541-1343				
Mahone Bay 902-624-8327				
Bridgewater 902-543-4651				
<b>TRANSPORTATION</b>				
Senior Wheels (Bridgewater) 902-543-2255	Sexual Health Centre 902-527-2868			
Community Wheels (Chester) 902-273-2440	<b>Abuse:</b>			
On The Move (Lunenburg) 902-624-1897	Child Protection 902-543-4554			
Bridgewater Transit Bus 902-543-4386	Adult Protection 1-800-225-7225			
Maritime Bus (Lunenburg Co. to Halifax) 1-800-575-1807	Lunenburg County Seniors' Safety 902-543-3567 902-521-1506	Flourish Family Wellbeing Centre → Online Coffee Hour 902-521-1036 South Shore Public Libraries 1-877-455-2548 New Germany Helping Hands 902-644-1396 Souls Harbour 902-530-5030	<b>The Red Cross "Telephone Assurance Line" is available for those feeling lonely or isolated due to COVID-19. Monday - Friday, 1-833-729-0144</b>	<b>Did you know?</b> The expiry date for all Driver's Licenses, Vehicle Permits (license plate stickers), & Motor Vehicle Inspection stickers has been extended to August 31 <sup>st</sup> 2020.
	<b>Sexual Assault:</b> Sexual Assault Services 902-634-7304 S.A.N.E. Nurse 902-634-8801 ext. 3244 <b>Victim Services:</b> Harbour House 902-543-9970 Victim Services 1-800-565-1805		<b>Feeling lonely, troubled or in need of a friend? Call the "Warm Line", operated by Shelburne County Mental Health &amp; Wellness Association. Available to all Nova Scotians. Monday - Friday, 1-833-927-6546</b>	<b>Revised: June 17, 2020</b> <b>This tool was created by the Lunenburg Co. Seniors' Safety Program. For updates, please call 902-543-3567, or email <a href="mailto:chris.acomb@bridgewaterpolice.ca">chris.acomb@bridgewaterpolice.ca</a></b>



LUNENBURG COUNTY SENIORS' SAFETY PROGRAM HELPING TREE

HELP IS A CALL AWAY	COMMUNITY HEALTH & WELLNESS	FINANCIAL	HOMELESSNESS & HOUSING	LEGAL
<div>211</div> <div>Community Support &amp; Services</div> <div>411</div> <div>Directory Assistance</div> <div>511</div> <div>NS Road Conditions</div> <div>711</div> <div>Hearing &amp; Speech Impairment Message Relay</div> <div>811</div> <div>Non-urgent healthcare concerns, Doctor registration, smoking cessation</div> <div>911</div> <div>Emergency</div>	Public Health 902-543-0850	<b>Emergency Funds:</b>	<b>Call, text, or visit 211 online to find a Food Bank near you.</b>	<b>Bridgewater Justice Centre (all levels):</b> 902-543-4679
	<b>Family Resource Centres:</b>	Good Neighbour Energy Fund (Jan-April) 902-422-3435	<b>Domestic Violence Shelter:</b>	<b>Police (non-emergency):</b>
	Better Together 902-543-3119	Salvation Army 902-543-0356	Harbour House (Women & Children) 902-543-3999	RCMP Cookville 902-527-5555
	Family Support 902-543-1301	St. Vincent de Paul 902-527-6431	<b>Efficiency NS: (programs to make you more comfortable &amp; save money)</b> 1-877-999-6035	RCMP Lunenburg 902-634-8674
	New Ross 902-689-2414	For local Churches & Service Clubs 211		RCMP Chester 902-275-3583
	Chester & Area 902-275-4347	Have you received an ambulance bill & require financial assistance to pay it?	<b>Food, Furniture &amp; Clothing:</b>	Bridgewater Police 902-543-2464
	<b>Newcomers:</b>			<b>Legal Aid &amp; Information:</b>
	Yreach 902-543-9622	<b>Ambulance Fee Assistance Program</b> 1-888-280-8884	Food Banks, Feed NS COVID-19 Food Box Program & Service Clubs in your area 211	NS Legal Aid 902-543-4658
	<b>Physical Health:</b>			Legal Information Society of NS 1-800-665-9779
	SSRH, Walk-in/Access Clinic 902-527-5239	<b>Income Assistance:</b>	St. Vincent de Paul 902-527-6431	Free Legal Clinic (Halifax) 902-424-3690
<b>ADDICTIONS</b>	Fisherman's Memorial Hospital 902-634-8801	Employment Insurance 1-800-206-7218	Salvation Army 902-543-5471	South Shore Community Justice Society 902-543-1841
	Our Health Centre 902-275-4414	Canada Pension Plan 1-800-277-9914	Meals on Wheels Programs 211	Mi'kmaq Legal Support Network 1-877-379-2042
	OHC Walk-in Clinic 902-273-2098	Child Care Subsidy 1-844-804-2084	<b>Housing:</b>	Ombudsman 1-800-670-1111
	New Germany Health Clinic 902-644-2361	Benefits Inquiries (CTB, GST, etc.) 1-800-387-1193		<b>PETS</b>
	Blood Collection Services 902-527-5264	Guaranteed Income Supplement 1-800-277-9914	Western Regional Housing Authority 1-888-845-7208	
<b>Help Lines:</b>	<b>MENTAL HEALTH SUICIDE &amp; COUNSELING</b>	Employment Support & Income (DCS) 902-543-5527	Housing Support Program 902-543-7444	SHAID 902-543-4849
Smoking 1-877-513-5333		<b>Special Needs:</b>	Housing NS (Grants & forgivable loans) 1-844-424-5110	SPCA 1-888-703-7722
Gambling 1-888-347-8888			Residential Tenancies (Access NS) 1-800-670-4357	Elder Dog 1-855-336-4226
<b>Support Groups:</b>		<b>Scams/Fraud:</b>	<b>Report Power Outages/downed lines:</b>	<b>Red Bear Connects</b>
Self-Help Connection 1-844-466-2011		Canadian Anti Fraud Centre 1-888-495-8501	Mahone Bay (town limits) 902-624-8327	Offers free voicemail, information, resources, referrals, & peer support 902-448-4744 or 211
AA 211	Mental Health & Addictions Intake 1-855-922-1122	Better Business Bureau 1-877-663-2363	→ Afterhours 902-543-3251	<b>Please contact services or call 211 to find out how organizations have modified their services to support infection control during the pandemic.</b>
Narcotics Anonymous 902-789-8323	Mental Health Crisis line 1-888-429-8167	<b>Saint Joseph Church, Bridgewater</b> Free meal for those in need Saturdays from 10am-12pm Pick up/delivery (subject to availability) 902-543-2184	Riverport (town limits) 902-766-4890	
Alcoholics Anonymous 902-466-7077	Kids Help Phone 1-800-668-6868		→ Afterhours 902-543-2502	
<b>Treatment Services:</b>	Canadian Suicide Prevention Services 1-833-456-4566		Lunenburg (town limits) → Afterhours 902-527-0150	
Opioid Treatment Program (FMH) 1-855-273-7110	Crisis Text - Line text 'TALK' to 686868		Bridgewater – Report to NS Power	
Mental Health & Addictions 902-543-5400	DVA & VAC Assistance Service 1-800-268-5400		NS Power Outage Line 1-877-428-6004	