



TOWN COUNCIL AGENDA

July 30, 2020

7:00 p.m.

YouTube Live

Call to Order

1 Approval of Agenda

2 Minutes

2.1 Regular Meeting – July 14, 2020

3 Delegations and Individuals

3.1 Adam Ekins, Deputy Fire Chief – Mahone Bay District Fire Department

4 Correspondence – Action Items

4.1 Lamar Eason, Principal, Bayview Community School – Funding Request

5 Correspondence – Information Items

5.1 Leah Maloney – Letter concerning Seaside Creamery

5.2 Deb Gass – Letter concerning Seaside Creamery

5.3 Courtney Loughran – Letter concerning Seaside Creamery

5.4 Gwen Smith – Letter concerning Seaside Creamery

5.5 Charles Maginley – Letter concerning Seaside Creamery

5.6 Office of the Information & Privacy Commissioner – News Release

5.7 NSFM – Monday Memo – July 13, 2020

5.8 NSFM – Monday Memo – July 20, 2020

5.9 NSFM – News Update – Accessibility Check-In

5.10 Jodi Donald – Letter concerning Seaside Creamery

5.11 Daryl Haley – Letter concerning Seaside Creamery

5.12 Susan Keddy – Letter concerning Seaside Creamery

5.13 Anke Holm – Letter concerning Seaside Creamery

6 Staff Reports

6.1 Staff Report to Council

6.2 Staff Report – Cenotaph Garden

6.3 Staff Report – Financial Condition Indicators

6.4 Staff Report – Violence in the Workplace Policy

6.5 Report of the Clerk – Alternative Voting By-law

6.5.a Draft Alternative Voting By-law

6.6 Staff Report – Election Update

6.7 Staff Report – Public Engagement Policy

6.8 Staff Report – Fire Department Administration

6.9 Staff Report – Sports Field Management Agreement

7 Council Items

7.1 Mayor Devenne – COVID-19

7.2 Councillor O'Neill - Election 2020 signage

8 Committee Reports

- 8.1 Economic Development Committee – July 9, 2020 – Draft Minutes
- 8.2 Asset Management Committee – July 16, 2020 – Draft Minutes
- 8.3 Audit and Finance Committee – July 23, 2020 – Draft Minutes

9 New Business



The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday, July 14, 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 Deputy Mayor Nauss , seconded by Councillor Bain, **“THAT the agenda be approved as approved.”** Motion carried.

2. Minutes

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT the minutes of the June 25, 2020 regular council meeting be approved as presented.”** Motion carried.

A motion by Councillor Carver, seconded by Deputy Mayor Nauss, **“THAT the minutes of the July 3, 2020 special council meeting be approved as presented.”** Motion carried.

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 49RCL – Cenotaph garden.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT the correspondence concerning the cenotaph proposal be deferred to the July 30, 2020 Council meeting agenda and that staff prepare a report and recommendation on the proposal.”** Motion carried

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

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

6. Staff Reports

Council Report

Council received the Staff Report for July 14, 2020.

Temporary Vending and Events By-laws

Council received a staff report to accompany revised draft versions of the Temporary Vending and Events by-laws, following Council direction at the June 25, 2020 meeting.

A motion by Councillor Feeney, seconded by Deputy Mayor, **“THAT Council** give first reading to the attached Temporary Vending By-law as amended and schedule a Public Hearing to receive questions and comments from the Public about the proposed by-law.” Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, **“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.” Motion carried.

2020-21 Transportation Project

Council received a staff report with an update on the proposed 2020-21 Transportation Project on the basis of direction received at the June 25, 2020 regular Council meeting.

A motion by Councillor Carver, seconded by Councillor Bain, **“THAT Council direct staff to submit an application to this Nova Scotia Department of Energy’s Connect2 Program for the Town’s 2020-21 Transportation Project.”** Motion carried.

2020-21 Low Carbon Communities Application

Council received a staff report with an update on the Town’s planned application to the Nova Scotia Department of Energy’s Low Carbon Communities (LCC) program for funding in association with continued GHG reduction efforts in 2020-21.

A motion by Councillor O’Neill, seconded by Deputy Mayor Nauss, **“THAT Council direct staff to submit an application to the Nova Scotia Department of Energy’s Low Carbon Communities Program for the Town’s 2020-21 GHG Reduction and Energy Initiatives Project.”** Motion carried

Councillor O’Neill recused herself from the discussion at 7:36pm.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT Council approve AREA staff to submit an application to the Nova Scotia Department of Energy for funding to support Electric Vehicle (EV) adoption/exploration of EV carshare opportunities in the three AREA partner units, and direct Town staff to support this application.”** Motion carried

Councillor O’Neill returned to the conversation at 7:38pm.

Utility Reclosers

Council received a staff report with an update the Electrical Reclosers project in the Town’s 2020-21 budget.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council increase the approved budget for the Electrical Reclosers project to \$45,000 and direct staff to proceed with the project.”** Motion carried.

Temporary Borrowing Resolution – Fire Station

A motion by Councillor Feeney, seconded by Deputy Mayor Nauss:

WHEREAS Section 66 of the Municipal Government Act provides that the Municipality of the TOWN OF MAHONE BAY, 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 TOWN OF MAHONE BAY 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 TOWN OF MAHONE BAY has determined to borrow the aggregate principal amount of Four Million Four Hundred Fifty-Six Thousand Six Hundred Dollars (\$4,456,600) for the purposes of Fire Station.

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Municipality of the TOWN OF MAHONE BAY borrow a sum or sums not exceeding Four Million Four Hundred Fifty-Six Thousand Six Hundred Dollars (\$4,456,600) 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 debenture of the Municipality of the TOWN OF MAHONE BAY 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 Four Million Four Hundred Fifty-Six Thousand Six Hundred Dollars (\$4,456,600) 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. Motion carried.

Public Engagement Policy

Council received a staff report to accompany a draft Public Engagement Policy.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT** staff provide a revised version of Public Engagement Policy for consideration at the July 30, 2020 regular meeting of Council.” Motion carried.

7 Council Items

7.1 COVID-19

Council discussed the decision by the Mahone Bay and Area Pool Society to remain closed for the summer, the continued closure of the Canadian border and the effect on the tourism industry, and recent community discussion about whether or not municipalities should make wearing masks mandatory.

7.2 Staff Appreciation Day

A motion by Councillor Carver, seconded by Councillor Nowe, **“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 for their efforts during the COVID-19 pandemic.”** Motion carried.

7.3 Violence in the Workplace Policy

A motion by Councillor Carver, seconded by Councillor Bain, **“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.”** Motion carried.

8 Committee Reports

Age Friendly Community Committee

Council received the draft minutes of the June 29, 2020 meeting of the Age Friendly Community Committee.

Lunenburg County Senior Safety Program

Council received the June 2020 monthly report from the Lunenburg County Senior Safety Program as well as the Lunenburg County Senior Safety Program Helping Tree.

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

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

Mahone Bay and District Fire Department

Quarterly report from April 1 to June 30,2020

Number of active members is 27

Number of Junior members is 4

Number of associate members is 3

During this quarter the Department responded to 16 calls for assistance as follows:

MVC'S

April 17	Maders Cove	13 members
May 14	Mahone Bay	13 members
May 20	Maders Cove	17 members
May 28	Maders Cove	11 members
June 13	Mahone Bay	13 members

Mutual Aid Calls

April 13	Martins River	13 members
April 18	Martins River	13 members
May 22	Chester Basin	11 members
May 23	Chester Basin	8 members
June 28	Western Shore	14 members

Fire Alarms

April 6	Mahone Bay	13 members
May 13	Clearland	10 members

Fire and other calls

April 25	Illegal Burn Clearland	15 members
June 5	Flooded Basement M.B.	8 members
June 7	Illegal Burn Mahone Bay	7 members
June 30	Smell of pine needles burning	
	Mahone Bay	11 members

The Fire Department has been this last while with all that has been going on in the province. Even with the crisis associated with Covid 19 we are still responding to calls to protect the citizens of our area. As you can imagine this is a stressful time for our members trying to carry on our duties with the risk of contacting this dreadful disease. This is done while trying to maintain the guideline for social distancing. Also as an added precaution after every call the vehicles and any

equipment that was handled must be sanitized. This adds extra time to each call and requires more dedication from our members.

You may have noticed that there were no medical calls during this period. These were suspended by EHS due to the risks involved by the pandemic.

Our membership is pleased to note that the request for proposals has been issued for our new Fire Station.

Thanks to members of council for your support on this and your cooperation throughout the year

It will be nice when we are able to meet with staff and council in person once again.

Be safe.

Respectfully submitted

Richard Nowe

Fire Chief

Lamar Eason, Principal
Bayview Community School
110 Clearway St.
Mahone Bay, NS B0J 2E0

Wednesday July 22, 2020

Town Council
493 Main St.
Mahone Bay, NS B0J 2E0

Dear Members of Town Council,

Bayview recognizes that families have been hit hard regarding this pandemic and if our school, with support from you, is able to continue helping, we would be happy. As you can imagine, due to Covid 19, there are a number of things that will look different for us at Bayview this upcoming school year. With yesterdays announcement to resume school in September, we would like to put a formal request for support from the town. In the past the town has supported the yearbook and Bayboo. Bayboo is a fundraising event that allows BCS to support families with school supplies, lunch program, student fees and more. With this event up in the air at this time, we will be looking to support families outside of our normal means. We would like to request \$300 which would allow us to split support between the yearbook as well as other areas that we use from Bayboo.

Thank you for your consideration.

Sincerely,

Lamar Eason, Principal

July 9, 2020

To: The Town Council of Mahone Bay
Re: Seaside Creamery and proposed By-Law

Dear Mr. Mayor and Members of Council,

I am writing to express my opinion regarding the Social Media posts circulating around the proposed by-law change for mobile vendors, in particular how this will affect the Seaside Creamery.

What is the motive behind this decision? It would appear that Town Council is purposely creating a by-law that will destroy this little entrepreneurial business. And to what end? It can't be because it is blocking the view to the harbour, because it doesn't. It can't be because Council is afraid that other vendors will come in and set up a permanent summer shop on residential streets, I've yet to see this happen. So, please explain to me your rationale.

This enterprise is providing entrepreneurial skills to our youth in a real-life situation. It started with ice cream and due to our young creative minds, it has turned into so much more. My husband & I were there the other night and what a pleasure it was to see this beautiful little ice cream stand with its pretty backdrop and its friendly staff, which has done nothing but enhance the property and improve first impressions by visitors. The area is immaculate and adds a positive vibe to Mahone Bay. Why would Council not encourage this type of endeavour?

What these young people are learning here is responsibility, creativity and life-long lessons. Please don't crush the hopes and dreams of our young entrepreneurs, they are our future. You are just going to drive them away. We want Mahone Bay to be welcoming to all, not just a select few.

No one wants to see this turn into a messy situation but since this land is privately owned, what would stop the owner from putting up 'no parking, no trespassing signs' forcing all visitors to the Town – vehicles, buses etc. – to proceed into the Town, clogging the streets in an already overcrowded Town during Tourist Season and force Canada Post to move its super boxes. Since this is private land, what's to stop the owner from using his land to store whatever he wants on it, and making our visitors first impression of Mahone Bay an unpleasant one?

It seems to me that Town Council has approved many an agenda to accommodate 'others' in this Town. I will be truly disappointed in you if you move forward with this ridiculous and detrimental by-law to appease one or two individuals. Think outside the box and do the right thing.

Respectfully submitted,
Leah Maloney
49 Clearway St, Mahone Bay, NS

cc: Mr. Mark Lowe

From: [Deborah Gass](#)
To: [Town of Mahone Bay Clerk](#)
Subject: Seaside creamery
Date: July 13, 2020 8:47:58 AM

CAUTION: This email originated from an external sender.

I just want to register my perspective on the proposal that will put the creamery out of business or force it to move . I am not a resident of Mahone bay but go there at least once a week and shop there frequently. The Creamery is a delightful addition to the commercial offerings of the town . It is aesthetically pleasing , unobtrusive , a great employment and learning opportunity for youth and it serves good food! As important , it is totally accessible for my 94 year old mother ... a huge factor in deciding where to get lunch on a hot summer's day . It would be very unfortunate to disrupt this lovely little business .. somehow Irving was able to construct an ugly monolith in the heart of the town , negatively impacting the aesthetic ambiance of MB .. it would be somewhat hypocritical to destroy this thoughtfully created little business because of view planes etc(which are not impacted) when the gas station dominates the landscape when approaching g by land and sea . I trust these thoughts will be considered By council in its deliberations .

Deb Gass ,
Mill Cove
N.S.
Sent from my iPhone

From: [Kelly Redden](#)
To: [Kelly Redden](#)
Subject: RE: Mobile Vending By-Law
Date: July 14, 2020 6:49:10 PM

From: Courtney Loughran <17courtney@live.com>
Sent: July 9, 2020 2:00 PM
To: David Devenne <David.Devenne@TownofMahoneBay.ca>; Karl Nauss <Karl.Nauss@TownofMahoneBay.ca>; John Bain <John.Bain@TownofMahoneBay.ca>; Penny Carver <Penny.Carver@townofmahonebay.ca>; Joseph Feeney <Joseph.Feeney@TownofMahoneBay.ca>; Richard Nowe <Richard.Nowe@TownofMahoneBay.ca>; Colleen O'Neill <Colleen.ONeill@townofmahonebay.ca>; Dylan Heide <Dylan.Heide@TownofMahoneBay.ca>
Cc: mlowe@lobstermadeeasy.com <mlowe@lobstermadeeasy.com>
Subject: Mobile Vending By-Law

CAUTION: This email originated from an external sender.

Hi there,

My name is Courtney, I've been living in Mahone Bay for a few months but have been frequenting the area for the last decade.

I recently read a Facebook post about a new town By-Law looking to be passed. A person who works for the town responded to the post stating: this temporary business is not good for other businesses, there has been a longstanding agreement not to develop the open waterfront to protect the views and that the town must protect the character of our town, and that we don't want to see temporary vendors popping up on our streets.

I was hoping for clarification of this by-law, would it only be impacting waterfront property? I know that The Barn Social & Coffee House has a mobile trailer on their private property, and when speaking to staff there, they had no idea about this by-law.

Due to their lack of knowledge of this by-law, is this coming into effect to target the Seaside Creamery business? Such a targeted by-law that directly impacts entrepreneurship of youth seems quite misguided to me. Instead of attempting to reach a solution, you're instead going behind their back to shut them down. Should we not be setting a good example for our youth? Perhaps communicating the issue and attempting to find a

solution, as opposed to shutting them down with a by-law?

If there was such an issue with this business, which doesn't block the view at all, perhaps there should be some more discussion pertaining to this. I've noted that there is a very new looking building without wood siding that has been erected in the last few years. How did that eye sore get approval, but a tiny shed that youth sell ice cream out of cause such a large issue? Would council be willing to take it upon themselves to help these children in their entrepreneurial endeavours, as the land owner has? If there is such a large issue with the erection of new buildings, perhaps council could purchase a small building to utilize as a student run initiative to encourage entrepreneurship for the youth of the town. I can imagine that would be quite costly. This land owner has done something that is not extremely costly, does not erect a permanent building and benefits the youth of the town.

I've never been one to enjoy being involved in politics, I've always noted that those in power tend to do things that benefit their demographics values. The response on the Facebook post by a town employee continually referenced economic success. Who is going to take over when the current business owners retire? The young people who grew up here, those who live here and know the value of the town.

The response also noted that we can't just make exceptions. If you REALLY want this by-law to be enacted to keep outsiders out, I really hope you would consider making an exception for this business. Even if it were some clause that allowed one student led business to remain on private property for two months, as opposed to one week. It would allow students to work throughout their summer, and allowing them to save funds for secondary education.

I'm sure there's a myriad of solutions being presented to you, and I really hope you take them into consideration in order to benefit the youth of our community.

I look forward to your response.

Sincerely,
Courtney Loughran
168 Hamms Hill Road
Mahone Bay, NS
B0J 2E0

Sent from my iPhone

From: t4u@teabrewery.com
To: [Town of Mahone Bay Clerk](#)
Cc: teabrewery20@gmail.com; wfulcher@dacgroup.com; auxnord1@verizon.net
Subject: Ice Cream Shack at Keddy's Landing
Date: July 14, 2020 7:52:05 AM

CAUTION: This email originated from an external sender.

Dear Mahone Bay Council

In your meeting tonight, **please** make the decision to not allow the ice Cream Shack and barbecue stand to continue on the waterfront at Keddy's Landing.

It started with cutting down the trees and removing the brush a few years ago, making it look like a bog, then last year, the ice cream shack was built and, in less than a year, the barbecue was added. What's next? Will there soon be a row of commercial ventures that completely obliterates the iconic view of the churches? The beauty of Mahone Bay is what our little town is known for. Let's not only preserve it . . . but enhance it.

Couldn't that property be expropriated by the town? Would the Nova Scotia government/Tourism help with that? The Garden Club and I, personally would volunteer to help make it a mini park setting and lookout. (I'm sure we could get volunteer services of a landscape architect and landscaper. *Ok, I'm getting carried away*).

This is just so important to our town - let's not ruin it.

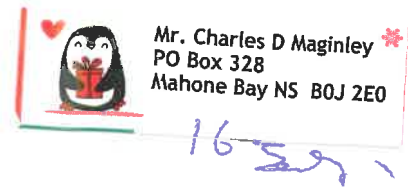
Gwen Smith



Gwen Smith

null





Dear Mahone Bay Council,

I have heard that there is some controversy about the hot dog and ice cream stand at the head of the inlet. I don't know what the exact issues are but if they are about whether it should be allowed to remain there, I would say YES. It provides a welcome third choice of a quick meal, after the Pizza shop and Tims, there is plenty of safe parking and it does not compete with Rebecca's across the road which does high quality sit-down meals.

Charles Maginley

NEWS RELEASE

For immediate release

July 15, 2020

Nova Scotia's Information and Privacy Commissioner releases 2019-2020 Annual Report

HALIFAX – Today, Tricia Ralph, Nova Scotia's Information and Privacy Commissioner, released her annual report for 2019-2020.

The Commissioner once again calls for modernization of the legislation. "Updates to the legislation are urgently needed. Work is required to implement modern legislation that can better protect the access and privacy rights of Nova Scotians," says Commissioner Ralph. Nova Scotia was an early adopter of access and privacy legislation but it has fallen behind its counterparts in other Canadian jurisdictions. The annual report outlines review files and inquiries from the past year that show the ongoing impact of the failure to implement past recommendations to improve Nova Scotia's access and privacy laws. Issues highlighted by these cases include:

- removing the burden on applicants to go to court when public bodies refuse to follow the Commissioner's recommendations;
- mandating privacy breach reporting to the Office of the Information and Privacy Commissioner;
- creating a positive duty to document government business and decision-making; and
- correcting the lack of privacy oversight for municipalities and the lack of authority to review privacy complaints about municipalities.

The annual report also identifies that the Office of the Information and Privacy Commissioner has a backlog of cases reaching back to 2016. On this matter, Commissioner Ralph notes, "Administrative bodies were designed to resolve matters more expeditiously. Waiting for more than three years to have one's review heard challenges this objective." The 2019-2020 Annual Report includes details of the increased caseload of this office, the resources that have not kept pace and the corresponding challenges to the delivery of administrative justice.

-30-

For more information, contact:

Tricia Ralph

Information and Privacy Commissioner for Nova Scotia

Phone: 902-424-4684

Email: oipcns@novascotia.ca

Twitter: [@NSInfoPrivacy](https://twitter.com/NSInfoPrivacy)

From: [NSFM Communications](#)
To: [Town of Mahone Bay Clerk](#)
Subject: Monday Memo July 13
Date: July 13, 2020 4:54:28 PM

CAUTION: This email originated from an external sender.





NSFM AND AMA PRESENT

How to Create Municipal Action Plans for Ending Racism and Discrimination

NSFM and AMA support municipalities working for inclusion and racial equity.

That's why we've invited municipalities that are fostering understanding, diversity and inclusion to share their work in a special webinar on July 23 at 10 a.m.

Register now and learn the steps from three municipalities, and hear from Natasha Grey, Regional Program Administration Officer with the Province of Nova Scotia. She'll outline the different supports, tools and resources that are available now to municipalities.

YOU'LL HEAR HOW MUNICIPALITIES:

- Developed or started their Action plans
- Used different tools and resources
- Learned through the process
- Might have done things differently

The session will take place July 23 from 10 to 11:30 a.m. and feature:

Wayne Talbot, Councillor, Town of Truro

Brittany Mastroianni, Diversity and Outreach Specialist, Kings County

Geralyn MacDonald, Former Director of Community Development, New Glasgow

Natasha Gray, Regional Program Administration Officer, Office of African Nova Scotian Affairs

Mike Dolter, President, AMANS

Mayor Pam Mood, President, NSFM

Creating Plans to End Racism and Discrimination

NSFM and AMA support municipalities working for inclusion and racial equity.

That's why we've invited municipalities that are fostering understanding, diversity and inclusion to share their work in a special webinar on July 23 from 10-11:30 a.m.

Register now and learn the steps from three municipalities, and hear from Natasha Grey, Regional Program Administration Officer with the Province of Nova Scotia. She'll outline the different supports, tools and resources that are available now to municipalities.

You'll hear how municipalities:

- **Developed or started their Action plans**
- **Used different tools and resources**
- **Learned through the process**
- **Might have done things differently**

To receive the link to take part in the webinar, click here: communications@nsfm.ca



Committee opening

NSFM has an immediate opening for a municipal politician from a Town who is interested in getting involved in committee work. The deadline is Friday, July 17.

The opening is:

Joint Housing Committee – Towns representative required

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

communications@nsfm.ca



Social Media Webinar

Are you running for re-election and wondering how best to reach voters in the current and post-COVID world? Join veteran journalist and NSFM's Communications Manager Amy Pugsley Fraser for a one-hour social media webinar at 11 a.m. on Thursday, July 16, with special guest, Berwick Deputy Mayor Ty Walsh.

Learn the key demographics of social media platforms from twitter to Facebook and how they can help you access your constituents. To register: communications@nsfm.ca.



Province Responds to Lost Revenues

The Province recognizes that municipalities have "experienced significant unrecoverable shortfalls in revenues" as a result of COVID-19, Minister Chuck Porter, Department of Municipal Affairs and Housing, says in a new letter to NSFM.

The Minister was responding to NSFM President Pam Mood and a cover letter she wrote to the Premier which accompanied a copy of NSFM's groundbreaking COVID-19 Lost Revenues Report.

The report, written by NSFM Policy Advisor Will Brooke, was launched June 18.

Porter says departmental staff are working closely with the staff of Intergovernmental Affairs and they're using the report information to inform the Provincial/Federal funding negotiations.

To read the letter from Minister Chuck Porter, and the originating letter from President Pam Mood, click on the links below.

Did you miss the release of the report? It's on the NSFM website here: <https://www.nsfm.ca/1586-nsfm-covid-19-lost-revenue-report/file.html>

[Read President Pam Mood's June 18 Letter](#)

[Read Minister Porter's July 13 Response](#)



Media Mentions

Last week, NSFM launched the **Nova Scotia Main Streets Initiative Community Workbook**.

It summarizes the research and community engagement conducted in early 2020 by a collaborative team focused on the Main Streets in Nova Scotia's smaller towns, villages and communities, typically with populations of under 10,000.

We reached a lot of people through our social and traditional media efforts. On twitter, we hit over 5,000 impressions (the number of times the tweet showed up in someone's twitter feed) with a series of tweets highlighting the release. That drove 135 link clicks to NSFM's website to view the report.

Are you on twitter? Follow us at @nsfedmuni.

On Facebook, we reached another 3,145 people. Did we reach you? Follow us at: <https://www.facebook.com/nsfedmuni/>

The story was picked up verbatim by Municipal Info Net – a national round up of municipal news – where it was the third featured story in their mail-out and top story in their Urban Planning section.

You can see it here: <https://municipalinfo.net/#>

In addition, FBM's planning lead Kieron Hunt, appeared Tuesday on the Sheldon MacLeod show on NEWS 95.7FM to talk about the report and the importance of Main Streets to Nova Scotia. This morning, he was on Global

TV's Morning Show.

Miss the report? You can view it here: <https://www.nsfm.ca/main-streets.html>



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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: Your Monday Memo
Date: July 20, 2020 5:08:22 PM

CAUTION: This email originated from an external sender.



NEWS RELEASE

MORE SUPPORT FOR CANADIANS THROUGH THE SAFE RESTART AGREEMENT

Nova Scotia will receive more than a quarter of a billion dollars under the \$19-billion federal-provincial-territorial Safe Restart Agreement announced last week.

Premiers and the prime minister have been working on the agreement since its initial announcement in June.

The agreement is divided into seven core areas:

- testing, contact tracing and data management
- health-care capacity and mental health services and addictions
- vulnerable populations, including long-term care facilities
- personal protective equipment
- early learning and child care

- municipalities, with a proposed new public transit element
- sick leave

The majority of the federal funding will be allocated on a per capita basis, with some being allocated on a needs basis and requires reporting and accounting of the federal dollars. Some measures, such as sick leave, will be fully funded and administered by the federal government.

NSFM supported FCM in the push for federal funding for municipalities, and we've been clear: There's no economic recovery without tackling the municipal financial crisis. Canada needs local governments to drive that recovery on the ground.

We look forward to having a seat at the table and working with the Province to talk about the distribution of federal funds for Nova Scotia through the Safe Restart Agreement. We have clear bottom-line requirements for the funding plan—to ensure it leads to a solution to the financial crisis due to COVID-19.



NSFM AND AMA PRESENT

How to Create Municipal Action Plans for Ending Racism and Discrimination

NSFM and AMA support municipalities working for inclusion and racial equity.

That's why we've invited municipalities that are fostering understanding, diversity and inclusion to share their work in a special webinar on July 23 at 10 a.m.

Register now and learn the steps from three municipalities, and hear from Natasha Grey, Regional Program Administration Officer with the Province of Nova Scotia. She'll outline the different supports, tools and resources that are available now to municipalities.

YOU'LL HEAR HOW MUNICIPALITIES:

- Developed or started their Action plans
- Used different tools and resources
- Learned through the process
- Might have done things differently

The session will take place July 23 from 10 to 11:30 a.m. and feature:

Wayne Talbot, Councillor, Town of Truro

Brittany Mastroianni, Diversity and Outreach Specialist, Kings County

Geralyn MacDonald, Former Director of Community Development, New Glasgow

Natasha Gray, Regional Program Administration Officer, Office of African Nova Scotian Affairs

Mike Dolter, President, AMANS

Mayor Pam Mood, President, NSFM

Creating Plans to End Racism and Discrimination

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Register now and learn the steps from three municipalities, and hear from Natasha Grey, Regional Program Administration Officer with the Province of Nova Scotia. She'll outline the different supports, tools and resources that are available now to municipalities.

You'll hear how municipalities:

- **Developed or started their Action plans**
- **Used different tools and resources**
- **Learned through the process**
- **Might have done things differently**

To receive the link to take part in the webinar, click here: communications@nsfm.ca



New DMAH Deputy Minister

Catherine Berliner starts in her new post today as deputy minister of the Department of Municipal Affairs and Housing.

Her appointment elevates her from the previous position of associate deputy minister of the department and was announced last week by Premier Stephen McNeil.

Ms. Berliner brings 31 years of provincial and federal government experience to the leadership position. She will be the first Indigenous person to serve as



AGM: Save the Date

NSFM is already in the planning stages for the 2020 Annual General Meeting, which will be held virtually on **December 2**.

The first staff planning meeting got underway in early July. NSFM is also planning to hold caucus meetings virtually as part of the AGM.

We'll provide more information as the plans are finalized but in the meantime, please save the date for December 2.

No ZOOM Call This Week

deputy minister in the province's history.

The previous deputy minister, Nancy MacLellan, is now deputy minister of the Department of Seniors.

Premier McNeil also appointed Mark Peck as associate deputy minister of DMAH.

Peck was previously the executive director of Municipality Sustainability at Municipal Affairs and Housing. He has 32 years of government experience, working closely with municipalities for the past 15 years.

NSFM will not be hosting a Mayors-Wardens-CAOs ZOOM meeting on Wednesday, July 22.

The next meeting will be **Wednesday, August 5.**

We'll send the ZOOM link, along with the agenda for the meeting, as we get closer to the date.

Please send any questions, or topics for discussion in advance, by replying to this email or by emailing communications@nsfm.ca.



This week's Media Mentions

Chronicle Herald columnist Jim Vibert had an editorial in today's province-wide newspaper outlining NSFM's position on the fall municipal elections (<https://www.thechronicleherald.ca/opinion/local-perspectives/jim-vibert-nova-scotia-promotes-democracy-in-municipalities-475212/>).

"The province's insistence that the elections proceed has more than a few municipalities wrestling with how to get it done," writes Vibert.

That storyline was picked up by CBC reporter Tom Ayers last week in an article that followed his coverage of a council meeting in CBRM (<https://www.cbc.ca/news/canada/nova-scotia/ns-municipalities-oppose-fall-election-pandemic-1.5649660>).

NSFM President Pam Mood appeared on two current affairs shows on NEWS 95.7FM to outline that municipalities are full speed ahead preparing for the fall elections. She talked to Rick Howe on Thursday and appeared on the Todd Veinotte show on Sunday morning (<https://www.news957.com/audio/the-todd-veinotte-show/>).

All of the week's news is available one click away by going to the Media Mentions page of the NSFM website (<https://www.nsfm.ca/media-mentions>).



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From: [NSFM Communications](#)
To: [Town of Mahone Bay Clerk](#)
Subject: NSFM Tuesday News: Accessibility, Webinars
Date: July 21, 2020 12:23:10 PM

CAUTION: This email originated from an external sender.

[View this email in your browser](#)



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

NEWS UPDATE

Accessibility Check-In

The Provincial government is adjusting timelines for prescribed public sector bodies under the Accessibility Act to ensure there's enough time and capacity given the challenges of COVID-19.

Late last year, the government announced that municipalities will be designated as public sector bodies under the Accessibility Act by April 1, 2020. Prescribed organizations are required to **establish accessibility advisory committees** and **develop an accessibility plan** within one year of being prescribed.

In May 2020, the government committed to adjusting those timelines. Now, the Accessibility Directorate is checking in on the status of your work, as well as seeking your input on how much additional time is required to meet your obligations as a prescribed public sector body.

To provide a response, please take a few minutes to complete the online form [here](#) before the end of day Friday, July 31.

In 2017, Nova Scotia became the third province in Canada to pass accessibility

legislation. The goal of the Accessibility Act is to prevent and remove barriers that restrict people with disabilities from fully participating in society. It recognizes accessibility as a human right, and sets a goal to make Nova Scotia an accessible province by 2030.

The following resources are available to support prescribed public sector bodies in your accessibility work:

- [The Accessibility Planning Toolkit for Municipalities](#)
- [The Accessibility Planning Toolkit for Prescribed Public Sector Bodies](#)
- [Wolfville: Access By Design](#) (Town of Wolfville accessibility plan)
- [Guide to Planning Accessible Meetings and Events](#)
- [Interim Accessibility Guidelines for Indoor and Outdoor Spaces](#)



NSFM Webinar Series

Join NSFM on Thursday mornings to learn something new from your home office, where you can ask questions and get real-time feedback.

We will be hosting the webinars via Zoom, so joining us is just a click away.

Did you miss some of our past important topics? Check out our YouTube page (Nova Scotia Federation of Municipalities) to catch the videos from our webinar archives.

July 23: Municipal Action Plans for Ending Racism and Discrimination

NSFM and AMANS have invited municipalities that are fostering understanding, diversity and inclusion to share their work in a special webinar at 10 a.m. on July 23. Register now and learn the steps from three municipalities, and hear from Natasha Grey, Regional Program Administration Officer with the Province of Nova Scotia. She'll outline the different supports, tools and resources that are available now to municipalities.

To register, [click here](#).

July 30: Municipal Challenges call for Unique Solutions

As Canadian municipalities face major shortfalls due to the COVID-19 pandemic, recovery is top of mind. Join us at 11 a.m. on July 30 to learn how Nova Scotian municipalities can weather the economic storm. Grant Thornton's Public Sector team will walk you through a series of case studies revealing how municipalities have responded to their unique challenges, and will share practical tips that can provide immediate value as you build your response plan.

To register, [click here](#).

August 13: Engage Nova Scotia

How can the Quality of Life Initiative inform rebuilding in each region of the Province? Join Engage NS CEO Danny Graham at 11 a.m. on August 13 to learn how the opportunities and unique strengths of this province can help inform how to rebuild and recover in a way that improves Nova Scotians' quality of life. Learn and ask questions about how to connect with both the results and the efforts in your region of Nova Scotia.

To register, [click here](#).



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



From: [Dylan Heide](#)
To: [Town of Mahone Bay Council](#)
Subject: Fw: Support for Seaside Creamery
Date: July 7, 2020 6:13:37 PM

From: Jodi Donald` <donalddjodi@gmail.com>
Sent: Tuesday, July 7, 2020 5:43 PM
To: Dylan Heide <Dylan.Heide@TownofMahoneBay.ca>
Subject: Support for Seaside Creamery

CAUTION: This email originated from an external sender.

I support the Seaside Creamery business and do not want the by-law changed.

Jodi Donald

36 Fauxburg Rd. unit 2

donalddjodi@gmail.com

From: [Darryl Haley](#)
To: [Mark Lowe](#)
Cc: [David Devenne](#); [John Bain](#); [Penny Carver](#); [Colleen O'Neill](#); [Dylan Heide](#)
Subject: Seaside Creamery
Date: July 7, 2020 5:31:09 PM

CAUTION: This email originated from an external sender.

Mark

Congratulations. While the rest of us stood around and tried to talk about community development, you actually went out and did something. Something which will have long-term benefits for the youth and foundation of our Town.

Hopefully, you will be able to carry on with your mission.

Regards

Darryl D. Haley, CPA, CIRP
30 School Street, Mahone Bay NS
902.531.2302

From: [Susan Keddy](#)
To: [David Devenne](#); [Karl Nauss](#); [John Bain](#); [Penny Carver](#); [Joseph Feeney](#); [Richard Nowe](#); [Colleen O'Neill](#); [Dylan Heide](#)
Cc: mlowe@lobstermadeeasy.com
Subject: Seaside Creamery
Date: July 8, 2020 8:48:27 AM
Importance: High

CAUTION: This email originated from an external sender.

To Whom it may concern,

It has been brought to my attention that the town of Mahone Bay is looking at changing the mobile vending law to negatively impact the Seaside Creamery. I am sure you must have your reasons but I need to say - SHAME ON YOU ! With everything going on in the world today , now more than ever it is beyond important that we not only support our youth but we encourage them and nurture them as they learn the ins and outs of running a small business and all that it entails. Even the basics of responsibility and balancing cash and being accountable is often lost in the school system today. What is happening in this little spot is Great for the town , the visitors and most important the youth.

I had no idea of the story beyond this little ice cream shop but stopped last month while visiting my Aunt. The two girls operating the stand that day were incredible. I asked them about themselves and congratulated them on taking the initiative to actually do something. Please do not shut them down. Not only is the ice cream shop great for the visitors But it is providing an opportunity for the youth , or future truly is in their hands.

As a female who runs a couple of small businesses, one being a private career college, I know more than most how very important it is for all young adults to know how to run a small business.

Thanks so much for your time. I wish you a great day and certainly hope you will reconsider.

Susan Keddy

President /Owner

LCN Canada Central & East / Eastern Esthetics

19 Crane Lake Drive

Halifax, Nova Scotia

B3S 1B5

902-450-2160

www.lcneast.com

From: [Anke Holm](#)
To: [David Devenne](#); [Karl Nauss](#); [John Bain](#); [Penny Carver](#); [Joseph Feeney](#); [Richard Nowe](#); [Colleen O'Neill](#); [Dylan Heide](#)
Cc: m Lowe@lobstermadeeasy.com
Subject: To the Town of Mahone Bay in the matter of the Seaside Creamery
Date: July 14, 2020 4:57:54 PM

CAUTION: This email originated from an external sender.

To:

David Devenne. Mayor- david.devenne@townofmahonebay.ca
Karl Nauss. Deputy Mayor. karl.nauss@townofmahonebay.ca
John Bain. Councillor john.bain@townofmahonebay.ca
Penny Carver. Councillor penny.carver@townofmahonebay.ca
Joseph Feeney. Councillor joseph.feeney@townofmahonebay.ca
Richard Nowe. Councillor- richard.nowe@townofmahonebay.ca
Colleen O'Neill. Councillor- colleen.oneill@townofmahonebay.ca
Dylan Heide. CAO. dylan.heide@townofmahonebay.ca

Dear Mayor and Councillors,

I am a citizen of Lunenburg and consider Mahone Bay as our sister town. Just recently, when I was with friends in Mahone Bay, we said, what a terrific addition to Mahone Bay the 'Seaside Creamery' is. I love the looks of the site, not to talk about the treats you can buy there. In no way it distracts the view, it actually adds to the beautiful appearance of the town and it certainly does not disrupt the iconic view on the 3 churches.

This business was build with the full approval of the town. To change the bylaw in a way, that it can only operate 1 week a month practically puts it out of business. I also do not understand the logic, why operating 1 week a month would less disrupt the view than 4 weeks of operation. Pulling the permission in retrospect would also be a harsh disappointment for the young people, who are involved in the project and not an experience which forms their self confidence to become an entrepreneur in the future.

It would be interesting to know, who or what triggered the proposal to change the bylaw.

I would like to urge you, to very reconsider the decision regarding the bylaw change, or at least grandfather the already operating business of the Seaside Creamery.

Thank you

Anke Holm





Anke Holm
REALTOR®
Keller Williams Select Realty
Lunenburg Office
cell: (902) 527 7506


































Report to Council July 30, 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	Aug, 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	Sept, 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> ★
	Notes: Report included on Council's July 30, 2020 meeting agenda.			
4	Staff to prepare a report for Council on Fire Services Administration within the	09-Jul-19	July, 2020	<div><div></div><div></div><div></div><div></div><div></div></div> ★
	Notes: Report included on Council's July 30, 2020 meeting agenda.			

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		50%
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		50%
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	Sept, 2020		75%
8	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	Aug, 2020		75%

9	Staff to hire temporary Deputy Returning Officer for 2020 Municipal Election.	09-Jun-20	Aug, 2020		25%	Notes: In Progress.
10	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	Sept, 2020		50%	Notes: In Progress.
11	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			Notes: Asset Management Committee will revisit CBCL Ltd. Report when discussing transportation infrastructure.
12	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.	25-Jun-20	July, 2020		50%	Notes: In Progress.
13	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.

14	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						Notes: Complete.
15	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	Sept, 2020					50%	Notes: In Progress.
16	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	Sept, 2020					50%	Notes: In Progress.
17	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	Sept, 2020					50%	Notes: In Progress.
18	Staff to prepare a report and recommendation on the cenotaph garden proposal.	14-Jul-20	July, 2020						Notes: Report included on Council's July 30, 2020 meeting agenda.
19	Staff to submit an application to the Nova Scotia Department of Energy's Connect2 Program for the Town's 2020-21 Transportation Project.	14-Jul-20	July, 2020					75%	Notes: In progress.

20	Staff to submit an application to the Nova Scotia Department of Energy's Low Carbon Communities Program for the Town's 2020-21 GHG Reduction and Energy Initiatives Project	14-Jul-20	July, 2020		75%
21	Council approve AREA staff to submit an application to the Nova Scotia Department of Energy for funding to support Electric Vehicle (EV) adoption /exploration of EV carshare opportunities in the three AREA partner units, and direct Town staff to support this	14-Jul-20	July, 2020		50%
22	Staff provide a revised version of the Public Engagement Policy for consideration at the July 30, 2020 regular meeting	14-Jul-20	July, 2020		Notes: Revised policy included on Council's July 30, 2020 meeting agenda.
23	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.	14-Jul-20	July, 2020		Notes: Report included on Council's July 30, 2020 meeting agenda.

Chief Administrative Officer's Report - July 30, 2020

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	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program	<p>Staff working with Municipality of the District of Chester GIS technical support to map Town's assets; water map with condition, probability of failure and risk completed, wastewater, stormwater and streets/sidewalks under development. Resubmitted application to MAMP Jan 17, 2020; MAMP funding now anticipated in 2020-21 and associated project work has begun. Funding for participation in AIM Cohort 2.0 approved by Council in 2020-21 budget; currently awaiting confirmation of format and schedule for Cohort 2.0. AIM Network annual conference taking place virtually Oct 28-29; staff, Council and AM Committee members encouraged to attend.</p>

3	Municipal Joint Services Board (MJSB)	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.
4	Riverport Electric Shared Service Committee	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. Riverport Electric working with Town staff on Construction Safety Nova Scotia voluntary audit and development of procedures manual.
5	Regional Emergency Measures Organization (REMO)	Coordinator and CAOs still working to implement REMO Board approved Post-Dorian report recommendations. Dorian claims and follow-up delayed by COVID-19. Regular bi-weekly COVID-19 meetings between REMO Coordinator and CAOs continue (along with regular planning meetings). Coordinator continues to review and improve REMO EOC activation procedures in consultation with CAOs.

6	Alternative Energy Resource Authority (AREA)	<p>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. Council approved AREA staff to proceed with ICIP funding application for solar gardens. Town staff working closely with Town staff to prepare for home heating program launch in the fall of 2020; Council presentation anticipated Sept 8th.</p>
7	FCM / Clean Foundation Transition 2050 (Partners for Climate Protection) Initiative	<p>Monthly online sessions begun in May. SSG baseline emissions report received; being reviewed by staff for incorporation into GHG Reduction Plan. Katherine working on updated draft GHG Reduction Plan for presentation to Council Sept 8th (initial draft provided to Council at the Special meeting on April 21st, 2020). Data collection and community outreach work continue. Staff are now beginning planned door-to-door data collection to supplement online and phone surveying; public health directives will be adhered to and masks worn.</p>

8	Lunenburg County Accessibility Advisory Committee	<p>CAO serving as staff policy resource to Lunenburg County Accessibility Advisory Committee. Committee currently reviewing the results of ongoing consultative activities. Last Committee meeting took place via videoconference July 21. It is anticipated that, as a consequence of COVID-19, the Province will extend legislative deadlines for the development and implementation of Accessibility Plans and associated Operational Plans.</p>
9	Nova Scotia Federation of Municipalities (NSFM)	<p>CAO attended Feb 19, 2020 meeting of Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative. March 2020 meeting postponed due to COVID-19 now scheduled to take place remotely on July 28. CAO and Mayor participating in bi-weekly NSFM COVID-19 calls / list serve.</p>

Director of Operations' Report - July 30, 2020



1	Bandstand Renovations	Staff installed a new flag pole at the bandstand site. Staff assembled 2 new sets of bleachers at the bandstand site.
2	Streets & Sidewalks	2020 Street Line Painting (excluding centerline/shoulder line) was completed; included a "Pride" crosswalk at Main and Pleasant St. painted by volunteers. Four asphalt cuts were paved. Street patching was completed on Main St., Edgewater St., Parish St. & Kinburn St. A tender was released for paving the loop section of Freeman Veinotte Rd. Staff painted curb at intersection of Main and Clairmont St. A catchbasin lead was excavated and repaired on the lands of 619 Main St.
3	Cemeteries & Open Space	Routine maintenance of parks and open space continued. Staff performed a general clean-up in Park Cemetery on July 10.
4	Electric Utility	There was a scheduled power outage 6-9am, July 12 in order that NSPI could conduct sub-station maintenance. Two electrical inspections were conducted. A number of old transformers were pumped out, had oil tested for PCB's (no PCB's detected); a company has been hired to retrieve and dispose of the oil. New controllers for the 3 reclosers at the sub-station have been ordered. The area in and around the transformer compound was cleaned up.

5	Water Supply, Treatment & Distribution	Regular monitoring and maintenance activities continued. Staff repaired 6 valve boxes for fire hydrants; work ongoing concerning the inspection and maintenance of fire hydrants throughout the Town. Planning/preparations made for installing 5 new water and sewer services for new residential construction. 3 water meters were installed at the Wharf, thus, eliminating an unmetered service.
6	Sewage Collection & Treatment	Regular monitoring and maintenance activities continued. NS Environment has approved the proposed pilot project related to changing wastewater plant effluent disinfection from chlorination to treatment using peracetic acid; we are awaiting construction approval from NSE.
7	COVID-19	Staff continue to provide essential services while practicing physical distancing and good hygiene practices. We have started to issue Facility Use Permits for the bandstand.

Finance Manager's Report - July 30th, 2020

1	COVID-19	No change from prior report. Finance staff continue to provide a high level of service to residents remotley during these challenging times.
2	Provincial Reporting	Staff are working on completing various Provincial Reporting requirements that are due later this year.
3	Tax Bills/Tax Sale	The Property Tax Financing Program application deadline is July 31st. To date, we have only received one application for this program.
4	Audit	The Fiscal 2019-20 Audit is well underway and is being conducted 100% remotley. Staff have been able to provide most data from electronic files which is limiting the time required in the office digging through physical documents. We are on target to have the Draft Financial Statements completed and ready for approval for the 2nd Council meeting in September which is a huge improvement over prior years despite the audit being done remotley.

Clerk & Deputy CAO's Report - July 30th, 2020

1	Temporary Vending/Events	First Reading July 14, 2020; Public Hearing scheduled for August 6, 2020.
2	2020 Municipal Election	First Reading June 9, 2020 for Alternative Voting By-law; Public Hearing scheduled for July 30, 2020 and consideration of by-law for 2nd reading on the agenda for July 30, 2020. Preliminary planning for election ongoing.
3	Plan Review	Initial Steering Team meetings held in June; Engagement Strategy developed and Project Launch July 21, 2020. Creative Engagement Strategy #1 scheduled for August.
4	Communications and Public Engagement	Continued work on the development of the new Town website and on COVID-19 messaging.
5	Council Support	Continued work on electronic format for Council meetings and have now developed procedure to include the public in meetings of Committees of Council.
6	Projects	PRIDE flag raising and crosswalk co-ordinated with LunenburgPRIDE.

By-law and Policy Review - July 30, 2020

1	Outdoor Burning By-law	Target	By-law sent back to staff for further review of By-law in light of comments received from the public.
		08-Sep-20	
2	Temporary Vending By-law	Target	First reading July 14, 2020.
		06-Aug-20	
3	Public Engagement Policy	Target	Presented to Council July 14, 2020. Will return to Council on July 30, 2020 with amendments as directed by Council.
		30-Jul-20	
4	Events By-law	Target	First reading July 14, 2020.
		06-Aug-20	
5	Alternative Voting By-law	Target	First reading June 9, 2020; Public Hearing re-scheduled to July 30, 2020
		30-Jul-20	
6	Trees By-law	Target	Staff to prepare a report on drafting a Trees By-law in context of Plan Review.
		31-Mar-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 - July 30th, 2020

1	By-law Enforcement	May	Parking Tickets: 0	
		Continued work on compliance and enforcement plan for the Town of Mahone Bay. Compliance/follow up for calls regarding outdoor burning, temporary vending, and dangerous/unsightly property. Investigation ongoing in respect to dangerous/unsightly premises.		
2	Police Services (founded & SUI occurrences)	Jan-Mar	87	92 in Q4 2018-19
		Notes: None.		
3	Traffic (Speed Signage)	May, 2020	<u>95 Clearland</u> Av. Speed 41 / 50 Kph	<u>824 Main St.</u> Av. Speed 53 / 50 Kph
		June, 2020	N/A	<u>824 Main St.</u> Av. Speed 53 / 50 Kph
4	Solid Waste (Tonnage)	Jun-20	87.30	YTD: 248.78
		Notes: Recyclables = 9.21; Organics = 19.17; Garbage/Other = 53.52; Cardboard = 5.40.		
5	CodeRED (Registrations)	Mar. 31, 2020	Households: 161	
		Total counts	Mader's Cove Utility: 25	
		30-Jun-20	Residential: 246; Business: 12; Email: 135; Text: 160	
		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 - July 30, 2020

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	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, closing July 30, 2020.												

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

Provide safe streets and sidewalks	Request and implement traffic authority recommendations	CAO/Council	Ongoing
	Speed Signs Deployment Plan	CAO/DOO	<div> <div></div><div></div><div></div><div></div><div></div><div></div><div>*</div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div> <p>Deployment plan approved by Council.</p>
	Active Transportation Plan	Council	<div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div>*</div><div></div><div></div><div></div><div></div> </div> <p>CBCL Ltd. Transportation Plan Report presented to Council May 12, 2020, referred to Asset Management Committee to be considered in future AM planning. Council approved 2020-21 Transportation Project for Connect2 program application July 14, 2020.</p>

Meet and exceed standards for water and wastewater	Ensure water pumps have a backup emergency generator	DOO	<div> <div></div><div></div><div></div><div></div><div></div><div></div><div>*</div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div> <p>In early January 2020, the new back-up generator at the Pumphouse was commissioned and is now operational.</p>
	Establish gate valve replacement program	DOO	<div> <div>*</div><div></div><div></div><div></div><div></div><div>*</div><div></div><div></div><div></div><div>*</div><div></div><div></div><div></div><div></div><div></div><div></div> </div> <p>A "Gate Valve Exerciser" program has been incorporated into our bi-annual Water Main Flushing Program, thus reducing dirty water complaints; 2021 infrastructure replacement program will include the replacement of many gate valves.</p>

Foster inter-municipal cooperation	Report on existing shared services and explore opportunities for additional cooperation with other units.	CAO	Ongoing
		Shared Building & Fire Permits pilot year proceeding well. Shared HR services also proceeding well; Mahone Bay participating in performance management initiative. Shared procurement and safety being pursued through MJSB. Shared recreation infrastucture being discussed between Lunenburg County units.	

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

	Explore enhanced customer service opportunities, including maximization of technology	CAO	Ongoing
--	---	-----	---------

Economic and Community Development

			2018/19				2019/20				2020/21			
			Year 2				Year 3				Year 4			
General Action	Specific Action	Responsible	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Define the framework for an economic development	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 continued at July meeting with Climate & Outreach Coordinator Katherine Dorey. Staff continuing to develop buy local / eat local promotion as propose GHG Reduction Plan action.												

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

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

Optimize the economic value and use of the harbour	Consult with Marina Operators and MBTCC for economic opportunities utilizing the Harbour and waterfront	Econ. Dev Committee	Ongoing
	Monitor water quality in Harbour	BCAF/MODL	<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 have engaged in discussion with Coastal Action concerning testing; MODL role TBD.</div>

Foster the preservation of our built heritage	Administer Municipal Heritage Property registration program	HAC	Ongoing
	Provide financial support to owners of registered heritage properties to support their efforts to protect the built heritage of Mahone	HAC	Ongoing

Enhance recreation and open space opportunities	Seek out opportunities to increase utilization of existing facilities by groups of all ages and physical abilities	DOO/MODL	Ongoing												
		See active transportation plan above. Staff report re Sports Field Management Agreement presented to Council July 30, 2020.													
	Update website to increase awareness of recreation opportunities within the Town	CAO					*	*							
		Skysail contracted to assist with update of website. Launch anticipated in August 2020.													

Encourage diversity in the community	Create a welcoming environment in the Town for persons from diverse communities	Council	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. Second reading on July 30 agenda. Elections update staff report on July 30 agenda.												

Develop a policy and framework to engage the public in Council activities and decision making	Adopt Public Engagement Policy	Council							*					
		Draft Public Engagement Policy presented to Council July 14, 2020; revised to Council's July 30 meeting.												

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

			2018/19				2019/20				2020/21			
			Year 2				Year 3				Year 4			
General Action	Specific Action	Responsible	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Pursue Climate Mitigation Strategies (reducing Town carbon footprint)	Establish Baseline Emissions Data	CAO/Consultant						*						
		Transition 2050 preliminary data collection complete; SSG baseline report received July 2020. Baseline data collection survey launched; Clean NS Intern Katherine MacLellan assisting in survey data collection this summer (telephone surveying took place in July, door-to-door beginning now, in accordance with public health directives).												
	Adopt Targets and Develop Plan	Council/Consultant							*	*				
		Katherine Dorey currently working to develop recommended targets as well as opportunities for reduction; draft Plan provided to Council April 21, 2020; Katherine currently working on updated draft report to Council's Sept 8 meeting and working with AREA staff to develop proposed actions to achieve targets. Staff in the process of applying to Dept. of Energy Low Carbon Communities Program to support plan implementation in 2020-21.												
	Implement Plan	CAO/DOO									*	*	*	*
	Engage with waterfront property owners on Edgewater St.	CAO				*								

Resource Energy Authority)	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 complete; application submitted to Dept. of Energy ICIP for Climate Mitigation funding program.	

Preserve and enhance our natural spaces and assets	Continue to preserve and enhance our natural spaces and assets	Council	Ongoing
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2020-21 Budget - Operating Initiatives - July 30, 2020

	Total Cost	Town Cost		
1 Asset Management Initiatives	\$72,895	\$26,495		50%
	Notes: AM Committee meeting regularly. Resubmitted application to MAMP Jan 17, 2020; funding now anticipated in 2020-21 and project work has begun. AIM Cohort 2.0 approved in 2020-21 budget; program start date TBD.			
2 Transportation Plan	\$33,237	\$18,237	 	
	Notes: CBCL Ltd. Transportation Plan Report accepted by Council July 14, 2020.			
3 GHG Reduction Initiatives 2019-20	\$50,000	\$25,000		75%
	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; updated draft plan with baseline anticipated Sept. 2020.			
4 GHG Reduction Initiatives 2020-21	\$60,000	\$30,000		25%
	Notes: LCC Program application for project approved by Council July 14 currently in progress.			
5 Centennial Year Program	\$73,270	\$15,000		75%
	Notes: Final dates disrupted by COVID-19; staff wrapping up project in Q1 2020-21, report to Council anticipated by September 2020.			

6	Town Website Update	\$12,000	\$12,000	<div><div></div></div>	75%
		Notes: Contract awarded, in beta development now; completion expected by August, 2020.			
7	MPS / LUB Update - Year 1	\$80,000	\$80,000	<div><div></div></div>	25%
		Notes: Contract awarded to Upland planning + design, completion expected by July, 2021.			
8	Wastewater Rate Study	\$12,400	\$12,400	<div><div></div></div>	25%
		Notes: Study begun with consultant.			
9	Electric Utility "Grow the Load" Initiatives	\$8,000	\$8,000	<div><div></div></div>	50%
		Notes: Discussions ongoing through AREA, opportunity identified to work with Saint John Energy for demand-side programs. Promotion planned for Fall 2020, contractors engaged. AREA RFP for home heating program configuration recently 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; Provincial funding application for wayfinding signage submitted.			
12	Waste Receptacles	\$12,000	\$12,000	Not Yet Begun	
		Notes:			
13	Accessibility Operational Plan	\$25,000	\$25,000	Not Yet Begun	
		Notes: Deadline extension from April 1, 2021 announced by Province (new deadline unknown).			
14	Climate Adaptation Initiatives	\$15,000	\$15,000	Not Yet Begun	
		Notes: In discussions with Coastal Action re potential coastal adaptation education initiatives.			

2020-21 Budget - Capital Projects - July 30, 2020

Town General

1	Build / Acquire / Renovate PW & Utility Facility	\$50,000		Not Yet Beaun
		Notes: Contingent on other facilities decisions.		
2	Buy Used Truck for PW	\$20,000	\$15,645.00	
		Notes: 2011 Ford Ranger purchased.		
3	Repair / Renovate Town Hall Facility	\$100,000		 25%
		Notes: Staff report to Council with updated floorplans, estimates, etc. provided April 21, 2020. Renovations tender documents nearly complete for issuance in August 2020; renovations updated in consideration of COVID-19 precautions. Staff have applied for funding from federal Enabling Accessibility Fund but continue to await confirmation from the Province concerning funding for COVID-19 renovations originally annouced by the Federal government in June (indications are that this confirmation will be coming by early August).		
4	Build New Fire Station	\$2,256,500	\$27,052.00	 25%
		Notes: Design-build RFP issued June 18, 2020, closing July 30, 2020. Award decision anticipated in August.		
5	Resurface Fire Station Parking Lot	\$90,000		Not Yet Beaun
		Notes: Linked to above.		
6	Radios & Pagers	\$5,000		Not Yet Beaun
		Notes:		
7	New PPE	\$22,000		 25%
		Notes: Emergency Services Provider Fund application submitted.		

8	Pave Turning Loop on North Main St.	\$20,000		<div></div>	25%
		Notes: Tender issued.			
9	Transportation Project	\$200,000		<div></div>	25%
		Notes: Council approved project July 14, 2020, staff preparing Connect2 funding application.			
10	Security Cameras	\$4,000		Not Yet Begun	
		Notes:			
11	Replace Floating Wharves / Gangways	\$30,000		Not Yet Begun	
		Notes:			
12	Repair South-Facing Cribwork on Wharf	\$30,000		Not Yet Begun	
		Notes:			
13	Bandstand - Phase 3	\$20,000	\$4,662.00	<div></div>	25%
		Notes: Bird Netting has been reinstalled and new bleachers and flag pole are now in place. Canada Cultural Spaces Fund application anticipated in fall of 2020, in consultation with users / stakeholders.			
14	Annual Installation of New Sewer Services	\$10,000		Not Yet Beaun	
		Notes:			
15	Replace Pumps - Station #2	\$10,000		Not Yet Beaun	
		Notes:			
16	Breakwater Repairs	\$8,500		Not Yet Beaun	
		Notes:			
17	Sea Level Rise / Storm Protection - Edgewater St.	\$349,800	\$1,564.00	Not Yet Begun	
		Notes: Report updating 2016 Edgewater St. Shoreline Project estimates for ICIP application.			
18	Home Heating Programs (Town Portion)	\$50,000		Not Yet Begun	
		Notes: AREA RFP for management of home heating program services recently closed.			

19	Solar Garden Development	\$2,603,703		Not Yet Begun
		Notes: Dept. of Energy ICIP funding application submitted.		
20	Fix / Repair Edgewater Lamps & Cemetery Fence	\$20,000		Not Yet Beaun
		Notes: Included in Beautification & Streetscaping Program application.		
21	Replace Ballfield Backstop	\$25,000		25%
		Notes: Tender issued.		
22	Drill Well at VIC	\$10,000		Not Yet Begun
		Notes:		
23	Install Dechlorination System	\$105,000		25%
		Notes: CBCL Ltd. engaged to assist with paracetic acid pilot. Staff currently confirming pilot project details with Dept. of Environment; report to Council anticipated in July 2020.		
24	Wastewater PCAP - Plant Effluent Options	\$32,824		25%
		Notes: See above.		
25	Line Replacement - Fairmont to WWTP	\$448,350	\$2,260.00	Not Yet Begun
		Notes: Updating Engineering Information for ICIP Applications		
26	Line Replacement - Cherry Lane to Long Hill Rd.	\$1,312,500		Not Yet Begun
		Notes:		
27	Line Replacement - Long Hill Rd. to WTP	\$756,000		Not Yet Begun
		Notes:		
28	Line Extension - Main St. South to Town Boundary	\$249,200		Not Yet Beaun
		Notes:		

29	Line Replacement - Main St. North to Town Boundary	\$164,850		Not Yet Begun
		Notes:		
30	Service Extensions - Edgewater to Town Boundary	\$225,000		Not Yet Beaun
		Notes:		
Water Utility				
1	Connection of New Water Services	\$5,000		Not Yet Beaun
		Notes:		
2	Cut Out Access to Transmission Line	\$10,000		Not Yet Beaun
		Notes:		
3	Clearwell Cleaning / Inspection	\$14,000		Not Yet Begun
		Notes:		
4	Replace Hydrants as Needed	\$5,000		Not Yet Begun
		Notes:		
5	Install Water Meters as Required	\$3,700		Not Yet Begun
		Notes:		
6	Install Corrosion Coating in Chemical Room	\$10,000		Not Yet Beaun
		Notes:		
7	Deadend Flushings - System Extremities	\$15,000		Not Yet Beaun
		Notes:		
8	Replace Door / Window / Wet Well Cover	\$5,000	\$3,423.00	<div><div></div></div> 50%
		Notes: Some work has begun on the Raw Water Pump House.		
9	Install Security Cameras	\$4,000		Not Yet Beaun
		Notes:		
10	Install Air Conditioner in WTP	\$5,000		Not Yet Beaun
		Notes:		

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

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



Town of Mahone Bay

Staff Report

RE: Cenotaph Garden

July 30th, 2020

General Overview:

This report is intended to provide Council with a recommendation concerning the recent suggestion to install a garden at the cenotaph.

Background:

At its regular meeting of July 14th, 2020 Council received correspondence proposing a garden be installed at the cenotaph located at the intersection of Main Street and Edgewater Street (attached as Appendix A).



Analysis:

The letters received July 14th propose a garden at the cenotaph. Such a garden would require annual maintenance and regular watering.

As traffic authority I recommend against the installation of a garden at this location for the following reasons:

- a) Safety concerns for staff or volunteers performing maintenance and watering activities as the cenotaph cannot be safely accessed without traffic control (a significant disruption to the intersection / expense to the Town);
- b) Safety concerns for pedestrians attempting to access the garden, which is not accessible by pedestrians; and,
- c) Potential for further distraction of motorists at an already distracting intersection.

Should the intersection be reconfigured in the future to relocate the cenotaph from the center of the intersection and/or impose an all-way stop on traffic entering from Main Street or Edgewater Street, the proposed cenotaph garden could be reconsidered. In the meantime the Town has a number of other properties which continue to benefit from the efforts of volunteer gardeners and the Mahone Bay Garden Club.

Financial Analysis:

The cost to maintain and water a garden at the cenotaph would be quite substantial if traffic control were required for safe access by staff or volunteers.

Strategic Plan:

3.1 21st Century Infrastructure

- Provide safe streets and sidewalks

Recommendation:

It is recommended,

THAT Council direct staff to compose a response to letters concerning the proposed cenotaph garden, thanking them for their continued efforts to beautify Mahone Bay but declining due to safety concerns.

Attached for Council Review:

- July 14th Letters Received

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO

Maureen Hughes

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.

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

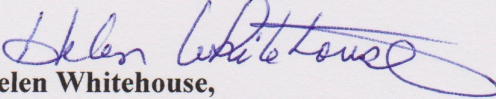
Subject: Beautification Project – Cenotaph

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 11th.

Yours in Comradeship,


Helen Whitehouse,
President – Branch 49 RCL
Mahone Bay

Maureen Hughes

Subject: FW: Cenotaph beautification project

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



Town of Mahone Bay

Staff Report

RE: 2018-19 FCIs

July 30th, 2020

General Overview:

This report is intended to present Council with the Town of Mahone Bay Municipal Profile and Financial Condition Indicators (FCIs) Report for fiscal year 2018-19 from the Department of Municipal Affairs and Housing (DMAH).

Background:

DMAH staff produce annual FCI reports for each municipal unit in Nova Scotia on the basis of the Financial Information Returns (FIRs) submitted to them by municipal staff (which in turn include information drawn from our audited financial statements).

FCI reports for fiscal year 2018-19 were publicly released by DMAH on July 13, 2020. The Town of Mahone Bay's Municipal Profile and Financial Condition Indicators Report for fiscal 2018-19 is attached as Appendix A.

Analysis:

Staff have reviewed the attached report and feel it presents a reasonably accurate picture of the Town's financial condition as of March 31, 2019. The report concludes that the Town "is considered low risk for fiscal instability".

The FCIs report scores the Town's financial condition according to thirteen indicators. DMAH staff have developed low (green), moderate (yellow) and high (red) risk thresholds for each indicator. These thresholds have replaced the scoring system used in prior years which included a comparison with the average performance of similar units in Nova Scotia.

The Town scored comparably well with nine green, four yellow and no red indicators. Green scores in indicators such as Combined Reserve and Debt Service demonstrate the Town's capacity to take on major capital infrastructure projects, corresponding to the Council's ambitious 2020-21 capital budget. The Town's yellow scores (Operating Reserves, Three-Year Change in Tax Base and Residential Tax Effort) indicate a need to build operating reserves while remaining conscious of residents' ability to pay. Staff have raised an objection with DMAH concerning the 5 Year Budget Accuracy

indicator, as it penalizes the Town for unexpected surpluses which contribute to the Town's operating reserves; Deficits in the Last 5 Years (an indicator with a green score for the Town) is sufficient to reflect any unanticipated deficits.

Financial Analysis:

The 2018-19 FCI report has no direct financial implications for the Town however it provides valuable perspective on the overall financial condition of the Town as interpreted by DMAH.

Strategic Plan:

3.1 21st Century Infrastructure

- Optimize operations structure for efficient delivery of services

Recommendation:

It is recommended,

THAT Council accept this report for information.

Attached for Council Review:

- Town of Mahone Bay 2018-19 Municipal Profile and Financial Condition Indicators Report

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO



Municipal Report



Town of Mahone Bay

**Department of Municipal Affairs
and Housing**

Municipal Profile and
Financial Condition Indicators Results

2019

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Town of Mahone Bay

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Introduction

The Department of Municipal Affairs and Housing compiles municipal indicators on behalf of the Nova Scotia Government and Association of Municipal Administrators of Nova Scotia (AMANS) that focus on three areas:

- financial matters;
- administration of the municipality; and
- characteristics of the community.

This report creates a snapshot from those financial and demographic statistics to help community members and decision makers better understand:

- the municipality in which they live;
- the municipality's key characteristics; and
- the municipality's financial risks.

The snapshot makes it easy to:

- compare the Three-Year Change in Tax Base indicator to understand the municipality's revenue growth in comparison to cost of living; and
- use the change in population to indicate whether a community's population is growing or declining and its potential impact on municipal revenues and expenses.

Chapter 1 - Highlights

Municipal Highlights

About the Municipality

Name:	Town of Mahone Bay
County:	Lunenburg County
Approximate size:	3 km ²
Number of dwellings:	646

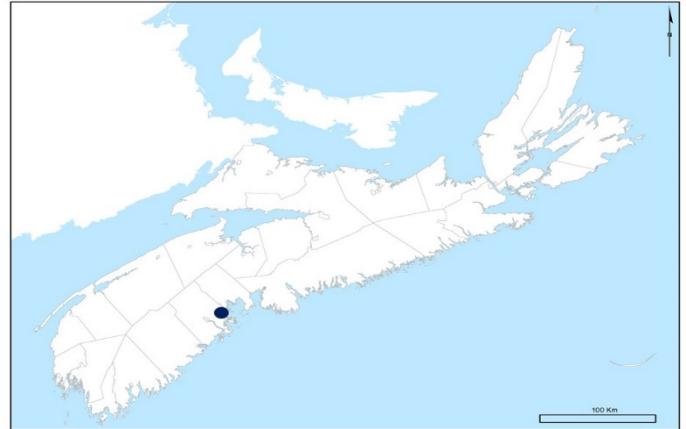


Figure 1- Location of Municipality

Population Highlights

Population 2016:	1,040
Population 5-year trend:	+10.3%
County 5-year trend:	-0.4%
Demographic trend:	Aging
Up to 19 Yrs.	14%
20 to 59 Yrs.	39%
Over 60 Yrs.	47%

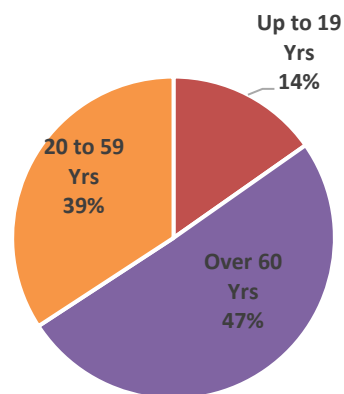


Figure 2 - Age Breakdown

Financial Highlights

Revenue

Total consolidated revenue:	\$5.6 million
Revenue generated from own revenue ¹ :	97%
Total operating revenue:	\$2.7 million
Largest operating revenue:	75%
	Property taxes and payments in lieu of Taxes

Expenses

Total consolidated expenses:	\$5.4 million
Total operating fund expenses:	\$2.0 million
Largest operating fund expense:	32%
	General Government Services

Annual Surplus

Annual consolidated surplus(deficit):	\$275.7 thousand
Consolidated accumulated surplus (deficit):	\$15.3 million
Annual operating surplus (deficit):	\$263 thousand

Debt

Total consolidated long-term debt:	\$6.6 million
Total general fund long-term debt:	\$1.1 million
Operating fund bank indebtedness:	0.0

¹ Consolidated revenue excluding government transfers

Financial Condition Indicators Highlights

Overall Assessment Yellow (Moderate risk)

The overall Financial Conditions Index assessment for the Town of Mahone Bay is green (low risk). This means that, although the Municipality has a few challenges, it is considered low risk for fiscal instability.

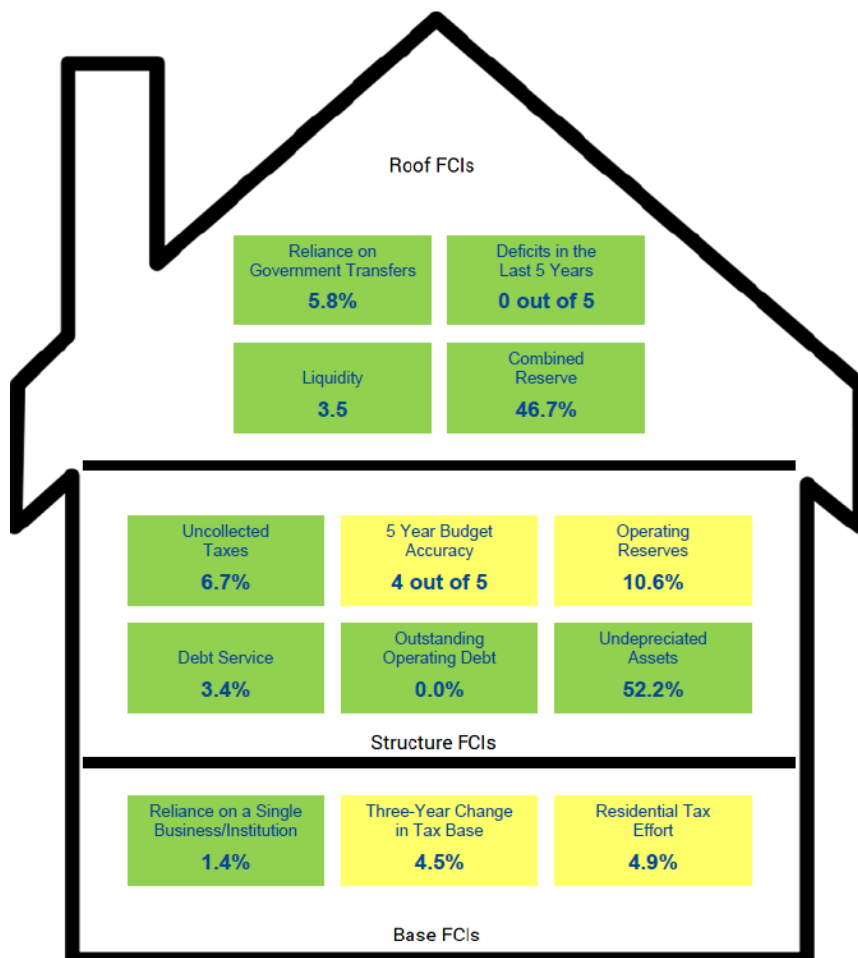
As shown in the House model below, Mahone Bay's FCIs are comprised of:

Low risk (green): 9 indicators

Moderate risk (yellow): 4 indicators







High risk (red): 0 indicators

Details on the individual FCI assessments and the Municipality's specific challenges are provided below. For more in-depth information, refer to Chapter 4.















**Please see note on page 37 regarding liquidity*









Two-Year Comparison of Financial Condition Indicators

BASE	2019	2018	+/-
3-year Change in Tax Base*	 4.5%	 7.2%	-2.7%
Reliance on a Single Business or Institution	 1.4%	 1.5%	-0.1%
Residential Tax Effort	 4.9%	 4.7%	0.2%

STRUCTURE

Uncollected Taxes	 6.7%	 6.5%	0.2%
5 Year Budget Accuracy	 4/5	 4/5	0
Operating Reserves	 10.6%	 12.0%	-1.4%
Debt Service	 3.4%	 2.7%	0.7%
Outstanding Operating Debt	 0.0%	 0.0%	0.0%
Undepreciated Assets	 52.2%	 55.0%	-2.8%

ROOF

Deficits in the Last 5 Years	 0/5	 1/5	-1
Liquidity	 3.5	 3.3	0.2
Reliance on Government Transfers	 5.8%	 2.2%	3.6%
Combined Reserve	 46.7%	 55.2%	-8.5%

* For 3-year Change in Tax Base, CPI % change for 2019 is 5.2% and for 2018 is 4.35%



Chapter 2 - Municipal Profile

Municipalities are diverse and operate within unique demographic and economic characteristics. These characteristics have a significant impact on municipal performance and subsequent strategies required to ensure a sustainable environment. This chapter outlines the unique demographic and economic characteristics of the Municipality, specifically its composition, population trends, demographics, median household income levels, employment rates, and educational attainment. The municipal profile trends could have impacts on the current and potential future tax base for a municipality.

Municipal Composition

Name:	Town of Mahone Bay
County:	Lunenburg County
Government:	7 elected councillors (including the Mayor)
Geographic area:	3 km ²
Number of dwellings:	646

Population Trends

Population:	1,040
Provincial population:	0.1%
20-year trend:	Growing [supported by Figure 3 below]
Age trend:	Majority between 50-79 years of age [supported by Figure 4 below]

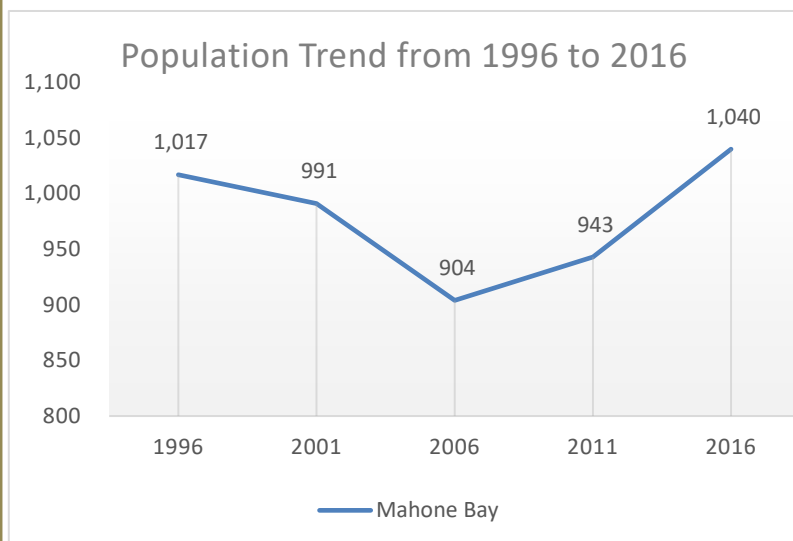


Figure 3-- Population from 1996–2016. Source: Statistics Canada

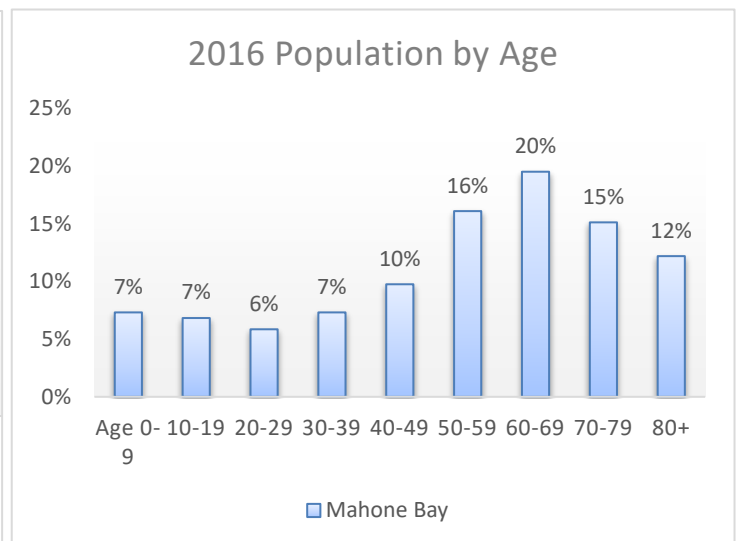


Figure 4- Population by Age, Source: Statistics Canada

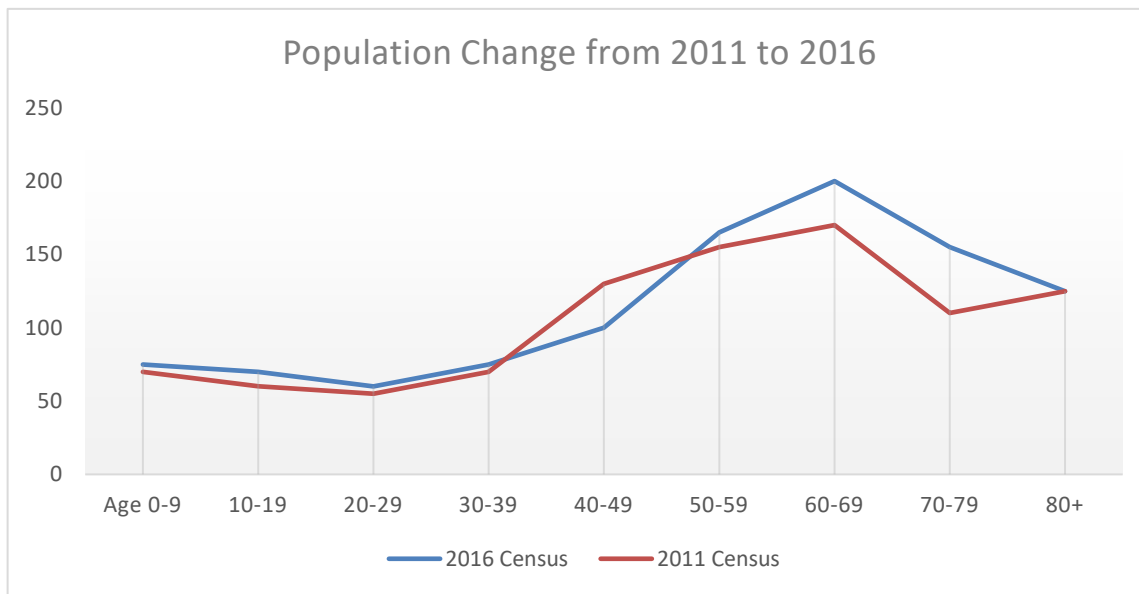


Figure 5- Population Age Change from 2011 to 2016. Source: Statistics Canada

According to the 2016 Census, similar to most towns in Nova Scotia, the majority of Mahone Bay's citizens are between the ages of 50 and 79.

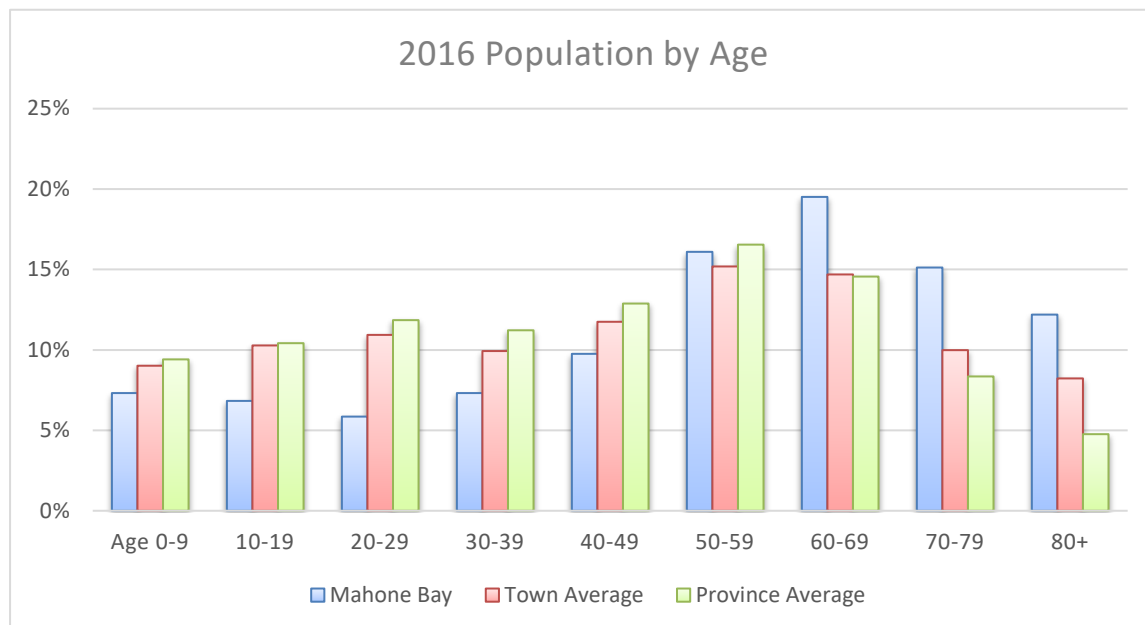


Figure 6 - Comparison of Population by Age for 2011 and 2016. Source: Statistics Canada

Economic Indicators

Along with population trends, employment rates and median household income are important economic indicators. Education levels can also play a crucial role in economic and social progress and can help improve income distribution. These factors provide an indication of the wellbeing of the economy and labour force.

	2016 Census	2011 Census	+/-	Town Average
<i>Median Household Income</i>	\$53,035	\$49,158	\$3,877	\$48,934
<i>Employment Rate</i>	44.8%	45.7%	-0.9%	48.3%
<i>Education Beyond High School</i>	63.0%	58.5%	4.5%	52.0%

Source: 2011 and 2016 Statistics Canada

Median household income: Mahone Bay's median household income is higher than the provincial town average, and it has increased since 2011.

Employment rate: In a healthy economy, the employment rate is between 97% and 95%. The Town of Mahone Bay's employment rate is below the provincial town average, and it has declined.

Education level: Mahone Bay's education level is higher than the provincial town average and has increased since 2011.

Chapter 3 - Financial Information

General Overview:

Audited financial statements are presented on a consolidated basis. These consolidated financial statements present all municipal entities as one single reporting entity:

- all the individual funds managed by the Municipality
- organizations or enterprises that the Municipality owns or controls, such as:
 - Alternative Resource Energy Association (AREA) (10%)
 - Cemetery (100%)
 - Water Utility

The Municipality's non-consolidated financial statements present only the individual funds managed by the Municipality, such as the General Operating Fund, General Capital Fund, Water Operating Fund, Water Capital Fund, Non-operating Reserve Fund, and the Operating Reserve Fund. Non-consolidated financial statements are reconciled but not audited.²

Financial Reporting Compliance:

Audited financial statements and financial information return submitted:	yes
Submission of financial information:	After deadline ³
Financial statements include:	
Remuneration and Expenses for Elected Officials and CAO/Clerk Note:	yes
Unqualified Opinion:	yes
Quarterly Expenditure report posted online:	yes
Summary Expenditure Report submitted:	yes
Statement of Estimates and assessment information submitted:	yes

² Please be advised that, although the Department reconciles, at a high level, a municipality's non-consolidated financial statements to the consolidated financial statements, the non-consolidated financial statements are usually not audited nor presented in full accordance with Canadian public sector accounting standards.

³ Annually, municipalities are required to submit their financial information by Sept 30th.

Revenue:

\$5.6 M

2019 Consolidated Revenue

Total consolidated revenue:	\$5.6 million
Largest revenue:	44%
	Electric Fund
Revenue generated from own revenue ⁴ :	97%

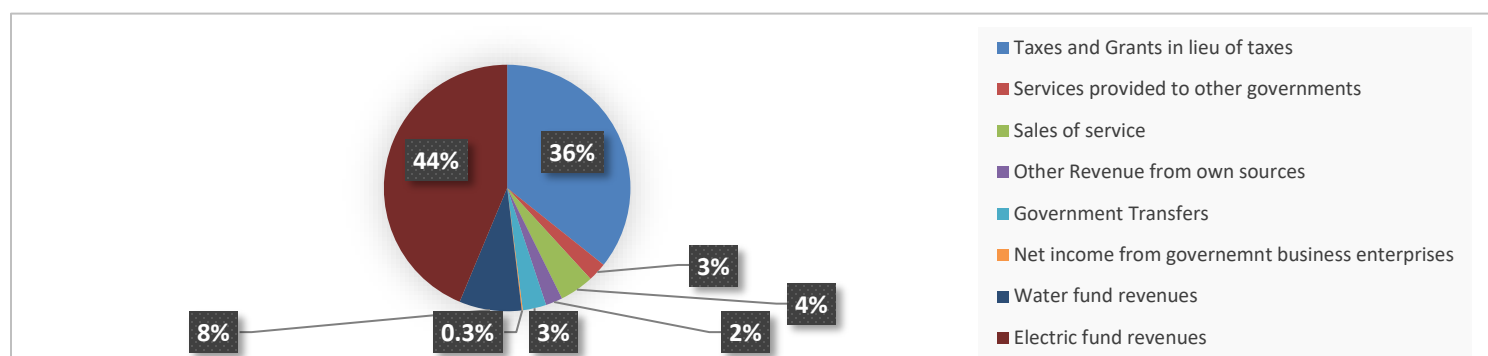


Figure 7- Consolidated Revenue Source: 2019 Financial Information Return (FIR)

The graph above and table below show the Municipality's revenue divided into eight categories on a consolidated basis.

Consolidated Revenue	
Taxes and Grants-in-lieu of taxes:	\$2.0 million
Services provided to other governments:	140 thousand
Sales of services:	0.3 million
Other revenue from own sources:	125 thousand
Government Transfers:	174 thousand
Net Income from government business enterprises:	8 thousand
Water Fund revenues:	0.5 million
Electric Fund revenues:	2.5 million

⁴ Consolidated revenue excluding government transfers

\$2.7 M

2019 General Operating Revenue

Total operating revenue:	\$2.7 million
Largest revenue:	75%
	Property taxes and payments in lieu of taxes
Uncollected Taxes:	6.7%
Reliance on Government transfers	5.8%

Operating Fund Revenue

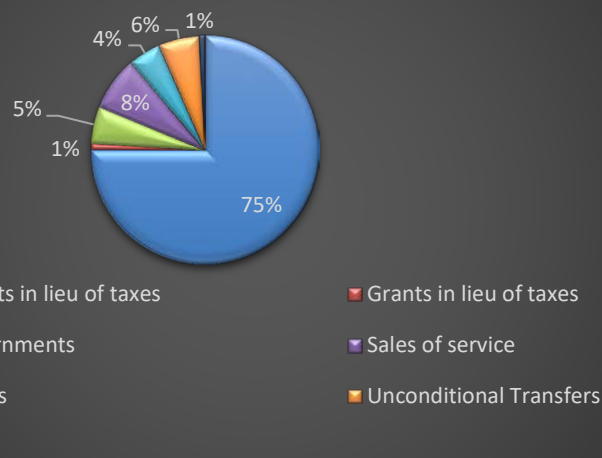


Figure 8 – General Operating Revenue Source: 2019 Financial Information Return (FIR)

The graph above and table below show the Municipality's operating fund revenue divided into 7 categories.

Net property taxes and payments in lieu of taxes:	2.0 million
Grants-in-lieu of taxes:	23 thousand
Services provided to other governments:	140 thousand
Sales of services:	0.2 million
Other revenue from own sources:	123 thousand
Unconditional transfers from other governments:	153 thousand
Conditional transfers from other governments:	21 thousand

Property Assessment Information

Since property taxes are a primary source of revenue for most municipalities, special emphasis has been placed on reviewing assessment trends.

Three-year change in assessment ⁵ :	4.5%	growth did not keep pace with the cost of living
Highest reliance on a single business or institution:	1.4%	not dependent (low risk)
Residential Tax Effort:	4.9%	limited flexibility (moderate risk)

The line graphs below show the five-year trend of residential and commercial portion of the municipality's uniform assessment:

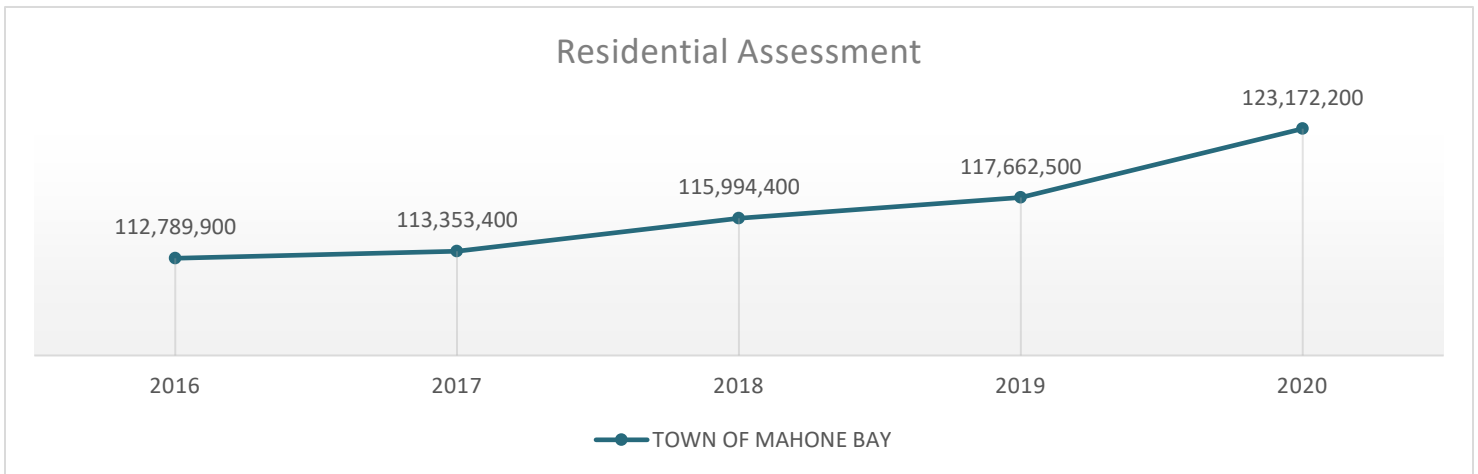


Figure 9- Residential assessment value over the last five years. Source: 2015-2019 Statement of Estimates Assessment

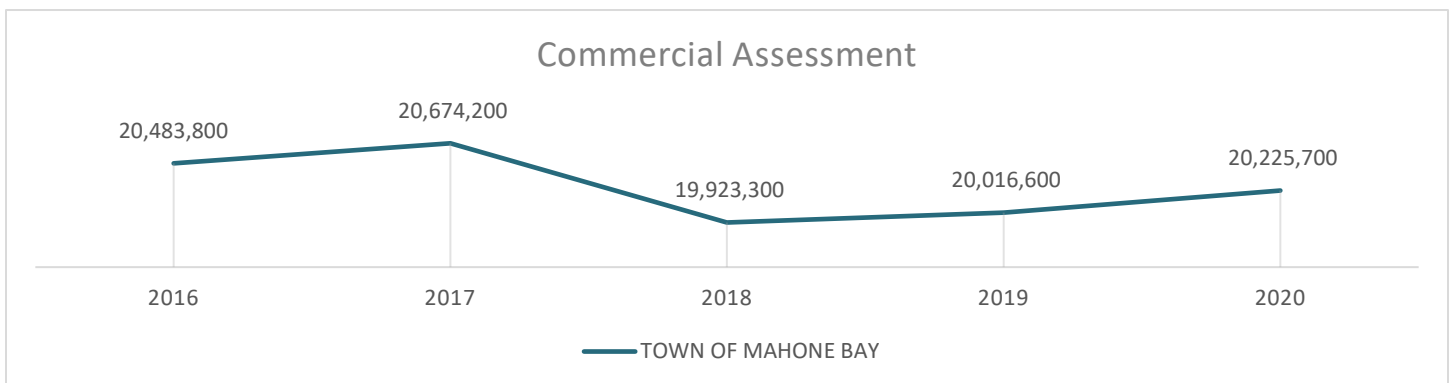


Figure 10- Commercial assessment value over the last five years. Source: 2015-2019 Statement of Estimates Assessment

⁵ Uniform assessment is the value of a municipality's taxable property assessment plus the capitalized value of payments in lieu of taxes.

Expenses:

\$5.4 M

2019 Consolidated Expenses

Total consolidated expenses: \$5.4 million
 Largest expense: 42%
 Electric Fund expenses

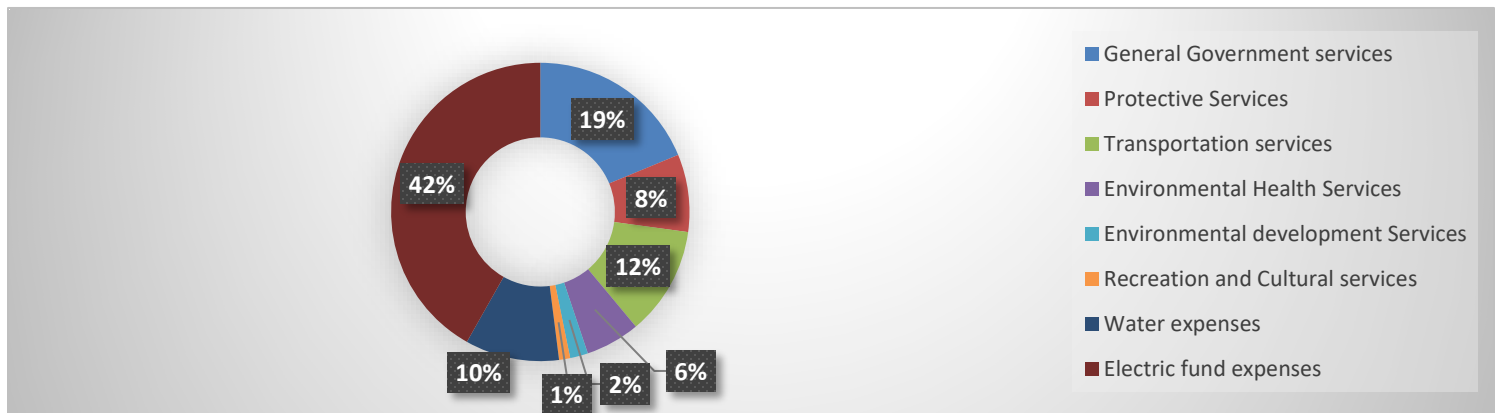


Figure 11- Consolidated Expenses Source: 2019 Financial Information Return

The graph above and table below show the Municipality's consolidated expenses divided into eight functions.

	Consolidated Expenses
General government:	\$1.0 million
Protective services:	0.5 million
Transportation:	0.6 million
Environmental health services:	0.3 million
Public Health services:	n/a
Environmental development services:	104 thousand
Recreation and Cultural:	65 thousand
Extraordinary or special items:	n/a
Water expenses:	0.5 million
Electric Fund expenses:	2.2 million

\$2.0 M

2019 General Expenses

Total operating fund expenses: \$2.0 million

Largest operating fund expense: 32%

General Government services

Operating reserves as percentage of expenses: 10.6% (Moderate risk)

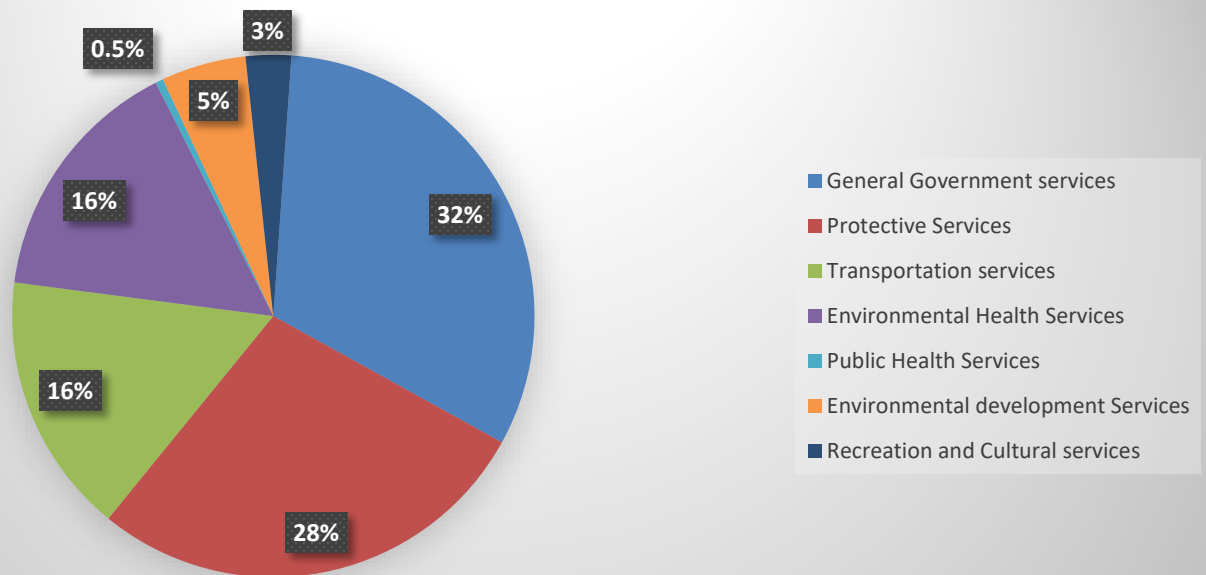


Figure 12- Operating General Fund Expenses. Source: 2019 Financial Information Return

As shown in the pie chart above, expenses for Mahone Bay are comprised of:

General Government services:	\$0.6 million
Protective services:	0.6 million
Transportation services:	0.3 million
Environmental Health services:	0.3 million
Public Health services:	10 thousand
Environmental Development services:	104 thousand
Recreation and Cultural services:	56 thousand

The graph below shows the expenses by function for the municipal operations or General Operating Fund expenses compared to the provincial town average.

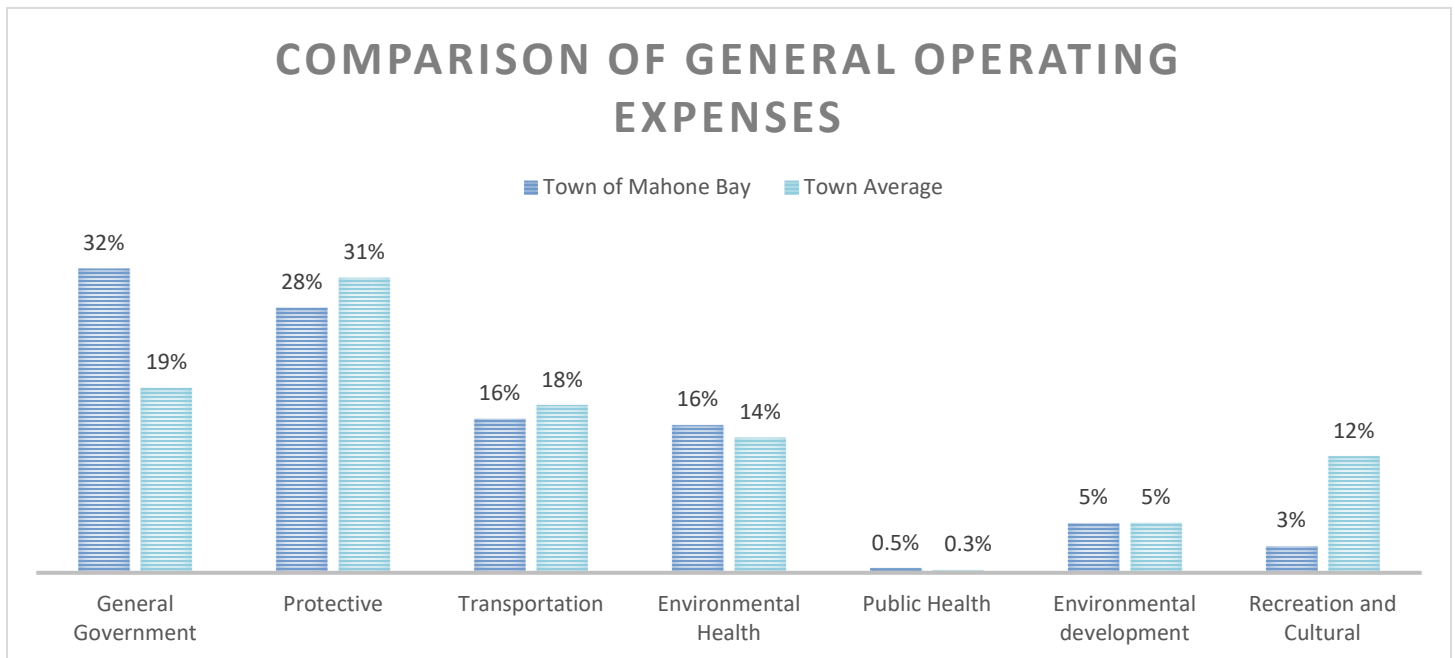


Figure 13 – Comparison of General Fund Expenses to Provincial Town Average. Source: 2019 Financial Information Return

Accumulated Surplus (Deficit)

Annual Surplus: Revenue - expenses

Note: This amount is added to the accumulated surplus (deficit).

Total annual consolidated surplus(deficit): \$275.7 thousand

Total consolidated accumulated surplus (deficit): \$15.3 million

Total annual operating surplus (deficit): \$263 thousand

Number of operating deficits in the last 5 years: 0

Consolidated Accumulated Surplus by Fund*

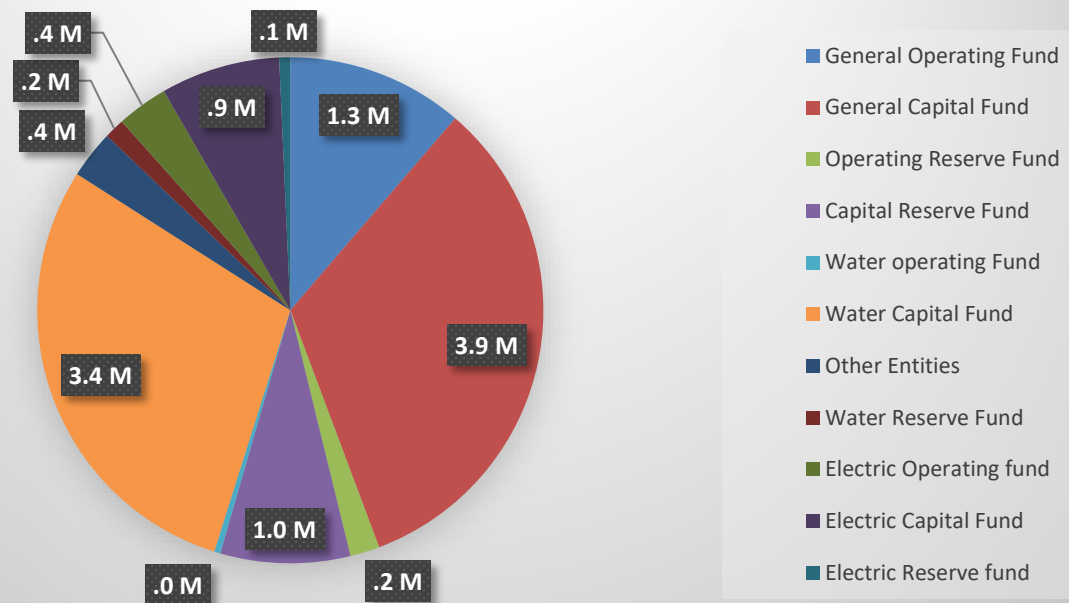


Figure 14- Consolidated Accumulated Surplus by Fund. Source: 2019 Financial Information Return

*The total of the individual funds submitted by the Municipality does not agree to the audited Financial Statements. The variance is \$3,506,571. The Department is working with the Municipality to resolve this variance.

Debt

Total consolidated long-term debt:	\$6.6 million
Total general fund long-term debt:	\$1.1 million
Debt Service Ratio:	3.4%
Operating fund bank indebtedness:	0.0
Outstanding operating debt as percentage of: Net Property Taxes/Payments in Lieu of Taxes, Grants in Lieu of Taxes, and Government Transfers	0.0%

Chapter 4 - Financial Condition Indicators: House Model

The Financial Condition Indicators (FCIs)⁶ condense multiple sources of information into a single visual g “House Model” graph. The House Model gives a quick visual of a municipality’s strengths and possible areas where a municipality may want to focus its attention.

The Model:

The Model consists of 13 indicators organized into base, structure and roof, focusing on:

- roof: 4 key performance indicators;
- structure: 6 financial indicators that concern management and debt; and
- base: 3 indicators relating to internal and external factors that could impact the municipality’s revenue stream.

Risk thresholds:

Each indicator is assessed against a risk threshold:

- low risk (**green**);
- moderate risk (**yellow**); and
- high risk (**red**).

Overall assessment:

The Department calculates an overall assessment for fiscal instability:

- low risk (**green**): 10–13 FCIs meets low risk threshold;
- Moderate risk (**yellow**): 8–9 FCIs meets low risk threshold; and
- High risk (**red**): 7 or less FCIs meets low risk threshold.

Mahone Bay's Overall Assessment

Overall Assessment for: Mahone Bay

Financial Condition: **Moderate risk**

The overall Financial Conditions Index assessment for the Town of Mahone Bay is Yellow (Moderate risk).

This means that, although the Municipality has a few challenges, it is considered moderate risk for fiscal instability.

Comparison: Majority of towns are at moderate risk (see chart below).

Summary of Towns Overall Results for 2018-2019



Mahone Bay's House Model

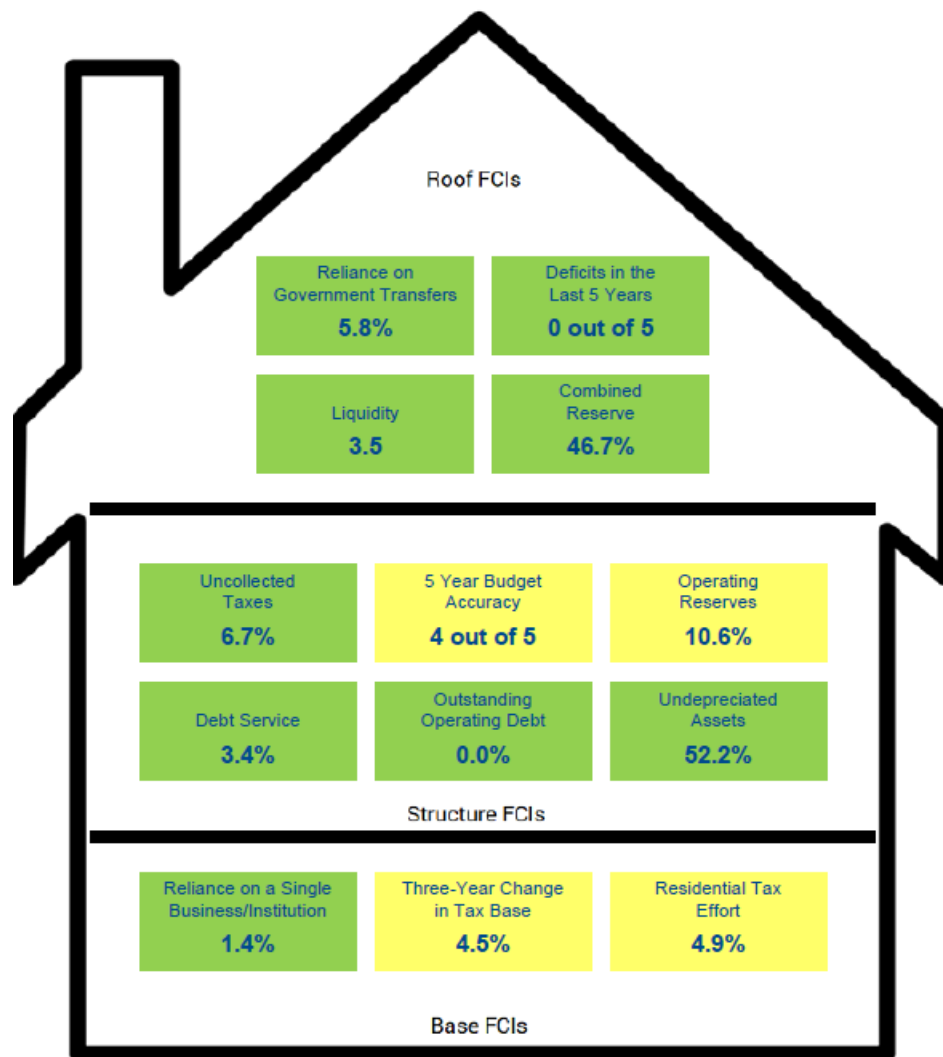
As shown in the House model below, Mahone Bay's FCIs are comprised of:

Low risk: 9 indicators

Moderate risk: 4 indicators

High risk: 0 indicators

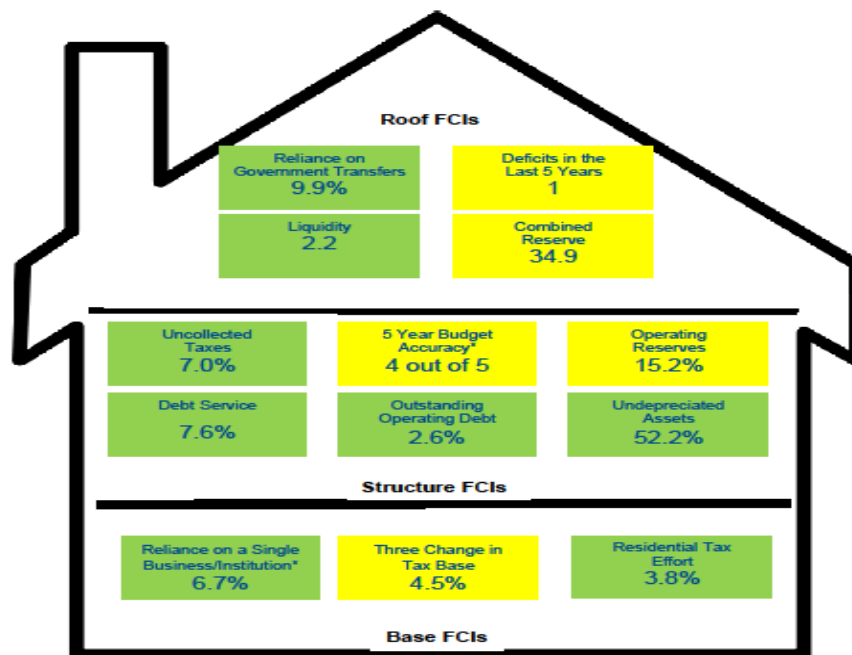
The House Model below provides details on the individual FCI assessments and the Municipality's specific challenges.



Please note FCIs are based on non-consolidated data.

Town's Average House Model

The model below shows that, in general Nova Scotia's towns are experiencing challenges.



On average, the Towns' challenges are: Deficits;

Maintaining adequate reserves (combined and operating);

Budget accuracy; and

Three-year change in tax base is below the three-year change in the cost of living.

The Base FCI Indicators

Reliance on a Single Business or Institution

2019 Results:

Low risk: 1.4%

The largest single commercial or institutional account is only 1.4% of the Municipality's total Uniform Assessment.

What does it mean?

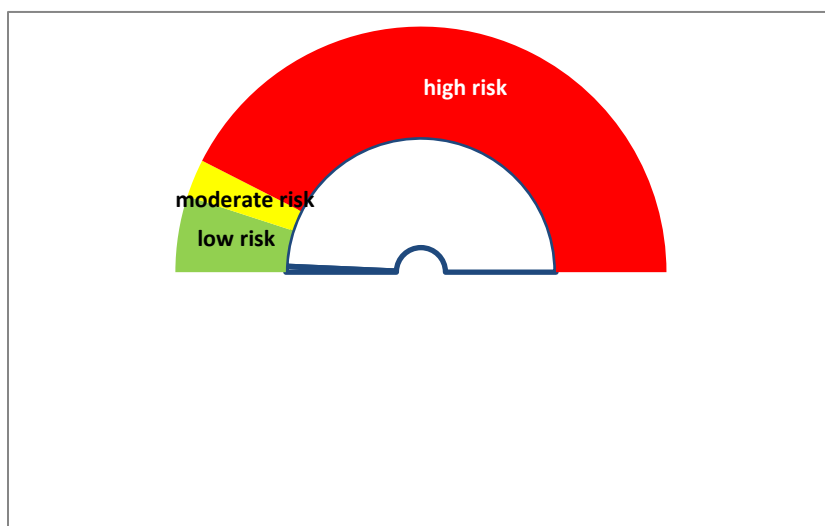
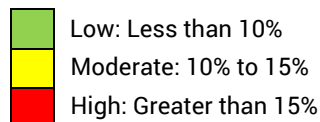
The Municipality is showing no vulnerability in this area.

The Municipality's tax base is not dependent on one single business or institution.

Calculation:

Taxable assessment value of the largest business or institution = 1.4%
Uniform Assessment

Risk Thresholds:



Mahone Bay's tachometer indicates 1.4%

Three-Year Change in Tax Base

2019 Results: **Moderate risk:** 4.5% growth

What does it mean? Growth is below the CPI % change of 5.2%.
The municipality's tax base is not keeping up with the cost of municipal services and programs.

Calculation: Current Uniform Assessment-Uniform Assessment 3 Years Prior = 4.5% growth
Uniform Assessment 3 Years Prior

Risk Thresholds:

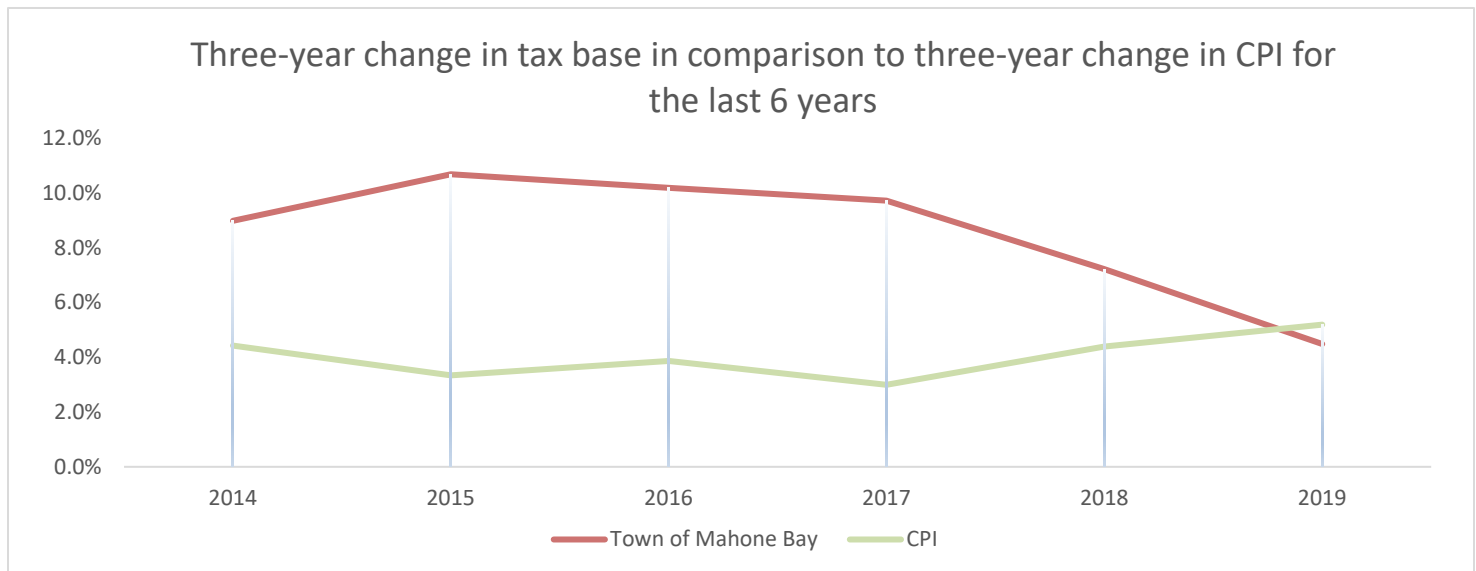
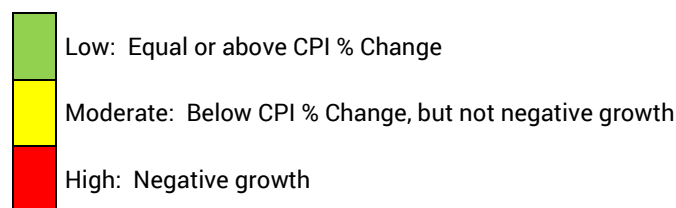


Figure 15- Three-year change in tax base as a comparison to CPI for the last six years, Source: Statement of Estimates Assessment and Statistics Canada.

Residential Tax Effort

2019 Results: **Moderate risk:** 4.9% of median household income is required to pay the average tax bill.

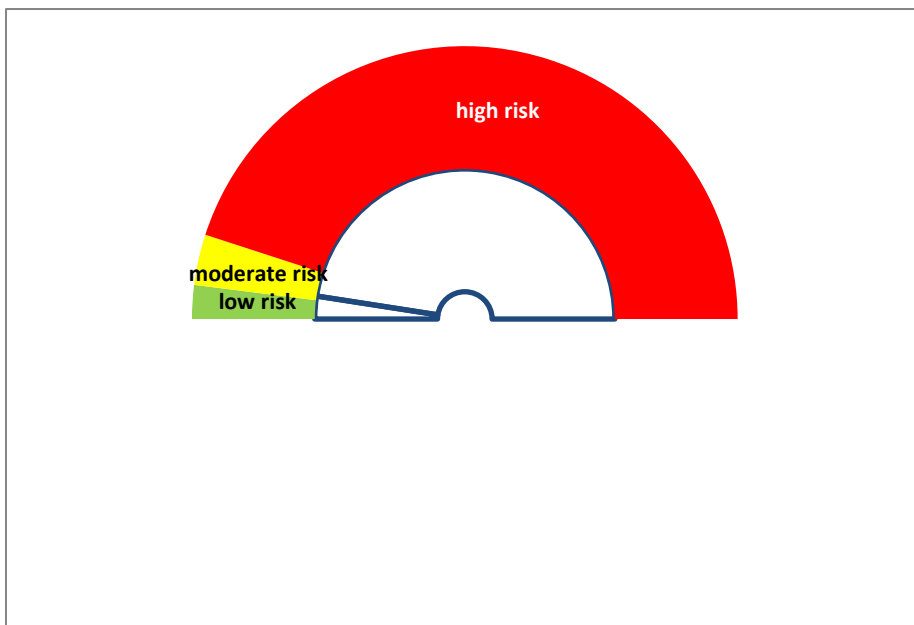
What does it mean? The Municipality has limited flexibility to increase the taxes, if required.

This indicator helps council assess the affordability of municipal taxes in relation to the current service levels.

Calculation: Total residential tax revenue per dwelling unit = 4.9%
 Median Household Income

Risk Thresholds:

	Low risk: less than 4%
	Moderate risk: 4–6%
	High risk: greater than 6%



Mahone Bay's tachometer indicates 4.9%.

FCI Indicators – Structure (Management) Indicators

Debt Service

2019 Results: **Low risk: 3.4%**

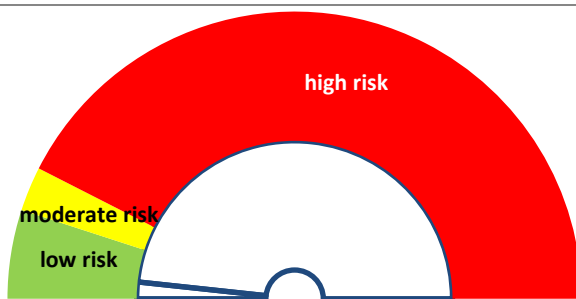
What does it mean? 3.4% of owned source revenue is spent on principal and interest payments.

With adequate cash flow, the Municipality has the potential for flexibility to increase borrowing levels to help finance future capital expenditures.

Calculation: Principal and Interest Paid on Long-term Debt = 3.4%
Total Own Source Operating Revenue

Risk Thresholds:

Low risk: less than 10%
Moderate risk: 10–15%
High risk: greater than 15%



Mahone Bay's tachometer indicates 3.4%

Outstanding Operating Debt

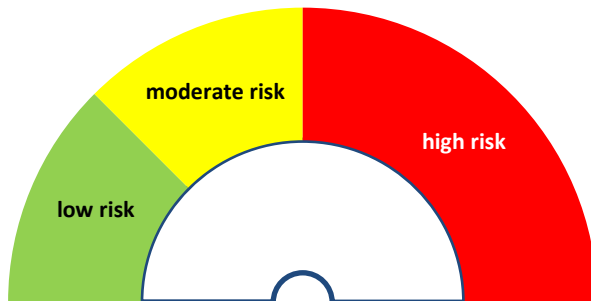
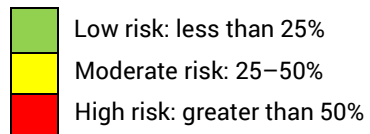
2019 Results: **Low risk: 0%**

What does it mean? The Municipality is not carrying any operating debt.

Calculation:

$$\frac{\text{Total Outstanding Operating Debt}}{\text{Net Property Taxes/Payments in Lieu of Taxes, Grants in Lieu of Taxes, and Government Transfers}} = 0.0\%$$

Risk Thresholds:



Mahone Bay's Tachometer indicates 0.0%

Operating Reserve

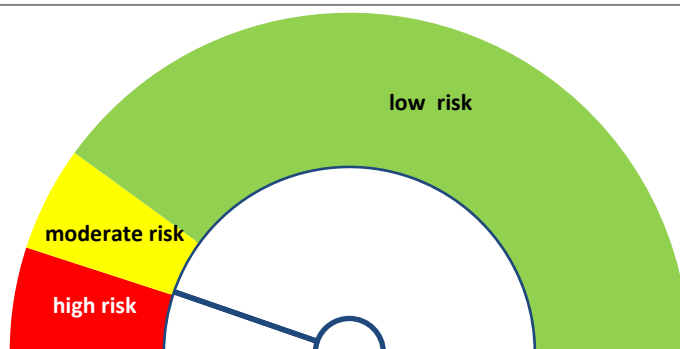
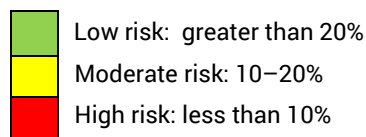
2019 Results: **Moderate risk: 10.6%**

What does it mean? The Municipality is not setting aside sufficient funds to help mitigate any unforeseen risks or future needs.

This indicator provides the value of funds set aside for planned future need, to smooth expenses or for unexpected expenses.

Calculation:
$$\frac{\text{Total Operating Reserve Fund Balance}}{\text{Total Operating Expenditures}} = 10.6\%$$

Risk Thresholds:



Mahone Bay's Tachometer indicates 10.6%

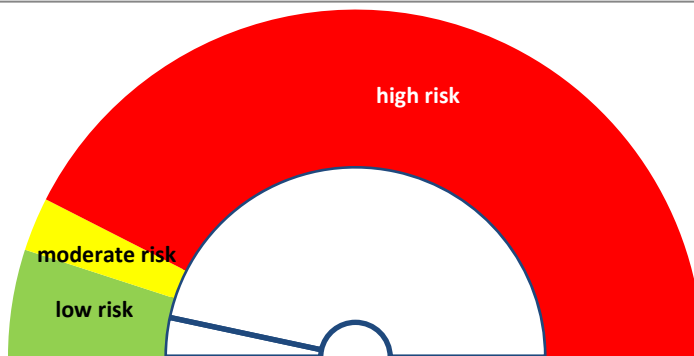
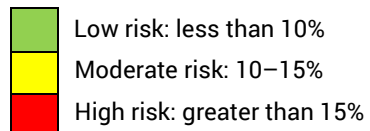
Uncollected Taxes

2019 Results: **Low risk:** 6.7%

What does it mean? The Municipality is managing tax revenue collection.

Calculation:
$$\frac{\text{Total Cumulative Uncollected Taxes}}{\text{Total Taxes Billed in Current Fiscal Year}} = 6.7\%$$

Risk Thresholds:



Mahone Bay's tachometer indicates 6.7%.

Undepreciated Assets

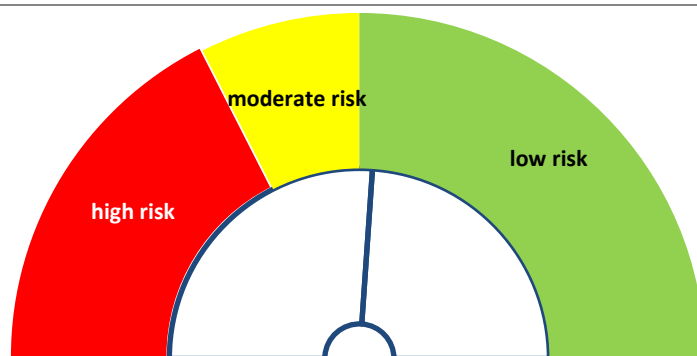
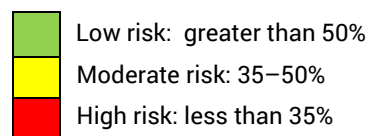
2019 Results: **Low risk: 52.2%**

What does it mean? This indicator estimates that the Municipality's capital assets have 55.9% of useful life remaining.

Municipalities across Canada are facing sufficient infrastructure challenges. This indicates that the Municipality is experiencing less of an infrastructure challenge than other municipalities.

Calculation:
$$\frac{\text{Total Net Book Value of Capital Assets}}{\text{Gross Costs of Capital Assets}} = 52.2\%$$

Risk Thresholds:



Mahone Bay's tachometer indicates 52.2%.

5-Year Budget Accuracy

2019 Results: **Moderate risk:** 4 of the last 5 years, actual expenditures were within +/- 5% of budget.

What does it mean? The Municipality did not consistently maintain expenditure spending within budget limits.

In 2018, actual expenses were 5.1% less than the budget.

Calculation:
$$\frac{\text{Total budget expenditures} - \text{Total actual expenditures}}{\text{Total budget expenditures}} = 2.4\%$$

Risk Thresholds:

- Low: 5 out of 5 years, expenditures were within +/- 5% or expenditure and revenue variances were within +/- 5% of each other
- Moderate: 4 out of 5 years, expenditures were within +/- 5%
- High: Less than 4 out of 5 years, expenditures were within +/- 5%

BUDGET VARIANCE FOR THE LAST 5 YEARS

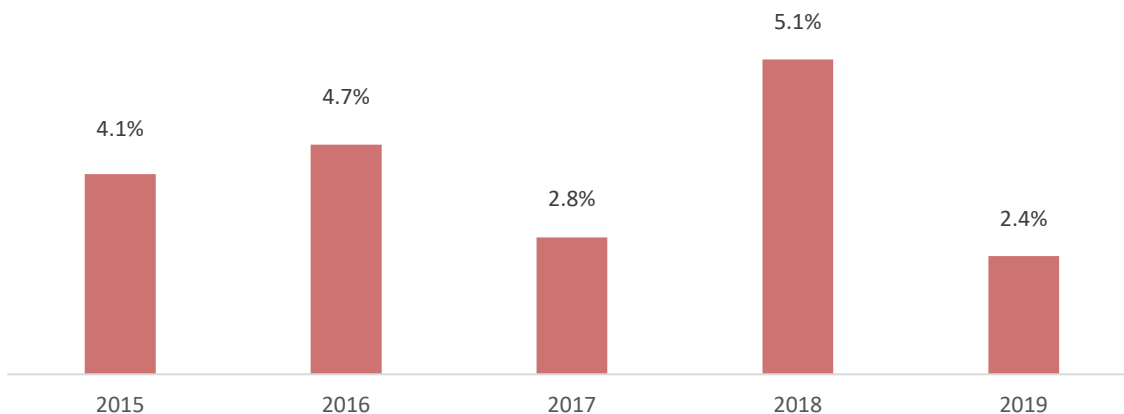


Figure 16- Operating budget variance over the last 5 years. Source: Financial Information Return and Statement of Estimates Budget.

FCI- Key Performance Indicators –

the ability to meet current and future needs in a balanced and independent manner

Reliance on Government Transfers

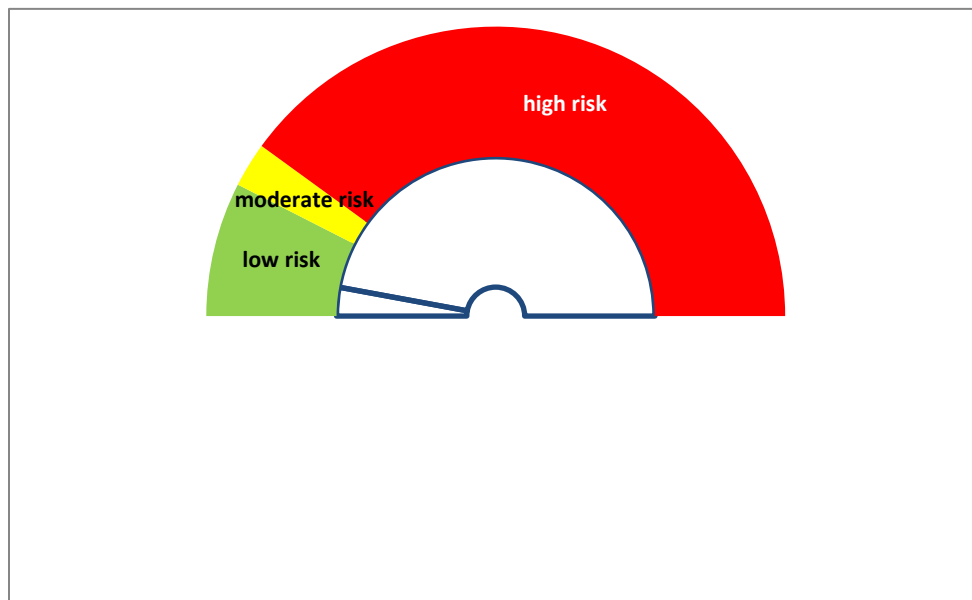
2019 Results: **Low risk: 5.8%**

What does it mean? The Municipality is not dependent on another level of government to meet its service obligations.

Calculation:
$$\frac{\text{Total Government Transfers}}{\text{Total Revenue}} = 5.8\%$$

Risk Thresholds:

	Low risk: less than 15%
	Moderate risk: 15–20%
	High risk: greater than 20%



Mahone Bay's tachometer indicates 5.8%.

Number of Deficits in the Last 5 Years

2019 Results: **Low risk:** 0 operating deficits in the last five years

What does it mean? Deficits are important indications of financial health. The result indicates that the municipality is able to meet its needs in a balanced manner and maintain a balanced budget.

Calculation: The number of non-consolidated operating deficits in the last five years = 0.

Risk Thresholds:

- Low risk: 0 in the last 5 years
- Moderate 1 or more in the last 5 years
- High risk: 1 or more in the last 2 years with one material deficit (0.5% of operating expenses)

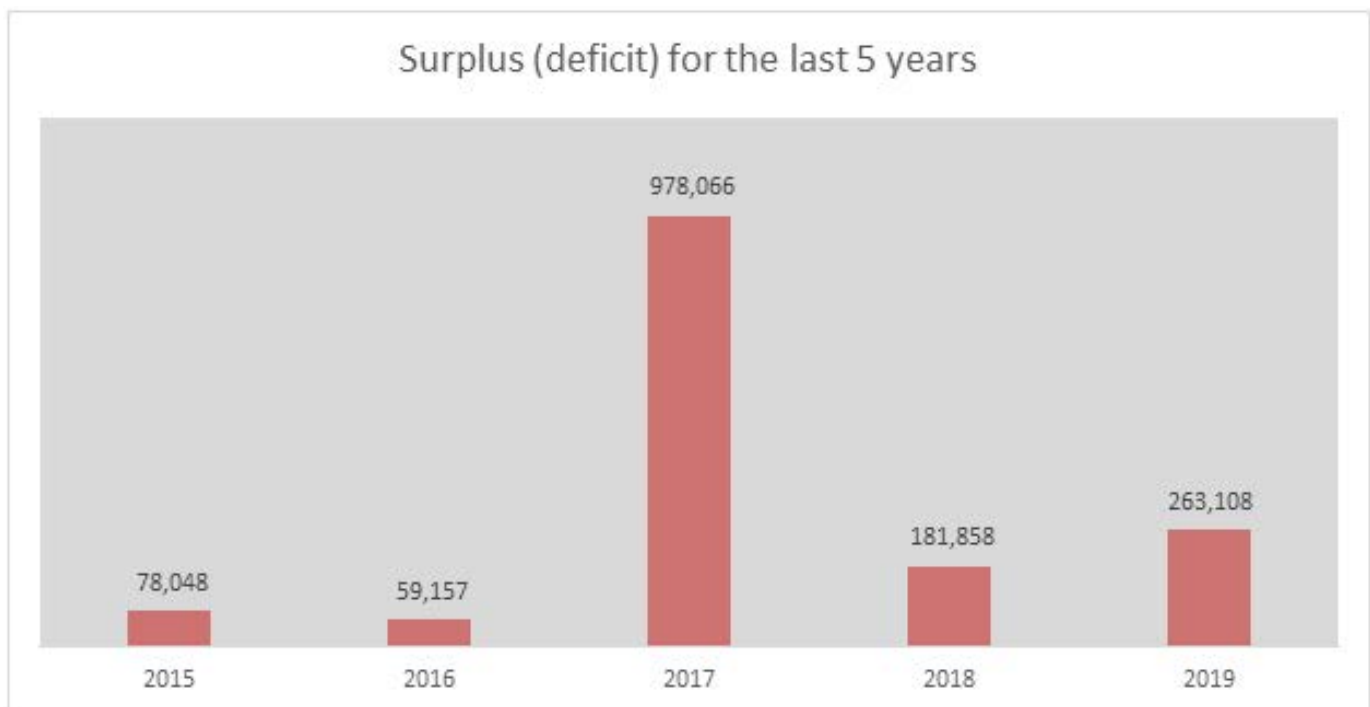


Figure 17- Annual operating fund surplus (deficits) for the last 5 years Source: Financial Information Return




Liquidity¹

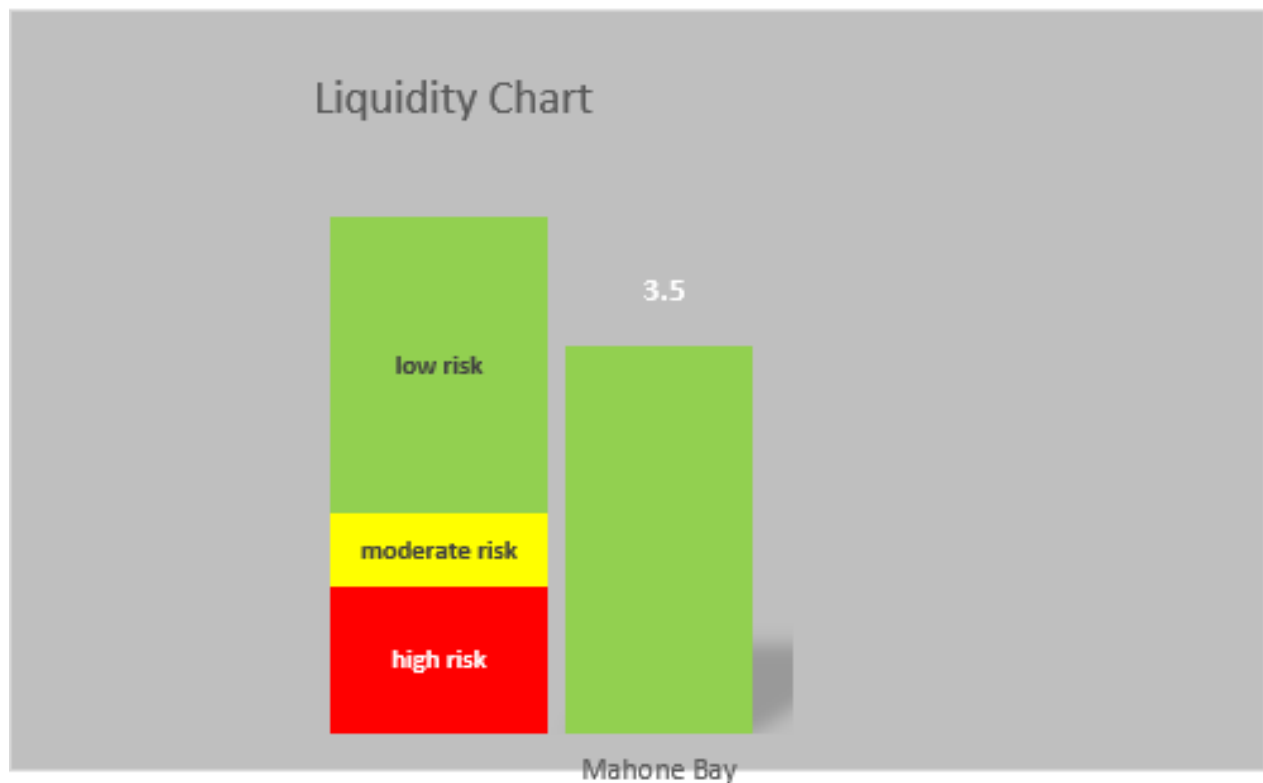
2019 Results: **Low risk: 3.5**

What does it mean? Liquidity is key to financial performance. The result indicates that the Municipality does not have a cash flow problem and is able to meet its service obligations.

Calculation:
$$\frac{\text{Total Current Financial Assets}}{\text{Total Current Liabilities}} = 3.5$$

Risk Thresholds:

	Low risk: greater than 1.5
	Moderate risk: 1 to 1.5
	High risk: less than 1



Note 1 -The total of the individual funds submitted by the Municipality does not agree to the audited Financial Statements. The variance is \$3.5 million. This variance would have an impact on the liquidity ratio. However, the risk rating would not change. The Department is working with the Municipality to resolve this variance.

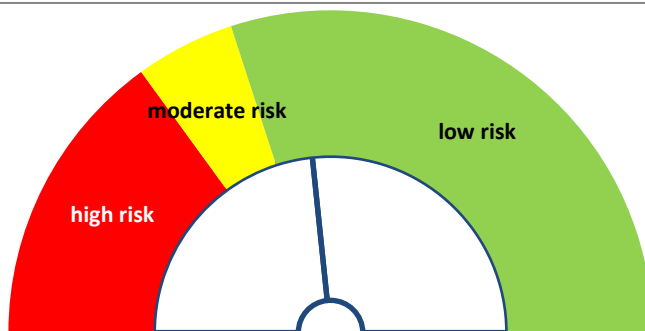
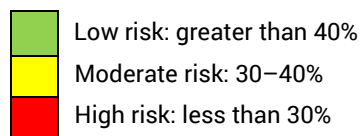
Combined Reserves

2019 Results: **Low risk:** 46.7% combined reserves

What does it mean? This result indicates that the Municipality does appear to have sufficient reserves needed to address unexpected events or provide flexibility to address future projects.
Reserves are critical components of a municipality's long-term sustainability. This indicator shows the value of the funds held in the reserves compared to a single year's operation, including amortization expenses.

Calculation: $\frac{\text{Total Operating and Capital Reserves.}}{\text{Total Operating Expenses plus Amortization Expense}} = 46.7\%$

Risk Thresholds:



Mahone Bay's tachometer indicates 46.7%.

Appendix I – Additional Resources

Nova Scotia Government's Open Data Portal (data.novascotia.ca)

This portal provides access to various government data in a free, accessible, machine-readable format.

Financial datasets currently published through the Nova Scotia Government's Open Data Portal:

- 911 Municipal Grants
- Consolidated Revenues and Expenses by Municipality
- Municipal Affairs Funding Programs
- Emergency Services Provider Fund
- Farm Land Grant
- Financial Condition Indicators by Municipality
- Municipal Contributions to Roads
- Municipal Financial Capacity Grant (formally equalization program)
- Municipal Operating Fund- Summary of Revenue and Expenses by Municipality
- Municipal Operating Expenses by Function -10 Year Summary
- Municipal Operating Revenue by Source -10 Year Summary
- Municipal Property Tax Rates
- Nova Scotia Power Grant-in-Lieu
- Uniform Assessment

Municipal website

townofmahonebay.ca

A municipality's website can be a helpful resource to access various financial information. Currently, most municipal websites provide:

- audited Financial Statements
- approved Operating Budget
- quarterly municipal Expense Report
- quarterly municipal Hospitality Expense Report

Contact Municipal Affairs and Housing

For more information, for support in action plan development, or to obtain a guide on action plan development:

Katharine Cox-Brown

Director, Municipal Finance and Operating Grants

Katharine.Cox-Brown@novascotia.ca

902.424.4643



Town of Mahone Bay

Staff Report

RE: Violence in the Workplace Policy

July 30, 2020

General Overview:

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

Background:

At their regular meeting on July 14, 2020, Council reviewed the Municipality of the District of Yarmouth (MODY) Violence in the Workplace Policy and directed staff to develop a policy similar to that of MODY.

Analysis:

Staff reviewed existing Town policies and did not find anything which sufficiently defines violence in the workplace, what to do in case of violence in the workplace, nor anything which outlines the rights of individuals in the event of workplace violence.

As discussed at the meeting of July 14, the MODY policy was found to be comprehensive and clearly written, however staff have added Section 3.5 in respect to cases in which the respondent or complainant is the CAO, as the role of CAO is a unique position in that the CAO is directly employed by Council as a whole, rather than reporting to a specific individual.

Financial Analysis:

There is no direct financial impact for the recommended policy.

Links to Strategic Plan:

3.2 An Optimal Governance and Operations Structure

- Determine the optimal operations structure that results in the efficient delivery of services.

Recommendation:

It is recommended, that at the September 8, 2020 meeting of Council

THAT Council adopt the Violence in the Workplace Policy.

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO



1.0 Purpose

- 1.1 The Town of Mahone Bay is committed to providing a safe work environment for all employees and members of Council. The Town of Mahone Bay will respond promptly to threats, acts of violence, and acts of aggression by any employee, member of Council, committee member, member of the public or other person.
- 1.2 Every employee and member of Council at the Town of Mahone Bay 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 behaviour by employees, members of Council or members of the public against self, others, or Town property.
- 1.3 An employee, member of Council, committee member, client, member of the public or other person who exhibits violent or threatening behaviour 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 Town and Provincial legislation or policy.

2.0 Definitions

- 2.1 **CAO** means the Chief Administrative Office of the Town of Mahone Bay, an employee of the Town;
- 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 Town of Mahone Bay Council;
- 2.4 **Respondent** means the person who is alleged to have violated this Policy;
- 2.5 **Town** means the Town of Mahone Bay.

2.6 For the purpose of this policy, **the workplace** is considered to be any place occupied by an employee, Councillor, committee members, client or citizen where Town business is being conducted as part of their employment or function which includes, but is not limited to, Town offices and sites, Town-owned vehicles, work-related social gathering, 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 Town business, and private homes, businesses or construction sites where an employee is conducting Town business.

2.7 **Violence in the workplace** may include, but is not limited to, the following list of prohibited behaviours 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 suggestions of violence;
- 2.7.6 bullying;
- 2.7.7 intimidation;
- 2.7.8 unwelcome and/or disrespectful comments or gestures;
- 2.7.9 stalking;
- 2.7.10 possession of weapons of any kind on Town property, including parking lots, other exterior premises or while engaged in activities for the Town 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 behaviour 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 Town property;
- 2.7.17 any other acts that a reasonable person would perceive as constituting a threat or violence.

3.0 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, or the CAO;
- 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 or the CAO; supervisors 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 Town solicitor; the Town solicitor shall provide written notice of such a report to the CAO;
- 3.5 In cases where the respondent or complainant is the CAO, reports shall be made to the Town solicitor; the Town solicitor shall provide written notice of such a report to Council;
- 3.6 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;
- 3.7 Any individual who makes a substantial threat, exhibits threatening behaviour or engages in violent acts on Town property, at Town 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.

4.0 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.
- 4.1.3 Anyone who believes that they have been subject of or a witness to violence in the workplace will:
 - 4.1.3.1 make a reasonable attempt to resolve the behaviour informally by telling the alleged offender that their behaviour is unacceptable and unwelcome and clearly stating that this behaviour 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, or the CAO;
- 4.1.4 The complainant may have evidence of violent or aggressive behaviour, but may not wish to lay a formal complaint, if this happens:
 - 4.1.4.1 if the complainant agrees, the CAO, 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, or supervisor (in the case of employees) and the complainant may agree on an informal means of resolving the issues which may include information 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 Town Solicitor.
- 4.1.5 Where possible a complaint must be made in writing and include details of:

- 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 a witness to violence in the workplace will:
 - 4.2.3.1 make a reasonable attempt to resolve the behaviour informally by telling the alleged offender that their behaviour is unacceptable and unwelcome and clearly stating that this behaviour must stop;
 - 4.2.3.2 if the matter is not resolved informally between the individuals, the complainant should immediately inform (or writing) the Town solicitor;
- 4.2.4 The complainant may have evidence of violent or aggressive behaviour, but may not wish to lay a formal complaint, if this happens:
 - 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 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 or:

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.

5.0 Investigation

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

5.1.1 interviewing the complainant and respondent to ascertain all of the facts and circumstances relevant to the complainant, 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 other than the CAO, once the investigation is complete, the investigator will prepare a detailed report of the findings of the CAO. A summary of the findings will also be provided to the complainant and respondent. It is the goal of the Town 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 or the CAO, 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 Town's investigation. Where a criminal charge is laid, the Town 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 actions from the Town for good faith reporting pursuant to this policy.

6.0 Third Parties

- 6.1 This policy also applies to customers, clients, and the general public who violate this policy. The Town may have limited ability to investigate or control the conduct of these third parties. However, the Town of Mahone Bay 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 Town 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 or the CAO.

- 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.

7.0 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.

Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] July 31, 2020

Date of Passage of Policy _____

Town Clerk

Date

1. SHORT TITLE

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

2. DEFINITIONS

2.1 In this By-law:

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

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

3. ALTERNATIVE VOTING PERMITTED

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

4. NOTIFICATION OF ELECTORS

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

4.2 The notice of alternative polling days shall:

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

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

5. FORM OF TELEPHONE AND INTERNET BALLOTS

5.1 A telephone ballot and internet ballot shall:

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

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

6. OATH

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

7. ELECTORS

No person shall vote by alternative voting unless:

- a. the person's name appears on the final list of electors on the date chosen by Council for the final list of electors to be completed pursuant to section 40 of the Act; or
- b. the person's name does not appear on the final list of electors and:

- c. the person appears before the Returning Officer or the Deputy Returning Officer during normal business hours during alternative polling days; and
- d. the person swears an oath in the manner prescribed by the Act.

8. PROXY VOTING

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

9. FRIEND VOTING

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

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

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

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

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

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

9.5 The Returning Officer shall enter into the poll book:

- a. the reason why the elector is unable to vote;
- b. the name of the friend; and
- c. the fact that the oaths were taken.

10. VOTING

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

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

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

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

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

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

11. LIST OF PERSONS WHO VOTED

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

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

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

12. COUNTING

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

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

13. TALLYING OF SPOILED BALLOTS

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

14. RECOUNT BY SYSTEM

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

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

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

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

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

15. SECRECY

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

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

16. OTHER METHODS OF VOTING

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

16.2 The polling station for alternative voting shall be:

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

17. SEVERABILITY

If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law

and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

18. PROHIBITIONS

18.1 No person shall:

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

18.2 No person shall:

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

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

18.4 A person who:

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

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

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

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

18.7 Pursuant to section 146A of the Act;

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

20. BY-LAW ENFORCEMENT

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

David W. Devenne, Mayor

Maureen Hughes, Town Clerk

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

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

CLERK'S NOTATION

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



General Overview:

The purpose of this report is to provide Council with an update in respect to preparations for the 2020 Municipal Elections and make a recommendation about alternative voting.

Background:

Council received a Staff Report at the June 9, 2020 regular meeting which provided rationale for the staff recommendation that the 2020 Municipal Elections be held entirely with alternative voting methods, including use of the telephone and online voting, with voting stations equipped with touch pads established for in-person voting as well. Staff strongly recommend the use of alternative voting methods as a necessary precaution in light of the ongoing COVID19 pandemic.

Staff continue to stress the importance of alternative voting methods as a way to provide safe and accessible voting methods rather than risking public safety or disengagement for health concerns.

This report is intended to assist with key decisions necessary for election preparation.

Analysis:

Council passed first reading of the Alternative Voting By-law on June 9, 2020, and a public hearing is scheduled for July 30, 2020 with consideration of second reading on the July 30th agenda.

In the event that the Alternative Voting By-law passes, decisions must be finalized in respect to the Advance Polling Days and the manner in which the election will be held.

Voting Method

As noted in the June 9, 2020 staff report to Council, staff feel that the elimination of paper ballots allows greater ability to sanitize polling stations for those who choose to vote in person. The Alternative Voting By-law would permit methods of voting other than traditional paper ballots, but staff are looking for a motion that the Town of Mahone Bay will conduct its 2020 Election by non-paper means. This clarity allows staff to make necessary arrangements and begin a concentrated public education campaign to ensure that the public know what to expect and feel comfortable participating in the local election.

The public health threat has the potential to keep people at home to avoid a crowded polling station, or potential lines to wait to enter the polling station, and staff feel that it is of critical importance that the voters of Mahone Bay know that there are many ways to cast their vote which will allow them to take part in the democratic process whatever their health concerns or the state of the pandemic on election day.

With some lead time, staff can begin the process of arranging for an election with alternative voting methods, communicate with voters as to what to expect, and spend the time making this as smooth of a transition as possible.

Advance Polling

The Municipal Election Act establishes advance polling days as, at minimum, “the Tuesday immediately preceding ordinary polling day” (October 13, 2020) and “one other day fixed by the Council by resolution that is either Thursday, the ninth day before ordinary polling day or Saturday, the seventh day before ordinary polling day” (2.1.a. i and ii).

The Alternative Voting By-law presented to Council defines Advance Poll as “the two weeks immediately preceding ordinary polling day” (2.1.ii).

Staff are seeking a motion of Council to set advance polling days at which electors can vote at a physical polling station and a motion to establish the two weeks immediately preceding ordinary polling day as the advance polling period at which Mahone Bay voters can vote by alternative voting methods.

Financial Analysis:

The costs for adopting a fully alternative voting election have been included in the budget for the 2020 Municipal Election.

Links to Strategic Plan:

3.3 Governance and Public Engagement

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

Recommendation:

It is recommended, that at the July 30, 2020 meeting of Council

THAT Council resolve that the 2020 Municipal Election will be held without using paper ballots to allow for increased safety and improved voter access in consideration of the ongoing COVID-19 pandemic.

And

THAT Council set October 10, 2020 and October 13, 2020 as the Advance Polling Days for the 2020 Municipal Election.

And

THAT Council set the two weeks prior to the 2020 Municipal Election, October 3 – 17, 2020, as the Advance Polling period at which electors can vote using electronic methods.

Respectfully submitted,



Maureen Hughes
Town Clerk and Deputy CAO
Town of Mahone Bay Returning Officer, 2020 Municipal Election





Town of Mahone Bay

Staff Report

RE: Draft Public Engagement Policy

July 14th, 2020

[attached draft policy revised as per Council direction July 14th, 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 12th, 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 30th, 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', followed by a long horizontal flourish.

Dylan Heide
Town of Mahone Bay CAO



Draft Public Engagement Policy

[revised - to July 30th meeting]

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) engagement by representation including the appointment of members of the public to Town committees; 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.

Public Participation Spectrum

*source: <https://www.iap2canada.ca/foundations>

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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.



Town of Mahone Bay

Staff Report

RE: Fire Dept. Administration

July 30th, 2020

General Overview:

This report is intended to provide Council with an update concerning ongoing discussions with the Mahone Bay and District Volunteer Fire Department (MBDVFD) on the administrative structure of the Town's fire services.

Background:

Beginning with Council's direction of July 9, 2019, Town staff have been working with appointed members of the MBDVFD to formalize the administrative structure of the Town's fire services as it relates to finances, human resources and operations.

In particular discussions have focused on the opportunity for the MBDVFD to incorporate as a Society which would then enable the Society to enter into various agreements with the Town to ensure the safe and sustainable delivery of fire services to Town and fire district residents.

Analysis:

Staff have been informed that the MBDVFD membership has agreed to incorporate as a Society; confirming paperwork has not yet been received.

When the Society's incorporation has been confirmed, staff are prepared to continued discussions and draft the necessary agreements to formalize fundraising and other financial arrangements, human resources policies relating to the MBDVFD, etc.. Draft agreements would be presented for Council review.

A meeting between the Society's executive and Council has also been requested, to discuss the Society's potential contributions to future capital projects including the new Fire Station project and the anticipated purchase of a new fire vehicle in 2021-22.

Financial Analysis:

The incorporation of the MBDVFD as a Society will enable the Town to formalize financial arrangements for the provision of fire services.

Strategic Plan:**3.1 21st Century Infrastructure**

- Emergency Services

Recommendation:

It is recommended,

THAT Council direct staff to confirm the incorporation of the MBDVFD as a Society and, on so doing, to arrange a meeting between members of Council and members of the MBDVFD executive to discuss the Society's potential contributions to future capital projects including the new Fire Station project and the anticipated purchase of a new fire vehicle in 2021-22.

Attached for Council Review:

None

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO

A meeting of the Economic Development Committee for the Town of Mahone Bay was held on Thursday, July 9, 2020 at 2:00 p.m. via video conferencing.

Present:

Councillor John Bain
Councillor Colleen O'Neill
Jeff Frampton
Lynn Hennigar
Danielle King
Ange Phillips
Mayor David Devenne
CAO, Dylan Heide
Clerk, Maureen Hughes
Climate & Energy Coordinator, Katherine Dorey

Absent: Annette St-Onge

1. Approval of Agenda

A motion by Councillor O'Neill, seconded by Ms. Hennigar, **"THAT the agenda be approved presented."** Motion carried.

2. Minutes

A motion by Councillor O'Neill, seconded by Ms. Hennigar, **"THAT the minutes of the June 11, 2020 meeting be approved as amended to note that Ms. Hennigar was absent."** Motion carried.

3. Economic Development Committee Action Plan

Action Plan Item #1

Results of Invitational Survey for Business Community – By-law Review/Updates

The Committee was advised that the draft Temporary Vending and Events By-laws discussed at the last meeting have gone to Council and were sent back to staff for further revisions, to be presented to Council's July 14th meeting. These revisions were reviewed.

A motion by Mr. Frampton, seconded by Ms. King, "THAT the Committee recommend to Council that the proposed Temporary Vending and Events by-laws be approved as presented on July 14th, 2020." Motion carried

Action Plan Item #4

Supply Chain/Business to Business Initiative

Committee members engaged in discussion with guest Katherine Dorey, Town of Mahone Bay Climate & Energy Coordinator, about plans for potential buy local/eat local campaigns as part of lowering Mahone Bay's greenhouse gas (GHG) emissions.

Committee members discussed The Big Spend, a Canada-wide initiative encouraging people to spend on July 25th and share photos of their purchases as a way to support local businesses who have been struggling economically in the wake of the COVID-19 pandemic. Discussion surrounded ways to support local businesses in general and in particular for The Big Spend.

4. New Business

Mahone Bay Business Community and COVID-19

Committee members discussed how the COVID-19 pandemic is affecting businesses in Mahone Bay. In particular, there was discussion about whether it would be beneficial for the Town to promote mask wearing, and what the Town might do in the event that masks are made mandatory by the Chief Medical Officer.

2020 Economic Development Committee Action Plan

Committee members reviewed the 2019 Economic Development Committee Action Plan and specifically updates and revisions that may be made. The CAO will share the draft 2020 Action Plan with committee members for their review.

6. Next Meeting

The next meeting of the Economic Development Committee will be held on Thursday, September 10, 2020 at 2:00 pm.

The meeting adjourned by motion at 3:38 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor John Bain

Clerk, Maureen Hughes

The regularly scheduled meeting of the Town of Mahone Bay's Asset Management Committee was held on Thursday, July 16th, 2020 at 1:00 p.m. via video conferencing.

Present:

Mayor D. Devenne
Councilor R. Nowe
CAO D. Heide
Manager of Finance L. Wentzell (Secretary)
L. Hennigar
N. Whynot
D. King

Absent:

A. Collery
S. Veinot (Regrets)

Gallery:

Councilor P. Carver

Approval of Agenda

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

Motion carried.

Approval of Minutes

A motion by L. Hennigar, seconded by D. King , "THAT the minutes of the June 18th, 2020 Asset Management Committee be approved as presented."

Writing the Plan

The committee reviewed available information concerning the various public and natural assets located within the town. D. Heide indicated that the

anticipated FCM MAMP-funded condition assessment project would add to available information on public assets including comfort stations, VIC, signage, etc.

Discussion was held regarding various public parking assets in the community and whose responsibility it is to perform required maintenance on these assets and ensure they meet required accessibility standards.

There was unanimous feeling amongst members that creating an inventory of trees, wetlands and other natural assets within the town – on both public and private property if possible – is important and should be considered as part of the Town's asset management process.

A conversation was also had concerning the harbour and how the Town can manage this asset when we have no jurisdictional control over the asset.

Communicating Asset Management

The revised Transportation and Electrical Fact Sheets were reviewed by the committee. There were a few minor modifications that were suggested, which will be made to these documents prior to the next meeting. In addition, the committee also reviewed the Recreation and Stormwater Fact Sheets for the first time. During the discussion, some changes were recommended by the committee which will be made prior to redistribution at the next meeting.

Following the review of the fact sheets, the committee also reviewed the revised Recreation Poster and a few additional changes were recommended which will be completed and the poster will be brought back to the committee at the next meeting. In addition, the draft Natural Assets and Public Assets Posters were reviewed by the committee for the first time. After review, a few changes were recommended by the committee which will be made and the revised posters will be distributed at the next meeting.

All posters and fact sheets to date will be included in the package for the next meeting for an overall review prior to recommendation to Council.

Next Meeting

September 17th, 2020 at 1:00 PM

The meeting adjourned upon motion at 2:58 PM.

TOWN OF MAHONE BAY

Mayor David Devenne

TOWN OF MAHONE BAY

Town Clerk, Maureen Hughes

A meeting of the Audit & Finance Committee for the Town of Mahone Bay was held on Thursday, July 23, 2020 at 7:00 p.m. via video conferencing.

Present:

Mayor D. Devenne
Deputy Mayor Nauss
Councillor P. Carver
Councillor R. Nowe
Councillor J. Bain
Councillor J. Feeney
S. Veinot
B. Lewis
CAO D. Heide (Secretary)
Manager of Finance L. Wentzell

Absent: Councillor Colleen O'Neill

1. Approval of Agenda

A motion by Councillor Bain, seconded by Mr. Lewis, "THAT the agenda be approved presented." Motion carried.

2. Minutes

A motion by Councillor Feeney, seconded by Councillor Nowe, "THAT the minutes of the January 23, 2020 meeting be approved as presented." Motion carried.

3. Business Arising from Prior Minutes

Committee members reviewed the Credit Card Use Policy and Investment Policy which were amended by Council on the Committee's recommendation at its last meeting.

4. 2020-21 Annual Budget Reporting

Manager of Finance L. Wentzell presented Q1 2020-21 reports for Town general, water and electrical and answered questions. Committee members discussed ways to improve reporting, particularly for the utilities (including more info on water / electricity sold and what it costs to produce / purchase).

5. 2019-20 Audit Progress Update

Manager of Finance L. Wentzell provided an update on the status of the 2019-20 audit currently underway. This year's audit is proceeding remotely, auditors indicate they are on schedule / budget to deliver draft statements for review by early September.

6. Audit Committee Training

New Department of Municipal Affairs and Housing online training for audit committee members in Nova Scotia is anticipated prior to the 2020 municipal elections in October, so that incoming – and current – members may access the training.

7. Next Meeting

The next meeting of the Audit & Finance Committee will be held on Thursday, September 17, 2020 at 7:00 pm.

The meeting adjourned by motion at 8:14 pm.

TOWN OF MAHONE BAY

Chair, Mayor D. Devenne

TOWN OF MAHONE BAY

Clerk, Maureen Hughes