
The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday, July 30, 2020 at 7:00 p.m. via video conference and broadcast via YouTube live.

Present:

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

Gallery: online

1. Agenda

A motion by Councillor Carver, seconded by Councillor O'Neill, **"THAT the agenda be approved as approved."** Motion carried.

2. Minutes

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **"THAT the minutes of the July 14, 2020 regular council meeting be approved as amended."** Motion carried.

3. Delegations and Individuals

3.1 Adam Ekins, Deputy Fire Chief

Deputy Chief Adam Ekins of the Mahone Bay and District Fire Department presented the RCMP quarterly report for March – June 2020.

4 Correspondence – Action Items

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

Council reviewed the request and noted that \$250 had already been allocated in the 2020-21 budget, which could be increased to the requested amount.

A motion by Councillor Feeney, seconded by Councillor O'Neill, **"THAT Council provide a \$300 grant in support of the Bayboo event in October."** Motion carried.

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

A motion by Deputy Mayor Nauss, seconded by Councilor Carver, **“THAT Council receive and file the above correspondence, numbered 5.1 to 5.13.”** Motion carried.

6. Staff Reports

Council Report

Council received the Staff Report for July 30, 2020.

Cenotaph Garden

Council received a staff report in response to a recent suggestion to install a garden at the cenotaph.

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

Financial Condition Indicators

Council received a staff report to present the Municipal Profile and Financial Condition Indicators (FCIs) Report for fiscal year 2018-19 from the Department of Municipal Affairs and Housing (DMHA).

A motion by Councillor Nowe, seconded by Councillor Bain, "THAT Council accept this **report for information.**" Motion carried.

Violence in the Workplace Policy

Council received a staff report to accompany a draft Violence in the Workplace Policy.

A motion by Deputy Mayor Nauss, seconded by Councillor Carver, "**THAT section 3.4 and 3.5 remain in the draft policy as presented.**" Motion defeated.

Alternative Voting By-law

Council received the Report of the Clerk on the July 30, 2020 Public Hearing for the public to submit comments on the proposed Alternative Voting By-law.

A motion by Councillor Carver, seconded by Councillor Bain, "**THAT Council approve second and final reading of the Alternative Voting By-law.**" Motion carried.

Election Update

Council received a staff report with an update on the 2020 Municipal Election.

A motion by Councillor Carver, seconded by Deputy Mayor Nauss, "**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.**" Motion carried

A motion by Deputy Mayor Nauss seconded by Councillor Bain, "**THAT Council set October 10, 2020 and October 13, 2020 as the Advance Polling Days for the 2020 Municipal Election.**" Motion carried

A motion by Councillor O'Neill, seconded by Councillor Nowe, "**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.**" Motion carried.

Public Engagement Policy

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

A motion by Deputy Mayor Nauss, seconded by Councillor Carver, **“THAT Council adopt the Public Engagement Policy as presented.”** Motion carried.

Fire Department Administration

Council received a staff report with an update on the administrative structure of the Town's fire services.

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

Sports Field Management Agreement

Council received a report to provide Council with an update regarding the possibility of entering into an agreement with the Mahone Bay Centre Society for the management of the adjacent Town-owned sports field.

A motion by Councillor Bain, seconded by Deputy Mayor Nauss, **“THAT Council direct staff to schedule a Special Council Meeting for closed session discussion of the acquisition, sale, lease, and security of municipal property.”** Motion carried.

Q1 2020-21 Receivables

Council received a report with an update and associated recommendation concerning Q1 2020-21 receivables.

A motion by Deputy Mayor Nauss, seconded by Councillor O'Neill, **“THAT Council direct staff to resume tax and utility interest charges, utility disconnections, and tax sales, effective August 31, 2020 and that Council extend the deadline for the COVID-19 Property Tax Financing Program to September 30, 2020.”** Motion carried.

7 Council Items

7.1 COVID-19

Council discussed the mandatory mask order that will come into effect July 31, 2020, and how recent Provincial directives could affect plans for future Council meetings.

7.2 Election 2020 Signage

Councillor O'Neill discussed the idea of restricting, with an intent to eliminate, the use of disposable election signs.

Councillor O'Neill provided a notice of motion that she will make a motion, or cause for a motion for to be made, that staff investigate and report to Council on the necessary by-law revisions to phase out the display of election campaign signage.

8 Committee Reports

Economic Development Committee

Council received the draft minutes of the July 9, 2020 meeting of the Economic Development Committee.

Asset Management Committee

Council received the draft minutes of the July 16, 2020 meeting of the Asset Management Committee.

Audit and Finance Management Committee

Council received the draft minutes of the July 23, 2020 meeting of the Audit and Finance Committee.

Council adjourned upon motion at 8:58 p.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

A Special Meeting of Town Council for the Town of Mahone Bay was held on Thursday, August 6, 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. Consideration of Draft By-laws

Report of the Clerk

Council received the Report of the Clerk from the August 6, 2020 Public Hearing to receive submissions from the public in respect to the draft Temporary Vending By-law and the draft Special Event By-law which were given first reading at the July 14, 2020 meeting of Council.

Draft Temporary Vending By-law and

A motion by Councillor Feeney, seconded by Councillor Carver, **"THAT Council address the 2nd reading of the draft Temporary Vending By-law and the draft Special Events By-law at the September 8, 2020 meeting of Council."** Motion carried.

A motion by Councillor Carver, seconded by Councillor Bain, **"THAT staff prepare a report to Council on the suggestions of Chair Jeff Phillips of the Mahone Bay and Area Tourism and Chamber of Commerce and determine if they would require substantive or non-substantive changes to the draft by-laws."** Motion carried

Council adjourned upon motion at 7:12 p.m.

TOWN OF MAHONE BAY

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DRAFT

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT council go into closed session.”** Motion carried.

Council entered closed session at 7:43 p.m., returning at 9:30 p.m.

Councillor Nowe declared a conflict at 9:16 p.m. and left the closed session/meeting.

A motion by Councillor O’Neill, seconded by Councillor Nauss, **“THAT Council increase the allocation for turn loop paving in the 2020-21 budget to \$30,000.”** Motion carried.

Council adjourned upon motion at 9:31 p.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes



A Special Meeting of Town Council for the Town of Mahone Bay was held on Wednesday, August 19, 2020 at 7:02 p.m. in Council Chambers

Present:

Mayor D. Devenne

Deputy Mayor K. Nauss

Councillor J. Feeney

Councillor J. Bain

Councillor P. Carver

Councillor R. Nowe

Councillor C. O'Neill

CAO D. Heide

Manager of Finance L. Wentzell

Absent:

Gallery: none

1. Approval of Agenda

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

2. Closed Session

2.1 MGA 22(2) – (e) Contract Negotiations

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **"THAT Council go into closed session."** Motion carried.

Council entered closed session at 7:02 p.m., returning at 9:02 p.m. There was no business arising from the closed session.

Adjournment

The meeting adjourned upon motion by Deputy Mayor Nauss at 9:02 p.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes



COMMUNITY FOUNDATION
FONDATION COMMUNAUTAIRE
OF NOVA SCOTIA
DE LA NOUVELLE-ÉCOSSE

Board of Directors:

Robert Orr
Chair

August 14, 2020

Barbara Pike
Vice Chair

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

Dennice Leahey, CM
Past Chair

Monita Taylor CPA, CA
Treasurer

Dr. Margaret Casey, CM
Secretary

Mary Eldridge

To whom it may concern,

Please find enclosed an anonymous donation in the amount of ten thousand (\$10,000) for the purchase of moveable soccer field goals for the Mahone Bay Community Field, adjacent to the Mahone Bay Centre. We understand that the goals are to be purchased by the Town to the specifications provided by Mahone Bay United Soccer. Any remaining monies not used by the Town, toward the purchase of the goals, can be used by the Town toward the cost of removing the current stationary goals.

Anne-Marie McElrone

On behalf of The Community Foundation of Nova Scotia, we thank you for receiving this donation. Please do not hesitate to reach out if you have any questions or require further direction.

Glenn Stewardson

Sincerely,

Lynn Hennigar

Michel P. Samson, BA,
LLB, ECNS

Emma Crussas
Program Manager, Community Foundation of Nova Scotia

Stephanie Clark

Fund Manager
Jarislowsky Fraser

Fund Custodian
RBC Investor Services

Investment Committee
Mary Eldridge

Alan Leard

806-1888 Brunswick Street | Halifax | Nova Scotia | B3J 3J8 | 902-490-9916 | cfns-fcne.ca

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870389368 RR0001

August 25th, 2020

Dear Mayor David Devenne, Deputy Mayor Karl Nauss, Councillor John Bain, Councillor Penny Carver, Councillor Colleen O'Neill, Councillor Joseph Maxwell Feeney and Councillor Richard Nowe,

Glamping, luxury camping, is quickly becoming extremely popular with those who want to get back to nature but don't want the hassle of travelling with and setting up camping equipment, the expense of buying equipment for possible one time use, or lack of comfort that camping often presents. I would like to create an Ecologically friendly Glampsite Retreat with seasonal dome tents that have skylights for stargazing. (I've included a sample picture on the next page). These are to be set up on raised platforms with queen sized beds, along with other comforts of home. The dome tents, for double occupancy are approximately 200 square feet each. Given the opportunity, 20 sites would be privately situated with a common area for both men's and women's washrooms and showers, a communal kitchen and a communal tent for retreats and yoga. I can also envision a small shop with unique, local gift items and camp essentials. PID #603712839 is the perfect location for a glampsite retreat, being the last lot within the Town of Mahone Bay, close enough to walk to town amenities yet far enough to provide tranquility & privacy. It offers the peace and quiet one would expect when "getting back to Nature". The property also abuts the old railway trail offering guests easy access to further recreation. With a total of 9 acres, a large portion of the land is zoned residential unserviced which allows for commercial uses, including Tourist Establishment but the zone limits the indoor and outdoor space capacity which would not allow for a glampsite retreat. The listed "Tourist Establishments" also do not include Glampsite, Campsite or Retreat as an option. I would therefore like to request either an amendment to the current bylaws or an additional category under the heading of Tourist Establishment to allow for a Glampsite Retreat.

I feel very lucky and blessed to have this special property and live in the wonderful Town of Mahone Bay. I would like to share this beauty with the locals and visitors, who want to spend time in nature's healing and not only experience the local hospitality of the Town but wish to delve a little deeper into it's natural beauty. The glampsite retreat will attract people to the Town and bring additional income to shop owners and restaurateurs. Being within walking distance to the civic Marina will also provide Boaters with an option to stay on dry land. Some visitors may even fall in love with the town and decide to move here. Not allowing for a glampsite retreat would represent a loss of these opportunities. Peggy's Cove, The Town of Chester and The Lahave Islands have all recently had glampsites open for business.

As a business woman I am confident I can attract new visitors to the town who may not have previously thought of visiting the area if it were not for Glamping. During the busy summer season there have been times when there is no vacancy in the Town of Mahone Bay, besides offering another accommodation alternative, the glampsite will also help to improve visitor capacity in the busy months of July and August. Retreat programs for yoga, astrology, writing and meditation workshops, etc., will all help to attract visitors in the slower months of May, June, September, and October.

Given the opportunity, the glampsite retreat will become a destination within a destination. I welcome suggestions and site visits.

Thank you very much for your consideration.
Warmly,

Rae Kraushar



Maureen Hughes

Subject: FW: FW: Blockhouse & Mahone Bay Fire Department Meeting

From: Aaron Collery <amcollery@gmail.com>

Sent: August 11, 2020 12:17

To: David Devenne <David.Devenne@TownofMahoneBay.ca>; Karl Nauss <Karl.Nauss@TownofMahoneBay.ca>; chief@blockhousefire.ca <chief@blockhousefire.ca>; a.michaelcollery.com@gmail.com <a.michaelcollery.com@gmail.com>

Subject: Fwd: FW: Blockhouse & Mahone Bay Fire Department Meeting

CAUTION: This email originated from an external sender.

Hi Dave,

As per our street conversation the other day in front of 836 main street, this is the follow-up to it.

I spoke with my Fire Chief Paula Macdonald, I advised her of our conversation, she kindly forwarded a copy of her email regarding the amalgamation of Blockhouse & District Fire Department & the Town of Mahone Bay Fire Dept from 2016 to MODL, both her recent correspondence to myself and her previous email are being being forwarded to you and Deputy Mayor Nauss.

In my conversations with her this opportunity had never closed even though the construction continued to move forward on the new Blockhouse & District Fire Department building, for both safety to members, equipment & insurance requirements.

So as of today, keeping in mind the proposed projected cost(s) of the new Firehall which the taxpayers of Mahone Bay would be responsible for, the location of the new seniors care home/facility, having 3 or 4 additional bays added to the current Blockhouse & District Firehall would be an asset, with combined firefighters & equipment, providing greater response time, with easy highway access.

With the savings that could be had there is also the ability to create an upgraded substation in the current Mahone Bay Firehall to house the Fireboat and or any other apparatuses.

I look forward to hearing your thoughts on this matter.

Kindest Regards,

Aaron Collery resident of Mahone Bay.

836 Main Street
Mahone Bay
902-521-1876
a.michaelcollery@gmail.com

----- Forwarded message -----

From: **Paula MacDonald** <paula_macdonald@outlook.com>
Date: Tue, Aug 11, 2020, 9:10 AM
Subject: FW: Blockhouse & Mahone Bay Fire Department Meeting
To: amcollery@gmail.com <amcollery@gmail.com>

Good Day Aaron,

Please find below e-mail sent January 7th, 2016 from MODL after we had a meeting with “BARK” and the Town of Mahone Bay. Rachel forwarded to them that we were interested in continuing discussions, however we had never heard anything at all about it afterward. Please feel free to let those that you know that we in no way discontinued the talks. We left the door open. Our old hall, according to the Engineer was no longer safe in high winds and we had already closed it if we had sustained winds over 50km per hour. Our choice to continue building the station was to ensure we had a safe structure to house our vehicles and members. We were still willing to discuss options..

Have a great day.

Paula

From: Rachel Eisenhauer <reisenhauer@modl.ca>
Sent: Thursday, January 7, 2016 11:46 AM
To: Paula MacDonald <memac@ns.sympatico.ca>; Derek Purcell <dspurcell100@hotmail.com>; Paul R Young (boomer@ns.sympatico.ca) <boomer@ns.sympatico.ca>; Michael Ernst <MErnst@modl.ca>; Jim Wentzell <jimw@townofmahonebay.ca>; Joe Feeney <cjf@ns.sympatico.ca>; Carolyn Kaulback <ckaulback@hotmail.com>; Don Downe <ddowne@modl.ca>
Subject: Blockhouse & Mahone Bay Fire Department Meeting

Good Morning

In response to the meeting held on Tuesday, December 8, 2015 at the Municipality of the District of Lunenburg’s Council Chambers, I would like to inform you that we have received response from the Blockhouse Fire Department indicating that they are interested in continuing discussions about potential shared services/amalgamation with the Town of Mahone Bay. However, at this time, they are going to continue with the process of building a new fire station.

The Municipality of the District of Lunenburg Council and staff is willing to facilitate further discussions regarding the potential for shared services/amalgamation between Blockhouse Fire Department and the Mahone Bay Fire Department, if this is desired.

If you have any further questions, please feel free to contact me.

Thanks

*Rachel Eisenhauer
Administrative Assistant
Municipality of the District of Lunenburg
210 Aberdeen Road
Bridgewater, NS B4V 4G8
Phone – (902) 541-1337*

Maureen Hughes

Subject: FW: Proposed New Town of Mahone Bay Firehall

From: Aaron Collery <a.michaelcollery@gmail.com>

Sent: August 19, 2020 19:04

To: Colleen O'Neill <Colleen.ONeill@townofmahonebay.ca>; David Devenne <David.Devenne@TownofMahoneBay.ca>; Penny Carver <Penny.Carver@townofmahonebay.ca>; John Bain <John.Bain@TownofMahoneBay.ca>; Joseph Feeney <Joseph.Feeney@TownofMahoneBay.ca>; Karl Nauss <Karl.Nauss@TownofMahoneBay.ca>; Richard Nowe <Richard.Nowe@TownofMahoneBay.ca>

Subject: Fwd: Proposed New Town of Mahone Bay Firehall

CAUTION: This email originated from an external sender.

----- Forwarded message -----

From: a.michaelcollery <a.michaelcollery@gmail.com>

Date: Wed, Aug 19, 2020 at 6:59 PM

Subject: Proposed New Town of Mahone Bay Firehall

To: <a.michaelcollery@gmail.com>

To the Right Honourable Mayor David Devenne, Deputy Mayor Karl Nauss & Council Members of the Town of Mahone Bay

Further to my letter of August, 11, 2020 to both you, Deputy Mayor Karl Nauss and Chief Paula MacDonald of the Blockhouse & District Fire Dept. (who has been excluded from this current correspondence)

I never received a reply from you David, although councillor Penny Carver did reach out and contacted me to ascertain further information and confirm some points.

As you are now aware of the events leading up to the disconnect of previous talks about the possibility of amalgamation or a combined services of Mahone Bay and Blockhouse & District Fire Department dating back to 2016, confirmed via a copy of an email from Rachael Eisenhauer, Administration Assistant at MODL.

I spoke with Councilor Carver about my concerns of the cost of new equipment (apparatus Ladder/Pumper) the proposed cost of the new firehall for the town, the financial debt to be incurred, the ability to repay to debt and time frame, the tax implications for residents and business owners this included the possible inability to borrow in the future for projects, such as the water system upgrade, including the Hydrants for the fire service and other infrastructure.

I also presented my concerns with the tax increase that would have to be applied to all the taxpayers in all areas that the town of Mahone Bay's Fire Department covers, including the possible departure of areas that may not agree to the increase, for example if Maders Cove's decided to depart from Mahone Bay's fire protection coverage, they request to be included in the Town of Lunenburg's (with a lesser tax rate 10 cents per) fire protection area of which their area of

coverage already runs up to and includes residents on Fauxburg Road, which would leave the taxpayers of Mahone Bay and other areas with a larger portion to repay.

As for the new proposed firehall for the town, I believe needs and wants required, need to be addressed, my understanding is the square footage proposed is 11,000 sq ft with wants of an Officer area, a social area, possibly 6 bays, (overkill in my opinion) one being 80ft in length to house a new apparatus (ladder/pumper) of which there are two already available to us in Lunenburg County. (Town of Lunenburg & Town of Bridgewater) Why Triplicate? Are we getting the best bang for our buck in these times of economic downturn.

I understand MBFD pumper replacement is based on the Insurance Underwriters requirements of replacing a 20 year old pieces of equipment, that said I believe the apparatus wanted may exceed the required need for the application, therefore spending funds that don't need to be spent, with that in mind it would then reduce the overall size of the new building, a cost saving.

So, I believe the things that actually should be taken into account for the requirements of the new building to house the Fire Department are active membership/personnel, how many boots are on the ground each call which would speak to the sq footage required, because you can have all the new shiny buildings and equipment, but if you don't have the volunteers to operate it, it's no good to anyone, my example would be the fire boat, how long has it been sitting in the hall and often is there training on it on the water?

For the three plus years I've lived here I can only remember it being used once.

In comparison with the proposed cost for Mahone Bay FD, Blockhouse & District Fire Department built there building several years

ago at a cost of under one million dollars with 4 bays, a social area & kitchen (hall) which doubles as a meeting room, training facilities, banquet hall.

I know the MBFD needs a new building to provide a safe workplace environment for the members serving to protect ours and surrounding communities, along with a better space to accommodate the current equipment situation in the present cramped hall, including storage space.

With this said, I would like to use as the example locally the Tri District Fire Rescue was established January 25th, 2013, a mutual aid agreement of three different departments was made that included an amalgamation of Chelsea, Newcomville and Baker Settlement which enabled three departments to better protect and serve the communities, they are all volunteer firefighters.

The other example I would use is Durham Region in Ontario as an example of amalgamation of services where multiple (4 to 6) townships combined equipment and buildings to reduce costs and provide greater efficiency in emergency services provided which included paid positions for personnel.

I think there is an opportunity for both Mahone Bay & Blockhouse & District Fire Departments to benefit from a amalgamation/combined service, to serve and protect our communities much better a greater resource of personnel & equipment at a reduced cost.

Which would benefit the tax payers in all the communities with the shared cost.

Please Note;

I write this personal letter as a resident of Mahone Bay with a unique perspective, as I am also an Engineer & Firefighter with Blockhouse & District Fire Dept, at no time does my personal views, opinions or comments, in this letter reflect or imply any representation of the Blockhouse & District Fire Department or their position.

I am on both the Asset Management & Police Advisory Board for the Town of Mahone.

Thank you for taking the time to review my letter with my concerns and comments,
I look forward to hearing from you in the near future.

Kindest Regards,

Aaron Collery
836 Main Str,
Mahone Bay

Sent from my Galaxy Tab® S2

From: NSFM Communications
To: Town of Mahone Bay Clerk
Subject: It's the July 27th Monday Memo
Date: July 27, 2020 4:48:35 PM

CAUTION: This email originated from an external sender.



Climate Change Mitigation Program

The **NS Department of Energy and Mines** is calling for applications for potential new infrastructure projects that reduce GHG emissions to submit to the **Climate Change Mitigation Sub Stream** of the Investing in Canada Infrastructure Program. Through this stream of funding, Nova Scotia will invest in projects that increase capacity to manage more renewable energy, access to clean energy transportation, energy efficiency of buildings and generation of clean energy.

Communities, local governments, businesses, First Nations and non-profits are eligible to apply (see <https://novascotia.ca/infrastructure-projects-reduce-greenhouse-gas-emissions/> for details on eligibility). Projects should be mainly for public use and benefit. They can be multi-year with completion by October 2027 and can be ready to start in 2020 or later.

They are inviting applications for potential new infrastructure projects, or a grouping of projects, of \$1 million or more total cost, that will reduce GHGs in the following categories:

1. Buildings

Projects focused on net zero (or equivalent), deep energy retrofits, and district heating and cooling systems.

2. Electricity

Projects focused on electric and water heating, First Nations, community and shared solar, and grid technologies and advanced storage.

3. Transportation

Projects focused on clean energy transportation and active transportation networks.

The deadline to submit projects is **September 9, 2020**.

Applicants are strongly encouraged to contact the Program Manager at lowcarboninfrastructure@novascotia.ca to discuss your project before it is submitted.

For more details on the Call for Projects application form (click **blue button below**), project category details, eligibility and for up to date information and resources:

<https://novascotia.ca/infrastructure-projects-reduce-greenhouse-gas-emissions/>

ICIP Call For Projects Application Form



Municipal Challenges?

We have a Webinar for that!

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 30th 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](#).



Masks in Public Places

An engagement session will be held **10 a.m. Tuesday** on recent changes to the Public Health Order and the requirement that non-medical face masks be worn in enclosed public places. The session will provide an opportunity to hear directly from government and ask questions.

The event will be on Microsoft TEAMS LIVE - click on the link at 10 a.m. Tuesday to join.

https://teams.microsoft.com/join/19%3ameeting_ZWlwZGZmZDQ0YmYyYi00YjNiLWlzYWYtMDhhOWViMzIxY2Vm%40thread.v2/0?context=%7b%22Tid%22%3a%228eb23313-ce75-4345-a56a-297a2412b4db%22%2c%22Oid%22%3a%22af8ae59e-2076-463a-a1bd-972a1275a36d%22%2c%22IsBroadcastMeeting%22%3atrue%7d

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 Gray, 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 Dotter, President, AMANS

Mayor Pam Mood, President, NSFM

Did you miss last week's webinar?

Last week, NSFM and AMA co-hosted a webinar on creating municipal action plans for ending racism and discrimination.

The program lineup featured Deputy Mayor Wayne Talbot, Town of Truro; Natasha Gray, the Office of African Nova Scotian Affairs; Geralyn MacDonald, Town of New Glasgow; and Brittany Mastroianni, the diversity officer with Kings County.

The webinar, the fifth in our series, was the best attended session since we started the series back in June. Close to 90 people took part.

Did you miss out? The webinar is now up on our YouTube channel (https://www.youtube.com/channel/UCFStwtm27ooD4E2b9pLCIsQ?view_as=subscriber) and the all of the presentation materials are nnow on NSFM website (<https://www.nsfm.ca/new-webinar-series.html>).

Deputy Warden Jacqueline Dort

A moment of silence will be held at the next regular council meeting in the Municipality of the St. Mary's to honour the late Deputy Warden Jacqueline Dort.

Deputy Warden Dort began representing her constituents in the riding of District 6, Goshen and Area, in May 2001 as Councillor. In 2016, Councillor Dort was nominated for Deputy Warden and accepted the position which she held for the past four years.

She was a strong voice and mentor at the council table for the past 19 years and will be greatly missed by all, says municipal clerk Marissa Jordan.



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To: [Town of Mahone Bay Clerk](#)
Subject: NSFM's Monday Memo - on Tuesday!
Date: August 4, 2020 5:10:18 PM

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NSFM launches YouTube channel

NSFM is building online audience by adding a YouTube channel to our growing list of social media platforms.

We want to ensure that videos from our popular line up of in-house webinars are available to all our members, all the time.

The channel currently boasts a stable of newly-uploaded videos, including last week's session from Grant Thornton, Municipal Challenges Call For Unique Solutions. It also includes the How-To webinar on Creating Municipal Action plans for Anti-Racism and Anti-Discrimination. That webinar, held jointly with AMANS on July 23, attracted 89 participants. Through YouTube, we can make it much higher.

Click the blue button to go directly to our new channel. And, once you're there,

hit SUBSCRIBE to make sure you're notified every time we put up a new title!

Check Out Our YouTube Channel



*WWH Coordinator's Report:
Just Released*

Windsor West Hants Council has just approved the release of the final report on the 2020 amalgamation. Councillors voted at their meeting last week to release the report, written by Kevin Latimer.

Latimer was appointed in December, 2018 as transition co-ordinator to manage the consolidation of the Windsor and West Hants municipalities.

He managed the voluntary consolidation in conjunction with a transition committee which included the mayor and deputy mayor of Windsor and the warden and deputy warden of West Hants.

A lawyer with Cox and Palmer in Halifax, Mr. Latimer has extensive experience in advising municipalities on governance, statutory authority, land use, infrastructure, development, municipal planning and regulatory issues.

To read the report, click

here: https://mcusercontent.com/32060eb0279e79e748e2d806d/files/ca506d92-3df5-423f-94c3-f1109f7880e3/WWH_Windsor_West_Hants_Together.pdf_2_002_.pdf



*Engage NS Webinar:
August 13*

NSFM's webinar series continues next week with a presentation from Engage Nova Scotia CEO Danny Graham.

Across Nova Scotia, existing challenges have been laid bare and inequities exacerbated with the onset of the global public health crisis from COVID-19.

Through it all, Nova Scotians continue to rise and rebuild. The opportunities and unique strengths of this province can help to inform how to rebuild and recover in a way that improves Nova Scotians' quality of life.

In March 2020, Engage NS released the summary results of the Nova Scotia Quality of Life Initiative and they are preparing for the upcoming release of results that focus on life satisfaction.

Results are broken down into 10 regions of the province. Learn and ask questions about how to connect

with both the results and the efforts
in your region of Nova Scotia.

To get the link for the webinar,
email: communications@nsfm.ca



Election 2020 Resources

NSFM has created a new Election 2020 webpage for the October 17 municipal elections.

Are you thinking of running again but need a refresher on Municipal Law? Do you want a quick review on councillor roles and responsibilities? How about an outline on developing key messages for media?

All the resources you'll need are available here: <https://www.nsfm.ca/election-2020-info.html>.

No Zoom call this week

Please be advised that NSFM will not be hosting a Mayors-Wardens-CAOs ZOOM meeting on Wednesday, August 5.

We will send out an alert when we book our next ZOOM call, along with the link and agenda.

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

PVSC releases annual report

Property Valuation Services Corporation (PVSC) released its annual report last week for the April 1, 2019 – March 31, 2020 fiscal year.

The Annual Report focuses on PVSC's connection with clients, investment in partnerships and commitment to advancing the assessment industry.

PVSC's Annual Report is available

at <http://www.pvsc.ca/en/home/aboutpvsc/annualreports.aspx>



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August 05, 2020

COVID-19 Funding Update

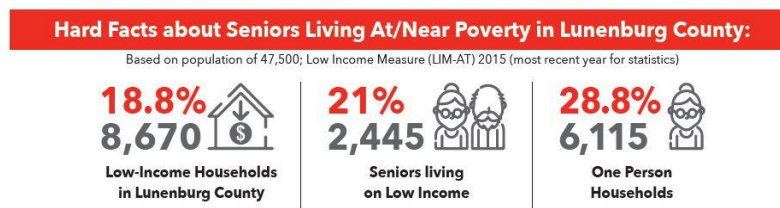
Hello community partners and members,

Below is a local funding update from the United Way of Lunenburg County in response to the COVID-19 pandemic.

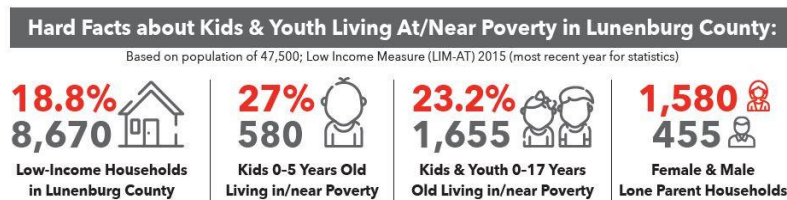
The Atlantic Compassion Fund was setup to quickly distribute funds to registered charities and their clients who may be adversely affected by the COVID-19 pandemic. This funding could help reduce isolation, provide meal support, safe transportation, medication, cleaning supplies, housing, social and mental health supports and other supports that are needed because of the pandemic.

Thank you to our local individual donors and businesses, The Federal Government New Horizons Program, The Government of Canada, The Province of Nova Scotia, Emera, NS Power, EfficiencyOne, Atlantic Business Interiors, Scotia Bank.

To date \$299,145.88 has been invested in 54 local COVID- 19 support programs.



\$104,143 was invested in 19 programs that benefit vulnerable kids, youth and families.



\$110,444 was invested in 19 programs that benefit vulnerable seniors.

The following COVID-19 support programs will run until March 31, 2021.

If you know of someone who would benefit from having access to one or more of these programs please encourage them to reach out. They can also call 211 for help.

YMCA Grocery Delivery

The United Way of Lunenburg County has partnered with the Lunenburg County YMCA and Sam's No Frills to bring a grocery delivery service to residents of Lunenburg County. This delivery service will be focusing on seniors 55+ and vulnerable adults but will be available to everyone. Do you have mobility issues? Do you lack a family or friend support network? Do you have autoimmune disease? Then the YMCA Grocery Delivery Service may be for you. **Contact Kim Roy at the YMCA for details 902-298-1900 or e-mail Kim.Roy@NS.YMCA.CA**. You may have to leave a message.

Funded by the Federal Government Emergency Community Support Fund. Funded July 24, 2020.

This program will run until March 31, 2021

Souls Harbour Brown Bag Lunch Delivery

Many of our seniors are vulnerable, living with low income and are food insecure. These seniors may also have mobility or health issues, are isolated because of COVID-19 or lack the family or friend supports to ensure their continued safety.

The United Way of Lunenburg County has partnered with Souls Harbour and the Senior Safety Coordinator to deliver 25 free "Nutritious Brown Bag Meals" twice a week to vulnerable seniors living in and just outside the Town of Bridgewater. This program will increase the number of seniors helped from 25 to 50 seniors.

Funded by the Federal Government Emergency Community Support Fund. Funded July 24, 2020.

This program will run until March 31, 2021

Second Story Women's Centre Outreach Support

The service will support women, girls and gender-oppressed people who reside in underserved rural communities in Lunenburg and Queens Counties. The majority of the people we support face intersectional barriers that surround poverty: accessing timely health care, housing, transportation, and food-insecurity, all of which may be pronounced by experienced life trauma such as domestic or sexual violence.

The Outreach Support Coordinator provides group and individual support counseling and programs in response to requests from individuals, with a focus of offering services outside of the Centre. She provides direct services to people including counseling, referrals, programming and advocacy. **Need to talk with someone? Call Second Story at 902-640-3044 to begin the intake process.**

Funded by the Federal Government Emergency Community Support Fund. Funded July 24, 2020.

This program will run until March 31, 2021

Our Health Centre – Growing Friends

This service helps to support isolated seniors, Syrian families and families living with food insecurities and loneliness living in the Chester area. Support is provided by volunteers from a wide variety of age groups

Funded by the Federal Government Emergency Community Support Fund. Funded July 24, 2020.

This program will run until March 31, 2021

Better Together 4H Programing Supplies

The Better Together 4-H program at Bridgewater Elementary School and Buccaneer Bay will look different in the coming school year. 65 children/youth will benefit from receiving their own craft/arts supplies to work on their 4-H projects during the school year. Due to Covid-19 each child/youth will need their own container of craft supplies (i.e. paint, brushes, sketch pencils, paper, glue, and various other items). This will ensure there is not “sharing of communal items” and we are confident this practice will reduce the spread of COVID19.

The management of this 4H program is also financially supported by the United Way of Lunenburg County.

Funded by the Federal Government Emergency Community Support Fund. Funded July 24, 2020.

This program will run until the end of the 2021 school year.

Schools Plus – Family Cooking Fun

This program helps families who struggle with food security and have low incomes. The Crock Pot Program has been successfully used in many areas of Nova Scotia. This program is designed for parents/caregivers. In addition to providing 15 large, healthy low-cost meals to families. This program will also teach families about food hygiene, food preparation, how to look for sales/discounts, cooking vs takeout and batch cooking to save time and money. This program will be delivered to 50 families, over a 5 week period resulting in over 750 meals.

Funded by the Federal Government Emergency Community Support Fund. Funded July 24, 2020.

This program will run until March 31, 2021

Schools Plus – COVID-19 Protection

Personal Care Program – Every year students are identified by schools for their lack of personal hygiene. This can cause problems as they interact with others and it puts them at higher risk to spread and contract COVID-19. 35 students will receive a kit with supplies to maintain whole body personal hygiene care with an emphasis on COVID prevention. This program will help teach students the skills they need to prevent the spread of COVID and other diseases as well as teach lifelong personal hygiene skills.

Funded by the Federal Government Emergency Community Support Fund. Funded July 24, 2020.

Community Mask Engagement Program – This program will put 200 reusable masks into the hands of vulnerable people in our community. This included the elderly, those with health issues, low income and visible minorities. This program will help recipients with their comfort level as they attend meetings, appointments, job interviews, grocery or store shopping.

Funded by the Federal Government Emergency Community Support Fund. Funded July 24, 2020.

Schools Plus – COVID Programs to support Students and Families

Incredible Years Program – Parents are having significant struggles with their behavior during COVID. Parents are unable to get their children to do schoolwork and address behaviour challenges. This program offers a supportive atmosphere where parents learn about, see recordings of and practice skills to promote positive behaviour and reduce unwanted behaviour. 20 families will be supported in Lunenburg and Queens Counties.

Funded by the Federal Government Emergency Community Support Fund. Funded July 24, 2020.

This program will run until March 31, 2021

5 Alive Mindfulness Program – The purpose of this program is to help children grades P – 8 to better cope with stress and anxiety during COVID-19. This will be an 8-week program for 25 children where schools Plus staff will provide an online forum to meet the students and provide mindfulness tips and techniques they can use to improve mental wellness.

Funded by the Federal Government Emergency Community Support Fund. Funded July 24, 2020.

This program will run until March 31, 2021

Internet Access Program – Some families have no internet which would prevent them and their children from accessing the programs being provided by Schools Plus. This program will support the purchase of data cards and 3 month internet connections.

Funded by the Federal Government Emergency Community Support Fund. Funded July 24, 2020.

This program will run until March 31, 2021

YReach Support for Newcomers

YReach works with newcomers (Permanent Residents) providing settlement services throughout Nova Scotia. In Lunenburg and Queens Counties they work directly with these families on a daily basis and very aware of the extra challenges posed by COVID-19. Some families most adversely affected have lost their employment due to the situation and are not eligible for the various financial assistance programs available at the provincial and federal level. This program will help with food insecurity and providing access to technology

Funded by the Federal Government Emergency Community Support Fund. Funded July 24, 2020.

This program will run until March 31, 2021

VON Queens County – Meal Subsidy Program

This funding would directly offset the cost of the Frozen Favourites meals for seniors and persons with disabilities. As the pandemic progresses, long term food costs become a hardship for those on fixed incomes. These meals will help their food security. Approximately 30 seniors will be assisted on an ongoing basis.

Users of the program will also receive a visual check in to help ensure that they are safe and their needs are met. **Funded by the Emergency Community Support Fund (ECSF). Funded July 09, 2020.**

Program runs until March 31, 2021.

South Shore Regional Library – Care and Call

The Care Call Telephone Check-In service will help individuals in Lunenburg and Queens Counties who are over the age of 65. They will begin with library card holders (there are approximately 4000 active card members who are over the age of 60). Many of the older adults the service will reach out to will be older people living alone. They will also reach out to organizations that work with seniors.

As the service evolves, they will create an online place people can ask for a call for themselves or identify their loved ones as needing a call. It is estimated that 5,000 seniors could be engaged in one year.

The goal of the program is to enhance aging in place by addressing social and emotional needs and providing a simple connection with others. **Funded by the Emergency Community Support Fund (ECSF). Funded June 30, 2020.**

Program runs until March 31, 2021.

VON Lunenburg County – Meal Subsidy Program

This funding would directly offset the cost of the Frozen Favourites meals for seniors and persons with disabilities. As the pandemic progresses, long term food costs become a hardship for those on fixed incomes. These meals will help their food security. Approximately 65 seniors will be assisted on an ongoing basis.

Users of the program will also receive a visual check in to help ensure that they are safe and their needs are met. **Funded by the Emergency Community Support Fund (ECSF). Funded June 30, 2020.**

Program runs until March 31, 2021.

Family Service Association of Western Nova Scotia – Transitional Housing Support Kits

Due to the magnified impact of individual, community and system barriers during the COVID-19 pandemic. Our neighbours who have been denied their Right to Housing are now experiencing intensified impacts due to COVID-19. Those who had been couch surfing are no longer welcome; folks existing health and justice systems face increased risk and difficulty with community integration and wellness due to a lack of housing; and those without access to a living wage are experiencing significantly more pressure on their already precarious budgets. This has resulted in a higher need for emergency housing in our region; in response, we have been securing emergency housing for folks in our local hotels.

To support our precariously housed neighbours we are seeking support for Transitional Housing Support Kits that would be part of a welcoming gift as they enter their transitional home or permanent housing. As many of the hotel rooms we have placed people in do not have appliances such as microwaves, the kits would support those in hotels by providing them with a few small appliances that can be used to make snacks, tea/coffee and/or healthy meals. The kits will include: cleaning supplies; personal hygiene products; games; books; snacks; tea/coffee/hot chocolate and grocery cards. For those transitioning from hotels, the kits and their contents would be theirs to take with them to their second-stage or permanent housing; and for those moving into stable, permanent housing the kits would act as a housewarming gift. This will also help recipients access healthy foods and give them more control over their lives.

These Kits will allow our neighbours to feel settled and welcomed to their transitional or permanent housing. During this time of social and physical distancing the Kits will welcome our neighbours into their homes, provide them with some initial set-up and allow the housing program to focus our funding on the provision of emergency, transitional and permanent housing supports. This program will help 40-60 of our precariously housed local youth, families and seniors.

Funded by the Emergency Community Support Fund (ECSF)

Program runs until March 31, 2021.

Funding Distributed on July 24, 2020

Better Together Family Resource Centre

The funding will help the participants of the South Shore Family Resource Association by providing PPE and other items so that they can safely open to families who desperately miss their services. COVID19 has resulted in many unplanned expenses particularly pertaining to ensuring public health measures are in place to prevent the spread of COVID19. Better Together Family Resource Centre is a non-profit charitable organization that serves the most vulnerable populations in our community.

Funded by the Federal Government Emergency Community Support Fund. Funded July 24, 2020.

Many of the following previously funded programs are still providing assistance to people who have been adversely affected by the COVID-19 pandemic.

Funding Distributed on June 30, 2020

Shoreham Village – Recreation Support

The United Way of Lunenburg County Atlantic Compassion Fund helped Shoreham Village in Chester help their elders by providing a grant that allowed them to purchase arts and crafts and gardening supplies as well as board games and some prizes for bingo. This grant will allow elders living in all 5 sections to enjoy positive recreational experiences.

Funded by the Emergency Community Support Fund (ECSF)

Funding Distributed on June 24, 2020

Big Brothers Big Sisters – Mentoring Startup

As things are slowly opening, organizations like Big Brothers Big Sisters and their volunteers want to get back to helping their kids. The pandemic has all but eliminated the opportunity to fundraise. Funding provided by the United Way Atlantic Compassion Fund will help children and youth the opportunity to ease back into their “Traditional Match” settings while adhering to provincial health guidelines. Funds will also help provide a safe workspace.

Funded by the Emergency Community Support Fund (ECSF)

Funding Distributed on June 11, 2020

Queens County Food Bank

The pandemic has increased the need to be extra vigilant when it comes to maintaining a clean and safe environment for volunteers and clients.

Funding Distributed on June 04, 2020

South Shore Chapter of Autism Nova Scotia – Home Sensory Kits

The Covid19 Pandemic has disrupted the schedules and routines of Autistic individuals. It has increased their stress and anxiety, which has led to emotional dysregulation. By providing school aged children and youth with an at home sensory kit, they will be able to use the tools include to help regulate their emotions. Students may typically have these support items at school, but they not had access to them. Many of our families have been affected by the Covid 19 pandemic financially and the stress of acquiring these items is too much for them. 25 families will be helped.

Supported Community Living Options – Recreation supplies

The Supported Community Living Options supports 15 individuals living in 3 homes in the Town of Bridgewater. Because the COVID-19 pandemic has reduced the movement and activities available to these clients the purchase of arts and crafts supplies will provide some much-needed creative opportunities to their day.

Funding Distributed on May 28, 2020

Schools Plus – Personal Care Kits

COVID-19 has highlighted the challenges that many individuals and families face daily. These challenges are often related to financial insecurity, social isolation, lack of family or individual supports, mental health and addictions and stress.

Personal care and hygiene products are expensive and not always the priority for those who are struggling to meet their own basic needs. Depression and other mental health issues can also have an impact on a person's motivation to maintain personal hygiene.

SchoolsPlus maintained "Emergency Pantries" at many of the Junior and Senior High Schools as personal care products were often needed by our youth. Those youth now have no means to get these products.

Putting together basic hygiene and personal care kits for families and individuals in need could help alleviate some of the financial pressures they are experiencing, but also motivate better hygiene practices and potentially prevent the spread of illness. We also know that better hygiene practices lead to improved self-esteem and confidence.

SchoolsPlus in partnership with other local South Shore HUB partners are working together to meet the needs of individuals and fill the gaps where services are required.

This program will help at least 100 families of 4 and 40 individuals for a total of 440 vulnerable people living in Lunenburg and Queens Counties.

Schools Plus – Summer Activity kits

Social distancing and social isolation caused by COVID19 can play havoc on a young person's ability to stay active and mentally stimulated in a positive way.

Many educators including SchoolsPlus staff are concerned that children may be sitting in front of screens/devices and not getting the physical and mental stimulation they need.

We know that getting physically active is good for our bodies and minds. We know that isolation from others impacts our emotional wellbeing. We know that engagement in mental and physical activities and building skills improves our sense of wellbeing and belonging. We also know that some children and youth do not have access to parks or playgrounds and their families cannot afford recreational equipment.

The SchoolsPlus Team of 11 staff have developed a number of "Doorstep" Summer Activity Kits to engage children and youth in a variety of activities for a variety of ages. These programs will be directed to those families that do not have easy access to other social and financial supports. SchoolsPlus staff will work with school staff and community agencies to help ensure the children who need these programs can access them.

Kits include Sumer Fun Kits, Reading Program, Mindfulness for Kids, Paracord Bracelet Making, Rock Painting Scavenger Hunt and The Baking Club. In total 172 families and 80 students in Lunenburg and Queens Counties will have access to this program.

SchoolsPlus Technology Program

During COVID-19 students were transitioned to online learning modules. It quickly became apparent that not all students had access to proper or efficient technology needed to make their online learning experience successful. The United Way is pleased to provide technology for some of the Indigenous and African Nova Scotian families in Lunenburg County to help alleviate some of the stresses that many families are experiencing during this difficult time. The ability to purchase technology to provide a positive online learning experience is just not possible for some families.

The United Way of Lunenburg County worked with SchoolsPlus and the Mi'kmaq School Coordinator to help provide 12 Chrome Books to students who would benefit.

Funding Distributed on May 14, 2020

1,800 Free VON Frozen Favourite Meals to Vulnerable Seniors Living in Lunenburg and Queens Counties. (1,000 Lunenburg and 800 Queens)

Lunenburg and Queens County has many seniors living with low income, below the poverty line. Many of these seniors would have access to a network of family and friends. However, many others would not. Because of social distancing during this COVID-19 pandemic many more seniors are isolated and have limited opportunities to access nutritious foods. Many of these same seniors would also have little contact with the outside world.

The plan is to distribute 5 free VON Frozen Favourites meals to seniors in Lunenburg and Queens County who would benefit from a nutritious meal. The additional benefit would be that each of the seniors served would also receive a check in from a VON representative. This check in would help to determine if the participating seniors are safe and to help resolve any issues that may be present. It would also provide an opportunity to share important information and resource numbers.

Funded by the Federal Government New Horizons Program

Senior's Safety Program serving seniors throughout Lunenburg County

The United Way has partnered with the Lunenburg County Senior Safety Program to produce 200 small Isolation Care Packages for seniors receiving 5 free Frozen Favourites meals from the Lunenburg County VON. These smaller packages would contain two masks, information about COVID-19 and community supports, one Vial of Life and a small treat.

Funded by the Federal Government New Horizons Program

Lunenburg County YMCA - YOUTH Cooking Package – "Cook, Learn and Share!"

Food insecurity already exists in Lunenburg and Queens County as community members currently have difficulty accessing or affording enough quality food to promote a healthy lifestyle. This lack of access is even greater during this pandemic. A significant number of youth were fed at school through breakfast/lunch programs and received groceries from SchoolsPlus food pantries. Many young people received a home cooked meal weekly at the YMCA King Street Youth Centre when attending the Home Cooking Program.

The early closure of schools and the mandated closure of the Youth Centre has left a gap and concern for the affected youth; from children in elementary through to grade 12. Many of these youth are responsible for cooking meals for their younger siblings at home. All of this "change" adds greatly to the

health and wellbeing of youth and the loss of connections to safe supports can be overwhelming and increase the feelings of isolation many already experience.

The YMCA of Southwest Nova Scotia in partnership with South Shore HUB partners recognize that communities are crucial for developing solutions and creating positive change. This program is a short-term solution for long term gain to empower youth of Lunenburg and Queens County called. “YOUTH Cooking Package – Cook, Learn and Share!”

This targeted community initiative will provide enough groceries for 3 meals a week (Breakfast, Lunch and Dinner) per household, a pantry staples box (flour, spices, oil, etc.), a cookbook with recipes highlighted for the week (one cookbook per household with first carton). This program will support 40 families over a 6-week period.

Our Health Centre / St. Stephen’s Parish – Growing Friends

This program will encourage volunteers to grow foods for seniors living with food insecurity in the Chester area. For those seniors that would prefer to do the growing themselves gardening supplies will be made available. One of the components of this project is to encourage youth to be those volunteers.

Funding Distributed on May 07, 2020

South Shore Community Justice Society

With the office closed, clients no longer have access to some of the added supports provided by the frontline workers at Community Justice, this small investment will be used to provide gift cards that will help clients who are struggling due to the pandemic get the products they need.

Freeman House

COVID-19 has amplified the affordable housing crisis affecting communities across Canada and around the world. Housing insecurity is an issue that needs immediate attention by our governments and society. But right now, there are immediate local needs that need our attention. This funding will help with local homeless support, emergency shelter support and emergency funds to help stabilize our vulnerable neighbours which will help set them on a path for success.

Funded in part by the Federal Government New Horizons Program

Funding Distributed on April 29, 2020

Hillside Pines Home for Special Care

Maintaining proper social distancing and to protect the elders from the COVID-19 virus, Hillside Pines has divided themselves into 2 zones, with smaller households in zone. Because of this these previously shared resources like medicine fridges and DVD players are now not possible. The United Way purchased DVD players for elder entertainment and a fridge to hold important medicines. These purchases will make it easier on staff and provide a safer environment for the elders.

Funded by the Federal Government New Horizons Program

YMCA Grocery Delivery

The United Way of Lunenburg County has partnered with the Lunenburg County YMCA and Sam's No Frills to bring a grocery delivery service to residents of Lunenburg County. This delivery service will be focusing on seniors 55+ and vulnerable adults but will be available to everyone. Do you know of someone who has trouble getting to the store for groceries and supplies? This program is for them. Please contact Kim Roy at the YMCA for further information. Kim can be reached at 902-298-1900 or email Kim.Roy@NS.YMCA.CA. You may have to leave a message.

Funded by the Federal Government New Horizons Program

South Shore Public Libraries

The COVID-19 pandemic has caused some short to mid-term needs in our community. One of those needs is access to technology that will help reduce social isolation. The United Way of Lunenburg County has partnered with the South Shore Public Libraries to provide 5 iPads and 5 Samsung tablets. These tablets will be put into action at our local nursing homes to help reduce the isolation many of our elders are feeling. Once the pandemic is over these same tablets will be used by library staff to engage the public.

Funded by the Federal Government New Horizons Program

Shoreham Village

The COVID-19 pandemic has changed the way that staff and elders interact in our nursing homes. Large group activities are now simply not possible. With funding from the United Way of Lunenburg County recreation staff at Shoreham Village will have the ability to provide a variety of interesting, engaging and enjoyable activities to smaller groups of elders.

Funded by the Federal Government New Horizons Program

VON Frozen Favourites and Home Grocery Delivery

The United Way of Lunenburg County has partnered with VON Lunenburg to help increase the availability of VON's Frozen Favourites meal program. This important program helps support some of the nutritional needs of those who are housebound due to the COVID-19 pandemic, or who are unable to cook a nutritious meal or shop for themselves.

VON meal programs help seniors and persons with disabilities access the nutrition and community support they need. With over 20 home-style frozen and well-balanced meals, Frozen Favourites are a convenient and healthy meal option which helps alleviate hunger and boost nutrition. VON is currently offering frozen meals to clients by delivery, which also allows VON staff to check in on a client's wellbeing from a safe distance at the door. VON also offers seniors and adults with disabilities transportation to grocery stores and food bank delivery.

Do you know of a senior or vulnerable person who could benefit from these important programs? If you'd like to support the wellbeing of our friends and neighbours in Lunenburg, your family, business or community can sponsor 14 nutritious meals for \$70.00 for a senior or someone in need (meals are also available individually for \$5.00 each). For more information or to place a meal order, **contact Kathy Thomas, Program Coordinator, VON, at 902-624-0318 or by email at kathy.thomas@von.ca.**

Funded by the Federal Government New Horizons Program

Funding Distributed on April 22, 2020

Souls Harbour

Practicing safe social distancing makes it that much harder for some of our seniors and the disabled to get out into the food stores to stock up on needed supplies. The United Way of Lunenburg County has partnered with Souls Harbour to deliver 20 free “Nutritious Brown Bag Meals” twice a week to seniors living in the Town of Bridgewater. Additional deliveries are possible based on the demand.

Funded by the Federal Government New Horizons Program

Senior’s Safety Program serving seniors throughout Lunenburg County

The United Way has partnered with the Lunenburg County Senior Safety Program to produce 50+ Isolation Care Packages for seniors living in our community who are isolated. These packages will contain items such as sanitizing wipes, a facemask, pet treats, relevant pandemic information as provided by Public Health and other items deemed essential. While practicing safe social distancing the Senior Safety Staff will also be able to gauge the health and wellbeing of the seniors receiving the packages. Appropriate action can be taken based on a as needed basis. Packages will be delivered and are not available for pick-up. Anyone interested in learning more is encouraged to contact Chris Acomb, 902-521-1506. Other partners on this project include private tailors in the community, Fresh Cuts, Low Tide Treasures, South Shore Regional Library and Elder Dog.

Funded by the Federal Government New Horizons Program

Senior’s Safety Program serving seniors throughout Lunenburg County

The Client Emergency Contingency Fund provides limited financial support to help seniors with time sensitive needs when other resources are unavailable. The goal is to reduce immediate risk and help address safety concerns for seniors. This fund is not meant to replace programs provided by Salvation Army, St. Vincent de Paul, and Service Clubs etc. Funding considerations include what is the need, degree of risk, availability/access to other resources. Examples of support include a hot meal, emergency accommodations, a coat and boots, medicines, The United Way of Lunenburg County believes that addressing the immediate and critical needs of our seniors is important.

Funded by the Federal Government New Horizons Program

Bonnie Lea Farm – Recreation Supplies

Because of the COVID-19 Pandemic, Bonnie Lea Farm was forced to close their program which employs farm participants. Because there is no work and due to social distancing are staying at home in their residences. Without family visits, group outings, Special Olympics, regular activities the residents are feeling restless. All the routines that Bonny Lea farm has in place help to keep the residents grounded and contribute to their overall meant and physical health. This group of people does not fully grasp the COVID-19 situation and the new rules that it has imposed.

Bonnie Lea farm asked the United Way of Lunenburg County for financial support to help purchase supplies to engage the 37 residents in fun and creative ways.

Funding distributed on April 09, 2020

Freeman House

As the fallout from the COVID-19 pandemic intensifies, already vulnerable individuals and families will need support. The United Way of Lunenburg County is helping Freeman House and the Housing Support

Workers help individuals and families cope in Lunenburg County. This investment will help staff assist vulnerable individuals and families to meet some of their basic needs.

Freeman House and our local #HousingFirst Homelessness Prevention Program at (902) 212-1055 and by email: donettegetson.fh@gmail.com

Big Brothers Big Sisters

Being disconnected from your “Big Brother” or “Big Sister” can be hard on vulnerable kids or “Littles”. This investment in kids will provide numerous activities and telephone phone check ins with the “Littles” and will help to create opportunities for the “Bigs to connect with their “Littles”

Funding distributed on April 03, 2020

South Shore Family Resource Association Support for Vulnerable Families

As the fallout from the COVID-19 pandemic intensifies, already vulnerable families will need support. The United Way of Lunenburg County is helping South Shore Family Resource Association help families cope in Lunenburg and Queens Counties. This investment will help staff assist vulnerable families to meet some of their most basic needs.

YMCA Youth Virtual Outreach

The United Way of Lunenburg County has invested in the YMCA of Southwest Nova Scotia Youth program by providing funding that will allow the YMCA to connect with up to 100 local youth every Wednesday evening via ZOOM. These meeting times will be structured and facilitated by YMCA Youth Program staff.

This virtual meeting space will provide up to 100 youth with the opportunity to communicate, check in, calm their fears, get the facts, reach out and continue to gain valuable leadership skill training at the same time.

These weekly Wednesday meetings will run from 7 - 9 pm until the end of July 2020. For more information please contact the YMCA Youth Coordinator at kim.whitman-mansfield@ns.ymca.ca

Harbour House

Family violence is wrong at any time, during a crisis like COVID-19 it puts extreme pressure on women, their families and staff at Transition Houses. Harbour House serves women and families facing family violence. In order to keep staff and clients safe during this pandemic crisis Harbour House needed medical supplies + cleaners and turned to the United Way for help.

Support for Low Income Kidney Dialysis Patients

The United Way of Lunenburg County has invested in assisting local kidney dialysis patients whose income is being affected by the pandemic. This investment will help supplement the dietary needs of lower income patients in Lunenburg County.

Proper diet plays a major role in the treatment of Kidney disease. Having kidney disease requires that a patient be on a modified diet that is specifically for them. It would ensure they receive adequate calories and protein but may limit sodium, potassium and phosphorus in their diet - which can cause complications.

Chester Community Wheels Operational Support

Isolation and poverty are extremely hard on seniors, its even harder during this COVID-19 crisis. The United Way of Lunenburg County is investing in Chester Community Wheels so that they can continue to provide a pre-order delivery service of food and medicine to the Municipality of Chester's most vulnerable people.

Faced with declining donation box revenue this funding will help keep one vehicle on the road to support Chester's most vulnerable residents in whichever way they can, as long as they are able to keep gas in the tank, the vehicle maintained, and most importantly their staff paid.

Souls Harbour Hot Meal Program

The COVID-19 virus has changed a much-needed drop-in meal service. The United Way of Lunenburg County is helping Souls Harbour cope with increased meal costs as they switch to a takeout meal service. This funding will help support the increased costs associated with the purchase of takeout containers, single serving packaged foods, as well as bottled beverages.

Souls Harbour now provides takeout hot lunches 4 days a week, they are open Monday, Tuesday, Thursday, Friday and are in Bridgewater at 136 Pleasant Street. (Corner of Pleasant and Empire.)

Queens County Food Bank

With social distancing and stay at home orders it's hard for people to donate needed food to the local food bank. The United Way of Lunenburg County is helping the Queens County Food Bank as they struggle to maintain this valuable service during the COVID-19 crisis.

If you are interested in helping to fund needed local programs. Please consider donating.

- You can donate directly to the [United Way of Lunenburg County](#). Tax receipts are issued immediately.
- Send your cheque to
 - o The United Way of Lunenburg County, PO Box 244, Bridgewater, NS , B4V 2W9

If you have questions or require additional information, please do not hesitate to ask.

Sincerely,



Michael Graves
Coordinator

From: [NSFM Communications](#)
To: [Town of Mahone Bay Clerk](#)
Subject: Your August 10 Monday Memo
Date: August 10, 2020 4:45:03 PM

CAUTION: This email originated from an external sender.



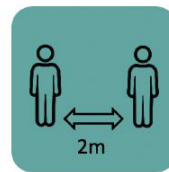
Place a protective screen between poll workers and voters



Provide a safe place to throw out wipes, gloves and masks



Supply hand sanitizer for residents and workers while at the poll location



Maintain a physical distance of 2 meters between voters, workers, and polling stations



Encourage people to consider proxy voting (see FAQ) if they are immunocompromised



Clean commonly touched surfaces frequently



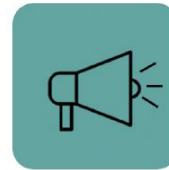
Post rules and signage for workers, citizens, candidates, and agents to follow



Consider providing pencils to voters



Recommend that all workers and residents wear a non-medical mask



Communicate to residents the precautions your municipality is taking to ensure their safety

COVID-19 Election Guidelines

The province has worked with representatives from the *Office of the Chief Medical Officer of Health* and *Elections Nova Scotia* to develop new COVID-19 guidelines for municipalities to administer an election.

The document is a resource for returning officers if your council has chosen to administer a paper ballot election.

NSFM didn't take an active role on the committee that developed the guidelines but were still engaged with the committee because its work is important. Along with Association of Municipal Administrators (AMA), we opted to take an "observer role" on the committee and provided feedback to the Province as needed and as warranted.

[Click Here for Safe Elections Guidelines](#)



Engage NS Webinar

How can the Quality of Life Initiative inform rebuilding in each region of the Province?

Join Danny Graham, CEO, Engage NS, as he outlines how Nova Scotians continue to rise and rebuild in the wake of a global pandemic and overwhelming tragedy.

The Engage NS webinar will be held 11 a.m. Thursday, August 13 on ZOOM.

Email communications@nsfm.ca for the webinar link.



Your Decision Website

The Local Government Program at Dalhousie University's School of Continuing Education has just launched a municipal elections website for voters and candidates.

This is a joint project with African Nova Scotian Affairs to promote participation in the upcoming municipal elections - particularly of those traditionally under-represented at the polls and on councils.

The website is up and running now so check it out at:

<https://yourdecision.ca/>

NOVA SCOTIA MAIN STREETS INITIATIVE

COMMUNITY WORKBOOK

JUNE 2020



Main Street Webinar

The Nova Scotia Main Streets Community Workbook and the Future of the Province's Main Streets

Presenters: Kieron Hunt and David Paterson, FBM Planning Studio and more to be confirmed!

Date: Thursday, August 27, 2020

Time: 11:00 am – 12:00 pm

The Nova Scotia Main Street Community Workbook (<https://www.nsfm.ca/main-streets.html>) provides tools for fostering vibrant Main Streets throughout Nova Scotia, with a focus on community-based initiatives in small and rural communities, as well as considerations for government strategies and programs.

The work was led by NSFM and FBM Planning Studio, with assistance from the Ecology Action Centre, Develop Nova Scotia, and Nova Scotia Transportation and Infrastructure Renewal. The collaborative team led to a vision for how Main Streets can achieve social, environmental, and economic sustainability. The Workbook contains approaches and policy suggestions based on the challenges and opportunities identified through engagement events in Elmsdale, St. Peter's and the Town of Westville in February 2020.

With the COVID-19 pandemic, the timing has never been more critical for finding the best solutions that cross organizations and levels of government to ensure our Main Streets recover and emerge from the crisis more resilient than ever.

Through this webinar, we hope to continue discussions on achieving resilient Main Streets that serve local community needs throughout Nova Scotia.

To get the link for the webinar, email: DNielsen@nsfm.ca



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

New NSFM staff member

Alexandra Barry started working at NSFM today in a newly created Policy and Program Coordinator role. She has recently graduated from Dalhousie University with her Masters of Public Administration, and has a Bachelor's degree in Social Work, and a Bachelor of Arts in History.

Alexandra's primary role is to provide policy support to the NSFM team, as well as administrative and event assistance when needed.

Welcome Alexandra!



Letter from Minister Porter

Last week, Minister Chuck Porter, Department of Municipal Affairs and Housing, wrote to NSFM President Pam Mood in response to an earlier NSFM request regarding virtual and in person meetings.

Read both letters by clicking on the buttons below:.

July 14 Letter from NSFM President Pam Mood

August 7 Response Letter from Minister Porter



Tourist Accommodation Registry

To help support tourism growth and to encourage micro-entrepreneurs throughout our province, the Provincial government is modernizing the legislation governing tourist accommodation operations in Nova Scotia.

Amendments to the *Assessment Act* in March 2019, provided a definition of ‘small-scale residential tourist accommodation establishment’. Municipal consultation on the details of this definition have informed the development of regulations, which are expected to be in effect for the 2021 Assessment Roll. Additional details will be provided once the regulations are finalized.

A new *Tourist Accommodations Registration Act* has replaced outdated regulation (Tourist Accommodations Act). New rules, regulations and online registration came into effect April 1, 2020. The Province consulted with stakeholders and collected input from Nova Scotians through an online consultation. The summary report from the online consultation on short term rental accommodations and more information on the *Tourist Accommodations Registration Act* is available at <https://novascotia.ca/touristaccommodation/> .



COVID-19 Emergency Support for Cultural, Heritage and Sport Organizations

COVID-19 Fund for Heritage Organizations

Did you know that you might be eligible to receive between \$1,000 and \$100,000 from the COVID-19 Emergency Fund for Heritage Organizations?

Not-for-profit organizations with heritage collections* that require emergency assistance and meet the Fund's eligibility criteria can receive between \$1,000 and \$100,000. For your application to be considered, you simply need to meet eligibility requirements and submit a complete application package.

The Fund is not only for museums, archives, and historic sites

Indigenous and official-language minority community organizations that care for heritage collections* are also encouraged to apply. Municipal and university museums that have a distinct budget may also be eligible.

The Fund is now accepting applications from organizations with annual budgets as low as \$2,000

The Fund is open to a range of applicants, including small, volunteer-run organizations that operate seasonally.

No specific project required to apply

It's understood that all applications submitted have the same purpose, that is to use the financial assistance to support your operating costs during these difficult times to allow for the continuous care of your heritage collections*.

You can apply online now!

The Fund closes September 1, 2020, but funds are limited, and groups are encouraged to apply online now. Applications will be processed in batches as they are received.

** For the purpose of this funding, a **heritage collection** is a collection of*

historical works, artefacts, archival material or Indigenous cultural heritage and belongings under the care of a heritage organization, such as a history museum, art museum, archive, historic site or Indigenous organization.

The [COVID-19 Emergency Fund for Heritage Organizations](#), is administered by the [Museums Assistance Program \(MAP\)](#) at the [Department of Canadian Heritage](#).

Monday Memo returns August 31

The Monday Memo will be taking a small summer hiatus for the next two Mondays. It will return August 31. For information on any NSFM programs or events, email info@nsfm.ca. We're always open!



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You can [update your preferences](#) or [unsubscribe from this list](#).



July 30, 2020

Mayors and Wardens
Nova Scotia Municipalities

Dear Mayors and Wardens:

Re: Delivery of 2019-20 Annual Report

On behalf of Property Valuation Services Corporation (PVSC), I am pleased to inform you that the 2019-20 Annual Report (for the April 1, 2019 – March 31, 2020 fiscal year) is available.

This year's Annual Report focuses on PVSC's connection with clients, investment in partnerships and commitment to advancing the assessment industry.

The Annual Report is available at: <http://www.pvsc.ca/en/home/aboutpvsc/annualreports.aspx>.

Thank you for taking the time to read and share our Annual Report with your municipal colleagues and elected officials.

Sincerely,



Greg Keefe
Chair, PVSC Board of Directors

cc: CAOs and Town Clerks



**Fisheries and Aquaculture
Minister**

PO Box 2223, Halifax, Nova Scotia, Canada B3J 3C4 • Telephone 902 424-8953 Fax 902 428-3145 • novascotia.ca

July 23, 2020

Mayor David Devenne
Town of Mahone Bay
PO Box 530
Mahone Bay, NS B0J 2E0

Dear Mayor David Devenne:

I am writing to inform you about a funding program that the Nova Scotia Department of Fisheries and Aquaculture has launched and ask for your support.

Nova Scotia is known for its clean coastal and ocean environment from which our seafood comes. Marine debris harms both our environment and our economy. Our seafood industry has been undertaking efforts to clean up our shores and oceans in some areas of the province and we want to encourage and support these efforts.

We have established the Marine Debris Clean-Up program which provides financial support to remove debris from areas that are of commercial and social importance to the seafood sector of Nova Scotia. Please see the attached program package for more information or visit <https://novascotia.ca/fish/marine-clean-up/>.

Covid-19 temporarily restricted the ability to conduct clean-ups. Now that restrictions are changing and our province is entering a new 'normal', organizations may be able to consider clean-ups that can be conducted safely following public health guidelines.

The removal of debris from our oceans and shorelines will support the pristine image of our coastal communities and have direct benefits to tourism. I recognize that municipalities play a vital role in this effort, and I encourage you to consider your current and future involvement. Municipal waste and recycling charges can be an impediment to clean-up efforts. Waiving these fees for clean-up projects may be one way that you can provide support.

If you have questions about the Marine Debris Clean-Up program, or would like to discuss your municipality's involvement, please contact Amber Creamer at (902)237-7146 or amber.creamer@novascotia.ca.

Yours sincerely,

Honourable Keith Colwell, E.C.N.S



45 School Street, Suite 403, PO Box 489, Mahone Bay, NS, B0J 2E0

Tel: 902-634-9977 Email: info@coastalaction.org Web: www.coastalaction.org

August 15, 2020

Mahone Bay Town Office
Attn. Dave Devenne, Mayor
PO Box 530
493 Main Street
Mahone Bay, Nova Scotia
B0J 2E0

RE: Appointed board representation from Council

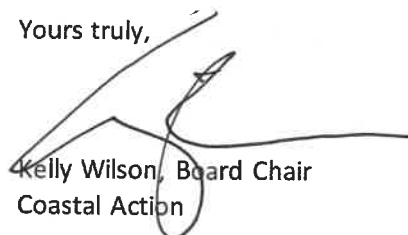
Dear Mayor Devenne;

Since its inception in 1993, the Bluenose Coastal Action Foundation (now known as Coastal Action) has had appointed representation to our board from your council. This was pursuant to our articles establishing BCAAF filed with the province in 1993. This year we rewrote these articles, as well as our bylaws, and during that process decided that such a requirement was no longer necessary. Therefore, we have eliminated the requirement of having board representation from the five municipal councils in Lunenburg County. We would still welcome (and indeed, encourage) participation and board membership from councillors or staff from your municipality.

We are embarking on an exciting future and hope we can continue to rely on your support as we work to improve our environmental future.

We also want to thank you for your support and participation over the last 27 years.

Yours truly,



Kelly Wilson, Board Chair
Coastal Action

From: [nigel](#)
To: [Town of Mahone Bay Clerk](#)
Subject: For the attention of the Mayor and Council
Date: August 24, 2020 6:44:33 PM

CAUTION: This email originated from an external sender.

Councillors,

I am not a citizen of Mahone Bay because we live in Oakland. However, economically we are very much part of Mahone Bay with a great percentage of our annual expenditure being made in the Town. So, I feel that somewhat justifies my wife and I commenting on an issue in the town.

I am referring to the Seaside Creamery. We would urge you to consider supporting this business as an asset to the town. It is pretty much the first place you come to when entering the town from the highway. The parking area - which is I understand available by the good grace of the owner - is regularly packed with visitors taking in the view of the town which is spectacular. The fact that they can get an ice cream there or a coffee is a great added attraction. My wife and I have stopped there on numerous occasions, none of which was detracting from other businesses in the town. We stopped there because we were able to park when passing and would not otherwise have gone anywhere else. We regularly use the restaurants and stores in the town and the Creamery has in no way changed that practice. We think you should be supportive of this business and its positive addition to Mahone Bay.

Thanks for your consideration

Lou and Nigel Mathew
67 Eisenhower Road
Oakland
Sent from my iPad

Maureen Hughes

From: sharon gunn <gunnsharon@hotmail.com>
Sent: August 26, 2020 10:09 PM
To: David Devenne
Cc: Dylan Heide; Maureen Hughes
Subject: Wearing Masks a bylaw for high traffic pedestrian areas

CAUTION: This email originated from an external sender.

Hi

Just thought I would write you of my experience today in Mahone Bay. It was a lovely day and there were many tourists on your streets and sidewalks in the main commercial area. The problem was on the street / sidewalk very few people were wearing a mask. It is impossible to social distance 6 ft on the sidewalk, the health directive is you need to wear a mask where you can not social distance, this applies to even outside.

I had to step out into the street/ on coming traffic to avoid people not wearing a mask. Perhaps you might make mask wearing Mandatory on the main commercial streets of Mahone Bay. I would have felt much safer. The town of Jasper has done this. I am quite sure other towns have done this in the main commercial areas as it is impossible to keep 6 ft apart on sidewalks. The point behind wearing a mask is to protect us and to prevent the virus from spreading..

Both Jasper and Banff have made this a local bylaw. As for the woman who entered the public washroom without wearing a mask, what can you do? The mask wearing signs need to be in bright yellow and red.

I would have enjoyed Mahone Bay more if people had worn a mask in the main commercial areas and up past the churches on sidewalks and waterfront.

Sincerely

Sharon Gunn

Pleasantville

Maureen Hughes

From: NSFM Communications <communications@nsfm.ca>
Sent: August 31, 2020 4:45 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's August 31 Monday Memo

CAUTION: This email originated from an external sender.



Unconscious Bias In the Workplace

AMANS and NSFM are partnering with Ashanti Leadership and Development Services to provide a virtual training opportunity on **Unconscious Bias Within the Workplace**. This September 15 webinar will address Unconscious Bias and identify tools that support municipalities in addressing barriers to inclusion within the organization and communities.

Research has long identified that although organizations have sought to address diversity and inclusion in the workplace, there are still a number of challenges to achieving inclusivity. Employers and employees are encouraged to challenge what is known as Unconscious Bias. A bias which is embedded in our attitudes and beliefs without us knowing. These are based on our upbringing, our social location, influences of media and educational institutions. Such biases impact our everyday decision making and judgments, which makes us less accepting of difference among us.

Presenter: Ann Divine, CEO of Ashanti Leadership and Development Services

Date: **September 15th @ 2:00- 3:00pm**

Please Note: AMANS and NSFM recognize the importance of this session and, therefore, will be offering it several times over the next 12 months. We are pleased to be able to offer the first session free of charge as a service to members. There will, however, be a minimal charge for future sessions.

All employees and elected officials are encouraged to participate. To receive the link to take part in the webinar, click on the button below:

[Click here to get webinar link](#)



Reaching a milestone?

The NSFM Long Service Awards

Program offers recognition beginning with those who have served on Council for a minimum of 10 years.

The Awards categories are:

- 10 or more years of service
- 15 or more years of service
- 20 or more years of service
- 25 or more years of service
- 30 or more years of service
- 35 or more years of service
- 40 or more years of service

An Award will only be presented once in each category.

Eligible individuals should apply for the award which reflects their current years of municipal service.

Given that there will be no fall conference this year, NSFM will mail the completed long service awards to the municipality for local presentation. They will not be plaqued nor framed to ensure safe transit.

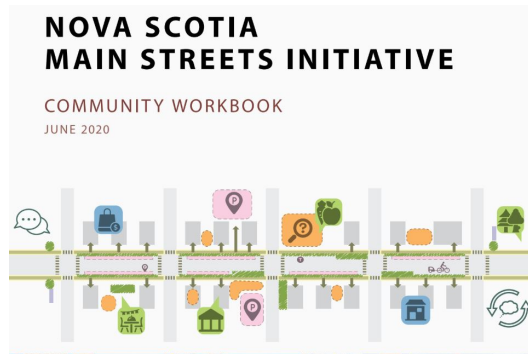
If you have eligible elected officials in your municipality, please complete

the form c

(<https://nsawards.ht>

Webber [jv](#)

by **Septe**



The Future of Main Streets

The presenters of NSFM's Future of Main Streets Webinar want to extend their sincere thanks to each of you for attending the NSFM Webinar, which we hope provoked new thinking about the role and importance of Nova Scotia's Main Streets. For those who were unable to attend the webinar, it's now on our YouTube page: (<https://www.youtube.com/channel/UCFStwtm27ooD4E2b9pLCIsQ>).

"We are truly excited about the opportunity to redefine the economic and social value that Main Streets throughout the province can and should exhibit for their respective communities. A study such as this is a critical step in a process that requires active community, local municipal and provincial collaboration, and we are excited at the feedback we have received so far and the momentum that is being created."

"We look forward to the journey and remain committed to creating vibrant local Main Streets across N.S."

Sincerely,

Kieron Hunt, David Paterson, FBM

Gord Tate, Municipality of Chester, NSFM's AT Committee

Leanne Jennings, Develop NS



Did you catch the Engage NS presentation?

Engage Nova Scotia's Chief Engagement Officer, Danny Graham, joined us earlier this month to present on the Nova Scotia Quality of Life Initiative. If you weren't able to make it, the slides and a recording of the webinar are available on our website (<https://nsfm.ca/new-webinar-series.html>).

During the presentation, Danny spoke to some possible next steps that we're resharing here.

You could organize a presentation to local councils about the Quality of Life Initiative, use existing and forthcoming survey results to carry out local analysis (visit www.engagenovascotia.ca), or you can reach out to Danny directly to learn about what's happening regionally: dgraham@engagenovascotia.ca.

Thanks again to all who tuned in!



The **Nova Scotia Accessibility Advisory Board** is recruiting new Board members for three-year terms starting in February 2021. There are also two current vacancies.

Serving on the Accessibility Advisory Board is a wonderful opportunity to work with other accessibility advocates and provide advice to the Minister of Justice and to the Government of Nova Scotia on issues related to accessibility.

The majority of members on the Accessibility Advisory Board must be persons with disabilities. Board members should also have one or more of the following:

- Experience in Senior Leadership positions and board experience;
- Experience in: Public Sector Policy and Administration; Finance; Communications; HR; Legal Services; Stakeholder Engagement;
- Active supporters/champions of issues of importance within the disability community; and
- Knowledge/awareness and commitment to accessibility and addressing impacts of barriers for persons with disabilities.
- Experience with, or a willingness to learn about, working with diverse communities and vulnerable populations.

Applications from persons from diverse racial and cultural backgrounds are highly encouraged and welcome.

The deadline for applications is September 15, 2020.

For more information on the Accessibility Advisory Board go to:

<https://novascotia.ca/accessibility/advisory-board/>

To apply to the Accessibility Advisory Board go to:

https://novascotia.ca/exec_council/abc/

If you cannot submit an application online, or if you have any questions about the application process, contact the **Executive Council Office** for help.

Email: executive.council@novascotia.ca

Phone: 902-424-4877 or toll-free 1-866-206-6844

COVID-19 Emergency Fund for Heritage Organizations Extended

Not-for-profit organizations with heritage collections* that require emergency assistance and meet the Fund's eligibility criteria can receive between \$1,000 and \$100,000. For your application to be considered, you simply need to meet eligibility requirements and submit a complete application package.

Official-language minority community organizations that care for heritage collections* are also encouraged to apply. Municipal and university museums that have a distinct budget may also be eligible.

The Fund is accepting applications from organizations with annual budgets as low as \$2,000. It is open to a range of applicants, including small, volunteer-run organizations that operate seasonally.

Apply online through our [funding portal](#).

For more information, please contact our support team at the Department of Canadian Heritage:

Phone

819-997-0055

1-866-811-0055 (toll-free)

TTY

1-888-997-3123 (for people who are deaf, hard of hearing or speech impaired)

Email

PCH.info-info.PCH@canada.ca

Agents are available to answer your questions Monday to Friday, 8:30 am to 5:00 pm (ET).

** For the purpose of this funding, a **heritage collection** is a collection of historical works, artefacts, archival material or Indigenous cultural heritage and belongings under the care of a heritage organization, such as a history museum, art museum, archive, historic site or Indigenous organization.*



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




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



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

Goal	Objective	Assigned	Target	% Completion
Council Assignments to Staff				
1	Staff to work with Legal Counsel to arrange for a right-of-way.	11-Dec-18	July, 2020	<div><div></div><div></div><div></div><div></div><div></div></div> 
		Notes: Park Street established by Council Feb 27, 2020. Park Street now registered, right-of-way no longer required to access properties fronting on Park Street.		
2	Staff to contact MODL requesting official inclusion of Mahone Bay residents in MODL Pro-Kids grant program.	03-May-19	Oct, 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	Council request a review of the territorial acknowledgement in December 2020 to ensure that the local indigenous community has an opportunity to offer feedback.	14-Apr-20	Dec, 2020	<div><div></div><div></div><div></div><div></div><div></div></div> 50%
		Note: Staff Report scheduled for December 8, 2020 regular Council meeting.		

4	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%
5	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	    	
6	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	Sept., 2020	   	50%
7	Staff to hire temporary Deputy Returning Officer for 2020 Municipal Election.	09-Jun-20	Sept., 2020	   	75%


Note: MPS Review contract awarded to Upland; public kick-off took place July 21, 2020, project fully underway now. Staff have initiated discussions with MBTCC regarding Wayfinding Strategy development, as per Council's direction of May 28, 2020. Provincial Beautification and Streetscaping program funding application submitted June 30, 2020. Provincial funding for Wayfinding Project confirmed, RFP issued for signage design, closing Sept. 11th; recommendation on design award will be provided to Council




















Notes: Report and draft by-law included on Council agenda for Sept. 8, 2020.











Notes: In Progress.

Notes: In Progress; position advertised.

8	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	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In Progress. Report anticipated to Council's Sept. 24 meeting.
9	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	Sept., 2020	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In Progress.
10	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	Sept., 2020	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In Progress.
11	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	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In Progress. Report anticipated to Council's Sept. 24 meeting.

12	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	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In Progress. Report anticipated to Council's Sept. 24 meeting.
13	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	Nov, 2020	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In Progress.
14	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	Sept., 2020	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: EoI Submitted, go-ahead received for application, application under development.
15	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	Aug, 2020	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Application submitted.
16	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	14-Jul-20	Sept., 2020	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: EoI Submitted, go-ahead received for application, application under development.

17	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.	30-Jul-20	July, 2020						Notes: Completed
18	Staff to confirm the incorporation of the MBDVFD as a Society and, on doing so, 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.	30-Jul-20	Sept., 2020					75%	Notes: Waiting on written confirmation from MBDVFD to schedule proposed meeting.
19	Staff to schedule a Special Council Meeting for closed session discussion of the acquiring, sale, lease, and security of municipal property.	30-Jul-20	July, 2020						Notes: Meeting took place Aug 11, 2020.
20	Staff to resume tax and utility charges, utility disconnections, and tax sales, effective August 31, 2020 and that Council extend the deadline for the COVID-19 Property Tax Financing Program to September 30, 2020.	14-Jul-20	July, 2020						Notes: Notices have been sent to all utility and property owners of return to regular charges, disconnections and tax sales as of August 31, 2020, and staff continue to advertise the extended deadline for the Property Tax Financing Program.

21	Council address the 2nd reading of the draft Temporary Vending By-law and the draft Special Events By-law at the September 8, 2020 meeting of Council.	06-Aug-20	Sept., 2020						Notes: On the September 8, 2020 agenda.
22	Staff prepare a report to Council on the suggestions of Chair Jeff Phillips of the Mahone Bay and Area Tourism and Chamber of Commerce and determine if they would require substantive or non-substantive changes to the draft by-laws	06-Aug-20	Sept., 2020						Notes: On the September 8, 2020 agenda.

Chief Administrative Officer's Report - July 30, 2020 (Next Update Sept. 24)

1	COVID-19	Staff have implemented measures at Council's direction and have issued public bulletins in this regard via website, social media and mailout. COVID-19 now standing item on all regular Council meeting agendas. Staff are adhering to all provincial guidelines for safe work and are working remotely if possible; Town office remains closed to the public until renovations can be completed. CAO participating in all NSFM and AMANS discussions concerning COVID-19 and relaying Provincial updates. COVID-19 Property Tax Financing Program Policy approved by Council June 9 with July 31 application deadline. Staff regularly updating COVID-19 messaging.
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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)	<p>MJSB not proceeding with Safety and Procurement shared services in 2020-21 at request of MODL; discussions continue for 2021-22. HR Shared Service (MoDL/TOB with ToMB) up and running, MJSB Board has approved budget for HRSS in 2020-21. Town staff participating in performance management project which will standardize and enhance Town's performance management practice. MJSB meetings continue in remote format.</p>

4	Riverport Electric Shared Service Committee	<p>Coordinating with Riverport re imports, equipment inventory, policy development, etc.. Truck loan agreement signed. Spring 2020 debenture delayed by Covid-19 has now been issued by MFC ("All-in" cost to Town (RELC): 1.66% over 10 years). Exploring opportunities to coordinate on utility asset management and 2020-21 rate study. Riverport Electric working with Town staff on Construction Safety Nova Scotia voluntary audit and development of procedures manual.</p>
5	Regional Emergency Measures Organization (REMO)	<p>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.</p>

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	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.
9	Nova Scotia Federation of Municipalities (NSFM)	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.

Director of Operations' Report - July 30, 2020 (Next Update Sept. 24)



1	Bandstand Renovations	Staff installed a new flag pole at the bandstand site. Staff assembled 2 new sets of bleachers at the bandstand site.
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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 30, 2020 (Next Update Sept. 24)

1	COVID-19	No change from prior report. Finance staff continue to provide a high level of service to residents remotely during these challenging times.
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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% remotely. 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 remotely.

Clerk & Deputy CAO's Report - July 30, 2020 (Next Update Sept. 24)

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; Engagment 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 (Next Update Sept. 24)			
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 30, 2020 (Next Update Sept. 24)			
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	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
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> Deployment plan approved by Council.
	Active Transportation Plan	Council	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>*</div> <div></div> <div></div> <div></div> </div> 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.

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> In early January 2020, the new back-up generator at the Pumphouse was commissioned and is now operational.
	Establish gate valve replacement program	DOO	<div> <div>*</div> <div></div> <div></div> <div></div> <div>*</div> <div></div> <div></div> <div></div> <div>*</div> <div></div> <div></div> <div></div> </div> 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.

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
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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.												

[illegible]

Ensure that Town policies, practices, bylaws and other regulations foster growth and development	Staff to review existing and proposed bylaws and policies and make recommendations to Council	CAO	Ongoing
	Planning Advisory Committee to review MPS and LUB - including overseeing a public engagement process - and make recommendations to Council	PAC/Consultant	<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>Contract awarded to Upland Planning and Design. Steering committee consisting of PAC and Council members established. Public kick-off events took place at Jubilee Park and Micheal O'Connor Memorial Bandstand July 21, 2020. Public engagement process continuing.</p>

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

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.												

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

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				*								







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

Expand Green Energy Generation (continued development of Alternate	Work with AREA to conclude agreements and contracts supporting Town energy objectives	CAO	Ongoing
		Positive NSUAR decision on 2021 imports received. 2020 imports from NB Power begun Jan 1, 2020. Staff currently working closely with AREA partners and solicitors, responding to NSPI position re BUTU for wind / imports.	

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	<div><div></div><div></div><div></div><div></div><div></div></div>		★
		Notes: 2011 Ford Ranger purchased.				
3	Repair / Renovate Town Hall Facility	\$100,000		<div><div></div></div>		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	<div><div></div></div>		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		<div><div></div></div>		25%
		Notes: Emergency Services Provider Fund application submitted.				

8	Pave Turning Loop on North Main St.	\$20,000			25%
		Notes: Tender issued.			
9	Transportation Project	\$200,000			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		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: Temporary Vending By-law and
Special Events By-law

September 8, 2020

General Overview:

The purpose of this report is to provide Council with a report on the suggestions of Chair Jeff Phillips of the Mahone Bay and Area Tourism and Chamber of Commerce (MBTCC) received in respect to the draft Temporary Vending By-Law and Special Events By-Law as at the Public Hearing on August 6, 2020.

Background:

At a meeting of Council held on July 14, 2020, Council approved first reading of the Draft Temporary Vending and Draft Special Events By-law. A Public Hearing was scheduled for August 6, 2020 to receive comments from the public on the proposed by-laws.

At that Public Hearing one comment was received from the public and twenty-nine submissions were submitted in advance, one of which was from the Chair of the MBTCC noting specific points in both draft By-laws (Attached: Appendix A).

At the Special Council meeting held immediately following the Public Hearing of August 6, 2020, Council passed the following motion:

THAT staff prepare a report to Council on the suggestion of Chair Jeff Phillips of the Mahone Bay and Area Tourism and Chamber of Commerce and determine if they would require substantive or non-substantive changes to the draft by-laws.

At that same meeting Council passed a motion to address the 2nd reading of the two draft by-laws at the September 8, 2020 meeting of Council.

Analysis:

Temporary Vending By-law

Mr. Phillips identified a spelling error in section 3(i) and another typographical error in 4.3.b(ii) in which the latest time to occupy a vending location is 10:30pm but it

was incorrectly noted at 10:30am; both of these typographical errors have been corrected in the attached revised Draft Temporary Vending By-law (Appendix B).

Mr. Phillips raised questions about the clarity of the definition of a Seasonal Market, including frequency, duration, and application to markets in general. A question was also raised about consistency in that 4.2.f(iv) notes that no more than one seasonal market may be permitted per property per calendar year, while 4.2.f(vii) notes that application may be made to Council for more than one seasonal market permit.

To address this lack of clarity, staff have suggested that the Term Seasonal Market be replaced by the term Market throughout the by-law. The term Market has now been clarified to include a limitation of operation to one day per week, which had been presumed but should be expressly stated, for clarity.

Staff have left the provision for an application to be made for Council for more than one market per property per year; staff feel that this provision allows for flexibility in case of an unexpected situation. Council may choose to remove this clause, but staff feel that to do so would be a substantial amendment.

Please note that staff identified another typographical error in section 4.2.f(vii) in which a reference to mobile vendor spaces was incorrectly included.

Special Events By-law

The correspondence from Mr. Phillips suggests that the number of people be changed from 300 to 250 people for what is considered to be a mass gathering to align with provincial guidelines; staff feel that this is a valid point raised by our community partners at MBTCC, and that as an organization of business owners and operators the MBTCC has an important perspective in the management of events in Town. The draft by-law attached to this report reflects that change; staff feel that this can be considered a correction and is therefore not a substantive change.

A point was raised about the need to publicize an event before a Special Event Permit can realistically be issued (particularly in respect to insurance requirements) and while staff have worked with event planners in the past to address just this

logistical issue, clarity in the by-law would be helpful. To that end, the Term Letter of Event Approval has been added to the draft Special Events Approval. This does provide event organizers a clear guideline for that middle step between planning and approval for events planned in advance.

The final content-based question raised in the correspondence from Mr. Phillips is in regard to consultation between the Town, emergency service providers, and event organizers in respect to what are considered to be 'adequate' provisions for traffic, parking, first aid, and available Town resources. To directly answer the questions posed by Mr. Phillips, such determinations will have to come through consultation with emergency service providers and Town staff, but with active participation with event organizers. Ultimately, Town and emergency services representatives can establish minimum requirements for safety and access, but it will be necessary to work with event organizers to develop an appropriate plan.

Mr. Phillips' comments regarding publicity of events and coordination in respect to safety requirements has highlighted the necessity of the planned next step in implementing these by-laws, the development an Events Planning Guide. Staff believe that the Events Planning Guide will assuage many questions and concerns about events planning under the new by-laws.

Force and Effect

Staff have previously advised Council that if the current Temporary Vending By-law were to be replaced without a Special Events By-law in place, there would be no legislation in place in respect to Special Events. For this reason, staff are recommending that both the draft Temporary Vending By-law and draft Special Events By-law be effective as of January 1, 2021.

Staff are recommending this effective date for the by-laws to enable the development of the Events Planning Guide for event planners before the by-laws come into effect so that everyone in the community can be comfortable with what is expected of event planners. This effective date will also give vendors time to become familiar with – and bring their operations into compliance with – the new by-laws. To that end, the draft by-laws attached to this report have an amended date of force and effect.

Financial Analysis:

There are no financial implications to implementing the changes in the attached draft by-laws.

If Council were to implement any substantive changes there would be fees to re-advertise another Public Hearing, which would be approximately \$200.00.

Links to Strategic Plan:**3.2 Economic and Community Development**

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

Recommendation:

It is recommended that at Council's meeting on September 8, 2020:

THAT Council give second and final reading to the attached Temporary Vending By-law as presented.

And

THAT Council give second and final reading to the attached Events By-law as presented.

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO





Maureen Hughes
Town Clerk and Deputy CAO
Town of Mahone Bay

Temporary Vending and Special Events By Laws

Hi Mo,

Having had an opportunity to read through and consider the above, which is being presented to Council on Tuesday 4th August 2020, the following observations and concerns are raised for Councils attention.

Temporary Vending By-law.

- 3 (i) Spelling error, "facilities own" should read owned.
- 3 (l) Clarity is required over the definition of a Seasonal Market.

Has the duration of a "Seasonal Market" been defined? For example, is it deemed to be daily, weekly or monthly? Is a season defined as being Winter, Spring, Summer or Fall, or is another timeline applicable to such markets?

- 4.2 (f) (iv) and (vii) Seasonal Market. These two points appear to be somewhat contradictory. Point (iv) states that no more than one seasonal market may be permitted per property per calendar year, whilst point (vii) states that application may be made to Council for more than one seasonal market permit.

4.3b(ii) Times need amendment from 1030am to 1030pm

Special Event By-law.

- 3a Mass Gathering means a special event, typically 300 or more, at an event or activity where there is potential to place exceptional demands on, or have impact on, the community and its services and resources.

Recommendation that this figure should be 250 (maximum) as per current Provincial guidelines, which will enable consistency of approach.

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

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

We agree with the reasoning behind this introduction. However, traditionally festivals within the Town are advertised via Social Media and the website at

the start of each year to enable forward planning for both organizations and public alike. The requirements of this point would prohibit this in future due to the necessity of submitting a Schedule of Events etc as laid out in 4.4 with any Special Event Application. This detail would not normally be available until closer to the event date and would make it very difficult to comply with this instruction.

The Town attracts tourists through such advertising of both events and dates as it enables planning of such visits by potential visitors. In the absence of dates or detail, this may create a situation where potential visitors may go elsewhere not knowing when events are actually happening?

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

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

Who, within the Town Council, determines when an event would determine, “that Town resources will not be over-extended by the events and/or the parking and traffic associated with the event”?

Will there be active consultation between the relevant parties to address any concerns and how to resolve them to the satisfaction of all?

As such, will there be a Special Events Co-ordinator appointed by the Town Council to address such issues, which can be far reaching for any event organisation?

After 7. Mass Gathering REMOVE 8.

Hopefully, this will provide some assistance to the Council in their deliberations.

Jeff Phillips
Chair
Mahone Bay Tourism and Chamber of Commerce

4 August 2020

Temporary Vending By-law**1. Title**

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

2. Purpose

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

3. Definitions

In this By-law:

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

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

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

4. General Requirements

4.1 Permit Required to Vend

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

4.2 Vending Categories

a. Mobile Canteens

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

b. Stands or Mobile Stands

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

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

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

d. Mobile Vending of alcohol and alcoholic products

- i. Permitted on private property subject to a vending permit and expressed permission of the property owner
- ii. Permitted on public property subject to a vending permit when part of a Special Event as defined by the Town of Mahone Bay Special Event By-law
- iii. Mobile vendors offering alcohol and alcoholic products must present provincial liquor license

- iv. Mobile vendors offering alcohol and alcoholic products for consumption on premises must present proof of five million dollars (\$5,000,000) of liability insurance.
- v. Mobile vending of alcohol and alcoholic products are subject to the terms and conditions of this by-law.

e. Mobile Vendor Space

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

f. ~~Seasonal~~ Market

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

4.3 Conditions Applicable to Vending Generally

- a. No person shall vend in the town except in accordance with the terms and conditions of a Vending Permit and/or the terms and conditions of this by-law.
- b. No person, with or without a Vending Permit, shall:
 - i. Vend between 10:00pm and 10:00am of the following day;
 - ii. Occupy a vending location before 9:30am or after 10:30 am; pm
 - iii. Leave any stand or mobile canteen unattended on public property;
 - iv. Vend to persons in motor vehicles;
 - v. Vend within 3 metres of a fire hydrant or a fire exit;
 - vi. Vend on public property within 10 metres of any driveway entrance to a police or fire station, or within 3 metres of any driveway entrance;
 - vii. Vend within 3 meters of any crosswalk;
 - viii. Sound or permit the sounding of any device which produces a loud and raucous noise, or use or operate any loudspeaker, public address system, radio, sound amplifier or similar device to attract the attention of the public or cry their wares to the disturbance of the public;
 - ix. Vend in an obstructive manner which would include but not be limited by:
 - a. The restricting of the ingress or egress of the abutting property owner or tenant;
 - b. Obstructing pedestrian traffic
 - c. Increasing traffic congestion or delay;
 - d. Constituting a hazard to traffic;
 - e. Obstruct a roadway;
 - f. Vend when customers or people apparently waiting to become customers are standing in a roadway
 - x. Install more than one (1) portable sign.
 - a. The portable sign shall be placed within 3.5 metres of the vendor location; and
 - b. shall be no more than one (1) metre in height and not more than 0.6 metres in width; and
 - c. must be of stable design so that it can reasonably be expected to withstand regular weather conditions
 - d. must be removed if weather conditions prevent it from remaining in place
 - e. surfaces and finish must be well maintained
 - xi. Vend with any type of lighting that is directed toward, or in any way negatively impacting neighbouring property owners;
 - xii. Sell anything other than that which is included in the Temporary Vending Permit

- xiii. Sell anything that is threatening, obscene, racist and/or otherwise discriminatory.

5. Waste Disposal

- 5.1 Vendors are responsible to ensure that appropriate solid waste receptacles are provided immediately adjacent to the vending operation. The facilities shall be emptied on a regular basis to prevent overflow and spillage.
- 5.2 Vendors shall dispose of solid waste in accordance with methods prescribed in the Town of Mahone Bay Solid Waste Management By-law.
- 5.3 Vendors shall pick up, remove, and properly dispose of all recyclables, litter, and trash associated in any way with the vending activity, including emptying litter and recycling receptacles before leaving any vendor location.
- 5.4 Vendors shall ensure that no waste products are dumped in Town sewers or storm sewers.

6. Location

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

commercial zone where a business has been permitted to operate in accordance with a Development Agreement).

- 6.5 Temporary Vending Permits will not be issued for vending in a Residential Zone.

7. Exemptions

- 7.1 The following activities shall be exempt from the requirement to obtain a permit under this By-law (other terms and conditions of the By-law still apply):
- a) Vending undertaken as a fundraiser for not for profit groups engaged in sporting, educational, or volunteer activities.
 - b) Businesses operating a permanent location within the Town of Mahone Bay, when setting up a Temporary Vending location elsewhere.
- 7.2 The following activities shall be exempt from the terms and conditions of this By-law:
- a) Busking in public places provided that
 - i. Busking activities do not interfere with the use of public space
 - b) Door-to-door sales.
 - c) Home-based sales involving private residence, invitation-only events and activities.
 - d) Yard sales provided that
 - i. Articles for sale shall include only the tangible personal property of the residents conducting the sale;
 - ii. There shall be no more than four yard sales on any property during each calendar year;
 - iii. Yard sales shall not last longer than four consecutive days; and
 - iv. Yard sales shall be conducted only during daylight hours between sunrise and sunset.
 - e) Sales of homemade products (e.g. lemonade stands) on private property with the expressed permission of the property owner and subject to the terms of the Land Use By-law that refer to Yard Sales. This includes previously prepared food products that are not required to be permitted under Provincial Food Safety Regulations.

8. Issuing a Permit

- 8.1 A Vending Permit issued under this By-law shall be specific to that person, business, or organization to which it is issued and shall not be transferrable.
- 8.2 A Vending Permit issued under this By-law shall be conspicuously displayed so as to be clearly visible from the roadway at all times during which goods or services are being offered for sale pursuant to this by-law.
- 8.3 To obtain a Temporary Vending Permit to provide for sale goods or services within the Town of Mahone Bay vendors are required to obtain a Temporary Vending Permit in accordance with this By-law by making application to the Town of Mahone Bay. Authorized Town of Mahone Bay staff will issue permits under this By-law upon compliance with all requirements and payment of prescribed permit fees, contained in Appendix A: Schedule of Fees.
- 8.4 A Vending Permit issued under this By-law shall specify the food, beverages, merchandise, and/or services to be sold under the permit.
- 8.5 A sponsoring individual, group or organization may obtain a permit or permits for multiple vendors to be located at a specific location.
- 8.6 A vending permit shall remain in effect for the period stated thereon. Permits may be issued for varying lengths of time with corresponding fees as outlined in this By-law.
- 8.7 In addition to the requirements contained in this By-law, a vendor shall have in effect all permits required by any other applicable Municipal, Provincial, and Federal statute, regulation, or licensing.
- 8.8 It shall be an offense for any person to make a false statement in their application for a permit under this By-law.

9. Cancellation of a Permit

- 9.1 Where it is found that a Vendor is in violation of the Temporary Vendors Permit, the Town may cancel the permit or suspend the permit until conditions are met.

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

10. Penalty

- 10.1 Applicants who are found to be in violation of the terms and conditions of this by-law may be held liable, and, on the discretion of Town staff, may:
- a. have their permit(s) revoked by the Town of Mahone Bay;
 - b. be served with a Summary Offense Ticket;
 - c. not be refunded their permit fee;
 - d. not be issued subsequent permits within the Town of Mahone Bay;
 - e. be barred from applying for a permits within the Town of Mahone Bay for a fixed period of time;
 - f. be interrupted in their activity and be required to cease trade; and
 - g. be reported to the RCMP for activities which are in violation of the Criminal Code of Canada
- 10.2 Any person who contravenes any provision of this By-law is punishable on summary conviction by a fine of not less than two hundred (200) dollars and not more than one thousand (1,000) dollars.

11. Severability

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

12. Force and Effect

This By-law is to come into effect and take effect on the date of its enactment January 1, 2020.

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

David W. Devenne, Mayor

Maureen Hughes, Town Clerk

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

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

CLERK'S NOTATION

First Reading:	July 14, 2020
"Notice of Intent" Publication:	
Second Reading:	
Ministerial Approval:	
Date of Publishing:	
Forwarded to the Minister:	
Forwarded to Town Website:	

Special Events By-Law

1. Title

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

2. Purpose

Special events enrich the cultural life of the community and contribute to the business community of Mahone Bay by encouraging visitors. The purpose of this Special Events By-Law is to contribute to the viability of the business community by ensuring consistency and providing guidelines for the safety of Event Organizers and participants.

3. Definitions

- a. **Letter of Event Approval** means a letter issued by Town Staff to Event Organizers pending receipt of any outstanding documents.
- b. **Mass Gathering** means a special event, typically 250 or more, at an event or activity where there is potential to place exceptional demands on, or have impact on, the community and its services and resources. Such events can be one-time or recurring annual activities attracting a relatively large number of people in a confined area (either indoor or outdoor). For clarity, all Mass Gatherings shall be considered Special Events as defined under this By-law.
- c. **Organizer** means the person/organization who has the financial and operational responsibility for the special event or mass gathering including contracting with entertainers, facility booking, advertising the special event, and any and all other arrangements for the event.
- d. **Special Event** means a sporting, cultural, business or other type of activity that may be one-time or annual but occurs for a limited or fixed duration and has an impact on the Town by involving the use of Town lands, including streets and sidewalks, or requiring Town services such as additional policing, or traffic/operational support.

- e. **Temporary Street Closure** means a permit issued by the Town Traffic Authority to allow a special event on a Town Street.
- f. **Town** means the Town of Mahone Bay.

4. Event Permit Application Procedure

- 4.1 A promoter wishing to organize or hold a Special Event in the Town of Mahone Bay must first obtain a Special Event Permit from the Town. It shall be considered an offence under this by-law to organize or hold a Special Event without an approved Special Event permit from the Town.
- 4.2 A Special Event Permit will not be issued unless an application is received at least 30 calendar days prior to the event.
- 4.3 It shall be considered an offence under this by-law to publicize or cause to be publicized a Special Event as defined under this by-law without an approved Special Event permit **or Letter of Event Approval** from the Town.
- 4.4 The Special Event permit application must:
 - a. include the completed Town of Mahone Bay Special Event permit application form (form must be signed by the Organizer);
 - b. be presented to the Town of Mahone Bay at least thirty (30) calendar days prior to the event; and
 - c. be accompanied by Schedule of Events in the manner requested
 - d. be accompanied by Site and Route Map in the manner requested (as required)
 - e. be accompanied by any fees as required
 - f. be accompanied by insurance documents as required
- 4.5 The Town will only issue a Special Events Permit for events where:
 - a. there is adequate traffic and parking control to ensure that streets are clear for the passage of emergency vehicles;
 - b. adequate provisions have been made for first aid;
 - c. it is reasonably expected that Town resources will not be over-extended by the events and/or the parking and traffic associated with the event

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

5. Temporary Street/Sidewalk Closure

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

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

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

6. Responsibilities of Organizer

The Organizer (or their declared designate) must:

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

7. Mass Gathering

- 7.1 When a Special Event can reasonably be expected to attract 250 or more people the organizer must include with their Special Event application, a Mass Gathering Planning Form.
- 7.2 The Mass Gathering Planning Form application must be submitted to the Town of Mahone Bay no later than 45 calendar days prior to the scheduled Event.
- 7.3 Mass Gathering organizers must show with their completed Mass Gathering Planning Form that they have ensured:
- a. coordination with REMO and Emergency Services to ensure that all reasonable precautions have been taken to address public safety risks, including during response to an emergency
 - b. an appropriate plan for traffic and parking which will ensure safe passage for regular traffic and emergency services vehicles
 - c. a communication plan to disseminate information on the planned event to residents and businesses in the Town of Mahone Bay
 - d. Medical and lost person procedure
- 7.4 Mass Gathering organizers are responsible to:
- a. ensure that Emergency Services (RCMP, Ambulance/EHS, and Fire Department) are advised of the specific dates, times, and locations of activities at least fourteen (14) calendar days in advance of the Mass Gathering.
 - b. provide proof to the Town no less than fourteen (14) calendar days before the Mass Gathering that the notification to the Emergency Services has been circulated.

8. Signage

- 8.1 Signage for the Special Event or Mass Gathering may only be posted in locations approved by the Traffic Authority and are subject to being removed if not approved.
- 8.2 Any signs which are found to be an impediment to the visibility of vehicle operators will be removed immediately.
- 8.3 Any signs which are an impediment to the safe passage of pedestrians will be removed immediately.

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

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

9. Insurance

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

9.2 The organizer shall provide a Certificate of Insurance within 21 calendar days of the event date, evidencing proof of required insurance with the Town named on the policy as Additional Insured.

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

10. Cancellation of Permit

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

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

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

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

11. Penalty

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

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

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

12. Canadian Charter of Rights and Freedoms

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

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

13. Severability

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

14. Force and Effect

This By-law is to come into effect and take effect on the date of its enactment **January 1, 2021**.

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

David W. Devenne, Mayor

Maureen Hughes, Town Clerk

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

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

CLERK'S NOTATION

First Reading:	July 14, 2020
"Notice of Intent" Publication:	
Second Reading:	
Ministerial Approval:	
Date of Publishing:	
Forwarded to the Minister:	
Forwarded to Town Website:	



Town of Mahone Bay

Staff Report

RE: Violence in the Workplace Policy

September 8, 2020

General Overview:

This policy is intended to provide Council with an amended draft policy for consideration.

Background:

At their regular meeting on July 30, 2020, Council received a draft Violence in the Workplace Policy for consideration, at which time Council asked staff to prepare an amended policy for Council to review, specifically in respect to cases in which the CAO or a member of Council are the complainant or respondent.

Analysis:

The staff suggestions reflected in the amended policy have been developed to address the various scenarios addressed in the section of the policy that is the subject of this review.

If there were to be a complaint by or against a member of Council or the CAO, the complaint would go to the full Council in writing. In the discussion of various scenarios, staff noted that there is a potential barrier for some members of staff who may not interact with Council on a regular basis; having to submit a complaint to the full Council may be intimidating and some staff may not know how to do this on their own. To address this scenario, the revised policy includes an option for staff who wish to make a complaint against the CAO to bring their complaint to the Deputy CAO who would then be charged to forward that complaint directly and in confidence to the full Council.

As requested, a further amendment to the attached draft policy is a provision for Council to seek appropriate legal advice from the Town solicitor in the event of a complaint regarding the CAO or Council.

As this policy closely concerns potential litigation, staff are recommending that the draft policy be reviewed by the Town Solicitor.

Financial Analysis:

The recommendation of staff to have a draft policy reviewed by the Town Solicitor will incur legal fees which can be accommodated within the approved 2020-21 annual budget.

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 forward the draft Violence in the Workplace Policy to the Town Solicitor for review and recommendation.

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;
- 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.

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

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, Human Resources, 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, Human Resources, or the CAO; supervisors and Human Resources shall provide written notice of such a report to the CAO;
- 3.4 In cases where the complainant is the CAO, reports shall be made to the full Council in writing. ~~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;~~
- 3.5 In cases where the respondent is the CAO, reports shall be made to the full Council in writing, or to the Deputy CAO who will forward those complaints to the full Council in confidence.
- 3.6 In cases where Council receives a complaint regarding the CAO or a member of Council, Council will seek appropriate legal advice from the Town solicitor.
- 3.7 In cases where the respondent or complainant is a Councillor, reports shall be made to the full Council in writing. ~~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;~~

- 3.8 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;
- 3.9 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 when considered to be safe to do so, 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, Human Resources, 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, Human Resources or supervisor (in the case of employees) may choose to take no further action with respect to the allegations where this would be appropriate in the circumstances;

4.1.4.2 the CAO, Human Resources or supervisor (in the case of employees) and the complainant may agree on an informal means of resolving the 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 when considered to be safe to do so, 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, Human Resources or other employee appointed by the CAO. In all cases involving a Councillor, 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, 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, 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, Human Resources or the CAO.

- 6.3 Where employees are in the private home of 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



Town of Mahone Bay

Staff Report

RE: Outdoor Burning By-law

September 8, 2020

General Overview:

This staff report is intended to provide Council with an amended draft by-law for consideration.

Background:

At the April 14, 2020 regular meeting, Council gave first reading to the Outdoor Burning By-law and a Public Hearing was scheduled for May 12, 2020. At the Public Hearing on May 12, 2020 Council received two submissions from the Public.

At the Regular Council Meeting immediately following the Public Hearing, Council passed a motion to defer the 2nd Reading of the Outdoor Burning By-law until the May 28, 2020 meeting of Council.

At the May 28, 2020 meeting of Council, staff were directed to

.... review the correspondence received 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.

Attached to this report is an amended draft of the Outdoor Burning By-law addressing the feedback received at the May 12, 2020 Public Hearing.

Analysis:

Clarity

Issues were raised from both submissions in respect to clarity of definitions and regulations. The definitions of Acceptable Fire Pit and Outdoor Burning Appliance have been amended and the definition of Chiminea has been removed. Consistency of the use of open fire (a term used by the Province in respect to safe burning conditions) and open-air fire (a term defined for the use of this by-law) has been addressed to improve clarity for the reader.

The definition of and use of the term *spark arrestor* has created confusion and that to has been refined in the attached revised by-law. Revision has also been made to the sections in respect to Outdoor Fires Prohibited and Outdoor Fires Permitted.

Emissions

Comments received at the Public Hearing included references to smoke, and emissions; while this by-law does address smoke as a nuisance, issues of smoke from a fire are the purview of the Department of Environment and involve very specific environmental standards which the Town is neither equipped to measure and enforce, nor enabled to enforce.

Burning Materials

The Outdoor Burning By-law permits burning only dry, seasoned firewood and specifically prohibits burning ‘non-designated material, general waste, or garden and yard waste’ (3.2). Comments from the public included a question about charcoal, and the by-law has been amended to include a provision for the use of charcoal in charcoal burning barbeques.

Trees/Distances

The correspondence from Mr. Haysom raises the question of permitted distances from trees. It is a discussion for Council as to whether or not trees should be specifically noted, or if they are sufficiently protected under 4.4 and the required distance from combustible material. Staff have included a definition of combustible, which does reference trees, as an opportunity to clarify what is meant by combustible. If this clarification were to satisfy Council in respect to trees, this would be a non-substantive change. If Council preferred to change the by-law to add a specific reference to trees, that would be a substantive change, requiring a second Public Hearing.

Municipal Park By-law

Mr. Haysom’s correspondence included several questions in respect to the Mahone Bay Parks By-Law. Staff agree that Mr. Haysom has raised valid points in respect to the Parks By-Law and have added this by-law to the list for review.

Requirement for an Approved Inspection

Both pieces of correspondence reflect a lack of clarity as to when an Inspection is required. Staff have made an attempt to clarify this with the addition of 4.6, a clause to clarify that an inspection is required only when a question is raised about an outdoor fire. One of the intents of this by-law review was to clarify what is an acceptable outdoor fire without requiring an inspection because the current Outdoor Burning By-law suggests that an inspection is always required but this approach is not recommended. Staff have outlined the specifics for an acceptable outdoor fire and have included an Inspection Report for self-checks.

The inclusion of an inspection checklist also provides the fire department with a clear set of requirements for when they are called to a fire; it is easy to miss the lack of a fire-proof base for a fire and that is a significant fire hazard, especially in the midst of a summer drought.

“Grandfathering”

A question was asked if existing manufactured fire-pits (one would assume that this refers to outdoor burning appliances as defined in the current by-law) can be grandfathered. An existing non-conforming use is not permitted as the provisions of this by-law are basic fire safety protocols, such as the protection from spreading fires by the use of non-flammable materials, spark arrestors, and prohibition of burning inappropriate materials.

Financial Analysis:

There are no financial implications for the amended Outdoor Burning By-law with the exception of advertising fees in the event that a second Public Hearing is required.

Links to Strategic Plan:

3.2 Economic and Community Development

- Ensure that Town policies, procedures, by-laws, and other regulations foster growth and development.

Recommendation:

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

THAT Council provide second and final reading of the revised Outdoor
Burning By-law as presented.

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO



1.0 Authority

Sections 172(a),(b), and (d) of the Municipal Government Act provides municipalities with the power to make by-laws respecting the health, well-being, safety and protection of persons, the safety and protection of property, and activities that may cause nuisances including burning, odours, and fumes.

2.0 Definitions

In this By-law, the following definitions shall apply:

- a) **~~"Acceptable Fire Pit"~~** means ~~an outdoor receptacle which is within constructed from heavy gauge metal 4mm in thickness or larger, bricks, concrete blocks, stone, or other suitable non-combustible components, and has a spark arrestor or metal mesh screen no greater than 12mm (0.5") and placed on a non-combustible surface. The size of the receptacle shall not be greater than 762mm (30") in any direction. An acceptable fire pit is used for recreational or quiet enjoyment purposes only.~~

"Acceptable Fire Pit" means an outdoor receptacle open to the sky that:

- i. Is designed to contain fire and prevent it from spreading
 - ii. Is constructed on all sides from heavy gauge materials 4mm in thickness or greater, such as metal, bricks, concrete blocks, or other suitable non-combustible components
 - iii. Has a steel spark arrestor or screen with a standard mesh opening of no greater than 1.25cm that fully covers the receptacle's opening;
 - iv. Is encircled by a border of sand, gravel, or paving stones a minimum of 39cm (15") in width
 - v. Is no larger than 77cm (30") in any internal dimension
- b) **"Barbeque"** means any appliance used for the purpose of cooking food outdoors, normally fuelled by liquefied petroleum gas, natural gas, compressed briquettes, or charcoal.
- c) **"By-law Enforcement Officer"** means the By-law Enforcement Officer of the Town of Mahone Bay.

- d) **"Chimenea"** means a chiminea or other small, commercially manufactured burning appliance constructed from a suitable fire-resistant material with minimal capacity intended to burn small quantities of wood or charcoal. Such devices must have a screen door and a spark arrestor.
- e) **Combustible** means able to catch fire and burn easily, such as buildings, trees, lumber, and/or yard waste.
- f) **"Council"** means the Council for the Town of Mahone Bay.
- g) **"Fire Chief"** means the Chief of the Mahone Bay and District Fire Department.
- h) **"Garden and Yard Waste"** means any shrubbery, tree prunings, leaves, brush, weeds, grass, roots, tree stumps, turf, or similar vegetation.
- i) **"General Waste"** means any rubbish, garbage, non-wooden material, packaging, containers, bottles, cans, rags, clothing, petroleum products, manure or sewage.
- j) **"Hazard"** means a risk of damage or nuisance which may be caused by the burning of any general waste and which may adversely affect property and/or persons.
- k) **"Non-designated material"** means tires, waste dangerous goods as defined in the Dangers Goods Management Regulations pursuant to the Environment Act, Stats. NS, 1994-1995, c.1, and amendments thereto; used oil as defined in the used oil regulations pursuant to the Environment Act, supra; railway ties or other wood treated with preservative; material containing rubber or plastic; painted wood; garbage, food products; organics such as animal remains.
- l) **"Nuisance"** means the causing of any smoke or other emission from any fire permitted under this By-law or otherwise that adversely affects the reasonable enjoyment by other persons of their property.
- m) **"Open-Air Fire"** means any fire located anywhere on a property which is not within an acceptable fire pit or an outdoor burning appliance, or any appliance that is not C.S.A. or U.L.C. approved. This does not include burning for Emergency Service Training.
- n) **"Outdoor Burning Appliance"** means an appliance such as a chiminea or commercially manufactured burning appliance constructed from a suitable fire-resistant material with minimal capacity intended to burn small quantities of dry firewood. The use of an outdoor burning appliance is for recreation or quiet enjoyment purposes only. An outdoor burning appliance must be constructed in such a way that the products of combustion are directed vertically with a chimney. An outdoor burning appliance must be fitted with a spark arrestor with a standard mesh opening of no greater than 1.25cm that has an opening no greater than 1.25 cm (0.5") in any direction. The actual size of the firebox in an outdoor burning appliance shall not be larger than 76 cm (30 inches) in any direction. An outdoor wood burning appliance does not include an outdoor wood burning furnace.

- o) **“Regional Emergency Management Organization”** means the Regional Emergency Management Organization, as established for the Town, under the provisions of the Town of Mahone Bay Regional Emergency Management By-law.
- p) **“Town”** means the Town of Mahone Bay.

3.0 Outdoor Fires Prohibited

- 1. No person shall be permitted to ~~operate~~ have an open-air fire within the Town without a signed notice of approval from the By-law Enforcement Officer or the Fire Chief.
- 2. No person shall be permitted to have an outdoor fire within the Town unless contained in an acceptable fire pit or permitted under 4.1 or 4.2.
- 3. No person shall be permitted to burn non-designated material, general waste, or garden and yard waste on any lands within the Town.
- 4. No person shall be permitted to operate an outdoor fire in Mahone Bay when a Provincial Authority issues a ban on open fires that includes Lunenburg County.
- 5. No person shall ignite a fire when the weather conditions may jeopardize the ability to contain or control the fire.

4.0 Outdoor Fires Permitted

- 1. A persons shall be permitted to cook food using a barbeque or other food preparation appliances designed for outdoor uses.
- 2. A persons is permitted to use an outdoor burning appliance in accordance with the following regulations: ~~using outdoor wood burning appliances or acceptable fire pit shall be permitted to do so with the following provisions:~~
 - a. The construction and/or manufacturing instructions must be followed;
 - b. Only dry, seasoned firewood shall be used, notwithstanding the use of charcoal in barbeques;
 - c. ~~A spark arrestor or mesh screen shall be used that has an opening no greater than 1.25 mm (0.5”);~~
 - d. The fire does not create a nuisance;
 - e. A responsible adult is present on the property while the fire is burning and until the fire is extinguished;

- f. A fire extinguisher, or other means of extinguishing a fire, acceptable to the By-law Enforcement Officer, Fire Chief or designate, is within reasonable distance from the location of the fire.

3. The use of an acceptable fire pit or ~~wood~~ outdoor burning appliance is limited to private recreational enjoyment only; provided always that such use is peaceful, orderly and does not create or constitute a nuisance.
4. The acceptable ~~open~~ fire pit or ~~wood~~ outdoor burning appliance shall be located in excess of 4.5m (15') from any building, flammable structure, combustible material, and property line.
5. Notwithstanding anything in 4(4) of this by-law to the contrary, an outdoor burning outdoor burning appliance may be operated on a wooded deck provided it is positioned on a CSA approved fire-proof pad that extends a minimum of at least eighteen 45.7 cm (18") from where the door is located and a minimum of 20.3 cm (8") on all other sides, it is a minimum of 2.13m (7') from the house and a minimum of 0.91m (3') from any wooden surface that is not appropriately screened with a CSA approved fire-proof material. The operation of an ~~wood outdoor burning appliance~~ meets any standards detailed in the operating instructions accompanying the device.
6. In the event of a question of the acceptability of a fire pit or outdoor burning appliance, an Inspection may be made by the Fire Chief for the Town of Mahone Bay or the Town of Mahone Bay By-law Enforcement Officer. Upon the completion of Inspection, copies of the Completed Inspection Report (Appendix A) will be provided to the property owner and the Fire Department, and the original will be filed at the Town.

5.0 Emergency Services Training

1. Persons or organizations may be permitted to ignite an outdoor fire providing that:
 - a. The burning is for the purpose of training members of the Regional Emergency Management Organization or the Mahone Bay and District Fire Department
 - b. All Municipal, Provincial, and Federal regulations are conformed to regarding this activity.

6.0 Offences and Penalties.

1. Any person who contravenes or fails to comply with any of the provisions of this By-law is guilty of a summary offense and is liable, upon conviction, to the following:
 - a. For a first offence, a fine of not less than Two Hundred Fifty Dollars (\$250.00)
 - b. For a second offence, a fine of not less than One Thousand Dollars (\$1,000.00)
 - c. For a third and subsequent offence, a fine of not less than Five Thousand Dollars (\$5,000.00)
2. In addition to any penalty imposed as a result of a guilty plea, the Town may levy a fee for reimbursement of all expenses incurred or damages associated with the offence.

7.0 Repeal

All previous Burning By-laws of the Town, and any amendments thereto, are hereby repealed. This by-law shall supercede any existing clauses in respect to burning in the Town of Mahone Bay.

8.0 Effective Date

This By-law is effective upon publication.

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

First Reading:	March 26, 2020
"Notice of Intent" Publication:	April 22, 2020
Second Reading:	
Ministerial Approval:	
Date of Publishing:	
Forwarded to the Minister:	
Forwarded to Town Website:	

Inspection Report

Fire Pit/Outdoor Fire Receptacle

Date: _____

Civic Address: _____

Inspector (print name): _____

- ☐ constructed from appropriate material
 - ☐ heavy gauge metal 4mm in thickness or larger
 - ☐ bricks
 - ☐ concrete blocks
 - ☐ stone, or
 - ☐ other suitable non-combustible components _____
- ☐ Spark Arrestor or Metal Mesh screen
 - ☐ No greater than 1.25cm
- ☐ Size of receptacle no greater than 76.5cm (30") in any direction
- ☐ Placed on a non-combustible pad
- ☐ Used for quiet enjoyment purposes only

☐ Approved

☐ Rejected

Reason for Refusal: _____

* Inspection Report must be returned to Town Office (copies for: Property Owner, Fire Department)

Signature of Inspector

1.0 Authority

Sections 172(a),(b), and (d) of the Municipal Government Act provides municipalities with the power to make by-laws respecting the health, well-being, safety and protection of persons, the safety and protection of property, and activities that may cause nuisances including burning, odours, and fumes.

2.0 Definitions

In this By-law, the following definitions shall apply:

- a) **“Acceptable Fire Pit”** means an outdoor receptacle open to the sky that:
 - i. Is designed to contain fire and prevent it from spreading
 - ii. Is constructed on all sides from heavy gauge materials 4mm in thickness or greater, such as metal, bricks, concrete blocks, or other suitable non-combustible components
 - iii. Has a steel spark arrestor or screen with a standard mesh opening of no greater than 1.25cm that fully covers the receptacle’s opening;
 - iv. Is encircled by a border or sand, gravel, or paving stones a minimum of 39cm (15”) in width
 - v. Is no larger than 77cm (30”) in any internal dimension
- b) **“Barbeque”** means any appliance used for the purpose of cooking food outdoors, normally fuelled by liquefied petroleum gas, natural gas, compressed briquettes, or charcoal.
- c) **“By-law Enforcement Officer”** means the By-law Enforcement Officer of the Town of Mahone Bay.
- d) **“Combustible”** means able to catch fire and burn easily, such as buildings, trees, lumber, and/or yard waste.
- e) **“Council”** means the Council for the Town of Mahone Bay.
- f) **“Fire Chief”** means the Chief of the Mahone Bay and District Fire Department.
- g) **“Garden and Yard Waste”** means any shrubbery, tree prunings, leaves, brush, weeds, grass, roots, tree stumps, turf, or similar vegetation.

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(3') from any wooden surface that is not appropriately screened with a CSA approved fire-proof material.

6. In the event of a question of the acceptability of a fire pit or outdoor burning appliance, an Inspection may be made by the Fire Chief for the Town of Mahone Bay or the Town of Mahone Bay By-law Enforcement Officer. Upon the completion of Inspection, copies of the Completed Inspection Report (Appendix A) will be provided to the property owner and the Fire Department, and the original will be filed at the Town.

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Fire Pit/Outdoor Fire Receptacle

Date: _____

Civic Address: _____

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- ☐ Spark Arrestor
 - ☐ No greater than 1.25cm
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☐ Approved

☐ Rejected

Reason for Refusal: _____

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Signature of Inspector



Town of Mahone Bay

Staff Report

RE: ICIP Climate Mitigation Application

September 8th, 2020

General Overview:

This report is intended to provide Council with a recommendation concerning application to the Investing in Canada Infrastructure Program (ICIP) Climate Mitigation stream.

Background:

Staff have identified an opportunity to apply for ICIP Climate Mitigation funding through the NS Department of Energy to support the proposed Community Hall Project (replacing the current community hall at the fire station). The application deadline is September 9, 2020. Program details attached as Appendix A to this report.

Analysis:

The Mahone Bay & District Volunteer Fire Department (MBDVFD) has reached out to the Town Council to propose a Community Hall project to replace the current community hall at the fire station. This proposal represents an opportunity for the Town to significantly reduce the carbon footprint of the current community hall and station in line with the Council's 2018-21 Strategic Plan, reducing fossil fuel use in municipal buildings.

Vigilant Management Inc. (who have been retained by the Town as project managers for the Fire Station Project) are prepared to support the Town's ICIP application for this project, including energy efficiency modelling for the project, but it is the assessment of staff that the efficiency improvement from the current hall will be considerable (and this will have a beneficial effect on the adjoining station as well). Public benefits from the new hall are also numerous, and these are taken into account by the Department. Not taken into account for ICIP – but very relevant to the community and fire service area – is the substantial benefit when the EMO comfort centre / community room needs to expand to a full overnight shelter utilizing the hall space.

Council previously approved meeting with the MBDVFD Society when the Society is formed, to discuss the Society entering into an agreement with the

Town to cover loan interest and principal payments for the Town's portion of the Community Hall Project. Agreement would need to be in place prior to / contingent on ICIP funding approval. This should mean that there would be no direct impact on rate payers, so long as this agreement is upheld.

The Community Hall project would only proceed if funding is approved, allowing time to draft and sign agreement with MBDVFD Society.

Financial Analysis:

ICIP would pay 73% of Project costs, estimated at \$1,297,216.76 + Net HST (Vigilant estimate attached as Appendix B to this report).

Estimated project costs of \$1,297,216.76 + Net HST, approx. \$1,362,078 of which \$994,316 (73%) would be external (ICIP) leaving \$367,762 for the Town to borrow from MFC. Borrowing this amount over 10 years would require the MBDVFD Society to contribute approximately \$40,000 per year, which staff understand represents less than half of annual fundraising revenue.

It should be noted that MBDVFD fundraising also provides essential support to equipment and truck purchases which Council would need to be confident would continue, in consideration of this ~\$40,000 / year commitment. Over the proposed 10-year period of the agreement more than one major truck purchase is anticipated (under vehicle replacement schedule).

Strategic Plan:

3.4 Environmental Sustainability

- Pursue Climate Mitigation strategies (reducing Town carbon footprint)

Recommendation:

It is recommended,

THAT Council direct staff to apply to NS Dept. of Energy for ICIP Climate Mitigation funding for the proposed Community Hall Project.

Attached for Council Review:

- ICIP Climate Mitigation Guidelines
- Community Hall Cost Estimate

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO

Appendix A: Project Details by Category

Please provide requisite information as per the category.

Buildings

Increase the energy efficiency of new and existing buildings

A priority focus will be on projects that advance the objectives of the National Housing Strategy and projects that support not-for-profit organizations that offer housing to vulnerable populations and buildings projects.

1. Net Zero Energy Ready (or Equivalent) and Net Zero-Carbon for New Buildings

A Net Zero Energy (NZE) building produces at least as much energy as it consumes on an annual basis and uses as much energy as it can produce from on-site renewable energy. A Net Zero Energy Ready Building is highly efficient and designed to operate with on-site renewables in the future. Net Zero-Carbon buildings may have a high level of embedded carbon such as a mass timber wood framed construction.

Information required:

- Energy model (optimized)
- Ongoing monitoring tools and plan
- Commissioning schedule (if possible)
- Incremental costs for implementing energy conservation measures (compared to 2017 building code)
- Net Present Value (if possible, $NPV = \text{Energy Savings} + \text{Payments (loans or mortgage)} + \text{Building Maintenance}$)

2. Deep Energy Retrofits

Projects that aim to retrofit an existing building or buildings stock that will lead to an overall improvement in the building performance to reduce energy use by at least 50% from the building baseline energy use.

Information required:

- Type of building (including building use, heated floor area vs. total floor area)
- Baseline energy consumption (kWh or GJ/total floor space m2/yr)
 - Benchmarking of large buildings is encouraged
- Energy type before project (equipment and appliances: particularly space heating and water heating equipment (type, age, energy efficiency, fuel type); heating, ventilation, and electrical appliances)
- Projected baseline and air tightness of the building after retrofits
- # of building(s) involved
- Location of building(s)
- Building design information (insulation on walls, floors if known, gaps around doors, windows, and vents including openings between the interior and the exterior of the building)
- Types of upgrades
 - Heating system (must be high efficiency, such as heat pumps, electric thermal storage, variable refrigerant flow)
 - Ventilation system

-
- Insulation
 - Air sealing
 - Water system
 - Windows
 - Lighting
 - Energy audit or RetScreen analysis (if available)

3. Community Energy Systems

A community energy system, or district energy system, supplies renewable heating and/or cooling to multiple buildings from a centralized plant or from several interconnected but distributed plants. These clean energy systems can generate thermal energy from clean sources such as waste heat, seawater, mine water, among others.

Information required:

- Owner of system and business type (i.e. utility, developer, municipality)
- Number and size of buildings
- Baseline energy consumption and energy type before project (MWh or GJ/total floor space m2 per yr.)
- System details: estimated size of system (MWh or GJ/total floor space m2 per yr.)
 - District heating projects must have a minimum of 1.5 MWh per linear meter of pipe
- Proposed source of energy

Electricity

Increased capacity to manage more renewable energy and increased generation of clean energy including:

4. Electrification

Broad deployment of electric heating and water heating. For example, projects that replace oil combustion with no carbon fuels (e.g. controlled electric thermal storage (ETS) and/or heat pumps). Projects that demonstrate methodologies or processes that can be scaled to larger distributions or replace large consumers of oil and result in limited negative impacts to the electricity system are of particular interest.

Information required:

- Type of technology replaced, and technology deployed
- Project financing and ownership structure
- Intended benefits, including at minimum cost and GHG savings
- Evidence of impact on the electrical grid, including peak load and volume of energy

5. First Nations, Community and Shared Solar

Solar projects that are owned by an eligible First Nations, Municipal, Non-Profit, or community organization where the identified community and/or individuals will benefit from the reduced costs or sale of generated electricity. Projects may be grid connected, off-grid (behind the meter), and/or integrated with battery systems. Multiple small projects may be grouped together under a single applicant to reach the minimum \$1M threshold.

Information required:

- Site description (PID, land/building use, access rights, ground/roof mount, distance from community)
- Resource description (insolation, shading, orientation, tilt)
- System size (kW AC) and estimated annual production (kWh)
- Quote and/or estimated costs for installation of proposed project (equipment, labour, etc.)
- If applicable:
 - Describe your project's proposed interconnection pathway (such as net metering)
 - Describe your proposed business model/plan for:
 - Recruiting participants to the project
 - Aggregating participant demand
 - Returning value to project participants
 - Describe the associated energy storage system for the proposed project

6. Grid Technologies and Advanced Storage

Projects that develop or implement technologies that work with the electrical grid to respond to changing electric demand. Also, advanced storage projects to improve grid efficiency, reliability and enable increased integration of renewable energy. An example of an advanced storage project includes the broad deployment of in-home batteries that provide grid benefits.

Information required:

- Storage type
 - Battery
 - Thermal
 - Pumped
 - Other
- Total capacity and duration of storage
- Description of control system and control objectives
- Resilience and reliability benefits expected
- Grid benefits expected

Transportation

Increased access to clean energy transportation including:

7. Clean Energy Transportation

Projects that transition Nova Scotia to clean energy vehicles and associated infrastructure for public transit and heavy-duty vehicle fleets.

Information required:

- Vehicle type and quantity
- Fleet details (number of vehicles, battery size if applicable, passenger capacity if applicable)
- Charging or fueling infrastructure
- How this project supports the fleet transition to zero-emission vehicles
- Approach to fleet operations
- Intended service area coverage
- Considerations for accessibility

8. Active Transportation Networks

Projects that build a central and interconnected network of active transportation routes to facilitate walking, biking, or rolling to/from key community destinations without relying on a car.

Information required:

- The type of facilities that will be built (bike lanes, multi-purpose trails, etc.),
- # of kms of network that will be built, key destinations that will be connected
- How the network will meet all ages and abilities (AAA) standards
- How this project relates to relevant active transportation plans, municipal plans, or community priorities

Appendix B – Information on Funding Structure for the Climate Change Mitigation Sub Stream of the Investing in Canada Infrastructure Program

Cost Sharing

The federal and provincial contributions depend on the type of applicant. The Climate Change Mitigation Sub Stream of the Investing in Canada Infrastructure Program is claims based. Applicants will need to be able to incur and pay costs prior to submitting claims for reimbursement. Cost over-runs and ineligible costs will be the responsibility of the applicant.

Municipalities Ultimate Recipient Projects

Funding is available up to 73.33% of eligible project costs (40% Government of Canada, 33.33% Province of Nova Scotia)

Indigenous Ultimate Recipient Projects

Funding is available up to 75% of eligible project costs (75% Government of Canada)

Not-For-Profit Projects

Funding is available up to 40% of eligible project costs (40% Government of Canada)

- Not-For-Profit organizations are encouraged to submit in collaboration with one or more municipal, regional, or Indigenous government(s).

For-Profit Projects

Funding is available up to 25% of eligible project costs (25% Government of Canada)

- For-Profit organizations may submit one application and must work in collaboration with one or more municipal or regional government(s), public sector body, or Indigenous government(s).

The province will consider potential funding for Indigenous, Not-for-Profit and For-Profit projects on a case by case basis.

Appendix C – Information on Eligible Expenditures for the Climate Change Mitigation Sub Stream of the Investing in Canada Infrastructure Program

Eligible Expenditures

Public infrastructure is defined as tangible capital assets primarily for public use and/or benefit. Infrastructure investments will support public infrastructure, with flexibility for related project planning. Eligible expenditures are costs considered by Infrastructure Canada to be direct and necessary for the successful implementation of an eligible project, excluding those explicitly identified in the Ineligible Expenditures section below.

These eligible expenditures may include capital costs, design and planning, as well as costs related to meeting specific program requirements (e.g. climate lens). Project expenditures will only be eligible as of project approval, except for expenditures associated with climate lens assessments, which are eligible before project approval, but can only be reimbursed when a project is approved.

Ineligible Expenditures

- a) Costs incurred before project approval and all expenditures related to contracts signed prior to Project approval, except for expenditures associated with climate lens assessments;
- b) Costs incurred for cancelled projects;
- c) Costs of relocating entire communities;
- d) Land acquisition;
- e) Leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of the project; real estate fees and related costs;
- f) Any overhead costs, including salaries and other employment benefits of any employees of the eligible recipient or ultimate recipient, its direct or indirect operating or administrative costs and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, with the following exception:
 - The incremental costs of employees of an eligible recipient and/or ultimate recipient may be included as eligible expenditures under the following conditions:
 - The eligible recipient and/or ultimate recipient can demonstrate that it is not economically feasible to tender a contract; and
 - The arrangement is approved in advance and in writing by Canada.
- g) Financing charges, legal fees, and loan interest payments, including those related to easements (e.g. surveys);
- h) Any goods and services costs which are received through donations or in kind;
- i) Provincial sales tax, goods and services tax, and harmonized sales tax for which the ultimate recipient is eligible for a rebate, and any other costs eligible for rebates;

-
- j) Costs associated with operating expenses and regularly scheduled maintenance work;
 - k) Costs related to furnishing and non-fixed assets which are not essential for the operation of the asset/project; and
 - l) All capital costs, including site preparation and construction costs, until the federal government has confirmed that environmental assessment and Aboriginal consultation obligations have been met and continue to be met.

Vigilant Management		Project Name:		Mahone Bay Community Hall		
Job Cost Estimate		Location:		Mahone Bay, Nova Scotia		
Estimate Prepared By: Holly Hicks		Revised:		September 2, 2020		
Code	Description	Rent/Sub	Materials	Labour	Total	
GENERAL CONDITIONS						
1	LS GENERAL CONDITIONS	\$ 54,200.00	\$ -	\$ -	\$ 54,200.00	
TOTAL GENERAL CONDITIONS		\$ 54,200.00	\$ -	\$ -	\$ 54,200.00	
SITEWORK						
1	BASE ESTIMATE SITEWORK	\$ 174,751.87	\$ -	\$ -	\$ 174,751.87	
2	STORM DETENTION SYSTEM	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	
TOTAL SITEWORK		\$ 249,751.87	\$ -	\$ -	\$ 249,751.87	
DEMOLITION						
1	BASE ESTIMATE DEMOLITION	\$ -	\$ -	\$ -	\$ -	
2	Remove Siding at Extension Tie in	\$ -	\$ -	\$ 784.00	\$ 784.00	
3	Misc. Materials at Same	\$ 1,500.00	\$ 400.00	\$ -	\$ 1,900.00	
TOTAL DEMOLITION		\$ 1,500.00	\$ 400.00	\$ 784.00	\$ 2,684.00	
CONCRETE						
1	BASE ESTIMATE CONCRETE	\$ 5,950.00	\$ 13,452.54	\$ 13,664.55	\$ 33,067.09	
2	LS CEMENT FINISHING	\$ 4,080.61	\$ -	\$ -	\$ 4,080.61	
3	CONCRETE PUMP RENTAL	\$ 122.71	\$ -	\$ -	\$ 122.71	
4	PUMP PRIMING GROUT	\$ 225.00	\$ -	\$ -	\$ 225.00	
5	PER M3 CHARGE FOR PUMP	\$ 306.78	\$ -	\$ -	\$ 306.78	
6	SUPER PLASTICIZER	\$ -	\$ 818.08	\$ -	\$ 818.08	
8	REINFORCING STEEL	\$ -	\$ 3,334.42	\$ 2,778.69	\$ 6,113.11	
9	WW MESH	\$ -	\$ 1,020.15	\$ 408.06	\$ 1,428.21	
TOTAL CONCRETE		\$ 10,685.10	\$ 18,625.20	\$ 16,851.30	\$ 46,161.59	
CARPENTRY						
1	BASE ESTIMATE CARPENTRY	\$ -	\$ 76,036.75	\$ 94,011.80	\$ 170,048.55	
2	BASE ESTIMATE MILLWORK	\$ -	\$ 7,200.00	\$ 1,041.80	\$ 8,241.80	
3	EXTERIOR CANOPIES	\$ 1,000.00	\$ -	\$ 840.00	\$ 1,840.00	
TOTAL CARPENTRY		\$ 1,000.00	\$ 83,236.75	\$ 95,893.60	\$ 180,130.36	
THERMAL & MOISTURE						
2	METAL SIDING	\$ 13,871.25	\$ -	\$ -	\$ 13,871.25	
3	ROOFING	\$ 18,066.88	\$ -	\$ -	\$ 18,066.88	
TOTAL THERMAL & MOISTURE		\$ 31,938.13	\$ -	\$ -	\$ 31,938.13	
DOORS, FRAMES, HARDWARE						
1	DOOR, FRAMES, HARDWARE EXTERIOR	\$ -	\$ 5,200.00	\$ 840.00	\$ 6,040.00	
2	DOOR, FRAMES, HARDWARE INTERIOR	\$ -	\$ 7,000.00	\$ 1,470.00	\$ 8,470.00	
3	AUTOMATIC OPERATORS	\$ 4,400.00	\$ 2.00	\$ -	\$ 4,402.00	
TOTAL DOORS, FRAMES, HARDWARE		\$ 4,400.00	\$ 12,202.00	\$ 2,310.00	\$ 18,912.00	
GLASS/ GLAZING						
1	LS GLASS, GLAZING - Windows	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	
TOTAL GLASS/ GLAZING		\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	
FINISHES						
1	DRYWALL- SEE CARPENTRY	\$ -	\$ -	\$ -	\$ -	
2	FLOORING	\$ 12,043.52	\$ -	\$ -	\$ 12,043.52	
3	PAINTING	\$ 47,043.89	\$ -	\$ -	\$ 47,043.89	
4	CERAMIC TILE	\$ 1,417.17	\$ -	\$ -	\$ 1,417.17	
TOTAL FINISHES		\$ 60,504.59	\$ -	\$ -	\$ 60,504.59	
SPECIALTIES						
2	REFRIGERATOR	\$ -	\$ 1,500.00	\$ 42.00	\$ 1,542.00	
3	FREEZER	\$ -	\$ 1,500.00	\$ 42.00	\$ 1,542.00	
TOTAL SPECIALTIES		\$ -	\$ 3,000.00	\$ 84.00	\$ 3,084.00	
MECHANICAL & ELECTRICAL						
1	MECHANICAL -Ventilation & Plumbing	\$ 106,095.78	\$ -	\$ -	\$ 106,095.78	
3	In floor Heating	\$ 40,806.07	\$ -	\$ -	\$ 40,806.07	
4	SPRINKLER (fire extinguishers)	\$ 16,322.43	\$ -	\$ -	\$ 16,322.43	
6	CLEAN ENERGY ALLOWANCE	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	
7	NET-ZERO READY ALLOWANCE	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	
8	ENERGY MODELING ALLOWANCE	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	
9	GHG WORK ALLOWANCE	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	
12	ELECTRICAL	\$ 85,692.74	\$ -	\$ -	\$ 85,692.74	
TOTAL MECHANICAL & ELECTRICAL		\$ 366,417.01	\$ -	\$ -	\$ 366,417.01	
TOTAL ALL DIVISIONS		\$ 805,396.70	\$ 117,463.95	\$ 115,922.90	\$ 1,038,783.56	
Contingency Sub-Total: Design & PM Fees Sub-Total:			Contingency		10.00%	\$ 103,878.36
			Sub-Total:			\$ 1,142,661.91
			Design & PM Fees		12.00%	\$ 137,119.43
			Sub-Total:			\$ 1,279,781.34
			BOND (APPLIED TO D+G):		0.848%	\$ 11,388.45
			INSURANCE- BLD RSK		0.300%	\$ 4,031.31
			WRAP UP			\$ 2,015.66
			Sub-Total:			\$ 1,297,216.76
			Sub-Total:			\$ 1,297,216.76
			Mark-up (%):		5.00%	\$ 64,860.84
			Sub-Total:			\$ 1,362,077.60
			HST (%):		15%	\$ 204,311.64
Total:			\$ 1,539,147.69			
				Cost per SF	\$ 333.79	



Town of Mahone Bay
Staff Report
RE: PCAP Amendment
September 8th, 2020

General Overview:

This report is intended to provide Council with an update and recommendation concerning the wastewater effluent project included in the Town's 2020-21 Budget.

Background:

Staff initially reported to Council concerning the federal requirement for dechlorination of treated wastewater effluent early in 2019; chlorine is to be removed from treated effluent by Dec 31, 2020. Funding assistance from the NS Department of Municipal Affairs and Housing Provincial Capital Assistance Program (PCAP) was confirmed Sept. 4, 2019 (funding confirmation letter attached as Appendix A).

Staff have since been working with CBCL Ltd. engineers and NS Department of Environment staff on the basis of Sept. 20, 2019 dechlorination options report from CBCL Ltd. (report attached as Appendix B).

Analysis:

Staff have applied to NS Dept. of Environment for the planned paracetic acid pilot (CBCL Ltd. memo re pilot attached as Appendix C) and anticipate approval of this application in the next several weeks.

While awaiting approval, staff are preparing to begin the pilot, including ordering needed materials and supplies, and development of information materials for public distribution (draft poster attached as Appendix D).

To be prepared to begin the pilot upon receiving approval – complying with federal deadlines – confirmation is required from NS Dept. of Municipal Affairs and Housing that the approved PCAP funding can be applied to the pilot.

Financial Analysis:

Council approved an allocation of \$105,000 for this project in the 2020-21 budget approved May 12, 2020 (to be supported by confirmed \$54,891 contribution from PCAP (to a maximum of 50%)). It is the assessment of staff that the pilot project can be completed within the approved budget, bringing our treated effluent into compliance with new federal guidelines, but require confirmation from the NS Department of Municipal Affairs and Housing to reallocate the funding, as per the Town's 2020-21 budget.

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

- Meet and exceed standards for water and wastewater

Recommendation:

It is recommended,

THAT Council direct staff to write to the NS Dept. of Municipal Affairs and Housing requesting approval to allocate approved 2019-20 PCAP funding to the Town's wastewater effluent pilot project.

Attached for Council Review:

- PCAP Funding Confirmation Letter
- Dechlorination Options Report
- Pilot Project Memo
- Draft Pilot Project Poster

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

SEP 04 2019

Mr. David Devenne
Mayor
Town of Mahone Bay
493 Main Street
PO Box 530
Mahone Bay, NS B0J 2E0

Dear Mayor Devenne:

Thank you for your recent request for funding under the Provincial Capital Assistance Program (PCAP) for the Town of Mahone Bay.

I am pleased to inform you that the Department of Municipal Affairs will contribute 50% of the eligible project costs, up to a maximum contribution of \$54,891 toward the cost of the Transmission System Diagnostics and Wastewater Effluent Options 2019.

The Department may be coordinating a public announcement and may reach out to you during that process. In the interim, I would ask that you keep the funding confirmation confidential.

Please note, the Department must be notified two weeks in advance of any event(s) (announcements, sod turnings, official openings, photo opportunities, etc.) related to this project.

Should you have any questions, please contact Hardy Stuckless, A/Director of Grants and Programs at (902) 424-2770.

Sincerely,

Chuck Porter
Minister

c ✓ Mr. Dylan Heide, Chief Administrative Officer, Town of Mahone Bay
Ms. Suzanne Lohnes-Croft, MLA, Lunenburg

Enclosure



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September 20, 2019

Derrick MacKenzie
Director of Operations & Recreation Facilities
Town of Mahone Bay
493 Main Street
Mahone Bay, NS, B0J 2E0

Dear Mr. MacKenzie:

RE: Town of Mahone Bay Dechlorination Options Review DRAFT

Following is our report on the assessment of dechlorination and alternative disinfection options for the Town of Mahone Bay wastewater treatment plant (WWTP).

BACKGROUND

The Town of Mahone Bay WWTP was constructed in 1994 and consists of a bar screen, grit removal, aerated lagoons, gas chlorination and chlorine contact lagoon. The treated effluent is discharged by gravity through a 450 m long effluent pipe to the outfall located in Mahone Bay. The WWTP operates under the Nova Scotia Environment (NSE) Approval to Operate 2016-096100-00. The WWTP effluent complies with the current regulatory requirements and generally has very good effluent quality.

As of December 31, 2020, the WWTP will be required to meet a total residual chlorine (TRC) discharge requirement of 0.02 mg/L. As shown in Table 1, the WWTP currently exceeds the 0.02 mg/L limit in the effluent sampled. It should be noted that the samples are collected near the WWTP and that the effluent travels through a 450 m long effluent pipe before being discharged. Because of the current exceedance of the future TRC regulation, the Town requested a review of potential dechlorination options that could be implemented at the WWTP to meet the new regulations.

Table 1: 2017-2019 Town of Mahone Bay Total Residual Chlorine and Flow Data

Year	Quarter	Total Residual Chlorine (mg/L)	Flow (m ³ /day)
2017	Q1	0.06	283
	Q2	0.06	220
	Q3	0.05	110
	Q4	0.08	301
2018	Q1	0.06	662
	Q2	0.04	733
	Q3	0.03	267
	Q4	0.03	973
2019	Q1	0.03	692
	Q2	0.03	1034



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Derrick MacKenzie
September 20, 2019
Page 2 of 9

DECHLORINATION

Dechlorination is the process of removing residual chlorine from disinfected wastewater prior to discharge. Elevated chlorine residuals in wastewater effluent can react with organic compounds in the effluent, forming toxic compounds that can be harmful to the receiving environment. To limit the formation of these compounds, regulatory bodies may enforce chlorine residual limits, resulting in the need for dechlorination.

The most common dechlorination chemicals are sulfur based, either sulfur dioxide gas or sulfite salt compounds. Hydrogen peroxide has also been used for dechlorination. The following text describes each dechlorination option along with the advantages and disadvantages of each.

Sulfur Dioxide

Sulfur Dioxide is commercially available as a liquefied gas which is stored in pressurized tanks. Handling sulfur dioxide and the associated equipment required is very similar to that of chlorine gas. The reaction between sulfur dioxide gas and chlorine happens almost instantaneously meaning that it could be dosed as the effluent enters the weir chamber prior to entering the discharge pipe. However, in order to ensure proper dechlorination, rapid mixing at the point of injection may be required. In order for adequate dechlorination to take place when using sulfur dioxide, 85% of the residual chlorine must be free chlorine. Any percentage lower than this will result in interference during dechlorination. Sulfur dioxide dosing must also be monitored closely as excessive dosing can result in an increase in oxygen demand in the wastewater, subsequently increasing the measured BOD and COD. From a health and safety standpoint, sulfur dioxide gas presents more safety and handling problems than the other dechlorination options, similar to the gas chlorination currently used at the WWTP.

Sulfite Salts

Sulfite salts are very similar to sulfur dioxide gas when used for dechlorination. The salts produce the work in the same manner as the gas but are dissolved into solution and dosed as a liquid. Sulfite salts that have been used for dechlorination include sodium sulfite, sodium bisulfite, sodium metabisulfite and sodium thiosulfate. Sulfite salts, particularly sodium bisulfite and sodium metabisulfite, are used as a dechlorination agent based on safety, as they do not pose the toxic concerns of sulfur dioxide. Sulfite salts can be easier to operate than a gas system, as it only requires a solution tank and metering pumps. However, during winter months, the solution tank may require heating to prevent freezing. As with sulfur dioxide, the sulfite salts could be dosed into the weir chamber prior to entering the discharge pipe.

Hydrogen Peroxide

Hydrogen peroxide has also been used for dechlorination in the past. It reacts with chlorine nearly instantaneously, similarly to sulfur dioxide gas. Due to hydrogen peroxide's ability to react with all forms of chlorine and how rapid the reaction happens, there are essentially no interferences present during the reaction. Similar to sulfite salts, hydrogen peroxide is in liquid form, and typically comes in 35% strength solutions, which can be dosed using chemical metering pumps. Hydrogen peroxide is however a corrosive chemical, making it hazardous to handle. Due to the safety concerns with handling, it is not frequently used.



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Derrick MacKenzie
September 20, 2019
Page 3 of 9

ALTERNATIVE DISINFECTANTS

An alternative to using dechlorination to meet chlorine residual discharge regulations is to achieve disinfection without using chlorine. Alternative disinfection options include ultraviolet light, ozone and peracetic acid. The following text describes each alternative disinfection option along with advantages and disadvantages of each.

Ultraviolet Light (UV)

Ultraviolet light (UV) disinfection is unique as it is a physical process rather than a chemical process as are most conventional disinfection methods. Being a physical process, UV disinfection eliminates handling and storage safety concerns of toxic chemicals. As a result of very minimal contact time required, UV units are very condensed resulting in a small footprint in the treatment plant, compared to a chlorine contact chamber/lagoon. Continuous maintenance must take place in order to ensure the unit is clean and to prevent fouling in order for an adequate dose to be delivered to the wastewater. UV disinfection also has higher costs associated with it relative to chlorination due to the lamps requiring high amounts of energy, but does not have chemical costs. UV disinfection is commonly used within Atlantic Canada for municipal wastewater systems.

Ozonation

Using ozone for disinfection is generally more effective than chlorine and requires a relatively short contact time. It also decomposes rapidly reducing the toxicity it imposes on the receiving environment of the effluent. However, ozone is one of the most complex disinfection methods as it involves extensive maintenance. It is a very corrosive and very reactive substance so it must be properly contained in order to avoid equipment deterioration and harm to operators as it is also a strong irritant. Ozone is generally produced on site at the treatment plant which eliminates shipping and supplier costs. However, producing ozone is associated with very high costs as a result of requiring major upgrades to be done to the treatment plant and increased power costs. Ozone for municipal wastewater disinfection is not commonly used in Atlantic Canada and has much more handling demands compared to chlorination or UV.

Peracetic acid

Peracetic acid is a relatively new method used for wastewater disinfection, however has been used in the food industry for many years. It is made up of hydrogen peroxide, acetic acid and water and is typically supplied as a 10-15% solution. The safety risks involved with the handling and storage of peracetic acid are much lower than that of chlorine gas and is proven to provide effective disinfection at lower doses and shorter contact times than chlorine. When discharged to the environment, peracetic acid residual decomposes quickly resulting in an effluent which is less toxic as compared to an effluent containing chlorine residual. The rapid decomposition of the residual can also be looked at as a disadvantage since a residual is not maintained throughout the outfall pipe. Compared to other disinfectants, peracetic acid may decompose in storage quicker, however suppliers typically add a stabilizer to the solution to prevent rapid decomposition. Peracetic acid is not commonly used in Atlantic Canada, however it has been listed by the USEPA as an alternative disinfection option and will likely gain popularity as effluent discharge requirements become more stringent.



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OPTIONS FOR MAHONE BAY WWTP

Based on the dechlorination and alternative disinfection options that have been discussed, there are several options that could be implemented at the Mahone Bay WWTP. Table 2 outlines some of the criteria used to evaluate and determine options that could be carried forward for preliminary design.

Table 2: Evaluation of Dechlorination and Alternative Disinfection Options

	Frequency of Use in Atlantic Canada	Health and Safety Concerns	Ease of operability	Ease of integration into WWTP	Availability of Chemicals
Sulfur Dioxide	Medium	High	Medium	Medium	Medium
Sulfite salts	Medium	Medium	High	Medium	High
Hydrogen Peroxide	Low	High	Medium	Medium	High
UV Light	High	Medium	High	Low	N/A
Ozone	Low	High	Low	Low	Generated on site
Peracetic Acid	Low	Medium	High	Medium	Medium

For dechlorination options, sulfite salts (specifically sodium bisulfite) will be carried forward, due to the ease of operability and integration into the existing WWTP and the lower health and safety concerns for handling. Sulfur dioxide, while commonly used in the industry, was not carried forward based on the higher health and safety concerns. Hydrogen peroxide was not included as it is not commonly used and has higher health and safety concerns compared to sodium bisulfite.

UV disinfection is commonly used in Atlantic Canada and reduces the need of chemicals for disinfection. With reduced health and safety concerns for operators, UV will be carried forward. Ozone was not carried forward as it is not commonly used in Atlantic Canada and has much higher operation and health and safety requirements compared to the other options. While peracetic acid is a novel alternative disinfectant and has limited use in municipal wastewater, it was carried forward for consideration as it would be easy to integrate into the existing system and provides an alternative to chlorine and UV disinfection.

Dechlorination- Sodium Bisulfite

For this option, the existing gas chlorination system would be used for disinfection. In the existing chlorination room, a wall would be constructed to form a separate sodium bisulfite room, which would hold a sodium bisulfite solution tank and a duplex chemical metering pump skid. Sodium bisulfite would be pumped from the control building to the weir prior to discharge.

Alternative Disinfectant- UV Light

Implementing UV disinfection will require more substantial upgrades compared to the other two options. Two options for UV disinfection locations have been identified: within the existing control building and in a new, separate UV building.

A UV unit could be installed within the existing control building where the chlorination equipment is currently located. Due to the size of the UV equipment, the existing chlorination equipment would have to be removed, and the wall separating the chlorine room from the process room would have to be removed. Yard piping would have to be rerouted from the weir chamber to the control building and would require the addition of a pump station. The effluent from the UV disinfection would then flow to the weir chamber and to the discharge pipe.

The second option would be to build a separate UV building prior to the weir chamber. The UV unit could be located in the basement of the building, at the grade of the existing yard piping, to allow the UV unit to be fed by gravity. This would eliminate the need for a pump station. The UV effluent would flow by gravity to the weir chamber and to the discharge pipe.

Peracetic Acid

Similar to the sodium bisulfite option, a chemical metering pump skid and solution tank would be installed within the current chlorine room. A wall could be constructed to separate the peracetic acid system from the existing chlorination equipment (if it stays in place) or the existing chlorination equipment could be removed and the peracetic acid system be put in that location.

Preliminary sketches for each option have been developed and are provided in Appendix A.

OPINION OF PROBABLE COSTS

Preliminary capital costs estimates were prepared for each option identified. The total includes engineering and contingency but not including taxes. Costs are based on 2019 and are not inflated for construction to occur several years in the future. The summarized capital costs can be seen in Table 3 and a breakdown of the costs can be found in Appendix B.

Table 3: Capital Cost Estimates (Class D)

Option	Cost Estimate (Class D)
Dechlorination (sodium bisulfite)	\$85,100
UV (within existing process building)	\$402,500
UV (with new UV building)	\$533,000
Peracetic Acid	\$85,100

Generalized operating costs were developed for the upgrade options based on the operation of similar facilities. Operating and maintenance costs include electrical, chemical and consumables. It was assumed that the labour requirements for the options would be carried by current WWTP staff. Annual O&M costs are summarized below in Table 4.



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Derrick MacKenzie
September 20, 2019
Page 6 of 9

Table 4: Annual O&M Cost Estimates

	Dechlorination	UV (within existing process building)	UV (with new UV building)	Peracetic Acid
Electrical Consumption	\$900	\$2500	\$2500	\$350
Chemical Consumption	\$2600	n/a	n/a	\$3900
Replacement/Miscellaneous Costs	\$150	\$800	\$800	\$150
Annual Total	\$3650	\$3300	\$3300	\$4400

Life cycle cost analysis is a method of assessing the total cost of a system. It takes into account the costs of owning, operating, maintaining and eventual disposal and can be used to compare design options that are relatively similar to be implemented. A life cycle cost analysis was completed for each option over a 20 year period. The calculations in the report were carried out applying an assumed inflation rate of 3%. The real discount rate used in these calculations is 6%, and the time period over which it is calculated is 20 years, starting in 2019. The net present value summary is presented below in Table 5.

Table 5: Life Cycle Cost Analysis

	Dechlorination	UV (within existing control building)	UV (with new UV building)	Peracetic Acid
Annual Total O&M Costs	\$3,650	\$3,300	\$3,300	\$4,400
Operations Cost Present Value	\$53,195	\$48,094	\$48,094	\$64,131
Capital Costs	\$85,100	\$402,500	\$533,000	\$85,100
Net Present Value	\$141,945	\$453,894	\$584,394	\$153,631



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Derrick MacKenzie
September 20, 2019
Page 7 of 9

Please let us know if you have any questions or want to discuss any of the contents of this letter further.

Yours truly,

CBCL Limited

DRAFT

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DRAFT

Prepared by:
Melissa Fraser, M.A.Sc., EIT
Process EIT
Direct: 902-421-7241
E-Mail: mfraser@cbcl.ca

Reviewed by:
Mike Abbott, M.Eng, P.Eng
VP Water Treatment

Appendix A: Preliminary Sketches
Appendix B: Cost Estimates

Project No: 190830.00

This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third party use of this document.



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Appendix A – Preliminary Sketches

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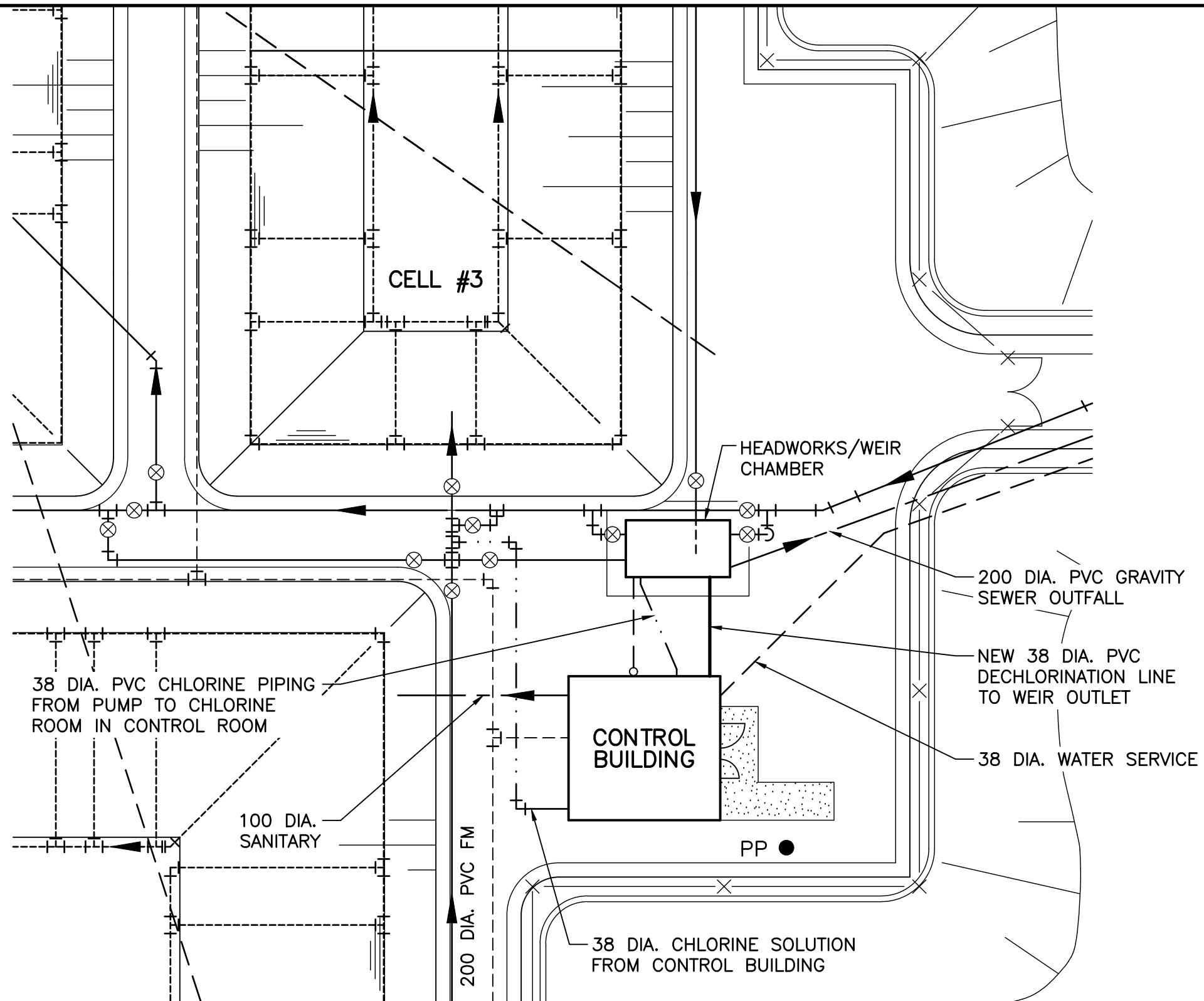
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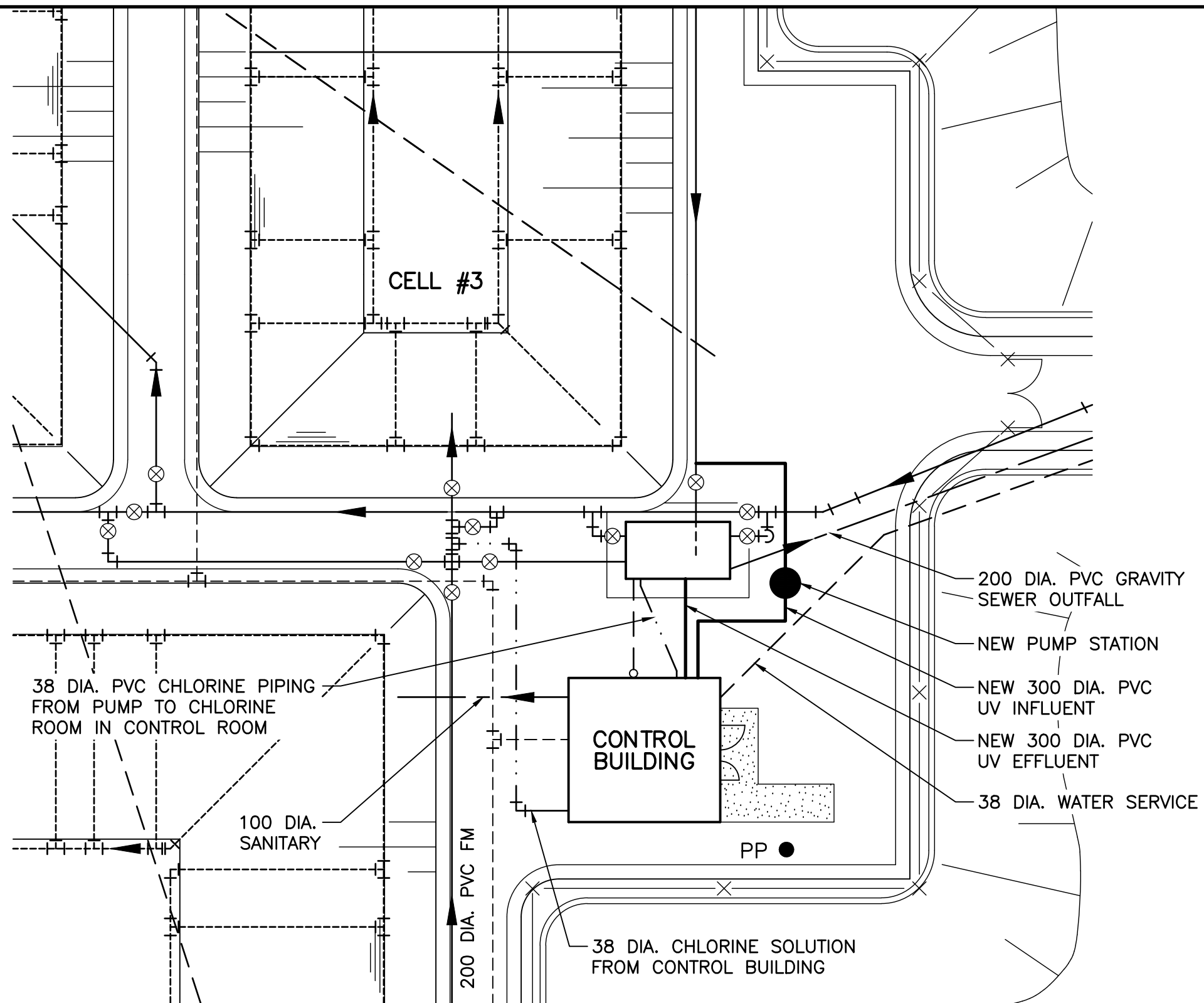




PLAN— PIPING LAYOUT


1:250

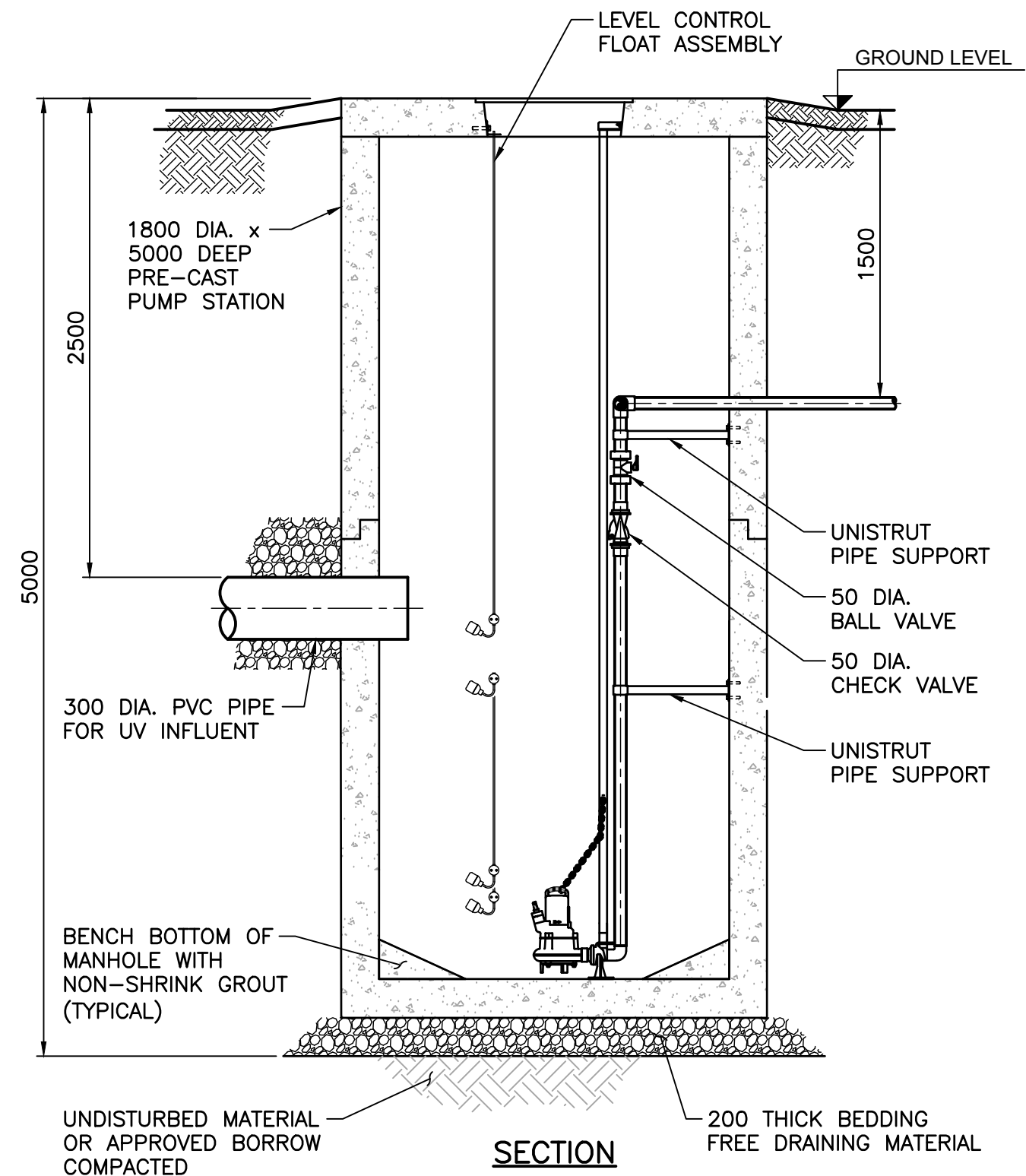
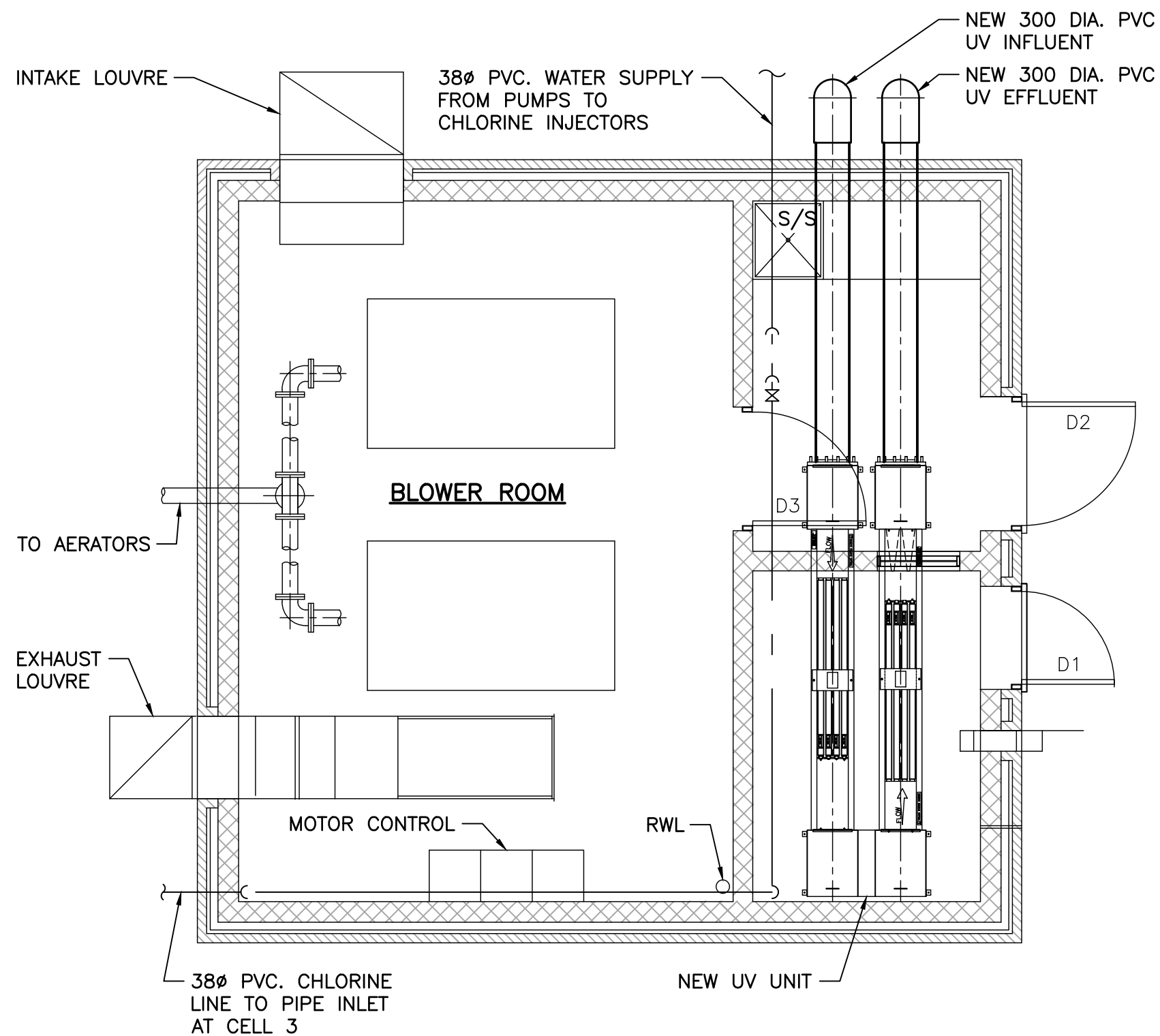
Date JULY 24/19	Scale AS NOTED	Designed MF	Drawn NHM	Checked	Approved	CBCL No. 190830.00	Contract
 CBCL LIMITED <i>Consulting Engineers</i>		TOWN OF MAHONE BAY DECHLORINATION					Drawing <h1>PSK01</h1>
		DECHLORINATION OPTION					




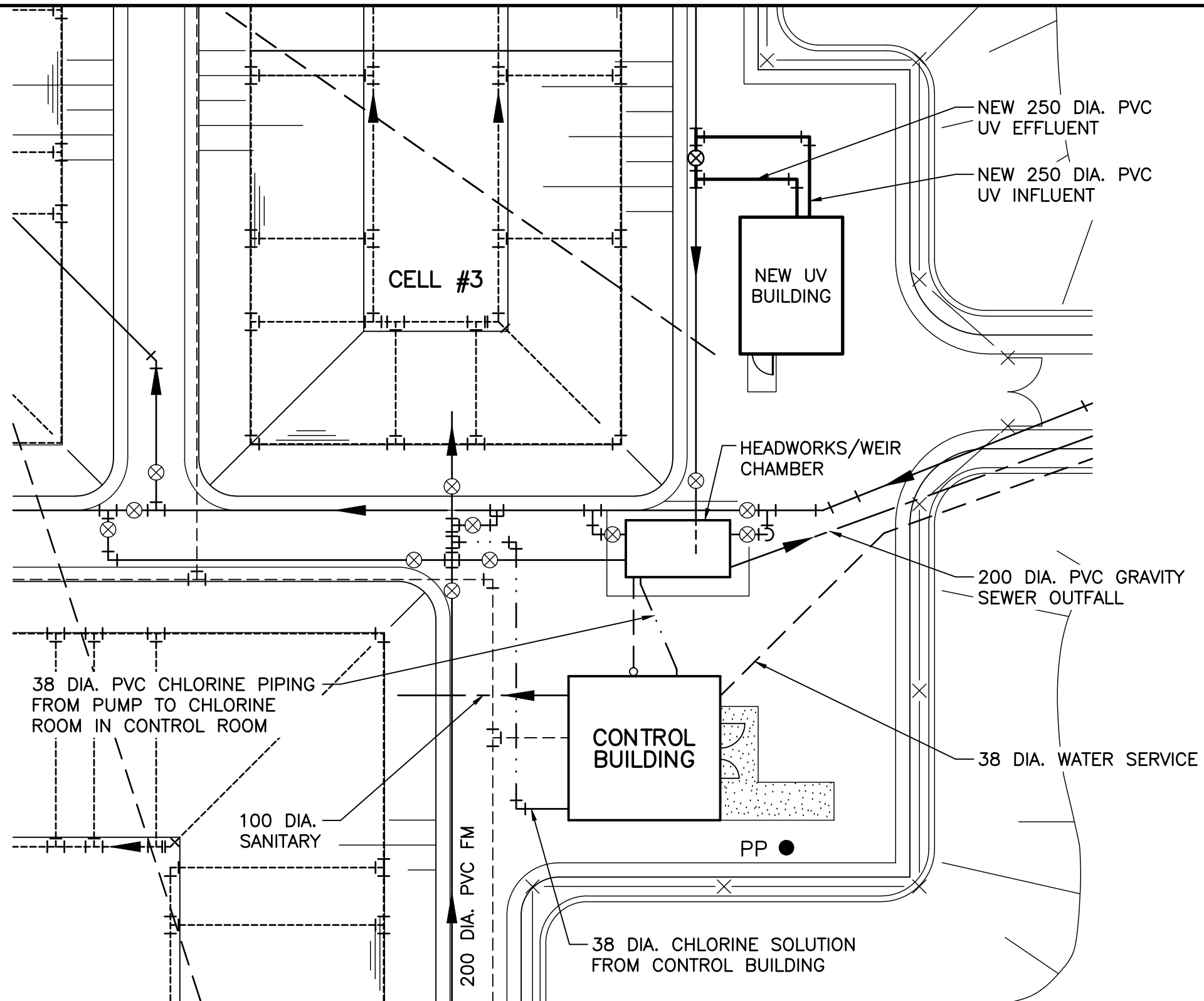
PLAN— PIPING LAYOUT

1:250


Date JULY 24/19	Scale AS NOTED	Designed MF	Drawn NHM	Checked	Approved	CBCL No. 190830.00	Contract
 CBCL LIMITED <hr/> Consulting Engineers		TOWN OF MAHONE BAY DECHLORINATION					Drawing <h1>PSK03</h1>
		UV OPTION 1					



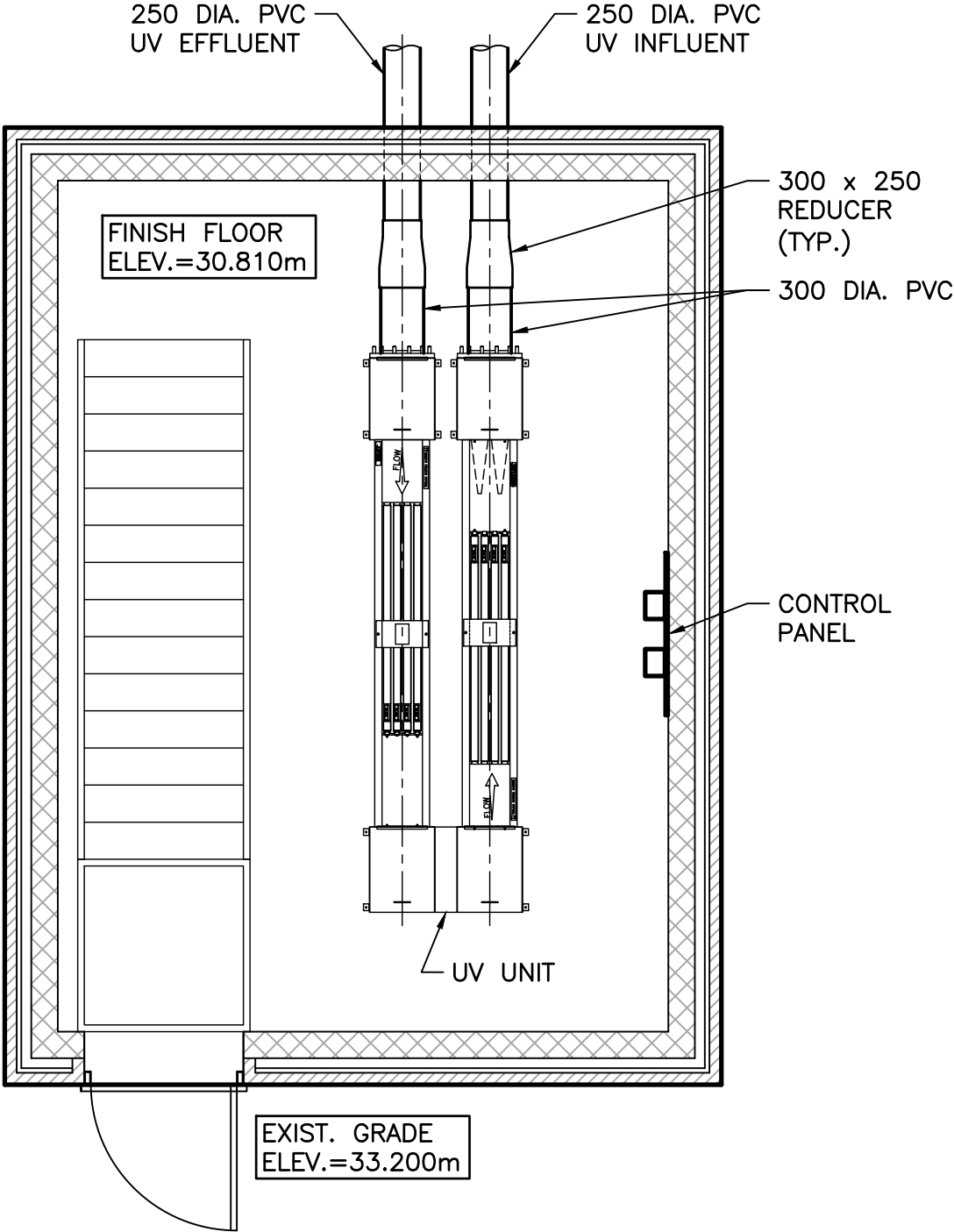
Date JULY 24/19	Scale AS NOTED	Designed MF	Drawn NHM	Checked	Approved	CBCL No. 190830.00	Contract
 CBCL LIMITED <hr/> Consulting Engineers		TOWN OF MAHONE BAY DECHLORINATION					Drawing <h1>PSK04</h1>
		UV OPTION 1					



PLAN— PIPING LAYOUT

Date JULY 24/19	Scale AS NOTED	Designed MF	Drawn NHM	Checked	Approved	CBCL No. 190830.00	Contract
 CBCL LIMITED <u>Consulting Engineers</u>		TOWN OF MAHONE BAY DECHLORINATION					Drawing <h1>PSK05</h1>
		UV OPTION 2					

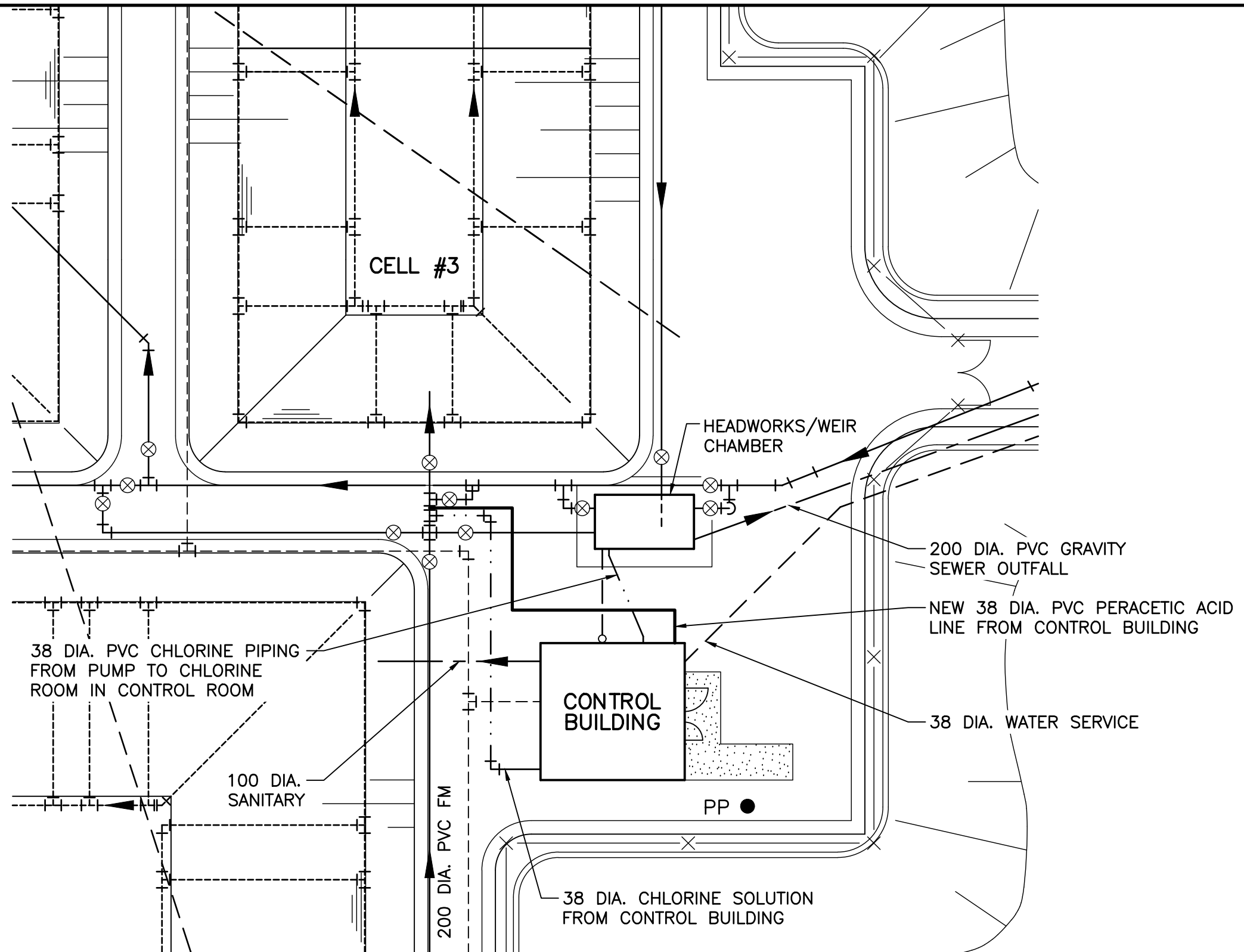
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FLOOR PLAN—NEW UV BUILDING
1:50


No.	Description

Date JULY 24/19	Scale AS NOTED	Designed MF	Drawn NHM	Checked	Approved	CBCL No. 190830.00	Contract
<div><div>CBCL</div><div>CBCL LIMITED</div><div>Consulting Engineers</div></div>		TOWN OF MAHONE BAY DECHLORINATION					Drawing PSK06
		UV OPTION 2					



PLAN— PIPING LAYOUT

1:250

Date JULY 24/19	Scale AS NOTED	Designed MF	Drawn NHM	Checked	Approved	CBCL No. 190830.00	Contract
		TOWN OF MAHONE BAY DECHLORINATION					Drawing <h1>PSK07</h1>
		PERACETIC ACID OPTION					



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Consulting Engineers

Appendix B – Cost Estimates

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Opinion of Probable Construction Cost
Town of Mahone Bay WWTP
Dechlorination Option
Class D Cost Estimate

DATE:	September 18, 2019
CBCL FILE No.:	190830.01
PREPARED BY:	MF/AT
EST. DESCRIPTION :	Class D Cost Estimate

No.	DESCRIPTION		AMOUNTS
	CONSTRUCTION COSTS		
1	Site Works		\$ 9,000
2	Metals		\$ 3,000
3	Finishes/Doors/Windows		\$ 3,600
4	Process Equipment Supply		\$ 17,600
5	Mechanical		\$ 7,400
6	Electrical		\$ 3,800
7	Prime Contractor Overhead/fees		\$ 14,000
SUB-TOTAL COSTS (Excluding below contingencies, allowance and factors)			\$ 57,800
8	Design Development Contingency	15%	\$ 8,700
9	Construction Contingency	10%	\$ 6,700
10	Escalation / Inflation (Based on 2019 Dollars)		Not Included
11	Location Factor		Included
CONSTRUCTION COSTS (A)			\$74,000
	ENGINEERING and OTHER COSTS		
12	Engineering	15%	\$ 11,100
13	Other	N/A	
ENGINEERING and OTHER COSTS (B)			\$11,100
TOTAL PROJECT COST (A + B)			\$85,100
	HST Taxes	15.0%	\$ 12,765
TOTAL ESTIMATE OF PROBABLE CONSTRUCTION COST			\$98,000

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

- Note 1** A Design Development Contingency is for growth of quantities, increase material costs and the like as the work is better defined in the future.
Note 2 A Construction Contingency is to allow for the cost of additional work that is over and above the original tendered construction contract price.
Note 3 The Escalation/Inflation allowance is for anticipated increases in construction costs from the time that the budget is prepared to time of Tender.
Note 4 The Location Factor is for anticipated variances between construction costs at the location of the project and historical construction data

Form CBCL 035.Rev 1



Opinion of Probable Construction Cost

Town of Mahone Bay WWTP
UV Option 1 (within existing building)
Class D Cost Estimate

DATE:	September 18, 2019
CBCL FILE No.:	190830.01
PREPARED BY:	MF/AT
EST. DESCRIPTION :	Class D Cost Estimate

No.	DESCRIPTION		AMOUNTS
	CONSTRUCTION COSTS		
1	Site Works		\$ 36,000
2	Metals		\$ 3,000
3	Pump Station		\$ 60,000
4	Process Equipment Supply		\$ 73,700
5	Mechanical		\$ 24,200
6	Electrical		\$ 33,600
7	Prime Contractor Overhead/fees		\$ 46,100
	SUB-TOTAL COSTS (Excluding below contingencies, allowance and factors)		\$ 276,600
8	Design Development Contingency	15%	\$ 41,500
9	Construction Contingency	10%	\$ 31,900
10	Escalation / Inflation (Based on 2019 Dollars)		Not Included
11	Location Factor		Included
	CONSTRUCTION COSTS (A)		\$350,000
	ENGINEERING and OTHER COSTS		
12	Engineering	15%	\$ 52,500
13	Other	N/A	
	ENGINEERING and OTHER COSTS (B)		\$52,500
	TOTAL PROJECT COST (A + B)		\$402,500
	HST 15.0%	\$	60,375
	TOTAL ESTIMATE OF PROBABLE CONSTRUCTION COST		\$462,875

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Opinion of Probable Construction Cost
Town of Mahone Bay WWTP
UV Option 2 (new building)
Class D Cost Estimate

DATE:	September 18, 2019
CBCL FILE No.:	190830.01
PREPARED BY:	MF/AT
EST. DESCRIPTION :	Class D Cost Estimate

No.	DESCRIPTION		AMOUNTS
	CONSTRUCTION COSTS		
1	Site Works		\$ 48,000
2	Concrete		\$ 46,000
3	Metals		\$ 10,000
4	Finishes/Doors/Windows		\$ 34,400
5	Process Equipment Supply		\$ 73,700
6	Mechanical		\$ 42,200
7	Electrical		\$ 50,600
8	Prime Contractor Overhead/fees		\$ 61,000
	SUB-TOTAL COSTS (Excluding below contingencies, allowance and factors)		\$ 365,900
9	Design Development Contingency 15%		\$ 54,900
10	Construction Contingency 10%		\$ 42,100
11	Escalation / Inflation (Based on 2019 Dollars)		Not Included
12	Location Factor		Included
	CONSTRUCTION COSTS (A)		\$463,000
	ENGINEERING and OTHER COSTS		
13	Engineering	15%	\$ 69,500
14	Other	N/A	Separate Contract
	ENGINEERING and OTHER COSTS (B)		\$70,000
	TOTAL PROJECT COST (A + B)		\$533,000
	Taxes 15.0%		\$ 79,950
	TOTAL ESTIMATE OF PROBABLE CONSTRUCTION COST		\$542,950

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



Opinion of Probable Construction Cost
Town of Mahone Bay WWTP
Peracetic Acid Option
Class D Cost Estimate

DATE:	September 18, 2019
CBCL FILE No.:	190830.01
PREPARED BY:	MF/AT
EST. DESCRIPTION :	Class D Cost Estimate

No.	DESCRIPTION		AMOUNTS
	CONSTRUCTION COSTS		
1	Site Works		\$ 9,000
2	Metals		\$ 3,000
3	Finishes/Doors/Windows		\$ 3,600
4	Process Equipment Supply		\$ 17,600
5	Mechanical		\$ 7,400
6	Electrical		\$ 3,800
7	Prime Contractor Overhead/fees		\$ 14,000
SUB-TOTAL COSTS (Excluding below contingencies, allowance and factors)			\$ 57,800
8	Design Development Contingency	15%	\$ 8,700
9	Construction Contingency	10%	\$ 6,700
10	Escalation / Inflation (Based on 2019 Dollars)		Not Included
11	Location Factor		Included
CONSTRUCTION COSTS (A)			\$74,000
	ENGINEERING and OTHER COSTS		
12	Engineering	15%	\$ 11,100
13	Other	N/A	
ENGINEERING and OTHER COSTS (B)			\$11,100
TOTAL PROJECT COST (A + B)			\$85,100
	HST Taxes	15.0%	\$ 12,765
TOTAL ESTIMATE OF PROBABLE CONSTRUCTION COST			\$98,000

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

- Note 1** A Design Development Contingency is for growth of quantities, increase material costs and the like as the work is better defined in the future.
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Form CBCL 035.Rev 1

Date	June 22, 2020
Memo to	Meghan Rafferty (TOMB)
Project name	Town of Mahone Bay Wastewater Disinfection Pilot
Subject	Proposed Pilot Protocol
From	Melissa Fraser (CBCL)
Copies to	Derrick MacKenzie (TOMB), Mike Abbott (CBCL)

Introduction

In 2019 the Town of Mahone Bay (TOMB) investigated a number of options to reduce effluent chlorine residual. Both chemical de-chlorination and disinfection with peracetic acid (PAA) were identified as potential secondary options should the preferred option (UV disinfection) not get the funding support necessary for implementation. Of the secondary options, the peracetic acid option was preferred but required further research prior to implementation, as it currently not used for municipal wastewater disinfection in the province. Recent discussions with provincial regulatory and funding agencies have progressed to the point where pursuing disinfection with peracetic acid is desired.

The following proposed pilot protocol outlines the work plan for implementing a full scale peracetic acid pilot system within the existing TOMB wastewater treatment plant to achieve data to evaluate the effectiveness of the system and to gain approval to proceed to full scale implementation from the regulatory authorities.

The primary objectives of this full scale pilot trial are:

- Identify effective peracetic acid doses for the current WWTP operating conditions that will allow the treated effluent to meet the Approval to Operate requirements;
- Identify the effects of PAA on the treated effluent quality (compared to the existing gas chlorination system).

Background

Peracetic acid (PAA) is a relatively new method used for wastewater disinfection, however has been used in the food industry for many years. It is made up of hydrogen peroxide, acetic acid and water and is typically supplied as a 10-15% strength solution. Studies have shown it is an effective disinfection at lower doses and shorter contact times than chlorine. When discharged to the environment, peracetic acid residual decomposes quickly resulting in an effluent which can be less toxic compared to an effluent containing chlorine residual. Peracetic acid is not commonly used in Atlantic Canada for WWTP disinfection, however it has been listed by the USEPA as an alternative disinfection option.

Pilot Protocol

Design, Installation and Commissioning of Pilot Equipment

The pilot system (and future full-scale liquid disinfection system) will require chemical storage and feed equipment. CBCL Limited will provide equipment specifications to process equipment suppliers and receive quotations for review. Based on the quotations submitted, CBCL will prepare installation drawings and forward drawings and specification to the Town for the purpose of equipment purchase and securing installation quotes. TOMB will use services of select contractors on a time and material basis to complete the installation of the pilot equipment. TOMB and CBCL will work with the contracted services to get the unit ready for consistent operation.

A preliminary sketch showing the equipment configuration is attached (as developed during the 2019 TOMB Dechlorination Options Review). It is proposed that the chemical feed system and peracetic acid chemical storage be located within the chlorine room. This may require the addition of a wall to the existing room, to separate the system from the existing gas chlorination equipment. Peracetic acid would be pumped via the chemical feed system to the current chlorination injection point, upstream of the final basin (Cell 3). A flow signal from the flow meter location on the effluent chamber, will be used to control the PAA dose based on the WWTP flow rate.

Based on this proposed configuration and average daily flows for the WWTP, Cell #3 will provide approximately 24 hours of contact time before discharge, however it is expected that most of the peracetic acid reaction will occur within the first 30 minutes.

Proposed Pilot Plant Schedule

The pilot program is proposed to run for a 12 week period, capturing both low and high flow periods for the WWTP. Table 1 outlines the proposed pilot plant operations schedule. Once overall stable process conditions are established we anticipate running a given set process conditions for periods of 1-2 weeks. The ranges of parameters evaluated will be informed both considering overall program goals as well as results obtained from one condition to another. Over an approximate testing time of 2 – 3 months we expect to evaluate between 4-5 process conditions, however the number of iterations may be fewer if an optimal regime is established and a prolonged test is conducted without change to obtain a more consistent data set.

Table 1: Proposed Pilot Plant Schedule

Week	Operating Conditions	PAA Dose	Notes
1	Current Plant Conditions/ Commissioning	N/A	Installation and commissioning of pilot equipment *operate existing chlorination system and gather control data for comparison
2	Trial 1	2 mg/L	
3	Trial 1	2 mg/L	
4	Trial 2	1.5 mg/L	
5	Trial 2	1.5 mg/L	
6	Trial 3	1 mg/L	
7	Trial 3	1 mg/L	
8	Trial 4	TBD	Select PAA dose based on previous trials and analytical results
9	Trial 4	TBD	
10	Trial 4	TBD	
11	Trial 4	TBD	
12	Trial 4	TBD	

Sampling Locations

Two sampling locations have been selected for monitoring the performance of the PAA pilot system. Sample location 1 has been selected as the control sample location, and is the outlet of the Lagoon Cell #2 (upstream of PAA addition). Sample location 2 is the headworks/weir chamber prior to treated effluent discharge to the outfall. The sample locations are shown on the attached site plan.

Sampling Methodology

All samples will be collected by either TOMB operations staff or CBCL and will be analysed at a third-party accredited laboratory. Secondary effluent (upstream of PAA addition) and treated effluent (downstream of PAA addition prior to discharge) will be collected daily and analyzed for fecal coliform and E.coli. BOD and TSS will be measured on the treated effluent twice a week and total nitrogen (TN) will be measured on a bi-weekly basis. Whole effluent toxicity (WET) testing will be completed once during the trial. The sampling location and frequency are summarized in Table 2.

Grab samples of treated effluent will be analysed on site for PAA and hydrogen peroxide residual using a handheld spectrophotometer (HACH method 10290 using DPD powder pillows). These will be completed several times a day as needed by TOMB staff.

Table 2. Wastewater Quality Sampling Plan For PAA Pilot

Wastewater Quality Parameter	Sampling Location		Sampling Frequency	Sampling Type
	Secondary Effluent (From Lagoon Cell 2)	Treated Effluent (Weir chamber)		
Fecal Coliform (MPN/200mL)	✓	✓	Daily	Grab
E.coli (CFU/100 mL)	✓	✓	Daily	Grab
BOD	N/A	✓	Twice Weekly	Grab
TSS	N/A	✓	Twice Weekly	Grab
TN	N/A	✓	Bi-Weekly	Grab
WET (Whole Effluent Toxicity)	N/A	✓	Once during the trial	Grab
PAA residual	N/A	✓	Daily	Grab
Hydrogen Peroxide residual	N/A	✓	Daily	Grab

Pilot Operations

The pilot operation be undertaken by Town staff with periodic support by CBCL. TOMB staff will maintain the equipment, take samples and submit to the lab for analyses. CBCL staff will provide ongoing operational support as needed and will visit the site weekly for a half-day site visit to collect data, discuss operating conditions with the operators etc. CBCL will provide ongoing reporting to TOMB based on the site visit observations and the analytical results. CBCL will also respond to requests from the Town as needed throughout the duration of the testing.

Pilot Reporting

A pilot program weekly log sheet will be developed to record the operating parameters and the sample results of samples analysed on site (PAA and hydrogen peroxide grab samples). TOMB staff will update the spreadsheet on a daily basis. CBCL staff will collect the log sheets on a weekly basis (during weekly site visits) and will maintain a master spreadsheet for the project. A third-party analytics spreadsheet, with the compiled analytical results will also be developed and updated as results become available. The spreadsheets will be maintained by CBCL, but will be available online (platform TBD) to allow easy access to all project members.

As the pilot program progresses, it is anticipated that the protocol documents will require updating to reflect the current operating conditions, and results from the initial testing. Bi-weekly meetings will take place between TOMB and CBCL to discuss potential changes to review operating conditions and sampling results and to discuss changes to the protocol. Updates to the protocol will be completed by CBCL and shared between CBCL and TOMB staff.

Following the completion of the pilot program, CBCL will prepare a final report outlining the findings of the study. Based on the final report, CBCL will make a submission to the regulatory authorities on TOMB behalf to either continue permanent operation of PAA disinfection (if pilot is determined to be successful) or continue with chlorine disinfection with added sodium bisulfite for dechlorination (if the pilot plant is not successful). Any adjustments to the pilot set-up to facilitate permanent operation will be included in the approval request.

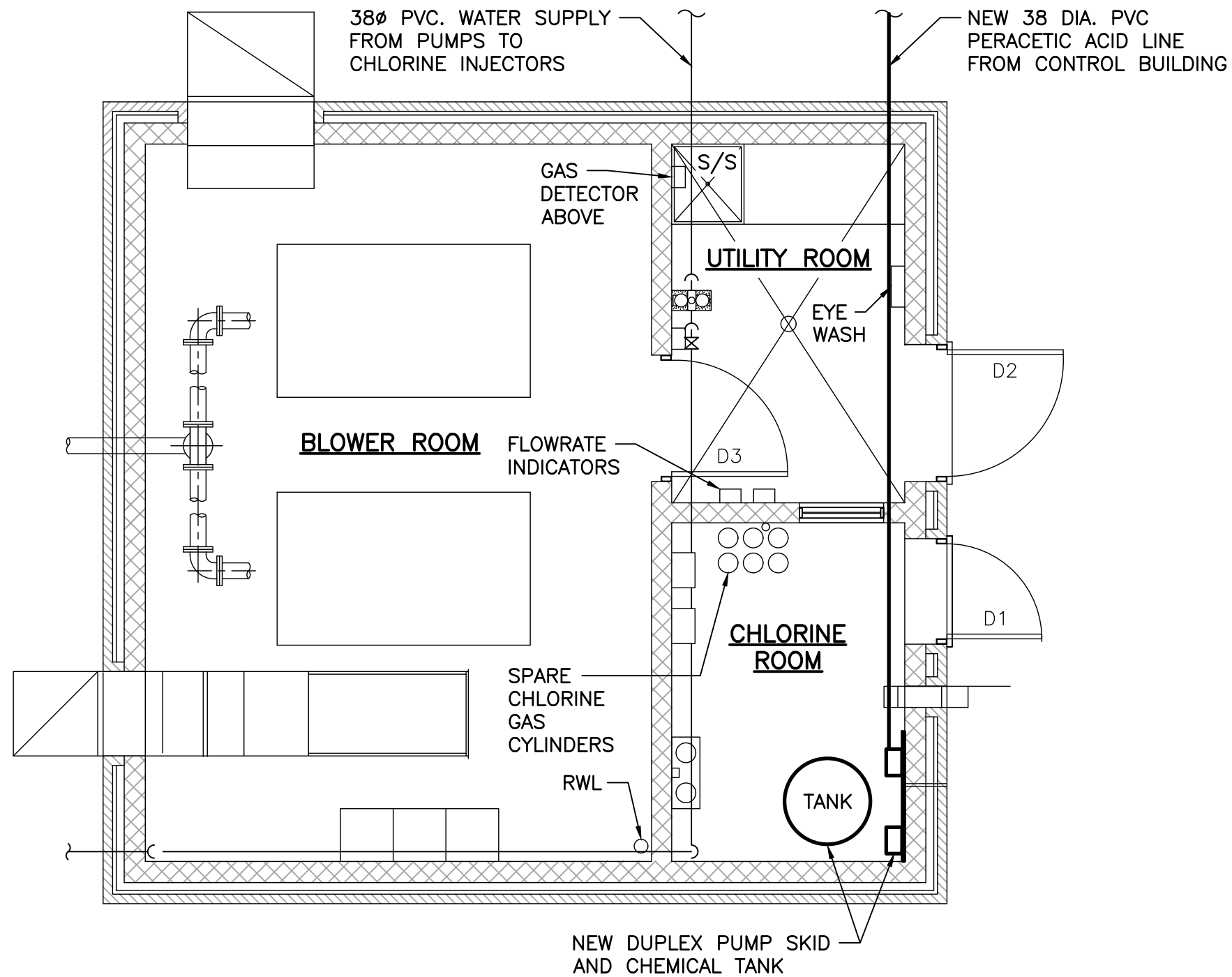
A handwritten signature in blue ink, appearing to read 'Melissa Fraser'.

Prepared by:
Melissa Fraser, M.A.Sc., P.Eng.
Process Engineer
Direct: (902) 421-7241
E-Mail: mfraser@cbcl.ca

A handwritten signature in blue ink, appearing to read 'Mike Abbott'.


Reviewed by:
Mike Abbott, M.A.Sc., P.Eng.
VP Water Treatment

DRAWING NAME: K:\PROJECTS\200825.01 TOMB WWTP DISINFECTION UPGRADES PILOT\20 CAD\06 PROCESS\200825.01 PSK01-PSK08.DWG LAYOUT NAME: PSK02 PLOT DATE: July 28, 2020 10:02:33 AM CAD OPERATOR: NOELM



FLOOR PLAN—CONTROL BUILDING
1:50

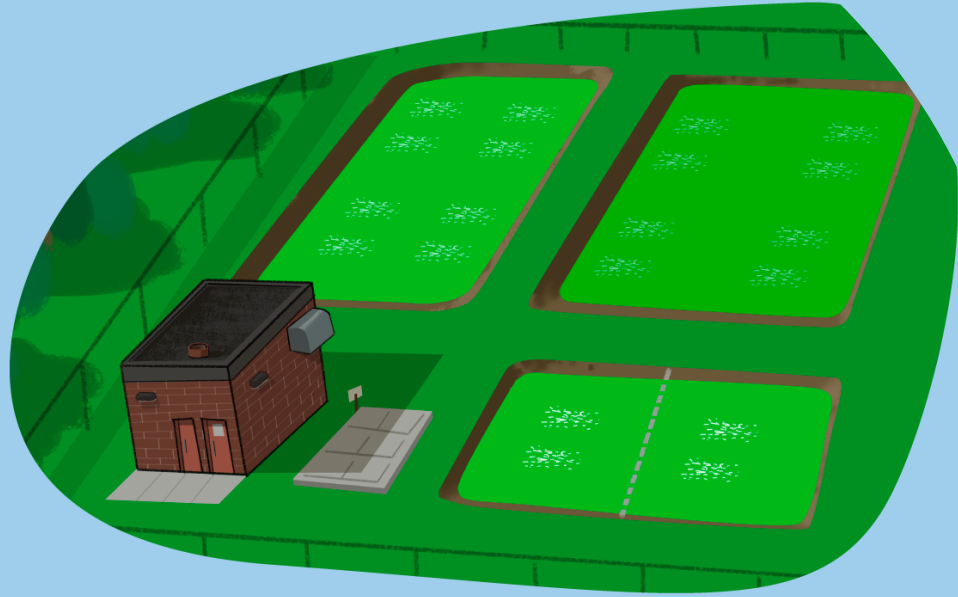
No.	Description

Date JULY 24/19	Scale AS NOTED	Designed MF	Drawn NHM	Checked	Approved	CBCL No. 200825.01	Contract
 CBCL LIMITED <u>Consulting Engineers</u>		TOWN OF MAHONE BAY DECHLORINATION					Drawing SK02
		PERACETIC ACID OPTION					

A New Process for a Better Product

The Town of Mahone Bay is conducting a pilot project to remove chlorine from our treated wastewater. Ultimately this means less chlorine in the harbour.

This pilot project will test the effectiveness of Peracetic Acid (PAA) as a chemical disinfectant in our treated wastewater effluent.



The Town is working in close cooperation with government regulators as part of our ongoing commitment to higher standards.

PAA is a disinfectant commonly used in the food industry.

The Town currently uses chlorine as a disinfectant on treated wastewater effluent prior to its release. Our goal is to remove chlorine from the treated effluent.



The Town of Mahone Bay is happy to advise stakeholders that we are working closely with Nova Scotia Environment to ensure continued compliance with federal and provincial environmental regulations throughout this process.



General Overview:

The purpose of this report is to provide Council with an update in respect to preparations for the 2020 Municipal Elections.

Background:.

At their regular meeting on July 30, 2020 Council passed the Alternative Voting By-law and a motion to approve a paperless election for the Town of Mahone Bay 2020 Municipal and School Board Election.

The process has now begun in earnest in preparation for the October 17, 2020 election.

Analysis:

Candidates

Staff have developed materials to encourage potential candidates to obtain information about the role of Council as well as individual roles on Council (Mayor, Deputy Mayor, Councillor). Nomination packages were available to the public as of August 17, 2020 and nominations were accepted by appointment as of August 27, 2020. As of 5:00 p.m. on Nomination Day, September 8, 2020, nominations will be closed and the names of all who have put their names forward for the ballot of Mayor or Council will be known.

Candidates have until 4:00p.m. on September 9, 2020 to withdraw their name from the election if they reconsider.

Preparations for Alternative Voting

Staff have continued to work with Intellivote Systems Inc, the Town's contractor for Alternative Voting services in the 2020 Municipal Election, in preparation for the conduct of an election using Alternative Voting methods. The draft ballot template, and Voter Information Letter, with which electors are provided the information on when and how to vote, have been set in preparation for the Notice of Poll. Training

has taken place for the revision of the List of Electors and is now set for training for Election Auditors.

Community Education for Alternative Voting Methods

Staff have been working on public education materials to familiarize the public with the alternative voting methods so that electors can be comfortable with what to expect. This educational campaign will be released to the public following the official Notice of Poll when the official candidates are known.

Financial Analysis:

There are no additional financial commitments expected at this time outside of the previously approved 2020 Election Budget.

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 September 8, 2020 regular Council meeting:

THAT Council receive this report for information.

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO

Town of Mahone Bay Returning Officer, 2020 Municipal Election



The Town of Mahone Bay issued a Request for Proposals for the design and construction of a new Fire Station serving Mahone Bay and the surrounding fire service area on June 18, 2020. The competition closed July 30, 2020 with three qualifying proposals received. An evaluation of proposals received has been provided to Council and an award decision is anticipated.



PO Box 530, 493 Main Street
Mahone Bay NS, B0J 2E0
Phone 902-624-8327 | Fax 902-624-8069
townofmahonebay.ca

Councillor O'Neill
Motion for Consideration
September 8, 2020

THAT staff investigate and report to Council on the necessary by-law revisions to phase out the display of election campaign signage.





PO Box 530, 493 Main Street
Mahone Bay NS, B0J 2E0
Phone 902-624-8327 | Fax 902-624-8069
townofmahonebay.ca

Councillor Carver
Motion for Consideration
September 8, 2020

Be it resolved that Council direct staff to draft a CAO Performance Review Policy that includes a detailed procedure, or procedure options, for how regular CAO Performance Reviews will be conducted, and to present such policy to Council for consideration after the new Council is sworn in following the October municipal election.



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

Present:

Councillor Penny Carver (chair)
Councillor Joseph Feeney
Mary Beth Eldridge
Katherine McCarron
Lisa Learning
Mayor David Devenne
Dylan Heide, CAO
Kelly Redden, Deputy Clerk

Absent:

Greg Matear (regrets)
Francis Kangata (regrets)
Crystal Berkeley (regrets)
Joan Parks-Hubley (regrets)

1. Approval of Agenda

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

2. Minutes

A motion by Councillor Feeney, seconded by Ms. Learning, **"THAT the minutes of the June 29, 2020 meeting be approved as presented."** Motion carried.

3. 2019 AFC Action Plan Updates

Staff Update re: Benches

CAO, Dylan Heide, presented a consolidated list of proposed bench locations around town.

A motion by Councillor Feeney, seconded by Ms. Eldridge, **"THAT the committee recommend that council direct staff to develop a multi-year bench installation program with potential locations being decided on in consultation with the Age**

Friendly Community Committee in alignment with the CBCL Transportation Plan Report.” Motion carried.

Staff Update re: Transportation Plan

CAO, Dylan Heide, reviewed the upcoming initiatives being carried out through recommendations from the CBCL Transportation Plan Report.

Review of Draft Public Engagement Policy

The committee reviewed the Town’s Draft Public Engagement Policy.

4. Revised Action Plan

Review Draft

The committee reviewed the draft action plan as amended by CAO, Dylan Heide.

A motion by Ms. McCarron, seconded by Councillor Feeney, “**THAT the committee recommend that council adopt the Age Friendly Community Committee’s updated action plan as amended to include transit as a topic of ongoing interest.**”

Motion carried.

Discussion – Adding Transit to Action Plan

The committee discussed whether this item should be added to the action plan. Whether it is in the mandate of council and/or the committee. See motion above.

Updates Around the Table

The committee discussed current initiatives in the community.

The meeting adjourned by motion at 8:02 pm

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Penny Carver

Deputy Clerk, Kelly Redden

The quarterly meeting of the Town of Mahone Bay's Police Advisory Board was held on Thursday, August 6, 2020 at 9:08 a.m. via Zoom digital meeting platform.

Present:

Mayor D. Devenne

Councillor R. Nowe

Councillor J. Feeney

Bill Kowalski

CAO, D. Heide

Clerk, M. Hughes

Sgt. Dave Ferguson, RCMP

Absent: Aaron Collery

Approval of Agenda

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

Minutes

A motion by Councillor Feeney, seconded by Mr. Kowalski, **"THAT the minutes of the April 30, 2020 meeting of the Police Advisory Board be approved as presented."** Motion carried.

Presentation of Police Reports

Sgt. Ferguson presented the quarterly reports for the Town of Mahone Bay as well as the annual statistics for the Lunenburg County District.

Sgt. Ferguson noted that the quarterly report showed the impact of the COVID-19 Pandemic on RCMP operations, including redeployment of resources and efforts as well as a spike in mental health related calls, presumed to be related to the pandemic. RCMP were also involved in calls in respect to the Health Protection Act occurrences and Quarantine Act occurrences.

Also noted in the report was a focus on response to the multiple complaints that RCMP received in this quarter regarding the trail system. Specifically, Sgt. Ferguson referenced the ongoing support for increased concerns related to off-road vehicles in Mahone Bay.

It was noted that the new RCMP boat has arrived, is now in commission; committee members noted the positive comments expressed in the community from those who have noted the boat in the harbour.

Speed Sign Statistics

Members of the Police Advisory Board received the Speed Sign Statistics for April, May, and June 2020. Committee members noted a trend of high average speed on Main Street and the need to increase speed enforcement in that area; Sgt. Ferguson advised that the RCMP are making plans to address those enforcement needs.

Next Meeting: November 26, 2020

The meeting adjourned upon motion at 9:50 a.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor David Devenne

Town Clerk, Maureen Hughes

Lunenburg County Seniors' Safety Program (LCSSP) - July 2020

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

COVID-19 LCSSP SERVICE UPDATE:

- All LCSSP services are available with modifications to reflect current regulations.

MONTH IN REVIEW:

- Nature of referrals cover a wide range of safety topics including, housing/food insecurity, elder abuse, sexual assault, financial scams, hoarding, social isolation, addictions, wellbeing, loneliness and general need of information and supports.
- Law Foundation of NS project - Carole is working two days a week as Seniors' Legal Navigator. This one-year project is designed to improve access to justice, legal capability & information sharing through direct service, presentations, education sessions & data collection.
- 200 Lunenburg County Seniors have received a small Isolation Care Packages & 5 Free VON Frozen Favorites Entrées each through a project funded by the United Way. This has been an excellent opportunity to check in & visit with community members.
- Brown Bag Lunch Program provided a warm meal delivered 2ce/week to 18 of our clients this month. This project is funded by the United Way & carried out by the Town of Bridgewater & Souls Harbour.
- Much of the work carried out by the SSP this month has been via telephone check-ins and telephone home visits. Needs across the county have been diverse with an increase in more complicated serious issues.

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

*approximate values only

*Data	July
Total # of clients	184
# of clients receiving service	115
# of new referrals	35
# of home visits	10
# of door step deliveries	15
# of closed files	44
One time needs	11

MEETINGS, GRANTS & PRESENTATIONS:

- Meeting(s),
 - fellow SSP's, Community Links & Department of Seniors usually held bi-weekly
 - Weekly Flourish Coffee & Conversation Zoom meeting(s) – on hold until September
 - Aging Well Together Coalition & various other Zoom meetings throughout the month of July
- Grant Application,
 - United Way grant application submitted (through a partnership with, Community Links, EMO, Caregiver NS, Queens SSP and Lunenburg SSP) for 300 Emergency resource kits to be distributed to seniors in need (Queens and Lunenburg County) was not approved.
- Project,
 - The NS SSP – *Researching Workplace Safety* final draft report (completed by Carole Hipwell and funded by the Dept. of Seniors) has been distributed to all SSP Coordinators for review. The final copy will soon be made available to the Department of Seniors and LCSSPS.

LCSSP CLIENT EMERGENCY CONTINGENCY FUND (CECF) REPORT:

This month the CECF helped to mitigate food insecurity.

➤ July Expenses:	\$50.00
➤ Month-end Balance:	\$895.56

Lunenburg County Seniors' Safety Program (LCSSP) – August 2020

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

COVID-19 LCSSP SERVICE UPDATE:

- All LCSSP services are available with modifications to reflect current regulations.

MONTH IN REVIEW:

- Nature of referrals cover a wide range of safety topics including, homelessness, housing/food insecurity, elder abuse, financial scams, hoarding, social isolation, addictions, wellbeing, loneliness and general need of information and supports. We have also been asked to check in with clients by partnering organizations who are not yet working at full capacity.
- This month the LCSSP has helped to support several clients requiring adult protection services.
- Law Foundation of NS project - Carole is working two days a week as Seniors' Legal Navigator. This one-year project is designed to improve access to justice, legal capability & information sharing through direct service, presentations, education sessions & data collection.
- Brown Bag Lunch Program continues to provide a warm meal delivered 2ce/week to participating clients. This project is funded by the United Way & carried out by the Town of Bridgewater and Souls Harbour.
- We continue to carry out as much service as we can via telephone and email with home visits occurring when necessary.

LCSSP Service in Municipal Units	% of Clients
MoDL	41%
MoDC	18%
Bridgewater	29%
Lunenburg	2%
Mahone Bay	10%
Unknown	0%

*Data	July
Total # of clients	126
# of clients receiving service	95
# of new referrals	15
# of home visits	25
# of door step deliveries/pick ups	12
# of closed files	40
One time needs	9

MEETINGS, GRANTS & PRESENTATIONS:

- Meeting(s),
 - fellow SSP's, Community Links & Department of Seniors usually held bi-weekly
 - Weekly Flourish Coffee & Conversation Zoom meeting(s) – on hold until September
 - Aging Well Together Coalition & various other Zoom meetings throughout the month
- Project,
 - The NS SSP – *Researching Workplace Safety* final draft report (completed by Carole Hipwell and funded by the Dept. of Seniors) has been distributed to all SSP Coordinators for review. The final copy will soon be made available to the Department of Seniors and LCSSPS.

LCSSP CLIENT EMERGENCY CONTINGENCY FUND (CECF) REPORT:

- Donation,
 - Thank you to the South Shore Multicultural Association for the generous donation of \$1,500 to the LCSSP CECF!
- The CECF was used to support clients with the following safety risks, food insecurity, personal safety and housecleaning to help meet the criteria for home support services.

➤ August Expenses:	\$679.59
➤ August Credits:	\$1,500
➤ Month-end Balance:	\$1,718.97