



TOWN COUNCIL AGENDA

October 13, 2020

7:00 p.m.

YouTube Live

Call to Order

1 Approval of Agenda

2 Minutes

2.1 Regular Meeting – September 24, 2020

2.2 Special Meeting – October 5, 2020

3 Delegations and Individuals

4 Correspondence – Action Items

5 Correspondence – Information Items

5.1 NSFM – Monday Memo – September 21, 2020

5.2 NSFM – Monday Memo – September 28, 2020

5.3 NSFM – Monday Memo – October 5, 2020

6 Staff Reports

6.1 Staff Report to Council – October 13, 2020

6.2 Staff Report to Council – Green Bin Collection

6.3 Staff Report to Council – Solar Connectivity Policy

6.4 Staff Report to Council – Trees and Parks

7 Council Items

7.1 COVID-19

8 Committee Reports

8.1 Age Friendly Community Committee – Draft Minutes – September 28, 2020

8.2 Asset Management Committee – Draft Minutes – October 7, 2020

8.3 Municipal Joint Services Board – Draft Minutes – August 26, 2020

8.4 Lunenburg County Senior Safety Program Report – September 2020

9 New Business

10 Closed Session

10.1 MGA 22(2)(a) - acquisition sale, lease, and security of municipal property

10.2 MGA 22(2)(e) - contract negotiations



The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, September 24, 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

Absent: Councillor C. O'Neill (regrets)

Gallery: online

1. Agenda

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

2. Minutes

A motion by Councillor Carver, seconded by Deputy Mayor Nauss, **"THAT the minutes of the September 8, 2020 regular council meeting be approved as amended."** **Motion carried.**

3. Delegations and Individuals

Lenta Wright, AREA – Heat Pump Options Made Easy (HOME)

Council received a presentation from Lenta Wright from AREA about the Heat Pump Options Made Easy (HOME) Program which will be available to the customers of the Mahone Bay Electric Utility as of October 1, 2020.

The HOME Program provides financing, installation, and maintenance of Heat Pumps at a low monthly cost to provide an accessible option for those who want to install a heat pump in their home, but may have been prevented from doing so by concerns regarding up-front costs, technical know-how, or time to invest in the initial research of heat pump options.

4 Correspondence – Action Items

4.1 Jeff Frampton – Request RE Compostainer collection.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council direct staff to review Mr. Frampton’s request to consider extending the annual collection of Green Compost bins weekly later in the year through mid or end of September, and report back to Council with information about feasibility and associated costs.”**

Motion carried.

4.2 Kristen Martell – Funding Request.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council approve a \$300 grant for the financial request received from Ms. Martell, to support a free public performance at the Michael O’Connor Memorial Bandstand from 2 to 4 PM on October 3rd.”**

Motion carried.

5. Correspondence – Information Items

5.1 NSFM – Monday Memo – September 8, 2020

5.2 NSFM – Monday Memo – September 14, 2020

5.3 NSFM – Monday Memo – September 16, 2020

5.4 Municipal Finance Corporation – Quarterly Newsletter – September 2020.

A motion by Deputy Mayor Nauss, seconded by Councillor Bain, **“THAT Council receive and file the above correspondence, numbered 5.1 to 5.4.”**

Motion carried.

6. Staff Reports

Council Report

Council received the Staff Report for September 24, 2020.

A motion by Councillor Carver, seconded by Deputy Mayor Nauss, **“THAT Council direct staff prepare a letter to the Municipality of the District of Lunenburg (MODL) Council regarding the request to include residents of Mahone Bay in MODL Pro-Kids grant program.”**

Motion carried

A motion by Councillor Carver, seconded by Councillor Nowe, **“THAT Council direct staff to report back with information about costs for permanent speed signs for consideration in the 2021/22 budget process.”**

Motion carried

Election Update

Council received a staff report with an update on preparations for the 2020 Municipal and School Board Election.

A motion by Councillor Feeney, seconded by Deputy Mayor Nauss, **“THAT Council appoint Joan Durnford as the town of Mahone Bay’s Assistant Returning Officer for the 20202 Municipal Election.”**
Motion carried.

Wayfinding Signage Project Update

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

A motion by Deputy Mayor Nauss, seconded by Councillor Carver, **“THAT Council award the contract for wayfinding signage design to Pierre Tabbiner Design and Illustration for the sum of \$5,500 + HST.”**
Motion carried.

Town Hall Renovations

Council received a staff report regarding the renovation of the Town Hall included in the 2020-21 annual budget.

A motion by Deputy Mayor Nauss, seconded by Councillor Bain, **“THAT Council accept the report for information.”**
Motion carried.

Solar Connectivity Policy

Council received a staff report with a recommended update to the Town’s Solar Connectivity Policy.

7 Council Items

7.1 COVID-19

Council discussed the upcoming September 30, 2020 extended deadline for the Municipal Property Tax Financing Program for those who are having difficulties paying their property taxes due to financial difficulty as a result of the COVID-19 pandemic.

8 Committee Reports

Age Friendly Community Committee

Council received the draft Age Friendly Community Committee 2020 Action Plan.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT Council accept the Age Friendly Community Committee 2020 Action Plan as presented.”**
Motion carried.

Economic Development Committee

Council received the draft minutes of the August 6, 2020 meeting of the Police Advisory Board.

A motion by Councillor Bain, seconded by Councillor Carver, **“THAT Council direct staff to investigate the viability of purchasing the available lots on Hawthorn Hill for possible development of housing to attract new residents.”** Motion carried.

Asset Management Committee

Council received the draft minutes of the September 17, 2020 meeting of the Asset Management Committee.

Audit and Finance Committee

Council received the draft minutes of the September 21, 2020 meeting of the Audit and Finance Committee.

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **“That Council approve the 2019/20 draft financial statements from Deloitte as presented.”** Motion carried.

Council adjourned upon motion at 8:34 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 Monday, October 5, 2020 at 7:02 p.m. via video conference.

Present:

Mayor D. Devenne
Deputy Mayor K. Nauss
Councillor J. Feeney
Councillor J. Bain
Councillor P. Carver
Councillor R. Nowe
CAO D. Heide
Manager of Finance L. Wentzell
Sean Flemming, AREA

Absent:

Councillor C. O'Neill (declared conflict of interest for closed session)

Gallery: none

1. Approval of Agenda

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

Council entered closed session at 7:03 p.m., returning at 8:19 p.m.

A motion by Councillor Feeney, seconded by Councillor Carver, **"THAT Council approve the community solar garden participation model and direct staff to develop customer marketing material."** **Motion carried.**

Adjournment

The meeting adjourned at 8:20 p.m. upon motion by Deputy Mayor Nauss, seconded by Councillor Bain.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

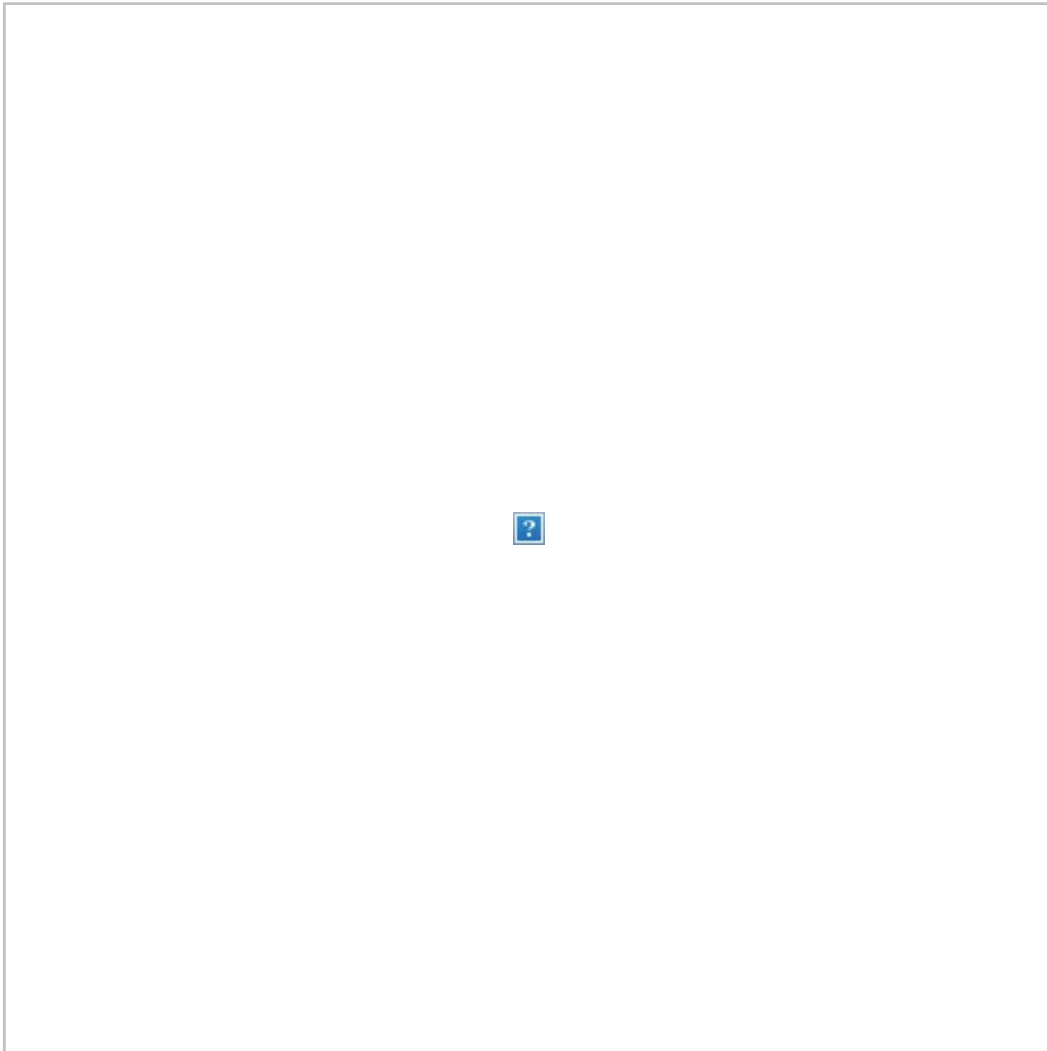
Clerk, Maureen Hughes

From: [NSFM Communications](#)
To: [Town of Mahone Bay Clerk](#)
Subject: Your September 21 Monday Memo
Date: Monday, September 21, 2020 4:43:24 PM

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Regional meetings start Friday



Are you signed up for your region?

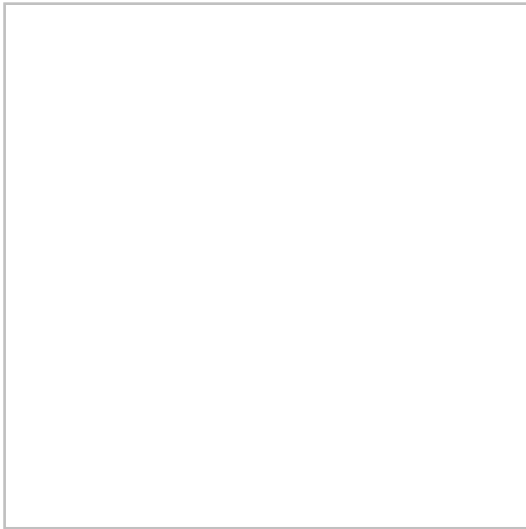
NSFM launches the 2020 round of regional meetings in Nova Scotia on Friday, with sessions for **Cape Breton-Strait** area (morning) and **HRM-South Shore** (afternoon).

There are also sessions on Monday and Tuesday to ensure every region is covered. Check out our schedule and then click the blue box below to request the link for your meeting.

These meetings provide an overview of NSFM's work over the past year and a sneak peek at what's to come.



Get the link for your regional meeting



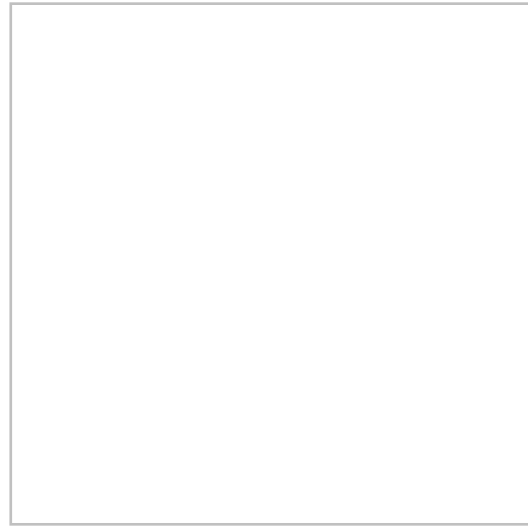
Safe Restart Agreement

The Nova Scotia Federation of Municipalities (NSFM) has been recognized for the role it played in highlighting the financial impact of COVID-19 on municipalities in Nova Scotia.

NSFM's COVID-19 Lost Revenues Report was done with assistance from our members, the Association of Municipal Administrators of Nova Scotia and FCM and released June 18.

It outlines that the province's State of Emergency required many Nova Scotians to stay home, forcing municipalities' non-tax revenue streams to almost entirely dry up.

COVID-19 also forced unexpected additional expenses for municipalities, including \$3.31 million to supply personal protective equipment (PPE) and Plexiglas



Media Mentions

Media coverage of NSFM hit all the high notes last week with stories in print, broadcast and in online news outlets.

The top story was the Safe Restart Agreement announced by the federal and provincial governments, and NSFM's role in outlining the impact of COVID-19 on our municipalities.

NSFM was featured in separate news items in The Chronicle Herald, GlobalTV, CBC radio and online, and in allNovaScotia.com.

NSFM President Pam Mood was also interviewed on NEWS95.7 programs including The Todd Veinotte Show on Sunday, September 20 and The Sheldon MacLeod Show on Monday, September 21.

service kiosks, and other health and safety measures.

In a letter to Prime Minister Justin Trudeau, Nova Scotia Premier Stephen McNeil outlined the role NSFM played in highlighting the impact of COVID-19 on NS communities.

The total expected shortfall for fiscal 2020-21 is \$66.5 million. Transit losses alone amount to \$23 million. Without Safe Restart, those losses would have to be picked up by the taxpayer.

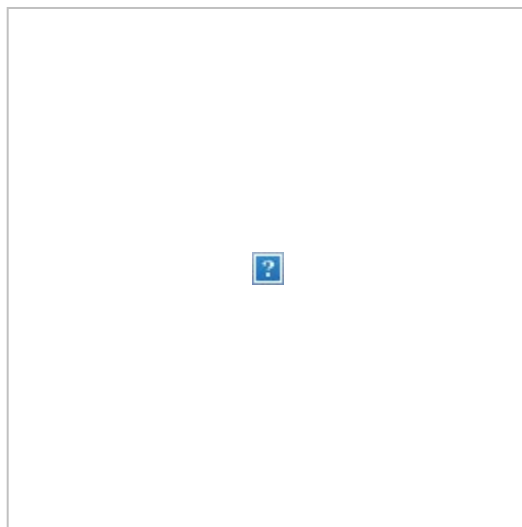
The Safe Restart Agreement earmarks \$67.5 million to help municipalities address lower revenue from transit and taxes, as well as increased costs associated with COVID-19 infection prevention measures.

For links to those interviews, go to: <https://www.news957.com/the-todd-veinotte-show/> and <https://www.news957.com/sms/>.

NSFM also reached social media highs on twitter and Facebook, with more than 4,250 people reached through our Facebook post alone.

For all the stories, go to NSFM's Media Mentions page on our website: <https://www.nsfm.ca/media-mentions>

Are you on social media? Be sure to click on the icons at the bottom of this email so you can like us, and follow our progress online.



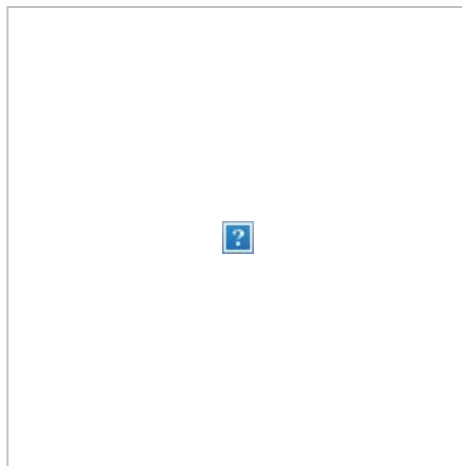
Federal Gas Tax Fund Agreement

Did you know? Since 2015, NSFM has been providing support to the Province of Nova Scotia to administer the 2014-24 Gas Tax Fund (GTF) Agreement.

NSFM focuses its efforts on helping municipalities meet the requirements for communications, signage and asset management. The aim of this collaboration is to provide valuable support and resources to municipalities and to raise the profile of federally-funded local initiatives.

The GTF Year-in-Review provides a snapshot of this federal program in Nova Scotia for 2019-20 and how local municipalities are investing in a range of important infrastructure projects to make their communities stronger.

Want to learn more on the Federal Gas Tax Fund? Check out our webpages starting at: <https://www.nsfm.ca/federal-gas-tax-fund.html>

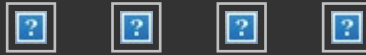


Win a Tim's gift card!

NSFM is launching a **2020 Members Survey** with two chances to win a \$25 gift card to Tim Horton's when you take part.

The first person who completes the survey and sends it back will automatically win. The second winner will be chosen in a random draw from all the entries completed.

The survey opens tomorrow when it's sent directly to your inbox and it will run until October 2. So get ready to fill your answers out for a chance to win!



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Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, September 28, 2020 5:01 PM
To: Town of Mahone Bay Clerk
Subject: Your September 28 Monday Memo

Follow Up Flag: Follow up
Flag Status: Flagged

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We need your feedback

How will we know how we're doing if we don't ask?

NSFM just launched its second annual members survey and we need your feedback to serve you better.

Please take a few minutes (the average is about 13 minutes) and let us know how we fared on our programs, initiatives, advocacy and collaboration over the past year.



We're drawing for a \$25 Tims card when the survey closes!

Just click here to take part right now:

<https://www.surveymonkey.com/r/MFY5L3D>



**The Low Carbon Communities & Connect2 Grant Program:
Expressions of Interest due Wednesday, Sept. 30**

The Low Carbon Communities & Connect2 Grant program offers support for transportation, buildings, electricity and other projects that have the potential to reduce greenhouse gas emissions. Funding can be used for community planning, feasibility studies, learning by doing, public engagement sessions,

program promotion and demonstration projects.

The deadline to submit an Expression of Interest (EOI) and completed Application is **Wednesday September 30th**.

For more information on the program and resources, please visit:

<https://novascotia.ca/low-carbon-communities/>



NSFM will host its last of five regional meetings Tuesday morning.

Members from all over the province, from South Western Nova Scotia to Cape Breton, attended meetings Friday and Monday.

During the sessions, NSFM President Pam Mood and NSFM Vice President Emily Lutz present an overview of NSFM's work over the past year. Infrastructure and Sustainability Officer Debbie Nielsen updates NSFM members on her work to support the Gas Tax Fund and Asset Management.

There's only one session left! Join CEO Juanita Spencer and the NSFM team **Tuesday morning at 10 a.m.** by clicking on:

<https://us02web.zoom.us/j/82548259305?pwd=WWpVRUdkc2FURmZhNkswWngraDc1dz09>



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

RESOLUTIONS REVIEW COMMITTEE

The **Resolutions Review Committee** is tasked with approving, rejecting, or adding to the resolutions that are submitted to NSFM each year through regional meetings, caucus meetings, or by writing. Resolutions receiving the approval of the Resolutions Review Committee are to be brought forward at the NSFM Fall Conference for discussion and voting by membership.

In September 2019, the NSFM Board updated the Resolutions Policy to include a sunset clause. The clause allows resolutions to be kept for three or more years if progress is deemed to be worthwhile, and also to move on from priorities between AGMs in order to better align the work of NSFM with changing political realities, thereby maximizing staff time and resources.

In light of: (a) the lack of any new member-submitted resolutions, (b) NSFM's engagement in responding to the COVID-19 pandemic, (c) the establishment of sunset clauses last year, (d) the need to hold a virtual AGM this year, and (e) good progress being made on top priorities carried forward from past years, this year's Resolutions Review Committee unanimously voted against adding any new resolutions for the 2020-2021 year.



The **Minister of Justice** is seeking **Nova Scotians** to sit on the Nova Scotia Accessibility Advisory Committee. The Board provides advice to the Minister on issues related to disability and accessibility. Terms run for three years, beginning in February 2021.

The majority of members must be persons with disabilities, Deaf, and/or neurodivergent persons.

Members are required to have one or more of the following:

- Senior leadership and/or board experience
- Experience in public sector policy and administration, finance, communications, human resources, legal services, or stakeholder engagement
- Be an active champion with knowledge of issues that are important in disability communities

The deadline for applications is October 6, 2020.

For more information on the Accessibility Advisory Board go to:

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



FCM just released its Green Municipal Fund's 2019-2020 Annual Report, called **Thriving in our 20th Year**.

The report features the examples, strategies and statistics of how GMF has helped Canadian municipalities switch to innovative and sustainable practices over the past 20 years.

You can check it out at: <https://annualreport.greenmunicipalfund.ca/>

In celebration of the 20th anniversary, GMF has gathered 20 bold municipal initiatives into compendium, including **Halifax Regional Municipality's Solar City Project**, which offered direct financing to homeowners to install solar-powered water heating systems, lowering energy bills, water consumption and GHGs.

You can read about that project at: <https://fcm.ca/en/programs/green-municipal-fund/compendium/compendium-case-studies/successful-solar-hot-water-pilot-leads-major-program-expansion>

They're inspiring examples of municipal leadership in sustainability, across

five sectors, in communities of all sizes.



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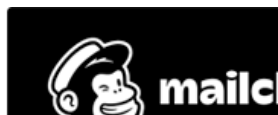
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To: [Town of Mahone Bay Clerk](#)
Subject: Your Monday Memo for October 5
Date: Monday, October 5, 2020 5:15:46 PM

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The survey says ...

Would you attend an NSFM **in-person meeting** if all the COVID protocols were followed?

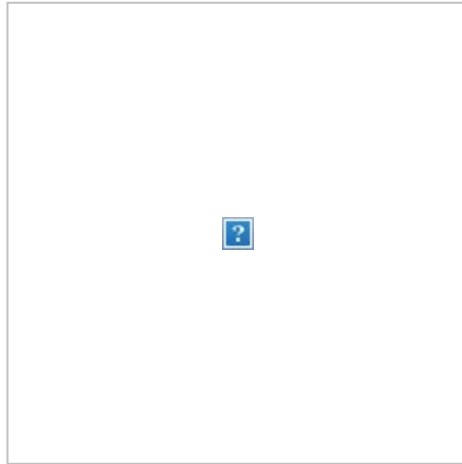
Which NSFM **ZOOM presentations** have been the most useful for you?

Do you use NSFM's **Preferred Courier Rate**? Did you even know one existed?

NSFM needs to know YOUR ANSWERS to these questions and more, so we've extended our survey so you can take part.

Please click [here](#) and give us 10 minutes of your time, so we know the issues that are most important to you.

<https://www.surveymonkey.com/r/MFY5L3D>

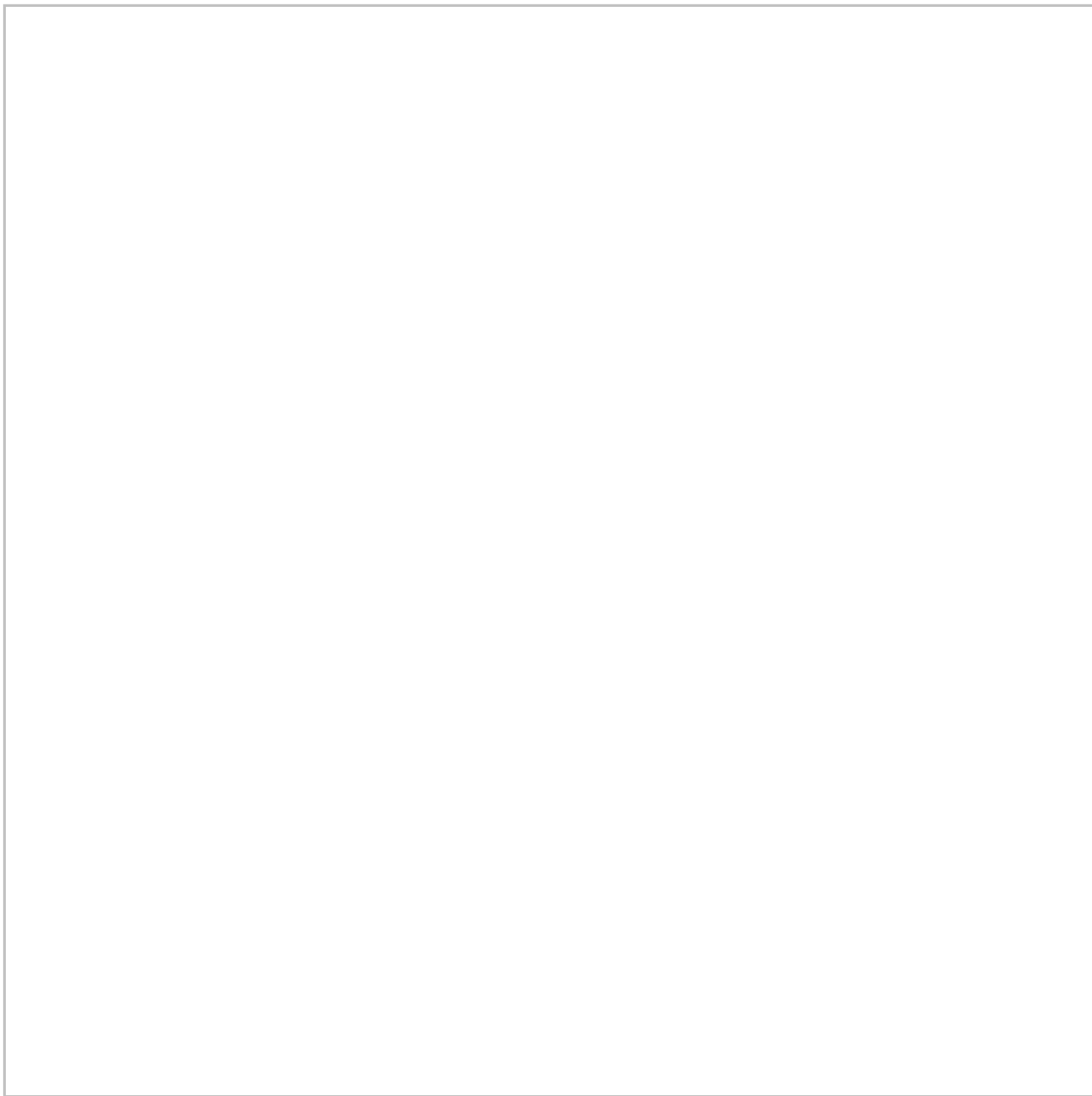


Win a Tims card!

Did you click on the survey link yet? Just a reminder that we will be drawing for a \$25 Tims card from the entries submitted.

Here's the link again for the survey:

<https://www.surveymonkey.com/r/MFY5L3D>



NSFM's Atlantic Partnership will Boost Advocacy

Last week, Municipalities Newfoundland and Labrador (MNL), the Nova Scotia Federation of Municipalities (NSFM), the Union of Municipalities of New Brunswick (UMNB) and the Federation of Prince Edward Island Municipalities (FPEIM) signed a Memorandum of Understanding (MOU) to collaborate on research and advocacy designed to meet the shared needs of members.

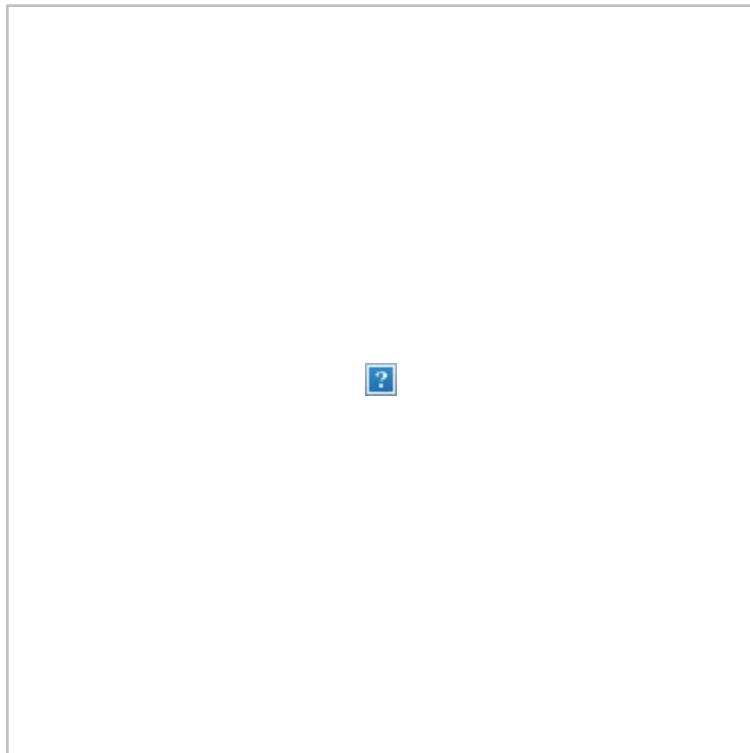
Municipalities across the country face escalating pressures with limited resources. The four Atlantic associations have agreed to work collaboratively on research, policy analysis and other activities when it's in the collective best interest of our members.

“There is strength in numbers,” says NSFM President Pam Mood. “Using our

collective voice will ensure we amplify our impact when it comes to issues and concerns that are uniquely Atlantic Canadian.”

The four associations are positioned to play a significant leadership role in creating the conditions for a coordinated, regional approach to shared priorities such as the municipal fiscal framework.

The four associations represent 448 local governments in Atlantic Canada and a combined population of more than 2.3 million people.



Project funding support

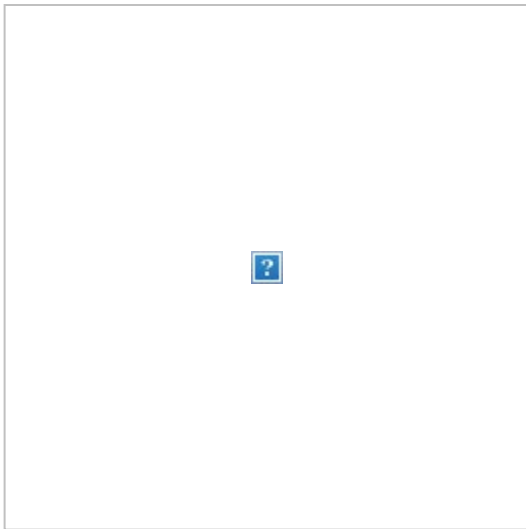
Mitacs, a national, not-for-profit organization that has designed and delivered research and training programs in Canada for 20 years, is accepting research/innovation project proposals from Canadian municipalities of all sizes until Nov 2.

By connecting communities to post-secondary researchers for innovative projects, Mitacs can help municipalities with a range of issues including, but not limited to:

- Infrastructure
- Economic diversification
- Emergency management and environmental resilience
- Cybersecurity
- Public health

Up to 55% financial support is available for projects.

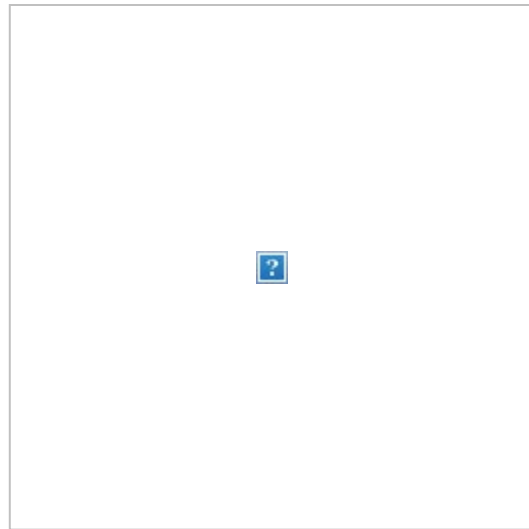
For information, click on: <https://discover.mitacs.ca/municipality-support/>



Take Climate Action!

A group of municipal staff working on climate issues have created a [list of 14 priority recommendations](#) for the Province of Nova Scotia to enable meaningful local climate action.

The list was facilitated by QUEST, based on interviews, group discussions, and surveys about the obstacles and opportunities faced by municipalities in creating and implementing climate action plans.



Sustainable Goals Act

In October 2019, Nova Scotia passed the new [Sustainable Development Goals Act](#). The Act creates a framework to set additional goals in regulations that advance Nova Scotia's economic, social, and environmental wellbeing, sets ambitious new targets to fight climate change, and commits to a Climate Change Plan for Clean Growth to be released in 2020. It also commits to

The recommendations have been submitted to the NS Department of Environment, and QUEST needs support from elected officials to increase the likelihood that these recommendations will be acted upon in policy through the provincial Climate Change Plan for Clean Growth ([to be released by the end of 2020](#)). Already, the Province has responded to the top recommendation on the list.

QUEST asks that you show support for their remaining 13 recommendation by signing [this letter](#) to the Ministers of Environment, Municipal Affairs and Housing, and Energy and Mines.

an opportunity for public input to the development of new goals under the Act.

The public engagement process scheduled for Spring 2020 was postponed due to COVID-19. The Province intends to move forward now with the stakeholder engagement stage, and plan for widespread public engagement starting in early 2021.

We'll keep you posted on the dates once they've been set so keep watching your Monday Memo!

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Report to Council October 13, 2020


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

Goal	Objective	Assigned	Target	% Completion
Council Assignments to Staff				
1	Staff to contact MODL requesting official inclusion of Mahone Bay residents in MODL Pro-Kids grant program.	03-May-19	Sept., 2020	<div><div></div><div></div><div></div><div></div><div></div></div> ★
		Notes: The issue has gone to MODL but has been sent back to MODL staff for revision of proposal. Sept. 24, 2020 Council resolved to send a letter to the MODL Council in this regard.		
2	Council request a review of the territorial acknowledgement in December 2020 to ensure that the local indigenous community has an opportunity to offer feedback.	14-Apr-20	Dec, 2020	<div><div></div><div></div><div></div></div> 50%
		Note: Staff Report scheduled for December 8, 2020 regular Council meeting.		

3	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%
4	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	Oct., 2020		75%
5	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	Oct., 2020		Notes: Report on Council's Oct. 13 meeting agenda.

6	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	Nov., 2020	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In Progress. Report anticipated to Council's Nov. 10 meeting.
7	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	Nov., 2020	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In Progress. Report anticipated to Council's Nov. 10 meeting.
8	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	Oct., 2020	<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>	Notes: Report on Council's Oct. 13 meeting agenda.
9	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	Oct., 2020	<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>	Notes: Report on Council's Oct. 13 meeting agenda.

10	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	Oct., 2020		★	Notes: Report on Council's Oct. 13 meeting agenda.
11	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	Nov., 2020		75%	Notes: Waiting on written confirmation from MBDVFD to schedule proposed meeting.
12	Staff amend the Respectful Workplace Policy and/or Employee Conduct Policy to reflect points raised in review of the draft Violence in the Workplace Policy specific to Town employees and recommend to Council.	08-Sep-20	Jan., 2021	Not Yet Begun		Notes: None.
13	Staff to write to the Nova Scotia Department of Municipal Affairs and Housing requesting approval to allocate approved 2019-20 Provincial (PCAP) funding to the Town's wastewater effluent pilot project.	08-Sep-20	Oct., 2020		75%	Notes: In progress.

14	Staff to review Town policies regarding signage and provide recommendations in respect to plastic and disposable signage within the Town of Mahone Bay, specifically including a recommendation regarding election signage.	08-Sep-20 Notes: None.	Jan., 2021	Not Yet Begun
15	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	08-Sep-20 Notes: None.	Jan., 2021	Not Yet Begun
16	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 and Accessibility Standards.	08-Sep-20 Notes: In progress.	Jan., 2021	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> 25%
17	Staff to review request to consider extending annual collection of green compost bins weekly through mid or end of September and report back concerning feasibility and associated cost.	24-Sep-20 Notes: Report on Council's Oct. 13 meeting agenda.	Oct., 2020	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> 

18	Staff to prepare a letter to MODL Council regarding request to include residents of Mahone Bay in MODL Pro Kids Grant Program.	24-Sep-20	Nov., 2020	Not Yet Begun		
		Notes: None.				
19	Staff to report back with information about costs for permanent speed signs for consideration in 2021/2022 budget process.	24-Sep-20	Jan., 2021	Not Yet Begun		
		Notes: None.				
20	Staff to investigate the viability of purchasing the available lots on Hawthorn Hill for possible development of housing to attract new residents.	24-Sep-20	Oct., 2020	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	
		Notes: In progress (report to closed session).				

Chief Administrative Officer's Report - September 24, 2020 (Next Update Nov

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 remains 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. Staff are now preparing for phased reopening as renovations are completed over fall/winter 2020-21. 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 application deadline extended to September 30. Staff regularly updating COVID-19 messaging.

2	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program	<p>Staff working with Municipality of the District of Chester GIS technical support to map Town's assets; water map with condition, probability of failure and risk completed, wastewater, stormwater and streets/sidewalks under development. MAMP funding received and 2020-21 AM project now underway. 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. Regular MJSB meetings continue.</p>

4	Riverport Electric Shared Service Committee	Coordinating with Riverport re imports, equipment inventory, policy development, stand-by coverage, etc.. Truck loan agreement signed. Spring 2020 debenture delayed by Covid-19 has now been issued by MFC ("All-in" cost to Town (RELC): 1.66% over 10 years). Exploring opportunities to coordinate on utility asset management and 2020-21 rate study. Riverport Electric working with Town staff on Construction Safety Nova Scotia voluntary audit and development of procedures manual.
5	Regional Emergency Measures Organization (REMO)	Coordinator and CAOs still working to implement REMO Board approved Post-Dorian report recommendations. Dorian claim submitted. Regular bi-weekly COVID-19 meetings between REMO Coordinator and CAOs continue (along with regular planning meetings). Coordinator continues to review and improve REMO EOC activation procedures in consultation with CAOs.
6	Alternative Energy Resource Authority (AREA)	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. HOME (Heatpump Options Made Easy) program launching Oct 1.

7	FCM / Clean Foundation Transition 2050 (Partners for Climate Protection) Initiative	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 October 13th (initial draft provided to Council at the Special meeting on April 21st, 2020). Data collection and community outreach work continue.
8	Lunenburg County Accessibility Advisory Committee	CAO serving as staff policy resource to Lunenburg County Accessibility Advisory Committee. 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 remotely attended Aug 25, 2020 meeting of Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative. CAO and Mayor participating in bi-weekly NSFM COVID-19 calls / list serve. Fall AMA/NSFM regional meetings upcoming in remote format.



1	Streets & Sidewalks	Roadside/shoulder mowing was completed on various streets during September 1-3. Staff maintained asphalt cuts on Long Hill Rd. and Aberdeen Lane. A number of replacement street signs were ordered. Portable speed signs were moved to 38 Clearway St. and 237 Edgewater St.; necessary repairs were conducted and signs now both operational. Work has commenced concerning asphalt paving of the loop section of Freeman Veinotte Rd.
2	Cemeteries & Open Space	Routine maintenance of parks and open space continued. Ball field use permits were issued for daily bookings on August 22 and September 19. A weekly facility use permit was issued for the bandstand for August & September.
3	Electric Utility	Staff continued PCB testing of old transformers and arrangements made for disposal of old transformers and oil. Two electrical inspections were conducted. The 3 reclosures sent for maintenance have been re-installed at the sub-station. Arrangements have been made for changing out a number of transformers on Pleasant St. Tree trimming has started on Long Hill Rd. and Main St.

4	Water Supply, Treatment & Distribution	Regular monitoring and maintenance activities continued. Staff completed fire hydrant assessments/testing throughout the Town and repaired the hydrant at 488 Main St.; all hydrants operational. CBCL Ltd. completed the final inspection for the new back-up generator at the Pumphouse. Staff conducted various repairs and painted the Pumphouse. Work remains ongoing concerning the SCADA Upgrades and replacement of the antenna at the Water Treatment Plant. Four new water services were installed for 2 new duplexes on Long Hill Rd.
5	Sewage Collection & Treatment	Regular monitoring and maintenance activities continued. Equipment and chemicals have been ordered concerning the PAA (peracetic acid) pilot program. Staff replaced the sewer lateral and water line serving 19 Aberdeen Lane. Four new pressure sewer laterals were installed for 2 new duplexes on Long Hill Rd.
6	COVID-19	Staff continue to provide essential services while practicing physical distancing and good hygiene practices.

Finance Manager's Report - September 24, 2020 (Next Update Nov 26)

1	COVID-19	No change from prior report. Finance staff continue to provide a high level of service to residents remotley during these challenging times.
2	Provincial Reporting	All Provincial Reporting Requirements are up to date. The Final Requirement for Fiscal 2020-21 is the FIR which staff are waiting on the Audited Financial Statements to complete. Once received, the FIR will be completed and submitted to the Province.
3	Tax Bills/Tax Sale	The Property Tax Financing Program deadline was extended to September 30th. We have received 3 applications to date. Also, a review of tax accounts will be conducted in the coming weeks to determine if any properties will need to go on the Tax Sale List for Fiscal 2020-21.
4	Audit	The Fiscal 2019-20 Audit is nearing completion with Draft Financial Statements being presented to the Audit Committee on September 17th. The entire Audit was conducted remotley this year. There were some challenges, but overall staff did a fantastic job at getting the Auditors the required information on a timely basis.

Clerk & Deputy CAO's Report - September 24, 2020 (Next Update Nov 26)

1	Temporary Vending/Events	Public Hearing Held August 6, 2020; Final Reading Passed by Council September 8, 2020.
2	2020 Municipal Election	Alternative Voting By-law given final reading July 30, 2020; October 3 -17, 2020 set as Advance Polling Period for Alternative Voting; October 10th and 13th set as advance poll days. 7 candidates for 6 Council seats to be elected-at-large; Mayoral seat will be acclaimed. Voter Information Letter (including Voter PIN) will be delivered to electors during the week of September 21st. An Assistant Returning Officer has been hired.
3	Plan Review	Community Engagement session #1 has been extended until October 5, 2020 and Community Vision and Engagement Summary to be delivered late November 2020; Current targeted interviews include staff, emergency services providers, seniors, and youth.
4	Communications and Public Engagement	New Town website soft launch September 18th; staff will continue to update and revise the website. Specific communications directed at the Election, alternative voting, Emergency Preparedness, GHG Reduction, and Municipal Tax Financing Program.
5	Council Support	Continued support of Council and Committee meetings; by-law review and passage procedure.

6	Projects	Installed the final 100 Trees:100 Years tree signs; Coordinated with BCAAF and Talking Trees regarding Communitree Tree Planting in October.
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By-law and Policy Review - September 24, 2020 (Next Update Nov 26)			
1	Outdoor Burning By-law	Target 08-Sep-20	Second and final reading September 8, 2020.
2	Temporary Vending By-law	Target 06-Aug-20	Public Hearing August 6, 2020. Second and final reading September 8, 2020.
3	Events By-law	Target 06-Aug-20	Public Hearing August 6, 2020. Second and final reading September 8, 2020.
4	Trees By-law	Target 31-Mar-21	Staff to prepare a report on drafting a Trees By-law in context of Plan Review.
5	Park By-law	Target 31-Mar-21	Staff to review Park By-law in context of Plan Review.
6	Off Premises Signage Policy	Target 31-Mar-21	Staff to review Off Premises Signage Policy in context of Plan Review.
7	CAO Performance Review Policy	Target 31-Jan-21	Staff to prepare a report on drafting a CAO Performance Review Policy.

8	Employee Conduct Policy	Target	Staff to review Employee
		31-Jan-21	Conduct Policy in relation to violence in the workplace.
9	Land-Use By-law and Municipal Planning Strategy	Plan Review Underway. Community Vision and Engagment Summary expected November 2020.	
PRESENTED FOR COUNCIL DIRECTION			

Service Statistics - Sept. 24, 2020 (Next Update Nov 26)			
1	By-law Enforcement	Aug-20	Parking Tickets: 0
		Still no parking enforcement due to pandemic. Development of compliant/enforcement plan for staff who may deal with compliance or enforcement issues. Enforcement calls regarding Dangerous and Unsightly, ATV in Jubilee Woods; smoke from commercial smoker; sidewalk encroachment; Temporary Vending.	
2	Police Services (founded & SUI occurences)	Apr-Jun	92 98 in Q1 2019-20
		Notes: None.	
3	Traffic (Speed Signage)	May, 2020	<u>95 Clearland</u> Av. Speed 41 / 50 Kph
		June, 2020	<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
		08-Aug-20	Residential: 266; Business: 10; Email: 144; Text: 174
		31-Jul-20	Residential: 242; Business: 12; Email: 133; Text: 159
		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 - Sept. 24, 2020 (Next Update Nov 26)

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 of facilities	Council									*			
		Fire Station project management / engineering assistance with the preparation of design-build tender documents contract awarded to Vigilant Management Inc. Feb 11, 2020. Design - build contract awarded to Roscoe Construction Ltd. Sept 8, 2020. Staff have applied for ICIP funding for Community Hall project on Council's direction.												

	Condition Assessments of Town Infrastructure	CAO/DOO	Ongoing
		FCM MAMP funding application resubmitted Jan 17, 2020; funding anticipated in 2020-21. 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.	

Optimize operations structure for efficient delivery of services	CAO to make recommendations to Council for optimal operations structure, including succession planning	CAO	Ongoing
	Implement an updated records management system	CAO	<div> <div></div> <div></div> <div></div> <div></div> <div>*</div> <div></div> <div></div> <div></div> <div>*</div> <div></div> <div></div> </div> <div> Reflected as a priority in 2020-21 business plan approved June 9, 2020. </div>
	Explore enhanced customer service opportunities, including maximization of technology	CAO	Ongoing

Economic and Community Development

			2018/19				2019/20				2020/21			
			Year 2				Year 3				Year 4			
General Action	Specific Action	Responsible	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Define the framework for an economic development strategy	Engage community partners in identifying potential areas of economic development in Mahone Bay	Council/Econ. Dev Committee							*					
		EDC discussion June 2020, 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 proposed GHG Reduction Plan action. EDC discussing steps to define framework for an economic development strategy for recommendation to Council's 2021-22 budget												
	Discussion with all partners as to the role of each in economic development to identify gaps in service	Council/Econ. Dev Committee									*			

Ensure that Town policies, practices, bylaws and other regulations foster growth and development	Staff to review existing and proposed bylaws and policies and make recommendations to Council	CAO	Ongoing											
	Planning Advsory Committee to review MPS and LUB - including overseeing a public engagement process - and make recommendations to Council	PAC/Consultant												
		Contract awared to Upland Planning and Design. 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.												

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 each out to MBTCC regarding wayfinding signage and the Wayfinding Signage project team consisting of Town staff and MBTCC representatives met on June 10. Council received a staff report in this regard at its regular meeting on June 25. Project team meetings continue; report on signage design RFP on Council's Sept. 24 meeting agenda.	

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								*				
		2020 municipal election proceeding with fully alternative voting as per Alternative Voting By-law approved in July, 2020.												

Develop a policy and framework to engage the public in Council activities and decision making	Adopt Public Engagement Policy	Council						*				
		Public Engagement Policy adopted at Council's July 30 meeting.										

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

						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			
Pursue Climate	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 has been assisting in survey data collection. Updated report anticipated to Council's Oct 13 meeting.															

Mitigation Strategies (reducing Town carbon footprint)	Adopt Targets and Develop Plan	Council/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>
	Katherine Dorey currently working to develop recommended targets as well as opportunities for reduction for inclusion in draft Community GHG Reduction Action Plan to Council's Oct 13 meeting. Staff have applied to Dept. of Energy Low Carbon Communities Program to support plan implementation in 2020-21.		
	Implement Plan	CAO/DOO	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div>*</div><div>*</div><div>*</div><div>*</div></div>








Undertake Climate Adaptation initiatives (implement further phases of the Harbour Development Plan)	Engage with waterfront property owners on Edgewater St.	CAO					*										
	Monitor and pursue funding opportunities for a storm surge abatement plan	CAO	Pursuing Investing in Canada Infrastructure Funding (Small Communities Component); staff recently updated CBCL Ltd. estimates for potential upcoming ICIP call for proposals. Funding for adaptation education activities included in 2020-21 budget; currently in discussions with Coastal Action regarding potential related opportunities supported by external funding.														
	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 RFP(s)	Council																*
		Funding not yet received; continues to be a priority in Council's 2020-21 budget. Letters sent to MLA/MP.																



Expand Green Energy Generation (continued development of Alternate Resource Energy Authority)	Work with AREA to conclude agreements and contracts supporting Town energy objectives	CAO	Ongoing
		Positive NSUARB decision on 2021 imports received. 2020 imports from NB Power begun Jan 1, 2020. Staff currently working closely with AREA partners and solicitors, responding to NSPI position re BUTU for wind / imports.	
	Continue to explore new renewable generation opportunities with AREA	CAO	Ongoing
		AREA progressing with Ellershouse windfarm expansion feasibility work (new test mast erected). Solar garden feasibility work complete; application submitted to Dept. of Energy ICIP for Climate Mitigation funding program. Community solar subscription report anticipated from AREA staff in October.	


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 - Sept. 24, 2020 (Next Update Nov 26)

	Total Cost	Town Cost		
1 Asset Management Initiatives	\$72,895	\$26,495		50%
	Notes: AM Committee meeting regularly. MAMP funding received 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 Oct. 2020.			
4 GHG Reduction Initiatives 2020-21	\$60,000	\$30,000		25%
	Notes: LCC Program funding application submitted.			
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 October 2020.			
6 Town Website Update	\$12,000	\$12,000		75%
	Notes: Website launched Sept. 18, 2020. Staff currently updating / troubleshooting.			

7	MPS / LUB Update - Year 1	\$80,000	\$80,000	<div><div></div></div>	25%
		Notes: Contract awarded to Upland planning + design, completion expected by July, 2021.			
8	Wastewater Rate Study	\$12,400	\$12,400	<div><div></div></div>	25%
		Notes: Study begun with consultant.			
9	Electric Utility "Grow the Load" Initiatives	\$8,000	\$8,000	<div><div></div><div></div><div></div></div>	75%
		Notes: AREA HOME Program / ambassadors community promotion begins Oct. 1, 2020.			
10	Electric Utility Rate Study	\$5,000	\$5,000	<div><div></div></div>	25%
		Notes: Consultant contracted in coordination with Riverport Electric Commission. Staff currently following Berwick rate application for information.			
11	Wayfinding Strategy / Signage	\$27,500	\$10,000	<div><div></div></div>	25%
		Notes: Provincial B&S funding (\$12,500) confirmed. Signage design RFP award recommendation on Council's Sept. 24 agenda.			
12	Waste Receptacles	\$12,000	\$12,000	Not Yet Begun	
		Notes: None.			
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 - Sept. 24, 2020 (Next Update Nov 26)					
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></div><div></div><div></div><div></div></div>	25%
		Notes: Staff report to Council with updated floorplans, estimates, etc. provided April 21, 2020. Additional update concerning external funding, status of renovations provided to Council's Sept 24 meeting.			
4	Build New Fire Station	\$3,709,263	\$67,472.75	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: Design-build contract awarded to Roscoe Construction Ltd. Sept 8, 2020.			
5	Resurface Fire Station Parking Lot	\$90,000		Not Yet Beun	
		Notes: Linked to above.			
6	Radios & Pagers	\$5,000		Not Yet Beun	
		Notes:			
7	New PPE	\$22,000		<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: Emergency Services Provider Fund application submitted.			
8	Pave Turning Loop on North Main St.	\$30,000		<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: Tender issued and Project Budget increased to \$30,000 based on Council Motion. Paving completed Sept 21, 2020.			
9	Transportation Project	\$200,000		<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: Council approved project July 14, 2020. Connect2 funding application submitted. Funding application also included with Bicycle NS ICIP AT infrastructure 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 Begun
		Notes:		
15	Replace Pumps - Station #2	\$10,000		Not Yet Begun
		Notes:		
16	Breakwater Repairs	\$8,500		Not Yet Begun
		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: HOME Program presentation on Council's Sept 24 agenda, to launch Oct 1. Staff continuing to work with Neothermal to develop ETS pilot for Mahone Bay.		
19	Solar Garden Development	\$5,205,684		Not Yet Begun
		Notes: Dept. of Energy ICIP funding application submitted.		
20	Fix / Repair Edgewater Lamps & Cemetery Fence	\$20,000		Not Yet Begun
		Notes: External funds not received. Postponed to consideration in 2021-22 budget process.		

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 / DMAH PCAP funding program.		
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	<div> <div>\$4,991.00</div> <div> <div></div> <div></div> </div> <div>50%</div> </div>
		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 Beaun
		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 Beaun
		Notes:		
15	Line Replacement - Long Hill Rd. to WTP	\$756,000		Not Yet Beaun
		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 Beaun
		Notes:		
4	New Transformers as Required	\$35,000		Not Yet Beaun
		Notes:		
5	Home Heating Programs (Utility Portion)	\$50,000		Not Yet Begun
		Notes: HOME Program presentation on Council's Sept 24 agenda, to launch Oct 1. Staff continuing to work with Neothermal to develop ETS pilot for Mahone Bay.		

6 EV Charges	\$60,000		Not Yet Begun
	Notes: NRCan funding announcement anticipated in Sept. 2020.		
7 Purchase Utility Chipper (50% Riverport)	\$40,000		Not Yet Begun
	Notes:		



Town of Mahone Bay

Staff Report

RE: Green Bin Collection

October 13, 2020

General Overview:

The purpose of this report is to provide Council with information about extending annual collection of green compost bins weekly through mid or end September.

Background:

At the September 24, 2020 regular Council meeting, Council received a request from a resident to extend weekly green compost bin collection through mid or end September; the resident specifically noted full compost bins following yard work on Labour Day weekend as the reason for the request. In response to the request, Council directed staff to review the request to extend annual collection of green compost bins weekly through mid or end September and report back to Council concerning feasibility and associated cost.

Analysis:

The three-month weekly collection of green bins in Mahone Bay, purple week on the attached schedule, is part of the contract between the Town of Mahone Bay and G.E.'s All Trucking Ltd. The Town's contract allows for three months of weekly pickup, which the Town has traditionally scheduled for June, July, and August, when the heat and humidity is highest, the intention being to reduce smell.

Staff have identified three possible options for compost collection: extending the collection into September; rescheduling the collection; or leaving the collection scheduled for June through August inclusive.

Extending Collection

If Council were to extend the weekly collection of green bins into the month of September, G.E.'s would be willing to provide that service; the addition service fees for the extra month would be \$1350 for 2021.

If Council were to choose this option, it could be implemented quickly and be added to the 2021 Solid Waste Collection schedule to be distributed to residents by mail at the end of 2020.

Rescheduling Collection

The Town of Bridgewater schedules their three-month weekly green bin collection for the months of July, August, and September. Council does have the option to reschedule the collection to a later date, but staff caution that

the same concerns about yard waste could arise for late spring yard work as gardeners prepare their gardens for the height of the growing season.

No Change

Council could also choose to not make any changes to the scheduling of the weekly collection schedule. In the September 26, 2019 Staff Report regarding the Solid Waste By-law, staff identified the June through August inclusive as the optimal time for the weekly collection. Since the September 2019 decision to stay with June through August collection, there has been no significant change to the factors that contributed to that decision.

Staff recommend continuing with weekly collections for the months of July through August inclusive and instead of extended weekly collection into September to accommodate additional yard waste, increasing the Town's public messaging regarding different options included in solid waste collection, such as leaving yard waste for collection in bundles or paper bags - and other appropriate alternatives for disposal of yard waste – in 2021 (acknowledging other messaging including COVID-19 has taken priority for 2020).

Financial Analysis:

The only option with financial implications would be the addition of an extra month of collection, at a cost of \$1350.

Links to Strategic Plan:

3.1 21st Century Infrastructure

- Optimize operations structure for efficient delivery of services

Recommendation:

It is recommended, that at the October 13, 2020 regular Council meeting:

THAT Council direct staff to send Mr. Frampton correspondence advising that weekly green bin collection will remain scheduled for the months of July through August inclusive and further that staff will include information about green bin alternatives for the collection of yard waste.

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO

Attached: 2020 Solid Waste Collection Schedule



Town of Mahone Bay

2020 Solid Waste Collection Schedule

- Green Week (Carts & Garbage)
- Blue Week (Paper & Recycling)
- Carts, Paper & Recycling
- Leaf & Yard Waste (Cart or Paper Bags)
- Christmas Trees (No tinsel or decorations)

- NEW in 2020**
- Electronics Collection
 - Wood & Metal Collection
 - FREE Curbside Giveaway Weekend

IMPORTANT NUMBERS

Emergency.....911
 Police 902-634-8674
 Power/Water/Sewer
 Interruption..... 902-624-8327
After Hours – Power/Water/Sewer
 After 4:30 pm call.....902-543-3251

January 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
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23	24	25	26	27	28	29

March 2020						
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22	23	24	25	26	27	28
29	30	31				

April 2020						
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May 2020						
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31						

June 2020						
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July 2020						
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August 2020						
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30	31					

September 2020						
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October 2020						
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November 2020						
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22	23	24	25	26	27	28
29	30					

December 2020						
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27	28	29	30	31		

For sorting information, please visit www.communityrecycling.ca or call 902-543-2991.
 Waste Collection inquiries should be directed to 902-543-1103.

NEW in 2020: Two bulky items may be placed curbside for collection on Green Week – no wood or metal.
 Wood and Metal Collection, Electronics Collection and a Free Curbside Giveaway have been added for 2020.

Please see the reverse for the 2020 Meeting Schedule



Town of Mahone Bay

Staff Report

RE: Solar Connectivity Policy

September 24th, 2020 **(Updated Oct 13th, 2020)**

General Overview:

This report is intended to provide Council with a recommended update to Town's Solar Connectivity Policy.

Background:

An issue has been identified with the way the Town's Solar Connectivity Policy has been applied to customers with rooftop solar installations which occasionally over or under produce to supply their own energy needs.

The issue arises from the application of the following clause in the Policy (policy attached as Appendix A). This clause is important for the protection of utility customers who benefit from lower cost renewable energy from utility-owned wind and solar but may also result in an undesirable negative for customers with rooftop solar installations.

5. Billing

- (a) Customers will be billed under the otherwise-applicable metered rate schedules of the Utility's Schedule of Rates for Electric Supply and Services.
- (b) There will be no compensation to the customer from the Utility for any excess power generated by the customer.
- (c) For clarity, if the electricity generated by the customer does not cover the energy used, the Utility will bill the customer for the Net Purchased Energy Requirement and for the applicable non-KWh monthly charges.
- (d) Any environmental credits which may be created through the generation of energy through solar connectivity will be for the benefit of the Utility.

This clause provides *that there will be no compensation to the customer for any excess power electricity generated by the customer and that if the electricity generated by the customer does not cover the energy used the Utility will bill the customer.* The Policy does not specify the period over which customer use will be netted against customer generation. Past practice has been to perform this reconciliation each billing period, resulting in the

customer losing excess power without compensation in periods of overproduction and having to purchase power in periods of underproduction.

Analysis:

The practice of performing a reconciliation of electricity generated and energy used for customers with rooftop solar installations each billing period results in the customer losing excess power without compensation in periods of overproduction and having to purchase power in periods of underproduction. This is financially beneficial to the utility (and therefore other utility customers) but negative for customers with rooftop solar installations.

In a review of other municipal electric utilities in Nova Scotia staff have found that the more common practice, to remove this negative for customers with rooftop solar while ensuring other customers remain protected, is to perform a rolling reconciliation where an overproduction of energy in one period can be applied to offset underproduction in a future period. Under this practice the utility still does not provide compensation for energy produced.

Staff provide the following amendment to the attached Solar Connectivity Policy to address this issue:

5. (b) There will be no compensation to the customer from the Utility for any excess power generated by the customer. Excess power generated in a given period will be credited toward usage in future periods.

Updated Oct 13

Alternatively the following amendment – emphasis added for report only – is provided should Council wish to maintain the current practice (performing a reconciliation of electricity generated and energy used for customers with rooftop solar installations each billing period) by policy:

5. (b) There will be no compensation to the customer from the Utility for any excess power generated by the customer. Excess power generated in a given period will **not** be credited toward usage in future periods.

Financial Analysis:

There is some cost to utility and utility customers associated with the Policy amendment presented herein however based on the current number of customers with rooftop solar installations the total annual cost is not significant.

Strategic Plan:**3.4 Environmental Sustainability**

- Pursue Climate Mitigation strategies (reducing Town carbon footprint)

Recommendation:

It is recommended that at its regular meeting on Oct 13th, after due consideration, Council resolve:

THAT Council amend the Solar Connectivity Policy as presented.
(**Updated Oct 13:** one of two options provided above)

Attached for Council Review:

- Solar Connectivity Policy

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO

Town of Mahone Bay
Policy #19
Solar Connectivity Policy

1. DEFINITIONS

Solar Connectivity – refers to a metering practice that enables electricity consumers to generate electricity from renewable, low-impact, solar power generators to offset part or all of their own electrical requirements without being compensated for any excess.

Customer – refers to customers who wish to connect a solar generating facility to meters. For the purpose of this policy, “customer” is defined as a single legal entity.

Class 1 Service – refers to a solar power generating facility of an aggregate nameplate capacity of up to 100 kW.

Utility – refers to the Town of Mahone Bay Electric Utility

2. Availability

(a) Solar Connectivity service is available to all Utility customers who:

- i. Are served from the Utility’s Distribution system
- ii. Are billed under Utility’s metered service rates
- iii. Install a qualifying generating facility, as defined under item a) in the Special Conditions Section 7. The maximum capacity of the customer’s generating facility will be sized to meet the expected annual consumption of the customer.

(b) Solar Connectivity service is not applicable for unmetered services.

(c) Solar Connectivity does require the electrician to apply for an inspection/permit through the Electric Utility.

(d) The customer must ensure that they are compliant with NSPI’s Interconnection Guideline for Class 1.

(e) The service is available on a first come, first serve basis.

(f) The applicant must provide a written request to the Utility to take this service.

3. Applicability

The service is applicable to any metered electric service accounts which are electrically connected to the same Utility Distribution Zone as the solar generator and which are owned by the same customer.

4. Distribution Zone

The Distribution Zone is defined as all Utility distribution feeders emanating from a single distribution supply transformer within a substation. The utility reserves the right to broaden this definition if in the opinion of the Utility this is justified by a customer-specific circumstance and is consistent with the spirit of the intent of this regulation.

5. Billing

- (a) Customers will be billed under the otherwise-applicable metered rate schedules of the Utility's Schedule of Rates for Electric Supply and Services.
- (b) There will be no compensation to the customer from the Utility for any excess power generated by the customer
- (c) For clarity, if the electricity generated by the customer does not cover the energy used, the Utility will bill the customer for the Net Purchased Energy Requirement and for the applicable non-KWh monthly charges.
- (d) Any environmental credits which may be created through the generation of energy through solar connectivity will be for the benefit of the Utility.

6. Metering

- (a) Metering for customers will require dual flow meters and the customers will be required to pay for the difference in metering costs.

7. Special Conditions

- (a) A Qualifying generating facility must meet the following requirements:
 - i. Utilizes only a solar renewable, low-impact source of energy as defined in the Renewable Electricity Regulations for the purposes of Section 3A of Chapter 25 of the *Electricity Act*.
 - ii. Has a manufacturer's nameplate rating of not more than 100 kilowatts, which the Utility has the right to verify through inspection or testing.
 - iii. Is located within the same Distribution Zone as all of the customer's premise(s) for which the customer is requesting electrical service in conjunction with this facility.
 - iv. The solar power generating facility shall meet all applicable safety and performance standards established by Measurements Canada, the Canadian Electrical Code, and NSPI's Interconnection Guidelines.
 - v. The customer shall adhere to all municipal zoning guidelines and permitting requirements of the Town of Mahone Bay and the Utility.
 - vi. The customer is responsible for all costs associated with their solar power generator facility

- (b) The generating facility and all wiring, equipment and devices forming part of it shall conform to the Canadian Electrical Code.
- (c) The customer is responsible for all costs of upgrades and/or additions to the Utility's electrical system required to connect the customer's generating equipment.
- (d) The customer shall be responsible for permit and inspection fees as outlined in section 7 of Schedule B of the Utility's Regulations for Electric Supply and Services.
- (e) The policy comes into effect upon passage by Town Council of the Town of Mahone Bay.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent to

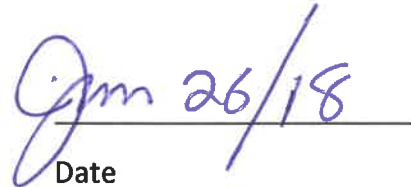
Consider {7 days minimum notice}:

January 9th, 2018

Date of Passage of Policy:

January 25th, 2018


Clerk/CAO


Date



Town of Mahone Bay

Staff Report

RE: Trees & Parks

October 13th, 2020

General Overview:

This report is intended to provide Council with recommendations relating to the management of Town trees and parks, as per direction from Council.

Background:

Council passed a number of related motions on June 25, 2020 which this report aims to address. While the full text of the motions can be found in the meeting minutes, the direction provided to staff was as follows:

- Staff to explore options to protect the aquatic gardens from future development as well as the possibility of developing and installing interpretive heritage signage.
- 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.
- 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.
- Staff to prepare a report on optimal timelines for drafting a new Trees By-Law in the context of the Municipal Plan Review process.

Analysis:

The Town of Mahone Bay and our trees and parks:

- Approximately 57% of the Town of Mahone Bay's 3.12 km² land base is currently forested;
- The Town owns and maintains over 20 acres of parkland along with two cemeteries, plus a similar amount of naturalized woodlands;
- We are responsible for hundreds of street trees and our electric utility and public works staff are responsible for maintenance of public and private vegetation impacting our infrastructure;

Council's direction regarding trees and parks comes at an opportune time. We're in the midst of various related projects which will inform and complement any tree or park specific regulation or initiative:

- We have begun an asset management program and identified the value in adding trees, forests and other natural assets to our asset database;
- We are in the process of developing a Community GHG Reduction Action Plan which will include consideration of the significant role played by trees and woodland areas; and,
- Our Plan Mahone Bay MPS/LUB review is currently ongoing, to be completed in the summer of 2021.

In consideration of the above context there are a number of related areas to review, as per Council's direction:

By-laws / Regulation

The Town's current Trees Committee By-law and Parks By-law are attached as appendices to this report. While these by-laws are outdated and significantly in need of updating, only their regulatory functions (concerning trees on private property and rules for municipal parks) require enactment through by-laws. The provisions of the by-laws respecting municipal service standards and advisory committees will be considered separately below, but when the by-laws are revised such provisions would be better implemented by policy (if at all).

In terms of regulations concerning trees on private property and rules for municipal parks, these should be aligned with the MPS/LUB which provides for broad regulation of private development – lot coverage and screening requirements for example – and stipulates the requirements of Park zoning. It is therefore recommended that the review and revision of these by-laws be scheduled to follow the approval of the revised MPS/LUB, taking the opportunity of the Plan Mahone Bay engagement process to assess public sentiments on the need for additional regulations. The conclusion of the MPS/LUB revision process is also the appropriate time to consider whether the resulting provisions for Park zoning adequately protect parkland from future development. As further considered below, a specific management plan for the aquatic gardens, for example, would consider the context of the revised MPS/LUB in determining if additional protections would be needed to ensure the long term health and sustainability of the asset.

Enforcement of such by-laws – particularly the regulation of trees on private property – would carry considerable costs. This consideration has led other municipalities such as the HRM to hold off on such regulations when they have been considered.

Incorporating natural assets into our asset management program, as recommended below, will further inform the need for such regulation to maintain the health of Mahone Bay's forest canopy.

Asset Management / Data Collection

Key to effectively managing the Town's trees, woodlands and other natural assets is understanding them. We currently lack sufficient data to develop informed plans and cost estimates. Taking an asset management approach to natural assets as recommended by the Town's Asset Management Committee would mean prioritizing data collection. An inventory of trees including location, species, condition, and other data along with assessments of our parks and naturalized areas focusing on ecosystem health and sustainability would allow for the development of specific management plans. Natural assets data collection would not only support the development of management plans for street trees and woodlands but would also inform the Town's Community GHG Reduction Action Plan.

Data collection would need to take place in the summer / fall of 2021 for appropriate conditions, allowing time to develop a funding proposal to FCM's Municipal Asset Management Program (MAMP). The Town has previously received funding from this program (80% to a maximum of \$50,000) but the FCM has announced that second time applications will be considered and indicated another application window is anticipated in January 2021.

Developing a MAMP proposal covering the Town's natural assets could include data collection as well as the development of management plans. On Council's direction staff will work with private sector and academic asset management contacts to develop this proposal for presentation to Council. In the short term staff have made contact with Dr. Peter Duinker as directed by Council and understand that he is currently working with the Talking Trees group on an informal review of Jubilee Park, which should further inform our MAMP proposal and the resulting management plan for Jubilee Park. Cost estimates would be included with the MAMP proposal, should Council support staff's recommendation in this regard. Should Dr. Duinker identify any issues in Jubilee Park requiring immediate action prior to the development of a management plan for the park staff anticipate addressing out of existing budgets and will report to Council in this regard.

Staff Training

Management plans will more specifically inform training and capacity needs. In the immediate term staff adherence to ANSI A300 Standards (https://www.tcia.org/TCIA/Build_Your_Business/A300_Standards/A300_Standards.aspx) would provide externally validated industry standards for Town staff. These are the standards adhered to by NSPI and the forestry contractors in their employ. Basic training and materials can be obtained out of existing budgets. In consideration of available resources we cannot expect to have an arborist on staff but we can contract for this service as needed. The Town will continue to employ a contracted arborist on major projects involving significant tree trimming and cutting. Staff further propose an annual tender for consulting arborist services, to review plans and advise at set rates, to be factored into the Town's 2021-22 budget.

Policy / Governance

While the above covers the primary staff recommendations for tree and forest management other considerations related to Council's direction include citizen / local expert participation (tree committee) and strategic governance. While the primary functions of the committee under the current Trees Committee By-Law (operational) are no longer committee functions under the Town's current administrative model, there remains a potential value to the establishment of an advisory committee under the Town's Committees Policy, which Council may choose to explore. Council may likewise wish to consider enshrining the actions relative to natural assets outlined in this report (data collection, management planning, regulation, etc.) in the strategic plan to be developed for the new 2020-2024 term.

Additionally Council's direction included reporting on the potential for interpretive signage at the aquatic gardens. Interpretive signage can certainly be designed and installed at the aquatic gardens or other Town parks (est. ~\$1,200 each). A need for improved signage for the aquatic gardens specifically – and Town parks more broadly – has been identified. Staff recommend referring improved park signage to Council's 2021-22 budget process for further consideration.

Financial Analysis:

As noted above MAMP can provide 80% funding to a maximum of \$50,000. On Council's direction staff will work with private sector and academic asset management contacts to develop realistic cost estimates (for data collection /

condition assessments and development of management plans) to support a proposed MAMP application and report back to Council in this regard.

Staff anticipate that other costs referenced above – adoption of A300 standard, immediate action on Jubilee Park subject to Dr. Duinker's recommendations, etc. – will be accommodated within 2020-21 Budget approved by Council May 12, 2020 or – such as improved park signage and consulting arborist costs – will be subject to the Council's 2021-22 budget process.

Strategic Plan:

3.1 21st Century Infrastructure

- Optimize Efficiency of Utilities

3.2 Economic and Community Development

- Enhance recreation and open space opportunities

3.4 Environmental Sustainability

- Preserve and enhance our natural spaces and assets

Recommendation:

It is recommended,

THAT Council direct staff to prepare a proposal for the FCM's Municipal Asset Management Program for data collection and the development of management plans for the Town's natural assets, to be presented for Council's consideration no later than January 2021.

THAT Council refer improved park signage to the 2021-22 budget process for further consideration.

Attached for Council Review:

- Trees Committee By-Law
- Parks By-Law

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO

A By-law to Establish a Tree Committee
for the Town of Mahone Bay

BE IT RESOLVED by the Town Council of the Town of Mahone Bay that the following By-law be enacted and that the Clerk forward two copies of it duly certified and sealed to the Minister of Municipal Affairs with a request for his approval hereof.

TREE COMMITTEE BY-LAW

1. In this By-law:

"Committee" means the Tree Committee of the Town of Mahone Bay established under this By-law.

"Council" means the Town Council of the Town of Mahone Bay.

2. The Council hereby establishes a Tree Committee.

3. The Committee shall be composed of seven (7) members, the Mayor and six (6) Councillors.

4. Appointments to the Committee shall be made annually, in the month of January.

5. Members of the Committee shall serve without remuneration.

6. The powers and duties of the Committee shall be as set out in Sections 173B - 173F inclusive of the Towns Act which are attached hereto as "Appendix A" and which form part of this By-law.

I, Kyle R. Hiltz, Town Clerk & Treasurer, for the Town of Mahone Bay, do hereby certify that the foregoing is a true copy of By-law passed at a duly called meeting of Town Council of the Town of Mahone Bay duly convened and held on the 8th day of October A.D., 1985.

Given Under The Hand of the Clerk and the Corporate Seal of the Town this 11th day of October, A.D., 1985.

DEPARTMENT OF MUNICIPAL AFFAIRS	
Recommended for approval of the Minister	
<i>[Signature]</i>	
Departmental Solicitor	
APPROVED this	23 th day
of October	1985
<i>[Signature]</i>	
Minister of Municipal Affairs	

[Signature]
.....
Kyle R. Hiltz, Town Clerk & Treasurer

"APPENDIX A"

173B

The duties of the Tree Committee shall be:

- (a) to formulate plans of street tree planting;
- (b) to ensure that trees on lands owned by the town are properly pruned, protected and repaired when deemed necessary and to recommend and encourage the proper pruning, protection and repair of privately owned trees in the town;
- (c) to recommend and encourage the planting of trees of suitable species at desirable sites within the town.

173C

(1) The powers of the Tree Committee shall include the power:

- (a) to enter upon any lands within the town for the purposes of spraying the trees thereon with insecticides and fungicides as approved and recommended by the Forestry Service of Canada;
- (b) to enter upon any lands within the town for the purpose of inspecting the trees thereon to determine whether the same are in a diseased condition or damaged to such an extent that they constitute a hazard to the safety of persons or property;
- (c) where a tree or limb on lands of the town is, in the opinion of the Committee, hazardous to persons or property, or so affected by disease or insect infestation as to endanger the life and health of trees in the vicinity, to remove the tree or limb;
- (d) where a tree or limb thereof on private lands within the town is, in the opinion of the Committee, hazardous to persons or property or so affected by disease or insect infestation as to endanger the life and health of trees in the vicinity, to order the owner of such lands to remove the tree or limb within thirty days of service upon him of a copy of the order.

(2) An order under clause (d) of subsection (1) of this Section shall be signed by the Chairman and Secretary of the Committee and shall contain a description of the location of the tree or limb thereof which the committee directs to be removed.

(3) A copy of such order shall be served personally upon the owner of such lands or may be served by mailing the same by registered mail postage prepaid to such owner at his last known place of residence or business.

(4) In the event of failure by the person so served with notice, to remove the tree or limb described in the notice within thirty days after service, any person authorized by the Committee may enter upon the land upon which the tree or limb is situate, without writ, warrant or other legal process and remove the tree or limb; and the actual cost of so doing may be recovered as a debt from the person, so served, by action brought by the Clerk in the name of the town with the approval of the council in any court of competent jurisdiction within six months after the cost is incurred.

(5) After notice has been served under subsection (3) of this Section any person who fails to comply with the terms of the notice shall be liable on summary conviction to the penalty prescribed by the Summary Proceeding Act.

(6) A person who has sustained damage as a result of the spray applied under clause (a) of subsection 91) of this Section may recover damages against the town.

173D (1) The owner of any tree or limb thereof who is dissatisfied with an order of the Committee ordering the removal of tree or limb, may within thirty days from the date of such order appeal therefrom to the County Court.

(2) Upon the appeal the Court may confirm, modify or set aside the order of the Committee.

(3) The giving of a notice of appeal shall act as a stay of proceedings until the appeal has been determined.

173E (1) The council may appoint such officials and employees as it may consider expedient for the efficient operation of the Committee, and provide for the remuneration of such officials and employees.

(2) The Committee shall at such times as may be required by council submit to council a written report of its operations.

(3) The Committee shall annually submit to council an estimate of its expenditures for the ensuing year and the said estimates or so much thereof as are approved by council shall be paid out of the general revenues of the town.

(4) The Committee shall not expend in any year a larger sum than that contained in its estimates as approved by council without having first obtained special permission of council.

173F (1) Any person who defaces, mutilates or cuts any tree on town property without having first obtained the written consent of the mayor, or of the Chairman of the Tree Committee if one has been established, is guilty of an offence and shall be liable on summary conviction to the penalty prescribed by the Summary Proceeding Act.

(2) Any such person is guilty of a separate offence for each tree so defaced, mutilated or cut.

MAHONE BAY PARKS BY-LAW

BE IT ENACTED by the Council of the Town of Mahone Bay as follows:

Short Title

1. This By-law shall be known as the "Municipal Parks By-law".

Definitions

2. In this By-law,
 - (a) "Committee" means the Mahone Bay Parks and Recreation Committee or designated assigns;
 - (b) "Director" means the Director of Parks and Recreation or designated assigns;
 - (c) "Town" means the Town of Mahone Bay;
 - (d) "Park" means any land, owned, leased or controlled by the Town of Mahone Bay, designated or used as parkland or as a trail, including gardens, playgrounds, sport fields, and beach areas;
 - (e) "Trail" includes walkways within a park or which abut a park and provide a means of access to a park;
 - (f) "Utility" means any corporation that provides water, power, telecommunication services, natural gas or other gas intended for use as a fuel;
 - (g) "Vehicle" means any vehicle as defined in the Motor Vehicle Act of Nova Scotia;
 - (h) "Watercourse" includes the bed and shore of every river, stream, lake, creek, pond, spring, lagoon or other natural body of water, and the water therein, whether or not it contains water or not, and all ground water.

Protection of Park

3. While in any park, no person shall do, cause or permit any of the following:
 - (a) add to, remove, destroy, defile, or damage any fauna or flora, or any park facility, structure, equipment, or sign;

- (b) indulge in any riotous, boisterous, violent, or threatening conduct, or use profane or abusive language;
- (c) play any game in an area where signs have been erected pursuant to this By-law prohibiting such use;
- (d) create a nuisance by spying, accosting, frightening, annoying or otherwise disturbing other persons;
- (e) abandon any animal or plant any tree;
- (f) foul or pollute any fountain or watercourse;
- (g) swim or bathe in a Park pond; or
- (h) permit a dog owned by him or her to be at large within a park.

Protection of Wildlife

4. No person shall molest, disturb, frighten, injure, kill, catch, trap, or ensnare any wildlife in a park unless it is performed by the police, fire department, or staff of the Department of Natural Resources in the course of their duties.

Fire

5. No person shall light an open fire without permission and in full compliance with all municipal by-laws and provincial acts and regulations.

Firearms and Offensive Weapons

6. While in any park, no person shall be in possession of or use any firearm, air gun, bow and arrow, axe or offensive weapon of any kind, except by permission.

Garbage

7. (1) No person shall dispose of or dump any garbage, litter, tree trimmings or any other refuse in a park except that which is generated through the normal use of the park and shall only deposit same in receptacles provided for such purposes.

(2) No person shall bring, carry or transport any waste, refuse or garbage into any park.

Camping

8. (1) Camping is prohibited in a park unless otherwise posted or by permission.

(2) No person shall erect or place in a park any thing for the purpose of temporary or permanent accommodation without permission.

Vehicles in Parks

9. (1) No person shall operate any vehicle within a park except wheelchairs, bicycles, Municipal or utility vehicles, unless otherwise posted, or by permission.

(2) No person shall ride a horse or bicycle in a park except on paths therefor.

(3) No person shall ride a horse or a bicycle within a park where a sign prohibiting the same has been posted.

Vending

10. (1) No person visiting or using a park shall sell or offer to sell, anything whatsoever, except by permission.

(2) No person shall sell refreshments, or other merchandise or take money for or operate any games, shows or amusements, or operate any business whatsoever in any park without first having obtained the consent in writing of the Director.

Signage

11. (1) The Committee may cause to be erected a sign or other devise specifying an area in any park where specific activities are permitted, prohibited or restricted.

(2) Every person in a park shall observe and obey every prohibition and restriction stipulated by a sign or other devise erected under the above-noted section.

(3) The Committee may cause to be erected any sign deemed appropriate in any park or on any trail including, but not excluding, interpretive, special event and commemorative signage.

Hours of Operation

12. (1) The Committee may cause to be erected signs respecting the hours during which a park is opened or closed.

(2) No person shall enter or use a park where the entry or use is prohibited by notice.

(3) No person shall be in a park at any time during the period 10 p.m. to 5 a.m. without permission.

Permission

13. Any permission required pursuant to this By-law shall be given by the Director in writing.

Permits

14. Any permits approved by the Committee as required within a park shall be given by the Director in writing, including, but not excluding, permits for special events, sports fields, and festivals.

Revocation of Permits

15. (1) The Director may cancel, revoke or suspend any permit where there is a violation of this By-law and any condition of any permit issued under the authority of this By-law.

Appeal Procedure

(2) Any person who has been refused a permit or whose permit has been revoked pursuant to the exercise of any discretion by the Director may appeal to the Committee.

(3) All appeals shall be in writing, in the form of a notice, and filed with the Municipal Clerk within 15 days of the refusal or revocation and shall clearly state the grounds for the appeal.

(4) The Committee shall choose to:

- (a) hear the appeal at a time and place as it determines, and may confirm the refusal or revocation by the Director; or
- (b) direct the immediate issuance or re-issuance of the permit by the Director.

Liability

16. Nothing in this By-law shall affect the Town of Mahone Bay's right to commence an action for damages incurred by the Town as a result of any of the matters regulated by this By-law.

Penalty

17. (1) Every person who violates or fails to comply with any of the provisions of this By-law or the conditions of any permit or order issued under this By-law is guilty of an offence and is liable on summary conviction to a penalty not exceeding \$10,000.00, or in default of payment, to imprisonment for a term not exceeding one year. Each day that the offence continues shall constitute a fresh offence.

(2) A person, who is alleged to have violated this By-law and is given notice of the alleged violation with the amount of the fine completed on the face of the notice, must pay a penalty in the amount of \$100.00 to the Town of Mahone Bay; provided that, said payment is made within a period of 14 days following the day on which the alleged violation was committed, and where the said notice provides for payment in this manner, may make such payment in full satisfaction, releasing and discharging all penalties and imprisonments incurred by the person for the violation.

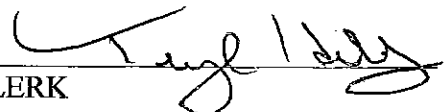
Repeal

18. The following By-laws and Ordinances are hereby repealed except insofar as they repeal any other By-law or Ordinance:

Mahone Bay Park Commission By Law

This is to certify that the By-law of which the foregoing is a true copy was duly passed at a duly called meeting of the Town Council of the Town of Mahone Bay held on the 13 day of June, A.D., 2000.

Given under the hand of the Town Clerk and under the corporate seal of the said Town this 31 day of August, A.D., 2000.


TOWN CLERK

to carry Mr. Sarty remains in. Some of the equipment will turn up, we're lucky," he said.

The truck contained spare parts, generators, welders, cutting torches, grinders and electric drills, power-saws, fuel and thousands of dollars worth of tools. "It took me 40 years to gather up them tools. So there's 40 years shot," he said. He also lost an Uptime kit valued at about \$4,000.

"That was a big loss," he said. It also cost him a breakdown early in the morning. His processor was down for a day because he didn't have the materials he needed to fix it. That's a major cost to a four a day operation.

lost two shifts just because of that kit gone," he said. "You don't know if you're not going to have until you get something."

Anyone with information is asked to contact Crime Service at 1-800-222-



Mark Sarty lost more than \$20,000 logging operation in East Dalhousie. It is hoped that some of those items will be recovered.



PUBLIC NOTICE

Town of Mahone Bay

Please take notice that on June 13, 2000, Council of the Town of Mahone Bay passed a Resolution adopting a Mahone Bay Parks Bylaw and a Mahone Bay Parks and Recreation Committee Bylaw. These Bylaws were prepared as a result of the dissolution of the Mahone Bay Park Commission by the new Municipal Government Act and Town Council's intention to have the existing Recreation Committee take over the role and responsibilities of the previous Park Commission. A copy of the Bylaws may be obtained from the office of the Town Clerk, 493 Main Street, during normal business hours.

Kyle Hiltz
Town Clerk

06517730

NOTICE

Harbour View Haven will be conducting an emergency evacuation exercise June 25, 2000 at 2 p.m. Volunteers will replace residents in this exercise. The plan calls for the evacuation and relocation of residents to the Lunenburg Fire Hall and will involve Harbour View Haven staff, local police and fire departments. Visitors and families are requested not to park in the visitors' parking lot during the exercise.

06517781

Cent. Filed Copy
K. Hiltz
Town Clerk



A meeting of the Age Friendly Community Committee for the Town of Mahone Bay was held on Monday, September 28, 2020 at 7:00 p.m. via video conferencing.

Present:

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

Absent:

Crystal Berkeley (regrets)
Joan Parks-Hubley

1. Approval of Agenda

A motion by Mr. Kangata, seconded by Ms. McCarron, "THAT the agenda be approved as presented."
Motion carried.

2. Minutes

A motion by Councillor Feeney, seconded by Mr. Matear, "THAT the minutes of the July 27, 2020 meeting be approved as presented."
Motion carried.

3. 2019 AFC Action Plan Updates

Staff Update re: Benches

Council accepted the Committee's recommendation and directed staff to develop a multi-year bench donation program. Add this item under ongoing interest on future agendas.

Arrange Consultation – Plan Mahone Bay

Committee discussed the possibility of having a committee consultation session with Plan Mahone Bay concerning the Town's development of a new Municipal Planning Strategy and Land Use By-law. Staff will contact Upland (Plan Mahone Bay consultant) to see if this can be arranged.

4. Review/Prioritize Action Plan Items

The committee discussed which action plan items might require capital expenditure and should be put forward well before the beginning of the 2021-22 budget process.

The committee decided to focus on housing issues (Councillor Carver and Mr. Kangata will bring information to the committee from the South Shore Housing Action Coalition), transportation, accessibility & connectivity of trails and sharing of information with the community.

Ms. Learning suggested that the committee consider a presence on social media. Ms. Redden will look into this possibility, in consideration of Town policy, and report back to the committee.

5. Updates Around the Table

Committee members shared updates concerning current initiatives in the community.

The meeting adjourned by motion at 8:21 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Penny Carver

Deputy Clerk, Kelly Redden

The regularly scheduled meeting of the Town of Mahone Bay's Asset Management Committee was held on Wednesday, October 7th, 2020 at 3:06 p.m. via Zoom.

Present:

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

Absent:

S. Veinot (with regrets)
A. Collery (with regrets)

Gallery:

Approval of Agenda

A motion by, Councilor N. Whynot seconded by R. Nowe **"THAT the agenda be approved as presented."** **Motion carried.**

Approval of Minutes

A motion by L. Hennigar, seconded by D. King , **"THAT the minutes of the September 17th, 2020 Asset Management Committee be approved as presented."** **Motion carried.**

Writing the Plan

CAO D. Heide reviewed with committee members the work that has been done to date with the Committee and how the Committee's November meeting would include a discussion of the Committee's work plan for 2021.

Communicating Asset Management

The Committee reviewed the Draft Posters and Fact Sheets for the following Asset Categories:

- Water Assets
- Wastewater Assets
- Electrical Assets
- Transportation Assets
- Stormwater Assets
- Recreation Assets
- Building Assets
- Public Assets
- Natural Assets

In addition, the Committee also reviewed Draft Process Posters for the following Asset Categories:

- Electric
- Water & Wastewater

A couple of minor adjustments were recommended by Committee members which will be made to the posters prior to their presentation to Council.

Members also reiterated the need for a final review of the posters in terms of font size, colour, contrast and readability, following Council's review of the final drafts, prior to public release. Staff will ensure this review is completed.

A motion by L. Hennigar, seconded by D. King , **"THAT the Committee recommend that Council approve the draft Asset Management Posters and Fact Sheets developed by the Committee for public distribution."**

Motion carried.

Committee Training

It was discussed that the AIM Network has an upcoming virtual conference on October 28th and 29th and Council and Committee Members are encouraged to attend. CAO D. Heide indicated that staff would register interested Committee, Council and staff members to attend following the upcoming meeting of Council on October 13th.

Next Meeting

November 19th, 2020 at 1:00 PM

The meeting adjourned upon motion at 3:52 PM

TOWN OF MAHONE BAY

Mayor David Devenne

TOWN OF MAHONE BAY

Town Clerk, Maureen Hughes

DRAFT

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
Video Conference
Wednesday, August 26, 2020 7:00 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor Bolivar-Getson
Councillor Moore
Councillor Garland
Alex Dumaresq, D. CAO

TOWN OF BRIDGEWATER

Mayor David Mitchell
D. Mayor Tanner
Councillor McInnis
Tammy Crowder, CAO

TOWN OF MAHONE BAY

Mayor Devenne
Dylan Heide, CAO

REGRETS

Tom MacEwan, CAO, Municipality of The District of Lunenburg
Councillor Nowe, Town of Mahone Bay
Councillor Feeney, Town of Mahone Bay

ALSO IN ATTENDANCE WERE

Siew Secord, COO
Tamara Fraser, Recording Secretary

1. CALL TO ORDER

D. Mayor Tanner called the meeting to order at 7:07 p.m.

2. APPROVAL OF AGENDA – Added Items

Moved by, Councilor McInnis seconded by, Mayor Mitchell to approve the Agenda as circulated. Carried.

3. APPROVAL OF MINUTES OF June 24, 2020, MEETINGS AS CIRCULATED

Moved by Mayor Mitchell, seconded by Mayor Bolivar-Getson, that the Minutes of the June 24, 2020, Municipal Joint Services Board meeting be approved as circulated. Carried.

4. NEW BUSINESS:

4.1 1st Quarter Update

Mrs. Secord reviewed the 1st Quarter Report. A copy was circulated with the Agenda.

Mrs. Secord reviewed the Solid Waste revenue she noted this has been an unusual year due to Covid-19.

Mayor Devenne entered the meeting at 7:20 pm.

Mrs. Secord advised there was a significant drop in commercial revenue and a slight increase in curbside collection. She noted she is forecasting for the year end. She added she is forecasting a slight decrease in revenue for the year, \$400,000 - \$450,000 revenue shortfall.

Mrs. Secord advised if the trend continues the Site will have to look at streamlining. She added the Controller and COO positions which have been budgeted for have not been filled yet, this will help reduce the personnel expenditures for year end.

She noted if the tonnage is low our tonnage going to Chester and Scotia Recycling will be low as well.

Mayor Bolivar-Getson inquired about C & D tonnage; is it up.

Mrs. Secord advised some big construction companies scaled down during the start of the pandemic. She added the Site has had a lot of residents bringing in C & D material; GE Environmental has not been bringing in the dumpsters.

Mayor Bolivar-Getson inquired if the Site's expenses were the same.

Mrs. Secord advised if tonnage is down then the Site's tipping & trucking fees will be lower.

Mrs. Secord reviewed the Solid Waste Management Report.

She noted wood and metal collection are only happening once this year; normally it happened in the Spring and Fall. As well, bi-weekly bulky collection started in April. As a result, this is reflected in the tonnage volume as well.

Mrs. Secord advised the activity at the Site didn't change much during the 1st Quarter. The only difference was the Site was closed on Saturdays.

Mrs. Secord reviewed IT Shared Services. She noted IT Shared Services will not be as affected by the pandemic. She noted service fees for LCLC, Mahone Bay Centre and YMCA were not billed for the 1st Quarter.

Mrs. Secord reviewed HR Shared Services. She noted there isn't a lot of changes here as it is mostly internal.

Mrs. Secord reviewed the Tonnage Report and Landfill to Keizer Meadow Report. She noted the tonnage is off to a slow start but should pick up in the next few months.

Moved by Mayor Mitchell, seconded by, Mayor Bolivar-Getson to adopt the 1st Quarter Report as submitted. Carried.

4.2 IT Security Audit

Mr. Muise gave an update on the IT Security Audit.

He advised the audit will cover the services provided to the Municipal Joint Services Board and its partners.

Mr. Muise noted there were 3 submissions for the RFQ; Grant Thornton, IOT Consulting, and Mariner Innovations. All submissions met the minimum requirements; thus, the proposal was awarded to the lowest bid IOT Consulting.

Mr. Muise advised IOT Consulting is working under a non-disclosure agreement.

Mr. Muise explained the audit process.

- Series of questions to determine how we measure up to security standards
- External penetration test
- Internal penetration test
- Final report to Board

Mr. Muise advised not all information gained from the audit will be shared with the Board, specifically, information gained from the security vulnerability tests, for example, if it is determined the MODL website is vulnerable to a specific hack or attack from the internet that will be dealt directly with the host of the website and not shared in the final report.

D. Mayor Tanner inquired if our customers want to subscribe to this service after they see our results would they be able to.

Mr. Muise advised this will test the shared components we would use to service another customer. It is a good tool to use. It makes us able to say, we had this done and here's the results.

Mayor Devenne wondered why, if the plan is to find if there are issues, why wouldn't the Board be made aware.

Mr. Muise noted the Board would be made aware of an issue in a specific area however if you make public the information, you basically make a road map of how to get into the network. He noted there will be a work plan as a result of the audit which will be reported to the Board.

Mr. Heide inquired about security changes with Townsuite. Is that something that is related to this audit.

Mr. Muise advised he has had some concerns with how Townsuite accesses some of our systems. He noted there are industry best practices that should be used when allowing a vendor to enter the system to make repairs, changes, or enhancements and Townsuite is not following those.

He added they are trying to establish a process to let us know when they are doing it and what they are doing. There have been times when Townsuite has upgraded software and it has then not worked, calls for performance issues with our Townsite

server due to Townsuite backing up a system at 10:00 am and because it's a shared environment it impacts all users. He noted we have to communicate to Townsuite how we're approaching these changes and in what manner those things will be done. We can't have one municipality making decisions that affect all users.

4.3 Controller Recruitment Completed

Mrs. Secord gave an update on the Controller recruitment.

She noted the position was posted through June and July. The top 5 candidates were interviewed. A second interview of 3 candidates, followed by a Site visit by the top 2 candidates.

The candidate selected, Varun Mehta, is currently working for the Region of Windsor. He has a master's degree in finance, finishing up his CPA in 2021; he starts September 28, 2020.

5. IN CAMERA

At 7:52 p.m., it was moved by, D. Mayor Tanner seconded by Mayor Bolivar-Getson, that the Municipal Joint Services Board go In Camera to discuss the following items:

5.1 Update re: TOL Settlement Agreement

5.2 Update re: COO Recruiting

Carried.

Municipal Joint Services Board In Camera in session.

At 8:05 p.m.; it was moved by Mayor Bolivar-Getson seconded by, D. Mayor Tanner that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Municipal Joint Services Board in session.

6. RECOMMENDATIONS/REFERRALS FROM COMMITTEES

7. CORRESPONDENCE

8. ADDED ITEMS:

9. Next Meeting Date – July 22, 2020

10. ADJOURNMENT

There being no further business at 7:55 p.m., it was moved by Councillor McInnis, seconded by Mayor Mitchell, to adjourn the meeting. Carried.

A handwritten signature in blue ink, appearing to read "Dan Devenne", written over a horizontal line.

MAYOR DEVENNE, CHAIR

A handwritten signature in blue ink, appearing to read "Siew Secord", written over a horizontal line.

SIEW SECORD, COO

Lunenburg County Seniors' Safety Program (LCSSP) – September 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. We continue to carry out as much service as we can via telephone and email with home visits occurring when necessary.

MONTH IN REVIEW:

- Nature of referrals cover a wide range of safety topics including, housing maintenance/repair issues, homelessness, transportation needs, housing/food insecurity, need for personal safety devices, elder abuse, financial scams, hoarding, social isolation, addictions, wellbeing, loneliness and general need of information and supports.
- This month we have received 4 referrals for individuals at risk of wandering. Project Lifesaver is a non-profit organization that offers a wrist/ankle bracelet radio-transmitter, to be worn by the individual at risk. If someone wearing a bracelet goes missing, teams are sent out with receivers to help find them. There is a \$300 start up cost for equipment and a monthly fee just under \$30 (for battery changes).
- LCSSP has served several clients at increased risk of financial abuse and hardship as financial management services are not available in our area to assist older adults living in the community.
- Brown Bag Lunch Program continues to provide a warm meal delivered 2ce/week to participating clients. This project is funded by the United Way and carried out by the Town of Bridgewater and Souls Harbour.

LCSSP Service in Municipal Units	% of Clients
MoDL	40%
MoDC	18%
Bridgewater	32%
Lunenburg	3%
Mahone Bay	7%
Unknown	0%

Data to Date	September
Total # of clients	103
# of clients receiving service	70
# of new referrals	21
# of home visits	10
# of door step deliveries/pick ups	5
# of closed files	10
One time needs	3

MEETINGS, GRANTS, PROJECTS & PRESENTATIONS:

- Fellow SSP's, Community Links & Department of Seniors bi-weekly meetings
- Weekly Flourish Coffee & Conversation Zoom meeting(s) – on hold
- Sept. 2nd, 2020, Legal Information Society of NS – Seniors' Legal Navigator orientation discussion
- Sept. 17th, 2020, Spark a Connection, Social Isolation and Loneliness webinar
- Sept. 22nd, 2020, Session on Advanced Directives and Personal Directives webinar
- Sept. 23rd, 2020 LCSSPS meeting scheduled
- Sept. 30th, 2020, Law Foundation of NS project – Mid-year report due
- The *NS SSP – Workplace Safety Tips* final copy will soon be made available to the Department of Seniors, SSP's and LCSSPS

LCSSP CLIENT EMERGENCY CONTINGENCY FUND (CECF) REPORT:

- The CECF was used to support clients with the following safety risks, moving costs, house cleaning, pest control issues, household emergency costs.

➤ September Expenses:	\$547.35
➤ September Credits:	\$0
➤ Month-end Balance:	\$1170.62