



TOWN COUNCIL AGENDA

November 10, 2020

7:00 p.m.

YouTube Live

Call to Order

1 Approval of Agenda

2 Minutes

2.1 Regular Meeting – October 13, 2020

3 Recognition of Outgoing Council

4 Adjournment

2nd Meeting will immediately follow the adjournment of the 1st meeting

New Council Swearing-in

Call to Order

1 Approval of Agenda

3 Delegations and Individuals

4 Correspondence – Action Items

4.1 Request to Fly Transgender Flag

4.1.a Town of Mahone Bay Flag Flying Policy

5 Correspondence – Information Items

5.1 NSFM – Monday Memo – October 12, 2020

5.2 NSFM – Monday Memo – October 19, 2020

5.3 MICA – Property Acquisition Announcement

5.4 NSFM – NSFM News October 2020

6 Staff Reports

6.1 Staff Report to Council – November 10, 2020

6.2 Staff Report to Council – Election 2020

7 Council Items

7.1 Mayor Devenne - Council Committee Appointments

8 Committee Reports

9 New Business

10 Adjournment



The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, October 13, 2020 at 7:02 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 C. O'Neill
Councillor J. Feeney
Councillor C. O'Neill
CAO, D. Heide
Town Clerk, M. Hughes

Gallery: online

1. Agenda

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

2. Minutes

A motion by Deputy Mayor Nauss, seconded by Councillor Bain, **"THAT the minutes of the September 24, 2020 regular council meeting be approved as amended."** **Motion carried.**

A motion by Councillor Carver, seconded by Councillor Feeney, **"THAT the minutes of the October 5, 2020 special council meeting be approved as amended."** **Motion carried.**

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

A motion by Deputy Mayor Nauss, seconded by Councillor O'Neill, **"THAT Council receive and file the above correspondence, numbered 5.1 to 5.3."** **Motion carried.**

6. Staff Reports

Council Report

Council received the Staff Report for October 13, 2020.

Green Bin Collection

Council received a staff report in response to Council's direction to review and report back to Council in respect to a request to extend weekly green compost bin collection through mid or end September.

A motion by Deputy Mayor Nauss, seconded by Councillor Nowe, **"THAT Council direct staff to send Mr. Frampton correspondence advising that weekly green bin collection will remain scheduled for the months of June through August inclusive and further that staff will include information about green bin alternatives for the collection of yard waste."** **Motion carried**

Solar Connectivity Policy

Council received a staff report presenting possible amendments to clarify the Town's Solar Connectivity Policy.

A motion by Councillor O'Neill, seconded by Councillor Carver, **"THAT Council amend the Solar Connectivity Policy to reflect that excess power generated will be credited toward usage in a future period."**

Councillor Bain	no	Deputy Mayor Nauss	no
Councillor Carver	yes	Councillor Nowe	no
Councillor Feeney	no	Councillor O'Neill	yes
Mayor Devenne	no		

Motion defeated.

A motion by Councillor Feeney, seconded by Deputy Mayor Nauss, **"THAT Council amend the Solar Connectivity Policy to clarify that excess power generated in a given period will not be credited toward usage in future periods."**

Motion carried.

Trees and Parks

Council received a staff report with recommendations relating to the management of Town trees and parks as per direction from Council.

A motion by Councillor Carver, seconded by Deputy Mayor Nauss, **“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 Town-owned natural assets, to be presented for Council’s consideration no later than January 2021.”**

Motion carried.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“That Council refer improved park signage to the 2021-22 budget process for further consideration.”**

Motion carried.

7 Council Items

7.1 COVID-19

Council members remarked that they had heard that while day-trippers helped offset the financial hardships for shop-owners in Mahone Bay, where 80% of visitors were local this was a hard year for accommodation providers.

8 Committee Reports

Age Friendly Community Committee

Council received the draft minutes of the September 28, 2020 meeting of the Age Friendly Community Committee.

Asset Management Committee

Council received the draft minutes of the October 7, 2020 meeting of the Asset Management Committee.

A motion by Councillor Nowe, seconded by Councillor Bain, **“THAT Council approve the draft Asset Management posters and fact sheets developed by the committee for public distribution.”**

Motion carried.

Municipal Joint Services Board

Council received the minutes of the August 26, 2020 meeting of the Municipal Joint Services Board.

Lunenburg County Senior Safety Program

Council received the September 2020 Monthly Report of the Lunenburg County Senior Safety Program.

A motion by Councillor O’Neill, seconded by Deputy Mayor Nauss, at 8:23 p.m. **“THAT Council go into Closed Session to discuss acquisition sale, lease, and security of municipal property as well as contract negotiations as permitted by MGA 22(2)(a) and (e) respectively.”**

Motion carried

Council came out of closed session at 9:08 p.m.

A motion by Councillor O'Neill, seconded by Councillor Bain, **"THAT Council authorize Mayor Devenne to sign lease agreements for the waterfront parking lots."**
Motion carried

Council adjourned upon motion at 9:11 p.m.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Clerk, Maureen Hughes

Maureen Hughes

From: Cynthia Sweeney <connect@simplygoodform.com> on behalf of Cynthia Sweeney <via+VGzyfDpK6h.sAdOcDpK6h@17hatsmail.com>
Sent: Tuesday, November 3, 2020 12:50 PM
To: Danielle Barkhouse; Allen Webber; Maureen Hughes; Kelley Cunningham
Cc: lunenburgpride@gmail.com
Subject: request flag raising and proclamation reading

CAUTION: This email originated from an external sender.

Hello Danielle, Allen, Maureen and Kelley;

I hope this email find you all well.

I had the pleasure of meeting some of you with Lunenburg PRIDE this summer and it is on behalf of Lunenburg PRIDE, I'd like to request a proclamation and flag raising of the trans flag to happen on **Transgender Day of Remembrance on Friday, November 20th, 2020.**

I have organized this the past few years through Pflag Halifax with the City of Halifax and it is a very meaningful and important flag raising for the community.

During Covid, one way this could happen in Chester, Lunenburg and Mahone Bay is to virtually record the flag raising with a member of Lunenburg PRIDE in attendance.

These would all then be shared on our FB pages.

I would also add your local flag raising to the Egale event page which shows events happening on this day around the world.

You're welcome to find [more information here](#).

Also, here is a link to the event which took place the [previous year\(s\)](#).

- Do you all have a transgender flag or would you need one supplied?
- I am happy to submit a written copy of the proclamation to be read and invite a member of the trans community to join us on the day;
- Is this possible to happen on Friday morning with the flag remaining up over the weekend and taken down on the Monday -- like in Halifax?
- What would you like from me to help make this happen?

I look forward to hearing from each of you and wish you a great day.

Kind regards,
Cynthia

Cynthia Sweeney
Pronouns: She/Her/Hers
Simply Good Form
The consultancy for beyond binary thinking
Diversity and Inclusion Training
Ph: 902-292-6331
www.simplygoodform.com
FB & Twitter: @SimplyGoodForm

For businesses and organizations wishing to
explore diversity, empower allies
and combat transphobia, xenophobia and homophobia.

APPENDIX A – APPLICATION FORM

Application for Flying a Community Organization's Flag – Town of Mahone Bay

Consideration will be given to the order in which applications are received.

Please note: To have an application placed on an upcoming Council agenda for approval, submit this form at least one month prior to the date being requested. Once Council reaches a decision, you will be advised by staff through the contact information you provide below. If approved applicants do not have flags available to be flown, the Town will work with the community organization to purchase the flags. Approved applicants will be requested to provide a jpeg of their flag, along with promotional text/media release. Approved flags may be dropped off at Town Hall.

Community Organization Requesting Flag to be Flown:

Flag to be Flown:

*provide/attach image with application.

Transgender Flag - we can provide in trust to be kept with your office for future

Significance of Flag:

*If additional space is required, please attach information to the application form.

Trans Awareness week is the week leading up to Transgender Day of Remembrance on Nov. 20, 2020. It is an international day of memorializing those within the trans community worldwide who have lost their lives in the past year. The trans community, and within this community trans women of colour, are the most marginalized community in the world. Recognizing this community and remembering brings visibility and awareness and with hope, breaks down stigma facing many trans children, youth and adults living, schooling and working along south shore communities and across Nova Scotia.

Requested Duration:

Friday, Nov. 20th to Monday, Nov. 23, 2020. Second choice: Monday, Nov. 15 to Sunday, Nov. 22, 2020 (to celebrate awareness week as well)

The following information will be used for communication purposes by the Town:

Contact Person: Cynthia Sweeney, Lunenburg PRIDE

Contact Address: connect@simplygoodform.com (email is best). Or address: 14 Lakeview Rd. Hemford NS

Contact Phone: 902-292-6331

Contact Email: connect@simplygoodform.com

Please indicate the dates of the period that your organization would like the flag to be flown, along with a second choice should the first choice be unavailable:

First Choice:

Second Choice:

Friday, Nov. 20th to Monday, Nov. 23, 2020. Second choice: Monday, Nov. 15 to Sunday, Nov. 22, 2020 (to celebrate awareness week as well)

FOR OFFICE USE ONLY

Date/Time Received:

Council Approval Required: ☐ Yes ☐ No If No, original approval date: _____

1. General Description

This policy is designed to establish a consistent protocol and management for the flying of flags on Town of Mahone Bay properties.

2. Purpose

The purpose of this policy is to provide clear direction with regards to flag etiquette, flags to be flown, and maintenance of flags on Town properties.

3. Town-Owned Flagpoles

The Town will fly the Canadian Flag, the Province of Nova Scotia Flag, and Town of Mahone Bay flags only on their flagpoles, notwithstanding Article 4. Decorative flags hung on Town buildings, etc. will be excluded from the guidelines established by this policy.

4. The Town of Mahone Bay receives requests to fly flags in recognition of a variety of events and organizations. To enable the Town to satisfy these requests the Council of the Town of Mahone Bay has adopted the following guidelines for the flagpole located at the Michael O'Connor Memorial Bandstand.

- a) This flagpole will be designated for groups and organizations who request that their event flag be flown for a specific period of time.
- b) The maximum period of time for a single flag to be flown is one month.
- c) Applications must be received in writing (Appendix A – Application for Flying a Community Organization's Flag) from community organizations wishing to have their flag flown. Applications are to be submitted a minimum of one month prior to the date the group would like the flag flown. A calendar will be maintained by staff to track availability. Consideration will be given to the order in which requests are received.
- d) All applications will require approval by Council when received. Annual recurring requests will not require Council approval in subsequent years; applicants must still apply annually.

- e) The Town will maintain the flags of community organizations that annually submit applications (Appendix B - List of Reoccurring Flags) in the Town's flag inventory.
- f) The community organization will provide the flag to be flown. The Town will not fly a flag that is in poor condition.
- g) The Town will not approve applications from community organizations in support of:
 - o Political parties;
 - o For-profit corporate entities;
 - o Religious groups; and
 - o Community groups or organizations that support social or racial intolerance, violence, or hatred.
- h) The public will be advised of the significance of the community organization's flag being flown through communication efforts on the part of the Town.
- i) When there is no community organization's flag on the flagpole, a Town flag will be flown.
- j) Notwithstanding the above policy, the Town of Mahone Bay will fly the appropriate flag on the occasion of a visiting dignitary; the flag will be flown for the duration of the visit to the Town of Mahone Bay.

5. Flags at Half Mast:

Flags on Town-owned flag poles will be flown at half-mast to mark the passing of those detailed below for a period four days from the notification of the individual's death or until sunset on the day of the funeral, whichever comes first.

- a) **Recognition of Prominent Public Figures:** The passing of any of the prominent public figures listed below:
 - i. Across Canada and abroad on the death of:
 - 1. The Sovereign, or a member of the Royal Family related to the Sovereign in the first degree (spouse, child, parent, sibling)
 - 2. The Governor-General or a former Prime Minister
 - ii. Within the Province on the death of the current:
 - 1. Lieutenant Governor
 - 2. Premier

iii. Within the Town of Mahone Bay on the death of:

1. Mayor or former Mayors of the Town of Mahone Bay
2. Councillors or former Councillors of the Town of Mahone Bay

- b) **Recognition of persons from Lunenburg County whose duties can be described as “Protective Services”, including but not limited to RCMP, and Firefighters:** Flags will be flown at half-mast for the passing of persons in or from Lunenburg County, whose lives are lost while active members
- c) **Recognition of Town Employees:** When an employee of the Town dies while actively employed, the flag shall be flown at half-mast.
- d) **Recognition of Canadian Military Personnel:** Flags will be flown at half-mast to mourn the passing of local members of the Canadian Military whose lives are lost while on active duty, in consultation with Royal Canadian Legion Branch 49.
- e) **Other Circumstances:** Flags will be flown at half-mast to mourn lives lost in tragic national and international events. In such cases, a decision to lower the flag and the period during which it remains at half-mast will mirror the practice of the Province of Nova Scotia.

6. Procedure:

- a) Any citizen, member of Council, or member of staff of the Town of Mahone Bay who becomes aware of an individual deserving of recognition under this policy, should contact staff of the Town as soon as possible to inform them of the name of the individual, the individual's qualifications for recognition under this policy, and the date of the funeral or memorial service.
- b) Staff will make arrangements to have the flag properly lowered and flown at half-mast in accordance with the policy.
- c) Staff will make arrangements to distribute information to Council and staff by email to explain why the flag is at half-mast.

7. Town flags:

- a) The Town of Mahone Bay has determined where Town flags can be flown.
- b) Town flags are reserved for uses determined by council by policy or motion.
- c) Designated public buildings (Provincial and Federal Governments, Royal Canadian Legions, Fire Departments, Community Halls, Schools, Libraries, etc.) may fly Town flags.

- d) The Nova Scotia Federation of Municipalities (NSFM) may fly a Town flag.
- e) Town flags may be loaned on a temporary basis for a major community function upon the approval of the Council of the Town of Mahone Bay or the Chief Administrative Officer.
- f) Other uses of Town flags are to be determined by the Council on an "as requested" basis. All requests to fly Town flags on commercial property shall be determined by the Council of the Town of Mahone Bay.

8. Maintenance of Flags:

- a) All flags must be maintained in a condition fitting their significance. Frayed flags should be replaced and/or repaired at once.
- b) When a flag is in such condition that it is no longer a fitting emblem for display, it should be destroyed in a dignified manner.

Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] February 11, 2020

Date of Passage of Policy February 27, 2020



Town Clerk

March 13, 2020

Date

APPENDIX A – APPLICATION FORM

Application for Flying a Community Organization's Flag – Town of Mahone Bay

Consideration will be given to the order in which applications are received.

Please note: To have an application placed on an upcoming Council agenda for approval, submit this form at least one month prior to the date being requested. Once Council reaches a decision, you will be advised by staff through the contact information you provide below. If approved applicants do not have flags available to be flown, the Town will work with the community organization to purchase the flags. Approved applicants will be requested to provide a jpeg of their flag, along with promotional text/media release. Approved flags may be dropped off at Town Hall.

Community Organization Requesting Flag to be Flown:

Flag to be Flown:

*provide/attach image with application.

Significance of Flag:

*If additional space is required, please attach information to the application form.

Requested Duration:

The following information will be used for communication purposes by the Town:

Contact Person:

Contact Address:

Contact Phone:

Contact Email:

Please indicate the dates of the period that your organization would like the flag to be flown, along with a second choice should the first choice be unavailable:

First Choice:

Second Choice:

FOR OFFICE USE ONLY

Date/Time Received:

Council Approval Required: ☐ Yes ☐ No If No, original approval date: _____

Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Tuesday, October 13, 2020 4:32 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo on Tuesday!

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from an external sender.



Long Service Awards

Congratulations to all our members celebrating milestone anniversaries!

10 Years

Councillor Jim Mustard, County of Inverness

15 Years

Councillor Eric Bolland, Town of Kentville

Councillor Marshal Hector, District of Chester

16 Years

Mayor Trish Stewart, Town of Oxford

Councillor Dawn Thompson, Town of Oxford

Councillor Wade Adshade, Town of Oxford

20 Years

Councillor David Parker, District of Pictou

Councillor Chester Dewar, District of Pictou

Mayor Ralph Hadley, Town of Mulgrave

Warden Ronnie LeBlanc, District of Clare

Councillor Donnie MacDonald, County of Antigonish

Councillor Calvin d'Entremont, District of Argyle

Councillor Bill McInnis, Town of Bridgewater

Councillor Terry Rhindress, Town of Amherst

22 Years

Councillor Cecil Brannen, Town of Clark's Harbour

30 Years

Deputy Warden Wayne Murray, District of Pictou

The notice for submissions went out early in September with awards being sent by mail to the municipalities late last month.



And the winners are ...

Congratulations to Mayor Sandra Snow, Kentville, and Councillor Ronnie Bachman, Town of Lunenburg. They each win a Tims gift card worth \$25.

Mayor Snow was the first person to complete NSFM's Members Survey 2020. She finished filling out the survey about 15 minutes after they were circulated to members on Sept. 23.

Councillor Bachman was chosen this morning in a random draw done by CEO Juanita Spencer from all the entries completed by the survey deadline of October 9.

To the winners - your gift cards are

now in the mail!

And to everyone else - thank you for taking part in this year's survey!



Good luck to our members

Municipal elections are just four days away.

Did you know that 46 of Nova Scotia's 49 municipalities are going to the polls this year? The following municipalities are sitting this one out:

- The region of **Windsor-West Hants** voted for their 12-member council when the two municipalities amalgamated in the spring.
- The **Town of Middleton** – the entire six-member council, and mayor were acclaimed
- The **Town of Lockeport** – the entire four-member council, and mayor also acclaimed.

The remaining 352 positions in the other 46 municipalities are up for grabs and there are more than 750 candidates running to fill those seats. Good luck!



The 2020 Sustainable Communities Conference is your opportunity to learn, connect and celebrate with Canadians from coast-to-coast-to-coast who are tackling climate and environmental challenges and building toward a better future. On October 20-22, join a group of sustainability champions, leaders and experts – simply by finding a comfortable spot at home and logging in.

[Check out the Program-at-a-Glance](#) and start thinking about your own personal conference schedule. From inspiring speakers to expert panel discussions to interactive workshops to a variety of networking opportunities, the SCC 2020 schedule has something for everyone.

[Learn more and register today by clicking here.](#)

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



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES



This email was sent to clerk@townofmahonebay.ca

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

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



Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, October 19, 2020 4:52 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's October 19 Monday Memo

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from an external sender.

[View this email in your browser](#)



Thank you for stepping up

NSFM congratulates HRM Councillor Waye Mason, Town of Yarmouth Mayor Pam Mood and County of Kings Deputy Mayor Emily Lutz - our past president, president and VP - in their re-election wins Saturday night.

Also re-elected or acclaimed are NSFM board members including: Town of Port Hawkesbury Mayor Brenda Chisholm-Beaton, Westville Mayor Lennie White, County of Colchester Deputy Mayor Geoff Stewart, and District of Yarmouth Councillor Patti Durkee. Alain Muise, the CAO of the District of Argyle, is the AMA Representative.

More than 750 people put their names forward to run for local government across Nova Scotia.



New NS Board Members at FCM

The Federation of Canadian Municipalities recently announced its board of directors for 2020-21, including new President Garth Frizzell, a councillor in the City of Prince George, BC.

The Nova Scotia board members are: Yarmouth Mayor Pam Mood, Halifax Councillor Lindell Smith, Bridgewater Mayor David Mitchell, and Municipality of Colchester Councillor Tom Taggart. The past president of FCM is Halifax

Coun. Bill Karsten.



2020 Atlantic Asset Management Conference

Atlantic Infrastructure Management Network (AIM) will host its 2020 conference online Oct. 28-29. It features highlights including the State of Asset Management in Atlantic Canada and speakers from NS municipalities including Mahone Bay's Mayor David Devenne and CAO Dylan Heide.

For more information, click here: <https://www.aimnetwork.ca/2020conference>

Sustainable Communities Conference 2020

The 2020 Sustainable Communities Conference is a timely opportunity for champions of local sustainability solutions from across the country to discuss, problem-solve and incubate responses to our shared challenges together.

This year's conference is fully virtual and takes place this week for just \$70 for members. For information, see: <https://fcm.ca/en/events-training/conferences/sustainable-communities-conference>



Committee Vacancy – Nova Scotia Municipal Finance Corporation (MFC) Board of Directors

The Opportunity: There is an opening for an NSFM appointee on Nova Scotia's MFC Board of Directors. All of the MFC's Directors are appointed by the Governor-in-Council at the request of the Minister of Municipal Affairs and Housing, and it is necessary that an Order-in-Council naming the future Director be issued so the corporation can carry out functions requiring Board approval. We are asking all interested parties to submit their applications no later than 4:30 p.m. on November 23rd, 2020.

What is the MFC: The Municipal Finance Corporation is a Crown Corporation of the Province of Nova Scotia which provides financing for municipalities and municipal enterprises. The Board of Directors is responsible for managing the affairs of the Corporation. The mission of NSMFC is to provide capital infrastructure financing to clients at the lowest available cost, within acceptable risk parameters, and to provide financial management advice and assistance to clients. The enabling legislation is
here: <https://nslegislature.ca/sites/default/files/legc/statutes/municipal%20finance%20corporation.pdf>.

Preferred Qualifications for Board Members: knowledge and experience in one or more of the following areas:

- financial background in capital debt markets
- investments and municipal finance
- an understanding of client needs
- experience in the role of a director of a corporation
- ability to show good judgement

- sound decision making skills

Term of Appointment: Three years

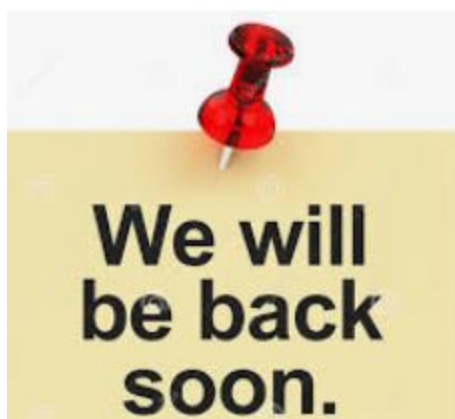
Frequency of Meetings: Six to eight (6-8) meetings are held per year. On occasion there may be a need for a conference call which would be issue specific and shorter in length.

Location of Meetings: Meetings are currently being held remotely, but a return to in-person meetings in Halifax may occur as and when permitted by public health measures.

Honorarium: MFC provides an honorarium of \$100 per meeting, whether the meeting is held remotely or in-person. When in-person meetings are once again permitted by public health measures, MFC will cover travel expenses in addition to the \$100 honorarium.

If you are interested in putting your name forward for consideration for appointment, please forward a letter to NSFM outlining your qualifications and why you would like to serve on the Municipal Finance Corporation Board of Directors. Submissions must be forwarded to NSFM at info@nsfm.ca by no later than 4:30 p.m. on November 23rd, 2020.

For more information on the Nova Scotia Municipal Finance Corporation go to <https://www.nsmfc.ca/>



NSFM bids farewell and good luck to Amy Pugsley Fraser

NSFM would like to express sincere appreciation to Amy Pugsley Fraser for her excellent work over the past 14 months as our Communications Manager. Amy was instrumental in ramping up the organization's

communications and social media. We wish her all the best in her new position with the Office of the Auditor General of Nova Scotia and her future endeavors.

While we transition to filling the position, the Monday Memo will be on hold. Look for the next edition in your inbox in a few weeks!



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES



Copyright © 2020 NSFM, All rights reserved.

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).

This email was sent to clerk@townofmahonebay.ca

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

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





MICA MISSION:

To protect and conserve the natural environment of the islands and shoreline of Mahone Bay and the traditional, social and recreational opportunities valued by its various communities.

October 16, 2020

Town of Mahone Bay

PO Box 530
492 Main Street
Mahone Bay, NS
B0J 2E0

Attn: Mayor David Davenee

Re: PROPERTY ACQUISITION ANNOUNCEMENT

Dear David ,

We are very pleased to announce that MICA and the Municipality of the District of Lunenburg (MODL) have entered into a partnership agreement for the acquisition of prime waterfront property located on Mahone Bay. The purchase of the property took place on October 9, 2020. Details as per attached.

We have previously announced that due to COVID-19, our 18th Annual Gala Dinner and Auction (GDA) originally scheduled for Friday November 13th at Oak Island Resort has been cancelled. The GDA has been our major fundraiser typically raising in excess of \$50,000 and has been crucial in allowing MICA to have participated in our past joint island and island property acquisitions. We thank you and appreciate your company's past support of this event.

MICA's financial commitment for this acquisition is \$262,500 plus associated legal fees. We need to fundraise \$ 52,500 by March 31, 2021 to meet the balance of our financial obligation.

We are respectfully asking for a donation of \$1,000 that will be used to support this acquisition. Payment can be made by cheque to MICA, PO Box 427, Mahone Bay, NS B0J 2E0 or online at www.mahoneislands.ns.ca through PayPal or CanadaHelps.org.

In turn your company will receive:

- Promotion on our web site with a link to your web site for the year.
- Promotion at **MICA** events during the year.
- A certificate of appreciation for past corporate supporters and a framed certificate of appreciation for new corporate supporters.
- A tax receipt.

We have taken the liberty of enclosing a 'pro-forma invoice'. Receipts will be provided. Funds raised additional to this amount will be retained and used for future acquisitions.

MICA extends a sincere and hearty 'thank you and congratulations' to our members, our private supporters, our corporate supporters, our Gala Dinner and Auction supporters, the Province of Nova Scotia, our countless volunteers and our partners in this acquisition, the Municipality of the District of Lunenburg.

Thank you for your consideration.

If there are any questions, please contact any of the undersigned.

Yours sincerely,

MAHONE ISLANDS CONSERVATION ASSOCIATION

Corporate Support Committee



Martin Balcome
Martin@bmilttd.ca
902-543-4395



Georg Ernst
Georg.Ernst@ca.gt.com
902-521-1140



Bryan Palfreyman
palfreyman@eastlink.ca
902-627-1091



John Meisner
john@abco.ca
902-634-8821

PO Box 427 | Mahone Bay | Nova Scotia | B0J 2E0 | www.mahoneislands.ns.ca

Enclosures:

- a. Pro forma invoice
- b. Oakland Project Release
- c. MICA Fact Sheet
- d. 2019 MICA Corporate Supporters

Mahone Islands Conservation Association (MICA)



MICA MISSION:

'To protect and conserve the natural environment of the islands and shoreline of Mahone Bay, and the traditional, social and recreational opportunities valued by its various communities.'

PO Box 427

Mahone Bay

Nova Scotia B0J 2E0

www.mahoneislands.ns.ca

INVOICE

In appreciation of your support, please consider this as an *'Invoice'* for your records.

Town of Mahone Bay

October 16, 2020

Attention: Mayor David Davenne

Re: MICA 2020 Corporate Support

Total Due: \$1,000.00

Sincerely and thank you,

MAHONE ISLANDS CONSERVATION ASSOCIATION



Mahone Islands Conservation Association

PO Box 427, Mahone Bay, Nova Scotia B0J 2E0

www.mahoneislands.ns.ca

MICA MISSION:

To protect and conserve the natural environment of the islands and shoreline of Mahone Bay and the traditional, social and recreational opportunities valued by its various communities.

To: MICA Members

PROPERTY ACQUISITION ANNOUNCEMENT

The Mahone Islands Conservation Association (MICA) Board of Directors is very pleased to announce that MICA and the Municipality of the District of Lunenburg (MODL) have entered into a partnership agreement with respect to the acquisition of prime waterfront property located on Mahone Bay. The purchase of the property took place on October 9, 2020.

This shoreline property located in Oakland, totaling nearly 2 acres, features a beautiful beach, a partial seawall, a pond and wetland area and a significant portion of undeveloped natural landscape.

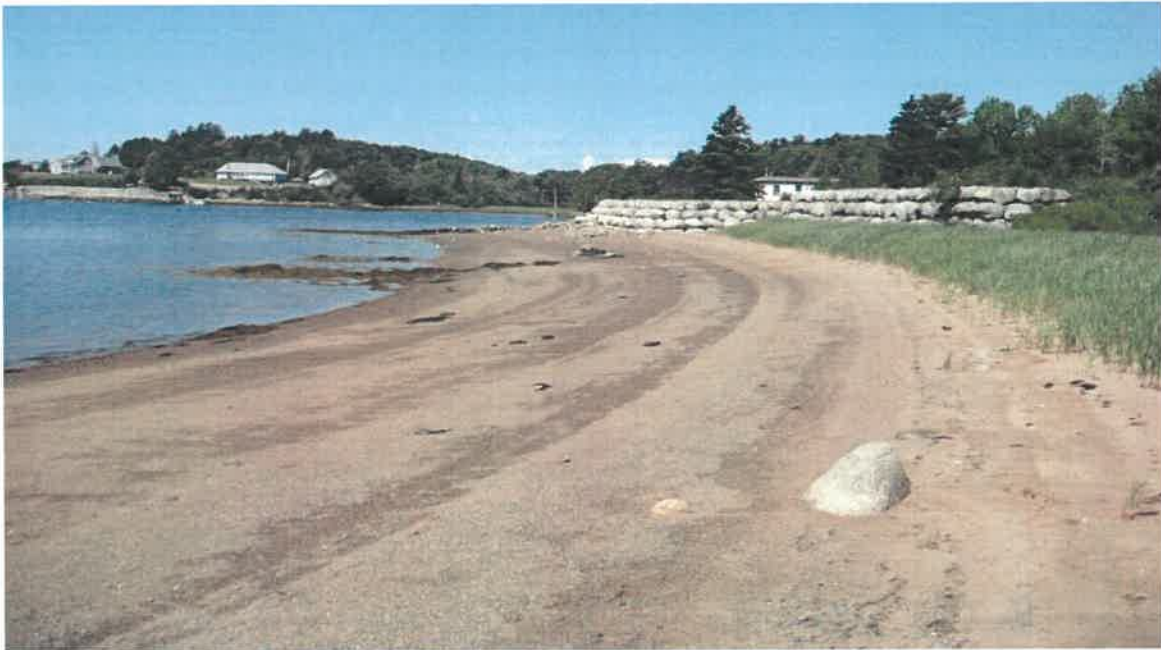


MODL will hold title and MICA will have an advisory stewardship role for the property, similar to the existing MICA islands.

The vision for the property is to maintain it in essentially its natural state with minor landscaping improvements in due course to help facilitate property access and enhance conservation values. The concept of 'LEAVE ONLY YOUR FOOTPRINTS' will be employed, similar to the MICA islands and the goal of 'Property Users are the Property Stewards' will be the guiding principle for its usage.

The property complements the 18 MICA islands and parts thereof in Mahone Bay previously acquired in partnership for conservation and traditional public use.

This is MICA's first joint acquisition for mainland property and very much supports the MICA Mission. It is nearby Andrews Island, the first MICA island.



MICA is also very pleased to advise that, included in this acquisition, is the adjacent across the road upland property. This property consists of a substantial field which flows towards a wetland marsh and pond known locally as the Sweet Marsh. The intention is that this property be treated as a conservation area as well.

MICA has been very active for over three years in pursuing this important acquisition. We are therefore very delighted to have finally succeeded. We appreciate and recognize the strong working relationship that we have developed with MODL, Tom MacEwan CAO, and with the support of Mayor Bolivar-Getson and Council.

MICA's financial commitment for the acquisition is \$262,500 plus associated legal fees. We need to fundraise \$ 52,500 by March 31, 2021 to meet the balance of our financial obligation.

We respectfully ask that you donate toward this exciting acquisition.

You may do so by cheque to MICA, PO Box 427, Mahone Bay, NS B0J 2E0, or online at www.mahoneislands.ns.ca through PayPal or CanadaHelps.org. Receipts will be provided. Any funds raised additional to this amount will be retained by MICA and used for future acquisitions.

In summary, this is the third partnered acquisition project in which MICA has partnered with MODL. The first, in 2007, was the Northern end of Masons Island; the second, in 2014, was the big cove central portion of Masons Island which also included the Province of Nova Scotia such that MODL ended up with the Wiles Lake Department of Lands and Forestry Depot.

MICA extends a sincere and hearty 'thank you and congratulations' to our members, our private supporters, our corporate supporters, our Gala Dinner and Auction supporters, the Province of Nova Scotia, our countless volunteers and especially our partners in this acquisition, the Municipality of the District of Lunenburg.

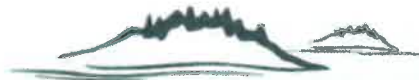
Together we are creating a legacy.

Thank you and congratulations,

MICA Board of Directors

Oct 9, 2020





Mahone Islands Conservation Association

MICA MISSION:

To protect and conserve the natural environment of the islands and shoreline of Mahone Bay and the traditional, social and recreational opportunities valued by its various communities.

MICA WEB SITE: www.mahoneislands.ns.ca

MICA FORMATION:

- Formed by local residents in fall of 2002 in response to the accelerated private development of many of the Mahone Bay islands.
- Registered non-profit society with charitable status.
- Volunteer Board of Directors and volunteer work efforts.

MICA PARTNERED ISLAND ACQUISITIONS and DONATIONS: *(Reference photos on back)*

PROJECT	TIMING	PARTNER	TITLE HOLDER
• Andrews Island	Fall 2005	PNS	PNS
• Backmans Island	Spring 2007	PNS	PNS
• Covey Island	Spring 2007	PNS	PNS
• Masons Island (northern end)	Fall 2007	MODL	MODL
• Long, Dry, Snipe and Centre Islands	Fall 2007	Donation by LIPS	PNS
• Sacrifice Island	Spring 2009	PNS	PNS
• Shag Island	Spring 2012	PNS	PNS
• Bella Island	Fall 2013	PNS	PNS
• Masons Island (big cove and center)	Fall 2014	MODL,PNS	PNS
• Little Duck Island	Fall 2014	MICA	MICA
• Squid Island	Spring 2015	PNS	PNS
• Goat Island	Spring 2015	Donation by the McLennan family	PNS
• Zwicker Island property	Fall 2016	Donation by the Cluett family	PNS
• Zwicker Island property	Fall 2016	Donation by the Court family	PNS
• Ernst Island property	Fall 2016	Donation by the Reynolds family	PNS
• Snake, Lynch, Quaker Islands	Spring 2017	NCC	NCC
• Moland Point lots	Fall 2017	Donation by the late Rudy Haase	MOC
• Sheep Island	Spring 2018	NCC	NCC
• Oakland Waterfront Property	Fall 2020	MODL	MODL

ABBREVIATIONS:

PNS: Province of Nova Scotia NCC: Nature Conservancy of Canada LIPS: Long Island Preservation Society
MODL: Municipality of the District of Lunenburg MOC: Municipality of Chester

MICA FINANCIAL CONTRIBUTIONS TOWARDS ACQUISITIONS:

- MICA has contributed over \$1,600,000 towards the acquisition of the above properties.

MICA MEMBERSHIP:

- MICA's membership goal is that all who enjoy our properties are members. \$10 per person. \$200 life.

MICA FUNDRAISING:

- Annual Gala Fall Dinner and Auction. (GDA). This is our major annual fundraiser. (Cancelled for 2020 because of COVID-19)
- Corporate Support program.
- Donations and financial campaigns for specific projects.

ISLAND STEWARDSHIP:

- MICA stewards the properties in partnership with the title holder to ensure their usage is monitored and respected.
- MICA's stewardship goal is that the property users are the property stewards.

YOU CAN HELP BY:

- Joining MICA. Annual membership is \$10 per person, \$20 per family or \$200 for life membership
- Making a general donation for future acquisitions.
- Consider becoming a Corporate Supporter.

OUR ISLANDS:



Andrews I



Masons I Northern end



Backmans I



Covey Island



Sacrifice Island



Long, Dry, Centre, Snipe



Shag Island



Bella Island



Masons Island (big cove)



Little Duck Island



Squid Island



Goat Island



Zwicker Island lot



Zwicker Island lot



Ernst Island lot



Oakland property

****Not shown: photos of Snake, Lynch, Quaker and Sheep Islands, and Moland Point lots.***

Together we are creating a legacy.....

Thank you for your support,

MAHONE ISLANDS CONSERVATION ASSOCIATION

October 2020



Mahone Islands Conservation Association

THANK YOU

To Our 2019 GDA Corporate Supporters



Grant Thornton
An instinct for growth™



Paul G. Conrod, FCSI, CIM
Vice President & Portfolio Manager
RBC Dominion Securities
Halifax



Mary E. Meisner, Q.C.
Barrister, Solicitor & Notary Public
Lunenburg, NS



West Nova Fuels
West Nova Propane

HONOURABLE MENTION:

Nodding Marine

RPS Composites

Stewart McKelvey

NSFM NEWS

NS Municipalities Win Spirit Award

Nova Scotia's 49 municipalities have been singled out by the Lieutenant Governor with a special award that acknowledges their strength and resilience.

All municipalities, villages and the 13 Mi'kmaq communities across the province received the **Community Spirit Recognition Plaque** for 2020.



"Nova Scotians have experienced some difficult times and disruptions to their lives since March, but I have been immensely impressed at how resilient they have been in adapting to the significant changes in their lives," said Lt.-Gov. Arthur J. LeBlanc.

NSFM President Pam Mood was on hand for the presentation, which took place at Pier 21 in Halifax in late September.

"Usually, that award goes to a community where something special has taken place. And this year, it went to all municipalities because of what we've been through, and how we overcame it by getting through it together."

"The whole community of Nova Scotia came together, and we all know – especially at NSFM – that everything that happens, happens locally. Certainly we feel the most impact at the local level because these events happen to our friends, family and neighbours."

"We are so the best at coming together to celebrate each other and lift each other up when things are difficult."

The Lieutenant Governor's Community Spirit Award celebrates the power, strength and diversity of vibrant communities across Nova Scotia. It profiles their achievements and increases their visibility through a formal recognition program.

"These past few months have been some of the most challenging in our province's history," said Premier Stephen McNeil.

"But they have also been some of the most inspiring, as we have seen individual Nova Scotians and communities come together to support and take care of each other. We celebrate that enduring spirit of kindness and strength here today."

We've been on hiatus at NSFM NEWS for a while but are glad to be back, bringing you the latest news.




- Do you have a story idea for NSFM NEWS?
- Drop us a line at info@nsfm.ca and let us know!



Report to Council November 10, 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	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> 50%
Note: Staff Report scheduled for December 8, 2020 regular Council meeting.				










2	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%
3	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		
4	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		75%

Note: MPS Review contract awarded to Upland; public kick-off took place July 21, 2020, project fully underway now, report to project steering committee anticipated in November. Staff initiated discussions with MBTCC regarding Wayfinding Strategy development as per Council's direction. Provincial Beautification and Streetscaping program funding for Wayfinding Project confirmed, design contract awarded to P. Tabbiner Design + Illustration. Report to Council anticipated in November.

Notes: Reported to closed session. Communicated response. If property is to be subdivided and any portion sold as surplus in the future all neighbouring property owners will be advised of the opportunity.

Notes: In Progress. Report anticipated to Council's Nov. 26 meeting.

5	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		75%	Notes: In Progress. Report anticipated to Council's Nov. 26 meeting.
6	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. Report anticipated to Council's Nov. 26 meeting.
7	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.

8	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						Notes: Letter sent, confirmation received.
9	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	Jan., 2021	Not Yet Begun					Notes: None.
10	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	Jan., 2021	Not Yet Begun					Notes: None.
11	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	Jan., 2021					25%	Notes: In progress.

12	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 (been awaiting swearing in of MODL Council).				
13	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.				
14	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>
		Notes: Reported to closed session.				
15	Staff to send Mr. Frampton correspondence advising that weekly green bin collection will remain scheduled for the onths of June through August and will include information about green bin alternatives for the collection of vard waste.	13-Oct-20	Oct., 2020	<div></div>	<div></div>	<div></div>
		Notes: Completed.				
16	Staff to prepare a proposal for the FCM's Municipal Asset Management Program for data collection and development of management plans for Town-owned natural assets.	13-Oct-20	Jan., 2021	Not Yet Begun		
		Notes: None.				

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 remotely 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 remotely 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.
----------	-----------------	--

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

General Action	Specific Action	Responsible	2018/19				2019/20				2020/21			
			Year 2				Year 3				Year 4			
			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>
	Explore enhanced customer service opportunities, including maximization of technology	CAO	Ongoing

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

Economic and Community Development

			2018/19				2019/20				2020/21			
			Year 2				Year 3				Year 4			
General Action	Specific Action	Responsible	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Define the framework for an economic development strategy	Engage community partners in identifying potential areas of economic development in Mahone Bay	Council/Econ. Dev Committee							*					
		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

<p>Enhance recreation and open space opportunities</p>	<p>Seek out opportunities to increase utilization of existing facilities by groups of all ages and physical abilities</p>	<p>DOO/MODL</p>	<p>Ongoing</p>											
	<p>See active transportation plan above. Staff report re Sports Field Management Agreement presented to Council July 30, 2020. Ballfield capital improvement scheduled to take place in October, 2020.</p>													
<p>Enhance recreation and open space opportunities</p>	<p>Update website to increase awareness of recreation opportunities within the Town</p>	<p>CAO</p>					*	*						
	<p>Skysail contracted to assist with update of website. Website launched Sept 18, 2020, staff continuing to update / troubleshoot.</p>													

<p>Encourage diversity in the community</p>	<p>Create a welcoming environment in the Town for persons from diverse communities</p>	<p>Council</p>	<p>Ongoing</p>
--	--	----------------	----------------

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	<div> <div>Council</div> <div></div><div></div><div></div><div></div><div></div><div></div><div>*</div><div></div><div></div><div></div><div></div><div></div> </div>											
		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>
---	--	--------------------	----------------

<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>
--	---	--------------------	----------------

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									*	*				
		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											*	*	*	*








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
---	--	---------	---------




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></div> <div></div> <div></div> </div> 50%
		Notes: Some work has begun on the Raw Water Pump House.	
9	Install Security Cameras	\$4,000	Not Yet Beaun
		Notes:	
10	Install Air Conditioner in WTP	\$5,000	Not Yet Beaun
		Notes:	
11	Move Antenna to New Pole and RTU	\$20,000	Not Yet 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: Election Update

November 10, 2020

General Overview:

The purpose of this report is to provide Council with a review of the 2020 Municipal Election as it was administered in the Town of Mahone Bay.

Background:

The Municipal Election was scheduled for October 17, 2020, with electors being able to cast their votes via telephone or internet voting from October 3, 2020 at 8:00 am until 7:00 pm on October 17, 2020. Advance polls were open from noon until 8pm on October 10th and 13th at Town Hall and polls were at the Legion on Election Day.

Analysis:

In the spring of 2020, it was decided that the 2020 Municipal and School Board Election would continue as legislated and municipalities were tasked with finding the best way to conduct an election during the ongoing COVID-19 pandemic. The Town of Mahone Bay passed an Alternative Voting By-law on June 9, 2020 and committed to a paper-less election to minimize the potential for contact.

Voting

Electors in the Town of Mahone Bay had three ways to vote in the 2020 Municipal and School Board Election: telephone, internet, or by using the voting kiosk (ipad) at one of the two Advance Polls or at the poll on Election Day. A flyer was sent to everyone in Town via Canada Post which described the exact process for voting using either method.

Municipalities are required by legislation to provide a mobile poll for long term care facilities within their boundaries, and the poll at the Mahone Nursing Home also went very well. Town staff worked with the management of the Nursing Home to determine the best and safest way to ensure that residents would be able to exercise their right to vote, despite the stringent public health guidelines due to the pandemic. Ultimately, several members of the Mahone Nursing Home staff were trained as election workers and alternates and the Town provided a voting kiosk for use at the Nursing Home.

Voter Participation

A total of 51 voters used the voting kiosk (in-person voting), 19 combined at the two advanced polls and 32 at the poll on Election Day, and the remainder of the 616 electors who cast at least one vote voted using the telephone or the internet voting option. 60.23% of the electors who participated in the election identified as female, and the highest age rate for voter participation was in the 99+ range, at 100% voter participation, followed by an 80% voter participation rate for those in their 70s.

Mahone Bay has gained positive recognition for the impressive rate of voter participation; with a 70.3% participation rate, the Town of Mahone Bay had the third highest rate of voter participation in the province, a statistic which is particularly impressive in that Mahone Bay did not have a mayoral election which, traditionally, precipitates a higher voter turnout.

Highest Voter Turnout in Nova Scotia

1. The Town of Port Hawkesbury:	73%
2. The Municipality of the District of St. Mary's:	71.3%
3. Mahone Bay:	70.3%

Voter Participation Rate in Lunenburg County

1. Town of Mahone Bay:	70.3%
2. Town of Lunenburg:	64.1%
3. Municipality of the District of Chester:	60.4%
4. Municipality of the District of Lunenburg:	43.9%
5. Town of Bridgewater:	34.8%

As a direct comparison with the last two municipal elections held in the Town of Mahone Bay, for the Special Election in 2018 there was a 49.8% voter participation rate, and in 2016 Mayoral Election there was a 54.4% voter participation rate.

Election Results

The Office of Mayor and the member of Conseil Scolaire Acadien Provincial (CSAP) were acclaimed, and seven candidates registered for six Council seats to be elected at large:

Candidate Name	Total Votes
Alice Burdick	377
Penny Carver	459
Aaron M. Collery	157
Joseph Maxwell Feeney	384

Francis Kangata	482
Richard Nowe	352
Kelly Wilson	439

As the Town of Mahone Bay policy in respect to the appointment of the Deputy Mayor designates the candidate who received the most votes for the office of Councillor as the Deputy Mayor, Francis Kangata will be sworn in as the Deputy Mayor.

Results of 2020 Town of Mahone Bay Municipal and School Board Election

Mayor David Devenne
 Deputy Mayor Francis Kangata
 Councillor Alice Burdick
 Councillor Penny Carver
 Councillor Joseph Maxwell Feeney
 Councillor Richard Nowe
 Councillor Kelly Wilson

CSAP: Diane Racette

Final Notes

While election staff did field some questions from the public about the voting process, the significant majority of questions from the public were in respect to registration for voting, which is consistent with past elections.

Staff recommended the adoption of a paper-less election, largely due to safety precautions related to the ongoing COVID-19 pandemic, but it was noted that alternative voting has been proven in other areas to increase general accessibility of voting by removing constraints of mobility, transportation, schedule, and other aspects that may be difficult for those who need to go to a traditional poll to vote. On October 17, 2020, Election Day, the “second wave” of COVID-19 was surging in other parts of Canada and travel within Mahone Bay was at times problematic due to the extremely heavy rains; the ‘perfect storm’ of factors which may have interfered with an electors’ choice or ability to exercise their right to vote in the municipal election.

A review of the times at which electors cast their votes also shows a significant number of voters took the opportunity to vote at times outside of regular polling hours, suggesting that participation was more accessible due to flexibility of schedule. A review of voter statistics also highlights target groups, such as those in

their 20s who registered the lowest rate of voter participation at 41%, for whom staff can try to tailor future election public communication.

The adoption of alternative voting, while catalyzed by public safety concerns, has proven to be a very successful way of increasing voter participation in the Town of Mahone Bay and, by extension, engaging the public in local government.

Financial Analysis:

While final accounting is still taking place, there were no additional financial commitments outside of the previously approved 2020 Election Budget.

Links to Strategic Plan:

3.3 Governance and Public Engagement

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

Recommendation:

It is recommended, that at the November 10, 2020 regular Council meeting:

THAT Council receive this report as information.

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO

Town of Mahone Bay Returning Officer, 2020 Municipal Election

Attached:

- Form 38 Recapitulation Sheet (Official Results)
- 2020 Mahone Bay Municipal and CSAP Elections: Election Statistics
- Notice: How to Vote in our Paperless Election

Form 38: Recapitulation Sheet (Section 128)

Recapitulation Sheet								
Note: "Rejected Ballots" are only those cast but not counted. Do not enter cancelled ballots on this sheet								
POLLING STATION			Number of Names on Final List of Electors plus Electors added to the List	BALLOTS CAST FOR CANDIDATES				Rejected Ballots
Councillor, At Large Town of Mahone Bay				Names of Candidates				
Number of Polling Division	Name or Number of Polling District	Location of Polling Station		Burdick, Alice	Carver, Penny	Collery, Aaron M.	Feeney, Joseph M	
N/A	Electronic	493 Main St	876					
		493 Main St	876					
		21 Pond St	876					
			Total	377	459	157	384	

I certify that the foregoing statement is the correct result of the polling at the election held on the

17th day of October, 2020
Dated at Mahone Bay this 20th day of October, 2020
Sheet Number 113 Chris Jones Returning Officer

Form 38: Recapitulation Sheet (Section 128)

Recapitulation Sheet								
Note: "Rejected Ballots" are only those cast but not counted. Do not enter cancelled ballots on this sheet								
POLLING STATION			Number of Names on Final List of Electors plus Electors added to the List	BALLOTS CAST FOR CANDIDATES				Rejected Ballots
Councillor, At Large Town of Mahone Bay				Names of Candidates				
Number of Polling Division	Name or Number of Polling District	Location of Polling Station		Kangata, Francis	Nowe, Richard	Wilson, Kelly		
N/A	Electronic	493 Main St	876					
		493 Main St	876					
		21 Pond St	876					
			Total	482	352	439		

I certify that the foregoing statement is the correct result of the polling at the election held on the

_____ day of October, 2020

Dated at Mahone Bay this 20th day of October, 2020

Sheet Number 2/3 W. Hughes

Returning Officer

Event: Town of Mahone Bay Municipal & CSAP Elections 2020

Vote Count - Detail	Votes
---------------------	-------

Race: COUNCILLORS
Total:

Alice BURDICK	377
Penny CARVER	459
Aaron M. COLLERY	157
Joseph Maxwell FEENEY	384
Francis KANGATA	482
Richard NOWE	352
Kelly WILSON	439
Spoiled	1
Declined	21
Total	2672

Category: All Electors

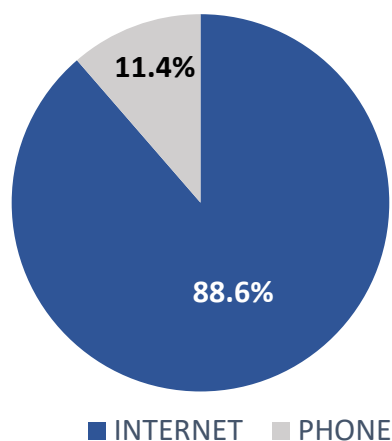
Alice BURDICK	377
Penny CARVER	459
Aaron M. COLLERY	157
Joseph Maxwell FEENEY	384
Francis KANGATA	482
Richard NOWE	352
Kelly WILSON	439
Spoiled	1
Declined	21
Total	2672

*3/3
Maureen Hughes
Oct 20th, 2020*

Election Statistics

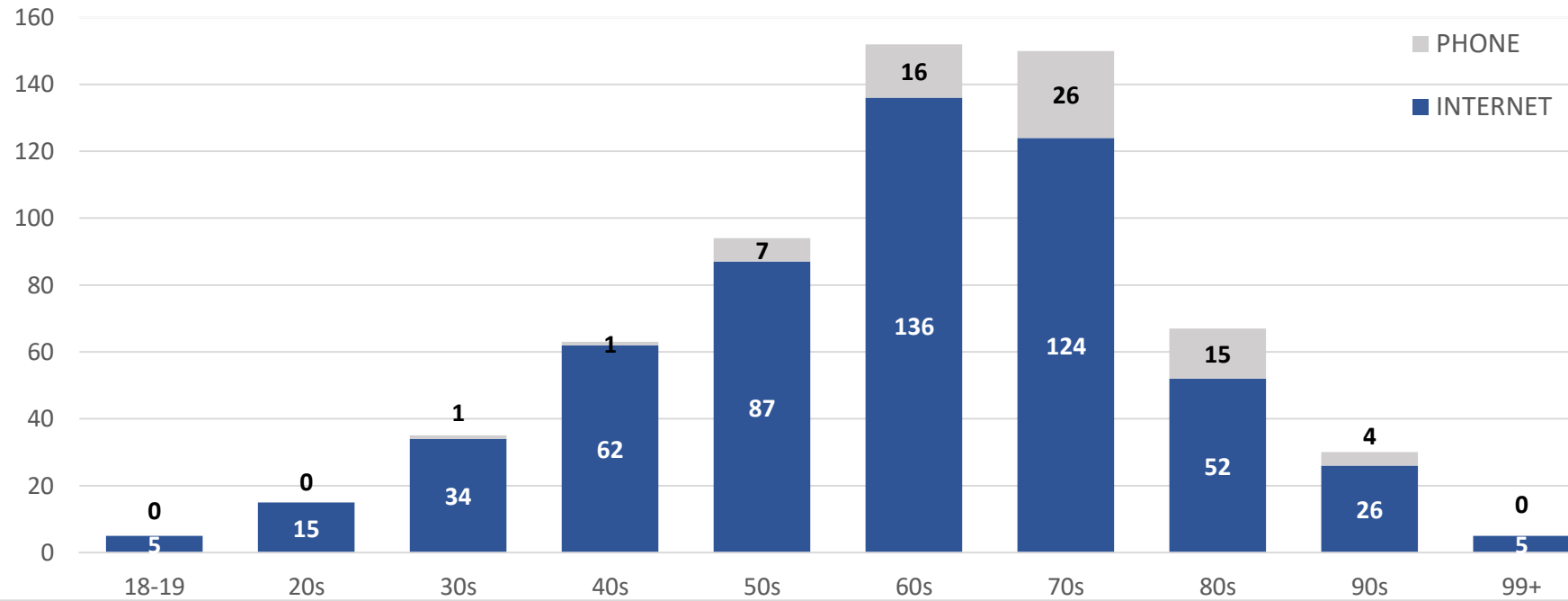
	Information Base	Number	%
1	Number of eligible electors in system.	876	
2	Number of electors who cast at least one ballot.	616	
3	Participation rate.	70.3%	
4	Voters who used the Internet to vote.	546	88.6%
5	Voters who used the phone to vote.	70	11.4%
6	Average amount of time a voter spent voting using the Internet.	1m 7sec	
7	Average amount of time a voter spent voting using the telephone.	2m 52sec	
Location Stats			
8	Electors in other Canadian provinces that accessed the voting system, based on phone numbers and IP addresses, from outside of Atlantic Canada.	ON QC	
9	Electors in the United States that accessed the voting system, based on phone numbers and IP addresses.	CA NY SC	
10	Electors who accessed the voting system from outside North America, based on phone numbers and IP addresses.	Italy, Republic of Korea	

Age Breakdown of Who Voted					
Age	ELIG.	VOTED	INTERNET	PHONE	% Part.
18-19	9	5	5	0	56%
20s	37	15	15	0	41%
30s	73	35	34	1	48%
40s	96	63	62	1	66%
50s	136	94	87	7	69%
60s	197	152	136	16	77%
70s	187	150	124	26	80%
80s	97	67	52	15	69%
90s	39	30	26	4	77%
99+	5	5	5	0	100%
Total	876	616	546	70	70.3%

METHOD OF VOTING


2020 Mahone Bay Municipal and CSAP Elections Election Statistics

METHOD OF VOTING BY AGE



2020 Mahone Bay Municipal and CSAP Elections

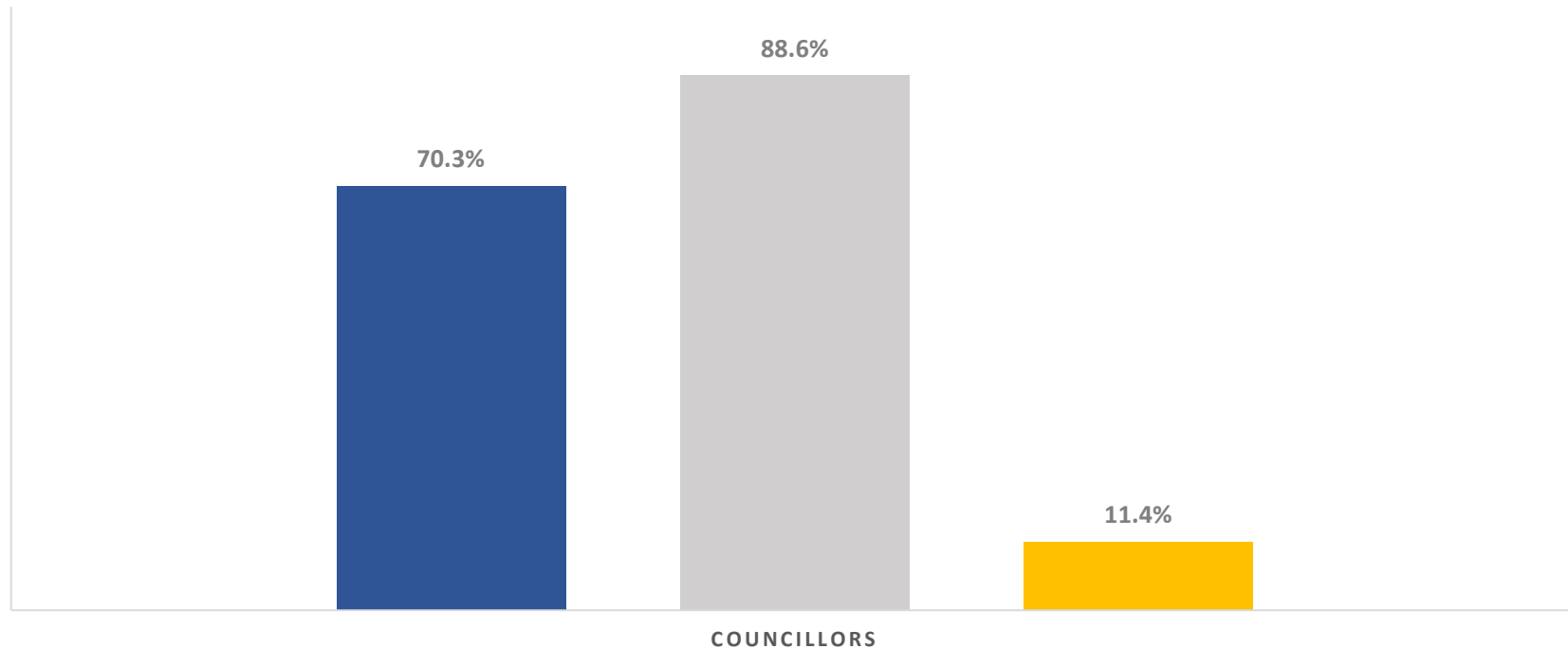
Participation Statistics

	Information Base	Total Number	Participation				
			%	Internet	%	Phone	%
1	Number of eligible electors in system.	876					
2	Number of electors who cast at least one ballot.	616	70.3%	546	88.6%	70	11.4%
3	Number of electors eligible to vote for Mayor ballot.	876	100.0%				
4	Number of eligible electors who voted for Mayor ballot. ACCLAIMED	0	0.0%	0	0.0%	0	0.0%
5	Number of electors eligible to vote for Councillors ballot.	876	100.0%				
6	Number of eligible electors who voted for Councillors ballot.	616	70.3%	546	88.6%	70	11.4%

MUNICIPAL

ELECTION PARTICIPATION STATISTICS

■ Total Vote % ■ Internet % ■ Phone %

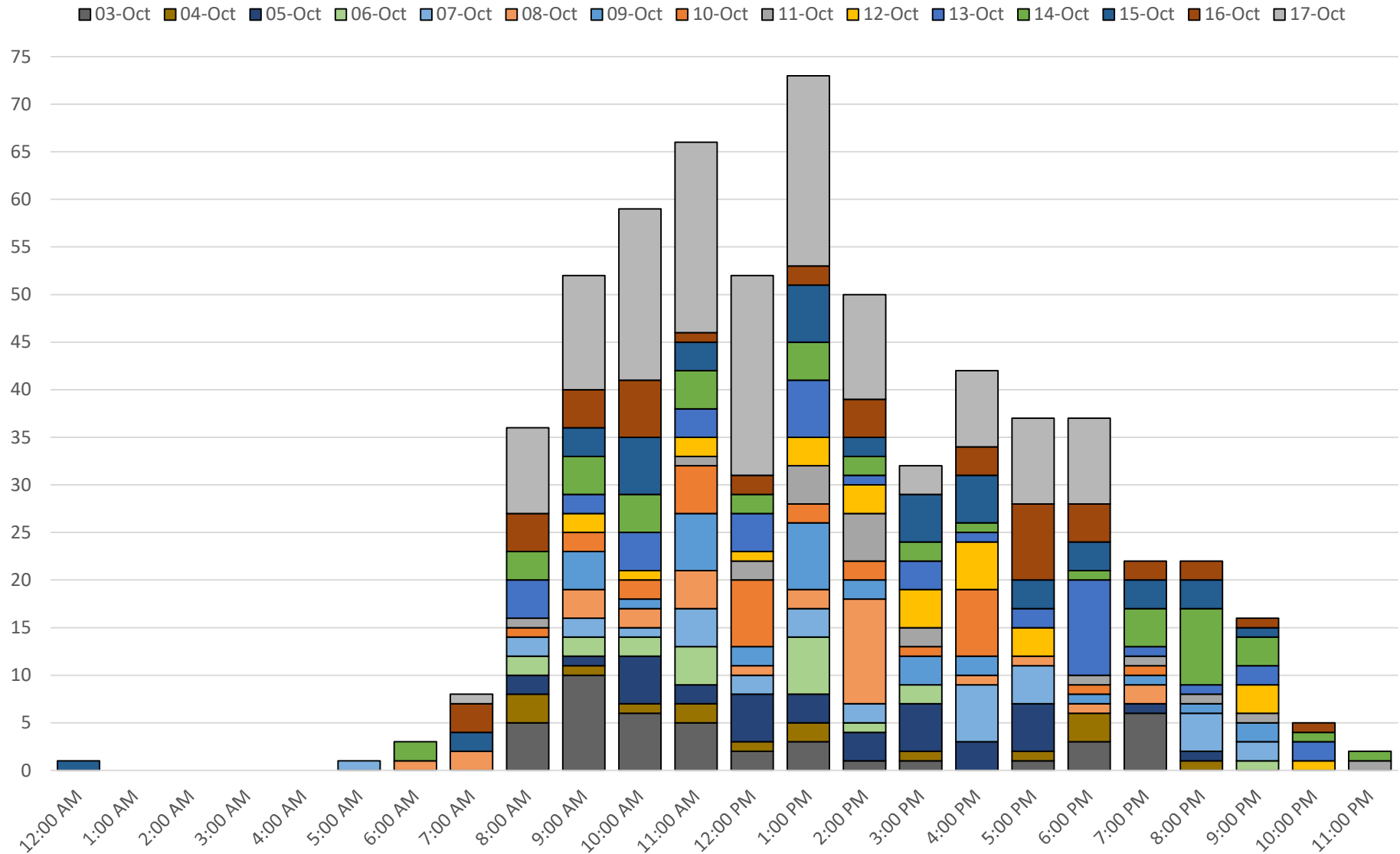


2020 Mahone Bay Municipal and School Board Elections

Voting Time Breakdown

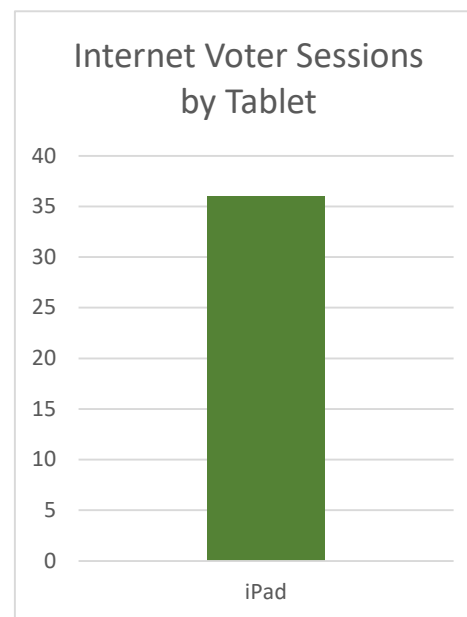
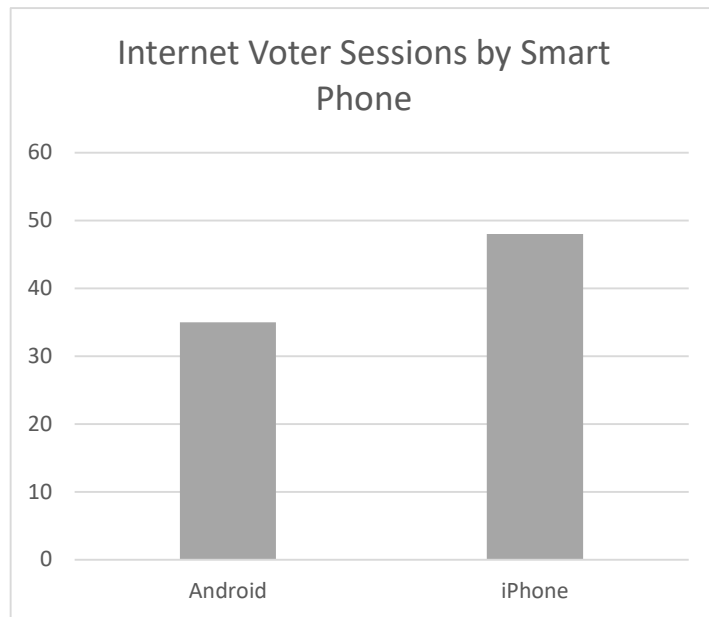
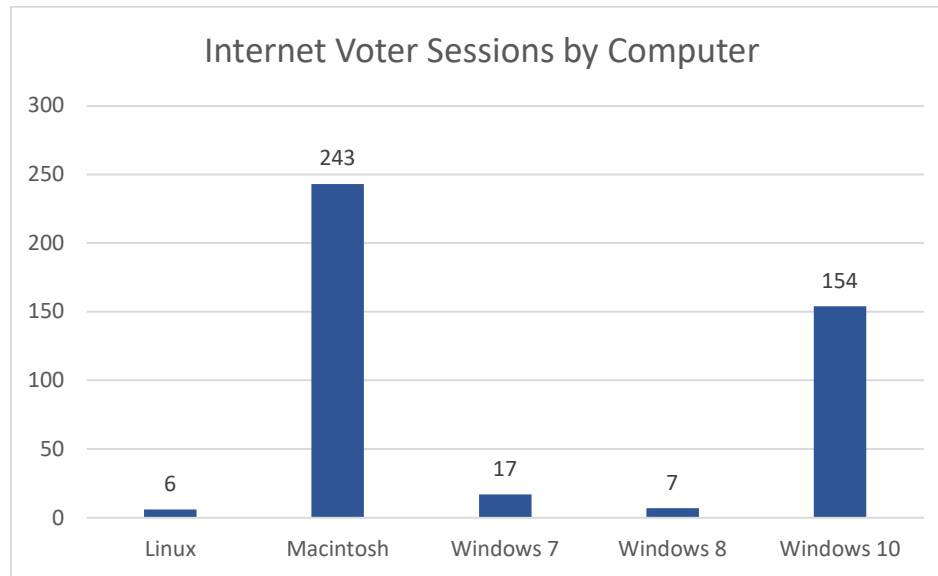
Date & Time	03-Oct	04-Oct	05-Oct	06-Oct	07-Oct	08-Oct	09-Oct	10-Oct	11-Oct	12-Oct	13-Oct	14-Oct	15-Oct	16-Oct	17-Oct	Grand Total	%/Hr.
12:00 AM													1			1	0.2%
1:00 AM																0	0.0%
2:00 AM																0	0.0%
3:00 AM																0	0.0%
4:00 AM																0	0.0%
5:00 AM					1											1	0.2%
6:00 AM						1						2				3	0.5%
7:00 AM						2							2	3	1	8	1.3%
8:00 AM	5	3	2	2	2			1	1		4	3		4	9	36	5.8%
9:00 AM	10	1	1	2	2	3	4	2		2	2	4	3	4	12	52	8.4%
10:00 AM	6	1	5	2	1	2	1	2		1	4	4	6	6	18	59	9.6%
11:00 AM	5	2	2	4	4	4	6	5	1	2	3	4	3	1	20	66	10.7%
12:00 PM	2	1	5		2	1	2	7	2	1	4	2		2	21	52	8.4%
1:00 PM	3	2	3	6	3	2	7	2	4	3	6	4	6	2	20	73	11.9%
2:00 PM	1		3	1	2	11	2	2	5	3	1	2	2	4	11	50	8.1%
3:00 PM	1	1	5	2			3	1	2	4	3	2	5		3	32	5.2%
4:00 PM			3		6	1	2	7		5	1	1	5	3	8	42	6.8%
5:00 PM	1	1	5		4	1				3	2		3	8	9	37	6.0%
6:00 PM	3	3				1	1	1	1		10	1	3	4	9	37	6.0%
7:00 PM	6		1			2	1	1	1		1	4	3	2		22	3.6%
8:00 PM		1	1		4		1		1		1	8	3	2		22	3.6%
9:00 PM				1	2		2		1	3	2	3	1	1		16	2.6%
10:00 PM										1	2	1		1		5	0.8%
11:00 PM									1			1				2	0.3%
Grand Total	43	16	36	20	33	31	32	31	20	28	46	46	46	47	141	616	100.0%
%/Day	7.0%	2.6%	5.8%	3.2%	5.4%	5.0%	5.2%	5.0%	3.2%	4.5%	7.5%	7.5%	7.5%	7.6%	22.9%		

VOTER SESSIONS BY TIME



Internet Voter Sessions

Device	Operating System	Voter Sessions	%
Computer	Linux	6	78.2%
	Macintosh	243	
	Windows 7	17	
	Windows 8	7	
	Windows 10	154	
Smart Phone	Android	35	21.8%
	iPhone	48	
Tablet	iPad	36	
Total		546	



2020 Mahone Bay Municipal and School Board Elections

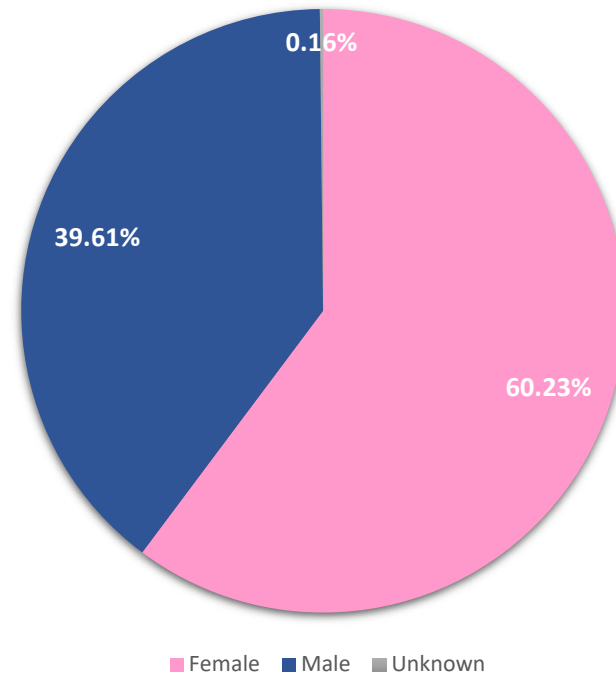
Age & Gender

Age Breakdown of Who Voted							
Age		ELIG.	VOTED	INTERNET	PHONE	% Part.	Total Part.
18-19	F	3	2	2	0	66.7%	56%
	M	5	3	3	0	60.0%	
	UK	1	0	0	0	0.0%	
20s	F	15	4	4	0	26.7%	41%
	M	20	10	10	0	50.0%	
	UK	2	1	1	0	50.0%	
30s	F	47	23	22	1	48.9%	48%
	M	26	12	12	0	46.2%	
	UK	0	0	0	0	0.0%	
40s	F	52	36	36	0	69.2%	66%
	M	44	27	26	1	61.4%	
	UK	0	0	0	0	0.0%	
50s	F	79	59	53	6	74.7%	69%
	M	57	35	34	1	61.4%	
	UK	0	0	0	0	0.0%	
60s	F	105	88	77	11	83.8%	77%
	M	91	64	59	5	70.3%	
	UK	1	0	0	0	0.0%	
70s	F	106	88	69	19	83.0%	80%
	M	81	62	55	7	76.5%	
	UK	0	0	0	0	0.0%	
80s	F	60	38	26	12	63.3%	69%
	M	37	29	26	3	78.4%	
	UK	0	0	0	0	0.0%	
90s	F	33	28	24	4	84.8%	77%
	M	6	2	2	0	33.3%	
	UK	0	0	0	0	0.0%	
99+	F	5	5	5	0	100.0%	100%
	M	0	0	0	0	0.0%	
	UK	0	0	0	0	0.0%	
Total		876	616	546	70	70.3%	

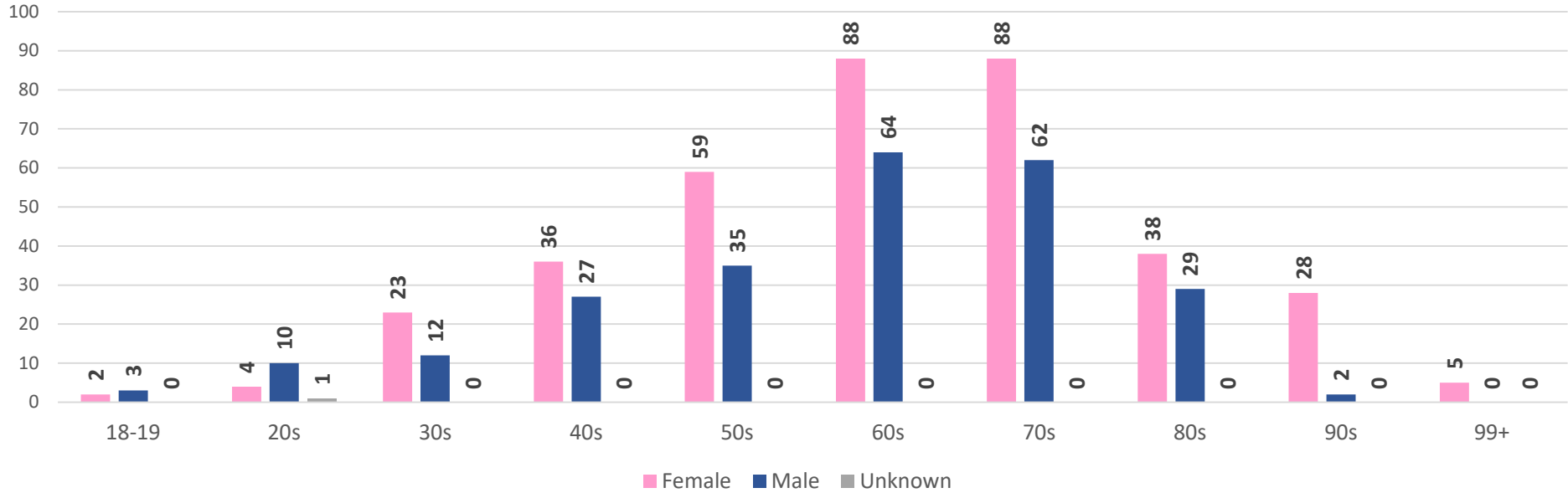
Gender	Total Eligible	Total Voted	Participation
Female	505	371	73.5%
Male	367	244	66.5%
Unknown	4	1	25.0%
Total	876	616	70.3%

Gender	INTERNET	PHONE
F	318	53
M	227	17
UK	1	0

Participated Voters by Gender

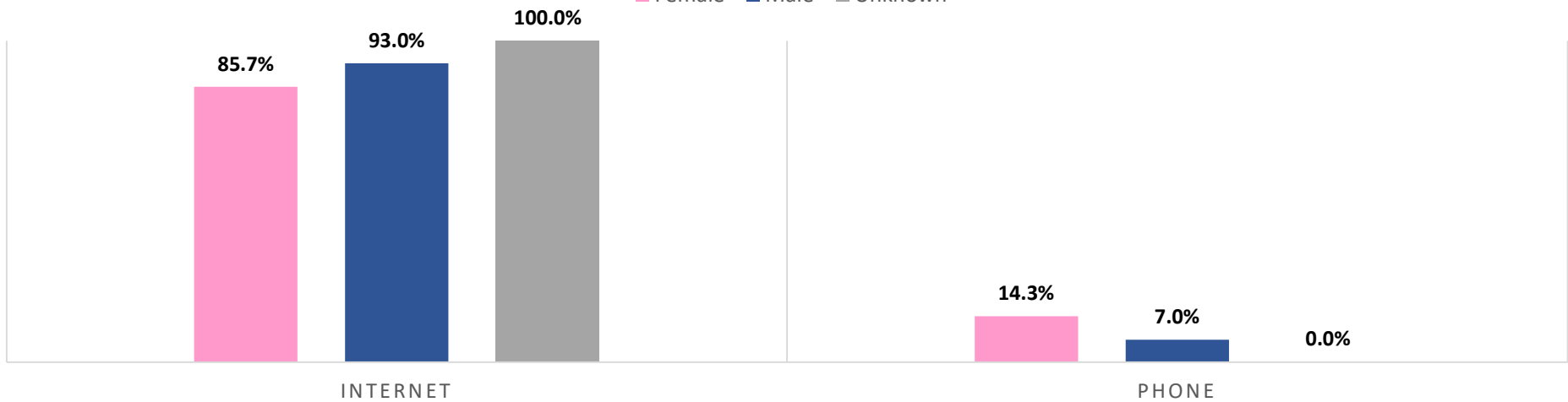


Participated Voters by Age and Gender



PARTICIPATED VOTERS' METHOD CHOICE

Female Male Unknown



How to Vote in our Paperless Election



Voting by Phone

Saturday, October 3rd at 8am until
7pm on Saturday, October 17th

1. Dial 1-888-356-4178 (the phone number will be on the Election Page of our website)
2. A voice prompt will welcome you
3. Enter your date of birth followed by # (example: March 9, 1952 = 03091952#)
4. Enter your unique PIN, which you received by mail, followed by # (example: 12345678#)
5. A voice will tell you that you are voting for Councillors because the position for Mayor and Conseil Scolaire Acadien Provincial have been won by acclamation
6. You will be given instructions on how to vote for each candidate - each candidate has a number based on alphabetical order and you will press the number corresponding to your first selection and then be prompted to make your next selection, until you have voted for six councillors.
7. Press # to confirm your selection or 0 (zero) to change your selections
8. You'll hear a voice repeat back your selections and then you're done.



Voting Online

Saturday, October 3rd at 8am until
7pm on Saturday, October 17th

1. Go to mahonebay.isisvote.com (the link will be on the election page of our website)
2. You will see an opening page, then just press "continue" to proceed.
3. You will be asked to complete a 'CAPTCHA' challenge by typing what you see to prove that you are a real person and not a 'bot'. You can also click to listen to the audio version. Click "continue" to proceed.
4. You will be prompted to enter your date of birth using a drop-down menu, then to type in your unique PIN, which you received by mail. Click "continue" to proceed.
5. You will see a screen advising that you will be voting for Councillors because the Mayor and CSAP have won by acclamation. Click "continue" to proceed.
6. You will see a page with the names of the candidates listed in alphabetical order - you can click on the box beside no more than six names. Click 'submit' to proceed.
7. You will see a page showing your votes and you can choose 'vote now' or 'return to ballot'.
8. If you choose 'vote now' you will see a confirmation page, click 'continue' to proceed, then a page confirming that you have voted and advising that you can close your browser, and then you're done.



Watch a demonstration video on how to vote online by clicking on the Election 2020 button on the Town website.



Voting in person (tablet)

We will have tablets available for you to vote using the online voting method described above. Tablets will be sanitized between voters.

Saturday, October 10th
12noon - 8pm
Town Hall (493 Main Street)

Tuesday, October 13th
12noon - 8pm
Town Hall (493 Main Street)

Saturday, October 17th
8am - 7pm
Mahone Bay Legion
(21 Pond Street)



Why are we having a paperless election? For your safety.
Alternative voting methods allow people to vote from home, avoid gatherings,
and when people do come to vote in person, we can sanitize for safety.
Please make your voice heard and vote.