



TOWN COUNCIL AGENDA

November 26, 2020

7:00 p.m.

YouTube Live

Call to Order

1 Approval of Agenda

2 Minutes

2.1 Regular Minutes – November 10, 2020

3 Delegations and Individuals

4 Correspondence – Action Items

4.1 Nick Francis – Storage Container

4.2 Quest – Policy Brief: Enabling Meaningful Local Climate Action Across Nova Scotia

4.2.a Nova Scotia Municipal Energy Learning Working Group

4.2.b Nova Scotia Municipal Energy Working Group policy recommendations regarding the provincial climate plan

5 Correspondence – Information Items

5.1 NSFM – Report of the 2020-21 NSFM Nominating Committee

a. NSFM Elections Policy

b. Report of the 2020-21 NSFM Nominating Committee

5.2 NSFM – Monday Memo – November 16, 2020

6 Staff Reports

6.1 Staff Report to Council

6.2 Staff Report – Council Policy and Committee Policy

6.3 Staff Report – Wayfinding Signage Project Update

6.4 Staff Report – COVID 19 Financial Update

6.5 Staff Report – 2020-21 Transportation Project Update

6.6 Staff Report – Solid Waste Hauling Contract

7 Council Items

7.1 Mayor Devenne – Committee Appointments

7.2 Deputy Mayor Kangata – CMHC Rapid Housing Initiative

7.2.a National Housing Strategy Rapid Housing Initiative Highlight Sheet

7.3 Councillor Carver – Housing Motion

7.3.a. MODL Housing Supply and Demand Assessment

8 Committee Reports

8.1 Economic Development Committee - Draft Minutes, October 8, 2020

a. Economic Development Committee Action Plan

8.2 Heritage Advisory Committee Minutes – Draft Minutes, October 7, 2020

8.3 Lunenburg County Seniors' Safety Program (LCSSP) – October 2020 Report

8.4 NOW Lunenburg County Physician Recruitment & Retention Working Group

9 New Business

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, November 10, 2020 at 7:00 p.m. via video conference and broadcast via YouTube live.

Present:

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

Gallery: online

The meeting began with a territorial land acknowledgement offered by Mayor Devenne:
I wish to begin by acknowledging that Mahone Bay is in the traditional land of Mi'kma'ki. The municipality and all the peoples here are beneficiaries of the peace and friendship treaties with the Mik'maq. I extend to the Mi'kmaw people my respect and desire to build stronger relationships in the spirit and intent of these treaties.

1. Agenda

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

2. Minutes

A motion by Councillor Bain, seconded by Councillor Carver, **"THAT the minutes of the October 13, 2020 regular council meeting be approved as amended."** **Motion carried.**

3. Recognition of Outgoing Council

Mayor Devenne extended thanks to the outgoing Councillors, Councillor O'Neill, Councillor Bain, and Deputy Mayor Nauss.

4. Adjournment

Council adjourned on motion at 7:13 p.m.

The first meeting of the new Town Council for the Town of Mahone Bay was held on Tuesday, November 10, 2020 at 7:14 p.m. via video conference and broadcast via YouTube live.

Present:

Mayor D. Devenne
Deputy Mayor F. Kangata
Councillor A. Burdick
Councillor P. Carver
Councillor J. Feeney
Councillor R. Nowe
Councillor K. Wilson
CAO, D. Heide
Town Clerk, M. Hughes

Gallery: online

New Council Swearing-In

The Clerk presented the results of the 2020 Municipal and School Board Elections:

Office of Mayor: David Devenne (Acclaimed)

Office of Councillor:

There were seven candidates for six seats on Council to be elected at large:

Alice Burdick	377	(elected)
Penny Carver	459	(elected)
Aaron M. Collery	157	
Joseph Maxwell Feeney	384	(elected)
Francis Kangata	482	(elected)
Richard Nowe	352	(elected)
Kelly Wilson	439	(elected)

Board Representative Conseil scolaire acadienne provincial (CSAP) Diane Racette (Acclaimed)

The Clerk performed the Official Swearing-in of the 2020 Mahone Bay Town Council.

Based on the Town of Mahone Bay Council Policy, the candidate in the election for the Office of Councillor who received the most votes is appointed the Deputy Mayor.

A motion by Councillor Nowe, seconded by Councillor Wilson, **“THAT Council appoint Francis Kangata as Deputy Mayor in accordance with the Town of Mahone Bay Town Council policy.”** **Motion carried**

Call to Order

1. Agenda

A motion by Councillor Nowe, seconded by Councillor Burdick, **“THAT the agenda be approved as presented.”** Motion carried.

4. Correspondence – Action

4.1 Request to Fly Transgender Flag.

A motion by Councillor Feeney, seconded by, Councillor Carver, **“THAT Council approve the request to fly the Transgender Flag for Transgender Awareness Week.”** Motion carried.

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

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council receive and file the above correspondence, numbered 5.1, 5.2, and 5.4.”** Motion carried.

A motion by Councillor Carver, Deputy Mayor Kangata, **“THAT a letter be written to MICA to advise them of the process to request a grant from the Town of Mahone Bay for consideration for the 2021/22 budget.”** Motion carried

6. Staff Reports

Council Report

Council received the Staff Report for November 10, 2020.

Election 2020

Council received a staff report with a review of the 2020 Municipal Election as it was administered in the Town of Mahone Bay.

7. Council Items

Council Appointments

A motion by Councillor Wilson, seconded by Councillor Nowe, **“THAT Council make the following appointments:**

AREA

**Mayor David Devenne
Councillor Kelly Wilson
Councillor Joseph Maxwell Feeney
(Alternate)**

Municipal Joint Services Board

**Mayor David Devenne
Councillor Richard Nowe
Councillor Joseph Maxwell Feeney**

Joint Accessibility Committee

**Councillor Penny Carver
Deputy Mayor Francis Kangata (Alternate)**

Lunenburg County Seniors' Safety Partnership

Councillor Penny Carver

Region 6 Solid Waste

**Councillor Richard Nowe”
Motion carried**

Council adjourned upon motion at 8: 37p.m.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Clerk, Maureen Hughes

Maureen Hughes

From: AWL YIG Mgr/Owner 01402 Mahone Bay <mon01402@loblaw.ca>
Sent: Wednesday, November 18, 2020 12:03 PM
To: Maureen Hughes
Subject: storage container

CAUTION: This email originated from an external sender.

Hi Mo,
Hope all is well.

I understand there is a bylaw in the town of Mahone Bay to not allow the use of storage containers.

I would like to ask the town council to consider my store to be able operate in violation of land bylaws without penalties.

I apologies for not checking with the town council before obtaining the container, but I was unaware there was a bylaw prohibiting the use of these containers.

We are in need of this unit for storage purposes during COVID.

Before COVID and social distancing we had a lot of extra display fixtures in the store, and since COVID I have removed a lot of fixtures to allow my customers to have more space to navigate the store and to help those customers and my employees with social distancing.

If I have to remove the container from the property, I will be forced to bring those fixtures back into the store as I have no other storage options.

I do not have an end date for the container right now, as I do not know how long COVID will be an issue.

I respect any decision the town council makes, and look forward to hear from you again on this matter.

Thanks
Nick

Nick's Your independent Grocer
Mahone Bay, NS

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Policy Brief

Enabling Meaningful Local Climate Action Across Nova Scotia

Presented to Nova Scotia's Department of Environment and the Department of Energy and Mines

The Municipal Energy Learning Group (MELG) is a province-wide network of N.S. municipal staff and elected officials that are engaged in community energy leadership, GHG emission reductions, and climate change action. As a group, they are suggesting provincial policy changes that would enable the development of Smart Energy Communities across the province. We appreciate the opportunity that the Department of Environment has given us to provide input to their climate strategy.

Methodology

QUEST coordinated the collection of policy recommendation ideas from MELG. The first step that QUEST took to collect ideas was to email each municipality in MELG and ask them for a list of recommended actions the provincial government could take to enable smart energy communities in NS. Follow up phone conversations with municipalities were then had to better understand their challenges and suggestions. We talked to 11 of the municipalities over the phone or by video chat.

Using the feedback from the emails, and phone and video calls, QUEST created a list of 70 ideas for recommendations to the provincial government [Appendix A]. The list of 70 recommendations was broken down into 10 categories [Table A], with the prioritized recommendation categories represented in Figure A.

Figure A: Recommendation Topics

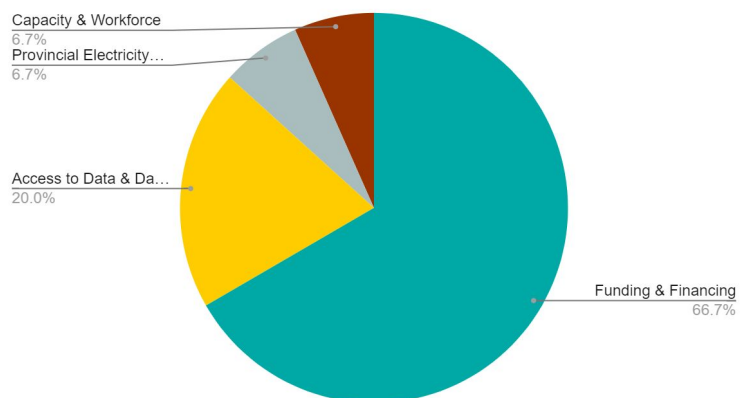


Table A: Category Tags			
1	Access to Data & Data Tracking	6	Land Use
2	Bureaucracy/Communication	7	Provincial Electricity Planning
3	Community Energy Generation	8	Standards and Quality Assurance
4	Education & Training	9	Transportation
5	Financing & Funding	10	Workforce Capacity

The total list of recommendations was circulated prior to a MELG meeting held on April 30th, 2020 so that feedback and comments could be collected. In attendance were 37 parties representing 14 municipalities, one Mi'kmaw association, the NS Department of Energy, and Clean Foundation.

Subsequently, the 70 recommendations went out to the municipalities in the form of a survey, and they were asked to rank their top 10. A total of 13 survey responses and 2 rankings via email were compiled to create a list of the top 14 priorities. The list has received general approval from the municipalities who participated in the MELG meeting with the caveat that a much deeper discussion about the prioritized recommendations is necessary. The municipal representatives in MELG prioritized their top 14 recommendations as listed in Table B.

Limitations

Firstly, we asked municipalities to consider limitations that they have encountered in their own work. Therefore, we did not draw on examples of community energy planning from jurisdictions around the world to inspire conversation. Further, as this is a MELG initiative, only a fraction of the municipalities in the province have been included in the development of the list.

In addition, each municipality consulted is at a different stage of their climate or energy plan implementation. While some have been working on their climate plans for quite some time, others have only recently started to write their climate plans. Some municipalities have targets for greenhouse gas emissions reductions that cannot be reached without action from the Province.

Furthermore, the list of 70 recommendations was challenging to present in a survey since the tool used (SurveyMonkey) had its own limitations. Thus, some municipalities opted to respond using email since they found that the survey used for collecting responses was difficult to use. It is unclear whether the challenge of using the survey changed responses, but it is a possibility. It is for this reason that the document was circulated to municipalities to review twice before sending it to the Department of Environment.

Recommendation

We would like to make a formal request to the Province to have a follow up meeting with MELG about the recommendations below to explore each one more thoroughly. There are other stakeholders that may have input into this policy that can support municipal climate planning, especially energy and climate planning consultants like the Sustainability Solutions Group.

All in all, this is a report of surface-level recommendations intended to start a lasting and generative conversation. Municipalities face unique circumstances in their ability to reduce the province's greenhouse gas emissions. The conversation needs to continue to maintain regular engagement in community energy leadership, GHG emissions reductions, and climate change action.

	Table B: Policy Recommendation	Reasoning
1	Funding and Financing: Exclude secure energy-related municipal borrowing (including Property Assessed Clean Energy financing - PACE) from the calculation of municipal Debt Service Coverage Ratios (DSCR)	Municipal financing is essential for citizens and businesses to reduce their carbon footprint. Currently, this financing has a negative impact on the calculation of the municipality's Debt Service Coverage Ratios, which constrains their ability to fund other capital projects and essential services as these almost always take priority over energy projects.
2	Funding and Financing: More funding and financing for basic, "tried and true" climate action that is not based on innovation.	This will allow for municipalities to develop more of the basic Smart Energy Community programs and policies such as LED street lights and active transportation.
3	Funding and Financing: Enable municipalities to borrow from private & non-profit sources to capitalize on transformative energy & infrastructure solutions. Offer financing tools for climate action through the Municipal Finance Corp – green bonds, catastrophe bonds, green banks and allow municipalities to offer these financial mechanisms to be able to fund municipal projects.	There are billions of dollars available for investment in energy and climate solutions. Due to regulations, municipalities cannot currently access any of this investment capital. Currently, municipalities can only accept financing through the Municipal Finance Corporation of Nova Scotia. It would be beneficial for the MFC to develop climate-focused financing tools.
4	Funding and Financing: Develop a carbon budget for the province, and then require that provincially-supported infrastructure projects complete emission modeling and accounting	This would ensure that the province's funding and financing are directed towards projects that enable the energy transition and smart energy communities.
5	Funding and Financing: Allow municipalities to provide tax exemptions or reductions for property owners that make energy efficiency upgrades or meet a certain standard of energy efficiency.	This helps to target the split-incentive issue faced by landlords and tenants. Measures will have to be taken to ensure that the tenants also benefit from the energy efficiency upgrades, as per the design of the Efficiency Nova Scotia program.
6	Funding and Financing: Have set-asides in funding programs for small municipalities	The smaller municipalities have fewer resources to write grant applications. Set-asides in funding programs for smaller municipalities will more equitably distribute financial resources.

7	Funding and Financing: Integrate existing Federal & Provincial funding programs to enable deep energy retrofits to existing housing stock (low-income in particular).	Essential solution to support mass retrofits for housing stock and upgrading living conditions to lift residents out of energy poverty
8	Funding and Financing: For the purpose of financing energy and infrastructure projects that support local priorities, maintain the Community Economic Development Investment Fund (CEDIF) equity tax credit program and reduce restrictions on partnerships between municipalities and CEDIFs	<p>More freedom for municipalities and residents to receive investments for smart energy and sustainable infrastructure developments. Local community investment has significant social and economic benefits.</p> <p>** While this recommendation made it into the top ten list, we have received many expressions of concern about the social equity implications of the CEDIF program.</p>
9	Funding and Financing: Allow municipalities to lend to private businesses – this will allow PACE financing to be expanded to commercial and industrial participants.	Many municipalities do not know that this is an option. PACE financing options need to be clarified.
10	Access to Data & Data Tracking: Access to Efficiency NS and NS Power data allowing for better and more reliable data collection and efficiency of data collection. Useful data includes electricity demand in each community, program participation data, and program impact data (with respect to energy savings and GHG emission reduction).	Access to consistently collected and good quality data is essential to inform community-led initiatives. There is currently some frustration being expressed by Climate Change Coordinators about the lack of access to high quality data when creating municipal GHG emission inventories. BC has set a good example of how the province can administer energy data. Please also see QUEST's Energy Data Roadmap.
11	Access to Data & Data Tracking: Require private firms to give up sales data, e.g. gasoline and heating oil sales, for the purposes of GHG emission inventory development.	Greater pool of data would allow for more reliable GHG emissions reduction planning and target setting
12	Access to Data & Data Tracking: Support from the province to municipalities in creating a databank of municipal GHG emissions information, specifically for community GHG emissions inventories. Municipalities would report on four primary sectors (buildings, on-road transportation, solid waste, and land-use change from deforestation) and seven supporting indicators (housing type, residential	The smaller municipalities have fewer resources, and standardized data would allow for more reliable GHG emission reduction planning and target setting. A databank of municipal energy information would ease data collection activities from municipal climate change coordinators. BC has set a good example of how the province can administer energy data. Please also see QUEST's Energy

	density, commute by mode, green space, floor area, walk score, proximity to transit).	Data Roadmap.
13	Provincial Electricity Planning: Change the UARB criteria for regulating NSP to encourage the corporation to accelerate the transition to renewable energy sources.	Some municipalities will not be able to meet their climate targets unless Nova Scotia Power (NSP) significantly lowers the carbon intensity of its electricity. Collaboration between municipalities and NSP on community-scale clean energy projects is beginning and should also be encouraged and supported.
14	Capacity and Workforce: Bolster trade sector capacity and training to undertake the required energy efficiency and renewable energy work	Essential solution to support energy transition activity as there are a lack of technical skilled workers in the workforce to complete the required and forecasted work.

Appendix A: Full List of Policy Recommendation Ideas

The following is the full list of recommendations that municipalities were asked to prioritize. At this time, we are not asking for follow through on all 70 recommendations. This list of all policy recommendation ideas is provided for context. Not all recommendations on this list are achievable, under provincial jurisdiction, or are necessarily effective.

1. Funding and financing: Enable municipalities to borrow from private & non-profit sources to capitalize on transformative energy & infrastructure solutions
2. Funding and financing: Offer financing tools for climate action through the Municipal Finance Corp – green bonds, catastrophe bonds, green banks and allow municipalities to offer these financial mechanisms to be able to fund municipal projects.
3. Funding and financing: Exclude secure energy-related municipal borrowing (including Property Assessed Clean Energy financing - PACE) from the calculation of municipal Debt Service Coverage Ratios (DSCR)
4. Funding and financing: Allow municipalities to lend to private businesses – this will allow PACE financing to be expanded to commercial and industrial participants.
5. Funding and financing: More funding and financing for basic, “tried and true” climate action that is not based on innovation.
6. Funding and financing: Have set-asides in funding programs for small municipalities
7. Funding and financing: Integrate existing Federal & Provincial funding programs to enable deep energy retrofits to existing housing stock (low-income in particular).
8. Funding and financing: Integrate capital and operating funds to achieve the best long-term value
9. Funding and financing: Incentivize energy efficiency upgrades in rental housing by providing tax exemptions or reductions and/or authorize property tax exemptions or reductions for rental housing owners who increase the energy efficiency of properties or meet certain standards of energy efficiency
10. Funding and financing: Develop a carbon budget for the province then require that provincially-supported infrastructure projects complete emission modeling and accounting
11. Funding and financing: For the purpose of financing energy and infrastructure projects that support local priorities, maintain the Community Economic Development Investment Fund (CEDIF) equity tax credit program and reduce restrictions on partnerships between municipalities and CEDIFs
12. Funding and financing: Support of initial start-up of retrofit programs – support for studies, funding to help leverage private and federal capital
13. Access to Data & Data Tracking: Access to Efficiency NS and NS Power data allowing for better and more reliable data collection and efficiency of data collection. Useful data includes electricity demand in each community, program participation data, and program impact data (with respect to energy savings and GHG emission reduction).
14. Access to Data & Data Tracking: Open source GHG emissions measurement tools (these tools should not be locked up or behind financial barriers)

15. Access to Data & Data Tracking: Support from the province to municipalities in creating a databank of municipal GHG emission information, specifically for community GHG emission inventories. Municipalities would report on four primary sectors (buildings, on-road transportation, solid waste, and land-use change from deforestation) and seven supporting indicators(housing type, residential density, commute by mode, green space, floor area, walk score, proximity to transit).
16. Access to Data & Data Tracking: Require private firms to give up sales data, e.g. gasoline and heating oil sales, for the purposes of GHG emission inventory development
17. Access to Data & Data Tracking: Support communities in collecting public health, environmental, social and economic data and indicators related to their climate action plans
18. Access to Data & Data Tracking: A repository of municipal GHG emission inventories from the province so that conclusions can be drawn as to what the largest contribution to GHG emissions are in municipalities, and therefore have a clear idea of the most impactful actions
19. Standards & Quality Assurance: Standards for energy-related engineering and assessment work. For example, all energy assessments and audits to conform to standard 'x,y,z'.
20. Standards & Quality Assurance: Standards for government-based procurement activities. For example, energy performance standards for equipment contracts / construction to conform to standard 'x,y,z'
21. Standards & Quality Assurance: Provincial or National certification requirements for energy-related work and government/UARB maintenance of those certifications.
22. Standards & Quality Assurance: Where municipalities rely on codes and standards developed by the Province, update these to reflect the changing climate. Low-carbon and resilient infrastructure standards should be updated frequently as new knowledge about climate develops.
23. Buildings: Institute an energy consumption cap for new construction
24. Buildings: Develop minimum energy performance standards and requirements for existing building(s) undergoing renovations, including large, commercial and MURBS
25. Buildings: Adopt a step code and allow municipalities to lead and require buildings within its jurisdiction to be at a higher tier in the code.
26. Buildings: Develop and adopt a net-zero and climate-resilient building code that scales up over time so that all new construction is net-zero by 2030.
27. Buildings: Allow municipalities to develop and enforce their own "stretch" building codes if they are more environmentally stringent than the Provincial code.
28. Capacity and Workforce: Permanent climate change coordinator in each municipality
29. Capacity and Workforce: Permanent climate change coordinator in each county
30. Capacity and Workforce: Bolster trade sector capacity and training to undertake the required energy efficiency and renewable energy work
31. Capacity and Workforce: Collaborating with students from Universities and NSCC to help with the environmental planning
32. Education and Training: Mandate and invest in comprehensive in-school climate change education
33. Education and Training: Providing courses/seminars about energy planning / Climate action plan tools for municipal staff
34. Community Energy Generation: Bring back Community Feed-In Tariff (ComFIT) program or some type of community-based Power Purchase Agreement (PPA)

35. Community Energy Generation: Eliminate or reduce the feed-in tariff for the renewable to retail program.
36. Community Energy Generation: Policy (or specific program under the Electricity Act) to enable community-scale virtual net metering (e.g. Solar Garden)
37. Community Energy Generation: Legislation to enable Combined Heat & Power (CHP) systems
38. Community Energy Generation: Public Utilities Act should be amended to not include thermal energy. This would encourage district energy. Municipalities should be allowed to sell excess energy
39. Community Energy Generation: Policy and legislation to support the establishment of Municipal Energy Utilities (not explicitly prohibited currently, but certainly not supported)
40. Community Energy Generation: Eliminate or raise the maximum amount of renewable energy that can be generated by grid-tied renewable energy generation systems
41. Community Energy Generation: Remove barriers around distribution zones in the Enhanced Net Metering Program.
42. Provincial Electricity Planning: Cancel the coal phase-out exemption, eliminating or upgrading coal-fired power plants to meet the Federal 2030 targets.
43. Provincial Electricity Planning: Change the UARB criteria for regulating NSP to encourage the corporation to accelerate the transition to renewable energy sources.
44. Provincial Electricity Planning: Continue to decarbonize the provincial electricity grid
45. Provincial Electricity Planning: Allow mandatory connection for all distributed energy projects in the future – it is difficult to go through the charter amendment process for each project and this would allow distributed energy to be integrated into land-use bylaws.
46. Transportation: Give municipalities the authority to mandate for EV chargers in new buildings
47. Transportation: Provide support for greening fleets and transit systems.
48. Transportation: Mandate minimum EV stock for dealerships.
49. Transportation: Increase provincial budget for active transportation
50. Transportation: Institute carbon emission-based vehicle registration fees or use charges
51. Transportation: Enable communities to reduce speed limits outside of school zones to encourage walking and cycling.
52. Transportation: Allowing municipalities to have more control over their public transportation routes, especially those routes that extend beyond municipal boundaries which are currently controlled by UARB.
53. Transportation: Require that all land use plans include provisions for non-motorized transportation as part of any development beyond a specific density threshold.
54. Transportation: Amend the Rideshare Act to support sustainable transportation
55. Transportation: All three levels of government making substantial investment in public transit– with a focus on electrified public transportation.
56. Transportation: Allow municipalities to have more control over what happens on the streets in their communities as many are provincially owned within municipal boundaries and allow for more ability to pilot ideas to improve safety.
57. Transportation: Lower speed limits, add traffic calming, bike and pedestrian infrastructure (advisory bike lanes, bike signals, etc.)

58. Land Use: Amend the legislation regarding voting numbers for the Agricultural Marshland Conservation Act, that states in order to make changes to any marsh body, all owners have to vote - in person! Amend the legislation so that it's easier to hold a vote.
59. Land Use: Adaptation funding should also protect homes and businesses/infrastructure, not just agricultural land.
60. Land Use: Major adaptation infrastructure investment must have support from surrounding communities
61. Land Use: In order to support densification, eliminate R-1 zoning.
62. Land Use: Require that all land use plans in NS include provisions for the inclusion of commercial (e.g. large scale wind), district (e.g. energy from waste on farms), and micro renewable energy systems (e.g. neighbourhood solar gardens or home-based systems).
63. Land Use: Continue to coordinate with municipalities on the development of the regulations, the timing of regulations, data input decisions for flood risk assessment, and the model for co-administration.
64. Bureaucracy/Communications: Seems that a lot of municipalities are doing the same types of activities/projects for their environment and climate. How can municipalities not have to each forge their own way?
65. Bureaucracy/Communications: Host a process with municipalities, contractors, and developers about improving Efficiency NS programs
66. Bureaucracy/Communications: Clarity of contact to liaise with government and navigate the systems
67. Bureaucracy/Communications: Consult with municipalities about changes to the Electricity Act
68. Bureaucracy/Communications: Integrate climate mitigation and adaptation at the provincial level so that there can be a holistic approach to projects, plans, and communication
69. Miscellaneous: Commission 3rd party evaluation of environmental impacts of social programs, e.g. Community Transportation Assistance Program
70. Miscellaneous: Begin piloting and incentivizing the use of batteries and storage in clean energy projects through funding and research.

From: [NSFM Info](#)
To: [NSFM Info](#)
Cc: [Juanita Spencer](#); [William Brooke](#)
Subject: REPORT OF THE 2020-21 NSFM NOMINATING COMMITTEE
Date: Thursday, November 5, 2020 4:32:34 PM
Attachments: [image001.png](#)
[NSFM Elections Policy.pdf](#)
[Report of the 2020-21 NSFM Nominating Committee.pdf](#)

CAUTION: This email originated from an external sender.

TO: Mayors, Wardens, Councillors and CAOs, All Units

FR: NSFM Office

RE: REPORT OF THE 2020-21 NSFM NOMINATING COMMITTEE

Applications for the positions of NSFM President and NSFM Vice President closed on Wednesday, November 4th, 2020.

The Nominating Committee convened on Wednesday, November 4th, 2020, and nominated the following individuals for NSFM Table Officers for 2020-2021:

President: Deputy Mayor Emily Lutz, County of Kings

Vice-President: Mayor Amanda McDougall, Cape Breton Regional Municipality

NSFM's Immediate Past-President shall also serve as an Officer.

The 2020-21 NSFM Nominating Committee includes the following members:

- Councillor Waye Mason, HRM, Immediate Past-President and Nominating Committee Chair
- Mayor Brenda Chisholm-Beaton, Town of Port Hawkesbury, Towns Caucus Chair
- Councillor Clarence Prince, CBRM, Regional Caucus Chair
- Deputy Mayor Geoff Stewart, Colchester County, Rural Caucus Chair

The Report will be presented to the NSFM Annual General Meeting on Wednesday, December 2nd, 2020, via videoconference.

Under the NSFM Elections Policy, any voting delegate may make a nomination for the position of President or Vice President as long as the nomination is received by the Chair in writing at least fifteen days prior to when the report of the Committee is to be presented to the membership. That date is November 17th, 2020.

The Nominating Committee Report and NSFM Election Policy are attached for your review.

NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +1.902.423.8331

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NSFM ELECTIONS POLICY

1. **This Policy is entitled the "NSFM Elections Policy".**
2. **Nominations Committee**
 - a) The President shall appoint a Nominations Committee comprised of the Past-President, as Chair, and three (3) members, one (1) each from a regional municipality, a rural municipality, and a town.
 - b) The Nominations Committee report shall be circulated to all mayors, wardens, councillors and CAO's within thirty (30) days of the Annual Conference.
 - c) The Executive Director or staff designate shall serve as Secretary to the Committee on Nominations.
 - d) Before a person serves as a member of the Nominations Committee, that person shall deliver to the Executive Director a written statement that the

person will not accept a nomination as an officer for the year in which the person serves as a member of the Committee on Nominations.

- e) The Nominations Committee shall include a timely request to member units to provide suggested nominations.
- f) In a municipal election year, the NSFM Executive shall act as the Nominations Committee with the Past President serving as Chair. The Executive shall determine the date when the Nominations Committee Report is circulated to the membership. In a municipal election year, nominations can be submitted following the election based on a date selected by the Executive.

3. Election of Officers

- a) The President and Vice-President will be elected at large at the NSFM Annual Conference for a one-year term or until their successors are elected.
- b) Election of Officers shall rotate on an annual election cycle. During each cycle, the positions of President, Vice President and Past President will each be filled by members representing towns, rural municipalities and regional municipalities.
- c) In 2014-15, the President shall be from a rural municipality, the Vice President from a regional municipality and the Past President from a Town. In 2015-16, the President shall be from a regional municipality, the Vice President from a town and the Past President from a rural municipality. In 2016-17, the President shall be from a town, the Vice President from a rural municipality and the Past President from a regional municipality. This cycle will continue in the previously described order.
- d) A person shall be eligible to serve as President, Vice President and Past President only while that person is a serving elected member of a council of a member unit.
- e) The Chair of the Nominations Committee shall act as Chair at all sessions of the Annual Conference at which an election of officers takes place.
- f) If for any reason the Chair is unable to so act, the Committee shall name one (1) of its members to act as Chair.
- g) The Chair shall present the report of the Committee to the Annual Conference and move its adoption.



- i. After the report of the committee has been duly presented, the Chair shall advise the annual conference whether one or more nominations have been submitted in writing prior to commencement to the meeting to elect the officers.
- ii. If the Chair advises that no written nominations were received prior to the commencement of the meeting to elect officers at the annual conference, the Chair shall declare the nominees of the committee duly elected to the positions identified in the committee's report.
- iii. If one or more nominations were submitted in writing prior to the commencement of the meeting to elect officers at the annual conference, the Chair shall call for nominations from the floor for those persons who have been nominated in writing prior to the commencement of the meeting to elect officers.
- iv. The Chair shall only call for nominations from the floor for positions in respect of which written nominations were received prior to the commencement of the meeting to elect officers.
- v. If a written nomination was received for one position and not the other, the Chair shall declare the nominee of the committee duly elected to the nominated position in respect of which no written nomination was received.
- vi. If a written nomination was received for any position the Chair shall call the nomination from the floor for the positions in respect to which nominations were received in the following order: President and Vice-President.
- vii. The Chair shall then conduct a vote for each position before proceeding to the election of the next position.
- h) Subject to subsections 3 (i), (j), (k), and (l), any voting delegate may make a nomination for the position of an officer.
- i) Any such nomination shall only be received by the Chair if notice of such nomination in writing has been given to the Chair at least fifteen days prior to when the report of the Committee is to be presented to the membership.



- j) Such notice of nomination shall be signed by the voting delegate proposing to present the nomination and by a voting delegate seconding such nomination.
- k) Such nomination shall be accompanied by the consent in writing of the nominee indicating his intention to run and serve if elected and a statement confirming the member unit that the candidate represents.
- l) Such nomination shall only be in order if the member represents a member unit of the classification of units, which according to the rotation as set out in Section 3(c), is to hold that officer's position.
- m) The Chair shall permit the mover and seconder of any nomination so received to move and second the nomination from the floor, and when so moved an election shall be held for the appropriate position or positions as officer.
- n) When a vote is taken for the position of an officer, the person receiving the most votes given shall be declared elected.
- o) When a vote is required to elect an officer the vote shall be by secret ballot, and the Chair shall appoint an appropriate number of scrutineers to count the votes. The Executive Director or designate shall prepare and distribute appropriate ballots as required.
- p) If an election is held for the position of officer, the candidates for each position shall each be entitled to address the delegates for not more than three (3) minutes.
- q) The Chair shall announce the result of any vote, but shall not announce the number of votes cast for any candidate.
- r) After the vote has been announced, the ballots shall be destroyed.

4. Election of Caucus Members

- a) Each caucus shall, at the Annual Conference, first elect a Chair then two (2) representatives to the Board of Directors. The term of office is one (1) year and the Chair may be elected for one (1) further consecutive term. The term of office for a representative to the Board of Directors is two (2) years, and the representative may be elected for one (1) further consecutive term.



- b) Nominations duly moved and seconded shall be accepted from the floor of a caucus meeting. It is noted that prior notice of a nomination is not required at the caucus level.
- c) Any voting delegate may make a nomination. Such voting delegate must be a representative of the same caucus for which nominations are being called.
- d) The person nominated must advise the Chair, either in person at the meeting, or in writing, of the intention to accept the nomination and to serve if elected.
- e) Nominated candidates must be serving elected members of a council of a member unit from the relevant caucus.
- f) The Chair shall appoint sufficient scrutineers to supervise the election.
- g) The Chair shall advise the meeting of the names of the scrutineers and in the event of any objection to any of the scrutineers, the appointment of the scrutineer against whom an objection has been made shall be by a vote of the meeting, by show of hands.
- h) The scrutineers shall be responsible for distributing ballots to the voting delegates, collecting ballots, ascertaining if any ballots are invalid, and reporting to the Chair the total number of ballots cast, the number of spoiled ballots, and the number of ballots cast for each candidate for election.
- i) In the event of an election, the voting shall take place by secret ballot.
- j) Voting delegates will be asked to clearly mark the ballot with the name sufficient to identify the person for whom they have cast their vote.
- k) The candidate or candidates receiving the most votes will be declared elected.
- l) The scrutineers shall sign a document attesting that they have counted the ballots, have observed the procedures and have found all to be in order.
- m) The Chair of the meeting shall be the current Chair of the Caucus.
- n) The Chair is entitled to a vote.



- o) If there is no caucus Chair, the meeting shall be chaired by one of the caucus representatives, as approved by majority vote.
- p) If the Chair is nominated for re-election to a second term, he or she shall relinquish the Chair for that portion of the meeting dealing with the election.
- q) If the Acting Chair as nominated by the caucus is not confirmed by a majority vote of the meeting, another Acting Chair shall be nominated and approval of the meeting sought until a Chair which is acceptable to the meeting is chosen.
- r) The Chair, or Acting Chair, as the case may be, shall have the authority to interpret and make procedural rulings with respect to and in accordance with these procedural guidelines.
- s) When the results of the voting are received, the Chair shall announce the name of the successful candidate, but shall not announce the number of votes cast for any candidate.
- t) The Chair shall report to the NSFM office the names of the newly elected caucus Chair and caucus representatives to the Board of Directors.

5. Date of Approval

- Approved on November 6, 2014
- Revised September 23, 2016
- Revised June 16, 2017





NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

REPORT OF THE 2020-2021 NSFM NOMINATING COMMITTEE

Applications for the positions of President and Vice President closed on Wednesday, November 4th, 2020.

The Nominating Committee for 2020-21 includes the following members:

- Councillor Waye Mason, HRM (Immediate Past President—Chair)
- Mayor Brenda Chisholm Beaton, Town of Port Hawkesbury (Towns Caucus Chair)
- Councillor Clarence Prince, CBRM (Regional Caucus Chair)
- Deputy Mayor Geoff Stewart, Colchester County (Rural Caucus Chair)

Will Brooke, Policy Advisor, NSFM, served as Recording Secretary.

On November 4th, 2020, the Committee nominated the following individuals for NSFM Table Officers for 2020-2021:

President: Deputy Mayor Emily Lutz, Municipality of the County of Kings

Vice-President: Mayor Amanda McDougall, Cape Breton Regional Municipality

The Immediate Past-President shall also serve as an Officer.

The Report will be presented to the NSFM Annual General Meeting on Wednesday, December 2nd, 2020, via videoconference.

Per Section 3(i) in the NSFM Elections Policy, any voting delegate may make a nomination for the position of President or Vice President as long as the nomination is received by the Chair in writing at least fifteen days prior to when the report of the Committee is to be presented to the membership. That date is November 17th, 2020.



Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, November 16, 2020 3:35 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: November 16, 2020

Follow Up Flag: Follow up
Flag Status: Flagged

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Monday Memo



NOVA SCOTIA FEDERATION
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Happy Municipal Awareness Week!

Running from Nov. 15-22, this week promotes the importance of municipal government in people's daily lives, and encourages participation in council meetings, public hearings and committees.

It also celebrates the dedicated mayors, wardens, councillors and staff who are essential to the effective governance of municipalities. The events of this year only magnify the importance and impact of the work of local politicians and public servants on the communities they serve and call home.

If you're holding an event or recognizing the week in any way, drop us a line so we can share the news!



Committee Appointments

NSFM is seeking applications for Committee Appointments:

- 1 position on the Nova Scotia Municipal Finance Corporation Board of Directors
- 3 positions on the Joint Municipal-Provincial Housing Committee (1 town, 1 rural, 1 regional).

If you are interested in putting your name forward for one of these appointments, please forward a letter to NSFM outlining your qualifications and why you would like to serve. If you would like more information about any of these positions, please contact NSFM at info@nsfm.ca.

Submissions for the MFC position must be forwarded to NSFM at info@nsfm.ca by no later than 4:30 p.m. on November 23rd, 2020.

Submissions for the Housing Committee positions must be forwarded to NSFM

at info@nsfm.ca by no later than 4:30 p.m. on December 4th, 2020.

Board Vacancies

Interested in a seat on the NSFM Board?

Three caucus meetings will be taking place in conjunction with the NSFM AGM on Wednesday, December 2nd, 2020. The AGM and the caucus meetings will all be taking place electronically, and Board elections will take place at these caucus meetings.

- Three spots for Towns Caucus members are available on the NSFM Board, including the Chair and two Towns Caucus representatives.
- Two spots for Rural Caucus members are available on the NSFM Board, including the Chair and one rural caucus representative.
- Three spots for Regional Caucus members are available on the NSFM Board, including the Chair and two regional caucus representatives

If you wish to run for one of these positions, please send the NSFM office a brief bio and photo via email at info@nsfm.ca. We will include your bio and photo in the caucus meeting package for participants.

Registration for the AGM and caucus meetings is required. To register, please visit our website at [this link](#).



*Luis Clavel,
Nova Scotia Apprenticeship Agency*

Share your voice

Join an agency, board, or commission

With over 150 ways to volunteer, joining an agency, board, or commission allows you to share your voice while supporting what matters to you.

Applications are now open. The deadline for some applications is **November 23, 2020**. To learn more and apply, visit novascotia.ca/abc or call **1-866-206-6844** (toll free).

The Government of Nova Scotia has an Employment Equity Policy. We welcome applications from Aboriginal people, African Nova Scotians, other racially visible people, persons with disabilities, women, and other employment equity groups. Applicants are encouraged to self-identify.



The **Nova Scotia Department of Labour and Advanced Education** is seeking your assistance in getting the word out and encouraging others to **apply to current provincial agencies, boards and commissions (ABCs) positions** becoming available in the next 12 months. Please also consider applying yourself.

We need people from all communities and walks of life to serve on provincial

ABCs.

Applications are currently being accepted for a wide variety of volunteer opportunities with more than 150 ABCs, including the Arbitration Advisory Committee, Student Aid Appeal Committee and Labour Board.

There are many benefits to serving on a provincial ABC. Board members learn new skills, add to their experience and qualifications and develop new contacts that can in turn be applied in their professional careers. In addition, some boards offer a small per diem for members.

The list of current opportunities is available online at

<https://novascotia.ca/apps/abc/CurrentOpportunities.aspx>.

Please note that the list will change slightly as vacancies are filled and others open up unexpectedly.

Individuals interested in submitting their name for appointment consideration are required to apply through the online ABC web application system (attached is an overview to the process). The system enables applicants to more easily:

- Search current opportunities
- Submit applications and reapplications for ABC appointments
- Monitor the status of current applications and appointments
- Review their appointments history
- Update personal contact information and resume

We are also actively seeking applications from members of key demographic groups like young Nova Scotians, women, Mi'kmaq and other Indigenous people, African Nova Scotians and other racially visible people,

persons with disabilities, Acadian Nova Scotians, immigrants and newcomers and persons from the 2SLGBTQ+ community.



Win This Space Western NS Competition

Yarmouth, Nova Scotia- The Western Regional Enterprise Network (Western REN), the Town of Yarmouth, Ignite Labs, the Yarmouth and Area Chamber of Commerce and the Yarmouth Community Business Development Corporation (CBDC) have been working together to launch an entrepreneurial competition called Win This Space. Win This Space is open to all legal residents of Atlantic Canada (NS, PEI, NB and NFLD), who are 19 years of age or older who have a business idea and want to establish their business in the Western Region.

All applicants are being asked to apply with their business idea between October 26th, 2020 at 4 pm to November 16th, 2020 at 4pm. The top 25 applicants will take several workshops delivered by the CBDC, submit their business plans, and execute a short presentation in front of the judges before the winners are announced on February 8, 2021. Applicants can be individuals or current business owners who have a new business idea. Applicants must be willing to commit to signing a minimum one-year lease for one of the participating listings which will be in the Western region.

Mayor's/Warden's/CAO calls will resume on
December 9th at 6 pm – more info to follow



Photos Wanted for Communications Photo Library

The communications team at NSFM is in search of photos from all over the province to represent the best of what Nova Scotia municipalities have to offer. We are asking anyone with any photos of their region to forward them over to start a photo library so that you're better represented in media created by the NSFM.

These photos can be of absolutely anything from your municipality.

Landscapes, beloved neighbours (with their permission, of course), historic businesses, celebrations, festivities, cool roads, holidays. If you shot it - we want to see it!

Forward the photo(s) to communications@NSFM.ca with all the details you can provide: location, subjects, names, dates, and municipality. Anything at all to give context to the photo.

We look forward to seeing your beautiful regions! Submit as little or as much as you desire!



New Faces!

Kyle MacKay has joined the team at NSFM as the new Communications Advisor. He is a recent graduate from Mount Saint Vincent University's Bachelor of Public Relations program, and a former print journalist.

When he's not working on communications, writing his own profile for the monday memo, or wrestling with social media, he can be found racing all forms of bicycles around the province, and catching up on his movie watch list.

Reach out to say hi, or talk about communications things:
kmackay@nsfm.ca

Upcoming Events

NSFM VIRTUAL AGM AND CAUCUS MEETINGS COMING UP

Notification was sent by email to the membership last week regarding upcoming AGM and Caucus Meetings. Covid-19 has presented all of us with many challenges and has caused us to rethink everything we do. This year, NSFM will be holding a virtual **Annual General Meeting** via Zoom which will take place on **December 2nd from 9:00 a.m. – 10:30 a.m.**

The agenda will include: Remarks by the President and CEO; the 2019 Audited Financial Statements; Motion re Dues; and Report of the Nominating Committee. A detailed agenda will be forwarded to those who register closer to the date.

We will also be holding our **caucus meetings** the same day (Dec 2) via zoom as follows:

Rural Caucus	11:00 a.m. – 12:00 p.m.
Towns Caucus	1:30 p.m. – 2:30 p.m.
Regional Caucus	3:00 p.m. – 4:00 p.m.

The main purpose of the caucus meetings is to elect your representatives to serve on the NSFM Board and connect with your fellow caucus colleagues.

Please [CLICK HERE](#) for more information and registration links. You must register in order to receive the calendar invite with the appropriate zoom link required.

Webinars to resume in January - More info to follow!

In The News

[Safe Restart Program announces funding for municipalities: MODG granted \\$248,276](#)

[Achieve economies of scale through joint purchasing](#)

[Election date set for vacant council position](#)

[Municipalities Receive Covid-19 Funding](#)



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



























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></div> <div></div> </div> 75%
		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		75%	<p>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 early December. 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. Update report included on Council's Nov. 26 meeting agenda</p>
3	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	Jan., 2020		75%	<p>Notes: In Progress. Update included in 2020-21 Transportation Project Update on Council's Nov. 26 meeting agenda.</p>
4	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	Jan., 2020		75%	<p>Notes: In Progress. Update included in 2020-21 Transportation Project Update on Council's Nov. 26 meeting agenda.</p>

5	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 in 2021-22.	30-Jul-20	Dec., 2020	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Mahone Bay & District Fire Department Society incorporation registration with Province confirmed. Fire Station Project Update Report anticipated to Council's Dec. 8 meeting. Recommend proceeding to schedule meeting with Council and Society members at Council's discretion.
6	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	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: In Progress.
7	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	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: In Progress.

8	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 elections.	08-Sep-20	Jan., 2021					25%
9	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					50%
10	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					
11	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				

12	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					25%
	Notes: In progress.							
13	Council approve the request to fly the Transgender Flag for Transgender Awareness Week.	10-Nov-20	Nov., 2020					
	Notes: Flag raised November 15th.							
14	Letter be written to MICA to advise them of the process to request a grant from the Town of Mahone Bay for consideration for the 2020/21 budget.	10-Nov-20	Nov., 2020					
	Notes: Completed.							

Chief Administrative Officer's Report - November 26, 2020

1	COVID-19	<p>Staff have implemented measures at Council's direction and have issued public bulletins in this regard via website, social media and mailout. Staff are adhering to all provincial guidelines for safe work and are working remotely if possible. Town office remains closed to the public except by appointment, until renovations can be completed (update included in report on Nov. 26 meeting agenda). CAO participating in all NSFM and AMANS discussions concerning COVID-19 and relaying Provincial updates. COVID-19 Property Tax Financing Program closed September 30, report on Council's Nov. 26 meeting agenda). Staff regularly updating COVID-19 messaging as required.</p>
2	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program	<p>Staff working with Municipality of the District of Chester GIS technical support to map Town's assets; water map with condition, probability of failure and risk completed, wastewater, stormwater and streets/sidewalks under development. MAMP funding received and 2020-21 AM project (electrical system and non-linear assets) well 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 took place virtually Oct 28-29; CAO and Mayor Devenne presented on Town AM program / committee</p>

3	Municipal Joint Services Board (MJSB)	<p>MJSB not proceeding with Safety and Procurement shared services in 2020-21 at request of MODL; discussions continue for 2021-22. HR Shared Service (MoDL/TOB with ToMB) up and running, MJSB Board has approved budget for HRSS in 2020-21. Town staff participating in performance management project which will standardize and enhance Town's performance management practice. MJSB IT security audit process completed Oct. 2020. Regular MJSB meetings continue. New COO Jennifer Keating-Hubley has started, met with CAOs Nov 23</p>
4	Riverport Electric Shared Service Committee	<p>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.</p>

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. Participated in REMO staff tabletop exercise Oct 19.
6	Alternative Energy Resource Authority (AREA)	Weekly AREA staff meetings continue by phone. NB Power imports begun Jan 1, 2020. Preparing BUTU application for 2021-22. Community Solar Gardens funding application submitted by AREA staff; awaiting confirmation. HOME (Heatpump Options Made Easy) program launched Oct 1; 35 home assessments scheduled in October (32 completed).
7	FCM / Clean Foundation Transition 2050 (Partners for Climate Protection) Initiative	SSG baseline emissions report received; low-carbon scenarios currently being modelled for incorporation into GHG Reduction Plan. Updated draft GHG Reduction Plan to be presented to Council in January (initial draft provided to Council at Special meeting on April 21st, 2020). Data collection and community outreach work continue in coordination with HOME Program promotion.

8	Lunenburg County Accessibility Advisory Committee	CAO serving as staff policy resource to Lunenburg County Accessibility Advisory Committee; meetings continue in remote format. 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 semi-regular NSFM COVID-19 calls / list serve. Fall AMA/NSFM AGMs upcoming in remote format. Municipal Awareness Week 2020 celebrated Nov 15-22; virtual infrastructure tour video published on Town website / Youtube Nov 20.



1 Streets & Sidewalks

Paving on Freeman Veinotte Rd. completed. Asphalt cuts for service installations / water main break completed on Long Hill Rd., Clearway St. Roadway vegetation control/removal completed on Pond St., Clearland Rd. Street sweeper employed for 2 days. Staff cleared catchbasins of leaves. Vehicles, equipment maintained/repaired as necessary. Temp repair conducted for culvert at Kinburn & Park; ~50m ditching near culvert. 2020-21 Road Salt Hauling contract awarded. First snow required salting of streets & sidewalks Nov 3. Mural interpretative signs installed along sidewalk at RPS. Portable speed signs to 45 Pleasant, 56 Fauxburg. Street Excavation permit issued for driveway, sewer/water connections for new residential construction 26 Shady Lane. 80 catchbasins cleaned using vacuum truck Nov 17. Nov 20, staff successfully extricated a domestic cat trapped in drainage pipe near Fire Hall.

2	Cemeteries & Open Space	<p>Road surface repairs were made at Park Cemetery. The backstop was replaced at the Ball Field in Jubilee Park. Fall mulching of leaves was conducted in Park & Bayview Cemeteries. A number of dead tree were removed along the river bank at Aquatic Garden Park. Seasonal facilities (comfort stations, VIC, etc.) were closed down and winterized. 2 new soccer goals were ordered for spring installation at the old school soccer field. The Grounds Keeper was recalled for 1 week in Nov. to conduct fall clean-up duties (leaves, debris, etc.).</p>
3	Electric Utility	<p>3 transformers were replaced on Pleasant St. and 3 on Main St. A new service was inspected and connected in Maders Cove. Powerline tree trimming was conducted: Maders Cove Extension, Main St. and Long Hill Rd. 2 new recloser controls were installed. Inspections and new service connection was made for new residential construction at 32 Clearway St. Replaced traffic light over crosswalk located at Main & Clearway St. Stark International was employed to dispose of 19 old transformers and their contents. Staff responded to an unscheduled power outage from approx. 4-5pm on Nov. 15; outage affected Town Centre Feeder only.</p>

4	Water Supply, Treatment & Distribution	Regular monitoring and maintenance activities continued. New steel roofing was installed at the Pumphouse. Divers were employed to conduct cleaning of the clearwell at the Water Plant. Work remains ongoing concerning the SCADA Upgrades and replacement of the antenna at the Water Treatment Plant. A water service leak was repaired at 57 School Street. A water main break was repaired on Clearway St. New water & sewer services were installed for new residential construction at 32 Clearway St. Fall flushing of water mains was conduct overnights of Oct. 21 & 22.
5	Sewage Collection & Treatment	Regular monitoring and maintenance activities continued. 2 sewage lift pumps had to be pulled to remove blockages. Chemical and some equipment has been received for the PAA (peracetic acid) pilot program; we anticipate to be in a position to start the pilot sometime within the next 2 weeks pending final approval from NS Environment.
6	COVID-19	Staff continue to provide essential services while practicing physical distancing, wearing of masks and good hygiene practices. Staff members have indicated that the ongoing closure of the Town Hall to the public helps to protect the health of essential workers.

Finance Manager's Report - November 26, 2020

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	No outstanding Provincial Reporting Requirements.
3	Tax Bills/Tax Sale	Preliminary Tax Sale notices were sent out on qualifying properties. Payment agreements are being discussed and it is not expected that any of these properties will proceed to Tax Sale.
4	Audit	The 2019-20 Audit has been completed and staff have received the signed off Financial Statements from Deloitte. The file is closed.

Clerk & Deputy CAO's Report - November 26, 2020

1	Temporary Vending/Events	New By-laws to come into effect January 1, 2021; Planning Guide to be posted on Town website in December 2020 and information shared within community.
2	2020 Municipal Election	Election October 17th and new Council sworn in at November 10, 2020 meeting of Council. Assistant Returning Officer finished November 10, 2020.

3	Plan Review	Community Engagement phase 1 extended until October 9 2020; interviews with staff, emergency service providers, special focus groups conducted with youth, seniors, and renters. Scheduling for Steering Team Update session.
4	Communications and Public Engagement	Intensive communication campaign surrounding alternative voting in 2020 Municipal and School Board Election. Municipal Awareness Information Campaign and special Municipal Awareness edition of the newsletter.
5	Council Support	New Council sworn in; ongoing Council orientation. Facilitated IT switch from outgoing to incoming Council.
6	Projects	Wayfinding signage project coordination; report to Council on November 26, 2020 agenda.
7	By-law Enforcement	Continued development of enforcement procedures and protocols for internal referrals.

By-law and Policy Review - November 26, 2020			
1	Trees By-law	Target	Staff to prepare a report on drafting a Trees By-law in context of Plan Review.
		31-Mar-21	

2	Park By-law	Target	Staff to review Park By-law in conext of Plan Review.
		31-Mar-21	
3	Off Premises Signage Policy	Target	Staff to review Off Premises Signage Policy in context of Plan Review.
		31-Mar-21	
4	CAO Performance Review Policy	Target	Staff to prepare a report on drafting a CAO Performance Review Policy.
		31-Jan-21	
5	Employee Conduct Policy	Target	Staff to review Employee Conduct Policy in relation to violence in the workplace.
		31-Jan-21	
6	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 - November 26, 2020			
1	By-law Enforcement	Oct. 2020	Parking Tickets: 0
		Parking enforcement carried out as educational / no enforcement action necessary. Active files on Dangerous and Unsightly property, external storage containers, ATVs and other motor vehicles in Jubilee Park. Files closed on external storage containers, fire complaint, illegal parking concern, vegetation encroachment on sidewalks, smoke from commercial smoker, sidewalk encroachment.	

2	Police Services (founded & SUI occurrences)	Apr-Jun	92	98 in Q1 2019-20
		Notes: None.		
3	Traffic (Speed Signage)	Aug, 2020	38 Clearway Av. Speed 33 / 30 (50) Kph	237 Edgewater Av. Speed 56 / 50 Kph
		Sep, 2020	38 Clearway Av. Speed 34 / 30 (50) Kph	237 Edgewater Av. Speed 58 / 50 Kph
		Oct, 2020	38 Clearway Av. Speed 35 / 30 (50) Kph	237 Edgewater Av. Speed 57 / 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, Total	Households: 161 Mader's Cove Utility: 25	
		30/10/202	Residential: 274; Business: 10; Email 146; Text: 180	
		30/09/2020	Residential: 281; Email: 159; Text: 195	
		31/8/2020	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 - Nov. 26, 2020

21st Century Infrastructure

			2018/19				2019/20				2020/21			
			Year 2				Year 3				Year 4			
General Action	Specific Action	Responsible	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Facilities Management	Council makes decisions and authorizes staff to prepare RFP(s) relating to renovation or construction	Council									*			
		Fire Station project management / engineering assistance with the preparation of design-build tender documents contract awarded to Vigilant Management Inc. Feb 11, 2020. 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 approved. Project work has now begun. Report anticipated January 2021.	

Implement Federal and Provincial Accessibility Legislation	Establish Lunenburg County Accessibility Advisory Committee	Council					*							
		Lunenburg County Accessibility Advisory Committee members appointed. Official first meeting held Jan 21, 2020; meeting monthly.												
Implement Federal and Provincial Accessibility Legislation	Develop an Accessibility Plan in accordance with provincial legislation	CAO and Council								*				
		County-wide Accessibility Plan to be developed by Lunenburg County Accessibility Advisory Committee; development of Mahone Bay Operational Plan appendix included in 2020-21 budget (to be tendered following approval of county-wide Plan). Deadline extensions expected as a result of COVID-19.												

Foster inter-municipal cooperation	Report on existing shared services and explore opportunities for additional cooperation with other units.	<div> <div>CAO</div> <div>Ongoing</div> </div>
	Shared Building & Fire Permits pilot proceeding well. Shared HR services also proceeding well; Mahone Bay participating in performance management initiative. Shared procurement and safety being considered through MJSB for possible 2021-22 implementation. Staff working with REMO and MoDC contract staff to strengthen local EMO cooperation.	

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

Economic and Community Development

			2018/19				2019/20				2020/21			
			Year 2				Year 3				Year 4			
General Action	Specific Action	Responsible	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												
	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	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div>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Ensure that Town infrastructure is in place to support development plans	Work with the Mahone Bay and Area Tourism and Chamber of Commerce to identify opportunities for tourism-supporting infrastructure (wifi, signage, etc.)	CAO/Econ. Dev Committee	Ongoing
		Letters from Mahone Bay Tourism and Chamber of Commerce received at Council's Feb 27 meeting and referred to budget. 2020-21 budget approved May 12 includes commitments for wayfinding signage and other tourism-supporting infrastructure. On May 28 Council directed staff to reach out to MBTCC regarding wayfinding signage and the Wayfinding Signage project team consisting of Town staff and MBTCC representatives initially met on June 10 and regular meetings continue as required. Contract awarded by Council to Pierre Tabbiner Design and Illustration Sept. 24; update on Council's Nov. 26 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

Optimize the economic value and use of the harbour	Continue to pursue opportunities for Harbour Management	Council	Ongoing
	Consult with Marina Operators and MBTCC for economic opportunities utilizing the Harbour and waterfront	Econ. Dev Committee	Ongoing
	Monitor water quality in Harbour	BCAF/MODL	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>*</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>

	Administer Municipal Heritage Property registration program	HAC	Ongoing
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<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>
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Governance and Public Engagement

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

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

	2018/19 Year 2	2019/20 Year 3	2020/21 Year 4
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General Action	Specific Action	Responsible	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Pursue Climate Mitigation Strategies (reducing Town carbon footprint)	Establish Baseline Emissions Data	CAO/Consultant						*						
		Transition 2050 preliminary data collection complete; SSG baseline report received July 2020. Baseline data collection survey launched; Clean NS Intern Katherine MacLellan - now the Town's HOME Program ambassador - has been assisting in survey data collection. Updated report anticipated to Council in January 2021.												
	Adopt Targets and Develop Plan	Council/Consultant							*	*				
		Staff currently working to develop recommended targets as well as opportunities for reduction for inclusion in draft Community GHG Reduction Action Plan. SSG low carbon scenario modelling underway with Town staff. Staff have applied to Dept. of Energy Low Carbon Communities Program to support plan implementation in 2020-21 and are awaiting word												
	Implement Plan	CAO/DOO									*	*	*	*







	Engage with waterfront property owners on Edgewater St.	CAO				*								
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Undertake Climate Adaptation initiatives (implement further phases of the Harbour Development Plan)	Monitor and pursue funding opportunities for a storm surge abatement plan	CAO													
		Pursuing Investing in Canada Infrastructure Funding (Small Communities Component); staff recently updated CBCL Ltd. estimates for potential upcoming ICIP call for proposals. INTACT funded Shoreline Improvement demonstration project now underway with Coastal Action; report to Council concerning budgetted adaptation education initiative anticipated in December 2020.													
	Public engagement process	Council/Consultant					*	*							
		See above.													
	Council makes decision and authorizes staff to prepare	Council													*
		Funding not yet received; continues to be a priority in Council's 2020-21 budget. 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 NSUAR decision on 2021 imports received. 2020 imports from NB Power begun Jan 1, 2020. Staff currently working closely with AREA partners and solicitors, responding to NSPI position re BUTU for wind / imports.	
	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.	

Preserve and enhance our natural spaces and assets	Continue to preserve and enhance our natural spaces and assets	Council	Ongoing
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2020-21 Budget - Operating Initiatives - Nov. 26, 2020







	Total Cost	Town Cost		
1 Asset Management Initiatives	\$72,895	\$26,495		75%
	Notes: 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. LCC funding announced Feb 24, 2020. Climate and Energy Outreach Coordinator Katherine Dorey hired. Completed initial data collection to support establishment of emissions baseline with SSG. Community data collection and SSG low carbon scenario modelling ongoing. Report to Council with draft plan provided April 21, 2020; updated draft plan with baseline and scenario modelling for actions anticipated Jan. 2021.			
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, final wrap-up report to Council anticipated Dec 8, 2020.			

6	Town Website Update	\$12,000	\$12,000	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: Website launched Sept. 18, 2020. Staff currently updating / troubleshooting.			
7	MPS / LUB Update - Year 1	\$80,000	\$80,000	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes: Contract awarded to Upland planning + design, completion expected by July, 2021. Report on initial engagement phase to steering committee early December 2020.			
8	Wastewater Rate Study	\$12,400	\$12,400	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: Study begun with consultant. Awaiting Provincial approvals of PAA treatment pilot.			
9	Electric Utility "Grow the Load" Initiatives	\$8,000	\$8,000	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: AREA HOME Program / ambassadors community promotion begun Oct. 1, 2020. EV Promotion ongoing (test drive event Nov 28).			
10	Electric Utility Rate Study	\$5,000	\$5,000	<div><div></div><div></div><div></div><div></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></div><div></div><div></div><div></div></div>	50%
		Notes: Provincial B&S funding (\$12,500) confirmed. Signage design RFP awarded to Pierre Tabbiner Design & Illustration. Update on Nov 26 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: Waiting on approval of Lunenburg County Accessibility Plan. Deadline extension from April 1, 2021 announced by Province (new deadline unknown).			

14	Climate Adaptation Initiatives	\$15,000	\$15,000		25%
		Notes: In discussions with Coastal Action re coastal adaptation education initiatives supporting INTACT funded shoreline improvement project; report to Council			

2020-21 Budget - Capital Projects - Nov. 26, 2020


Town General					
1	Build / Acquire / Renovate PW & Utility Facility	\$50,000		Not Yet Begun	
		Notes: Contingent on other facilities decisions.			
2	Buy Used Truck for PW	\$20,000	\$15,645.00		
		Notes: 2011 Ford Ranger purchased.			
3	Repair / Renovate Town Hall Facility	\$100,000	\$4,275.00		25%
		Notes: Update included in COVID-19 financial update on Nov 26 agenda. Additional update concerning external funding, status of renovations provided to Council's Sept 24 meeting.			
4	Build New Fire Station	\$3,709,263	\$23,758.00		25%
		Notes: Design-build contract awarded to Roscoe Construction Ltd. Sept 8, 2020. Update report to Council anticipated Dec 8, 2020.			
5	Resurface Fire Station Parking Lot	\$90,000		Not Yet Begun	
		Notes: Linked to above.			
6	Radios & Pagers	\$5,000		Not Yet Begun	
		Notes: MBDFD.			
7	New PPE	\$22,000			25%
		Notes: Emergency Services Provider Fund application submitted; confirmation received.			

8 Pave Turning Loop on North Main St.	\$30,000	\$24,094.00			Notes: Tender issued and Project Budget increased to \$30,000 based on Council Motion. Paving completed Sept 21, 2020.
9 Transportation Project	\$200,000	\$18,370.00		25%	Notes: Council approved project July 14, 2020. Connect2 funding application submitted. Funding application also included with Bicycle NS ICIP AT infrastructure application. Update report on Council's Nov 26 agenda.
10 Security Cameras	\$4,000		Not Yet Begun		Notes: Delayed by COVID-19.
11 Replace Floating Wharves / Gangways	\$30,000		Not Yet Begun		Notes: Coordinating with Wooden Boat Society.
12 Repair South-Facing Cribwork on Wharf	\$30,000		Not Yet Begun		Notes: Coordinating with Wooden Boat Society.
13 Bandstand - Phase 3	\$20,000	\$4,661.00		25%	Notes: Bird Netting has been reinstalled and new bleachers and flag pole are now in place. Canada Cultural Spaces Fund application anticipated in January of 2020, in consultation with users / stakeholders; opportunities for COVID-19 adaptation.
14 Annual Installation of New Sewer Services	\$10,000		Not Yet Begun		Notes: As required.
15 Replace Pumps - Station #2	\$10,000	\$6,590.00			Notes: Pump Replacement Complete
16 Breakwater Repairs	\$8,500		Not Yet Begun		Notes: Coordinating with Wooden Boat Society.

17	Sea Level Rise / Storm Protection - Edgewater St.	\$349,800	\$1,564.00	Not Yet Begun	
		Notes: 2016 Edgewater St. Shoreline Project estimates updated for potential ICIP application. INTACT funded demonstration project underway with Coastal Action.			
18	Home Heating Programs (Town Portion)	\$50,000		Not Yet Begun	
		Notes: HOME Program launched Oct 1. In discussions with FCM on funding for program expansion. Staff continuing to work with Neothermal to develop ETS pilot for Mahone Bay.			
19	Solar Garden Development	\$5,205,684	\$4,860.00	Not Yet Begun	
		Notes: Dept. of Energy ICIP funding application submitted by AREA staff.			
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	\$18,250.00	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
		Notes: Project Complete.			
22	Drill Well at VIC	\$10,000		Not Yet Begun	
		Notes: As required.			
23	Install Dechlorination System	\$105,000		<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: PCAP funding re-allocated from Transmission Main Diagnostic. CBCL Ltd. engaged to assist with paracetic acid pilot. Staff awaiting final Dept. of Environment approval.			
24	Wastewater PCAP - Plant Effluent Options	\$32,824	\$7,003.00	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		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: Waiting on ICIP funding window.			
27	Line Replacement - Long Hill Rd. to WTP	\$756,000		Not Yet Begun
	Notes: Waiting on ICIP funding window.			
28	Line Extension - Main St. South to Town Boundary	\$249,200		Not Yet Beapun
	Notes: Waiting on ICIP funding window.			
29	Line Replacement - Main St. North to Town Boundary	\$164,850		Not Yet Begun
	Notes: Waiting on ICIP funding window.			
30	Service Extensions - Edgewater to Town Boundary	\$225,000		Not Yet Beapun
	Notes: Waiting on ICIP funding window.			
Water Utility				
1	Connection of New Water Services	\$5,000	\$1,136.00	<div></div> 25%
	Notes: As required.			
2	Cut Out Access to Transmission Line	\$10,000		Not Yet Begun
	Notes: Referred to 2021-22 budget process. See Transmission Main Diagnostic below.			
3	Clearwell Cleaning / Inspection	\$14,000		Not Yet Begun
	Notes:			
4	Replace Hydrants as Needed	\$5,000		Not Yet Begun
	Notes: As required.			
5	Install Water Meters as Required	\$3,700		Not Yet Begun
	Notes: As required.			
6	Install Corrosion Coating in Chemical Room	\$10,000		Not Yet Begun
	Notes:			

7	Deadend Flushings - System Extremities	\$15,000		Not Yet Beagun	
		Notes:			
8	Replace Door / Window / Wet Well Cover	\$5,000	\$4,991.00	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: Project Complete			
9	Install Security Cameras	\$4,000		Not Yet Begun	
		Notes: Delayed by COVID-19.			
10	Install Air Conditioner in WTP	\$5,000		Not Yet Begun	
		Notes:			
11	Move Antenna to New Pole and RTU	\$20,000	\$4,079.00	<div><div></div></div>	25%
		Notes: Preliminary work has begun.			
12	Water PCAP Project - Transmission Main Diagnostic	\$72,456		Not Yet Begun	
		Notes: PCAP funding re-allocated to PAA pilot project. Referred to 2021-22 budget process.			
13	Line Replacement - Fairmont to WWTP	\$448,350		Not Yet Begun	
		Notes: Waiting on ICIP funding window.			
14	Line Replacement - Cherry Lane to Long Hill Rd.	\$1,312,500		Not Yet Begun	
		Notes: Waiting on ICIP funding window.			
15	Line Replacement - Long Hill Rd. to WTP	\$756,000		Not Yet Begun	
		Notes: Waiting on ICIP funding window.			
16	Line Extension - Main St. South to Town Boundary	\$249,200		Not Yet Begun	
		Notes: Waiting on ICIP funding window.			
17	Line Replacement - Main St. North to Town Boundary	\$164,850		Not Yet Begun	
		Notes: Waiting on ICIP funding window.			
18	Service Extensions - Edgewater to Town Boundary	\$225,000		Not Yet Begun	
		Notes: Waiting on ICIP funding window.			

Electric Utility				
1	Pole / Line Replacement as Required	\$20,000		Not Yet Begun
		Notes: As required.		
2	New Digital Meters as Required	\$6,500		Not Yet Begun
		Notes: As required.		
3	Replace Reclosers at Substation	\$45,000	\$31,228.00	
		Notes: Reclosers Purchased and Installed		
4	New Transformers as Required	\$35,000	\$22,772.00	Not Yet Begun
		Notes: As required.		
5	Home Heating Programs (Utility Portion)	\$50,000		Not Yet Begun
		Notes: HOME Program launched Oct 1. In discussions with FCM on funding for program expansion. Staff continuing to work with Neothermal to develop ETS pilot for Mahone Bay.		
6	EV Chargers	\$60,000		Not Yet Begun
		Notes: NRCan funding announcement anticipated in Dec. 2020.		
7	Purchase Utility Chipper (50% Riverport)	\$40,000		Not Yet Begun
		Notes:		



Town of Mahone Bay

Staff Report

RE: Council and Committee Policy

November 26, 2020

General Overview:

This report is to provide Council with the opportunity to perform a regular review the Council and Committee Policies with the start of the 2020-24 Council term.

Background:

Following the 2020 Municipal and School Board Election, the Town of Mahone Bay 2020-24 Council was sworn in on November 8, 2020. As part of the regular review of policies, in particular the policies related to the guidelines and procedures for the conduct of meetings of Council and Committees of Council, Council has the opportunity to review the Council Policy and the Committee Policy as part of setting their mandate.

Analysis:

The Town of Mahone Bay Council Policy provides a set of guidelines for Council meetings and a reference for Council procedures, meeting schedules and other logistics that enable Council to conduct their meetings with optimal efficiency. The Town of Mahone Bay Committee Policy provides similar guidelines for the conduct of Committees of Council, as well as outlining the committees which support the mandate of Council.

As part of the regular review of policies of the Town, Council may wish to review both the Council and Committee Policies to determine if there are amendments which would be beneficial to the 2020-24 Mahone Bay Town Council.

Financial Analysis:

There are no significant financial implications for the review of the Council Policy and Committee Policy.

Links to Strategic Plan:

3.2 An Optimal Governance and Operations Structure

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

Recommendation:

It is recommended, that at the November 26, 2020 meeting of Council

THAT Council receive this report for information.

And that, should Council request consideration of any amendments to these policies, direction be provided to staff for presentation of amendments to the December 8, 2020 Council meeting.

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO



1.0 Purpose

The purpose of this policy is to provide a standard set of guidelines concerning the procedures of Council and Town Council meetings. This policy will provide Council, staff and community members with a reference for Council procedures, meeting schedules, and roles and responsibilities of Council members.

All meetings of Council must be held in accordance with the Municipal Government Act.

2.0 Scope

The Town Council Policy applies to all members of Town Council as well as Town staff and any members of the public in attendance or participating in a Town Council meeting and meetings of Town Council Committees (except as noted in the Town of Mahone Bay Committees policy).

The Town Council Policy will repeal and supersede any and all previous policies held by the Town of Mahone Bay regarding and/or governing Town Council and Town Council meetings.

3.0 Council

Town Council: Council shall consist of seven elected members; five Councillors, a Deputy Mayor and a Mayor.

Organization of Council: At the first meeting of Council after a regular or special election, the Council shall meet and administer the required oaths and appoint one of their number to be Deputy Mayor.

Responsibilities of Council: Members of council are expected to review pre-meeting packages provided, attend Council meetings and committee meetings as scheduled, respond to correspondence and attend special events. Council members are to conduct themselves in accordance with expectations as set forth by the Town of Mahone Bay.

The Council provides direction on the administration of the Town to the Chief Administrative Officer. All council members are required to vote during meetings and any

non-vote will be deemed as a vote against the issue. No individual Council member shall instruct or give direction to an employee of the Town.

Appointment of Deputy Mayor: The candidate who received the most votes at the polls of the municipal election shall be appointed Deputy Mayor on their consent to this appointment. If the person appointed as Deputy Mayor ceases to be a member of Council, or if the candidate who received the most votes does not consent to the appointment, then the member of Council who received the next highest number of votes at the most recent election shall be appointed Deputy Mayor for the balance of the term on their consent to this appointment.

If those nominated for Council are acclaimed, then the Councillor with the longest service on Council shall be appointed Deputy Mayor, on their consent to this appointment. In the event that this isn't possible, the selection will be made by motion of Council. If the person appointed as Deputy Mayor ceases to be a member of Council then the member of Council with the next longest service on Council shall be appointed Deputy Mayor for the balance of the term on their consent to this appointment.

Responsibilities of Deputy Mayor: The Deputy Mayor will act in the absence or inability of the Mayor or in the event that the office of Mayor becomes vacant.

Responsibilities of Mayor: The Mayor will preside over meetings of Council. Prior to the meeting, the Mayor will consult with the CAO concerning the meeting agenda. The Mayor shall monitor the administration and government of the Town. The Mayor may call a special meeting should an issue arise that requires immediate attention. Where the Mayor determines that there is an emergency, the council may meet without notice or with such notice as is possible in the circumstances. The Mayor shall also act as a public spokesperson in the media; if required, this can be designated to another member of Council or staff.

4.0 Council Meetings

Regular Council Meetings: The Council meeting schedule is determined by Council, the CAO and the Town Clerk on an annual basis. No notice is provided for regular meetings.

Special Council Meetings: The Town Council shall hold Special Council meetings as may be necessary or expedient for the transaction of Town business. Special Council meetings will follow the same procedures as regular Council meetings. The CAO shall give the public three business days notice of special meetings by posting at the Town Hall and on the Town website. Failure to provide public notice does not invalidate the meeting.

Emergency Meetings: Emergency meetings are Special Council meetings held in response to an emergency as determined by the Mayor.

Meeting Calendar: There will be a meeting calendar available to Council and the public by January 2nd of each year, posted at the Town Hall and on the Town website. This calendar will list all regular meetings of the Town Council and council committees.

Council Meeting Packages: The Town Clerk shall distribute a Council package containing all the relevant documents for each regular or special meeting including: an agenda; minutes; documents corresponding to delegations or Council items; and staff reports or other materials necessary to the meeting as per the agenda. The Council package will be distributed a minimum of three business days prior to the meeting. For special meetings these timelines may be reduced. Council meeting packages for regular meetings will be posted on the Town website three business days in advance of the Council meeting; special meeting packages will be posted in advance if possible. Closed session materials that are pre-distributed to Council members or circulated in closed session are deemed confidential information and shall not be released to the public; physical and electronic copies are to be destroyed following the meeting.

Agenda: Draft agendas for Council meetings are completed through consultation between the CAO and Town Clerk. Agenda items may be added by Council members, Town staff and the public as specified in this policy.

Council agendas are posted on the Town website and in pre-determined public locations three business days prior to the Council meeting.

Minutes: At regular meetings of Council, except when Council resolves to defer the approval of minutes for a maximum of one additional meeting, the minutes of the previous regular meeting and subsequent special meetings will be reviewed and after all necessary corrections and amendments have been made, the minutes shall be approved by Council. To facilitate this process draft minutes will be circulated five business days prior to each regular meeting and the Town Clerk will bring an updated version reflecting any suggested corrections to the meeting for approval. The minutes shall be restricted to a record of the date, location, time, Council members and staff present, and the outcomes and actions taken on all agenda items. The approved minutes will be signed by the Clerk and the Mayor, or their designates. The original, signed and sealed minutes shall be kept by the Clerk. Within three business days of approval, minutes will be uploaded onto the Town website.

Recordings: Regular Town Council Meetings and Special Town Council Meetings will be recorded and uploaded to the Town of Mahone Bay's video platform for public viewing and information. Audio recordings will be taken as a backup but will not generally be

saved. Closed sessions will not be recorded. The approved written Minutes for meetings, presented to Council by the Town Clerk, remain the official record of Council meetings.

Delegations will be advised that the meetings are recorded.

Staff: The Chief Administrative Officer and the Town Clerk will generally be in attendance at meetings of Council. The CAO will assist and inform Council, the Clerk will keep a record of the meeting and may, at the discretion of the Clerk, appoint recording secretaries as appropriate. Other members of staff may be present at the invitation of Council, as directed by the CAO.

Quorum: As per the Section 20 of the Municipal Government Act quorum will be achieved by a majority of the maximum number of persons that may be elected to Council. In the case of quorum not being met within 15 minutes of the appointed meeting time, or if quorum is lost during a meeting, the meeting will be adjourned and rescheduled.

Chairperson: Once quorum is met, the Mayor, if physically in attendance, will chair the meeting. If the Mayor is not expected to be present or is not present within 15 minutes of the meeting's starting time, the Deputy Mayor shall take the chair and preside during the meeting or until the arrival of the Mayor. If neither the Mayor nor Deputy Mayor is physically in attendance within fifteen minutes of the meeting's starting time, the Chief Administrative Officer shall call the meeting to order and the Councillors present shall appoint one of the members the Chair and they will preside during the meeting or until the arrival of the Mayor or Deputy Mayor.

The Chair may vote on any motion but may not introduce motions. If the Chair wishes to introduce a motion they may request that another member of Council temporarily take the Chair; this will be recorded in the minutes.

Breaks: Once a meeting has exceeded 2 hours, the Chair will entertain a motion for a 15 minute break.

Order of Business: The order of business at a regular or special Council meeting shall generally adhere to the following structure:

- a) The Chair will call the meeting to order;
- b) Approval of the meeting agenda;
- c) Approval of the Minutes of the last regular meeting and of any special meeting(s) held since the last regular Council meeting;
- d) Consideration of delegations;
- e) Correspondence – actionable items;
- f) Correspondence – information items;

- g) Consideration of reports of staff;
- h) Motions or items brought forward by Council;
- i) Reports from Council Committees and external boards and commissions of which the Town is a member
- j) New Business;
- k) Closed session if required;
- l) Adjournment.

Approval of Agenda: At the beginning of each Council meeting, Council shall approve the meeting's agenda. At this time an item can be added by a Council member under the category of New Business. If an item is deemed to be of a time-sensitive nature it may be added under Items brought forward by Council with a motion to amend the agenda, if this motion fails the item may still be added under New Business.

Delegations: Organizations or individuals are able to make presentations, in person, at Town Council meetings. A maximum of two delegations can be scheduled for any one meeting of Council unless emergency situations exist or there is cause for more presentations as determined by the CAO and Mayor.

Delegations must generally submit a completed Delegation Application Form (attached as a schedule to this policy) to the Clerk for approval a minimum of five business days prior to the Council meeting; applications are available at Town Hall and on the Town website. Invited delegations will not be requested to complete the delegation form and may be afforded more time at the discretion of the Chair.

Approved delegations are allotted 10 minutes to present to Council; if more time is needed for special consideration, a special meeting can be scheduled to receive the presentation of a delegation.

The Chair shall interrupt the presentation when the 10 minute timeframe is exceeded and ask direction from Council on whether the presentation shall continue. If the Chair rules that the delegation is concluded, the person or persons appearing shall withdraw, and the decision of the Chair shall not be subject to challenge.

No motions or decisions shall be introduced by Council concerning a delegation's requests at the same Council meeting as the presentation save for motions to refer an issue to a Council Committee or to staff.

Correspondence: Correspondence to Council and/or correspondence requiring the attention of Council will be placed on the agenda in two categories; Action (for correspondence requiring a response of Council) or Information. Correspondence must have a full name, address or place of residence, and contact information included; anonymous correspondence will not be accepted. For a piece of correspondence to be

added to the agenda for an upcoming council meeting, it must be received by the Town Clerk no later than five business days before the meeting.

Staff Reports: Reports from staff will be provided to Council in the Council package; the reports may include recommendations which require motions. A report on tasks previously assigned by Council will be provided on each agenda. The CAO will respond to questions regarding the reports.

Policy Approval Process: Policies proposed for adoption, amendment or repeal shall be circulated to Council by the CAO and will then be presented for discussion at the next meeting of Town Council. The policy will then be presented for consideration at the next meeting of Council that is held no less than seven (7) days following the date received for consideration and will appear on the agenda under Staff Reports.

By-Law Approval Process: By-laws proposed for adoption, amendment or repeal shall be presented at a meeting of Council and given first reading by motion. At least fourteen days before a by-law is read for a second time, notice of Council's intent to consider the by-law shall be published in a newspaper circulating in Town, posted at the Town Hall and posted on the Town website. The notice shall state the object of the by-law, the date and time of the hearing provided for public input, and of the meeting at which the council proposes to consider it and the place where the proposed by-law may be inspected. Council will schedule a hearing prior to second reading, generally immediately prior to the Council meeting where second reading is on the agenda. Only Council members present at the hearing may vote on the motion for second reading. On receiving second reading a notice of the By-Law's adoption, amendment or repeal shall be published in a newspaper circulating in Town.

Town Council Committee Reports: Town Council Committee Reports will be presented by one of the Council members who sits on the Town Council Committee. The complete draft minutes from each committee meeting will be provided to all of Council for their review in the Council package following their preparation. The Council member will present only the critical highlights of the meetings and motions or items requiring Council action or direction.

Items brought Forward by Council: Any member of Council may bring forward items of business or interest for consideration by Council. Motions can be made on these items during the meeting. To add a Council item to the agenda Council members must contact the Town clerk in writing in a minimum of five business days prior to the meeting date requesting the item be added; the Council member must provide sufficient background information for inclusion in the meeting package.

Staff will provide Outlook invitations to Council members for all regular meetings of Council in a calendar year by January 2nd of that year; once accepted, Council members will receive an automated reminder to submit agenda items one week prior to each meeting.

New Business: New Business presents an opportunity to raise subjects not previously discussed or included on the meeting Agenda. Council members can provide Notice(s) of Motion for upcoming meetings of Council; motions cannot be made under New Business. The Council member making the Notice of Motion will provide the motion to the Town Clerk for submission to Council in the next Town Council meeting package. Under New Business, Council members may bring forward items of interest to Council and the public and/or ask questions of the CAO.

Closed Sessions: The Council may meet in closed session to discuss matters relating to:

- a. Acquisition, sale, lease and security of municipal property;
- b. Setting a minimum price to be accepted by the municipality at a tax sale;
- c. Personnel matters;
- d. Labour relations;
- e. Contract negotiations;
- f. Litigation or potential litigation;
- g. Legal advice eligible for solicitor-client privilege;
- h. Public security;

No decision shall be made in closed session except a decision concerning procedural matters or to give direction to staff of, or solicitors for, the Town.

The meeting minutes will note the reason Council met in closed session and the duration, but no other information.

5.0 Meeting Procedures

5.1 Motions, Voting and Speaking:

- a) All motions shall be decided by majority vote of those present. An abstention will be considered a vote against the motion. If a motion fails to secure a majority of yes votes it will be considered to have failed.
- b) A motion may be withdrawn by the mover at any time, with the consent of the seconder, before the Council has voted on it.

- c) Prior to beginning a vote on any motion a Council member may request a role-call vote. If a role call is so requested the Chair will read each member's name in alphabetical order by surname and the member will reply with a yes or no vote.
- d) When any question is before Council only the following motions can be made:
 - i) A motion to amend the original motion;
 - ii) A motion to refer the question to any committee;
 - iii) A motion to defer the consideration of the question to a time specified by motion;
 - iv) A motion that the question be put to a vote;
- e) A motion that the question be put to a vote shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote will not itself be put to a vote until every Council member who has not spoken on the question and wishes to speak has been heard.
- f) Once a motion has been put to a vote the same motion will not be reintroduced for Council's consideration unless significant new information has been provided to Council. The Council will vote to reconsider a motion prior to the motion itself being put before Council.
- g) The Chair will start every question by asking "Is Council ready for the question?" and if no Council member speaks, the chair shall ask the question, after which no Council member is permitted to speak on the motion. A motion must be seconded before it is debated or discussed.
- h) The following questions will be decided without debate:
 - i) A motion to reconsider;
 - ii) A motion to allow any person other than the Council Members or CAO to address the Council;
 - iii) A motion to adjourn.
- i) Every Council member, prior to speaking on any question or motion, will raise their hand and wait to be acknowledged by the Chair before speaking. If more than one Council member raises their hand to speak at the same time, the Chair shall decide will be allowed to speak first.
- j) No Council member may speak more than twice, without the permission of Council, on any motion except to explain a misconception of their remarks. The mover of a motion shall have the right to reply and sum up in closing the debate; this shall be for a maximum of two minutes and shall not count against the limit of two opportunities to speak on a motion.

- k) No Council member shall speak more than two minutes upon any matter at one time, without the leave of Council.

5.2 Points of Order:

- a) It shall be the duty of the Chair, and the privilege of Council members, to call any Council Member to order, who violates any rules contained in this policy. A point of order must be decided before the subject under consideration can proceed.
- b) When a Council member is called to order, the Council member shall remain seated and silent until the point is determined.
- c) A point of order is not debatable amongst other members of Council, unless the Chair invites discussion in an effort to assist in making a ruling. If the Chair permits discussion of a point of order, no member of Council is permitted to speak more than once.
- d) Decisions of the chair on points of order or procedure are not debatable but are appealable by any member of Council. When an appeal is made from the decision of the Chair, the Chair shall simply state the question, "Shall the decision of the Chair be sustained?" which shall be voted on without debate.
- e) If a Council member resists the rules of Council, intentionally obstructs the business of Council or disobeys the decisions of the Chair, or of Council on appeal, on any question of order or practice, after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the member of Council may be ordered by the Chair to leave the Council table provided that a majority vote of Council sustains the expulsion.

If the Council member refuses to leave the table, the Chair may order the member of Council be expelled and excluded from the Council Chambers. Such member of Council may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers and to resume participation in Council's business with or without conditions.

- f) If any question arises that is not provided for by applicable legislation or this policy, it shall be decided according to the ruling of the Chair.

5.3 Attendance at Council Meetings:

- a) Persons who are not Council members or employees of the Town of Mahone Bay who are in attendance during a meeting of Council shall observe silence and order in Council Chambers, unless given permission to speak. Any such persons disturbing the proceedings of Council will be called to order by the Chair, and, if they fail to comply, will be expelled from Council Chambers by the Chair; a majority vote of Council shall be required to sustain the expulsion. Such member of the public may, by vote of Council, later in the meeting or at a subsequent meeting, be permitted to re-enter Council Chambers, with or without conditions. An order of the Chair to expel a person from the Council Chambers constitutes a direction from the Town of Mahone Bay to leave the premises.

6.0 General

Questions: For 10 minutes following a Council meeting, there will be an opportunity for the public in attendance to ask questions of Council. Questions must be related to the meeting's agenda. Council members are not obligated to answer.

Professional Conduct: All Council members, staff and members of the public are encouraged to maintain professional standards of conduct during all meetings of Town Council. Abusive language or actions can result in expulsion from the meeting, Council Chambers and/or the building. Threatening language, violence, or destruction of property can result in intervention by the RCMP.

Conflict of Interest: Any Council member with a conflict of interest related to motion or actions of Council, as per the Municipal Government Act, subject to the Municipal Conflict of Interest Act, must declare this conflict. If this conflict occurs in open session, the Council member must excuse themselves from the Council table during the time which the topic is under consideration; if this conflict occurs in closed session, the Council member must excuse themselves from the meeting room during the time which the topic is under consideration. The Clerk will record the date, Councillor's name and the topic of conflict, to be filed with the Council minutes.

Conducting Meetings by Electronic Facilities: A Council or council committee meeting may be conducted by means of electronic facilities, when a member of Council is unable to attend in person. When it is the norm that Council meetings are held in person, electronic participation by a member will be permitted for a maximum of two (2) consecutive regular meetings of Council without leave of Council.

A Council member participating by means of an electronic facility is deemed to be present at the meeting, can be counted toward quorum and can vote, including casting the deciding vote in the event of a tie. If communication is lost during the meeting and cannot be reconnected, the minutes shall reflect when the Council member left the meeting.

A person can only participate electronically in a closed portion of a meeting if they assure Council that they are in a secure location where no other parties can view or hear any part of the closed session. Under no circumstances is any portion of the closed session to be recorded.

While it will generally be the norm that meetings of Council and council committee meetings are held in person, in the event that an in-person meeting is not possible due to extenuating circumstances, a remote meeting may be called and in such case the same expectations of transparency and opportunity for public participation as laid out elsewhere in this policy will be maintained as for a physical meeting (via live broadcast on the Town of Mahone Bay's video platform). When a Council meeting will be conducted remotely using electronic facilities this information will be included on the agenda for public information.

Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] May 28, 2020

Date of Passage of Policy June 9, 2020



Town Clerk

June 11, 2020

Date

Town of Mahone Bay

Committees Policy

1.0 Purpose

The purpose of this policy is to manage the creation and dissolution of Town Council Committees as required and to provide Council, staff and community members with a reference for council committees.

This policy will serve as a reference in the formation of new Town Council Committees. This policy will provide guidelines for the organization of committees, committee membership, meeting practices, and roles of committee members.

This policy will include a list of current Town Council Committees.

2.0 Scope

The Committees Policy applies to all Town of Mahone Bay Committees of Council, at all times and without exception. The following provisions shall apply to all Town Council Committees listed in this policy, except where the policy specifically provides otherwise.

The Committees Policy will repeal and supersede any and all previous policies held by the Town of Mahone Bay regarding and/or governing Town Council Committees.

3.0 Terms

Town Council Committees: Section 24 of the Municipal Government Act provides that Council may establish standing, special and advisory committees. Town Council Committees are formed by motion of Council amending this policy to add to the list of current committees and associated schedules. The purpose of every Town Council Committee is to serve the community in some meaningful and recognizable way and to make recommendations in this regard to Council. Council Committees may be comprised of Council members, Town staff and public members (a Committee's Terms of Reference may provide additional criteria).

Committees will submit regular written reports or minutes to Council for review and will present recommendations for Council approval. This will generally take place at the next regular Council meeting following the date of the Committee meeting (or at the next regular Council

meeting thereafter, if Council meets less than seven business days after the Committee's meeting date, to allow for the preparation of minutes).

All Town Council Committees are expected to:

- Review and advise Council on any matter referred by Council;
- Receive delegations and correspondence related to the Committee's mandate;
- Conduct community and stakeholder consultation and engagement and report to Council;
- Make recommendations to Council related to the Committee's mandate;
- Identify and recommend to Council external funding sources supporting the Committee's mandate;
- Collaborate with other Committees of Council;
- Provide recommendations to the Town's annual budget – if any – no later than the end of January of each year;
- Provide regular public reports to Council in the form of Minutes.

Town Council Committees do not:

- Make financial commitments on behalf of the Town;
- Provide direction to Town staff.

Standing Committees – Council Committees comprised primarily of Council members with some public members, generally meeting as required to fulfill the obligations of Council under legislation or by-law.

Advisory Committees – Council Committees with an advisory purpose focused on a particular area of municipal responsibility, comprised primarily of public members with no more than three members of Council appointed. Agenda items may be referred by Council, or added by members to encourage discussion. In accordance with their specific mandate, Advisory Committees may recommend to Council long-term strategic plans and related annual work plans (setting goals and timelines) including budget recommendations. Advisory Committees generally meet monthly or bimonthly.

Citizen Advisory Committees – Advisory Committees comprised in accordance with Provincial legislation to provide a public forum for consideration of specific topics. Agenda items

are generally referred by Council. Citizen Advisory Committees meet as necessary to fulfill their mandate.

Special Committees - Ad-hoc committees established by Council for a special purpose; will have a finite mandate / duration specified in establishing motion. Consideration will be given to whether a special committee or special meetings of the Town Council are the more appropriate option in each case.

External Committees, Boards & Commissions: Town Council members and members of the public are also appointed to serve on various external committees, boards and commissions. Members so appointed under this policy shall represent the interests of the Town at all times while serving in this capacity, conduct themselves in accordance with expectations as set forth by the Town of Mahone Bay, and ensure the Town Council is kept well informed as to the proceedings of the committee, board or commission.

Terms of Reference: Town Council Committees require Terms of Reference for members to promote and adhere to which are clear in purpose and easily recognizable as being for the public good. The mandate must be one which members can work toward with tangible outcomes easily recognizable by the community, on the whole, as positive and valuable. All current Town Council Committees' Terms of Reference will be included as schedules to this policy. Generally, each Committee's Terms of Reference will include: Background, Committee Mandate, and Committee Membership.

Advisory Committees are responsible to review their Terms of Reference and make recommendations to Council for their amendment as deemed necessary or desirable by the Committee.

4.0 Roles and Responsibilities

Role of Committee Chair: The Chair is appointed annually or when the position becomes vacant. Council may appoint a Chair of any committee from the membership by motion. If Council does not appoint a Chair, the Chair will be determined from the membership by the committee members. Committees may remove and appoint a Chair as deemed necessary, by way of a recommendation to Council. Town Staff may not serve as Chair.

The Chair of a Town Council Committee is entitled to speak and vote on any motion. The Chair will call the meeting of the committee to

order and ensure appropriate procedures are followed (as specified in the Town of Mahone Bay Town Council Policy). The Chair will serve as the representative of the committee at official functions; however, this function can also be delegated to another member(s) of the committee as required.

Role of Committee Secretary: The Committee Secretary is always a non-voting staff member designated by the CAO. The Secretary will prepare the agenda and keep the minutes of the committee meetings in accordance with the Town of Mahone Bay Town Council Policy. The Secretary will provide agendas and minutes to the membership and the Town Clerk for submission to Council and for public access. The Secretary will have the following responsibilities:

- a) to collect agenda items and input from committee members and issue the agenda, along with any other required documents, to the committee prior to the meeting;
- b) prepare and issue minutes of meetings in a timely fashion; and,
- c) ensure that the activities of the committee are communicated effectively to the community, prepare any press releases and coordinate with the Town's website manager to ensure that pertinent information is made available to the public.

Role of Committee Members: All members of Town Council Committees are expected to:

- a) Understand the mandate of the Committee and its relationship to Council, as well as relevant Town policies;
- b) Understand their role as a Committee member;
- c) Understand the role of the Committee Chair, Council members and Town staff;
- d) Strive to attend all scheduled and special committee meetings;
- e) Recognize any limitations on your participation and inform the chair of these limitations;
- f) Prepare for meetings by reading agendas and any background information supplied;
- g) Actively participate in the discussion and decision-making process;
- h) Undertake any work assigned, including special projects, participation on subcommittees and research;
- i) Participate in ongoing training and regular workshops when appropriate;
- j) Be open-minded and allow for a variety of opinions to be heard;

- k) Respect the individual worth and dignity of opinions of other Committee members and maintain a high degree of decorum;
- l) Refer to the Chair for questions and procedure;
- m) Ask questions, and seek clarification through the Chair or staff;
- n) Respect the decisions and finality of Council;
- o) Clearly identify and orally disclose any conflict of interest, and refrain from any discussion which could influence the opinions of Committee members;
- p) In a public forum, clearly identify when they are speaking in their capacity as a committee member, or as an independent citizen, where appropriate;
- q) As a representative of the Town, conduct themselves in accordance with expectations as set forth by the Town of Mahone Bay; and
- r) Sign and adhere to the Town of Mahone Bay Code of Conduct.

5.0 Committee Membership:

Council Committees may be comprised of Council members, Town staff and public members as specified in their Terms of Reference, appointed in accordance with this policy. Advisory Committees, excluding Citizen Advisory Committees, will generally be comprised of two members of Council, one or more non-voting staff members, including the designated Committee Secretary, with the remaining membership consisting of representatives of stakeholder or community organizations and/or individuals with particular skill sets relative to the committee (a Committee's Terms of Reference may provide additional criteria). Wherever possible Committees will consist of an uneven number of voting members. Council will remove committee members by motion as deemed necessary to ensure the proper functioning of the committee.

Voting members of Town Council Committees must be residents of the Town, owners of property within the Town, or currently active members of stakeholder or community organizations as per each committee's Terms of Reference. The majority of voting members of Town Council Committees must be residents of the Town. No Town Council Committee shall have more than nine voting members.

5.1 Appointment of Committee Members:

Council Member Appointment

- Upon the swearing in of the Town Council following a municipal election, and every two years thereafter during the life of a Council,

the Mayor shall consult with members of Council and present to Council a list of proposed Council member appointments to Town Council Committees and external committees, boards and commissions.

- Unless otherwise governed by policy or legislation, Council appointments to committees, boards and commissions shall be made for a two year term and such appointments shall be by motion of Council.
- If a vacancy should occur, Council may leave the position vacant for the balance of the term or appoint a replacement for the vacancy by motion of Council.
- The Mayor shall be a non-voting member of all Town Council Committees in which the participation is ex-officio.

Staff Member Appointment

- The Town staff person(s) holding the position(s) specified in the Committee's Terms of Reference on a permanent or acting basis will be considered members of the Committee; if the specified staff person is unavailable to attend a meeting the CAO may send a designate.
- Additional Town staff persons may be directed to attend meetings of Town Council Committees by the CAO but will not be considered Committee members.
- Town Staff are always non-voting members on Town Committees.
- The CAO shall be a non-voting ex-officio member of all Town Council Committees.

Public Member Appointment

- Unless otherwise governed by policy or legislation public member appointments to Town Council Committees will be made on a calendar basis in December of each year for an appointment of two years beginning in January. Council may terminate any public member appointment by motion at any time.
- If a vacancy should occur, Council may leave the position vacant for the balance of the term or appoint a replacement for the vacancy by motion of Council.
- The Town will advertise all vacancies for public members on Town Council Committees prior to the expiration date of the term of office and additionally as required to fill unanticipated vacancies.
- Vacancies will be advertised by circulating a notice to all residents of the Town through Canada Post and on the Town website. Such notices will include the selection criteria contained in this policy.
- Application forms (attached as a schedule to this policy) will be available at the Town Hall and on the Town website.

- All applicants (including those re-offering) must complete an application form and submit it on, or before, the deadline date indicated.
- The Terms of Reference for a Council Committee may require one or more public members to serve as representatives of a stakeholder or community organization with candidate nominations being forwarded for Council's consideration. Completed application forms are still required and must be submitted on, or before, the deadline date indicated.
- Selection process:
 - Members of the Town Council will review those applications received, selecting those individuals most suitable for the positions available.
 - If there are only enough applicants to fill the available vacancies and Council approves the candidate offering for the position, no further assessment is necessary.
 - If there are more than enough applicants to fill the available vacancies Council will score the candidates according to the following criteria:
 - Committee experience (on a committee of council or equivalent committee of any organization) – 1 point per year of experience to a maximum of 4;
 - Educational, work, and volunteer experience relevant to the Committee's mandate – 1 point per year of experience to a maximum of 4;
 - Demonstrated suitability and support for the values outlined in the Council's Strategic Plan – up to 2 points;
 - Demonstrated ability to attend regular Committee meetings and related events – up to 2 points;
 - Demonstrated proficiency with computers – up to 2 points;
 - Diverse and balanced representation of the community – up to 2 points;
 - Additional criteria as provided in the Committee's Terms of Reference – up to 4 points.
 - The scoring for each candidate would be the sum of the points received from each member of Council based on the criteria. Candidates will then be ranked in order of the highest total of points received. This ranking would be a guideline for Council to use in the appointment of public members.
 - Notwithstanding the ranking of any candidate, the final selection and appointment to Town Council Committees is at the sole

discretion of Council by motion. The Town Council is not obligated to appoint any candidate and may instead re-advertise for public members as needed.

6.0 General

Meeting Procedures: Meetings of Town Council Committees will generally adhere to the meeting procedures specified in the Town of Mahone Bay Town Council Policy. Quorum at a meeting of a Town Council Committee shall be the same as quorum at a Town Council meeting (a majority of voting members) pursuant to provincial legislation.

Committees shall meet at such a time and place as set out at the preceding meeting or at such other time and place as Council, the Committee Chair, or a quorum of committee members decides, with at least three business days advance notice to members and the public. Committees which meet on a regular basis will endeavor to keep a regular meeting day, e.g., the third Monday of the month.

Additional meetings may be scheduled by the Committee Chair not less than 10 days before or after a regularly scheduled meeting. In the case of Advisory Committee meetings (e.g. Heritage Advisory, Planning Advisory) which receive requests concerning matters to be forwarded to Council for approval, the Chair will give consideration to potential financial implications in consideration of a request for a special meeting. The Chair shall retain the right to modify a request for a Special Meeting (e.g. time, date) and/or to reject a request for a Special Meeting for any reason, including but not limited to staff workload and strategic priorities, availability of committee members, meeting space availability, or concerns relating to providing appropriate notice and advertisement to the public.

The date, time and location of committee meetings shall be posted by the Secretary by providing a copy of the agenda to committee members and the Town Clerk. The Clerk will post the agenda and minutes for the public; all meeting dates and times, agendas and minutes of the committee shall be open to the public except as expressly authorized by law.

Agenda Items: In accordance with procedures specified in the Town of Mahone Bay Town Council Policy all agenda items must be forwarded to the Secretary at least five business days prior to the next scheduled meeting. The committee agenda, along with the meeting

package, will be distributed to committee members at least three business days prior to the next scheduled meeting.

Resources/Accounts: Where applicable, Town Council Committees will be allocated funds as a component of the Town's annual budget for purposes directly related to their mandate as specified in their Terms of Reference; committees are generally expected to submit an annual work plan to Council outlining how these funds will be used no later than the end of January of each year. Individual committee members, with the exception of authorized Town staff, do not have the power to expend funds on behalf of the Committee or the Town.

Subject to motion(s) of Council, the resources which may be utilized by the Committee, in addition to expense claims for committee business through the CAO, include:

- a) advice and support of the Committee Secretary (member of staff) and/or other Town staff as designated by the CAO;
- b) use of the Town's facilities and supplies for meetings, including, photocopying, postage and other administrative needs as approved by the CAO;
- c) use of external services necessary to discharge the Committee's Terms of Reference (e.g. advertising), as approved by the CAO;
- d) such other resources reasonably required, through the CAO in accordance with any allocation provided in the annual budget.

The members of the committee shall serve without remuneration but may be paid such expenses as are necessarily incurred by each member in the discharge of duties approved by the committee.

Professional Public Conduct: Members of any Town Council Committee will follow all applicable Town of Mahone Bay policies and/or by-laws while serving in the community and/or representing the Town as part of a Town Council Committee.

Conflict of Interest: Any member of a Town Council Committee with a conflict of interest related to motions or actions of the committee, must acknowledge the conflict and follow the same procedures as those followed by Council; have the conflict recorded in the minutes and be excused from participation in the meeting during the time which the topic is under consideration. As each Council Committee meeting is called to order the Chair will remind members of this procedure.

Council Review: In the event that a Town Council Committee ceases to function as prescribed by this policy or as set out in the committee's Terms of Reference, or ceases to meet for three or more successive scheduled meetings, or is unable to meet with quorum for three or more successive scheduled meetings, or at any time, Council may proceed with a review of the viability of the committee and determine whether to dissolve. Town Council Committees can only be dissolved through motion of Council amending this policy; Town Council Committees dissolved by motion of Council, can be so without consultation with the Committee members. In the instance that a Committee is dissolved, the dissolution will be posted on the Town website and all the Committee members will be notified prior to the next scheduled meeting.

Current Town Council Committees List:

Standing Committees:

- Audit & Finance Committee
- Cemetery Committee

Advisory Committees:

- Age-Friendly Community Committee
- Economic Development Committee
- Asset Management Committee

Citizen Advisory Committees:

- Planning Advisory Committee
- Heritage Advisory Committee
- Police Advisory Board
- Oakland Lake Watershed Advisory Committee

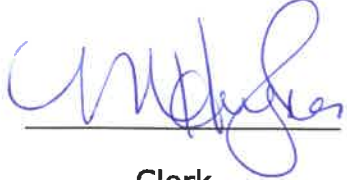
Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent
to Consider {7 days minimum notice}:

October 24, 2019

Date of Passage of Policy:

November 12, 2019



Clerk

Nov. 13/19

Date



Audit & Finance Committee **Terms of Reference**

Background

The Audit & Finance Committee is established to comply with the requirements of the Nova Scotia Municipal Government Act that the Town Council shall annually appoint an audit committee which shall meet at least twice in each fiscal year.

Committee Mandate

The responsibilities of the Audit & Finance Committee shall include:

- (a) a detailed review of the financial statements of the Town with the municipal auditor;
- (b) an evaluation of internal control systems and any management letter with the auditor;
- (c) a review of the conduct and adequacy of the audit;
- (d) such matters arising out of the audit as may appear to the audit committee to require investigation;
- (e) such other matters as may be determined by the Council to be the duties of an audit committee; and,
- (f) any other matters as may be determined by the Council.

In addition to the responsibilities assigned to the Committee by the Municipal Government Act, Council has determined that the Audit & Finance Committee will review financial updates provided by the Manager of Finance and make recommendations to Council concerning the financial policies and practices of the Town.

The Audit & Finance Committee shall generally meet twice each year. Voting membership on the Audit and Finance Committee will be restricted to residents of the Town of Mahone Bay.

Committee Membership

The membership of the Audit & Finance Committee shall include:

- All members of the Town Council;
- The CAO (non-voting);
- The Manager of Finance (non-voting); and,
- Two public members

In the selection of public members preference will be given to applicants with demonstrated experience interpreting financial statements.

Cemetery Committee **Terms of Reference**

Background

The Cemetery Committee is established under the Town's Cemetery By-Law January 14th, 2014, with responsibility over Park and Bayview Cemeteries.

Committee Mandate

The responsibilities of the Cemetery Committee as assigned in the Cemetery By-Law shall include:

- (a) Approving the transfer of title to cemetery lots;
- (b) Setting criteria for memorials;
- (c) Approving the placements/relocations/removals of memorial structures and objects in the cemeteries;
- (d) Varying interment and disinterment procedures if necessary;
- (e) Advising staff concerning the care of the cemeteries; and,
- (f) Establishing fees, rules and regulations pertaining to the cemeteries by recommendation to the Town Council.

The Cemetery Committee shall generally meet on a quarterly basis.

Committee Membership

The membership of the Cemetery Committee shall include:

- Three members of the Town Council;
- The Director of Operations (non-voting);
- Another Town employee designated as Secretary by the CAO (non-voting);
- One public member representing Mahone Funeral Home; and,
- One other public member.

In the selection of public members preference will be given to applicants with family members interred in Park Cemetery or Bayview Cemetery.

Age-Friendly Community Committee **Terms of Reference**

Background

The Age-Friendly Community Committee was originally established by Council in 2011 as a commitment to consulting with residents on the age-friendliness of the Town.

The overall purpose of the committee is to provide leadership, consultation and engagement activities in the process of making the Town of Mahone Bay an inclusive age-friendly community as described by the World Health Organization's 8 domains of Age Friendly Communities:

1. Outdoor spaces and buildings
2. Transportation
3. Housing
4. Respect and social inclusion
5. Social participation
6. Communication and information
7. Civic participation and employment opportunities
8. Community support and health services

Committee Mandate

The responsibilities of the Age-Friendly Community Committee shall include the following:

The responsibilities of the Age-Friendly Community Committee shall include the following:

- (a) Promoting an age-friendly culture by raising awareness of the importance of social participation and inclusion of citizens;
- (b) Developing knowledge and skills amongst local stakeholders and residents related to age-friendly communities;
- (c) Reviewing Town programs and services, and making recommendations to Council to remove barriers to participation by people of all ages;
- (d) Identifying effective ways to engage youth and older adults in stakeholder consultation when seeking public feedback on Town initiatives;
- (e) Collaborating with other Town Committees on projects affecting older adults and/or youth;
- (f) Promoting the development of age-friendly business premises and practices within the local business community; and,

- (g) Collaborating with local and regional organizations to develop and promote programs, events and practices in the area to enhance participation by people of all ages.

The Committee discharges its responsibilities via recommendations to Council, which independently considers the recommendations of the committee. Should Council approve a Committee recommendation, Town staff and resources can be allocated to support the Committee's mandate.

The Committee is expected to work toward the development of a 5-year Age-Friendly Community Plan and thereafter to conduct an annual review of the Plan and recommend a related work plan to Council.

The Age-Friendly Committee shall generally meet monthly.

Committee Membership

The membership of the Age-Friendly Committee shall include:

- Two members of the Town Council;
- A Town employee designated as Secretary by the CAO (non-voting); and,
- Up to seven public members as appointed by Council.

In the selection of public members, preference will be given to older adults, youth and applicants who are connected with local organizations that serve older adults and youth.

Economic Development Committee **Terms of Reference**

Background

The overall purpose of the Economic Development Committee as determined by Council is to provide leadership and engagement activities to promote the economic development of the Town of Mahone Bay.

Committee Mandate

The responsibilities of the Economic Development Committee shall include:

- (a) Promoting a local investment climate;
- (b) Supporting the marketing and branding of the Town;
- (c) Promoting livability and resident attraction / retention;
- (d) Supporting the coordination / growth of local events;
- (e) Promoting tourism and enhancing the visitor experience;
- (f) Supporting buy-local / import substitution initiatives; and,
- (g) Promoting commercial opportunities and land development.

The Committee discharges its responsibilities via recommendations to Council, which independently considers the recommendations of the committee. Should Council approve a Committee recommendation, Town staff and resources can be allocated to support the Committee's mandate.

The Committee is expected to work toward the development of a 5-year Economic Development Plan and thereafter to conduct an annual review of the Plan and recommend a related work plan to Council.

The Economic Development Committee shall generally meet monthly.

Committee Membership

The membership of the Economic Development Committee shall include:

- Two members of the Town Council;
- A Town employee designated as Secretary by the CAO (non-voting);
- One public member representing the Mahone Bay Chamber of Commerce; and,
- Up to four additional public members as appointed by Council.

In the selection of public members preference will be given to owners and operators of businesses operating in the Town of Mahone Bay.

Asset Management Committee **Terms of Reference**

Background

The overall purpose of the Asset Management Committee as determined by Council is to provide leadership and engagement activities to ensure public assets are managed in a proactive and sustainable manner for current and future generations.

Committee Mandate

The responsibilities of the Asset Management Committee shall include:

- (a) Researching, critiquing and recommending a draft Asset Management Policy to Council;
- (b) Reviewing the preliminary infrastructure report asset class by asset class;
- (c) Based on current service provision and existing assets, assisting in the development of Level of Service (LOS) definitions that are clear, concise, and jargon free;
- (d) Considering appropriate levels of service, assess service delivery risks, recommend service targets to Council;
- (e) Setting clear, efficient guidelines for communications with the purpose of:
 - Providing regular progress updates to Council
 - Providing regular progress updates to the public;
- (f) Designing a public engagement strategy; and,
- (g) Researching successful practices in Asset Management when it comes to establishing priorities and achieving results in small communities.

The Committee discharges its responsibilities via recommendations to Council, which independently considers the recommendations of the committee. Should Council approve a Committee recommendation, Town staff and resources can be allocated to support the Committee's mandate.

The Committee is expected to work toward the development of a long-term Asset Management Plan and thereafter to conduct an annual review of the Plan and recommend a related work plan to Council.

The Asset Management Committee shall generally meet monthly.

Committee Membership

The membership of the Asset Management Committee shall include:

- Two members of the Town Council;
- The CAO (non-voting);
- The Manager of Finance (non-voting); and,
- Up to five public members as appointed by Council.

In the selection of public members preference will be given to applicants with backgrounds in civil engineering, finance and other related fields.

Planning Advisory Committee **Terms of Reference**

Background

The Planning Advisory Committee is established under Section 200 of the Nova Scotia Municipal Government Act which provides that a municipality may, by policy, establish a Planning Advisory Committee.

The purpose of a planning advisory committee is to advise Council respecting the preparation or amendment of planning documents and respecting planning matters generally.

Committee Mandate

The responsibilities of the Planning Advisory Committee shall include:

- (a) Reviewing planning matters referred by Council and making recommendations to Council with respect to planning matters including Development Agreements and amendments to the Municipal Planning Strategy and Land-Use By-Law.

The Committee is expected to conduct an update of the Municipal Planning Strategy and Land-Use By-Law every 10 years and recommend amendments to Council as they arise.

The Planning Advisory Committee meets no more than monthly and only as required to discharge its responsibilities. Any additional meetings shall be scheduled in accordance with Section 6.0 Meeting Procedures of the Town of Mahone Bay Committees Policy.

Committee Membership

The membership of the Planning Advisory Committee shall include:

- Three members of the Town Council;
- Planning staff (non-voting);
- A Town employee designated as Secretary by the CAO (non-voting); and
- Up to four public members as appointed by Council.

Voting membership on the Planning Advisory Committee will be restricted to residents of the Town of Mahone Bay.

Heritage Advisory Committee **Terms of Reference**

Background

The Heritage Advisory Committee is established under the Heritage Property By-Law dated April 12th, 1988 pursuant to the Nova Scotia Heritage Property Act.

Committee Mandate

The responsibilities of the Heritage Advisory Committee shall include making recommendations to Council concerning:

- (a) The inclusion of buildings, public-building interiors, streetscapes, cultural landscapes and areas in the municipal registry of heritage property;
- (b) An application for permission to substantially alter or demolish a municipal heritage property;
- (c) Building or other regulations that affect the attainment of the intent and purpose of the Heritage Property Act; and,
- (d) Any other matters conducive to the effective carrying out of the intent and purpose of the Heritage Property Act; and
- (e) Initiatives to foster interest and community support for the registration of heritage properties.

The Heritage Advisory Committee meets no more than monthly and only as required to discharge its responsibilities. Any additional meetings shall be scheduled in accordance with Section 6.0 Meeting Procedures of the Town of Mahone Bay Committees Policy.

Committee Membership

The membership of the Heritage Advisory Committee shall include:

- Two members of the Town Council;
- A Town employee designated as Secretary by the CAO (non-voting);
- A Town Researcher, as designated by the CAO (non-voting);
- Up to two members representing the Mahone Bay Founders Society; and
- Up to two additional public members as appointed by Council.

Committees Policy

In the selection of public members preference will be given to applicants with backgrounds in architecture or history and those with a demonstrated knowledge of the history and heritage of the Town of Mahone Bay.

Voting membership on the Heritage Advisory Committee will be restricted to residents of the Town of Mahone Bay.

Police Advisory Board
Terms of Reference

Background

The Police Advisory Board is established to comply with the requirements of the Nova Scotia Police Act.

The function of an advisory board is to provide advice to the Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the municipality, but the advisory board shall not exercise jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police.

Committee Mandate

The responsibilities of the Police Advisory Board, subject to the police contract or policing agreement, shall include:

- (a) Determining, in consultation with the chief officer or the chief officer's designate, priorities, objectives and goals respecting police services in the community;
- (b) Ensuring the chief officer establishes programs and strategies to implement the priorities, objectives and goals respecting police services;
- (c) Ensuring that community needs and values are reflected in policing priorities, objectives, goals, programs and strategies;
- (d) Ensuring that police services are delivered in a manner consistent with community values, needs and expectations;
- (e) Acting as a conduit between the community and the police department;
- (f) Recommending policies, administrative and organizational direction for the effective management of the police department; and
- (g) Reviewing with the chief officer or the chief officer's designate information provided by the chief officer respecting complaints and internal discipline.

The Police Advisory Board must hold a meeting at least every three months.

On behalf of the Police Advisory Board, the Chair or the Chair's delegate may, in accordance with an agreement made pursuant to clause 36(1)(b) of the Nova Scotia Police Act, give advice in writing to the chief officer, but not to other members of the police department and, for greater certainty, no other member of the board shall give advice or direction to a member of the police department.

Committee Membership

The membership of the Police Advisory Board shall include:

- Two members of the Town Council;
- A Town employee designated as Secretary by the CAO (non-voting);
- Two public members as appointed by Council; and,
- One member appointed by the NS Minister of Justice.

Voting membership on the Police Advisory Board will be restricted to residents of the Town of Mahone Bay.

Oakland Lake Watershed Advisory Committee **Terms of Reference**

Background

The Oakland Lake Watershed Advisory Committee is established under the Nova Scotia Environment Act - Oakland Lake Watershed Protected Water Area – July 18th, 2007.

Committee Mandate

The responsibilities of the Oakland Lake Watershed Advisory Committee shall include:

- (a) Reviewing correspondence received from owners of properties within the Oakland Lake Watershed Protected Water Area and matters referred by Council and making recommendations to Council with respect to the Oakland Lake Watershed Protected Water Area.

The Committee is expected to conduct an annual review of the Oakland Lake Watershed Protection Plan and recommend amendments to Council as required.

The Oakland Lake Watershed Advisory Committee meets a minimum of once annually or as required to discharge its responsibilities.

Committee Membership

The membership of the Oakland Lake Watershed Advisory Committee shall include:

- Two members of the Town Council;
- Two representatives of the Municipality of the District of Lunenburg, one member of the Municipal Council and one staff (non-voting);
- A Town employee designated as Secretary by the CAO (non-voting);
- A member of the public who is an owner of property within the Oakland Lake Watershed Protected Water Area; and,
- One member appointed by the NS Minister of Environment.



Town of Mahone Bay

Staff Report

RE: Wayfinding Signage Project Update

November 26th, 2020

General Overview:

This report is intended to provide Council with a Wayfinding Signage Project update and associated recommendation.

Background:

As per the prior update to Council's September 24th meeting, confirmation has been received from Department of Municipal Affairs and Housing Minister Chuck Porter that the Province will contribute \$12,500 for the Wayfinding Signage Project, bringing the confirmed project budget to \$27,500 (Council approved a contribution of \$10,000 in the 2020-21 budget passed May 12, and the Mahone Bay Tourism & Chamber of Commerce (MBTCC) has committed \$5,000).

Pursuant to this confirmation of funds, and in coordination with the Town-MBTCC project team, Town staff issued a request for proposals for wayfinding signage designs on August 26th, 2020 which closed September 11th, 2020. As per the RFP document the Town will separately contract for signage fabrication and installation on approval of designs by the Town Council and the MBTCC Board. Council approved the award the contract for wayfinding signage design to Pierre Tabbiner Design and Illustration (for \$5,500 + HST) on September 24th, 2020.

Analysis:

Following award of the contract to Pierre Tabbiner Design and Illustration the project team has met with the contractor on several occasions, resulting in the attached Town of Mahone Bay Wayfinding Signage document (Appendix A), presented for Council's consideration.

The project team requests Council's decision on the Options provided by the contractor, on the basis of which the required templates will be produced as per the scope of work provided in the Request for Proposals (Section 2.2):

Requested designs to include templates for:

- Directional blade signage to attractions / destinations (not specific businesses);

- Affirmation signage (potentially using amenity logos such as on highway signage);
- Pedestrian directional map signage (potentially building on existing walking map, not showing specific businesses); and,
- Light-standard banners for events promotion, plus associated flag design for commercial / Town use.

Designs to be developed as templates where relevant content (destinations for blade / affirmation signs, event details / logos for banners, sign location “You are Here” for pedestrian map signs, for example) can be added easily in-house by Town staff. If specialized training / software will be required for this it is to be referenced and priced in proposal.

The primary design purpose is to catch the eye of the visitor and direct them to destinations in Mahone Bay. Additional design considerations include:

- Fit - Build on existing signage, in keeping with appearance of Mahone Bay (existing signage, streetscapes, built environment, etc.);
- Accessibility - Keep signage simple and contrasting, use of recognizable logos instead of / alongside text wherever possible;
- Public Safety - Avoid clutter and confusion with regulatory / other signage; and,
- Cost - Economical with intent to fabricate and install locally.

To support Council's decision the project team proposes public engagement consisting of a voluntary online survey running until just prior to Council's Dec. 8, 2020 meeting. It is recommended that the survey request that respondents identify as residents of the town and present them with images of each Option – as provided by the contractor – and a choice between Options 01, 02a and 02b, as well as an opportunity for comment. Council's decision on December 8th would then be conveyed to the contractor to complete templates for final presentation to Council in January 2021.

Financial Analysis:

The established project budget of \$27,500 less the cost of the design contract leaves approximately \$21,000 for the fabrication and installation of signage on the basis of approved designs.

Strategic Plan:

3.2 Economic and Community Development

- Collaborate with organizations that are involved in economic development activities

3.3 Economic and Community Development

- Create opportunities for public engagement

Recommendation:

It is recommended,

THAT Council direct staff to issue a voluntary online survey regarding Wayfinding Signage design options, closing just prior to Council's Dec. 8, 2020 meeting.

Attached for Council Review:

- Town of Mahone Bay Wayfinding Signage Document - Pierre Tabbiner Design and Illustration

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO



pierre tabbiner

design + illustration

town of mahone bay / wayfinding signage

why are we here?

The Town of Mahone Bay is updating the look (and consolidating the physical format) of its in-town wayfinding signage.

The task is to standardize its collective design, to be consistently produced in each instance of signage.

who are we talking to?

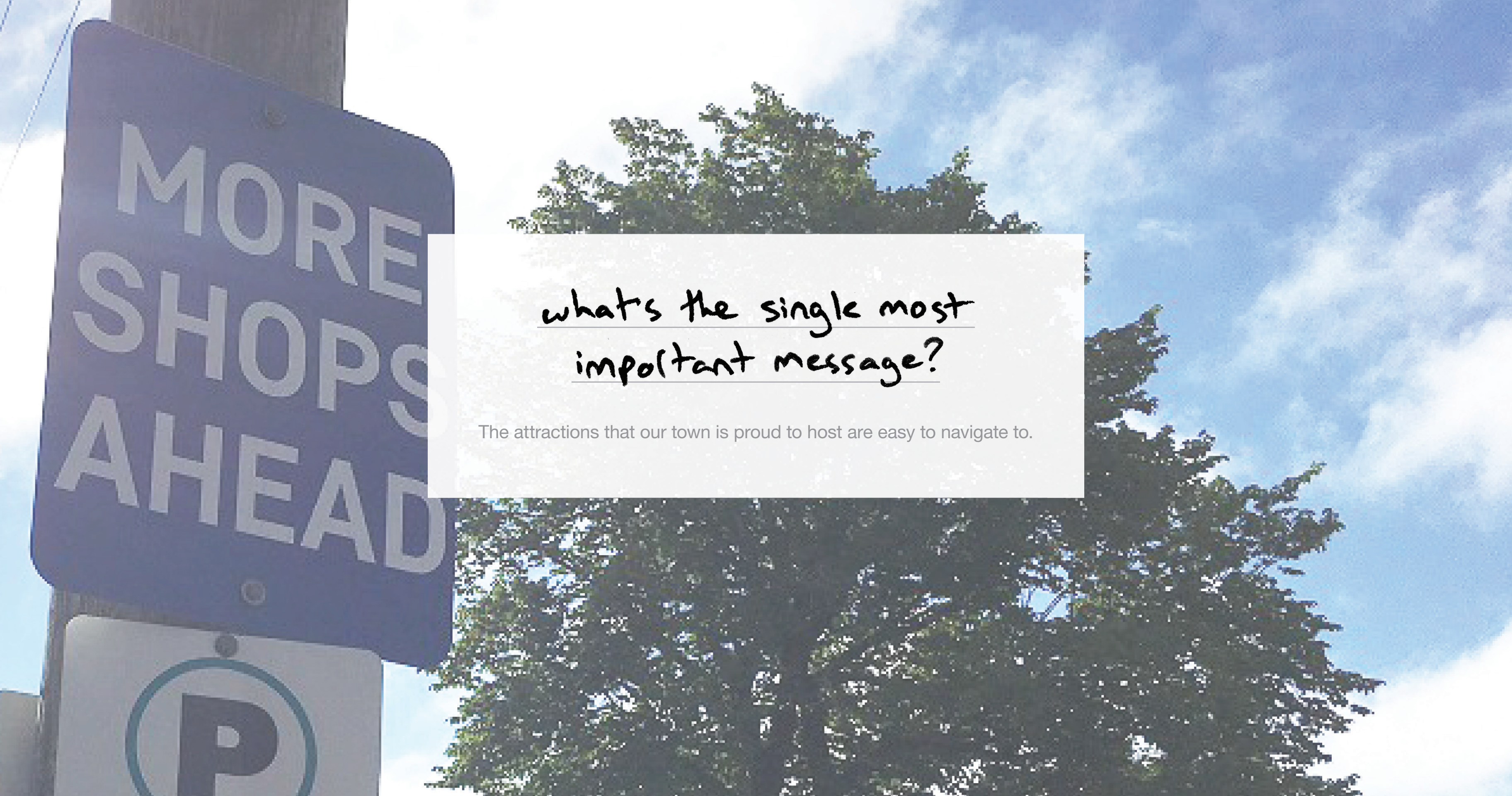
Those visiting our town, whether for an afternoon, a weekend, or more.

We will design with the “lowest common denominator” in mind: people with visibility issues such as colourblindness, diminished vision, or for whom English is a second language.

what do we want them to think?

The town's Points of Interest will be easy to find, and navigating Mahone Bay will be simple.

In actuality, we don't want them to think anything in particular—the signage will be so ubiquitous and unobtrusive that it allows the attractions themselves to shine.



what's the single most
important message?

The attractions that our town is proud to host are easy to navigate to.

here's where we're at



HERE'S WHERE WE'RE AT.

THE GOOD STUFF

- Strong contrast
- Consistent colour theme
- Some pieces resemble “official” road signage

THE LESS-GOOD STUFF

- Inconsistent typesetting (all caps vs title case)
- Varying fonts
- Inconsistent arrow shapes
- Differing shapes (rounded corners vs points)
- Too many different sizes
- Are these signs from Town of Mahone Bay, or are they regulatory signage?



here's what we'll pay attention to

HERE'S WHAT WE'LL PAY ATTENTION TO.

THE GOOD STUFF (AS ALWAYS)

- Strong contrast
- Consistent colour theme
- ~~Some resemble “official” road signage~~

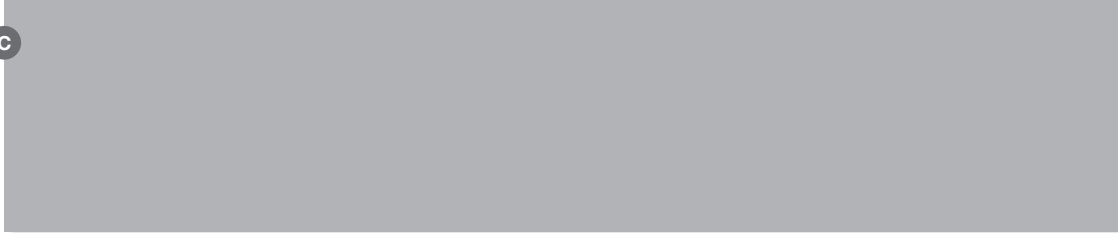
THE LESS-GOOD STUFF (THAT WE'LL CORRECT)

- Consistent typesetting
- Consistent font
- Consistent arrow shapes
- Consistent shapes
- Consistent sizes
- Are these signs from Town of Mahone Bay, or are they regulatory signage?

THE NEW STUFF

- Ultimate legibility
- Colour scheme
- The Visitor Information Centre

A WORD ABOUT SHAPES



- A** 1:1
- B** 4:5
- C** 4:1
- D** 5:4

A WORD ABOUT COLOUR

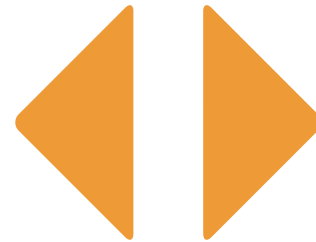


A WORD ABOUT THE VISITOR INFORMATION CENTRE

Welcome to Mahone Bay. Visitor Information: MahoneBay.com

option 01

**Specialty Shops
Accomodations
Restaurants
Galleries
Antiques**



Welcome to Mahone Bay. Visitor Information: MahoneBay.com

**Mahone
Bay
Centre**



Welcome to Mahone Bay. Visitor Information: MahoneBay.com

**Public Pool
Fire Hall
Tennis**



Welcome to Mahone Bay. Visitor Information: MahoneBay.com

**More
shops
ahead**

Welcome to Mahone Bay.
Visitor Information: MahoneBay.com



United Baptist Church



Mahone Bay Centre



Old School Market

OPTION 01



- A white base means that the letters can be produced as cut-vinyl decals, and signage can be therefore easily changed and updated.
- Similarly, this visual approach would make future addition of text (amenities, graphics in place of/in addition to text—which could be a potential accessibility benefit) simpler.
- Mixed-case typography is generally accepted as the standard for readability.

¹Licensing for the font “Coco Gothic” costs €80, which buys a “Basic” set of 12 font styles (regularly priced at €240)

Mahone Bay

Coco Gothic (Heavy)¹
ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

 SIGN BASE
00 / 00 / 00 / 00

 ARROWS
05 / 45 / 90 / 00

 SIGN EDGE & TEXT
100 / 50 / 40 / 10

option 02a

**Specialty Shops
Accommodations
Restaurants
Galleries
Antiques**

Welcome to Mahone Bay. Visitor Information: MahoneBay.com

**Mahone
Bay
Centre**

Welcome to Mahone Bay. Visitor Information: MahoneBay.com

**Public Pool
Fire Hall
Tennis**

Welcome to Mahone Bay. Visitor Information: MahoneBay.com

**More
shops
ahead**

Welcome to Mahone Bay.
Visitor Information: MahoneBay.com

United Baptist Church

Mahone Bay Centre

Old School Market

OPTION 02a



- An alternative to the typography (yet still very high contrast) is to reverse the type; placing white words on a dark field.
- In this approach, the arrows are admittedly less bold (a choice which can be changed by thickening the line), but it is suggested that the “gold” arrow be produced using a reflective material; making it leap off the sign, day or night.
- Mixed-case typography is generally accepted as the standard for readability.

¹Licensing for the font “Gerbera” costs \$45USD for a single style.

Mahone Bay

Gerbera (Black)¹
ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

<div></div>	SIGN BASE 100 / 50 / 40 / 10	<div></div>	ARROWS 05 / 45 / 90 / 00	<div></div>	TEXT 00 / 00 / 00 / 00
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option 02b



**Specialty Shops
Accommodations
Restaurants
Galleries
Antiques**



Welcome to Mahone Bay. Visitor Information: MahoneBay.com



**Mahone
Bay
Centre**

Welcome to Mahone Bay. Visitor Information: MahoneBay.com



**Public Pool
Fire Hall
Tennis**

Welcome to Mahone Bay. Visitor Information: MahoneBay.com



**More
shops
ahead**

Welcome to Mahone Bay.
Visitor Information: MahoneBay.com



United Baptist Church

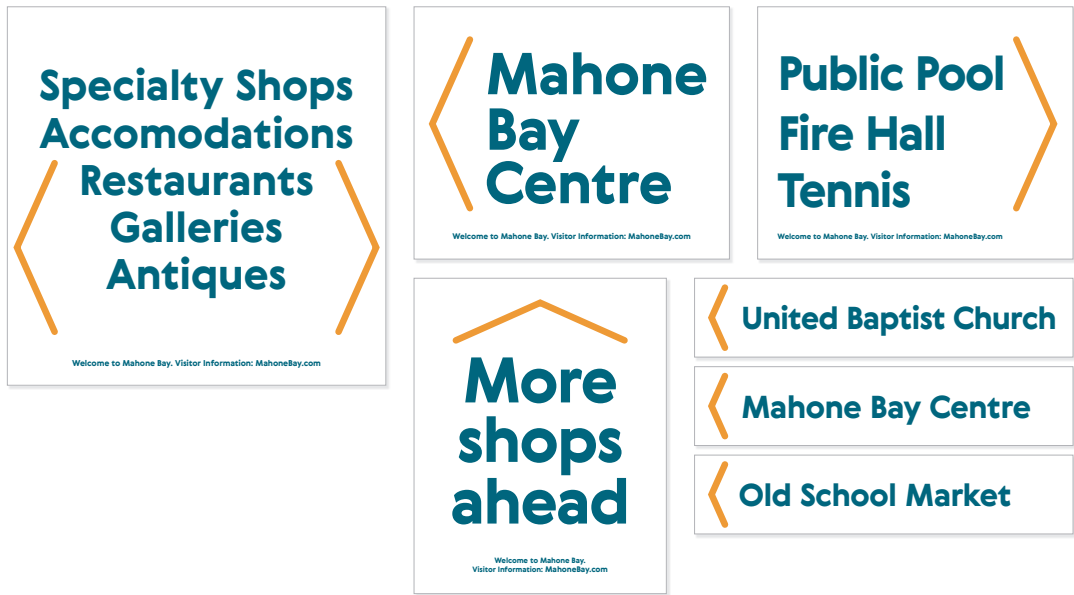


Mahone Bay Centre



Old School Market

OPTION 02b



- In this approach, the arrows are admittedly less bold (a choice which can be changed by thickening the line), but it is suggested that the “tangerine” arrow (a colour taken from the MahoneBay.com website) be produced using a reflective material; making it leap off the sign, day or night.
- A white base means that the letters can be produced as cut-vinyl decals, and signage can be therefore easily changed and updated.
- Similarly, this visual approach would make future addition of text (amenities, graphics in place of/in addition to text—which could be a potential accessibility benefit) simpler.
- Mixed-case typography is generally accepted as the standard for readability.

¹Licensing for the font “Gerbera” costs \$45USD for a single style.

Mahone Bay

Gerbera (Black)¹
ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

	SIGN BASE 00 / 00 / 00 / 00		ARROWS 05 / 20 / 100 / 00		TEXT 100 / 50 / 40 / 10
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OPTION 01



OPTION 02a



OPTION 02b

Thanks very much,

A handwritten signature in black ink, appearing to be 'P. Tabbiner', written over a horizontal line.

Pierre Tabbiner





Town of Mahone Bay

Staff Report

RE: COVID-19 Financial Update

November 26th, 2020

General Overview:

This report is intended to provide Council with updated financial estimates and recommendations in relation to COVID-19.

Background:

In June of 2020 the Nova Scotia Federation of Municipalities (NSFM) and the Association of Municipal Administrators Nova Scotia (AMANS) conducted a survey of revenue projections and estimated costs for NS municipalities, in consideration of COVID-19 impacts in fiscal year 2020-21; staff submitted a response on behalf of the Town. NSFM and AMANS used survey projections to support Safe Restart negotiations.

Under the recently concluded Safe Restart Agreement \$67.5 million has been allocated to "help municipalities address lower revenue from transit and taxes, as well as increased costs associated with COVID-19 infection prevention measures." Mahone Bay has been allocated \$43,651; for the complete breakdown by municipality see attached (Appendix A).

This funding will support office renovations, additional PPE and janitorial costs, etc.. It can also be applied to offset lost revenue but is not applicable to utilities (water / electric). Staff are currently awaiting confirmation from DMAH on reporting requirements.

Analysis:

During budget deliberations the Town of Mahone Bay expected to experience the following decreases in (non-tax) revenue / increased expenditures during fiscal 2020-21 as a result of COVID-19 which were reported to the NSFM/AMANS survey:

- **Deed Transfer Decrease: \$20,000**
 - Manager of Finance: In reviewing our YTD results, our Deed Transfer Tax is currently \$10,000 over budget. Based on prior years, I would expect by Year End we will be over budget by at least \$20,000 thereby eliminating the expected COVID-19 decrease in this revenue category.

- **Permit Revenues Decrease: \$3,000**
 - Manager of Finance: We are currently over budget by \$47,000. Most of this (\$43,200) is due to the building permit for the new nursing home which was not factored into the 2020-2021 budget due to the uncertain nature & timing of this project at the time of budget deliberations. However, over and above this anomaly, we are still \$3,800 over budget which eliminates the expected COVID-19 decrease in this revenue category
- **Tax Interest Decrease: \$9,600**
 - Manager of Finance: In reviewing Tax Interest, we are approximately \$10,000 behind in Interest Revenue when compared to the same period for Fiscal 2019-20. With interest charges now being applied to delinquent accounts, I would say we are right on target for our estimated COVID-19 impact to Interest Revenue
- **Increased Use of Low Income Tax Rebate: \$10,000**
 - Manager of Finance: In reviewing the Low Income Tax Rebate program, the Town received and distributed approximately \$1,500 more in rebates during Fiscal 2020-21 when compared to Fiscal 2019-20. Therefore, while there was an increased use of the program, it was only a minor impact.

Taken together, increased deed transfer and permit revenues more than offset the impact on tax interest and low income rebates detailed above. Reviewing other common areas of increased cost – janitorial for example – no significant overruns are anticipated. Costs in other areas – such as Town Office with most staff working remotely – are reduced.

COVID-19 Impact on Property Tax Revenues (YTD)

Manager of Finance: In addition to targeting the non-tax revenue stream, the AMANS survey also reviewed projected impacts that COVID-19 would have on collection of Property Taxes. There was a formula provided by AMANS that was used to calculate this figure across the province based on several factors. The end result was projecting that Town of Mahone Bay would be looking at approximately \$620,000 of Property Taxes not being paid during the Fiscal Year which had the potential to cause cash flow issues if not managed appropriately.

Since the Pandemic started in March, staff have been reviewing our Collections and Receivables on a monthly basis to ensure that if a problem were developing in either category that it was caught early and corrective action could be taken. Luckily, the Town of Mahone Bay experienced very minor (if any) COVID-19 impacts on Property Tax Collection. To date, our collection on Property Taxes are actually up \$225,000 over Fiscal 2019-20. In addition, the aged receivables were also reviewed and as of November 2020 the Town Property Tax Receivables were down by \$110,000.

COVID-19 Impact on Utility Revenues (YTD)

Manager of Finance: Although we have been advised that utilities are not covered under the safe restart agreement, staff projected a potential delay in collection of \$137,000 for the Water Utility and \$235,000 for the Electric Utility based on the same formula used to calculate the delay on Property Tax Payments. Staff have also been monitoring the collection and receivables of both Utilities during this time. As of November 2020, the Water Utility's collection is approximately \$27,000 greater and the receivables have also increased by approximately \$10,000.

The Electric Utility has been the hardest hit during the pandemic with an overall drop in collections of \$88,000 and an increase in receivables of \$16,000. The largest impact was by far the Industrial Power Customer which alone contributed over \$75,000 of the decreased collections. This is a result of the shut down at RPS during the beginning of the Pandemic and is not expected to be collected. The Domestic and Commercial accounts appear to be on target, and the Industrial account seems to be back on track

Interest charges and disconnections – initially suspended by Council in March – resumed at Council's direction August 30, 2020.

Financial Analysis:

In consideration of the above analysis staff anticipate allocating the \$43,651 received under the Safe Restart Agreement to renovation of the Town Hall. Planned renovations related to COVID-19 – which will be undertaken along with other previously anticipated renovations to the building – include renovations to the front office to improve visitor flow and enhance public

safety as well as renovations to the second and third floors to separate working areas and support employee safety and productivity.

Town Hall Renovation Financial Update

As noted in the report regarding Town Hall renovations presented to Council's September 24th meeting, staff submitted an application to the federal Enabling Accessibility Fund at Council's direction in July – for planned renovations to the second floor relating to accessibility – and have also been awaiting confirmation from the Province concerning funding for COVID-19-related renovations.

The 2020-21 annual budget approved May 12, 2020 included allocation of \$100,000 without external funding for renovation of the Town Hall. The staff report of September 24th updated project budget projections as follows:

REVENUES

\$48,846 Accessibility

\$51,963 ICIP COVID / Safe Restart

\$31,902 Town

EXPENDITURES

Renovation \$113,800

Wiring \$12,270

Security \$6,641

TOTAL \$132,711

Staff have now received confirmation that our Enabling Accessibility Fund application has been rejected due to the volume of similar applications submitted across the country in this round. Another round of funding is anticipated in January 2021 for which we are in consideration and staff therefore recommend deferring this phase of work accordingly.

Resulting budget in phases:

Phase 1 (COVID-19: downstairs office barriers) – Nov 2020:

REVENUES

\$4,723 Safe Restart

EXPENDITURES

\$4,723 Renovation

Phase 2 (COVID-19: workspaces, plus Additional)– Jan 2021 – Mar 2021:

REVENUES

\$38,928 Safe Restart

\$40,214 Town

EXPENDITURES

\$60,231 Renovation

\$12,270 Wiring

\$6,641 Security

Phase 3 (Accessibility) – 2021-2022:

REVENUES

\$48,846 EAF

EXPENDITURES

\$48,846 Renovation

COVID-19 Property Tax Financing Program

Manager of Finance: During the Pandemic, the Town made available a Property Tax Financing Program to those residents and businesses negatively affected by COVID-19. During the course of the program the Town Received and Approved 2 applications for a total amount of \$12,720.27. At the outset of the program, funds were able to be borrowed from MFC at an annual interest rate of 1.1% as the uptake on the program was forecast to be much greater with borrowing needs exceeding \$600,000. However, with the low uptake in the Town of Mahone Bay I would recommend financing this through the Towns Operating Reserve.

Strategic Plan:

3.1 21st Century Infrastructure

- Optimize operations structure for efficient delivery of services
- Asset Management

Recommendation:

It is recommended,

THAT Council accept this report for information.

Attached for Council Review:

- Safe Restart Agreement Breakdown

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO

Safe Restart Funds

Municipality	Total Safe Restart Funding (\$)
Cape Breton Regional Municipality	3,929,632
Halifax Regional Municipality	46,091,927
Region of Queens	590,735
West Hants Regional Municipality	634,521
Town of Amherst	205,840
Town of Annapolis Royal	28,306
Town of Antigonish	313,547
Town of Berwick	486,202
Town of Bridgewater	639,553
Town of Clark's Harbour	35,150
Town of Digby	164,561
Town of Kentville	273,173
Town of Lockeport	14,195
Town of Lunenburg	287,930
Town of Mahone Bay	43,651
Town of Middleton	71,317
Town of Mulgrave	68,925
Town of New Glasgow	504,134
Town of Oxford	253,985
Town of Pictou	120,296
Town of Port Hawkesbury	647,656
Town of Shelburne	83,100
Town of Stellarton	69,165
Town of Stewiacke	74,800
Town of Trenton	87,896
Town of Truro	752,103
Town of Westville	56,244
Town of Wolfville	384,657

Safe Restart Funds

Municipality	Total Safe Restart Funding (\$)
Town of Yarmouth	400,803
County of Annapolis	713,798
County of Antigonish	614,798
District of Argyle	240,796
District of Barrington	131,420
District of Chester	272,561
District of Clare	228,500
County of Colchester	1,024,664
County of Cumberland	239,771
District of Digby	427,230
District of Guysborough	248,276
District of East Hants	1,496,669
County of Inverness	805,580
County of Kings	792,211
District of Lunenburg	1,414,036
County of Pictou	259,240
County of Richmond	261,109
District of Shelburne	144,734
District of St. Mary's	67,115
County of Victoria	237,722
District of Yarmouth	592,768
Total	\$67,527,000



Town of Mahone Bay

Staff Report

RE: 2020-21 Transportation Project Update

November 26th, 2020

General Overview:

This report is intended to provide Council an update concerning the 2020-21 Transportation Project and related initiatives.

Background:

CBCL Ltd. presented Council with a draft Transportation Plan Report on May 12th, 2020. The 2020-21 annual budget approved by Council on May 12th, 2020 included a \$100,000 allocation for transportation projects with a proposed \$100,000 in additional project funding to be applied for from the Provincial 2020 Connect2 Program.

Council received a staff report on the draft CBCL Ltd. report on May 28th which resulted in the special meeting held on June 11th, at which Council provided input into the development of a list of potential components for a 2020-21 Transportation Project (as per the 2020-21 annual budget).

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

THAT Council direct staff, supported by CBCL Ltd. to develop the 2020/21 Transportation Project including:

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

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

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

On July 14th Council directed staff to apply for project funding from the NS Department of Energy's Connect2 Program. To date, staff have not received confirmation of funding, but remain in regular contact with the Department.

In conjunction with the approval of the 2020-21 Transportation Project Council also provided the following direction (June 25th, 2020):

- 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.
- 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.

Analysis:

2020-21 Transportation Project		
	Project Component or Initiative	Status / Recommendations
1	New 3-Way Stop at Clearway St. – Main St. Intersection	Awaiting Connect2 funding confirmation
	New Pedestrian Crosswalks at:	
2	Medical Centre (crossing Main St.)	Awaiting Connect2 funding confirmation
3	Cherry Lane (crossing Main St.)	Awaiting Connect2 funding confirmation
4	Town Hall (crossing Main St.)	Awaiting Connect2 funding confirmation

5	Lutheran Church (crossing Edgewater St.)	Awaiting Connect2 funding confirmation
6	Keddy's Landing (crossing Edgewater St.)	Awaiting Connect2 funding confirmation
7	Improved Trail Crossing at Long Hill Rd. – Main St. Intersection.	Awaiting Connect2 funding confirmation. Public engagement recommended.
8	New Traffic Calming Measures on Clairmont St. and Kinburn St.	Awaiting Connect2 funding confirmation
9	Changing Cherry Lane to One-way and Orchard St. to One-way (to Parish St.) with Parish St. serving as the exit for both.	Awaiting Connect2 funding confirmation
10	Proposed changes on highway approaches to Mahone Bay as outlined in the CBCL report	Contact made with NSTIR re speed reductions / reduce speed warnings. Recommend in conjunction with permanent speed signs per 2021-22 budget process.
11	Establishment of a community-wide, all-ages bicycle route.	Contact made with NSLC re proposed bicycle corridor across their property. Public engagement recommended re proposed bicycle route.

Project components awaiting Connect2 funding will not likely see construction until spring 2021, though – where needed – engineering activities can take place through winter.

Financial Analysis:

The Provincial 2020 Connect2 Program may provide funding for up to 75% of project costs (to a maximum of \$100,000 for Active Transportation Infrastructure and Design projects).

As per the attached estimate provided by CBCL Ltd. (Appendix A), the project cost (including net HST) is estimated \$160,000. With a maximum Connect2 Program contribution of \$100,000, the Town would need to contribute at least \$60,000. This aligns with the 2020-21 budget approved by Council on

May 12th, 2020 wherein Council allocated up to \$100,000 in Town funds (to be borrowed from the Municipal Finance Corporation (MFC)) for this project.

Strategic Plan:

3.1 21st Century Infrastructure

- Provide safe streets and sidewalks

3.2 Economic and Community Development

- Enhance recreation and open space opportunities

3.3 Governance and Public Engagement

- Create opportunities for public engagement

Recommendation:

It is recommended,

THAT Council direct staff to produce a Public Engagement Plan concerning the establishment of a community-wide, all-ages bicycle route in accordance with the Town's Public Engagement Policy.

Attached for Council Review:

- 2020-21 Transportation Project estimates (provided by CBCL Ltd.)

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO



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

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

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

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

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

Form CBCL .035 Rev 2



Town of Mahone Bay

Staff Report

RE: Solid Waste Hauling Contract

November 26, 2020

General Overview:

This report is to provide Council with a recommendation in respect to the Town of Mahone Bay's solid waste hauling contract with G.E.'s All Trucking Ltd.

Background:

The Town of Mahone Bay signed a new contract with G.E.'s All Trucking Ltd. in 2019 for solid waste hauling for April 1, 2020 – March 31, 2024. During the contract negotiations, the Town of Mahone Bay opted not to include a Route Supervisor, a service which the Town had contracted for with G.E.'s All Trucking Ltd in the previous contract. This decision was predicated on an assessment of the level of service previously provided by G.E.'s All Trucking, which had required minimal oversight on the part of staff.

Analysis:

Staff have been following up on a number of unrelated collection issues this year, particularly this fall, and staff are of the opinion that the collection issues that are being experienced by Mahone Bay taxpayers would be better addressed by the concentrated oversight of a route supervisor with G.E.'s than by Town staff discussing issues with available staff at G.E.'s.

It is the opinion of staff that the cost of adding a Route Supervisor to the solid waste hauling contract with G.E.'s All Trucking Ltd. would provide a greatly improved service to the Town with the return to a dedicated staff member to oversee collection issues and would significantly reduce the amount of Town staff time spent following up with G.E.'s All Trucking to resolve collection issues.

Financial Analysis:

The cost of the addition of a Route Supervisor would be \$3,714.87 annually, subject to the same 2.25% annual increase as the rest of the contract.

Links to Strategic Plan:

3.1 Optimize operations structure for efficient delivery of services.

Recommendation:

It is recommended, that at the November 26, 2020 meeting of Council

THAT Council approve the addition of a Route Supervisor to the Town of Mahone Bay's contract with G.E.'s at an annual cost of \$3,714.87 plus a 2.25% annual increase.

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO





OVERVIEW

The Rapid Housing Initiative (RHI) provides funding to expedite the delivery of affordable housing units to vulnerable people and populations targeted under the National Housing Strategy (NHS), especially those affected by COVID-19.

Funding is available through two separate streams. For the first stream, RHI will expedite funds to municipalities with highest need. For the second stream, an application portal will be open to governments, Indigenous governing bodies and organizations, and non-profit organizations where applications will be prioritized based on the strength of the application. The initiative targets rapid housing and delivery of units within 12 months.

OUTCOMES

The initiative provides:

- A total of \$1 billion in capital contributions.
- Funding to help support the creation of up to 3,000 new permanent affordable housing units. More units may be created if other resources are leveraged.
- Affordable housing for vulnerable people in severe housing need specifically people at risk of or experiencing homelessness, or living in temporary shelters because of the COVID-19 pandemic.
- Support for immediate housing needs with the goal:
 - To commit all funds before March 31, 2021.
 - To ensure housing is available within 12 months.
- Long-term, permanently affordable housing for a minimum of 20-years.

FUNDING

CMHC will contribute up to 100% of funding to cover eligible residential construction costs. (CMHC will not fund non-residential costs).

Purpose of Funding

Eligible recipients will receive funding for one of three eligible forms of housing listed below:

New Construction (only Modular):

- Support the construction of a modular multi-unit rental project, which includes the acquisition of the land.

Modular is defined as housing units that are partially or fully built in off-site (e.g. a factory, warehouse, or similar facility) by a qualified manufacturer and delivered to the site in whole or in parts and installed on an appropriately zoned and serviced lot. This may range between single, scattered units up to larger multi-unit housing projects.

Conversions/Rehabilitations:

- Support the acquisition and conversion of a non-residential building to an affordable rental project.
- Support the acquisition of an existing building in state of disrepair or abandoned for the purpose of rehabilitation where units were previously lost from the housing stock.

Two Funding Streams

Funding will be committed under two separate streams of \$500M in allocated contributions (Major Cities Stream and Projects Stream).

Major Cities Stream: Immediate Support for Identified Municipalities

Identified municipalities will receive a pre-determined allocation based on the severity of the housing need in the subject market. Municipalities will be expected to create a minimum number of units with the allocated funding related to local market costs.

Municipalities will be encouraged to take a community benefits approach and push for projects targeting women, and the urban Indigenous population.

Projects Stream: Application-Based Process

Provinces, territories, municipalities, Indigenous governing bodies and organizations, as well as non-profit organizations are eligible to apply for funding. CMHC will accept applications starting October 27 and ending December 31, 2020. CMHC will review the applications and will prioritize applications based on program criteria.

CMHC reserves the right to prioritize strong applications prior to the closing of the intake window.

Additional windows will take place if needed.

PROJECTS STREAM

Eligibility and Criteria

Property Type and Size requirements

- Standard rental, transitional, permanent supportive housing, single room occupancy and seniors housing (excludes delivery of healthcare)
- Must have a minimum of five units or beds (flexibilities will be available for projects in the North, on-reserve or in remote locations)
- Minimum contribution request of \$1M
- Primary use is residential
- Permanent housing (long-term tenancy, 3 months or more)

Eligibility Requirements

Eligible applicants:

- Municipal, Provincial, and Territorial Governments including their agencies
- Indigenous governing bodies and organizations
- Non-profit organizations

Property Management Experience:

- Non-profit and Indigenous Organization applicants must have a minimum of 5 years demonstrated experience operating a housing project of similar type and size as the proposed project with similar tenancy (in lieu, a formal property management contract with a professional third party firm or alternate as approved by CMHC).

Construction Management Experience:

- Non-profit and Indigenous Organization applicants must have successfully completed within the last 5 years a similar project on time and within budget. Alternatively, recipients must enter into a fixed price contract with a general contractor who has experience building projects of similar size, cost, building form and construction type in the same market area. Proponents must have a demonstrated ability to withstand unexpected increases in construction cost.

For newly formed groups, alternate covenants, collateral and mitigation may be considered.

Mandatory Minimum Requirements

Expediency

Proponents will be required to achieve occupancy within 12 months of the approval of their investment plan (Major Cities Stream) or the effective date of the contribution agreement with CMHC (Projects Stream).

Flexibility to the delivery within the 12-month timeline may be available for projects located on-reserve, northern and remote housing or where seasonality is a factor for construction or reasonable delays due to the COVID-19 pandemic.

Financial Viability

Non-profits and Indigenous Organizations must provide confirmation of secured operational funding sufficient to cover the ongoing monthly operating and programming expenses. Such confirmation must be in the form of a letter from the government or organization providing the funding or copy of the contribution agreement confirming the terms and conditions of the agreement.

Affordability

All units must serve and be affordable (household is paying less than 30% of gross income on housing costs) to targeted people and populations who are vulnerable and who are also, or otherwise would be, in severe housing need* or people experiencing or at high risk of homelessness** as described below.

Affordability must be maintained for a minimum of 20 years.

***A household in severe housing need** pays 50% or more for their current dwelling, and is a subset of core housing need households. A household is said to be in core housing need if its housing falls below at least one of the adequacy, affordability or suitability standards and it would have to spend 30% or more of its total before-tax income to pay the median rent of alternative local housing that is acceptable (meets all three housing standards).

****Homelessness** is described as the situation of an individual, family or community without stable, safe, permanent, appropriate housing, or the immediate prospect, means and ability of acquiring it.

Populations at imminent risk of homelessness are defined as individuals or families whose current housing situation will end in the near future (for example, within 2 months) and for whom no subsequent residence has been established.

Energy Efficiency and Accessibility

1. Major Cities Stream:

Energy Efficiency

- Modular construction projects expected to meet a minimum energy efficiency of 5% or more above the energy efficiency standards as set out in the 2015 National Energy Code for Buildings (NECB) or meet the local/regional standard, whichever is higher.
- Conversions/rehabilitations are not required to meet a minimum requirement above code for energy efficiency.

Accessibility

- Modular construction projects must exceed the accessibility requirements of their jurisdiction by providing an additional 5% of accessible units above the local requirements.
- Conversions/rehabilitations are not required to meet a minimum requirement above code for accessibility.

2. Projects stream:

Energy Efficiency

- The RHI will give priority to modular construction projects that can exceed the energy efficiency standards as set out in the 2015 National Energy Code for Buildings (NECB) or local/regional standard (whichever is higher)

Accessibility

- Modular construction projects that can exceed the local accessibility requirements in their jurisdiction will be given greater priority.

Target Populations

All affordable units must be dedicated to people and populations who are vulnerable and targeted under the National Housing Strategy (NHS), especially people experiencing or at risk of homelessness or living in temporary shelters because of the COVID-19 pandemic. These population groups include:

- Homeless people or those at risk of homelessness
- Women and their children fleeing domestic violence
- Black Canadians
- Indigenous peoples
- Racialized groups
- Seniors
- Young adults
- People with disabilities
- People dealing with mental health and addiction issues
- Veterans
- LGBTQ2+
- Recent immigrants or refugees

RHI will request that municipalities receiving funds under the Major Cities Stream have projects targeting women and urban Indigenous population and to take a community benefit approach to the development of their projects.

PRIORITIZATION CRITERIA

In addition to meeting mandatory minimum requirements, the RHI will further prioritize projects based on the following criteria:

1. **Need:**
 - Located in areas of highest need (Including Indigenous Land, Northern Housing and projects located in remote communities).
2. **Duration of confirmed Subsidy:**
 - Incremental scoring provided for confirmed subsidy from a Municipality/Province or Territory or Indigenous governing body.
3. **Cost Sharing/Support from another level of government:**
 - Funding or waivers that lower the construction budget and/or funding required from the RHI. Support can be provided in a form such as, but not limited to, grants, contributions, concessions on property taxes and/or concessions on levies, waiver of development cost charges or other provincial/municipal fees, waiver of community amenity contributions, land donation, etc.
4. **Expediency:**
 - Project is completed and/or available for occupancy earlier than the minimum requirement of 12 months.
5. **Land Status**
 - Land that is either owned in fee simple or leasehold interest where the lease term is greater than 20 years or land that is under an agreement of purchase and sale.
6. **Duration of Affordability:**
 - Projects that provide a duration of affordability going beyond the minimum 20-year affordability period.
7. **Energy Efficiency:**
 - Modular projects that exceed the energy efficiency standards as set out in the *2015 National Energy Code for Buildings (NECB)* or local/regional standard whichever is higher.
8. **Accessibility:**
 - Modular projects that exceed the local accessibility requirements in their jurisdiction (by percentage of additional accessible units).
9. **People or populations who are vulnerable:**
 - Projects specifically targeting Black Canadians, women and their children and/or Indigenous People.

These criteria are prioritized over regional concerns. Please consult with your **Specialist** to discuss your project.

Advancing

Advancing is not subject to the project generating a percentage of potential rental revenues.

Major cities stream:

The full contribution will be advanced once both CMHC and the Municipality duly execute the contribution agreement.

Projects stream:

For other levels of government, the full contribution will be advanced once both CMHC and the government duly execute the contribution agreement.

For non-profit and Indigenous Organizations, a Quantity Surveyor or alternate qualified consultant approved by CMHC will release funds through construction draws with supporting documentation.

Security Type

The contribution will be unsecured unless security is deemed necessary by CMHC, at its sole discretion.

Reserve Requirements

None required unless deemed necessary by CMHC, at its sole discretion.

Documentation Requirements

Refer to RHI Documentation Requirements.

20200715-002 69689



Councillor Carver
Motion for Consideration
November 26, 2020

Whereas the Town of Mahone Bay is currently engaged in a process to develop a new Municipal Planning Strategy, and

Whereas the MGA requires that new municipal planning documents must be reasonably consistent with the Provincial Statement of Interest on Housing, and

Whereas the Municipality of the District of Lunenburg has initiated an Assessment of Housing Supply and Demand that will serve as a basis for policy recommendations for the pending review of the MODL Planning Strategy, and

Whereas the Statement of Interest encourages the preparation of intermunicipal planning strategies where possible,

Therefore, be it resolved that Council direct staff to initiate discussion with MODL Planning staff and to prepare a report for Council about the possibility of intermunicipal collaboration between the Town of Mahone Bay and MODL on the topic of housing in the preparation of their respective planning documents.



**Statements of Provincial Interest
made under Section 193 and subsections 194(2) and (5) of the
Municipal Government Act
S.N.S. 1998, c. 18
N.S. Reg. 101/2001 (April 1, 1999)**

N.S. Reg. 272/2013 (August 6, 2013)

Goal

To provide housing opportunities to meet the needs of all Nova Scotians.

Basis

Adequate shelter is a fundamental requirement for all Nova Scotians.

A wide range of housing types is necessary to meet the needs of Nova Scotians.

Application

All communities of the Province.

Provisions

1. Planning documents must include housing policies addressing affordable housing, special-needs housing and rental accommodation. This includes assessing the need and supply of these housing types and developing solutions appropriate to the planning area. The definition of the terms affordable housing, special-needs housing and rental housing is left to the individual municipality to define in the context of its individual situation.
2. Depending upon the community and the housing supply and need, the measures that should be considered in planning documents include: enabling higher densities, smaller lot sizes and reduced yard requirements that encourage a range of housing types.
3. There are different types of group homes. Some are essentially single detached homes and planning documents must treat these homes consistent with their residential nature. Other group homes providing specialized services may require more specific locational criteria.
4. Municipal planning documents must provide for manufactured housing.

Implementation

1. These statements of provincial interest are issued under the *Municipal Government Act*. The Minister of Housing and Municipal Affairs, in cooperation with other provincial departments, is responsible for their interpretation.
2. Provincial Government departments must carry out their activities in a way that is reasonably consistent with these statements.

3. New municipal planning documents as well as amendments made after these statements come into effect must be reasonably consistent with them.
4. Councils are encouraged to amend existing planning documents to be reasonably consistent with the statements. Where appropriate, the preparation of intermunicipal planning strategies is encouraged.
5. Reasonably consistent is defined as taking reasonable steps to apply applicable statements to a local situation. Not all statements will apply equally to all situations. In some cases, it will be impractical because of physical conditions, existing development, economic factors or other reasons to fully apply a statement. It is also recognized that complete information is not always available to decision makers. These factors mean that common sense will dictate the application of the statements. Thoughtful innovation and creativity in their application is encouraged.
6. Conflicts among the statements must be considered and resolved in the context of the planning area and the needs of its citizens.
7. The Department of Housing and Municipal Affairs, with other Provincial departments, may prepare guidelines and other information to help municipalities in implementing the statements. Provincial staff are available for consultation on the reasonable application of the statements.





Housing Supply and Demand Assessment

- MODL2040 Background Report 21
- Updated: 2020-08-31
- Report written by: Byung Jun Kang, Planner (2020-08-24)
- Report reviewed by: Darren Shupe, Senior Planner (2020-08-25)
- Report reviewed by: Sarah Kucharski, Communications Officer (2020-08-26)
- Report approved by: Jeff Merrill, Director

Executive Summary

Adequate shelter is a fundamental requirement for all Nova Scotians. Inadequate housing becomes a constraint in population growth, economic development, and municipal revenue.

In the Municipality, housing demands for smaller bedrooms and rental units are likely to increase, while the demands for larger bedrooms and single-detached dwelling units are likely to decrease. This is due to smaller-size households seeking to downsize their residences.

- Population will continue to decline, reaching 22,000 by 2041.
- Average age will increase from 47.2 years in 2016 to 63.0 years in 2041.
- Senior population will account for more than 50% of the entire population after 2036.
- Number of one-person and two-person households will continue to increase. By 2031, the average persons in households will become less than 2.0.

Housing supply, however, shows a mismatch with the housing demand. Construction of new dwellings is not occurring as frequently, and the new houses built in recent years are not intended for local, permanent residents.

- Number of new residential constructions is declining, and housing stock is aging.
- Almost all new houses being built are single-detached dwellings, and for seasonal use.
- Home ownership rate in the Municipality is very high, even in the national scale. Conversely, this means the stock of rental units are not readily available.
- Short-term rental units tripled from 2016 to 2020.
- About 10% of homeowners and one-third of renters are not living in affordable units.

Introduction

The population of the Municipality in 2041 is projected to be 22,024 (Nickerson, 2020). This is a 11.4% decline from the population of 24,865 in 2016, or an annual average of 0.5% decline. In theory, a population decline leads to a decrease in housing demand. However, other factors influence the housing demand as well, such as the household size, age demographics, and property ownership.

Consideration must be given to the housing demand by structural type of dwelling. While the overall housing demand may be low, certain types of dwellings may be in higher demand. The existing housing supply and the demographics of those seeking for housing influence the specific housing demand by structural type.

To identify where the gaps are present between the housing supply and demand, the following analyses must be conducted: Housing Demand Analysis, Housing Supply Analysis, and Housing Affordability Analysis. This assessment serves as a basis of policy recommendations for the new Municipal Planning Strategy, which may further be implemented by an Affordable Housing Plan.

Legislative Authority

Conducting a Housing Supply and Demand Assessment is mandated by the Statement of Provincial Interest Regulations on Housing, which states the following:

Basis Adequate shelter is a fundamental requirement for all Nova Scotians. A wide range of housing types is necessary to meet the needs of Nova Scotians.

- 1** Planning documents must include housing policies addressing affordable housing, special-needs housing, and rental accommodation. This includes assessing the need and supply of these housing types and developing solutions appropriate to the Municipality.
- 2** Depending upon the community and the housing supply and need, the measures that should be considered in planning documents include: enabling higher densities, smaller lot sizes and reduced yard requirements that encourage a range of housing types.
- 3** Some group homes are essentially single detached homes and planning documents must treat these homes consistent with their residential nature.
- 4** Planning documents must provide for manufactured housing.

Housing Demand Analysis

Various factors influence the housing demand of a municipality. This section contains the data related to housing demand, such as population counts, age demographics, household size, vulnerable populations, and mobility status. Methods for evaluating housing demand and supply are derived from past assessments conducted in Nova Scotia (2019), the South Shore Housing Action Coalition (2016; 2019) and the Halifax Regional Municipality (2015).

Population Projection

The housing demand is correlated with the change in population. Figure 1 shows the historical population of the Municipality from 1981, as well as with the population projection into 2041. The population has decreased since 1996 and is anticipated to decrease at a much faster rate. A small peak is anticipated in 2026 due to the recent change in immigration policy in the Atlantic Region. Note that the projection on number of immigrants was made before the Pandemic in 2020, which may further decrease the projected population through immigration restrictions. Despite the population growth from immigration, the overall population is expected to decrease as the Baby Boomers start reaching the end of their average life expectancy in 2030.

Population counts between 1981 and 2016 were derived from the Census Profiles, while the projected population counts between 2021 and 2041 were derived from an internal research conducted by Nickerson (2020).

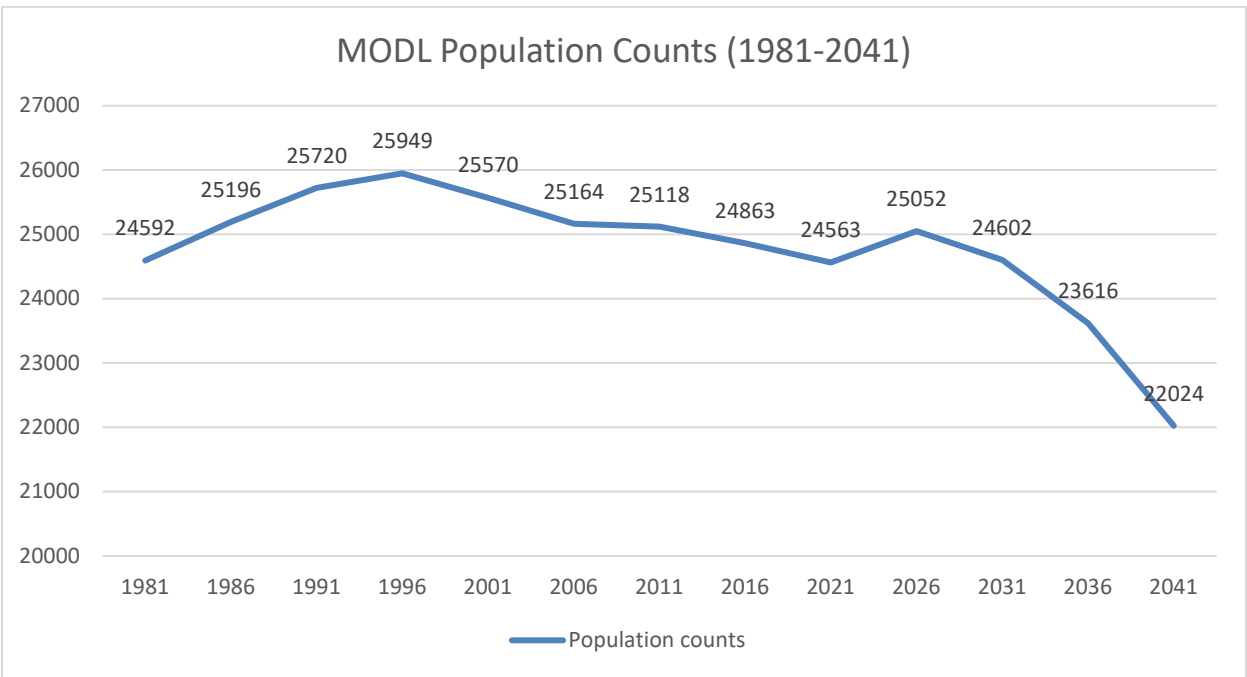


Figure 1. The population of the Municipality in 1981-2016 and its projection in 2021-2041.

Age Characteristics

Youth and senior populations are likely to opt for communal housing, such as apartments, condominiums, and other long-term rentals. Populations are categorized into 3 groups: youth group between the age of 0 and 29, adult group between the age of 30 and 59, and seniors who are 60 years and older. As evident from Figure 2, the trend towards the aging of population is expected to continue as seniors will become the most dominant group starting in 2021.

Age demographics data is approximated for 2001 due to the aggregation of dataset, and the average ages are approximated other than in 2016. The proportion of senior population is anticipated to increase rapidly in the future, accounting 54% of the total population by 2041.

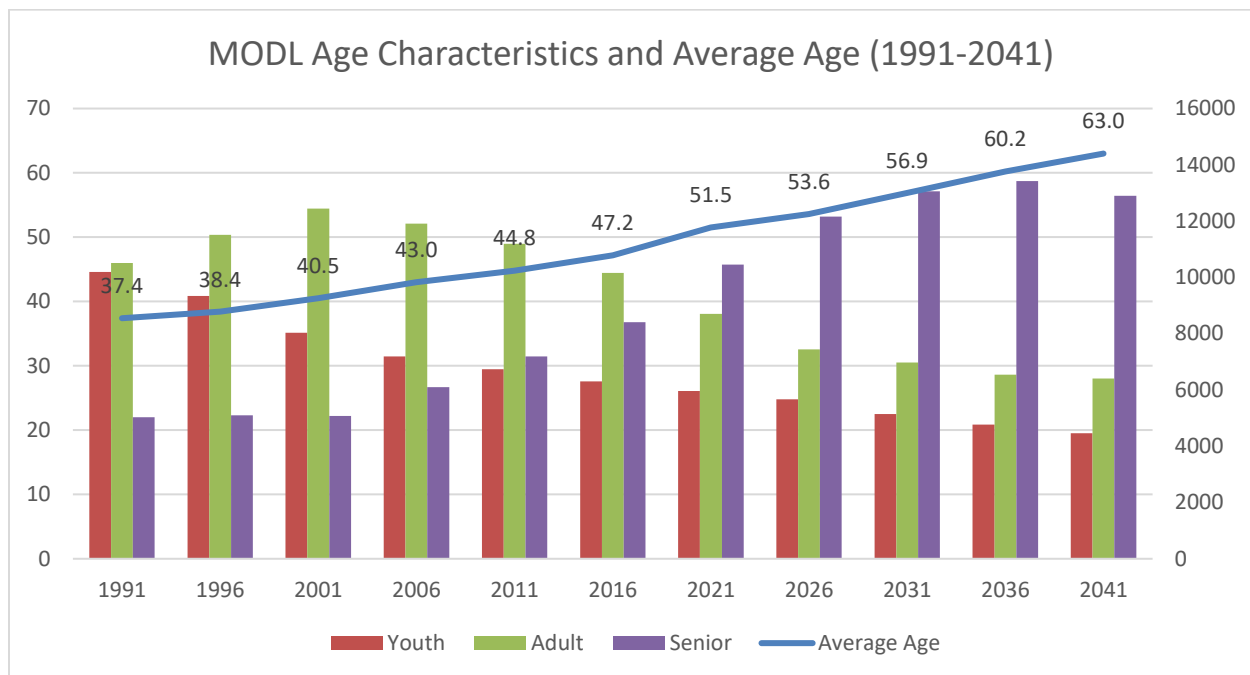


Figure 2. The age characteristics and average age of the population in the Municipality in 1991-2016 and their projections in 2021-2041.

Household Size

The household size refers to the number of persons in a private household. When the household size decreases, more housing units are needed to satisfy the demand of same number of populations. Although the population of Municipality has been decreasing steadily since 1996, Figure 3 indicates that the average household size also decreased from 2.7 persons in 1991 to 2.2 persons per household in 2016. This trend is expected continue with the lower birth rate, the continued aging of the population, and the higher rate of emigration. This may be mitigated through the implementation of a policy to promote co-generational living. The numbers of 1-person and 2-person households are increasing as well, pushing up the demand for communal units.

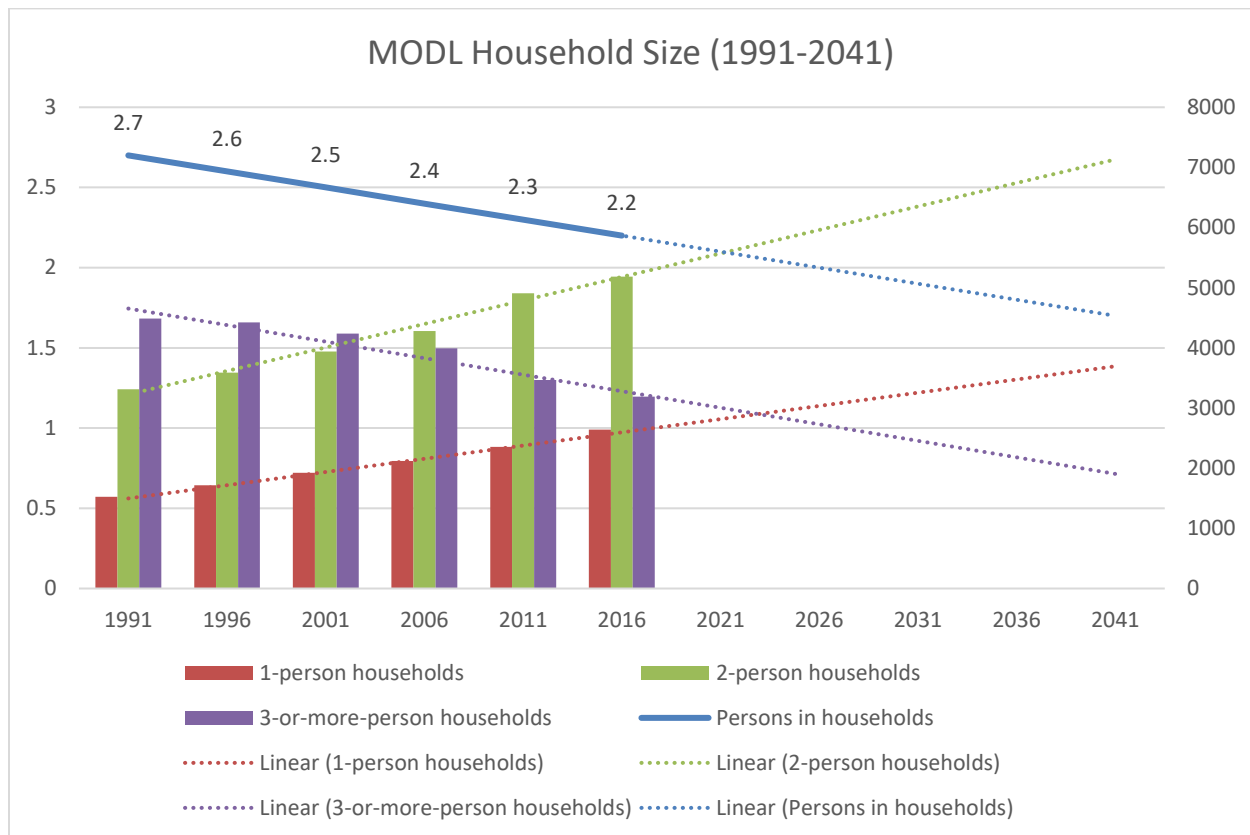


Figure 3. The average household size and number of households by household size in the Municipality in 1991-2041.

Vulnerable Population

Certain individuals require special type of affordable housing. Different indexes are grouped into three categories: economic vulnerability (low income, unemployment, and government transfer payments), social vulnerability (seniors living alone, lone parents, and no secondary education), and ethnic vulnerability (recent immigrants, visible minorities, and Aboriginal persons). Figures 4 to 6 indicate that there is a noticeable increase in the number of Indigenous populations, low-income families, and lone parents. The high growth of the Indigenous populations is derived from the higher birth rates, changes to legal status, introduction of the new term “First Nations” in the Census questionnaire in 2011, and new discovery of their identity for non-status persons (O’Donnell & LaPointe, 2019).

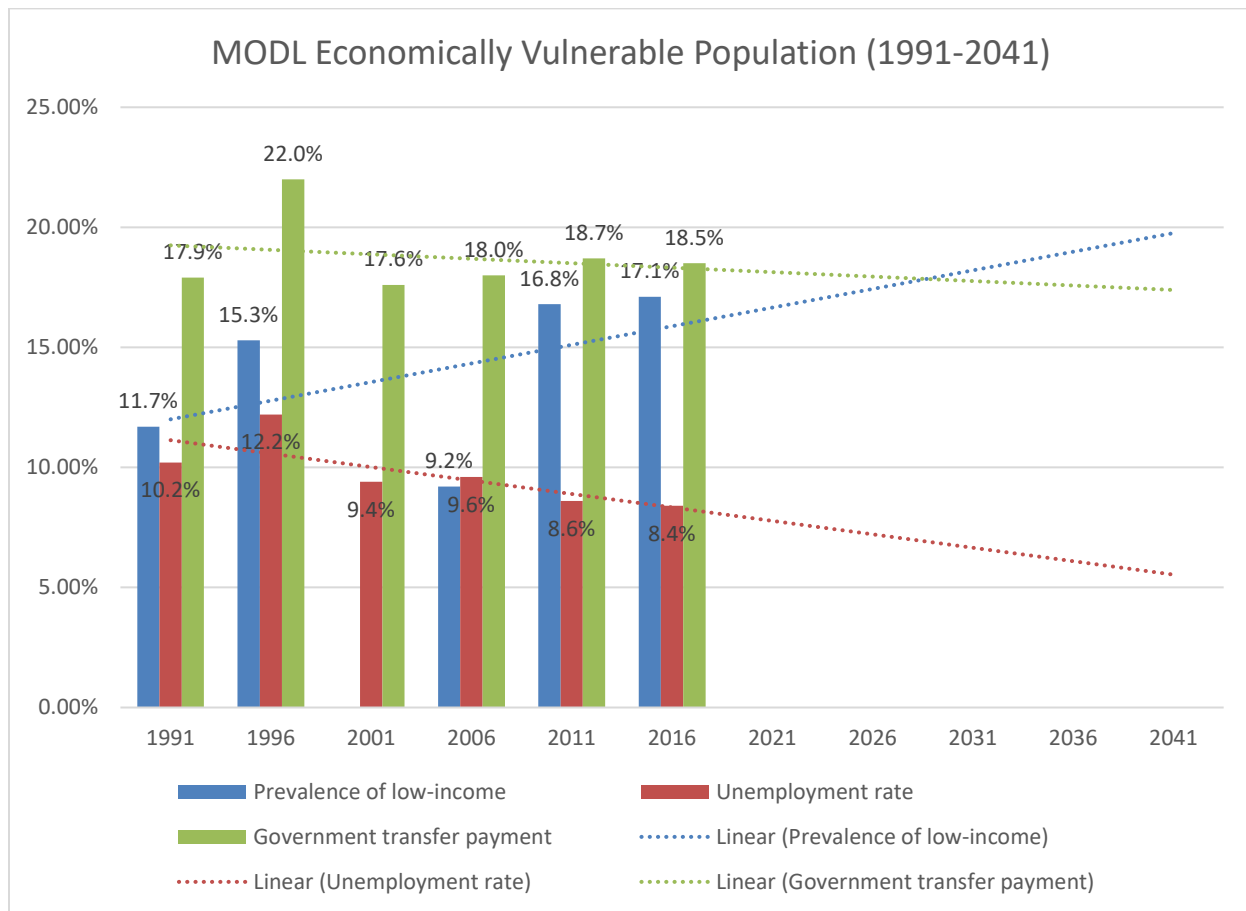


Figure 4. The prevalence of low-income families, unemployment rate, and government transfer payment percentage in the Municipality in 1991-2041.

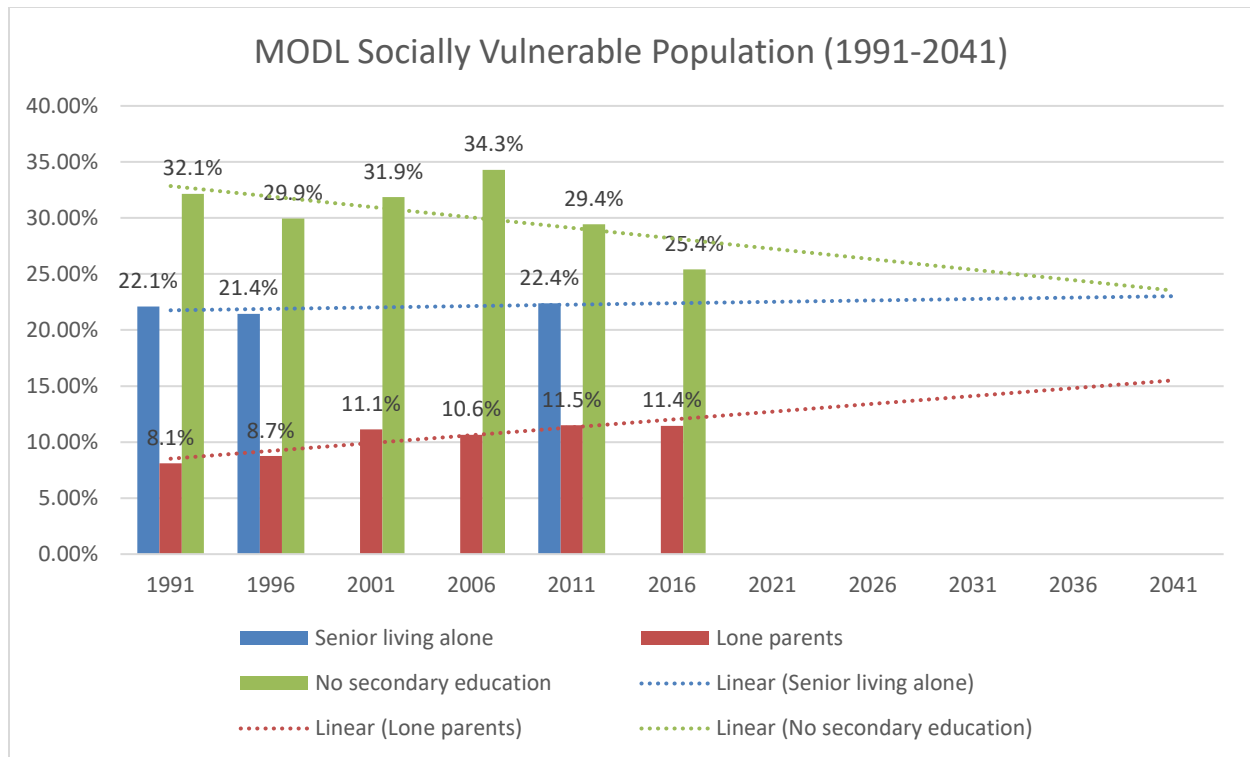


Figure 5. The proportion of persons 65 years and over living alone, lone parents, and no secondary education in the Municipality in 1991-2041.

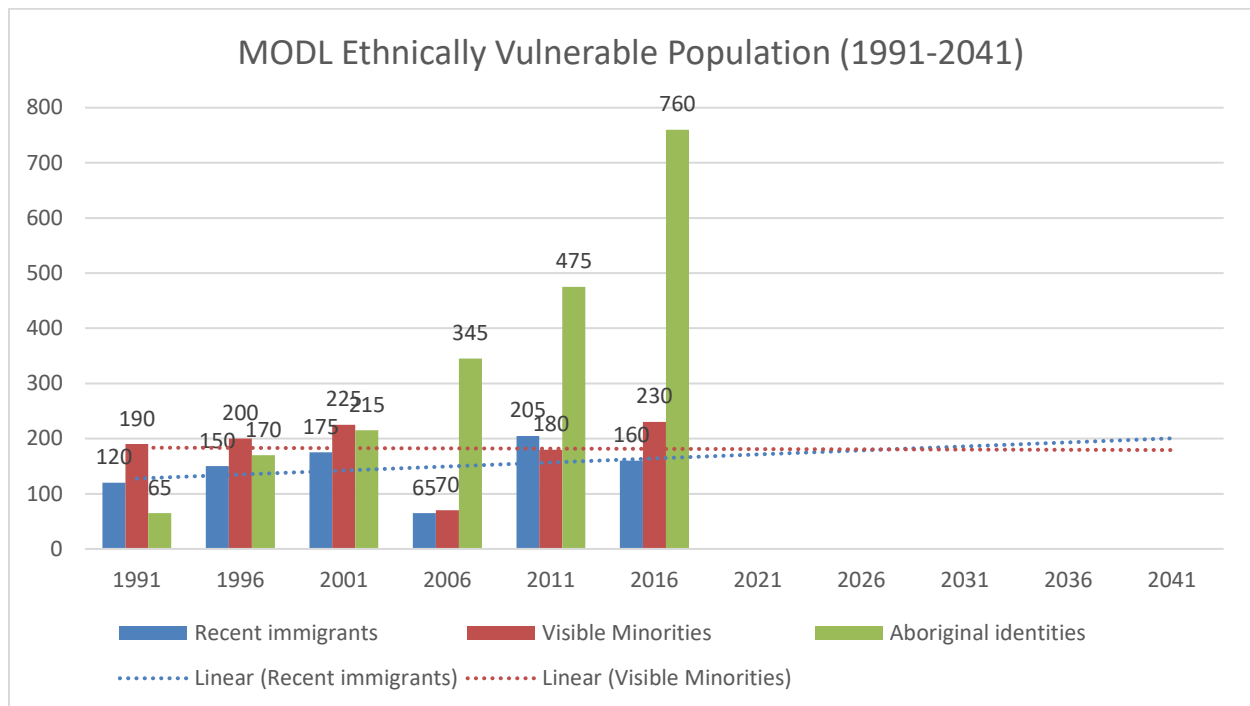


Figure 6. The proportion of recent immigrants, visible minorities, and Aboriginal identities in the Municipality in 1991-2041.

Mobility Status

The mobility status indicates the status of a person with regard to the place of residence on the census year in relation to the place of residence on the same date five years earlier. Persons who have not moved are referred to as non-movers. Non-migrants are persons who did move but remained in the same municipality. Migrants include internal migrants, who moved to a different municipality within Canada, and external migrants who lived outside Canada at the earlier reference date.

A large number of migrants often indicates that the housing market is active. Also, frequent migrants are likely to seek long-term rentals instead of home ownership. Statistics Canada collects the data on mobility status through Census, in which the data for 2001 is approximated.

Figure 7 shows that the trend in mobility status is rather unclear in the Municipality, but it is generally going in a downward direction. The proportion of migrants in the Municipality has remained around 23%, which is lower than the provincial average of 32.7% in 2016.

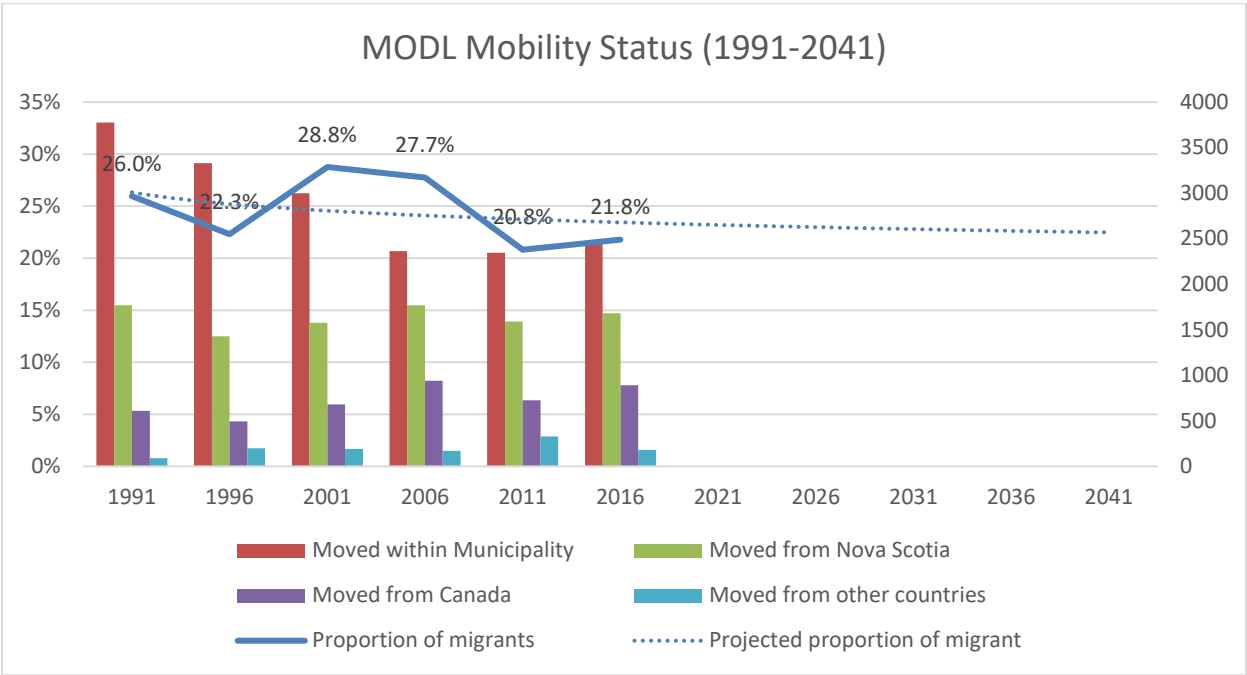


Figure 7. The mobility status 5 years ago in the Municipality in 1991-2041.

Housing Supply Analysis

Understanding the existing housing supply in the Municipality is a critical component of identifying the gap in local housing market. This section contains the data related to housing supply, such as the number of dwelling units by structural types, households by tenure, and condition of dwellings.

Private Dwellings and Seasonal Dwellings

Similar to the population counts, the numbers of total private dwellings and dwellings occupied by seasonal residents show the overall status of housing supply in the Municipality. Figure 8 shows that the number of dwellings has been increasing about 0.63% every year, but the number of new dwellings constructed is declining every year. The number of seasonal dwellings has increased 2.7% a year between the last two Census years, at a much higher rate than the overall construction of residential dwelling units.

Seasonal dwelling data for 1991 and 1996 are approximated. The number of new units constructed of occupied private dwellings is partially approximated by comparing multiple censuses.

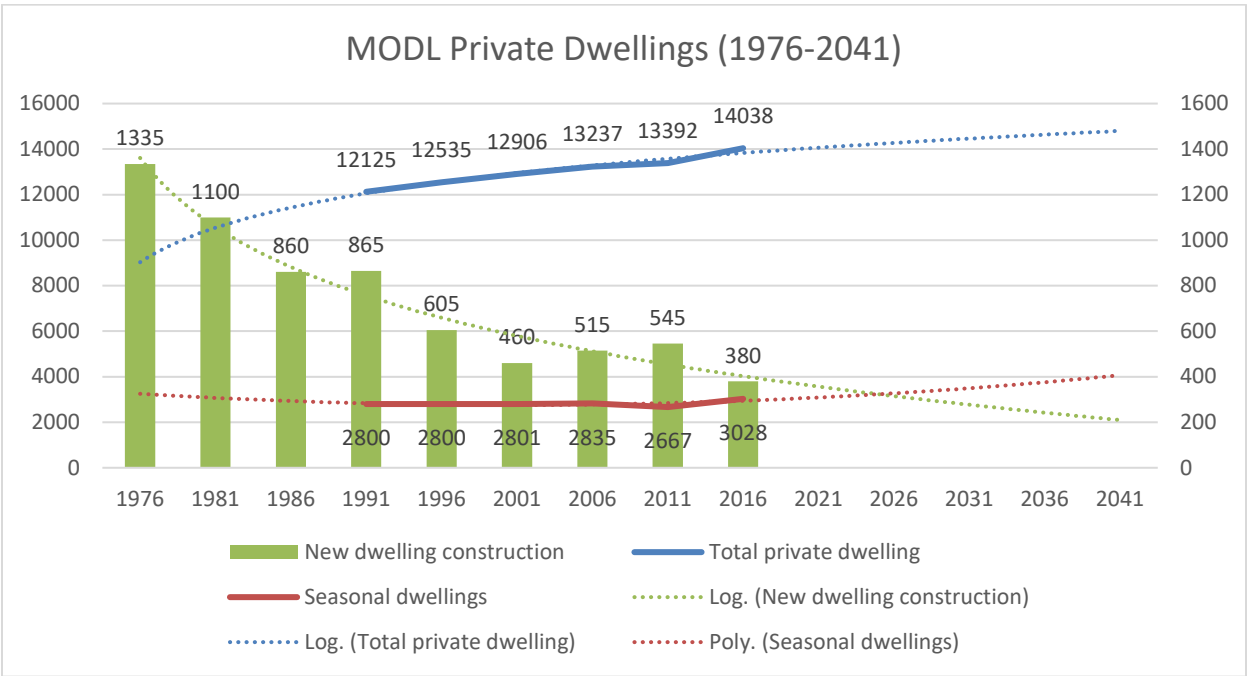


Figure 8. The total private dwellings, private dwellings occupied by seasonal residents, and number of new dwellings constructed in the Municipality in 1976-2041.

Structural Types

To get a better picture of the housing supply, the data on private dwellings may further be broken down by structural types. Statistics Canada classifies different structural types of housing by codes. Code 1 (single-detached) and Code 2 (semi-detached) are grouped as detached house; Code 3 (rowhouse), Code 4 (apartment or flat in a duplex), and Code 7 (attached) are grouped as attached house; Code 5 (apartment building with 5 or more storeys) and Code 6 (apartment building with fewer than 5 storeys); Code 8 (mobile home) and Code 9 (other movable dwelling) are grouped as movable dwelling.

Figure 9 shows a clear trend of building single-detached dwellings over the last few decades, taking up 92.9% of the occupied private dwellings in the Municipality. This is much higher than the provincial average of 70.6%, but similar to the average of nearby municipalities of 88.1%. Note that the number of Code 2 dwellings are negligible, so almost all residential units in the Municipality are in single-detached dwellings. Data on dwellings by structural types for 2001 was unavailable.

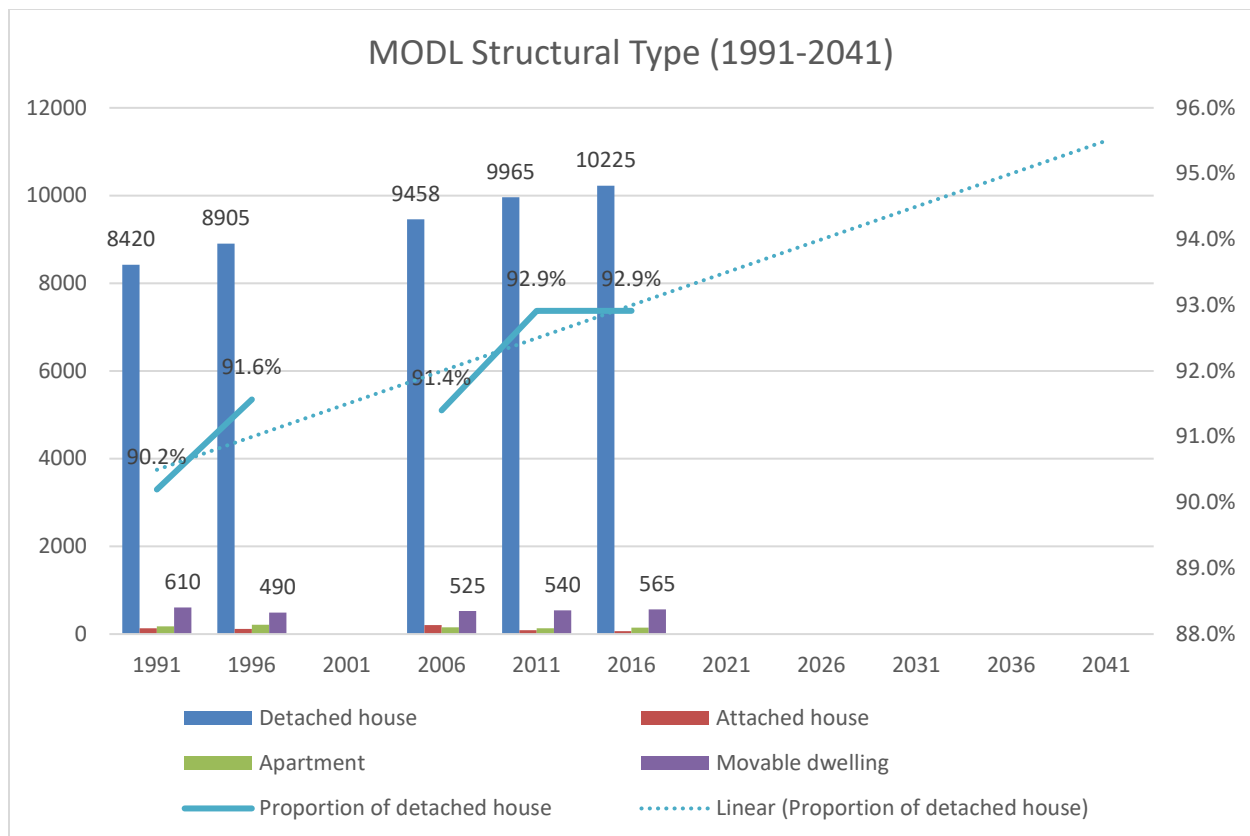


Figure 9. The occupied private dwellings by structural type of dwelling in the Municipality in 1991-2041.

Household by Tenure

Tenure refers to whether the household owns or rents their private dwelling. Figure 10 shows that the proportion of renters has remained relatively unchanged since 1991, at the average of 10%. The renter population is lower compared to other municipalities in Nova Scotia, and this may indicate the low supply of long-term rental units, as well as the low rate of construction of multi-unit dwellings in the Municipality.

Short-term rentals may occupy a portion of the housing supply that could have been otherwise used as long-term rentals. Figure 11 shows the active listing of short-term rentals in the Municipality is increasing.

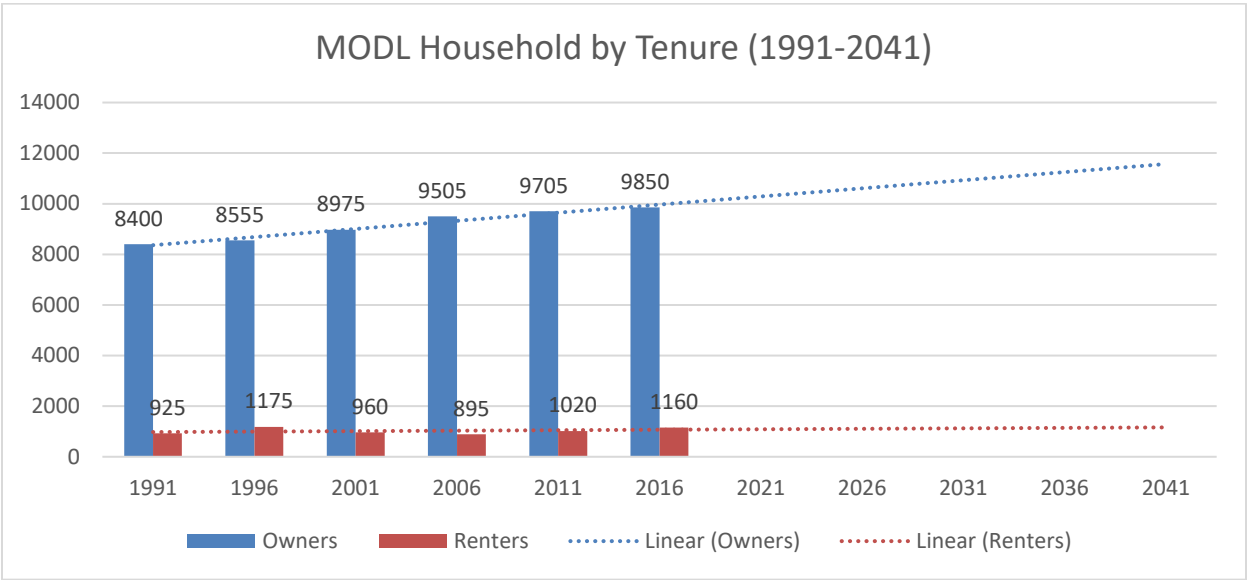


Figure 10. The private households by tenure in the Municipality in 1991-2041.

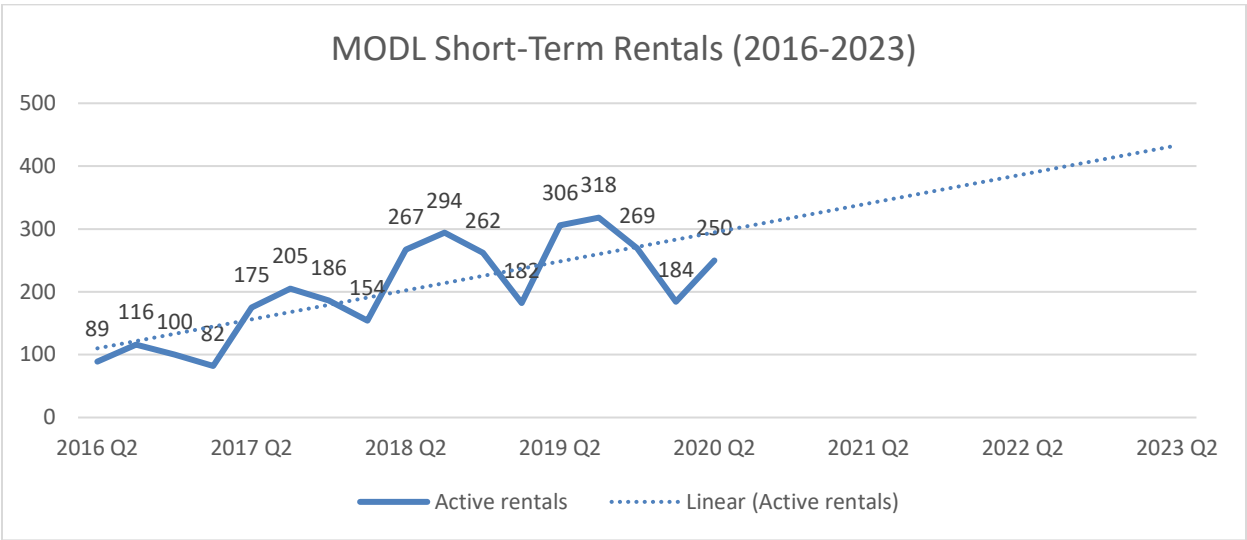


Figure 11. The number of short-term rentals in the Municipality in 2016-2023.

Housing Quality

Quality of housing is as important as the quantity of housing supply. Figure 12 shows that the existing stock of dwellings in the Municipality are getting older after a construction boom occurred in the 1970s, but the living condition remains similar. Note that the data on suitable housing are not available before 2011, and the data on major repairs is not available for 2001. The period of construction data was partially approximated by comparing multiple censuses.

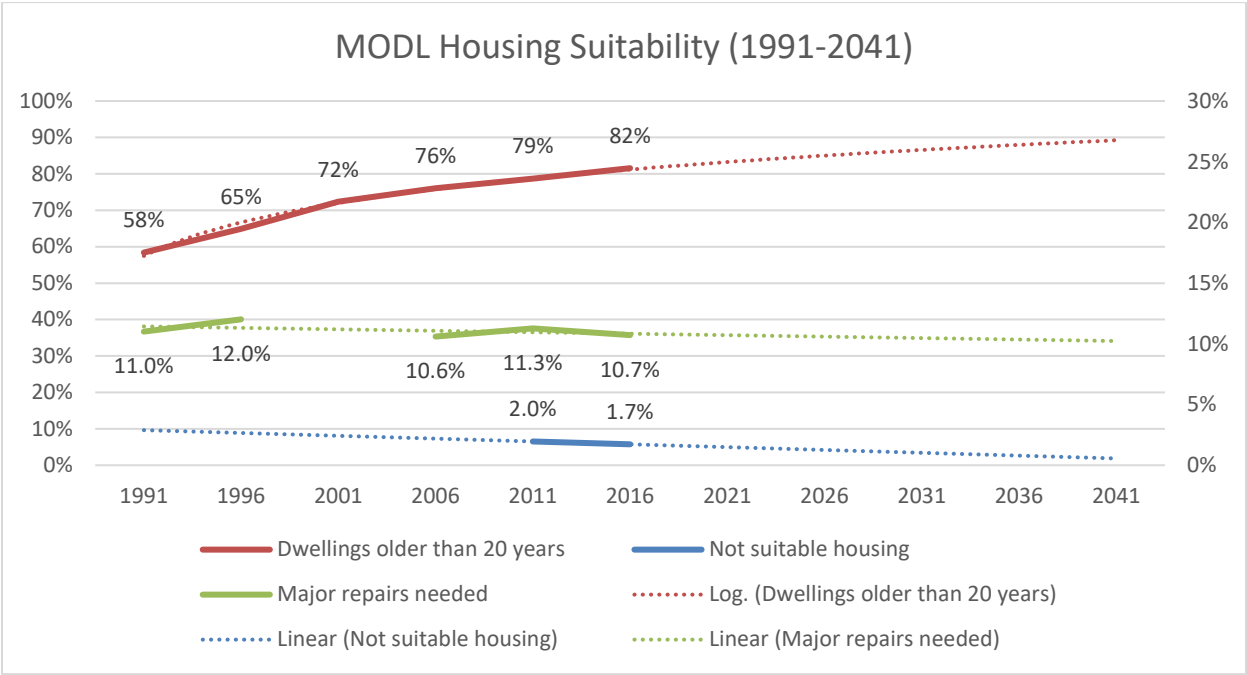


Figure 12. The private households by housing suitability, periods of construction, and dwelling condition in the Municipality in 1991-2041.

Housing Affordability Analysis

The average value of dwelling and average gross rent are two major indicators of housing affordability. As shown in Figure 13, the value of dwelling has increased about 8% every year, and the gross rent has increased about 3% every year between 1991 and 2016. Since the average inflation rate in Canada was about 1.9% every year, both the average value of dwelling and rent are increasing faster than the inflation rate.

Figure 14 shows the proportion of homeowners and tenants who are spending 30% or more of their income on shelter costs, which the data for 2001 and 2006 are missing. Evidently, renters are experiencing more hardship in terms of housing affordability.

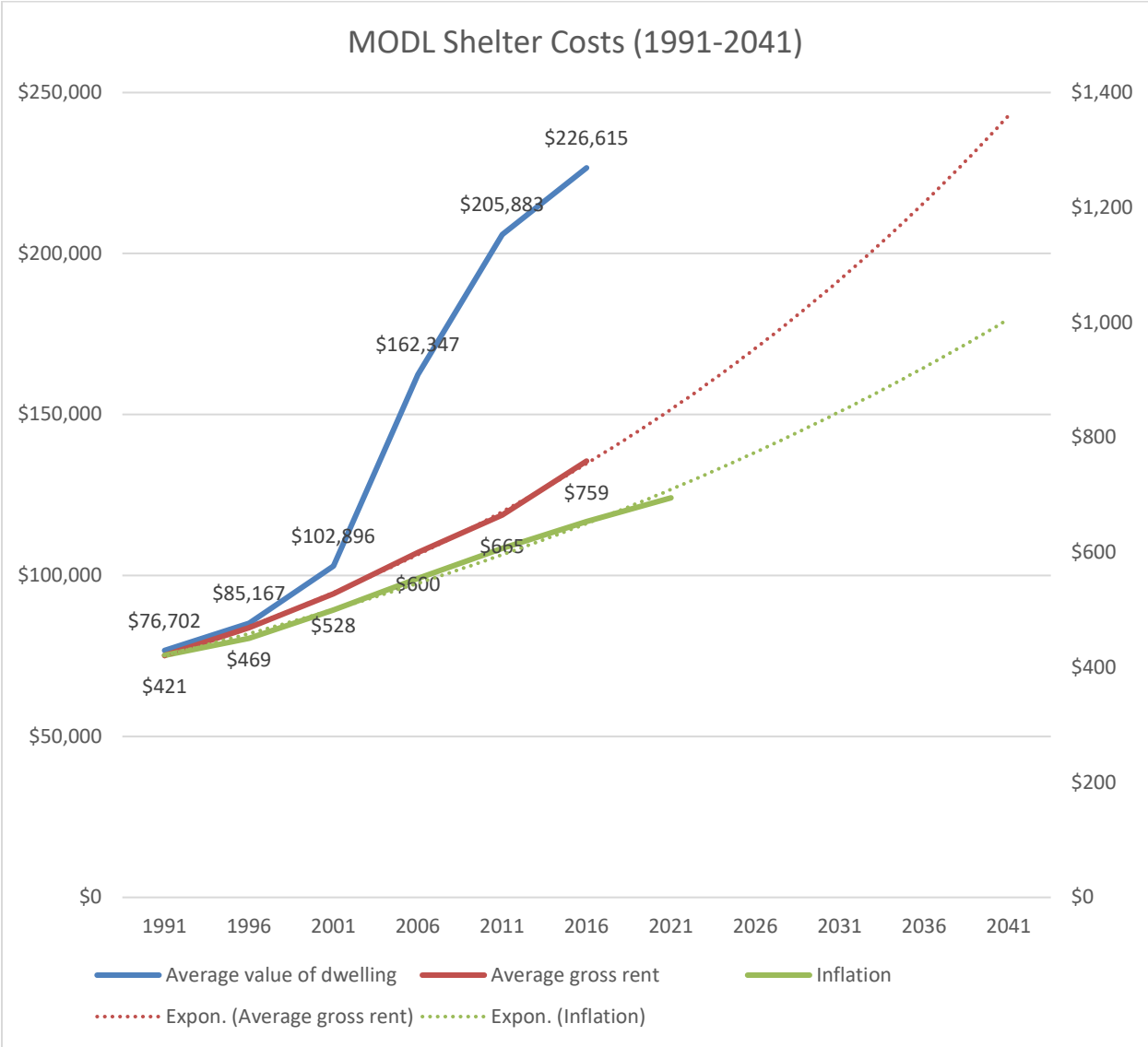


Figure 13. The average value of dwelling and gross rent in the Municipality in 1991-2041.

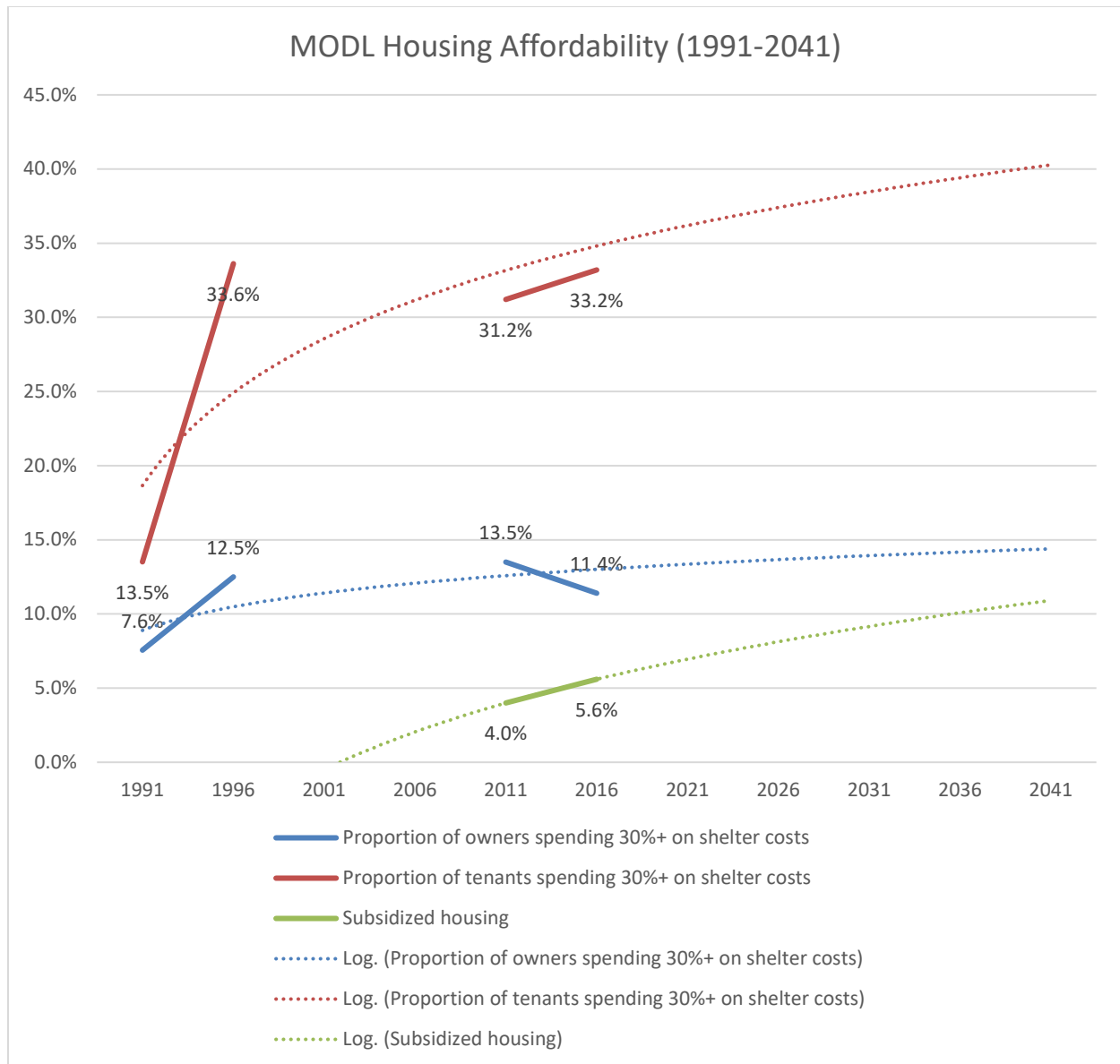


Figure 14. The number of owner and tenant households spending 30% or more of income on shelter costs in the Municipality in 1991-2041.

Discussion

By comparing the different datasets collected from the Census, the future housing situation of Municipality may be summarized as follows: lack of availability and affordability of housing. It is also important to note that the substantial lack of rental units in the Municipality as well.

Selective Increase in Housing Demand

While the overall population of the Municipality will likely decrease rapidly, housing demand will continue to remain high for the next 20 years. Due to the steady decrease in the average household size and the increase in the senior population, dwelling units with a smaller number of bedrooms will likely be in high demand as residents wish to downsize. Apartments and condominiums are therefore likely to remain in high demand since they typically host between 1- and 3-bedroom units.

Housing Availability

The overall number of dwellings will continue to increase, but the rate of increase has been declining since the 1970s. Almost all new construction in the recent years are single-detached dwellings, and for seasonal residents, which further reduces the rate of housing availability for those seeking smaller units. The remaining supply of rental units are being increasingly utilized by short-term rentals. As a result, the mobility rate remains far lower than the provincial average, and the number of renters has remained relatively steady for the past 30 years.

Housing Affordability

In the Municipality, about one-third of tenants are living in unaffordable rental units. This is higher than the proportion of homeowners paying for unaffordable amount of mortgage payment, which is slightly more than 10%. Both the average value of dwellings and the average monthly rent have been climbing much faster than the inflation rate. With the high demand for housing, shelter costs are expected to rise continually. Since the current housing supply cannot satisfy the housing demand, and particular groups of vulnerable population are also on the rise, the Municipality should seek to increase housing affordability.

Comparison with Other Non-Metropolitan Areas in Canada

Morris, Good, & Halseth (2020) conducted a research on the state of housing on 26 non-metropolitan regions in Canada, including the District of Lunenburg. The Municipality stood out nationwide in terms of its high average age, high proportion of single-detached dwellings, and high proportion of home ownership.

Conclusion

Several questions should be answered before the Municipality develops future policies around housing. For example, how should the Municipality provide a wide range of housing? What should the Municipality do with the excessive supply of single-detached houses? How can the Municipality help to make housing more affordable for its residents? Consultations with the public and the stakeholders are critical for the development of housing policy.

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A meeting of the Economic Development Committee for the Town of Mahone Bay was held on Thursday, October 8, 2020 at 2:00 p.m. via video conferencing.

Present:

Councillor John Bain
Councillor C. O'Neill
Jeff Frampton
Lynn Hennigar
Annette St. Onge
Ange Phillips
Mayor David Devenne
CAO, Dylan Heide
Clerk, Maureen Hughes

Absent: Danielle King

1. Approval of Agenda

A motion by Ms. Hennigar, seconded by Ms. Phillips, **"THAT the agenda be approved as presented."** **Motion carried.**

2. Minutes

A motion by Ms. Hennigar, seconded by Councillor O'Neill, **"THAT the minutes of the September 10, 2020 meeting be approved as presented."** **Motion carried.**

3. Economic Development Committee Action Plan

4. New Business

Mahone Bay Business Community and COVID-19

The CAO reported that the Town's COVID-19 Municipal Property Tax Financing Program has closed with very few applications.

Newcomer Introduction to Mahone Bay

Committee members discussed the idea of developing information for those who are thinking of moving to or who have recently moved to Mahone Bay.

2020 Economic Development Committee Action Plan

A motion by Ms. Hennigar, seconded by Councillor O'Neill, **"THAT the Economic Development Committee recommend that Council approve the 2020 Economic Development Committee as amended."** Motion carried.

Joint Submission from Mahone Bay Centre

Ms. Hennigar advised members of the committee that a copy of the submission to the Plan Mahone Bay community engagement process has been forwarded to all committee members.

6. Next Meeting

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

The meeting adjourned by motion at 3:21 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor John Bain

Clerk, Maureen Hughes

Draft Economic Development Committee 2020 Action Plan (Revised October 8)

- 1) Define the framework for an economic development strategy:
 - Engage community partners in identifying potential areas of economic development in Mahone Bay
 - Discussion with all partners as to the role of each in economic development to identify gaps in service
- 2) Under New Business on each Committee meeting agenda, members encouraged to add and discuss items relating to economic development for potential recommendation to Council.
- 3) Participate in reviewing and updating Municipal Planning Strategy and Land-Use By-Law:
 - Standing item on Committee meeting agendas till complete
- 4) Maintain existing relationships with Mahone Bay Tourism & Chamber of Commerce (MBTCC) and other Town Committees and establish new relationships with organizations working in economic development:
 - MBTCC Representative on Committee
 - Members attend MBTCC events
 - Conduct a joint session / social event with other Town Committees in the fall (or series of joint discussions on topics of interest to several committees)
- 5) Work with Mahone Bay Tourism & Chamber of Commerce, South Shore Tourism Co-op and other tourism and events stakeholders to support local events:
 - Members participate in MBTCC/Town hosted events coordination discussions
- 6) Support county-wide asset inventory initiative (Lunenburg County Economic Development Working Group); standing agenda item for updates from staff.
- 7) Support shopping local with Town GHG reduction initiatives and MBTCC members.
- 8) Invite speakers that are relevant to committee discussions on an as-needed basis:
 - South Shore Opportunities Agency

A meeting of the Heritage Advisory Committee for the Town of Mahone Bay was held on Wednesday, October 7, 2020 at 4:00 p.m. via video conferencing.

Present:

Councillor Joseph Feeney, Chair
Councillor Penny Carver
Greg Matear
Bill Degrace
Chris Berkeley
Deborah Trask, Heritage Researcher
Kelly Redden, Deputy Clerk

Absent:

1. Approval of Agenda

A motion by Mr. Matear, seconded by Mr. Degrace, "THAT the agenda be approved as amended to add item 8 – Appointment of Mr. Degrace." Motion carried.

2. Minutes

A motion by Councillor Carver, seconded by Mr. Berkeley, "THAT the minutes of the June 10, 2020 meeting be approved as presented." Motion carried.

3. Potential Registration – 342 Main Street

The owner of 342 Main Street is interested in registering her home as a municipal heritage property.

A motion by Councillor Carver, seconded by Mr. Matear, "THAT the committee send application papers and a letter inviting the property owner to submit an application to register her home as a Municipal Heritage Property." Motion carried.

4. Sale of 674 Main Street

The registered heritage property located at 674 Main Street has recently sold. The committee asked that staff send a letter of introduction (to be signed by Councillor Feeney) to the new homeowners, as well as information about the Town's Heritage Property Grant Program and the Heritage Property FAQ document.

5. Application to Make Alterations – Trinity United

The committee did not feel that this was a substantial alteration and therefore did not need their approval.

Add to December meeting agenda for discussion - what type of renovations constitute a substantial alteration and who should be responsible for approving an alteration that does not need to come to the committee.

6. Discussion – Registration of Town Hall

The committee discussed the potential of completing the heritage registration of Town Hall. This item will be added to the December HAC meeting agenda for further discussion. Ms. Redden will include Town Hall's Statement of Significance with the December meeting package.

7. Discussion – Aquatic Gardens

Mr. Degrace pointed out that this property is zoned park land which does protect it from development.

This item will remain on the committee's agenda, the committee will monitor council's future decisions on the Aquatic Garden property.

8. Mr. Degrace – Appointment

Mr. Degrace informed the committee that he has been appointed to the Provincial Advisory Council on Heritage Property.

The meeting adjourned by motion at 6:19pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Joseph Feeney

Deputy Clerk, Kelly Redden

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

The LCSSP is a free community-based service that works collaboratively with BPS, RCMP, and many community partners to help address the safety concerns of older adults residing in Lunenburg County through one to one service, awareness campaigns, advocacy, educational programs and presentations.

COVID-19 LCSSP SERVICE UPDATE:

All LCSSP services are available with modifications to reflect current regulations. We continue to carry out as much service as we can via telephone and email with home visits occurring when necessary.

MONTH IN REVIEW:

- Nature of referrals include, housing insecurity/maintenance/repair issues, homelessness, transportation needs, food insecurity, elder abuse, financial scams, hoarding, social isolation, addictions, mental health and wellbeing, loneliness and general need of information and supports. New referrals have also been received requesting information about wills/estates and with completing personal directives.
- We are seeing a notable increase in requests for assistance with de-cluttering and cleaning. Due to the time intensive need for hands-on support and resources; we are looking at ways to help support partners in their efforts to assist clients as a team.
- LCSSP continues to serve several clients living in the community at increased risk of financial abuse and hardship as financial management services are not available in our area.
- With assistance from BPS and RCMP, we delivered 36 care packages on behalf of the *We Are Young - Small Wishes Campaign*. Thank you to Earth Angels for including us in this project.
- We are organizing a free *3-week Seniors' Legal Information Mini-Series* with expert guest presenters. It will be held at the LCLC and participation can be in person or using social platforms. Posters will follow!
- *Brown Bag Lunch Program* offered by Souls Harbour, Town of Bridgewater and the United Way continues to provide a warm meal, delivered 2ce/week to participating clients.

LCSSP Service in Municipal Units	% of Clients
MoDL	40%
MoDC	20%
Bridgewater	31%
Lunenburg	4%
Mahone Bay	5%
Unknown	0%

Data to Date	October
Total # of clients	134
# of clients receiving service	91
# of new referrals	18
# of home visits	29
# of door step deliveries/pick ups	36
# of closed files	7
One time needs	17

MEETINGS, GRANTS, PROJECTS & PRESENTATIONS:

- Fellow SSP's, Community Links & Department of Seniors meetings
- Weekly Flourish Coffee & Conversation Zoom meeting(s) – on hold
- Oct. 28th, 2020 LCSSPS meeting scheduled
- The *NS SSP – Workplace Safety Tips* final copy has been distributed
- *P2P Digital Literacy for Lunenburg County*, New Horizons grant application submitted (\$5000)
- LCSSPS is researching logo designs for the partnership society

LCSSP CLIENT EMERGENCY CONTINGENCY FUND (CECF) REPORT:

The CECF was needed to fund cleaning services to help a client meet criteria for home care service. The exact cost is unknown as yet, but it will be under \$150. The month-end balance is \$1034.72

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

The LCSSP is a free community-based service that works collaboratively with BPS, RCMP, and many community partners to help address the safety concerns of older adults residing in Lunenburg County through one to one service, awareness campaigns, advocacy, educational programs and presentations.

COVID-19 LCSSP SERVICE UPDATE:

All LCSSP services are available with modifications to reflect current regulations. We continue to carry out as much service as we can via telephone and email with home visits occurring when necessary.

MONTH IN REVIEW:

- Nature of referrals include, housing insecurity/maintenance/repair issues, homelessness, transportation needs, food insecurity, elder abuse, financial scams, hoarding, social isolation, addictions, mental health and wellbeing, loneliness and general need of information and supports. New referrals have also been received requesting information about wills/estates and with completing personal directives.
- We are seeing a notable increase in requests for assistance with de-cluttering and cleaning. Due to the time intensive need for hands-on support and resources; we are looking at ways to help support partners in their efforts to assist clients as a team.
- LCSSP continues to serve several clients living in the community at increased risk of financial abuse and hardship as financial management services are not available in our area.
- With assistance from BPS and RCMP, we delivered 36 care packages on behalf of the *We Are Young - Small Wishes Campaign*. Thank you to Earth Angels for including us in this project.
- We are organizing a free *3-week Seniors' Legal Information Mini-Series* with expert guest presenters. It will be held at the LCLC and participation can be in person or using social platforms. Posters will follow!
- *Brown Bag Lunch Program* offered by Souls Harbour, Town of Bridgewater and the United Way continues to provide a warm meal, delivered 2ce/week to participating clients.

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