

TOWN COUNCIL AGENDA December 8, 2020

7:00 p.m. YouTube Live

Call to Order

1 Approval of Agenda

2 Minutes

2.1 Regular Meeting – November 26, 2020

3 Delegations and Individuals

<u>4 Correspondence - Action Items</u>

4.1 Peter Julian, MP, New Westminster-Burnaby, Jenny Kwan, MP, Vancouver East, Don Davies, MP, Vancouver Kingsway – Request Regarding Bill C-213 The Canada Pharmacare Act

<u> 5 Correspondence – Information Items</u>

5.1 NSFM - Monday Memo - November 23, 2020

5.2 NSFM - Monday Memo - November 30, 2020

5.3 NSFM – Special Update – December 2, 2020

6 Staff Reports

6.1 Staff Report to Council - December 8, 2020

6.2 Staff Report – Council and Committee Policy Review

6.3 Staff Report - 2020/21 Audit

6.4 Staff Report - Fire Station Project Update

6.5 Staff Report - Local Improvement By-law

6.6 Staff Report - Strategic Plan 2021

6.7 Staff Report - Wayfinding Strategy

7 Council Items

7.1 Mayor Devenne - Council appointment to Planning Advisory Committee

7.2 Mayor Devenne – Signing Authority

7.3 Councillor Carver – Cash gifts for members of Council

8 Committee Reports

8.1 Lunenburg County Senior Safety Monthly Report – November 2020

9 New Business

10 Closed Session

10.1 Contract Negotiations - MGA 22(2)(e)



The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, November 26, 2020 at 7:00 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

The Mayor opened the meeting with a Territorial Land Acknowledgement Let me begin with our deep thanks to the Mi'kmaw people. We are gathered today in the traditional land of Mi'kma'ki, and we are grateful.

1. Agenda

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

2. Minutes

A motion by Councillor Carver, seconded by Councillor Nowe, **"THAT the minutes of the November 10, 2020 meeting of Council be approved as presented."**

Motion carried.

4. Correspondence - Action

4.1 Nick Francis – Storage container.

Deputy Mayor Kangata declared a conflict of interest and removed himself from the discussion at 7:04 p.m.

A motion by Councillor Nowe, seconded by Councillor Burdick, "THAT Council suspend enforcement of the provisions of the Land Use By-law until June 1, 2021 as a recognition of the restrictions imposed by COVID-19 safety precautions."

Motion carried.

Deputy Mayor Kangata returned to the Council discussion at 7:19 p.m.

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

A motion by Councillor Wilson, seconded by Councillor Feeney, "THAT Council direct staff to prepare a report on the 14 recommendations of the Municipal Energy Learning Group and their applicability to the Town and it's electric utility."

Motion carried.

<u>5. Correspondence - Information Items</u>

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.

A motion by Councillor Carver, seconded by Councillor Nowe, "THAT Council receive and file the above correspondence, numbered 5.1 and 5.2."

Motion carried.

6. Staff Reports

Council Report

Council received the Staff Report for November 26, 2020.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, "THAT Council direct staff to develop an engagement plan in accordance with the Town's Public Engagement Policy to seek feedback from the local First Nations Community regarding the Town of Mahone Bay territorial acknowledgement." Motion carried.

<u>Council Policy and Committee Policy</u>

Council received a staff report to introduce the Council Policy and Committee Policy for regular review of these policies with the start of a new Council term. This report will appear on the next Council meeting agenda.

Wayfinding Signage Project Update

Council received a staff report with an update on the Wayfinding Project and a recommendation for Council.

A motion by Councillor Nowe, seconded by Councillor Carver, "THAT Council direct staff to issue a voluntary survey regarding Wayfinding Signage design options, closing just prior to Council's December 8, 2020 meeting."

Motion carried.

COVID-19 Financial Update

Council received a staff report with updated financial estimates and recommendations in relation to COVID-19.

A motion by Deputy Mayor Kangata, seconded by Councillor Feeney, **"THAT Council accept this report for information."**Motion carried.

<u>2020-21 Transportation Project Update</u>

Council received a staff report with an update on the status of the 2020-21 Transportation Project.

A motion by Councillor Carver, seconded by Councillor Wilson, "THAT Council direct staff to commence work on the 3-way stop at the intersection of Clearway and Main as soon as possible."

Motion carried.

A motion by Councillor Carver, seconded by Councillor Burdick, "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."

Motion carried.

Solid Waste Hauling Contract

Council received a staff report with a recommendation regarding the Town's solid waste hauling contract with G.E.'s All Trucking Ltd.

A motion by Councillor Feeney, seconded by Councillor Wilson, "THAT Council approve the addition of a Route Supervisor to the Town of Mahone Bay's contract with G.E.'s All Trucking at an annual cost of \$3,714.87 plus a 2.25% annual increase."

Motion carried.

7. Council Items

Council Appointments

A motion by Councillor Nowe, seconded by Councillor Feeney, "THAT Council appoint Councillor Carver as the Chair of the Age Friendly Community Committee and Councillor Burdick as the Vice Chair."

Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, "THAT Council appoint Mayor Devenne as the Chair of the Asset Management Committee, Councillor Nowe as the Vice Chair, and Deputy Mayor Kangata as the Alternate."

Motion carried.

A motion by Councillor Wilson, seconded by Councillor Nowe, "THAT Council appoint Councillor Feeney (Chair), Deputy Mayor Kangata (Vice Chair), and Mayor Devenne to the Cemetery Committee."

Motion carried.

A motion by Councillor Carver, seconded by Councillor Burdick, "THAT Council appoint Councillor Feeney (Chair), Councillor Burdick (Vice Chair), to the Heritage Advisory Committee with Councillor Carver as Alternate."

Motion carried.

A motion by Councillor Feeney, seconded by Councillor Nowe, "THAT Council appoint Councillor Nowe (Chair), Deputy Mayor Kangata (Vice Chair) to the Planning Advisory Committee."

A motion by Councillor Feeney, seconded by Councillor Carver, "THAT Council appoint Mayor Devenne (Chair), Deputy Mayor Kangata (Vice Chair), and Councillor Wilson to the Police Advisory Board, and Mr. Richard Nowe as the provincial appointee to that same committee."

Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Nowe, "THAT Councillor Nowe (Chair) and Councillor Carver (Vice Chair) to the Oakland Lake Watershed Advisory Committee."

Motion carried.

A motion by Councillor Burdick, seconded by Councillor Wilson, "THAT Council appoint Councillor Carver to the Joint Accessibility Committee with Deputy Mayor Kangata as Alternate."

Motion carried.

A motion by Councillor Nowe, seconded by Deputy Mayor Kangata, "THAT Councillor Burdick and Councillor Wilson be appointed to the Joint Transportation Committee."

Motion carried.

A motion by Councillor Nowe, seconded by Councillor Wilson, "THAT Council appoint Mayor Devenne, Councillor Wilson, and Councillor Feeney as Alternate to the Riverport Electric Light Commission Shared Service Committee." Motion carried.

A motion by Councillor Carver, seconded by Councillor Burdick, "THAT Council appoint Mayor Devenne and Councillor Nowe to REMO and Councillor Carver as Alternate."

Motion carried.

A motion by Councillor Nowe, seconded by Councillor Wilson, "THAT Council appoint Councillor Nowe to Region 6 and Councillor Wilson as Alternate." Motion carried.

A motion by Councillor Carver, seconded by Councillor Burdick, "THAT Council appoint Councillor Burdick to the South Shore Housing Action Coalition with Councillor Carver as Alternate."

Motion carried.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, "THAT Councillor Wilson be appointed to the Shared Building and Fire Inspection Committee and Deputy Mayor Kangata as Alternate."

Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **"THAT Councillor** Feeney be appointed to the Mahone Bay and Area Pool Society." Motion carried.

CMHC Rapid Housing Initiative

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, "THAT staff are directed to put out a call to the community for ideas that may be put forward for the Rapid Housing Initiative or plans for affordable housing in Mahone Bay."

Motion carried.

Housing Motion

A motion by Councillor Carver, seconded by Councillor Burdick:

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.

Motion carried.

8. Council Reports

8.1 Economic Development Committee

Council received the draft meeting minutes of the October 8, 2020 meeting of the Economic Development Committee, as well as a draft Action Plan for 2021.

8.2 Heritage Advisory Committee

Council received the draft minutes of the October 7, 2020 meeting of the Heritage Advisory Committee.

8.3 Lunenburg County Seniors' Safety Program

Council received the October 2020 monthly report from the Lunenburg County Seniors' Safety Program.

8.4 Physician Recruitment and Retention Working Group

Council received a report on the NOW Lunenburg County Physician Recruitment and Retention Working Group.

Council adjourned upon motion at 9:47 p.m.

TOWN OF MAHONE BAY	TOWN OF MAHONE BAY
Mayor, David Devenne	Clerk, Maureen Hughes

From: peter.julian@parl.gc.ca
To: Town of Mahone Bay Clerk

Subject: Request regarding Bill C-213 The Canada Pharmacare Act

Date: Friday, November 27, 2020 5:38:01 PM

CAUTION: This email originated from an external sender.

Mayor JOSEPH FEENEY MAHONE BAY

Dear Mayor JOSEPH FEENEY,

We are writing to you today seeking the City Council of MAHONE BAY's formal endorsement of Bill C-213, the *Canada Pharmacare Act*.

Introduced in February 2020, the *Canada Pharmacare Act* is ground-breaking new federal legislation based on the recommendations of the Hoskins Advisory Council on the Implementation of National Pharmacare and modelled on the *Canada Health Act*.

The Canada Pharmacare Act specifies the conditions and criteria that provincial and territorial prescription drug insurance programs must meet to receive federal funding. This includes the core principles of public administration, comprehensiveness, universality, portability, and accessibility.

Universal public drug coverage has been recommended by commissions, committees, and advisory councils dating as far back as the 1940s. Immediately following the last election, the New Democratic Party of Canada began working to draft a legislative framework to enable the implementation of a universal, comprehensive and public pharmacare program. The *Canada Pharmacare Act* is the first piece of legislation introduced by the New Democrat Caucus in the current Parliament.

As you know, across Canada, people are making impossible choices every day because they cannot afford their prescription medications. Over the past year alone, one-in-four Canadians were forced to avoid filling or renewing a prescription due to cost or take measures to extend a prescription because they could not afford to keep the recommended dosage schedule.

Even those with private coverage are seeing their employer-sponsored benefits shrink – a trend that has accelerated due to the economic impacts of COVID-19. In fact, Canadians are twice as likely to have lost prescription drug coverage as to have gained it over the past year.

Simply put, universal public pharmacare will extend prescription drug coverage to every single Canadian, while saving billions every year. The final report of the Hoskins Advisory Council

found that, once fully implemented, universal public pharmacare will reduce annual system wide spending on prescription drugs by \$5 billion. Businesses and employees will see their prescription drug costs reduced by \$16.6 billion annually and families will see their out of pocket drug costs reduced by \$6.4 billion a year.

Although a recent study from Angus Reid Institute found near universal support for pharmacare among the Canadian public, powerful vested interests in the drug and insurance industries are lobbying to block this critical program in order to protect their profits.

Indeed, the *Canada Pharmacare Act* is reaching a crucial period in the legislative process. The first hour of debate on this bill took place in Parliament on November 18, 2020. The second hour of debate and the first vote will be held in February 2021. This legislation could be enacted by next spring, allowing millions of Canadians who are struggling to pay for medication to receive the support they desperately need.

That's why we need your help to secure the adoption of the *Canada Pharmacare Act* in Parliament. We are asking your City Council to join other municipalities across Canada to formally endorse Bill C-213. We will be publicizing this support nationally.

For more information on C-213 and to sign the e-petition, please visit our website: www.pharmacarec213.ca

Thank you very much for your consideration. Please feel free to contact us if you require further detail.

We look forward to hearing from you.

Sincerely,
Peter Julian, MP
New Westminster-Burnaby

Jenny Kwan, MP Vancouver East

Don Davies, MP Vancouver Kingsway

Par la présente, nous demandons à votre conseil municipal d'appuyer officiellement le projet de loi C-213, *Loi édictant la Loi canadienne sur l'assurance médicaments*.

Présentée en février 2020, la <u>Loi canadienne sur l'assurance médicaments</u> est une nouvelle

mesure législative fédérale avant-gardiste fondée sur les recommandations du Conseil consultatif présidé par le D^r Hoskins concernant la mise en œuvre d'une assurance médicaments et inspirée de la *Loi canadienne sur la santé*.

La Loi canadienne sur l'assurance médicaments précise les conditions et les critères que les régimes d'assurance médicaments provinciaux et territoriaux doivent respecter pour être admissibles à un financement fédéral, soit les principes fondamentaux que sont la gestion publique, l'intégralité, l'universalité, la transférabilité, et l'accessibilité.

Rappelons que des commissions, comités et conseils consultatifs divers recommandent la mise en place d'un régime public et universel d'assurance médicaments depuis les années 1940. Au lendemain de la dernière élection générale, le Nouveau Parti démocratique du Canada a commencé à travailler sur un projet de cadre législatif pour établir un régime d'assurance médicaments universel, complet et public. La *Loi canadienne sur l'assurance médicaments* est la première mesure législative présentée par le caucus néo-démocrate au cours de la législature actuelle.

Comme vous le savez, partout au Canada, des gens doivent chaque jour prendre des décisions impossibles, faute de moyens pour payer leurs médicaments d'ordonnance. Au cours de la dernière année seulement, un Canadien sur quatre a dû renoncer à se procurer ou à renouveler un médicament d'ordonnance en raison du coût ou bien n'a pas respecté la posologie recommandée pour que ses médicaments lui durent plus longtemps, par manque de moyens financiers.

Même les personnes bénéficiant d'une couverture privée voient les avantages offerts par leur employeur diminuer, une tendance qui s'est accélérée en raison des répercussions économiques de la COVID-19. Les Canadiens.nes sont d'ailleurs deux fois plus susceptibles d'avoir perdu leur assurance médicaments que d'en avoir obtenu une au cours de la dernière année.

Autrement dit, un régime d'assurance médicaments public et universel étendra la couverture des médicaments d'ordonnance à chaque Canadien.ne, tout en permettant des économies de plusieurs milliards de dollars par année. Selon le rapport final du Conseil consultatif présidé par le D^r Hoskins, un régime public et universel d'assurance médicaments, une fois pleinement mis en œuvre, permettra de réduire les dépenses annuelles liées aux médicaments sur ordonnance de 5 milliards de dollars. Les entreprises et les employés.es verraient leurs coûts de médicaments sur ordonnance réduits de 16,6 milliards de dollars par an, et les familles, de 6,4 milliards de dollars par an.

Même si, selon une étude récente de l'Angus Reid Institute, un régime d'assurance médicaments universel récolte un appui quasi unanime au sein de la population canadienne,

de puissants intérêts dans les secteurs pharmaceutiques et des assurances exercent des pressions pour bloquer ce programme essentiel et protéger leurs profits.

La Loi canadienne sur l'assurance médicaments arrive à une étape déterminante du processus législatif. La première heure de débat consacrée à ce projet de loi a eu lieu au Parlement le 18 novembre 2020. La deuxième heure et le premier vote se dérouleront en février 2021. Cette mesure législative pourrait entrer en vigueur d'ici le printemps prochain, permettant à des millions de Canadiens.nes qui peinent à payer leurs médicaments de recevoir l'aide dont ils ont grandement besoin.

C'est pourquoi nous avons besoin de votre contribution pour faire adopter le projet de Loi C-213 au Parlement. Nous demandons à votre conseil municipal d'unir sa voix à celle d'autres municipalités d'un bout à l'autre du Canada pour appuyer officiellement le projet de loi C-213. Nous ferons connaître cet appui dans l'ensemble du pays.

Pour en savoir plus et pour signer la pétition électronique, veuillez visiter notre site Web : www.pharmacarec213.ca/fr

Nous vous remercions beaucoup de l'attention que vous accordez à la présente. N'hésitez pas à communiquer avec nous pour en savoir plus.

Dans l'attente de votre réponse, nous vous prions d'agréer l'expression de nos sentiments distingués.

Peter Julian, député New Westminster—Burnaby

Jenny Kwan, députée Vancouver-Est

Don Davies, député Vancouver Kingsway

New Democratic Party | Nouveau Parti démocratique

I acknowledge that I work on the unceded traditional territory of the Algonquin, Haudenosaunee and Anishinabek peoples.

Je reconnaît que je travaille sur le territoire non-cédé des nations Algonquine, Haudenosaunee et Anishinabek.

(TEL) 613.992.4214 | (CELL) 613.222.4074 | FAX) 613.947.9500

UFCW | TUAC

Help save paper - do you need to print this email?

Économisons le papier – est-il vraiment nécessaire d'imprimer ce courriel?

"My friends, love is better than anger. Hope is better than fear. Optimism is better than despair. So let us be loving, hopeful and optimistic. And we'll change the world."

-Jack Layton, 1950-2011

« Mes amis, l'amour est cent fois meilleur que la haine. L'espoir est meilleur que la peur. L'optimisme est meilleur que le désespoir. Alors aimons, gardons espoir et restons optimistes. Et nous changerons le monde. »

-Jack Layton, 1950-2011

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Kelly Redden

From: NSFM Communications < communications@nsfm.ca>

Sent: Monday, November 23, 2020 2:18 PM

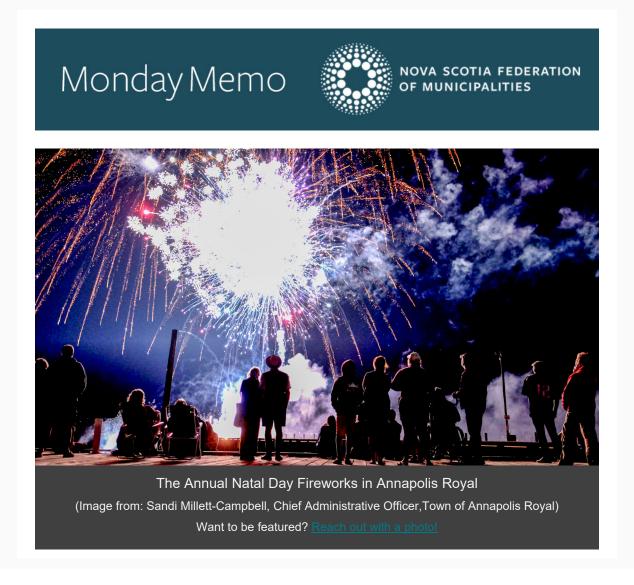
To: Town of Mahone Bay Clerk

Subject: NSFM's Monday Memo: November 23, 2020

Follow Up Flag: Follow up Flag Status: Flagged

CAUTION: This email originated from an external sender.

View this email in your browser



Welcome to the Monday Memo!

We just recently updated our mailing lists and contacts after the fall election, which is why for many of you we're appearing in your inbox for the first time this week. Of course, to everyone that's seen us before, welcome back! This is your number one source for updates directly from the Nova Scotia Federation of Municipalities, alongside some handpicked, organically farmed, and sustainable relevant news to keep you as informed as possible!

Bear in mind that this is your newsletter as much as it is ours, so if you have anything you'd like to see included, feel free to reach out to our communications advisor, Kyle MacKay.

If you would like to unsubscribe (we'd hate to see you go!) just follow the link at the bottom of the email, or reach out to Kyle.

Covid-19 Assistance for Accommodation Operators

Eligible Nova Scotia accommodation operators can now apply for assistance with commercial property tax bills to help with COVID-19 recovery.

The province's Tourism Accommodations Real Property Tax Rebate Program will provide qualified operators a one-time 25% rebate of 2020-2021 real property tax they paid for qualified roofed accommodations. Operators must have paid their commercial property tax bill in full to receive the rebate.

Details about the program, including the online application form, can be found at https://tourismns.ca/tarptrp.

To be eligible, a business must meet the definition of a roofed accommodation as set out in the <u>Tourist Accommodation Registration Act</u>, be <u>registered as a host</u> under the act, and have five or more rooms. Qualified operators must have

incurred a 30% loss in accommodation revenues for the period of April 1, 2020 to Oct. 31, 2020 compared to the same period last year.

New accommodations operators who were not in business before 30 March 2020 may still be entitled to a rebate if they can demonstrate lower than 50% occupancy rate since opening their business.

The deadline to apply is Friday, December 11 at 5pm.

Questions about the program or application process can be sent to TARPTR@novascotia.ca.

December 6, 2020 is the National Day of Remembrance and Action on Violence Against Women.

It is a time to <u>remember the women who lost their lives 31 years ago.</u> It is also a time to look ahead to the work we all need to do to ensure women, girls, and everyone can live free from violence in our homes, workplaces, and schools.

This year during these extraordinary times, things will look a bit different as we recognize this day. The Nova Scotia Advisory Council on the Status of Women will be lighting Province House purple and lowering the Nova Scotia flag to half-mast to recognize this day and to remember all who have been lost from gender-based violence. The purple lights symbolize courage, survival, and honour, and standing up to end gender-based violence.

They invite municipal governments throughout the province to be aware of this day and the importance of working to keep women, girls, and everyone in Nova Scotia communities, free from violence.

Please join us in recognizing this day by flying your flags at half-mast and if

possible, join us in lighting up purple. Add your voice to the conversation between November 25 and December 10 and share the ways you are being part of the solution to end gender-based violence.



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 30th, 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.



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.

Upcoming Events

Municipal practitioners can enroll now in Course One of the PEMAC's Asset Management Professional (AMP) for municipalities training program online.

A special 5 day live online offering of Course One: Asset Management Principles and Strategic Development takes place next in December and space is available.

Join the many other municipal practitioners who have started their own Asset Management learning journey and built skills that meaningfully improved the Asset Management practices of their municipality.

Learn more and apply to participate in this supplemented course now. https://lnkd.in/eWh_dqG

This initiative is delivered through the Municipal Asset Management Program, which is delivered by the <u>Federation of Canadian Municipalities</u> and funded by the <u>Government of Canada</u>.

Delivered by Northern Lakes College

REMINDER: REGISTER FOR DEC 2ND NSFM VIRTUAL AGM AND CAUCUS MEETINGS

Covid-19 has presented all of us with many challenges and has caused us to rethink everything we do. As we've previously indicated, this year, NSFM will be holding a virtual **Annual General Meeting** via Zoom which will take place on **December 2**nd 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 early next week.

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 <u>CLICK HERE</u> for more information and registration links. You must register in order to receive the calendar invite with the appropriate zoom link required.

We will be hosting an **AGM Zoom Meeting Trial** on Thursday, November 26th at 10:00 a.m. for anyone not comfortable using zoom and would like a little tutorial. Please email jwebber@nsfm.ca by Wednesday, Nov 25th at 3:00 p.m. if you would like to receive the zoom link to attend.

Webinars to resume in January - More info to follow!



NOVA SCOTIA FEDERATION OF MUNICIPALITIES







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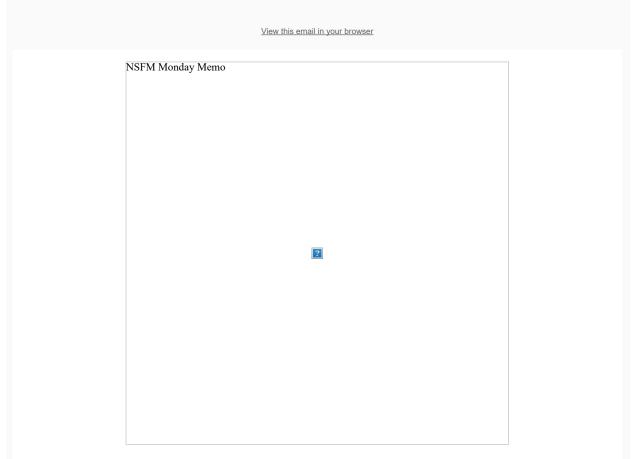
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NSFM Communications
Town of Mahone Bay Clerk
NSFM"s Monday Memo: November 30, 2020
Monday, November 30, 2020 11:49:44 AM Subject:

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LAST CALL! REGISTER BY 12PM DEC 1ST FOR NSFM AGM & CAUCUS MEETINGS

Covid-19 has presented all of us with many challenges and has caused us to rethink everything we do. As we've previously indicated, 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; Greetings from Minister Porter; the 2019 Audited Financial Statements; Motion re Dues; and Report of the Nominating Committee. A detailed agenda will be forwarded to those who register early next week.

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. 1:30 p.m. - 2:30 p.m. **Towns Caucus** Regional Caucus 3:00 p.m. - 4:00 p.m.

You only register for one Caucus meeting.

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.

If you have not already done so, you will need to register by 12:00 p.m. tomorrow, December 1st in order to receive the zoom link and agenda package.

The NSFM joins the Municipality of East Hants on letters to Minister Wilson Re: EPR

November 18th, 2020

The Honourable Gordon Wilson Minister of Environment PO Box 442 Halifax, NS B3J 2P8

Dear Minister Wilson,

The Municipality is seeking support from the Province to mitigate the significant sustained cost increases for all Nova Scotia municipalities related to the comprehensive provincial recycling programs.

Nova Scotians are proud of the efforts to reduce waste through more than 20 years of recycling programming. Additional efforts to reduce waste have been added over the years including curbside organics collection and various product stewardship programs. However, Nova Scotia has the highest cost per capita for waste management in Canada. The entire solid waste system comes in at \$140M annually (gross), however 88% (\$124M) comes from municipal taxes and tipping fees, while material sales is only \$10M-\$11M (8%) with a final \$5M in diversion credits and other small program supports.

While our overall programming costs are high, there is little control by municipalities to reduce costs or increase revenues. Our markets are highly reliant on out of province/country markets, and those markets have been

significantly impacted by global supply/demand and now a world-wide pandemic. This spring a number of municipalities were forced to request landfill variances as stockpiling of materials across the Province reached unsafe levels while waiting in hopes of markets rebounding.

To ensure the continuation of the strong recycling programming throughout Nova Scotia the Province can take 2 specific actions, which will both mitigate the financial burden to taxpayers and build innovative ways to keep up our environmental stewardship. The first is a full implementation of an Extended Producer Responsibility (EPR) program for printed paper and packaging. As you are aware the discussion on EPR has been ongoing since 2015. In October 2019 a presentation of Preserving the Culture of Recycling: A proposal for Extended Producer Responsibility for Packaging and Printed Paper in Nova Scotia was made to you and your senior staff by the municipal priorities group (sub-committee to the Regional Chairs). EPR is already benefiting 80% of Canadians across the country, is being moved forward in our neighboring Province of New Brunswick, and is being paid into by Nova Scotians as we shop today. With this topic being on the table for more than 5 years it has left existing sorting facilities, that market Nova Scotians recyclables, at a standstill for investing in new technologies or efficiencies due to the unclear future of when and what changes the government may implement.

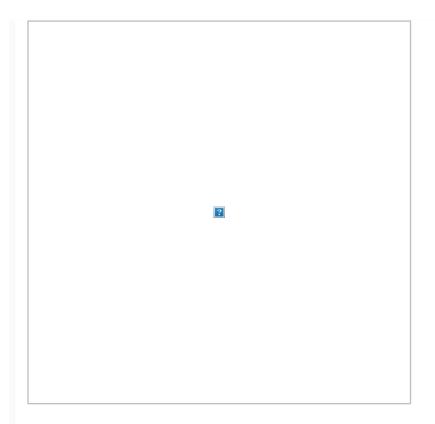
The second action the Province could undertake is adopting a modification of the solid waste regulations to allow a new waste management framework which would allow flexibility in management options based on market conditions. Under this framework materials banned from landfill would have a clear path for alternative end market options when commodity market rates drop below set pricing schedules. Modifying regulations is a reasonable approach that has already been taken by more advanced programming examples such as in Germany. With market options currently underperforming there is stockpiling and storage of materials happening here in Nova Scotia which is costly, reduces product quality, and increases risks (fire and/or pests). Hiding our problems in warehouses or storage yards that are out of sight is not a long-term solution for Nova Scotia recycling programs and is not what our residents want.

Nova Scotians have continued to show support for environmental sustainability, most recently with encouraging and then embracing the Province's single-use plastic bag ban. Residents daily place their blue bags curbside for recycling. Municipalities continue to spend millions annually to implement all components of the Solid Waste Regulations including providing curbside recycling programs as expected by our residents. The time for action by the Province is now, before further financial losses occur for us all, or where loses in our environment stewardship grow once the public starts losing trust in what is put curbside in blue bags will actually end up being recycled.

The Municipality of East Hants wants to be part of the solution, and we need your leadership to get there. The time to act is now. The continued success of Nova Scotia's recycling programs will ultimately be determined by the willingness of all to make this a priority.

Sincerely,

Eleanor Roulston, Warden Municipality of East Hants



The Honourable Gordon Wilson Minister, Department of Environment P.O. Box 442, Halifax, NS B3J 2P8 Dear Minister Wilson: Delivered via email

Re: Extended Producer Responsibility

Every year, the Nova Scotia Federation of Municipalities (NSFM) engages our members to collectively identify action areas that would make the biggest difference to our communities. The process of identifying issues that would make a positive difference for most of Nova Scotia's municipalities is difficult, but an important one for us to undertake. We forward the results of this annual process to the Province, to share what we see as optimal possibilities for cooperation.

Since 2018, we have sent the minister responsible for the Department of Environment letters to inform them that municipalities would benefit greatly from an extended producer responsibility (EPR) program. In response, the ministers responsible for this department, or their designates, have asked us to develop proposals, engage business stakeholders, and hire consultants to conduct a sweeping study of the solid waste system in Nova Scotia.

Along with our members and partners, NSFM has responded to each of these requests. In doing so, we have provided the Nova Scotia Department of Environment with excellent supports for a variety of policy options pertaining to EPR and other solid waste issues.

As requested by the ministers of your department, we have been involved in consultations with small, medium, and large businesses. We have participated in the review and distribution of an extremely detailed third-party efficiency

study, and we have provided your office with a formal proposal on EPR. In short, to advance EPR—an issue of widespread strategic importance to our members—we have spent multiple years doing everything that your ministry has asked of us. And we have done so with a small staff complement and extremely limited financial resources.

On September 1st of this year, NSFM and the Regional Chairs met with Deputy Minister Farmer. At that time, we were assured that EPR remained a top priority for you and the department. Given that, I am certain you can understand our disappointment in the refusal to allow EPR to be added to the Partnership Framework between the Province and NSFM. The request was for a simple line to be added that indicated we were still working on the file together. The updated Framework remains unsigned as a result.

We already have EPR systems in place in Nova Scotia for some of our materials, and what we are asking for—EPR for printed paper and packaging—is already in place in most of Canada's large provinces. Our proposal forwarded an approach that would be harmonized with these pre-existing programs.

The Canadian Council of Ministers of the Environment, a body that you are a part of, has identified EPR programs for many of the plastics that go into our municipal blue bags as a top priority. Even the Prime Minister of Canada supports this policy approach.

The responsibility for doing something about this issue rests with you, and your department. For our efforts, and for our many members, who tirelessly commit themselves to their communities, we deserve either action or answers.

Sincerely,

Pam Mood

President, Nova Scotia Federation of Municipalities



and Anti-Racism Initiatives Program (CSMARI).

The CSMARI Program has three funding components: Projects, Community Capacity Building and Events.

- The Projects component provides funding for community development, anti-racism initiatives, and engagement projects that promote diversity and inclusion by encouraging interaction among community groups.
- The Community Capacity Building component provides funding for capacity building projects that will contribute to the recipient's ability to promote diversity and inclusion of racialized and religious minority communities, and Indigenous peoples.

The deadline to submit an application for funding under the **Projects** and the Community Capacity Building components is January 12, 2021.

Municipalities can apply in conjunction with a non-governmental organization.

Please note that you must submit your completed application to this email address to ensure that it is officially received by the

Program: pch.soutienauxcommunautes-communitysupport.pch@canada.ca

We have attached to this email, a copy of the new application form and the budget for the Projects and the Community Capacity Building components.

• The **Events** component provides funding to community-based events that promote intercultural or interfaith understanding, promote discussions on multiculturalism, diversity, racism and religious discrimination, or celebrate a community's history and culture, such as heritage months recognized by Parliament.

Note that there is no established deadline to submit a funding application under

the **Events component, as applications are accepted on a continuous basis.** However, funding applications must be submitted at least 18 weeks prior to the proposed event start date.

For Events, please contact your respective region to obtain the new Events application package:

Ontario: pch.csmariontario-scmlcrontario.pch@canada.ca

Quebec: pch.scmlcrregionduquebec-csmariquebecregion.pch@canada.ca

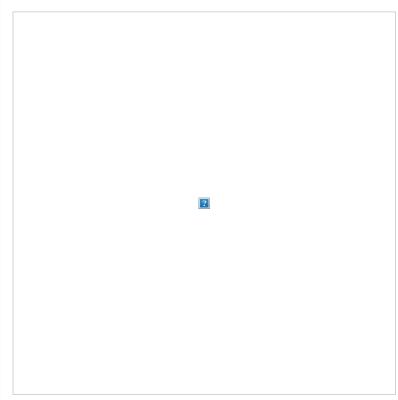
Atlantic: pch.multiatl-atlmulti.pch@canada.ca

PNR: pch.programmesrpn-pnrprograms.pch@canada.ca

West: pch.multiwest-multiouest.pch@canada.ca

The Program is highly competitive. Funding requests typically exceed our available resources. If your organization is eligible, we encourage and recommend you to contact the Program before submitting your application.

Before completing an application kit, please read the new guidelines for the component to which you wish to apply for funding by visiting our website: https://www.canada.ca/en/canadian-heritage/services/funding/community-multiculturalism-anti-racism.html



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 December 7th, 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

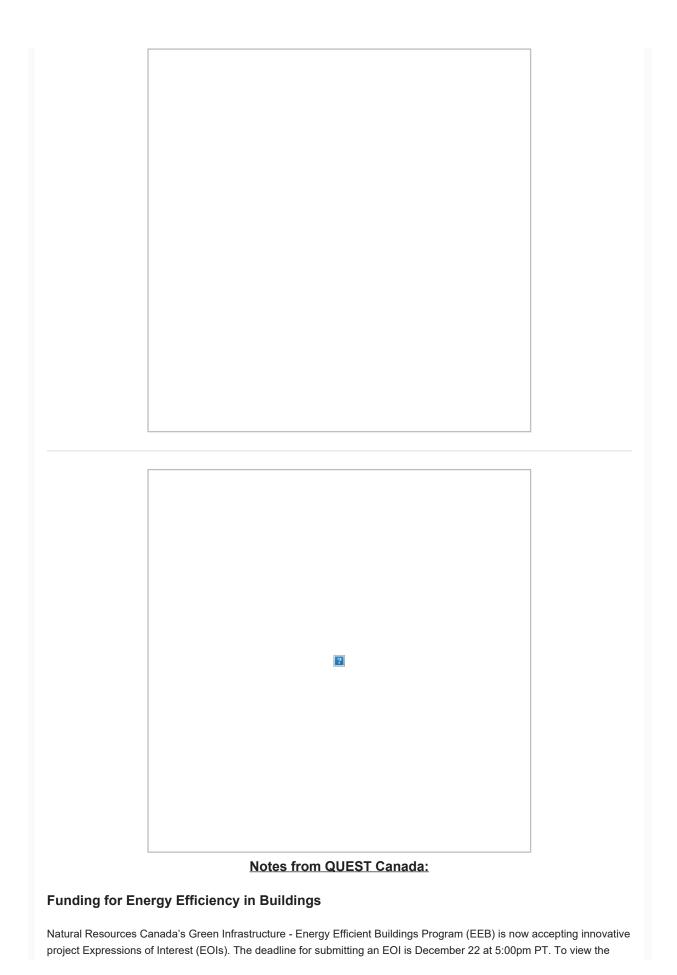
Interested in a seat on the NSFM Board?

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.



Applicants Guide and apply to the Program please visit the Program website at www.nrcan.gc.ca/netzerobuildings

The Program seeks innovative projects that can demonstrate the integration of multiple cost-effective solutions to achieve net-zero energy ready houses and buildings and inform the development and adoption of model national net-zero energy ready building codes as well as the up-coming energy code for existing homes and buildings. Program funding is available from April 1, 2021 to March 31, 2026, for projects under one of the two following strategic Priority Areas:

- 1. Highly Energy Efficient Commercial/Institutional Buildings Deep Energy Retrofits
- 2. Provincial, Territorial, or Municipal-Led Initiatives

Natural Resources Canada (NRCan) will provide financial assistance of **up to 50%** of eligible costs, for up to a maximum of **\$5,000,000** per project. Eligible project types for this funding call include Demonstration, Demonstration in combination with a Front-End Engineering Design (FEED) study, stand-alone FEED studies, or other studies (e.g. Impact assessment studies). Eligible Proponents and Program Terms and Conditions are described in the EEB Applicant's Guide. Successful Applicants will be invited to submit a full project proposal.

We are looking forward to your innovative ideas.

Partners in Climate Protection Program Webinar

Dec 3rd at 1pm, QUEST is holding a webinar to provide Atlantic municipalities with an opportunity to learn about FCM-ICLEI Partners for Climate Protection, hear from a panel of PCP Members, and discuss common challenges and priorities to advance their Community Energy Plans / Local Action Plans during COVID.

To register

https://questcanada.zoom.us/webinar/register/WN_ViagHorQRQygqLqdGrc-jg

Milestones 2&3 webinar (Target-setting and Planning)

Join us on Tuesday, December 8th at 2PM EST for a workshop hosted by the Partners for Climate Protection (PCP) Program introducing municipalities to the process of achieving Milestone 2 & 3. We will cover the ins and outs of setting emission reduction targets, creating strategies for municipal operations as well as the community as a whole, engaging with stakeholders, and more.

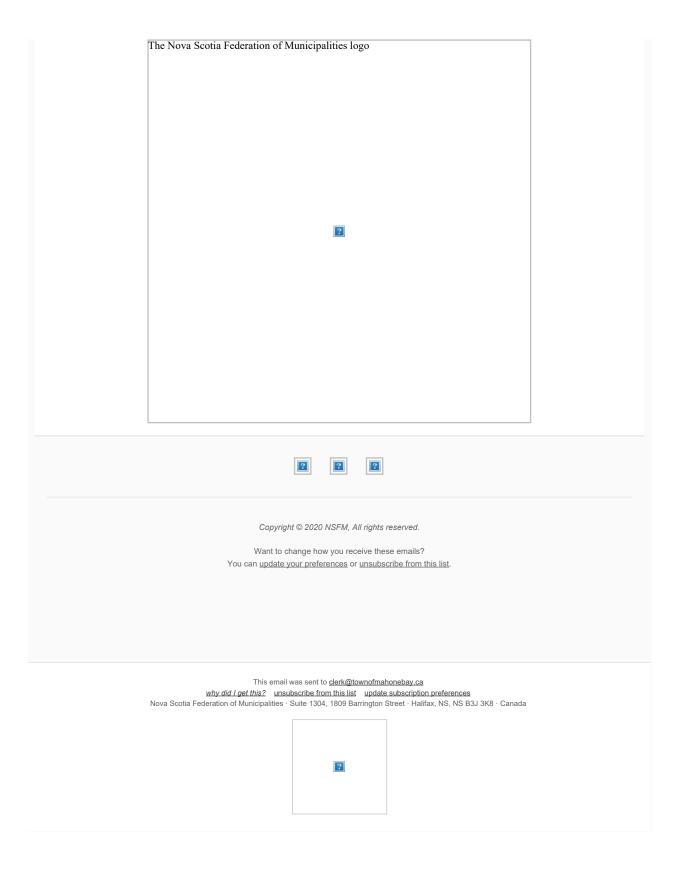
This will be an interactive workshop where participants will break out into smaller groups which will give everyone an opportunity to meet fellow PCP members and work together to tackle common challenges in achieving Milestones 2 & 3.

Register for the workshop here:

https://forms.office.com/Pages/ResponsePage.aspx?

Please take a moment to answer the short questionnaire along with the registration so that they are best able to tailor the workshop to the needs of participants.

Upcoming Events
Municipal practitioners can enroll now in Course One of the PEMAC's Asset Management Professional (AMP) for municipalities training program online.
A special 5 day live culing offering of Course One Accet Management
A special 5 day live online offering of Course One: Asset Management
Principles and Strategic Development takes place next in December and space
is available.
Join the many other municipal practitioners who have started their own Asset
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Kelly Redden

From: NSFM Communications <communications@nsfm.ca>

Sent: Wednesday, December 2, 2020 5:19 PM

To: Town of Mahone Bay Clerk
Subject: Special Update from the NSFM

Follow Up Flag: Follow up Flag Status: Flagged

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NSFM Partners with AMANS, NSAR, IPOANS, on Release of CAP Map Assessment Tool

FOR IMMEDIATE RELEASE

NSFM Partners with AMANS, NSAR, IPOANS, On Creation of CAP Map Tool

KJIPUKTUK (Halifax) - The Nova Scotia Federation of Municipalities (NSFM)

has partnered with the Nova Scotia Association of REALTORS® (NSAR), Investment Property Owners Association of Nova Scotia (IPOANS), and the Association of Municipal Administrators of Nova Scotia (AMANS) to create a visual tool to aid in the understanding of the Capped Assessment Program (CAP).

Newly-elected NSFM President Emily Lutz spoke about the CAP Map at NSFM's Annual General Meeting today: "Every Nova Scotian is now able to access an online interactive map that will let them see what kind of effect the CAP has on them. The CAP is a regressive tax policy that systematically favours higher-income households. Structural inequalities call for structural remedies, and with the NSFM's CAP proposal it's time to let the CAP fade away and replace it with an improved structure that actually helps those who are struggling the most."

The tool, located at https://nsfm.ca/cap_map.html, is designed to illustrate the disparity in taxable value between homeowners resulting from the CAP program. Users can search their individual properties, to see who is benefitting and who is paying more than their fair share under the CAP.

To make the map, the tax bill was calculated for each property in Nova Scotia with the current CAP system in place, and without it. The map then visually represents the difference between the capped and uncapped bills.

AMANS President Mike Dolter acknowledged that the original intent of the CAP was good: "The CAP was intended to help keep taxes low, but our map and study show that under the CAP, more than 60% of homeowners and renters are actually paying more taxes."

"The CAP is a complicated issue and it's hard to understand the impacts of it.

Two similarly valued properties should not be paying dramatically different taxes just because one owner has lived there longer," says Chris Peters, President of NSAR. "We're very pleased to partner on a project that will help Nova Scotians, and our elected leaders, understand the unintended consequences of the CAP."

"The CAP Map's visuals and filters simplify the job of understanding the negative impact that Nova Scotia's Capped Assessment program is having on the apartment rental industry and renters," said Kevin Russell, the Executive Director of IPOANS.

Removing the CAP has been a priority of the NSFM going back many years. The work of an all-party committee looking into the CAP was put on hold earlier this year when COVID struck. NSFM is working to reconvene the committee early in 2021.

-30-

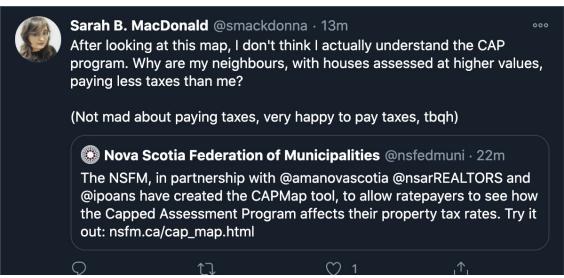
For more information, contact:

Kyle MacKay | He/Him | Communications Advisor c +902.986.8059 / kmackay@nsfm.ca

Nova Scotia Federation of Municipalities is the collective voice of municipalities in the province. Members include all 49 of Nova Scotia's municipalities, and the 373 mayors, wardens and councillors that represent them.

Early Public Reaction to the CAP Map Tool







Help Spread the Word

As we roll out the CAP Map tool, we're asking members to share the link to the CAP Map on their social media channels. As seen above, we're getting signficant attention on an issue that's been our top priority for many years running.

New NSFM Board of Directors

President: Emily Lutz (County of Kings)

Vice President: Amanda McDougall (Cape Breton Regional Municipality)

Past President: Pam Mood (Town of Yarmouth)

AMANS Representative: Alain Muise (District of Argyle)

Towns Caucus Chair: Brenda Chisholm Beaton (Town of Port Hawkesbury)

Towns Representatives: Sandra Snow (Town of Kentville) and Andrew Tanner

(Town of Bridgewater)

Rural Caucus Chair: Carolyn Bolivar-Getson (Municipality of the District of

Lunenburg)

Rural Representatives: Patti Durkee (District of Yarmouth) and Deborah

Wadden (Municipality of Pictou County)

Regional Caucus Chair: Waye Mason (Halifax Regional Municipality)

Regional Representatives: Pam Lovelace (Halifax Regional Municipality) and

Eldon MacDonald (Cape Breton Regional Municipality)

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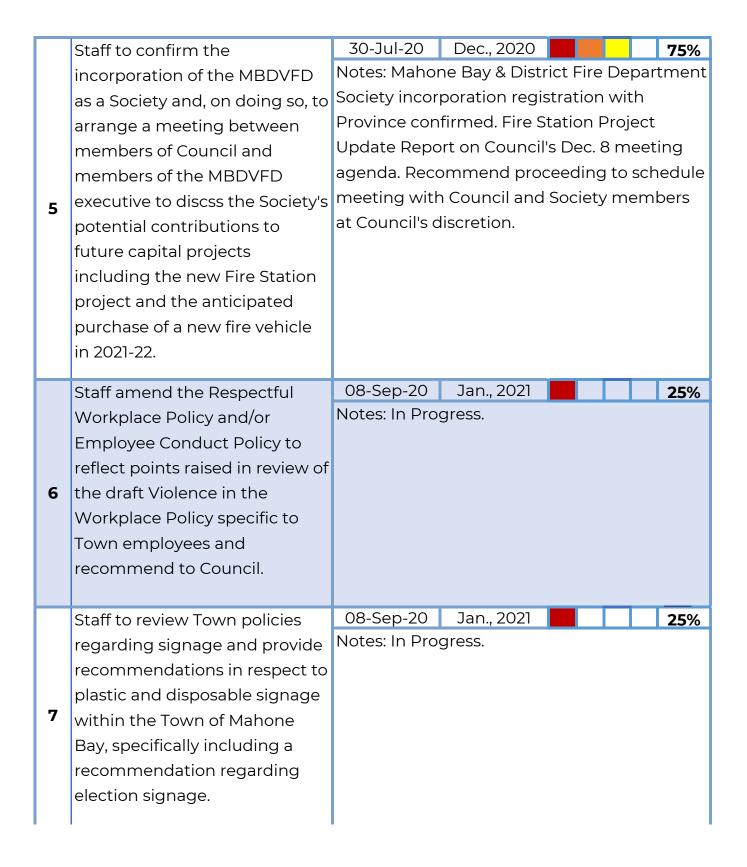


Report to Council December 8, 2020

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

Goa	Objective Objective	Assigned	Target	% Completion
Cou	ıncil 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.		Dec, 2020 ouncil direction ed by #14 belo	on provided Nov 26, ow.

	Council to revisit its	14-Δpr-20	Jan 2021		75%
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.	Note: MPS Re Upland; publice 2020. Background engagement documents procommittee Downth MBTCC re development Provincial Beau program function formed, des Tabbiner Designation on Cagenda, reappondine survey 25-Jun-20	c kick-off too bund report, and commu resented to p ec 1. Staff init regarding Wa as per Coun autification a ding for Wayl esign contraction ign + Illustrat Council's Nov pearing on D	results of in results of in inity vision oroject stee tiated discu ayfinding St cil's direction of Streetso finding Project awarded tion. Update	to y 21, nitial ring ssions crategy on. caping ect to P. e report
3	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.	Notes: In Prog Transportatio Nov. 26 meeti	n Project Up		
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 Notes: In Prog Transportatio Nov. 26 meeti	n Project Up		



	Staff to draft a CAO	08-Sep-20	Jan., 2021		25%
8	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.	Notes: None.			
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 Notes: In prog	Jan., 2021 gress.		50%
10	Staff to report back with information about costs for permanent speed signs for consideration in 2021/2022 budget process.	24-Sep-20 Notes: In prog	Jan., 2021 gress.		25%

	Staff to prepare a proposal for	13-Oct-20	Jan., 2021			50%
11	the FCM's Municipal Asset Management Program for data collection and development of management plans for Town- owned natural assets.	Notes: In pro	gress.			
12	Suspend enforcement of the provsions of the Land Use Bylaw in respect to the storage container at Nick's Independent until June 1, 2021 as a recognition of the restrictions imposed by COVID-19 safety precautions.	26-Nov-20 Note: Busine	Nov., 2020 ss owner has	been not	ified.	*
13	Staff to prepare a report on the 14 recommendations of the Municipal Energy Learning Group and their applicability to the Town and its electric utility.	26-Nov-20 Notes: None.	Jan., 2021	Not Yet	Begu	<u>ın</u>
14	Staff to develop an engagement plan in accordance with the Town's Public Engagement Policy to seek feedback from the local First Nations Community regarding the Town of Mahone Bay territorial	26-Nov-20 Notes: In pro	Jan., 2021 gress.			25%
15	Staff to issue a voluntary survey regarding Wayfinding signage design options, closing just prior to Council's December 8, 2020 meeting.	26-Nov-20 Notes: Survey Council agen	Dec., 2020 y issued. On D ida.	ecembe	r 8, 20	020

	Council direct staff to	26-Nov-20	Dec., 2020		50%
	commence work on the 3-way	Notes: Engine	•	ns complet	
16	stop at the intersection of	Ltd.), materia		•	,
	Clearway and Main as soon as	work remains	s weather de	pendant.	
	possible.				
	Staff to produce a Public	26-Nov-20	Jan., 2021		50%
	Engagement Plan concerning	Notes: In prog			
	the establishment of a				
17	community-wide, all-ages				
	bicycle route in accordance				
	with the Town's Public				
	Engagement Policy.				
	Staff to put out a call to the	26-Nov-20	Dec., 2020		50%
	community for ideas that may	Notes: In prog	gress.		
18	be put forward for the Rapid				
10	Housing Initiative or plans for				
	affordable housing in Mahone				
	Bay.				
	Staff to initiate discussion with	26-Nov-20	Dec., 2020	Not Yet B	Begun
	MODL Planning staff and	Notes: None.			
	prepare a report for Council				
	about the possibility of				
19	intermunicipal collaboration				
	between the Town of Mahone				
	Bay and MODL on the topic of				
	housing in the preparation of				
	their respective planning				
	documents.				

Chief Administratve Officer's Report - Nov 26, 2020 (Next update Jan 28, 2021)

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 COVID-19 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. 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 **Atlantic Infrastructure** funding received and 2020-21 AM project Management (AIM) Network (electrical system and non-linear assets) well 2 **Asset Management Cohort** underway. Funding for participation in AIM **Program** 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

3	Municipal Joint Services Board (MJSB)	MJSB not proceeding with Safety and Procurement shared services in 2020-21 at request of MODL; discussions continue for 2021-22. HR Shared Service (MoDL/TOB with ToMB) up and running, MJSB Board has approved budget for HRSS in 2020-21. Town staff participating in performance management project which will standardize and enhance Town's performance management practice. MJSB IT security audit procress completed Oct. 2020. Regular MJSB meetings continue. New COO Jennifer Keating-Hubley has started, met with CAOs Nov 23
4	Riverport Electric Shared Service Committee	Coordinating with Riverport re imports, equipment inventory, policy development, stand-by coverage, etc Truck loan agreement signed. Spring 2020 debenture delayed by Covid-19 has now been issued by MFC ("All-in" cost to Town (RELC): 1.66% over 10 years). Exploring opportunities to coordinate on utility asset management and 2020-21 rate study. Riverport Electric working with Town staff on Construction Safety Nova Scotia voluntary audit and development of procedures manual.

5	Regional Emergency Measures Organization (REMO)	Coordinator and CAOs still working to implement REMO Board approved Post-Dorian report recommendations. Dorian claim submitted. Regular bi-weekly COVID-19 meetings between REMO Coordinator and CAOs continue (along with regular planning meetings). Coordinator continues to review and improve REMO EOC activation procedures in consultation with CAOs. 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.		
		CAO remotely attended Aug 25, 2020 meeting		
		of Nova Scotia Infrastructure Asset		
		Management Working Group as AMA/NSFM		
		representative. CAO and Mayor participating		
	No a Good State of	in semi-regular NSFM COVID-19 calls / list		
9	Nova Scotia Federation of	serve. Fall AMA/NSFM AGMs upcoming in		
	Municipalities (NSFM)	remote format. Municipal Awareness Week		
		2020 celebrated Nov 15-22; virtual		
		infrastructure tour video published on Town		
		website / Youtube Nov 20.		
		1100 Zo.		





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	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 recallled for 1 week in Nov. to conduct fall clean-up duties (leaves, debris, etc.).
3	Electric Utility	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.

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 hygene practices. Staff members have indicated that the ongoing closure of the Town Hall to the public helps to protect the health of essential workers.

Fina	Finance Manager's Report - November 26, 2020 (Next update Jan 28, 2021)				
		No change from prior report. Finance staff			
١,	COVID-19	continue to provide a high level of service to			
l '	COVID-19	residents remotley during these challenging			
		times.			
		No outstanding Provincial Reporting			
2	Provincial Reporting	Requirements.			
		Preliminary Tax Sale notices were sent out on			
		qualifying properties. Payment agreements			
3	Tax Bills/Tax Sale	are being discussed and it is not expected			
		that any of these properties will proceed to			
		Tax Sale.			
		The 2019-20 Audit has been completed and			
4	Audit	staff have received the signed off Financial			
7	Addit	Statements from Deloitte. The file is closed.			

Clerk & Deptuy CAO's Report - November 26, 2020 (Next update Jan 28, 2021)				
		New By-laws to come into effect January 1,		
١,	Temporary Vending/Events	2021; Planning Guide to be posted on Town		
i Temporary vend	remporary vending/Events	website in December 2020 and information		
		shared within community.		
	2020 Municipal Election	Election October 17th and new Council sworn		
		in at November 10, 2020 meeting of Council.		
2		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 (Next update Jan 28, 2021)						
		Target	Staff to prepare a report on			
1	Trees By-law	31-Mar-21	drafting a Trees By-law in context of Plan Review.			

		Target	Staff to review Park By-law in				
2	Park By-law	31-Mar-21	conext of Plan Review.				
		Target	Staff to review Off Premises				
3	Off Premises Signage Policy	31-Mar-21	Signage Policy in context of Plan				
			Review.				
		-	C. C.				
	CAO Danfarra Daniana	Target	Staff to prepare a report on				
4	CAO Performance Review	31-Jan-21	drafting a CAO Performance				
	Policy		Review Policy.				
		Target	Staff to review Employee				
5	Employee Conduct Policy	31-Jan-21	Conduct Policy in relation to				
			violence in the workplace.				
		Plan Review	Underway. Community Vision				
6	Land-Use By-law and	and Engagment Summary expected					
0	Municipal Planning Strategy	November 2020.					
	PRESENTED FOR COUNCIL DIRECTION						

Service Statistics - November 26, 2020 (Next update Jan 28, 2021)						
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.					

		Apr-Jun	92	9	8 in Q1 2019-20			
2	Police Services (founded & SUI occurences)	Notes: None						
			38 Clearwa	У	237 Edgewater			
		Aug, 2020	Av. Speed 33 /		Av. Speed 56 /			
			30 (50) Kpł	า	50 Kph			
			38 Clearwa	y	237 Edgewater			
3	Traffic (Speed Signage)	Sep, 2020	Av. Speed 34	4 /	Av. Speed 58 /			
			30 (50) Kpł	٦	50 Kph			
			38 Clearwa		237 Edgewater			
		Oct, 2020	Av. Speed 3		Av. Speed 57 /			
			30 (50) Kpł	١	50 Kph			
		Jun-20	87.30	ΥT	D: 248.78			
4	Solid Waste (Tonnage)	Notes: Recyc	clables = 9.21; (Orga	anics = 19.17;			
		Garbage/Oth	ner = 53.52; Car	dbo	oard = 5.40.			
		Mar. 31,	Households:	161				
		Total	Mader's Cov	e Ut	tility: 25			
		30/10/202	Residential: 274; Business: 1					
			Email 146; Te					
		30/09/2020	Residential: 281; Email: 159; Text: 195					
		31/8/2020		; Business: 10;				
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Email: 144; T					
5	CodeRED (Registrations)	31-Jul-20		; Business: 12;				
	couches (negistrations,		Email: 133; Text: 159					
		30-Jun-20	Residential:	246	; Business: 12:			
			Email: 135; Text: 160					
		May. 31,	Residential: 244; Business: 12;					
		2020	Email: 134; Text: 158					
		Apr. 30,	Residential: 244; Business: 1					
		2020	Email: 134; Text: 158					
		Mar. 31,			; Business: 12;			
		2020	Email: 134; To	ext:	157			

Strategic Plan - Action Plan 2018-2021 - Nov. 26, 2020 (Next update January 28, 2021)

21st Century Infrastructure

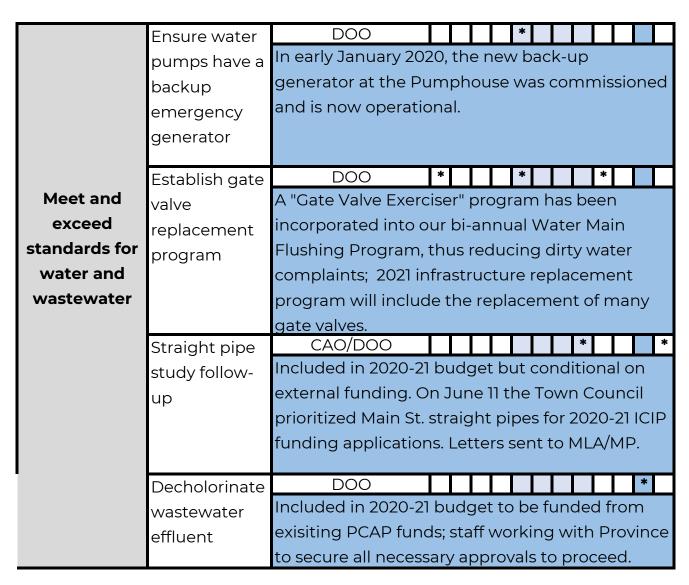
Zist Century iii					_				_					_
			20	18,	/19		20	19/	20)	20	20	/2 1	ı
			Y	ear	· 2		Ye	ear	· 3		Ye	ear	4	
General	Specific	Danie and Shila	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
Action	Action	Responsible	1	2	3	4	1	2	3	4	1	2	3	4
	Council	Council									*			
	makes	Fire Station project management / engineering												
	decisions and	assistance with the preparation of design-build												
	authorizes	tender documents contract awarded to Vigilant												
Facilities	staff to	Management Inc. F	eb	11,	20	20). D	es)	igr	n - build				
Management	prepare	contract awarded to Roscoe Construction Ltd.												
	RFP(s)	Sept 8, 2020. Staff have applied for ICIP funding												
	relating to	for Community Hall project on Council's												
	renovation or	direction.												
	construction													

Condition	CAO/DOO	Ongoing				
Assessments	FCM MAMP funding application approved.					
of Town	Project work has now begun. Report anticipate					
Infrastructure	January 2021.					

	Public	CAO and Council	Ongoing							
	Engagement	AIM Cohort participation complete Nov 2019; Cohort 2.0 participation approved in 2020-21								
	Process									
		budget, start date TBD. Town AM Committee meeting monthly with regular agenda item re public engagement / education. Council approved AM Poster / Fact Sheet series for public								
		release Oct 13th, wil	ll be distributed in print and							
		online through fall ,	/ winter 2020-21.							
Asset										
Management	Adopt Asset	Council								
	Management		veloped Town of Mahone Bay							
	Plan		primer (posters and fact							
			et class) approved at Council's							
			oundations of AM planning.							
		·	ouncil anticipated on							
		completion of MAM	1P project.							
		11/2								
	Prepare	Council/Staff	Libraria de la constanta de la							
	annual 10 year		l budget based on 5 year plan							
	capital 		budget approved May 12,							
	budget		ment Plan report for 2020-21							
			ce. Draft 10 year capital							
			ated for Council's review							
		ahead of 2021-22 bu	laget process.							
	Provide Fire									
	Protection									
	Services to									
	Town and	CAO and Council	Ongoing							
	area residents									
	with MBVFD									

Emergency Services	Coordinate Policing Services with RCMP Offer Emergency Coordination through REMO Board / Coordinator CodeRED Service - enroll all residents	residents at every o	Ongoing Ongoing Ongoing * g CodeRED enrollment to pportunity (including GHG HOME Program promotion).
Provide safe	Request and implement traffic authority recommendat ions Speed Signs Deployment Plan	CAO/Council CAO/DOO Deployment plan a	Ongoing *

-turnta said	Active	Council	*			
streets and	Transportatio	CBCL Ltd. Transport	ation Plan Report presented			
sidewalks	n Plan	to Council May 12, 20)20, referred to Asset			
		Management Comn	nittee to be considered in			
		future AM planning.	Council approved 2020-21			
		Transportation Proje	ect for Connect2 program			
		application July 14, 2020. Staff have applied to				
		Connect2 program and included 2020-21				
		Transportation Proje	ect in Bicycle NS AT			
		infrastructure ICIP a	pplication. Waiting on			
		confirmation of fund	ling. Update report on			
		Council's Nov 26 meeting agenda.				



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

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

	CAO to make	CAO	Ongoing
	recommendat		
	ions to		
	Council for		
	optimal		
	operations		
	structure,		
	including		
	succession		
	planning		
Optimize			
operations	Implement an	CAO	* *
structure for	updated	Reflected as a prior	ity in 2020-21 business plan
efficient	records	approved June 9, 20	020.
delivery of	management		
services	system		
	Explore	CAO	Ongoing
	enhanced		
	customer		
	service		
	opportunities,		
	including		
	maximization		
	of technology		

Economic and Community Development

Economic and		- 1	20	18,	/19)	20	19/	2 0) ;	20	20	/21	
				ear				eai				ar		
General	Specific	Responsible	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
Action	Action	Responsible	1	2	3	4	1	2	3	4	1	2	3	4
Define the	Engage community partners in identifying potential areas of economic development in Mahone Bay	Council/Econ. Dev Committee EDC discussion Jur local shopping / loc at July meeting wit Coordinator Kather develop buy local / proposed GHG Red discussing steps to	al tine ine eat uc de	202 foc Clir El lo t lo	20, ma or oca n F	re init te ey. I p	gai tiat & (St ror n a	rdi Live Du ^r aff mc mct	* ng es contic	po ach nti	oss ntir n inu as	ible nue	e ed	
framework for	Бау	economic developr					٠.							
an economic development strategy	Discussion with all partners as to the role of each in economic development to identify gaps in service	Council/Econ. Dev Committee		Cou			20)21	-22	2 60	*	ge	t	

	Ctoff to was investigated	CAO	
	Staff to review	CAO	Ongoing
	existing and		
	proposed		
	bylaws and		
	policies and		
	make		
	recommendat		
Ensure that	ions to		
Town policies,	Council		
practices,			
•	Planning		
bylaws and	Advsory	DAC/Canaultant	
other	Committee to	PAC/Consultant	
regulations			
foster growth	review MPS	Contract awared to	Upland Planning and Design.
and	and LUB -	Steering committee	e consisting of PAC and
development	including	Council members e	established. Public kick-off
	overseeing a	events took place a	t Jubilee Park and Micheal
	public	O'Connor Memorial	Bandstand July 21, 2020.
	engagement	Public engagemen	t process continuing. Steering
	process - and	committee meeting	g anticipated in early January,
	make	to receive backgrou	und and initial engagement
	recommendat	reports.	
	ions to		
	Council		

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 opportunties 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 refered to budget. 2020-21 budget approved May 12 includes commitments for wayfinding signage and other tourism-supporting infrastructure. On May 28 Council directed staff to each out to MBTCC regarding wayfinding signage and the Wayfinding Signage project team consisting of Town staff and MBTCC representatives 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.

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

development	Engage with	CAO / Deputy CAO	Ongoing
activities	other		
	Lunenburg		
	County units		
	via Lunenburg		
	County		
	Economic		
	Development		
	group		

	Explore	Council				0	no	goir	าต				
	Affordable												
	Housing												
	Opportunities												
	through												
	various												
Encourage a	housing												
range of	groups and												
housing	agencies												
options													
	Review												
	permitted	PAC								*	*	*	*
	uses in the												
	Land Use	See MPS Review ab	OV	e.									
	Bylaw re												
	Housing Mix												

	Continue to pursue opportunities for Harbour Management	Council	Ongoing
Optimize the economic value and use of the harbour		Econ. Dev Committee	Ongoing
	Monitor water quality in Harbour	BCAF/MODL	*
	Administer Municipal Heritage Property registration program	HAC	Ongoing

	Provide	HAC	Ongoing
Foster the	financial		
preservation	support to		
of our built	owners of		
heritage	registered		
	heritage		
	properties to		
	support their		
	efforts to		
	protect the		
	built heritage		
	of Mahone		

	Seek out	DOO/MODL	Ongoing															
	opportunities	See active transpor	tation plan above. Staff report															
	to increase																	
	utilization of										presented to Council July 30, 2020. Council							
	existing																	
	facilities by	soccer field goals for old school field on Sept 8;																
	groups of all	goals - per specifica	ations recieved from Mahone															
	ages and	Bay United Soccer -	have been ordered and will															
Enhance	physical	be installed in the spring. Ballfield capital																
recreation and	abilities	improvement (new	backstops) completed in															
open space		October, 2020.																
opportunities																		
	Update	CAO	* *															
	website to	Clareail contracted t	to assist with undate of															
	increase		to assist with update of															
	awareness of		unched Sept 18, 2020, staff															
	recreation	continuing to upda	te / troubleshoot.															
	opportunities																	
	within the																	
	Town																	

	Create a	Council	Ongoing
	welcoming		
Engourage	environment		
Encourage	in the Town		
diversity in	for persons		
the	from diverse		
community	communities		

Governance and Public Engagement

	-		20	18,	/19		20	19,	/20)	20	20	/21	
			Y	ear	· 2		Ye	eai	r 3		Ye	ear	4	
General Action	Specific Action	Responsible	Q 1						Q 3			Q 2	Q 3	Q 4
	Participate in Council	Council				*				*				*
Optimize governance structure for	Governance training annually or as appropriate	Council receiving si and externally prov following October 2	ide	ed -	- ir	ı a	va	rie	ty	of a	are	as	Ĭ	
effective decision- making	Engage in discussions regarding governance / electoral systems	Council 2020 municipal electorist electorist fully alternative Voting By-law appropriation (3)	e v	oti ed	ng in	j as Ju	s p ly,	er 20	Ale 20;	ern	ati	ve	tec	.

Develop a	Adopt Public	Council	*
policy and	Engagement	Public Engagemen	t Policy adopted at Council's
framework to	Policy	July 30 meeting.	
engage the	J		
public in			
Council			
activities and			
decision			
making			
	<u> </u>	0.016	
Improve	Explore	CAO/Council	Ongoing
communicatio	- -		
n and share	to share		
information	information		
with the	via Town		
public in a	website and		
manner	other		
consistent	methods		
with their			
needs			
Create	Utilize newsletter, website, public	CAO/Council	Ongoing
opportunities	meetings, etc.		
for public	to increase		
engagement	public		
	engagement		
	94951116116		

Environmental Sustainability

2018/19	2019/20	2020/21
Year 2	Year 3	Year 4

General Action	Specific Action	Responsible				Q 4								Q 4		
Pursue Climate Mitigation Strategies (reducing Town carbon footprint)	Establish Baseline Emissions Data	CAO/Consultant Transition 2050 preliminary data colle complete; SSG baseline report receive 2020. Baseline data collection survey Clean NS Intern Katherine MacLellan Town's HOME Program ambassador assisting in survey data collection. Upon									ion July unched; now the as been					
	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														
	Implement Plan	word CAO/DOO									*	*	*	*		
	Engage with waterfront property owners on Edgewater St.	CAO				*										

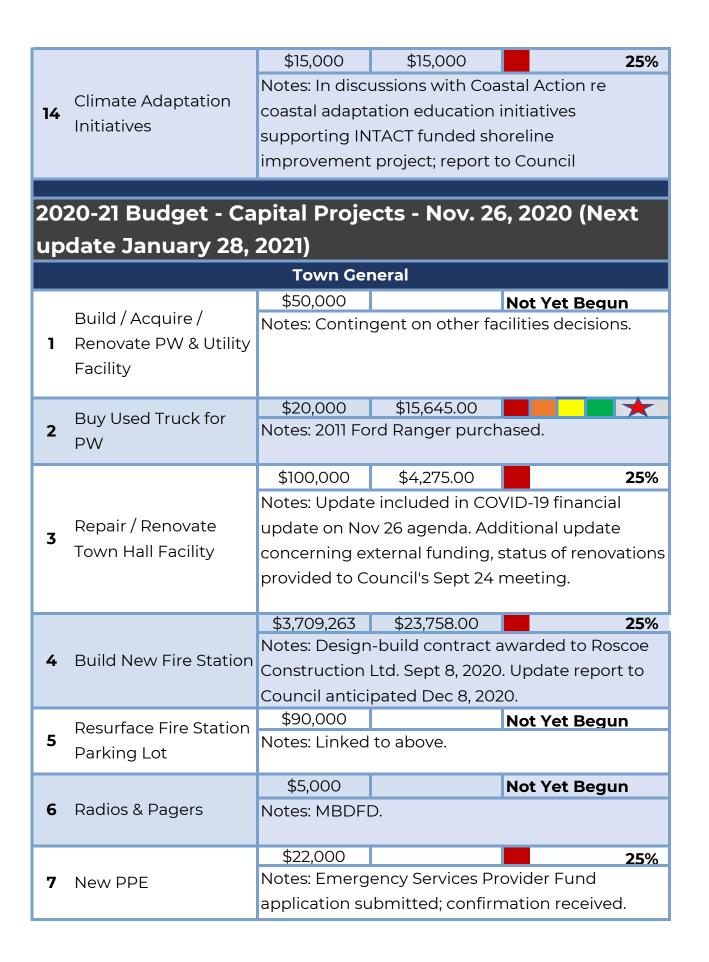
	Monitor and	CAO					
	pursue	Pursuing Investing	in Canada Infrastructure				
Undertake	funding	Funding (Small Communities Component); staff					
Climate	opportunities	recently updated CBCL Ltd. estimates for potential upcoming ICIP call for proposals.					
Adaptation	for a storm						
initiatives	surge	INTACT funded Sho	reline Improvement				
	abatement	demonstration proj	ect now underway with				
(implement further phases	plan	Coastal Action; repo	ort to Council concerning				
-		budgetted adaptation education initiative					
of the Harbour		anticipated in Dece	mber 2020.				
Development	Public	Council/Consultant	* *				
Plan)	engagement	See above.					
	process						
	Council	Council	*				
	makes	Funding not vet rec	ceived; continues to be a				
	decision and		2020-21 budget. Letters sent				
	authorizes	to MLA/MP.	5				
	staff to						
	prepare						

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

	Continue to	Council	Ongoing
Preserve and	preserve and		
enhance our	enhance our		
natural spaces	natural spaces		
	and assets		

2020-21 Budget - Operating Initiatives - Nov. 26, 2020						
(Next update January 28, 2021)						
		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	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 esablishment 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.				

	Town Website Update	\$12,000	\$12,000		
6		Notes: Websit	e launched Sep	t. 18, 2020	O. Staff
	'	currently upd	ating / troublesł	nooting.	
	MDC / LUD Undata	\$80,000	\$80,000		50%
		Notes: Contra	ct awarded to U	pland pla	anning +
7	MPS / LUB Update -	design, comp	letion expected	by July, 2	2021. Report
	Year 1	on initial enga	agement phase	to steerir	ng
		committee ea	arly December 2	020.	
		\$12,400	\$12,400		25%
8	Wastewater Rate	Notes: Study k	pegun with cons	sultant. A	waiting
	Study	Provincial app	provals of PAA tr	eatment	pilot.
		\$8,000	\$8,000		75%
	Electric Utility "Grow		HOME Program	/ ambass	
9	the Load" Initiatives		romotion begur		
	the Load Initiatives		igoing (test drive		
		\$5,000	\$5,000		25%
			tant contracted	in coord	
10	Electric Utility Rate		tric Commissio		
10	Study	·	wick rate applica		_
		ronoving Ber	wick rate applied	4011101	irii orrii delori.
		\$27,500	\$10,000		50%
	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	Notes: Provinc	cial B&S funding	; (\$12,500) confirmed.
11	Wayfinding Strategy /	Signage desig	gn RFP awarded	to Pierre	e Tabbiner
	Signage	Design & Illus	tration. Update	on Nov 2	6 agenda.
		\$12,000	\$12,000	Not Yet	Begun
12	Waste Receptacles	Notes: None.			
		\$25,000	\$25,000	Not Yet	: Begun
	A cooperibility	Notes: Waitin	g on approval of	Lunenb	urg County
13	Accessibility	Accessibility F	Plan. Deadline ex	xtension	from April 1,
	Operational Plan	2021 annound	ed by Province	(new dea	ıdline
		unknown).			
1		· · · · · · · · · · · · · · · · · · ·			



			\$30,000	\$24,094.00		16
		Pave Turning Loop on North Main St.		issued and Proj	ect Budget	
	8		increased to \$30,000 based on Council Motion.			
			Paving completed Sept 21, 2020.			
ŀ			\$200,000	\$18,370.00	2	5%
				l approved proje	·	
	Transp	Transportation	Connect2 fun	ding application	submitted. Fund	ding
	9	Project	application als	so included with	Bicycle NS ICIP A	ΔT
		-	infrastructure	application. Upo	date report on	
			Council's Nov	26 agenda.		
			\$4,000		Not Yet Begun	
ı	10	Security Cameras	Notes: Delaye	d by COVID-19.		
L					l =	
		Replace Floating	\$30,000		Not Yet Begun	
	11	Wharves / Gangways	Notes: Coordi	nating with Woo	den Boat Society	/.
ŀ			¢70,000		Not Vot Bogun	
l		Repair South-Facing	\$30,000		Not Yet Begun	
l	12	Cribwork on Wharf	Notes: Coordinating with Wooden Boat Society.			
L	CHEWOH CHI WHAT					
			\$20,000	\$4,661.00	2	5%
			Notes: Bird Ne	etting has been r	reinstalled and ne	eW.
			Notes: Bird Ne bleachers and	etting has been i I flag pole are no	reinstalled and ne w in place. Canad	ew da
	13	Bandstand - Phase 3	Notes: Bird Ne bleachers and Cultural Space	etting has been i I flag pole are no es Fund applicat	reinstalled and ne w in place. Canad ion anticipated in	ew da
	13	Bandstand - Phase 3	Notes: Bird Ne bleachers and Cultural Space January of 202	etting has been r I flag pole are no es Fund applicat 20, in consultatio	reinstalled and ne ow in place. Canad ion anticipated in on with users /	ew da
	13	Bandstand - Phase 3	Notes: Bird Ne bleachers and Cultural Space January of 202 stakeholders;	etting has been i I flag pole are no es Fund applicat	reinstalled and ne ow in place. Canad ion anticipated in on with users /	ew da
	13	Bandstand - Phase 3	Notes: Bird Nebleachers and Cultural Space January of 202 stakeholders; adaptation.	etting has been r I flag pole are no es Fund applicat 20, in consultatio	reinstalled and ne w in place. Canadion ion anticipated in on with users / r COVID-19	ew da
		Bandstand - Phase 3 Annual Installation of	Notes: Bird Notes:	etting has been in I flag pole are no es Fund applicat 20, in consultation opportunities fo	reinstalled and ne ow in place. Canad ion anticipated in on with users /	ew da
	13		Notes: Bird Nebleachers and Cultural Space January of 202 stakeholders; adaptation.	etting has been in I flag pole are no es Fund applicat 20, in consultation opportunities fo	reinstalled and ne w in place. Canadion ion anticipated in on with users / r COVID-19	ew da
		Annual Installation of	Notes: Bird Notes: Bird Notes: Bird Notes: As required to the second state of the seco	etting has been re I flag pole are no es Fund applicat 20, in consultation opportunities fo uired.	reinstalled and ne w in place. Canadion ion anticipated in on with users / r COVID-19	ew da
	14	Annual Installation of	Notes: Bird Nebleachers and Cultural Space January of 202 stakeholders; adaptation. \$10,000 Notes: As requestion.	etting has been in a flag pole are not es Fund applicated, in consultation opportunities four uired.	reinstalled and new in place. Canadion anticipated in on with users / r COVID-19	ew da
		Annual Installation of New Sewer Services	Notes: Bird Nebleachers and Cultural Space January of 202 stakeholders; adaptation. \$10,000 Notes: As requestion.	etting has been re I flag pole are no es Fund applicat 20, in consultation opportunities fo uired.	reinstalled and new in place. Canadion anticipated in on with users / r COVID-19	ew da
	14	Annual Installation of New Sewer Services Replace Pumps -	Notes: Bird Nebleachers and Cultural Space January of 202 stakeholders; adaptation. \$10,000 Notes: As requisited \$10,000 Notes: Pump	etting has been in a flag pole are not es Fund applicated, in consultation opportunities four uired.	reinstalled and new in place. Canadion anticipated in on with users / r COVID-19 Not Yet Beaun omplete	ew da
	14	Annual Installation of New Sewer Services Replace Pumps - Station #2	Notes: Bird Nebleachers and Cultural Space January of 202 stakeholders; adaptation. \$10,000 Notes: As requisited \$10,000 Notes: Pump	etting has been relating pole are not applicated. Solution of the second secon	reinstalled and new in place. Canadion anticipated in on with users / r COVID-19 Not Yet Begun Mot Yet Begun	ew da n
	14	Annual Installation of New Sewer Services Replace Pumps -	Notes: Bird Nebleachers and Cultural Space January of 202 stakeholders; adaptation. \$10,000 Notes: As requisited \$10,000 Notes: Pump	etting has been relating pole are not applicated. Solution of the second secon	reinstalled and new in place. Canadion anticipated in on with users / r COVID-19 Not Yet Beaun omplete	ew da n

		\$349,800	\$1,564.00	Not Yet Begun	
	Sea Level Rise / Storm	Notes: 2016 Ed	dgewater St. Sho	oreline Project	
17	Protection -	estimates updated for potential ICIP application.			
	Edgewater St.	INTACT funded demonstration project underway			
	J	with Coastal A	Action.		
		\$50,000		Not Yet Begun	
		Notes: HOME	Program launch	ned Oct 1. In	
	Home Heating	discussions w	ith FCM on fund	ling for program	
18	Programs (Town	expansion. Sta	aff continuing to	work with	
	Portion)	Neothermal to	o develop ETS pi	ilot for Mahone Bay.	
		\$5,205,684	\$4,860.00	Not Yet Begun	
	Solar Garden	Notes: Dept. c	of Energy ICIP fu	nding application	
19	Development	submitted by	AREA staff.		
	Development				
	Fix / Repair	\$20,000		Not Yet Begun	
20	Edgewater Lamps &	Notes: External funds not received. Postponed to			
	Cemetery Fence	consideration in 2021-22 budget process.			
<u> </u>	, and the second	¢25.000	¢10.250.00		
	Replace Ballfield Backstop	\$25,000 \$18,250.00 ** Notes: Project Complete.			
21		notes. Project complete.			

22	Drill Well at VIC	\$10,000		Not Yet Begun	
	Dilli Well at Vic	Notes: As required.			
		\$105,000		25%	
		Notes: PCAP funding re-allocated from			
23	Install Dechlorination	Tranmission Main Diagnostic. CBCL Ltd. engaged			
	System	to assist with paracetic acid pilot. Staff awaiting			
		final Dept. of I	Environment ap	proval.	
	Wastewater PCAP -	\$32,824	\$7,003.00	50%	
24	Plant Effluent Options	Notes: See ab	ove.		
	Line Replacement -	\$448,350	\$2,260.00	Not Yet Begun	
25	Fairmont to WWTP		ng Engineering	Information for ICIP	
		Applications.			

	Line Replacement -	\$1,312,500		Not Yet Begun
26	·		g on ICIP funding	
27	Line Replacement - Long Hill Rd. to WTP	\$756,000 Notes: Waitin	g on ICIP funding	Not Yet Begun g window.
28	Line Extension - Main St. South to Town Boundary	\$249,200 Notes: Waitin	g on ICIP funding	Not Yet Beaun g window.
29	Line Replacement - Main St. North to Town Boundary	\$164,850 Notes: Waitin	g on ICIP funding	Not Yet Begun g window.
30	Service Extensions - Edgewater to Town Boundary	\$225,000 Notes: Waitin	g on ICIP funding	Not Yet Beaun g window.
		Water Ut	tility	
1	Connection of New Water Services	\$5,000 Notes: As requ	\$1,136.00 uired.	25%
2		\$10,000		
	Cut Out Access to Transmission Line		ed to 2021-22 bud Main Diagnostic	Not Yet Begun Iget process. See below.
3				lget process. See
3	Transmission Line Clearwell Cleaning /	Transmission \$14,000	Main Diagnostic	lget process. See below.
	Transmission Line Clearwell Cleaning / Inspection Replace Hydrants as	Transmission \$14,000 Notes: \$5,000	Main Diagnostic	lget process. See below. Not Yet Begun

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

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



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

Town Council Policy



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;
- I) 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 that 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

<u>June 9, 2020</u>

Town Clerk

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;

- Respect the individual worth and dignity of opinions of other Committee members and maintain a high degree of decorum;
- I) 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;
- 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.
- o 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.
- o 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.
- o 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

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: 2020-21 Audit December 8th, 2020

General Overview:

This report is intended to provide Council a recommendation concerning the conduct of the Town's 2020-21 audit.

Background:

Municipal governments in Nova Scotia are required to appoint a municipal auditor to complete an annual audit of finances and prepare the official financial statements.

Municipal auditor (excerpts Nova Scotia Municipal Government Act)

- 42 (1) The council shall appoint a municipal auditor who is registered pursuant to this Act to be the auditor for the municipality
- (4) The auditor's report shall be filed with the council and the Minister by September 30 in each year.

The Town of Mahone Bay has been with the same municipal auditor for many years without going to the market for this service. Our audit needs have evolved over the years – with the establishment of AREA for example – and our contract arrangements have evolved as well, being re-negotiated on an annual basis.

Analysis:

The Town currently contracts with the accounting firm Deloitte for the following audit services:

- Testing and Review of Internal Controls
- Reviewing documentation for material transactions and Capital Asset Additions
- Preparation of the Consolidated Financial Statement which includes:
 - Town General
 - Water Utility
 - Electric Utility
 - Municipal Joint Services Board
 - AREA

- Preparation of Non-Consolidated Financial Statements for the Water Utility
- Preparation of Non-Consolidated Financial Statements for the Electric Utility
- Preparation of Notice to Reader Non-Consolidated Financial Statements for:
 - Town General Operating Fund
 - Town General Capital Fund
 - Cemetery Commission
 - Town of Mahone Bay Trust Fund

In addition to the above services which the Town contracts Deloitte to perform on an annual basis, there are many other functions that other units request of their Audit Firm to perform such as:

- Working with Staff to Create Internal Controls
- Working with Staff to optimize workflow processes
- Preparation of Annual Provincial Reporting Requirements:
 - AER
 - SOE-A
 - SOE-B
 - FIR

The Town's most recent financial statements (2019-20) can be found on the Town website.

Non-Financial Considerations (Manager of Finance)

Many Municipal Units eventually ask the question "Should an RFP be issued for Audit Services to ensure we are receiving the service we want at the most competitive price point". While many Municipalities have a recurring cycle where an Audit Service RFP is issued every 3-5 years, many Municipalities opt to stay with existing Audit firms as there is an excellent working relationship between the two parties. In research conducted, when the topic of Audit Firm rotation is discussed, there appears to be two trains of thought:

1) Proponents of Audit Firm rotation claim that over an extended period of time the relationship between the Client and Audit Firm becomes too familiar which could result in the Auditor loosing objectivity when completing the annual audit process, which is why Audit Firms should be rotated regularly.

2) Opponents of audit Firm rotation claim that the process of switching audit firms results in more staff (and auditor) time on the Audit function as there would be a "retaining" aspect which could result in a less efficient and more costly audit process. Also, it is suggested that an audit firm that works with a client over an extended period of time can take a "long-term" view of the client thereby providing them the ability to enhance their professional skepticism and identify suspicious activities more readily based on their existing knowledge of the clients operations.

As mentioned above, in speaking with other Municipal units across Nova Scotia, there are some units who regularly do an RFP for Audit Services (typically every 3-5 years), but there are also quite a few units who stay with the same Audit Firm as they are comfortable with the service they provide.

Financial Analysis:

Staff were able to collect the following information from other municipal units for financial comparison:

Municipality	Audit Fee
Town of Mahone Bay	\$41,500
Town of Stewiacke	\$15,000
Municipality of the District of Lunenburg	\$28,200
Town of Middleton	\$16,200
Town of Shelburne	\$33,400
Town of Lunenburg	\$20,000
Town of Digby	\$25,700
Town of Lockeport	\$12,100
Town of Bridgewater	\$29,000
Town of Berwick	\$15,000

Financial Considerations (Manager of Finance)

While the fee that the Town of Mahone Bay pays for Audit Services seems high compared to fees of other units (as displayed below), it is difficult to get a true "apple to apple" comparison as Mahone Bay has several factors such as the Water and Electric Utilities along with our Inter-Municipal Partnerships with the Municipal Joint Services Board and AREA which all add significant

work in our Audit Process when preparing our Consolidated Financial Statements

Strategic Plan:

3.3 Governance and Public Engagement

• Optimize governance structure for effective decision-making.

Recommendation:

It is recommended,

THAT Council direct staff to issue a Request for Proposals for conduct of the Town's 2020-21, 2021-22 and 2022-23 annual audits (with option to extend up to two additional years).

Attached for Council Review:

None

Respectfully Submitted,

Dylan Heide

Town of Mahone Bay CAO



Town of Mahone Bay

Staff Report RE: Fire Station Project Update December 8th, 2020

General Overview:

This report is intended to provide Council with an update regarding the Fire Station project.

Background:

The design-build contract for the Town's Fire Station project was awarded to Roscoe Construction Limited in September, followed by a "ground breaking" ceremony at the site of the new station on Hawthorne Road.



In October the Town issued a special edition newsletter on the project, providing additional background information (attached as Appendix A).

Analysis:

Site preparation and final design work is currently ongoing with confirmation of foundation design and the beginning of work on the foundation for the new station anticipated in December.

In November Roscoe's design team met with members of the Mahone Bay & District Fire Department to receive input in the final design process. Council will consider the proposed design alterations and associated change orders and provide direction to Roscoe under their contract with the Town.

On confirmation of designs Roscoe will proceed with work on the foundation and the planned public information session can proceed for 7 PM, Monday, December 14, 2020. The information session will take place as a virtual open

house where interested individuals can join online via Zoom link and Roscoe's design team will walk through the approved designs for the station. This session can also be recorded and later put on Youtube for those who were unable to attend.

Financial Analysis:

The project proceeds within established budget. Change orders at current stage of design-build process typically represent no more than 1-2% of total project costs, well within established contingencies.

Strategic Plan:

3.2 21st Century Infrastructure

- Facilities Management
- Emergency Services

3.3 Governance and Public Engagement

• Create opportunities for public engagement

Recommendation:

It is recommended,

THAT Council accept this report for information.

Attached for Council Review:

• Fire Station special edition newsletter

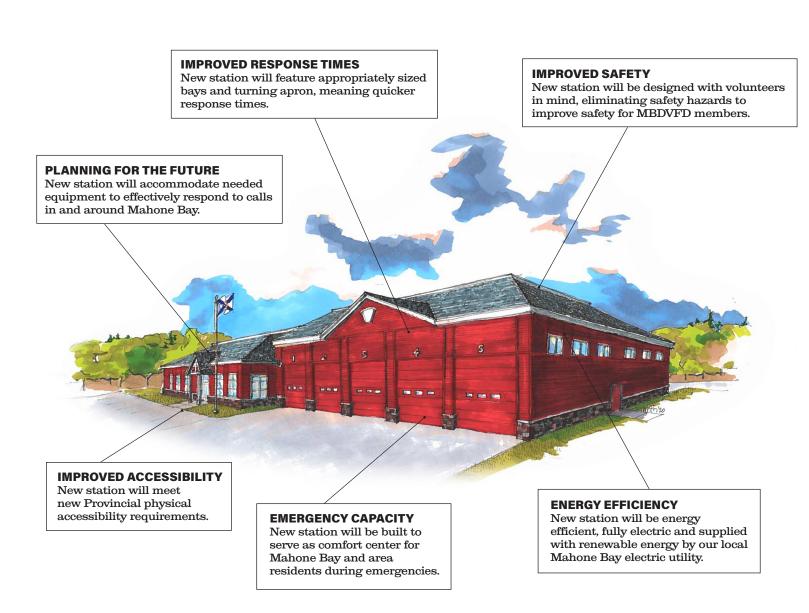
Respectfully Submitted,

Dylan Heide

Town of Mahone Bay CAO

Appendix A

Mahone Bay is building a new Fire Station!



*Concept sketch, Roscoe Construction Ltd.



Project Summary

The Mahone Bay and District Volunteer Fire Department (MBDVFD) has served and protected the residents and businesses of Mahone Bay and the surrounding area for nearly a century and with the announcement of a new Fire Station the Mahone Bay Town Council is taking the necessary steps to ensure our valued volunteers are able to continue to provide our community with effective fire protection services for the next hundred years.

The Mahone Bay and District Volunteer Fire Department (MBDVFD) services between 3500-4000 residents in and around Mahone Bay and responds to approximately 90-100 calls per year. Currently, MBDVFD operates out of a 2-bay fire station located at 184 Kinburn Street (erected in the 1960's) which also serves as a community hall facilitating

local events, such as bingo, fundraisers, and craft fairs.

The goal of this project is to construct a new Fire Station on Hawthorne Road, adjacent to the existing fire station located on Kinburn Street. The new Fire Station will have 5 bays, a kitchen, meeting room, offices, and washrooms. The new Fire Station will be built to last, and to address numerous identified deficiencies with the current station.

On September 8th, 2020 the Mahone Bay Town Council awarded the contract to design and build the new Fire Station to Roscoe Construction Limited for a value of \$3,387,446 (HST excluded). The target opening for the new station is November 2021, coincident with MBDVFD centennial celebrations.

2008

Town Council identifies long term need to replace 50+ year-old station.

2018

Council engages with MBDVFD and reviews similar fire stations.

2019

Council approves annual budget including Fire Station Project.

FALL 2019

Fire Station Project announcement and Open House.

Project Financials

- We currently estimate Fire Station project costs at \$3,709,263 (we have received approval of the minister to borrow up to \$4,456,600 from the Municipal Finance Corporation (MFC) for the project);
- Based on MFC's most recent debenture, at 30 years the loan interest is estimated at 2.3%, bringing total costs to \$4,754,217;
- Paying over 30 years, that's an average of \$158,474 / year;
- Council plans to cover 50% from existing funds, having strengthened capital funding streams in recent years to make such a project possible;
- We still need to raise 50% from fire rates in the Town and fire service area, which will take effect over the next several years.

Visit the recently renovated Town of Mahone Bay website

www.townofmahonebay.ca

for additional updates on the project, notices of public events, etc.

The Mahone Bay & District Volunteer Fire Department (MBDVFD) has also reached out to the Town Council to propose a Community Hall project to replace the current community hall at the fire station.

MBDVFD proposes using fundraising revenues to cover loan interest and principal payments for the Town's portion of the Community Hall Project (subject to confirmation of external funding), which would in turn improve MBDVFD fundraising capacity by hosting bingo nights and other MBDVFD / community events.

On September 8th, 2020 Council approved an application to the Investing in Canada Infrastructure Program (ICIP) for funding (40% federal, 33% provincial) to replace the community hall at the current fire station with an energy efficient extension on the new station.

FEB 11, 2020

Council awards project management contract to Vigilant Management Inc.

SEPT 8, 2020

Council awards Fire Station design-build contract to Roscoe Construction Inc.

NEXT STEPS:

SPRING 2021

FALL 2020

Design

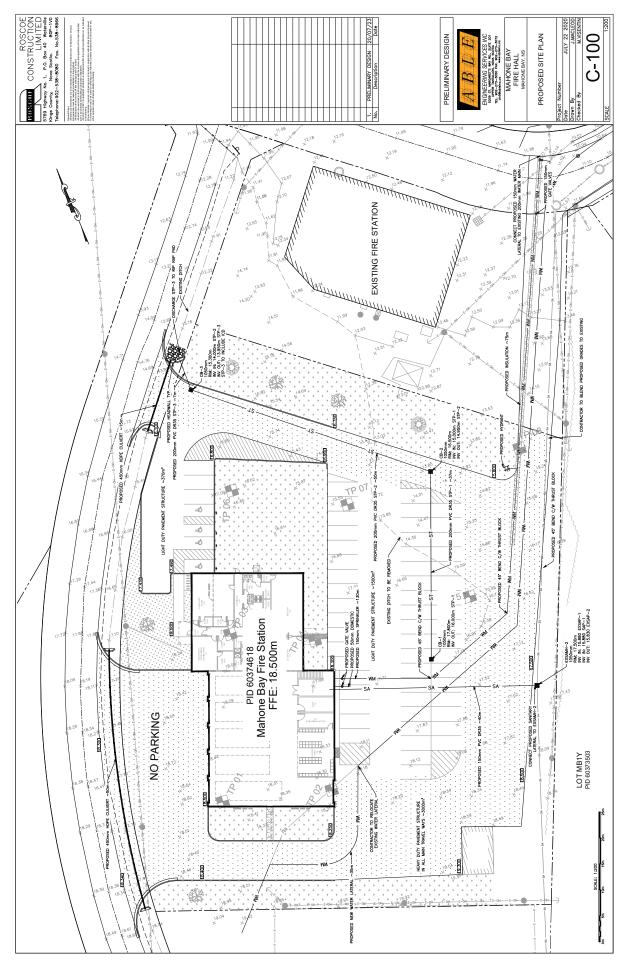
Construction Start

FALL 2021

Construction End

Fire Station Site Plan

*Concept site plan, Roscoe Construction Ltd.





Town of Mahone Bay

Staff Report RE: Local Improvement By-law December 8th, 2020

General Overview:

This report is intended to provide Council with a recommendation for the development of a Local Improvement By-law.

Background:

The Town has seen considerable development in recent years including extension of municipal services (water, wastewater, electrical, etc.). Currently the Town has numerous major infrastructure projects on its 10-year capital investment plan including a number of service extension initiatives. Recently expressed asset management goals for the Town include extension of services to support future development and improve the economics of our utilities. Numerous residents have also approached the Town indicating a desire for service extensions, and – at least in some cases – a willingness to share in the associated costs. Historically – going back as far as the 1920's - the Town has utilized cost-sharing with residents and businesses to finance expansion of services.

Analysis:

To facilitate extension of Town services – at the initiative of Council or at the request of residents – the Town could implement a Local Improvement Bylaw under Section 81 of the NS Municipal Government Act, as other larger municipalities have done. A proposed draft by-law is attached as Appendix A.

As per Town policy the first step in consideration of such a By-law would be to schedule a Public Information Meeting to receive feedback on the proposed by-law. A key consideration in this case would be the percentages of adjacent landowners whose support would be required before any local improvement charge could be applied to finance extension of services (as highlighted in section 10 b) of the attached).

Financial Analysis:

There are no unbudgeted costs anticipated with the by-law development process. The implementation of a Local Improvement By-law would have significant implications for future capital planning and would enable the Town to consider moving ahead on certain priority infrastructure projects –

such as water/wastewater extensions on Main and Edgewater streets intended to address remaining straight-pipes – in cost-sharing arrangement with residents / developers.

Strategic Plan:

3.1 21st Century Infrastructure

- Asset Management
- Optimize efficiency of Utilities

3.3 Governance and Public Engagement

 Develop a policy and framework to engage the public in Council activities and decision making

Recommendation:

It is recommended,

THAT Council direct staff to schedule a Public Information Meeting in January 2021 to receive feedback on the proposed Local Improvement By-law.

Attached for Council Review:

Draft Local Improvement By-law

Respectfully Submitted,

Dylan Heide

Town of Mahone Bay CAO



TOWN OF MAHONE BAY

DRAFT

LOCAL IMPROVEMENT BY-LAW

WHEREAS Section 81 of the Municipal Government Act provides that a Municipality may make by-laws imposing, fixing and providing methods of enforcing payment of charges for types of local improvements;

THEREFORE be it enacted by the Council of the Town of Mahone Bay, as follows:

1. Short Title

This By-Law shall be cited as "Local Improvement By-Law".

2. Purpose

The purpose of this By-Law is to establish the manner in which the Town of Mahone Bay shall impose, fix, and enforce payment of charges for local improvements.

3. Definitions

- a) "cost of local improvement" means the capital cost of service provision and shall include but is not limited to costs of study, design, construction, installation and administration, engineering, surveying, Town staff time, and other incidental expenses as well as the costs of financing including bridge financing, if any, and the cost of financing throughout the amortization period of the project whether or not the money is financed internally or externally. The cost of any particular local improvement may be reduced by its proportionate share of financial contribution for Federal, Provincial or Municipal grant dollars.
- b) "Council" means the Council of the Town of Mahone Bay.
- c) "Engineer" means the Town employee designated as Town Engineer pursuant to the provisions of the *Municipal Government Act*.
- d) "Local Improvement" means and includes:
 - i) wastewater facilities or stormwater systems, the use of wastewater facilities or stormwater systems and connecting to wastewater facilities or stormwater systems
 - ii) laying out, opening, constructing, repairing, improving and

maintaining streets, curbs, sidewalks, gutters, bridges, culverts and retaining walls, whether the cost is incurred by the Town directly or by, or pursuant to, an agreement with Her Majesty in right of the Province, the Minister of Transportation and Public Works or any person;

- iii) expenditures incurred for the wastewater management system in a wastewater district
- iv) the Town portion of the capital cost of installing a water or electrical system.
- v) charges for deposit in a special purpose tax account to provide for future expenditures for wastewater facilities, stormwater systems, water systems, electrical systems, transportation facilities or other anticipated capital requirement.
- e) "owner" means the assessed owner of any property as listed on the assessment rolls prepared by the Province of Nova Scotia.
- f) "street" means a public street, highway, road, lane sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts and retaining walls in connection therewith within the Town of Mahone Bay whether vested in the Town or the Province of Nova Scotia.
- g) "subdivision" for the purpose of Section 9(b) of this By-Law only, means a grouping of streets and homes which is distinct from other such groupings by way of having a commonly accepted name; and/or common entrance(s) to an arterial, major arterial, or collector street.

4. Charge Imposed

Where a local improvement has been carried out by the Town of Mahone Bay in an area identified in Schedule "A" as amended from time to time, a tax is hereby levied upon every owner of real property situated in whole or in part within the identified area except to the extent that any lot or the owner thereof is totally or partially exempt from tax by provisions in this By-Law or the provisions of Schedule "A".

a) Town owned land shall be exempt from changes arising from the provisions of this By-Law unless otherwise indicated in Schedule "A".

5. Amount of Charge

The amount of tax levied pursuant to Section (4) shall be determined in accordance with the provisions of this By-Law and of Schedule "A" of this By-Law and may be calculated based on:

- a) a uniform amount of each lot or parcel of land in existence or subsequently created by subdivision;
- b) the frontage of the lot on any street;
- c) the use of the lot;
- d) the area of the lot;
- e) the assessed value of property;
- f) any combination of two or more such methods of calculating the tax; or
- g) such other method as Council deems fit.

6. Variations in Charges

The tax levied pursuant to this By-Law may be fixed at different rates for different classes or use of properties and may be fixed at different rates for different areas or zones as outlined in Schedule "A".

7. Frontage Charge

a) If the amount of tax contains a component calculated in whole or in part, based upon the frontage of the lot on a street, the component of the tax which is based upon frontage shall be calculated in accordance with this section or in accordance with provisions as outlined in Schedule "A" if applicable.

FC = Frontage Charge

TF = Sum of all individual frontages (IF) determined on the basis of the provisions of this by-law or Schedule "A".

FR = Frontage reduction for a particular lot which qualifies as outlined in Section 7 (b).

IF = Total frontage of an individual lot (as may be adjusted by provisions of Sections 7(c) 7(d)).

TC = Total cost of local improvement.

MC = Town contribution toward Improvements.

PC = Provincial/Federal Contribution toward Improvements.

FC = [(IF-FR/TF]*[TC-(MC+PC)]

b) Where an owner can reasonably demonstrate, and provide specific evidence such as an environmental study or written confirmation from the

Nova Scotia Department of Environment, that a parcel of land is unusable for development by reason of soil type, environmental hazard, or other natural factors that do not permit the land to be subdivided for the purpose of creating a lot, the frontage reduction (FR) used in the formula in Section 7 shall be 75% of the unusable frontage. This proof must be provided prior to the inclusion of the project in Schedule "A" of the By-Law.

- c) An adjustment will be made for lots (other than corner lots) which cannot be subdivided; as follows;
 - i) The maximum frontage to be charged any lot will be 120 feet.
 - ii) The minimum frontage to be charged any lot is 60 feet.
- d) For a corner or through lot, the component of the tax based upon frontage shall not exceed the amount that would be calculated as follows:
 - i) One-half of the total usable frontage on the streets, where the total actual frontage on the two streets is 240 feet or less or over 240 feet but cannot be subdivided; or
 - ii) Total usable frontage on the streets, less 120 feet, where the total frontage on both streets exceeds 240 feet and the lot is sub-dividable.
- e) i) Where one of the two streets adjacent to a corner or through lot is subject to a local improvement, the frontage subject to the charge will be determined by the percentage that that side of the property is to the entire usable frontage of the two sides of the property and applied to the frontage for the lot in total, as calculated in Section 7(d).

The following formula shall be used: Actual Frontage on Individual Street X Chargeable Frontage Total Actual Frontage on Both Streets

ii) If the land on the street paved/improved second has been subdivided or otherwise changed configuration since the time of the paving/improvement of the first street, the frontage charge for the corner lot or through lot on the second street will be calculated in accordance with Sections 7(d) and (e)i), as if no change in configuration had occurred.

8. Exemptions/Adjustments to Charges other than Frontage Charges

Any property which would otherwise be subject to a local improvement charge but which could be considered not to benefit from the local improvement may be exempt from or given an adjustment to the charge levied under this By-Law. Such situations may or may not arise when the

property is already serviced or where the improvement is not directly beneficial to the property and cannot reasonably be argued to provide indirect benefit such as the ability to further subdivide and develop the property. For greater certainty, a corner lot will be deemed to benefit from improvement on each of the streets it is on which it fronts subject to any adjustment that is available in Section 7 of this By-Law. Exemption or adjustment may also be given when a property cannot be developed or cannot be serviced because of its size, configuration, topography or ground conditions. Properties extended exemptions/adjustment under this section will be identified in Schedule "A".

9. Building Service Connection

Applications for connection to a wastewater, water or electrical system after the original wastewater, water or electrical system has been installed shall be made in accordance with all applicable Town by-laws and policies and shall be accompanied by such connection fees as are required.

10. Administrative Guidelines

- a) Council may proceed with a Local Improvement in response to a petition from property owners or in response to a staff recommendation which shows the necessity of the project for improved public health and safety; or that the project is critical to the controlled management of residential or commercial/industrial growth and development or for other such compelling reason as determined by Council.
- b) Where Council considers carrying out a local improvement on the basis of a petition (Schedule "B") presented by the taxpayers in the area to be charged, such charges would be considered only where there is support for the project from adjacent landowners. Regardless of cost allocation methodology used (from Section 5), X% of adjacent landowners deemed to benefit from the project (per Section 8) must be in favor for a petition to be considered valid.
 - i) If the petition relates to all streets/land area within an entire subdivision, approval must represent X% of the owners of land with frontage within the subdivision.
 - ii) The petition should clearly indicate the method by which costs will be allocated among taxpayers. Successful petitions are considered to be valid for a period of not less than 10 years from the date of presentation to Council. Within that time frame, the validity of the

petition is not affected by the number of times any one individual property may change hands between the time the petition is presented and when the local improvement is carried out.

c) Where a local improvement is approved by Council without a petition, Council shall, by policy, determine a suitable method for advising residents affected by decision taken under this By-Law.

11. Lien

- a) A charge imposed pursuant to this By-law constitutes a first lien on the subject real property in the same manner and with the same effect as rates and taxes under the Assessment Act.
- b) A charge imposed pursuant to this By-Law is collectable in the same manner as rates and taxes and, at the option of the Treasurer, collectable at the same time and by the same proceedings, as rates and taxes;
- c) The liens against the real property become effective on the earliest of the date on which the interim charge is imposed or the Engineer files with the Treasurer, a certificate that the improvement has been completed;
- d) The lien provided for in this By-Law shall remain in effect until the charge plus interest has been paid in full;
- e) Where a property subject to a lien is subdivided, the amount of the charge plus interest then unpaid shall be apportioned among the new lots according to the assessed value that the new lots have in relation to the total assessed value of the entire property before subdivision.

12. Interest

Interest shall accrue on charges outstanding from the due date forward, at the same rate as for other outstanding taxes. The due date is the date of completion or the date that installments are due if the annual payment option is available.

13. Installments

a) The amount payable may, at the option of the owner of the property, be paid in annual installments as outlined in Schedule "A", not to exceed 25 years and the whole balance becomes due and payable without notice or demand, in the event of default of payment of an installment.

DRAFT

b) The property owner shall have one month from the date of their initial notice of amounts owing, to notify the Treasurer, in writing, which financing option has been selected. If there is no written notification, the taxpayer shall be deemed to have selected the annual payment option as outlined in Schedule "A" for the project.

SCHEDULE "A"

TEMPLATE

Street upgrade and extension 20	
(a) The project will involve the upgrade and extension of Stre feet.	et by
(b) Properties with the following PID numbers shall be subject to the improvement charge to the extent that they front on the upgrade/improvement:	e local
49272048 49292572 49183861 49281988	
	_

- **(c)** The local improvement charges will be based upon the total foot frontage of the properties abutting the work completed under the project. An interim charge of \$__.__ per foot shall be levied. Final amounts will be confirmed and billed within 90 days of project completion.
- **(d)** The cost of the project shall exclude long term financing charges. The charge will be subject to an interest rate of __%.

SCHEDULE "B"

DATE:	PETITION	
To Mayor and Members	of Town Council	
We , the Undersigned , v	vish to request that the	Town of Mahone Bay install:
FROM Property PID #		
TO Property PID #		
We understand that the found within the provisi		d for each property owner, as vement By-Law.
NAME	ADDRESS	PHONE
		·
		·
		·
		<u> </u>
		·



Town of Mahone Bay

Staff Report RE: 2021-25 Strategic Plan December 8th, 2020

General Overview:

This report is intended to provide Council with a recommendation for the development of a 2021-25 Strategic Plan.

Background:

As per the Council's 2018-21 strategic plan (attached as Appendix A) Council conducts an annual review of the existing strategic plan, typically in January-February of each year. At this time, the prior 2018-2021 strategic plan has nearly run its course, but has also left many priorities and ongoing projects and initiatives for Council to incorporate and prioritize into a new plan, along with the likely addition of new priorities and associated projects and initiatives.

With the recent election and upcoming annual budget process – anticipated for March 2021 – now is time for Council to initiate development of a new strategic plan, to be adopted no later than March to guide Council's budget process in line with established strategic priorities.

Analysis:

The essential first step in development of a 2021-25 Strategic Plan is allocating appropriate resources to the process. Council will require contracted facilitation services to support the "goal formation" and "action identification" activities inherent in developing a draft plan, which could then be presented for public feedback at Council's direction. Contract facilitation services would be needed in January 2021 and it is therefore necessary to go the market as soon as possible.

Financial Analysis:

There is no specific budget established for strategic planning activities however as such activities take place on a periodic, rather than annual recurring basis, it would be appropriate to finance from the Town's Operating Reserve. A review of similar contracts awarded by NS municipalities in recent years suggests a wide range of costs under \$20,000.

Staff recommend allowing for proponents to supply Council with their recommendations – and associated costs – to achieve defined objectives for the strategic plan development process.

Strategic Plan:

3.2 Governance and Public Engagement

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

Recommendation:

It is recommended,

THAT Council direct staff to:

- a) issue a request for proposals for facilitation services in relation to the development of a 2021-25 strategic plan; and,
- b) develop a draft public engagement plan associated with the 2021-25 strategic plan, for consideration of Council.

Attached for Council Review:

 Town of Mahone Bay Strategic Plan 2018-21 (latest associated action plan included in Report to Council, Dec 8th, 2020 meeting package)

Respectfully Submitted,

Dylan Heide

Town of Mahone Bay CAO

Appendix A



Town of Mahone Bay Corporate Strategic Plan 2018-2021

Approved by Council February 13, 2018 Amended by Council March 12, 2019 Amended by Council May 12, 2020

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www.townofmahonebay.ca

Message from the Mayor

I am pleased to present the Town of Mahone Bay Corporate Strategic Plan for 2017 - 2021. This plan has been produced through consultation with the members of council and the support of our senior management staff. The plan takes into account our past successes and recognizes the challenges our town will face in the future.

The strategic plan is the foundation that provides rationale for implementing the strategic direction of the town through this Council's tenure. It is critical to define our strategic mandate accurately to ensure expectations are realistic. The strategic plan must be responsive to external sources that impact the potential to satisfy those expectations. It must also address the resources or constraints that may enable or prevent council from implementing the plan.

This strategic plan is not carved in stone. It is a document that lives in the life of the town. It is designed to be flexible and responsive to changes in strategic direction when external forces on the town necessitate such a change. The strategic plan does not exist in a vacuum. It is shaped by:

- · Our corporate mission, vision and core values
- The way that our town government is structured and operates each day
- The services that the town commits to provide to the citizens

The competent, dedicated town staff collaborate to provide the services that you receive throughout the year. Their efforts are augmented by many volunteers working through a variety of different groups in Mahone Bay. These citizens are critical to the success of the Town of Mahone. Bay. I look forward to working with council, staff, volunteers and residents to ensure Mahone Bay is successful in achieving our goals for the future.

David W. DeVenne

Mayor, Town of Mahone Bay

2. Mission, Vision, and Core Values

Our Mission is to provide high quality services to our vibrant and thriving community, through efficient and accessible government.

Our Vision is a sustainable community where individuals, groups and businesses "make things happen".

Our Core Values are our shared beliefs, behaviours and attitudes that guide Town Councillors and employees in the timely delivery of services to our community.

We are:

- Honest
- Accountable
- Fair
- Transparent
- Responsive

3. Key Strategic Initiatives and Core Activities

In order to achieve our vision and mission we intend to focus on the following areas:

3.1 21st Century Infrastructure

- Facilities Management
- Asset Management
- Emergency Services
- Optimize efficiency of Utilities
- Provide safe streets and sidewalks
- Meet and exceed standards for water and wastewater
- Implement Federal and Provincial Accessibility legislation
- Foster inter-municipal shared services
- Optimize operations structure for efficient delivery of services

3.2 <u>Economic and Community Development</u>

- Define the framework for an economic development strategy
- Ensure that Town policies, procedures, by-laws and other regulations foster growth and development
- Ensure that town infrastructure is in place to support development plans
- Collaborate with organizations that are involved in economic development activities
- Encourage a range of housing options
- Optimize the economic value and use of our harbour
- Foster the preservation of our built heritage
- Enhance recreation and open space opportunities
- Encourage diversity in community

3.3 Governance and Public Engagement

- Optimize governance structure for effective decision-making
- Develop a policy and framework to engage the public in Council activities and decision making
- Improve communications and share information with the public in a manner consistent with their needs
- Create opportunities for public engagement

3.4 Environmental Sustainability

- Pursue Climate Mitigation strategies (reducing Town carbon footprint)
- Undertake Climate Adaptation initiatives (implement further phases of the Harbour Development Plan)
- Expand Green Energy Generation (continued development of Alternate Resource Energy Authority)
- Preserve and enhance our natural spaces and assets

4. Our Continuous Improvement Plan

The Strategic Plan must contain a formal annual review process. It outlines the roles and responsibilities of the Town Council to carry out a regular review of the plan, and to ensure its success and continuance. It is important to recognize that this document is a three-year plan and is flexible enough that amendments can be made by the Town Council as required.

The strategic plan is an important document for the Council, committees, and staff. Too often, organizations have invested resources in developing a strategic plan, only over a short period of time to have it lose its importance on the future direction of the organization. To prevent this, Town staff reference the strategic plan in all staff reports to Council, linking recommendations to the priorities expressed herein.

The Town Council has a mandate to review the plan and make recommendations for amendments. As well, the Chief Administrative Officer (CAO) will provide to the Council at regular intervals an update on the progress made on the goals and action plans. On an annual basis, the agenda of the Town Council will include time to review the strategic plan and discuss the progress and status of action plans approved within the strategic plan.



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



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?

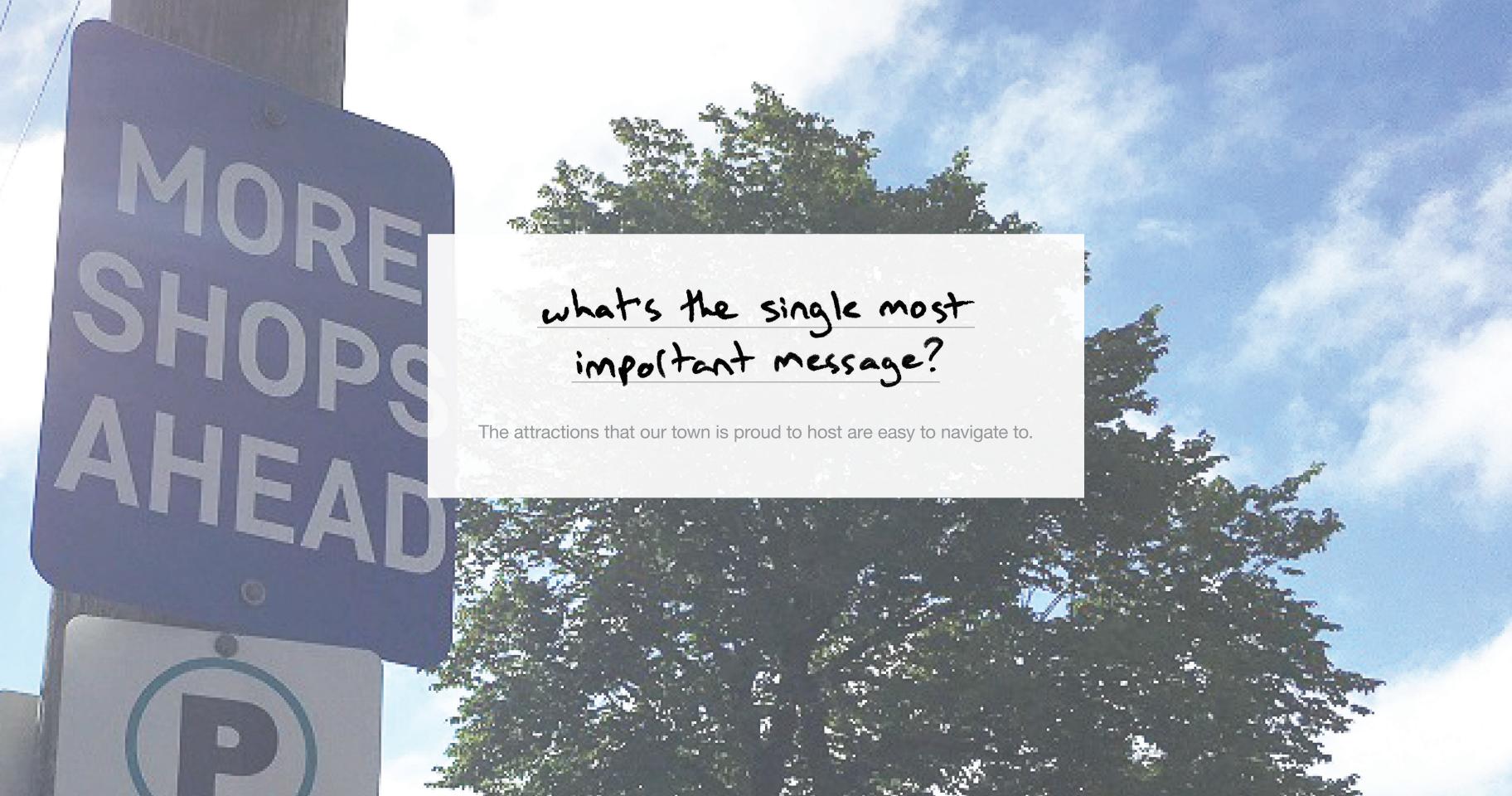
Those visiting our town, whether for an afternoon, a weekend, or more.

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.



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

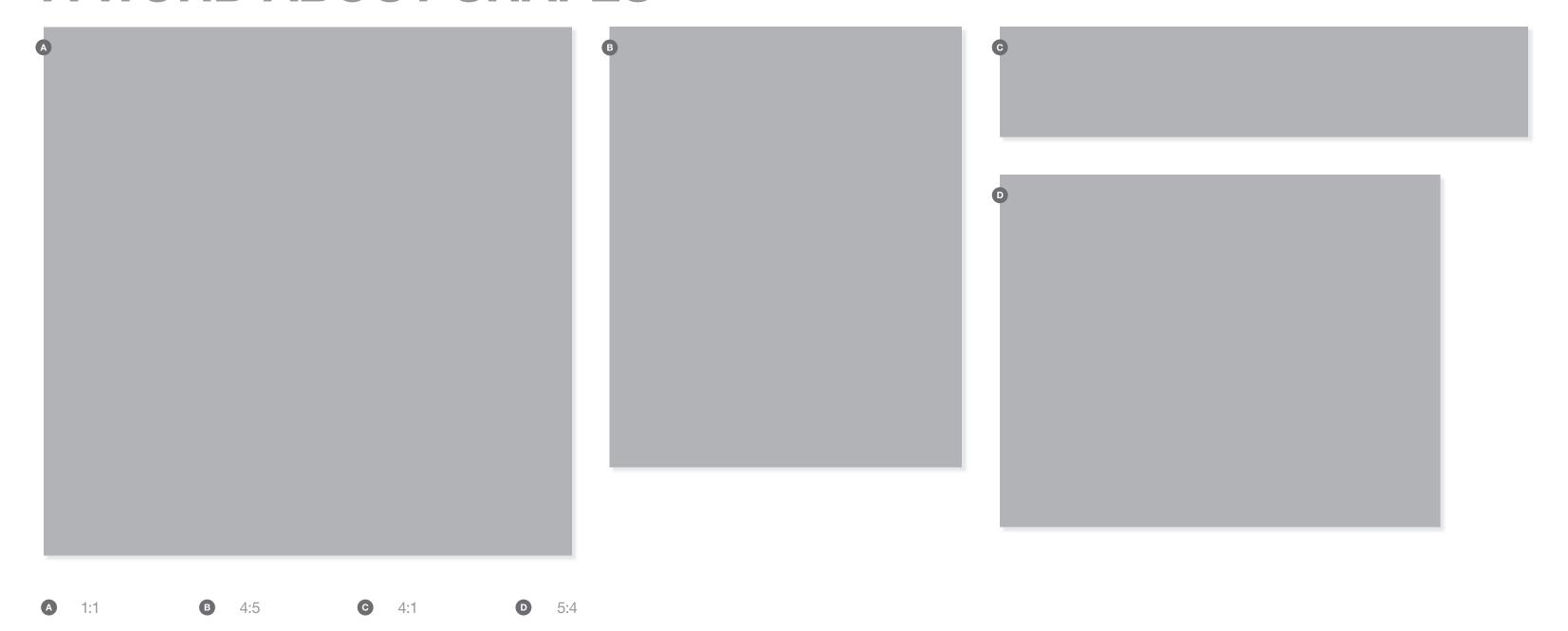
THE LESS-GOOD STUFF (THAT WE'LL CORRECT)

- 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 WORD ABOUT COLOUR



A WORD ABOUT THE VISITOR INFORMATION CENTRE

Welcome to Mahone Bay. Visitor Information: Mahone Bay.com

option or

Specialty Shops Accomodations Restaurants Galleries Antiques

Welcome to Mahone Bay. Visitor Information: MahoneBay.cor

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.

Mahone Bay

Coco Gothic (Heavy) ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

SIGN BASE 00 / 00 / 00 / 00

ARROWS 05 / 45 / 90 / 00 SIGN EDGE & TEXT 100 / 50 / 40 / 10

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

option 02a

Specialty Shops Accomodations Restaurants Galleries Antiques

Welcome to Mahone Bay. Visitor Information: Mahone Bay.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



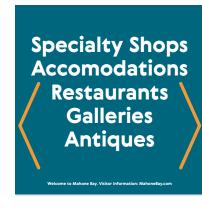
Welcome to Mahone Bay.
Visitor Information: MahoneBay.com

United Baptist Church

Mahone Bay Centre

Old School Market

OPTION 02a





Public Pool Fire Hall Tennis



United Baptist Church

Mahone Bay Centre

Old School Market

- 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.

Mahone Bay

Gerbera (Black) ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz







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

option 02b

Specialty Shops Accomodations Restaurants Galleries Antiques

Welcome to Mahone Bay. Visitor Information: Mahone Bay.com

Mahone Bay Centre

Welcome to Mahone Bay. Visitor Information: Mahone Bay.com

Public Pool Fire Hall Tennis

Welcome to Mahone Bay. Visitor Information: Mahone Bay.com



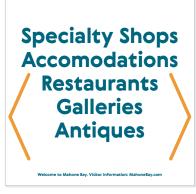
Welcome to Mahone Bay.
Visitor Information: MahoneBay.com

United Baptist Church

Mahone Bay Centre

Old School Market

OPTION 02b





Public Pool Fire Hall Tennis



United Baptist Church

Mahone Bay Centre

Old School Market

- 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.

 $^{\mbox{\tiny 1}}\mbox{Licensing}$ for the font "Gerbera" costs \$45USD for a single style.

Mahone Bay

Gerbera (Black) ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz







Public Pool Fire Hall Tennis

Welcome to Mahone Bay. Visitor Information: Mahone Bay.com

Public Pool Fire Hall Tennis

Welcome to Mahone Bay. Visitor Information: Mahone Bay.com

Public Pool
Fire Hall
Tennis

Welcome to Mahone Bay. Visitor Information: Mahone Bay.com

OPTION 01 OPTION 02a OPTION 02b

Thanks very much,

Pierre Tabbiner

RE: Signing Authority for the Town of Mahone Bay

December 8, 2020 Motion for Consideration of Council

THAT the Mayor, David Devenne, or De	eputy Mayor, Francis Kangata, or
(extra Councillor)	as well as the CAO, Dylan Heide,
or the Deputy CAO, Maureen Hughes,	or the Manager of Finance, Luke
Wentzell, be the signing authorities fo	or the Town of Mahone Bay.

Councillor Penny Carver December 8, 2020 Motion for Consideration of Council

Whereas the Town of Mahone Bay has made a practice of giving gifts of cash to members of Council at Christmas, and

Whereas these cash gifts are recorded in the Town budget under Council Expenses, and are thereby not transparent to the public, and

Whereas the Town strives to achieve transparency in all its endeavours, and

Whereas members of Council have a different relationship to the Town than employees who traditionally receive a gift of cash in December,

Therefore, be it resolved that the Town discontinue the practice of giving cash gifts to members of Council at Christmas or at any other time of year.

Lunenburg County Seniors' Safety Program (LCSSP) – November 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, homelessness/maintenance/repair issues, home takeover, transportation needs, food insecurity, elder abuse, financial scams, hoarding, social isolation, assistance with legal issues, addictions, mental health and wellbeing, loneliness and need of information and supports.
- Pet care / support needs has required several referrals being submitted to ElderDog and other services.
- We continue to see a notable increase in requests for assistance with de-cluttering and cleaning to meet standards required to have home care services. A challenge we are encountering is that the condition of cleaned homes can decline before services are in place.
- 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.
- This month we helped 30 Seniors participate in Santa's for South Shore Seniors and Santa's for Seniors.
- The free 3 session Seniors' Legal Information Mini-Series with expert guest presenters has been running smoothly with COVID-19 precautions in place.
- The SSRL Caring Call program and The Warm Line telephone check-in programs are proving to be very important additions to help reduce unwanted isolation.
- The *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. There are now spaces available on Thursdays too!

LCSSP Service in Municipal Units	%
MoDL	42%
MoDC	19%
Bridgewater	29%
Lunenburg	3%
Mahone Bay	7%
Unknown	0%

Data to Date	November
Total # of clients	132
# of clients receiving service	100
# of new referrals	20
# of home visits	33
# of door-step deliveries/pick-ups	2
# of closed files	50

MEETINGS, GRANTS, PROJECTS & PRESENTATIONS:

- Seniors' Safety Program Coordinators' meeting held.
- Weekly Flourish Coffee & Conversation Zoom meeting(s) cancelled until further notice.
- The United Way Emergency Community Support Fund has awarded the LCSSP \$3,665 for the LCSSP Client
 Emergency Contingency Fund and PPE (face shields and non-medical fabric face masks to give to older adults).
- LCSSPS is researching logo designs for the partnership society.
- 2019 LCSSP Department of Seniors' Annual Report submitted.
- P2P Digital Literacy for Lunenburg County, New Horizons grant application submitted (\$5000).

LCSSP CLIENT EMERGENCY CONTINGENCY FUND (CECF) REPORT:

• The CECF was needed several times this month to fund cleaning services to help clients meet criteria for home care service and to mitigate safety risks. The fund also helped someone with housing costs who found themselves unexpectedly homeless. The month-end balance is \$194.22 + \$3,000 from the UW ECSF Grant.