



## TOWN COUNCIL AGENDA

January 12, 2021

7:00 p.m.

YouTube Live

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### Call to Order

### 1 Approval of Agenda

### 2 Minutes

2.1 Special Meeting Minutes – December 8, 2020

2.2 Regular Meeting Minutes – December 8, 2020

### 3 Delegations and Individuals

### 4 Correspondence – Action Items

4.1 Valda Walsh, Regional Coordinator, Region 6 – Budget Approval 2021-22

4.2 Alison Clements, Development Officer, Health Services Foundation – Request

### 5 Correspondence – Information Items

5.1 NSFM Monday Memo – December 7, 2020

5.2 NSFM Monday Memo – December 14, 2020

5.3 NSFM Monday Memo – December 21, 2020

5.4 Trudy Johnson, Chair, SSHPCS - Year End Update

a. SSHPCS – Report to the Community, 2019-2020

5.5 NSFM Monday Memo – January 4, 2021

5.6 NSFM – Seeking Members for Working Group

### 6 Staff Reports

6.1 Staff Report to Council

6.2 Staff Report - Wayfinding Signage [deferred from Nov 26, 2020]

6.3 Staff Report - Revisions to Town Council and Committees Policies

6.4 Staff Report – Temporary Borrowing Resolution

6.5 Staff Report – Recognition of Donations (2019 – 2020)

6.6 Staff Report – Fire Service Batteries Purchase

6.7 Staff Report – Plan Mahone Bay Update

### 7 Council Items

7.1 2021-2022 Citizen Committee Appointments

7.2 Mayor Devenne – Items for Discussion with MP Hon. Bernadette Jordan

### 8 Committee Reports

8.1 Heritage Advisory Committee - December 9, 2020 - Draft Minutes

8.2 Lunenburg County Seniors' Safety Program Monthly Report – December 2020

8.3 Lunenburg County REMO: Guide to Emergency Management for Elected Officials\*

8.4 South Shore Housing Action Coalition, December 2, 2020 – Submitted Report

### 9 New Business

### 10 Closed Session

10.1 MGA Section 22(2)(c), Contract Negotiations

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The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, December 8, 2020 at 12:00 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 (12:03pm)  
Councillor K. Wilson  
CAO, D. Heide  
Town Clerk, M. Hughes

**Gallery:**      online

**1. Agenda**

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

**2. Council Policy and Committee Policy**

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT Council direct staff to draft proposed Terms of Reference for an All-Council Committee.”**      **Motion carried.**

A motion by Councillor Burdick, seconded by Councillor Carver, **“THAT Council direct staff to draft proposed changes to the wording of the Town Council policy respecting guidelines to establish a session for public comments prior to regular meetings of Council.”**      **Motion carried.**

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT Council direct staff to draft proposed changes to the wording of the Town Council policy respecting Delegations for improved inclusivity and approachability.”**      **Motion carried**

**Council adjourned upon motion at 1:03 p.m.**

**TOWN OF MAHONE BAY**

**Mayor, David Devenne**

**TOWN OF MAHONE BAY**

**Clerk, Maureen Hughes**

DRAFT

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The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, December 8, 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

**1. Agenda**

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

**2. Minutes**

A motion by Councillor Carver, seconded by Councillor Burdick, **“THAT the minutes of the November 26, 2020 meeting of Council be approved as amended.”** **Motion carried.**

**4. Correspondence – Action**

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.

A motion by Councillor Feeney, seconded by Councillor Wilson, **“THAT Council receive and file the correspondence from Mr. Julian, Ms. Kwan, and Mr. Davies.”** **Motion carried.**

**5. Correspondence – Information Items**

5.1 NSFM – Monday Memo – November 23, 2020  
5.2 NSFM – Monday Memo – November 30, 2020



### 5.3 NSFM – Special Update – December 2, 2020

A motion by Councillor Carver, seconded by Councillor Feeney, “**THAT the link to the NSFM CAP map be posted on the Town website along with accompanying information provided by the NSFM.**” Motion carried.

A motion by Councillor Wilson, seconded by Councillor Nowe, “**THAT the correspondence, numbered 5.1 – 5.3 be received and filed.**” Motion carried

## **6. Staff Reports**

### **Council Report**

Council received the Staff Report for December 8, 2020.

### **Council Policy and Committee Policy**

Council received a staff report regarding the review of the Town of Mahone Bay Council Policy and Committee Policy; this report was also on the agenda of the November 26, 2020 Council meeting.

A motion by Councillor Feeney, seconded by Councillor Burdick, “**THAT the Committee Policy be amended to reflect the suspension of the Economic Development Committee until the terms of reference for that committee can be reviewed by Council.**” Motion carried

### **2020/21 Audit**

Council received a staff report concerning the conduct of the Town’s 2020-21 audit.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver  
“**THAT Council direct staff to issue a Request for Proposals for conduct of the Town’s 2020-21, 2021-22, 2022-2023 annual audits (with options to extend up to two additional years) and that the audit be fully scoped to reflect the Town’s current audit process.**” Motion carried.

### **Fire Station Project Update**

Council received a staff report with an update regarding the Fire Station project.

A motion by Councillor Feeney, seconded by Councillor Nowe, “**THAT Council accept this report for information.**” Motion carried

### Local Improvement By-law

Council received a staff report with a recommendation for the development of a Local Improvement By-law.

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, **“THAT Council direct staff to schedule a Public Information Meeting in January 2021 to receive feedback on the proposed Local Improvement By-law.”** Motion carried

### Strategic Plan 2021

Council received a report to provide a recommendation for the development of a 2021-25 Strategic Plan.

A motion by Councillor Carver, seconded by Councillor Burdick, **“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 including a monitoring and evaluation plan for same; and**
- b. develop a draft public engagement plan associated with the 2021-25 strategic plan, for consideration of Council.”**

**Motion carried.**

### Wayfinding Signage Project Update

Council received a report which had previously been on the agenda of the November 26, 2020 meeting of Council. In advance of the meeting, Council also received the results of the voluntary survey which was released to the public.

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, **“THAT Council direct staff to proceed with wayfinding signage designs on the basis of option 2a.”**

Deputy Mayor Kangata withdrew his motion.

A motion by Councillor Nowe, seconded by Councillor Carver, **“THAT Council direct staff to request a version of Option 1 in the same colour scheme as Option 2A and that these two options be put to another voluntary online survey providing a simple choice between the two options.”**

**Motion carried.**

## **7. Council Items**

### **Council Appointments to Planning Advisory Committee**

A motion by Councillor Feeney, seconded by Councillor Wilson, **“THAT Council appoint Councillor Burdick to the Planning Advisory Committee.”** Motion carried.

### **Signing Authority**

A motion by Councillor Feeney, seconded by Councillor Burdick, **“THAT the Mayor, David Devenne, or Deputy Mayor, Francis Kangata, or Councillor Carver as well as the CAO, Dylan Heide, or the Deputy CAO, Maureen Hughes, or the Manager of Finance, Luke Wentzell, be the signing authorities for the Town of Mahone Bay.”**

Motion carried.

### **Cash Gifts for Members of Council**

Council agreed by vote to reconsider this issue as it had been considered and voted on previously at a Council meeting.

A motion by Councillor Carver, seconded by Councillor Feeney

**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.

Motion carried.

## **8. Council Reports**

### **8.1 Lunenburg County Senior Safety**

Council received the November 2020 monthly report from the Lunenburg County Senior Safety Partnership.

A motion by Deputy Mayor Kangata at 9:29 pm, seconded by Councillor Wilson, **“THAT Council go into Closed Session to discuss contract negotiations as it is permitted by MGA Section 22(2)(c).”** Motion carried.

Council returned to open session at 9: 43 pm

Councillor Nowe declared a conflict of interest and withdrew from the Council discussion at 9:45 pm.

A motion by Councillor Wilson, seconded by Councillor Feeney, **“THAT Council approve the Change Orders described as bulletins 1-5 to the Roscoe Construction Limited contract.”**

**Motion carried.**

Councillor Nowe returned to the discussion at 9:48 p.m.

Council adjourned upon motion at 9:48 p.m.

**TOWN OF MAHONE BAY**

**TOWN OF MAHONE BAY**

Mayor, David Devenne

Clerk, Maureen Hughes



PO Box 639 / 45 School St, Suite 304

Region 6 Solid Waste-Resource Management

Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Valda.Walsh@Region6SWM.ca

Dylan Heide  
*Town of Mahone Bay*  
PO Box 530  
493 Main St.  
Mahone Bay, NS B0J 2E0

December 10, 2020

**RE: Budget Approval 2021-22**

Dear Mr. Heide,

On Friday, December 4, 2020, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2021 – March 31, 2022.

The following motion was passed:

**MOTION:** to recommend approval of the 2021-22 Region 6 Inter-Municipal Committee Budget in the amount of \$913,830 to member councils as presented. **M/C**

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

- “34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31<sup>st</sup> of each year.
35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14<sup>th</sup> of the year to which said budget applies.
36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.
37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.
38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.
39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council.”

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 14, 2021 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Chair, Wayne Thorburne at 902-543-7771.

I would be happy to attend the council meeting when the budget is up for discussion, feel free to contact me by phone or email.

Regards,



Valda Walsh BSc TME EP  
Regional Coordinator

*encl.*

## Region 6 Solid Waste Management

INCOME	2020-21 Projection	2020-21 Budget	2021-22 ESTIMATE
<b>Contracts/Service Agreements</b>			
Education Contract <sup>1</sup>	80,392	70,163	80,392
Coordinator Agreement	43,286	43,286	43,286
Enforcement Contract	89,425	89,425	89,425
Services	3,000	3,000	0
Sub-total	\$ 216,103	\$ 205,874	\$ 213,103
<b>Stewardship/Incentives</b>			
Dairy Stewardship	99,256	87,000	87,000
Diversion <sup>2</sup>	432,219	365,200	440,000
Municipal Approved Programs	80,500	80,500	80,500
Interest		0	
Sub-total	\$ 611,975	\$ 532,700	\$ 607,500
<b>Municipal Contribution</b>			
Municipal Billing <sup>3</sup>	94,699	94,699	93,227
Sub-total	\$94,699	\$94,699	\$93,227
<b>TOTAL</b>	<b>\$ 922,777</b>	<b>\$ 833,273</b>	<b>\$ 913,830</b>

INTER-MUNICIPAL RESERVES Schedule			
	F2021 Forecast	Approved Expense	Program amount remaining
<b>Public Bins Program 2021</b>	\$ 5,400	\$ 30,000	\$ 24,600

On June 12, 2020 Region 6 Inter-Municipal Committee approved a cap of \$30,000 from Future Project Reserves to achieve the goal of 1. Removal of catch-all garbage cans; and 2. Purchase and proper placement of multi-stream sorting containers throughout Region 6.

This schedule shows the anticipated application amount in the current year and the remainder left in the program to be carried over for the next fiscal



## Region 6 Solid Waste Management

EXPENSES	2020-21 Projection	2020-21 Budget	2021-22 ESTIMATE
<b>OPERATING EXPENSE</b>			
Coordinator Salary <sup>4</sup>	74,664	67,448	65,000
Coordinator Benefits <sup>4</sup>	12,643	10,334	10,327
Travel (Coordinator)	1,000	5,500	5,500
Training and conference	1,600	2,040	2,040
Office Rental	9,198	8,760	9,198
Cleaning	300	780	780
Cell phones	1,027	1,100	1,100
Phone/internet	1,254	1,500	1,300
Office supplies and services	3,500	3,500	3,500
Advertising <sup>5</sup>	700		500
Computer/materials <sup>4</sup>	3,631	1,500	3,000
Insurance	3,364	3,100	3,400
Administration	9,390	9,390	9,390
Legal	1,000	1,000	1,000
Auditor	8,239	8,240	8,866
Sub-total	\$ 131,509	\$ 124,192	\$ 124,901
<b>EDUCATION</b>			
Education salary	52,284	52,284	53,330
Educator Benefits	9,397	7,971	9,474
Travel (education)	10,500	10,500	10,500
Advertising <sup>5</sup>	1,800	-	2,500
R6RECYCLES	10,800	12,000	12,000
Program materials	1,200	4,200	4,200
Sub-total	\$ 85,981	\$ 86,955	\$ 92,004
<b>PAYMENTS TO UNITS</b>			
Enforcement Contract	89,425	89,425	89,425
Dairy Stewardship	99,256	87,000	87,000
Diversion <sup>2</sup>	432,219	365,200	440,000
Municipal Approved Programs	80,500	80,500	80,500
Sub-total	\$ 701,400	\$ 622,125	\$ 696,925
<b>TOTAL</b>	<b>\$ 918,890</b>	<b>\$ 833,273</b>	<b>\$ 913,830</b>
Revenue/Expenditure	\$ 3,886	-\$ 0	0





# Region 6 Solid Waste Management

## Notes to BUDGET:

1. Education Contract - The schedule for this year's contract included an extra \$10,000 to support strategic direction by our partners at Divert NS. These included generating nominations for the annual Mobius Awards, promotion of the Divert Scholarship, Organizing a WRW contest, and collaborative social media content.

2. Diversion Credits - Due to anticipated constraints as a result of COVID-19, Divert NS added \$1M to the provincial Diversion account (borrowed from future reserves). Region 6 typically receives 8 - 8.5% of this based on waste diverted from landfill.

3. Municipal Billing (details below) - this line pays for the operations that are not covered through grant and contracted services. \$93,227 estimate will be offset by \$20,935 surplus made up from the \$32,287 as reported in the 2019-20 audited financial statements less the cost of the R6RECYCLES from 2018-19 that was not transferred from our future projects fund for 11,352.

Actual to be billed to municipal members will be **\$ 72,292**

4. Coord. Salary and benefits plus computer – Forecast for March 31 is higher than expected due to anticipated overlap with Valda leaving and a new coordinator starting. New laptop and programs will need to be purchased as well as paying extra salary during the transition time.

5. Advertising - Due to our experiences with COVID-19 and our new obligations under the Education contract, Region 6 will incur new costs for advertising. A website was developed as well as paid stories and some social channel promotions to aid in outreach to areas we cannot reach in person (ex. in schools and general public since we cannot be present at community events). Some advertising expenses were also incurred to post jobs - this is carried under our operations.

TABLE 1: Municipal billing 2021-22			
<i>Municipal area serviced:</i>	<i>Pop'n</i>	<i>% of Region</i>	<i>2021-22</i>
Shelburne Shared Services	6,562	7.25%	\$ 5,244.14
Town of Bridgewater	8,532	9.43%	\$ 6,818.51
Town of Mahone Bay	1,036	1.15%	\$ 827.94
Municipality of Lunenburg	24,863	27.49%	\$ 19,869.73
Municipality of Barrington	6,646	7.35%	\$ 5,311.28
Town of Clark's Harbour	758	0.84%	\$ 605.77
Municipality of Chester	10,432	11.53%	\$ 8,336.93
Town of Lunenburg	2,263	2.50%	\$ 1,808.52
West Hants Regional Municipality	19,016	21.02%	\$ 15,196.99
Region of Queens Municipality	10,351	11.44%	\$ 8,272.20
<b>Total</b>	<b>90,459</b>	<b>100.00%</b>	<b>\$ 72,292.00</b>





December 23, 2020

Dear Members of the Mahone Bay Town Council,

To say that 2020 was a challenging year would be an understatement. Each the business & non-profit communities, as well as our friends and neighbours truly have had to change a lot of their daily routines in the plot twist that is COVID-19.

The Health Services Foundation of the South Shore has been working hard throughout last year to support our local hospitals regular and COVID-19 needs. We have had a “pivot” a few events, but we are pleased to let you know our 11<sup>th</sup> annual Gift From The Heart Radiothon will be going forward on February 12<sup>th</sup>, 2021 on CKBW and Country 100.7

We received a call from Peter Matyas inquiring if the Foundation would be interested in auctioning off a print or the original draft of the beautiful Mahone Bay mural. As the Town of Mahone Bay commissioned the artwork, I’m inquiring if the Town would be willing to give its blessing and allow us to auction off this beautiful artwork, reflecting the pride of the county.

The annual Gift From The Heart Online Auction raises approx. \$10,000 each year in support of the effort, which this year is purchasing a new ophthalmic microscope for the Operating Rooms at South Shore Regional Hospital. This microscope is used in every eye surgery at our hospital and we all know someone who has had a cataract removed on the South Shore.

Thank you for taking the time to consider my request. If you would like to discuss this opportunity further or have any questions please feel free to call me (902) 521-9522 or email [alison.clements@nshealth.ca](mailto:alison.clements@nshealth.ca). I look forward to hearing from you.

Stay Healthy,

Alison Clements

Development Officer  
Health Services Foundation of the South Shore



**Kelly Redden**

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**From:** NSFM Communications <communications@nsfm.ca>  
**Sent:** Monday, December 7, 2020 4:15 PM  
**To:** Town of Mahone Bay Clerk  
**Subject:** NSFM's Monday Memo: December 7, 2020

**Follow Up Flag:** Follow up  
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Monday Memo



NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES

**Minister Wilson Responds to Letter from NSFM President  
Pam Mood RE: EPR**



NOVA SCOTIA

**Environment  
Office of the Minister**

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PO Box 442, Halifax, Nova Scotia, Canada B3J 2P8 • [www.novascotia.ca](http://www.novascotia.ca)

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December 7, 2020

Pam Mood  
President  
NS Federation of Municipalities  
1809 Barrington Street  
Suite 1304  
Halifax, NS B3J 3K8  
[info@nsfm.ca](mailto:info@nsfm.ca)

Dear Pam Mood:

Thank you for your letter of November 26, 2020, regarding the NS Federation of Municipalities (NSFM), municipal staff and elected officials' views on the Extended Producer Responsibility (EPR) model for Printed Paper and

As you shared, our department received the EPR proposal submitted by NSFM and the Solid Waste Resource Management Regional Chairs). I agree that this involved a great deal of work and insight and I sincerely appreciate those efforts and want to assure you that I have reviewed your submission. Furthermore, NSE solid waste staff continue to regularly meet with their counterparts such as New Brunswick.

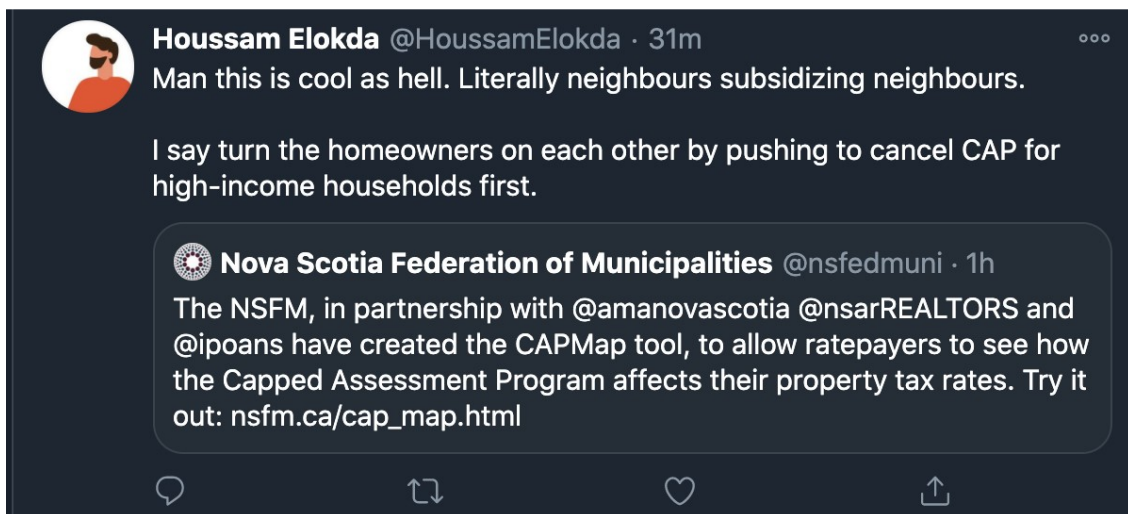
Thank you for communicating your thoughts and concerns at this time. As it has not been added to the Partnership Framework, it is important to maintain

The letter is in response to a request from the NSFM about the status of EPR and the lack of progress allowing municipalities to move forward on the issue. The Municipality of East Hants also sent the Minister a letter about EPR which elicited their own response.

You can read both letters in a previous edition of the Monday Memo [here](#).

**The 2020 Annual Report is now ready!**

[Click here to read the report.](#)



## **The CAP Map is Here!**

As we've seen from social media engagement, and appearances in five separate saltwire publications, AllNovaScotia, and the Cape Breton Spectator (the latter two are behind a paywall) our stakeholders are very interested in what the CAP Map has to offer! It makes interacting with the Capped Assessment Program incredibly easy, and is customizable by location so you can input your home address to directly see how the CAP affects you.

We ask all of our members to share the map, located at [www.nsfm.ca](http://www.nsfm.ca) to their social media channels to allow their constituents to interact with the CAP in a tangible way, and to inform about what has been the NSFM's top priority for many years running.

You can also read the article in the news section below to see the interest generated by the map!

## In The News

[Mayor Pam Mood Finishes Her Term as NSFM President](#)

[Interactive CAP Map Designed to Decipher Property Tax Confusion in Nova Scotia](#)



NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES



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**From:** [NSFM Communications](#)  
**To:** [Town of Mahone Bay Clerk](#)  
**Subject:** NSFM's Monday Memo: December 14, 2020  
**Date:** Monday, December 14, 2020 2:37:01 PM

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## NSFM Monday Memo



NSFM was sad to hear of the sudden passing of Bernie White on December 8th, 2020.

Bernie was a devoted public servant for close to 40 years and held many executive and leadership roles throughout his career including



the Town Clerk/Treasurer for his hometown of New Waterford. After amalgamation, he became the first Municipal Clerk of the Cape Breton Regional Municipality and retired in that position in 2013. After his retirement, he continued his public service consulting as one of the only Registered Parliamentarians in the country, serving as the Parliamentarian at many NSFM AGMs, and providing procedural and governance training and orientation to many councils across Nova Scotia.

He spent many years serving on multiple boards and committees, most notably, serving on the Board of Directors for the Institute of International Municipal Clerks. During that service, he was awarded the Quill Award, the highest international honour that is bestowed on a Municipal Clerk. He always spoke very highly of all of his colleagues over the years and enjoyed a good joke and laugh with many of them.

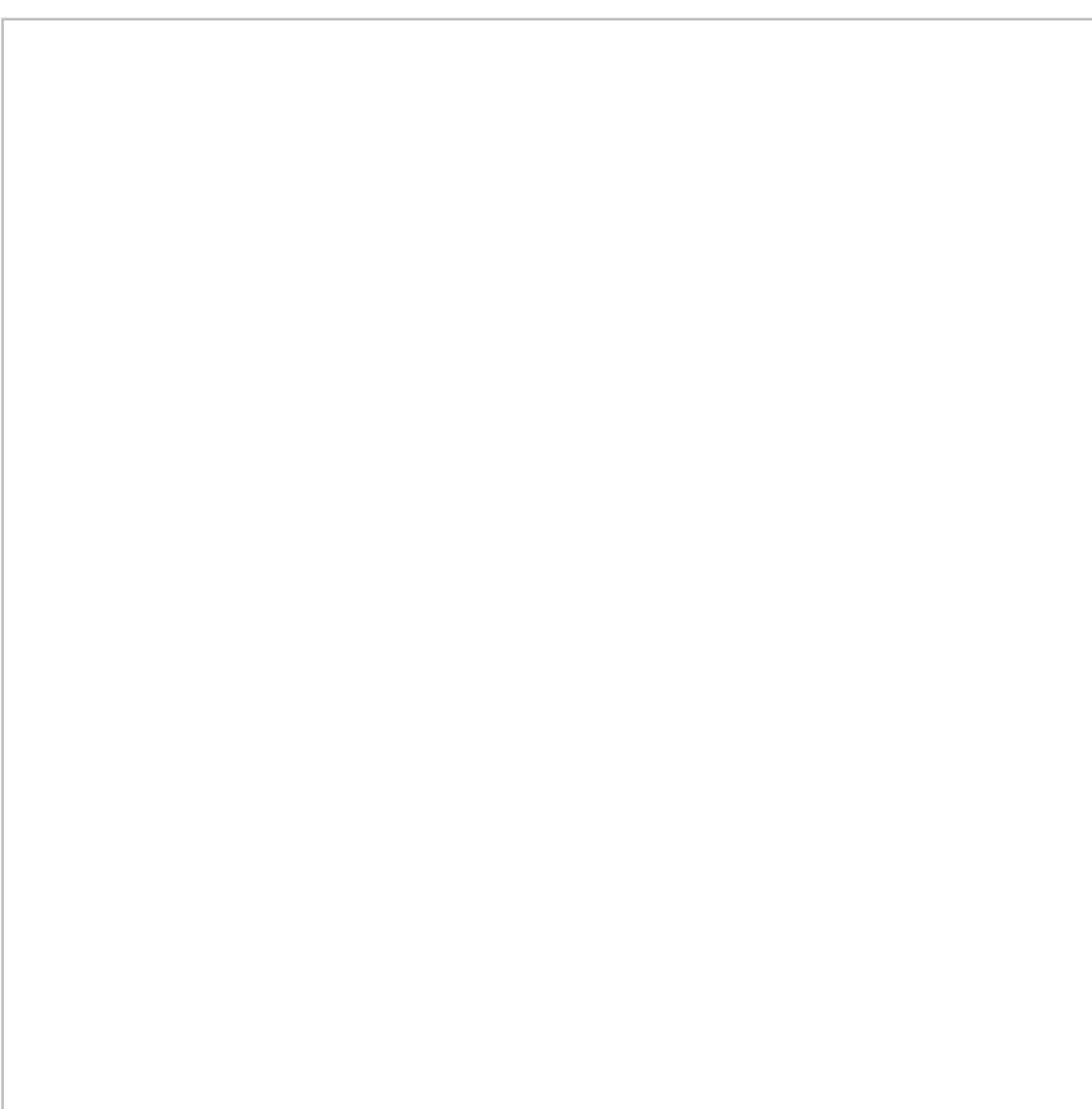
There will be no visitation or service due to the ongoing pandemic. Any other arrangements will be made at a later date. Cremation has taken place under the direction of V.J. McGillivray Funeral Home in New Waterford. In lieu of flowers, donations can be made to The Heart and Stroke Foundation. Online condolences to the family may be expressed at:

[www.vjmcgillivray.com](http://www.vjmcgillivray.com)

**NSFM Addresses Minister Porter RE: Affordable**

# Housing Comission





**Town of Bridgewater addresses Minister Porter RE:  
Affordable Housing Comission**



## **Minister Porter Responds To Town of Bridgewater**



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**The 2020 Annual Report is now ready!**  
[Click here to read the report.](#)

**New to the NSFM?**  
**Follow us on Social Media below, and stay up to date!**





## **Ecology Action Centre Training Opportunity**

The Ecology Action Centre's Coastal Team would like to offer coastal municipalities in Nova Scotia a virtual presentation and discussion session about coastal climate change adaptation options. We know that many municipalities are struggling with the influence of climate change, experiencing impacts such as coastal flooding, accelerated coastal erosion and inundation.

If your municipality's Council and staff members would like to participate in a virtual session, please email Nancy at [coastal@ecologyaction.ca](mailto:coastal@ecologyaction.ca)

## **Media Relations in the New Virtual Landscape**

Joint webinar by NSFM and AMANS

Thursday, February 18th, 2020 10:30 a.m. – 12:00 p.m. via zoom

Join NATIONAL Public Relations for this 90 minute session. Their media experts will take you through the current media landscape and best practices when conducting media interviews, specifically in the new virtual environment. They will also outline the role of staff in briefing council for media and how to develop and stay on message.

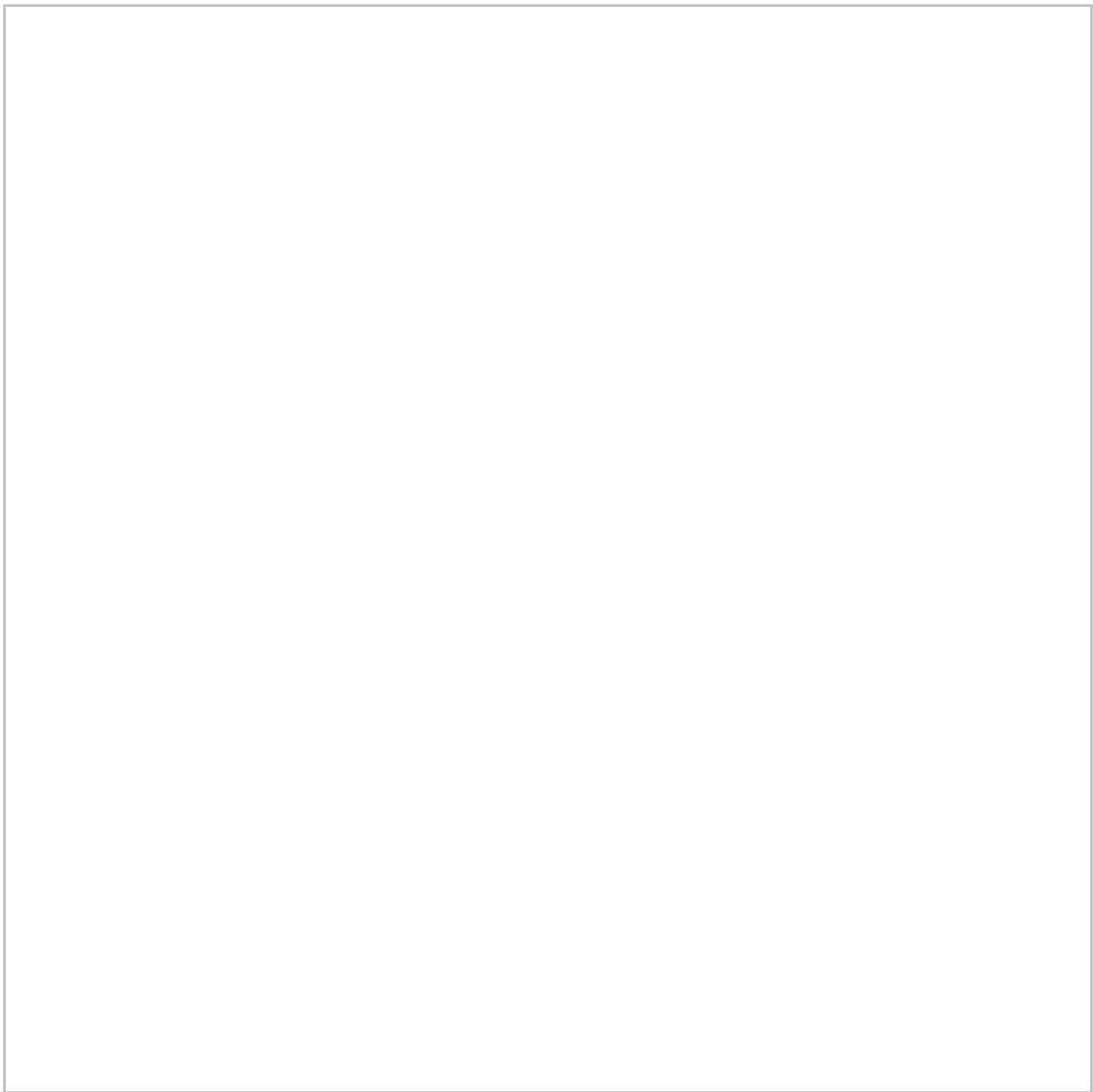
Facilitator: Tara Wickwire, Associate Vice-President, Marketing and Brand Strategy, NATIONAL Public Relations

Fee: Early Bird Registration: \$125 prior to February 4th \$150 after February 4th

Click [HERE](#) to register Once you have registered, a calendar appointment with a zoom link for the session will be sent to you.

Cancellation policy: If you wish to cancel your registration, in order to receive a full refund you must provide an email in writing to [rkolstee@amans.ca](mailto:rkolstee@amans.ca) before Monday, February 8, 2020 at 4:30 p.m. Cancellations received after this deadline will be subject to the full fee and substitution only.





[President Lutz appears on News 95.7 \(starting at 14:17\)](#)

[Kings County's deputy mayor elected president of Nova Scotia Federation of Municipalities](#)

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The Nova Scotia Federation of Municipalities logo



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**From:** [NSFM Communications](#)  
**To:** [Town of Mahone Bay Clerk](#)  
**Subject:** NSFM's Monday Memo: December 21, 2020  
**Date:** Monday, December 21, 2020 12:17:12 PM

---

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NSFM Monday Memo





## **Happy Holidays!**

We wish everyone a very happy and safe Holiday Season!

The NSFM will be closed from noon, December 24, until January 4, 2021.

---

**FCM Letter of Congratulations RE: Toward  
Parity Demonstration Project Initiative**



---

## **NSFM Partners with FCM for Women in Municipal Politics Project**

Recently the NSFM was the recipient of \$5,000 in funding for video equipment to curate a project documenting female municipal politicians, and their motivations, experiences, and advice for joining local government.

Over the coming year, the NSFM hopes to reach out to each of our female members for inclusion in the project.

Phase one of the project has already been completed, and can be [viewed on YouTube.](#)



## **MFC SEEKING NOMINATION**

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

There is an opening for an NSFM appointee on Nova Scotia's MFC Board of Directors. All of the MFC's Directors are appointed by the Governor-in-Council at the request of the Minister of Municipal Affairs and Housing, and it is necessary that an Order-in-Council naming the future Director be issued so the corporation can carry out functions requiring Board approval. We are asking all interested parties to submit their applications no later than 4:30 p.m. on January 8, 2020.

**What is the MFC:** The Municipal Finance Corporation is a Crown Corporation of the Province of Nova Scotia which provides financing for municipalities and municipal enterprises. The Board of Directors is responsible for managing the affairs of the Corporation. The mission of NSMFC is to provide capital infrastructure financing to clients at the lowest available cost, within acceptable risk parameters, and to provide financial management advice and assistance to clients. The enabling legislation is the [Municipal Finance Corporation Act](#).

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

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

**Term of Appointment:** Three years

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

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

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

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



## DIVERT NS SEEKING BOARD NOMINATION

Divert NS seeks a nomination for their board of directors according to Section 5(7) of the Nova Scotia Solid Waste-Resource Management Regulations.

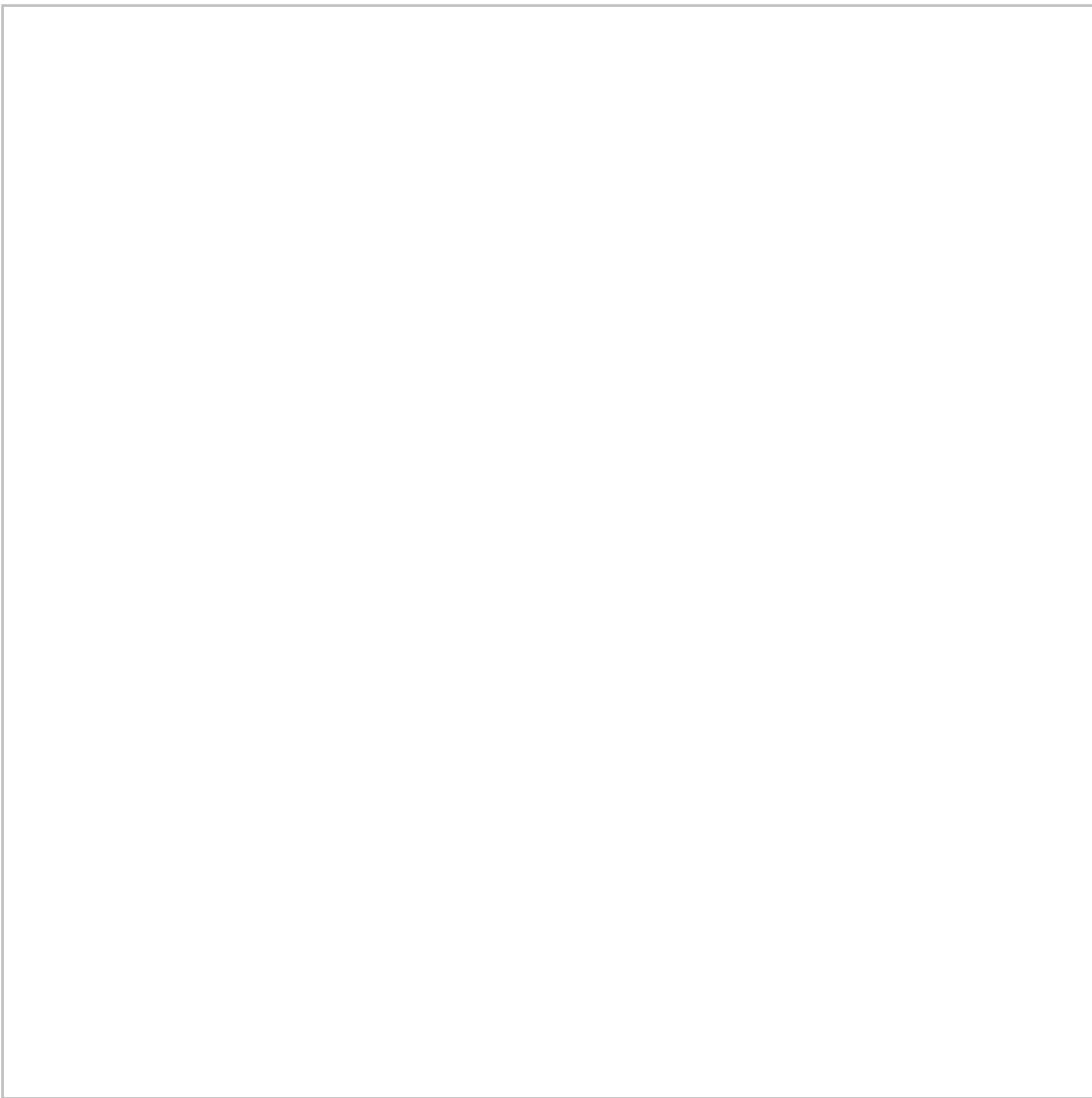
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The Company will periodically assess the expertise, experience, skills and backgrounds of its directors in light of the needs of the Board, including the extent to which the current composition of the Board reflects a diverse mix of knowledge, experience, skills, backgrounds, and any and all genders.

**Term of appointment:** Three years, to a maximum of six

Submissions must be forwarded to NSFM at [info@nsfm.ca](mailto:info@nsfm.ca) by no later than 4:30 p.m. on January 8, 2021.

**The 2020 Annual Report is now ready!**  
[Click here to read the report.](#)



## **The NSFAM is seeking applicants for a Policy Advisor**

The position will provide advice and assistance to the organization on a variety of complex and politically sensitive issues related to municipal policy, operations, financial matters, etc.

The successful applicant will have a master's degree in public administration with five to seven years related experience, and knowledge of municipal and provincial government.

Read more here: <http://ow.ly/TPfG50CNnsH>



## **Media Relations in the New Virtual Landscape**

Joint webinar by NSFM and AMANS

Thursday, February 18th, 2020 10:30 a.m. – 12:00 p.m. via zoom

Join NATIONAL Public Relations for this 90 minute session. Their media experts will take you through the current media landscape and best practices when conducting media interviews, specifically in the new virtual environment. They will also outline the role of staff in briefing council for media and how to develop and stay on message.

Facilitator: Tara Wickwire, Associate Vice-President, Marketing and Brand Strategy, NATIONAL Public Relations

Fee: Early Bird Registration: \$125 prior to February 4th  
\$150 after February 4th

Click [HERE](#) to register Once you have registered, a calendar appointment with a zoom link for the session will be sent to you.

Cancellation policy: If you wish to cancel your registration, in order to receive a full refund you must provide an email in writing to [rkolstee@amans.ca](mailto:rkolstee@amans.ca) before Monday, February 8, 2020 at 4:30 p.m. Cancellations received after this deadline will be subject to the full fee and substitution only.

## **Ecology Action Centre Training Opportunity**

The Ecology Action Centre's Coastal Team would like to offer coastal municipalities in Nova Scotia a virtual presentation and discussion session about coastal climate change adaptation options. We know that many municipalities are struggling with the influence of climate change, experiencing impacts such as coastal flooding, accelerated coastal erosion and inundation.

If your municipality's Council and staff members would like to participate in a virtual session, please email Nancy at [coastal@ecologyaction.ca](mailto:coastal@ecologyaction.ca)

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The Nova Scotia Federation of Municipalities logo



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South Shore Hospice  
Palliative Care Society

100 High Street, Suite 159  
Bridgewater NS B4V 1V9

southshorehpcs@gmail.com  
902-688-2958

Dear Mayor Devenne, ,

As this year comes to an end, I would like to take this opportunity to reach out to you and share some information from the South Shore Hospice Palliative Care Society.

When we incorporated the South Shore Hospice Palliative Care Society in June of 2019, we did so to address the needs of residents in Lunenburg and Queens Counties. While these two counties are home to some of the oldest residents in the province and in the country, designated palliative beds were, and are, lacking in any of our three hospitals and we have no free standing hospice. We are one of the last health districts in Nova Scotia to not be able to provide end of life choice to its residents.

While we work with representatives from NSHA and the Department of Health to address these issues, we have been moving ahead with initiatives to support palliative patients and their families in these two Counties. We enjoy a very strong working relationship with our local professional palliative service providers and have worked cooperatively with them to both identify and address needs.

We have provided educational materials to community members and professional staff, have paid for additional training for staff and have offered support for individuals who are working their way through the grief process.

One of our most successful undertakings has been the Beacon of Hope Fund. This Fund supports families with limited income who need additional financial support to remain in their home for end of life. This fund has covered in home oxygen, ambulance bills, incontinence supplies, food and gas, to name a few.


While Covid has restricted a number of our fund raising plans, the community support for what we are trying to do has been extremely positive. We are so grateful for this very generous community.

I have enclosed some of our latest print material and hope that you will find a few minutes to read. I would also encourage you to visit our Facebook page and website.

We look forward to 2021 as we move towards giving patients and families end of life choice.

We wish you, your family, friends and staff a very healthy and safe holiday season.

Sincerely,



Trudy Johnson  
Chair, SS/HPCS

## ABOUT US

The South Shore Hospice Palliative Care Society was incorporated in June 2019, by a group of citizens with a vision for quality and compassionate end of life care for the residents of Lunenburg and Queens counties. Through the generosity of our donors and in partnership with the Nova Scotia Health Authority Palliative Care team, we support and promote compassionate care for individuals and their loved ones who are living with a life-threatening illness.

### Vision

Compassionate end of life care in an environment of choice.

### Goals

Promote the enhancement of community and staff knowledge related to current palliative care practice and services.

Promote the expansion of existing palliative care services.

Support the individual needs of palliative care patients and their families.

Promote and support the establishment of a free-standing Hospice.

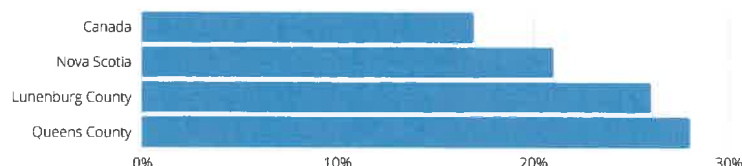
Promote and support the creation of designated acute palliative care beds in South Shore Regional, Fishermen's Memorial and Queens General Hospitals.

### Mission

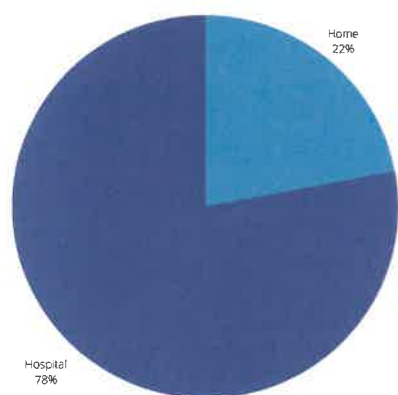
South Shore Hospice Palliative Care Society promotes compassionate, accessible end of life care through partnerships, education, advocacy, and the provision of resources.

Currently Lunenburg and Queens counties do not have a hospice and none of our 3 hospitals have designated beds for palliative care patients.

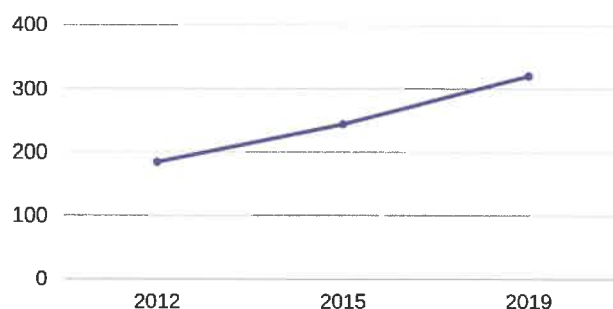
### % of Population over age of 65



### Where People Are Dying



### Referrals to Palliative Care Team



### Our Work

Through data and conversation, we have learned that the highest priority right now in our area is for hospice beds for those individuals who, for a variety of reasons, are unable to spend their last days at home. For those who are able to remain at home, we have created the Beacon of Hope Fund to provide support for palliative care clients and families with unmet needs. These realities are the basis for our advocacy and fundraising. Through our programs we are normalizing conversations about death, dying and grief and providing support for people and families at end of life.



# BEACON

2019-2020

REPORT TO THE  
COMMUNITY



Hospice

South Shore Hospice  
Palliative Care Society



## LETTER FROM OUR CHAIR

Welcome to our first issue of Beacon, Report to the Community for the South Shore Hospice Palliative Care Society. Since our inception just a few short months ago we have been buoyed forward by the positive feedback we have received. It has been a busy and, at times, challenging year for our Board members and our volunteers. However, even in the face of Covid-19 we have seen the level of support continue and grow. We have no doubt that there is a need in this community that we are working hard to meet.

While Covid has forced the cancellation of our major fundraiser and educational expo, Covid-19 has not afforded a decline in palliative numbers. As of July 2020, 180 referrals for palliative care had been received on the South Shore. The local palliative professional staff within the Nova Scotia Health Authority work tirelessly to provide high quality care and comfort for patients and their families. We continue to enjoy a strong working relationship with this staff and thank each of them for the support and care they provide.

As we work towards enhancing existing palliative care in Lunenburg and Queens Counties we have had numerous meetings with regional and provincial NSHA and Department of Health representatives. One of our consistent messages is that the residents of Lunenburg and Queens Counties deserve the same level of choice afforded Nova Scotians in other parts of the province.

This year we launched our Beacon of Hope program which is designed to provide support for individuals with financial need to remain in their homes through end of life. Funds from our Mums in Memory sales have been designated to Beacon of Hope Fund. We also enjoy strong community support from local businesses and individuals. The donations of services, product and gift certificates for fundraisers are so appreciated. While there are many who have supported us, I would like to recognize the following businesses which have been steadfast in their support - Elspeth MacLean Wile, Wile's Lake Farm Market; Amanda Fancy, Gow's Home Hardware; Kim Oickle, UPS; Ruth Anne Whicher, Caico Mae; and this year Bridgewater Tim Horton's for their SMILE cookie Campaign.

I have been privileged to work this year with a talented, dedicated and passionate group of individuals who are both Board members and volunteers. Each of our Board members has sub-committee responsibilities and juggling that work load and commitment can at times be challenging. However, they have never wavered in their commitment. I thank each Board member and volunteer for all that they have done to move our cause forward.

Thank you for joining us on this journey and for having an interest in our Society and its mission.

Trudy Johnson | Chair

# PROMOTING EXPANSION OF PALLIATIVE CARE SERVICES

*We are here to help you live the best life you can until the end.*

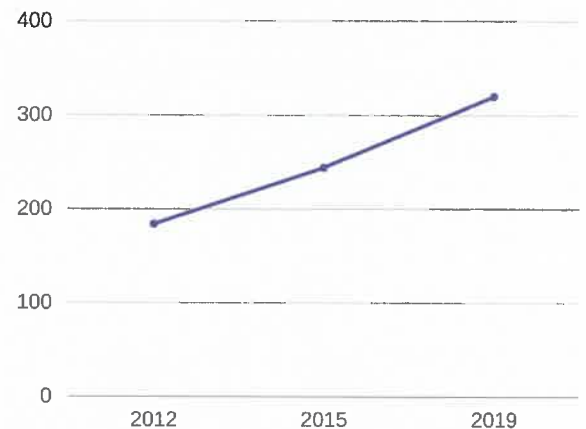
The Board of South Shore Hospice Palliative Care Society meets regularly with physicians, staff and senior leaders of the Nova Scotia Health Authority and Department of Health and Wellness to understand and promote services to meet the needs of individuals and families in Lunenburg and Queens counties who are living with life threatening and life limiting illness.

Data regarding such need has been shared to help identify priorities for addressing current gaps in service for this important population. Much good care is being provided to residents of the South Shore in dealing with end of life issues. It is clear that staff in all settings are doing their best to provide quality care, compassion and comfort. However, significant gaps remain. There are no designated beds in any of our three hospitals for palliative patients - and those patients often find themselves in hallways and other less than desirable locations at the most vulnerable time in their lives.

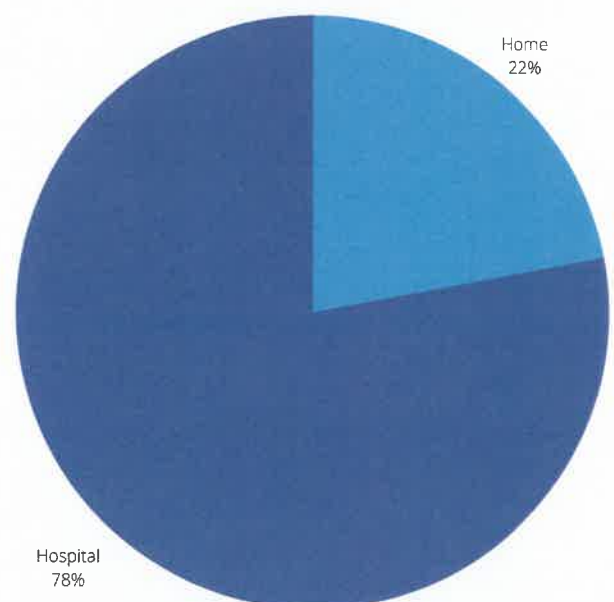
Currently there are no community-based hospice beds in Lunenburg/Queens and supports for those wishing to remain at home are often not accessible or are insufficient to meet needs.

Our advocacy and programs aim to change this.

## Referrals to Palliative Care Team



## Where People Are Dying





## PROMOTING HOSPICE & PALLIATIVE CARE BEDS

Currently Lunenburg and Queens counties do not have a hospice and none of our 3 hospitals have designated beds for palliative care patients.

Through data and conversation, we have learned that the highest priority right now in our area is for hospice beds for those individuals who, for a variety of reasons, are unable to spend their last days at home.

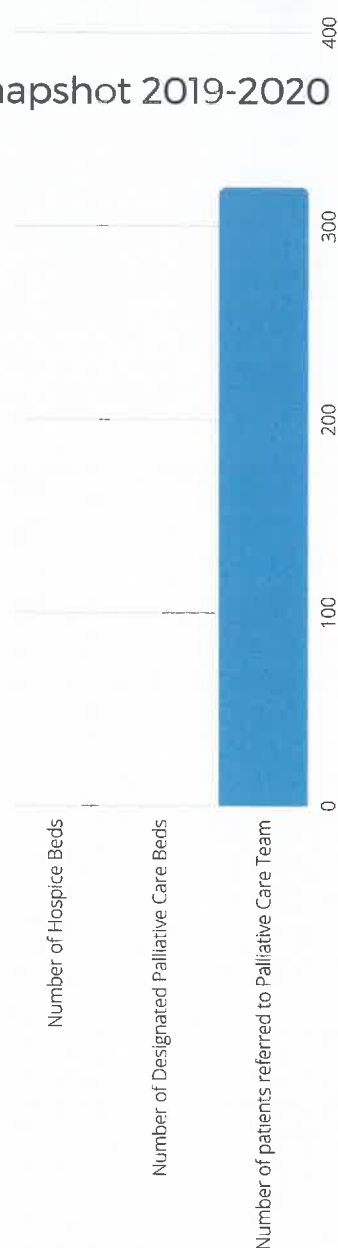
This reality is the basis for our advocacy and fundraising. We are tirelessly working to ensure that residents of our communities have access to the same options available in other parts of the province, by establishing a community-based hospice to support those at end of life here in Lunenburg/Queens.

To date we have met with the Nova Scotia Health Authority, the Board of the Nova Scotia Health Authority, the Department of Health and Wellness and local MLAs.

Our Board, community members, local businesses are working together to raise the profile of this important issue.

We have been contacted by local individuals who are prepared to make substantial contributions to this initiative if government decision-makers allocate hospice beds for our region.

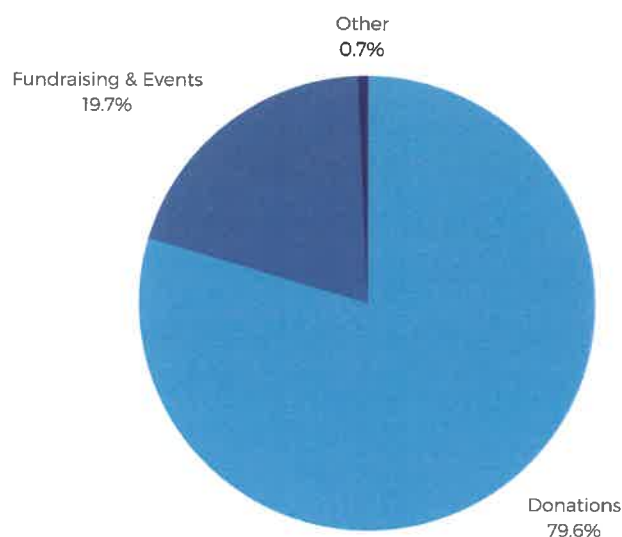
Snapshot 2019-2020





# FINANCIAL SUMMARY

## Revenue

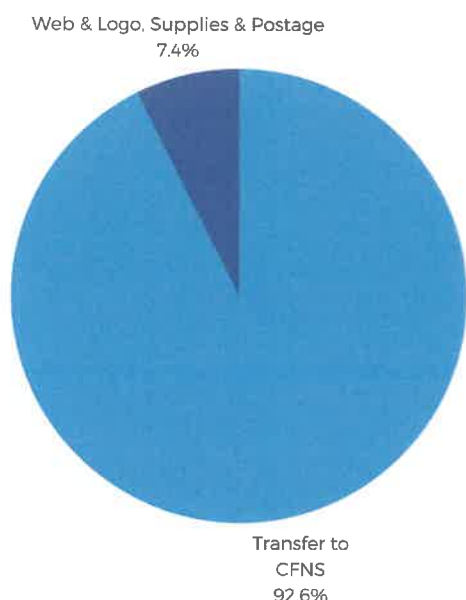


The year ended March 31, 2020, was very successful. This first full year of operations has included significant revenue from generous donations and successful fundraising events, as well as some start up expenses, such as creating our logo and website.

Our donations are transferred to and managed by the Community Foundation of Nova Scotia.

A sincere thank you to all of our hard working volunteer Board members as well as the support from all donors, volunteers, and the public. We are proud of the way we continue to grow and serve despite the pandemic.

## Expenditures



### Revenue

Donations	\$101,704
Fundraising & Events	\$25,205
Other	\$900
<b>Total Income</b>	<b>\$127,809</b>

### Expenditures

Transfer to CFNS	\$100,379
Salaries and benefits	\$0
Insurance	\$900
Website & Logo Development	\$3,667
Office, Postage, Printing	\$1,979
Other	\$1,672
<b>Total Expenditures</b>	<b>\$108,397</b>

\*Complete audited statements available on request

**Surplus** **\$19,412**

**Kelly Redden**

---

**From:** NSFM Communications <communications@nsfm.ca>  
**Sent:** Monday, January 4, 2021 1:24 PM  
**To:** Town of Mahone Bay Clerk  
**Subject:** NSFM's Monday Memo: January 4, 2021

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Monday Memo



NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES



**Happy New Year!**

Welcome back, and welcome to 2021! We're excited to work with our members through the coming new year. There's a lot of exciting projects and hard work

on the horizon.

Make sure you stay subscribed to the Monday Memo so you stay in the loop!



## **MFC SEEKING NOMINATION**

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

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## Upcoming Events

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Joint webinar by NSFM and AMANS

Thursday, February 18th, 2020 10:30 a.m. – 12:00 p.m. via zoom

Join NATIONAL Public Relations for this 90 minute session. Their media experts will take you through the current media landscape and best practices when conducting media interviews, specifically in the new virtual environment. They will also outline the role of staff in briefing council for media and how to develop and stay on message.

Facilitator: Tara Wickwire, Associate Vice-President, Marketing and Brand Strategy, NATIONAL Public Relations

Fee: Early Bird Registration: \$125 prior to February 4th  
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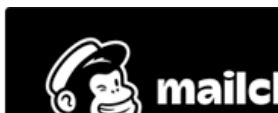
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**From:** [NSFM Communications](#)  
**To:** [Town of Mahone Bay Clerk](#)  
**Subject:** NSFM seeking members for the Compliance and Enforcement Working Group on behalf of the Accessibility Directorate  
**Date:** Thursday, January 7, 2021 10:12:58 AM

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**NSFM seeking members for the Compliance and  
Enforcement Working Group on behalf of the Accessibility  
Directorate**

Working Group members will work collaboratively to co-create a high-level Compliance and Enforcement Framework. Their work will be supported by the

Accessibility Advisory Board which is accountable to the Minister of Justice.

Working Group members will be expected to:

- Participate in all meetings with their membership group, including an orientation session
- Review meeting materials and research, and prepare for and actively participate in meetings
- Ask relevant and probing questions, and respect the views and expertise of fellow members
- Brief senior officials in their respective departments and bring forward any relevant concerns to Core Members (Government of Nova Scotia members)
- Keep their respective sectors informed, consult with their sectors, and bring forward any concerns to Core Members (Sector and Prescribed Public Sector Body members)
- Present both individual views and interests, as well as the views, feedback and recommendations of the sector or organization which they represent, if applicable
- Work collaboratively with other members to make decisions based on the best evidence

Core Members will be expected to participate in a total of approximately 15 hours of meetings throughout winter 2021. Regular members will be expected to participate in a total of approximately 8 hours of meetings throughout winter 2021. The full term for the Working Group will last no more than 6 months. The Accessibility Directorate will be responsible for scheduling meetings, with input from the Working Group. An agenda and supporting documents will be provided by the Accessibility Directorate in advance.

All meetings will take place via audio or visual conferencing. All meetings and meeting materials will be accessible to members with disabilities.

One core deliverable is expected: A high-level Compliance and Enforcement Framework for the Accessibility Act and its regulations co-created by Working Group members.

Submissions (including a resume, and expression of interest) must be forwarded to NSFM at [info@nsfm.ca](mailto:info@nsfm.ca) by no later than 12 p.m. on January 12, 2021.



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## **Report to Council January 12, 2021**





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







Goal	Objective	Assigned	Target	% Completion		
Council Assignments to Staff						
1	Council to revisit its commitment to the use of the current Three Diamonds designs as its corporate logo following the community branding public engagement component of the Wayfinding project and the community vision public engagement component of the MPS Review.	14-Apr-20	Jan, 2021	<div><div></div><div></div><div></div></div>		75%
		Note: MPS Review contract awarded to Upland; public kick-off took place July 21, 2020. Background report, results of initial engagement and community vision documents presented to project steering committee Dec 1; draft documents on Jan. 12 meeting agenda. Staff initiated discussions with MBTCC regarding Wayfinding Strategy development as per Council's direction. Provincial Beautification and Streetscaping program funding for Wayfinding Project confirmed, design contract awarded to P. Tabbiner Design + Illustration. Update report included on Council's Nov. 26 and Dec. 8 meeting agendas, reappearing on Jan. 12 agenda with online survey results.				
2	Staff to contact the NS Department of TIR regarding the Town's proposed 2020/21 Transportation Project as well as to discuss proposed changes on highway approaches to Mahone Bay as outlined in the CBCL report.	25-Jun-20	Jan., 2021	<div><div></div><div></div><div></div><div></div></div>		75%
		Notes: In Progress. Update included in 2020-21 Transportation Project Update to Council's Nov. 26 meeting. Awaiting confirmation from TIR regarding poposed speed limit changes on highway approaches.				

3	Staff to contact the NSLC regarding the proposed bicycle corridor across their property referenced in the CBCL Ltd. report, connecting Main Street and Kinburn Street and supporting the establishment of a community-wide, all-ages bicycle route.	25-Jun-20	Jan., 2021		75%	Notes: In Progress. Update included in 2020-21 Transportation Project Update on Council's Nov. 26 meeting agenda. Draft Engagement Plan re development of community-wide, all-ages bicycle route to be presented on Jan. 28 meeting agenda.
4	Staff to confirm the incorporation of the MBDVFD as a Society and, on doing so, to arrange a meeting between members of Council and members of the MBDVFD executive to discuss the Society's potential contributions to future capital projects including the new Fire Station project and the anticipated purchase of a new fire vehicle in 2021-22.	30-Jul-20	Dec., 2020			
5	Staff amend the Respectful Workplace Policy and/or Employee Conduct Policy to reflect points raised in review of the draft Violence in the Workplace Policy specific to Town employees and recommend to Council.	08-Sep-20	Jan., 2021		50%	Notes: In Progress.

6	Staff to review Town policies regarding signage and provide recommendations in respect to plastic and disposable signage within the Town of Mahone Bay, specifically including a recommendation regarding election signage.	08-Sep-20	Jan., 2021					50%
Notes: In Progress.								
7	Staff to draft a CAO Performance Review Policy that includes a detailed procedure, or procedure options, for how regular CAO Performance Reviews will be conducted, and to present such policy to Council for consideration after the new Council is sworn in following the October municipal	08-Sep-20	Jan., 2021					50%
Notes: Report anticipated to Council's Jan. 28 meeting.								
8	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	Feb., 2021					50%
Notes: In progress.								
9	Staff to report back with information about costs for permanent speed signs for consideration in 2021/2022 budget process.	24-Sep-20	Jan., 2021					75%
Notes: In progress.								

10	Staff to prepare a proposal for the FCM's Municipal Asset Management Program for data collection and development of management plans for Town-owned natural assets.	13-Oct-20	Jan., 2021		50%	Notes: In progress. Coordinating with MODL participation in MNAI natural assets initiative. Report on FCM application anticipated to Council's Jan. 28 meeting.
11	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	Jan., 2021	Not Yet Begun		Notes: None.
12	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.	26-Nov-20	Jan., 2021		50%	Notes: In progress. Report anticipated to Council's Jan. 28 meeting.
13	Council direct staff to commence work on the 3-way stop at the intersection of Clearway and Main as soon as possible.	26-Nov-20	Apr., 2021		50%	Notes: Engineering designs complete (CBCL Ltd.), materials ordered, contractor engaged; work remains weather dependant.
14	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.	26-Nov-20	Jan., 2021		75%	Notes: In progress. Report anticipated to Council's Jan. 28 meeting.

15	Staff 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.	26-Nov-20	Jan., 2021		75%	Notes: Call issued via social media, website, newsletter, etc. no response from developers / non-profit organizations to date.
16	Staff to initiate discussion with MODL Planning staff and 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.	26-Nov-20	Feb., 2021		25%	Notes: In Progress. Discussion initiated with MODL Planning staff.
17	Staff to draft proposed Terms of Reference for an All-Council Committee.	08-Dec-20	Jan., 2021			Notes: Report with draft Terms on Council's Jan 12 meeting agenda.
18	Staff to draft proposed changes to the wording of the Town Council policy respecting guidelines to establish a session for public comments prior to regular meetings of Council	08-Dec-20	Jan., 2021			Notes: Report with draft wording changes on Council's Jan 12 meeting agenda.

<b>19</b>	Staff to draft proposed changes to the wording of the Town Council policy respecting delegations for improved inclusivity and approachability.	08-Dec-20	Jan., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Report with draft wording changes on Council's Jan 12 meeting agenda.
<b>20</b>	Staff to add the link to the NSFM CAP map and accompanying information from NSFM to the Town's website.	08-Dec-20	Jan., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Complete.
<b>21</b>	That staff ammend the Committee policy to reflect the suspension of the Economic Development Committee until the terms of reference for that committee can be reviewed by Council.	08-Dec-20	Jan., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Report with draft change on Council's Jan 12 meeting agenda.
<b>22</b>	That staff issue a Request for Proposals for conduct of the Town's 2020-21, 2021-22, 2022-23 annual audits and that the audit be fully scoped to reflect the Town's current audit process.	08-Dec-20	Jan., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: RFP issued, closing Jan 21, 2021.
<b>23</b>	Staff to schedule a Public Information Meeting in January 2021 to receive feedback on the proposed Local Improvement By-law.	08-Dec-20	Jan., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: PIM scheduled for 7 PM, Wednesday, Jan 20th via Zoom.

24	Staff to issue a request for proposals for facilitation services in relation to development of a 2021-25 strategic plan including monitoring and evaluation plan for same.	08-Dec-20	Jan., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: RFP issued, closing Jan 12, 2021.
25	Staff to develop a draft public engagement plan associated with the 2021-25 strategic plan, for consideration of Council.	08-Dec-20	Jan., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress. Report anticipated to Council's Jan. 28 meeting.
26	Staff to request a version of Wayfinding signage Option 1 in the same colour scheme as Option 2A. These two option to be put to another voluntary online survey providing a choice between the two options.	08-Dec-20	Jan., 2021	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Version rquested and received, survey results to be reported on Jan 12., 2021 meeting agenda.

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

1	<b>COVID-19</b>	<p>Staff have implemented measures at Council's direction and have issued public bulletins in this regard via website, social media and mailout. Staff are adhering to all provincial guidelines for safe work and are working remotely if possible. Town office remains closed to the public except by appointment, until renovations can be completed (update included in report on Nov. 26 meeting agenda). CAO participating in all NSFM and AMANS discussions concerning COVID-19 and relaying Provincial updates. COVID-19 Property Tax Financing Program closed September 30, report on Council's Nov. 26 meeting agenda). Staff regularly updating COVID-19 messaging as required.</p>
2	<b>Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program</b>	<p>Staff working with Municipality of the District of Chester GIS technical support to map Town's assets; water map with condition, probability of failure and risk completed, wastewater, stormwater and streets/sidewalks under development. MAMP funding received and 2020-21 AM project (electrical system and non-linear assets) well underway. Funding for participation in AIM Cohort 2.0 approved by Council in 2020-21 budget; currently awaiting confirmation of format and schedule for Cohort 2.0. AIM Network annual conference took place virtually Oct 28-29; CAO and Mayor Devenne presented on Town AM program / committee</p>



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

5	<b>Regional Emergency Measures Organization (REMO)</b>	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	<b>Alternative Energy Resource Authority (AREA)</b>	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	<b>FCM / Clean Foundation Transition 2050 (Partners for Climate Protection) Initiative</b>	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	<b>Lunenburg County Accessibility Advisory Committee</b>	CAO serving as staff policy resource to Lunenburg County Accessibility Advisory Committee; meetings continue in remote format. It is anticipated that, as a consequence of COVID-19, the Province will extend legislative deadlines for the development and implementation of Accessibility Plans and associated Operational Plans.
9	<b>Nova Scotia Federation of Municipalities (NSFM)</b>	CAO remotely attended Aug 25, 2020 meeting of Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative. CAO and Mayor participating in semi-regular NSFM COVID-19 calls / list serve. Fall AMA/NSFM AGMs upcoming in remote format. Municipal Awareness Week 2020 celebrated Nov 15-22; virtual infrastructure tour video published on Town website / Youtube Nov 20.



**1 Streets & Sidewalks**

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

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

4	<b>Water Supply, Treatment &amp; Distribution</b>	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	<b>Sewage Collection &amp; Treatment</b>	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	<b>COVID-19</b>	Staff continue to provide essential services while practicing physical distancing, wearing of masks and good hygiene practices. Staff members have indicated that the ongoing closure of the Town Hall to the public helps to protect the health of essential workers.

**Finance Manager's Report - November 26, 2020 (Next update Jan 28, 2021)**

<b>1</b>	<b>COVID-19</b>	No change from prior report. Finance staff continue to provide a high level of service to residents remotely during these challenging times.
<b>2</b>	<b>Provincial Reporting</b>	No outstanding Provincial Reporting Requirements.
<b>3</b>	<b>Tax Bills/Tax Sale</b>	Preliminary Tax Sale notices were sent out on qualifying properties. Payment agreements are being discussed and it is not expected that any of these properties will proceed to Tax Sale.
<b>4</b>	<b>Audit</b>	The 2019-20 Audit has been completed and staff have received the signed off Financial Statements from Deloitte. The file is closed.

## Clerk & Deputy CAO's Report - November 26, 2020 (Next update Jan 28, 2021)

<b>1</b>	<b>Temporary Vending/Events</b>	New By-laws to come into effect January 1, 2021; Planning Guide to be posted on Town website in December 2020 and information shared within community.
<b>2</b>	<b>2020 Municipal Election</b>	Election October 17th and new Council sworn in at November 10, 2020 meeting of Council. Assistant Returning Officer finished November 10, 2020.
<b>3</b>	<b>Plan Review</b>	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.
<b>4</b>	<b>Communications and Public Engagement</b>	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.
<b>5</b>	<b>Council Support</b>	New Council sworn in; ongoing Council orientation. Facilitated IT switch from outgoing to incoming Council.
<b>6</b>	<b>Projects</b>	Wayfinding signage project coordination; report to Council on November 26, 2020 agenda.



<b>7</b>	<b>By-law Enforcement</b>	Continued development of enforcement procedures and protocols for internal referrals.
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By-law and Policy Review - November 26, 2020 (Next update Jan 28, 2021)			
1	Trees By-law	Target 31-Mar-21	Staff to prepare a report on drafting a Trees By-law in context of Plan Review.
2	Park By-law	Target 31-Mar-21	Staff to review Park By-law in conext of Plan Review.
3	Off Premises Signage Policy	Target 31-Mar-21	Staff to review Off Premises Signage Policy in context of Plan Review.
4	CAO Performance Review Policy	Target 31-Jan-21	Staff to prepare a report on drafting a CAO Performance Review Policy.
5	Employee Conduct Policy	Target 31-Jan-21	Staff to review Employee Conduct Policy in relation to violence in the workplace.
6	Land-Use By-law and Municipal Planning Strategy	Plan Review Underway. Community Vision and Engagment Summary expected November 2020.	
PRESENTED FOR COUNCIL DIRECTION			

## Service Statistics - November 26, 2020 (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.		
2	Police Services (founded & SUI occurrences)	Apr-Jun	92	98 in Q1 2019-20
		Notes: None.		
3	Traffic (Speed Signage)	Aug, 2020	<u>38 Clearway</u> Av. Speed 33 / 30 (50) Kph	<u>237 Edgewater</u> Av. Speed 56 / 50 Kph
		Sep, 2020	<u>38 Clearway</u> Av. Speed 34 / 30 (50) Kph	<u>237 Edgewater</u> Av. Speed 58 / 50 Kph
		Oct, 2020	<u>38 Clearway</u> Av. Speed 35 / 30 (50) Kph	<u>237 Edgewater</u> Av. Speed 57 / 50 Kph
4	Solid Waste (Tonnage)	Jun-20	87.30	YTD: 248.78
		Notes: Recyclables = 9.21; Organics = 19.17; Garbage/Other = 53.52; Cardboard = 5.40.		

5	CodeRED (Registrations)	Mar. 31, Total	Households: 161 Mader's Cove Utility: 25
		30/10/202	Residential: 274; Business: 10; Email 146; Text: 180
		30/09/2020	Residential: 281; Email: 159; Text: 195
		31/8/2020	Residential: 266; Business: 10; Email: 144; Text: 174
		31-Jul-20	Residential: 242; Business: 12; Email: 133; Text: 159
		30-Jun-20	Residential: 246; Business: 12; Email: 135; Text: 160
		May. 31, 2020	Residential: 244; Business: 12; Email: 134; Text: 158
		Apr. 30, 2020	Residential: 244; Business: 12; Email: 134; Text: 158
		Mar. 31, 2020	Residential: 243; Business: 12; Email: 134; Text: 157

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

## 21st Century Infrastructure

			2018/19				2019/20				2020/21			
			Year 2				Year 3				Year 4			
General Action	Specific Action	Responsible	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Facilities Management	Council makes decisions and authorizes staff to prepare RFP(s) relating to renovation or construction	Council									*			
		Fire Station project management / engineering assistance with the preparation of design-build tender documents contract awarded to Vigilant Management Inc. Feb 11, 2020. Design - build contract awarded to Roscoe Construction Ltd. Sept 8, 2020. Staff have applied for ICIP funding for Community Hall project on Council's direction.												
	Condition Assessments of Town Infrastructure	CAO/DOO	Ongoing											
		FCM MAMP funding application approved. Project work has now begun. Report anticipated January 2021.												

Asset Management	Public Engagement Process	CAO and Council	Ongoing												
		AIM Cohort participation complete Nov 2019; Cohort 2.0 participation approved in 2020-21 budget, start date TBD. Town AM Committee meeting monthly with regular agenda item re public engagement / education. Council approved AM Poster / Fact Sheet series for public release Oct 13th, will be distributed in print and online through fall / winter 2020-21.													
	Adopt Asset Management Plan	Council											*		
		AM Committee developed Town of Mahone Bay Asset Management primer (posters and fact sheets for each asset class) approved at Council's Oct 13th meeting; foundations of AM planning. Further report to Council anticipated on completion of MAMP project.													
	Prepare annual 10 year capital budget	Council/Staff								*				*	
		Draft 10 year capital budget based on 5 year plan included in 2020-21 budget approved May 12, 2020. Capital Investment Plan report for 2020-21 submitted to Province. Draft 10 year capital budget will be updated for Council's review ahead of 2021-22 budget process.													

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

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



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

## Economic and Community Development

			2018/19				2019/20				2020/21			
			Year 2				Year 3				Year 4			
General Action	Specific Action	Responsible	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Define the framework for an economic development strategy	Engage community partners in identifying potential areas of economic development in Mahone Bay	Council/Econ. Dev Committee							*					
		EDC discussion June 2020, regarding possible local shopping / local food initiatives continued at July meeting with Climate & Outreach Coordinator Katherine Dorey. Staff continuing to develop buy local / eat local promotion as proposed GHG Reduction Plan action. EDC discussing steps to define framework for an economic development strategy for recommendation to Council's 2021-22 budget												
	Discussion with all partners as to the role of each in economic development to identify gaps in service	Council/Econ. Dev Committee										*		

Ensure that Town policies, practices, bylaws and other regulations foster growth and development	Staff to review existing and proposed bylaws and policies and make recommendations to Council	CAO	Ongoing											
	Planning Advsory Committee to review MPS and LUB - including overseeing a public engagement process - and make recommendations to Council	PAC/Consultant	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div>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<b>Ensure that Town infrastructure is in place to support development plans</b>	Work with the Mahone Bay and Area Tourism and Chamber of Commerce to identify opportunities for tourism-supporting infrastructure (wifi, signage, etc.)	CAO/Econ. Dev Committee	Ongoing
		Letters from Mahone Bay Tourism and Chamber of Commerce received at Council's Feb 27 meeting and referred to budget. 2020-21 budget approved May 12 includes commitments for wayfinding signage and other tourism-supporting infrastructure. On May 28 Council directed staff to reach out to MBTCC regarding wayfinding signage and the Wayfinding Signage project team consisting of Town staff and MBTCC representatives initially met on June 10 and regular meetings continue as required. Contract awarded by Council to Pierre Tabbiner Design and Illustration Sept. 24; update on Council's Nov. 26 meeting agenda.	

<b>Collaborate with organizations that are involved in economic</b>	Regular meetings with Mahone Bay Tourism and Chamber of Commerce	CAO	Ongoing
	MBTCC participation on Economic Development Committee	Econ. Dev Committee	Ongoing



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

	Administer Municipal Heritage Property registration program	HAC	Ongoing
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<p><b>Encourage diversity in the community</b></p>	<p>Create a welcoming environment in the Town for persons from diverse communities</p>	<p>Council</p>	<p>Ongoing</p>
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## Governance and Public Engagement



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

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

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






	Engage with waterfront property owners on Edgewater St.	CAO				*								
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Undertake Climate Adaptation initiatives (implement further phases of the Harbour Development Plan)	Monitor and pursue funding opportunities for a storm surge abatement plan	CAO														
		Pursuing Investing in Canada Infrastructure Funding (Small Communities Component); staff recently updated CBCL Ltd. estimates for potential upcoming ICIP call for proposals. INTACT funded Shoreline Improvement demonstration project now underway with Coastal Action; report to Council concerning budgetted adaptation education initiative anticipated in December 2020.														
	Public engagement process	Council/Consultant					*	*								
		See above.														
	Council makes decision and authorizes staff to prepare	Council													*	
		Funding not yet received; continues to be a priority in Council's 2020-21 budget. Letters sent to MLA/MP.														


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

<b>Preserve and enhance our natural spaces and assets</b>	Continue to preserve and enhance our natural spaces and assets	Council	Ongoing
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## 2020-21 Budget - Operating Initiatives - Nov. 26, 2020 (Next update January 28, 2021)







	Total Cost	Town Cost		
<b>1</b> Asset Management Initiatives	\$72,895	\$26,495		<b>75%</b>
Notes: MAMP funding received and project work has begun. AIM Cohort 2.0 approved in 2020-21 budget; program start date TBD.				
<b>2</b> Transportation Plan	\$33,237	\$18,237		
Notes: CBCL Ltd. Transportation Plan Report accepted by Council July 14, 2020.				
<b>3</b> GHG Reduction Initiatives 2019-20	\$50,000	\$25,000		<b>75%</b>
Notes: Completed requirements to join FCM / Clean NS Transition 2050 initiative. LCC funding announced Feb 24, 2020. Climate and Energy Outreach Coordinator Katherine Dorey hired. Completed initial data collection to support establishment of emissions baseline with SSG. Community data collection and SSG low carbon scenario modelling ongoing. Report to Council with draft plan provided April 21, 2020; updated draft plan with baseline and scenario modelling for actions anticipated Jan. 2021.				
<b>4</b> GHG Reduction Initiatives 2020-21	\$60,000	\$30,000		<b>25%</b>
Notes: LCC Program funding application submitted.				
<b>5</b> Centennial Year Program	\$73,270	\$15,000		<b>75%</b>
Notes: Final dates disrupted by COVID-19; staff wrapping up project in Q1 2020-21, final wrap-up report to Council anticipated Dec 8, 2020.				

6	Town Website Update	\$12,000	\$12,000	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: Website launched Sept. 18, 2020. Staff currently updating / troubleshooting.			
7	MPS / LUB Update - Year 1	\$80,000	\$80,000	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes: Contract awarded to Upland planning + design, completion expected by July, 2021. Report on initial engagement phase to steering committee early December 2020.			
8	Wastewater Rate Study	\$12,400	\$12,400	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: Study begun with consultant. Awaiting Provincial approvals of PAA treatment pilot.			
9	Electric Utility "Grow the Load" Initiatives	\$8,000	\$8,000	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: AREA HOME Program / ambassadors community promotion begun Oct. 1, 2020. EV Promotion ongoing (test drive event Nov 28).			
10	Electric Utility Rate Study	\$5,000	\$5,000	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: Consultant contracted in coordination with Riverport Electric Commission. Staff currently following Berwick rate application for information.			
11	Wayfinding Strategy / Signage	\$27,500	\$10,000	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes: Provincial B&S funding (\$12,500) confirmed. Signage design RFP awarded to Pierre Tabbiner Design & Illustration. Update on Nov 26 agenda.			
12	Waste Receptacles	\$12,000	\$12,000	Not Yet Begun	
		Notes: None.			
13	Accessibility Operational Plan	\$25,000	\$25,000	Not Yet Begun	
		Notes: Waiting on approval of Lunenburg County Accessibility Plan. Deadline extension from April 1, 2021 announced by Province (new deadline unknown).			

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

## 2020-21 Budget - Capital Projects - Nov. 26, 2020 (Next update January 28, 2021)


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


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



17	Sea Level Rise / Storm Protection - Edgewater St.	\$349,800	\$1,564.00	Not Yet Begun	
		Notes: 2016 Edgewater St. Shoreline Project estimates updated for potential ICIP application. INTACT funded demonstration project underway with Coastal Action.			
18	Home Heating Programs (Town Portion)	\$50,000		Not Yet Begun	
		Notes: HOME Program launched Oct 1. In discussions with FCM on funding for program expansion. Staff continuing to work with Neothermal to develop ETS pilot for Mahone Bay.			
19	Solar Garden Development	\$5,205,684	\$4,860.00	Not Yet Begun	
		Notes: Dept. of Energy ICIP funding application submitted by AREA staff.			
20	Fix / Repair Edgewater Lamps & Cemetery Fence	\$20,000		Not Yet Begun	
		Notes: External funds not received. Postponed to consideration in 2021-22 budget process.			
21	Replace Ballfield Backstop	\$25,000	\$18,250.00	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
		Notes: Project Complete.			
22	Drill Well at VIC	\$10,000		Not Yet Begun	
		Notes: As required.			
23	Install Dechlorination System	\$105,000		<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: PCAP funding re-allocated from Transmission Main Diagnostic. CBCL Ltd. engaged to assist with paracetic acid pilot. Staff awaiting final Dept. of Environment approval.			
24	Wastewater PCAP - Plant Effluent Options	\$32,824	\$7,003.00	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		Notes: See above.			
25	Line Replacement - Fairmont to WWTP	\$448,350	\$2,260.00	Not Yet Begun	
		Notes: Updating Engineering Information for ICIP Applications.			

26	Line Replacement - Cherry Lane to Long Hill Rd.	\$1,312,500		Not Yet Begun
	Notes: Waiting on ICIP funding window.			
27	Line Replacement - Long Hill Rd. to WTP	\$756,000		Not Yet Begun
	Notes: Waiting on ICIP funding window.			
28	Line Extension - Main St. South to Town Boundary	\$249,200		Not Yet Beagun
	Notes: Waiting on ICIP funding window.			
29	Line Replacement - Main St. North to Town Boundary	\$164,850		Not Yet Begun
	Notes: Waiting on ICIP funding window.			
30	Service Extensions - Edgewater to Town Boundary	\$225,000		Not Yet Beagun
	Notes: Waiting on ICIP funding window.			
Water Utility				
1	Connection of New Water Services	\$5,000	\$1,136.00	<div></div> 25%
	Notes: As required.			
2	Cut Out Access to Transmission Line	\$10,000		Not Yet Begun
	Notes: Referred to 2021-22 budget process. See Transmission Main Diagnostic below.			
3	Clearwell Cleaning / Inspection	\$14,000		Not Yet Begun
	Notes:			
4	Replace Hydrants as Needed	\$5,000		Not Yet Begun
	Notes: As required.			
5	Install Water Meters as Required	\$3,700		Not Yet Begun
	Notes: As required.			
6	Install Corrosion Coating in Chemical Room	\$10,000		Not Yet Begun
	Notes:			

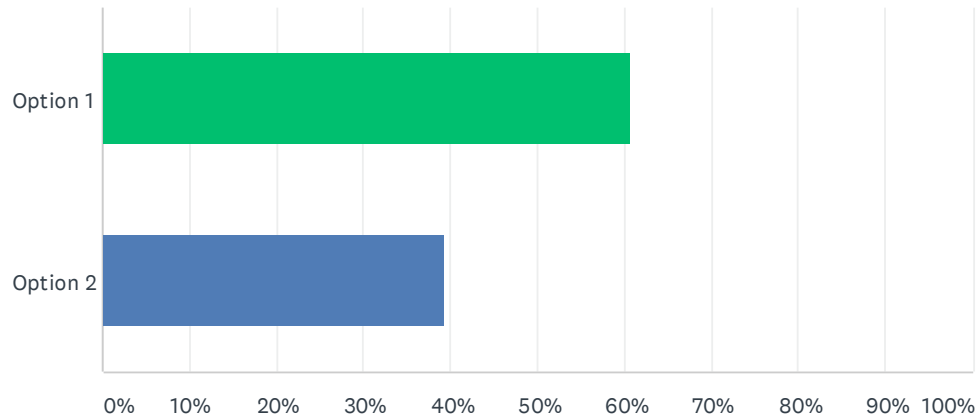
7	Deadend Flushings - System Extremities	\$15,000		Not Yet Beapun	
		Notes:			
8	Replace Door / Window / Wet Well Cover	\$5,000	\$4,991.00	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: Project Complete			
9	Install Security Cameras	\$4,000		Not Yet Begun	
		Notes: Delayed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

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

**Dec. 2020/ Jan. 2021 Survey**

## Q2 Which do you prefer?

Answered: 33 Skipped: 0



ANSWER CHOICES	RESPONSES	
Option 1	60.61%	20
Option 2	39.39%	13
TOTAL		33

### OPTION 1



OPTION 01

### OPTION 2

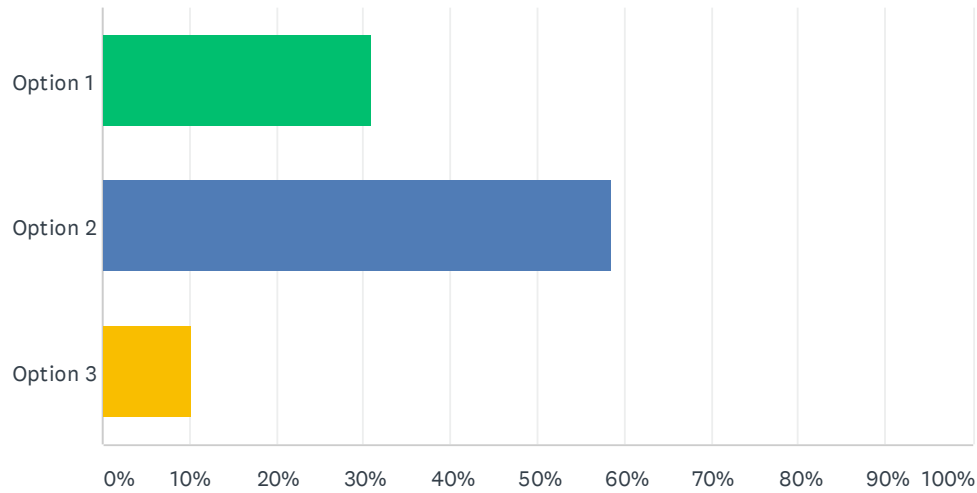


OPTION 02

November 2020 Survey

## Q2 Which do you prefer?

Answered: 58 Skipped: 0



ANSWER CHOICES	RESPONSES	
Option 1	31.03%	18
Option 2	58.62%	34
Option 3	10.34%	6
TOTAL		58

## Option 1



## Option 2



## Option 3





## **Town of Mahone Bay**

Staff Report

RE: Wayfinding Signage Project Update

November 26<sup>th</sup>, 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 24<sup>th</sup> 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 26<sup>th</sup>, 2020 which closed September 11<sup>th</sup>, 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 24<sup>th</sup>, 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 8<sup>th</sup> would then be conveyed to the contractor to complete templates for final presentation to Council in January 2021.

## **Financial Analysis:**

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



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

- Collaborate with organizations that are involved in economic development activities

**3.3 Economic and Community Development**

- Create opportunities for public engagement

**Recommendation:**

It is recommended,

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

**Attached for Council Review:**

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

**Respectfully Submitted,**



Dylan Heide  
Town of Mahone Bay CAO



pierre tabbiner

design + illustration

# town of mahone bay / wayfinding signage

why are we here?

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

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

## who are we talking to?

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



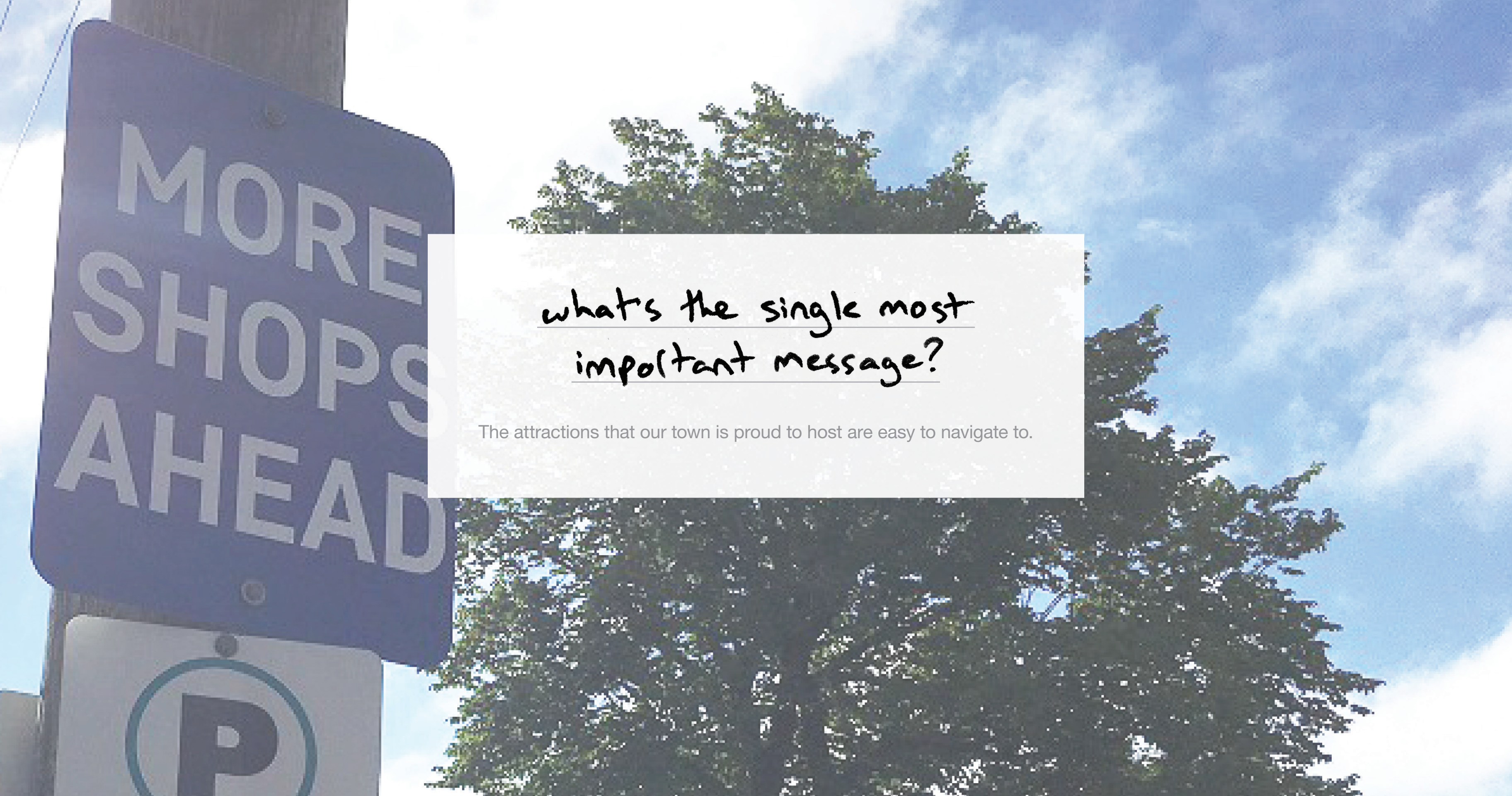
We will design with the “lowest common denominator” in mind: people with visibility issues such as colourblindness, diminished vision, or for whom English is a second language.

## what do we want them to think?

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

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





what's the single most  
important message?

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



here's where we're at







# HERE'S WHERE WE'RE AT.

## THE GOOD STUFF

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

## THE LESS-GOOD STUFF

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



here's what we'll pay attention to

# HERE'S WHAT WE'LL PAY ATTENTION TO.

## THE GOOD STUFF (AS ALWAYS)

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

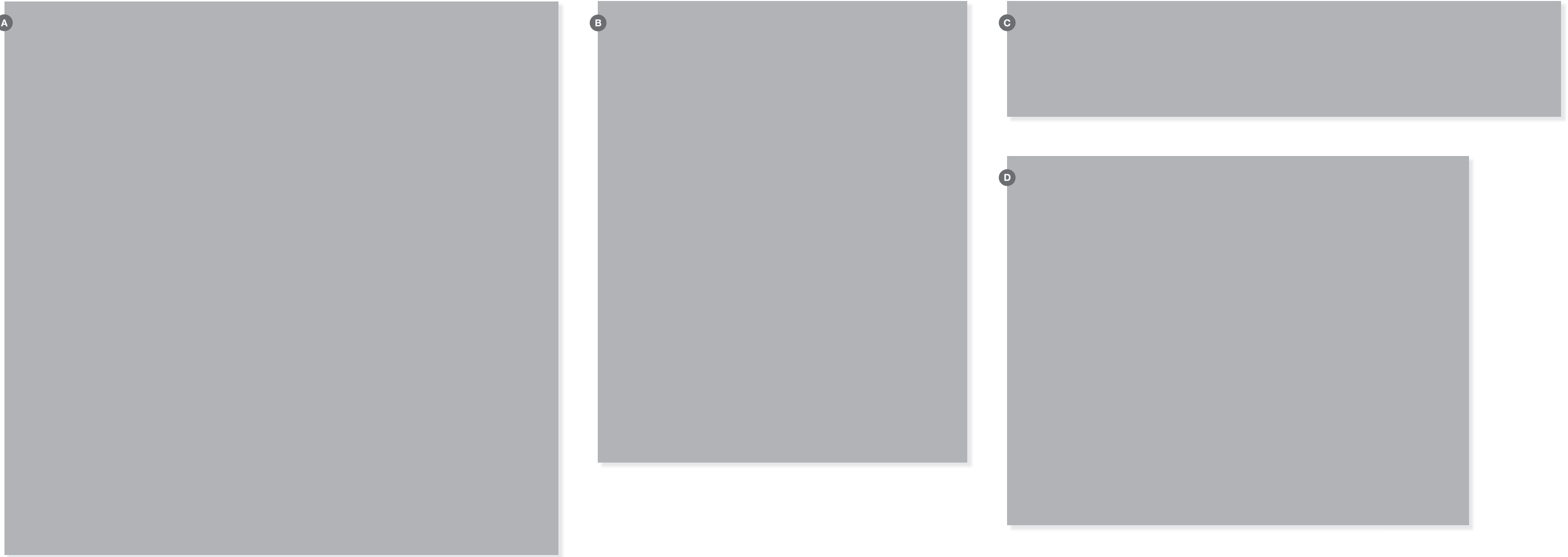
## THE LESS-GOOD STUFF (THAT WE'LL CORRECT)

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

## THE NEW STUFF

- Ultimate legibility
- Colour scheme
- The Visitor Information Centre

# A WORD ABOUT SHAPES



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

# A WORD ABOUT COLOUR

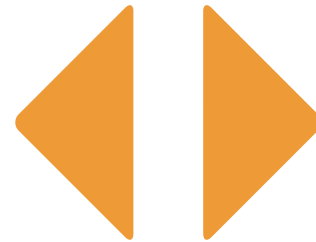


# **A WORD ABOUT THE VISITOR INFORMATION CENTRE**

Welcome to Mahone Bay. Visitor Information: [MahoneBay.com](http://MahoneBay.com)

option 01

**Specialty Shops  
Accomodations  
Restaurants  
Galleries  
Antiques**



Welcome to Mahone Bay. Visitor Information: [MahoneBay.com](http://MahoneBay.com)

**Mahone  
Bay  
Centre**



Welcome to Mahone Bay. Visitor Information: [MahoneBay.com](http://MahoneBay.com)

**Public Pool  
Fire Hall  
Tennis**



Welcome to Mahone Bay. Visitor Information: [MahoneBay.com](http://MahoneBay.com)

**More  
shops  
ahead**

Welcome to Mahone Bay.  
Visitor Information: [MahoneBay.com](http://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.

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

# Mahone Bay

Coco Gothic (Heavy)<sup>1</sup>  
ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

 SIGN BASE  
00 / 00 / 00 / 00

 ARROWS  
05 / 45 / 90 / 00

 SIGN EDGE & TEXT  
100 / 50 / 40 / 10

option 02a

**Specialty Shops  
Accomodations  
Restaurants  
Galleries  
Antiques**

Welcome to Mahone Bay. Visitor Information: [MahoneBay.com](http://MahoneBay.com)

**Mahone  
Bay  
Centre**

Welcome to Mahone Bay. Visitor Information: [MahoneBay.com](http://MahoneBay.com)

**Public Pool  
Fire Hall  
Tennis**

Welcome to Mahone Bay. Visitor Information: [MahoneBay.com](http://MahoneBay.com)

**More  
shops  
ahead**

Welcome to Mahone Bay.  
Visitor Information: [MahoneBay.com](http://MahoneBay.com)

**United Baptist Church**

**Mahone Bay Centre**

**Old School Market**

# OPTION 02a



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

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

# Mahone Bay

Gerbera (Black)<sup>1</sup>  
ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

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



**Specialty Shops  
Accomodations  
Restaurants  
Galleries  
Antiques**



Welcome to Mahone Bay. Visitor Information: [MahoneBay.com](http://MahoneBay.com)



**Mahone  
Bay  
Centre**

Welcome to Mahone Bay. Visitor Information: [MahoneBay.com](http://MahoneBay.com)



**Public Pool  
Fire Hall  
Tennis**

Welcome to Mahone Bay. Visitor Information: [MahoneBay.com](http://MahoneBay.com)



**More  
shops  
ahead**

Welcome to Mahone Bay.  
Visitor Information: [MahoneBay.com](http://MahoneBay.com)



**United Baptist Church**

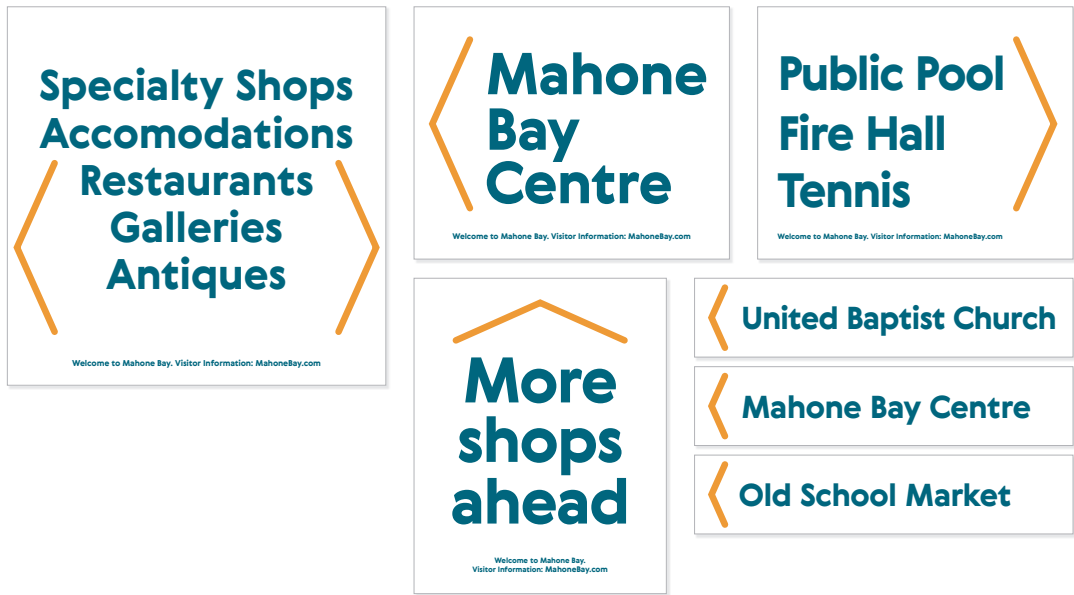


**Mahone Bay Centre**



**Old School Market**

# OPTION 02b



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

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

# Mahone Bay

Gerbera (Black)<sup>1</sup>  
ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

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



OPTION 02a



OPTION 02b



Thanks very much,

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

Pierre Tabbiner





## **Town of Mahone Bay**

Staff Report

RE: Council and Committee Policy

January 12, 2021

### **General Overview:**

This report is to provide Council with draft amendments of the Town Council and Committee Policies, as directed by Council on December 8, 2020.

### **Background:**

A review of the Town of Mahone Bay Town Council Policy and Committee Policy was placed on the agenda of the November 26, 2020 meeting of Council as part of the regular review of policies, specifically as these two policies bear review with the election of a new Council.

At the December 8, 2020 Special Council meeting, Council directed staff to make the following amendments:

- Draft proposed Terms of Reference for an All-Council Committee
- Draft proposed changes to the wording of the Town Council Policy respecting guidelines to establish a session for public comments prior to regular meetings of Council
- Draft proposed changes to the wording of the Town Council policy respecting Delegations for improved inclusivity and approachability

At the December 8, 2020 regular meeting of Council, Council further directed staff to:

- Amend the Committee Policy to reflect the suspension of the Economic Development Committee until the terms of reference for that committee can be reviewed by Council

### **Analysis:**

#### All Council Committee

Staff have reviewed the structure of other all-council meeting structures and have developed terms of reference which specifically refer to policy of Council as well as matters which have been identified by Council as those which would benefit for more time for discussion.

Based on a review of the current Council and Committee of Council scheduling, staff have proposed the third Tuesday in the month as the day designated for meetings of this proposed all-council committee. While a regular monthly date has been proposed, it is the understanding of staff that the committee will meet when there are items to discuss but may be cancelled if there are no pressing matters.

### Public Input Session

The title of this session is based on common wording used in the Municipality of Chester and the Municipality of the District of Lunenburg. As discussed by Council on December 8, 2020, the proposal is that the fifteen (15) minutes allotted for the public input session be shared equally between all those who wish to speak to Council.

### Delegations

The proposed amended wording for those who wish to schedule an appearance before Council is “Presentation”: this term is the most commonly used in both Lunenburg County and in a brief review of the large municipalities in the province. It is also the opinion of staff that this is the most recognizable and accessible term for clarity with the public.

### Economic Development Committee

The Town of Mahone Bay Committee Policy has been amended with a notation that the Economic Development Committee has been suspended, for Council to review Strategic Priorities, as of December 2020.

### **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 January 12, 2021 meeting of Council

**THAT Council approve the amended Town Council Policy and Committee Policy as presented.**

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO



## **1.0 Purpose**

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

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

## **2.0 Scope**

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

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

## **3.0 Council**

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

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

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

The Council provides direction on the administration of the Town to the Chief Administrative Officer. All council members are required to vote during meetings and any non-vote will be deemed as a vote against the issue. No individual Council member shall instruct or give direction to an employee of the Town.

**Appointment of Deputy Mayor:** The candidate who received the most votes at the polls of the municipal election shall be appointed Deputy Mayor on their consent to this

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

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

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

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

## **4.0 Council Meetings**

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

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

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

**Meeting Calendar:** There will be a meeting calendar available to Council and the public by January 2<sup>nd</sup> 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~~ **Presentations from the Public;**
- e) Correspondence – actionable items;
- f) Correspondence – information items;
- g) Consideration of reports of staff;
- h) Motions or items brought forward by Council;
- i) Reports from Council Committees and external boards and commissions of which the Town is a member
- j) New Business;
- k) Closed session if required;
- l) Adjournment.

**Public Input Session:** The fifteen (15) minutes prior to the Call to Order of regular Council meetings will be allocated for a public input session. Members of the public who have comments to make will be asked to state their place of residence and will be allotted an equal share of the time allotted for public comments.

The minutes will reflect the name and residence of those who speak as well as the general topic about which they spoke. No motions or decisions shall be introduced by Council at the public information session; Council members may raise items under New Business as per the provisions of this policy.

**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 Presentations:** Organizations or individuals are able to make presentations, in person, at Town Council meetings. A maximum of two delegations presentations 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 Presentations must generally submit a completed Delegation Presentation 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 presenters will not be requested to complete the delegation presentation form and may be afforded more time at the discretion of the Chair.

Approved delegations presentations 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 presentation is concluded, the person or persons appearing shall withdraw, and the decision of the Chair shall not be subject to challenge.

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

**Correspondence:** Correspondence to Council and/or correspondence requiring the attention of Council will be placed on the agenda in two categories; Action (for correspondence requiring a response of Council) or Information. Correspondence must have a full name, address or place of residence, and contact information included; anonymous correspondence will not be accepted. For a piece of correspondence to be added to the agenda for an upcoming council meeting, it must be received by the Town Clerk no later than five business days before the meeting.

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

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

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

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

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

Staff will provide Outlook invitations to Council members for all regular meetings of Council in a calendar year by January 2<sup>nd</sup> 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 who 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]      January 12, 2021

Date of Passage of Policy      \_\_\_\_\_

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

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## 1.0 Purpose

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

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

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

## 2.0 Scope

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

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

## 3.0 Terms

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

Committees will submit regular written reports or minutes to Council for review and will present recommendations for Council approval. This will generally take place at the next regular Council meeting following the date of the Committee meeting (or at the next regular Council meeting thereafter, if Council meets less than seven business days after the Committee's meeting date, to allow for the preparation of minutes).

All Town Council Committees are expected to:

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

Town Council Committees do not:

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

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

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

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

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

Special Committees - Ad-hoc committees established by Council for a special purpose; will have a finite mandate / duration specified in establishing motion. Consideration will be given to whether a special



committee or special meetings of the Town Council are the more appropriate option in each case.

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

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

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

#### 4.0 Roles and Responsibilities

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

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

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

**Role of Committee Secretary:** The Committee Secretary is always a non-voting staff member designated by the CAO. The Secretary will prepare the agenda and keep the minutes of the committee meetings in accordance with the Town of Mahone Bay Town Council Policy. The Secretary will provide

agendas and minutes to the membership and the Town Clerk for submission to Council and for public access. The Secretary will have the following responsibilities:

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

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

- a) Understand the mandate of the Committee and its relationship to Council, as well as relevant Town policies;
- b) Understand their role as a Committee member;
- c) Understand the role of the Committee Chair, Council members and Town staff;
- d) Strive to attend all scheduled and special committee meetings;
- e) Recognize any limitations on your participation and inform the chair of these limitations;
- f) Prepare for meetings by reading agendas and any background information supplied;
- g) Actively participate in the discussion and decision-making process;
- h) Undertake any work assigned, including special projects, participation on subcommittees and research;
- i) Participate in ongoing training and regular workshops when appropriate;
- j) Be open-minded and allow for a variety of opinions to be heard;
- k) Respect the individual worth and dignity of opinions of other Committee members and maintain a high degree of decorum;
- l) Refer to the Chair for questions and procedure;
- m) Ask questions, and seek clarification through the Chair or staff;
- n) Respect the decisions and finality of Council;
- o) Clearly identify and orally disclose any conflict of interest, and refrain from any discussion which could influence the opinions of Committee members;
- p) In a public forum, clearly identify when they are speaking in their capacity as a committee member, or as an independent citizen, where appropriate;

- q) As a representative of the Town, conduct themselves in accordance with expectations as set forth by the Town of Mahone Bay; and
- r) Sign and adhere to the Town of Mahone Bay Code of Conduct.

## 5.0 Committee Membership:

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

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

### 5.1 Appointment of Committee Members:

#### Council Member Appointment

- Upon the swearing in of the Town Council following a municipal election, and every two years thereafter during the life of a Council, the Mayor shall consult with members of Council and present to Council a list of proposed Council member appointments to Town Council Committees and external committees, boards and commissions.
- Unless otherwise governed by policy or legislation, Council appointments to committees, boards and commissions shall be made for a two year term and such appointments shall be by motion of Council.
- If a vacancy should occur, Council may leave the position vacant for the balance of the term or appoint a replacement for the vacancy by motion of Council.
- The Mayor shall be a non-voting member of all Town Council Committees in which the participation is ex-officio.

### Staff Member Appointment

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

### Public Member Appointment

- Unless otherwise governed by policy or legislation public member appointments to Town Council Committees will be made on a calendar basis in December of each year for an appointment of two years beginning in January. Council may terminate any public member appointment by motion at any time.
- If a vacancy should occur, Council may leave the position vacant for the balance of the term or appoint a replacement for the vacancy by motion of Council.
- The Town will advertise all vacancies for public members on Town Council Committees prior to the expiration date of the term of office and additionally as required to fill unanticipated vacancies.
- Vacancies will be advertised by circulating a notice to all residents of the Town through Canada Post and on the Town website. Such notices will include the selection criteria contained in this policy.
- Application forms (attached as a schedule to this policy) will be available at the Town Hall and on the Town website.
- All applicants (including those re-offering) must complete an application form and submit it on, or before, the deadline date indicated.
- The Terms of Reference for a Council Committee may require one or more public members to serve as representatives of a stakeholder or community organization with candidate nominations being forwarded for Council's consideration. Completed application forms are still required and must be submitted on, or before, the deadline date indicated.
- Selection process:
  - Members of the Town Council will review those applications received, selecting those individuals most suitable for the positions available.

- If there are only enough applicants to fill the available vacancies and Council approves the candidate offering for the position, no further assessment is necessary.
- If there are more than enough applicants to fill the available vacancies Council will score the candidates according to the following criteria:
  - Committee experience (on a committee of council or equivalent committee of any organization) – 1 point per year of experience to a maximum of 4;
  - Educational, work, and volunteer experience relevant to the Committee's mandate – 1 point per year of experience to a maximum of 4;
  - Demonstrated suitability and support for the values outlined in the Council's Strategic Plan – up to 2 points;
  - Demonstrated ability to attend regular Committee meetings and related events – up to 2 points;
  - Demonstrated proficiency with computers – up to 2 points;
  - Diverse and balanced representation of the community – up to 2 points;
  - Additional criteria as provided in the Committee's Terms of Reference – up to 4 points.
- The scoring for each candidate would be the sum of the points received from each member of Council based on the criteria. Candidates will then be ranked in order of the highest total of points received. This ranking would be a guideline for Council to use in the appointment of public members.
- Notwithstanding the ranking of any candidate, the final selection and appointment to Town Council Committees is at the sole discretion of Council by motion. The Town Council is not obligated to appoint any candidate and may instead re-advertise for public members as needed.

## 6.0 General

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

Committees shall meet at such a time and place as set out at the preceding meeting or at such other time and place as Council, the Committee Chair, or a quorum of committee members decides, with at least three business days advance notice to members and the public. Committees which meet on a

regular basis will endeavor to keep a regular meeting day, e.g., the third Monday of the month.

Additional meetings may be scheduled by the Committee Chair not less than 10 days before or after a regularly scheduled meeting. In the case of Advisory Committee meetings (e.g. Heritage Advisory, Planning Advisory) which receive requests concerning matters to be forwarded to Council for approval, the Chair will give consideration to potential financial implications in consideration of a request for a Special Meeting 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
- Policy & Strategy Committee

Advisory Committees:

- Age-Friendly Community Committee
- Economic Development Committee (Suspended December 2020)
- 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}: January 12, 2021

Date of Passage of Policy:

\_\_\_\_\_  
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 14<sup>th</sup>, 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.

## Policy & Strategy Committee Terms of Reference

### Background

The Policy & Strategy Committee is established to provide an opportunity for debate and discussion on by-law and policy review, strategy, and other matters which Council determine would benefit from further discussion.

### Committee Mandate

The responsibilities of the Policy & Strategy Committee shall include:

- (a) review of policies and by-laws of the Town of Mahone Bay which have been referred to the Policy & Strategy Committee;
- (b) consideration of matters before Council which have been referred to the Policy and Strategy Committee for further discussion

The Policy & Strategy Committee shall generally meet monthly as required to discharge its responsibilities.

### Committee Membership

The membership of the Policy & Strategy Committee shall include:

- All members of the Town Council;
- The CAO (non-voting);
- The Clerk (non-voting)

## 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.

## 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.



## 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.

### 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 12<sup>th</sup>, 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.

### 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.

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;

#### Committees Policy

- 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.

## 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 18<sup>th</sup>, 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: TBR Renewal

January 12<sup>th</sup>, 2021

### **General Overview:**

This staff report is intended to provide Council with information and recommendation concerning the renewal of existing short-term borrowing related to two prior-year capital projects.

### **Background:**

The Town currently has two short-term loans held by BMO for capital projects that have been completed in prior years, but were not transferred to long-term debentures through the Municipal Finance Corporation (MFC). These projects require Temporary Borrowing Resolutions (TBRs) approved by the Minister of Municipal Affairs & Housing (DMAH) to authorize our continued short-term borrowing. The nature of TBRs is they need to be renewed every 12 months as they are only valid for a 12-month period (TBR renewal would not be required for long-term borrowing once debentured through MFC).

### **Analysis:**

The two projects are as follows:

- 1) Street Paving Edgewater: The loan for this project was withdrawn in 2011 in the amount of \$110,000. The Town has been repaying this loan over a 10 year period and currently has a \$11,000 balance scheduled for be paid on March 31<sup>st</sup>, 2021 leaving this loan with a \$0 balance for Fiscal 2021-22.
- 2) Edgewater Street & Sidewalk: The loan for this project was withdrawn in 2016 in the amount of \$237,000. The Town has been repaying this loan over a 10 year period with the loan being paid off in full by March 31<sup>st</sup>, 2026. This loan currently has \$163,800 outstanding as of the date of this report.

The two loans above in aggregate combine to \$174,800 which is the amount of the attached Temporary Borrowing Resolution prepared by DMAH. Please note that this is not an increase in borrowing, but a renewal of the approval of the Minister for us to have these funds borrowed from a Financial institution.

**Recommendation:**

It is recommended,

That Council approve the attached Temporary Borrowing Resolution (TBR) in the amount of \$174,800. [NOTE: the TBR itself is the resolution text]

Respectfully submitted,

Luke Wentzell, CPA, CMA

Manager of Finance



# MUNICIPAL COUNCIL OF THE

## TEMPORARY BORROWING RESOLUTION

Amount: \$\_\_\_\_\_

Purpose: Capital Budget Projects

**WHEREAS** Section 66 of the Municipal Government Act provides that the Council of the \_\_\_\_\_, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

**WHEREAS** the Council of the \_\_\_\_\_ has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purposes as identified in their capital budget; and

**WHEREAS** the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

### **BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 66 of the Municipal Government Act, the Council of the \_\_\_\_\_ borrow a sum or sums not exceeding \_\_\_\_\_ Dollars (\$\_\_\_\_\_) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

**THAT** the sum be borrowed by the issue and sale of debentures of the Council of the \_\_\_\_\_ to such an amount as the Council deems necessary;

**THAT** the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that a sum or sums not exceeding \_\_\_\_\_ Dollars (\$\_\_\_\_\_) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

**THAT** the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

**THAT** the interest payable on the borrowing be paid at a rate to be agreed upon; and

**THAT** the amount borrowed be repaid from the proceeds of the debentures when sold.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the \_\_\_\_\_ held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**GIVEN** under the hands of the Clerk and under the seal of the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Clerk



**MUNICIPAL COUNCIL OF THE**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ \_\_\_\_\_

Purpose: Capital Budget Projects

**SCHEDULE "A"**

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<b>TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION</b>		



## **Town of Mahone Bay**

Staff Report

RE: Recognition of 2019 & 2020 Donations

January 12<sup>th</sup>, 2021

### **General Overview:**

This staff report is intended to provide Council with information on donations received by the Town in accordance with the Donations Policy.

### **Background:**

In 2019 the Town Council adopted a new Donations Policy. Contained within this policy was the requirement for a report to be presented to Council on an annual basis detailing the donations that were received by the Town.

### **Analysis:**

Where the Donations Policy was adopted mid-year, this staff report includes information on donations that were received during 2019 as well as donations received in 2020. Going forward, this report will be provided to Council on an annual basis.

See appendices for detailed list of donations.

Please note that donations for the Mahone Bay & District Fire Department (MBDFD) are not included here. Staff are working with the new MBDFD Society to develop a reporting structure for fire service donations going forward.

### **Recommendation:**

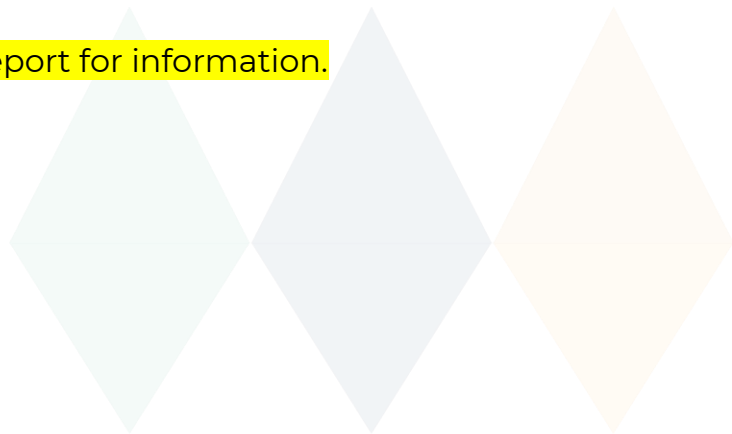
It is recommended,

**THAT Council accept this report for information.**

Respectfully submitted,

Luke Wentzell, CPA, CMA

Manager of Finance



# 2019-20 DONATIONS

## MICHAEL O'CONNOR BANDSTAND DONATIONS

LEE DAVIS	\$100.00
MICHAEL O'CONNOR (JR)	\$5,000.00
VARIOUS DONORS TO BANDSTAND DURING FATHER CHRISTMAS	\$179.00
LLOYD WESTHAVER	\$20.00
DIANE & LAMONT MACMILLAN	\$100.00

## CENTENNIAL TREE DONATIONS

MARY LOU CROFT, IMO DONALD & MARIE CROFT	\$300.00
FRED BARKHOUSE, IMO LAURIE & GLADYS BARKHOUSE	\$75.00
LAURIE BARKHOUSE, IMO LAURIE & GLADYS BARKHOUSE	\$75.00
IONA HILLIS, IMO LAURIE & GLADYS BARKHOUSE	\$75.00
HEATHER KOLASA, IMO LAURIE & GLADYS BARKHOUSE	\$75.00
LYNN HENNIGAR, IMO RALPH & MARG HENNIGAR	\$600.00
DARRELL DAWSON, IMO LYNN CASH	\$300.00
RON & AILEEN LEWIS	\$300.00
MARGARET LOHNES, IMO PHILIP & AUDREY LOHNES	\$300.00
GAIL TRICEBOCK, "AFTER DORIAN"	\$300.00
SHELAGH ABRIEL, IMO DAVID & HEATHER ABRIEL	\$300.00
KATHY OSLER, IMO KITTY STEVENS	\$300.00
MICHAEL MADER	\$300.00
MAHONE BAY & AREA LION'S CLUB	\$1,500.00
ANN MACPHAIL	\$300.00
EMILY ROSE, IMO DARREN ROSE	\$300.00
ANNE BARRY, IMO HENRY & RUBY BARRY	\$300.00
CHARLES & VIRGINIA UHLMAN, IMO THEIR PARENTS	\$600.00
SUSAN ROBERTSON	\$300.00
ERROL & PATRICIA VEINOTTE, IMO BARRY MAURICE VEINOTTE	\$300.00
JENNIFER SCOTT, "DEREK DAVIES	\$300.00
ANN BARRY, TO HONOR PEI CYCLISTS	\$300.00
LES & CYNTHIA FRENCH, IMO FRANK BURGOYNE	\$300.00
ANN PHELAN, IMO ROSE LESAGE	\$300.00
JILL & DEREK AMERY	\$1,500.00
MARY DOIG & PETER REDDEN, IMO RONALD & MABLE REDDEN, MADELINE DOIG	\$600.00
REINER MICHALKE	\$1,200.00

# 2019-20 DONATIONS

## BAYVIEW CEMETERY DONATIONS

ESTATE OF KENNETH GREGOIRE	\$20,000.00
KERRY & BELINDA EISENHAUER, IMO HARRY EISENHAUER	\$50.00
DAWN BELL, IMO HARRY EISENHAUER	\$40.00
MARY KEITH, IMO HARRY EISENHAUER	\$50.00
THOMAS & IDA MASTERS, IMO HARRY EISENHAUER	\$100.00
GERRY KEITH, IMO HARRY EISENHAUER	\$25.00

## MISC

GREG MACKLE, DONATION TO CENTENNIAL MURAL	\$20.00
SHELAGH ABRIEL, BENCH IMO DAVID & HEATHER ABRIEL	\$1,000.00

# 2020-21 DONATIONS

## **PARK CEMETERY DONATIONS**

MICHAEL MADER	\$200.00
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## **BAYVIEW CEMETERY DONATIONS**

HUGH & AVIS FAULKNER	\$25.00
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## **MISC**

COMMUNITY FOUNDATION OF NS (SOCCER FIELD GOALS)	\$10,000.00
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HOWARD STEVENS (BENCH DONATION)	\$691.15
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**Town of Mahone Bay**  
Staff Report  
RE: Fire Service Batteries  
January 12<sup>th</sup>, 2021

**General Overview:**

This report is intended to provide Council with a recommendation concerning a fire services expenditure recommended by the Dept. but not included in the 2020-21 budget.

**Background:**

Council approved the 2020-21 annual budget on May 12<sup>th</sup>, 2020. Several expenditures for fire service equipment were included; the full budget can be reviewed at:

[https://www.townofmahonebay.ca/uploads/1/3/0/6/130665195/2020-21\\_2020-05-12\\_final\\_2020-21\\_budget\\_approved\\_may\\_12th\\_.pdf](https://www.townofmahonebay.ca/uploads/1/3/0/6/130665195/2020-21_2020-05-12_final_2020-21_budget_approved_may_12th_.pdf)

As occasionally happens, an unbudgeted expenditure has been identified where the Department is recommending proceeding to purchase as soon as possible, rather than waiting on the 2021-22 budget process. The Fire Equipment reserve is maintained in part to enable Council to approve such as expenditure without impact on the annual budget.

**Analysis:**

In 2019-20 the Town purchased new SCBA packs for the Department. The packs came with batteries but this year when the SCBA packs were in use it became clear that additional back-up batteries would be needed, to be used while batteries which came with the packs were recharging. These additional batteries would ensure the Dept. would not be put in a situation where some of the SCBA packs would be out of commission due to recharging batteries.

**Financial Analysis:**

The estimated cost of the additional batteries is \$5,000. While this was not identified as a capital expense in the 2020-21 budget, the Fire Equipment Reserve has a current balance of ~\$160,000 which could accommodate this purchase. If Council does not approve the purchase to be covered from the Fire Equipment reserve at this time, it could be included in 2021-22 budget discussions.

**Strategic Plan:**

**3.1 21<sup>st</sup> Century Infrastructure**

- Emergency Services

**Recommendation:**

It is recommended,

THAT Council approve a budget allocation of \$5,000 for the purchase of SCBA batteries, to be paid from the Fire Equipment Reserve.

**Respectfully Submitted,**



Dylan Heide  
Town of Mahone Bay CAO



## **Town of Mahone Bay**

Staff Report

RE: Plan Mahone Bay Update

January 12<sup>th</sup>, 2021

### **General Overview:**

This report is intended to provide Council with an update regarding the progress of the Plan Mahone Bay initiative.

### **Background:**

In 2020 the Mahone Bay Town Council awarded a contract to UPLAND Planning & Design for the review and updating of the Municipal Planning Strategy and Land Use By-law for Mahone Bay.

The public kick-off for the project – now dubbed Plan Mahone Bay – took place on July 21, 2020 and since that time Upland staff have been undertaking research and conducting engagement activities in Mahone Bay to inform the development of several draft documents which will be central to the review process: a background report, a “what we heard” report and a draft statement of principles, vision and goals for the Plan Mahone Bay process.

The three draft documents were presented to the Plan Mahone Bay Steering Committee on Dec 1 to solicit additional feedback. On the basis of feedback received from committee members Upland staff have revised these draft documents for Council's review.

### **Analysis:**

The draft documents for Plan Mahone Bay are attached as appendices to this report. Council's approval is being sought for the use of these documents by Upland as they proceed with the next phase of Plan Mahone Bay. The draft documents are hosted on the project website and will be referenced in the development of proposed wording for the revised MPS and LUB. The draft principles, vision and goals document will be available for additional public feedback throughout this phase – which will be reviewed with the Steering Committee – to better inform the principles, vision and goals to be articulated in the revised MPS and LUB.



**Financial Analysis:**

The Plan Mahone Bay project proceeds within established budget.

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

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

**3.3 Governance and Public Engagement**

- Create opportunities for public engagement

**Recommendation:**

It is recommended,

THAT Council accept this report, the draft background report, “what we heard” report and draft statement of principles, vision and goals for the Plan Mahone Bay process.

**Respectfully Submitted,**



Dylan Heide  
Town of Mahone Bay CAO

# What We Heard Report (Draft)

December 17, 2020



**Plan**  
Mahone Bay

## **Draft What We Heard Report**

December, 2020.

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This What We Heard Report was  
completed by UPLAND Planning + Design  
Studio for the Town of Mahone Bay.

**UPLAND**

Photos © UPLAND Planning and Design.

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# What We Did

How can land use planning support the environment and sustainability in Mahone Bay?

Ensure protection of

- Waterways
- Wetlands
- Woodland
- Harbour

Limit the area of land that can be built on.

Have Conservation & protected areas - 30a development & 30c use

Write your comment on the board or on a post-it note

See April 2018

Open house

March 2018

## What We Did

The review of the Town of Mahone Bay's Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB), a project called "Plan Mahone Bay", involved an extensive initial engagement process. This process sought to understand community members' perspectives, insights, opinions and ideas regarding the growth and development of the town. The second phase of engagement will take place once the MPS and LUB have been drafted.

To keep community members aware of engagement activities and any news related to Plan Mahone Bay, a website ([www.planmahonebay.ca](http://www.planmahonebay.ca)) and email list were created and updated throughout the initial phase of engagement.

Information for the initial phase of engagement of Plan Mahone Bay was collected through the following means:

- The Plan Mahone Bay Project Launch;
- The Plan Mahone Bay Survey;
- The Social Pinpoint Interactive Map;
- The Engagement 'Scavenger Hunt'; and,
- Targeted stakeholder interviews and focus groups.

Plan Mahone Bay kicked off with a Project Launch on July 21, 2020, consisting of two socially-distanced pop-up events. The first was held at the playground in Jubilee Park between 2:00 and 4:00 p.m., and the second was held at the Michael O'Connor Memorial Bandstand between 6:00 and 8:00 p.m. At the pop-ups, community members were able to provide their feedback to a series of questions about the town and questions related to the priorities that should be considered in the planning documents. A short online video was also created and posted on the project website for any individuals who could not attend the Project Launch event.

Following the Project Launch, both the Plan Mahone Bay Survey and Interactive Map were opened to the public. Responses to the Survey and on the Interactive Map were collected between July 21, 2020, and October 9, 2020. The Survey asked respondents open- and closed-ended questions about the character of Mahone Bay, opportunities for the town and questions related to specific planning issues including housing and the environment. On the Interactive Map, respondents could leave location-specific comments about a place in Mahone Bay, and reply to comments left by other respondents.

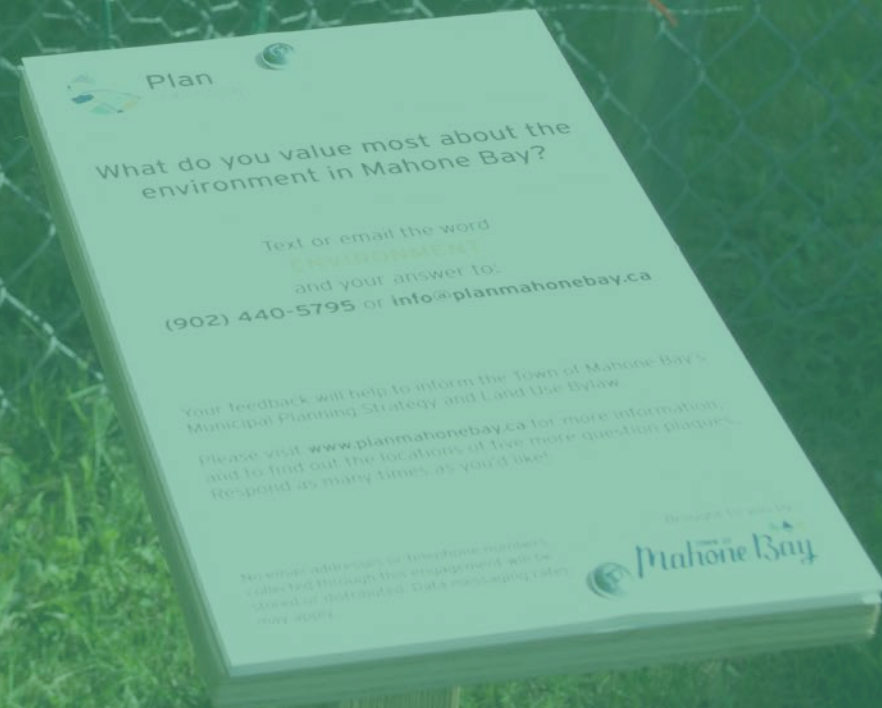
Information from the community was also collected through the Engagement 'Scavenger Hunt'. Six plaques were placed around the town with a question regarding a specific topic written on each plaque. A map of the location of each plaque was on the project website, and respondents could text or email their responses to each question which would be sent to the Project Team. If community members did not wish to participate in the 'Scavenger Hunt', they could answer the same questions that were on the plaques through an online questionnaire.

Finally, the Project Team conducted targeted stakeholder interviews between August, 2020, and October, 2020. The interviews were held with various community organizations, in addition to cohort-specific stakeholder interviews with seniors, youth, and renters.

This What We Heard Report summarizes the input that was collected through the initial phase of engagement for Plan Mahone Bay. The engagement results and the discussion will guide the policy and regulations for the Town's updated Municipal Planning Strategy and Land Use Bylaw.



# Who Was Involved



## Who Was Involved

Between July 21, 2020, and October 9, 2020, there were over 250 engagement interactions that contributed to this What We Heard Report. This includes:

- › Over 15 participants, leaving over 80 unique responses, at the Project Launch;
- › 72 respondents to the Plan Mahone Bay Survey;
- › 92 unique Interactive Map submissions;
- › 67 individual question responses to the Engagement ‘Scavenger Hunt’; and,
- › 21 stakeholder interviews.

The Project Team also received numerous email submissions from members of the public, which will also be considered in this report.

This public feedback that provides the content for this report has been divided into three sections:

- › Feedback from the Community Survey;
- › Feedback from the Interactive Map and the Scavenger Hunt; and,
- › Feedback from the Project Launch, Stakeholder Interviews, and any other feedback that was received.



# Community Survey Results

A photograph of a residential street scene. In the foreground, a paved road with double yellow lines runs diagonally. Behind the road is a grassy area. On the left, a blue house with white trim and a wooden porch stands. To its right, a yellow house is partially visible behind trees. The background is filled with tall, thin trees under a blue sky with light clouds.

## Survey Respondents

A survey was released to the public during the initial phase of engagement for Mahone Bay's Municipal Planning Strategy and Land Use Bylaw review. Survey responses were collected between July 21, 2020, and October 9, 2020. The survey garnered a total of 72 responses.

The Plan Mahone Bay Survey was distributed throughout the community, but also to interested stakeholders outside of the town. Based on the responses, 63% of respondents live within the Town, with the remaining residing somewhere outside of the town's boundary (or they skipped that particular question). The survey was disproportionately completed by individuals who identify as female (58%).

### **How to interpret statistics and tables**

Statistics and tables used in this section are derived from the Plan Mahone Bay Survey. As respondents had the option to skip questions, the number of survey respondents vary for each question. The number of survey respondents has been included in the graphics and tables on the following pages (where  $n$  equals the number of respondents). For some survey questions, respondents could make multiple selections meaning results may total more than 100%. Where statistics are not provided, statements are used to express the community's general sentiment regarding a particular topic or theme.



# Survey Demographics

A goal for any survey that is meant for the general public is that the results should be collected from a sample that represents the demographic characteristics of the population. Using Statistics Canada Census information, the age distribution, household tenure and size, and income characteristics of respondents to the Plan Mahone Bay Survey can be compared to the population more broadly. For this analysis, Statistics Canada's 2016 Census data was used as a comparative measure to understand how the survey sample compares to the community's profile. Where Statistics Canada data is referenced, only survey results from individuals residing in Mahone Bay were considered.

## Age Distribution

Based on the results of the survey, 39% of survey respondents were between the ages of 65 and 74, 20% more than this cohort's proportion of the actual town population (Figure 1). Survey results were also over-represented from respondents between the ages of 25 and 34, 35 and 44, and 55 and 64. Conversely, residents under the age of 19, between the ages of 20-24, and over the age of 85 were under represented in the survey results. In fact, zero responses were collected from these cohorts.

## Income

A comparison of income information from Statistics Canada and the information collected through the Survey indicates that survey responses were disproportionately collected from households earning \$50,000 or more annually before-tax (Figure 2). Over 70% of respondents to the survey indicated their household earns more than \$50,000

or more annually before taxes, while 52% of total households in Mahone Bay earn this amount annually. Households earning less than \$20,000 annually and between \$20,000 and \$34,999 annually were under represented in the survey results.

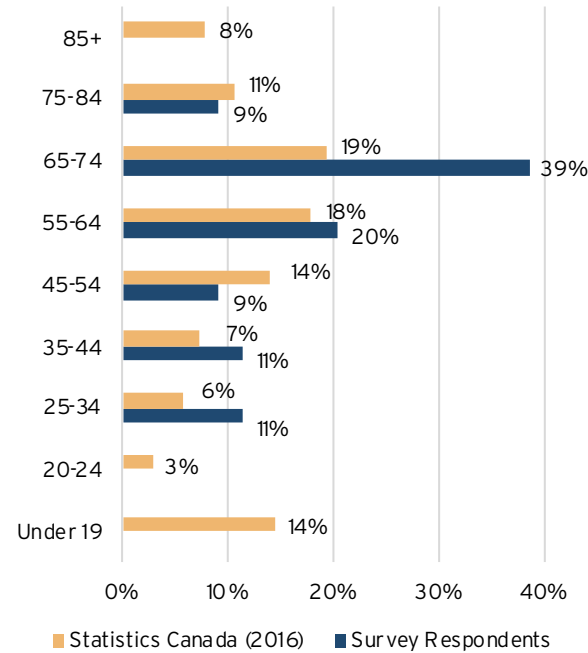


Figure 1: Age distribution of survey respondents compared to the Statistics Canada 2016 Census. (n=54)

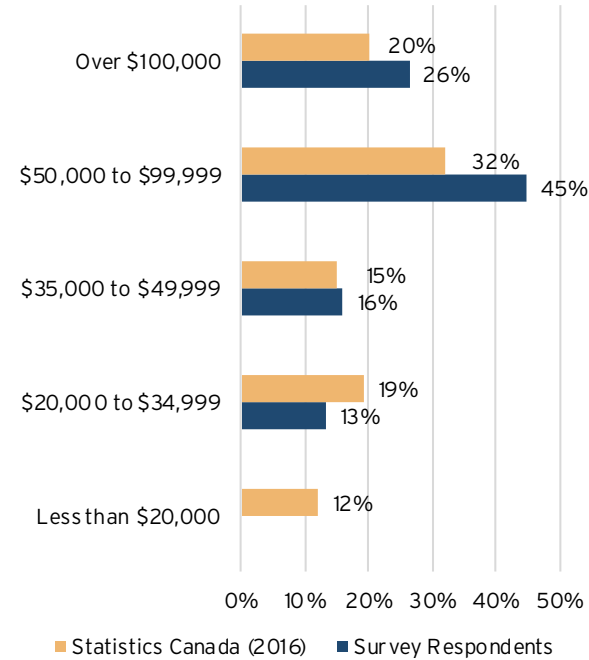


Figure 2: Income distribution of survey respondents compared to the Statistics Canada 2016 Census. (n=53)

Household Tenure and Size

According to 2016 Statistics Canada Census information, the average household size in Mahone Bay is 1.9 people; however, the average household size of survey respondents was 2.2. Survey respondents living in households with two persons made up 53% of total respondents, while 40% of households in Mahone Bay are composed of 2 persons (Figure 3). Households composed of one person were underrepresented in the survey results by over 15% compared to their actual composition in Mahone Bay.

With regards to home ownership, the results from the survey were skewed towards homeowners. Homeowners, who make up 63% of Mahone Bay households, represented 82% of survey respondents while renters, who make up 37% of households in Mahone Bay, represented 18% of survey respondents.

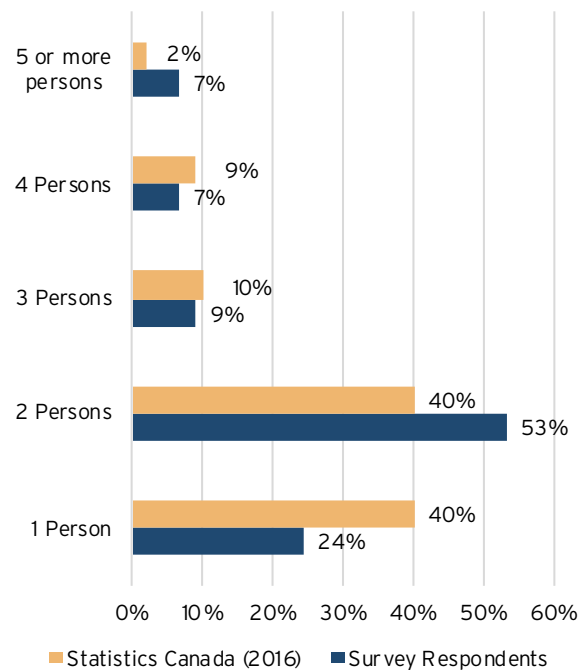


Figure 3: Household Size of survey respondents compared to Statistics Canada 2016 Census. (n=54)

Underrepresented Cohorts

Based on the results of the survey, input from three cohorts within the Town's population—youth, seniors, and renters—was not sufficiently collected. To garner input from these groups, the Project Team strategically targeted individuals from these cohorts through individuals interviews and focus group conversations. The input that was collected from these cohorts is presented in the Direct Community Input Section.

# Survey Results

## What did the community say about what makes Mahone Bay a great place to live?

Survey respondents feel that Mahone Bay's small-town feel is the primary characteristic that makes it a great place to live (Table 1). Over 63% of respondents indicated that Mahone Bay's small-town feel makes it a great place to live, while 36% of respondents noted family, friends, and community make Mahone Bay a great place to live. Respondents also mentioned additional factors that make Mahone Bay a great place to live, including:

- > houseboats,
- > access to the highway and city, and
- > displays of inclusivity in Mahone Bay.

Table 1. Top 10 responses to "What makes Mahone Bay a great place to live?" (n=72)	
1.	Small-town feel
2.	Family, friends and community
3.	Parks and open spaces
4.	Coastline
5.	Waterfront access
6.	Festivals and events
7.	Heritage
8.	Restaurants
9.	Architecture
10.	Businesses and stores

## What did the community say about Mahone Bay as a place for different lifestyles?

Generally, survey respondents are satisfied with Mahone Bay as a place to raise a family and own a home. Nearly 58% of respondents stated they were either *satisfied* or *very satisfied* with Mahone Bay as a place to raise a family, and 64% of respondents stated they were either *satisfied* or *very satisfied* with Mahone Bay as a place to own a home. Conversely, only 16% of respondents stated they were *satisfied* or *very satisfied* with Mahone Bay as a place to rent a home, with 23% stating they were *dissatisfied* or *very dissatisfied* with Mahone Bay as a place to rent a home. Finally, over 75% of respondents expressed they were *satisfied* or *very satisfied* with Mahone Bay as a place to retire.

## What did the community say about land use zoning and regulations in Mahone Bay?

Survey respondents have mixed feelings about the current land use zoning and development regulations in Mahone Bay. Approximately 30% of survey respondents *agree* or *strongly agree* that the regulations are too restrictive, while another 30% *disagree* or *strongly disagree* with that statement. Over 40% of respondents either *agree* or *strongly agree* that the current land use regulations are hard to follow or are confusing.

When considering if the current land use zoning and development regulations allow bad land uses, 36% of survey respondents *agree* or *strongly agree* with that statement, while 17% *disagree* or *strongly disagree*. A greater proportion of survey respondents expressed that regulations are not advantageous and do not improve quality of life (28%), compared to respondents that feel the opposite (26%).

What did the community say about residential development?

When asked, “What types of residential development should be encouraged in Mahone Bay?”, respondents expressed support for a wide variety of development styles (Table 2). Over 93% of respondents *agree* or *strongly agree* with encouraging home-based businesses, and 91% of respondents *agree* or *strongly agree* with encouraging supportive housing/nursing homes. Comparatively, nearly 70% of respondents *disagree* or *strongly disagree* with encouraging mobile homes in Mahone Bay (Table 3).

Table 2. Top 5 types of residential development respondents agree or strongly agree should be encouraged in Mahone Bay (n=59)	
1.	Home-based businesses
2.	Supportive housing/nursing homes
3.	Accessible housing for persons with disabilities
4.	Single dwellings
5.	Accessory suites/in-law suites

Table 3. Top 5 types of residential development respondents disagree or strongly disagree should be encouraged in Mahone Bay. (n=59)	
1.	Mobile homes
2.	Seasonal dwellings
3.	Multi-unit apartments
4.	Upscale rental units
5.	Single homes converted to apartments

What did the community say about urban agriculture?

There is a high level of support for urban agriculture in Mahone Bay (Figure 4). Based on the results of the survey, 76% of respondents either *agree* or *strongly agree* that urban agriculture should be permitted in the town. Conversely, 14% of respondents either *disagree* or *strongly disagree* that urban agriculture should be permitted in the town, and 10% of respondents expressed they were *neutral* to permitting urban agriculture.

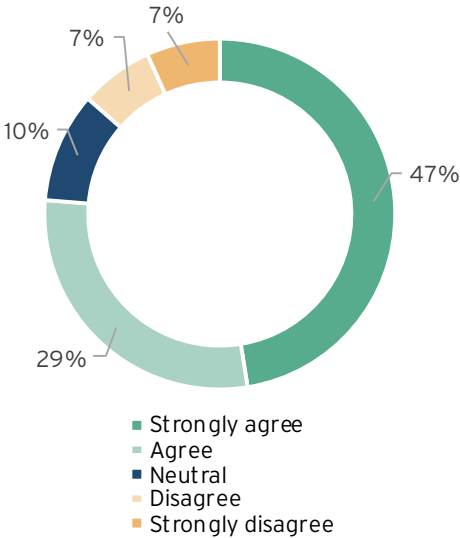


Figure 4: Support for urban agriculture in Mahone Bay. (n=59)

What issues are of greatest concern for the community?

Four of the top five issues of concern for survey respondents have to do with the environment (Table 4). Over 93% of respondents were either *concerned* or *very concerned* with coastal erosion and 90% were *concerned* or *very concerned* with coastal flooding. Other issues of concern included housing availability and affordability, access to the shoreline, and availability of employment options.

Table 4. Top 10 issues respondents were either concerned or very concerned about. (n=59)	
1.	Coastal erosion
2.	Coastal flooding
3.	Sea level rise
4.	Public shoreline access
5.	Forest health
6.	Housing availability
7.	Housing affordability
8.	Regional population decline
9.	Availability of employment
10.	Seasonal economy

Questions 7, 8, 9, and 10 of the survey asked respondents open-ended questions about the character of Mahone Bay, opportunities for the town, and concerns respondents have. Each response to the open-ended questions was analyzed and grouped into themes, with some responses falling under more than one theme. For the following results, responses with more than one applicable theme will only be discussed under one theme category, with the themes presented based on the frequency of responses.

### **Inclusivity**

Inclusivity was mentioned most frequently in a total of 49 responses made in the survey. Comments related to inclusivity spoke to how inclusive and welcoming the Town and community are in Mahone Bay. Respondents hope that Mahone Bay will be a welcoming town for all people and ideas, where everyone feels they belong, and where everyone can work together. Respondents also feel that promoting inclusivity and diversity represents an opportunity that can create possibilities for new successes and that it can also help in the pursuit of social justice and meeting human needs. Finally, respondents feel affordability and accessibility are critical pieces of inclusivity that must be considered.

### **Sustainability**

Throughout the survey, respondents made 44 comments that dealt with the topic of Sustainability. Although *sustainability* can take on many different meanings (including social, environmental, and economic sustainability), the majority of comments focused on environmental sustainability. Many respondents feel the Town needs to focus on becoming more environmentally responsible and responding to the climate crisis, including sea level rise. One respondent commented on the need to replace trees in the town as they die, while another suggested developing living shorelines and breakwaters to protect against sea level rise.

There were several comments related to environmental sustainability that intersected with economic sustainability. Some respondents feel there is an opportunity for the Town to promote and develop clean energy and 'green' jobs.

### **Governance**

Respondents left a total of 39 comments that related to Governance. These comments primarily dealt with the governing structure of Mahone Bay, the regulations and policies that currently exist, and the tax structure.

Some respondents feel Council needs to have a more coherent vision for the future and that greater transparency is needed between the Town and its residents. Some respondents were critical of, and cited the past sale of municipal property, municipal spending, and the municipal governance model as issues that need to be addressed in the future.

Several respondents feel that Council must also take a more proactive role in protecting the shoreline, gaining control of the harbour, and limited certain types of development. One respondent suggested that Council should actively pursue the annexation of areas within the Municipality of the District of Lunenburg so the town's land area and population can grow.

As it relates to the taxation structure, some respondents feel the residential and commercial tax rates are too high and that too many restrictions are placed on new businesses. Respondents also suggested there was a need to lower the rate for temporary business permits.

Finally, respondents noted their desire to see more participation, including from a diversity of participants, in municipal politics.

### **Economic Diversity and Development**

There were a total of 38 comments from survey respondents that were tagged as Economic Diversity and Development. Generally, respondents wish to see more effort and support for economic development in Mahone Bay to promote a variety of year-round shops and services. Respondents want to see more support for green businesses, businesses in the technology sector, and home-based businesses.

Some respondents hope to see Mahone Bay strengthen its local economy and to capitalize on its ocean-front location. One respondent noted the potential for economic development activities, including food and beverage services along the waterfront, while another respondent suggested the development of a business park would benefit the community. There are concerns that there are not enough child care options in town and too few incentives for small businesses.

While several comments suggested the need to move away from a largely tourism-based economy (discussed later on this page), one respondent noted the need to understand the Town's and community's economic dependence on people visiting Mahone Bay.

### **Community Character**

There were a total of 37 comments made in the survey that relate to Community Character. Respondents hope that Mahone Bay continues to be a safe, charming, and vibrant community where there is a strong sense of community with a robust social and cultural network.

### **Environment**

The topic of the Environment was tagged in 37 comments left in the survey. Many respondents feel the Town should prioritize environmental protection and management, and that the environment should be considered in all Town decision-making. Respondents value all the natural aspects of the town including the harbour and waterfront, the forests within the town, and other watercourses in Mahone Bay.

Respondents are concerned with raw sewage that ends up in the harbour, litter and garbage around town, and light pollution, and feel that there needs to be clarity on houseboating in the harbour.

### **Land Use**

There were a total of 37 comments made in the survey that relate to Land Use. While many respondents wish to see the Town actively pursue and promote growth, some respondents want to see Council adopt a zero-growth policy. There were also diverging opinions as to whether or not the waterfront should be developed or not. Nevertheless, many respondents to the survey want clearer, more transparent development rules and want to see zoning used to protect sensitive areas from development.

Specific land use topics respondents want to see addressed in the new MPS are:

- > temporary businesses,
- > urban agriculture, and
- > short-term (vacation) rentals.

### **Tourism**

Throughout the survey, respondents made 28 comments that dealt with the topic of Tourism. While some respondents feel that visitors are an important asset and that the tourism industry should be expanded, others feel there needs to be a better balance between tourism development and focus on the local community. Some respondents feel that the local housing stock has been



impacted by the tourism industry and the proliferation of short-term (vacation) rentals.

### **Built Form**

There were a total of 26 comments made in the survey that relate to the Built Form of Mahone Bay. These comments primarily focused on retaining and reinforcing the town's beauty and built form, and protecting the small-town nature of Mahone Bay. One respondent noted their desire to see drive-through uses limited, while other respondents want to see greater walkability and universal accessibility in Mahone Bay.

### **Transportation and Public Transportation**

The topic of Transportation was tagged in 26 comments left in the survey and an additional six comments were left that related to Public Transportation. Many respondents expressed that there is an excess of automobiles on some of the Town's streets—particularly Main Street—creating unsafe conditions for pedestrians, and that measures needed to be implemented to slow down traffic. Some respondents also commented on the noise created by automobiles and how delivery trucks can create safety concerns for automobile drivers and pedestrians.

Many respondents suggested the need to focus on improving walkability in Mahone Bay to enable community members to access the services they need as a pedestrian, and another respondent suggested the need to integrate land use and transportation planning as the topics are intricately linked.

With regard to public transportation, respondents expressed their desire to see a public transportation option established in the region, while a few respondents see opportunity in enabling golf carts as a transportation option in Mahone Bay.

### **Housing**

There were a total of 25 comments made in the survey related to Housing. These comments primarily focused on expanding housing options within Mahone Bay including affordable housing, assisting-living, co-housing, among other innovative styles of developments. One respondent recommended the development of housing that would support Mahone Bay to become the first choice senior-friendly retirement community.

Some respondents suggested the need to be more strategic when planning where housing should be developed, while one respondent

proposed developing the Old School Lands for housing. Several respondents also commented on the need to better manage short-term (vacation) rentals as they are impacting the available housing stock.

### **Parks, Open Space, and Trails**

The topic of Parks and Open Space was tagged in 25 comments left in the survey and an additional seven comments were left regarding Trails. The majority of comments related to these topics focused on protecting the existing parks and trail network, and where possible, expanding it. Respondents specifically noted the importance of the Jubilee Woods, Old School Lands, Water Garden, and the playing fields to the open space network. Several respondents commented on the need to improve access to waterfront areas, and that the open spaces and trails are important to the town's overall character. Finally, one respondent requested greater policing of irresponsible trail users and off-leash dogs.

### Attract New Residents

The topic of Attracting New Residents was tagged in 24 comments left in the survey. All comments that were tagged under this theme focused on attracting a diversity of people (including age, ability, skills, ethnicity, lifestyle, and culture) to Mahone Bay. Many respondents hope to see actions taken to attract young families to the town, which some respondents feel could support entrepreneurship and innovation.

### Progressive

There were a total of 19 comments made in the survey that related to Progressiveness. Many of these comments suggested the need for the Town and the community to be more forward-thinking and to be open to adopting innovative and diverse ideas from different members of the community.

### Parking

Throughout the survey, respondents made 13 comments that dealt with the topic of Parking. The majority of comments related to parking focused on improving, and in some instances, increasing the number of automobile parking options in Mahone Bay. Some respondents suggested limiting parking along Main Street, while also developing parking outside of the

core areas to make the town less automobile-oriented. Nevertheless, respondents support the development of more sidewalks as part of a parking strategy so people can park their automobile farther away and walk/wheel to their destination.

### Heritage

There were a total of 12 comments made in the survey that relate to Heritage properties and architecture. Respondents commented on the need, and opportunities created through the protection, enhancement, and celebration of Mahone Bay's history and heritage architecture. One respondent recommended the adoption of mechanisms to encourage heritage designation (e.g. grants), while another respondent suggested the development of a heritage district in the town. Finally, a respondent advocated for promoting development that can integrate both heritage and modern architecture.

### Recreation

Throughout the survey, respondents made 10 comments that dealt with the topic of Recreation. Respondents wish to see a greater emphasis on recreation and leisure options for all residents and suggested there is an opportunity to make Mahone Bay into an outdoor recreation hub.

### Amenities

The topic of Amenities was tagged in seven comments left in the survey. Respondents wish to see more amenities including, public washrooms, waterfront picnic tables, and public art throughout the town.

### Arts and Culture

The topic of Arts and Culture was tagged in five comments left in the survey. Respondents admire Mahone Bay's rich cultural diversity but also support actions that promote and encourage artistic and creative endeavours. One respondent hopes to see more public art and performances in Mahone Bay in the future.



# Digital Community Input





## Overview

In addition to the online survey, two additional digital methods were used to obtain information from the community during the initial phase of engagement. The first, Social Pinpoint, was an interactive online map where community members could place pins in a map of Mahone Bay and identify places they values, areas of concern, and ideas they have for the town. Community members were also able to like, dislike, or respond to pins in the map placed by others.

The other digital engagement method used during the initial phase of engagement was the Engagement 'Scavenger Hunt'. Six plaques with unique questions were placed around Mahone Bay, and community members could go to each plaque and respond to each question by texting or emailing their response to the Project Team. A map of the location of the plaques was posted on the project website. For people who did not want to take part in the scavenger hunt but wanted to answer the questions, an online questionnaire was set up and posted on the project website.

# Interactive Map

The interactive map provided community members the opportunity to provide location-specific comments on a map of Mahone Bay. In total, there were 92 individual comments left on the map. Each comment was analyzed and organized into themes. The themes that emerged from the Interactive Map coincided with the themes that appeared in the Plan Mahone Bay Survey. As with the survey results, some comments fell under more than one theme, with the frequency of themes shown in Figure 5.

Nearly 50% of the comments on the Social Pinpoint map were tagged as being related to Transportation. Respondents often identified intersections and sections of roadways that they felt were unsafe or needed to be redesigned. This includes the ‘Cenotaph’ intersection, the intersection at Main Street and Clearway Street, and the intersection at Main Street and Longhill Road. Respondents also commented on how a harbour front boardwalk from the Three Churches parking lot to Keddy’s Landing could benefit the community.

Approximately 35% of all comments were related to Parks and Open Spaces and an additional 30% of all comments focused on

Trails. Respondents value the open spaces and trails within the town, including, Jubilee Woods, the Old School Lands, and harbour front areas. However, several comments left on the Interactive Map indicated that the use of motorized vehicles within the forests and along the trails needed to be limited to protect the health of the forests.

Several respondents also commented on their desire to see an off-leash dog park established in the town, and other respondents noted the benefit that additional sidewalks would bring.

There were a total of 32 comments left on the Interactive Map about Recreation. In addition to comments about the trails for walking and cycling, respondents value the many outdoor public recreation spaces in Mahone Bay, including the pool, tennis courts, playing field and playground. Several respondents focused their comments on the Mahone Bay Centre and how they value the Centre and the playing field. Several respondents commented that the field should be preserved, and proposed ways to increase the use of the space including the addition of fire pits, BBQ pits, a community oven, and picnic tables.

Finally, respondents identified areas where amenities could be placed to improve the daily lives of residents. Respondents mentioned installing more garbage cans, benches, and wayfinding signage for trail users as ways to improve these areas of Mahone Bay.

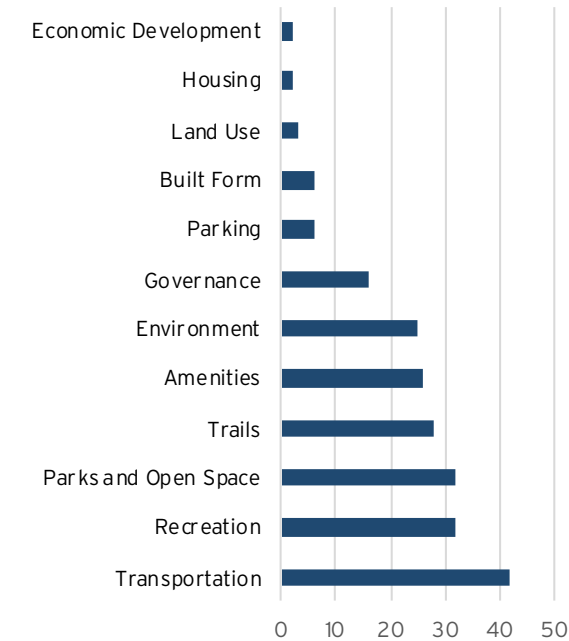


Figure 5: Theme frequency for comments left on Social Pinpoint.

## Engagement Scavenger Hunt

The plaques that were placed around the town posed six unique questions to community members to answer regarding the future of Mahone Bay. The questions focused on six topics:

- › Housing
- › The Environment
- › Transportation
- › Recreation and Leisure Spaces
- › Built Form and Heritage
- › Town Priorities

The results from the scavenger hunt will be presented according to the six topics.

### **Housing**

To explore the topic of housing, respondents were asked the question, “What would improve access to housing in Mahone Bay?” Generally, respondents feel that enabling and supporting additional forms of housing development could help to improve access to housing. Respondents cited affordable seniors housing, low-rise (three to five storeys) apartments, co-housing, backyard/garden suites, and multi-family homes as potential solutions to improve housing access. Other comments and suggestions made by respondents include:

- › Limiting short-term (vacation) rentals in town as they often remove residential units from the housing market.
- › Support the conversion of existing commercial buildings to residential structures.
- › The need for the Town to undertake a housing needs assessment to better understand current and future housing needs.
- › Expanding the road network and the number of serviced lots could promote residential development. However, other respondents feel new residential development should be limited to areas with existing services.
- › Creating an “Affordable Housing Zone” for the new planning documents and applying it throughout the town.
- › Establishing a Municipal Housing Development Corporation with a mandate to buy, sell, develop and redevelop serviced real estate to supply affordable housing.
- › Requiring building lots to be handed over to the town when large lots are subdivided.
- › Supporting greater flexibility in the subdivision process to enable small home (1,000 square feet or less) development.

### **The Environment**

There are a tremendous number of natural assets within and surrounding Mahone Bay that can be easily accessed by residents of the town. Respondents to the Scavenger Hunt not only feel these assets play an important role in the character of the town, but are important to humans and other plant and animal species. The harbour, Jubilee Woods, the Old School Lands, the Water Garden and the playing fields were frequently cited by respondents when asked the question, “What do you value most about the environment in Mahone Bay?” Some respondents feel that development decisions should first and foremost be evaluated for their potential impact on the environment, and as part of the evaluation, mitigation measures should be determined to minimize impacts on the natural and human environments. Respondents also feel the zoning around existing parks and natural spaces should be strengthened.

In addition to the natural assets noted above, respondents value:

- › The recreation spaces including the soccer field, the basketball courts, trails, pool and tennis courts

“The diversity and accessibility of the natural environment is one of the most attractive and desirable aspects of living in Mahone Bay.”

-Engagement Participant

- › The trails that traverse throughout the town and its natural green spaces.
- › Public access to the water and views to and from the coastline.
- › The watercourses (Ernst Brook and the Mush-a-Mush River) that flow throughout the town.
- › The diversity of flora and fauna in and around Mahone Bay.

### Transportation

When asked the question, “What objectives should guide decisions about the transportation network?”, respondents overwhelmingly supported prioritizing the needs, comfort, and safety of pedestrians over automobiles. Respondents noted the need to create a transportation network where pedestrians, including cyclists, feel safe. Other ideas and insights that were shared about the transportation network include:

- › Reducing greenhouse gas emissions should guide decisions about the transportation network which can be achieved by promoting active transportation, adopting an all-electric municipal fleet, and promoting and incentivizing electric vehicles.

- › The Town should adopt ‘safe streets’ by slowing traffic, including by instituting a 30 kilometre per hour speed limit throughout the town and installing mechanisms such as speed bumps to slow traffic.
- › The Town should be proactively planning for scenarios where flooding, caused by climate change and extreme weather events, results in the inundation of critical transportation infrastructure.
- › The development of new roads should only be considered where there is an obvious need.
- › A road running behind the town could help divert truck traffic from Main Street.
- › Regional public transportation could help provide mobility options to residents and to reduce the Town’s and community’s greenhouse gas footprint.

### Recreation and Leisure Spaces

Despite its small footprint, respondents, when asked the question, “What is special about your favourite place in Mahone Bay to play, relax, or socialize?”, reported that there are a plethora of natural and human-made spaces that are enjoyed by residents. Respondents noted the bandstand, the Water Gardens, the waterfront, trails, green spaces, shops and

cafes, and playing fields as important spaces. Respondents value the quiet and often peaceful nature of these spaces, but also the ability to socialize with friends and family.

### Built Form and Heritage

Based on the question, “How can the contemporary needs of Mahone Bay be met, while also preserving heritage?”, there are diverging opinions as to how the Town should balance development and heritage preservation. While some respondents commented on the need for total heritage preservation, other respondents suggested a more balanced approach that permits development while maintaining what’s historically important. Other ideas and comments to emerge from this question include:

- › New development in more ‘historic’ areas should be required to follow certain design guidelines. Conversely, another respondent suggested that all development should be guided by lot requirements and design guidelines so that it fits into the streetscape.
- › Allowing for change and innovation is important.
- › Greater focus needs to be paid to the

natural heritage of the town. Trees, which form an important part of the natural heritage and streetscapes, should be protected along with viewplanes and landscape features.

- › Greater enforcement of the architectural controls are needed, and there needs to be more mechanisms to prevent the demolition of heritage buildings.
- › A Heritage Conservation District should be established and expanded past the existing architectural control area.

- › Protecting and growing in harmony with the environment;
- › Adapting to and mitigating the impacts of climate change;
- › Attracting and retaining year-round local businesses;
- › Promoting a healthy lifestyle for all residents;
- › Adopting a systematic approach to parking; and,
- › Preserving the natural environment.

### **Town Priorities**

Respondents were asked the question, “What are the top priorities for the town over the next 20 years?”, to which many different priorities were suggested. These included:

- › Attracting and retaining young families and businesses;
- › Developing community facilities such as a library or pool, and community amenities like water bottle fill stations and community wifi;
- › Developing affordable housing;
- › Protecting the safe water supply;
- › Putting residents first in decision-making (as opposed to visitors);



# Direct Community Input



## Overview

Two pop-up events were held in Mahone Bay on July 21, 2020, reaching a cross-section of residents of the town. The events were held at Jubilee Park and the Michael O'Connor Memorial Bandstand. Approximately 15 people attended these events.

The direct community engagement also included communication with stakeholders from organizations in the community. The Project Team conducted telephone/video interviews with the following community organizations:

- > Mahone Bay Tourism and Chamber of Commerce
- > South Shore Housing Action Coalition
- > Mahone Bay Civic Marina
- > Mahone Bay Centre
- > Talking Trees
- > Mahone Bay Museum
- > Mahone Bay Legion
- > Lunenburg County Seniors Safety Advisory Partnership
- > South Shore Multicultural Association
- > Lunenburg County Accessibility Advisory Committee
- > Mahone Bay Age Friendly Committee

The results from the pop-up events and the stakeholder interviews have been grouped into themes that are discussed on the following pages.

In addition to the pop-up events and stakeholder interviews, the Project Team sought input from the following three groups within the community who were underrepresented in the Plan Mahone Bay Survey results:

- > Youth,
- > Seniors, and
- > Renters.

The Project Team conducted telephone interviews and focus group conversations with these groups to discuss issues, challenges, and opportunities specific to these stakeholders. The input from these three stakeholder groups will be considered separately from the pop-up events and organization stakeholder interviews.

# Thematic Analysis

Several themes emerged from the feedback during the pop-up events and the stakeholder interviews. The feedback has been analyzed and categorized into themes which are presented on the following pages.

## Housing

Housing was one of the most frequently cited themes through these engagements. Feedback focused on a variety of factors related to housing, including housing affordability, access to housing, and potential ways to diversify the types of available housing. Other comments related to housing that arose include:

- > The regulations surrounding short-term (vacation) rentals should be looked at, especially for their impact on the housing market and available housing.
- > Boarding houses, backyard suites, secondary suites, and co-housing are all good options for housing that should be permitted.
- > Mahone Bay has the potential to increase residential density, but there were diverging opinions as to how increased density could be accommodated. Some respondents feel residential development should only occur where existing services

(roads, sewer, water, etc.) are present, while others feel the Town should expand these services to promote residential development.

- > Regulations should provide greater flexibility to allow heritage property owners to renovate and upgrade heritage properties. For example, greater flexibility for indoor renovations and on-roof solar.
- > If residential development occurs, there must be an adequate provision of services and amenities to surrounding residents (e.g. playgrounds, community centres, etc.).
- > Improving housing availability and the types of housing that are available could help attract young families and immigrants to the town.
- > The Town should take on a greater role in the provision of affordable housing, whether that is through rent supplements or providing funding for support services.
- > The conversion of existing dwellings, particularly single dwellings, into more units represents a potential way to increase the housing stock.
- > There is a need for universally accessible housing.
- > Minimum housing standards and a landlord registry are potential tools that

could be implemented in Mahone Bay to help renters.

- > Affordable housing is needed to support population growth
- > Parking space requirements for new development can hinder the ability to develop housing.

## The Environment

A second theme that arose through the engagement dealt with the environment. The environment is not only loved and cherished by many community members in Mahone Bay but it directly and indirectly contributes to the local economy. Comments related to the environment include:

- > Sea level rise and coastal erosion could create many challenges for the town and coastal development should be discouraged to prevent potential damage to properties and harm to individuals.
- > All of the town's green spaces and wetlands, watercourses, and harbour should be managed and protected from development.
- > The environment and sustainability should be central to decision-making.



- › Development should not be permitted in common spaces (E.g. the playing field at the Mahone Bay Centre).
- › Some of the town's green spaces and trails need greater protection from incompatible uses such as ATV use.
- › There should be stronger regulations that protect existing trees through the development process as trees bring aesthetic, environmental, economic benefit to the town.
- › Open, public, access to the waterfront should be preserved and enhanced.
- › Greater attention needs to be paid to the quality of water in the harbour.
- › The Water Garden is an important asset in the community.
- › Houseboat and sailboat waste in the harbour needs to be considered and controlled.
- › A causeway could be extended across the harbour and used to protect against sea level rise
- › The banks of Ernst Brook should be raised to protect against the impacts of sea level rise.

### Governance

Many comments were received that dealt with the theme of Governance. Comments related to governance focused on the relationship between Town Council and residents, existing policies and regulations, and the general functioning of the Town. Comments, opinions, and ideas related to governance include:

- › There is a need for greater clarity of Town policies and regulations. Some respondents feel there is a lack of understanding in the community which can create challenges between the Town and residents.
- › More transparency between the Town and residents/organizations is needed, especially with regards to decision-making.
- › Some residents feel the Town can get in the way of innovation and new ideas/development.
- › As a small town, Mahone Bay and its governance structure can be more resourceful and react nimbly to challenges, but there is a limited ability of the Town to raise funds.
- › Residents would benefit from the re-establishment of the Recreation Department.

- › Greater collaboration between the Town and the private sector could help promote economic development.
- › The Town Hall building is generally inaccessible for many.
- › Zoning should be considered from a public health perspective, especially as it relates to where certain uses are permitted (E.g. the proximity of alcohol and cannabis sales to schools).
- › Attention should be paid to how the Town interacts with residents and look to improve methods of engagement on issues.
- › Urban agriculture can play a role in healthy living and access to food.
- › Online mapping and GIS data should be available from the Town.

### Transportation and Parking

Transportation and parking was also a theme that many stakeholders spoke about through the engagement. On the whole, stakeholders appreciate the transportation network and options within Mahone Bay and value the ability to access services as a pedestrian. Stakeholders also shared the following comments and opinions through the engagement:

“There is a need to protect and nurture how people interact with one another.”  
-Engagement Participant

- There is a need for additional parking in the town to help accommodate traffic during the busy tourism season. One respondent suggested using the Bayview School Parking lot during the summer months as an overflow parking lot.
- Any parking strategy should be developed with a wayfinding and signage strategy.
- Sidewalks and active transportation infrastructure should be expanded throughout the town.
- Active transportation can play a key role in promoting and facilitating a healthy community.
- Current and prospective residents without access to a private automobile, or residents who do not drive, have challenges accessing services not available in Mahone Bay.
- Sidewalks play a key role in connecting people throughout the town to one another and places.
- There is a need for more parking in the south end of town (near the marina)
- Lack of regional transportation options can result in people passing up Mahone Bay as a place to reside.
- Greater care and attention needs to be paid to how intersections and sidewalks in town are designed and built.

- One-way streets could help with traffic congestion on Main Street
- Mahone Bay could benefit from dedicated bike lanes.
- Parking should be limited on Main Street because it creates dangerous driving conditions.

#### **Community Cohesion**

Throughout the engagement, stakeholders mentioned Mahone Bay’s strong community and huge volunteer base that help to put on the many events and festivals in the town. Mahone Bay residents were frequently cited as one of the town’s greatest assets and that Mahone Bay is a very welcoming town. Residents feel a great pride towards Mahone Bay. Several respondents noted, however, that the cohesion of the community feels threatened at times by an *us* versus *them* mentality but could be aided by bringing interest groups together.

#### **Services and Amenities**

Although Mahone Bay has an array of services and amenities available to its residents, throughout the engagement respondents cited the following challenges that are faced:

- Access to healthcare can be difficult, especially for people with young children and seniors.
- There are limited after-school care options in Mahone Bay.

#### **Heritage**

There is a great appreciation of the history of the town and the heritage architecture that is present in Mahone Bay. Respondents noted that the town’s history partially manifests in its built form and that one can learn about the town by simply walking down the streets. However, several respondents commented how older structures create accessibility challenges for community members because of the building’s design. Other comments and ideas shared about heritage include:

- While all housing needs to evolve to make structures comfortable, more needs to be done to preserve homes from being demolished.

- › Building footprints and the location of a building on a lot should be considered for their relationship to the past and surrounding structures.
- › The existing architectural control area should be expanded.
- › Height restrictions should be retained.
- › The Town should consider developing design requirements to promote cohesive design.

### **Economic Development and Tourism**

There were many comments from stakeholders that dealt with local economic development and tourism. Based on the feedback, there are diverging opinions as to what extent tourism should play a role in Mahone Bay's economy. Some stakeholders feel the community should continue to leverage its popularity as a tourist destination while others hope to see a shift away from tourism. Some respondents feel tourism in Mahone Bay works because of the informality of it. However, some feel Mahone Bay has reached saturation in terms of tourism development. Other comments and ideas related to economic development and tourism include:

- › Winter months in the town can be tough for businesses and other operators.
- › Community internet is important for business attraction and retention.
- › The waterfront and harbour can be used more efficiently and capitalized on for economic development. One respondent noted that the waterfront along the Three Churches is an undersold area that could be redeveloped.
- › The current application of commercial zoning is too narrow. It could be expanded instead of spot zoning for commercial uses.
- › Mixed use development should be promoted
- › The town would benefit from more businesses and entrepreneurs
- › The community should focus upon building local capacity instead of drawing investment from outside of the community.
- › The skyline and views in Mahone Bay are intrinsically and economically important to the future of the town.
- › There are several anchor businesses and organizations that are key to the community's success.
- › Urban agriculture and locally produced goods represents an economic

development opportunity.

### **Arts, Culture, and Recreation**

Throughout the engagement, respondents noted some of their favourite arts, culture, and recreation spaces, and how the Town can support these endeavours. Frequently mentioned were the many trails and natural spaces that respondents use for recreation and leisure, but there were diverging opinions as to whether or not the playing field near the Mahone Bay Centre should be developed or not. Some respondents feel this area represents a development opportunity while other stakeholders wish to see the field preserved. Additional comments shared about arts, culture, and recreation include:

- › Public art and artist residency are potential opportunities for the town.
- › The trails and natural spaces should be protected, and expanded, and should be planned for greater connectivity.
- › The Town should consider creating a 'Recreation Zone' within the Land Use Bylaw to protect recreation areas.
- › Recreation needs to be considered for all-youth and seniors included.
- › The Town could play a greater role in the provision of arts and cultural activities, including by supporting busking.

# Youth Input

To gather input from youth, the Project Team conducted one-on-one telephone interviews with four youth, between the ages of 13 and 18, living in Mahone Bay. Through these interviews, the Project Team looked to understand what youth love about the town, what their favourite places are, and what the Town should be prioritizing for the future. Generally, youth in Mahone Bay appreciate and value the small-town nature of Mahone Bay but would like to see more opportunities in the community for employment, skill development, and recreation and leisure.

The most frequent comments, ideas, and suggestions to emerge from the conversations with youth include:

- › Protection of the environment should be prioritized, and the community should be paying more attention to protecting all aspects of the environment.
- › The trails within the town are really important for youth and their families to enjoy the outdoors.
- › Mahone Bay provides a happy medium between urban and rural life.
- › Being able to walk around and visit different stores/shops in town is important.
- › Some areas of town need better sidewalks because youth feel unsafe, especially the area between the churches and Keddy's Landing.
- › Youth appreciate the mobile library in town but think the community would benefit from a more permanent location.
- › While youth can get a lot of what they need in Mahone Bay, they often have to go to larger urban centres, primarily Bridgewater and Halifax Regional Municipality, for school and other services.
- › Youth feel there needs to be more places and spaces specifically for them.
- › Having a good 'Main Street' is important.
- › Development should be limited along the shoreline because it takes away from the character of the town and could be impacted by sea level rise.
- › The town could benefit from being more flexible by allowing different types of businesses.
- › The Town should take on more of a role in the adoption of clean energy production, particularly solar energy production.
- › The soccer field at the Mahone Bay Centre is a great place to go play with friends but the basketball court could use some repairs.

## Renter Input

The Project Team sought input from renters in Mahone Bay to better understand the experience of tenants and to discuss what should be considered as the Town plans for the future. Using one-on-one telephone interviews and a focus group, the Project Team spoke with four renters in the community.

Generally, renters in Mahone Bay feel that there are not enough rental options in Mahone Bay, which has created a volatile, uncertain, rental market. Renters pointed to long-term rental units being converted to short-term (vacation) rentals, decreasing the total stock of rental units in the town. Because of these factors, some renters feel insecure in their housing because a landlord can simply choose not to renew a lease or to increase the rent to a point that is unaffordable for some renters. Other comments and perspectives shared by renters include:

- › There is often a negative stigma attached to renters as people who cannot afford to purchase a house. Renters bring a lot of value to the community. Many sit on boards, committees, and volunteer in town.
- › Rent is very expensive in Mahone Bay, which often requires some renters to take on additional roommates or to help their landlord to keep the cost of rent down.
- › If a renter were to get evicted, there are little to no options within the town to go.
- › There is a lot of potential in repurposing existing homes and structures to create more rental housing in Mahone Bay but it needs to be approached through an innovative and creative lens.
- › The land use regulations need to enable flexibility to facilitate housing variety.
- › There is potential for the existing nursing home to accommodate multi-generational housing.
- › There is an inherent link between social justice and housing.
- › Purpose-built seniors housing is great for seniors, but not great for young families looking to live in town.
- › Renters face discrimination all the time. Individuals have been denied housing because they have pets, their hair colour, or because they have tattoos.
- › There are no rental options for individuals with supportive housing needs in town.

“The inherent value brought to the town by long-term renters surpasses the financial wealth brought by short-term rentals.”  
-Engagement Participant



# Senior Input

The final cohort-specific stakeholder group the Project Team collected information from was seniors. The term senior was defined as *any individual over the age of 65*. The Project Team collected information from four seniors living in Mahone Bay through one-on-one telephone interviews. Generally, seniors in Mahone Bay feel they are able to meet most of their day-to-day needs with the services and amenities available in town; however, the need for a regional transit system was cited to help residents get to and from larger centres like Bridgewater and Halifax. Some respondents have seen other Mahone Bay residents, including seniors, hitch-hiking to appointments outside of the town.

Other perspectives and ideas shared by seniors include:

- There have been a lot of positive changes in Mahone Bay over the years, including the growth in the number of young families.
- The development of more housing options, especially rental units, has enabled people to age in place. Homeownership as a senior can be difficult, especially with the cost of upkeep for larger homes.
- Jubilee Park, the Water Garden, and other natural areas are important assets in the community.
- Mahone Bay could benefit from more medical services and personal, including doctors.
- Greater attention needs to be paid to building accessibility. Older structures were not designed with accessibility in mind and it can be difficult accessing these structures at times.
- The Mahone Bay Centre offers great programming (physical and intellectual) for seniors, and there are many other opportunities to get involved in the town.
- The walkability of town is very important to getting around.
- There are physical barriers in town, especially along Kinburn Street.
- Development along the coastline should be prohibited.
- The location and orientation of cross-walks should be examined. Some lead directly into traffic which is unsafe.
- Short-term (vacation) rentals are impacting the availability of rental units.

# Discussion



## Discussion

Feedback from the initial phase of engagement for Plan Mahone Bay was received and collected from a wide cross-section of community members and stakeholders in, and surrounding Mahone Bay. The results from the engagement reveal there are many characteristics of the town that the community almost unanimously values and issues they feel need to be addressed. However, there are also different, and often competing values that the town must try to balance as Mahone Bay plans for the future.

Respondents strongly value the built form in Mahone Bay that has evolved over the town's history. Mahone Bay's small footprint, the many shops and services available in the town, the convergence of human and natural environments, and the streetscapes and architecture all contribute to the character of Mahone Bay. However, just as respondents wish to see the town's continued evolution, many engagement participants hope the historic qualities of the town will be preserved.

There is also an appreciation and understanding of the connection between built form and physical, social, and

environmental health. A community that is accessible as a pedestrian and readily has access to nature can support the physical and social health of humans, and the environment more broadly. Planning for the future of Mahone Bay must support a healthy community, and should be built upon the town's walkability and access to nature.

There is an overwhelming consensus about the importance of the environment in Mahone Bay. It is foundational to the very nature of the town. The community holds the harbour, watercourses, forests, and the trails that traverse these natural areas in high regard.

Part of ensuring the environment is prioritized in the future must also involve responding to the sense of urgency regarding the climate emergency. An approach that promotes adaption and mitigation to climate change is needed. The community not only sees this as a necessity but also as an opportunity to create jobs and support the local economy.

There is also a growing sense of urgency to support more housing options in Mahone Bay. As was expressed during the engagement,

the community feels there is a shortage of housing options, especially for renters. Volatility and uncertainty in the housing market have made it challenging to establish roots in the community. The community also feels a need to examine regulations to control short-term rentals in the community. As the town has grown in popularity as a tourism destination, respondents feel the availability of adequate housing has decreased.

Finally, as the Town and community consider growth and development, a balance must be struck of where and how development should occur. On one hand, there is support for residential development to help provide housing options and opportunities, while on the other, community members are hesitant and resistant to development in some areas of Mahone Bay.

This discussion and the results from this engagement will be used to develop the policies and regulations for the Municipal Planning Strategy and Land Use Bylaw. Once drafted, the public will have the opportunity to examine and provide their feedback regarding the proposed planning documents.

prepared by  
**UPLAND**

for

*TOWN OF*  
*Mahone Bay*



# Guiding Principles, Vision, and Goals (Draft)

December 17, 2020



**Plan**  
Mahone Bay

## Draft Guiding Principles, Vision, and Goals.

December, 2020.

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The Guiding Principles, Vision, and Goals were completed by UPLAND Planning + Design Studio for the Town of Mahone Bay.

**UPLAND**

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### Icon References

1. kinsey from the Noun Project
2. Prosymbols
3. Ethan Nam
4. Ralf Schmitzer
5. Miho Suzuki-Robinson from the Noun Project
6. Peter van Driel from the Noun Project
7. ArmOK from the Noun Project



A large, mature tree with a thick trunk stands in the foreground, its branches spreading out. In the background, a two-story house with a dark roof and white trim is visible, partially obscured by other trees. The entire scene is overlaid with a semi-transparent green filter. The text "Guiding Principles, Vision, and Goals" is written in white, bold, sans-serif font across the upper portion of the image.

# Guiding Principles, Vision, and Goals



## Guiding Principles

Guiding Principles are the foundational concepts that will guide the Town's and Council's land use decision-making in all circumstances, irrespective of changes in its plans or management. These principles will provide a framework for all land use decisions that are made by the Town and Council.

The Guiding Principles that have been established were developed from the input collected during the initial phase of engagement for Plan Mahone Bay. The Principles provide context and are foundational to the Vision Statement for the Municipal Planning Strategy. The Draft Guiding Principles are presented on the following pages.



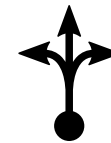
### **Environmental Stewardship**

The Town and community functions in symbiosis with the natural environment and understands that land use decisions and actions have short- and long-term impacts on the land, air, and water in Mahone Bay and beyond. Protecting and enhancing the significant natural areas in Mahone Bay and taking actions to reduce the Town's impact on the environment will help contribute to thriving ecosystems, allowing the community to enjoy these natural assets.



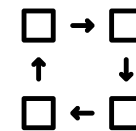
### **Respectful and Inclusive**

Mahone Bay welcomes all diversity and is respectful of all people. The Town and Council will actively seek to eliminate any barriers in Mahone Bay and ensure everyone feels safe and valued. The Town will also strive to ensure anyone who chooses to live in town will have access to safe, affordable, and adequate housing that will be accompanied by access to stable and appropriate employment opportunities.



### **Resilience and Adaptability**

Change is constant and is often non-linear. As Mahone Bay faces change, resilience and adaptability will guide land use decision-making to ensure the long term success of Mahone Bay. As a resilient and adaptable Town, Mahone Bay will seek to proactively respond to the impacts of the climate crisis to ensure all residents, businesses and community members remain safe and can continue to flourish.



### **Heritage Preservation and Evolution**

As an 18<sup>th</sup> century town, Mahone Bay is steeped in history which has shaped the fabric of the town, including much of the built form and architecture that is present today. Mahone Bay will continue to protect and enhance its unique built form and cultural landscapes, all the while continuing to evolve and allow change.





### **Responsible and Systematic Growth**

When faced with decisions about growth, it will only occur where it does not place any undue financial burdens on the Town or its residents, and it should support and enhance the existing built form and fabric in Mahone Bay. Responsible and systematic growth also includes environmentally responsible development that seeks not to compromise the integrity of natural systems.



### **Fair and Transparent**

Land use decision-making in Mahone Bay will be made fairly and transparently and the structure in which decisions are made will provide opportunities for community members to provide their input, opinions, and feedback.



### **Universally Accessible**

Mahone Bay's small footprint, its many amenities and services, and network of sidewalks and trails make it ideal to move throughout the town as a pedestrian. As a universally accessible town, the needs of pedestrians, including community members who use assistive mobility devices and people pushing strollers, will be prioritized. The Town will work to eliminate all physical barriers and to support the physical, social, mental, and economic health and wellbeing of residents and community members.



### **Protecting Health and Wellbeing**

The manner in which the town grows and develops and the way in which land is used has an impact on the health and wellbeing of residents and community members. Mahone Bay will seek to protect the physical, social, and mental health and wellbeing of residents through land use planning.

## Vision

The Vision establishes the long-term desired outcomes of the Town and community. The Vision reflects the ambitions and aspirations of the community and helps to answer the question, “What do we want to be and why?” The Draft Vision established for the Town of Mahone Bay is:

**“The Town of Mahone Bay will continue to be a place where people in all stages of life, and with different ambitions and aspirations, choose to live. The Town will protect, enhance, and be shaped by its relationship to the natural environment and, over the life of this Plan, will become a leader in climate change mitigation. The Town and the community will spearhead actions and be proactive in adapting to the climate crisis. The strongest asset in Mahone Bay will continue to be its residents who are actively engaged in Town decision-making. Growth and development will support an accessible built environment, where pedestrians are prioritized; will support housing and employment opportunities for anyone who chooses to live in Mahone Bay; will balance and nurture the needs of the human and natural environments; will only occur through a careful, transparent and systematic process; will recognize and protect cultural and built heritage while continuing to allow for change and evolution; and will emphasize the protection and expansion of public spaces and institutions integral to the daily lives of residents. The physical, social, and mental health and wellbeing of all residents will be supported and nurtured by the built and natural environments, and by the community itself.”**

# Goals

A series of 10 Goals have been established to guide the policies and regulations in the Municipal Planning Strategy and Land Use Bylaw. These Goals represent a desired, and usually, long-term result the community wants to achieve. The 10 Draft Goals which have been established for the Municipal Planning Strategy are:

- 1. Preserve and enhance the natural environment.**
- 2. Support the efficient use of services.**
- 3. Support the growth of long-term housing options-including in style and tenure.**
- 4. Support development that mitigates climate change and minimizes the Town's impact on the environment.**
- 5. Adapt to changing environmental and climactic conditions.**
- 6. Support economic activities and entrepreneurship in Mahone Bay.**
- 7. Preserve and enhance access to cultural and recreation spaces that contribute to a high quality of life.**
- 8. Preserve, promote and enhance the protection of cultural and heritage resources and landscapes.**
- 9. Support physical, social, and mental health and wellbeing of all residents.**
- 10. Establish clear and transparent land use regulations but which also promote flexibility and a diversity land uses.**





prepared by  
**UPLAND**

for

TOWN OF  
*Mahone Bay*





# Background Report (Draft)

December 17, 2020



**Plan**

Mahone Bay

## **Draft Background Report**

December, 2020.

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This Background Report was completed by UPLAND Planning + Design Studio, in association with Wendy Shearer for the Town of Mahone Bay.

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# Introduction

03 Introduction



# Introduction

The Town of Mahone Bay is currently undertaking a review and update of its Municipal Planning Strategy and Land Use Bylaw, a project that has been called “Plan Mahone Bay.” The Municipal Planning Strategy and Land Use Bylaw are the primary land use planning documents that determine how our communities will grow, develop, and function.

Land use planning influences how we use the land within our communities, how we invest in infrastructure, and it influences the types and locations of buildings that are developed. Mahone Bay’s existing Municipal Planning Strategy and Land Use Bylaw were adopted in 2008, and since that time, there have been many changes within the town and region.

In Nova Scotia, land use planning is legislated and required under the *Municipal Government Act*. This piece of legislation gives municipal councils the ability to control how land is used through the Municipal Planning Strategy and Land Use Bylaw.

The Municipal Planning Strategy acts as the blueprint for the community and provides high-level detail and direction for how the community will develop. Municipal Planning

Strategies include the vision, goals, and policies that direct growth. The Land Use Bylaw takes the Municipal Planning Strategy and establishes specific, detailed rules that must be followed for development within the town.

The rules and regulations within the Land Use Bylaw must agree with and be supported by the policies within the Municipal Planning Strategy, which must also agree with and be supported by the content of the *Municipal Government Act*.

This Background Report lays the foundation for the updated Municipal Planning Strategy and Land Use Bylaw by exploring some of the fundamental characteristics of Mahone Bay. This report was developed through the analysis of existing plans, documents, and other sources of information, and includes analysis on the natural environment; socio-economic characteristics including demographics and population trends; housing supply; the local economy; and built form and heritage. The findings from this Background Report will play an integral role in the development of policies and regulations as they relate to growth and development in Mahone Bay.



A photograph of a pond in a residential area. The pond is surrounded by lush green trees and grass. In the background, several houses are visible, including a yellow one on the left and a red one on the right. The water in the pond is calm, reflecting the surrounding greenery. The overall scene is peaceful and natural.

# The Environment

05	Introduction
07	Environmental Profile
09	Climate Change and Sea Level Rise



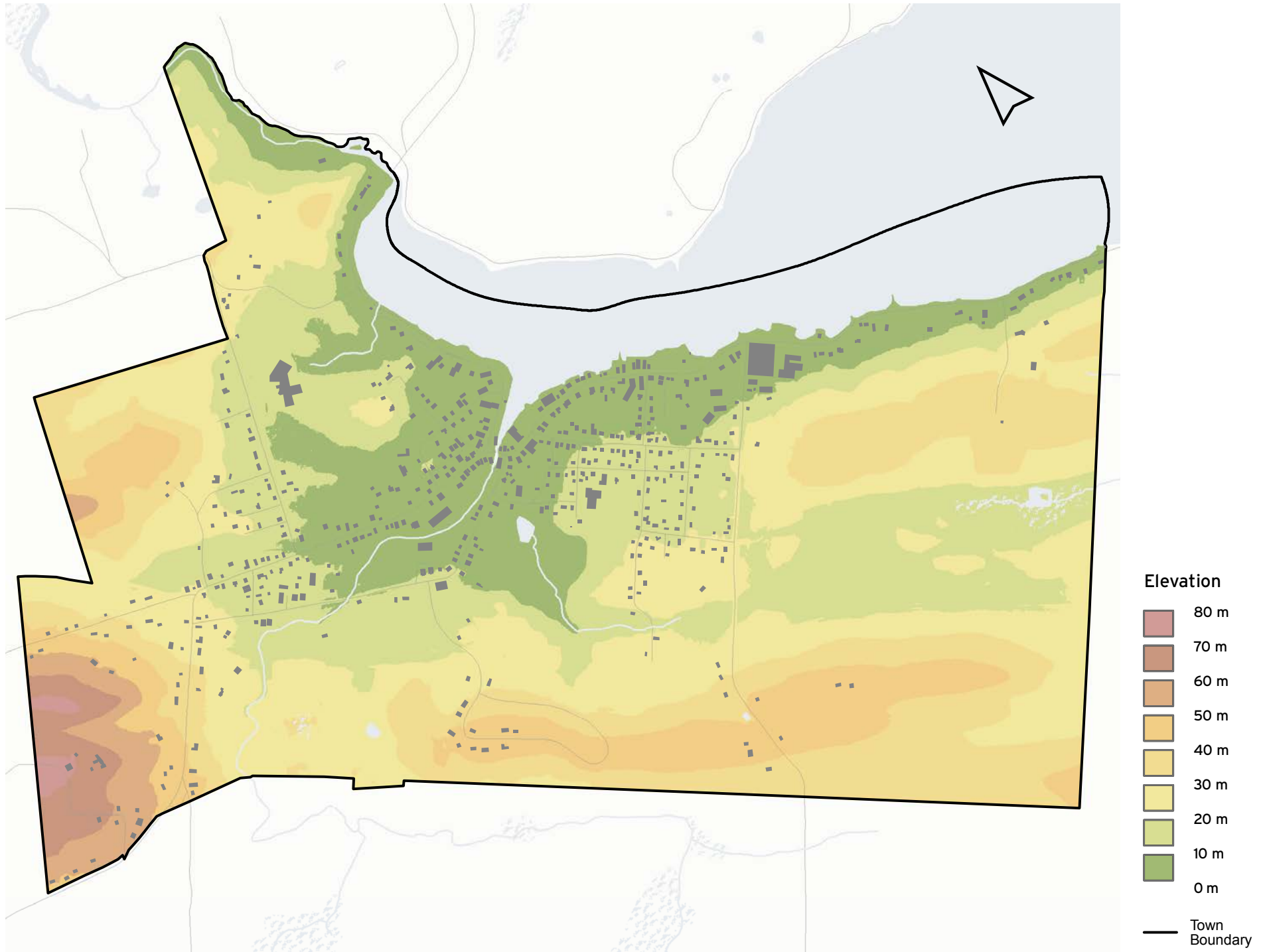
# Introduction

The Town of Mahone Bay is located on the northwest coast of Mahone Bay along Nova Scotia's South Shore. The bay on which the town is located and the physical environment surrounding the town has had a significant impact on how the community has developed. The availability of clean drinking water, the availability of raw materials and resources, and the ability to develop infrastructure and buildings are all influenced and impacted by the topography and geology of the town and surrounding areas.

The landscape and environment also play an important role in recreation and the local economy, attracting visitors from around the world to take in the region's beauty. Balancing development with the need to ensure a healthy environment must be considered as the Town plans ahead into the future.

The environment must also be considered for its potential impact on humans, buildings, and other infrastructure. Wetlands, slopes, and other areas within the town could potentially be hazardous to humans, and development should be only considered in special circumstances in these areas.

Additionally, as the climate continues to change, the town may face more severe storms, higher sea levels, coastal erosion, and more frequent flooding. These impacts could be detrimental and the Town must look to adapt its infrastructure and development patterns to ensure the safety of the community. This section seeks to explore the most fundamental characteristics of the environment in Mahone Bay and how climate change could impact the town.



## Environmental Profile

Mahone Bay does not exist in isolation from its surrounding environment but makes up a small part of the local and regional ecosystems along the South Shore and within Nova Scotia. To appropriately manage and plan for an area, ecological landscape classifications systems are used to identify and map areas of ecological similarity. Ecological landscapes can be described and classified based on an area's soil type, vegetation cover, bedrock, climate, topography, among other factors. Ecological landscapes are applied at numerous scales, from the global or continental scale (ecozones), down to the site-specific scale (ecosite).

Mahone Bay is located within the Atlantic Maritime ecozone and within that the Western ecoregion. This ecoregion encompasses areas that extend from Yarmouth to the Halifax peninsula, making up 30.5% of the province.<sup>1</sup> This ecoregion is characterized by mild winters and warm summers and receives between 1300 and 1500 millimetres of precipitation annually.<sup>2</sup>

Within the Western ecoregion, Mahone Bay is located within the LaHave Drumlins

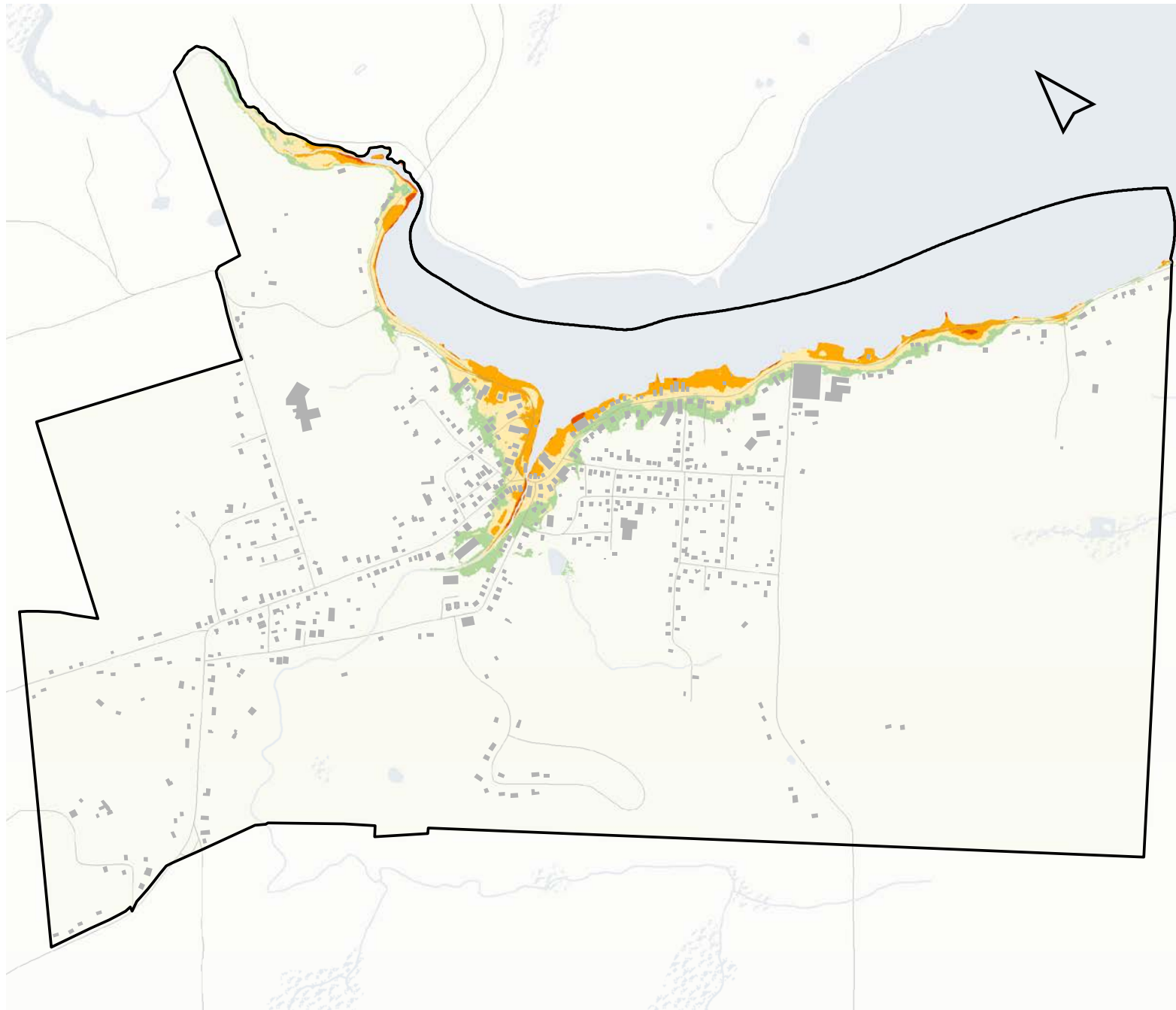
ecodistrict. As the name suggests, this ecodistrict is characterized by drumlins, which are hilly deposits left by glaciers, and often resemble a teardrop shape from above. Glaciation has also influenced the types of soils that are predominant in the area, which are mostly well-draining, shallow, sandy loams, except for the soils developed on drumlins. These soils are often deeper and less stony than surrounding areas.<sup>3</sup>

Much of the LaHave Drumlins ecodistrict is forested (75.2%), which supported the early shipbuilding industry, and today supports the region's Christmas tree industry.<sup>4</sup>

In addition to the landscape, watercourses and water bodies have played an important role in the town's history. The most significant water body within the town is the Atlantic Ocean. The shoreline of the coast not only frames the extent of the town, but it also played a significant role in the early Mahone Bay economy. Shipbuilding, fishing, and shipping in addition to agriculture and forestry were all significant in the early days of Mahone Bay.<sup>5</sup> Today, the shoreline and the town's lasting built heritage attracts visitors from around the world.

Other significant water features in the town include the Ernst Brook (also known as the Maggie-Maggie River) and the Mushamush River. Both of these watercourses flow through the town and empty into the Atlantic Ocean.

Although there are many low-lying areas and properties in Mahone Bay, especially along the coastline, the elevation within the town gradually increases as the distance from the coast increases, as seen on the map at left. The inland areas of the town are made up of rolling, forested, hills that provide significant benefits to the community including their use for recreation and leisure, in addition to the ecosystem services they provide more generally.



Increase	Scenario
1.81 m	2045 HHWLT
2.60 m	2100 HHWLT
3.31 m	2045 HHWLT + storm surge
4.10 m	2100 HHWLT + storm surge

— Town Boundary

## Climate Change and Sea Level Rise

Planning for the future of Mahone Bay must take a proactive approach to climate change and the way the Town plans for future development, infrastructure and vital community services. Climate change will have many impacts on Atlantic Canada including rising sea levels, more frequent storm events, changes in storm surge, increased flooding, and shoreline erosion.<sup>6</sup> The historical development patterns in Mahone Bay have resulted in significant infrastructure including roads and services being located along the town's coastline and may require significant measures to protect property. Even today, during high tide events, Ernst Brook, which drains into the Atlantic Ocean, can back up with seawater and cause flooding along the town's streets and low-lying areas.<sup>7</sup>

As the earth's climate warmed through the 20<sup>th</sup> century—and continues to rise through the 21<sup>st</sup> century—global mean sea levels rose. It is predicted that they will continue to rise through the 21<sup>st</sup> century and beyond. Sea level rise can be attributed to two primary factors: as the earth's temperature has warmed, glaciers, ice sheets and ice caps have melted, adding significant amounts of water to the oceans. Earth's rising temperatures have

also resulted in the thermal expansion of the oceans (as water is warmed, it takes up a greater volume) which has also contributed to sea level rise.<sup>8</sup> In Atlantic Canada, sea level rise is exacerbated by crustal subsidence, a process in which the coastlines are gradually subsiding due to the earth's surface rebounding from post-glacial conditions.<sup>9</sup>

As sea levels rise, the impacts of storm surge may also increase. Storm surge can be described as the difference in sea level between the predicted astronomical tide and the actual tide.<sup>10</sup> The primary cause of storm surge is the strong winds that push water towards the shore.<sup>11</sup> As the wind pushes water to the shore, the level of the tide increases, creating a storm surge.

In 2016, CBCL completed the Mahone Harbour Flood Prevention and Shoreline Enhancement Plan which identified how the town may be impacted by sea level rise and identified potential sea level rise adaptation techniques. Using various modelling methods and sea level rise scenarios, the Plan established a series of extreme sea level scenarios that account for sea level rise and storm surge events for various locations around the

town. The Plan recommended the minimum elevation for waterfront structures be between 2.8 metres and 3.6 metres above sea level (CGVD28), depending on the building's projected lifespan.

Relative to 2015 sea levels, the Plan found sea levels may rise 0.29 metres by the year 2045 and 1.08 metres by the year 2100.<sup>12</sup> The map at left depicts the projected sea level rise for the town, which has been added to the highest astronomical tide possible for the town (the HHWLT). Thus, the projected 2045 and 2100 extreme sea levels are 1.81 metres and 2.60 metres, respectively. Using a principle of precautionary planning, a 1.5 metre storm surge—the storm surge produced by Hurricane Juan in 2003 in Halifax—was added to the 2045 and 2100 extreme sea levels for a worst case scenario.

In addition to sea level rise, other impacts of climate change the town and region may experience include higher rates of inland flooding as precipitation rates increase; higher incidents of hot days over 30 degrees, which could result in drought; and impacts on plant and animal species including potential invasive species.<sup>13</sup>



# Demographics

11	Introduction
13	Population
15	Age Profile

# Introduction

While communities are often considered by the sum of their parts, it is important to take a deeper look into who actually lives in a community and how demographics have shifted as social, political and economic changes have occurred.

Each one of the 1,036 residents of Mahone Bay have different needs, and this influences many different aspects of the community. The demand for housing and housing options, infrastructure needs, and the service and commercial needs of residents are all influenced by who lives in the town. These influences enable land use planning to play a role in how the population may change in the future. The ability to develop housing or a business and the availability of services and infrastructure can be regulated through land use planning and can influence who may choose to live or establish a business in Mahone Bay. This section explores historical population trends and the current demographic profile of the town to understand what the future needs of the community may be.

# 1,036

Recorded population in Mahone Bay in 2016.

# 9.9%

Percent population growth between 2011-2016.

Mahone Bay Population Change - 1981 to 2016

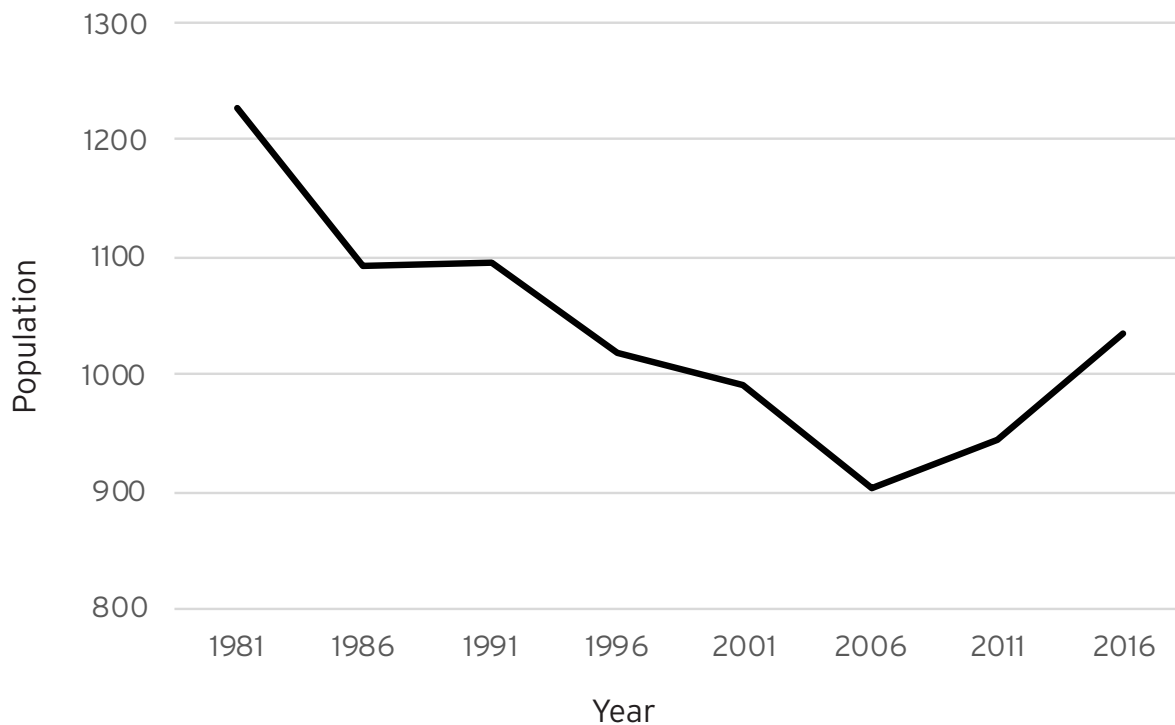


Table 1. Mahone Bay Population Change 2001 - 2016		
Year	Mahone Bay Population	Growth Rate
2016	1,036	9.9%
2011	943	4.3%
2006	904	-8.8%
2001	991	

Table 2. Lunenburg County Population Change 2001 - 2016		
Year	Lunenburg County	Growth Rate
2016	47,126	-0.4%
2011	47,313	0.3%
2006	47,150	-0.9%
2001	47,591	



# Population

According to the 2016 Statistics Canada Census, 1,036 residents live in Mahone Bay, up from 904 residents in 2006. This 15% growth in population over the 10 years between 2006 and 2016 regained a significant portion of the population that was lost between 1981 and 2006. In 1981, according to Statistics Canada, the town’s population stood at 1,228<sup>14</sup> but declined by 26% to 904 residents in 2006.<sup>15, 16</sup>

Unlike the majority of municipalities in Nova Scotia, between 2011 and 2016 Mahone Bay was one of few municipalities that experienced a growth in its recorded population. In fact, the 9.9% growth in population between 2011 and 2016 (Table 1) was the highest percentage of growth in the province for any municipality.

At the regional level, the decline in the population of Lunenburg County, of which Mahone Bay is a part, between 2011 and 2016 (Table 2) highlights factors that are driving population change in Nova Scotia more broadly: declining birth rates, increasing death rates, and migration from the county to larger urban centres. However, with the lifestyle changes brought on by COVID-19, there is the potential for rural regions to

retain, or even grow their populations as remote working has become increasingly necessary and possible.

Although Statistics Canada does not collect information related to permanent and seasonal residents, inferences can be made from the proportion of dwellings occupied by usual residents. Between 2006 and 2016, the proportion of dwellings occupied by usual residents increased from 85.5% to 87.7%. This increase would suggest more individuals who reside in Mahone Bay live in the town year-round.<sup>17, 18</sup>

In addition to population data, Statistics Canada collects information related to changes in residency. The majority of residents of Mahone Bay who have moved within the last year, and within the last five years, have moved from within the town itself and from elsewhere in Nova Scotia (Table 3).<sup>19</sup>

Finally, compared to Nova Scotia as a whole, Mahone Bay has a higher proportion of residents who are immigrants to Canada (16% in Mahone Bay compared to 6% within Nova Scotia), and a higher proportion of residents who are not Canadian citizens (8% in Mahone Bay compared to 3% within Nova Scotia).

Table 3. Mahone Bay Mobility Status		
As a proportion of total population	1 Year Ago	5 Years Ago
People who didn't move residences	91%	59%
People who moved residences	9%	41%
As a proportion people who moved residences	1 Year Ago	5 Years Ago
Moved from within Mahone Bay	35%	38%
Moved from elsewhere in Nova Scotia (excluding Mahone Bay)	53%	37%
Moved from elsewhere in Canada (excluding Nova Scotia)	12%	17%
Moved from outside of Canada	0%	7%

**57.7** The Town's median age in 2016. Up from 54.5 in 2006.

## Mahone Bay Population Pyramid - 2006 and 2016

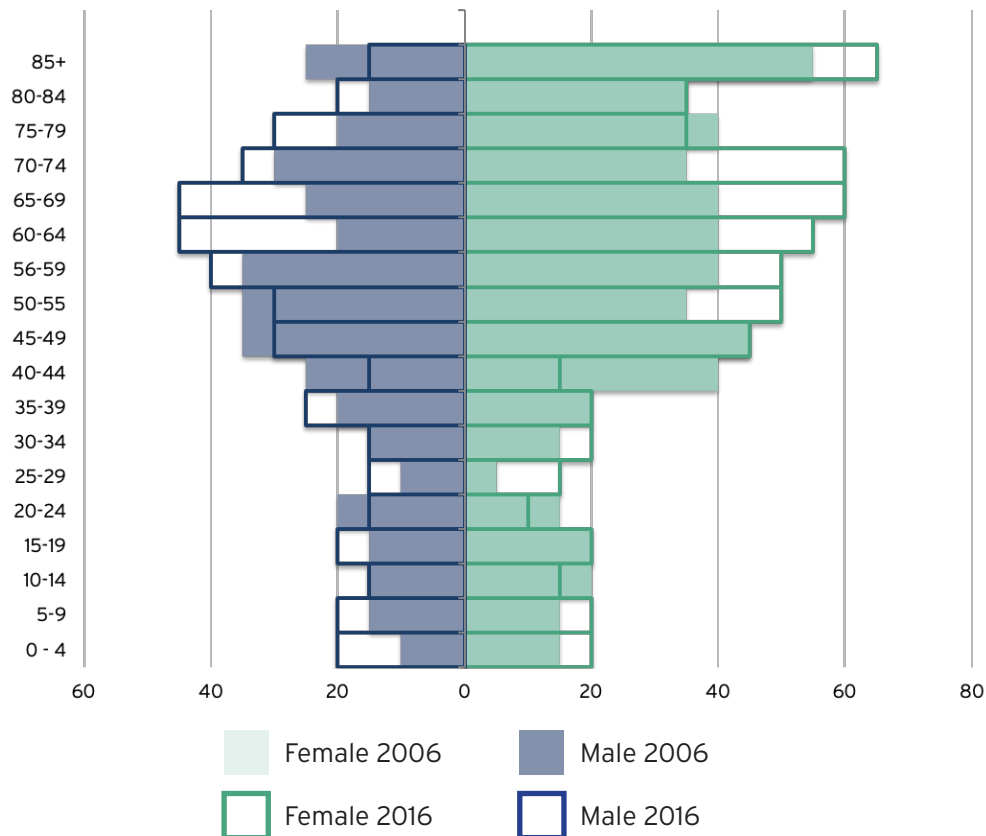
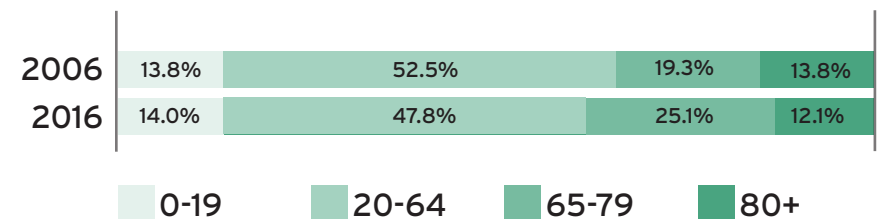


Table 4. Mahone Bay age profile change 2006 - 2016			
	2006	2016	Change
Total	905	1,036	14.5%
Young (0-19)	125	145	16.0%
Working Age (20-64)	475	495	4.2%
Retired (65-79)	175	260	48.6%
Elderly (80+)	125	125	0.0

## Mahone Bay Population Age Profile - 2006 and 2016



## Age Profile

Since 2006, Mahone Bay's population has aged. In 2006 the median age of residents was 54.5 years but increased to 57.7 years in 2016. Over this 10-year period, the proportion of residents between the ages of 65 and 79 grew by nearly 50% from 175 individuals in 2006 to 260 in 2016 (Table 4). Despite this increase, the number of residents 80 years of age and older remained the same between 2006 and 2016.<sup>20, 21</sup>

There are significant implications for the town and the community as the population ages. One of these implications is the changing housing preference for people living in Mahone Bay. As an individual ages, they may look to move, downsize, or swap ownership for the rental market. Additionally, factors such as proximity to healthcare and services also play a more important role in where someone chooses to live. As the Town looks towards its future, it may need to prioritize enabling a wide variety of housing options for current and future residents.

In addition to experiencing growth in retired (ages 65-79) individuals, the town experienced modest growth in youth and the working age population. The proportion

of working age (20-64) residents slightly increased between 2006 and 2016 by 4.2%, while the proportion of youth (0-19) grew by 14.5%. Despite the growth in the proportion of youth population being more than three times that of the working age population, these cohorts grew by the same number of individuals (20) over the 10 years between 2006 and 2016.



# Infrastructure and Services

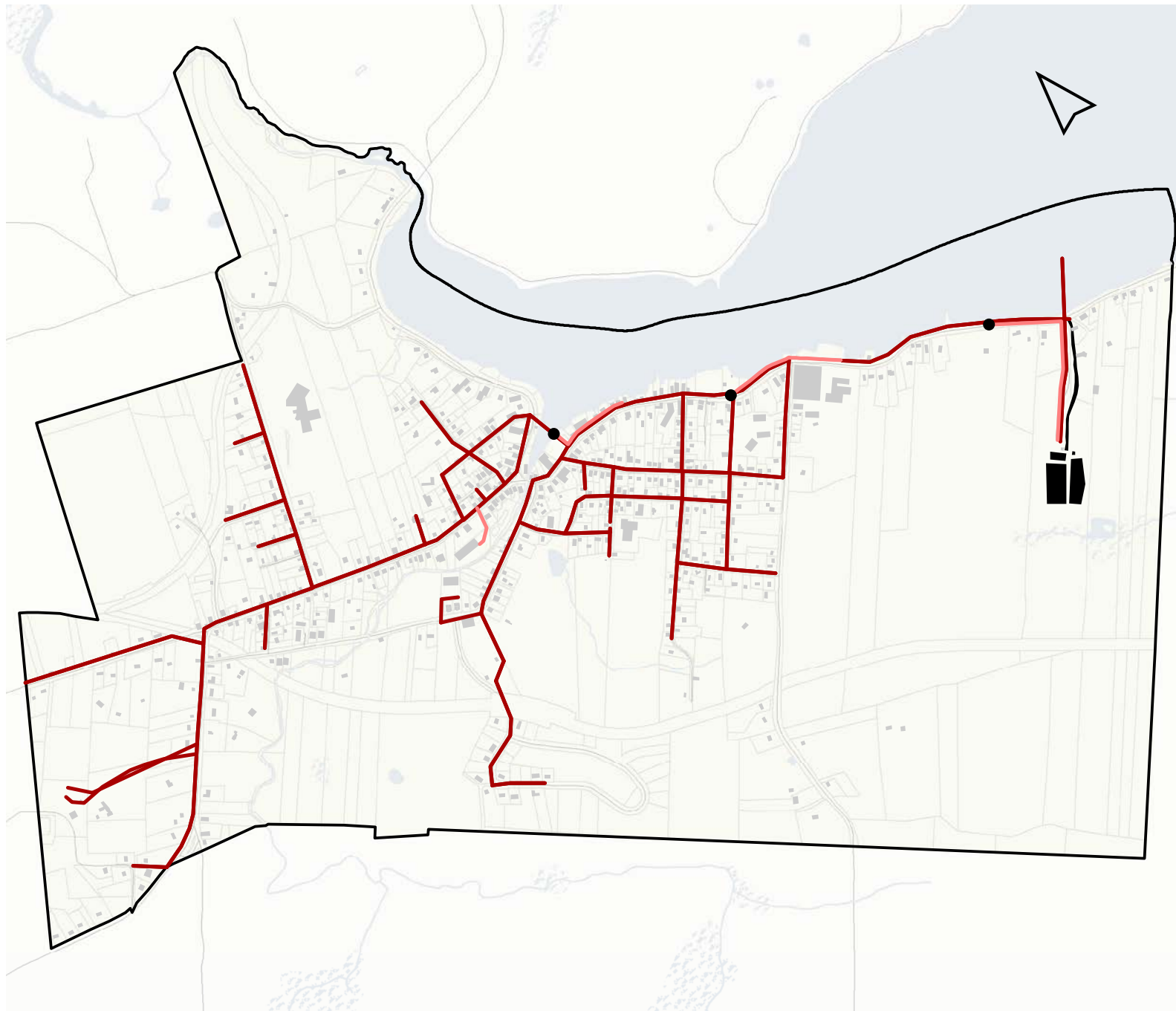
17	Introduction
19	Sanitary Sewer
21	Drinking Water
23	Electric Utility
25	Road Network and Sidewalks
27	Parks and Trails



# Introduction

Infrastructure is essential to keeping our communities functioning and is one of the primary services provided by municipal governments. Streets and sidewalks provide the conduits to travel within the town and region, water and sewer services ensure we have access to clean drinking water and keep our waterways clean, and many other infrastructure and services provided by municipal governments make our communities safe and enjoyable places to live and visit.

As one of the primary services provided by municipalities, the construction and maintenance of infrastructure is also one of the primary costs for any government. Roads, sidewalks, and above- and below-ground infrastructure all require regular upkeep. Where new infrastructure is needed, it must be planned in a way so that it does not burden the Town or taxpayers. This section explores the Town's current inventory of above- and below-ground infrastructure and services.



- Sanitary Forcemain
- Sewer Main
- Pumping Station
- Sewer Facilities
- Town Boundary

## Sanitary Sewer

Central wastewater (sanitary sewer) systems use a network of pipes and other infrastructure to move waste from residential and commercial properties to a treatment facility. To move untreated wastewater, sanitary sewer systems can use gravity mains, where wastewater flows via the force of gravity to the wastewater treatment facility, which is located at a relatively low elevation in the community. However, where gravity mains are not feasible due to topography, lift stations (pumps) may be required to move waste.

Mahone Bay's sanitary sewer system, which services approximately 497 properties,<sup>22</sup> consists of a network of over 10.5 kilometres of sewer mains and a total of three pumping stations, which pump effluent to the treatment facility from serviced properties. The Town's treatment facility, built in 1994, is located in the southern portion of the town and is accessed via Main Street.

The town's wastewater treatment facility, a wastewater lagoon, has a design flow capacity of 852 m<sup>3</sup> per day. In 2019 the average flow was 680 m<sup>3</sup> per day meaning the system is operating at approximately 80% capacity.<sup>23</sup>

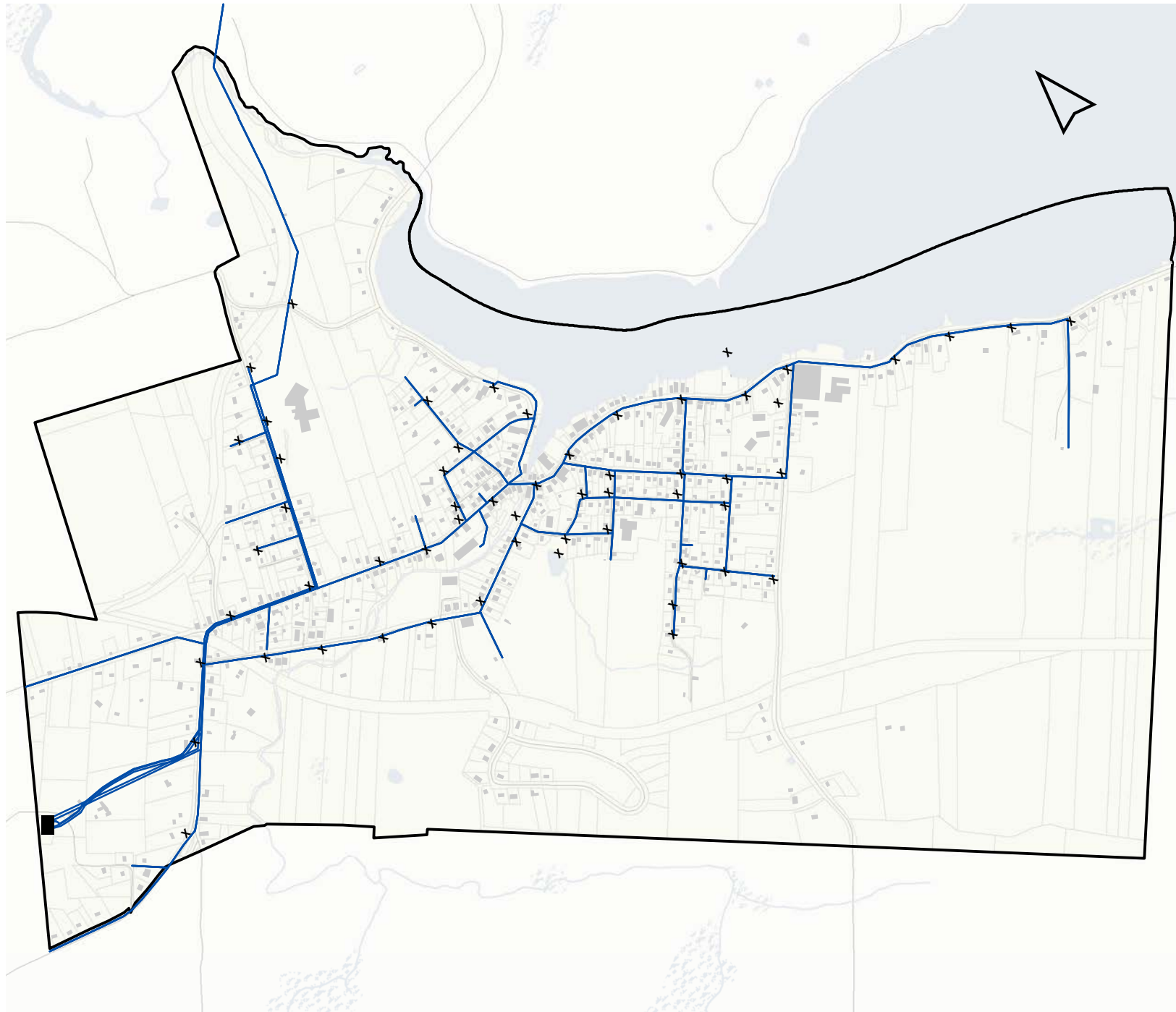
While the majority of properties in Mahone Bay are connected to the sanitary sewer system, a 2018 study completed by ABLE Engineering and the Bluenose Coastal Action Foundation found there are approximately 30 properties that are not currently connected. These properties dispose of their waste through either on-site systems (e.g. septic beds) where the wastewater is treated on the property, or it is presumed some properties have straight pipe septic systems that discharge untreated sewage directly into the harbour.<sup>24</sup> As outlined in their report, changes to the Nova Scotia *Environment Act* in 2007 eliminate the concept of legal non-conformance<sup>i</sup> for straight pipe septic systems, meaning properties must comply with the regulations which prohibit the discharge of untreated sewage into the environment.<sup>25</sup>

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<sup>i</sup> Another common term for this is 'grandfathering'. The term 'grandfather clause' has its roots in racial discrimination during the late 19<sup>th</sup> century where a group of U.S. States established requirements, including literacy tests, poll taxes among other requirements, to vote. These requirements were designed to disenfranchise African Americans following the 15<sup>th</sup> Amendment (which granted African American men the right to vote). As these voting requirements also impacted white Americans, U.S. States passed laws that granted a person the right to vote if they were eligible to vote prior to the 15<sup>th</sup> Amendment, or if they were descendants of someone who could vote to ensure white Americans were still able to vote. (NPR, 2013)

Mahone Bay's sanitary sewer system is a combined system, meaning that in addition to transporting and treating wastewater, it also treats precipitation run-off that flows into storm drains. This type of wastewater system is not uncommon, but during high precipitation events, the treatment plant may overflow. Combined wastewater treatment systems generally increase the cost to operate a wastewater system as they are required to treat precipitation unnecessarily.

There are solutions to preventing precipitation from being treated in a wastewater treatment facility including the separation of wastewater and stormwater pipes, but this can be a costly fix for any municipality. Within the scope of a Municipal Planning Strategy and Land Use Bylaw, however, regulations to reduce stormwater run-off through lot coverage regulations and other mechanisms can be considered.



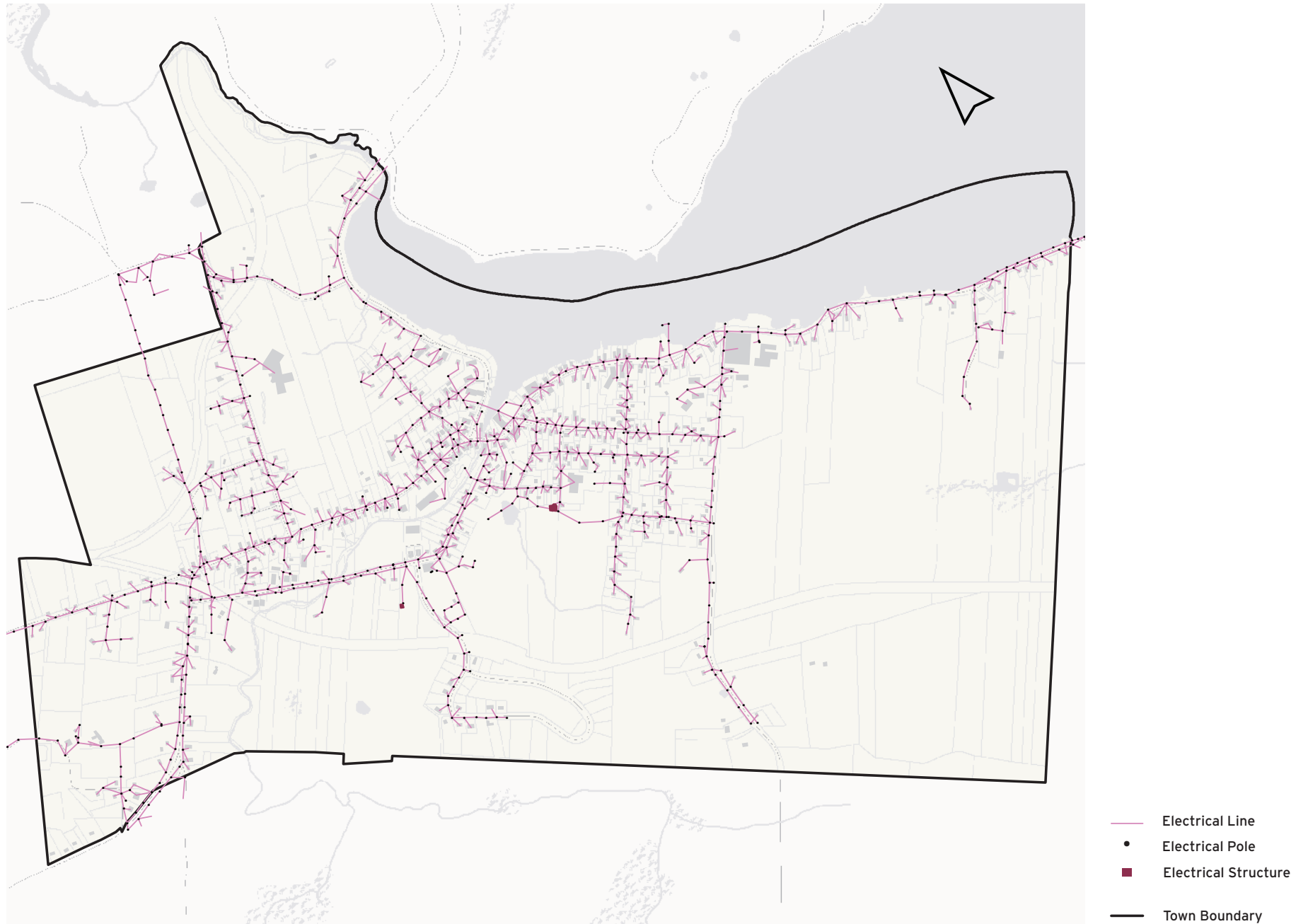
## Drinking Water

Clean drinking water is essential for any community to function effectively. Drinking water in Mahone Bay is derived from Oakland Lake, which is located outside of the town's boundary in the Municipality of the District of Lunenburg. Oakland Lake and its watershed are protected under the Oakland Lake Watershed Protected Water Area Regulations within the Nova Scotia *Environment Act*. These Regulations establish strict controls on the types of land use and other activities that can be conducted within the protected area to ensure Oakland Lake remains a viable drinking water source for Mahone Bay.

From Oakland Lake, water is pumped nearly three kilometres to the Town's Water Treatment Plant located at 70 Zwicker Lane, which is approximately 75 metres above sea level. To make the water safe for human consumption, the water is treated and stored in the water storage reservoir before it is transported via gravity to the town. Mahone Bay has over 14 kilometres of water mains, with the majority put in place during the 1940s. The Town's water utility services nearly 500 customers, adding approximately two new service connections each year.<sup>26</sup>

Because of the age of the Town's drinking water system, a current problem that exists is that water is lost through leaks in the system, a result of depreciated water lines. Remediating this problem involves finding the leaks and replacing the water lines, an extremely costly task. While fixing these water lines is outside of the scope of a Municipal Planning Strategy and Land Use Bylaw review, the updated planning documents will look to support growth and development that efficiently uses existing services.

The Water Treatment Plant has a design capacity of treating 981,965 litres per day with a current approval to withdraw 710,000 litres per day from Oakland Lake. In 2019, the average amount of treated water from the plant distributed to the town was 611,674 litres per day, meaning the plant operates at approximately 86% of its capacity based on the approved amount of water it can withdraw from Oakland Lake. Nevertheless, a 2008 hydrological assessment study found that the treatment plant could service a population of approximately 1,600 in Mahone Bay.



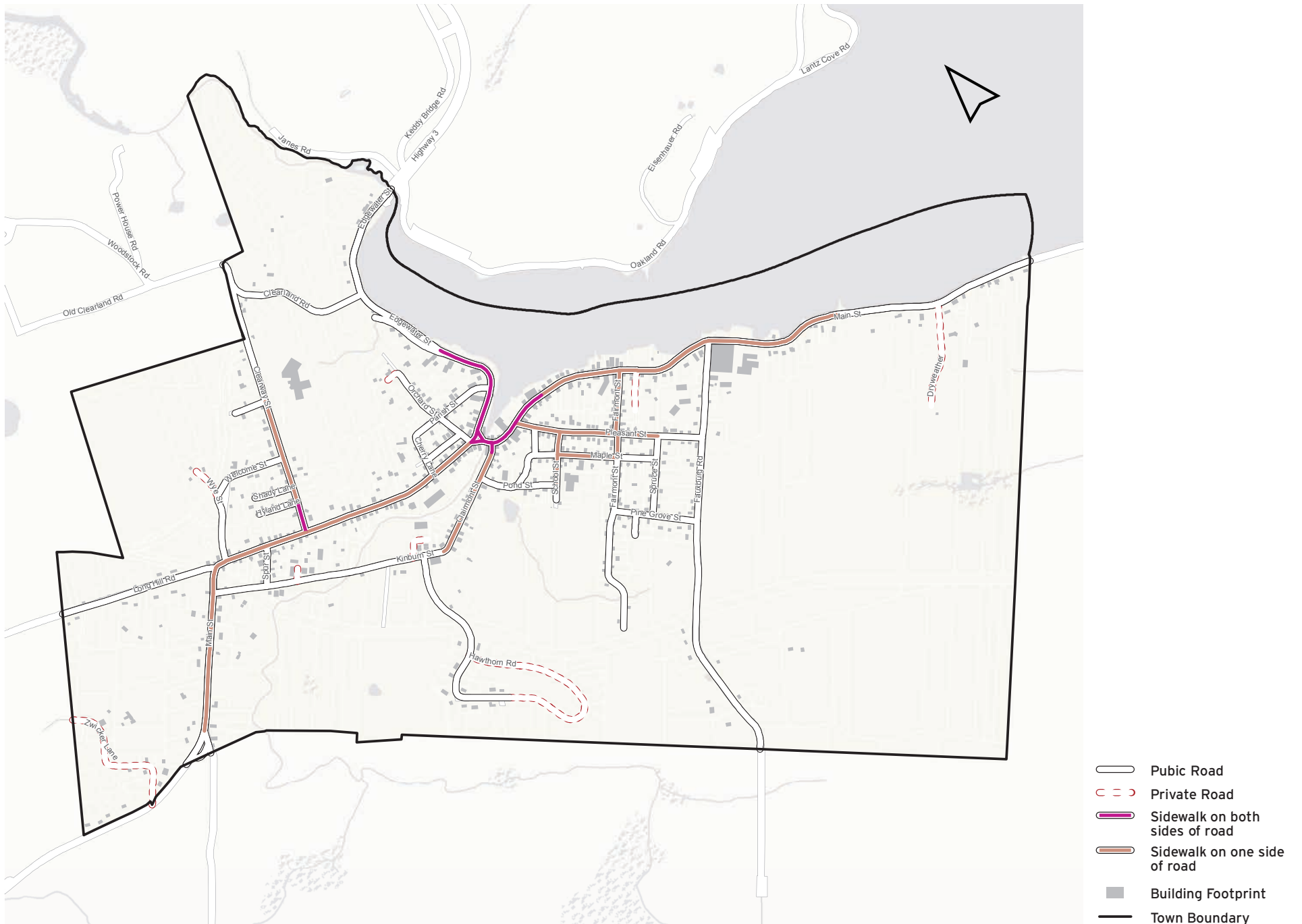
## Electric Utility

The Town of Mahone Bay is one of six municipalities or communities in Nova Scotia that operates its electric utility. The Mahone Bay Electric Utility, which is wholly owned by the Town, distributes electricity purchased from Nova Scotia Power and generated by the Town to residents of Mahone Bay and to several properties outside of the town's boundary. The Mahone Bay Electric Utility shares resources with Riverport, another community with its own electric utility.

By owning its utility, the Town has greater flexibility to pursue renewable energy production to supplement electricity that is purchased from Nova Scotia Power. Currently, the Town is pursuing renewable energy production through the Alternative Resource Energy Authority (AREA), of which Mahone Bay is a partner with the Towns of Antigonish and Berwick. This partnership runs the Ellershouse Windfarm, a 10 turbine wind farm with a maximum output of 23.15 MegaWatts. This wind farm supplies approximately 40 percent of Mahone Bay's and its partners' electricity requirements.<sup>27</sup>

Through the flexibility that is enabled by owning its electric utility, the Town and community can also pursue additional measures to generate its own power, including through renewable sources. As part of the Municipal Planning Strategy and Land Use Bylaw review, potential tools and strategies to enable additional renewable energy production sources will be explored, such as small- and large-scale solar generation systems.





## Road Network and Sidewalks

Mahone Bay is serviced by an extensive road network that connects people to services, amenities, employment, and the region of Lunenburg County and beyond. There are over 18 kilometres of local and private roads in the town.

Of the 18 kilometres of roads within Mahone Bay, over 16 kilometres are Town-owned. Two of these Town-owned streets, Edgewater Street and Main Street, intersect centrally within the town, helping to move automobile traffic to and throughout Mahone Bay. There is also a network of local streets, which are often directly connected to either Edgewater Street or Main Street, that help stitch the town's residential and commercial areas together.

In addition to Town-owned roads, there are approximately two kilometres of private roads in the town. In rural areas, private roads are often used to provide service to agricultural, forestry or recreational areas, areas that municipalities often deem unnecessary or undesirable for public roads. In the case of Mahone Bay, many of the private roads are used to service residential areas. Unlike public roads, private roads are maintained by the residents who live on the road, which can

often lead to conflicts among land owners based on residents' desired level of service and road standard.

From a regional perspective, Highway 325, Highway 103, and Highway 3 provide access to the town. Highway 3 runs parallel to Highway 103, connecting many communities along the South Shore, including Bridgewater and Lunenburg, to one another. Although the portion of Highway 103 that provides access to Mahone Bay is not twinned, Provincial and Federal governments have undertaken steps to twin additional segments of the highway, and it is expected that by 2023, the highway will be twinned from Halifax to Hubbards (Exit 6). The twinning of the highway may result in increased development pressure for the region, including Mahone Bay, as the area is seen as a more viable place to live and work, especially for individuals commuting to and from Halifax for employment.

In addition to the road network, the town's core areas are served by a sidewalk network that stretches almost the entirety of Main Street and extends along Edgewater Street. Streets with sidewalks also extend into the town's residential areas including along sections of Fairmont and Pleasant

streets. Sidewalks are essential pieces of infrastructure and provide residents and visitors with the opportunity to navigate the town's streets as a pedestrian to access many of its shops, restaurants and natural areas.



## Parks and Trails

There are numerous outdoor amenities for residents and visitors to enjoy within the town, including the town's parks and trails that make up part of Mahone Bay's open space network. One of the key assets in the town's open space network is Jubilee Park. Jubilee Park consists of several amenities including a natural adventure playground, old-growth forests and a network of trails that attracts people of all ages.

Two segments of the Rum Runners Trail (the Dynamite Trail and the Bay to Bay Trail) traverse and intersect within Mahone Bay. The Dynamite Trail, which connects Martin's River to Mahone Bay connects with the Bay to Bay Trail, which connects Mahone Bay to the Town of Lunenburg. Where these two trails intersect is the beginning of the Adventure Trail that connects Mahone Bay to Bridgewater. There is also a trail along the waterfront that runs parallel to Edgewater Street, providing residents and visitors access to Mahone Harbour.

Four other significant pieces of the open space network include the playing fields at the Mahone Bay Centre and Bayview School and the two cemeteries within Mahone Bay.

However, open space networks do not necessarily need to be 'natural'. The Michael O'Connor Memorial Bandstand is often a venue for musical concerts, performances, and a place to view the harbour and waterfront. Additionally, the Mahone Bay Pool and Mahone Bay Tennis Courts are vital assets to the community. Planning for the future of Mahone Bay must take into consideration how these assets can be preserved and enhanced for future generations.



# Housing

29	Introduction
31	Households
33	Housing Supply



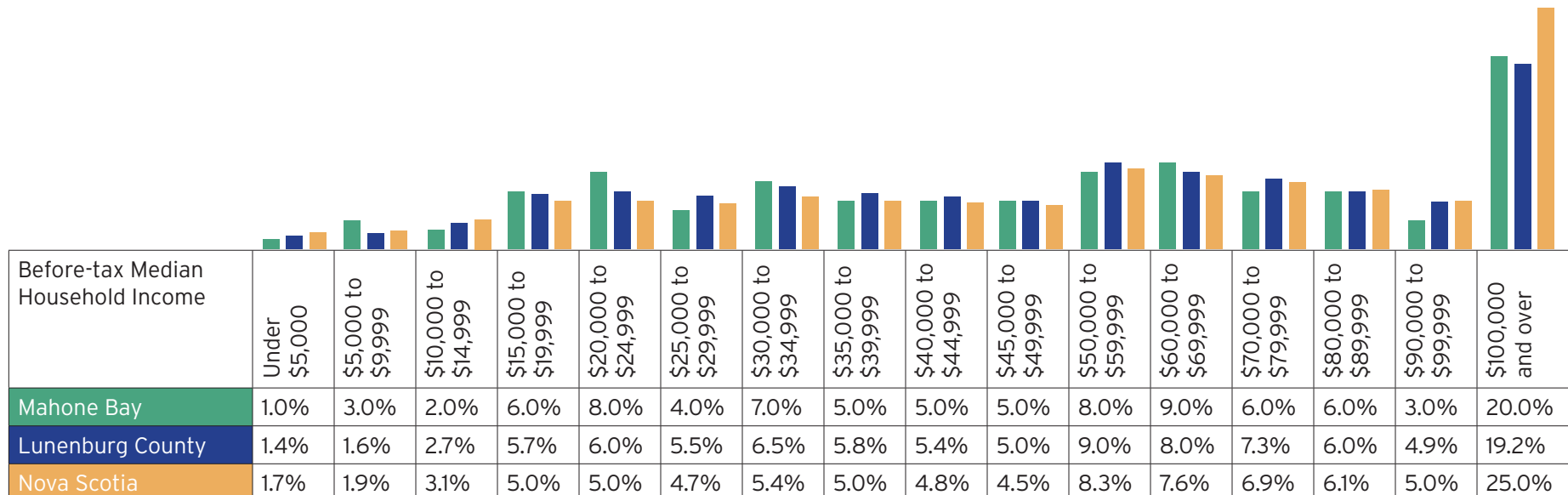
## Introduction

Housing and shelter are one of our most primary needs as humans. No matter a person's life stage, they require safe, affordable, and appropriate housing. The housing needs for a young family may be different than a single parent or an elderly couple. As Mahone Bay prepares for a resilient future, housing options that reflect the local diversity and the changes in housing demand will be required. The community should be prepared to accommodate people of all ages and abilities, with a variety of incomes, and from a range of household sizes. This section looks to understand the current housing demand, supply, and affordability.

**24%** Percent of households that earn less than \$30,000 per year.

**1.9** Average household size in Mahone Bay

**\$53,035** Median household income in Mahone Bay.





## Households

In Mahone Bay, the average household size, according to the 2016 Statistics Canada Census, is just shy of two people per household (1.9). The average household size in Mahone Bay is smaller, on average, compared to both Lunenburg County and the Province as a whole, where the average is 2.2 and 2.3 persons per household, respectively.<sup>28</sup> Since 2006, the average household size in Mahone Bay has decreased from 2.0 persons per household.<sup>29</sup>

Shrinking household sizes are not unique to Mahone Bay as trends nationally have pointed to smaller households. Research has found that more adults are living alone,<sup>30</sup> families are having fewer children,<sup>31</sup> divorce rates are increasing,<sup>32</sup> and like what is happening in Mahone Bay, the population is ageing. These factors, among others, have implications for the types and styles of housing that fit the lifestyle of people within the town and what they are able to afford.

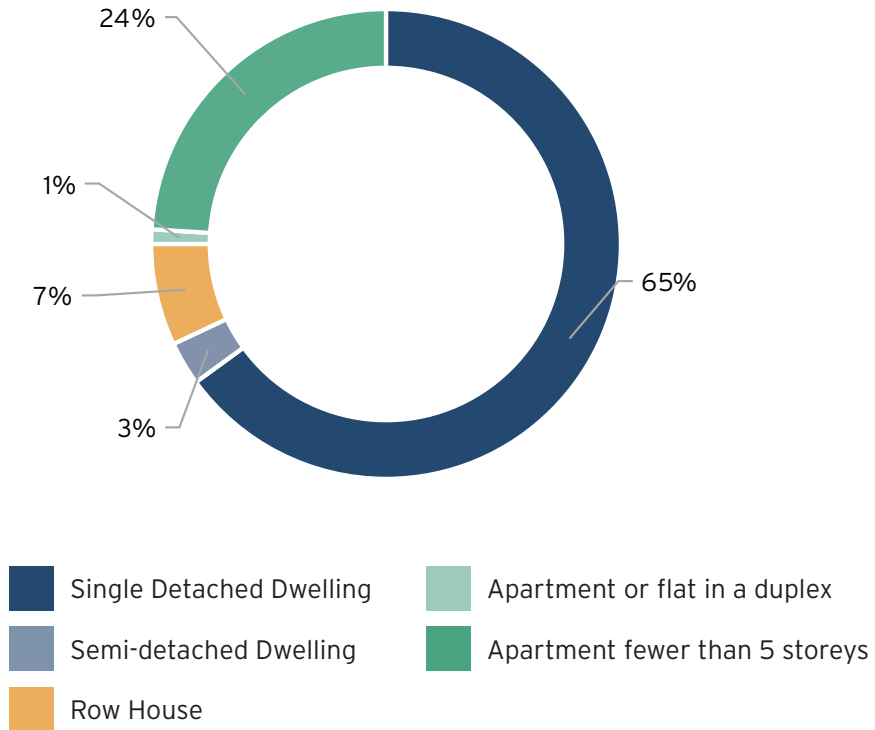
In Mahone Bay, incomes are relatively similar to those across the region (Lunenburg County) but are notably lower than those across the province. The median before-tax household income in Mahone Bay is \$53,035 a year, compared to \$54,833 in Lunenburg County and \$60,746 in the province.<sup>33</sup>

At the local level, there is a substantial variety in the median before-tax income for individual households in Mahone Bay. While 24% of households within Mahone Bay earn less than \$30,000 before-tax annually, nearly 20% of households earn more than \$100,000 before-tax annually.<sup>34</sup> The ranges in income reflect a need to have a variety of housing options that can accommodate current and future residents in the community.

Statistics Canada also has metrics that measure the level of residents within low-income categories. Generally, in Mahone Bay, there is a greater prevalence of residents within the low-income measure than within Lunenburg County and Nova Scotia. Specifically, the prevalence of low-income is greater for Mahone Bay residents aged 0-17 years old and residents 18-64 years old compared to Lunenburg County and Nova Scotia. However, the prevalence of low income

for Mahone Bay residents aged 65 years of age and older is lower than within Lunenburg County and is comparable to the province.<sup>35</sup>

### Occupied Private Dwelling Types - 2016



**65%** Mahone Bay's housing supply that is single-detached dwellings.

**\$259,412** Median value of dwellings in Mahone Bay.

**\$934** Median monthly shelter costs for owned dwellings.

**\$801** Median monthly shelter costs for rented dwellings.

## Housing Supply

Based on the 2016 Statistics Canada Census, single-detached dwellings are the most common housing type in Mahone Bay, accounting for 65% of the total housing supply. Apartments that are fewer than five storeys are the second most common housing type, making up an additional 24% of housing units in the town – a proportion that was 10% higher than the total share of apartments in all of Nova Scotia. Row houses, semi-detached dwellings, and apartments or flats in duplexes make up the remaining 11% of the housing stock in the town.<sup>36</sup>

Over the past 60 years in Mahone Bay, residential development has occurred in waves. More than half (55%) of the occupied private dwellings in Mahone Bay were constructed before 1960. This was followed by a wave of housing construction through the 60s and 70s when another 19% of the current housing stock was built. Another boom occurred between 2006 and 2010 when an additional 14% of the current stock was built.<sup>37</sup>

An examination of housing tenures revealed that 63% of the town's housing stock is owner-occupied and 37% are rental units, compared to the province where 69% of units

are owner-occupied and 31% are rental units. Monthly shelter costs within Mahone Bay vary depending on the type of tenure a resident is living in. For home-owners, the median monthly shelter cost is \$934 while the median monthly shelter cost for renters is \$801.<sup>38</sup>

In addition to housing supply, Statistics Canada has metrics that measure the condition of housing and the extent to which the town's housing stock requires repairs. According to the 2016 Statistics Canada Census, a large majority of occupied private dwellings in the Town of Mahone Bay are in good condition, requiring only regular maintenance or minor repairs. Conversely, 6.9% of private dwellings required major repair, which compared favourably to Lunenburg County as a whole, where 8.8% of occupied private dwellings were in need of major repairs.<sup>39</sup>

Despite having a housing stock that is in relatively good condition, a large portion of the town's households spends more than 30% of their income on housing. The Canadian Housing and Mortgage Corporation (CMHC) and Statistics Canada use this threshold to identify households that may be experiencing housing affordability issues.

Approximately 34% of households in Mahone Bay spend more than 30% of their income on housing. These rates are considerably lower in Lunenburg County and across the province, which had rates of 18.7% and 21.6%, respectively.



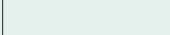



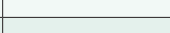


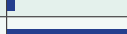






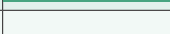











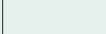


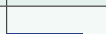










# The Economy

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## Introduction

A strong local economy is essential in providing meaningful employment opportunities and in turn, it is integral in supporting a high quality of life for residents. While land use planning cannot directly result in economic development, it can support a strong local economy by ensuring an adequate supply of land to support economic initiatives.

This section explores the economic characteristics of Mahone Bay. It reports on the town's labour force and employment rates. This section also outlines travel patterns for employment-related trips.

Table 5. NAICS Code Classification for Mahone Bay and Lunenburg County (2016)				
	Mahone Bay		Lunenburg County	
Total Labour Force Aged 15+	435		22,610	
Agriculture; forestry; fishing and hunting	0.0%		5.4%	
Mining; quarrying; and oil and gas extraction	0.0%		0.5%	
Utilities	0.0%		0.5%	
Construction	10.3%		8.1%	
Manufacturing	9.2%		13.8%	
Wholesale trade	3.4%		2.1%	
Retail Trade	14.9%		12.7%	
Transportation and warehousing	0.0%		2.5%	
Information and cultural industries	3.4%		1.7%	
Finance and insurance	3.4%		2.2%	
Real estate and rental and leasing	2.3%		1.2%	
Professional; scientific and technical services	11.5%		4.3%	
Management of companies and enterprises	0.0%		0.0%	
Administrative and support; waste management and remediation services	5.7%		5.0%	
Educational services	4.6%		6.1%	
Health care and social assistance	16.1%		13.4%	
Arts; entertainment and recreation	0.0%		2.1%	
Accommodation and food services	6.9%		6.8%	
Other services (except public administration)	4.6%		4.9%	
Public administration	3.4%		4.9%	



## Employment

The growth rate of the town's labour force (residents of Mahone Bay over the age of 15 who are either employed or unemployed) exceeded the growth rate of the town's overall population change between 2006 and 2016. The labour force in Mahone Bay grew from 370 individuals in 2006 to 435 individuals in 2016, a growth of over 17%, while the population grew by nearly 15% over this same time period. Conversely, there are 430 individuals not in the labour force (individuals who were unwilling or unable to offer labour services), up from 380 in 2006.<sup>40, 41</sup>

The number of residents who are employed in Mahone Bay increased from 345 to 385 between 2006 and 2016, while the number of residents who are unemployed increased from 25 to 50 over this same 10-year period.<sup>42 43</sup> This information, and the information above, would suggest that the increase in employed persons can partially be attributed to the town's growth in its working age (20-64) population.

Using the North American Industry Classification System (NAICS), which establishes a categorization system for employment sectors, the major employment sectors for Mahone Bay residents can be

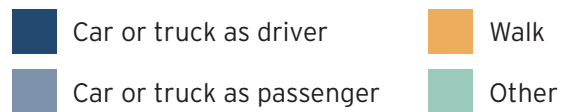
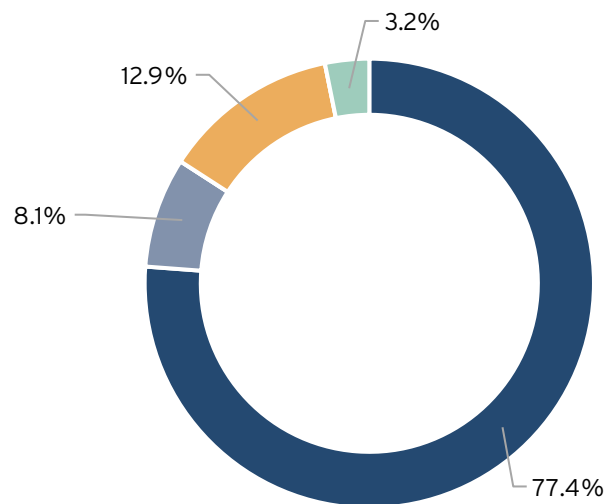
analyzed (Table 5). The health care and social assistance sector accounts for 16.1% of the employed labour force in Mahone Bay, making it the largest employment sector in the town. The South Shore Regional Hospital in Bridgewater and the Fishermen's Memorial Hospital in Lunenburg collectively employ approximately 1,062 people, potentially employing many town residents. The Mahone Bay Nursing Home is also a key employer in this economic sector.

The health and social assistance sector is followed by the retail trade sector, which accounts for a further 14.9% of the employed labour force in Mahone Bay. A further 6.9% of the labour force is employed within the accommodation and food services sector. These two sectors, which support Mahone Bay's tourism industry, employ over 20% of the town's labour force. However, these employment data are collected during the week of May 1 to May 7, meaning these data potentially under-represent individuals in these tourism-based sectors.

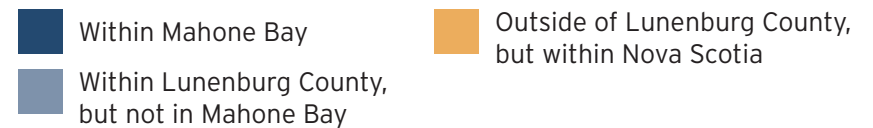
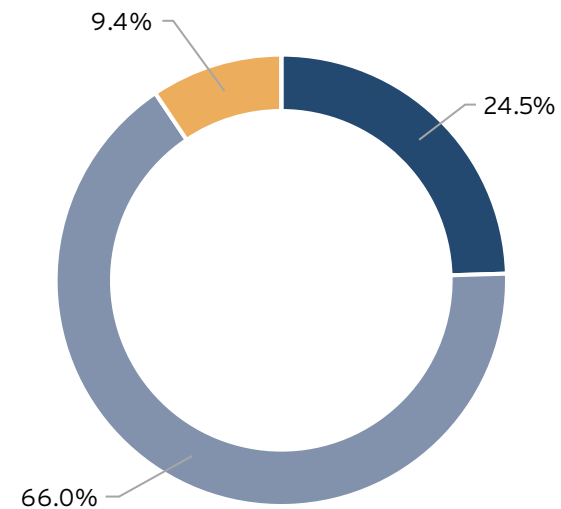
Compared with data from Lunenburg County, Mahone Bay residents are underrepresented in economic activities related to agriculture, forestry, fishing and hunting, transportation

and warehousing, and manufacturing. However, this data does not capture individuals living outside of the town but who work within Mahone Bay's boundary. Many of the employers within the town, including RPS Composites, likely employ people living outside of the town's boundary.

Main mode used to commute to place of employment - 2016



Destination of employment - 2016



## Commuting

According to the 2016 Statistics Canada Census, more than two-thirds (67.5%) of the employed labour force reported having a usual place of work, meaning their place of employment had a fixed address. A further 19.5% of the employed labour force reported that they worked from home and 11.5% reported having no fixed workplace address.<sup>44</sup>

The majority (66%) of employed Mahone Bay residents (with a usual place of work) commute to a municipality outside of the town's boundary but within Lunenburg County for employment. A further 9.4% of employed residents commute to a location outside of Lunenburg County for their employment—up from 6% in 2006. Conversely, the percentage of employed residents who commute to work within Mahone Bay decreased from 26% to 25% between 2006 and 2016.<sup>45,46</sup> This trend would suggest residents of the town are increasingly choosing to commute longer distances for their employment.

As nearly 75% of the town's employed residents travel outside of the town's boundary for work, it is unsurprising that over 77% of the town's labour force drive an automobile to work while 8.1% travel to work as a passenger in a private automobile. For

Lunenburg County, those numbers are 87% and 6% respectively, indicating somewhat less dependence on the automobile within Mahone Bay as compared with the County as a whole.

While Statistics Canada did not report any individuals as usually travelling to work by either bicycle or public transportation, nearly 13% of the employed population walk to work most of the time. Compared to Lunenburg County as a whole, the percentage of people who walked to work in 2016 is nearly three times greater in Mahone Bay.

# Land Use



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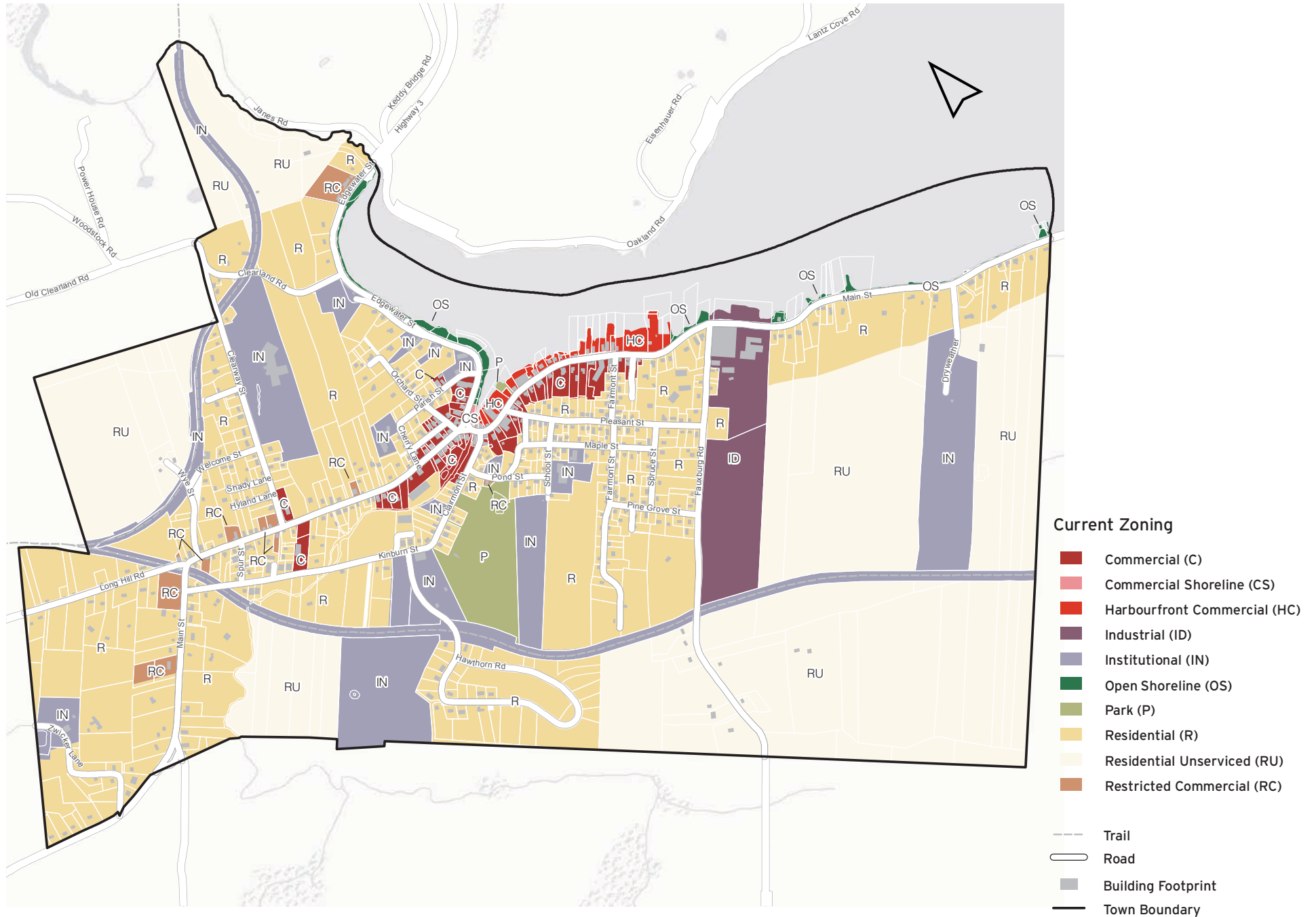


# Introduction

As “creatures of the Province” municipalities are limited in their scope of what and where they can regulate. Typically, municipal jurisdiction ends at the high-water mark along the coast; however, municipalities are enabled through legislation to control how land is used within their boundaries.

The policies and regulations within the Municipal Planning Strategy and Land Use Bylaw are the primary tools used to control how we use the land in our communities. These documents control what type of development can happen where and under what conditions. In addition to zoning, planning can utilize tools such as design guidelines and heritage conservation districts to shape a community.

This section analyzes the existing land use zones within Mahone Bay which will influence future land use zones and planning. This section also seeks to examine how land use planning has been used as a tool for discrimination.





## Land Use

The Town of Mahone Bay regulates a total of 3.87 square kilometres within the Land Use Bylaw.

The Town uses a series of land use zones to control how land is used and developed in Mahone Bay. Land use zones are one of the primary tools used within land use planning by regulating what types of development can happen where. For example, a land use zone may permit residential uses, like single dwellings, but may not permit industrial uses. Within the existing Land Use Bylaw, there are a total of 10 land use zones (Table 6).

**Table 6.**  
**Land Use Zones and Total Area**

Zone	Hectares (h)
Commercial	9.74
Commercial Shoreline	0.19
Harbourfront Commercial	3.36
Industrial	113.73
Institutional	53.32
Open Shoreline	3.56
Park	7.34
Residential	156.11
Residential Unserviced	136.47
Restricted Commercial	3.57

Under the existing Land Use Bylaw, development is considered through three permitting processes:

1. As of Right - development can proceed provided a property owner's plans meets all the requirements of the Land Use Bylaw and a permit is received.
2. Site Plan Approval - a proposed development must meet additional criteria and standards within the Land Use Bylaw, such as landscaping and design standards, and is subject to approval from the Development Officer.
3. Development Agreement - a legal agreement between Town Council and a property owner. Development Agreements provide Council greater control over details of a proposed development and any mitigation measures that may be required as part of the development.

As Table 6 suggests, a large portion of the town's area is zoned for residential land uses. The Residential Zone permits a limited range of residential uses—single and double dwellings—and encompasses areas along the town's main streets and in the peripheral regions along the town's boundary.

The Residential Unserviced Zone, which permits a greater range of uses, including commercial and industrial uses, is located in the outlying areas of Mahone Bay.

Commercial areas within the town are concentrated along the coast and Main Street and Edgewater street, although there has been recent commercial growth farther inland near Clearway Street. The four land use zones dedicated to commercial uses permit a range of commercial uses throughout Mahone Bay.

Industrially zoned land is exclusively located in the southern area of town along Fauxburg Road and is home to RPS Composites.

The Park Zone, which is applied to the Michael O'Connor Memorial Bandstand and Jubilee Park, limits development to park and open space uses. Conversely, the Open Shoreline Zone is applied to select areas along the waterfront to preserve the open space character. Finally, the Institutional Zone, which is applied to select areas around Mahone Bay, permits a range of cultural and civic uses including libraries, municipal services, parks, among other uses.

# Discriminatory Practices in Land Use Planning

Land use planning has a long history in Canada and Nova Scotia, and while the practice is promoted today as a tool that enables community development and prevents land use conflicts, land use planning's origins are largely based in discrimination and racism.<sup>47</sup> Even today, land use planning tools are used in ways that discriminate and perpetuate racism.

French and British expansionism and colonialism between the 17<sup>th</sup> and 19<sup>th</sup> centuries represent one of the first instances of land use practices being used to assert control over Indigenous peoples in Canada. Europeans asserted control by governing development practices, the adoption of street grids, and the fortification of towns against, and to subjugate, local Indigenous peoples.<sup>48</sup> These practices were conducted on the unceded land of Indigenous peoples and have reinforced a legacy of colonization that has continued throughout Canadian history.

During the 1950s and 1960s, planners assisted in a process called “urban renewal” which often involved the clearing of urban ‘slums’ from the landscape in order to promote redevelopment. These ‘slums’, although often the by-product of municipal disinvestment or

neglect,<sup>49</sup> were home to living communities that had many positive characteristics that were deprived and stigmatized. One of the most prominent examples of the urban renewal movement in Nova Scotia was the displacement of Africville residents, an African-Nova Scotian community in Halifax, from their traditional lands.<sup>50</sup>

While land use planning has been used to discriminate against low-income and racialized communities, planning has also been used to protect wealthy groups and areas that are seen as more ‘desirable’. Strict zoning regulations, especially those that protect residential land uses, or those that prohibit certain types of development can prevent people from living in a community. Often these types of regulations are written to protect areas that are predominantly ‘single-family’ dwellings.

Within Mahone Bay’s existing Land Use Bylaw, mobile homes are prohibited as a land use. In many instances, mobile homes represent a viable form of housing development and can help increase the town’s density and population. Other regulations in the Land Use Bylaw such as limiting residential development types, strict lot standards, and

architectural controls can help reinforce barriers to development in Mahone Bay—barriers that traditionally impact low-income households.

The examples above, whether designed with discriminatory intent or not, actively prevent and exclude people from choosing Mahone Bay as a place to live. Any policies and regulations developed through the Plan Mahone Bay process must be examined through an equity lens to reduce and eliminate the real and perceived barriers to live in the town.

Land use regulations must also be developed to regulate the use of land and not the people on it. The Supreme Court of Canada has ruled on cases pertaining to planning matters including on restrictive covenants that prohibited the sale of land to a person of colour (*Noble and Wolf v. Alley, 1951*) and a case that distinguished between the use and users of land (*Bell v. Queen, 1979*). These cases, although few in number, provide important examples and guidance to ensure basic human rights are not infringed upon by land use regulations.

## Regional Planning

Recent amendments to the *Municipal Government Act* have established minimum planning standards that all municipalities across Nova Scotia must comply with. Although The Town of Mahone Bay has used land use planning for many years, not all municipalities in Nova Scotia currently do.

Mahone Bay is surrounded by the Municipality of the District of Lunenburg (MODL), so land use planning must also be considered at the inter-municipal and regional level. Currently, MODL lacks comprehensive planning, meaning that not all land within the municipality is controlled through zoning or other land use tools. There are seven areas in the municipality that are currently planned comprehensively, including Blockhouse, Indian Harbour and Princess Inlet, three areas that abut Mahone Bay's boundary. However, there are areas northwest and southwest of Mahone Bay that do not use land use zoning. The Municipality of the District of Lunenburg is currently undertaking a review and update of its planning documents to ensure they comply with the changes in legislation which will result in land use planning and zoning being applied to the entirety of the municipality.



# Heritage Preservation

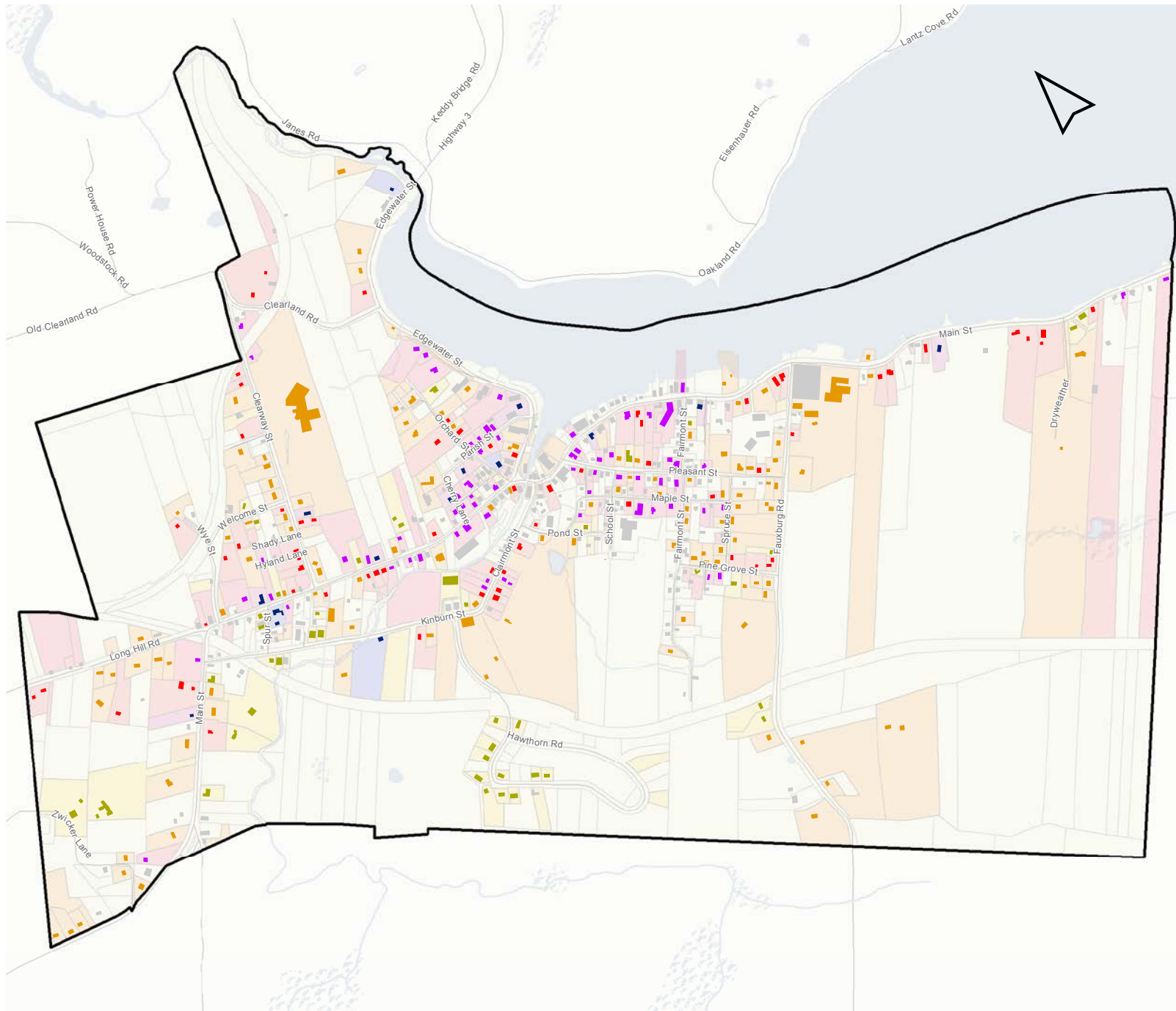


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# Introduction

Mahone Bay has a unique and storied history that extends beyond the colonization and settlement by early European settlers. What is now the Town of Mahone Bay was previously within the traditional territory of the Mi'kmaq who used the land and sea to harvest food. The settlement of the area first by French Acadians, followed by German protestants, left a lasting legacy on the area prior to the incorporation of Mahone Bay as a town in 1919.

This section will explore a historical overview of Mahone Bay before investigating some of the character-defining elements of the town and the heritage values that are exhibited in Mahone Bay.



#### Buildings: Year Built

- 1750 - 1850
- 1851 - 1900
- 1901 - 1950
- 1951 - 2000
- 2001 - present

— Town Boundary



## Mahone Bay Historical Overview

The Town of Mahone Bay has a long and significant history that is visible today in the varied collection of buildings and cultural landscape features and the oral histories that celebrate its cultural origins. Human activities in the area began more than thirteen thousand years ago and continue to today.

The setting of Mahone Bay has been integral to the continued evolution of the town. What is now the Town of Mahone Bay has two freshwater watercourses emptying into a sheltered bay that provided a safe harbour for fishing. The surrounding forests provided fuel, food and timber for settlement and industry. The topography of the area dictated the organic layout of the circulation network of roads within the settlement and connected the town with the neighbouring communities. The scenic quality of the setting continues to be a key component of the town's visual character. The town remains a human made construct integrated in a rich natural setting.

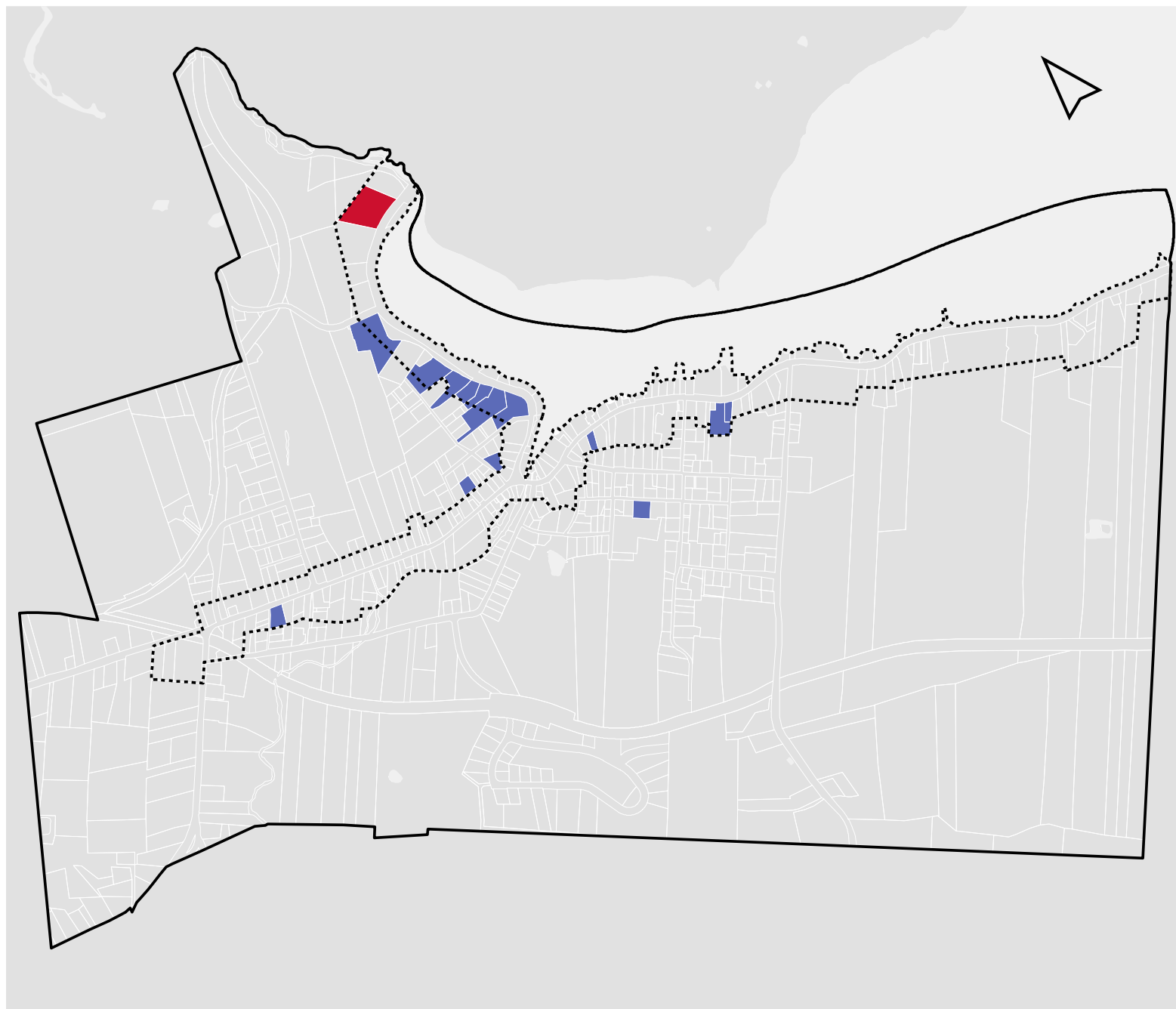
The town is within the traditional territory of the Mi'kmaq who for centuries used the area on a seasonal basis to harvest the bountiful food resources of the sea and forests in the area. Early settlement by non-

indigenous peoples began with the catholic French speaking Acadians who arrived after 1610. These early settlers farmed the land and traded with the indigenous community. The British settlement policies, beginning after 1713, changed that pattern with the encouragement of protestant German speaking settlers from central Europe. These new settlers who arrived by 1754 continued to farm and prosper with an early mill and expanded trade and commerce. Over the next centuries the town prospered and institutions of the school, the churches and cemetery were established. This legacy continues to support an active cultural and social community.

Evidence of later human activities beginning with settlement in the eighteenth century is visible in the extensive collection of buildings and the organic layout of the streets and other landscape features. An analysis of the map showing the periods of construction on lots within the town boundary confirms that there has been a continuous pattern of retention of early buildings mixed with infill and additions of new properties surrounding the earlier buildings.

From the map at left, it is evident that there is a concentration of oldest buildings along Edgewater Street, Parrish Street, and Cherry Lane on the east side of Ernst Brook and along Pleasant Street and Maple Street on the west side. Interspersed with these buildings built before 1900, are later infill and new development built throughout the twentieth century. Many of these later additions have taken place within the historic core, particularly along the waterfront as it evolved from the fishing and shipbuilding industry and their support trades to a waterfront based on recreational boating and tourism.

Additional development has occurred further out from the core along Main Street and extending along Clairmont and Clearway Streets. The latest concentrations of newer development extend beyond the historic core and consists of newer residential properties. The physical setting and scale of this incremental development pattern has been integrated in such a way that the overall landscaped appearance of the town has remained intact and contributes to its scenic appearance.



#### Heritage Properties

- Provincially Registered
- Registered with the Town
- ..... Architectural Control Area
- Town Boundary

## Mahone Bay Historical Overview cont.

The eastern entrance into the town is dominated by a unique collection of historic buildings and features, the three churches, Bayview Cemetery and the intact historic views of the bay. The generally narrow setbacks of the commercial buildings create a comfortable pedestrian scale to the commercial core area. The crossroads is highlighted by the repurposed automobile service station and the iconic cenotaph. The original street layout and placement of buildings took advantage of the topography of the area with the land rising gently from the shore. Most of the earliest buildings were oriented to the harbour and built on the higher terraces that provided views to the bay. The curving alignment of Edgewater Street as it winds through the town has been impacted by the organic alignment of the bay. Leading from the main intersection are the key streets heading inland and connecting the core area with the lands beyond.

Many of the earliest buildings have been researched and listed on an inventory of historic structures. Statement of Significance have been prepared for 18 listed properties. A review of these Statements tells the story of the settlement of the community. The

earliest properties were developed in the late 1700s by protestant German speaking settlers. The early land grant was subdivided and developed by families who prospered and expanded their holdings. By 1860 a large survey laid out an expansive plan for the Town that is still evident today in the property layout and divisions.

These listed buildings are of different types: three churches, a rectory and residences of a variety of colours, dates and architectural styles including vernacular, Gothic revival and Neo-classical. The range of built and landscape features creates a picturesque composition highlighted by the landmark churches. In general, the scale of buildings is one to two storeys with the exception of the church steeples that punctuate the view. This compact scale adds to the scenic visual character of the town.

In the nineteenth and early twentieth centuries the working waterfront focused on fishing and shipbuilding and related trades. After the second world war, the demand for ships waned and the waterfront evolved to meet the demands of recreational boating. Today the waterfront is concentrated on

tourism activities; parkland, trails, parking pullouts and viewpoints to the picturesque bay.

# Heritage Values Exhibited in Mahone Bay

The Standards and Guidelines (S and G) for the Conservation of Historic Places in Canada (Second Edition) contains current best practice guidance for heritage. The recommended process includes articulating the heritage values associated with the historic place and the character-defining elements (CDE) that are evidence of those values. The list of CDEs is a key step in planning for the future of the heritage resources since these are the features that must be protected and integrated in plans.

Heritage Values may be tangible or intangible. Heritage value defined in the S and G is *the aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations. The heritage value of an historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings*. Applying these definitions to the town results in the following overview of its heritage values:

## Aesthetic Values

- › The picturesque visual composition of the town combining natural landscape features of topography and vegetation with the

diverse building collection and views of the harbour.

- › The panoramic view of the townscape wrapping around the bay highlighted by the church steeples and tower rising above the buildings.
- › The variety and visual appeal of the building collection with diverse colours, styles and periods of construction.
- › The organic configuration of the streets and roads that reflects the natural setting.

## Historic Values

- › The longstanding association with the Mi'kmaq and the traditional and continuing uses of the natural resources.
- › The early settlement pattern of European immigrants, farming, commerce and increasing prosperity built on fishing, lumbering, shipbuilding and trade.
- › The continuous record of burials in the Bayview Cemetery with unique Germanic grave markers.
- › The establishment of a separate municipality in 1919.

## Cultural Values

- › The pride and sense of community identity evidenced in the celebrations of the

churches and tourism promotion activities.

- › Commemoration activities centred on the Settlers' Museum, volunteer work of heritage listing and interpretation, tourism promotion through tours and community events involving the churches.

## Social Values

- › The diverse nature of the residential building stock providing a range of types for families and seniors.
- › The continued operation of the school and other social services in the town.
- › Provision of commercial operations for the year-round local community as well as the seasonal tourist market.

## Spiritual Values

- › The legacy of the cenotaph as a place of remembering the sacrifices of community members who died in service to the nation.
- › The continued value of the churches as places for the community to come together.
- › The continuing link to the past expressed in the community volunteer managed Bayview Cemetery.
- › The provision of places to walk and rest along the waterfront for reflection and relaxation.

## Character Defining Elements

The variety of built, cultural and natural landscape features are the evidence of the heritage value of Mahone Bay. These are the components of the townscape that require safeguarding and integration in planning for the future. The character-defining elements (CDEs) may be summarized as follows:

- › The original organic street layout concentrating on the historic core and spreading inland to accommodate new development.
- › The layout and lotting pattern from the 1890 survey.
- › The views of listed buildings with their individual CDEs from the public road viewpoint.
- › The Cemetery, grave markers, tree collection and ornamental boundary fence.
- › The cenotaph in its original prominent location at the central crossroads intersection.
- › The unobstructed views to the bay from along Edgewater Street incorporating interpretation and recreation for both residents and visitors.
- › The scale and form of new construction dating post-1919 that complements the original form and materials.
- › The extensive collection of mature trees found along streets and in front yards that contribute to the visual appeal of the Town as a settlement set within a rich landscape setting.

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prepared by  
**UPLAND**

for

  
*TOWN OF*  
**Mahone Bay**





RE: Town of Mahone Bay ICIP Priorities 2020-21

The Mahone Bay Town Council has prioritized several shovel-ready projects in different funding categories and staff have been working with contracted engineers to ensure our cost estimates are up-to-date for 2020-21.

The Council's top priority for ICIP funding is the replacement and upgrade of water and wastewater lines on Main Street from Long Hill Road to the Town's boundary at the north end of Main. This project fits in the ICIP Green Infrastructure Stream – Environmental Quality stream and is estimated at \$1,814,000 +HST.

In addition to replacing depreciated lines with known service quality issues, this project includes an upgrade to the size of the primary water distribution line on Main Street which serves the entire town, as the first phase of a recommended upgrade to increase fire flows. This upgrade will also enable the Town's water utility to supply sufficient flow to the new nursing home recently approved by the Province, eliminating the need for costly on-premises infrastructure; it is our understanding that MacLeod Group is very supportive of this upgrade and would prefer to see funds contributed to the community's water system over making investments to serve only the new nursing home.

While this project is the Council's top ICIP priority, the Town also has a number of shovel-ready projects in other ICIP funding streams including our proposed Community Solar Garden project with AREA (est. \$5,205,684) under the Climate Change Mitigation stream, the Edgewater Street Shoreline Enhancement project (est. \$3,498,000) under the funding stream for communities with populations under 5,000 (60% federal, 33% provincial, 7% municipal), and renovation to our Town Hall building in consideration of the COVID-19 pandemic (est. \$100,000) under the recently announced COVID-19 stream.

A meeting of the Heritage Advisory Committee for the Town of Mahone Bay was held on Wednesday, December 9, 2020 at 5:30 p.m. via video conferencing.

Present:

Councillor Joseph Feeney, Chair  
Councillor Alice Burdick  
Greg Matear  
Bill Degrace  
Chris Berkeley  
Deborah Trask, Heritage Researcher  
Dylan Heide, CAO  
Kelly Redden, Deputy Clerk

Absent:

**1. Approval of Agenda**

A motion by Mr. Matear, seconded by Councillor Burdick, "THAT the agenda be approved as amended to move items to 5 – 7 to the beginning of the meeting." Motion carried.

**2. Minutes**

A motion by Mr. Degrace, seconded by Mr. Matear, "THAT the minutes of the October 7, 2020 meeting be approved as presented." Motion carried.

**7. Update – Plan Mahone Bay**

Dylan Heide, CAO, updated the committee on the progress of the development of the Town's new Municipal Planning Strategy and Land-Use Bylaw.

**5. Discussion – Registration of Town Hall**

Councillor Feeney explained the background of Town Hall's Municipal Heritage Registration (the building is not currently a registered heritage property). Discussion took place concerning the Statement of Significance previously developed for the building, specifically, the architectural significance – if any – of the addition on the back of the building.

This item will be discussed at the next meeting of the committee. Ms. Redden will include, in the meeting package, a list of properties that council directed be registered but documentation was not filed with the Registry of Deeds.

#### 6. Discussion – Aquatic Garden

The committee discussed the zoning of the Aquatic Garden and whether the property is properly protected from development. Ms. Trask provided the committee with a newspaper article about the development of the Aquatic Gardens. It was noted that the issue had been flagged in the Plan Mahone Bay process and would be followed-up there.

#### 3. Registration Application 342 Main Street

The committee reviewed and scored the application for Municipal Heritage Registration from the owner of 342 Main Street.

Ms. Trask will develop a Statement of Significance and present it at the next meeting of the Heritage Advisory Committee.

#### 4. Discussion – Who decides whether an alteration to a Heritage Property should be reviewed by the committee

The committee discussed and decided to leave this item on the agenda for the next meeting of the committee.

The meeting adjourned by motion at 6:47pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Joseph Feeney

Deputy Clerk, Kelly Redden



## Lunenburg County Seniors' Safety Program (LCSSP) – December 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. 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, health and wellbeing, cognitive impairment, adult protection concerns, homelessness/maintenance/repair issues, home takeover, financial hardship, transportation needs, food insecurity, elder abuse, financial scams, hoarding, social isolation, assistance with legal issues, and need of information and supports.
- Special projects this month included,
  - 33 Seniors participated in Santa's for South Shore Seniors and Santa's for Seniors. Each gift was delivered to their recipient by the LCSSP.
  - Delivered to clients - 30 cards created and donated from the community,
  - Delivered to clients - 30 Art Kits for Seniors courtesy of the South Shore Multicultural Association,
  - Delivered to 1 client – a sleep apnea machine donated from the community through United Way,
  - Delivered to seniors – 100 Christmas cards from We Are Young organization.
  - HeartWood Centre for Community Youth Development (in collaboration with Community Services) have created mindful-activity kits called HeART in a Box as part of their Stepping Stones project. We have 20 kits that will be given out to clients in the New Year!

LCSSP Service in Municipal Units	%
MoDL	32%
MoDC	25%
Bridgewater	34%
Lunenburg	4%
Mahone Bay	5%
Unknown	0%

Data to Date	December
Total # of clients	102
# of clients receiving service	66
# of new referrals	15
# of home visits	35
# of door-step deliveries/pick-ups	160+
# of closed files	2

### MEETINGS, GRANTS & PRESENTATIONS:

- Dec. 7<sup>th</sup>, 2020 – Coordinated Access to Housing Zoom meeting attended
- Dec. 8<sup>th</sup>, 2020 – Medic Alert Foundation Canada – Connect to Protect Partners Focus Group Session #2 attended
- Dec. 8<sup>th</sup>, 2020 – Presentation to NSCC CCA students,
  - Elder Abuse Awareness & Prevention Presentation and,
  - Common Legal Topics and Considerations
- Dec. 18<sup>th</sup>, 2020 – 1<sup>st</sup> LCSSPS Fundraising Sub-Committee meeting held.
- Weekly Flourish Coffee & Conversation Zoom meeting(s) – cancelled until further notice.
- The free 3 session *Seniors' Legal Information Mini-Series* with expert guest presenters was well-received in November with future presentations being explored.
- LCSSPS is researching logo designs for the partnership society.
- *P2P Digital Literacy for Lunenburg County*, New Horizons grant application submitted (\$5000).

### LCSSP CLIENT EMERGENCY CONTINGENCY FUND (CECF) REPORT:

- The CECF assisted seniors with the cost of,
  - 2 NS Power bills (at risk of disconnection),
  - Tax records needed to apply for housing,
  - 2 Secret Santa gifts,
  - Meal supplements for 2 individuals (needed for dietary requirement due to health conditions),
  - The month-end balance is \$3,196.41.

Submitted by: Chris Acomb, December 22<sup>nd</sup>, 2020





# **Lunenburg County REMO**

## **Guide to Emergency Management for Elected Officials**

**January 2021**

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## Glossary of Terms

AEC	Assistant Emergency Management Coordinator
ECC	Emergency Coordination Centre
EMC	Emergency Management Coordinator
IC	Incident Commander
NS EMO	Nova Scotia Emergency Management Office
REMAC	Regional Emergency Management Advisory Committee
REMO	Regional Emergency Management Organization
REMP	Regional Emergency Management Plan
SOE	State of Emergency <u>(declared by the province)</u>
SOLE	State of Local Emergency <u>(declared by a municipal unit or REMO)</u>
TMR	Trunk Mobile Radio

## Executive Summary

Lunenburg County is vulnerable to many hazards, ranging from severe storms and flooding, to forest fires and power outages. Elected officials are responsible for ensuring public safety and welfare of their communities.

The Nova Scotia Emergency Management Act states that responsibility for the health and welfare of the public rests with the elected officials of a municipal government. Every municipality must be prepared within its own capabilities to meet any threat that may arise from emergencies or disasters.

Given the close geographical proximity and the ability to increase efficiency of resources a Regional Emergency Response Agreement was signed creating a Regional Emergency Management Organization. The Lunenburg County REMO supports the Municipality of the District of Lunenburg, the Municipality of the District of Chester, the Town of Bridgewater, the Town of Mahone Bay, and the Town of Lunenburg for emergency management response.

Emergency Management operations before, during, and after an emergency, are an essential function of Elected Officials and local government agencies. Elected officials must have a clear understanding of how government responds to emergencies and disasters, what resources are available, what types of assistance can be provided to residents, and how much time it may take to deliver that assistance. They must be able to instill a sense of calm in disaster survivors and the public, and temper expectations of what government can do to aid in the recovery.

A coordinated message to the public between elected officials and emergency management is necessary so people do not receive conflicting information.

This guide is meant to be a general overview of the Lunenburg County Regional Emergency Management Organization process for Elected Officials and is not intended as a complete reference document. This document may differ from any of the municipal unit's internal documents as it is from the lens of a regional approach to emergency management.

Please consult with your Emergency Management Coordinator for further information or questions.



## Lunenburg County Regional Emergency Management Organization (REMO)

On January 18, 2017, the Lunenburg County Regional Emergency Management Organization (REMO) was established. An Inter-Municipal Agreement was signed and is comprised of the Municipality of the District of Chester, the Municipality of the District of Lunenburg, Town of Bridgewater, Town of Lunenburg, and Town of Mahone Bay, for any emergencies in Lunenburg County. REMO was established to provide a coordinated response to an emergency and the day-to-day duties of being prepared for a major emergency or incident was delegated to this organization.

The Regional Emergency Management Plan (REMP) for Lunenburg County is based on an all-hazards approach to ensure that the County is prepared for any type of disaster or incident — whether natural or human caused.

### Hazard Analysis Summary 2015

Points calculated based on Probability and Severity

High Risk	Moderate Risk	Low Risk
Flood Inland Winter Storm Hurricane Coastal Flooding/Storm Surge Epidemic – Human Industrial Hazardous Chemical Release/Spill	Forest Fire Hot Days/Heat Wave Transportation Accident Water Contamination Animal Disease Outbreak Thunderstorm	Telecommunications Failure Drought

(Lunenburg REMO Hazard Analysis 2015)



## Quick Reference Checklist

### BEFORE THE DISASTER

- Reinforce Preparedness Messages
- Become Familiar with Legislation
- Know your area
- Support Businesses in Knowing their Risks
- Become Familiar with Lunenburg County REMO Plans

### RESPONDING TO THE DISASTER

- Refer Calls to the Appropriate Agencies
- Be Consistent with media using Key Messages as provided by Information Officer
- Stay Safe and Lead by Example in the Impacted Area(s)

### AFTER THE DISASTER

- Support Recovery Efforts



Know the risks



Make a plan



Get a kit

## What you need to know

When there is a disaster the public will turn to Elected Officials as the leaders in Lunenburg County for answers and assistance.

While residents will often turn to their Elected Officials for guidance and assurance during difficult times, Elected Officials have **no direct operational role** in Emergency Management.



The following information is intended to guide Elected Officials through individual emergency preparedness steps. By gaining an understanding of Lunenburg County's emergency management system and knowing how to best communicate with residents after disaster hits, Elected Officials can affect the outcome of an emergency in a positive manner.



**Nova Scotians are encouraged to be ready to cope on their own for at least the first 72 hours of an emergency.**

## Elected Officials

- ✓ Attend initial briefing for Situational Awareness.
- ✓ The roles and responsibilities of Elected Officials do not include attendance at the Emergency Coordination Centre (ECC) unless specifically requested by the ECC Manager. Visits to the ECC by Municipal Mayors/Wardens will be coordinated by the ECC Manager.
- ✓ Support the ECC Manager in the management of the emergency response by providing strategic direction as requested by the ECC Manager.
- ✓ Report credible information that comes from your constituents to the CAO or as an alternative, the representative of the Regional Emergency Management Advisory Committee (REMAC).
- ✓ Be available to meet and discuss a Declaration of a State of Local Emergency as recommended by the ECC Manager in accordance with the [Nova Scotia Emergency Management Act](#).
- ✓ Provide advice on the long-term impact of an incident on people, critical infrastructure, the environment, finances, operations, business, industry, and reputation.
- ✓ Prepare your family and home so that you can be available if requested when the time comes.

- ✓ Help spread the Public Safety Information developed by the ECC Information Officer and approved by the ECC Manager (CAO). A coordinated message to the public is necessary so people do not receive conflicting information.
  - REMO is a unified group of municipal units working together to the benefit of all of Lunenburg County, therefore a coordinated approach to messaging is important.
- ✓ Let the professionals trained in emergency management do their jobs. Understand why it is important that any site visits to the impacted area are to be coordinated through the Incident Commander and the Information Officer.
- ✓ Unless specifically asked to do so, please do not speak to the media.
- ✓ Do not speculate on what is happening regarding the emergency incident.
- ✓ Do not share privileged information that could jeopardize the operation.

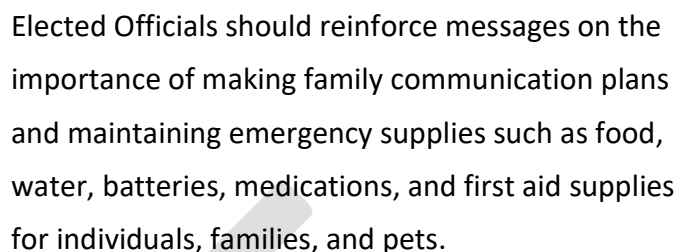


**In consultation with the Emergency Coordination Centre (ECC), through the ECC Manager:**

- ✓ Keep the community informed of the situation via Public Information messages developed by the Information Officer and approved by the ECC Manager (CAO).
- ✓ Engage with other levels of government for financial and resource support as required.
- ✓ Provide briefings to other levels of government, if requested.
- ✓ Authorize major expenditures as required.



## Reinforce Preparedness Message with the Public and Prepare Yourself



County. If an emergency occurs in Lunenburg County, it may take emergency workers some time to reach all residents affected. All residents of Lunenburg County should be prepared to take care of themselves and their families for a minimum of 72 hours.

Elected Officials need to have an emergency plan in place for themselves, their families, and pets before being able to assist residents.

Maintain a current list of contacts and phone numbers you might need in order to respond to a disaster.



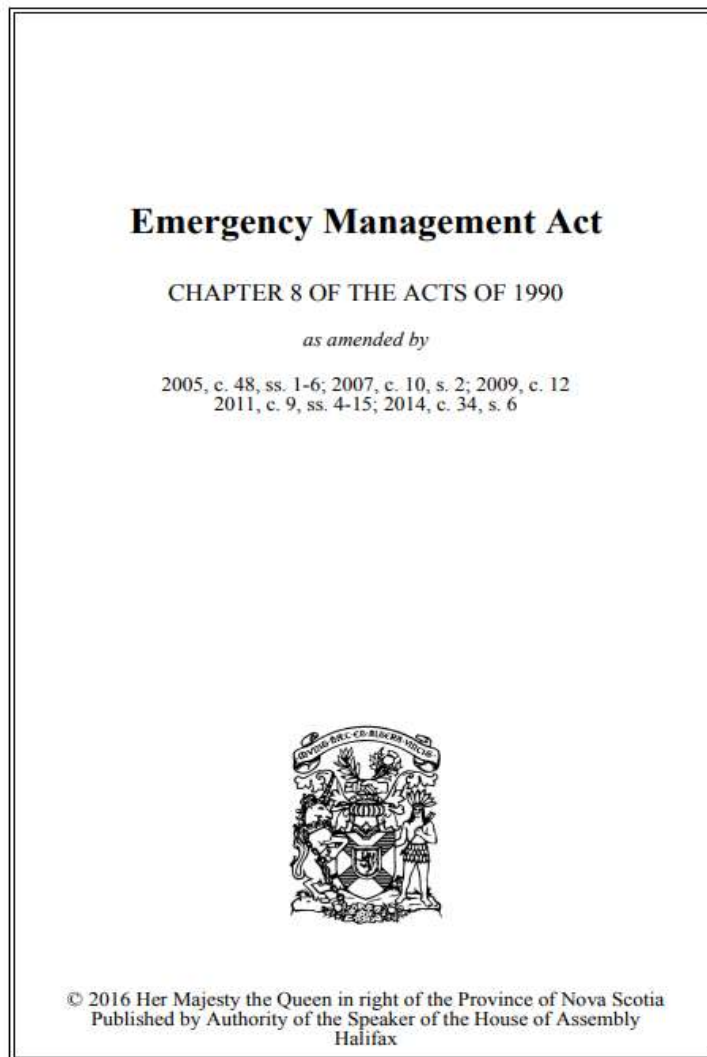


## Become Familiar with Legislation

Generally knowing how local, provincial, and federal response resources are requested and mobilized gives officials credibility when talking with the public and responding to questions from the media.

Provincial and federal resources can be requested through the Nova Scotia Emergency Management Office (NS EMO).

The Lunenburg County REMO Emergency Management Bylaw provides for the direction and control of the County's emergency operations under the provincial [NS Emergency Management Act](#).



## State of Local Emergency

Through the [NS Emergency Management Act](#), the Municipal Mayors/Wardens and Council have the power to declare, renew or terminate a State of Local Emergency (SOLE), and the power to put emergency plans into operation. The process is outlined in the Emergency Management Bylaw.

The Municipal CAO as ECC Manager, or designate, will make the recommendation to declare a State of Local Emergency. Municipal Mayors/Wardens will call a Special Council meeting and whoever is present within an hour represents a quorum and can make the declaration ([Form 4](#)). If a quorum is not present, the Mayor of each Municipality has the power to declare a State of Local Emergency ([Form 5](#)). The Declaration will identify specific powers, identify to whom they are delegated and where the powers are in force. The extraordinary powers, outlined in Section 14 of the [NS Emergency Management Act](#), include:

- Seize real or personal property
- Require qualified person to render aid
- Control or prohibit travel
- Restore essential services
- Cause evacuation
- Authorize entry without a warrant
- Cause demolition
- Procure or fix prices

The County can declare a State of Local Emergency for seven (7) days. After each seven (7) day period, the declaration must be terminated or renewed. The Province does not have to approve the declaration but can veto it. [Declaring a State of Local Emergency flowchart](#) is outlined at the back of this guide.

## **Support Businesses in Knowing their Risks**

Businesses within Lunenburg County should have emergency plans to safeguard employees and property and to mitigate the impact of possible disruptions. Elected Officials should encourage businesses to take emergency preparedness steps consistent with existing standards and practices. Small businesses play critical roles in the economy of the County.

Recovery planning for municipal government and industry will increase the chances of economic recovery after a disaster.

Statistics show that approximately 40 per cent of businesses and industries involved in a catastrophic disaster do not reopen; 30 per cent of those that do reopen close within three (3) years. *(This is an industry average based on surveys after major disasters such as Hurricanes and Wildfires).*

## Familiarization with Emergency Management Plans

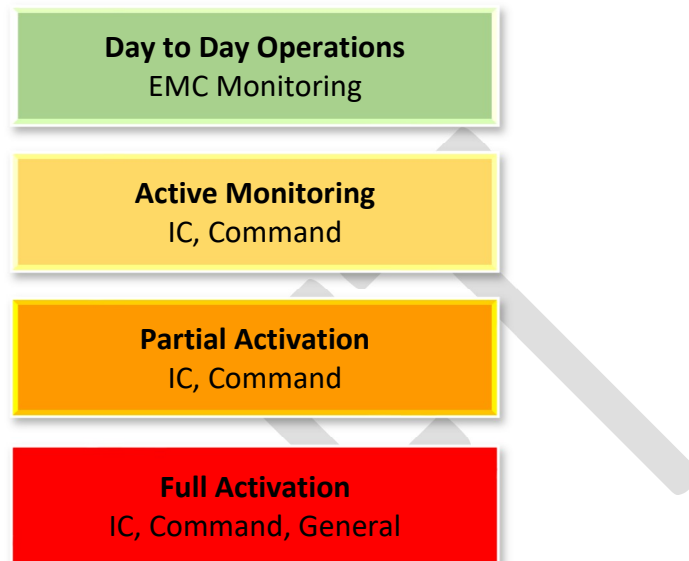
Lunenburg County REMO has developed a Regional Emergency Management Plan, dated 2009, was last updated June 2014.

When there is an incident, the Emergency Coordination Centre (ECC) can be activated when the incident size requires support. Criteria for ECC activation include (but are not limited to):

- Significant number of people at risk, e.g., requiring immediate or potential evacuation of the surrounding area;
- Potential for prolonged disruption of essential services;
- Immediate or potential threat to life, health, property or the environment beyond the ability of first responders to handle; and
- Potential for the situation to escalate.

## Activation Levels and Staffing Complement

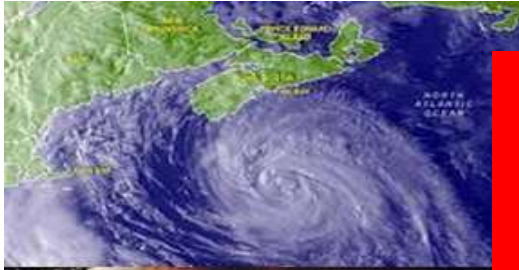
Depending on the type of size of incident, the ECC may open virtually or physically with any or all positions filled. The Incident Commander will be monitoring the incident and determine to increase or decrease the staffing and resource level.



The Emergency Coordination Centre (ECC) is staffed with CAOs, EMC, AECs, and municipal staff from across Lunenburg County under the Incident Command System and the role of the ECC is to:

- Coordinate activities and resources in support of the Incident Commander in the field.
- Coordinate and reconfigure municipal services for the remainder of the municipality or agency.
- Coordinate and disseminate information to the public, during and immediately following an incident.
- Provide policy direction.
- Establish priorities and strategies.
- Collect, analyze and display information related to the incident.
- Plan for recovery, short and long-term.

## Responding to the Disaster



Communication with the public is critical in the days and hours leading up to an incident, as well as during and immediately after an event. Some hazards like flooding and severe winter weather offer some warning to officials and the public. Others, like chemical spills, may occur without notice.

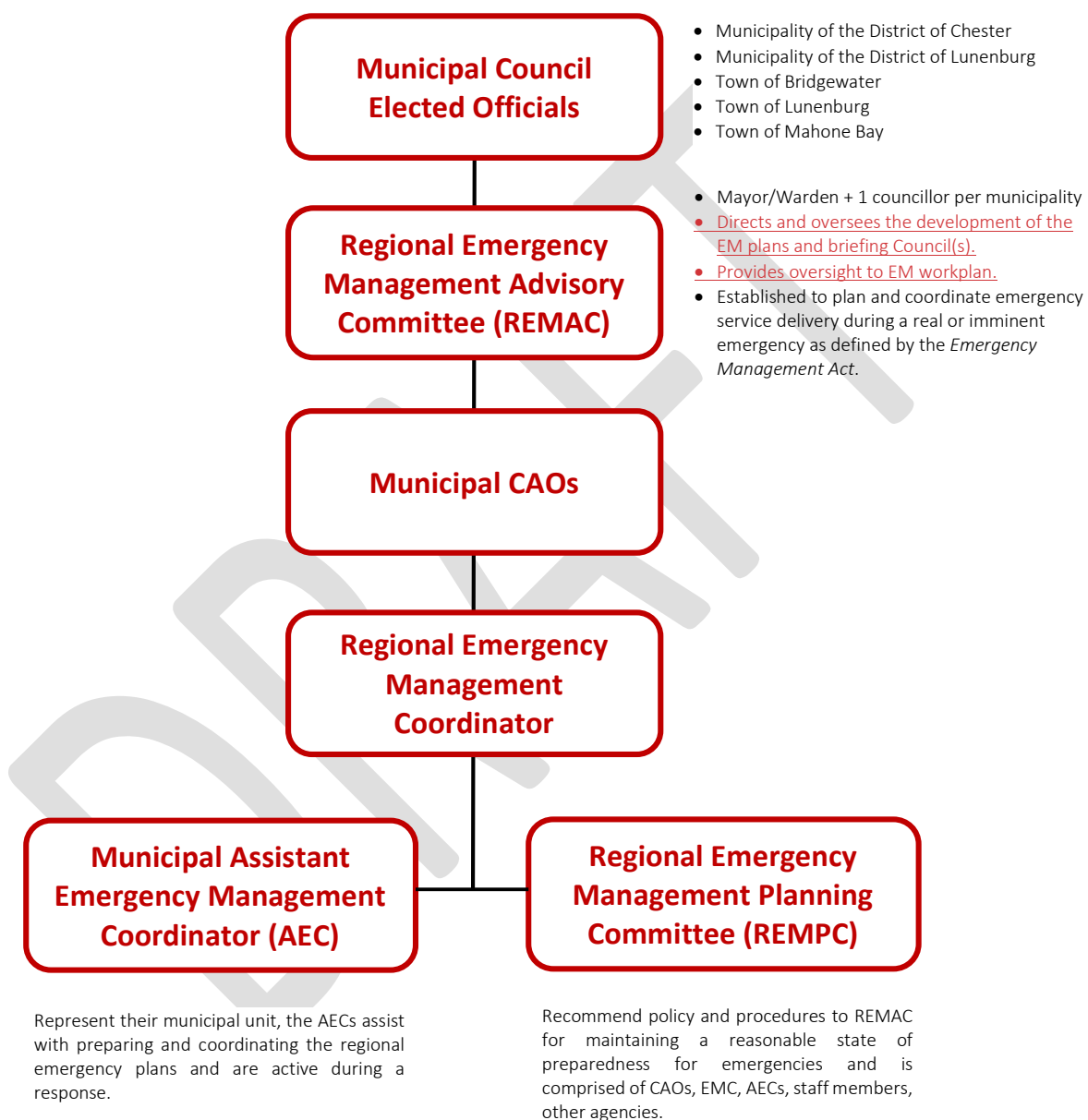
Regardless of the type of hazard, Elected Officials can play a productive role by relaying accurate communication and key messages.

Emergency incident site visits for Elected Officials will be coordinated through the Emergency Coordination Centre (ECC).



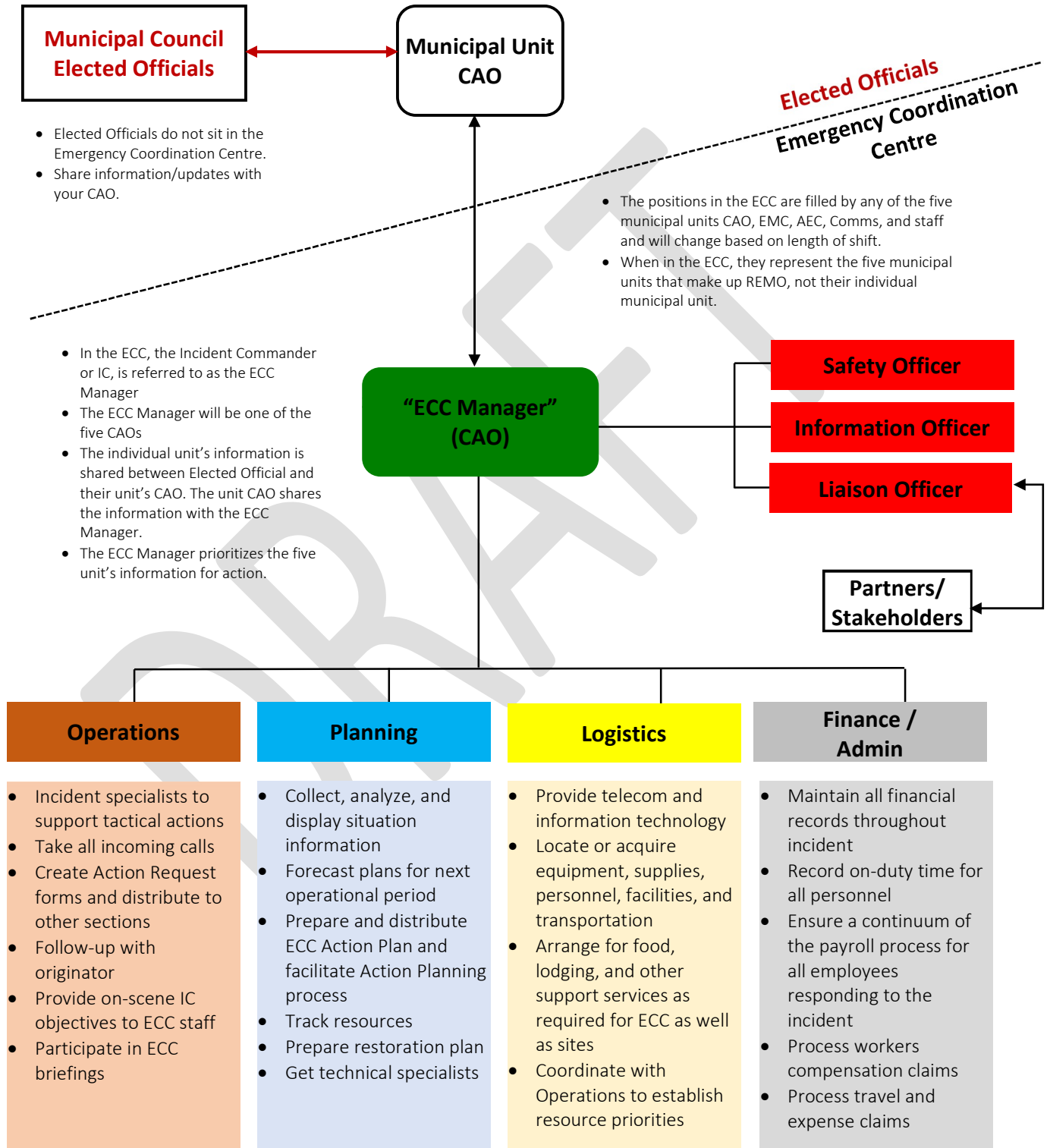
# Lunenburg County Regional Emergency Management Organization

## REMO Day to Day Operations



# Lunenburg County Regional Emergency Management Organization (REMO)

## REMO Structure When the ECC is Activated



## **Communicating with Residents and Media**

Elected officials are encouraged to share posts from the municipal social media channels or REMO on their personal accounts. It helps streamline information through accuracy and consistency between all five municipal units. Keep in mind, everything you say or share, is “on the record”.

**What you say to the media can have a great impact on the public’s perception of response and recovery efforts.**

### **Talking to the Media**

Remain consistent with messages released by the Information Officer when speaking with the media. If calls from the media are expected, request and retain talking points and pre-released bulletins from Corporate Communications and/or the Emergency Coordination Centre (ECC), when activated, or refer them to the Information Officer.

### **Refer Calls from the Public**

Emergency communications for Lunenburg County emergencies or disasters are typically released from Corporate Communications and/or the Emergency Coordination Centre (ECC), when activated.

It is the responsibility of the Information Officer to release warnings, life safety messages and directions to the media and the public at large. Questions from the public should be directed to the Public Information Officer within the ECC. Questions should not be directed through the 911 service as they will likely be very busy with issues related to the first response to the incident.

Elected officials can play two additional roles when responding to calls or questions from the public:

1. pass along accurate information to the public, and
2. compile issues and concerns.

In sharing information with residents, it is important that Elected Officials stay within the parameters of previously created information and directives from Corporate Communications to help establish realistic expectations about the municipal response and services.



During an emergency, the ECC will utilize a variety of communication methods to communicate with the municipal units, the province and first responders. These methods could include telephone, email, TMR (Trunk Mobile Radio), satellite phone, Amateur Radio, or showing up in person to the Coordination Centre should all forms of communication fail.

Elected Officials can help by doing such things as encouraging residents to help their neighbours, e.g., shovelling the sidewalk during severe winter weather, or checking on neighbours to share duties or pooling resources.

### **Stay Safe and Lead by Example**

Elected Officials could face the issue of evacuating their own neighbourhood during a disaster. Only by staying safe can officials help others. Elected Officials should follow directives to evacuate or shelter-in-place.

If Elected Officials wish to re-enter or visit an impacted area, they should send a request through the Emergency Coordination Centre due to safety concerns for themselves and emergency responders in the area.

## **Increase Awareness of Response Capabilities**

Due to population increases, more reliance on technological infrastructures and interdependencies of utilities, (e.g. power grid), the number of incidents which can occur is increasing. Elected Officials can positively affect the outcome of an emergency in the policy area through active participation on the quarterly Regional Emergency Management Advisory Committee (REMAC) meetings.

**As an Elected Official, you will probably receive calls from your constituents. Work with the Information Officer in the Emergency Coordination Centre (ECC) to coordinate public information.**

## Comfort Centres and Emergency Shelters

A **Comfort Centre** is a facility that is used for residents who are Sheltering-In-Place and remaining in their homes during an emergency but do not have full services such as electricity, heat, and water. The determination to open a Comfort Centre lies with the facility and REMO asks that the opening and closing times are shared for advertising and advising residents.

Comfort Centres are intended to provide any of the following services:

- a place to go to get warm/cool
- light refreshments
- charge electronic devices
- provide updates
- community gathering point
- washroom facilities.

An **Emergency Shelter** is a facility opened at the request of the REMO in a large-scale emergency. The Shelter is operated by the Canadian Red Cross, under the direction of Department of Community Services. An Emergency Shelter includes providing personal services, accommodation and can include psycho-social services. The request to open an emergency shelter is solely made by REMO and the Incident Commanders and a request is initiated through NS EMO to assist.



## **After the Disaster**

### **Support Recovery Efforts**

Recovery involves all of the cleanup, repair and financial assistance needed to return an area back to pre-disaster conditions. As soon as it is safe to do so, the County will conduct preliminary damage assessments to determine the level of damage to private property and community infrastructure.

Financial assistance may be available from the Province or Federal Government through Disaster Recovery Programs.

During the recovery phase, regular briefings are held in the ECC regarding the extent of damage and status of the recovery process. These briefings will be shared to keep you informed and better able to answer questions from your constituents and the media. Implementation of mitigation measures to prevent, avoid or lessen the reoccurrence of identified hazards ensures a safer community, and often one that is more liveable and attractive to its residents.

**As an Elected Official, briefings will be shared on the extent of damage and status of the recovery process from the Emergency Coordination Centre via your CAO. These briefings will help you answer questions from your constituents and the media.**

## Key Phone Numbers and Contacts

**911** This is for emergencies only. If someone's health, safety or property is threatened and help is needed right away, call 911.

### Emergencies include:

- Fire
- Crime in progress
- Emergency Medical Situation
- Serious Accident
- Poisoning

**811** For health information and advice when you have a health concern or question

**511** For information about Provincial roads in Nova Scotia

**211** For Community and Social Services

### Non-Emergency Numbers:

RCMP 1-800-803-7267

Bridgewater Police 902-543-2464

EHS – Ambulance 1-888-346-9999

FIRE Contact your local fire department (only if they have someone in the station)

### Other Important Numbers:

#### Power Outages

**NS Power Outages Line** 1-877-428-6004

**NS Power Government Relations** 902-428-6352

**Mahone Bay Electric**  
After Hours: 902-543-3251  
During Office Hours: 902-624-8327

**Town of Lunenburg Electric**  
After Hours: 902-527-0150  
During Office Hours: 902-634-4410, ext. 3

**Riverport Electric** 902-543-2502

**Bell Aliant Outage** 611 or 1-800-663-2600

**Eastlink Outage** 1-888-345-1111

**Drinking Water Safety** 1-877-936-8476

**Food Safety** 1-877-252-FOOD (3663)

**Forest Fires** 1-800-565-2224

**Poaching** 1-800-565-2224

**Wildlife – Emergency Situations**

**1-800-565-2224**

**Environmental Emergencies**

**(Such as Oil Spills and Gas Leaks)**

**1-800-565-1633**

**NS Emergency Management Office**

**1-866-424-5620**

DRAFT

## Forms

### Mayors/Wardens/Elected Officials on Advisory Committee (or Designates) Checklist

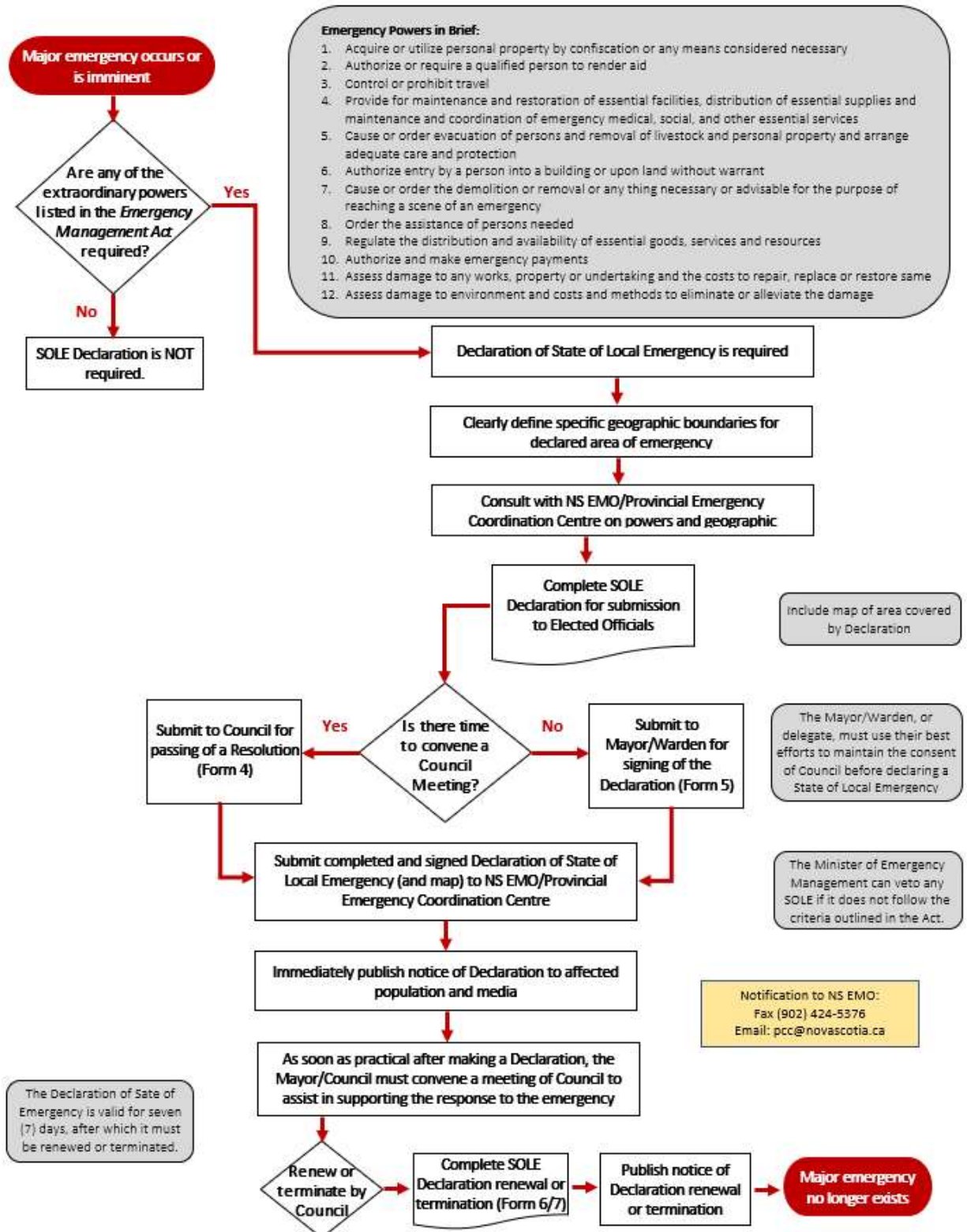
Mayors/Wardens and Elected Officials on the REMO Advisory Committee may be requested to respond to the Emergency Coordination Centre if established. Emergency duties specific to Elected Officials may include:

- ✓ If requested, respond to the ECC or set-up telecommunications to receive and transmit as directed by CAO or Elected Officials Liaison
- ✓ Upon recommendation of the ECC Manager, declare a State of Local Emergency (SOLE) (Form 4 or 5)
- ✓ If required, renew the SOLE declaration(s) every seven days (Form 6)
- ✓ Exercise all powers necessary as conferred by the [Nova Scotia Emergency Management Act \(section 10\(1\) page 6\)](#).
- ✓ Authorize the expenditure of municipal funds in consultation with the CAO
- ✓ Participate in situational awareness updates/meetings as appropriate
- ✓ Advise and update Council of the current emergency situation. The decision to hold separate council updates or one joint council will be made in consultation with all Mayor(s)/Warden and the ECC Elected Officials Liaison
- ✓ In consultation with the ECC Liaison Officer / Public Information Officer, brief the Media at a designated Media Information Centre using Key Messages as presented by the ECC
- ✓ In consultation with the ECC Liaison Officer/ Public Information Officer, inform the public of significant developments
- ✓ Upon recommendation of ECC, terminate the State of Local Emergency (Form 7)
- ✓ Maintain a timed log of all requests and actions taken

# State of Local Emergency Flowchart

## Declaring a State of Local Emergency (SOLE)

*Nova Scotia Emergency Management Act (Sections 12, 14, 18, and 20)*



## Form 4 Declaration of State of Local Emergency for Municipal Councils

### FORM 4

#### DECLARATION OF A STATE OF LOCAL EMERGENCY (Council of Municipality)

Section 12(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

**WHEREAS** the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

#### Emergency Area:

The area generally described as

Province of Nova Scotia (hereafter referred  
to as the "Designated Area(s)")

Yes ( )      No ( )

#### Nature of the Emergency:

**AND WHEREAS** the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

**THE UNDERSIGNED HEREBY DECLARES** pursuant to Section 12(2) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from \_\_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**THIS DECLARATION OF STATE OF LOCAL EMERGENCY** shall exist until \_\_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

**DATED** at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Council, Municipality

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

[Authorized by Resolution No. \_\_\_\_\_  
dated the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_]



# Form 5 Declaration of State of Local Emergency for Mayor or Warden

## FORM 5

### DECLARATION OF A STATE OF LOCAL EMERGENCY (Mayor/Warden)

Section 12(3) of the *Emergency Management Act*, S.N.S. 1990, c.8

**WHEREAS** the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

**Emergency Area:**

The area generally described as

Province of Nova Scotia (hereafter referred to as  
the "Designated Area(s)")

Yes ( )

No ( )

**Nature of the Emergency:**

**AND WHEREAS** the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

**AND WHEREAS** the Council of the Municipality is unable to act;

**AND WHEREAS** the undersigned has (check appropriate box)

(a)	Consulted with a majority of the members of the Municipal Emergency Management Committee	Yes ( )	No ( )
(b)	Found it impractical to consult with the majority of the Municipal Emergency Management Committee	Yes ( )	No ( )

**THE UNDERSIGNED HEREBY DECLARES** pursuant to Section 12(3) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from \_\_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**THIS DECLARATION OF STATE OF LOCAL EMERGENCY** shall exist until \_\_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

**DATED** at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Mayor/Warden's signature

Municipality of \_\_\_\_\_

## Form 6 Renew a State of Local Emergency

### FORM 6

#### RENEWAL OF A STATE OF LOCAL EMERGENCY (Council of Municipality/Mayor/Warden)

##### Section 20(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

##### Emergency Area:

The area generally described as

Province of Nova Scotia (hereafter referred to as  
the "Designated Area(s)")

Yes ( ) No ( )

##### Nature of the Emergency:

AND WHEREAS the Declaration of a State of Local Emergency was signed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_;

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, continues to exist or may exist in the Designated Area(s) noted above;

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 20(2) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above is renewed as of and from \_\_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

THE RENEWAL OF A DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until \_\_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*;

THIS RENEWAL was authorized by the Minister responsible for the *Emergency Management Act*, pursuant to Section 20(2) of the Act by approval dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

DATED at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Council of Municipality

In the event the Council is unable to act:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mayor/Warden

\_\_\_\_\_  
Position

[Authorized by Resolution No. \_\_\_\_\_  
dated the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_]

## Form 7 Termination of a State of Local Emergency for Council of Municipality

### FORM 7

#### TERMINATION OF A STATE OF LOCAL EMERGENCY

(Council of Municipality)

Section 18(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

**WHEREAS** by a Declaration of a State of Local Emergency dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as renewed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a State of Local Emergency was declared for the following area:

#### Emergency Area:

The area generally described as

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)")

Yes ( )      No ( )

#### Nature of the Emergency:

**AND WHEREAS** the undersigned is of the opinion that an emergency no longer exists in the Designated Area(s).

**THE UNDERSIGNED** pursuant to Section 18(2) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, hereby terminates the State of Local Emergency effective as of and from \_\_\_\_\_ o'clock in the forenoon ( ) or afternoon ( ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**DATED** at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Council of Municipality

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

[Authorized by Resolution No. \_\_\_\_\_  
dated the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_]

DRAFT



## LUNENBURG COUNTY REMO

Emergency Management Coordinator  
902-930-1085

EMO@MODL.CA  
INFO@EMERGENCYMEASURES.CA

 @RegionalEMO







# Elected Official Quick Reference Guide During an Emergency

## Before the Disaster

- ✓ Reinforce preparedness messages
- ✓ Become familiar with legislation
- ✓ Know your area
- ✓ Support businesses in knowing their risks
- ✓ Become familiar with Lunenburg County REMO Plans

## Responding to the Disaster

- ✓ Refer calls to the appropriate agencies
- ✓ Be consistent with media using key Messages as provided by Information Officer
- ✓ Stay safe and lead by example in the impacted area(s)

## After the Disaster

- ✓ Support Recovery Efforts

## What You Need to Know

When there is a disaster the public will turn to Elected Officials as the leaders in Lunenburg County for answers and assistance.

While residents will often turn to their Elected Officials for guidance and assurance during difficult times, Elected Officials have **no direct operational role** in Emergency Management.

## Talking to The Media

Remain consistent with messages released by the Information Officer when speaking with the media. If calls from the media are expected, request and retain talking points and pre-released bulletins from Corporate Communications and/or the Emergency Coordination Centre (ECC), when activated.



## Elected Officials

- ✓ Prepare your family and home so that you can be available if requested when the time comes.
- ✓ Attend initial briefing for Situational Awareness (if applicable) or obtain update from CAO.
- ✓ Elected Officials do not attend the Emergency Coordination Centre (ECC) unless specifically requested.
- ✓ Report credible information from your constituents to the CAO or the council representative of the REMO Advisory Committee.
- ✓ Be available to meet and discuss a State of Local Emergency in accordance with the [\*Nova Scotia Emergency Management Act\*](#).
- ✓ Provide advice on the long-term impact of an incident on people, critical infrastructure, the environment, finances, operations, business, industry, and reputation.
- ✓ Help spread the Public Safety Information developed Information Officer. Share posts from the municipal social media channels or REMO on your personal accounts. A coordinated message to the public is necessary so people do not receive conflicting information.
- ✓ Let the professionals trained in emergency management do their jobs. Understand why it is important that any site visits to the impacted area are to be coordinated through the Incident Commander and the Information Officer.
- ✓ Unless specifically asked to do so, please do not speak to the media. Everything you say or share, is "on the record".
- ✓ Do not speculate on what is happening regarding the incident.
- ✓ Do not share privileged information that could jeopardize the operation.

**What you say to the media can have a great impact on the public's perception of response and recovery efforts.**

## Key Phone Numbers and Contacts

**911** This is for emergencies only. If someone's health, safety or property is threatened and help is needed right away, call 911.

### Emergencies include:

- Fire
- Crime in progress
- Poisoning
- Emergency Medical Situation
- Serious Accident

**811** For health information and advice when you have a health concern or question

**511** For information about Provincial roads in Nova Scotia

**211** For Community and Social Services

### Non-Emergency Numbers:

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Bridgewater Police 902-543-2464

EHS – Ambulance 1-888-346-9999

FIRE Contact the local department if they have someone in the station

### Other Important Numbers:

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**Mahone Bay Electric** After Hours: 902-543-3251  
During Office Hours: 902-624-8327

**Town of Lunenburg Electric** After Hours: 902-527-0150  
During Office Hours: 902-634-4410, ext 3

**Riverport Electric** 902-543-2502

**Bell Aliant Outage** 611 or 1-800-663-2600

**Eastlink Outage** 1-888-345-1111

**Drinking Water Safety** 1-877-936-8476

**Food Safety** 1-877-252-FOOD (3663)

**Forest Fires** 1-800-565-2224

**Poaching** 1-800-565-2224

**Wildlife – Emergency Situations** 1-800-565-2224

#### Environmental Emergencies

**(Such as Oil Spills and Gas Leaks)** 1-800-565-1633

**NS Emergency Management Office** 1-866-424-5620

## Municipal Specific Information

## **South Shore Housing Action Coalition – December 2020 Report**

A meeting was held via Google Meet on Wednesday, December 2<sup>nd</sup> at 1:30 p.m.

- 1) There was a welcoming of new members, which included several new councillors from MODL as well as the town of Bridgewater, Chester, and Mahone Bay (Lunenburg's representative was not present).
- 2) After a review and acceptance of the minutes from the November 4<sup>th</sup> meeting, and an acceptance of the agenda as presented, there was a brief presentation on "Just Recovery" – a COVID-19 related proposal that originates from 350.org, an environmental and social justice organization - which detailed the intersection between climate health, people's health, and economic relief to citizens, including rent caps.
- 3) There was a discussion about the new provincial temporary rent cap of 2% until February 2022, or whenever COVID-19 is not an issue, (retroactive from September 2020) and hope that this will indeed mean that there will be no more "renovictions" as well (evictions made due to renovations).
- 4) There was a discussion about the recently struck provincial Affordable Housing Commission and concern about a lack of rural and town voices at the table. There was agreement that SSHAC would craft a letter advocating for robust rural representation, and send it to Catherine Berliner, the Deputy Minister of Municipal Affairs and Housing, once approved. Councillors also each agreed to bring the issue forward to their councils.
- 5) There was a conversation about the CMHC Rapid Housing Initiative, and possible coalitions with other municipalities to apply for this.
- 6) There was discussion about the ongoing need for transitional housing on the South Shore, and the need for coordinated access, building community, and collaboration amongst organizations and governmental bodies. The Community Housing Transformation Centre was referenced – it is a national organization based out of Quebec – that includes service to the Atlantic Region (although through the CMHC and National Housing Strategy rather than a separate body at the moment). Its focus is to partner with sector, service, and community housing providers to provide a different model of community housing.

- 7) The meeting ended with a conversation about a possible new structure for the SSHAC, which might mean a different meeting schedule and meeting format. No specific date was discussed for the next meeting, so that may be in later January or in February 2021.

Submitted by Councillor Alice Burdick, January 4, 2021

About the Community Housing Transformation Centre: <https://centre.support/about/>

About the CMHC Rapid Housing Initiative: <https://www.cmhc-schl.gc.ca/en/nhs/rapid-housing-initiative>

About the Just Recovery initiative through 350.org: <https://350.org/just-recovery/>

About the rent cap and new Affordable Housing Commission:  
<https://www.cbc.ca/news/canada/nova-scotia/housing-homeless-renovictions-chuck-porter-1.5815827>