



TOWN COUNCIL AGENDA

February 25, 2021

7:00 p.m.

YouTube Live

Call to Order

1 Approval of Agenda

2 Minutes

2.1 Regular Meeting – February 9, 2021

3 Presentations

3.1 Mickey Johnson – Town Logo

4 Correspondence – Action Items

5 Correspondence – Information Items

5.1 NSFM – Monday Memo – February 8, 2021

5.2 NSFM – Monday Memo – February 17, 2021

5.3 Lynn Hennigar, Mahone Bay Centre – Joint Submission MBC and MBU to Plan MB

6 Staff Reports

6.1 Staff Report – February 25, 2021

6.2 Staff Report – Town Hall Renovation

6.3 Staff Report – Town Council Policy

6.4 Staff Report – Supportive Workplace Committee Policy

7 Council Items

7.1 Mayor Devenne – Committee Appointments

7.2 Mayor Devenne – Municipal Audit Contract

7.3 Mayor Devenne – Fire Station Exterior Colour

7.4 Mayor Devenne – Mahone Bay 2021 Representative Volunteer

7.5 Councillor Burdick – Town Logo

7.6 Councillor Wilson – Main Street Water/Sewer Upgrade

7.7 Councillor Nowe – Fire Station Build Phase II

7.8 Deputy Mayor Kangata – Council and Community Partnerships

7.9 Deputy Mayor Kangata – Community Field Improvements (Council support)

8 Committee Reports

8.1 Audit & Finance Committee, Special Meeting – February 10, 2021 – Draft Minutes

8.2 Asset Management Committee – February 18, 2021 – Draft Minutes

9 New Business

10 Closed Session

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

10.2 MGA 22(2)(a) - Acquisition, sale, lease, and security of municipal property

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, February 9, 2021 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 Nowe, seconded by Councillor Burdick, **“THAT the agenda be approved as presented.”** Motion carried.

2. Minutes

A motion by Councillor Feeney, seconded by Council Carver, **“THAT the minutes of the January 28, 2021 regular meeting of Council be approved as presented.”** Motion carried.

4. Correspondence – Action

4.1 Kelsie Hirtle on behalf of Neil Cleveland – Request to install water line.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council direct staff to complete due diligence to determine the feasibility of extending water and wastewater service to the end of Fairmont Street and report back to Council.”** Motion carried.

4.2 Jenny Sandison, Mahone Bay Garden Club – Request RE Entrance to Aquatic Park.

A motion by Councillor Carver, seconded by Councillor Burdick, **“THAT Council direct staff to develop, in conjunction with the Mahone Bay Garden Club, an estimate for the proposed project to improve the appearance of the entrance to the water gardens and report back to Council.”** Motion carried.

5. Correspondence – Information Items

5.1 NSFM – Monday Memo – January 25, 2021

5.2 Sam Youden, Student, Bayview Community School - Potholes.

5.3 Delilah Cole, Student, Bayview Community School – Old School Soccer Field.

5.4 Hon. Chuck Porter, Minister DMAH – Safe Restart Funding.

5.5 Glennie Langille, Order of Nova Scotia – Order of Nova Scotia 2021.

5.6 NSFM – Monday Memo – February 1, 2021

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council direct staff to prepare correspondence to Mr. Youden and Ms. Cole thanking them for their correspondence and for sharing their opinions with the Town.”** Motion carried.

A motion by Councillor Carver, seconded by Councillor Wilson, **“THAT the correspondence, numbered 5.1 – 5.6 be received and filed.”** Motion carried.

6. Staff Reports

6.1 Council Report

Council received the Staff Report for February 9, 2021.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT Council direct staff to contact MODL as a follow-up to the letter to their Council requesting a partnership with MODL which would enable Mahone Bay residents to be eligible for the ProKIDS program.”** Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Nowe, **“THAT Council accept the February 9, 2021 Staff Report for information.”** Motion carried.

6.2 Community-Wide Bicycle Route Engagement Plan

Council received a draft Public Engagement Plan for the Community-Wide Bicycle Route.

A motion by Councillor Wilson, seconded by Councillor Feeney, **“THAT Council approve the Community-Wide Bicycle Route Engagement Plan.”** Motion carried.

6.3 By-law Annual Report

Council received the 2020 By-law Annual Report.

A motion by Councillor Burdick, seconded by Councillor Wilson, **“THAT Council accept the 2020 By-law Annual Report for information.”** Motion carried.

6.4 Local Improvement PIM

Council received a staff report on the recent Public Information Meeting (PIM) on a proposed Local Improvement By-law.

A motion by Deputy Mayor Kangata, seconded by Councillor Feeney, **“THAT Council direct staff to present the draft Local Improvement By-law to the Policy & Strategy Committee for further discussion prior to giving first reading.”** Motion carried.

6.5 Bandstand Engagement Plan

Council received a report with an update concerning the Bandstand Phase 3 project included in the 2020-21 annual budget approved May 12, 2020.

A motion by Councillor Burdick, seconded by Councillor Nowe, **“THAT Council approve the Bandstand Phase 3 Engagement Plan.”** Motion carried.

6.6 Town Logo Review

Council received a staff report with information from the Wayfinding Project and the community vision public engagement of the Municipal Plan Review to inform Council's scheduled review of the current corporate logo for the Town of Mahone Bay which was formally adopted by Council and in regular use since the Fall of 2019.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council direct staff to act on actionable items from the accessibility review of Town logo.”** Motion carried

6.7 Community Engagement Plan – GHG Reduction Plan

Council received a draft Public Engagement Plan for the Greenhouse Gas (GHG) Reduction Action Plan.

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, **“THAT Council approve the Community Engagement Plan for the GHG Reduction Plan as presented.”** Motion carried.

7. Council Items

7.1 2020-2022 Citizen Committee Appointments

A motion by Councillor Wilson, seconded by Councillor Nowe, **“THAT Council appoint Tom Ernst to the Oakland Lake Watershed Advisory Committee.”** Motion carried.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT Council direct staff to communicate with the Oakland Property Owners Association to determine their interest in nominating someone for the landowner position on the Oakland Lake Watershed Advisory Committee.”** Motion carried.

7.2 Request to Co-host Council of Canadians Session

A motion by Councillor Feeney, seconded by Councillor Burdick, **“THAT Council respond favourably to the request for the participation of the Mayor and Deputy Mayor in the Council of Canadians public session on inequality and the request to co-host the session with the Council of Canadians.”** Motion carried.

7.3 Council/CAO Relations

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT the discussion of a Council/CAO Relations policy be referred to the Strategy and Policy Committee.”** Motion carried.

8. Committee Reports

8.1 Lunenburg County Senior Safety Monthly Report

Council received the January 2021 Monthly Report from the Lunenburg County Senior Safety Advisory Partnership.

8.2 Lunenburg County Senior Safety Annual Report

Council received the 2020 Annual Report from the Lunenburg County

8.3 Joint Accessibility Advisory Committee

Council received the draft Lunenburg County Accessibility Plan from the Lunenburg County Joint Accessibility Advisory Committee.

A motion by Councillor Carver, seconded by Councillor Burdick, **“THAT Council approve the Lunenburg County Accessibility Plan as presented by the Lunenburg County Accessibility Advisory Committee and authorize the submission of the Plan to the provincial Accessibility Directorate.”** Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT Council write the Premier of Nova Scotia, the Minister of Justice, the Hon. Mark Furey, Minister responsible for the Accessibility Act, as well as the Nova Scotia Federation of Municipalities (NSFM) to lobby for municipal funding for the implementation of Municipal Accessibility Plans.”** Motion carried.

9. New Business

Notice of Motion

Councillor Burdick provided notice that at the next regular meeting of Council she will move or cause to be moved a motion directing staff to conduct public engagement in the form of a survey regarding the Town logo.

10. Closed Session

A motion by Councillor Feeney, seconded by Councillor Burdick at 9:44 pm to go into Closed Session to discuss contract negotiations as permitted by the Municipal Government Act section 22(2)(c). Motion carried.

Council returned to open session at 10:30 pm.

A motion by Councillor Feeney, seconded by Councillor Wilson, **“THAT Council award the contract to renovate the Mahone Bay Town Hall building to Mid-Valley Construction for \$134,760 +HST.” Motion carried.**

Council adjourned upon motion at 10:33 pm.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Clerk, Maureen Hughes

Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, February 8, 2021 4:02 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: February 8, 2021

CAUTION: This email originated from an external sender.

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Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

SHOWCASING MUNICIPAL COLLABORATIVE SUCCESS STORIES AT VIRTUAL SPRING CONFERENCE

NSFM is planning a session on Collaborative Success Stories as part of its May 6th and 7th virtual Spring Conference. (May 6th - 11:00am – 12:15 pm through zoom)

This is a great opportunity for municipalities to showcase their collaborative efforts! Have a project you are particularly proud of? We want to hear about it! We are looking for three success stories focused on a sharing of services and/or a project between municipalities or with a secondary institution within your municipality. Each presenter will have approximately 15 minutes to present followed by Q&A. Topics could include: Covid-19 pivoting; Climate Change; Age-Friendly Communities, Economic Development, etc.

If interested, please email your proposed submission outlining specifically what you plan to speak about. The Spring Conference Planning Committee will select three presenters from the submissions received.

[Please email your submission by Monday, March 1st, 2021 to Judy Webber,
Event Planner: \[jwebber@nsfm.ca\]\(mailto:jwebber@nsfm.ca\)](#)

NSFM Respond to DMAH Re: Affordable Housing Commission

[View the full pdf here](#)

February 3, 2021
Honourable Chuck Porter
Department of Municipal Affairs
14th Floor North, Maritime Centre
1505 Barrington Street
P.O. Box 216
Halifax, NS
B3J 2M4

Delivered via Email

Dear Minister Porter

RE: Affordable Housing Commission Working Group

I am writing to follow up on our January 29th phone conversation regarding the Affordable Housing Commission and NSFM's invitation to join the Partnerships and Integration Work Group. As I communicated to you at the time, after considerable discussion the Board of Directors has opted to decline the invitation.

NSFM is the legislated collective voice of all 49 municipalities in Nova Scotia,

and we are the level of government closest to the people. We firmly believe that we should be a full member of the Affordable Housing Commission and not just a member of the working group. Our members represent all Nova Scotians and see firsthand the housing challenges in this province. Municipalities are invested in supporting housing for their residents and communities in need.

Since the Affordable Housing Commission was announced, NSFM has truly appreciated the opportunity to have open dialogue with you and your staff to highlight what we believe to be an oversight in our exclusion. We formally requested a seat on the Commission in our December 9 correspondence to you, and were denied on January 22 in a letter from Deputy Minister Berliner.

Since communicating our intent to decline participation in the working group, we have been asked by DMAH how to best engage municipalities in this process. We believe the simplest answer is to include NSFM on the Commission.

Three main reasons have been cited for excluding NSFM. First, that the Commission is not political in nature; second, that NSFM CEO Juanita Spencer is not a housing expert; and third, that many other stakeholders have made similar requests and the Commission is not able to accommodate everyone.

The Board strongly rejects these arguments.

To respond, Ms. Spencer is not an elected official, but rather the non-political staff representative of our members. The municipal perspective is paramount to any recommendation put forward by this Commission.

Ms. Spencer's position as CEO of NSFM makes her the best person to bring that perspective forward in an objective fashion, ideally in partnership with AMANS.

While it has been noted that Ms. Spencer is not an expert in housing in particular, an invitation on January 28 to sit on the Partnerships and Integration Work Group of the Commission specifically mentions her experience and expertise in providing municipal insight. Ms. Spencer is further backed by municipal experts from both rural and urban communities across the province who make up our membership.

Municipalities are not just a stakeholder, but rather another order of government, and should be viewed as a valued and essential partner in this process. This is crucial if the recommendations resulting from the Commission's work have an impact on municipalities and our residents.

In the early days of COVID-19, NSFM and DMAH worked closely together and achieved many outcomes that benefitted Nova Scotians and their communities. We regret that DMAH has taken the stance they have on this matter.

NSFM will respond on behalf of municipalities to the recommendations of the commission that are brought forward by the province.

Sincerely,

Emily Lutz

President, Nova Scotia Federation of Municipalities

CC: The Honourable Stephen McNeil, Premier of Nova Scotia

Tim Houston, Leader, PC Party of Nova Scotia

Gary Burrill, Leader, NDP

Iain Rankin, Liberal Leadership Candidate

Randy Delorey, Liberal Leadership Candidate

Labi Kousoulis, Liberal Leadership Candidate

[See also: DMAH Reply to CBRM inquiry Re: Affordable Housing](#)

Deadline for UBF applications extended to March 15

To be eligible for contributions under the Universal Broadband Fund, broadband project proposals must provide open access to Points of Presence (PoPs) that are components of the project. To provide better clarify what we mean by this, we have added some additional explanations:

What is “open access” ?

Open access refers to the status of a telecommunication service or facility that is made available to a third party, on a wholesale or retail basis.

What is a point of presence or “PoP” ?

In the context of the UBF, a "Point of Presence (PoP)" is a project site in a network that is an interconnection point to a backbone network from where the Recipient either connects to its local last mile infrastructure or connects to another network, including third party networks and mobile networks.

Do I need to include all PoPs funded under the proposed project in template 5?

Yes. Points of Presence are a key element in making access to backbone infrastructures "open", if any are being built as part of a UBF project. Template 5 must be completed for all projects that includes PoPs, including mobile projects benefiting indigenous people.

My project is composed of a very high number of points of presence, is there a specific procedure to follow?

In the case where a large number of project sites meet the definition of a PoP, an applicant may decide to present only one Point of Presence per community in Template 5, as long as all the PoPs are documented in the application and PoPs are open on the same terms.

Still have questions? Contact get-connected@canada.ca

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Simplify your planning with the Municipal Energy Roadmap

GMF's Municipal Energy Roadmap helps identify the best solutions for Canadian communities to lower GHG emissions in their buildings and meet long-term sustainability objectives. This primer for local elected officials outlines how the Energy Roadmap simplifies planning and makes energy decisions easier. It summarizes how the Energy Roadmap can be used to:

- * Prioritize solutions based on your region, grid type and other factors.
- * Explore workable options with GHG emission and financial impact estimates.
- * Clarify the advantages and challenges of each solution.

You'll also discover additional resources and funding information available to your municipality.

Seeking Expressions of Interest to Participate on the Nova Scotia Infrastructure Asset Management Working Group

Deadline to Express

Interest: Monday, February 15, 2021

In an effort to engage municipalities in the development of a Nova Scotia approach to asset management, the Department of Municipal Affairs and Housing is seeking interested elected officials to participate on the Infrastructure Asset Management Working Group (IAMNS).

IAMNS is a multidisciplinary team representing local governments and selected agencies that are committed to providing leadership, direction and support for the development and implementation of the *Nova Scotia Asset Management*

[Check out the Energy Roadmap primer.](#)

Program.

Together the team works to share information and promote educational/training initiatives; identify funding opportunities to support asset management initiatives for municipalities; as well as interact with other agencies, governments and associations to exchange information.

IAMNS is currently looking for one representative from NSFM who has an interest in asset management and is eager to work in a collaborative setting to further the development of the *Nova Scotia Asset Management Program*.

IAMNS accepts members from different backgrounds, with varying skills and experiences.

The group generally meets on a bi-annual basis (at minimum).

If interested in this position, please submit a letter outlining your experience/interest to Debbie at NSFM (dnielsen@nsfm.ca) by Monday, Feb. 15, 2021.

NSFM's Board of Directors will select a representative from the applications received at its next meeting.

Report on Community-based Water Monitoring in Nova Scotia

Community-based water monitoring, or CBWM, is an increasingly popular model of data collection in Nova Scotia and elsewhere. In this model, community members are out on the water collecting samples used to better understand water quality. The CBWM model has many advantages: community members are often experts on local water bodies, the sampling process is an opportunity for public education and outreach, communities can identify the sampling parameters most useful to them, and high quality data collection can be less expensive than government-derived data.

Given the promise and rising prominence of CBWM, groups are often approached by governments

Employment and Social Development Canada launch Call for Proposals for Sectoral Initiatives Program

Interested parties are invited to submit proposals for projects that will help key sectors of the economy address labour market challenges and drive economic recovery.

The Sectoral Initiatives Program is a grants and contributions program that helps address current and future skills shortages by supporting the development and distribution of sector-specific labour market intelligence, national occupational standards, skills certification and accreditation systems, and innovative workforce development approaches while also promoting the participation of under-represented groups.

seeking data for decision making about, for example, whether or not a body of water is safe for swimming, changes to zoning bylaws, and so on. However, the relationship between the data that is collected and how it is used by various levels of government is unclear.

This report draws on extensive interviews and meetings with CBWM groups and policy makers in Nova Scotia to answer the question, “what happens to CBWM data after it has been collected?”. The findings suggest ways to better align data use with data collection, and present a decision-making framework useful for both decision makers and CBWM groups.

[Read the report here.](#)

For more information on the Report on Community-based Water Monitoring in Nova Scotia, please contact:

Shanna Fredericks
Assistant Director
Office: 902 634 9977
Mobile: 902 299 1056

This initiative is meant to support economic recovery through stakeholder-based initiatives that will help key sectors address their immediate and emerging workforce challenges. Taking into account the impacts of the COVID-19 pandemic, this Call for Proposals is considering a wider variety of projects compared to past years, including those that implement solutions and tools that will help Canadian workers and employers.

Projects must seek to achieve at least one of the following two objectives:

- 1) Develop and implement sector-based solutions to address the workforce challenges of Canadian workers and employers
- 2) Address a specific need in support of economic recovery in a specific sector or across sectors

How to apply for Sectoral Initiatives Program funding?

Please refer to the following webpages for more details about the Sectoral Initiatives Program and

coastalaction.org

information about how to apply for funding:

- [Sectoral Initiatives Program](#)
- [Funding: Sectoral Initiatives Program](#)

Before submitting a proposal, carefully review the applicant guidelines and eligibility criteria.

The deadline to submit a proposal is March 4, 2021.

If you have any questions, do not hesitate to contact ESDC at:

NC-DGOP-POB-PAIS-SIP-GD@hrsdc-rhdcc.gc.ca

Trade, Tips & Tools

Mark your calendars!

Along with program updates, we will be showcasing our approved vendors throughout monthly webinar calls. This way you can talk directly with the approved contacts regarding, account set up, quotes and any other trade program related questions.

First up is a webinar for the trade group on February 16 at 10:30 ATL time to find out more about the awarded Staples program.

Participants will be entered into a monthly draw for a brand new Kuerig coffee machine!

[Register](#) for the webinar.

Upcoming Webinars:

February	Staples	Feb 16
March	NAPA	Mar 15
April	Grainger	Apr 15

Upcoming Events

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 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.



NOVA SCOTIA FEDERATION OF MUNICIPALITIES



Nova Scotia Federation of Municipalities
Suite 1304, 1809 Barrington Street
Halifax, N.S. B3J 3K8
Phone: (902) 423-8331
Fax: (902) 425-5592
info@nsfm.ca

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Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Tuesday, February 16, 2021 3:24 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: Tuesday, February 16, 2021

Follow Up Flag: Follow up
Flag Status: Flagged

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Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

Minister Porter responds to NSFM's Letter Re: Housing Commission Working Group

[View the original PDF](#)

February 16, 2021

Emily Lutz

President – NSFM

VIA EMAIL: communications@nsfm.ca

Dear Ms. Lutz:

Thank you for your letter of February 3, 2021, regarding the decision by the Board of Directors of the NSFM to decline our invitation to participate in the important work of the Nova Scotia Affordable Housing Commission.

I am sorry to hear of the Board's decision, but nonetheless respect their position. Municipalities have a significant role to play in addressing the challenges to affordable housing supply. I hope that your board will reconsider its decision and add its feedback to the other valuable feedback we are receiving via our engagement portal at www.NSaffordablehousingcommission.ca.

I look forward to continuing to work with you on this and other important issues.

Sincerely,

Chuck Porter

Minister

Municipal Affairs and Housing

[View the February 3 letter from President Lutz to Minister Porter here.](#)

SHOWCASING MUNICIPAL COLLABORATIVE SUCCESS STORIES AT VIRTUAL SPRING CONFERENCE

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Still have questions? Contact get-connected@canada.ca

**Accessibility Directorate
Seeking Interviews With
Municipalities**

**Province Seeking Input
from Woodland Owners**

Fulcrum Accessibility Consulting, on behalf of the Accessibility Directorate, is conducting interviews with municipalities to gauge capacity to implement accessibility standards for the built environment, once enacted.

These interviews will help inform the development of tools and resources that will assist municipalities in implementing accessibility standards.

[For more information](#)

What do you value about owning woodland? How do you use your woodland? What information do you need to manage your land sustainably?

Your input will inform programs and resources that can help you achieve your environmental, social and economic goals.

Visit novascotia.ca/woodland-owner-survey

Simplify your planning with the Municipal Energy Roadmap

The Green Municipal Fund's Municipal Energy Roadmap helps identify the best solutions for Canadian communities to lower GHG emissions in their buildings and meet long-term sustainability objectives.

This primer for local elected officials

FCM's 2021 Brownfield Roadmaps

Now updated according to current legislation, these Green Municipal Fund support tools provide an overview of process, policy and funding in each province and territory. Each of the 13 roadmaps:

- **Simplifies the process:** breaking down the typical steps and phases to help

outlines how the Energy Roadmap simplifies planning and makes energy decisions easier.

It summarizes how the Energy Roadmap can be used to:

- Prioritize solutions based on your region, grid type and other factors.
- Explore workable options with GHG emission and financial impact estimates.
- Clarify the advantages and challenges of each solution.

You'll also discover additional resources and funding information available to your municipality.

[Check out the Energy Roadmap primer.](#)

avoid potential delays or extra costs.

- **Clarifies the policy:** summarizing provincial/territorial laws and policy requirements for your locale, and relating them to each step in the process.
- **Outlines funding opportunities:** providing information on incentive programs, requirements and how to apply, divided by each step to ensure easy access to the opportunities most relevant to your project.

No matter where you are in the process, or your location across Canada, these guides offer the up-to-date, step-by-step, location-specific guidance to help you take the next step in brownfield redevelopment.

[Navigate process, policy, and funding opportunities with GMF's brownfield roadmaps.](#)

Upcoming Events

Work From Anywhere - Virtual Expo presented by Staples

Join Tim Elms and NSFM Trade Programs on March 24-25, from 12 - 6 p.m.

Wellness Webinars, Prize Draws, Vendor Exhibits, and More!

[Register Online](#)

In The News

[Municipalities, riders have wish lists ready for 'transformative' federal public transit funds](#)



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES



Nova Scotia Federation of Municipalities
Suite 1304, 1809 Barrington Street
Halifax, N.S. B3J 3K8
Phone: (902) 423-8331
Fax: (902) 425-5592
info@nsfm.ca

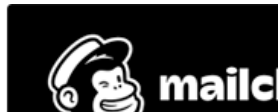
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Nova Scotia Federation of Municipalities · Suite 1304, 1809 Barrington Street · Halifax, NS, NS B3J 3K8 · Canada



Maureen Hughes

From: Town of Mahone Bay Clerk
Sent: Thursday, February 18, 2021 8:34 AM
To: Maureen Hughes
Subject: FW: request to include in next council meeting package
Attachments: Joint Submission MBC and MBU to Plan Mahone Bay.pdf

From: Lynn Hennigar <lynn.hennigar@gmail.com>
Sent: Wednesday, February 17, 2021 8:37 PM
To: Town of Mahone Bay Clerk <clerk@townofmahonebay.ca>
Subject: request to include in next council meeting package

CAUTION: This email originated from an external sender.

Hi Maureen,
this report was submitted to plan Mahone Bay and I have been asked by one of your councillors to also submit it to council for their next agenda.
Thanks so much

Lynn

--

Lynn Hennigar
[She/Her]

154 Hawthorn Rd
P.O. Box 410
Mahone Bay, NS B0J 2E0
902 514 5376 cell

Yesterday's the past, tomorrow's the future, but today is a gift. That's why it's called the present.
Bil Keane

Play Rural Riches Weekly 50/50 Lottery - learn more at ruralriches.ca

~We are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people~

**Joint Submission by the Mahone Bay Centre and Mahone Bay United
to
Plan Mahone Bay**

**Active Living and Recreation in the Town of Mahone Bay's
New Municipal Planning Strategy**

1. Introduction

Recreation is vital to the community's quality of life and its success in attracting young people, families and sustainable business to Mahone Bay. Failure to plan and enthusiastically champion recreation will undermine Mahone Bay as an attractive place to live a full life. Despite that, Recreation is missing in action in the Plan Mahone Bay municipal planning strategy review – so far.

This submission is grounded in our belief that recreation is vitally important to life in our Town. In it we develop a vision for recreation and active living in Mahone Bay that we believe should be incorporated in the Municipal Planning Strategy.

Key to our vision is the over-arching concept of an open space plan. We would like to see an open space plan that is inclusive of broader recreational values, such as active transportation, green infrastructure, conservation of valued natural and cultural environments, and the benefits of making the outdoors accessible. The plan would commit to achieving connectedness and coherence in the use of open space and in Mahone Bay's recreational offerings to residents and visitors.

Effective implementation of the open space plan requires conscious, consistent and inclusive governance. We advocate establishing a division of the Town's government with responsibilities for implementing the open space plan through partnerships and cooperation with community organizations, particularly the Mahone Bay Centre and Mahone Bay United.

2. Who We Are

Mahone Bay United is an all inclusive soccer club for anyone who loves soccer. Prior to COVID 19 our club ran games and training for youth, adults and seniors all year round. We remain committed to offering affordable and accessible participation to anyone who wants to play. We want to get as many people as possible enjoying the benefits of the game. We have been able to offer all our programming for anyone under 18 free of charge, owing to support from local individuals and businesses.

The onset of COVID 19 has meant we have been unable to offer programs and have switched our focus to facilities renewal and improvement. If we cannot offer programs then we would like individuals, groups and families to be able to access free, good quality, recreation facilities. In partnership with the Mahone Bay Centre, we have secured funding and mobilized volunteers to renew the outdoor Mahone Bay Centre basketball court next to the Community Field. We also worked with the Mahone Bay Centre to secure the funding for new full size goals on the Community Field, through a donation to the Town of Mahone Bay.

Mahone Bay Centre provides non-profit, volunteer-run, space at the heart of our Community. The Centre offers people living in the communities of the Mahone Bay area opportunities to work, learn, play, create, connect and thrive. The Centre is home to a small community garden, the Mahone Bay Food Bank, the South Shore Alternate School, Coastal Action, artists, businesses and community programs. We have some excellent recreational facilities like the gym, Centre-Fit, the dance studio, the art room, places for yoga, businesses supporting health and well being. and outdoor basketball court.

3. Why We Are Making This Submission

We, Mahone Bay United (MBU) and Mahone Bay Centre (the Centre), are making this submission because:

- we understand that the Town's Municipal Planning Strategy is intended to shape the future of our community.
- we want to see comprehensive, integrated, whole-of-town networks to support healthy and active living and active transportation.
- we believe recreational infrastructure and programming are vital to
 - our quality of life;
 - attracting new families to Town;
 - encouraging the health and well being of residents of all ages; and
 - ensuring a sustainable future for our community.
- we believe that the Centre and the Community Field are at the heart of our community's quality of life. Their central importance should be formally recognized and the Centre and MBU should be identified as partners with the Town in growing recreational options around the Community Field for all ages, particularly for younger families and kids.
- we believe that Town governance should include an active parks and recreation division and are troubled by the fact that the terms of reference established by Council for Plan Mahone Bay do not make any mention of recreation, active transportation or active living.

4. What We Would Like To See In the Municipal Planning Strategy

(a) Build On What We Have

Mahone Bay is rich in outdoor recreational infrastructure and opportunities. These are valuable assets. The Mahone Bay Centre, as noted, is also rich in indoor community recreational facilities. We are asking that under the Municipal Planning Strategy they be:

- ✓ identified,
- ✓ protected,
- ✓ improved,
- ✓ connected in an open space network;
- ✓ promoted, and
- ✓ demonstrably valued in the Town's governance arrangements .

(b) Embracing The Outdoors – A Vision Beyond Infrastructure

The Town's valuable recreational facilities are outdoors and we understand the municipal planning process will address the dynamic uses of the Town's space, particularly its open, outdoor, public spaces.

A recreational vision for our Town that builds on what we have must begin by embracing the outdoors, seeing what we have as a whole, and planning for recreation using a holistic, whole-of-Town approach. We believe that embracing the outdoors will:

- improve Mahone Bay's quality of life,
- contribute to better health and well-being,
- facilitate greater understanding and care of the natural world,
- advance more sustainable patterns of travel and economic development,
- build a stronger, healthier, more resilient community, and
- refocus attention on recreation as integral to active daily life.

The alternative to embracing the outdoors is planning for a community of shut-ins and shut-aways.

The outdoors (which includes sidewalks, trails, playing fields, parks, gardens, green space, the ocean, wilderness and nature) is intrinsically valuable but embracing the outdoors calls for more than letting it speak for itself. It calls for enjoyment of being outside as integral to daily life. Outdoor enjoyment includes:

- recreation and leisure activities and pastimes
- linking outdoor recreation and everyday journeys (to work, school, post office or a meeting with friends for coffee)
- formal and informal activities
- passive and active experiences
- emotional responses and physical challenges

- exposure to nature, both common-place and special.

In view of Covid-19 outdoor living has been actively promoted for reasons of public health.

Planning for, providing, and encouraging access to the outdoors can help the Town deliver many social, economic and environmental benefits – from more sustainable and active transportation and attraction of young families to increased experiential tourism.

(c) *Plan and Provide for Active Daily Life*

We would like to see the Town's planning strategy set out a policy to support healthy, active, daily living by incorporating an open space plan that:

- ✓ commits to establishment of a comprehensive, excellent, well-designed, all-season network of walkways, sidewalks, paths, rights of way and trails for pedestrians and cyclists of all ages;
- ✓ lays out and maps the network;
- ✓ promotes use of the network as integral to active living and active transportation
- ✓ protects and commits to maintaining and managing the network as an outdoor asset; and
- ✓ emphasises the ways in which the network ties into neighbourhoods, gardens and community green space, including our parks, playing fields and oceanfront, and contributes to limiting GHG emissions.

A comprehensive active living plan would also include recognition of the role that the Mahone Bay Centre plays in the life of the community and the recreational opportunities it offers. We would like to see the plan give explicit recognition to this this aspect of the Centre.

(d) *A Community Field at the Heart of Mahone Bay*

We are asking that the Town uplift the old school soccer field as a Community Field at the heart of Mahone Bay. Why? It is essential that our children have access to competitive recreational sport and opportunities for informal recreational play and FUN.

- Only 62% of 3-4 year-olds and 35 % of 5-17 year-olds meet the physical activity recommendations within the Canadian 24 Hour Movement Guidelines for their age group¹;
- If a girl doesn't participate in physical activities by age 10, there is only a 10% chance she will be physically active at age 25²; and

¹ ParticipACTION 2018 Report Card

² Government of Alberta, <https://www.alberta.ca/women-and-girls-in-sport-overview.aspx>. Accessed October 8, 2020. See also Canadian Association for the Advancement of Women and Sport and Physical Activity.

- Around 70% of kids stop playing organized sport by the age of 13 because “it’s just not fun anymore”³.

Physical activity is vital throughout all stages and ages of a person’s life. For workers it promotes cardio-vascular health and relieves stress. For seniors it is a factor in bone health (prevention of osteoporosis) and mental health (slowing both Alzheimer’s and dementia).

We see the Community Field as:

- a multi-purpose community venue;
- a field for organized sports;
- a space for informal games, physical activity, unstructured play and fun;
- a place for people watchers and spectators;
- a venue for open-air social events and gatherings - a summer concert, a community barbecue or a children’s picnic and sports day; and
- a central node in an open space network.

The Community Field’s potential to contribute to the quality of community life is immense. That potential is crying out for attention and realization.

We ask that the Mahone Bay municipal planning strategy articulate a policy committing Council to development of an open space plan to include support of our recreational spaces, infrastructure and facilities including:

- ✓ a list of all parks and recreational infrastructure;
- ✓ commitment to protecting all parks and recreational infrastructure;
- ✓ providing for their sustainable management;
- ✓ a pledge to keep parks and recreational facilities, spaces, programs and activities open, inclusive, accessible, welcoming and meaningful to all;
- ✓ dedicating the old school soccer field as a multi-purpose Community Field;
- ✓ re-zoning of the Community Field and adjoining woods from Residential to Park;
- ✓ promoting the Community Field as a hub for multi-purpose multi-generational recreation and connection;
- ✓ a determination to improve the Community Field; and
- ✓ provision for a committee of Council to advise on implementation of the open space plan.

(e) Uplifting the Community Field

Uplifting the Community Field requires a vision of how it can be integrated with the other key features of the planning strategy. We envision the Community Field as:

³ Institute for the Study of Youth Sports Michigan University. See also <https://www.washingtonpost.com/news/parenting/wp/2016/06/01/why-70-percent-of-kids-quit-sports-by-age-13/>

- a hub of the Town's interconnected network of walkways, paths and trails for active living and active transportation;
- connected to, integrated with and managed together with the indoor community recreational facilities of the Mahone Bay Centre;
- providing a venue for outdoor activities such as walking laps, games like bocce and Frisbee, and social gatherings and cultural events like picnics and concerts; and
- linking to new and creative initiatives to enhance community living utilizing the adjoining woods such as a community oven, generous community gardens, a community orchard, an off-leash dog park, a stone labyrinth and more.

Consistent with our vision of the dedication of the field to community recreation and its improvement we would like to see the planning strategy include:

- ✓ Commitments to improve drainage of the field and installation of a level, permeable walking track around its outer periphery.
- ✓ Promotion of the Community Field as a circular link in, and a destination for, the Town's active living and transportation networks.

(f) Governance for Active Living and Recreation

The Town no longer has a Director of Parks and Recreation. It does not have a Parks and Recreation Committee.

We believe the planning strategy and a component open space plan should be clear about how responsibilities for the management of park and recreation work. There is little point saying that the Town will "continue to provide recreation services within the financial capabilities of the Town, and continue co-operation with community groups in providing recreation opportunities"⁴ in the absence of functional arrangements to identify spending requirements, advocate for budget lines, and initiate and implement cooperative programming arrangements.

As community groups we fully support cooperation with the broad diversity of recreational interests and organizations in our Town from the Garden Club to the swimming Pool Society. In particular we believe in cooperative management of the Community Field to provide community recreational opportunities and are willing to take on some of the responsibilities for delivering related services and programs. Our willingness will be positively influenced by the existence of an open space plan; strong commitments on the part of the Town to preserve, enhance and manage our parks, playing fields and green spaces for the benefit of the community; clear policies about active living, active transportation, recreation and the use of outside space; a firm commitment to the Community Field as a park; and governance arrangements establishing clear responsibilities for recreational programming and development.

⁴ ¶ 3.5.4 of the existing Municipal Planning Strategy

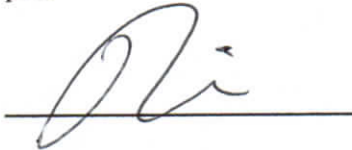
With this in mind we would like to see the Mahone Bay Municipal Planning Strategy include:

- ✓ A policy to establish a committee of Council with broad responsibilities for active living and recreation including
 - the promotion of health and fitness for all age cohorts through recreation, active living and active transport
 - management of parks, recreation facilities and outdoor public spaces throughout Town
 - building partnerships to provide programming linked to the Town's parks and recreational facilities
- ✓ A general policy to engage in cooperative partnerships with citizens' groups for the promotion of recreation and the delivery of recreational services and programs.
- ✓ A specific policy to pursue joint and cooperative management of the Community Field with the Mahone Bay Centre and Mahone Bay United so that the Field is used and remains open, accessible, welcoming and meaningful to all.

Respectfully submitted,

Mahone Bay United

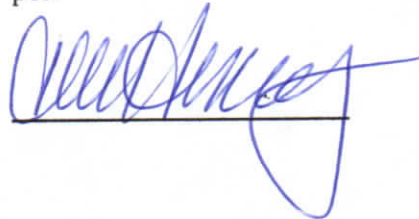
per:



Date: 8 October 2020

Mahone Bay Centre

per:












Report to Council February 25, 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	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	Mar., 2021	<div><div></div><div></div><div></div><div></div><div></div></div> 75%
		Notes: Awaiting confirmation from TIR regarding proposed speed limit changes on highway approaches.		



2	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	Apr., 2021		75%	Notes: Draft Engagement Plan re development of community-wide, all-ages bicycle route approved by Council Feb 9, 2021. NSLC will be invited to participate in consultations along with other identified stakeholders.
3	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	Feb., 2021		75%	Notes: In Progress. Report to be discussed at Policy & Strategy Committee initial meeting.
4	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	Feb., 2021		75%	Notes: In Progress. Report to be discussed at Policy & Strategy Committee initial meeting.

5	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	Feb., 2021		50%	Notes: In Progress. Report to be discussed at Policy & Strategy Committee initial meeting.
6	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	Mar., 2021		75%	Notes: In progress. Report to Mar 9 Council meeting anticipated.
7	Staff to report back with information about costs for permanent speed signs for consideration in 2021/2022 budget process.	24-Sep-20	Mar., 2021		75%	Notes: In progress. Report to Mar 9 Council meeting anticipated.
8	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	Mar., 2021		50%	Notes: In progress. Coordinating with MODL participation in MNAI natural assets initiative. Report on FCM application anticipated to Council ahead of 2021-22 budget process. Current MAMP project to be completed before FCM application can be submitted.

9	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	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Engineering designs complete (CBCL Ltd.), materials ordered, contractor engaged; work remains weather dependant.
10	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	Mar., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: In progress. Discussion initiated with MODL Planning staff.
11	Staff to provide alternate wording for section 5.3, to address Electronic Participation in the amended Council Policy.	28-Jan-21	Feb., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Report included on Feb 25 meeting agenda.
12	Staff to research the possible application of a by-law that would prohibit feeding wildlife within the Town of Mahone Bay	28-Jan-21	Apr., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: In progress. Report to be discussed at Policy & Strategy Committee initial meeting.
13	Staff to prepare a letter to the Mahone Bay Garden Club to thank them for the work that they do in Mahone Bay.	28-Jan-21	Feb., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Completed
14	Staff to review the MBTCC request [artisans at the VIC] and report back to Council with recommendations.	28-Jan-21	Mar., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: In progress.

15	Council invite Department of Municipal Affairs and Housing/Housing Nova Scotia staff as a delegation to a meeting of Council, regarding housing in Mahone Bay and the Town's approach to housing	28-Jan-21	Feb., 2021	Not yet begun			
		Notes:					
16	Staff to proceed with engineering designs and update associated cost estimates for 2020-21 Transportation Project, for consideration in 2021-22 budget process.	28-Jan-21	Mar., 2021	<div></div>	<div></div>	<div></div>	25%
		Notes: In progress.					
17	Staff to complete due diligence to determine the feasibility of extending water and wastewater service to the end of Fairmont Street and report back to council.	09-Feb-21	Mar., 2021	<div></div>	<div></div>	<div></div>	25%
		Notes: Engineering estimate to 2021-22 budget process.					
18	Staff to develop, in conjunction with the MB Garden Club, an estimate for the proposed project to improve the appearance to the entrance to the water gardens and report back to council.	09-Feb-21	Feb., 2021	<div></div>	<div></div>	<div></div>	<div></div>
		Notes: Completed.					
19	Staff to prepare correspondence to Mr. Youden and Ms. Cole thanking them for their correspondence and for sharing their opinions with the Town.	09-Feb-21	Feb., 2021	<div></div>	<div></div>	<div></div>	<div></div>
		Notes: Completed					

20	Staff to contact MODL as a follow-up to the letter to their Council requesting a partnership with MODL which would enable Mahone Bay residents to be eligible for the ProKIDS program.	09-Feb-21	Feb., 2021	Not yet begun			
		Notes:					
21	Staff to present the draft Local Improvement By-law to the Policy and Strategy Committee for further discussion prior to giving first reading.	09-Feb-21	Feb., 2021	<div></div>	<div></div>	<div></div>	75%
		Notes: Waiting for confirmation of first meeting of committee.					
22	Staff to act on actionable items from the accessibility review of Town logo.	09-Feb-21	Mar., 2021	<div></div>	<div></div>	<div></div>	50%
		Notes: Accessibility recommendations have been forwarded to designer for modification of logo.					
23	Staff to communicate with the Oakland Property Owners Association to determine their interest in nominating someone for the landowner position on the Oakland Lake Watershed Advisory	09-Feb-21	Mar., 2021	Not yet begun			
		Notes:					
24	Council respond favourably to the request for the participation of the Mayor and Deputy Mayor in the Council of Canadians public session on inequality and the request to co-host the session with the Council of Canadians.	09-Feb-21	Mar., 2021	<div></div>	<div></div>	<div></div>	50%
		Notes: Staff have communicated this approval to the South Shore Chapter of the Council of Canadians and a follow-up meeting has been planned.					
25	Discussion of a Council/CAO relations policy be referred to the Strategy and Policy Committee.	09-Feb-21	Feb., 2021	<div></div>	<div></div>	<div></div>	<div></div>
		Notes: Forwarded to the agenda for the Strategy and Policy Committee.					

26	Council approve the Lunenburg County Accessibility Plan as presented and authorize the submission of the Plan to the provincial Accessibility Directorate.	09-Feb-21	Feb., 2021		★	Notes: Approval has been forwarded to the Lunenburg County Accessibility Advisory Committee.
27	Council write the Premier of NS, the Minister of Justice, the Hon. Mark Furey, as well as the NSFM to lobby for municipal funding for the implementation of Municipal	09-Feb-21	Feb., 2021		75%	Notes: Draft in review. To be mailed after new premier sworn in.

Chief Administrative Officer's Report - February 25, 2021						
1	COVID-19	<p>Staff have implemented measures at Council's direction and have issued public bulletins in this regard via website, social media and mailout. Staff are adhering to all provincial guidelines for safe work and are working remotely if possible. Town office remains closed to the public except by appointment, until renovations can be completed (contract awarded to Mid-Valley Construction). 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 provided to Council Nov. 26. Staff regularly updating COVID-19 messaging as required.</p>				

2	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program	<p>Staff working with Municipality of the District of Chester GIS technical support to map Town's assets; water map with condition, probability of failure and risk completed, wastewater, stormwater and streets/sidewalks under development. MAMP funding received and 2020-21 AM project (electrical system and non-linear assets) is substantially complete (report provided to Feb 18 AM Committee meeting). 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 (likely to take place in fiscal 2021-22). AIM Network annual conference took place virtually Oct 28-29; CAO and Mayor Devenne presented on Town AM program / committee experience. New MAMP-funded poster series now on Town website.</p>
3	Municipal Joint Services Board (MJSB)	<p>MJSB not proceeding with Safety and Procurement shared services in 2020-21 at request of MODL; discussions continue for 2021-22. HR Shared Service (MoDL/TOB with ToMB) up and running, MJSB Board has approved budget for HRSS in 2020-21. Town staff participating in performance management project which will standardize and enhance Town's performance management practice. MJSB IT security audit process completed Oct. 2020. Regular MJSB meetings continue. New COO Jennifer Keating-Hubley has started, is now meeting regularly with CAOs.</p>

4	Riverport Electric Shared Service Committee	Coordinating with Riverport re staffing, imports, equipment inventory, safety program, policy development, stand-by coverage, etc.. Currently drafting agreements for consideration of Council / Board. Exploring opportunities to coordinate on utility asset management and 2020-21 rate study. Shared Service Committee meetings expected to resume soon (having been temporary discontinued due to Riverport Board turnover). Update report to Council anticipated in March.
5	Regional Emergency Measures Organization (REMO)	Coordinator and CAOs still working to implement REMO Board approved Post-Dorian report recommendations, significant progress has been made with Angela's coordination. Dorian claim submitted and being followed up by Province. Regular bi-weekly 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. Participating in ongoing REMO staff tabletop exercises.
6	Alternative Energy Resource Authority (AREA)	Weekly AREA staff meetings continue by phone. NB Power imports continue under new annual agreement for 2021. BUTU applications for 2022 submitted. Community Solar Gardens funding application submitted by AREA staff; awaiting confirmation. HOME (Heatpump Options Made Easy) program launched Oct 1 (see statistics below).

7	FCM / Clean Foundation Transition 2050 (Partners for Climate Protection) Initiative	<p>Updated draft GHG Reduction Action Plan presented to Council's January 28 meeting (initial draft provided to Council at Special meeting on April 21st, 2020). Council approved engagement plan for consideration of Action Plan Feb 9, 2021; plan underway now, Zoom event anticipated for second week of March.</p>
8	Lunenburg County Accessibility Advisory Committee	<p>CAO serving as staff policy resource to Lunenburg County Accessibility Advisory Committee; meetings continue in remote format. Province has extended legislative deadlines for the development and implementation of Accessibility Plans and associated Operational Plans to April 1, 2022. With Council approval of draft Lunenburg County Accessibility Plan - and approval of other participating councils - Operational Plan development can proceed in 2021-22; staff currently discussing options to cooperate with neighboring units.</p>
9	Nova Scotia Federation of Municipalities (NSFM)	<p>CAO remotely attended Feb 19, 2021 meeting of Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative (next meeting scheduled for April, 2021). Participated in Fall AMA/NSFM AGMs and Town Caucus in remote format. Municipal Awareness Week 2020 celebrated Nov 15-22; virtual infrastructure tour video published on Town website / Youtube. Supporting NSFM / AMANS COVID-19 infrastructure funding discussions with Federal representatives.</p>



1	Streets & Sidewalks	During the past month there were 2 significant snowfall events which required plowing/salting of streets, sidewalks and infrastructure facilities. Other street and sidewalks salting was conducted as necessary. Clearing of intersections, fire hydrants and other snow removal activities were required. Vehicle and equipment repairs/maintenance was conducted.
2	Cemeteries & Open Space	Regular collection from public area waste receptacles was conducted.
3	Electric Utility	Staff installed new temporary power services for the construction site for the new nursing home. 3 electrical inspections were conducted. 2 reclosures which were out for upgrade/maintenance were re-installed at the Sub-station. Riverport has hired a new Powerline Technician who is receiving orientation and on-the-job training concerning Mahone Bay's & Riverport's power distribution systems. Our new meter reader received on-the-job training.

4	Water Supply, Treatment & Distribution	Regular monitoring and maintenance activities continued. Routine flushing of water mains was conducted in various locations throughout the water distribution system. Public Works staff have continued interior painting at the Pumphouse. The new antenna was installed for the SCADA Upgrades Project; expect to switch from the old antenna to the new in the near future.
5	Sewage Collection & Treatment	Regular monitoring and maintenance activities continued. A sewage lift pump was removed from Lift Station #2 in order to remove a blockage. The PAA (peracetic acid) pilot program commenced January 28 and will continue for 12 weeks; early laboratory results have been positive.
6	COVID-19	Staff continue to provide essential services while practicing physical distancing, wearing of masks and good hygiene practices.

Finance Manager's Report - February 25, 2021		
1	COVID-19	No change from prior report. Finance staff continue to provide a high level of service to residents remotely during these challenging times.
2	Provincial Reporting	No outstanding Provincial Reporting Requirements at this time

3	Tax Bills/Tax Sale	Tax accounts are paid up to date, and there will be no Tax Sale for Fiscal 2020-21.
4	Audit	The Audit Committee has sent a recommendation to Council. Council will receive the recommendation at the February 25th sitting of Council where Council will appoint the Municipal Auditor.
5	2021-22 Budget	Finance Staff have started preliminary work on the 2021-22 Budget

Clerk & Deputy CAO's Report - February 25, 2021

1	Plan Review	Background Report, What We Heard Report, and Principles, Vision, and Goals Report, finalized and posted on the Plan Mahone Bay website. Update email sent to those who have requested to be added to the distribution list.
2	By-laws and Policies	Public education RE leash law and 'stoop and scoop' continues; By-law Enforcement Officer has conducted 'walk arounds' with informational rack cards; high-visibility safety vests arrived for By-law Enforcement Officer. Annual By-law Enforcement Report received by Council Feb. 9, 2021. List of by-laws and policies currently on staff work list prepared for Strategy & Policy Committee.

3	Communications and Public Engagement	Ongoing weekly communication campaigns about How to Find Information about the town and Council, Asset Management. Introduction of new Template for Community Engagement Plans as per the Town of Mahone Bay Community Engagement Policy. African Nova Scotian History Month and Lunar New Year celebrated on Town's social
4	Council Support	Support for development and scheduling of new Strategy & Policy Committee. Scheduling, venue arrangements, and facilitator support for Strategic Planning Session. Issued calls for Community Volunteers for Committees of Council and follow up with appointees.
5	Council Support	Regular Council orientation has been completed. The 2021 meeting schedule has been printed and distributed via Canada Post.
6	Projects	Approved design for Wayfinding signage sent to designer; walkabout to measure and site specific signage locations.

By-law and Policy Review - February 25, 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 context of Plan Review.

3	Off Premises Signage Policy	Target	Staff to review Off Premises Signage Policy in context of Plan Review.
		31-Mar-21	
4	CAO Performance Review Policy	Target	Staff to prepare a report on drafting a CAO Performance Review Policy. Pending discussion at Strategy & Policy Committee.
		TBD	
5	Employee Conduct Policy	Target	Staff to review Employee Conduct Policy in relation to violence in the workplace. Pending discussion at Strategy & Policy Committee.
		TBD	
6	Local Improvement By-law	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
7	Council/CAO Relations Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
8	Plastic Signage Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
9	Delegation Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
10	Wildlife Feeding Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
11	Workplace Wellness Policy	Target	Staff have identified necessary housekeeping amendments. Pending discussion at Strategy & Policy Committee.
		TBD	
12	Dangerous and Unsightly	Target	Staff have identified a need to review for clarity. Pending discussion at Strategy & Policy Committee.
		TBD	

13	Land-Use By-law and Municipal Planning Strategy	Plan Review Underway. Initial plan documents approved at Council on January 28, 2021 and posted on Plan MB website.
TO BE REVIEWED AT POLICY & STRATEGY COMMITTEE MTG.		

Service Statistics - February 25, 2021				
1	By-law Enforcement	Jan. 2021	Parking Tickets: 0	
		Notes: Patrols identified few parking issues but nothing serious and no tickets were issued. Developed a disclosure document as a final stage in an enforcement situation. Continued work on Summary Offense Ticket schedule to be forwarded to the Province.		
2	Police Services (founded & SUI occurrences)	Q3 2020	50	YTD: 390
		Notes: None.		
3	Mahone Bay & District Fire Department	Jul-Dec	27	-
		Notes: MVCs: 3; Fire Alarms: 12; Mutal Aid: 7; Other: 5		
4	Traffic (Speed Signage)	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
		Notes: Signs in need of repair / replacement, report anticipated to Mar 9 meeting.		
5	Solid Waste (Tonnage)	Dec. 2020	77.60	YTD: 774.44
		Notes: Recyclables = 14.37; Organics = 17.53; Garbage/Other = 38.18; Cardboard = 7.52.		

6	HOME Program	Leads: 50	Installations: 5
		Notes: Ambassador engagement (Oct-Nov 2020) to resume in April 2021.	
7	Water Utility	Pumped	Oct., 2020: 17,517,000 Litres
		Treated	Oct., 2020: 16,247,000 Litres
		Sold	Oct., 2020: 7,216,982 Litres
8	Electrical Utility	Domestic	Q3: 1,309,122 kWh; YTD: 4,443,813
		Commercial	Q3: 103,204 kWh; YTD: 365,204
		Industrial	Q3: 1,197,036 kWh; YTD:
9	CodeRED Registrations	31/01/2021	Residential: 285; Business: 10; Email: 150; Text: 189
		31/12/2020	Residential: 285; Business: 10; Email: 146; Text: 189
		31/03/2020	Residential: 243; Business: 12; Email: 134; Text: 157

Strategic Plan - Action Plan 2018-2021 - February 25, 2021

2021-25 Strategic Plan Currently Under Development

21st Century Infrastructure

			2018/19				2019/20				2020/21			
			Year 2				Year 3				Year 4			
General Action	Specific Action	Responsible	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Facilities Management	Council makes decisions and authorizes staff to prepare RFP(s) relating to renovation or construction of facilities.	Council									*			
		Fire Station project management / engineering assistance with the preparation of design-build tender documents contract awarded to Vigilant Management Inc. Feb 11, 2020. Design - build contract awarded to Roscoe Construction Ltd. Sept 8, 2020. Project underway with regular progress updates provided to Council. 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 provided to Asset Management Committee meeting February 18, 2021. Final report to Council anticipated March, 2021.	

[illegible]

	Provide Fire Protection Services to Town and area residents with MBVFD	CAO and Council	Ongoing
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Emergency Services	Coordinate Policing Services with RCMP	CAO and Council	Ongoing
	Offer Emergency Coordination through REMO Board / Coordinator	CAO and Council	Ongoing
	CodeRED Service - enroll all residents	Staff	<div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div>*</div> </div> <p>Currently promoting CodeRED enrollment to residents at every opportunity (including GHG data collection and HOME Program promotion).</p>

	Request and implement traffic authority recommendations	CAO/Council	Ongoing
	Speed Signs Deployment Plan	CAO/DOO	<div> <div></div> <div></div> <div></div> <div></div> <div>*</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <p>Deployment plan approved by Council. Report re speed signs anticipated to Council's Mar 9 meeting.</p>

Provide safe streets and sidewalks	Active	Council							*				
	Transportation Plan	<p>CBCL Ltd. Transportation Plan Report presented to Council May 12, 2020, referred to Asset Management Committee to be considered in future AM planning. Staff have applied to Connect2 program and included 2020-21 Transportation Project in Bicycle NS AT infrastructure ICIP application. Connect2 funding not received. Council approved engineering designs for 2020-21 project and engagement plan for community-wide all ages cycle route Feb 9, 2021. Bicycle NS seeking support from Community Foundations of Canada for cycle engagement activities along South Shore.</p>											

Meet and exceed standards for water and wastewater	Ensure water pumps have a backup emergency generator	DOO					*									
		In early January 2020, the new back-up generator at the Pumphouse was commissioned and is now operational.														
	Establish gate valve replacement program	DOO	*				*				*					
		A "Gate Valve Exerciser" program has been incorporated into our bi-annual Water Main Flushing Program, thus reducing dirty water complaints; 2021 infrastructure replacement program will include the replacement of many gate valves.														
	Straight pipe study follow-up	CAO/DOO									*					*
		Included in 2020-21 budget but conditional on external funding. On June 11 the Town Council prioritized Main St. straight pipes for 2020-21 ICIP funding applications. Letters sent to MLA/MP. Status to be discussed in 2021-22 budget process.														

Foster inter-municipal cooperation	Report on existing shared services and explore opportunities for additional cooperation with other units.	CAO	Ongoing
		Shared Building & Fire Permits pilot proceeding well; recommendations to 2021-22 budget process anticipated. 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 (likely delayed to 2022-23). Staff working with REMO and MoDC contract staff to strengthen local EMO cooperation.	

Optimize operations structure for efficient delivery of services	CAO to make recommendations to Council for optimal operations structure, including succession planning	CAO	Ongoing
	Implement an updated records management system	CAO	<div> <div></div> <div></div> <div></div> <div></div> <div>*</div> <div></div> <div></div> <div></div> <div>*</div> <div></div> <div></div> </div>
		Reflected as a priority in 2020-21 business plan approved June 9, 2020. Staff in discussions with MJSB IT / other units concerning standardizing records management software.	

	Explore enhanced customer service opportunities, including maximization of technology	CAO	Ongoing
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Economic and Community Development

			2018/19				2019/20				2020/21			
			Year 2				Year 3				Year 4			
General Action	Specific Action	Responsible	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Define the framework for	Engage community partners in identifying potential areas of economic development in Mahone Bay	Council/Econ. Dev Committee							*					
		Committee meetings currently suspended by Council pending review of Committee TOR. To be discussed in 2021-25 Strategic Plan development.												

[illegible]

Planning
Advisory
Committee to
review MPS
and LUB -
including
overseeing a
public
engagement
process - and
make
recommendat
ions to
Council

PAC/Consultant										*	*	*	*
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Contract awarded to Upland Planning and Design. Steering committee consisting of PAC and Council members established. Public kick-off events took place at Jubilee Park and Micheal O'Connor Memorial Bandstand July 21, 2020. Public engagement process continuing. Steering committee received background and initial engagement reports in November; revised documents on Council's Jan 28 meeting agenda. Phase two now underway on Council approval of initial reports; engagement activities anticipated April - June, 2021.

<p>Ensure that Town infrastructure is in place to support development plans</p>	<p>Work with the Mahone Bay and Area Tourism and Chamber of Commerce to identify opportunities for tourism-supporting infrastructure (wifi, signage, etc.)</p>	<p>CAO/Econ. Dev Committee</p>	<p>Ongoing</p>
	<p>Wayfinding Signage project team consisting of Town staff and MBTCC representatives meeting as required. Contract awarded by Council to Pierre Tabbiner Design and Illustration Sept. 24. Council confirmed direction on design template Jan 12, 2021. Final design work underway for fabrication in March, 2021. Letters from MBTCC received by Council in Feb 2021 referred to 2021-22 budget process.</p>		

Work with the Mahone Bay and Area Tourism and Chamber of Commerce to identify opportunities for tourism-supporting infrastructure (wifi, signage, etc.)

<p>CAO/Econ. Dev Committee</p>	<p>Ongoing</p>
<p>Wayfinding Signage project team consisting of Town staff and MBTCC representatives meeting as required. Contract awarded by Council to Pierre Tabbiner Design and Illustration Sept. 24. Council confirmed direction on design template Jan 12, 2021. Final design work underway for fabrication in March, 2021. Letters from MBTCC received by Council in Feb 2021 referred to 2021-22 budget process.</p>	

Collaborate with organizations that are involved in economic development activities	Regular meetings with Mahone Bay Tourism and Chamber of Commerce	CAO	Ongoing
	MBTCC participation on Economic Development Committee	Econ. Dev Committee	Ongoing
	Engage with other Lunenburg County units via Lunenburg County Economic Development group	CAO / Deputy CAO	Ongoing

Encourage a range of housing	Explore Affordable Housing Opportunities through various housing groups and agencies	Council	Ongoing
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Foster the preservation of our built heritage	Administer Municipal Heritage Property registration program	HAC	Ongoing
	Provide financial support to owners of registered heritage properties to support their efforts to protect the built heritage of Mahone Bay	HAC	Ongoing

Enhance recreation and open space opportunities	Seek out opportunities to increase utilization of existing facilities by groups of all ages and physical abilities	DOO/MODL	Ongoing
		See active transportation plan above. Staff report re Sports Field Management Agreement presented to Council July 30, 2020. Council approved \$10,000 donation for new moveable soccer field goals for old school field on Sept 8; goals - per specifications recieved from Mahone Bay United Soccer - have been ordered and will be installed in the spring. Ballfield capital improvement (new backstops) completed in October, 2020. Council approved community-wide bicycle route engagement plan Feb 9 for Winter-Spring 2021 implementation.	

Update website to increase awareness of recreation opportunities within the Town	CAO					*	*						
	<p>Skysail contracted to assist with update of website. Website launched Sept 18, 2020, staff continuing to update / troubleshoot. Wayfinding signage project to include signage directing to recreational assets.</p>												

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

			2018/19				2019/20				2020/21			
			Year 2				Year 3				Year 4			
General Action	Specific Action	Responsible	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Optimize governance structure for effective	Participate in Council Governance training annually or as appropriate	Council				*				*				*
		Council receiving significant training - internally and externally provided - in a variety of areas following October 2020 municipal elections. Financial training (AMANS) is offered for Council members in January and Audit training modules should be available by February.												

Effective decision-making	Engage in discussions regarding governance / electoral systems	Council							*				
		2020 municipal election successfully conducted with fully alternative voting as per Alternative Voting By-law approved in July, 2020; 70.3% turnout recorded (3rd highest in NS)											

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

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

			2018/19				2019/20				2020/21			
			Year 2				Year 3				Year 4			
General Action	Specific Action	Responsible	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Pursue Climate Mitigation Strategies (reducing Town carbon footprint)	Establish Baseline Emissions Data	CAO/Consultant						*						
		Updated draft Community GHG Reduction Action Plan developed in-house by Katherine Dorey (hired with LCC funding) - including baseline emissions data established by SSG consultants and Town data collection - provided to Council's Jan 28 meeting. Engagement plan for consideration of Action Plan approved Feb 9, underway now.												
	Adopt Targets and Develop Plan	Council/Consultant							*	*				
		Updated draft Community GHG Reduction Action Plan developed in-house by Katherine Dorey (hired with LCC funding) - including proposed targets, actions, scenario modelling - provided to Council's Jan 28 meeting. Engagement activities to be completed and Plan including targets - to appear on Council's Mar 25 meeting agenda.												






[illegible]








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

Expand Green Energy Generation (continued development of Alternate Resource Energy Authority)	Work with AREA to conclude agreements and contracts supporting Town energy objectives	CAO	Ongoing
		Positive NSUARB decision on 2021 imports received. BUTU application for 2022 submitted. Staff currently working closely with AREA partners and solicitors, responding to NSPI position re BUTU for wind / imports.	
	Continue to explore new renewable generation opportunities with AREA	CAO	Ongoing
		AREA progressing with Ellershouse windfarm expansion feasibility work (new test mast erected). Solar garden feasibility work complete; application submitted to Dept. of Energy ICIP for Climate Mitigation funding program.	

Preserve and enhance our natural spaces and assets	Continue to preserve and enhance our natural spaces and assets	Council	Ongoing
		Natural asset inventory and management plan options under development for consideration in 2021-22 budget process.	

2020-21 Budget - Operating Initiatives - February 25, 2021

	Total Cost	Town Cost		
1 Asset Management Initiatives	\$72,895	\$26,495		75%
Notes: MAMP funding received and project work has begun; report to AM Committee Feb 18, final report to Council anticipated March 2021. AIM Cohort 2.0 approved in 2020-21 budget; program start date TBD (expected Spring 2021-22).				
2 Transportation Plan	\$33,237	\$18,237	 	
Notes: CBCL Ltd. Transportation Plan Report accepted by Council July 14, 2020.				
3 GHG Reduction Initiatives 2019-20	\$50,000	\$25,000		75%
Notes: Completed requirements to join FCM / Clean NS Transition 2050 initiative. LCC funding announced Feb 24, 2020. Climate and Energy Outreach Coordinator Katherine Dorey hired. Completed initial data collection to support establishment of emissions baseline with SSG. Community data collection and SSG low carbon scenario modelling ongoing. Report to Council with draft plan provided April 21, 2020; updated draft plan with baseline and scenario modelling for actions presented to Council's Jan. 28, 2021 meeting. Engagement plan adopted Feb 9, 2021; final GHG reduction plan report anticipated to Council's March 25, 2021 meeting.				
4 GHG Reduction Initiatives 2020-21	\$60,000	\$30,000		25%
Notes: LCC Program funding application submitted. Funding application not approved. Update to 2021-22 budget process anticipated.				








5	Centennial Year Program	\$73,270	\$15,000		75%	Notes: Final dates disrupted by COVID-19; final wrap-up report to Council anticipated ahead of 2021-22 budget process.
6	Town Website Update	\$12,000	\$12,000			Notes: Website launched Sept. 18, 2020. Staff currently updating / troubleshooting.
7	MPS / LUB Update - Year 1	\$80,000	\$80,000			Notes: Contract awarded to Upland planning + design, completion expected by July, 2021. Engagement Phase 2 (Year 2) cleared to begin on Council's approval of initial reports Feb 2021; engagement activities April-June, 2021.
8	Wastewater Rate Study	\$12,400	\$12,400		25%	Notes: Report anticipated to Council's 2021-22 budget process.
9	Electric Utility "Grow the Load" Initiatives	\$8,000	\$8,000		75%	Notes: AREA HOME Program / ambassadors community promotion begun Fall 2020 to resume in Spring 2021.
10	Electric Utility Rate Study	\$5,000	\$5,000		25%	Notes: Consultant contracted in coordination with Riverport Electric Commission. Berwick rate application approved by NSUARB Dec 2020. Report anticipated to Council's 2021-22 budget process.
11	Wayfinding Strategy / Signage	\$27,500	\$10,000		50%	Notes: Provincial B&S funding (\$12,500) confirmed. Signage design RFP awarded to Pierre Tabbiner Design & Illustration. Design template approved by Council Jan 12, 2021. Final designs underway for fabrication March 2021.




12	Waste Receptacles	\$12,000	\$12,000	<div></div>	25%
		Notes: Pricing received, receptacles to be order for installation in Spring 2021.			
13	Accessibility Operational Plan	\$25,000	\$25,000	Not Yet Begun	
		Notes: Waiting on approval of Lunenburg County Accessibility Plan. Deadline extended to April 1, 2022 due to COVID-19. Anticipate moving forward early in 2021-22.			
14	Climate Adaptation Initiatives	\$15,000	\$15,000	<div></div>	25%
		Notes: Proceeding with 3d model / project website and signage development in coordination with INTACT funded Coastal Action demonstration project.			

2020-21 Budget - Capital Projects - February 25, 2021

Town General

1	Build / Acquire / Renovate PW & Utility Facility	\$50,000		Not Yet Begun		
		Notes: Contingent on other facilities decisions, to be determined in Council's 2021-22 budget process.				
2	Buy Used Truck for PW	\$20,000	\$15,645.00	<div></div>	<div></div>	<div></div>
		Notes: 2011 Ford Ranger purchased.				
3	Repair / Renovate Town Hall Facility	\$100,000	\$8,965.00	<div></div>	25%	
		Notes: Contract awarded to Mid-Valley Construction Feb 2021. Work to be completed by April 30, 2021.				
4	Build New Fire Station	\$3,709,263	\$324,638.00	<div></div>	25%	
		Notes: Design-build contract awarded to Roscoe Construction Ltd. Sept 8, 2020. Project underway with regular progress updates to Council.				
5	Resurface Fire Station Parking Lot	\$90,000		Not Yet Begun		
		Notes: Linked to above. Planned for 2021-22.				

6 Radios & Pagers	\$5,000	\$3,310.00	
	Notes: Pagers Purchased.		
7 New PPE	\$22,000		 25%
	Notes: Emergency Services Provider Fund application submitted; confirmation received.		
8 Pave Turning Loop on North Main St.	\$30,000	\$24,094.00	
	Notes: Tender issued and Project Budget increased to \$30,000 based on Council Motion. Paving completed Sept 21, 2020.		
9 Transportation Project	\$200,000		 25%
	Notes: Connect2 funding not approved. Report provided to Council's Jan 28 meeting; engineering work approved to proceed.		
10 Security Cameras	\$4,000		Not Yet Begun
	Notes: Delayed by COVID-19. Planned for 2021-22.		
11 Replace Floating Wharves / Gangways	\$30,000		Not Yet Begun
	Notes: Coordinating with Wooden Boat Society.		
12 Repair South-Facing Cribwork on Wharf	\$30,000		 75%
	Notes: Coordinating with Wooden Boat Society.		
13 Bandstand - Phase 3	\$20,000	\$4,661.00	 25%
	Notes: Bird Netting has been reinstalled and new bleachers and flag pole are now in place. Canada Cultural Spaces Fund application anticipated in March of 2021, in consultation with users / stakeholders; opportunities for COVID-19 adaptation. Engagement Plan approved February 9, 2021 now underway.		
14 Annual Installation of New Sewer Services	\$10,000	\$1,136.00	 25%
	Notes: Few new services installed. Done on an as-needed basis.		

15	Replace Pumps - Station #2	\$10,000	\$6,590.00	
		Notes: Pump Replacement Complete		
16	Breakwater Repairs	\$8,500		Not Yet Begun
		Notes: Coordinating with Wooden Boat Society.		
17	Sea Level Rise / Storm Protection - Edgewater St.	\$349,800	\$1,564.00	Not Yet Begun
		Notes: 2016 Edgewater St. Shoreline Project estimates updated for potential ICIP application. INTACT funded demonstration project underway with Coastal Action.		
18	Home Heating Programs (Town Portion)	\$50,000		 25%
		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	Community Solar Garden	\$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	
		Notes: Project Complete.		
22	Drill Well at VIC	\$10,000		Not Yet Begun
		Notes: As required.		

23	Install Dechlorination System	\$105,000	\$39,711.00	<div><div></div></div>	25%
		Notes: PCAP funding re-allocated from Transmission Main Diagnostic. CBCL Ltd. engaged to assist with paracetic acid pilot. Dept. of Environment approval received Jan 2021. Pilot project underway; substantial completion expected Mar 31, 2021.			
24	Wastewater PCAP - Plant Effluent Options	\$32,824	\$7,003.00	<div><div></div></div>	50%
		Notes: See above.			
25	Line Replacement - Fairmont to WWTP	\$448,350	\$2,260.00	Not Yet Begun	
		Notes: Updated 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 Beaun	
		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 Beaun	
		Notes: Waiting on ICIP funding window.			
Water Utility					
1	Connection of New Water Services	\$5,000	\$2,537.00	<div><div></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	\$12,983.00	<div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>
		Notes: Complete			
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></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	\$5,226.00	<div><div></div></div>	25%
		Notes: Preliminary work has begun. Expected to be completed by Year End.			
12	Water PCAP Project - Transmission Main Diagnostic	\$72,456		Not Yet Begun	
		Notes: PCAP funding re-allocated to PAA pilot project. Referred to 2021-22 budget process.			
13	Line Replacement - Fairmont to WWTP	\$448,350		Not Yet Begun	
		Notes: Waiting on ICIP funding window.			
14	Line Replacement - Cherry Lane to Long Hill Rd.	\$1,312,500		Not Yet Begun	
		Notes: Waiting on ICIP funding window.			

15	Line Replacement - Long Hill Rd. to WTP	\$756,000		Not Yet Begun
		Notes: Waiting on ICIP funding window.		
16	Line Extension - Main St. South to Town Boundary	\$249,200		Not Yet Begun
		Notes: Waiting on ICIP funding window.		
17	Line Replacement - Main St. North to Town Boundary	\$164,850		Not Yet Begun
		Notes: Waiting on ICIP funding window.		
18	Service Extensions - Edgewater to Town Boundary	\$225,000		Not Yet Begun
		Notes: Waiting on ICIP funding window.		
Electric Utility				
1	Pole / Line Replacement as Required	\$20,000		Not Yet Begun
		Notes: As required.		
2	New Digital Meters as Required	\$6,500		Not Yet Begun
		Notes: As required.		
3	Replace Reclosers at Substation	\$45,000	\$31,556.00	<div><div></div><div></div><div></div><div></div><div></div></div> ★
		Notes: Reclosers Purchased and Installed		
4	New Transformers as Required	\$35,000	\$32,672.00	Not Yet Begun
		Notes: As required.		
5	Home Heating Programs (Utility Portion)	\$50,000		<div><div></div></div> 25%
		Notes: HOME Program launched Oct 1. In discussions with FCM on funding for program expansion. Staff continuing to work with Neothermal to develop ETS pilot for Mahone Bay.		
6	EV Chargers	\$60,000		Not Yet Begun
		Notes: NRCan funding announced, installation planned for Spring 2021.		
7	Purchase Utility Chipper (50% Riverport)	\$40,000		Not Yet Begun
		Notes:		



General Overview:

This report is intended to provide Council with a recommendation concerning flooring and wall colour to be used in the renovation of the second and third floors of the Town Offices. Also, to begin discussions about the future use of Council Chambers and furniture / equipment to be procured.

Background:

Council approved the award of the contract to Mid-Valley Construction, on February 9, 2021, to renovate the second and third floor of Town Hall. As part of this process new flooring and a wall colour need to be chosen. The paint colour and flooring option chosen will be used throughout the second and third floors. Staff have requested the option to repaint the first floor as well, which would be presented for Council's consideration as a change order under the contract (in closed session). Other change orders requested by Council - including proposed changes to interior layout - will also be presented / discussed in closed session.

As part of the renovation process, Council will need to consider furniture and equipment for Council Chambers. The existing furniture can be returned or new furniture can be purchased. Furniture and equipment for the Chambers are not included in the renovation project budget but in the general operating budget.

Analysis:

Paint and Flooring

Since all walls on the second and third floor will be altered, a new paint colour will have to be chosen. It is proposed to select a modern, neutral colour that will be used on all walls for uniformity.

Luxury Vinyl Plank flooring will be used for the entire second and third floor. This is a durable product that has been suggested by the contractor.

Samples of the 2 options for paint and flooring are available for viewing by members of Council on the counter in Council Chambers ahead of the Thursday, February 25th meeting. The options have been labeled "A" and "B". Staff recommendation is to select choice "A", the dark flooring will be more forgiving of footprints and the light wall colour will keep the space bright.

Council Chamber Furniture

As part of the renovation, a decision needs to be made concerning furniture for the renovated council chambers. The current desks could be returned to the space, or a new board table or modular desk system could be purchased. A new modular system could provide more space in the room with the option to reconfigure and is recommended by staff. Equipment including cameras, mics and displays – existing and new – will need to be considered.

Accessibility considerations under new legislation will inform furniture and equipment requirements. Consideration will have to be given to the future use of Chambers, post Covid-19. If Council intends to continue to livestream Council meetings this will have an impact on layout and wiring requirements. If the intention is to return to having an in-person gallery, space for this will also have to be considered.

Financial Analysis:

Wall colour and flooring have no further financial implications, being included in the contract with Mid-Valley Construction.

Replacing council chambers furniture will have a financial impact, as would any new equipment, amount will depend on Council's decision, per recommendation below. Allowance was made for this in 2020-21 annual budget however it could easily be moved to 2021-22.

Links to Strategic Plan:

- 3.1 21st Century Infrastructure
 - Facilities Management

Recommendation:

It is recommended,

THAT Council approve paint colour and flooring combination "A".

THAT Council direct staff to investigate furniture and equipment options for Council Chambers and bring options back to a future Council meeting.

Respectfully submitted,





Town of Mahone Bay

Staff Report

RE: Council Policy

February 25, 2021

General Overview:

This report is to provide Council with draft amendments of the Town Council and Policy, as directed by Council on January 12, 2021.

Background:

Mahone Bay Town Council accepted an amended Council Policy on January 12, 2021 and further directed staff to provide alternative wording for Section 5.3 to address Council Participation.

Analysis:

The existing Town Council Policy provides conditions under which disruptive member of the public may be expelled from Council Chambers to permit the business of Council to continue; with the ongoing public health guidelines associated with hosting meetings open to the public, Mahone Bay Town Council meetings continue to be held via electronic facilities to enable public participation and it is therefore necessary to update the language of the policy to reflect the online nature of Council meetings.

While staff, and the general public, hope for a return to pre-pandemic gathering allowances, with provisions for conducting meetings for electronic facilities in the Town Council Policy, it is the recommendation of staff to include provisions for ejecting those who disrupt virtual meetings.

Financial Analysis:

There are no financial implications for the review of the Council 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 March 9, 2021 meeting of Council

THAT Council approve the amended Town Council 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 2nd of each year, posted at the Town Hall and on the Town website. This calendar will list all regular meetings of the Town Council and council committees.

Council Meeting Packages: The Town Clerk shall distribute a Council package containing all the relevant documents for each regular or special meeting including: an agenda; minutes; documents corresponding to delegations or Council items; and staff reports or other materials necessary to the meeting as per the agenda. The Council

package will be distributed a minimum of three business days prior to the meeting. For special meetings these timelines may be reduced. Council meeting packages for regular meetings will be posted on the Town website three business days in advance of the Council meeting; special meeting packages will be posted in advance if possible. Closed session materials that are pre-distributed to Council members or circulated in closed session are deemed confidential information and shall not be released to the public; physical and electronic copies are to be destroyed following the meeting.

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

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

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

Recordings: Regular Town Council Meetings and Special Town Council Meetings will be recorded and uploaded to the Town of Mahone Bay's video platform for public viewing and information. Audio recordings will be taken as a backup but will not generally be saved. Closed sessions will not be recorded. The approved written Minutes for meetings, presented to Council by the Town Clerk, remain the official record of Council meetings.

Delegations will be advised that the meetings are recorded.

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

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

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

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

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

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

- a) The Chair will call the meeting to order;
- b) Approval of the meeting agenda;
- c) Approval of the Minutes of the last regular meeting and of any special meeting(s) held since the last regular Council meeting;
- d) 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.

Presentations: Organizations or individuals are able to make presentations, in person, at Town Council meetings. A maximum of two 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.

Presentations must generally submit a completed 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 presenters will not be requested to complete the presentation form and may be afforded more time at the discretion of the Chair.

Approved 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 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 2nd of that year; once accepted, Council members will receive an automated reminder to submit agenda items one week prior to each meeting.

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

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

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

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

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

5.0 Meeting Procedures

5.1 Motions, Voting and Speaking:

- a) All motions shall be decided by majority vote of those present. An abstention will be considered a vote against the motion. If a motion fails to secure a majority of yes votes it will be considered to have failed.
- b) A motion may be withdrawn by the mover at any time, with the consent of the seconder, before the Council has voted on it.
- c) Prior to beginning a vote on any motion a Council member may request a role-call vote. If a role call is so requested the Chair will read each member's name in alphabetical order by surname and the member will reply with a yes or no vote.
- d) When any question is before Council only the following motions can be made:
 - i) A motion to amend the original motion;
 - ii) A motion to refer the question to any committee;
 - iii) A motion to defer the consideration of the question to a time specified by motion;
 - iv) A motion that the question be put to a vote;
- e) A motion that the question be put to a vote shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote will not itself be put to a vote until every Council member who has not spoken on the question and wishes to speak has been heard.
- f) Once a motion has been put to a vote the same motion will not be reintroduced for Council's consideration unless significant new information has been provided to Council. The Council will vote to reconsider a motion prior to the motion itself being put before Council.
- g) The Chair will start every question by asking "Is Council ready for the question?" and if no Council member speaks, the chair shall ask the question, after which no Council member is permitted to speak on the motion. A motion must be seconded before it is debated or discussed.
- h) The following questions will be decided without debate:
 - i) A motion to reconsider;
 - ii) A motion to allow any person other than the Council Members or CAO to address the Council;

iii) A motion to adjourn.

- i) Every Council member, prior to speaking on any question or motion, will raise their hand and wait to be acknowledged by the Chair before speaking. If more than one Council member raises their hand to speak at the same time, the Chair shall decide 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.
- b) Persons who are not Council members or employees of the Town of Mahone Bay who are in attendance during a meeting conducted by means of electronic facilities who disturb the proceedings of Council and fail to comply when called to order by the Chair, as per 5.3 (a) of this policy, will be expelled from the electronic meeting by being disconnected and/or ejected from the meeting. Such member of the public may, by vote of Council, may be permitted to re-join the meeting, as meeting technology permits, with or without conditions.

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



Town of Mahone Bay

Staff Report

RE: Supportive Workplace Committee Policy

February 25, 2021

General Overview:

This report is to provide Council with a draft amendment to the Town of Mahone Bay Supportive Workplace Committee Policy.

Background:.

On June 27th, 2019, Council passed the Supportive Workplace Committee Policy. This policy was established to provide a structure for the Town of Mahone Bay's staff committee. The Committee implements and reviews staff initiatives, including professional development, donations and volunteerism, staff social events and employee health and wellness.

Analysis:

The policy establishes that the committee members change every year on April 1st. The current committee reviewed the original policy to make the appropriate changes in order to provide guidance to the incoming committee members. Changes reflect accomplishments during the committee's initial term including the development and implementation of supportive workplace policies as directed by Council:

- a) Employee Donation and Volunteerism Policy
- b) Employee Professional Development Policy
- c) Workplace Wellness Policy

As well as the initiation of the voluntary Construction Safety Association of Nova Scotia safety audit and safety program development process now underway. Safety Representative - as per safety program requirements - reflected in amended policy. Recommended workplace safety policies will be presented to Council as a result of the safety program development process.

Financial Analysis:

There is no financial impact to the proposed amendment.

Links to Strategic Plan:

3.1 21st Century Infrastructure

- Optimize operations structure for efficient delivery of services

Recommendation:

It is recommended that at its regular meeting on March 9, 2021, after due consideration, Council resolve:

THAT Council amend the Supportive Workplace Committee Policy as presented.

Included for Council Review:

- Original Supportive Workplace Committee Policy, passed in June of 2019
- Draft amended Supportive Workplace Committee Policy

Respectfully submitted,



Kelly Redden

Deputy Clerk and Records Administrator



1. Purpose

The purpose of this Policy is to establish the responsibilities of the Supportive Workplace Committee for the employees of the Town of Mahone Bay.

2. Definitions

- a) "Town" means the Town of Mahone Bay;
- e) "Town Employee" means any employee of the Town of Mahone Bay including full time, part time, casual and contract.

3. Committee Members

The Committee consists of three staff members, one full time employee from Finance/ Administration, one employee from Public Works and one Manager. The Deputy CAO and the Manager of Finance, together, will nominate one of their employees, the Manager of Public Works will nominate one of his/her employees and the managers will decide amongst themselves who will be their representative on the committee.

Appointments to the Committee are for a one-year term, April 1st – March 31st of each year. It is the intention that no staff member will serve consecutive terms, so that each staff member will have the opportunity to serve on the committee.

4. Committee Responsibilities

Policy Monitoring

The committee is responsible for reviewing and maintaining the policies of the committee. These policies include:

- a) Employee Donation and Volunteerism Policy
- b) Employee Professional Development Policy
- c) Supportive Workplace Committee Policy
- d) Workplace Wellness Policy

The committee will also consider development of / amendment to other policies directly impacting employee health and wellness.

Workplace Safety

The committee will receive and review workplace safety data from the Safety Representative and will consider associated policy recommendations.

Initiatives

The committee will develop health and wellness programs and initiatives and staff social events.

The committee will organize the decorating of Town property for holidays and special events.

The committee is responsible for promoting initiatives developed by the committee including but not limited to training opportunities, social events, opportunities for making donations and volunteering.

The committee will coordinate with Association of Municipal Administrators (AMANS) health and wellness initiatives.

Financial

On an annual basis, ahead of Council's budget process, the committee will make recommendations to the CAO considering the annual budget for staff training, social events and employee wellness grants as per the relevant policies.

5. Meetings

Meetings will generally occur monthly during regular working hours at a date and time determined by the staff members serving on the committee. As an internal staff committee, meetings will not be open to the public.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider	
[minimum 7 days notice]	_____
Date of Passage of Policy	_____
_____	_____
Town Clerk	Date

Motion for Logo Survey

Submitted by Councillor Alice Burdick

Motion:

THAT Council direct staff to conduct public engagement in the form of an online survey regarding opinions on the Town logo.

Questions in the survey could include:

- 1) Are you satisfied with the Town logo as it stands?

*If **YES**, no other responses would be necessary unless desired by the respondent.*

*If **NO**, then the follow up questions could be:*

- 2) Do you think that a new logo design process is a priority for the Council's new term?
- 3) If you prefer a new logo, what are the design elements you would like included? Please include any considerations you deem important (for example, visual factors, cultural symbols, accessibility concerns etc.)

Maureen Hughes

From: Kelly Wilson
Sent: Sunday, February 14, 2021 4:31 PM
To: David Devenne; Dylan Heide
Cc: Maureen Hughes
Subject: Main St water/sewer upgrade

Further to our conversation yesterday, if I understand the state of play, we have a project to upgrade the services on Main St from Long Hill Rd to the top of the hill, or the town boundary (not sure of the scope but would argue for taking the lines all the way while we have everything dug up). This project is somewhat urgent because without it McLeod Group will have to spend about \$500K to build a holding tank and pumping system. They, and we, would rather upgrade the feed lines to effect a longer lasting solution that also benefits the larger community and fits with our objectives of upgrading all these lines over time.

This project is on hold waiting for matching funds. As we discussed, it makes no sense to hold up this project if it means McLeod will have to, in essence, waste \$500K to keep their project whole.

I suggested, and I think, David, you agreed, that we should proceed with the upgrade while we wait for the province. At the same time we would, I am sure, be talking to McLeod about their contribution to the cost of the upgrade, recognizing that we have saved them substantial monies.

If I have got this right I would like to propose the following motion for the next regular council meeting:

Move that Council direct staff to initiate a project to install appropriately sized water, sewer and storm run-off lines on Main Street from Long Hill Road to the town/Blockhouse boundary on Main Street. This project to include all necessary paving, curbing, sidewalks etc. and to be started as soon as possible.

Please let me know what you think and barring objections I would ask, by copy to have this included as an agenda item for our next regular meeting.

Thanks and regards,

Kelly

February 25, 2021

MOTION by Councillor Kelly Wilson

THAT Council direct staff to initiate a project to install appropriately sized water, sewer, and storm run-off lines on Main Street from Long Hill Road to the Town of Mahone Bay/Blockhouse boundary on Main Street, including all necessary paving, curbing, sidewalks, etc and to be started as soon as possible.

Further, that Council direct the CAO to confirm with his counterpart at McLeod Group Health Services Ltd our intention to have this project completed in a timely manner to obviate the need for any cisterns or other remedial work on the new nursing home site, and to work with the McLeod Group to develop satisfactory financial arrangements regarding any contribution to this project from the MacLeod Group.

A special meeting of the Audit & Finance Committee for the Town of Mahone Bay was held on Wednesday, February 10, 2021 at 12:00 p.m. via video conferencing.

Present:

Mayor D. Devenne (Chair)
Deputy Mayor F. Kangata
Councillor A. Burdick
Councillor P. Carver
Councillor J. Feeney
Councillor R. Nowe
Councillor K. Wilson
B. Lewis
D. Haley
CAO D. Heide (Secretary)
Manager of Finance L. Wentzell

Absent:

1. Call to Order

The meeting was called to order at 12:06 p.m.

2. Approval of Agenda

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

3 Closed Session – MGA 22(2)(c) – Contract Negotiations

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT the Committee go into closed session for discussion of Contract Negotiations (MGA 22(2)(c).”**
Motion carried.

The Committee went into closed session at 12:08 PM, returning to open session at 12:35 PM.

4 Adjournment

A motion by Councillor Burdick, seconded by Deputy Mayor Kangata, **“THAT the meeting be adjourned.”**
Motion carried

The meeting was adjourned on motion at 12:36 PM.

TOWN OF MAHONE BAY

Chair, Mayor D. Devenne

TOWN OF MAHONE BAY

Recording Secretary, Dylan Heide

DRAFT

The regularly scheduled meeting of the Town of Mahone Bay's Asset Management Committee was held on Thursday, February 18th, 2021 at 1:00 p.m. via videoconferencing.

Present:

Mayor D. Devenne
Deputy Mayor F. Kangata
CAO D. Heide
Manager of Finance L. Wentzell
L. Hennigar
B. Lewis
M. Blair
D. Waterfield
M. Delorme
T. Van den Berg

Absent:

Councilor R. Nowe (Regrets)

Gallery:

Approval of Agenda

A motion by, L. Hennigar seconded by B. Lewis **"THAT the agenda be approved as presented."** **Motion carried.**

Approval of Minutes

A motion by L. Hennigar, seconded by B. Lewis, **"THAT the minutes of the October 7th, 2020 Asset Management Committee be approved as presented."** **Motion carried.**

Review of Town of Mahone Bay Asset Management Program to Date

CAO D. Heide provided the Committee with a brief history of the Town's Asset Management journey highlighting the work of the Asset Management Committee to date. The Town's Asset Management Policy was also reviewed to highlight the focus of Asset Management and the goals of the Committee.

A question was asked regarding the incorporation of AREA assets into the Town's Asset Management Plan and it was clarified that due to the Town not having custody of these assets they are not included in the Town's plan, but it was encouraged that AREA develop an Asset Management plan for the shared assets of the AREA partnership.

The committee was then introduced to the asset class posters and fact sheets and a brief discussion was had regarding their purpose and how they will be used in public education and to assist in development of the Town's Asset Management Plan.

Summary of Municipal Asset Management Program (MAMP) Project Deliverables

Matt Delorme and Tjaart Van den Berg joined the Committee to discuss the work that has been done to date on the Town of Mahone Bay Asset Management Plan. The committee was introduced to the Preliminary State of Infrastructure Report (PSolR) for each asset class. This information can be utilized by the Town (and the Committee) to help identify infrastructure priorities in the coming years.

In addition, GIS mapping was also reviewed with the committee which provided a visual representation of the Town various infrastructure. There is hope that in the future an end-user interface could make more of this information available to the public.

Next Steps AIM Network Cohort 2.0 and 2021-22 Committee Work Plan

CAO D. Heide discussed the next steps with the Committee highlighting items such as training, maintaining up to date asset data, and future data collection projects.

It was also mentioned that the AIM network is working toward setting up Cohort 2.0 for the Spring-Summer of 2021 (delayed from 2020 due to COVID-19), to assist participating units continue their work on their Asset Management journey.

Next Meeting

March 18th, 2021 at 12:00 PM. It was agreed that a discussion of water system infrastructure would be on the agenda for the meeting.

The meeting adjourned upon motion at 2:45 PM

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor David Devenne

Recording Secretary, Luke Wentzell

DRAFT