



## TOWN COUNCIL AGENDA

March 9, 2021

7:00 p.m.

YouTube Live

---

### Call to Order

### 1 Approval of Agenda

### 2 Minutes

2.1 February 25, 2021 – Regular Meeting

2.2 March 3, 2021 – Special Meeting

### 3 Presentations

3.1 Chris Acomb, Lunenburg County Seniors' Safety Program

### 4 Correspondence – Action Items

4.1 Alex Dumaresq, MODL – 2021/22 REMO Operating Budget.

4.2 Valerie Hearder, Talking Trees – RE: Trees and Urban forest in Strategic Plan

4.3 John Davis, Clean Ocean Action Committee – Review of Georges Bank Moratorium

4.4 Valerie Hearder et al, Talking Trees – Cenotaph Beautification Project

### 5 Correspondence – Information Items

5.1 NSFM – Monday Memo – February 22, 2021

5.2 Chris Heide – Support for request to include urban forest in Strategic Plan.

5.3 NSFM – Monday Memo – March 1, 2021

### 6 Staff Reports

6.1 Staff Report to Council – March 9, 2021

6.2 Staff Report to Council – Town Council Policy

6.3 Staff Report to Council – Supportive Workplace Committee Policy

### 7 Council Items

### 8 Committee Reports

8.1 Lunenburg County Senior Safety Program Monthly Report – February 2021

8.2 South Shore Housing Action Coalition – February 3, 2021

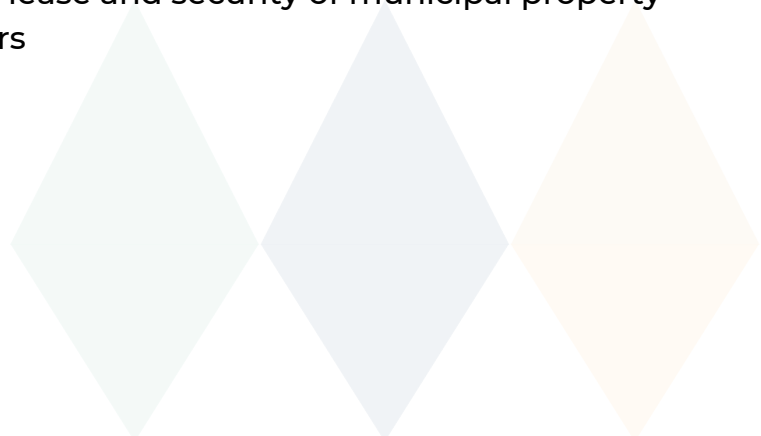
### 9 New Business

### 10 Closed Session

10.1 MGA 22(2)(c) – Contract negotiations.

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

10.3 MGA 22(2)(c) – Personnel Matters



---

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday, February 25, 2021 at 7:05 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 amended to move item 5.3 to Correspondence – Action and item 7.7 to New Business, and to remove items 7.8 and 7.9.”** Motion carried.

**2. Minutes**

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT the minutes of the February 9, 2021 regular meeting of Council be approved as presented.”** Motion carried.

**3. Presentations**

Town Logo

Council received a presentation from Mickey Johnson asking the Town to stop using the three diamonds logo.

**4. Correspondence – Action**

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

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council direct staff to schedule a Special Council meeting at noon on March 3, 2021 to review the application from the Mahone Bay Centre and Mahone Bay United for the Canada Healthy Communities Fund, for which they are seeking Council approval.”** Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, **“THAT Council direct the discussion of recreation to the next meeting of the Strategy and Policy Committee.”** Motion carried.

## **5. Correspondence – Information Items**

5.1 NSFM – Monday Memo – February 8, 2021

5.2 NSFM – Monday Memo – February 17, 2021

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT the correspondence, numbered 5.1 – 5.2 be received and filed.”** Motion carried.

## **6. Staff Reports**

### **6.1 Council Report**

Council received the Staff Report for February 25, 2021.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT Council add the Town Council policy and the Committee Policy to the list of policies to be reviewed at the Strategy & Policy Committee.”** Motion carried.

A motion by Councillor Wilson, seconded by Councillor Nowe, **“THAT Council accept the February 25, 2021 Staff Report to Council.”** Motion carried.

### **6.2 Town Hall Renovation**

Council received a staff report with a recommendation concerning flooring and wall colour to be used in the renovation of the second and third floors of the Town Offices, and to begin discussion regarding the future use of Council Chambers and furniture/equipment to be purchased.

A motion by Councillor Burdick, seconded by Councillor Carver, **“THAT Council approve paint and flooring combination “A” and direct staff to investigate furniture and equipment options for Council Chambers and bring options back to a future Council meeting.”** Motion carried.

### **6.3 Town Council Policy**

Council received a staff report with draft amendments to the Town Council Policy, as directed by Council on January 12, 2021. The report and draft amended Policy will appear on the agenda of the March 9, 2021 meeting of Council for consideration.

#### 6.4 Supportive Workplace Committee Policy

Council received a staff report with a draft amendment to the Town of Mahone Bay Supportive Workplace Committee Policy. The report and draft amended Policy will appear on the agenda of the March 9, 2021 meeting of Council for consideration.

### **7. Council Items**

#### 7.1 2020-2022 Citizen Committee Appointments

Mayor Devenne updated Council that the 2<sup>nd</sup> Call for Committee Volunteers has been extended until the positions are filled.

#### 7.2 Municipal Audit Contract

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, **“THAT Council appoint Deloitte as the Municipal Auditor for the Town of Mahone Bay for the Fiscal 2020-21, 2021-22, and 2022-23 audit engagements with the possibility of an additional 2-year extension at the sole discretion of Council.”** Motion carried.

#### 7.3 Fire Station Exterior Colour

Council received the results of the community survey on the three options for the exterior colour of the new Fire Station.

A motion by Councillor Burdick, seconded by Councillor Feeney, **“THAT, in deference to the results of the public survey requesting feedback on the exterior colour of the new fire station, Council direct the contractor to paint the exterior of the new fire station red.”** Motion carried.

#### 7.4 Mahone Bay 2021 Representative Volunteer

A motion by Councillor Nowe, seconded by Deputy Mayor Kangata, **“THAT Lynn Hennigar be named the Town of Mahone Bay 2021 Representative Volunteer.”** Motion carried.

#### 7.5 Town Logo

A motion by Councillor Burdick, seconded by Deputy Mayor Kangata, **“THAT Council direct staff to conduct public engagement in the form of an online survey and other means regarding opinions on the Town logo. Questions in the survey could include:**

- 1. Are you satisfied with the Town logo as it stands?**
- 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.)”** **Motion defeated.**

#### 7.6 Main Street Water/Sewer Upgrade

A motion by Councillor Carver, seconded by Councillor Wilson, **“THAT Council direct staff to prepare a report and recommendation relative to water / wastewater system renewal in respect to the new nursing home and adjacent area.”** **Motion carried.**

#### 7.7 Fire Station Build Phase II

Moved to New Business, item 9.1.

### **8. Committee Reports**

#### 8.1 Audit and Finance Committee

Council received draft minutes of the February 10, 2021 special meeting of the Audit and Finance Committee.

#### 8.2 Asset Management Committee

Council received the draft minutes of the February 18, 2021 meeting of the Asset Management Committee.

### **9. New Business**

#### 9.1 Fire Station Build Phase II

Council discussed Phase II of the Fire Station build, a proposed community hall.

Council took a five-minute break at 9:26 pm.

### **10. Closed Session**

**A motion by Councillor Wilson, seconded by Councillor Burdick at 9:32 pm to go into Closed Session to discuss contract negotiations, and acquisition, sale, lease, and security of municipal property as permitted by the Municipal Government Act section 22(2)(c) and (a) respectively.** **Motion carried.**

**Council returned to open session at 9:50 pm.**

Council adjourned upon motion at 9:51 pm.

**TOWN OF MAHONE BAY**

**TOWN OF MAHONE BAY**

Mayor, David Devenne

Clerk, Maureen Hughes

DRAFT

---

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Wednesday, March 3, 2021 at 12:00 p.m. via video conference and broadcast via YouTube live.

Present:

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

Gallery: online

#### 1. Agenda

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, "THAT the agenda be approved as presented." Motion carried.

#### 2. Application to Canada Healthy Communities Initiative

A request was received from the Mahone Bay Centre Society and Mahone Bay United for a letter of support for application to the Canada Healthy Communities Initiative for improvements to the soccer field adjacent to the Mahone Bay Centre.

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, "THAT Council agree to provide a letter of support to Mahone Bay United and the Mahone Bay Centre Society in their efforts to receive funding from the Healthy Communities Initiative for the improvement of the surplus land adjacent to the Mahone Bay Centre historically used as a soccer field." Motion carried.

Council adjourned upon motion at 1:00pm.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Deputy Clerk, Kelly Redden

# Lunenburg County Seniors' Safety Program

A project of Lunenburg County  
Seniors' Safety Partnership Society



**Funding provided by;** MODL, MODC, Town of Bridgewater, Town of Mahone Bay, Town of Lunenburg, NS Department of Seniors, United Way of Lunenburg County & the Law Foundation of NS.



# Lunenburg County Seniors' Safety Program (LCSSP)

---

- NFP, community-based
- Close affiliation with law enforcement
- 1-1 education, support and referrals
- Community education/presentations
- Networking with community partners
- Advocate on behalf of Seniors



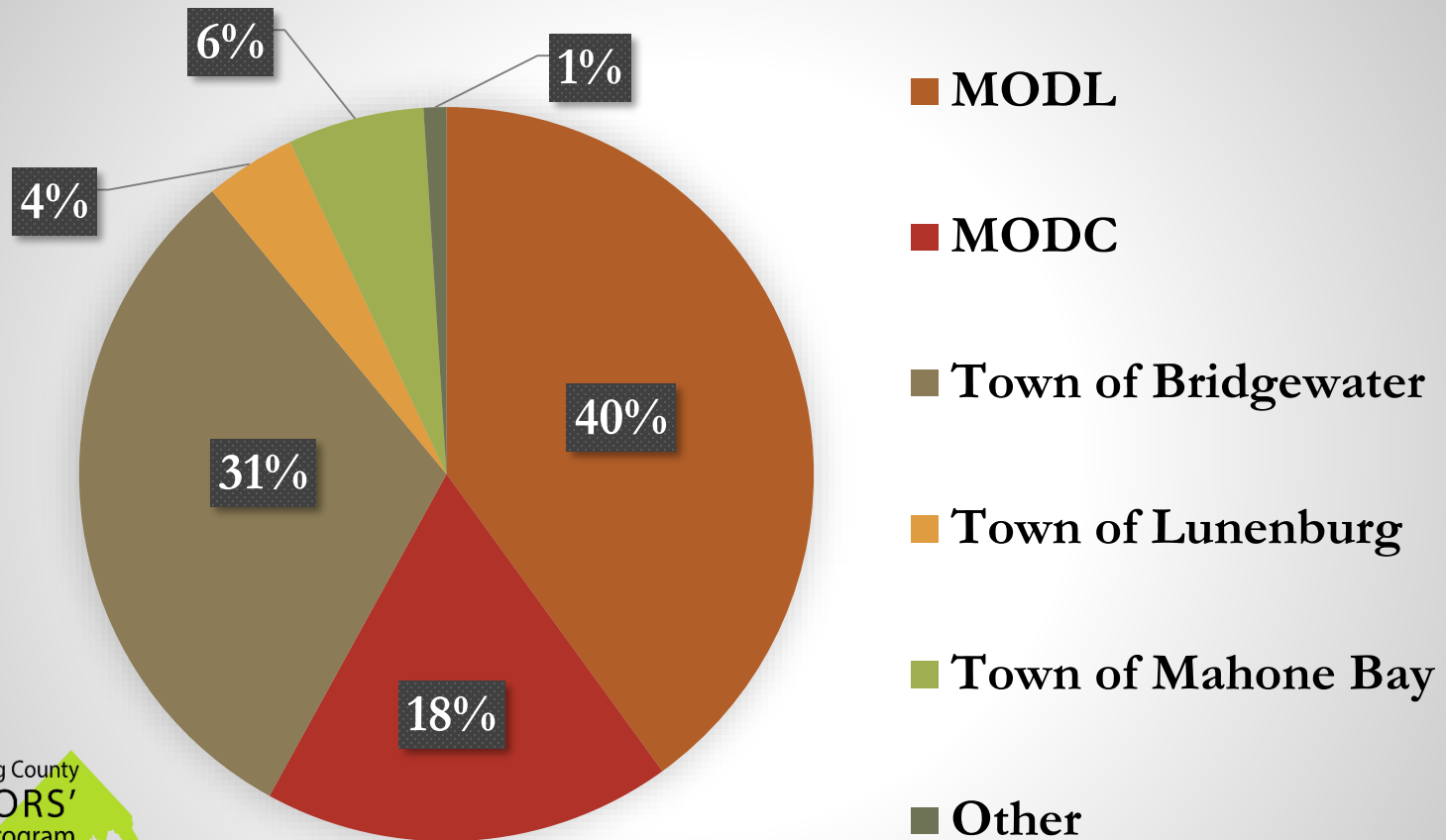
# Lunenburg County Seniors' Safety Program

---

- Anyone, aged 55+ can access service
- Anyone can refer to the LCSSP
- Participation is voluntary
- Service is confidential



# LCSSP Service in Municipal Units







## New self-isolation rules for Nova Scotia:

Are you entering Nova Scotia from outside of Atlantic Canada?



- Most people must self-isolate for 14 days.



- You may self-isolate alone.
- You may self-isolate with someone you travelled with.
- If you must stay with other people, everyone in the household must self-isolate with you.



- During those 14 days, everyone in the household must stay on the property.
- Your whole household must avoid contact with other people.
- You cannot go to work. You cannot go to school.
- You cannot go to the grocery store.
- You cannot go for a walk.

For information visit:

[novascotia.ca/coronavirus](https://novascotia.ca/coronavirus)

NOVA SCOTIA  
NOUVELLE-ÉCOSSE

## Together We Can Keep Children Safe

During COVID-19, children and families are isolated, have increased stress, and reduced supports. Homes may not be safe for everyone right now. You can help fix.



### Checking in

Let your neighbours, friends, and family know by phone or video. Before possible, meet outside or provide emotional support.



### Connecting

Others in Family Resource Centres and Youth Outreach Programs may be able to provide emotional support.



### Offering Kindness

rather than judgement. We're all working through this together.



### Reporting Abuse & Neglect

If abuse or neglect is suspected, you have a duty to report this to your local child protection office. You can also call the toll-free line at 1-800-522-3434.



### Seeking & Sharing

resources and non-judgmental support. Local supports: 211 Health Information: 811 Mental Health Crisis: 1-800-450-0722

We all have a role to play in keeping children and families safe and strong



[novascotia.ca/coronavirus](https://novascotia.ca/coronavirus) | [novascotia.ca/coronavirus/fr](https://novascotia.ca/coronavirus/fr)

NOVA SCOTIA  
NOUVELLE-ÉCOSSE



## PROPER HAND WASHING

Washing your hands frequently with soap and water is the best way to reduce the spread of germs.



1 Wet your hands with warm running water



2 Add soap and scrub for 15-20 seconds



3 Wash backs, thumbs, between fingers, and under nails



4 Dry your hands with a clean towel



5 Turn off tap with a towel

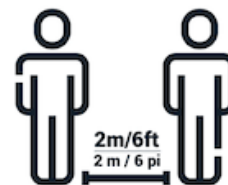


6 Turn off tap with a towel

Available, alcohol-based hand sanitizer are not visibly soiled.

NOVA SCOTIA  
NOUVELLE-ÉCOSSE

## PHYSICAL DISTANCING ÉLOIGNEMENT PHYSIQUE



Keep 2 metres/6 feet away from others  
Restez à 2 mètres ou 6 pieds les uns des autres

[novascotia.ca/coronavirus](https://novascotia.ca/coronavirus)  
[novascotia.ca/coronavirus/fr](https://novascotia.ca/coronavirus/fr)

NOVA SCOTIA  
NOUVELLE-ÉCOSSE

How to properly wear a mask  
Comment porter un masque correctement



# Helping Seniors navigate a pandemic!



- Building legal accessibility and empowering Seniors
- Supporting Seniors to live safely at home
- Raising awareness and providing support to reduce the risk of elder abuse
- Helping Seniors connect to supports







# Lunenburg County Seniors' Safety Program Funding



Thank you to all our funding partners!

As we plan for the future, we recognize that additional funding will be required to help meet the growing needs of Lunenburg County and expand LCSSP community outreach.



Lunenburg County  
**SENIORS'**  
Safety Program



**Thank you for your support.**  
**902-543-3567**





## Municipality of the District of Lunenburg

10 Allée Champlain Drive, Cookville NS B4V 9E4

Phone: 902.541.8181 Fax: 902.543.7123 Web Site: [www.modl.ca](http://www.modl.ca)

February 17, 2021

Mayor David Devenne & Council  
Town of Mahone Bay  
493 Main Street  
Mahone Bay NS B0J 2E0

Dear Mayor Devenne:

**RE: 2021/22 REMO Operating Budget**

At the January 18, 2021, Regional Emergency Management Organization (REMO) Advisory Committee meeting, the Committee passed the following motion:

**"that the Regional Emergency Management Advisory Committee recommends a total 2021/22 budget of \$135,200 to partner Municipal Units for approval."**

Please find attached the recommended Operating Budget for REMO for the fiscal year 2021/22, indicating the Town of Mahone Bay's share of \$3,389.45. Please note there is no Capital Budget for the fiscal year 2021/22.

Please forward this budget to your Council for consideration and approval. Once approved, please forward a copy of Council's motion approving the budget to Joanne Powers, Executive Assistant, Municipality of the District of Lunenburg ([joanne.powers@modl.ca](mailto:joanne.powers@modl.ca)) for insertion on a future REMO agenda.

Sincerely,

Alex Dumaresq  
Deputy Chief Administrative Officer

cc: Angela Henhoeffter, REMC  
Attachment



## 8. REMO Budget Breakdown

	2020-21 Budget			2021/22 Proposed Budget			
Cost Sharing	UA 2018/19	share	Contribution	UA 2019/20	share	Contribution	Increase
Town of Bridgewater	671,832,908	12.7%	\$ 15,869.32	688,450,419	12.4%	\$ 16,819.39	\$ 950.07
Town of Mahone Bay	131,291,709	2.5%	\$ 3,101.23	138,736,951	2.5%	\$ 3,389.45	\$ 288.22
District of Chester	1,598,816,174	30.2%	\$ 37,765.53	1,671,069,183	30.2%	\$ 40,825.55	\$ 3,060.02
District of Lunenburg	2,625,377,705	49.6%	\$ 62,013.87	2,756,431,053	49.8%	\$ 67,341.80	\$ 5,327.93
Town of Lunenburg	264,597,830	5.0%	\$ 6,250.05	279,311,517	5.0%	\$ 6,823.80	\$ 573.75
Totals	5,291,916,326	100.0%	\$ 125,000.00	5,533,999,123	100%	\$ 135,200.00	\$ 10,200.00

Motion: “that the Regional Emergency Management Advisory Committee recommends a total 2021/22 budget of \$135,200 to partner Municipal Units for approval.”



## Maureen Hughes

---

**From:** Valerie Hearder <valeriehearder@gmail.com>  
**Sent:** Monday, March 1, 2021 3:45 PM  
**To:** David Devenne; Dylan Heide; Maureen Hughes  
**Subject:** Trees and our Urban Forest  
**Attachments:** Trees and the Urban Forest in Mahone Bay's Strategic Plan.docx

CAUTION: This email originated from an external sender.

Dear Mayor Devenne and Council Members,

Talking Trees requests that Council makes sure that our urban forest on both private and Town land is addressed in the Strategic Plan. To that end, we ask that the following document please receive your consideration.

Regards,

Talking Trees:  
Val Hearder  
Didier Schwartz  
Cathy Gregoire  
Jen Scott

## **Trees and the Urban Forest in Mahone Bay's Strategic Plan**

**Talking Trees**, an informal group of people interested in trees in the Town of Mahone Bay, is asking Town Council to ensure that Mahone Bay's Strategic Plan deals comprehensively with our trees and urban forest.

Despite the significant effort of the Town to promote awareness of the value of trees and the urban forest through the *100 Years 100 Trees* project last year, Mahone Bay is continuing to lose its urban forest at an increasing and concerning rate. It is clear that much stronger action must be taken to preserve our trees on both private and public land.

We believe that Mahone Bay's Strategic Plan should seek to achieve:

- Recognition of the aesthetic, environmental and economic benefits of trees and the urban forest in Mahone Bay.
- Maintenance, growth and enhancement of trees and the urban forest as one of the important priorities of the Town.
- Measures to protect all trees on Town property including streets and parks.
- Minimization of unnecessary cutting or removal of trees on private property and promotion of the replacement of trees that have been cut or removed.
- Preservation of healthy trees wherever reasonably possible whenever permitting new construction or development in Town and the planting of new trees as an essential component of new development and construction.

We ask that the Strategic Plan establishes a process that will lead to the recognition and achievement of these goals through appropriate policies, by-laws and governance structures arrived at in consultation with citizens and interested organizations, including Talking Trees.

Respectfully submitted:

---

Valerie Hearder

---

---

---

---



February 24, 2021

**Town of Mahone Bay**

**MAYOR, DAVID DEVENNE**

[david.devenne@townofmahonebay.ca](mailto:david.devenne@townofmahonebay.ca)

**CAO, Dylan Heide**

[dylan.heide@townofmahonebay.ca](mailto:dylan.heide@townofmahonebay.ca)

[902-624-1531](tel:902-624-1531)

**Re: the upcoming review of the Georges Bank Moratorium**

Good Day, Mayor Devenne,

We are writing to request your assistance in securing the critically important renewal of the Moratorium on oil and gas exploration on Georges Bank. The decision on whether the Moratorium will be renewed is to be made by December of 2022 but the review process is now being defined in both Halifax and Ottawa and the oil and gas industry already has lobbyists working. Much will be happening over the next 18 to 20 months and we need to have our views forcefully presented as the Georges Bank Moratorium review process is being defined.

Since the first moratorium in 1987 Georges Bank has generated billions of dollars in Lobster, Scallop and Groundfish landings. It is an economic mainstay which we cannot allow to be put at risk. The Bank remains the most important spawning, nursery and fishing ground and the solely most important economic generator for our coastal communities on the South and South Western Shores.

The fact that Georges Bank is the richest, multi-species fishing ground in North America is no accident. A strong clockwise circular current or Gyre surrounds the Bank holding fish spawn, larval lobster and scallop, along with important nutrients safely up on the shallow water of the Bank. At the same time the slow moving Labrador current moving Southwest at the base of the Scotian Shelf enters the deep canyons on the Northeast of the Bank creating an upwelling of cold water which mixes nutrients vertically in the water column. These important attributes,

which make Georges so productive, also make the Bank exceedingly susceptible to hydrocarbon pollution. We cannot allow even small amounts of oil to be spilled on Georges, the impacts would be disastrous. Below is a table showing spawning times by species on Georges Bank.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Cod	•	•	•	•	•	•						
Haddock		•	•	•	•	•						
Pollock	•	•	•							•	•	•
Winter Flounder			•	•	•	•						
Yellowtail Flounder			•	•	•	•						
Hallibut	•	•	•	•	•	•						
Red Hake					•	•	•	•				
Silver Hake					•	•	•	•	•	•		
Atlantic Mackerel				•	•	•	•					
Skate	•					•	•			•	•	•
Sea Scallop							•	•	•	•		
Cusk			•	•	•	•						
Lobster						•	•	•	•	•		

SOURCE: Adapted from Minerals Management Service, 1983

There is no time or place for an oil spill on the Bank and it falls to us to make certain that it is protected and that the Moratorium is continued.

There are two additional points that should be noted. The first is that Georges Bank is not a deep water "Offshore" play which requires expensive semi-submersible rigs and 2,000 meters of drill depth. Georges is shallow water, with drill sites at 5 to 60 meters in depth. Here you can use much less expensive "Jack Up" platforms.

The second point is that oil prices have rebounded dramatically since their low point in March and prices are expected to continue to rise. Prices are now in the \$55 per barrel range. Georges would be exceedingly profitable at that price.

We have two requests:

### 1. That a letter go from Council to:

Emily Lutz, President  
 Nova Scotia Federation of Municipalities  
 1809 Barrington Street, Suite 1304  
 Halifax, Nova Scotia  
 B3J 3K8

[councillor.lutz@countyofkings.ca](mailto:councillor.lutz@countyofkings.ca);

Requesting that the Federation of Nova Scotia Municipalities consider and pass the following resolution at their next annual meeting:

### **Renewal of Georges Bank Offshore Oil & Gas Exploration and Drilling Moratorium**

*Whereas:*

- 1 The renewable fishery resources on Georges Bank are critically important to the social and economic wellbeing of Nova Scotia's coastal communities.*
- 2. Georges Bank has strong and persistent circular currents and persistent upwelling in the water column which make the Bank remarkably biologically productive but which also make the Bank much more susceptible to hydrocarbon pollution*
- 3. Georges Bank is vitally important to the seafood industry, being the largest private sector employer in the Province of Nova Scotia, generating more than 25,000 direct jobs and over 2 billion dollars in exported value each year,*
- 4. The moratorium on exploration and drilling for oil and gas on Georges Bank is due to expire on December 31, 2022;*

*And Whereas:*

*The Minister of Energy and Mines is on record as stating that the Province intends to extend the moratorium beyond 2022;*

***The Federation of Nova Scotia Municipalities stands in support of Extending the Moratorium on oil and gas exploration on Georges Bank for a further period of at least ten full years, namely, December 31, 2032, if not permanently.***

## **2. That letters go out to:**

The Honorable Chuck Porter, Minister  
Nova Scotia Energy and Mines  
Joseph Howe Building  
1690 Hollis Street  
PO Box 2664

Halifax, NS B3J 3P7  
Canada  
Telephone 902-424-4575  
Email [enerinfo@novascotia.ca](mailto:enerinfo@novascotia.ca)

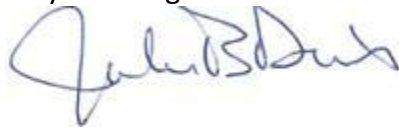
The Honorable Seamus O'Regan, Minister  
Department of Natural Resources  
580 Booth Street, 18th Floor  
Ottawa, Ontario K1A 0E4  
1-855-525-9293  
[Seamus.OREgan@parl.gc.ca](mailto:Seamus.OREgan@parl.gc.ca)

These men head up the Federal and Provincial Departments that have jurisdiction over the Georges Bank Moratorium and the upcoming review. These letters would simply state your councils ongoing and unwavering support for the continuation of the Moratorium, would request information on the scale and scope of the Georges Bank review process and would request information about how your council can participate in the review process.

We realize that Councils carry a heavy work load but we, as your constituents, believe that this is an issue that must be addressed.

Thank you for your work on this critically important task.

Very Best Regards



John Davis, Director  
Clean Ocean Action Committee  
Co-Chair, Offshore Alliance

The Offshore Alliance is a consortium of 18 fisheries groups and environmental NGO's concerned about the well being of our fishery and tourism industries in the face of offshore oil and gas development on the Scotian Shelf. Our Group has been in discussion with many Nova Scotian municipal units on this critically important issue. There are now twelve Nova Scotian towns and municipalities that have called on our provincial and federal governments to hold a full public inquiry on the risks and impacts of offshore oil and gas exploration and extraction so that fully informed and rational decisions can be made.



## Maureen Hughes

---

**From:** Valerie Hearder <valeriehearder@gmail.com>  
**Sent:** Tuesday, March 2, 2021 7:14 PM  
**To:** David Devenne; Dylan Heide; Maureen Hughes  
**Cc:** Mike Brown; Cathy Gregoire; Jen Scott  
**Subject:** Beautification of the Cenotaph

**CAUTION: This email originated from an external sender.**

Dear Mayor Devenne and Council,

Re: Beautification of the Cenotaph

We would love to see the Cenotaph beautified with flowers. This is a key arrival point in the heart of Mahone Bay, a place of honour that should demonstrate our community's pride, care and continuing remembrance.

With the full support of the Mahone Bay Branch 49 of the Royal Canadian Legion and the Mahone Bay Garden Club, we request the Town's support for the placement of 4 mobile flower boxes around the base of the Cenotaph.

The flower boxes will be built and donated by the Legion, which will oversee the purchase of materials and construction. They will be light and designed to be carried by 2 people. The flower boxes would be filled off-site with flowers by the Garden Club which will supply the soil, plants and volunteers to plant the boxes each year. The flower boxes will be placed around the Cenotaph the first week of June and removed at the end of October.

We ask that the Town fully support our proposal and contribute to it by having Town staff

- carry the boxes into position around the base of the monument,
- watering the flower boxes on a daily basis, and
- removing the boxes at the end of the season.

Should there be any concern about the boxes being stolen, we suggest a simple padlock and chain be linked to each box.

Both the Legion and the Garden Club enthusiastically endorse this project as a simple way to beautify and show pride in our Town and the Cenotaph. More people are sitting outdoors at the Cenotaph intersection at Joanne's Market, The Tea Brewery and Nosy Crow. We believe this will add beauty and atmosphere to the centre of our Town.

Thank you for your consideration and support for this project.

Respectfully submitted,

Val Hearder  
Cathy Gregoire  
Jen Scott



**Kelly Redden**

---

**From:** NSFM Communications <communications@nsfm.ca>  
**Sent:** Monday, February 22, 2021 4:34 PM  
**To:** Town of Mahone Bay Clerk  
**Subject:** NSFM's Monday Memo: February 22, 2021

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

CAUTION: This email originated from an external sender.

[View this email in your browser](#)

Monday Memo



NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES

### NSFM SHOWCASES SUCCESS

NSFM is planning a session on Collaborative Success Stories as part of its May 6<sup>th</sup> and 7<sup>th</sup> virtual Spring Conference. (May 6<sup>th</sup> - 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 1<sup>st</sup>, 2021 to Judy Webber, Event Planner: \[jwebber@nsfm.ca\]\(mailto:jwebber@nsfm.ca\)](#)

---

## **Growing Canada's Forests (GCF) program seeking Requests for Information**

Natural Resources Canada is looking to engage those interested in growing Canada's forests as a nature-based solution to support national climate change actions.

If your organization has access to land for tree planting, has trees to plant, is looking to invest in a tree planting project, is looking to help meet the increasing demand for seedlings or are seeking to participate in this historic program, our request for information and/or our expression of interest processes might interest you.

To apply, your organization must be:

- a provincial / territorial government or one of their agencies
- a municipal or local government or one of their agencies
- a regional municipal organization
- a not-for-profit organization (e.g. registered charitable organizations; volunteer organizations; community, professional, industry or other associations; land conservation organization or non-government organizations
- a for-profit organization (e.g. corporation or registered business entity)
- an Indigenous organization (for profit or not-for-profit) or community

GCF is also accepting Expressions of Interests from experienced organizations for [early start projects](#) to implement new tree planting projects or add to existing

tree planting projects for the fast approaching 2021 growing season.

To submit your EOI or request more information, please [email the Growing Canada's Forests program](#).

---

## Universal Broadband Fund Update

To help you make the most of the extension of the intake period to March 15, 2021 at 12 PM – noon - (PST), the Universal Broadband Fund team would like to bring the following to your attention:

- Following the change in the deadline of the regular UBF intake period, we remind you to update your project start and end dates accordingly. Ultimately, program officers will contact applicants whose projects have been successful to establish the effective start and the completion date for selected projects; however, you are encouraged to identify dates that are as close to reality as possible. As indicated in our [Application Guide](#), please note that all expenditures incurred prior to the Contribution Agreement effective date may be considered ineligible.
- We encourage applicants to submit their applications several days before the deadline to avoid technical problems. Unlike the Rapid Response stream, the regular UBF program aims to select the strongest projects from all those submitted - which is why it is important to provide as much information as you can under the comparative criteria. If you have already submitted your application, and you believe it could be improved, you may withdraw your application without risk of penalty and resubmit by March 15 with updated information.
- As stated in the [Submitting a UBF application package](#) section of our [Application Guide](#), it is the responsibility of applicants to ensure that they are using the most recent version of our templates and forms when

they submit an application. Please note that we have made modifications to a few of the templates in the last several weeks. To ensure you are using the correct version of a template, go to your [Applicant Portal](#) and click on the "UBF Templates" section accessible from the header menu as you can see in the image below. If the "Last Updated" date is after you completed the template, you will need to complete the newer version. If you have any questions please contact the Pathfinder service.

- The Pathfinder service has also added webinar sessions in both official languages over the next four weeks. Please register at least 24 hours in advance by writing to [get-connected@canada.ca](mailto:get-connected@canada.ca). Please note that it is possible to register for all remaining webinars in your language of correspondence.

## Upcoming Events

### **Webinar: Exploring Diversity Inclusion**

**March 25<sup>th</sup> – 10:00 a.m. – 11:30 a.m.** through the zoom platform

Back by popular demand, the AMANS and NSFM have once again partnered with Ashanti Leadership and Development Services to provide an Inclusive leadership virtual training opportunity that addresses diversity in the workplace. In the Fall of 2020, we offered a session that provided municipalities with information on unconscious biases. The March 25<sup>th</sup> session will take you one step further by providing the necessary tools, resources, and takeaways to help change the environment and minds of those working within municipalities. Research has long identified that although organizations have sought to address diversity and inclusion in the workplace, there are still a number of

challenges to achieving inclusivity.

Presenters: Professor David Divine & Ann Divine, CEO of Ashanti Leadership and Development Services

Date: March 25<sup>th</sup> @ 10:00 am - 11:30am

**Registration:** To register for the workshop, [please complete our registration form found here](#). If you are registering more than one individual, please complete one form per individual.

**Cost to Attend:** Early Bird Registration: \$125 prior to March 11<sup>th</sup>. \$150 after March 11<sup>th</sup>



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](mailto:info@nsfm.ca)

---

*Copyright © 2020 NSFM, All rights reserved.*

Want to change how you receive these emails?

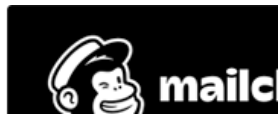
You can [update your preferences](#) or [unsubscribe from this list](#).

---

This email was sent to [clerk@townofmahonebay.ca](mailto:clerk@townofmahonebay.ca)

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

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



## Maureen Hughes

---

**From:** Chris <cheide@eastlink.ca>  
**Sent:** Tuesday, March 2, 2021 11:56 AM  
**To:** Maureen Hughes  
**Subject:** Talking Trees and Strategic Plan  
  
**Importance:** High

CAUTION: This email originated from an external sender.

Good Morning Mo,

It has come to my attention that our Talking Trees group has written a very short brief to the Strategic Planning process calling for greater protection of local trees. I am writing to wholeheartedly support the position of Talking Trees.

Thanks,  
Chris Heide  
16 Stovepipe Lane,  
Mahone Bay, NS.

**Kelly Redden**

---

**From:** NSFM Communications <communications@nsfm.ca>  
**Sent:** Monday, March 1, 2021 4:12 PM  
**To:** Town of Mahone Bay Clerk  
**Subject:** NSFM's Monday Memo: March 1, 2021

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

CAUTION: This email originated from an external sender.

[View this email in your browser](#)

## Monday Memo



NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES

### 50-30 Challenge Update

Canada's greatest resource is its people. Organizations benefit from having the right people in the right roles and from harnessing the full potential of our diverse labour force. As we conclude Black History Month, and look ahead to Women's History Month and International Women's Day, issues of representation and participation are fresh in our minds

The [50 – 30 Challenge](#) is an initiative recently launched by the Government of Canada and led by

### COVID-19 Office Protocols Guide updated

The Safety Branch of the Department of Labour and Advanced Education would like to provide you with the most up to date COVID-19 Office Protocols that will help ensure the safety of workers and visitors in your workspaces as well as mitigate the spread of COVID-19.

The attached Document *COVID-19 Protocols for Office Workspaces* provides guidance on assessing the hazard presented by



Minister Champagne, which is focused on developing a more diverse, inclusive and vibrant economic future for all Canadians. The goal of the Challenge is to encourage organizations to reach 50 per cent gender parity and 30 per cent representation from under-represented groups, including racialized persons, those who identify as LGBTQ2, people living with disabilities, as well as First Nations, Inuit and Métis peoples, at the board and senior management levels. The target is aspirational over time, and the initiative is a voluntary initiative. The Challenge allows a variety of organizations to participate across three separate program streams including large corporations, small and medium enterprises (SMEs) and non-profit organizations, as well as those without Boards of Directors or senior management teams. To assist participants, the Government of Canada is developing (with partners in the diversity community) a number of supports, such as a Toolkit, training and mentorship programs.

the COVID-19 virus in your office environment and describes both required and recommended controls to address that hazard.

[Read the latest document.](#)

Research shows that diverse and inclusive companies, particularly those with diverse representation on their boards and at senior management levels, are more likely to outperform their peers, meet or exceed financial targets and more likely to achieve better business outcomes, such as profitability, productivity, and increased revenue.

We have a big task ahead of us to bring about positive change, and we are seeking your help and participation.

Join a network of 700 like-minded organizations across all sectors and regions of Canada who are investing in diverse talent markets. Please visit the following link for more information on the challenge: [www.canada.ca/50-30-Challenge](http://www.canada.ca/50-30-Challenge), If you have not yet done so, we strongly encourage your organization to consider [signing up](#). If you have already joined the Challenge, thank you! If you know of a company in your supply chain or other organizations in your professional network, please also consider inviting them to [join](#).

If you have any questions, please  
email [50-  
30ChallengeInfo@canada.ca](mailto:50-30ChallengeInfo@canada.ca)

## Upcoming Events

### **Webinar: Exploring Diversity Inclusion**

**March 25<sup>th</sup> – 10:00 a.m. – 11:30 a.m.** through the zoom platform

Back by popular demand, the AMANS and NSFM have once again partnered with Ashanti Leadership and Development Services to provide an Inclusive leadership virtual training opportunity that addresses diversity in the workplace. In the Fall of 2020, we offered a session that provided municipalities with information on unconscious biases. The March 25<sup>th</sup> session will take you one step further by providing the necessary tools, resources, and takeaways to help change the environment and minds of those working within municipalities. Research has long identified that although organizations have sought to address diversity and inclusion in the workplace, there are still a number of challenges to achieving inclusivity.

Presenters: Professor David Divine & Ann Divine, CEO of Ashanti Leadership and Development Services

Date: March 25<sup>th</sup> @ 10:00 am - 11:30am

**Registration:** To register for the workshop, [please complete our registration form found here](#). If you are registering more than one individual, please complete one form per individual.

**Cost to Attend:** Early Bird Registration: \$125 prior to March 11<sup>th</sup>. \$150 after March 11<sup>th</sup>

---

## **AGE-FRIENDLY COMMUNITIES IN ATLANTIC CANADA – FREE WEBINAR**

- What is an Age-Friendly Community?
- How can an Age-Friendly Community approach benefit your residents?
- How can your community start on the journey to become age-friendly?

Save the date: **Tuesday, March 2<sup>nd</sup> 2021, 10:00 am to 11:00am AST**

Speakers from each of the 4 Atlantic provinces will share their experiences related to age-friendly and offer their tips for you to move forward in your own community.

[Click here to register](#)

This event is a partnership between the NS Department of Seniors, NB Department of Social Development, PEI Department of Social Development and Housing, the NL Department of Health and Community Services, and the Public Health Agency of Canada in the Atlantic Region and in cooperation with our community partners.

---



## 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](mailto:info@nsfm.ca)

---

*Copyright © 2020 NSFM, All rights reserved.*

Want to change how you receive these emails?

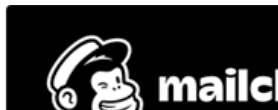
You can [update your preferences](#) or [unsubscribe from this list](#).

---

This email was sent to [clerk@townofmahonebay.ca](mailto:clerk@townofmahonebay.ca)

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

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












## Report to Council March 9, 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	Mar., 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	Mar., 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	Mar., 2021		75%
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 25 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 25 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 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.
12	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.
13	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	Apr., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	Not yet begun	Notes: Staff have spoken with Municipal Advisor and suggest waiting to move forward on this as a result of recent changes to the Dept. portfolio.

14	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>				25%
		Notes: In progress.						
15	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>				25%
		Notes: Engineering estimate to 2021-22 budget process.						
16	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	Mar., 2021	<div><div></div></div>	<div><div></div></div>			50%
		Notes: Staff in contact with MODL, discussion planned, will report back to Council.						
17	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></div></div>	<div><div></div></div>		75%
		Notes: Waiting for confirmation of first meeting of committee.						
18	Staff to act on actionable items from the accessibility review of Town logo.	09-Feb-21	Mar., 2021	<div><div></div></div>	<div><div></div></div>			50%
		Notes: Accessibility recommendations have been forwarded to designer for modification of logo.						
19	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:						

<b>20</b>	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></div><div></div></div>	<b>75%</b>	Notes: Staff have met with organizers and started planning process.
<b>21</b>	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	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Completed.
<b>22</b>	Direct the discussion of recreation to the next meeting of the Strategy & Policy Committee.	25-Feb-21	Mar., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Completed
<b>23</b>	Town Council Policy and Committee Policy added to the list of policies to be reviewed at the Strategy & Policy Committee.	25-Feb-21	Mar., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>		Notes: Completed
<b>24</b>	Staff to investigate furniture and equipment options for Council Chambers and bring options back to a future Council meeting.	25-Feb-21	Mar., 2021	<div><div></div><div></div><div></div><div></div></div>	<b>50%</b>	Notes: In progress. Report to Mar 25 Council meeting anticipated.
<b>25</b>	Staff to prepare a report and recommendation relative to water/wastewater system renewal in respect to the new nursing home and adjacent area.	25-Feb-21	Mar., 2021	<div><div></div><div></div><div></div><div></div></div>	<b>50%</b>	Notes: In progress.

## Chief Administrative Officer's Report - Feb 25, 2021 (Next Update Mar 25, 2021)

### 1 COVID-19

Staff have implemented measures at Council's direction and have issued public bulletins in this regard via website, social media and mailout. 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.

2	<b>Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program</b>	<p>Staff working with Municipality of the District of Chester GIS technical support to map Town's assets; water map with condition, probability of failure and risk completed, wastewater, stormwater and streets/sidewalks under development. MAMP funding received and 2020-21 AM project (electrical system and non-linear assets) 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	<b>Municipal Joint Services Board (MJSB)</b>	<p>MJSB not proceeding with Safety and Procurement shared services in 2020-21 at request of MODL; discussions continue for 2021-22. HR Shared Service (MoDL/TOB with ToMB) up and running, MJSB Board has approved budget for HRSS in 2020-21. Town staff participating in performance management project which will standardize and enhance Town's performance management practice. MJSB IT security audit process completed Oct. 2020. Regular MJSB meetings continue. New COO Jennifer Keating-Hubley has started, is now meeting regularly with CAOs.</p>

4	<b>Riverport Electric Shared Service Committee</b>	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	<b>Regional Emergency Measures Organization (REMO)</b>	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	<b>Alternative Energy Resource Authority (AREA)</b>	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	<b>FCM / Clean Foundation Transition 2050 (Partners for Climate Protection) Initiative</b>	<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	<b>Lunenburg County Accessibility Advisory Committee</b>	<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	<b>Nova Scotia Federation of Municipalities (NSFM)</b>	<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	<b>Streets &amp; Sidewalks</b>	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	<b>Cemeteries &amp; Open Space</b>	Regular collection from public area waste receptacles was conducted.
3	<b>Electric Utility</b>	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.



<b>4</b>	<b>Water Supply, Treatment &amp; Distribution</b>	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.
<b>5</b>	<b>Sewage Collection &amp; Treatment</b>	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.
<b>6</b>	<b>COVID-19</b>	Staff continue to provide essential services while practicing physical distancing, wearing of masks and good hygiene practices.

<b>Finance Manager's Report - Feb 25, 2021 (Next Update Mar 25, 2021)</b>		
<b>1</b>	<b>COVID-19</b>	No change from prior report. Finance staff continue to provide a high level of service to residents remotely during these challenging times.
<b>2</b>	<b>Provincial Reporting</b>	No outstanding Provincial Reporting Requirements at this time

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

#### Clerk & Deputy CAO's Report - Feb 25, 2021 (Next Update Mar 25, 2021)

<b>1</b>	<b>Plan Review</b>	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.
<b>2</b>	<b>By-laws and Policies</b>	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.

<b>3</b>	<b>Communications and Public Engagement</b>	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
<b>4</b>	<b>Council Support</b>	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.
<b>5</b>	<b>Council Support</b>	Regular Council orientation has been completed. The 2021 meeting schedule has been printed and distributed via Canada Post.
<b>6</b>	<b>Projects</b>	Approved design for Wayfinding signage sent to designer; walkabout to measure and site specific signage locations.

By-law and Policy Review - Feb 25, 2021 (Next Update Mar 25, 2021)			
<b>1</b>	<b>Trees By-law</b>	<b>Target</b> 31-Mar-21	Staff to prepare a report on drafting a Trees By-law in context of Plan Review.
<b>2</b>	<b>Park By-law</b>	<b>Target</b> 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. <b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
5	Employee Conduct Policy	Target	Staff to review Employee Conduct Policy in relation to violence in the workplace. <b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
6	Local Improvement By-law	Target	<b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
7	Council/CAO Relations Policy	Target	<b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
8	Plastic Signage Policy	Target	<b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
9	Delegation Policy	Target	<b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
10	Wildlife Feeding Policy	Target	<b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
11	Workplace Wellness Policy	Target	Staff have identified necessary housekeeping amendments. <b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
12	Dangerous and Unsightly	Target	Staff have identified a need to review for clarity. <b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	

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

<b>Service Statistics - Feb 25, 2021 (Next Update Mar 25, 2021)</b>				
<b>1</b>	<b>By-law Enforcement</b>	<b>Jan. 2021</b>	<b>Parking Tickets: 0</b>	
		<b>Notes:</b> 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.		
<b>2</b>	<b>Police Services (founded &amp; SUI occurrences)</b>	<b>Q3 2020</b>	<b>50</b>	<b>YTD: 390</b>
		<b>Notes:</b> None.		
<b>3</b>	<b>Mahone Bay &amp; District Fire Department</b>	<b>Jul-Dec</b>	<b>27</b>	<b>-</b>
		<b>Notes: MVCs: 3; Fire Alarms: 12; Mutal Aid: 7; Other: 5</b>		
<b>4</b>	<b>Traffic (Speed Signage)</b>	<b>Sep, 2020</b>	<b><u>38 Clearway</u></b> Av. Speed 34 / 30 (50) Kph	<b><u>237 Edgewater</u></b> Av. Speed 58 / 50 Kph
		<b>Oct, 2020</b>	<b><u>38 Clearway</u></b> Av. Speed 35 / 30 (50) Kph	<b><u>237 Edgewater</u></b> Av. Speed 57 / 50 Kph
		<b>Notes:</b> Signs in need of repair / replacement, report anticipated to Mar 9 meeting.		
<b>5</b>	<b>Solid Waste (Tonnage)</b>	<b>Dec. 2020</b>	<b>77.60</b>	<b>YTD: 774.44</b>
		<b>Notes:</b> Recyclables = 14.37; Organics = 17.53; Garbage/Other = 38.18; Cardboard = 7.52.		

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

# Strategic Plan - Action Plan 2018-2021 - February 25, 2021 (next update March 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	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
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.	

Asset Management	Public Engagement Process	CAO and Council	Ongoing												
		AIM Cohort participation complete Nov 2019; Cohort 2.0 participation approved in 2020-21 budget, start date TBD. Town AM Committee meeting monthly. New Poster-Fact Sheet series on Town website now.													
	Adopt Asset Management Plan	Council											*		
		AM Committee developed Town of Mahone Bay Asset Management primer (posters and fact sheets for each asset class) approved at Council's Oct 13th meeting; foundations of AM planning. Committee meetings resumed in February 2021 with report from MAMP project and discussion of next steps for plan development.													
	Prepare annual 10 year capital budget	Council/Staff								*				*	
		Draft 10-year capital budget based on 5 year plan included in 2020-21 budget approved May 12, 2020. Capital Investment Plan report for 2020-21 submitted to Province. Draft 10 year capital budget will be updated for Council's review ahead of 2021-22 budget process (and provided along with related MAMP report identifying capital recommendations).													

	Provide Fire Protection Services to Town and area residents with MBVFD	CAO and Council	Ongoing
--	--	-----------------	---------









<b>Foster inter-municipal cooperation</b>	Report on existing shared services and explore opportunities for additional cooperation with other units.	CAO	Ongoing
		Shared Building & Fire Permits pilot proceeding well; 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.	

<b>Optimize operations structure for efficient delivery of services</b>	CAO to make recommendations to Council for optimal operations structure, including succession planning	CAO	Ongoing
	Implement an updated records management system	CAO	<div> <div></div> <div></div> <div></div> <div></div> <div>*</div> <div></div> <div></div> <div></div> <div>*</div> <div></div> <div></div> </div>
		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
--	---	-----	---------

## 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.												





<b>Collaborate with organizations that are involved in economic development activities</b>	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

<b>Encourage a range of housing</b>	Explore Affordable Housing Opportunities through various housing groups and agencies	Council	Ongoing
-------------------------------------	--	---------	---------





<b>Foster the preservation of our built heritage</b>	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

<b>Enhance recreation and open space opportunities</b>	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><b>Encourage diversity in the community</b></p>	<p>Create a welcoming environment in the Town for persons from diverse communities</p>	<p>Council</p>	<p>Ongoing</p>
--	--	----------------	----------------

## 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
---	---	-------------	---------

















<b>Expand Green Energy Generation (continued development of Alternate Resource Energy Authority)</b>	Work with AREA to conclude agreements and contracts supporting Town energy objectives	CAO	Ongoing
		Positive 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.	

<b>Preserve and enhance our natural spaces and assets</b>	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 (Next update March 25, 2021)

	Total Cost	Town Cost		
<b>1</b> Asset Management Initiatives	\$72,895	\$26,495		<b>75%</b>
	Notes: MAMP funding received and project work has begun; 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).			
<b>2</b> Transportation Plan	\$33,237	\$18,237		
	Notes: CBCL Ltd. Transportation Plan Report accepted by Council July 14, 2020.			
<b>3</b> GHG Reduction Initiatives 2019-20	\$50,000	\$25,000		<b>75%</b>
	Notes: Completed requirements to join FCM / Clean NS Transition 2050 initiative. LCC funding announced Feb 24, 2020. Climate and Energy Outreach Coordinator Katherine Dorey hired. Completed initial data collection to support establishment of emissions baseline with SSG. Community data collection and SSG low carbon scenario modelling ongoing. Report to Council with draft plan provided April 21, 2020; updated draft plan with baseline and scenario modelling for actions 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.			
<b>4</b> GHG Reduction Initiatives 2020-21	\$60,000	\$30,000		<b>25%</b>
	Notes: LCC Program funding application submitted. Funding application not approved. Update to 2021-22 budget process anticipated.			









<b>5</b>	Centennial Year Program	\$73,270	\$15,000		<b>75%</b>	Notes: Final dates disrupted by COVID-19; final wrap-up report to Council anticipated ahead of 2021-22 budget process.
<b>6</b>	Town Website Update	\$12,000	\$12,000			Notes: Website launched Sept. 18, 2020. Staff currently updating / troubleshooting.
<b>7</b>	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.
<b>8</b>	Wastewater Rate Study	\$12,400	\$12,400		<b>25%</b>	Notes: Report anticipated to Council's 2021-22 budget process.
<b>9</b>	Electric Utility "Grow the Load" Initiatives	\$8,000	\$8,000		<b>75%</b>	Notes: AREA HOME Program / ambassadors community promotion begun Fall 2020 to resume in Spring 2021.
<b>10</b>	Electric Utility Rate Study	\$5,000	\$5,000		<b>25%</b>	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.
<b>11</b>	Wayfinding Strategy / Signage	\$27,500	\$10,000		<b>50%</b>	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 (Next Update March 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></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

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	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>
		Notes: Pagers Purchased.				
7	New PPE	\$22,000		<div><div></div><div></div><div></div><div></div><div></div></div>		25%
		Notes: Emergency Services Provider Fund application submitted; confirmation received.				
8	Pave Turning Loop on North Main St.	\$30,000	\$24,094.00	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>
		Notes: Tender issued and Project Budget increased to \$30,000 based on Council Motion. Paving completed Sept 21, 2020.				
9	Transportation Project	\$200,000		<div><div></div><div></div><div></div><div></div><div></div></div>		25%
		Notes: 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		<div><div></div><div></div><div></div><div></div><div></div></div>		75%
		Notes: Coordinating with Wooden Boat Society.				
13	Bandstand - Phase 3	\$20,000	\$4,661.00	<div><div></div><div></div><div></div><div></div><div></div></div>		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.				

<b>14</b>	Annual Installation of New Sewer Services	\$10,000	\$1,136.00		<b>25%</b>	Notes: Few new services installed. Done on an as-needed basis.
<b>15</b>	Replace Pumps - Station #2	\$10,000	\$6,590.00			Notes: Pump Replacement Complete
<b>16</b>	Breakwater Repairs	\$8,500		<b>Not Yet Begun</b>		Notes: Coordinating with Wooden Boat Society.
<b>17</b>	Sea Level Rise / Storm Protection - Edgewater St.	\$349,800	\$1,564.00	<b>Not Yet Begun</b>		Notes: 2016 Edgewater St. Shoreline Project estimates updated for potential ICIP application. INTACT funded demonstration project underway with Coastal Action.
<b>18</b>	Home Heating Programs (Town Portion)	\$50,000			<b>25%</b>	Notes: HOME Program launched Oct 1. In discussions with FCM on funding for program expansion. Staff continuing to work with Neothermal to develop ETS pilot for Mahone Bay.
<b>19</b>	Community Solar Garden	\$5,205,684	\$4,860.00	<b>Not Yet Begun</b>		Notes: Dept. of Energy ICIP funding application submitted by AREA staff.
<b>20</b>	Fix / Repair Edgewater Lamps & Cemetery Fence	\$20,000		<b>Not Yet Begun</b>		Notes: External funds not received. Postponed to consideration in 2021-22 budget process.
<b>21</b>	Replace Ballfield Backstop	\$25,000	\$18,250.00			Notes: Project Complete.
<b>22</b>	Drill Well at VIC	\$10,000		<b>Not Yet Begun</b>		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></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></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 Begun	
		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:		



## **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 2<sup>nd</sup> of each year, posted at the Town Hall and on the Town website. This calendar will list all regular meetings of the Town Council and council committees.

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

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

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

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

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

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

Delegations will be advised that the meetings are recorded.

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

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

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

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

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

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

- a) The Chair will call the meeting to order;
- b) Approval of the meeting agenda;
- c) Approval of the Minutes of the last regular meeting and of any special meeting(s) held since the last regular Council meeting;
- d) 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 2<sup>nd</sup> of that year; once accepted, Council members will receive an automated reminder to submit agenda items one week prior to each meeting.

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

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

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



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

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

## 5.0 Meeting Procedures

### 5.1 Motions, Voting and Speaking:

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



iii) A motion to adjourn.

- i) Every Council member, prior to speaking on any question or motion, will raise their hand and wait to be acknowledged by the Chair before speaking. If more than one Council member raises their hand to speak at the same time, the Chair shall decide who will be allowed to speak first.
- j) No Council member may speak more than twice, without the permission of Council, on any motion except to explain a misconception of their remarks. The mover of a motion shall have the right to reply and sum up in closing the debate; this shall be for a maximum of two minutes and shall not count against the limit of two opportunities to speak on a motion.
- k) No Council member shall speak more than two minutes upon any matter at one time, without the leave of Council.

## 5.2 Points of Order:

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

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

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

### 5.3 Attendance at Council Meetings:

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



### **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 27<sup>th</sup>, 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 1<sup>st</sup>. 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 1<sup>st</sup> – March 31<sup>st</sup> 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

**South Shore Housing Action Coalition**  
**Strategic Direction Setting Session - February 3, 2021 at 1:30 pm via Google Meet**  
<https://meet.google.com/vaw-ffyo-uyh>  
**Meeting Notes**

**Facilitator:** Nancy

**Present:** Kathryn Gamache, David Murdoch, Helen Lanthier, Francis Kangata, Abdella Assaff, Kacey DeLong, Andrea Hancock, Jackie MacDonald, Lisa Ryan, Jennifer Gagnon, Myra Coulter, Nelson Nolan, Art Fisher, Alice Burdick, Penny Carver, Kelly Goudie, Lorraine Burch

**Regrets:** Jack Fancy, Stacey Colwell

1. Welcome and Introductions
2. Overview of SSHAC – Nancy provided overview of SSHAC history, areas of focus, guiding principles and highlights from our past work.
3. Brief review of latest Action Plan – reviewed 2020 workplan.
4. Members divide into groups of 4 or 5, enter an online breakout room and answer the question: ***A year from now, if a journalist asks you about SSHAC's work over the last 12 months and what your part was in it, what will you say?***
5. Groups summarize the responses and assign one person to report back to the larger group.
6. Large group reconvenes. Small groups report back (5 minutes each) = see Jamboard document: and 2021 Action plan to see actions identified through conversations:  
<https://drive.google.com/drive/folders/1xBHX3xesA4RKJkbhly4oP4sJhQl3rof?usp=sharing>
7. Consensus discussion on two priorities for each category; members will be asked to sign up to be a member of a Task Group that will address each priority. – Nancy will compile actions discussed and invite members to sign up for working groups which will move work forward.
8. Information Items:
  - Confirmation of bi-monthly meeting schedule and report-back to the SSHAC meeting – Next full SSHAC meeting will be April 7, June 2, September 8 and November 3. Working Groups are encouraged to meet during the SSHAC time slot (1:30-3:30 on the first Wednesday of the month – March 3, May 5, July 7 - if required, October 6 and December 1) to support moving their work forward. Additional meetings may be required to complete tasks. Working Groups will be asked to provide update at full SSHAC work.
  - Representation from SSHAC on the Coordinated Access System Steering Committee – Helen will be the SSHAC representative.
  - Presentation to the Legislative Committee of Natural Resources and Economic Development on February 25 - key messages:
    - I. If we are to ensure the sustainability of rural communities in Nova Scotia, the lack of affordable housing must be addressed.
    - II. In order to develop effective affordable housing strategies, small rural communities need data, which is currently unavailable.
    - III. Rural communities are often unable to successfully apply for funding for affordable housing projects because of rigid criteria that small organizations cannot meet. Funders need to consider flexibility in their criteria to meet the needs of rural communities.

**SSHAC meeting dates: April 7, June 2, September 8 and November 3.**





## Lunenburg County Seniors' Safety Program (LCSSP) Monthly Report - February 2021

LCSSP is a free community-based service that works collaboratively with Bridgewater Police Service, RCMP, and many community partners to help address the safety concerns of older adults residing in Lunenburg County. Service is provided through awareness campaigns, advocacy, educational programs, community presentations and one to one service. We continue to carry out as much service as we can via telephone and email with home visits occurring when necessary.

### MONTH IN REVIEW:

Nature of referrals include, financial abuse, financial hardship, health and wellbeing, cognitive impairment, adult protection concerns, homelessness, precarious housing, maintenance/repair issues, home takeover, snow removal, transportation needs, food insecurity, elder abuse, social isolation, assistance with legal issues, and need of information and supports. This month illuminated the shortage of home care workers and continuing care coordinators in Lunenburg County and the extensive wait times for meal preparation services and housekeeping support. Home repair grants and forgivable loans also pose a challenge for clients as the waitlist is 1 – 2 years.

### COMMUNITY OUTREACH PROJECTS:

- Heart in a Box, Stepping Stones Project by HeartWood – We are continuing to deliver mindful-activity kits. We also shared a few with partners interested in making their own to also share with seniors.
- The Mama Bears Project, made possible by local business owner Adria Giammaria, was fun as we delivered 15+ Jasper Bears while being sure to say - Jasper loves hugs.
- Personal Care Kits donated by Souls Harbour are being delivered to seniors in need.
- PPE United Way of Lunenburg County Grant – We are giving seniors fabric face masks and face shields
- Thanks to the United Way of Lunenburg County we were able to provide one working emergency iPhone and an iPad to local seniors in need.
- LCSSP Client Emergency Contingency Fund continues to serve the community in partnership with other community organizations to mitigate risk for seniors experiencing financial hardship.

LCSSP Service in Municipal Units	%
MoDL	40%
MoDC	14%
Bridgewater	38%
Lunenburg	4%
Town of Mahone Bay	4%

Data to Date	February
Total # of clients	106
# of clients receiving service	63
# of new referrals	20
# of home visits / door step deliveries	23
# of closed files	23

Data is subject to change and is approximate values only.

### MEETINGS, GRANTS & PRESENTATIONS:

- LCSSPS logo may undergo a few edits but the design has been selected,
- *Department of Seniors' (\$25,000) annual grant approved.*
- *P2P Digital Literacy for Lun. Co., New Horizons grant application submitted October 23<sup>rd</sup>, 2021 (\$5000),*
- *Lun. Co. Rental Housing Directory project, Building Vibrant Communities grant application submitted January 15<sup>th</sup>, 2021 (\$5,000),*
- *Project Lost and Locate, CUA Community Investment Grant Program grant application submitted January 29<sup>th</sup>, 2021 (\$5,000)*
- *LCSSP Age-Friendly Action Plan 2021-2025, Age Friendly grant application submitted February 1, 2021 (\$22,700)*
- *LCSSP Core Funding, United Way of Lunenburg County grant application submitted February 19<sup>th</sup>, 2021 (\$5,000)*
- Seniors' Legal Navigator presented on legal access information to local clinicians and other partners.

### LCSSP CLIENT EMERGENCY CONTINGENCY FUND (CECF) REPORT:

The CECF assisted seniors with the cost of,

- Groceries/cleaning supplies,
- Emergency iPhone plan set up,
- Utilities to avoid disconnection,
- Gas card for health appointments,
- Accessible van repair,
- Month-end balance is \$2,204.11.