



TOWN COUNCIL AGENDA

March 25, 2021

7:00 p.m.

YouTube Live

Call to Order

1 Approval of Agenda

2 Minutes

2.1 Regular Meeting – March 9, 2021

3 Presentations

4 Correspondence – Action Items

5 Correspondence – Information Items

5.1 NSFM – Monday Memo – March 8, 2021

5.2 NSFM – Monday Memo – March 15, 2021

5.3 Karen Burns, CNSOPB – Publication of Western Social Shelf and Slope Strategic Environmental Assessment

5.4 Hon. Brendan Maguire, Minister Municipal Affairs – Introduction of new Minister.

5.5 Jeff Phillips, MBTCC – Let's Talk About our Future.

5.6 Keith Pomeroy, Mahone Bay Wooden Boat Society – Wooden Boat Society 2020 Operations Update.

5.6.a Wooden Boat Society 2021 AGM Presentation

6 Staff Reports

6.1 Staff Report to Council – March 25, 2021

6.2 Staff Report – 2020/21 Write Offs

6.3 Staff Report – Council Chambers Furniture and Equipment

6.4 Staff Report – Regional Cooperation on Anti-Racism and Discrimination

6.5 Staff Report – Refinancing Debenture (TBR)

6.6 Staff Report – Traditional Land Acknowledgement

6.7 Staff Report – GHG Reduction Action Plan (Final Draft)

6.8 Staff Report – Town of Mahone Bay 2021-2025 Strategic Plan

7 Council Items

7.1 Lt Governor Letter of Recognition

7.1.a Plaque

7.2 Committee Appointments

8 Committee Reports

8.1 Cemetery Committee – March 15, 2021 – Draft minutes

8.2 Asset Management Committee – March 19, 2021 – Draft minutes

9 New Business

10 Closed Session

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

10.2 MGA 22(2)(g) - Legal advice eligible for solicitor-client privilege

10.3 MGA 22(2)(c) - Personnel matter

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, March 9, 2021 at 7:00 p.m. via video conference and broadcast via YouTube live.

Present:

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

Gallery: online

1. Agenda

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

2. Minutes

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, **“THAT the minutes of the February 25, 2021 regular meeting of Council be approved as presented.”**
Motion carried.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT the minutes of the March 3, 2021 special meeting of Council be approved as presented.”**
Motion carried.

3. Presentations

Lunenburg County Seniors' Safety Program

Council received a presentation from Chris Acomb, Seniors Safety Coordinator, and Carol Hipwell from the Lunenburg County Seniors' Safety Program (LCSSP), and S/Sgt Paul Coughlin from the Lunenburg District RCMP. Presenters provided Council with an overview of the services provided by the LCSSP and asked that Council continue to provide Council with funding for their program.

4. Correspondence – Action

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

A motion by Councillor Nowe, seconded by Councillor Burdick, “THAT Council approve the 2021/22 REMO budget in the amount of \$135,200 with the Town’s portion being \$3,389.45.” Motion carried.

4.2 Valerie Header, Talking Trees – Trees and Urban forest in Strategic Plan.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, “THAT Council forward the request to the strategic plan process.” Motion carried.

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

A motion by Councillor Carver, seconded by Councillor Burdick, “THAT Council write a letter to the NSFM to express support for renewing the offshore drilling moratorium for George’s Bank.” Motion carried.

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, “THAT Council direct staff to draft a letter to John Davis of the Clean Ocean Action Committee, inviting the Committee to present to Council regarding this issue.” Motion carried.

4.4 Valerie Header, Talking Trees – Cenotaph Beautification Project.

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, **“THAT Council refer the request regarding cenotaph beautification to the 2021/22 Budget process.”** Motion carried.

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

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

6. Staff Reports

6.1 Council Report

Council received the Staff Report for March 9, 2021.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT Council accept the March 9, 2021 Staff Report to Council.”** **Motion carried.**

6.2 Town Council Policy

Council received a staff report with draft amendments to the Town Council Policy, which was previously received at the February 25, 2021 meeting of Council.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council approve the amended Town Council Policy as presented.”** **Motion carried.**

6.3 Supportive Workplace Committee Policy

Council received a staff report with draft amendments to the Supportive Workplace Committee Policy, which was previously received at the February 25, 2021 meeting of Council.

A motion by Councillor Burdick, seconded by Councillor Wilson, **“THAT Council approve the amended Supportive Workplace Committee Policy as presented.”** **Motion carried.**

7. Council Items

No agenda items.

8. Committee Reports

8.1 Lunenburg County Seniors' Safety Program Monthly Report

Council received the Lunenburg County Seniors' Safety Program Monthly Report for February 2021.

8.2 South Shore Housing Action Coalition

Council received the meeting notes from the February 3, 2021 meeting of the South Shore Housing Action Coalition.

9. New Business

No agenda items.

10. Closed Session

A motion by Councillor Carver, seconded by Councillor Wilson, at 8:08 pm to go into Closed Session to discuss contract negotiations; acquisition, sale, lease, and security of municipal property; and personnel matters as permitted by the Municipal Government Act section 22(2)(e)(a) and (c) respectively. Motion carried.

Council returned to open session at 10:38 pm.

Business Arising from Closed Session

A motion by Councillor Wilson, seconded by Councillor Burdick, "THAT Council approve Change Order #1 as presented regarding window inserts in Town Hall." Motion carried.

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, "THAT Council approve Change Order #2 with the exception of the Town Hall floor plan change." Motion carried.

A motion by Councillor Wilson, seconded by Councillor Feeney, "THAT Council approve the Fire Station Change Order (Vehicle Exhaust System) in the amount of \$26,853.75." Motion carried.

A motion by Councillor Feeney, seconded by Councillor Wilson, "THAT Council provide relief in the amount of \$1,500 for costs incurred in relation to a water service issue rectified by the Town in 2019." Motion carried.

A motion by Councillor Feeney, seconded by Councillor Burdick, "THAT Council provide relief in the amount of \$8,463.51 for charges resulting from a 2020 water leak which has been addressed." Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, "THAT Council approve the Climate and Energy Program Manager position for a two-year term extension." Motion carried.

Council adjourned upon motion at 10:46 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, March 8, 2021 3:43 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: March 8, 2021

Follow Up Flag: Follow up
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Happy International Womens Day!

NSFM is incredibly proud of the steps our province has taken toward parity in municipal politics. Nine of 13 members of our board are women, and Nova Scotia has one of the largest proportions of women in elected municipal positions of any province in Canada, at 38 per cent.

Late last year, [NSFM produced a video](#) to discuss Women in Local Politics, and we're extremely proud to continue to be involved in Toward Parity Project initiatives alongside FCM.

Thank you to all of the women who stepped up to put their name forward to represent their communities. Also a thanks to the women behind the scenes who put in the work to ensure NSFM runs like clockwork (Did you know 5/6 members of NSFM staff are women?)

May we all recognize and celebrate the women who make the world run on time, and work toward ensuring parity is the new normal.

President Lutz Congratulates Minister Maguire on Appointment

[View original letter here](#)

February 24, 2021

Dear Minister Maguire,

RE: Appointment as Minister of Municipal Affairs

On behalf of the Board of Directors of the Nova Scotia Federation of Municipalities (NSFM), I would like to congratulate you on your appointment as the new Minister of Municipal Affairs.

As President, I greatly appreciated you reaching out so soon after your appointment, and for your warmth and eagerness to strengthen the relationship between Municipal Affairs and NSFM.

As you know, we are the legislated voice of all 49 municipalities in the province. NSFM has worked for over 100 years on issues that are important to our member municipalities and on improving the lives of Nova Scotians. Our relationship with the Department of Municipal Affairs is key for both of our mandates, and we are extremely excited to begin working on our priorities with you.

As a member-based organization, our direction comes from our membership. They have identified five priority areas that they have tasked the NSFM to advance:

- Removing the CAP on property assessment
- Implementing Extended Producer Responsibility (EPR) for printed paper and packaging
- Addressing inadequacies in funding levels and the formula for Municipal Funding
- Acting to bring legislation to enable Municipal Modernization including new governance and collaboration models

- Funding for Roads, including equitable funding for towns and former towns for shared arterial and collector roads, and increased funding for J-Class roads.

I am attaching background information on each of these priorities for your reference and I look forward to discussing each of them with you in the near future.

I am also attaching some proposed changes to the MGA that NSFM is hoping to see in the upcoming sitting of the legislature. Thank you for asking that we bring these forward so quickly. We would be happy to provide further context should you wish.

In addition to the proposed priorities, we are asking for your support in the following areas:

- To work with Environment and Climate Change Minister Hon. Keith Irving to introduce EPR in the upcoming sitting of the legislature. Extended Producer Responsibility would have a very significant and positive impact for municipalities and the environment in our province.
- To bring forward changes to a municipal Code of Conduct in the legislature. DMA(H) did consultation last spring and it is our understanding it is ready to be brought forward when the house sits. This is important for our membership to feel safe and supported in their roles on Council.
- Clarity around Safe Restart Funding accountability for our members. We have been advised that some municipalities are hesitant to use this money due to the lack of clarity, slowing both municipal recovery from COVID-19 and in turn delaying economic recovery in our province.
- The Province (through DMA) and NSFM have a Partnership Framework that outlines shared priorities and a commitment to working together. The most recent Framework was signed in 2018. It is our hope that we can work quickly to reconfirm that commitment to a working partnership.
- Part of the Partnership Framework includes the Minister's Roundtable, a twice yearly meeting of key Ministers with the NSFM Executive. The last meeting was held in September 2020. Generally meetings are held in January and again early fall. It is our hope that scheduling this can be a priority.

Congratulations once again, and thank you for connecting with NSFM so quickly after your appointment. We are here to help and support you in advancing the priorities of municipalities in Nova Scotia.

Sincerely,

Emily Lutz

President, Nova Scotia Federation of Municipalities

Draft Resolution Re: Safe Restart

The Municipality of Shelburne has asked to share the follow resolution for consideration by members to help support community associations.

This was also shared in the Mayors/Wardens/CAO call summary of February 3, 2021.

"Be it resolved that the NSFM request the Government of Canada in Partnership with the Province of NS, to enable municipalities to allocate funds received through the Safe Restart Agreement Program to non-profit community groups who have been impacted by COVID-19, using the same four criteria as outlined in a letter sent to municipalities from the Office of the Minister of Municipal Affairs and Housing in January 2021; and furthermore, a financial report accompanied with invoices as appropriate, would need to be submitted by the non-profit groups to municipalities for accountability."

MARK YOUR CALENDARS!

NSFM Virtual Regional Meetings: Hosted on Zoom

Region	Date	Time
Cape Breton-Strait Area	Friday, April 9 th	10:00 a.m. – 12:00 p.m.

South Shore-HRM	Friday, April 9 th	2:00 p.m. – 4:00 p.m.
South Western Shore	Monday, April 12 th	10:00 a.m. – 12:00 p.m.
Colchester/Cumberland/Pictou/East Hants	Monday, April 12 th	2:00 p.m. – 4:00 p.m.
Valley	Friday, April 16 th	10:00 a.m. - 12:00 p.m.

Watch for registration information coming soon!

NSFM Virtual Spring Conference – May 6th and 7th

More information coming soon

Small Business Real Property Tax Rebate Program

The COVID-19 Small Business Real Property Tax Rebate Program will provide eligible businesses with a one-time rebate of 50% of property taxes paid for the last 6 months of the 2020-21 tax year.

The program is for dine-in restaurants and drinking establishments, gyms and fitness establishments, and personal service businesses like salons, spas and body art establishments. Businesses must have either received the Nova Scotia Small Business Impact Grant (Part 1 or 2), have experienced a year-over-year decline in revenue of at least 30% for the period of 30 April 2020 to 31 January 2021, or be a new business established on or after 1 January 2020.

Applications will open in mid-March 2021.

The Accessibility Directorate is pleased to invite municipalities to connect with staff regarding the Built Environment Standard Development Committee’s recommendations for

accessibility standards in the built environment (<https://novascotia.ca/accessibility/built-environment/>). The update will take place on **Friday, March 12th from 10:00-11:00** and will cover timelines for built environment standards and potential impacts for municipalities.

If you are interested in participating, please email Carla Bezanson at Carla.bezanson@novascotia.ca and advise of any accessibility requests.

The Universal Broadband Fund (UBF) deadline is fast approaching with only one week left!

Reminder that applications are due Monday, March 15th at 12pm (PST).

The Rapid Response Stream (RRS) proved to be very popular and ISED were pleased to see the interest! Unfortunately, the popularity of the RRS also means that it is taking a bit longer to get back to you. While RRS applications are still being considered and you may still be successful, if you have not yet heard back about your application, you may wish to also submit a UBF application.

The Pathfinder Service is here to answer any questions you may have! Please contact us by telephone: 1-800-328-6189 or email: get-connected@canada.ca

If you are interested to see some of the projects already announced, please visit their [website](#).

Upcoming Events

Webinar: Exploring Diversity Inclusion in our Municipalities

March 25th – 10:00 a.m. – 11:30 a.m. via ZOOM

Don't miss the early bird fee deadline!

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 municipal workplace and communities. The session will take place virtually on March 25th from 10:00- 11:30 a.m. In the Fall of 2020 we offered a session that provided municipalities with information on unconscious biases. The March 25th 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 at both the staff and council levels. Research has long identified that although organizations have sought to address diversity and inclusion, there are still a number of challenges to achieving inclusivity.

Key areas of focus:

- What defines diversity and inclusion for individuals?
- How do municipal elected officials and staff actively engage cultural diversity in their communities or constituencies?
- When making decisions and creating policies, who should municipalities engage and how?
- Through what lens do they address specific needs within their communities?
- The training will also provide helpful solutions based on HRM experiences. Considerations for tools and resources to address the issues will be identified during the presentation.

Presenters: Professor David Divine & Ann Divine, CEO of Ashanti Leadership and Development Services PLUS Municipal Reps sharing the work they have

done to address diversity and inclusion.

Date: March 25th @ 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 11th. \$150 after March 11th

Join us for the monthly Atlantic Canadian Municipality trade program webinar expo.

March 15 at 10:30 ATL time to find out more about the awarded Napa Auto Parts program.

[Register here](#) for the webinar

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

Participants will be entered into a monthly webinar expo draw!

The prize for March is a 12000mah Power Bank Jump Starter!

Better latte than never. Congratulations to last months winner, Wabush NFLD, won a brand New Kuerig Coffee machine from our Approved Vendor Staples!

Mark your Calendars!

March 15 - NAPA

April 15 - Grainger



NOVA SCOTIA FEDERATION OF MUNICIPALITIES



Nova Scotia Federation of Municipalities

Suite 1304, 1809 Barrington Street

Halifax, N.S. B3J 3K8

Phone: (902) 423-8331

Fax: (902) 425-5592

info@nsfm.ca

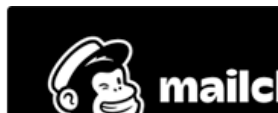
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Kelly Redden

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Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

Minister Maguire Responds to Letter from NSFM President Lutz

[View the original PDF here](#)

[Read President Lutz's letter here](#)

March 11, 2021

Emily Lutz

VIA EMAIL: info@nsfm.ca

Dear President Lutz :

Thank you for your email of February 24, 2021, including your kind words of congratulations on my new role as Minister of Municipal Affairs, and thank you for arranging the time for me to meet with you, the Mayors, and Wardens on March 3.

I appreciate and understand the importance of a strong relationship between our organizations. I look forward to working with you to continue the open dialogue between the Nova Scotia Federation of Municipalities (NSFM) and the Department of Municipal

Affairs.

Thank you for providing me with the background information on your priorities. I look forward to our continued discussions.

Sincerely,

Brendan Maguire

Minister of Municipal Affairs

Join NSFM President Emily Lutz and new women councillors for (digital) coffee!

President Lutz will be hosting an informal coffee and chat session on April 8, at 9:00.

The session, which is focused on discussing the experiences of new women councillors, is open to all members who wish to attend.

While President Lutz will provide the exciting conversation on the status of new women in municipal politics, members will have to supply their own coffee and treats.

[Stay tuned for more information on how to join the session.](#)

Nova Scotia Fire Safety Advisory Council (NSFSAC) Seeking Member

The NSFSAC has legislative responsibility and may advise the minister regarding the administration

NS Local Government RCMP Contract Management Committee seeking member

The purpose of the Committee is

or reform of the Fire Safety Act, which is the regulation in support of fire safety, the fire suppression service, and fire prevention.

The council will meet four times yearly, not including participation in hearings or other working groups.

Potential nominees are [asked to create a profile online, including a resume, and a letter of support](#). They are also instructed to email [executive secretary Lorelei Atkinson, including a copy of their letter of support](#).

Applications may take some time to screen and process.

- to provide a forum for consultation, analysis and communication between Local Government and the Province regarding the management of the Agreement under which the RCMP provide local police services in NS
- to analyze and respond to changes that may be proposed from time to time by the Federal government and/or the RCMP
- to recommend changes to the Federal government and/or the RCMP that may be considered necessary or appropriate.

The NSFM has six seats on the committee which can be elected or administrative representatives.

Up to two individuals will be appointed from each of the three service agreement areas which are:

- A municipality whose policing services are provided through a Municipal Police Agreement (MPA);

- A municipality whose policing services are provided through a Provincial Policing Agreement (PPSA);
- A municipality whose policing services are provided through an integrated policing model.

Term: Appointments will be for an initial three year term.

If you are interested in having your name put forward to the NSFM for appointment, please forward an e-mail to info@nsfm.ca outlining which service agreement area you would represent and what you will bring to the table.

MARK YOUR CALENDARS!

REGISTER NOW!

NSFM Virtual Regional Meetings: Hosted on Zoom

Not sure which region you are in? [CLICK HERE](#)

Region	Date	Time	
Cape Breton-Strait Area	Friday, April 9 th	10:00 a.m. – 12:00 p.m.	REGISTER HERE

South Shore-HRM	Friday, April 9 th	2:00 p.m. – 4:00 p.m.	REGISTER HERE
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Valley	Friday, April 16 th	10:00 a.m. - 12:00 p.m.	REGISTER HERE

NSFM Virtual Spring Conference – May 6th and 7th

More information coming soon

PVSC seeking member for Board of Directors.

The independent non-profit is funded by all 49 municipal units to provide annual property assessments which allows municipalities to collect property taxes. PVSC's Board of Directors includes elected municipal councillors, as well as others with municipal, administrative, and private sector experience.

The Board is a strategic group, critical to the direction and success of the corporation itself, which is dedicated to serving municipalities through reliable mass appraisal, open communication, and industry-leading innovation.

The new Director will work with other board members and PVSC staff to:

- Establish a long-term strategic plan
- Create multi-year operational and capital budgets
- Ensure external financial audits are completed
- Ensure the Board and the organization adhere to governance best practices

Interested parties can find additional information about the opportunity as well as apply, [here.](#)

Interested candidates can also [contact PVSC Board Chair, Greg Keefe, should they have any questions](#)

Update from Minister Maguire in response to question from March 3, 2021 Mayors/Wardens/CAOs call Re: EHS COVID-19 MFR Resumption Plan Timelines & Criteria

- Phase One – September 17, 2020 to December 11, 2020 (35 MFR Agencies) **COMPLETE**

Criteria: EHS MFR service areas falling within identified Provincial cardiac arrest “hot spots” based on historical call data (2016-2019)

- Phase Two – January 21, 2021 to April 15, 2021 (58 MFR Agencies) **IN PROGRESS**

Criteria: Identified EHS MFR service areas that have an approximate EHS Paramedic response in excess of 20 minutes.

- Phase Three – April 12, 2021 to October 28, 2021 (126 MFR Agencies) **NOT YET STARTED**

Criteria: consists the remainder of the agencies within the EHS MFR program

MFR Responder COVID-19 Training and Fit-testing:

- Phase One – all training and fit-testing complete and all 35 MFR agencies active with the Medical Communication Centre

- Phase Two – training commenced January 20, 2021 see attached Phase Two Training Schedule – 58 MFR Agencies
 - Phase Three – training commences immediately following the completion of Phase Two training (targeting end of March [2021](#)) – 126 MFR Agencies
-

Update from Engage Nova Scotia Re: Quality of Life Survey

We are following up to let you know about [supplementary analysis on our website](#), called *A Closer Look*, undertaken by the Canadian Index of Wellbeing (CIW).

The new resource about Nova Scotia Quality of Life is in slide format and shares analysis that contains:

- high-level information about **demographic populations** that caught the attention of the CIW;
- early insights related to the **eight domains** of wellbeing; and,
- analysis related to **six areas of focus**: social isolation, sense of community, feelings of trust, experiences of discrimination, poverty, and health.

As a refresher, in 2019, the NS Quality of Life Survey asked 230 questions, and almost 13,000 Nova Scotians responded. This supplementary analysis represents a high-level look at just some of the topics in the survey. You can also have a look at the attached one-pager to see other analysis possibilities.

If you'd like to access raw data, or request analysis, please visit our [Research and Analysis page](#) or email our Research Coordinator and Data Analyst, Taylor Hill: research@engagenovascotia.ca.

We also wanted to share that we're launching a public Spring series of events called **The Meet-Up** about quality of life and wellbeing. Please stay tuned for more

news on that from the Engage team.

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Presenters: Professor David Divine & Ann Divine, CEO of Ashanti Leadership and Development Services PLUS Municipal Reps sharing the work they have done to address diversity and inclusion.

Date: March 25th @ 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: \$150



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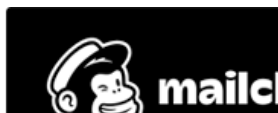
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Maureen Hughes

From: Karen Burns <kburns@cnsopb.ns.ca>
Sent: Thursday, March 18, 2021 11:09 AM
Subject: CNSOPB Publication of Western Scotian Shelf and Slope Strategic Environmental Assessment

CAUTION: This email originated from an external sender.

Good morning,

Please be advised the Canada-Nova Scotia Offshore Petroleum Board (CNSOPB) has just posted the final Western Scotian Shelf and Slope Strategic Environmental Assessment on its website (<https://www.cnsopb.ns.ca/news/western-scotian-shelf-and-slope-strategic-environmental-assessment-final-report>). The CNSOPB's public registry of Strategic Environmental Assessments can be found [here](#). The CNSOPB thanks those who participated in the two commenting periods. Comments received are captured in the Response Table in Appendix A of the final report.

If you have any questions, please [email](#) Dena Murphy, Director, Operations, Health, Safety & Environment.

Karen (*on behalf of Christine Bonnell-Eisnor*)

Karen Burns
Executive Administrative Assistant

Canada-Nova Scotia Offshore Petroleum Board
1791 Barrington Street
8th Floor, TD Center
Halifax, NS B3J 3K9

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website: <http://www.cnsopb.ns.ca>

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**Municipal Affairs
Office of the Minister**

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MAR 11 2021

Mayor David Devenne
Town of Mahone Bay
PO Box 530,
493 Main Street
Mahone Bay, NS B0J 2E0

Dear Mayor Devenne:

As the new minister of Municipal Affairs, I want to take a moment to introduce myself and let you know how honoured I am to be able to work with you to make our communities stronger, better places to live.

As municipal leaders, I want to hear from you, and I expect us to remain in close contact. My door will always be open, and my phone will always be on. We need to have an open and honest dialogue if we are going to make sure Nova Scotians have the programs and services they need. You can reach me by phone via my assistant Jacinda Jennings at: (902) 424-5550 and by email at dmamin@novascotia.ca.

To start, I will be scheduling bi-weekly open video calls with all our partners. We will talk about the things you want to talk about, and I expect you to challenge me on the issues we will face together. As a new minister, I will be relying on your advice and expertise. I want to listen to your ideas, and in the very near future I will be making my way around the province to visit as many of your communities as possible.

I know I will be well supported by our new Deputy Minister, Justin Huston, and Associate Deputy Minister Mark Peck. Justin is an integral and highly regarded member of the province's leadership team. He's spent nearly 20 years working for the provincial government, including serving as CEO of the Office of Aboriginal Affairs since 2016 and the Deputy Minister of Communities, Culture & Heritage since 2018. In addition to Municipal Affairs, Justin will continue as CEO of the newly named Office of L'nu Affairs. I'm sure most of you know Mark well and will be pleased to know that we will continue to have available to us his more than 30 years of public service experience, as well as his knowledge of every corner of the province.

Our new Premier has a dynamic and prosperous vision for Nova Scotia, and Municipalities are at the core of that plan. We need your support to ensure our province recovers from the economic impact of the global pandemic, and all Nova Scotians benefit from a cleaner healthier future.

Sincerely

Brendan Maguire
Minister Municipal Affairs

c NSFM, AMA

Maureen Hughes

From: MBTCC <info@mahonebay.com>
Sent: Thursday, March 18, 2021 6:48 PM
To: Maureen Hughes
Subject: We need to talk about our future

CAUTION: This email originated from an external sender.

[View this email in your browser](#)



Hello everyone!

I realise we have already sent out one update this month but there are several important issues to update you on.

Following the appointment of the new MBTCC Board, our first meeting took place recently. The main item for discussion centered on how we, as a Chamber, will assist our membership for 2021 and beyond. Our objective as stated in our by-laws is:

The object of the Mahone Bay Tourism & Chamber of Commerce, an organization of businesses, professionals, and local volunteers, is to promote local interests, build a healthy economy, and sustain/grow the community's tourism and business environments.

The outcome of this discussion was a greater clarity around what was felt to be important in supporting the business community and ensuring we are in the best position to meet the challenges that Covid-19 and the changed customer demographic this has created. A revised Board structure was agreed, this can

be viewed on the Chamber website on the [Resources page](#). We feel with a more structured division of responsibility we will be better placed to achieve our objective.

There has already been much discussion regarding our ability to continue to operate as the major umbrella organisation for large scale events in town and particularly the Father Christmas Festival. With the tightening of our focus on our objectives this again required us to review our involvement and the associated costs to the Chamber.

Covid-19 created an unprecedented situation for all of us in 2020 and highlighted the need for closer working relationships and better communication between all businesses to capitalise on what the town has to offer visitors. However, it also highlighted the need for controls around community engagement as well as a requirement for stronger risk management around events which we felt was in general better addressed through smaller, more tightly controlled events.

A lengthy discussion took place with all Board members fully contributing to the debate. It was agreed that the MBTCC Board should adopt a more structured approach to events, particularly those falling within our direct control:

- Effective immediately, it was agreed that MBTCC will not engage in the overall administrative management or oversight of any large-scale festivals and will cease to be the umbrella organisation responsible for the Mahone Bay Father Christmas Festival.
- Effective immediately, MBTCC involvement in any large-scale events run by individual organisations will be through sponsorship donations to assist in the organising group's fundraising activities, rather than via direct Board oversight or management.

This does not mean that the MBTCC believe the Father Christmas Festival should be permanently cancelled. Nor does it mean that MBTCC will not support the Father Christmas Festival. It does mean however that MBTCC will no longer be responsible for the organisation, management, accountability or insurance of this or any other large-scale festival within Mahone Bay.

This decision has been communicated to the organising committee of last year's event. MBTCC will assist this committee to create a new organisation should they wish to maintain the current festival format.

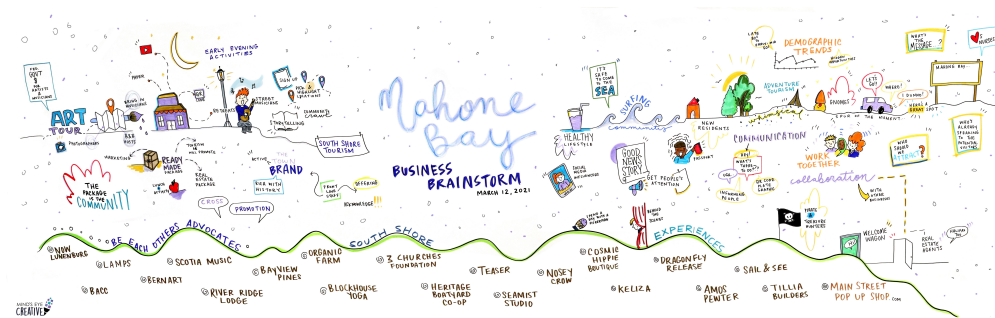
With restrictions easing and businesses adapting to guidelines it is felt a broader range of events could be created to attract visitors across the year. Not being responsible for organising a particular festival frees our members to support those events that appeal to them with their time, energy and resources.

Going forward MBTCC will gladly consider supporting reasonable requests for funding from any community group who wish to attract visitors to town by way of an organised event which follows Provincial and Town restrictions and by-laws in terms of safety and risk management etc. Our support would normally be in the form of a monetary donation or sponsorship and by way of social media publicity.

The Board firmly believe that this is the best way for us to encourage and support growth and diversity around events that are organised within town. A [simple application form](#) has been prepared for interested parties to complete and submit to the Board for consideration of support. This form can be found on the Chamber website on the Resources page.

Moving on there are more discussions to be had regarding our future and how it affects our businesses and the way we attract new residents and visitors to our town. We held our first in person event of the year last week at the Mahone Bay Centre. About 30 members and interested parties attended a workshop

facilitated by Bernice Williams, from Intentional Connection and Ashton Rodenhiser of Mind's Eye Creative Consulting. The workshop was a brainstorming session focused on identifying collaborative solutions for post-Covid recover.



One of the biggest take-aways for us as a Board was recognising that we need to up our game in terms of communication and marketing. This did not come as too much of a surprise as we had identified this at our first Board meeting hence our desire to refocus our efforts and really look at what we are doing. It was useful to have this endorsed by a broader membership group and we will be reviewing the ideas to see where we can make a difference for our members.

Next steps are to share the information Ashton captured with all members. We need to encourage collaboration across businesses to ensure there are fun attractions to keep our domestic visitors coming back and ready ourselves for the return of international travellers hopefully in 2022.

For the Board we need to continue our work on overhaul of our website and social media, introduce a robust newsletter system for visitors who have subscribed to our website and really push to get our message out and sell our community to anyone who will listen. We have made a start in preparing an RFP for the website and one of the attendees at the brainstorming session has stepped forward to help us with our social media overhaul.

We are still busy trying to pin down when and how we can hold physical Chats

and Out of Hours events and will be in touch as soon as we have any dates to share.

Stay safe, stay positive

Jeff Phillips

Chair MBTCC



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You are receiving this email because you opted for email contact during the membership process.

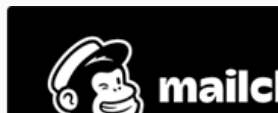
Our mailing address is:

Mahone Bay and Area Chamber of Commerce
PO Box 59
Mahone Bay, Nova Scotia(NS) B0J 2E0
Canada

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March 15, 2021

Town of Mahone Bay
493 Main Street Mahone Bay
Nova Scotia, B0J 2E0

Attention: Mayor Devenne and Dylan Heide, CAO

Dear David and Dylan

Attached for your information are the 2020 financial figures for the Mahone Bay Wooden Boat Society together with the presentation slides used at our AGM held on March 6 via Zoom. As you will see the marina operations are continuing its year over year improvement in activity and resulting financial performance. There were 156 visitor boat nights on moorings and 85 overnight visitor boat nights on the docks. Additionally, there were 50 boats visiting for a few hours no doubt enjoying a visit to Town. These figures are visitors only and do not include our seasonal rentals.

While it is still early, we have almost sold out our available seasonal mooring capacity as we reserve capacity for visitors. The new docks will be a welcomed addition increasing capacity to accommodate visiting boats. Weekends as expected are very busy and we have proven last year that hiring four attendants is beneficial in terms of customer service and scheduling flexibility.

We are pleased to have the Town undertake the repairs of the wharf south face. It had deteriorated badly, and our dock anchors were pulling out of the rotting timbers. The repairs have in our opinion extended the life of the wharf substantially. According to Mike Kelley the tie back timbers are 20 feet long and in good condition a fact that may not have been known in previous engineer assessments of the wharf.

There are some issues that we need to address and involve the Town directly.

1. Cradle storage location

The new fire hall has occupied the area previously used for summer storage of boat cradles and some trailers. As you are aware boat storage on the wharf is an important source of revenue but offering that service depends also on moving and storing cradles. We are anticipating launching boats near the end of May and will need a storage location at that time.

2. Public safety signage

We understand the Town has engaged a consultant looking at public safety issues. We trust there will be a discussion on what is an appropriate level of signage bearing in mind that the Wooden Boat Society has essentially no enforcement authority. Further we have public uses such as fishing which at times is not compatible with boating but restricting that may have an unwanted pushback.

3. Harbour Management issues:

Kelley Wilson has provided feedback that the concept of setting up a Harbour Management Authority has been exhausted as unsupported by other levels of government. This is disappointing as the underlying concerns remain.

a. Harbour pollution regulation and enforcement:

We have houseboats changing ownership and new owners reportedly pursuing a summer liveaboard plan and asking about sewage disposal. (We do not permit houseboats on our moorings because of the potential to drag in high winds). Many older boats are not equipped with holding tanks. We highly doubt any of our renters are discharging in the harbour however we are not an enforcement authority. It seems doubtful that DNR themselves have the resources needed for timely surveillance or enforcement. Composting toilets are increasingly used, and the waste is showing up in the garbage cans sometime improperly processed (ie wet).

b. “No Wake” speed limit in the harbour

Generally, boaters are being cautious about the wake they produce however there is no enforcement for those who do not respect this common courtesy.

c. Unregulated new moorings:

We have noticed new mooring being added outside our allocated area however relatively close to it especially near to the wharf. Proper spacing needs to be maintained and no “rogue” moorings should be permitted. Again, there is no checking being done by DNR.

Another mechanism for harbour management is already in the regulations.

In areas where there are a number of informal moorings, the Minister of Natural Resources may authorize an incorporated community group to manage a mooring grid. The group must accept the legal and practical responsibilities of managing the mooring grid to the satisfaction of the Department.

Given the work done by the Town to identify upland owners and interested parties the groundwork may exist to pursue this approach to setting up a harbour management structure. The Town would be an integral part of that corporation along with other key users.

4. Net zero CO² from marina operation

The sources of CO² emission at the marina are electricity use (depending on generation source) and fuel for the tender outboard. Annual fuel consumption is around 1000 liters calculated to produce 2.2T of CO₂. Electric propulsion is an ideal fit with the duty cycle of the tender (docked overnight, frequently at the dock for charging between trips). A 20kW electric outboard is available and with a suitable Li battery capacity would cost \$30,000. This is the obvious choice should the present 60hp outboard motor need replacement. We are also investigating a larger office with better insulation and window locations and a pitched south facing roof. That roof (approximately 200 sq ft) would be an ideal location for solar PV panels generating approximately 2kw. We are motivated to find solutions, but our structure is not conducive to borrowing the necessary funds for these investments.

We are pleased with the support and collaboration we continue to have with the Town. We are prepared to meet with you at your convenience to discuss these or any other issues you may have. Further if you think it useful, we could make a brief presentation to Council about our 2020 season and current plans.

Yours Truly

A handwritten signature in blue ink, appearing to read 'K Pomeroy', with a stylized, cursive script.

Keith Pomeroy
Chair, Mahone Bay Wooden Boat Society

Attachment the AGM material

Mahone Bay Wooden Boat Society

Mahone Bay Civic Marina

2020 (the Covid year) Annual General Meeting
March 6, 2021



2020 AGM meeting via Zoom (Part 1 presentations, Part 2 Q&A)

All documents sent to interested participants in advance

Approval of the agenda

- Approval of the minutes of last meeting (motion and vote)
- Nominations and Election of Directors (by acclimation if no objection)
- Chairperson summary
- Financial Summary from Treasurer (vote to accept report)
- Policy Questions
- Operations and Facilities
 - New docks (Drew)
 - Office needs (Chris)
 - Improvement projects (Brent)
- Motion to Adjourn AGM

New Board selects: Chair, Vice-Chair, Treasurer, Secretary

Election of Directors

Board election: (By acclamation if no objections)

Standing for election today	Elected last year (2 year term)
Keith Pomeroy	Richard Barclay
Drew Moores	Pierre Blain
Brent Aulenback	Dan Carrier
Marc Peterson	Gregg Little
Tom Mader	Jim McMillan
Melissa Fry	Chris Ouellette
	Peter Redden

Chairperson 2020 summary

Best ever year:

- High occupancy of moorings and available docks
- Financially sound
- 4 attendants this year worked well

Excellent recovery of damaged docks thanks to the volunteer efforts!

(Bob Douglas. Brent Aulenback, John Clark, Tom Mader, Dan Carrier Tom Gaulton)

Addition of gardens and general clean-up improving our image: Thanks Lise Clark

Sad passing of Bob Douglas: memorial plaque as a founder and brief ceremony is being planned after launch day

Thank You! To all users for your business and to our executive and board members for continued interest and support!

Treasurer's remarks

Balance sheet and P&L sheets were sent in the information package

Profit / Loss Statement

- First time revenue over \$70,000 (CSJ grant missed)
- First year with 4 attendants: Payroll up \$5k (4 attendants works well)
- \$360 First surplus in many years
- Receivables are low and controlled.

Balance Sheet 2020

- Cash and receivables slightly lower
- Assets now consolidated
- 2019 liability was insurance prepayment for dock repairs
- 2020 low liabilities: all bills paid

Feb 2021 balance sheet

- Almost fully booked moorings. Enthusiastic client base
- cash and receivables highest ever (40% above last year at the season start)

Accounts Receivable: some getting old, may be some uncollectable

Policy Items

Rate Adjustments:

- Remaining not-for-profit but rates to be adjusted to build reserve for major expenses; this year approx. \$5000 anticipated revenue gain
- Rates must generally be competitive with others to avoid subsidy all things considered

Special events and groups:

Request for group reservations (what rates if any, any restrictions?)

Policy proposal:

- “free” mooring /docks and services only for special public interest events of significant touristic interest in Town (ie Schooner Races)
- Group rate reduction subject to negotiation by executive depending on: marina activity level, time of year, mid week vs weekend, number of boats involved.

Operational and Facilities Report

New Docks: 100 ft



Google Earth new docks

Dock Features

- 3 docks 30m x 3m from Develop Nova Scotia (Will remain owned by DevNS under agreement with Town)
- Heavily constructed also as breakwater (3 tiers 8x8 timbers, lifting eyes, heavy cleats)
- Location: from end of breakwater extending as far as wharf face

What is required from us and work schedule/

- Delivery week March 22
- Two new 8000 lb mooring blocks to be acquired.
- Locate and move existing blocks as needed
- New chain on all blocks
- Installation after dinghy docks and wharf docks in place
- Electrical and water supply later

Operational and Facilities Report

Future Office ideas and needs:

Issues and problems with existing office

- Over 25 years old building, (former Tourist bureau)
- Floor can flood in high tide and surge events
- Windows not well placed to supervise marina
- Door location restricts the layout, limited storage space (present size 10' x 12')
- Flexibility to renovate is limited

Concept and features:

- 16' x 16' on posts above high water, lots of windows facing harbour
- Doors on both sides for quicker access to dinghy dock
- Room enough for meetings
- Storage increase
- Covered "veranda) with ramp access on either end
- Material estimate \$25,000 so funding schemes to be developed

Operational and Facilities Report

Repairs and Upgrades

1. public safety signs and life ring additions as required by Town
2. repairs and upgrades that affect operations:
 - tender caulking
 - ramp silt build up removal
 - level wooden deck by skidway
 - Install 50A, 30A electrical supply of wharf edge
3. cosmetic upgrades and repairs:
 - new doors and gable vent for pump out shed
 - repair shed door
 - general painting, gardens, landscaping (flower boxes to hide Mike's fence?...)
4. Future facilities upgrade suggestions:
 - shaded area over the deck in summer
 - laundry facility when we find space
 - “garden cart” for users picking up supplies and gas in town

This is the end of Zoom meeting One

Please log in to Part Two following the email instructions to participate in a Q&A session .

Mahone Bay Civic Marina

Profit & Loss Prev Year Comparison

January through December 2020

	Jan - Dec 20	Jan - Dec 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
Contract Revenue	6,000.00	6,000.00	0.00	0.0%
Government Grants	0.00	2,949.00	-2,949.00	-100.0%
Ice Sales	2,335.01	1,816.00	519.01	28.6%
Merchandise Sales	98.81	201.73	-102.92	-51.0%
Miscellaneous Revenue	500.00	0.00	500.00	100.0%
Mooring Fees	38,514.22	36,926.08	1,588.14	4.3%
Rentals	13,904.20	9,931.25	3,972.95	40.0%
Service Fee Revenue	2,117.40	1,563.52	553.88	35.4%
Storage Fees Collected	9,279.11	9,531.44	-252.33	-2.7%
Total Income	72,748.75	68,919.02	3,829.73	5.6%
Gross Profit	72,748.75	68,919.02	3,829.73	5.6%
Expense				
Accounting Fees	92.00	132.00	-40.00	-30.3%
Advertising	410.73	360.97	49.76	13.8%
Amortization	6,107.57	8,072.50	-1,964.93	-24.3%
Bank Charges	227.75	349.36	-121.61	-34.8%
Conferences and Meetings	0.00	42.00	-42.00	-100.0%
Courier & Postage	43.02	32.15	10.87	33.8%
Cradle Storage Expense	1,072.00	1,357.80	-285.80	-21.1%
Credit Card Transaction Fees	1,084.45	1,012.23	72.22	7.1%
Ice for Resale	1,578.15	1,132.95	445.20	39.3%
Insurance Expense	3,250.00	2,160.00	1,090.00	50.5%
Legal Fees	180.70	168.65	12.05	7.1%
Marina Crane	132.56	273.67	-141.11	-51.6%
Memberships and Dues	25.00	25.00	0.00	0.0%
Mooring Field Ops	19,882.00	19,593.27	288.73	1.5%
Office Equipment	254.29	1,000.68	-746.39	-74.6%
Payroll Expenses	6,819.66	4,153.15	2,666.51	64.2%
Printing and Copying	345.00	584.85	-239.85	-41.0%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Repair & Maintenance	1,877.16	1,367.15	510.01	37.3%
Salaries & Wages	23,010.47	20,747.54	2,262.93	10.9%
Supplies	537.84	393.69	144.15	36.6%
Telephone, Telecommunications	1,831.84	1,568.53	263.31	16.8%
Tender Operations	1,811.32	3,636.39	-1,825.07	-50.2%
Utilities	1,815.56	1,663.19	152.37	9.2%
Total Expense	72,389.07	69,827.72	2,561.35	3.7%
Net Ordinary Income	359.68	-908.70	1,268.38	139.6%
Net Income	359.68	-908.70	1,268.38	139.6%

Mahone Bay Civic Marina

Balance Sheet Prev Year Comparison

As of December 31, 2020

	Dec 31, 20	Dec 31, 19	\$ Change	% Change
ASSETS				
Current Assets				
Chequing/Savings				
BMO Chequing Account	16,852.82	14,973.99	1,878.83	12.6%
cash float	150.00	150.00	0.00	0.0%
Total Chequing/Savings	17,002.82	15,123.99	1,878.83	12.4%
Accounts Receivable				
Accounts Receivable	12,284.65	16,483.11	-4,198.46	-25.5%
Total Accounts Receivable	12,284.65	16,483.11	-4,198.46	-25.5%
Other Current Assets				
*Undeposited Funds	0.00	28.75	-28.75	-100.0%
Inventory Asset	162.50	0.00	162.50	100.0%
Total Other Current Assets	162.50	28.75	133.75	465.2%
Total Current Assets	29,449.97	31,635.85	-2,185.88	-6.9%
Fixed Assets				
Buildings - Operating	8,145.06	8,573.75	-428.69	-5.0%
Furniture and Equipment	23,564.12	15,916.25	7,647.87	48.1%
Total Fixed Assets	31,709.18	24,490.00	7,219.18	29.5%
Other Assets				
Other Assets	0.00	9,600.00	-9,600.00	-100.0%
Total Other Assets	0.00	9,600.00	-9,600.00	-100.0%
TOTAL ASSETS	61,159.15	65,725.85	-4,566.70	-7.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	2,017.38	2,991.27	-973.89	-32.6%
Total Accounts Payable	2,017.38	2,991.27	-973.89	-32.6%
Other Current Liabilities				
Deposits from Customers	0.00	4,000.00	-4,000.00	-100.0%
GST/HST Payable	0.00	-47.51	47.51	100.0%
Total Other Current Liabilities	0.00	3,952.49	-3,952.49	-100.0%
Total Current Liabilities	2,017.38	6,943.76	-4,926.38	-71.0%
Total Liabilities	2,017.38	6,943.76	-4,926.38	-71.0%
Equity				
Opening Bal Equity	62,162.10	62,162.10	0.00	0.0%
Unrestricted Net Assets	-3,380.01	-2,471.31	-908.70	-36.8%
Net Income	359.68	-908.70	1,268.38	139.6%
Total Equity	59,141.77	58,782.09	359.68	0.6%
TOTAL LIABILITIES & EQUITY	61,159.15	65,725.85	-4,566.70	-7.0%

Mahone Bay Civic Marina

Balance Sheet Prev Year Comparison

As of February 28, 2021

	Feb 28, 21	Feb 29, 20	\$ Change	% Change
ASSETS				
Current Assets				
Chequing/Savings				
BMO Chequing Account	35,580.03	15,242.29	20,337.74	133.4%
cash float	150.00	150.00	0.00	0.0%
Total Chequing/Savings	35,730.03	15,392.29	20,337.74	132.1%
Accounts Receivable				
Accounts Receivable	18,733.58	27,458.14	-8,724.56	-31.8%
Total Accounts Receivable	18,733.58	27,458.14	-8,724.56	-31.8%
Other Current Assets				
*Undeposited Funds	3,172.50	0.00	3,172.50	100.0%
Inventory Asset	162.50	0.00	162.50	100.0%
Total Other Current Assets	3,335.00	0.00	3,335.00	100.0%
Total Current Assets	57,798.61	42,850.43	14,948.18	34.9%
Fixed Assets				
Buildings - Operating	8,145.06	8,573.75	-428.69	-5.0%
Furniture and Equipment	23,564.12	15,916.25	7,647.87	48.1%
Total Fixed Assets	31,709.18	24,490.00	7,219.18	29.5%
Other Assets				
Other Assets	0.00	9,600.00	-9,600.00	-100.0%
Total Other Assets	0.00	9,600.00	-9,600.00	-100.0%
TOTAL ASSETS	89,507.79	76,940.43	12,567.36	16.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	29.88	288.69	-258.81	-89.7%
Total Accounts Payable	29.88	288.69	-258.81	-89.7%
Other Current Liabilities				
Deposits from Customers	0.00	4,000.00	-4,000.00	-100.0%
GST/HST Payable	3,958.33	1,892.12	2,066.21	109.2%
Total Other Current Liabilities	3,958.33	5,892.12	-1,933.79	-32.8%
Total Current Liabilities	3,988.21	6,180.81	-2,192.60	-35.5%
Total Liabilities	3,988.21	6,180.81	-2,192.60	-35.5%
Equity				
Opening Bal Equity	62,162.10	62,162.10	0.00	0.0%
Unrestricted Net Assets	-3,020.33	-3,380.01	359.68	10.6%
Net Income	26,377.81	11,977.53	14,400.28	120.2%
Total Equity	85,519.58	70,759.62	14,759.96	20.9%
TOTAL LIABILITIES & EQUITY	89,507.79	76,940.43	12,567.36	16.3%

Mahone Bay Civic Marina
A/R Aging Summary
 As of March 1, 2021

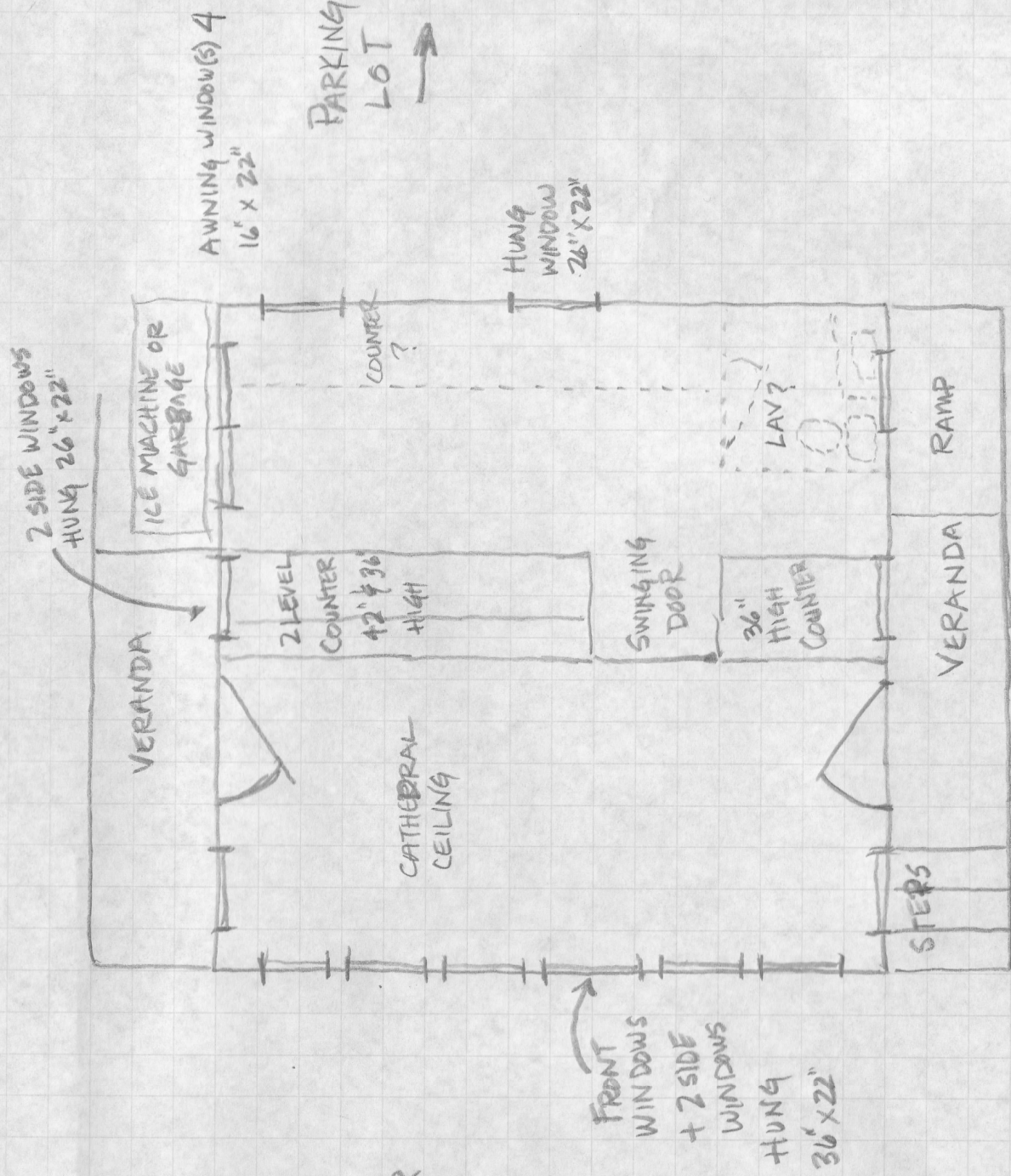
	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Aly Drummond	0.00	875.00	0.00	0.00	834.79	1,709.79
Andre Boudreau	0.00	0.00	50.00	0.00	0.00	50.00
Anne Clark	0.00	0.00	700.00	0.00	0.00	700.00
Barb Park	0.00	1,050.00	0.00	0.00	-500.00	550.00
Blain Knickle	0.00	0.00	0.00	0.00	699.17	699.17
Blair Daniels	0.00	0.00	0.00	0.00	0.00	0.00
Brian Chipman	0.00	0.00	886.00	0.00	0.00	886.00
Brian Klaus	0.00	600.00	0.00	0.00	0.00	600.00
Carl Jarvis	0.00	950.00	0.00	0.00	20.00	970.00
Colin Mckenzie	0.00	0.00	0.00	0.00	0.00	0.00
copper cash sale	0.00	0.00	0.00	0.00	119.00	119.00
David and Tracey Nolan	0.00	-1.00	0.00	0.00	0.00	-1.00
David Horne	0.00	0.00	0.00	0.00	570.20	570.20
David MacDougall	0.00	0.00	0.00	0.00	-0.01	-0.01
Edward Miller	0.00	0.00	775.00	0.00	0.00	775.00
Fairway Insurance	0.00	0.00	0.00	0.00	0.00	0.00
Government of Canada	0.00	0.00	0.00	0.00	0.00	0.00
Grace Mitchell	0.00	0.00	0.00	0.00	438.96	438.96
Headway Marine Incorporated	0.00	1,100.00	0.00	0.00	0.00	1,100.00
Heritage Boat Builders	0.00	0.00	0.00	0.00	0.00	0.00
Ifan Williams	0.00	0.00	0.00	0.00	0.00	0.00
Igor Krizan	0.00	875.00	0.00	0.00	9.00	884.00
J.D. Wagstaff	0.00	0.00	0.00	0.00	320.60	320.60
Jack Waterbury	0.00	0.00	0.00	0.00	50.00	50.00
Jacob Wheeler	0.00	0.00	0.00	0.00	249.60	249.60
Jane Smith	0.00	0.00	25.00	0.00	-25.00	0.00
Jason L. Boudreau	0.00	0.00	0.00	0.00	0.00	0.00
Jim McMillan	0.00	775.00	0.00	0.00	0.00	775.00
John Clark	0.00	0.00	0.00	0.00	98.58	98.58
Justin Pickens	0.00	0.00	0.00	0.00	222.08	222.08
Keith Pomeroy	0.00	0.00	0.00	0.00	0.00	0.00
Keith Sawlor	0.00	0.00	0.00	0.00	-69.99	-69.99
Ken Lamb	0.00	475.00	0.00	0.00	0.00	475.00
Kent Noonan	0.00	875.00	0.00	0.00	543.09	1,418.09
Kinburn Property Company	0.00	0.00	0.00	376.63	0.00	376.63
Mahone Marine	0.00	0.00	0.00	0.00	0.00	0.00
Majella Dumais	0.00	0.00	0.00	0.00	0.00	0.00
Marc Peterson	0.00	0.00	740.98	0.00	-175.00	565.98
Melissa Fry	0.00	0.00	0.00	0.00	0.00	0.00
Michael Oalahaen	0.00	0.00	0.00	0.00	8.00	8.00
Michael Stewart	0.00	0.00	0.00	0.00	1.31	1.31
Mike Knock	0.00	0.00	0.00	0.00	0.00	0.00
Mike Mackinnon	0.00	0.00	0.00	0.00	0.00	0.00
Mike Reyno	0.00	0.00	0.00	0.00	341.25	341.25
Natacha Robin	0.00	0.00	0.00	0.00	207.32	207.32

12:39 PM

03/01/21

Mahone Bay Civic Marina
A/R Aging Summary
 As of March 1, 2021

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Neva Hearn	0.00	0.00	0.00	0.00	14.00	14.00
Paul Bailey	0.00	0.00	0.00	0.00	9.00	9.00
Peter Sheppard	0.00	0.00	0.00	0.00	0.00	0.00
Philip Osmond	0.00	0.00	0.00	0.00	0.00	0.00
Randall Sherman	0.00	0.00	865.00	0.00	-89.49	775.51
Ray Peddle	0.00	0.00	0.00	0.00	940.14	940.14
Receiver General - Receivable	0.00	0.00	0.00	0.00	0.00	0.00
Richard Barclay	0.00	0.00	775.00	0.00	-100.00	675.00
Service Nova Scotia	0.00	0.00	0.00	0.00	26.40	26.40
Suzanne Miller	0.00	0.00	0.00	0.00	0.00	0.00
Terry Lynch	0.00	0.00	0.00	0.00	0.00	0.00
Tom Webb	0.00	0.00	-875.00	0.00	0.00	-875.00
Wade Feener	0.00	375.01	0.00	0.00	0.00	375.01
Wayne Feener	0.00	0.00	0.00	0.00	270.02	270.02
Weis Stachowiak	0.00	-300.00	0.00	0.00	1,001.75	701.75
Will Daniels	0.00	0.00	0.00	0.00	731.19	731.19
William Primeau	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>0.00</u>	<u>7,649.01</u>	<u>3,941.98</u>	<u>376.63</u>	<u>6,765.96</u>	<u>18,733.58</u>



HARBOUR

N ↑

TO WHARF & LAUNCH RAMP →

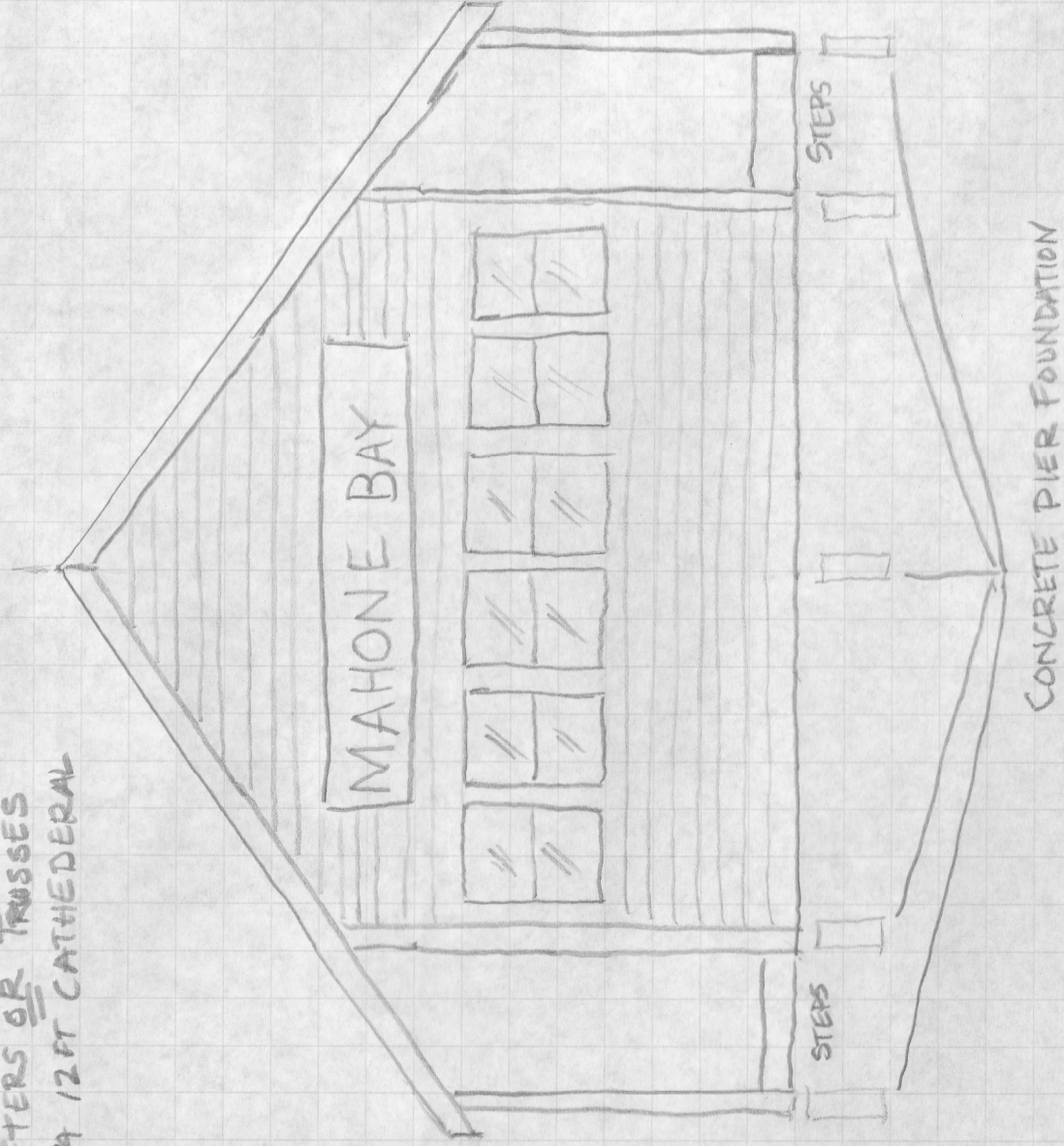
* PROPOSED MARINA OFFICE - PLAN VIEW
16 FT X 16 FT

COMFORT STATION →

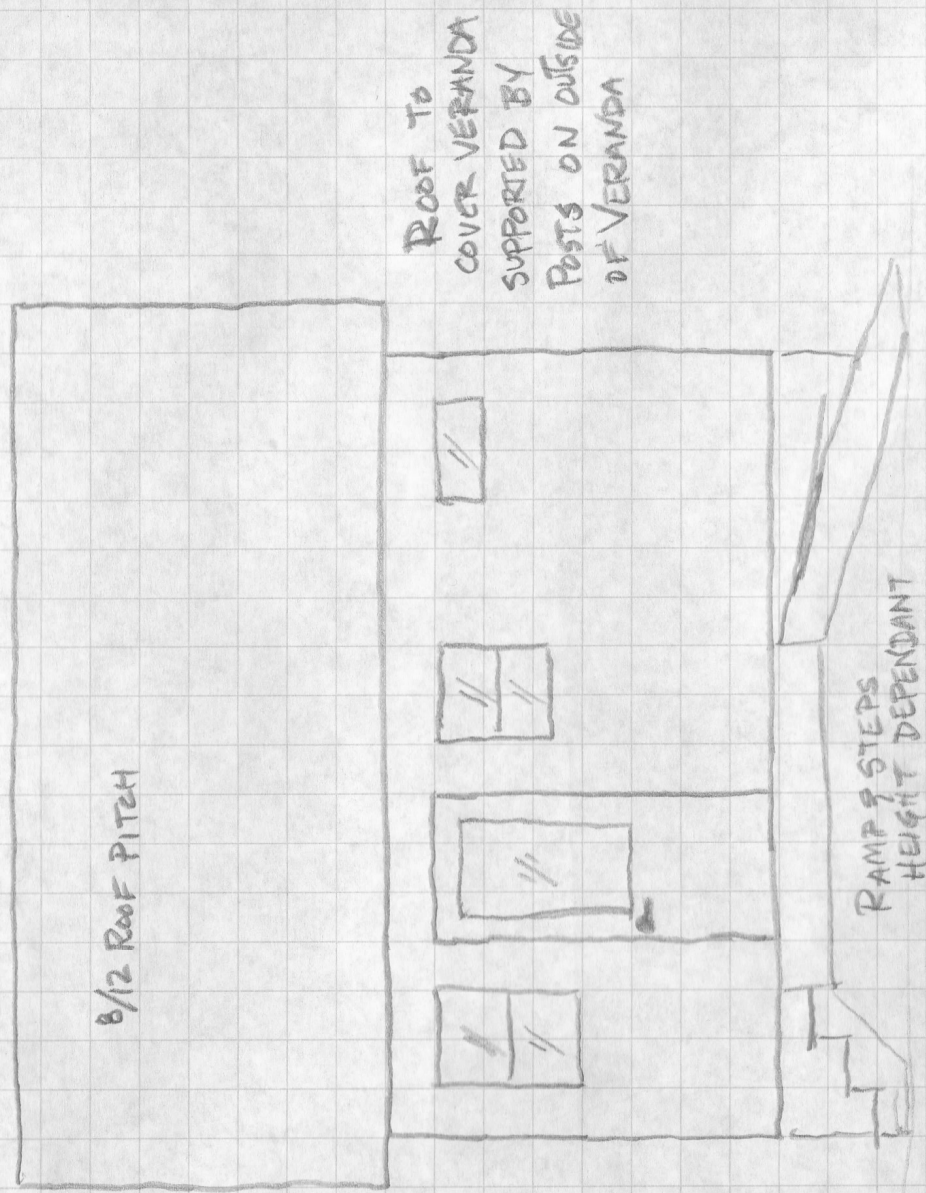
2x8 FLOOR
JOISTS
16" X C

- WOOD SIDING - CAPE COD SIDING OR SIMILAR
- CORNER BOARDS & WINDOW & DOOR CASINGS IN WOOD SIMILAR TO COMFORT STATION

2X10 RAFTERS OR TRUSSES
ALLOWING A 12 FT CATHEDRAL
CEILING



* HARBOUR ELEVATION



8/12 ROOF PITCH

ROOF TO
COVER VERANDA
SUPPORTED BY
POSTS ON OUTSIDE
OF VERANDA

RAMP 9 STEPS
HEIGHT DEPENDANT

2x6 STUD WALLS
16" O.C.




* NORTH SIDE ELEVATION
(COMFORT STATION SIDE)







Report to Council March 25, 2021

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








Goal	Objective	Assigned	Target	% Completion
Council Assignments to Staff				
1	Staff to contact the NS Department of TIR regarding the Town's proposed 2020/21 Transportation Project as well as to discuss proposed changes on highway approaches to Mahone Bay as outlined in the CBCL report.	25-Jun-20	Apr., 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	Apr., 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	Apr., 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	Apr., 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	Apr., 2021		75%	Notes: In progress. Report to Council anticipated ahead of 2021-22 budget process.
7	Staff to report back with information about costs for permanent speed signs for consideration in 2021/2022 budget process.	24-Sep-20	Apr., 2021		75%	Notes: In progress. Report to Council anticipated ahead of 2021-22 budget process.
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	Apr., 2021		75%	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	May., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress. Discussion initiated with MODL Planning staff. Timeline coordinated with Plan Mahone Bay process.
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	Apr., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	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. Dept. of Infrastructure & Housing currently undertaking consultative process for Affordable Housing Commission.

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	Apr., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	50%
		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	Apr., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Engineer engaged; estimates 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	Apr., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Staff have met with MODL to explore the opportunity to partner and are awaiting consideration of proposal by MODL, which will be reported to Council. Estimates anticipated to 2021-22 budget process.			
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	Apr., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: In progress. Report to be discussed at Policy & Strategy Committee initial meeting.			
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></div><div></div></div>	75%
		Notes: Modification of design completed; templates being updated now.			
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	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: Letter has been sent to Oakland Property Owners Association.			

20	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		75%	Notes: Staff have met with organizers and started planning process.
21	Staff to investigate furniture and equipment options for Council Chambers and bring options back to a future Council meeting.	25-Feb-21	Mar., 2021			Notes: Report on Council's Mar 25 meeting agenda.
22	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		75%	Notes: Engineer engaged; estimates to 2021-22 budget process.
23	Council approve the 2021/22 REMO budget in the amount of \$135,200 with the Town's portion being \$3,389.45.	09-Mar-21	Mar., 2021			Notes: Approval forwarded to REMO
24	Forward the request (trees and urban forest in strategic plan) to the strategic plan process.	09-Mar-21	Mar., 2021			Notes: Completed
25	Council write a letter to the NSFM to express support for renewing the offshore drilling moratorium for George's Bank.	09-Mar-21	Mar., 2021			Notes: Completed
26	Direct staff to draft a letter to John Davis of the Clean Ocean Action Committee, inviting the Committee to present to Council regarding this issue.	09-Mar-21	Mar., 2021			Notes: Completed

27	Refer the request regarding cenotaph beautification to the 2021/22 Budget process.	09-Mar-21	Mar., 2021	
		Notes: Completed		
28	Provide relief in the amount of \$1,500 for costs incurred in relation to a water service issue rectified by the Town in 2019.	09-Mar-21	Mar., 2021	
		Notes: Relief is being processed by finance staff.		
29	Provide relief in the amount of \$8,463.51 for charges resulting from a 2020 water leak which has been addressed.	09-Mar-21	Mar., 2021	
		Notes: Relief is being processed by finance staff.		

Chief Administrative Officer's Report - 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.
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2	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program	<p>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 (to take place in fiscal 2021-22). AIM Network annual conference took place virtually Oct 28-29; CAO and Mayor Devenne presented on Town AM program / committee experience. New MAMP-funded poster series now on Town website.</p>
3	Municipal Joint Services Board (MJSB)	<p>MJSB not proceeding with Safety and Procurement shared services in 2020-21 at request of MODL; discussions continue but staff do not anticipate until 2022-23. HR Shared Service (MoDL/TOB with ToMB) up and running. 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. MJSB 2021-22 budget on agenda for Board meeting Mar 24, 2021.</p>

4	Riverport Electric Shared Service Committee	<p>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 planned rate study. Shared Service Committee meetings expected to resume soon (having been temporary discontinued due to Riverport Board turnover). Update report to Council anticipated ahead of 2021-22 budget process.</p>
5	Regional Emergency Measures Organization (REMO)	<p>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. Training opportunities for staff /Council (ICS 100-200) identified in coming months.</p>

6	Alternative Energy Resource Authority (AREA)	Weekly AREA staff meetings continue by phone. NB Power imports continue under new annual agreement for 2021. BUTU applications for 2022 submitted. Community Solar Gardens funding application submitted by AREA staff; awaiting confirmation. HOME (Heatpump Options Made Easy) program launched Oct 1 (see statistics below).
7	FCM / Clean Foundation Transition 2050 (Partners for Climate Protection) Initiative	Staff have completed 2019-20 LCC project, final report filed with Dept. of Energy Mar 5, 2021. Transition 2050 program with Clean Foundation nearing completion with SSG having delivered final modelling reports. Staff introduced draft Community GHG Reduction Action Plan to Council Jan 28, received approval for Engagement Plan Feb 9; Engagement Plan now fully implemented, report on Council's Mar 25 agenda recommending adoption of final draft Community GHG Reduction Action Plan.

8	Lunenburg County Accessibility Advisory Committee	<p>CAO serving as staff policy resource to Lunenburg County Accessibility Advisory Committee. 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. Province has extended legislative deadlines for the development and implementation of Accessibility Plans and associated Operational Plans to April 1, 2022. Recommendations anticipated to 2021-22 budget process.</p>
9	Nova Scotia Federation of Municipalities (NSFM)	<p>CAO remotely attended Feb 19, 2021 meeting of Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative (next meeting scheduled for April, 2021). Participated in Fall AMA/NSFM AGMs and Town Caucus in remote format. Municipal Awareness Week 2020 celebrated Nov 15-22; virtual infrastructure tour video published on Town website / Youtube. Supporting NSFM / AMANS COVID-19 infrastructure funding discussions with Federal representatives.</p>



1	Streets & Sidewalks	During the reporting period there were 2 snowfall events which required plowing/salting of streets, sidewalks and infrastructure facilities. Other street and sidewalks salting was conducted as necessary. A number of potholes were repaired on Edgewater and Main Street. Portable speed sign reports were prepared and the remaining sign was moved to 83
2	Cemeteries & Open Space	Regular collection from public area waste receptacles was conducted. Some fallen tree limbs were removed from Park and Bayview cemeteries.
3	Electric Utility	Staff responded to an unscheduled power outage 4-6 am, March 2; east feeder outage due to high winds and limb on powerlines. Staff continue to collect information from existing transformers within the distribution system for purposes of Asset Management. The remaining powerline tree trimming was conducted along Main St. (Clairmont to Long Hill Rd. intersection); also tree trimming conducted near 36 Fauxburg Rd and 2 large hazardous trees were removed along Orchard St. The 1 remaining reclosure which was out for upgrade/maintenance was re-installed at the Sub-station.

4	Water Supply, Treatment & Distribution	Regular monitoring and maintenance activities continued. Planned upgrades to the Pumphouse were completed during the month. The SCADA Upgrade/New Antenna Project at the Water Treatment Plant is now complete. Routine flushing of water mains was conducted in various locations throughout the water distribution system.
5	Sewage Collection & Treatment	Regular monitoring and maintenance activities continued. The PAA (peracetic acid) pilot program continued with promoting analytical results. Staff met with engineers from CBCL Ltd. for the development of a proposal to decrease stormwater infiltration.
6	COVID-19	Staff continue to provide essential services while practicing physical distancing, wearing of masks and good hygiene practices.
7	New Long Term Care Facility	Working with KVM Consultants to review civil engineering plans concerning the new LTCF to be built near 164 Main St. Also, researching possible upgrades to the Town's water distribution system which could improve fire flows.
8	Staff Training	All operations staff attended a Fall Protection Certification Course on March 16 and will be attending a Confined Space Entry Course on March 24.

Finance Manager's Report - March 25, 2021

1	COVID-19	No change from prior report. Finance staff continue to provide a high level of service to residents remotely during these challenging times.
2	Provincial Reporting	No outstanding Provincial Reporting Requirements at this time.
3	Tax Bills/Tax Sale	Tax accounts are paid up to date, and there will be no Tax Sale for Fiscal 2020-21.
4	Audit	The Audit Services RFP has concluded with the award of the Audit Services Contract staying with the incumbent auditor, Deloitte. Staff have been in preliminary discussion with Deloitte to plan the upcoming 2020-21 Audit.
5	2021-22 Budget	Finance Staff are working on finishing up Budget Documents for the upcoming Budget Deliberations.

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

1	Plan Review	Background Report, What We Heard Report, and Principles, Vision, and Goals Report, finalized and posted on the Plan Mahone Bay website. Update email sent to those who have requested to be added to the distribution list.
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2	By-laws and Policies	Public education RE leash law and 'stoop and scoop' continues; anecdotally, more reinforcement needed on 'stoop and scoop'; disclosure document developed for an enforcement issue that recently wrapped up, now can be used as a template.
3	Communications and Public Engagement	Ongoing weekly communication about Asset Management in the Town, on a monthly rotation. Developing materials for by-law education such as civic numbering, and outdoor burning. Pushing out information about paper bags and green bins for leaf and yard waste clean-up and plastic bags will not be collected. Staff have been working on four concurrent Public Engagement Plans: Traditional Land Acknowledgement; GHG Reduction Strategy; Bandstand Engagement; Community Bicycle Route.
4	Council Support	Ongoing support for Strategic Planning Process. Extended call for Committee Applicants. Developing options for Council's decisions about new Council Chambers.
5	Wayfinding Project	Working with designer to finalize locations and necessary details for signage.
6	Council of Canadians	Staff have been working with event organizers; staff will provide hosting with Town zoom account and streamed live on Town YouTube page.

By-law and Policy Review - Mar 25, 2021

1	Trees By-law	Target	Staff to prepare a report on drafting a Trees By-law in context of Plan Review. Pending discussion at Strategy & Policy Committee.
		31-Mar-21	
2	Park By-law	Target	Staff to review Park By-law in context of Plan Review.
		31-Mar-21	
3	Off Premises Signage Policy	Target	Staff to review Off Premises Signage Policy in context of Plan Review. Pending discussion at Strategy & Policy Committee.
		31-Mar-21	
4	CAO Performance Review Policy	Target	Staff to prepare a report on drafting a CAO Performance Review Policy. Pending discussion at Strategy & Policy Committee.
		TBD	
5	Employee Conduct Policy	Target	Staff to review Employee Conduct Policy in relation to violence in the workplace. Pending discussion at Strategy & Policy Committee.
		TBD	
6	Local Improvement By-law	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
7	Council/CAO Relations Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
8	Plastic Signage Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	

9	Delegation Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
10	Wildlife Feeding Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
11	Workplace Wellness Policy	Target	Amended policy approved at Council March 9, 2021.
		Completed	
12	Dangerous and Unsightly	Target	Staff have identified a need to review for clarity. Pending discussion at Strategy & Policy Committee.
		TBD	
13	Council Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
14	Respectful Workplace Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
15	Fees Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
16	Penalties By-law	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
17	Dangerous and Unsightly	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
18	Committee Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
13	Land-Use By-law and Municipal Planning Strategy	Plan Review Underway. Initial plan documents approved at Council on January 28, 2021 and posted on Plan MB website.	
TO BE REVIEWED AT POLICY & STRATEGY COMMITTEE MTG.			

Service Statistics - Mar 25, 2021

1	By-law Enforcement	Feb. 2021	Parking Tickets: 0	
		Notes: Continued development of a Town enforcement plan, patrols within Mahone Bay promoting pets on leash and "stoop and scoop", developed disclosure document template.		
2	Police Services (founded & SUI occurrences)	Q3 2020	50	YTD: 390
		Notes: None.		
3	Mahone Bay & District Fire Department	Jul-Dec	27	-
		Notes: MVCs: 3; Fire Alarms: 12; Mutal Aid: 7; Other: 5		
4	Traffic (Speed Signage)	Nov-Dec, 2020	<u>45 Pleasant</u> Av. Speed 33 / 50 Kph	<u>45 Pleasant</u> Av. Speed 33 / 50 Kph
		Jan-Feb, 2021	<u>45 Pleasant</u> Av. Speed 27 / 50 Kph	<u>45 Pleasant</u> Av. Speed 25 / 50 Kph
		Notes: Sign in need of replacement, report anticipated to 2021-22 budget process.		
5	Solid Waste (Tonnage)	Dec. 2020	77.60	YTD: 774.44
		Notes: Recyclables = 14.37; Organics = 17.53; Garbage/Other = 38.18; Cardboard = 7.52.		
6	HOME Program	Leads: 50	Installations: 5	
		Notes: Ambassador engagement (Oct-Nov 2020) to resume in April 2021.		
7	Water Utility	Pumped	Oct., 2020: 17,517,000 Litres	
		Treated	Oct., 2020: 16,247,000 Litres	
		Sold	Oct., 2020: 7,216,982 Litres	
8	Electrical Utility	Domestic	Q3: 1,309,122 kWh; YTD: 4,443,813	
		Commercial	Q3: 103,204 kWh; YTD: 365,204	
		Industrial	Q3: 1,197,036 kWh; YTD:	

9	CodeRED Registrations	28/02/2021	Residential: 290; Business: 10; Email: 153; Text: 192
		31/01/2021	Residential: 285; Business: 10; Email: 150; Text: 189
		31/12/2020	Residential: 285; Business: 10; Email: 146; Text: 189
		2020-03-31	Residential: 243; Business: 12; Email: 134; Text: 157

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

2021-25 Strategic Plan Currently Under Development

21st Century Infrastructure

			2018/19 Year 2				2019/20 Year 3				2020/21 Year 4			
General Action	Specific Action	Responsible	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Facilities Management	Council makes decisions and authorizes staff to prepare RFP(s) relating to renovation or construction of facilities.	Council									*			
		Fire Station project management / engineering assistance with the preparation of design-build tender documents contract awarded to Vigilant Management Inc. Feb 11, 2020. Design - build contract awarded to Roscoe Construction Ltd. Sept 8, 2020. Project underway with regular progress updates provided to Council. Staff have applied for ICIP funding for Community Hall project on Council's direction.												

	Condition Assessments of Town Infrastructure	CAO/DOO	Ongoing
		FCM MAMP funding application approved. Project work is now substantially complete. Report provided to Asset Management Committee meeting February 18, 2021. Final report to FCM in progress.	

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 (2021-22). Town AM Committee meeting monthly. New Poster-Fact Sheet series on Town website now.														
	Adopt Asset Management Plan	Council	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	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. Development of asset management plans for each asset class - for consideration of Council - planned for new two-year committee term.												
	Prepare annual 10 year capital budget	Council/Staff	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	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 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
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Provide safe streets and sidewalks	Active	Council								*				
	Transportation Plan	CBCL Ltd. Transportation Plan Report presented to Council May 12, 2020, referred to Asset Management Committee to be considered in future AM planning. Staff have applied to Connect2 program and included 2020-21 Transportation Project in Bicycle NS AT infrastructure ICIP application. Connect2 funding not received. Council approved engineering designs for 2020-21 project and engagement plan for community-wide all ages cycle route Feb 9, 2021. Engineering designs underway for 2021-22 budget process. Cycle-route engagement activities anticipated into summer 2021.												

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

Foster inter-municipal cooperation	Report on existing shared services and explore opportunities for additional cooperation with other units.	CAO	Ongoing
		Shared Building & Fire Permits pilot proceeding well; recommendations to 2021-22 budget process anticipated. Shared HR services also proceeding well; Mahone Bay participating in performance management initiative. Shared procurement and safety being considered through MJSB for possible 2021-22 implementation (likely delayed to 2022-23). Staff working with REMO and MoDC contract staff to strengthen local EMO cooperation.	

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

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

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

<p>an economic development strategy</p>	<p>Discussion with all partners as to the role of each in economic development to identify gaps in service</p>	<p>Council/Econ. Dev Committee</p>										<p>*</p>		
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<p>Ensure that Town policies.</p>	<p>Staff to review existing and proposed bylaws and policies and make recommendations to Council</p>	<p>CAO</p>	<p>Ongoing</p>	
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Collaborate with organizations that are involved in economic development activities	Regular meetings with Mahone Bay Tourism and Chamber of Commerce	CAO	Ongoing
	MBTCC participation on Economic Development Committee	Econ. Dev Committee	Ongoing
	Engage with other Lunenburg County units via Lunenburg County Economic Development group	CAO / Deputy CAO	Ongoing

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

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 decision-making	Participate in Council Governance training annually or as appropriate	Council				*				*				*
		Council received significant training - internally and externally provided - in a variety of areas following October 2020 municipal elections. Audit training modules for Council and public members should be available soon from the Province.												
	Engage in discussions regarding governance / electoral systems	Council								*				
		2020 municipal election successfully conducted with fully alternative voting as per Alternative Voting By-law approved in July, 2020; 70.3% turnout recorded (3rd highest in NS).												

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

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

			2018/19				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
Pursue Climate Mitigation Strategies (reducing Town carbon footprint)	Establish Baseline Emissions Data	CAO/Consultant						*						
		Updated draft Community GHG Reduction Action Plan developed in-house by Katherine Dorey (hired with LCC funding) - including baseline emissions data established by SSG consultants and Town data collection - provided to Council's Jan 28 meeting. Final baseline data and scenario modelling from SSG received and incorporated into final draft Plan for Council's consideration.												
	Adopt Targets and Develop Plan	Council/Consultant							*	*				
		Updated draft Community GHG Reduction Action Plan developed in-house by Katherine Dorey (hired with LCC funding) - including proposed targets, actions, scenario modelling - provided to Council's Jan 28 meeting. Engagement plan for consideration of Action Plan approved Feb 9, now fully implemented. Report and final draft Community GHG Reduction Action Plan on Council's Mar 25 agenda.												
	Implement Plan	CAO/DOO									*	*	*	*

Undertake Climate Adaptation initiatives (implement further phases of the Harbour Development Plan)	Engage with waterfront property owners on Edgewater St.	CAO	<div><div></div><div></div><div></div><div>*</div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
	Monitor and pursue funding opportunities for a storm surge abatement plan	CAO	Pursuing Investing in Canada Infrastructure Funding (Small Communities Component); staff recently updated CBCL Ltd. estimates for potential upcoming ICIP call for proposals. INTACT funded Shoreline Improvement demonstration project now underway with Coastal Action.
	Public engagement process	Council/Consultant	<div><div></div><div></div><div></div><div></div><div>*</div><div>*</div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
		See above. Adaptation engagement and education project - 3d modelling, signage - linked to INTACT funded project now underway in coordination with Coastal Action.	
	Council makes decision and authorizes staff to prepare RFP(s)	Council	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div>*</div></div>
			Funding not yet received; continues to be a priority in Council's 2020-21 budget. Letters sent to MLA/MP.








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




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





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

2021-22 Budget Process Begins Soon

	Total Cost	Town Cost	
1 Asset Management Initiatives	\$72,895	\$26,495	75%
	Notes: MAMP funding received and project work has begun; report to AM Committee Feb 18, final report to Council anticipated ahead of 2021-22 budget process. AIM Cohort 2.0 approved in 2020-21 budget; program start date TBD (expected Spring 2021-22).		
2 Transportation Plan	\$33,237	\$18,237	
	Notes: CBCL Ltd. Transportation Plan Report accepted by Council July 14, 2020.		
3 GHG Reduction Initiatives 2019-20	\$50,000	\$25,000	
	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; now fully implemented. Final draft Community GHG Reduction Plan and engagement report on Council's March 25, 2021 meeting agenda.		



4 GHG Reduction Initiatives 2020-21	\$60,000	\$30,000	 25% Notes: LCC Program funding application submitted. Funding application not approved. Update to 2021-22 budget process anticipated.
5 Centennial Year Program	\$73,270	\$15,000	 Notes: Final dates disrupted by COVID-19; final report to federal Legacy Fund due Mar 31, 2021. Wrap-up report to Council anticipated ahead of 2021-22 budget process.
6 Town Website Update	\$12,000	\$12,000	 Notes: Website launched Sept. 18, 2020. Staff currently updating / troubleshooting.
7 MPS / LUB Update - Year 1	\$80,000	\$80,000	 Notes: Contract awarded to Upland planning + design, completion expected by July, 2021. Engagement Phase 2 (Year 2) cleared to begin on Council's approval of initial reports Feb 2021; engagement activities April-June, 2021.
8 Wastewater Rate Study	\$12,400	\$12,400	 25% Notes: Consultants contacted but work deferred. Report anticipated to Council's 2021-22
9 Electric Utility "Grow the Load" Initiatives	\$8,000	\$8,000	 Notes: AREA HOME Program / ambassadors community promotion begun Fall 2020 to resume in Spring 2021. Additional initiatives anticipated in 2021-22 budget.
10 Electric Utility Rate Study	\$5,000	\$5,000	 25% Notes: Consultants contacted but work deferred. Report anticipated to Council's 2021-22 budget process.

11 Wayfinding Strategy / Signage	\$27,500	\$10,000		75%
	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. Substantial Completion by Mar 31, 2021 with installation when weather permits.			
12 Waste Receptacles	\$12,000	\$12,000		25%
	Notes: Pricing received, receptacles to be ordered for installation in Spring 2021. Deferred to 2021-22 Budget process for additional discussion.			
13 Accessibility Operational Plan	\$25,000	\$25,000	Not Yet Begun	
	Notes: Had been waiting on approval of Lunenburg County Accessibility Plan. Deadline extended to April 1, 2022 due to COVID-19. Deferred to 2021-22 budget process.			
14 Climate Adaptation Initiatives	\$15,000	\$15,000		50%
2020-21 Budget - Capital Projects - March 25, 2021				
2021-22 Budget Process Begins Soon				
Town General				
1 Build / Acquire / Renovate PW & Utility Facility	\$50,000		Not Yet Begun	
Notes: Contingent on other facilities decisions, to be considered 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>	
		Notes: 2011 Ford Ranger purchased.			
3	Repair / Renovate Town Hall Facility	\$100,000	\$12,771.00	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: Contract awarded to Mid-Valley Construction Feb 2021. Work to be completed by April 30, 2021.			
4	Build New Fire Station	\$3,709,263	\$488,354.00	<div><div></div><div></div><div></div><div></div><div></div></div>	25%
		Notes: Design-build contract awarded to Roscoe Construction Ltd. Sept 8, 2020. Project underway with regular progress updates to Council.			
5	Resurface Fire Station Parking Lot	\$90,000		Not Yet Begun	
		Notes: Linked to above. Planned for 2021-22.			
6	Radios & Pagers	\$5,000	\$3,310.00	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: Pagers Purchased.			
7	New PPE	\$22,000	\$13,300.00	<div><div></div><div></div><div></div><div></div><div></div></div>	
		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>	
		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. Engineering work approved by Council for project implementation in 2021-22; will be reviewed in 2021-22 budget process.			
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>	75%
		Notes: Coordinating with Wooden Boat Society. Work substantially completed.			
13	Bandstand - Phase 3	\$20,000	\$4,661.00	<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 pending consultation with users / stakeholders; opportunities for COVID-19 adaptation (funding). Engagement Plan approved February 9, 2021 now underway.			
14	Annual Installation of New Sewer Services	\$10,000	\$1,954.00	<div><div></div></div>	25%
		Notes: Few new services installed. Done on an as-needed basis.			
15	Replace Pumps - Station #2	\$10,000	\$6,590.00	<div><div></div><div></div><div></div><div></div></div>	<div><div></div></div>
		Notes: Pump Replacement Complete			
16	Breakwater Repairs	\$8,500		Not Yet Begun	
		Notes: Coordinating with Wooden Boat Society. Not anticipated as necessary in 2020-21.			
17	Sea Level Rise / Storm Protection - Edgewater St.	\$349,800	\$1,564.00	Not Yet Begun	
		Notes: 2016 Edgewater St. Shoreline Project estimates updated for potential ICIP application. INTACT funded demonstration project underway with Coastal Action.			
18	Home Heating Programs (Town Portion)	\$50,000		<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.			

19	Community Solar Garden	\$5,205,684	\$4,860.00	Not Yet Begun	
		Notes: Dept. of Energy ICIP funding application submitted by AREA staff.			
20	Fix / Repair Edgewater Lamps & Cemetery Fence	\$20,000		Not Yet Begun	
		Notes: External funds not received. Postponed to consideration in 2021-22 budget process.			
21	Replace Ballfield Backstop	\$25,000	\$18,250.00	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>
		Notes: Project Complete.			
22	Drill Well at VIC	\$10,000		Not Yet Begun	
		Notes: As required.			
23	Install Dechlorination System	\$105,000	\$47,805.00	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div> 75%
		Notes: PCAP funding re-allocated from Tranmission 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></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div> 75%
		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 Beaur	
	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 Beaur	
	Notes: Waiting on ICIP funding window.				
Water Utility					
1	Connection of New Water Services	\$5,000	\$4,128.00	<div><div></div><div></div><div></div></div>	75%
	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>	
	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 Beaur	
	Notes: Project will be completed during Fiscal 2021-22.				
8	Replace Door / Window / Wet Well Cover	\$5,000		<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></div><div></div></div> 50%
		Notes: Workhas 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	\$33,653.00	<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	<div><div></div><div></div><div></div><div></div><div></div></div>	
		Notes: As required.			
5	Home Heating Programs (Utility Portion)	\$50,000		<div><div></div><div></div><div></div><div></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		<div><div></div><div></div><div></div><div></div><div></div></div>	Not Yet Begun
		Notes: NRCan funding announced, installation planned for Spring 2021.			
7	Purchase Utility Chipper (50% Riverport)	\$40,000		<div><div></div><div></div><div></div><div></div><div></div></div>	Not Yet Begun
		Notes:			



Town of Mahone Bay
Staff Report
RE: 2020-21 Write-Offs
March 25, 2021

General Overview:

This staff report is to provide Council with a recommendation relating to the annual write-off of uncollectable accounts.

Background:

At year-end the outstanding accounts of the Town are reviewed by staff to determine chance of collection. Outstanding amounts with low chance of collection are sent to the Province. If the Province is successful in collecting payment, the Town will receive a portion of the funds received. However, as the chance of collection is low, the Town's auditors require that these amounts be written-off as not to overstate receivables at year end. Staff have prepared the attached write-off list for Council review.

Recommendation:

It is recommended,

THAT Council write-off accounts in the amount of \$3,235.77 as presented.

Respectfully submitted,

Luke Wentzell, CPA, CMA
Manager of Finance





Town of Mahone Bay
Staff Report
RE: Council Chambers
Furniture & Equipment
March 25, 2021

General Overview:

This report is intended to provide Council with recommendations for the layout of the Council Chambers and furniture / equipment to be procured for the space.

Background:

Council approved the award of the contract to renovate the second and third floor of Town Hall to Mid-Valley Construction, on February 9, 2021. As part of this process Council has the opportunity to consider the future use of Council Chambers.

On February 25, 2021 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 Hall, and to begin discussion regarding the future use of Council Chambers and furniture/equipment to be purchased. Council passed a motion directing staff to investigate furniture and equipment options for Council Chambers and bring recommendations back to a future Council meeting.

Analysis:

Room Layout and Furniture

There are limited options for the layout of the meeting space, due to the dimensions of the room. The future use of the space will need to be multi-functional. Once construction is complete it will be the only accessible meeting room in the building. Staff have researched furniture options and recommend purchasing a modular boardroom system to make the most effective use of the limited space. Modular desks will allow the room to have several meeting configurations:

- a) Council configuration – this layout is somewhat similar to the existing layout with Council in a u-shaped formation with space in the centre for equipment.
- b) Social distancing configuration – the tables broken out so that all meeting members can maintain six feet of distance.
- c) Board room configuration – the full table positioned in the centre of the room, allowing for easier movement around the furniture.
- d) Break-out groups – the tables configured in smaller groups in the corners of the space.

Having modular desks that attach to each other will resolve the issue of the desks shifting. Having space in the centre of the Council configuration set-up that gives

access to the jacks and outlets being installed in the floor will mean that technology can be easily plugged in with no wires running along the floor.

With the kitchenette area removed, when set up in the Council meeting configuration, Council tables can be switched with the gallery. This allows for citizens wishing to view the meeting in person to enter chambers at the top of the main staircase, they will no longer be asked to walk around to the furthest door. This will also give the gallery easier access to the new accessible washroom.

If Council approves the purchase of new furniture, a plan will be needed to dispose of the existing council desks. It is proposed that the donation plaques be removed and a wall hanging be designed to feature them on a wall within Council Chambers. The desks themselves could be donated or given away.

Technological Considerations and Equipment

Over the past year, Council has adapted very well to conducting meetings via Zoom, which has resulted in improved access for the public. To retain the public engagement that has been gained over the past year, it is important to continue to live stream Council meetings. The system used in Council Chambers before Covid-19 lockdown will not function well with the new live streaming system.

Staff has been consulting with MJSB IT on all technology proposed for Council Chambers and has received advice on the most seamless way to transition to in-person meetings. Staff proposes that Council, when meeting in-person, continue to use Zoom / Youtube for live streaming and recording Council meetings. This will provide consistency for citizens; they can continue to watch meetings in the same manner they have over the past year. It also provides a seamless plan for remote participation when necessary.

To use Zoom while meeting in person, room mics need to be procured. This report reflects estimates provided by the company that designed the technology for the Municipality of the District of Lunenburg's new Council Chambers. This includes the room mics that will be needed; these mics are configured so that anyone attending by phone on Zoom can still be heard on the live stream. It also includes a room camera that would be placed above the gallery. This camera would be used to capture the entire room. An example of when this will be useful is to record a training session or presentation not included in a Council meeting, as well as for board meetings with third-parties via videoconference.

Mounting a television on the side wall of Chambers, near the gallery and on a bracket to allow for the screen to be aimed toward the gallery or flush against the wall when not in use will allow the gallery to have a close-up view of items shared in the Council agenda.

Accessibility

Staff met with the owner of a hearing solutions company, to discuss options to add accessible hearing equipment to Council Chambers. It was suggested that a full

audio loop system be installed. This system allows people with t-coil hearing aids and cochlear implants to directly connect their devices to the system. The full system also comes with a transmitter and earbuds so that those without the technology can still take advantage of the system.

There are potentially grant programs designed to help with the expense of procuring these systems. The ideal location for the loop wiring would be under the new flooring. Since there is no time to apply for and receive a grant before that step of the renovation, the consultants have proposed that the wire is laid under the new flooring now, for a cost of \$355.00. This will allow for the system to be installed in the future if Council decides to direct staff to apply for a grant to help with the total cost (which has been quoted at \$6,540.75). The wire could be added post renovation but the system would not function as well as the ideal location for the wire is under the new vinyl flooring.

It is proposed that a tablet be purchased for hearing accessibility, for use at least until Council decides whether or not to install a hearing loop system. A person in the gallery with a hearing impairment could watch the meeting on the tablet screen via Youtube, with closed captioning enabled.

Council's approval of this approach to wiring and equipping the Chambers is necessary at this stage to coordinate installation of ports / conduits with Mid-Valley Construction while floors are being redone, to minimize the wires running through the Chambers.

Financial Analysis:

Costs for Council Chambers equipment and furniture will be reflected in 2021-22 annual budget.

It is recommended that Council direct staff to dispose of the existing desks in accordance with policy, retaining the plaques for display in Council Chambers and that Council budget \$10,000 for purchase of new Chambers furniture in 2021-22.

It is further recommended that Council direct staff to proceed with the installation of the hearing loop wire while the floor is being redone (at an estimated cost of \$355) and that Council budget \$5,000 for the purchase of new Chambers equipment in 2021-22. A new viewing screen, along with a pivoting bracket can be purchased for ~\$800. A tablet for use by hearing impaired gallery members can be purchased for ~\$500. The total cost for a room camera and room mics is estimated at \$3,200.

Links to Strategic Plan:

- 3.1 21st Century Infrastructure
 - Facilities Management
 - Implement Federal and Provincial Accessibility legislation

3.3 Governance and Public Engagement

- Improve communications and share information with the public in a manner consistent with their needs
- Create opportunities for public engagement

Recommendation:

It is recommended,

“THAT Council approve furniture and equipment for the Council Chambers as recommended, for inclusion in the 2021-25 annual operating budget; and,

THAT Council direct staff to proceed with the installation of the hearing loop wire while the Council Chambers floor is being redone; and,

“THAT Council direct Staff to include accessible hearing solutions in Accessibility Operational Plan, anticipated in 2021-22.”

Respectfully submitted,

Kelly Hedden





Town of Mahone Bay

Staff Report

RE: Regional Cooperation on Anti-Racism and Discrimination

March 25, 2021

General Overview:

This report is to update Council concerning an opportunity for intermunicipal cooperation on Anti-Racism and Discrimination.

Background:

At the February meeting of the Lunenburg County Mayors/Wardens, Deputies, and CAOs, staff of the Municipality of the District of Lunenburg (MODL), the Municipality of Chester (MOC), and the Town of Mahone Bay (TOMB) were asked to review opportunities for intermunicipal cooperation on Anti-Racism and Discrimination.

It is the understanding of staff that as the Town of Lunenburg and the Town of Bridgewater currently have their own municipal Anti-Racism and Discrimination initiatives, neither Town is interested in participating in a regional approach.

Analysis:

On review, staff recommend a project-by-project approach to intermunicipal cooperation on Anti-Racism and Discrimination so that challenges and opportunities can be addressed in a timely manner. As a first step, MODL, MOC and Town staff recommend jointly providing unconscious bias training for council members and staff of the three municipalities.

While this is a very small first step, staff believe that this will be an important first step in preparing staff and Council for further steps such as a review of language used in policy and processes.

Financial Analysis:

Staff estimate the cost of this training at \$3,00 based on our relative number of Council members and staff.

Links to Strategic Plan:

3.2 Economic and Community Development

- Encourage diversity in community.

Recommendation:

It is recommended,

THAT Council direct staff to work with their counterparts in the Municipality of the District of Lunenburg and the Municipality of Chester to implement unconscious bias training for council members and staff of the three municipalities.

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO





Town of Mahone Bay

Staff Report

RE: Refinancing Debenture (TBR)

March 25, 2021

General Overview:

This staff report is to provide Council with an update and recommendation relating to the refinancing of an existing Long-Term Debenture.

Background:

The Town currently has a Long-Term Debenture with the Municipal Finance Corporation (MFC) that is expiring June 1, 2021. The project was originally financed through the issue of a long-term debenture in 2006 in the amount of \$370,000. The project was to be financed over 20-years, but MFC debentures can only be locked in for 15-year terms, so the Town is now required to refinance the remaining \$92,500 of this debenture for another 5 years. A new Temporary Borrowing Resolution (TBR) is therefore required.

Recommendation:

It is recommended,

That Council pass the attached Temporary Borrowing Resolution (TBR) in the amount of \$92,500.

Respectfully submitted,

Luke Wentzell, CPA, CMA
Manager of Finance



MUNICIPAL COUNCIL OF THE

TEMPORARY BORROWING RESOLUTION

Amount: \$ _____

Refinancing Project: _____

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

WHEREAS clause 66 (4)(b) of the Municipal Government Act authorizes the Municipality to expend funds for the purpose of paying or retiring debentures;

BE IT THEREFORE RESOLVED

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

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

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

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

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

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

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

GIVEN under the hands of the Clerk and under the seal of the Council of the _____ this _____ day of _____, 2021.

Clerk



Town of Mahone Bay

Staff Report

RE: Traditional Land Acknowledgement

March 25, 2021

General Overview:

This report is to provide Council with an update on the status of the Territorial Land Acknowledgement Engagement Plan and provide Council with wording provided by the Gold River First Nation in response to the Town's request for their input.

Background:

At the April 14, 2020 regular meeting, Town Council approved the following Land Acknowledgement Statements:

Long version

I wish to begin by acknowledging that Mahone Bay is in the traditional land of Mi'kma'ki. The municipality and all the peoples here are the beneficiaries of the peace and friendship treaties with the Mi'kmaq. I extend to the Mi'kmaw people my respect and desire to build stronger relationships in the spirit and intent of these treaties.

The long version is used for more formal events.

Short version

Let me begin with our deep thanks to the Mi'kmaw people. We are gathered today in the traditional land of Mi'kma'ki, and we are grateful.

The short version is used for a less formal occasion or if an acknowledgement has already been used.

At that same meeting the following motion was passed:

THAT Council request a review of the territorial acknowledgement in December 2020 to ensure that the local indigenous community has an opportunity to offer feedback.

At the November 26, 2020 meeting of Council a motion was passed

THAT Council direct staff to develop an engagement plan in accordance with the Town's Public Engagement Policy to seek feedback from the

local First Nations Community regarding the Town of Mahone Bay territorial acknowledgement.

Council approved a Public Engagement Plan for the Territorial Land Acknowledgement (Appendix A) at the January 28, 2021 meeting.

Analysis:

Staff were connected with Gold River First Nation Councillor Natteal Battiste, who advised that the most appropriate approach for the members of the Gold River First Nation Band Council would be for her to take the existing land acknowledgments to the Band Council and elders for their input.

Ms. Battiste was provided with the approved Town of Mahone Bay Land Acknowledgements. On review Ms. Battiste provided the statements below, stating that they are what the Chief, Council, and elders are comfortable with:

Long version

Let us begin by acknowledging that Mahone Bay is located in Mi'kma'ki. The ancestral, present and future territory of the Mi'kmaw people. The municipality and all the peoples who reside and visit are the beneficiaries of the living Peace and Friendship Treaties, which were signed between the British, the Mi'kmaq, the Maliseet and the Passamaquoddy. These treaties hold the ongoing shared responsibility to respect, cooperate and coexist with each other and the land. I extend to the Mi'kmaw people my respect and desire to build stronger relationship in the spirit and intention of these treaties.

The long version is used for more formal events.

Short version

Let us begin by acknowledging that we are gathered today in Mi'kma'ki. The ancestral, present and future territory of the Mi'kmaw people. Today, we gather with the intent followed by the living Peace and Friendship Treaties - with respect, cooperation and coexistence.

It is the recommendation of staff that Council accept the land acknowledgement as it has been provided by the Gold River First Nation, and that the Town send a gift of thanks to the Gold River First Nation as a gesture of respect for the traditional knowledge and specific cultural expertise that they so freely shared with the Town.

Financial Analysis:

The January 28, 2021 Public Engagement Plan contained a budget of \$400 for traditional gifts of hospitality, mileage, and meeting hosting and staff recommend that a traditional gift of hospitality be sent now as a gesture of respect to express gratitude, therefore there are no expenses beyond the original budget for this project.

Links to Strategic Plan:

3.2 Economic and Community Development

- Ensure that Town policies, procedures, by-laws and other regulations foster growth and development
- Encourage diversity in community.

Recommendation:

It is recommended,

THAT Council accept the Land Acknowledgement as provided by the Gold River First Nation.

THAT Council authorize the Mayor to sign a letter of thanks on behalf of Mahone Bay Town Council to express the appreciation for the expertise of the Gold River First Nation.

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO





Town of Mahone Bay
Public Engagement Plan:
Territorial Land Acknowledgement

Presented to Council: January 28, 2021

GUIDING PRINCIPLES

Town of Mahone Bay public engagement is:

- Meaningful;
- Informed;
- Timely;
- Accessible;
- Transparent;
- Appropriately scaled;

NATURE OF ENGAGEMENT

• **Matter for which public engagement is being sought:**

Feedback from the local First Nations community regarding the Town of Mahone Bay Traditional Land Acknowledgement.

Short:

Let me begin with our deep thanks to the Mi'kmaw people. We are gathered today in the traditional land of Mi'kma'ki, and we are grateful.

Long:

I wish to begin by acknowledging that Mahone Bay is in the traditional land of Mi'kma'ki. The municipality and all the peoples here are beneficiaries of the peace and friendship treaties with the Mi'kmaq. I extend to the Mi'kmaw people my respect and desire to build stronger relationships in the spirit and intent of these treaties.

• **How input will be used:**

To inform the Town of Mahone Bay's traditional land acknowledgement.

• **Identified stakeholders:**

Gold River First Nations community, the Province of Nova Scotia, and the residents and taxpayers of the Town of Mahone Bay.

- **Impact of the matter on stakeholders:**

The traditional land acknowledgement represents the Town of Mahone Bay's recognition that the Town is located on land which is the ancestral home of First Nations people.

By acknowledging the connection between the local First Nations community and the land on which the Town of Mahone Bay is located the Town of Mahone Bay seeks to demonstrate respect for First Nations people.

- **Timeline for engagement / decision:**

Spring/Summer 2021 to accommodate the availability, scheduling, and cultural practices of the local First Nations community members.

- **What information is required to participate and where is it available:**

The text of both the long and short versions of the approved Town of Mahone Bay Traditional Land Acknowledgement; via Council minutes on the Town website

- **Particular circumstances (including states of emergency and public health directives):**

COVID-19 health directives limiting in-person gatherings; cross-cultural community engagement practices

ENGAGEMENT TOOLS

Which public engagement tools will be utilized:

- ☐ **Public hearing;**

Notes: _____

- ☒ **In-person meetings, round-table discussions, town halls, open houses, or workshops;**

Notes: It is the understanding of staff that the most appropriate course of action is for representatives of the Town to take part in in-person meetings with FN Community leaders and then potentially public sessions with local First Nations community members (such as are permitted by COVID-19 protocols).

It is expected that initial meetings would involve the CAO and/or the Deputy CAO and one or a few members of Council; further decisions about how many representatives from the

Town of Mahone Bay would take part in discussion will be determined by initial discussions, scheduling, and COVID-19 protocols.

✘ Digital engagement which may include webinars, message boards / discussion forums, and online polls or surveys;

Notes: These may prove to be useful due to pandemic safety protocols but staff will accept the guidance of First Nations community leaders as to whether or not this is appropriate

✘ Written engagement which may include written submissions, email feedback, mail-in surveys, polls and workbooks;

Notes: These may prove to be useful due to pandemic safety protocols but staff will accept the guidance of First Nations community leaders as to whether or not this is appropriate

☐ **Engagement by representation including the appointment of members of the public to Town committees;**

Notes: _____

☐ **Providing information through the media, websites, social media, and other channels;**

Notes: _____

✘ Other:

Notes: Staff are prepared to take the advice of First Nations community leaders as to other engagement practices which may be appropriate.

REQUIRED RESOURCES

- **Communication plan to inform the public about the public engagement plan and opportunities to provide input:**

Specific outreach to First Nations leaders will begin with letters and/or phone conversations using community contacts to inform the specific initial contacts to connect with Gold River First Nations community leaders.

Information will be shared within the local First Nations community as per the advice of First Nations leaders.

General information for all residents and ratepayers of Mahone Bay will be available through public Council meeting documents on the Town website.

- **Required resources and costs:**

Building relationships, meeting, collecting feedback from the First Nations community, and generating report to Council estimated at 20 hours staff time.

Traditional gifts of hospitality, mileage, meeting hosting estimated at \$400.



Town of Mahone Bay

Staff Report

RE: Community GHG Reduction Plan

March 25th, 2021

General Overview:

This report is intended to provide Council with a summary report on engagement activities in relation to the draft Community GHG Reduction Action Plan and to recommend the Plan for adoption.

Background:

The draft Community GHG Reduction Action Plan was introduced to Council on January 28th, 2021 (staff report attached as Appendix A). On January 28th Council directed staff to produce a Public Engagement Plan in preparation for the presenting of the final draft Community GHG Reduction Plan to Council for consideration. The resulting Public Engagement Plan was approved by Council on February 9th, 2021.

Analysis:

The summary report on engagement activities carried out in accordance with the approved Public Engagement Plan re Consideration of Draft GHG Reduction Action Plan is attached as Appendix B.

Engagement activities completed, staff present the final draft Community GHG Reduction Plan to Council for consideration, attached as Appendix C.

Financial Analysis:

Operating and capital initiatives outlined in the draft Plan have been anticipated in prior-year budgets and will be reflected in Council's 2021-22 budget deliberations.

Strategic Plan:

3.4 Environmental Sustainability

- Pursue Climate Mitigation strategies (reducing Town carbon footprint)

Recommendation:

It is recommended,

THAT Council adopt the draft Community GHG Reduction Action Plan as presented.

Attached for Council Review:

- Staff Report Jan 28, 2021
- Summary Report on Engagement Activities
- Final Draft Community GHG Reduction Action Plan

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Dylan Heide', with a long horizontal flourish extending to the right.

Dylan Heide
Town of Mahone Bay CAO

APPENDIX A



Town of Mahone Bay

Staff Report

RE: Community GHG Reduction Plan

January 28th, 2021

General Overview:

This report is intended to introduce the draft Community GHG Reduction Action Plan to Council and to provide a recommendation concerning the process for adoption.

Background:

In February of 2020 the Province announced it was supporting the Town of Mahone Bay to develop a draft Community GHG Reduction Action Plan (<https://novascotia.ca/news/release/?id=20200224007>).

Climate & Energy Outreach Coordinator Katherine Dorey was hired to develop the plan, overseeing significant data collection and engagement activities over the past year to produce the draft document for Council's consideration.

The draft Plan document is attached as Appendix A to this report.

Analysis:

Council is being presented with this draft Plan document for consideration and adoption.

Considerable engagement activities – detailed in the document – were carried out in the development of this Plan. Though this Plan is not considered a “planning document” under the MGA, it provides Council with significant recommendations for mitigation of community GHG emissions in immediate and longer terms, and staff recommend Council follow a public engagement process for the adoption of the Plan.

If Council accepts the recommendation presented by this report, staff will develop a public engagement plan for adoption of the draft Community GHG Reduction Action Plan, which will then be presented for Council's approval.

Financial Analysis:

As per the above press-release from the Province, the Town received \$40,000 in funding under the 2019 Low Carbon Communities Program (to be

matched 50/50); \$15,000 for the Transportation Plan Report and \$25,000 for the development of a Community GHG Reduction Action Plan.

With the funding support under the 2019 LCC program Katherine Dorey was hired as a term employee. Over the past year as Katherine has been working to develop the Plan she has also been laying the ground work for plan implementation and even getting started with several actions which have been approved by Council. This increased staff capacity has been a benefit to the Town and the utility in pursuing Council's climate and energy agenda.

Strategic Plan:

3.4 Environmental Sustainability

- Pursue Climate Mitigation strategies (reducing Town carbon footprint)

Recommendation:

It is recommended,

THAT Council direct staff to produce a Public Engagement Plan for the adoption of the Community GHG Reduction Action Plan.

Attached for Council Review:

- Draft Community GHG Reduction Action Plan

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO

APPENDIX B



Town of Mahone Bay Public Engagement Plan: Consideration of Draft GHG Reduction Action Plan

Approved by Council: Feb 9, 2021

SUMMARY REPORT

GUIDING PRINCIPLES

Town of Mahone Bay public engagement is:

- Meaningful;
- Informed;
- Timely;
- Accessible;
- Transparent;
- Appropriately scaled;

NATURE OF ENGAGEMENT

- Matter for which public engagement is being sought:
Consideration of Greenhouse Gas Reduction Action Plan for adoption by Council.
- How input will be used:
Input will be used to inform Council's adoption of the draft Plan (gauging public support, any amendment of Plan prior to adoption) as well as to inform implementation of the plan (identify concerns or barriers for residents and businesses to implement suggested climate change mitigation).
- Identified stakeholders:
Residents and rate payers of the Town of Mahone Bay.
- Impact of the matter on stakeholders:
Adoption of the Greenhouse Gas Reduction Action Plan comes with financial commitment to implement action items and projects entailed. Financial commitments made in the Reduction Action Plan will impact annual budgets and in turn property tax and utility rates, financially

impacting stakeholders. Many of the actions reflected in the draft Plan are already included in existing budget allocations.

Residents and ratepayers will also be encouraged to make sustainable choices and participate in green initiatives as an action to reduce community greenhouse gas emissions.

- Timeline for engagement / decision:
February/March 2021. Following adoption, GHG Reduction Action Plan will remain a living document, monitored and updated as needed.
- What information is required to participate and where is it available:
Draft GHG Reduction Action Plan. Infographic and Educational material summarizing the Plan will also be distributed on social media, on the Town website, and in monthly newsletters.
- Particular circumstances (including states of emergency and public health directives):
COVID-19 public health directives limiting in-person gatherings.

ENGAGEMENT TOOLS

Which public engagement tools will be utilized:

- ✕ Digital engagement which may include including webinars, message boards / discussion forums, and online polls or surveys;

Notes: A digital Zoom presentation and open house will be conducted to provide the public with an overview of the plan and action items. Online survey will be created to gauge interest and support for different actions and initiatives proposed in the Plan.

Summary Report: A zoom presentation was held on March 10th at 7pm. The zoom session was attended virtually by seven individuals including two members of Council. The session was recorded and a link to the presentation and discussion was posted on the Town website and shared on social media and has received an additional 12 viewings. A comment form requesting feedback on the actions was also posted on the Town website beneath the Draft Plan.

The presentation was followed by a discussion period where attendees were very engaged and were generally very pleased with the production of the Plan and happy to see this work being completed by the Town. Some of the questions and comments that were received during this period are included in Appendix A. A copy of the Presentation is Provided in Appendix B.

- ✘ Written engagement which may include written submissions, email feedback, and mail-in surveys, polls and workbooks;

Notes: Written / email submissions accepted in initial feedback period – presented to Council with initial Zoom session report.

Summary Report: During advertising and the Virtual Open House session written feedback was requested to be sent to climate@townofmahonebay.ca and was requested to structure the following questions:

Do you generally support or oppose the actions proposed in this Plan?
Are there specific actions you do not support? If so, why?
Is there an action you'd like to see included but isn't?
Do you have any concerns regarding this Plan or need further clarification? Please explain?
Any additional comments?

Additional opportunity to comment on social media posts was available.

Though no written feedback was provided from residential community members there were numerous likes and shares through social media.

Additionally, there were three organizations that reached out separately that were pleased, and interested in the work the Town was doing around reducing GHG emissions. These Include:

- *Municipality of the District of Lunenburg: discussions around how we can work together to achieve climate goals that cross our jurisdictions.*

- *Equilibrium Engineering: heard of the great work we are doing and would like to connect, Staff contact information has been provided.*
- *TorchLight BioResources: A new Mahone Bay resident and business specializing in bioenergy and district heating. Staff met with the Managing Director to learn about the company and discuss potential opportunities that might be available for Mahone Bay.*

✘ Providing information through the media, websites, social media, and other channels;

Notes: The Draft GHG Reduction Action Plan will be hosted on the website and engagement activities promoted via website, social media and the Mayor's Newsletter, as well as local media promotion. The initial Zoom session will be posted to the Town's YouTube channel as recordings.

Summary Report: The virtual open house event and draft plan for review was advertised on Social Media, in the March Mayors Newsletter, on the Town Website, on the Town's Youtube channel, on posters put up in Town, and via a press release with CKBW.

REQUIRED RESOURCES

- Communication plan to inform the public about the public engagement plan and opportunities to provide input:

Draft GHG Reduction Action Plan will be hosted on the website and engagement activities promoted via website, social media and the Mayor's Newsletter, as well as local media promotion. The initial Zoom session will be posted to the Town's YouTube channel as recordings.

- Required resources and costs:
Organizing, promoting and executing initial Zoom open house session, creating informational material, collecting associated correspondence, generating a report to Council estimated at 60 hours staff time.
Promotional costs for zoom session and survey – with limited local media advertising - estimated at \$300.

Appendix A: Comments and Questions Received

Q. Are there any resources to help homeowners maximize the carbon sequestration of their land?

A. Yes! As part of Action #14 staff can provide these resources in educational materials and continue to work with private residences to foster green spaces and encourage private landowners to be stewards of their lands.

Q. Are there any opportunities for energy recovery in the water system (e.g. small turbines in the outflow pipes)? And, has there been any discussion about biomass, bioheat/energy and district heating?

A. These were excellent points and something to consider under Action #6: assessing opportunities for more renewables. These concepts may be worth a further feasibility study and will be assessed by the Town.

Q. Concern was raised by a resident about the high cost of the HOME Heat Pump Program.

A. Staff have agreed to continue working with the homeowner on a solution and has requested Atlantic Heating and Cooling review the estimate to determine if other solutions are available.

Q. Is anything done with the Mahone Bay Power Pledge data?

A. The Mahone Bay Power Pledge data is submitted to Efficiency NS. Staff will be inquiring with the organization to try to obtain that data which would be highly supplementary to the Town's database.

Q. How does the Town foresee working with other jurisdictions and surrounding municipalities to achieve climate goals?

A. The Town is very open to meeting with other municipalities to determine common goals and solutions beneficial to both areas. A meeting to further discuss this is set for March 23rd.

Q. Will the Ellershouse Windfarm continue to run after the turbines reach the end of life?

A. It is difficult to speak 20-30 years in the future, but it would be the Town's hope that it would continue to run in some capacity after maintenance and retrofits, if needed.



Town of Mahone Bay GHG Reduction Action Plan March, 2021

EXECUTIVE SUMMARY

The Town of Mahone Bay recognizes its vulnerability in the face of climate change and on February 12th, 2019, the Town recognized the Climate Change Emergency by resolution of Council. As a result, the Town amended its Strategic Plan to include priorities for climate change mitigation and to implement initiatives to reduce corporate and community greenhouse gas (GHG) emissions.

To further build upon previous policies and plans this comprehensive emissions inventory and GHG Reduction Action Plan defines overarching goals for emissions reduction that align with the Intergovernmental Panel on Climate Change (IPCC) for a 45% reduction in emissions below 2010 levels by 2030, with a further vision to be a carbon neutral community by 2050.

The actions described in this Plan help achieve these goals and also help to realize a more sustainable and healthier future for the community. In this future, Mahone Bay is a community that sources 100% renewable electricity and electrification of municipal operations and community uses including home heating and vehicles. In addition, each home, business and municipal operation will be able to use energy efficiently and at optimal times for the utility.

Supplementing this central strategy, this Plan aims to foster additional tree coverage and green spaces, highlighting our beautiful scenery and healthy, clean air. To create a community that walks, and bikes, because active transportation is safe and convenient and a place where residents can source their products locally, reducing transportation emissions by supporting local businesses to grow and become sustainable throughout the year.

To achieve IPCC goals and a carbon neutral future, Town Staff, with assistance from Clean Nova Scotia and Sustainable Solutions Group (SSG) Consultants determined a 2010 baseline emissions inventory of 19,108 tonnes of CO₂e (18.4 tonnes/capita). Emissions by sector identified electricity and transportation as the highest emissions sources followed by buildings, solid waste and wastewater.

With this baseline, it was determined that a total emissions profile of 10,509 tonnes of CO₂e (10.14 tonnes/capita), requiring a further reduction of 5,001 tonnes of CO₂e (4.8 tonnes/capita) by 2030 is necessary to be on track for a 100% reduction by 2050.

Mahone Bay's GHG inventory and community engagement activities better informed the actions items listed in this Plan to effectively reduce emissions from municipal operations and community use. The action items listed in Section 7 and 8 aim to achieve grid decarbonization, heating and vehicle electrification, landfill waste diversion, reduction in energy for wastewater treatment and water supply, and continued community effort to implement sustainable behaviours.

Town staff provided SSG consultants with a list of these proposed actions and targets which were modelled against the baseline inventory to determine what the Town's Low Carbon Scenario looks like, should these targets be achieved. This model demonstrates that the Town of Mahone Bay will successfully reduce emissions by 91% below 2010 levels by 2050 and confirms the ability of the Town to, not only exceed IPCC targets, but also to become a carbon neutral community by 2050.

However, though the Town is well on its way to achieving carbon neutrality, additional steps will need to be taken. To complement the actions in this Plan the Town will also be seeking opportunities for carbon offsetting to neutralize the remaining 9% of residual emissions, which come from commercial transportation trucks, industrial, commercial, or institutional buildings, and existing landfill emissions from previously disposed waste.

The successful implementation of this Plan will require cooperation across municipal staff, council, and community members. This Plan is an exciting step to demonstrate the Town's leadership and commitment to mitigate the harmful impacts of climate change.



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APPENDIX A: Global Protocol for Community-scale GHG Emissions Inventory

APPENDIX B: Data Summaries

The Intergovernmental Panel on Climate Change (IPCC) has issued a special report on the impacts of global warming and the importance of keeping global temperatures within 1.5 °C above pre- industrial levels. The IPCC report sets out foreseeable and preventable climate-change related outcomes of grave importance to coastal communities. The Town of Mahone Bay aims to take effective action to mitigate and take into consideration climate change at each part of the decision-making process.

The Town of Mahone Bay is a small coastal community located on the South Shore of Nova Scotia and home to a population of approximately 1100. The Town recognizes its vulnerability in the face of climate change and on February 12th, 2019, the Town recognized the Climate Change Emergency by resolution of Council. As a result, the Town amended its Strategic Plan to include priorities for climate change mitigation and to implement initiatives to reduce the Town's corporate and community greenhouse gas (GHG) emissions.

To further build upon previous policies and plans developed such as the Municipal Climate Change Action Plan, the Flood Prevention and Shoreline Enhancement Report and the Integrated Community Sustainability Plan, this GHG Reduction Action Plan defines overarching goals for emissions reduction through a strategy of electrification and decarbonization of town operations and community uses, and lays out the path to achieving those goals.

The Town is in a unique situation, along with three other Nova Scotia municipalities, of owning and operating a municipal electric utility which can offer greater flexibility and control over the source of electricity provided to customers. By targeting 100% of electricity supplied by own source and imported renewable energy, the Town can effectively decarbonize the local electrical grid. Further actions to electrify home heating and vehicle use will

realize substantial GHG emission reductions by reducing the use of fossil fuels and increasing use of the grid's renewably produced electricity. This strategy can also benefit the utility and ratepayers.

The Town of Mahone Bay has partnered with the non-profit organization Clean Nova Scotia to participate in the Federation of Canadian Municipalities (FCM) Transition 2050 Program. This program offers training and support to municipalities to foster emissions reduction through peer learning, strategic planning, and operational implementation. Municipalities involved have been working together to develop long-term GHG reduction plans to transition to low carbon by 2050 aligning with global, federal and provincial targets:

- The Paris Agreement – Limit global temperatures below 1.5 °C by reducing GHGs by 45% below 2010 levels by 2030.
- The Pan-Canadian Framework (PCF) – reduce GHGs to 30% below 2005 levels by 2030.
- Nova Scotia's Sustainable Development Goals Act – reduce GHGs 53% below 2005 levels by 2030 and achieve net-zero emissions by 2050.

The FCM states that Canadian municipalities have influence over roughly 50% of our nation's GHG emissions and by implementing actions aimed to reduce emissions, together, we can improve the quality of life in our communities, save operational and energy costs and work towards healing our environment.

The Town of Mahone Bay is also a participating member of The Partners for Climate Protection (PCP) Program offered by FCM and ICLEI – Local Governments for Sustainability Canada. As a member of this program and the Transition 2050 Program the Town of Mahone Bay aims to meet the following milestones over the next 10-years to successfully transition to low carbon by 2050:

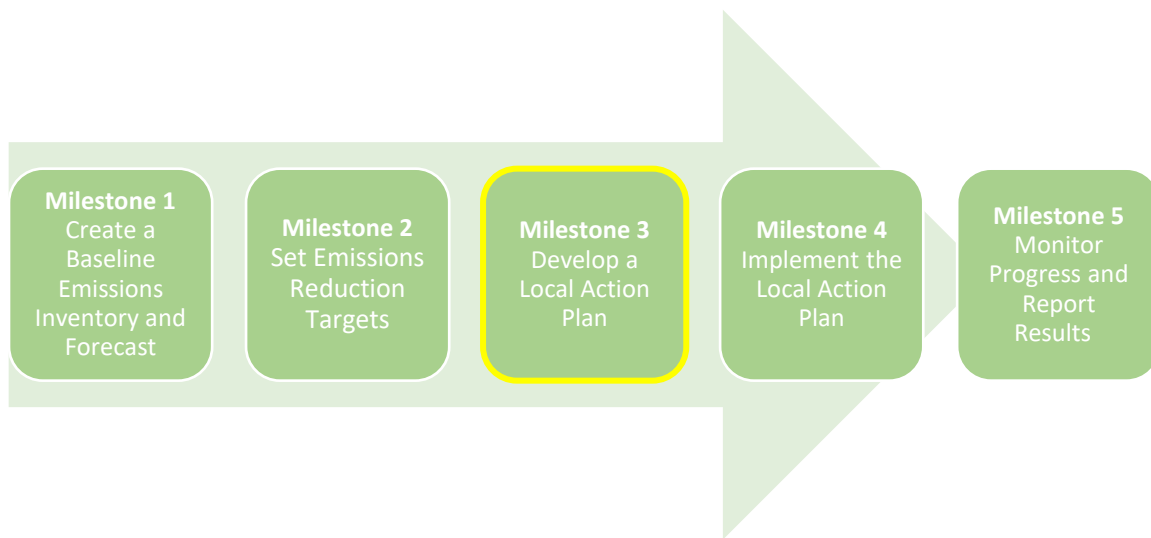


Figure 1: Milestones for Partners for Climate Protection. Yellow indicates Mahone Bay's progress.

Milestone #1 of the PCP Program has been achieved and the results are described in Sections 5: 2016 Baseline Inventory; Section 6: Business as Usual Scenario; and Section 9: Low Carbon Scenario.

The baseline emissions inventory highlighted the sectors with the highest emissions and therefore, identified the sectors in need of action to reduce overall emissions. Once the areas of focus were identified, action items that could facilitate emissions reductions were compiled and targets were set for each action that would lead the Town to meet the IPCC targets of reducing 45% of emissions below 2010 levels by 2030 and to be net-zero emitting by 2050. These targets are highlighted throughout this Plan and meets Milestone #2 of the PCP Program.

This GHG Reduction Action Plan (Milestone #3) sets out a clear path to further attain Milestones #4 and #5. The Transition 2050 Program timelines currently anticipate that participating units will finalize local action plans in Q1 2021.

STATEMENT & PHOTO FROM COUNCIL WHEN PLAN IS APPROVED

3.0 PLAN OVERVIEW

This GHG Reduction Action Plan aims to describe how the Town of Mahone Bay will continue to work towards, and meet, the five referenced PCP milestones, setting and achieving reduction targets to effectively reduce GHGs and transition to a low carbon community by 2050.

As a participating municipality of the Transition 2050 Initiative, Clean Nova Scotia and Sustainable Solutions Group (SSG) Consultants have provided the Town with a baseline emissions inventory from 2016. This inventory is important moving forward so actions can be quantified and allows the Town to clearly observe if target reductions are being met.

The baseline emissions inventory captures community, municipal and land use GHGs from every sector to determine a detailed tonnage of CO₂ equivalent (CO₂e) emitted in 2016. CO₂e is used as a standard unit to express the warming capabilities of all GHGs including methane, nitrous oxide, ozone, halocarbons and other less prominent gases.

The Town of Mahone Bay has targeted the IPCC recommended reduction of 45% below 2010 GHG levels by 2030. Up until the baseline data was received, the Town was following what the PCP Program refers to as a top-down approach, working backwards from the IPCC recommendations. With the completion of the emissions baseline, we can now complement this with a bottom-up approach, quantifying each action and its contribution to community GHG reduction.

Town staff also conducted online, telephone, and door-door data collection to gather GHG emitting parameters of homes and businesses. This data further compliments the baseline inventory to help accurately quantify actions and reductions and provides incredible insights into what actions and programs are best suited for the community of Mahone Bay. This data collection is further detailed in the following engagement section.



4.0 COMMUNITY ENGAGEMENT

Town staff in collaboration with the Alternative Resource Energy Authority (AREA) – in which the Town is a partner - have and will continue to host various engagement events to gather resident comments and concerns in relation to climate and energy projects to reduce GHGs. The following engagement activities have occurred to date.

Focus Groups

Town Staff working with AREA and Thinkwell Shift (a consulting firm engaged by AREA), hosted focus groups within the Town to gather thoughts from two groups of 5-6 residents: environmentally minded individuals, and the representative Mahone Bay resident. Residents were asked their opinions on three different topics including community solar gardens and investments options, electric vehicles and how to facilitate community uptake, and a rental or financing program to facilitate home heating retrofits and upgrades. This feedback has informed actions presented in this plan.

Public Engagement and Data Collection

GHG Emissions data has also been collected by staff directly from Town residents and businesses to further detail the modelled emissions baseline from SSG, the data collected from online, telephone, and door-to-door collection includes valuable information pertaining to home heating, fuel type used, vehicle use, and sustainable living. Residents were also prompted to offer comments and suggestions about projects and initiatives the Town should pursue. This data collection began in February 2020 and to date 298 responses have been received from homeowners, renters, and businesses.

This community data can also be analyzed using Geographical Information Systems (GIS) to map progress throughout the Town and to better target and launch educational campaigns and enrollment in future mitigation projects.

The data collection will be ongoing as staff aims to reach every Town resident and business. This data compliments the baseline inventory and forecasts

completed by Clean NS and SSG consultants giving us further detail and insight into community emissions by individual homes and environmental social behaviours.

The GHG data collection conducted by Town staff is invaluable and has created a detailed database of GHG emission sources from private property homeowners. Staff can further link this data to property and housing data for age of structures and size to determine if certain aging homes would benefit from upgrades, or if homes of a certain size are suited for different home heating solutions. The data can further be linked to meter data and electrical use so we can compare from year-year. Continued data collection and updating will further improve the accuracy and usefulness of this database.

This is a very unique, detailed dataset with a variety of applications to the Town and electrical utility. For example, the Town now has a database of which homes heat with electricity and oil and might benefit most from the HOME Program for heat pump installations. Staff will be able to target specific homes that meet criteria for green initiatives, electrification, and efficiency programs. This data will inform program development, support external funding applications, and aid with overall customer management efforts allowing considerable evolution in best practices for the utility.

[illegible]

Through the engagement activities undertaken to develop this plan the residents and businesses of Mahone Bay have shared their thoughts on the Town's efforts to mitigate climate change and it is very clear – as reflected in the above word cloud and associated ratings - that Mahone Bay residents support additional action on reducing GHG emissions. Many of the comments and suggestions provided align with the actions listed within this Plan, and Staff will continue to work with residents to identify community needs.

5.0 2016 EMISSIONS INVENTORY

An emissions baseline inventory for 2016 was completed to meet the Town's first Milestone in efforts to reduce GHG emissions. The 2016 data was then used to extrapolate an overall baseline for 2010 to compare the Town's progress against the IPCC target of reducing emissions 45% below 2010 levels.

The Town of Mahone Bay's 2016 baseline emissions inventory was calculated to be 15,510 tonnes of CO₂e. To extrapolate the data, the Town's 2016 data was compared to Nova Scotia's 2010 and 2016 baseline emissions inventories. In 2010, the Province of Nova Scotia produced 20.7 megatonnes of CO₂e and in 2016 emissions were reduced by 23.2% for total emissions produced at 15.9 megatonnes. To determine Mahone Bay's emissions inventory in 2010, the 2016 baseline was increased by 23.2% for a 2010 baseline of 19,108 tonnes of CO₂e.

Staff believe that emissions were actually higher than this baseline because of the significant development of the Ellershouse Wind Farm that reduced emissions associated with the electrical grid to a greater extent than the provincial average. However, extrapolating this data in comparison with Nova Scotia allows a conservative estimate and may make the Town's goals more aggressive than IPCC.

In 2016, the population of Mahone Bay was 1036 which equates to per capita emission of 15 tonnes of CO₂e. To achieve IPCC targets of a 45% reduction in emissions from 2010 levels by 2030, the Town of Mahone Bay must have a total emissions profile of 10,509 tonnes of CO₂e (10.14 tonnes per capita). Though 2016 observed reductions in emissions, a further reduction of 5,001 tonnes of CO₂e (4.8 tonnes per capita) is required by 2030.



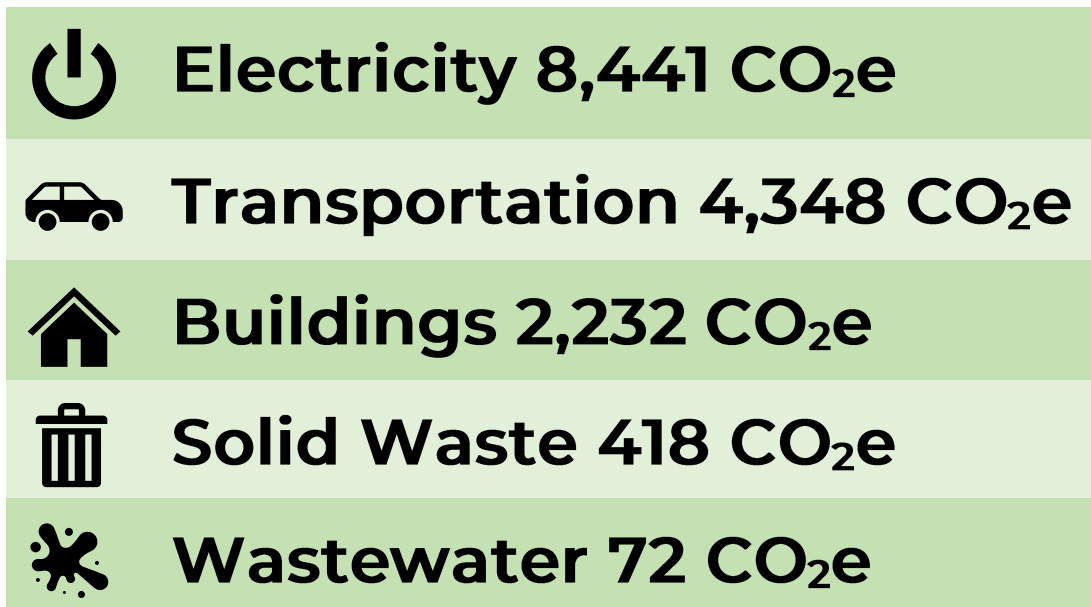


Figure 2: Mahone Bay's 2016 emissions by sector.

Electricity is the largest contributor to GHG emissions which has contributed to the Town's focus on this sector in recent years, to procure own-source renewable energy and to source the cleanest electricity while searching for further opportunities to green the grid. The Town also has several large commercial and industrial facilities including a manufacturing plant, school, and grocery store with more energy intensive operations.

The transportation sector presents the second highest source of GHG emissions. Mahone Bay observes a significant influx of vehicle traffic during tourist season and has large transport trucks arriving regularly for deliveries. Additionally, as observed from the Town data collection, residents average 1.41 cars per household and most drive approximately 50-200km a week.

The building sector presents the third highest emissions source resulting from fossil fuel use for purposes such as heating. There is opportunity in the building sector to transition heating sources to electric to reduce fossil fuel use by increasing the use of renewable electricity from the local grid.

Solid waste and wastewater management make up a smaller portion (1.9%) of the Town's GHG emissions. In 2016, waste going to landfill produced approximately 418 tonnes of CO₂e per capita. Additionally, due to ageing water

utility infrastructure, a decrease in emissions related to supply and treatment of water can be realized as old leaky pipes are replaced.

6.0 BUSINESS AS USUAL FORECAST

SSG Consultants have calculated a Business as Usual (BAU) Forecast that demonstrates emissions if the Town were to do nothing outlined in this Plan and carried on with our usual processes and activities. Fortunately, the Town of Mahone Bay and its residents and businesses already seem to be doing quite a bit to reduce emissions as seen in Figure 3. Mahone Bay residents and businesses already have an eco-conscious mindset as demonstrated in the data collected from community members.

When asked about 10 different lifestyle choices the following percent of respondents were already implementing positive changes:

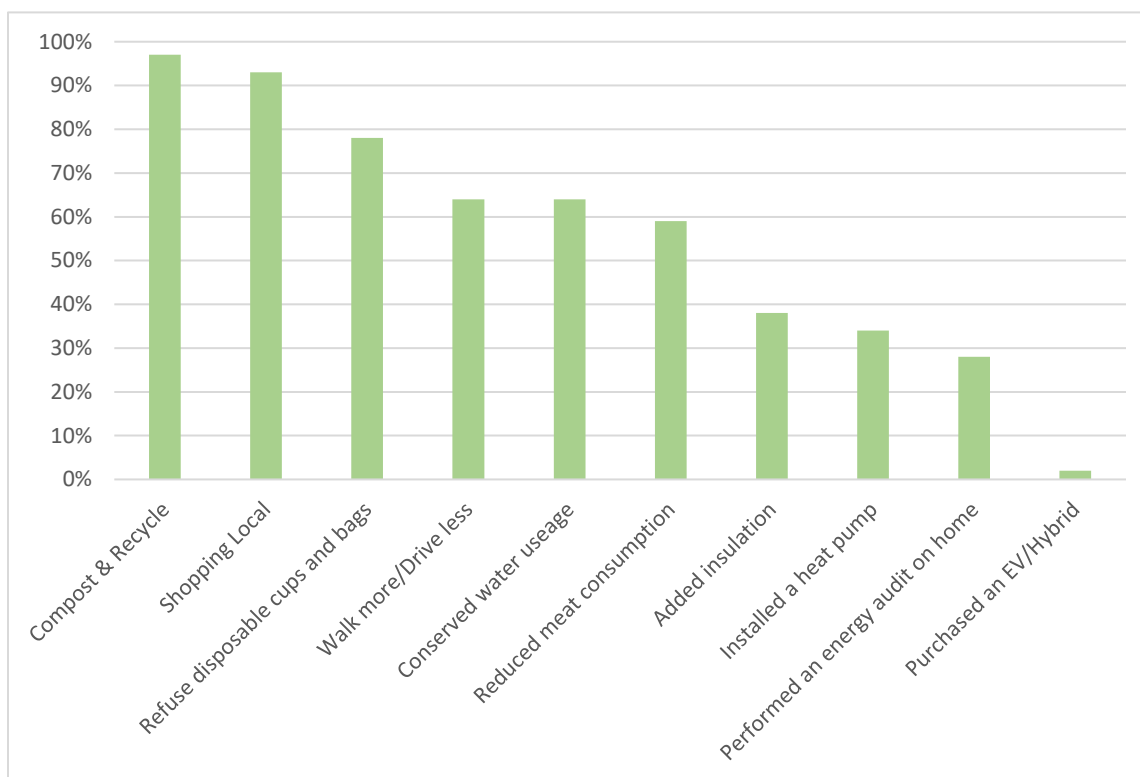


Figure 3: Percentage of data collection respondents that are implementing these 10 lifestyle changes.

Some of the other changes Mahone Bay residents are making to reduce their footprint which staff heard through engagement activities include:

- Growing vegetable gardens
- Switching to LED lights

- Using electric mowers
- Air drying laundry
- Programming heating systems
- Replaced vehicle with an electric bike
- Using a rain barrel to conserve water
- Purchasing second hand and repairing items
- Energy saving appliances
- Replacing old windows with energy efficient ones

The Town of Mahone Bay has already taken steps to expand renewable energy generation and make processes more efficient. Similarly, community members have also begun to implement sustainable behaviours and make their homes more efficient. It is presumed that this will continue to occur without any intervention or action from this plan and is therefore considered in the BAU scenario.

Should the Town carry on the same path, assuming a natural population increase, increase in electrical demand, continued changes in social behaviour, and natural home upgrades, the Town's 2050 emissions profile would be 10,081 tonnes of CO₂e. This is significant reduction, and puts the Town on track to meet IPCC targets in 2030, however, it is still some distance from carbon neutral/net zero for 2050, as shown in Figure 4.

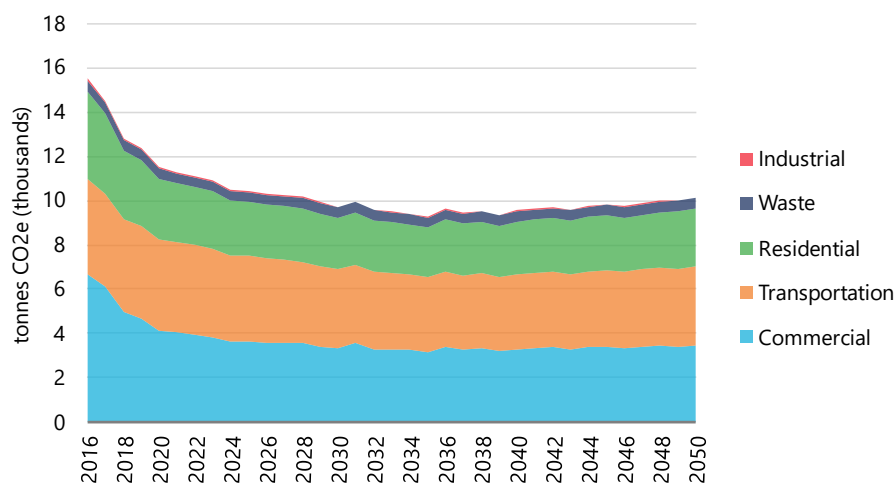


Figure 4: Town of Mahone Bay Business as Usual emissions from 2016-2050.

Though Mahone Bay is on track to meet this target by 2030, it is the minimum target. By following actions laid out in this Plan, the Town can exceed these targets and be a recognized leader in emissions reductions and make a significant contribution to Provincial efforts if this Plan is implemented and the Low Carbon Scenario is achieved, further detailed in Section 9.

Fuel Type Emissions

Figure 5 highlights the distribution of fuel type that contributes to the Town's GHG emissions from electricity, home heating, transportation, and waste management.

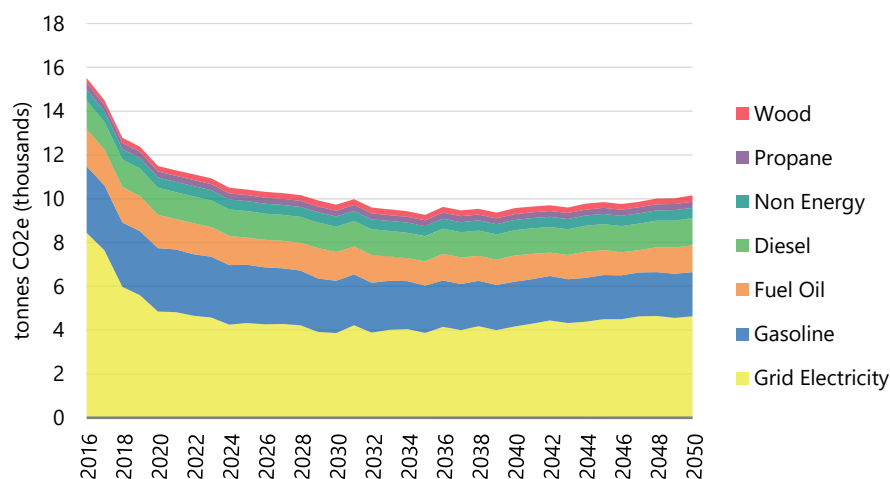


Figure 5: Town of Mahone Bay total emissions by fuel type.

The community prides itself on owning its own utility and providing over 60% of its electrical needs from renewable energy (including imports). However, as Figure 5 demonstrates, further action towards providing more renewable energy to reduce emissions will offer significant emissions savings.

Following grid electricity, we observe fuel oil, gasoline, and diesel as the next largest emissions sources relating to home heating and transportation. Emissions reduction in these sectors can be realized with more efficient home upgrades, a reduction in driving and/or a transition to electrical home heating and electric vehicles. The grid electricity currently produces less emissions per

unit of energy compared to oil and gas and as the grid becomes greener with goals of producing 100% renewable energy, emissions from these sectors could be zero by 2050.

With 100% of electricity produced by renewable energy the most effective way of reducing greenhouse gas emissions associated with fossil fuel use is to transition those systems to electric. Having 100% clean electricity Mahone Bay is also appealing to business and industry with new cap-and-trade/carbon pricing. Transitioning these systems and attracting new businesses would grow the load of the electrical utility and benefit the utility and customers. Customers can be proud they use clean, locally produced renewable energy.

Building Emissions

Figure 6 & 7 demonstrate emissions associated with different uses in buildings such as plug load, heating, lighting, appliances etc. The main source of emissions from buildings include plug load and both space and water heating. Most of the energy to power these uses come from grid electricity and fuel oil with a small portion of propane and wood likely used for home heating and cooking.

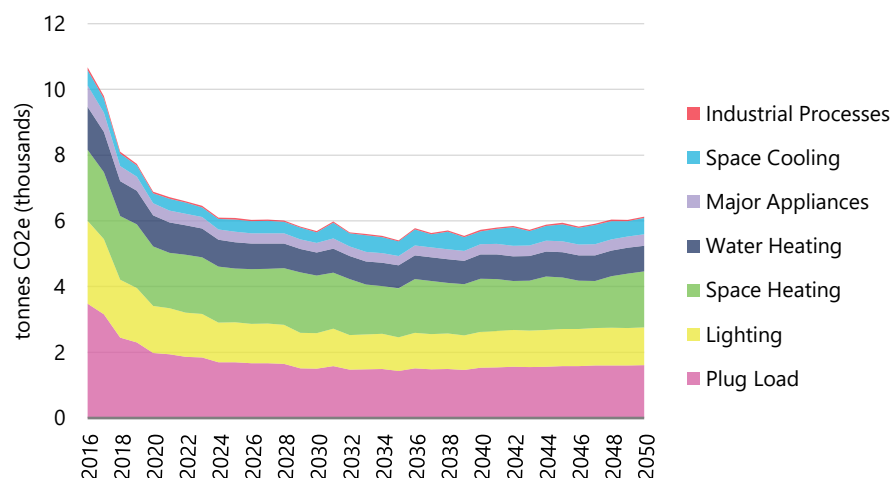


Figure 6: Building emissions by usage.

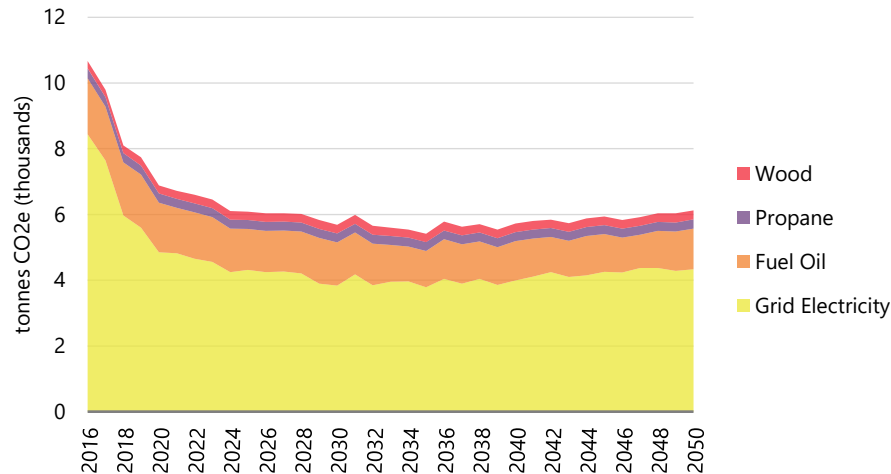


Figure 7: Building emissions by fuel type.

This baseline data modelled is similar to the detailed findings gathered through the Town’s GHG emissions data collection. Of the 298 responses, the dominant heating source is electric (71%), followed by oil (47%), wood (25%), and propane (10%). These percentages are above 100% because many homes and businesses heat with multiple fuel types (e.g. electric & oil; electric & wood).

A similar distribution was observed in water heating with 77% of respondents heating their water with electricity followed by 15% with oil, 2% with propane, 1.0% with solar thermal and 5% that were not certain of how their water was heated.

Transportation Emissions

Transportation makes up a considerable portion of Town GHG emissions from personal and commercial use of gas and diesel vehicles. In Figure 8, the BAU scenario shows an uptake in grid electricity use for transportation demonstrating a natural transition to more electric vehicles without any additional action taken from this Plan. We have already witnessed this in recent years as electric vehicles become more accessible to Nova Scotians, electric charging infrastructure is installed throughout the province and their range capabilities increase.

During GHG data collection, the Town of Mahone Bay’s households and businesses have an average of 1.41 vehicles with the majority being cars (37%) followed by SUV’s (16%), trucks (9%), vans (3%), and 4% of Mahone Bay residents have already chosen to purchase a hybrid, or electric vehicle, or have decided to get rid of their personal vehicle altogether (31% of respondents chose not to answer this question). The majority of drivers in Mahone Bay are driving 3-4 times per week and ranging 50-200km per week.

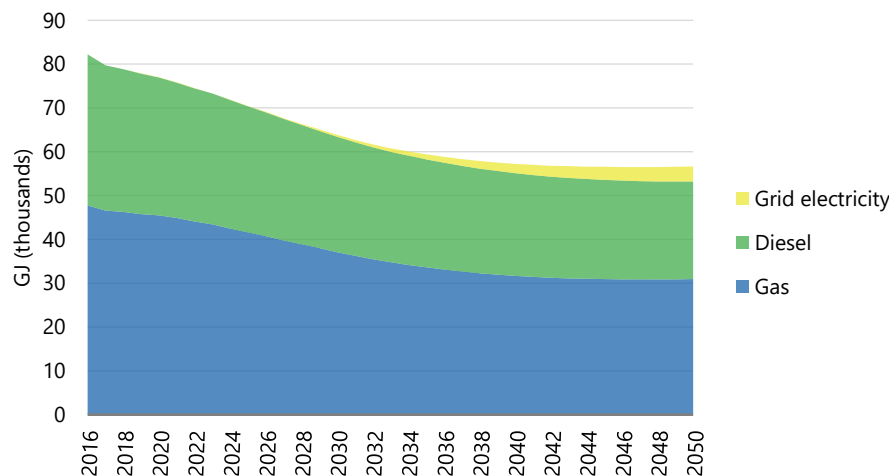


Figure 8: Transportation emissions by fuel type.

Waste Emissions

Figure 9 demonstrates the Towns emitting waste streams with the largest contribution attributed to landfill waste. However, when looking out to 2050, it appears that wastewater and biological waste have the largest increase in emissions likely due to an anticipated increase in population and continued landfill diversion initiatives. Continuing to encourage sustainable behaviours can realize emissions savings in this sector. Additionally, the Town will need to collaborate with Region 6 and the Municipal Joint Service Board.

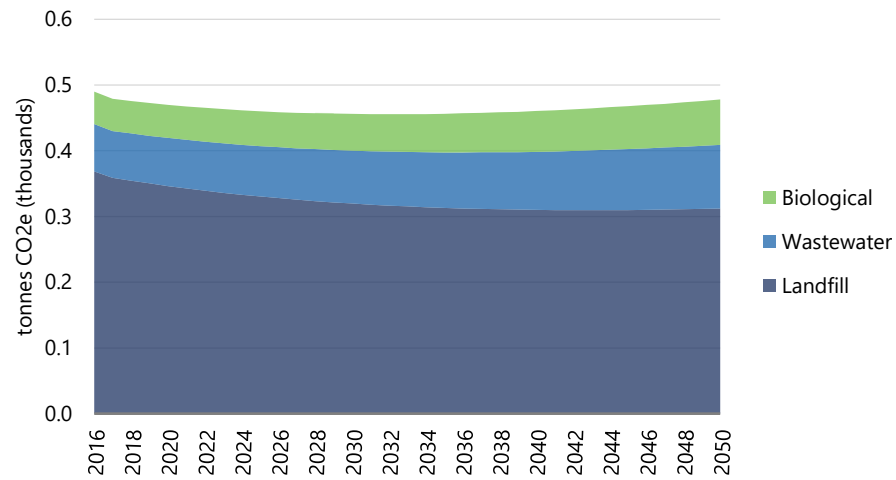


Figure 9: GHG emission contributions by waste stream.

7.0 ACTIONS TO REDUCE EMISSIONS

Mahone Bay's GHG inventory along with community engagement helps to better inform the Town on actions items to effectively reduce overall emissions from corporate operations and community use.

These actions align with an overall strategy for the Town and the utility, one that results in 100% of it's electricity sourced from renewable (and increasingly local) sources and electrifying all municipal operations and community uses including electric home heat and electric vehicles. In addition, each home, business and municipal operation will use energy efficiently and at optimal times for the utility.

Supplementing this central strategy, this Plan aims to foster additional tree coverage and green spaces, highlighting our beautiful scenery and healthy, clean air. To create a community that walks, and bikes, because active transportation is safe and convenient and residents can source their products locally, reducing emissions by supporting local businesses to grow and become sustainable throughout the entire year.

Table 1 outlines recommended actions that will help the Town to exceed a 45% or 5,001 tonne reduction in CO₂e emissions by 2030 and put the community on track for net zero emissions by 2050.

Table 1: Recommended Actions by Sector

7.1 Heat & Building Efficiency – 2,232 tonnes CO₂e		Emissions Reduction	Est. Town Cost
Home heating and an inefficient building envelop are a considerable source of GHG emissions. This GHG Reduction Action Plan aims to electrify municipal operations, homes, and business to use cleaner renewable energy and reduce the GHGs associated with fossil fuel based heating and operational systems. Mahone Bay has a considerable amount of older homes and updates to the building envelop (windows, doors, insulation etc.) create a significant opportunity to reduce overall energy use to heat homes.			
1	New buildings standards	Medium	Staff Time
2	Energy efficient retrofits for municipal buildings	Medium	Staff Time
3	Electrification and energy efficient retrofits for the private sector	Major	Staff Time

4	Electrification of home heating systems and residential retrofits	Major	\$100,000 / 2 Fiscal Years
7.2 Electricity Supply – 8,441 tonnes CO2e			
The electricity strategy ensures energy supply is 100% renewable through own-source and imported sources effectively decarbonizing the grid. Until additional own-source renewables are developed this Plan recommends importing to reach a 100% renewable supply as soon as possible (current supply is over 60% renewable).			
5	Develop Community Solar gardens	Major	\$1,567,535 / 2 Fiscal Years
6	Assess Opportunities for Other Renewables	Major	Staff Time
7.3 Transportation – 4,348 tonnes Co2e			
The transportation strategy involves actions to eliminate vehicle congestion via the development of the Town's Transportation Plan, incentivizing a reduction in the number of personal vehicles through an EV CarShare program, and to support the electrification of personal and municipal fleets via the installation of electric vehicle charging stations and potential support for home charging. Reducing congestion effectively reduces GHG emissions from idled vehicles and using electric vehicles offers a clean alternative with the high mix of renewable energy on Mahone Bay's grid.			
7	Implement Transportation Plan (TP) recommendations and encourage active transportation	Major	See TP; plus Staff Time
8	Assess community transit and shuttle options	Minor	Staff Time
9	Install electric vehicle chargers within Town	Medium	\$30,000
10	Implement an Electric Vehicle CarShare and encourage vehicle electrification	Major	\$60,000 / 2 Fiscal Years
11	Implement shop & eat local campaign	Minor	Staff Time
7.5 Waste – 418 tonnes CO2e			
Reducing the amount of waste our community produces has positive impacts throughout a lifecycle analysis. By using less and wasting less, demand for that manufacturing is decreased reducing GHG emissions in the manufacturing process for waste collection and end of life processing.			
12	Implement a waste reduction campaign	Minor	Staff Time
7.6 Wastewater - 72 tonnes CO2e			
13	Water system updates	Medium	Capitol costs through long-term infrastructure budget
7.7 Land Use			

In this context, Green Land Use is considered a carbon sink that is beneficial for removing GHG's, specifically CO₂, from our environment. Developing more green spaces within Town can offset some GHGs. Though green spaces are not a permanent fix, they can temporarily help to meet goals and facilitate cleaner air and wildlife habitat.

14	Foster trees, gardens and greenspaces on municipal and private properties, target net zero tree loss	Minor	Staff Time
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7.8 Policy & Governance – **Decision-making**

Successful implementation of the GHG Reduction Action Plan will require integration of climate mitigation considerations into Town decision-making. Appointment of a Climate Action Advisory Committee and development / amendment of policies to reference climate mitigation will help to ensure the Town stays on track to meet GHG reduction targets.

15	Establish Climate Action Advisory Committee	Minor	Staff Time
16	Policies and Policy Amendments	Medium	Staff Time

8.0 ACTION IMPLEMENTATION PATHWAY

The following sections outline each of the actions listed in Table 1 while also associating specific targets for each action. Each action is detailed in how the Town of Mahone Bay plans to implement that action to achieve stated targets and what resources will be needed to be successful at implementing actions.

These Actions are fluid and can be modified as the Council and Climate Action Advisory Committee (Action 15) review and analyze current situations and the actions needed throughout the next 10-30 years.

7.1 HEATING & BUILDING EFFICIENCY



ACTION #1

New buildings standards.

TARGET:

100% of newly constructed residential, commercial, and institutional buildings net zero ready by 2030 and no longer use fossil fuels.

Encourage a decrease in average dwelling size by 10% by 2050.

Encourage a decrease in share of new buildings that are single family homes to 10% by 2030 – Duplexes become more common.

MAHONE BAY'S APPROACH:

The new 2020 National Energy Code for Buildings supports municipalities by introducing a tiered approach encouraging new construction to be Net Zero Energy Ready (NZER) through building and HVAC efficiencies. Municipalities looking to implement energy efficiency and carbon reduction strategies can

prescribe or encourage tiers for new construction that align with the knowledge and capacity of their community.

Tier 1: 2020 Building Code

Tier 2: 10% improved energy performance

Tier 3: 20 % improved energy performance from 2020

Tier 4: 40% improved energy performance from 2020

Tier 5: 70% improved energy performance from 2020

The 2020 Building Code has an ~ 15% better energy ratings than what was enforced in 2015 which was already 10% better than what was enforced in 2015. 2020 Building Code standards can be enhanced via development regulations, which could potentially also impose heat source requirements on new construction (as is being done in some other Canadian jurisdictions).

RESOURCES:

The Town of Mahone is responsible for development services which are provided by the Municipality of the District of Chester under contract. This action will require additional staff time to explore and coordinate proposed regulatory changes and support related public processes / consultations.

ACTION #2

Energy efficient retrofits for municipal buildings.

TARGET:

100% of existing municipal buildings are retrofit to net zero emissions by 2030.

MAHONE BAY'S APPROACH:

As the Town completes upgrades to, and constructs new municipal buildings, electrification and energy efficiency options will be considered in the decision-making process. Prior to major renovations or retrofits, an energy audit may be completed to better inform upgrades to maximize efficiency. Further retrofits to electrify heating systems will reduce GHGs associated with fossil fuels to make use of a cleaner electrical grid.

RESOURCES:

To ensure electrification and energy efficiency is considered in retrofits and new construction, staff time will be needed to coordinate with energy auditors and project contractors. Costs associated with electrification and efficiency options for municipal buildings will be factored into capital project costs.



ACTION #3

Electrification and energy efficient retrofits for the private sector.

TARGET:

Eliminate fossil fuel use for thermal energy supply in 60% of ICI buildings by 2040, 80% by 2050.

Increase efficiency by 50% by 2050.

Convert 100% of fossil fuel use to electricity.



MAHONE BAY'S APPROACH:

Work with Efficiency Nova Scotia, Nova Scotia Business Inc, and other organizations to provide coordinating and external financial assistance to the owners of commercial and industrial buildings for engineering and feasibility studies for larger case-by-case energy retrofits. Smaller businesses may be able to access residential programs.

Efficiency Nova Scotia offers a \$15,000 rebate to eligible customers to conduct a feasibility study by a third-party consultant. The feasibility study will highlight recommendations to retrofit equipment and building envelopes to increase efficiency.

RESOURCES:

Town Staff can work with interested local businesses to access these programs and provide resources to help work through applications and secure reputable consultants.

ACTION #4

Electrification of home heating systems and residential retrofits.


TARGET:

Achieve 50% thermal savings and 10% electrical savings in 80% of all existing dwellings by 2040 and 100% by 2050.

Eliminate fossil fuel use for thermal energy supply in 80% of homes by 2040, 100% by 2050.

100% of buildings' space heating and cooling needs are met by electric systems by 2050.

10% more renewable energy storage capacity in the form of batteries, or electric thermal storage units.



WE TAKE CARE OF YOUR EVERY STEP OF THE WAY.

We can help with your new heat pump purchase.

Make your heating upgrade easy. We take care of the installation worries and you have an easy to manage payment plan when its done!

Visit our site or give us a call for more details
www.heatpumpprogram.ca
1-800-000-0000

TOWN OF Mahone Bay

MAHONE BAY'S APPROACH:

With the ability to ensure a 100% renewable supply, the electrification of home heating systems contributes significantly to community GHG reductions.

Approximately 50% of Mahone Bay homes and buildings were built prior to 1980 and supporting the retrofits of these homes to improve efficiencies will realize GHG reductions, more specifically from fossil fuel heated homes.

Heat Pump and Energy Thermal Storage Financing Program

In collaboration with AREA, the Town of Mahone Bay and electric utility has and will continue to implement a financing program for home heating equipment such as heat pumps. This program is referred to as the HOME Program and launched in October 2020 while drafting this action plan. This

program supports residents through the process of purchasing and maintaining a heat pump and also offers a financing option. This allows customers of the program to heat their homes more efficiently, with a cleaner source of electricity compared to oil, propane, or wood heat and reduce the upfront costs to homeowners, making the equipment more accessible.



Data collected from residents and business also shows that many homes are already equipped with electric heating and 37% of respondents reported having efficient heat pumps installed and 3 respondents (1%) reported having electric thermal storage units. This number is expected to grow as interest in the HOME Program increases.

There were 78 respondents (26%) that reported having both a fossil fuel source (oil/propane) and electric source of heat. These respondents are ideal candidates for the home electrification programs as they likely require minimal electrical upgrades, if any, facilitating uptake and installation processes. Similarly, 27% of respondents also stated that they had no electric heating source and use only oil, propane, wood, or a combination of these sources. These homes would likely be more costly to begin integrating electric heat but may also present the biggest emissions savings as any electrical heating upgrades would directly offset fossil fuel emissions.

Neothermal Pilot Project

Neothermal Energy Solutions presented to Council on January 14th, 2020 about conducting a pilot project with ~10 Mahone Bay residents. While currently only in the pilot stage, Neothermal's energy storage solutions allow homeowners to use 50-80% less oil fuel to heat their homes and switch a portion of their heating needs to electric using the time of day rates and charging the units throughout the night. If 10 residents pursue this heating upgrade about 16,600 litres of oil per year will be avoided equaling a reduction of 28 tonnes of CO₂e per year. Additional GHG savings can also be realized if the ETS units are

charged with excess renewable energy through the night when energy demand is normally low.

These units can be included in a financing program such as referenced above and staff are investigating other options to support this pilot project. This option will be particularly useful for homeowners who have sunk costs in fossil fuel burning systems to use the remaining life of the systems more efficiently.

Efficiency Nova Scotia

Efficiency Nova Scotia (ENS) offers a Home Energy Assessment (HEA) Program which has an auditor assess homes to provide an energy efficiency roadmap. The Assessment cost is \$99 + HST and includes a follow-up audit. This fee can also be waived for income-qualifying homeowners through ENS's HomeWarming Program. If homeowners choose to make the efficiency upgrade, the follow-up will determine which rebates they are eligible for.

RESOURCES:

Staff time will be required to develop and implement financing options and programs as well as to coordinate with and maximize homeowner access to external resources such as ENS.

Capital funding of \$100,000 over two fiscal years beginning in 2020-21 (originally 2020-21) is recommended to be leveraged against FCM Community Efficiency Financing for an additional \$100,000 in external funding, though private financing to homeowners will continue to be explored wherever possible. Funding for installations on private property would be repayable by residents, secured against their properties.

8.1 ELECTRICITY SUPPLY

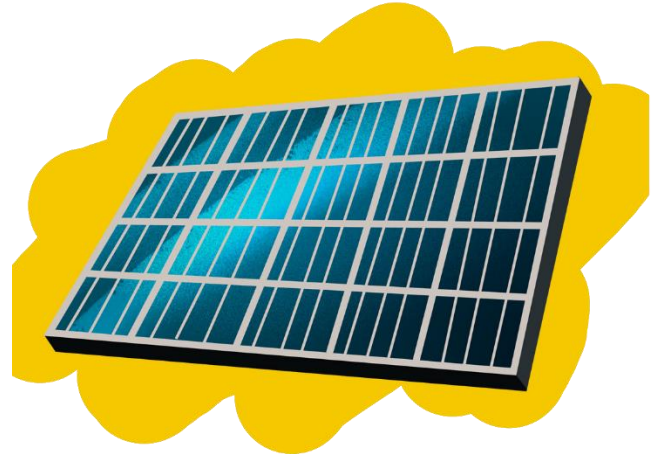
ACTION #5

Develop Community Solar gardens

TARGET:

Replace 100% of the remaining grid electricity with green electricity by 2030.

18.8% of load supplied by solar



MAHONE BAY'S APPROACH:

The Town of Mahone Bay, in collaboration with AREA, are seeking new opportunities to expand renewable energy generation to the Mahone Bay Electric Utility (with resident investment), including a community solar garden project and the expansion of the Ellershouse Windfarm.

AREA has been working to secure contractors and materials to begin construction of the solar garden which is proposed to begin in the end of 2021/early 2022. The community solar garden will include a community subscription opportunity that will be structured to best fit Mahone Bay and its residents and encourage community participation.

The solar garden project is predicated on external funding support through the Investing in Canada Infrastructure Program (ICIP) which is anticipated to provide 73% funding to the project with the remaining \$1,567,535, coming from the Town, further defrayed by resident subscription. This level of funding would support a solar garden producing up to 18.8% of the electricity currently required by the community.

RESOURCES:

Significant staff time will be required to support this project through to full operations, including community outreach.

Capital funding of \$1,567,535 over two fiscal years beginning in 2021-22 is recommended to be leveraged under ICIP for an additional \$4,238,151 in external funding. Town capital funding to be further defrayed by resident investment.



ACTION #6

Identify Opportunities for Other Renewables.

TARGET

Increase wind supply to 90% by 2035

Replace 100% of the remaining grid electricity with green electricity by 2030.

Offset remaining emissions with overproduction and selling of renewable energy.

MAHONE BAY'S APPROACH:

Staff continue to work with the Alternative Resource Energy Authority to find new opportunities to procure and produce more renewable energy from wind, solar, and hydro.

Currently 40% of the Town's electricity use is produced from the Ellershouse Wind Farm. The Town has had great success with Ellershouse and will continue to seek out wind energy opportunities to achieve 90% wind energy production by 2035.

As outlined in section 9, with all of the actions implemented from this Plan, there are still some remaining emissions in 2050. In attempt to not only reach

the IPCC target of a 45% reduction from 2010 levels by 2030, but also to put Mahone Bay on a path to 100% carbon-free by 2050, opportunities to overproduce renewable electricity and sell the excess to offset remaining emissions – where economically beneficial to the Town and utility- will be identified.

RESOURCES

Town Staff to continue to work with AREA to identify renewable energy procurement opportunities and/or funding sources for development.

8.2 TRANSPORTATION

ACTION #7

Implement Transportation Plan (TP) and encourage active transportation.

Target:

40% of trips are walking and cycling (including ebikes) by 2030,

50% by 2050, targeting trips of less than 2km for walking and less than 5km for cycling.



MAHONE BAY'S APPROACH:

In 2020 the Town of Mahone Bay contracted CBCL Ltd. to produce a Transportation Plan Report to address transportation needs in town including but not limited to, pedestrian safety, active transportation routes, parking, and more efficient intersections. There are numerous occasions throughout the year that parking becomes an issue increasing the amount of congestion, idling and driving around to find parking which adds to GHG emissions.

The Transportation Plan Report outlines recommendations the Town can implement to encourage active transportation choices by residents and to optimize the flow of traffic throughout town to reduce unnecessary emissions during busy periods such as events.

During data collection, when asked about active transportation 32% of respondents mentioned they choose active transportation 50% of the time or more and made the following suggestions to encourage more active transportation:

- Pedestrian safety
- Share the road initiatives
- Wider sidewalks and road shoulders

- Trail improvements and maintenance
- Designated bike paths/lanes
- Slower speed limits
- Increased accessibility
- Electric scooters

RESOURCES:

Significant staff time may be required to support this action, depending on the recommendations implemented. Staff time will also be used to encourage active transportation choices by residents.

Capital funding will be needed to implement recommendations provided in the Transportation Plan Report and Town funding can likely be leveraged for at least 50% external funding support under programs such as the Department of Energy & Mines Connect2 Program. Recommendations are likely to be focused on improvements to roads, sidewalks, crosswalks, and associated signage.

ACTION #8

Assess transit and shuttle options

TARGET:

Support viable transit options

Transit and car share mode share increases to 10% by 2030

100% of any transit vehicles be electric by 2040.



MAHONE BAY'S APPROACH:

Citizens for Public Transportation have presented to Town Council and have undertaken considerable work on a proposed fixed-route transit plan for Mahone Bay and surrounding area. Community engagement has also supported the idea of a shuttle service during tourist seasons. These options will continue to be assessed with further work needed to find a viable option for Mahone Bay. Discussions are ongoing with neighboring municipal units.

RESOURCES:

Staff time required to assess feasible options. If a viable option for the Town is identified in the future, further financial resources may be required to implement such a service.

ACTION #9

Install electric vehicle chargers within Town

TARGET:

Install 8 charging stations

MAHONE BAY'S APPROACH:

Saint John Energy on behalf of all Atlantic Canada municipal electric utilities, submitted an application to the Zero-Emission Vehicle Infrastructure Program offered through NRCan in September 2019. This funding has been awarded and will cover 50% of the costs to install 104 chargers across all municipalities, eight of which will be located in Mahone Bay.

Chargers are anticipated to be installed by the Spring of 2021.

RESOURCES:

Financial resources contributed from the utility to make up the additional 50% of costs; estimated at \$30,000. Additional utility staff time will be needed to install and maintain the chargers.



ACTION #10

Implement an Electric Vehicle CarShare and encourage vehicle electrification.

TARGET:

30% of new personal and commercial vehicles are electric by 2030, 60% by 2040, and 100% by 2050

Small vehicle municipal fleet 100% electric by 2030, 100% of heavy municipal fleet electric by 2040.



MAHONE BAY'S APPROACH:

Staff are exploring options for obtaining an Electric Vehicle for municipal operations and to provide educational and awareness opportunities for community members. Additionally, Town and AREA staff have been discussing options to expand electric vehicle usage in Mahone Bay and propose “Electric Avenue” events to showcase different EV models.

Town and AREA staff are further exploring the feasibility of an Electric Vehicle Carshare Pilot Program with Department of Energy and FCM. Such a program could support early EV adoption in Mahone Bay by making EVs more available and accessible for town residents. An expansion of the single-vehicle option above, this program would allow residents to be a member of the CarShare and use the vehicles as needed while simultaneously making EVs more accessible to test drive different models and familiarize residents with the technology which isn't always available at car dealerships across the Province.

These educational events and the opportunity residents have with a CarShare program aim to facilitate greater EV uptake in town effectively increasing the electrical load and switching vehicles requiring fuel to a cleaner electrical source (and benefiting the Town's utility).

The CarShare program also aims to reduce the number of personal vehicles in town and having fewer trips with combustion engines.

As the majority of drivers in Mahone Bay are only driving 3-4 times per week and ranging 50-200km per week, these statistics look promising for facilitating carsharing as well as the uptake of electric vehicles in Mahone Bay. Electric cars are currently the most manufactured electric vehicle and the range of these vehicles are surpassing 300km per charge. With the implementation of charging infrastructure within Town, electric vehicles would be very suitable for Mahone Bay residents and business. The data also demonstrates that community members are also interested in electric vehicles with 64% stating they would like to test drive one.

To facilitate the uptake of electric vehicles, expansions to the existing HOME Program could also consider the potential to support residents with home charger installations. This in turn, could help grow the load of the utility.

RESOURCES:

This action is scalable on confirmation of external funding support, from a single EV, test drives and education campaigns to a multi-vehicle CarShare program providing a true alternative to residents. Depending on scale significant staff time will be required to support this project.

Recommended project funding of \$60,000 over two fiscal years beginning in 2020-21 can support a single-vehicle option with educational activities (partially defrayed by corporate savings on mileage reimbursements) or can potentially be leveraged for up to 80% additional external funding (\$240,000) through FCM / provincial sources.

ACTION #11

Implement Shop and Eat Local Campaign

TARGET:

Encourage local shopping by residents

MAHONE BAY'S APPROACH



A shop local campaign is an action under transportation as it minimizes the number of residents and business ordering products online that require shipping, it also reduces the amount of vehicle trips to locations of greater distance away. Shopping local not only reduces the demand for transportation of goods but also supports Mahone Bay's local businesses.

Though local businesses may still be receiving shipments from other locations we can considerably reduce emissions associated with the transportation sector if, for example, 20 people shopped at a local store for an item rather than have a delivery truck deliver that item to 20 different residents.

Additionally, small changes in the way we choose our food can have an impact on GHG emissions. Certain foods are grown unsustainably, degrading soils and changing land use. Some food categories are energy and water intensive to raise crops and livestock while outputs from others produce significant GHG emissions, like methane from the beef industry. Processing, transport, retail and packaging are all part of our foods' life cycle that should be considered when choosing what we eat.

Eating for our environment does not mean never consuming these foods if it is something you enjoy, but simply being mindful of foods and where they come from and looking for more sustainable products or reducing consumption.

For example, if families chose one day a week and do not consume meat products, they could notice small GHG impacts which could lead to cumulative emissions reductions across the community.

RESOURCES:

This action would require staff time to create and implement the educational awareness campaign through newsletters, events, and social media content. Staff can also work with residents and businesses to determine items that have demand but no local source and work with businesses to find ways to offer these products or services.

8.3 SOLID WASTE

Action #12

Implement a waste reduction campaign

TARGET:

100% diversion by 2050,

Reduce generation 30% by 2050

100% organics diversion by 2050

MAHONE BAY'S APPROACH:

In recent years the Province of Nova Scotia has noticed an increase in the amount of waste per capita being sent to landfills.

This action aims to reduce the use of single use items and find sustainable solutions for municipal operations and to support education and awareness for community residents and businesses.

The Town aims to provide more education on lifecycle analysis of the products consumers toss. Each item has a manufacturing and transport process with associated GHGs before making its way to a consumer. Further, Once an item reaches the end of its life there are transportation emissions to pick-up and deliver waste and additional emissions associated with the process of filling landfills and recycling products.

Finding sustainable products that we can use over again begins to reduce the lifecycle GHG emissions of single use products.

RESOURCES:

Staff time is required to create and implement an educational awareness campaign and to coordinate and host workshops, working with Region 6 Waste Management (in which the Town is a member).



8.4 WASTEWATER

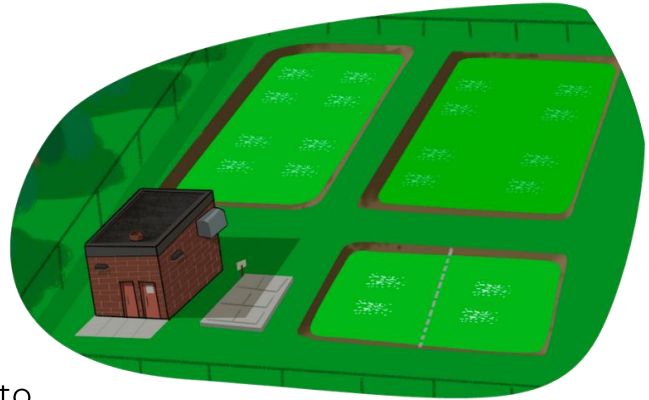
ACTION #13

Upgrade water and wastewater infrastructure

TARGET:

Upgrade to high efficiency pumps by 2035 (-50% energy use)

Decrease water volume use by 1%/year to 2050.



MAHONE BAY'S APPROACH:

As part of Mahone Bay's asset management program, Town infrastructure is being accurately mapped including date of installation and current condition. This allows the Town to better identify and replace aging infrastructure.

Currently, the Town's water utility loses a significant amount of water through leaks in the aging distribution system. As infrastructure is replaced, less energy is required to treat and pump this lost water, and significant water savings and emissions can be realized. Likewise, infrastructure replacement presents opportunities to upgrade to more energy efficient equipment, such as newer lift pumps.

RESOURCES:

Capital funding for infrastructure is informed by the Town's asset management program and reflected in Council's long-term capital planning. Funding for water infrastructure replacement and updating can generally be leveraged for Provincial and Federal support under programs such as ICIP.

8.5 GREEN LAND USE

ACTION #14

Foster trees, gardens and greenspaces on municipal and private properties

TARGET:

Maintain tree and greenspace, no net tree loss.

Support designation of municipal property as parkland where viable



MAHONE BAY'S APPROACH:

Designating green areas within Town provides opportunities to grow the Town's natural assets which serve as carbon sinks by sequestering GHGs from our environment. Tree planting and urban gardens, whether vegetable gardens, wildflower gardens, or flower beds, make use of space to offset GHG emissions and create wildlife habitat while being visually pleasing.

This action item draws from inspiration provided by Bayview Community School students who have created bee hotels out of recycled materials. Flower gardens offer bees and other insects a source of nectar. Gardens can include species preferred by our native endangered species such as milkweed for the monarch butterflies.

The Town has many natural assets that act as a carbon sink sequestering CO₂ from our environment. Though they do not offer a permanent solution as carbon is then released as material decays or is burnt, natural assets such as forests, gardens, and other vegetation offer a temporary solution to help mitigate a small percentage of Mahone Bay's emissions.

During Mahone Bay's centennial year celebration, a successful tree planting and donation campaign resulted in over 100 new trees being planted.

Including municipal and privately owned lands, approximately 57% of the Town of Mahone Bay's land base is currently forested. The Town aims to maintain and protect these assets and manage them sustainably. Residents can also be educated and encouraged to be stewards of their privately owned land as well.

RESOURCES:

Town staff time will be required to encourage planting and to assess potential parklands, public planting locations and gardens within the community, coordinating with local schools and non-profit organizations to identify opportunities.

8.6 POLICY & GOVERNANCE

ACTION #15

Establish climate action advisory committee.

TARGET:

Committee established in 2021-22.



MAHONE BAY'S APPROACH:

A Climate Action Advisory Committee will be formed with responsibility to oversee the implementation of this Plan and make recommendations to Council. As more information is compiled and circumstances are altered in the face of Climate Change, action items can be fluid. The Committee will advise Council on prioritizing, adjusting, and adding action items as needed and will review staff progress reports. The Committee would be established by amendment of the Town's Committees Policy, after the final draft Plan is approved by Council.

RESOURCES:

Staff time to support committee.

ACTION #16

Policies and Policy Amendments

TARGET:

Policies and policy amendments to support Plan implementation.

MAHONE BAY'S APPROACH:

The Climate Action Advisory Committee will work to develop and recommend a GHG Reduction Policy to Council. Further amendments will be made to current policies such as the Asset Management Policy, to ensure that climate change mitigation is considered in every part of the decision making and procurement process.

The Committee will help also help to inform a "Climate Analysis" to any staff report that may have a positive or negative impact on Climate Change.

RESOURCES:

Staff time to draft policies and policy amendments.



9.0 LOW CARBON SCENARIO

The Town targets having 100% of our community's electrical needs supplied by renewable energy and for all homes, most businesses, and all municipal buildings and operations to be powered by this clean electricity by 2050. Additionally, with upgrades to electric vehicle charging networks, technology and availability, the Town targets 80% electric vehicle usage by 2050.

SSG consultants have modelled Mahone Bay emissions based on these targets along with waste to landfill diversion, a reduction in wastewater treatment, more efficient water supply, and continued community effort to implement sustainable behaviours. With these efforts, by 2050 the Town of Mahone Bay will successfully reduce emissions to 89% below 2016 levels and 91% below 2010 levels. This significantly exceeds the IPCC target of 45% emissions reduction below 2010 levels by 2030 and puts Mahone Bay on track to more than double this recommended reduction by 2050.

Table 2: Low Carbon Scenario emissions by sector and fuel type

By Sector	2016	2016 Share	2050	2050 Share	% change 2016-2050
Commercial	6,642	43%	155	9%	-98%
Industrial	82	1%	0	0%	-100%
Residential	3,948	25%	9	1%	-100%
Transportation	4,348	28%	1,221	71%	-72%
Waste	490	3%	328	19%	-33%
Total	15,510	100%	1,713	100%	-89%

By Fuel Type	2016	2016 Share	2050	2050 Share	% change 2016-2050
Diesel	1,315	8%	531	31%	-60%
Fuel Oil	1,709	11%	22	1%	-99%
Gasoline	3,033	20%	690	40%	-77%
Grid Electricity	8,443	54%	0	0%	-100%
Non Energy	490	3%	328	19%	-33%
Propane	293	2%	137	8%	-53%
Wood	229	1%	5	0%	-98%
Total	15,510	100%	1,713	100%	-89%

Table 2 demonstrates a breakdown of 2016 and projected 2050 emissions by sector and fuel type.

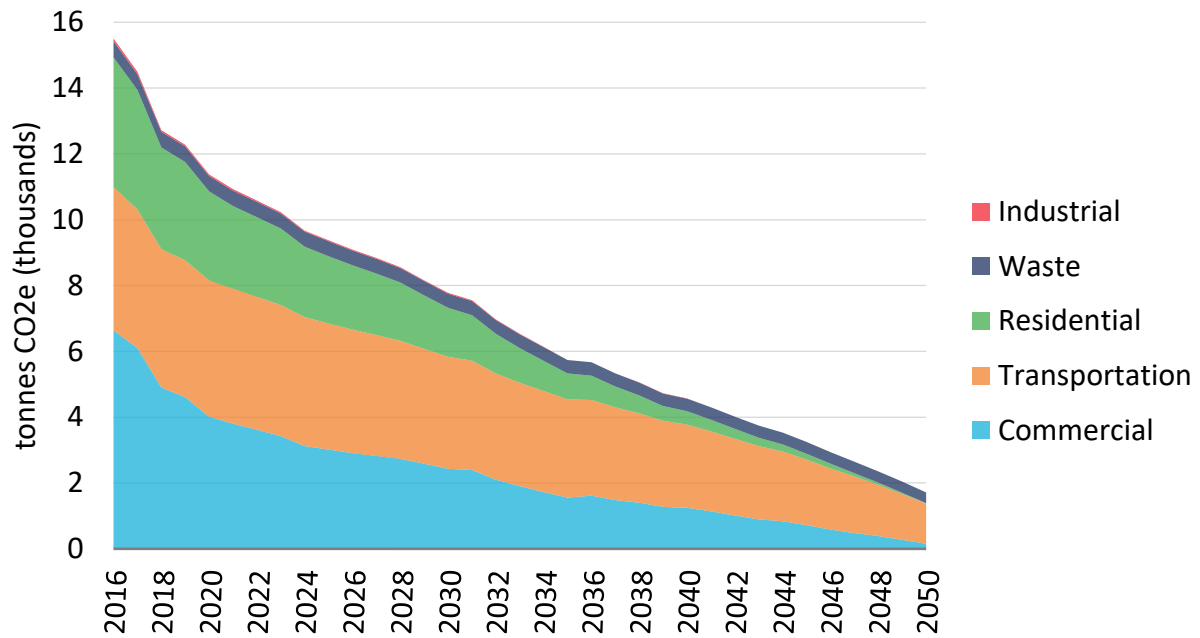


Figure 10: Low Carbon Scenario emissions reduction to 2050 by sector.

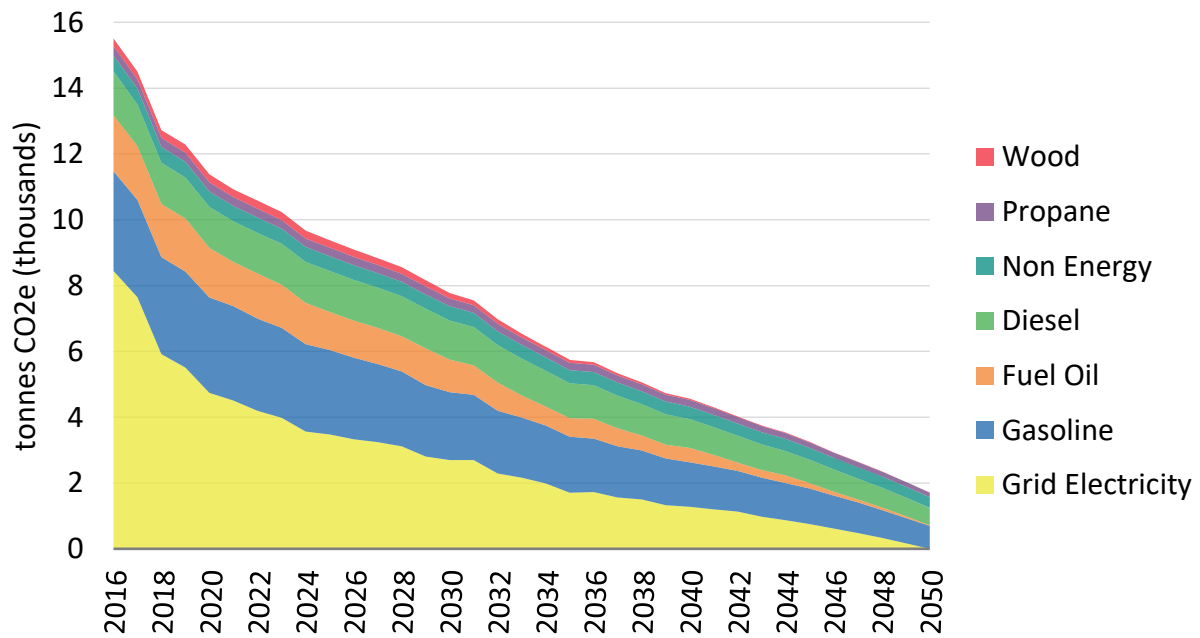


Figure 11: Low Carbon Scenario emissions reduction to 2050 by fuel type.

Figure 10 demonstrates the total emissions by sector assuming the Town's Low Carbon Scenario and that all of the targets and actions set out in this Plan are achieved. However, even with the actions laid out in this Plan, there are still emissions related to transportation, commercial buildings and waste.

In the modelling of this Low Carbon Scenario, it was assumed that only 80% of commercial vehicles, and truck transport would be electric by 2050 and that only 80% of industrial, commercial, and institutional buildings would be efficiently retrofitted by 2050 leaving some remaining emissions. There will need to be further work and collaboration in the transportation and building sector to reach a 100% reduction in these sectors, demonstrating Mahone Bay's leading role in climate mitigation.

With regard to waste emissions even if we achieve 100% waste diversion the emissions that remain in the waste sector result from residual greenhouse gas production at existing landfills.

In developing this Plan the Mahone Bay Town Council targeted alignment with IPCC recommendations of achieving a 45% reduction of emissions below 2010 levels by 2030. However, beyond this the Town is in a position to show leadership on GHG reduction by envisioning Mahone Bay becoming a carbon neutral community by 2050. Though the Town is well on its way to achieving and exceeding minimum targets, additional steps will need to be taken to reach net zero. To complement the other actions in this Plan the Town will also be seeking opportunities for carbon offsetting as described in Action #6. Carbon offsetting may be possible by overproduction of renewable energy which can then be sold, however, opportunities such as this will require proper assessment by staff.



10.0 MONITORING & REPORTING

To achieve Milestone #5 the GHG Reduction Action Plan must be monitored for progress. An annual progress report will be provided to Council which will include the following:

- A status update of each action item;
- Any changes made to actions or implementation pathways and reasoning;
- GHG reductions noticed to date;
- Remaining GHG reductions needed to stay on target; and
- Priority actions for the following year

11.0 MAHONE BAY'S PATH FORWARD

Section 1 of this Plan describes how the Town declared a Climate emergency and received funding to hire staff to develop this Action Plan. The Low Carbon Communities (LCC) funding was awarded in February 2020 and comes to and end on March 31 of 2021. Establishment of the Climate & Energy Outreach Coordinator position to oversee the development this plan – supported by LCC funding – has demonstrated the necessity and value to the Town and utility maintaining the staff capacity to implement and monitor this Plan and the actions herein, as well as to support the Town and utility in energy projects and initiatives.

In October 2020, the Town of Mahone Bay worked with AREA and Thinkwell Shift to deploy an Ambassador within the community to make home visits and provide information on the Town's new HOME Program which provides financing options for heat pump installations. It is anticipated that the Ambassador Program will run again in the Spring of 2021.

In addition, during the summer of 2020 the Town received funding for a summer student through Clean Nova Scotia. This position was very successful and aided greatly in GHG community emissions outreach and data collection. It is recommended the Town continue to pursue such summer position funding opportunities.

The in-house development of this Plan by the Town of Mahone Bay is a great achievement. To realize the full benefit of this Plan the Town must continue to invest and make climate mitigation a priority and this Plan must be put into action and overseen to ensure the community remains on track to be carbon neutral by 2050.

It would be beneficial to the Town to maintain a permanent staff position that could not only oversee the implementation of this Plan, but also to supervise the Ambassador and summer positions in the future. This streamlines the climate and energy work and builds the Town's capacity for completing such important work.

Subject to the 2021-22 annual budget process it is recommended that the Town maintain a staff position to focus on climate and energy initiatives and to be tasked with overseeing the implementation and progress of this Plan.

Action	J	F	M	A	M	J	J	A	S	O	N	D
Develop, approve, and implement engagement as seen fit by Council & Approve Plan												
21/22 Climate Budget												
Determine Staff Position												
Form Advisory Committee												
Ambassador and Summer Staff												
Social Behaviour Campaigns & Customer Facing Initiative Outreach												
LCC Funding Application												
Capital Projects Planned for 21/22												
EV charger installation												
Solar Garden Installation												
Municipal EV												

12.0 CONCLUDING STATEMENT

The Town of Mahone Bay has recognized the current Climate Emergency and commits to mitigating climate change and to working toward emissions reductions in line with IPCC recommendations (emissions 45% below 2010 levels by 2030, a reduction of 5,001 tonnes of CO₂e (4.8 tonnes per capita). When assessing the Town's actions and modelled Low Carbon Scenario, the IPCC target is achievable and Mahone Bay staff and Council are encouraged at the feasibility of making Mahone Bay a carbon neutral community by 2050.

This GHG Reduction Action Plan recommends action items to reduce GHGs in the Town of Mahone Bay based on a detailed 2016 emissions baseline from community uses and municipal operations. As actions are implemented the reductions can be quantified to ensure targets are met and continued progress will be assessed and reported as per Section 10.

The successful implementation of this Plan will require cooperation across municipal staff, council, and community members. Only by showing climate leadership and acting now can we protect our community and mitigate further harmful impacts of climate change.



APPENDIX A:

Global Protocol for Community-scale GHG Emissions Inventory

This table provides the 2016 base year emissions data, categorized according to the Global Protocol for Community-scale Greenhouse Gas Emission Inventories.⁸ Using this categorization to update the municipal inventory periodically ensures consistency across inventory years and comparability between global municipal jurisdictions.

Reason for exclusion key

N/A Not applicable; Not included in scope
 ID Insufficient data
 NR No relevant or limited activities identified
 Other Reason provided under Comments

GPC Ref No	Scope	GHG Emissions Source	Inclusion	Reason for exclusion	CO2	CH4	N2O	Total CO2e
I		STATIONARY ENERGY SOURCES						
I.1		Residential buildings						
I.1.1	1	Emissions from fuel combustion within the city boundary	Yes		1,113	211	19	1,343
I.1.2	2	Emissions from grid-supplied energy consumed within the city boundary	Yes		2,415	4	10	2,428
I.1.3	3	Emissions from transmission and distribution losses from grid-supplied energy consumption	Yes		175	0	1	176
I.2		Commercial and institutional buildings/facilities						
I.2.1	1	Emissions from fuel combustion within the city boundary	Yes		879	0	8	887
I.2.2	2	Emissions from grid-supplied energy consumed within the city boundary	Yes		5,411	8	23	5,442
I.2.3	3	Emissions from transmission and distribution losses from grid-supplied energy consumption	Yes		393	1	2	395
I.3		Manufacturing industry and construction						

⁸ The GPC can be found here: https://ghgprotocol.org/sites/default/files/standards/GHGP_GPC_0.pdf

I.3.1	1	Emissions from fuel combustion within the city boundary	Yes		0	0	0	0
I.3.2	2	Emissions from grid-supplied energy consumed within the city boundary	Yes		0	0	0	0
I.3.3	3	Emissions from transmission and distribution losses from grid-supplied energy consumption	Yes		0	0	0	0
I.4		Energy industries						
I.4.1	1	Emissions from energy used in power plant auxiliary operations within the city boundary	No	NR	0	0	0	0
I.4.2	2	Emissions from grid-supplied energy consumed in power plant auxiliary operations within the city boundary	No	NR	0	0	0	0
I.4.3	3	Emissions from transmission and distribution losses from grid-supplied energy consumption in power plant auxiliary operations	No	NR	0	0	0	0
I.4.4	1	Emissions from energy generation supplied to the grid	No	NR	0	0	0	0
I.5		Agriculture, forestry and fishing activities						
I.5.1	1	Emissions from fuel combustion within the city boundary	No	NR	0	0	0	0
I.5.2	2	Emissions from grid-supplied energy consumed within the city boundary	No	NR	0	0	0	0
I.5.3	3	Emissions from transmission and distribution losses from grid-supplied energy consumption	No	NR	0	0	0	0
I.6		Non-specified sources						
I.6.1	1	Emissions from fuel combustion within the city boundary	No	NR	0	0	0	0
I.6.2	2	Emissions from grid-supplied energy consumed within the city boundary	No	NR	0	0	0	0
I.6.3	3	Emissions from transmission and distribution losses from grid-supplied energy consumption	No	NR	0	0	0	0
I.7		Fugitive emissions from mining, processing, storage, and transportation of coal						

I.7.1	1	Emissions from fugitive emissions within the city boundary	No	NR	0	0	0	0
I.8		Fugitive emissions from oil and natural gas systems						
I.8.1	1	Emissions from fugitive emissions within the city boundary	Yes		0	0	0	0

II		TRANSPORTATION						
II.1		On-road transportation						
II.1.1	1	Emissions from fuel combustion for on-road transportation occurring within the city boundary	Yes		3,905	7	33	3,944
II.1.2	2	Emissions from grid-supplied energy consumed within the city boundary for on-road transportation	Yes		0	0	0	0
II.1.3	3	Emissions from portion of transboundary journeys occurring outside the city boundary, and transmission and distribution losses from grid-supplied energy consumption	Yes		401	1	1	403
II.2		Railways						
II.2.1	1	Emissions from fuel combustion for railway transportation occurring within the city boundary	No	NR	0	0	0	0
II.2.2	2	Emissions from grid-supplied energy consumed within the city boundary for railways	No	NR	0	0	0	0
II.2.3	3	Emissions from portion of transboundary journeys occurring outside the city boundary, and transmission and distribution losses from grid-supplied energy consumption	No	NR	0	0	0	0
II.3		Water-borne navigation						
II.3.1	1	Emissions from fuel combustion for waterborne navigation occurring within the city boundary	No	N/A	0	0	0	0
II.3.2	2	Emissions from grid-supplied energy consumed within the city boundary for waterborne navigation	No	N/A	0	0	0	0

II.3.3	3	Emissions from portion of transboundary journeys occurring outside the city boundary, and transmission and distribution losses from grid-supplied energy consumption	No	N/A	0	0	0	0
II.4		Aviation						
II.4.1	1	Emissions from fuel combustion for aviation occurring within the city boundary	No	N/A	0	0	0	0
II.4.2	2	Emissions from grid-supplied energy consumed within the city boundary for aviation	No	N/A	0	0	0	0
II.4.3	3	Emissions from portion of transboundary journeys occurring outside the city boundary, and transmission and distribution losses from grid-supplied energy consumption	No	N/A	0	0	0	0
II.5		Off-road						
II.5.1	1	Emissions from fuel combustion for off-road transportation occurring within the city boundary	No	NR	0	0	0	0
II.5.2	2	Emissions from grid-supplied energy consumed within the city boundary for off-road transportation	No	NR	0	0	0	0

III		WASTE						
III.1		Solid waste disposal						
III.1.1	1	Emissions from solid waste generated within the city boundary and disposed in landfills or open dumps within the city boundary	Yes		0	0	0	0
III.1.2	3	Emissions from solid waste generated within the city boundary but disposed in landfills or open dumps outside the city boundary	Yes		0	369	0	369
III.1.3	1	Emissions from waste generated outside the city boundary and disposed in landfills or open dumps within the city boundary	No	N/A	0	0	0	0
III.2		Biological treatment of waste						

III.2.1	1	Emissions from solid waste generated within the city boundary that is treated biologically within the city boundary	Yes		0	0	0	0
III.2.2	3	Emissions from solid waste generated within the city boundary but treated biologically outside of the city boundary	No	N/A	0	30	20	49
III.2.3	1	Emissions from waste generated outside the city boundary but treated biologically within the city boundary	No	N/A	0	0	0	0
III.3		Incineration and open burning						
III.3.1	1	Emissions from solid waste generated and treated within the city boundary	No	N/A	0	0	0	0
III.3.2	3	Emissions from solid waste generated within the city boundary but treated outside of the city boundary	No	N/A	0	0	0	0
III.3.3	1	Emissions from waste generated outside the city boundary but treated within the city boundary	No	N/A	0	0	0	0
III.4		Wastewater treatment and discharge						
III.4.1	1	Emissions from wastewater generated and treated within the city boundary	Yes		0	72	0	72
III.4.2	3	Emissions from wastewater generated within the city boundary but treated outside of the city boundary	No	NR	0	0	0	0
III.4.3	1	Emissions from wastewater generated outside the city boundary	No	N/A	0	0	0	0

IV		INDUSTRIAL PROCESSES AND PRODUCT USE (IPPU)						
IV.1	1	Emissions from industrial processes occurring within the city boundary	No	ID	0	0	0	0
IV.2	1	Emissions from product use occurring within the city boundary	No	ID	0	0	0	0

V		AGRICULTURE, FORESTRY AND LAND USE (AFOLU)						
V.1	1	Emissions from livestock within the city boundary	No	NR	0	0	0	0

V.2	1	Emissions from land within the city boundary	No	NR	0	0	0	0
V.3	1	Emissions from aggregate sources and non-CO2 emission sources on land within the city boundary	No	NR	0	0	0	0
VI		OTHER SCOPE 3						
VI.1	3	Other Scope 3	No	N/A	0	0	0	0

APPENDIX B:

Data Summaries

Low-carbon scenario energy use by sector, 2016 and 2050.

<i>Gigajoules</i>	2016	2016 Share	2050	2050 Share	% change 2016-2050
Commercial	50,239	29%	44,093	45%	-12%
Industrial	530	0%	230	0%	-57%
Residential	41,165	24%	19,121	20%	-54%
Transportation	82,159	47%	34,326	35%	-58%
Total	174,092	100%	97,770	100%	-44%

Low-carbon scenario energy use by end use, 2016 and 2050.

<i>Gigajoules</i>	2016	2016 Share	2050	2050 Share	% change 2016-2050
Industrial Processes	530	0%	230	0%	-57%
Lighting	15,995	9%	16,467	17%	3%
Major Appliances	3,711	2%	4,115	4%	11%
Plug Load	22,509	13%	23,116	24%	3%
Space Cooling	2,992	2%	4,392	4%	47%
Space Heating	34,458	20%	5,577	6%	-84%
Transportation	82,159	47%	34,326	35%	-58%
Water Heating	11,737	7%	9,547	10%	-19%
Total	174,092	100%	97,770	100%	-44%

Low-carbon scenario energy use by fuel type, 2016 and 2050.

<i>Gigajoules</i>	2016	2016 Share	2050	2050 Share	% change 2016-2050
Diesel	34,484	20%	9,670	10%	-72%
Electricity Procurement	0	0%	14,002	14%	100%
Fuel Oil	24,033	14%	316	0%	-99%
Gasoline	47,673	27%	10,654	11%	-78%
Grid Electricity	40,248	23%	0	0%	-100%
Local Electricity	14,257	8%	57,972	59%	307%
Other	0	0%	2,733	3%	100%
Propane	4,792	3%	2,234	2%	-53%
Wood	8,603	5%	189	0%	-98%
Total	174,092	100%	97,770	100%	-44%

Low-carbon scenario emissions by sector, 2016 and 2050.

<i>tonnes CO2e</i>	2016	2016 Share	2050	2050 Share	% change 2016-2050
Commercial	6,642	43%	155	9%	-98%
Industrial	82	1%	0	0%	-100%
Residential	3,948	25%	9	1%	-100%
Transportation	4,348	28%	1,221	71%	-72%
Waste	490	3%	328	19%	-33%
Total	15,510	100%	1,713	100%	-89%

Low-carbon scenario emissions by fuel type, 2016 and 2050.

<i>tonnes CO2e</i>	2016	2016 Share	2050	2050 Share	% change 2016-2050
Diesel	1,315	8%	531	31%	-60%
Fuel Oil	1,709	11%	22	1%	-99%
Gasoline	3,033	20%	690	40%	-77%
Grid Electricity	8,443	54%	0	0%	-100%
Non Energy	490	3%	328	19%	-33%
Propane	293	2%	137	8%	-53%
Wood	229	1%	5	0%	-98%
Total	15,510	100%	1,713	100%	-89%



Town of Mahone Bay

Staff Report

RE: Draft 2021-25 Strategic Plan

March 25th, 2021

General Overview:

This report is intended to present Council with the draft 2021-25 Strategic Plan and associated draft Public Engagement Plan.

Background:

The draft 2021-25 Strategic Plan attached as Appendix A results from a facilitated process with Council and senior Town staff. Council contracted Uprise Consulting to facilitate this process for the Town, which took place from January to March 2021.

Analysis:

On January 28, 2021 the Town Council received a draft Public Engagement Plan developed by staff to accompany the 2021-25 Strategic Plan (attached as Appendix B). Council deferred consideration of this draft Public Engagement Plan until the draft 2021-25 Strategic Plan was presented to Council.

Financial Analysis:

Operating and capital initiatives outlined in the draft Plan have been anticipated in prior-year budgets and will be reflected in Council's 2021-22 budget deliberations.

Recommendation:

It is recommended,

THAT Council approve the draft Public Engagement Plan: 2021-25 Strategic Plan and direct staff to implement the Plan.

Attached for Council Review:

- Draft 2021-25 Strategic Plan
- Draft Public Engagement Plan: 2021-25 Strategic Plan

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay
Strategic Plan
2021 - 2025

INSERT PICTURE OF MAYOR AND COUNCIL.

Message from Your Mayor and Council

The Town of Mahone Bay elected officials' role is to plan for and provide the mechanism to meet residents' and businesses' needs. One of the first tasks we undertook as a Council this term was to update the Strategic Plan to guide our decisions and actions over the next four years.

Council and senior staff identified three strategic priorities for the new council term. These priorities reflect what we have heard from residents and learned through public engagement. Each of these priorities becomes an integral piece and together guide us on the path to creating a more robust, inclusive, and vibrant community.

This Plan lays out Council's intentions for the 2021-25 term. The Plan builds on past successes while embracing the challenges of the future. In the real world, reality often circumvents the best of intentions. Our Plan is a living document to be reviewed annually throughout the Council's term as needs and realities change.

Our Mission is to provide high-quality services to our community, through efficient, responsible and accessible Municipal government.

Our Vision is an inclusive, thriving, and healthy community committed to fostering collaborative opportunities for sustainable growth.

Our Core Values are the deeply ingrained principles that guide Town Councillors and staff in the timely and collaborative delivery of services and support to our community:

- Accessibility
- Accountability
- Equity
- Fairness
- Honesty
- Responsiveness
- Stewardship

Key Measurable Results to achieve by 2025 are:

1. 10% population increase with diversity in age, ethnicity and income.
2. Increased supply of affordable housing (costing less than 30% of Mahone Bay's median household income) to 25% of total housing units.
3. 50% replacement of the Town's core water, wastewater, and storm water infrastructure on Main Street.
4. 80% of the power for the Town's electric utility comes from renewable sources.
5. Electrical rates competitive with Nova Scotia Power.

Strategic Priorities

Below are the three Strategic Priorities as determined by Council for the years 2021 - 2025.

The Strategic Plan was developed by Council to guide the direction of the Town of Mahone Bay for 2021-2025. It sets the stage as the foundation to guide decisions, projects, and initiatives to be undertaken during this four-year term.

In order to ensure the Strategic Plan is successfully implemented, staff will integrate the strategic priorities into the annual Business Plan and Budgets. This ensures that projects move forward and are approved by Council each year.

Once annual work plans are set, staff work together to ensure that projects are on track and continue to advance Council's strategic priorities.

1. Sustainable Municipal Services

Deliver efficient, progressive and affordable services to our community, ensuring our prosperity for the years to come.

1.1. Improve Performance of Town-Owned Utilities

Reduce water loss, increase flow capacity, reduce service disruptions, and increase demand.

Strategic Actions:

- Undertake strategic water, wastewater & electrical rate studies
- Implement initiatives to increase demand (grow customer base and transition away from fossil fuels)
- Complete water and wastewater system diagnostics
- Strategically replace/upgrade utility infrastructure

Constraints include ratepayers' ability to pay, borrowing capacity, and external funding opportunities.

1.2. Implement Asset Management Planning

Establish and maintain service standards with public input on Town services and rates.

Strategic Actions:

- Develop 10-year asset management plans for each asset class:
 - Electrical generation & distribution system;
 - Water treatment & distribution system;
 - Wastewater collection & treatment system;
 - Stormwater drainage systems;
 - Buildings and facilities including those leased by the Town to third-parties;
 - Transportation systems including streets and sidewalks;
 - Recreational facilities, trails, green spaces and cemeteries;
 - Equipment & Vehicles including Fire Department; and
 - Natural infrastructure
- Integrate asset management plans into 10-year capital budget

Constraints include staff capacity and external funding opportunities.

1.3. Improve Accessibility of Public Infrastructure

Establish new and replacement infrastructure to current accessibility standards, increase usage of Town facilities / public spaces, and ongoing public engagement.

Strategic Actions:

- Develop and implement Accessibility Operational Plan (as per approved Lunenburg County Accessibility Plan)
- Strategically improve transportation infrastructure to support healthy living

Constraints include staff capacity, external funding opportunities, and roll-out of new legislation / regulations.

Table 1 – Sustainable Municipal Services

		2021				2022				2023				2024			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.1.1	Undertake water, wastewater & electrical rate studies	Operating Initiatives															
	Water																
	Wastewater																
	Electrical																
1.1.2	Implement initiatives to increase utility demand	Operating Initiatives															
1.1.3	Complete water and wastewater system diagnostics	Operating Initiatives															
	Water																
	Wastewater																
1.1.4	Strategically replace/upgrade utility infrastructure	Capital Projects															
	Project 1																
	Project 2																
	Project 3																
1.2.1	Develop 10-year asset management plans for each asset class																
	Electrical																
	Water																
	Wastewater																
	Stormwater																
	Buildings and facilities																
	Transportation																
	Recreational facilities																
	Equipment & Vehicles																
Natural infrastructure																	
1.2.2	Integrate asset management plans into 10-year capital budget																
1.3.1	Accessibility Operational Plan	Operating Initiative / Capital Projects															
1.3.2	Improve transportation infrastructure to support healthy living	Capital Projects															
	Project 1																
	Project 2																
	Project 3																

2. Equitable & Inclusive Growth

Invest in core infrastructure and services to connect and serve our growing community.

2.1 Support Housing Supply to Meet the Needs of Growing Community

Support population growth with an increased number of dwelling units by implementing a Town Housing Strategy that fosters housing affordability, reduces the number of households in core housing need, and preserves our built heritage.

Strategic Actions:

- Complete Plan Mahone Bay MPS/Land Use By-Law review/update process and align results with Strategic Plan
- Develop and implement Housing Strategy with affordability as its focus

Constraints include federal, provincial and community partners, market forces, staff capacity, and residential tax burden.

2.2 Provide Equitable Services to Support Growth

Dedicate ourselves to the continued improvement of services and responsiveness.

Strategic Actions:

- Review service levels and align with residents' ability to pay
- Explore shared services and partnerships for efficient service delivery while connecting with community passion and interest
- Establish inclusive strategies for provision of municipal services
- Strategically expand existing infrastructure to support planned growth and development

Constraints include residential tax burden and community expectations.

2.3 Governance to Meet Expectations of our Growing Community

Engage the community and govern consistently with Council's values.

Strategic Actions:

- Align staff capacity, capital and operating plans with strategic plan
- Update policies and by-laws to support effective governance and strategic plan implementation
- Prioritize public engagement processes supporting strategic plan implementation
- Regularly review progress and continually improve strategic plan for effective implementation

Constraints include staff capacity, external funding opportunities, and community expectations.

Table 2 - Equitable & Inclusive Growth

		2021				2022				2023				2024			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.1.1	Complete Plan Mahone Bay MPS/LUB Process																
2.1.2	Develop and implement Housing Strategy																
2.2.1	Review service levels and align with residents' ability to pay																
2.2.2	Explore shared services and partnerships for efficient service delivery																
2.2.3	Establish inclusive strategies for provision of municipal services																
2.2.4	Expand existing infrastructure to support planned growth																
	Project 1																
	Project 2																
2.3.1	Align staff capacity, capital and operating plans with strategic plan																
2.3.2	Update policies and by-laws for effective governance and Plan implementation																
2.3.3	Prioritize public engagement processes supporting Plan implementation																
2.3.4	Regularly review progress and continually improve strategic plan																

3. Environmental Leadership

Ensure responsible and balanced growth management by incorporating progressive standards and a commitment to preserve our environment.

3.1 Reduce Community Greenhouse Gas Emissions

Focus on renewable energy supply with a reduction in emissions by sector guided by ongoing public/customer feedback.

Strategic Actions:

- Implement community Greenhouse Gas (GHG) Reduction Action Plan
- Expand home heating program
- Expand electric vehicle charging infrastructure
- Invest in renewable energy generation (e.g., community solar garden)
- Support regional initiatives that contribute to reductions in greenhouse gas emissions

Constraints include external funding opportunities, public buy-in, and ratepayers' ability to pay.

3.2 Adapt Community Infrastructure to Climate Change

Protect our shorelines against sea level rise and address flooding.

Strategic Actions:

- Develop and implement policies and by-laws supporting adaptation measures on private property
- Invest in strategic infrastructure (shoreline and stormwater management)

Constraints include external funding opportunities, staff capacity, roll-out of new legislation, and property owner buy-in.

3.3 Practice Stewardship of Our Natural Environment

Improve harbour water quality and urban forest health.

Strategic Actions:

- Develop and implement Urban Forest Management Plan (including parks)
- Invest in strategic infrastructure improvements (elimination of straight pipes) and land acquisitions (watershed)
- Encourage recognition of the value of natural assets in the Town

Constraints include property owner buy-in, buy-in from neighboring municipalities, roll-out of new legislation, and external funding.

Table 3 – Environmental Leadership

		2021				2022				2023				2024			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.1.1	Community Greenhouse Gas (GHG) Reduction Action Plan	Operating Initiatives															
3.1.2	Expand home heating program	Operating Initiative															
3.1.3	Expand electric vehicle charging infrastructure	Capital Projects															
3.1.4	Invest in renewables (e.g., community solar garden)	Capital Project															
3.1.5	Support regional initiatives that contribute GHG reduction	Operating Initiatives															
3.2.1	Develop and implement policies / by-laws supporting adaptation measures																
3.2.2	Invest in infrastructure (shoreline and stormwater management)	Capital Project															
3.3.1	Urban Forest Management Plan (including parks)	Operating Initiative															
3.3.2	Invest in infrastructure (straight pipes) and land acquisitions	Capital Projects															
	Project 1																
	Project 2																
3.3.3	Encourage recognition of the value of natural assets	Operating Initiatives															

Appendix B



Town of Mahone Bay Public Engagement Plan: 2021-25 Strategic Plan

Presented to Council: Jan 28, 2021

Deferred to March 25, 2021

GUIDING PRINCIPLES

Town of Mahone Bay public engagement is:

- Meaningful;
- Informed;
- Timely;
- Accessible;
- Transparent;
- Appropriately scaled;

NATURE OF ENGAGEMENT

- **Matter for which public engagement is being sought:**
Council's 2021-25 Strategic Plan
- **How input will be used:**
To inform any amendments to draft 2021-25 Strategic Plan as may be introduced by members of Council.
- **Identified stakeholders:**
Residents and ratepayers of the Town of Mahone Bay.
- **Impact of the matter on stakeholders:**
The 2021-25 Strategic Plan will impact annual budgets and in turn property tax and utility rates, financially impacting stakeholders. Quality of life for stakeholders will also be impacted.
- **Timeline for engagement / decision:**
March-April 2021.
- **What information is required to participate and where is it available:**
Draft 2021-25 Strategic Plan; via Town website (once presented).
- **Particular circumstances (including states of emergency and public health directives):**
COVID-19 public health directives limiting in-person gatherings.

ENGAGEMENT TOOLS

Which public engagement tools will be utilized:

✘ Public hearing;

Notes: A Public Hearing – via Zoom - is recommended prior to final adoption.

- ☐ In-person meetings, round-table discussions, town halls, open houses, or workshops;

✘ Digital engagement which may include including webinars, message boards / discussion forums, and online polls or surveys;

Notes: A Zoom session for the public to receive initial feedback on the draft 2021-22 Strategic Plan is recommended for Council's consideration prior to a Public Hearing.

✘ Written engagement which may include written submissions, email feedback, and mail-in surveys, polls and workbooks;

Notes: Written / email submissions accepted in initial feedback period – presented to Council with initial Zoom session report – as well as to Public Hearing.

- ☐ Engagement by representation including the appointment of members of the public to Town committees;

✘ Providing information through the media, websites, social media, and other channels;

Notes: Draft 2021-25 Strategic Plan will be hosted on the website and engagement activities promoted via website and social media as well as Mayor's Newsletter. Both the initial Zoom session and Public Hearing will be posted to the Town's YouTube channel as recordings.

✘ Other: CodeRED mass notification system, *Communications from Council* and *Community Notices from the Town* contact groups.

REQUIRED RESOURCES

- **Communication plan to inform the public about the public engagement plan and opportunities to provide input:**

Draft 2021-25 Strategic Plan will be hosted on the website and engagement activities promoted via website and social media as well as Mayor's Newsletter. Both the initial Zoom session and Public Hearing will be posted to the Town's YouTube channel as recordings.

Notices for the Public Hearing will be published in the same manner as for planning documents.

- **Required resources and costs:**

Organizing, promoting and executing initial Zoom session and public hearing, collecting associated correspondence and generating report to Council estimated at 20 hours staff time. Advertising costs for hearing estimated at \$200.00.



GOVERNMENT HOUSE

February 1, 2021

His Worship Mayor David Devenne
Town of Mahone Bay
PO Box 530, 493 Main Street
Mahone Bay, NS B0J 2E0

Your Worship,

I am delighted to send the enclosed Community Spirit Plaque to the Town of Mahone Bay.

As we are all aware, during 2020 this province experienced great turmoil when we were all impacted by the COVID-19 pandemic and the series of tragic events that soon followed. As a small province with a tight-knit population, the impact of these events was deeply felt across our region. During this period, I had an opportunity to call numerous municipal and Indigenous leaders to speak about how their residents were coping during this difficult time. I was greatly impressed to learn how resilient and positive Nova Scotians were in adapting to these significant challenges. The wonderful residents of our province demonstrated their amazing spirit and resourcefulness as they found innovative ways to continue their volunteerism and help those who are less fortunate.

In recognition of the tremendous spirit and resilience, I announced the creation of the plaque at the Celebrating Community Spirit and Volunteers Ceremony on 28 September 2020. It is hoped that you will display this plaque in your community. My staff have prepared the enclosed instructions for the installation of the plaque.

While we are not yet able to travel to your community to personally present the plaque, my wife Patsy and I hope there will be an opportunity to visit the Town of Mahone Bay in the near future.

Yours sincerely,

The Honourable Arthur J. LeBlanc, ONS, QC
Lieutenant Governor



Au nom de Sa Majesté la reine
Elizabeth II, Reine du Canada et de
la population de la Nouvelle-
Écosse, le lieutenant-gouverneur de
la province a présenté cette plaque
en reconnaissance des personnes
qui ont soutenu leurs concitoyennes
et concitoyens durant la pandémie
de 2020.

In the name of Her Majesty Queen
Elizabeth II, Queen of Canada and
all Nova Scotians, the Lieutenant
Governor of the Province has
presented this tablet in recognition
of those who contributed to aiding
their fellow citizens during the
2020 pandemic.

TOWN OF MAHONE BAY

Wjit Eleke'wi'skw Elsapet,
Eleke'wi'skw wjit Kanata aqq msit
No'pa Sko'siaewaq, aqq Nikanus
kaqamit wjit Eleke'wi'skw No'pa
Sko'sia ika'tumk ula kinua'taqney
keknuite'tasineu wenik
apoqnmua'tiji msit wenik tujiw
ika'qek pesekatimk Covid19
2020ek.

Ann an ainm a Mórachd, a'
Bhan-rìgh Ealasaid a Dhà, Ban-
rìgh Chanada, agus nan Ùr-
Albannach uile, tha Fo-Riaghladair
na Mór-roinneadh air a' phleith seo
a bhàirigeadh mar chomharra air na
feadhach a thug taic is cobhair do
gach co-chreutair ré a' ghalair
mhóir-sgaoilte 2020.

The Honourable / l'honorable Arthur J. LeBlanc, ONS, QC
Lieutenant Governor / lieutenant-gouverneur


NOVA SCOTIA
NOUVELLE ÉCOSSE

The regularly scheduled meeting of the Town of Mahone Bay's Cemetery Committee was held on Monday, March 15th, 2021 at 3:30 p.m. via videoconference.

Present:

Mayor D. Devenne
CAO D. Heide
Manager of Finance L. Wentzell, Secretary
Director of Operations D. Mackenzie
Councilor J. Feeney, Chair
B. Morse
S. Maples

Absent:

None

Gallery:

Approval of Agenda

A motion by D. Devenne, seconded by S. Maples **"THAT the agenda be approved as presented."**

Motion carried.

Approval of Minutes

No minutes presented.

Operating Report

Director of Operations D. Mackenzie reported that routine maintenance was done at the cemeteries over the fall/winter, including the removal of a tree.

Finance Report

Manager of Finance L. Wentzell gave a brief overview of the financial performance of the cemeteries during Fiscal 2020-21. Committee members discussed long-term finances and management of the Perpetual Care Fund.

A motion by D. Devenne, seconded by B. Morse **"THAT the Committee recommend to Council that any Operating Surplus within the 2020-21 Cemetery Budget at year-end be contributed to the Perpetual Care Fund."**

Motion carried.

The discussion then turned to review the 2021-22 Budget and there was a general consensus that the draft budget provided by Manager of Finance seemed appropriate.

A motion by B. Morse, seconded by D. Devenne **“THAT the Committee recommend that Council approve the 2021-22 budgets as presented for both Park and Bayview Cemeteries.”** Motion carried.

Old Business

Park Cemetery Mapping and Boundaries

A discussion was had regarding the progress on the mapping project of Bayview and Park Cemeteries. It was mentioned that a link is available on the Town website to access the mapping data on Bayview Cemetery data. Staff are continuing to undertake work to complete the GIS mapping for Park Cemetery.

Edgewater Streetscaping and Beautification Project

It was discussed that components of the Edgewater Streetscaping Project (which included improvements to the fence at Bayview Cemetery) were postponed as the matching grant funds were not received by the Town. Various scopes for the proposed project were discussed, with possible external funding sources. D. Mackenzie addressed the replacement of the fence and recommended that the fence be replaced with a composite material with a longer life and lower maintenance requirements than wood.

A motion by D. Devenne, seconded by S. Maples **“THAT the committee recommends to Council that the replacement of the picket fence at Bayview Cemetery with a long-lasting composite material be included in Council’s upcoming Budget Deliberations.”** Motion carried.

Next Meeting

June 14th, 2021 at 3:30pm

The meeting adjourned upon motion at 4:16 PM

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor David Devenne

Committee Secretary, Luke Wentzell

PARK CEMETERY

Operating Budget

	2019/20 ACTUALS	2020/21 BUDGET	2020/21 YTD	2021/22 BUDGET
Revenue				
Investment income	\$ 1,364	\$ 1,650	\$ 853	\$ 1,250
Grant from Town	\$ 8,507	\$ 15,200	\$ 2,985	\$ 7,750
Donations	\$ -	\$ -	\$ 250	\$ 200
Perpetual Care/Sale of Lots	\$ 4,550	\$ 3,500	\$ 2,600	\$ 3,250
Interment Fees	\$ 1,200	\$ 1,500	\$ 1,000	\$ 1,300
Monument Fees	\$ 450	\$ 400	\$ 100	\$ 250
Transfer from Perpetual Care	\$ -	\$ -	\$ -	\$ -
	\$ 16,071	\$ 22,250	\$ 7,788	\$ 14,000
Expenditures				
Signage	\$ -	\$ 250	\$ -	\$ -
Trees/Improvements	\$ -	\$ 5,000	\$ 730	\$ 1,500
Mowing and grounds upkeep	\$ 8,507	\$ 8,800	\$ 2,253	\$ 8,800
Soil and Other Materials	\$ 313	\$ 500	\$ 626	\$ 500
Roads and Improvements	\$ -	\$ 1,000	\$ 515	\$ 1,000
Monuments	\$ 2,702	\$ 2,000	\$ -	\$ 1,000
Administration/Legal/Audit	\$ -	\$ 1,200	\$ 1,064	\$ 1,200
Transfer to Perpetual Care Fund	\$ 4,550	\$ 3,500	\$ 2,600	
	\$ 16,071	\$ 22,250	\$ 7,788	\$ 14,000
Surplus of revenue over expenditures	\$ 0	\$ -	\$ -	\$ -

TOWN OF MAHONE BAY
BAYVIEW CEMETERY
Operating Budget

	2019/20 ACTUALS	2020/21 BUDGET	2020/21 YTD	2021/22 BUDGET
Revenue				
Investment income	\$ 3,529	\$ 3,400	\$ 3,293	\$ 3,400
Grant from Town	2,522	6,870	-	6,870
Donations	\$ 20,140	\$ -	\$ 25	\$ -
Perpetual care	-	-	-	-
Annual upkeep	\$ 30	\$ 30	\$ 30	\$ 30
	\$ 26,221	\$ 10,300	\$ 3,348	\$ 10,300
Expenditures				
Improvements/Grounds Upkeep	\$ -	\$ 2,500	\$ -	\$ 2,500
Mowing	6,209	6,600	2,409	6,600
Administration/Legal/Audit	\$ -	\$ 1,200	\$ 471	\$ 1,200
Mapping Project	12	-	12	-
Transfer to Perpetual Care	\$ 20,000	\$ -	\$ -	\$ -
	\$ 26,221	\$ 10,300	\$ 2,892	\$ 10,300
Surplus of revenue over expenditures	\$ 0	\$ -	\$ 456	\$ -

The regular meeting of the Town of Mahone Bay's Asset Management Committee was held on Wednesday, March 18th 2021 at 12:00 p.m. via videoconference.

Present:

Mayor D. Devenne, Chair
Councilor R. Nowe
CAO D. Heide
Manager of Finance L. Wentzell, Secretary
Lead Operator – Water & Wastewater M. Rafferty
B. Lewis
M. Blair
D. Waterfield
L. Hennigar

Absent:

Deputy Mayor F. Kangata

Gallery:

Approval of Agenda

A motion by Councilor R. Nowe, seconded by B. Lewis **"THAT the agenda be approved as presented."** **Motion carried.**

Approval of Minutes

A motion by B. Lewis, seconded by M. Blair, **"THAT the minutes of the February 18th, 2021 Asset Management Committee be approved as presented."** **Motion carried.**

2021-22 Committee Work Plan

CAO D. Heide discussed with the Committee the general scope of the committee's roles and responsibilities and specific expectations for 2021-22. This term, the Committee – supported by staff – will build on the work of the inaugural term of the committee in 2020, using existing information from the various asset classes compiled over the past several years to develop complete asset management plans for each class of asset, which will then be integrated into the Town's 10-year Capital Budget for Council's consideration.

It was noted by members that available information showed considerable infrastructure investments would be needed over the coming 10 years. Members discussed how the work of the Asset Management Committee will be used to plan for this inevitable replacement through planning and inclusion in the Town 10-year Capital Budget.

Members discussed reserve contributions which would be used to replace the respective infrastructure. CAO D. Heide explained how we currently only contribute to reserves for the Water and Electric Utilities to the extent that we are mandated by Nova Scotia Utility and Review Board (NSUARB). Funds in the depreciation reserves for the Utilities are restricted and can only be used to fund replacement of existing infrastructure. Any extension of services must be financed through funding from other sources. It was also noted that the Town does not currently contribute to Depreciation Reserves for Town Assets other than those of the water and electric utilities, though a general capital reserve is maintained.

Water & Wastewater Infrastructure Discussion

The committee reviewed Water & Wastewater materials developed in the prior committee term and available on the Town's website. Members reviewed and supported the Asset Management Goals as outlined in the documents for both Water and Wastewater Assets.

Committee members discussed public engagement and financing for water and wastewater projects, providing input for future development of management plans for Water and Wastewater Assets. There was general agreement that the Town has a role to play in financing strategic expansion of water and wastewater services and that this would not be financed by the utility, nor should all costs be borne by property owners (especially those with existing systems who might stand to benefit less).

CAO D. Heide concluded with a review of anticipated targeted diagnostics of the Town's Water and Wastewater Assets which would provide important data to inform the development of asset management plans.

Training Opportunities

A new version of the NSFM Training will be available to interested Committee members shortly at no expense. Also, additional paid training opportunities may be available pending the outcome of budget deliberations.

Committee Meeting Dates & Times

April 15th, 2021 at 12:00 PM

The meeting adjourned upon motion at 2:01 PM

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor David Devenne

Committee Secretary, Luke Wentzell

DRAFT