



## TOWN COUNCIL AGENDA

**April 13, 2021**

7:00 p.m.

YouTube Live

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### Call to Order

### 1 Approval of Agenda

### 2 Minutes

2.1 Regular Meeting – March 25, 2021

### 3 Presentations

### 4 Correspondence – Action Items

4.1 Mickey Johnson, Town Logo

### 5 Correspondence – Information Items

5.1 NSFM – Monday Memo – March 22, 2021

5.2 NSFM – Memo Concerning Bill 47

5.3 NSFM – Monday Memo – March 29, 2021

5.4 Wendy Priesnitz – Tree Cutting

5.5 Hon. Brendan Maguire – 911 Cost Recovery Fund

5.6 NSFM – Monday Memo – April 6, 2021

5.7 Susan Robertson – Feedback on Council of Canadians Session

### 6 Staff Reports

6.1 Staff Report – April 14, 2021

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

6.3 Staff Report – Long Term Debenture Refinancing

### 7 Council Items

7.1 Mayor Devenne – Budget Meeting Dates: April 19<sup>th</sup> and 22<sup>nd</sup>

7.2 Councillor Burdick – Housing Needs Assessment

### 8 Committee Reports

8.1 Policy & Strategy Committee – Draft minutes – March 30, 2021

8.1 Lunenburg County Senior Safety Program Monthly Report – March 2021

8.2 Region 6 Waste Management – Draft minutes – March 19, 2021

### 9 New Business

### 10 Closed Session

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



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The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday, March 25, 2021 at 7:00 p.m. via video conference and broadcast via YouTube live.

**Present:**

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

**Gallery:** online

**1. Agenda**

A motion by Councillor Nowe, seconded by Councillor Wilson, **“THAT the agenda be approved as amended to include the addition of Budget meeting dates under new Business.”**  
**Motion carried.**

**2. Minutes**

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

**3. Presentations**

No presentation.

**4. Correspondence – Action**

No 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

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

## **6. Staff Reports**

### **6.1 Council Report**

Council received the Staff Report for March 25, 2021.

### **6.2 2020/21 Write Offs**

The CAO declared a conflict of interest and left the discussion at 7:18pm.

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

A motion by Councillor Feeney, seconded by Councillor Wilson, **“THAT Council write-off accounts in the amount of \$3,235.77 as presented.”** **Motion carried.**

The CAO returned to the discussion at 7:24pm.

### **6.3 Council Chambers Furniture and Equipment**

Council received a staff report to provide Council with recommendations for the layout of the Council Chambers and furniture/equipment to be procured for the space.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT Council approve furniture and equipment for the Council Chambers as recommended, for inclusion in the 2021-22 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 the Accessibility Operation Plan, anticipated in 2021-22.”** **Motion carried.**

#### 6.4 Regional Cooperation on Anti-Racism and Discrimination

Council received a staff report on Regional Cooperation on Anti-Racism and Discrimination.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT the discussion of Anti-Racism be forwarded to the Policy & Strategy Committee and that staff maintain communication with regional municipal partners regarding opportunities to partner with Anti-Racism efforts.”** Motion carried.

#### 6.5 Refinancing Debenture (TBR)

Council received a staff report with an update and recommendation relating to the refinancing of an existing Long-Term Debenture.

A motion by Councillor Feeney, seconded by Councillor Nowe, **WHEREAS Section 66 of the Municipal Government Act provides that the Council of the Town of Mahone Bay subject to the approval of the Minister of Municipal Affairs, 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 Town of Mahone Bay borrow a sum or sums not exceeding Ninety-Two Thousand Five Hundred Dollars (\$92,500) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;**

**THAT the sum be borrowed by the issue and sale of debentures of the Council of the Town of Mahone Bay 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 Ninety Two Thousand Five Hundred Dollars (\$92,500) 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 of this resolution;**

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



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

**Motion carried.**

#### 6.6 Traditional Land Acknowledgement

Council received a staff report on the status of the Traditional Land Acknowledgement Engagement Plan and providing Council with wording provided by the Gold River First Nation in response to the Town's request for their input.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **"THAT Council accept the Land Acknowledgement as provided by the Gold River First Nation."**

**Motion carried.**

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, **"THAT staff be directed to share the approved Land Acknowledgement on the Town website and social media."**

**Motion carried.**

A motion by Councillor Carver, seconded by Councillor Feeney, **"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 along with a gift."**

**Motion carried.**

#### 6.7 GHG Reduction Action Plan

Council received a summary report on engagement activities in relation to the draft GHG Reduction Action Plan and to recommend the Plan for adoption.

A motion by Councillor Feeney, seconded by Councillor Burdick, **"THAT Council adopt the draft Community GHG Reduction Action Plan as presented."**

**Motion carried.**

#### 6.8 Town of Mahone Bay 2021-2025 Strategic Plan

Council received a staff report to present the draft 2021-25 Strategic Plan and associated draft Public Engagement Plan.

A motion by Councillor Feeney, seconded by Councillor Nowe, **"THAT discussion of the Staff Report re 2021-25 Strategic Plan be deferred to the next regular meeting of Council."**

**Motion carried.**

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, **"THAT Council direct staff to schedule a strategic planning session in the next two weeks."**

**Motion carried.**

## **7. Council Items**

### **7.1 Lt. Governor Letter of Recognition**

Council received a letter from The Hon. Arthur J. LeBlanc, Lieutenant Governor of Nova Scotia, which accompanied a Community Spirit Plaque in recognition of the Town's assistance to their citizens during the 2020 pandemic.

A motion by Councillor Feeney, seconded by Councillor Carver, **"THAT Council appoint Ann McPhail to the Heritage Advisory Committee."** **Motion carried.**

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, **"THAT Council appoint Tim Merry to the Asset Management Committee."** **Motion carried.**

## **8. Committee Reports**

### **8.1 Cemetery Committee**

Council received the draft minutes of the March 15, 2021 meeting of the Town of Mahone Bay Cemetery Committee.

A motion by Councillor Feeney, seconded by Councillor Burdick, **"THAT any Operating Surplus within the 2020-21 Cemetery Budget at year-end be contributed to the Perpetual Care Fund."** **Motion carried.**

A motion by Councillor Feeney, seconded by Councillor Nowe, **"THAT Council approve the 2021-22 budgets as presented for both Park and Bayview Cemeteries."** **Motion carried.**

A motion by Councillor Wilson, seconded by Councillor Burdick, **"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.**

### **8.2 Asset Management Committee**

Council received the draft minutes of the March 19, 2021 meeting of the Asset Management Committee.

## **9. New Business**

No agenda items.

## 10. Closed Session

A motion by Councillor Nowe, seconded by Councillor Burdick, at 8:33 pm to go into Closed Session to discuss contract negotiations; legal advice for solicitor-client privilege; and personnel matters as permitted by the Municipal Government Act section 22(2)(e)(g) and (c) respectively. Motion carried.

Council returned to open session at 9:45pm.

### Business Arising from Closed Session

A motion by Councillor Feeney, seconded by Councillor Wilson, **“THAT Council accept Change orders #1.1 (light fixtures), #1.2 (electrical) and #1.3b (water damage) as presented.”** Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT Council accept the estate donation in the amount of \$10,000 to the Mahone Bay and District Fire Department from the Zwicker family.”** Motion carried.

A motion by Councillor Wilson, seconded by Councillor Carver, **“THAT the ‘Regulations Respecting Net Metering’ as presented be adopted by the Town and if approved by the Nova Scotia Utility and Review Board be inserted into the Town’s Schedule “B”, “REGULATIONS FOR THE PROVISION OR SUPPLY OF ELECTRIC SERVICES” as Section 6, and all subsequent Sections be renumbered accordingly; and**

**THAT the Town’s current Solar Connectivity Policy be repealed.”** Motion carried.

Council adjourned upon motion at 9:49 pm.

**TOWN OF MAHONE BAY**

**TOWN OF MAHONE BAY**

Mayor, David Devenne

Clerk, Maureen Hughes

**From:** [nspearlgirl@gmail.com](mailto:nspearlgirl@gmail.com)  
**To:** [Francis Kangata](#); [Alice Burdick](#); [Penny Carver](#); [Joseph Feeney](#); [Richard Nowe](#); [Kelly Wilson](#); [David Devenne](#); [Town of Mahone Bay Clerk](#); [Dylan Heide](#)  
**Subject:** Correspondence Action Item  
**Date:** Thursday, March 25, 2021 9:34:37 AM  
**Attachments:** [town of mahone bay logo \(2\).png](#)  
[893FFA7C899F4DC78857D027A438B3A1.png](#)

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

First, I, as well as many others would like to commend council on its change of policy to actively engage citizens when possible to do so. It shows good faith and a willingness to support and care for the wellbeing of your constituents. It also shows a strong desire for transparency and the importance of having citizen support. This new policy strengthens confidence that we are in safe, reliable hands with our leaders and helps to foster trust, which is the cornerstone of government relations. We know this is in direct response to how the new logo was conceived and we genuinely appreciate and thank you for what you have done.

Though citizens may currently have differing opinions on their preference or choice of logo; virtually all citizens agree that there was a 'process gap' or lack of representation when the logo was chosen. Unfortunately, this lack of representation and lack of action to remedy the process has caused many to feel unsupported by council and some trust has been eroded. Though the new policy enacted by council is very much appreciated and applauded, shouldn't the issue that precipitated the change in the first place be addressed and remedied, especially since it is easy to do?

Also, may it please be noted that according to Jane Smith, the petition contained over **200** town signatures, not 67. Some of the addresses were displayed as Halifax or Bridgewater; however, if you look closely at the names, you will easily recognize them as citizens, residents and business owners of Mahone Bay. Once we (Jane and I) realized this had happened, we tried to quickly go through the list and highlight the names of those we recognized as living in Mahone Bay. Either way, you know there are at least 67 people in Mahone Bay who have a desire to be represented.

In consideration of these concerns, a group of Citizens have begun a Community Driven Process where a new logo has been created (attached). These citizens would like council's permission to hold an OPEN vote, available to ALL citizens between the current diamond logo and the newly created logo. The votes will be collected using an on-line form and/or paper ballots for those who do not use the internet, social media and or prefer a different method of voting. Every citizen is highly valued and encouraged to vote. It is our hope that by using a public, inclusive process agreed to by council, goodwill and trust will be fostered. Our goal is to encourage communication through a variety of means in order to create active and engaged citizens. We agree with council in soliciting citizen support knowing future policies depend on responses and compliance from the public.

Again, the group asks for permission from Council to move forward with this vote and advises that no cost will be incurred to Council.

Thank you, Mickey Johnson  
504 Main Street, Mahone Bay





Sent from [Mail](#) for Windows 10

**Kelly Redden**

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**From:** NSFM Communications <communications@nsfm.ca>  
**Sent:** Monday, March 22, 2021 4:15 PM  
**To:** Town of Mahone Bay Clerk  
**Subject:** NSFM's Monday Memo: March 22, 2021

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

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Monday Memo



NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES

## **NSFM Virtual Spring Conference – May 6th & 7th via zoom**

Don't miss out on hearing Bill Carr speak on Living with Resilience at the upcoming May Spring Conference!





*Program and registration information will be available later next week.*

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## **Update from Lands and Forestry, Re: Biodiversity Act**

On March 11, the provincial government [introduced an amended Biodiversity Act](#)

The Biodiversity Act as introduced in the spring 2021 session of the House of Assembly reflects the feedback received during consultations held in 2019, 2020 and early 2021. It is designed to work with existing legislation to address threats and opportunities for the conservation and sustainable use of biodiversity in Nova Scotia.

It will not duplicate or “double up” on laws and regulations that Government already has in place. It will not create new approval processes for development and resource sectors where management systems are already in place.

The Act would enable the province and municipalities to work together on unmanaged threats to biodiversity and untapped opportunities. Here are some examples:

- The Act offers a mechanism for willing municipalities to partner with the province to craft and customize management zones (called biodiversity management zones) that balance the unique ecological features of an area while enabling tourism and recreation.
- Another area where we would envision working with municipalities is in relation to provisions dealing with alien and invasive species can help avoid harmful plant and animal introductions that degrade municipal public spaces, water bodies and create nuisances for residents.

- Last, the Act will provide for increased biodiversity reporting and availability of data and information that can supplement and inform municipal planning processes.

As a next step, the Department of Lands and Forestry would begin working on regulations. In the amended Act, they have committed to consult the public on regulations and look forward to working with municipalities to this end.

In the meantime, the Act is continuing to work its way through the legislative review process. They recognize that many Nova Scotians have important viewpoints on this bill and look forward to hearing these when the bill is scheduled for the meeting of the Law Amendments Committee as part of the legislative process.



## **Help shape the future of affordable rental housing in Nova Scotia.**

Housing stakeholders are invited to share their ideas in an online regional workshop hosted by the Nova Scotia Affordable Housing Commission. These sessions will be hosted from March 30 to April 9, 2021.

Visit our [registration page](#) to join the workshop for your region, or if that timing

doesn't work, join a different one.

- March 30, 1:00 p.m.: [Annapolis-Kings-West Hants](#)
- April 1, 10:00 a.m.: [HRM-East Hants \(1\)](#)
- April 1, 1:00 p.m.: [Yarmouth-Digby-Shelburne](#)
- April 6, 1:00 p.m. : [CBRM-Victoria](#)
- April 6. 6:00 p.m.: [Pictou-Colchester-Cumberland](#)
- April 7, 10:00 a.m.: [Inverness-Richmond-Antigonish-Guysborough](#)
- April 7, 6:00 p.m.: [HRM-East Hants \(2\)](#)
- April 9 ,10:00 a.m.: [Queens-Lunenburg](#)

The Commission was created to engage with experts and stakeholders to learn more about the current state of affordable housing and develop recommendations to increase the supply of, and access to, affordable housing across the province.

Input from these workshops, focus groups, an online survey, and other submitted ideas will be used to help develop the Commission's recommendations. Their work will be presented to the Minister of Infrastructure and Housing by May 31.

You are also encouraged to fill out [our survey](#), [share your ideas](#), [map your community's housing needs](#) and [share your housing story](#).

In addition, the Commission will host focus groups to hear from specific groups and sectors.

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## **Nova Scotia Fire Safety Advisory Council (NSFSAC) Seeking Member**

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

administration 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.

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## **NS Local Government RCMP Contract Management Committee seeking member**

The purpose of the Committee is

- 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](mailto:info@nsfm.ca) outlining which service agreement area you would represent and what you will bring to the table.

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## **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](#)

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## **Nova Scotia Building Advisory Committee Seeking member**

The NSBAC is an adjudicative board which has 2 distinct functions.

The non-adjudicative role is to provide the Minister of Municipal Affairs with advice and assistance concerning the Nova Scotia Building Code Act and Regulations, provide a liaison between the Minister and the National Research Council (NRC), look into matters and functions assigned to it by the Minister.

The adjudicative role is to conduct hearings where disputes arise and respond to matters referred to the Committee by a court.

The Committee meets monthly, except for July and August typically. Hearings are conducted on an as needed basis (typically five to eight a year) including the summer months with three to five members. Participation in the hearings are voluntary. Meetings are typically 1 to 2 hours in the afternoon on the second Wednesday of the month. Additional working groups may be established and are voluntary as well. Currently all meetings are virtual, but will resume to in person once the current situation improves.

### **Members are expected to have an understanding of the:**

National Building Code

National Energy Code for Buildings

National Plumbing Code

Nova Scotia Building Code Act

Nova Scotia Building Code Regulation

Administration and Enforcement of the Act, Codes and Regulations.

**Members are expected to :**

Articulate in a clear and concise manner any issues or concerns

Have the ability to work in a consensus based manner

Regularly attend Committee meetings

Regularly report back to their respective organizations

Provide advice to the Committee on concerns or issues.

Members interested in joining the committee [can contact the NSFM.](#)

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## **FCM Board Nominations are Open**

*Submitted from FCM*

The nomination process is now open for those who wish to run for FCM's 2021-2022 Board of Directors. This member-elected body develops national policy priorities on behalf of cities and communities of all sizes, from coast to coast to coast.

This year, we're running an **online** FCM Board of Directors election during our Annual Conference and Trade Show, which runs from June 1-4, 2021.

As always, we will work to deliver a transparent and secure process for our nearly 12,000 elected officials in member communities across the country. We want you to make your voice heard!

### **The nomination process**

Are you interested in making local priorities heard at a national level? Put yourself

forward as a candidate for a Director position, or even as a Table Officer. Visit [our website](#) to find more information about the commitment these positions require, the nomination and consent forms, as well as a sample resolution (which you'll need from your member municipality or Provincial/Territorial Municipal Association).

- [Table Officers' deadline for nomination forms](#): May 14
- [Directors' deadline for consent forms](#): Coming soon

Our updated [Elections Procedures](#) are also available online, and you can email [elections@fcm.ca](mailto:elections@fcm.ca) with any questions.

### **The voting process**

As a representative from an FCM member municipality, you're automatically registered to vote in FCM's Board of Director elections when you register for our Annual Conference. It's a straightforward way to attend the conference you love *and* participate in FCM's democratic process.

This year's elections will have condensed voting windows and simplified, **online-only voting**. On the first day of the conference, registered delegates will vote for the Table Officers. On the second day, they'll vote for provincial Board Directors. On the final day, and in accordance with our bylaws, we'll invite participants to ratify the list of elected and appointed candidates during our AGM.

### **Who can run?**

We encourage any elected official of a member municipality to run as a candidate for either a Table Officer or a Director position, particularly if you're deeply in touch with FCM's core issues—from affordable housing to rural economic growth, from social inclusion to climate resilience. If you're already invested in those issues in your own community, consider running so you can drive change on a national scale. We all benefit from a strong FCM Board that helps communities across Canada thrive.

We'll be in touch soon with more details about the election and the Annual Conference.



Until then, stay safe and healthy.

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## 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 <sup>th</sup>	10:00 a.m. – 12:00 p.m.	<a href="#">REGISTER HERE</a>
South Shore-HRM	Friday, April 9 <sup>th</sup>	2:00 p.m. – 4:00 p.m.	<a href="#">REGISTER HERE</a>
South Western Shore	Monday, April 12 <sup>th</sup>	10:00 a.m. – 12:00 p.m.	<a href="#">REGISTER HERE</a>
Colchester/Cumberland Pictou/East Hants	Monday, April 12 <sup>th</sup>	2:00 p.m. – 4:00 p.m.	<a href="#">REGISTER HERE</a>
Valley	Friday, April 16 <sup>th</sup>	10:00 a.m. - 12:00 p.m.	<a href="#">REGISTER HERE</a>

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## 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.

[Click here for the Zoom invite](#)

## In The News

[FCM President Comments on Yarmouth Grant](#)

## Upcoming Events

### **Webinar: Exploring Diversity Inclusion in our Municipalities**

#### **LAST CHANCE TO REGISTER!**

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

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:** \$150

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## NOVA SCOTIA FEDERATION OF MUNICIPALITIES



Nova Scotia Federation of Municipalities

Suite 1304, 1809 Barrington Street

Halifax, N.S. B3J 3K8

Phone: (902) 423-8331

Fax: (902) 425-5592

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

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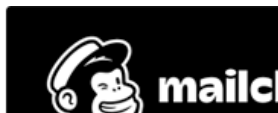
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## Kelly Redden

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**From:** NSFM Communications <communications@nsfm.ca>  
**Sent:** Thursday, March 25, 2021 3:05 PM  
**To:** Town of Mahone Bay Clerk  
**Subject:** A Message to Members from NSFM President Emily Lutz RE: Bill 47

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

CAUTION: This email originated from an external sender.

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NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES

To our members,

We understand that there has been some concern over the introduction of Bill 47 in the legislature. We held an emergency board meeting the evening of March 24, and after considerable discussion we passed the following motion regarding the new Bill:

*NSFM Board supports the proposed amendments to allow municipalities to consider, at their sole discretion, providing grants to support accessibility for businesses subject to confirmation that the province will continue to fund the overwhelming majority of needed grant support for small businesses to meet the new Accessibility Act requirements.*

The Department of Municipal Affairs consulted with our members this past summer on several issues including code of conduct, affordable housing, and accessibility— including the very issue this Bill aims to address.

NSFM has always supported initiatives that broaden the decision-making capacity of our members. We have long said that as an order of government we deserve to be afforded the ability to govern as necessary. Legislation like Bill 47

empowers our members to support their residents, businesses, and community groups as they see fit.

This is enabling legislation, it is not a download or change in program. This Bill allows our members to decide via bylaw and policy if they are going to give access to funding for businesses seeking to become more accessible.

Members who wish to continue operations as usual are free to do so. Members who previously viewed the inability to provide direct funds to a business as a barrier to accessibility now have options.

As long as the province continues to provide the overwhelming majority of accessibility funding, we support this Bill. We plan to discuss this decision and the legislation further on our Mayors, Wardens, and CAOs call this coming Wednesday.

Kind regards,

Emily Lutz

President

Nova Scotia Federation of Municipalities

Nova Scotia Federation of Municipalities

Suite 1304, 1809 Barrington Street

Halifax, N.S. B3J 3K8

Phone: (902) 423-8331

Fax: (902) 425-5592

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

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**Kelly Redden**

---

**From:** NSFM Communications <communications@nsfm.ca>  
**Sent:** Monday, March 29, 2021 4:23 PM  
**To:** Town of Mahone Bay Clerk  
**Subject:** NSFM's Monday Memo: March 29, 2021

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Monday Memo



NOVA SCOTIA FEDERATION  
OF MUNICIPALITIES

### **Update RE: NSFM Presidency**

Effective March 26, 2021, NSFM President Emily Lutz has begun a temporary leave of absence. Vice-President Amanda McDougall has assumed the presidency in her stead as Acting President.

We thank Emily for all of her hard work and dedication to NSFM and the board, and look forward to her return to office.

---

### **NSFM Virtual Spring Conference – May 6th & 7th via zoom**

Don't miss out on hearing Bill Carr speak on Living with Resilience at the upcoming May Spring Conference!





*Program and registration information will be available on Thursday*

---

## **FCM Board Nominations are Open**

*Submitted from FCM*

The nomination process is now open for those who wish to run for FCM's 2021-2022 Board of Directors. This member-elected body develops national policy priorities on behalf of cities and communities of all sizes, from coast to coast to coast.

This year, we're running an **online** FCM Board of Directors election during our Annual Conference and Trade Show, which runs from June 1-4, 2021.

As always, we will work to deliver a transparent and secure process for our nearly 12,000 elected officials in member communities across the country. We want you to make your voice heard!

## The nomination process

Are you interested in making local priorities heard at a national level? Put yourself forward as a candidate for a Director position, or even as a Table Officer. Visit [our website](#) to find more information about the commitment these positions require, the nomination and consent forms, as well as a sample resolution (which you'll need from your member municipality or Provincial/Territorial Municipal Association).

- [Table Officers' deadline for nomination forms](#): May 14
- [Directors' deadline for consent forms](#): Coming soon

Our updated [Elections Procedures](#) are also available online, and you can email [elections@fcm.ca](mailto:elections@fcm.ca) with any questions.

## The voting process

As a representative from an FCM member municipality, you're automatically registered to vote in FCM's Board of Director elections when you register for our Annual Conference. It's a straightforward way to attend the conference you love *and* participate in FCM's democratic process.

This year's elections will have condensed voting windows and simplified, **online-only voting**. On the first day of the conference, registered delegates will vote for the Table Officers. On the second day, they'll vote for provincial Board Directors. On the final day, and in accordance with our bylaws, we'll invite participants to ratify the list of elected and appointed candidates during our AGM.

## Who can run?

We encourage any elected official of a member municipality to run as a candidate for either a Table Officer or a Director position, particularly if you're deeply in touch with FCM's core issues—from affordable housing to rural economic growth, from social inclusion to climate resilience. If you're already invested in those issues in your own community, consider running so you can drive change on a national scale. We all benefit from a strong FCM Board that helps communities across Canada thrive.

We'll be in touch soon with more details about the election and the Annual Conference.

Until then, stay safe and healthy.

---

## 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 <sup>th</sup>	10:00 a.m. – 12:00 p.m.	<a href="#">REGISTER HERE</a>
South Shore-HRM	Friday, April 9 <sup>th</sup>	2:00 p.m. – 4:00 p.m.	<a href="#">REGISTER HERE</a>
South Western Shore	Monday, April 12 <sup>th</sup>	10:00 a.m. – 12:00 p.m.	<a href="#">REGISTER HERE</a>
Colchester/Cumberland Pictou/East Hants	Monday, April 12 <sup>th</sup>	2:00 p.m. – 4:00 p.m.	<a href="#">REGISTER HERE</a>
Valley	Friday, April 16 <sup>th</sup>	10:00 a.m. - 12:00 p.m.	<a href="#">REGISTER HERE</a>

---

## Join NSFM Acting President Amanda McDougall and new women councillors for (digital) coffee!

Acting President McDougall 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.

[Contact NSFM staff for registration info](#)



## NOVA SCOTIA FEDERATION OF MUNICIPALITIES



Nova Scotia Federation of Municipalities

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## Maureen Hughes

---

**Subject:** FW: tree cutting

---

**From:** Wendy Priesnitz <[wendy.priesnitz@gmail.com](mailto:wendy.priesnitz@gmail.com)>  
**Sent:** Monday, March 29, 2021 5:16 PM  
**To:** Town of Mahone Bay Clerk <[clerk@townofmahonebay.ca](mailto:clerk@townofmahonebay.ca)>  
**Subject:** tree cutting

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

Hello,

Please ensure that my concern is expressed to Council and staff regarding a recently observed round of tree cutting within the Town of Mahone Bay.

The most egregious assault on our town's tree canopy is, to my mind, the clearcutting of the nursing home site at 164 Main Street. I am appalled at the devastation there, including the tree cutting right down to the creek, which will likely cause problems with erosion, silting, etc. I would hope that the development agreement includes written requirements regarding preservation of trees near the creek and those not directly in the path of construction.

In recent months, I have observed a number of other sites where the total removal of trees seems unnecessary and undesirable, including property on Longhill Rd, Kinburn St, and behind the post office. I realize that tree removal is the simplest and least expensive route to developing a site. But I believe that efficiency must be balanced with protection of biodiversity and conservation of our natural resources such as trees and waterways.

The 100 Trees: 100 Years planting initiative was a wonderful way to recognize and boost the health of our "urban forest," but I believe we must also protect as many of our old trees as possible.

Therefore, I urge Council to create a bylaw regulating and actively managing tree cutting and other disturbances on private property - perhaps as part of the new planning strategy - before it's too late. Does the Town of Mahone Bay really and truly value its environment?

Thank you.

Wendy Priesnitz  
Box 658  
Mahone Bay NS B0J 2E0



**Municipal Affairs  
Office of the Minister**

---

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • [novascotia.ca](http://novascotia.ca)

---

**MAR 29 2021**

Mayor David Devenne  
Town of Mahone Bay  
PO Box 530  
Mahone Bay NS B0J 2E0

Dear Mayor Devenne:

I am pleased to inform you that a direct deposit in the amount of \$1,000.00 will be made to your municipal account from the 911 Cost Recovery Fund. As in past years, the purpose of this funding is to provide for the recovery of the incremental costs associated with the administration of civic addressing programs at the municipal level.

I want to take this opportunity to express my thanks to you and your staff for the excellent support provided to the Nova Scotia 911 system, without which we could not continue to deliver the very high caliber of service that Nova Scotians have come to expect.

Should you have any questions, please contact David Wilson, Director, Provincial 911, Emergency Management Office Emergency Management Office toll free at 1(866) 424-5620.

Sincerely,

A handwritten signature in black ink, appearing to be "B. Maguire", with a long horizontal stroke extending to the right.

Brendan Maguire  
Minister of Municipal Affairs

c Nova Scotia Federation of Municipalities

**Kelly Redden**

---

**From:** NSFM Communications <communications@nsfm.ca>  
**Sent:** Tuesday, April 6, 2021 4:36 PM  
**To:** Town of Mahone Bay Clerk  
**Subject:** NSFM's Monday Memo: Tuesday, April 6, 2021

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

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Monday Memo



NOVA SCOTIA FEDERATION  
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## **Register for the NSFM Virtual Spring Conference – May 6th & 7th via zoom!**

Registration for the annual Spring Conference, live over Zoom, is now open!

Don't miss keynote speaker Bill Carr, an address from Department of Municipal Affairs Minister Brendan Maguire, and the chance to win an awesome door prize!





*[For more information, a detailed look at the agenda, and to register, visit the website!](#)*

---

## **Upcoming Committee Opportunities**

NSFM is seeking members for appointment to the following committees. For further information, please click on any of the links below, or [contact NSFM](#)

- [Building Advisory Committee](#)
  - [Fire Advisory Committee](#)
  - [RCMP Contract Committee](#)
  - [PVSC Board of Directors](#)
- 

## **FCM Board Report to Council**

[Read the report here](#)

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## NSAR Release Report for Affordable Housing Commission

"We All Play a Part" presents findings from the Nova Scotia Association of Realtors about the housing crisis. We understand a number of our members were involved in the commission of the report, which recommends the province work with municipalities on housing issues and calls for the replacement of CAP with a more equitable property assessment that protects fixed-income and low-income Nova Scotians.

We have been asked by NSAR to share with members.

[Read the report here](#)

## Upcoming Events

### MARK YOUR CALENDARS!

#### REGISTER NOW!

NSFM Virtual Regional Meetings: Hosted on Zoom

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

Region	Date	Time	
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Pictou/East Hants			
Valley	Friday, April 16 <sup>th</sup>	10:00 a.m. - 12:00 p.m.	<a href="#">REGISTER HERE</a>

## Join NSFM Acting President Amanda McDougall and new women councillors for (digital) coffee this Thursday!

Acting President McDougall will be hosting an informal coffee and chat session on Thursday morning 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.

[Contact NSFM staff for registration info](#)

## Trade, Tips & Tools

### Not one but TWO New programs!

#### 1. New Geospatial Program



We are pleased to announce the new Geospatial Program as part of its offerings to members. Our Trade alliance works hard to specialize in certain product areas and has created customized programs for the membership in response to popular demand. The Geospatial Program offers two approved

suppliers for members to use: Choice Survey & Construction Supplies Ltd. and Spatial Technologies. [choicesurvey.ca](http://choicesurvey.ca)

## 2. New Aggregates Program



There are numerous needs for secure and affordable sources of aggregates. In partnership with AMI RockChain, the Aggregates Program helps you source and transport surface materials; gives you access to resource mapping, modelling, and stockpile monitoring; and provides options for regulatory and resource engineering services. [amirockchain.com](http://amirockchain.com)

### **Show up for a Webinar for a chance to Win !**

Join us for our next Atlantic Canadian Municipality trade program webinar expo.



**Tuesday April 15 at 10:30 am (11:00 NFLD time) for the awarded Grainger program & to a chance to win an awesome door prize.**

**[Register Here](#)**

### Upcoming Webinars

<b>Grainger</b>	15-Apr
<b>Choice</b>	14-May
<b>CDW</b>	15-Jun



## NOVA SCOTIA FEDERATION OF MUNICIPALITIES



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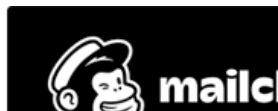
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**From:** [Susan Robertson](#)  
**To:** [Town of Mahone Bay Clerk](#)  
**Subject:** JUST Recovery Session & Municipal Planning Strategy  
**Date:** Tuesday, April 6, 2021 2:16:20 PM

---

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

Hello Mayor Devenne, Council Members, and Staff,

**JUST RECOVERY:**

I want to congratulate you all on your leadership shown in partnering with the Council of Canadians in the Just Recovery session last week. I wasn't able to watch it live but did the very next day.

I think it's incredibly important that we discuss and create plans for moving forward on the 6 focus areas you identified. I was impressed by the insight and comments shared by all panelists. There is certainly no shortage of ideas on how to create a better world **for all and not just for some** into the future.

**MUNICIPAL PLANNING STRATEGY:**

I am encouraged and feel hopeful when I learn of the ways this town has made Climate Change and Green House Gas Reduction a priority with a vision into the future. It makes me feel proud to be a citizen here!

I am sure we will see that the environment will continue to figure prominently in the update to the Municipal Planning Strategy which I understand is being done this year. I look forward to participating in that discussion.

*I do have* a concern with the disappearance of trees in our town though; especially when the importance of tree coverage and green spaces have been given a lot of attention here. I walk, ride, snowshoe and ski the many trails and woodland paths I have access to from my doorstep. This is one of the important features for me living here. I must say I was rather **shocked** to see a **significant** destruction of trees (visible from one of the walking paths I enjoy regularly) on the new nursing home property. Besides changing the atmosphere of that walk itself now it also seems like such a great loss for the future residents who will be living out their final years there.

I hope going forward that the town will carefully oversee any work being done on our property so it will be protected as much as possible.

Thank you for sharing all the good work you have been doing!

Susan Robertson

Sent from my iPad





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
<b>Council Assignments to Staff</b>				
<b>1</b>	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> <b>75%</b>
		Notes: Awaiting confirmation from TIR regarding proposed speed limit changes on highway approaches.		
<b>2</b>	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	<div><div></div><div></div><div></div><div></div><div></div></div> <b>75%</b>
		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	Dec., 2021	<div></div>	<div></div>	<div></div>	<div></div>	50%	Notes: To be discussed at Policy & Strategy Committee in 2021-22; report to Council anticipated thereafter.
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	May., 2021	<div></div>	<div></div>	<div></div>	<div></div>	75%	Notes: In Progress. Report anticipated to upcoming meeting of Council.
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	Dec., 2021	<div></div>	<div></div>	<div></div>	<div></div>	50%	Notes: To be discussed at Policy & Strategy Committee in 2021-22; report to Council anticipated thereafter.


<b>6</b>	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	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In progress. Will be included in 2021-22 budget documentation with additional report to follow (initiating public donation campaign and confirming siting process).
<b>7</b>	Staff to report back with information about costs for permanent speed signs for consideration in 2021/2022 budget process.	24-Sep-20	Apr., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In progress. Will be included in 2021-22 budget documentation.
<b>8</b>	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	<div><div></div><div></div><div></div><div></div><div></div></div>	<b>75%</b>	Notes: In progress. Coordinating with MODL participation in MNAI natural assets initiative. Will be included in 2021-22 budget documentation with additional report to follow (concerning FCM application).
<b>9</b>	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>	<b>50%</b>	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		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		25%	Notes: In Progress. Report anticipated to upcoming meeting of Council.					
12	Staff to review the MBTCC request [artisans at the VIC] and report back to Council with recommendations.	28-Jan-21	Apr., 2021		75%	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	May., 2021	<b>Not yet begun</b>		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		75%	Notes: In progress. Will be included in 2021-22 budget documentation.					

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		75%	Notes: Engineer engaged; estimates will be included in 2021-22 budget documentation.
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		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	May., 2021		75%	Notes: To be discussed at Policy & Strategy Committee in April, 2021; report to Council anticipated thereafter.
18	Staff to act on actionable items from the accessibility review of Town logo.	09-Feb-21	Apr., 2021		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	May., 2021		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			Notes: Event took place Mar 31, 2021.
21	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.
22	Direct staff to proceed with the installation of the hearing loop wire while the Council Chambers floor is being redone	25-Mar-21	Apr., 2021			Notes: Hearing Loop wire installation has been arranged.
23	Direct staff to include accessible hearing solutions in the Accessibility Operation Plan, anticipated in 2021-22	25-Mar-21	Jun., 2021	Not yet begun		Notes:
24	Discussion of Anti-Racism be forwarded to the Policy & Strategy Committee and that staff maintain communication with regional municipal partners regarding opportunities to partner with Anti-Racism efforts.	25-Mar-21	Apr., 2021			Notes: Completed.
25	Staff directed to share the approved Land Acknowledgement on the Town website and social media.	25-Mar-21	Apr., 2021			Notes: Completed.

<b>26</b>	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 along with a gift.	25-Mar-21	Apr., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Completed.
<b>27</b>	Council direct staff to schedule a strategic planning session in the next two weeks.	25-Mar-21	Apr., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Session was held on April 6, 2021.
<b>28</b>	Any Operating Surplus within the 2020-21 Cemetery Budget at year-end be contributed to the Perpetual Care Fund.	25-Mar-21	Apr., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Information forwarded to the Budget process.
<b>29</b>	Council approve the 2021-22 budgets as presented for both Park and Bayview Cemeteries.	25-Mar-21	Apr., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	★	Notes: Information forwarded to the Budget process.
<b>30</b>	The replacement of the picket fence at Bayview Cemetery with a long-lasting composite material be included in Council's upcoming Budget Deliberations.	25-Mar-21	Apr., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: In progress. Will be included in 2021-22 budget documentation.

31	<p>The 'Regulations Respecting Net Metering' as presented be adopted by the Town and if approved by the Nova Scotia Utility and Review Board be inserted into the Town's Schedule "B", "REGULATIONS FOR THE PROVISION OR SUPPLY OF ELECTRIC SERVICES" as Section 6, and all subsequent Sections be renumbered accordingly; and that the Town's Solar Connectivity Policy be repealed.</p>	25-Mar-21	Mar., 2021	 <p>Notes: Regulations filed with NSUARB for approval Mar 31, 2021. Berwick Electrical Commission filed simultaneously with the Board.</p>
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**Chief Administrative Officer's Report - Mar 25, 2021 (Next Report Apr 29th)**

**1 COVID-19**

Staff have implemented measures at Council's direction and have issued public bulletins in this regard via website, social media and mailout. Staff are adhering to all provincial guidelines for safe work and are working remotely if possible. Town office remains closed to the public except by appointment, until renovations can be completed (contract awarded to Mid-Valley Construction). CAO participating in all NSFM and AMANS discussions concerning COVID-19 and relaying Provincial updates. COVID-19 Property Tax Financing Program closed September 30, report provided to Council Nov. 26. Staff regularly updating COVID-19 messaging as required.



2	<b>Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program</b>	<p>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	<b>Municipal Joint Services Board (MJSB)</b>	<p>MJSB not proceeding with Safety and Procurement shared services in 2020-21 at request of MODL; discussions continue 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	<b>Riverport Electric Shared Service Committee</b>	<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	<b>Regional Emergency Measures Organization (REMO)</b>	<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	<b>Alternative Energy Resource Authority (AREA)</b>	Weekly AREA staff meetings continue by phone. NB Power imports continue under new annual agreement for 2021. BUTU applications for 2022 submitted. Community Solar Gardens funding application submitted by AREA staff; awaiting confirmation. HOME (Heatpump Options Made Easy) program launched Oct 1 (see statistics below).
7	<b>FCM / Clean Foundation Transition 2050 (Partners for Climate Protection) Initiative</b>	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	<b>Lunenburg County Accessibility Advisory Committee</b>	<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	<b>Nova Scotia Federation of Municipalities (NSFM)</b>	<p>CAO remotely attended Feb 19, 2021 meeting of Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative (next meeting scheduled for April, 2021). Participated in Fall AMA/NSFM AGMs and Town Caucus in remote format. Municipal Awareness Week 2020 celebrated Nov 15-22; virtual infrastructure tour video published on Town website / Youtube. Supporting NSFM / AMANS COVID-19 infrastructure funding discussions with Federal representatives.</p>



<b>1</b>	<b>Streets &amp; Sidewalks</b>	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 Spruce St.
<b>2</b>	<b>Cemeteries &amp; Open Space</b>	Regular collection from public area waste receptacles was conducted. Some fallen tree limbs were removed from Park and Bayview cemeteries.
<b>3</b>	<b>Electric Utility</b>	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.

<b>4</b>	<b>Water Supply, Treatment &amp; Distribution</b>	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.
<b>5</b>	<b>Sewage Collection &amp; Treatment</b>	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.
<b>6</b>	<b>COVID-19</b>	Staff continue to provide essential services while practicing physical distancing, wearing of masks and good hygiene practices.
<b>7</b>	<b>New Long Term Care Facility</b>	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.
<b>8</b>	<b>Staff Training</b>	All operations staff attended a Fall Protection Certification Course on March 16 and will be attending a Confined Space Entry Course on March 24.

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**Finance Manager's Report - March 25, 2021 (Next Report Apr 29th)**

<b>1</b>	<b>COVID-19</b>	No change from prior report. Finance staff continue to provide a high level of service to residents remotely during these challenging times.
<b>2</b>	<b>Provincial Reporting</b>	No outstanding Provincial Reporting Requirements at this time.
<b>3</b>	<b>Tax Bills/Tax Sale</b>	Tax accounts are paid up to date, and there will be no Tax Sale for Fiscal 2020-21.
<b>4</b>	<b>Audit</b>	The Audit 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.
<b>5</b>	<b>2021-22 Budget</b>	Finance Staff are working on finishing up Budget Documents for the upcoming Budget Deliberations.

## Clerk & Deputy CAO's Report - Mar 25, 2021 (Next Report Apr 29th)

<b>1</b>	<b>Plan Review</b>	Background Report, What We Heard Report, and Principles, Vision, and Goals Report, finalized and posted on the Plan Mahone Bay website. Update email sent to those who have requested to be added to the distribution list.
<b>2</b>	<b>By-laws and Policies</b>	Public education RE leash law and 'stoop and scoop' continues; 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.
<b>3</b>	<b>Communications and Public Engagement</b>	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.
<b>4</b>	<b>Council Support</b>	Ongoing support for Strategic Planning Process. Extended call for Committee Applicants. Developing options for Council's decisions about new Council Chambers.



5	<b>Wayfinding Project</b>	Working with designer to finalize locations and necessary details for signage.
6	<b>Council of Canadians</b>	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 (Next Report Apr 29th)			
1	<b>Trees By-law</b>	<b>Target</b>	Staff to prepare a report on drafting a Trees By-law in context of Plan Review. <b>Pending discussion at Strategy &amp; Policy Committee.</b>
		31-Mar-21	
2	<b>Park By-law</b>	<b>Target</b>	Staff to review Park By-law in context of Plan Review.
		31-Mar-21	
3	<b>Off Premises Signage Policy</b>	<b>Target</b>	Staff to review Off Premises Signage Policy in context of Plan Review. <b>Pending discussion at Strategy &amp; Policy Committee.</b>
		31-Mar-21	
4	<b>CAO Performance Review Policy</b>	<b>Target</b>	Staff to prepare a report on drafting a CAO Performance Review Policy. <b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	

5	Employee Conduct Policy	Target	Staff to review Employee Conduct Policy in relation to violence in the workplace. <b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
6	Local Improvement By-law	Target	<b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
7	Council/CAO Relations Policy	Target	<b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
8	Plastic Signage Policy	Target	<b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
9	Delegation Policy	Target	<b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
10	Wildlife Feeding Policy	Target	<b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
11	Workplace Wellness Policy	Target	Amended policy approved at Council March 9, 2021.
		Completed	
12	Dangerous and Unsightly	Target	Staff have identified a need to review for clarity. <b>Pending discussion at Strategy &amp; Policy Committee.</b>
		TBD	
13	Council Policy	Target	<b>Pending discussion at Strategy &amp; Policy Committee.</b>
		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	
19	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 (Next Report Apr 29th)			
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	
3	Mahone Bay & District Fire Department	Notes: None.	
		Jul-Dec	27
		-	
		Notes: MVCs: 3; Fire Alarms: 12; Mutual Aid: 7; Other: 5	

4	Traffic (Speed Signage)	Nov-Dec, 2020	<b><u>45 Pleasant</u></b> Av. Speed 33 / 50 Kph	<b><u>45 Pleasant</u></b> Av. Speed 33 / 50 Kph
		Jan-Feb, 2021	<b><u>45 Pleasant</u></b> Av. Speed 27 / 50 Kph	<b><u>45 Pleasant</u></b> Av. Speed 25 / 50 Kph
		<b>Notes:</b> Sign in need of replacement, report anticipated to 2021-22 budget process.		
5	Solid Waste (Tonnage)	Dec. 2020	<b>77.60</b>	<b>YTD: 774.44</b>
		<b>Notes:</b> Recyclables = 14.37; Organics = 17.53; Garbage/Other = 38.18; Cardboard = 7.52.		
6	HOME Program	<b>Leads: 50</b>	<b>Installations:</b>	<b>5</b>
		<b>Notes:</b> Ambassador engagement (Oct-Nov		
7	Water Utility	<b>Pumped</b>	<b>Oct., 2020:</b> 17,517,000 Litres	
		<b>Treated</b>	<b>Oct., 2020:</b> 16,247,000 Litres	
		<b>Sold</b>	<b>Oct., 2020:</b> 7,216,982 Litres	
8	Electrical Utility	<b>Domestic</b>	<b>Q3:</b> 1,309,122 kWh; <b>YTD:</b> 4,443,813	
		<b>Commercial</b>	<b>Q3:</b> 103,204 kWh; <b>YTD:</b> 365,204	
		<b>Industrial</b>	<b>Q3:</b> 1,197,036 kWh; <b>YTD:</b>	
9	CodeRED Registrations	28/02/2021	<b>Residential: 290; Business: 10; Email: 153; Text: 192</b>	
		31/01/2021	<b>Residential: 285; Business: 10; Email: 150; Text: 189</b>	
		31/12/2020	<b>Residential: 285; Business: 10;</b>	
		2020-03-31	<b>Residential: 243; Business: 12;</b>	

# Strategic Plan - Action Plan 2018-2021 - March 25, 2021 (Next Report Apr 29th)

## 2021-25 Strategic Plan Currently Under Development

### 21st Century Infrastructure

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

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

[illegible]

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

	Request and implement traffic authority recommendations	CAO/Council	Ongoing
	Speed Signs Deployment Plan	CAO/DOO	<div> <div></div> <div></div> <div></div> <div></div> <div>*</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <p>Deployment plan approved by Council. Recommendation re Speed Signs anticipated in 2021-22 budget.</p>

Provide safe streets and sidewalks	Active	Council								*				
	Transportation Plan	<p>CBCL Ltd. Transportation Plan Report presented to Council May 12, 2020, referred to Asset Management Committee to be considered in future AM planning. Staff have applied to Connect2 program and included 2020-21 Transportation Project in Bicycle NS AT infrastructure ICIP application. Connect2 funding not received. Council approved engineering designs for 2020-21 project and engagement plan for community-wide all ages cycle route Feb 9, 2021. Engineering designs underway for 2021-22 budget process. Cycle-route engagement activities anticipated into summer 2021.</p>												

<b>Meet and exceed standards for water and wastewater</b>	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.





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

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

	Explore enhanced customer service opportunities, including maximization of technology	CAO	Ongoing
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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.												



practices, bylaws and other regulations foster growth and development	Planning Advisory Committee to review MPS and LUB - including overseeing a public engagement process - and make recommendations to Council	PAC/Consultant									*	*	*	*
		Contract awarded to Upland Planning and Design. Steering committee consisting of PAC and Council members established. Public kick-off events took place at Jubilee Park and Micheal O'Connor Memorial Bandstand July 21, 2020. Steering committee received background and initial engagement reports in November; revised documents accepted by Council Jan 28, 2021. Phase two now underway; next round of engagement activities anticipated April - June, 2021.												

Ensure that Town infrastructure is in place to support development plans	Work with the Mahone Bay and Area Tourism and Chamber of Commerce to identify opportunities for tourism-supporting infrastructure (wifi, signage, etc.)	CAO/Econ. Dev Committee	Ongoing
		Wayfinding Signage project team consisting of Town staff and MBTCC representatives meeting as required. Contract awarded by Council to Pierre Tabbiner Design and Illustration Sept. 24. Council confirmed direction on design template Jan 12, 2021. Final design work underway for fabrication in March, 2021. Substantial completion of wayfinding project anticipated by Mar 31, 2021; new wayfinding signage will be installed when weather permits. Letters from MBTCC received by Council in Feb 2021 referred to 2021-22 budget process.	

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

<b>Encourage a range of housing options</b>	Explore Affordable Housing Opportunities through various housing groups and agencies	Council	Ongoing
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Options	Review	PAC											
	permitted												
	uses in the	See MPS Review above. Call for housing											
	Land Use	proposals issued in December 2020; report											
	Bylaw re	provided to Council's Jan 28 meeting. Council											
	Housing Mix	approved invitation to DMAH to discuss housing											
		approach (pending Dept. reorganization).											

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

	Administer Municipal Heritage Property registration program	HAC	Ongoing
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<b>Foster the preservation of our built heritage</b>	Provide financial support to owners of registered heritage properties to support their efforts to protect the built heritage of Mahone Bay	HAC	Ongoing
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<b>Enhance recreation and open space opportunities</b>	Seek out opportunities to increase utilization of existing facilities by groups of all ages and physical abilities	DOO/MODL	Ongoing
		See active transportation plan above. Staff report re Sports Field Management Agreement presented to Council July 30, 2020. Council approved \$10,000 donation for new moveable soccer field goals for old school field on Sept 8; goals - per specifications recieved from Mahone Bay United Soccer - have been ordered and will be installed in the spring. Ballfield capital improvement (new backstops) completed in October, 2020. Council approved community-wide bicycle route engagement plan Feb 9 for Winter-Spring 2021 implementation. Council approved support letter for Mahone Bay United Healthy Communities Fund application for improvement of sports field adjacent to Mahone Bay Centre, Mar 3, 2021.	



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

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

			2018/19				2019/20				2020/21			
			Year 2				Year 3				Year 4			
General Action	Specific Action	Responsible	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Optimize governance structure for effective	Participate in Council Governance training annually or as appropriate	Council				*				*				*
		Council 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.												

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

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

Improve communication and share information with the public in a manner consistent with their needs	Explore opportunities to share information via Town website and other methods	CAO/Council	Ongoing
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	Council makes decision and authorizes staff to prepare RFP(s)	Council															*
		Funding not yet received; continues to be a priority in Council's 2020-21 budget. Letters sent to MLA/MP.															








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




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

## 2020-21 Budget - Operating Initiatives - March 25, 2021 (Next Report Apr 29th)





### 2021-22 Budget Process Begins Soon

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

<b>4</b> GHG Reduction Initiatives 2020-21	\$60,000	\$30,000	 <b>25%</b> Notes: LCC Program funding application submitted. Funding application not approved. Update to 2021-22 budget process anticipated.
<b>5</b> Centennial Year Program	\$73,270	\$15,000	 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.
<b>6</b> Town Website Update	\$12,000	\$12,000	 Notes: Website launched Sept. 18, 2020. Staff currently updating / troubleshooting.
<b>7</b> MPS / LUB Update - Year 1	\$80,000	\$80,000	 Notes: Contract awarded to Upland planning + design, completion expected by July, 2021. Engagement Phase 2 (Year 2) cleared to begin on Council's approval of initial reports Feb 2021; engagement activities April-June, 2021.
<b>8</b> Wastewater Rate Study	\$12,400	\$12,400	 <b>25%</b> Notes: Consultants contacted but work deferred. Report anticipated to Council's 2021-22
<b>9</b> 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.
<b>10</b> Electric Utility Rate Study	\$5,000	\$5,000	 <b>25%</b> Notes: Consultants contacted but work deferred. Report anticipated to Council's 2021-22 budget process.



<b>11</b> Wayfinding Strategy / Signage	\$27,500	\$10,000		<b>75%</b>
	Notes: Provincial B&S funding (\$12,500) confirmed. Signage design RFP awarded to Pierre Tabbiner Design & Illustration. Design template approved by Council Jan 12, 2021. Final designs underway for fabrication March 2021. Substantial Completion by Mar 31, 2021 with installation when weather permits.			
<b>12</b> Waste Receptacles	\$12,000	\$12,000		<b>25%</b>
<b>13</b> Accessibility Operational Plan	\$25,000	\$25,000	<b>Not Yet Begun</b>	
<b>14</b> Climate Adaptation Initiatives	\$15,000	\$15,000		<b>50%</b>
<b>2020-21 Budget - Capital Projects - March 25, 2021</b>				
<b>(Next Report Apr 29th)</b>				
<b>2021-22 Budget Process Begins Soon</b>				
<b>Town General</b>				
<b>1</b> Build / Acquire / Renovate PW & Utility Facility	\$50,000		<b>Not Yet Begun</b>	
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>	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>	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 Beapun	
		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 Beapun	
		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 Beapun	
		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: Draft 2021-25 Strategic Plan

March 25<sup>th</sup>, 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', with a long horizontal flourish extending to the right.

Dylan Heide  
Town of Mahone Bay CAO





Town of Mahone Bay  
**DRAFT**  
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.

# 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 and adjust rates as appropriate
- 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 improve 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

Create and support an enabling environment for equitable and inclusive growth in the community including investment in core infrastructure and services.

### 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.



## **Town of Mahone Bay**

Staff Report

RE: Spring Debenture 2021

April 13<sup>th</sup>, 2021

### **General Overview:**

This staff report is to provide Council with a recommendation relating to the pre-approval of a Long-Term Debenture issuance.

### **Background:**

The Town currently has a Long-Term Debenture with MFC that has expired. The project was originally financed through the issue of a long-term debenture in 2006 in the amount of \$370,000. Debentures can only be locked in for 15-year terms, so the Town is now required to re-finance the remaining \$92,500 of this debenture for another 5 years. Council has recently approved the Refinancing TBR for this project on March 25<sup>th</sup>, 2021. The attached Resolution for Pre-Approval of Debenture Issuance is the final step required by the Municipal Finance Corporation (MFC) for the Town to enter into the final 5-year term of capital borrowing for the project.

### **Recommendation:**

It is recommended,

**THAT Council pass the attached Resolution for Pre-Approval of Debenture Issuance in the amount of \$92,500, for a period not to exceed 5 years.**

Respectfully submitted,

Luke Wentzell, CPA, CMA

Manager of Finance





**Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate**

**WHEREAS** clause 66 (1) of the Municipal Government Act (the “Act”) provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

**AND WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs (the “Minister”), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

**AND WHEREAS** clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

**AND WHEREAS** clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Municipal Finance Corporation Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

**AND WHEREAS** the resolution of council to borrow for was approved by the municipal council on **March 25<sup>th</sup>, 2021**.  
(council’s TBR approval date)

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 91 of the *Municipal Government Act*, the

\_\_\_\_\_  
*Town of Mahone Bay*  
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$92,500 , for a period not to exceed 5 years, subject to the approval of the Minister;

**THAT** the sum be borrowed by the issue and sale of debentures of the

\_\_\_\_\_  
*Town of Mahone Bay*  
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 5.5%;

**THAT** the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

**THAT** this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

**For MFC use only:**

TBR #: \_\_\_\_\_

Minister signed: \_\_\_\_\_

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the

\_\_\_\_\_  
(Name of Unit)

held on the                      day of                      20

**GIVEN** under the hands of the Mayor/Warden and the Clerk of the

\_\_\_\_\_  
(Name of Unit)

this                      day of                      20

\_\_\_\_\_  
Mayor/Warden

\_\_\_\_\_  
Clerk

## **Information item – Housing Needs Assessment/Possible Inter-municipal cooperation**

As per information from Bridgewater Councillor Stacey Colwell, Bridgewater Town Council and Staff have endorsed a housing needs assessment as a step towards addressing the wider issues around housing insecurity. Bridgewater has \$25,000 in the draft budget for a housing needs assessment as well as measures to work towards affordable housing options.

**SSHAC** has identified housing needs assessments as a priority for communities on the South Shore.

With the understanding that housing needs blend over municipal borders, and that it is an issue for all of us, the Town of Bridgewater is looking into investigating whether there is interest from other local municipal units in collaborating and cost-sharing in a shared assessment. Bridgewater staff have had some informal conversations with MODL, and Mayor David Mitchell has said that he'll be bringing it up at a mayors' meeting as well.

This seems like a good item to forward for consideration in the upcoming budget.

Submitted by Councillor Alice Burdick

A meeting of the Policy & Strategy Committee for the Town of Mahone Bay was held on Tuesday, March 30, 2021 at 7:00 p.m. via video conferencing.

Present:

Mayor David Devenne  
Deputy Mayor Francis Kangata  
Councillor Alice Burdick  
Councillor Penny Carver  
Councillor Joseph Feeney  
Councillor Richard Nowe  
Councillor Kelly Wilson  
CAO, Dylan Heide  
Clerk, Maureen Hughes

**1. Approval of Agenda**

A motion by Councillor Burdick, seconded by Councillor Wilson, **“THAT the agenda be approved as amended.”** **Motion carried.**

**2. Minutes**

No minutes

**3. Discussion of Budget 2021/22 Process**

Committee members discussed the 2021/22 Budget Process and the organization of how the budget is presented so that the upcoming process is understood by all.

**4. Review of Terms of Reference for Strategy & Policy Committee**

Committee members reviewed the Terms of Reference for the Strategy & Policy Committee as included in the Town of Mahone Bay Committee Policy.

Committee meeting will regularly be scheduled on the evening of the 4<sup>th</sup> Monday of each month, as required.

**5. Prioritization of issues before Committee**

Committee members reviewed the list of items which have been referred to the agenda of the Policy and Strategy Committee.

A motion by Councillor Feeney, seconded by Councillor Wilson, **“THAT the Local Improvement By-law and Recreation be added to the agenda for the April meeting of**

the Policy and Strategy Committee and that the following items be added to the agenda for the next year: Affordable Housing; Anti-Racism; Council/CAO Relationship Policy; HR Management Policy Development; Council Code of Conduct; Committee Policy (respecting AFCC and EDC); and Dangerous and Unsightly, with Committee Policy (respecting citizen appointments to committees) and Council Policy (12-month review) to be added to the agenda in 2022/23.”

**Motion carried.**

**7. Next meeting**

**The meeting adjourned by motion at 9:48pm.**

**TOWN OF MAHONE BAY**

**TOWN OF MAHONE BAY**

Chair, Mayor David Devenne

Clerk, Maureen Hughes



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

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

### MONTH IN REVIEW:

<p>Please note, the nature of the initial referral may not be the concern of the senior and/or may not be the only safety risk experienced.</p> <p>Although it is not directly reflected here, housing-related safety concerns are an ongoing serious safety risk.</p>	Nature of Referral	# of Referrals (30)
	Reported Sexual Assault	1
	Reported Elder Abuse	6
	Reported Financial Abuse	4
	Need of Supports/Wellbeing	9
	Driving Related	2
	Mental Health & Addictions	4
	Fall Prevention	1
	Covid-19 Specific - Vaccine	1
	Need for Support - Hoarding	1
	Financial Hardship	1

### COMMUNITY OUTREACH PROJECTS:

- Heart in a Box, Stepping Stones project by HeartWood – All kits have been delivered and were well received.
- The Mama Bears Project, made possible by local business owner Adria Giammaria, has been extended due to popular demand. Indie Bears are now delivering hugs around the county!
- Personal Care Kits donated by Souls Harbour are being delivered to seniors.
- PPE United Way grant has been extended to June – We are giving seniors fabric face masks and face shields.
- Souls Harbour Brown Bag Lunch program continues to provide delicious meals to many of our clients.

LCSSP Service in Municipal Units	%
MoDL	29%
MoDC	18%
Bridgewater	45%
Lunenburg	1%
Town of Mahone Bay	7%

Data to Date	March
Total # of clients	110
# of clients receiving service	68
# of new referrals	30
# of home visits / door step deliveries	29
# of closed files	24

Data is subject to change and is approximate values only.

### MEETINGS, GRANTS & PRESENTATIONS:

- LCSSP Presentations to MODL, MODC, Town of Mahone Bay and Town of Lunenburg council this month. Thank you, councillors, for sharing your time and supporting our program!
- Housing – Single Entry Access Meetings attended. Housing and Service Needs Estimation Surveys to begin soon.
- Elder Abuse and Legal Access presentations to NSCC students scheduled for the end of March.
- Fraud Awareness booth to be set up this month at the Chester Bank of NS on the 29<sup>th</sup>.
- LCSSPS board meeting scheduled for the 24<sup>th</sup>.
- LCSSPS logo may undergo a few edits but the design has been selected.
- *Department of Seniors' (\$25,000) annual grant approved and funds have been received.*
- *P2P Digital Literacy for Lun. Co., New Horizons grant has been approved (\$4,100).*
- *Lun. Co. Rental Housing Directory project, Building Vibrant Communities grant application submitted (\$5,000).*
- *Project Lost and Locate, CUA Community Investment Grant Program grant application was not approved.*
- *LCSSP Age-Friendly Action Plan 2021-2025, Age Friendly grant application submitted March 1, 2021 (\$22,700).*
- *LCSSP Core Funding, United Way of Lunenburg County grant application submitted March 19<sup>th</sup>, 2021 (\$5,000).*
- Seniors' Legal Navigator project officially ends March 31<sup>st</sup>, 2021. We have submitted a request to extend the project until June 2021 – awaiting outcome.

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

LCSSP Client Emergency Contingency Fund continues to serve the community in partnership with other community organizations to mitigate risk for seniors experiencing financial hardship. The CECF assisted seniors with the cost of groceries and purchased PPE as part of the United Way grant. Month-end balance is \$1,672.57.

**REGION 6 SOLID WASTE MANAGEMENT**  
**INTER-MUNICIPAL COMMITTEE MEETING MINUTES**  
**MICROSOFT TEAMS MEETING**  
Online

Friday, March 19, 2021  
10:00 a.m.

**ATTENDANCE:**

**Elected Representative / Alternate:**

Councillor Scott McLean	West Hants Regional Municipality
Councillor Andre Veinotte	Municipality of Chester
Mayor Matt Riser	Town of Lunenburg
Councillor Michelle Greek	District of Lunenburg
Councillor Pam Hubley	District of Lunenburg
Councillor Wayne Thorburne	Town of Bridgewater
Councillor Stacey Coldwell	Town of Bridgewater
Councillor Richard Nowe	Town of Mahone Bay
Councillor Jack Fancy	Region of Queens Municipality
Councillor David Brown	Region of Queens Municipality
Councillor Ron Coole	Municipality of Shelburne
Councillor Andrea Mood-Nickerson	Municipality of Barrington
Councillor Louann Link	Town of Clark's Harbour

**Technical Representative / Other:**

Valda Walsh	Regional Coordinator – Region 6
Angela Taylor	Regional Educator - Region 6
Christine McClare	Regional Coordinator – Region 6
Kristyn Remme	West Hants Regional Municipality
Dylan Heide	Town of Mahone Bay
Stephen Pace	District of Lunenburg
Larry Feener	Town of Bridgewater
Scott LeBlanc	Region of Queens Municipality
Sherry Doane	Town of Shelburne
Trudy Payne	Municipality of Shelburne
Tammy Atwood	Town of Clark's Harbour
Jennifer Keating-Hubley	Municipal Joint Services Board
Marilynn Hay	Department of Municipal Affairs & Housing

**REGRETS:** Mayor Cory Nickerson, Councillor Rick Davis and Councillor Ed Halverson

**1. WELCOME/INTRODUCTIONS**

The meeting was called to order at 10:01am and a Roundtable of introductions were done.

## 2. CONFLICT OF INTEREST

Chair Thorburne stated that Conflict of Interest will be a standing item on the agenda. If a member feels they are in conflict, they simply state that fact and the general nature of the conflict, The member will not speak to the matter and will re-join the meeting when the matter has been dealt with.

There were no declarations of Conflict of Interest.

## 3. APPROVAL OF AGENDA

Chair Thorburne asked for any questions on the agenda or any additions/deletions.

**MOVED** by Councillor Michelle Greek, second by Councillor Richard Nowe to approve the Agenda as presented **M/C**

## 4. TRAINING SESSION – ORIENTATION TO REGION 6

Christine McClare and Angela Traylor presented the Municipal Orientation PowerPoint. The Orientation Handbook was distributed electronically prior to the meeting. There were a number of questions asked by members to clarify the information presented. General questions related to; how the current waste management system is paid for both within Region 6 and the province, type of funding available and how distributed to municipal units as well as how to achieve efficiency in where facilities are located.

## 5. INTER-MUNICIPAL AGREEMENT vs. RULES OF PROCEDURE

Christine McClare suggested drafting a Rules of Procedure for the Board to describe; that Bourinot's Rules of Procedure be followed and describe acceptable voting procedures (both in-person and virtually), define quorum and voting, In-Camera procedure and method to declare Conflict of Interest.

**Direction was given to Christine to circulate Bourinot's Rules of Procedure and draft a Rules of Procedure for the next meeting.**

## 6. DIVERT NS MUNICIPAL FUNDS – EFFICIENCY AND ADOPTION

Christine advised the Board that Divert NS has created two news funds for 2021-22.

## 1. MUNICIPAL EFFICIENCY FUND – \$250,000

The purpose of the funding is to support increased efficiency in the municipal solid waste-resource management system. Specifically, the fund will support municipalities/waste management regions in researching, developing, and implementing efficiency projects. Projects should contribute to efficiency by maintaining or reducing waste management costs related to diversion programs and/or facilities.

## 2. MUNICIPAL ADOPTION FUND - \$150,000

The purpose of the funding is to support municipalities/ waste management regions in adopting an established program that diverts waste-resources. Projects should advance waste diversion programs in Nova Scotia by implementing established best practices and proven ideas.

These are application based funds and the funding level will be determined by the approval committee. Should any municipal unit or shared service wish to apply to receive further direction, please contact Christine to clarify/facilitate.

## 7. EXTENDED PRODUCER RESPONSIBILITY (EPR) FOR PRINTED PAPER AND PACKAGING (PPP)

Valda Walsh and Christine McClare electronically circulated a Rationale For and presented a PowerPoint to introduce EPR for PPP. A summary of the scope, definitions and details were described for the municipal Proposal for EPR for PPP provided to the to the Province made May 2019. Noted that all municipalities and small business in NS are in consensus on the proposal.

Chair Thorburne stated that NS Regional Chairs have sent letters to each of Premier Rankin and Environment and Climate Change Minister Irving to request a meeting to have the Province to move the proposal forward and bring in EPR for PPP.

Councillors were asked to support this proposal from their respective municipalities. The Rationale document was encouraged to be circulated to all Councils. Support was also requested during any interaction with the Department of Municipal Affairs. Any unit wishing to have a presentation on EPR were encouraged to reach out to Christine.

## 8. PROPOSED MEETING SCHEDULE

A proposed meeting schedule will be provided at the next meeting once Regional Chairs approved their schedule. Region 6 Inter-Municipal should meet before Regional Chairs to ensure Chair Thorburne is representing the membership's wishes. **Christine will prepare the meeting dates for 2021-22 for the next meeting.**

## 9. ROUNDTABLE DISCUSSIONS

Updates were provided by many of the units. Topics included upcoming litter initiatives



and illegal dumping. Efficiency issues mentioned included the one-bag system for recyclables in the western end of the region and potential cost sharing costs between the Shelburne and Barrington areas.

## 10. NEW BUSINESS

Councilor McLean asked if there was a status update on Sustane Technologies. No one has heard anything new and Councilor Veinotte stated he has not heard anything through the Council for the Municipality of Chester.

## 11. REGION 6 STAFF

Christine McClare and new Technical Committee Chair Jennifer Keating-Hubley summarized the performance evaluation for Angela Taylor as conducted on March 11, 2021. The evaluation team included Tammy Harnish, Client Services (education) Coordinator for the Municipality of Chester.

It was noted that Angela has been very active on social media, has created a Region 6 website and a number of electronic presentation/webinars. These methods were required to provide education virtually since in-person activities were not permitted due to COVID. Angela communicates well to engage municipal staff while to deliver education in their area and ensure their needs are met.

The education contract with Divert NS has been completed with more than 959 hours of education deliverables completed. Angela started with Region 6 on May 19<sup>th</sup> almost 6 weeks in to the contract term and successfully completed the work despite the challenges of COVID.

The evaluation team noted the Employment Agreement requires that the annual salary be reviewed and the need to adopt pay range/step structure as per West Hants Regional Municipality. Further, the team recommends that the Region 6 Inter-Municipal Board:

**“continue the Employment Agreement with Angela Taylor, with increases to the annual salary paid, as merited and effective April 1, 2021.”**

Chair Thorburn asked for a motion to be made to move In-Camera to discuss the matter further.

**MOVED** by Councillor Ron Coole, second by Councillor Richard go In-Camera. **M/C**

Recording of the meeting was stopped at 12:01pm and In-Camera began at 12:02pm. Attendance: Councillors Thorburne, Fancy, Nowe, Coole, McLean, Veinotte, Mood-Nickerson and Brown (non-voting) and staff Christine McClare, Jennifer Keating-Hubley and Valda Walsh.

The In-Camera session was closed at 12:06 pm and recording was re-started.

Chair Thorburne called for a motion on the staff evaluation.

**MOVED** by Councillor Ron Coole, second by Councillor Richard Nowe to continue the Employment Agreement with Angela Taylor, with increases to the annual salary paid, as merited and effective April 1, 2021. **M/C**

## **12. ADJOURNMENT AND NEXT MEETING DATE**

Next meeting date will be April 30, 2021 at 10 a.m. This will be a virtual meeting.

**MOVED** by Councillor Ron Coole, second by Councillor Richard Nowe to adjourn. **M/C**

12"11pm

/CMc

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**Region 6 Chair**

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**Regional Coordinator**