



TOWN COUNCIL AGENDA

May 27, 2021

7:00 p.m.

YouTube Live

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

Call to Order

1 Approval of Agenda

2 Minutes

2.1 Special Meeting – May 6, 2021

2.2 Regular Meeting – May 11, 2021

2.3 Special Meeting – May 18, 2021

3 Presentations

4 Correspondence – Action Items

4.1 Talking Trees Submission

4.2 Mickey Jonson and Karen Pinsent – Survey Regarding Town of Mahone Bay Logo

5 Correspondence – Information Items

5.1 NSFM – Monday Memo – May 9, 2021

5.2 John Bain – Ernst Brook

5.3 Jeff Frampton – Draft Strategic Plan

5.4 NSFM – Monday Memo – May 17, 2021

5.5 Gregg Little – Draft Strategic Plan

5.6 Lloyd Westhaver – Draft Wildlife Feeding By-law

6 Staff Reports

6.1 Staff Report – May 27, 2021

6.2 Staff Report – Nursing Home Development

7 Council Items

7.1 Mayor Devenne – 2021/22 Budgets

7.2 Councillor Carver – Procedural discussion

8 Committee Reports

8.1 Heritage Advisory Committee – Draft Minutes – May 12, 2021

a. Statement of Significance – 342 Main Street

b. Heritage Grant Application – 77 Edgewater Street

8.2 Oakland Lake Watershed Advisory Committee – Draft Minutes – May 10, 2021

8.3 Municipal Joint Services Board Minutes

A. January 22, 2020

B. April 1, 2020

C. April 22, 2020

D. August 26, 2020

E. September 23, 2020

F. October 14, 2020

G. October 21, 2020

H. January 27, 2021

I. February 24, 2021

9 New Business

10 Closed Session

10.1 MGA 22(2)(a) - acquisition, sale, lease and security of municipal property.

10.2 MGA 22(2)(e) - contract negotiation

A Special Budget Meeting of Town Council for the Town of Mahone Bay was held on Thursday, May 6, 2021 at 7:02 pm via video conference.

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
Manager of Finance, Luke Wentzell

Gallery: online

Land Acknowledgement

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

1. Agenda

A motion by Councillor Carver, seconded by Councillor Burdick, **"THAT the agenda be approved as presented."** **Motion carried.**

2. Presentation of revised draft 2021-22 Operating / Capital Budgets

Manager of Finance, Luke Wentzell, presented the revised draft 2021-22 Operating/Capital Budgets, as per Council's direction at the prior budget meeting on April 22nd, 2021.

3. Discussion of draft 2021-22 Operating / Capital Budgets

Council discussed the draft 2021-22 Operating/Capital Budgets which were presented by the Manager of Finance, Luke Wentzell.

4. Closed Session

A motion by Councillor Kangata, seconded by Councillor Nowe, **"THAT Council go into Closed Session at 8:09pm to discuss personnel matters and contract negotiations as permitted by MGA section 22(2) (c) and (e) respectively."** **Motion carried.**

Council returned to open session at 9:16 pm. There was no business arising from closed session.

Council adjourned upon motion at 9:16 pm.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

CAO, Dylan Heide

DRAFT

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, May 11, 2021 at 7:10 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

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1. Agenda

A motion by Councillor Carver, seconded by Councillor Burdick, **"THAT the agenda be approved as presented."** **Motion carried.**

2. Minutes

A motion by Councillor Nowe, seconded by Councillor Carver, **"THAT the minutes of the April 29, 2021 regular meeting of Council be approved as presented."** **Motion carried.**

3. Presentations

John Davis, Clean Ocean Action Committee

Council received a presentation from John Davis of the Clean Ocean Action Committee, respecting the George's Bank Moratorium.

4. Correspondence – Action

4.1 Sue Bookchin and Derek Wentzell – Concerns regarding Ernst Brook.

4.2 Talking Trees and Concerned Citizens -Nursing Home construction site.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT Council refer both letters to the plan review process (Plan Mahone Bay) for consideration.”**

Motion carried.

5. Correspondence – Information Items

5.1 Mayor Amanda McDougall, NSFM – 12 month’s notice from the Province.

5.2 Erin Donovan – Concerns regarding nursing home build.

5.3 NSFM – Monday Memo – May 3, 2021.

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

Motion carried.

6. Staff Reports

6.1 Council Report

Council received the Staff Report for May 11, 2021.

A motion by Councillor Feeney, seconded by Councillor Burdick, **“THAT Council receive the Staff Report for May 11, 2021 as presented.”**

Motion carried.

6.2 PAA Pilot Project

Council received an update concerning the Paracetic Acid (PAA) wastewater effluent pilot project.

A motion by Councillor Burdick, seconded by Councillor Carver, **“THAT Council accept this report for information.”**

Motion carried.

6.3 Draft Wildlife Feeding By-law

Council received a staff report to accompany a draft by-law to prohibit feeding wildlife within the Town of Mahone Bay.

A motion by Councillor Carver, seconded by Councillor Burdick, **“THAT Council give first reading to the draft Wildlife Feeding By-law as presented.”**

Motion carried.

6.4 Report of the Clerk

Council received the Report of the Clerk in respect to the May 10, 2021 Public Hearing to receive comments from the Public on the draft Town of Mahone Bay 2021-2025 Strategic Plan.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council direct staff to set Thursday, June 3, 2021 at 7:00 pm for a Special Council meeting to discuss final edits for the Draft Town of Mahone Bay 2021-2025 Strategic Plan.”** Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT Council direct staff to advise the public that anyone who wishes to make further comments on the Draft Town of Mahone Bay 2021 – 2025 Strategic Plan may submit their correspondence or a request to present to the May 27, 2021 meeting of Council no later than May 20, 2021.”** Motion carried.

6.5 Fairmont Service Extension

Council received a staff report to present Council with requested consideration of a possible water/wastewater service extension on Fairmont Street.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT Council direct staff to contact all impacted property owners to advise them of the proposed extension and receive their feedback on the proposal.”** Motion carried.

6.6 Plan Mahone Bay Engagement Phase 2

Council received a staff report requesting direction regarding anticipated Plan Mahone Bay Public Engagement activities, in consideration of the recent surge in COVID-19 cases in Nova Scotia.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council accept the offer from Upland to postpone Phase II of planned public engagement in the Plan Mahone Bay process until after Labour Day 2021.”** Motion carried.

6.7 Water System Losses

Council received a staff report with additional information relating to operation of the Town’s water system to support ongoing discussion of water system losses.

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

7. Council Items

7.1 Trees at Mahone Nursing Home Build

A motion by Councillor Carver, seconded by Councillor Wilson:

“Whereas members of the community have raised questions about the Development Agreement between the Town and the MacLeod Group with respect to the nursing

home development, including questions about how the terms of the Agreement are being administered by the Town,

Therefore, be it resolved that Council direct staff to prepare a report for the May 27th Council meeting summarizing the role of the Town in monitoring and administering the Development Agreement with specific reference to management of storm water and landscape buffer zones, and steps taken by the Town while monitoring and enforcing the terms of the Development Agreement.”

Motion carried.

8. Committee Reports

8.1 Heritage Advisory Committee

Council received the draft minutes of the April 14, 2021 meeting of the Heritage Advisory Committee.

8.2 Policy & Strategy Committee

Council received the draft minutes of the April 26, 2021 meeting of the Policy & Strategy Committee.

A motion by Councillor Wilson, seconded by Councillor Nowe, **“THAT Affordable Housing and Anti-Racism be added to the agenda for the next meeting of the Policy & Strategy Committee.”**

Motion carried.

8.3 Police Advisory Board Meeting

Council received the draft minutes of the April 29, 2021 meeting of the Police Advisory Board and the RCMP Quarterly Report.

8.4 Lunenburg County Senior Safety Program

Council received the April 2021 monthly report from the Lunenburg County Senior Safety Program.

9. New Business

No agenda items.

10. Closed Session

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, at 9:30 pm to go into Closed Session to discuss acquisition, sale, lease, and security of municipal property; personnel matters; and contract negotiations as permitted by the

Municipal Government Act section 22(2)(a)(c) and (e) respectively.

Motion carried.

Council returned to open session at 10:57 pm.

Business Arising from Closed Session

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council approve the change order to remove the sprinkler system from the contract with Roscoe Construction Ltd.”**

Motion carried.

Council adjourned upon motion at 11:00 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

A Special Budget Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, May 18, 2021 at 7:00 pm via video conference.

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
Manager of Finance, Luke Wentzell

Gallery: online

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1. Agenda

A motion by Councillor Wilson, seconded by Councillor Carver, **"THAT the agenda be approved as presented."** **Motion carried.**

2. Discussion of revised draft 2021-22 Operating / Capital Budgets

Manager of Finance, Luke Wentzell, reviewed the revised draft 2021-22 Operating/Capital Budgets, noting several recent revisions; Council discussed.

3. Discussion of Electrical Utility Budgets

Council discussed the draft 2021-22 Operating/Capital Budgets for the Electrical Utility. CAO, Dylan Heide and Manager of Finance, Luke Wentzell addressed questions.

4. Discussion of 2021-22 Grants to Organizations

Council discussed Appendix D to the draft 2021-22 Operating/Capital Budgets, respecting Grants to Organizations, and provided input reflected in the amended draft budget.

A motion by Councillor Wilson, seconded by Deputy Mayor Kangata, **“THAT the draft 2021-22 Operating/Capital Budgets as amended be recommended for adoption at the regular meeting of Council on May 27, 2021.”** Motion carried.

5. Closed Session

A motion by Councillor Burdick, seconded by Councillor Nowe, **“THAT Council go into Closed Session at 9:05 pm to discuss personnel matters and contract negotiations as permitted by MGA section 22(2) (c) and (e) respectively.”** Motion carried.

Council returned to open session at 9:42 pm. There was no business arising from closed session.

Council adjourned upon motion at 9:43 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

CAO, Dylan Heide

**Submission to Mahone Bay Town Council from Talking Trees:
Proposal for a Mahone Bay Tree Policy
4 May 2021**

Introduction

Talking Trees is an informal community network of citizens interested in protecting and enhancing Mahone Bay's urban forest. Our interest in the urban forest embraces biodiversity, the natural and built environments as they relate to trees, and the climate crisis; but care for the urban canopy is our primary concern.

Talking Trees, which has been working to protect and plant trees in our Town, regularly discusses the issue of **how best to protect and enhance Mahone Bay's urban forest at both the macro and micro levels**. We were pleased to meet and discuss this issue with the Town's CAO and Clerk on 7 April 2021. Following those discussions we have varied the proposal we discussed with them because we have concluded that (i) Mahone Bay needs policies for tree protection on both public and private land in Town; (ii) the Land Use Bylaw should be used to provide meaningful protection and enhancement of our urban forest; and (iii) because renewal of the Municipal Planning Strategy is well under way, immediate priority must be given to establishment of the policy for Mahone Bay's urban forest so it can be incorporated into the Town's Strategic Plan, Planning Strategy and Land Use Bylaw on a timely basis.

Summary

We provide some **background** to our proposal. Recent and continuing destruction of trees in Town have brought concerns to a head. We review the environmental services provided by trees and the reasons why urban de-forestation is steadily increasing. How do we turn this around? The **discussion** emphasizes the need for leadership. We recognize that the Town has taken and is advancing initiatives aimed at protecting trees but ask Council to go farther and be bolder. We know trees have to be removed from time to time but aim to create a comprehensive system that will require Town and private landowners to think about trees, try to preserve as many as is reasonably possible, care for our urban forest and actively replant trees to replace those that have been lost.

The **discussion** recognizes that most of Mahone Bay's urban forest is privately owned and that this poses challenges. We suggest the best approach to protecting and enhancing our urban forest is to control the destruction and regeneration of trees through the municipal land use planning strategy. It is the well-established governmental instrument through which desirable community land use outcomes are planned and realized while respecting our system of private land ownership.

We propose a ***Mahone Bay Urban Forest Policy*** that would recognize the trees of Mahone Bay's urban forest are essential to the well being of our Town and that Council has a responsibility to protect them. Key elements of the policy include proper care for and propagation of trees on private and public land; establishment and implementation of an urban forest management plan; the hiring of a Town Arborist; and instilling a culture of respect for trees among Town employees. The proposal identifies important details of these key elements of the policy.

We also propose ***Tree Protection Provisions for the Mahone Bay Municipal Planning Strategy and Land Use Bylaw***. The main feature of these provisions is the establishment of an approval process for anyone wishing to injure, destroy, remove or prune a tree that has a diameter of 8 inches at a height of 4 feet from the ground. The proposal gives some details about how we see the approval process working. Implementation would fall mainly to the Town's Development Officer who could integrate approvals into development permits where appropriate.

Background

Clear cutting and the earth works for the new Mahone Bay Nursing Home site have caused shock and alarm. Site preparation for the new apartment block behind the Post Office is provoking concern. The number and size of tree stumps lining our streets now defines the aesthetic of our streetscapes. Maimed and wounded trees highlight our electric utility lines. Citizens bring these concerns to Talking Trees and we take the concerns seriously.

Most people acknowledge the importance of the urban forest. The trees of the urban forest help protect environmental values and mitigate the climate crisisⁱ by:

- sequestering carbon,
- moderating temperatures,
- buffering winds,
- absorbing surface run-off and preventing soil erosion,
- maintaining water tables, and
- supporting bio-diversity.
- Standing trees also enhance aesthetic and economic values.

The Town appears to be receptive to the need to protect our urban forest and has taken actions to do so.ⁱⁱ But we do not seem to be able to stop Mahone Bay's de-forestation. Urban de-forestation and maltreatment of trees destroys the environmental services they provide, degrades the beauty of our Town's neighbourhoods and streetscapes, and depresses property values and people's enjoyment of the Town.

Urban deforestation happens because trees

- have to be cleared for development, construction and buildings.
- interfere with infrastructure such as power lines, sidewalks and streets.

- obstruct view-planes, particularly of heritage buildings and the harbour or on street corners.
- pose risks to the safety of people and property, particularly when dead or diseased.
- shade out gardens and lawns.
- are generally not valued and are seen as getting in the way of human needs and desires.
- are not actively protected.

Discussion

We look to Council to demonstrate and encourage pride in Mahone Bay's urban forest as an important feature of the beauty around us.

The *100 Years 100 Trees* project was significant, successful and raised awareness. But the urban forest is not under threat because people do not understand its significance.ⁱⁱⁱ Trees of the urban forest are threatened because in our system of competing economic values they are the invariable losers and our governments and laws do not protect them. Talking Trees continues to ask the Town to promote awareness and information about the importance of trees, but we are also asking for more. We are asking the Town to develop new policies, practices and bylaws that protect our trees and ensure environmentally sensitive stewardship of our urban forest as an immediate priority.

The Town rightly prides itself on being a sustainable, green community and a leader in the realization of environmental values, particularly with respect to renewable energy. Mahone Bay's significant achievements in these fields are undermined when stumps border streets, power lines trace a path of hacked and disfigured trees and new development clears large swathes of our urban canopy with little requirement for regeneration.

In a conflict between a tree and virtually any other public or private asset, the tree is perceived as being of such low value that it can be sacrificed without even cursory consideration of the possibility of accommodation. We have a social, cultural and economic value system in which the tree is a systemic loser. It does not matter that there is consensus that trees provide significant environmental services because we have more highly valued and seemingly important priorities and we have no system in place to protect them.

Talking Trees is not saying, "Do not cut down trees." We are saying that the Town and private landowners must think about trees, care about and for our urban forest, try to preserve as many trees as reasonably possible, and actively replant trees to replace those that have been lost. How can we do that? Largely through information, planning and pride in our urban forest and its trees; but also through a caring system of regulation and good governance.

On Town-owned land we can do it by clearly stating the Town has a duty to take into account community interests in the aesthetic value of trees, the environmental services they provide and their role in GHG reduction when making decisions about infrastructure or utilities, development, or hazards to persons or property; and a duty to ensure that the urban canopy on Town-owned land is increased over time.

Given so many trees have been lost and are aged, Talking Trees is asking the Town to do everything possible not just to protect the remaining urban forest but to regenerate it. We are asking the Town to lead by example by managing community land and assets with the value of the canopy as a priority. We understand that trees must sometimes be removed. There is little or no difficulty justifying decisions to remove or prune sizeable, mature, healthy trees that impinge on utilities or infrastructure, but it's essential to demonstrate good faith efforts to treat our urban forest and its trees with care and respect — if not reverence — through preservation, proper pruning and regeneration. Those principals must inform the Council's policies and, most important, its actions.

Most of Mahone Bay's urban forest is on privately owned land. The owner's private property rights, which include ownership of the trees and the right to use and enjoy them as the owner sees fit, present challenges for regulation of the cutting of trees. Owners tend to act in self-interest and assert rights to do so. Owners do not welcome or tolerate others, particularly not governments, telling them what they cannot do with, or on, their property. We must find a way to ask tree owners to pause and think about the importance of trees and the common good before they remove a tree. Information and awareness programs are not enough on their own and regulation is needed. In looking at the sphere of private property we can find numerous limitations or restrictions on what owners can do^{iv}, but every new limitation is resented and politically challenging. This is a delicate issue for governance and policy.^v But local government powers and responsibilities for land use planning have been established and accepted as a way to control private uses of land for the benefit of the community as a whole.

The urban forest is a key feature of the Town's environment and landscape, is a form of natural land use, and can coexist with human habitation and activities. Management of the urban forest is legitimately an aspect of land use planning and regulation. The protection and propagation of trees is part of urban forest management and falls into the Council's mandate to plan and manage land use in the Town.

The Mahone Bay Land Use Plan is revisited and renewed once every dozen years. The renewal process offers opportunities for citizen participation and input and is currently underway. If protection and enhancement of the urban forest is not addressed during the current process we will have to wait another decade before being able to establish a meaningful, effective and enforceable regulatory regime to support management of the urban forest on private land. Talking Trees is therefore

asking Council to ensure that the Plan Mahone Bay exercise, and the land use bylaw that will result from it, include measures specifically designed to prohibit the destruction or removal of sizeable, mature, healthy trees on private land without first seeking a permit from the Town. WE have tried to illustrate just how this might be done in our proposal for planning strategy and land use bylaw provisions below.

Trees get old and diseased and die. In a natural forest, young trees wait years in the shade before succeeding to a dead tree's space in the canopy. In a town, old trees are seen as posing threats to life and property. They are cut down while still healthy and have no succeeding generations waiting in their shade. In an urban forest regeneration has to be planned in anticipation of the loss of old, mature trees. This is seldom done. This failure to look ahead leads to loss of the urban forest. There is an example of this on Pleasant Street where a beautiful avenue of old elms has come down without any replacement.

Talking trees is asking not only for protection and replanting of trees but for forethought and planning for the replacement of those that must come down, whether on public or private land.

Proposed Elements of a Mahone Bay Urban Forest Policy

We ask Council to move quickly to adopt a policy to protect and enhance the urban forest in Mahone Bay with the following principal elements:

- 1 It is the policy of the Town of Mahone Bay to protect and enhance the urban forest in Mahone Bay on both Town-owned and privately owned land.
2. The Town will:
 - recognize and affirm that (a) the trees of Mahone Bay's urban forest are essential to the environmental, social, aesthetic and economic health and well being of our Town and (b) Town Council has a responsibility to ensure that the whole community will always enjoy the benefits of a healthy urban forest;
 - preserve and enhance the urban forest of Mahone Bay by managing the pruning, cutting, removal, planting and propagation of trees on Town-owned land in accordance with recognized arboricultural standards;
 - regulate the preservation and proper management and propagation of trees on private land under its Land Use Bylaw;
 - establish, implement, and from time to time renew an urban forest management plan for the Town of Mahone Bay^{vi} (see 3);
 - not cut down any tree on Town-owned land unless the tree is dead, dying or diseased, poses a threat to safety or its removal is consistent with the urban forest management plan.
 - not prune a tree on Town-owned or private land except in accordance

with proper, recognized, arboricultural practise or under the supervision of the Town Arborist (see 4).

- instil a culture of respect for trees and the value of the urban forest in the governance of the Town, among all its employees, and in any contracted services concerning trees, and will ensure that its Operations Manager, Bylaw Enforcement Officer and Development Officer have or obtain training in arboricultural practice or urban forestry.
- adopt, as its policy, all of the provisions of section 63 of the *Municipal Government Act*, and for that purpose designate the Operations Manager or other designated employees of the Town to exercise the powers and carry out the functions referred to in subsections 63(3) and (4) of the Act. In exercising those powers and carrying out those functions its Operations Manager and employees will follow the law and procedures set out in section 63.

3 The Town will establish an urban forest management plan for Mahone Bay that will include

- inventories of sizeable, mature, healthy trees, and trees of significance;
- the identification and designation of heritage trees;
- the identification of trees that are providing significant environmental services particularly with respect to watercourses and sea shore protection, controlling surface water run-off, and water sequestration;
- inventory and mapping software;
- risk reduction plans, including with respect to fire;
- planting and reforestation plans;
- identification of preferred native species appropriate for various sites or conditions in the Town;
- arboricultural education and training for relevant Town staff;
- adoption of recognized best practices for pruning and trimming trees near power lines;
- incentives for owners of trees, particularly heritage trees, to maintain and protect them; and
- public engagement, education, information and outreach with respect to trees and the urban forest (including the development and distribution of pamphlets explaining the Town's policy and bylaw with respect to protection and enhancement of Mahone Bay's urban forest.)

4 The Town will retain a person who is qualified as an arborist and urban forester to provide advice and services to Council and to residents (the Town Arborist).

5 The Town Arborist's services to the Town will include

- advice on development of the urban forest management plan, its content and implementation;
- advice regarding programs, policies and services related to trees and management of the urban forest, including cutting approvals;
- evaluations of tree health and safety throughout the Town; and
- recommendations on measures, such as training of operations staff, for ongoing preservation, safety and proper stewardship of trees and the urban forest in Mahone Bay.

6 The Town Arborist will consult stakeholders, such as Talking Trees, the Garden Club and the Chamber of Commerce, in the process of formulating advice to the Town. The Arborist will give their advice to the Council through the office of the CAO.^{vii}

7 The Town Arborist's services to private residents will be provided on a cost-shared basis and will include

- evaluations,
- the diagnosis and treatment of infections and disease,
- assistance in keeping trees healthy,
- advice regarding trees that provide environmental services, particularly water sequestration and protection for watercourses and the seashore,
- planning for new and succession planting and propagation,
- selection of species for new and succession planting, and
- pruning, hedging and tree removal.

8 The Town will seek opportunities to make the Town Arborist's position one that is shared by other municipalities and will work collaboratively with other municipalities in securing the services of an arborist and in protection of the urban forest in Mahone Bay.

Proposed Tree Protection Provisions of the New Mahone Bay Municipal Planning Strategy and Land Use Bylaw

We ask the Town of Mahone Bay to include provisions in the new Mahone Bay Municipal Planning Strategy and Land Use Bylaw to protect and enhance the urban forest in Mahone Bay.^{viii} For that purpose we would like to see the Planning Strategy and the Land Use Bylaw each include a Part that deals specifically with Mahone Bay's Urban Forest. We ask that the principal provisions of the Part include the following:

- 1 The purpose of this part of the Municipal Planning Strategy is to:
 - address problems and opportunities concerning the development of land

and the impacts of land use change and development on Mahone Bay's urban forest;

- provide a framework for the environmental development of the Town by encouraging the proper pruning, protection and repair of privately owned trees in the Town of Mahone Bay; and
- manage the cutting, removal and regeneration of trees as essential to protection of the Town's natural environment and beauty.

2 In this part of the Municipal Planning Strategy where reference is made to injury, destruction, removal or pruning of a tree, "tree" means a tree that has a minimum diameter of 8 inches or 20 centimeters at a height of 4 feet or 1.2 meters from the ground.

3 No person may injure, destroy, remove, prune or permit the injury destruction, removal or pruning of a privately owned tree without first seeking approval from the Town.

4 The purpose of a Town approval for the injury, destruction, removal or pruning of a tree is to provide an opportunity for cooperative planning involving the Town and private tree owner with a view to protecting and enhancing Mahone Bay's urban forest and the environmental services provided by trees to the Town.

5 A person who wishes to injure, destroy, remove or prune a tree must submit a request for approval to the Development Officer and provide the following information to the satisfaction of the Development Officer:

- The purpose for which the approval is required;
- Where the approval is to prune or repair a tree, an undertaking by the owner to have the work carried out by an arborist, under the supervision of an arborist, or in accordance with recognized and specified arboricultural practice;
- Where the approval is to destroy or remove a tree, a tree protection plan that: identifies options for saving the tree that have been considered by the owner and the reasons why saving the tree is not appropriate or feasible; sets out measures to protect surrounding trees if any; and contains an undertaking to replant two new or replacement trees for the tree to be destroyed or removed. Replanting should promote a diversity of native species. If space does not allow for the planting of two trees on the owner's property, one may be planted elsewhere in Town^{ix}.
- Where the approval is to destroy or remove a tree for purposes of a development, building, structure, road, driveway, or utility corridor, a tree preservation and replacement plan must be presented that identifies the specific trees to be destroyed or removed and the specific trees to be retained unharmed; feasible options to minimize the impacts of the

development or structure on trees other than those that will be destroyed or removed; where applicable, set-backs, buffers and other measures to protect watercourses and shorelines; and a landscape plan that commits the owner to plant two new native trees for each tree to be destroyed or removed^x and to ensuring they reach maturity.

- such additional information and documentation as the Development Officer may require.

6 There will be no cost for the application or the approval.

7 The Town will use reasonable efforts to assist land owners in the procurement of replacement trees for planting in accordance with an approved plan under paragraph 6, including financial assistance where provided for in the Town's operating Budget.

8 An approval may be issued by the Development Officer with or without conditions and, except where an approval is in relation to a development for which a development permit is required, will be issued no later than 10 business days after the application is submitted unless the owner agrees to an extension.

9 If the approval is not issued within 10 business days the application will be absolutely deemed for all purposes to have been approved as submitted.

10 The Development Officer may, before issuing an approval, consult with any person including the Council or a Councillor and may convene a meeting among the Operations Manager, the owner, and an arborist selected by the Manager, for purposes of discussing any measures that might reasonably be included in the approval for purposes of protecting or enhancing trees on the owner's property.

11 The terms of an approval must be sufficiently detailed and specific so as to allow for effective and efficient monitoring and enforcement. Monitoring and enforcement will be the responsibility of the Development Officer and Bylaw Officer.

12 Where a building or structure requires a development permit the Development Officer will incorporate the terms of an approval under this Part into the terms of the development permit. The Development Officer will be responsible for monitoring and enforcing implementation of provisions of a development permit respecting trees and the urban forest.

Endnotes

i We have looked at the Town's final (March 2021) Greenhouse Gas Reduction Action Plan. We support it but believe the way it deals with the urban forest could be improved. The plan notes that carbon sequestration through the planting of trees is a contributor to GHG reduction, aims to foster additional tree coverage and establishes a "net zero tree loss" target for the Town. There is a flaw in this target because it is not related to a date. The Plan says 57% of the Town's land base is forested. It does not say how much of the forested land base is Town owned and how much is privately owned, nor does it specify the date on which that was true. Crucially, the plan does not say what concrete actions will be taken to achieve the no net loss target. It says things like "support town property as parkland where viable" and the town "aims to protect these assets" and residents can be "educated and encouraged to be stewards of privately owned land." What the plan does not do is propose policies to maintain and improve the 57% urban forest canopy, particularly in the thinly treed, developed, areas of Town. It does not set out specific, concrete, measures that will help realize these important aspirations. The policies and bylaw proposed by Talking Trees are what is needed to achieve the Town's GHG reduction plan through green land use.

ii We appreciate that in addition to the Town of Mahone Bay Greenhouse Gas Reduction Action Plan:

- Trees and natural assets are included in the Town's Strategic Plan 2018-2021.
- The urban forest and green assets are included in current Town Asset Management plans
- The draft Strategic Plan 2021-2025 calls for: stewardship of our natural environment, including the urban forest; developing and implementing an urban forest management plan; and encouraging recognition of the value of natural assets within the Town.
- Council has directed staff to prepare a Trees Bylaw.

iii The Town's admirable, cooperative *100 Years 100 Trees* project served to increase awareness of the importance of trees to our Town. Increased awareness from community initiatives like *100 Years 100 Trees* is valuable but not enough.

iv See for example:

- Section 2 of the *Building Bylaw* – a permit is required to construct, demolish or occupy a building.
- Section 2.1 of the *Drains Bylaw* – Council may order an owner to establish drains and connect them to the Town sewer.
- Section 2.3 of the *Land Use Bylaw* – The owner of a property cannot undertake any development without a permit.

-
- Section 3.1 of the *Outdoor Burning Bylaw* – The owner of a property cannot have an open fire without an approval from the By-law Officer or Fire Chief.
 - Section 267 of the *Municipal Government Act* - A person authorized by Council has the right to enter any property without a warrant for purposes of administering a land-use by-law or development agreement
 - Section 323 of the *Municipal Government Act* gives engineers the right to enter private land, remove fences and dig ditches.
 - Section 3 of the *Building Access Act* requires buildings to which the public is admitted to have an entrance for use by physically handicapped persons.

v The difficulty is well illustrated by section 63 of the *Municipal Government Act*, which empowers the Town to act for elimination of risks from dangerous trees on private property but does not empower it to regulate or manage the destruction or removal of healthy trees.

vi As noted above (note ii), establishment of a plan is already included in the Town's draft Strategic Plan.

vii We are not proposing a tree committee although we are not opposed to one.

viii We believe the Town has the power to do so under clause (b) of subsection 63(1) and sections 212 – 214 of the *Municipal Government Act*.

ix Subject of course to agreement of the relevant landowner.

x The “two for one” approach is proposed as a means to help achieve the Town's aim of fostering “additional tree coverage” referenced at page 23 of the Town of Mahone Bay Greenhouse Gas Reduction Action Plan.

References

In preparing our proposals we have looked at the following, amongst others, and relied on them to one degree or another:

- *Guiding Urban Forestry Policy into the Next Decade: A Private Tree Protection & Management Practice Guide*, by Kaitlin Webber, Melissa Le Geyt, Theresa O'Neill, Vignesh Murugesan, July 2020, University of Waterloo.

-
- *Nova Scotia Watercourse Alterations Standard*.
<https://www.novascotia.ca/nse/watercourse-alteration/docs/watercourse-alterations-standard.pdf>
 - *Draft Rothesay Municipal Plan 2020-2030* at pages 75 and 76.
<https://www.rothesay.ca/wp-content/uploads/2021/01/Final-DRAFT-2020-PLAN-Binder1.pdf>
 - Town of Truro Policy on Trees, the Tree Committee and the Urban Forestry Coordinator January 7, 2013.
 - Town of Antigonish Tree Planting and Removal Policy, December 23, 2013.
 - Nova Scotia *Municipal Government Act*, <https://www.canlii.org/en/ns/laws/stat/sns-1998-c-18/latest/sns-1998-c-18.html>
 - *Toronto Municipal Code*, Chapter 813, Trees,
https://www.toronto.ca/legdocs/municode/1184_813.pdf
 - The Corporation of the Township of Langley, Tree Protection By-law 2019 No 5478,
<https://webfiles.tol.ca/Bylaws/All Bylaws/Tree Protection Bylaw %28No. 5478%29.pdf>

Maureen Hughes

From: kpinsent@bellaliant.net
Sent: Tuesday, May 18, 2021 7:56 AM
To: Town of Mahone Bay Clerk
Cc: David Devenne; Francis Kangata; Alice Burdick; Penny Carver; Joseph Feeney; Richard Nowe; Kelly Wilson; Dylan Heide
Subject: Survey regarding Town of Mahone Bay logo

CAUTION: This email originated from an external sender.

Hello,

After a correspondence letter to Council and vote on April 13, 2021 regarding a public process for selection of a logo for the Town of Mahone Bay, a survey was organized that was open to residents, business owners and property owners in Mahone Bay.

The survey concluded on May 14, 2021 with 285 responses received.

45 responses were pulled out due to:

- Name/address not provided = 20
- Confirmed to be neither 'resident', 'business owner', nor 'property owner' in Mahone Bay = 24
- Not voting age = 1

Here are the survey results:

240 Responses

111 Comments received

Question One: "Are you aware of the Town of Mahone Bay recent logo design pictured above?"

Yes = 93%

No = 7%

Question Two: "Are you in favour of a new public process to select a logo for the Town?"

Yes = 82%

No = 18%

Question Three: "Are you in favour of a Logo Design Contest?"

Yes = 74%

No = 26%

Question Four: "Are you answering from the perspective of ...?"

Resident = 217

Business Owner = 43

Property Owner = 124

We feel that the results of the survey represent a strong and current public interest in the Town of Mahone Bay logo issue.

Our hope is that Council will lead to move us forward in a new logo process where the majority of the residents of Mahone Bay can feel satisfied with the outcome.

In addition to the survey results, it is our continued hope that Council will share its decision with our community.

We welcome your direction on any next steps to bring this information forward for consideration by Council.

Should you have any comments, questions or concerns, all would be appreciated.

Kind regards,

Mickey Johnson, 504 Main Street, Mahone Bay
Karen Pinsent, 74 Pleasant Street, Mahone Bay

Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, May 10, 2021 2:02 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: May 10, 2021

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from an external sender.

[View this email in your browser](#)

Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

2021 Virtual Spring Conference a Success!

Thank you to all of the members, presenters, and committee members who helped make the event a success!

Stay tuned for details on the 2021 Fall Conference, and all of the other Webinars NSFM has in store!

Department of Municipal Affairs Release Safe Restart Fund Reference Guide

DMA has developed a decision flowchart based on program questions they have received from municipalities. It will assist you with the identification of eligible expenditures under the SRF. Two new SRF accountability schedules will be added to the Financial Information Return in coming weeks. DMA will

email them to Directors of Finance in the next two weeks for their information purposes.

[View the Reference Guide here](#)

[Learn more about the Safe Restart Agreement](#)

NSFM Relaunches Online Asset Management Course with a New Climate Change Chapter

For a Limited Time, Save \$100: The first 10 people to sign-up will receive the course for only \$75*

**To receive the discount, online learners must complete a very brief (1-3 minute) course evaluation.*

NSFM is very pleased to relaunch its online course, **The Basics of Asset Management for Elected Officials**, which provides municipal leaders with a simple and clear understanding of asset management and how to use it to inform infrastructure decision-making and improve service delivery. The revised course now includes a new module to enhance local asset management practices by providing a methodology to help ensure municipal infrastructure is more resilient to our changing climate

We are excited to relaunch this online course, as it provides a flexible option for municipal leaders to learn about asset management - at their own pace and from the comfort of their offices, homes, or wherever there is Wi-Fi. NSFM's online course makes it easy to fit learning into a busy schedule, and there is no dress code, it requires no driving, and there is no final exam - just a few questions throughout the course to enhance learning.

To start your online learning today, please contact [Debbie Nielsen](#).

Join NSFM Acting President Amanda McDougall for (digital) coffee this Thursday at 9 a.m.

Acting President McDougall will be hosting the second informal coffee and chat session on Thursday, May 13th @ 9am on zoom.

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

[Register here!](#)

Save the Date: Bears and Wildlife Management Webinar Information Session

Register now for "Reducing Human-Bear Conflicts in Nova Scotia Municipalities" presented by Department of Lands and Forestry. Bears can quickly become a public safety risk and cause damage and other issues for property owners. Our goal is to work with municipalities to address the root causes of human-wildlife conflict and reduce the number of bear conflicts. We aim to deter bears from depending on humans for food and, at the same time, keep people safe.

The information session is for municipal staff and elected officials. It will cover:

- Wildlife Management Overview – Glen Parsons, Manager of Sustainable Wildlife Use

- Bear Biology – Jason Power, Large Mammal Biologist
- Human-bear Conflicts – Mike Boudreau, Human Wildlife Conflict Biologist
- Q&A session with staff

Date: Tuesday, May 25, 11 AM – Noon (1 Hour), via Zoom.

[Register now: Contact Bronwynne](#)

COVID-19 in Atlantic Canada: **One Year Later**

a conversation with Canada's Chief Statistician

As we pass the one-year anniversary of beginning of the COVID-19 pandemic, we reflect on how our lives have changed. Some business and organizations are still struggling to recover and our daily activities haven't returned to pre-pandemic normal. This is an important time to assess where we are in the economic recovery.

The 2021 Census is also approaching, set to launch in May. Census data is one of the most important sources of information for Canadians. It helps us understand where we came from, where we are, and where we are going. It will also shed further insights into the impact of COVID-19 and various economic supports.

The Atlantic Provinces Economic Council (APEC), together with Statistics Canada is presenting a virtual event: **COVID-19 in Atlantic Canada – One Year Later: A Conversation with Chief Statistician Anil Arora.**

Date: Wednesday, May 12th, 2021

Time: 10:00-11:00 AM AT

Location: Virtual (via Zoom link)

The event will feature a fireside chat between the Chief Statistician, **Anil Arora** and President & CEO of APEC, **David Chaundy**. The discussion will focus on three themes, all with an Atlantic regional lens:

- COVID-19 regional impact and economic recovery;
- How Statistics Canada supported Canada's pandemic response; and
- The vital role of the census for data and decision-making.

This event is free, but registration is required. Help us share these valuable insights by forwarding this invitation to your network!

Register here

[English]

Inscrivez-vous ici

[français]

Please note simultaneous French translation and sign language interpretation will be available during the event.

You will receive a calendar invite with the Zoom link a few days prior to the event.

Upcoming Events

Have you registered for *FORWARD: FCM's Annual Conference and Trade Show 2021*?

Sign up before the early bird rate ends on May 14—and you'll be guaranteed a front-row (online!) seat for our exceptional speaker lineup.

Today—with more to come—we're pleased to announce two new *political* speakers: **Conservative Party Leader Erin O'Toole** and **NDP Leader Jagmeet Singh**.

ERIN O'TOOLE is Leader of Canada's Conservatives and the Official Opposition. With a background in the military and corporate law, he has represented Durham, Ontario, in Parliament since 2012. Mr. O'Toole was elected party leader last year, after serving as Minister of Veterans Affairs, and before that as Parliamentary Secretary to the Minister of International Trade. This will be his first official address to FCM's annual conference.

JAGMEET SINGH has been Leader of Canada's New Democratic Party since 2017, after serving six years in Ontario provincial politics. With a background as a lawyer and human rights activist, Mr. Singh is a recognized force for equality—and for an inclusive, green recovery from the pandemic. We look forward to welcoming him back to FCM's conference stage this year.

Canada's recovery is a chance to work with federal partners to move our cities and

communities *forward*. Make sure you're "in the room" when Canada's political leaders share their visions for working with municipalities to build a stronger post-COVID Canada.

National political leaders, inspiring changemakers, capacity-building workshops, extensive networking opportunities, an unmatched trade show.

After a one-year hiatus, this is a conference you don't want to miss. Join your peers and [register today](#).

-The FCM Events Team



**NOVA SCOTIA FEDERATION
OF MUNICIPALITIES**



Nova Scotia Federation of Municipalities

Suite 1304, 1809 Barrington Street

Halifax, N.S. B3J 3K8

Phone: (902) 423-8331

Fax: (902) 425-5592

info@nsfm.ca

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



12 May, 2021

To: the Mayor and Councillors of the
Town of Mahone Bay

From: John Bain

Subject: Observations of Ernst Brook

I have made a point of checking Ernst Brook for signs of erosion from the Nursing Home site. My observations were made during and after the recent rain events. These were made primarily at the Kinburn Street Bridge and also sites above the Nursing Home Site for comparison. No discoloration due to suspended solids were observed.

I question if the complainants made observations of siltation or were they unfounded perceptions?

"There is power by the pen but more power in reality".

126 Hawthorn Road, Mahone Bay, B0J2E0

Maureen Hughes

Subject: FW: Strategic Plan

> -----Original Message-----

> From: Jeff Frampton <framptonjn@gmail.com>

> Sent: Friday, May 14, 2021 8:38 PM

> To: Town of Mahone Bay Clerk <clerk@townofmahonebay.ca>

> Cc: ntloheleng@gmail.com; David Devenne <David.Devenne@TownofMahoneBay.ca>

> Subject: Strategic Plan

>

> CAUTION: This email originated from an external sender.

>

> Where would economic development, working with volunteer groups and organizations to provide services the Town does not and protecting the character of the Town including architectural important houses, buildings, streets, etc be covered?

>

> I would think our strategic plan should include or at least reference the protection of our history, support for our economic future and recognition of the importance of citizens, residents, volunteers and organizations who make this Town what it is.

>

> Respectfully submitted,

>

> Jeff Frampton

> 33 Pleasant Street

Maureen Hughes

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, May 17, 2021 3:06 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: May 17, 2021

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Monday Memo



NOVA SCOTIA FEDERATION
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Mi'kmaw 101 - We are all Treaty People

As part of the Diversity Series, NSFM and AMANS are pleased to offer you this free webinar with Robert Bernard. Robert is the President and CEO of Indigenous Guide Consulting Services. With 30+ years of experience working with Indigenous communities across the Atlantic Region, Mr. Bernard has been involved in the areas of culture, heritage, tourism, business development, procurement/contracting, sports/recreation, community and event planning, climate change and cross-cultural training. Mr. Bernard will also utilize his extensive knowledge and connections in the government and industry sectors to help provide specific guidance with your organization, project and/or event in terms of navigating relationship and partnership protocols.

This workshop will be an opportunity for participants to get a first-hand look into the everyday lives of the L'Nu people of Mikmaki. The L'Nu or "Speakers of the tongue (language)" have for thousands of years occupied the traditional and unceded territory of Mikmaki (covering all of Nova Scotia, PEI and parts of Newfoundland, New Brunswick, Quebec and Maine).

This workshop will provide a traditional welcome that will lead into a detailed presentation. Mr. Bernard will explain the complexities and challenges of what Mi'kmaw people typically face today while examining what “decolonization” means to mainstream society and to the Mi'kmaw people. He will also provide an overview of how Indigenous people across Canada and around the world are building on many positive opportunities together with strong partners that aim to achieve mutual and beneficial opportunities through the investment of strong and sustainable relationship building initiatives. Lastly, we will discuss how and why the Treaties of Peace & Friendship that were signed in the early 1700's still play a role in governance and how “We are all Treaty People”.

Date: June 24th, 2021 10:00 a.m. – 11:30 a.m.

Registration: To register for the session, [please complete our registration form found here](#). If you are registering more than one individual, please complete one form per individual. Deadline to register is June 21st.

This webinar is being provided by NSFM and AMANS at no charge.

Contact: [Judy Webber, NSFM Event Planner](#)

NSFM Relaunches Online Asset Management Course with a New Climate Change Chapter

NSFM is very pleased to relaunch its online course, **The Basics of Asset Management for Elected Officials**, which provides municipal leaders with a simple and clear understanding of asset management and how to use it to inform infrastructure decision-making and improve service delivery. The revised course now includes a new module to enhance local asset management practices by providing a methodology to help ensure municipal infrastructure is

more resilient to our changing climate

We are excited to relaunch this online course, as it provides a flexible option for municipal leaders to learn about asset management - at their own pace and from the comfort of their offices, homes, or wherever there is Wi-Fi. NSFM's online course makes it easy to fit learning into a busy schedule, and there is no dress code, it requires no driving, and there is no final exam - just a few questions throughout the course to enhance learning.

To start your online learning today, please contact [Debbie Nielsen](#).

Municipal Funding for Increased Efficiency and Waste Diversion

Divert NS is a not-for-profit corporation that champions recycling in Nova Scotia. For 25 years we've helped build a culture of recycling through environmental stewardship, education, and programming that has made Nova Scotia a recognized global innovator in waste diversion solutions.

As of April 1, 2021, Divert NS has introduced two new funding programs designed specifically to support municipalities to increase efficiency and increase diversion within the municipal solid waste system. The Municipal Efficiency Fund (\$250,000) provides support for increasing efficiency in municipal waste diversion facilities and/or programs. The fund will support municipalities 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.

The Municipal Adoption Fund (\$150,000) provides support for municipalities and/or waste management regions who wish to adopt a waste diversion program that has been previously established in Nova Scotia. Projects should

advance waste diversion programs by implementing established best practices and proven ideas such as adding pet waste to green bins or adding Styrofoam to curbside recycling programs.

The new funding programs will provide assistance for a minimum of 50% of eligible costs. Assistance will be provided in the form of non-repayable contributions, except for asset purchasing, which may be conditionally forgivable. Applications can be submitted any time throughout the year. An evaluation committee has been established to review and score all applications. It includes representatives from Nova Scotia Environment, Municipal Affairs, NS Federation of Municipalities, Regional Coordinators, Landfill Managers and Directors, and Divert NS.

[Additional information and application forms can be found here](#)

Save the Date: Bears and Wildlife Management Webinar Information Session

Register now for "Reducing Human-Bear Conflicts in Nova Scotia Municipalities" presented by Department of Lands and Forestry. Bears can quickly become a public safety risk and cause damage and other issues for property owners. Our goal is to work with municipalities to address the root causes of human-wildlife conflict and reduce the number of bear conflicts. We aim to deter bears from depending on humans for food and, at the same time, keep people safe.

The information session is for municipal staff and elected officials. It will cover:

- Wildlife Management Overview – Glen Parsons, Manager of Sustainable Wildlife Use
- Bear Biology – Jason Power, Large Mammal Biologist

- Human-bear Conflicts – Mike Boudreau, Human Wildlife Conflict Biologist
- Q&A session with staff

Date: Tuesday, May 25, 11 AM – Noon (1 Hour), via Zoom.

[Register now: Contact Bronwynne](#)

Upcoming Events

AMANS Spring Conference Registration is Now Open!

June 9-11, 2021

From AMANS

Good Morning,

We are pleased to announce that our Spring Conference Registration is Now Open! This year, our conference is being held virtually and the committee has worked hard to put together a memorable agenda. You can find the [conference program and registration link on our conference website page](#). We will also have a fun virtual master chef and bartending class on Tuesday evening as well as an opportunity to test your knowledge at our Trivial Pursuit event.

We are also offering a pre-conference professional development webinar: Using Plain Language in Municipal Communications on June 3rd. Special rates for this webinar will be given to those who are registered for the conference, however there is a separate registration for those who can't attend the conference. Details on this event can be [found here](#).

A Special Thank you to our spring conference committee for planning our first ever Virtual Conference.

If you have any questions please reach out to [Rebecca Kolstee, Manager of Wellness and Professional Development Programs, AMANS](#)

We're looking forward to virtually seeing you there!



NOVA SCOTIA FEDERATION
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Nova Scotia Federation of Municipalities

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Draft Town of Mahone Bay Strategic Plan 2021 to 2025,

Call for Comments and Questions

May 19, 2021.

Re: Town of Mahone Bay Strategic Plan 2021 to 2025 Section 3.2 "Adapt Community Infrastructure to Climate Change"

Honourable Major, Deputy Mayor and Councillors;

This Strategic Plan Section, although generally addressing flooding and water incursion due to sea level rise, does not address a more immediate threat from storm surge and associated wave damage. Harbour geometry of gradual shoaling with narrowing and orientation to an open easterly fetch, which is the prominent storm direction, ensures that in the right conditions significant destructive energy will focus on private and Town infrastructure.

The recently study, Mahone Harbour Flood Prevention and Shoreline Enhancement Plan for the Town of Mahone Bay (CBCL Ltd., Consulting Engineer, January 22, 2016) proposed the development of the Living Shorelines concept. This "living" structure can greatly reduce the effects of sea level rise to protect infrastructure adjacent to the ocean but not infrastructure that projects into the ocean; Town of Mahone Bay wharf, jetty and floating docks, plus private docks, wharves, cribwork and rip-rap. Indeed, the very Living Shoreline may also be subject to the wave's increasing destructive forces as well.

With the projected sea level rise, every centimeter of increase also is an increase in the destructive energy of wave action, particularly during major storms. To combat this requires mitigating the wave energy at the harbour mouth. Two natural features, Inchcape Shoal and the unnamed shoal to the immediately south, were at one time islands that protected the harbour from storms. Due to the lack of sediment supplied by our rivers, the ocean has removed material so that these former islands are now shoals only exposed at low tide. Technically this is known as a sediment starved coastline. One other man-made breakwater structure was partially built on the adjacent Main Street shore (1980's?) but this was not completed. Restoring the shoals to an island or islet configuration and increasing the effectiveness of the partial breakwater structure is an environmentally low impact project with significant benefits for protecting the Town's shoreside infrastructure.

My comment is a proposal for additional bullet point wording in Section 3.2 (Strategic Actions) to the effect of,

- Invest in natural structures to mitigate storm energy impact on waterfront infrastructure.

Once one spends time shoreside during a significant storm event witnessing the power of the sea, the real fragility of and danger to one of our Town's great assets is clearly understood.

Yours sincerely,
Gregg Little B.Sc.
984 Main Street,
Mahone Bay, NS

What a waste of taxpayers money , someone speaking that does not know anything about wild life habits and trying to put another bylaw on the books that they cannot enforce or even try to . Maybe hire someone to leash the dogs on the trail or pay Peter McPherson to pick the dog crap out of the trees on the trail, instead he takes pride in keeping the trail clean . I am sure the racoons will still roam through the town looking for handouts as they did all my life . The deers will roam the town to feed as there are so many lush lawns in town to feed on , and hostas to eat plus another two dozen plants they love . What is the next step, not allowed to grow certain plants in your garden? If you would take the time to take a drive around the town and see where the deer are grazing .They are on the soccer field , up by Bups Keddys old homestead, up around the corner to Mikes and down to Bettys on her field , Not raiding everyones feeders. I have feeders out here and no deer are at them. I do not take them in at night . I have a electric fence which is not turned on but there deer does not know that it is or is not. Wildlife is here whether we have feeders or not . There is no law in hell that is going to stop that. Get off your high horse and tour our town at night, to see where these creatures lurk. Might even see some radoons on main street looking for food , rooting through some Tim Hortons mugs or scrap food containers that Brenton Aulenback goes around collecting in the morning so main street looks good for the people coming into the bay. My god , what are you thinking about , I got to give my head a shake. Did you not hear people say," The only reason the deer and wildlife is coming into town is that we took their habitat away", not " To raid the towns people feeders and create a safety concern" Do you know how many older people fed the birds all their life and look forward to going out on their veranda with their cup of tea or coffee and watch the birds, listen at their songs, try it sometime , you may like it . Just remember , this is the only thing some elderly here in town get to enjoy this last year or so .Do not get to see their family or do not see friends, gets their grocery delivered, no socialization except by phone , I guess you are lucky if you have a ailment, you get to see your homecare worker once or twice a week. Surer then heck , it will not be your docor as that is by phone call only . Must be damn lonely when you are alone and lonely .Will not even here the song of the birds. Shame on you, shame on you for even the thoughts of passing this bylaw. Haven't you even got a conscience, are you just thinking of yourself. You want to drive us elderly out of town, after we and our forefathers made this town, now you want people to love your decision on this? Better spend our money on things our town really need, not whimsical idea like this . Sometimes I wonder what the brain process is . If you love this town and want it to make it your place to bring up your children , do like we all did , keep it this way ,one od two complaints does not require a new bylaw.

Lloyd Westhaver




155 Clearway Street










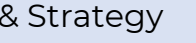
Report to Council May 27, 2021


























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

Goal	Objective	Assigned	Target	% Completion
Council Assignments to Staff				
1	Staff to contact the NS Department of TIR regarding the Town's proposed 2020/21 Transportation Project as well as to discuss proposed changes on highway approaches to Mahone Bay as outlined in the CBCL report.	25-Jun-20	Jun., 2021	<div><div></div><div></div><div></div><div></div><div></div></div> 75%
		Notes: Awaiting confirmation from TIR regarding proposed speed limit changes on highway approaches.		
2	Staff to contact the NSLC regarding the proposed bicycle corridor across their property referenced in the CBCL Ltd. report, connecting Main Street and Kinburn Street and supporting the establishment of a community-wide, all-ages bicycle route.	25-Jun-20	Jun., 2021	<div><div></div><div></div><div></div><div></div><div></div></div> 75%
		Notes: Draft Engagement Plan re development of community-wide, all-ages bicycle route approved by Council Feb 9, 2021. NSLC will be invited to participate in consultations along with other identified stakeholders. Initial survey open now.		

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		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	Jun., 2021		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		50%	Notes: To be discussed at Policy & Strategy Committee in 2021-22; report to Council anticipated thereafter.

6	Staff to develop a multi-year bench installation program with potential locations being decided on in consultation with the Age Friendly Community Committee in alignment with the CBCL Transportation Plan Report and Accessibility Standards.	08-Sep-20	Jun., 2021		75%	Notes: In progress. Budget line included in draft 2021-22 budget with staff report to follow (initiating public donation campaign and confirming siting process).
7	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	Jun., 2021		75%	Notes: In progress. Coordinating with MODL participation in MNAI natural assets initiative. Draft 2021-22 budget reflects in-house / volunteer data collection in 2021-22 (with additional report to follow) and FCM funding application for 2022-23 (supporting development of Urban Forest Master Plan as per Council's draft 2021-25 Strategic Plan).
8	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	May., 2021			Notes: Work on intersection complete.
9	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	Jul., 2021		75%	Notes: In progress. Discussion initiated with MODL Planning staff. Timeline coordinated with Plan Mahone Bay process.

10	Staff to review the MBTCC request [artisans at the VIC] and report back to Council with recommendations.	28-Jan-21	May., 2021		75%	Notes: In progress. Recent discussion with MBTCC concerning agreement for 2021 season. Report to Council - Closed Session (lease of municipal property) - on Council's May 27 meeting agenda.
11	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	Jun., 2021	Not yet begun		Notes: Staff have spoken with Municipal Advisor and suggest waiting to move forward on this as a result of recent changes to the Dept. portfolio. Dept. of Infrastructure & Housing currently undertaking consultative process for Affordable Housing Commission.
12	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	Jun., 2021		75%	Notes: In progress. Reflected in draft 2021-22 capital budget documentation.
13	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	Jun., 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. Estimate included in 2021-22 budget process.
14	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	Jun., 2021		75%	Notes: Discussed at Policy & Strategy Committee in April, 2021; revised draft By-law to be presented to June committee meeting.

15	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	    	Notes: Completed. The Oakland Property Owners Assn. will discuss at their next meeting and will respond following that meeting; response to be reported to Council.
16	Direct staff to include accessible hearing solutions in the Accessibility Operation Plan, anticipated in 2021-22	25-Mar-21	Sep., 2021	Not yet begun	Notes:
17	Add a letter to CAO Dylan Heide's HR file, congratulating him on his ten years' service as a Chief Administrative Officer.	29-Apr-21	May., 2021	    	Notes: Completed.
18	Write a letter to each member of staff to thank them for their service to the citizens of Mahone Bay during the pandemic.	29-Apr-21	May., 2021	    	Notes: Completed.
19	Set Thursday, June 3, 2021 at 7:00 pm for a Special Council meeting to discuss final edits for the Draft Town of Mahone Bay 2021-2025 Strategic Plan.	11-May-21	May., 2021	    	Notes: Completed.
20	Staff to advise the public that anyone who wishes to make further comments on the Draft TOMB 2021-2025 Strategic Plan may submit their correspondence or a request to present to the May 27, 2021 meeting of Council.	11-May-21	May., 2021	    	Notes: Completed.

21	Re: Fairmont Service Extension. Staff to contact all impacted property owners to advise them of the proposed extension and receive their feedback on the proposal.	11-May-21	May., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: In progress.
22	Staff to prepare a report for the May 27th Council meeting summarizing the role of the Town in monitoring and administering Development Agreements with specific reference to management of storm water and landscape buffer zones, and steps taken by the Town while monitoring and enforcing the terms of the Development Agreements.	11-May-21	May., 2021	<div><div></div><div></div><div></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: Completed. Report on Council's May 27 agenda.

Chief Administrative Officer's Report - May 27, 2021 (Next Update June 24)

1	COVID-19	Staff are adhering to all provincial guidelines for safe work and are working remotely if possible. Town office closed until renovations are completed. CAO monitoring NS EMO updates and participating in all NSFM and AMANS discussions concerning COVID-19 and relaying Provincial updates. Staff updating COVID-19 messaging as required.
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2	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program	<p>MAMP funding received and 2020-21 AM project (electrical system and non-linear assets) is substantially complete (report provided to Feb 18 AM Committee meeting). Funding for participation in AIM Cohort 2.0 approved by Council in 2020-21 budget; currently awaiting confirmation of format and schedule for Cohort 2.0 (to take place in fiscal 2021-22), included in draft 2021-22 budget. AIM Network annual conference took place virtually Oct 28-29; CAO and Mayor Devenne presented on Town AM program / committee experience. New MAMP-funded poster series now on Town website.</p>
3	Municipal Joint Services Board (MJSB)	<p>MJSB not proceeding with Safety and Procurement shared services in 2020-21 at request of MODL; discussions continue but staff do not anticipate until 2022-23. HR Shared Service (MoDL/TOB with ToMB) up and running. Town staff participated in performance management project which will standardize and enhance Town's performance management practice. Currently working with MJSB on implementing time and attendance program for staff. MJSB IT security audit process completed Oct. 2020. Regular MJSB meetings continue.</p>

4	Riverport Electric Shared Service Committee	<p>Coordinating with Riverport re staffing, imports, equipment inventory, safety program, policy development, stand-by coverage, etc.. Currently drafting agreements for consideration of Council / Commission. Coordinating 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). Draft 2021-22 budget reflects organizational partnership for utility administration and service delivery.</p>
5	Regional Emergency Measures Organization (REMO)	<p>Dorian claim signed off with the Province. Regular bi-weekly meetings and bi-monthly table exercises between REMO Coordinator and CAOs continue (along with regular planning meetings). Coordinator continues to review and improve REMO procedures in consultation with CAOs. Training opportunities for staff /Council (ICS 100-200) identified in coming months (delayed by COVID-19 restrictions).</p>

6	Alternative Energy Resource Authority (AREA)	Weekly AREA staff meetings continue by phone. NB Power imports continue under new annual agreement for 2021. BUTU applications for 2022 submitted. Community Solar Gardens funding application submitted by AREA staff; awaiting confirmation. HOME (Heatpump Options Made Easy) program launched Oct 1 (see statistics below). EV charger installations anticipated to begin in June-July 2021.
7	FCM / Clean Foundation Transition 2050 (Partners for Climate Protection) Initiative	Community GHG Reduction Action Plan adopted by Council Mar 25 and incorporated into draft 2021-22 budgets. Staff continue to participate in T2050/PCP Initiative and anticipate update report to Council in June 2021.
8	Lunenburg County Accessibility Advisory Committee	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 included in draft 2021-22 operating budget.

9	Nova Scotia Federation of Municipalities (NSFM)	<p>CAO remotely attended Feb 19, 2021 meeting of Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative (next meeting scheduled for April, 2021). Supporting NSFM / AMANS COVID-19 infrastructure funding discussions with Federal representatives. Participated in NSFM Virtual Spring Conference May 6-7, 2021.</p>
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Director of Operations Report - May 27, 2021 (Next Update June 24)

1	Streets & Sidewalks	<p>During the reporting period on one occasion streets & sidewalks were salted. A plugged catchbasin was repaired near 621 Main St. A number of potholes were repaired on Fauxburg Rd., Old Edgewater St. and Main Street. A large tree in jeporady of falling the street was removed near 91 Fauxburg Rd. A tender was released for 2021 Street Line Painting. Winter works vehicles were cleaned of salt and dirt.</p>
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2	Cemeteries & Open Space	<p>The Town's seasonal Groundskeeper started work April 19. Staff are in the process of conducting spring clean-up activities in various park/green areas and cemeteries. Requests for Quotations were issued for 2021 Mowing Services for each cemetery. The old soccer goals were removed from the soccer field and the new soccer goals were delivered and will be assembled and installed by staff shortly. The Park Cemetery sign posts had to be replaced due to rot (the sign blew over). Staff completed interior drywall repairs and painting at the Edgewater St. Comfort Station.</p>
3	Electric Utility	<p>2 temporary power services were installed for new residential construction on Hawthorn Road. 7 electric vehicle chargers were delivered and staff will be installing them over the next few months. 6 electrical inspections were conducted. Annual inventory counts were conducted (parts and materials). Staff continue to collect information from existing transformers within the distribution system for purposes of Asset Management. Staff collected information and participated in 2021-22 budget development.</p>

4	Water Supply, Treatment & Distribution	Regular monitoring and maintenance activities continued. Routine flushing of water mains was conducted in various locations throughout the water distribution system. Staff collected information and participated in 2021-22 budget development. Annual reports for Water System and Water Withdrawal were prepared and submitted to NS Environment.
5	Sewage Collection & Treatment	Regular monitoring and maintenance activities continued. The PAA (peracetic acid) pilot program concluded on April 21; awaiting final report on the pilot from our consultant; results from the pilot suggest that it was a success and that we may be making a permanent switch to PAA disinfection.
6	COVID-19	Staff continue to provide essential services while practicing physical distancing, wearing of masks and good hygiene practices. We plan to operate various seasonal facilities in the upcoming months following appropriate Public Health Protocols.
7	New Long Term Care Facility	Work remains ongoing with the Town's consultant and the developers of the new LTCF to be built near 164 Main St.

Finance Manager's Report - May 27, 2021 (Next Update June 24)

1	COVID-19	Staff continue to work remotely.
2	Provincial Reporting	No outstanding Provincial Reporting Requirements at this time.
3	Tax Bills/Tax Sale	Interim Tax Bills have been issued and are due the end of May.
4	Audit	Preliminary work has started with Deloitte on the 2020-21 Audit. Staff have a meeting with Deloitte at the end of May to firm up work scheduled for the upcoming Audit. Field work is scheduled to start the last week of July.
5	2021-22 Budget	Draft Budget has been presented to Council and budget deliberations are ongoing.

Clerk & Deputy CAO's Report - May 27, 2021 (Next Update June 24)

1	Plan Review	Continued work with facilitation of internal staff reviews prior to presentation of draft Land Use By-law and Municipal Planning Strategy.
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2	By-laws and Policies	Continued work on: public education re leash laws; development of safety procedures as part of development of Town safety manual; response to DOJ regarding Town's SOT schedule. Developed draft Wildlife Feeding By-law for Council's consideration as well as public information for Public Hearing on June 8, 2021. Working on plan to address need for greater public education regarding Civic Addressing By-law.
3	Communications and Public Engagement	Ongoing weekly communication about Asset Management in the Town, on a monthly rotation. Ongoing promotion of Civic number and Outdoor Burning By-laws. Staff have completed Public Engagement Plans for Strategic Plan Public Engagement and continuing Bicycle Route Engagement Plan.
4	Council Support	Staff time has largely been spent on special budget meetings and associated information sharing protocols. Ongoing support of committee meetings, including start up of Police Advisory Board and Watershed Advisory Committee.
5	Wayfinding Project	Signs have been delivered and installation has begun. Communication about new signage has begun.
6	Training	Staff have recently been pursuing professional development in Basic Emergency Management, Project Management, and Provincial Procurement System.

7	100 Trees: 100 Years	Arrangements are being made for the replacement of centennial trees that did not thrive. A review of possible contributing factors will be undertaken with Talking Trees before replacement trees are planted.
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By-law and Policy Review - May 27, 2021 (Next Update June 24)			
1	Trees By-law	Target 01-Sep-21	Staff to research tree by-laws and recommendations received regarding Mahone Bay specifically.
2	Park By-law	Target 30-Sep-21	Staff to review Park By-law in context of Plan Review.
3	Off Premises Signage Policy	Target 30-Sep-21	Staff to review Off Premises Signage Policy in context of Plan Review.
4	CAO Performance Review Policy	Target TBD	Staff to prepare a report on drafting a CAO Performance Review Policy. Pending discussion at Strategy & Policy Committee.
5	Employee Conduct Policy	Target TBD	Staff to review Employee Conduct Policy in relation to violence in the workplace. Pending discussion at Strategy & Policy Committee.
6	Local Improvement By-law	Target TBD	To return to June meeting of Policy & Strategy Committee meeting for further discussion.

7	Council/CAO Relations Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
8	Plastic Signage Policy	Target	Not yet begun
		01-Sep-21	
9	Wildlife Feeding Policy	Target	First reading on May 11th; Public Hearing scheduled for June 8th
		01-Jun-21	
10	Dangerous and Unsightly	Target	Staff have identified a need to review for clarity. Pending discussion at Strategy & Policy Committee.
		TBD	
11	Council Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
12	Respectful Workplace Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
13	Fees Policy	Target	Not yet begun
		01-Jun-21	
14	Penalties By-law	Target	Not yet begun
		01-Jun-21	
15	Committee Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
16	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.	

Service Statistics - May 27, 2021 (Next Update June 24)

1	By-law Enforcement	Apr. 2021 Parking Tickets:		
		Notes: Continued patrols through town and continued public outreach RE dogs on leash; continued work to clarify SOT questions from DOJ; development of safe work plan and safe work procedures for enforcement as part of development of Town safe workplace guidelines.		
2	Police Services (founded & SUI occurrences)	Q4 2021	99	Calendar YTD: 99
		Notes: None.		
3	Mahone Bay & District Fire Department	Jan-Mar	9	-
		Notes: MVCs: 1; Fire Alarms: 5; Mutal Aid: 1; Other: 2		
4	Traffic (Speed Signage)	Jan-Feb, 2021	<u>45 Pleasant</u> Av. Speed 27 / 50 Kph	<u>45 Pleasant</u> Av. Speed 25 / 50 Kph
		Mar-Apr, 2021	<u>83 Spruce</u> Av. Speed 17 / 50 Kph	<u>83 Spruce</u> Av. Speed 17 / 50 Kph
		Notes: One sign currently in use, purchase of two signs anticipated in 2021-22 budget.		
5	Solid Waste (Tonnage)	Dec. 2020	77.60	YTD: 774.44
		Notes: Recyclables = 14.37; Organics = 17.53; Garbage/Other = 38.18; Cardboard = 7.52.		
6	HOME Program	Leads: 50	Installations: 5	
		Notes: Ambassador engagement (Oct-Nov 2020) and installations to resume in 2021 when COVID-19 guidelines permit.		

7	Water Utility	Pumped	Q4 (monthly average): 17,176,667 Litres
		Treated	Q4 (monthly average): 15,165,667 Litres
		Sold	Q4 (monthly average): 5,549,300 Litres
8	Electrical Utility	Domestic	Q4: 2,638,308 kWh; YTD: 6,727,676 kWh
		Commercial	Q4: 263,053 kWh; YTD: 596,194 kWh
		Industrial	Q4: 1,508,000 kWh; YTD: 4,727,392 kWh
9	CodeRED Registrations	30/04/2021	Residential: 293; Business: 10; Email: 152; Text: 197
		31/03/2021	Residential: 294; Business: 10; Email: 154; Text: 196
		28/02/2021	Residential: 290; Business: 10; Email: 153; Text: 192
		31/01/2021	Residential: 285; Business: 10; Email: 150; Text: 189
		31/12/2020	Residential: 285; Business: 10; Email: 146; Text: 189
		31/03/2020	Residential: 243; Business: 12; Email: 134; Text: 157

Strategic Plan 2021-2025 - May 27, 2021

New 2021-25 Strategic Plan Process currently underway. Draft Plan introduced April 13:

https://www.townofmahonebay.ca/uploads/1/3/0/6/130665195/2021-04-13_meeting_package_council.pdf (begins Page 93). Public Information Meeting took place May 3rd, Public Hearing took place May 10th; four submissions were received. Council has scheduled an additional special meeting at 7 PM on June 3rd for discussion the draft plan in consideration of submissions received at the Hearing.

2021-22 Operating & Capital Budgets - May 27, 2021

New fiscal year (2021-22) began April 1, 2021. 2021-22 Budget process currently underway. Draft budget introduced April 19:

https://www.townofmahonebay.ca/uploads/1/3/0/6/130665195/2021-04-19_meeting_package_council_special_budget_meeting.pdf



Town of Mahone Bay

Staff Report

RE: Nursing Home Development

May 27th, 2021

General Overview:

This report is intended to summarize the role of the Town in monitoring and administering the Development Agreement for the new Nursing Home Development on Main Street.

Background:

Pursuant to the Town's Municipal Planning Strategy and Land Use By-law a Development Agreement (DA) was approved for the property known as PID # 60594827 (formerly PID #s 63074766, 60594827, and 60420668), registered April 21, 2020 with the provincial land registry (Nursing Home Development Agreement attached as Appendix A to this report).



A Development Permit (DP) was subsequently issued for the property by the Town's Development Officer Heather Archibald on April 19, 2021 following a lengthy review to determine that designs submitted by the Developer with their DP application (deviating somewhat from concept designs circulated at earlier stages of the project) complied with the requirements of the DA.

At the regular meeting of Council on May 11, 2021 a motion was made by Councillor Carver, seconded by Councillor Wilson:

“Whereas members of the community have raised questions about the Development Agreement between the Town and the MacLeod Group with respect to the nursing home development, including questions about how the terms of the Agreement are being administered by the Town, Therefore, be it resolved that Council direct staff to prepare a report for the May 27th Council meeting summarizing the role of the Town in monitoring and administering the Development Agreement with specific reference to management of storm water and landscape buffer zones, and steps taken by the Town while monitoring and enforcing the terms of the Development Agreement.” Motion carried.

Analysis:

1) Steps Taken in Monitoring and Enforcing the DA

Several site inspections by Development Officer Heather Archibald have taken place to date. Reports from the public have been investigated when received. The Developer regularly sends weekly updates and advises relevant staff of any developments.

There are provisions in the DA and under the Municipal Government Act (MGA) that allow the Town to take action if it is found the Developer has breached the Development Agreement. The Town retains the option after appropriate notice to the owner to enter the property and undertake any work required to bring the development into compliance.

At this point in the development, it is the opinion of staff that the Developer remains compliant with the Development Agreement.

2) Management of Storm Water

The DA required a Stormwater Management (SWM) Plan that is designed, certified and stamped by a NS professional engineer be submitted prior to issuance of a DP. The plan needed to confirm the post-development peak flows leaving the property are equal or less than the pre-development peak flows for a 1-in-5 year storm event and that the design would also protect the nursing home and parking lot from flooding in a 1-in-100 year storm event.

This plan was received, submitted to the Town’s contract engineer who had no issues with the plan. The stormwater plan does not show stormwater entering the Town’s sewage collection system. The onus is not on the Town to

design the SWM plan. This is why we require the Developer use a professional engineer for the design.

During construction the Developer is managing storm water events at the site utilizing a variety of measures including silt fences, hay bales, physical barriers and other control measures. Regular updates in this regard have been provided to the relevant staff, who have also followed up on reports in this regard received from the public as noted above.

3) Landscape Buffer Zones

The Developer is required to submit a landscape plan in accordance with the DA. The Developer has reported that they continue to consult with local stakeholders and neighbours and intend to complete another round of consultation once public health protocols allow.

The required landscape plan is a 10-year plan. The DA establishes no requirements for the plan in terms of specific trees or caliber of trees to be retained. As this is a 10 year landscape plan, enforcement will be limited until such time as the plan is to be completed.

Additionally, there are two areas of buffers that were required to retain existing greenery as per the DA (LBA 1 and LBA 2) in regard to which staff have found the Developer in compliance.

Financial Analysis:

There is no direct financial impact to the Town; staff activities in relation to Development Agreement are accommodated in approved budgets.

Recommendation:

It is recommended,

THAT Council accept this report for information.

Attached for Council Review:

- Nursing Home Development Agreement
- Nursing Home Development Permit

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO

Form 26

*Purpose: to record an interest in a parcel; or
to record a power of attorney in the power of attorney roll*

Registration district: LUNENBURG
Submitter's user number: 3441
Submitter's name: Samuel R. Lamey, Q.C.

In the matter of Parcel Identification Number (PID)

PID	60594827
PID	

(Expand box for additional PIDs, maximum 9 PIDs per form.)

Power of attorney

X No power of attorney applies to this document

This form is submitted to record the attached document

X in the parcel register as a recorded interest

The following information relates to the interest being recorded:

Instrument type	AGREEMENT RE USE OF LAND
Expiry date (if applicable)	
Interest holder and type to be added (if applicable) <i>Note: include qualifier (e.g., estate of, executor, trustee, personal representative) if applicable</i>	TOWN OF MAHONE BAY/PARTY TO AGREEMENT
Mailing address of interest holder to be added (for power of attorney, provide mailing address for donee)	P O BOX 530, MAHONE BAY, NS, B0J 2E0
Name and mailing address power of attorney donor to be added (if applicable)	
Name and mailing address power of attorney donee to be added (if applicable)	
Reference to related instrument in names-based roll/parcel register (if applicable) (for power of attorney to be duplicated, insert document/instrument number/year; include book/page if applicable)	

Textual qualification on title to be added (insert replacement textual qualification)	
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For Office Use

LUNENBURG COUNTY LAND REGISTRATION OFFICE
I certify that this document was registered or recorded as shown here.

Rebecca Bond, Registrar

116223281

Document #

APR 21 2020

MM DD YYYY

LR ☒ RODC

9:05
Time

May 4, 2009

Certificate of Legal Effect:

I certify that, in my professional opinion, it is appropriate to make the changes to the parcel register as instructed on this form.

Dated at CHESTER, in the County of LUNENBURG, Province of Nova Scotia, APRIL 17, 2020.



Signature of authorized lawyer

Name: Samuel R. Lamey, Q.C.

Address: P O Box 310, Chester, NS, B0J 1J0

Phone: 902-275-3544

E-mail:

Fax: 902-275-3473

- ☐ This document also affects non-land registration parcels. The original will be registered under the *Registry Act* and a certified true copy for recording under the *Land Registration Act* is attached.

May 4, 2009

THIS DEVELOPMENT AGREEMENT made in duplicate this 16th day of April, A.D. 2020

BETWEEN:

MACLEOD GROUP HEALTH SERVICES LIMITED, of the County of Antigonish in the Province of Nova Scotia, a body corporate having its head office in the Town of Antigonish and in the province of Nova Scotia, hereinafter called the "DEVELOPER"

OF THE FIRST PART

-AND -

TOWN OF MAHONE BAY, a duly incorporated municipal body, hereinafter called the "TOWN"

OF THE SECOND PART

WHEREAS the DEVELOPER has good title to lands known as PIDs 60374766, 60594827 and 60420668, and has stated their intent to consolidate the lands, hereinafter called the PROPERTY, as described in Schedule "A" PROPERTY DESCRIPTION of this Agreement;

AND WHEREAS the DEVELOPER has submitted a proposal to construct and operate a Nursing Home (8,140 sq. m.) and Assisted Living Facility, hereinafter called the NURSING HOME, on the PROPERTY, including use of the existing dwelling identified as 164 Main Street and outdoor recreation amenities such as trails, gazebos, viewing platforms and other related accessory structures;

AND WHEREAS the PLOT PLAN attached hereto as Schedule "B" PLOT PLAN dated 2020-03-02 depicts the layout and project area of the Proposed Development;

AND WHEREAS the exterior appearance and design of the NURSING HOME shall be as shown on Schedule "D" BUILDING DESIGN.

AND WHEREAS the property described in Schedule "A" PROPERTY DESCRIPTION is situated in an area which is both designated Residential on the Land Use Designation Map of the Municipal Planning Strategy and zoned Residential (R) on the Zoning Map of the Land Use By-law;

AND WHEREAS the Council of the TOWN, by resolution passed at the meeting on the 19th day of March A.D. 2020, approved the execution of this DEVELOPMENT AGREEMENT by the Town;
NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the foregoing recitals and for other goods and valuable consideration the parties hereto agree as follows:

1. GENERAL REQUIREMENTS AND ADMINISTRATION

- 1.1. The TOWN hereby agrees that a Development Permit may be issued to the DEVELOPER for the Proposed Development subject to the terms and conditions of this Development Agreement;
- 1.2. Nothing in this Agreement shall exempt the DEVELOPER from complying with Federal, Provincial and Municipal laws, by-laws and regulations in force within the TOWN, including the Building By-law, or from obtaining any Federal, Provincial or Municipal license, permission,

permit, authority or approval required thereunder including any permission required under the *Fire Prevention Act* and the *Environment Act*.

2. USE OF LAND

Subject to Clause 12 below, the DEVELOPER undertakes to ensure that the use of the lands described in Schedule "A" PROPERTY DESCRIPTION attached hereto shall be as follows:

- 2.1 The construction and operation of a Nursing Home including office space, storage, food services, laundry services, parking areas and other ancillary features to serve residents of the NURSING HOME in compliance with the following:

	Use:	Area
Main Structure	Ground Floor: office, staff room, security, food services, laundry services, hair salon, physio office, multi-purpose room, storage, mechanical and other ancillary services directly serving residents of the NURSING HOME.	1909 sq. m. (20,545 sq. ft)
	2 nd & 3 rd Floors: 48 private resident rooms per floor (96 total) including nursing stations, lounges, kitchenettes, and storage space.	2 nd Floor: 3,004 sq. m. (32,326 sq. ft) 3 rd Floor: 3,070 sq. m. (33,045 sq. ft)
	Exterior Balconies & Patios: Ground Floor Patio, 2 nd Floor Rooftop Patio & 3x communal resident balconies	Total Outdoor Patios and Balconies: 333 sq. m (3,581 sq. ft.) Ground Floor Patios: 114 sq. m (1,220 sq. ft.) 2 nd Floor Balconies and Rooftop Patio: 154 sq. m (1,652 sq. ft.) 3 rd Floor Balconies: 67 sq. m. (719 sq. ft.)
Existing Structure (164 Main Street):	Temporary Construction Office & accommodations, to be converted to: Assisted living (8 beds). with wheelchair accessible front entrance ramp to be built upon conversion to Assisted Living.	227 sq. m. (2,436 sq. ft)
New Accessory Structures	Must be accessory to the Institutional use	No limit, in compliance with Part 2.2 and 2.4

- 2.2 Expansion of the institutional use to structures other than the existing structure located at 164 Main Street and the NURSING HOME, shall require amendment to this Agreement;
- 2.3 Creation of a public trail system including benches, viewing areas and bridges as required to provide views and access to Ernst Brook for passive recreational purposes;
- 2.4 Notwithstanding 2.2, accessory structures and features directly associated with the NURSING HOME shall be permitted without amendment to this Agreement and subject to provisions of the Mahone Bay Land Use By-law, except that any accessory structures not shown on Schedule "B" PLOT PLAN shall maintain a minimum setback from all property boundaries of six (6) meters.

3. PERIOD OF CONSTRUCTION

- 3.1 The DEVELOPER undertakes to ensure that the development of the PROPERTY shall be completed as described in this Agreement within thirty-six (36) months from the date of the Development Permit issued in accordance with this Agreement;

3.2 Construction work on the property shall conform with the following:

3.2.1. Monday – Friday: Work shall not begin earlier than 7:00 a.m. and shall not continue past 8:00 p.m.;

3.2.2. Saturday (September through June): Work shall not begin earlier than 7:00 a.m. and shall not continue past 8:00 p.m.;

3.2.3. Saturday (July and August): Work shall not begin earlier than 8:00 a.m. and shall not continue past 5:00 p.m.;

3.2.4. Sunday: No work shall be undertaken.

3.3 That during construction, the DEVELOPER shall utilize silt fences, hay bales and other control measures to mitigate the impact of construction on the local landscape and the impact of any runoff flowing into Ernst Brook;

3.4 That during construction, the DEVELOPER shall utilize best practices standard to the construction industry to prevent the raising of dust and shall endeavour to minimize impacts on surrounding properties as a result of construction.

3.5 That during construction, the DEVELOPER shall retain a three metre buffer along the Eastern property line shared with PID 60374709 and will install a construction fence or equivalent in accordance with building permit requirements. Additional screening may be affixed to this fence by the property owners of PID 60374709.

4. STRUCTURES

The DEVELOPER undertakes to ensure:

4.1 That the structures shown on Schedule “B” PLOT PLAN constitute a comprehensive development plan for the PROPERTY;

4.2 That the maximum height of the NURSING HOME shall be sixteen (16) metres as measured by the Mahone Bay Land Use By-law;

4.3 That the location of the NURSING HOME shall maintain the following setbacks from exterior property lines:

- Six (6) meters from the Side (western) property line with PID 60374774;
- Twenty-five (25) meters from the Front property line with Main Street;
- Thirty-five (35) meters from the Side (eastern) property line with PID 60374709;
- Sixteen (16) meters from the Rear property boundary with Ernst Brook.

4.4 That the maximum height of all other structures on the PROPERTY shall be limited to ten (10) meters as measured by the Mahone Bay Land Use By-law;

4.5 That all outdoor areas used for equipment or waste storage shall be screened from view by an opaque fence with a minimum height of two (2) metres;

4.6 That the appearance of the NURSING HOME, shown on Schedule “D” BUILDING DESIGN, shall conform with the following:

4.6.1. Varied massing shall be exhibited through a series of peaked and flat rooves;

4.6.2. A variety of siding materials applied in a manner that pays homage to the historic aesthetic of Mahone Bay through use of shake shingles, board and baton and similar materials, complimented by modern design elements and materials;

4.6.3. That substantial alterations from Schedule “D” shall require an amendment to this Agreement;

4.7 That any accessory structure greater than fifty (50) square meters shall conform to the provisions of 4.6.

5. SIGNS

The DEVELOPER undertakes to ensure:

- 5.1. That commercial signage on the PROPERTY shall be limited to:
 - 5.1.1. One Ground Sign, to a maximum of 30 sq. ft per side;
 - 5.1.2. One Flat Wall sign, in compliance with the Land Use By-law;
- 5.2. Illumination of signage will be permitted to provide visibility to the signs after dark. Any illumination shall be of low intensity and low impact and shall be designed and installed so as to reduce or eliminate impact on neighbouring properties;

6. LIGHTING

The DEVELOPER undertakes to ensure:

- 6.1. That exterior lighting at the PROPERTY shall conform with the Exterior Lighting Plan, Schedule "E" of this AGREEMENT.
- 6.2. All lighting shall be downcast and make use of shielding to minimize upward and horizontal impact
- 6.3. Roadside lighting will be in cooperation with the Town via overhead streetlight or lamppost consistent with other installations along Main Street
- 6.4. Overhead Lighting intended to be used at pedestrian crosswalk, main entrance, loading bays and if necessary at roadside entrance shall not exceed 15 feet in height;
- 6.5. Overhead Lighting shall be located at least 40 feet from the eastern property boundary.

7. ON-SITE PARKING & ACCESS

The DEVELOPER undertakes to ensure:

- 7.1. That any on-site parking spaces shall be marked or denoted through signage, painted lines or similar methods. For further clarity, all parking locations must be identifiable and easily distinguished from surrounding area and shall be installed in accordance with Part 3.1;
- 7.2. That a minimum of eighty-five (85) parking spaces (3m x 6m) be provided to serve residents, staff, visitors and members of the public as shown on Schedule "B" PLOT PLAN;
- 7.3. That all parking areas of more than four (4) parking spaces fully comply with the Land Use By-law.

8. SANITARY SERVICES

The DEVELOPER undertakes to ensure that connections to the municipal sewer system are properly functioning and are satisfactory to the TOWN. This work shall be undertaken in coordination with the TOWN regarding permitting, inspections and delivery of As-Built Drawings for all completed work in a manner satisfactory to the TOWN.

9. OPERATION AND MAINTENANCE

The DEVELOPER undertakes to ensure:

- 9.1 That all structures are maintained in good repair and in a tidy and useable state. This includes exterior finishes of the building, signage and landscaping elements;
 - 9.1.1. Further to 9.1, that any landscaping elements or Landscape Buffer Areas indicated on Schedule "C" LANDSCAPING PLAN and as set out in Section 10 below shall be maintained and replaced as necessary to fulfill the intent of creating a permanent barrier to minimize sounds and visual impacts on neighbouring properties.

- 9.2 That deliveries be limited to the hours of: 7:00AM to 5:00PM (Monday through Friday);
- 9.3 That all fans, blowers, generators, intake vents, exhaust and other major mechanical systems shall be housed within a sound insulated area of the structure, a sound insulated accessory structure or shall be proven to operate at a decibel level that is inaudible from the property boundaries as demonstrated by manufacturer specifications;
- 9.4 That all areas intended for vehicular traffic and emergency access shall be surfaced with stable materials to prevent dust from blowing onto adjacent properties, and shall be designed to allow for adequate drainage, snow removal and snow storage;
- 9.5 That any waste materials produced at the PROPERTY shall be disposed of in compliance with the TOWN's Solid Waste By-law.

10. LANDSCAPING

The DEVELOPER shall undertake to ensure the implementation of landscaping as follows:

- 10.1. The DEVELOPER shall undertake to retain and enhance the natural environment of the Development. The Developer shall do so in a manner that promotes a visually appealing residential living environment for residents, visitors and the public.
- 10.2. The Developer shall undertake to mitigate negative visual and noise impacts to the surrounding neighbourhood, paying particular attention to mitigating negative impacts to adjoining properties through enhancements to the existing environment by implementation of a Landscaping Plan, prepared by a professional Landscape Architect, as shown on Schedule "C" LANDSCAPING PLAN in accordance with Part 3.1:
- 10.3. The LANDSCAPING PLAN shall include in the Plan the following:
 - 10.3.1. Landscape Buffer Area 1 – marked as "LBA-1" - along Ernst Brook, by retaining existing greenery south of the Emergency Vehicle Access Lane and Parking Stall as per the Schedule "B" PLOT PLAN, save for the creation of a Community Access Trail as per Section 2.3 of this Agreement.
 - 10.3.2. Landscape Buffer Area 2 – marked as "LBA-2" - along the Western property line, by preserving the existing greenery in its entirety on PID 60420668 beginning at Main Street and extending South for the first 50 metres of depth into the property.
 - 10.3.3. Landscape Buffer Area 3 – marked "LBA 3" – along the Northern property line following Main Street, by planting and landscaping for visual screening of the parking area adjacent Main Street from neighbouring properties immediately north of the site, on the other side of Main Street. The screening shall be achieved by plantings of a mixture of native species that achieve a year round opacity of 66% to a minimum height of 1.5 metres within two years of the issuance of a Development Permit and to a minimum height of 2.5 metres within six years of the issuance of a Development Permit.
 - 10.3.4. Landscape Buffer Area 4 – marked "LBA-4"- along the Eastern property line shared with PID 60374709, by such measures as required to mitigate negative visual and noise impact to the adjoining property.
 - 10.3.4.1. The buffer area shall include a minimum 3.0 metre buffer between the property line and the parking areas.
 - 10.3.4.2. The buffer area shall be landscaped to provide screening at the northern extent of LBA-4 to a minimum height of 4.5 metres which shall increase to a minimum of 5.5 metres at a point where the buffer area intersects a line drawn between the residence on PID 60374709 and the nearest wing of the nursing home building and shall achieve year round opacity as follows:

- 66% to a minimum height of 2.5 metres within two years
- 66% to a minimum height of 3.5 metres in six years
- 25% from 3.5 to a minimum of 5.5 metres in ten years from issuance of a Development Permit

10.3.4.3. The buffer area shall, wherever possible, retain existing trees and natural vegetation that achieve the requirements of 10.3.4. Where additional plantings are required, a mixture of native species suitable to the Nova Scotia environment shall be used and which have lifetime growth patterns which can reasonably be expected to meet or exceed minimum requirements per 10.3.4.

10.3.4.4. Where minimum height requirements can not be achieved per 10.3.4.3, a raised earthen berm may be used from which plantings may be established.

10.3.4.5. In the event that alterations in building design or foundation elevation would reduce the effective height of screening required per 10.3.4.2 relative to the NURSING HOME, such that it would result in additional negative visual and noise impact to the adjoining property, the required screening heights per 10.3.4.2 would be equivalently increased.

10.3.5. That the remainder of the PROPERTY be landscaped through a combination of trees, shrubs, retention of natural vegetation and garden beds.

10.3.6. In the event that the TOWN deems the DEVELOPER has failed to fully satisfy the requirements of this Development Agreement within the timelines provided in its Development Agreement, the TOWN may prepare and serve notice upon the DEVELOPER advising of a violation of the terms of the Development Agreement. Such notice shall specify the nature of the violation and outline the work that must be undertaken to return to compliance. Such notice shall include a timeframe for the work to be completed. The timeframe shall be determined by the TOWN taking into consideration the urgency of the violation and the nature of the work required to return to compliance with the Development Agreement.

In the event that the remedial work has not been completed within the time specified, the TOWN may enter upon the property and undertake the work to bring the development into compliance with the Development Agreement by use of its own workforce and through a contractor. The TOWN may charge back the costs to the DEVELOPER.

11. STORMWATER MANAGEMENT

11.1. Prior to a Development Permit being issued for any work at the PROPERTY, a Stormwater Management Plan for the PROPERTY must be submitted. The Plan must confirm that the Stormwater Standard outlined in 11.2 will be maintained throughout construction and operation of the NURSING HOME. This Plan must be designed, certified and stamped by a professional engineer licensed to practice in the Province of Nova Scotia;

11.2. The Stormwater Management Plan shall include details confirming that post-development peak flows leaving the PROPERTY are equal to pre-development peak flows for a 1 in 5-year storm event. Further the Stormwater Management Plan must be designed to protect the building and surrounding parking lots from flooding during a 1 in 100-year storm event.

12. FIRE PREVENTION

12.1 The DEVELOPER takes to ensure that all aspects of the development, operation and maintenance of the structures and property is in compliance with the Fire Safety Act of the Province of Nova Scotia;

12.2 The DEVELOPER intends to connect to the TOWN water system for potable water and fire suppression systems. Should the DEVELOPER determine that the service level available from the TOWN system is not adequate to meet life-safety requirements, the DEVELOPER shall ensure a proper system is in place to provide fire protection through a combination of on-site systems including cisterns, pumps and other equipment.

13. LIABILITY

13.1. The DEVELOPER undertakes to indemnify and save harmless the TOWN from any claims, damages, expenses or costs arising out of, or in connection with, or incurred with respect to anything required to be done by the DEVELOPER in accordance with this Agreement;

13.2. Notwithstanding 13.1 the DEVELOPER shall be solely responsible for any expense, hardship or negative impact associated with the environmental conditions of the PROPERTY and any impact on private or public property that results from such conditions.

14. MINOR ALTERATIONS REQUIRING COUNCIL APPROVAL

14.1 That all matters in this Agreement not specified in Sub-clause 14.2 below shall not be changed or altered except by amendment to this Agreement in accordance with the relevant statutes; and

14.2 That the following matters are considered Minor Alterations and may be changed or altered without amendment to this Agreement but with the written approval of the Council of the TOWN provided that the Council of the TOWN determines that the changes do not significantly alter the intended effect of this aspects of the Agreement:

14.2.1 Revisions, changes or alterations to the PLOT PLAN SCHEDULE "B" PLOT PLAN relating to the parking layout;

14.2.2 Exceptions to the number of signs and the intensity of illumination;

14.2.3 Extension to the Construction Timeline described in Part 3.1 of this Agreement.

15. TERMINATION OF AGREEMENT

15.1 That this Agreement shall be in effect until discharged by resolution of the Council of the TOWN in accordance with the relevant statutes; whereupon the Land Use By-law shall apply to the lands described in Schedule "A" PROPERTY DESCRIPTION;

15.2 That the Council of the TOWN may discharge this Development Agreement if the development described herein has not been commenced within twenty-four (24) months of this Agreement;

15.3 That the Council of the TOWN may discharge this Development Agreement if the use described herein is discontinued for a period of no less than twelve (12) months;

15.4 That the Council of the TOWN retains the option of discharging this Development Agreement should any fact provided to the TOWN by the DEVELOPER or its agents constitutes a material misrepresentation of the facts upon which this Agreement is based; and

15.5 That the Council of the TOWN may discharge this Agreement if the DEVELOPER breaches any terms of the Agreement and the DEVELOPER have not proceeded to remedy any such breach in a timely fashion to the satisfaction of the TOWN within ninety (90) days of written notice from the TOWN.

16. APPLICATION OF LAND USE BY-LAW

16.1. That without restricting the generality of the foregoing any aspect of any development on the property not specified in this Agreement is subject to the requirements of the Land Use By-law.

17. EFFECT

- 17.1 That, in accordance with Section 229 of the *Municipal Government Act*, this Agreement shall continue to apply to the property until discharged by Council of the TOWN;
- 17.2 That this Agreement shall enure to the benefit of, and be binding upon the TOWN and its successors and assigns, and shall enure to the benefit of and be binding upon the DEVELOPER, its heirs, executors, administrators, and assigns, the owner or owners from time to time of the property described in Schedule "A" PROPERTY DESCRIPTION, until discharged by the Council;
- 17.3 The provisions of this Agreement are severable from one another and the invalidity or unenforceability of one provision shall not affect the validity or enforceability of any other provision.

18. OWNERSHIP

- 18.1. The DEVELOPER is the sole owner of the subject property (PIDs 60374766, 60594827 and 60420668) as described in Schedule "A" PROPERTY DESCRIPTION;
- 18.2. The DEVELOPER further certifies that they have full authority to construct and operate the proposed development and that they have not disposed of any interest in the property and there are no judgements, mortgages or other liens or encumbrances except as disclosed by registered title affecting the property in addition to those described herein.

IN WITNESS WHEREOF the parties to this Agreement have hereunto set their hands and seals on the day and year first above written.

IN THE PRESENCE OF:

MACLEOD GROUP HEALTH SERVICES LIMITED

Signature: _____

Per: _____

Print Name: _____

Print Name: _____

WITNESS

TOWN OF MAHONE BAY

Per: _____

DAVID W. DEVENNE, Mayor

Signature: _____

Per: _____

Print Name: _____

Maureen Hughes, Town Clerk

WITNESS

PROVINCE OF NOVA SCOTIA

COUNTY OF LUNenburg, *Antigonish*

ON THIS this *9th* day of *April*, A.D. 2020, before me, the subscriber personally came and appeared *KATHY PARTRIDGE*, a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that **MACLEOD GROUP HEALTH SERVICES LIMITED** thereto signed and delivered the same in h_____ presence.

ERIC ATKINSON
A NOTARY PUBLIC
IN AND FOR THE PROVINCE OF NOVA SCOTIA
MY COMMISSION IS UNLIMITED AS TO TIME.

93
A BARRISTER/COMMISSIONER OF THE
SUPREME COURT OF NOVA SCOTIA

PROVINCE OF NOVA SCOTIA

COUNTY OF LUNenburg,

ERIC ATKINSON
A Barrister of the Supreme
Court of Nova Scotia

ON THIS this _____ day of _____, A.D. 2020, before me, the subscriber personally came and appeared _____, a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that the **TOWN OF MAHONE BAY**, duly authorized officers in that regard.

A BARRISTER/COMMISSIONER OF THE
SUPREME COURT OF NOVA SCOTIA

PROVINCE OF NOVA SCOTIA

COUNTY OF LUNenburg,

ON THIS this *17th* day of *April*, A.D. 2020, before me, the subscriber personally came and appeared *Kelly Redden*, a subscribing witness to the foregoing Indenture, who having been by me duly sworn, made oath and said that the **TOWN OF MAHONE BAY**, one of the parties thereto, duly executed in h*er* presence by affixing thereto its corporate seal identified by the signature of David W. Devenne, Mayor and Maureen Hughes, Town Clerk duly authorized officers in that regard.

[Signature]
A BARRISTER/COMMISSIONER OF THE
SUPREME COURT OF NOVA SCOTIA

JODI D. MAILMAN
A Barrister of the Supreme
Court of Nova Scotia

SCHEDULE "A"
PROPERTY DESCRIPTION

SCHEDULE 'A'

Proposed Lot 19-4ABJM1

ALL AND SINGULAR that certain Lot situated, lying and being at Main Street in Mahone Bay, County of Lunenburg, Province of Nova Scotia, said lands, Proposed Lot 19-4ABJM1 being more particularly described as follows:

PREMISING that directions are quadrant bearings, derived from GPS observations referenced to the Nova Scotia Coordinate Survey System and are referred to Central Meridian, 64 degrees 30 minutes West (Zone 5).

BEGINNING at an iron bar at the Southern boundary of Main Street and the Northwest corner of Lot V being lands of Patricia Veinotte and Errol J. Veinotte (Book 292 Page 797). Said iron bar being referred to as THE POINT OF BEGINNING

THENCE South 47 Degrees 07 Minutes 39 Seconds West along the Southern boundary of said Main Street a distance of 89.300 (292.98') metres to a survey marker;

THENCE continuing South 47 Degrees 07 Minutes 39 Seconds West along said Main Street a distance of 39.626 (130.00') metres to a survey marker;

THENCE continuing southwesterly along said Main Street a distance of 32(104') metres, more or less to a point on the Northeast corner of lands deeded to Darin Eugene Silver (Doc.106760235);

THENCE Southeasterly along said Silver lands a distance of 130 (427') metres more or less to a point on the Northern boundary of waters of Ann River;

THENCE Noutheasterly along several course of the said Ann River a distance of 204 (670') metres, more or less, to a point at the Southwestern boundary of Lot 5-R, lands deeded to Thomas Charles Bannister and Shirley Lynne Oickle (Doc. 105021266);

THENCE North 43 degrees 35 minutes 20 seconds West along the Western boundary of said Lot 5-R a distance of 6 (20') metres, more or less, to a survey marker;

THENCE continuing North 43 degrees 35 minutes 20 seconds West along the said Lot 5-R a distance of 34.311 (112.57') metres, to a survey marker;

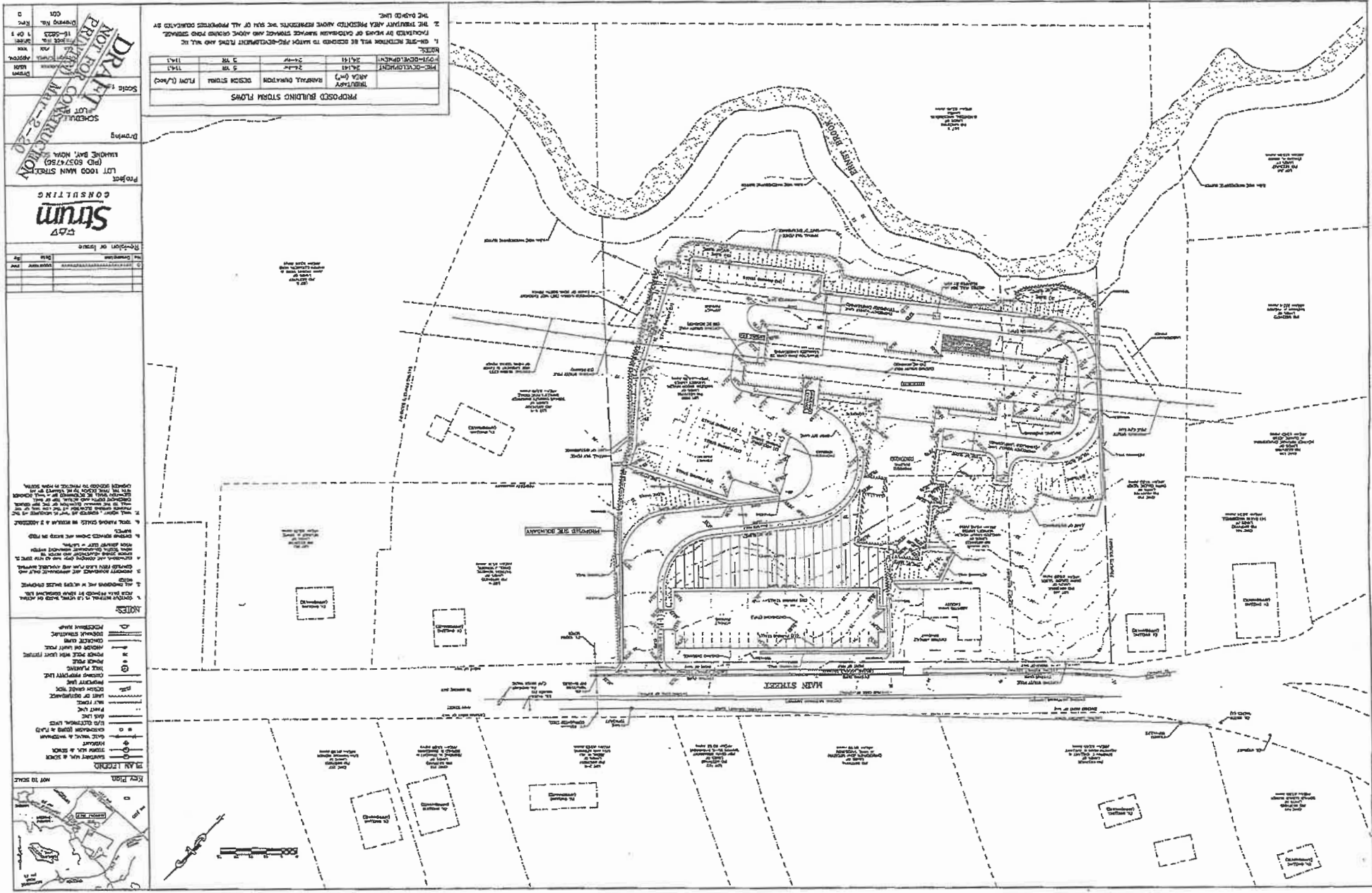
THENCE North 45 degrees 18 minutes 18 seconds West along the said Lot 5-R a distance of 47.210 (154.89') metres, to a survey marker on the Southwest corner of said Lot V, being lands of Patricia Veinotte and Errol J. Veinotte (Book 292 Page 797);

THENCE North 44 degrees 43 minutes 28 seconds West along the said Lot V a distance of 58.528 192.02') metres, to an iron bar. Said iron bar being THE POINT OF BEGINNING.

Said described Lot 19-4ABJM1 Containing an area of 24,145 square metres (6.0 acres), more or less.

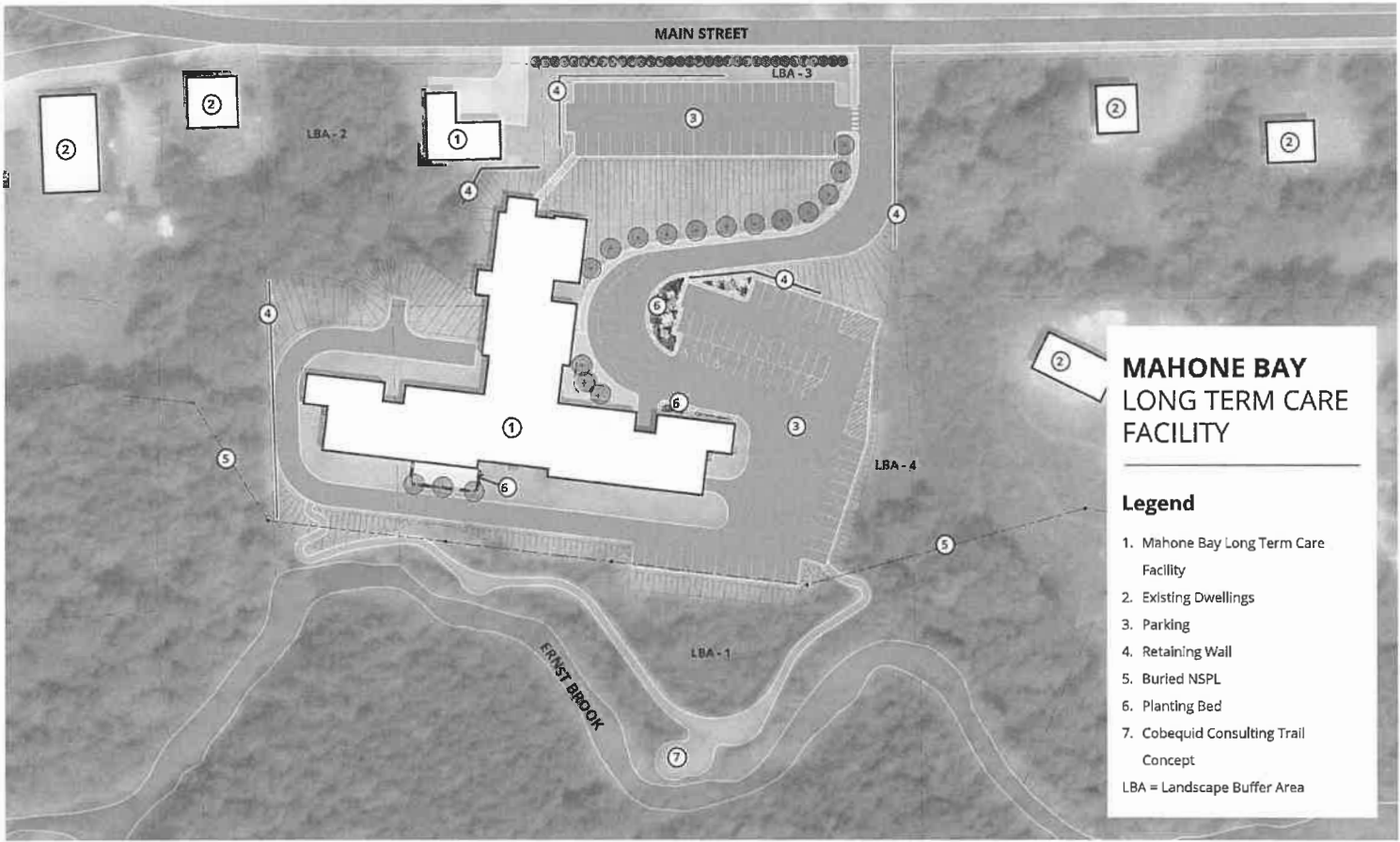
BEING AND INTENDED to be the proposed consolidation of Lot 4-A-B(Doc.114340228), Lot JM1(Doc.115238462) and Lot 1000(Doc. 113437587) being lands deeded to MacLeod Group Health and Services.

All boundary metes and bounds referenced from LRO plans # 11551 and 85068741

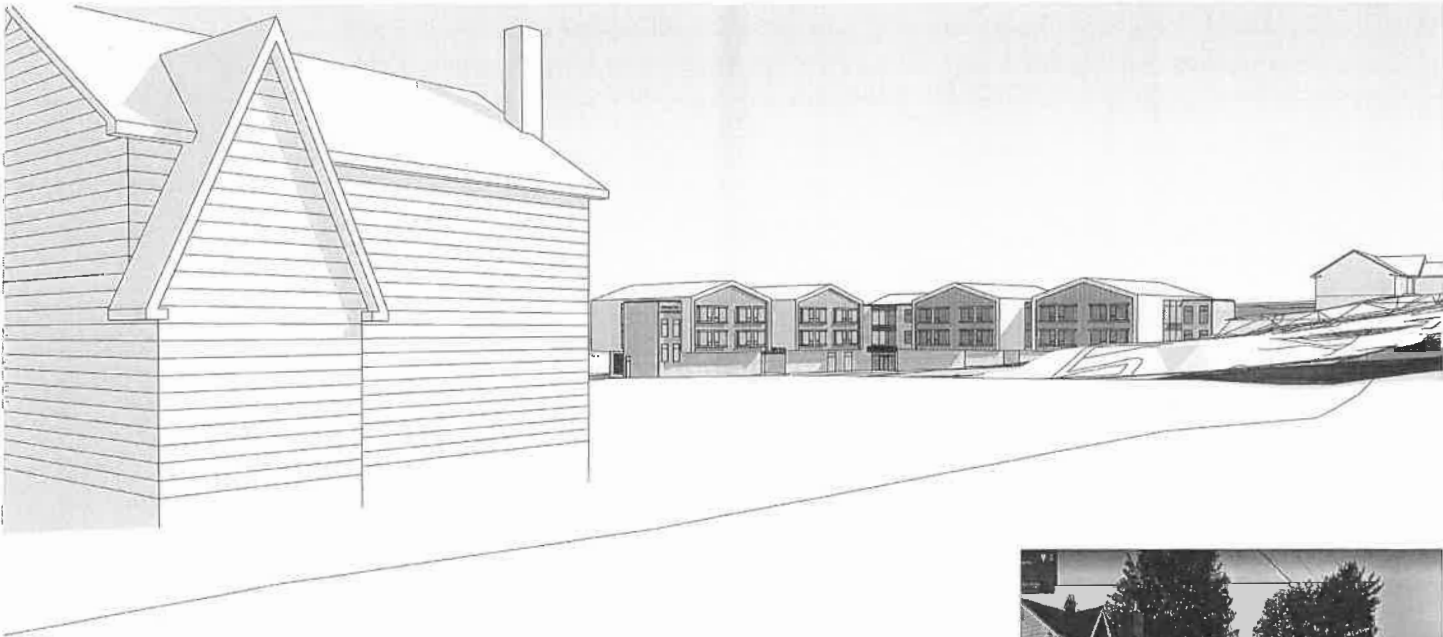


Schedule "B" - Plot Plan

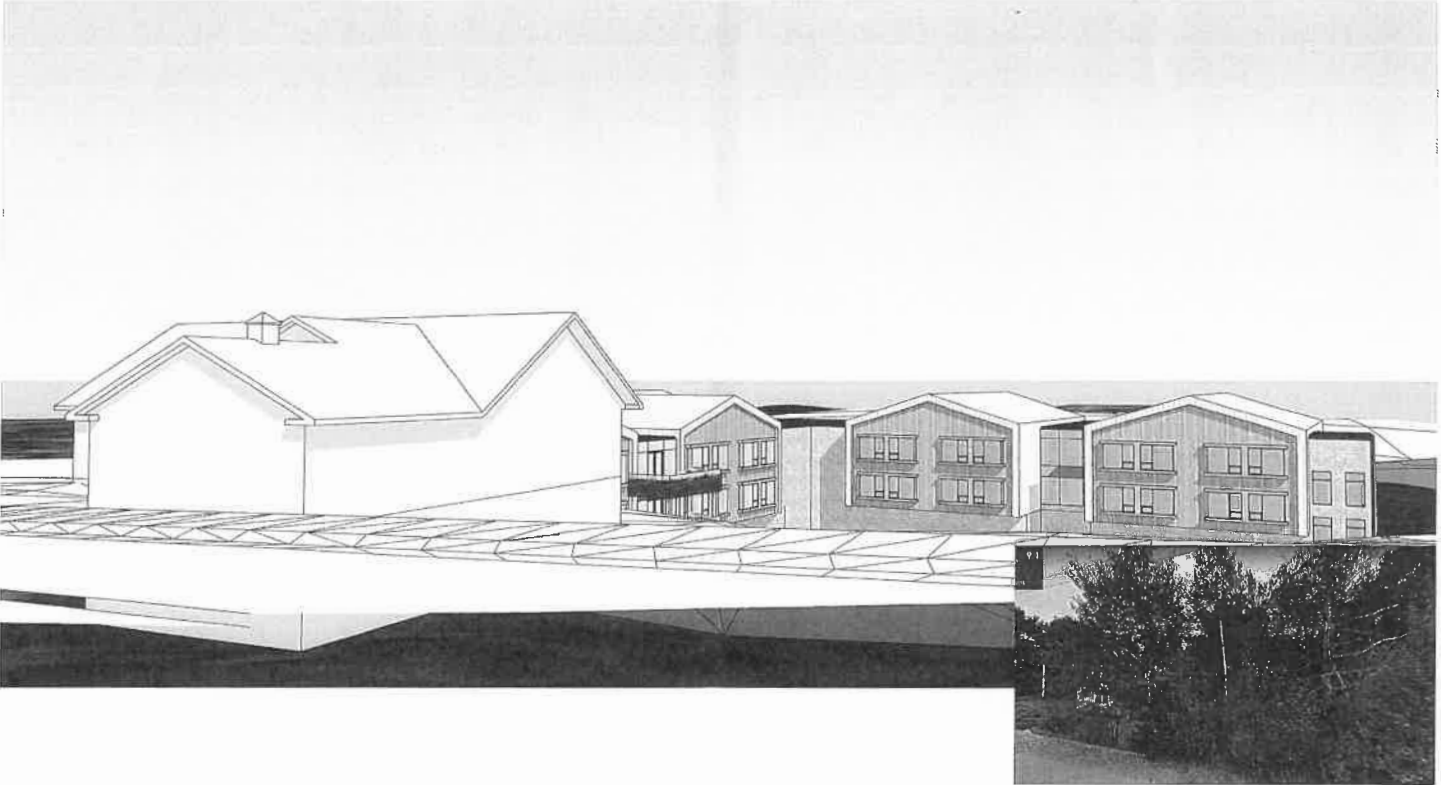
SCHEDULE C - LANDSCAPING PLAN



SCHEDULE "D" - BUILDING DESIGN: 1/4



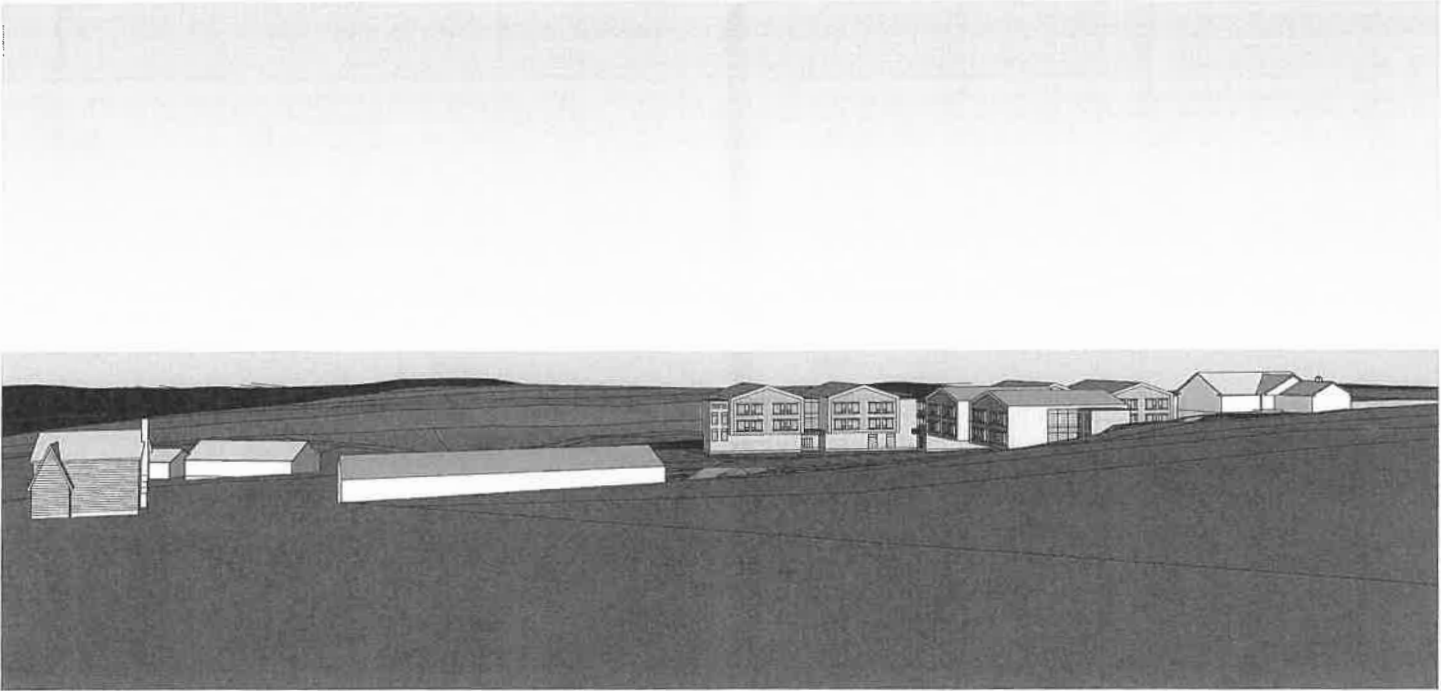
SCHEDULE "D" - BUILDING DESIGN: 2/4



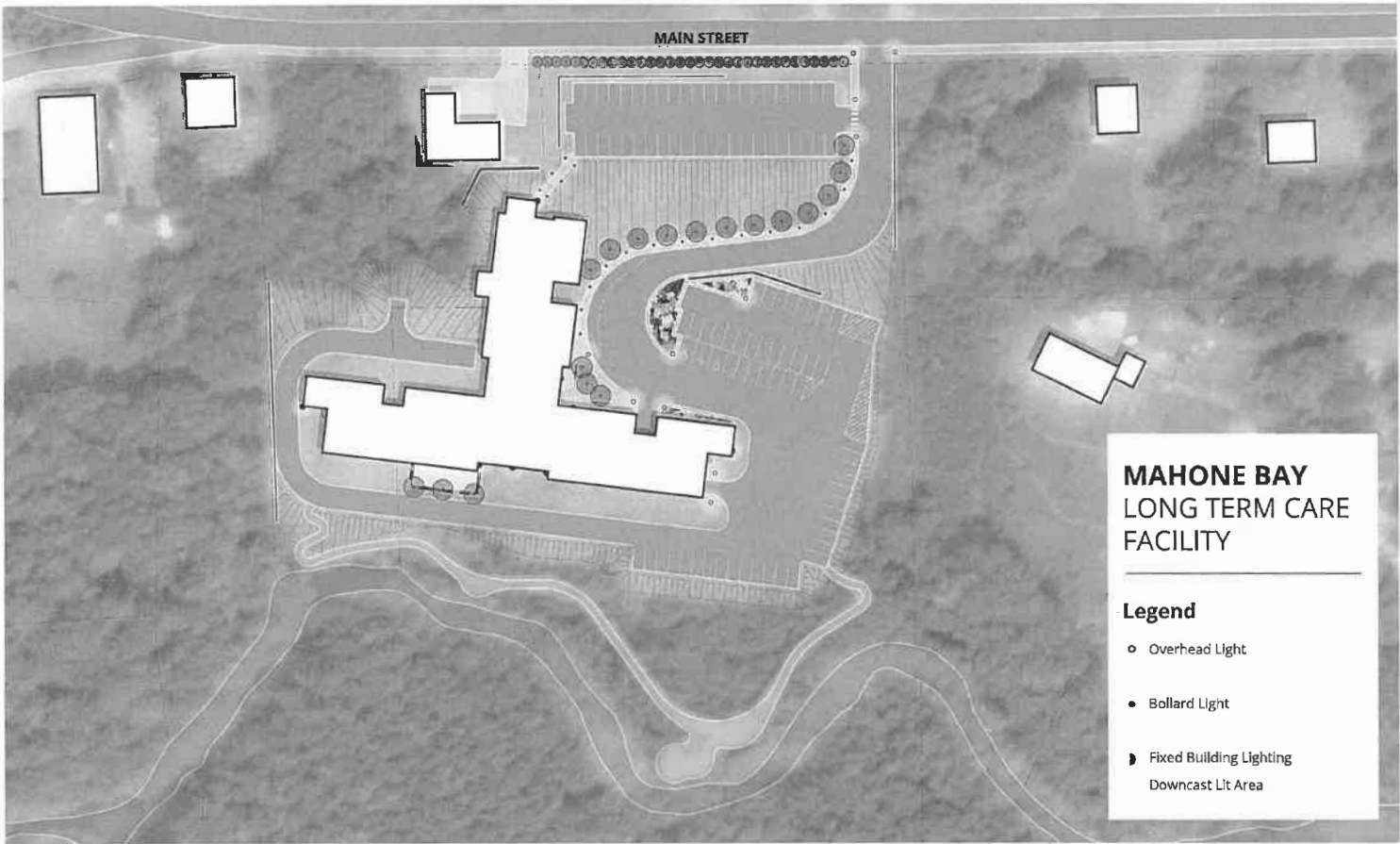
SCHEDULE "D" - BUILDING DESIGN: 3/4



SCHEDULE "D" - BUILDING DESIGN 4/4



SCHEDULE E - EXTERIOR LIGHTING PLAN





DEVELOPMENT SERVICES
Community Development & Recreation Department
(ph) 902.275.2599 | (fax) 902-275-2598 | development@chester.ca
493 Main Street PO Box 530 Mahone Bay NS B0J 2E0

DEVELOPMENT PERMIT # MB-D2020-029

Location: 164 Main St, Mahone Bay

Approval Type: APPROVED

Issued Date: 2021-04-19

Proposed Structure or Use Details:

New Nursing Home (96 bed long term care facility) as per Development Agreement Criteria

Owner:	MacLeod Group Health Services Limited	Building Type:	Institutional And Governmental	PID:	60594827
Applicant:	MacLeod Group Health Services Ltd	Work Type:	Construction	AAN:	09315845
		Proposed Use:	Nursing Home		

PARCEL INFORMATION

Land Use Zone: Residential

Designations: None

Flags: Subject to Development Agreement

CONDITIONS OF APPROVAL:

Approval based on approved Development Agreement.

Development must remain in compliance with the development agreement.

Signage details to be submitted for review prior to installation and in compliance with development agreement.

Any outstanding landscaping details to be confirmed and in compliance with the development agreement at a later date.

Change of use of the existing dwelling will require a separate development permit at a later date prior to renovations. Current use approved as a work site office, storage and meeting space for the nursing home project.

THIS IS NOT A BUILDING PERMIT

PLEASE CONTACT BUILDING SERVICES AT 902-275-3080 OR building@chester.ca PRIOR TO BEGINNING CONSTRUCTION

NOTE: If you are connected to Town Sewer or Water please contact our Public Works Department at 902-624-8327 prior to any excavation, digging or plumbing renovations, construction or disconnections.

This will confirm that the proposed development described above confirms to the requirements of the Land Use by-law for the Town of Mahone Bay. This permit shall expire 18 months after the date of issue if the development has not begun.

Issuance of this development permit does not exempt any person from complying with other by-laws, regulations, acts or similar required by the Town, the Province, the Federal government or other authority. It is the responsibility of the property owner(s) to confirm they have obtained all required permits, licensing, permission, authority or approval necessary from all governing and authoritative bodies PRIOR to beginning the development.

This development permit has been issued based on the information submitted. The development must be built in compliance with the submitted information. Any changes, alterations or deviations must be submitted for approval PRIOR to proceeding.

Fees PAID \$50.00

Heather Archibald

Development Officer



TOWN OF MAHONE BAY 2021/22 OPERATING/CAPITAL BUDGETS DRAFT

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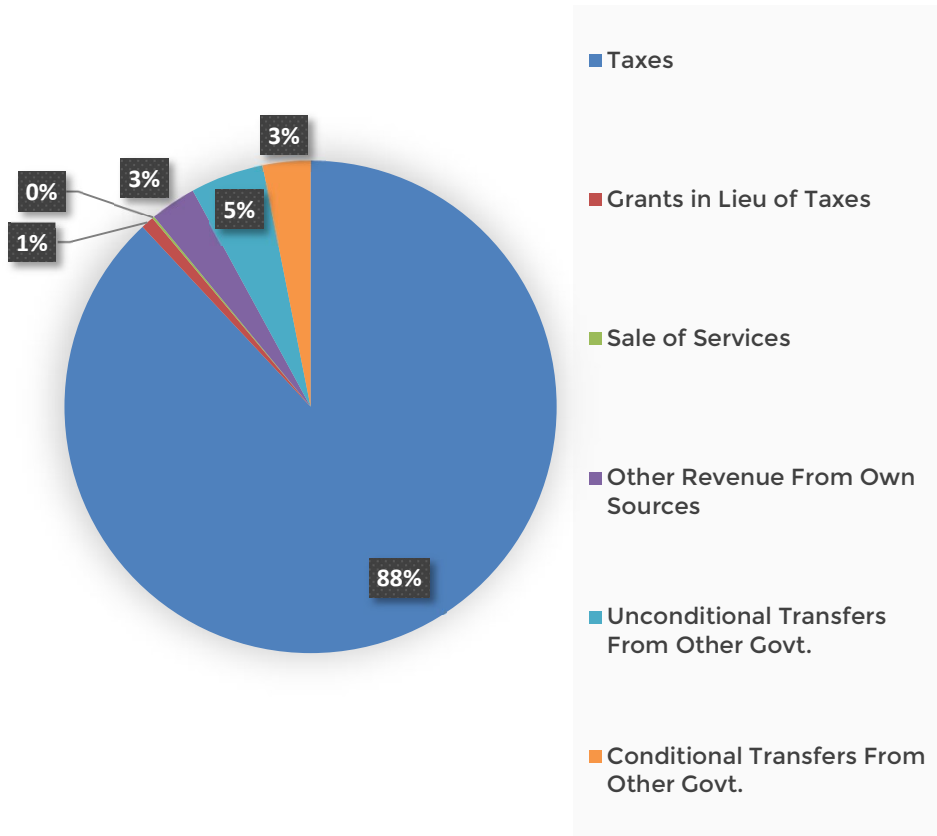
TOWN OF MAHONE BAY BUDGET SUMMARY

	Actual 2019/20	Budget 2020/21	Actual 2020/21 <small>Unaudited</small>	Budget 2021/22	\$ Change <small>Budget to Budget</small>	% Change <small>Budget to Budget</small>
REVENUE						
Taxes	\$ 2,396,339	\$ 2,401,901	\$ 2,516,900	\$ 2,504,457	\$ 102,556	4.27%
Grants in Lieu of Taxes	19,843	23,003	22,756	23,108	105	0.46%
Sale of Services	3,489	3,800	2,553	4,100	300	7.89%
Other Revenue From Own Sources	109,497	82,465	128,712	102,510	20,045	24.31%
Unconditional Transfers From Other Govt.	234,030	131,594	149,384	121,022	-10,572	-8.03%
Conditional Transfers From Other Govt.	165,375	84,900	82,850	166,000	81,100	95.52%
Total Revenue	2,928,573	2,727,663	2,903,154	2,921,197	\$ 193,534	7.10%
OPERATING EXPENDITURES						
Legislative Expenses	\$ 71,958	\$ 97,667	\$ 79,260	\$ 69,790	\$ (27,877)	-28.54%
General Government Services	458,215	432,565	404,407	433,316	751	0.17%
Taxation Rebates & Reductions	105,868	120,264	107,534	113,986	(6,278)	-5.22%
Protective Services	387,309	395,952	392,410	415,824	19,872	5.02%
Transportation Services	321,146	355,714	273,756	356,985	1,271	0.36%
Environmental Health Services	303,815	362,939	297,932	334,002	(28,937)	-7.97%
Public Health & Welfare Services	26,733	37,070	37,070	71,692	34,622	93.40%
Environmental Development Services	92,727	199,201	163,975	193,200	(6,001)	-3.01%
Recreation,Cultural Services	83,048	79,097	75,562	78,685	(412)	-0.52%
Education & Tax Rebates	405,008	422,870	422,870	422,870	0	0.00%
Total Expenditures	2,255,827	2,503,339	2,254,776	2,490,351	(12,988)	-0.52%
Excess of Revenue Over Expenditures	\$ 672,746	\$ 224,324	\$ 648,379	\$ 430,847	\$ 206,523	92.06%
Debenture & Term Loan Principal	123,100	84,089	84,100	73,100	157,189	-13.07%
Trf to/from Own Agencies	549,646	140,235	555,912	357,747	217,512	155.11%
Change in Fund Position	(0)	0	8,367	0		

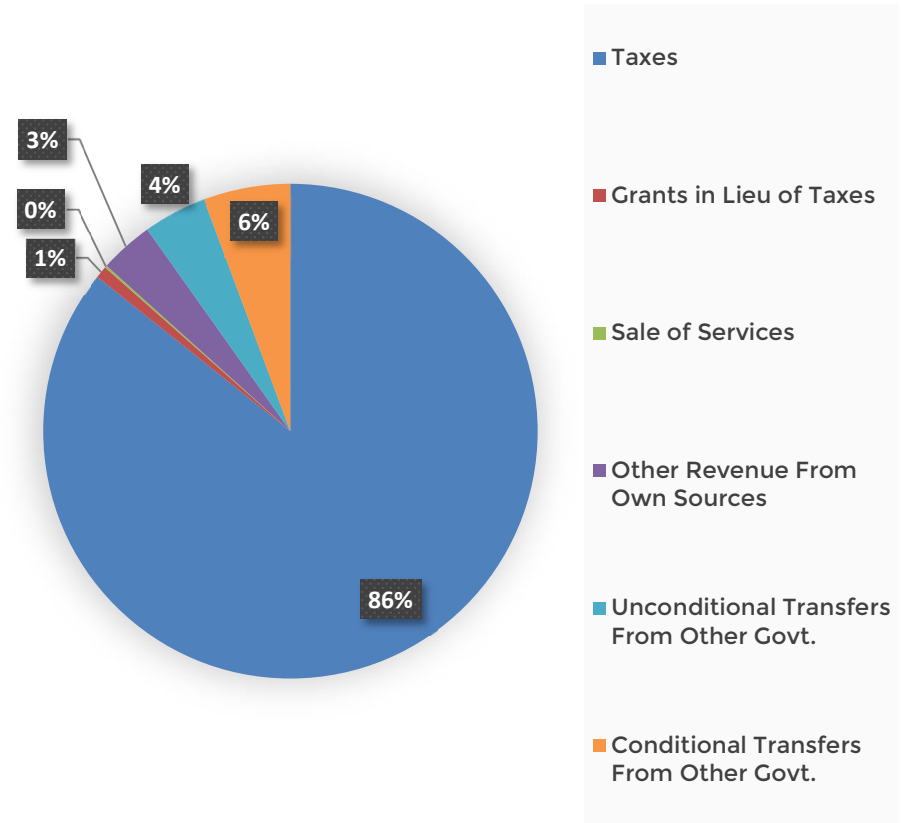
TOWN OF MAHONE BAY BUDGET SUMMARY

	Budget 2020/21	Actual 2020/21	Budget 2021/22
Capital Expenses - Summary			
General Government Services	104,000	101,971	219,000
Transportation Services	270,000	50,685	130,000
Environmental Health Services	3,313,725	84,077	2,936,890
Environmental Development Services	3,082,003	0	6,290,486
Recreation,Cultural Services	85,000	38,450	108,000
Total Expenditures	6,854,728	275,183	9,684,376

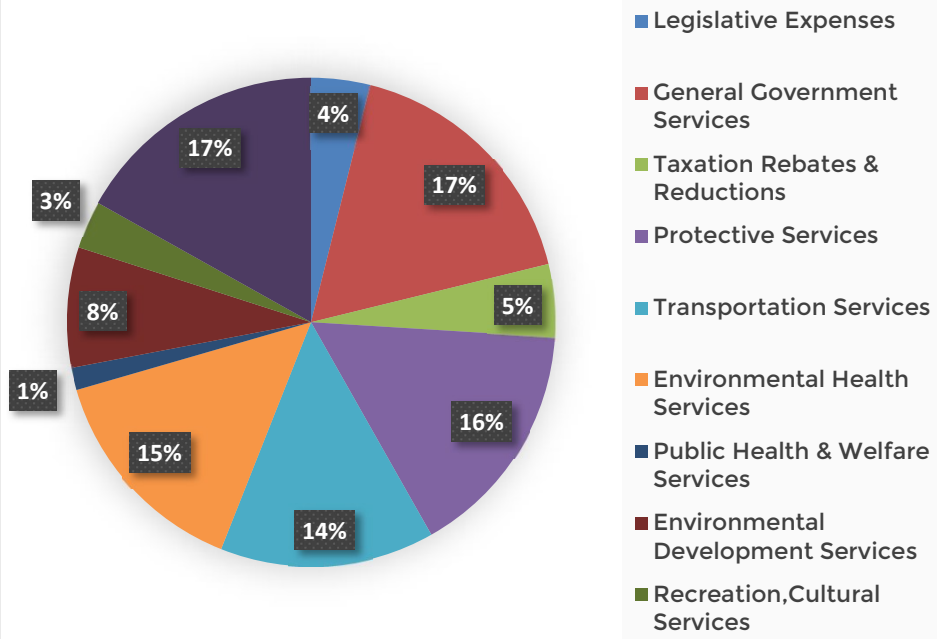
2020/21 Budget - Revenue



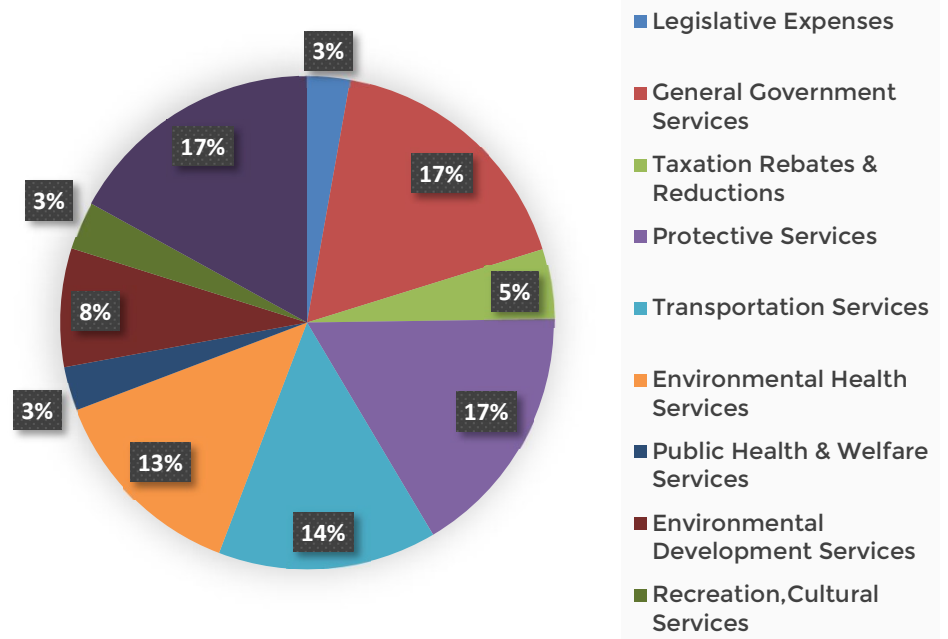
2021/22 Proposed Budget - Revenue



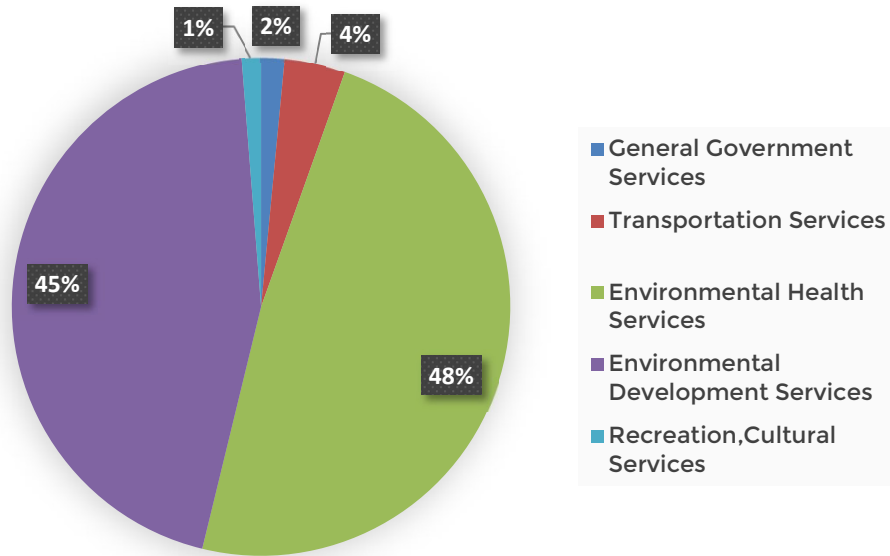
2020/21 Budget - Operating Expenditures



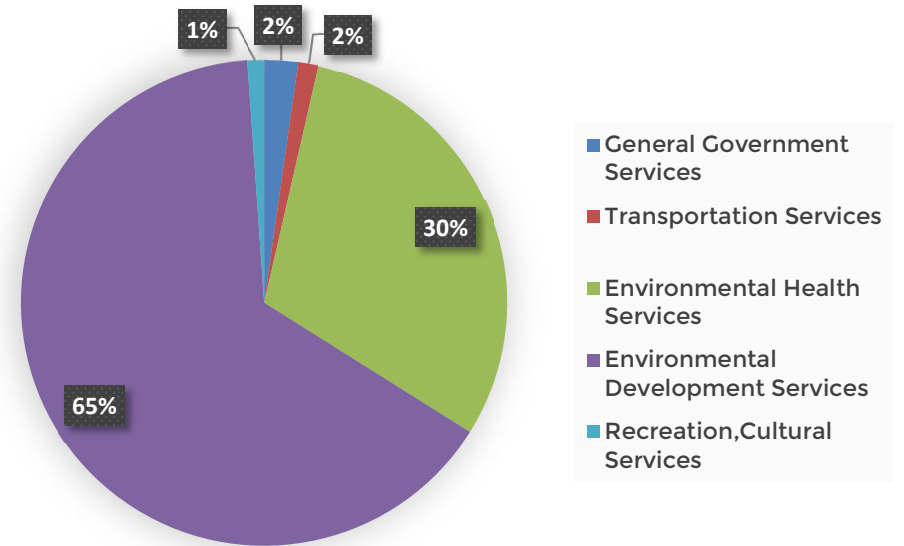
2021/22 Proposed Budget - Operating Expenditures



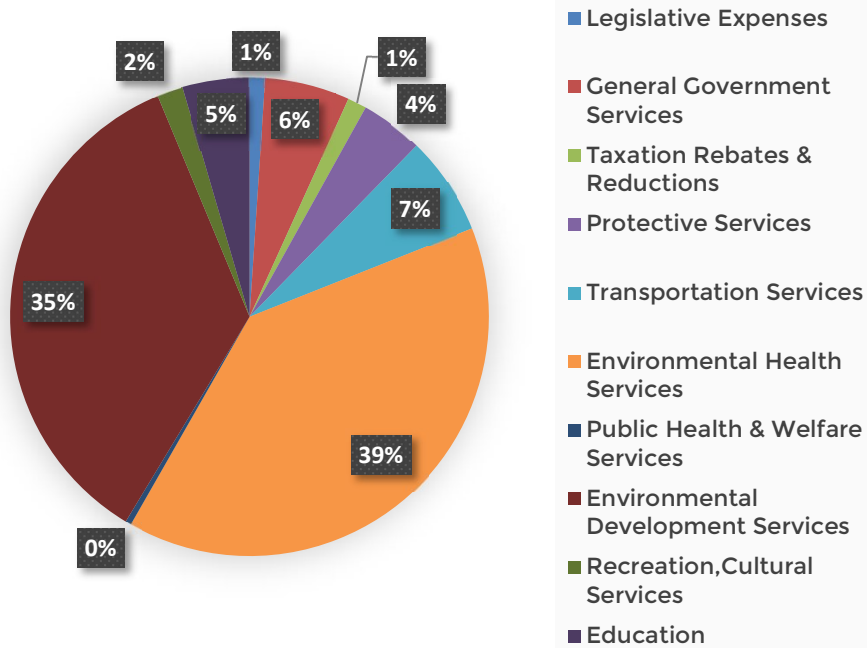
2020/21 Budget - Capital Expenditures



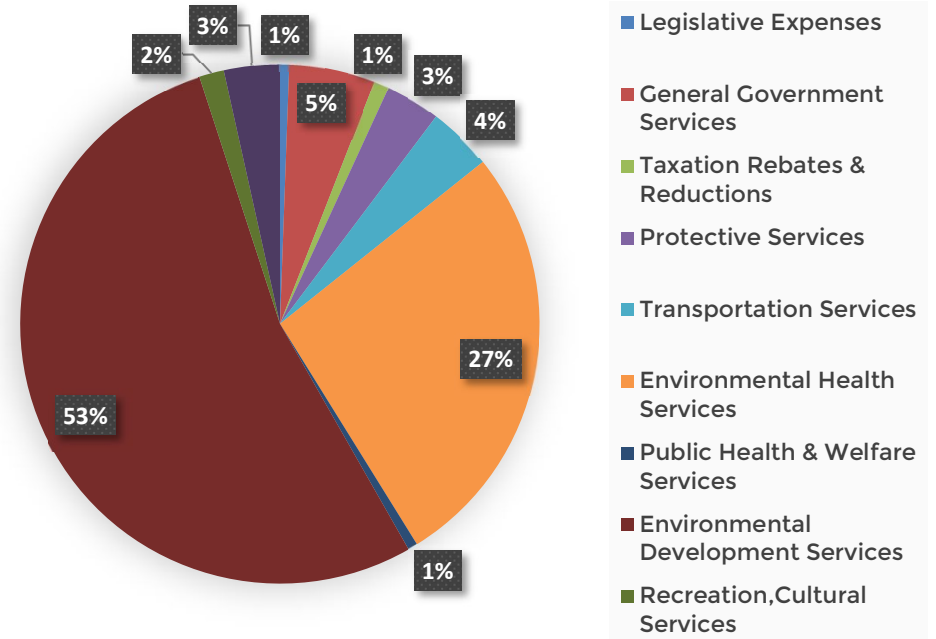
2021/22 Proposed Budget - Capital Expenditures



2020/21 Budget - Total Expenditures



2021/22 Proposed Budget - Total Expenditures



2021/22 Tax Rate Analysis and Projections

Prior Year Assessment/Rates - General Tax Rate			
	Prior Year Assessments	Prior Year Tax Rate	Prior Year Tax Revenue
RESIDENTIAL	\$ 125,642,000	1.115	\$ 1,400,908
RESOURCE	\$ 1,438,700	1.115	\$ 16,042
COMMERCIAL	\$ 20,631,200	3.025	\$ 624,094
TOTAL	\$ 147,711,900		\$ 2,041,044

Prior Year Assessment/Rates - Fire Tax Rate			
	Prior Year Assessments	Prior Year Tax Rate	Prior Year Tax Revenue
RESIDENTIAL	\$ 125,642,000	0.135	\$ 169,617
RESOURCE	\$ 1,438,700	0.135	\$ 1,942
COMMERCIAL	\$ 20,631,200	0.135	\$ 27,852
TOTAL	\$ 147,711,900		\$ 199,411

Prior Year Assessment/Rates - Combined Tax Rate			
	Prior Year Assessments	Prior Year Tax Rate	Prior Year Tax Revenue
RESIDENTIAL	\$ 125,642,000	1.250	\$ 1,570,525
RESOURCE	\$ 1,438,700	1.250	\$ 17,984
COMMERCIAL	\$ 20,631,200	3.160	\$ 651,946
TOTAL	\$ 147,711,900		\$ 2,240,455

Fiscal 2021/22 Assessments & Rate Projections (Reference Only) - General Tax Rate				
	Current Year Assessments	Proposed Tax Rate	Tax Revenue (No Change to Rate)	Tax Revenue (Change to Tax Rate)
RESIDENTIAL	\$ 128,601,300	1.115	\$ 1,433,904	\$ 1,433,904
RESOURCE	\$ 1,467,400	1.115	\$ 16,362	\$ 16,362
COMMERCIAL	\$ 20,608,100	3.025	\$ 623,395	\$ 623,395
TOTAL	\$ 150,676,800		\$ 2,073,661	\$ 2,073,661

Fiscal 2021/22 Assessments & Rate Projections (Reference Only) - Fire Tax Rate				
	Current Year Assessments	Proposed Tax Rate	Tax Revenue (No Change to Rate)	Tax Revenue (Change to Tax Rate)
RESIDENTIAL	\$ 128,601,300	0.167	\$ 173,612	\$ 214,764
RESOURCE	\$ 1,467,400	0.167	\$ 1,981	\$ 2,451
COMMERCIAL	\$ 20,608,100	0.167	\$ 27,821	\$ 34,416
TOTAL	\$ 150,676,800		\$ 203,414	\$ 251,630

Fiscal 2021/22 Assessments & Rate Projections (Reference Only) - Combined Tax Rate				
	Current Year Assessments	Proposed Tax Rate	Tax Revenue (No Change to Rate)	Tax Revenue (Change to Tax Rate)
RESIDENTIAL	\$ 128,601,300	1.282	\$ 1,607,516	\$ 1,648,669
RESOURCE	\$ 1,467,400	1.282	\$ 18,343	\$ 18,812
COMMERCIAL	\$ 20,608,100	3.192	\$ 651,216	\$ 657,811
TOTAL	\$ 150,676,800		\$ 2,277,075	\$ 2,325,291

2021/22 Tax Rate Analysis and Projections

CHANGE IN ASSESSMENT - STATS		
2020 Change in Taxable Assessment	\$ 2,964,900	2.01%
Change Due To Events		
Residential	\$ 2,363,600	1.88%
Resource	\$ 15,400	1.07%
Commercial	\$ 58,800	0.29%
Total	<u>\$ 2,437,800</u>	<u>1.65%</u>
Growth in General Assessment		
Residential	\$ 595,700	0.47%
Resource	\$ 13,300	0.92%
Commercial	-\$ 81,900	-0.40%
Total	<u>\$ 527,100</u>	<u>0.36%</u>

Tax Rate Impact Analysis - General Tax Rate			
	Average Growth In Assessment	CHG IN TAX RATE	Total Increase (Decrease) In Tax
RESIDENTIAL	0.47%	0.00%	0.47%
RESOURCE	0.92%	0.00%	0.92%
COMMERCIAL	-0.40%	0.00%	-0.40%

Tax Rate Impact Analysis - Fire Tax Rate			
	Average Growth In Assessment	CHG IN TAX RATE	Total Increase (Decrease) In Tax
RESIDENTIAL	0.47%	23.70%	24.18%
RESOURCE	0.92%	23.70%	24.63%
COMMERCIAL	-0.40%	23.70%	23.31%

Tax Rate Impact Analysis - Combined Tax Rate			
	Average Growth In Assessment	CHG IN TAX RATE	Total Increase (Decrease) In Tax
RESIDENTIAL	0.47%	2.56%	3.03%
RESOURCE	0.92%	2.56%	3.48%
COMMERCIAL	-0.40%	1.01%	0.62%

\$0.01 Impact to Revenue	
Residential:	\$ 13,007
Commercial:	\$ 2,061
Total Impact	<u>\$ 15,068</u>

1% Impact to Revenue	
Residential:	\$ 16,259
Commercial:	\$ 6,512
Total Impact	<u>\$ 22,771</u>

**Rates
Comparison
Provided Only for Consideration**

**Tax & Utility Costs - 3 Towns Lunenburg County
Assessment = \$260,000, Kwh YR=10,000, Water 50,000 Gallons Yr**

Median Assessment	170,056.00	250,565.00	259,412.00
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Based on:

Residential Tax Rate	1.650	1.346	1.115
Commercial Tax Rate	3.970	3.318	3.025
Fire Tax Rate	0.000	0.000	0.135

Residential	Bridgewater	Lunenburg	Mahone Bay
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Property Tax	4,290.00	3,499.60	2,899.00
Fire Tax	0.00	0.00	351.00
Sewer	404.05	375.00	0.00
Special Purpose Charge	156.00	0.00	0.00
Electricity	1,611.63	1,484.85	1,411.07
Water	528.60	554.83	1,268.32
Infrastructure Charge	0.00	0.00	295.00
Total Single Family	6,990.28	5,914.28	6,224.39

Commercial Taxes per \$100,000 Assessment

Property Taxes	3,970.00	3,318.00	3,160.00
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TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
REVENUES

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22
ASSESSABLE PROPERTY				
Residential Assessment	\$1,382,837	\$1,400,908	\$1,400,295	\$1,433,904 *1
Commercial Assessment	\$618,313	\$623,434	\$621,856	\$622,735 *1
Commercial - Seasonal Properties	\$647	\$660	\$656	\$660 *1
Resource- Assessable	\$16,361	\$16,042	\$15,839	\$16,362 *1
	\$2,018,158	\$2,041,044	\$2,038,646	\$2,073,661
SPECIAL ASSESSMENTS				
Infrastructure Charges	\$224,950	\$244,703	\$244,837	\$245,588
	\$224,950	\$244,703	\$244,837	\$245,588
BUSINESS PROPERTY				
Based on Revenue (M.T. & T.)	\$5,926	\$6,000	\$6,087	\$6,300
NS Power Inc. Grant	\$908	\$939	\$939	\$908
NS Power Inc. (HST Rebate)	\$14,479	\$15,000	\$12,428	\$18,000
	\$21,313	\$21,939	\$19,454	\$25,208
OTHER TAXES				
Deed Transfer Tax	\$131,918	\$80,000	\$213,963	\$160,000
Change of Use Tax	\$0	\$0	\$0	\$0
	\$131,918	\$80,000	\$213,963	\$160,000
TOTAL TAXES	\$2,396,339	\$2,387,686	\$2,516,900	\$2,504,457

TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
REVENUES

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22
PROVINCIAL GOVERNMENT				
Dept of Municipal Affairs	\$608	\$595	\$608	\$608
PROVINCIAL GOVERNMENT AGENCIES				
Liquor Commission	\$19,235	\$22,408	\$22,148	\$22,500
TOTAL GRANTS IN LIEU OF TAXES	\$19,843	\$23,003	\$22,756	\$23,108
SALES OF SERVICES				
General Government	\$763	\$1,200	\$1,711	\$1,500
Transportation Services	\$0	\$0	\$127	\$500
Environmental Health Services	\$1,018	\$1,100	\$690	\$1,100
Recreation & Cultural Services (Ball Field/Bandstand)	\$1,666	\$1,500	\$25	\$1,000
Other Services	\$41	\$0	\$0	\$0
TOTAL SALE OF SERVICES	\$3,489	\$3,800	\$2,553	\$4,100

TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
REVENUES

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
FUNDS FROM OWN SOURCES					
Licenses & Permits	\$14,629	\$10,000	\$61,792	\$12,000	
Fines	\$1,258	\$1,600	\$495	\$1,200	
Utility Contribution to Town Overhead	\$20,362	\$23,525	\$30,921	\$43,310	
Return on Investments	\$43,681	\$28,000	\$23,792	\$25,000	
Interest on Taxes	\$23,828	\$14,340	\$11,713	\$21,000	*2
Donations- Other	\$5,739	\$0	\$0	\$0	
TOTAL FUNDS FROM OWN SOURCES	\$109,497	\$77,465	\$128,712	\$102,510	

TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
REVENUES

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22
PROVINCIAL GOVERNMENT				
Municipal Grants Act-Operating	\$50,000	\$50,000	\$50,000	\$50,000
Assessment Act-Farm Acreage	\$22	\$22	\$22	\$22
	<u>\$50,022</u>	<u>\$50,022</u>	<u>\$50,022</u>	<u>\$50,022</u>
OWN AGENCIES				
Dividend from AREA	<u>\$184,008</u>	<u>\$81,572</u>	<u>\$99,362</u>	<u>\$71,000</u>
TOTAL UNCONDITIONAL TRANSFERS	<u><u>\$234,030</u></u>	<u><u>\$131,594</u></u>	<u><u>\$149,384</u></u>	<u><u>\$121,022</u></u>

TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
REVENUES

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
CONDITIONAL TRANSFERS FROM OTHER GOVERNMENTS					
FEDERAL GOVERNMENT					
Federal Government(Gas Tax Rebate)	\$164,375	\$83,900	\$81,850	\$165,000	*3
	<u>\$164,375</u>	<u>\$83,900</u>	<u>\$81,850</u>	<u>\$165,000</u>	
PROVINCIAL GOVERNMENTS					
Protective Services (EMO Grant)	\$1,000	\$1,000	\$1,000	\$1,000	
	<u>\$1,000</u>	<u>\$1,000</u>	<u>\$1,000</u>	<u>\$1,000</u>	
TOTAL CONDITIONAL TRANSFERS	<u><u>\$165,375</u></u>	<u><u>\$84,900</u></u>	<u><u>\$82,850</u></u>	<u><u>\$166,000</u></u>	
Total Revenue	<u><u>\$2,928,573</u></u>	<u><u>\$2,708,448</u></u>	<u><u>\$2,903,154</u></u>	<u><u>\$2,921,197</u></u>	

TOWN REVENUE NOTES

- 1) Revenue from Taxes is decreased across all years shown as the Fire Levy has been removed retroactively from the general tax rate and is now shown under the Fire Services Budget.
- 2) Interest on taxes expected to return to normal levels during Fiscal 2021-22
- 3) Double Gas Tax Funds expected to be received during Fiscal 2021-22

**STATEMENT OF REVENUE & EXPENDITURES
GENERAL GOVERNMENT SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
LEGISLATIVE					
Mayor 's Renumeration	\$13,155	\$13,293	\$13,293	\$13,390	
Mayor's Expenses	\$6,634	\$8,000	\$250	\$1,500	*1
Council's Renumeration	\$42,504	\$42,874	\$42,874	\$43,200	
Councillor's Expenses	\$5,719	\$7,200	\$550	\$2,000	*2
Council Expenses	\$2,885	\$5,800	\$6,938	\$4,800	
Mayor's Newsletters	\$0	\$2,500	\$2,679	\$2,900	
Committee Expenses	\$989	\$3,000	\$2,516	\$2,000	
Elections, Plebiscites/Ratepayers Meetings	\$72	\$15,000	\$10,160	\$0	
	\$71,958	\$97,667	\$79,260	\$69,790	

GENERAL ADMINISTRATION

ADMINISTRATIVE

CAO/Portion Staff Salaries -Admin	\$161,146	\$132,152	\$131,750	\$134,060	
Employee Benefits- Admin	\$23,610	\$23,820	\$23,066	\$24,880	
MJSB - HR Services	\$564	\$1,605	\$2,112	\$2,000	
Training - Admin	\$0	\$3,150	\$2,500	\$3,360	
Health and Safety - Admin	\$299	\$1,200	\$1,862	\$1,200	
Newsletters/Announcements	\$918	\$2,000	\$1,385	\$2,000	
Power - Town Hall	\$4,061	\$4,200	\$2,071	\$3,000	
Repairs - Town Hall	\$3,693	\$500	\$623	\$500	

**STATEMENT OF REVENUE & EXPENDITURES
GENERAL GOVERNMENT SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
ADMINISTRATIVE CONTINUED					
Custodial Supplies - Town Hall	\$2,432	\$2,000	\$1,830	\$2,000	
Insurance - Town Hall	\$3,644	\$4,230	\$4,228	\$5,080	
Insurance- Liability & Admin	\$1,765	\$2,050	\$2,047	\$2,460	
Fuel - Town Hall	\$4,620	\$2,100	\$1,376	\$2,100	
Janitor's Labor	\$7,540	\$7,000	\$7,917	\$8,200	
Water - Town Hall	\$1,733	\$1,850	\$1,761	\$2,050	
Town Legal (100%)	\$2,263	\$4,000	\$1,665	\$3,000	
Admin Software/Hardware	\$0	\$1,100	\$868	\$1,100	
Office Expenses/Communications - Admin	\$3,219	\$7,600	\$6,154	\$3,200	*3
Communications	\$0	\$4,000	\$2,000	\$3,200	
Postage/Courier Inc Lease- Admin	\$1,921	\$1,700	\$1,691	\$1,850	
PhotoCopier/ Fax Charges & Toner-Admin	\$1,387	\$1,385	\$1,431	\$1,650	
Telephone/Internet	\$5,997	\$4,100	\$4,958	\$6,200	*4
Answering Service	\$1,697	\$1,800	\$1,085	\$1,800	
Office Furnishings - Non Capital	\$309	\$2,500	\$1,506	\$2,500	
	\$232,819	\$216,042	\$205,886	\$217,390	

**STATEMENT OF REVENUE & EXPENDITURES
GENERAL GOVERNMENT SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
FINANCIAL MANAGEMENT					
Auditors	\$26,295	\$18,400	\$10,429	\$10,600	*5
CAO/Portion Staff Salaries -Finance	\$88,901	\$105,202	\$104,206	\$102,253	
Advertising	\$1,267	\$1,500	\$1,611	\$1,500	
Employee Benefits -Finance	\$15,854	\$20,650	\$19,987	\$20,700	
Training - Finance	\$0	\$2,250	\$1,127	\$2,400	
Health and Safety - Finance	\$200	\$800	\$1,806	\$1,300	
MJSB - IT Services	\$13,176	\$10,434	\$9,777	\$12,613	
Office Expenses-Finance	\$3,644	\$2,600	\$1,858	\$2,600	
Postage/Courier Fax -Finance	\$6,152	\$3,600	\$3,287	\$4,500	
PhotoCopier/ Fax Charges & Toner-Finance	\$3,277	\$1,500	\$2,539	\$2,700	
Finance Software/Hardware	\$0	\$0	\$0	\$8,700	*6

\$158,766	\$166,936	\$156,627	\$169,866
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TAXATION & OTHER GENERAL ADMINISTRATIVE SERVICES

Tax Rebates on Cancellations-Sec 69	\$10,650	\$20,000	\$12,100	\$12,500	*7
Reduced Taxes Sec 71	\$95,218	\$100,264	\$95,434	\$101,486	
	\$105,868	\$120,264	\$107,534	\$113,986	

ASSESSMENT SERVICES

Trfs to Assessment Services	\$24,203	\$24,602	\$24,602	\$24,350	
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**STATEMENT OF REVENUE & EXPENDITURES
GENERAL GOVERNMENT SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22
OTHER TAXATION				
Tax Billing Expenses	\$1,422	\$1,200	\$1,424	\$1,450
Other Taxation Costs	\$1,095	\$500	\$0	\$500
	\$2,517	\$1,700	\$1,424	\$1,950
OTHER GENERAL ADMINISTRATIVE SERVICES				
Conventions /Memberships/Travel Staff	\$4,282	\$3,750	\$3,627	\$4,000
Employee Appreciation & Events	\$2,414	\$2,500	\$2,278	\$2,500
CAO Expenses	\$8,001	\$8,000	\$1,468	\$2,500 *8
	\$14,698	\$14,250	\$7,373	\$9,000
DEBT CHARGES-GENERAL GOVERNMENT				
Bank Charges/General Operating Int	\$4,006	\$3,700	\$3,518	\$3,700
Debenture Interest- Gen Gov't	\$0	\$0	\$0	\$0
	\$4,006	\$3,700	\$3,518	\$3,700
VALUATION ALLOWANCES-GENERAL GOVERNMENT				
Allowance-Uncollectible Taxes	\$0	\$250	\$0	\$250

**STATEMENT OF REVENUE & EXPENDITURES
GENERAL GOVERNMENT SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
OTHER GENERAL ADMINISTRATIVE SERVICES					
Grants to Organizations	\$3,302	\$5,085	\$4,977	\$6,810	
Grant to Fire Dept (Donations Received)	\$17,904	\$0	\$0	\$0	*9
	<u>\$21,206</u>	<u>\$5,085</u>	<u>\$4,977</u>	<u>\$6,810</u>	
NON OPERATING EXPENSES					
Capital Projects	<u>\$0</u>	<u>\$104,000</u>	<u>\$101,971</u>	<u>\$219,000</u>	*10
Total Operating Expenses (Before Depreciation)	<u>\$636,040</u>	<u>\$650,496</u>	<u>\$591,201</u>	<u>\$617,092</u>	
Total Non Operating Expenses	<u>\$0</u>	<u>\$104,000</u>	<u>\$101,971</u>	<u>\$219,000</u>	
Total Expenses (Before Depreciation)	<u>\$636,040</u>	<u>\$754,496</u>	<u>\$693,172</u>	<u>\$836,092</u>	

GENERAL GOVERNMENT NOTES

- 1) Low Mayor expenses during COVID. Expected to remain low during Fiscal 2021-22 as a result of COVID-19 but will return to approximately \$8,000 for Fiscal 2022-23
- 2) Low Council expense during COVID. Expected to remain low during Fiscal 2021-22 as a result of COVID-19 but will return to approximately \$7,200 for Fiscal 2022-23
- 3) Fiscal 2020-21 included an allocation of Communications Services Contract costs which are not to be incurred during Fiscal 2021-22
- 4) Increased number of Administration Staff have Cell Phones for efficient communication when in the field working on special projects.
- 5) Decrease in Audit Fees as per recent RFP results
- 6) New expense line for Finance specific software. This line includes the \$7,200 setup fee for new PO Module. It is proposed that this be funded from the Operating Reserve
- 7) No significant increase on Property Tax Rebate Program during COVID-19. Budget adjusted to reflect expectation
- 8) Low CAO expenses during COVID. Expected to remain low during Fiscal 2021-22 as a result of COVID-19 but will return to approximately \$8,000 for Fiscal 2022-23
- 9) Fire Department Donations no longer "expensed", but transferred to Fire Department Reserve as per CRA Requirements.
- 10) See Capital Projects listing

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
PROTECTIVE SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22
POLICE PROTECTION				
Policing-RCMP	\$318,966	\$325,345	\$327,301	\$342,260
Maint of Police Office	\$1,905	\$1,500	\$767	\$1,500
	\$320,870	\$326,845	\$328,068	\$343,760
LAW ENFORCEMENT				
Trf to Correctional Services	\$20,247	\$20,358	\$20,358	\$20,485
Prosecuting Attorney	\$207	\$250	\$75	\$250
Bylaw Enforcement Officer	\$5,585	\$8,750	\$7,231	\$10,000
	\$26,039	\$29,358	\$27,664	\$30,735
Department Total	\$346,909	\$356,203	\$355,732	\$374,495

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
OTHER PROTECTION SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
EMERGENCY MEASURES					
Emergency Measures (REMO)	\$8,072	\$5,789	\$5,255	\$6,089	
Assistant Emergency Coordinator	\$2,701	\$2,850	\$2,744	\$2,920	
	\$10,772	\$8,639	\$7,999	\$9,009	
OTHER PROTECTION SERVICES					
Fire Inspection Services	\$10,625	\$10,500	\$10,795	\$11,120	
Building Inspectors	\$14,125	\$17,110	\$14,513	\$17,300	*1
Shared Services	\$4,710	\$3,000	\$3,031	\$3,200	
Animal & Pest Control	\$167	\$500	\$339	\$700	
	\$29,627	\$31,110	\$28,678	\$32,320	
Department Totals	\$40,400	\$39,749	\$36,677	\$41,329	

OTHER PROTECTIVE SERVICES NOTES

1) Building Inspection costs include a \$3,000 legal contingency.

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
TRANSPORTATION SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
ADMINISTRATION					
Employee Benefits	\$26,496	\$10,977	\$10,728	\$11,550	
PW Administration Salaries	\$32,457	\$34,245	\$34,026	\$53,955	*1
Travel Director of Operations	\$1,894	\$2,000	\$1,655	\$2,000	
Telephone- PW Dept	\$653	\$700	\$767	\$700	
Office Supplies/Memberships	\$97	\$500	\$707	\$500	
Liability Insurance	\$5,780	\$6,550	\$6,552	\$7,875	
	\$67,377	\$54,972	\$54,435	\$76,580	
GENERAL EQUIPMENT					
Gas & Oil (Skid Steer S130)	\$1,049	\$500	\$416	\$500	
Gas & Oil (Skid Steer S450)	\$19	\$500	\$501	\$500	
Insurance (Skid Steer S130)	\$399	\$250	\$232	\$280	
Insurance (Skid Steer S450)	\$0	\$250	\$232	\$280	
Repairs (Skid Steer S130)	(\$68)	\$2,000	\$315	\$1,500	
Repairs (Skid Steer S450)	\$865	\$2,000	\$814	\$1,500	
Gas & Oil (5 Ton Truck)	\$1,674	\$3,000	\$1,463	\$2,000	
Insurance (5 Ton Truck)	\$1,155	\$1,340	\$1,340	\$1,610	
Repairs (5 Ton Truck)	\$11,400	\$15,000	\$9,703	\$11,500	

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
TRANSPORTATION SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22
GENERAL EQUIPMENT CONTINUED				
Gas & Oil (1 Ton Truck)	\$2,377	\$2,300	\$1,699	\$2,500
Insurance (1 Ton Truck)	\$1,182	\$1,370	\$1,371	\$1,650
Repairs (1 Ton Truck)	\$9,639	\$9,000	\$4,563	\$6,500
Gas & Oil (Loader)	\$1,948	\$2,000	\$1,483	\$2,000
Insurance (Loader)	\$596	\$695	\$692	\$835
Repairs (Loader)	\$365	\$5,000	\$1,510	\$5,000
Repairs Kioti Tractor	\$1,321	\$1,500	\$264	\$1,500
	\$33,923	\$46,705	\$26,598	\$39,655

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
TRANSPORTATION SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22
SMALL TOOLS				
SmallTools & Equipment	\$678	\$4,400	\$3,205	\$5,000
WORKSHOPS, YARDS & OTHER BUILDINGS				
P. W. Building - Lights	\$289	\$500	\$176	\$500
P. W. Building - Fuel	\$1,517	\$2,000	\$1,149	\$2,000
P. W. Building - Repairs	\$0	\$500	\$0	\$500
P. W. Building - Telephone	\$205	\$250	\$134	\$250
P. W. Building - Insurance	\$1,053	\$1,225	\$1,221	\$1,470
Storage Facility - Oakland Lake	\$1,611	\$500	\$0	\$0 *2
Shed - Salt Storage	\$391	\$455	\$454	\$700
	\$5,067	\$5,430	\$3,134	\$5,420
OTHER				
Staff Training	\$0	\$500	\$0	\$1,000
Health and Safety	\$1,208	\$3,000	\$1,544	\$4,000
Traffic Authority	\$2,600	\$2,600	\$2,600	\$2,600
Asset Management Initiatives	\$6,975	\$10,765	\$10,945	\$13,500 *3
	\$10,783	\$16,865	\$15,089	\$21,100

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
TRANSPORTATION SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
ROADS & STREETS					
Salaries	\$55,652	\$40,250	\$38,342	\$30,530	*4
Chloride & Cartage	\$0	\$400	\$212	\$400	
Salt & Cartage	\$26,759	\$40,000	\$13,346	\$37,000	*5
Sand & Gravel	\$1,026	\$5,000	\$5,369	\$6,000	
Patching Streets/Sidewalks - Materials	\$13,570	\$20,000	\$14,907	\$18,000	
Patching Streets - Other	\$1,436	\$2,500	\$1,814	\$2,500	
General Supplies & Expense	\$3,554	\$5,000	\$1,013	\$4,500	
Culverts & Ditching	\$733	\$3,000	\$391	\$2,500	
Rentals	\$0	\$4,000	\$563	\$3,000	
Street Cleaning	\$4,359	\$4,700	\$4,187	\$4,700	
	\$107,089	\$124,850	\$80,144	\$109,130	
STREET LIGHTING					
Street Lighting	\$43,343	\$44,200	\$43,543	\$44,200	

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
TRANSPORTATION SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
TRAFFIC SERVICE					
Street Signs/Flags	\$1,397	\$2,300	\$1,726	\$3,000	
Painting Lines	\$12,876	\$15,000	\$10,922	\$15,000	
Maintenance to Crossings/Curbs/Parking Lots	\$0	\$3,500	\$1,151	\$3,500	*6
Engineering Services/Legal	\$4,015	\$6,000	\$4,901	\$8,000	
	\$18,289	\$26,800	\$18,700	\$29,500	
DEBT CHARGES - TRANS SERV					
Debenture Interest PW	\$34,598	\$31,492	\$28,908	\$26,400	
	\$34,598	\$31,492	\$28,908	\$26,400	

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
TRANSPORTATION SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
NON OPERATING EXPENSES					
Capital Projects	\$0	\$270,000	\$50,685	\$130,000	*7
Total Operating Expenses (Before Depreciation)	\$321,146	\$355,714	\$273,756	\$356,985	
Total Non Operating Expenses	\$0	\$270,000	\$50,685	\$130,000	
Total Expenses (Before Depreciation)	\$321,146	\$625,714	\$324,441	\$486,985	

TRANSPORTATION NOTES

- 1) Increase of \$20,000 due to full allocation of Manager of Public Works being captured in Town General instead of distributed amongst Utilities.
- 2) This building has been demolished. Budget reduced to \$0
- 3) Operating Initiative: Asset Management (see Operating Initiative Tab for more info)
- 4) Decreased by \$10,000 as this has been reallocated to the Water Utility to reflect Public Works assistance on Distribution System Maintenance. This will be offset in the Water Utility Budget by the removal of the Manager of Public Works salary allocation.
- 5) Due to the mild winter, there was a significant saving on salt during Fiscal 2020-21.
- 6) Includes winter maintenance of Church Parking Lots
- 7) See Capital Projects Tab

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
ENVIROMENTAL HEALTH SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22
SEWAGE COLLECTION SYSTEM				
ADMINISTRATION				
SWR - Administration	\$7,308	\$7,610	\$7,119	\$7,990
	\$7,308	\$7,610	\$7,119	\$7,990
SEWAGE COLLECTION SYSTEMS				
Salaries	\$18,567	\$20,780	\$20,684	\$20,935
Sewer - Staff Benefits	\$21	\$4,858	\$4,271	\$5,095
Engineering/Consultants	\$0	\$12,400	\$2,826	\$1,000 *1
Training Costs - SWR	\$6,440	\$6,000	\$5,411	\$6,000
Material Expense & Contractors	\$3,445	\$17,500	\$5,568	\$9,900
Monitoring/Testing Fees	\$3,731	\$4,450	\$3,154	\$5,000
Sewer Cleaning Fees	\$9,707	\$8,425	\$6,380	\$9,660
	\$41,911	\$74,413	\$48,293	\$57,590
SEWAGE LIFT STATIONS				
Maintenance of Pumps	\$1,971	\$2,500	\$1,845	\$2,500
Electricity	\$27,498	\$24,000	\$24,893	\$25,500
Insurance	\$507	\$590	\$588	\$707
Reserve - Pump Replacement	\$0	\$10,000	\$10,000	\$0 *2
	\$29,976	\$37,090	\$37,326	\$28,707

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
ENVIROMENTAL HEALTH SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22
SEWAGE TREATMENT & DISPOSAL				
Salaries	\$19,535	\$19,875	\$19,153	\$20,025
Benefits - Sewer Treatment	\$15	\$3,406	\$3,087	\$3,565
Chemicals - PAA	\$4,245	\$7,900	\$3,168	\$6,000
Repairs/Materials	\$2,800	\$5,200	\$1,471	\$4,000
Electricity	\$33,568	\$33,500	\$26,076	\$33,500
Scada Data Lines	\$1,455	\$2,600	\$1,091	\$3,500
Insurance	\$281	\$330	\$326	\$400
	\$61,899	\$72,811	\$54,372	\$70,990
	\$141,095	\$191,924	\$147,110	\$165,277
GARBAGE & WASTE COLLECTION				
Trucking Costs	\$56,204	\$68,600	\$61,237	\$68,600
Public Area Waste Collection Labor	\$0	\$0	\$0	\$0
Public Area Waste Collection/Disposal	\$24,677	\$18,500	\$18,559	\$18,800
	\$80,881	\$87,100	\$79,796	\$87,400

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
ENVIROMENTAL HEALTH SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22
MUNICIPAL SOLID WASTE SITE				
Joint Services Board (Operating/Capital)	\$81,792	\$83,915	\$71,026	\$81,325
	\$81,792	\$83,915	\$71,026	\$81,325
	\$162,673	\$171,015	\$150,822	\$168,725
DEBT CHARGES-ENVIRN HEALTH				
Debenture Interest - S&G	\$48	\$0	\$0	\$0

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
ENVIROMENTAL HEALTH SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
NON OPERATING EXPENSES					
Capital Projects	\$0	\$3,313,725	\$84,077	\$2,936,890	*3
Total Operating Expenses (Before Depreciation)	\$303,815	\$362,939	\$297,932	\$334,002	
Total Non Operating Expenses	\$0	\$3,313,725	\$84,077	\$2,936,890	
Total Expenses (Before Depreciation)	\$303,815	\$3,676,664	\$382,009	\$3,270,892	

ENVIRONMENTAL HEALTH NOTES

- 1) \$12,400 Budgeted for Wastewater Rate Study in 2020-21. This did not get completed and is being forwarded to a future year
- 2) Wastewater Reserve Funding moved out of Operating to Capital Revenue Stream
- 3) See Capital Projects Tab

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
PUBLIC HEALTH & WELFARE**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
HOUSING					
Cemeteries - Operating Grant	\$14,692	\$24,070	\$24,070	\$20,520	*1
Deficit-Regional Housing	\$12,041	\$13,000	\$13,000	\$21,172	
Housing Initiatives	\$0	\$0	\$0	\$30,000	
	\$26,733	\$37,070	\$37,070	\$71,692	
Department Total after Depreciation	\$26,733	\$37,070	\$37,070	\$71,692	

PUBLIC HEALTH NOTES

- 1) Includes \$4,000 for Cemetery Mapping Operating Initiative funded through Operating Reserve

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
ENVIRONMENTAL DEVELOPMENT SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
ENVIRONMENTAL PLANNING & ZONING					
Regional Planning	\$50,618	\$51,200	\$51,428	\$52,800	
Legal Services/ Advertising	\$5,388	\$42,000	\$49,111	\$33,000	*1
	\$56,006	\$93,200	\$100,539	\$85,800	
COMMUNITY DEVELOPMENT					
Accessibility Initiatives	\$0	\$25,000	\$239	\$31,600	
Economic Development Initiatives	\$3,063	\$4,200	\$4,854.78	\$2,500	*2
	\$3,063	\$29,200	\$5,094	\$34,100	
OTHER ENVIRONMENTAL SERVICES					
Wages and Benefits	\$0	\$0	\$0	\$34,500	
Tourism	\$7,817	\$8,000	\$8,766	\$8,500	
Public Comfort Stations	\$23,838	\$20,050	\$21,739	\$24,500	*3
Community Beautification	\$395	\$22,000	\$18,703	\$3,000	
Climate Mitigation	\$0	\$24,751	\$7,071	\$0	*4
Public Receptions	\$0	\$500	\$0	\$500	
Wharf Expenses	\$1,610	\$1,500	\$2,063	\$2,300	
	\$33,659	\$76,801	\$58,342	\$73,300	

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
ENVIRONMENTAL DEVELOPMENT SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
NON OPERATING EXPENSES					
Capital Projects	\$0	\$3,082,003	\$0	\$6,290,486	*5
Total Operating Expenses (Before Depreciation)	\$92,727	\$199,201	\$163,975	\$193,200	
Total Non Operating Expenses	\$0	\$3,082,003	\$0	\$6,290,486	
Total Expenses (Before Depreciation)	\$92,727	\$3,281,204	\$163,975	\$6,483,686	

ENVIRONMENTAL DEVELOPMENT NOTES

- 1) Includes \$31,000 for MPS/LUB Review Funded through Operating Reserve Transfer
- 2) Included revamp of Town's Website in Fiscal 2020-21
- 3) Budget increased to account for Comfort Stations being open for full season
- 4) Fiscal 2020-21 Budget GHG Reduction and Climate Adaptation Operating Initiatives. Funded from Operating Reserve
- 5) See Capital Projects Listing

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
RECREATION & CULTURAL SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
ADMINISTRATION					
Rec Administration Salaries	\$3,654	\$3,805	\$3,560	\$3,995	
	\$3,654	\$3,805	\$3,560	\$3,995	
PROGRAMS & SERVICES					
Special Projects	\$350	\$800	\$236	\$800	
Centennial Projects	\$11,382	\$0	\$5,878	\$0	*1
Public Engagement	\$0	\$3,000	\$723	\$3,000	
Active Transportation	\$16,304	\$13,965	\$13,733	\$0	*2
Other Subsidies	\$0	\$1,045	\$1,045	\$1,050	
	\$28,036	\$18,810	\$21,615	\$4,850	
PARKS PLAYGROUNDS FIELDS					
Parks Fields Playgrounds	\$1,919	\$4,500	\$3,391	\$12,800	
Insurance	\$704	\$820	\$817	\$820	
Labour	\$17,702	\$22,162	\$21,503	\$22,420	
Travel/Mileage	\$1,641	\$1,800	\$689	\$1,800	
Swimming Pool Operation	\$14,521	\$10,000	\$11,069	\$15,000	
	\$36,486	\$39,282	\$37,469	\$52,840	

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
RECREATION & CULTURAL SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22
CULTURAL BUILDINGS & FACILITIES				
SouthShore Regional Library	\$5,769	\$6,100	\$4,284	\$5,400
Heritage Properties	\$456	\$2,500	\$500	\$2,500
Mahone Bay Museum	\$7,852	\$8,100	\$7,662	\$8,100
Bandstand Maintenance	\$795	\$500	\$473	\$1,000
	\$14,872	\$17,200	\$12,919	\$17,000

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
RECREATION & CULTURAL SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
NON OPERATING EXPENSES					
Capital Projects	<u>\$0</u>	<u>\$85,000</u>	<u>\$38,450</u>	<u>\$108,000</u>	*3
Total Operating Expenses (Before Depreciation)	<u>\$83,048</u>	<u>\$79,097</u>	<u>\$75,562</u>	<u>\$78,685</u>	
Total Non Operating Expenses	<u>\$0</u>	<u>\$85,000</u>	<u>\$38,450</u>	<u>\$108,000</u>	
Total Expenses (Before Depreciation)	<u>\$83,048</u>	<u>\$164,097</u>	<u>\$114,012</u>	<u>\$186,685</u>	

RECREATION & CULTURAL SERVICES NOTES

- 1) Centennial Operating Initiative. A few remaining costs came in during Fiscal 2020-21.
Centennial merchandise sales were low due to COVID-19 which resulted in a decreased revenue.
Remaining inventory will be sold in coming year(s).
will try and sell over the coming year(s).
- 2) Active Transportation Plan Operating Initiative. Funded from Operating Reserve
Completed during Fiscal 2020-21
- 3) See Capital Project Listing

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
EDUCATION /FISCAL SERVICES/TRANSFERS**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22
EDUCATION				
Education - Mandatory Contribution	\$405,008	\$422,870	\$422,870	\$422,870
FISCAL SERVICES				
DEBT CHARGES				
Principal Installments or Sinking Fund Reg.	\$123,100	\$84,089	\$84,100	\$73,100
	<u>\$123,100</u>	<u>\$84,089</u>	<u>\$84,100</u>	<u>\$73,100</u>

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
EDUCATION /FISCAL SERVICES/TRANSFERS**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
TRANSFERS TO/FROM FUNDS					
TRANSFER TO OWN FUNDS & AGENCIES-OTHER FUNDS					
Special Reserve Fund - Capital	\$525,151	\$221,086	\$370,912	\$388,488	
Special Reserve Fund- Town Equipment	\$17,000	\$20,000	\$20,000	\$15,000	
Special Reserve Fund - Wastewater	\$0	\$0	\$0	\$15,000	*1
Special Reserve Fund-Operating	\$101,702	\$150,000	\$150,000	\$150,000	*2
General Capital Fund (from Revenue)	\$0	\$0	\$0	\$0	
Water Utility Levy (Infrastructure Funds)	\$25,000	\$15,000	\$15,000	\$0	*3
	\$668,853	\$406,086	\$555,912	\$568,488	
TRANSFER FROM RESERVES					
Transfer- Operating Reserve	\$119,207	\$211,886	\$0	\$185,741	*4
Transfers- Gas Tax	\$0	\$53,965	\$0	\$25,000	*5
Transfers-Equipment Reserve	\$0	\$0	\$0	\$0	
TOTAL LOCAL GOVERNMENTS	\$119,207	\$265,851	\$0	\$210,741	
Department Totals	(\$549,646)	(\$140,235)	(\$555,912)	(\$357,747)	

FISCAL SERVICES NOTES

- 1) Reserve for Wastewater Infrastructure. During Fiscal 2020-21 this was included in Operating, but is being budgeted to come out of the Capital Revenue Stream for 2021-22 going forward.
- 2) Recommended Transfer to Operating Reserve. MFC best practice is to have 6 months (or 50% of Operating Expenses) in an Operating Reserve. Based on the Town 2020-21 Budget, this would indicate the desired reserve balance would be approximately \$1,100,000. The current balance is approximately \$487,000
- 3) The Town is no longer providing a subsidy to the Water Utility as per the 2019 Water Rate Study

4) Transfer from Operating Reserve

MPS & LUB Update	\$	31,000.00
Park Cemetery Mapping Project	\$	4,000.00
PO Module for Finance Software	\$	7,200.00
2021 Asset Management Project	\$	12,000.00
Housing Strategy Development	\$	30,000.00
Portion of Climate & Energy Program Manager	\$	34,500.00
Legal Contingency for Building Services	\$	3,000.00
Increased Grant to Pool Society (2021-22)	\$	5,000.00
*Fiscal 2021-22 Tax Deferral	\$	59,041.00

Total Transfer From Operating Reserve	\$	185,741.00
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4) Transfer from Gas Tax Reserve for Operating Initiatives

Accessibility Operational Plan	\$	25,000.00
Total Transfer From Gas Tax Reserve	\$	25,000.00

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
FIRE PROTECTION SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
INSIDE REVENUE					
Residential Assessment	\$138,813.06	\$169,616.70	\$169,542.40	\$214,764.17	*1
Commercial Assessment	\$23,128.76	\$27,852.12	\$26,604.19	\$34,415.53	*1
Resource- Assessable	\$1,641.87	\$1,942.25	\$1,917.65	\$2,450.56	*1
	\$163,583.69	\$199,411.07	\$198,064.24	\$251,630.26	

OUTSIDE REVENUE

Protective Services - Outside Area Revenue	\$152,462.05	\$155,336.00	\$154,695.97	\$157,993.11	
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OTHER REVENUE

Donations - Fire Dept	\$17,704	\$5,000	\$1,555	\$15,000	*2
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TOTAL REVENUE

\$333,749.74	\$359,747.07	\$354,315.21	\$424,623.37	
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EXPENSES

ADMINISTRATION

Telephone	\$2,639	\$2,750	\$2,109	\$4,150	*3
Conventions & Events	\$4,224	\$4,000	\$0	\$4,000	*4
Insurance - Firefighters	\$713	\$2,900	\$2,713	\$3,045	
Allocation of Staff Salaries	\$0	\$0	\$0	\$5,000	*5
Liability Insurance	\$2,260	\$2,620	\$2,621	\$3,150	
	\$9,836	\$12,270	\$7,443	\$19,345	

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
FIRE PROTECTION SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
FIRE FIGHTING FORCE					
Honourarium - General Membership	\$12,000	\$16,800	\$16,800	\$16,800	
Honorarium - Chief/Superintendent	\$0	\$0	\$0	\$7,500	*6
Fire Alarm System	\$5,029	\$4,800	\$3,244	\$4,550	
	<u>\$17,029</u>	<u>\$21,600</u>	<u>\$20,044</u>	<u>\$28,850</u>	
TRAINING					
Training	<u>\$1,125</u>	<u>\$4,500</u>	<u>\$0</u>	<u>\$4,500</u>	
FIRE STATION & BUILDINGS					
Insurance	\$2,727	\$3,165	\$3,164	\$3,805	
Repairs	\$6,781	\$2,000	\$1,592	\$4,500	
Fuel	\$3,935	\$1,900	\$790	\$1,900	
Electricity	\$9,408	\$10,500	\$6,493	\$14,900	*7
Water	\$1,351	\$1,300	\$1,197	\$1,750	
Janitor Supplies	\$927	\$1,200	\$428	\$1,200	
	<u>\$25,129</u>	<u>\$20,065</u>	<u>\$13,664</u>	<u>\$28,055</u>	

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
FIRE PROTECTION SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
FIRE FIGHTING EQUIPMENT					
Vehicles	\$16,327	\$18,000	\$10,949	\$14,000	
Hose & Couplings	\$4,893	\$3,500	\$96	\$3,000	
Uniforms	\$29	\$3,500	\$568	\$6,000	*8
Fire Wells / Dry Hydrants	\$0	\$500	\$0	\$500	
Insurance	\$8,988	\$10,425	\$10,426	\$12,530	
Other Equipment	\$8,697	\$7,000	\$9,935	\$6,000	
Recharging	\$0	\$1,000	\$0	\$1,000	
Radio Repairs & Licenses	\$4,354	\$4,500	\$1,093	\$4,500	
Others Expenses	\$1,579	\$1,500	\$118	\$1,500	
	\$44,867	\$49,925	\$33,185	\$49,030	
PROTECTIVE SERVICES - DEBT CHARGES					
FD-Debt Chgs-Interest	\$275	\$0	\$0	\$44,100	*9
SUB TOTAL - FIRE PROTECTION	\$98,262	\$108,360	\$74,336	\$173,880	

**TOWN OF MAHONE BAY
STATEMENT OF REVENUE & EXPENDITURES
FIRE PROTECTION SERVICES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22
NON OPERATING EXPENSES				
Water Supply & Hydrants	\$132,431	\$177,172	\$177,172	\$180,480
Transfer to Fire Equipment Reserve	\$57,500	\$55,000	\$102,800	\$70,000 *10
Depreciation - Fire Service	\$0	\$0	\$0	\$0
	\$189,931	\$232,172	\$279,972	\$250,480
Operating Surplus/(Deficit)	\$45,557	\$19,215	\$7	\$263

FIRE PROTECTION SERVICES NOTES

- 1) This revenue has been pulled out of General Tax Revenue to show the Fire Tax Levy as a separate stream of Revenue specific for Fire Protection.
- 2) Charitable donations received by the Town. To be contributed to Fire Equipment Reserve
- 3) Increase by \$1,500 to account for data plans on the 3 proposed iPads included in Capital Budget
- 4) No Conventions or Banquets held in Fiscal 2020-21 due to COVID-19
- 5) New item to allocate staff time spent on Fire Services tasks
- 6) Increase is to cover higher honorarium for Superintendent and other duties as deemed appropriate
- 7) Increased electricity expected with the new hall as it is significantly larger than the existing station.
- 8) This is a 1 year increase to allow for the bulk purchase of uniforms to ensure all members are properly outfitted
- 9) Projected interest expense on Fire Station Loan
- 10) Contribution to Fire Equipment Reserve increased by \$15,000 as per point (2) above
Also includes transfer of Projected 2020-21 Fire Surplus in the amount of \$47,800 to Reserve

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
OPERATING REVENUE					
METERED SALES					
Residential	\$304,483	\$363,520	\$348,779	\$375,606	*1
Commercial	\$161,967	\$204,480	\$186,334	\$211,279	
	\$466,449	\$568,000	\$535,113	\$586,885	
FIRE PROTECTION					
Public Fire Protection	\$132,831	\$177,172	\$177,172	\$183,044	*2
	\$132,831	\$177,172	\$177,172	\$183,044	
SPRINKLER SERVICE					
	\$1,440	\$1,440	\$2,000	\$1,440	
OTHER OPERATING REVENUE					
Special Services	\$4,500	\$5,000	\$4,783	\$5,000	
Rent (Aliant & Eastlink)	\$4,771	\$4,800	\$4,771	\$4,800	
	\$9,271	\$9,800	\$9,554	\$9,800	
TOTAL OPERATING REVENUE	\$609,991	\$756,412	\$723,838	\$781,169	

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
NON-OPERATING REVENUE					
Interest	\$719	\$500	\$652	\$1,000	
Grants	\$0	\$0	\$0	\$0	
Appropriations From Other Funds	\$25,000	\$15,000	\$15,000	\$0	*3
Amortization of Deferred Assistance	\$0	\$0	\$0	\$0	
Transfer From Depreciation Fund	\$0	\$0	\$0	\$0	
Transfer From Surplus Funds	\$0	\$0	\$0	\$30,000	*4
Other	\$195	\$10,500	\$9,845	\$500	*5
	\$25,913	\$26,000	\$25,497	\$31,500	
TOTAL REVENUE	\$635,905	\$782,412	\$749,336	\$812,669	

**TOWN OF MAHONE BAY
WATER UTILITY**

Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22
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**TOWN OF MAHONE BAY
WATER UTILITY
SOURCE OF SUPPLY**

SUPERVISION & MAINTENANCE

Maintenance of Intakes	\$752	\$4,000	\$0	\$3,000
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TOTAL SOURCE OF SUPPLY	\$752	\$4,000	\$0	\$3,000
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PUMPING

OPERATING & MAINTENANCE

Power Purchased	\$19,003	\$16,600	\$15,241	\$16,600
Structures & Improvements	\$2,455	\$1,000	\$362	\$1,000
Pumping Equipment	\$3,274	\$4,000	\$2,291	\$4,000
	\$29,330	\$27,322	\$23,573	\$27,365

TOTAL PUMPING	\$29,330	\$27,322	\$23,573	\$27,365
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**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
WATER TREATMENT					
	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
SUPERVISION & ENGINEERING					
Treatment - Supervision & Engin.	\$0	\$0	\$0	\$0	
WTR - Administration Salaries	\$9,135	\$9,513	\$9,257	\$0	*6
	\$9,135	\$9,513	\$9,257	\$0	
OPERATING LABOR	\$18,395	\$22,887	\$22,713	\$23,059	
OPERATING SUPPLIES & EXPENSES					
Chemicals & Additives	\$51,158	\$66,900	\$51,101	\$60,000	
Water Testing Fees	\$10,035	\$16,200	\$10,617	\$12,000	
Treatment Structures & Improvements	\$6,863	\$5,900	\$4,908	\$10,690	
Electricity	\$29,967	\$31,600	\$28,769	\$31,600	
Internet/ Scada	\$5,084	\$3,200	\$2,853	\$3,500	
Treatment - Equipment	\$13,577	\$14,000	\$11,180	\$12,500	
	\$116,684	\$137,800	\$109,429	\$130,290	
TOTAL WATER TREATMENT	\$144,213	\$170,200	\$141,399	\$153,349	

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
TRANSMISSION & DISTRIBUTION					
SUPERVISION & ENGINEERING	\$9,135	\$9,513	\$9,257	\$10,000	
OPERATING LABOR - MAINS	\$68,980	\$85,826	\$85,175	\$86,475	*7
MAINTENANCE OF PLANTS					
Reservoirs	\$0	\$1,500	\$105	\$3,000	
Structures & Improvements	\$0	\$1,000	\$0	\$1,000	
Distribution Mains	\$7,836	\$11,000	\$5,913	\$10,000	
Transmission Mains	\$0	\$1,000	\$0	\$1,000	
Water Pal System - Filter Modules	\$12,000	\$12,000	\$12,000	\$12,000	
Services	\$113	\$4,000	\$1,317	\$4,000	
Meters	\$15	\$500	\$1,841	\$500	
Hydrants	\$78	\$2,000	\$2,840	\$2,500	
	\$20,042	\$33,000	\$24,015	\$34,000	
OTHER OPERTING EXPENSES					
Transportation	\$5,603	\$6,000	\$3,699	\$6,000	
Shop Expenses	\$383	\$500	\$334	\$1,000	
	\$5,985	\$6,500	\$4,033	\$7,000	
TOTAL T&D	\$104,143	\$134,839	\$122,481	\$137,475	

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22
ADMIN & GENERAL				
SALARIES				
Allocated	\$77,920	\$73,500	\$72,946	\$75,530
Officers & Executives	\$8,564	\$8,641	\$8,396	\$8,705
	\$86,484	\$82,141	\$81,342	\$84,235
GENERAL OFFICE EXPENSES				
Training - Water	\$1,727	\$4,350	\$2,268	\$4,350
Health and Safety - Water	\$548	\$3,000	\$2,896	\$4,000
Allocated Office Expenses	\$13,000	\$13,634	\$13,634	\$13,436
Advertising	\$1,048	\$500	\$118	\$500
Mileage Water Staff	\$0	\$500	\$43	\$500
Telephone/Internet	\$961	\$1,100	\$762	\$1,100
Employee Benefits	\$33,745	\$36,610	\$36,663	\$38,335
Uncollectible Accounts	\$0	\$300	\$0	\$300
	\$51,029	\$59,994	\$56,383	\$62,521

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
ADMIN & GENERAL CONTINUED					
PROFESSIONAL FEES					
Auditors	\$5,750	\$12,360	\$3,975	\$4,200	*8
Legal	\$0	\$750	\$0	\$750	
Special Services	\$0	\$6,665	\$6,665	\$31,000	*9
	\$5,750	\$19,775	\$10,640	\$35,950	
OTHER OPERATING EXPENSES					
Regulatory Expenses	\$1,590	\$1,650	\$1,605	\$1,650	
Insurance	\$6,644	\$7,710	\$7,707	\$9,265	
TOTAL	\$8,234	\$9,360	\$9,312	\$10,915	
TOTAL ADMIN & GENERAL	\$151,498	\$171,270	\$157,677	\$193,621	
DEPRECIATION	\$123,579	\$138,500	\$124,700	\$130,000	*10
TAXES	\$679	\$650	\$679	\$650	
TOTAL OPERATING EXPENSES	\$554,194	\$646,781	\$570,509	\$645,460	
OPERATING SURPLUS (DEFICIT)	\$81,711	\$135,631	\$178,827	\$167,209	

**TOWN OF MAHONE BAY
WATER UTILITY**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22
NON OPERATING EXPENSES				
REDEMPTION OF LONG TERM DEBT				
Principal	\$59,200	\$54,211	\$54,200	\$54,211
Principial Interfund Loan	\$8,300	\$8,300	\$8,300	\$8,300
	\$67,500	\$62,511	\$62,500	\$62,511
INTEREST ON LONG TERM DEBT				
	\$28,415	\$40,400	\$24,628	\$20,845
OTHER INTEREST				
Non-Oper.-Other Interest	\$171	\$100	\$110	\$100
Short Term Borrowing	\$0	\$0	\$0	\$0
Interfund	\$932	\$1,002	\$0	\$1,002
	\$1,103	\$1,102	\$110	\$1,102
CAPITAL OUT OF REVENUE				
	\$22,380	\$0	\$0	\$0
TOTAL NON OPERATING EXPENSES				
	\$119,398	\$104,013	\$87,238	\$84,458
UTILITY SURPLUS (DEFICIT)				
	(\$37,687)	\$31,618	\$91,588	\$82,751

WATER UTILITY NOTES

- 1) 2021/22 revenue accounts for rate increase and 1% reduction in usage as per 2019 Rate Study
- 2) Increased Hydrant Revenue as a result of the new Water Rate Schedule from the UARB
- 3) Transfer from Town General has been eliminated for the Fiscal 2021-22 Budget as per 2019 Rate Study
- 4) Transfer from Surplus Funds relates to the Water Diagnostic Operating Initiative.
- 5) 2020-21 Budget included an estimated \$10,000 Receivable from Province for Dorian Claim
- 6) Reduced to zero as a result of removing allocation of Manager of Public Works salary.
- 7) Increased by \$10,000 to account for allocation of Public Works employees for work on Transmission and Distribution System. This change has a NET \$0 impact as it is offset by (6) above.
- 8) Significant reduction in Audit Fee as a result of Audit Services RFP
- 9) Fiscal 2020-21 Budget and Actual includes Asset Management Operating Initiative which has been completed. Fiscal 2021-22 includes Water Distribution System Diagnostics to help the Town locate the source of leaks at a cost of \$60,000 with \$30,000 expected to be received from PCAP.
- 10) Variance in 2020-21 Budget vs. Actual is due to large infrastructure projects not being completed

**TOWN OF MAHONE BAY
ELECTRIC LIGHT UTILITY
SUMMARY OF REVENUE & EXPENDITURES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
OPERATING REVENUE					
Domestic Service-Sales	\$1,084,605	\$1,097,000	\$1,030,939	\$1,097,000	
Commercial Service-Sales	\$107,006	\$105,000	\$99,306	\$105,000	
Industrial Power-Sales	\$783,209	\$792,000	\$716,604	\$792,000	
Street Lighting	\$46,268	\$46,800	\$46,272	\$46,800	
Misc Revenue (Conn Charges)	\$2,500	\$3,500	\$2,280	\$3,500	
Electrical Wiring Permit Fees	\$3,233	\$3,300	\$4,311	\$3,300	
Sale of Excess Renewal Certificates	\$30,402	\$16,500	\$16,500	\$16,500	
	\$2,057,223	\$2,064,100	\$1,916,212	\$2,064,100	
NON OPERATING REVENUE					
Interest on Overdue Accounts	\$3,657	\$2,400	\$2,414	\$3,600	
Interest Revenue	\$0	\$0	\$1,321	\$0	
Other Revenue	\$18,141	\$18,500	\$26,774	\$17,500	*1
Transfer from Surplus	\$0	\$0	\$0	\$92,000	*2
Receivable From Riverport	\$0	\$0	\$0	\$16,000	*3
	\$21,798	\$20,900	\$30,508	\$129,100	
TOTAL REVENUE	\$2,079,021	\$2,085,000	\$1,946,720	\$2,193,200	

**TOWN OF MAHONE BAY
ELECTRIC LIGHT UTILITY
SUMMARY OF REVENUE & EXPENDITURES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
EXPENDITURES					
POWER PURCHASE					
Power Purchased -NSPI	\$925,367	\$200,000	\$248,550	\$333,550	*4
Power Purchased -AREA	\$461,764	\$510,243	\$495,410	\$529,500	*5
Power Purchased - Imports	\$223,599	\$526,268	\$497,514	\$580,700	*6
	\$1,610,729	\$1,236,511	\$1,241,474	\$1,443,750	
DISTRIBUTION COSTS					
Supervision Salaries	\$10,962	\$11,415	\$10,678	\$30,000	*7
Salaries	\$107,171	\$116,920	\$114,987	\$142,050	*8
Staff Mileage	\$120	\$200	\$206	\$400	
Employee Benefits	\$36,667	\$34,710	\$22,584	\$40,328	*9
Engineering/Consultants	\$0	\$5,000	\$0	\$5,000	
Contracted Services -Operating	\$11,375	\$10,000	\$10,415	\$12,000	
Supplies	\$0	\$1,000	\$58	\$1,000	
Staff Communications -Cell Phones	\$1,473	\$800	\$641	\$2,000	
Meters Expenses	\$1,541	\$3,000	\$818	\$5,000	*10
Maintenance of Transformers	\$0	\$500	\$1,445	\$5,000	*11
Maintenance of Services	\$0	\$500	\$0	\$500	
Reading Meters	\$2,302	\$3,290	\$3,824	\$3,300	

**TOWN OF MAHONE BAY
ELECTRIC LIGHT UTILITY
SUMMARY OF REVENUE & EXPENDITURES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
DISTRIBUTION COSTS CONT'D					
Street Light Expense	\$2,565	\$1,200	\$0	\$1,200	
Small Tools	\$11,655	\$5,000	\$2,048	\$4,000	
Vehicle Expense	\$7,976	\$20,000	\$18,128	\$19,100	
Training Costs - Electric	\$3,591	\$3,600	\$95	\$3,600	
Health and Safety	\$0	\$2,000	\$5,639	\$4,000	*12
Other Expense	\$11,966	\$86,818	\$78,055	\$92,000	*13
	\$209,365	\$305,953	\$269,620	\$370,478	
ADMINISTRATION					
Executive Salaries	\$21,408	\$21,603	\$20,533	\$21,765	
Accounting Salaries & CAO	\$100,885	\$63,500	\$62,346	\$66,300	
Other Office Salaries	\$13,344	\$43,700	\$0	\$11,500	*14
Auditors	\$17,850	\$16,800	\$6,625	\$6,900	*15
Bad Debt Expense	(\$220)	\$1,000	\$0	\$1,000	
Electric Light Coop /Area Costs	\$4,914	\$1,000	\$1,750	\$1,000	
Photocopy Lease/Rental	\$2,880	\$2,950	\$2,424	\$2,950	
Computer Maintenance (Procom)	\$4,140	\$4,350	\$4,239	\$4,350	
Legal Services	\$0	\$0	\$0	\$0	
Office Costs Shared	\$26,600	\$27,669	\$27,669	\$43,267	*16
Misc Office Expenses	\$292	\$500	\$475	\$500	
Insurance	\$8,970	\$10,410	\$10,405	\$12,505	
Regulatory Expense	\$2,224	\$7,200	\$2,227	\$7,200	
	\$203,288	\$200,682	\$138,693	\$179,237	
Depreciation of Plant	\$44,780	\$45,800	\$45,875	\$46,000	

**TOWN OF MAHONE BAY
ELECTRIC LIGHT UTILITY
SUMMARY OF REVENUE & EXPENDITURES**

	Actual 2019/20	Budget 2020/21	Unaudited 2020/21	Budget 2021/22	
TOTAL OPERATING EXPENSES	\$2,068,161	\$1,788,946	\$1,695,662	\$2,039,465	
OPERATING SURPLUS (DEFICIT)	\$10,860	\$296,054	\$251,059	\$153,735	
NON OPERATING EXPENSES					
Interest Expense	\$1,096	\$500	\$525	\$500	
Capital From Revenue	\$138,700	\$148,500	\$108,720	\$0	*17
TOTAL NON OPERATING EXPENSES	\$139,796	\$149,000	\$109,245	\$500	
UTILITY SURPLUS (DEFICIT)	(\$128,936)	\$147,054	\$141,814	\$153,235	

ELECTRIC UTILITY NOTES

- 1) Fiscal 2020-21 Actual increase due to \$8,500 fee for Nursing Home Electrical
- 2) Transfer From Suplus Funds relates to the various Operating Initiative and One Time Costs as outlined in point (11 below).
- 3) New line in the amount of \$16,000 to account for the amount receivable as a result of billing back indirect costs to RELC as a result of proposed resource sharing agreement. This revenue is subsequently transferred to Town General in line (16) below as the indirect costs that RELC is reimbursing the utility for are actually provided by Town General departments.
- 7) A NET increase of \$20,000 due to expected change in the management position role of the Utility.

8) Increase to Salaries due to hiring of an Apprentice of which 50% is billed back to RELC.

Salaries Expense	\$ 142,050.00
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9) Increase in Employee Benefits due to hiring of an Apprentice of which 50% is billed back to RELC.

Office Allocated Benefits	\$ 18,303.00
Shared PLT Benefits:	\$ 22,025.00
Total Utility Benefit Expense:	<u>\$ 40,328.00</u>

10) A significant amount of meter replacements are expected to be completed during Fiscal 2021-22. A gradual phase in of digital meters is planned.

11) New testing requirements for transformers is resulting in an increased budgeted cost

12) Increased Health & Safety costs as a result of new Workplace Safety Program

13) Other Expense included several operating initiatives in Fiscal 2020-21. The budget for Fiscal 2021-22 includes the following and is funded from Prior Year Operating Surplus Funds:

Nova Scotia Power FAM Adjustment:	\$ 25,000.00
Electric Utility Rate Study:	\$ 5,000.00
Grow the Load Initiatives:	\$ 12,000.00
Electrical Diagnostics:	\$ 50,000.00
Total:	<u>\$ 92,000.00</u>

14) The salaries budgeted for in Fiscal 2020-21 were covered by programs and grants. This is why the actual resulted in \$0. Fiscal 2021-22 Budget includes a portion of the Climate and Energy Program Manager.

15) Significant reduction in Audit costs due to the result of the Audit Services RFP

16) Increase by \$16,000 to reimburse Town General for additional indirect support to the Utility as a result of the proposed resource sharing agreement.

17) See Capital Projects Tab for more detail

PARK CEMETERY

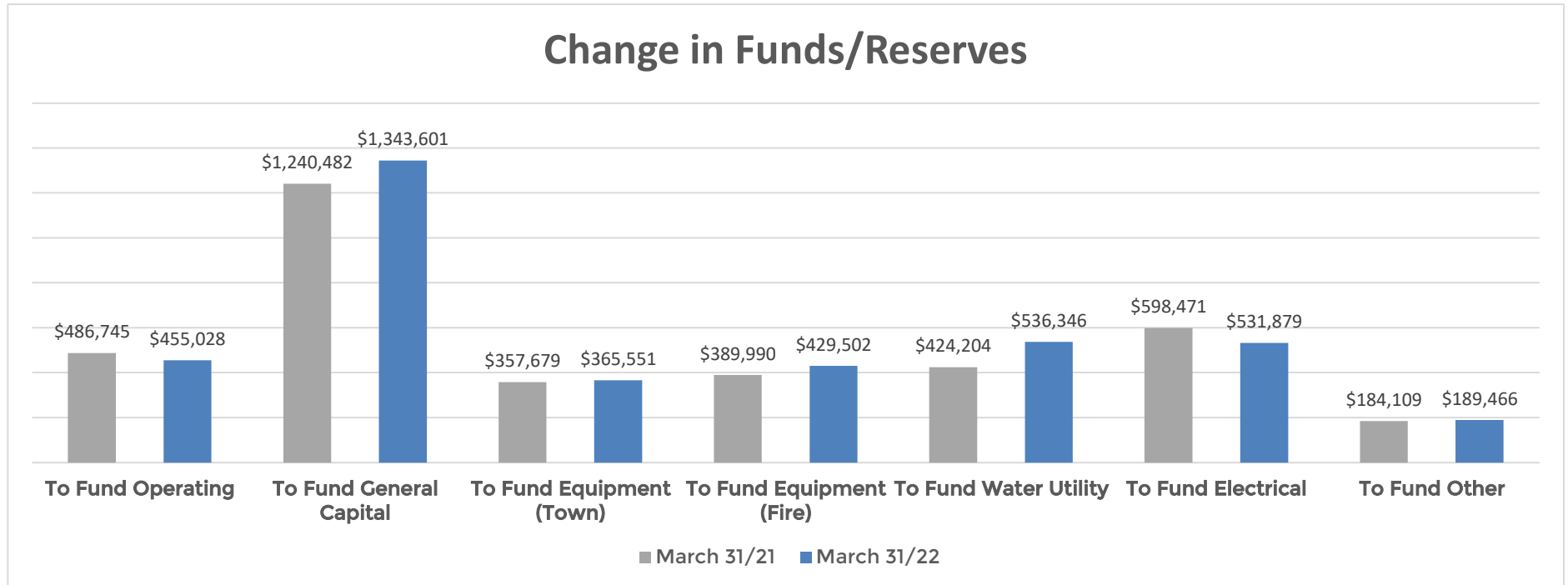
Operating Budget

	2019/20 ACTUALS	2020/21 BUDGET	2020/21 YTD	2021/22 BUDGET
Revenue				
Investment income	\$ 1,364	\$ 1,650	\$ 853	\$ 1,250
Grant from Town	\$ 8,507	\$ 15,200	\$ 3,838	\$ 8,950
Donations	\$ -	\$ -	\$ 250	\$ 200
Perpetual Care/Sale of Lots	\$ 4,550	\$ 3,500	\$ 2,600	\$ 3,250
Interment Fees	\$ 1,200	\$ 1,500	\$ 1,000	\$ 1,300
Monument Fees	\$ 450	\$ 400	\$ 100	\$ 250
Transfer from Perpetual Care	\$ -	\$ -	\$ -	\$ -
	\$ 16,071	\$ 22,250	\$ 8,641	\$ 15,200
Expenditures				
Signage	\$ -	\$ 250	\$ -	\$ -
Trees/Improvements	\$ -	\$ 5,000	\$ 730	\$ 2,000
Mowing and grounds upkeep	\$ 8,507	\$ 8,800	\$ 2,253	\$ 5,000
Soil and Other Materials	\$ 313	\$ 500	\$ 626	\$ 500
Roads and Improvements	\$ -	\$ 1,000	\$ 515	\$ 1,000
Monuments	\$ 2,702	\$ 2,000	\$ -	\$ 1,000
Administration/Legal/Audit	\$ -	\$ 1,200	\$ 1,064	\$ 1,200
Transfer to Perpetual Care Fund	\$ 4,550	\$ 3,500	\$ 3,453	\$ 4,500
	\$ 16,071	\$ 22,250	\$ 8,641	\$ 15,200
Surplus of revenue over expenditures	\$ 0	\$ -	\$ -	\$ -

TOWN OF MAHONE BAY
BAYVIEW CEMETERY
Operating Budget

	2019/20 ACTUALS	2020/21 BUDGET	2020/21 YTD	2021/22 BUDGET
Revenue				
Investment income	\$ 3,529	\$ 3,400	\$ 3,293	\$ 3,400
Grant from Town	2,522	6,870	2,837	7,570
Donations	\$ 20,140	\$ -	\$ 25	\$ -
Perpetual care	-	-	-	-
Annual upkeep	\$ 30	\$ 30	\$ 30	\$ 30
	\$ 26,221	\$ 10,300	\$ 6,185	\$ 11,000
Expenditures				
Improvements/Grounds Upkeep	\$ -	\$ 2,500	\$ -	\$ 2,500
Mowing	6,209	6,600	2,409	4,500
Administration/Legal/Audit	\$ -	\$ 1,200	\$ 471	\$ 600
Mapping Project	12	-	12	-
Transfer to Perpetual Care	\$ 20,000	\$ -	\$ 3,293	\$ 3,400
	\$ 26,221	\$ 10,300	\$ 6,185	\$ 11,000
Surplus of revenue over expenditures	\$ 0	\$ -	\$ (0)	\$ -

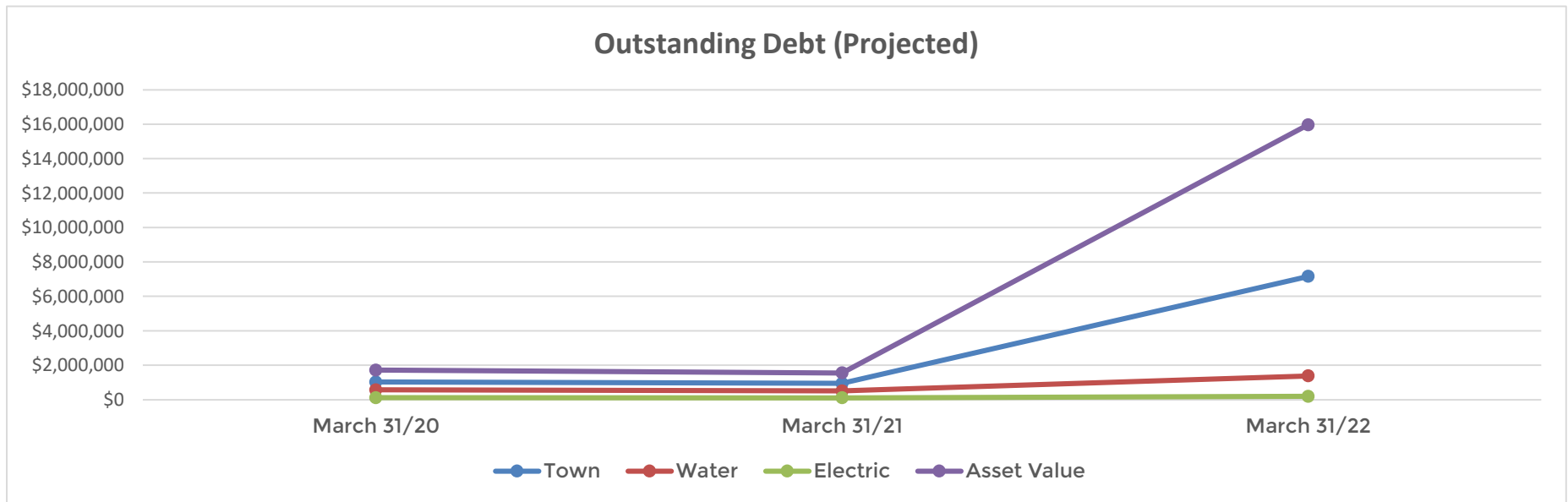
Status of Town Funds (unaudited)



	March 31/21	March 31/22
To Fund Operating	\$486,745	\$455,028
To Fund General Capital	\$1,240,482	\$1,343,601
To Fund Equipment (Town)	\$357,679	\$365,551
To Fund Equipment (Fire)	\$389,990	\$429,502
To Fund Water Utility	\$424,204	\$536,346
To Fund Electrical	\$598,471	\$531,879
To Fund Other	\$184,109	\$189,466
	3,681,680	3,851,372

FUND	Estimated Cash Balance March 31/21	Estimated Expenses 2021/22	Estimated Income 2021/22	Estimated Cash Balance March 31/2022
Electric Light Operating Fund (Surplus)	\$438,866	\$183,000	\$153,235	\$409,101
Town Operating Fund (Surplus)	\$191,265	\$0	\$0	\$191,265
Water Operating Fund (Surplus)	\$138,525	\$43,500	\$82,751	\$177,776
	\$768,656	\$226,500	\$235,985	\$778,142

	Actual Cash Balance March 31/21	Estimated Expenses 2021/22	Estimated Income 2021/21	Estimated Cash Balance March 31/2022
Athletic & Cultural Trust	\$3,599	\$0	\$49	\$3,648
Capital Reserve	\$973,871	\$429,000	\$388,488	\$933,359
Bayview Cemetery	\$59,331	\$0	\$808	\$60,139
Park Cemetery Perpetual Care	\$121,179	\$0	\$4,500	\$125,679
Electric Depreciation Reserve	\$159,605	\$85,000	\$48,174	\$122,779
Equipment Reserve - Town	\$357,679	\$12,000	\$19,872	\$365,551
Equipment Reserve - Fire	\$389,990	\$35,800	\$75,312	\$429,502
Operating Reserve	\$295,480	\$185,741	\$154,024	\$263,763
Gas Tax Reserve	\$266,611	\$25,000	\$168,631	\$410,242
Water Depreciation	\$285,679	\$61,000	\$133,891	\$358,570
Total	\$2,913,024	\$833,541	\$993,748	\$3,073,231



<i>Capital Loans</i>	<i>March 31/20</i>	<i>March 31/21</i>	<i>March 31/22</i>
Town	\$1,029,780	\$945,680	\$7,163,091
Water	\$567,820	\$505,320	\$1,383,710
Electric	\$116,462	\$104,816	\$193,170
Asset Value	\$1,714,062	\$1,555,816	\$15,968,266
<i>Total Loans</i>	\$1,714,062	\$1,555,816	\$8,739,970

2021-22 POTENTIAL SPECIAL PROJECTS / STRATEGIC INITIATIVES

TOWN GENERAL OPERATING INITIATIVES

	Name	Total Town Costs (Budget)	Total External Funding (Budget)	Total Project Cost (Budget)	Town Cost Prior Year(s) (Actual)	Town Cost 2021/22 (Budget)	Town Cost - Future Year(s) (Budget)		External Funds Received (YTD)	External Funding Still Expected		Strategic Plan Link	Year
1	MPS / LUB Update	\$80,000	\$0	\$80,000	\$49,000	\$31,000	\$0		\$0	\$0		2.1.1	2021/22
	Description: Planning documents update contracted to Uprise Consulting, begun in 2020-21.												
	Funding: Operating Reserve (Town)												
2	Accesibility Operational Plan	\$25,000	\$0	\$25,000	\$0	\$25,000	\$0		\$0	\$0		1.3.1	2021/22
	Description: The Town participated in the development of the Lunenburg County Accessibility Plan in 2020-21. Each of the five units in the County signing onto this plan must now develop their own operational plans to implement this County-wide Accessibility Plan; Mahone Bay will contract engineering resources to support this process.												
	Funding: Gas Tax Reserve												
3	Park Cemetery Mapping Project	\$4,000	\$0	\$4,000	\$0	\$4,000	\$0		\$0	\$0		1.2.1	2021/22
	Description: In 2020-21 Town staff began a project to map Park Cemetery, building on prior mapping of Bayview Cemetery. To complete mapping of Park Cemetery a summer student initiative is proposed for 2021-22.												
	Funding: Operating Reserve (Town)												
4	2021 Asset Management Project	\$12,000	\$0	\$12,000	\$0	\$12,000	\$0		\$0	\$0		1.2.1	2021/22
	Description: Includes participation in AIM Cohort 2.0 (deferred from 2020-21) and initial collection of Natural Asset Data (with proposed volunteer support) to support development of asset management plans for natural assets, including Urban Forest Master Plan.												
	Funding: Operating Reserve (Town)												

2021-22 POTENTIAL SPECIAL PROJECTS / STRATEGIC INITIATIVES

TOWN GENERAL OPERATING INITIATIVES CONT'D

	Name	Total Town Costs (Budget)	Total External Funding (Budget)	Total Project Cost (Budget)	Town Cost Prior Year(s) (Actual)	Town Cost 2021/22 (Budget)	Town Cost - Future Year(s) (Budget)	External Funds Received (YTD)	External Funding Still Expected	Strategic Plan Link	Year
5	Housing Strategy Development	\$30,000	\$0	\$30,000	\$0	\$30,000	\$0	\$0	\$0	2.1.2	2021/22
Description: Development of Housing Strategy with affordability as its focus, as per Council's 2021-25 Strategic Plan; contracted. More information at https://assets.cmhc-schl.gc.ca/sf/project/cmhc/pdfs/content/en/housing-action-plans-guide-for-municipalities.pdf?rev=e78806ce-72a6-4c8e-9ef7-9ff73960e69b .											
Funding: Operating Reserve (Town)											

2021-22 POTENTIAL SPECIAL PROJECTS / STRATEGIC INITIATIVES

WATER UTILITY INITIATIVES

	Name	Total Town Costs (Budget)	Total External Funding (Budget)	Total Project Cost (Budget)	Town Cost Prior Year(s) (Actual)	Town Cost 2021/22 (Budget)	Town Cost - Future Year(s) (Budget)	External Funds Received (YTD)	External Funding Still Expected	Strategic Plan Link	Year
1	Water System Diagnostics	\$30,000	\$30,000	\$60,000	\$0	\$30,000	\$0	\$0	\$0	1.1.3	2021/22
Description: Diagnostics of water distribution system focusing on leak detection / loss prevention for the utility, with support from Provincial Capital Assistance Program (proposed).											
Funding: Water Operating Funds											

2021-22 POTENTIAL SPECIAL PROJECTS / STRATEGIC INITIATIVES

ELECTRIC UTILITY INITIATIVES

Name		Total Town Costs (Budget)	Total External Funding (Budget)	Total Project Cost (Budget)	Town Cost Prior Year(s) (Actual)	Town Cost 2021/22 (Budget)	Town Cost - Future Year(s) (Budget)	External Funds Received (YTD)	External Funding Still Expected	Strategic Plan Link	Year
1	Electric Utility Rate Study	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$0	\$0	1.1.1	2021/22
Description: Electric utility rates update to support long term electrical utility planning; with Riverport Electric Light Commission.											
Funding: Electric Operating Funds											
2	Grow the Load Initiatives	\$12,000	\$0	\$12,000	\$0	\$12,000	\$0	\$0	\$0	1.1.2	2021/22
Description: Electric utility initiatives with AREA intended to increase electrical utility load / target GHG reduction opportunities in electrical service territory.											
Funding: Electric Operating Funds											
3	Electrical Diagnostics	\$50,000	\$0	\$50,000	\$0	\$50,000	\$0	\$0	\$0	1.2.2	2021/22
Description: Diagnostics of electrical system focusing on condition of transformers, to support long term electrical utility planning (develop replacement schedule); with Riverport Electric Light Commission.											
Funding: Electric Operating Funds											

TOWN OF MAHONE BAY CAPITAL BUDGETS 2021/22

Source of Funding which is used for Captial & Other Expenditures

	BUDGET
Infrastructure Charges (\$295 per unit)	\$245,588
2020-21 Deed Transfer Tax (1.50%)	\$160,000
2020-21 Gas Tax	\$165,000
Wind Dividend from AREA	\$71,000
Total Capital Revenue Available	\$641,588
Less:	
Principal Debt Charges (Town)	\$73,100
Contribution to Town Equipment Reserve	\$15,000
Contribution to Wastewater Reserve	\$15,000
Contribution to Town Operating Reserve	\$150,000
Total Transfers/Debt Charges	\$253,100
Funds Contributed to Capital Reserve	\$388,488

Proposed 2021-22 Capital Budget (Town)

	Strat. Plan Link	Department	2021-22 (Town Cost)	2021-22 (External Funds)	2021-22 (Total Cost)
Repair/Renovate Town Hall Facility	Prior	General Government	\$200,000		\$200,000
Description: Repair to the Town Hall Facility are well underway and expect to continue through the first few months of Fiscal 2021-22.					
Town Funds Source: Capital Reserve			External Funds Source: N/A		
Transportation Project 2021-22	1.3.2	Transportation	\$120,000		\$120,000
Description: Transportation improvements from 2020-21 (Clearwater-Main, new crosswalks, Cherry Lane one-way)					
Town Funds Source: Borrowing MFC			External Funds Source: N/A		
Security Cameras	N/A	General Government	\$4,000		\$4,000
Description: From 2020-21, install cameras at Town facilities					
Town Funds Source: Capital Reserve			External Funds Source: N/A		
Installation of New Sewer Services (As Needed)	N/A	Environmental Health	\$10,000		\$10,000
Description: As needed to support development.					
Town Funds Source: Capital Reserve			External Funds Source: N/A		
Replace Lift Station Pump (Small Pump)	N/A	Environmental Health	\$12,000		\$12,000
Description: Regular replacement of depreciated pumps					
Town Funds Source: Town Equipment Reserve			External Funds Source: N/A		

Proposed 2021-22 Capital Budget (Town) - Cont'd

	Strat. Plan Link	Department	2021-22 (Town Cost)	2021-22 (External Funds)	2021-22 (Total Cost)
Sea Level Rise/Storm Protection - Edgewater St.	3.2.2	Environmental Dev.	\$24,486	<i>\$325,314</i>	\$349,800
Description: Shoreline Improvement Project as per 2016 concept					
Town Funds Source: Borrowing MFC			External Funds Source: ICIP		
Purchase EV for Demonstration	3.1.3	Environmental Dev.	\$30,000	<i>\$0</i>	\$30,000
Description: Initial EV purchase for corporate / demonstration / community use					
Town Funds Source: Capital Reserve			External Funds Source: N/A		
Solar Garden Development	3.1.4	Environmental Dev.	\$1,567,535	<i>\$4,238,151</i>	\$5,805,686
Description: Community solar garden as part of AREA initiative, dependant on external funding					
Town Funds Source: Borrowing MFC			External Funds Source: ICIP (DoE&M)		
Fix/Repair Bayview Cemetery Fence	N/A	Recreation & Cultural	\$25,000	<i>\$25,000</i>	\$50,000
Description: Replacement of Bayview Cemetery fence on Main and Clearland with long-lasting composite					
Town Funds Source: Capital Reserve			External Funds Source: NS Streetscaping & Beautification		
Renovate Comfort Station for Year Round Use	N/A	Recreation & Cultural	\$6,000	<i>\$0</i>	\$6,000
Description: Renovation of Edgewater St. comfort station to include electrical heating / insulation.					
Town Funds Source: Capital Reserve			External Funds Source: N/A		

Proposed 2021-22 Capital Budget (Town) - Cont'd

	Strat. Plan Link	Department	2021-22 (Town Cost)	2021-22 (External Funds)	2021-22 (Total Cost)
Drill Well at VIC (As Needed)	N/A	Environmental Dev.	\$10,000	\$0	\$10,000
Description: Drill well to provide water supply for VIC if current supply becomes unavailable.					
Town Funds Source: Capital Reserve			External Funds Source: N/A		
Lift Station Repairs	N/A	Environmental Dev.	\$40,000	\$0	\$40,000
Description: Improvement of lift stations for safe servicing / access per safety program recommendation.					
Town Funds Source: Capital Reserve			External Funds Source: N/A		
Speed Signs	N/A	Transportation	\$10,000	\$0	\$10,000
Description: Replacement of Speed Signs.					
Town Funds Source: Capital Reserve			External Funds Source: N/A		
PAA Pilot Project	N/A	Environmental Health	\$22,000	\$10,000	\$32,000
Description: Completion of PAA Effluent Treatment Pilot Project begun in 2020-21, supported by external funding.					
Town Funds Source: Capital Reserve			External Funds Source: PCAP		
Waste Receptacles	N/A	Recreation & Cultural	\$12,000		\$12,000
Description: From 2020-21, install dog waste bag dispensers/collectors at trail/park locations and additional waste receptacles in the downtown.					
Town Funds Source: Capital Reserve			External Funds Source: N/A		

Proposed 2021-22 Capital Budget (Town) - Cont'd

	Strat. Plan Link	Department	2021-22 (Town Cost)	2021-22 (External Funds)	2021-22 (Total Cost)
Aquatic Gardens Entrances	N/A	Recreation & Cultural	\$10,000	<i>\$10,000</i>	\$20,000
Description: Improved entrances to Aquatic Gardens (Kinburn and Main via Quinlan) and new signage, supported by external funding.					
Town Funds Source: Capital Reserve			External Funds Source: ACCESS-ability		
Wharf Repairs (As Needed)	N/A	Environmental Dev.	\$5,000		\$5,000
Description: Additional wharf repairs as needed, including safety program recommendations.					
Town Funds Source: Capital Reserve			External Funds Source: N/A		
Bandstand Phase 3	N/A	Recreation & Cultural	\$5,000	<i>\$15,000</i>	\$20,000
Description: From 2020-21, continued improvement of the bandstand for performers / audiences, per ongoing engagement process, supported by					
Town Funds Source: Capital Reserve			External Funds Source: Canada Cultural Spaces + Donations		
Town Hall Renovation Furnishings & Equipment	Prior	General Government	\$15,000	<i>\$0</i>	\$15,000
Description: Purchase furnishings and equipment required for newly renovated Council Chambers					
Town Funds Source: Capital Reserve			External Funds Source: N/A		
Home Heating Programs (Town Portion)	Prior	Environmental Dev.	\$25,000	<i>\$25,000</i>	\$50,000
Description: Extension of existing Home Heating Program					
Town Funds Source: Capital Reserve			External Funds Source: FMC		

Proposed 2021-22 Capital Budget (Town) - Cont'd

		Strat. Plan Link	Department	2021-22 (Town Cost)	2021-22 (External Funds)	2021-22 (Total Cost)
	Line Replacement - Fairmont to Civic 794 Main	1.1.4	Environmental Health	\$121,055	<i>\$327,296</i>	\$448,350
	Description: Strategically replace/upgrade utility infrastructure as per Council's 2021-25 Strategic Plan, dependant on external funding.					
	Town Funds Source: Borrowing MFC			External Funds Source: ICIP		
	Line Replacement - Cherry Lane to Long Hill Rd.	1.1.4	Environmental Health	\$366,050	<i>\$989,675</i>	\$1,355,725
	Description: Strategically replace/upgrade utility infrastructure as per Council's 2021-25 Strategic Plan, dependant on external funding.					
	Town Funds Source: Borrowing MFC			External Funds Source: ICIP		
	Line Replacement - Main St. West (Civic 5 to Civic 147)	1.1.4	Environmental Health	\$44,205	<i>\$119,500</i>	\$163,705
	Description: Strategically replace/upgrade utility infrastructure as per Council's 2021-25 Strategic Plan, dependant on external funding.					
	Town Funds Source: Borrowing MFC			External Funds Source: ICIP		
	Line Replacement - Long Hill Rd. to WTP	1.1.4	Environmental Health	\$211,180	<i>\$570,965</i>	\$782,145
	Description: Strategically replace/upgrade utility infrastructure as per Council's 2021-25 Strategic Plan, dependant on external funding.					
	Town Funds Source: Borrowing MFC			External Funds Source: ICIP		

Proposed 2021-22 Capital Budget (Town) - Cont'd

	Strat. Plan Link	Department	2021-22 (Town Cost)	2021-22 (External Funds)	2021-22 (Total Cost)
Line Extension - Main St. East (Civic 932 to Civic 994)	3.3.2	Environmental Health	\$35,900	\$97,065	\$132,965
Description: Invest in infrastructure to eliminate remaining straight-pipes per Council's 2021-25 Strategic Plan.					
Town Funds Source: Borrowing MFC			External Funds Source: ICIP		
			\$2,931,411	\$6,752,966	\$9,684,376

Funding Summary:

Capital Reserves (Town):	\$429,000
Equipment Reserve (Town):	\$12,000
Borrowing MFC:	\$2,490,411
External Sources:	\$6,752,966
Total 2021/22 Capital Cost (Town)	\$9,684,376

Proposed 2021-22 Capital Budget (Fire Services)

	Strat. Plan Link	Department	2021-22 (Town Cost)	2021-22 (External Funds)	2021-22 (Total Cost)
Build New Fire Station	Prior	Protective Services	\$3,052,000	\$0	\$3,052,000
Description: New fire station construction begun in 2020-21 per Council's 2018-21 Strategic Plan					
Town Funds Source: Borrowing MFC			External Funds Source: N/A		
New Digital Radios and Pagers	N/A	Protective Services	\$12,500	\$0	\$12,500
Description: Continued replacement of radios and pagers					
Town Funds Source: Fire Equipment Reserve			External Funds Source: N/A		
Replace Pumper Truck	N/A	Protective Services	\$675,000	\$0	\$675,000
Description: New pumper truck required underwriters' schedule					
Town Funds Source: Borrowing MFC			External Funds Source: N/A		
iPads for Fire Vehicles	N/A	Protective Services	\$2,700	\$0	\$2,700
Description: iPads in fire vehicles greatly enhance communications / reporting with new software					
Town Funds Source: Fire Equipment Reserve			External Funds Source: N/A		

Proposed 2021-22 Capital Budget (Fire Services) - Cont'd

	Strat. Plan Link	Department	2021-22 (Town Cost)	2021-22 (External Funds)	2021-22 (Total Cost)
New Bunker Gear	N/A	Protective Services	\$15,600	\$0	\$15,600
Description: Continued replacement of bunker gear					
Town Funds Source: Fire Equipment Reserve			External Funds Source: N/A		
New BA Face Masks with Glasses	N/A	Protective Services	\$5,000	\$0	\$5,000
Description: Purchase of new SCBA Face Masks with Glasses Insert					
Town Funds Source: Fire Equipment Reserve			External Funds Source: N/A		
			\$3,762,800	\$0	\$3,762,800

Funding Summary:

Equipment Reserve (Fire):	\$35,800
Borrowing MFC:	\$3,727,000
External Sources:	\$0
Total 2021/22 Capital Cost (Town)	\$3,762,800

Proposed 2021-22 Capital Budget (Water Utility)

	Strat. Plan Link	2021-22 (Town Cost)	2021-22 (External Funds)	2021-22 (Total Cost)
Connection of New Water Services (As Needed)	N/A	\$5,000		\$5,000
Description: As needed to support development.				
Town Funds Source: Water Capital Reserve			External Funds Source: N/A	
Replace Hydrants As Needed	N/A	\$5,000		\$5,000
Description: Regular replacement of depreciated hydrants (as needed)				
Town Funds Source: Water Capital Reserve			External Funds Source: N/A	
Install Water Meters as Required	N/A	\$3,000		\$3,000
Description: As needed to support development.				
Town Funds Source: Water Capital Reserve			External Funds Source: N/A	
Install Corrosion Coating in Chemical Room	N/A	\$10,000		\$10,000
Description: Improvement to chemical room at treatment facility, as recommended				
Town Funds Source: Water Surplus Funds			External Funds Source: N/A	
Deadend Flushings - System Extremities	N/A	\$13,000		\$13,000
Description: Installation of deadend flushing equipment to reduce system issues from deadend lines				
Town Funds Source: Water Capital Reserve			External Funds Source: N/A	

Proposed 2021-22 Capital Budget (Water Utility) Cont'd

	Strat. Plan Link	2021-22 (Town Cost)	2021-22 (External Funds)	2021-22 (Total Cost)
Install Security Cameras	N/A	\$4,000		\$4,000
Description: From 2020-21, install cameras at Town facilities				
Town Funds Source: Water Surplus Funds		External Funds Source: N/A		
Install Level Control Valves	N/A	\$2,500	\$0	\$2,500
Description: Improvement to treatment facility, as recommended				
Town Funds Source: Water Capital Reserve		External Funds Source: ICIP		
Flow Meter at Water Treatment Plant	N/A	\$3,000	\$0	\$3,000
Description: Installation of flow meter to provide additional information to system operator				
Town Funds Source: Water Capital Reserve		External Funds Source: ICIP		
Rebuild Pump #1	N/A	\$5,000	\$0	\$5,000
Description: Replacement of rebuild of depreciated pumps (pump #1 for 2021-22)				
Town Funds Source: Water Capital Reserve		External Funds Source: ICIP		
Repair Roof on Old Water Pump House	N/A	\$4,500	\$0	\$4,500
Description: Improvement to pump house facility, as recommended				
Town Funds Source: Water Operating Funds		External Funds Source: ICIP		

Proposed 2021-22 Capital Budget (Water Utility) Cont'd

	Strat. Plan Link	2021-22 (Town Cost)	2021-22 (External Funds)	2021-22 (Total Cost)
Exterior Walls at Water Treatment Plant	N/A	\$15,000	\$0	\$15,000
Description: Rehabilitation of water treatment facility per MAMP facilities report.				
Town Funds Source: Water Capital Reserve		External Funds Source: ICIP		
Replace Compressor at Water Treatment Plant	N/A	\$9,500	\$0	\$9,500
Description: Replacement of depreciated compressor at treatment plant.				
Town Funds Source: Water Capital Reserve		External Funds Source: N/A		
Line Replacement - Fairmont to Civic 794 Main	1.1.4	\$121,055	\$327,296	\$448,350
Description: Strategically replace/upgrade utility infrastructure as per Council's 2021-25 Strategic Plan, dependant on external funding				
Town Funds Source: Borrowing MFC		External Funds Source: ICIP		
Line Replacement - Cherry Lane to Long Hill Rd.	1.1.4	\$366,050	\$989,675	\$1,355,725
Description: Strategically replace/upgrade utility infrastructure as per Council's 2021-25 Strategic Plan, dependant on external funding				
Town Funds Source: Borrowing MFC		External Funds Source: ICIP		
Line Replacement - Main St. West (Civic 5 to Civic 147)	1.1.4	\$44,205	\$119,500	\$163,705
Description: Strategically replace/upgrade utility infrastructure as per Council's 2021-25 Strategic Plan, dependant on external funding				
Town Funds Source: Borrowing MFC		External Funds Source: ICIP		

Proposed 2021-22 Capital Budget (Water Utility) Cont'd

	Strat. Plan Link	2021-22 (Town Cost)	2021-22 (External Funds)	2021-22 (Total Cost)
Line Replacement - Long Hill Rd. to WTP	1.1.4	\$211,180	\$570,965	\$782,145
Description: Strategically replace/upgrade utility infrastructure as per Council's 2021-25 Strategic Plan, dependant on external funding				
Town Funds Source: Borrowing MFC		External Funds Source: ICIP		
Line Extension - Main St. East (Civic 932 to Civic 994)	3.3.2	\$35,900	\$97,065	\$132,965
Description: Invest in infrastructure to eliminate remaining straight-pipes per Council's 2021-25 Strategic Plan				
Town Funds Source: Borrowing MFC		External Funds Source: ICIP		
Service Extensions - Fairmont St.		\$100,000	\$0	\$100,000
Description: Extension of water service to end of Fairmont St.; placeholder (estimate currently being confirmed).				
Town Funds Source: Borrowing MFC		External Funds Source: Potential Cost Share with Property Owners		
		\$957,890	\$2,104,501	\$3,062,390

Funding Summary:

Capital Reserve (Water):	\$61,000
Borrowing MFC:	\$878,390
Water Surplus Funds	\$13,500
New Water Services	\$5,000
External Sources:	\$2,104,501
Total 2021/22 Capital Cost (Water)	\$3,062,390

Proposed 2021-22 Capital Budget (Electric Utility)

	Strat. Plan Link	2021-22 (Town Cost)	2021-22 (External Funds)	2021-22 (Total Cost)
Pole/Line Replacements (As Needed)	N/A	\$25,000	\$0	\$25,000
Description: Replacement of depreciated system infrastructure as needed.				
Town Funds Source: Electric Capital Reserve		External Funds Source: N/A		
New Lines From Longhill to Blockhouse	N/A	\$60,000	\$0	\$60,000
Description: Replacement of depreciated system infrastructure.				
Town Funds Source: Electric Utility Operating		External Funds Source: N/A		
Pad Mount Transformers	N/A	\$100,000	\$0	\$100,000
Description: Strategic upgrades to support new development Main St. (to nursing home site)				
Town Funds Source: Borrowing MFC		External Funds Source: N/A		
Replacement of Edgewater Street Lamps	N/A	\$20,000	0	\$20,000
Description: Replacement of light standards on Edgewater St. including additional waterfront electrical connections.				
Town Funds Source: Electric Utility Operating		External Funds Source: N/A		

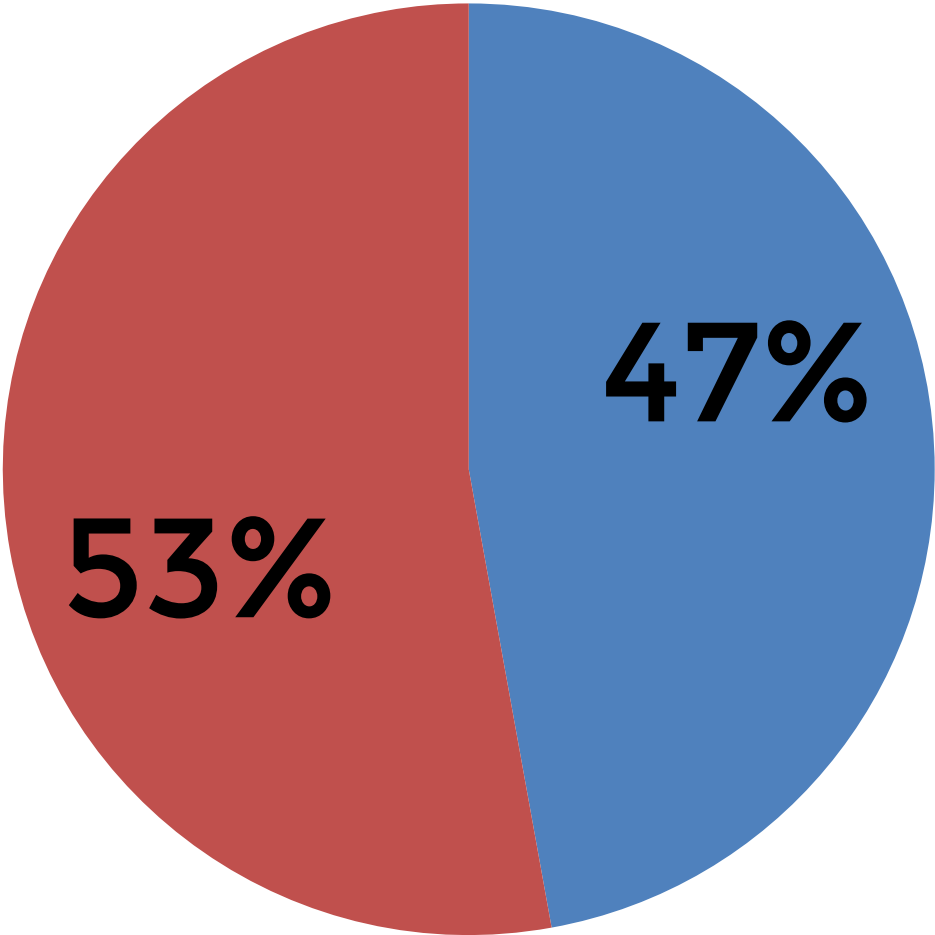
Proposed 2021-22 Capital Budget (Electric Utility) - Cont'd

	Strat. Plan Link	2021-22 (Town Cost)	2021-22 (External Funds)	2021-22 (Total Cost)
New Digital Meters (As Needed)	N/A	\$11,000	\$0	\$11,000
Description: As needed to support development.				
Town Funds Source: Electric Utility Operating		External Funds Source: N/A		
Home Heating Program (Utility Portion)	Prior	\$25,000	\$25,000	\$50,000
Description: Expansion of existing Home Heating Program				
Town Funds Source: Electric Capital Reserve		External Funds Source: FCM		
New Transformers (As Needed)	N/A	\$35,000	\$0	\$35,000
Description: As needed to support development.				
Town Funds Source: Electric Capital Reserve		External Funds Source: N/A		
		\$276,000	\$25,000	\$301,000

Funding Summary:

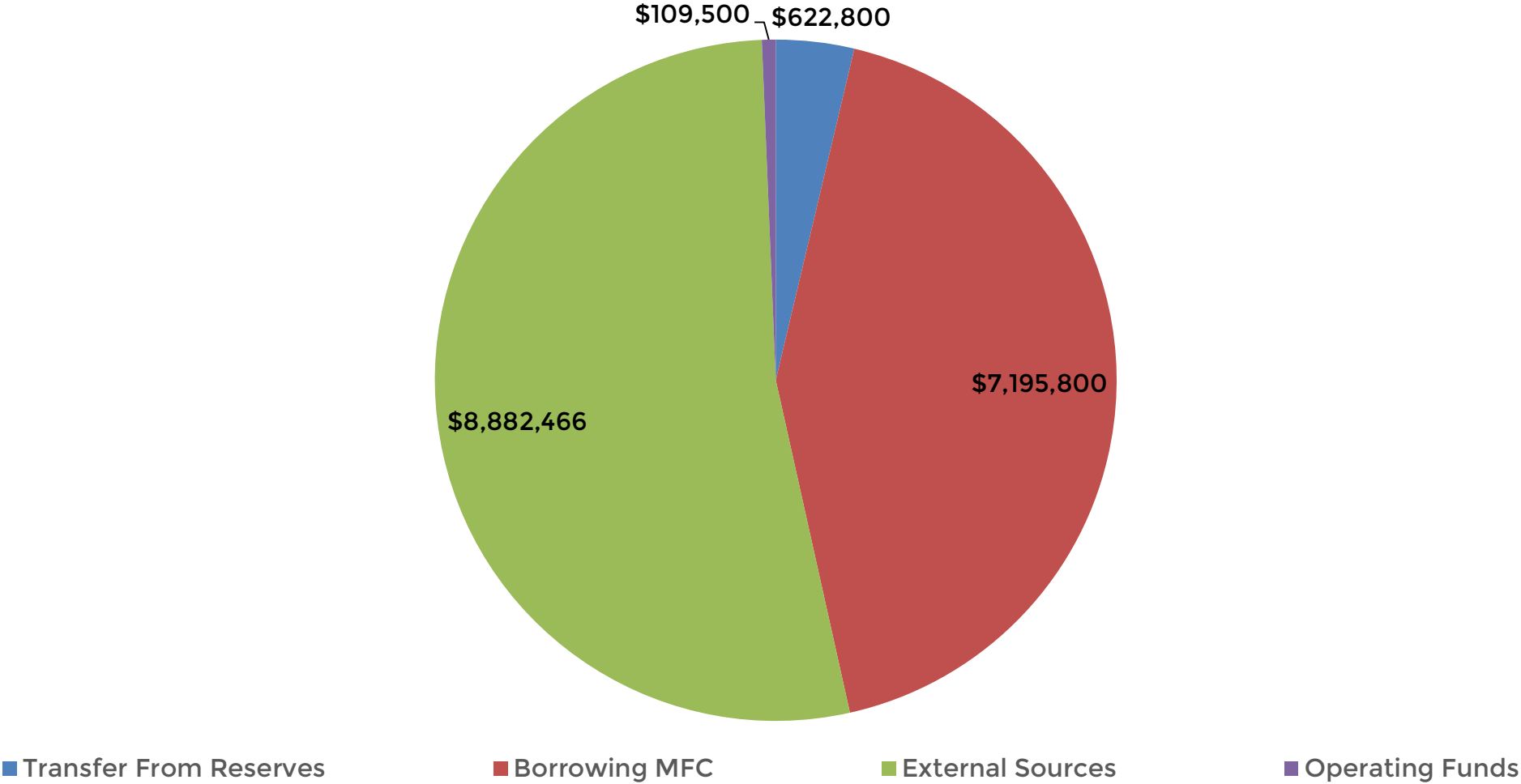
Capital Reserve (Electric):	\$85,000
Borrowing MFC:	\$100,000
Electric Surplus Funds:	\$91,000
External Sources:	\$25,000
Total 2021/22 Capital Cost (Water)	\$301,000

Projected Capital Project Funding



■ Town Funds ■ External Funds

Projected Capital Town Financing Detail



Municipal Deed Transfer Tax Rates			
County	Municipality	Rate	Payable at LRO
Digby	Municipality of the District of Clare	0.5%	Lawrencetown
Guysborough	Town of Mulgrave	0.5%	Sydney
Antigonish	Municipality of the County of Antigonish	1.0%	Amherst
Colchester	Municipality of the County of Colchester	1.0%	Amherst
Colchester	Town of Stewiacke	1.0%	Amherst
Colchester	Town of Truro	1.0%	Amherst
Cumberland	Town of Oxford	1.0%	Amherst
Digby	Municipality of the District of Digby	1.0%	Lawrencetown
Guysborough	Municipality of the District of Guysborough	1.0%	Sydney
Kings	Town of Berwick	1.0%	Lawrencetown
Lunenburg	Town of Lunenburg	1.0%	Bridgewater
Pictou	Municipality of the County of Pictou	1.0%	Amherst
Pictou	Town of New Glasgow	1.0%	Amherst
Pictou	Town of Pictou	1.0%	Amherst
Pictou	Town of Stellarton	1.0%	Amherst
Pictou	Town of Trenton	1.0%	Amherst
Pictou	Town of Westville	1.0%	Amherst
Queens	Region of Queens Municipality	1.0%	Bridgewater
Shelburne	Town of Clark's Harbour	1.0%	Bridgewater
Victoria	Municipality of the County of Victoria	1.0%	Sydney
Yarmouth	Municipality of the District of Argyle	1.0%	Bridgewater
Yarmouth	Municipality of the District of Yarmouth	1.0%	Bridgewater
Yarmouth	Town of Yarmouth	1.0%	Bridgewater
Cumberland	Town of Amherst	1.25%	Amherst
Digby	Town of Digby	1.25%	Lawrencetown
Guysborough	Municipality of the District of St. Mary's	1.25%	Sydney
Lunenburg	Municipality of the District of Lunenburg	1.25%	Bridgewater
Annapolis	Municipality of the County of Annapolis	1.5%	Lawrencetown
Annapolis	Town of Annapolis Royal	1.5%	Lawrencetown
Annapolis	Town of Middleton	1.5%	Lawrencetown
Antigonish	Town of Antigonish	1.5%	Amherst
Cape Breton	Cape Breton Regional Municipality	1.5%	Sydney
Cumberland	Municipality of the County of Cumberland	1.5%	Amherst
Halifax	Halifax Regional Municipality	1.5%	Halifax
Hants	Municipality of the District of Hants East	1.5%	Lawrencetown
Hants	Region of Windsor and West Hants Municipality	1.5%	Lawrencetown
Inverness	Municipality of the County of Inverness	1.5%	Sydney
Inverness	Town of Port Hawkesbury	1.5%	Sydney
Kings	Town of Wolfville	1.5%	Lawrencetown
Lunenburg	Municipality of the District of Chester	1.5%	Bridgewater
Lunenburg	Town of Bridgewater	1.5%	Bridgewater
Lunenburg	Town of Mahone Bay	1.5%	Bridgewater
Richmond	Municipality of the County of Richmond	1.5%	Sydney
Shelburne	Municipality of the District of Barrington	1.5%	Bridgewater
Shelburne	Municipality of the District of Shelburne	1.5%	Bridgewater
Shelburne	Town of Lockeport	1.5%	Bridgewater
Shelburne	Town of Shelburne	1.5%	Bridgewater
Kings	Municipality of the County of Kings	-	-
Kings	Town of Kentville	-	-

TOWN OF MAHONE BAY DRAFT 10 YEAR CAPITAL PLAN 2020-2029

#	Capital Project	Description	TOTAL 10 YR Cost	2020	2021	2022	FISCAL YEAR STARTING IN							2023	2024	2025	2026	2027	2028	2029
PUBLIC WORKS																				
1	Public Works Garage/Office	Build/Acquire/Renovate PW & Utlity Facility	400,000			50,000	350,000													
2	Storage Shed	Build New Storage Shed for Winter Equipment/Sand	100,000			100,000														
3	5 Ton Dump Truck with Plow	Buy New 5 Ton Dump Truck with Plow	160,000				160,000													
4	Public Works Truck	Buy Used Truck for Public Works	15,539	15,539																
				675,539	15,539	0	150,000	510,000	0	0	0	0	0	0	0	0	0	0	0	
ADMINISTRATION																				
5	Town Hall Repairs	Repair/Renovate Town Hall Facility	258,478	58,478	200,000															
6	Security Cameras	Install Security Camera	4,000		4,000															
				262,478	58,478	204,000	0	0	0	0	0	0	0	0	0	0	0	0	0	
FIRE SERVICE																				
7	Fire Station	Build New Fire Station	3,550,526	498,526	3,052,000															
8	Radio's & Pagers	Purchase of New Radio's & Pagers	49,310	3,310	12,500	12,500	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
9	New PPE	Purchase of New PPE	114,106	18,506	15,600	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
10	iPads for Fire Vehicles	Purchase iPads for Select Fire Vehicles	2,700		2,700															
11	Fire Vehicle	Buy New Fire Vehicle	675,000		675,000															
				4,391,642	520,342	3,757,800	22,500	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	
TRANSPORTATION & INFRASTRUCTURE																				
12	Loop on North Main St.	Pave Turning Loop on North Main St.	24,095	24,095																
13	Sidewalk - Main to Treatment Plant	Replace Existing Sidewalk & Extend	100,000			100,000														
14	Sidewalk - Fairmont St.	Repair/Replace Existing Sidewalk	40,000				40,000													
15	Sidewalk - Fauxburg (Main - Pleasant)	Install New Sidewalk on Fauxburg Rd.	125,000				125,000													
16	Transportation Plan Project 2021/22	Transportation Infrastructure Improvement	140,257	20,257	120,000															
17	Speed Signs	Purchase additional electronic speed signs	10,000		10,000															
18	Blue Route - Community Hubs 1	Traffic Calming on Kinburn/Clairmont	27,000			27,000														
19	Blue Route - Community Hubs 2	New Connection Trail from Kinburn to Main	92,000			92,000														
20	Blue Route - Community Hubs 3	Clearway/Main Intersection	148,000				148,000													
21	Blue Route - Community Hubs 4	Clearway St. Improvement	572,000					572,000												
22	Blue Route - Community Hubs 5	Traffic Calming on Pleasant/Fauxburg	66,000				66,000													
				1,344,352	44,352	130,000	219,000	379,000	572,000	0	0	0	0	0	0	0	0	0	0	
MARINA/WARF																				
23	Wharf Comfort Station	Expand Warf Comfort Station	66,000			66,000														
24	Wharf Repairs	Capital Wharf Repairs	5,000		5,000															
25	Study and Design for Improvements	Assess condition and design improvements	15,000			15,000														
26	Wharf Improvements	Replace South-Facing Armour with Cribwork	300,000				300,000													
				386,000	0	5,000	81,000	300,000	0	0	0	0	0	0	0	0	0	0	0	

TOWN OF MAHONE BAY DRAFT 10 YEAR CAPITAL PLAN 2020-2029

#	Capital Project	Description	TOTAL	FISCAL YEAR STARTING IN									
			10 YR Cost	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
WATER UTILITY													
27	New Water Services	Connection of New Water Services	49,128	4,128	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
28	Transmission Line	Cut Out Access To Transmission Line	15,000	15,000									
29	Water Transmission Main	Twin Transmission Main - Lake to Treatment Plant	2,000,000	2,000,000									
30	Clearwell	Clearwell Cleaning/Inspection	12,984	12,984									
31	Water Utility Van/Truck	Purchase New Water Utility Vehicle	40,000	40,000									
32	Hydrant Replacement	Replace Hydrants As Needed	45,000		5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
33	Water Meters	Install Water Meters as Required	27,000		3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
34	Water Rate Study	Conduct Water Rate Study	32,000			8,000			8,000			8,000	8,000
35	Chemical Room Floor - WTP	Install Corrosion Coating in Chemical Room	10,000		10,000								
36	Automatic Flushers	Deadend Flushings - System Extremities	19,105	6,105	13,000								
37	Pumphouse Upgrades	Replace Door/Window/Wet Well Cover	7,207	7,207									
38	Security Cameras	Install Security Cameras	4,000		4,000								
39	Transisition Radio Telemetry at WTP	Move Antenna to New Pole and RTU	5,227	5,227									
40	Line Replacement	Fairmont to 794 Main St.	448,350		448,350								
41	Line Replacement	Cherry Lane to Long Hill Rd.	1,355,725		1,355,725								
42	Line Replacement	Main St. West (Civic 5 - Civic 147)	163,705		163,705								
43	Line Replacement	Long Hill Rd. to Water Treatment Plant	782,145		782,145								
44	Line Extension	Main St. East (Civic 932 to Civic 994)	132,965		132,965								
45	Line Extensions	Edgewater to Town Boundary	463,555			463,555							
46	Service Extensions	Fairmont St.	100,000		100,000								
47	Level Control Valve - Smart Positioner	Install Level Control Valve	2,500		2,500								
48	Flow Meter at Water Treatment Plant	Install Flow Meter at Water Treatment Plant	3,000		3,000								
49	Structure Repairs	Exterior Walls at Water Treatment Plant	15,000		15,000								
50	Rebuild Pump 1	Rebuild Pump 1 as Nearing End of Life	5,000		5,000								
51	Old Water Pump House	Reapir Roof on Old Water Pump House	4,500		4,500								
52	Compressor	Replace Compressor at Water Treatment Plant	9,500		9,500								
			5,752,596	35,651	3,062,390	36,000	2,516,555	13,000	21,000	13,000	13,000	21,000	21,000
WASTEWATER & STORMWATER													
53	New Sewer Services	Annual Installation of New Sewer Services	95,987	5,987	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
54	Sewer Lift Station	Replace Small Pump (Lift Station 2 or 3)	37,722	15,722	12,000	10,000							
55	WWTP PCAP Project - Effluent Options	Effluent Options Engineerings	32,825	32,825									
56	Dechlorination Project	New Dechlorination Process - Regulated	98,369	66,369	32,000								
57	WWTP SCADA	Connect SCADA at Wastewater Treatment Plant	2,500			15,000							
58	Fauxburg Road Stormwater	Replace Fauxburg Road Drainage Culvert	50,000			50,000							
59	Line Replacement	Fairmont to 794 Main St.	448,350		448,350								
60	Line Replacement	Cherry Lane to Long Hill Rd.	1,355,725		1,355,725								
61	Line Replacement	Main St. West (Civic 5 - Civic 147)	163,705		163,705								
62	Line Replacement	Long Hill Rd. to Water Treatment Plant	782,145		782,145								
63	Line Extension	Main St. East (Civic 932 to Civic 994)	132,965		132,965								
64	Line Extensions	Edgewater to Town Boundary	463,555			463,555							
65	Main at RPS Stormwater	Improve Drainage - Main Street at RPS Entrance	20,000			20,000							
66	Building Modifications	Wastewater Treatment Plant Building Modifications	5,000			5,000							
67	Lift Station Repairs	Lift Station Refurbishment	40,000		40,000								
			3,728,848	120,903	2,976,890	110,000	473,555	10,000	10,000	10,000	10,000	10,000	10,000

TOWN OF MAHONE BAY DRAFT 10 YEAR CAPITAL PLAN 2020-2029

			TOTAL	FISCAL YEAR STARTING IN									
#	Capital Project	Description	10 YR Cost	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
ELECTRIC UTILITY													
68	Electric Line Replacements	Pole/Line Replacements as Required	185,000		25,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
69	New Digital Electric Meters	New Digital Meters as Required	40,000		11,000	11,000	4,000	4,000	2,000	2,000	2,000	2,000	2,000
70	Run New Lines	From Longhill to Blockhouse RE: Nursing Home	60,000		60,000								
71	Pad Mount Transformers	New Transformers RE: Nursing Home	100,000		100,000								
72	New Street Lights	New Street Lights as Required	40,000		20,000		5,000		5,000		5,000		5,000
73	Replace Substation Reclosers	Replace Reclosers at Substation	33,654	33,654									
74	EV Chargers	Install EV Chargers	43,868	43,868									
75	Transformers	New Transformers as Required	201,172	31,172	35,000	20,000	20,000	20,000	15,000	15,000	15,000	15,000	15,000
76	Utility Truck	Purchase F-350	80,000				80,000						
77	Wood Chipper	Purchase Utility Chipper (50% Riverport)	40,000				40,000						
823,694				108,694	251,000	51,000	169,000	44,000	42,000	37,000	42,000	37,000	42,000
CLIMATE ADAPTATION													
78	Edgewater Shoreline	Sea Level Rise/Storm Protection - Edgewater St.	2,874,800		349,800	2,525,000							
2,874,800				0	349,800	2,525,000	0	0	0	0	0	0	0
CLIMATE MITIGATION													
79	EV Carshare Pilot Project	Purchase EV for Demonstration	180,000		30,000	150,000							
80	Solar Garden Development	Construction of Solar Garden	1,216,190		5,805,686								
1,396,190				0	5,835,686	150,000	0	0	0	0	0	0	0
OTHER													
81	Bandstand - Phase 3	Additional Bandstand Work	20,000	4,662	20,000								
82	Winterize Comfort Stations	Renovate Comfort Station for Year Round Use	6,000		6,000								
83	Edgewater Beautification	Fix/Repair Bayview Cemetery Fence	50,000		50,000								
84	Waste Recepticals	Purchase additional Waste Recepticals	12,000		12,000								
85	Aquatic Garden Entrances	Develop Aquatic Garden Entrances	20,000		20,000								
86	Ballfield Backstop	Replace Ballfield Backstop	18,250	18,250									
87	Agility Park	Build Agility Park	50,000				50,000						
88	Pool Rehabilitation	Upgrades to Public Pool				100,000							
89	Well at Visitor Information Centre	Drill Well at VIC	10,000		10,000								
90	Splash Pad	Build Splash Pad	100,000				100,000						
286,250				22,912	118,000	100,000	150,000	0	0	0	0	0	0
21,922,388				926,871	16,690,566	3,444,500	4,511,110	652,000	86,000	73,000	78,000	81,000	86,000

2019-20 Comparative Residential Tax Rates

<u>Area</u>	<u>Type</u>	<u>Res.</u>
Municipality of the District of Chester	Rural Municipality	0.71
Municipality of the District of Guysborough	Rural Municipality	0.71
Municipality of the County of Richmond	Rural Municipality	0.80
Municipality of the District of Lunenburg	Rural Municipality	0.81
Municipality of the County of Pictou	Rural Municipality	0.81
Municipality of the District of East Hants	Rural Municipality	0.85
Municipality of the County of Kings	Rural Municipality	0.85
Municipality of the County of Antigonish	Rural Municipality	0.88
Municipality of the County of Colchester	Rural Municipality	0.89
Municipality of the District of St. Mary's	Rural Municipality	0.95
Municipality of the County of Annapolis	Rural Municipality	1.02
QUEENS COUNTY	REGION OF QUEENS	1.03
Municipality of the District of West Hants	Rural Municipality	1.03
Municipality of the District of Clare	Rural Municipality	1.04
Municipality of the District of Barrington	Rural Municipality	1.05
Municipality of the County of Inverness	Rural Municipality	1.05
Town of Antigonish	Town	1.09
Municipality of the District of Argyle	Rural Municipality	1.09
County Rural	HALIFAX REGIONAL	1.15
County Suburban	HALIFAX REGIONAL	1.16
Municipality of the District of Yarmouth	Rural Municipality	1.18
Town of Berwick	Town	1.19
Municipality of the County of Cumberland	Rural Municipality	1.19
Bedford	HALIFAX REGIONAL	1.20
County Urban	HALIFAX REGIONAL	1.20
Dartmouth	HALIFAX REGIONAL	1.20
HALIFAX	HALIFAX REGIONAL	1.20
Municipality of the County of Victoria	Rural Municipality	1.22
Town of Mulgrave	Town	1.24
Town of Mahone Bay	Town	1.25
Municipality of the District of Shelburne	Rural Municipality	1.26
Municipality of the District of Digby	Rural Municipality	1.30
Town of Lunenburg	Town	1.35

2019-20 Comparative Residential Tax Rates - Cont'd

<u>Area</u>	<u>Type</u>	<u>Res.</u>
Town of Kentville	Town	1.43
Town of Wolfville	Town	1.47
Town of Port Hawkesbury	Town	1.58
Town of Trenton	Town	1.62
Town of Pictou	Town	1.64
Town of Bridgewater	Town	1.65
Town of Amherst	Town	1.66
Town of Yarmouth	Town	1.66
Cape Breton County	CAPE BRETON REGIONAL	1.67
Town of Stewiacke	Town	1.67
Town of Clark's Harbour	Town	1.68
Town of Oxford	Town	1.69
Town of Annapolis Royal	Town	1.70
Town of Middleton	Town	1.77
Town of Stellarton	Town	1.82
Town of New Glasgow	Town	1.84
Town of Truro	Town	1.85
Town of Digby	Town	1.86
Town of Windsor	Town	1.88
Liverpool	REGION OF QUEENS	1.92
Sydney Mines	CAPE BRETON REGIONAL	1.99
Louisbourg	CAPE BRETON REGIONAL	2.02
Town of Shelburne	Town	2.06
Dominion	CAPE BRETON REGIONAL	2.07
New Waterford	CAPE BRETON REGIONAL	2.08
Town of Westville	Town	2.08
Glace Bay	CAPE BRETON REGIONAL	2.09
North Sydney	CAPE BRETON REGIONAL	2.11
Sydney	CAPE BRETON REGIONAL	2.27
Town of Lockeport	Town	2.38

2019-20 Comparative Commercial Tax Rates

<u>Area</u>	<u>Type</u>	<u>Comm.</u>
Municipality of the County of Antigonish	Rural Municipality	1.46
Municipality of the District of Chester	Rural Municipality	1.53
Municipality of the County of Annapolis	Rural Municipality	1.80
Municipality of the District of West Hants	Rural Municipality	1.80
Municipality of the County of Pictou	Rural Municipality	1.82
Municipality of the District of Shelburne	Rural Municipality	1.82
Municipality of the District of Digby	Rural Municipality	1.85
Municipality of the County of Inverness	Rural Municipality	1.91
Municipality of the District of Lunenburg	Rural Municipality	1.96
Municipality of the District of Clare	Rural Municipality	2.07
Municipality of the County of Richmond	Rural Municipality	2.10
Municipality of the County of Victoria	Rural Municipality	2.12
QUEENS COUNTY	REGION OF QUEENS	2.13
Municipality of the District of Yarmouth	Rural Municipality	2.17
Municipality of the District of St. Mary's	Rural Municipality	2.26
Municipality of the District of Argyle	Rural Municipality	2.27
Municipality of the County of Colchester	Rural Municipality	2.28
Municipality of the County of Kings	Rural Municipality	2.29
Municipality of the District of Barrington	Rural Municipality	2.56
Municipality of the District of East Hants	Rural Municipality	2.60
Town of Antigonish	Town	2.61
Municipality of the District of Guysborough	Rural Municipality	2.68
Municipality of the County of Cumberland	Rural Municipality	2.78
Liverpool	REGION OF QUEENS	3.02
County Rural	HALIFAX REGIONAL	3.05
Town of Mahone Bay	Town	3.16
Town of Annapolis Royal	Town	3.20
Town of Kentville	Town	3.31
Town of Lunenburg	Town	3.36
Bedford	HALIFAX REGIONAL	3.43
County Suburban	HALIFAX REGIONAL	3.43
County Urban	HALIFAX REGIONAL	3.43
Dartmouth	HALIFAX REGIONAL	3.43

2019-20 Comparative Commercial Tax Rates - Cont'd

<u>Area</u>	<u>Type</u>	<u>Comm.</u>
HALIFAX	HALIFAX REGIONAL	3.43
Town of Stewiacke	Town	3.46
Town of Berwick	Town	3.48
Town of Wolfville	Town	3.58
Town of Westville	Town	3.69
Town of Shelburne	Town	3.88
Town of Windsor	Town	3.95
Town of Bridgewater	Town	3.97
Town of Trenton	Town	4.10
Town of Digby	Town	4.15
Town of Stellarton	Town	4.15
Town of Oxford	Town	4.16
Town of Port Hawkesbury	Town	4.16
Town of Middleton	Town	4.25
Town of Yarmouth	Town	4.28
Town of Pictou	Town	4.34
Town of New Glasgow	Town	4.45
Town of Amherst	Town	4.46
Town of Truro	Town	4.50
Town of Mulgrave	Town	4.53
Cape Breton County	CAPE BRETON REGIONAL	4.85
Sydney Mines	CAPE BRETON REGIONAL	5.13
Dominion	CAPE BRETON REGIONAL	5.20
Glace Bay	CAPE BRETON REGIONAL	5.20
New Waterford	CAPE BRETON REGIONAL	5.23
North Sydney	CAPE BRETON REGIONAL	5.24
Louisbourg	CAPE BRETON REGIONAL	5.26
Town of Lockeport	Town	5.41
Sydney	CAPE BRETON REGIONAL	5.46
Town of Clark's Harbour	Town	5.58

2021/22 Grants to Organizations

<u>Organization</u>	2020/21 Budget	2020/21 Actual	2021/22 Applications Received	2021/22 Grants
Bayview Community School - Bayboo/Yearbook	\$250	\$250	\$250	\$250
FCM - Advocacy Fund	\$60	\$52	\$60	\$60
Grad Parade	\$350	\$350	\$0	\$0
Health Services Foundation of the South Shore	\$0	\$0	\$500	\$250
Herritage Boatyard Co-Op	\$500	\$500	\$500	\$500
Kristen Martell	\$300	\$300	\$0	\$0
Mahone Bay Founders' Society - Home & Garden Tour	\$500	\$500	\$500	\$250
Mahone Bay Music Association	\$750	\$0	\$2,500	\$2,500
MBTC	\$800	\$800	\$0	\$0
MODL - Pro Kids	\$500	\$500	\$500	\$500
NOW Lunenburg County - 1/4 Page Ad in Magazine	\$575	\$575	\$0	\$0
Para Hockey Cup Championships	\$0	\$0	\$750	\$500
VON Lunenburg County - Town Contribution	\$800	\$800	\$2,000	\$1,000
VON Lunenburg County - COVID Contribution	\$0	\$0	\$0	\$1,000
Balance				
Total	\$5,385	\$4,627	\$7,560	\$6,810

2021/22 Subsidies

<u>Organization</u>	2020/21 Budget	2020/21 Actual	2021/22 Budget
Regional Library	\$6,100	\$4,284	\$5,400
Regional Housing Authority	\$13,000	\$13,000	\$21,172
REMO	\$3,089	\$3,220	\$3,350
Swimming Pool Society	\$10,000	\$11,069	\$15,000
Mahone Bay Museum	\$2,243	\$1,277	\$1,950
Chamber of Commerce (Festivals)	\$1,500	\$900	\$2,000
Senior Safety Program	\$545	\$545	\$550
LCLC	\$500	\$500	\$500
Total	\$36,977	\$34,795	\$49,922

2021/22 Tax Exemptions

<u>Organization</u>	2021/22 Assessed Value @ Commercial	Percentage of taxes Exempted
Mahone Bay Centre (45 School Street) AAN04647513 (331,900)	\$10,594.25	100%
Town of Mahone Bay Water Utility (68 Zwicker Lane) AAN04647459 (2,638,000)	\$84,204.96	100%
TOTAL	\$94,799.21	

<u>Organization</u>	2021/22 Assessed Value @ Commercial	Percentage of taxes Exempted
Mahone Bay Founders Society 578 Main Street AAN00186791 (\$200,900)	\$6,412.73	100%
TOTAL	\$6,412.73	

2021/22 Tax Exemptions

<u>Organization</u>	2021/22 Assessed Value @ Commercial	Portion of Commercial at 75% of Commercial Rate	Amount of Exemption	% of Exemption
Perry, John & Denise (686 Main Street) AAN 03073653 (28,000 Commercial portion)	\$893.76	\$619.37	\$274.39	31%
Total	<u>\$893.76</u>	\$619.37	\$274.39	31%
Total Tax Exemptions	<u>\$101,486.33</u>			

A meeting of the Heritage Advisory Committee for the Town of Mahone Bay was held on Wednesday, May 12th at 5:30 p.m. via video conferencing.

Present:

Councillor Joseph Feeney, Chair
Councillor Alice Burdick
Bill Degrace
Ann MacPhail
Deborah Trask, Heritage Researcher
Mayor David Devenne
Councillor Penny Carver (Alternate)
Dylan Heide, CAO
Kelly Redden, Deputy Clerk

Absent:

1. Approval of Agenda

A motion by Councillor Burdick, seconded by Mr. Degrace, "THAT the agenda be approved as presented." Motion carried.

2. Minutes

A motion by Mr. Degrace, seconded by Ms. MacPhail, "THAT the minutes of the April 14, 2021 meeting be approved as presented." Motion carried.

3. Heritage Registration Application - 342 Main Street

The committee discussed the Statement of Significance.

A motion by Councillor Burdick, seconded by Ms. MacPhail, "THAT the Heritage Advisory Committee recommend that Council register the property at located at 342 Main Street as a Municipal Heritage Property". Motion carried.

4. Heritage Grant Application – 77 Edgewater Street

A motion by Mr. Degrace, seconded by Councillor Burdick, "THAT the Heritage Advisory Committee recommend that Council approve the grant application from the owners of 77 Edgewater Street." Motion carried.

The meeting adjourned by motion at 5:57 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Joseph Feeney

Deputy Clerk, Kelly Redden



342 Main St., Mahone Bay

Statement of Significance

Description

342 Main Street is a one-and-one-half storey wood frame residence in Mahone Bay, NS. The classic vernacular style home, dating from after 1849, is situated on the main road leading west from Mahone Bay to Blockhouse. Municipal heritage designation applies to the house and surrounding land.

Heritage Value

342 Main Street is valued for its representation of early Mahone Bay domestic architecture, for its contribution to the streetscape of Main Street; for its age; for its representation of a typical tradesman's house; and for its situation on a quarter-acre lot characteristic of mid-19th century land division in Mahone Bay.

The house is a modest family dwelling, a storey-and-a-half vernacular structure built after 1849, an early example of a tradesman's home on a small lot of land, not a farm.

The house is set back from the street and has a low-pitched roof, a stone foundation, large central flue and wood clapboard cladding characteristic of the era.

Architecturally, the neo-classical features convey a sense of simplicity.

Character-Defining Elements

The character-defining elements of 342 Main Street relate to its continuous use as a home, its location, its history and its architecture and include the following:

- location within the Town of Mahone Bay
- neo-classical or vernacular features such as:
 - large central chimney
 - symmetrical 5 bay façade with central entry and transom
 - six-over-six windows
 - simple trim and moldings on windows and doors
 - clapboard cladding
 - cut granite foundation
 - storey and a half with low pitched roof

Additional info

An original land grant, known as Maugers Mill Lands, was divided into lots in 1778 when 32 acre Lot 3 was acquired by Henry Lantz. In 1849 Jacob Lantz [1787-1868], son of Henry, sold a quarter acre of his share of 32 acre MML Lot 3 along the main road to Blockhouse, to James Eisenhauer, cooper, of Bridgewater for £5. It seems probable that Eisenhauer built the house that is now 342 Main Street, which he sold five years

later to John McKinnon, Schoolmaster. The house then went through a series of owners, but the property boundaries have not changed in 170 years. A later addition to the back of the building may have been moved to the site.

**Town of Mahone Bay
Heritage Property Grant Fund**

Application

Application Deadline: March 1st


Applications will be accepted between January 1st and March 1st of each calendar year and on a first-come-first-served basis after March 1st until funds for the year have been expended.

Applicant Information

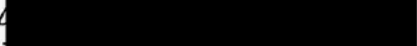
Name of Property Owner
(full legal name is required)

First Robert Middle Harold
Christine Joyce
Last Morse

Mailing Address

77 Edgewater St Suite/Apt
Street # Street
 Mahone Bay NS B0J 0E0
PO Box City/Town Province Postal Code

Contact

Phone 
Email mahonefunerals@gmail.com

Property Information

Address of Registered Property

77 Edgewater St Mahone Bay, NS
Civic # Street

Is your property a Municipally Registered Heritage Property?

If yes, you must provide a copy of the Notice of Registration.

Yes No

What is the property used for?

Single-family residence
Multi-family residence
Commercial

Project Information

Briefly describe the scope of work in the box below.

Eligible projects are limited to pre-approved repair or restoration work on the exterior façade.

Painting the facade of the house
Any repair work that will need to be
completed if anything is found.

Contractor's Quote attached

☒ Yes

☐ No contractor required

If this work might be considered a substantial alteration to your municipally registered heritage property, approval will be required from Town Council. Please contact Town Hall for more information on this process.

Please provide a copy of all required development and/or building permits.

Development Permit

☐ Included

☒ Not required

Building Permit

☐ Included

☒ Not required

Financial Information

All applicants are required to complete the financial table below and provide quotes for expenses.

Revenues				
Source	Cash	In-Kind	Subtotals	%
Totals	\$0.00	\$0.00	\$0.00	100%

* Please note that labour cannot be listed as an In-Kind contribution.

Expenses		
Item	Cost	%
Paint	2100.-	
Labour	\$17500.-	
H31	\$2940.-	

What is the anticipated cost for materials (including HST)? \$ 2415 —
What is the anticipated cost for labour (including HST)? \$ 20125 —
What is the anticipated cost for this project (including HST)? \$ 22540 —
What is the total grant request for this project? \$ 500 —

Please note the Heritage Property Grant Fund is based on the anticipated costs to complete the project. Eligible costs are outlined in the Heritage Property Grant Fund Policy.

The maximum grants for a registered municipal heritage property will be up to 50% of the anticipated project to a maximum grant of \$500. Eligibility criteria can be found in the Heritage Property Grant Fund Policy.

When will work begin? August 2021

When is the expected completion date? 2-3 weeks from start

All project work must be completed within the fiscal year (April 1st – March 31st).


Applicant's Signature

April 21, 2021
Date

Send Application to:

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

For further information contact Town Hall by phone at 902-624-8327 or by email at clerk@townofmahonebay.ca.

Grants will be disbursed upon review of appropriate receipts for completed project work.

960

003186

FORM B

(To be filed in the Registry of Deeds
for the district in which the property
is located in the Town Registry of
Heritage Property)

NOTICE OF REGISTRATION OF HERITAGE PROPERTY

TO: ROBERT H. AND CHRISTINE J. MORSE

You are hereby notified that:

1. The land and building located at 77 Edgewater Street, Mahone Bay - 78-040083-000-000-000 has been registered in the Town Registry of Heritage Property by resolution adopted at a meeting of Council the 9th day of June, 1998.
2. The effect of registration in the Town Registry of Heritage Property is that no demolition or substantial alteration in the exterior appearance may be undertaken from the date of registration unless an application, in writing, for permission is submitted to the Town and the application is granted with or without conditions. Where an application is not approved, the owner may make the alteration described in his application or carry out the proposed demolition at any time after one year but not more than two years from the date of the application.

DATED this 15th day of June, 1998

TOWN CLERK

LUNenburg COUNTY REGISTRY OF DEEDS	3186	685	960
	Document #	Book	Pages
I certify that this document			
was registered as shown here.			
16 22 1998		12:23 PM	



Billy LeBlanc Painting

12461 Highway 3

Rhodes Corner NS B4V 5M9

902-521-1320

ab.leblanc@outlook.com

GST/HST Registration No.: 770463297RT001

Estimate

ADDRESS

Robert Morse

77 Edgewater Street

Mahone Bay NS B0J 2E0

ESTIMATE # 1053**DATE 06-12-2020****EXPIRATION DATE 31-12-2021**

ACTIVITY	QTY	RATE	TAX	AMOUNT
Labor	500	35.00	HST NS	17,500.00
Prep, Prime and Paint (2 coats)				
Same 3 Colors				
Remove storm windows				
Materials	1	2,100.00	HST NS	2,100.00
SUBTOTAL				19,600.00
HST (NS) @ 15%				2,940.00
TOTAL				\$22,540.00

TAX SUMMARY

RATE	TAX	NET
HST (NS) @ 15%	2,940.00	19,600.00

Accepted By

Accepted Date



The regular meeting of the Oakland Lake Watershed Advisory Committee for the Town of Mahone Bay was held on Monday, May 10, 2021 at 2:30 p.m. using video conferencing.

Present:

Councillor Richard Nowe (Chair)
Councillor Penny Carver
Kacy DeLong, MODL Councillor
Michael Allen, Provincial Planner
Byung Jun Kang, MODL Planner
Elizabeth Carr, Student
Tom Ernst, Property Owner
Dylan Heide, CAO
Meghan Rafferty, Lead Operator Water/Wastewater
Kelly Redden, Deputy Clerk

Approval of Agenda

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

Minutes

A motion by Mayor Devenne, seconded by Mr. Allen, "THAT the minutes of the April 20, 2020 meeting of the Oakland Lake Watershed Advisory Committee be approved as presented." Motion carried.

Introductions and Review of Committee's Terms of Reference

Mr. Heide reviewed the Terms of Reference for the Committee.

Review of the Oakland Lake Water Supply and Source Water Protection and Management Plan

The committee agreed to schedule a meeting in June. This meeting is to review the existing risk assessment and ensure that there have not been any changes that would warrant revision to that section of the plan, prior to moving on to the monitoring section.

Mike Allen will provide primer documents for background ahead of this meeting.

Ms. Redden will send meeting options to committee members.

Review – Section 8, Guidelines for Monitoring Public Drinking Water Supplies

Ms. Rafferty spoke to this topic. The document was provided to committee members for reference.

Review of Complaints/Correspondence

Town staff reported that no complaints or correspondence have been received since the Committee's last meeting.

With no further business, the meeting adjourned at 3:12 p.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Councillor Richard Nowe

Kelly Redden, Deputy Clerk

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
Held in the District of Lunenburg's Council Chambers, 210 Aberdeen Road, Bridgewater
Wednesday, January 22, 2020 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor Bolivar-Getson
Councillor Bell
Councillor Moore
Councillor Garland

TOWN OF BRIDGEWATER

Mayor David Mitchell
D. Mayor Tanner
Tammy Crowder, CAO

TOWN OF MAHONE BAY

Mayor Devenne
Councillor Nowe
Dylan Heide, CAO

REGRETS

Tom MacEwan, CAO, Municipality of the District of Lunenburg
Councillor McInnis, Town of Bridgewater
Councillor Feeney, Town of Mahone Bay

ALSO IN ATTENDANCE WERE

Siew Secord, COO
Tamara Fraser, Recording Secretary

1. CALL TO ORDER

Mayor Devenne called the meeting to order at 6:30 p.m.

2. APPROVAL OF AGENDA – Added Items

Mayor Devenne moved item 4.6 SW Options – Status Quo vs Direct Haul to In Camera 5.1 and added 4.5 Christmas Collection – TOB and 4.7 Tancook Bulky Waste Collection.

Moved by, Councillor Moore seconded by, Mayor Mitchell to approve the Agenda as amended. Carried.

3. APPROVAL OF MINUTES OF December 2, 2019, MEETINGS AS CIRCULATED

Moved by Mayor Bolivar-Getson, seconded by D. Mayor Tanner, that the Minutes of the December 2, 2019, Municipal Joint Services Board meeting be approved with the noted amendment. Carried.

4. NEW BUSINESS:

4.1 TOL Update

Mayor Devenne advised the Town of Lunenburg update was not available as Mr. MacEwan was absent.

4.2 Class B Compost - Update

Mrs. Secord gave an update on Class B compost.

She noted the Board recommended it be shipped out, however, no facilities are accepting it; the bio-solids building is 2/3 full. She advised an accelerant is being added to help turn it to compost.

Mayor Bolivar-Getson inquired if wind conditions and weather will be considered as well.

Mrs. Secord advised the Site will monitor the weather and is still looking at options while actively composting it.

Mrs. Secord advised in the Spring she will be contacting other facilities to accept Bio-solid material.

4.3 2nd Quarter Report

Mrs. Secord reviewed the 2nd Quarter Report. A copy was circulated with the Agenda.

She noted she is working toward the 3rd Quarter; this was an item that was postponed from the last meeting.

Mrs. Secord advised it is difficult to project the end of year in the 2nd Quarter. She added she reports anything extraordinary or unusual in the 2nd Quarter.

She noted due to the wastewater issue at the Town of Bridgewater, bio-solid volume went up and there was the unexpected expense of shipping out the biosolids. This led to a slight deficit, she added she is hoping to eliminate it by end of year.

Mayor Bolivar-Getson inquired if the extra biosolids from the Town of Bridgewater this year will be a yearly expense or was it a onetime happening.

Mrs. Secord advised it was a onetime repair to the Town of Bridgewater Wastewater facility.

She advised the Forecast is in line with last year's projection.

Mayor Devenne inquired if illegal dumping and clean up increasing or decreasing.

Mrs. Secord advised it is increasing. She noted illegal dumpsites are moving more to household garbage instead of C & D.

Mrs. Secord reviewed IT Shared Service stats.

D. Mayor Tanner inquired about ticket closing times.

Mrs. Secord explained some tickets have been booked in advance; waiting for a new computer arrive, the ticket remains open until the new computer is set up and with the user. She noted summer students would be another example of tickets being open for a period of time; booked in advance.

Mayor Devenne inquired if there is a better way to record the staff time required for a particle client.

Mrs. Secord advised IT has a daily morning meeting to review the tickets from the previous day ensuring all small tickets are completed, password resets, updates, etc. Mrs. Secord reviewed HR Shared Services Stats.

Mayor Bolivar-Getson inquired if wood chips are still being shipped to Brooklyn Energy, will our contract with them continue and is there room for us to increase the volume sent.

Mrs. Secord advised yes; Brooklyn Energy is still taking wood chips. She noted Dexter Construction recently bought out Halifax C & D and is grinding our wood.

Mayor Mitchell suggested inviting the MLA's to a meeting to explain the current monopoly. If one company holds all the businesses, they could essentially say they don't want to take our blue bags/wood chips/etc., shutting us out of markets.

Mayor Bolivar-Getson noted we will have to purchase expensive equipment in order to compete.

The Municipal Joint Services Board discussed the future of solid waste.

Mayor Mitchell suggested starting with the MLAs to explain the challenges and waste of money by the Province regarding solid waste.

Moved by Mayor Mitchell seconded by Mayor Bolivar-Getson that the Chair invite the 2 MLAs for Lunenburg County to a presentation on this issue. Carried

4.4 New Shared Services 2020-21

Mrs. Secord advised Safety and Procurement Shared Services went back to councils for approval. This Report outlines the roles of safety and procurement; a copy of the report was circulated with the Agenda.

Mrs. Secord reviewed the Board's alternatives with the Shared Services. She noted section 35 a, b, and c provide alternatives with how to proceed.

- Provision of Service by MJSB
- Joint Contracting with a 3rd Party Provider
- Provision of Service by One of the Partners

Mrs. Secord noted Procurement and Safety would be similar to the current shared services model Solid Waste Management and Human Resource Shared Services.

She noted when hiring the following should be considered, travel, training, wages, benefits, office expenses.

Mrs. Secord reviewed the Budget impact. She noted the budget is an estimate.

Mayor Devenne inquired if the workforce will need to be increased to cover the new services.

Mrs. Secord advised no; costs will be allocated across all services; full costing.

Mayor Devenne stated you can differentiate the salary costs from the operational costs to show the actual cost of adding that function.

D. Mayor Tanner suggested we not partner with the Town of Lunenburg on new services until the Waste Site piece has been settled.

Councillor Bell noted he supports D. Mayor Tanner's suggestion.

Mayor Mitchell stated he supports D. Mayor Tanner's suggestion.

Mrs. Secord noted there is more information in the In-Camera Session regarding the Town of Lunenburg.

Mayor Devenne noted the partners' councils have agreed to safety and procurement officers and now we are talking about building this cost into our operational budgets for 2020-21. Should we go back to councils for approval.

Mayor Bolivar-Getson noted there was no costing at the first council meeting where we wanted to evaluate, so based on the format put in place it should go back to councils.

Ms. Crowder advised this matter was discussed at the CAO / COO meeting. This is being proposed in the 2020-21 budget so councils would have to approve it. There was some concern about approving this new expense in isolation without seeing the rest of the budget. That's why it's being recommended in the 2020-21 operational budget in a months' time.

The Municipal Joint Services Board discussed the process of the financial decision.

Mayor Devenne explained the financial decision would not come when they are seeing the whole picture with the budget but after costing these services take it back to them now and if they are comfortable with the costs then they can approve it with the budget next month.

Mrs. Secord advised the overhead allocation is an internal transfer only.

Moved by, Mayor Bolivar-Getson seconded by D. Mayor Tanner, for each partner to take the proposed costs back to their councils for approval. Carried.

4.5 Christmas Collection – Town of Bridgewater

Mayor Mitchell noted the collection schedule can be confusing. If your regular collecting is on a Monday, Tuesday or Wednesday the Collection moves back to Saturday and if it's Thursday or Friday it moves to the next Saturday. Storm days move the collection forward. Holidays are the same.

Mayor Mitchell suggested having the collection take place as close to the normal collection as possible.

The Municipal Joint Services Board discussed collection fixes for holidays and storms.

Mrs. Secord advised the calendar for 2020 has already been released. She noted she will take a look at the following year but advised we are not the only municipality that GE collects for, so Saturdays need to be coordinated with other municipalities.

4.6 Proposed New Structure

Ms. Crowder explained the Board referred to the CAO's for the recruitment of the new COO.

She advised Mrs. Secord's retirement is the end of July 2020; a new Organizational Chart was presented at the last meeting.

Ms. Crowder explained with Mrs. Secord's extensive experience she was able to manage 2 positions, COO and accountant. The accounting position was a part-time position (70%) and has been empty for some time.

She advised with the new Organizational Chart the new COO position will be more like a CAO, leadership and oversight of all the services that have been created, HR, IT,

Safety, Procurement and be that conduit to the Board. the controller position would report to the COO but look after the financial side. That was presented at the last CAO meeting and the CAO's agree both positions are required.

The recommendation is the COO, Mrs. Secord, can begin recruitment for the controller position. There is a wage increase of \$35,000 more for a full-time position.

Ms. Crowder explained the Board will need to approve the addition of that position to the Organizational Chart.

Mrs. Secord noted the Controller position will be more technical to assist on the Solid Waste side, contract negotiations, RFPs.

Mayor Bolivar-Getson inquired about the cost for the Controller.

Ms. Crowder advised \$85,500 for the controller.

Ms. Crowder advised both salaries are already budgeted for. It's an additional \$35,000 for a full-time accounting position; 100% instead of 70%. The next part of that position is the COO, which is already budgeted for, the duties of the COO would be leadership and oversight. We're looking for approval of the change to the Organizational Chart for the accounting position going from 70% to 100%.

Mrs. Crowder advised there is a proposed transition cost of \$25,000. This cost is if the Board would like to engage Mrs. Secord after July 2020. The funds could also be used for relocation costs, recruitment costs.

She explained a recruiting committee should be set up for the COO to develop a plan a bring a recommendation back to the Board.

Mayor Devenne noted once you add safety and procurement the span of the COO position becomes more diverse.

Mayor Bolivar-Getson noted the overall budget increase for 4 individuals is roughly \$225,000; safety, procurement, new COO and controller plus \$25,000 for transition costs.

Board discussed the new positions.

Mrs. Secord explained for budget purposes the new services are estimates. The services will be similar to HR Shared Services, what you use you pay for.

Mayor Mitchell explained the 2 services being added are potential savings and these services can be sold to other municipalities.

Moved by, Mayor Mitchell seconded by Mayor Bolivar-Getson, to take the revised MJSB Organization Chart as it pertains to the COO and Controller roles back to councils. Carried.

4.7 Tancook Bulky Waste Collection

Mrs. Secord advised there is a slight problem implementing the bi-weekly bulky waste collection on Tancook Island

She explained the ferry doesn't have the capacity to handle a large amount at one time. She added staff visited Tancook island to talk with residents and ask them to complete a survey on the type of bulky waste they have. She noted collection may be done as a phased in approach for the first year on Tancook Island. Collecting in sections until the bulk of the waste has been collected.

Mayor Bolivar-Getson noted the ferry for Tancook will be replaced soon, possibly 2021.

Mayor Bolivar-Getson inquired who was going to collect the bulky items on Tancook and bring down to the ferry.

Mrs. Secord noted she is working with a sub-contacted waste collector and GE Environmental to ensure bulky waste collection is successful on Tancook island.

5. IN CAMERA

At 7:55 p.m. it was moved by D. Mayor Tanner seconded by Councillor Moore to go In Camera to discuss the following items:

5.1 SW Options – Status Quo vs Direct Haul

Carried.

Municipal Joint Services Board In Camera in session.

At 8:30 p.m.; it was moved by Mayor Bolivar-Getson seconded by Mayor Mitchell, that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Municipal Joint Services Board in session.

6. RECOMMENDATIONS/REFERRALS FROM COMMITTEES

7. CORRESPONDENCE

7.1 Follow Up Letter of November 2019 to NSFM re Efficiency Report

Ms. Crowder advised the latest news from the Fall conference of NSFM was that we are waiting to see New Brunswick's progress on EPR.

Mayor Bolivar-Getson suggested sending a copy of the letter to the NSFM President as well as the Board members.

8. ADDED ITEMS:

9. Next Meeting Date – February 26, 2019

10. ADJOURNMENT

There being no further business at 8:35 p.m., it was moved by Mayor Mitchell, seconded by Mayor Bolivar-Getson, to adjourn the meeting. Carried.



MAYOR DEVENNE, CHAIR



SIEW SECORD, COO

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
Held in the District of Lunenburg's Council Chambers, 210 Aberdeen Road, Bridgewater
Wednesday, April 1, 2020 7:00 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor Bolivar-Getson
Councillor Bell
Councillor Moore
Councillor Garland
Tom MacEwan, CAO

TOWN OF BRIDGEWATER

Mayor David Mitchell
D. Mayor Tanner
Councillor McInnis
Tammy Crowder, CAO

TOWN OF MAHONE BAY

Mayor Devenne
Councillor Nowe
Councillor Feeney
Dylan Heide, CAO

REGRETS

ALSO IN ATTENDANCE WERE

Siew Secord, COO
Tamara Fraser, Recording Secretary

1. CALL TO ORDER

Mayor Devenne called the meeting to order at 7:00 p.m.

2. APPROVAL OF AGENDA – Added Items

Moved by, Mayor Mitchell seconded by, D. Mayor Tanner to approve the Agenda as circulated. Carried.

3. APPROVAL OF MINUTES OF January 22, 2020, MEETINGS AS CIRCULATED

Moved by Mayor Bolivar-Getson, seconded by D. Mayor Tanner, that the Minutes of the January 22, 2020, Municipal Joint Services Board meeting be approved as circulated. Carried.

4. NEW BUSINESS:

4.1 3rd Quarter Report

Mrs. Secord reviewed the 3rd Quarter Report. A copy was circulated with the Agenda.

She advised the 3rd Quarter Report is overdue because there was no meeting in February. She noted the 3rd Quarter Report summarizes everything up to the end of December 31, 2019.

She noted the forecast aspect was based on February.

Mrs. Secord advised based on the forecast she is predicting a surplus of \$23,000, for Solid Waste. She noted due to Hurricane Dorian there is more commercial waste coming into the Site. She added she will use the surplus to help fund the new coverall building.

Mrs. Secord reviewed the Partner Revenue Breakdown. She noted Town of Bridgewater is slightly higher due to the increase of bio-solids. As well MODL has a slight increase in Landfill tonnage, an increase in curbside collection.

Mrs. Secord reviewed the Solid Waste Operation Report. She noted sick time is up due to a couple of employee's ongoing medical issues.

Mrs. Secord reviewed the 3rd Quarter Tonnage Report.

Councillor Moore inquired about the sick time, is there any worry about Covid 19.

Mrs. Secord advised no, it is a medical issues.

Councillor Moore inquired if there are any employees that have been out of the Province that need to self-isolate.

Mrs. Secord advised no.

Councillor Feeney inquired how long do employees stay within that matrix before they are on long term disability.

Mrs. Secord advised employees can accumulate up to 100 sick days. They are paid until they have used up their banked sick time.

Councillor Feeney inquired if there are multiple stages beyond sick days; short term disability before they move to a long-term disability payout.

Mrs. Secord advised the accumulated 100 sick days is short term disability, once that time has been used up they move to LTD (long term disability).

Mrs. Secord reviewed Kaizer Meadow Tonnage Put or Pay.

Mrs. Secord reviewed IT Shared Services costs. She noted the partners will see a slight increase due to training costs and 365 back-up being added.

D. Mayor Tanner inquired if there are any more IT customers on the horizon.

Mrs. Secord advised yes, there are currently seven IT customers.

Mrs. Secord reviewed IT Services Operations Report.

Mrs. Secord reviewed HR Shared Services. She noted last year was the pilot year, one person, one office. She advised some office renovations were done as well as some training costs.

Councillor McInnis noted there is one HR employee with 234 employees, he inquired if that is a good ratio; can one-person handle that ratio alone.

Mrs. Secord advised HR Shared Services is supporting the supervisor and manager so unless there is an active grievance file or a specific case file, this person is more of a support end for a supervisor/manager.

Councillor McInnis inquired if the Board carries accounts receivable with the businesses.

Mrs. Secord advised yes.

Councillor McInnis inquired if there is a chance they might be defaulting on their accounts due to business closings.

Mrs. Secord advised accounts receivable is not large and the Site keeps on top of the accounts. She noted with the Covid 19 outbreak some contractors have stopped working so we may see some late payments.

Mayor Devnne noted during a call with NSFM the discussion was about extending payment due dates up to 90 days, not charging interest. He inquired if accounts receivable due dates could be extended due to the current health crisis.

Mrs. Secord advised most of our customers, 95%, are paid on time.

Councillor Feeney inquired what the terms were; net 30, net 60 days.

Mrs. Secord advised net 30 days.

Mrs. Secord noted the larger customers for the Waste Site; GE Environmental, pay net 30 days. She noted she does not see that changing. She added she will pay attention to the amount of smaller contractors delaying payments.

Mayor Bolivar-Getson noted the update from the Prime Minister today indicated August before the country sees any signs of "normal" and even then a slow recovering after that. She advised is hard to commit to anything as we don't know what's next.

Mrs. Secord noted she is hoping to collect data on contractors' payment and bring it to the next Board meeting.

D. Mayor Tanner about the 2.9% sick time on the HR Report.

Mrs. Secord advised that is the HR employee's sick time.

Moved by D. Mayor Tanner, seconded by Councillor McInnis, to approve the 3rd Quarter Report as submitted. Carried.

4.2 Proposed 2020-21 Operating and Capital Budget

Mrs. Secord reviewed the proposed 2020-21 Operating and Capital Budget. A copy was circulated with the Agenda.

Mrs. Secord advised the one position that will create some pressure for the Board will be the Controller position, it will have to be incorporated into the administration budget.

She noted extra revenue from the Town of Bridgewater bio-solids and an increase in curbside collection from the Municipality of Lunenburg resulting in an increase of \$109,000.

She added an increase in commercial waste and septic due to Hurrican Dorian and an increase in outside waste from the Town of Lunenburg and \$38,000 in diversion credits resulted in a total increase of \$272,00.

Mrs. Secord noted a refund was issued to the partners to help offset their costs.

She added the forecast was completed before the onset of the Covid 19 and hopefully the Site will be able to maintain some of these numbers.

Mayor Bolivar-Getson inquired what's the reality going to be.

Mrs. Secord advised year end billing was completed and the revenue isn't too bad. She added some of the extra revenue will be used to offset costs like shipping out bio-solids.

Councillor Garland noted we will be seeing a difference in tonnage as restaurants and businesses are now closed.

Mrs. Secord advised commercial waste is going down however curbside is going up.

D. Mayor Tanner inquired if we should have a conversation with Chester regarding the Put or Pay contract.

Mrs. Secord advised the Put or Pay tonnage will be reached.

She noted the \$270,000 increase will be used to offset costs; trucking fees, tipping fees increase, compost liner, and grinding costs.

Councillor Moore noted she has noticed bulking items curbside. She inquired how that will be addressed.

Mrs. Secord advised she will deal with this with the hauler. She noted there is a small group that will require door knocking.

Tammy Crowder suggested looking at the Put or Pay contract noting there is a clause that refers to natural disasters and our ability to meet those numbers.

Mrs. Secord noted she will look into the contract.

Mrs. Secord reviewed the 2020-21 Budget. She noted she did increase the volume due to increases over the last couple years. She added the Site is still working on the second half of the compost building however the main building construction is on hold, due to Covid 19.

Mrs. Secord noted electronic waste is increasing the Site is looking to purchasing a new forklift to assist in moving/loading electronic waste. She added the septic treatment facility requires preventative maintenance; roof, structural repairs, and a CPI increase of 2.2%. She noted there are no increases planned for IT Shared Services or HR Shared Services.

Mayor Devenne inquired if the new services, Safety Officer and Procurement, were included in the new budget.

Mrs. Secord advised no; they are not included.

Ms. Crowder inquired if the administrative support person is still included in the budget.

Mrs. Secord advised yes.

Mayor Bolivar-Getson inquired if the administrative position is still required if Safety and Procurement are not be added next year.

Mrs. Secord advised HR Shared Services does require admin support.

Mrs. Secord reviewed the core business functions for 2020-21.

- Landfill & Recycling Transfer (including bi-weekly bulking waste collection)
- Compost Processing

- C & D Diversion
- HHW & E-waste Depot (including one time fall collection)
- Septic Treatment Plant
- IT Shared Services (including voice communication)
 - includes 7 non-partners
- HR Shared Services (includes one 50% admin support)

Safety and Procurement Officers have been deferred to 2021-22 Budget.

Mrs. Secord reviewed the 5-year Capital Plan. She noted for 2020-21;

- Forklift for EPRA & C & D - \$55,000
- Site paving bio-solids by-pass - \$ 105,000
- Compost Cover building Doors - \$ 36,000
- Compost Lab Building Revamp - \$ 95,000
- Compost Biofilters Rebuilt - \$ 35,000
- Replacement skid steer for alu grinder - \$ 95,000
- Treatment Plant Roof Replacement - \$ 25,000

She noted the overall projection for 5 years is \$2.3 million.

Mrs. Secord reviewed the 5-year Capital Funding Program. She advised she is planning to fund 45% through operating, 42% through Capital Reserve and 12% through a trade in of heavy equipment.

D. Mayor Tanner inquired how much is currently in the Reserve Fund.

Mrs. Secord advised there is currently \$939,600; she noted \$350,000 is put aside each year for the Capital Fund and \$265,000 will be used from the Capital Reserve this year. She explained small repairs are paid for through the Operating budget, keeping the tipping fees consistent.

She explained most of the expenditures for 2020-21 are finishing off the new compost building.

Mrs. Secord reviewed the proposed 2020-21 Operating Budget.

Mrs. Secord reviewed the tonnage trend from 2013-2020.

Mayor Bolivar-Getson inquired if those projections are based on a “normal” year. She wondered if these projections are realistic due to Covid 19 and what the next 6-9 months will look like.

Mrs. Secord advised these numbers are based on the last 2-3 years trend; no Covid 19.

Tammy Crowder inquired if it is primarily the ICI tonnage that will change.

Mrs. Secord advised yes, the commercial or ICI tonnage will be impacted. The budget is based on a 2-3 year projection from prior year's history.

Mrs. Secord reviewed 2020-21 estimated Operating Revenue.

Mrs. Secord advised the biggest changes to Operating are;

- Admin support for HR Shared Service
- 2.5% escalation costs for tipping and trucking fees
- New Controller position

D. Mayor Tanner inquired why IT Shared Services has had such an increase.

Mrs. Secord advised the direct costs include licensing costs.

D. Mayor Tanner inquired if any extra IT staff had been added.

Mrs. Secord advised no, no new staff has been added to IT.

The Board discussed the estimated 2020-21 Operating Revenue.

Mayor Bolivar-Getson inquired if we know what percent of tonnage is coming from restaurants and businesses.

Mrs. Secord advised it's difficult to determine because GE Environmental collects from restaurants/businesses, collection goes on one truck.

Councillor Feeney suggested about 44% of the revenue comes from commercial businesses, if we have a 30% drop in commercial activity that would translate into a significant drop in revenue. He explained at some point there would have to be a change in tipping fees, although it's too early to tell.

Mrs. Secord agreed that there would be a drop in commercial tonnage however, when Covid 19 subsides we will see a spike in tonnage from the commercial sector.

Councillor Feeney suggested if it came to an overall drop of 50% for the year, we would have time to discuss as a Board about drawing on the Reserve Fund instead of passing the additional costs on to the partners. He also suggested not spending the Capital on equipment until we have a better sense of what's to come.

Mrs. Secord advised she would have better understanding in June.

The Board discussed deferring Capital spending until June 2020.

Mayor Devenne suggested a detail review of the Capital Program should be done at the June meeting.

Mrs. Secord reviewed the Site Monitoring Program.

Mrs. Secord reviewed IT Shared Services.

She advised there are currently 7 non-partners in IT. She noted non-partner revenue helps off set IT costs for the partners.

Mrs. Secord reviewed HR shared Services. She advised she has added a 50% admin support position and allowed for some training for the HR manager.

Mayor Mitchell wondered at what point the costs for HR service, as a partner, become the same as having your own HR staff. He explained for a level of service vs cost it would be better to have our own staff. He added as a member of NSFM the Town of Bridgewater is entitled to HR services through Morneau Shepell; the value of the service is dropping as the costs go up.

Mayor Bolivar-Getson advised the Municipality of Lunenburg has been looking at the same thing.

Mrs. Secord advised this is the total cost; salary, benefits, office costs, cell phone, professional development.

Mayor Mitchell explained he understands the costs associated with the position however, the Town of Bridgewater is paying \$51,000 for ½ a person. He stated when Town of Bridgewater had their own dedicated HR employee there were not paying

\$102,000 for that position, the 50% HR position the Town of Bridgewater is currently paying for is costing more than what a dedicated full-time employee would cost.

Councillor Feeney inquired if 2 full time employees are required.

Mrs. Secord explained this is for 1 full time HR person and a ½ time admin support person.

The Board discussed HR Shared Services.

Moved by D. Mayor Tanner seconded by Mayor Bolivar-Getson to approve the 2020-21 Capital Program as presented. Carried.

Mayor Bolivar-Getson suggested waiting 3 months before any big expenditures are done; purchasing equipment, forklifts, skid steers.

Mayor Devenne advised that notwithstanding the mandatory items that need to be done between now and the end of June that the Capital Program will be reviewed at the June meeting.

Moved by Councillor Moore seconded by Mayor Mitchell to approve the 2020-21 Operating Budget as amended to remove one 50% administrative position for HR Shared Services. Carried.

Mayor Bolivar-Getson suggested keeping a close eye over the next few months as we are expecting to see a decrease in revenue at the Waste Site.

4.3 CONVID19 Impact and update:

a. Site Operations (Personnel and Hours)

Mrs. Secord advised the Waste Site is considered an essential service. She noted the hours of the Site have been reduced to 10:00 am to 4:30 pm and staff are working on a rotating basis to minimize contact.

She added the Site is not open to the public, only contractors are permitted to enter the site.

Mrs. Secord advised curbside collection is continuing as normal. She noted 2 material recycling facilities that have closed, residence have been asked to keep their blue bags at their homes. To date Scotia Recycling is still open so the Waste Site has not been

affected. She added the Transfer Station is being kept as empty as possible in case we need to store blue bags.

Mayor Bolivar-Getson noted we are in a state of emergency and we may have to divert some blue bags to landfill. She added not all residence have space to store bags for an extended period of time. She suggested the Board look into possible options in case Scotia Recycling does shut down due to Covid 19. She inquired if there is space at the Waste Site to store blue bags.

Mrs. Secord advised there is not enough space to store blue bags on Site as the volume received on a weekly basis is high. She added Scotia Recycling is still open and she is in constant contact to ensure the Site is prepared.

Mrs. Secord advised she will report back to the Board regarding blue bags at the next meeting.

Mayor Bolivar-Getson stated Oickle's Bottle Exchange has closed due to Covid 19 so residents will have extra recyclables at their homes, they may not have the space to store these.

Mrs. Secord advised staff are instructing residents who call in to place their bottles, cans, curbside as they are a recyclable item.

Mayor Devenne noted the message in the Town of Mahone Bay was to put blue bags curbside with the assumption that this would be the last blue bag collection. We can now instruct residence to continue and they will have a weeks' notice as to ending of blue bags collection.

Mrs. Secord noted Scotia Recycling is a privately run company so they are still open however, if one staff member contracts Covid 19 the facility will need to shut down. She explained that is why the Site is preparing to have the Site ready should extra storage be needed.

b. Bi-Weekly Bulky Collection

Mrs. Secord gave an update on bi-weekly bulky collection. She noted with some items like mattresses that require staff to carry it close to their bodies bulky waste collection has been postponed until May.

Councillor Moore inquired about what will be done with items that have already been placed curbside.

Mrs. Secord advised GE Environmental will be instructed to collect the items for now.

Mayor Bolivar-Getson suggested doing a mailout to ensure the public has been updated as not all residence have access to social media.

Mrs. Secord advised if the partners are aware of pockets of people who are not aware of the changes Public Outreach will find a way to contact them. She added to keep in mind that the Site is not doing door knocking.

Mayor Bolivar-Getson inquired what the cost for a direct mailing would be.

Mrs. Secord noted Canada Post is scaling down their distribution, if direct mailing is still an option, we will do that.

c. Covered Building Project

Mrs. Secord gave an update on the Compost Coverall Building Project.

She advised the plan was to have coverall building completed by March 31, 2021. The project requires the contractor's employees to work side by side and with Covid 19 this is not possible therefore the project has been put on hold. She noted bird control has been contacted to make more visits to help keep the birds in check.

Mrs. Secord noted she will keep the Board updated on any changes.

d. Leaf and yard waste / Compost Give away

Mrs. Secord advised the Site is receiving calls regarding leaf and yard collection.

She advised she is proposing after the Easter weekend, April 13th, the Site will provide a bin for residence to drop off their leaf and yard waste. At the same time they can take some compost with them. She noted there will be some control as to one car at a time.

Mayor Bolivar-Getson inquired if that is really an essential service or can you stockpile compost. She noted to have a compost give away you will most likely have a line up of cars waiting to get into the Site, going against the current public health advisory. She advised it is not a good idea at this time.

Mrs. Secord advised residents are able to put up to 6-8 bags of leaf & yard waste curbside bi-weekly for collection.

The Board discussed the compost give away.

It was the consensus of the Board to defer the compost give away until after the State of Emergency has been lifted.

4.4 COO Job Description & Controller Job Description

Circulated with the Agenda was a copy of the COO job description.

Mayor Devenne suggested, in the interest of time, the members of the Board review the job descriptions and address any concerns they have with either Mrs. Secord or the Mayors.

4.6 IT Shared Services Update

Mr. Muise gave an update on IT Shared Services.

He advised in the last 2.5 weeks the calls have increased by a factor of 4, due to the State of Emergency announcement.

He advised the Town of Yarmouth has been added to IT Shared Service.

Mr. Muise suggested when the State of Emergency has been lifted that the partners plan a slow entry back to work; due to the time required to set up workstations again. He noted approximately 40 laptops have been set up for employees to work from home.

Mayor Devenne inquired how many employees are now on VPN.

Mr. Muise advised on an average day before the State of Emergency there were 8-10 people on VPN, there are now 150 people on VPN.

5. IN CAMERA

At 9:15 p.m., it was moved by, D. Mayor Tanner seconded by Councillor Moore, that the Municipal Joint Services Board go In Camera to discuss the following items:

5.1 TOL - Update

Carried.

Municipal Joint Services Board In Camera in session.

At 9:30 p.m.; it was moved by Mayor Mitchell seconded by, Mayor Bolivar-Getson that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Municipal Joint Services Board in session.

6. RECOMMENDATIONS/REFERRALS FROM COMMITTEES

7. CORRESPONDENCE

7.1 Correspondence from MODL

Circulated with the Agenda was a letter from the Municipality of the District of Lunenburg to defer its decision regarding the addition of the two new shared services until the new Chief Operating Officer has been hired.

7.2 Letter to MLAs – Susan Lohnes-Croft and Mark Furey

Circulated with the Agenda were letters to MLAs Mark Furey and Susan Lohnes-Croft inviting them to a Board meeting to discuss challenges faced by municipalities providing solid waste management.

7.3 Follow-up Letter re: NSFM re Efficiency Report

Circulated with the Agenda was a letter from the Nova Scotia Federation of Municipalities re: EPR and the WWRM Efficiency and Effectiveness Study.

Moved by Councillor McInnis, seconded by D. Mayor Tanner to receive and file correspondence circulated with the Agenda. Carried.

8. ADDED ITEMS:

9. Next Meeting Date – April 22, 2020

10. ADJOURNMENT

There being no further business at 9:30 p.m., it was moved by Mayor Mitchell, seconded by Mayor Bolivar-Getson, to adjourn the meeting. Carried.



MAYOR DEVENNE, CHAIR



SIEW SECORD, COO

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
Video Conference
Wednesday, April 22, 2020 7:00 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor Bolivar-Getson
Councillor Bell
Councillor Moore
Tom MacEwan, CAO

TOWN OF BRIDGEWATER

Mayor David Mitchell
D. Mayor Tanner
Councillor McInnis
Tammy Crowder, CAO

TOWN OF MAHONE BAY

Mayor Devenne
Councillor Nowe
Councillor Feeney
Dylan Heide, CAO

REGRETS

Councillor Garland

ALSO IN ATTENDANCE WERE

Siew Secord, COO
Tamara Fraser, Recording Secretary

1. CALL TO ORDER

Mayor Devenne called the meeting to order at 7:00 p.m.

Mayor Devenne started the meeting with 1 minute of silence for the tragic events which happened in the community of Portapique, N.S. and the surrounding affected communities. On Behalf of the Municipal Joint Services Board, Mayor Devenne expressed his thoughts and condolences to the families and friends of the victims.

2. APPROVAL OF AGENDA – Added Items

Moved by, Mayor Bolivar-Getson seconded by, D. Mayor Tanner to approve the Agenda as circulated. Carried.

3. APPROVAL OF MINUTES OF April 1, 2020, MEETINGS AS CIRCULATED

Moved by Councillor Moore, seconded by Mayor Mitchell, that the Minutes of the April 1, 2020, Municipal Joint Services Board meeting be approved as circulated. Carried.

4. NEW BUSINESS:

4.1 MJSB Meeting Schedule

D. Mayor Tanner questioned whether the Board should consider meeting once every 2 months; if required the Chair can call an interim meeting.

Mayor Devenne shared his concern that it is not easy to schedule as member are preoccupied with other commitments.

Mayor Mitchell suggested the Board continue with the current monthly schedule and that cancellations be provided five working days in advance.

It was the consensus of the Board to continue with the monthly meeting schedule and any cancellations be provided 5 days in advance.

5. IN CAMERA

At 7:15 p.m., it was moved by, Councillor Moore seconded by Mayor Bolivar-Getson, that the Municipal Joint Services Board go In Camera to discuss the following items:

5.1 Personnel Matter

Carried.

Municipal Joint Services Board In Camera in session.

At 7:30 p.m.; it was moved by Councillor Moore seconded by, Mayor Bolivar-Getson that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Municipal Joint Services Board in session.

5.1 Personnel Matter

Moved by, Mayor Bolivar-Getson seconded by Councillor Moore, that the Board engage Gerald Walsh Associates Inc in accordance with the Terms presented by Gerald Walsh Associates Inc, to assist the Recruitment Committee (Mayor Devenne, Councillor Moore and Councillor McInnis) with the recruitment of a COO and that the Board request the COO to present their official notice of resignations to the Board, with a resignation date of December 31, 2020. Carried.

Moved by, Mayor Bolivar-Getson seconded by Councillor Moore, that the Board direct the COO, working with the CAO's, commence recruitment for the Controller position. Carried.

6. RECOMMENDATIONS/REFERRALS FROM COMMITTEES

7. CORRESPONDENCE

8. ADDED ITEMS:

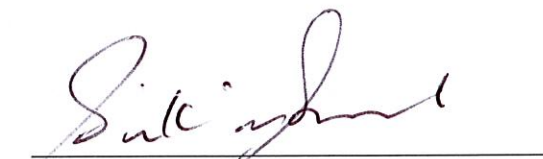
9. Next Meeting Date – May 27, 2020

10. ADJOURNMENT

There being no further business at 7:30 p.m., it was moved by Mayor Bolivar-Getson, seconded by Councillor Moore, to adjourn the meeting. Carried.



MAYOR DEVENNE, CHAIR



SIEW SECORD, COO

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
Video Conference
Wednesday, August 26, 2020 7:00 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor Bolivar-Getson
Councillor Moore
Councillor Garland
Alex Dumaresq, D. CAO

TOWN OF BRIDGEWATER

Mayor David Mitchell
D. Mayor Tanner
Councillor McInnis
Tammy Crowder, CAO

TOWN OF MAHONE BAY

Mayor Devenne
Dylan Heide, CAO

REGRETS

Tom MacEwan, CAO, Municipality of The District of Lunenburg
Councillor Nowe, Town of Mahone Bay
Councillor Feeney, Town of Mahone Bay

ALSO IN ATTENDANCE WERE

Siew Secord, COO
Tamara Fraser, Recording Secretary

1. CALL TO ORDER

D. Mayor Tanner called the meeting to order at 7:07 p.m.

2. APPROVAL OF AGENDA – Added Items

Moved by, Councilor McInnis seconded by, Mayor Mitchell to approve the Agenda as circulated. Carried.

3. APPROVAL OF MINUTES OF June 24, 2020, MEETINGS AS CIRCULATED

Moved by Mayor Mitchell, seconded by Mayor Bolivar-Getson, that the Minutes of the June 24, 2020, Municipal Joint Services Board meeting be approved as circulated. Carried.

4. NEW BUSINESS:

4.1 1st Quarter Update

Mrs. Secord reviewed the 1st Quarter Report. A copy was circulated with the Agenda.

Mrs. Secord reviewed the Solid Waste revenue she noted this has been an unusual year due to Covid-19.

Mayor Devenne entered the meeting at 7:20 pm.

Mrs. Secord advised there was a significant drop in commercial revenue and a slight increase in curbside collection. She noted she is forecasting for the year end. She added she is forecasting a slight decrease in revenue for the year, \$400,000 - \$450,000 revenue shortfall.

Mrs. Secord advised if the trend continues the Site will have to look at streamlining. She added the Controller and COO positions which have been budgeted for have not been filled yet, this will help reduce the personnel expenditures for year end.

She noted if the tonnage is low our tonnage going to Chester and Scotia Recycling will be low as well.

Mayor Bolivar-Getson inquired about C & D tonnage; is it up.

Mrs. Secord advised some big construction companies scaled down during the start of the pandemic. She added the Site has had a lot of residents bringing in C & D material; GE Environmental has not been bringing in the dumpsters.

Mayor Bolivar-Getson inquired if the Site's expenses were the same.

Mrs. Secord advised if tonnage is down then the Site's tipping & trucking fees will be lower.

Mrs. Secord reviewed the Solid Waste Management Report.

She noted wood and metal collection are only happening once this year; normally it happened in the Spring and Fall. As well, bi-weekly bulky collection started in April. As a result, this is reflected in the tonnage volume as well.

Mrs. Secord advised the activity at the Site didn't change much during the 1st Quarter. The only difference was the Site was closed on Saturdays.

Mrs. Secord reviewed IT Shared Services. She noted IT Shared Services will not be as affected by the pandemic. She noted service fees for LCLC, Mahone Bay Centre and YMCA were not billed for the 1st Quarter.

Mrs. Secord reviewed HR Shared Services. She noted there isn't a lot of changes here as it is mostly internal.

Mrs. Secord reviewed the Tonnage Report and Landfill to Keizer Meadow Report. She noted the tonnage is off to a slow start but should pick up in the next few months.

Moved by Mayor Mitchell, seconded by, Mayor Bolivar-Getson to adopt the 1st Quarter Report as submitted. Carried.

4.2 IT Security Audit

Mr. Muise gave an update on the IT Security Audit.

He advised the audit will cover the services provided to the Municipal Joint Services Board and its partners.

Mr. Muise noted there were 3 submissions for the RFQ; Grant Thornton, IOT Consulting, and Mariner Innovations. All submissions met the minimum requirements; thus, the proposal was awarded to the lowest bid IOT Consulting.

Mr. Muise advised IOT Consulting is working under a non-disclosure agreement.

Mr. Muise explained the audit process.

- Series of questions to determine how we measure up to security standards
- External penetration test
- Internal penetration test
- Final report to Board

Mr. Muise advised not all information gained from the audit will be shared with the Board, specifically, information gained from the security vulnerability tests, for example, if it is determined the MODL website is vulnerable to a specific hack or attack from the internet that will be dealt directly with the host of the website and not shared in the final report.

D. Mayor Tanner inquired if our customers want to subscribe to this service after they see our results would they be able to.

Mr. Muise advised this will test the shared components we would use to service another customer. It is a good tool to use. It makes us able to say, we had this done and here's the results.

Mayor Devenne wondered why, if the plan is to find if there are issues, why wouldn't the Board be made aware.

Mr. Muise noted the Board would be made aware of an issue in a specific area however if you make public the information, you basically make a road map of how to get into the network. He noted there will be a work plan as a result of the audit which will be reported to the Board.

Mr. Heide inquired about security changes with Townsuite. Is that something that is related to this audit.

Mr. Muise advised he has had some concerns with how Townsuite accesses some of our systems. He noted there are industry best practices that should be used when allowing a vendor to enter the system to make repairs, changes, or enhancements and Townsuite is not following those.

He added they are trying to establish a process to let us know when they are doing it and what they are doing. There have been times when Townsuite has upgraded software and it has then not worked, calls for performance issues with our Townsite

server due to Townsuite backing up a system at 10:00 am and because it's a shared environment it impacts all users. He noted we have to communicate to Townsuite how we're approaching these changes and in what manner those things will be done. We can't have one municipality making decisions that affect all users.

4.3 Controller Recruitment Completed

Mrs. Secord gave an update on the Controller recruitment.

She noted the position was posted through June and July. The top 5 candidates were interviewed. A second interview of 3 candidates, followed by a Site visit by the top 2 candidates.

The candidate selected, Varun Mehta, is currently working for the Region of Windsor. He has a master's degree in finance, finishing up his CPA in 2021; he starts September 28, 2020.

5. IN CAMERA

At 7:52 p.m., it was moved by, D. Mayor Tanner seconded by Mayor Bolivar-Getson, that the Municipal Joint Services Board go In Camera to discuss the following items:

5.1 Update re: TOL Settlement Agreement

5.2 Update re: COO Recruiting

Carried.

Municipal Joint Services Board In Camera in session.

At 8:05 p.m.; it was moved by Mayor Bolivar-Getson seconded by, D. Mayor Tanner that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Municipal Joint Services Board in session.

6. RECOMMENDATIONS/REFERRALS FROM COMMITTEES

7. CORRESPONDENCE

8. ADDED ITEMS:

9. Next Meeting Date – July 22, 2020

10. ADJOURNMENT

There being no further business at 7:55 p.m., it was moved by Councillor McInnis, seconded by Mayor Mitchell, to adjourn the meeting. Carried.



MAYOR DEVENNE, CHAIR


SIEW SECORD, COO

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
MODL Council Chambers
Wednesday, September 23, 2020 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor Bolivar-Getson
Councillor Moore
Councillor Bell
Councillor Garland
Alex Dumaresq, D. CAO

TOWN OF BRIDGEWATER

Mayor David Mitchell
D. Mayor Tanner
Tammy Crowder, CAO

TOWN OF MAHONE BAY

Mayor Devenne
Councillor Feeney
Councillor Nowe
Dylan Heide, CAO

REGRETS

Tom MacEwan, CAO, Municipality of The District of Lunenburg
Councillor McInnis, Town of Bridgewater

ALSO IN ATTENDANCE WERE

Siew Secord, COO
Tamara Fraser, Recording Secretary

1. CALL TO ORDER

Mayor Devenne called the meeting to order at 6:30 p.m.

2. APPROVAL OF AGENDA – Added Items

Moved by, Councillor Feeney seconded by, D. Mayor Tanner to approve the Agenda as circulated. Carried.

3. APPROVAL OF MINUTES OF August 26, 2020, MEETINGS AS CIRCULATED

Moved by Mayor Bolivar-Getson, seconded by Mayor Mitchell, that the Minutes of the August 26, 2020, Municipal Joint Services Board meeting be approved as circulated. Carried.

4. NEW BUSINESS:**4.1 ITSS Request for Extra Resources**

Mrs. Secord advised during the period from February until recently, ITSS has been busy preparing and supporting partners' and non-partner's staff working from home due to the pandemic situations. Currently, ITSS is experiencing approximately 150% increase in service volume as compared to prior levels. There is currently 3 IT staff.

She explained upcoming projects:

- October 2020 Election
- MODL Admin building commissioning and move
- TOMB office renovation
- LCLC wifi replacement
- TOB telecommunication replacement
- Security audit completion and workplan resulting from findings
- Yarmouth IT support contract prior to February 2020

Mrs. Secord reviewed the increase in IT requests, a copy of the report was circulated with the Agenda. She noted with the increase in IT tickets the IT department is unable to provide quality service to the partners and non-partners.

She explained the difficulty in supporting staff who are working from home, the internet is not as fast in rural areas and therefore support takes longer.

Mrs. Secord suggested bringing someone in for the MODL IT move, a short-term, intermediate level, designated IT staff hire.

Mrs. Second advised the IT department will require an intermediate level IT person to assist on the LCLCL wifi and the Town of Bridgewater's telecommunication replacement. She noted she contacted Bret Duncan, previously managed Fundy Computer, he was able to source an IT person.

She explained she is requesting \$15,000 added to ITSS budget for December – January of this fiscal year. She noted the Board would be able to add a full-time position during 2021-22 budget preparation.

1. A designated IT support for MODL move (estimate 2 weeks) to pack, coordinate, unpack, and install/test: \$550/day a total of \$5,500 plus HST (direct cost to MODL)
2. To provide an additional \$15,000 to the ITSS budget to assist with other projects for the remaining year. Estimate additional contribution from each partner for this request are as follows:

TOB	47.40%	\$ 7,110
MODL	39.06%	\$ 5,859
TOMB	4.43%	\$ 665
MJSB	9.11%	<u>\$ 1,366</u>
		\$15,000

Mayor Bolivar-Getson confirmed this request is an addition of a \$60,000 - \$65,000 per year position for ITSS. She inquired about the non-partners fees, is their cost increasing as ours are.

Mr. Muise explained when tickets were reviewed for the pandemic, non-partners were not the cause of the increase in tickets. He added staff for the Partners are working from home, troubleshooting remotely is difficult and takes time.

Mayor Bolivar-Getson noted in the middle of a pandemic the IT department was setting people up to work from home, the tickets won't remain as high after staff returns to the office.

Mr. Muise explained tickets decrease slightly as people returned to the office but have not drop to pre-pandemic numbers. He noted he does not see the tickets dropping in the next 12 – 18 months.

Mayor Bolivar-Getson inquired if the Town of Yarmouth is not in the same position as the partners.

Mr. Muise explained Town of Yarmouth is a paying customer, the IT department is assisting them through the pandemic.

The Board discussed the addition of one IT staff member.

D. Mayor Tanner inquired if the Board should be charging costs back to the LCLC budget.

Mrs. Secord explained the LCLCL is 50/50 partnership between the Town of Bridgewater and the Municipality of the District of Lunenburg. If LCLCL were charged the costs would go back to the Town of Bridgewater and the Municipality of the District of Lunenburg. She noted she is trying to save costs, only charging a regular service fee for the year.

Mayor Mitchell inquired about costs list breakdown. How were the partners cost share determined.

Mrs. Secord explained the percentage allocation is based on the ITSS agreement; number of users, locations, etc., billing is based on the agreement. At the end of the year a reconciliation is completed.

Councillor Feeney explained we want the non-partners to call in, but we need staff available to answer the calls. If we are looking to add non-partners but we need to be able to service them.

Mayor Mitchell explained the memo sent out was explaining upcoming work plans however Mr. Muise explained we need an extra person.

Councillor Feeney explained at the Finance Committee the request was specific. He noted before Covid 19 Procurement and Safety Officers were going to be hired we have not done that.

It was noted the Municipality of the District of Lunenburg will hire a contractor to assist in the move. This will be considered direct costs to the Municipality of the District of Lunenburg.

Moved by, Councillor Feeney seconded by Mayor Mitchell, to approve the request to obtain additional resources for an additional FTE IT support at a cost of \$60,000 plus benefits prorated for the remainder of this year based on date of hire. Carried.

ITSS Security Audit Update

Mrs. Secord included a report from the IT department for the IT Security Audit. A copy of the report was circulated with the Agenda.

She noted approximately 80% of the Audit is complete. Initially the IT Security Audit was scheduled to complete and present to the Board by September 23, 2020.

Mr. Heide inquired about the Townsuite problems.

Mr. Muise advised he has forwarded documents to Auditor regarding problems with Townsuite. He explained the issue is with Townsuite logging into system at their convenience without notifying the IT Department. He added he is expecting this to part of the workplan from the IT Audit.

4.2 HRSS Service to LCLC

Mrs. Secord advised the Lunenburg County Lifestyle Centre (LCLC) is requesting access to HR Shared Services.

She noted the circulated report explains what the costs and recovery would be if the Board provides HR services to the LCLC.

HRSS 2020-21 Budget	
Personnel	69,250
Training/Travel	2,400
Office rental and expense	8,620
Total	80,270
Est cost per hour	44.10/hr

Moved by, D. Mayor Tanner seconded by Councillor Nowe to approve the request to provide HR service to LCLC at the rate of \$44/hour based on actual service hours provided to LCLC. Carried.

Mayor Bolivar-Getson declared a conflict with Grant Thornton and left the meeting at 7:18 pm.

4.3 Approval of Audited Financial Statement & Audit Report

Mrs. Secord advised the Finance Committee met on September 11 to review the Audited Financial Statement 2019-20. A copy of the audited Financial Statement and Audit Report was circulated with the Agenda.

Mrs. Secord reviewed the Audit Report, Audit Plan and Risk Assessment.

She explained the conclusion of the Risk Assessment is the risk is low, all amounts are confirmable. She noted this is a clean audit which did not identify any unadjusted misstatements of disclosure matters.

Mrs. Secord reviewed the Management Representation Letter and Internal Control Letter. She noted the only significant control deficiency is segregation of duties which, with a small financial team is difficult.

Mrs. Secord reviewed the note for the Waste Agreement with the Town of Lunenburg.

Councillor Feeney noted it would be interesting to see how the Town of Lunenburg is disclosing their obligation from their exit from the Waste Agreement.

Mrs. Secord reviewed the Audit Financial Statement, noting page 21 and page 15.

She explained HR Shared Services is status quo, only one staff.

She explained revenue increased \$270,000, and expenses were as follows:

• 2 nd coverall building liner	\$128,000
• Recycling building roof leak repairs	22,000
• OCC/lower site wall repairs	11,367
• Transfer Stn ventilation revamp	10,000
• King Street office reno (3 new)	20,000
• Refund to partners	28,300
• Balance in operating fund	<u>57,300</u>
	\$276,967

Mrs. Secord reviewed page 15, Fund Balance.

She explained everything is looking good with one exception, Septic Lagoons. She noted the lagoons are approximately 12 years old. She added maintenance will soon have to be done there.

Moved by Councillor Moore, seconded by, Councillor Feeney to adopt the 2019-20 Audited Financial Statement as submitted. Carried.

Mayor Bolivar-Getson entered the meeting at 7:30 pm.

5. IN CAMERA

At 7:30 p.m., it was moved by, D. Mayor Tanner seconded by Councillor Moore, that the Municipal Joint Services Board go In Camera to discuss the following items:

5.1 COO Recruitment Update

5.2 Update re: TOL Settlement Agreement

Carried.

Municipal Joint Services Board In Camera in session.

At 7:35 p.m.; it was moved by Councillor Moore seconded by, Mayor Bolivar-Getson that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Municipal Joint Services Board in session.

Mayor Bolivar-Getson presented Mrs. Secord with a thank you for her work with the Municipal Joint Services Board.

Mayor Mitchell stated the Municipal Joint Services Board would not be the success it is today without Mrs. Secord's leadership.

6. RECOMMENDATIONS/REFERRALS FROM COMMITTEES

7. CORRESPONDENCE

8. ADDED ITEMS:

9. Next Meeting Date – October 21, 2020

10. ADJOURNMENT

There being no further business at 7:40 p.m., it was moved by Mayor Mitchell, seconded by Councillor Moore, to adjourn the meeting. Carried.


MAYOR DEVENNE, CHAIR
SIEW SECORD, COO

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
Video Conference
Wednesday, October 14, 2020 7:00 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor Bolivar-Getson
Councillor Moore
Councillor Bell
Councillor Garland
Alex Dumaresq, D. CAO

TOWN OF BRIDGEWATER

Mayor David Mitchell
D. Mayor Tanner
Tammy Crowder, CAO

TOWN OF MAHONE BAY

Mayor Devenne
Councillor Feeney
Councillor Nowe
Dylan Heide, CAO

REGRETS

Tom MacEwan, CAO, Municipality of The District of Lunenburg
Councillor McInnis, Town of Bridgewater

ALSO IN ATTENDANCE WERE

Siew Secord, COO
Tamara Fraser, Recording Secretary

1. CALL TO ORDER

Mayor Devenne called the meeting to order at 7:03 p.m.

2. APPROVAL OF AGENDA – Added Items

Moved by, D. Mayor Tanner seconded by, Mayor Mitchell to approve the Agenda as circulated. Carried.

3. IN CAMERA

At 7:06 p.m., it was moved by, D. Mayor Tanner seconded by Mayor Mitchell, that the Municipal Joint Services Board go In Camera to discuss the following items:

3.1 IT Security Audit Report

Carried.

Municipal Joint Services Board In Camera in session.

At 8:06 p.m.; it was moved by D. Mayor Tanner seconded by, Mayor Bolivar-Getson that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Municipal Joint Services Board in session.

3.1 IT Security Audit Report

Moved by Mayor Mitchell, seconded by Mayor Bolivar-Getson, to accept the IT Security Audit Report as submitted. Carried.

4. RECOMMENDATIONS/REFERRALS FROM COMMITTEES**5. CORRESPONDENCE****6. ADDED ITEMS:****7. Next Meeting Date – October 21, 2020**

10. ADJOURNMENT

There being no further business at 8:12 p.m., it was moved by Mayor Mitchell, seconded by D. Mayor Tanner, to adjourn the meeting. Carried.



MAYOR DEVENNE, CHAIR

SIEW SECORD, COO

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
MODL Council Chambers
Wednesday, October 21, 2020 7:00 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor Bolivar-Getson
Councillor Moore
Councillor Bell
Councillor Garland
Alex Dumaresq, D. CAO

TOWN OF BRIDGEWATER

Mayor David Mitchell
D. Mayor Tanner
Tammy Crowder, CAO

TOWN OF MAHONE BAY

Mayor Devenne
Councillor Feeney
Councillor Nowe

REGRETS

Dylan Heide, CAO, Town of Mahone Bay
Tom MacEwan, CAO, Municipality of The District of Lunenburg
Councillor McInnis, Town of Bridgewater

ALSO IN ATTENDANCE WERE

Siew Secord, COO
Tamara Fraser, Recording Secretary

1. CALL TO ORDER

Mayor Devenne called the meeting to order at 6:30 p.m.

2. APPROVAL OF AGENDA – Added Items

Moved by, D. Mayor Tanner seconded by, Mayor Mitchell to approve the Agenda as circulated. Carried.

3. APPROVAL OF MINUTES OF September 26, 2020, and October 14, 2020, MEETINGS AS CIRCULATED

Moved by Councillor Feeney, seconded by Mayor Bolivar-Getson, that the Minutes of the September 26, 2020, Municipal Joint Services Board meeting be approved as circulated. Carried.

Moved by Councillor Moore, seconded by Mayor Mitchell, that the Minutes of the October 14, 2020, Municipal Joint Services Board meeting be approved as circulated. Carried.

4. NEW BUSINESS:**4.1 Introduction of New Controller**

Mrs. Secord introduced Varun Mehta, Controller for the Municipal Joint Services Board.

5. IN CAMERA

At 6:41 p.m., it was moved by, Councillor Feeney seconded by Mayor Mitchell, that the Municipal Joint Services Board go In Camera to discuss the following items:

5.1 IT Security Debriefing – David Muise

5.2 COO Recruiting Update – Hiring Committee

Carried.

Municipal Joint Services Board In Camera in session.

At 8:00 p.m.; it was moved by Mayor Bolivar-Getson seconded by, Mayor Mitchell that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Municipal Joint Services Board in session.

5.2 COO Recruiting Update

Moved by Councillor Feeney seconded by Mayor Bolivar-Getson to offer employment as COO for the Municipal Joint Services Board to Jennifer Keating – Hubley as recommended by the Selection Committee. Carried.

6. RECOMMENDATIONS/REFERRALS FROM COMMITTEES**7. CORRESPONDENCE****8. ADDED ITEMS:**

9. Next Meeting Date – November 25, 2020 at MODL new council chambers

10. ADJOURNMENT

There being no further business at 8:01p.m., it was moved by Councillor Moore, seconded by Mayor Bolivar-Getson, to adjourn the meeting. Carried.



MAYOR DEVENNE, CHAIR



JENNIFER KEATING-HUBLEY, COO

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
MODL Council Chambers
Wednesday, January 27, 2021 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor Bolivar-Getson
Councillor Moore
Councillor Statton

TOWN OF BRIDGEWATER

Mayor Mitchell
D. Mayor Tanner
Councillor Conklin (virtually)
Tammy Crowder, CAO (virtually)

TOWN OF MAHONE BAY

Mayor Devenne
Councillor Feeney (virtually)
Councillor Nowe (virtually)
Dylan Heide, CAO (virtually)

REGRETS

Tom MacEwan, CAO, Municipality of the District of Lunenburg

ALSO IN ATTENDANCE WERE

Jennifer Keating -Hubley, COO
Tamara Fraser, Recording Secretary (virtually)

1. CALL TO ORDER

Mayor Devenne called the meeting to order at 6:30 p.m.

2. APPROVAL OF AGENDA – Added Items

Mrs. Keating-Hubley added 5.4 New Members to Finance Committee.

Moved by, D. Mayor Tanner seconded by, Mayor Mitchell to approve the Agenda as amended. Carried.

3. APPROVAL OF MINUTES OF November 25, 2020, MEETINGS AS CIRCULATED

Moved by D. Mayor Tanner, seconded by Councillor Moore, that the Minutes of the November 25, 2020, Municipal Joint Services Board meeting be approved as circulated. Carried.

4. AGENDA ITEMS CARRIED FORWARD

4.1 IT - Business Solutions Review

D. Mayor Tanner advised this arose from the last meeting, primarily from the CAOs, looking for service around business solutions for IT.

Ms. Crowder noted systems and software can make us more efficient and effective. We can query other municipal units to see what software they are using, but when it comes down to determining fit and implementation that is where we need assistance. Being able to advise us on some of the more generalized items; is there a micro soft product that came make us more efficient. The foundation is in place, we want to take it to the next step.

Mrs. Keating-Hubley advised in the beginning of IT, the 2014 report suggested;

Implications

1. IT Governance charter and principles need to be established.
2. A senior IT advisory role is required as part of this structure.
3. Moving to the hybrid shared service model requires that IT operations be administered as a central body with roles to support the following key IT functions:

ROLE	FUNCTIONS
DIR IT	IT Strategy, Budget and Operations
DIR IT	Project Management

Operations Support	End User & Desktop Service/Help Desk
Operations Support	Applications Support
Infrastructure Support	Security & Incident Handling
Infrastructure Support	Configuration and Change Management
Networks & Comms	Telecommunication Administration
Networks & Comms	Networks and Infrastructure
Project Support	Matrixed Resource(s)

Mrs. Keating -Hubley noted the IT Committee should consist of the Director of IT (representing IT), the CAOs and their Directors. These are the people who know what programs/software are being used within other municipalities.

Mayor Mitchell shared he feels another committee for the CAOs isn't warranted, as they are currently overused on committees. He explained he prefers the recommendations come from IT. IT can bring it to the Board or the CAOs.

Councillor Feeney explained the IT mandate is clearly within the Municipal Joint Services Board. He noted he agrees with Mayor Mitchell, if IT needs to be staffed up then we should do that.

D. Mayor Tanner explained from his experience, an IT specialist is often hired to come in and talk to various departments, talk to users to find out what they want. He added it should go back to IT to either staff up or use existing resources to deliver this kind of service.

Ms. Crowder advised the Board needs to look at what resources we need to bring in, if that is an IT System Business Analyst, then we need to do that.

Mayor Bolivar-Getson reiterated Mayor Mitchell's message that the CAOs are over tasked as it is and she is not prepared to move in that direction. She noted if every unit was on the same system it would be easier.

Mr. Muise noted it's not the role of IT to suggest software. He explained the challenge is, that IT is not aware, from a business perspective, of what the problems are of the units. He noted IT does not attend Senior Management meetings and does not have a form of communication to accept those kinds of challenges from the units.

Mr. Muise stated IT does need a governance model and that requires participation from the municipalities in some form by a person who is empowered to make decisions on behalf of the staff and CAO.

Mr. Muise explained the structure of IT in HRM. He explained the IT department was staffed with Business analysts and Customer Relationship Managers who were assigned to each department in the city. He added they had the ICT (Information Communication and Technology) Committee, a formal committee that met once a month. If anyone in any organization had what was called an RGI (really good idea) there was a one-page form which was filled out. Those forms would raise awareness of issues that maybe geminated in one department but could have more widespread appeal / application.

He explained to two major functions of the committee were:

1. Formal way for the partners to communicate, business challenges.
2. Committee can recommend investments to the Board.

He noted the IT Department is not currently staffed for this. He explained the Board will need to establish a budget for some outside consulting for this.

Mr. Muise explained a committee is useful and should have a broad representation from the municipalities, should have people who are technology aware and aware of what councils priorities are and someone that the CAOs have firm confidence and trust in.

Mrs. Keating-Hubley noted the first item for the committee would be to review the draft response of the IT securities audit. With their approval of that draft, they would bring to the Board, the policy around that security audit response.

Councillor Moore inquired if the IT Department has the manpower and expertise to make this all happen.

Mr. Muise noted there are two staff who are currently supporting 385 end users.

Ms. Crowder explained once the committee is created it will create a false expectation unless we address the capacity issue. She noted we need to clarify the expectations of IT.

Mr. Muise advised this is where the role of the committee is important. Once that intake is done it goes to the committee to be prioritized. He noted this is a basic part of IT governance.

Mr. Heide suggested Mrs. Keating-Hubley should be included in the committee.

Councillor Feeney noted there is a capacity issue within IT. There needs to be a specific budget plan put out, especially for the next budget proposal for what the staffing level needs to be. There also needs to be a governance model, either a committee that meets once a month or whether we need a program that is authorized in conjunction with input from municipalities once a year; the second being a more logical approach. An agenda approved at the start of the year for IT, IT takes the package and moves those items forward throughout the year.

Councillor Feeney noted he would like to see a message come back from the Board that the municipalities agree there is a shortfall of capacity, we don't have enough staff to address the demand and this is our 90-day plan to staff accordingly.

Mayor Devenne advised the issue isn't about capacity, even if we staff IT with a fourth person, it still isn't going to give us the Business Analyst or System Analyst that we need to accommodate what kind of software is needed, what kind of job are we trying to do, what's the best way to go about this. We currently have the installers, fixers, the hardware people, the user aspect software people. These are not the folks who should decide or recommend, after speaking with Ms. Crowder, what is the best piece of software on the market to achieve what the CAO wants to accomplish.

He noted if we do want to look at expanding our capacity, we do need a fourth person to handle the everyday hardware issues, but we also need a different kind of person to sit with the CAOs and hear what they need their IT system to do for them. If we don't get a Business System Analyst within the IT team, we will be having this same discussion in 6 months.

Mrs. Keating-Hubley noted we do need to know where that starting point is, what are those needs. We have a lot of expertise in house with Mr. Muise and Mr. Foster to be able to suggest how you're able to solve a problem but if we don't know what that problem is to start with, we can't help. She explained she agrees it would be good to be on the committee with Mr. Muise and it's a good starting point, but we need the municipalities to let us know what it is they need fixed and what problems need to be solved.

D. Mayor Tanner noted neither the capacity nor communication problem will be solved with a committee. He suggested formalizing a communication process so the CAOs can communicate those needs to the IT Department and make both parties accountable. He noted Ms. Keating-Hubley, Mr. Muise and the CAOs can define that process before the next MJSB meeting in February. Until we have that capacity ramped up this won't get solved. He explained he would rather see a process defined between the CAOs and IT and go from there.

Mayor Devenne advised the governance piece that we are suggesting, the CAOs would collaborate with the MJSB to provide a vehicle for the CAOs to identify, based on what they are seeing the need is, that committee would suggest a solution, and that solution may be to contract with an analyst to find the right piece of software. Then the Board would make the decision to get the software or not.

Mrs. Keating-Hubley clarified the governance would be she and the CAOs would have that discussion about their needs and the accountability would go through her.

Mayor Devenne noted it would come to both Mrs. Keating-Hubley and the Board.

It was determined Mrs. Keating-Hubley would meet with the CAOs to identify the needs of the municipalities and bring those needs to the IT Department.

- Security Audit Policy

This item was covered in 4.1 IT - Business Solutions Review.

Mrs. Keating-Hubley noted she and the CAOs have developed a schedule to meet every other month. She explained she will draft the IT Security Audit Policy with Mr. Muise and take to the CAOs.

4.2 3-Cart System

Mayor Mitchell presented on the 3-cart system.

Mayor Mitchell advised a 3-cart system has proven to reduce workplace injuries as there no longer needs to be a person lifting heavy items into the truck. He explained new technology deploys an “arm” that automatically senses the cart and dumps it into the truck in the specified compartment. While there is a cost to adding the “arm” to the truck, as well as the carts themselves, there is a cost savings to the hauler due to only requiring one person per truck.

The three-cart system reduces the rodent problems in neighbourhoods as all items are secure in carts and eliminates the ripping, tearing, or chewing of plastic bags. Carts can be put out early in rural areas (cottage communities) without worry of animals. This also reduces garbage along the roadside from bags being torn open at the curbside.

The carts are more environmentally friendly. As we work to reduce single-use plastics (and these become harder to find), carts reduce the need for blue, black or clear bags.

Mayor Mitchell suggested if the Board gave enough notice to the hauler that this is the direction we want to go, when they purchase new trucks, they will have the 3-cart system in mind.

He noted he wants to start the process of investigating this.

Mayor Bolivar-Getson noted the municipality is looking to reduce carbon emissions by 30- 45% by 2030. In order to reach those emission goals, we will need to go to an electric fleet of garbage trucks. The current contract expires in 2026. She explained the Board needs to start discussions with the contractor now for what we are looking for.

Councillor Moore noted a 3-cart system isn't feasible for the municipality.

Mayor Devenne inquired if a 3-cart system is set up for the towns but not the municipality will different trucks be used in the municipality.

D. Mayor Tanner noted the request is simply for the Board to instruct the COO to have discussions with the garbage vendors in the area and ask what they think about 3-cart systems and integration of electric garbage trucks as well as associated costs.

Mayor Mitchell noted there are carbon tax and targets set for corporate as well as municipalities. He advised the 3-cart system is being used in other rural communities.

Mrs. Keating-Hubley noted the Board did get a quote for the extra carts in 2018 which was around 2.3 million for the two additional bins. There is also the capacity for storage for the extra bins which would need to be considered. We currently have the capacity to store 1,000 green carts, we would need to have space to store two extra sets of bins.

Mayor Bolivar-Getson noted the quote was based on full sized carts.

Mrs. Keating-Hubley explained the quote was for full sized carts. When using smaller carts a consideration for extra picks-ups will have to be considered. It is easier to store the larger carts as oppose to more smaller ones.

Moved by, Mayor Mitchell seconded by, D. Mayor Tanner to direct the COO to have a discussion with garbage haulers in the province of Nova Scotia regarding benefits and impacts of a 3-cart system and the electrification of vehicles. Carried.

4.3 Billing for HR Shared Service

Mrs. Keating-Hubley advised this is simply a housekeeping issue, HR Shared Service was originally a one-year pilot project with a 60% - 40% split between The Town of Bridgewater and the Municipality of the District of Lunenburg with the Town of Mahone Bay paying an hourly rate of \$34.00.

She explained when the position became permanent on April 1, 2020, the average for usage percentages changed to 55% Town of Bridgewater, 40% the Municipality of the District of Lunenburg and 5% the Municipal Joint Services Board. She noted the Lunenburg County Lifestyle Centre was added in September 2020 with an hourly rate of \$44.00.

She noted when she met with the CAOs on January 13, 2021, it was discussed and agreed, that quarterly billings will be calculated based on actual allocation of the employee's service hours for each of the partners. Special projects or charges outside of the fixed costs will be shared using the set rates of TOB 50%, MODL 45%, MJSB 5%. For the LCLC and TOMB an hourly rate will be used.

Mrs. Keating -Hubley noted Schedule 3.1 HR Shared Service needed to be updated to reflect the current procedure for HR billings.

Moved by, Mayor Bolivar-Getson seconded by, Mayor Mitchell that the Board approve an amendment to Schedule 3.1 of the Partners Shared Services Agreement to reflect this change under the COST SHARING MODEL section, Schedule 3.1 HR Shared Service, as attached. Carried.

5. NEW BUSINESS

5.1 Residential Waste Disposal

Mrs. Keating-Hubley advised at the Board meeting of January 22, 2020, it was noted that illegal dump site findings have increased, and it appears to be more from residential waste than contractor waste. Currently there is an allowance for 200 lbs of disposal waste (residual) to be deposited at the site at no charge to the resident.

Councillor Conklin left the meeting at 7:30 pm.

Mrs. Keating-Hubley proposed an allowance of 4 free loads (pick-up truck) per civic number per month be disposed of at the Waste Site at no charge to the resident. She explained this would include household, construction, or renovation waste.

Mayor Bolivar-Getson inquired about contractors being able to use this. She noted she believes the tipping fees are too high for contractors.

Councillor Moore noted residents are the ones who may be dumping renovation material illegally.

Mrs. Keating-Hubley explained the residents know a contractor will charge them more for disposal of renovation material. She noted it's not the number of dump sites that have increased rather the type of dumpsite, more household than contractor material.

Ms. Crowder inquired about the costs incurred with illegal dumping clean-up vs the weight associated with 4 truckloads per household, that represents a certain weight and what is the tipping fee associated with that weight. Just wondering if there is a cost saving with this.

Mrs. Keating advised a contractor is hired to clean up the dumpsite so there are labour costs included in the costs. She noted the tipping fee for wood is \$60/mt, asphalt \$75/mt, drywall \$95/mt. A truck load with large construction pieces would be \$15-\$20. It is not a large loss in revenue. She noted the gain is there is no time spent in

investigating the dumpsite, travelling to the dumpsite, and then paying a contractor to clean up the site.

Ms. Crowder inquired what the illegal dumping costs are currently, are we limiting it to construction waste only.

Mrs. Keating-Hubley advised no, solid waste would be included as well.

Councillor Feeney explained he would like to see a real business case with actual costs, weights associated with illegal dumpsite clean-up over the course of a year, a standard cost benefit analysis.

Mrs. Keating-Hubley advised she would bring that back to the next meeting.

5.2 Blue Bag- Source Separation

Mrs. Keating-Hubley advised over the years the Waste Site has received complaints from Scotia Recycling for overloading trailers. She noted blue bags and paper are always compressed due to tonnage terms and conditions in the contract. Scotia Recycling has recently noted an increase in broken glass in the blue bags.

She explained all parties agree that there are more beverage containers (refundable, glass) at curbside collection this year than ever before. In discussions with GE Environmental the suggestion was made to require separation of glass beverage refundables from regular blue bags.

Mrs. Keating-Hubley suggested residents may be open to an additional layer of separation if Fire Departments were able to collect those bags on a regular basis.

Mayor Bolivar-Getson noted it is a good suggestion however fund raising for Fire Departments due to covid-19 may prove difficult. She inquired about the breakage in the bags, what does that mean; the bag is contaminated, and Scotia Recycling will not accept it.

Mrs. Keating-Hubley noted some changes have been made on the tipping floor. The Site is no longer compacting bags from the tipping floor, not compacting loads going to Scotia Recycling. She explained there are some trucks that do compact as they pickup, which we cannot control.

Mayor Mitchell noted it seems the bottles are being broken on the trucks; how many trucks compact the loads. He suggested keeping an eye on the issue and determine if it's one or more trucks.

Mrs. Keating-Hubley explained the glass bottles have increased in the blue bags over the last year. She noted the trucks have to dump their loads on the tipping floor which is concrete and with more glass in the bags, breakage is unavoidable.

The Board discussed broke glass in the blue bags.

Mayor Devenne suggested doing a communication piece to remind residents that the bottle depots are open and encourage them to return their bottles.

Mayor Bolivar-Getson noted residents can drop off bottles at a depot and request the bottles be donated to an organization, minor hockey, fire department.

Councillor Moore explained the recycling depot in New Germany does fund raising for various organizations, residents just have to advise where they want the bottles to go.

5.3 Discussion on Continued Expansion of Shared Services

D. Mayor Tanner explained he was wondering if the Board is interested in pursuing share services anything further.

Mayor Devenne noted the last two, Safety and Procurement, were looked at and declined.

Councillor Moore commented with everything discussed at this meeting she didn't feel discussing additional services was warranted at this time.

Mayor Bolivar-Getson advised the Municipality of the District of Lunenburg brought a motion to not proceed last budget with Procurement and Safety. She noted there is a process in place if someone would like to bring forward.

Mayor Mitchell noted in the last 5 years no new services have been added and the Board doesn't seem interested. If the Board is satisfied with the services they have then the Town of Bridgewater can go out and discuss services with other municipalities.

Councillor Moore clarified she is still interested in adding services but not at this time with covid-19 and not until IT is running smoothly.

Councillor Feeney stated he let his disappointment known when we didn't add Procurement and Safety. He explained he'd like to see a collaboration between the units when purchasing large equipment, fire trucks, etc. Whether we can facilitate within the Municipal Joint Services Board

Mayor Bolivar-Getson noted from the point of view of municipal staff there is no appetite for additional shared services at this time. She noted they are looking at building inspection through a different format with the units. She explained Procurement is not the best fit for the Municipality of the District of Lunenburg.

Councillor Moore suggested bringing the topic of Shared Services to a future meeting for further discussion.

5.4 New Members for Finance Committee

Mayor Devenne advised one member from the Finance Committee was not re-elected, and another chose not to reoffer.

Mrs. Keating-Hubley suggested Councillor Garland be replaced by Councillor Statton and Councillor McInnis be replaced by Councillor Conklin.

Moved by, Councillor Moore, seconded by Mayor Mitchell, to appoint Councillor Statton as the Municipality of the District of Lunenburg's representative to the Finance Committee and Councillor Conklin as the Town of Bridgewater's representative to the Finance Committee. Carried.

5. IN CAMERA

At 8:43 p.m., it was moved by, Mayor Bolivar-Getson seconded by D. Mayor Tanner, that the Municipal Joint Services Board go In Camera to discuss the following items:

5.1 Town of Lunenburg, Legal Counsel (background and update)

5.2 Sorted Wood

5.3 Personnel Update

Carried.

Municipal Joint Services Board In Camera in session.

At 8:58 p.m.; it was moved by Mayor Bolivar-Getson seconded by, D. Mayor Tanner, that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Municipal Joint Services Board in session.

6. RECOMMENDATIONS/REFERRALS FROM COMMITTEES

7. CORRESPONDENCE

8. ADDED ITEMS:

9. Next Meeting Date – February 24, 2021

10. ADJOURNMENT

There being no further business at 9:00 p.m., it was moved by Councillor Moore, seconded by Councillor Nowe, to adjourn the meeting. Carried.



MAYOR DEVENNE, CHAIR



JENNIFER KEATING-HUBLEY, COO

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
MODL Council Chambers
Wednesday, February 24, 2021 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor Bolivar-Getson (virtually)
Councillor Moore
Councillor Statton
Tom MacEwan, CAO (virtually)

TOWN OF BRIDGEWATER

D. Mayor Tanner
Councillor Conklin (virtually)
Tammy Crowder, CAO

TOWN OF MAHONE BAY

Mayor Devenne
Councillor Feeney (virtually)
Councillor Nowe (virtually)
Dylan Heide, CAO (virtually)

REGRETS

Mayor Mitchell, Town of Bridgewater

ALSO IN ATTENDANCE WERE

Jennifer Keating -Hubley, COO
Tamara Fraser, Recording Secretary (virtually)

1. CALL TO ORDER

Mayor Devenne called the meeting to order at 6:30 p.m.

2. APPROVAL OF AGENDA – Added Items

Item 6.4 Contract Negotiations added to Agenda.

Moved by, D. Mayor Tanner seconded by, Councillor Statton to approve the Agenda as amended. Carried.

3. APPROVAL OF MINUTES OF January 27, 2021, MEETINGS AS CIRCULATED

Moved by Councillor Moore, seconded by Councillor Feeney, that the Minutes of the January 27, 2021, Municipal Joint Services Board meeting be approved as circulated. Carried.

4. AGENDA ITEMS CARRIED FORWARD

4.1 Residential Waste Disposal

Mrs. Keating-Hubley noted more information was requested on this item at the last meeting. She reiterated there hasn't been an increase in illegal dumpsites but rather an increase in residential illegal dumpsites.

Mrs. Keating-Hubley added she is requesting 4 free loads (pickup truck) per civic number per month for residents, as an extension of curbside pickup. She noted the allowable weight could be adjusted, instead of using the term truck loads, to 500 to 600 lbs.

Circulated with the Agenda was a report detailing the type of illegal dumpsite as well as time spent cleaning up the site.

Mrs. Keating -Hubley explained if a resident had a cleanup of a flooded basement; wet insulation, drywall, furniture, which would be within the allotted 200 lbs, they could bring those items in free of charge if they didn't wish to wait for their curbside collection. She added the materials in this request are all items that would normally be collected curbside; toilet, sink, couch, chair, bagged drywall, carpet, etc., if the residents didn't wish to wait for their collection date.

D. Mayor Tanner note the Board had requested a cost analysis for this item before moving forward with it.

Mrs. Keating-Hubley explained the reason for the suggestion was to eliminate some of the time spent with illegal dumpsites. She noted this is just an exchange of the regular

curbside collection, there's no additional cost to residents for this waste disposal if they chose to put it out curbside. This is to allow those residents who wish to bring it in between their normal collection times.

Councillor Moore inquired if the residents don't wish to wait for their collection in 2 weeks' time they could bring that, wet drywall, carpet, couch, etc., to the waste site with an allowance up to 500 lbs.

Mrs. Keating-Hubley noted this is an opportunity for residents who don't wish to have a vanity, toilet, sink, etc., sitting outside waiting for curbside collection to bring it in early. She explained the current weight is 200 lbs noting a sink, toilet and vanity would weigh more which would then cost the resident to drop off. Increasing the allowed weight simply allows the resident to drop it off eliminating the decision to take it back home, which may get dump along the way back.

Mrs. Crowder noted the partners currently pay for curbside service, bulky collection, through the hauler. To direct residents to the waste site for a service that is offered curbside isn't a good use of partners' money, though the reasoning is understandable.

Mrs. Crowder inquired how this would be policed at the scale house to ensure commercial / contractor waste isn't being brought in.

Mrs. Keating-Hubley explained C & D material is not included and residents are required to give name and address at the scale house. The incoming vehicles would not be commercially tagged vehicles only residents.

Councillor Feeney explained the Board was expecting a cost analysis to ensure we weren't going to have a significant financial impact due to cannibalization of tipping fees. It's not clear that someone will change their behaviour because the weight allowance has been changed. He noted changing the weight allowance by 150% is going to yield less revenue in tipping fees.

Mrs. Keating-Hubley explained residents bringing in waste are coded to their units, MODL, The Town of Mahone Bay, the Town of Bridgewater. The material is coded to curbside collection so there is no loss of revenue.

Councillor Feeney explained the Board won't be see a loss of revenue but the partners will. Residents are currently allowed 200 lbs for free which is coded to the Town. Anything over that the resident pays for themselves therefore the revenue between 200 and 500 lbs would be lost to the partners.

The Board discussed residential increasing the solid waste disposal weight amount.

It was determined Mrs. Keating-Hubley would complete a cost analysis of weights between 200 and 500 lbs for billable solid waste for a fiscal year. This cost analysis will be sent out electronically.

D. Mayor Tanner inquired about the increased number of illegal dumpsites.

Mrs. Keating-Hubley noted there have only been a few extra sites reported, the increase is in the amount of residential waste found at the sites as opposed to contractor waste.

Mayor Bolivar-Getson suggested a pilot project for a year or two to see if that changes the number of illegal residential dumpsites.

5. NEW BUSINESS:

5.1 3rd Quarter Financial Report

Mrs. Keating-Hubley reviewed the 3rd Quarter Report. A copy was circulated with the Agenda.

Mrs. Keating-Hubley reviewed the 3rd Quarter Solid Waste Report, noting compost and landfill tonnage was up while blue bags in the Town of Mahone Bay and Town of Bridgewater was down. She explained during the lockdown many businesses in the Towns were closed while Walmart and Canadian Tire, located in the municipality, remained open.

Mrs. Keating-Hubley also noted the increase of glass in the blue bags is another contributor for the increase in blue bag tonnage.

She noted advertising expenses were up slightly with the additional cost this year for the hiring of Gerald Walsh related to the recruitment of the COO position and advertising related to hiring the Controller and IT positions as well.

Mrs. Keating-Hubley advised repairs to the wheeled excavator were unforeseen as well as work done to the sprinkler system and alarm system in the maintenance plant. She added work to the interior of the new compost building, end doors and the required wiring were an extra cost.

The costs for HHW (household hazardous waste) are higher than budgeted there will be some credit/refund coming soon as a result of application being made to Region 6 funding program.

Mrs. Keating-Hubley reviewed the ITSS 3rd Quarter Report.

She noted approval for additional IT staff was given in the fall and not budgeted for in 2020/2021. She added equipment costs for the partners increased due to the increased need to work from home during the pandemic.

Mrs. Keating-Hubley reviewed HR Shared Services 3rd Quarter Report.

D. Mayor Tanner inquired about the annual IT service fees for Yarmouth and the District of Shelburne.

Mrs. Keating-Hubley advised Yarmouth is just coming on board, estimating the service contract to be around \$750/month and the District of Shelburne \$850/month. She noted IT has met with the Town of Shelburne and they are excited to be coming on board. They will pay direct cost for equipment and a monthly service fee of \$500.

D. Mayor Tanner noted the Town of Mahone Bay uses IT less but pays \$26,000 per year. He questioned what the Town of Mahone Bay gets to quantify the higher cost.

Mrs. Keating-Hubley advised the Town of Mahone Bay has equipment purchases which would have raised their costs. She noted the Town of Mahone Bay pays 9 % according to the IT Agreement.

Mayor Bolivar-Getson inquired about the monthly fee being charged to non-partners; is that charge over and above equipment and set up costs.

Mrs. Keating-Hubley advised the monthly fee is over and above any set up costs.

Mayor Bolivar-Getson inquired if one IT employee remains in the office when a new non-partner is being set up.

Mrs. Keating-Hubley noted once a non-partner is set up most of the service tickets can be completed remotely. The partners will always have access to IT in a timely manner.

Councillor Feeney inquired about the projected operating surplus of \$800,000.

Mrs. Keating-Hubley advised she needs to investigate the transfer amounts for year end. She added some of those quarterly entries have not been keyed yet, as well a number of capital projects were postponed due to Covid-19.

Mayor Bolivar-Getson inquired if the Finance Committee had an opportunity to review the 3rd Quarter Report.

Mrs. Keating-Hubley advised she did not have a meeting with the Finance Committee however it was emailed to them for review prior to this meeting.

Mrs. Crowder inquired about the decrease in diversion credits when it was originally budgeted for \$228,000 however the forecasted diversion credits are only \$56, 000. Why is it down \$171,000.

Mrs. Keating-Hubley noted the diversion credit information is based on money actually received to date and the budget calculated using old information and she has contacted Region 6 for a current statement, to confirm.

6. IN CAMERA:

At 7:15 p.m., it was moved by, D. Mayor Tanner seconded by Councillor Statton, that the Municipal Joint Services Board go In Camera to discuss the following items:

6.1 Town of Lunenburg, Legal Counsel (background and update)

6.2 Sorted Wood

6.3 Personnel Update

Carried.

Municipal Joint Services Board In Camera in session.

At 8:19 p.m.; it was moved by Councillor Moore, seconded by, Councillor Statton, that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Municipal Joint Services Board in session.

6.1 Town of Lunenburg, Legal Counsel (background and update)

Moved by, Councillor Feeney, seconded by D. Mayor Tanner, the Municipal Joint Services Board direct the COO to commence litigation against the Town of Lunenburg as per the term of the demand letter and the notice of intended action. Carried.

7. RECOMMENDATIONS/REFERRALS FROM COMMITTEES**8. CORRESPONDENCE****9. ADDED ITEMS:**

10. Next Meeting Date – March 24, 2021

11. ADJOURNMENT

There being no further business at 8:20 p.m., it was moved by Councillor Moore, seconded by D. Mayor Tanner, to adjourn the meeting. Carried.



MAYOR DEVENNE, CHAIR



JENNIFER KEATING-HUBLEY, COO