



TOWN COUNCIL AGENDA

June 8, 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 Regular Meeting – May 27, 2021

2.2 Special Meeting – June 3, 2021

3 Presentations

4 Correspondence – Action Items

4.1 Vryan Haysom – Council Policy Questions

4.2 Katie Iyoupe – Concern for our beautiful Town and its abundant wildlife.

5 Correspondence – Information Items

5.1 NSFM – Monday Memo – May 25, 2021

5.2 Joan Parks-Hubley – Concerns about Tree Cutting Pg 1 Pg 2

5.3 NSFM – Monday Memo – May 31, 2021

5.4 Talking Trees – Owl Habitat

6 Staff Reports

6.1 Staff Report – June 8, 2021

6.2 Staff Report – Council Chambers Furniture

6.3 Staff Report – Bandstand Phase 3 Funding Applications

6.4 Report of the Clerk – June 8, 2021

6.4.a Draft Wildlife Feeding By-law

7 Council Items

7.1 Councillor Burdick – Property Taxes

8 Committee Reports

8.1 Asset Management Committee – Draft Minutes – May 20, 2021

8.2 Policy & Strategy Committee – Draft Minutes – May 31, 2021

8.3 Heritage Advisory Committee – Memo – Municipal Heritage Registration

8.3.a Heritage Advisory Committee – Draft Minutes – May 12, 2021 (previously received at Council May 27, 2021)

8.3 Lunenburg County Senior Safety Program – Monthly Report – May 2021

8.4 South Shore Housing Association – Minutes – April 7, 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 negotiations

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday, May 27, 2021 at 7:00 p.m. via video conference and broadcast via YouTube live.

Present:

Mayor D. Devenne
Deputy Mayor F. Kangata
Councillor A. Burdick
Councillor P. Carver
Councillor J. Feeney
Councillor R. Nowe
Councillor K. Wilson
CAO, D. Heide
Town Clerk, M. Hughes
Manager of Finance, L. 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 Nowe, **“THAT the agenda be approved as amended to include a Notice of Motion under New Business.”**

Motion carried.

2. Minutes

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT the minutes of the May 6, 2021 special meeting of Council be approved as presented.”** Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT the minutes of the May 11, 2021 regular meeting of Council be approved as presented.”**

Motion carried.

A motion by Councillor Nowe, seconded by Councillor Carver, **“THAT the minutes of the May 18, 2021 special meeting of Council be approved as presented.”** Motion carried.

3. Presentations

No presentations.

4. Correspondence – Action

4.1 Talking Trees Submission.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT Council refer the submission from Talking Trees with its content and recommendations to the Asset Management committee for consideration for appropriate action.”**

Motion carried.

A motion by Councillor Carver, seconded by Councillor, seconded by Councillor Wilson.

“THAT Council refer the submission from Talking Trees with its content and recommendations to Plan Mahone Bay for the consideration of elements which could be included in the draft Land Use By-law.”

Motion defeated.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT Council refer the submission from Talking Trees submission with its content and recommendations to staff for consideration in the drafting of a proposed urban forest management policy.”**

Motion defeated.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT Council refer the submission from Talking Trees with its content and recommendations to staff to consider the feasibility of incorporating the recommendations into the Greenhouse Gas Reduction Action Plan, and for staff to provide a report in this regard.”**

Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, **“THAT Council refer the submission from Talking Trees to an agenda of the Policy & Strategy Committee for review of content to provide a recommendation to Council in respect to actions which may be taken in response to the submission.”**

Motion carried.

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

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council refer this correspondence to an agenda of the Policy and Strategy Committee for discussion.”**

Motion carried.

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.

A motion by Councillor Feeney, seconded by Councillor Wilson, **“THAT the correspondence, numbered 5.1 – 5.6 be received and filed and that items number 5.3 and 5.5 be forwarded to the Special Council meeting to discuss the draft Strategic Plan.”** Motion carried.

6. Staff Reports

6.1 Council Report

Council received the Staff Report for May 27, 2021.

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, **“THAT Council direct staff to look into potential traffic calming measures on Clairmont Street and Kinburn Street and provide a report for Council consideration.”** Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Feeney, **“THAT Council receive the Staff Report for May 27, 2021, as presented.”** Motion carried.

6.2 Nursing Home Development

Council received a report to summarize the role of the Town in monitoring and administering the Development Agreement for the new Nursing Home Development on Main Street.

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

7. Council Items

7.1 2021/22 Budgets

A motion by Councillor Feeney, seconded by Councillor Wilson, **“THAT Council approve the 2021-22 General Operating Budget with expenditures in the amount of \$2,664,231 as presented, with general tax rates set at \$1.115/\$100 Residential and \$3.025/\$100 Commercial, fire tax rates set at \$0.167/\$100, and the infrastructure charge unchanged at \$295/unit.”** Motion carried.

A motion by Councillor Burdick, seconded by Deputy Mayor Kangata, **“THAT Council approve the 2021-22 Capital Budget with expenditures totaling \$13,447,176 supported by a projected \$6,752,966 in external funding.”** Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council approve the 2021-22 Electric Utility Operating Budget with expenditures in the amount of \$2,039,465 as presented.”** Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT Council approve the 2021-22 Electric Utility Capital Budget with expenditures totaling \$301,000 supported by a projected \$25,000 in external funding.”** Motion carried.

A motion by Councillor Feeney, seconded by Councillor Burdick, **“THAT Council approve the 2021-22 Water Utility Operating Budget with expenditures in the amount of \$645,460 as presented.”** Motion carried.

A motion by Councillor Nowe, seconded by Deputy Mayor Kangata, **“THAT Council approve the 2021-22 Water Utility Capital Budget with expenditures totaling \$3,062,390 supported by a projected \$2,104,501 in external funding.”** Motion carried.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council approve the 2021-22 cemetery budgets, in the amount of \$15,200 for Park Cemetery and \$11,000 for Bayview Cemetery, as presented.”** Motion carried.

A motion by Councillor Feeney, seconded by Councillor Burdick, **“THAT Council approve the Budget Press Release as presented.”** Motion carried.

7.2 Procedural discussion

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT Council direct staff to write to Valerie Hearder of Talking Trees, and Sue Bookchin and Derek Wentzell in response to their correspondence which was received at the May 11, 2021 Council meeting to advise as to Council direction taken on their correspondence.”** Motion carried.

8. Committee Reports

8.1 Heritage Advisory Committee

Council received the draft minutes of the May 12, 2021 meeting of the Heritage Advisory Committee.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council register the property located at 342 Main Street as a Municipal Heritage Property.”**
Motion carried.

A motion by Councillor Feeney, seconded by Councillor Burdick, **“THAT Council approve the grant application from the owners of 77 Edgewater Street.”**
Motion carried.

8.2 Oakland Lake Watershed Advisory Committee

Council received the draft minutes of the May 10, 2021 meeting of the Oakland Lake Watershed Advisory Committee.

8.3 Municipal Joint Services Board

Council received the minutes of the following meetings of the Municipal Joint Services Board: January 22, 2020; April 1, 2020; April 22, 2020; August 26, 2020; September 23, 2020; October 14, 2020; October 21, 2020; January 27, 2021; and February 24, 2021.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council accept the minutes of the Municipal Joint Service Board as received.”**
Motion carried.

9. New Business

9.1 Notice of Motion

Councillor Burdick provided a notice of motion that she will move, or cause to be moved, a motion to propose the suspension of interest on tax bills.

10. Closed Session

A motion by Deputy Mayor Kangata, seconded by Councillor Nowe, at 8:39 pm to go into Closed Session to discuss acquisition, sale, lease, and security of municipal property; and contract negotiations as permitted by the Municipal Government Act section 22(2)(a) and (e) respectively.
Motion carried.

Council returned to open session at 9:46 pm.

Business Arising from Closed Session

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT Council amend the letter of agreement with the Wooden Boat Society with respect to the DevelopNS floating dock agreement.”**
Motion carried.

A motion by Councillor Carver, seconded by Councillor Burdick, **“THAT Council direct staff to write to the MBTCC granting permission for the MBTCC to host local artisans within the VIC as requested, to a maximum of 25% of the floor space secondary to the operation of the visitor information centre, for the 2021 season.”** Motion carried.

A motion by Councillor Burdick, seconded by Councillor Carver, **“THAT Council direct staff to invite the MBTCC to meet with Mahone Bay Town Council to discuss the basis for a potential renewed agreement in respect to the operation of the VIC.”** Motion carried.

A motion by Councillor Feeney, seconded by Councillor Wilson, **“THAT Council approve the change orders for the interior accessible entrance ramp and first floor painting at the Town Hall.”** Motion carried.

Council adjourned upon motion at 9:53 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

A special Meeting of Town Council for the Town of Mahone Bay was held on Thursday, May 27, 2021 at 7:00 p.m. via video conference and broadcast via YouTube live.

Present:

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

Gallery: online

Absent: Councillor P. Carver (regrets)

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1. Agenda

A motion by Councillor Nowe, seconded by Councillor Feeney, **“THAT the agenda be approved as amended to include a Closed Session to discuss personnel matters as permitted by MGA 22(2)(c).”** **Motion carried.**

2. Consideration of Draft Strategic Plan

Council received submissions from the May 10, 2021 Public Hearing to receive comments on the Draft Town of Mahone Bay 2021-2025 Strategic Plan, as well as comments from Jeff Frampton and Gregg Little which had been forwarded to this meeting from the May 27, 2021 regular meeting of Council.

A motion by Councillor Wilson, seconded by Councillor Burdick, **“THAT Council adopt the 2021-2025 Strategic Plan as presented.”** **Motion carried.**

A motion by Deputy Mayor Kangata, seconded by Councillor Wilson, **“THAT Council direct staff to thank everyone who submitted comments on the draft Town of Mahone Bay 2021-2025 Strategic Plan, to advise them that many of their comments are included in the identified priorities of the Strategic Plan, and that Council will**

consider their comments throughout term and performance of the Strategic Plan.”
Motion carried.

A motion by Councillor Wilson, seconded by Councillor Nowe, “THAT Council go into Closed Session at 7:32 p.m. to discuss personnel matters, as permitted by MGA 22(2)(c).”
Motion carried.

Council returned to open session at 7:54 p.m.

Council adjourned upon motion at 7:55 pm.

TOWN OF MAHONE BAY

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Mayor, David Devenne

Clerk, Maureen Hughes

To Mahone Bay Town Council

31 May 2021

Dear Mayor and Councillors,

Re: Council Policy

During the May 27, 2021, debate on a motion to refer the Talking Trees Proposal for a Mahone Bay Tree Policy to the Plan Mahone Bay process, Councillor Wilson offered as reasons for not doing so that Talking Trees (1) is anonymous and (2) has no standing. Other Councillors appeared to endorse this formalistic and technical approach. I was concerned because this seemed like suppression of citizen participation. As a result, I am asking that Council clarify its policy and guidelines about hearing and dealing with citizen's requests and proposals.

1. I thought the point about the provenance of the submission and it not being signed (i.e., being anonymous) was disingenuous. Given, however, that the point received no objection or comment from Council (which has had frequent involvement with Talking Trees) and that no reason other than 'tone' was offered for defeating the motion, I am now asking for clarity about how the Council Policy is intended to work. I would have thought the Proposal's inclusion in the Council package as correspondence received for action meant that the group submitting it was known and contactable. I would have thought that any question about that issue would be addressed to staff and be resolved before finalization of the agenda or consideration of the correspondence rather than as an objection part way through the relevant agenda item. And I would not have expected pedantry to get in the way of dealing with citizens' submissions. My expectations appear to have been wrong and so it would be helpful to have specific guidelines on the following:

- Who determines whether correspondence meets the anti-anonymity guideline?
- If it is Council and a Councillor does not believe that an item of correspondence meets the anti-anonymity guideline, when should they raise the concern – before the agenda is adopted or before the correspondence is considered?
- Where the correspondent is known and can be contacted but does not fully comply with the letter of the anti-anonymity guideline, do discrepancies have to be resolved with the correspondent or is it enough that the correspondent is known and can be contacted?
- What is the consequence of a failure to meet the letter of the anti-anonymity rule?
- Where a covering letter or e-mail accompanies a submission to Council, is it required that the covering letter or e-mail also be provided to Council?
- Is a signature an essential requirement and if so, what constitutes 'signature'?

- Does Council see the need to establish identity as an essential prerequisite to every request or proposal from residents, regardless of past engagements and history with Council, even where the correspondent is known?

2. I expect that participants in a quasi judicial hearing where legal interests are at stake (such as a land use variance) must establish standing in order to be heard, but I did not know that 'standing' is a requirement for bringing requests or business to Council for deliberation.

- Is there a standing requirement separate from the anti-anonymity requirement?
- If so, just what are the preconditions that citizens must meet in order to have their submissions, requests or proposals considered by Council?
- Where a group of citizens get together to bring forward concerns or issues, is it Council's policy that in order to be heard or to have their concerns dealt with through the Town's formal structures the group must be incorporated?
- Are incorporated entities treated differently from citizens and groups of citizens in Council's deliberations?

(Council might want to note that the Presentation Application Form, which is said to be appended to the Council Policy, is not in fact appended. Also, the form is not indexed or available under that name on the web site (It is indexed as "Delegation Application".) I suggest that for ease of finding it should also be findable under the name used in the Council Policy.)

I look forward to learning of Council's policies and guidelines on standing and the other formalities that have to be met by residents in order to participate in Town governance.

Veryan Haysom

195 Fairmont Street, Mahone Bay

Maureen Hughes

From: Katie Sharp <katiesharp10@yahoo.com>
Sent: Tuesday, June 1, 2021 9:09 PM
To: David Devenne; Francis Kangata; Alice Burdick; Richard Nowe; Penny Carver; Kelly Wilson; Maureen Hughes
Subject: Concern for our beautiful Town and it's abundant wildlife

CAUTION: This email originated from an external sender.

Dear Mayor Devenne, town council members, CAO and Deputy CAO

My name is Katie Iyoupe. My husband Chris, our two children and myself live at 74 Clairmont St. Mahone Bay. I am writing you this letter out of concern for the nesting owl family that calls my property, the surrounding properties and the Ernst Brook home.

Early Saturday morning two large trees were cut down on the old Charity Lodge property. One of these trees was awfully close to the river's edge. Is this allowed? Is there not a by-law protecting the sensitive ecosystem of our community's rivers? The clearing of the large trees and green space in our town is very disheartening considering we have such an abundance of wildlife that call these spaces home. My family, neighbours and I are concerned that the possible clearing of this property poses a risk for the family of owls, especially during this very vulnerable time of nesting season. I have contacted The Department of Natural Resources and they have told me that nesting birds are protected under the Lands and Forest Act. I am asking if you as our town representatives are going to step in and consider making a change to add more protection for the large trees in our town, the urban canopy and our green spaces?

The Mahone Bay sign on the outskirts of town says "We love the beauty around us." I find this to be confusing. We are advertising our love for the natural beauty we are so blessed to be surrounded by, yet there is extraordinarily little to protect that beauty in our town's bylaws. I'm not saying we shouldn't allow development but can't there be a way that our town's bylaws ask developers to maintain the urban canopy and green spaces, so that the beauty we so love isn't destroyed.

Over a year ago the town planted 100 new trees, a lovely gesture, but in one fell swoop two 80-year-old trees fell to the ground Saturday morning.

We teach our children to recycle, we clean up garbage with them on earth day and educate them on the importance of being kind to our planet and nature and yet here we are continuing to set the example that money is more important, more, more, more... Unfortunately, we will be long gone, but our children's children will be paying the price for our ignorance.

My husband and I are not free from this ignorance either, we have cut trees down on our own property in the past, unaware of the impact it has. With our growing concern for the owl family, we have learned so much and the impacts the thoughtless cutting of these trees has. We now know better, and we want to do better. We feel this is something our community needs more by-laws around, and our citizens educated as to why these by-laws are so important.

I am asking as a member of this community, a human being of this beautiful planet and a mother to please consider my email and questions. Mahone Bay can be a community that sets the example.

Sincerely Katie Iyoupe

Below are names and addresses of people from Mahone Bay and surrounding communities who have read and are in support of this letter.

1. Adriana Saltman - 22 Berryland Drive, Hebbville, NS B4V 6Y6
2. Kimberly Whynot – 90 Clairmont St. Mahone Bay, NS B0J 2E0
3. Cole Faulkenham – 3129 hwy 10, New Germany, NS B0R 1E0
4. Jenifer Holloway – 3129 hwy 10, New Germany, NS B0R 1E0
5. Felicia Skinner – 404 Bluerocks Rd, Lunenburg NS
6. Mike Skinner – 404 Bluerocks Rd, Lunenburg NS
7. Paige Ferguson – 335 Main St. Mahone Bay NS
8. Margo Tulk – 56 Crescent St. Bridgewater NS B4V 1L2
9. Jane Smith – 126 Pine Grove St. Mahone Bay NS
10. Knut Weissbach – 126 Pine Grove St. Mahone Bay NS
11. Felix Weissbach (age 17) – 126 Pine Grove St. Mahone Bay NS
12. Carrie Vere-Holloway - 3129 Hwy 10 New Germany, NS B0R 1E0
13. Sam Walsh – 3129 Hwy 10 New Germany, NS B0R 1E0
14. Erin Murley – 33 Zwicker Lane, Mahone Bay NS
15. Scott Sanford – 33 Zwicker Lane, Mahone Bay NS
16. Christy MacNeil – 390 Woodstock Rd Mahone Bay NS
17. Micheal MacNeil – 390 Woodstock Rd Mahone Bay NS
18. Crystal Berkeley – 78 Clairmont St. Mahone Bay NS
19. Chris Berkeley – 78 Clairmont St. Mahone Bay NS
20. Wendy Page – 121 Front Centre Rd. Front Centre NS B0J2C0
21. Kira Curtis/Mateus Bistro – 533 Main St. Mahone Bay
22. Julie Feindel – 918 Cornwall Rd. Lower Cornwall NS B0J2E0
23. Paul Sharp – 98 Hallamore Mills Rd. Middle Cornwall NS B0J1E0
24. Pat Cunningham – 98 Hallamore Mills Rd. Middle Cornwall NS B0J1E0
25. Megan McKellar – 110 Hallamore Mills Rd. Middle Cornwall NS B0J1E0
26. Mariette Tanner – 1545 Northwest Rd. RR3 Lunenburg, B0J2C0

27. Kim Skinner – 161 Hawthorn Hill, Mahone Bay NS
28. Nancy McCarthy – 416 hwy 325 Blockhouse NS
29. Ashley Hatt – 42 Madison Ave Mahone Bay NS B0J2E0
30. Jessica Burgoyne – 106 Station Rd. Martins River, NS
31. Evan Roy – 106 Station Rd. Martins River, NS
32. Brianna Higgins – 41 Ernst Rd. Blockhouse, NS
33. Katherine Sharp – 544 Crouses Settlement Rd, Crouses Settlement, NS
34. Ben Sharp – 544 Crouses Settlement Rd, Crouses Settlement, NS
35. Katie Condon – 143 Fairmont St. Mahone Bay, NS
36. Tim Merry – 143 Fairmont St. Mahone Bay, NS
37. Simone Chia-Kangata – 479 Main St. Mahone Bay, NS
38. Joan Parks – 476 Main St. #207, Mahone Bay, NS
39. Janice Lantz – 49 Makenzie St. Lunenburg, NS
40. Judy Pernfuss – 18 Spur St. Mahone Bay, NS
41. Beatrice Schuler-Mojon – 1965 Barss Corner Rd, Barss Cornrer, NS, B0R 1A0
42. Michele Nichols – 504 Main St. Mahone Bay, NS
43. Valerie Hearder – 195 Fairmont St. Mahone Bay, NS
44. Kelsy Lyons – 100 Old Northwest Rd. Fauxburg, NS, B0J 2C0
45. Jonathan Lyons – 100 Old Northwest Rd. Fauxburg, NS
46. Cathy Veinot – 67 Clairmont St. Mahone Bay, NS
47. Scott Veinot – 67 Clairmont St. Mahone Bay, NS
48. Ron Hall – 83 Orchard St. Mahone Bay, NS
49. Virginia Hall – 83 Orchard St. Mahone Bay, NS
50. Cathy Gregoire – 141 Edgewater St. Mahone Bay, NS
51. Kristen Porter – 43 Maple St. Mahone Bay, NS
52. Kelly Johnstone - 85 Blockhouse Mines Rd. Blockhouse, NS, B0J 1E0
53. Andrea Smith Young – 75 Clairmont St. Mahone Bay, NS, B0J 2E0
54. Phillip Young – 75 Clairmont St. Mahone Bay, NS, B0J 2E0

55. Chris Iyoupe – 74 Clairmont St. Mahone Bay, NS, B0J 2E0
56. Darcie Bolivar – 415, Woodstock Rd. Clearland, NS
57. Ivan Bolivar – 415, Woodstock Rd. Clearland, NS
58. Laurel Haslett – 476 Main St. Mahone Bay, Ns
59. Patty Livingston – 228 Main St. Mahone Bay, NS, B0J 2E0
60. Joanne Clouston – 109 Pine Grove St. Mahone Bay, NS, B0J 2E0
61. Richard Leckenby – 109 Pine Grove St. Mahone Bay, NS, B0J 2E0
62. Swantje Sutherland – 156 Fairmont St. Mahone Bay, NS, B0J 2E0
63. MJ Sakurai – 17 Maple St. Mahone Bay, NS, B0J 2E0
64. Colleen O'Neill – 236 Main St. Mahone Bat, NS, B0J 2E0
65. Andre Muise – 236 Main St. Mahone Bay, NS, B0J 2E0
66. Callum Muise (age 12) – 236 Main St. Mahone Bay, NS, B0J 2E0
67. Becky Atkinson – 109 Spruce St. Mahone Bay, NS
68. Maria Butts – Pleasant St. Mahone Bay, NS
69. Jody Butts – Pleasant, St. Mahone Bay, NS
70. Beth Legacy-Cole – 105 Fairmont St. Mahone Bay, NS
71. Shawn Cole – 105 Fairmont St. Mahone Bay, NS
72. Lara Carrigan – 77 Pleasant St. Mahone Bay, NS
73. Palmer Nelson – 110 Pine Grove St. Mahone Bay, NS
74. Richard Nelson – 110 Pine Grove ST. Mahone Bay, NS
75. Katie Westhaver – 9 Robart St. Pine Grove, NS
76. Mike Westhaver – 9 Robart St. Pine Grove, NS
77. Ann MacPhail – 15 Stovepipe Rd. Mahone Bay, NS
78. Chelsea Haughn – 20 Garden Lane, Mahone Bay, NS
79. Brad Whynot – 20 Garden Lane, Mahone Bay, NS

Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Tuesday, May 25, 2021 4:42 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: Tuesday, May 25, 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

DMA Funding Deadlines Approaching

Municipalities can now apply online for the following provincial funding programs administered by the Department of Municipal Affairs:

[2021-22 Applications can be submitted through the provincial portal.](#)

The deadline for applications is **June 29, 2021**.

[Provincial Capital Assistance Program \(PCAP\)](#)

[Flood Risk Infrastructure Investment Program \(FRIIP\)](#)

[Municipal Innovation Program \(MIP\)](#)

[Beautification and Streetscaping Program \(BSP\)](#)

Community Works Program (CWP)

Mi'kmaw 101 - We are all Treaty People

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).

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](#).

New insights on good infrastructure data

From FCM

Is your municipality considering new infrastructure initiatives? Do you want to learn how good asset data can help your community make better decisions on infrastructure?

Read our new [Asset management insights: Data and information report](#). You'll discover how other communities are getting started and what activities your municipality could do to collect, validate and analyze data on its municipal assets.

[Discover asset management insights on data and information.](#)

The Municipal Asset Management Program is an eight-year, \$110-million program, funded by the Government of Canada.

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 OF MUNICIPALITIES



Nova Scotia Federation of Municipalities

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Fax: (902) 425-5592

info@nsfm.ca

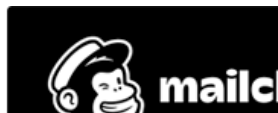
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476 Main Street,
#207,
Mahone Bay, NS.
B0J 2E0

May 31, 2021.

Town of Mahone Bay,
493 Main St.
Mahone Bay, NS.

Dear Mayor Devenne, Town Council members, CAO and Deputy CAO,

I would like to put on record my concern about the cutting of mature pine trees on the Charity Lodge Lot on Clairmont Street.

Early on Saturday morning, I heard a loud crack and the felling of trees. From my balcony at The Quinlan which faces Clairmont Street, I could see the work taking place and was disappointed to see yet more mature trees coming down, especially along the Maggie Maggie/ Ernst Brook where silt has been observed going into the water. Recently, I signed another letter concerning the excessive cutting of trees near the river and Wentzell's Woods on the new nursing home site.

I eagerly attended the planting of new trees in the park in Mahone Bay to celebrate the 100th Anniversary: 100 Trees. In the January 2020 Mayor's Newsletter, it stated "...we ask that Mahone Bay residents help us keep these new trees safe and strong by keeping dogs away from the new trees."

Should we not be also keeping our old trees safe and strong? And it is chainsaws and not dogs who are the culprits so often recently! It seems ironical to me to have a campaign promoting the planting of new trees and yet not care at all about the trees the Town already has growing in its midst. I believe there needs to be a consistent approach to protecting the environment in our Town.

I am not against development in the Town and I think the addition of the Assisted Living facility will be an excellent addition to the community. I may one day avail myself of the apartments!

However, the trees on Clairmont Street serve/served as habitat for a family of barred owls. (Owlets will hatch in a matter of weeks) Did you know that barred owls mate for life, live for at least twenty years, and usually hold their territory for life, longer than most of your members' tenure on Council?

Owls are excellent indicators of environmental health and are also vulnerable to environmental disturbances such as toxic chemicals and habitat loss. The young will be dependent on the parents until the fall and 70% of the young die within their first year.

I listen to the owls most nights as I go to sleep and they are fascinating neighbours. There is a strong link between the environment and mental wellness. During these many months of Covid 19, I have come to value nature even more, as I am expect all our residents have as well. I am sure the Town would not want to lose the owls permanently. But they do require mixed woods near water and our protection.

I am hoping the Town will take steps to care more carefully for our trees, our waterways and the owls. There must be education of developers as well so they understand broadly what is important to the Town and its residents.

I can be reached at 902-398-2525 or joanparkshubley@eastlink.ca

Thank-you for your consideration.

Sincerely,

Joan M. Parks

Maureen Hughes

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, May 31, 2021 4:52 PM
To: Maureen Hughes
Subject: NSFM's Monday Memo: May 31, 2021

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Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

Nova Scotia Municipalities Asked to Lower Flags in Memoriam of 215 Indigenous Children Found in Mass Grave

Municipalities are asked to lower flags to half mast for 215 hours in memory of the 215 children as well as the thousands of children who were sent to residential schools, for those who never returned, and in honour of the families whose lives were forever changed.

As a province please join us in solidarity to honour the memory of the lost Tk'emlúps te Secwépemc First Nations children. Thank you to all members who participate in this initiative.

[For more information on a way forward, please read and adopt into practise the Truth and Reconciliation Commission Calls to Action.](#)

[Affordable Housing Commission Releases Report](#)

The 61-page report, *Charting a New Course for Affordable Housing in Nova Scotia*, was released on Monday, May 31.

NSFM is requesting feedback from members. [Submit your feedback here.](#)

Or submit it directly communications@nsfm.ca

[Public Engagement Re: New Climate Plan](#)

Nova Scotia launched the public engagement process on the development of the new goals as well as the new Climate Plan. The process runs from May 27 to July 26, 2021.

[Access Awareness Week Kicks off May 31, 2021!](#)

Join us in celebrating the week from May 31 - June 5!

[NSFM Relaunches Asset Management Course](#)

Read more details above or contact [Debbie Nielsen](#) to register.

Upcoming Events

[Mi'kmaw 101 - We are all Treaty People](#)

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).

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 provided by NSFM and AMANS at no charge.

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

AMANS Spring Conference Registration is Now Open!

Contact: [Rebecca Kolstee, Manager of Wellness and Professional Development Programs, AMANS](#)



**NOVA SCOTIA FEDERATION
OF MUNICIPALITIES**



Nova Scotia Federation of Municipalities

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Halifax, N.S. B3J 3K8

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1 June 2021

Dear Mayor Devenne and Councilors,

Re: Disturbance of owl habitat on Clairmont St.

Talking Trees would like to add their voice to the residents who have expressed deep concern for the barred owl habitat that has been partially destroyed and disturbed on the old Charity Lodge property on Clairmont St.

We are grateful that Council is taking planning and drafting of tree protection in Town seriously. This partial destruction and disturbance of owl habitat brings into sharp focus the importance of the “urban canopy”. Any tree within the canopy protects and serves more than just one property, and this makes tree protection by-laws all the more necessary and complex.

- Given the current threat to the barred owl family on Clairmont St, Talking Trees requests that Council view our Tree Policy Proposal, tabled on 27 May, with even more urgency. Our Tree Policy Proposal lays out approaches for working with a complex tree protection process.
- The proposed Urban Forest Management Plan in the Strategic Plan needs to include a provision to prevent any removal, destruction or pruning of trees during nesting season. Trees must be checked for nesting birds. We are hereby adding this recommendation as an addendum to our Proposal.

While recognizing that the property owner acted within existing regulations, the partial destruction/disturbance of this owl habitat during nesting season highlights our request for monitoring of development sites during the early site preparation and tree-cutting stages. This is critically important.

Sincerely,

Talking Trees




Val Header, Cathy Gregoire, Jen Scott, Penny Carver, Chris Heide.











Report to Council June 8, 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>
		Notes: Draft Engagement Plan re development of community-wide, all-ages bicycle route approved by Council Feb 9, 2021. Appropriate NSLC staff be invited to participate in consultations along with other identified stakeholders. Initial survey open now. Stakeholder Zoom consultation planned for 7-8 PM on June 22, 2021.		


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.	<div> 08-Sep-20 Dec., 2021  50% </div> <p>Notes: To be discussed at Policy & Strategy Committee in 2021-22; report to Council anticipated thereafter.</p>
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.	<div> 08-Sep-20 Jun., 2021  75% </div> <p>Notes: In Progress. Report anticipated to upcoming meeting of Council.</p>
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	<div> 08-Sep-20 Dec., 2021  50% </div> <p>Notes: To be discussed at Policy & Strategy Committee in 2021-22; report to Council anticipated thereafter.</p>

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%
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%
8	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%

9	Staff to review the MBTCC request [artisans at the VIC] and report back to Council with recommendations.	28-Jan-21	May., 2021		★	Notes: Report to Council provided May 27 (closed session re lease of municipal property). Council approved MBTCC request by motion.
10	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		★	Notes: Affordable Housing Commission Report released May 31st. Council session with Department of Municipal Affairs Minister and staff scheduled for June, 2021.
11	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	Jul., 2021		75%	Notes: Engineering designs in progress. Included in 2021-22 capital budget. Implementation top priority for new Manager of Public Works & Transportation.
12	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.
13	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.

14	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:					
15	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	Jun., 2021	<div></div>	<div></div>	<div></div>	50%
		Notes: In progress.					
16	Refer the submission from Talking Trees with its content and recommendations to the Asset Management Committee for consideration and appropriate action.	27-May-21	Jun., 2021	<div></div>	<div></div>	<div></div>	<div></div>
		Notes: Completed, will appear on Committee's June 17th meeting agenda.					
17	Staff to consider the feasibility of incorporating the recommendations from Talking Trees submission into the Green house Gas Reduction Action Plan and provide a report in this regard.	27-May-21	Jul., 2021	<div></div>	<div></div>	<div></div>	50%
		Notes: Submission has been forwarded to staff to provide the requested report.					
18	Refer the submission from Talking Trees to an agenda of the Policy and Strategy Committee for review of content to provide a recommendation to Council in respect to actions which may be taken in response to the submission.	27-May-21	Jun., 2021	<div></div>	<div></div>	<div></div>	<div></div>
		Notes: Completed, anticipated to appear on Committee's June 28th meeting agenda.					

17	Staff to look into potential traffic calming measures on Clairmont Street and Kinburn Street and provide a report for Council consideration.	27-May-21	Jul., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: In progress. Opportunity to align with ongoing bicycle route consultations for additional public input.
18	Staff to write to Valerie Hearder of Talking Trees, and Sue Bookchin and Derek Wentzell in response to their correspondence which was received at the May 11, 2021 Council meeting to advise as to Council direction taken on their correspondence.	27-May-21	Jun., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Completed.
19	Refer this correspondence (Logo survey) to an agenda of the Policy and Strategy Committee for discussion.	27-May-21	Jun., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Referred to Committee for scheduling on a future agenda.
20	Council register the property at 342 Main Street as a Municipal Heritage Property.	27-May-21	Jun., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: Memo on June 8, 2021 Council agenda requesting a new motion to ensure that staff are able to follow the proper legislative procedures.
21	Staff to write to the MBTCC granting permission for the the MBTCC to host local artisans within the VIC as requested to a maximum of 25% of the floor space for the 2021 season.	27-May-21	Jun., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: MBTCC have been advised of the direction of Council and that a letter is forthcoming.

22	Staff to invite the MBTCC to meet with Council to discuss the basis for a potential reviewed agreement in respect to operation of the VIC.	27-May-21	Jun., 2021		50%
		Notes: MBTCC have been advised of the direction of Council and staff plan to discuss the invitation further with MBTCC to make appropriate arrangements for the proposed meeting.			

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 & siewalks 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>

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 montly rotation. Ongoing promotion of Civic number and Outdoor Burning By-laws. Staff have completed Public Engagment 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 Svstem.

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



General Overview:

This report is intended to provide Council with an update on the procurement of furniture and equipment for Council Chambers.

Background:

Staff previously reported to Council in this regard on March 25, 2021.

Council approved the 2021-22 operating and capital budgets on May 27th, 2021, including a project to purchase new furniture and equipment for the renovated Council Chambers at Town Hall.

Analysis:

Equipment

Staff have purchased the equipment to outfit the renovated Chambers to allow meetings to be live streamed/recorded once meetings can be held in person. A wall-mounted monitor/television for displaying presentations, etc. will be procured once renovations are complete, as well as a tablet for use by hearing impaired gallery members (livestreaming to YouTube provides closed captions).

Furniture

Staff reviewed numerous options from office furniture suppliers including pre-fabricated and custom, and have identified the option which makes best use of the available space while allowing for easy movement around the room. The quotation for the recommended option is attached as an appendix to this report (three comparable quotes were obtained by staff).

The attached quote is for a combination of fourteen units that fit together to form a large board table but can also be used in many different configurations. The tabletops flip up for easy storage. There are grommets in the centre desks to allow for cables to pass up through the centre of the table from the new floor electrical/data box. This provides for maximum flexibility in the use of the space, including socially distanced configurations as required. New board room chairs are depicted in the attached quote. The current chairs are depreciated but functional, though Council may wish to consider purchasing new chairs now.

Financial Analysis:

The 2021-22 budget includes \$15,000 for the purchase of new furniture and equipment for the renovated Council Chambers at Town Hall.

Equipment

The cost for the streaming/recording equipment for Council Chambers was \$3,198.61. The cost to purchase a monitor/television and wall mount will be roughly \$800. Staff will shop for a cost-effective option once renovations are complete. A tablet for use by hearing impaired gallery members can be purchased for about \$500.

Furniture

The quoted cost of the 14 desks that make up the board table is \$10,323.87, this price includes delivery and installation. Replacement board room chairs have been quoted at \$3,447.95, this cost also includes delivery and installation. The desks and chairs can be seen depicted in the attached.

Staff require Council direction on the purchase of the chairs, which would bring the total project cost to \$18,270 + Net HST.

Links to Strategic Plan:

- 3.1 21st Century Infrastructure
 - Facilities Management
 - Implement Federal and Provincial Accessibility legislation
- 3.3 Governance and Public Engagement
 - Improve communications and share information with the public in a manner consistent with their needs
 - Create opportunities for public engagement

Recommendation:

It is recommended,

"THAT Council approve the purchase of new desks for Council Chambers as quoted."

Respectfully submitted,





workplace essentials

Focused. Smart. Reliable.

May 25th, 2021

Kelly Redden
Deputy Clerk & Records Administrator



493 Main Street
Mahone Bay, NS B0J 2E0
(902) 624-9745

Artopex Project #AT3776-R2 (Drawings and Listing Attached)

Artopex Genius Tables as per attached listing	\$9832.26
Delivery Installation and removal of Packaging	<u>491.61</u>
Sub Total	10323.87
HST	<u>1548.58</u>
Total	11872.45

Regards

Dale

Dale Eaton

Workplace Essentials

Account Manager Furniture Sales-Annapolis
Valley

Cell: 902-599-4666

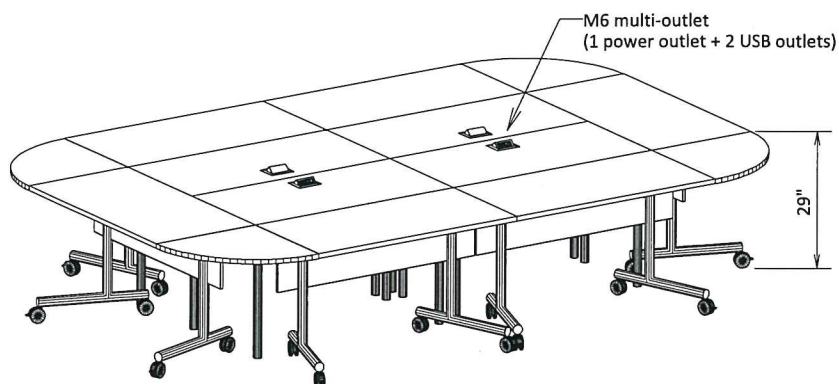
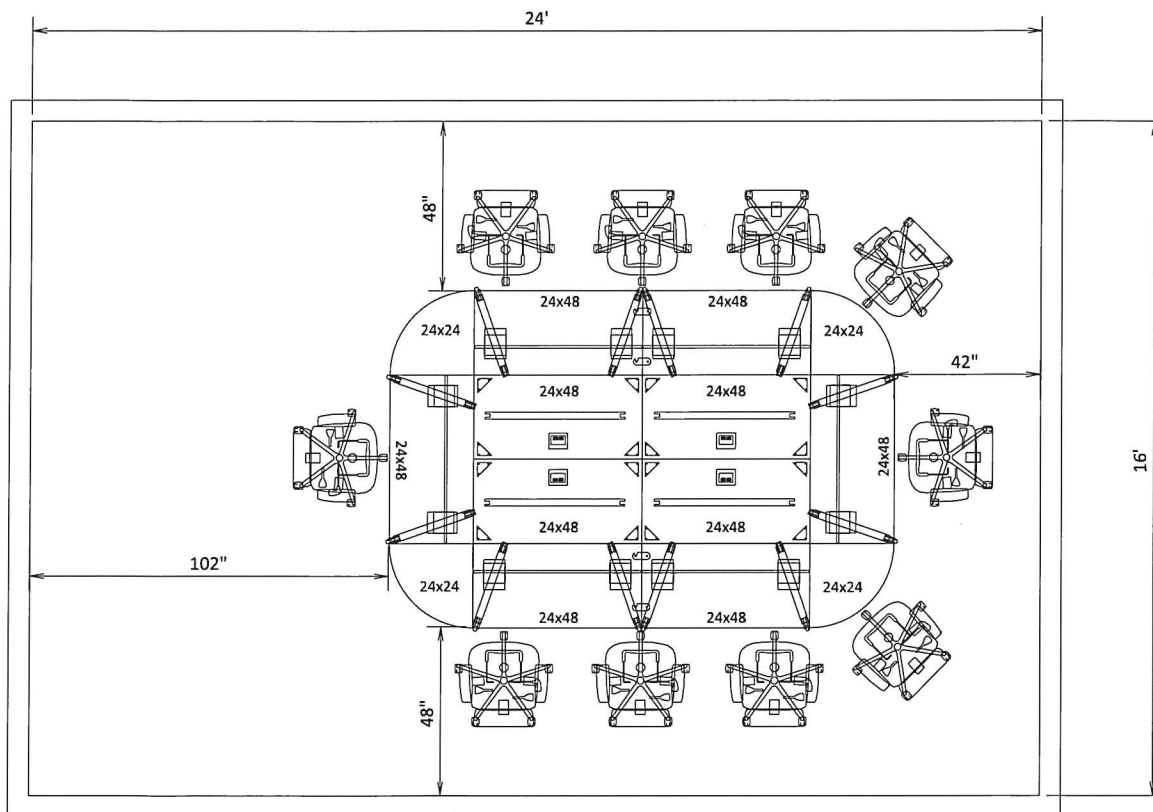
Email: dale@workplaceessentials.ca

Website www.workplaceessentials.ca

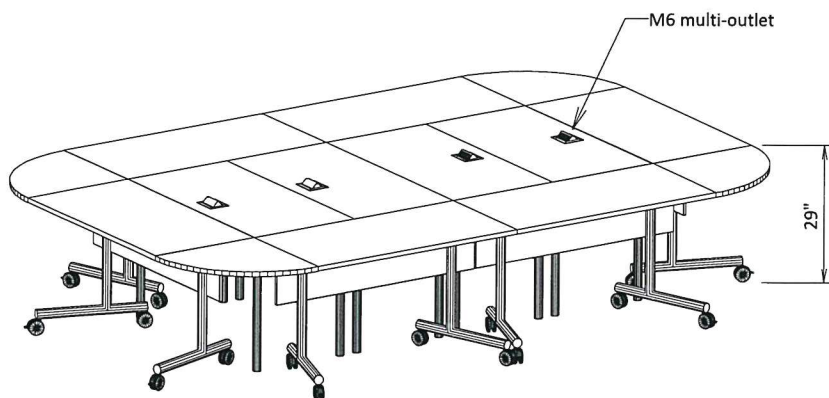
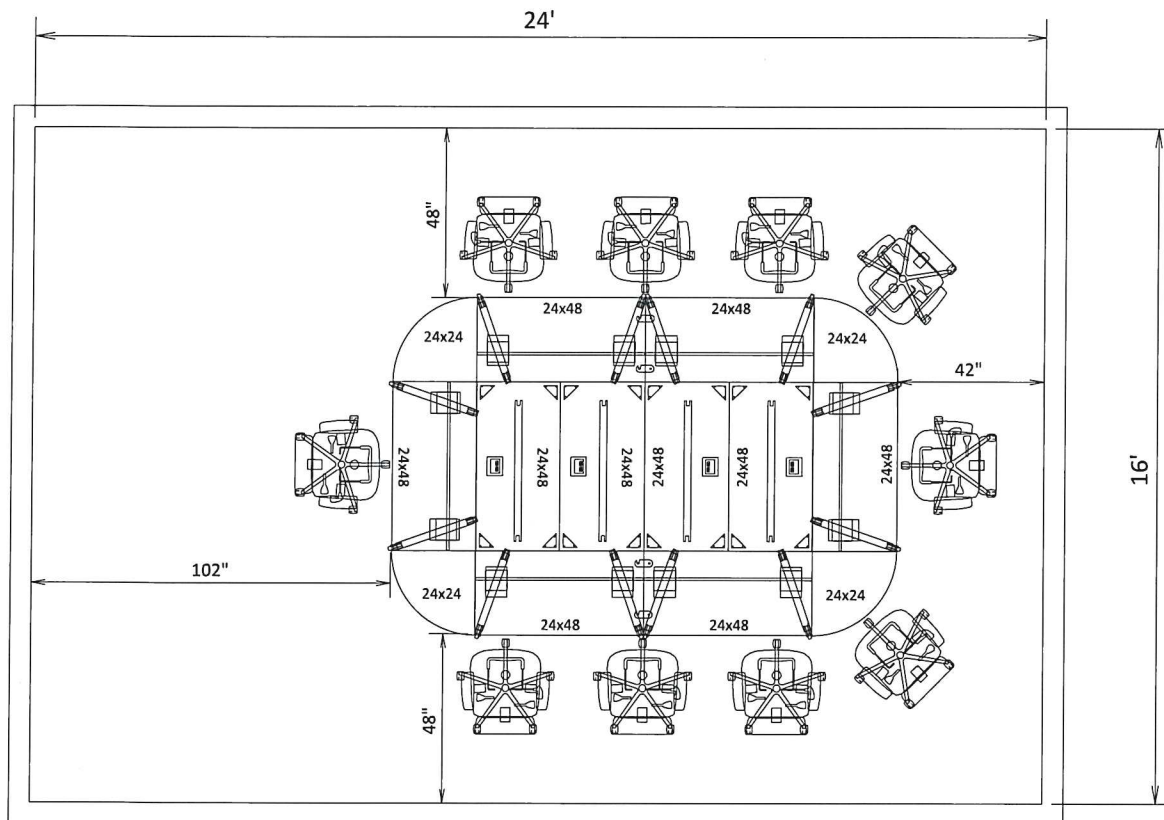


PO Box 130, 1087 Middle Street, Port Williams, Nova Scotia B0P 1T0
Toll free: 1 800 565 2605 | www.workplaceessentials.ca

CONFIGURATION 1



CONFIGURATION 2



Mahone Bay Council Chamber

GENIUS, SEATING & TAKE-OFF CONFERENCE COLLECTION

1" TFL SURFACE

FABRIC GRADE 1

artopex[®]
CAD PROJECT NUMBER

AT3776-R1

Tag / Section :

Line #	Qty	Code		
<u>1</u>	6	GE-TST2448		
		Table 24x48 with Tubular Legs / Flip Top / On Casters (2 Locking Casters + 2 Non-Locking Casters)		
		Surface Finish	L1	Low Pressure Laminate
		T.F.L. 1" Surface Finishes	...	Skipped Option
		Grommet/Multi-Outlet Module Option	(NON)	No Grommet or Module
<u>2</u>	4	GE-SSXJ2424		
		90° Corner Surface 24x24		
		Surface Finish	L1	Low Pressure Laminate
		T.F.L. 1" Surface Finishes	...	Skipped Option
<u>3</u>	6	GE-MODL1048		
		Laminate Modesty Screen 10x48		
		Laminate	...	Skipped Option
		Base	ZN	ZN Base
		Mechanism	51	51 Mechanism
		Arms	AP	AP Arms
		Footing	H	Hard Wheel Casters for Soft Surfaces
		Seating Fabric	(GR1)	Grade 1
		Grade 1 Fabric Colors	...	Skipped Option
		Mesh Color	...	Skipped Option
<u>5</u>	4	GE-FLT		
		Quick-Lock Bracket		
<u>6</u>	4	XPTL-MSi2448		
		Rectangular Surface 24x48 for Modular Table		
		Surface Finish	(TFL)	Skipped Option
		T.F.L. 1" Surface Finishes	...	Skipped Option
		Edge Color	(0)	Skipped Option
		Edge - Regular 1" Finishes	...	Skipped Option

<u>7</u>	4	Grommet/Module Option	M6C	M6 Module - Center
		AC-LE4E28		
		28" High Standard Round 2 1/2" Metal Leg (Set of 4)		
<u>8</u>	4	Metal - Round Leg(s) Finish	...	Skipped Option
		AC-RSTF40		
		Stiffener 40"		

MVL11730

Ultra | High Back Tilter with Arms



- Tilter mechanism
- Upright position tilt lock
- Chrome arms and base
- Dual wheel carpet casters
- Pneumatic seat height adjustment
- Optional removable armcaps are available - [MVL11733](#)
- Can be upholstered in Luxhide bonded leather

Upholstery Options:

Luxhide: Available in various colors



Downloads

[Product Spec Sheet \(PDF\)](#)

[Images \(ZIP\)](#)

Select...

Options

Select Textile Series Selection



Select Caster Selection

2" Dual Wheel Rubber Coated Caster

Summary

Options You Have Selected:

Textile Series

Selection:

JN02 / EBONY
/ JENNY /
UPHOLSTERY
GRADE 01

- Caster Selection : 2" Dual Wheel Rubber Coated Caster



Town of Mahone Bay

Staff Report

RE: Bandstand Phase 3
(Funding Applications)

June 8th, 2021

General Overview:

This report is intended to provide Council an update concerning the Bandstand Phase 3 project included in the 2021-22 annual budget approved May 27, 2021.

Background:

Phase 2 improvements to the bandstand - including new accessible walkway, bleachers, new roof and community flagpole - were completed by the Spring of 2020, supported by \$10,000 from the Provincial ACCESS-ability Program. Also during Phase 2 of improvements to the bandstand the Council approved a request to dedicate the bandstand as the Michael O'Connor Memorial Bandstand. On the basis of this dedication a charitable donations campaign has been undertaken to support further improvement of the bandstand with over \$5,000 received to date.



Council previously received an update in this regard on February 9, 2021, at which time the Engagement Plan (attached as Appendix A) was approved. The purpose of engagement activities was to inform preliminary Phase 3 project design for recommendation to Council.

The annual budget approved by Council on May 27, 2021 committed \$5,000 from the Town to be leveraged with donations and matched by external funding, to a proposed \$20,000 project budget.

The 2021-22 budget also included significant grant support to the Mahone Bay Music Association for a concert series, leveraging prior improvements to the bandstand to provide increased opportunities for professional artists and local audiences, especially while COVID-19 restrictions remain in effect and outdoor performances are encouraged.

Analysis:

The Engagement Plan adopted by Council in February of 2021 has been fully implemented. A survey was released (response attached as Appendix B) and a Zoom session took place March 24th (slides attached as Appendix C) with a half-dozen stakeholders in attendance including neighboring business owners, seasonal events organizers and representatives of the Mahone Bay Music Association and the Mahone Bay Legion Swing Band.

Overall suggestions for Phase 3 capital improvement focused on both the needs of the bandstand user/performer – supporting expanded / extended-seasonal use – as well as the experience of the attendee/audience:

- Secure on-site storage, which would facilitate other improvements (Town could provide keys / code access with bookings);
- Electrical upgrades providing easy to access power interface for users;
- Addition of a PA system (which could additionally be integrated to buried audio loop wire for accessibility);
- Lighting for performers / audience;
- Weather screening for performers – heavy duty outdoor roller shades;
- Sun shades over bleacher seating – can be put up / taken down easily;
- Improved garbage receptacles (there is a separate budget line for this);
- A sign bearing the official name, a plaque explaining the dedication, and additional sign providing for rules of use;
- Options to promote shows (mounts for banners, bulletin board for posters, sandwich board for use during shows, etc.).

Staff estimate the above could very reasonably be accomplished within the established \$20,000 budget.

Some additional suggestions which could be completed with the assistance of volunteers:

- Planting of screening bushes between bandstand seating area and adjacent restaurant;
- Decoration of bollards (even as simple as painting them in rainbow colours like the nearby pride crossing).

A variety of non-capital suggestions were also received which are being further considered by staff:

- Improve booking process and access to electrical / storage for users;
- Provide additional support for events organizers;
- Help connect would-be performers with funding;
- Make the bandstand a Google location;
- Support additional off-season use with winter maintenance activities.

Financial Analysis:

The annual budget approved May 27, 2021 committed \$5,000 from the Town to be leveraged with donations and matched by external funding, to a proposed \$20,000 budget. Over \$5,000 in donations has already been received.

Staff have previously identified the [Canada Cultural Spaces Fund](#) and the [Canada Healthy Communities Initiative](#), particularly in consideration of the potential for this project to support post-COVID-19 economic recovery and the return of live public performances (if grants are approved quickly).

Strategic Plan:

3.2 Economic and Community Development

- Enhance recreation and open space opportunities

Recommendation:

It is recommended,

THAT Council direct staff to apply to the Canada Healthy Communities Initiative and the Canada Cultural Spaces Fund to support Phase 3 improvements to the Michael O'Connor Memorial Bandstand.

Attached for Council Review:

- Bandstand Phase 3 Engagement Plan
- Bandstand Phase 3 Survey Response
- Bandstand Phase 3 Zoom Session Slides

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay Public Engagement Plan: Bandstand Phase 3

Presented to Council: Feb 9, 2021

GUIDING PRINCIPLES

Town of Mahone Bay public engagement is:

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

NATURE OF ENGAGEMENT

- **Matter for which public engagement is being sought:**
Design of Bandstand Phase 3 project (further improvements to Michael O'Connor Memorial Bandstand in 2021).
- **How input will be used:**
To inform project design for recommendation to Council.
- **Identified stakeholders:**
Project donors (present and future). Residents of the Town of Mahone Bay. Facility users (Swing Band, Music Association, local events organizers, etc.). Businesses / Tourism operators / Mahone Bay Tourism & Chamber of Commerce (MBTCC).
- **Impact of the matter on stakeholders:**
Project will impact current and potential uses of the Michael O'Connor Memorial Bandstand, potentially support expanded use of the facility.
- **Timeline for engagement / decision:**
February-March 2021.
- **What information is required to participate and where is it available:**
Knowledge of the bandstand facility; easily accessible on Main St.. Staff will prepare a brief summary of past activities at the bandstand to include in promotion of engagement opportunities.

- **Particular circumstances (including states of emergency and public health directives):**
COVID-19 public health directives limiting in-person gatherings.

ENGAGEMENT TOOLS

Which public engagement tools will be utilized:

- ☐ **Public hearing;**
- ☐ **In-person meetings, round-table discussions, town halls, open houses, or workshops;**
- ☒ **Digital engagement which may include including webinars, message boards / discussion forums, and online polls or surveys;**

Notes: A Zoom session for identified stakeholders and the public to discuss current uses and potential improvements to the bandstand facility, with associated report to Council.

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

Notes: Written / email submissions accepted in initial feedback period presented to Council with Zoom session report. Open public survey on current uses and potential improvements, coordinated with Zoom session.

- ☐ **Engagement by representation including the appointment of members of the public to Town committees;**
- ☒ **Providing information through the media, websites, social media, and other channels;**

Notes: Engagement activities including survey to be promoted via website and social media as well as Mayor's Newsletter.

- ☐ **Other:**

REQUIRED RESOURCES

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

Engagement activities including survey to be promoted via website and social media as well as Mayor's Newsletter.

- **Required resources and costs:**

Organizing, promoting and executing Zoom session and public survey, and generating report to Council estimated at 12 hours staff time.

Q1 What would improve the bandstand for spectators?

Answered: 12 Skipped: 0

#	RESPONSES	DATE
1	A new sign to draw people in and give some history on the bandstand.	3/21/2021 10:50 AM
2	More seating(bleachers) possible speakers installed and Pre-wired for sound system and an available sound system for performers to use if they do not have their own.	3/18/2021 10:54 PM
3	Hockey or baseball-game-style refreshments; pop, chips, peanuts sort of thing, catered by local outlet chosen by tender for specific events.	3/9/2021 1:29 PM
4	More seating space around it	3/7/2021 2:25 PM
5	A permanent sign informing spectators of what is happening and when each week.	3/7/2021 9:14 AM
6	Being able to see the band around the whole band stand. Whether that be a board walk around the water side to sit and listen.	3/6/2021 10:57 PM
7	permanent speakers with accessibility protection against birds inside improved lighting and outlets	3/6/2021 1:41 PM
8	In addition to the risers used for seating, picnic tables nearby so that weekend afternoon concerts could be enjoyed by those wanting to picnic	3/6/2021 11:42 AM
9	A barrier, bushes or small trees, to block the view of the long line of garbage bins located on the adjacent property.	3/5/2021 10:21 PM
10	Compliments to the new stands and surroundings for spectators use during bandstand bookings.	3/5/2021 6:02 PM
11	Lighting	3/1/2021 11:14 PM
12	Better garbage receptacles away from where people are sitting/watching. When they overflow during an event it makes a portion of the prime seating area unusable.	3/1/2021 8:24 PM

Q2 What would improve the bandstand for performers/users?

Answered: 9 Skipped: 3

#	RESPONSES	DATE
1	Upgraded lighting, availability of a sound system for musicians and other performers to use	3/18/2021 10:54 PM
2	Sufficient lighting for later evening and longer season performances. Bird roosting protection. Crawl space storage under bandstand for chairs secured by simple pad locked gate-style door.	3/9/2021 1:29 PM
3	A small dance area near it. Bleachers.	3/7/2021 2:25 PM
4	Something to block the sun early evening when it is directly on performers making it difficult to see music and sometimes unbearably hot! Better lighting and outdoor permanent speakers.	3/7/2021 9:14 AM
5	same as above	3/6/2021 1:41 PM
6	Ensure that the underside of the roof is protected against the incursion of birds. Removable windscreens (as per Chester Bandstand). Better lighting for night concerts. Good supply of power outlets. Built-in speakers to which we can connect our PA systems.	3/6/2021 11:42 AM
7	Interior lighting.	3/5/2021 10:21 PM
8	During performances it can run into dusk and more lighting would help when this happens. We do have stand lights though. Also the pigeons like the rafters and this can be dangerous when they're up there during concerts as well as the deck gets messy. The bandstand looks great!	3/5/2021 6:02 PM
9	Better electrics! Often blow a fuse or have to run long wires.	3/1/2021 8:24 PM

Q3 What other purposes do you think the bandstand could be used for?

Answered: 11 Skipped: 1

#	RESPONSES	DATE
1	Open mic night.	3/21/2021 10:50 AM
2	Music, drama, wedding venue, "Kodak Moment " photo spot for prom, engagement, wedding or just casual photo shoots.	3/18/2021 10:54 PM
3	Lessons in Mahone Bay history, theory of small boat-handling and weddings.	3/9/2021 1:29 PM
4	Art, Quilt, Woodworking and other craft displays. Wedding and family professional photography use.	3/7/2021 2:25 PM
5	Local artists given times to display artwork. Open mike night for local musicians to perform. Children's outdoor theater performance venue.	3/7/2021 9:14 AM
6	Picnic tables for people to eat, play games (chess), and get out of the rain/sun.	3/6/2021 10:57 PM
7	a Canada day celebration July 1st	3/6/2021 1:41 PM
8	Picnics. Birthday parties. Weddings.	3/6/2021 11:42 AM
9	It's location makes for a great view of the harbour. I recommend removing most of the roses bushes and replaced with benches facing the water. These could be sold as benches .	3/5/2021 10:21 PM
10	Speaking on my Dad's behalf, he would have been happy to see the bandstand used for any reason that could bring people and communities together in a spirit of respect and friendship.	3/5/2021 6:02 PM
11	Weddings? More live music.	3/1/2021 8:24 PM



TOWN OF *Mahone Bay*

**Town of Mahone Bay
Michael O'Connor Memorial
Bandstand Improvement
Meeting**



Prior Improvements

Supported by donations and Provincial funding.

Phase 1: 2018

- Structural Repairs

Phase 2: 2019-2020

- Roof Replacement
- Accessible Walkway
- New Bleachers

The Town Council rededicated the bandstand as the Michael O'Connor Memorial Bandstand in 2019.

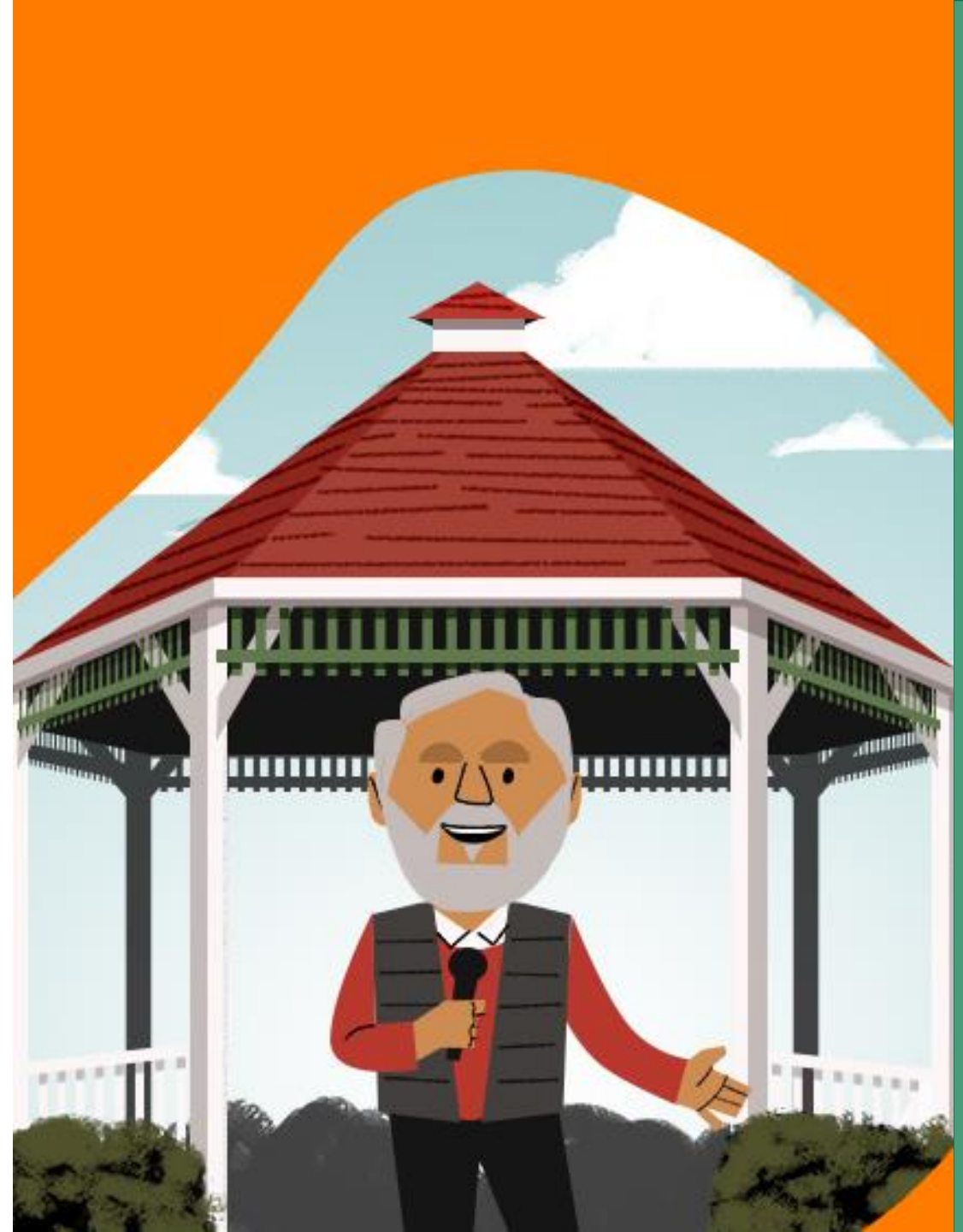


Survey Results

In February 2021 the Town Council directed staff to develop a survey to gather input from stakeholders and users of the Michael O'Connor Memorial Bandstand.

Phase 3?

- Donations continue to be received for further improvement of the bandstand.
- Staff have identified potential external funding sources to supplement donations and Town funds.
- The Town needs the assistance of stakeholders to define a Phase 3 project and to secure necessary funds.



THANK YOU



townofmahonebay.ca



Town of Mahone Bay

Staff Report

RE: Wildlife Feeding By-law

May 11, 2021

General Overview:

This report is to provide for the consideration of Council a draft by-law to prohibit feeding wildlife within the Town of Mahone Bay.

Background:

At the January 29, 2021 regular meeting of the Mahone Bay Town Council the following motion was passed:

THAT Council direct staff to research the possible application of a by-law that would prohibit feeding wildlife within the Town of Mahone Bay.

Discussion of the proposed draft by-law was added to the agenda of the March 29, 2021 meeting of the Town of Mahone Bay Policy & Strategy Committee, at which time the issue was referred back to staff to prepare a draft by-law to a regular meeting of Council.

Analysis:

The Town of Mahone Bay received a piece of correspondence at the January 29, 2021 meeting asking if the Town had any intentions of taking steps to address the large population of deer in town. Over the years the Town has also received correspondence and a presentation indicating concern about road safety due to the prevalence of deer in Town. Staff have also heard anecdotal concerns from citizens about raccoons, rats, and other wildlife incursion as it relates to property damage and health concerns, particularly ticks.

With this background, staff conducted a review of by-laws in the Province of Nova Scotia that prohibit the feeding of wildlife, as well as a selection of sample by-laws across Canada and New England, to develop a draft by-law for Mahone Bay that would address the concerns that have been heard in respect to wildlife in Town. With the understanding that many property owners in Mahone Bay enjoy backyard bird feeders, staff have included a clause in the draft by-law which exempts such feeders as long as they do not create a public safety threat, such as becoming a place where wildlife congregate in such a way as to create a traffic hazard, or a nuisance, such as creating an area in which large congregations of animals

becomes an impediment for neighbouring property owners to be able to peacefully enjoy their property.

Financial Analysis:

There are no financial implications for the adoption of the attached draft by-law aside from the regular costs associated with advertising the draft by-law according to regulation, and costs related to by-law enforcement in general.

Links to Strategic Plan:

3.1 21st Century Infrastructure

- Provide safe streets and sidewalks

3.2 Economic and Community Development


- Ensure that Town policies, procedures, by-laws and other regulations foster growth and development

Recommendation:

It is recommended, that at the May 11, 2021 meeting of Council

THAT Council provide first reading of the draft Wildlife Feeding By-law as presented.

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO



1. Purpose

The purpose of this by-law is to provide regulations which address the impacts inappropriate feeding may have on the property and safety of residents and property owners in the town of Mahone Bay.

2. Definitions

In this by-law, unless the context otherwise indicates:

- (i) "Feeding" means the placing, exposing, depositing, distribution, or scattering of food or edible substances, in any manner intended to lure, attract, or entice wildlife to return, stay, relocate, or group in above average numbers to a location.
- (ii) "Town" means the Town of Mahone Bay
- (iii) "Wildlife" means any animal that is not domesticated.

3. Regulations

3.1 It shall be an offense against the by-law to feed wildlife in the Town of Mahone Bay.

3.2 For certainty, the prohibition in 3.1 does not apply in relation to:

- (ii) fruit or vegetable gardening for human consumption;
- (iii) ornamental plants and flowers; and
- (iii) backyard composters.

3.3 This section shall not be interpreted so as to prohibit backyard bird feeders; however, if a bird feeder is determined to be the cause of a public safety threat or nuisance, the bird feeder(s) and seed debris will be required to be removed within 72 hours.

4. By-law Enforcement and Penalties

4.1 Any person found to be in violation of the provisions of this By-law may be found guilty of an offense and be liable on summary conviction of a fine not less than \$50.00 and not more than \$1,000.00. Each day that a person violates any provision of this by-law is considered a separate offense.

4.2 Any person who continues an activity which has been deemed to be feeding wildlife, as defined in this by-law, after having been advised by the designated Town enforcement authority, shall be considered to be in violation of this By-law.

5. Severability

A decision by a court that any part of this by-law is illegal, void, or unenforceable severs that part, and does not affect the enforceability of the remainder of the by-law.

6. Force and Effect

This by-law is effective upon publication.

David W. Devenne, Mayor

Maureen Hughes, Town Clerk

This is to certify that the foregoing is a true copy of a by-law passed at a duly convened meeting of the Council of the Town of MAHONE BAY, held on the _____ day of _____, 2021.

Given under the hand of the Mayor and the Town Clerk and seal of the Town of Mahone Bay this _____ day of _____, 2021.

First Reading:	May 11, 2021
"Notice of Intent" Publication:	May 19, 2021
Second Reading:	
Ministerial Approval:	
Date of Publishing:	
Forwarded to the Minister:	
Forwarded to Town Website:	

Motion for Property Tax Interest Relief

Submitted by Councillor Alice Burdick

That Council direct Staff to waive interest fees on overdue payments on past due commercial and/or residential property taxes for the 2021-2022 tax year, to alleviate stress on small business from the impacts of COVID-19.

The regular meeting of the Town of Mahone Bay's Asset Management Committee was held on Thursday, May 20th, 2021 at 12:00 p.m. via videoconference.

Present:

Mayor D. Devenne
Deputy Mayor F. Kangata
Councilor R. Nowe
CAO D. Heide
Manager of Finance L. Wentzell
Climate & Energy Coordinator K. Dorey
B. Lewis
D. Waterfield
M. Blair
T. Merry

Absent:

L. Hennigar

Gallery: NONE

Approval of Agenda

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

Approval of Minutes

A motion by B. Lewis, seconded by Councilor R. Nowe, **"THAT the minutes of the April 22nd, 2021 Asset Management Committee be approved as presented."** **Motion carried.**

Buildings and Facility Assets Discussion

CAO D. Heide discussed with the Committee the various Building and Facility Assets that the Town owns and operates and reviewed posters, fact sheets and additional materials developed in the prior committee term.

Members reviewed the Poster for Buildings and Facility Assets focusing on Public Property Maintenance, Edgewater & Main Comfort Stations, and Bayview & Park Cemeteries. Members discussed how usage of the Public Comfort Stations is monitored and tracked to understand the use of these facilities. It was noted that staff indirectly tracks usage based on the amount of cleaning required at the facilities to determine usage statistics, in conjunction with feedback from the business community. Additional options to collect usage data for facilities – including recreational facilities – will be considered for the development of draft asset management plans.

The Town Hall Poster was also reviewed by the Committee and the key points of the renovation project were discussed. Members discussed the opportunity to better communicate the rationale for decision-making around capital assets, particular to the Town Hall renovation it was felt that additional information concerning the decision to invest in the building rather than moving the office to another location would benefit the public's understanding of the project.

The committee reviewed the Fire Station Poster and a few of the key features of the new Facility were discussed by the Committee. It was noted that the communication pieces on this project have focused on the benefits to the fire service, and it would be advisable to include additional non-fire service benefits to the community as well.

The Fact Sheet for Building Assets, Public Assets, and Natural Assets was also reviewed (and the Natural Assets section will be revisited at the Committee's next meeting). This document will be expanded in the future as data collection is completed on these Asset Classes.

Recreational Assets Discussion

The Committee then reviewed both the Poster and the Fact Sheet document for Recreational Assets. Conversation was had regarding the absence of replacement values on the Soccer Field and Tennis Club as they both provide inherent value to the community; this will be considered further in the development of the draft asset management plan for recreation assets.

Further discussion of Recreational assets will continue at the following meeting of the Asset Management Committee Meeting, along with initial consideration of natural assets.

Training Opportunities

NSFM Training is still available for interested members. If members have difficulty accessing this training, it was noted to contact the CAO for assistance.

Committee Next Meeting Dates & Times

June 17th, 2021 at 12:00 PM

The meeting adjourned upon motion at 1:58 PM

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor David Devenne

Luke Wentzell, Committee
Secretary

A meeting of the Policy & Strategy Committee for the Town of Mahone Bay was held on Monday, May 31, 2021 at 7:00 p.m. via video conferencing.

Present:

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

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.

And tonight we are particularly mindful of the 215 children whose remains were found on the grounds of the former residential school in Kamloops.

1. Approval of Agenda

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

2. Minutes

A motion by Councillor Carver, seconded by Councillor Feeney, **"THAT the minutes of the April 26, 2021 meeting be approved as presented."** **Motion carried.**

3. Affordable Housing

Council discussed the subject of affordable housing, including the *Charting a New Course for Affordable Housing in Nova Scotia* report which had been released by the Nova Scotia Affordable Housing Commission earlier in the day. Discussion focused on questions to the Province which would help clarify the Provincial position on affordable housing in the aftermath of this new report, options to support ideas that come from the community about ways to support affordable housing.

4. Anti-Racism

Committee members discussed ways in which aspects of life in Mahone Bay could be seen as off-putting to people of colour, and steps the Town could take to help address systemic/unconscious racism in Mahone Bay while being mindful of changes that would make Mahone Bay a community in which a diverse population feels welcome.

5. Next meeting

5.1 Agenda items

A motion by Deputy Mayor Kangata, seconded by Councillor Feeney, **“THAT the committee recommend that Council set the agenda for the June 28, 2021 meeting of the Policy & Strategy Committee to include the submission from Talking Trees which was received at the May 27, 2021 regular meeting of Council, and the draft Local Improvement By-law.”** Motion carried.

5.2 Date and Time

The next meeting of the Policy & Strategy Committee will be held on June 28, 2021 at 7:00pm.

The meeting adjourned by motion at 9:21 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Mayor David Devenne

Clerk, Maureen Hughes

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





MEMORANDUM

TO: Town Council

FROM: Kelly Redden, Deputy Clerk & Records Administrator

DATE: June 8, 2021

RE: Heritage Registration – 342 Main Street

At the May 27th Council meeting, Council passed a motion to register the property located at 342 Main Street as a Municipal Heritage Property. Following that meeting, staff noticed that specific wording is required to ensure that legislative processes are followed when registering a Municipal Heritage Property.

The following motion, directing staff to officially notify the property owner of the Town's intent to register the property, is required as the first step in following the legislative process to register a Heritage Property. A hearing will follow a minimum of 30 days after the homeowner receives notice.

"THAT Council direct staff to give 30 days' notice to the homeowner(s) of 342 Main Street, Mahone Bay, that Council intends to register their home as a Municipal Heritage Property and that a hearing will take place at the July 29th meeting of Town Council."



Lunenburg County Seniors' Safety Program Monthly Report - May 2021

LCSSP is a free community-based service that works collaboratively with BPS, RCMP, and many community partners to help address the safety concerns of older adults residing in Lunenburg County. Service is provided through awareness campaigns, advocacy, community outreach projects, educational programs, community presentations and one to one service. We continue to provide as much service as we can via telephone and email with home visits on hold for much of the month. The last week of May, we have returned to carrying out home visits when deemed necessary.

Nature of Referrals	May	Service in Municipal Units	%
Supports needed	9	MODC	22%
Reported elder abuse	3	MODL	34%
Driving decisions	2	Mahone Bay	7%
Personal safety	2	Lunenburg	1%
Health & wellness	4	Bridgewater	33%
Supports needed – hoarding	1	Service in Municipal Units	%
Precarious housing concerns	10	Data to Date	May
Assistance with forms/applications	4	Total # of clients	100
Supports needed - tax preparation	2	# of new referrals	29
Reported scams/fraud	2	# of clients receiving service	62
		# of home visits/door step visits	8



COMMUNITY OUTREACH PROJECTS:

- MODL Activity kits are now available to Seniors'!
- Data will soon be available from the *Housing and Energy Needs Surveys*. Indie Bears continue delivering hugs thanks to the Mama Bears Project, by local business owner Adria Giammaria!
- Souls Harbour Brown Bag Lunch program continues, but door step deliveries are temporarily on hold.
- Look for the upcoming *Aging With Rights: Rights Don't Get Keep, World Elder Abuse Awareness Day (WEAAD)* campaign and article in *The Bridge* publication.

MEETINGS, GRANTS & PRESENTATIONS:

- A \$2,000 LCSSP CECF United Way grant application has been submitted for consideration.
- *Seniors' Legal Navigator*, Law Foundation of NS project is extended to June 2021.
- The ECFS/UW grant for personal protective equipment and the CECF has been extended to June.
- The Department of Seniors' has contributed \$250 toward this year's WEAAD Campaign.

LCSSP CLIENT EMERGENCY CONTINGENCY FUND (CECF) REPORT:

The fund continues to serve the community in partnership with other community organizations to mitigate risk for seniors experiencing financial hardship. The CECF assisted seniors with nutritional needs, personal safety needs, addressing hoarding issues. April 22, 2021 balance was \$613.99, with the May 25, 2021 balance of \$265.24



*Healthy affordable housing options
for all, at every stage of life*

South Shore Housing Action Coalition (SSHAC)

Google Meet Online Meeting Minutes

April 7, 2021

Present: Nancy, Helen, Kacy, Melissa, Michael, Kelly, Jackie, Darren, Barbara, Elisabeth, David, Abdella, Jack, Francis, Alice, Lisa, Myra, Kathryn, Stacey, Alice, Penny, Nelson

Regrets: Lorraine

1. **Welcome and Introductions** - Nancy, hosting the online meeting
2. **Review of Minutes from February meeting** - strategic direction setting - approved
3. **Presentation: Lisa Ryan - Coordinated Access System**
 - a. Lisa Ryan introduced herself as a consultant currently contracted through Energize Bridgewater to develop a Coordinated Access System for Bridgewater, with potential to expand to the rest of Lunenburg County
 - b. Three stages of a coordinated access system - coordinated entry, coordinated passage, and coordinated exit.
 - c. The By Name List is the “crown jewel” of the system, comprised of three lists - a real time list of all people in the area who are experiencing homelessness or extreme housing vulnerability; a coordinated access list of those requiring further documentation in order to move on in the process of being housed; and those ready to go on a prioritization list to be matched with a landlord and/or an available rental unit.
 - d. A count/survey is underway in the Town of Bridgewater throughout the month of April, with a strong response to date. Feedback about the length and complexity of the survey was received.
 - e. Referrals for families or individuals in need will be accessed through multiple avenues. There will be consistency in the approach throughout the system - a Housing First philosophy, quality and standardized assessments, consents to conduct, share and store assessments.
 - f. Data collection is a central tenet for the system, determining patterns, trends and gaps in housing in the area, e.g. tracking inflow/outflow. Data gathering will be automated via HIFIS and is confidential. A Strategic Planning Officer will take on the role of data management.
 - g. A community team (Strategic Management Team) is planning the incorporation of a new non-profit society to hold the Coordinated Access System, temporarily funded through Energize Bridgewater.
 - h. Thank you to Lisa for her comprehensive presentation. **Presentation slides attached.*

4. Business Arising

1. Discussion regarding SSHAC becoming the Community Advisory Board (CAB) for the Coordinated Access System included questions about what it would mean for SSHAC(a standing agenda item for each SSHAC full meeting in which information and data will be shared, and input may be requested from SSHAC members). A concern about the new non-profit taking up precious resources was alleviated by the hope that the Coordinated Access System will take the pressure off the organizations who spend a lot of time and resources attempting to find adequate housing for their clients. A question was raised about the inclusion of people with lived experiences being part of the decision-making. Lisa explained that priority is being placed on the representation from the indigenous and African Nova Scotian communities at leadership tables. She also is working with a group of people with lived expertise in homelessness who are providing regular input to the work of the Strategic Management Team. In addition, Energize Bridgewater is setting up a Client Advisory Circle which could also act as an advisory group. *It was requested that Lisa send a "one-pager" to SSHAC ahead of our June meeting so that there is more clarity about the role. Decision to be made then.*
2. Thank you to the team who submitted a brief to the Legislative Committee for Natural Resources and Economic Development (NRED) - Nancy, Barb, David. The presentation at the Committee received a lot of attention from the press.

5. Working Group Reports

- ❖ Municipal Councillors Group (Kacy)
 - I. there is an obvious need for collaboration among towns/municipalities
 - II. they have created a schedule and are discussing how they can partner
 - III. some initial discussion about STR's (short -term rentals), and the need to intentionally build plans for a range of needs
 - IV. they have been looking at tools available to municipalities to encourage affordable housing. Nancy reminded them that SSHAC's Policy Toolkit is available for their use. (attached)
 - V. Council presentations are part of SSHAC's priorities. They will discuss it further.
- ❖ Landlord/Tenants Relationships Group - there are groups already working on this issue. We may wish to partner with them, i.e. Energize Bridgewater, the Affordable Housing Association of Nova Scotia (AHANS) and the Affordable Housing Commission.
- ❖ MODL'S Planning Review (Myra) - SSHAC's brief was submitted. Darren thanked SSHAC for it, and indicated that it was appreciated. Thank you to the group who worked on it - Myra, Jackie, David and Helen. It will be posted on SSHAC's website. www.sshac.ca
- ❖ SSHAC's input to the Affordable Housing Commission (Myra) - the working group is putting together the written submission, using the Legislative Committee brief and MODL's submission as the basis. It is under development and will be ready to submit by April 16. Thank you to Myra, Jackie, Lisa, and David. Once it is submitted, it will be posted on SSHAC's website.

6. New Business

- ✓ St. FX's Community Housing Sector Engagement Team - SSHAC was invited to become part of the team. Nancy is attending their meetings on our behalf - she will regularly report on its progress. Learn more about the project here: <https://coady.stfx.ca/extension/build-together/>
- ✓ Nancy and Helen have met twice to represent SSHAC at monthly meetings with the Town of Lunenburg (Dawn Sutherland, Planner, and Melissa Duggan, Councillor). The purpose is to engage in housing-related conversations. Melissa reported that Lunenburg is in the process of reviewing its land use bylaws. There is a clear opportunity for affordable housing development on Blockhouse Hill, although there are challenges to overcome, e.g. reworking the wastewater treatment facility, a prerequisite archaeological dig etc. Affordable housing has moved up their priority list. There was discussion about a needs assessment, perhaps in collaboration with other towns in the region.
- ✓ Is there a possibility that status updates from the planning review processes that are happening on the South Shore could be presented at SSHAC? Darren Shupe (MODL) said that he would be happy to do so. We will need to check with other towns/municipalities.
- ✓ Turner Drake "What in the Housing article" – shared as an FYI:
<https://www.turnerdrake.com/blog/2021/02/23/WhatInTheHousing.aspx>

7. Next Meetings

- Working Group meetings during May
- June 2, 2021 - meeting of the whole of SSHAC - special presentation by Ariella Arbuto of TESS (Trafficking and Exploitation Services System) regarding the urgent need for housing for youth leaving a trafficking situation
- Special meeting in August??

Meeting was adjourned at 3:28 pm.

Respectfully submitted,
Helen Lanthier