



TOWN COUNCIL AGENDA

July 13, 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 June 24, 2021 – Variance Appeal Hearing

2.2 June 24, 2021 – Regular Meeting

3 Presentations

4 Correspondence – Action Items

4.1 Kristen Porter – Signage Request – Hwy 3

4.2 Heather Tunnah – Parking on Main Street

4.3 Dave Stephens – Pleasant Street Parking

4.4 Jane Raeburn, MADE for Mahone Bay – Request for Development Agreement

4.5 David Puxley – Parking lot across from Rebecca's Restaurant

5 Correspondence – Information Items

5.1 NSFM – Monday Memo – June 21, 2021

5.2 Michael Graves, United Way – 2021 Program Statistics

5.2.a Funding by Geographic Area

5.2.b Funding by Impact Area

5.2.c United Way Operated Programs 2021

5.3 NSFM – Monday Memo – June 28, 2021

5.4 NSFM – Monday Memo – July 5, 2021

6 Staff Reports

6.1 Staff Report to Council – July 13, 2021

6.2 Memo - Appointment of Building Inspector

6.3 Staff Report – Water System Loss Control

6.4 Staff Report – Vehicle Electrification

6.5 Staff Report – Funding Applications

7 Council Items

7.1 Councillor Carver – Draft Municipal Planning Strategy

8 Committee Reports

8.1 Oakland Lake Watershed Advisory Committee – June 24, 2021 – Draft minutes

8.2 Policy & Strategy Committee – June 28, 2021 – Draft minutes

8.2.a Draft Local Improvement By-law

8.3 Lunenburg County Senior Safety Program – June 2021 Monthly Report

9 New Business

10 Closed Session

A Variance Appeal Hearing for the Town of Mahone Bay was held on Tuesday, June 24, 2021 at 6:30 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
Development Officer, H. Archibald

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.

Call to Order

Request for Decision on whether to uphold or overturn the Development Officer's decision to grant a variance to the required number of on-site parking spaces under the Land Use By-law from 11.5 to 4.5 parking spaces at 319 Main Street (Kitch'Inn) following the receipt of a letter of appeal to the Development Officer's decision.

1. Comments by Appellant

The Hearing heard comments from Yvonne Delaney.

2. Comments by Property Owner

The Hearing heard comments from Danielle King.

3. Comments from the Public

The Clerk read comments from Capt. Robert Louis Boudreau into the record, and the Hearing heard comments from neighbouring property owner David Allen.

4. Comments/Questions of Council

There were no further questions to Council.

5. Decision

A motion by Councillor Wilson, seconded by Councillor Nowe, **“THAT Council uphold the decision of the Development Officer to grant the variance to the required number of on-site parking spaces under the Land Use by-law from 11.5 to 4.5 parking spaces.”**

Motion carried.

The Variance Appeal Hearing adjourned upon motion at 6:53 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, June 24, 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 presented.”** **Motion carried.**

2. Minutes

A motion by Councillor Feeney, seconded by Councillor Wilson, **“THAT the minutes of the June 8, 2021 regular meeting of Council be approved as presented.”** **Motion carried.**

3. Presentations

No presentations.

4. Correspondence – Action

4.1 William Kowalski – Concerns About Policing in Mahone Bay.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT Council direct the correspondence from Mr. Kowalski be forwarded to the Police Advisory Board.”** Motion carried.

4.2 Vervan Haysom – Questions about Plan Mahone Bay Process.

4.3 Primrose Lane – Parkview Graduates 2021

A motion by Councillor Carver, seconded by Councillor Wilson, **“THAT Council direct staff to respond to the author to decline the request for support.”** Motion carried.

4.4 MP Peter Julian – Seeking Endorsement for Motion M-84 & Bill C-313

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council defer the correspondence from MP Peter Julian to the July 13, 2021 regular meeting of Council.”** Motion defeated.

A motion by Councillor Wilson, seconded by Councillor Carver, **“THAT Council direct staff to write to MP Peter Julian declining to endorse his private member’s bill.”** Motion carried.

5. Correspondence – Information Items

5.1 NSFM – Monday Memo – June 7, 2021.

5.2 NSFM – Monday Memo – June 14, 2021

5.3 John Bain – Proposed Tree By-law.

5.4 Christine McClare, Region 6 Solid Waste Management – EPR Public Consultation.

5.5 Hon. Keith Irving, Minister of Environment and Climate Change – Consultation on Climate Change Plan for Clean Growth.

A motion by Councillor Wilson, seconded by Councillor Carver, **“THAT the correspondence, numbered 5.1 – 5.5 be received and filed.”** Motion carried.

A motion by Councillor Burdick, seconded by Councillor Carver, **“THAT Council direct staff to carry out a consultation on the Provincial Climate Change Plan for Clean Growth using the format provided in the letter from Minister Irving.”** Motion carried

A motion by Deputy Mayor Kangata, seconded by Councillor Nowe, **“THAT Council refer the correspondence from Mr. Bain to the June 28, 2021 meeting of the Policy & Strategy Committee.”** Motion carried.

6. Staff Reports

6.1 Council Report

Council received the Staff Report for June 24, 2021.

6.2 AREA Annual Report

Council received the 2021 Annual Report from the Alternative Resource Energy Association (AREA).

6.3 Appointment of Building Inspector

Council received a memo from staff advising Council of the recent qualification of a Building Inspector in the Municipality of the District of Lunenburg and requesting Council appointment as part of the current practice of shared appointments to provide staff support when required.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Reid Whynot be appointed as a Building Inspector for the Town of Mahone Bay effective June 24, 2021 and until such time as that appointment is revoked.”** **Motion carried.**

6.4 Proposed Amendment to Regional Emergency Management By-law

Council received a staff report with information on the Town’s current Regional Emergency Management By-law and a recommendation to adopt an amended by-law.

A motion by Councillor Carver, seconded by Councillor Wilson, **“THAT Council provide first reading of the draft REMO By-law and that a Public Hearing be set for July 29, 2021.”** **Motion carried.**

6.5 Staff Report – Town Office Reopening Plans

Council received an update concerning the reopening of the Town Office which has been closed to the public as a result of COVID-19 precautions and renovation of the building.

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

6.6 Staff Report – GHG Reduction Plan Implementation

Council received a staff report with an update on the progress in implementing the approved Community Greenhouse Gas Reduction Action Plan and provide associated recommendations to Council.

A motion by Councillor Feeney, seconded by Councillor Burdick, **“THAT Council direct staff to present an amended draft Asset Management Policy, to include climate mitigation considerations.”** Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council direct staff to amend Action #14 of the approved GHG Reduction Action Plan, in consideration of Council’s direction to staff on the submission from Talking Trees, to include reference to a Natural Asset data collection and the development of an Urban Forest master Plan as per Council’s 2021-2025 Strategic Plan.”** Motion carried.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council direct staff to implement Action #15 of the GHG Reduction Action Plan to establish a Climate Action Advisory Committee by presenting a draft schedule to the Committees Policy for Council’s consideration.”** Motion carried.

A motion by Councillor Feeney, seconded by Councillor Wilson, **“THAT Council direct staff to implement Action #16 of the GHG Reduction Action Plan to hereafter include a “Climate Analysis” on all Staff Reports that may have a positive or negative impact on climate.”** Motion carried.

7. Council Items

7.1 Resident Application to Join Heritage Advisory Committee

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, **“THAT Council appoint Annette St. Onge to the Heritage Advisory Committee for the 2021/22 Committee term.”** Motion carried.

8. Committee Reports

8.1 Asset Management Committee

Council received the draft minutes of the June 17, 2021 meeting of the Asset Management Committee.

8.2 Cemetery Committee

Council received the draft minutes of the June 21, 2021 meeting of the Cemetery Committee.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council direct staff to apply to the Department of Municipal Affairs Beautification and Streetscaping program for a grant to support the replacement of fences at the Bayview Cemetery – on Edgewater Street to Clearland Road – with a high-quality composite.”**

Motion carried.

9. New Business

No New Business.

10. Closed Session

No Closed Session.

Council adjourned upon motion at 8:44 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

Clerk, Maureen Hughes

From: [Kristen Porter](#)
To: [Rachel Hiltz](#); [Bea Renton](#); [Town of Mahone Bay Clerk](#); lunenburgmla@eastlink.ca; [MODL Mayor](#); watchforwildlife@sierraclub.ca; tpwpaff@novascotia.ca; tir-occ@novascotia.ca; cbcns@cbc.ca; lphines@ns.sympatico.ca; mrissier@explorelunenburg.ca
Subject: Urgent Signage Request - Hwy 3 Mahone Bay continuing on 332 to Blue Rocks Rd.
Date: Sunday, June 20, 2021 6:27:24 PM

CAUTION: This email originated from an external sender.

Attention: Mayor Bolivar-Getson; Mayor Devenne; Mayor Risser; Honourable Lohnes-Croft; Honourable Minister of Transportation-Lloyd Hines; Nova Scotia Department of Transportation; Watch for Wildlife and members of the media.

My name is Kristen Porter. I am a resident of Mahone Bay. Today while travelling on Hwy 3 Lighthouse route between Lunenburg and Mahone Bay, I was listening to a call in session on CBC radio with the founder of Hope for Wildlife. The caller was talking about the deer population in her area of the province and the high number of accidents there have been in her area in the last few years. Despite her calls for signage, the local government has not acted. As I was listening a deer jumped in front of my car, and another was just waiting up the street. This stretch of road is very busy this time of year. There were cars behind me and a line of cars and motorbikes coming in the opposite direction, and cyclists just ahead. The speed limit is 80km for most of this stretch, many go faster. I just missed the deer by a hair. I can't imagine what might have been had I not missed it. I travel this road often, at all times of day and night, and have done so for 3 summers now, as I drive my partner to and from work in Lunenburg. I drive slowly (usually 10-20kms below speed limit depending on time of day, at night maybe even less) and extremely cautiously, often to the annoyance of those behind me. There have always been a plethora of deer on this route. It has become a deer safari, but there is no signage. Why?

As this is a main tourist route, and many visitors are not familiar with our large deer populations in Lunenburg County I am requesting not just Deer Crossing signs to be placed at regular intervals along this route but also red **WARNING and/or **ATTENTION** signs that often accompany Moose Crossing signs. From Mahone Bay along the Lighthouse Route Trunk 3, continuing along Hwy 332 to Blue Rocks Rd. I am also calling on the province to do more to keep our roads and wildlife safe, as well as the media to continue to bring more awareness to this issue. Listening to other callers on this show it is clear that our area is not the only one in need of both better signage, and natural wildlife crossings.**

Since the beginning of spring I have counted over 100 deer in the area (not all on this route but in the general vicinity). The speed is faster along this route, and there is plenty of traffic. It is indeed an urgent safety issue. I would also like to add that residents should not have to create their own Deer Crossing signage like they have had to do in the Rose Bay / Hirtles Beach area. I look forward to hearing back from you all on this most urgent safety issue but most importantly I look forward to seeing proper signage installed as soon as possible, so we can all have a safe and enjoyable summer. I don't know how many accidents there have been along this stretch but surely we don't have to wait for an increase in accidents before we take preventative measures to keep motorists and the deer safe. The deer are there, that is for sure.

With respect,

Kristen Porter

From: [Have a Yarn](#)
To: [Town of Mahone Bay Clerk](#)
Subject: parking on Main Street
Date: Thursday, June 24, 2021 10:51:05 AM

CAUTION: This email originated from an external sender.

Good Day,

I own the business Have a Yarn in the Moorings Condominium building. I also own the commercial condo that houses my business. I am writing to you with my concern about parking on Main Street, in particular along the stretch that is opposite my store.

At present there is no time limit on parking there. What is happening is that employees of the various businesses are parking on the street for the entire day thus taking away parking for customers and clients. There are many days when these valuable parking spots are occupied for a stretch of 8-9 hours.

What I would suggest is a 2 hour parking limit on the Street. There are many places "off the main drag" where a car can be parked for a day. I park on Pleasant Street or in the Parking lot across from the Legion most days rather than hurt our flow of potential customers or (hopefully) tourists.

I would be most appreciative if you would give this matter serious consideration.

Best regards,

Heather Tunnah

[Have a Yarn](#)
902 624 0569
575 Main St, Mahone Bay



From: [Dave Stephens](#)
To: [Town of Mahone Bay Clerk](#)
Subject: Pleasant Street parking
Date: Friday, June 25, 2021 2:40:12 PM

CAUTION: This email originated from an external sender.

Good afternoon Mayor and Council,

I'm wondering if any consideration has been given to restricting parking on Pleasant Street between Main and Hedge Row, especially during high season. On my daily walk down to the post office yesterday, I noticed a near miss as two vehicles approached from opposite directions. There was a fairly large vehicle parked in front of #8 Pleasant at the time.

This morning, there was a minor collision, as a pickup truck dinged a VW Golf that was turning left into the BMO parking lot. The pickup driver sped off without even slowing down, which I recognize is a police/insurance matter, not one for Town Council.

I recognize that enforcement is always an issue, but given how busy that stretch of Pleasant St. is, and how fast certain drivers travel on it, I thought I might bring this to your attention.

Thanks,

Dave Stephens
48 Maple St.

Town of Mahone Bay Council
493 Main Street, Mahone Bay

June 21, 2021

Jane Raeburn
VP New Development
MADE for Mahone Bay

To Mayor Devinne, Members of Council, Dylan Heide, Heather Archibald & Garth Sturtevant:

Re: Development Agreement Application & Request for Rezoning from Institutional to Residential
at Masonic Lodge Property

INTRODUCTION

Please accept the following as a formal request to commence the necessary actions for a Development Agreement for the lands at 66 Clairmont Street and the property immediately east and adjacent to 66 Clairmont Street.

The purpose of this Development Agreement would be to allow for the construction of an apartment complex of 48 units.

We would also like to seek rezoning from Institutional to Residential to facilitate the Development Agreement request. We have a citation to MPS Policy 4.7.6 which supports rezoning from Institutional to Residential.

PROJECT DESCRIPTION

The proposed building will be constructed within the setbacks proscribed by the Land Use Bylaw and the Department of Natural Resource guidelines. The building will be 5 storeys, including the parking garage, which will be below grade underground parking. We are making every effort to ensure that the building is within structural height requirements, with a maximum variance not greater than the 10% variance allowed within the Bylaws.

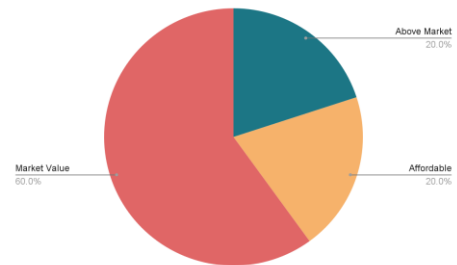
The building will include a flat “living” roof to address environmental issues such as: reflected heat, heat island effect, and stormwater runoff and retention. The green roof will also be accessible to tenants, proven to provide positive psychological benefits. The overall structure will also have a net reduction of approximately 10% of the green space that currently exists, providing the same ecological opportunities for microorganisms and pollinators.

HOUSING STRATEGY

We have created three-categories for unit type in our housing project strategy, including: units that are affordable, units of market value and units that are above market value. This strategy has been designed to address the critical housing shortage throughout the area, in particular, the Town of Mahone Bay. We currently refuse 5-10 people per week who are seeking accommodations in Mahone Bay due to lack of availability.

Our proposed building will have:

- a) 60% at market pricing
- b) 20% meeting the CMHC Affordability Guidelines
- c) 20% above market pricing



The premium apartments will help to reduce rents in the affordable units. We will also be incorporating a number of “microunits” into the structure to provide housing options for those living on a limited net disposable income. We will consider microunits any unit less than 600 square feet.

ACCESSIBILITY & AFFORDABILITY

We’ve chosen to concentrate our efforts on properties that we currently own in Mahone Bay, on Clairmont Street and Main Street due to their suitability for pedestrian activity. As part of environmental strategy, providing housing in a walking environment helps reduce the carbon footprint in our community. The building will be located within 500 meters of the pharmacy, the supermarket, the bank, the post office and close proximity to the churches and restaurants and on a level walking area.

The building will be designed to accommodate seniors but will not be limited to a senior tenant population. We are incorporating visitability guidelines into all of the units and will have the recommended number of fully handicapped accessible units.

We are currently the largest provider of affordable housing in Mahone Bay and this project will add another ten affordable housing units.

IMPROVED HOUSING OPTIONS

We anticipate that the construction of this new complex will have the additional benefit of opening up single-family residences in the area and options for young families and new people looking to move into the area. The majority of our clients are downsizing and as a result, the homes they are moving out of become available.

WATER MANAGEMENT & SITE DETAILS

We will be installing a retaining wall approximately 3 meters from the edge of the river to raise the ground elevation by approximately 6 ft. for flood prevention from river overflow.

Upon acceptance of our proposal, we will create a detailed engineered water management plan for the site, as well as a proposed landscaping plan. The trees that we are currently removing are only those within the construction envelope. We have no desire to remove additional trees, however we must create the appropriate space for the construction footprint and protect our future tenants.

This will be the first residential complex in the town of Mahone Bay, and on the South Shore, incorporating a living green roof to its design. We are delighted to add this feature to our building as it is not only beneficial to our tenants, but also to the environmental goals of the town. The environmental benefits are something that our organization cares deeply about.

FINANCIAL IMPACT

We anticipate that these units will add between 100-125 residents to the town and provide a substantial tax revenue contribution, improved utilization of existing infrastructure, increase the consumption of Mahone Bay's electrical power grid and provide a substantial and demonstrable contribution to the retail sector in the town.

We would anticipate that approximately 75% of those moving into the building would be 55 or over, which also represents the demographic which is most likely to be involved in community volunteer activities - providing an additional asset to the community.

The key to economic sustainability and viability of communities today relies on their ability to increase population density in areas where services already exist. Improved packing density means a higher rate of revenue generation per square foot compared to sprawling suburbs.

The construction of this project, utilizing components from all economic strata, will provide for a more homogeneous environment, avoiding the creation of high or low income areas. It has been our experience, with properties that we currently own, that the income level of tenants in this environment is not identifiable.

We appreciate the ability to commence this process. We look forward to building yet another successful residential complex.

Regards,

Jane Raeburn
VP Project Development
MADE for Mahone Bay Ltd.

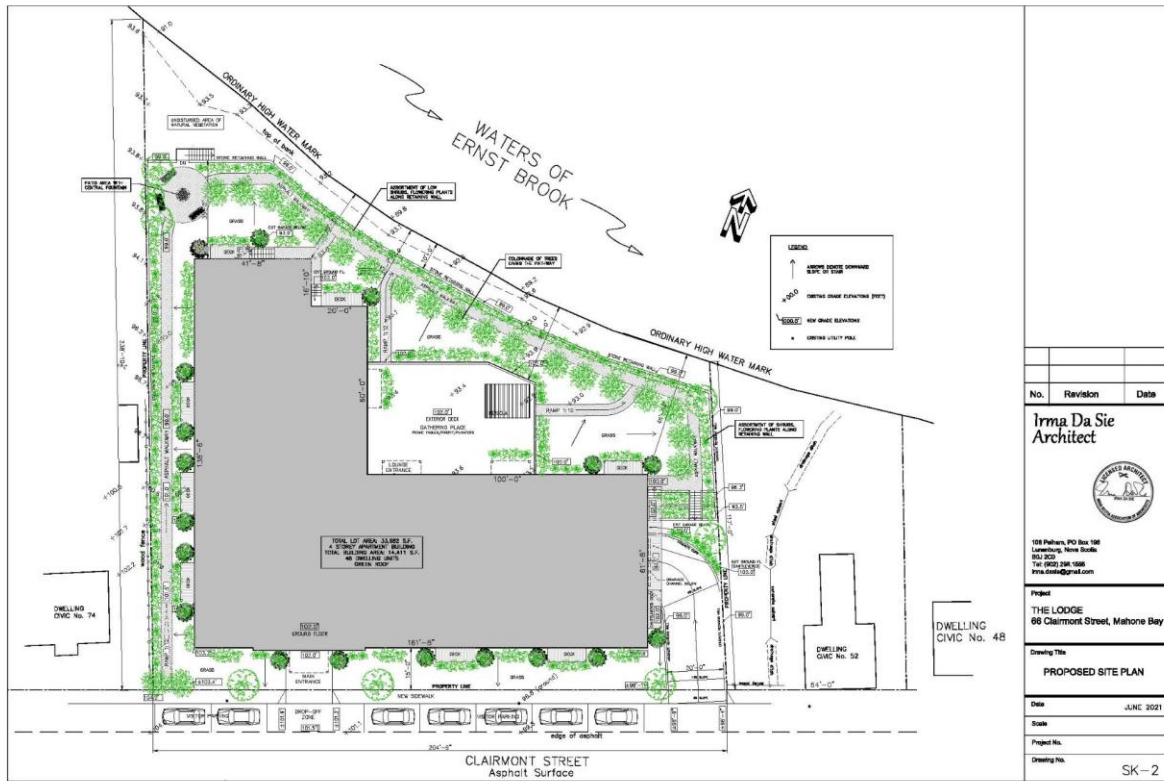
APPENDIX A - External Facade



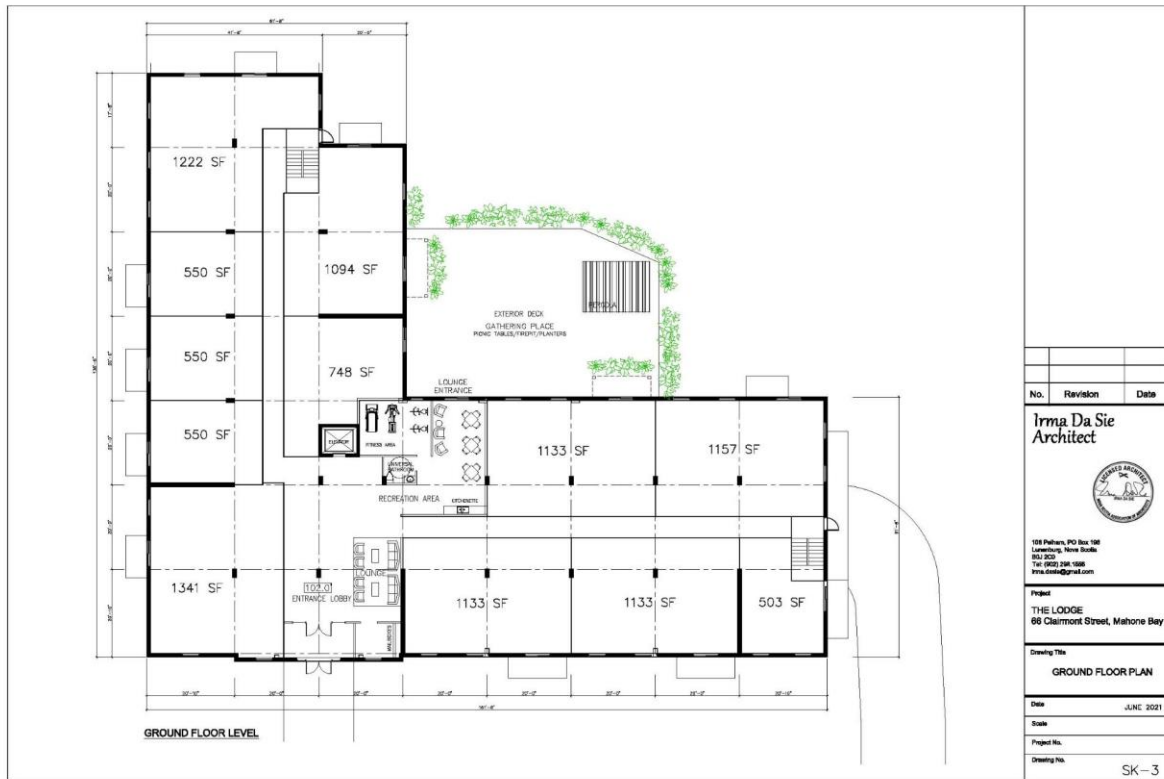
APPENDIX B - Front & East Elevation



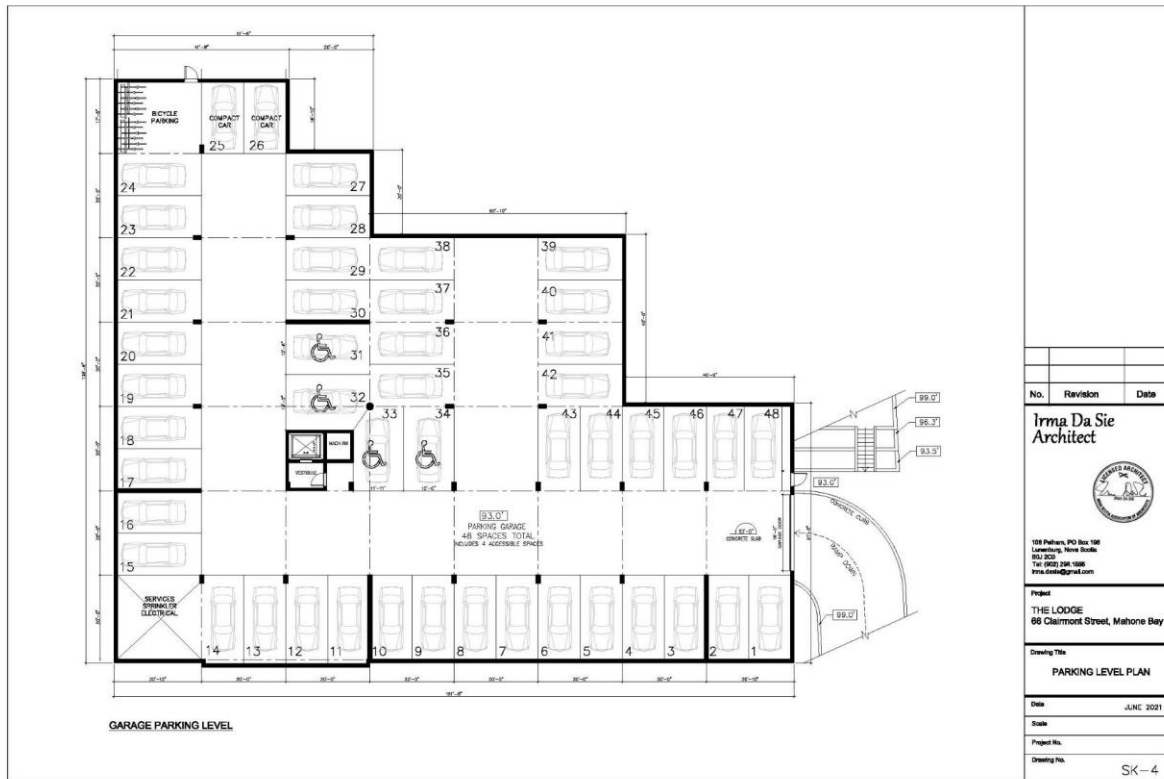
APPENDIX C - Proposed Site & Landscaping Plan



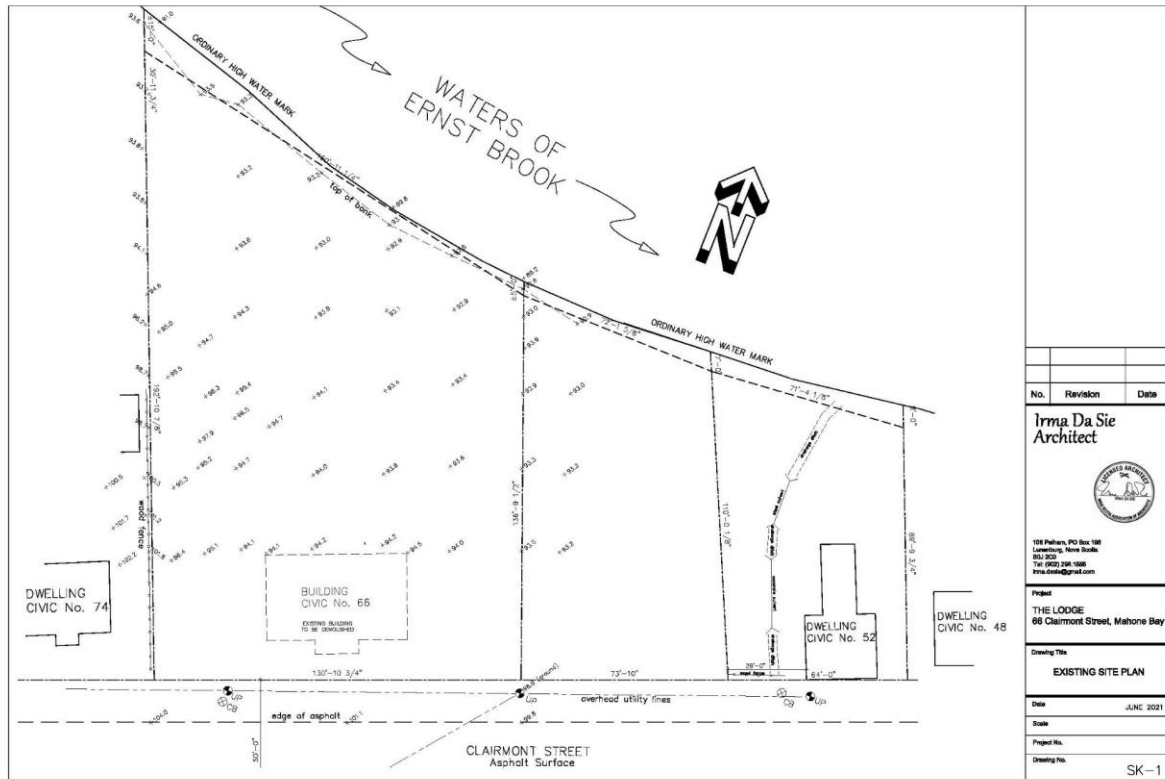
APPENDIX D - Ground Floor Plan & Interior Layout



APPENDIX E - Parking Level Plan



APPENDIX F - Existing Site Plan



To His Worship, the Mayor and to the Town Councillors of Mahone Bay, Nova Scotia:

First – full disclosure – I’m not a resident of Mahone Bay. I live on Keddy Bridge Road in Oakland. A mere bridge, a river, and an artificial, arbitrary, border means I’m a resident of MODL. If I got in my car and drove to Town Hall, I’d be there in less than 3 minutes without breaking any laws.

I get my mail at the community mailbox, across from H&R Block and Rebecca’s.

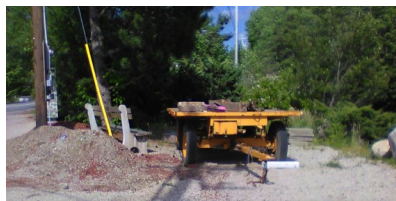
For the last month or two, I’ve noticed an ugly trailer (meant, perhaps, to be hidden behind a pile of gravel and the mailboxes). And, in the past week, the return of another ugly trailer, smack in the middle of a famous view of our beautiful harbour.

I’ve attached three jpg files; photos which should bring to mind that old song from Sesame Street about “one of these things doesn’t belong”, only in this case, two of these things don’t belong. There’s a huge inconsistency between the sign declaring, “We love the beauty around us and welcome you to share it” and the visual garbage opposite what used to be the beautiful Dana Sweeny property.

If the person who owns these trailers also owns the parking lot then, perhaps, nothing can be done. Hopefully, that’s not the case. If the parking lot’s owned by the town, the town should do something about this disgraceful use of public property. The big trailer was, until very recently, parked behind Rebecca’s and H&R Block. That’s OK. But to allow it to be parked where it is today is a disgrace. That is: it detracts from the grace which would otherwise be obvious.

On the eve of Canada Day, I wish I’d written this letter earlier. Most likely, there’ll be many visitors in town tomorrow. It’s too bad the town will not be putting its best foot forward.

One last observation: I’ve noted signs in the parking areas opposite the churches, prohibiting overnight parking. I’ve also seen, from-time-to-time, camper vans (and larger RVs) obviously ignoring that rule. Perhaps, greater vigilance by the constabulary would put an end to that practice, and maybe that rule could be applied to parking area opposite Rebecca’s. The photos:



Yours very truly,
David Puxley

dpuxley@gmail.com
902-624-0299

Maureen Hughes

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, June 21, 2021 4:33 PM
To: Maureen Hughes
Subject: NSFM's Monday Memo: June 21, 2021

CAUTION: This email originated from an external sender.

[View this email in your browser](#)

Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

June 21st is National Indigenous Peoples Day

Today marks the 25th anniversary of National Indigenous Peoples Day, which celebrates the heritage, diverse cultures and outstanding achievements of First Nations, Inuit and Métis peoples. June is also National Indigenous History Month.

Celebrate the occasion by attending the upcoming **free** NSFM and AMANS webinar:

[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](#)

Correction: Monday Memo, June 14, 2021

In the [June 14 edition of the Monday Memo](#), we incorrectly identified Colchester County Mayor Christine Blair, it should have read **Vice-Chair**.

We apologize for the error.

The Climate Change Plan for Clean Growth Webinar

Join us on Tuesday, June 29th for a presentation from the Department of Environment and Climate Change (ECC) on the *Sustainable Development Goals Act* (SDGA) regulations and the new *Climate Change Plan for Clean Growth*.

For more information and to register, click the link above.

Interested in commenting on the Sustainable Development Goal Act but unable to attend the webinar, visit <https://cleanfuture.ca/> for more information. Written input will be accepted by the Department of Environment and Climate Change until **July 26**.

Changes to the Traffic Signs Regulations

Correspondence from the Hon. Lena Metlege Diab, Minister of Acadian Affairs and Francophonie, regarding changes to the Traffic Signs Regulations to allow bilingual (French/English) stop signs in Nova Scotia.

Join an FCM standing committee or forum

An important part of the work of FCM's Board of Directors happens through its standing committees and forums. Together, their members discuss issues that matter to our membership—from municipal finance to antiracism to affordable housing. FCM committees make recommendations to the board that help inform FCM's advocacy, policy and program initiatives.

Interested in serving on an FCM committee or forum? [Please complete this form by no later than Friday, June 25.](#)

Accessibility Directorate: Seeking Members for Employment Standard Development Committee

The Accessibility Advisory Board is seeking applications from the following groups for the Employment SDC.

- Persons with disabilities, Deaf and/or neurodivergent persons with subject matter experience and/or expertise, or representatives from organizations representing persons with disabilities, Deaf and/or neurodivergent persons (One half of membership.)
- Representatives of organizations and classes of organizations likely to be affected by the standard.

- Representatives from government departments that have responsibilities related to the standard being developed.

Public Engagement on Change of Derogatory Names in Shelburne County

During June and early July, the program will be accepting feedback to replace these names. People have the option to submit names online, in writing or by phone. Names that reflect African Nova Scotian heritage and culture will be given preference.

The team at the Department of Service Nova Scotia and Internal Services will research the submitted names and then offer the most suitable names back to the residents of Shelburne County for the final decisions.

Upcoming Events

Join NSFM Acting President Amanda McDougall for (digital) coffee on July 8th at 9 a.m.

Acting President McDougall will be hosting the next informal coffee and chat session on Thursday, July 8th at 9am on Zoom. It is focused on discussing the experiences of women in municipal government, and is open to all elected members who wish to attend.

[Register here.](#)



NOVA SCOTIA FEDERATION OF MUNICIPALITIES



Nova Scotia Federation of Municipalities

Suite 1304, 1809 Barrington Street

Halifax, N.S. B3J 3K8

Phone: (902) 423-8331

Fax: (902) 425-5592

info@nsfm.ca

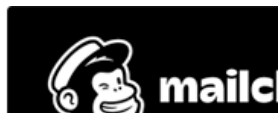
Want to change how you receive these emails?

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

This email was sent to Maureen.Hughes@TownofMahoneBay.ca

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

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





United Way
Lunenburg County
Improving Lives Locally

Dear business leader,

Lunenburg County is a great place to work, live and raise a family. Economic numbers are looking up, new businesses and people are moving into the area, and our many municipal governments are moving forward on projects that are important to their residents or the county. The worst of the pandemic seems to be behind us, and we live in a community that has a lifestyle that is second to none. This is a great place to live if you are healthy, employed, have a decent paying job and a strong loving family.

But what if you are working at a minimum wage job with no benefits, or have children with learning or physical disabilities, are recently laid off or have an addiction or mental health problem? What if you are a senior with few friends or no family, are the child of a dysfunctional or broken family or a member of the working walking poor? What happens if you have a strong rural community but little infrastructure to sustain it? Life is not so easy.

Like it or not, these problems are our problems. They put a strain on our limited resources, reduce productivity and limit our ability to hire reliable and competent employees.

With governments at all levels grappling with the high debts caused by the pandemic, the ability to access funding to address these problems will be reduced. As a community we can wait for something to happen, or we can make it happen. Let's choose to make things happen.

This year, with the generous support of our local donors, I am pleased to report that the United Way of Lunenburg County has recently invested \$144,720 in 23 local community organizations and programs. This brings our funding total to over \$2,000,000 since our inception in 2003. In addition, we also operate 10 other low-cost programs. (See the attached funding information.)

These are investments that are good for the community and good for business. By providing new opportunities to kids, youth, families, seniors, and rural communities, we help strengthen our communities, people, families, and ourselves.

Let us be clear; these community investments are not handouts but hand ups. We can and should do more and with your help we can. Your business could run a United Way workplace payroll deduction campaign to help raise money for important local programs, provide a corporate donation, or partner with us and provide funding that meets your charitable goals. THANK YOU to those companies that currently are currently supporting us with workplace campaigns and corporate donations.

Please consider working together and with us so that can help make Lunenburg County a great place to live, work and play for all.

Michael Graves
Coordinator - The United Way of Lunenburg County
Cell 902-521-4704

Local giving. Local results.



When you donate to the United Way of Lunenburg County you help
make positive things happen in your community.

For our 2021/2022 - Allocation period

The United Way of Lunenburg County invested \$144,720 in 23 programs

We operate an additional 10 free programs

Funded programs that will assist residents of

LUNENBURG COUNTY

Includes the Towns of Bridgewater, Lunenburg, Mahone Bay, The Municipalities of Chester and Lunenburg

211 Information and Referral **(211)**

Adult Learning Network – Literacy & Skill Building

Back in the Game Free Skates to Borrow at the LCLC

Back in the Game FREE LCLC Swimming and Skating Passes for Financially Stressed Families

Big Brothers Big Sisters In School Mentoring

Bikes for Kids – Teens and Adults Too

Coats for Kids - Teens and Adults Too

Family Services of Western Nova Scotia Emergency Housing Supports

Free iPhones and Laptops for Vulnerable People

Free Recreational Passes for Individuals Living with Low Income and Mental Health Issues

Hinchinbrook Farm Volunteer Training

HB Studios Sports Centre Accessibility Program

Plow it Forward – Rake it Forward – Mow it Forward - Stack it Forward Campaign

Schools Plus Cultural Cooking for Indigenous and African Nova Scotian Kids and their Families

Second Story Women's Centre Leadership Camps

St. Vincent de Paul Community Outreach

Senior Safety Coordinator

Senior Safety Program Emergency Contingency Fund

YMCA Free Grocery Delivery

YMCA King Street Youth Centre and Leadership Program

MUNICIPALITY OF CHESTER

Chester Community Wheels

Musical Friends at St. Stephen's Anglican Parish

Shoreham Village Virtual Reality (VR) Program

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Better Together Family Resource Centre Buccaneer Bay/ Heritage House 4H

Mahone Bay Outdoor Swimming Pool Free Saturday Community Swims

P.R.O. Kids (Positive Recreation Opportunities for Kids)

Senior Wheels

TOWN OF BRIDGEWATER

Better Together Family Resource Centre 4H - BES 4H Afterschool Club

Free Bridgewater Transit Passes

O'Regan Subaru / Bridgewater Outdoor Pool and Free Family Swims

P.R.O. Kids (Positive Recreation Opportunities for Kids)

Senior Wheels

TOWN OF MAHONE BAY

Mahone Bay Outdoor Swimming Pool Free Saturday Community Swims

TOWN OF LUNENBURG

P.R.O. Kids (Positive Recreation Opportunities for Kids)

Improving lives locally.

www.lunenburgcounty.unitedway.ca



Programs that benefit residents of Region of Queens Municipality

211 Information and Referral ⁽²¹¹⁾
Big Brothers Big Sisters In School Mentoring
Big Brothers Big Sisters Kids and Kops Summer Day Camps (2)
Bikes for Kids
Coats for Kids
Hinchinbrook Farm
Plow, Rake, Mow and Stack it Forward" Community Engagement Campaign
Schools Plus Cultural Cooking for Indigenous and African Nova Scotian kids and their Families
Technology Program

The United Way of Lunenburg County Community Asset Purchases

THESE PREVIOUSLY PURCHASED COMMUNITY ASSETS ARE STILL PROVIDING BENEFITS TO OUR COMMUNITY

Harbour House Community Outreach Material
Buster the Bus School Bus Safety Program
"Dance Dance Revolution" High School Recreation Program
Bonny Lea Farm Industrial Shredders (2)
ARK Crew Cab Truck Purchase
New Hope Playing Surface in Western Shore
Chester Community Wheels Bus
North River Recreational Concrete Pad
Riverport and District Community Room Furnishings (chairs, tables, audiovisual system)
Commercial Toasters for Lunenburg County High Schools
New Ross School Community Recreational Facility
Forties Community Centre (chairs)
South Shore Scouts Start Up Kits
Fox Point Community Centre Upgrade
Chronic Disease Management Program at South Shore Regional Hospital
Lunenburg County Sexual Health Centre Education Support Program (SHIFT)
Chester Heritage Society Community Labyrinth
Active Energized & Empowered for 55 + Recreational Equipment
Bonny Lea Farm Ground Maintenance Training Riding Mower
Pinegrove Outdoor Play Association Community Park
Through the Years Community Centre and Day Care Specialized Recreational Equipment
Voglers Cove Community Centre Equipment Purchase (chairs)
Voglers Cove Community Centre Library
Lunenburg County Lifestyle Centre – Aquatics for All Adaptive Devices
Freeman House Community Kitchen
VON Breakaway Adult Day Program Pilot in New Ross
Emergency Stretcher and Vital Signs Monitor at South Shore Regional Hospital
Rooted School Food Program Kitchen Equipment
iPhones for Music Therapy at Local Nursing Homes

For 2021/2022

The United Way of Lunenburg County invested \$144,720 in 23 local programs **We operate an additional 10 programs**

Not all community members have the opportunity to create a vibrant life. Many people struggle to achieve a sustainable livelihood because they have vulnerabilities that place them at risk and face barriers at accessing opportunities and support. Recognizing this, the United Way chooses to focus its efforts on individuals and groups in our community that are vulnerable to a variety of social and systemic barriers. Priority populations in a community vary according to local circumstances, but often include people dealing with or at risk of poverty, abuse or stigmatation related to race, country of origin, culture, disability, age or sexual orientation. The United Way of Lunenburg County directs funding to the following focus areas: All That Kids Can Be, Poverty to Possibility and Healthy People, Strong Communities.

ALL THAT KIDS CAN BE programs received funding totaling \$85,620

Helping children and youth reach their potential by investing in their early years, middle years and youth.

Giving kids a positive summer camp experience - \$3,050

Second Story Women's Centre Program – Leadership Camps

Helping kids participate in sport, recreational or cultural activities - \$19,000

PRO Kids Town of Bridgewater

PRO Kids Municipality of Lunenburg

PRO Kids Town of Lunenburg

Bikes for Kids - Over 450 bikes given away to kids of financially stressed families

FREE LCLC swimming and skating passes for financially stressed families every year

FREE used sports equipment exchanges (hockey and soccer)

Providing a safe place for youth to grow and socialize - \$30,820

Better Together Family Resource 4H Clubs (3)

Musical Friends at St. Stephen's Anglican Parish in Chester

YMCA King Street Youth Centre

Helping our communities' vulnerable youth - \$5,000

Big Brothers Big Sisters In School Mentoring

Helping families who are food insecure - \$19,750

Schools Plus Cultural Cooking for Indigenous and African Nova Scotian kids and their Families

Helping children and youth with special needs - \$8,000

Hinchinbrook Farm Volunteer Training

FROM POVERTY TO POSSIBILITY programs received funding totaling \$24,000

Meeting basic human needs and moving people out of poverty by investing (in part) in employment security, basic income maintenance programs and improving skills through education.

Literacy programs - \$2,000

Lunenburg County Adult Learning Network- Literacy & Skill Building

Basic income maintenance programs - \$12,000

Saint Vincent de Paul Society

Emergency housing - \$10,000

Family Service Association of Western NS



United Way
Lunenburg County

Providing life changing opportunities for people living on low income – These are \$0 cost programs

Free Recreational Passes for low-income individuals with mental health issues.
Free iPhones for vulnerable low-income individuals. (241 since May 2017)
Free iPhones for nursing home music therapy programs. (30 since May 2017)
Free laptops for vulnerable low-income individuals. (32 since May 2017)
Coats for Kids – Teens and Adults Too (Because everyone deserves to be warm in winter.)

HEALTHY PEOPLE, STRONG COMMUNITIES programs received funding totaling \$35,100.

Supporting personal wellbeing and strengthening neighbourhoods by investing (in part) in seniors, transportation, information.

Helping to create inclusive community spaces - \$12,000 (The family that plays together, stays together.)

O'Regan Subaru Outdoor Pool / Bridgewater Outdoor Pool Free Swims
Mahone Bay Outdoor Pool Free Saturday Swims
Free to borrow skates at the LCLC (Free to anyone who needs them.)
HB Studios Sports Centre Accessibility Program

Connecting people and communities through transportation networks - \$10,000

Bridgewater Senior Wheels
Chester Community Wheels

Helping to keep our seniors safe and in their homes - \$12,600

Lunenburg County Senior Safety Coordinator
Lunenburg County Senior Safety Program – Emergency Contingency Fund
Plow it Forward – Rake it Forward – Mow it Forward - Stack it Forward Campaign – volunteer to help a senior
YMCA Home Grocery Delivery

Proving new experiences to seniors using Virtual Reality (VR) - \$500

Shoreham Village

Helping to provide information and resources

211 Information and Referral **211**

Making positive things happen in Lunenburg County takes more than good intentions and the contributions of a few. It takes everyone doing what they can because everyone shares in the benefits of a happy, healthy, and safe community where no one is left behind.

Consider this. If every single working person in Lunenburg County invested just \$0.15 per day with the United Way of Lunenburg County, we would raise over \$1.1 million dollars each and every year to invest in programs and organizations that would make a meaningful and measurable difference in the lives of Lunenburg County residents. This could be someone you know.

To find out more about how the United Way of Lunenburg County is putting your donations to work helping Lunenburg County kids, youth, families, women, seniors and communities, to see our community impact videos, to see the requirements necessary to obtain a grant, to sign up for our e-newsletter and/or to make a secure online donation please visit our website at www.lunenburgcounty.unitedway.ca. Please direct questions to office@lunenburgcounty.unitedway.ca.

Improving lives locally.

WHAT DOES LOCAL LOVE LOOK LIKE?

United Way Lunenburg County is a volunteer driven organization with two roles. One is to motivate donors and raise money to provide the financial resources needed to affect change in our community. The other is to seek out organizations and help create the dynamics and partnerships that will affect positive social change right here in Lunenburg County.

Here are some of the projects your generous donations have made possible:

FREE RECREATIONAL ACTIVITIES

Free Public Swimming
Free Aquatics

135 North Park St. Bridgewater. Visit Website or call 902-530-4100 to check for current times. Expires Aug 31/2018

FREE RECREATIONAL ACTIVITY

Free Access to the Walking Track

145 Glen Allen Drive, Bridgewater. Call 902-540-5348 or visit Website for the most current walking times. Expires Aug 31/2018

FREE RECREATIONAL ACTIVITIES

Free Day Pass to all YMCA activities
(includes gym, yoga and aquatics)

75 High Street, Bridgewater. Sign in to all day pass to offer. Call 902-543-9622 or visit www.ylunenburg.org for more information. Expires Aug 31/2018

FREE RECREATIONAL ACTIVITY

Free Morning Skates Available for Individuals
55 years or older

Offered at four locations. Call 902-756-4272 for more info or visit www.bridgewater.ca Expires Aug 31/2018

FREE RECREATIONAL ACTIVITIES

Let's Play & Skate
Let's Play & Skate. Week 15
135 North Park St. Bridgewater
Anytime from 9:00 AM to 5:00 PM, Jan 15 to May 7
Bridgewater
Expires Aug 31/2018

FREE RECREATIONAL ACTIVITIES PASS

A JOINT PROJECT OF
United Way Lunenburg County
Bridgewater
Promoting health through recreation

Recreational Activities

Contact group offering programs for any changes to programming.

LCRC
Free public swimming. Free Aquatics.
Free public skating. Free skating.
hb studios Sports Centre
Free walking track access

YMCA
Free day pass to all activities
Free morning space in classes.
55 years and older only
Town of Bridgewater
Free walking track access

ENJOY A FREE SWIM ON US!

For public swim times please visit
www.lcrlc.ca or call 902-530-4100

Swimming lessons available for all ages. Call 902-530-4100 for more information.

ENJOY A FREE SKATE ON US!

For public skating times please visit
www.lcrlc.ca or call 902-530-4100

135 NORTH PARK STREET, BRIDGEWATER
Bridgewater & 2100 St. John's St. Bridgewater
THIS PASS IS NOT VALID FOR ALL SKATING. VISIT www.lcrlc.ca FOR MORE INFO.

A smartphone can help open a whole new world of for people living in or on the edge of poverty.

OWNING A SMART PHONE CAN HELP:

- Curb loneliness by providing a modern form of communication to connect with friends and family;
- Increase the ease of job searching and create employment opportunities;
- Decrease vulnerability in emergency situations.

United Way of Lunenburg County, together with their community partners, will distribute the refurbished smartphones to qualified, low income people in our region. Your phone could help save a life in so many ways.

Community Partners: Employment Solutions Society, Freeman House, Harbour House, Second Story Women's Centre, Schools Plus and United Way of Lunenburg County.

DROP OFF:
Collection box
Centre Court of Mail. Place your phone in the provided bag and drop box. Please ring the phone dial.

Plow it Forward this Winter
"Adopt" a senior neighbour and help with their snow removal.

Uncleared snowfall prevents seniors from getting groceries, mail, medications and daily care on which they depend. Seniors clearing their own snow puts them at serious risk of broken bones, heart attacks and stroke.

Does a senior or disabled neighbour's house remain unpowered after a storm?

A neighbour may need your help and your act of kindness could save a life. Volunteer to shovel as an individual, family, business or school. Knock on a neighbour's door, and spread care and compassion in your community.

PART OF THE NEIGHBOURS HELPING NEIGHBOURS INITIATIVE

United Way Lunenburg County

Plow it Forward
NEIGHBOURS HELPING NEIGHBOURS

Plow it Forward
NEIGHBOURS HELPING NEIGHBOURS

Plow it Forward
NEIGHBOURS HELPING NEIGHBOURS

Plow it Forward
NEIGHBOURS HELPING NEIGHBOURS

Plow it Forward
NEIGHBOURS HELPING NEIGHBOURS

"Every kid deserves a bike to ride."
Support United Way of Lunenburg County Bikes for Kids.

United Way Lunenburg County

FREE USED HOCKEY EQUIPMENT EXCHANGE

PICK UP WHAT YOU NEED. DROP OFF WHAT YOU DON'T.

MON. AUG 21 4:00-9:00PM

@theCLC (Lunenburg County Lifestyle Centre)
In conjunction with SKATE registration
While you're there get a fresh start on your winter from V&V Skate Shopkeeping we'll give you your equipment. Prices starting at \$5.

EARLY EQUIPMENT DROP OFF (UNTIL AUGUST 20) @ 2 LOCATIONS

Centre Court, Bridgewater Mall
Near to St. John's "Open Skating Session" - Open drop off equipment and receive a credit towards your purchase of new gear at the V&V Skate Shopkeeping.

HELPING TO MAKE SPORTS MORE AFFORDABLE FOR FAMILIES

United Way Lunenburg County
Bridgewater
PRO Kids
Bridgewater
Bridgewater
Bridgewater

For more information please contact: office@lunenburgcounty.unitedway.ca or by calling Michael Graves 902-531-4794 or Trishie Walker 902-531-2576.

Free Skates to Borrow
borrow skate clean return

Back in the Game
This program brought to you by

www.lunenburgcounty.unitedway.ca
United Way Lunenburg County
SKATE SHARPENING
BUILD IT!

COATS 4 KIDS
Teens & Adults, too

Because everybody deserves to be warm in winter.

Have a coat to give to someone in need?
Bring your gently used, washed winter coats to Centre Court in Bridgewater Mall from now until September 30 and please hang your coats in the appropriately marked racks. Please ensure that the hangers are placed hanging order.

Need a warm winter coat for you or a family member?
Stop by the Bridgewater Mall between Thursday, October 4 and Sunday, October 15 to get a coat that suits your needs. Coats will be in a dedicated skidoo area across from Centre Court and Sunday, October 15, 10:00 am - 12:00 pm.

FOR MORE INFORMATION PLEASE CALL:
Michael Graves - Coordinator for United Way of Lunenburg County 902-530-3072 (voice mail)
Walter James Galt - The Salvation Army 902-541-0336

United Way Lunenburg County
www.unitedway.ca

Community Partners:
Breaker
100%
Bridgewater
Bridgewater
Scotiabank

A partnership between the United Way and the Salvation Army

GENTLY USED SOCCER EQUIPMENT EXCHANGE

PICK UP WHAT YOU NEED. DROP OFF WHAT YOU DON'T.

Now at the HB Studios Sports Centre!

Lunenburg County changes are helping more accessible for

Do you find it hard to pay for soccer registration and equipment?
United Way Lunenburg County is a major funder of PRO Kids. Contact them for financial assistance. Both our communities and children prosper when kids and youth are involved in sport, recreational and cultural activities.

United Way Lunenburg County

Join the United Way Lunenburg County. It helps make positive things happen in your life like this gently used sport equipment exchange.
office@lunenburgcounty.unitedway.ca or call 902-530-3072 (voice mail)



United Way
Lunenburg County

LOCAL GIVING. LOCAL RESULTS.

Michael Graves, Coordinator
office@lunenburgcounty.unitedway.ca
www.lunenburgcounty.unitedway.ca

Cost effective programs that work because of partnerships with the local business community and the ongoing support of our volunteers.

Partnering with local businesses and organizations for the greater good of the community.

- The United Way of Lunenburg County also provides financial support to the **Bridgewater Outdoor Pool** in partnership with O'Regan's Subaru and the Barracuda Swimming Club. This is a 5-year commitment. We are currently in year 5. This money is used to ensure the continued operation of the outdoor pool and to provide many opportunities for free swims.
- **211 NS.** The United Way is a founding partner of this organization, and we contribute to its operation. The Provincial Government is also heavily invested in this organization. 211 helps to connect you to the information that matters to you and your family.

Low cost/ no cost programs operated by the United Way of Lunenburg County

- **FREE SINGLE USE SWIMMING/SKATING PASSES** to the LCLC. 1,000 free passes are distributed through the SSRSB each year and are given to the school Principals and Guidance Counselors as well as local community groups who are encouraged to give them to lower income students and their families. (Children and parents). Multiple usage is encouraged. "The family that plays together, stays together."
- **FREE SKATES TO BORROW** at the LCLC. We built a storage unit and filled it with a wide variety of skates to borrow. These skates are available to anyone. Just borrow, skate, clean and return. This program compliments the program above.
- **BIKES FOR KIDS.** – Since 2013 over 525 free refurbished bikes have been distributed to local kids, youth, families, and adults who would struggle financially to purchase one.
- **USED SPORTS EQUIPMENT EXCHANGE.** We make available used hockey and soccer equipment to anyone who needs it. Free hockey equipment giveaways happen every August at the LCLC. Free soccer equipment is available at the HB Studios Sports Centre.
- **PLOW IT FORWARD, RAKE IT FORWARD, MOW IT FORWARD AND STACK IT FORWARD** – Working with other community groups we help to encourage abled bodied citizens to help our less abled bodied seniors and the disabled with some outdoor chores like snow shoveling, raking, mowing and wood stacking. This program is directed towards lower income individuals. This can be done as a family, business, school or individual.
- **FREE SMARTPHONES AND LAPTOPS** – We collect used smartphones and laptops and provide them to marginalized people in our community. There are many marginalized and vulnerable people that due to poverty or unique circumstances are unable to participate in a world connected via the internet and therefore benefit from all the opportunities, information and support that this world could provide. We believe that a smartphone can be a valuable tool that could enable people to reach out for the help, support, and the resources they need to succeed. These people could be women fleeing family violence, people with mental health issues, at risk youth, people looking for jobs or people that do not have access to the internet because of their current home location or because they don't have a permanent home. We always encourage people to take advantage of the growing number of FREE wi-fi hotspots in the area. Since May 2017, 241 iPhones and 32 laptop computers have been distributed.
- **FREE REFURBISHED IPHONES** used for personalized music programs (music streaming services) for elders living in nursing homes and who are suffering from Dementia, Alzheimer's, and other affects of ageism. 30 iPhones distributed to 3 TOB Nursing homes + Mahone Bay, New Germany, and Chester.
- **FREE RECREATION PASSES** for 100 low-income individuals with mental health issues. Passes include access to the YMCA, The LCLC for swimming, skating and yoga.
- **FREE BRIDGEWATER TRANSIT PASSES** for low-income residents in the Town of Bridgewater.

It is worth noting that the 10 programs above operate on less than \$2,000 year. That is great value for your charity investment dollar.

Local giving. Local results.

Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, June 28, 2021 3:28 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: June 28, 2021

CAUTION: This email originated from an external sender.

[View this email in your browser](#)

Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

[Building the Canada We Want in 2050](#)

Infrastructure Canada is currently at the scoping stage, assessing what the National Infrastructure Assessment's mandate and governance structure should look like, and is seeking input from municipalities and infrastructure stakeholders.

While the engagement paper notes June 30 as the deadline to submit feedback, Infrastructure Canada has notified us that they will receive submissions into July as they are hoping to hear from as many municipalities and stakeholders as possible.

[Please return feedback to FCM via email](#)

Upcoming Events

The Climate Change Plan for Clean Growth Webinar

Join us tomorrow, Tuesday, June 29th for a presentation from the Department of Environment and Climate Change (ECC) on the *Sustainable Development Goals Act (SDGA)* regulations and the *New Change Plan for Clean Growth*.

For more information and to register, click the link above.

Interested in commenting on the Sustainable Development Goal Act but unable to attend the webinar, visit <https://cleanfuture.ca/> for more information. Written input will be accepted by the Department of Environment and Climate Change until **July 26**.

Join NSFM Acting President Amanda McDougall for (digital) coffee on July 8th at 9 a.m.

Acting President McDougall will be hosting the next informal coffee and chat session on Thursday, July 8th at 9am on Zoom. It is focused on discussing the experiences of women in municipal government, and is open to all elected members who wish to attend.

[Register here.](#)



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES



Nova Scotia Federation of Municipalities

Suite 1304, 1809 Barrington Street

Halifax, N.S. B3J 3K8

Phone: (902) 423-8331

Fax: (902) 425-5592

info@nsfm.ca

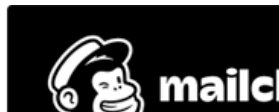
Want to change how you receive these emails?

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

This email was sent to clerk@townofmahonebay.ca

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

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



Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, July 5, 2021 5:06 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: July 5, 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

[Join NSFM Acting President Amanda McDougall for \(digital\) coffee on July 8th at 9 a.m.](#)

Join NSFM Acting President Amanda McDougall for (digital) coffee this Thursday, July 8th at 9 a.m.

This meeting is open to all elected members who wish to attend.

[Register here.](#)

[Canadian Standards Association's \(CSA\) public consultation](#)

CSA is seeking public consultation for a new standard: *Indicators for rural community prosperity, services and quality of life* (R113).

This standard aims to provide a set of definitions and methodologies to identify and measure community well-being, prosperity, and sustainability in rural and small-town contexts. The consultation period is **open until July 24, 2021**.

Sustainable Development Goals Act's (SDGA) and Climate Change Plan Consultation Toolkit

The Ecology Action Centre has developed a toolkit to help individuals and community groups participate in the Province of Nova Scotia's public consultation process for the Sustainable Development Goals Act's (SDGA) and new Climate Change Plan.

The consultation period is open until July 26, 2021 and is being run by the Clean Foundation. There are several different ways to submit feedback, [which are outlined on the Clean Foundation's website](#).

FCM Issues Statement on Residential Schools

FCM supports a national initiative to identify, commemorate and protect residential school burial sites across Canada, a process that must be Indigenous-led and carried out through ceremony.



NOVA SCOTIA FEDERATION OF MUNICIPALITIES



Nova Scotia Federation of Municipalities

Suite 1304, 1809 Barrington Street

Halifax, N.S. B3J 3K8

Phone: (902) 423-8331

Fax: (902) 425-5592

info@nsfm.ca

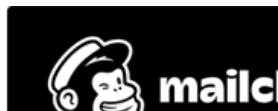
Want to change how you receive these emails?

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

This email was sent to clerk@townofmahonebay.ca

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

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









Report to Council July 13, 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	Sep., 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 amend the Respectful Workplace Policy and/or Employee Conduct Policy to reflect points raised in review of the draft Violence in the Workplace Policy specific to Town employees and recommend to Council.	08-Sep-20	Dec., 2021	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> 50%
		Notes: To be discussed at Policy & Strategy Committee in 2021-22; report to Council anticipated thereafter.		


3	Staff to review Town policies regarding signage and provide recommendations in respect to plastic and disposable signage within the Town of Mahone Bay, specifically including a recommendation regarding election signage.	08-Sep-20	Jul., 2021		75%	Notes: In Progress. Report anticipated to upcoming meeting of Council.
4	Staff to draft a CAO Performance Review Policy that includes a detailed procedure, or procedure options, for how regular CAO Performance Reviews will be conducted, and to present such policy to Council for consideration after the new Council is sworn in following the October municipal	08-Sep-20	Dec., 2021		50%	Notes: To be discussed at Policy & Strategy Committee in 2021-22; report to Council anticipated thereafter.
5	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	Jul., 2021		75%	Notes: In progress. Budget line included in 2021-22 budget with staff report to follow (initiating public donation campaign and confirming siting process).

6	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	Sep., 2021		75%	<p>Notes: In progress. Discussion initiated with MODL Planning staff. Timeline coordinated with Plan Mahone Bay process.</p>
7	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%	<p>Notes: Engineering designs in progress. Included in 2021-22 capital budget. Implementation top priority for new Manager of Public Works & Transportation.</p>
8	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	Jul., 2021		75%	<p>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.</p>
9	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	Jul., 2021			<p>Notes: Discussed at Policy & Strategy Committee in April and again in June, 2021; Committee has recommended revised draft By-law to Council for first reading, on Council's July 13th meeting agenda.</p>

10	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:					
11	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	Jul., 2021	<div></div>	<div></div>	<div></div>	75%
		Notes: In progress.					
12	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>	50%
		Notes: In progress. Opportunity to align with ongoing bicycle route consultations for additional public input.					
13	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>
		Notes: Completed.					
14	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	Sep., 2021	<div></div>	<div></div>	<div></div>	50%
		Notes: MBTCC have been advised of the direction of Council. Members not available to attend in June/July due to resumption of business activities following lockdown.					

15	Staff to apply to the Canada Healthy Communities initiative and the Canada Cultural Spaces Fund to sponsor Phase 3 improvements to the Michael O'Connor Memorial Bandstand.	08-Jun-21	Aug., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Canada Healthy Communities Initiative application submitted, Canada Cultural Spaces Program application will be submitted later this summer.
16	Staff to respond to request for funding for an event for Park View Graduates to decline the request for support.	24-Jun-21	Jul., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>	Notes: Completed.
17	Staff to write to MP Peter Julian declining to endorse his private member's bill.	24-Jun-21	Jul., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div></div>	Notes: Completed.
18	Staff to carry out a consultation on the Provincial Climate Change Plan for Clean Growth using the format provided in the letter from Minister Irving.	24-Jun-21	Jul., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Planning is in progress.
19	Reid Whynot be appointed as building inspector for the Town of Mahone Bay effective June 24, 2021 and until such time as that appointment is revoked.	24-Jun-21	Jul., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Updated report on July 13, 2021 Council agenda for action.
20	Staff to present an amended draft Asset Management Policy, to include climate mitigation considerations.	24-Jun-21	Sep., 2021	Not yet begun		Notes: None.

21	Staff to amend Action #14 of the approved GHG Reduction Action Plan, in consideration of Council's direction to staff on the submission from Talking Trees, to include reference to a Natural Asset data collection and the development of an Urban Forest master plan as per Council's 2021-2025 Strategic Plan.	24-Jun-21	Oct., 2021	Not yet begun					Notes: None.
22	Staff to implement Action #15 of the GHG Reduction Action Plan to establish a Climate Action Advisory Committee by presenting a draft schedule to the Committees Policy for Council's consideration.	24-Jun-21	Oct., 2021					25%	
23	Staff to implement Action #16 of the GHG Reduction Action Plan to hereafter include a "Climate Analysis" on all Staff Reports that may have a positive or negative impact on climate.	24-Jun-21	Jul., 2021						Notes: Staff have been advised of this requirement.

24	Staff to apply to the Department of Municipal Affairs Beautification and Streetscaping program for a grant to support the replacement of fences at the Bayview Cemetery - on Edgewater Street to Clearland Road - with a high-quality composite.	24-Jun-21	Jun., 2021	 <p>Notes: Application submitted.</p>
----	--	-----------	------------	--

Chief Administrative Officer's Report - June 24, 2021 (Next Update July 29)	
1	<p>COVID-19</p> <p>Staff are adhering to all provincial guidelines for safe work and are working remotely if possible. Town office to reopen to the public in July (report on Council's June 24 meeting agenda). Bandstand, Ballfield and Sportfield bookings have resumed. 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.</p>

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 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>
		<p>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</p>

6	Alternative Energy Resource Authority (AREA)	submitted by AREA team, awaiting confirmation. HOME (Heatpump Options Made Easy) program launched Oct 1 (see statistics below). EV charger installations anticipated to begin in June-July 2021. AREA annual report included on Council's June 24 meeting agenda.
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. Staff report re GHG Reduction Plan Implementation on Council's June 24 meeting agenda.
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. Included in 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>
---	--	---

Director of Operations Report - May 27, 2021 (Next Update July 29)		
1	Streets & Sidewalks	<p>During the reporting period on one occasion streets & sidewalks were salted. A plugged catchbasin was repaired near 621 Main St. A number of potholes were repaired on Fauxburg Rd., Old Edgewater St. and Main Street. A large tree in jeporady of falling the street was removed near 91 Fauxburg Rd. A tender was released for 2021 Street Line Painting. Winter works vehicles were cleaned of salt and dirt.</p>

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 - June 24, 2021 (Next Update July 29)

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 were due May 31st. Staff currently have interest charges suspended on past due Property Tax accounts until August 31st as per the Motion at the June 8th Council Meeting
4	Audit	Staff are working on compiling all necessary working papers and schedules for Deloitte. The Field Work for the 2020-21 Audit is scheduled to start on the week of July 26th
5	2021-22 Budget	Fiscal 2021-22 Budget was Approved on May 27th.

Clerk & Deputy CAO's Report - June 24, 2021 (Next Update July 29)

1	Plan Review	Finalized internal reviews and presented draft documents to the Plan Review Engagement Steering Team on June 16, 2021 - comments from Steering Team members to be collated for a July 19, 2021 meeting to review.
----------	--------------------	---

2	By-laws and Policies	Continued work on: development of safety procedures as part of development of Town safety manual; response to DOJ regarding Town's SOT schedule. developing plan to address need for greater public education and compliance 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. Bicycle Route Engagement Plan continues as the online survey has closed and the Public Engagement session is planned for June 23rd.
4	Council Support	Ongoing support of committee meetings, including start up of Police Advisory Board and Watershed Advisory Committee.
5	Business Planning	Staff have been working on the development of work plans and identification of timelines for priorities and projects identified in the recently approved
6	Training	Staff have recently completed training in the Provincial Procurement System, Plain Language Communication, and Project Management.

By-law and Policy Review - June 24, 2021 (Next Update July 29)

1	Trees By-law	Target	Staff to research tree by-laws and recommendations received regarding Mahone Bay specifically.
		01-Sep-21	
2	Park By-law	Target	Staff to review Park By-law in context of Plan Review.
		30-Sep-21	
3	Off Premises Signage Policy	Target	Staff to review Off Premises Signage Policy in context of Plan Review.
		30-Sep-21	
4	CAO Performance Review Policy	Target	Staff to prepare a report on drafting a CAO Performance Review Policy. Pending discussion at Strategy & Policy Committee.
		TBD	
5	Employee Conduct Policy	Target	Staff to review Employee Conduct Policy in relation to violence in the workplace. Pending discussion at Strategy & Policy Committee.
		TBD	
6	Local Improvement By-law	Target	To return to June meeting of Policy & Strategy Committee meeting for further discussion.
		TBD	
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	By-law overturned at June 13 Council meeting.
		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-Oct-21	
14	Penalties By-law	Target	Not yet begun
		01-Oct-21	
15	Committee Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
16	REMO By-law	Target	Recommendation received by REMO; recommended amendment to By-law on June 24, 2021 Council agenda.
		29-Jul-21	
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 - June 24, 2021 (Next Update July 29)

1	By-law Enforcement	May-21	Parking Tickets: 0	
		Notes: Continued patrols through town and continued public outreach RE dogs on leash and development of milestones for 2021/22. Responded to queries in respect to storage. Preliminary observations and research in respect to compliance of Civic Addressing By-law.		
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	31/05/2021	Residential: 294; Business: 10; Email: 151; Text: 197
		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

2021-25 Strategic Plan - June 24, 2021 (Next Update July 29)

Sustainable Municipal Services

[illegible]

2021-22 Budget - Operating Initiatives - June 24th, 2021 (Next Update July 29)

	Budget	YTD	
1 2021 Asset Management Project	\$12,000	\$0	Not Yet Begun
	Notes:		
2 Accessibility Operational Plan	\$25,000	\$0	Not Yet Begun
	Notes:		
3 Park Cemetery Mapping Project	\$4,000	\$0	Not Yet Begun
	Notes:		
4 MPS / LUB Update - Year 2	\$31,000	\$0	<div><div></div><div></div><div></div><div></div><div></div></div> 50%
	Notes: Currently underway with Upland Planning and Design.		
5 Housing Strategy Development	\$30,000	\$0	Not Yet Begun
	Notes:		
6 Water System Diagnostics	\$60,000	\$0	Not Yet Beaun
	Notes:		
7 Electric Utility Rate Study	\$5,000	\$0	Not Yet Begun
	Notes:		
8 Electric Utility "Grow the Load" Initiatives	\$12,000	\$0	Not Yet Beaun
	Notes:		
9 Electrical System Diagnostics	\$50,000	\$0	Not Yet Begun
	Notes:		

2020-21 Budget - Capital Projects - June 24th (Next Update July 29)

Town General

		Budget	YTD				
1	Repair/Renovate Town Hall Facility	\$200,000	\$91,845.00	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	75%
		Notes: Project is in final stages of completion. A final report on the project will be provided to Council on completion of work.					
2	Transportation Project 2021-22	\$120,000	\$1,058.00	Not Yet Begun			
		Notes:					
3	Security Cameras	\$4,000	\$0.00	Not Yet Begun			
		Notes:					
4	Install New Sewer Services (as needed)	\$10,000	\$0.00	Not Yet Begun			
		Notes:					
5	Replace Lift Station Pump (Small Pump)	\$12,000	\$0.00	Not Yet Begun			
		Notes:					
6	Sea Level Rise/Storm Protection (Edgewater St.)	\$349,800	\$3,128.00	Not Yet Begun			
		Notes: Continuing 2020-21 operating initiative for development of educational materials including 3D model, supporting Coastal Action pilot.					
7	Purchase EV for Demonstration	\$30,000	\$0.00	Not Yet Begun			
		Notes:					
8	Solar Garden Development	\$5,805,686	\$0.00	Not Yet Begun			
		Notes:					

9 Fix/Repair Bayview Cemetery Fence	\$50,000	\$0.00	Not Yet Begun
	Notes:		
10 Renovate Comfort Station for Year Round Use	\$6,000	\$0.00	Not Yet Begun
	Notes:		
11 Drill Well at VIC (as needed)	\$10,000	\$0.00	Not Yet Begun
	Notes:		
12 Lift Station Repairs	\$40,000	\$0.00	Not Yet Begun
	Notes:		
13 Speed Signs	\$10,000	\$0.00	Not Yet Begun
	Notes:		
14 PAA Pilot Project	\$32,000	\$3,953.00	Not Yet Beapun
	Notes: Project is in final stages of completion with staff implementing the recommendations of the final report.		
15 Waste Receptacles	\$12,000	\$0.00	Not Yet Begun
	Notes:		
16 Aquatic Garden Entrance	\$20,000	\$0.00	Not Yet Begun
	Notes:		
	\$5,000	\$0.00	Not Yet Begun

17	Wharf Repairs (as needed)	Notes:				
18	Bandstand - Phase 3	\$20,000	\$0.00	Not Yet Begun		
		Notes: Staff preparing external funding applications.				
19	Town Hall Furnishings - Furniture & Equipment	\$15,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	
		Notes: In Progress.				
20	Home Heating Program - Town Portion	\$50,000	\$0.00	Not Yet Begun		
		Notes:				
21	Line Replacement - Fairmont to Civic 794 Main	\$448,350	\$0.00	Not Yet Beaun		
		Notes: Waiting on ICIP Funding				
22	Line Replacement - Cherry Lane to Long Hill Rd.	\$1,355,725	\$0.00	Not Yet Begun		
		Notes: Waiting on ICIP Funding				
23	Line Replacement - Main St. West - Civic 5 to Civic 147	\$163,705	\$0.00	Not Yet Beaun		
		Notes: Waiting on ICIP Funding				
24	Line Replacement - Long Hill Rd. to WTP	\$782,145	\$0.00	Not Yet Beaun		
		Notes: Waiting on ICIP Funding				
25	Line Extension - Main St. East - Civic 932 to Civic 994	\$132,965	\$0.00	Not Yet Begun		
		Notes: Waiting on ICIP Funding				

Fire Services				
1	Build New Fire Station	\$3,052,000	\$292,551.00	Not Yet Begun
	Notes:			
2	New Digital Radio's and Pagers	\$12,500	\$0.00	Not Yet Begun
	Notes:			
3	Replace Pumper Truck	\$675,000	\$0.00	Not Yet Begun
	Notes:			
4	iPads for Fire Vehicles	\$2,700	\$0.00	Not Yet Begun
	Notes:			
5	New Bunker Gear	\$15,600	\$0.00	Not Yet Begun
	Notes: As required.			
6	BA Face Masks with Glasses	\$5,000	\$0.00	Not Yet Begun
	Notes:			
Water Utility				
1	Connection of New Water Services	\$5,000	\$0.00	Not Yet Begun
	Notes: As required.			
2	Replace Hydrants as Needed	\$5,000	\$0.00	Not Yet Begun
	Notes:			
3	Install Water Meters as Required	\$3,000	\$0.00	Not Yet Begun
	Notes:			

4	Install Corrosion Coating in Chemical Room	\$10,000	\$0.00	Not Yet Begun
	Notes:			
5	Deadend Flushings - System Extremities	\$13,000	\$0.00	Not Yet Begun
	Notes:			
6	Install Security Cameras	\$4,000	\$0.00	Not Yet Begun
	Notes:			
7	Install Level Control Valves	\$2,500	\$0.00	Not Yet Begun
	Notes:			
8	Flow Meter at Water Treatment Plant	\$3,000	\$0.00	Not Yet Begun
	Notes:			
9	Rebuild Pump #1	\$5,000	\$0.00	Not Yet Begun
	Notes:			
10	Repair Roof on Old Water Pump House	\$4,500	\$0.00	Not Yet Begun
	Notes:			
11	Exterior Walls at Water Treatment Plant	\$15,000	\$0.00	Not Yet Begun
	Notes:			
12	Replace Compressor at Water Treatment Plant	\$9,500	\$0.00	Not Yet Begun
	Notes:			
13	Line Replacement - Fairmont to Civic 794 Main	\$448,350	\$0.00	Not Yet Begun
	Notes: Waiting on ICIP Funding			
14	Line Replacement - Cherry Lane to Long Hill Rd.	\$1,355,725	\$0.00	Not Yet Begun
	Notes: Waiting on ICIP Funding			
15	Line Replacement - Main St. West - Civic 5 to Civic 147	\$163,705	\$0.00	Not Yet Begun
	Notes: Waiting on ICIP Funding			

16	Line Replacement - Long Hill to Water Treatment Plant	\$782,145	\$0.00	Not Yet Begun
		Notes: Waiting on ICIP Funding		
17	Line Extension - Main St. East - Civic 932 to Civic 994	\$132,965	\$0.00	Not Yet Begun
		Notes: Waiting on ICIP Funding		
18	Service Extensions - Fairmont St.	\$100,000	\$0.00	Not Yet Begun
		Notes: Waiting on ICIP Funding		
Electric Utility				
1	Pole / Line Replacement as Required	\$25,000	\$0.00	Not Yet Begun
		Notes: As required.		
2	New Lines from Longhill to Blockhouse	\$60,000	\$0.00	Not Yet Begun
		Notes:		
3	Pad Mount Transformers	\$100,000	\$0.00	Not Yet Begun
		Notes:		
4	Replacement of Edgewater Street Lamps	\$20,000	\$0.00	Not Yet Begun
		Notes:		
5	New Digital Meters (As Needed)	\$11,000	\$0.00	Not Yet Begun
		Notes:		
6	Home Heating Program (Utility Portion)	\$50,000	\$0.00	Not Yet Begun
		Notes:		
7	New Transformers (As Needed)	\$35,000	\$0.00	Not Yet Begun
		Notes:		



MEMORANDUM

TO: Council

FROM: Maureen Hughes, Town Clerk & Deputy CAO

DATE: July 13, 2021

RE: New Motion Required - Appointment of Building Inspector

At the June 24, 2021 regular meeting of Council, Council received a memo from staff requesting a motion to appoint a building inspector. There was an error in the name provided in the memo and staff are requesting a new motion to be able to complete the appointment process.

It is therefore recommended that at the July 13, 2021 meeting of Council that the following motions be approved:

THAT the June 24, 2021 motion appointing Reid Whynot as a Building Inspector for the Town of Mahone Bay be repealed.

THAT Ryan Whynot be appointed as a Building Inspector for the Town of Mahone Bay effective July 13, 2021 and until such time as that appointment is revoked.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Maureen Hughes", is written over a large, faint, light blue diamond-shaped watermark.

Maureen Hughes

Town Clerk & Deputy CAO

Attached: Notification from Nova Scotia Building Code Training & Certification Board



NOVA SCOTIA BUILDING CODE TRAINING &
CERTIFICATION BOARD
PO BOX 8102 | HALIFAX, NS | B3K 5L8
902.850.6726

April 14, 2021

Ryan Whynot
10 Allee Champlain Drive
Cookville, NS B4V 9E4

Dear Ryan,

Your application for Residential Qualification has been approved by the Nova Scotia Building Code Training & Certification Board today, April 14, 2021.

Congratulations!

You can only administer and enforce the provisions of the *Nova Scotia Building Code Act* and regulations within the scope that you hold a valid Diploma of Qualification from the NSBCTCB in Nova Scotia.

Your scope of practice includes field inspections of 1- & 2-unit Group C Buildings, their accessory buildings, and decks covered under the *Nova Scotia Building Code Act* Part 9.

Regards,

A handwritten signature in blue ink, appearing to be "AD", with a large loop at the end.

Amanda Deschamps
Registrar | NSBCTCB
director@nsboa.ca



Town of Mahone Bay

Staff Report

RE: Water System Loss Control

July 13th, 2021

General Overview:

The purpose of this report is to provide Council an update on the progress of the Water Utility's plan for water loss control and to recommend engaging Xylem Inc. to conduct a non-revenue water (NRW) audit.

Background:

It is recognized that the Town of Mahone Bay Water Utility experiences water loss on a yearly basis which contributes to revenue loss, increased production costs, and increased water withdrawals. A previous staff report was provided to the Council meeting of May 11th, 2021 including an overview of estimated water loss, indicating this report would follow, "proposing a project intended to identify and address water system losses for Council's consideration."

It is incumbent on the ToMB Water Utility to reduce NRW through the best management practices (BMP) of water audits and loss control. In the Manual of Water Supply Practices: Water Audits and Loss Control Programs, the American Waterworks Association (AWWA) describes four primary benefits of these BMPs:

1. Water resources management, by limiting unnecessary or wasteful source water withdrawals;
2. Financially, by optimizing revenue recovery and promoting equity among ratepayers;
3. Operationally, by minimizing distribution system disruptions, optimizing supply efficiency, and generating reliable performance data;
4. Through system integrity, by reducing the potential for contamination in the water distribution system.

Analysis:

Engagement of a third-party contractor to perform a comprehensive non-revenue water audit with staff will serve to provide detailed system information on present conditions while simultaneously providing training and mentorship to current staff on the AWWA version 6 water audit software such that water audits become an annual best practice for the utility, as recognized by the International Water Association (IWA), AWWA, and Nova Scotia Utility and Review Board, see attachment. The night testing and step analysis approach will aid in determining priority location for water loss control in the distribution system which will enable the Utility to identify actionable tasks to control leak loss and achieve NRW reduction goals.

Financial Analysis:

Costs associated with engaging Xylem Inc. to perform a non-revenue water audit (\$19,500+HST per the attached proposal) are anticipated to fall within the 2021-22 budgets approved by Council on May 27th, 2021. The 2021-22 budget proposed leveraging \$30,000 in water utility funds for an additional \$30,000 in external funding however staff recommend proceeding with the Xylem Inc. proposal in 2021-22 at the utility's cost, with the recommendations of the audit to be presented to Council for consideration ahead of the 2022-23 budget process with the intent to leverage Provincial funding to implement these recommendations in 2022-23.

Climate Analysis:

Reducing water system losses reduces the energy consumed in treating and distributing water, which reduces the Town's carbon footprint.

Strategic Plan:**1.1. Improve Performance of Town-Owned Utilities**

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

Strategic Actions:

- **Complete water and wastewater system diagnostics**

Recommendation:

It is recommended,

THAT Council direct staff to engage Xylem Inc. to perform the works described in the Identification and Reduction of Non-Revenue Water proposal.

Attached for Council Review:

- Identification and Reduction of Non-Revenue Water Proposal by Xylem Inc.
- Nova Scotia Utility and Review Board Letter dated April 6th, 2021

Respectfully Submitted,



Meghan Rafferty
Lead Operator Water/Wastewater

Mahone Bay – Non-Revenue Water Proposal

**Town of Mahone Bay
Identification and Reduction of Non-Revenue Water (NRW)
Proposal by Xylem Inc.
June 29, 2021**

1.0 Introduction

Pure Technologies Ltd., a Xylem Brand (Pure) is pleased to offer our services to Mahone Bay, NS (Mahone) for a non-revenue water audit. Following discussions and meeting with Dylan Heide (CAO) and Meghan Rafferty (Water and Wastewater Operator) at the Town of Mahone Bay, we have gained an initial understanding of the operation of the raw water, treatment and distribution system. Notes from the Zoom meeting on June 24, 2021, are included at the end of this proposal, as Appendix A.

NRW comprises of three main components, as follows:

1. Leakage from the water distribution system, referred to by the American Water Works Association (AWWA) as ***Real Losses***
2. Under-registration of customer water meters, theft, and billing system errors, referred to by the AWWA as ***Apparent Losses***
3. Water use by the utility by operations staff, for typically mains flushing, hydrant flow tests etc. This is referred to by the AWWA as ***Unbilled Authorised Consumption***

We are recommending a “Top Down” approach of completing a water balance / water audit, plus a “Bottom Up” approach with night flow analysis and step testing on site. This double approach is recommended the AWWA and is recognised as a Best Management Practice (BMP), for water systems.

Xylem Inc. is now pleased to present this proposal to identify and reduce Non-Revenue Water (NRW).

2.0 Top Down Tasks – Water Audit

In order to increase the understanding of the Mahone Bay water supply and distribution system, a water audit will be completed, which will result in the three components of NRW being quantified, both in terms of volumes of water, and associated costs. A data gathering questionnaire will be provided at the start of the project, which had been developed over the last 15 years, during the completion of nearly 50 water balances / audits. The tasks to be completed, are as follows:

Data Gathering

The questionnaire will identify the specific information to be collected for the audit. The data gathering process normally takes two or three stages, where the first batch is received, and the questionnaire updated to show what still required. A summary of the data is shown below:

- Distribution flowmeter at the clear well - review type, location and calibration history, to establish potential accuracy

Mahone Bay – Non-Revenue Water Proposal

- Water supplied volumes – the water audit 12-month period, and historical data. Also short time period (7 days) of SCADA data
- Customer water meters - review type, reading system, age, and any testing, to establish potential accuracy
- Water volumes billed to customers – 12 months data, and historical data
- Authorized water use by operations staff - to include if volumes of water use are metered, estimated or calculated
- Distribution system data – length of watermain, number of services, number of hydrants, average operating pressure
- Financial data - water production variable costs (power and chemicals) and customer water and sewer rates
- Electricity and chemical costs for water treatment and distribution
- To calculate the environmental impact associated with electricity use, for water treatment and pumping, provide the kg of CO₂ per kWh

All gathered data will be entered into a spreadsheet, with a tab for each data item. Calculations and assumptions will be shown

AWWA Software Runs

In December 2019, AWWA introduced a new version 6.0, of the free water auditing software, which included several major changes from the previous version 5.0.

Version 6.0 has *Interactive Data Grading*, where for each individual item of data entered into the software, the auditor has to answer a number of questions. When all the answers have been provided, the software allocates a score. In the previous version 5.0, the data grading score was selected by the auditor, who was guided by a range of values, and asked to select the best fit.

Another significant improvement in version 6.0 of the software is the *Dashboard* (previous versions just had a table of performance indicators). The dashboard includes:

- Data validity score and tiers
- NRW components, both Volume (ML/Yr) and Cost (\$/Yr)
- “Fighter Jet” gauges of KPIs, including percentiles of validated industry ranges

Furthermore, the Key Performance Indicators (KPIs) have changed, as follows:

- Discontinue support for any percentage performance indicator
- Promote some existing and two new KPIs - *Loss Cost Rate* and *Normalised Water Losses*
- Provide guidance in employing and interpreting NRW KPIs

Because of the major changes in the new version 6.0 software, for recent ongoing projects, both versions 5.0 and 6.0 of the AWWA software are being used, and it is proposed to do the same, with the Mahone Bay audit.

Mahone Bay – Non-Revenue Water Proposal

Develop Recommendations to Identify and Reduce NRW

The AWWA software results will include the volumes of NRW, and their costs. The variable cost of pumping water (including chemical costs) is applied to the volumes of Real Losses and Unbilled Unauthorised Consumption. The volumetric customer water rate (\$ per 1,000 imp gallons) is applied to the Apparent Losses. For Mahone Bay, there is a flat rate charge for customer sewer bills, so that will not be included in the Apparent Loss value.

The results of the AWWA audit runs, will be used to develop recommendations to reduce NRW

3.0 Bottom Up Tasks – Night Flow analysis and Step Testing

Night Flow Analysis

In order to home in on areas within the water distribution system where there is water loss, a well established method is to measure the flow into the distribution system at night, typically between 1.00 am and 4.00 am. During this period, water use is at a minimum for residential customers, and any commercial facilities using water at night, can be accounted for.

The measured night flow, can then be compared to what flow would be expected at night, or the “Legitimate Night Flow” (LNF). The LNF can be estimated using the distribution system characteristics, with commercial customer use added. If the measured night flow is significantly greater than LNF, then there is potential leakage to be found

The tasks for the Night Flow Analysis, are:

- Analyse SCADA data from the distribution flowmeter at the clear well
- Calculate the LNF
- Estimate potential leakage, Town wide

Step Testing

In order to identify in which parts of the Mahone Bay water distribution there is leakage, step testing will be completed. This takes place overnight, when sections of the water distribution system are isolated for very short periods, and the change in flow at the distribution system flowmeter at the clear well noted. Large drops in flow indicate that section has potential leakage.

The tasks for step testing are:

- Develop step areas with operations staff
- Prepare valving sheets to be used on site, where every valve to be operated is identified, and the times the valve opened and closed recorded
- Well in advance, Town operations staff to check the operation of the selected valves, by closing and opening the valve. Any operational problems with individual valves to be repaired, and if that is not practical, alternative valves will be selected
- Complete the step testing
- Town staff to provide the SCADA data for the testing period
- Analyse both the readings taken on site, and SCADA data
- Identify sections with potential leakage

Mahone Bay – Non-Revenue Water Proposal

4.0 Report

A draft report will be written for review by the Town. Following a review, any modifications will be made, and the final report issued

5.0 Schedule and Proposed Fee

Once the tourism season is over, and outside water use has finished, then the step testing can take place. This is the period when demand should be low, and any potential leakage identified. It is understood from Town staff, that the tourist season is generally over by mid October, so it is proposed that the step testing take place during the latter part of October. In order to be ready, it is proposed to complete the “Top Down” water audit, and all the “Bottom Up” tasks by the end of September, as shown in the following schedule:

<u>Town of Mahone Bay - NRW Schedule - 2021</u>						
Task	Task Description	Month	July	August	September	October
	<u>Top Down Water Balance / Audit</u>					
1	Send AWWA data gathering questionnaire to Town					
2	Zoom Start Up Meeting					
3	Data Gathering					
4	Develop spreadsheet of gathered data					
5	Enter data into AWWA software packages					
6	Develop Recommendations to Identify and Reduce NRW					
	<u>Bottom Up Night Flow Analysis</u>					
1	Analyse measured SCADA flows					
2	Calculate Legitimate Night Flow					
3	Estimate potential leakage, Town wide					
	<u>Bottom Up Night Step Testing</u>					
1	Develop areas, valving sheets and operations procedure					
2	Town check operation of valves					
3	Complete step testing on site					
4	Analyse results					
5	Identify sections of the distribution system with leaks					
	<u>Report</u>					
1	Prepare Draft Report					
2	Draft Report review with Town staff					
3	Prepare Final Report					

The proposed fee is \$19,500.00 plus HST

Sincerely:



William (Bill) Jappy
 Business Development Manager
 Phone: 416-427-7652

Mahone Bay – Non-Revenue Water Proposal

Customer Responsibilities:

- Provide information about the pipeline to Pure at least two (2) weeks prior to the inspection date including, but not limited to, plan and profile drawings, lay sheets, shop drawings, manufacturing details, and details of access structures, air valves, blow-offs, and main line valves – if available.
- Obtain any required legal right-of-entry on the property at no cost to the Pure.
- Provide support personnel during the inspection for locating the access man ways, traffic control, and other support as necessary.
- Provide all supplies and equipment for disinfecting the pipeline as required by local codes and ordinances.
- Provide Pure with pressures that the pipeline will be tested at.
- Prepare and/or modify existing pipeline fittings and structures as indicated by the Pure to accommodate insertion of the equipment.
- Provide and maintain safe and reasonable access to all insertion sites throughout the inspection and obtain public works and/or police permits, as required.

Mahone Bay – Non-Revenue Water Proposal

Appendix A

Town of Mahone Bay

Zoom Meeting – Thursday June 24, 2021

Meeting Notes

Present

Dylan Heide – Town of Mahone Bay, CAO

Meghan Rafferty – Town of Mahone Bay, Water and Wastewater Operator

Bill Jappy – Xylem Inc., Business Development Manager

Kingsley Blease – Xylem Inc., Project Manager, Non-Revenue Water

Notes – in random order

- The raw water main from Oakland Lake feeds into the water treatment plant (WTP). It is then pumped up to a clear well at the top of the hill. From there water is supplied by gravity to the Town
- The meter that records flow to Town, is on the outlet of the clear well
- Scada records the flow, and SCADA records go back to about 2011
- The WTP was commissioned in 2008
- Water pressures are at the lowest, near to the WTP and about 30 psi, and the highest pressures in Town, about 90 psi
- There are a few seasonal service shut offs, but also other properties that have seasonal use
- The lowest daily flow from the WTP to Town is about 450 m³/day, with the highest in the 600 to 700 m³/day range
- Tourists season of roughly mid-May to mid-October
- Water billing is by volume of water used, plus a base charge on customer meter size
- Wastewater is not billed by volume, at present
- There are 1.5" and 2" customer meters
- There is a plastic plant – RPS
- Also apartments and condominiums
- Salt Box brewery
- There is an existing nursing home, and a new one to be built. Numbers increasing from 61 to 92
- Generally upto 2 main breaks a year, and 2 to 3 service leaks
- One street (?) had 2 main breaks on the PVC pipe, which split the main
- Meghan has completed water balances for the last 3 to 4 years, and also used the AWWA free water audit software, version 5.0. She found it not too useful, as the Town is small (limitation of version 5.0)
- Meghan has not tried the new version 6.0, released by AWWA in December 2019. Kingsley noted that he had Beta tested the new software. It is applicable to small water systems, so that is better for the Town
- Dylan said that climate change, and asset management are key issues for Council
- Emissions of CO₂ were discussed, and the benefits of reducing leakage / pumping. The Town produces its own electricity, and currently is 40% wind, with the remainder

Mahone Bay – Non-Revenue Water Proposal

- purchased on the open market, and currently from NB Power. Future plans are to add solar power, to supply between 12% to 18%
- Kingsley discussed the benefits of the NRW approach in this proposal for infrastructure grant applications, as it demonstrates that the Town are completing AWWA Best Management Practices to reduce NRW
 - The Town liked to approach presented, and a proposal will be sent to them by mid next week. They like the “Top Down” plus the “Bottom Up” approach
 - Potential schedule is for the “Top Down” water balance / audit, and some of the desk top “Bottom Up” work, to be completed prior to October, with site step testing taking place mid to late October

Notes by:

Kingsley Blease
June 24, 2021

SCHEDULE “A”

CONDITIONS OF ENGAGEMENT FOR THE PROVISION OF SERVICES

(North America)

The Proposal is issued upon and is subject to these Conditions of Engagement. If the Proposal is accepted by the Client, these Conditions of Engagement and the Proposal will be deemed to form part of the Contract between the Client and Pure.

1. DEFINITIONS

In these Conditions of Engagement the following definitions apply:

Client	means any person or persons, firm or company engaging Pure to provide the Services.
Contract	means the agreement awarded to Pure as a result of the Proposal.
Pure	means Pure Technologies Ltd., Pure Technologies U.S. Inc., Pure Engineering Services Inc., or any of their affiliates, as the case may be, which submitted the Proposal and is a party to the Contract.
Proposal	means Pure's offer to carry out the Services and includes all related correspondence plus agreed written variations or amendments thereto.
Services	mean those services of whatever nature to be supplied by Pure under the Contract.
Site	means the facility, land, installation or premises to which Pure is granted access for the purposes of the Contract and may include any combination of the foregoing.

2. PURE'S OBLIGATIONS

- 2.1 Pure will perform the Services in accordance with the procedures described in the Proposal, using reasonable skill, care and diligence and consistent with industry standards.
- 2.2 Pure will ensure that the equipment used in performing the Services is in a good and functional state.

3. CLIENT'S OBLIGATIONS

- 3.1 The Client will provide to Pure full, good faith co-operation to assist Pure in providing the Services. Unless otherwise specified in the Proposal and without limiting the generality of the foregoing, the Client will at its own expense:
 - (i) ensure, if required, access to private land will be given to Pure and that any official permits or permissions required for Pure to have access to the Site or carry out the Services are obtained and are in force for the duration of the Services;
 - (ii) inform Pure in writing of any special circumstances or danger which the execution of the Services may entail or which are inherent in the

Mahone Bay – Non-Revenue Water Proposal

-
- Site, including the existence and identity of any known hazardous substance or material;
- (iii) perform such additional duties and responsibilities and provide such information and resources as are described in the Proposal.
- 3.2 The description of the Services and related compensation amount set out in the Proposal will be based upon information that the Client shall have provided to Pure, and assumptions that Pure shall have identified in the Proposal. The Client acknowledges that if any such information provided by Client is materially incomplete or inaccurate, or if the assumptions identified by Pure are not correct, then the parties will modify the Proposal to reflect the actual information, assumptions, and Services required, and the compensation to Pure will be adjusted accordingly using the change order process set out in the Contract, or if there is no such process, on an equitable basis.
- 4. PROPRIETARY AND CONFIDENTIAL INFORMATION**
- 4.1 All reports generated in the performance of the Services and delivered by Pure to the Client will become the property of the Client.
- 4.2 Pure's equipment which is made available to the Client in connection with the Contract and the raw data generated in the performance of the Services will remain the sole and exclusive property of Pure. The Client will not acquire any proprietary rights in Pure's equipment, systems, software, technology, inventions (whether or not patentable), patents, patent applications, documentation, specifications, designs, data, databases, methods, processes or know-how ("Pure's Proprietary Technology"). Any modifications or improvements to the Pure's Proprietary Technology made during the performance of the Services will be the sole and exclusive property of Pure.
- 4.3 Both parties agree to keep confidential all documentation and information provided by the other during the performance of the Contract. The obligations set out in this clause 4.3 will remain in full force and effect after any termination or expiry, as the case may be, of the Contract.
- 5. LIABILITY AND WARRANTIES**
- 5.1 Pure will indemnify the Client against any expense, demand, liability, loss, claim or proceeding whatsoever in respect of personal injury to or the death of any person, or any loss, destruction or damage to any tangible property and arising directly or indirectly from the negligence of Pure, its employees, servants or agents except to the extent caused by the negligence of the Client or any person for whom the Client is responsible. The Client will similarly indemnify Pure.
- 5.2 Pure will not be liable for any loss of production, loss of use of property, loss of revenue or profit, equipment downtime, business interruption, loss of goodwill, loss of anticipated savings, cost of procurement of substitute goods or services, or for any consequential, indirect, incidental, or special loss or damage suffered by the Client or any third party, or for any punitive damages, even if advised of the possibility thereof and notwithstanding the failure of essential purpose of any remedy.
- 5.3 Pure's cumulative liability under the Contract, whether in contract, tort (including negligence), or otherwise, will in no event exceed the aggregate consideration paid by the Client to Pure for the portion of the Services that gave rise to the

Mahone Bay – Non-Revenue Water Proposal

-
- liability, provided, however, that this clause 5.3 shall not limit Pure's indemnification obligations under these Conditions of Engagement.
- 5.4 The report(s) and any other recommendations or advice made by Pure relating to the pipeline or the Services will be made in accordance with the procedures described in the Proposal, using reasonable skill, care and diligence consistent with industry standards, but do not and will not constitute a warranty of the pipeline's quality, capacity, safety or fitness for purpose. Pure will not be liable to the Client for any liability or damages that arise from the Client's reliance upon or application or use of such final report or recommendations or advice made by Pure in relation to the pipeline or Services, and the Client will indemnify Pure against any liability to third parties resulting therefrom.
- 5.5 Pure's warranties for the Services will be set out in the Contract. Pure disclaims all implied or statutory warranties or conditions, including of merchantability, merchantable quality, durability, or fitness for particular purpose to the extent allowed by applicable law. This means Pure's warranty obligations will be limited to what is expressly set out in the Contract.



Nova Scotia Utility and Review Board

Mailing address

PO Box 1692, Unit "M"
Halifax, Nova Scotia
B3J 3S3
board@novascotia.ca
<http://nsuarb.novascotia.ca>

Office

3rd Floor, 1601 Lower Water Street
Halifax, Nova Scotia B3J 3P6
1 855 442-4448 (toll-free)
902 424-4448
902 424-3919 f

April 6, 2021

By Email Only: Nova Scotia Municipal Water Utilities

To: Nova Scotia Municipal Water Utilities

Water Utility Accounting and Reporting Handbook - Water Loss Assessment - W-G-21

This letter is in reference to the letter from the Board dated April 24, 2019 (attached) with respect to the above noted matter. In that letter, the Board discussed the Standard Water Balance (SWB) methodology, which calculates the attainable minimum level of leakage in a system using best management practices. The Board further encouraged water utilities to download and use the free AWWA Water Audit Software to input data to assess their respective water losses using the SWB methodology.

At that time, version 5 of AWWA's Water Audit Software was in use. This is to advise water utilities of the release in December 2020 of the new version 6 of the AWWA's Water Audit Software.

Version 6 incorporates several software changes from the previous version 5, some of which make its use more applicable to a wider variety of water utilities. Of note, is the removal of the lower threshold of a minimum of 3,000 connections. This allows the calculation of Key Performance Indicators (KPI) and the Infrastructure Leakage Index (ILI) for all water utility sizes. Another change is the removal of the minimum average system pressure of 35 psi, with version 6 providing the calculation of KPIs with a caveat for low average system pressures.

The Board is aware that some water utilities in the Province currently use the SWB methodology to assess water losses. Other water utilities, for a variety of reasons, including difficulty in collecting the necessary data, have not looked into using the SWB approach. Smaller water utilities may find their size, and limited resources, prohibitive to collecting and inputting the data necessary to use the SWB approach.

As noted in the previous letter, the Board is not currently intending to revise the *Water Utility Accounting and Reporting Handbook* to formally adopt the SWB approach. The purpose of this letter is to advise of the new version of the free AWWA Water Audit Software, and to encourage water utilities that did not previously download the software, to consider the new version. Again, the Board hopes that this will provide water utilities with a better understanding of the methodology and the level of effort and data collection required.

The Board will continue to examine the issue as part of individual water utility rate applications.

Yours truly,



Crystal Henwood
Regulatory Affairs Officer/ Clerk

Encl.



Nova Scotia Utility and Review Board

Mailing address

PO Box 1692, Unit "M"
Halifax, Nova Scotia
B3J 3S3
board@novascotia.ca
<http://nsuarb.novascotia.ca>

Office

3rd Floor, 1601 Lower Water Street
Halifax, Nova Scotia B3J 3P6
1 855 442-4448 (toll-free)
902 424-4448 t
902 424-3919 f

April 24, 2019

By Email Only: Nova Scotia Municipal Water Utilities

To: Nova Scotia Municipal Water Utilities

Water Utility Accounting and Reporting Handbook - Water Loss Assessment - W-G-19

The purpose of this letter is to provide information with respect to potential revisions to the description and calculation of estimated water losses as set out in pages B0100 and B0104 of the Board's *Water Utility Accounting and Reporting Handbook (Accounting Handbook)*.

The *Accounting Handbook* currently contains a calculation to determine a water utility's amount of non-revenue water (water supplied by the source, less water used by non-metered customers, less water used by metered customers). While this information is currently not a requirement of the annual water utility filings to the Board, water loss is often discussed as a part of the Board review of capital expenditure requests, and rate applications. Water loss (or non-revenue water), expressed as a percentage of total water supplied, is generally provided by water utilities in response to questions by the Board.

However, the percentage measurement for non-revenue water has been deemed unreliable by several organizations and has been replaced by new leakage assessment standards. For example, if total water consumption for a utility were to decline, and all other things remained equal, the utility's percentage of non-revenue water would increase without the volume of non-revenue water actually changing. Similarly, if total water consumption for a utility were to increase, and all other things remained equal, the utility's percentage of non-revenue water would decrease without the volume of non-revenue water changing.

Both the International Water Association (IWA) and the American Water Works Association (AWWA) use a "Standard Water Balance" (SWB) methodology complete with performance metrics. The SWB calculates the attainable minimum level of leakage in a system using best management practices. One of the associated key performance indicators is the infrastructure leakage index (ILI). This index provides a standardized measure for non-revenue water, which can be compared consistently across various utilities.

The revised methodology focuses on setting objectives and targets to improve utility operations, resulting in potential utility cost savings. Board regulated water utilities, Halifax Water and the Cape Breton Regional Municipality Water Utility, have adopted the SWB methodology, resulting in water loss reduction and a decrease in operating expenses for both utilities.

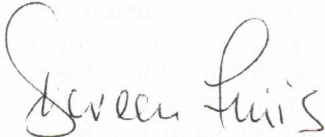
The Board understands that fully adopting the SWB approach will likely require varying levels of effort on the part of water utilities, some of which are often faced with limited resources to carry out operations. This is particularly true of smaller water utilities in the Province. However, based upon the experience of other utilities, the Board believes that in the long term, this approach can result in significant benefits to utilities.

The Board is not currently intending to revise the *Accounting Handbook* to formally adopt the SWB approach. The intent of this letter is to simply raise awareness of the process for consideration by the various Nova Scotia water utilities. As an initial step, utilities are encouraged to download and use the free AWWA Water Audit Software to input data to assess their respective water losses using the SWB methodology. It is the Board's hope that this will provide the utilities with a better understanding of the methodology and the level of effort and data collection required. The Board will further examine the issue as part of individual water utility rate applications.

Furthermore, the Board will formally check-in with utilities over the next two years to assess considerations and progress with adopting the SWB approach. This will give utilities the opportunity to gain experience with collecting and inputting the necessary data to analyze water loss using the SWB approach, with a view of setting objectives to improve utility operations.

In the meantime, if you require further information, please contact Heidi MacIntosh, Senior Advisor, Nova Scotia Utility and Review Board.

Yours truly,

A handwritten signature in dark ink, appearing to read 'Doreen Friis', written in a cursive style.

Doreen Friis
Regulatory Affairs Officer/ Clerk



**Town of Mahone Bay
Staff Report
Re: Vehicle Electrification
July 13th, 2021**

General Overview:

The purpose of this report is to provide Council with an update on the progress of vehicle electrification Action #9: Install electric vehicle chargers within Town, and Action #10: Encourage vehicle electrification, in the approved Community Greenhouse Gas Reduction Action Plan, and to provide associated recommendations to Council.

Background:

On March 25th, 2021 the Town Council approved the adoption of a GHG Reduction Action Plan. The Plan can be reviewed [on the Town's website](#).

On May 27th, 2021 Council passed the Town's 2021-22 operating and capital budgets, including a number of projects and initiatives linked to the GHG Reduction Action Plan including electrification and Grow the Load initiatives.

Additionally, the Town of Mahone Bay is a participating community in the Pan Maritime Provinces Municipal Charging Stations Initiative and were successful in receiving funding from NRCAN to cover 50% of the cost of eight Level 2 electric vehicle charging stations, as per last year's approved budget.

Analysis:

EV Chargers:

The following locations are proposed for electric vehicle charging stations (following a recent staff review of the locations originally proposed with the NRCAN application):

Town Hall single charger, a single charger at the Marina, a single charger at the Mahone Bay Center, a dual charger on Clairmont Street (behind the pharmacy), and a dual charger at the new Fire Station.

A dual charger was originally proposed at the Marina, but due to space limitations, only a single spot is feasible. In an attempt to provide full coverage of the Town with

chargers, and to make use of the most heavily used public parking areas, the remaining charger could be placed in a privately-owned parking lot such as at the Independent Store / BMO. Alternatively, the charger could be located at the old fire station. A charger placed on private property would require further license agreements with the third party, following the template already developed for MBC (and other privately-owned) locations in the other AREA units. Should these third-party locations be more desirable, staff request permission to reach out to business owners, specifically the Independent Store and/or BMO.

Smart Home Charging Pilot Program

Staff, in coordination with AREA staff, are proposing a Home Charging Pilot Program for up to five new EV owners in Town (with potential to expand/repeat in future years). This would be a Grow the Load initiative for the Town, and will aid the utility in determining how best to manage car charging to offload peak hours, and will help to grow the electrical load by making it easier for EV owners to charge at home.

If approved, staff will promote the program to local EV owners, on behalf of the Town and AREA, proposing the Town supply the home charger for the utility to control at \$950 + tax each, while the home owner pays for installation. This pilot program also facilitates Action #10 of the GHG Plan which is to encourage vehicle electrification.

Staff also hope to incorporate home chargers in future expansions of the HOME Heat Pump Program. This Pilot program provides the opportunity for Town and AREA staff to see how best to manage the additional load of electric vehicle charging and how best to make use of renewable energy during this charging.

Financial Analysis:

On May 27th, 2021 Council passed the Town's 2021-22 operating and capital budgets, including a number of projects and initiatives linked to the GHG Reduction Action Plan and Grow the Load Initiatives. There is no additional cost proposed here for the EV charging locations and that Project is still within its original budget.

The 2021-22 operating and capital budget allocates \$12,000 to Grow the Load initiatives. The proposed home charging pilot program for five FLO charging stations would be \$5,500 in 2021-22 and could be evaluated for continuation into future years.

Climate Analysis:

EV Chargers

Town coverage of electric vehicle charging stations makes them easy and convenient to use, facilitating their maximal use by EV owners. Choosing ideal locations also makes it easier for EV owners to make use of Mahone Bay's greener energy resulting in fewer CO2 emissions when compared to surrounding territories.

Home Charging Pilot Program

A new EV purchase can be expensive and homeowners are reluctant to install home chargers right away because of the additional expense. The Home Charging Pilot Program reduces this barrier and may sway homeowner decisions to purchase an EV. This could result in one more conversion from a combustion engine to an EV that can charge on electricity which is cleaner than diesel or gas. This pilot program also gives the utility opportunity to make use of renewable energy during off peak times. For example, wind production is generally higher in the evening when people are sleeping and using little energy. If cars were charged during this time, it could make use of that energy produced that would not normally be used, or stored. This pilot will also support expansion of home charging programs to the other AREA units, resulting in further climate mitigation impacts.

Links to Strategic Plan:

3. Environmental Leadership:

- Implement community Greenhouse Gas (GHG) Reduction Action Plan

Recommendation:

It is recommended,

THAT Council

- Direct Staff to reach out to the Independent Store and/or BMO to discuss a license agreement for an EV Charger on their property;
- Direct Staff to Initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative in the approved 2021-22 budget.

Respectfully submitted,

Katherine Dorey

Katherine Dorey

Climate and Energy Program Manager





Town of Mahone Bay
Staff Report
RE: Funding Applications
July 13th, 2021

General Overview:

This report is intended to update Council on external funding sources with application windows closing this month and to provide related recommendations.

Background:

Council approved the Town's 2021-22 capital budget on May 27th, 2021. The 2021-22 capital budget contains numerous "shovel ready" projects developed by the Town to address priorities identified by Council. Town staff make an effort to identify external funding sources (mostly Provincial and Federal government programs) which could be leveraged by the Town to support Council's capital program. While some funding sources are identified in the budget process, others arise during the fiscal year; staff are always on the lookout for funding opportunities to be recommended to Council.

Two Federal funding programs with application windows closing this month are the Enabling Accessibility Fund and the newly announced Canada Community Revitalization Fund from Atlantic Canada Opportunities Agency (ACOA):

1) Enabling Accessibility Fund (EAF)

<https://www.canada.ca/en/employment-social-development/programs/enabling-accessibility-fund.html>

The Enabling Accessibility Fund (EAF) provides funding for projects that make Canadian communities and workplaces more accessible for persons with disabilities. EAF aims to create more opportunities for persons with disabilities to:

- take part in community activities, programs and services, or
- access employment

There are 3 different program components in EAF. Each component holds separate calls for funding. Currently the "mid-sized projects component is accepting applications until July 29th.

Eligible organizations can apply for a minimum of \$350,000 and a maximum of \$1,000,000 (per project).

Eligible projects may include:

- creating centres or hubs that offer programming and services for persons with disabilities in their communities
- expanding existing centres or hubs that offer programming and services for persons with disabilities in their communities

Projects must be ready to start on or after April 1, 2022 and must be completed by March 31, 2024.

2) Canada Community Revitalization Fund (CCRF)

<https://www.canada.ca/en/atlantic-canada-opportunities/campaigns/covid19/ccrf.html>

The Fund will provide support for the following project types:

- Adapting and reimagining/re-envisioning community spaces and maintaining accessibility standards so that they may safely be used by communities in accordance with social distancing and local public health guidelines to help revitalize areas and support future planning efforts. Projects could include community transformation infrastructure to help rejuvenate communities, downtown cores, main streets, and shared spaces.
- Building (i.e. the construction of) or improving community infrastructure through the expansion, improvement or creation of community spaces to encourage Canadians to reengage in and explore their communities and regions.

Priorities for the program include:

- 1) Downtown cores and main street
- 2) Outdoor spaces
- 3) Green projects
- 4) Accessibility

This new program is flexible but of limited duration. Projects must be ready for implementation in 2021-22. The CCRF Application Guide is attached for reference. The program was announced on June 23rd and is accepting applications until July 23rd.

Analysis:

1) Enabling Accessibility Fund (EAF)

Considering the criteria of the EAF mid-sized projects component, particularly the minimum \$350,000 investment in improving accessibility, there are few “shovel-ready” projects in the Town’s approved 2021-22 capital budget which would qualify. It is anticipated there will be additional funding windows under this program in the future, including other components with lower minimum scale for applications. Staff recommend against submitting an application to the EAF program at this time.

2) Canada Community Revitalization Fund (CCRF)

The Town’s approved 2021-22 capital budget includes numerous projects which fit the criteria for the CCRF and are ready for implementation:

- Edgewater light standards \$20,000
- Winterized comfort stations \$6,000
- Bandstand improvement \$20,000
- Aquatic Gardens access \$20,000
- Transportation Project \$120,000*
 - (*Specifically accessible crossings:
 - Medical centre crossing \$7,000
 - Cherry lane crossing \$7,000
 - Keddy’s crossing \$7,000
 - Lutheran crossing \$7,000
 - Town hall crossing \$7,000
 - Trail crossing at Long Hill & Main \$21,000)
- Edgewater-Main walking bridge ([in shoreline project](#)) \$222,250*
 - (* \$175,000 with budgeted contingencies)

Any or all of the above would potentially be eligible and could be combined to target the specific criteria for the CCRF. Taken together staff could present the project as effectively addressing all four program priorities:

- 1) Downtown cores and main street
- 2) Outdoor spaces
- 3) Green projects
- 4) Accessibility

Other details such as the suggestion from MBTCC for additional accessible picnic areas in the project area could be incorporated to further emphasize the “community revitalization” nature of the project, as we emerge from COVID-19 restrictions. Staff recommend applying to this program and require Council direction on which approved capital projects to include.

It should be further noted that non-profit groups and organizations in Mahone Bay are also eligible to apply to CCRF under this funding window. Staff have been contacted by Mahone Bay United requesting a letter of support for their field improvement project, similar to that previously provided by the Town to support other external funding applications.

Financial Analysis:

A CCRF application would cite existing approved projects as outlined above, potentially including those which were previously approved by Council contingent on external funding (such as the walking bridge component of the shoreline project, which combined with the bandstand and comfort station improvements fits well into the CCRF eligibility criteria). Cost sharing under CCRF could range from 50-75% external, depending on the scale of the project, which represents a significant opportunity for the Town to leverage funds for a more ambitious capital program than would have been possible in 2021-22 in the absence of external funding; Council would need to consider the combined financial impact on whichever components were selected for inclusion in the project.

Climate Analysis:

The proposed CCRF project includes numerous active transportation improvements previously approved by Council. Increased active transportation means lower transportation sector emissions. Further efficiency improvements could be realized with the comfort stations and light standards components.

Strategic Plan:**1.3. Improve Accessibility of Public Infrastructure**

- Strategically improve transportation infrastructure to support healthy living

Recommendation:

It is recommended,

- THAT Council direct staff to apply to the Canada Community Revitalization Fund (CCRF); and,
- THAT Council direct staff to provide a letter of support for the Mahone Bay United CCRF application.

Attached for Council Review:

- CCRF application guidelines

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO



Atlantic Canada
Opportunities
Agency

Agence de
promotion économique
du Canada atlantique

Canada

**CANADA COMMUNITY REVITALIZATION FUND
APPLICANT GUIDE**

Table of Contents

SECTION A – GENERAL INFORMATION	2
1. Introduction	2
2. About the Canada Community Revitalization Fund	2
Section B – Program Information	2
1. Who can apply?	2
2. What type of activities are eligible?	3
3. What are the priorities?	3
4. How will projects be screened?	4
Section C – Application Process	4
1. Process and Deadline	4
2. Steps to Submit an Application	4
3. Completing the Application for Financial Assistance Form	5
Section D – The Canada Community Revitalization Fund Annex	8
1. Project Activity	8
2. Project Type	9
3. Program Priorities	10
4. Project Readiness	11



CANADA COMMUNITY REVITALIZATION FUND APPLICANT GUIDE

SECTION A – GENERAL INFORMATION

1. Introduction

This Applicant Guide provides information to help applicants complete and submit an application for financial assistance under the Canada Community Revitalization Fund (CCRF). Applicants should read this Applicant Guide in its entirety before starting an application. All sections of the application must be **completed**, as applicable, and must contain all required information outlined in this guide in order to be considered for funding.

If you have additional questions, please contact the ACOA office nearest you:

- **Head Office:** 1-800-561-7862
- **Nova Scotia:** 1-800-565-1228
- **New Brunswick:** 1-800-561-4030
- **Prince Edward Island:** 1-800-871-2596
- **Newfoundland and Labrador:** 1-800-668-1010
- **Ottawa:** 613-941-7241

2. About the Canada Community Revitalization Fund

a) Duration of the program:

The CCRF will provide a \$500M investment over two years (2021-2022 to 2022-2023) across Canada for community infrastructure projects.

b) The Objective of the Program:

The objective of the CCRF is to support communities, towns and cities across Canada as they invest in infrastructure that will assist with community vitality, support social and economic cohesion and help reanimate communities.

Section B – Program Information

1. Who can apply?

- Not-for-profit organizations, including co-operatives and business improvement areas (BIAs);
- Municipal or regional government established by or under provincial or territorial statute;
- Local Service Districts, regional districts or similar types of entities that are established as unincorporated units of governance;
- Rural communities that are incorporated but considered non-municipal bodies;
- A public-sector body that is established by or under provincial or territorial statute or by regulation or is wholly owned by province, territory, municipal or regional government and that provides municipal-type infrastructure services to communities; and
- An indigenous organization such as Indigenous-led not-for-profits and organizations which



CANADA COMMUNITY REVITALIZATION FUND APPLICANT GUIDE

include but are not limited to First Nations as represented by their Chief and Council, Tribal Councils, Indigenous Representative Organizations, Métis and Inuit organizations and Settlements as well as Indigenous/First Nation/Métis Settlement owned organizations.

2. What type of activities are eligible?

The Fund will provide support for the following project types:

- Adapting and reimagining/re-envisioning community spaces and maintaining accessibility standards so that they may safely be used by communities in accordance with social distancing and local public health guidelines to help revitalize areas and support future planning efforts. Projects could include community transformation infrastructure to help rejuvenate communities, downtown cores, main streets, and shared spaces.
- Building (i.e. the construction of) or improving community infrastructure through the expansion, improvement or creation of community spaces to encourage Canadians to re-engage in and explore their communities and regions.

3. What are the priorities?

Priorities will be given to projects in the following order of importance (for definitions, please see [Section C – Application Process](#)):

- 1) Downtown cores and main street
- 2) Outdoor spaces
- 3) Green projects
- 4) Accessibility

Should your project not fall within one of the priorities outlined above, it may still be considered for funding.

Other priorities include:

- Shovel ready;
- Bringing in other partners to leverage project funding (priority may be given to those projects that require a federal contribution of only 50 percent);
- Of a smaller scope where the project will be completed within the required timeframe to ensure that the program benefits will be shared broadly;
- Requesting funds under \$500K;
- Helping communities rebound from the effects of the pandemic and contribute to the reanimation of communities, towns and cities; and/or
- Demonstrate measurable direct or indirect social-economic benefits
- Priority may be given to projects that encourage the participation of underrepresented groups



CANADA COMMUNITY REVITALIZATION FUND
APPLICANT GUIDE

4. How will projects be screened?

Projects will be screened based on the following criteria:

1. **Eligibility:** The extent to which the applicant meets the criteria of who can apply.
2. **Alignment:** The extent to which the applicant demonstrates how their project aligns with the following:
 - objective of the fund
 - priority areas (i.e. 1) downtown cores and main street, 2) outdoor spaces, 3) green projects and 4) accessibility)
3. **State of readiness:** The extent to which the project is ready to begin.
4. **Other funding:** The extent to which the applicant has secured project funding from other sources.
5. **Inclusive growth:** The extent to which the project benefits or encourages the inclusion of under-represented groups.

Section C – Application Process

1. Process and Deadline

- Applications will be accepted through continuous intake process where priority will be given to completed applications received by a July 22, 2022.
- Proposals received after that date may still be considered.

2. Steps to Submit an Application

Step 1: Download the Application specific to the Canada Community Revitalization Fund.

Step 2: Using this Applicant Guide as a reference, fill out the application form, save it, and prepare all supporting documents. (A list of required documents is included in the application)

Step 3: To submit your application online, return to the [application form page](#) and use the "Ready to submit online" button.

Note: To submit a paper application, print it and mail it along with all supporting documents to one of the ACOA regional offices in your province. Keep a copy of the completed and signed application for your records.



CANADA COMMUNITY REVITALIZATION FUND
APPLICANT GUIDE

3. Completing the Application for Financial Assistance Form

All sections and fields in the application form must be completed, where applicable. Below is a brief summary of each of the sections of the application form. If you require further assistance, please contact [ACOA](#).

Applicant and Contact Information

This section collects information about the applicant and includes:

1. **Legal name of applicant:** Provide the official legal name of the applicant. The applicant's legal name may be different from its operating name.
Operating name of applicant, if different: Provide all operating name(s) of the applicant, as applicable.
2. **Mailing address:** The complete address where the headquarters of the applicant is located. Email: Please ensure that the email address provided is valid and active.
3. **Authorized contact:** Provide contact information for the person who is authorized to represent the applicant, and who will be the main point of contact regarding the project. Note the authorized contact cannot be a consultant, as ACOA will only communicate with the applicant. If the contact person is not a signing officer of the applicant organization, further confirmation of that person's authority to represent and bind the organization may be required.
4. **Description of your organization and its mandate:** Please describe what type of mandate most accurately reflects the applicant organization, not the project activities. (E.g. educational, economic development, humanitarian, youth, etc.)
5. **Date of Incorporation:** The date stated on the applicant's Articles of incorporation, letters patent or other constituting document, as applicable.
Business Number: The business number is a unique 9-digit number assigned by the Canada Revenue Agency.
6. **Type of legal entity:** Select the appropriate type of legal entity.
7. **Official language for correspondence:** Please select in which official language you prefer receiving correspondence regarding the project.
8. **Contact information of bank or financial institution ACOA may contact to inquire about the applicant:** This section must be completed by providing the information for the bank or financial institution used by the applicant organization.



CANADA COMMUNITY REVITALIZATION FUND
APPLICANT GUIDE

Project Information

This section is used to describe the project and outlines the specific details and information required, which includes:

1. **Project Name:** Provide the official title of the project (i.e. construction of outdoor skating rink).
2. **Project location:** Specify the location where the project will take place.
3. **Estimated Start Date of Project:** This date is the first day the applicant anticipates incurring expenses for the project.
Estimated End Date of Project: This date is the last day the applicant anticipates incurring expenses for the project.
4. **Estimated Total Project Costs:** This should include all costs associated with the project.
5. **Amount requested from ACOA:** This should reflect the amount of funding requested from ACOA for this application.
6. **Fiscal year start/end:** Provide the applicant's fiscal year for operating and accounting purposes.
7. **Previous ACOA assistance:** Specify if the applicant has received assistance from ACOA previously on other projects.
8. **Has the applicant made any financial or legal commitments for the project?** Select "Yes" if the applicant has made financial or legal commitments to the project such as contracts, licenses, or costs already incurred.
9. **If yes, provide details:** Specify the commitments or obligations that applicant has made towards the project to date as well as the costs already incurred.
10. **Provide a description of the project and the key activities to be undertaken:** Briefly describe the project's main activities and the anticipated results of the project. Details of the project should be included in the applicant's proposal and submitted with the application form.
11. **Describe measurable social-economic benefits of the project:** Please describe how the project supports the revitalization efforts in the community where the project will take place, including helping the community rebound from the effects of the pandemic, such as adapting/reviving public spaces, maintaining accessibility, and safety standards or reanimating communities following the COVID-19 Pandemic.
12. **Total number of current jobs:** Calculate current number of jobs by way of full time employment (FTE). An FTE can consist of one person at full-time employment or more than one person at part-time employment, such as the total working hours of those part-time



CANADA COMMUNITY REVITALIZATION FUND APPLICANT GUIDE

employees pooled together is equivalent to the hours of one person working full time. Generally, full-time positions will involve between 35-40 hours in a regular work week. Do not include FTEs who are employed by suppliers or contracted services.

13. **Total number of jobs to be created at the end date of project:** A job created refers to a job that did not exist within the applicant organization prior to the project, but that was created as a direct result of the project activities. An FTE can consist of one person at full-time employment, or more than one person at part-time employment, such that the total working hours of those part-time employees pooled together is equivalent to the hours of one person working full-time. Generally, full-time positions will involve between 35-40 hours in a regular workweek. Do not include FTEs who are employed by suppliers or contracted services.
14. **Total number of jobs maintained at the end of project:** A job maintained refers to a job that existed within the applicant organization prior to the project, but that would not continue, or would likely be lost if the project is not funded. An FTE can consist of one person at full-time employment, or more than one person at part-time employment, such that the total working hours of those part-time employees pooled together is equivalent to the hours of one person working full-time. Generally, full-time positions will involve between 35-40 hours in a regular work-week. Do not include FTEs who are employed by suppliers or contracted services. Jobs maintained must be a direct result of the project activities.

Ownership

This section applies to companies and partnerships and is not applicable for the CCRF.

Required information and documents

Commercial Applicants: Not applicable for the CCRF.

Not-For-Profit and Other Applicants: The following documents must be included with the application form package for the CCRF:

- Constituting/incorporating documents and list of directors/members of the board
- Financial statements (current and last fiscal year)
- Description of mandate of the applicant including the management and qualifications of key personnel
- HST rebate information
- Project plan or detailed description of project, including milestones, costs, finance, key partnerships established and evidence of support from the community
- Supplier quotes
- Copies of relevant permits and licenses



CANADA COMMUNITY REVITALIZATION FUND APPLICANT GUIDE

Disclosures

This section requires the applicant to disclose information about the project that could involve additional considerations.

Diversity and Inclusion

- The Government of Canada is committed to diversity and inclusion so that all Canadians have the opportunity to participate in and contribute to the growth of the economy.
- This section of the form is twofold: one part seeks to understand whether the project will benefit or encourage the inclusion of one or more self-represented group listed in this section, as priority may be given to those projects, and the other part is a voluntary self-declaration of the applicant's status in relation to one or more under-represented groups for statistical purposes only.
- The applicant has the discretion of responding to this section and where it chooses not to respond, or where the questions do not apply, the applicant may leave either or both fields blank, as applicable.
- The notion of "led or majority-led" is defined as an organization in which one or more of the federal under-represented groups has a long-term control or management of the organization or an active role in both strategic and day-to-day decision making.
- If it is identified at question 1 that the project will benefit or encourage the inclusion of any of the federal under-represented groups, provide a detailed explanation at question 2 of how the project benefit or encourage the inclusion of these groups in the community. Priority may be given to projects that demonstrate that they benefit or encourage the inclusion of under-represented groups.
- For question 3, please specify if the project will remove barriers and improve accessibility for persons with disabilities.

Consent and Certification

- The consent and certification means that the applicant agrees with and attests to all statements and authorizations contained in this section, and agrees to be bound by them.
- Making a false statement or providing misleading information may result in the Minister exercising any remedy available to him/her at law and potentially other consequences.
- You must review each statement in this section and sign the Certification.
- By signing and submitting the Application for Financial Assistance, the applicant also acknowledges that the information contained therein is subject the [Access to Information Act](#) and the [Privacy Act](#).

Section D – The Canada Community Revitalization Fund Annex

1. Project Activity

Select from the list the activity that best describes the project.



CANADA COMMUNITY REVITALIZATION FUND APPLICANT GUIDE

- Renovation
 - Existing infrastructure that is being modernized, restored, refurbished, revamped, reconditioned, rehabilitated, repaired, remodeled, updated, improved, upgraded, refitted or refurbished without adding square footage
- Expansion
 - Existing infrastructure that is increasing in size
- New construction
 - Adding a new structure
- Accessibility Upgrades (including measures to adapt to public health guidelines)
 - Adding new infrastructure or improving infrastructure to provide or increase accessibility. Also includes infrastructure related to the adaptation to public health and safety guidelines.

2. Project Type

Select the type of project the applicant plans on undertaking.

- Adapting and reimagining/re-envisioning community spaces and maintaining accessibility standards so that they may safely be used by communities in accordance with social distancing and local public health guidelines to help revitalize areas and support future planning efforts. Projects could include community transformation infrastructure to help rejuvenate communities, downtown cores, main streets, and shared spaces.

Examples include:

- farmers markets
- community centres
- community museums
- cultural centres
- parks
- community gardens
- green houses
- recreational trails and facilities
- bike paths
- outdoor sport facilities
- libraries
- waterfront spaces
- tourism facilities

- Building (i.e. the construction of) or improving community infrastructure through the expansion, improvement or creation of community spaces to encourage Canadians to re-engage in and explore their communities and regions.

Examples include:

- existing community assets for public benefit that have a local community impact
- business parks



CANADA COMMUNITY REVITALIZATION FUND APPLICANT GUIDE

- multi-purpose centres
- co-working spaces
- other similar spaces while ensuring that post COVID-19 health and safety requirements are addressed.

3. Program Priorities

Four priorities have been identified for the CCRF. Please indicate if your project falls within one (or more) of the four priorities. Should it be outside of these priorities, your project may still be considered for funding. The priorities are listed in order of importance.

1) Downtown core and main street

- Core: The dissemination areas encompassing the highest job density based on the place of work information.
- Downtown neighbourhood: Area composed of the downtown core, and encompassing one-kilometre adjacent area surrounding the core ([based the Census classification](#)).
- Main street: Includes not only the highest job density areas, but also important commercial areas.

2) Outdoor space

- Includes open-air facility or space (e.g. anything without doors or windows). In addition to parks, sport facilities (e.g., outdoor ball fields, rinks), and recreational trails, open air markets like farmers markets that aren't fully enclosed/roofed may qualify.

3) Green projects

- Projects that support a clean growth economy and decreasing greenhouse gas emissions. This could include, for example, projects to mobilize communities that want to reduce their carbon footprint (e.g. support for the development of a green local development plan, support to local businesses for local circular economy projects, support for the construction of community greenhouses), with a special focus on Indigenous communities.
- Projects that make the community space more energy efficient (e.g., encouraging new build to net zero standards), lower carbon (e.g., electrification), more resilient (e.g., more resistance to extreme climate events like floods), and higher performing (i.e., better results with same or fewer resources resulting in less inputs and/or waste).



Atlantic Canada
Opportunities
Agency

Agence de
promotion économique
du Canada atlantique

Canada

**CANADA COMMUNITY REVITALIZATION FUND
APPLICANT GUIDE**

4) Accessibility

- Projects that intend to improve accessibility, as well as all new builds, that will meet or exceed the highest published accessibility standard as defined by the requirements in the Canadian Standards Association's Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-18) or the most recent standard, in addition to provincial or territorial building codes, and relevant municipal by-law.

4. Project Readiness

Is your project shovel ready?

The purpose of this section is to determine the state of readiness for your project as those ready to start may be prioritized for funding. Should additional details be warranted, please include them in your project's proposal that will be submitted with the application form.

There is a huge amount of material in the [draft MPS/LUB] Culture and Heritage section pages 45-49, and I wonder if there could be an opportunity for the HAC to grapple with that material and make recommendations to Council. Perhaps a HAC meeting in July?



The special meeting of the Oakland Lake Watershed Advisory Committee for the Town of Mahone Bay was held on Monday, June 28, 2021 at 2:30 p.m. using video conferencing.

Present:

Councillor Richard Nowe (Chair)
Councillor Penny Carver
Mayor David Devenne (joined at 2:39pm)
Kacy DeLong, MODL Councillor (left at 2:55pm)
Michael Allen, Provincial Planner
Byung Jun Kang, MODL Planner
Elizabeth Carr, Student
Tom Ernst, Property Owner
Dylan Heide, CAO
Meghan Rafferty, Lead Operator Water/Wastewater
Kelly Redden, Deputy Clerk

Approval of Agenda

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

Minutes

A motion by Councillor Carver, seconded by Mike Allen, "THAT the minutes of the May 10, 2021 meeting of the Oakland Lake Watershed Advisory Committee be approved as presented." Motion carried.

Review – Existing Risk Assessment

Mike Allen explained the risk review process to the committee. The committee discussed whether there are now additional risks not included in the 2006 risk assessment.

Mr. Allen will circulate some potential wording for an added climate change section to the risk assessment. He will also send out additional information to committee and a spreadsheet for members to provide feedback.

A motion by Councillor Carver, seconded by Tom Ernst, "THAT the committee recommend that council direct staff to contact TIR to request that the section of Hwy #3 within the Oakland Lake Watershed is sanded only." Motion carried.

Staff will circulate meeting date options to continue this discussion in late September/early October.

The meeting adjourned by motion at 3:14pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Councillor Richard Nowe

Kelly Redden, Deputy Clerk

A meeting of the Policy & Strategy Committee for the Town of Mahone Bay was held on Monday, June 28, 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

Gallery: **Four**

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 Feeney, seconded by Councillor Carver, **"THAT the agenda be approved as amended."** **Motion carried.**

2. Minutes

A motion by Councillor Carver, seconded by Councillor Burdick, **"THAT the minutes of the May 31, 2021 meeting be approved as presented."** **Motion carried.**

3. Local Improvement By-law

Committee members reviewed an updated report with a draft Local Improvement By-law, specifically outlining the request from the last discussion that the draft by-law be

updated to in respect to the required support of residents for the Town to proceed with a capital project on a cost-share process.

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, **"THAT the committee recommend the Draft Local Improvement By-law, as amended, to Council for first reading."** **Motion carried.**

4. Trees in Mahone Bay

The committee reviewed and discussed the Proposal for a Mahone Bay Tree Policy of May 4, 2021 submitted by Talking Trees and correspondence from Katie Iyoupe et al. regarding the removal of trees in Mahone Bay.

A motion by Deputy Mayor Kangata, seconded by Councillor Wilson, **"THAT the committee recommend to Council that Council direct staff to draft a tree management policy for the management of trees on Town property."** **Motion carried.**

5. Next meeting

5.1 Agenda items for recommendation to Council

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, **"THAT the committee recommend that Council set the agenda for the July 26, 2021 meeting of the Policy & Strategy Committee to include a discussion of the Town logo and the Dangerous & Unsightly Policy."** **Motion carried.**

5.1.a Referral to committee

The correspondence from Lara Carrigan, referred to this committee at the June 8, 2021 regular meeting of Council, was added to this list of upcoming agenda items for 2021.

5.2 Date and Time

The next meeting of the Policy & Strategy Committee will be held on July 26, 2021 at 7:00pm.

The meeting adjourned by motion at 9:22 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Mayor David Devenne

Clerk, Maureen Hughes

LOCAL IMPROVEMENT BY-LAW

WHEREAS Section 81 of the Municipal Government Act provides that a Municipality may make by-laws imposing, fixing and providing methods of enforcing payment of charges for types of local improvements;

THEREFORE be it enacted by the Council of the Town of Mahone Bay, as follows:

1. Short Title

This By-Law shall be cited as “Local Improvement By-Law”.

2. Purpose

The purpose of this By-Law is to establish the manner in which the Town of Mahone Bay shall impose, fix, and enforce payment of charges for local improvements.

3. Definitions

a) “cost of local improvement” means the capital cost of service provision and shall include but is not limited to costs of study, design, construction, installation and administration, engineering, surveying, Town staff time, and other incidental expenses as well as the costs of financing including bridge financing, if any, and the cost of financing throughout the amortization period of the project whether or not the money is financed internally or externally. The cost of any particular local improvement may be reduced by its proportionate share of financial contribution for Federal, Provincial or Municipal grant dollars.

b) “Council” means the Council of the Town of Mahone Bay.

c) “Engineer” means the Town employee designated as Town Engineer pursuant to the provisions of the *Municipal Government Act*.

d) “Local Improvement” means and includes:

- i) wastewater facilities or stormwater systems, the use of wastewater facilities or stormwater systems and connecting to wastewater facilities or stormwater systems
- ii) laying out, opening, constructing, repairing, improving and

- maintaining streets, curbs, sidewalks, gutters, bridges, culverts and retaining walls, whether the cost is incurred by the Town directly or by, or pursuant to, an agreement with Her Majesty in right of the Province, the Minister of Transportation and Public Works or any person;
- iii) expenditures incurred for the wastewater management system in a wastewater district
- iv) the Town portion of the capital cost of installing a water or electrical system.
- v) charges for deposit in a special purpose tax account to provide for future expenditures for wastewater facilities, stormwater systems, water systems, electrical systems, transportation facilities or other anticipated capital requirement.

e) “owner” means the assessed owner of any property as listed on the assessment rolls prepared by the Province of Nova Scotia.

f) “street” means a public street, highway, road, lane sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts and retaining walls in connection therewith within the Town of Mahone Bay whether vested in the Town or the Province of Nova Scotia.

g) “subdivision” for the purpose of Section 9(b) of this By-Law only, means a grouping of streets and homes which is distinct from other such groupings by way of having a commonly accepted name; and/or common entrance(s) to an arterial, major arterial, or collector street.

4. Charge Imposed

Where a local improvement has been carried out by the Town of Mahone Bay in an area identified in Schedule “A” as amended from time to time, a tax is hereby levied upon every owner of real property situated in whole or in part within the identified area except to the extent that any lot or the owner thereof is totally or partially exempt from tax by provisions in this By-Law or the provisions of Schedule “A”.

a) Town owned land shall be exempt from charges arising from the provisions of this By-Law unless otherwise indicated in Schedule “A”.

5. Amount of Charge

The amount of tax levied pursuant to Section (4) shall be determined in accordance with the provisions of this By-Law and of Schedule "A" of this By-Law and may be calculated based on:

- a) a uniform amount of each lot or parcel of land in existence or subsequently created by subdivision;
- b) the frontage of the lot on any street;
- c) the use of the lot;
- d) the area of the lot;
- e) the assessed value of property;
- f) any combination of two or more such methods of calculating the tax; or
- g) such other method as Council deems fit.

6. Variations in Charges

The tax levied pursuant to this By-Law may be fixed at different rates for different classes or use of properties and may be fixed at different rates for different areas or zones as outlined in Schedule "A".

7. Frontage Charge

- a) If the amount of tax contains a component calculated in whole or in part, based upon the frontage of the lot on a street, the component of the tax which is based upon frontage shall be calculated in accordance with this section or in accordance with provisions as outlined in Schedule "A" if applicable.

FC = Frontage Charge

TF = Sum of all individual frontages (IF) determined on the basis of the provisions of this by-law or Schedule "A".

FR = Frontage reduction for a particular lot which qualifies as outlined in Section 7 (b).

IF = Total frontage of an individual lot (as may be adjusted by provisions of Sections 7(c) 7(d)).

TC = Total cost of local improvement.

MC = Town contribution toward Improvements.

PC = Provincial/Federal Contribution toward Improvements.

$FC = [(IF-FR/TF) * [TC-(MC+PC)]]$

- b) Where an owner can reasonably demonstrate, and provide specific evidence such as an environmental study or written confirmation from the

Nova Scotia Department of Environment, that a parcel of land is unusable for development by reason of soil type, environmental hazard, or other natural factors that do not permit the land to be subdivided for the purpose of creating a lot, the frontage reduction (FR) used in the formula in Section 7 shall be 75% of the unusable frontage. This proof must be provided prior to the inclusion of the project in Schedule "A" of the By-Law.

c) An adjustment will be made for lots (other than corner lots) which cannot be subdivided; as follows;

- i) The maximum frontage to be charged any lot will be 120 feet.
- ii) The minimum frontage to be charged any lot is 60 feet.

d) For a corner or through lot, the component of the tax based upon frontage shall not exceed the amount that would be calculated as follows:

- i) One-half of the total usable frontage on the streets, where the total actual frontage on the two streets is 240 feet or less or over 240 feet but cannot be subdivided; or
- ii) Total usable frontage on the streets, less 120 feet, where the total frontage on both streets exceeds 240 feet and the lot is sub-dividable.

e) i) Where one of the two streets adjacent to a corner or through lot is subject to a local improvement, the frontage subject to the charge will be determined by the percentage that that side of the property is to the entire usable frontage of the two sides of the property and applied to the frontage for the lot in total, as calculated in Section 7(d).

The following formula shall be used:

Actual Frontage on Individual Street X Chargeable Frontage
Total Actual Frontage on Both Streets

ii) If the land on the street paved/improved second has been subdivided or otherwise changed configuration since the time of the paving/improvement of the first street, the frontage charge for the corner lot or through lot on the second street will be calculated in accordance with Sections 7(d) and (e)i), as if no change in configuration had occurred.

8. Exemptions/Adjustments to Charges other than Frontage Charges

Any property which would otherwise be subject to a local improvement charge but which could be considered not to benefit from the local improvement may be exempt from or given an adjustment to the charge levied under this By-Law. Such situations may or may not arise when the

property is already serviced or where the improvement is not directly beneficial to the property and cannot reasonably be argued to provide indirect benefit such as the ability to further subdivide and develop the property. For greater certainty, a corner lot will be deemed to benefit from improvement on each of the streets it is on which it fronts subject to any adjustment that is available in Section 7 of this By-Law. Exemption or adjustment may also be given when a property cannot be developed or cannot be serviced because of its size, configuration, topography or ground conditions. Properties extended exemptions/adjustment under this section will be identified in Schedule "A".

9. Building Service Connection

Applications for connection to a wastewater, water or electrical system after the original wastewater, water or electrical system has been installed shall be made in accordance with all applicable Town by-laws and policies and shall be accompanied by such connection fees as are required.

10. Administrative Guidelines

a) Council may proceed with a Local Improvement in response to a petition from property owners or in response to a staff recommendation which shows the necessity of the project for improved public health and safety; or that the project is critical to the controlled management of residential or commercial/industrial growth and development or for other such compelling reason as determined by Council.

b) Where Council considers carrying out a local improvement on the basis of a petition (Schedule "B") presented by the taxpayers in the area to be charged, such charges would be considered only where there is support for the project from adjacent landowners. Regardless of cost allocation methodology used (from Section 5), 75% of adjacent landowners deemed to benefit from the project (per Section 8) must be in favor for a petition to be considered valid.

i) If the petition relates to all streets/land area within an entire subdivision, approval must represent 75% of the owners of land with frontage within the subdivision.

ii) The petition should clearly indicate the method by which costs will be allocated among taxpayers. Successful petitions are considered to be valid for a period of not less than 10 years from the date of presentation to Council. Within that time frame, the validity of the

petition is not affected by the number of times any one individual property may change hands between the time the petition is presented and when the local improvement is carried out.

c) Where a local improvement is proposed by Council without a petition, Council shall, by policy, determine a suitable method for advising residents who would be affected by decision taken under this By-Law. Charges would be considered only where there is support for the project from adjacent landowners. Regardless of cost allocation methodology used (from Section 5), 75% of adjacent landowners deemed to benefit from the project (per Section 8) must be in favor for a proposal to be approved.

i) If the proposal relates to all streets/land area within an entire subdivision, approval must represent 75% of the owners of land with frontage within the subdivision.

ii) The proposal should clearly indicate the method by which costs will be allocated among taxpayers. Successful proposals are considered to be valid for a period of not less than 10 years from the date of approval by Council. Within that time frame, the validity of the proposal is not affected by the number of times any one individual property may change hands between the time the proposal is approved and when the local improvement is carried out.

11. Lien

a) A charge imposed pursuant to this By-law constitutes a first lien on the subject real property in the same manner and with the same effect as rates and taxes under the Assessment Act.

b) A charge imposed pursuant to this By-Law is collectable in the same manner as rates and taxes and, at the option of the Treasurer, collectable at the same time and by the same proceedings, as rates and taxes;

c) The liens against the real property become effective on the earliest of the date on which the interim charge is imposed or the Engineer files with the Treasurer, a certificate that the improvement has been completed;

d) The lien provided for in this By-Law shall remain in effect until the charge plus interest has been paid in full;

e) Where a property subject to a lien is subdivided, the amount of the charge plus interest then unpaid shall be apportioned among the new lots according

to the assessed value that the new lots have in relation to the total assessed value of the entire property before subdivision.

12. Interest

Interest shall accrue on charges outstanding from the due date forward, at the same rate as for other outstanding taxes. The due date is the date of completion or the date that installments are due if the annual payment option is available.

13. Installments

a) The amount payable may, at the option of the owner of the property, be paid in annual installments as outlined in Schedule "A", not to exceed 25 years and the whole balance becomes due and payable without notice or demand, in the event of default of payment of an installment.

b) The property owner shall have one month from the date of their initial notice of amounts owing, to notify the Treasurer, in writing, which financing option has been selected. If there is no written notification, the taxpayer shall be deemed to have selected the annual payment option as outlined in Schedule "A" for the project.

SCHEDULE "A"

TEMPLATE

_____ Street upgrade and extension 20__.

(a) The project will involve the upgrade and extension of _____ Street by ____ feet.

(b) Properties with the following PID numbers shall be subject to the local improvement charge to the extent that they front on the upgrade/improvement:

49272048

49292572

49183861

49281988

(c) The local improvement charges will be based upon the total foot frontage of the properties abutting the work completed under the project. An interim charge of \$____ per foot shall be levied. Final amounts will be confirmed and billed within 90 days of project completion.

(d) The cost of the project shall exclude long term financing charges. The charge will be subject to an interest rate of ____%.

SCHEDULE "B"

PETITION

DATE:

To Mayor and Members of Town Council

We, the **Undersigned**, wish to request that the Town of Mahone Bay install:

FROM Property PID # _____

TO Property PID # _____

We understand that there will be costs incurred for each property owner, as found within the provisions of the ***Local Improvement By-Law***.

NAME	ADDRESS	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Lunenburg County Seniors' Safety Program Monthly Report - June 2021

The LCSSP is a free confidential community-based non-profit service that works collaboratively with BPS, RCMP, and many community partners to help address the safety concerns of older adults (55 years of age+), 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 respond to needs through the pandemic with modifications to service delivery based on public health regulations.

Nature of Referrals	June	Service in Municipal Units	June
Supports needed	39	MODC	23%
Reported elder abuse	23	MODL	32%
Driving decisions	4	Mahone Bay	6%
Personal safety	5	Lunenburg	3%
Health & wellness	50	Bridgewater	33%
Supports needed – hoarding	11	Other	3%
Precarious housing concerns	40	Data to Date	June
Assistance with forms/applications	10	Total # of clients	127
Financial management/hardship	13	# of new referrals	35
Reported scams/fraud	5	# of clients receiving service	89
Pet-related needs	2	# of home visits/door step visits	23
Fall prevention	1		
Isolation & Loneliness	2		

COMMUNITY OUTREACH PROJECTS:

- MODL Activity kits are now available to Seniors!
- Indie Bears continue delivering hugs thanks to the Mama Bears Project.
- Souls Harbour Brown Bag Lunch program continues.
- *Aging With Rights: Rights Don't Get Keep, World Elder Abuse Awareness Day (WEAAD)* campaign and article in *The Bridge* publication met with great response. Thanks to Dept. of Seniors for \$250 to fund the WEAAD masks that were given away around the county.
- *LCSSP Legal Awareness Campaign* launch date was June 14th, and will carry on for 14 months.

MEETINGS, GRANTS & PRESENTATIONS:

- The \$2,000 LCSSP CECF grant application has been granted by the United Way of Lunenburg County.
- *Seniors' Legal Navigator*, Law Foundation of NS project is complete as of June 30th.
- The ECFS/UW grant report has been submitted to United Way.
- June 10th, 2021, the LCSSP took part in a *100 Bluenosers Who Care* meeting. Congratulation to St. Vincent de Paul Society for being the successful presenter and thank you to the *100 Bluenosers Who Care* for the opportunity to present.

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. A donation of \$100 in grocery gift cards has been received from the United Way of Lunenburg County on behalf of the *Housing and Energy Needs Survey*. May 25, 2021 balance of \$265.24 and June 28, 2021 balance of \$217.09.