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The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, July 13, 2021 at 7:00 p.m. via video conference and broadcast via YouTube live.

### Present:

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

**Gallery:** online

### **Land Acknowledgement**

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

### 1. Agenda

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

### 2. Minutes

A motion by Councillor Feeney, seconded by Councillor Wilson, **"THAT the minutes of the June 24, 2021 Variance Appeal Hearing be approved as presented."**Motion carried.

A motion by Councillor Wilson, seconded by Councillor Nowe, "THAT the minutes of the June 24, 2021 regular meeting of Council be approved as presented."

Motion carried.

### 3. Presentations

No presentations.

### 4. Correspondence - Action

4.1 Kristen Porter – Signage Request Hwy 3.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, "THAT Council direct staff to forward correspondence item 4.1 to the Provincial Department of Transportation and Infrastructure Renewal for their information."

Motion carried.

4.2 Heather Tunnah – Parking on Main Street.

4.3 Dave Stephens – Pleasant Street parking.

A motion by Councillor Carver, seconded by Councillor Burdick, "THAT Council refer items 4.2 and 4.3 concerning traffic issues in the Town of Mahone Bay to the Traffic Authority requesting a report to Council regarding ways to address the noted issues, including costs for temporary traffic enforcement staff."

Motion carried.

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

A motion by Councillor Feeney, seconded by Councillor Nowe, "THAT Council refer the request from MADE for Mahone Bay to the planners for their report to the Planning Advisory Committee, and to the Committee for their recommendation to Council."

Motion carried.

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

5.3 NSFM - Monday Memo - June 28, 2021

5.4 NSFM – Monday Memo – June 28, 2021

A motion by Councillor Wilson, seconded by Councillor Nowe, **"THAT the correspondence, numbered 5.1 – 5.4 be received and filed."**Motion carried.

# **6. Staff Reports**

6.1 Council Report

Council received the Staff Report for July 13, 2021.

A motion by Councillor Feeney, seconded by Councillor Wilson, **"THAT the July 13, 2021 Report to Council be accepted as presented."**Motion carried.

## 6.2 Appointment of Building Inspector

Council received a memo from staff advising Council of an error in the recent motion to appoint Ryan Whynot as a building inspector and requesting an amended motion to complete the appointment process.

A motion by Councillor Carver, seconded by Councillor Burdick, "THAT the June 24, 2021 motion appointing Reid Whynot as a Building Inspector for the Town of Mahone Bay be repealed."

Motion carried.

A motion by Councillor Carver, seconded by Councillor Burdick, "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."

Motion carried.

### <u>6.3 Water System Loss Control</u>

Council received a staff report with an update on the progress of the Water Utility's plan for water loss control.

A motion Councillor Feeney, seconded by Councillor Carver, "THAT Council direct staff to engage Xylem Inc. to perform the works described in the Identification and Reduction of Non-Revenue Water Proposal."

Motion carried.

## 6.4 Staff Repot - Vehicle Electrification

Council received an update on the progress of vehicle electrification as described in the approved Community Greenhouse Gas Reduction Action Plan.

A motion by Councillor Burdick, seconded by Councillor Nowe, "THAT Council direct staff to reach out to the Independent Store and BMO to discuss a license agreement for an EV Charger on their property."

Motion carried.

A motion by Councillor Carver, seconded by Councillor Wilson, "THAT Council direct staff to provide supplemental information on the proposed Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative, for Council's consideration."

Motion carried.

## <u>6.5 Staff Report – Funding Applications</u>

Council received a staff report on external funding sources with application windows closing this month.

A motion by Councillor Wilson, seconded by Councillor Burdick, "THAT Council direct staff to apply to the Canada Community Revitalization Fund (CCRF) for the proposed project; and, that Council direct staff to provide letters of support for the Mahone Bay United and the Mahone Bay Tennis Club CCRF applications."

Motion carried.

### 7. Council Items

## 7.1 Draft Municipal Planning Strategy

A motion by Councillor Carver, seconded by Councillor Burdick, **"THAT Council refer the relevant sections of the draft MPS/LUB to HAC for consideration, at such time as these draft documents are released for public consultation."**Motion carried.

### **8. Committee Reports**

### 8.1 Oakland Lake Watershed Advisory Committee

Council received the draft minutes of the June 28, 2021 meeting of the Oakland Lake Watershed Advisory Committee.

A motion by Councillor Nowe, seconded by Councillor Carver, "THAT Council direct staff to contact Transportation and Infrastructure Renewal (TIR) to request that the section of Hwy #3 within the Oakland Lake Watershed is sanded only."

Motion carried.

### 8.2 Policy & Strategy Committee

Council received the draft minutes of the June 28, 2021 meeting of the Policy & Strategy Committee.

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, **"THAT the Draft Local Improvement By-law be given first reading."**Motion carried.

A motion by Councillor Carver, seconded by Councillor Burdick, **"THAT Council direct staff to draft a tree management policy for the management of trees on Town property for Council's consideration."**Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Feeney, "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.

# <u>8.3 Lunenburg County Senior Safety Program</u>

Council received the June 2021 Monthly Report from the Lunenburg County Senior Safety Program.

# 9. New Business

No New Business.

# 10. Closed Session

No Closed Session.

Council adjourned upon motion at 8:54 pm.

### **TOWN OF MAHONE BAY**

**TOWN OF MAHONE BAY** 

Mayor, David Devenne

Clerk, Maureen Hughes



# Rolling Ahead with Public Transit!



# Why are we here?

- To Re-Introduce CPT
- Get to know the New/Current Council
- Share our Vision and Strategy to...

**Promote a** 

Regional Public Transit System



# We are Citizens for Public Transit

- Volunteers, Advocates, Lobbyists, Promoters, Activists
- For public transportation in Lunenburg County
- We're still here... After 25 years! (registered with RJSC as a not-for-profit group in 1996)
- Small, yet very effective Board of Directors;

Barbara Carthew Jack Schoon

Stewart Franck Bill Snyder

Penelope (Penny) Mundell Megan Williams



# Imagine...

Busses connecting Lunenburg County communities every day, moving people to appointments, meetings, shopping, work, dining, beaches, enabling students to engage in after-school activities, linking friends and neighbourhoods, and more. Residents, tourists, and visitors alike could take the bus to area events and attractions.

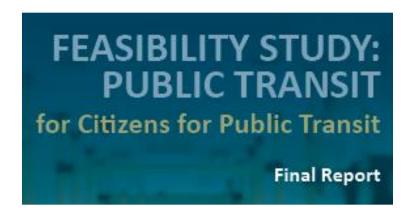
THIS is the Vision that CPT has been actively promoting for decades



# CPT... Why do we do what we do?

- We Confidently BELIEVE...
  - We ALL win whenever a person takes the bus,
  - We ALL pay through our taxes to get people around with or without public transit,
  - There are environmental, economic, social, health and equity <u>benefits</u> of public transportation,
  - Public transit is an <u>essential service</u> and merits public support, just like utilities, highways, bridges, parks and sidewalks,
  - Publicly-funded transportation is a <u>Human Right</u>.
- We take small credit for influencing;
  - Creation of a Joint Transportation Committee
  - Start up of Bridgewater Transit
  - Initiation of Maritime Bus service







- Funded by the Dept. of Communities, Culture & Heritage NOVA SCOTIA
- Conducted by CBCL
- Download a copy at... www.facebook.com/groups/CitizensforPublicTransit/files



"Having a regional public transit system that services the towns and the rural communities in Lunenburg County would provide much needed access for residents to services in the towns, including trips to the hospitals, health appointments, their place of employment, or for leisure purposes."

Feasibility Study, Page 3



"By not having a regional public transit system within Lunenburg County, it could be argued that access to specific services such as health, education, employment and social development are limited by the lack of affordable, accessible and available transportation."

Feasibility Study, Page 5



# Benefits of Public Transportation



# **Environmental**

Promotion of a healthier more sustainable environment

Reduced CO, CO<sup>2</sup>, Greenhouse gas emissions

Improved environmental stewardship



# **Economic**

Staff wages and maintenance support the local economy

Increased supply of workers for business/industry

Savings in costs of transporting medical out-patients

Stimulus for local business and industry

Savings in infrastructure - reduced parking, road maintenance cost

Reduce out-migration



# **Societal**

Increase mobility/independence for families, seniors, youth, students, Social Services clients

Increase access of workers to potential jobs and services

Reduce isolation, improve access to recreation/health services/etc.

Stay at home, Age at home

CITIZENS for PUBLIC TRANSIT

# Goals for a Regional Public Transit Service

- Connect Lunenburg, Mahone Bay, Bridgewater, and MODL
- Expand, over time, service to additional rural communities
- Help with post-pandemic infrastructure rebound
- Effective, efficient service to meet community needs
- Provide access for residents to services
- Focus on the positive outcomes
- Reflect new realities and complement other transportation options



# The Need for Public Transit is Greater Than Ever

- Towns and rural areas are growing
- As is the need to travel into towns and cities
- More cars on the road, increased pollution, more parking areas, costly roads, bigger highways
- Many families may need to purchase that second or third vehicle
- Increased population adds to ridership and extends financial platform
- We are getting older! Average age will increase from 46 to 65 by 2040
- More seniors will look to leave the car parked and use the bus
- Environmental concerns now a primary driver of your municipal policy
- Public transit systems are part of the solution to meet emissions targets
- Climate Emergency declarations
- Climate Action Planning

CITIZENS for PUBLIC TRANSIT

# Funding

 Fortunately, we currently have greater opportunities to benefit from new government financial incentives to enable and encourage communities to introduce rural transportation systems

 There are also initiatives to deploy electric buses to enhance a cleaner environment



# It is VITAL!

 That we build back post-pandemic and invest in infrastructure taking a hard look at the environmental, economic, social, health and equity benefits of public transportation

That Councils and staff from MODL and the Towns of Bridgewater,
 Lunenburg and Mahone Bay WORK TOGETHER in this regard

 Create a PLAN to satisfy the needs of a majority of residents and to address several of the <u>major crises</u> facing our municipalities

# Over the coming year CPT will...

- Host its AGM September 18, 2021 at LCLC
- Continue to meet with Councils and staff from MODL and the Towns of Bridgewater, Lunenburg and Mahone Bay,
- Delve deeper into the need for a transit authority to develop a local transit system through conversations with the NS URB,
- Engage with politicians and candidates during upcoming federal and provincial elections,
- Build partnerships with community transit, environmental and social welfare groups,
- Seek community support and volunteers to join our Board.

# Thank you!

# Please continue to support CPT

Join our Facebook group:

CitizensforPublicTransit



# Thank you for "Getting on the Bus!"

and let's get

# Rolling Ahead with Public Transit!



# Questions?



# Rolling Ahead with Public Transit!

IMAGINE busses connecting Lunenburg County communities every day, moving people to appointments, meetings, shopping, work, dining, beaches, enabling students to engage in after-school activities, linking friends and neighbourhoods, and more. Residents, tourists, and visitors alike could take the bus to area events and attractions.

# THIS is the Vision that Citizens for Public Transit (CPT) has been actively promoting for decades.

CPT is a dedicated group of volunteers and activists promoting public transit for Lunenburg County. CPT's mandate is the establishment of a cost-effective, safe, affordable, accessible <u>regional public transit system</u> in the Municipality of the District of Lunenburg (MODL) and the towns of Bridgewater, Mahone Bay and Lunenburg. Reaching further into the rural and coastal communities is foreseen as a second step.

Through its efforts and lobbying, CPT takes some credit for getting municipalities to the table of a Joint Transportation Committee, the start-up of Bridgewater Transit and the initiation of Maritime Bus service South Shore-Halifax route. CPT continues to meet with municipal planners to elaborate an ongoing conversation about public transit and to promote

CPT
CITIZENS FOR PUBLIC TRANSIT

In 2019, CPT produced a <u>Feasibility Study</u> for a regional public transit system, funded by the Department of Communities, Culture & Heritage and conducted by CBCL consultants. See a copy in our Facebook Group files.

CPT continues to push the need for sustainable public transit, and we look to citizens and governments at all levels for support.

We confidently believe:

- We ALL win whenever a person takes the bus.
- We ALL pay through our taxes to get people around with or without public transit,
- There are environmental, economic, social, health and equity benefits of public transportation,
- Public transit is an essential service and merits public support, just like utilities, highways, bridges, parks, and sidewalks,
- Publicly funded transportation is a Human Right.

collaboration, the two first steps on the path forward for an inter-municipality system.

The local Towns and MODL rural areas are expanding and thriving which is terrific news. Over the past two years there has been an influx of new home buyers, some provoked by the pandemic to move out of the urban areas. This increased population will not only support added ridership but provide an extended financial platform for this desperately needed service.

While rural communities flourish, so does the need to travel into towns and cities. Invariably, this leads to an increased number of cars on the road, which in turn increases pollution, additional paved parking areas, and the need for more costly roads and bigger highways. Many families may want to avoid the purchase of a second or third vehicle.

A recent population projection by MODL staff reveals that the average age of our local residents will increase from 46 to 65 by 2040, indicating that there will be more seniors looking to leave the car parked and avail themselves of public transit.

Environmental concerns have become a primary driver of policy for our municipalities, and public transit systems are part of the solution to meeting emissions reduction targets. MODL has declared a Climate Emergency and, like all NS municipalities, is developing and implementing a Climate Action Plan. Project Lunenburg includes climate and transit initiatives, and planning allows for public transit by reducing car

parking allowances. Mahone Bay demonstrated its commitment to address climate change by hiring a dedicated staff person. Bridgewater also has planning staff working on the sustainability and transit files.

Fortunately, we currently have greater opportunities to benefit from new government financial incentives to enable and encourage communities to introduce rural transportation systems. There are also initiatives to deploy electric buses to enhance a cleaner environment.

### Over the coming year CPT will:

- Host its Annual General Meeting on September 18, 2021 at LCLC,
- Continue to meet with Councils and staff from the Municipality of the District of Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay,
- Delve deeper into the need for a transit authority to develop a local transit system through conversations with the Nova Scotia Utility & Review Board,
- Engage with politicians and candidates during upcoming federal and provincial elections,
- Build partnerships with community transit, environmental and social welfare groups,
- Seek community support and volunteers to join our Board.

Please consider joining our group of activists, and join our Facebook group, www.facebook.com/groups/CitizensforPublicTransit.

Stewart Franck, Chair, Citizens for Public Transit cpt@eastlink.ca (902) 543-5541

# YOU could be HERE with Public



CONTACT your local town or municipal councillor

Bridgewater - 902-543-4651 Lunenburg - (902) 634-4410 Mahone Bay - 902-624-8327 Municipality of the District of Lunenburg - (902) 543-8181 From: <u>Julian, Peter - M.P.</u>
To: <u>Town of Mahone Bay Clerk</u>

**Subject:** It"s time for a made-in-Canada Green New Deal - Nouveau pacte vert

**Date:** Tuesday, July 20, 2021 4:54:37 PM

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

Dear Mayor JOSEPH FEENEY, MAHONE BAY Climate change is here.

The dangerously high temperatures we saw in B.C. recently claimed the lives of more than 700 people, who died during the extreme heatwave. That same week, the B.C. community of Lytton, and people living on surrounding Nlaka' pamux First Nation territory and rural areas, became one of the hottest places on Earth, with a killing temperature of 49.5 C on June 29, 2021. The catastrophic fire that came subsequently burned down this B.C. village.

The climate emergency is the most pressing challenge of our time – Indigenous people and other impacted front-line communities are experiencing the impacts of the climate crisis often far more profoundly than other communities.

As the planet warms, the pathway to net zero by 2050 is narrow but clear. We must raise our ambitions and spend more time working to solve the climate emergency by curbing the drivers of climate change and putting forward proposals for a clear path to resolving the climate crisis. Science and indigenous knowledge provide a complex understanding about how to address the climate crisis and it is critical for developing a climate emergency action framework.

We need to supercharge our climate action ambitions now to reduce emissions, close the socio-economic gaps and ramp up the shift toward a clean energy low-carbon economy. I need your help to make a greater impact for this change on the federal government, as we continue to impress upon them the need for Canada to act with urgency to address the climate crisis and the growing socio-economic inequalities at the same time.

Here are two legislative tools that I've proposed in Parliament to get us to where we need to go in helping us to resolve these intersectional crises with the urgency with which we must act: Motion M-1 for a Green New Deal and Motion M-94 to stop the Trans Mountain pipeline project.

I am seeking your endorsement of these legislative initiatives.

We know the next 10 years are the most critical to fighting the climate crisis. The world's top scientists are telling us we must dramatically reduce our emissions if we want to avoid the worst consequences of severe climate change. Canada, and other industrialized countries, must plan to drastically scale back fossil fuels and not build any new oil, gas or coal

### infrastructure.

Recently, an unprecedented decision by the International Energy Agency (IEA) recommended no new fossil fuel infrastructure if we're to avoid catastrophic climate change.

We need to examine what that means now for Canada's climate and energy policies going forward, including plans for the Trans Mountain pipeline expansion project, which contradict the Trudeau government's own climate plans. Canada must immediately stop the construction of the TMX pipeline as outlined in M-94 and instead invest in a Green New Deal.

According to the Intergovernmental Panel on Climate Change (IPCC), building a world that can thrive will require "rapid, far-reaching and unprecedented changes in all aspects of society." The IPCC estimates that for the global economy to move onto a viable climate stabilization path, global emissions of carbon dioxide (CO2) will have to fall by 45 percent as of 2030 and be at zero emissions by 2050.

M-1 would promote a reorientation of our economy to consider the needs of the climate emergency we are facing. The investments required in the Green New Deal framework would, by necessity, require every level of governments to adopt a range of socio-economic and energy-efficiency policies. The Green New Deal advocates that the issues related to the climate crisis are also social, referring to economic inequalities, lack of job security and the rise of racism and xenophobia. A fair and just made-in-Canada Green New Deal, includes required public investments in key sectors such as clean and renewable energy, energy retrofit buildings, sustainable public transit, sustainable agriculture and water systems, health care, affordable housing, education, childcare and more.

Our ultimate goal is to move quickly and actively address the issues addressed in these motions by growing our national campaign to get M-1 and M-94 adopted in Canada's Parliament. This would lead to the production of a number of Bills to enact those measures and as a result real transformational change where no one is left behind, as we turn our focus away from fossil fuels and on investing in clean renewable energy and a more just economy to avert climate catastrophe, where no one is left behind.

It is still achievable if governments act now and fast as extreme weather events become increasingly common. We are in a climate emergency. Canada's climate is warming twice as fast as the global average. The Arctic is currently warming two to three times faster than the rest of the globe. It's clear there's no time to waste. We are on perilous ground and have a duty to act to address climate change.

Thank you for your careful consideration of this matter. I urge you to join the call of the many who have endorsed these important legislative initiatives. Please let me know if you have questions at all. I hope to receive your endorsement.

I look forward to hearing from you soon.

Stay healthy and safe in these challenging times.

Sincerely,
Peter Julian, MP (New Westminster-Burnaby)

NDP House Leader NDP Finance Critic

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Les changements climatiques sont là.

Les températures dangereusement élevées que nous avons observées en Colombie-Britannique récemment ont coûté la vie à plus de 500 personnes, qui sont mortes durant la vague de chaleur extrême. La même semaine, la collectivité britanno-colombienne de Lytton, de même que les régions rurales et le territoire de la Première Nation des Nlaka'pamux se trouvant à proximité, sont devenus certains des endroits les plus chauds de la planète, atteignant une température mortelle de 49,5 °C le 29 juin 2021. Cela a provoqué un incendie catastrophique, qui a réduit en cendres ce village britanno-colombien.

Les changements climatiques constituent le défi le plus pressant de notre époque. Souvent, les Autochtones et d'autres communautés de première ligne touchées ressentent bien plus profondément les effets de la crise climatique que d'autres.

Alors que la planète se réchauffe, la voie à suivre pour atteindre la carboneutralité d'ici 2050 est étroite, mais claire. Nous devons nous doter d'objectifs plus ambitieux et passer plus de temps à tenter de résoudre l'urgence climatique en freinant les facteurs contribuant au changement climatique et en présentant des propositions pour la mise en place d'une stratégie claire de résolution de la crise climatique. La science et le savoir autochtones permettent de mieux comprendre comment contrer la crise climatique, et ils sont essentiels à l'élaboration d'un cadre d'action contre l'urgence climatique.

Nous devons dynamiser maintenant nos ambitions de lutte contre le changement climatique pour réduire les émissions, combler les écarts socioéconomiques et accélérer le passage à une économie axée sur l'énergie propre et la faible émission de carbone. J'ai besoin de votre aide pour mieux convaincre le gouvernement fédéral de la nécessité de ce changement. Nous devons continuer à lui faire comprendre la nécessité pour le Canada d'agir rapidement pour lutter à la fois contre la crise climatique et les inégalités socioéconomiques croissantes.

Voici deux outils législatifs que j'ai proposés au Parlement pour nous aider à faire ce qui s'impose afin de régler ces crises intersectionnelles avec l'urgence nécessaire : la motion M-1 visant à établir un nouveau pacte vert et la motion M-94 visant à interrompre les travaux d'agrandissement de l'oléoduc Trans Mountain.

Je sollicite votre appui à ces initiatives législatives.

Nous savons que les 10 prochaines années seront les plus cruciales dans la lutte contre les

changements climatiques. Les plus éminents scientifiques dans le monde nous disent que nous devons réduire considérablement nos émissions si nous voulons éviter les pires conséquences des changements climatiques de grande ampleur. Tout comme d'autres pays industrialisés, le Canada doit prévoir de réduire considérablement sa consommation de combustibles fossiles et ne pas construire de nouvelles infrastructures pétrolières, gazières ou charbonnières.

Récemment, dans une décision sans précédent, l'Agence internationale de l'énergie a recommandé qu'aucune nouvelle infrastructure de combustibles fossiles ne soit construite pour éviter des changements climatiques catastrophiques.

Nous devons examiner ce que cela signifie maintenant pour les politiques climatiques et énergétiques du Canada, y compris les plans pour le projet d'expansion Trans Mountain, qui contredisent les plans de lutte contre les changements climatiques du gouvernement Trudeau. Le Canada doit arrêter immédiatement la réalisation de ce projet, tel qu'il est énoncé dans la motion M-94, et investir plutôt dans un nouveau pacte vert.

Selon le Groupe d'experts intergouvernemental sur l'évolution du climat (GIEC), pour que le monde puisse prospérer, il faudra « modifier rapidement, radicalement et de manière inédite tous les aspects de la société ». Le GIEC estime que pour que l'économie mondiale s'engage sur la voie d'une stabilisation viable du climat, les émissions mondiales de dioxyde de carbone devront diminuer de 45 % d'ici 2030 et être réduites à zéro d'ici 2050.

La motion M-1 favoriserait une réorientation économique pour tenir compte de l'urgence climatique à laquelle nous faisons face. Les investissements requis dans le cadre du nouveau pacte vert exigeraient que tous les ordres de gouvernement adoptent un éventail de politiques socioéconomiques et de politiques d'efficacité énergétique. Selon le nouveau pacte vert, les enjeux liés à la crise climatique sont aussi d'ordre social, faisant allusion à des inégalités économiques, à l'absence de sécurité d'emploi et à la montée du racisme et de la xénophobie. Un nouveau pacte vert canadien équitable et juste inclut des investissements publics dans des secteurs clés comme les énergies propres et renouvelables, les immeubles écoénergétiques, les transports en commun durables, les réseaux d'aqueduc et les systèmes agricoles durables, les soins de santé, les logements abordables, l'éducation et les services de garde.

Notre but ultime est d'agir rapidement et de nous employer activement à régler les problèmes abordés dans ces motions en intensifiant notre campagne nationale pour faire adopter les motions M-1 et M-94 par le Parlement du Canada. Cela mènerait à la présentation de plusieurs projets de loi visant à promulguer ces mesures et à l'apport de véritables changements transformationnels garantissant que personne n'est laissé pour compte, alors que nous nous détournons des combustibles fossiles et que nous mettons l'accent sur des investissements dans les <u>énergies renouvelables propres</u> et une économie plus juste où personne n'est laissé pour compte, dans le but d'éviter une catastrophe climatique.

Ce but est encore réalisable si les gouvernements agissent maintenant et promptement, étant donné que les phénomènes météorologiques extrêmes se produisent de plus en plus fréquemment. Nous sommes dans une situation d'urgence climatique. Le climat du Canada se réchauffe deux fois plus rapidement que la moyenne mondiale. L'Arctique, quant à lui, se réchauffe deux à trois fois plus rapidement que le reste du globe. Il est évident qu'il n'y a pas de temps à perdre. Nous nous trouvons en terrain périlleux, et nous avons le devoir d'agir pour lutter contre les changements climatiques.

Je vous remercie d'examiner attentivement cette question. Je vous exhorte à vous joindre à ceux ayant exprimé leur appui à ces initiatives législatives importantes. N'hésitez pas à communiquer avec moi si vous avez des questions. J'espère obtenir votre appui.

J'espère également avoir bientôt de vos nouvelles.

Restez en santé et en sécurité en cette période difficile.

Sincères salutations,

Peter Julian, député (New Westminster-Burnaby)

Leader parlementaire du NPD Porte-parole du NPD en matière de finances

New Democratic Party | Nouveau Parti démocratique

I acknowledge that I work on the unceded traditional territory of the Algonquin, Haudenosaunee and Anishinabek peoples.

Je reconnaît que je travaille sur le territoire non-cédé des nations Algonquine, Haudenosaunee et Anishinabek.

(TEL) 613.992.4214 | (CELL) 613.222.4074 | FAX) 613.947.9500

UFCW | TUAC

Help save paper - do you need to print this email?

Économisons le papier – est-il vraiment nécessaire d'imprimer ce courriel?

"My friends, love is better than anger. Hope is better than fear.

Optimism is better than despair. So let us be loving, hopeful and optimistic. And we'll change the world."

-Jack Layton, 1950-2011

« Mes amis, l'amour est cent fois meilleur que la haine. L'espoir est meilleur que la peur. L'optimisme est meilleur que le désespoir. Alors aimons, gardons espoir et restons optimistes. Et nous changerons le monde. »

-Jack Layton, 1950-2011

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The Confederacy of Mainland Mi'kmaq- Dept. of Governance C/o The CMM Electoral Office PO BOX 1590 57 Martin Cres., Truro, Nova Scotia.

B2N 5V3
(902)895-6385

**Town of Mahone Bay** 493 Main St Mahone Bay NS B0J 2E0

June 17, 2021

### Mayor David Devenne,

My name is Brenda Tracey, I am the Electoral Officer for The Confederacy of Mainland Mi'kmaq's (CMM) Electoral Office, The CMM is a Tribal Council that provides programs and services for the eight First Nation communities located on Mainland Nova Scotia.

The Electoral Office was created in 2019 for the benefit of The CMM's member communities. The office provides electoral services, conducts referendums and plebiscites, provides educational and engagement sessions for various electoral acts, develops and collects survey data, and liaises with other organizations or governments looking to engage with Mi'kmaq communities.

The Electoral Office also guides organizations looking to engage with or work with Indigenous organizations or communities ahead of elections and can provide additional support for Municipal, Provincial, and Federal elections.

The Electoral Office offers its expertise on a fee-for-service basis. We would like to make you aware of our services should you want to work with the Mi'kmaq communities in or neighbouring your municipality. We are also developing services in survey development and data collection to assist stakeholders with engaging Mi'kmaq communities and citizens on public opinion.

I have included a brochure for your review. If you would like further information on the Electoral Office and the services we offer, please contact me at the following email: electoralofficer@cmmns.com

Wela'lin.

Brenda Tracey Electoral Officer

Brenda Chacey

# The Electoral Office: Who we are and

them accountable for their performance Elections are fundamental to the democratic governance of our First Nation Communities. Elections enable voters to select leaders and to hold

The Electoral Office was created for the benefit of The Confederacy of Mainland Mi'kmaq's (CMM) eight Member Communities. The office will provide Electoral Services including:

- Band elections including Indian Act, First Nation Election Act, Custom Elections
- ✓ Referendums
- Plebiscites
- ✓ Surveys and questionnaires
- Support for Provincial and Federal Elections

please contact the Electoral or any services we provide, about the election process If you have any questions

57 Martin Crescent Truro, NS Toll Free - 1-877-892-2424 Phone - (902) 895-6385 Fax - (902) 893-1520 PO Box 1590 **B2N 5V3** Office

**Electoral Officer** 

electoralofficer@cmmns.com

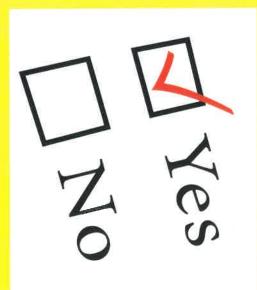
electoraldeputy@cmmns.com Deputy Electoral Officer

electoraladministrator@cmmns.com **Electoral Services Administrator** 



The Electoral Office not only conduct the elections but provides guidance and information during each phase of the election. Most recently this has been achieved by implanting safety procedures in communities for holding elections during the pandemic.

Currently our office is looking to expand services to include public opinion data collection and analysis. Our office is available to work on and conduct survey development, distribution, and collection. Services form the Electoral Office are available to all organizations for hire. Please contact us for details.



# The office has 3 staff members: Electoral Officer – Brenda Tracy

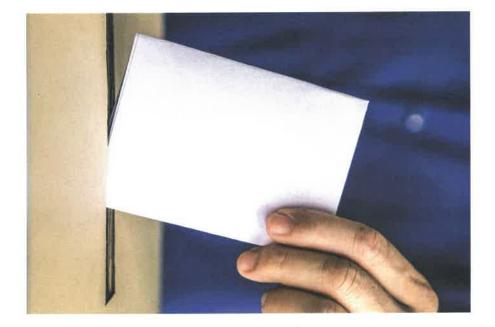
- Responsible for planning, directing and overseeing the electoral services team.
- Ensure the election/referendum timelines and checklists are followed.
- Confirm number of Councillors, prepare the voters list, prepare for nominations, prepare for the poll, maintain order and voting procedures on election day, manage the count, prepare the statement of votes and prepare the Electoral Officer's Report.
- Assure compliance with the election's regulations. Assure the integrity of the voting system through robust security, auditing and accountability systems.

# Deputy Electoral Officer - Kathy McKenna

- Working with the Electoral Officer to ensure the electoral officer's timelines and checklists are followed.
- In the event the Electoral Officer is unable to fill their duties, the Deputy Electoral Officer may step in to fulfill the duties.

# Electoral Services Administrator – Samantha Trites

- Working with the Electoral Officer to ensure the electoral officer's timelines and checklists are followed.
- Provide support and administrative services for the electoral office.



### **Maureen Hughes**

From: NSFM Communications <communications@nsfm.ca>

**Sent:** Monday, July 12, 2021 4:39 PM

**To:** Maureen Hughes

**Subject:** NSFM's Monday Memo: July 12, 2021 (Correction)

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You're not seeing double! The previous version of the Monday Memo was sent in error.

Please accept this corrected version. Thank you.

# Showcasing Municipal Success Stories at November Conference

NSFM is planning a session called "Success Stories – Short Snappers" as part of its November  $3^{rd}$  –  $5^{th}$  Virtual Conference (session will be November  $3^{rd}$  – 1:00 p.m. – 2:15 p.m.)

Showcasing municipal success stories are our most highly rated sessions at past events. The opportunity to share what your municipality and community have done with your municipal colleagues is inspiring.

The session will include six success stories each with 10 minutes to present

followed by Q & A at the end. We received several great submissions for the May Spring Conference so have reached out in hopes of having them in November. We still have 2 spots available.

If interested, please email your proposed submission outlining specifically what you plan to speak about. The November Conference Planning Committee will select the presenters from the submissions received.

Please email your submission by August 10th, 2021, to <a href="mailto:jwebber@nsfm.ca">jwebber@nsfm.ca</a>.

# NSFM Asset Management Course Listed With FCM

Follow the link above to learn more about the NSFM course, and see more opportunities for asset management programs and courses!

# Transport Canada soliciting feedback from stakeholderrs on modifications to Grade Crossing Regulations

Industry stakeholders, are encouraged to provide their feedback to Transport Canada no later than **July 19, 2021**.

Submissions must cite the Canada Gazette, Part I, and the date of publication of this notice (June 19), and be addressed to Sean Rogers, Director of Regulatory Affairs, Rail Safety, Department of Transport, 427 Laurier Avenue West, Ottawa, Ontario K1R 7Y2 (tel.: 613 998 1939;

email: <a href="mailto:sean.rogers@tc.gc.ca">sean.rogers@tc.gc.ca</a>).

# **Upcoming Events**

# **President's Chat for Elected Officials**

NSFM Acting President Amanda McDougall will once again host an online coffee and chat session on August 12<sup>th</sup> from 9 a.m. – 10 a.m.

## Register here









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?

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July 13th, 2021

To the Attention of the Mayor and Town Council of Mahone Bay:

On July 8th at approximately 4:30pm I sat on the opposite side of the road from Seaside Creamery and watched in horror at the traffic speeding by in both directions. A child walked across the road not looking in either direction. Another child stood behind a parked car just a few steps from another car speeding by. I believe this area will be the scene of a serious accident.

Young people work at Seaside Creamery and also there are many children in the area. I feel it is inevitable that they will witness or experience a traumatizing incident.

I think Seaside Creamery is a fantastic addition to your town and it obviously attracts people to the area. However, with more people comes more traffic. Therefore, I implore you to discuss and **take action** to calm the traffic in this area *before* a serious accident occurs.

I have family that live in the area so I visit your town often. I love coming here. Mahone Bay is known for its beauty and it would be unfortunate if it became known for something else.

Yours truly,

Joan Butler

Vancouver, BC

Jon Betta

butlershome@telus.net

#### **Kelly Redden**

From: NSFM Communications <communications@nsfm.ca>

**Sent:** Monday, July 19, 2021 5:55 PM **To:** Town of Mahone Bay Clerk

**Subject:** NSFM's Monday Memo: July 19, 2021

Follow Up Flag: Follow up Flag Status: Flagged

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## NSFM Signs Partnership Framework with Province

The document, which outlines the relationship between the province and NSFM, identifies shared priorities.

# **Showcasing Municipal Success Stories at November Conference**

NSFM is planning a session called "Success Stories – Short Snappers" as part of its November 3rd – 5th Virtual Conference (session will be November 3rd - 1:00 p.m. – 2:15 p.m.)

Showcasing municipal success stories are our most highly rated sessions at past events. The opportunity to share what your municipality and community have done with your municipal colleagues is inspiring.

The session will include six success stories each with 10 minutes to present followed by Q & A at the end. We received several great submissions for the May Spring Conference so have reached out in hopes of having them in November. We still have 2 spots available.

If interested, please email your proposed submission outlining specifically what you plan to speak about. The November Conference Planning Committee will select the presenters from the submissions received.

Please email your submission by August 10th, 2021, to jwebber@nsfm.ca.

# The Rick Hansen Foundation Accessibility Certification (RHFAC) Training

Become an RHFAC professional and work to improve the accessibility of the built environment for people with disabilities.

This will be a Virtual course using BrightSpace and MS Teams. Class meets online every Tuesday and Thursday 9:30-11:30 a.m.

Dates: October 15 - November 25, 2021

Final project due: January 24, 2022

Complete the application form (ensure you provide all required documentation at the time of application)

# **Upcoming Events**

## President's Chat for Elected Officials

NSFM Acting President Amanda McDougall will once again host an online coffee and chat session on August 12<sup>th</sup> from 9 a.m. – 10 a.m.



# NOVA SCOTIA FEDERATION OF MUNICIPALITIES







Nova Scotia Federation of Municipalities Suite 1304, 1809 Barrington Street Halifax, N.S. B3J 3K8 Phone: (902) 423-8331

Fax: (902) 425-5592 info@nsfm.ca

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



#### **Kelly Redden**

From: Tom <twebb@bellaliant.net>
Sent: Wednesday, July 21, 2021 6:04 PM

To: Town of Mahone Bay Clerk; Dylan Heide; Aaron Long; Penny Carver; Alice Burdick;

Francis Kangata; David Devenne

**Subject:** The Solar Garden and Beyond

**Attachments:** Battery Back Up to Smooth Peak Power Use.docx

Follow Up Flag: Follow up Flag Status: Flagged

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

As we move forward on the solar garden I hope the town will look at other options that will increase the per cent of renewable energy to 100%. The attached new analysis of battery deployment would likely help. So would having Mahone Bay Electric expand the solar planning and identify south facing roofs and offer to install solar with a revenue sharing with the building owner that would benefit both the Town and the owner. Surely this is not an insurmountable problem. Another wind mill owned jointly with Antigonish and Berwick would also make enormous good sense.

As I write my daughter in Coldbrook tells me they have received an air quality warning as a result of the wild fires. Our provincial and federal governments seem unable to act so it is good to see Mahone Bay take the lead. As I indicated last summer, I am willing to invest in solar panels. Just waiting for information.

Tom Webb

J Tom Webb President, Global Co-operation Adjunct Professor Sobey School of Business

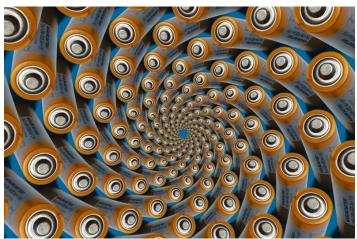


Global Co-operation Facebook Blog



Newsletters Science Dispatch (weekly) Fixing Carbon (twice a month)

#### Sign Up



#### DAILY SCIENCE

Collective battery storage could be the secret ingredient to a climate-friendly grid A New Zealand team found that batteries could be dramatically smaller and more efficient if they are deployed collectively in neighborhoods—rather than for individual households By Sarah DeWeerdt
July 20, 2021

An egg, a cup of flour, a kilowatt-hour of battery power: these are things you might borrow from your neighbors in a climate-friendly world, a new study suggests.

The research is part of the growing effort to incorporate renewable sources of power into the electrical grid. That's a tricky feat to accomplish because the supply of renewables is variable and times of peak supply – mid-day for solar power, for example – don't always line up with times of peak demand from households, which tend to be in the morning and evening.

Storing excess energy in batteries and drawing on it when necessary could be one solution to this mismatch. But most research so far has focused on using batteries to optimize the economics of household solar panels, rather than to reduce strain on the grid as a whole.

In the new study, researchers in New Zealand analyzed minute-by-minute electricity use by 20 homes in two different regions of the country over the course of a year. Their results suggest that deploying batteries at the neighborhood scale rather than at the level of individual households could be an efficient and cost-effective way to overcome some of the challenges of a renewables-based grid.

Power demand varies over the course of a day, across seasons, and from one house to another. Different households also have different patterns of energy use, in terms of both season-to-season and hour-to-hour fluctuations. These differences between households stem from the fact that people's lifestyles vary in ways big and small: Some people work in offices while others are home most of the day; some families eat dinner early while others eat prefer to dine late.

Because of such house-to-house variations, well known that aggregation, or considering the power demand from multiple households at once, smooths out the peaks and valleys in total power demand. And that has big implications for battery storage, the researchers report in the journal *Energy & Buildings*.

The researchers calculated battery power required for "load smoothing," that is keeping the grid's power generation requirements consistent over time. They also looked at battery power for "peak shaving," keeping the amount of energy pulled from the grid at times of maximum use under a predetermined cap such as 3, 4, or 5 kilowatts.

#### Discover more: Can vacant farmland sustainably fulfill the world's biofuels needs?

If each of the 20 houses studied had its own battery for load smoothing, the size of the battery required would range from 5.71 kilowatt-hours (kWh) to 16.55 kWh. The total amount of battery power deployed would be 225 kWh. But if battery storage could be shared among neighbors, load smoothing would require a total battery capacity of only 120 kWh – cutting the battery requirement in half.

The results for peak shaving are even more dramatic. A power cap of 3 kW per house would require a total of 120 kWh of individual household battery storage. But shared battery capacity could be about 90% smaller, a total of 7 kWh.

That means some kind of shared battery scheme would be much more cost-effective for households, as well as more efficient in terms of materials required for battery production.

This shared battery storage could be accomplished either with individual households all hooked into one large battery deployed at the neighborhood level, or with smaller household batteries linked together so that neighbors could borrow and lend power as needed.

What's more, peak power use in New Zealand generally happens in winter (many homes there have electric heat). So excess battery capacity would still be available in the summer to store energy from solar panels, the researchers say.

Before such schemes are widely deployed in the real world, more research is needed on the fairest way to share the costs and benefits, since some neighbors may borrow battery power in larger amounts or more often than others. Electricity markets will also need to be tweaked to facilitate these arrangements. However, a trial of the approach is currently underway in a community on New Zealand's South Island.

Source: Mair J. et al. "Sizing domestic batteries for load smoothing and peak shaving based on real-world demand data." Energy and Buildings 2021

#### **Maureen Hughes**

From: Barr, Nick <Nick.Barr@novascotia.ca>
Sent: Wednesday, July 21, 2021 12:28 PM

**To:** AMA Maritime List Serve **Subject:** Emancipation Day Events

Attachments: 2021 Civic Emancipation Day Proclamation Letter - July 2021.docx; 2021 Civic

Emancipation Day Proclamation Application -July 2021.docx

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This email was forwarded via the AMANS listserv. If you reply to this message it will be sent to all members. To reply privately to the sender - please delete the amans@lists.gov.ns.ca e-mail from the To: Make sure you only have the person you wish to see the message in the To: e-mail address.

#### Hi Everyone!

As many of you probably know, "Emancipation Day" is August 1<sup>st</sup>, and the "International Day for the Remembrance of the Slave Trade and its Abolition" is August 23<sup>rd</sup>. These days are of significant historical importance to all of us, and especially those of African descent. The Province, through African Nova Scotian Affairs (ANSA), are asking that each municipality consider organizing a commemorative event in recognition of these days. These kinds of events are important because they demonstrate our respective commitment to an inclusive and diverse Nova Scotia.

Please find attached a letter from Wayn Hamilton (Executive Director, ANSA) that provides some additional information/context about Emancipation Day and the International Day for the Remembrance of the Slave Trade and its Abolition, and encourages municipalities to consider a proclamation and/or event in recognition of these important dates. We have also attached a funding application as **ANSA will provide up to \$500 for any municipal events in this regard**.

I understand that some of you may have already received the attached documents, but due to the growing interest in recognizing Emancipation Day, **ANSA** has removed the hard deadline for applications to be received. We also understand that community groups are using other days in August to commemorate or celebrate Emancipation Day and/or the International Day for the Remembrance of the Slave Trade and its Abolition. If you are interested in planning an event, but August 1<sup>st</sup> doesn't work for your municipality, ANSA is happy to provide some flexibility in this regard.

If you have any questions about Emancipation Day, the International Day for the Remembrance of the Slave Trade and its Abolition, or the attached documents, please contact ANSA at 902-424-5555 or 902-424-3480.

Sincerely,

Nick Barr



Nicolas A. Barr, B.Sc., J.D.
Director, Governance & Advisory Services

Maritime Centre, Floor 8 North, 1505 Barrington Street PO Box 216, Halifax, NS B3J 2M4



You are currently subscribed to amans as: maureen.hughes@townofmahonebay.ca To unsubscribe send a blank email to leave-699495-4953641.f769e133d8dcd6784ef4e8c2dec4cdb3@lists.gov.ns.ca



## **African Nova Scotian Affairs**

#### **Emancipation Civic Proclamation**

#### **Context:**

As Nova Scotia prepares to express recognition for Emancipation Day on August 1<sup>st</sup>, we are inviting your organization to participate in the acknowledgement and commemorate this aspect of an important historical remembrance.

Also, please be aware that August 23<sup>rd</sup> is known as the "International Day for the Remembrance of the Slave Trade and its Abolition". The importance of the day is connected to people of African Descent in Haiti and the Dominican Republic fighting for their freedom which resulted in their liberation from their European colonisers in 1791.

Globally, August 1 honours Emancipation and August 23<sup>rd</sup> is a remembrance about the tragedies of the transatlantic slave trade in which millions of African descendant people were enslaved or lost their lives.

Defining these events (Emancipation Day and The Day of Remembrance) as a proclamation allows elected representatives the opportunity to read a statement declaring their recognition of these events, which carry the symbolism and the authority of a civic edict.

#### Intent:

If you are planning a commemorative event, the attached funding application can support your activity up to \$500. However, it is urgent you complete the application and forward same to ANSA **as soon as possible**.

There is the expectation your civic proclamation will be a collaboration/partnership with the community. It is our hope we can work in advance of the date and identify, if required, community partners who might be willing to co-plan an in-person/virtual Emancipation Day Proclamation.

Thank you very much for attending to this important matter.

Sincerely,

Wayn Hamilton
Executive Director
African Nova Scotian Affairs



# Emancipation Day 2021 Civic Proclamation Application

## **Part A: Organizational Profile**

Applying Organization (official name – cheque will be made payable to applying organization):	
NS Joint Registration No. (if applicable):	
<b>Project Contact:</b> (must be easily reachable)	
Civic Proclamation Project Contact Person:	
Contact Work Phone:	Alternate Contact Phone:
Contact Email:	
Organization URL/website:	
Name of Civic Official:	
(if different than person identified above)	
Mailing /	
Organization Address: (all	
correspondence will be sent to address identified)	
Name of	
Community	
Partner:	





#### Part B: This section <u>must</u> be fully completed.

Date, time, location, or virtual platform of proclamation:              Yes	Date:
□ No	Location:
(If intended) Letter of invitation sent to African	Copy Attached
Nova Scotian Affairs or designate to participate virtually in the event (see sample)	☐ Yes ☐ No
Copy of proposed program for the proclamation	Copy Attached
<b>Note</b> : Event should include Renditions of "O Canada" and "Lift Every Voice"	☐ Yes ☐ No
Describe how the \$500 will be used:	

#### Part C: Please confirm your Civic Proclamation event details.

Important Note: For any and all events please refer to the <u>Nova Scotian COVID-19</u> website for the most up-to-date guidelines. <u>https://novascotia.ca/coronavirus/</u>

We encourage municipalities to find creative ways to commemorate Emancipation Day & The Day of Remembrance before, during or after August 1<sup>st</sup>, 2021.



Civic Staff Responsible

for event

## **Emancipation Day 2021 Civic Proclamation Application**

After your event, please:				
		gned photo release forms	with at least three (3) s indicating participants in	
Note:	:			
	Failure to submit a post-oryears.	event report will disqualif	y applicant in subsequent	
Appli	cation must be signed			
Signat	ure	Position	Date	

Please complete and submit by email to: <a href="mailto:ansa@novascotia.ca">ansa@novascotia.ca</a>

Date





#### Posting your event on the ANSA calendar of events

Please visit the ANSA website (ansa.novascotia.ca) to complete an online form to have your event posted to the ANSA Calendar.

It is important to submit the form at least two weeks prior to the event date. The direct link to the form is: https://ansa.novascotia.ca/content/event-submission

Questions you will be asked to complete the form are:

- Title of the Event:
  - o Date:
  - o Time:
  - Location:
  - Cost (if applicable):
  - Brief Description:
- Event Contacts (please provide two, if possible):
  - First Contact Name:
    - First Contact Phone:
    - First Contact Email:
  - Second Contact Name:
    - Second Contact Phone:
    - Second Contact Email:
- Event Organizer:
  - Organization's Mailing Address:
- Other Information:





## <u>Sample – Invitation letter (If intended)</u>

Please note: Requests for the ANSA's in-person or virtual participation will be accommodated based on availability of Senior staff. Requests are to be emailed directly to: ANSA@novascotia.ca

(LETTERHEAD
Or RETURN ADDRESS)
OF REPORT ABORESS
African Nova Scotia Affairs
1741 Brunswick St., 3rd floor
PO Box 2691
Halifax, NS
B3J 3B7
(DATE)
Sent via email : ANSA@novascotia.ca
Dear ANSA:
On behalf of (MUNICIPALITY/TOWN/CIVIC ENTITY) I would like to invite you to participate in our Emancipation Day 2021 Proclamation activity. Our event will be held on (DATE). The particulars of the event and our request to you is outlined below.
If you have any questions, please contact (CONTACT NAME) at 902-XXX-XXXX or by e-mail at (E-MAIL ADDRESS).
Sincerely,
SIGNATURE
(TYPED NAME) (TITLE)

CC: <a href="mailto:chantel.reid-demeter@novascotia.ca">chantel.reid-demeter@novascotia.ca</a>





# Required Photo Release (If intended)

Please note: Permission <u>must</u> be obtained in writing by all who appear in the photo before the image can be shown on the ANSA and/or any Government website.

Date:	
Name:	
Address:	
Phone:	
, •	e Province of Nova Scotia the right and permission to copyright and/or use and/or publish ctures/videos of me.
	at my privacy will be fully protected by Nova Scotia's Freedom of Information and ivacy Act. Any personal information collected about me will not be used for any other
•	he right to inspect and/or approve the finished photographs/videos or printed/published be used with such photographs/videos.
•	t that I am of full age and competent to contract in my own name in so far as the above is re read the foregoing release and warrant that I fully understand the contents thereof.
Participant's sign	nature (parent or guardian if subject is under 18 years)



15 July 2021

David Devenne, Mayor Town of Mahone Bay 493 Main Street, PO Box 530 Mahone Bay, Nova Scotia BOJ 2E0

#### Mayor Devenne:

I am writing to invite the Town of Mahone Bay to provide comments on the development of regulations for the *Coastal Protection Act*. Municipalities have an important place in shaping these regulations. We welcome your comments to ensure the regulations will be practical, and do the job they are intended to do.

Protecting our coastline and ensuring coastal development is safer from climate change is important to all Nova Scotians. The *Coastal Protection Act* was passed in 2019 to protect natural ecosystems and ensure new construction is built in places that are safer from sea level rise and coastal erosion — challenges we expect to worsen due to the effects of climate change. The *Act* will come into effect once regulations are developed and approved.

We have prepared two documents to share our proposed approach to the regulations. "Part 1" is an overview of the for those who want to familiarize themselves with the *Act* and how it will work. "Part 2" provides more detail on what we are proposing to include in the regulations. Both documents conclude with a few probing questions at the end to promote discussion. We invite you to provide input on some or all these questions, as well as any other feedback you wish to share.

We also hope you will help us spread the word about this consultation process. You can find the consultation documents and information on how to provide input at <a href="https://novascotia.ca/coast/">https://novascotia.ca/coast/</a>. Please feel free to share this link with your staff, citizens, businesses and any partner organizations you feel may be interested.

Consultation will be open until September 17<sup>th</sup>. In the near future, we will be inviting representations from municipalities across Nova Scotia to one of several on-line sessions when out staff will make a brief presentation on the *Coastal Protection Act* and answer any questions to assist municipalities in formulating their response.

If you have any questions about the consultation process, please do not hesitate to contact me directly. We look forward to hearing from you.

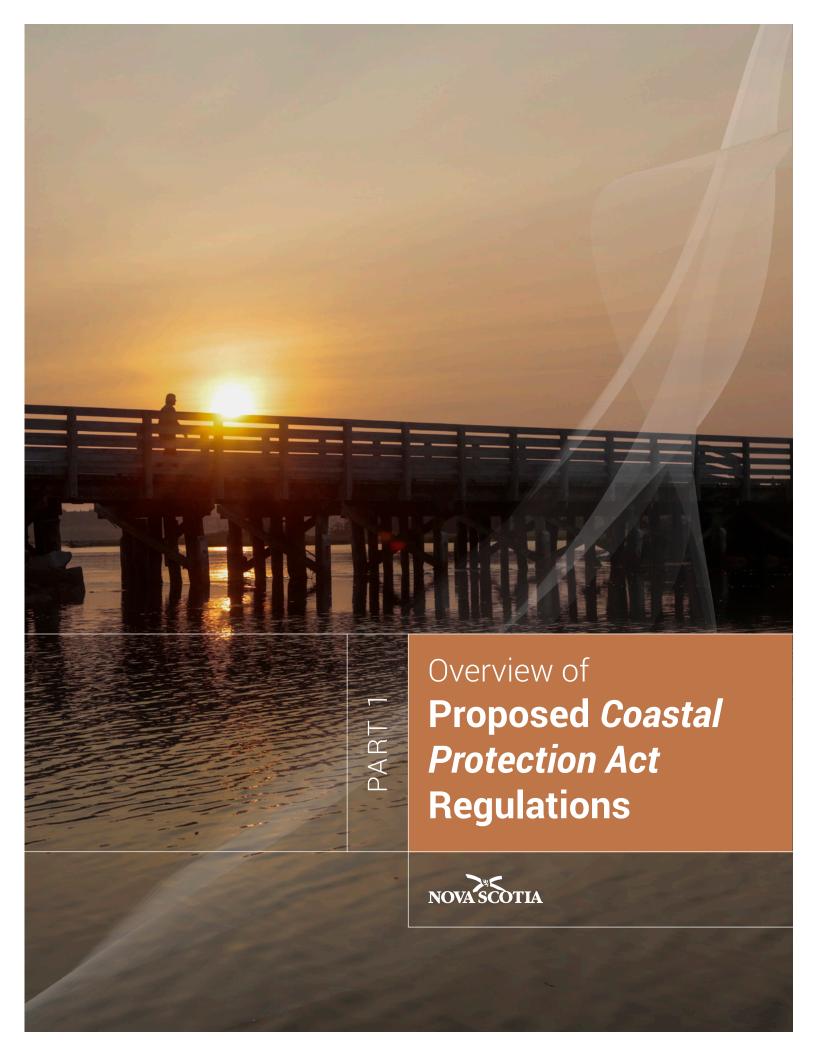
John Somers

Executive Lead, Coastal Protection Act

Nova Scotia Environment

John.somers@novascotia.ca

Cc: Dylan Heide, CAO



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Part 1: Overview of Proposed Coastal Protection Act Regulations Department of Environment and Climate Change July 2021

ISBN: 978-1-77448-208-7

## Introduction

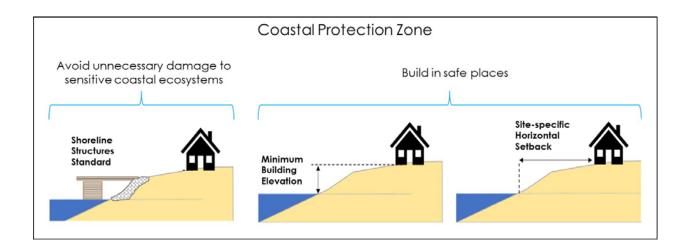
Living on waterfront property is a dream for many people. Now, more than ever, we need to plan for the effects of climate change and carefully consider the environment and the safety of our families, property, and business before we decide whether a coastal lot is suitable for development. The Government of Canada recently projected that sea level rise could exceed a meter by the end of this century along areas of Nova Scotia's coast. On top of this we need to consider the possibility of storm surges that can temporarily increase water levels even more. Much of our coastline is also at increasing risk from coastal erosion. Finally, development in coastal areas can also cause harm to valuable ecosystems, such as beaches and salt marshes that provide fish and wildlife habitat and help absorb greenhouse gases and flood waters. While these problems are expected to worsen in the coming decades, some communities in Nova Scotia are already experiencing these effects of climate change.

To address these issues, the Nova Scotia government committed to introducing legislation to provide legal protection for our coast. Public consultation in 2018 helped shape the *Coastal Protection Act*, which passed in 2019. This legislation provides a framework for coastal protection and limiting development in at-risk areas, but the act does not take effect until

regulations are developed that define how it will work. Legislation provides the authority and regulations contain the detail. It is not uncommon for regulatory changes to be required on occasion and it is easier to change regulations than legislation, which requires an act of the legislature.

Since the Coastal Protection Act was passed, the Department of Environment and Climate Change has been developing regulations on how it will work. Regulations will affect what can be built and where in two ways:

- on submerged Crown land along or below the high-water mark, the regulations will help ensure structures such as wharfs, boat slips, infilling and shoreline armouring are designed, constructed, and/or situated where disruption of valuable coastal ecosystems is minimized.
- On private and public lands, the regulations will ensure construction that requires a building permit is located where it is less at risk from sea level rise, coastal flooding and erosion (this includes homes, cottages, commercial or industrial buildings).



It is time to share the proposed regulations for public comment.

This discussion document provides a general overview of the act and how the proposed regulations will work. At the end, you will find a few questions to help provide your thoughts. We are interested to hear about concerns, questions, or ideas you may have.

Anyone looking for more detailed information on aspects of the proposed regulations, such as municipalities or those in professions that may be affected by the *Coastal Protection Act*, please see PART 2: A Guide to *Proposed Coastal Protection Act* Regulations and respond to the questions at the end of that document.

## Coastal Protection Act

Nova Scotia's 13,000 km of coastline includes huge regional differences in tides, valuable coastal ecosystems, estuaries, and islands. Low-lying flood-prone areas and ecologically valuable coastal wetlands lie between eroding bluffs and hills. Even coastal features that are safe from these risks can be near areas unsuitable for development. This makes our coastline complex, meaning no single rule can apply.

The Coastal Protection Act is a framework for protecting our coast, recognizing its diversity. The Act will help ensure development and construction does not occur where it can unnecessarily disrupt coastal ecosystems or put structures at risk from coastal flooding and erosion. The Act will come into effect after regulations are approved by Executive Council (Cabinet).

The Act does not apply to all buildings and structures. Public infrastructure and commercial or industrial operations that need direct access to the water are exempted, as are activities that are licensed or permitted under the Fisheries and Coastal Resources Act, Marine Renewable Energy Act, Wilderness Areas Protection Act, and Special Places Protection Act. Construction in designated marshlands will need to meet the requirements of both the Coastal Protection Act and the Agricultural Marshland Conservation Act. The act does not apply to federal Crown land.

The Coastal Protection Act and its regulations will not be the only laws protecting the coastal environment.

Multiple regulations and policies at the federal, provincial, and municipal level are in place to protect marine water quality, habitat, wetlands, and watercourses. The new regulations will focus on areas where gaps exist, rather than duplicate provisions already in place.

## **Proposed Regulations**

The following sections describe the measures government proposes to include in the regulations.

#### The Coastal Protection Zone

The regulations will create a Coastal Protection Zone. New rules about where structures and buildings may be built will apply inside the zone. The zone will be a narrow band surrounding the province's coast, including land and water-covered areas on either side of the high-water mark.

The Coastal Protection Zone will reach inland a set distance from the high-water mark. Government is proposing that this distance be between 80 to 100 meters, although it is not finalized. This distance is not the same as a setback and does not necessarily mean that construction can't take place. It means that certain regulations apply to what and where you can build, modify or expand a structure, such as a house or building.

Nova Scotia faces serious coastal erosion problems. Some areas of our coast are almost immune to coastal erosion, while others experience more than a meter a year. Along with annual erosion and sea level rise, we need to think about the future when creating regulations. To be consistent with typical flood mapping initiatives, we are proposing to look 80 years ahead to the end of the century. This period is our planning horizon.

As part of developing the regulations, an erosion assessment tool developed for use by designated professionals was tested at 27 sites around the province. The results indicate a range of possible erosion scenarios, from almost no erosion to over 100 meters over the 80 year planning horizon, depending on the conditions at the site. Building inside the upland boundary of the Coastal Protection Zone triggers the requirement for an erosion assessment. The Coastal Protection Zone therefore needs to be wide enough to accommodate safe setbacks for a wide range of circumstances. The zone is also the area where the minimum building elevation will apply. It is important to provide a band of protection where development is high enough above the water levels expected during the 80-year planning horizon.

On the seaward side of the high-water mark, the regulations will not specify an exact boundary. Rather, our focus is on areas where the provincial *Crown Lands Act* and the *Beaches Act* apply.

The Coastal Protection Zone will include the areas around and on coastal islands, and parts of rivers connected to coastal waters and estuaries, including the Bras d'Or Lake. Regulations will identify how the Coastal Protection Zone boundary is applied along these rivers and in other areas, such as barrier beaches that separate beaches from ponds and lakes immediately next to the coast.

# Coastal Protection Act Regulations for Building Locations

The regulations will set new rules that apply to municipal building permits for construction within the Coastal Protection Zone. These rules will help ensure that construction of new buildings or homes, or expansion of existing ones, is happening where it is safer from sea level rise, weather events and coastal erosion. The regulations will include two types of setbacks:

#### Minimum Building Elevations:

The regulations will create provincewide vertical setbacks, to be known as minimum building elevations, within the Coastal Protection Zone. Some municipalities already have this type of vertical setback to protect against flooding. The exact height of the setbacks has not been finalized, but we recognize they must provide reasonable protection against sea level rise over the 80-year planning horizon. The minimum building elevation will also include an additional margin for storm surge. The province will produce digital maps to make it easier to determine whether a proposed construction location is above the minimum building elevation for each area of the coast. Municipalities must ensure that construction of a new home or building or an expansion of an existing structure will occur above the minimum building elevation before approving a building permit.

#### Site-specific Horizontal Setback:

This is a horizontal setback from the high-water mark. It applies when a property owner intends to build a new structure or expand an existing one within the Coastal Protection Zone. The setback will be determined by a designated professional hired by the landowner. The designated professional will certify the setback in a report for landowners. This report will be required when applying for a municipal building permit (or development permit or development agreement) for construction in the Coastal Protection Zone. Designated professionals will use a standardized risk assessment tool provided by the province to calculate the setback and generate a report. The recommended setback represents the minimum allowed horizontal distance between the proposed structure and the high-water mark. The horizontal setback determined by the designated professional will not extend further inland than the boundary of the Coastal Protection Zone. The regulations may exempt the requirement for a horizontal setback in some areas.

Designated professionals will need to be a member in good standing of a professional body identified in the regulations. The definition of who can be a designated professional under the regulations is being explored with professional associations recognized as self-regulating professional bodies under provincial law.

Repair and maintenance of existing structures will generally be unaffected by both the vertical and horizontal setbacks unless construction increases the size of the structure's existing footprint or increases its internal volume.

## Regulations for Wharves, Boat Ramps, and Other Structures

In the area that starts at the high-water mark and extends into the water, the regulations will focus on protecting coastal ecosystems and their ecological functions. Coastal ecosystems provide fish and wildlife habitat, filter excess nutrients from run-off before they reach the ocean, absorb flood waters, protect inland areas against wave action and store carbon in this era when reducing CO2 concentrations is particularly important.

Wharves, boat ramps and structures that stabilize the shoreline (such as breakwaters, seawalls, revetments, riprap and armour stone) can disrupt sensitive coastal ecosystems. Regulations will restrict works and construction that may interfere with the dynamic nature of the coast or disrupt these sensitive coastal ecosystems.

New requirements will be established for permits to build or modify structures along or below the high-water mark that is on Crown land or on land designated under the *Beaches Act*. The regulations will:

- ensure new wharfs, boat ramps and similar structures are built using cribwork that minimizes disruption of normal sediment transport and habitat connectivity;
- prohibit the use of pressurized lumber where it contacts the water; and
- restrict in-filling and stabilization work on Crown land below the high-water mark, such as shoreline armouring, unless it is needed to protect existing structures from coastal erosion or when necessary for wharf footings.

Exemptions will apply to permitted projects and activities undertaken to conserve or improve ecosystem function, such as fish ladders and saltmarsh restoration.

## Putting the Coastal Protection Act into Effect

#### **Administration**

The Coastal Protection Act regulations are being designed to work through existing permitting and compliance processes at provincial and municipal levels of government.

For structures and works along or below the high-water mark on provincial Crown land or land designated under the Beaches Act, such as wharves, infilling or shoreline armouring, landowners will continue to apply for permits through the Department of Lands and Forestry under the Crown Lands Act and/or the Beaches Act. Landowners are responsible for ensuring their applications comply with the Coastal Protection Act and its regulations. Applications not in compliance will not receive a permit. Conservation officers will continue to enforce the acts as they do now. Where necessary, Conservation Officers will investigate whether construction activity is properly permitted and consistent with the permit, and take enforcement action when warranted.

Some changes to existing municipal processes will be needed to incorporate the new requirements for construction within the Coastal Protection Zone, but the regulations are being developed to keep these to a minimum.

The main changes are that municipalities will have to determine whether:

- a proposed construction location is within the Coastal Protection Zone and, if so, if it is above the minimum building elevation and upland of the setback as per the designated professional's report; and.
- the designated professional is a member in good standing of their professional organization.

Municipalities will be responsible for ensuring compliance with the terms of the building or development permit, as they are now.

The Coastal Protection Act requirements for the most part will be related to the location of the proposed construction. A municipality will need to determine the location of the proposed construction from a plot plan provided by the landowner, or from a location certificate from a professional land surveyor. These documents are often already required by municipalities a part of their permit processes.

No new powers or authorities for government inspection or enforcement staff are expected because the act works through existing legislation. If a landowner violates the Coastal Protection Acct, they will have also violated other legislation and be subject to enforcement under those acts.

#### **Mapping Tools**

Recognizing that the zone boundaries and minimum building elevations are complex and maybe difficult to visualize, we are exploring opportunities for developing digital map resources to help interpret the regulations and provide guidance.

#### **Training/Building Awareness**

Part of the planning for implementing the *Coastal Protection Act* regulations includes training. Groups with a specific role in implementing the regulations include Designated professionals and municipal officials who issue permits that need to comply with the act. Designated professionals will need to understand their role and responsibilities and how to properly complete the erosion risk assessment. Municipal officials will require support to help them determine whether a building permit or development permit is subject to and compliant with the act.

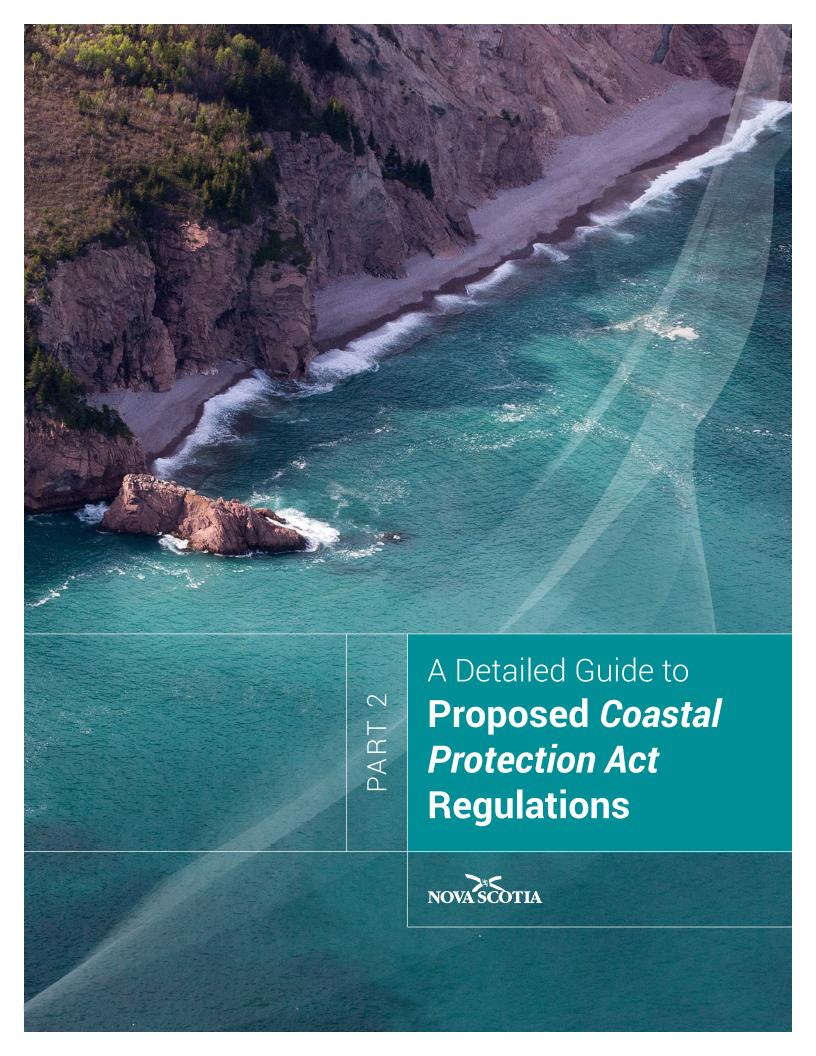
All Nova Scotians, whether they live on the coast or further inland, have an interest in making sure coastal development is not at risk from flooding and erosion and does not damage valuable ecosystems. Those most directly impacted will be those planning to build on, or buy or sell, coastal property, and those in occupations and professions involved in those transactions. In addition to building public understanding and awareness, we will work with occupations and professions who require a detailed understanding of how the act and regulations work, such as those involved in planning or executing property transactions; planning for construction near the coast, and undertaking valuation, land use planning or subdivision activities.

We will work through professional associations, relevant provincial and municipal government offices, and other organizations to ensure those who need to be aware of the *Coastal Protection*Act and regulations understand the new requirements as early as possible.

## We'd Like to Hear From You!

To help get the public discussion started, we have developed some questions to consider. Please feel free to answer the questions or provide any thoughts you want to share on the proposed regulations.

- 1. In your opinion, will the proposed regulations provide appropriate additional protection for coastal ecosystems? Why or why not?
- 2. Will the proposed regulations be effective in preventing development in areas at risk from sea level rise and coastal erosion? Why or why not?
- 3. The Coastal Protection Zone will be a band around the entire coast where the regulations apply. This is not a setback, but it is the area where minimum building elevations will apply and where landowners will need to hire a designated professional to check for erosion risks before they can get a building permit. Do you agree the Coastal Protection Zone should extend somewhere in the range of 80 to 100 metres inland from the high-water mark? Why or why not?
- 4. Are there any parts of the proposed regulations that you think are too restrictive? If so, which ones and why?
- 5. Are there any parts of the proposed regulations that are not restrictive enough? If so, which ones and why?
- 6. What can government do to ensure people have the information they need about the *Coastal Protection Act* and Regulations when planning construction on the coast?
- 7. Do you have any further thoughts you would like to share to help us write the final regulations?



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Part 2: A Detailed Guide to Proposed Coastal Protection Act Regulations Department of Environment and Climate Change July 2021

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## Introduction

This document is designed to help those who need a more detailed look at the proposed *Coastal Protection Act* regulations. This could include municipal officials, members of professions designated to perform erosion assessments under the Act, and those involved in construction or property purchase, sale or subdivision of coastal lands. We also encourage anyone who may be interested in or impacted by the Act to read this document and share their thoughts with us. We have included a few questions at the end to help people respond to this consultation.

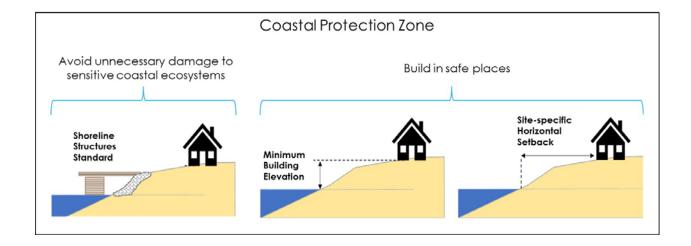
The following sections outline government's proposed approach and are intended for discussion purposes only.

All content is subject to change.

## **Coastal Protection Zone**

Regulations will identify the area included in the Coastal Protection Zone, where the Act and regulations will apply. The Coastal Protection Zone will be a narrow band surrounding the province's coast, including land and water-covered areas on either side of the ordinary high-water mark. This zone will include islands, major tidal rivers where they near the ocean, and other estuaries that are directly connected to coastal waters.

The Coastal Protection Zone includes both public and private lands and may overlap with lands designated under other Acts, such as the Agricultural Marshlands Conservation Act and the Special Places Protection Act. In these areas, the Coastal Protection Act provides exemptions to avoid interference with the intent of existing legislation. The Coastal Protection Zone does not include federal Crown lands.



### How the Regulations will Apply in the Coastal Protection Zone

The Coastal Protection Zone boundaries will be identified using the high-water mark (which may be set out in regulations as the ordinary high-water mark, or similar reference line approximating water levels at high tide). The area that starts at the high-water mark and extends inland, in most cases, will be called the "upland" area of the zone. The width of the upland area has not yet been finalized, but government is proposing it be in the range of 80 to 100 meters.

Within this area, municipalities will need to ensure building permits and construction are compliant with two new setbacks: the minimum building elevation for different regions of the coast; and a horizontal building setback determined for the specific property by a Designated Professional, as defined under the regulations.

For the area that starts at the high-water mark and extends seaward, the Coastal Protection Zone boundary will not be specified. Within this zone, regulations will apply to wharfs, jetties, seawalls, groynes, in-filing, shoreline armouring and similar structures, and will be administered using existing permitting processes administered by the Department of Lands and Forestry for areas where the *Crown Lands Act* and *Beaches Act* apply.

## Coastal Protection Zone Upland Boundary

The upland boundary will be a line that follows the coastline at a set distance upland from the closest point on the high-water mark.

Two types of naturally occurring shorelines need to be considered when setting the Coastal Protection Zone boundary to the coast - barrier beach areas and estuaries (tidal rivers that meet the sea and, in this case, include the Bras d'Or Lake). Our proposed approached for the boundary in these areas is outlined here.

### Coastal Protection Zone boundaries in Areas with Barrier Beaches

Barrier beaches are typically thin beaches that separate ocean waters from pond or lakes. While barrier beaches often shelter the inland water, they are prone to shifting and are often breached by ocean waters, either gradually or suddenly due to a storm. When breached, the pond or lake becomes connected to the ocean. As a result, the freshwater of the pond turns salty, and the shoreline that was previously protected is now at risk from coastal erosion and sea level rise

Where part of a pond or lake behind a barrier beach is within the Coastal Protection Zone, the upland boundary will extend further inland to include the land adjacent to it. In these areas, regulations will specify that the upland boundary will be:

- a set distance to the nearest point on the Ordinary high-water mark on the ocean side of the beach (proposed to be within the range of 80 to 100 meters); and
- no closer than a set distance from the ordinary high-water mark of the pond or lake behind a barrier beach (proposed to be within the range of range 80 to 100 meters).

It may be possible to build within this part of the Coastal Protection Zone, if the vertical and horizontal setback requirements are met, except on the barrier beach itself. Barrier beaches are generally too dynamic to safely allow development.

#### **Coastal Protection Zone in Estuaries**

Estuaries are areas where rivers meet the sea and freshwater mixes with salt water. The Act includes estuaries as part of the coast. Houses and buildings along the banks of an estuary often face the same risks as properties facing open ocean, including sea level rise, storm surge and erosion. At the same time, many rivers in Nova Scotia extend tens of kilometers inland and well away from what many people would consider to be the coast. While there are several criteria (for example. salinity or tidal influence) that could be used to approximate where an estuary turns into an inland watercourse, none are practical ways of determining exactly where the Coastal Protection Zone should end along a river. Instead, government is proposing that the regulations rely on one of two methods to determine the boundary. Both methods can be consistently determined and displayed with digital mapping tools.

 Size criteria that combine the width and/or inland extent of a river. The inland extent of the Coastal Protection Zone would be where the banks of an estuary narrow to a specified width, or the river has reached a specified distance inland. These criteria can be determined and displayed on a digital map layer and work for large and small rivers. The province is currently exploring various combinations of river widths and upstream distances to determine a bestfit approach that can be consistently applied across the province. We expect it will be possible to provide map coordinates to identify precisely where the Coastal Protection Zone ends on major estuaries. This will not be practical for smaller rivers because of their number. In these cases, municipalities may choose to rely on provincial visual mapping aids to determine where the zone ends. Disputes over the precise location of the zone boundaries could be resolved by a professional land surveyor based on the definitions in the regulations.

2. Ending the inland reach of the zone on a river where it meets an area where an existing municipal land-use bylaw applies that includes vertical setbacks that address sea level rise and flooding for the planning horizon of 80 years, and any other restrictions required to be consistent with the Statement of Provincial Interest on Flooding.

#### Boundary Along Water Control Structures

In areas where the shoreline is formed by human-built structures designed to restrict or prevent the upstream or inland flow of water, such as a dam, roll-over dam, or aboiteau, the seaward side of the structure will be taken as the ordinary high-water mark for setting the upland boundary. The body of water on the upstream side of the structure would not be included in the Coastal Protection Zone because water levels and flow on this side of the water control structure are generally under human control. A possible exception to this rule is the canal lock at St. Peters that connects the ocean to the Bras d'Or Lake. as there are other connections to ocean waters. A causeway would be considered a water control structure if it includes a means to restrict or prevent the inland flow of ocean waters. A bridge that is not designed to restrict the flow of water would not be considered a water control structure.

### Coastal Protection Zone in **Map or Graphic Form**

Provincially produced maps to display the approximate boundaries of the zone and related information are for general guidance only. If information on a map differs from the written regulations, the written regulations are correct.

# Coastal Protection Regulations and Municipal Building Permits

The proposed regulations will add new requirements for building permits, development permits and development agreements within the zone. It is the responsibility of municipalities to ensure that permits comply with the *Coastal Protection Act*. This will include whether the Act applies to the proposed construction and ensures the site is compliant with the minimum building elevation and horizontal setback certified in the Designated Professional's report.

#### **Structures Covered by the Act**

Requirements for building permits within the zone apply to houses, cottages and commercial or industrial buildings, with some exceptions. This will include public infrastructure and commercial or industrial structures that need to be located at the shoreline. Other proposed exemptions being considered include:

- trailers or mobile homes that are designed for frequent transport;
- boathouses, detached garages, or outbuildings that are intended for storage or similar uses and do not have water service, plumbing, living quarters or similar amenities, and
- decks, gazebos or similar structures, regardless of whether it requires a permit.

### Approval of a Building Permit in the Coastal Protection Zone

Unless an exemption applies, municipalities are required to do the following before a building permit is approved or issued for construction within the Coastal Protection Zone:

- receive the designated professional's report stating the minimum horizontal setback distance from the high-water mark,
- receive a plot plan or a professional land surveyor's location certificate that identifies:
  - minimum building elevation (includes the structure and its footings)
  - minimum horizontal setback distance, as defined by the designated professional

Permits will not be issued for construction of living spaces in structures built below the high-water mark (such as on wharves or similar structures).

## Modification and Repair of Existing Structures

Applications for municipal building permits that increase the footprint of a building or increase its internal living space will need to meet the new requirements. A municipality will not be allowed to issue a building permit that includes creation or conversion of existing space to residential in a structure that is located below the minimum building elevation.

Modifications that do not increase the footprint of its foundation or internal living space are exempted, as is work limited to improving a structure's strength or resistance to damage from flooding (such as increasing the height of the foundation walls to raise the existing living space to reduce the risk of flood damage).

### **Relocation of Existing Structures**

If a landowner proposes to move an existing permanent structure inside the zone, it is considered construction and the Act still applies. If the structure was already located inside the zone, the structure may be moved to a location where the elevation is the same or greater height from the highwater mark. In this case, a municipality may exempt the landowner from supplying a designated professional's report.

#### Modified Requirements for Developed Downtown Waterfronts

Many waterfront areas along the coast are important economic and public centers for municipalities and communities. To preserve the economic potential and character of an existing developed waterfront that provides public amenities and mixed-use commercial/residential space, it is proposed that some regulations be modified for specific types of structures within these areas.

We are currently exploring definitions for these areas to avoid putting any more structures at risk from flooding due to sea level rise. A possible definition could be, "developed downtown waterfront areas as dominated by mixed-use structures with a public amenity or multi-unit residential component where there are no gaps of greater than 75 meters between existing mixed-use structures, or where the area was zoned for commercial, mixed use or equivalent prior to the Act coming into effect".

Municipal building permits for construction of commercial or mixed-use, or food-service or similar public amenities in the zone could be exempted from a site-specific horizontal setback and the requirement for a designated professional's report. Some elements of the minimum building elevation rules would still apply to reduce the risk from sea level rise and coastal flooding, including that no residential part of:

- a new structure can be below the minimum building elevation, or
- an existing structure being modified can be below the minimum building elevation.

The proposed modified provisions for developed downtown waterfront areas would not apply to construction or a new or expanded single or semi-detached residence. For these, all provisions of the Act and regulations would apply and the entire structure must be located above the minimum building elevation, a designated professional's report must be completed and the horizontal building setback certified by the designated professional will apply.

#### **Permit and Agreement Administration**

Existing building permits that have not expired before the date the Act comes into effect will be exempted for the duration of the remainder of the permit. Any extensions or amendments to a building permit initiated after that time are subject to the Act.

The period for which the permit is valid, including any extensions, must not exceed two years from the date on which the original building permit was issued, or two years from the date the Act came into effect.

Municipalities will not be able to issue a development permit or enter into a development agreement that has the effect of exempting a landowner or developer from the Act.

#### **Subdivision of Lots**

If a designated professional certifies a horizontal setback for an area that covers several PIDs, or an area was subdivided after the initial report was completed, the report may be accepted by the municipality for the areas included.

When a landowner applies to subdivide lots that include areas inside the zone, a municipality must inform them about the Act and regulations and how it may impact their development plans.

## Acceptance of Reports by a Municipality

The following provisions are proposed around the acceptance and administration by municipalities of reports by designated professionals:

- a municipality can accept a designated professional's report that is signed by a qualified designated professional;
- a municipality may accept a designated professional's report that was issued to a landowner other than the current landowner:
- if a landowner or building proponent provides more than one report by from different designated professionals for the same proposed building location, the municipality may accept the one chosen by the landowner provided it meets all requirements;
- municipalities must refuse a designated professional's report if, in the opinion of the municipality:
  - a) the designated professional is not qualified to provide the report;
  - b) the information and/or specified setback in the report is incomplete or inconsistent with the relevant conditions on the site (for example, the height or slope of a bluff appears to be misstated),

- the methodology prescribed in the regulations for determining and certifying the site-specific horizontal setback was not followed; or,
- d) Conditions at the proposed building location have changed since the date the field work for the erosion risk assessment was conducted.

A municipality will be required to retain a copy of a designated professional's report for 10 years from the date the report was signed. A municipality will make any or all reports available to the provincial department administering the Act, upon request.

#### **Ensuring Compliance**

Once a building permit is issued, a municipality is responsible for ensuring the construction is compliant with the permit, including the new *Coastal Protection Act* and regulations, in the normal manner. This may include building inspectors verifying that a new structure, or one being expanded, is located where the plot plan or location certificate indicates.

### **Determining Building Setbacks**

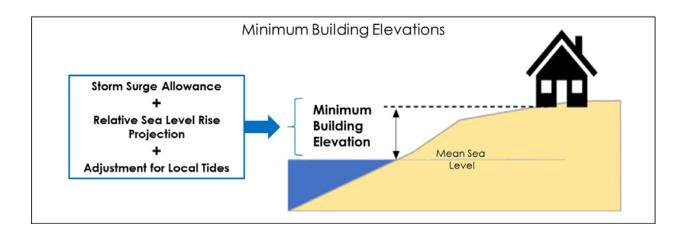
The regulations include two types of setbacks within most areas of the zone to reduce risks for future development. Vertical setbacks, called minimum building elevations, will help reduce risks from coastal flooding and will be determined by the province for different regions of the coast. Site-specific horizontal setbacks are designed to avoid erosion risks and will be determined for a specific property when a landowner wants to build within the zone.

#### **Minimum Building Elevation**

Some Nova Scotian municipalities are already preparing for climate change by including vertical building setbacks in their land-use bylaws. The *Coastal Protection Act* will create a province-wide set of vertical building setbacks known as minimum building elevations to cover all areas of the coast.

Regulations will set out minimum building elevations for all areas of the coast as a vertical height above mean sea level in meters to the nearest 20 centimetres. The mean sea level will likely be identified as an established geodetic datum, possibly Canadian Geodetic Vertical Datum 2013 (CGVD2013). Where a municipality uses a different vertical datum in their planning documents, the municipality is responsible for converting elevations to the datum set out in the regulations.

Because the minimum building elevations will be measured from mean sea level, they will be adjusted for local tides, which vary around the coast, especially in the Bay of Fundy and Minas Basin areas. Regulations will divide the coast into sections (using map coordinates, with visual maps for general guidance) and will assign a minimum building elevation for each section. The minimum building elevation for islands will be taken from the minimum building elevation on the nearest section of the coast on the mainland.



We are currently developing a schedule of minimum building elevations that will incorporate the latest relative sea level rise projections released by Natural Resources Canada in early 2021 and a more generalized additional margin of safety for storm surge.

How will municipalities and landowners know if a proposed building location is above the required minimum building elevation? We are developing map resources to help interpret the regulations. These may include contour lines for the minimum building elevations for each coastal section, illustrating what parts of properties are above and below the minimum building elevation for that part of the coast. Mapping resources are intended only to provide general guidance. If there is a difference in the location of the segment boundaries on a map and the coordinates or minimum building elevation set out in regulations, the written form in the regulations will be taken as correct. In some cases, a landowner or municipality may wish to rely on professional land survey (at the landowner's cost) to resolve any uncertainty. If there is a difference in an elevation determined from a map and an elevation determined by a licensed land surveyor, the elevation determined by the surveyor shall be taken as correct.

## Determining the Horizontal Building Setback

The Act and regulations will use a system of site-specific horizontal building setbacks to ensure new construction is located where it is safer from coastal erosion throughout an 80-year planning horizon. The risk of erosion can vary significantly, even between neighbouring properties. This makes it impractical to set "blanket" setback distances for large areas of the coast. The proposed regulations will require the designated professional to use a specific analytical tool to determine the horizontal building setback for a given property. The setback determined by the designated professional represents the minimum allowed horizontal distance between the proposed structure and the high-water mark. Although the assessment tool might produce a setback that extends farther upland than the boundary of the zone, the upland boundary of the zone will be the maximum horizontal setback possible under the regulations.

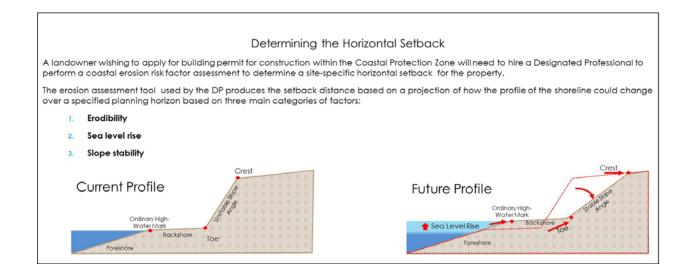
The method a designated professional will use to determine the horizontal building setback for a specific property is being developed to ensure that it is affordable to landowners. It also needs to be readily usable for a range of professionals designated under the Act. The final design of the tool will ensure designated professionals can produce consistent results based on various combinations of erosion risk factors that appear anywhere on Nova Scotia's coast.

We will make resources available online to assist designated professionals in determining horizontal setbacks, including:

- an assessment tool that will calculate the horizontal setback, in spreadsheet format;
- instructions and training resources to guide designated professionals during site assessments, and
- a template for the report.

A designated professional will visit the proposed building lot, measure distances, angles and slopes to capture the shoreline profile; record information about materials within any beach areas; test the hardness of bluffs or rock faces, and record any other information required for the assessment tool. The designated professional will refer to maps to determine the amount of open water in front of a property, which the tool uses to estimate how wave energy impacts the shoreline. The designated professional will also take photographs of the site to include in the report.

Designated Professionals will enter measurements and observations collected at the site and from public maps into the spreadsheet. Formulas built into the spreadsheet will project how far inland the shoreline could shift over the planning horizon, which is proposed to be 80 years. These projections incorporate risks related to sea level rise, the erodibility of the material and the amount of wave energy it could be exposed to, and the height and slope of bluffs and or rock faces along the shoreline. The distance the tool calculates is the horizontal building setback for the property that the designated professional then certifies in their Report.



### **Designated Professionals**

A landowner seeking a building permit to construct a new structure or expand an existing structure in the zone will need to hire a designated professional to assess the coastal erosion risks at the proposed site and determine the site-specific horizontal building setback that will apply to the property. The result will be provided in a report, which landowners must provide to municipalities when applying for a building permit for construction within the zone.

The erosion assessment tool proposed by the province is designed to be a general risk assessment tool that can be used by a variety of professions. We are currently exploring the possibility for designation with specific self-regulating professional bodies that are governed by legislation. The professional bodies qualified to be designated professionals will be set out in the regulations.

## Role and Qualifications of the Designated Professional

The designated professionals' role will be to:

- provide independent professional judgement free from bias in completing the report.
- perform an erosion risk assessment at the property, using the specified method and analytical tool;
- determine horizontal setback distance:
- provide the designated professional's report certifying the horizontal setback to the landowner, and
- maintain records, as required by regulations.

A designated professional must be:

- a member in good standing with their professional organization,
- acting within their abilities and experience, skills and/or training to carry out the assessment and complete the report as per the regulations.

The designated professional's responsibility under the Act is specific: to certify that they are qualified, the property has been assessed in accordance with the erosion risk assessment methodology, and that the resulting horizontal building setback has been established in accordance with the regulations. A designated professional's report is meant to reduce risk and is not a guarantee of safety of the building location against coastal erosion.

Designated professionals will be required to self-declare as being qualified and a member in good standing of their professional body. Laws governing their respective professional bodies and scope of practice will apply.

A designated professional (or their employer) will maintain professional liability insurance that is valid at the time of the assessment as well as continues if the insured becomes bankrupt or insolvent, is declared incompetent or dies during the period of insurance. The coverage must continue for two years after the date the person ceases as a designated professional.

A designated professional will be required to produce proof of their qualification and insurance if a municipality or the province requests it.

#### Responsibilities Regarding Site Assessment

Designated Professionals will sometimes be hired to assess large lots that may exhibit considerable variation in geological and topographical conditions within the property boundaries. Variations in erosion risk factors can significantly change the horizontal setback. The designated professional will be required to check for significant variations in conditions, such as:

- exposure to wave energy;
- geological composition of the foreshore, backshore, bluff, bank, or rock face;
- angle, elevation or width of the foreshore, backshore, buff, bank, or rock face in the area being assessed.

Where these varied conditions are present within the area being assessed, designated professionals must do one of the following:

- 1. conduct multiple assessments using the prescribed method to determine the appropriate horizontal setback for each area, including diagram in the report that clearly indicates where the setback applies.
- 2. limit the report to an area smaller than the lot being assessed and provide a diagram attached to the report clearly indicating the area where the sitespecific horizontal setback applies.
- 3. determine what is likely to be the most erosion prone area, perform the assessment with the prescribed tool and certify the setback for the entire property.

## Information to be Included in the Report

The designated professional's report may apply to a single lot, a portion of a lot, or multiple lots. It may apply to a portion of a lot if the owner requests it or if the designated professional has determined that conditions are not sufficiently consistent throughout to allow for a single assessment, such as a large lost that includes more than one type of shoreline. If a designated professional's report applies only to a portion of a property associated with a PID, the report must include a diagram indicating the area for which the setback applies.

A report may apply to multiple lots with multiple PIDs if:

- 1. the lots share common boundaries:
- the designated professional has determined that erosion risk assessment factors are consistent throughout the area within which the setback applies and do not include material variations in exposure to wave energy; geological composition of the foreshore, backshore, bluff, bank or rock face being assessed; or variations in slope angle or elevation in the area being assessed; and,
- 3. the common setback applicable to all lots reflects the greatest horizontal setback distance (and therefore the highest erosion risk level) for the properties to which the report applies.

#### Form and Certification of the Report

The province is currently developing a template for the report that will be accessible online. It will clearly articulate the information presented and certified. By signing the report, the designated professional will be certifying:

- 1. the horizontal setback, in meters from the high-water mark, that applies to the area covered in the report.
- 2. they are qualified under the regulations.
- 3. the assessment was completed in the prescribed manner.

The report will be valid for 10 years from the date it is signed by the designated professional.

It is important for all parties – landowner, municipalities, realtors, developers, and designated professionals – to recognize the horizontal setback is a generalized risk management tool. It is not a guarantee that a structure will be safe from coastal erosion.

#### Additional Assessment to Override a Report

The Costal Protection Act's horizontal setbacks are based on surface observations and measurements of the shoreline profile and geologic material to provide a consistent, risk-managed horizontal setback based on the precautionary principle. We are exploring whether evidence-based adjustments to the setback produced by the erosion assessment tool should be permitted. Any allowable revisions to a designated professional report would be limited to improvements to the accuracy of the inputs for the assessment tool, and not on varying the assumptions, decision rules or calculations that are incorporated into the tool's calculations.

For example, a landowner may wish to hire a professional, such as a geotechnical engineer or geologist, to undertake additional investigation to determine if harder geological material is present beneath a thin layer of loose sediment visible at the surface in order to update that particular input parameter to the erosion assessment tool. This could also apply to more precise measurement of the distances, slopes and angles that are also required as inputs. Consideration is being given to what processes and conditions would need to exist to ensure additional studies that over-ride the original erosion assessment result would not undermine the intention of the regulations or place undue burden on municipal officials.

### **Protecting Coastal Ecosystems**

Coastal ecosystems provide fish and wildlife habitat, filter excess nutrients from run-off before they reach the ocean, absorb flood waters, protect inland areas against wave action and store carbon in this era when reducing CO2 concentrations is particularly important. The proposed approach is designed to balance environmental protection with the need to protected existing legally located structures from erosion risk.

Wharves, boat ramps and structures that stabilize the shoreline (such as breakwaters, seawalls, revetments, rip-rap and armour stone) can disrupt sensitive coastal ecosystems and their ability to adapt to natural processes. Regulations will restrict or limit works and construction that may interfere with the dynamic nature of the coast or disrupt sensitive coastal ecosystems. To do this, requirements will be outlined that apply to permits to build or modify structures or earth works on Crown land below the high-water mark or on designated beaches. The new requirements will be incorporated into existing permitting processes currently administered by the Nova Scotia Department of Lands and Forestry, and additional policies and conditions required by that department will also continue to apply. Landowners will not need to apply for any additional permits.

Regulations will ensure that wharves, boat ramps and other structures are designed, constructed and located to allow natural shoreline movement and protect sensitive coastal ecosystems. Shoreline armouring, which by its nature disrupts movement of the shoreline and in some cases may accelerate erosion, will only be allowed on Crown land seaward of the high-water mark when needed to protect an existing structure from risk. Hard structures that are intended to trap sand to create a beach for recreation. The Act and regulations will help ensure people are less likely to build in areas that will require shoreline armouring over the planning horizon.

For boat ramps, wharves and other similar structures, the regulations will:

- allow for maintenance of existing structures, as long as the work does not use pressurized lumber or other toxic materials;
- permit construction of new structures or expansion of existing structures as long as new section(s) are built using open cribwork to minimize disruption of normal sediment transport and habitat connectivity, and no toxic materials including pressurized lumber are used or come into contact with the water.

For in-filling and shoreline stabilization (including shoreline armouring), the regulations will:

- prohibit in-filling on Crown land or on beaches designated under the Beaches Act on the seaward side of the highwater mark, except when used to anchor a footing of a wharf, boat ramp or similar structure;
- prohibit installation of shoreline stabilization on Crown land below the high-water mark, including new or expanded shoreline armouring, unless it is needed to protect an existing home, cottage, business, or similar structure that is at risk from coastal erosion and was located within the Coastal Protection Zone prior to the date the Act came into effect;
- allow for maintenance of existing, legal shoreline stabilization structures, and
- prohibit installation of groynes or breakwaters that disrupt along-shore sediment transport, unless they are required to protect the entrance of a publicly-accessible harbour, dock, or marina, or are needed to protect public infrastructure.

These restrictions do not apply to permitted projects or activities undertaken to conserve or improve ecosystem function.

In some areas, the zone will overlap with dyke lands designated under the Agricultural Marshlands Conservation Act. The regulations will place no new restrictions on work to maintain, repair or modify any element of the dyke system in areas undertaken by, or on behalf of, either a marsh body or the province. Also exempted are works within the Coastal Protection Zone required to anchor a designated dyke system to higher ground that may extend outside of the area designated under the Agricultural Marshlands Conservation Act. Any proposed activity or construction in the designated marshlands will need to meet the requirements of both the Coastal Protection Act and the Agricultural Marshland Conservation Act.

#### Compliance

The proposed approach is for no new application processes on Crown land along the high-water mark or in an area designated as a protected beach. Landowners and contractors working in these areas will apply for permits as they do now. Permits will not be issued if the proposed structure does not comply with the Act. Conservation officers, who are responsible for enforcing the *Crown Lands Act* and the *Beaches Act*, will determine whether work undertaken is consistent with the issued permits and investigate where necessary.

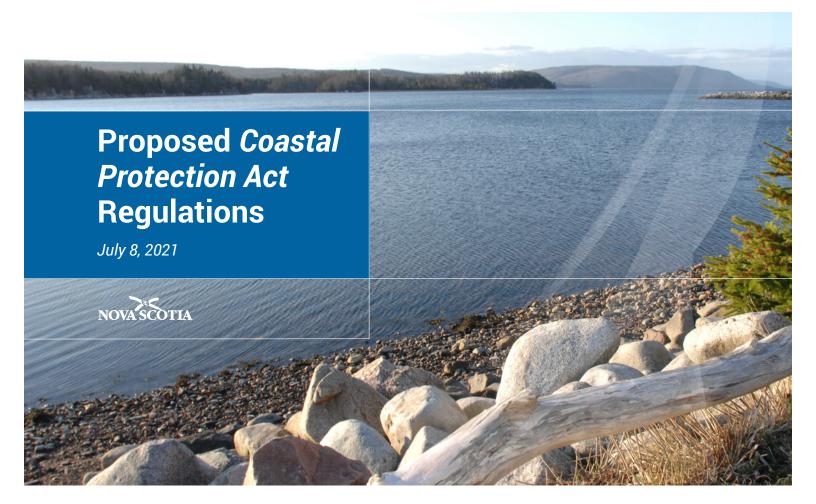
### We want to hear from You!

The *Coastal Protection Act* Regulations will be a new and substantial step forward in mitigating risks to our coastal environment and construction in these areas. As we continue to develop these regulations, please share your thoughts so we can ensure the regulations are as effective and practical as possible.

These questions are designed to help you in providing feedback in any form that is convenient for you.

- 1. The regulations will create a Coastal Protection Zone that will extend inland from the high-water mark by a set distance. Government is proposing this distance be in the range of 80 to 100 meters. This is not a setback but will be the area within which a minimum building elevation would apply and where a landowner would need to hire a designated professional to assess erosion risk. Thinking about sea level rise, coastal flooding and the range of coastal erosion risks facing areas of Nova Scotia's coast, do you think this distance is appropriate to provide the margin of safety we need in future decades? Is it too wide? Too narrow?
- 2. Are the proposed role and responsibilities of designated professionals appropriate and clear? What changes would you like to see in the role or responsibilities of delegated professionals?
- 3. Do the types of structures to which the regulations apply seem reasonable? Do the proposed exemptions make sense?
- 4. Do the proposed regulations for building and maintenance of shoreline structures, such as shoreline armouring, make sense to you? Will they help protect our sensitive coastal ecosystems? Are they too restrictive, and if so, why?
- 5. What are the most important things government can do to make sure introduction of these regulations is as smooth as possible?
- 6. Do you have any further thoughts you would like to share to help us as we finalize the regulations?

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### At a Glance

The *Coastal Protection Act* was passed in 2019 and will come into effect with the approval of accompanying regulations. When that happens, a new Coastal Protection Zone will extend around the coast of Nova Scotia and new requirements will apply to constructing houses and other structures in the zone.

The regulations will outline the protections for sensitive coastal ecosystems and ensure that construction is at a safer height and distance from coastal shorelines. The purpose is to mitigate impacts from sea level rise, coastal flooding and coastal erosion.

#### The regulations will:

- Create a Coastal Protection Zone.
  - This will be a narrow band surrounding the province's coast, including land and water-covered areas on either side of the high-water mark, where regulations will apply. The zone will include islands and parts of rivers nearest the ocean that are connected to coastal waters. Government is proposing the inland portion extend inland from the high-water mark by in the range of 80 to 100 metres. Government will select a single consistent distance following consultation, but this has not been determined
- Ensure any construction (wharves, boat ramps, shoreline armouring and other structures) do not unnecessarily interfere with the dynamic nature of the coast and sensitive coastal ecosystems.
   This will be done by creating new
  - This will be done by creating new restrictions for existing permitting processes of the Department of Lands and Forestry.
- Improve protection from sea level rise and coastal erosion.
   Setbacks will apply to municipal building permits to ensure greater future protection for structures.

Vertical setbacks will be the minimum building elevation above mean sea level for new construction for different areas along the coast.

The horizontal setback will be determined by a designated professional as outlined in the regulations. Landowners will hire a designated professional to determine the appropriate setback distance and submit the designated professional's report when applying for a building permit.

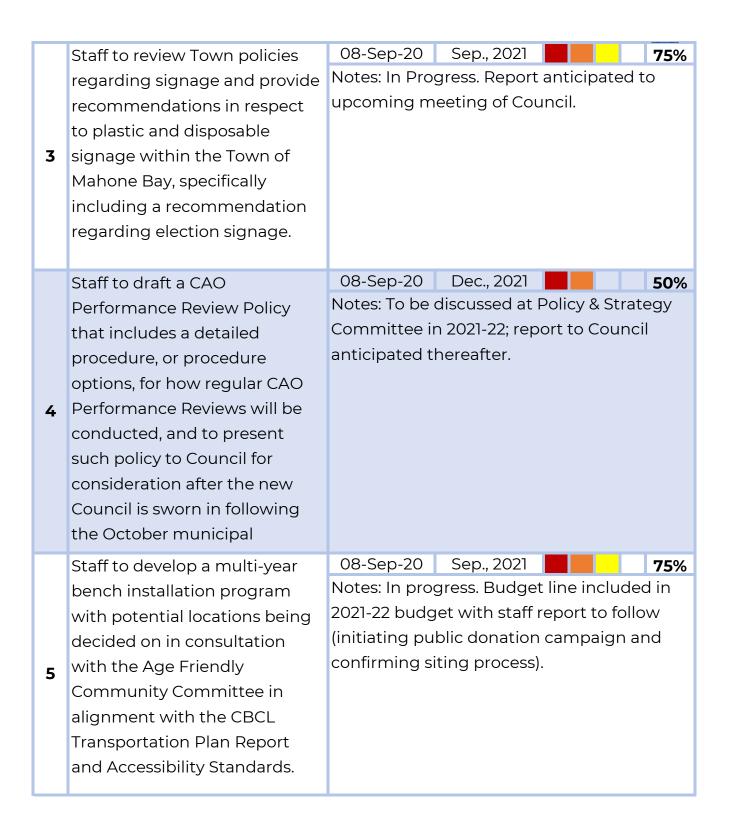
Municipalities will be responsible for ensuring the proposed construction is consistent with the submitted report and above the minimum building elevation before approving a building permit. Some exemptions in certain areas may apply. Repair and maintenance of existing structures will not be affected by the regulations unless the existing size of the structure increases.

The Coastal Protection Act does not apply to all buildings and structures or to federal Crown Land. Public infrastructure and commercial or industrial operations that need direct access to the water are exempted. In addition, some activities regulated under other legislation are also exempted.



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.

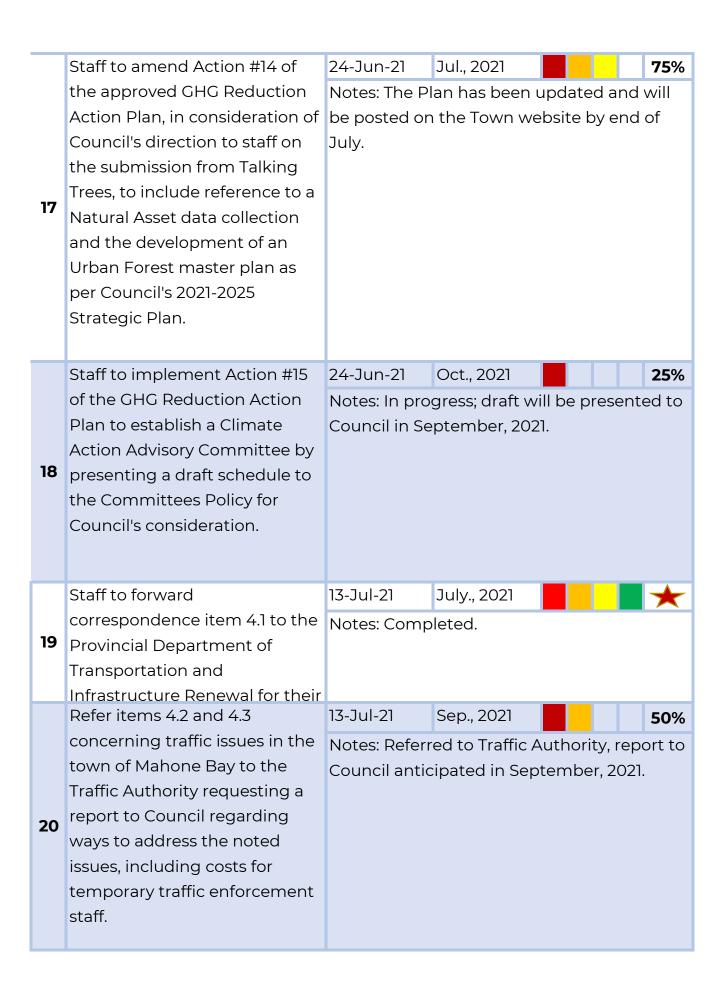
Goa	Objective Objective	Assigned	Target	% Completion
Col	uncil Assignments to Staff			
г				
1	Staff to contact the NS Department of TIR regarding the Town's proposed 2020/21 Transportation Project as well as to discuss proposed changes on highway approaches to Mahone Bay as outlined in the CBCL report.	25-Jun-20 Notes: Awaiti regarding pro highway app	oposed speed	tion from TIR d limit changes on
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.		n 2021-22; rep	Policy & Strategy Fort to Council



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.	MODL Plann with Plan Ma	Oct., 2021 gress. Discuss ing staff. Time shone Bay pro	eline coordi	nated
7	Staff to proceed with engineering designs and update associated cost estimates for 2020-21 Transportation Project, for consideration in 2021-22 budget process.	Included in 2 Funding app	Sep., 2021 eering desigr :021-22 capita dication subm on improveme	l budget. Co nitted for	
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.	the opportur consideration will be report	Oct., 2021 have met with hity to partner on of proposal ted to Council 021-22 budge	r and are aw by MODL, w I. Estimate	/aiting
9	Direct staff to include accessible hearing solutions in the Accessibility Operation Plan, anticipated in 2021-22	25-Mar-21 Notes:	Sep., 2021	Not yet k	pegun

10	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. Staff to look into potential traffic calming measures on Clairmont Street and Kinburn	ongoing bicy	Sep., 2021 <b>50</b> 0 ogress. Opportunity to align with ycle route consultations for	%
12	Street and provide a report for Council consideration.  Staff to invite the MBTCC to meet with Council to discuss the basis for a potential revewed agreement in respect to operation of the VIC.	direction of C to attend in 3 business acti	Sep., 2021  CC have been advised of the Council. Members not available June/July due to resumption or ivities following lockdown. Will otember/October.	e f
13	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.	Initiative app Cultural Spac	Aug., 2021  da Healthy Communities colication submitted, Canada ces Program application will be ater this summer.	

14	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.	Notes: Staff of on the Province Clean Growth via Zoom, fol Province for was a beautifunfortunately the session, to discussion of	nce's new Clin n Plan from 7- lowing the gu the conduct of ful summer ev y only one res hough there	-8 PM on July 21st uidance of the of such events. It vening and sident attended was significant
15	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.	appointment Council ager correcting th	nda and its red	d on July 13, 2021 commendation - nt to Ryan Whynot
16	Staff to present an amended draft Asset Management Policy, to include climate mitigation considerations.	24-Jun-21 Notes:	Sep., 2021	Not yet begun



	Refer the request from MADE	13-Jul-21	Sep., 2021	50%
21	for their report to the Planning	and are in co	mmunication	ved the request with the ion of their report.
22	Staff to engage Xylem inc to perform the works described in the identification and Reduction of Non-Revenue Water Proposal.	13-Jul-21 Notes:	Jul., 2021	Not yet begun
23	Staff to reach out to the Independent Store and BMO to discuss a license agreement for an EV Charger on their property.	13-Jul-21 Notes:	Sep., 2021	Not yet begun
24	Staff to provide supplemental information on the proposed Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative, for Council's consideration.	• •	_	prmation has been Council meeting
25	Staff to apply to the Canada Community Revitalization Fund (CCRF) for the proposed project; and that Council direct staff to provide letters of support for the Mahone Bay United and Mahone Bay Tennis Club CCRF applications.	July 23rd, lett	ters of suppor Bay Tennis Cl	ubmitted to ACOA t provided to MBU lub to accompany

Chi	Chief Administratve Officer's Report - July 29, 2021				
1	COVID-19	CAO monitoring NS EMO updates. Town Office reopening to the public beginning July 30th (staff report included in July 29th Council meeting package).			
2	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program	Funding for participation in AIM Cohort 2.0 approved by Council in 2021-22 budget; currently awaiting confirmation of final format and schedule for Cohort 2.0 (anticipated to run September 2021 through February 2022 with AM Committee participation). AIM Network annual conference October 25-27, 2021 in Dartmouth, NS.			
3	Municipal Joint Services Board (MJSB)	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 to standardize and enhance Town's performance management practice. Currently working with MJSB on optimizing our staff use of existing software and implementing time and attendance program for staff. Regular MJSB meetings continue via Teams.			

4	Riverport Electric Shared Service Committee	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 in September of 2021 (having been temporary discontinued due to Riverport Board turnover).
5	Regional Emergency Measures Organization (REMO)	Dorian claim signed off with the Province. Regular bi-weekly meetings and bi-monhtly 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). Standardized procedures for comfort stations and emergency shelters being developed which can be utilized for fire station.

6	Alternative Energy Resource Authority (AREA)	Weekly AREA staff meetings continue by phone. NB Power imports continue under new annual agreement for 2021. BUTU applications for 2022 submitted. HOME (Heatpump Options Made Easy) program launched Oct 1, 2020. EV charger installations anticipated to take place in August 2021. Federal/Provincial solar gardens funding for Mahone Bay, Berwick and Antigonish was announced publicly on July 8th. Staff anticipating formalization of funding arrangments and finalization of plans for the community solar garden project by September 2021.
7	FCM / Clean Foundation Transition 2050 (Partners for Climate Protection) Initiative	Community GHG Reduction Action Plan adopted by Council Mar 25 and incorporated into 2021-22 budgets approved May 27. Staff continue to participate in T2050/PCP Initiative. Staff report re GHG Reduction Plan Implementation on Council's June 24 meeting agenda, recommendations adopted by Council and underway.

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)	CAO continuing to serve on Nova Scotia Infrastructure Asset Management Working Group as AMA/NSFM representative, as well as participating as a mentor in Working Group's new AM mentoring program for municipal staff. Participated in NSFM Virtual Spring Conference May 6-7, 2021 and AMANS Virtual Spring Conference June 9-11, 2021.
10	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.

Mai	Manager of Public Works & Transportation's Report - July 29, 2021					
1	Streets & Sidewalks	Staff have filled a number of potholes and are catching up on roadside vegetation maintenance. Annual street line painting has now been completed. Winter works vehicles are undergoing maintenance activities.				
2	Cemeteries & Open Space	Staff have completed the installation of new wayfinding signage at various locations throughout the community. Removal of dead trees in Bayview Cemetery is planned with Town's tree contractor.				

Electric Utility Manager's Report - July 29, 2021				
		2 temporary power services were insatlled		
		for new residential construction on		
	Electric Utility	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		
		infomation from existing transformers		
		within the distribution system for purposes		
		of Asset Management.		

Wa	Water/Wastewater System Manager's Report - July 29, 2021					
1	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. Water service leak repair completed.				
2	Sewage Collection & Treatment	Regular monitoring and maintenance activities continued. The PAA (peracidic acid) pilot program concluded on April 21; final report has been received from consultant and submitted to NSE. PAA is being used as permanent disinfectant; chlorine has been removed from site and associated equipment removed from operation; permantent installation of PAA dosing line planned for August. New sewer connection installed.				

Climate & Energy Program Manager's Report - July 29, 2021				
1 GHG Reduction	Community GHG Reduction Action Plan adopted by Council Mar 25 and incorporated into approved 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, recommendations approved and underway.			

2	Climate Adaptation	Staff have been working with Coastal Action to begin the Living Shoreline Enhancement Pilot Program. A website has been developed to provide residents information and updates. A Project sign will be posted at the Pilot site in the next week. The website is anticipated to be launched the week of July 26th and will be able to be viewed at mahonebaylivingshoreline.com. Coastal Action anticipates geotechnical work to begin within the next few weeks.
3	Engagement & Stewardship	Sarah Parolin, the Towns Climate and Energy intern through the Clean Foundation has been working hard on engagement and stewardship initiatives. She is developing an engagement strategy for our sustainble campaigns on Active Transportation, Shopping Local, Eating for our Environment, Reducing Solid Waste and a new area about how our residents can best care for and manage their lands to preserve natural assets and biodiversity. Sarah has also assisted in the Bicycle Nova Scotia Consultation event and has been keeping a summary report. Staff are in the process of planning a final Bike Day in August to recieve the final input from the community and will provide a full summary of events and feedback to council.

Fina	Finance Manager's Report - July 29, 2021			
_				
1	COVID-19	Staff continue to work remotely for the month of July. However, preparations have begun for staff to return to the office in the near future.		
2	Provincial Reporting	The SOE-A, SOE-B, CIP, and FIR have all been released by the Province. Finance will be working to get these reports completed by their respective deadlines over the course of the next 2 months.		
3	Tax Bills/Tax Sale	Final Tax Bills are currently being prepared, and will be mailed out June 30th, 2021. Interest continues to be suspended on Property Tax Accounts until August 31st as per Council Direction.		
4	Audit	The 2020-21 Financial Audit is underway we Deloitte. Due to recent turnover at the MJSB, there could be a potential delay in to Town Financial Statements being finalized by Deloitte. However, staff will work to minimize any delay in schedule for items within our control.		
5	2021-22 Budget	Fiscal 2021-22 Budget was Approved on May 27th.		

Clerk & Deputy CAO's Report - July 29, 2021			
1	Plan Review	Steering Team meeting to review feedback before forwarding a draft for Council approval has been postponed to allow more time for review and comment.	
2	By-laws and Policies	Draft Wildlife Feeding By-law went to Public Hearing and was rejected at Council; public education campaign about the importance of not feeding wildlife has launched. First reading of amended REMO By-law on June 24, 2021; Public Hearing scheduled for July 29th and consideration of 2nd reading to follow at Council meeting. Continued research/development plan to address need for greater public education and compliance regarding Civic Addressing By-law.	
3	Communications and Public Engagement	Continued weekly communication about Asset Management in the Town. Support for Public Engagment Plans for Community-Wide Bicycle Route. Public Education campaigns focused on the negative side effects of feeding wildlife, contacting emergency services, civic addressing, and working with the fire department for fire safety and volunteer engagement. Public safety communication about upcoming tree removal at Bayview Cemetery.	

4	Council Support	Ongoing support of committee meetings, including start up of Police Advisory Board and Watershed Advisory Committee.	
5	Business Planning	Continued work on the development of work plans and identification of timelines for priorities and projects identified in the recently approved Strategic Plan.	
6 Town Hall Reno		Staff have been working with the contractors to facilitate the return of furniture and office equipment to Town Hall in preparation for returning to the office.	
7	Centennial Trees	Five centennial trees have been replaced, or warranty from the nursery, after they failed to thrive. Inspection of the original trees showed an issue with the roots. One more centennial tree to be replaced due to grub damage and another being assessed.	

By-law and Policy Review - July 29, 2021					
1	Trees By-law	Target	Staff to research tree by-laws		
		01-Sep-21	and recommendations received regarding Mahone Bay specifically.		
2	Park By-law	Target	Staff to review Park By-law in		
		30-Sep-21	context of Plan Review.		

3	Off Premises Signage Policy	<b>Target</b> 30-Sep-21	Staff to review Off Premises Signage Policy in context of
			Plan Review.
		Target	Staff to prepare a report on
4	CAO Performance Review	TBD	drafting a CAO Performance
_	Policy		Review Policy. Pending discussion at Strategy & Policy
			Committee.
		Target	Staff to review Employee
		TBD	Conduct Policy in relation to
5	Employee Conduct Policy		violence in the workplace.
			Pending discussion at Strategy & Policy Committee.
		Target	First reading provided by
		30-Sep-21	Council on July 13, 2021. Public
6	Local Improvement By-law	30 3cp 21	Hearing to be scheduled for
			September 13, 2021.
		Target	Pending discussion at
7	Council/CAO Relations Policy	TBD	Strategy & Policy Committee.
		Target	Not yet begun
8	Plastic Signage Policy	01-Oct-21	
		Target	By-law overturned at June 13
9	Wildlife Feeding Policy	01-Jun-21	Council meeting.
		Target	Staff have identified a need to
10	Dangerous and Unsightly	TBD	review for clarity. <b>Pending</b>
	bungerous and onsignity		discussion at Strategy &
		Tavast	Policy Committee.
111	Council Policy	<b>Target</b> TBD	Pending discussion at Strategy & Policy Committee.
		. 50	Julian Silver Committee.
12	Docnostful Workplace Deliev	Target	Pending discussion at
12	Respectful Workplace Policy	TBD	Strategy & Policy Committee.

17	Face Delies	Target	Not yet begun					
13	Fees Policy	01-Oct-21						
7/	Damaltina Dr. Jaw	Target	Not yet begun					
14	Penalties By-law	01-Oct-21						
		Target	Pending discussion at					
15	Committee Policy	TBD	Strategy & Policy Committee.					
		Target	First reading provided by					
		29-Jul-21	Council June 24, 2021. Public					
16	REMO By-law		Hearing scheduled for July 29,					
			2021 and consideration of 2nd					
			reading to follow.					
		Plan Review	Underway. Initial plan					
16	Land-Use By-law and	documents approved at Council on January						
	Municipal Planning Strategy	28, 2021 and posted on Plan MB website.						

Ser	vice Statistics - Juuly 29, 2021									
		Jun-21	Parking Tick	cets: 0						
		Notes: resum	ied regular pa	atrols and ticketin						
	By-law Enforcement	in Mahone B	ay in June wit	th loosening of						
		public health	guidelines; p	rimarily parking						
١.,		education. G	athered curso	ory information on						
1		current adherence to civic address signage								
		regulations. Followed up on complaints								
		regarding smoking; garbage; and unsightly								
		premesis.								
	Police Services (founded &	Q4 2021	99	Calendar YTD: 99						
2	•	<b>Notes:</b> None								
	SUI occurrences)									
	Mahone Bay & District Fire	Jan-Mar	9	-						
3	-	Notes: MVCs	:: ]; Fire Alarm	ns: 5; Mutal Aid: 1;						
	Department	Other: 2								

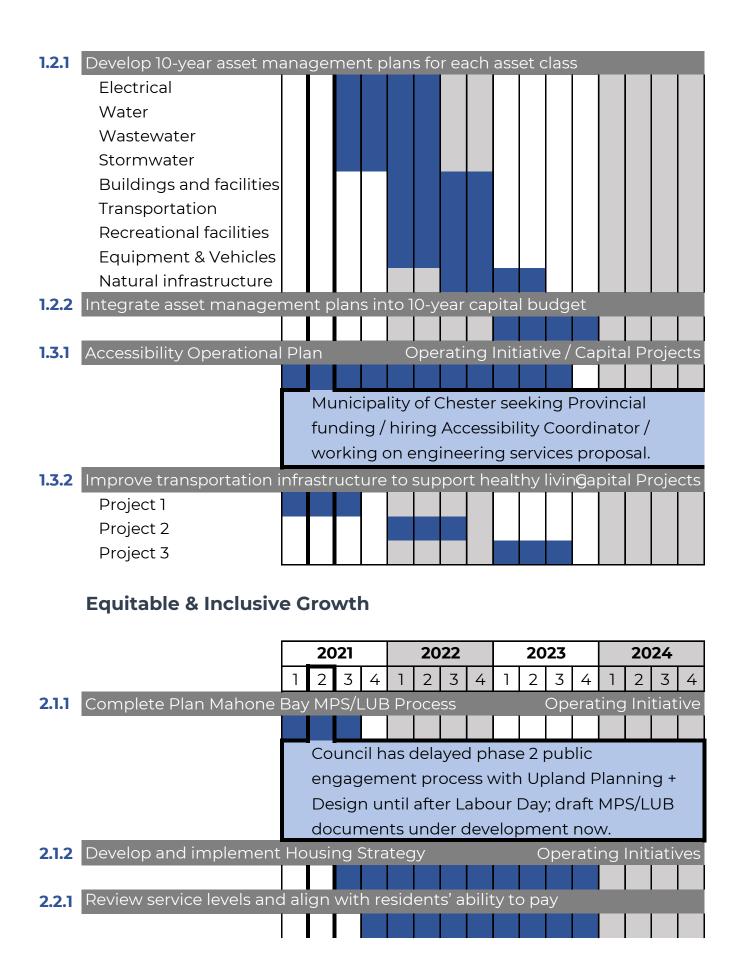
		1								
		Jan-Feb,	<u>45 Pleasant</u>	<u>45 Pleasant</u>						
		2021	Av. Speed 27 /	Av. Speed 25 /						
		2021	50 Kph	50 Kph						
4	Traffic (Speed Signage)	Mar-Apr,	83 Spruce	83 Spruce						
-		2021	Av. Speed 17 /	Av. Speed 17 /						
		2021	50 Kph	50 Kph						
		<b>Notes:</b> One s	ign currently in ι	ıse, purchase of						
		two signs an	ticipated in 2021-	22 budget.						
		Dec. 2020	77.60 YT	D: <b>774.4</b> 4						
5	Solid Waste (Tonnage)	Notes: Recyc	clables = 14.37; Or	ganics = 17.53;						
		Garbage/Oth	ner = 38.18; Cardb	oard = 7.52.						
		Leads: 50	Installatio	ns: 5						
6	HOME Program	<b>Notes:</b> Ambassador engagement (Oct-Nov								
"		2020) and installations to resume in 2021								
		when COVID-19 guidelines permit.								
		Pumped	Q4 (monthly average):							
			17,176,667 Litres							
7		Treated	Q4 (monthly av	average):						
<b>'</b>	Water Utility		15,165,667 Litres							
		Sold	Q4 (monthly av	erage):						
			5,549,300 Litres							
		Domestic	<b>Q4:</b> 2,638,308 kV	Vh; <b>YTD:</b>						
			6,727,676 kWh							
		Commercia	<b>Q4:</b> 263,053 kWł	n; <b>YTD:</b>						
8	Electrical Utility	ı	596,194 kWh							
		Industrial	<b>Q4:</b> 1,508,000 kV	Vh; <b>YTD:</b>						
			4,727,392 kWh							
-		-	ı							

s: 10;
s: 10;
s: 12;

# 2021-25 Strategic Plan - July 29, 2021

# **Sustainable Municipal Services**

					ı		20	22							20	<u> </u>	
			20				20				20				20	Т	
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
<b>1.1.1</b> Un	dertake water, wastev	vat	er &	ele	ectri	ical	rat	e st	udi	es	С	)pe	ratii	ng l	niti	iati\	/es
V	Vater																
V	Vastewater																
Е	Electrical																
			ARI	EΑ	con	du	cte	d st	and	ling	off	fer f	or r	ate	stu	ıdy	
			cor	rsul	ltan	its f	or N	ΛEL	Js S	pri	ng 2	202	1. Cı	urre	entl	V	
			wai								_						
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1.1.2 lm	plement initiatives to	incı											ratii	na l	niti	iati\	/es
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			Sta	ff re	eno	rt w	vith	rec	com	me	nd	atio	n (I	F\/ I	Hor	ne	
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	mplete water and was	stev	vate	er sy	yste	em (	alag	gnc	STIC	:S		pe	ratii	ng i	niti	ativ	/es
V	Vater																
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			Dis	trib	outi	on S	Syst	tem	ո Au	ıdit)	) pr	ovi	ded	to	Cou	ınci	il's
			July	y 13	th r	nee	etin	g.									
V	Vastewater																
<b>1.1.4</b> Str	rategically replace/upg	grac	de u	tilit	y in	fras	stru	ıctu	ire				Cap	oita	l Pr	oje	cts
F	Project 1																
F	Project 2																
F	Project 3																



<b>2.2.2</b> Explore shared services and partnerships for efficient service delivery
<b>2.2.3</b> Establish inclusive strategies for provision of municipal services
<b>2.2.4</b> Expand existing infrastructure to support planned growth Capital Projects
Project 1
Project 2
<b>2.3.1</b> Align staff capacity, capital and operating plans with strategic plan
2.3.2 Update policies and by-laws for effective governance and Plan implementation
2.3.3 Prioritize public engagement processes supporting Plan implementation
<b>2.3.4</b> Regularly review progress and continually improve strategic plan
Environmental Leadership

# **Environmental Leadership**

	1	ı				1								1		24	
			2021		2022			2023									
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
3.1.1	Community Greenhouse	e Ga	ıs (C	SHC	i) R	edu	ıcti	on A	4cti	on	Pla	pe	rati	ng	Init	iati	/es
3.1.2	Expand home heating p	rog	ram	า								Ор	erat	ting	Ini	tiat	ive
3.1.3	Expand electric vehicle c	har	gin	ıg ir	nfra	stru	ıctı	ıre					Са	pita	l Pr	oje	cts
			Eq	uip	me	nt r	ece	eive	d, ir	nsta	llat	ion	s to	be			
		completed by staff over next several weeks															
			(to	wn	hal	l, m	arii	าa, (	clai	rmo	ont	str	eet,	ME	BC, f	ire	
3.1.4	Invest in renewables (e.g	., CC	omr	mui	nity	′ sol	ar ç	gard	den	)			C	apit	al F	roje	ect
			Fe	der	al/P	rov	inc	ial f	unc	ding	g ac	COL	unc	em	ent	for	
			COI	mm	nun	ity s	sola	ır ga	arde	ents	s to	ok	plac	ce a	t M	ich	ael
			0'0	Con	nor	Me	emo	oria	l Ba	nds	star	nd J	July	8, 2	202	l <b>.</b>	
3.1.5	Support regional initiativ	es '	tha	t cc	ntr	ibu	te C	SHC	i red	duc	tio	pe	rati	ng	Init	iati	/es

3.2.1	Develop and implement	ро	licie	es/	by-	law	s sl	ıpp	orti	ng	ada	pta	tio	n m	eas	sure	es
3.2.2	Invest in infrastructure (	sho	relii	ne a	and	sto	rm	wat	er r	mar	nag	em	elit	)pit	al P	roje	ect
3.3.1	Urban Forest Managem	ent	Pla	n (ii	nclu	udir	ng p	oark	(s)			Оре	erat	ing	Ini	tiat	ive
3.3.2	Invest in infrastructure (	stra	igh	t pi	pes	) ar	nd la	and	ас	quis	sitic	ns	Ca	oita	l Pr	oje	cts
	Project 1																
	Project 2																
3.3.3	Encourage recognition (	of th	ne v	alu	e of	nat	tura	al as	sset	S	C	pe	rati	ng l	niti	iativ	/es

# 2021-22 Budget - Operating Initiatives - July 29th, 2021

╙				
ш		Budget	YTD	
	2021 4 +	\$12,000	\$0	Not Yet Begun
1	2021 Asset	Notes:		
	Management Project			
	A : I- : I : 4	\$25,000	\$0	Not Yet Begun
2	Accessibility Operational Plan	Notes:		
	Park Cemetery	\$4,000	\$0	Not Yet Begun
3	Mapping Project	Notes:		
		\$31,000	\$0	50%
4	MPS / LUB Update -	Notes: Currently	y underway with U	pland Planning and
	Year 2	Design.		
		\$30,000	\$0	Not Yet Begun
5	Housing Strategy Development	Notes:		
		\$60,000	\$0	Not Yet Beaun
6	Water System Diagnostics	Notes:		
		\$5,000	\$0	Not Yet Begun
7	Electric Utility Rate Study	Notes:		
		\$12,000	\$0	Not Yet Begun
	Electric Utility "Grow	Notes:	ΨΟ	Not let begun
8	the Load" Initiatives	11000		
		\$50,000	\$0	Not Yet Begun
9	Electrical System Diagnostics	Notes:		

# 2020-21 Budget - Capital Projects - July 29th, 2021

		Town Ge	neral	
		Budget	YTD	
		\$200,000	\$97,738.00	75%
_	Repair/Renovate	Notes: Project is	s in final stages. A f	final report on the
1	Town Hall Facility	project will be p	rovided to Counci	l on completion of
	•	work.		
	Transportation	\$120,000	\$1,059.00	5%
2	Project 2021-22	Notes: Work on	Cherry Lane (one-	way street)
	1 10,000 2021 22	anticipated in A	ugust (signage or	der underway now).
		\$4,000	\$0.00	Not Yet Begun
3	Security Cameras	Notes:		
		¢10.000	<b>#</b> 0.00	N . V . D
	Install New Sewer	\$10,000	\$0.00	Not Yet Begun
4	Services (as needed)	Notes:		
_	Replace Lift Station	\$12,000	\$0.00	Not Yet Begun
5	Pump (Small Pump)	Notes:		
		\$349,800	\$4,333.00	5%
	Sea Level Rise/Storm	Notes: Continui	ng 2020-21 operati	ing initiatve for
6	Protection	development of	educational mate	erials including 3D
	(Edgewater St.)	model, supporti	ng Coastal Action	pilot. Signage and
		project website	should be in place	e by end of July.
	Purchase EV for	\$30,000	\$0.00	Not Yet Begun
7	Demonstration	Notes:		
	Delliolizharioli			
		\$5,805,686	\$35.46	Not Yet Begun
	Solar Garden	Notes: AREA sta	iff prepared an sub	omitted
8	Development	Federal/Provinc	ial funding applica	ation.

		\$50,000	\$0.00	Not Yet Begun								
9	Fix/Repair Bayview	Notes: Staff hav	e prepared and su	ıbmitted Provincial								
9	Cemetery Fence	funding applica	ation.									
	Renovate Comfort	\$6,000	\$0.00	Not Yet Begun								
10	Station for Year	Notes: Staff hav	e prepared and su	ıbmitted Federal								
	Round Use	funding application.										
	Drill Well at VIC (as	\$10,000	\$0.00	Not Yet Begun								
11	needed)	Notes:										
		\$40,000	\$0.00	Not Yet Begun								
12	Lift Station Repairs	Notes:										
		\$10,000	\$0.00	Not Yet Begun								
13	Speed Signs	Notes:										
		\$32,000	\$3,959.00	75%								
7.		Notes: Project is	s in final stages of	completion with staff								
14	PAA Pilot Project	implementing the recommendations of the final										
		report.										
۱	\\\\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	\$12,000	\$0.00	Not Yet Begun								
15	Waste Receptacles	Notes:										
	Aguatia Cardon	\$20,000	\$0.00	Not Yet Begun								
16	Aquatic Garden Entrance	Notes:										
	Entrance											
		\$5,000	\$3,129.00	75%								
17	Wharf Repairs (as	Notes: Rockwai	l Repairs & Wheel	Guard Installed.								
	needed)											
		<b>#20.333</b>	<b>\$0.22</b>									
		\$20,000	\$0.00	Not Yet Begun								
18	Bandstand - Phase 3		• •	ıbmitted two of three								
		planned fundin	g applications.									

		\$15,000	\$0.00		75%
	Town Hall Furnishings	Notes: Fixtures have been purchases, but not yet			
19	- Furniture &	invoiced.			
	Equipment				
		<b>#</b> 50.000	<b>\$0.00</b>		
	Home Heating	\$50,000	\$0.00	Not Yet Be	egun
20	Program - Town	Notes:			
	Portion				
	Line Replacement -	\$448,350	\$0.00	Not Yet Be	eaun
21	Fairmont to Civic 794		on ICIP Funding		
	Main				
		\$1,355,725	\$0.00	Not Yet Be	egun
22	Line Replacement - Cherry Lane to Long		on ICIP Funding		
22	Hill Rd.		3		
	Tilli Ru.	<b>4167 F05</b>	40.00		
		\$163,705	\$0.00 on ICIP Funding	Not Yet Be	eaun
	Line Replacement -	rvotes. vvaiting	orren rananig		
23	Main St. West - Civic 5				
	to Civic 147				
		\$782,145	\$0.00	Not Yet Be	adin
24	Line Replacement - Long Hill Rd. to WTP		on ICIP Funding	NOT ICE D.	. Guii
	Line Extension - Main	\$132,965	\$0.00	Not Yet Be	egun
25	St. East - Civic 932 to	Notes: Waiting	on ICIP Funding		
	Civic 994				
		Fire Serv	vices		
	The Services				
		\$3,052,000	\$307,543.00		40%
		Notes: Construction of Phase 1 is well underway. The			
1	Build New Fire Station	addition of Phase 2 pushed back the timeline			
		marginally for an expected completion date of			
		February 2022			

		\$12,500	\$0.00	Not Yet Begun
2	New Digital Radio's and Pagers	Notes:		
		\$675,000	\$0.00	Not Yet Begun
3	Replace Pumper Truck	Notes: Staff are working on preparing a Tender document for procurement of a new Pumper Truck.		
		\$2,700	\$0.00	Not Yet Begun
4	iPads for Fire Vehicles	Notes:		
		\$15,600	\$0.00	Not Yet Begun
5	New Bunker Gear	Notes: As requir	red.	
		\$5,000	\$0.00	Not Yet Begun
6	BA Face Masks with Glasses	Notes:		
		Water U	tility	
	Connection of New	\$5,000	\$0.00	Not Yet Begun
1	Water Services	Notes: As required.		
	Replace Hydrants as	\$5,000	\$0.00	Not Yet Begun
2	Needed	Notes:		
_	Install Water Meters	\$3,000	\$0.00	Not Yet Begun
3	as Required	Notes:		
	Install Corrosion	\$10,000	\$0.00	Not Yet Begun
4	Coating in Chemical Room	Notes:		
5	Doodond Flyddin	\$13,000	\$0.00	Not Yet Begun
	Deadend Flushings - System Extremities	Notes:		

		\$4,000	\$0.00	Not Yet Begun
6	Install Security Cameras	Notes:		,
		¢2.500	\$0.00	
		\$2,500 Notes:	\$0.00	Not Yet Beaun
7	Install Level Control Valves	Notes.		
		\$3,000	\$0.00	Not Yet Beaun
8	Flow Meter at Water Treatment Plant	Notes:		
		\$5,000	\$0.00	Not Yet Begun
9	Rebuild Pump #1	Notes:		
	Repair Roof on Old	\$4,500	\$0.00	Not Yet Begun
10	Water Pump House	Notes:		
	Exterior Walls at	\$15,000	\$0.00	Not Yet Beaun
11	Water Treatment Plant	Notes:		
	Replace Compressor	\$9,500	\$0.00	Not Yet Begun
12	at Water Treatment Plant	Notes:		
	Line Replacement -	\$448,350	\$0.00	Not Yet Begun
13	Fairmont to Civic 794 Main	Notes: Waiting on ICIP Funding		
	Line Replacement -	\$1,355,725	\$0.00	Not Yet Begun
14	Cherry Lane to Long Hill Rd.	Notes: Waiting	on ICIP Funding	
	Line Replacement -	\$163,705	\$0.00	Not Yet Begun
15	Main St. West - Civic 5		on ICIP Funding	
	to Civic 147	3		
	Line Replacement -	\$782,145	\$0.00	Not Yet Begun
<b>16</b> Long Hill to Water Notes: Waiting on ICIP Funding Treatment Plant				

		¢172.065	\$0.00	Not Vot Bosum
	Line Extension - Main	\$132,965	<u> </u>	Not Yet Begun
17	St. East - Civic 932 to	Notes: Waiting	on ICIP Funding	
	Civic 994			
	CIVIC JJ+			
		\$100,000	\$0.00	Not Yet Begun
18	Service Extensions -	Notes: Waiting	on ICIP Funding	
	Fairmont St.		3	
		Electric l	Jtility	
	Pole / Line	\$25,000	\$0.00	Not Yet Begun
1	Replacement as	Notes: As requir	ed.	
	Required	·		
	New Lines from	\$60,000	\$0.00	Not Yet Begun
2	Longhill to	Notes:		
	Blockhouse			
	Pad Mount	\$100,000	\$0.00	Not Yet Begun
3	Transformers	Notes:		
	Replacement of	\$20,000	\$0.00	Not Yet Begun
4	Edgewater Street	Notes:		
	Lamps			
		\$11,000	\$0.00	Not Yet Begun
	New Digital Meters	Notes:		
5	(As Needed)			
	(As Needed)			
	Home Heating	\$50,000	\$0.00	Not Yet Begun
6	Program (Utility	Notes:		
	Portion)			
		<b>475.000</b>	<b>do 00</b>	
	New Transformers (As	\$35,000	\$0.00	Not Yet Begun
7	Needed)	Notes:		
	needed)			

# **Mahone Bay & District Fire Department**

Report from April 1 to June 30,2021

Please except this quarter repost as a written report as I'm on available to attend.

During this quarter the Department respond to 11 calls for assistance:

# **MVC'S (Motor Vehicle Collision)**

June 24 Clearland

#### **Fire Alarms**

May 23 Mahone Bay June 21 Mahone Bay

#### **Mutual Aid**

June 1 Martins River Garage Fire
June 3 Lunenburg Stand By @ Lunenburg Station
June 7 Western Shore Stand By @ Western Shore Station
June 11 Western Shore Stand By @ Western Shore Station

# **Medical Calls**

April 6 Cardiac Arrest Mahone Bay

# **Other Calls**

April 17 Tall Flames (Controlled Burn) Clearland May 23 Smoke Under Trailer/Side (Outside Electrical Outlet) Clearland It has been a good and safe year so far here's hoping it will stay that way. We have chose the officers of this year to be on the safety committee and we are working with Tim Bryan to improve our safety. The Fire Department society has been working with council to reach agreement for phase 2 which we are very pleased and thankful for this we are very excited and can't wait to move in, on the other note to give an update about the new fire engine from the truck committee the Fire Department body will be looking at the specs at next months meeting so after that the Truck committee will be reaching out to council. We had all of the fire trucks pump tested 2 weeks ago. The light at the end of the tunnel is getting brighter and brighter with COVID-19 restrictions slowly being lifted so the Fire Department can get back into full swing fundraising bingos, bottle drives, carwash etc.

Thank You Chief Connor Veinot



#### **Town of Mahone Bay**

Staff Report

RE: Proposed Amendment to Regional Emergency Management By-law June 24, 2021

#### **General Overview:**

This report is to provide Council with information on the Town's current Regional Emergency Management By-law as well as a recommendation to adopt an amended by-law.

#### Background:.

Staff received a report from the Angela Henhoeffer, Regional Emergency Management Coordinator (REMC), with a recommendation for Councils in the Lunenburg County REMO to amend their REMO By-laws as inconsistencies have been noted in the existing by-laws.

#### **Analysis:**

The recommendation from the REMC (attached) to update REMO By-laws in Lunenburg County noted that the 2017 Inter-Municipal Services Agreement is not referenced in the By-laws, as it should be, as well as a number of other inconsistencies.

Specific amendments in the attached draft by-law address the inclusion of the Town of Lunenburg in the Lunenburg County REMO, reference to the appropriate Minister and Deputy Minister, and providing more clarity surrounding the procedure for declaring a state of emergency, as well as addressing numbering errors and other examples of what would be considered housekeeping amendments.

# **Financial Analysis:**

There are no financial implications for the adoption of the attached draft amended by-law aside from the regular costs associated with advertising the draft by-law according to regulation.

# **Links to Strategic Plan:**

3.2 Governance to Meet Expectations of our Growing Communty

• Update policies and by-laws to support effective governance and strategic plan implementation

#### **Recommendation:**

It is recommended, that at the June 24, 2021 meeting of Council

THAT Council provide first reading of the draft REMO By-law and that a Public Hearing be set for July 29, 2021.

Respectfully submitted,

Maureen Hughes

Town Clerk and Deputy CAO



# BRIEFING NOTE TO COUNCIL FOR INFORMATION AND APPROVAL

#### **TOPIC / PURPOSE**

The Emergency Management Bylaw does not reflect the 2017 Inter-Municipal Services Agreement (IMSA) and there is no consistency between the bylaws of the five municipal units.

#### **BACKGROUND**

- The Nova Scotia *Emergency Management Act* states the **responsibility for the health and welfare of the public rests with the elected officials of a municipal government**. Every municipality must be prepared within its own capabilities to meet any threat that may arise from emergencies or disasters.
- Given the proximity and the ability to increase efficiency of resources among municipal units, a regional approach was taken.
- REMO is the Regional Emergency Management Organization and at different times the municipal units joined for shared services as it relates to emergency management through an Inter-Municipal Services Agreement (IMSA):
  - Municipality of the District of Lunenburg (MODL) and Town of Bridgewater (BW)
     January 10, 1994
  - Town of Mahone Bay (TOMB) and Municipality of the District of Chester (MOC) joined August 5, 2005
  - o Town of Lunenburg (TOL) joined January 18, 2017
- Following the IMSA being updated the municipal units need to update their internal Bylaw to reflect the changes. The current Emergency Management Bylaws were last updated:

o TOMB	Bylaw 10	January 13, 2015	Suggest small adjustments to
o BW	Chapter 13	August 11, 2014	Bylaw/Chapter
o MOC	Bylaw 146	April 13, 2014	Буїам/Спарсеі
o MODL	Bylaw 22	March 8, 2005	Suggest repeal and replace with new
o TOL	Bylaw 30	June 24, 1993	Bylaw

- Although the latest IMSA was signed by the five units in 2017, the letter was not sent to Municipal Affairs and therefore the province continued to recognize the REMO being made up of four municipal units.
  - On April 12, 2021, the Province approved the amended IMSA dated January 18, 2017 for the regional structure to reflect all five units.

#### **INTER-MUNICIPAL SERVICES AGREEMENT**

- The IMSA outlines the purpose of REMO to provide for the planning and coordinated response to an emergency occurring within Lunenburg County.
- MODL is the Host Municipality for the Emergency Coordination Centre (ECC) and is responsible of the financial, minute taking/reporting, insurance, and the home of the Emergency Management Coordinator (EMC) (Chester is the secondary ECC).
- Each municipality must have an Assistant Emergency Management Coordinator (AEC).



• The budget for REMO is divided based on uniform assessment, budget is presented by February 1 each year and is approved by two municipal units representing at least 51%.

#### REMO ADVISORY COMMITTEE (REMAC)

- The REMO Advisory Committee is responsible for the direction and management of emergency preparedness activities and advises the appointing Councils.
- Mayor/Warden plus one elected official (or alternate) represents each municipal unit, each person having one vote. Quorum for meetings shall be 50% plus one.
- Per Section 9(b) of the *Act*, "The Minister may designate a combination of municipalities or parts thereof as a municipality for the purpose of this Act", allowing REMO Advisory to vote on behalf of its Councils without having items having to go to individual Councils.
- There has been one State of Local Emergency (SOLE) declared for the Hebbville area flooding on May 25, 2005.

#### **KEY CONSIDERATIONS**

- TOMB, BW, and MOC updated their bylaws in 2014/15 therefore only small suggestions were requested for accuracy and consistency to include the latest addition of TOL.
- MODL and TOL have the most outdated bylaws and do not reflect the latest IMSA therefore the suggestion is to repeal and replace the existing bylaws.

#### RECOMMENDATION

It is recommended that Council amend, or repeal and replace their existing Bylaw.

**ATTACHMENT(S):** Inter Municipal Services Agreement dated January 18, 2017

Approval Letter from the Province dated April 12, 2021

Regional Emergency Management Bylaw DRAFT

**CONTACT:** Angela Henhoeffer, Regional Emergency Management Coordinator

(902) 930-1085 or Angela. Henhoeffer@modl.ca

Town of Mahone Bay

# Regional Emergency Management By-Law

By-Law #10

#### **SECTION 1: GENERAL**

1. This By-Law may be cited as the "Regional Emergency Management By-Law" to render mutual aid and joint provisions of services and facilities to provide for a prompt, effective and coordinated response to an emergency within the territories of the participating Municipalities of the Municipality of the District of Lunenburg, the Municipality of the District of Chester, the Town of Bridgewater and the Town of Mahone Bay.

#### **SECTION 2: DEFINITIONS**

- 1. In this By-Law,
  - a. "Act" means the *Emergency Management Act,* R.S.N.S. 1990, as amended from time to time;
  - b. "State of Emergency Regulations" means regulations approved by the Governor in Council by Order in Council 92-61, Regulation 17/92, as amended from time to time;
  - c. "Agreement" means the Inter-Municipal Emergency Services Agreement, dated April 15, 2011, among the participating Municipalities and as amended from time to time;
  - d. "Minister" means the Minister of Justice of the Province of Nova Scotia;
  - e. "Deputy Minister" means the Deputy Minister of Justice of Nova Scotia;
  - "Councils" means the Councils of the participating Municipalities (Municipality of the District of Lunenburg, the Municipality of the District of Chester, the Town of Bridgewater and the Town of Mahone Bay);
  - g. "Region" means all territories within the participating Municipalities;
  - h. "State of Local Emergency" means a state of local emergency declared (renewed or terminated) by the Council, Mayor or Warden of a participating Municipality;
  - i. "Regional Emergency Operations Center" (REOC) means the REMO operations centers as established, equipped and serviced per the Agreement;

#### SECTION 3: RESPONSIBILITIES FOR EMERGENCY MANAGEMENT

- 1) The Councils, in accordance with the Agreement;
  - a) shall appoint and maintain a Regional Emergency Management Organization (REMO) responsible for the planning and the coordination of emergency services delivery and consisting of a Regional Emergency Management Advisory Committee (REMAC), a Regional Emergency Management Planning Committee (REMPC), a Regional Emergency Management Coordinator (REMC) and for each participating Municipality, an Assistant Emergency Coordinator (AEC);

- b) declare, renew or terminate a State of Local Emergency, as outlined in the Regulations as may be required and if unavailable in a timely manner, permit the Mayor/Warden of the affected participating Municipality(s) to make such declarations;
- shall cause the Emergency Management Plan or any part thereof to be implemented and may do
  everything necessary for the protection of property and the health or safety of persons pursuant
  to Section 14 of the Act;
- d) may appropriate and expend monies to pay reasonable expenses of members of the REMO and to fulfill the terms and conditions of any agreement approved by the Councils;
- 2) The REMAC, in accordance with the Agreement;
  - a) is responsible during a State of Local Emergency for the executive direction and management of emergency plans and activities within the Region and for advice to Councils pursuant to the Act;
  - b) recommends to Councils, Mayor or Warden, the Declaration (Renewal and Termination) of a State of Local Emergency, as outlined in the State of Emergency Regulations;
  - c) shall deliver a copy of any signed Declaration (Renewal and Termination) of a State of Local Emergency to the Emergency Management Office of Nova Scotia and the Minister and ensure that such Declarations are communicated effectively to the people of the area(s) affected;
  - e. with the approval of Councils may enter into agreements with the Government of Canada, the Province of Nova Scotia, a municipality, city or town, or any other agency or any person;
- The REMC, as appointed by the REMAC, in accordance with the Agreement;
  - a) shall chair the REMPC and co-ordinate, prepare and maintain emergency management plans;
  - b) shall, pursuant to Section 10 A of the Act, inform the Emergency Management Office (EMO) of any real or anticipated event or emergency and upon activation of a REOC or the Declaration of State of Local Emergency, prescribe, as necessary, duties to be fulfilled by employees, servants and agents of the municipality and co-ordinate REOC activities with the EMO;
- 4) The REMPC in accordance with the Agreement;
  - a) shall include, but not be limited to, persons responsible during an emergency to provide health, law enforcement, fire, utilities, communications, transportation, public works, financial, legal or other essential community services;
  - b) shall provide recommendations to the REMC for the purpose of the development of regional emergency management plans, policy and procedures for the Region and provide briefings as requested by Council;

## SECTION 4: RESPONSIBILITIES OF OTHERS IN A STATE OF LOCAL EMERGENCY

Following the Declaration of a State of Local Emergency and for the duration of such, every councillor, employee and agent of the participating Municipality who has a key role in the execution of the emergency management plans shall fulfil such duties as may be required according to the emergency plans.

#### **SECTION 5**

The existing Emergency Measures By-Law #10 of the Town of Mahone Bay (2006) is hereby repealed upon the coming into effect of this By-Law.

C. Joe Feeney Mayor

ames A. Wentzell, CAO

#### Clerk's Notation

FIRST READING:	November 27, 2014
"NOTICE OF INTENT" PUBLICATION:	December 10, 2014
SECOND READING:	January 13, 2015
MINISTERIAL APPROVAL:	·
DATE OF PUBLISHING:	January 21, 2015
FORWARDED TO THE MINISTER:	January 23, 2015
FORWARDED TO TOWN WEBSITE:	January 22, 2015



# Regional Emergency Management By-law

#### 1.0 General

This By-law may be cited as the "Regional Emergency Management By-law" to render mutual aid and joint provisions of services and facilities to provide for a prompt, effective and coordinated response to an emergency within the territories of the participating municipalities of the Municipality of the District of Lunenburg; the Municipality of the District of Chester; the Town of Bridgewater; the Town of Mahone Bay, and the Town of Lunenburg.

#### 2.0 Definitions

#### In this By-law:

- a) "Act" means the *Emergency Management Act*, S.N.S., 1990, as amended from time to time;
- b) "State of Emergency Regulations" means regulations approved by the Governor in Council by Order in Council 92-61, Regulation 17/92, as amended from time to time;
- c) "Agreement" means the Inter-Municipal Emergency Services Agreement, dated January 18, 2017, among the participating Municipalities and as amended from time to time:
- d) "Minister" means the Minister responsible for Emergency Management of the Province of Nova Scotia;
- e) "Deputy Minister" means the Deputy Minister responsible for Emergency Management of the Province Nova Scotia;
- f) "Councils" means the Councils of the participating Municipalities (Municipality of the District of Lunenburg, the Municipality of the District of Chester, the Town of Bridgewater, the Town of Mahone Bay, and the Town of Lunenburg);
- g) "Region" means all territories within the participating Municipalities;
- h) "State of Local Emergency" means a state of a local emergency declared, renewed, or terminated by the Council, Mayor, or Warden of a participating Municipality;

i) "Regional Emergency Operations Centre (REOC)" means the Regional Emergency Management Organization (REMO) operation centre as established, equipped, and serviced per the Agreement.

## 3.0 Responsibilities for Emergency Management

- 3.1 The Councils, in accordance with the Agreement:
  - a) shall appoint and maintain a Regional Emergency Management Organization (REMO) responsible for the planning and the coordination of emergency services delivery and consist of:
    - i. a Regional Emergency Management Advisory Committee (REMAC);
    - ii. a Regional Emergency Management Planning Committee (REMPC);
    - iii. a Regional Emergency Management Coordinator (REMC); and
    - iv. for each participating Municipality, an Assistant Emergency Coordinator (AEC);
  - b) declare, renew, or terminate a State of Local Emergency, as outlined in the State of Emergency Regulations as may be required and if unavailable in a timely manner, permit the Mayor or Warden of the affected participating Municipality(s) to make such declarations;
  - c) shall cause the Emergency Management Plan or any part thereof to be implemented and may do everything necessary for the protection of property and the health and safety of persons pursuant to Section 14 of the *Act*;
  - d) may appropriate and expend monies to pay reasonable expenses of members of REMO and to fulfill the terms and conditions of any agreement approved by the Councils;
- 3.2 REMAC, in accordance with the Agreement:
  - a) is responsible during a State of Local Emergency for the executive direction and management of emergency plans and activities within the Region and for advice to Councils pursuant to the *Act*;
  - b) recommends to Councils, Mayor or Warden, the declaration, renewal, or termination of a State of Local Emergency as outlined in the State of Emergency Regulations;
  - c) shall deliver a copy of the signed Declaration, Renewal, or Termination of a State of Local Emergency to the Nova Scotia Emergency Management Office (NS EMO) and the Minister and ensure that such Declarations are communicated effectively to the people of the area(s) affected;

- d) with the approval of Councils, may enter into agreements with the Government of Canada, the Province of Nova Scotia, a municipality, city or town, or any other agency or any person;
- 3.3 REMC, as appointed by the REMAC, in accordance with the Agreement:
  - a) shall chair the REMPC and coordinate, prepare, and maintain emergency plans;
  - b) shall, pursuant to Section 10A of the *Act*, inform the Nova Scotia Emergency Management Office of any real or anticipated event or emergency and upon activation of an REOC or the Declaration of State or Local Emergency, prescribe, as necessary, duties to be fulfilled by employees, servants, and agents of the municipality and coordinate the REOC activities with NS EMO;
- 3.4 REMPC in accordance with the Agreement:
  - a) shall include, but not be limited to, persons responsible during an emergency to provide health, law enforcement, fire, utilities, communications, transportation, public works, financial, legal, or other essential community services;
  - b) shall provide recommendations to REMC for the purpose of the development of regional emergency management plans, policy and procedures for the Region, and provide briefings as requested by Council.

## 4.0 Responsibilities of Others in a State of Local Emergency

Following the Declaration of a State of Local Emergency and for the duration of such, every Councillor, employee, and agent of the participating Municipality who has a key role in the execution of the emergency management plans, shall fulfill such duties as may be required according to the emergency plans.

# 5.0 Rules and Responsibilities

Previously adopted versions of The Town of Mahone Bay Emergency Management Bylaw are hereby "repealed and replaced" or "amended" upon the effective date of the adoption of this "Regional Emergency Management" By-law.

#### 6.0 Force and Effect

This by-law is effective upon publication.

David W. Devenne, Mayor		Maureen Hughes, Town Clerk	
	s to certify that the foregoing is a true co ing of the Council of the Town of MAHON , 2021.	py of a by-law passed at a duly convened NE BAY, held on the day of	
	under the hand of the Mayor and the Tonis, 2021.	own Clerk and seal of the Town of Mahone	
	First Reading:		
	"Notice of Intent" Publication:		
	Second Reading:		
	Ministerial Approval:		
	Date of Publishing:		
	Forwarded to the Minister:		
	Forwarded to Town Website:		



Town of Mahone Bay Staff Report Re: Smart Charger Pilot Program July 29, 2021

#### **General Overview:**

The purpose of this report is to provide Council with supplementary information on the previously proposed Smart Home Charger Pilot Program.

#### **Background:**

On March 25<sup>th</sup>, 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 27<sup>th</sup>, 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.

## **Analysis:**

# Smart Home Charging Pilot Program

Staff are proposing a Home Charging Pilot Program for up to five EV owners in Town. This will aid the utility (and other AREA utilities) 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. Staff will ask EV owners if they would like to participate in the Program, on behalf of AREA, proposing the Town supply the home charger for the utility to control at \$950 + tax each, while the homeowner pays for installation. This pilot program also facilitates Action #10 of the GHG Plan which is to encourage vehicle electrification.

Town and AREA Staff also hope to incorporate home chargers in future expansions of the HOME Heat Pump Program. This Pilot program offers staff and the utility the opportunity 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.

# <u>Supplementary Information</u>

Why Mahone Bay?

AREA communities are constantly pursuing new innovation ideas and projects that all three communities could learn and benefit from. Ideally this Home Charging Pilot Program could be implemented in all three Towns. Staff are proposing to begin the Pilot Program here in Mahone Bay to support and encourage EV adoption by residents (for example, staff have heard from two new electric vehicle owners who are excited about their purchase and wondering when and where they'll be able to charge around Town). This Pilot Program will provide valuable insight from the utility side about how to manage the additional loads associated with car charging and charging times to best suit the utility for customer supply and renewable energy production. The results observed from this pilot program will help inform the other AREA communities. Over 80% of charging takes place at home and with a standard or "dumb" charger the owner typically plugs in the charger upon arrival at home, which often means during peak load hours (which is the least desirable for the utility).

#### Who will own the unit?

Staff propose a 3-year program during which the charger would remain the property of the Town and at the end of which it ownership would transfer to the customer. The customer must also agree to pay for installation and allow the utility to control when the car can charge. For example, if the car is plugged in all day, the utility may not want it charging during peak workday hours, it could begin a slow charge in the evening, and a faster charge through the night. If an owner moves out of the Mahone Bay Utility service territory before the completion of the 3-year period, they will be charged a pro-rated charge for the charging unit.

# Would this Program be further rewarding wealthier residents?

Electric vehicles are becoming more affordable, supported by provincial and federal rebates (currently offering \$7,500 in savings), and used electric vehicles are also becoming widely available; while early adopters of electric vehicles are likely to be wealthier than the average resident – though there are of course exceptions – the Town's Community GHG Reduction Action Plan targets 30% adoption of electric vehicles by 2030, 60% by 2040, and 100% by 2050, so this Program – helping the utility to manage EV charging loads - is to the benefit of all residents (and utility customers).

AREA staff have also heard from new EV owners that the purchase of their vehicle might have stretched their budget to such an extent that they could not afford to purchase a "smart" charging station and therefore will rely on the standard charger (which as noted is not desirable for the utility).

## Financial Analysis:

On May 27<sup>th</sup>, 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 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.

### **Climate Analysis:**

## 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. 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 charger during this time, it could make use of that energy produced that would not normally be used, or stored.

# **Links to Strategic Plan:**

# 3. Environmental Leadership:

Implement community Greenhouse Gas (GHG) Reduction Action Plan

#### **Recommendation:**

It is recommended,

THAT Council

Direct Staff to Initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.

Respectfully submitted,

**Katherine Dorey** 

Katherno Docey

**Climate and Energy Program Manager** 



#### **Town of Mahone Bay**

Staff Report RE: 2021-22 Business Plan July 29<sup>th</sup>, 2021

#### **General Overview:**

This staff report is intended to present to Council the draft 2021-22 Business Plan for the Town of Mahone Bay.

#### **Background:**

Developed by staff in accordance with the Council's 2021-25 Strategic Plan (adopted by Council June 3<sup>rd</sup>, 2021), as well as the Town's 2021-22 Budget (approved May 27<sup>th</sup>, 2021), the 2021-22 Business Plan aligns the work of Town Departments (CAO, Administration, Finance, Climate & Energy, Electrical, Water / Wastewater, and Public Works & Transportation) with Council's priorities for the year.

Business plans are presented annually by staff following the conclusion of the annual budget process. The approval of this document by Council completes an annual cycle which begins with Council's review of the strategic plan in Feb/Mar and includes the operating and capital budget process in Apr/May.

The annual Business Plan serves as reference document for Council, staff and the public. Once approved by Council, annual Business Plans will be available to the public, presented on the Town's website along with the annual Budgets.

#### **Analysis:**

The draft 2021-22 Business Plan for the Town of Mahone Bay is attached as Appendix A.

#### **Financial Analysis:**

The 2021-22 Business Plan for the Town of Mahone Bay outlines the plans for the deployment of existing resources to achieve Department objectives to ensure effective use of Town resources in line with Council's direction. There are no additional costs associated with the 2021-22 Business Plan.

#### **Climate Analysis:**

The 2021-22 Business Plan reflects Council's climate priorities as set out in Council's 2021-25 Strategic Plan.

# Strategic Plan:

- 2.3 Governance to Meet Expectations of our Growing Community
  - Align staff capacity, capital and operating plans with strategic plan

#### **Recommendation:**

It is recommended,

THAT Council approve the 2021-22 Business Plan as presented.

#### **Attached for Council Review:**

• Draft 2021-22 Business Plan

Respectfully Submitted,

Dylan Heide

Town of Mahone Bay CAO





# 2021-22 BUSINESS PLAN

July 29, 2021 DRAFT

# 2021-22 Business Plan

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# **Chief Administrative Officer's Message**

This is the Town's third annual business plan, following a year characterized by the global COVID-19 pandemic. While the pandemic closed the doors at Town Hall, staff continued to provide needed services to residents, working remotely where possible and always in accordance with Provincial health guidelines. Adapting to changing circumstances has inspired us in the ways we work effectively and efficiently as a staff team and in 2021-22 we will prioritize the incorporation of the lessons of 2020-21 – ideas generated by staff – into our processes and practices.

The Fall of 2020 saw municipal elections and a new group of Council members take their seats (via videoconference). The new Council hired Uprise Consulting to facilitate the development of a new 2021-25 Strategic Plan with Council Members and staff (the prior having run its course); the 2021-25 Strategic Plan was adopted by Council on June 3<sup>rd</sup>, 2021 and will be reviewed annually.

The strategic plan and annual budget, combined with this business plan, provide numerous benefits including:

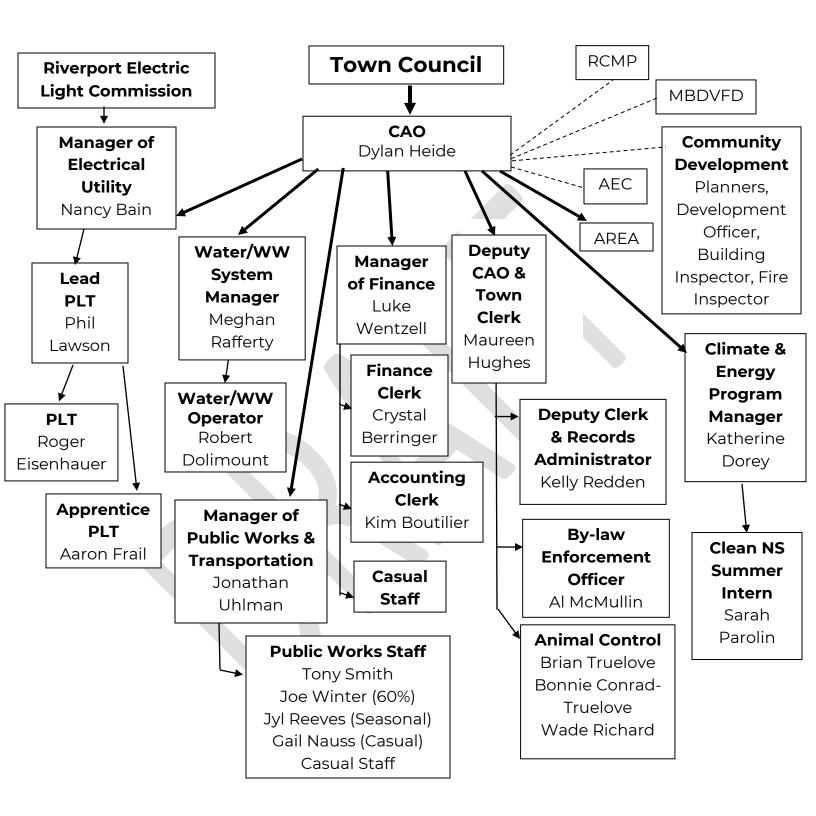
- Improving Council's strategic control over Town operations;
- Establishing a professional operating environment to support staff effectiveness;
- Increasing openness and transparency to the public; and,
- Improving organizational resilience to emergencies, unanticipated costs, staff turnover, etc.

# **Plan Introduction & Department Structure**

Developed by staff in accordance with the Council's 2021-25 Strategic Plan (adopted by Council June 3<sup>rd</sup>, 2021), as well as the Town's 2021-22 Budget (approved May 27<sup>th</sup>, 2021), the 2021-22 Business Plan aligns the work of Town Departments (CAO, Administration, Finance, Climate & Energy, Electrical, Water / Wastewater, and Public Works & Transportation) with Council's priorities for the year.

Business plans are presented annually by staff following the conclusion of the annual budget process. The approval of this document by Council completes an annual cycle which begins with Council's review of the strategic plan in Feb/Mar and includes the operating and capital budget process in Apr/May.

The annual Business Plan serves as reference document for Council, staff and the public. Once approved by Council, annual Business Plans will be available to the public, presented on the Town's website along with the annual Budgets.



# 2021-22 TOWN OF MAHONE BAY BUSINESS PLAN

CAO	Administration	Fina	ince
Core Function: Staff Management	Core Function: Council Support	Core Function: Assessment Roll, Taxation and Billing	Core Function: Annual Audit Preparation / Support
Core Function: Contract Management	Core Function: By-law and Policy Development	Core Function: Accounts Receivable / Collections	Core Function: Insurance
Core Function: Strategic Direction	Core Function: Communications and Public Engagement	Core Function: Utility Accounts and Billing	Core Function: External Reporting Requirements
Core Function: Communications	Core Function: Budget Initiatives and Projects	Core Function: Accounts Payable	Core Function: Inventory Management
Core Function: Public Safety / Traffic Authority	Core Function: Development of Internal Documents	Core Function: Payroll and Benefits	Core Function: Administration of Permits
Special Mandate: Accessibility	Core Function: By-law Enforcement	Core Function: Cemetery Administration	Core Function: Support for Capital Projects
Special Mandate: Safety Program Implementation	Special Mandate: Park Cemetery Mapping Project	Core Function: Budgeting and Reporting	Core Function: Journal Entries and Reconciliations
<b>Special Mandate:</b> Major Projects	Special Mandate: Capacity and Effectiveness Initiative	Special Mandate: Setup Accountability Codes	Special Mandate: Implementation of PO Module
Special Mandate: Capacity and Effectiveness Initiative	Special Mandate: Implementation of Record Mgmt. System	Special Mandate: Separation of Cemetery Ledger	Special Mandate: Capacity and Effectiveness Initiative
Special Mandate: Asset Management	Special Mandate: Safety Program Implementation	<b>Special Mandate:</b> EFT for AP Setup	Special Mandate: Asset Management

Climate	Public Works	Electrical	Water/WW
Core Function: Customer Initiatives and Engagement	Core Function: Streets and Sidewalks	<b>Core Function:</b> Electrical Power Supply	Core Function: Source Water Protection
Core Function: Monitor & Implement GHG Plan	Core Function: Stormwater Management	Core Function: Service Extensions	Core Function: Drinking Water Treatment
Core Function: Special Projects Management	Core Function: Parks and Greenspaces	Core Function: Electrical Inspections	Core Function: Water Distribution and Hydrants
Core Function: Asset Management (GIS Coordination)	Core Function: Facilities	Core Function: Street Lighting	Core Function: Water Quality Monitoring
Special Mandate: Natural Asset Management	Core Function: Support for Utilities	<b>Special Mandate:</b> System Upgrades on Main St.	Core Function: Wastewater Collection
Special Mandate: Asset Management (Reporting System)	Special Mandate: Local Improvements	<b>Special Mandate:</b> EV Charger Installations	Core Function: Wastewater Treatment
Special Mandate: Community Solar Garden Project	Special Mandate: Special Projects	Special Mandate: Transformer testing and replacement	<b>Special Mandate:</b> Water System Loss Reduction Project
Special Mandate: Home Heating Programs	Special Mandate: Capacity and Effectiveness Initiative	Special Mandate: Capacity and Effectiveness Initiative	Special Mandate: Capacity and Effectiveness Initiative
Special Mandate: Shoreline Improvement	Special Mandate: Safety Program Implementation	Special Mandate: Safety Program Implementation	Special Mandate: Safety Program Implementation

# **Chief Administrative Officer (CAO)**

The Town's Chief Administrative Officer (CAO) is Dylan Heide. The CAO reports directly to Council, leads and manages the Town's administrative functions and is responsible for all Town staff. It is the duty of the CAO to inform, support, and guide the Town Council in the development and evaluation of strategic directions, policies and priorities.

Department heads (Administration, Finance, Water/Wastewater, Electrical, and Public Works & Transportation) report to the CAO who is also responsible for managing intermunicipal partnerships including the Municipal Joint Services Board (MJSB), Regional Emergency Management Organization (REMO), Alternative Resources Energy Authority (AREA), and Town/RELC Utility Shared Service Advisory Committee, and contracting relationships such as that with the Municipality of the District of Chester (MODC) for the provision of community development services. Climate and Energy Outreach Coordinator Katherine Dorey and Clean Nova Scotia summer intern Sarah Parolin (the Town's Climate & Energy Division detailed below) also report to the CAO.

Special Mandate / Core Function	Activities
Core Function: Staff Management	Overall Management of Town Staff / Oversees Management Team. Management / Employee Relations.
Core Function: Contract Management	Management of intermunicipal partnerships (MJSB, REMO, AREA, Riverport Electric) and contracting relationships (MODC - development services, etc.).
Core Function: Strategic Direction	Strategic Advice to Council (Strat. Plan development/amendment). Preparation of Staff Reports / Council Reports. Support for Council Advisory Committees. Financial Planning & Budgeting (2021-22 budget with Finance). Procurement for Major Town Projects. Oversight of landuse planning processes include MPS/LUB review. Liaising with Town Solicitor on matters of legal significance.

Core Function: Communications  Core Function: Public Safety / Traffic Authority	Communication with residents, stakeholders, partners, clients, etc Oversight of Media / Social Media contact / outgoing Correspondence. FOIPOP / PIIDPA Coordinator.  Oversight and recommendations to council, speed / traffic counting, development of Transportation projects with Manager of Public Works & Transportation. Coordination of fire service operations with MBDFD with Manager of
Special Mandate:	Finance. EMO coordination / planning.  Oversee Town's compliance with new
Accessibility	Accessibility Act and Lunenburg County
Strat Plan Links – 1.3	Accessibility Plan, including the development of the associated Mahone Bay Accessibility Operational Plan.
Special Mandate:	Oversight of safety program development
Safety Program	and implementation process with all
Implementation	Departments. Development of HR/policy components with Administration Dept.
Strat Plan Links – 2.3	Coordination with Safety Representative.
Special Mandate:	Oversight of Major Projects - Facilities
Major Projects	Projects (Fire Station, Town Hall), Water/Wastewater Projects, Shoreline
Strat Plan Links - Numerous	Project, additional capital projects and operating initiatives (Plan Mahone Bay process, Housing Strategy development, electrical utility rate study). Funding applications, procurement activities, management of contracts, public engagement and consultations in relation to approved projects, etc
Special Mandate:	Improve staff capacity and operational
Capacity and Effectiveness Initiative	effectiveness with all Departments prioritizing:
Lifectiveriess irritiative	Phontizing. ■ Management of Work Orders
Strat Plan Links – 2.3	<ul><li>Shared Document Access</li><li>Calendar Coordination</li><li>Process Improvement</li></ul>
Special Mandate:	Support for AM initiatives / Committee
Asset Management	(CAO Participation on Committee) / AIM
Strat Plan Links – 1.2	Network Cohort 2.0 participation.

# **Administration**

The Town's Administration Department is comprised of Town Clerk / Deputy CAO Maureen Hughes and Deputy Clerk / Records Administrator Kelly Redden, along with part-time By-Law Enforcement Officer Al McMullin. The Department provides administrative support to the Town Council as well as to other Town Departments. The Deputy CAO also serves as the Town's RCMP liaison.

Special Mandate / Core Function	Activities
Core Function: Council Support	<ul> <li>Council Agendas, Meeting Packages, Minutes</li> <li>Receiving, Filing, and Sending Correspondence</li> <li>Preparation of reports, memoranda, etc.</li> <li>Support for Various Committees</li> <li>Documents for training and best practices</li> <li>Maintenance of Official Records</li> </ul>
Core Function: By-law and Policy Development	<ul> <li>Creation of new By-laws and Policies</li> <li>Research and communication with other units</li> <li>Review / amendment of By-laws and Policies</li> <li>Respond to inquiries from Council, staff, public</li> </ul>
Communications and Public Engagement	☐ Respond to phone, email, in-person inquiries ☐ Publication of Mayor's Newsletter ☐ Preparation of media releases ☐ YouTube – Council videos and others if required ☐ Coordination of Public Information Sessions, Hearings, and other engagement activities. ☐ Municipal Awareness Week
Core Function: Projects	<ul><li>Coordinate with Community Initiatives</li><li>Project management</li><li>External Funding Applications</li></ul>
Core Function: Development of Internal Documents	<ul> <li>Development of HR Policies and Procedures</li> <li>Development of orientation material for new staff and Council members.</li> <li>Development of new forms and templates.</li> </ul>
<b>Core Function:</b> By- Law Enforcement	<ul> <li>Consistent enforcement of the Town's by-laws (including animal control by-laws)</li> <li>2021-22 priorities: enforcement training program development, special events plans, JEIN vehicle owner information) implementation.</li> </ul>

Special Mandate:	Develop database identifying each point in
_	Park Cemetery (owner and interment)
Park Cemetery	☐ GIS mapping of plots
Mapping Project	Photographs of monuments linked to GIS map
Strat Plan Links – 1.2	$\square$ Develop an online map for the public (to
Strat Plan Links - 1.2	support plot sales and/or genealogical research)
Special Mandate:	Improve staff capacity and operational
Capacity and	effectiveness with all Departments prioritizing:
Effectiveness	<ul><li>Management of Work Orders</li></ul>
Initiative	<ul><li>Shared Document Access</li></ul>
Strat Plan Links –	<ul><li>Calendar Coordination</li></ul>
2.3	<ul> <li>Process Improvement</li> </ul>
Special Mandate:	Amend Records Management Manual
Implementation of	☐ Complete Filing Upgrade
New Record Mgmt.	1 Complete Filling Opgrade
System	Develop database for enforcement actions
Strat Plan Links –	☐ Implement File Sharing
2.3	1 implement the sharing
	Department participation in safety program
Special Mandate:	development and implementation.
opesiai iliailaatei	Development of safety policies.
Strat Plan Links –2.3	

# **Finance**

The Finance Department is comprised of Manager of Finance Luke Wentzell, along with Finance Clerk Crystal Berringer and Accounting Clerk Kim Boutilier, occasionally supplemented by casual staff. The Finance Department provides direct customer service to the public, oversees the Town's accounts, working closely with Council and other departments, and is responsible for all external financial reporting including the annual audit.

Special Mandate / Core Function	Activities
Core Function: Assessment roll, taxation and billing	Maintain assessment roll and monitor appeals. Conduct bi-annual tax billing. Collect rental and lease income from Townowned properties.
Core Function: Accounts Receivable / Collections	Conduct yearly tax sale. Oversee tax payment arrangements. Send arrears notices. Oversee collections on outstanding accounts.
Core Function: Utility Accounts and Billing	Maintain utility accounts. Conduct monthly and bi-monthly water and electrical billings. Oversee connection and disconnection requests. Issuing utility arrears / cut off notices. Sending closed accounts to collections.
Core Function: Accounts Payable	Oversight of invoice filling. Preparation of weekly and special cheque runs.
Core Function: Payroll and Benefits	Processing bi-weekly payroll. Administer employee benefits such as Pension Plan, Medical/Dental Benefits
Core Function: Cemetery Administration	Process cemetery transactions for new plot sales/interment fees. Maintain records of purchased burial plots. Provide administrative support to Cemetery Commission.
Core Function: Budgeting and reporting	Preparation of YTD Quarterly financial reports regarding budget implementation. Development of operating and capital budgets including a 10-year Capital Investment Plan (CIP)

Core Function: Annual audit preparation / support Core Function: Insurance	Preparation and support for external audit. Participation on Audit Committee; new Audit Committee requirements.  Liaise with insurance provider when required (i.e. annual renewal, submitting claim)
Core Function: External reporting requirements Core Function:	Filing FIR, SOE, CIP, Gas Tax (AER), GST/HST and other Provincial and Federal required information.  Maintain accurate records of inventory for
Inventory Management Core Function:	the Water, Wastewater, and Electric Utlities
Administration of Permits	Receive and process various permit applications such as facility use, temporary vending, burial, building, and development permits
Core Function: Support for Capital Projects	Staff setup the various financing/borrowing requirements for Capital Projects, and prepare both internal status reports, as well as external reports to various stakeholder parties.
Core Function: Journal entries and reconciliations	Monthly bank reconciliations. Preparation of journal entries and review of general ledger.  Daily cash balance.
Special Mandate: Setup Accountability Codes Strategic Plan Links: 2.3	Setup accountability codes in PROCOM to allow for segregated reporting directly from Procom, to support annual budget process / improve related financial reporting.
Special Mandate: Separation of Cemetery Ledger Strategic Plan Links: 2.3	Staff are working to create a segregated chart of accounts for Bayview and Park Cemeteries which will allow for more accurate and timely financial reporting.
<b>Special Mandate:</b> EFT for AP Setup	Improve staff's ability to send quick and timely payment to the various vendors the Town purchases goods and services from.
Strategic Plan Links: 2.3	

Create the ability for Purchase Orders to be created electronically to ensure proper sign off and to enhance the timeliness of information being captured in the Town's Financial Reporting System.
Improve staff capacity and operational effectiveness with all Departments prioritizing:  Management of Work Orders Shared Document Access Calendar Coordination Process Improvement
Provide support as required for asset management initiatives, participation on AM Committee.

# **Climate & Energy**

The Town's Climate & Energy division reports to the CAO. The division consists of Climate & Energy Program Manager Katherine Dorey, supported by Clean NS summer intern Sarah Parolin. The Climate & Energy division oversees the Town's environmental initiatives including the implementation of the Community GHG Reduction Action Plan, and supports the Town's asset management program.

Special Mandate /	Activities
Core Function Core Function:	<ul> <li>Finalize GHG Reduction Engagement</li> </ul>
Customer Initiatives and Engagement	<ul> <li>Campaign Plans</li> <li>Create system for residents &amp; business to implement behaviours and self-report emissions reductions.</li> <li>Begin inter-community sustainability challenges.</li> <li>Finalize Active Transportation Engagement Campaign.</li> <li>Develop Feasible Active Transportation</li> </ul>
	Project & apply for funding.
Core Function: Monitor & Implement GHG Plan	<ul> <li>Continue implementing current capital Projects and engagement on sustainable behaviours.</li> <li>Assess funding opportunities coming up and identify what actions in GHG Plan are eligible to build a pipeline of GHG reducing projects once current projects begin to wrap up.</li> <li>Ensure a climate analysis is included in all related Council reports to ensure decisions align with climate and energy commitments and priorities.</li> <li>Develop a Climate Action Advisory Committee to complete climate analyses, review and reprioritize GHG actions as needed to suit community needs.</li> <li>Develop annual progress reports the state which actions are complete,</li> </ul>

<b>Core Function:</b> Special Projects Management	<ul> <li>amendments to the plan needed, GHG emissions save from progress with Plan.</li> <li>Coordinate the installation of EV Chargers with Electrical and Public Works (with AREA staff).</li> <li>Neothermal Pilot project (finalize feasibility study / archetype modelling with Dalhousie University, selection of pilot candidates/financing for ETS installations).</li> <li>Identify and pursue project funding opportunities.</li> </ul>
Core Function: Asset Management (GIS	Provide mapping of assets as needed to support Town departments / Asset
Coordination)	Management Committee. Train staff and volunteers in GIS data capture as required.
Special Mandate: Natural Asset Management	Develop a natural asset data collection campaign to include staff & citizens. Coordinate and integrate data with asset
Strategic Plan Links: 1.2/3.3	management program / urban forest master plan development.
Special Mandate: Asset Management (Reporting System)	<ul> <li>Implement reporting system with public works and utilities.</li> <li>Receive updates from public works</li> </ul>
Strategic Plan Links: 1.2	and utilities to continue to update data in relation to town asset, conditions, and upgrades.  Provide quarterly updates of data layers to Municipality of Chester for back-up (under intermunicipal contract).
Special Mandate: Community Solar Garden Project Strategic Plan Links: 3.1	<ul> <li>Finalize arrangements for service corridor to substation.</li> <li>Coordinate public engagement activities in relation to the project.</li> <li>Promote subscription opportunities with solar garden to community (with AREA staff).</li> <li>Support development of solar garden assets by AREA.</li> </ul>

Special Mandate: Home Heating Programs Strategic Plan Links: 3.1	<ul> <li>Coordination of HOME Program advertising and promotion (with AREA staff).</li> <li>Assess opportunities for HOME program expansion (ETS, home EV chargers, etc.) and pursue external funding.</li> </ul>	
Special Mandate:	Coordinate with Coastal Action to engage	
Shoreline	and communicate project progress and	
Improvement	importance to the community (i.e. social	
Strategic Plan Links:	media updates, poster updates and website	
3.2	upkeep).	

# **Public Works & Transportation**

The Department of Public Works & Transportation is responsible for the safe operation of the Town's streets and sidewalks (including snow and ice control) and for maintenance of assets including fleet, buildings, recreational facilities, parks and open spaces, stormwater management and transportation infrastructure (including active transportation). Department staff coordinate closely with and support water, wastewater and electrical utility operations. The Manager, on behalf of the department, reports directly to the Town's CAO. Department staff include:

Jonathan Uhlman – Manager Tony Smith – Public Works Technician Joe Winter – Part-time (60%) Public Works Technician Jyl Reeves – Seasonal Groundskeeper Gail Nauss – Casual

Special Mandate / Core Function	Activities
Core Function: Streets and Sidewalks	Snow & ice control, patching, paving, line painting, signage, street & sidewalk repairs and/or renewals.  2021-22 Priorities: Implementation of approved transportation projects, Accessibility audits of existing infrastructure.
Core Function: Stormwater Management	Stormwater collection (ditches, culverts, & catch basins).
	<b>2021-22 Priorities:</b> Preventative maintenance on stormwater assets incorporated into AM Plan / Budget.
Core Function: Parks and Greenspaces	Mowing, leaves, vegetation maintenance, maintenance of parks & playgrounds, ball field, trails, swimming pool, public washrooms, etc.  2021-22 Priorities: Strengthen shared-service partnerships for recreational service delivery, Accessibility audits of existing infrastructure.
Core Function: Facilities	Maintenance of Town-owned facilities. <b>2021-22 Priorities:</b> Public Works facilities plan, renovate comfort stations for year-round use.

<b>Core Function:</b> Support for Utilities	Provide support for support water, wastewater and electrical utility operations.
Special Mandate: Local Improvements  Strategic Plan Links: 2.2	<ul> <li>Strategic expansion of existing infrastructure to support planned growth and development.</li> <li>Explore shared services and partnerships for efficient service delivery while connecting with community passion and interest.</li> </ul>
Special Mandate: Special Projects  Strategic Plan Links:	<ul> <li>Participation in Safety Program Development and Implementation</li> <li>Transportation Projects</li> <li>Support for Accessibility Plan Development and Implementation</li> <li>Downtown Revitalization Projects</li> </ul>
Numerous	
Special Mandate: Capacity and Effectiveness Initiative  Strategic Plan Links:	Improve staff capacity and operational effectiveness with all Departments prioritizing:  Management of Work Orders Shared Document Access Calendar Coordination Process Improvement
2.3	
Special Mandate: Asset Management  Strategic Plan Links:	<ul> <li>Support for AM Committee, condition assessments and diagnostics.</li> <li>Development of AM Plan for Stormwater Assets with Asset Management Committee</li> </ul>
1.2	

# **Electrical Utility**

The Town's electric utility operates in partnership with the Riverport Electric Light Commission (RELC) to deliver dependable electrical service to residents of both communities. Our shared electrical staff team includes:

Nancy Bain – Electric Utility Manager Phil Lawson – Lead Powerline Technician Roger Eisenhauer – Powerline Technician Aaron Frail – Apprentice Powerline Technician

Special Mandate / Core Function	Activities		
Core Function: Electrical Power Supply	<ul> <li>Respond to outages</li> <li>Repair/replace poles</li> <li>Repair/replace lines</li> <li>Repair/replace transformers</li> <li>Meter reading</li> <li>Meter changes</li> </ul>		
Core Function: Service Extensions	<ul> <li>Run new services</li> <li>Scope new lines</li> <li>Install new poles</li> <li>Install new lines</li> <li>Install new transformers</li> </ul>		
Core Function: Electrical Inspections	Timely conduct of electrical inspections to support development.		
Core Function: Street Lighting	Maintenance of street lighting to serve streets and sidewalks.		
Special Mandate: System Upgrades on Main St. Strategic Plan Links: 1.1	Replacement and upgrading of depreciated system infrastructure to support development.		
Special Mandate: EV Charger Installations  Strategic Plan Links: 3.1	Installation of Electric Vehicle Chargers (8) at locations throughout the community in coordination with Climate & Energy Division.		

Special Mandate: Transformer testing and replacement Strategic Plan Links: 1.1	Implementation of transformer testing program and planned replacement of transformers as required to meet legislated environmental requirements.
Special Mandate: Capacity and Effectiveness Initiative  Strategic Plan Links: 2.3	Improve staff capacity and operational effectiveness with all Departments prioritizing:  • Management of Work Orders  • Shared Document Access  • Calendar Coordination  • Process Improvement
Special Mandate: Safety Program Implementation Strategic Plan Links: 2.3	Department participation in safety program development and implementation.

# Water / Wastewater

The Water / Wastewater Department is responsible for the reliable supply of drinking water to residents and businesses as well as the collection and treatment of wastewater. The Department operates in accordance with all federal and provincial regulations to ensure the safety of staff, the public and our natural environment. Department staff include:

Meghan Rafferty – Water/Wastewater System Manager Robert Dolimount – Water/Wastewater System Operator

Special Mandate / Core Function	Activities	
Core Function: Source Water Protection	<ul> <li>Oakland Lake Watershed Advisory Committee</li> <li>Source Water Protection Plan</li> <li>Approval to Withdrawal (Province)</li> <li>Source Water Sampling</li> <li>Lake Outlet Flow Monitoring</li> <li>Compliance Reporting (Province)</li> </ul>	
	<b>2021-22 Priorities:</b> Update hazard assessments for source water protection area with committee.	
Core Function: Drinking Water Treatment	<ul> <li>Raw water pumping and transmission</li> <li>Inline Instrumentation</li> <li>Tanks Inspections/Cleaning</li> <li>Membrane Filters         Inspections/Cleaning</li> <li>Chemical handing and equipment</li> <li>Inspection and exercise of pumps/mixers, air compressors, valves/actuators</li> <li>UV System operation and inspection</li> <li>SCADA operation</li> <li>Compliance Reporting (Province)</li> <li>Approval to Operate (Province)</li> <li>Procurement</li> <li>Clearwell inspection</li> </ul>	
	<b>2021-22 Priorities:</b> Facilities improvements (pump house roof, chemical room, WTP	

	walls, etc.), Replace RW flow meter and check valve assembly WTP.
Core Function: Water Distribution and Hydrants	<ul> <li>Biannual unidirectional flushing</li> <li>Annual valves inspection/exercise</li> <li>Water quality maintenance flushing</li> <li>Install new services as needed</li> <li>Service repairs as needed</li> <li>PRV/ARV inspection</li> <li>Water meters operation and repair</li> <li>Water disconnections / connections</li> <li>2021-22 Priorities: Draft 10-year AM Plan for Water Assets, Capital Replacement of Water Distribution Lines on Main St., Installation of deadend flushing equipment.</li> </ul>
<b>Core Function:</b> Water Quality Monitoring	<ul> <li>Annual Sampling Plan (Province)</li> <li>Compliance Reporting (Province)</li> <li>Approval to Operate (Province)</li> <li>In-House sampling and analysis</li> <li>Third-part sampling and analysis</li> </ul>
Core Function: Wastewater Collection	<ul> <li>SCADA monitoring</li> <li>Lift station inspection and cleaning</li> <li>Compliance monitoring and reporting (Provincial and Federal)</li> <li>Approval to Operate (Province)</li> <li>Sewer Main cleaning and inspection</li> <li>Install new services as needed</li> <li>Service repairs as needed</li> <li>2021-22 Priorities: Draft 10-year AM Plan for Wastewater Assets, Capital Replacement of Water Distribution Lines on Main St</li> </ul>
Core Function: Wastewater Treatment	<ul> <li>Headworks Inspections/Cleaning</li> <li>Daily inspections and calibration         (aerators, blowers, effluent chamber)</li> <li>Chemical handing and equipment</li> <li>Approval to Operate (Province)</li> <li>Compliance Monitoring and Reporting (Provincial and Federal)</li> <li>Procurement</li> <li>2021-22 Priorities: PAA Effluent Implementation (chemical storage and injection, remove chlorine equipment)</li> </ul>

Special Mandate: Water System Loss Reduction Project Strategic Plan Links: 1.1	Working with third-party contractor to perform a comprehensive non-revenue water audit to provide detailed system information on present conditions with the recommendations of the audit to be presented to Council for consideration ahead of the 2022-23 budget process.	
Special Mandate: Capacity and Effectiveness Initiative Strategic Plan Links: 2.3	Improve staff capacity and operational effectiveness with all Departments prioritizing:  Management of Work Orders Shared Document Access Calendar Coordination Process Improvement	
Special Mandate: Safety Program Implementation Strategic Plan Links: 2.3	<ul> <li>Department participation in safety program development and implementation.</li> <li>Safety Representative functions (Meghan Rafferty).</li> </ul>	



#### **Town of Mahone Bay**

Staff Report RE: Town Office Reopening July 29<sup>th</sup>, 2021

#### **General Overview:**

This report is intended to update Council on plans for the reopening of the Town Office to the public and to provide related recommendations.

#### **Background:**

When COVID-19 hit Nova Scotia in March of 2020 the Town Office closed to the public and staff began working from home wherever possible. The office remained closed to the public through 2020 while staff continued to provide anticipated services remotely, developing new tools and procedures as needed. Renovations to the Town Hall building previously planned for 2020 were redeveloped with COVID-19 safety for the public and staff in mind and got underway in February of 2021, wrapping up by the end of July 2021.

#### **Analysis:**

The renovated Town Office is set to reopen to the public on July 30<sup>th</sup>, 2021.

Staff are currently in the process of moving back into Town Hall, with several changes resulting from the experience of COVID-19. Renovations to the Town Hall enable staff to control access to the building, which will support adherence to COVID-19 regulations and contribute to safety and security (especially for staff working alone). Staff are also now better equipped to work remotely and have demonstrated they can work effectively this way, contributing to new routines.

Reviewing our staff routines and considering the proven ability of staff to deliver services during the public closure of the Town Office a change in the public operating hours of the Town Office – to 9 AM to 4 PM - is recommended going forward . The standard working hours for Town Office staff are 8:30 AM to 4:30 PM, which have also traditionally been the public operating hours of the office, making it difficult for staff to complete necessary opening and closing tasks each day within their defined hours.

Furthermore where the office is only just reopening to the public after successfully providing remote services to residents for over a year, staff recommend public operating hours on Mondays, Wednesdays and Fridays only until after the Labour Day long weekend in September (returning to Monday to Friday, 9 AM to 4 PM thereafter).

#### **Financial Analysis:**

Reduced public operating days for the Town Office in August will support annual staff vacations without the need to incur casual staffing costs.

The recommended change in operating hours will not save or cost the Town money – as staff working hours remain unchanged - but will contributed to increased staff effectiveness and productivity.

### **Climate Analysis:**

As a result of renovations the Town Hall building is more energy efficient and less reliant on fossil fuels. More staff returning from working remotely and the office being open to the public will however increase energy use / emissions over 2020.

### Strategic Plan:

- 2.3 Governance to Meet Expectations of our Growing Community
  - Align staff capacity, capital and operating plans with strategic plan

#### Recommendation:

It is recommended,

THAT Council approve the change to 9 AM to 4 PM public operating hours for the Town Office; and,

THAT the office be open to the public Mondays, Wednesdays and Fridays (excepting holidays) until the Labour Day long weekend, after which it will return to Monday-Friday operation.

#### **Attached for Council Review:**

None

Respectfully Submitted,

Dylan Heide

Town of Mahone Bay CAO

#### FORM B

#### NOTICE OF REGISTRATION OF HERITAGE PROPERTY

TO: Annette Deliska St Onge and Terence Dean 342 Main Street Mahone Bay, NS BOJ 2E0

#### You are hereby notified that:

- 1. The land and building located at 342 Main Street, Mahone Bay has been registered in the Town Registry of Heritage Property by resolution of Council the day of 2021.
- 2. The effect of this registration in the Town Heritage Registry is that no demolition or substantial alteration in exterior appearance may be undertaken from the date of registration unless an application, in writing, for permission is submitted to the Town and the application is granted with or without conditions. Where an application is not approved the owner may make the alterations described in the application or carry out the proposed demolition at any time after one year but not more than two years from the date of the application.

Dated this	day of	2021.	
			Kelly Redden, Deputy Clerk

# 342 Main St., Mahone Bay Statement of Significance

### Description

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

### Heritage Value

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

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

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

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

### Character-Defining Elements

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

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

#### Additional info

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

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



A meeting of the Heritage Advisory Committee for the Town of Mahone Bay was held on Wednesday, July 14<sup>th</sup> at 5:30 p.m. via video conferencing.

#### Present:

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

#### Absent:

### 1. Approval of Agenda

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

Motion carried.

#### 2. Minutes

A motion by Ms. MacPhail, seconded by Councillor Burdick, "THAT the minutes of the May 12, 2021 meeting be approved as presented."

Motion carried.

# 3. Heritage Property Plaquing Ceremony - 342 Main Street

The committee discussed hosting a plaquing ceremony for 342 Main Street in the fall. This item will come back to the September 8<sup>th</sup> meeting for discussion.

# 4. Bayview Fence - Request for Alterations

Mr. Heide explained the reason and timing for the Town wanting to replace the fence on the Clearland Road and Edgewater Street sides of Bayview Cemetery.

A motion by Mr. Degrace, seconded by Councillor Burdick, THAT the committee recommend to Council that in the event the town proceeds with the replacement of fencing on the Clearland Road and Edgewater Street boundaries of Bayview Cemetery, that replacement fencing will be a painted wood, consistent with the standards and guidelines of sustainment of historical resources."

# 5. Possible Mahone Bay History Presentation in the Fall

This item will come back to the September 8<sup>th</sup> meeting of the committee for discussion and planning.

Councillor Carver suggested these items, which the Committee might decide to add to future meeting agendas:

- Insuring heritage properties
- Streetscape discussion in the fall (was investigated by the 3 churches foundation, Ms. Redden will investigate)
- LUB and MPS input on heritage issues

The meeting adjourned by motion at 6:17pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Joseph Feeney

Deputy Clerk, Kelly Redden

Town of Mahone Bay July 15th, 2021 Asset Management Committee Meeting



The quarterly meeting of the Town of Mahone Bay's Asset Management Committee was held on Thursday, July 15th, 2021 at 1:00 p.m. via videoconference.

#### **Present:**

Mayor D. Devenne

Deputy Mayor F. Kangata

CAO D. Heide

Manager of Finance L. Wentzell

Manager of Public Works & Transportation J. Uhlman (left at 1:20 p.m.)

Climate & Energy Coordinator K. Dorey

B. Lewis

D. Waterfield

#### Absent:

Councilor R. Nowe (Regrets)

T. Merry (Regrets)

L. Hennigar

M. Blair

Gallery: NONE

#### **Approval of Agenda**

A motion by B. Lewis, seconded by D. Waterfield, "THAT the agenda be approved as amended."

Motion carried.

## **Approval of Minutes**

A motion by B. Lewis, seconded by D. Waterfield, "THAT the minutes of the June 17th, 2021 Asset Management Committee be approved as presented."

Motion carried.

#### **Natural Assets Discussion**

CAO Dylan Heide provided the committee with a brief summary of the conversations had during the June 2021 Asset Management Committee regarding Natural Assets. The committee then continued the discussion on this asset class surrounding data collection of natural assets. Sources of funding – or other support – for data collection discussed and it was agree that possible partnerships with various community groups could be a valuable resource to explore in this regard.

#### **Stormwater Assets Discussion**

Stormwater Assets were then discussed by the Committee and it was mentioned that Mahone Bay has two kinds of stormwater to consider; coastal stormwater from rising sea levels and storms, and overland stormwater from large rainfalls and developments impacting the natural flow of rain water.

Committee members discussed how stormwater management on private properties impacts the Town's wastewater and stormwater systems (and neighboring properties). Members also discussed expansion of the Town's stormwater systems which currently do not serve all areas of the community; there was a general consensus that there could be a link to the Local Improvement By-Law and the Town could work with property owners to support property owners in connecting their property drainage to new stormwater systems.

Conversation then turned to Coastal Stormwater and the Edgewater Street Shoreline project – proposed in 2016 - which the Town is currently waiting on external funding to proceed with (ideally 93% funded with external sources with the Town being required to fund 7% of the total project costs, as per the federal government's Investing in Canada Infrastructure Program Small Communities Component). Currently, the Town is undertaking a pilot project (Living Shoreline Project) with Coastal Action to tackle a small section of the overall coastal project while awaiting the necessary Provincial and Federal funding to execute the entire project; K. Dorey demonstrated the online 3D model - developed to illustrate the need for shoreline improvement and the proposed project – to committee members.

# **Training Opportunities**

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

# **Committee Membership**

It was noted to the Committee that Lynn Hennigar and Michael Blair have tendered their resignations from the committee (both citing personal reasons) and that staff will advertise to fill these vacancies according to normal practice.

A motion by B. Lewis, seconded by Deputy Mayor F. Kangata, "THAT the committee accept the resignation of L. Hennigar and M. Blair and issue a letter of thanks for their participation in the Asset Management Committee."

Motion carried.

letter of thanks for their parti Committee."	cipation in the Asset Management Motion carried
Committee Next Meeting Dat	es & Times
September 16th, 2021 at 1:00 PN	М
The meeting adjourned upon	motion at 2:57 PM
TOWN OF MAHONE BAY	TOWN OF MAHONE BAY
Mayor David Devenne	Luke Wentzell, Committee Secretary
Mayor David Deverme	Lake Wentzen, Committee Secretary



A meeting of the Audit & Finance Committee for the Town of Mahone Bay was held on Thursday, July 22, 2021 at 7:00 p.m. via video conferencing.

#### Present:

Mayor D. Devenne (Chair)
Councillor A. Burdick
Councillor J. Feeney
Councillor K. Wilson
B. Lewis
D. Haley
CAO D. Heide (Secretary)
Manager of Finance L. Wentzell

#### Absent:

Deputy Mayor F. Kangata Councillor P. Carver Councillor R. Nowe

# **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

The meeting was called to order at 7:03 p.m.

## 1. Approval of Agenda

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

#### 2. Approval of Minutes – January 21, 2021

A motion by Councillor Feeney, seconded by Councillor Burdick, "THAT the minutes of the January 21, 2021 meeting be approved as presented."

Motion carried.

### <u>- February 10, 2021</u>

A motion by Councillor Feeney, seconded by D. Haley, "THAT the minutes of the February 10, 2021 meeting be approved as presented."

Motion carried.

### - February 23, 2021

A motion by Councillor Feeney, seconded by B. Lewis, "THAT the minutes of the February 23, 2021 meeting be approved as amended to reflect the attendance of Aaron Long and Sean Fleming (AREA) as guests."

Motion carried.

### 3. Review of Q1 Statements (Town, Water, and Electric)

Manager of Finance Luke Wentzell presented Q1 2021-22 financial reports for Town General, Water Utility and Electric Utility. Members discussed the timing of committee meetings and agreed it would be valuable to schedule quarterly meetings in 2022, timed to review each quarter's financial reports.

### 4. Discussion on Future Reporting Goals

Opportunities to improve reporting through the use of software tools were discussed.

A motion by D. Haley, seconded by B. Lewis, "THAT the Committee recommend to Council that staff be directed to reach out to Procom to arrange a demonstration for the Audit & Finance Committee of Townsuite programs which may be relevant to the Town's operation."

Motion carried

#### 5. 2020-21 Audit Status

Finance manager updated committee members on preparations for the 2020-21 audit which gets underway July 26, 2021 and advised that the delay on the preparation of MJSB statements may impact the timing for the Town's statements as well. Members agreed it would be desirable to include ample time to review the draft statements in September prior to the meeting scheduled for their recommendation to Council.

# **6. Training for Committee Members**

Audit Committee training is on its way, Luke Wentzell reported receiving the link and will send it out to members as soon as possible.

# 8. Adjournment

A motion by Councillor Wilson, seconded by B. Lewis, **"THAT the meeting be adjourned."**Motion carried

The meeting was adjourned on motion at 8:24 PM.

TOWN OF MAHONE BAY	TOWN OF MAHONE BAY
Chair, Mayor D. Devenne	Dylan Heide, Committee Secretary



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

#### South Shore Housing Action Coalition (SSHAC)

Zoom Meeting Minutes June 2, 2021 1:30-3:30 pm

Present: Francis, Helen, Kacy, Melissa, Art, Andrea, Jackie, Darren, Barbara, Elizabeth, David,

Abdella, Jack, Lisa, Myra, Kathryn, Stacey, Penny, Nelson, David, Justin Smith (MODL

Planning Student)

Regrets: Nancy, Lorraine, Kelly, Alice, Susan, Michael

#### 1. Welcome and Introductions

- ✓ Francis offered a land acknowledgment in which he remembered the lives of the children whose bodies were discovered at the Kamloops Residential School and the long legacy of oppression and violence that indigenous people have suffered.
- ✓ Attendees introduced themselves.
- 2. Agenda approved with one addition Report from CCPA
- 3. Review of minutes from April 7 meeting approved
- 4. Presentation: Ariella Aburto YWCA Halifax Trafficking and Exploitation Service System(TESS) and NSTAY (Nova Scotia Transition and Advocacy for Youth)
  - a. Nova Scotia has the highest rate of human trafficking in the country; not just a Halifax issue
  - b. Clarified some terminology use of the term "commercial sexual exploitation", rather than human trafficking; and "commercial sex services", not prostitution
  - c. Outlined the work of TESS: CSEC (commercial sexual exploitation of children) collaboration of local service providers in 7 regional groups across the province to address the issue; public engagement sessions; training; building capacity/ plans for a community of practice; data collection; a Shelter and housing Committee; "Kids in the Know" curriculum being rolled out in the schools; working towards a "no wrong door" approach.
  - d. Check out www.portalyouth.ca/projects
  - e. Outlined consent parameters according to age
  - f. Housing availability and transportation are corroborating issues
  - g. No singular profile of a "pimp" most are known by their victims, and often are family members; all youth are at risk, but less so if they are feel like they belong in their families/communities
  - h. SSHAC appreciates the focus on systems change; discussion re: the impact that UBI (Universal Basic Income) and other poverty reduction strategies would have; how can we ensure that we do not duplicate the work that is already being done
  - i. Need for more conversation at an upcoming meeting

j. Thank you to Ariella for her comprehensive presentation - presentation slides attached.

#### 4. Business Arising

- 1. Discussion regarding SSHAC becoming the Advisory Committee for the Coordinated Access System follow up from April meeting. Lisa had sent a "one-pager" ahead of the meeting, which she reviewed (attached). Lisa will report regularly at SSHAC meetings and request feedback on several topics current data and trends in housing on the South Shore, progress of the coordinated access system, areas that require collaboration and/or advocacy, and gaps in services. Decision was made for SSHAC to take on the role, with the requirement to review it after a year.
- 2. Thank you to the team who submitted a brief to the Affordable Housing Commission Myra, Jackie, David, Helen.
- 3. Darren Shupe (MODL Planner) provided an update on MODL 2040 a community survey generated a 40 page report that they will distill down to a two-pager "What we Heard"; an Advisory Committee met in May; many concerns about housing, including from SSHAC's submission; Council is having a visioning session that will determine community values; a housing workshop in July (thanks to Kacy); important to consider the age of the population in MODL by 2040, the average age will be in the 60's-planning will have to consider how to fill the gaps in housing available for an older population; currently hosting 3 planning students including Justin who is present at the meeting; Kacy reported that all of the Council is on board.

#### 5. Working Group Reports

- Municipal Councillors Group (Kacy)
  - I. MODL is seeking partners on a housing assessment, as a regional lens would be helpful; Stacey (via email) stated that Bridgewater would be amenable to partnering
  - II. Discussions regarding a regional housing strategy the presence of planners from all of our municipal units; minimum standards; rent controls; land use bylaws will become more crucial in the future
  - III. Mahone Bay several new developments around the town; community-led solutions have been discussed mixed housing, how to assist renters, inclusive "village" model. Alice shared by email that met Mahone Bay's full-council Policy and Strategy Committee met to discuss affordable housing. The new report out from the Affordable Housing Commission was discussed. Noted was the recommendation to give municipalities a portion of money to support a housing needs assessment, but we also noted that IF that recommendation is accepted (and also noting likely upcoming election), it wouldn't be in the budget until next year. Also noted was the relative lack of conversation about non-profit housing solutions.
  - IV. Jack shared that there is a 36-unit building in progress in Liverpool; expressed a concern about the high cost of building supplies and its impact on the affordability of any housing development.
  - V. Question about whether the group has had a discussion about the regulation of STR's (short term rentals) Kacy will put in on the agenda for their next meeting.
  - VI. Councils need more tools to address housing and need to be more proactive and coherent across the region and the province
  - VII. Ecological issues need to be addressed (not mentioned in the AHC report)

- VIII. Council presentations are part of SSHAC's priorities Stacey and Francis have offered to compose a letter to municipal units, and to work with the planning team to develop a presentation format.
- ❖ Landlord/Tenants Relationships Group (Jackie) there is a member overlap with the group that submitted the report to the AHC. One meeting so far; researching education for both landlords and tenants; <a href="www.rentersed.com">www.rentersed.com</a> has online modules but only geared to renters (tenant awareness, school program); will continue to research information for landlords; need to review the work of the group in the fall.

### Planning Group (Helen)

- a. Will ensure that Ariella will return for another conversation at a meeting in the fall
- b. Will schedule a presentation by Werner Hofstatter (CMHC)
- c. Will follow up with Housing NS about a presentation about the federal-provincial housing agreement
- d. Consider how we can incorporate justice, equity, diversity, inclusion, and reconciliation into SSHAC's work

#### 6. Other Business

Some SSHAC members attended an engagement session with ST FX's "Strengthening the Community Housing Sector" initiative. Report is still in draft form, but will be shared once finalized.

#### 7. Resources and Reports

- I. Charting a New Course for Affordable Housing in Nova Scotia (Affordable Housing Commission report): <a href="https://beta.novascotia.ca/documents/affordable-housing-report-spring-2021">https://beta.novascotia.ca/documents/affordable-housing-report-spring-2021</a>
- II. Keys to a Housing Secure Future for All Nova Scotians (Housing for All Working Group Canadian Centre for Policy Alternatives):
  <a href="https://www.policyalternatives.ca/sites/default/files/uploads/publications/Nova%20Scotia">https://www.policyalternatives.ca/sites/default/files/uploads/publications/Nova%20Scotia</a>
  %20Office/2021/05/CCPA-Housing-2021-Final NS%20.pdf
- III. The State of Systems Approaches to Preventing and Ending Homelessness in Canada (Systems Planning Collective): <a href="https://www.homelesshub.ca/resource/state-systems-approaches-preventing-and-ending-homelessness-canada">https://www.homelesshub.ca/resource/state-systems-approaches-preventing-and-ending-homelessness-canada</a>
- IV. Nova Scotia Housing Crisis Awareness Group on Facebook

#### 8. Next Meetings

- Working Group meetings during summer (if a decision is made by the group to do so)
- > September 8, 1:30-3:30 whole meeting of SSHAC

Meeting adjourned at 3:40 pm.

Thank you so much for your commitment, energy and passion for this work over the past year!

Have a great summer. Stay safe and see you in September!