



TOWN COUNCIL AGENDA

September 14, 2021

7:00 p.m.

YouTube Live

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

Call to Order

1 Approval of Agenda

2 Minutes

2.1 Special Meeting – July 28, 2021

2.2 Regular Meeting – July 29, 2021

2.3 Special Meeting – August 9, 2021

3 Presentations

4 Correspondence – Action Items

4.1 Michael Brown, Royal Canadian Legion Branch #49 – Town Cenotaph Enhancement

5 Correspondence – Information Items

5.1 NSFM – Monday Memo – July 26, 2021

5.2 NSFM – Monday Memo – August 3, 2021

5.3 NSFM – Monday Memo – August 9, 2021

5.4 Captain R.L. Boudreau – Concerns, Main Street

5.5 NSFM – Monday Memo – August 16, 2021

5.6 NSFM – Monday Memo – August 23, 2021

5.7 NSFM – Monday Memo – August 30, 2021

5.8 Carolyn Lohnes – Low Income Tax Exemption

5.9 NSFM – Monday Memo – September 7, 2021

5.10 NSFM – Interim Resolutions Report

6 Staff Reports

6.1 Staff Report to Council – September 14, 2021

6.2 Staff Report – 2021/22 Business Plan *deferred from July 29, 2021

6.3 Staff Report - Coastal Protection Act Consultation

6.4 Report of the Clerk – Public Hearing September 14, 2021

6.4a Local Improvement By-law

6.5 Staff Report – Fire Department Helmet Procurement

6.6 Staff Report – Town Hall Renovation Funding

6.7 Staff Report – Bicycle Route Engagement

6.8 Staff Report – Long Hill Road Culvert Replacement

7 Council Items

8 Committee Reports

8.1 Policy and Strategy Committee – July 26, 2021 – Draft Minutes

a) By-law Respecting Dangerous/Unsightly Buildings

8.2 Police Advisory Board – July 29, 2021 – Draft Minutes

a) RCMP Quarterly Report Q1

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

8.4 Lunenburg County Senior Safety Program – Helping Tree

9 New Business

10 Closed Session

10.1 22(2)(a) - Acquisition, sale, lease and security of municipal property

10.2 22(2)(e) - contract negotiations

A Special Meeting of Town Council for the Town of Mahone Bay was held on Wednesday, July 28, 2021 at 12:00 pm via video conference.

Present:

Mayor D. Devenne
Deputy Mayor F. Kangata
Councillor P. Carver
Councillor J. Feeney
Councillor R. Nowe
Councillor K. Wilson
CAO, D. Heide

Absent:

Councillor A. Burdick (with regrets)

Gallery: online

Land Acknowledgement

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1. Agenda

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

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **"THAT Council schedule a Special Meeting for closed session discussion regarding personnel at 7 PM on August 9, 2021."** **Motion carried**

2. Closed Session

A motion by Councillor Carver, seconded by Councillor Burdick, **"THAT Council go into Closed Session to discuss contract negotiations as permitted by MGA section 22(2) (e)."** **Motion carried.**

Council went into closed session at 12:10 pm. Council returned to open session at 12:56 pm.

A motion by Councillor Carver, seconded by Councillor Wilson, **"THAT Council direct staff to produce a report on the Town's Procurement Policy."** **Motion carried.**

A motion by Deputy Mayor Kangata, seconded by Councillor Nowe, **“THAT the meeting be adjourned.”** **Motion carried.**

Council adjourned upon motion at 12:57 pm.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

CAO, Dylan Heide

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Thursday, July 29, 2021 at 7:06 p.m. via video conference and broadcast via YouTube live.

Present:

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

Gallery: online

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1. Agenda

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

2. Minutes

A motion by Councillor Feeney, seconded by Councillor Carver, **"THAT the minutes of the July 13, 2021 regular meeting of Council be approved as presented."** **Motion carried.**

3. Presentations

Stewart Franck – Citizens for Public Transit

Council received a presentation from Stewart Franck, of Citizens for Public Transit (CPT) to re-introduce CPT and share the vision of that organization with the new Council.

4. Correspondence – Action

4.1 Peter Julian, MP – Endorsement Request

A motion by Councillor Wilson, seconded by Councillor Carver, **"THAT the correspondence from Mr. Julian be received and filed."** **Motion carried.**

A motion by Deputy Mayor Kangata, seconded by Councillor Feeney, **“THAT Council refer the Proclamation Policy to the Policy and Strategy Committee.”** Motion carried.

5. Correspondence – Information Items

5.1 Brenda Tracey, The Confederation of Mainland Mi'kmaq Dept of Governance.

5.2 NSFM – Monday Memo – July 12, 2021

5.3 Joan Butler – Traffic at Seaside Creamery

A motion by Councillor Burdick, seconded by Deputy Mayor Kangata, “THAT Council direct staff to respond to the letter writer about the traffic calming measures that are planned to address the concerns that she noted in her correspondence.”

Motion carried

5.4 NSFM – Monday Memo – July 19, 2021

5.5 Tom Webb – Solar Power

5.6 Nick Barr, Department of Municipal Affairs – 2021 Civic Emancipation Day.

A motion by Deputy Mayor Kangata, seconded by Councillor Wilson, “THAT Council purchase and fly the African Nova Scotian flag on the Community Flagpole on August 23, 2021 to August 31, 2021 and apply for funding from African Nova Scotian Affairs for the purchase of said flag.”

Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, “THAT Council direct staff to post on social media and include information on the website regarding Emancipation Day on August 1, 2021.”

Motion carried.

5.7 John Somers, NS Environment – Consultation process proposed coastal protection.

A motion by Councillor Burdick, seconded by Deputy Mayor Kangata, “THAT Council direct staff to promote the consultation process on the proposed Coastal Protection Act regulations on the Town’s social media and that Council direct staff to prepare a Staff Report for the September 14, 2021 regular Council meeting regarding the proposed consultation process.”

Motion carried

A motion by Councillor Nowe, seconded by Councillor Burdick, **“THAT the correspondence, numbered 5.1, 5.2, 5.4, and 5.5 be received and filed.”**

Motion carried.

6. Staff Reports

6.1 Council Report

Council received the Staff Report for July 29, 2021.

6.2 Mahone Bay & District Fire Department Quarterly Report

Council received the April – June 2021 Quarterly Report from the Mahone Bay and District Fire Department.

A motion by Councillor Feeney, seconded by Councillor Wilson, **“THAT Council accept the Fire Department Quarterly Report as presented.”** **Motion carried.**

6.3 Report of the Clerk

Council received the Report of the Clerk regarding the July 29, 2021 Public Hearing to receive verbal and written comments from the Public regarding the draft Town of Mahone Bay REMO By-law which was given first reading on June 24, 2021.

A motion by Councillor Nowe, seconded by Councillor Carver, **“THAT Council provide second and final reading of the Town of Mahone Bay REMO By-law.”** **Motion carried.**

6.4 Staff Report – Home Electric Vehicle Charger

Council received a report with supplementary information on the previously proposed Smart Home Charger Pilot Program.

A motion Councillor Burdick, seconded by Deputy Mayor Kangata, **“THAT Council direct staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.”** **Motion carried.**

6.5 Staff Report – 2021/22 Business Plan

Council received a staff report to present the draft 2021/22 Business Plan for the Town of Mahone Bay.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT Council defer the 2021/22 Business Plan to the September 14, 2021 regular meeting of Council.”** **Motion carried.**

6.6 Town Hall Reopening

Council received a staff report with an update on plans for the reopening of the Town Office to the public and to provide related recommendations.

A motion by Councillor Burdick, seconded by Councillor Carver, **“THAT Council approve the change to 9:00am to 4:00pm 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 operations.”
Motion carried.

7. Council Items

No Council items.

8. Committee Reports

8.1 Hearing – Registration of 342 Main Street as a Municipal Heritage Property

The property owner did not speak to the proposed registration of the property at 342 Main Street as a Municipal Heritage Property.

A motion by Councillor Wilson, seconded by Councillor Carver, **“THAT the property at 342 Main Street be registered as a Municipal Heritage Property in the Town of Mahone Bay.”**
Motion carried.

8.2 Heritage Advisory Committee

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

A motion by Councillor Feeney, seconded by Deputy Mayor Kangata, **“THAT should the Town proceed with the replacement of fencing on the Clearland Road and Edgewater Street boundaries of Bayview Cemetery, replacement fencing will be a painted wood, consistent with the standards and guidelines of sustainable historical resources.”**
Motion carried.

8.3 Asset Management Committee

Council received the draft minutes of the July 15, 2021 meeting of the Asset Management Committee.

8.4 Audit and Finance Committee

Council received the draft minutes of the July 22, 2021 meeting of the Audit and Finance Committee.

A motion by Councillor Wilson, seconded by Councillor Feeney, **“THAT Council direct staff to reach out to Procom to arrange a demonstration for the Audit and Finance Committee of Townsuite programs which may be relevant to the Town’s operations.”**
Motion defeated.

A motion by Councillor Feeney, seconded by Councillor Burdick, **“THAT Council direct staff to provide a report on the Townsuite programs which may be relevant to the Town’s operations.”** Motion carried.

8.5 South Shore Housing Action Coalition

Council received the minutes of the June 2, 2021 meeting of the South Shore Housing Action Coalition.

9. New Business

No New Business.

10. Closed Session

A motion by Deputy Mayor Kangata at 10:00pm] seconded by Councillor Nowe, **“THAT Council go into Closed Session to discuss the acquisition, sale, lease and security of municipal property as well as contract negotiations, as permitted by the MGA sections 22(2)(a) and (e) respectively.”** Motion carried.

Council returned to Open Session at 10:45 pm

Council adjourned upon motion at 10:48 pm.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Clerk, Maureen Hughes

A Special Meeting of Town Council for the Town of Mahone Bay was held on Monday, August 9, 2021 at 7:01 pm via video conference.

Present:

Mayor D. Devenne
Deputy Mayor F. Kangata
Councillor A. Burdick
Councillor P. Carver
Councillor R. Nowe
Councillor K. Wilson
CAO, D. Heide

Absent:

Councillor J. Feeney (with regret)

Gallery: online

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1. Agenda

A motion by Councillor Nowe, seconded by Deputy Mayor Kangata, "THAT the agenda be approved as amended to include item 2.1 Contract Negotiations as permitted by MGA(2) (e)." Motion carried.

2. Closed Session

A motion by Councillor Carver, seconded by Councillor Wilson, "THAT Council go into Closed Session at 7:02 pm to discuss contract negotiations as permitted by MGA section 22(2) (e) and personnel matters as permitted by MGA section 22(2) (c) ." Motion carried.

Council returned to open session at 8:26 pm.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, "THAT Council accept the proposal from the property owner of 590 Main St." Motion carried.

Council adjourned upon motion at 8:27 pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor, David Devenne

CAO, Dylan Heide

DRAFT

ROYAL CANADIAN LEGION

MAHONE BAY BRANCH NO. 49

P.O. Box 162, Mahone Bay, N.S. B0J 2E0

Ph: (902) 624-8449; Fax: (902) 624-0913; Email: rclbranch49@bellaliant.com



Royal Canadian Legion
Mahone Bay, Branch 49
21 Pond St, Mahone Bay, NS
B0J 2E0

August 16, 2021

Mayor David Devenne
Mahone Bay Town Office
493 Main St, Mahone Bay, NS
B0J 2E0

RE: TOWN CENOTAPH ENHANCEMENT

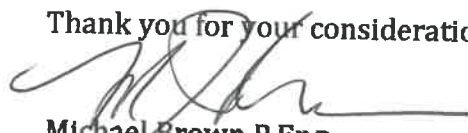
Mayor Devenne,

Veterans Affairs Canada has made funding available for enhancements to cenotaphs and war memorials across Canada under the Commemorative Partnership Program (CPP).

Mahone Bay Branch 49 is interested in taking advantage of this program by funding a reasonably sized sloped footstone at the base of the town cenotaph. The low-profile stone would contain the inscription of "honouring our war dead and remembering our veterans". The cenotaph is the property of the Town of Mahone Bay and Branch 49 is seeking the permission of the town council to pursue this opportunity.

Branch 49 will be the point of contact and shall manage the project should the town council grant this permission. Nothing shall be done without the expressed approval of the town council in regards to the finished product.

Thank you for your consideration.



Michael Brown P.Eng.
President - Legion Branch #49
P.O. Box 162, Mahone Bay, NS, B0J 2E0
Email: rclbranch49@bellaliant.com

Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, July 26, 2021 5:11 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: July 26, 2021

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Monday Memo



NOVA SCOTIA FEDERATION
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[NSFM Launches Provincial Election Dashboard](#)

Last week, NSFM officially launched our provincial election Dashboard. This is designed to be a one-stop-shop for everything concerning municipalities when Nova Scotia heads to the polls on August 17.

Stay tuned for updates and information to be posted to the Dashboard as the campaigns develop over the coming weeks.

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.)

The showcasing of municipal success stories has become one of our most highly rated conference sessions. The opportunity to share what your municipality and community have done with your municipal colleagues is inspiring.

We received several great submissions for the Spring Conference and are reaching out again. We still have two spots available.

The Fall Conference Planning Committee will select the presenters from the submissions received.

[Please email your submission by August 10th, 2021, to jwebber@nsfm.ca.](mailto:jwebber@nsfm.ca)

[African Nova Scotian Affairs \(ANSA\) providing funding for commemorative events](#)

Emancipation Day is August 1st, and the International Day for the Remembrance of the Slave Trade and its Abolition is August 23rd.

These events are important because they demonstrate our respective commitment to an inclusive and diverse Nova Scotia.

[NS Department of Transportation and Active Transit now administering the Connect2 program.](#)

The 2021-2022 program is open as of Thursday July 21 to communities and organizations to submit an Expression of Interest.

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 12th from 9 a.m. – 10 a.m.

This event is for elected officials only.

In The News

[Nova Scotia Election Day Notebook, Day 7 \(CBC\)](#)



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES



Nova Scotia Federation of Municipalities
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Halifax, N.S. B3J 3K8
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Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Tuesday, August 3, 2021 2:35 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: Tuesday, August 3, 2021

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Monday Memo



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[Provincial Election Dashboard Updated](#)

Visit the website for responses from Provincial party leaders to NSFM's open letter on municipal election issues. We will post additional responses as we receive them.

[Municipal Affairs Responds to NSFM Re: Affordable Housing Report](#)

[Read the complete NSFM response to the report here.](#)

[NSFM Receives Response Re: Coastal Protection Consultation](#)

[View the original letter here](#)

Code of Conduct

DMA, NSFM, and AMA recently met to discuss next steps on the development of code of conduct regulations and a mutually agreeable path forward. With the recent call of the election, the Province is expecting consultations to begin taking place this coming fall, pending government approval.

These consultations will be in coordination with AMA and NSFM to ensure concerns that have been noted from previous consultations are taken into consideration.

FCM Calls for Canada Community Building Fund Project Highlights

Have you recently undertaken or implemented an important project using the federal Canada Community Building Fund (previously the Gas Tax Fund)? FCM is launching an online national campaign to showcase how municipal infrastructure solutions build better lives for Canadians.

Let us know how your CCBF-funded projects are improving your community, and the quality of life of your residents. Your community's story could be featured in FCM's national social media campaign.

To share your story, [please fill out this form](#) and return it to Debbie at NSFM by August 12, 2021: dnielsen@nsfm.ca

Federal Government Launches Active Transit Fund and Strategy

The intake process for the Fund, which is \$400 million over five years, will be opening soon.

[View the applicant guide here.](#)

Government of Nova Scotia seeking public input on several sites proposed for protection

Please provide any comments by September 27, 2021.

Federal Government Launches New Version of Disaster Mitigation and Adaptation Fund (DMAF)

DMAF will provide up to 40 per cent federal funding towards approved municipal projects. For more information including an *Applicant Guide* and a link to the application, see the above link.

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 12th from 9 a.m. – 10 a.m.

This event is for elected officials only.



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Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, August 9, 2021 4:42 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: August 9, 2021

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Monday Memo



NOVA SCOTIA FEDERATION
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Leaders Forum

As part of NSFM's efforts to engage in the Provincial election, we attempted to organize a Leaders Forum on Wednesday, August 11, inviting Iain Rankin of the Nova Scotia Liberal Party, Tim Houston of the Nova Scotia Progressive Conservatives, Gary Burrill of the Nova Scotia New Democratic Party, and Jessica Alexander, interim leader of the Nova Scotia Green Party.

[See our invitation letter here.](#)

The candidates were asked to speak on the following question: **What do you see as the most significant issue(s) facing Nova Scotia Municipalities, and how will your party address it if you form the next government?**

The NDP and Green party were able to confirm the attendance of Gary Burrill and Jessica Alexander. The Nova Scotia Liberal Party offered to have Mr. Maguire attend on behalf of Mr. Rankin, however, in keeping with the purpose of the event to hear from party leaders, NSFM declined this offer. As of August 9th, NSFM received no response from the Nova Scotia Progressive

Conservative Party.

Unfortunately, we have elected to cancel the forum.

Save the Date

The Resolutions Review Committee will be sending out an Interim Resolutions Report in early September. We'll be hosting an online session via Zoom to hear your feedback, and plan to have details out to you as soon as possible.

Please mark Friday, September 24, from 10:00 am -12:00 pm for our Resolutions Meeting.

[Apply for the NSFM Climate Change Leaders Award](#)

The award honours municipalities that have demonstrated exemplary leadership in climate change adaptation and/or mitigation through the implementation of initiatives and creation of awareness.

View and complete the application on our website.

FCM Calls for Canada Community Building Fund Project Highlights

Have you recently undertaken or implemented an important project using the federal Canada Community Building Fund (previously the Gas Tax Fund)? FCM is launching an online national campaign to showcase how municipal infrastructure solutions build better lives for Canadians.

Let us know how your CCBF-funded projects are improving your community, and the quality of life of your residents. Your community's story could be featured in FCM's national social media campaign.

To share your story, [please fill out this form](#) and return it to [Debbie at NSFM](#) by Friday, August 12.

Public Consultation Period for the Coastal Protection Act Regulations

The Department of Environment and Climate Change will extend the public consultation period to September 30, and will remove the three person per municipality restriction for all sessions, including the sessions previously scheduled, to allow more municipal representatives and officials to attend.

New Sessions to be added:

September 8th – 10:00 a.m. - 12:00 p.m.

September 8th – 2:00 p.m. - 4:00 p.m.

September 9th – 6:00 p.m. - 8:00 p.m.

[Register here](#)

[The Institute for Catastrophic Loss Reduction Is Looking to Showcase Climate Resilient Projects from Nova Scotia Municipalities](#)

[The Institute for Catastrophic Loss Reduction \(ICLR\)](#) is compiling a series of case studies concerning the implementation of projects related to climate-

resilient infrastructure at the community level. These will be compiled from communities across Canada to tell stories of actions taken to improve the climate resilience of their infrastructures through consideration of climate change risks and impacts.

Upcoming Events

[President's Chat for Elected Officials - This Thursday!](#)

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

This event is for elected officials only.



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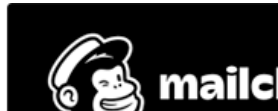
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From: [Lou Boudreau](#)
To: [Town of Mahone Bay Clerk](#)
Date: Monday, August 16, 2021 9:36:46 AM

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Aug 16 2021

Attention council town of Mahone Bay

I want to again bring your attention to dangerous issues along Main St .Unfortunately the reckless driving/speeding problem has become worse now and it is a certainty that someone will get killed at some point .I reported to the town and to the RCMP that I was almost hit by a big yellow truck recently while putting out my green cart. I repeat again that someone will be killed if steps are not taken. The town of Mahone Bay must take responsibility for this dangerous issue and take the necessary steps to make our town safer. Avoiding the issue is not an option. Pedestrians must have some rights to walk safely in this town without danger of being killed.

I also bring to your attention the noise problems on Main St. Do you think it is acceptable to have drunken individuals outside the Salt Box and Kitch-in shouting drunkenly at 2-3 am? Drug crazed hoodlums screaming at 3 am?. Something must be done. Many of us spent good money to purchase or build homes here and we have the right to live in peace without the Kitch-in blasting noise out at 2 Am.

Mahone Bay will quickly develop a reputation for being an undesirable place to live should there be no remedial action by the town. The RCMP answered my calls last night and visited the Kitch-in to warn them that they were disturbing the peace.

My tenant who lives next to me at 331 A on Main St has complained to me a number of times about the speeding & crazy drivers as well as the very loud partying at the Kitch-in at 2 am. If she leaves because of these issues, who will reimburse me my loss?

Respectfully,

Captain R.L. Boudreau

Maureen Hughes

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, August 16, 2021 2:49 PM
To: Maureen Hughes
Subject: NSFM's Monday Memo: August 16, 2021

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Monday Memo



NOVA SCOTIA FEDERATION
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Final Update for Provincial Elections Dashboard

NSFM has received answers from all parties regarding our election questionnaire, you can read the answers [on our Provincial Election Dashboard.](#)

Elections Subcommittee member Andrew Tanner also recently spoke with Sheldon MacLeod about the priorities of municipalities this election, [you can watch the interview here.](#)

Save the Date for This Year's Resolutions Meeting

NSFM will be hosting our annual resolutions meeting via Zoom.

Please mark Friday, September 24, from 10:00 am -12:00 pm for the meeting. Details to follow.

[Apply for the NSFM Climate Change Leaders Award](#)

The award honours municipalities that have demonstrated exemplary leadership in climate change adaptation and/or mitigation through the implementation of initiatives and creation of awareness.

View and complete the application on our website.

[Rural Transit Solutions Fund Now Open](#)

From August 6 – October 7, 2021, eligible applicants can apply to the Rural Transit Solutions Fund for a planning and design grant. Additionally in the coming weeks, eligible applicants will be able to apply to the Rural Transit Solutions Fund for a capital project. INFC expects to issue subsequent calls for proposals in 2022.

[Participate in Welcoming Week, Sept. 10-19](#)

The Immigration Matters team invites you to participate in Welcoming Week to bring together new and long-time residents to build strong connections and foster a sense of belonging.

Upcoming Events

Reshaping the Future - Together



**NSFM 2021 Virtual Conference
November 3rd – 5th**

Mark Your Calendars!

Program and Registration Information coming mid-September!



**NOVA SCOTIA FEDERATION
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Phone: (902) 423-8331

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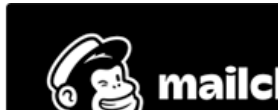
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Maureen Hughes

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To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: August 23, 2021

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Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

Congratulations to Nova Scotia's Progressive Conservatives on Election Victory

NSFM would like to congratulate Premier-designate Tim Houston, and the PC Party of Nova Scotia on their success in the recent provincial election. We also offer a round of applause to everyone who put their name forward as a candidate.

We look forward to building a relationship with the new premier and his team. The PC Party of Nova Scotia has expressed their intention to double the Municipal Financial Capacity Grant, for the first year, while a new MOU is reached with municipalities. NSFM will seek to secure this funding commitment until the MOU is complete. Advocacy on Extended Producer Responsibility, and all priorities, will continue and NSFM will request that the new government review the extensive research and stakeholder engagement we have previously completed.

In the coming weeks, NSFM will be reaching out to the PC Party of Nova Scotia

to continue to build a bright future for municipalities. We will keep our members informed of our progress.

New Date for This Year's Resolutions Meeting

NSFM will be hosting our annual resolutions meeting via Zoom. **Please note that the meeting date has changed.**

Mark **Monday, September 27**, from 10 a.m. - 12:00 p.m. for the meeting. Details to follow.

NSFM is Now Accepting Applications for its Carbon Surcharge Fund

Funding Application Deadline is September 17, 2021

[Review the application here](#)

On June 8, 2012, the NSFM Board of Directors passed a motion to add a \$5 carbon surcharge to its spring and fall conference registration fee as a means to mitigate greenhouse gas emissions generated from hosting these events. All carbon surcharge money collected is held in a special account and disbursed annually to support local, small-scale initiatives to help a municipality reduce energy consumption and greenhouse gas emissions.

This year, NSFM has \$1,380 to disburse from the Carbon Surcharge Fund and is inviting interested municipalities to apply by submitting the attached application to NSFM by September 17, 2021. The successful applicant will be announced at NSFM's virtual fall conference on November 3, 2021.

For more information about NSFM's Carbon Surcharge Fund, please contact [Debbie Nielsen](#) or call 423-8312.

Past Recipients of NSFM's Carbon Surcharge Fund:

2019: Town of Wolfville for its student sustainability orientation program and the County of Victoria for its Reuse Centre in Baddeck

2018: District of West Hants for its Water Leak Detection Program

2017: Town of Middleton for its Bike Repair Station Project

2017: County of Pictou for its Food Producers Network

2016: District of Lunenburg for its Electric Bike Program

2015: Town of Kentville for its Green Roof Project

2014: County of Inverness for its Community Energy Reduction Project

2013: District of West Hants for its Residential Water Conservation Initiative

[Apply for the NSFM Climate Change Leaders Award](#)

The award honours municipalities that have demonstrated exemplary leadership in climate change adaptation and/or mitigation through the implementation of initiatives and creation of awareness.

View and complete the application on our website.

Summer Municipal Observer Now Out!

Catch up on the latest from NSFM members [here](#)

New investments for energy efficient local affordable housing across Canada

Twenty-eight communities of all sizes across Canada will receive funding through FCM's Community Efficiency Financing (CEF) initiative to plan, implement and scale up home-energy upgrade financing programs for residential energy projects.

Upcoming Events

Reshaping the Future - Together



NOVA SCOTIA
FEDERATION OF
MUNICIPALITIES

**NSFM 2021 Virtual Conference
November 3rd – 5th**

Mark Your Calendars!

Program and Registration Information coming mid-September!

[AMANS Fall Conference Set for Oct. 5-8](#)

From AMANS

2020 marked AMA's 50th year. We couldn't celebrate the way we wanted to in 2020 so we will be celebrating 50+1 this Fall.

Come join us at the AMA's 51st Annual Fall Conference at the Doubletree by Hilton in Dartmouth NS, October 5-8 for an exciting lineup of speakers and celebration.



**NOVA SCOTIA FEDERATION
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Nova Scotia Federation of Municipalities

Suite 1304, 1809 Barrington Street

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Fax: (902) 425-5592

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Maureen Hughes

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, August 30, 2021 3:39 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: August 30, 2021

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Monday Memo



NOVA SCOTIA FEDERATION
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NSFM Long Service Awards for Municipal Elected Officials

Deadline to apply – **September 27th, 2021**

The NSFM Long Service Awards Program offers recognition for elected officials beginning with those who have served on Council for a minimum of 10 years.

The Awards categories are:

- 10 or more years of service
- 15 or more years of service
- 20 or more years of service
- 25 or more years of service
- 30 or more years of service
- 35 or more years of service
- 40 or more years of service

An Award will only be presented once in each category.

Eligible individuals should apply for the award which reflects their current years of municipal service.

Given that the November Conference will be virtual, NSFM will mail the completed long service awards to the municipality for local presentation. To ensure safe transit, the awards will not be framed.

NSFM will showcase the recipients in our Monday Memo.

If you have eligible elected officials in your municipality, please complete [THIS FORM](#) by **September 27th, 2021**.

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Working Together for a Clean Energy Future

Presented by Nova Scotia Power

September 23rd, 2021: 10:00 am – 11:00 am through zoom

Presenter: Peter Gregg, President & CEO, NS Power

This webinar is being offered free of charge to NSFM members

It's an exciting time. Momentum is building. We are starting to see some transformative change as we integrate new technologies, innovations and green solutions to meet the energy needs of our customers. As we look at ways to accelerate our transition to clean energy, our focus continues to be on reducing our carbon emissions in an affordable way for our customers. Nova Scotia has set ambitious targets to address climate change in our province—and clean electricity plays an important role. So does collaboration. We know achieving these goals will take all of us working together in partnership with stakeholders, government and communities. We want to continue that work and those conversations with municipalities, about opportunities to create a cleaner, more sustainable province together.

Topics will include:

- why smart municipalities need a smart grid—how transforming our power grid will help transform our communities
- Electrification of transit
- Smart grid development
- Partnership potential for electrification of buildings and other operations
- clean energy transition
- building Nova Scotia's green economy and contributing to job creation within the province
- how Nova Scotians can help us grow our use of clean energy through using in-home batteries and smart electric vehicle chargers

- how we're collaborating with some municipalities on key initiatives including:

Please [CLICK HERE](#) to register by September 21st

Register today for FCM's 2021 Sustainable Communities Conference

From FCM

Join us at this year's Sustainable Communities Conference (SCC), Canada's leading environmental conference for municipal leaders and practitioners from October 19-21.

Whether your community is urban, rural or remote, SCC 2021 is an opportunity for us to come together and explore the most pressing sustainability issues facing municipalities. As the conference is fully virtual, you will get a front row seat to the sessions, keynotes and networking event without having to travel.

At the conference you will:

- Learn best practices and gain new insights on how to tackle your community's sustainability challenges.
- Network with delegates across the country and exchange knowledge that helps build sustainable communities.
- Learn from engaging workshops and interactive training sessions.
- Hear from Canada's top sustainability leaders and acclaimed keynote speakers.
- Meet industry experts and explore our diverse exhibitors.

This is your chance to connect with hundreds of municipal staff, elected officials from all orders of government, community partners, academics and sustainability professionals to explore how we can make Canadian

communities more environmentally and economically vibrant for a renewed tomorrow.

[Secure your spot today. Register here.](#)



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Aug. 2021

To Mayor and Town Council:

In your newsletter I read that you approved a low-income tax exemption for incomes under \$32,000. I don't mind helping low-incomes But I am to the point that I am tired of people with a cottage on the lake and a home and they get the tax exemption for there home. IF you can afford 2 properties you don't need a tax exemption. I know people who get New windows, new doors, new roofs, heat pumps, tax and heat rebates for there home and than spend money on there cottage. There is something wrong with this. IF you can afford a cottage on the lake you should NOT be getting any exemptions. I know people who have lots of money in a tax free savings account and they don't have to claim this as income. Many of my friends and church group has spent a lot of time talking about how wrong this is. when you apply for any exemption there should be a question on the form "Do you own another property"? IF the answer is "yes" you should not get any low-income money. The same could be said about tax-free saving accounts.

Carolyn Lohnes
136 Fauxburg Rd.
Mahone Bay.

Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Tuesday, September 7, 2021 2:19 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: Tuesday, September 7, 2021

Follow Up Flag: Follow up
Flag Status: Flagged

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Monday Memo



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View and complete the application on our website.

Rural Transit Fund Launched

Canada's first rural transit fund is now accepting applications for project planning grants to support locally-driven transit solutions such as fixed-route buses, on-demand or ride-share services and more.

Municipalities, local and regional governments have until October 8 to apply for up to \$50,000 for activities such as public engagement, needs assessments, feasibility or viability studies, surveys and assessments of routes or modes of travel. Communities will also be able to apply for funding for capital costs and zero-emission rural transit solutions starting on August 27.

[Learn More](#)

Museums Assistance Program (MAP) now accepting applications

Through the Reopening Fund for Heritage Organizations, this assistance will help heritage organizations that have felt the impact of the COVID-19 pandemic as they reopen and safely welcome back visitors. For full details on program eligibility and information on how to apply, [please visit Reopening Fund for Heritage Organizations.](#)

Please review the Program Guidelines prior to submitting your application.

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 \(ensure you provide all required documentation at the time of application\)](#)



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Upcoming Events

Reshaping the Future - Together



NOVA SCOTIA
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MUNICIPALITIES

**NSFM 2021 Virtual Conference
November 3rd – 5th**

Registration details coming next week!

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Presented by Nova Scotia Power

September 23rd, 2021: 10:00 am – 11:00 am through zoom

[Learn more about the event here.](#)

Please [CLICK HERE](#) to register by September 21st

Trade, Tips & Tools

Tires set to Inflate - Get Yours Before the Increase!

Goodyear Canada has announced price increases to all Commercial Truck tires effective September 15th and all Consumer tires effective October 1st, 2021.

The increases will vary by product .

The increase is due to continued volatility and rising costs related to raw materials, ocean freight, transportation, and inflation.

[Reach out to Tim Elms with Canoe Procurement to see the revised pricing, and to take advantage of NSF's trade programs today!](#)

Canoe Photo Contest

From Canoe Procurement

Our 2021 Canoe Photo Contest is a celebration of the spirit and energy that helped build our great country. Canoe was named for the tool that made cross-Canada trading possible.

The winning four photos will be selected by a committee. Each winner will receive a \$250 WestJet gift card! The contest ends September 30, 2021 at 11:59 MDT and the prizes will be awarded October 8, 2021.

To enter, you need to be a member, vendor, or third party contractor with Canoe: all that's next is grabbing your camera, heading outside, and taking the best photo of a canoe you can!

[Learn more here.](#)



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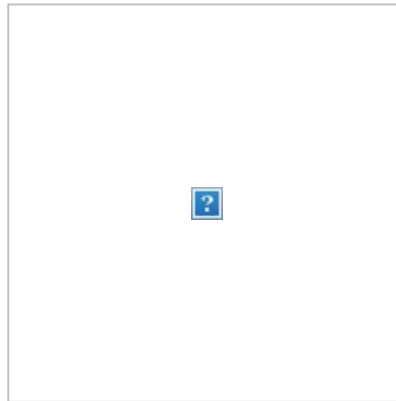
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From: [NSFM Communications](#)
To: [Town of Mahone Bay Clerk](#)
Subject: Special Notice to Members: Interim Resolutions Report
Date: Wednesday, September 8, 2021 11:37:52 AM

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Dear NSFM Members,

[Please review our **Interim Resolutions Report** for an update on NSFM's priorities and our resolutions process.](#) Our current 5 priorities were approved in 2019 for the three (3) year period of 2020-2022. Next year, members will have the opportunity to vote on new resolutions and statements of concern.

NSFM is still facilitating a meeting to hear of any emerging issues you feel are impacting Nova Scotian municipalities.

Please join us via Zoom on **September 27, 2021, from 10:00 a.m. -12:00 p.m.** for a [Resolutions Meeting](#) (registration required) to provide your input.

Written feedback can be provided to info@nsfm.ca until October 1, 2021. If you have questions or concerns, don't hesitate to contact us.

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Report to Council September 14, 2021

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




Goal	Objective	Assigned	Target	% Completion
Council Assignments to Staff				
1	Staff to contact the NS Department of TIR regarding the Town's proposed 2020/21 Transportation Project as well as to discuss proposed changes on highway approaches to Mahone Bay as outlined in the CBCL report.	25-Jun-20	Sep., 2021	<div><div></div><div></div><div></div><div></div><div></div></div> 75%
		Notes: Awaiting confirmation from TIR regarding proposed speed limit changes on highway approaches.		
2	Staff amend the Respectful Workplace Policy and/or Employee Conduct Policy to reflect points raised in review of the draft Violence in the Workplace Policy specific to Town employees and recommend to Council.	08-Sep-20	Dec., 2021	<div><div></div><div></div><div></div><div></div><div></div></div> 50%
		Notes: To be discussed at Policy & Strategy Committee in 2021-22; report to Council anticipated thereafter.		





3	Staff to review Town policies regarding signage and provide recommendations in respect to plastic and disposable signage within the Town of Mahone Bay, specifically including a recommendation regarding election signage.	08-Sep-20	Sep., 2021		75%
4	Staff to draft a CAO Performance Review Policy that includes a detailed procedure, or procedure options, for how regular CAO Performance Reviews will be conducted, and to present such policy to Council for consideration after the new Council is sworn in following the October municipal	08-Sep-20	Dec., 2021		50%
5	Staff to develop a multi-year bench installation program with potential locations being decided on in consultation with the Age Friendly Community Committee in alignment with the CBCL Transportation Plan Report and Accessibility Standards.	08-Sep-20	Sep., 2021		75%




Notes: In Progress. Report anticipated to upcoming meeting of Council.
























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



Notes: In progress. Budget line included in 2021-22 budget with staff report to follow (initiating public donation campaign and confirming siting process).

6	Staff to initiate discussion with MODL Planning staff and prepare a report for Council about the possibility of intermunicipal collaboration between the Town of Mahone Bay and MODL on the topic of housing in the preparation of their respective planning documents.	26-Nov-20	Oct., 2021		75%
		Notes: In progress. Discussion initiated with MODL Planning staff. Timeline coordinated with Plan Mahone Bay process.			
7	Staff to proceed with engineering designs and update associated cost estimates for 2020-21 Transportation Project, for consideration in 2021-22 budget process.	28-Jan-21	Sep., 2021		75%
		Notes: Engineering designs in progress. Included in 2021-22 capital budget. CCRF Funding application submitted for transportation improvements.			
8	Staff to contact MODL as a follow-up to the letter to their Council requesting a partnership with MODL which would enable Mahone Bay residents to be eligible for the ProKIDS program.	09-Feb-21	Oct., 2021		75%
		Notes: Staff have met with MODL to explore the opportunity to partner and are awaiting consideration of proposal by MODL, which will be reported to Council. Estimate included in 2021-22 budget.			
9	Direct staff to include accessible hearing solutions in the Accessibility Operation Plan, anticipated in 2021-22	25-Mar-21	Sep., 2021	Not yet begun	
		Notes: Will be incorporated into Accessibility Operation Plan.			

10	<p>Re: Fairmont Service Extension.</p> <p>Staff to contact all impacted property owners to advise them of the proposed extension and receive their feedback on the proposal.</p>	11-May-21	Sep., 2021		75%	Notes: In progress.
11	<p>Staff to look into potential traffic calming measures on Clairmont Street and Kinburn Street and provide a report for Council consideration.</p>	27-May-21	Sep., 2021		50%	Notes: In progress. Opportunity to align with ongoing bicycle route consultations for additional public input. Report to Council anticipated in September.
12	<p>Staff to invite the MBTCC to meet with Council to discuss the basis for a potential reviewed agreement in respect to operation of the VIC.</p>	27-May-21	Sep., 2021		50%	Notes: MBTCC have been advised of the direction of Council. Members not available to attend in June/July due to resumption of business activities following lockdown. Will revisit in September/October.
13	<p>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.</p>	08-Jun-21	Sep., 2021		75%	Notes: Canada Healthy Communities Initiative application submitted, Canada Cultural Spaces Program application will be submitted later this summer.
14	<p>Staff to present an amended draft Asset Management Policy, to include climate mitigation considerations.</p>	24-Jun-21	Sep., 2021	Not yet begun		Notes:

15	Staff to amend Action #14 of the approved GHG Reduction Action Plan, in consideration of Council's direction to staff on the submission from Talking Trees, to include reference to a Natural Asset data collection and the development of an Urban Forest master plan as per Council's 2021-2025 Strategic Plan.	24-Jun-21	Aug., 2021		★	Notes: The Plan has been updated and posted on the Town website.
16	Staff to implement Action #15 of the GHG Reduction Action Plan to establish a Climate Action Advisory Committee by presenting a draft schedule to the Committees Policy for Council's consideration.	24-Jun-21	Oct., 2021		25%	Notes: In progress; draft will be presented to Council in September, 2021.
17	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.	13-Jul-21	Sep., 2021		50%	Notes: Referred to Traffic Authority, report to Council anticipated in September, 2021.

18	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.	13-Jul-21	Sep., 2021					50%	Notes: Planners have received the request and are in communication with the applicants in the preparation of their report. A PIM will be scheduled for September prior to presentation to PAC, as per Town Policy.
19	Staff to engage Xylem inc to perform the works described in the identification and Reduction of Non-Revenue Water Proposal.	13-Jul-21	Jul., 2021						Notes: Water system audit underway now.
20	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	Sep., 2021					50%	Notes: Staff have reached out to Independent Store.
21	Council purchase and fly the African Nova Scotian flag on the Community Flagpole on August 23, 2021 to August 31, 2021 and apply for funding from African Nova Scotian Affairs for the purchase of said flag	29-Jul-21	Sep., 2021						Notes: Flag raising August 23rd at 8:30am. Ineligible for funding for the purchase of the flag.
22	Staff to write a letter to writer (J. Butler) about the traffic calming measures that are planned to address the concerns that she noted in her correspondence.	29-Jul-21	Sep., 2021						Notes: Completed.

23	Staff to promote the consultation process on the proposed Coastal Protection Act regulations on the Town's social media and that Council direct staff to prepare a Staff Report for the September 14, 2021 regular Council meeting regarding the proposed consultation process.	29-Jul-21	Sep., 2021		Notes: On the September 14, 2021 Council agenda.
24	Staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.	29-Jul-21	Sep., 2021	Not yet begun	
25	The property at 342 Main Street be registered as a Municipal Heritage Property in the Town of Mahone Bay.	29-Jul-21	Sep., 2021	 75%	Notes: homeowner notified, documents prepared and forwarded to Town solicitor, currently awaiting notification from the Province that the designation has been registered.
26	Should the Town proceed with the replacement of fencing on Clearland Road and Edgewater Street boundaries of Bayview Cemetery, replacement fencing will be painted wood, consistent with the standards and guidelines of sustainable historical resources.	29-Jul-21	Sep., 2021	Not yet begun	
27	Staff to provide a report on the Townsuite programs which may be relevant to the Town's operations.	29-Jul-21	Sep., 2021	Not yet begun	Notes:

Chief Administrative Officer's Report - July 29, 2021 (Next Report Sept. 30)

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-monthly table exercises between REMO Coordinator and CAOs continue (along with regular planning meetings). Coordinator continues to review and improve REMO procedures in consultation with CAOs. Training opportunities for staff /Council (ICS 100-200) identified in coming months (delayed by COVID-19 restrictions). Standardized procedures for comfort stations and emergency shelters being developed which can be utilized for fire station.
		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 FV charger

6	Alternative Energy Resource Authority (AREA)	<p>announced 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 arrangements and finalization of plans for the community solar garden project by September 2021.</p>
7	FCM / Clean Foundation Transition 2050 (Partners for Climate Protection) Initiative	<p>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.</p>
8	Lunenburg County Accessibility Advisory Committee	<p>CAO serving as staff policy resource to Lunenburg County Accessibility Advisory Committee. With Council approval of draft Lunenburg County Accessibility Plan - and approval of other participating councils - Operational Plan development can proceed in 2021-22; staff currently discussing options to cooperate with neighboring units. Province has extended legislative deadlines for the development and implementation of Accessibility Plans and associated Operational Plans to April 1, 2022. Included in 2021-22 operating budget.</p>

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.

Manager of Public Works & Transportation's Report - July 29, 2021 (Next Report Sept. 30)

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 (Next Report Sept. 30)

1 Electric Utility

2 temporary power services were installed for new residential construction on Hawthorn Road. 7 electric vehicle chargers were delivered and staff will be installing them over the next few months. 6 electrical inspections were conducted. Annual inventory counts were conducted (parts and materials). Staff continue to collect information from existing transformers within the distribution system for purposes of Asset Management.

Water/Wastewater System Manager's Report - July 29, 2021 (Next Report Sept. 30)

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.

Regular monitoring and maintenance activities continued. The PAA (peracetic acid) pilot program concluded on April 21; final report has been received from consultant and submitted to NCE. PAA is

2	Sewage Collection & Treatment	consultant and submitted to INSE. PAA is being used as permanent disinfectant; chlorine has been removed from site and associated equipment removed from operation; permanent installation of PAA dosing line planned for August. New sewer connection installed.
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Climate & Energy Program Manager's Report - July 29, 2021 (Next Report Sept. 30)		
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	<p>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 sustainable 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 receive the final input from the community and will provide a full summary of events and feedback to council.</p>
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Finance Manager's Report - July 29, 2021 (Next Report Sept. 30)

1	COVID-19	<p>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.</p>
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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 with Deloitte. Due to recent turnover at the MJSB, there could be a potential delay in the 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 (Next Report Sept. 30)

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.
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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 Engagement 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, on 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 (Next Report Sept. 30)			
1	Trees By-law	Target 01-Sep-21	Staff to research tree by-laws and recommendations received regarding Mahone Bay specifically.
2	Park By-law	Target 30-Sep-21	Staff to review Park By-law in context of Plan Review.
3	Off Premises Signage Policy	Target 30-Sep-21	Staff to review Off Premises Signage Policy in context of Plan Review.
4	CAO Performance Review Policy	Target TBD	Staff to prepare a report on drafting a CAO Performance Review Policy. Pending discussion at Strategy & Policy Committee.

5	Employee Conduct Policy	Target	Staff to review Employee Conduct Policy in relation to violence in the workplace. Pending discussion at Strategy & Policy Committee.
		TBD	
6	Local Improvement By-law	Target	First reading provided by Council on July 13, 2021. Public Hearing to be scheduled for September 13, 2021.
		30-Sep-21	
7	Council/CAO Relations Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
8	Plastic Signage Policy	Target	Not yet begun
		01-Oct-21	
9	Wildlife Feeding Policy	Target	By-law overturned at June 13 Council meeting.
		01-Jun-21	
10	Dangerous and Unsightly	Target	Staff have identified a need to review for clarity. Pending discussion at Strategy & Policy Committee.
		TBD	
11	Council Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
12	Respectful Workplace Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	
13	Fees Policy	Target	Not yet begun
		01-Oct-21	
14	Penalties By-law	Target	Not yet begun
		01-Oct-21	
15	Committee Policy	Target	Pending discussion at Strategy & Policy Committee.
		TBD	

16	REMO By-law	Target	First reading provided by Council June 24, 2021. Public Hearing scheduled for July 29, 2021 and consideration of 2nd reading to follow.
		29-Jul-21	
16	Land-Use By-law and Municipal Planning Strategy	Plan Review Underway. Initial plan documents approved at Council on January 28, 2021 and posted on Plan MB website.	

Service Statistics - July 29, 2021 (Next Report Sept. 30)				
1	By-law Enforcement	Jun-21	Parking Tickets: 0	
		Notes: resumed regular patrols and ticketin in Mahone Bay in June with loosening of public health guidelines; primarily parking education. Gathered cursory information on current adherence to civic address signage regulations. Followed up on complaints regarding smoking; garbage; and unsightly premesis.		
2	Police Services (founded & SUI occurrences)	Q4 2021	99	Calendar YTD: 99
		Notes: None.		
3	Mahone Bay & District Fire Department	Jan-Mar	9	-
		Notes: MVCs: 1; Fire Alarms: 5; Mutal Aid: 1; Other: 2		

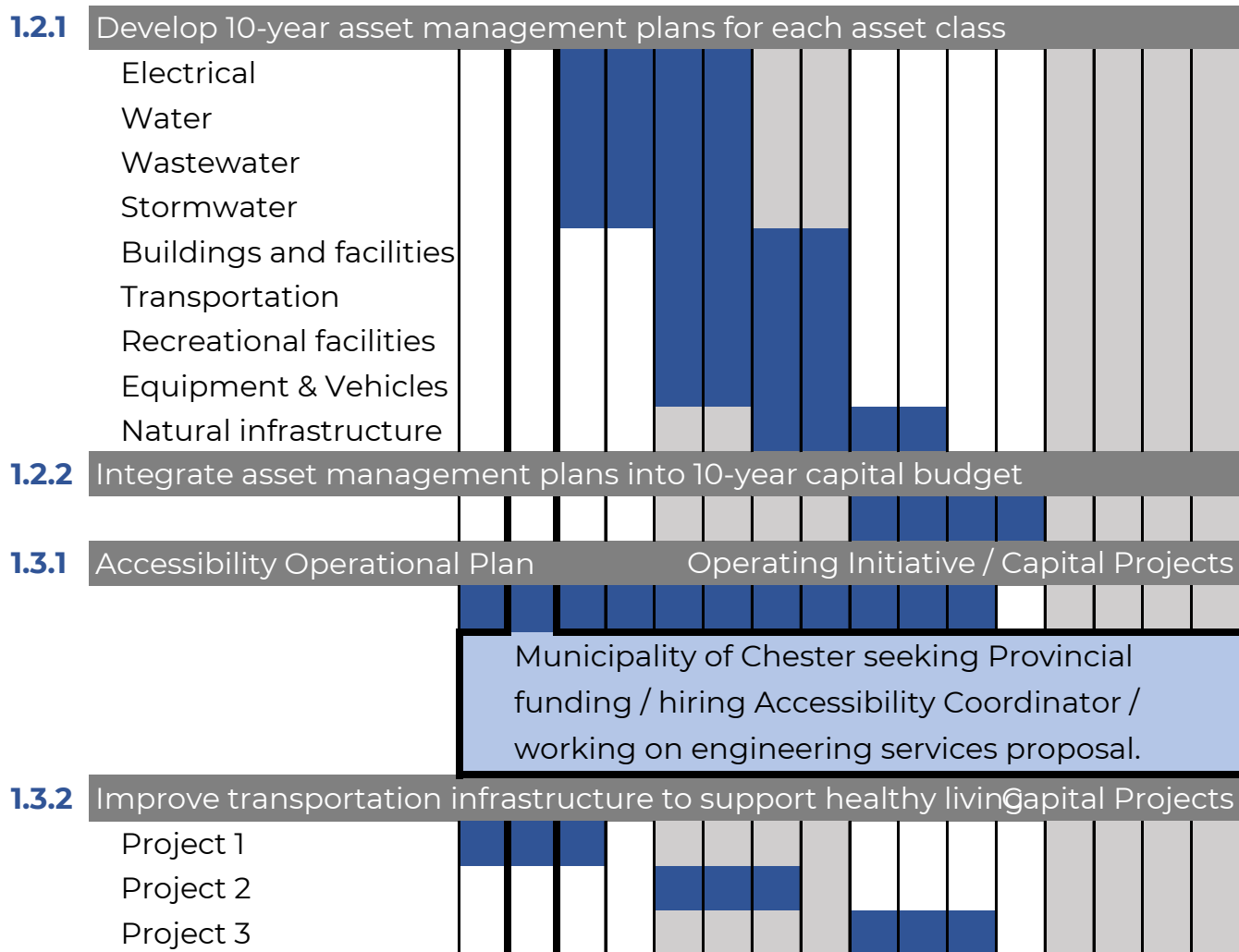
4	Traffic (Speed Signage)	Jan-Feb, 2021	<u>45 Pleasant</u> Av. Speed 27 / 50 Kph	<u>45 Pleasant</u> Av. Speed 25 / 50 Kph
		Mar-Apr, 2021	<u>83 Spruce</u> Av. Speed 17 / 50 Kph	<u>83 Spruce</u> Av. Speed 17 / 50 Kph
		Notes: One sign currently in use, purchase of two signs anticipated in 2021-22 budget.		
5	Solid Waste (Tonnage)	Dec. 2020	77.60	YTD: 774.44
		Notes: Recyclables = 14.37; Organics = 17.53; Garbage/Other = 38.18; Cardboard = 7.52.		
6	HOME Program	Leads: 50	Installations: 5	
		Notes: Ambassador engagement (Oct-Nov 2020) and installations to resume in 2021 when COVID-19 guidelines permit.		
7	Water Utility	Pumped	Q4 (monthly average): 17,176,667 Litres	
		Treated	Q4 (monthly average): 15,165,667 Litres	
		Sold	Q4 (monthly average): 5,549,300 Litres	
8	Electrical Utility	Domestic	Q4: 2,638,308 kWh; YTD: 6,727,676 kWh	
		Commercial	Q4: 263,053 kWh; YTD: 596,194 kWh	
		Industrial	Q4: 1,508,000 kWh; YTD: 4,727,392 kWh	

9 CodeRED Registrations	30/06/2021	Residential: 297; Business: 10; Email: 151; Text: 200
	31/05/2021	Residential: 294; Business: 10; Email: 151; Text: 197
	30/04/2021	Residential: 293; Business: 10; Email: 152; Text: 197
	31/03/2021	Residential: 294; Business: 10; Email: 154; Text: 196
	28/02/2021	Residential: 290; Business: 10; Email: 153; Text: 192
	31/01/2021	Residential: 285; Business: 10; Email: 150; Text: 189
	31/12/2020	Residential: 285; Business: 10; Email: 146; Text: 189
	31/03/2020	Residential: 243; Business: 12; Email: 134; Text: 157

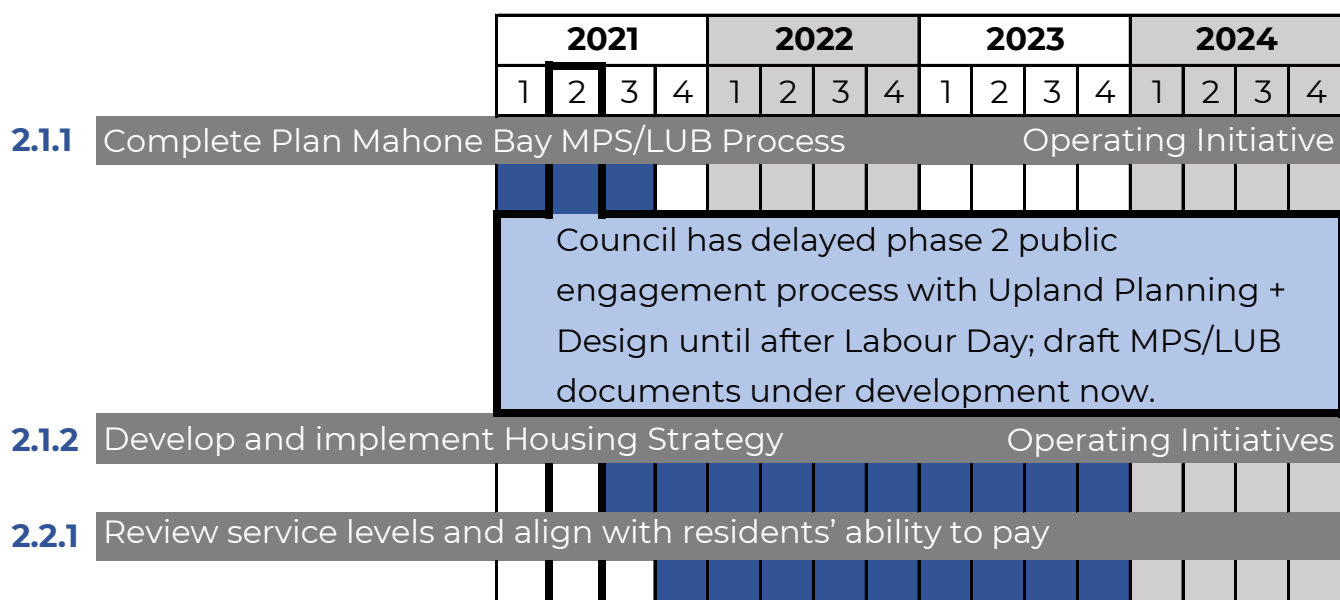
2021-25 Strategic Plan - July 29, 2021 (Next Report Sept. 30)

Sustainable Municipal Services

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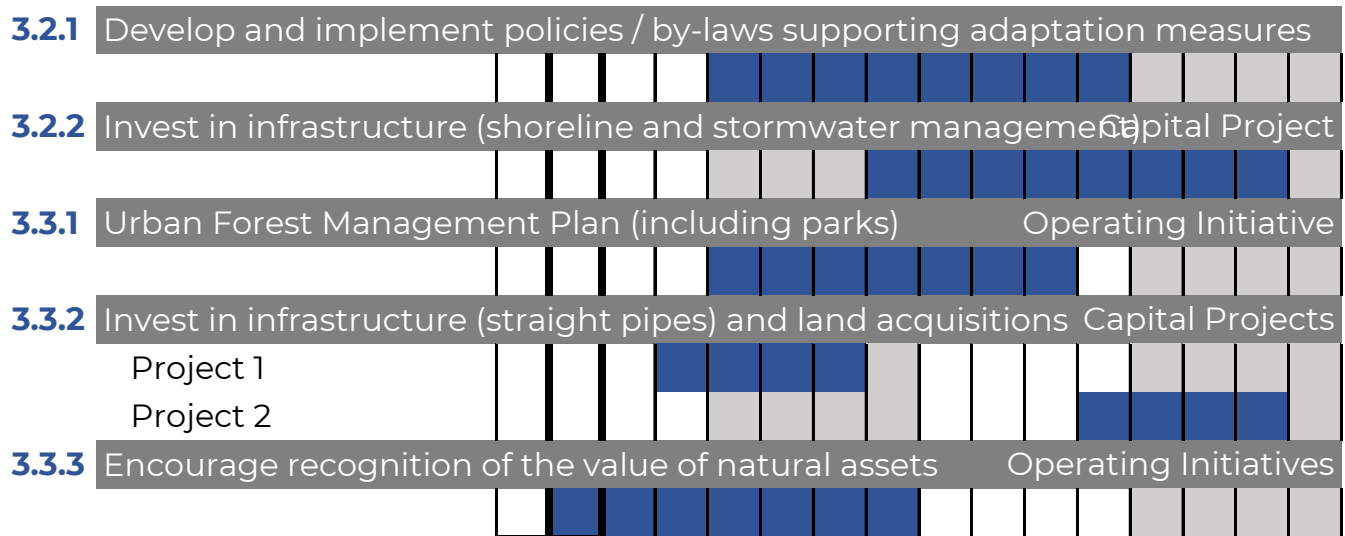
Equitable & Inclusive Growth



[illegible]

Environmental Leadership

	2021				2022				2023				2024			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
3.1.1	Community Greenhouse Gas (GHG) Reduction Action Plan Operating Initiatives															
3.1.2	Expand home heating program Operating Initiative															
3.1.3	Expand electric vehicle charging infrastructure Capital Projects															
3.1.4	Invest in renewables (e.g., community solar garden) Capital Project															
3.1.5	Support regional initiatives that contribute GHG reduction Operating Initiatives															





2021-22 Budget - Operating Initiatives - July 29th, 2021 (Next Report Sept. 30)

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

2020-21 Budget - Capital Projects - July 29th, 2021 (Next Report Sept. 30)

Town General

		Budget	YTD				
1	Repair/Renovate Town Hall Facility	\$200,000	\$97,738.00	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	75%
		Notes: Project is in final stages. A final report on the project will be provided to Council on completion of work.					
2	Transportation Project 2021-22	\$120,000	\$1,059.00	<div><div></div></div>	5%		
		Notes: Work on Cherry Lane (one-way street) anticipated in August (signage order underway now).					
3	Security Cameras	\$4,000	\$0.00	Not Yet Begun			
		Notes:					
4	Install New Sewer Services (as needed)	\$10,000	\$0.00	Not Yet Begun			
		Notes:					
5	Replace Lift Station Pump (Small Pump)	\$12,000	\$0.00	Not Yet Begun			
		Notes:					
6	Sea Level Rise/Storm Protection (Edgewater St.)	\$349,800	\$4,333.00	<div><div></div></div>	5%		
		Notes: Continuing 2020-21 operating initiative for development of educational materials including 3D model, supporting Coastal Action pilot. Signage and project website should be in place by end of July.					
7	Purchase EV for Demonstration	\$30,000	\$0.00	Not Yet Begun			
		Notes:					
8	Solar Garden Development	\$5,805,686	\$35.46	Not Yet Begun			
		Notes: AREA staff prepared an submitted Federal/Provincial funding application.					

9	Fix/Repair Bayview Cemetery Fence	\$50,000	\$0.00	Not Yet Begun
		Notes: Staff have prepared and submitted Provincial funding application.		
10	Renovate Comfort Station for Year Round Use	\$6,000	\$0.00	Not Yet Begun
		Notes: Staff have prepared and submitted Federal funding application.		
11	Drill Well at VIC (as needed)	\$10,000	\$0.00	Not Yet Begun
		Notes:		
12	Lift Station Repairs	\$40,000	\$0.00	Not Yet Begun
		Notes:		
13	Speed Signs	\$10,000	\$0.00	Not Yet Begun
		Notes:		
14	PAA Pilot Project	\$32,000	\$3,959.00	 75%
		Notes: Project is in final stages of completion with staff implementing the recommendations of the final report.		
15	Waste Receptacles	\$12,000	\$0.00	Not Yet Begun
		Notes:		
16	Aquatic Garden Entrance	\$20,000	\$0.00	Not Yet Begun
		Notes:		
17	Wharf Repairs (as needed)	\$5,000	\$3,129.00	 75%
		Notes: Rockwall Repairs & Wheel Guard installed.		
18	Bandstand - Phase 3	\$20,000	\$0.00	Not Yet Begun
		Notes: Staff have prepared and submitted two of three planned funding applications.		

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

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

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

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



Town of Mahone Bay
Staff Report
RE: 2021-22 Business Plan
July 29th, 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 3rd, 2021), as well as the Town's 2021-22 Budget (approved May 27th, 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,

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

Dylan Heide
Town of Mahone Bay CAO



2021-22 BUSINESS PLAN

July 29, 2021 DRAFT

2021-22 Business Plan

TABLE OF CONTENTS

	<u>PAGE</u>
Chief Administrative Officer's Message	3
Plan Introduction & Department Structure	3
Town Organizational Chart	4
2021-22 Business Plan Summary	5
<u>CORE FUNCTIONS & SPECIAL MANDATES</u>	
○ CAO	7
○ Administration	9
○ Finance	11
○ Climate & Energy	14
○ Public Works & Transportation	17
○ Electrical Utility	19
○ Water / Wastewater	21

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 3rd, 2021 and will be reviewed annually.

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

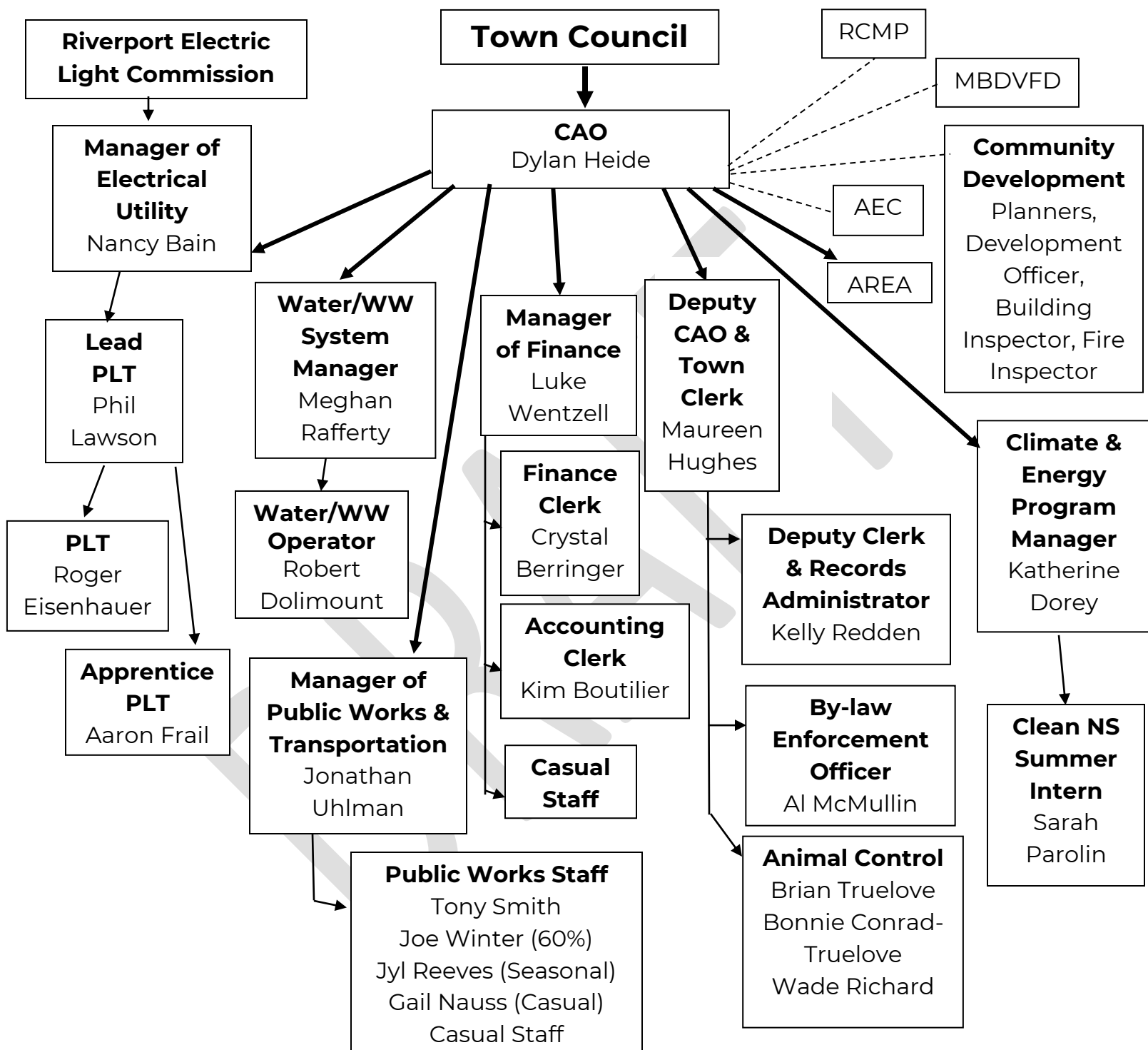
- Improving Council's strategic control over Town operations;
- Establishing a professional operating environment to support staff effectiveness;
- Increasing openness and transparency to the public; and,
- Improving organizational resilience to emergencies, unanticipated costs, staff turnover, etc.

Plan Introduction & Department Structure

Developed by staff in accordance with the Council's 2021-25 Strategic Plan (adopted by Council June 3rd, 2021), as well as the Town's 2021-22 Budget (approved May 27th, 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	Finance	
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
Special Mandate: 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	Special Mandate: 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	Core Function: 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	Special Mandate: System Upgrades on Main St.	Core Function: Wastewater Collection
Special Mandate: Asset Management (Reporting System)	Special Mandate: Local Improvements	Special Mandate: EV Charger Installations	Core Function: Wastewater Treatment
Special Mandate: Community Solar Garden Project	Special Mandate: Special Projects	Special Mandate: Transformer testing and replacement	Special Mandate: 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 land-use planning processes include MPS/LUB review. Liaising with Town Solicitor on matters of legal significance.

Core Function: Communications	Communication with residents, stakeholders, partners, clients, etc.. Oversight of Media / Social Media contact / outgoing Correspondence. FOIPOP / PIIDPA Coordinator.
Core Function: Public Safety / Traffic Authority	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 Finance. EMO coordination / planning.
Special Mandate: Accessibility	Oversee Town's compliance with new Accessibility Act and Lunenburg County Accessibility Plan, including the development of the associated Mahone Bay Accessibility Operational Plan.
Strat Plan Links – 1.3	
Special Mandate: Safety Program Implementation	Oversight of safety program development and implementation process with all Departments. Development of HR/policy components with Administration Dept. Coordination with Safety Representative.
Strat Plan Links – 2.3	
Special Mandate: Major Projects	Oversight of Major Projects - Facilities Projects (Fire Station, Town Hall), Water/Wastewater Projects, Shoreline 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..
Strat Plan Links - Numerous	
Special Mandate: Capacity and Effectiveness Initiative	Improve staff capacity and operational effectiveness with all Departments prioritizing: <ul style="list-style-type: none"> ▪ Management of Work Orders ▪ Shared Document Access ▪ Calendar Coordination ▪ Process Improvement
Strat Plan Links – 2.3	
Special Mandate: Asset Management	Support for AM initiatives / Committee (CAO Participation on Committee) / AIM Network Cohort 2.0 participation.
Strat Plan Links – 1.2	

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 style="list-style-type: none"> ☐ Council Agendas, Meeting Packages, Minutes ☐ Receiving, Filing, and Sending Correspondence ☐ Preparation of reports, memoranda, etc. ☐ Support for Various Committees ☐ Documents for training and best practices ☐ Maintenance of Official Records
Core Function: By-law and Policy Development	<ul style="list-style-type: none"> ☐ Creation of new By-laws and Policies ☐ Research and communication with other units ☐ Review / amendment of By-laws and Policies ☐ Respond to inquiries from Council, staff, public
Communications and Public Engagement	<ul style="list-style-type: none"> ☐ 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 style="list-style-type: none"> ☐ Coordinate with Community Initiatives ☐ Project management ☐ External Funding Applications
Core Function: Development of Internal Documents	<ul style="list-style-type: none"> ☐ Development of HR Policies and Procedures ☐ Development of orientation material for new staff and Council members. ☐ Development of new forms and templates.
Core Function: By-Law Enforcement	<ul style="list-style-type: none"> ☐ Consistent enforcement of the Town's by-laws (including animal control by-laws) ☐ 2021-22 priorities: enforcement training program development, special events plans, JEIN vehicle owner information) implementation.

Special Mandate: Park Cemetery Mapping Project	<ul style="list-style-type: none"> □ Develop database identifying each point in Park Cemetery (owner and interment) □ GIS mapping of plots □ Photographs of monuments linked to GIS map □ Develop an online map for the public (to support plot sales and/or genealogical research)
Strat Plan Links – 1.2	
Special Mandate: Capacity and Effectiveness Initiative	<p>Improve staff capacity and operational effectiveness with all Departments prioritizing:</p> <ul style="list-style-type: none"> ▪ Management of Work Orders ▪ Shared Document Access ▪ Calendar Coordination ▪ Process Improvement
Strat Plan Links – 2.3	
Special Mandate: Implementation of New Record Mgmt. System	<ul style="list-style-type: none"> □ Amend Records Management Manual □ Complete Filing Upgrade □ Develop database for enforcement actions □ Implement File Sharing
Strat Plan Links – 2.3	
Special Mandate:	<ul style="list-style-type: none"> □ Department participation in safety program development and implementation. □ 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 Town-owned 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	Preparation and support for external audit. Participation on Audit Committee; new Audit Committee requirements.
Core Function: Insurance	Liaise with insurance provider when required (i.e. annual renewal, submitting claim)
Core Function: External reporting requirements	Filing FIR, SOE, CIP, Gas Tax (AER), GST/HST and other Provincial and Federal required information.
Core Function: Inventory Management	Maintain accurate records of inventory for the Water, Wastewater, and Electric Utilities
Core Function: 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	Setup accountability codes in PROCOM to allow for segregated reporting directly from Procom, to support annual budget process / improve related financial reporting.
Strategic Plan Links: 2.3	
Special Mandate: Separation of Cemetery Ledger	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.
Strategic Plan Links: 2.3	
Special Mandate: 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	

Special Mandate: Implement PO Module	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.
Strategic Plan Links: 2.3	
Special Mandate: Capacity and Effectiveness Initiative	Improve staff capacity and operational effectiveness with all Departments prioritizing: <ul style="list-style-type: none"> ▪ Management of Work Orders ▪ Shared Document Access ▪ Calendar Coordination ▪ Process Improvement
Strategic Plan Links: 2.3	
Special Mandate: Asset Management	Provide support as required for asset management initiatives, participation on AM Committee.
Strategic Plan Links: 1.2	

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 / Core Function	Activities
Core Function: Customer Initiatives and Engagement	<ul style="list-style-type: none"> ▪ Finalize GHG Reduction Engagement Campaign Plans ▪ Create system for residents & business to implement behaviours and self-report emissions reductions. ▪ Begin inter-community sustainability challenges. ▪ Finalize Active Transportation Engagement Campaign. ▪ Develop Feasible Active Transportation Project & apply for funding.
Core Function: Monitor & Implement GHG Plan	<ul style="list-style-type: none"> ▪ Continue implementing current capital Projects and engagement on sustainable behaviours. ▪ 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. ▪ Ensure a climate analysis is included in all related Council reports to ensure decisions align with climate and energy commitments and priorities. ▪ Develop a Climate Action Advisory Committee to complete climate analyses, review and reprioritize GHG actions as needed to suit community needs. ▪ Develop annual progress reports the state which actions are complete,

	amendments to the plan needed, GHG emissions save from progress with Plan.
Core Function: Special Projects Management	<ul style="list-style-type: none"> ▪ Coordinate the installation of EV Chargers with Electrical and Public Works (with AREA staff). ▪ Neothermal Pilot project (finalize feasibility study / archetype modelling with Dalhousie University, selection of pilot candidates/financing for ETS installations). ▪ Identify and pursue project funding opportunities.
Core Function: Asset Management (GIS Coordination)	Provide mapping of assets as needed to support Town departments / Asset 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 management program / urban forest master plan development.
Strategic Plan Links: 1.2/3.3	
Special Mandate: Asset Management (Reporting System)	<ul style="list-style-type: none"> ▪ Implement reporting system with public works and utilities. ▪ Receive updates from public works 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).
Strategic Plan Links: 1.2	
Special Mandate: Community Solar Garden Project	<ul style="list-style-type: none"> ▪ Finalize arrangements for service corridor to substation. ▪ Coordinate public engagement activities in relation to the project. ▪ Promote subscription opportunities with solar garden to community (with AREA staff). ▪ Support development of solar garden assets by AREA.
Strategic Plan Links: 3.1	

Special Mandate: Home Heating Programs	<ul style="list-style-type: none"> ▪ Coordination of HOME Program advertising and promotion (with AREA staff). ▪ Assess opportunities for HOME program expansion (ETS, home EV chargers, etc.) and pursue external funding.
Strategic Plan Links: 3.1	
Special Mandate: Shoreline Improvement	Coordinate with Coastal Action to engage and communicate project progress and importance to the community (i.e. social media updates, poster updates and website upkeep).
Strategic Plan Links: 3.2	

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). 2021-22 Priorities: 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. 2021-22 Priorities: Public Works facilities plan, renovate comfort stations for year-round use.

Core Function: Support for Utilities	Provide support for support water, wastewater and electrical utility operations.
Special Mandate: Local Improvements	<ul style="list-style-type: none"> ▪ Strategic expansion of existing infrastructure to support planned growth and development. ▪ Explore shared services and partnerships for efficient service delivery while connecting with community passion and interest.
Strategic Plan Links: 2.2	
Special Mandate: Special Projects	<ul style="list-style-type: none"> ▪ Participation in Safety Program Development and Implementation ▪ Transportation Projects ▪ Support for Accessibility Plan Development and Implementation ▪ Downtown Revitalization Projects
Strategic Plan Links: Numerous	
Special Mandate: Capacity and Effectiveness Initiative	Improve staff capacity and operational effectiveness with all Departments prioritizing: <ul style="list-style-type: none"> ▪ Management of Work Orders ▪ Shared Document Access ▪ Calendar Coordination ▪ Process Improvement
Strategic Plan Links: 2.3	
Special Mandate: Asset Management	<ul style="list-style-type: none"> ▪ Support for AM Committee, condition assessments and diagnostics. ▪ Development of AM Plan for Stormwater Assets with Asset Management Committee
Strategic Plan Links: 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 style="list-style-type: none"> • Respond to outages • Repair/replace poles • Repair/replace lines • Repair/replace transformers • Meter reading • Meter changes
Core Function: Service Extensions	<ul style="list-style-type: none"> • Run new services • Scope new lines • Install new poles • Install new lines • Install new transformers
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.	Replacement and upgrading of depreciated system infrastructure to support development.
Strategic Plan Links: 1.1	
Special Mandate: EV Charger Installations	Installation of Electric Vehicle Chargers (8) at locations throughout the community in coordination with Climate & Energy Division.
Strategic Plan Links: 3.1	

Special Mandate: Transformer testing and replacement	Implementation of transformer testing program and planned replacement of transformers as required to meet legislated environmental requirements.
Strategic Plan Links: 1.1	
Special Mandate: Capacity and Effectiveness Initiative	Improve staff capacity and operational effectiveness with all Departments prioritizing: <ul style="list-style-type: none"> ▪ Management of Work Orders ▪ Shared Document Access ▪ Calendar Coordination ▪ Process Improvement
Strategic Plan Links: 2.3	
Special Mandate: Safety Program Implementation	Department participation in safety program development and implementation.
Strategic Plan Links: 2.3	

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 style="list-style-type: none"> ▪ Oakland Lake Watershed Advisory Committee ▪ Source Water Protection Plan ▪ Approval to Withdrawal (Province) ▪ Source Water Sampling ▪ Lake Outlet Flow Monitoring ▪ Compliance Reporting (Province) <p>2021-22 Priorities: Update hazard assessments for source water protection area with committee.</p>
Core Function: Drinking Water Treatment	<ul style="list-style-type: none"> ▪ Raw water pumping and transmission ▪ Inline Instrumentation ▪ Tanks Inspections/Cleaning ▪ Membrane Filters Inspections/Cleaning ▪ Chemical handing and equipment ▪ Inspection and exercise of pumps/mixers, air compressors, valves/actuators ▪ UV System operation and inspection ▪ SCADA operation ▪ Compliance Reporting (Province) ▪ Approval to Operate (Province) ▪ Procurement ▪ Clearwell inspection <p>2021-22 Priorities: Facilities improvements (pump house roof, chemical room, WTP</p>

	walls, etc.), Replace RW flow meter and check valve assembly WTP.
Core Function: Water Distribution and Hydrants	<ul style="list-style-type: none"> ▪ Biannual unidirectional flushing ▪ Annual valves inspection/exercise ▪ Water quality maintenance flushing ▪ Install new services as needed ▪ Service repairs as needed ▪ PRV/ARV inspection ▪ Water meters operation and repair ▪ Water disconnections / connections <p>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.</p>
Core Function: Water Quality Monitoring	<ul style="list-style-type: none"> ▪ Annual Sampling Plan (Province) ▪ Compliance Reporting (Province) ▪ Approval to Operate (Province) ▪ In-House sampling and analysis ▪ Third-part sampling and analysis
Core Function: Wastewater Collection	<ul style="list-style-type: none"> ▪ SCADA monitoring ▪ Lift station inspection and cleaning ▪ Compliance monitoring and reporting (Provincial and Federal) ▪ Approval to Operate (Province) ▪ Sewer Main cleaning and inspection ▪ Install new services as needed ▪ Service repairs as needed <p>2021-22 Priorities: Draft 10-year AM Plan for Wastewater Assets, Capital Replacement of Water Distribution Lines on Main St..</p>
Core Function: Wastewater Treatment	<ul style="list-style-type: none"> ▪ Headworks Inspections/Cleaning ▪ Daily inspections and calibration (aerators, blowers, effluent chamber) ▪ Chemical handling and equipment ▪ Approval to Operate (Province) ▪ Compliance Monitoring and Reporting (Provincial and Federal) ▪ Procurement <p>2021-22 Priorities: PAA Effluent Implementation (chemical storage and injection, remove chlorine equipment)</p>

Special Mandate: Water System Loss Reduction Project	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.
Strategic Plan Links: 1.1	
Special Mandate: Capacity and Effectiveness Initiative	Improve staff capacity and operational effectiveness with all Departments prioritizing: <ul style="list-style-type: none"> ▪ Management of Work Orders ▪ Shared Document Access ▪ Calendar Coordination ▪ Process Improvement
Strategic Plan Links: 2.3	
Special Mandate: Safety Program Implementation	<ul style="list-style-type: none"> ▪ Department participation in safety program development and implementation. ▪ Safety Representative functions (Meghan Rafferty).
Strategic Plan Links: 2.3	



**Town of Mahone Bay
Staff Report
Re: Coastal Protection Act
September 14th, 2021**

General Overview:

The purpose of this report is to provide Council with a summary of the proposed Coastal Protection Act Regulations and suggested consultation recommendations to submit to the Province on behalf of the Town.

Background:

On July 29th, 2021, Council passed a motion to direct staff to promote the consultation process on the proposed Coastal Protection Act on the Town's social media and to prepare a Staff Report for the September 14, 2021 regular Council meeting regarding the consultation process.

Staff began social media promotion on August 10th, 2021, and posted two additional reminders for residents to submit feedback.

Nova Scotia Coastal Protection Act – Summary

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

The regulations will outline the **protection 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, coastal erosion, and other effects of climate change.** The CPA will:

1) Create a Coastal Protection Zone.

A band surrounding the province's coast which will be a single consistent distance on either side of the high-water line. All regulations will apply within this boundary.

2) Ensure any construction does not unnecessarily interfere with the dynamic nature of the coast and sensitive coastal ecosystems.

Restrictions will be created for existing permitting processes of the Department of Land and Forestry.

3) Improve protection from sea level rise, coastal flooding, and coastal erosion.

Setbacks to apply to municipal building permits.

Proposed Regulations

Regulations will be developed to define how the passed legislation will work. The regulations will affect what can be built and where on submerged crown land below the high-water line (wharves, infilling, etc.) and on public and private lands on the coast. The following regulations have been proposed:

- 1) Coastal Protection Zone:** 80 – 100 metres above the high-water line. This is not a setback but will be the area within which minimum setbacks will apply.
- 2) Vertical Setbacks:** Minimum building elevation above mean sea level for new construction along the coast. Height has not been finalized but will account for reasonable protection against sea-level rise and storm surge.
- 3) Horizontal Setbacks:** To be determined on a site-by-site basis by a designated professional based on the requirements outlined in the regulations. A report (including an erosion risk factor assessment) completed by the DP will be submitted when applying for a building permit.
- 4) Regulations for Wharves, Boat Ramps, and Other Structures:** For the area that starts at the high-water mark and extends into the water regulations will ensure construction and structures minimize the disruption coastal ecosystems and ecological functions. This includes in-filling and stabilization work unless it is needed to protect existing structures.
- 5) Exemptions:** The CPA does not apply to all buildings and structures or to Federal Crown Land. Public, commercial, or industrial infrastructure and operations that need direct access to the water are exempted. Repair and maintenance of existing structures remaining the same size will be

exempted from setbacks. Activities undertaken to conserve or improve ecosystem function (such as fish ladders and saltmarsh restoration) will be exempted to permitted projects.

Administration/Execution of the CPA

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. The CPA is designed to work with existing permitting and compliance processes of the government and pre-existing acts (Beaches Act, Crown Land Act. Etc.)

Analysis:

As Mahone Bay is a coastal community, changes to the Coastal Protection Act directly impact the Town's future infrastructure and development. Any changes to this Act should make sense for all Nova Scotia communities. A Coastal Protection Zone of 80-100m from high waters would affect development on many of the waterfront properties along Edgewater Street and Main Street.

Many private businesses and homeowners may be concerned that these regulations limit what they can add onto their own property. These regulations could also restrict what projects the Town could implement in the future. However, it is the municipality that is responsible for enforcing the CPA and though the proposed 80-100m is stated, it appears flexible based on what type of addition or development is proposed, resulting in a case-by case assessment. This consideration can be added to the Town's review and approval process for building and development permit applications.

Town staff and Upland as part of the Plan Mahone Bay process are watching for information as it continues to become available. Upland is looking to harmonize the approach to coastal protection and development within the draft LUB and CPA regulations.

Much of the proposed horizontal setback of 80-100m is already infilled and developed within Mahone Bay, and there may be exceptions for structures that need to be near water and modified rules for developed downtown waterfronts as part of the Coastal Protection Act. Upland, through the Plan Mahone Bay process,

have looked at several approaches to coastal development including vertical and horizontal setbacks. As the Province is still determining the regulations of the Coastal Protection Act, any additional regulations included within the Act or regulations that are more restrictive than those contained in the Town's land use planning documents would be required to be enforced.

Financial Analysis:

This is a provincial consultation process where the Province is seeking input from the Town Council. There are no financial implications as a part of this process, other than a few hours of Staff time.

Should the regulations be approved, it may require additional Staff time to ensure Town By-laws (including the MPS/LUB) conform to the regulations.

Climate Analysis:

Ensuring our coastlines are protected against rising sea level is important, especially considering Mahone Bay is a coastal Town. However, it is also important to understand that the sea level is rising and any new development along the coastlines will be in jeopardy of damage from flooding and storm surge. The regulations in this Act aim to push developers to make smarter choices about coastal infrastructure to ensure it will be a lasting investment.

Links to Strategic Plan:

3. Environmental Leadership:

- Adapt Community Infrastructure to Climate Change
 - Protect our shorelines against sea level rise and address flooding.

Recommendation:

It is recommended,

- THAT Council responds to the consultation if there are any areas where the proposed regulations appear to go further than we've been contemplating through Plan Mahone Bay to date.

Respectfully submitted,

Katherine Dorey

Katherine Dorey

Climate and Energy Program Manager



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

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

1. Short Title

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

2. Purpose

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

3. Definitions

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

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

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

d) “Local Improvement” means and includes:

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

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

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

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

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

4. Charge Imposed

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

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

5. Amount of Charge

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

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

6. Variations in Charges

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

7. Frontage Charge

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

FC = Frontage Charge

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

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

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

TC = Total cost of local improvement.

MC = Town contribution toward Improvements.

PC = Provincial/Federal Contribution toward Improvements.

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

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

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

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

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

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

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

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

The following formula shall be used:

$$\frac{\text{Actual Frontage on Individual Street} \times \text{Chargeable Frontage}}{\text{Total Actual Frontage on Both Streets}}$$

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

8. Exemptions/Adjustments to Charges other than Frontage Charges

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

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

9. Building Service Connection

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

10. Administrative Guidelines

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

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

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

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

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

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

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

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

11. Lien

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

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

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

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

e) Where a property subject to a lien is subdivided, the amount of the

chargeplus interest then unpaid shall be apportioned among the new lots according to the assessed value that the new lots have in relation to the total assessedvalue of the entire property before subdivision.

12. Interest

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

13. Installments

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

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

David W. Devenne, Mayor

Maureen Hughes, Town Clerk

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

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

CLERK'S NOTATION

First Reading:	
"Notice of Intent" Publication:	
Second Reading:	
Ministerial Approval:	
Date of Publishing:	
Forwarded to the Minister:	
Forwarded to Town Website:	

SCHEDULE "A"

TEMPLATE

_____Street upgrade and extension 20__.

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

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

49272048

49292572

49183861

49281988

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

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

SCHEDULE "B"

PETITION

DATE:

To Mayor and Members of Town Council

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

FROM Property PID # _____

TO Property PID # _____

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

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



Town of Mahone Bay

Staff Report

RE: Fire Department PPE Expenditure

September 14, 2021

General Overview:

This staff report is to provide Council with information regarding an unbudgeted Capital expense being requested by the Fire Department to purchase new and replace expired Personal Protective Equipment (PPE).

Background:

Staff have recently had a discussion with Chief Veinotte regarding an unbudgeted purchase of PPE. Chief Veinotte has indicated that the Fire Department is in need of helmets for new members, to replace a broken helmet, and also to replace several expired helmets. The request is to purchase a total of 10 helmets at a cost of \$589.25 EA for a total cost of \$6,776.68.

Financial Analysis:

The purchase of the additional 10 helmets would ensure that the Town Firefighting Force are properly equipped when responding to emergency calls. As the purchase of these helmets would be considered Capital in nature, it is recommended that this purchase be funded through a transfer from the Fire Equipment Reserve.

In budget discussions, it was indicated that the projected balance of the Fire Equipment Reserve would be at approximately \$429,000 as of March 31st, 2022. There have since been subsequent discussions regarding the funding the new Pumper Truck with a transfer of \$300,000 from the Fire Equipment Reserve as a down payment, in an effort to minimize impacts to the tax rate. While this transfer has not yet been decided, this would leave \$129,000 in the Fire Equipment reserve account which could be used to cover the purchase of the helmets.

Recommendation:

It is recommended that at the September 14, 2021 regular meeting

THAT Council approve the unbudgeted purchase of 10 firefighting helmets at a total cost of \$6,776.68 to be funded from the Fire Equipment Capital Reserve.

Respectfully submitted,

Luke Wentzell

Manager of Finance





Town of Mahone Bay

Staff Report

RE: Town Hall Renovation Project

September 14, 2021

General Overview:

This staff report is to provide an overview on the Town Hall Renovation Project, including a discussion on various financing options available for the project.

Background:

The Town Hall Renovation/Improvement Capital Project was initially approved in the Fiscal 2020/21 Budget at a cost of \$100,000. When the work commenced the contractors identified a number of deficiencies in the building that required immediate attention, and throughout the process additional components were added to the scope of the project to address accessibility standards and COVID-19 public health measures. The increased scope of the project was discussed during Fiscal 2021-22 Budget Deliberations, and an additional \$200,000 was budgeted for this project. Ultimately, as a result of the evolving scope of the project, the captured cost as of September 3rd, 2021 is \$379,205, which represents an overage of \$79,205 when compared to the complete project budget.

Financial Analysis:

The original \$100,000 budget for this project was approved to be paid out of Capital Reserve as it was deemed during budget deliberations that adequate funds existed in the Capital Reserve Fund. Now that we are at the end of the project, staff suggest that it would be prudent to revisit the funding streams available to the Town.

The Fiscal 2021-22 Budget included an additional \$200,000 (to be funded from Capital Reserve) for the additional scope of this project giving the project as total budgeted cost of \$300,000. As of September 3rd, 2021 the Project has cost a total of \$379,205 with minimal costs still expected to come in.

Included in the 2021-22 Budget Document, the Capital Reserve Fund was projected to have an ending balance as of March 31st, 2022 of \$933,000. Therefore, if the overage of this project were to be funded from the Capital Reserve Fund, the adjusted ending balance projection would be closer to \$845,000.

An alternative to funding the overage from the Capital Reserve, the Town could choose to finance the whole project cost of \$379,205 or the 2021-22 portion of the

project cost of \$282,320 through a Temporary Borrowing Resolution, which would then be rolled into a long-term debenture over a 10-15 year term, at the next offering which would be in the Spring of 2022.

While both options have their merits, staff recommend that with the Town's debt carrying capacity already stretched, and having sufficient funds in the Capital Reserve Fund, that the entire project be funded from Capital Reserve Funds as was originally intended during the Budget process.

Recommendation:

It is recommended that at the September 14, 2021 regular meeting

THAT Council direct staff to fund the entire Town Hall Renovation Project from Capital Reserve Funds.

Respectfully submitted,

Luke Wentzell

Manager of Finance





Town of Mahone Bay
Staff Report
Re: Community-Wide Cycling Route
September 14th, 2021

General Overview:

The purpose of this report is to provide Council with a summary of the active transportation and Community-Wide Bicycle Route engagement.

Background:

On January 28th, the Community Wide Bicycle Route Engagement Plan was presented to Council. This Plan included two phases: Phase 1 was information sharing; and Phase 2 offered opportunity for engagement and submitting feedback.

Bicycle Nova Scotia and CBCL have completed extensive studies on Mahone Bay's road-ways and identified a route through Town that would offer a safer path for cyclists to cross Town and avoid the busy parts of Main Street.

To gather feedback for a community-wide bicycle route staff developed an online survey and held two engagement events: a virtual zoom session, and an in-person Bike Day event to present the proposed Blue Route. A summary report of this engagement has been provided in a separate report.

Analysis:

The Engagement Summary Report highlights all the findings, however, here are a few key takeaways:

- Residents prefer vehicle speeds to be reduced to 30km/h along main street and connector streets, as well as the addition of other traffic calming strategies throughout town.
- Though residents are generally supportive of the Blue Route and cycle route concept, experienced and regular cyclists will still want to cycle along Main Street and Edgewater Street.
- The Blue Route offers a safer route to cross Town to avoid Main Street, and is more preferred and beneficial for inexperienced riders including children.
- Residents are very supportive about connecting bike ways to school.
- Residents really want to see a multi-use path along the waterfront, especially as most experienced bikers are coming to Town through Edgewater Street.

- Bicycle parking and a map kiosk near the Clairmont Street parking area would allow easy access from the trail system to essential Town services like the Pharmacy, Bank, Grocery Store and Post Office.
- Similar Bike parking and kiosk was also suggested for the Edgewater Street waterfront lot.
- Residents are overall supportive of infrastructure that supports all types of active transportation (ie: multi-use paths) and increased crosswalk safety.
- Experienced cyclists are supportive of an addition of a paved shoulder on main street towards Mader's Cove. This is frequently trafficked by cyclists recreationally.

Financial Analysis:

An estimate 50 hours of Staff time and budget of \$300 was allocated to engagement on the Community-Wide Cycling Route. To date \$178.65 was spent on promotional material and Bike Day supplies including refreshments, volunteer gifts, and covid sanitation supplies.

\$121.35 of remaining funds can be used toward promotion and development of the project advisory team and funding applications.

Climate Analysis:

Promoting and enabling active transportation in Mahone Bay is an important part of reducing the Town's current 4,348 tonnes of CO₂e being emitted the from the transportation sector. According to Natural Resource Canada, the average Canadian vehicle releases about 4600kg of CO₂ into the atmosphere per year, about 118g CO₂/km. Improving bicycle infrastructure in Mahone Bay to make active transportation safer and more accessible will encourage community members to choose low carbon options of transportation such as walking, biking, e-biking, and rolling instead of driving. Investing in community-wide cycling routes will help Mahone Bay achieve the low carbon scenarios targeted in the GHG Action Plan and will help the Town transition to a low carbon community by 2050.

Links to Strategic Plan:

3. Environmental Leadership:

- Implement community Greenhouse Gas (GHG) Reduction Action Plan

Recommendation:

It is recommended, that at the September 14, 2021 meeting of Council

- THAT Council direct Staff to apply for Connect2 Provincial funding and to also apply to the Federal Active Transportation Fund to improve active transportation infrastructure, and active transportation safety within the Town of Mahone Bay.

Respectfully submitted,



Katherine Dorey

Climate and Energy Program Manager





Town of Mahone Bay

Staff Report

RE: Long Hill Road Culvert Replacements
September 14, 2021

General Overview:

The purpose of this report is to provide Council with an update on the progress of the Long Hill Road ditching project and request guidance in respect to five deteriorated culverts discovered during this project.

Background:

On Aug 27th, 2021, Public Works began ditching from the top of Long Hill Road down to the bottom of Main Street (right hand side). The purpose for this project was to eliminate storm water from holding up in ditches and flood Long Hill Road. This occurred due to shallow depths, improper grades, and excessive vegetation growth. Staff also found that several of the driveway culverts going down Long Hill (right side) were partially covered with gravel on the upstream side which would also explain why the ditches would ~~always~~ overflow in severe storms and run out over the road and then freeze in the winter months.

Analysis:

Town staff are in the midst of the ditching project on Long Hill Road, a project included in the 2021/22 Budget, to prevent surface flooding; previously water was not moving through the ditches properly due to shallow depths, improper grades, and excessive vegetation, and resulting in flooding of Long Hill Road.

As part of the project staff have cleared all eight culverts on Long Hill Road during the ditching process and have found that five of the eight culverts have either severely deteriorated or have completely disintegrated steel bottoms. The deterioration of these culverts would have a drastic effect on the flow of water travelling down the ditch and would also undermine the safety of the driveways, resulting in unsafe passage.

As per the Town of Mahone Bay Policy Respecting Installation of a Driveway Entrance (Appendix A), it is the responsibility of the Town to maintain the portions of existing driveway entrances on Town property (S2.1) and to replace the culvert for residential entrances when the culvert has deteriorated from age or normal use

(S11.1) Based on the responsibilities to be borne by the Town as outlined in policy, it is the recommendation of staff that five of the eight culverts be replaced as part of the ongoing Long Hill Road ditching project, to restore proper storm water flow and to restore the affected driveways to safe working order.

Financial Analysis:

Each culvert will cost \$2127.50 incl. tax (material and labor) to replace, and we would require 5 in total for a total cost: \$10637.50.

It is the recommendation of staff that this cost, not currently included in the 2021/22 budget for the Long Hill Road ditching project, be funded from the Capital Reserve.

Recommendation:

It is recommended that at the September 14, 2021 regular meeting,

THAT Council approve the installation of five (5) driveway culverts on Long Hill Road at a cost of \$10,638.

Respectfully submitted,



Jonathan Uhlman

Public Works and Transportation Manager



Town of Mahone Bay

Policy Respecting

Installation of a Driveway Entrance

1.0 Policy Objective

- 1.1 The purpose of the Installation of a Driveway Entrance policy is to outline the requirements for the installation of driveway entrances on existing streets within the municipal boundaries of the Town of Mahone Bay.

2.0 Existing Driveway Entrances

- 2.1 The Town accepts responsibility for all portions of existing driveway entrances, which are located on Town property, and will maintain them in a manner consistent with the content of this policy document.
- 2.2 The Town will not reimburse any property owners, which may have incurred expenses related to maintaining their driveway entrances (including culverts) prior to adoption of this policy document.

3.0 Application Process

- 3.1 No driveway entrance shall be installed on an existing street without first obtaining a Town of Mahone Bay **Street Excavation Permit** {refer to Town of Mahone Bay - Streets and Sidewalks By-Law #41, Sections 3 & 4}. The permit application must be completed by the applicant and approved by the Town. If a driveway entrance is installed without having obtained a permit it may be removed by the Town at the property owner's expense.
- 3.2 The Town's Director of Operations will assess the proposed entrance for adequate sight distance and determine the size of drainage culvert, if required. The applicant is required to identify the location of the proposed driveway entrance with stakes marking the proposed location and width prior to filing an application in order that it may visually assessed.
- 3.3 The applicant will be notified once the application/permit has been approved. Notification will include the size of culvert to be installed, if required.
- 3.4 The applicant is responsible for all aspects of construction, including but not limited to; removal and replacement of any sidewalk, curb/gutter, supply of a new culvert, backfill material, rip rap, labour, and traffic control. Work may be done by the applicant or a contractor engaged by the applicant; however, ultimate responsibility for installation rests with the applicant. Unsatisfactory installation of a driveway entrance may result in removal by the Town at the property owner's expense. In the event the Town is required to take action to satisfactorily complete the work all costs associated will be at the property owner's expense.
- 3.5 The applicant subject to agreement by the Director of Operations may hire the Town to install the driveway entrance upon satisfactory Work Order and payment process being made with the Town.
- 3.6 The applicant must notify the Director of Operations a minimum of 48 hours prior to beginning the installation of a driveway entrance.

4.0 Environmental Protection

- 4.1 Every effort must be made to expose as little soil to the elements as possible during the construction process. If the culvert is within 30 meters of a watercourse, or there is any chance sediment may enter a watercourse, erosion and sedimentation control measures must be employed in accordance with regulations established by the Province of Nova Scotia.

5.0 Driveway Width

- 5.1 The driveway top (i.e. traveled portion) shall be a minimum of 3 m (10 ft.) wide; the rip-rap end portions of a driveway requiring a culvert are in addition to the traveled portion. The maximum width of the driveway top shall be 8 m (26 ft.).

6.0 Materials

6.1 **Concrete and Asphalt:**

New driveway entrances requiring the reinstatement of any sidewalk, curb or gutter must match the existing. Concrete used for sidewalks, curb and gutter to be 35 MPa (5000 psi). Asphalt must be hot mix asphalt properly installed by a qualified contractor.

6.2 **Culvert:**

Unless warranted by specific conditions, as determined by the Director of Operations, pipe size for a new culvert installation shall be a minimum of 400mm (16 in.) inside diameter {refer to Town of Mahone Bay Municipal Specifications, May 14, 2002, Section 6.5}. Culvert pipe may be aluminized corrugated steel or aluminum alloy; or smooth inside wall diameter Class 65D concrete; or double walled smooth interior High Density Polyethylene (HDPE) pipe.

In the case of open top culverts, new treated wood may be used, however, the design and materials proposed for use in building the structure must be approved by the Director of Operations.

The use of used culvert pipe or wood will not be approved.

6.3 **Backfill:**

Backfill material shall be 20-25mm ($\frac{3}{4}$ - 1 in.) gravel or good native soil with no stones over 75mm (3 in.) in the largest dimension. Slate may be used only if it is from a source approved by the NS Department of Environment and Labour.

6.4 **Top Material:**

Top material shall be 100-150mm (4-6 in.) of Class A (20mm or $\frac{3}{4}$ in.) gravel, sloped to prevent water from running onto the roadway; minimum slope requirement is 2%. If pavement is desired, it should consist of a minimum of 75mm (3 in.) of hot mix asphalt on a bed of 100-150mm (4-6 in.) of Class A gravel.

6.5 **Rip-Rap:**

Minimum wall thickness shall be 400mm (16 in.); therefore, material shall be 400-500mm (16-18 in.) flat stones. Slate may be used only if it is from a source approved by the NS Department of Environment and Labour.

7.0 Sidewalk, Curb & Gutter Replacement

- 7.1 Any necessary replacement of concrete sidewalk, curb and/or gutter will be completed in accordance with the specifications contained in the most recent edition of the Standard Specification for

Municipal Services, as published by the NS Road Builders Association & Consulting Engineers of NS.

- 7.2 Any necessary replacement of asphalt sidewalk or curb will be conducted in a manner to match the existing site conditions, unless otherwise determined by the Director of Operations.
- 7.3 Prior to pouring any concrete or placing asphalt, an inspection, by the Director of Operations, must be completed. It is the applicant's responsibility to schedule such inspection.

8.0 Bed Excavation for Culverts

- 8.1 Prepare an area for the pipe in the lowest point of the ditch, aligned with the direction of flow.
- 8.2 All organic material (grass, bushes, etc.) under the length of the pipe shall be removed before placing pipe.
- 8.3 Excavate ditch to a depth of 150mm (6 in.) below existing flow line of ditch.
- 8.4 Fill excavated area with 125mm (5 in.) of Class A or B gravel.

9.0 Pipe Installation for Culverts

- 9.1 The pipe shall be placed on the prepared bed of gravel, following the natural slope of the ditch allowing the pipe flow line to be approximately 25 mm (1 inch) below the flow line of the ditch and shall be aligned to maintain the direction of flow.
- 9.2 If two or more lengths of pipe are required they shall be joined with approved couplers, available from the pipe manufacturer. The couplers shall be joined as per manufacturer's instructions.
- 9.3 Prior to back filling, an inspection, by the Director of Operations, must be completed. It is the applicant's responsibility to schedule such inspection.
- 9.4 Backfill material shall be a minimum of 150 mm (6 inches) deep on each side of the pipe and compact with a vibrating compactor. Continue to place backfill material in 150 mm (6 inch) layers and compact on each side of the pipe before adding more material. Compacted material must be kept even on both sides of the pipe and must extend the width of the pipe. When backfill material is very granular, clay material shall be used to seal the ends to prevent water from flowing through the backfill material.
- 9.5 The backfill material plus top material shall extend a minimum of 300 mm (12 inches) above the top of the pipe unless otherwise approved by the Director of Operations.
- 9.6 The permit holder shall remove all surplus excavated material from Town property (i.e. the street right-of-way).
- 9.7 Rip-rap shall be placed across the upstream and downstream ends of the pipe. Concrete end walls may only be used on the installation with the approval of the Director of Operations.

10.0 Final Inspection

- 10.1 Once the driveway entrance is completely installed, the Director of Operations shall be notified to arrange for final inspection. In the event the inspection determines deficiencies in the work the

applicant will be notified and asked to correct them. Following corrective action, the applicant is required to notify the Director of Operations for a re-inspection.

- 10.2 If the driveway entrance is not satisfactorily installed after two final inspections, the Town reserves the right to remove the driveway entrance, and take any other action it deems necessary to remediate the site at the Property Owners expense.

11.0 Responsibilities

- 11.1 After the driveway entrance is installed and approved, should the culvert deteriorate from age or normal use, the entrance will be replaced as follows:

Residential Entrance:

Culvert piping up to a maximum of an 8-meter top width. All costs to be borne by the Town.

Churches, Cemeteries & Other Non-Profit Agencies:

Culvert piping up to a maximum of an 8-meter top width. All costs to be borne by the Town.

Commercial or Combined Commercial & Residential:

All costs at the Property Owners expense.

- 11.2 When replacing an existing driveway entrance the Town reserves the right to conduct the work using its own employees and equipment, or to utilize the resources of a competent contractor.
- 11.3 When replacing an existing driveway entrance, culvert pipe and any end treatments removed by the Town shall be replaced with rip-rap. Replacement pipe shall be of the type commonly used by the Town at the time of replacement.
- 11.4 The Town will not maintain the driveway top, with the exception of normal shouldering operations and in that case only to the extent of the shoulder and not the entire street limit. The Town will only correct frost heave of a culvert if it is causing a problem with water flow in the ditch.
- 11.5 In the event any portion of a paved driveway is excavated in order to replace a culvert, it will be the responsibility of the property owner to reinstate the paved portion if they so choose.
- 11.6 The property owner is expected to keep the culvert free from obstructions, maintain the rip-rap on the culvert ends, and to keep the top grade of the driveway at an elevation as to prevent water flow onto the road.

Clerk's Annotation For Official Policy Book
Date of Notice to Council Members of Intent to
Consider {7 days minimum notice}:
Date of Passage of Current Policy:

Clerk/CAO

Date

A meeting of the Policy & Strategy Committee for the Town of Mahone Bay was held on Monday, July 26, 2021 at 7:03 p.m. via video conferencing.

Present:

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

Gallery:

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. Approval of Agenda

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

2. Minutes

A motion by Councillor Feeney, seconded by Councillor Burdick, **"THAT the minutes of the June 28, 2021 meeting be approved as presented."** **Motion carried.**

3. By-law Respecting Dangerous/Unsightly Buildings

Committee members reviewed the Town of Mahone Bay Dangerous/Unsightly Buildings By-law.

A motion by Councillor Carver, seconded by Councillor Wilson, **"THAT the committee recommend THAT Council repeal the Dangerous/Unsightly Buildings By-law."** **Motion carried.**

A motion by Councillor Carver, seconded by Councillor Nowe, **“THAT the committee recommend THAT minimum standards for housing be reflected in any housing strategy that the Town may develop.”** Motion carried.

4. Town Logo

Committee members reviewed a packet of information gathered from a recent privately conducted survey in respect to the Town of Mahone Bay logo.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT the committee recommend THAT Council consider reviewing the Town logo and request that staff prepare a report on an RFP process to develop a new logo for the Town of Mahone Bay.”** Motion carried.

5. Next meeting

5.1 Agenda items for recommendation to Council

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, **“THAT the committee recommend THAT Council set the agenda for the September 27, 2021 meeting of the Policy & Strategy Committee to include the Committee Policy (Age Friendly Community Committee and Economic Development Committee) and Council/CAO Relationship.”** Motion carried.

5.2 Date and Time

The next meeting of the Policy & Strategy Committee will be held on September 27, 2021 at 7:00pm.

The meeting adjourned by motion at 7:52 pm.

TOWN OF MAHONE BAY

Chair, Mayor David Devenne

TOWN OF MAHONE BAY

Clerk, Maureen Hughes

BE IT RESOLVED that the following be and the same is hereby adopted and enacted as a by-law of the Town of Mahone Bay when and if the same has received the approval of the Minister of Municipal Affairs and that the Town Clerk be and he is hereby instructed to forward the same to the Minister and request his approval hereof.

BY-LAW NO.

A BY-LAW RESPECTING DANGEROUS/UNSIGHTLY
BUILDINGS

- | | | |
|-----|---|--------------------------------------|
| 1.1 | This by-law shall be known as and may be cited as the "Dangerous/Unsightly Buildings By-Law." | Short title |
| 2.1 | Section 222 of the Towns Act, Chapter 309 of the Revised Statutes of Nova Scotia, 1967, attached as Schedule "A", shall apply to the Town and shall be part of the by-laws of the Town. | Section 222
Towns Act
to apply |
| 3.1 | All former Dangerous Buildings By-Laws of the Town are hereby repealed and this by-law substituted therefor. | Repeal |

SCHEDULE "A"

THE TOWNS ACT

Chapter 309, R.S.N.S. 1967

Subsections (2), (3), (4) and (5) of Section 222 of the Towns Act, as set out below, shall apply to the whole area of the Town.

(2) No person shall

(a) permit a building, fence, wharf, wall or other structure owned or occupied by him and being within an area mentioned in any such by-law, to be or to become partly demolished, decayed or deteriorated so as to be dangerous, unsightly, offensive or unhealthful; or

(b) permit to remain on any land owned or occupied by him and being in any such area as ashes, junk, rubbish, refuse, cleanings of yards, bodies, or parts of automobiles or other vehicles or machinery, or any other thing, so as to be dangerous, unsightly, unhealthful or offensive.

(3) Should a condition described in subsection (2) arise or exist, whether it arose before or after the passing of this Act, or of the by-law, the council may instruct the clerk to serve notice on the owner or occupier requiring him to remedy the condition described in the notice; such notice may be served by being posted in a conspicuous place upon the building, fence, wharf, wall, structure or land or may be personally served upon the person named therein.

(4) In event of the failure of the person so served with notice, to remedy the condition described in the notice within thirty days after service, any person authorized by the council may enter upon the land upon which the condition exists, without writ, warrant or other legal process and remedy the condition which the council has required to be remedied; and the actual cost of so doing may be recovered as a debt from the person so served, by action brought by the clerk in the name on the town in any court of competent jurisdiction within sixty days after the cost is incurred.

(5) After notice has been served under subsection (3) any person who permits or causes a condition referred to in this Section or who fails to comply with the terms of said notice, shall be liable on summary conviction to a penalty of not less than one hundred dollars and not more than one thousand dollars and in default of payment to imprisonment for a term of not less than fifteen days or more than three months, and every day during which such condition is not remedied is a separate offence.

This is to certify that the foregoing Dangerous/
Unsightly Buildings By-Law, Number _____ is a
true copy of a By-Law passed by the Council of the Town of
Mahone Bay at a duly called meeting held on the thirteenth
day of October, 1981.

Shirley L. Nixon
TOWN CLERK

Dated at Mahone Bay, this ninth day of
November 1981

DEPARTMENT OF MUNICIPAL AFFAIRS
Recommended for approval of the Minister
<u>M. H. H. H.</u> Departmental Solicitor
APPROVED this <u>16th</u> day of <u>December</u> 1981
<u>J. J. J.</u> Minister of Municipal Affairs

The quarterly meeting of the Town of Mahone Bay's Police Advisory Board was held on Thursday, July 29, 2021 at 12:00 p.m. via videoconferencing.

Present:

Mayor D. Devenne
Deputy Mayor Francis Kangata
Councillor Kelly Wilson
Darrell Dawson
Clerk & Dep. CAO, M. Hughes
Manager of Public Works & Transportation, J. Uhlman
CAO, Dylan Heide
Cpl. Dan Smith, RCMP
Cpl. John Payne, RCMP
S/Sgt Victor Whalen, RCMP

Absent: Angus Smith

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.

Approval of Agenda

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

Minutes

A motion by Councillor Wilson, seconded by Mr. Dawson, **"THAT the minutes of the April 29, 2021 meeting of the Police Advisory Board be approved as presented."** **Motion carried.**

Presentation of Police Reports

Cpl. Dan Smith introduced Cpl. John Payne, who will be taking over the role of RCMP Liaison with the Town of Mahone Bay as of August 9, 2021, and S/Sgt Victor Whalen, new Lunenburg District Commander. Cpl. Smith presented the RCMP Quarterly Report for April – June, 2021, highlighting some of the larger files of the quarter, including a number of serious collisions, missing persons cases, and a murder. Also highlighted from the

report were the various ways in which RCMP resources have been deployed in response to the Federal Quarantine Act.

Cpl. Smith noted that the Traffic Services division has been in Mahone Bay frequently lately and noted that the division has been very responsive to requests to increase their presence and visibility in Mahone Bay. Other Mahone Bay specific highlights included the May 25, 2021 vandalism at Tiny Tots Playground and the Mahone Bay ballfield, as well as ongoing traffic support for the newly installed 3-way stop at Main Street at Clearway Street.

Speed Sign Statistics

Mr. Uhlman advised the committee that one of the digital speed signs has been taken down because of a malfunction, and the required part for repair will not be delivered for a few weeks. Mr. Heide noted that the Town's 2021/22 budget includes money for two additional speed signs. As Traffic Authority, Mr. Heide also relayed plans to install a crosswalk across from Kedy's Landing and plans to petition the Department of Traffic and Infrastructure Renewal to reduce the speed limit coming into Mahone Bay from Oakland.

New Business

PAB Training

The Clerk advised members that training for PAB members is still not available but is expected soon and it will be forwarded to PAB members.

COVID-19

Cpl. Smith provided a detailed account of how RCMP resources have been directed toward the ongoing pandemic as part of his regular report.

Correspondence – W. Kowalski

The committee received a letter from William Kowalksi, which was received at the June 24, 2021 meeting of Council. The correspondence included a concern that RCMP were not addressing the issue of speeding in Mahone Bay in the evening. The clerk was able to provide an update in that Mr. Kowalski had been informed of the enforcement steps which have been taken to address his concerns.

Next Meeting: October 28, 2021 at noon.

The meeting adjourned upon motion at 1:16 p.m.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Mayor David Devenne

Town Clerk, Maureen Hughes



Quarterly Police Report
Town of Mahone Bay
July 2020
2020/2021 Fiscal Year
1st Quarter

1. LUNENBURG DISTRICT STAFF

- 1 Staff Sergeant
- 2 Sergeants
- 7 Corporals
- 33 Constables
- 1 Reserve Constable
- 7 Administrative Staff
- Crime Analyst (Covers numerous areas including Lunenburg District)
- Senior Safety Coordinator (Jointly Managed with BPS)

2. SOUTHEAST TRAFFIC SERVICES

- Six member Provincial Unit working out of Lunenburg District (Chester Office)
- Dedicated Traffic Enforcement throughout Lunenburg and Queens Counties.

3. LUNENBURG DISTRICT FLEET

- (15) Patrol Cars
- (3) Patrol SUVs
- (5) Unmarked Police Vehicles
- (1) Police Boat *** (New Boat delivered in June 2020)
- (1) 4 Seat UTV (Side x Side)
- (4) Patrol Bicycles

4. DISTRICT FACILITIES

- Chester Detachment
- Lilydale Detachment
- Cookville Detachment
- New Germany Community Office
- Mahone Bay Community Office

5. GENERAL INVESTIGATION SECTION (Lunenburg County)

Lunenburg District GIS assisted Southwest Nova Major Crimes Unit during the initial stages of a homicide investigation in Kings District.

Lunenburg District GIS is assisting Chester Detachment with an ongoing investigation involving a theft of in excess of \$5000.00.

Lunenburg District GIS took the lead in conducting the investigation into a missing 29 year old male from Lunenburg County in June. The male was subsequently located deceased several days later. The circumstances surrounding the males death are not believed to be suspicious based on the investigation.

Lunenburg District GIS also assisted South Shore Integrated SCEU with multiple CDSA investigations where surveillance was conducted followed by targeted vehicle stops which resulted in the seizure of cocaine, methamphetamine pills and cash.

6. SCHOOL SAFETY RESOURCE OFFICERS (Lunenburg County)

Cpl. SLAUNWHITE remains off duty long term due to illness. Cst. Tim LYNCH continues to fulfill the role of Acting NCO I/C of Lilydale Detachment as well as supervise the SSRO/CPVS members.

In response to the schools closing as a result of the Covid-19 pandemic and resource pressures as a result of members being off duty long term due to illness, restricted duties, work from home accommodations Cst. Ted BAILEY and Cst. LYNCH have been temporarily reassigned to supplement the General Duty Detachment Members.

It is anticipated that both will return to their substantive role in September provided schools return in some capacity.

7. COMMUNITY POLICING VICTIMS SERVICES OFFICER (Lunenburg County)

Cst. Sonia UPSHAW's duties have been restricted to administrative duties throughout this quarter for medical reasons. Resources were required by "H" Division as a result of the "H" Strong investigation as well as to ensure the Division Emergency Operations Centre could fulfill it's responsibilities in response to the unfolding Covid-19 situation. As a result Cst. UPSHAW was reassigned for what is believed to be a longer term to the RCMP "H" Division Covid Team.

Cst. UPSHAW has enlisted the assistance of other members and one of the Chester Detachment Services Assistants to monitor the Victims Services Program and continues to complete security clearances for new Victim Service program volunteers.

8. CALLS FOR SERVICE

Between April 1st 2020 and June 30th 2020, Lunenburg District had a total of 2,526 occurrences which included Criminal Code, Controlled Drugs and Substance Act, and Provincial Act Investigations.

During the same quarter in 2019 Lunenburg District had a total of 3,316 occurrences.

A review of occurrence types shows the majority of the difference is as a result of a reduction in the number of Motor Vehicle Act occurrences attributed to the Province's and the RCMP's response to the Covid-19 Pandemic.

9. SIGNIFICANT / NOTEWORTHY

Some significant and noteworthy items this past quarter include the following:

- During this quarter Lunenburg District's resources were impacted as follows: Two members remain Off Duty Long Term due to illness or injury. Two Members currently have duty restrictions as a result of illness or injury. One member was off for a period of time and a second was provided a work from home accommodation due to elevated risks associated with Covid-19.
- A candidate has been identified and selected to fill the vacant Street Crime Enforcement Unit Supervisor position and is expected to arrive in September.
- A candidate has been identified and selected to fill the vacant watch supervisor position however his arrival date is not known at this time.
- We are still awaiting the replacement of an SUV that was removed from service following a collision during the 3rd Quarter in the 2019/2020 fiscal year.
- The New Rossborough Police Vessel has been fully operational since June of this year. Multiple proactive patrols have been conducted between Chester and Lunenburg to date.
- The Senior Safety Coordinator had to modify or restrict some services in response to the Covid-19 pandemic.
- Lunenburg District members dealt with two occurrences of individuals discharging firearms unsafely and in public areas during this quarter. In each instance the suspect was identified arrested without incident. Firearms were located and seized in each instance with various firearms and weapons related charges being laid for each incident.
- There were 29 reported Break and Enters during this quarter versus 8 reported during the same quarter last year. 7 of these complaints were determined to be unfounded (No offence occurred) There were only 8 reported occurrences of thefts from Motor vehicles during this quarter which is consistent with the same quarter

the previous year.

- 11 sexual offences were reported this quarter including 3 that are still under investigation, 1 where there was insufficient evidence to proceed, 3 that were determined to be unfounded and 4 where the suspect was identified but the victim did not wish to pursue charges.
- There were no reported occurrences of distributing intimate images without consent during this quarter.
- Members responded to 98 traffic related collisions this quarter which includes one collision related fatality this quarter which is still under investigation.
- Members investigated 17 sudden deaths which included two apparent suicides during this quarter.
- Members responded to 107 calls for service regarding individuals having a mental health crises. This was almost double the number of calls during the same quarter for the previous year.
- Police dealt with 69 incidents of possible impaired driving during this quarter. Of those investigations 15 individuals were charged with impaired driving, 16 were determined to be unfounded, 37 occurrences resulted in insufficient evidence to proceed and 1 remains under investigation. 6 of these occurrences indicated the driver was possibly impaired by a drug or combination of drugs and alcohol.
- 9 alcohol related roadside suspensions were also issued during this quarter.
- In addition to the work of the South Shore Traffic Services Unit (noted in a separate section below) Lunenburg District members issued 149 Summary Offence Tickets and 214 Written Warnings during vehicle stops this quarter.
- RCMP members conducted 42 check points throughout the quarter in various locations throughout the county. The number of checkpoints is significantly lower during this quarter as a result of the RCMP's response to the Covid-19 pandemic in limited contacts between essential service providers and the public.
- 31 Offender Management compliance checks were conducted during this quarter to ensure offenders were complying with court imposed conditions.
- As part of Lunenburg District's Road Safety Objective 6 additional members have been trained to operate the Side by Side Utility Vehicle which enhances our ability to conduct proactive patrols of the trail system. During this quarter several patrols have been made of the Trail System between Hubbards, Blockhouse and Lunenburg with a focus on impaired and dangerous driving on the trail system.
- Lunenburg District dealt with 48 Health Protection Act occurrences and 91 Quarantine Act occurrences. Members complete compliance checks on individuals under the Quarantine Act as and when required.
- As a result of the Covid-19 pandemic the RCMP has ensured Business Continuity while adhering to applicable restrictions under the Emergency Management Act and Health Protection Act. RCMP Detachments were closed to the public during this quarter.

- “H” Division RCMP’s Covid-19 Response Team continues to deal with Business Continuity issues related to Covid-19 while ensuring the health and safety of our employees within the province.

10. STREET CRIME ENFORCEMENT UNIT & OTHER DRUG ACTIVITIES

Cpl. Jody ALLISON was promoted to Sergeant within Halifax District and has departed Lunenburg District near the beginning of this quarter. Cpl. Derek MCALPINE will replace Cpl. ALLISON and is expected to arrive in September.

Lunenburg District SCEU worked with Bridgewater Police Service SCEU/GIS Members with executing a CDSA search warrant at a Bridgewater residence. Drug paraphernalia was seized along with four grams of cocaine and 5000.00 dollars in cash.

Lunenburg District SCEU was tasked to assist Southwest Nova District Major Crimes Unit during the preliminary investigation into a homicide that occurred in Kings District.

Lunenburg District SCEU assisted with an aggravated assault file where a male received serious but non life threatening injuries after being stabbed with a pitch fork. A male was arrested and charged as a result.

Lunenburg District SCEU assisted Detachment members with writing several judicial authorizations to further an investigation into a fatal motor vehicle collision where impairment may have been a factor.

SCEU’s stats for the quarter are:

- **2 Criminal Code Warrants Executed**
- **2 Search Warrants Executed – Other Statutes**
- **3 Targeted Vehicle Stops/Search Executed**
- **4 Individuals Charged**
- **6 Criminal Code charges Laid**
- **8 Drug charges Laid**
- **\$1,000.00 Value Of Property Seized/Recovered**

- **\$1,200.00** Value of Drugs Seized
- **\$13,000.00** Value of Offence Related Cash Seized

11. DEDICATED TRAFFIC SERVICES STATS

These below statistics are in addition to the “Road Safety” work conducted by Lunenburg County District members.

- **219 SOTS**
- **39** Written Warnings
- **16** Checkpoints
- **0** Impaired Drivers
- **1** Roadside Suspensions

12. TOWN OF MAHONE BAY

- Speed sign data continues to be used to identify problematic areas and determine the appropriate deployment of resources by the RCMP.
- Lunenburg District Members responded to 2 false 911 calls at locations in Mahone Bay.
- 4 Assaults were reported in Mahone Bay during this quarter. One resulted in charges being laid, one was unfounded and the remaining victims did not wish to pursue charges.
- An adult male was charged with assault with a weapon, assault and weapons related offences following a domestic violence incident.
- 1 Checkpoint was completed in Mahone Bay during this quarter.
- There were 4 Impaired Driving occurrences during this quarter. Two were determined to be unfounded and the vehicle or driver were unable to be located in the other two instances.
- There were three reported occurrences related to Off Road Vehicles in Mahone Bay during this quarter. In one instance the operator was identified and issued a written warning under the Off Highway Vehicle Act.
- There were 4 reported Break & Enters reported in Mahone Bay, two of those were investigated and it was determined that no offence occurred.
- Sotheast Traffic Services issued summary offence tickets for 8 occupant restraint or seatbelt violations during targeted enforcement initiatives.
- Multiple foot patrols and bicycle patrols have been conducted by Reservist RICHARD and several proactive patrols have been made into Mahone Bay in the new police vessel.
- Several patrols have been made using the side x side vehicle on the trail system in and

around Mahone Bay in response to concerns raised related to the operation of ATV's and dirtbikes in the community.

Respectfully submitted,

David Ferguson, Sgt
Operations NCO
RCMP Lunenburg County District

Approved by,

Paul COUGHLIN, S/Sgt.
District Commander
RCMP Lunenburg County District



Mahone Bay
Statistics and Crime Rates
April 1st to June 30th

Protected "A"

(Includes Occurrences taken by Call Back Unit)

Type of Crime & Occurrence Type	2020	2019	Change Between Latest & Previous Year
Offences Related to Death	0	0	0
Sexual Offences	0	0	0
Assaults	5	2	3
Kidnapping/Hostage/Abduction	0	0	0
Robbery	0	0	0
Extortion / Intimidation	0	0	0
Criminal Harassment	1	0	1
Indecent Harassing Comm.	1	1	0
Uttering Threats	1	0	1
Arson	0	0	0
Break and Enter	4	1	3
Unlawfully in a Dwelling House	2	0	2
Theft Over	1	0	1
Theft of Motor Vehicle	0	0	0
Theft of Other MV / Motorcycle	0	0	0
Take MV w/o Consent	0	0	0
Theft Under	2	3	-1
Shoplifting	0	1	-1
Theft (mail, bicycle, et al)	0	0	0
Theft from Motor Vehicle	1	0	1
Possession of Stolen Goods	0	0	0
Fraud	4	1	3
Identity Theft	0	0	0
Mischief Damage to Property	1	2	-1
Mischief Interfere with Enjoyment	3	0	3
Possession	0	0	0
Trafficking	1	0	1
Import/Export	0	0	0
Production	0	0	0
Cannabis Act	0	1	-1

Statistics represent 1st line of UCR Scoring

Current as of: 2020-03-31



Mahone Bay
Statistics and Crime Rates
April 1st to June 30th
(Includes Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type	2020	2019	Change Between Latest & Previous Year
Dangerous Op of MV	0	1	-1
Impaired by Alcohol	4	0	4
Impaired by Drug	0	0	0
Failure/Refusal	0	0	0
Driving while Disqualified	3	0	3
Fail to Stop or Remain	0	1	-1
Seatbelt Violation	8	4	4
Intersection Violation	5	0	5
Speeding Violation	1	6	-5
Insurance Violation	1	2	-1
Road Side Suspension (Alcohol)	1	0	1
Road Side Suspension (Drug)	0	0	0
Collision - Fatal	0	0	0
Collision - Non - Fatal Injury	0	1	-1
Collision - Reportable	3	6	-3
Collision - Non Reportable	1	1	0
Off-Road Vehicle Act	3	0	3
Municipal By-laws	2	0	2
Parking Offences - Provincial	1	0	1
Other Traffic Offence/Violation	5	30	-25
Other Traffic Related Duties	0	1	-1
Checkstop	1	11	-10
911 Call/False Alarm	5	9	-4
Coroners Act	1	1	0
Breach of Court Order	1	1	0
Liquor Act	1	0	1
Involuntary Psychiatric Treatment Act	2	0	2
Missing Person	0	1	-1
Municipal Bylaw - Other	0	1	-1
Other	17	6	11
Suspicious P V P	2	2	0
Trespass At Night	0	1	-1
Crime Prevention	1	7	-6
Health Protection Act/Quarantine Act	6	0	6
Total Occurrences*	92	98	-6

**Includes Unfounded and Unsubstantiated Occurrences*

Statistics represent 1st line of UCR Scoring

Current as of: 2020-03-31

Page 2 of 2

Lunenburg County Seniors' Safety Program

Monthly Report - July 2021

Report prepared: July 28, 2021

The LCSSP is a free confidential community-based non-profit service that works collaboratively with BPS, RCMP, and many community partners to help address the safety concerns of older adults (55 years of age+), residing in Lunenburg County. Service is provided through awareness campaigns, advocacy, community outreach projects, educational programs, community presentations and one to one service. We continue to respond to needs through the pandemic with modifications to service delivery based on public health regulations.

Nature of Referrals	July	Service in Municipal Units	July
Supports needed	17	MODC	23%
Reported elder abuse	4	MODL	34%
Driving decisions/transportation	2	Mahone Bay	5%
Personal safety	2	Lunenburg	4%
Health & wellness	8	Bridgewater	34%
Supports needed – hoarding	2	Other	
Precarious housing concerns	12	Data to Date	July
Assistance with forms/applications	5	Total # of clients	115
Financial management/hardship	5	# of new referrals	40
Reported scams/fraud	3	# of clients receiving service	102
Pet-related needs	2	# of home visits/door step visits	61
Fall prevention	1	# of closed files	51
Isolation & Loneliness	7		

LCSSP COMMUNITY PARTNERSHIP OUTREACH PROJECTS:

- 36 MODL Activity Kits have been delivered around the municipality in total, with 15 shared with Rosedale, Home for Special Care. These kits are 'built' for activation with pedometers, TheraBand's, a stress ball and handouts. Thank you MODL!
- We gave away our last bear of 50+/- to a very special Senior who was happy to give it a big *bear* hug! The *Mama Bear* project has been heartwarming for Seniors and Coordinators alike. Thank you, Adria Giammaria of Mama Pita's, the United Way of Lunenburg County and local law enforcement for making this project possible.
- The *LCSSP Legal Awareness Campaign*, this month we focused on scams/frauds and received a lot of positive feedback about the information and resources shared.
- The *LCSSP Helping Tree* hand-out resource has been expanded, and updated to reflect changes in programs/services available. It will be released soon.
- *LCSSP - P2P Digital Literacy for Lunenburg County*, this project funded through New Horizons, augments our home visit service by providing information, access to technology and equipment to help seniors navigate online services and to support new skills to connect virtually.

Lunenburg County Seniors' Safety Program Monthly Report - July 2021

Report prepared: July 28, 2021

MEETINGS, GRANTS & PRESENTATIONS:

- July 12th, 2021 - Laura Tamblyn Watts and Diana Cable introduced NS Senior Safety Program Coordinators to CanAge; a non-profit organization supporting Canadian Seniors through advocacy, policy and community engagement.
- The *Seniors' Legal Navigator*, Law Foundation of NS project final report has been submitted, but the work to support legal awareness and access to justice continues.
- The *LCSSP Rental Housing Directory* project has received a grant as part of the *Taming the Octopus* project under the *Aging Well Together Coalition*. This directory will provide information about rentals, resources and supports related to housing in Lunenburg County. This project grant stream was made possible by Department of Seniors Age-Friendly funding. Thank you to all the partners of this project.

LCSSP CLIENT EMERGENCY CONTINGENCY FUND (CECF) REPORT:

The CECF continues to serve the community in partnership with other organizations to help mitigate risk for seniors experiencing financial hardship.

- CECF received a refund for a cancelled personal safety service totalling \$289.57.
- Needs met this month included, utilities, equipment repair and nutritional.

June 28, 2021 balance: \$217.09

July 27, 2021 balance: \$2,115.56

Chris Acomb, Seniors' Safety Program Coordinator
Lunenburg County Seniors' Safety Program,
Phone: (902) 543-3567 (office)
Email: Chris.Acomb@bridgewaterpolice.ca

*'Thank you to all Lunenburg County Seniors' Safety Program supporters.
We couldn't do what we do without you.'*



LUNENBURG COUNTY SENIORS' SAFETY PROGRAM HELPING TREE

FELLOWSHIP & MORE		FINANCIAL		SUPPORTS & SERVICES		SEXUAL HEALTH, VIOLENCE & SEXUAL ASSAULT		HOMELESSNESS & HOUSING	
Flourish Centre	902-527-7697	NS COVID Relief Fund	902-422-5745	Caregiver NS	1-877-488-7390	Sexual Health Centre	902-527-2868	Call, text, or visit 211 online to find a Food Bank near you!	
New Life Christian Church	902-543-3377	2021 Heat Fund	902-422-3435	VON Adult Day Program	902-634-7173	Abuse: Report abuse to local law enforcement			
→ All Day Free Coffee - Fridays		Salvation Army	902-543-0356	VON Office	902-624-1897	Child Protection	902-543-4554	Domestic Violence Shelter:	
St. Paul’s Evangelical Lutheran Church	902-543-4106	St. Vincent de Paul Society	902-527-6431	VON Freezer Favorites	902-624-0318	Adult Protection Services	1-800-225-7225	Harbour House (Women/Children)	902-543-3999
→ Free Café - Wednesdays at 5:30pm		For local Churches & Service Clubs	211	Meals on Wheels	221	Lunenburg County Seniors’ Safety	902-543-3567	Efficiency NS:	1-877-999-6035
Calvary Crossroads Seniors Café	902-624-8253	Have you received an ambulance bill and require financial assistance to pay it?	Ambulance Fee Assistance Program 1-888-280-8884	Second Story Women’s Centre	902-640-3044	Sexual Assault:		→ Programs to make you more comfortable and save money	
→ Tea & Coffee - Tuesdays 9:30-11:30am				New Germany Helping Hands	902-644-1399				
Sobeys Seniors	902-543-9244	Income Assistance:	Employment Solutions Society	MS Society	902-468-8230	Tri-County Women’s Center	1-877-742-0085	Food, Furniture and Clothing:	
Souls Harbour	902-530-5030			Employment Insurance	1-800-206-7218	Alzheimer Society of NS	1-800-611-6345		
→ Free lunch and fellowship on Mondays, Tuesdays, Thursdays and Fridays.		Income Assistance	1-877-424-1177	Arthritis Society	902-429-7025	Victim Services	1-800-565-1805	Food banks and service clubs in your area 211	
Now providing brown bag lunches.		Employment Insurance	1-800-206-7218	Veterans Affairs Canada	1-866-522-2122	Harbour House	902-543-3999	St. Vincent de Paul	902-527-6431
Saint Joseph Church	902-543-2184	Canada Pension Plan	1-800-277-9914	Red Cross	902-543-8565	PETS		Salvation Army	902-543-0356
→ Free meal for those in need - Saturdays from 10am - 12pm. Pick up or delivery*		Child Care Subsidy	1-844-804-2084	Lunenburg County Home Support	902-543-1650			Feed NS (food banks/box program)	
*subject to availability		Benefits Inquiries (CTB, GST, etc.)	1-800-387-1193	Continuing Care	1-800-225-7225	SHAIID	902-543-4849	Housing:	
St John’s Church, New Germany	902-644-2854	Guaranteed Income Supplement	1-800-277-9914	Canada Post Accommodation Program		SPCA	1-888-703-7722		
→Free Café - Thursdays 9-11am		Veterans Affairs Canada	1-866-522-2122	→ mail delivery solutions	1-844-454-3009	Elder Dog	1-855-336-4226	Western Regional Housing Authority	
TAXES		Special Needs:		TRANSPORTATION		Never leave your pet unattended in a parked car for any period of time.		→ Grants and forgivable loans	
		The Rose Fund (Cancer patient fund) 902-543-8065							
Personal Income Tax:		Scams/Fraud:		Senior Wheels (Bridgewater)	902-543-2255	SHELTERS		Report Power Outages or Downed Lines:	
	Benefits Inquiries (CTB, GST, etc.)	1-800-387-1193	Canadian Anti Fraud Centre	1-888-495-8501	Community Wheels (Chester)				
CRA Individual Tax	1-800-959-8281	Better Business Bureau	1-877-663-2363	On The Move (Lunenburg)	902-624-1897	Shelter NS Central Office	902-406-3631	Mahone Bay (town limits)	902-624-8327
Free Tax Preparation Clinics	1-855-516-4405	SOCIAL ISOLATION & LONELINESS		Bridgewater Transit Bus	902-543-4386	Women’s Shelters:		→Afterhours	902-543-3251
Tax Info Phone Service	1-800-267-6999			Maritime Bus	1-800-575-1807	(Lunenburg County to Halifax)		Harbour House	902-543-3999
TTY (hearing/speech impairment)	1-800-665-0354	Please reach out if you are feeling lonely or if you need a friend!		ADDICTIONS		Barry House (pet friendly)	902-422-8324	→Afterhours	902-543-2502
Rebates & Municipal Tax Exemption:						Smoking Help Line	1-877-513-5333	Bryony House	902-423-7183
Municipality - Lunenburg	902-541-1329	New Germany Helping Hands	902-644-1399	Gambling Help Line	1-888-347-8888	Juniper House	1-800-266-4087	→Afterhours	902-527-0150
Municipality - Chester	902-275-3554	Northwood Get Connected	902-454-3351	Support Groups:		Harvest House	902-790-4560	Bridgewater Report to NS Power	
Town of Mahone Bay	902-624-8327	Lunenburg County Seniors’ Safety	902-543-3567	Self-Help Connection	1-844-466-2011	Chrysalis House	902-679-1922	Red Bear Connects	
Town of Lunenburg	902-634-4410	Red Cross Telephone Assurance	1-833-729-0144	Alcoholics Anonymous	902-466-7077	Third Place	1-800-565-4878		
Town of Bridgewater	902-543-4651	Souls Harbour	902-530-5030	Narcotics Anonymous	902-789-8323	Adsum House	902-423-4443	902-448-4744 or 211	
Energy Rebate- Access NS	1-800-670-4357	Flourish Centre	902-527-7697	Other support groups...	211	Salvation Army Centre of Hope	902-422-2363		
First Time Home Buyer	1-800-670-4357	Caring Call (Marilyn)	902-543-9222	Treatment Services:		Metro Turning Point	902-420-3282	FREE GROCERY DELIVERY AVAILABLE FROM THE YMCA! CALL KIM @ 902-298-1900	
Heating Assistance Rebate	1-800-670-4357	The Warm Line	1-833-927-6546	Opioid Treatment Program (FMH)	1-855-273-7110	Out of the Cold	902-830-4821		
Seniors Property Tax Rebate	1-800-670-4357	South Shore Public Library	1-877-455-2548	Mental Health & Addictions	902-543-5400				

Please – Take care of your health – Stay informed – Use proper hand hygiene – Wear a face mask – Remember physical distancing – Get vaccinated – Help others – Be kind

LUNENBURG COUNTY SENIORS' SAFETY PROGRAM HELPING TREE

HELP IS A CALL AWAY	COVID-19	MENTAL HEALTH, SUICIDE & COUNSELING	OTHER SUPPORTS/SERVICES	ELDER ABUSE	
<div></div> <div>Community Support and Services (Call, text or visit online)</div> <div>411 - Directory Assistance</div> <div>511 - NS Road Conditions</div> <div>711 - Hearing & Speech Impairment Message Relay</div> <div>811 - Non-urgent healthcare concerns, Dr. registration & smoking cessation</div> <div>911 – Emergency</div>	<div>Online Information</div> <div>https://811.novascotia.ca</div> <div>https://novascotia.ca/coronavirus</div> <div>https://canada.ca/coronavirus</div> <div>Vaccine Appointments 1-833-797-7772</div> <div>Call 811 if you are experiencing two or more COVID-19 symptoms.</div>	<div>Mental Health Crisis Line 1-888-429-8167</div> <div>Crisis Text Line - text “TALK” to 686868</div> <div>Kids Help Phone 1-800-668-6868</div> <div>Canadian Suicide Prevention 1-833-456-4566</div> <div>Veterans Affairs Canada 1-866-522-2122</div> <div>MH & Addictions Intake 1-855-922-1122</div> <div>Geriatric Psychiatry 902-473-7799</div>	<div>Nova Scotia Office of the Ombudsman</div> <div>Do you have a complaint about a NS Government (Provincial or Municipal) service? Or do you feel you have been treated unfairly?</div> <div>Contact NS Office of the Ombudsman.</div> <div>Call toll free: 1-800-670-1111</div> <div>https://www.novascotia.ca/ombu/index.htm</div>	<div>911 - Emergencies</div> <div>Call local police if your situation is not an emergency, but you suspect it may be against the law.</div>	
		<div>Canada Recovery Benefit 1-833-966-2099</div> <div>Government Information Line 1-833-784-4397</div> <div>24/7 Mental Health Crisis Line (Free) 1-888-429-8167</div> <div>24/7 Kids Help Phone (Free) 1-800-668-6868</div> <div>24/7 Domestic Violence (Free) 1-855-225-0220</div>	<div>RECREATION</div> <div>Municipality - Lunenburg 902-543-8181</div> <div>Municipality - Chester 902-275-3490</div> <div>Lunenburg (Town) 902-634-4410</div> <div>Mahone Bay (Town) 902-624-8327</div> <div>Bridgewater (Town) 902-543-4651</div> <div>YMCA 902-543-9622</div> <div>M.A.R.C 902-543-8181</div> <div>LCLC 902-530-4100</div> <div>Bridgewater Swimming Pool 902-543-7565</div> <div>Mahone Bay Swimming Pool 902-624-6193</div> <div>Lunenburg Swimming Pool 902-634-4499</div>	<div>NS Human Rights Commission</div> <div>Information on human rights, resources available to you, and dispute resolution is only a call or click away.</div> <div>Call toll free: 1-877-269-7699</div> <div>or visit their website:</div> <div>www.gov.ns.ca/humanrights/</div>	<div>Adult Protection Services 1-800-225-7225</div> <div>Lun. Co. Seniors’ Safety Prg. 902-543-3567</div> <div>Public Trustee’s Office 902-424-7760</div> <div>Legal Info. Society of NS 1-800-665-9779</div> <div>https://www.legalinfo.org/</div>
		<div>Registry of Motor Vehicles: 1-800-670-4357</div> <div>Vehicle registrations (license plates) can be renewed online.</div> <div>Visit https://novascotia.ca/sns/rmv/ for info.</div>	<div>Visit Our Museums Nova Scotia Museum!</div> <div>Free admission to NS Museums (July/August)</div>	<div>Check with 211, your library, community centre, band or tribal council, hospital, doctor’s office, community legal clinic, or social service agencies. Some communities offer a helpline that can direct you to the most appropriate service for your needs.</div>	<div>Contact 211, or visit the Canadian Network for the Prevention of Elder Abuse online at https://cnpea.ca/en for free information and referral service</div>
	<div>LEGAL</div> <div>Bridgewater Justice Centre 902-543-4679</div> <div>Police (non-emergency)</div> <div>RCMP Cookville (Bridgewater) 902-527-5555</div> <div>RCMP Lilydale (Lunenburg) 902-634-8674</div> <div>RCMP Chester 902-275-3583</div> <div>Bridgewater Police 902-543-2464</div> <div>Legal Aid & Information</div> <div>NS Legal Aid 902-543-4658</div> <div>Dalhousie Legal Aid Services 902-423-8105</div> <div>Legal Information Society of NS 1-800-665-9779</div> <div>Free Legal Clinic (Halifax) 902-424-3690</div> <div>South Shore Community Justice 902-543-1841</div> <div>Mi’kmaq Legal Support Network 1-877-379-2042</div> <div>SS Community Justice Society 902-543-1841</div> <div>Ombudsman 1-800-670-1111</div> <div>Voting at HOME is now available: Call the Returning Office to make an appointment or if you have any questions. 1-888-823-7630</div>	<div>COMMUNITY HEALTH & WELLNESS</div> <div>Public Health 902-543-0850</div> <div>Family Resource Centres</div> <div>Better Together 902-543-3119</div> <div>Family Support & Schools Plus 902-543-1301</div> <div>New Ross 902-689-2414</div> <div>Chester & Area 902-275-4347</div> <div>Hubbards Medical Centre 902-857-3335</div> <div>Physical Health</div> <div>SSRH, Walk-In/Access Clinic 902-527-5239</div> <div>Blood Collection Services 1-833-998-2722</div> <div>Our Health Centre 902-275-4414</div> <div>OHC Walk-in Clinic 902-273-2098</div> <div>Fisherman’s Memorial Hospital 902-634-8801</div> <div>Newcomers</div> <div>Yreach 902-543-9622</div>	<div>Flourish Centre promotes healthy aging & recreation for those 55+! Members & volunteers welcome! 902-527-7697 #678 Lahave Street, Bridgewater</div>	<div>Lun. Co. Adult Learning Network, To find out more about adult learning opportunities (902) 543-2479, ext. 29</div> <div>Build your skills and comfort level with technology by reaching out to, South Shore Public Library 902-543-9222 Flourish Centre 902-527-7697 Lun. Co. Seniors’ Safety Prg. 902-543-3567</div>	<div>Government of Canada 1-800-622-6232</div> <div>Search “Elder Abuse” seniors.gc.ca for information.</div> <div>Second Story Women’s Centre 902-640-3044</div> <div>Harbour House 902-543-3999</div> <div>Or to find a shelter nearby, https://sheltersafe.ca/</div> <div>The Indian Residential Schools Crisis Line is available 24/7 for anyone experiencing pain or distress as a result of their Residential School experience. 1-866-925-4419</div> <div>Revised: 08/03/21</div> <div>For updates, 902-543-3567 chris.acomb@bridgewaterpolice.ca</div> <div></div>

To book a COVID vaccine appointment online: <http://www.nshealth.ca/coronavirusvaccine> or call 1-833-797-7772