



TOWN COUNCIL AGENDA

September 27, 2021

7:00 p.m.

YouTube Live

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

Call to Order

1 Approval of Agenda

2 Minutes

2.1 Regular Meeting – September 14, 2021

3 Presentations

4 Correspondence – Action Items

4.1 Dr Seyed Reza Ghaffari and Dr Mojgan Haji Mahmoodi – Subdivision Request

4.2 Valerie Hearder and Vryan Haysom – Extension of Town Water/Wastewater Services on Fairmont Street

5 Correspondence – Information Items

5.1 NSFM – Monday Memo – September 13, 2021

5.2 Cathy & Sebastian Andreu – Thank you Letter

5.3 Robert A. MacKinnon, President & CEO, Nova Scotia Gaming Corp. - Information About Gaming Industry

5.3.a Nova Scotia Gaming Corporation Summary of Results 2021-21

6 Staff Reports

6.1 Staff Report to Council – September 27, 2021

6.2 Staff Report – Coastal Protection Act Consultation *deferred from Sept. 14*

6.3 Staff Report – Bylaw to Repeal the Dangerous/Unsightly Building By-law

6.4 Staff Report – Nursing Home Stormwater

7 Council Items

7.1 Mayor Devenne – Truth and Reconciliation Day

7.2 Councillor Carver – Public Engagement Policy

8 Committee Reports

8.1 Heritage Advisory Committee – September 8, 2021 – Draft minutes

9 New Business

10 Closed Session

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

A decorative graphic at the bottom of the page consists of three overlapping diamonds. The leftmost diamond is light green, the middle one is light blue, and the rightmost one is light orange.

The Regular Meeting of Town Council for the Town of Mahone Bay was held on Tuesday, September 14, 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 K. Wilson
CAO, D. Heide
Town Clerk, M. Hughes

Absent: Councillor Nowe (regrets)

Gallery: online

Land Acknowledgement

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

1. Agenda

A motion by Councillor Carver, seconded by Councillor Burdick, "THAT the agenda be approved as amended to include the letter from Talking Trees to be added as item 4.2." Motion carried.

2. Minutes

A motion by Councillor Feeney, seconded by Councillor Carver, "THAT the minutes of the July 28, 2021 special meeting of Council be approved as presented." Motion carried.

A motion by Councillor Feeney, seconded by Councillor Burdick, "THAT the minutes of the July 29 regular meeting of Council be approved as amended." Motion carried.

A motion by Councillor Carver, seconded by Deputy Mayor Kangata, "THAT Council direct staff to send correspondence to Lynn Hennigar and Michael Blair to thank them for their service to the Town in their roles as volunteers on the Town of Mahone Bay Asset Management Committee." Motion carried.

A motion by Councillor Carver, seconded by Councillor Burdick, **“THAT the minutes of the August 9, 2021 regular meeting of Council be approved as presented.”**

Motion carried.

3. Presentations

No presentations.

4. Correspondence – Action

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

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT the Town of Mahone Bay support the request from the Royal Canadian Legion to pursue funding for a footstone project for the base of the town cenotaph.”**

Motion carried.

4.2 Talking Trees – Request for correspondence to be forwarded to Plan Mahone Bay Steering Team.

A motion by Councillor Carver, seconded by Councillor Burdick, **“THAT Council direct staff to forward the letter from Talking Trees to the members of the Steering Team for the Plan Mahone Bay project.”**

Motion carried.

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

A motion by Councillor Feeney, seconded by Councillor Wilson, **“THAT Council receive and file correspondence items 5.1 – 5.10.”**

Motion carried

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT Council direct staff to respond to Captain Boudreau referencing the upcoming staff report regarding traffic issues.”**

Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Feeney, **“THAT Council refer the issue of eligibility for Low Income Tax Exemption to the Strategy and Policy Committee when the new census data is available.”** Motion carried.

6. Staff Reports

6.1 Council Report

Council received the Staff Report to Council for September 14, 2021.

6.2 2021/22 Business Plan

Council received a staff report and accompanying draft 2021/22 Business Plan, which had been deferred from the July 29, 2021 regular Council meeting.

A motion by Councillor Carver, seconded by Councillor Burdick, **“THAT Council approve the 2021/22 Business Plan as amended to reflect the personnel change in the role of Climate and Energy Project Manager, to add document links to the annual budget and strategic plan, to add a reference to Human Resource Management to the Staff Management Core Function for the CAO, and to add social media specifically to the Communications and Public Engagement Core Function for the Administration Department.”**

Motion carried.

6.3 Coastal Protection Act Consultation

Council received a staff report to provide a summary of the proposed Coastal Protection Act Regulations and suggested consultation recommendations to submit to the Province on behalf of the Town.

A motion by Deputy Mayor Kangata, seconded by Councillor Feeney, **“THAT the regular September 30, 2021 Council Meeting be rescheduled to Monday September 27, 2021 in deference to Truth and Reconciliation Day.”** Motion carried.

A motion by Councillor Carver, seconded by Councillor Feeney, **“THAT this item will be deferred to the next regular meeting of Council, to be held on September 27, 2021.”**

Motion carried

6.4 Report of the Clerk – Public Hearing

Council received the Report of the Clerk following the September 14, 2021 Public Hearing to receive comments from the public regarding the draft Local Improvement By-law which was given first reading at the July 13, 2021 meeting of Town Council.

A motion by Councillor Wilson, seconded by Councillor Carver, **“THAT Council provide second and final reading for the Local Improvement By-law.”** **Motion defeated.**

6.5 Fire Department Helmet Procurement

Council received a staff report regarding an unbudgeted Capital expense in respect to purchase new and replace expired Personal Protective Equipment for the Fire Department.

A motion by Councillor Carver, seconded by Councillor Feeney, **“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.”** **Motion carried.**

6.6 Town Hall Renovation Funding

Council received a staff report providing an overview on the Town Hall Renovation Project, including a discussion on various financing options available for the project.

A motion by Councillor Feeney, seconded by Councillor Burdick, **“THAT Council accept the report as presented.”** **Motion carried.**

6.7 Bicycle Route Engagement

Council received a staff report providing a summary of the active transportation and Community-Wide Bicycle Route engagement.

A motion by Councillor Feeney, seconded by Councillor Wilson, **“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.”** **Motion carried.**

6.8 Long Hill Road Culvert Replacement

Council received a staff report 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.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council approve the installation of five (5) driveway culverts on Long Hill Road at a cost of \$10,638.”** **Motion carried.**

7. Council Items

No Council items.

8. Committee Reports

8.1 Policy and Strategy Committee

Council received the draft minutes from the July 26, 2021 meeting of the Policy and Strategy Committee.

A motion by Councillor Carver, seconded by Councillor Burdick, **“THAT Council repeal the Dangerous/Unsightly Buildings By-law.”** Motion carried.

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

A motion by Deputy Mayor Kangata, seconded by Councillor Burdick, **“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.

A motion by Deputy Mayor Kangata, seconded by Councillor Carver, **“THAT Council set the agenda for the October 25, 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.

8.2 Police Advisory Board

Council received the draft minutes of the July 29, 2021 meeting of the Police Advisory Board.

8.3 Lunenburg County Senior Safety Program

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

8.4 Lunenburg County Senior Safety Program Helping Tree

Council received the Lunenburg County Senior Safety Program Helping Tree.

9. New Business

No New Business.

10. Closed Session

A motion by Councillor Wilson at 9:02pm seconded by Councillor Feeney, **“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 9:55 pm.

Council adjourned upon motion at 9:55 pm.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Clerk, Maureen Hughes

DRAFT

To: Mahone Bay Council

From : Drs Seyed Reza Ghaffari and Mojgan Haji Mahmoodi

Cc: Heidi Walsh-Sampson and Tony Sampson

Re: Request to subdivide our property

Dear Mahone Bay Council,

We would like to request a permission to subdivide our property at 924 Main Street Mahone Bay into two lots.

Our property is 2.4 acres with our private residence located at the lower part of the land and the biggest part of the land is the back portion at the top covered by grass mainly. The back portion of the land covers a large flat area exceeding an acre with beautiful views of the water but is currently only accessible by going through the main house or up external stairs and across our deck. Although the back portion of our property would be considered a prime building lot, the limited access to the back portion of our property means that it is unable to be used or developed in any meaningful way.

As our children are growing older and they start to leave home we are thinking more about building a smaller house on the back portion of our land. By doing this, our land will be divided into two tax paying properties, which will make more revenue for the town.

I have talked about my intention to all of the members of council during the last council election and everybody promised to help us in our request. I have also spoken to our long-time neighbours, the Sampsons, and they support our request to be able to subdivide our land so that we can use the back portion of our land.

There is a road into the sewer treatment plant beside my property which could be an excellent road to assist me into dividing the upper one acre so that the back portion of my land can be developed. The slope of the road is much less than many roads in the town which has many properties on them including cemetery road.

Our family consists of two doctors who like this area and have every intention to stay locally and serve the south shore people. Some factors which may influence our ability to stay locally in the town include where our future home will be in case that we need to move to another place.

Please kindly accept our request to give us permission to subdivide our own land.

Respectfully

Seyed Reza Ghaffari, Mojgan Haji Mahmoodi

S.R. Ghaffari

10/9/2021

M.H. Mahmoodi

Email: Dr.srezaghaaffari@gmail.com

902 529 1444

Town of Mahone Bay
Box 530
Mahone Bay, NS
B0J 2E0

15 September 2021

Attention: Dylan Heide, CAO

Re: Extension of Town Water/Wastewater Services on Fairmont Street

Dear Dylan,

This is in reply to the letter dated August 13, 2021 from the Deputy Clerk which we picked up from the Post Office on September 7.



We are interested in the extension of Town water and wastewater services to our properties on Fairmont Street. By 'interested' we mean that we are both curious and concerned about the possibility.

We do not want to take any position that might result in the Town denying Neil Cleveland's request. If the Town were to consider granting his request we would like, before any final decision were made, to be consulted about the impacts of the work; specifically, how it might affect the look and feel of the road and neighbourhood, and how access to our property would be maintained while the work was being done.

Subject to our concern about impacts as noted above, we would be strongly interested in having both water and wastewater services extended to our properties if the costs were to be born by the Town. If any contribution were expected of us our interest would wane and we would want to know the costs associated with the various options before making any commitment. We would also want to know whether we would incur any other obligations or responsibilities, whether financial or otherwise, and if so, what they might be.

We would be happy to meet at a mutually convenient time to discuss this.

Best regards,

 
Valerie Hearder and Veryan Haysom
Box 690
Mahone Bay, NS
B0J 2E0

Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, September 13, 2021 2:41 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: September 13, 2021

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from an external sender.

[View this email in your browser](#)

Monday Memo



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

Statement by Atlantic Municipal Associations on Federal Election Priorities

NSFM, alongside our partners at UMN, FPEIM, and MNL released a joint statement regarding our priorities in the coming Federal Election.

NSFM is Now Accepting Applications for its Carbon Surcharge Fund

Funding Application Deadline is September 17, 2021

[Review the application here](#)

For more information about NSFM's Carbon Surcharge Fund, please contact [Debbie Nielsen](#) or call 902-423-8312.

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

Circular Procurement Summit

Circular Innovation Council are pleased to host a learning and application experience for municipalities across Canada – [Circular Procurement Summit](#) – in association with the [World Circular Economy Forum](#) the week of 18 October 2021.

Full details – including daily agendas, speakers, and registration info – are at circularprocurement.ca/summit21.

New: Asset Management Resource Library

Submitted by FCM

Are you searching for the best-in-class asset management resources for municipalities? Do you want to discover information and tools to advance your asset management practice?

FCM's Municipal Asset Management Program is pleased to launch our new [Asset Management Resource Library](#). This curated collection of links to guides, case studies and templates, all aimed at helping you implement good asset management practices.

[Visit our virtual library](#) to access over 100 resources organized by the most relevant asset management topics. Be sure to bookmark fcm.ca/assetmanagement to access these resources often.



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**Feel confident
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rates from
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home, condo and tenant's
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The TD Insurance Meloche Monnex home and auto insurance program is underwritten by Primm Insurance Company and distributed in Quebec by Meloche Monnex Insurance and Financial Services Inc., Damage Insurance Agency, and in the rest of Canada by TD Insurance Direct Agency Inc. Our address: 50 Place Cr  mazie, 12th Floor, Montr  al, Qu  bec H2P 1B6.

Due to provincial legislation, this car and recreational insurance program is not offered in British Columbia, Manitoba or Saskatchewan.

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Upcoming Events



NSFM 2021 Nov 3 – 5 Virtual Conference

Join us for the 2021 NSFM Virtual Conference Nov 3-5 to hear **Olympic Silver Medalist, Jeremiah Brown** speak on *Focus: What can you achieve in the next four years?*

Our theme “Reshaping the Future – Together” will bring you sessions focusing on Climate Change; prioritizing your wellbeing and mental health as a municipal official; municipal success stories and more!

The interactive PheedLoop event software will provide you with many opportunities to network with your fellow municipal colleagues.

Registration Details and full program coming later this week. Be sure to watch for it to take advantage of the early bird registration fee!

[NSFM's Webinar on Nova Scotia's Main Street Assessment Tool and Community Conversation Guide](#)

Join us on Sept. 29 for NSFM's Main Street Webinar to learn about Nova

Scotia's Main Street Assessment Tool and Community Conversation Guide
developed by FBM Planning.

Working Together for a Clean Energy Future

This webinar is part of the NSFM webinar series, and will be presented by Nova Scotia Power free of charge to our members.

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

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
- Much more!

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

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



**NOVA SCOTIA FEDERATION
OF MUNICIPALITIES**



Nova Scotia Federation of Municipalities
Suite 1304, 1809 Barrington Street
Halifax, N.S. B3J 3K8
Phone: (902) 423-8331
Fax: (902) 425-5592
info@nsfm.ca

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



From: [Cathy Andreu](#)
To: [Town of Mahone Bay Clerk](#)
Subject: Thank you!
Date: Wednesday, September 15, 2021 12:34:24 PM

CAUTION: This email originated from an external sender.

Council Members,

Last night's meeting demonstrated democracy in action, and we thank you for your votes against the the proposed by-law. In a larger world that often seems harsh and unfair, it's refreshing to see the elected officials of our beautiful town taking the concerns of the electorate into consideration.

In gratitude,
Cathy & Sebastian Andreu

Get [Outlook for Android](#)

September 16, 2021



Mayor David Devenne
Town of Mahone Bay
493 Main Street
Mahone Bay, NS B0J 2E0

Dear Mayor Devenne:

Nova Scotia's gaming industry continues to do good work by funding what matters to Nova Scotians, and like all industries, we continue to adapt to the impacts and uncertainty of the COVID-19 pandemic.

Every time a customer plays one of our games, the profits are invested back into our province to fund essential services like education, health care and roads. In 2020-21, gaming profits generated a Payment to the Province of \$106.4 million.

Community support is also an important part of what we do. Through our programs, *Support4Sport*, *Support4Culture* and *Support4Communities*, we're supporting athletes and coaches, arts and culture, as well as good causes across the province.

We're proud of the work we do because we know managing a responsible gaming industry is important. We cannot do this without close collaboration with operators, government departments, and experts to make research-based decisions.

You can find the highlights in the accompanying infographic or access the full report and financial statements at gamingns.ca/AR.

As Nova Scotians, we are committed to continuing to do good work in 2021-22.

Sincerely,

A handwritten signature in black ink that reads "Robert MacKinnon". The signature is written in a cursive, flowing style.

Robert A. MacKinnon, CPA, CA, MBA, ICD.D
President & CEO

Suite 501
1601 Lower Water Street
P.O. Box 1501
Halifax, Nova Scotia B3J 2Y3

T. 902.424.2203 | 1.866.836.5124
Info@gamingns.ca
gamingns.ca








Report to Council September 27, 2021

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




Goal	Objective	Assigned	Target	% Completion
Council Assignments to Staff				
1	Staff to contact the NS Department of TIR regarding the Town's proposed 2020/21 Transportation Project as well as to discuss proposed changes on highway approaches to Mahone Bay as outlined in the CBCL report.	25-Jun-20	Oct., 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.		


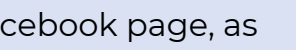



3	Staff to review Town policies regarding signage and provide recommendations in respect to plastic and disposable signage within the Town of Mahone Bay, specifically including a recommendation regarding election signage.	08-Sep-20	Oct., 2021		75%	Notes: In Progress. Report anticipated to meeting of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

6	Staff to initiate discussion with MODL Planning staff and prepare a report for Council about the possibility of intermunicipal collaboration between the Town of Mahone Bay and MODL on the topic of housing in the preparation of their respective planning documents.	26-Nov-20	Oct., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	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	Oct., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	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	<div><div></div><div></div><div></div><div></div><div></div></div>	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 Operational Plan, anticipated in 2021-22	25-Mar-21	Nov., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: Will be incorporated into Accessibility Operation Plan. Lunenburg County Accessibility Coordinator hired and meeting with staff re Accessibility Operational in October.

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		★	<p>Notes: Staff have reached out to property owners. Response letter on Sept. 27 Council meeting agenda.</p>
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	Oct., 2021		75%	
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	Oct., 2021		50%	<p>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.</p>
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	Oct., 2021		75%	
14	<p>Staff to present an amended draft Asset Management Policy, to include climate mitigation considerations.</p>	24-Jun-21	Oct., 2021		25%	<p>Notes: In progress.</p>

15	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	Nov., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	25%	Notes: In progress; draft will be presented to Council in October, 2021.
16	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	Oct., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	75%	Notes: Referred to Traffic Authority, report to Council anticipated in October, 2021.
17	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	Oct., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Planners have received the request and are in communication with the applicants in the preparation of their report. A PIM has been scheduled for October 7th, prior to presentation to PAC, as per Town Policy.
18	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	<div><div></div><div></div><div></div><div></div><div></div></div>	50%	Notes: Staff have reached out to Independent Store.
19	Staff to initiate a Home Charger Pilot Program for electric vehicle owners under the Grow the Load Initiative.	29-Jul-21	Nov., 2021	Not yet begun		Notes:

20	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%
21	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	Notes: Homeowner notified, documents prepared and forwarded to Town solicitor, currently awaiting notification from the Province that the designation has been registered.
22	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	Nov., 2021	Not yet begun	Notes:
23	Staff to provide a report on the Townsuite programs which may be relevant to the Town's operations.	29-Jul-21	Oct., 2021	Not yet begun	Notes:
24	Staff to send correspondence to Lynn Hennigar and to Michael Blair to thank them for their service to the Town in their roles as volunteers on the Town of Mahone Bay Asset Management Committee.	14-Sep-21	Sep., 2021		Notes: Correspondence prepared.
25	Staff to forward the letter from Talking Trees to the the members of the Plan Mahone Bay Steering Team.	14-Sep-21	Sep., 2021		Notes: Completed

26	Town support the request from the Royal Canadian Legion to pursue funding for a footstone project for the base of the town cenotaph.	14-Sep-21	Sep., 2021	
		Notes: Correspondence sent to Legion.		
27	Staff to respond to Captain Boudreau referencing the upcoming staff report regarding traffic issues.	14-Sep-21	Sep., 2021	Not yet begun
28	Regular Council Meeting be rescheduled to Monday, September 27, 2021 in deference to Truth and Reconciliation Day.	14-Sep-21	Sep., 2021	
29	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.	14-Sep-21	Nov., 2021	 50%
30	Approve the installation of five (5) driveway culverts on Long Hill Road at a cost of \$10,638.	14-Sep-21	Sep., 2021	 50%
31	Repeal the Dangerous/Unsightly Buildings By-law.	14-Sep-21	Oct, 2021	 50%
	Notes: Bylaw to Repeal the Dangerous/Unsightly Buildings By-law on the agenda for September 27, 2021.			

32	That minimum standards for housing be reflected in any housing strategy that the Town may develop.	14-Sep-21	Dec., 2021	Not yet begun
33	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	14-Sep-21	Nov., 2021	Not yet begun
		Notes:		

Chief Administrative Officer's Report - Sept. 27, 2021

1	COVID-19	CAO monitoring NS EMO updates. Town Office now open to the public. Staff have prepared for further phases of Provincial reopening plan; visitors to the office will be permitted unmasked in public area of front office, masks will continue to be required for all staff / visitors in remainder of the Town Office (excepting private office spaces).
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 October 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)	<p>Regular MJSB meetings continue via Teams. New MJSB Comptroller in place, hiring process continues for new COO. Strategic planning session anticipated in Oct/Nov. 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 IT on optimizing our staff use of existing software and implementing time and attendance program for staff.</p>
4	Riverport Electric Shared Service Committee	<p>Coordinating with Riverport re staffing, imports, equipment inventory, safety program, policy development, stand-by coverage, net metering program, 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 Fall of 2021 (having been temporary discontinued due to Riverport Board turnover).</p>

5	Regional Emergency Measures Organization (REMO)	<p>Dorian claim signed off with the Province. Regular bi-weekly meetings and bi-monthly table exercises between REMO Coordinator and CAOs continue (along with regular planning meetings). Coordinator continues to review and improve REMO procedures in consultation with CAOs. Training opportunities for staff /Council (ICS 100-200) identified in coming months (delayed by COVID-19 restrictions). Standardized procedures for comfort stations and emergency shelters - which can be utilized for fire station - now being implemented. New REMO website launched (linked from Town website).</p>
6	Alternative Energy Resource Authority (AREA)	<p>Weekly AREA staff meetings continue by phone. Power imports continue under annual agreement for 2021. BUTU applications for 2022 submitted. HOME (Heatpump Options Made Easy) program launched Oct 1, 2020; year-one evaluation planned for Oct/Nov. EV charger installations anticipated to take place in Fall of 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 October 2021 (to be followed by public open house).</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. New Climate & Energy Program Manager Martha Horsman started in September, 2021.</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. New Lunenburg County Accessibility Coordinator started with MoC, introductory meetings planned for October.</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 Developer of the new LTCF to be built near 164 Main St.

Manager of Public Works & Transportation's Report - Sept. 27, 2021

1	Streets & Sidewalks	Staff have filled several potholes and are catching up on roadside vegetation maintenance. Annual street line painting has now been completed. Winter works vehicles are undergoing maintenance activities. Vegetation removal and ditching has been completed from the corner of Long Hill Rd up past the nursing home close to MB/Blockhouse town limits. Long Hill Rd. has been ditched from top to bottom and driveway culverts begin installation the week of Sept 27th. Cherry Lane ready to become one way on the 29th.
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 with Town's tree contractor has been completed. Dead tree at MB/Oakland town limits has been removed. Dead tree limbs have been removed from 590 Main St property. Trunk will be removed later this fall. Quotes for new fencing at Bayview cemetery are still being gathered.

Electric Utility Manager's Report - Sept. 27, 2021

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. NSUARB approve Net Metering Regulations and Class 1 Interconnection Request. Solar Inquiry procedure established. Existing solar clients to be provided with necessary documents. RFP published Aug. 27 for Main St. line upgrade, closing Sept 24.

Water/Wastewater System Manager's Report - Sept. 27, 2021

1	Water Supply, Treatment & Distribution	Regular monitoring and maintenance activities continued. Routine flushing of water mains was conducted in various locations throughout the water distribution system. Dead end flush unit install Edgewater Street scheduled; delivery pending for second unit. Data gathering for NRW project completed; step testing scheduled for October 2021.
2	Sewage Collection & Treatment	Regular monitoring and maintenance activities continued. Permanent installation of PAA dosing line completed. Annual Xylem inspection of lift station pumps completed. Removal of discontinued chlorine equipment from WWTP control building 75% complete. Door modifications of chemical room WWTP for PAA tote delivery pending.

Climate & Energy Program Manager's Report - Sept. 27

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.
2	Climate Adaptation	<p>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, and a sign is posted at the site. The website can be viewed at mahonebaylivingshoreline.com. Geotechnical work was completed by Coastal Action Sept. 22nd and 23rd.</p> <p>Equipment from the marina was accidentally placed on the Coastal Action TD Tree Days project site at the public works yard on Hawthorn, resulting in some damage to saplings. Staff worked with Public Works and Coastal Action to remove the equipment without further damaging anymore trees. The remaining trees have been flagged – some new saplings may be planted – and large rocks are being placed around the perimeter of the site to prevent the trees from being driven over in the future.</p>

3	Engagement & Stewardship	<p>The first Bike Day event took place on August 21st and was a success. A grant application to Connect2 was submitted on Sept. 22nd and included letters of support from community members and organizations.</p> <p>A stewardship initiative and an engagement strategy plan was created by our summer student, Sarah Parolin. It includes campaigns such as 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. Engagement for these campaigns will begin later this fall. An application for the NSFM's Carbon Surcharge Fund was submitted to assist with costs related to the Shopping Local campaign.</p>
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Finance Manager's Report - Sept. 27, 2021

1	COVID-19	Staff are now working in the office 5 days a week with increased COVID-19 safety measures in place including plexiglass barriers, an exit door, and door buzzer to control the number of customers in at one time.
2	Provincial Reporting	The SOE-A, SOE-B, CIP, and FIR have all been released by the Province. Finance Staff are currently working to have all reports completed by required deadlines.
3	Tax Bills/Tax Sale	All tax billings have been issued for Fiscal 2021/22. Staff will be reviewing delinquent accounts during the month of October, and any accounts that are 2+ years in arrears will be receiving Preliminary Tax Sale Notices as per the MGA. These notices will be requesting payment of the 2+ year delinquent taxes to avoid the properties advancing further in the Tax Sale process. Staff will be working with residents/business owners on a one by one basis (if necessary) to help facilitate acceptable options to both parties in addressing these past due accounts.

4	Audit	The 2020-21 Financial Audit is underway with Deloitte. Due to recent turnover at the MJSB, there has been a delay in the Town Financial Statements being finalized by Deloitte. In addition, the Town has an all new Engagement Team from Deloitte who are all new to our file, and is also resulting in some delays. Staff are working with Deloitte to ensure delays are minimized, and having discussions on how to make the audit flow smoother in future years.
5	2021-22 Budget	Fiscal 2021-22 Budget was Approved on May 27th.

1	Plan Review	Steering Team meeting scheduled for September 22nd to obtain direction for changes to be made to drafts before being shared with the public for the next round of public engagement.
2	By-laws and Policies	REMO by-law was passed on July 29, 2021; Town staff are currently awaiting Ministerial approval. The Local Improvement By-law received first reading on July 13, 2021, and a Public Hearing was held on September 14, 2021; the by-law was defeated at the September 14th regular meeting following the Public Hearing to receive comments from the public on the proposed by-law. At the September 14, 2021 Council meeting a motion was passed to repeal the Town of Mahone Bay Dangerous and Unsightly Buildings By-law and a draft By-law to Repeal the Dangerous and Unsightly By-law is on the agenda for the September 27th Council meeting. Currently working on Trees Policy, Safety Policy, and Fire Services Policy.

3	Communications and Public Engagement	Continued weekly communication about Asset Management in the Town. Public education campaigns included: Coastal Protection Act Consultation; the Provincial Climate Change Plan for Green Growth; new butt stops (cigarette butt recyclers); return to Town Hall; the new REMO website; and civic address signs. Campaigns in support of the Fire Department: recruiting volunteers; green bin fire safety; and BBQ safety. Communications regarding tree removal, tree trimming, and traffic disruptions, as well as the strong push to get the road out.
4	Council Support	Ongoing support of Council and committee meetings.

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 moved back into Town Hall and the physical Town Offices have been open to the public full time since September 7th. Staff are completing the set-up of the updated Council Chambers.

By-law and Policy Review - September 27, 2021

1	Trees By-law	Target	Staff to research tree by-laws and recommendations received regarding Mahone Bay specifically.
		12-Oct-21	
2	Park By-law	Target	Staff to review Park By-law in context of Plan Review.
		25-Nov-21	
3	Off Premises Signage Policy	Target	Staff to review Off Premises Signage Policy in context of Plan Review.
		25-Nov-21	
4	CAO Performance Review Policy	Target	Staff to prepare a report on drafting a CAO Performance Review Policy. Pending discussion at Strategy & Policy Committee.
		TBD	
5	Employee Conduct Policy	Target	Staff to review Employee Conduct Policy in relation to violence in the workplace. Pending discussion at Strategy & Policy Committee.
		TBD	
6	Local Improvement By-law	Target	By-law defeated at Council on September 14, 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
		25-Nov-21	

9	Dangerous and Unsightly	Target	A draft Bylaw to Repeal the Dangerous and Unsightly Buildings By-law is on the September 27, 2021 Council agenda.
		28-Oct-21	
10	Fire Services	Target	A Stakeholder PIM was held with the Fire Department on September 13, 2021.
		25-11-21	
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	Final reading passed on July 29, 2021. Currently awaiting Ministerial Approval.
		29-Jul-21	
17	Safety Policy	Target	Safety policy to be developed to support safety manual currently in production by Town staff.
		28-10-21	
18	Land-Use By-law and Municipal Planning Strategy	Plan Review Underway. Steering Team reviewing draft LUB and MPS for any edits before the documents are shared with the public for the next round of public engagement.	

Service Statistics - Sept. 27, 2021

1	By-law Enforcement	July - Aug Parking Tickets: 8		
		Notes: Parking enforcement continues to be the largest part of the enforcement file, exacerbated by the high percentage of complaints received about receiving parking tickets. A large number of warnings were given out as the first option is always to speak to the driver when able to do so. Responded to complaints re: signage, mobile canteen operation, construction vehicles, signs, and outdoor burning.		
2	Police Services (founded & SUI occurrences)	Q2 2021	143	CalendarYTD: 242
		Notes: None.		
3	Mahone Bay & District Fire Department	Apr-Jun	11	-
		Notes: MVCs: 1; Fire Alarms: 2; Mutual Aid: 4; Medical Calls: 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 on Edgewater St.; two signs being purchased for Edgewater and Main, existing sign will continue to be moved once new signs are installed.		
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.		

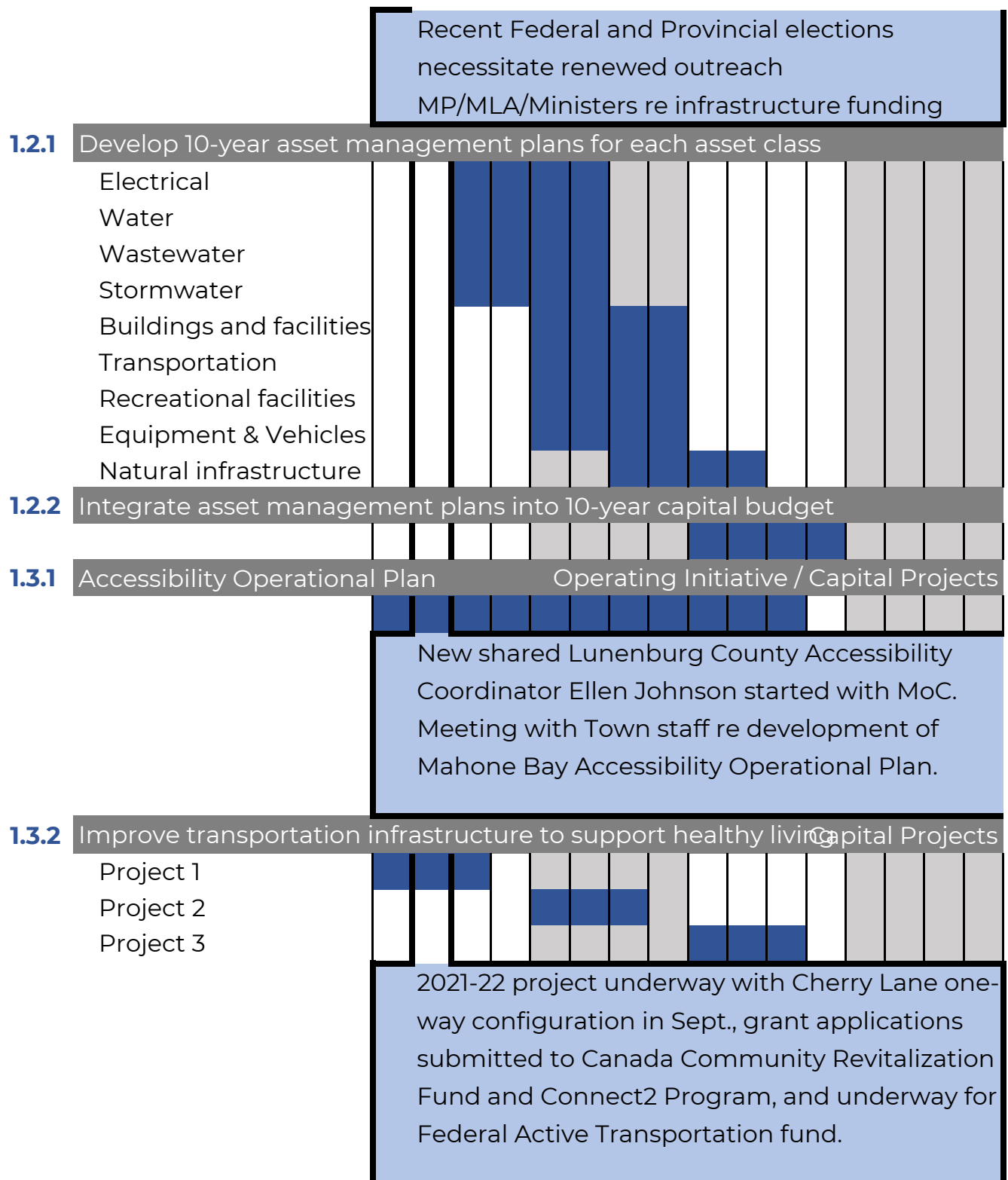
6	HOME Program	Leads: 50	Installations: 5
		Notes: Ambassador engagement (Oct-Nov 2020) and installations to resume in 2021 when COVID-19 guidelines permit.	
7	Water Utility	Pumped	Q4 (monthly average): 17,176,667 Litres
		Treated	Q4 (monthly average): 15,165,667 Litres
		Sold	Q4 (monthly average): 5,549,300 Litres
		Notes: Water audit underway.	
8	Electrical Utility	Domestic	Q4: 2,638,308 kWh; YTD: 6,727,676 kWh
		Commercial	Q4: 263,053 kWh; YTD: 596,194 kWh
		Industrial	Q4: 1,508,000 kWh; YTD: 4,727,392 kWh
9	CodeRED Registrations	31/08/2021	Residential: 297; Business: 10; Email: 150; Text: 200
		31/07/2021	Residential: 298; Business: 10; Email: 151; Text: 201
		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
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2021-25 Strategic Plan - Sept. 27, 2021

Sustainable Municipal Services

[illegible]



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															
3.2.1	Develop and implement policies / by-laws supporting adaptation measures															
3.2.2	Invest in infrastructure (shoreline and stormwater management) Capital Project															
3.3.1	Urban Forest Management Plan (including parks) Operating Initiative															
3.3.2	Invest in infrastructure (straight pipes) and land acquisitions Capital Projects															
3.3.3	Encourage recognition of the value of natural assets Operating Initiatives															


2021-22 Budget - Operating Initiatives - Sept. 27, 2021

	Budget	YTD	
1 2021 Asset Management Project	\$12,000	\$0	Not Yet Begun
	Notes: AIM Network Cohort Program 2.0 expected to run Oct.-Feb..		
2 Accessibility Operational Plan	\$25,000	\$0	Not Yet Begun
	Notes: Initial meetings underway with MoC/Lunenburg County Accessibility Coordinator (MoC).		
3 Park Cemetery Mapping Project	\$4,000	\$0	Not Yet Begun
	Notes: Funding application submitted.		
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	<div><div></div><div></div><div></div><div></div><div></div></div> 25%
	Notes: Water audit underway with Xylem Inc.		
7 Electric Utility Rate Study	\$5,000	\$0	Not Yet Begun
	Notes: Initial meetings underway with BDR North America Inc..		
8 Electric Utility "Grow the Load" Initiatives	\$12,000	\$0	Not Yet Begun
	Notes: EV home charger pilot approved July 29, 2021.		
9 Electrical System Diagnostics	\$50,000	\$0	Not Yet Begun
	Notes:		

2021-22 Budget - Capital Projects - Sept. 27, 2021

Town General

	Budget	YTD	
1 Repair/Renovate Town Hall Facility	\$200,000	\$97,738.00	 75%
	Notes: Work completed; in final deficiency review stage. A final report on the project will be provided to Council on completion.		
2 Transportation Project 2021-22	\$120,000	\$1,059.00	 25%
	Notes: Work on Cherry Lane (one-way street) anticipated by end of Sept.. Funding applications for other components submitted / underway.		
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	Not Yet Begun
	Notes: 2020-21 operating initiative for development of educational materials including 3D model - supporting Coastal Action pilot - completed (project website live).		
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 and submitted Federal/Provincial funding application. Fundings announced July 2021; funding agreement pending.		

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: RFP for work under development, to be issued by end of September.
13	Speed Signs	\$10,000	\$0.00	<div><div></div><div></div><div></div><div></div><div></div></div>			Notes: Signs ordered for Edgewater St. and Main St.; will be installed in October.	
						50%		
14	PAA Pilot Project	\$32,000	\$3,959.00	<div><div></div><div></div><div></div><div></div><div></div></div>			Notes: Project is in final stages of completion with staff implementing the recommendations of the final report for modification of chemical building.	
						75%		
15	Waste Receptacles	\$12,000	\$0.00	Not Yet Begun				Notes:
16	Aquatic Garden Entrance	\$20,000	\$0.00	Not Yet Begun				Notes: Garden club beautification of Clairmont entrance complete; signage to be designed/installed.
17	Wharf Repairs (as needed)	\$5,000	\$3,129.00	<div><div></div><div></div><div></div><div></div><div></div></div>			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 purchased and received, installation of Chambers equipment underway.			
20	Home Heating Program - Town Portion	\$50,000	\$0.00	Not Yet Begun	
		Notes: Dalhousie modelling report on applicability of ETS / water heating project completed, to be presented to Council in October.			
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>	50%
		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: RFP for work closed Sept. 24, 2021.		
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: See note above (Town Portion).		
7	New Transformers (As Needed)	\$35,000	\$0.00	Not Yet Begun
		Notes:		



**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 (wharfs, 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





Town of Mahone Bay

Staff Report

RE: Repeal of Dangerous/Unsightly Buildings
By-law

September 27, 2021

General Overview:

This report is to provide Council with draft By-law to Repeal the Town of Mahone Bay Dangerous/Unsightly Buildings By-law.

Background:

The Town of Mahone Bay Dangerous/Unsightly Buildings By-law was reviewed at the July 26, 2021 meeting of the Town of Mahone Bay Strategy and Policy Committee, at which time the Committee made a recommendation to Council that the by-law be repealed. That recommendation was received at the September 14, 2021 meeting of Council, at which time a motion was passed to repeal.

Analysis:

The Town of Mahone Bay Dangerous/Unsightly Buildings By-law had been flagged by staff as a by-law to be reviewed. The issues staff noted with the existing by-law were the reference the Town Act, (S2.1) which has since been replaced by the Nova Scotia Municipal Government Act (enacted in 1998), and the fact that the Municipal Government Act provides the same regulations as the existing by-law, in Part XV, making the existing by-law redundant.

The Municipal Government Act also provides that:

345 (1) The council may, by policy, delegate some or all of its authority pursuant to this Part, except the authority to order demolition, to the administrator.

Staff recommends the delegation of authority to administer the Dangerous / Unsightly Provisions of the MGA (Part XV) to the CAO.

Financial Analysis:

There are no financial implications for repealing the existing Town of Mahone Bay Dangerous/Unsightly By-law other than the advertisement costs associated with any by-law updates.

Links to Strategic Plan:

2.3 Governance to Meet Expectations of our Growing Community

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

Recommendation:

It is recommended, that at the September 27, 2021 meeting of Council

THAT Council provide first reading for the By-law to Repeal the Town of Mahone Bay Dangerous/Unsightly Buildings By-law.

THAT Council direct staff schedule a Public Hearing for October 28, 2021 to receive comments from the public regarding the draft By-law to Repeal the Town of Mahone Bay Dangerous/Unsightly Buildings By-law; and,

THAT Council delegate to the CAO the responsibility to administer the Dangerous / Unsightly Provisions of the Municipal Government Act (Part XV).

Respectfully submitted,



Maureen Hughes

Town Clerk and Deputy CAO



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

- (d) providing further criteria for the approval of stormwater systems that do not meet the standards and requirements set by by-law, but that are an improvement over an existing stormwater system;
- (e) regulating the use and maintenance of municipal and private stormwater systems;
- (f) providing for the protection of municipal and private stormwater systems;
- (g) prescribing when connection of stormwater systems to a municipal stormwater system is required;
- (h) providing for exemptions from the requirement to connect stormwater systems to a municipal stormwater system;
- (i) prescribing the circumstances under which the engineer may undertake the work required to connect stormwater systems to a municipal stormwater system;
- (j) regulating and setting standards for drainage;
- (k) regulating and setting standards for grading, describing when the standards and requirements shall be met, and exempting those classes of lots described in the by-law;
- (l) prohibiting the issuance of any municipal permits or approvals where a by-law pursuant to this Part is not complied with and prescribing conditions under which, in such cases, the issuance of permits or approvals may be allowed, and any conditions that may be attached to them;
- (m) regulating and setting standards with respect to the alteration, diversion, blocking or infilling of stormwater systems.

(2) The engineer may direct a person to comply with a by-law made pursuant to this Section and may direct restoration to the original condition if any work is done contrary to the by-law.

(3) Where the engineer undertakes the work required to connect stormwater systems to a municipal stormwater system pursuant to a by-law, the cost may be recovered from the owner of land which the stormwater system benefits and is a first lien on that land. 1998, c. 18, s. 343.

PART XV

DANGEROUS OR UNSIGHTLY PREMISES

Requirement to maintain property

344 Every property in a municipality shall be maintained so as not to be dangerous or unsightly. 1998, c. 18, s. 344.

Authority to delegate and requirement to report

345 (1) The council may, by policy, delegate some or all of its authority pursuant to this Part, except the authority to order demolition, to the administrator.

(2) The council may, by policy, delegate its authority pursuant to this Part, or such of its authority as is not delegated to the administrator, to a community council or to a standing committee, for all or part of the municipality.

(3) The administrator shall at least twice per year table a public report to the council describing the status of dangerous or unsightly property orders including remedial progress made regarding properties for which orders were issued pursuant to this Part. 1998, c. 18, s. 345; 2011, c. 4, s. 7.

Order to remedy condition

346 (1) Where a property is dangerous or unsightly, the council may order the owner to remedy the condition by removal, demolition or repair, specifying in the order what is required to be done.

(2) An owner may appeal an order of the administrator to the council or to the committee to which the council has delegated its authority within seven days after the order is made.

(3) Where it is proposed to order demolition, before the order is made not less than seven days notice shall be given to the owner specifying the date, time and place of the meeting at which the order will be considered and that the owner will be given the opportunity to appear and be heard before any order is made.

(3A) Where the council or the committee varies or overturns the order of the administrator, the council or committee shall provide reasons to be recorded in the minutes of the council or committee meeting.

(4) The notice may be served by being posted in a conspicuous place upon the property or may be served upon the owner. 1998, c. 18, s. 346; 2000, c. 9, s. 51; 2011, c. 4, s. 8.

Order to remedy condition

347 (1) A municipality may apply to a court of competent jurisdiction for a declaration that a property is dangerous or unsightly and an order specifying the work required to be done to remedy the condition by removal, demolition or repair.

(2) The court may order any property found to be dangerous or unsightly to be vacated until the condition is remedied.

(3) The court may, where any property is found to be dangerous or unsightly, order that no rent becomes due, or is payable by, any occupants until the condition is remedied. 1998, c. 18, s. 347.

Effect of order

348 (1) In this Section, “order” means an order made by the administrator, committee, council or court pursuant to this Part.

(2) An order may be served by being posted in a conspicuous place upon the property or may be served upon the owner.

(3) Where the owner fails to comply with the requirements of an order within the time specified in the order, the administrator may enter upon the property without warrant or other legal process and carry out the work specified in the order.

(3A) *repealed 2003, c. 9, s. 77.*

(4) After the order is served, any person who permits or causes a dangerous or unsightly condition, continues to permit or cause a dangerous or unsightly condition or who fails to comply with the terms of the order is liable, on summary conviction, to a penalty of not less than one hundred dollars and not more than five thousand dollars, and in default of payment to imprisonment for not more than three months.

(4A) Any monetary penalty payable pursuant to subsection (4) may not be remitted pursuant to the *Remission of Penalties Act* unless the penalty relates to a property that is the primary residence of the person required to pay the penalty.

(5) Every day during which the condition is not remedied is a separate offence.

(6) Where an order requires the demolition or removal of a building, the administrator may cause the occupants to be removed, using force if required, in order to effect the demolition or removal. 1998, c. 18, s. 348; 2001, c. 35, s. 22; 2003, c. 9, s. 77; 2006, c. 40, s. 15; 2011, c. 4, s. 9.

Order to vacate unsafe property

349 (1) A property within a municipality that is unsafe shall be vacated forthwith upon order of the administrator.

(2) The administrator shall post notice that the property is unsafe in a conspicuous place on the property.

(3) The notice shall remain posted until the unsafe condition is remedied. 1998, c. 18, s. 349.

Immediate action

350 Where public safety requires immediate action, the administrator may immediately take the necessary action to prevent danger or may remove the dangerous structure or condition. 1998, c. 18, s. 350.

Notice

351 Where land is sold for non-payment of taxes and the period for its redemption has not expired, proceedings may be taken in respect of the repair, removal or destruction of any structure on the land by reason of its condition, and where the purchaser of the land is

(a) the municipality, any notice required to be given with respect to an order for removal or destruction shall be given to the person who was entitled to receive it immediately before the day on which the land was sold; and

(b) any person other than the municipality, the notice shall be given to both the person entitled to receive it immediately before the day on which the land was sold and the purchaser at the tax sale. 1998, c. 18, s. 351.

Power to enter land

352 (1) The administrator may, for the purpose of ensuring compliance with this Part, enter in or upon any land or premises at any reasonable time without a warrant.

(2) Except in an emergency, the administrator shall not enter any room or place actually being used as a dwelling without the consent of the occupier unless the entry is made in daylight hours and written notice of the time of the entry has been given to the occupier at least twenty-four hours in advance.

(3) If a person refuses to allow the administrator to exercise, or attempts to interfere or interferes with the administrator in the exercise of a power pursuant to this Act, the administrator may apply to a judge of the Supreme Court of Nova Scotia for an order to allow the administrator entry to the building and an order restraining a person from further interference. 1998, c. 18, s. 352.

No action

353 No action shall be maintained against a municipality or against the administrator or any other employee of a municipality for anything done pursuant to this Part. 1998, c. 18, s. 353.

PART XVI**BOUNDARIES****Boundaries remain unless altered by Board**

354 (1) The boundaries of the Cape Breton Regional Municipality are the boundaries of the County of Cape Breton, unless altered by the Board pursuant to this Act.

(2) *repealed 2008, c. 39, s. 389.*

(3) The boundaries of the Region of Queens Municipality are the boundaries of the County of Queens, unless altered by the Board pursuant to this Act.

TOWN OF MAHONE BAY

A Bylaw to Repeal the Town of Mahone Bay's Dangerous/Unsightly Buildings By-law

BE IT ENACTED by the Council of the Town of Mahone Bay, under the authority of Sections 172 (a), (b) and (d) of the Municipal Government Act as follows:

1. The Bylaw concerning dangerous and unsightly buildings, and its amendments, enacted by Council of the Town of Mahone Bay on the 9th day of November, 1981, is hereby repealed.

David Devenne, Mayor

Maureen, Hughes

THIS IS TO CERTIFY THAT the foregoing is a true copy of the bylaw repeal passed at a duly convened meeting of said Council of the Town of Mahone Bay held on the (date) day of (month), (year).

Given under the hand of the Mayor and Chief Administrative Officer and the seal of the Town of Mahone Bay this (day) day of (month) (year).

FIRST READING:	
"NOTICE OF INTENT" PUBLICATION:	
SECOND READING:	
MINISTERIAL APPROVAL:	N/A
DATE OF PUBLISHING:	
FORWARDED TO THE MINISTER:	



Town of Mahone Bay

Staff Report

RE: Nursing Home Stormwater

September 27th, 2021

General Overview:

This report is intended to present to Council the comment letter re stormwater management at the new nursing home on Main Street provided by Strum Consulting to the MacLeod Group (Developer) and by the MacLeod Group to the Town, for the information of Council.

Background:

At the regular meeting of Council on May 27th Council received a staff report summarizing the role of the Town in monitoring and administering the Development Agreement for the new nursing home development on Main Street. This staff report noted that the Developer had provided the required stormwater management plan which on review by the Town's engineer was found to be in compliance with the provisions of the Development Agreement for the new nursing home. A question was asked if staff could seek additional clarity regarding the stormwater management plan from the Developer. The staff report was accepted for information.

Analysis:

The Strum Consulting comment letter re stormwater management at the new nursing home on Main Street – confirming the engineer's assessment that the Developer's stormwater management plan complies with the Development Agreement – is attached to this staff report for Council's information.

Financial Analysis:

This report has no financial implications for the Town.

Climate Analysis:

There are no climate implications associated with this report.

Strategic Plan:

3.2 Adapt Community Infrastructure to Climate Change

- **Develop and implement policies and by-laws supporting adaptation measures on private property**

Recommendation:

It is recommended,

THAT Council accept this report for information.

Attached for Council Review:

- Strum Consulting comment letter re stormwater management at the new nursing home on Main Street.

Respectfully Submitted,



Dylan Heide
Town of Mahone Bay CAO



Town of Mahone Bay

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Recommendation:

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Attached for Council Review:

- Strum Consulting comment letter re stormwater management at the new nursing home on Main Street.

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



August 10, 2021

Mr. Ramsay Duff
Chief Executive Officer
MacLeod Group

219 Main Street, Suite 305
Antigonish, NS
B2G 2C1

Dear Mr. Duff,

Re: Mahone Bay Long Term Care Facility – Storm Water Management Summary, Mahone Bay, Nova Scotia

1.0 Introduction

Strum Consulting was retained by the MacLeod Group as part of their multi-disciplinary design team to prepare the civil engineering design aspects of their proposed Long Term Care Facility in Mahone Bay, Nova Scotia. As part of the civil engineering design, Strum Consulting has completed the detailed site grading design, site servicing design, and the storm water management design in support of the project. This memo is intended to describe and discuss the storm water management components of the site design for the project. These components form part of the current site design and were completed in accordance with the requirements set out in the development agreement documents prepared and signed by the Town and the developer. It should be noted that the civil design package was reviewed by Town staff and their external consulting team as part of the Development permitting process in February and March of 2021. Comments related to the site components were forwarded in March 2021 and were incorporated into the civil design package. The following sections discuss the stormwater management components in more detail.

2.0 Existing Site Conditions

The construction of the Long Term Care Facility is currently underway. The proposed site is located at Civic 164 Main Street on PID 60594827, in Mahone Bay, Nova Scotia. The site is roughly 6 acres in size and prior to construction, was partially developed, containing a single family residential structure and a small portion of partially cleared land near an existing driveway access on Main Street. The remaining lands were undeveloped, forested areas with portions containing grassy underbrush.

There are two existing road culverts that discharge water from the Main Street drainage systems onto the property.

Engineering • Surveying • Environmental

Head Office
Railside, 1355 Bedford Hwy.
Bedford, NS B4A 1C5
t. 902.835.5560 (24/7)
f. 902.835.5574

Antigonish Office
3-A Vincent's Way
Antigonish, NS B2G 2X3
t. 902.863.1465 (24/7)
f. 902.863.1389

Moncton Office
45 Price Street
Moncton, NB E1A 3R1
t. 1.855.770.5560 (24/7)
f. 902.835.5574

St. John's Office
#E120 - 120 Torbay Road
St. John's, NL A1A 2G8
t. 709.738.8478 (24/7)
f. 709.738.8494

One at the Northwest corner of the site, near Freeman Veinot Road, which directs ditch water via a road culvert onto the site, and the second at the Northeast corner of the site, which discharges onto the neighbouring property (PID 60594835) to the East. This water is then directed onto the site via an existing drainage swale which flows through the site and ultimately discharges into Ernst Brook along the Southern boundary of the site.

3.0 Post Development Conditions

As part of the site development activities, the site will be altered in support of the building construction, parking development, servicing and final stabilization. Following construction, the site will contain areas finished with new building, asphalt parking, landscaped areas, and pedestrian paths. The configuration of the finished site is shown on the site grading plan, Drawing C-001. The size and quantity of parking areas are governed by the Town's minimum parking requirements as noted in the development agreement and land use bylaws. The proponent is providing the minimum number of parking stalls in accordance with the bylaw requirements (85 parking spaces).

Storm water runoff will be managed on the site using a series of roof drains, catch basin drains, drainage swales, and storm sewer systems which will collect and transport storm water where it will be discharged to the existing drainage features on the site. Storm water which is directed towards the site today via Main Street's drainage systems will be intercepted and directed away from the future building.

4.0 Pre-Development & Post-Development Storm Water Balancing

As part of the civil design for the site, Strum has completed storm water modelling calculations in order to estimate the pre-development and post development peak runoff flows leaving the site. We then provide storm water detention elements within roof drains, catch basins, swales, and underground piping in order to balance the pre-development and post development peak runoff flows leaving the site in both the 1 in 5 year and 1 in 100 year storm water events.

Hydrological watershed models for the site were completed using the SCS Method within HydroCAD V.10.00 Software. The contributing watershed for the site and upstream drainage infrastructure was calculated using Environment Canada historical climate data for the 5 year, and 100 year Type-III 24 hour storm events.

Post development storm water flows are balanced onsite using several different methods summarized below:

- 1) Control flow roof drains are specified for any flat roof portions of the building. This allows water to be temporarily stored on the building's flat roof sections during high intensity rainfall events. Water is then released slowly through the control flow roof drains which helps reduce large peaks contributing from the building.
- 2) The site grading and storm sewer collection system design make use of control flow orifices within the catch basin drains on the site. Catch basins within parking lots, driveways and landscaped areas are specified with differing orifice sizes ranging from 75mm to 150mm. The orifices are designed to limit and control the amount of water that can enter the new storm sewer systems onsite all at once. Water is detained within the piped systems, catch basin

structures, and on the surface of parking areas and is then released slowly into the system in order to match pre-development conditions on the site.

- 3) The storm water modelling calculations are summarized on Drawing C-005 – Drainage Plan & Erosion and Sediment Control Plan. By making use of the building's roof top storage, storage within the parking lots, and storage within the catch basin drains and piped storm water systems onsite, anticipated storm water flows leaving the site following the site development are balanced when compared to estimated peak flows leaving the site in pre-development conditions.
- 4) The latest edition of the Site Grading Plan, Site Servicing Plan, and Drainage Plan have been attached to this memo for reference.

5.0 Closure

We trust this information helps to clarify any storm water management concerns related to the development.

Should you have any questions related to the items herein, please feel free to contact us at 902-835-5560.

Thank you,



Rob McKinnon, P.Eng.,
Civil Engineer
rmckinnon@strum.com

1. Purpose

Public input is one of the factors Council considers when making decisions. This Public Engagement Policy recognizes the value of public engagement and provides a framework for opportunities for members of the public to be informed of, or involved in, meaningful public engagement regarding decisions that directly affect the community.

This Public Engagement Policy is in addition to and does not modify or replace the public information meeting/public hearing requirements set out in the Nova Scotia Municipal Government Act or as specified in other Town by-laws and policies.

2. Application

Public engagement supports decision-making processes related to Town policies, projects, and services that have an impact on the public. Public engagement tools may be used by the Town in the following circumstances:

- a) To fulfill legislation or regulation requirements;
- b) To respond to requests initiated by the community, staff, or Council;
- c) To support new policy, project, or service implementation;
- d) To support existing policy, project, or service evaluation and change;
- e) To address potential impacts on the community, such as quality of life or the environment; and,
- f) To address issues associated with strong community views, concerns, or emotions.

3. Definitions

a) "Public Engagement" includes a variety of non-statutory opportunities where stakeholders receive information and/or provide input to the Town.

b) "Public Engagement Plan" means a plan which identifies which public engagement tools are to be used to obtain public input in a particular circumstance.

c) "Public Engagement Tools" means the tools that may be used, alone or in combination, to create Public Engagement opportunities including, but not limited to:

- i) statutory public hearing requirements in the *Municipal Government Act*
- ii) in-person engagement which may include meetings, round-table discussions, town halls, open houses, and workshops;

- iii) digital engagement which may include online workbooks, chat groups, webinars, message boards / discussion forums, and online polls or surveys;
- iv) written engagement which may include written submissions, email feedback, and mail-in surveys, polls and workbooks;
- v) engagement by representation including the appointment of members of the public to Town committees; and
- vi) providing information through the media, websites, social media, and other channels.

d) “Staff” means the staff of the Town of Mahone Bay.

e) “Stakeholders” means the residents of the Town, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Town.

f) “Town” means the Town of Mahone Bay.

4. Objectives

It is the Town's intent to provide opportunities for the community to be informed of, and where appropriate be involved in, decision-making including:

- a) Providing timely information to the public concerning decision-making processes related to Town policies, projects, and services that have an impact on the public;
- b) Creating opportunities for stakeholders who are affected by a decision to provide input into the decision;
- c) Promoting sustainable, balanced decisions by recognizing various stakeholder interests;
- d) Providing stakeholders with the appropriate information and tools to engage in meaningful engagement; and
- e) Enriching the decision-making process leading to better, more informed decisions.

5. Responsibilities

a) Council shall:

- i. request and review information from staff concerning the scope, timing, appropriate methods and resources required for public engagement prior to directing the development of a public engagement plan;
- ii. review and approve public engagement plans developed by staff as directed by Council;
- iii. consider input obtained through public engagement when making decisions;
- iv. review this Policy a minimum of once per term to ensure the Policy is in the spirit and intent of public engagement;

- v. ensure appropriate resources are available to support public engagement in accordance with this Policy; and,
- vi. promote and support public engagement opportunities.

b) Staff shall:

- i. ensure the Policy complies with all relevant legislation and municipal policies;
- ii. develop the necessary procedures to implement this Policy;
- iii. assess this Policy and make recommendations to Council about the public engagement and resourcing;
- iv. as directed by Council, develop public engagement plans for Council approval;
- v. consider timing, resources and engagement when developing and modifying public engagement plans;
- vi. implement approved public engagement plans;
- vii. report the findings of public engagement to Council; and,
- viii. evaluate and communicate to Council and the public, when appropriate, the effectiveness of a public engagement plan and the public engagement tools used.

6. Public Engagement Principles

The Town supports the International Association of Public Participation (IAP2) Core Values and staff will apply these values and the principles expressed in this policy to all public engagement processes.

IAP2 Core Values:

- a) Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
- b) Public participation includes the promise that the public's contribution will influence the decision.
- c) Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
- d) Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
- e) Public participation seeks input from participants in designing how they participate.
- f) Public participation provides participants with the information they need to participate in a meaningful way.
- g) Public participation communicates to participants how their input affected the decision.

Public Participation Spectrum

*source: <https://www.iap2canada.ca/foundations>

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

The Town's Public Engagement Principles:

- Engagement is meaningful (the questions used are genuine and the input gathered impacts the policy, plan, program, design, or service in question).
- Engagement is scoped and scaled appropriately to the issue's importance (or potential impacts), degree of potential conflict, and diversity of opinion it may engender.
- Engagement is informed (framing of issues and sharing of research or facts, and options supports thoughtful contributions of all concerned).
- Engagement starts early and continues throughout the process (input opportunities are integrated into all stages).
- Active outreach is undertaken to reach those most likely to be interested in or impacted by the initiative (communications and go to them approaches are key).
- Engagement is to be conducted in an inclusive manner having regard to different levels of accessibility.
- Diverse voices are heard, and conflict is reduced (a range of tools helps to access a broad range of ideas and opinions).

h) The process is transparent and communications-rich (sharing information/options, documenting input received, communicating results, decisions/actions).

7. Public Engagement Plans

a) When so directed by Council, staff shall develop a public engagement plan for approval by Council which shall consider the following:

- i. the nature of the matter for which public engagement is being sought;
- ii. the impact of the matter on stakeholders;
- iii. the demographics of potential stakeholders in respect of which public engagement tools to utilize, level of engagement and time for input;
- iv. the timing of the decision and time required to gather input;
- v. what information is required, if any, to participate;
- vi. available resources and reasonable costs;
- vii. particular circumstances including states of emergency and public health directives, which may limit the applicability of many public engagement tools.

b) Public engagement plans will, at minimum, include the following:

- i. a communication plan to inform the public about the public engagement plan and opportunities to provide input;
- ii. identification of which public engagement tools will be utilized;
- iii. timelines for engagement activities;
- iv. information about how input will be used;
- v. the location of information required, if any, to inform the specific public engagement.

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	July 14, 2020
Date of Passage of Policy	July 30, 2020
_____ Town Clerk	_____ Date

A meeting of the Heritage Advisory Committee for the Town of Mahone Bay was held on Wednesday, September 8th at 5:30 p.m. via video conferencing.

Present:

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

Absent:

Ann MacPhail (regrets)

1. Approval of Agenda

A motion by Ms. St Onge, seconded by Councillor Burdick, "THAT the agenda be approved as presented." Motion carried.

2. Minutes

A motion by Ms. St. Onge, seconded by Mr. Degrace, "THAT the minutes of the July 14, 2021 meeting be approved as amended to add Ms. St. Onge as Present and to amend the motion making recommendation to Council to read "Standards & Guidelines on the Conservation of Historic Places". Motion carried.

3. Update – Bayview Cemetery Fence

The committee was updated concerning Council's decision to take the advice of the committee, if grant funding is received, and replace the fencing at Bayview Cemetery with a painted wood.

4. Heritage Property Plaquing Ceremony – 342 Main Street

The committee discussed hosting a plaquing ceremony for the Town's newest Municipal Heritage Property. The committee set the date as the 16th of October at 11am, pending Council approval. Ms. Trask will give a talk about the history of Mahone Bay. Ms. Redden will look for location options for Ms. Trask's talk and send them to the committee by email.

5. Possible Mahone Bay History Presentation in the Fall

Ms. Trask will speak about the evolution of Mahone Bay as it concerns 342 Main Street.

The meeting adjourned by motion at 6:00pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Chair, Councillor Joseph Feeney

Deputy Clerk, Kelly Redden

