



TOWN COUNCIL AGENDA

October 12, 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 27, 2021

3 Presentations

4 Correspondence – Action Items

4.1 Sandra Conrad – All Ages Cycling Route

5 Correspondence – Information Items

5.1 NSFM – Monday Memo – September 20, 2021

5.2 NSFM – Monday Memo – September 27, 2021

5.3 NSFM – Monday Memo – October 4, 2021

6 Staff Reports

6.1 Staff Report to Council – October 12, 2021

6.2 Staff Report – Climate Action Committee

6.3 Staff Report – Fire Station Temporary Borrowing Resolution Renewal

6.4 Staff Report – Winterization of Comfort Stations

7 Council Items

8 Committee Reports

8.1 Lunenburg County Senior Safety Program – Monthly Report – September 2021

8.2 Municipal Joint Services Board – Minutes – March 24, 2021

8.3 Municipal Joint Services Board – Minutes – May 26, 2021

8.x REMO – Minutes – July 19, 2021

8.5 Oakland Lake Watershed Committee – Minutes – October , 2021

9 New Business

10 Closed Session

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

10.2 MGA 22(2)(e) - contract negotiations



The Regular Meeting of Town Council for the Town of Mahone Bay was held on Monday, September 27, 2021 at 7:02 p.m. via video conference and broadcast via YouTube live.

Present:

Mayor D. Devenne
Deputy Mayor F. Kangata
Councillor A. Burdick
Councillor P. Carver (7:07pm)
Councillor J. Feeney
Councillor R. Nowe
Councillor K. Wilson
CAO, D. Heide
Town Clerk, M. Hughes

Absent:

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 Feeney , seconded by Councillor Nowe, **“THAT the agenda be approved as presented.”**
Motion carried.

2. Minutes

A motion by Councillor Wilson, seconded by Councillor Burdick, **“THAT the minutes of the September 14, 2021 regular meeting of Council be approved as presented.”**
Motion carried.

3. Presentations

No presentations.

4. Correspondence – Action

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

A motion by Councillor Feeney, seconded by Councillor Nowe, “THAT the correspondence be forwarded to the Town Planners.” Motion carried.

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

A motion by Councillor Carver, seconded by Councillor Burdick, “THAT Council direct staff to report back to Council on the cost and anticipated revenue of a water connection to the Cleveland property.” Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Feeney, “THAT Council direct staff to provide a report on the costs and anticipated revenue of extending water and sewer services to the end of Fairmont Street.” Motion carried.

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.

A motion by Councillor Carver, seconded by Councillor Wilson, “THAT Council receive and file correspondence items 5.1 – 5.3.” Motion carried

Deputy Mayor Kangata, seconded by Councillor Feeney, **“THAT Council direct staff to send a thank you letter to Cathy and Sebastian Andreu for their thank you letter.”** Motion carried.

6. Staff Reports

6.1 Council Report

Council received the Staff Report to Council for September 27, 2021.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council accept the staff report to Council for information.”** Motion carried.

6.2 Coastal Protection Act Consultation

Council received a staff report with the proposed Coastal Protection Act Regulations and suggested consultation recommendations to submit to the Province on behalf of the Town. This report was deferred from the September 14, 2021 regular Council meeting.

A motion by Councillor Feeney, seconded by Councillor Nowe, **“THAT Council direct staff to respond to the coastal protection act consultation ahead of the September 30, 2021 deadline, with commentary on the applicability of set-backs in the downtown.”**
Motion carried.

6.3 Repeal of Dangerous/Unsightly Buildings

Council received a staff report to accompany a draft by-law to repeal the Town of Mahone Bay Dangerous/Unsightly Buildings By-law.

A motion by Councillor Feeney, seconded by Councillor Burdick, **“THAT Council provide first reading for the By-law to Repeal the Town of Mahone Bay Dangerous/Unsightly Buildings By-law.”**
Motion carried.

A motion by Councillor Feeney, seconded by Councillor Carver, **“THAT Council direct staff to 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.”**
Motion carried.

A motion by Deputy Mayor Kangata, seconded by Councillor Feeney, **“THAT Council delegate to the CAO the responsibility to administer the Dangerous/ Unsightly Provisions of the Municipal Government Act (Part XV) holding equity as a value in the application of that role.”**
Motion carried.

6.4 Staff Report – Nursing Home Stormwater

Council received a staff report to present the comment letter regarding stormwater management at the new nursing home on Main Street which was provided by the MacLeod Group (developer) for the information of Council.

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

7. Council Items

7.1 Mayor Devenne – Truth and Reconciliation Day.

A motion by Councillor Carver, seconded by Councillor Wilson, **“THAT Council direct staff to fly the Grand Council Flag of the Mi'kmaq Nation on the Community Flag Pole on September 30, 2021 in recognition of Truth and Reconciliation Day.”** Motion carried.

7.2 Councilor Carver – Public Engagement Policy.

Council discussed ways in which Council can improve public engagement earlier in Council procedures.

8. Committee Reports

8.1 Heritage Advisory Committee

Council received the draft minutes of the September 8, 2021 meeting of the Heritage Advisory Committee.

A motion by Councillor Feeney, seconded by Councillor Burdick, **“THAT Council approve a plaquing ceremony, with the Mayor officiating, for the newly registered Municipal Heritage Property at 342 Main Street, that the ceremony be followed by a talk from the Town’s Heritage Researcher, and that the event be funded by the Committee’s annual expense account.”** Motion carried.

9. New Business

No New Business.

10. Closed Session

A motion by Councillor Burdick at 8:58 pm seconded by Councillor Carver, **“THAT Council go into Closed Session to discuss the acquisition, sale, lease and security of municipal property, as permitted by the MGA sections 22(2)(a).”** Motion carried.

Council returned to Open Session at 9:18 pm.

Business Arising From Closed Session

A motion by Councillor Wilson, seconded by Councillor Carver, **“THAT Council direct the Mayor to sign the lease for the St. John’s Evangelical Lutheran Church Parking lot as presented.”**

Motion carried.

Council adjourned upon motion at 9:21 pm.

TOWN OF MAHONE BAY

Mayor, David Devenne

TOWN OF MAHONE BAY

Clerk, Maureen Hughes

RE: Town of Mahone Bay All-Ages Cycling Route

To Whom it May Concern,

SANDRA CONRAD is pleased to offer this letter of support for the Town of Mahone Bay's application for improvements to active transportation routes in Mahone Bay, Nova Scotia. These routes are well-used by both residents and tourists in the community throughout the year.

A key component of the Mahone Bay Greenhouse Gas Reduction Action Plan is fostering active transportation within the community. The Town is seeking the assistance of the Department of Energy and Mines Connect2 program to improve the accessibility and safety of these active transportation routes to ensure that all residents and visitors can safely participate in active transportation in the town of Mahone Bay.

Anticipated active transportation improvements include developing and implementing traffic calming measures on Kinburn St and Clairmont St, as well as a multi-use path connecting Kinburn St and Clearway St. These improvements have been identified as effective ways to improve the active transportation routes within the town. They will allow cyclists to better access the Town from the surrounding Bay-to-Bay and Dynamite trail systems and will also offer a safer route for children to bike to the Bayview Community School. Community outreach indicates that these changes would be welcomed by the community.

We support the Town of Mahone Bay's All-Ages Cycling Route project because

I believe physical activity is key to promoting community wellness.

Thank you,

Sandra Conrad,

When is the connecting walk/bike path between Main Street and Rebecca's Restaurant going to be implemented?

A comprehensive study was unveiled some years ago and yet nothing of substance has emerged. Cycling or walking around the bay is treacherous! We are missing a valuable asset! Disappointing.

Kelly Redden

From: NSFM Communications <communications@nsfm.ca>
Sent: Monday, September 20, 2021 3:54 PM
To: Town of Mahone Bay Clerk
Subject: NSFM's Monday Memo: September 20, 2021

Follow Up Flag: Follow up
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Monday Memo



NOVA SCOTIA FEDERATION
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[Register Today for Our Fall Conference!](#)

The 2021 **NSFM Virtual Conference** will take place through the interactive PheedLoop event platform on November 3-4.

[CLICK HERE TO VIEW THE PROGRAM & REGISTER](#)

(each registrant must have their own specific email)

Don't miss out on the early bird registration fee! The Planning Committee has put together a very exciting and informative program that you will not want to miss.

Member delegate fee (before October 15)	\$350 + hst
Member delegate fee (after October 14)	\$400 + hst

The **AGM & Caucus meetings** will take place on November 5th through Zoom and require separate registration. Please register for your respective caucus as the board elections will be taking place.

[Visit our website for more information and complete registration links.](#)

NSFM Resolutions Meeting Next Monday

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

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

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

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

[CMHC Housing Solutions Chart](#)

NSFM staff met with an Outreach Specialist from the Canada Mortgage and Housing Corporation. We will continue to provide program and funding updates to our members.

This Housing Solutions comparison table lists types of funding, eligibility, and other information.

The Rick Hansen Foundation Accessibility Certification (RHFAC) Training

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

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

Dates: October 15 - November 25, 2021

Final project due: January 24, 2022

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



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

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8249-0320

Upcoming Events

[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

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Halifax, N.S. B3J 3K8

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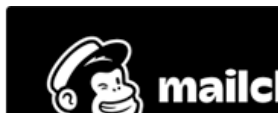
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Kelly Redden

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Monday Memo



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[Province Increases Funding for Municipal Financial Capacity Grant](#)

NSFM President Emily Lutz has been quoted in the release above.

[FCM'S CanWILL ICI Program Now Accepting Applications](#)

From FCM

The first round of applications for CanWILL's Inclusive Community Initiatives (ICI) is now open!

A total of 20 to 25 inclusive community initiatives will be funded through two rounds of applications. In this first round, we will select 10 to 12 initiatives of \$5,000 to \$10,000 each. Activities are expected to begin by March 2022.

Local governments from all regions of the country are invited to apply. Note that we will prioritize initiatives intended to serve underrepresented women,

including Indigenous, Black and other racialized women, as well as youth and members of the LGBTQ2S+ community.

Deadline to apply: November 5, 2021.

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.

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Final project due: January 24, 2022

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

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8249-0320

Upcoming Events

NSFM 2021 Nov 3 – 4 Virtual Conference REGISTER NOW

We are bringing you not one, but **two** keynotes for the upcoming NSFM Virtual Conference!



Don't miss out on hearing **Olympic Silver Medalist, Jeremiah Brown** speak on *Focus: What can you achieve in the next four years?*



Seth Klein, Author of “A Good War: Mobilizing Canada for the Climate Emergency”, will be speaking on *The Climate Crises and Municipal Governments*.

Our theme “*Reshaping the Future – Together*” will bring you sessions focusing on Climate Change; Prioritizing your well-being 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 without the added travel expense.

Don't miss out on the early bird registration fee!

[View the Program and Register here](#)

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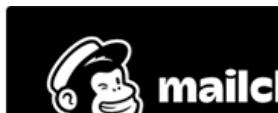
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Maureen Hughes

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Monday Memo



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Proof of Vaccination Protocol

The Provincial Government announced the proof of vaccination requirements on Sept. 29, which included an item that may affect our members:

- Legislatively required meetings where public participation cannot be done virtually (such as municipal council meetings where citizens have a democratic right to participate) do not require proof of vaccination

We are expecting an FAQ to be released with the stakeholder update at a later date. We will be communicating this information with members as soon as it is received.

Policy Hack is Back!

Policy Hack is a collaborative event bringing teams of federal, provincial, and municipal employees together to analyze and recommend solutions to real

policy issues facing the public sector in Nova Scotia. Policy Hack endeavors to give participants a professional development opportunity they may not receive in their day-to-day work -- including cross-disciplinary teamwork, problem analysis and preparation of government submissions.

[The Policy Hack planning team will be hosting an informal Q&A session about the event on **October 5th, 2021 from 12:00-1:00 PM**, email the team to sign up.](#)

[FCM'S CanWILL ICI Program Now Accepting Applications](#)

From FCM

The first round of applications for CanWILL's Inclusive Community Initiatives (ICI) is now open!

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Upcoming Events

Reshaping the Future - Together



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MUNICIPALITIES

NSFM 2021 Virtual Conference
November 3rd – 4th

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PheedLoop event platform on **November 3 and 4**. (each registrant must have their own specific email)

Don't miss out on the early bird registration fee! The Planning Committee has put together a very exciting and informative program that you will not want to miss.

Member delegate fee (before Oct. 15)	\$ 350 + hst
Member delegate fee (after Oct. 14)	\$ 400 + hst
Non-Member delegate fee (before Oct. 15)	\$ 400 + hst
Non-Member delegate fee (after Oct. 14)	\$ 450 + hst

[CLICK HERE TO VIEW THE PROGRAM & REGISTER](#)



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Report to Council October 12, 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. Report to Council anticipated to Council's Oct 28 meeting.		
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		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		75%
		Notes: Engineering designs in progress. Included in 2021-22 capital budget. CCRF and Connect2 funding applications submitted for transportation improvements. Report to Council anticipated to Council's Oct 28 meeting.			
8	Staff to contact MODL as a follow-up to the letter to their Council requesting a partnership with MODL which would enable Mahone Bay residents to be eligible for the ProKIDS program.	09-Feb-21	Oct., 2021		75%
		Notes: Staff have met with MODL to explore the opportunity to partner and are awaiting consideration of proposal by MODL, which will be reported to Council. Estimate included in 2021-22 budget.			
9	Direct staff to include accessible hearing solutions in the Accessibility Operational Plan, anticipated in 2021-22	25-Mar-21	Nov., 2021		25%
		Notes: Will be incorporated into Accessibility Operation Plan. Lunenburg County Accessibility Coordinator has started work and is working to coordinate the development of Accessibility Operational Plans for Lunenburg County municipalities.			

10	Staff to look into potential traffic calming measures on Clairmont Street and Kinburn Street and provide a report for Council consideration.	27-May-21	Oct., 2021		75%	Notes: In progress. Traffic calming measures (including engineering design) part of 2021 Connect2 Program application submitted by staff to Dept. of Energy. Report to Council anticipated to Council's Oct 28 meeting.
11	Staff to invite the MBTCC to meet with Council to discuss the basis for a potential reviewed agreement in respect to operation of the VIC.	27-May-21	Oct., 2021		75%	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. MBTCC proposing this meeting take place in February/March 2022, with newly elected MBTCC executive.
12	Staff to apply to the Canada Healthy Communities initiative and the Canada Cultural Spaces Fund to sponsor Phase 3 improvements to the Michael O'Connor Memorial Bandstand.	08-Jun-21	Oct., 2021		75%	Notes: Canada Healthy Communities Initiative application did not receive approval. Canada Cultural Spaces Program application will be submitted by October for implementation in the Spring of 2022 (if approved).
13	Staff to present an amended draft Asset Management Policy, to include climate mitigation considerations.	24-Jun-21	Oct., 2021		50%	Notes: In Progress. Report anticipated to meeting of Council in October.
14	Staff to implement Action #15 of the GHG Reduction Action Plan to establish a Climate Action Advisory Committee by presenting a draft schedule to the Committees Policy for Council's consideration.	24-Jun-21	Oct., 2021			Notes: Report included on Oct 12 Council meeting agenda.

15	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		75%	Notes: Referred to Traffic Authority, report to Council anticipated to Council's Oct 28 meeting.
16	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		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.
17	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	Oct., 2021		50%	Notes: Staff have reached out to Independent Store, awaiting response.
18	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:
19	The property at 342 Main Street be registered as a Municipal Heritage Property in the Town of Mahone Bay.	29-Jul-21	Oct., 2021		75%	Notes: Homeowner notified, documents prepared and forwarded to Town solicitor, currently awaiting notification from the Province that the designation has been registered.

20	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	Oct., 2021	Not yet begun				
		Notes: Awaiting funding confirmation from Dept. of Municipal Affairs.						
21	Staff to produce a report on the Town's Procurement Policy.	28-Jul-21	Nov., 2021	Not yet begun				
		Notes:						
22	Staff to provide a report on the Townsuite programs which may be relevant to the Town's operations.	29-Jul-21	Nov., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	50%			
		Notes: In progress.						
23	Staff to respond to Captain Boudreau referencing the upcoming staff report regarding traffic issues.	14-Sep-21	Oct., 2021	Not yet begun				
		Notes:						
24	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	<div><div></div><div></div><div></div><div></div><div></div></div>	50%			
		Notes: Connect2 application submitted. Staff preparing Federal Active Transportation Fund application.						
25	Approve the installation of five (5) driveway culverts on Long Hill Road at a cost of \$10,638.	14-Sep-21	Sep., 2021	<div><div></div><div></div><div></div><div></div><div></div></div>	★			
		Notes: Work completed.						

26	Repeal the Dangerous/Unsightly Buildings By-law.	14-Sep-21	Oct, 2021		75%
27	That minimum standards for housing be reflected in any housing strategy that the Town may develop.	14-Sep-21	Dec., 2021	Not yet begun	Notes:
28	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:
29	Staff to report back to Council on the cost and anticipated revenue of a water connection to the Cleveland property.	27-Sep-21	Oct., 2021		25%
30	Staff to provide a report on the costs and anticipated revenue of extending water and sewer services to the end of Fairmont Street.	27-Sep-21	Feb., 2022	Not yet begun	Notes:
31	Staff to send a thank you letter to Cathy and Sebastian Andreu for their thank you letter.	27-Sep-21	Oct., 2021		★
32	Staff to respond to the Coastal Protection Act consultation ahead of the September 30, 2021 deadline, with commentary on the applicability of set-backs in the downtown.	27-Sep-21	Sep., 2021		★

33	Staff to schedule a Public Hearing for October 28, 2021 to receive comments from the public regarding the draft by-law to repeal the Dangerous/Unsightly Buildings Bv-law.	27-Sep-21	Oct., 2021		75%	Notes: Hearing scheduled and advertisements will appear in the community in the near future.
34	Staff to fly the Grand Council Flag of the Mi'kmaq Nation on the Community Flag Pole on September 30, 2021 in recognition of Truth and Reconciliation Day.	27-Sep-21	Oct., 2021			Notes: Flag was raised on September 30th.

Chief Administrative Officer's Report - Sept. 27, 2021 (next update Oct 28)		
1	COVID-19	<p>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).</p>

2	Atlantic Infrastructure Management (AIM) Network Asset Management Cohort Program	<p>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.</p>
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..</p> <p>Currently drafting agreements for consideration of Council / Commission.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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)	<p>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.</p>
10	New Long Term Care Facility	<p>Work remains ongoing with the Town's consultant and the Developer of the new LTCF to be built near 164 Main St.</p>

Manager of Public Works & Transportation's Report - Sept. 27, 2021 (next update Oct 28)

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 (next update Oct 28)

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 27.

Water/Wastewater System Manager's Report - Sept. 27, 2021 (next update Oct 28)

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.
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Climate & Energy Program Manager's Report - Sept. 27 (next update Oct 28)

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.
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<p>2</p>	<p>Climate Adaptation</p>	<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>
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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 (next update Oct 28)

1	COVID-19	<p>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.</p>
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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.
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Clerk & Deputy CAO's Report - Sept. 27, 2021 (next update Oct 28)

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 support 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 (next update Oct 28)

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 (next update Oct 28)

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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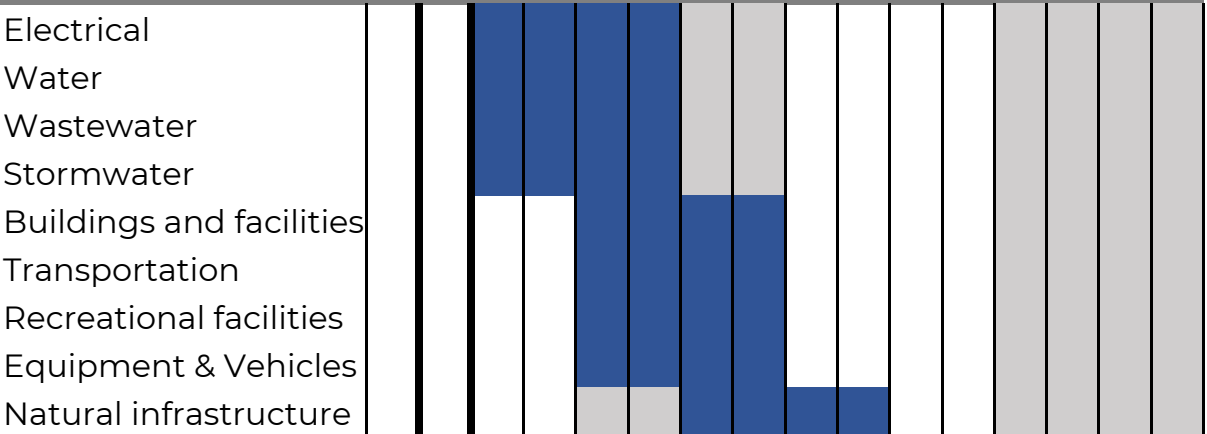
2021-25 Strategic Plan - Sept. 27, 2021 (next update Oct 28)

Sustainable Municipal Services

[illegible]

Recent Federal and Provincial elections necessitate renewed outreach
MP/MLA/Ministers re infrastructure funding

1.2.1 Develop 10-year asset management plans for each asset class



1.2.2 Integrate asset management plans into 10-year capital budget

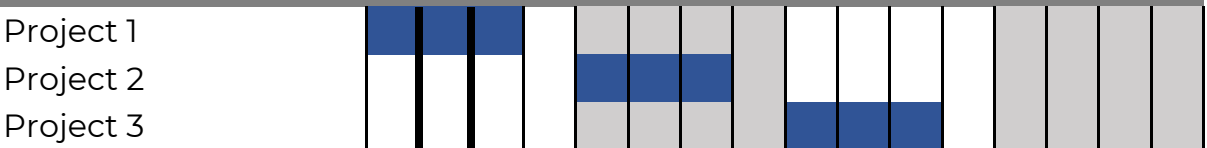


1.3.1 Accessibility Operational Plan Operating Initiative / Capital Projects



New shared Lunenburg County Accessibility Coordinator Ellen Johnson started with MoC. Meeting with Town staff re development of Mahone Bay Accessibility Operational Plan.

1.3.2 Improve transportation infrastructure to support healthy living Capital Projects



2021-22 project underway with Cherry Lane one-way configuration in Sept., grant applications submitted to Canada Community Revitalization Fund and Connect2 Program, and underway for Federal Active Transportation fund.

Equitable & Inclusive Growth

		2021				2022				2023				2024			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
2.1.1	Complete Plan Mahone Bay MPS/LUB Process																
	Operating Initiative																
	Council has delayed phase 2 public engagement process with Upland Planning + Design until Fall; draft MPS/LUB documents under development now.																
2.1.2	Develop and implement Housing Strategy																
	Operating Initiatives																
2.2.1	Review service levels and align with residents' ability to pay																
2.2.2	Explore shared services and partnerships for efficient service delivery																
2.2.3	Establish inclusive strategies for provision of municipal services																
2.2.4	Expand existing infrastructure to support planned growth																
	Project 1																
	Project 2																
2.3.1	Align staff capacity, capital and operating plans with strategic plan																
2.3.2	Update policies and by-laws for effective governance and Plan implementation																
2.3.3	Prioritize public engagement processes supporting Plan implementation																
2.3.4	Regularly review progress and continually improve strategic plan																

Environmental Leadership

[illegible]


2021-22 Budget - Operating Initiatives - Sept. 27, 2021 (next update Oct 28)

		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 (next update Oct 28)

Town General

		Budget	YTD		
1	Repair/Renovate Town Hall Facility	\$200,000	\$97,738.00	<div><div></div><div></div><div></div><div></div><div></div></div>	75%
		Notes: 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	<div><div></div><div></div><div></div><div></div><div></div></div>	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>		50%
		Notes: Signs ordered for Edgewater St. and Main St.; will be installed in October.				
14	PAA Pilot Project	\$32,000	\$3,959.00	<div><div></div><div></div><div></div><div></div><div></div></div>		75%
		Notes: Project is in final stages of completion with staff implementing the recommendations of the final report for modification of chemical building.				
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: Climate Action Advisory Committee
October 12th, 2021**

General Overview:

The purpose of this report is to provide Council with a proposed Terms of Reference for a Climate Action Advisory Committee for the Town of Mahone Bay.

Background:

On March 25th, 2021 the Town Council approved the adoption of a Greenhouse Gas Reduction Action Plan, which can be viewed on the Town's website. The formation of a Climate Action Advisory Committee was recommended as per Action #15 of the GHG Reduction Action Plan. On June 24th 2021, Council directed staff to prepare and present a Terms of Reference for a Climate Action Advisory Committee.

Analysis:

Establishing a Climate Action Advisory Committee will help to inform Council and the community on the implementation of the GHG Reduction Action Plan. This committee will receive and review quarterly progress updates from staff, will aid in monitoring the progress of the GHG Reduction Action Plan, and will make related recommendations to Council as new priorities and actions arise.

Financial Analysis:

There are no financial implications in establishing this committee, other than Staff time to support the committee.

Climate Analysis:

Establishing the Climate Action Advisory Committee will fulfill Action #15 of the GHG Reduction Action Plan. This committee will support the work of staff in implementing the Plan, informing engagement activities, working to ensure that climate implications are considered, and assisting in ensuring the Town's emission reduction targets are met.

Links to Strategic Plan:

3. Environmental Leadership:

3.1 Reduce Community Greenhouse Gas Emissions

- Implement community Greenhouse Gas (GHG) Reduction Action Plan

Recommendation:

It is recommended,

THAT Council approves the terms of reference to the Climate Action Advisory Committee as a schedule of the Committees By-Law.

Attached for Council Review:

Proposed Climate Action Advisory Committee Terms of Reference

Respectfully submitted,



Martha Horsman

Climate and Energy Program Manager



Climate Action Advisory Committee

Terms of Reference

Background

The overall purpose of the Climate Action Advisory Committee as determined by Council is to provide leadership and guidance on climate mitigation initiatives and to educate, provide feedback, and engage in community outreach on issues and projects related to sustainability within the town.

Committee Mandate

The responsibilities of the Climate Action Advisory Committee shall include:

- (a) Review the Greenhouse Gas Reduction Action Plan and recommend updates to Council.
- (b) Receive updates from staff on the implementation of the Greenhouse Gas Reduction Action Plan and progress toward established targets and to make related recommendations to Council.
- (c) Identify additional initiatives to promote sustainability within the town.
- (d) Promote communication of the Greenhouse Gas Reduction Action Plan and ongoing climate change mitigation projects to the local community.
- (e) Identify opportunities for grants, funding and partnerships as approved by Council.
- (f) Coordinate with the FCM Partners for Climate Protection Program and advise Council of the Town's progress in this regard.

The Committee discharges its responsibilities via recommendations to Council, which independently considers the recommendations of the committee. Should Council approve a Committee recommendation, Town staff and resources can be allocated to support the Committee's mandate.

The Committee is expected to conduct an annual review of the Greenhouse Gas Reduction Action Plan and recommend a related work plan to Council for the following year.

The Climate Action Advisory Committee shall generally meet quarterly.

Committee Membership

The membership of the Climate Action Advisory Committee shall include:

- Two members of the Town Council;
- The Climate and Energy Program Manager (non-voting);
- The CAO (non-voting);
- Up to five public members as appointed by Council.

In the selection of public members preference will be given to applicants with a demonstrated knowledge of sustainability and climate mitigation.



**Town of Mahone Bay
Staff Report
Re: Fire Station TBR Renewal
October 12th, 2021**

General Overview:

The purpose of this report is to provide Council with a summary of the requirements from the Department of Municipal Affairs and Housing (DMAH) to renew all Temporary Borrowing Resolutions (TBR's) that extend beyond a 12 month period.

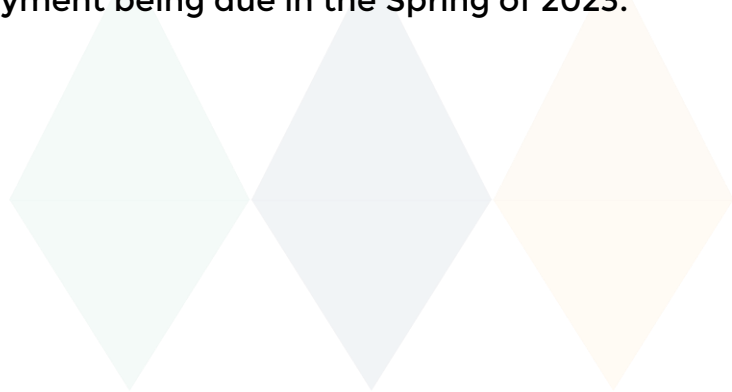
Background:

The original TBR for the Fire Station Project was approved by Council on July 14th, 2020 in the amount of \$4,456,600. It was subsequently reviewed and approved by DMAH on September 9th, 2020.

Analysis:

As Temporary Borrowing Resolutions are only in effect for 12 months from the date of approval by DMAH, the Fire Station TBR has expired and will need to be renewed for another term until the project is completed. Currently, Phase 1 of the Fire Station Project is expected to be at substantial completion in December 2021 and Phase 2 of the Project is expected to be at substantial completion in January 2022.

With the project running according to schedule, it is the intent of staff to have this project rolled over into a long-term Debenture in the Spring of 2022. At this time, the TBR will be paid out with the issuance of the debenture. The first interest payment for the project would then be due in the fall of 2022, with the first blended principal and interest payment being due in the Spring of 2023.



Recommendation:

It is recommended,

- **THAT Council approve the attached Temporary Borrowing Resolution Renewal for the Fire Station Project in the amount of \$4,456,600.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Luke Wentzell".

Luke Wentzell

Manager of Finance



MUNICIPAL COUNCIL OF THE

TEMPORARY BORROWING RESOLUTION RENEWAL

Amount: \$ _____

Renewal Project: _____

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the _____, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the _____ has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget;

WHEREAS pursuant to a resolution passed by the Municipal Council on the ____ day of _____, _____, the Council postponed the issue of debentures and with the approval of the Minister of Municipal Affairs and Housing dated the ____ day of _____, _____, did borrow from a chartered bank or trust company doing business in Nova Scotia a sum not exceeding _____ Dollars (\$ _____) for the purposes set out above and for a period not exceeding twelve months; and

WHEREAS Council has deemed it expedient that the period of borrowing be further extended;

BE IT THEREFORE RESOLVED

THAT subject to the approval of the Minister of Municipal Affairs and Housing, the authorized period of borrowing in the amount not exceeding _____ Dollars (\$ _____) be extended for a further period not exceeding Twelve (12) months from the date of the approval of the Minister of Municipal Affairs and Housing.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the

_____ held on the ____ day of _____, 2020.

GIVEN under the hands of the Clerk and under the seal of the _____ this ____ day of _____, 2020.

Clerk



Town of Mahone Bay

Staff Report

RE: Winterizing Comfort Stations

July 29th, 2021

General Overview:

This report is intended to update Council concerning the renovation of the Town's comfort stations for year-round use.

Background:

The 2021-22 capital budget approved by Council on May 27, 2021 included an allocation of \$6,000 to renovate the comfort stations (public washrooms) on Edgewater Street and Main Street for year-round use. Renovations are to consist of additional insulation in the attic of the Edgewater Street comfort station and the installation of baseboard heaters at both locations; estimates were prepared by the Town's Public Works Dept. in the development of the annual budget.

At Council's regular meeting on July 13th, 2021 Council passed a motion directing staff to apply to the Canada Community Revitalization Fund (CCRF) for a proposed project comprising several components in the downtown, including renovation of the comfort stations per Council's 2021-22 budget. Staff have not yet received confirmation of the status of this application.

Analysis:

The renovation of the comfort stations for year-round use is an initiative supported by the Mahone Bay Tourism & Chamber of Commerce (MBTCC), per the request received from Chair Jeff Phillips on January 4th, 2021. Chair Phillips also provided a letter of support from MBTCC for the Town's CCRF funding application.

The request to renovate the comfort stations is intended to support the local business community, particularly retail business operators whose patrons rely on the public washrooms operated by the Town. This has been particularly true during the COVID-19 pandemic which has forced the closure of many businesses washrooms to the public due to health and safety concerns (business operators have instead been directing their patrons to the nearest comfort station). The value to local retail businesses of the Town operating the comfort stations into the winter season is therefore heightened this year as a result of the pandemic. This was underlined in the Town's CCRF application.

Not having received approval for the CCRF application, the Town Council needs to determine whether to proceed with the renovations in a timely manner, if consideration is given to extending the operation of the comfort stations this year. While Town staff typically close the comfort stations by the end of October, we have received a request from MBTCC Chair Phillips to extend the operation of the comfort stations until the Christmas holiday this year, to further support retail shopping in Mahone Bay.

Financial Analysis:

In addition to renovating the comfort stations at an estimated cost of \$6,000 as per the approved 2021-22 budget, extending the operation of the comfort stations on Edgewater Street and Main Street by approximately two months in 2021 will result in additional unbudgeted operating costs. Public Works has estimated the additional costs to operate the comfort stations over this period at approximately \$10,000, including janitorial, supplies, maintenance, heating and snow and ice control as needed. The approved operating budget for the typical season is \$24,500. While this ~\$10,000 would be an unbudgeted expense it should also be noted that it should be an eligible cost for application of Safe Restart funding which has previously been received by the Town (in the amount of \$43,651) and which was not included as revenue in the 2020-21 or 2021-22 operating budgets (while staff have sought clarity on its eligible applications).

Climate Analysis:

While extended operation of the comfort stations will result in additional use of electricity (primarily for heat) this has a minor impact on the community's carbon emissions, due to the Town's largely non-emitting energy supply.

Strategic Plan:

2.2 Provide Equitable Services to Support Growth

- **Strategically expand existing infrastructure to support planned growth and development**

Recommendation:

It is recommended,

THAT Council direct staff to proceed with planned renovation of the comfort stations on Edgewater Street and Main Street for year-round use, and that the operation of the comfort stations for 2021 be extended until the Christmas holiday; and,
THAT a letter be written to MBTCC Chair Jeff Phillips informing him of such.

Attached for Council Review:

None

Respectfully Submitted,

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

Dylan Heide
Town of Mahone Bay CAO

Lunenburg County Seniors' Safety Program

Monthly Report - September 2021

Report prepared: September 21, 2021 by Chris Acomb, SSC

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

Nature of Referrals	Sept.	Service in Municipal Units	Sept.
Supports needed	46	MODC	19%
Reported elder abuse	15	MODL	39%
Driving decisions/transportation	2	Mahone Bay	6%
Personal safety	9	Lunenburg	4%
Health & wellness	39	Bridgewater	29%
Supports needed – hoarding	8	Other/Unknown	3%
Precarious housing concerns	27	Data to Date	Sept.
Assistance with forms/applications	8	Total # of clients	96
Financial management/hardship	5	# of new referrals	29
Reported scams/fraud	3	# of clients receiving service	64
Housing repair	4	# of home visits/door step visits	25
Reported domestic violence risk	1	# of closed files	19
Legal issues	3		
Social isolation	2		
Equipment needs	1		

LCSSP UPDATES:

- OHC – LCSSP Seniors' Safety Academy has been cancelled until Spring due to low registration.
- Flourish – LCSSP Seniors' Safety Academy will be held with PH regulations in place.
- The *LCSSP Legal Awareness Campaign* – this month we focused on legal resources.
- *LCSSP - P2P Digital Literacy for Lunenburg County* –New Horizons grant project ongoing.
- *Seniors' Legal Navigator Phase 2*, Law Foundation of NS grant application has been submitted.
- The *LCSSP Rental Housing Directory* project grant from the *Taming the Octopus* project under the *Aging Well Together Coalition* is in the planning stages and expected to begin soon.

LCSSP CLIENT EMERGENCY CONTINGENCY FUND (CECF) REPORT:

The CECF continues to serve the community in partnership with other organizations to help mitigate risk for seniors experiencing financial hardship. Special thanks to the United Way for the most recent grant of \$2,000 received in June 2021. All financial needs expressed by clients have been met through other services this month. The September 23, 2021 balance is: \$859.58

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

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
MODL Council Chambers
Wednesday, March 24, 2021 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor Bolivar-Getson
Councillor Moore
Councillor Statton
Councillor Oickle
Tom MacEwan, CAO (virtually)

TOWN OF BRIDGEWATER

Mayor Mitchell
D. Mayor Tanner
Councillor Conklin (virtually)
Tammy Crowder, CAO

TOWN OF MAHONE BAY

Mayor Devenne
Councillor Feeney
Councillor Nowe (virtually)
Dylan Heide, CAO (virtually)

REGRETS

ALSO IN ATTENDANCE WERE

Jennifer Keating -Hubley, COO
Tamara Fraser, Recording Secretary (virtually)

1. CALL TO ORDER

Mayor Devenne called the meeting to order at 6:30 p.m.

2. APPROVAL OF AGENDA – Added Items**Added item 5.2 Re: The Daisy**

Moved by, Councillor Feeney seconded by, D. Mayor Tanner to approve the Agenda as amended. Carried.

3. APPROVAL OF MINUTES OF February 24, 2021, MEETINGS AS CIRCULATED

Moved by Mayor Mitchell, seconded by D. Mayor Tanner, that the Minutes of the February 24, 2021, Municipal Joint Services Board meeting be approved as circulated. Carried.

4. AGENDA ITEMS CARRIED FORWARD**5. NEW BUSINESS:****5.1 Draft 2021-22 Operating Budget and 5-Year Capital Plan**

Mrs. Keating-Hubley advised she has reviewed the draft 2021-22 Operating and 5-Year Capital Plan with the CAOs as well as the Finance Committee. She noted Councillor Feeney was elected Chair of the Finance Committee.

Mrs. Keating-Hubley advised we are projecting a surplus due to postponement of Capital Projects. A copy of the Operating and Capital Budget 2021-22 was circulated with the Agenda.

Mrs. Keating-Hubley reviewed the draft Operating Budget 2021-22. She noted there were a few assumptions she based her budget on:

- Controller position for 8 months
- 1.3 % for CPI wages and benefits
- Tonnage projections based on 5-year averages

She explained Capital projects were postponed in 2020-21 due to the pandemic but moved forward for this year.

Mrs. Keating-Hubley reviewed the 2021-22 Operating Budget.

She noted there will be no changes to the tipping fees for 2021-22. She explained she adjusted the percentage allocation used for staffing in C & D, Wood and Asphalt. Ensuring the C & D pile is sorted on a daily basis.

Mayor Bolivar-Getson inquired about the difference between the forecast personnel number and budget personnel number.

Mrs. Keating-Hubley explained the forecast included Procurement and Safety as well as the Controller position. Additional personnel have been hired in the IT Department which were not budgeted for as well the Controller position was not budgeted for in the beginning of last year but remains in the budget for this year.

Councillor Feeney noted the Controller position was only budgeted for 6 months in 2020-21.

Mrs. Keating-Hubley advised she has left an amount of \$70,000 for either additional services, not necessarily Procurement or Safety, but what we decide going forward.

Councillor Feeney explained the Board has had a remarkable turnaround since May when we discussed a possible deficit with Mrs. Secord due to covid and the unpredictable C & D tonnage where we delayed Capital projects, to an increase in C & D tonnage and an operating surplus for the end of the year.

Mrs. Keating-Hubley reviewed the Tonnage projection. She noted she used a 5-year average, eliminating unusual (or high) years.

Mrs. Keating-Hubley noted bank interest has dropped due to the drop in prime interest.

She noted Site Monitoring has changed slightly, the Site is not required to test all wells each year. The new plan works on a 3-year rotation, the first year 4 wells will be tested, 6-8 wells in the second year and all the wells in the 3rd year. She added she will leave \$41,500 annually in that account's budget which will balance out over the three years.

Councillor Statton inquired why the budget for residential dumpsite clean-up is high.

Mrs. Keating-Hubley explained in 2019-20 only a portion of the amount was used, she is using the same budgeted amount from 2020-21 for 2021-22.

Mayor Bolivar-Getson inquired about the Site's C & D tipping fees vs Region of Queens and Kaizer Meadows.

Mrs. Keating-Hubley explained the Site's tipping fees are higher than both sights. She reminded the Board that both Region of Queens and Kaizer Meadow are landfill sites where the Waste Site is a transfer station and must cover the cost of processing C & D

before shipping it off site. She noted the Site's diversion credits are higher than those of Region of Queens and Kaizer Meadow.

Mrs. Keating-Hubley advised when the old compost building was taken down in preparation of the new building the lab section of the building was exposed, which in hindsight should have remained covered. She noted there is significant work required to weatherize the lab building.

Mrs. Keating-Hubley reviewed the IT Shared Service proposed budget.

Mrs. Crowder inquired about the \$17,000 IT Cyber Reserve Fund. She noted \$17,000 a year isn't enough to cover a municipality should it be held for ransom. She inquired if Mr. Muise has a different perspective on that.

Mrs. Keating-Hubley noted Mr. Muise would be happy to have that discussion with the Board at another time. She explained he is fine either way, purchasing insurance or putting money aside in a reserve fund.

The Board discussed cyber insurance vs the IT Cyber Reserve Fund.

Mr. Muise explained the \$17,000 per year reserve fund was originally set up 3 years ago and IT insurance has changed over time. He noted the \$17,000 was not set up as a cost recovery but based on the amount the insurer would have been charging us as a premium. The Board then decided instead of paying for insurance, that may or may not be useful, to direct it to a reserve. There is no relationship between \$17,000 a year and what one might expect to payout in case of a loss.

Mr. Muise noted it is written in each contract that even though we take every care and caution to ensue they don't have a cyber related issue; it is the partner's decision to take out insurance or bare any financial result of that.

Mrs. Crowder suggested getting a quote for cyber insurance to see what is and is not included.

Mrs. Keating-Hubley reviewed the 5-Year Capital Plan.

She noted the following projects are planned for 2021-22:

- Site paving – bio-solid bypass - \$105,000
- Compost lab building re-structure - \$127,000
- Curing pad pond - \$ 65,000
- Turner (bio solids) - \$ 41,000
- Pad expansion - \$30,000
- Roof replacement for septic treatment plant - \$ 25,000
- Forklift for EPRA and C & D - \$ 55,000

She noted there will be \$325,000 going into the Operating Reserve again this year, only spending \$112,000 on Capital this year, the unspent capital out of revenue will be moved back into the reserve with the \$325,000.

Moved by Councillor Feeney, second by Councillor Moore that the Board accepts the 2021-22 Operating budget and 5-Year Capital Plan and forward the information to the partner's councils for their approval. Carried.

Moved by Councillor Feeney, seconded by Mayor Mitchell, that the Board direct staff to investigate the cost of a cyber security policy, what it gives and what it covers, and report back to the Board at a later day.

5.2 The Daisy

Mayor Bolivar-Getson explained during the Covid shutdown people continued to drop off clothing items at the Daisy. She noted their bill for disposal of clothing not fit to sell went from \$300 a month to \$1,700. They asked if there was anything the Board could do.

Mayor Mitchell suggested the Daisy apply with the Town of Bridgewater for Covid Relief Funding.

Mayor Bolivar-Getson left the meeting at 7:35 pm.

6. IN CAMERA:

At 7:40 p.m., it was moved by, Councillor Moore seconded by Councillor Feeney, that the Municipal Joint Services Board go In Camera to discuss the following item:

6.1 Town of Lunenburg Briefing

Carried.

Municipal Joint Services Board In Camera in session.

At 8:00 p.m.; it was moved by Councillor Moore, seconded by, Councillor Feeney, that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Municipal Joint Services Board in session.

7. RECOMMENDATIONS/REFERRALS FROM COMMITTEES**8. CORRESPONDENCE****9. ADDED ITEMS:**

10. Next Meeting Date – April 28, 2021

11. ADJOURNMENT

There being no further business at 8:02 p.m., it was moved by Councillor Statton, seconded by Councillor Moore, to adjourn the meeting. Carried.



MAYOR DEVENNE, CHAIR

JENNIFER KEATING-HUBLEY, COO

Minutes of a Meeting of the
MUNICIPAL JOINT SERVICES BOARD, LUNENBURG REGION
MODL Council Chambers
Wednesday, May 26, 2021 6:30 p.m.

ATTENDANCE

MUNICIPALITY OF THE DISTRICT OF LUNENBURG

Mayor Bolivar-Getson (virtually)
Councillor Moore (virtually)
Councillor Statton (virtually)
Tom MacEwan, CAO (virtually)

TOWN OF BRIDGEWATER

Mayor Mitchell (virtually)
D. Mayor Tanner (virtually)
Councillor Conklin (virtually)
Tammy Crowder, CAO (virtually)

TOWN OF MAHONE BAY

Mayor Devenne
Councillor Feeney (virtually)
Councillor Nowe (virtually)
Dylan Heide, CAO (virtually)

REGRETS

ALSO IN ATTENDANCE WERE

Jennifer Keating -Hubley, COO
Tamara Fraser, Recording Secretary (virtually)

1. CALL TO ORDER

Mayor Devenne called the meeting to order at 6:30 p.m.

2. APPROVAL OF AGENDA – Added Items

Added items 5.3 Solid Waste Site Update, 5.4 Financial Update.

Moved by, Councillor Nowe seconded by, D. Mayor Tanner to approve the Agenda as amended. Carried.

3. APPROVAL OF MINUTES OF MARCH 24, 2021, MEETINGS AS CIRCULATED

Moved by Mayor Bolivar-Getson, seconded by Mayor Mitchell, that the Minutes of the March 24, 2021, Municipal Joint Services Board meeting be approved as circulated. Carried.

4. AGENDA ITEMS CARRIED FORWARD**5. NEW BUSINESS:****5.1 Cyber Security Insurance (Discussion and Direction Regarding the Purchase)**

Mrs. Keating-Hubley advised during 2021-22 budget presentation cyber security insurance and the cyber security reserve fund was discussed.

She noted cyber security insurance was considered 3 years ago, the decision was made not to purchase policy add-on, but instead to budget for and reserve the value quoted for the premium each year.

Mrs. Keating-Hubley advised based on the most recent MJSB IT Security Audit of October 2020, the MJSB core network overall perimeter security was rated as “very good”, and internal asset vulnerability was rated “low”. These are the technical elements which protect against cyber-attacks. She asked BFL insurance to provide details on the elements/coverage provided by a cyber insurance policy.

She explained with the IT Department and the procedures currently in place for authentication, the Board is in a good position as far as prevention. She noted there is substantial back-up should the IT Department need to restore information.

Mrs. Keating-Hubley added the additional elements the insurance coverage provides are:

- Litigation
- Forensic investigation and audit
- Legal or Public relations advice
- Business continuity and additional expenses
- Managing optics of a breach

Mrs. Keating-Hubley advised it is up to the Board to decide the amount a risk they want to mitigate with a cyber insurance policy.

Mayor Bolivar-Getson noted in today's world it would be good practice to have insurance.

Mrs. Crowder inquired if the insurance would cover individual municipal units if purchased through the Municipal Joint Services Board, or just cover the Board. She wondered if it would be better for individual municipal units to purchase insurance for themselves.

Mrs. Keating-Hubley advised the partners would be covered, which is why the premiums are higher; \$22,000 premium for 1 million liability. Consideration should be given to increasing the liability value to \$3M or even \$5M. Social engineering is not included in this premium estimate, it would be extra.

Mrs. Crowder advised she contacted the Town of Bridgewater's insurer in the off chance the Board chose not to purchase cyber insurance and inquired if the Municipal Joint Services Board's IT Department was looking after the town's IT would the town still be able to get coverage. She noted they would, the IT Department would have to complete the questionnaires for the Town of Bridgewater.

Mrs. Crowder advised the Joint Services Board could obtain insurance for the units under the Board or the individual units would be able to purchase insurance separately even though they share the same IT Department.

Councillor Feeney noted the Board is already self-insuring through the cyber security reserve fund. This is just putting the same money through an insurance company. He added the Board already has money in the reserve fund, funding for 2 years already.

The Board could use that money to offset the cost of purchasing the insurance for this calendar year.

Mayor Devenne asked, do we take a policy for a million or 5 million in coverage.

D. Mayor Tanner inquired as to how the premiums would be shared within the Board, equally.

Mrs. Keating-Hubley advised that would have to be determined, possibly by using number of end users or access points.

Mayor Bolivar-Getson noted the Board will have to determine whether a million dollars' worth coverage would be enough.

Mayor Mitchell noted the Board needs to determine what is the best practice for an organization our size with the end users we have. We can determine how to divide that at a later date.

Mayor Mitchell suggested contacting BFL with question about premiums and coverage so the Board can make a decision on coverage.

The Board discussed purchasing cyber insurance.

5.2 Social Media Policy (for MJSB) – Draft

Circulated with the Agenda was a draft Social Media Policy.

Mayor Mitchell noted he doesn't believe the policy is enforceable as written.

Mrs. Keating-Hubley advised the policy is designed to keep an employee from discussing personal information on social media contrary to the opinions of the Municipal Joint Services Board. This policy would act as tool to reference and make employees aware of what they are posting on social media.

Mayor Mitchell suggested changing the policy to keep employees from referencing the Municipal Joint Services Board in any of their personal social media posts.

The Board discussed changes to the Social Media Policy.

Mrs. Keating-Hubley noted she will update the draft Social Media Policy and circulate to the Board members for approval.

5.3 Solid Waste Site Update/Financial Update

Mayor Mitchell explained it has been a few months since the Board has met and would like an update on the Waste Site.

Mrs. Keating-Hubley advised the Site has been closed to the public due to Covid restrictions. She noted in the days prior to the Site closing there were 207 public users on site, the following day 153 public users. There was also the incident at the New Germany school and people were asked to get tested/isolate.

She explained, if it came down to having to contact trace at the site, she wanted to have the 2 crews on site to be separate should one crew have to isolate due to exposure.

She explained the Site has been running well with 2 separate crews. She noted now that the cases in Nova Scotia are lower, she is still planning to open the Site on June 7.

Mrs. Keating-Hubley advised there was a breakdown at the Septage Treatment Plant for 2 days; the septic haulers were contacted.

Mayor Bolivar-Getson inquired if the Site helped the haulers out, hauling to another facility.

Mrs. Keating-Hubley noted the haulers were able to dump at Kaizer Meadows. The Region of Queens is still closed to contractors outside their municipalities.

Councillor Feeney inquired about what is happening with the extra solid waste that the public has been unable to be drop off at the Site.

Mrs. Keating-Hubley advised the majority of the solid waste has been deferred. She explained she has been working with GE Environmental on a case-by-case basis. GE Environmental has been collecting extra curbside when required.

Mrs. Keating-Hubley advised ADT has been replaced by Whynot Security System as they were unreliable, there were systems not being monitored and they consistently did not follow the calling tree for notification of alarms.

Mrs. Crowder inquired if Mrs. Keating-Hubley was planning to present a financial report monthly. She also inquired about strategic planning for the Board.

Mrs. Keating-Hubley advised strategic planning was discussed with the Finance Committee. Giving the Board's direction was status quo on expansion of shared services in this fiscal year there didn't seem to be a lot to discuss strategically this year. Providing the Board is still interested in a collaborative approach to expanding shared services we could do a preliminary overview in a couple of months to see if the appetite for shared services is still there.

She noted she was not aware the Board was looking for monthly financial reports as previous reports were done quarterly.

The Board discussed financial reporting.

It was determined an update will be done at each Joint Services meeting, IT, HR and Solid Waste.

6. IN CAMERA:

At 7:46 p.m., it was moved by, Mayor Bolivar-Getson seconded by D. Mayor Tanner, that the Municipal Joint Services Board go In Camera to discuss the following item:

6.1 Town of Lunenburg Briefing

6.2 Expansion of Existing Shared Services (HRSS and Possible Addition of a Non-partner)

Carried.

Municipal Joint Services Board In Camera in session.

At 8:40 p.m.; it was moved by Mayor Bolivar-Getson, seconded by, Councillor Feeney, that the Municipal Joint Services Board come out of In Camera and return to open session. Carried.

Municipal Joint Services Board in session.

6.1 Town of Lunenburg Update

Moved by, Councillor Feeney, seconded by Mayor Bolivar-Getson that the Municipal Joint Services Board engage the legal counsel of Kevin Latimer of Cox Palmer to proceed with the Town of Lunenburg litigation. Carried.

6.2 Expansion of Existing Shared Services

Moved by Councillor Feeney, seconded by Councillor Nowe the Board recommends that the COO proceed with the selection process to hire a Controller. Carried.

7. RECOMMENDATIONS/REFERRALS FROM COMMITTEES

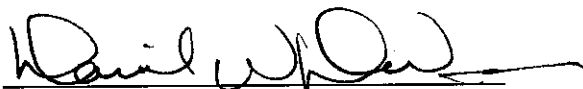
8. CORRESPONDENCE

9. ADDED ITEMS:

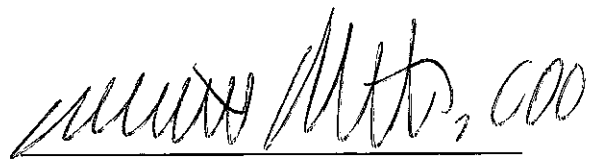
10. Next Meeting Date – July 28, 2021

11. ADJOURNMENT

There being no further business at 8:44 p.m., it was moved by D. Mayor Tanner, seconded by Councillor Nowe, to adjourn the meeting. Carried.



MAYOR DEVENNE, CHAIR



JENNIFER KEATING HUBLEY, COO

Municipality of the District of Lunenburg
Minutes of a Meeting of the REMO Advisory Committee
Via Tele/Video Conference
Monday, July 19, 2021 – 1:30 p.m.

Attendance:

Municipality of the District of Chester

Warden Allen Webber

Deputy Warden Floyd Shatford, Vice-Chair

Tara Maguire, Deputy Chief Administrative Officer

Municipality of the District of Lunenburg

Mayor Carolyn Bolivar-Getson

Deputy Mayor Martin Bell

Councillor Michelle Greek

Alex Dumaresq, Deputy Chief Administrative Officer

Rachel Hiltz, AEC

Chris Kennedy, Fire Services Coordinator

Town of Bridgewater

Councillor Wayne Thorburne

Tammy Crowder, Chief Administrative Officer

Town of Lunenburg

Mayor Matt Risser

Deputy Mayor Peter Mosher

Bea Renton, Chief Administrative Officer

Town of Mahone Bay

Mayor David Devenne, Chair

Councillor Richard Nowe

Councillor Penny Carver

Dylan Heide, Chief Administrative Officer

Regrets

Mayor David Mitchell, Town of Bridgewater

Dan McDougall, Chief Administrative Officer, Municipality of the District of Chester

Tom MacEwan, Chief Administrative Officer, Municipality of the District of Lunenburg

Deputy Mayor Andrew Tanner, Town of Bridgewater

Councillor Susan Sanford, Town of Lunenburg

NS EMO

Rhonda Matthews, Emergency Management Preparedness Officer

Staff

Angela Henhoeffter, REMO Coordinator

Joanne Powers, Executive Assistant

1. CALL TO ORDER

Mayor Devenne called the meeting to order at 1:30 p.m.

2. APPROVAL OF AGENDA – ADDED ITEMS

Moved by Mayor Bolivar-Getson, seconded by Warden Webber that the Agenda be approved as circulated. Motion carried.

3. APPROVAL OF MINUTES – March 15, 2021

Moved by Councillor Thorburne, seconded by Councillor Nowe that the Minutes of March 15, 2021, REMO Advisory Committee meeting be approved as circulated. Motion carried.

4. BUSINESS ARISING FROM MINUTES

4.1 Comfort Centre Universal Signage

Ms. Henhoeffter explained that the Comfort Centre sign included in the report was the final version of the universal Comfort Centre sign. The phone number shown on the sign is for Scotia Business Centre.

It was agreed that REMO would pay for the signs for all municipal units, rather than each unit having to order and purchase their own. There may be an increase in budget next year for signage.

4.2 2021-2022 REMO Budget Approvals from Municipal Units

Ms. Henhoeffter reported that the 2021-22 REMO budget has been approved by all five Councils.

4.3 Emergency Management Municipal Evaluation

Work continues on the new Emergency Management By-laws to include all five municipal units and make them consistent across all units pursuant to the Inter-Municipal Services Agreement.

Ms. Henhoeffter is in the process of going through updating the Emergency Management Plan, but because it is such a large document, progress is somewhat slow.

4.4 Critical Infrastructure

Ms. Henhoeffter has been working with the municipal units to identify their critical infrastructure. In April 2021, she submitted a list of critical infrastructure to Nova Scotia Power which included:

- 45 water/wastewater treatment plants, disposal fields
- 21 Fire Stations, halls, dispatch, comfort centres, shelter

- 5 Municipal Offices/other

This information is vital, especially during an activation. It gives REMO a complete list of critical infrastructure that includes civic addresses and a contact person which, if assistance is coming in from another province to help with restoration, is absolutely necessary. It is also shared with the Nova Scotia EMO. Some units have their own electric utility: Town of Lunenburg; Town of Mahone Bay; and Riverport Electric; and they already know their critical infrastructure. There are still several key facilities that need to get added as critical infrastructure and Ms. Henhoeffter continues to work with the municipal units to obtain the information.

Ms. Henhoeffter had discussions with Nova Scotia Power, Eastlink, and Bell, and having these contacts is important, especially during an activation.

4.5 Dorian Recommendations Update

Ms. Henhoeffter provided an overview on the Workplan/Dorian Recommendations Status. She advised that she is making headway with many items listed on the workplan.

It was brought forward that business continuity and essential services were only at 35% completion. Ms. Henhoeffter explained that at the beginning of the COVID pandemic, all units had to enact their business continuity plans and/or a version of them. Another item in the essential services was that several units wanted to incorporate into their HR policies that each job description contain the wording similar to, “and emergency response as needed”, so that if municipal staff were needed during an activation, they could be pulled in. Also ensuring that in an emergency, essential service people were looked after (e.g., food provided, access to a credit card, etc.). All these items are outside of REMOs scope and will be addressed by the municipal units and Ms. Henhoeffter will discuss them with each unit at their next meeting.

Also discussed, was the vulnerable sector resident’s item. Ms. Henhoeffter explained that in the recommendations it was decided that the King’s County Vulnerable Sector Program would be monitored. Items of consideration of a vulnerable service registry include whether it is a REMO-led initiative or should it be kept with another agency such as the Senior Safety Coordinator or the Aging Well Society due to confidentiality; various municipalities that have a registry and each run it differently; and it requires staff hours to take it on. A discussion needs to take place to determine where it best fits if the direction is to move forward with the registry.

Nova Scotia Power has a Critical Care Customer Program which offers a courtesy call to individuals that sign up, that rely on equipment for breathing, to advise of an upcoming power outage. These individuals can then initiate their own preparedness action plan.

5. NEW BUSINESS

5.1 Inter-Municipal Agreement – Response from the Province

Ms. Henhoeffter advised that on April 12, 2021, the Minister of Municipal Affairs approved the amended REMO Inter-Municipal Services Agreement to include the five municipal units effective January 18, 2017, when Town of Lunenburg joined.

5.2 Covid Updates

Ms. Henhoeffter reported on the success of the various COVID Pop-up Test Sites within the five municipal units with 9,405 people having been swabbed. She commented on the tremendous volunteer support with them providing 3,372 volunteer hours.

It was suggested that certificates be provided to all the volunteers. Ms. Henhoeffter advised that because the test sites were run by the Department of Public Health and Praxes Medical Consultants, she would have to check with them first. Ms. Henhoeffter indicated she continually sent thank you messages and posters during the individual events.

6. NS EMO UPDATES

Ms. Matthews advised there was no update from the province, and now that a provincial election has been called for August, there would be nothing to report until the fall.

7. REMO COORDINATOR UPDATES

Ms. Henhoeffter reported the following:

1. The Emergency Management By-law is being presented at each municipal unit.
2. Working on a REMO website and hopefully by next meeting it will be launched.
3. Last week Ms. Henhoeffter and Mr. Dumaresq attended a Kings County tabletop exercise.
4. In reviewing some past minutes from meetings before her arrival when Heather MacKenzie-Carey was the REMO Coordinator, there were different aspects of the plan that were discussed in depth. If there is any interest, send Ms. Henhoeffter an email with your thoughts.

8. ADDED ITEMS

9. NEXT MEETING – Monday, September 20, 2021 - 1:30 p.m.

10. ADJOURNMENT

There being no further business at 2:02 p.m., it was moved by Councillor Thorburne, seconded Councillor Nowe that the meeting adjourn. Motion carried.



The special meeting of the Oakland Lake Watershed Advisory Committee for the Town of Mahone Bay was held on Monday, October 4, 2021 at 2:30 p.m. using video conferencing.

Present:

Councillor Richard Nowe (Chair)

Councillor Penny Carver

Mayor David Devenne

Kacy DeLong, MODL Councillor (left 2:35pm returned 2:55pm)

Michael Allen, Provincial Planner

Byung Jun Kang, MODL Planner

Dylan Heide, CAO

Meghan Rafferty, Lead Operator Water/Wastewater

Kelly Redden, Deputy Clerk

Absent:

Tom Ernst (regrets)

Approval of Agenda

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

Minutes

A motion by Councillor Carver, seconded by Mike Allen, **"THAT the minutes of the June 28, 2021 meeting of the Oakland Lake Watershed Advisory Committee be approved as presented."** **Motion carried.**

Risk Assessment Exercise

The committee reviewed the Risk Assessment document provided by Mike Allen. Mr. Allen will update the document with the Committee's recommendations and bring the document back to the Committee's next meeting on November 15th.

The meeting adjourned by motion at 3:22pm.

TOWN OF MAHONE BAY

TOWN OF MAHONE BAY

Councillor Richard Nowe

Kelly Redden, Deputy Clerk